

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

March Session of the January Adjourned

Term. 20 16

County of Boone

} ea.

In the County Commission of said county, on the 17th day of March 20 16

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

Now on this day the County Commission of the County of Boone does hereby approve the request to dispose of the attached list of surplus equipment by auction on GovDeals or by destruction for whatever is not suitable for auction.

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

Done this 17th day of March, 2016

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



**MEMORANDUM**

TO: Boone County Commission  
FROM: David Eagle  
RE: Surplus Disposal  
DATE: March 3, 2016

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

	Asset #	Description	Make & Model	Department	Condition of Asset	Serial #
1.	NO TAG	TWO COLOR PRINTER CARTRIDGES	LEXMARK 20	CIRCUIT COURT	NEW	
3	NO TAG	TWO BLACK PRINTER CARTRIDGES	LEXMARK 70	CIRCUIT COURT	NEW	
4	NO TAG	ONE TRI COLOR PRINTER CARTRIDGE	HP 78	CIRCUIT COURT	NEW	
5	NO TAG	ONE BLACK PRINTER CARTRIDGE	HP 15	CIRCUIT COURT	NEW	
6	NO TAG	SHOP MADE "USED ANTIFREEZE" TANK – (MAY BE USED FOR OTHER LIQUIDS)		PUBLIC WORKS	FAIR	
7	NO TAG	THREE 100 (+ OR -) GALLON FUEL TANKS		PUBLIC WORKS	POOR	
8	9603	1995 STONE TAMPER COMPACTOR		PUBLIC WORKS	FAIR	

9	8598	PORTABLE WATER TANK WITH TRAILER		PUBLIC WORKS	FAIR	
10	11724	400 GALLON WATER TANK		PUBLIC	FAIR	
11	NO TAG	25" TELEVISION	SANYO MODEL DS25230	JJC	UNKNOWN	
12	NO TAG	VCR/DVD PLAYER COMBO		PROSECUTING ATTORNEY	OLD BUT WORKS	
13	NO TAG	OLD CELLPHONES AND CELL PHONE ACCESSORIES		SHERIFF	RETURNED TO US CELLULAR	REMOVE FROM INVENTORY
14	NO TAG	CAMERA	POLAROID IMPULSE	CIRCUIT COURT	OLD AND OUTDATED	
15	NO TAG	MISCELLANEOUS ITEMS		CIRCUIT COURT	POOR	
16	NO TAG	REFRIGERATOR	FRIGIDARE	CHILD SUPPORT	POOR	
17	NO TAG	TONNEAU COVER FROM 2007 CHEVROLET CREWCAB PICKUP	MODEL NUMBER UC1060 SERIAL NUMBER 463310	SHERIFF	GOOD	
18	14834	LIGHTBAR	CODE 3 MX7000 (PARTS ONLY)	SHERIFF	POOR	
19	NO TAG	DESK CHAIR		911 EMERGENCY MANAGEMENT	FAIR	
20	NO TAG	BLACK OFFICE CHAIR		CIRCUIT CLERK	POOR	REMOVE FROM INVENTORY

21	12394	3M OVERHEAD PROJECTOR INCLUDING EXTRA TRANSPARENT FILM AND BULB		SHERIFF	GOOD	
22	NO TAG	TAN COLORED METAL COIN BOX WITH BENT KEY		CIRCUIT COURT	FAIR	
23	NO TAG	CALCULATOR	ELSI MATE	CIRCUIT COURT	POOR	
24	NO TAG	MICROCASSETTE RECORDER (HANDHELD)	SONY M-629V	CIRCUIT COURT	POOR	
25	4135	MICROCASSETTE DICTATOR	SONY BM-510	CIRCUIT COURT	POOR	
26	13117	DESK CHAIR		PROSECUTING ATTORNEY	POOR	REMOVE FROM INVENTORY
27	10482	DESK CHAIR		PROSECUTING ATTORNEY	POOR	REMOVE FROM INVENTORY
28	11393	DESK CHAIR		PROSECUTING ATTORNEY	POOR	
29	NO TAG	DESK CHAIR		PROSECUTING ATTORNEY	POOR	REMOVE FROM INVENTORY
30	NO TAG	VHS DIGITAL VIDEO RECORDER	ULTRAK	FACILITIES MAINTENANCE	UNKNOWN	
31	NO TAG	COURT SECURITY MARSHAL DUTY BELTS, TROUSER/INNER BELTS, HOLSTERS, CUFF, RADIO, KEY AND SPEEDLOADER CASES		CIRCUIT COURT	POOR	
32	NO TAG	TWO OFFICE CHAIRS		JJC	POOR	REMOVE FROM INVENTORY

33	NO TAG	ROLLING OFFICE CHAIR		JJC	POOR	REMOVE FROM INVENTORY
34	NO TAG	BLANK VHS TAPES		CIRCUIT COURT	GOOD	
35	NO TAG	FOUR DRAWER, BLACK, LATERAL FILING CABINET		COMMUNITY SERVICES	GOOD	
36	NO TAG	FOUR DRAWER FILE CABINET		PROSECUTING ATTORNEY	FAIR	
37	8490	DESK		PROSECUTING ATTORNEY	FAIR	
38	11867	CHAIR MULTI-SHIFT ARMS		SHERIFF	POOR	REMOVE FROM INVENTORY
39	14263	BARCODE PRINTER	SATO CX208TT	CIRCUIT CLERK	OUTDATED	
40	14264	BARCODE PRINTER	SATO CX208TT	CIRCUIT CLERK	OUTDATED	
41	14265	BARCODE PRINTER	SATO CX208TT	CIRCUIT CLERK	OUTDATED	
42	14266	BARCODE PRINTER	SATO CX208TT	CIRCUIT CLERK	OUTDATED	
43	10015	LOUNGE CHAIR		COLLECTOR	FAIR	
44	10016	LOUNGE CHAIR		COLLECTOR	FAIR	

45	8809	DRAFTING TABLE		FACILITY MAINTENANCE	GOOD	
46	17156	GRAVEL TRAFFIC COUNTER		RESOURCE MANAGEMENT	POOR	REMOVE FROM INVENTORY
47	17157	GRAVEL TRAFFIC COUNTER		RESOURCE MANAGEMENT	POOR	REMOVE FROM INVENTORY
48	17158	GRAVEL TRAFFIC COUNTER		RESOURCE MANAGEMENT	POOR	REMOVE FROM INVENTORY
49	17159	GRAVEL TRAFFIC COUNTER		RESOURCE MANAGEMENT	POOR	REMOVE FROM INVENTORY
50	17160	GRAVEL TRAFFIC COUNTER		RESOURCE MANAGEMENT	POOR	REMOVE FROM INVENTORY
51	17161	GRAVEL TRAFFIC COUNTER		RESOURCE MANAGEMENT	POOR	REMOVE FROM INVENTORY
52	17162	GRAVEL TRAFFIC COUNTER		RESOURCE MANAGEMENT	POOR	REMOVE FROM INVENTORY
53	18040	PAVEMENT TRAFFIC COUNTER		RESOURCE MANAGEMENT	POOR	REMOVE FROM INVENTORY
54	NO TAG	GRAVEL TRAFFIC COUNTER	ROAD RUNNER SN: 100041	RESOURCE MANAGEMENT	POOR	REMOVE FROM INVENTORY
55	NO TAG	DESK CHAIR		ELECTIONS	POOR	REMOVE FROM INVENTORY
56	16967	DISSOLVED OXYGEN METER		STORM WATER ADMINISTRATION	TRADE IN	REMOVE FROM INVENTORY

57	9381	RED OFFICE CHAIR		SHERIFF	POOR	REMOVE FROM INVENTORY
58	8804	1 ½ TON WATER TRAILER		PUBLIC WORKS	FAIR	
59	15541	TASER	X26	SHERIFF	DESTROYED BY DEPARTMENT	
60	11942	HAND HELD RADAR SPEED GUN		SHERIFF	POOR	REMOVE FROM INVENTORY

cc: Heather Acton. Auditor's office  
Surplus File

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 02/10/16

FIXED ASSET TAG NUMBER: NO ID TAG NUMBER

DESCRIPTION: 2 Lexmark 20 Color printer cartridges

REQUESTED MEANS OF DISPOSAL: Surplus

OTHER INFORMATION: Located in Judge Office, Reception Area

CONDITION OF ASSET: Good

REASON FOR DISPOSITION: No longer use

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:

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

DEPARTMENT: 1210

SIGNATURE

*Mary Evans*

**AUDITOR**

ORIGINAL PURCHASE DATE

NO DATA

RECEIPT INTO

11903836

Hea

ORIGINAL COST

GRANT FUNDED (Y/N)

ORIGINAL FUNDING SOURCE

GRANT NAME

% FUNDING

AGENCY

ASSET GROUP

DOCUMENTATION ATTACHED (Y/N)

TRANSFER CONFIRMED

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

TRANSFER

DEPARTMENT NAME

NUMBER

LOCATION WITHIN DEPARTMENT

INDIVIDUAL

TRADE

AUCTION

SEALED BIDS

OTHER

EXPLAIN

COMMISSION ORDER NUMBER

127-2016

DATE APPROVED

3-17-16

SIGNATURE

*Donna L. Atwell*

Revised Sept2015

**RECEIVED**

FEB 11 2016

**BOONE COUNTY AUDITOR**

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 02/10/16

FIXED ASSET TAG NUMBER: NO ID TAG NUMBER

DESCRIPTION: 2 Lexmark 70 Black printer cartridges

REQUESTED MEANS OF DISPOSAL: Surplus

**RECEIVED**

OTHER INFORMATION: Located in Judge Office, Reception Area

FEB 11 2016

CONDITION OF ASSET: Good

**BOONE COUNTY AUDITOR**

REASON FOR DISPOSITION: No longer use

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:

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

DEPARTMENT: 1210

SIGNATURE

*Mary Egan*

**AUDITOR**

ORIGINAL PURCHASE DATE No Data

RECEIPT INTO 1190-3836 HA

ORIGINAL COST \_\_\_\_\_

GRANT FUNDED (Y/N) \_\_\_\_\_

ORIGINAL FUNDING SOURCE \_\_\_\_\_

GRANT NAME \_\_\_\_\_

% FUNDING \_\_\_\_\_

AGENCY \_\_\_\_\_

ASSET GROUP \_\_\_\_\_

DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_

TRANSFER CONFIRMED \_\_\_\_\_

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_\_ AUCTION \_\_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 127-2016

DATE APPROVED 3-17-16

SIGNATURE *[Signature]*

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 02/10/16

FIXED ASSET TAG NUMBER: NO ID TAG NUMBER

DESCRIPTION: 1 HP 78 Tri color printer cartridge

**RECEIVED**

REQUESTED MEANS OF DISPOSAL: Surplus

FEB 11 2016

OTHER INFORMATION: Located in Judge Office, Reception Area

**BOONE COUNTY AUDITOR**

CONDITION OF ASSET: Good

REASON FOR DISPOSITION: No longer use

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:

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

DEPARTMENT: 1210

SIGNATURE

*Mary Egan*

**AUDITOR**

ORIGINAL PURCHASE DATE No Data

RECEIPT INTO 1190-3836 Ha

ORIGINAL COST \_\_\_\_\_

GRANT FUNDED (Y/N) \_\_\_\_\_

ORIGINAL FUNDING SOURCE \_\_\_\_\_

GRANT NAME \_\_\_\_\_

% FUNDING \_\_\_\_\_

AGENCY \_\_\_\_\_

ASSET GROUP \_\_\_\_\_

DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_

TRANSFER CONFIRMED \_\_\_\_\_

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_\_ AUCTION \_\_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 127-2016

DATE APPROVED 3-17-16

SIGNATURE *Samuel A. Atwell*

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 02/10/16

FIXED ASSET TAG NUMBER: NO ID TAG NUMBER

DESCRIPTION: 1 HP 15 Black printer cartridge

REQUESTED MEANS OF DISPOSAL: Surplus

OTHER INFORMATION: Located in Judge Office, Reception Area

CONDITION OF ASSET: Good

REASON FOR DISPOSITION: No longer use

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:

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

DEPARTMENT: 1210

SIGNATURE

*Mary Eppig*

**AUDITOR**

ORIGINAL PURCHASE DATE No Date

RECEIPT INTO 1190-3836 HA

ORIGINAL COST \_\_\_\_\_

GRANT FUNDED (Y/N) \_\_\_\_\_

ORIGINAL FUNDING SOURCE \_\_\_\_\_

GRANT NAME \_\_\_\_\_

% FUNDING \_\_\_\_\_

AGENCY \_\_\_\_\_

ASSET GROUP \_\_\_\_\_

DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_

TRANSFER CONFIRMED \_\_\_\_\_

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_\_ AUCTION \_\_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 127-2016

DATE APPROVED 3-17-16

SIGNATURE *Clayton A. Atwell*

**RECEIVED**

FEB 11 2016

**BOONE COUNTY AUDITOR**

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY **RECEIVED**

DATE : February 18, 2016

FIXED ASSET TAG NUMBER: None

FEB 18 2016

DESCRIPTION: Shop made "Used Antifreeze" tank - may be used for other liquids.

**BOONE COUNTY AUDITOR**

REQUESTED MEANS OF DISPOSAL: Sell

OTHER INFORMATION: Back liquid storage capacity - 360 gallons, front storage with sump system - 60 gallons. Steel construction.

CONDITION OF ASSET: Fair

REASON FOR DISPOSITION: Equipment is no longer utilized.

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: None

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO

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

DEPARTMENT: 2040

SIGNATURE 

**AUDITOR**

NO DATA

ORIGINAL PURCHASE DATE \_\_\_\_\_

RECEIPT INTO

2040-3836

NA

ORIGINAL COST \_\_\_\_\_

GRANT FUNDED (Y/N) \_\_\_\_\_

GRANT NAME \_\_\_\_\_

ORIGINAL FUNDING SOURCE \_\_\_\_\_

% FUNDING \_\_\_\_\_

AGENCY \_\_\_\_\_

ASSET GROUP \_\_\_\_\_

DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_

TRANSFER CONFIRMED \_\_\_\_\_

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER

DEPARTMENT NAME \_\_\_\_\_

NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE

\_\_\_\_ AUCTION

\_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER

EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 127-2016

DATE APPROVED

3-17-16

SIGNATURE



# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : February 17, 2016

FIXED ASSET TAG NUMBER: None

**RECEIVED**

DESCRIPTION: Three (3) 100(+ or -) gallon fuel tanks.

FEB 18 2016

REQUESTED MEANS OF DISPOSAL: Sell

**BOONE COUNTY AUDITOR**

OTHER INFORMATION: None

CONDITION OF ASSET: Poor, all units have leaks. No fixed asset numbers or identifying data on the tanks.

REASON FOR DISPOSITION: Equipment is no longer needed

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)

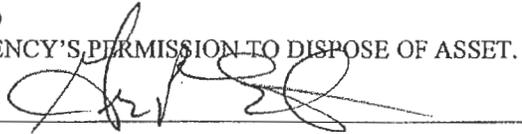
DESIRED DATE FOR ASSET REMOVAL TO STORAGE: None

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO

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

DEPARTMENT: 2040

SIGNATURE



**AUDITOR**

ORIGINAL PURCHASE DATE NO DATA

RECEIPT INTO 2040-3836 HA

ORIGINAL COST \_\_\_\_\_

GRANT FUNDED (Y/N) \_\_\_\_\_

ORIGINAL FUNDING SOURCE \_\_\_\_\_

GRANT NAME \_\_\_\_\_

% FUNDING \_\_\_\_\_

AGENCY \_\_\_\_\_

ASSET GROUP \_\_\_\_\_

DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_

TRANSFER CONFIRMED \_\_\_\_\_

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

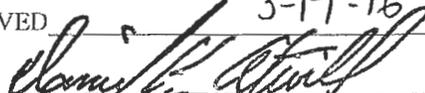
INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_\_ AUCTION \_\_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 127-2016

DATE APPROVED 3-17-16

SIGNATURE 

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : February 17, 2016

FIXED ASSET TAG NUMBER: 9603

**RECEIVED**

DESCRIPTION: 1995 Stone Tamper Compactor

FEB 18 2016

REQUESTED MEANS OF DISPOSAL: Sell

**BOONE COUNTY AUDITOR**

OTHER INFORMATION: Serial Number: 1951093; Model: SM-832R

CONDITION OF ASSET: Fair

REASON FOR DISPOSITION: Equipment is planned for replacement in 2016.

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)

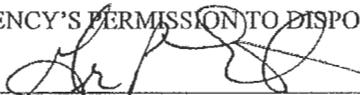
DESIRED DATE FOR ASSET REMOVAL TO STORAGE: None

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO

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

DEPARTMENT: 2040

SIGNATURE



**AUDITOR**

ORIGINAL PURCHASE DATE 6-20-95

RECEIPT INTO 2040-3836 Ha

ORIGINAL COST \$2,185.00

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2741

GRANT NAME \_\_\_\_\_

% FUNDING \_\_\_\_\_

ASSET GROUP 1604

AGENCY \_\_\_\_\_

DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_

TRANSFER CONFIRMED \_\_\_\_\_

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_\_ AUCTION \_\_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 127-2016

DATE APPROVED 3-17-16

SIGNATURE 

Trns N Tag 9603 Tagged Y Tag Replaced N To From Last Posted  
Description VIBRATORY PLATE COMPACTOR Adjustments in Process 12 2002  
Acquired 6/20/1995 Acq Amt 2,185.00 Useful Life Months 48  
Acct Grp 1604 MACHINERY & EQUIPMENT .00  
Category 85 EQUIPMENT - \$1,000 TO \$20,000 Res Val % 0  
Location 8999 ASSETS PENDING DISPOSAL Tag in Book N  
Purch Dept 2040 PW-MAINTENANCE OPERATIONS  
Inventory Date 9/23/2013 Inv Status Found - No Change  
Site Loc Assets Pending Disposal  
Site Detl None  
Make STONE Model S38A  
Serial 1951093 Note  
Invoice 28007 Check 32597  
Vendor 385 GM SUPPLY COMPANY INC  
Bid#  
User

Calculated Fields Book Value  
Dep St Dt  
Adj Total  
Total Cost 2,185.00  
Acm Dep Ytd .00

F2=Key Scr F3=Exit F11=Grant F23=Bid F22=Hist F24=More

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: January 17, 2016

FIXED ASSET TAG NUMBER: 8598

**RECEIVED**

DESCRIPTION: Portable Water Tank with Trailer

FEB 18 2016

REQUESTED MEANS OF DISPOSAL: Sell

**BOONE COUNTY AUDITOR**

OTHER INFORMATION: Serial # 6A8467; Model: M107A2; Make: Freuhauf

CONDITION OF ASSET: Fair. Gas engine w/pump - will not start.

REASON FOR DISPOSITION: Equipment is no longer needed.

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: None

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO

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

DEPARTMENT: 2040

SIGNATURE 

AUDITOR

ORIGINAL PURCHASE DATE 5-25-1994

RECEIPT INTO 2040-3836 HA

ORIGINAL COST \$ 300.00

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2741

GRANT NAME \_\_\_\_\_

% FUNDING \_\_\_\_\_

ASSET GROUP 1604

AGENCY \_\_\_\_\_

DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_

TRANSFER CONFIRMED \_\_\_\_\_

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

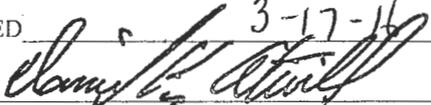
INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_\_ AUCTION \_\_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 127-2016

DATE APPROVED 3-17-16

SIGNATURE 

Trns N Tag 8598 Tagged Y Tag Replaced N To \_\_\_\_\_ From \_\_\_\_\_ Last Posted  
 Description PORTABLE WATER TANK W/TRAILER Adjustments in Process 12 2002  
 Acquired 5/25/1994 Acq Amt 300.00 Useful Life Months 48  
 Acct Grp 1604 MACHINERY & EQUIPMENT .00  
 Category 80 EQUIPMENT < \$1,000 Res Val % 0  
 Location 8999 ASSETS PENDING DISPOSAL Tag in Book N  
 Purch Dept 2040 PW-MAINTENANCE OPERATIONS  
 Inventory Date \_\_\_\_\_ Inv Status \_\_\_\_\_  
 Site Loc Assets Pending Disposal  
 Site Detl None  
 Make FREUHAUF Model M107A2  
 Serial 6A8467 Note \_\_\_\_\_  
 Invoice 04492 Check 22962  
 Vendor 3503 MO STATE AGENCY FOR SURPLUS PROPERTY  
 Bid# \_\_\_\_\_  
 User \_\_\_\_\_

Calculated Fields Book Value  
 Dep St Dt \_\_\_\_\_  
 Adj Total \_\_\_\_\_ Acum Dep Ytd .00

Total Cost 300.00  
 F2=Key Scr F3=Exit F11=Grant F23=Bid F22=Hist F24=More

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : January 17, 2016

FIXED ASSET TAG NUMBER: 11724

DESCRIPTION: 400 Gallon Water Trailer

REQUESTED MEANS OF DISPOSAL: Sell

OTHER INFORMATION: Serial # 2333

CONDITION OF ASSET: Fair. No pump/motor

REASON FOR DISPOSITION: Equipment is no longer needed.

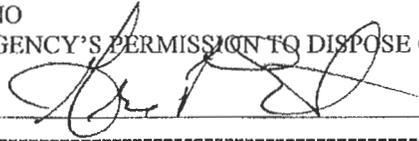
COUNTY / COURT IT DEPT. (circle one) DOES /DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: None

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

DEPARTMENT: 2040

SIGNATURE



### AUDITOR

ORIGINAL PURCHASE DATE 9-24-98

RECEIPT INTO 2040-3836

HA

ORIGINAL COST \$ 839.10

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2741

GRANT NAME \_\_\_\_\_

% FUNDING \_\_\_\_\_

ASSET GROUP 1605

AGENCY \_\_\_\_\_

DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_

TRANSFER CONFIRMED \_\_\_\_\_

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER

DEPARTMENT NAME \_\_\_\_\_

NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE

\_\_\_\_ AUCTION

\_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER

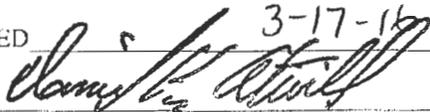
EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 127-2016

DATE APPROVED

3-17-16

SIGNATURE



**RECEIVED**

FEB 18 2016

**BOONE COUNTY AUDITOR**

Trns N Tag 11724 Tagged Y Tag Replaced N To \_\_\_\_\_ From \_\_\_\_\_ Last Posted  
Description TRAILER 400 GALLON WATER Adjustments in Process 12 2002  
Acquired 9/24/1998 Acq Amt 839.10 Useful Life Months 84  
Acct Grp 1605 VEHICLES .00  
Category 40 TRAILERS Res Val % 20  
Location 8999 ASSETS PENDING DISPOSAL Tag in Book N  
Purch Dept 2040 PW-MAINTENANCE OPERATIONS  
Inventory Date \_\_\_\_\_ Inv Status \_\_\_\_\_  
Site Loc Assets Pending Disposal  
Site Detl None  
Make \_\_\_\_\_ Model \_\_\_\_\_  
Serial \_\_\_\_\_ Note \_\_\_\_\_  
Invoice 90998 Check 59315  
Vendor 7770 SURPLUS SALES  
Bid# \_\_\_\_\_  
User \_\_\_\_\_

Calculated Fields Book Value  
Dep St Dt \_\_\_\_\_  
Adj Total \_\_\_\_\_ Acn Dep Ytd .00

Total Cost 839.10

F2=Key Scr F3=Exit

F11=Grant

F23=Bid F22=Hist F24=More

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 9/11/15 FIXED ASSET TAG NUMBER: NO TAG

DESCRIPTION: 25" SANYO TELEVISION

REQUESTED MEANS OF DISPOSAL: SELL

OTHER INFORMATION: MODEL DS 25230

CONDITION OF ASSET: UNKNOWN

REASON FOR DISPOSITION: NO LONGER NEEDED

**RECEIVED**  
SEP 17 2015  
BOONE COUNTY AUDITOR

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:

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

DEPARTMENT: 1242 SIGNATURE: *She Goh*

AUDITOR NO DATA RECEIPT INTO 1190-3836 Ha

ORIGINAL PURCHASE DATE \_\_\_\_\_ GRANT FUNDED (Y/N) \_\_\_\_\_  
ORIGINAL COST \_\_\_\_\_ GRANT NAME \_\_\_\_\_  
ORIGINAL FUNDING SOURCE \_\_\_\_\_ % FUNDING \_\_\_\_\_  
AGENCY \_\_\_\_\_  
ASSET GROUP \_\_\_\_\_ DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_  
TRANSFER CONFIRMED \_\_\_\_\_

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_  
LOCATION WITHIN DEPARTMENT \_\_\_\_\_  
INDIVIDUAL \_\_\_\_\_  
\_\_\_\_ TRADE AUCTION SEALED BIDS  
\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 127-2016

DATE APPROVED 3-17-16

SIGNATURE *Samuel H. Atwell*

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY **RECEIVED**

SEP 14 2015

DATE : JUNE 15, 2011

FIXED ASSET TAG NUMBER: NO TAG

**BOONE COUNTY AUDITOR**

DESCRIPTION: VCR/DVD PLAYER COMBO

REQUESTED MEANS OF DISPOSAL: SELL ON GOVDEALS IF NO OTHER DEPARTMENT WANTS

OTHER INFORMATION:

CONDITION OF ASSET: OLD BUT WORKS

REASON FOR DISPOSITION: NO LONGER NEEDED WITH UPDATED TECHNOLOGY

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: WHEN EVER CONVENIENT

WAS ASSET PURCHASED WITH GRANT FUNDING? NO

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

DEPARTMENT: PROSECUTING ATTORNEY 1261

SIGNATURE

*Bonnie Atkins*

AUDITOR

ORIGINAL PURCHASE DATE

NO DATA

RECEIPT INTO

1190-3836

HA

ORIGINAL COST

GRANT FUNDED (Y/N)

ORIGINAL FUNDING SOURCE

GRANT NAME

% FUNDING

AGENCY

ASSET GROUP

DOCUMENTATION ATTACHED (Y/N)

TRANSFER CONFIRMED

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

TRANSFER

DEPARTMENT NAME

NUMBER

LOCATION WITHIN DEPARTMENT

INDIVIDUAL

TRADE

AUCTION

SEALED BIDS

OTHER

EXPLAIN

COMMISSION ORDER NUMBER

127-2016

DATE APPROVED

3-17-16

SIGNATURE

*Dennis H. Atkins*

**Heather Acton - Fwd: Fixed Asset Disposal**

---

**From:** Caryn Ginter  
**To:** Heather Acton  
**Date:** 9/14/2015 3:16 PM  
**Subject:** Fwd: Fixed Asset Disposal  
**Attachments:** VCR-DVD Player Combo - No Tag - June 15, 2011.pdf

---

Please see Bonnie's email below. I told her you would likely handle the disposal as you would any other your receive. If she needs to send you something else just let her know.

Thanks,  
Caryn

>>> Bonnie Adkins 9/14/2015 1:52 PM >>>

Steve Smith from the Circuit Court I.T. Department brought me this VCR/DVD Player with the attached disposal form from June 15, 2011. He said he found it downstairs and didn't have any idea where it came from and why it was there. I, of course, assumed it was disposed long ago. It's now in my office and I would like to go ahead and get it taken care of. Please let me know if there is anything else I need to do.

Thank you.

Bonnie Adkins  
Boone County Prosecutor's Office  
Office Administrator  
705 E. Walnut Street  
Columbia, Missouri 65201  
573-886-4112  
573-886-4148 (Fax)  
[badkins@boonecountymo.org](mailto:badkins@boonecountymo.org)

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# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 11-6-15

FIXED ASSET TAG NUMBER: None

DESCRIPTION: Old cell phones and cell phone accessories

REQUESTED MEANS OF DISPOSAL: Return to US Cellular so they can

OTHER INFORMATION: wipe the memory.

CONDITION OF ASSET: fair

REASON FOR DISPOSITION: New phones in place

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

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP (2 boxes are located at Kari's desk @ BCSD)

WAS ASSET PURCHASED WITH GRANT FUNDING?  YES  NO

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

DEPARTMENT: Sheriff

SIGNATURE Kari Baly

**AUDITOR**

ORIGINAL PURCHASE DATE NO DATA

RECEIPT INTO 1190-3836 Ha

ORIGINAL COST \_\_\_\_\_

GRANT FUNDED (Y/N) \_\_\_\_\_

ORIGINAL FUNDING SOURCE \_\_\_\_\_

GRANT NAME \_\_\_\_\_

% FUNDING \_\_\_\_\_

AGENCY \_\_\_\_\_

ASSET GROUP \_\_\_\_\_

DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_

TRANSFER CONFIRMED \_\_\_\_\_

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_\_ AUCTION \_\_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 127-2016

DATE APPROVED 3-17-16

SIGNATURE [Signature]

**RECEIVED**

NOV 06 2015

**BOONE COUNTY AUDITOR**

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 12/18/15

FIXED ASSET TAG NUMBER: No Inventory tag number

DESCRIPTION: Polaroid Impulse camera

**RECEIVED**

DEC 18 2015

REQUESTED MEANS OF DISPOSAL: Surplus

**BOONE COUNTY AUDITOR**

OTHER INFORMATION: This is located in the Adult Court Services Office, 1<sup>st</sup> Floor of courthouse

CONDITION OF ASSET: Old and outdated

REASON FOR DISPOSITION: No longer using

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)

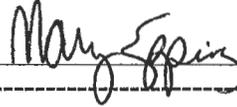
DESIRED DATE FOR ASSET REMOVAL TO STORAGE:

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO

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

DEPARTMENT: Circuit Court 1210

SIGNATURE



**AUDITOR**

NO DATA

ORIGINAL PURCHASE DATE

RECEIPT INTO

1190-3836

HA

ORIGINAL COST

GRANT FUNDED (Y/N)

ORIGINAL FUNDING SOURCE

GRANT NAME

% FUNDING

AGENCY

ASSET GROUP

DOCUMENTATION ATTACHED (Y/N)

TRANSFER CONFIRMED

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

TRANSFER

DEPARTMENT NAME

NUMBER

LOCATION WITHIN DEPARTMENT

INDIVIDUAL

TRADE

AUCTION

SEALED BIDS

OTHER

EXPLAIN

COMMISSION ORDER NUMBER

127-2016

DATE APPROVED

3-17-16

SIGNATURE



# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 12/18/15

FIXED ASSET TAG NUMBER: No inventory tag numbers

RECEIVED

DESCRIPTION: Miscellaneous items – See attached list

DEC 18 2015

BOONE COUNTY AUDITOR

REQUESTED MEANS OF DISPOSAL: Surplus

OTHER INFORMATION: These items are located in the Adult Court Services Office, 1<sup>st</sup> Floor of Courthouse.

CONDITION OF ASSET: worn, broken, does not work

REASON FOR DISPOSITION: No longer using items

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)

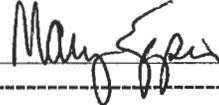
DESIRED DATE FOR ASSET REMOVAL TO STORAGE:

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO

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

DEPARTMENT: Circuit Court 1210

SIGNATURE



**AUDITOR**

ORIGINAL PURCHASE DATE NO DATA

RECEIPT INTO 1190-3836 HE

ORIGINAL COST \_\_\_\_\_

GRANT FUNDED (Y/N) \_\_\_\_\_

ORIGINAL FUNDING SOURCE \_\_\_\_\_

GRANT NAME \_\_\_\_\_

% FUNDING \_\_\_\_\_

AGENCY \_\_\_\_\_

ASSET GROUP \_\_\_\_\_

DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_

TRANSFER CONFIRMED \_\_\_\_\_

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

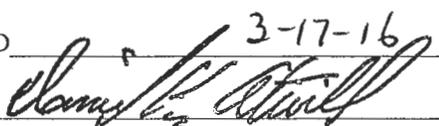
INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_\_ AUCTION \_\_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 127-2016

DATE APPROVED 3-17-16

SIGNATURE 

1 - blue task chair (seat is torn & very worn)

1 - black plastic wall clock (hands are broken - does not work)

1- blue radio/cd player (does not work)

6- hand held staplers (all broken)

1- under-mount keyboard tray with mounting brackets

1- metal wall-mount 6 pocket folder holder

1- plastic Rolodex with index cards

2- black plastic stack desk trays

1- gel wrist rest for desk/keyboard

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 01/06/16

FIXED ASSET TAG NUMBER: no tag

**RECEIVED**

DESCRIPTION: Refrigerator

JAN 07 2016

BOONE COUNTY  
AUDITOR

REQUESTED MEANS OF DISPOSAL: Trash

OTHER INFORMATION: This was purchased by the county in 2008 for \$469. It was not reimbursed by the State.

CONDITION OF ASSET: poor

REASON FOR DISPOSITION: It does not work.

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

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: Whenever possible

WAS ASSET PURCHASED WITH GRANT FUNDING?  YES  NO

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

DEPARTMENT: 1263

SIGNATURE

*[Handwritten Signature]* A.P.A.

**AUDITOR**

NO DATA

ORIGINAL PURCHASE DATE \_\_\_\_\_

RECEIPT INTO 1190-3836 HA

ORIGINAL COST \_\_\_\_\_

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE \_\_\_\_\_

GRANT NAME \_\_\_\_\_

% FUNDING \_\_\_\_\_

AGENCY \_\_\_\_\_

ASSET GROUP \_\_\_\_\_

DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_

TRANSFER CONFIRMED \_\_\_\_\_

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_\_ AUCTION \_\_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 127-2016

DATE APPROVED 3-17-16

SIGNATURE *[Handwritten Signature]*

COLUMBIA APPLIANCE  
1805 WESTFALL DR  
COLUMBIA, MISSOURI 65202  
573)814-2244 OR (573)449-2653

*Died  
May  
2015*

I N V O I C E

=====

OFFICE	68309	ACCT# 8864112	SL# RF	DEPT# S	LOC# W
BOONE COUNTY PROSECUTOR				S	ATTN BARBARA MORRIS
BOONE COUNTY COURT HOUSE				H	
				I	
COLUMBIA		MO 65201		P	
(573)-886-4112					

=====

=====

DATE 12/24/2008 PO/NARDA RICKY                      TERMS DUE ON RECEIPT PAY METHOD ON ACCOUNT

=====

QTY	MAKE	PRODUCT	DESCRIPTION	PRICE	EXTENSION
1	FRG	FRT8G7HQ0	REFRIGERATOR 18.2 TOP	469.00	469.00
		SERIAL# BA74127148			
1	LAB	LAB.DELIVERY.19	DELIVERY CHARGE		

WILL CALL WITH DELIVERY DAY AND ADDRESS  
PURCHASE ORDER 2008000233

CROSS STREETS: \_\_\_\_\_

=====

SUB TOTAL	469.00	TAX	DEL	DISC	TOTAL	469.00
-----------	--------	-----	-----	------	-------	--------

=====

TELL YOUR FRIENDS TO BUY FROM OUR LOCALLY OWNED  
COMPANY THAT APPRECIATES YOUR BUSINESS SINCE 1957!

T H A N K   Y O U

PO No. 2008000233

ENCUMBRANCE - PURCHASE ORDER

BOONE COUNTY, MISSOURI

GOVERNMENT CENTER

801 E WALNUT

COLUMBIA MO 65201

DATE: 12/22/2008

*Not Reimbursable*

VENDOR NUMBER: COLUMBIA APPLIANCE COMPANY  
219 1805 WESTFALL DR  
COLUMBIA, MO 65202-3921

SHIP TO: IV-D  
1263 BARBARA MORRIS  
22 N 8TH ST  
COLUMBIA, MO 65201-0000  
(573)886-4126

SPECIAL INSTRUCTIONS:  
12/18/08 WRITTEN QUOTE  
RICKY FONTENOT

BILL TO: IV-D  
1263 BARBARA MORRIS  
22 N 8TH ST  
COLUMBIA, MO 65201-0000  
(573)886-4126

<u>QTY</u>	<u>DESCRIPTION</u>	<u>LOT</u>	<u>UNIT PRICE</u>	<u>AMOUNT</u>
1	REFRIGERATOR		469.0000	
	1263 IV-D			469.00
	91300 MACHINERY & EQUIPMENT			
			<u>TOTAL AMOUNT:</u>	469.00

✓

*2/2/09*

\*\*\*\*\*

DEPARTMENT COPY

\*\*\*\*\*

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY INSTITUTION

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 12-16-2015

FIXED ASSET TAG NUMBER: NONE

DESCRIPTION: Tonneau cover from 2007 Chevrolet crewcab pickup. The make of the tonneau cover is UNDERCOVER. Possible model number UC1060. Serial number 463310.

**RECEIVED**

REQUESTED MEANS OF DISPOSAL: Surplus

DEC 28 2015

OTHER INFORMATION: Plastic tonneau cover.

**BOONE COUNTY AUDITOR**

CONDITION OF ASSET: Used, but good. Most, if not all hardware and fasteners are present. Parts may be missing.

REASON FOR DISPOSITION: 12-16-2015

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

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: 12-16-2015

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

DEPARTMENT: SHERIFF / ENFORCEMENT <sup>1251</sup> SIGNATURE *D. Alexander* 12-16-2015

**AUDITOR**

ORIGINAL PURCHASE DATE NO DATA RECEIPT INTO 1190-3836 HA  
ORIGINAL COST \_\_\_\_\_ GRANT FUNDED (Y/N) \_\_\_\_\_  
ORIGINAL FUNDING SOURCE \_\_\_\_\_ GRANT NAME \_\_\_\_\_  
ASSET GROUP \_\_\_\_\_ % FUNDING \_\_\_\_\_  
AGENCY \_\_\_\_\_  
DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_  
TRANSFER CONFIRMED \_\_\_\_\_

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_  
LOCATION WITHIN DEPARTMENT \_\_\_\_\_  
INDIVIDUAL \_\_\_\_\_  
\_\_\_\_ TRADE \_\_\_\_\_ AUCTION \_\_\_\_\_ SEALED BIDS  
\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 127-2016

DATE APPROVED 3-17-16

SIGNATURE *[Signature]*

# BOONE COUNTY

#14834

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 12-16-2015

FIXED ASSET TAG NUMBER: 14834

DESCRIPTION: Code 3 MX7000 lightbar (parts only), no serial number visible

**RECEIVED**

DEC 28 2015

REQUESTED MEANS OF DISPOSAL: Trash or surplus

OTHER INFORMATION:

**BOONE COUNTY AUDITOR**

CONDITION OF ASSET: Poor, non-functional, parts missing.

REASON FOR DISPOSITION: 12-16-2015

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

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: 12-16-2015

WAS ASSET PURCHASED WITH GRANT FUNDING?  YES  NO

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

DEPARTMENT: SHERIFF / ENFORCEMENT <sup>1251</sup> SIGNATURE *D. Alexander* D. Alexander 12/16/2015

**AUDITOR**

ORIGINAL PURCHASE DATE 4-20-05

RECEIPT INTO 2901-3836 HR

ORIGINAL COST \$710.00

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2787

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 \_\_\_\_\_

COMMISSION ORDER NUMBER 127-2616

DATE APPROVED 3-17-16

SIGNATURE *[Signature]*

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

**RECEIVED**

DATE: 12-14-15 FIXED ASSET TAG NUMBER: NONE

DEC. 14 2015

DESCRIPTION: DESK CHAIR

**BOONE COUNTY AUDITOR**

REQUESTED MEANS OF DISPOSAL: ANY

OTHER INFORMATION: LOCATED IN TERRY CASSIL'S OFFICE

CONDITION OF ASSET:

REASON FOR DISPOSITION:

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: ASAP

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

DEPARTMENT: 2702

SIGNATURE

[Signature]

**AUDITOR**

ORIGINAL PURCHASE DATE N<sup>o</sup> DATA

RECEIPT INTO 1190-3836 HA

ORIGINAL COST \_\_\_\_\_

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE \_\_\_\_\_

GRANT NAME \_\_\_\_\_

% FUNDING \_\_\_\_\_

ASSET GROUP \_\_\_\_\_

AGENCY \_\_\_\_\_

DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_

TRANSFER CONFIRMED \_\_\_\_\_

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_\_ AUCTION \_\_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 127-2016

DATE APPROVED 3-17-16

SIGNATURE [Signature]

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 1/13/2016

FIXED ASSET TAG NUMBER: NA

DESCRIPTION: BLACK OFFICE CHAIR

**RECEIVED**

JAN 13 2016

REQUESTED MEANS OF DISPOSAL: DISPOSAL

**BOONE COUNTY AUDITOR**

OTHER INFORMATION: LOCATED IN THE ACCOUNTING OFFICE BY THE RECYCLE BIN

CONDITION OF ASSET: ARMS ARE COMING OFF-POOR

REASON FOR DISPOSITION: POOR CONDITION

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

DESIRED DATE FOR ASSET REMOVAL TO STORAGE:

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

DEPARTMENT: 1221

SIGNATURE



-  
AUDITOR No Data

ORIGINAL PURCHASE DATE \_\_\_\_\_

RECEIPT INTO 1190-3836 HA

ORIGINAL COST \_\_\_\_\_

GRANT FUNDED (Y/N) \_\_\_\_\_

ORIGINAL FUNDING SOURCE \_\_\_\_\_

GRANT NAME \_\_\_\_\_

% FUNDING \_\_\_\_\_

AGENCY \_\_\_\_\_

ASSET GROUP \_\_\_\_\_

DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_

TRANSFER CONFIRMED \_\_\_\_\_

-  
COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

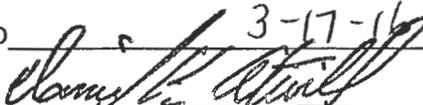
INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_\_ AUCTION \_\_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 127-2016

DATE APPROVED 3-17-16

SIGNATURE 

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 12/1/15

FIXED ASSET TAG NUMBER: 12394

Description in AS400 does not match this tagged item.

DESCRIPTION: 3M Overhead Projector including extra transparent film and bulb

**RECEIVED**

REQUESTED MEANS OF DISPOSAL: Can be reissued to anyone interested

DEC 01 2015

OTHER INFORMATION:

**BOONE COUNTY AUDITOR**

CONDITION OF ASSET: working - good

REASON FOR DISPOSITION: no longer needed

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

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: asap

WAS ASSET PURCHASED WITH GRANT FUNDING?  YES  NO

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

DEPARTMENT: Sheriff 1251

SIGNATURE

*Captain Jimmy Brown #154*

**AUDITOR**

ORIGINAL PURCHASE DATE Already Retired in System

RECEIPT INTO \_\_\_\_\_

ORIGINAL COST \_\_\_\_\_

GRANT FUNDED (Y/N) \_\_\_\_\_

ORIGINAL FUNDING SOURCE \_\_\_\_\_

GRANT NAME \_\_\_\_\_

% FUNDING \_\_\_\_\_

ASSET GROUP \_\_\_\_\_

AGENCY \_\_\_\_\_

DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_

TRANSFER CONFIRMED \_\_\_\_\_

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_\_ AUCTION \_\_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 127-2016

DATE APPROVED 3-17-16

SIGNATURE *[Signature]*

## Heather Acton - Re: Projector Disposal

---

**From:** Jenny Atwell  
**To:** Heather Acton  
**Date:** 12/2/2015 9:13 AM  
**Subject:** Re: Projector Disposal

---

Good morning Heather,

I just looked to double check and yes, it is 12394. 1422506 is the serial number, just found it tucked away under the cord.

Thanks,  
Jenny

>>> Heather Acton 12/2/2015 8:14 AM >>>  
Good Morning Jenny,

I got the disposal form you prepared for the 3M Overhead Projector and I just wanted to confirm the tag number. In the AS400 tag **12394** is "Monitor/VCR W/charger battery" and the make and model is Sony HI8. It is also already disposed of in the system. Are you sure this is the correct asset number for the projector?

Thanks!

### **Heather Acton**

*Accountant*

Boone County Auditor

801 E Walnut, Rm 304

Columbia, MO 65201-7729

[hacton@boonecountymmo.org](mailto:hacton@boonecountymmo.org)

573-886-4240 (office)

573-886-4280 (fax)

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 01/19/16

FIXED ASSET TAG NUMBER: NO ID TAG

DESCRIPTION: Tan colored metal coin box with key. Key is bent.

REQUESTED MEANS OF DISPOSAL: Surplus

OTHER INFORMATION: Located in the Judges Office, Room 235

CONDITION OF ASSET: Fair, but key is bent.

REASON FOR DISPOSITION: No longer using

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: Immediately

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

DEPARTMENT: Circuit Court 1210

SIGNATURE

*Mary Egan*

### AUDITOR

ORIGINAL PURCHASE DATE

NO DATA

RECEIPT INTO

1190-3836

NA

ORIGINAL COST

GRANT FUNDED (Y/N)

ORIGINAL FUNDING SOURCE

GRANT NAME

% FUNDING

AGENCY

ASSET GROUP

DOCUMENTATION ATTACHED (Y/N)

TRANSFER CONFIRMED

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER

DEPARTMENT NAME

NUMBER

LOCATION WITHIN DEPARTMENT

INDIVIDUAL

\_\_\_\_ TRADE

\_\_\_\_ AUCTION

\_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER

EXPLAIN

COMMISSION ORDER NUMBER

127-2016

DATE APPROVED

3-17-16

SIGNATURE

*Samuel H. Atwell*

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 01/19/16

FIXED ASSET TAG NUMBER: NO ID TAG

DESCRIPTION: Sharp ELSI MATE calculator

REQUESTED MEANS OF DISPOSAL: Surplus

**RECEIVED**

OTHER INFORMATION: Located in the Judges Office, Room 235

JAN 20 2016

CONDITION OF ASSET: Poor, does not work

**BOONE COUNTY AUDITOR**

REASON FOR DISPOSITION: Poor, does not work

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: Immediately

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

DEPARTMENT: Circuit Court 1210

SIGNATURE

*Mary Egan*

AUDITOR

ORIGINAL PURCHASE DATE NO DATA

RECEIPT INTO 1190-3836

*HA*

ORIGINAL COST \_\_\_\_\_

GRANT FUNDED (Y/N) \_\_\_\_\_

ORIGINAL FUNDING SOURCE \_\_\_\_\_

GRANT NAME \_\_\_\_\_

% FUNDING \_\_\_\_\_

AGENCY \_\_\_\_\_

ASSET GROUP \_\_\_\_\_

DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_

TRANSFER CONFIRMED \_\_\_\_\_

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_\_ AUCTION \_\_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 127-2016

DATE APPROVED 3-17-16

SIGNATURE *Samuel H. Atwell*

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 01/19/16

FIXED ASSET TAG NUMBER: NO ID TAG

DESCRIPTION: Sony M-629V Microcassette recorder – hand held.

**RECEIVED**

REQUESTED MEANS OF DISPOSAL: Surplus

JAN 20 2016

OTHER INFORMATION: Located in the Judges Office, Room 235

**BOONE COUNTY AUDITOR**

CONDITION OF ASSET: Poor, does not work

REASON FOR DISPOSITION: Poor, does not work

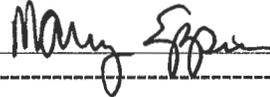
COUNTY / COURT IT DEPT. (circle one) DOES DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: Immediately

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

DEPARTMENT: Circuit Court 1210

SIGNATURE



**AUDITOR**

ORIGINAL PURCHASE DATE

No Data

RECEIPT INTO

1190-3836

HA

ORIGINAL COST

GRANT FUNDED (Y/N)

ORIGINAL FUNDING SOURCE

GRANT NAME

% FUNDING

AGENCY

ASSET GROUP

DOCUMENTATION ATTACHED (Y/N)

TRANSFER CONFIRMED

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

     TRANSFER

DEPARTMENT NAME

NUMBER

LOCATION WITHIN DEPARTMENT

INDIVIDUAL

     TRADE

     AUCTION

     SEALED BIDS

     OTHER

EXPLAIN

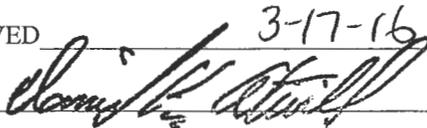
COMMISSION ORDER NUMBER

127-2016

DATE APPROVED

3-17-16

SIGNATURE



# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 01/19/16

FIXED ASSET TAG NUMBER: 04135

DESCRIPTION: Sony BM-510 Microcassette Dictator, hand held recorder with brown carrying case.

REQUESTED MEANS OF DISPOSAL: Surplus

OTHER INFORMATION: Located in the Judges Office, Room 235

CONDITION OF ASSET: Poor, does not work

REASON FOR DISPOSITION: Poor, does not work

**RECEIVED**

JAN 20 2016

**BOONE COUNTY AUDITOR**

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: Immediately

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

DEPARTMENT: Circuit Court 1210

SIGNATURE

*Mary Eppins*

**AUDITOR**

ORIGINAL PURCHASE DATE

*Already Retired in System*

RECEIPT INTO

*1190-3836*

*He*

ORIGINAL COST

GRANT FUNDED (Y/N)

ORIGINAL FUNDING SOURCE

GRANT NAME

% FUNDING

AGENCY

ASSET GROUP

DOCUMENTATION ATTACHED (Y/N)

TRANSFER CONFIRMED

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER

DEPARTMENT NAME

NUMBER

LOCATION WITHIN DEPARTMENT

INDIVIDUAL

\_\_\_\_ TRADE

\_\_\_\_ AUCTION

\_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER

EXPLAIN

COMMISSION ORDER NUMBER

*127-2016*

DATE APPROVED

*3-17-16*

SIGNATURE

*Samuel H. Atwell*

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 11/10/2015

FIXED ASSET TAG NUMBER: 13117

DESCRIPTION: Desk Chair

RECEIVED

REQUESTED MEANS OF DISPOSAL: Remove from PA Office

NOV 12 2015

OTHER INFORMATION:

BOONE COUNTY AUDITOR

CONDITION OF ASSET: Broken- Won't go up or down

REASON FOR DISPOSITION: Broken

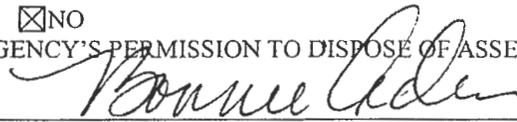
COUNTY / COURT IT DEPT. (check one)  DOES /  DOES NOT (check one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP

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

DEPARTMENT: Prosecuting Attorney 1261

SIGNATURE



### AUDITOR

ORIGINAL PURCHASE DATE 9-6-01

RECEIPT INTO 1190-3836

Ha

ORIGINAL COST 381.60

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2731

GRANT NAME \_\_\_\_\_

% FUNDING \_\_\_\_\_

AGENCY \_\_\_\_\_

ASSET GROUP 1602

DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_

TRANSFER CONFIRMED \_\_\_\_\_

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

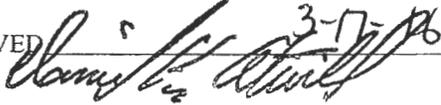
INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_\_ AUCTION \_\_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 127-2016

DATE APPROVED 3-17-16

SIGNATURE 

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 11/10/2015

FIXED ASSET TAG NUMBER: 10482

DESCRIPTION: Desk Chair

REQUESTED MEANS OF DISPOSAL: Remove from PA Office

OTHER INFORMATION:

CONDITION OF ASSET: Will not roll

REASON FOR DISPOSITION: Unstable and won't roll

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

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP

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

DEPARTMENT: Prosecuting Attorney 1261

SIGNATURE

*Bonnie Adams*

### AUDITOR

ORIGINAL PURCHASE DATE 3-21-96

RECEIPT INTO 1190-3836

HA

ORIGINAL COST 343.20

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2731

GRANT NAME \_\_\_\_\_

% FUNDING \_\_\_\_\_

AGENCY \_\_\_\_\_

ASSET GROUP 1602

DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_

TRANSFER CONFIRMED \_\_\_\_\_

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER

DEPARTMENT NAME \_\_\_\_\_

NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE

\_\_\_\_ AUCTION

\_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER

EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 127-2016

DATE APPROVED 3-17-16

SIGNATURE *James H. Atwell*

RECEIVED

NOV 12 2015

BOONE COUNTY AUDITOR

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 11/10/2015

FIXED ASSET TAG NUMBER: 11393

DESCRIPTION: Desk Chair

**RECEIVED**

NOV 12 2015

REQUESTED MEANS OF DISPOSAL: Remove from PA Office

**BOONE COUNTY AUDITOR**

OTHER INFORMATION:

CONDITION OF ASSET: Not good

REASON FOR DISPOSITION: Handle broken, squeaky and unstable

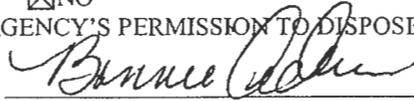
COUNTY / COURT IT DEPT. (check one)  DOES /  DOES NOT (check one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP

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

DEPARTMENT: Prosecuting Attorney 1261

SIGNATURE



### AUDITOR

ORIGINAL PURCHASE DATE 4-15-98

RECEIPT INTO 1190-3836

He

ORIGINAL COST \$343.20

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2731

GRANT NAME \_\_\_\_\_

% FUNDING \_\_\_\_\_

AGENCY \_\_\_\_\_

ASSET GROUP 1602

DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_

TRANSFER CONFIRMED \_\_\_\_\_

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER

DEPARTMENT NAME \_\_\_\_\_

NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE

\_\_\_\_ AUCTION

\_\_\_\_ SEALED BIDS

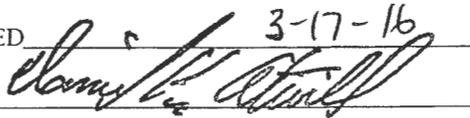
\_\_\_\_ OTHER

EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 127-2016

DATE APPROVED 3-17-16

SIGNATURE



# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 11/10/2015

FIXED ASSET TAG NUMBER: No Tag

DESCRIPTION: Desk Chair

REQUESTED MEANS OF DISPOSAL: Remove from PA Office

OTHER INFORMATION:

CONDITION OF ASSET: Broken - Won't go up and down

REASON FOR DISPOSITION: Broken

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

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP

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

DEPARTMENT: Prosecuting Attorney 1261

SIGNATURE

*Bonnie Adams*

### AUDITOR

ORIGINAL PURCHASE DATE NO DATA

RECEIPT INTO 1190-3836 HA

ORIGINAL COST \_\_\_\_\_

GRANT FUNDED (Y/N) \_\_\_\_\_

ORIGINAL FUNDING SOURCE \_\_\_\_\_

GRANT NAME \_\_\_\_\_

% FUNDING \_\_\_\_\_

AGENCY \_\_\_\_\_

ASSET GROUP \_\_\_\_\_

DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_

TRANSFER CONFIRMED \_\_\_\_\_

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_\_ AUCTION \_\_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 127-2016

DATE APPROVED 3-17-16

SIGNATURE *Samuel A. Atwell*

**RECEIVED**

NOV 12 2015

**BOONE COUNTY AUDITOR**

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 10/22/2015

FIXED ASSET TAG NUMBER: none

DESCRIPTION: VHS digital video recorder - Ultrak brand

REQUESTED MEANS OF DISPOSAL: Surplus

**RECEIVED**

OTHER INFORMATION: Serial # 9080433

OCT 23 2015

CONDITION OF ASSET: unknown - appears to have been made in 1996

BOONE COUNTY AUDITOR

REASON FOR DISPOSITION: no longer used - has been on shelf at North Facility

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

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: asap

DEPARTMENT: 6100

SIGNATURE: *J Moore*

**AUDITOR**

ORIGINAL PURCHASE DATE: NO DATA

RECEIPT INTO: 6100-3836 He

ORIGINAL COST: \_\_\_\_\_

ORIGINAL FUNDING SOURCE: \_\_\_\_\_

TRANSFER CONFIRMED: \_\_\_\_\_

ASSET GROUP: \_\_\_\_\_

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_\_ AUCTION \_\_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER: 127-2016

DATE APPROVED: 3-17-16

SIGNATURE: *Daniel L. Smith*

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 10/23/15

FIXED ASSET TAG NUMBER: NO ID TAG NUMBERS

DESCRIPTION: Court Security Marshal duty belts, trouser/inner belts, holsters, cuff, radio, key and speedloader cases. Please see attached list.

REQUESTED MEANS OF DISPOSAL: Surplus

OTHER INFORMATION: Located in Les Werner's office

CONDITION OF ASSET: Heavily worn, poor condition.

REASON FOR DISPOSITION: No longer use

**RECEIVED**

OCT 29 2015

**BOONE COUNTY AUDITOR**

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:

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

DEPARTMENT: Circuit Court 1210 SIGNATURE Mary Eppis

**AUDITOR**

ORIGINAL PURCHASE DATE NO DATA

RECEIPT INTO 1190-3836 HA

ORIGINAL COST \_\_\_\_\_

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE \_\_\_\_\_

GRANT NAME \_\_\_\_\_

% FUNDING \_\_\_\_\_

ASSET GROUP \_\_\_\_\_

AGENCY \_\_\_\_\_

DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_

TRANSFER CONFIRMED \_\_\_\_\_

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_ AUCTION \_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 127-2016

DATE APPROVED 3-17-16

SIGNATURE [Signature]

## Court Marshal's Uniform Items for SURPLUS

Compiled 23 OCT 2015

<b>Unserviceable Uniform Pieces</b>				
<i>Description</i>	<i>Size</i>	<i>Quantity</i>	<i>Comments</i>	<i>Disposition</i>
<b>Duty Belt</b>				
	30			
Safariland	32	1	Heavy Wear	Surplus
	34			
	36			
	38			
Safariland	40	1	Heavy Wear	Surplus
Safariland	42	1	Heavy Wear	Surplus
	44			
	46			
	48			
<b>Trouser/Inner Belt</b>				
Various Brands and Sizes		3	Heavy Wear	Surplus
<b>Holster</b>				
Safariland	Semi Auto	3	Heavy Wear	Surplus
Safariland	Revolver	1	Heavy Wear	Surplus
<b>Cuff Case</b>				
	Single	1	Heavy Wear	Surplus
	Double			
<b>Radio Case</b>		1	Heavy Wear	Surplus
<b>Key Case</b>		1	Heavy Wear	Surplus
<b>Glove case</b>				
<b>OC Case</b>				
<b>Magazine Case</b>				
<b>Flashlight Holder</b>				
<b>Speedloader Case</b>		2	Heavy Wear	Surplus

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 10/21/2015

FIXED ASSET TAG NUMBER: N/A

DESCRIPTION: Two (2) Office Chairs

**RECEIVED**

OCT 21 2015

REQUESTED MEANS OF DISPOSAL:

OTHER INFORMATION: N/A

**BOONE COUNTY AUDITOR**

CONDITION OF ASSET: Material Torn

REASON FOR DISPOSITION: No Longer in Use

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: As Soon As Possible

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

DEPARTMENT: JJC 1242

SIGNATURE Carly Thompson

AUDITOR

ORIGINAL PURCHASE DATE NO DATA

RECEIPT INTO 1190-3836 Ha

ORIGINAL COST \_\_\_\_\_

GRANT FUNDED (Y/N) \_\_\_\_\_

ORIGINAL FUNDING SOURCE \_\_\_\_\_

GRANT NAME \_\_\_\_\_

% FUNDING \_\_\_\_\_

AGENCY \_\_\_\_\_

ASSET GROUP \_\_\_\_\_

DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_

TRANSFER CONFIRMED \_\_\_\_\_

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_ AUCTION \_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 127-2016

DATE APPROVED 3-17-16

SIGNATURE Clayton A. Atwell



# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 01/20/16

FIXED ASSET TAG NUMBER: NO ID TAGS

DESCRIPTION: Various Blank VHS tapes

**RECEIVED**

JAN 21 2016

REQUESTED MEANS OF DISPOSAL: Surplus

OTHER INFORMATION: VHS tapes are located in Room 235 of the Boone County Courthouse

**BOONE COUNTY AUDITOR**

CONDITION OF ASSET: Good

REASON FOR DISPOSITION: No longer using

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: Immediately

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

DEPARTMENT: Circuit Court 1210

SIGNATURE

*Mary Egan*

AUDITOR

No Data

ORIGINAL PURCHASE DATE \_\_\_\_\_

RECEIPT INTO 1190-3836 *HER*

ORIGINAL COST \_\_\_\_\_

GRANT FUNDED (Y/N) \_\_\_\_\_

ORIGINAL FUNDING SOURCE \_\_\_\_\_

GRANT NAME \_\_\_\_\_

% FUNDING \_\_\_\_\_

AGENCY \_\_\_\_\_

ASSET GROUP \_\_\_\_\_

DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_

TRANSFER CONFIRMED \_\_\_\_\_

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_\_ AUCTION \_\_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 127-2016

DATE APPROVED 3-17-16

SIGNATURE *Samuel H. Atwell*

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 1/4/2016

FIXED ASSET TAG NUMBER: I cannot locate a tag

DESCRIPTION: 4 shelf, black, filing cabinet

REQUESTED MEANS OF DISPOSAL: Into County Surplus (next door)

OTHER INFORMATION:

CONDITION OF ASSET: In perfect working condition.

REASON FOR DISPOSITION: Shelving isn't deep enough for our filing processes.

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)

LOCATION OF ASSET AND DESIRED DATE FOR ASSET REMOVAL TO STORAGE: Community Services office. And as soon as possible.

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

DEPARTMENT: Community Services 1420 SIGNATURE [Signature]

AUDITOR NO DATA  
ORIGINAL PURCHASE DATE \_\_\_\_\_ RECEIPT INTO 1190-3836 HA

ORIGINAL COST \_\_\_\_\_ GRANT FUNDED (Y/N) \_\_\_\_\_  
ORIGINAL FUNDING SOURCE \_\_\_\_\_ GRANT NAME \_\_\_\_\_  
AGENCY \_\_\_\_\_  
DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_  
TRANSFER CONFIRMED \_\_\_\_\_

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_  
LOCATION WITHIN DEPARTMENT \_\_\_\_\_  
INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_\_ AUCTION \_\_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 127-2016

DATE APPROVED 3-17-16

SIGNATURE [Signature]

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 2/2/2016

FIXED ASSET TAG NUMBER:

No TAG

DESCRIPTION: File Cabinet -4 drawer

BROWN

RECEIVED

FEB - 2 2016

REQUESTED MEANS OF DISPOSAL: Remove from PA Office

BOONE COUNTY AUDITOR

OTHER INFORMATION: This cabinet is currently located in Linda Conz's cubicle

CONDITION OF ASSET: O.K.

REASON FOR DISPOSITION: No longer need

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

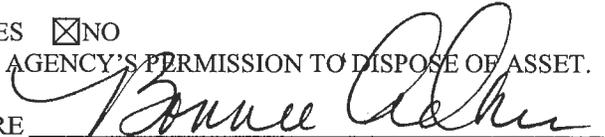
DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP

WAS ASSET PURCHASED WITH GRANT FUNDING?  YES  NO

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

DEPARTMENT: Prosecuting Attorney 1261

SIGNATURE



### AUDITOR

ORIGINAL PURCHASE DATE

NO DATA

RECEIPT INTO

1190-3836

HA

ORIGINAL COST

GRANT FUNDED (Y/N)

ORIGINAL FUNDING SOURCE

GRANT NAME

% FUNDING

AGENCY

ASSET GROUP

DOCUMENTATION ATTACHED (Y/N)

TRANSFER CONFIRMED

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME NUMBER

LOCATION WITHIN DEPARTMENT

INDIVIDUAL

TRADE AUCTION SEALED BIDS

OTHER EXPLAIN

COMMISSION ORDER NUMBER 127-2016

DATE APPROVED 3-17-16

SIGNATURE



# BOONE COUNTY

## REQUEST FOR DISPOSAL//TRANSFER OF COUNTY PROPERTY

DATE : 2/2/2016

FIXED ASSET TAG NUMBER: 8490

DESCRIPTION: Desk

RECEIVED

REQUESTED MEANS OF DISPOSAL: Remove from PA Office

FEB - 2 2016

OTHER INFORMATION: Linda Conz is getting a replacement desk.

BOONE COUNTY AUDITOR

CONDITION OF ASSET: O.K.

REASON FOR DISPOSITION: No longer need

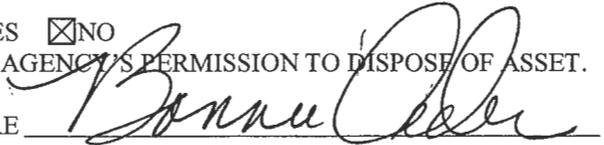
COUNTY / COURT IT DEPT. (check one)  DOES /  DOES NOT (check one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP

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

DEPARTMENT: Prosecuting Attorney 1261

SIGNATURE



### AUDITOR

ORIGINAL PURCHASE DATE 1-13-92

RECEIPT INTO 1190-3836 HA

ORIGINAL COST \$567.92

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2782

GRANT NAME \_\_\_\_\_

% FUNDING \_\_\_\_\_

AGENCY \_\_\_\_\_

ASSET GROUP 1602

DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_

TRANSFER CONFIRMED \_\_\_\_\_

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_\_ AUCTION \_\_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 127-2016

DATE APPROVED 3-17-16

SIGNATURE 

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 10-21-15

FIXED ASSET TAG NUMBER: 11867

DESCRIPTION: Chair Multi-shift arms

REQUESTED MEANS OF DISPOSAL: Trash

OTHER INFORMATION: Broken

CONDITION OF ASSET: Old and broken

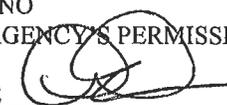
REASON FOR DISPOSITION: Broken

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: 10-20-15

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

DEPARTMENT: Sheriff's 1251

SIGNATURE 

**RECEIVED**

OCT 21 2015

**BOONE COUNTY AUDITOR**

**AUDITOR**

ORIGINAL PURCHASE DATE 6-10-99

RECEIPT INTO 2500-3836 HA

ORIGINAL COST \$522.23

GRANT FUNDED (Y/N) Y

ORIGINAL FUNDING SOURCE 2752

GRANT NAME \_\_\_\_\_

ASSET GROUP 1602

% FUNDING \_\_\_\_\_

AGENCY \_\_\_\_\_

DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_

TRANSFER CONFIRMED \_\_\_\_\_

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

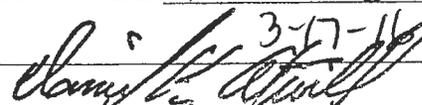
INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_ AUCTION \_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 127-2016

DATE APPROVED 3-17-16

SIGNATURE 

**BOONE COUNTY**  
Request for Disposal/Transfer of County Property

Date: 09/09/2015 Fixed Asset Tag Number: 14263  
Description: Barcode Printer / SATO CX208TT  
Requested Means of Disposal: SURPLUS  
Other Information: Current Location: Boone County Courthouse / Floor: 1 / Room: Technology Services  
Condition of Asset: OUTDATED  
Reason for Disposition: ROUTINE REPLACEMENT  
COUNTY IT  DOES  DOES NOT wish to transfer this item for its own use.  
Desired Date for Asset Removal to Storage: IMMEDIATELY  
Was Asset Purchased with Grant Funding? NO  
DEPARTMENT: 1221-Circuit Clerk SIGNATURE: *Debbie Lee*

**RECEIVED**  
SEP 17 2015  
**BOONE COUNTY AUDITOR**

AUDITOR  
Original Purchase Date: 12-11-03 Receipt Into 1190-3836 HA  
Original Cost: 344.48 Grant Funded (Y/N) N  
Original Funding Source 2731 Grant Name \_\_\_\_\_  
Asset Group: 1603 %Funding \_\_\_\_\_  
Agency \_\_\_\_\_  
Documentation Attached (Y/N) \_\_\_\_\_  
Transer Confirmed \_\_\_\_\_

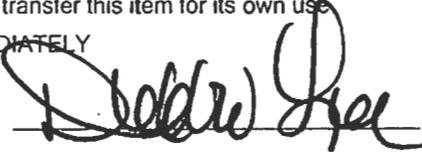
COUNTY COMMISSION / COUNTY CLERK  
APPROVED DISPOSAL METHOD:

\_\_\_ TRANSFER DEPARTMENT NAME: \_\_\_\_\_ NUMBER \_\_\_\_\_  
LOCATION WITHIN DEPARTMENT: \_\_\_\_\_  
INDIVIDUAL: \_\_\_\_\_  
\_\_\_ TRADE \_\_\_ AUCTION \_\_\_ SEALED BIDS  
\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER: 127-2016  
DATE APPROVED: 3-17-16  
SIGNATURE: *[Signature]*

**BOONE COUNTY**  
Request for Disposal/Transfer of County Property

Date: 09/09/2015 Fixed Asset Tag Number: 14264  
 Description: Barcode Printer / SATO CX208TT  
 Requested Means of Disposal: SURPLUS  
 Other Information: Current Location: Boone County Courthouse / Floor: 1 / Room: Technology Services  
 Condition of Asset: OUTDATED  
 Reason for Disposition: ROUTINE REPLACEMENT

COUNTY IT  DOES  DOES NOT wish to transfer this item for its own use  
 Desired Date for Asset Removal to Storage: IMMEDIATELY  
 Was Asset Purchased with Grant Funding? NO  
 DEPARTMENT: 1221-Circuit Clerk SIGNATURE: 

**RECEIVED**

SEP 17 2015

**BOONE COUNTY AUDITOR**

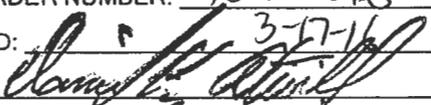
AUDITOR

Original Purchase Date: 12-11-03 Receipt Into 1190-3836 HA  
 Original Cost: 344.48 Grant Funded (Y/N) N  
 Original Funding Source 2731 Grant Name \_\_\_\_\_  
 Asset Group: 1603 %Funding \_\_\_\_\_  
 Agency \_\_\_\_\_  
 Documentation Attached (Y/N) \_\_\_\_\_  
 Transer Confirmed \_\_\_\_\_

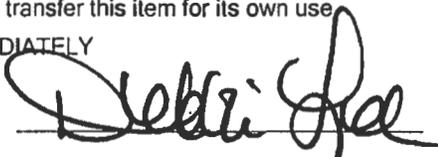
COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME: \_\_\_\_\_ NUMBER \_\_\_\_\_  
 LOCATION WITHIN DEPARTMENT: \_\_\_\_\_  
 INDIVIDUAL: \_\_\_\_\_  
 \_\_\_\_ TRADE \_\_\_\_ AUCTION \_\_\_\_ SEALED BIDS  
 \_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER: 127-2016  
 DATE APPROVED: 3-17-16  
 SIGNATURE: 

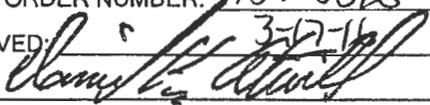
**BOONE COUNTY**  
**Request for Disposal/Transfer of County Property**

Date: 09/09/2015 Fixed Asset Tag Number: 14265  
Description: Barcode Printer / SATO CX208TT  
Requested Means of Disposal: SURPLUS  
Other Information: Current Location: Boone County Courthouse / Floor: 1 / Room: Technology Services  
Condition of Asset: OUTDATED  
Reason for Disposition: ROUTINE REPLACEMENT  
COUNTY IT  DOES  DOES NOT wish to transfer this item for its own use  
Desired Date for Asset Removal to Storage: IMMEDIATELY  
Was Asset Purchased with Grant Funding? NO  
DEPARTMENT: 1221-Circuit Clerk SIGNATURE: 

**RECEIVED**  
SEP 17 2015  
BOONE COUNTY AUDITOR

AUDITOR  
Original Purchase Date: 12-11-03 Receipt Into 1190-3836 HA  
Original Cost: 344.48 Grant Funded (Y/N) N  
Original Funding Source 2731 Grant Name \_\_\_\_\_  
Asset Group: 1603 %Funding \_\_\_\_\_  
Agency \_\_\_\_\_  
Documentation Attached (Y/N) \_\_\_\_\_  
Transer Confirmed \_\_\_\_\_

COUNTY COMMISSION / COUNTY CLERK  
APPROVED DISPOSAL METHOD:  
\_\_\_\_ TRANSFER DEPARTMENT NAME: \_\_\_\_\_ NUMBER \_\_\_\_\_  
LOCATION WITHIN DEPARTMENT: \_\_\_\_\_  
INDIVIDUAL: \_\_\_\_\_  
\_\_\_\_ TRADE \_\_\_\_\_ AUCTION \_\_\_\_\_ SEALED BIDS  
\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER: 127-2016  
DATE APPROVED: 3-17-16  
SIGNATURE: 

**BOONE COUNTY**  
Request for Disposal/Transfer of County Property

Date: 09/09/2015 Fixed Asset Tag Number: 14266  
Description: Barcode Printer / SATO CX208TT  
Requested Means of Disposal: SURPLUS  
Other Information: Current Location: Boone County Courthouse / Floor: 1 / Room: Technology Services  
Condition of Asset: OUTDATED  
Reason for Disposition: ROUTINE REPLACEMENT  
COUNTY IT  DOES  DOES NOT wish to transfer this item for its own use  
Desired Date for Asset Removal to Storage: IMMEDIATELY  
Was Asset Purchased with Grant Funding? NO  
DEPARTMENT: 1221-Circuit Clerk SIGNATURE: Debbie Lee

**RECEIVED**  
SEP 17 2015  
BOONE COUNTY AUDITOR

AUDITOR

Original Purchase Date: 12-11-03 Receipt Into 1190-3836 Ho  
Original Cost: 344.48 Grant Funded (Y/N) N  
Original Funding Source 2731 Grant Name \_\_\_\_\_  
Asset Group: 1603 %Funding \_\_\_\_\_  
Agency \_\_\_\_\_  
Documentation Attached (Y/N) \_\_\_\_\_  
Transer Confirmed \_\_\_\_\_

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME: \_\_\_\_\_ NUMBER \_\_\_\_\_  
LOCATION WITHIN DEPARTMENT: \_\_\_\_\_  
INDIVIDUAL: \_\_\_\_\_  
\_\_\_\_ TRADE \_\_\_\_\_ AUCTION \_\_\_\_\_ SEALED BIDS  
\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER: 127-2016  
DATE APPROVED: 3-17-16  
SIGNATURE: [Signature]

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 10-7-15

FIXED ASSET TAG NUMBER: 10015,

DESCRIPTION: lounge chair

**RECEIVED**

REQUESTED MEANS OF DISPOSAL:

OCT 07 2015

OTHER INFORMATION:

**BOONE COUNTY AUDITOR**

CONDITION OF ASSET: fabric is worn and blemished, but chairs are structurally sound

REASON FOR DISPOSITION: replaced

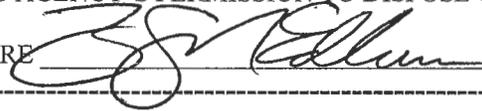
COUNTY / COURT IT DEPT. (check one)  DOES /  DOES NOT (check one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP

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

DEPARTMENT: 1150

SIGNATURE



**AUDITOR**

ORIGINAL PURCHASE DATE 7-21-95

RECEIPT INTO 1190-3836 HO

ORIGINAL COST \$ 568.31

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2782

GRANT NAME \_\_\_\_\_

% FUNDING \_\_\_\_\_

ASSET GROUP 1602

AGENCY \_\_\_\_\_

DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_

TRANSFER CONFIRMED \_\_\_\_\_

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER      DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE      \_\_\_\_ AUCTION      \_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER      EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 127-2016

DATE APPROVED 3-17-16

SIGNATURE 

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 10-7-15

FIXED ASSET TAG NUMBER:  10016

DESCRIPTION: lounge chair

**RECEIVED**

OCT 07 2015

REQUESTED MEANS OF DISPOSAL:

OTHER INFORMATION:

**BOONE COUNTY AUDITOR**

CONDITION OF ASSET: fabric is worn and blemished, but chairs are structurally sound

REASON FOR DISPOSITION: replaced

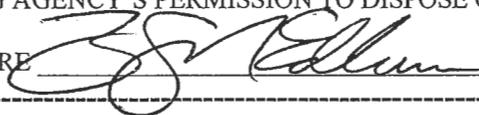
COUNTY / COURT IT DEPT. (check one)  DOES /  DOES NOT (check one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP

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

DEPARTMENT: 1150

SIGNATURE



**AUDITOR**

ORIGINAL PURCHASE DATE 7-21-95

RECEIPT INTO 1190-3836 HA

ORIGINAL COST \$ 568.31

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2782

GRANT NAME \_\_\_\_\_

% FUNDING \_\_\_\_\_

ASSET GROUP 1602

AGENCY \_\_\_\_\_

DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_

TRANSFER CONFIRMED \_\_\_\_\_

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

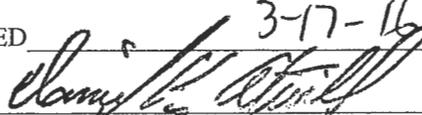
INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_ AUCTION \_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 127-2016

DATE APPROVED 3-17-16

SIGNATURE 

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 10/8/2015 FIXED ASSET TAG NUMBER: 8809

DESCRIPTION: Drafting Table

REQUESTED MEANS OF DISPOSAL: Surplus

OTHER INFORMATION:

CONDITION OF ASSET: good

REASON FOR DISPOSITION: no longer needed / taking up needed space

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)

**RECEIVED**  
OCT 08 2015  
BOONE COUNTY  
AUDITOR

LOCATION OF ASSET AND DESIRED DATE FOR ASSET REMOVAL TO STORAGE: BC Annex - facilities

WAS ASSET PURCHASED WITH GRANT FUNDING? YES  NO

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

DEPARTMENT: le100 SIGNATURE: [Signature]

**AUDITOR**

ORIGINAL PURCHASE DATE 11-16-99 RECEIPT INTO 1190-3836 HP

ORIGINAL COST \$ 75.00 GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2731 GRANT NAME \_\_\_\_\_

ASSET GROUP 1602 % FUNDING \_\_\_\_\_

AGENCY \_\_\_\_\_

DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_

TRANSFER CONFIRMED \_\_\_\_\_

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_ AUCTION \_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 127-2016

DATE APPROVED 3-17-16

SIGNATURE [Signature]

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 9/15/2015

FIXED ASSET TAG NUMBER: 17156

DESCRIPTION: Gravel traffic counter

**RECEIVED**

SEP 15 2015

**BOONE COUNTY AUDITOR**

REQUESTED MEANS OF DISPOSAL: Trash

OTHER INFORMATION:

CONDITION OF ASSET: No longer works

REASON FOR DISPOSITION: Does not work

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)

LOCATION OF ASSET AND DESIRED DATE FOR ASSET REMOVAL TO STORAGE: Resource Management, ASAP

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

DEPARTMENT: 2045

SIGNATURE

*Hele Westcott*

**AUDITOR**

ORIGINAL PURCHASE DATE 4-19-10

RECEIPT INTO 2045-3836 Ha

ORIGINAL COST 346.41

GRANT FUNDED (Y/N) N

GRANT NAME \_\_\_\_\_

ORIGINAL FUNDING SOURCE 2741

% 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 \_\_\_\_\_

COMMISSION ORDER NUMBER B 187-2016

DATE APPROVED 8-17-16

SIGNATURE *Samuel L. Atwell*

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 9/15/2015

FIXED ASSET TAG NUMBER: 17157

DESCRIPTION: Gravel traffic counter

**RECEIVED**

REQUESTED MEANS OF DISPOSAL: Trash

SEP 15 2015

OTHER INFORMATION:

**BOONE COUNTY AUDITOR**

CONDITION OF ASSET: No longer works

REASON FOR DISPOSITION: Does not work

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)

LOCATION OF ASSET AND DESIRED DATE FOR ASSET REMOVAL TO STORAGE: Resource Management, ASAP

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

DEPARTMENT: 2045

SIGNATURE Shelby Westcott

**AUDITOR**

ORIGINAL PURCHASE DATE 4-19-10

RECEIPT INTO 2045-3836 HA

ORIGINAL COST 346.41

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2741

GRANT NAME \_\_\_\_\_

% FUNDING \_\_\_\_\_

ASSET GROUP 1604

AGENCY \_\_\_\_\_

DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_

TRANSFER CONFIRMED \_\_\_\_\_

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_\_ AUCTION \_\_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 127-2016

DATE APPROVED 3-17-16

SIGNATURE Shelby Westcott

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 9/15/2015

FIXED ASSET TAG NUMBER: 17158

DESCRIPTION: Gravel traffic counter

REQUESTED MEANS OF DISPOSAL: Trash

OTHER INFORMATION:

CONDITION OF ASSET: No longer works

REASON FOR DISPOSITION: Does not work

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)

LOCATION OF ASSET AND DESIRED DATE FOR ASSET REMOVAL TO STORAGE: Resource Management, ASAP

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

DEPARTMENT: 2045

SIGNATURE

*Kelle Westcott*

### AUDITOR

ORIGINAL PURCHASE DATE 4-19-10

RECEIPT INTO 2045-3836 HA

ORIGINAL COST 346.41

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2741

GRANT NAME \_\_\_\_\_

% FUNDING \_\_\_\_\_

ASSET GROUP 1004

AGENCY \_\_\_\_\_

DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_

TRANSFER CONFIRMED \_\_\_\_\_

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_ AUCTION \_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 127-2016

DATE APPROVED 3-17-16

SIGNATURE *Dominic A. Stovall*

**RECEIVED**

SEP 15 2015

**BOONE COUNTY AUDITOR**

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 9/15/2015

FIXED ASSET TAG NUMBER: 17159

DESCRIPTION: Gravel traffic counter

**RECEIVED**

REQUESTED MEANS OF DISPOSAL: Trash

SEP 15 2015

OTHER INFORMATION:

**BOONE COUNTY AUDITOR**

CONDITION OF ASSET: No longer works

REASON FOR DISPOSITION: Does not work

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)

LOCATION OF ASSET AND DESIRED DATE FOR ASSET REMOVAL TO STORAGE: Resource Management, ASAP

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

DEPARTMENT: 2045

SIGNATURE *Hele Westcott*

**AUDITOR**

ORIGINAL PURCHASE DATE 4-19-10

RECEIPT INTO 2045-3836 HA

ORIGINAL COST 346.41

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2741

GRANT NAME \_\_\_\_\_

% FUNDING \_\_\_\_\_

ASSET GROUP 1604

AGENCY \_\_\_\_\_

DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_

TRANSFER CONFIRMED \_\_\_\_\_

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_ AUCTION \_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 127-2016

DATE APPROVED 3-17-16

SIGNATURE *Samuel H. Stull*

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 9/15/2015

FIXED ASSET TAG NUMBER:

17160

DESCRIPTION: Gravel traffic counter --:

REQUESTED MEANS OF DISPOSAL: Trash

**RECEIVED**

OTHER INFORMATION:

SEP 14 2015

CONDITION OF ASSET: No longer works

**BOONE COUNTY AUDITOR**

REASON FOR DISPOSITION: Does not work

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)

LOCATION OF ASSET AND DESIRED DATE FOR ASSET REMOVAL TO STORAGE: Resource Management, ASAP

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

DEPARTMENT: 2045

SIGNATURE

*Spelle Westcott*

**AUDITOR**

ORIGINAL PURCHASE DATE

*Already Retired in System*

RECEIPT INTO

*2045-3836*

*HA*

ORIGINAL COST

GRANT FUNDED (Y/N) N

GRANT NAME

ORIGINAL FUNDING SOURCE

% FUNDING

*Asset was retired diff date 9/12/13 b/c it was stolen but the asset was later found.*

AGENCY

DOCUMENTATION ATTACHED (Y/N)

TRANSFER CONFIRMED

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

     TRANSFER

DEPARTMENT NAME

NUMBER

LOCATION WITHIN DEPARTMENT

INDIVIDUAL

     TRADE

     AUCTION

     SEALED BIDS

     OTHER

EXPLAIN

COMMISSION ORDER NUMBER

*127-2016*

DATE APPROVED

*3-17-16*

SIGNATURE

*Daniel P. Atwell*

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 9/15/2015

FIXED ASSET TAG NUMBER: 17161

DESCRIPTION: Gravel traffic counter

**RECEIVED**

SEP 15 2015

**BOONE COUNTY AUDITOR**

REQUESTED MEANS OF DISPOSAL: Trash

OTHER INFORMATION:

CONDITION OF ASSET: No longer works

REASON FOR DISPOSITION: Does not work

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)

LOCATION OF ASSET AND DESIRED DATE FOR ASSET REMOVAL TO STORAGE: Resource Management, ASAP

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

DEPARTMENT: 2045

SIGNATURE *Shelle Nestor*

**AUDITOR**

ORIGINAL PURCHASE DATE 4-19-10

RECEIPT INTO 2045-3836 He

ORIGINAL COST 346.40

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2741

GRANT NAME \_\_\_\_\_

% FUNDING \_\_\_\_\_

ASSET GROUP 1604

AGENCY \_\_\_\_\_

DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_

TRANSFER CONFIRMED \_\_\_\_\_

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

\_\_\_ TRADE \_\_\_ AUCTION \_\_\_ SEALED BIDS

\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 127-2016

DATE APPROVED 3-17-16

SIGNATURE *Shelle Nestor*

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 9/15/2015

FIXED ASSET TAG NUMBER: 17162

DESCRIPTION: Gravel traffic counter

**RECEIVED**

SEP 15 2015

REQUESTED MEANS OF DISPOSAL: Trash

**BOONE COUNTY AUDITOR**

OTHER INFORMATION:

CONDITION OF ASSET: No longer works

REASON FOR DISPOSITION: Does not work

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)

LOCATION OF ASSET AND DESIRED DATE FOR ASSET REMOVAL TO STORAGE: Resource Management, ASAP

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

DEPARTMENT: 2045

SIGNATURE *Spelle Westcott*

**AUDITOR**

ORIGINAL PURCHASE DATE 4-19-10

RECEIPT INTO 2045-3836 HA

ORIGINAL COST 346.40

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2741

GRANT NAME \_\_\_\_\_

% FUNDING \_\_\_\_\_

ASSET GROUP 1604

AGENCY \_\_\_\_\_

DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_

TRANSFER CONFIRMED \_\_\_\_\_

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

     TRANSFER      DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

     TRADE           AUCTION           SEALED BIDS

     OTHER      EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 127-2016

DATE APPROVED 3-17-16

SIGNATURE *James H. Atwell*

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 9/15/2015

FIXED ASSET TAG NUMBER: 18040

DESCRIPTION: Pavement traffic counter

REQUESTED MEANS OF DISPOSAL: Trash

OTHER INFORMATION:

CONDITION OF ASSET: No longer works

REASON FOR DISPOSITION: Does not work

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)

LOCATION OF ASSET AND DESIRED DATE FOR ASSET REMOVAL TO STORAGE: Resource Management, ASAP

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

DEPARTMENT: 2045

SIGNATURE

*Heidi Westcott*

### AUDITOR

ORIGINAL PURCHASE DATE 3-16-12

RECEIPT INTO 2045-3836 HA

ORIGINAL COST 1490.92

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2741

GRANT NAME \_\_\_\_\_

% FUNDING \_\_\_\_\_

ASSET GROUP 1604

AGENCY \_\_\_\_\_

DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_

TRANSFER CONFIRMED \_\_\_\_\_

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_\_ AUCTION \_\_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 127-2016

DATE APPROVED 3-17-16

SIGNATURE *Daniel L. Smith*

RECEIVED

SEP 15 2015

BOONE COUNTY AUDITOR

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 9/15/2015

FIXED ASSET TAG NUMBER: Not able to find a tag #

DESCRIPTION: Gravel traffic counter -- sn# 100041 (Road Runner)

REQUESTED MEANS OF DISPOSAL: Trash

OTHER INFORMATION:

CONDITION OF ASSET: No longer works

REASON FOR DISPOSITION: Does not work

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)

LOCATION OF ASSET AND DESIRED DATE FOR ASSET REMOVAL TO STORAGE: Resource Management, ASAP

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

DEPARTMENT: 2045

SIGNATURE

*Belle Westcott*

**AUDITOR**

ORIGINAL PURCHASE DATE

NO DATA

RECEIPT INTO

2045-3836 HA

ORIGINAL COST

GRANT FUNDED (Y/N)

ORIGINAL FUNDING SOURCE

GRANT NAME

% FUNDING

ASSET GROUP

AGENCY

DOCUMENTATION ATTACHED (Y/N)

TRANSFER CONFIRMED

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

     TRANSFER

DEPARTMENT NAME

NUMBER

LOCATION WITHIN DEPARTMENT

INDIVIDUAL

     TRADE

     AUCTION

     SEALED BIDS

     OTHER

EXPLAIN

COMMISSION ORDER NUMBER

127-2016

DATE APPROVED

3-17-16

SIGNATURE

*Danny L. Atwell*

RECEIVED

SEP 15 2015

BOONE COUNTY AUDITOR

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 9/21/15

FIXED ASSET TAG NUMBER: No COUNTY Tag

(City of Columbia tag# 13923)

DESCRIPTION: Desk chair

REQUESTED MEANS OF DISPOSAL: Surplus

**RECEIVED**

OTHER INFORMATION:

SEP 22 2015

CONDITION OF ASSET: Broken

**BOONE COUNTY AUDITOR**

REASON FOR DISPOSITION: unusable, unsafe

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:

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

DEPARTMENT: E+R 1132

SIGNATURE 

**AUDITOR**

ORIGINAL PURCHASE DATE No DATA

RECEIPT INTO 1190-3836 HA

ORIGINAL COST \_\_\_\_\_

GRANT FUNDED (Y/N) \_\_\_\_\_

ORIGINAL FUNDING SOURCE \_\_\_\_\_

GRANT NAME \_\_\_\_\_

% FUNDING \_\_\_\_\_

ASSET GROUP \_\_\_\_\_

AGENCY \_\_\_\_\_

DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_

TRANSFER CONFIRMED \_\_\_\_\_

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

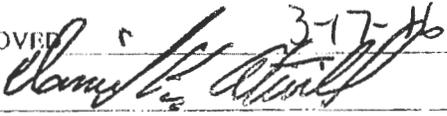
INDIVIDUAL \_\_\_\_\_

TRADE \_\_\_\_\_ AUCTION \_\_\_\_\_ SEALED BIDS \_\_\_\_\_

OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 127-2016

DATE APPROVED 3-17-16

SIGNATURE 

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 9/14/2015

FIXED ASSET TAG NUMBER: 16967

RECEIVED

DESCRIPTION: Dissolved Oxygen Meter

OCT 08 2015

REQUESTED MEANS OF DISPOSAL: Trade-in

BOONE COUNTY  
AUDITOR

OTHER INFORMATION:

CONDITION OF ASSET: poor

REASON FOR DISPOSITION: Trade in for purchase of new meter. County Commission approved budget revision for purchase of new meter less trade-in value.

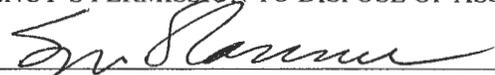
COUNTY / COURT IT DEPT. (check one)  DOES /  DOES NOT (check one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: Immediately

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

DEPARTMENT: 1725/2045

SIGNATURE



### AUDITOR

ORIGINAL PURCHASE DATE 9-1-09

RECEIPT INTO 2045-3836 HA

ORIGINAL COST \$1,531.63

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2741

GRANT NAME \_\_\_\_\_

% FUNDING \_\_\_\_\_

ASSET GROUP 1604

AGENCY \_\_\_\_\_

DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_

TRANSFER CONFIRMED \_\_\_\_\_

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

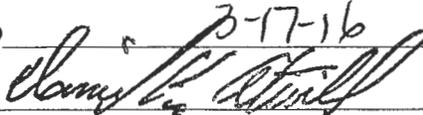
INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_\_ AUCTION \_\_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 127-2016

DATE APPROVED 3-17-16

SIGNATURE 

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 09/17/15

FIXED ASSET TAG NUMBER: 09381

DESCRIPTION: Red Office Chair

**RECEIVED**

REQUESTED MEANS OF DISPOSAL: trash

SEP 17 2015

OTHER INFORMATION:

**BOONE COUNTY AUDITOR**

CONDITION OF ASSET: not usable - wheel has broken off and a new one can't be installed due to other damage

REASON FOR DISPOSITION: broken

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

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: today

WAS ASSET PURCHASED WITH GRANT FUNDING?  YES  NO

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

DEPARTMENT: Sheriff/Jail 1255

SIGNATURE Capt. Jimmy Atwell #154

**AUDITOR**

ORIGINAL PURCHASE DATE 5-11-95

RECEIPT INTO 2010-3836 HA

ORIGINAL COST 338.29

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2743

GRANT NAME \_\_\_\_\_

% FUNDING \_\_\_\_\_

AGENCY \_\_\_\_\_

ASSET GROUP 1602

DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_

TRANSFER CONFIRMED \_\_\_\_\_

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_\_ AUCTION \_\_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 127-2016

DATE APPROVED 3-17-16

SIGNATURE [Signature]

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : January 17, 2016

FIXED ASSET TAG NUMBER: 8804

**RECEIVED**

DESCRIPTION: 1 1/2 Ton Water Trailer

FEB 18 2016

REQUESTED MEANS OF DISPOSAL: Sell

**BOONE COUNTY AUDITOR**

OTHER INFORMATION: Model Number: M107

CONDITION OF ASSET: Fair, Gas engine with pump will not start.

REASON FOR DISPOSITION: Equipment is no longer needed.

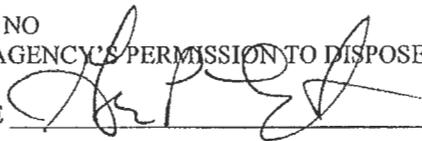
COUNTY / COURT IT DEPT. (circle one) DOES /DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: None

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

DEPARTMENT: 2040

SIGNATURE



AUDITOR

ORIGINAL PURCHASE DATE 11-09-94

RECEIPT INTO 2040-3836 NA

ORIGINAL COST \$744.10

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2741

GRANT NAME \_\_\_\_\_

% FUNDING \_\_\_\_\_

AGENCY \_\_\_\_\_

ASSET GROUP 1605

DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_

TRANSFER CONFIRMED \_\_\_\_\_

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

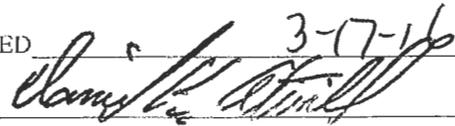
INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_\_ AUCTION \_\_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 127-2016

DATE APPROVED 3-17-16

SIGNATURE 

Trns N Tag 8804 Tagged Y Tag Replaced N To From Last Posted  
Description TRAILER, 1-1/2 TON, WATER Adjustments in Process 12 2002  
Acquired 11/09/1994 Acq Amt 744.10 Useful Life Months 84  
Acct Grp 1605 VEHICLES .00  
Category 40 TRAILERS Res Val % 20  
Location 8999 ASSETS PENDING DISPOSAL Tag in Book N  
Purch Dept 2040 PW-MAINTENANCE OPERATIONS  
Inventory Date Inv Status  
Site Loc Assets Pending Disposal  
Site Detl None  
Make Model M107  
Serial Note SOUTH FACILITY  
Invoice 5493 Check 26636  
Vendor 3503 MO STATE AGENCY FOR SURPLUS PROPERTY  
Bid#  
User

Calculated Fields Book Value  
Dep St Dt  
Adj Total  
Total Cost 744.10  
Acm Dep Ytd .00

F2=Key Scr F3=Exit F11=Grant F23=Bid F22=Hist F24=More

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 02/23/16

FIXED ASSET TAG NUMBER: 15541

DESCRIPTION: X26 Taser

REQUESTED MEANS OF DISPOSAL: Destroyed by Sheriff's Department, should not be sold.

OTHER INFORMATION: X00-225420

CONDITION OF ASSET: Not functional error code E2

REASON FOR DISPOSITION: Not functional

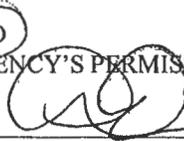
COUNTY / COURT IT DEPT. (circle one) DOES /DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: 02/23/16

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 3-16-06

RECEIPT INTO 1190-3836

HEA

ORIGINAL COST \$807.08

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2731

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

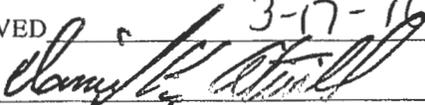
EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 127-2016

DATE APPROVED

3-17-16

SIGNATURE



RECEIVED

FEB 23 2016

BOONE COUNTY AUDITOR

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 02/17/16

FIXED ASSET TAG NUMBER: 11942

DESCRIPTION: Speed Gun Hand Held Radar

REQUESTED MEANS OF DISPOSAL: Sell on GovDeals

OTHER INFORMATION: Unable to Calibrate

CONDITION OF ASSET: Poor, unable to calibrate

REASON FOR DISPOSITION: Unable to calibrate

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:

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO

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

DEPARTMENT: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

### AUDITOR

ORIGINAL PURCHASE DATE 8-19-99

RECEIPT INTO 1190-3836

HA

ORIGINAL COST \$1570.00

GRANT FUNDED (Y/N) Y

ORIGINAL FUNDING SOURCE 2746

GRANT NAME \_\_\_\_\_

% FUNDING \_\_\_\_\_

ASSET GROUP 1604

AGENCY \_\_\_\_\_

DOCUMENTATION ATTACHED (Y/N) Y

TRANSFER CONFIRMED \_\_\_\_\_

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

TRANSFER

DEPARTMENT NAME \_\_\_\_\_

NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

TRADE

AUCTION

SEALED BIDS

OTHER

EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 127-2016

DATE APPROVED 3-17-16

SIGNATURE [Signature]

**RECEIVED**

FEB 18 2016

**BOONE COUNTY AUDITOR**



<b>OJP TOPICS</b>
<a href="#">American Indian &amp; Alaska Native Affairs</a>
<a href="#">Corrections</a>
<a href="#">Courts</a>
<a href="#">Juvenile Justice</a>
<a href="#">Law Enforcement</a>
<a href="#">Research, Statistics &amp; Evaluation</a>
<a href="#">Substance Abuse &amp; Crisis</a>
<a href="#">Technology to Fight Crime</a>
<a href="#">Victims of Crime</a>

## 2011 Financial Guide

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<a href="#">General Information</a>	<a href="#">Preaward Requirements</a>	<a href="#">Postaward Requirements</a>	<a href="#">Organization Structure</a>	<a href="#">Appendices</a>
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Chapters:

### Property and Equipment

[< PREVIOUS](#) | [NEXT >](#)

- [Payments](#)
- [Period of Availability of Funds](#)
- [Matching or Cost Sharing Requirements](#)
- [Program Income](#)
- [Adjustments to Awards](#)
- [Costs Requiring Prior Approval](#)
- [Property and Equipment](#)
- [Procurement under Awards of Federal Assistance](#)
- [Allowable Costs](#)
- [Food and Beverage](#)
- [Indirect Costs](#)
- [Confidential Funds](#)
- [Unallowable Costs](#)
- [Subrecipient Monitoring](#)
- [Reporting Requirements](#)
- [Retention and Access Requirements for Records](#)
- [Suspension or Termination for Convenience](#)
- [Closeout](#)
- [Audit Requirements](#)
- [The American Recovery and Reinvestment Act of 2009](#)
- [Grant Fraud, Waste, and Abuse](#)
- [Payment Programs](#)

#### Equipment Acquired With Crime Control Act Block/Formula Funds

If you have acquired equipment with Crime Control Act award funds through the Bureau of Justice Assistance (BJA), then the law requires that you ensure this equipment is used for criminal justice purposes. The following standards and procedures govern ownership, use, management, and disposition of this type of equipment:

- [The Omnibus Crime Control and Safe Streets Act of 1968 \[PDF - 2.80 MB\]](#), as amended, [42 United States Code \(U.S.C.\) § 3789 \(2009\) \[PDF - 132 Kb\]](#), et seq., requires that the title to all equipment and supplies purchased with Crime Control Act funds vest in the criminal justice agency or nonprofit organization that purchased the property. However, this requirement only holds if the agency or organization provides written certification to the State office that it will use the property for criminal justice purposes. If the agency or organization does not provide such written certification, title to the property vests in the State office. In this case, under this law, the State should seek to use the equipment and supplies for criminal justice purposes elsewhere in the State prior to using or disposing of it in any other manner.
- A subrecipient or State should use and manage equipment in accordance with its procedures as long as the equipment is used for criminal justice purposes.
- When equipment is no longer needed for criminal justice purposes, a State should dispose of equipment (for both the State and subrecipients) in accordance with State procedures, with no further obligation to the awarding agency.

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

March Session of the January Adjourned

Term. 20 16

County of Boone

} ea.

In the County Commission of said county, on the

17th

day of

March

20

16

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

Now on this day the County Commission of the County of Boone does hereby approve the utilization of the Missouri Department of Transportation Cooperative Contract 3-140926TV – Light Duty Vehicles with Joe Machens Ford, Inc. of Columbia, MO to purchase one (1) Ford F150 4x4 Crew Cab Pickup Truck and dispose of one (1) 1995 Ford F150 pickup truck, asset tag 10295.

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

Done this 17th day of March, 2016.

ATTEST:

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

Daniel K. Atwill

Daniel K. Atwill  
Presiding Commissioner

Karen M. Miller

Karen M. Miller  
District I Commissioner

Janet M. Thompson

Janet M. Thompson  
District II Commissioner

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 12-31-15      FIXED ASSET TAG NUMBER: 60003- (10295)

DESCRIPTION: Ford F-150 1995  
Color-White 2-door

**RECEIVED**

REQUESTED MEANS OF DISPOSAL:

DEC 30 2015

OTHER INFORMATION: 74,714 miles

**BOONE COUNTY AUDITOR**

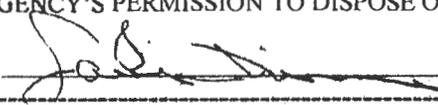
CONDITION OF ASSET: Rusted pretty badly on the frame

REASON FOR DISPOSITION: Not safe to drive

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)

LOCATION OF ASSET AND DESIRED DATE FOR ASSET REMOVAL TO STORAGE: Lower Lot  
Corner of Park St + 10th St.

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

DEPARTMENT: 2010/Assessor      SIGNATURE: 

<b>AUDITOR</b>	
ORIGINAL PURCHASE DATE <u>8/22/95</u>	RECEIPT INTO <u>2010-3836</u> <u>HA</u>
ORIGINAL COST <u>\$15,685.60</u>	GRANT FUNDED (Y/N) <u>N</u>
ORIGINAL FUNDING SOURCE <u>2743</u>	GRANT NAME _____
	% FUNDING _____
	AGENCY _____
ASSET GROUP <u>1605</u>	DOCUMENTATION ATTACHED (Y/N) _____
	TRANSFER CONFIRMED _____

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

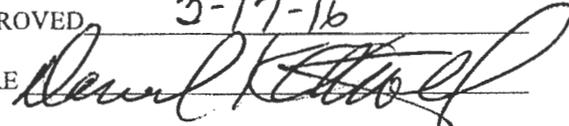
\_\_\_\_ TRANSFER      DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_  
LOCATION WITHIN DEPARTMENT \_\_\_\_\_  
INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE      \_\_\_\_ AUCTION      \_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER      EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 128-2016

DATE APPROVED 3-17-16

SIGNATURE 

**PURCHASE AGREEMENT  
FOR  
(1) New 2015 Ford F150 4x4 Crew Cab Pickup Truck  
for the Boone County Assessor**

**THIS AGREEMENT** dated the 17<sup>th</sup> day of March 2016 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Joe Machens Ford, Inc.** herein "Vendor."

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

1. **Contract Documents** - This agreement shall consist of this Purchase Agreement for one (1) new 2015 Ford F150 4x4 Crew Cab Pickup Truck in compliance with all bid specifications and any addendum issued for the Missouri Department of Transportation Contract **3-140926TV**, quote dated January 6, and Boone County Standard Terms and Conditions. All such documents shall constitute the contract documents which are incorporated herein by reference. Service or product data, specification and literature submitted with bid response may be permanently maintained in the County Purchasing Office bid file for this bid if not attached. In the event of conflict between any of the foregoing documents, this Purchase Agreement, the Missouri Department of Transportation Contract **3-140926TV** and Boone County Standard Terms and Conditions shall prevail and control over the vendor's bid response.

2. **Purchase** - The County agrees to purchase from the Vendor and the Vendor agrees to supply the County with the following:

	<u>Unit Price</u>
2015 Ford F150 4x4 Crew Cab Pickup Truck (W1E)	\$24,628.00
<u>Optional Equipment from Contract 3-140926TV</u>	
10A/53A – Towing Pkg. Incl. trans. Cooler & receiver hitch	\$422.00
10D1/99F – 5.0L V8 engine	\$1,360.00
10G/18B – Cab Steps	\$214.00
10H/85A – Power Equipment Group	\$998.00
10O/52B – Bluetooth Capability	\$358.00
Delivery	\$0.00
<b>TOTAL</b>	<b>\$27,980.00</b>

Exterior Color: Oxford White  
Interior Color: Grey Cloth 40/20/40

Equipment Included with Base Price: Crew Cab, 4 Wheel Drive, 3.5L V6 Engine, Standard Rear Axle, Automatic Transmission 6 Speed, Air Conditioning, Air Conditioning, LH & RH Manual Mirrors, All Season Tires Plus Spare, Standard GVWR, 4 wheels brakes-ABS, Cruise Control and Tilt, Vinyl Flooring, Vinyl Seats 40/20/40.

3. **Delivery** - Vendor agrees to deliver vehicle as set forth in the bid documents and within 3-5 days after receipt of order. Delivery shall be to Boone County Public Works, Attn: Greg Edington, 5551 Tom Bass Road, Columbia, MO 65201.

4. **Title** – Title in the name of: Boone County Assessor. Address: 613 E. Ash Street, Room 110, Columbia, MO 65201.

5. **Billing and Payment** - All billing shall be invoiced to the Boone County Assessor, 801 E. Walnut, Room 143, Columbia, MO 65201 and billings may only include the prices listed herein. No additional fees for paper work processing, labor, or taxes shall be included as additional charges. The County agrees to pay all invoices within thirty days of receipt. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the Vendor, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

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

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

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

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

**JOE MACHENS FORD, INC.**

by *Jellyella*  
title *Fleet Mgr.*

**BOONE COUNTY, MISSOURI**

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

APPROVED AS TO FORM:

by: *[Signature]*  
County Counselor

ATTEST:

*Wendy S. Noren*  
Wendy S. Noren, County Clerk

**AUDITOR CERTIFICATION**

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

<u><i>[Signature]</i></u>	<u><i>3/3/16</i></u>	<u>2010 / 92400 - \$27,980.00</u>
Signature	Date	Appropriation Account

## STANDARD CONTRACT TERMS AND CONDITIONS - BOONE COUNTY, MISSOURI

1. Contractor shall comply with all applicable federal, state, and local laws and failure to do so, in County's sole discretion, shall give County the right to terminate this Contract.
2. Prices shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department.
3. The Boone County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Boone County reserves the right to award this bid on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County. The Purchasing Director reserves the right, when only one bid has been received by the bid closing date, to delay the opening of bids to another date and time in order to revise specifications and/or establish further competition for the commodity or service required. The one (1) bid received will be retained unopened until the new Closing date, or at request of bidder, returned unopened for re-submittal at the new date and time of bid closing.
4. When products or materials of any particular producer or manufacturer are mentioned in our contracts, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
5. Do not include Federal Excise Tax or Sales and Use Taxes in billing, as law exempts the County from them.
6. The delivery date shall be stated in definite terms.
7. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
8. In case of default by the Contractor, the County of Boone will procure the articles or services from other sources and hold the Contractor responsible for any excess cost occasioned thereby.
9. Failure to deliver as guaranteed may disqualify Contractor from future bidding.
10. Prices must be as stated in units of quantity specified, and must be firm.
11. The County of Boone, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
12. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms.
13. The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are incorporated herein by reference. These clauses can generally be found in the Federal Transit Administration's Best Practices Procurement Manual – Appendix A. Any questions regarding the applicability of federal clauses to a particular bid should be directed to the Purchasing Department prior to bid opening.

14. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
15. Should an audit of Contractor's invoices during the term of the Agreement, and any renewals thereof, indicate that the County has remitted payment on invoices that constitute an over-charging to the County above the pricing terms agreed to herein, the Contractor shall issue a refund check to the County for any over-charges within 30-days of being notified of the same.
16. **For all titled vehicles and equipment the dealer must use the actual delivery date to the County** on all transfer documents including the Certificate of Origin (COO,) Manufacturer's Statement of Origin (MSO,) Bill of Sale (BOS,) and Application for Title.
17. **Equipment and serial and model numbers** - The contractor is strongly encouraged to include equipment serial and model numbers for all amounts invoiced to the County. If equipment serial and model numbers are not provided on the face of the invoice, such information may be required by the County before issuing payment.

# JOE MACHENS FORD LINCOLN

1911 W. Worley • Columbia, MO 65203 • (573) 445-4411 • (800) 745-4454 • www.machens.com

January 6, 2016

Contract # 3-140926TV

Joplin Airport

stk # 53460

Subject: Joe Machens Proposal on a 2015 Ford F150, Crew Cab, Ref # 9484

To: Whom it May Concern;

As per the requested quote on a 2015 Ford F150, Crew Cab, 4x4, Joe Machens Ford proposes the following. The Ford F150 includes the factory standard options. This proposed unit also has the standard options from the state contract and others as noted below. **I have this in-stock right now, but can be bought at any time.**

**Item #10 Price – Dealer Code – Option, Included Equipment**

<b>\$24,628</b> – W1E – 2015 Ford 150	LH & RH Manual Mirrors
Crew Cab	All Season Tires plus spare
4 Wheel Drive	Standard GVWR
3.5L V6 Engine	4 wheels disc brakes – ABS
Standard Rear Axle	Cruise control and Tilt
Automatic Transmission 6 speed	Vinyl Flooring
Air Conditioning	Vinyl Seats 40/20/40

**Optional equipment from state contract (Price – Dealer Code – Option):**

**\$422** – 10A/53A – Towing Pkg, incl. trans. Cooler and receiver hitch

**\$1,360** – 10D1/99F – 5.0L V8 engine

**\$214** – 10G/18B – Cab Steps

**\$998** – 10H/85A – Power Equipment Group

**\$358** – 10O/52B – Bluetooth Capability

**\$0** – YZ – Oxford White Exterior Color

**\$0** – CG – Cloth 40/20/40 Grey Interior

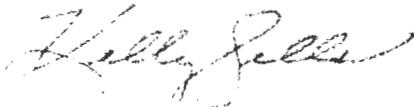
**\$0** – DEL – Delivery

**Total**

**\$27,980**

Joe Machens Ford appreciates your business and we look forward to servicing your needs in the future. Any questions should be directed to Kelly Sells, Fleet Department Manager.

Thanks,



Kelly Sells  
Fleet Manager  
Joe Machens Ford  
573-445-4411  
ksells@machens.com



Missouri Department of Transportation  
David B. Nichols, Director

573.751.2551  
Fax: 573.751.6555  
1.888.ASK MODOT (275.6636)

**ADDENDUM 001  
Light Duty Vehicles  
Request for Bid 3-140926TV**

Bidders should acknowledge receipt of Addendum 001 (ONE) by **signing** and **including it** with the original bid. The due date for receipt of bids remains **unchanged** by this Addendum. Accordingly, the following clarifications are believed to be of general interest to all potential bidders. All other terms and conditions remain unchanged and in full force.

Name and Title of Signer (Print or type)	Name and Title of Department Authority  Name: Tom Veasman Title: Sr. General Services Specialist
Contractor/Bidder Signature	Department of Transportation  
(Signature of person authorized to sign)	(Authorizing Signature)
Date Signed:	Date Signed: September 11, 2014

**Addendum on Items 7 and 10:**

**ITEM # 7** - New standard equipped **2015 Half-Ton 4 X 2 Crew Cab Pickup Truck** AND  
**ITEM # 10** - New standard equipped **2015 Half-Ton 4 X 4 Crew Cab Pickup Truck**

One of the standard requirements for both Item 7 and Item 10 was described as a "Long Bed - 5 ½ ft.". The requirement should instead be described as a "Short Bed - 5 ½ ft."

**Options 7I. and 10I.** described as "**Long Bed in lieu of the 5' 6" Bed**" are correctly worded. Please provide cost and state the length of longer bed that you can offer for Items #7I and #10I.



*Our mission is to provide a world-class transportation experience that delights our customers and promotes a prosperous Missouri.*

[www.modot.org](http://www.modot.org)



Missouri Department of Transportation  
RFB 3-140926TV Light Duty Vehicles - 1st Renewal

Model Year 2016 Renewal Pricing

Multiple Award

ALL VENDORS ALLOW COOP PURCHASES

VENDOR INFORMATION

Name: Blue Springs Ford  
Contact name: Mike Hilker  
Address Line: 3200 S. Outer Road  
Address Line: Blue Springs, MO 64015  
Telephone #: 816-229-4400  
Cellular Phone #: 816-896-1474  
Email address: [mhilker@bluespringsford.com](mailto:mhilker@bluespringsford.com)

Name: Capitol Chrysler Dodge Jeep Ram  
Contact name: Jerry Dunn  
Address Line: 3201 Missouri Blvd.  
Address Line: Jefferson City, MO 65109  
Telephone #: 573-893-5000  
Cellular Phone #: 573-301-2245  
Email address: [jdunn@capitolcitycars.com](mailto:jdunn@capitolcitycars.com)

Name: Don Brown Chevrolet  
Contact name: Dave Helderbrand  
Address Line: 2244 S. Kingshighway  
Address Line: St. Louis, MO 63110  
Telephone #: 314-772-1400  
Cellular Phone #: 314-333-6155  
Email address: [dave@donbrownchevrolet.com](mailto:dave@donbrownchevrolet.com)

Name: Lou Fusz Chevrolet  
Contact name: Brad Matheney  
Address Line: 5120 N. Service Rd.  
Address Line: St. Peter, MO 63376  
Telephone #: 314-595-2780  
Cellular Phone #: 314-565-0112  
Email address: [bradmatheney@fusz.com](mailto:bradmatheney@fusz.com)

Name: Lou Fusz Ford  
Contact name: Andy Eldridge  
Address Line: #2 Caprice Drive  
Address Line: Chesterfield, MO 63005  
Telephone #: 636-532-9955  
Cellular Phone #: 314-662-0055  
Email address: [andyeldridge@fusz.com](mailto:andyeldridge@fusz.com)

Name: Putnam Chevrolet  
Contact name: Bill Campbell; Gary Hamilton  
Address Line: 500 W. Buchanan, P.O. Box 168  
Address Line: California, MO 65018  
Telephone #: 573-796-2131  
Email address: [bill@putnamchevrolet.com](mailto:bill@putnamchevrolet.com)  
Other E-Mail: [gary@putnamchevrolet.com](mailto:gary@putnamchevrolet.com)

Name: Roberts Chevrolet Buick & Ally Financial INC  
Contact name: Dean Meier  
Address Line: 1600 E. Prairie View Road, P.O. Box 470  
Address Line: Platte City, MO 64079  
Telephone #: 816-858-3200  
Cellular Phone #: 816-564-9678  
Email address: [fleet@robertscb.com](mailto:fleet@robertscb.com)

VENDOR INFORMATION

Name: Broadway Ford Truck Sales  
Contact name: Terry Wojtowicz  
Address Line: 1506 South 7th Street  
Address Line: St. Louis, MO 63104  
Telephone #: 314-206-3330  
Cellular Phone #: 314-412-9140  
Email address: [twojowicz@broadwaytruck.com](mailto:twojowicz@broadwaytruck.com)

Name: Dave Sinclair Ford Inc.  
Contact name: Les Williams  
Address Line: 7466 S. Lindbergh  
Address Line: St. Louis, MO 63125  
Telephone #: 314-892-2600  
Cellular Phone #: 314-540-5266  
Email address: [lwilliams@davesinclair.com](mailto:lwilliams@davesinclair.com)

Name: Joe Machens Ford, Inc.  
Contact name: Kelly Sells  
Address Line: 1911 West Worley  
Address Line: Columbia, MO 65203  
Telephone #: 573-445-4411, ext. 119  
Cellular Phone #: NA  
Email address: [ksells@machens.com](mailto:ksells@machens.com)

Name: Lou Fusz GMC  
Contact name: Brad Matheney  
Address Line: 10950 Page Avenue  
Address Line: St. Louis, MO 63132  
Telephone #: 314-595-2780  
Cellular Phone #: 314-565-0112  
Email address: [bradmatheney@fusz.com](mailto:bradmatheney@fusz.com)

Name: Midway Ford Truck Center, Inc.  
Contact name: Kyle C. Mead  
Address Line: 7601 NE 38th Street  
Address Line: Kansas City, MO 64161  
Telephone #: 816-455-3000  
Cellular Phone #: 913-669-1987  
Email address: [kyle.mead@midwaytrucks.com](mailto:kyle.mead@midwaytrucks.com)

Name: Republic Ford, Inc.  
Contact name: Steve Forrester  
Address Line: P.O. Box 700  
Address Line: Republic, MO 65738  
Telephone #: 417-732-2626  
Cellular Phone #: 417-350-5083  
Email address: [sforrester@republicford.com](mailto:sforrester@republicford.com)

Name: Shawnee Mission Ford Inc.  
Contact name: Jay Cooper  
Address Line: 11501 W. Shawnee Mission Parkway  
Address Line: Box 3179  
Address Line: Shawnee, KS 66203-0179  
Telephone #: 913-248-2287  
Email address: [jay.cooper@shawneemissionford.com](mailto:jay.cooper@shawneemissionford.com)



Missouri Department of Transportation  
RFB 3-140926TV Light Duty Vehicles - 1st Renewal  
2016 Model Year Renewal Pricing

**% Discount off MSRP for all Data Book or Pricing Guide Options**

Vendor	% MSRP Discount	FOB Location
Blue Springs Ford	10%	Blue Springs, MO 64015
Broadway Ford Truck Sales	12%	St. Louis, MO 63104
Capitol Chrysler Dodge Jeep Ram	5%	Jefferson City, MO 65109
Dave Sinclair Ford, Inc.	10%	7466 S. Lindbergh St. Louis, MO
Don Brown Chevrolet	10%	2244 S. Kingshighway St. Louis, MO
Joe Machens Ford	10%	
Lou Fusz Chevrolet	0%	\$1.50/mile from 5120 N. Service Rd, St. Peters, MO
Lou Fusz Ford	3%	Chesterfield, MO
Lou Fusz GMC	0%	\$1.50/mile from 10950 Page Ave, St. Louis, MO
Midway Ford Truck Center, Inc.	5%	Midway Ford Truck Center
Republic Ford, Inc.	NONE	Republic, MO
Roberts Chevrolet, Inc.	10%	Platte City, MO
Putnam Chevrolet	10%	
Shawnee Mission Ford, Inc.	10%	Shawnee

**Manufacturer's Factory Warranties:**

**Dodge/Chrysler/Jeep: 3 Year/36,000 Mile Bumper to Bumper and 5 Year/100,000 Mile Powertrain**

**Chevrolet/GMC: 3 Year/36,000 Mile Bumper to Bumper and 5 Year/100,000 Mile Powertrain Warranty**

**Ford: 3 Year/36,000 Mile Bumper to Bumper and 5 Year/60,000 Mile Powertrain Warranty**



**Missouri Department of Transportation**  
**Bid Tabulation of Request 3-140926TV Light Duty Vehicles - 1st Renewal**  
**Multiple Award**

**\*\*See each Bid Tab Item Page to see what options apply to that Item.**

**ITEM # 10 - New standard equipped 2016 Half-Ton 4 x 4 Crew Cab Pickup Truck**

**All units must contain the following options:**

1. Standard minimum V6 gas engine (Liters \_\_\_\_\_, Horsepower \_\_\_\_\_)
2. Manufacturer's standard rear end axle ratio (Ratio: \_\_\_\_\_)
3. Automatic transmission (Speeds \_\_\_\_\_)
4. Air conditioning
5. LH & RH exterior mirrors
6. Tires: (4) manufacturer's standard all season, plus full size spare and wheel (Size) \_\_\_\_\_
7. Rubber flooring
8. Minimum GVWR 6,000 lbs.
9. Short Bed – 5 ½ ft.
10. Brakes, 4-wheel anti-lock braking system (ABS)
11. Speed control and tilt wheel
12. Vinyl seats
13. 3 sets of keys

**Optional Equipment**

- Option 10A: Towing Package: Manufacturer's Standard to include heavy duty engine oil, and transmission cooling systems, Class III frame hitch / receiver and 7 pin trailer wiring connection**
- Option 10B: Factory installed Integrated Brake Control**
- Option 10C: Exterior color to be Federal Standard #595B "Highway Yellow"**
- Option 10D: Alternate larger V8 gasoline engine**
- Option 10E: Alternate diesel engine**
- Option 10F: Optional CNG/LP Package**
- Option 10G: 2 Full-length cab steps or running boards (One on Drivers Side, one on Passenger side)**
- Option 10H: Power Window and Door locks**
- Option 10I: Long Bed in lieu of the 5' 6" Bed**
- Option 10J: Optional Rear Axle Ratio**
- Option 10K: Limited Slip Rear Axle.**
- Option 10L: LT. 6 ply. tires in lieu of 4 ply. standard tires**
- Option 10M: 10 ply tires in lieu of 4 ply standard tires**
- Option 10N: Trailer type exterior mirrors in lieu of standard**
- Option 10O: Bluetooth Capability**



**Missouri Department of Transportation**  
**Bid Tabulation of Request 3-140926TV Light Duty Vehicles - 1st Renewal**  
**Multiple Awards**

**ITEM # 10 - New standard equipped 2016 Half-Ton 4 x 4 Crew Cab Pickup Truck**  
Options A-O apply. See Options Tab for details.

VENDOR	Blue Springs Ford Sales	Broadway Ford Truck Sales	Dave Sinclair Ford	Joe Machens Ford - Columbia	Lou Fusz Ford	Midway Ford Truck Center, Inc.	Republic Ford, Inc.	Shawnee Mission Ford
MAKE/MODEL	FORD F-150 XL	FORD F-150	FORD F-150	FORD F-150	FORD F-150	FORD F-150	FORD F-150	Ford F-150
GVWR	6,150	7,050	6,350	6,350	6,350	6,350	6,350	6,350
GAS MPG / HWY CITY	TBD	16 / 22	TBD	18/25	N/A	17/24	TBD	15 / 21
FUEL CAP	23	23	23	23	N/A	23	23	23
OIL CAP	6	6.2	6	6.3	N/A	7	TBD	6
E-85 Compatible	YES	YES	YES	YES	YES	YES	YES	YES
E-85 MPG CITY / HWY	TBD	11 / 15	TBD	13/18	N/A	17/24	TBD	11 16
<b>BASE PRICE</b>	<b>\$25,691.00</b>	<b>\$26,312.00</b>	<b>\$25,734.00</b>	<b>\$25,369.00</b>	<b>\$25,920.00</b>	<b>\$28,205.00</b>	<b>\$26,091.00</b>	<b>\$25,571.00</b>
OPTION 10A Tow Pkg.	\$445.00	\$422.00	\$422.00	\$422.00	\$495.00	\$475.00	\$422.00	\$422.00
OPTION 10B Integrated Brake Control	\$247.00	\$234.00	\$234.00	\$656.00	\$275.00	\$262.00	\$234.00	\$234.00
OPTION 10C Ext. Color Highway Yellow	\$655.00	\$567.00	\$598.00	\$698.00	\$683.00	\$1,000.00	\$650.00	\$675.00
OPTION 10D Alt. larger V8 gasoline engine	\$1,435.00	\$1,360.00	\$1,276.00	\$1,360.00	\$1,595.00	\$1,595.00	\$1,360.00	\$1,360.00
OPTION 10E Alt. diesel engine	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$0.00
OPTION 10F Opt CNG LP Pkg	N/A	N/A	\$268.00	CALL VENDOR	\$11,545.00	N/A	\$268.00	\$268.00
OPTION 10G Cab Steps / Run Boards	\$275.00	\$214.00	\$214.00	\$214.00	\$250.00	\$495.00	\$214.00	\$214.00
OPTION 10H Power Windows/Door Locks	\$1,153.00	\$827.00	\$998.00	\$998.00	\$1,170.00	\$1,153.00	\$998.00	\$998.00
OPTION 10I Long Bed in lieu of 5' 6 Bed	N/A	\$1,633.00	\$1,640.00	\$264.00	\$1,100.00	\$1,700.00	\$1,633.00	\$1,640.00
OPTION 10J Opt. Rear Axle Ratio	\$423.00	N/A	N/A	N/A	N/A	N/A	\$486.00	N/A
OPTION 10K Limited Slip Rear Axle	N/A	\$486.00	\$486.00	\$486.00	\$420.00	\$570.00	\$486.00	\$486.00
OPTION 10L LT. 6 ply tires in lieu of 4 ply	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
OPTION 10M 10 ply tires in lieu of 4 ply	N/A	\$0.00	\$0.00	\$0.00	\$0.00	N/A	N/A	\$0.00

OPTION 10N Trailer Type ext. mirrors	N/A	\$755.00	N/A	\$499 / \$1,906	\$90.00	\$570.00	N/A	\$77 Manual / \$486 Power -Req 59H
OPTION 10O Bluetooth Capability	\$378.00	\$358.00	\$358.00	\$358.00	\$420.00	\$450.00	\$358.00	\$358.00
STD ARO (DAYS)	60-120	180	90	PLEASE CALL - TBD	90-120	60-120	90-120	90-120

MAILING ADDRESS:  
MISSOURI DEPARTMENT OF TRANSPORTATION  
GENERAL SERVICES, P.O. BOX 270  
JEFFERSON CITY, MO 65102

REQUEST NO.	3-140926TV
DATE	September 5, 2014

SEALED BIDS, SUBJECT TO THE ATTACHED CONDITIONS WILL BE RECEIVED AT THIS OFFICE UNTIL

**2:00 pm., Local Time, September 26, 2014**

AND THEN PUBLICLY OPENED AND READ FOR FURNISHING THE FOLLOWING EQUIPMENT.

**BIDS TO BE BASED F.O.B. MISSOURI DEPARTMENT OF TRANSPORTATION**

Submit net bid as cash discount stipulations will not be considered  
Various End User Delivery Locations

DEFINITE DELIVERY DATE SHOULD BE SHOWN. THE BIDDER MUST SIGN AND RETURN BEFORE DATE AND TIME SET FOR OPENING.

**BUYER:** Tom Veasman  
**BUYER EMAIL:**  
tom.veasman@modot.mo.gov

**BUYER TELEPHONE:** 573-522-4404

**LIGHT DUTY VEHICLES**

This Request For Bid seeks bids from qualified organizations to provide vehicles in accordance with the following pages. MoDOT will receive bids at the following mailing address: P.O. Box 270, Jefferson City, MO 65102-0270, or hand-delivered in a sealed envelope to the following **physical address: General Services Procurement at 830 MoDOT Drive, Jefferson City, MO 65109** until 2:00 p.m., September 26, 2014. Bid forms and information may be obtained by contacting Tom Veasman at 573-522-4404, [tom.veasman@modot.mo.gov](mailto:tom.veasman@modot.mo.gov), or electronically download them at: <http://www.modot.org/business/surplus/Fleet%20Buyers%20Web%20Page/LightDutyVehicles.htm>

**Components of Agreement:** The Agreement between MHTC and the successful Bidder(s) shall consist of: the RFB and any written amendments thereto, the "Standard Bid Provisions, General Terms and Conditions and Special Terms and Conditions" that are attached to this RFB and the bid submitted by the Bidder in response to the RFB. However, MHTC reserves the right to clarify any relationship in writing and such written clarification shall govern in case of conflict with the applicable requirements stated in the RFB or the Bidder's bid. The Bidder is cautioned that its bid shall be subject to acceptance by MHTC without further clarification.

**Return sealed bid to the address shown at the top of this page to the attention of the buyer. Submission of bids to the above mailing address must go through MoDOT's mail room and will require additional time to arrive at 830 MoDOT Drive.**

(SEE ATTACHED FOR TERMS, CONDITIONS, AND INSTRUCTIONS)

*In compliance with the above Request For Bid, and subject to all conditions thereof, the undersigned bidder agrees to furnish and deliver any or all the items on which prices were bid within the timeframe specified herein, after receipt of formal purchase order.*

**Date:** \_\_\_\_\_  
**Telephone No.:** \_\_\_\_\_  
**Fax No.:** \_\_\_\_\_  
**Federal I.D. No.** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_

**Firm Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**By (Signature):** \_\_\_\_\_  
**Type/Print Name** \_\_\_\_\_

**Is your firm MBE certified?**  Yes  No

**Title:** \_\_\_\_\_  
**Is your firm WBE certified?**  Yes  No

## 1. INTRODUCTION AND GENERAL INFORMATION

### 1.1 Introduction:

- 1.1.1 This Request for Bid (RFB) seeks bids from qualified organizations to provide light duty vehicles for the locations in the State of Missouri (See Section 2.3.2) through the end of the 2015 model year, to the Missouri Highways and Transportation Commission (MHTC) and Missouri Department of Transportation (MoDOT). Each bid must be in a sealed envelope, be mailed or delivered by courier to the RFB Coordinator at the below listed address, on or before the date and time listed herein for receipt of bids/proposals. All questions regarding the RFB shall be submitted to the RFB Coordinator. **Bids must be returned to the office of the RFB Coordinator no later than 2:00 p.m. Local Time, September 26, 2014.**

#### **RFB COORDINATOR:**

**Tom Veasman, Senior General Services Specialist**

#### **MAILING ADDRESS:**

**Missouri Department of Transportation  
P. O. Box 270  
Jefferson City, MO 65102  
Attn: Tom Veasman**

#### **PHYSICAL ADDRESS:**

**Missouri Department of Transportation  
General Services Division  
830 MoDOT Drive  
Jefferson City, MO 65109**

Note that submission of bids to the above **mailing address** must go through MoDOT's mail room and will require additional time to arrive at 830 MoDOT Drive.

**PHONE: 573-522-4404**

**FAX: 573-526-6948**

### 1.2 General Information:

- 1.2.1 This document constitutes an invitation for competitive, sealed bids for the procurement of light duty vehicles as set forth herein.
- 1.2.2 Organization: This RFB is divided into the following parts:
- 1) Introduction and General Information
  - 2) Scope of Work
  - 3) Bid Submission
  - 4) Pricing Page(s)
  - 5) Vendor Information and Preference Certification Form
  - 6) Notice Of Cooperative Purchasing
  - 7) Anti-Collusion Statement
  - 8) Terms and Conditions

## 2. SCOPE OF WORK

### 2.1 General Requirements:

- 2.1.1 The contractor shall provide light duty vehicles on an as needed, if needed basis for the MHTC and MoDOT, in accordance with the provisions and requirements stated herein.
- 2.1.2 The contractor shall provide all deliverables/services to the sole satisfaction of MoDOT.
- 2.1.3 MoDOT reserves the right to obtain “like or similar” products as specified herein from other manufacturers, exclusive of the contract, when use of such products is deemed in the best interest of MoDOT.
- 2.1.4 Unless otherwise specified herein, the contractor shall furnish all material, labor, facilities, equipment, and supplies necessary to provide the deliverables/services required herein.
- 2.1.5 MoDOT reserves the right to reject any or all bids, and to accept or reject any items thereon, and to waive technicalities. In case of error in the extension of prices in the bid/quote/proposal, unit prices will govern.
- 2.1.6 This work is to be performed under the general supervision and direction of MoDOT and, if awarded any portion of the work, the Contractor agrees to furnish at his own expense all labor and equipment required to complete the work, it being expressly understood that this solicitation is for completed work based upon the price(s) specified and is not a solicitation for rental of equipment or employment of labor by MoDOT, and MoDOT is to have no direction or control over the employees used by the Contractor in performance of the work.

### 2.2 Required Specifications:

All materials, equipment, and/or services bid upon must comply with the included MoDOT specifications and any other provisions outlined in the solicitation documents.

### 2.3 Delivery Requirements:

2.3.1 The following delivery requirements shall apply:

- a. Unless otherwise specified on the solicitation documents or purchase order, suppliers shall give at least 24 hours advance notice of each delivery. Delivery will only be received between the hours of 8:00 a.m. to 3:00 p.m., Monday through Friday. No vehicles will be received on Saturday, Sunday or state holidays.
- b. If the prices bid herein include the delivery cost of the material, the Contractor agrees to pay all transportation charges on the material as FOB - Destination. Freight costs must be included in the unit price bid and not listed as a separate line item.
- c. Any demurrage is to be paid by the Contractor direct to the railroad or carrier.

2.3.2 The contractor shall deliver the products specified herein to the following MoDOT locations:

- a. St. Joseph, Missouri 64502
- b. Macon, Missouri 63552
- c. Hannibal, Missouri 63401
- d. Lee’s Summit, Missouri 64064-8002
- e. Jefferson City, Missouri 65102
- f. Chesterfield, Missouri 63017-5712
- g. Joplin, Missouri 64802
- h. Springfield, Missouri 65801
- i. Willow Springs, Missouri 65793
- j. Sikeston, Missouri 63801

## **2.4 Contract/Purchase Order:**

2.4.1 The contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained therein. Any change, whether by modification and/or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representative of the Contractor and the duly authorized representative of the MHTC, by a modified purchase order prior to the effective date of such modification. The Contractor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification

## **2.5 Invoicing and Payment Requirements:**

2.5.1 The contractor shall submit an itemized invoice to the applicable requesting address for the completion of deliverables, as specified herein.

2.5.2 Each invoice should be itemized in accordance with items listed on the purchase order and/or contract. The statewide financial management system has been designed to capture certain receipt and payment information. Therefore, each invoice submitted must reference the purchase order number and must be itemized in accordance with items listed on the purchase order. Failure to comply with this requirement may delay processing of invoices for payment.

2.5.3 The contractor shall be paid in accordance with the firm, fixed prices stated on the pricing page of this document after completion of deliverables specified herein and acceptance by MoDOT.

2.5.4 Other than the payment specified above, no other payments or reimbursements shall be made to the contractor for any reason whatsoever.

2.5.5 Unless otherwise provided for in the solicitation documents, payment for all equipment, supplies, and/or services required herein shall be made in arrears. The MHTC shall not make any advance deposits.

2.5.6 The MHTC assumes no obligation for equipment, supplies, and/or services shipped or provided in excess of the quantity ordered. Any authorized quantity is subject to the MHTC's rejection and shall be returned at the contractor's expense.

2.5.7 The MHTC reserves the right to purchase goods and services using the state-purchasing card.

## **2.6 Other Contractual Requirements:**

2.6.1 Contract Period - The contract shall commence from the date of award until the end of the model year with up to two (2) one-year renewal option periods, or any portion therein. If the option for renewal is exercised by MoDOT, the contractor shall agree to all terms and conditions of the RFB and all subsequent amendments. Renewal options are at the sole discretion of MoDOT.

2.6.2 Escalation Clause - In the event the contractor requests a price increase during the contract period, either the original contract period or any contract renewal period, the contractor must provide a written request and documentation justifying the need for a price increase, and the amount of such price increase. MoDOT will review the contractor's written request and documentation, and decide if a price increase is to be granted at that particular time. The contractor shall understand and agree that MoDOT's decision shall be final and without recourse. No price increase shall be granted during the first 3 months of the original contract period, or if applicable, first 3 months of a contract renewal period.

- 2.6.3 Inspection and Acceptance: MoDOT reserves the right to inspect the material at the point of manufacture, intermediate storage point, or at a destination which shall be at the discretion of MoDOT.
- a. No equipment, supplies, and/or services received by MoDOT pursuant to a contract shall be deemed accepted until MoDOT has had reasonable opportunity to inspect said equipment, supplies, and/or services.
  - b. All equipment, supplies, and/or services which do not comply with the specifications and/or requirements or which are otherwise unacceptable or defective may be rejected. In addition, all equipment, supplies, and/or services which are discovered to be defective or which do not conform to any warranty of the Contractor upon inspection (or at any later time if the defects contained were not reasonably ascertainable upon the initial inspection) may be rejected.
  - c. The MHTC reserves the right to return any such rejected shipment at the Contractor's expense for full credit or replacement and to specify a reasonable date by which replacements must be received.
  - d. The MHTC's right to reject any unacceptable equipment, supplies, and/or services shall not exclude any other legal, equitable or contractual remedies the MHTC may have.
- 2.6.4 Net Delivered Price - the unit(s) shall be delivered complete and ready for use to the delivery destinations.

### 3. BID SUBMISSION

#### 3.1 Bid Submission Information:

- 3.1.1 All bids must be received in a sealed envelope/packaging clearly marked “3-140926TV Light Duty Vehicles”.
- 3.1.2 All bids must be received at the office of the RFB Coordinator as outlined in Section 1. “INTRODUCTION AND GENERAL INFORMATION”.
- 3.1.3 The bidder may withdraw, modify or correct his/her bid after it has been deposited with MoDOT provided such request is submitted in writing and received at the location designated for the bid opening prior to the date and time specified for opening bids. Such a request received as specified will be attached to the bid and the bid will be considered to have been modified accordingly. No bid may be modified after the date and time specified for the opening of bids.
- 3.1.4 Open Competition / Request For Bid Document:
- a. It shall be the bidder's responsibility to ask questions, request changes or clarification, or otherwise advise MoDOT if any language, specifications or requirements of an RFB appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit the requirements stated in the RFB to a single source. Any and all communication from bidders regarding specifications, requirements, competitive bid process, etc., must be directed to the buyer from MoDOT, unless the RFB specifically refers the bidder to another contact. Such communication should be received at least three (3) working days prior to the official bid opening date.
  - b. Every attempt shall be made to ensure that the bidder receives an adequate and prompt response. However, in order to maintain a fair and equitable bid process, all bidders will be advised, via the issuance of an amendment to the RFB, of any relevant or pertinent information related to the procurement. Therefore, bidders are advised that unless specified elsewhere in the RFB, any questions received less than three (3) working days prior to the RFB opening date may not be answered.
  - c. Bidders are cautioned that the only official position of the MoDOT is that which is issued by MoDOT in the RFB or an amendment thereto. No other means of communication, whether oral or written, shall be construed as a formal or official response or statement.
  - d. MoDOT monitors all procurement activities to detect any possibility of deliberate restraint of competition, collusion among bidders, price-fixing by bidders, or any other anticompetitive conduct by bidders which appears to violate state and federal antitrust laws. Any suspected violation shall be referred to the Missouri Attorney General's Office for appropriate action.
- 3.1.5 Bid Review: Bids will be reviewed to determine if the bid complies with the mandatory requirements, and to determine the lowest and best bid.
- 3.1.6 Contract Award: This is a Multiple Award bid and there will be no ‘one’ bidder awarded each item within this bid. Each individual delivery destination will have sole responsibility for the discretion of all purchasing decisions. Criteria used to determine purchasing decisions are price, location of servicing dealers, past performance of servicing dealers, and past performance of different makes and models.
- a. Notification of award shall be at the time the tabulation is posted to the Internet. It is the sole responsibility for all bidders to check the website for bid results.

**ITEM # 1 - New standard equipped 2015 Compact 4 X 2 Extended Cab**

**ACCEPTABLE MAKES AND MODELS:**

Chevrolet Colorado / GMC Canyon

**All units must contain the following options:**

1. Standard 2.5 Liter minimum gasoline engine (Size \_\_\_\_\_ Horsepower \_\_\_\_\_)
2. Manufacturer's standard rear end axle ratio (Ratio: \_\_\_\_\_)
3. Automatic transmission (Speeds \_\_\_\_\_)
4. Air conditioning
5. LH & RH exterior mirrors
6. Tires: (4) manufacturer's standard all season, plus compact spare wheel and tire (Size) \_\_\_\_\_
7. Rubber flooring
8. Minimum 5,400 lbs. GVWR
9. Bed: Minimum 6 Feet
10. Brakes, 4 wheel anti-lock braking system (ABS)
11. Speed control and tilt wheel
12. Cloth seats
13. 3 sets of keys

**DEALER COMPLETE IN DETAIL:**

2015 MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ GVWR \_\_\_\_\_ EACH \$ \_\_\_\_\_

GAS MPG: CITY \_\_\_\_\_ HWY \_\_\_\_\_ FUEL CAPACITY \_\_\_\_\_ OIL CAPACITY \_\_\_\_\_

IS THIS ENGINE E-85 COMPATIBLE? \_\_\_\_\_ IF SO WHAT IS E-85 MPG: CITY \_\_\_\_\_ HWY \_\_\_\_\_

BUMPER TO BUMPER WARRANTY \_\_\_\_\_

POWERTRAIN WARRANTY \_\_\_\_\_

EXTENDED WARRANTY \_\_\_\_\_

**OPTIONAL EQUIPMENT PRICES, Item # 1**

Indicate the additional cost or deduction for the below listed options. Price should include all required options and special equipment.

**Option 1A. Towing Package: Manufacturer's Standard to include frame hitch / receiver and 7 pin trailer wiring connection**

EACH \$ \_\_\_\_\_

**Option 1B. Exterior color to be Federal Standard #595B "Highway Yellow"**

EACH \$ \_\_\_\_\_

**Option 1C. Alternate V6 Gas Engine (state size and horsepower) E-85 compatible? \_\_\_\_\_**

EACH \$ \_\_\_\_\_ SIZE \_\_\_\_\_ HORSEPOWER \_\_\_\_\_

**Option 1D. 2 Full-length factory cab steps or running boards (One on Drivers Side, one on Passenger side)**

SET \$ \_\_\_\_\_

**Option 1E. Power Windows and Door Locks**

EACH \$ \_\_\_\_\_

**OPTIONAL EQUIPMENT PRICES, Item # 1 continued**

**Option 1F.      Optional Rear Axle Ratio      Axle Ratio \_\_\_\_\_**  
**EACH \$ \_\_\_\_\_**

**Option 1G.      Limited Slip Rear Axle      Axle Ratio \_\_\_\_\_**  
**EACH \$ \_\_\_\_\_**

**Option 1H.      LT. 6 ply tires in lieu of 4 ply standard tires      Size \_\_\_\_\_**  
**EACH \$ \_\_\_\_\_**

**Option 1I.      Bluetooth Capability**  
**EACH \$ \_\_\_\_\_**

**Please submit a complete parts list with detailed pricing information for each make/model your company would be willing to provide.** Please indicate below the percent (%) discount off Manufacturer's Suggested Retail Prices (MSRP) for all vehicle options available in your data book or pricing guides.

***Discount off MSRP for all Data Book or Pricing Guide Options: - % Discount \_\_\_\_\_***

**Delivery will be made approximately \_\_\_\_\_ days after receipt of order.**

**ITEM # 2 - New standard equipped 2015 Compact 4 X 2 Crew Cab**

**ACCEPTABLE MAKES AND MODELS:**

Chevrolet Colorado / GMC Canyon

**All units must contain the following options:**

1. Standard 2.5 Liter minimum gasoline engine (Size \_\_\_\_\_ Horsepower \_\_\_\_\_)
2. Manufacturer's standard rear end axle ratio (Ratio: \_\_\_\_\_)
3. Automatic transmission (Speeds \_\_\_\_\_)
4. Air conditioning
5. LH & RH exterior mirrors
6. Tires: (4) manufacturer's standard all season, plus compact spare wheel and tire (Size) \_\_\_\_\_
7. Rubber flooring
8. Minimum 5,500 lbs. GVWR
9. Bed: Minimum 6 Feet
10. Brakes, 4 wheel anti-lock braking system (ABS)
11. Speed control and tilt wheel
12. Cloth seats
13. 3 sets of keys

**DEALER COMPLETE IN DETAIL:**

2015 MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ GVWR \_\_\_\_\_ EACH \$ \_\_\_\_\_

GAS MPG: CITY \_\_\_\_\_ HWY \_\_\_\_\_ FUEL CAPACITY \_\_\_\_\_ OIL CAPACITY \_\_\_\_\_

IS THIS ENGINE E-85 COMPATIBLE? \_\_\_\_\_ IF SO WHAT IS E-85 MPG: CITY \_\_\_\_\_ HWY \_\_\_\_\_

BUMPER TO BUMPER WARRANTY \_\_\_\_\_

POWERTRAIN WARRANTY \_\_\_\_\_

EXTENDED WARRANTY \_\_\_\_\_

**OPTIONAL EQUIPMENT PRICES, Item # 2**

Indicate the additional cost or deduction for the below listed options. Price should include all required options and special equipment.

**Option 2A. Towing Package: Manufacturer's Standard to include frame hitch / receiver and 7 pin trailer wiring connection**

EACH \$ \_\_\_\_\_

**Option 2B. Exterior color to be Federal Standard #595B "Highway Yellow"**

EACH \$ \_\_\_\_\_

**Option 2C. Alternate V6 Gas Engine (state size and horsepower) E-85 compatible? \_\_\_\_\_**

EACH \$ \_\_\_\_\_ SIZE \_\_\_\_\_ HORSEPOWER \_\_\_\_\_

**Option 2D. 2 Full-length factory cab steps or running boards (One on Drivers Side, one on Passenger side)**

SET \$ \_\_\_\_\_

**Option 2E. Power Windows and Door Locks**

EACH \$ \_\_\_\_\_



**ITEM # 3 - New standard equipped 2015 Compact 4 X 4 Extended Cab**

**ACCEPTABLE MAKES AND MODELS:**

Chevrolet Colorado / GMC Canyon

**All units must contain the following options:**

1. Standard 2.5 Liter minimum gasoline engine (Size \_\_\_\_\_ Horsepower \_\_\_\_\_)
2. Manufacturer's standard rear end axle ratio (Ratio: \_\_\_\_\_)
3. Automatic transmission (Speeds \_\_\_\_\_)
4. Air conditioning
5. LH & RH exterior mirrors
6. Tires: (4) manufacturer's standard all season, plus compact spare wheel and tire (Size) \_\_\_\_\_
7. Rubber flooring
8. Minimum 5,700 lbs. GVWR
9. Bed: Minimum 6 Feet
10. Brakes, 4 wheel anti-lock braking system (ABS)
11. Speed control and tilt wheel
12. Cloth seats
13. 3 sets of keys

**DEALER COMPLETE IN DETAIL:**

2015 MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ GVWR \_\_\_\_\_ EACH \$ \_\_\_\_\_

GAS MPG: CITY \_\_\_\_\_ HWY \_\_\_\_\_ FUEL CAPACITY \_\_\_\_\_ OIL CAPACITY \_\_\_\_\_

IS THIS ENGINE E-85 COMPATIBLE? \_\_\_\_\_ IF SO WHAT IS E-85 MPG: CITY \_\_\_\_\_ HWY \_\_\_\_\_

BUMPER TO BUMPER WARRANTY \_\_\_\_\_

POWERTRAIN WARRANTY \_\_\_\_\_

EXTENDED WARRANTY \_\_\_\_\_

**OPTIONAL EQUIPMENT PRICES, Item # 3**

Indicate the additional cost or deduction for the below listed options. Price should include all required options and special equipment.

**Option 3A. Towing Package: Manufacturer's Standard to include frame hitch / receiver and 7 pin trailer wiring connection**

EACH \$ \_\_\_\_\_

**Option 3B. Exterior color to be Federal Standard #595B "Highway Yellow"**

EACH \$ \_\_\_\_\_

**Option 3C. Alternate V6 Gas Engine (state size and horsepower) E-85 compatible? \_\_\_\_\_**

EACH \$ \_\_\_\_\_ SIZE \_\_\_\_\_ HORSEPOWER \_\_\_\_\_

**Option 3D. 2 Full-length factory cab steps or running boards (One on Drivers Side, one on Passenger side)**

SET \$ \_\_\_\_\_

**Option 3E. Power Windows and Door Locks**

EACH \$ \_\_\_\_\_

**OPTIONAL EQUIPMENT PRICES, Item # 3 continued**

- Option 3F. Optional Rear Axle Ratio      Axle Ratio \_\_\_\_\_**  
**EACH \$ \_\_\_\_\_**
- Option 3G. Limited Slip Rear Axle      Axle Ratio \_\_\_\_\_**  
**EACH \$ \_\_\_\_\_**
- Option 3H. LT. 6 ply tires in lieu of 4 ply standard tires      Size \_\_\_\_\_**  
**EACH \$ \_\_\_\_\_**
- Option 3I. Bluetooth Capability**  
**EACH \$ \_\_\_\_\_**

**Please submit a complete parts list with detailed pricing information for each make/model your company would be willing to provide.** Please indicate below the percent (%) discount off Manufacturer's Suggested Retail Prices (MSRP) for all vehicle options available in your data book or pricing guides.

***Discount off MSRP for all Data Book or Pricing Guide Options: - % Discount \_\_\_\_\_***

**Delivery will be made approximately \_\_\_\_\_ days after receipt of order.**

**ITEM # 4 - New standard equipped 2015 Compact 4 X 4 Crew Cab**

**ACCEPTABLE MAKES AND MODELS:**

Chevrolet Colorado / GMC Canyon

**All units must contain the following options:**

1. Standard 2.5 Liter minimum gasoline engine (Size \_\_\_\_\_ Horsepower \_\_\_\_\_)
2. Manufacturer's standard rear end axle ratio (Ratio: \_\_\_\_\_)
3. Automatic transmission (Speeds \_\_\_\_\_)
4. Air conditioning
5. LH & RH exterior mirrors
6. Tires: (4) manufacturer's standard all season, plus compact spare wheel and tire (Size) \_\_\_\_\_
7. Rubber flooring
8. Minimum 5,800 lbs. GVWR
9. Bed: Minimum 6 Feet
10. Brakes, 4 wheel anti-lock braking system (ABS)
11. Speed control and tilt wheel
12. Cloth seats
13. 3 sets of keys

**DEALER COMPLETE IN DETAIL:**

2015 MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ GVWR \_\_\_\_\_ EACH \$ \_\_\_\_\_

GAS MPG: CITY \_\_\_\_\_ HWY \_\_\_\_\_ FUEL CAPACITY \_\_\_\_\_ OIL CAPACITY \_\_\_\_\_

IS THIS ENGINE E-85 COMPATIBLE? \_\_\_\_\_ IF SO WHAT IS E-85 MPG: CITY \_\_\_\_\_ HWY \_\_\_\_\_

BUMPER TO BUMPER WARRANTY \_\_\_\_\_

POWERTRAIN WARRANTY \_\_\_\_\_

EXTENDED WARRANTY \_\_\_\_\_

**OPTIONAL EQUIPMENT PRICES, Item # 4**

Indicate the additional cost or deduction for the below listed options. Price should include all required options and special equipment.

**Option 4A. Towing Package: Manufacturer's Standard to include frame hitch / receiver and 7 pin trailer wiring connection**

EACH \$ \_\_\_\_\_

**Option 4B. Exterior color to be Federal Standard #595B "Highway Yellow"**

EACH \$ \_\_\_\_\_

**Option 4C. Alternate V6 Gas Engine (state size and horsepower) E-85 compatible? \_\_\_\_\_**

EACH \$ \_\_\_\_\_ SIZE \_\_\_\_\_ HORSEPOWER \_\_\_\_\_

**Option 4D. 2 Full-length factory cab steps or running boards (One on Drivers Side, one on Passenger side)**

SET \$ \_\_\_\_\_

**Option 4E. Power Windows and Door Locks**

EACH \$ \_\_\_\_\_

**OPTIONAL EQUIPMENT PRICES, Item # 4 continued**

- Option 4F. Optional Rear Axle Ratio      Axle Ratio \_\_\_\_\_**  
**EACH \$ \_\_\_\_\_**
- Option 4G. Limited Slip Rear Axle      Axle Ratio \_\_\_\_\_**  
**EACH \$ \_\_\_\_\_**
- Option 4H. LT. 6 ply tires in lieu of 4 ply standard tires      Size \_\_\_\_\_**  
**EACH \$ \_\_\_\_\_**
- Option 4I. Bluetooth Capability**  
**EACH \$ \_\_\_\_\_**

**Please submit a complete parts list with detailed pricing information for each make/model your company would be willing to provide.** Please indicate below the percent (%) discount off Manufacturer's Suggested Retail Prices (MSRP) for all vehicle options available in your data book or pricing guides.

***Discount off MSRP for all Data Book or Pricing Guide Options: - % Discount \_\_\_\_\_***

**Delivery will be made approximately \_\_\_\_\_ days after receipt of order.**

**ITEM # 5 - New standard equipped 2015 Half-Ton 4 X 2 Regular Cab Pickup Truck**

**ACCEPTABLE MAKES AND MODELS:**

Standard Ford F-150  
Standard Chevrolet 1500 Silverado/GMC 1500 Sierra  
Standard Dodge Ram 1500

**All units must contain the following options:**

1. Standard minimum V6 gas engine (Liters \_\_\_\_\_ Horsepower \_\_\_\_\_)
2. Manufacturer's standard rear end axle ratio (Ratio: \_\_\_\_\_)
3. Automatic transmission (Speeds \_\_\_\_\_)
4. Air conditioning
5. LH & RH exterior mirrors
6. Tires:(4) manufacturer's standard all season, plus full size spare and wheel (Size) \_\_\_\_\_
7. Rubber flooring
8. Minimum GVWR 6,000 lbs.
9. Long Bed – 8ft.
10. Brakes, 4-wheel anti-lock braking system (ABS)
11. Speed control and tilt wheel
12. Vinyl seats
13. 3 sets of keys

**DEALER COMPLETE IN DETAIL:**

2015 MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ GVWR \_\_\_\_\_ EACH \$ \_\_\_\_\_

GAS MPG: CITY \_\_\_\_\_ HWY \_\_\_\_\_ FUEL CAPACITY \_\_\_\_\_ OIL CAPACITY \_\_\_\_\_

IS THIS ENGINE E-85 COMPATIBLE? \_\_\_\_\_ IF SO WHAT IS E-85 MPG: CITY \_\_\_\_\_ HWY \_\_\_\_\_

BUMPER TO BUMPER WARRANTY \_\_\_\_\_

POWERTRAIN WARRANTY \_\_\_\_\_

EXTENDED WARRANTY \_\_\_\_\_

**OPTIONAL EQUIPMENT PRICES, Item # 5**

Indicate the additional cost or deduction for the below listed options. Price should include all required options and special equipment.

**Option 5A. Towing Package: Manufacturer's Standard to include heavy duty engine oil and transmission cooling systems, Class III frame hitch / receiver and 7 pin trailer wiring connection**  
EACH \$ \_\_\_\_\_

**Option 5B. Factory installed Integrated Brake Control**  
EACH \$ \_\_\_\_\_

**Option 5C. Exterior color to be Federal Standard #595B "Highway Yellow"**  
EACH \$ \_\_\_\_\_

**Option 5D. Alternate larger V8 gasoline engine (state size and horsepower) E-85 compatible? \_\_\_\_\_**  
EACH \$ \_\_\_\_\_ SIZE \_\_\_\_\_ HORSEPOWER \_\_\_\_\_

**OPTIONAL EQUIPMENT PRICES, Item #5 continued**

**Option 5E.**     Alternate diesel engine (state size and horsepower)     B-20 compatible? \_\_\_\_\_  
EACH \$ \_\_\_\_\_     SIZE \_\_\_\_\_     HORSEPOWER \_\_\_\_\_  
DEF TANK SIZE \_\_\_\_\_     FREQUENCY TO REFILL TANK \_\_\_\_\_

**Option 5F.**     Optional CNG/LP Package (state engine size and horsepower)  
EACH \$ \_\_\_\_\_     SIZE \_\_\_\_\_     HORSEPOWER \_\_\_\_\_  
CNG TANK:    GGE CAPACITY \_\_\_\_\_ TANK LOCATION \_\_\_\_\_

**Option 5G.**     2 Full-length cab steps or running boards. (One on Drivers Side, one on Passenger side.)  
SET \$ \_\_\_\_\_

**Option 5H.**     Power Windows and Door Locks  
EACH \$ \_\_\_\_\_

**Option 5I.**     Short Bed in lieu of 8' bed  
EACH \$ \_\_\_\_\_     State size \_\_\_\_\_

**Option 5J.**     Optional Rear Axle Ratio     Axle Ratio \_\_\_\_\_  
EACH \$ \_\_\_\_\_

**Option 5K.**     Limited Slip Rear Axle     Axle Ratio \_\_\_\_\_  
EACH \$ \_\_\_\_\_

**Option 5L.**     LT. 6 ply tires in lieu of 4 ply standard tires     Size \_\_\_\_\_  
EACH \$ \_\_\_\_\_

**Option 5M.**     10 ply tires in lieu of 4 ply standard tires     Size \_\_\_\_\_  
EACH \$ \_\_\_\_\_

**Option 5N.**     Trailer type exterior mirrors in lieu of standard  
EACH \$ \_\_\_\_\_

**Option 5O.**     Bluetooth Capability  
EACH \$ \_\_\_\_\_

Please indicate below the percent (%) discount off Manufacturer's Suggested Retail Prices (MSRP) for all vehicle options available in your data book or pricing guides.

*Discount off MSRP for all Data Book or Pricing Guide Options: - % Discount \_\_\_\_\_*

Delivery will be made approximately \_\_\_\_\_ days after receipt of order.

**ITEM # 6 - New standard equipped 2015 Half-Ton 4 X 2 Extended Cab Pickup Truck**

**ACCEPTABLE MAKES AND MODELS:**

Standard Ford F-150  
Standard Chevrolet 1500 Silverado/GMC 1500 Sierra  
Standard Dodge Ram 1500

**All units must contain the following options:**

1. Standard minimum V6 gas engine (Liters \_\_\_\_\_ Horsepower \_\_\_\_\_)
2. Manufacturer's standard rear end axle ratio (Ratio: \_\_\_\_\_)
3. Automatic transmission (Speeds \_\_\_\_\_)
4. Air conditioning
5. LH & RH exterior mirrors
6. Tires:(4) manufacturer's standard all season, plus full size spare and wheel (Size)\_\_\_\_\_
7. Rubber flooring
8. Minimum GVWR 6,000 lbs.
9. Long Bed – 8ft.
10. Brakes, 4-wheel anti-lock braking system (ABS)
11. Speed control and tilt wheel
12. Vinyl seats
13. 3 sets of keys

**DEALER COMPLETE IN DETAIL:**

2015 MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ GVWR \_\_\_\_\_ EACH \$ \_\_\_\_\_

GAS MPG: CITY \_\_\_\_\_ HWY \_\_\_\_\_ FUEL CAPACITY \_\_\_\_\_ OIL CAPACITY \_\_\_\_\_

IS THIS ENGINE E-85 COMPATIBLE? \_\_\_\_\_ IF SO WHAT IS E-85 MPG: CITY \_\_\_\_\_ HWY \_\_\_\_\_

BUMPER TO BUMPER WARRANTY \_\_\_\_\_

POWERTRAIN WARRANTY \_\_\_\_\_

EXTENDED WARRANTY \_\_\_\_\_

**OPTIONAL EQUIPMENT PRICES, Item #6**

Indicate the additional cost or deduction for the below listed options. Price should include all required options and special equipment.

**Option 6A. Towing Package: Manufacturer's Standard to include heavy duty engine oil and transmission cooling systems, Class III frame hitch / receiver and 7 pin trailer wiring connection**

EACH \$ \_\_\_\_\_

**Option 6B. Factory installed Integrated Brake Control**

EACH \$ \_\_\_\_\_

**Option 6C. Exterior color to be Federal Standard #595B "Highway Yellow"**

EACH \$ \_\_\_\_\_

**Option 6D. Alternate larger V8 gasoline engine (state size and horsepower) E-85 compatible? \_\_\_\_\_**

EACH \$ \_\_\_\_\_ SIZE \_\_\_\_\_ HORSEPOWER \_\_\_\_\_

**OPTIONAL EQUIPMENT PRICES, Item #6 continued**

- Option 6E.**     Alternate diesel engine (state size and horsepower)     B-20 compatible? \_\_\_\_\_  
EACH \$ \_\_\_\_\_     SIZE \_\_\_\_\_     HORSEPOWER \_\_\_\_\_  
DEF TANK SIZE \_\_\_\_\_     FREQUENCY TO REFILL TANK \_\_\_\_\_
- Option 6F.**     Optional CNG/LP Package (state engine size and horsepower)  
EACH \$ \_\_\_\_\_     SIZE \_\_\_\_\_     HORSEPOWER \_\_\_\_\_  
CNG TANK:    GGE CAPACITY \_\_\_\_\_ TANK LOCATION \_\_\_\_\_
- Option 6G.**     2 Full-length cab steps or running boards. (One on Drivers Side, one on Passenger side.)  
SET \$ \_\_\_\_\_
- Option 6H.**     Power Windows and Door Locks  
EACH \$ \_\_\_\_\_
- Option 6I.**     Short Bed in lieu of 8' bed  
EACH \$ \_\_\_\_\_     State Size \_\_\_\_\_
- Option 6J.**     Optional Rear Axle Ratio     Axle Ratio \_\_\_\_\_  
EACH \$ \_\_\_\_\_
- Option 6K.**     Limited Slip Rear Axle     Axle Ratio \_\_\_\_\_  
EACH \$ \_\_\_\_\_
- Option 6L.**     LT. 6 ply tires in lieu of 4 ply standard tires     Size \_\_\_\_\_  
EACH \$ \_\_\_\_\_
- Option 6M.**     10 ply tires in lieu of 4 ply standard tires     Size \_\_\_\_\_  
EACH \$ \_\_\_\_\_
- Option 6N.**     Trailer type exterior mirrors in lieu of standard  
EACH \$ \_\_\_\_\_
- Option 6O.**     Bluetooth Capability  
EACH \$ \_\_\_\_\_

Please indicate below the percent (%) discount off Manufacturer's Suggested Retail Prices (MSRP) for all vehicle options available in your data book or pricing guides.

*Discount off MSRP for all Data Book or Pricing Guide Options: - % Discount \_\_\_\_\_*

Delivery will be made approximately \_\_\_\_\_ days after receipt of order.

**ITEM # 7 - New standard equipped 2015 Half-Ton 4 X 2 Crew Cab Pickup Truck**

**ACCEPTABLE MAKES AND MODELS:**

Standard Ford F-150  
Standard Chevrolet 1500 Silverado/GMC Sierra  
Standard Dodge Ram 1500

**All units must contain the following options:**

1. Standard minimum V6 gas engine (Liters \_\_\_\_\_ Horsepower \_\_\_\_\_)
2. Manufacturer's standard rear end axle ratio (Ratio: \_\_\_\_\_)
3. Automatic transmission (Speeds \_\_\_\_\_)
4. Air conditioning
5. LH & RH exterior mirrors
6. Tires:(4) manufacturer's standard all season, plus full size spare and wheel (Size)\_\_\_\_\_
7. Rubber flooring
8. Minimum GVWR 6,000 lbs.
9. Long Bed – 5 ½ ft.
10. Brakes, 4-wheel anti-lock braking system (ABS)
11. Speed control and tilt wheel
12. Vinyl seats
13. 3 sets of keys

**DEALER COMPLETE IN DETAIL:**

2015 MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ GVWR \_\_\_\_\_ EACH \$ \_\_\_\_\_

GAS MPG: CITY \_\_\_\_\_ HWY \_\_\_\_\_ FUEL CAPACITY \_\_\_\_\_ OIL CAPACITY \_\_\_\_\_

IS THIS ENGINE E-85 COMPATIBLE? \_\_\_\_\_ IF SO WHAT IS E-85 MPG: CITY \_\_\_\_\_ HWY \_\_\_\_\_

BUMPER TO BUMPER WARRANTY \_\_\_\_\_

POWERTRAIN WARRANTY \_\_\_\_\_

EXTENDED WARRANTY \_\_\_\_\_

**OPTIONAL EQUIPMENT PRICES, Item # 7**

Indicate the additional cost or deduction for the below listed options. Price should include all required options and special equipment.

**Option 7A. Towing Package: Manufacturer's Standard to include heavy duty engine oil and transmission cooling systems, Class III frame hitch / receiver and 7 pin trailer wiring connection**  
EACH \$ \_\_\_\_\_

**Option 7B. Factory installed Integrated Brake Control**  
EACH \$ \_\_\_\_\_

**Option 7C. Exterior color to be Federal Standard #595B "Highway Yellow"**  
EACH \$ \_\_\_\_\_

**Option 7D. Alternate larger V8 gasoline engine (state size and horsepower) E-85 compatible? \_\_\_\_\_**  
EACH \$ \_\_\_\_\_ SIZE \_\_\_\_\_ HORSEPOWER \_\_\_\_\_

**OPTIONAL EQUIPMENT PRICES, Item #7 continued**

- Option 7E.**     Alternate diesel engine (state size and horsepower)     B-20 compatible? \_\_\_\_\_  
EACH \$ \_\_\_\_\_     SIZE \_\_\_\_\_     HORSEPOWER \_\_\_\_\_  
DEF TANK SIZE \_\_\_\_\_     FREQUENCY TO REFILL TANK \_\_\_\_\_
- Option 7F.**     Optional CNG/LP Package (state engine size and horsepower)  
EACH \$ \_\_\_\_\_     SIZE \_\_\_\_\_     HORSEPOWER \_\_\_\_\_  
CNG TANK:    GGE CAPACITY \_\_\_\_\_    TANK LOCATION \_\_\_\_\_
- Option 7G.**     2 Full-length cab steps or running boards. (One on Drivers Side, one on Passenger side.)  
SET \$ \_\_\_\_\_
- Option 7H.**     Power Windows and Door Locks  
EACH \$ \_\_\_\_\_
- Option 7I.**     Long Bed in lieu of the 5' 6" Bed  
EACH \$ \_\_\_\_\_     State size \_\_\_\_\_
- Option 7J.**     Optional Rear Axle Ratio     Axle Ratio \_\_\_\_\_  
EACH \$ \_\_\_\_\_
- Option 7K.**     Limited Slip Rear Axle     Axle Ratio \_\_\_\_\_  
EACH \$ \_\_\_\_\_
- Option 7L.**     LT. 6 ply tires in lieu of 4 ply standard tires     Size \_\_\_\_\_  
EACH \$ \_\_\_\_\_
- Option 7M.**     10 ply tires in lieu of 4 ply standard tires     Size \_\_\_\_\_  
EACH \$ \_\_\_\_\_
- Option 7N.**     Trailer type exterior mirrors in lieu of standard  
EACH \$ \_\_\_\_\_
- Option 7O.**     Bluetooth Capability  
EACH \$ \_\_\_\_\_

Please indicate below the percent (%) discount off Manufacturer's Suggested Retail Prices (MSRP) for all vehicle options available in your data book or pricing guides.

*Discount off MSRP for all Data Book or Pricing Guide Options: - % Discount \_\_\_\_\_*

Delivery will be made approximately \_\_\_\_\_ days after receipt of order.

**ITEM # 8 - New standard equipped 2015 Half-Ton 4 X 4, Regular Cab Pickup Truck**

**ACCEPTABLE MAKES AND MODELS:**

Standard Ford F-150  
Standard Chevrolet Silverado 1500/GMC Sierra  
Standard Dodge Ram 1500

**All units must contain the following options:**

1. Standard minimum V6 gas engine (Liters \_\_\_\_\_ Horsepower \_\_\_\_\_)
2. Manufacturer's standard rear end axle ratio (Ratio: \_\_\_\_\_)
3. Automatic transmission (Speeds \_\_\_\_\_)
4. Air conditioning
5. LH & RH exterior mirrors
6. Tires:(4) manufacturer's standard all season, plus full size spare and wheel (Size) \_\_\_\_\_
7. Rubber flooring
8. Minimum GVWR 6000 lbs.
9. Auto locking hubs
10. Brakes 4-wheel anti-lock braking system (ABS)
11. Speed control and tilt wheel
12. Long bed 8ft.
13. Vinyl seats
14. 3 sets of keys

**DEALER COMPLETE IN DETAIL:**

2015 MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ GVWR \_\_\_\_\_ EACH \$ \_\_\_\_\_

GAS MPG: CITY \_\_\_\_\_ HWY \_\_\_\_\_ FUEL CAPACITY \_\_\_\_\_ OIL CAPACITY \_\_\_\_\_

IS THIS ENGINE E-85 COMPATIBLE? \_\_\_\_\_ IF SO WHAT IS E-85 MPG: CITY \_\_\_\_\_ HWY \_\_\_\_\_

BUMPER TO BUMPER WARRANTY \_\_\_\_\_

POWERTRAIN WARRANTY \_\_\_\_\_

EXTENDED WARRANTY \_\_\_\_\_

**OPTIONAL EQUIPMENT PRICES, Item # 8**

Indicate the additional cost or deduction for the below listed options. Price should include all required options and special equipment.

**Option 8A. Towing Package: Manufacturer's Standard to include heavy duty engine oil, and transmission cooling systems, Class III frame hitch / receiver and 7 pin trailer wiring connection**

EACH \$ \_\_\_\_\_

**Option 8B. Factory installed Integrated Brake Control**

EACH \$ \_\_\_\_\_

**Option 8C. Exterior color to be Federal Standard #595B "Highway Yellow"**

EACH \$ \_\_\_\_\_

**Option 8D. Alternate larger V8 gasoline engine (state size and horsepower) E-85 compatible? \_\_\_\_\_**

EACH \$ \_\_\_\_\_ SIZE \_\_\_\_\_ HORSEPOWER \_\_\_\_\_

**OPTIONAL EQUIPMENT PRICES, Item # 8 continued**

- Option 8E.**     Alternate diesel engine (state size and horsepower)     B-20 compatible? \_\_\_\_\_  
EACH \$ \_\_\_\_\_     SIZE \_\_\_\_\_     HORSEPOWER \_\_\_\_\_  
DEF TANK SIZE \_\_\_\_\_     FREQUENCY TO REFILL TANK \_\_\_\_\_
- Option 8F.**     Optional CNG/LP Package (state engine size and horsepower)  
EACH \$ \_\_\_\_\_     SIZE \_\_\_\_\_     HORSEPOWER \_\_\_\_\_  
CNG TANK:    GGE CAPACITY \_\_\_\_\_    TANK LOCATION \_\_\_\_\_
- Option 8G.**     2 Full-length cab steps or running boards (One on Drivers Side, one on Passenger side)  
SET \$ \_\_\_\_\_
- Option 8H.**     Power Window and Door locks  
EACH \$ \_\_\_\_\_
- Option 8I.**     Short Bed in lieu of the 8' Bed  
EACH \$ \_\_\_\_\_     State size \_\_\_\_\_
- Option 8J.**     Optional Rear Axle Ratio     Axle Ratio \_\_\_\_\_  
EACH \$ \_\_\_\_\_
- Option 8K.**     Limited Slip Rear Axle.     Axle Ratio \_\_\_\_\_  
EACH \$ \_\_\_\_\_
- Option 8L.**     LT. 6 ply. tires in lieu of 4 ply. standard tires     Size \_\_\_\_\_  
EACH \$ \_\_\_\_\_
- Option 8M.**     10 ply tires in lieu of 4 ply standard tires     Size \_\_\_\_\_  
EACH \$ \_\_\_\_\_
- Option 8N.**     Trailer type exterior mirrors in lieu of standard  
EACH \$ \_\_\_\_\_
- Option 8O.**     Bluetooth Capability  
EACH \$ \_\_\_\_\_

Please indicate below the percent (%) discount off Manufacturer's Suggested Retail Prices (MSRP) for all vehicle options available in your data book or pricing guides.

*Discount off MSRP for all Data Book or Pricing Guide Options: - % Discount \_\_\_\_\_*

Delivery will be made approximately \_\_\_\_\_ days after receipt of order.

**ITEM # 9 - New standard equipped 2015 Half-Ton 4 X 4 Extended Cab Pickup Truck**

**ACCEPTABLE MAKES AND MODELS:**

Standard Ford F-150  
Standard Chevrolet 1500 Silverado/GMC Sierra  
Standard Dodge Ram 1500

**All units must contain the following options:**

1. Standard minimum V6 gas engine (Liters \_\_\_\_\_ Horsepower \_\_\_\_\_)
2. Manufacturer's standard rear end axle ratio (Ratio: \_\_\_\_\_)
3. Automatic transmission (Speeds \_\_\_\_\_)
4. Air conditioning
5. LH & RH exterior mirrors
6. Tires:(4) manufacturer's standard all season, plus full size spare and wheel (Size) \_\_\_\_\_
7. Rubber flooring
8. Minimum GVWR 6,000 lbs.
9. Long Bed – 8ft.
10. Brakes, 4-wheel anti-lock braking system (ABS)
11. Speed control and tilt wheel
12. Vinyl seats
13. 3 sets of keys

**DEALER COMPLETE IN DETAIL:**

2015 MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ GVWR \_\_\_\_\_ EACH \$ \_\_\_\_\_

GAS MPG: CITY \_\_\_\_\_ HWY \_\_\_\_\_ FUEL CAPACITY \_\_\_\_\_ OIL CAPACITY \_\_\_\_\_

IS THIS ENGINE E-85 COMPATIBLE? \_\_\_\_\_ IF SO WHAT IS E-85 MPG: CITY \_\_\_\_\_ HWY \_\_\_\_\_

BUMPER TO BUMPER WARRANTY \_\_\_\_\_

POWERTRAIN WARRANTY \_\_\_\_\_

EXTENDED WARRANTY \_\_\_\_\_

**OPTIONAL EQUIPMENT PRICES, Item # 9**

Indicate the additional cost or deduction for the below listed options. Price should include all required options and special equipment.

**Option 9A. Towing Package: Manufacturer's Standard to include heavy duty engine oil and transmission cooling systems, Class III frame hitch / receiver and 7 pin trailer wiring connection**  
EACH \$ \_\_\_\_\_

**Option 9B. Factory installed Integrated Brake Control**  
EACH \$ \_\_\_\_\_

**Option 9C. Exterior color to be Federal Standard #595B "Highway Yellow"**  
EACH \$ \_\_\_\_\_

**Option 9D. Alternate larger V8 gasoline engine (state size and horsepower) E-85 compatible? \_\_\_\_\_**  
EACH \$ \_\_\_\_\_ SIZE \_\_\_\_\_ HORSEPOWER \_\_\_\_\_

**OPTIONAL EQUIPMENT PRICES, Item #9 continued**

- Option 9E.**      Alternate diesel engine (state size and horsepower)      B-20 compatible? \_\_\_\_\_  
EACH \$ \_\_\_\_\_      SIZE \_\_\_\_\_      HORSEPOWER \_\_\_\_\_  
DEF TANK SIZE \_\_\_\_\_      FREQUENCY TO REFILL TANK \_\_\_\_\_
- Option 9F.**      Optional CNG/LP Package (state which engine and horsepower)  
EACH \$ \_\_\_\_\_      SIZE \_\_\_\_\_      HORSEPOWER \_\_\_\_\_  
CNG TANK:      GGE CAPACITY \_\_\_\_\_      TANK LOCATION \_\_\_\_\_
- Option 9G.**      2 Full-length cab steps or running boards. (One on Drivers Side, one on Passenger side.)  
SET \$ \_\_\_\_\_
- Option 9H.**      Power Windows and Door Locks  
EACH \$ \_\_\_\_\_
- Option 9I.**      Short Bed in lieu of 8' bed  
EACH \$ \_\_\_\_\_      State size \_\_\_\_\_
- Option 9J.**      Optional Rear Axle Ratio      Axle Ratio \_\_\_\_\_  
EACH \$ \_\_\_\_\_
- Option 9K.**      Limited Slip Rear Axle      Axle Ratio \_\_\_\_\_  
EACH \$ \_\_\_\_\_
- Option 9L.**      LT. 6 ply tires in lieu of 4 ply standard tires      Size \_\_\_\_\_  
EACH \$ \_\_\_\_\_
- Option 9M.**      10 ply tires in lieu of 4 ply standard tires      Size \_\_\_\_\_  
EACH \$ \_\_\_\_\_
- Option 9N.**      Trailer type exterior mirrors in lieu of standard  
EACH \$ \_\_\_\_\_
- Option 9O.**      Bluetooth Capability  
EACH \$ \_\_\_\_\_

Please indicate below the percent (%) discount off Manufacturer's Suggested Retail Prices (MSRP) for all vehicle options available in your data book or pricing guides.

*Discount off MSRP for all Data Book or Pricing Guide Options: - % Discount \_\_\_\_\_*

Delivery will be made approximately \_\_\_\_\_ days after receipt of order.

**ITEM # 10 - New standard equipped 2015 Half-Ton 4 X 4 Crew Cab Pickup Truck**

**ACCEPTABLE MAKES AND MODELS:**

Standard Ford F-150  
Standard Chevrolet 1500 Silverado/GMC Sierra  
Standard Dodge Ram 1500

**All units must contain the following options:**

1. Standard minimum V6 gas engine (Liters \_\_\_\_\_ Horsepower \_\_\_\_\_)
2. Manufacturer's standard rear end axle ratio (Ratio: \_\_\_\_\_)
3. Automatic transmission (Speeds \_\_\_\_\_)
4. Air conditioning
5. LH & RH exterior mirrors
6. Tires:(4) manufacturer's standard all season, plus full size spare and wheel (Size) \_\_\_\_\_
7. Rubber flooring
8. Minimum GVWR 6,000 lbs.
9. Long Bed – 5 ½ ft.
10. Brakes, 4-wheel anti-lock braking system (ABS)
11. Speed control and tilt wheel
12. Vinyl seats
13. 3 sets of keys

**DEALER COMPLETE IN DETAIL:**

2015 MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ GVWR \_\_\_\_\_ EACH \$ \_\_\_\_\_

GAS MPG: CITY \_\_\_\_\_ HWY \_\_\_\_\_ FUEL CAPACITY \_\_\_\_\_ OIL CAPACITY \_\_\_\_\_

IS THIS ENGINE E-85 COMPATIBLE? \_\_\_\_\_ IF SO WHAT IS E-85 MPG: CITY \_\_\_\_\_ HWY \_\_\_\_\_

BUMPER TO BUMPER WARRANTY \_\_\_\_\_

POWERTRAIN WARRANTY \_\_\_\_\_

EXTENDED WARRANTY \_\_\_\_\_

**OPTIONAL EQUIPMENT PRICES, Item # 10**

Indicate the additional cost or deduction for the below listed options. Price should include all required options and special equipment.

**Option 10A. Towing Package: Manufacturer's Standard to include heavy duty engine oil and transmission cooling systems, Class III frame hitch / receiver and 7 pin trailer wiring connection**  
EACH \$ \_\_\_\_\_

**Option 10B. Factory installed Integrated Brake Control**  
EACH \$ \_\_\_\_\_

**Option 10C. Exterior color to be Federal Standard #595B "Highway Yellow"**  
EACH \$ \_\_\_\_\_

**Option 10D. Alternate larger V8 gasoline engine (state size and horsepower) E-85 compatible? \_\_\_\_\_**  
EACH \$ \_\_\_\_\_ SIZE \_\_\_\_\_ HORSEPOWER \_\_\_\_\_

**OPTIONAL EQUIPMENT PRICES, Item # 10 continued**

- Option 10E.** Alternate diesel engine (state size and horsepower) B-20 compatible? \_\_\_\_\_  
EACH \$ \_\_\_\_\_ SIZE \_\_\_\_\_ HORSEPOWER \_\_\_\_\_  
DEF TANK SIZE \_\_\_\_\_ FREQUENCY TO REFILL TANK \_\_\_\_\_
- Option 10F.** Optional CNG/LP Package (state engine size and horsepower)  
EACH \$ \_\_\_\_\_ SIZE \_\_\_\_\_ HORSEPOWER \_\_\_\_\_  
CNG TANK: GGE CAPACITY \_\_\_\_\_ TANK LOCATION \_\_\_\_\_
- Option 10G.** 2 Full-length factory cab steps or running boards. (One on Drivers Side, one on Passenger side.)  
SET \$ \_\_\_\_\_
- Option 10H.** Power Windows and Door Locks  
EACH \$ \_\_\_\_\_
- Option 10I.** Long Bed in lieu of the 5' 6" Bed  
EACH \$ \_\_\_\_\_ State size \_\_\_\_\_
- Option 10J.** Optional Rear Axle Ratio Axle Ratio \_\_\_\_\_  
EACH \$ \_\_\_\_\_
- Option 10K.** Limited Slip Rear Axle Axle Ratio \_\_\_\_\_  
EACH \$ \_\_\_\_\_
- Option 10L.** LT. 6 ply tires in lieu of 4 ply standard tires Size \_\_\_\_\_  
EACH \$ \_\_\_\_\_
- Option 10M.** 10 ply tires in lieu of 4 ply standard tires Size \_\_\_\_\_  
EACH \$ \_\_\_\_\_
- Option 10N.** Trailer type exterior mirrors in lieu of standard  
EACH \$ \_\_\_\_\_
- Option 10O.** Bluetooth Capability  
EACH \$ \_\_\_\_\_

Please indicate below the percent (%) discount off Manufacturer's Suggested Retail Prices (MSRP) for all vehicle options available in your data book or pricing guides.

Discount off MSRP for all Data Book or Pricing Guide Options: - % Discount \_\_\_\_\_

Delivery will be made approximately \_\_\_\_\_ days after receipt of order.

**ITEM # 11 - New standard equipped 2015 (Compact) Sport Utility Vehicle 2WD**

**ACCEPTABLE MAKES AND MODELS:**

Standard Ford Escape  
Standard Jeep Patriot and Jeep Compass  
Standard Chevrolet Equinox / GMC Terrain

**All units must contain the following options:**

1. Standard, 1.6L Turbo, 4 cylinder or 2.0L 4 cylinder minimum Gas Engine (Specify) (Size \_\_\_\_\_ Horsepower \_\_\_\_\_)
2. Manufacturer's standard rear end axle ratio (Ratio: \_\_\_\_\_)
3. 4-speed automatic transmission
4. Air conditioning
5. LH & RH mirrors
6. Four manufacturer's all-season tires plus manufacturer's standard size spare tire and wheel (Size) \_\_\_\_\_
7. Rubber flooring
8. Brakes 4-wheel anti-lock braking system (ABS)
9. Speed control and tilt wheel
10. Auto locking hubs
11. Wheelbase minimum 103"
12. 3 sets of keys

**DEALER COMPLETE IN DETAIL:**

2015 MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ GVWR \_\_\_\_\_ EACH \$ \_\_\_\_\_

GAS MPG: CITY \_\_\_\_\_ HWY \_\_\_\_\_ FUEL CAPACITY \_\_\_\_\_ OIL CAPACITY \_\_\_\_\_

IS THIS ENGINE E-85 COMPATIBLE? \_\_\_\_\_ IF SO WHAT IS E-85 MPG: CITY \_\_\_\_\_ HWY \_\_\_\_\_

BUMPER TO BUMPER WARRANTY \_\_\_\_\_

POWERTRAIN WARRANTY \_\_\_\_\_

EXTENDED WARRANTY \_\_\_\_\_

**OPTIONAL EQUIPMENT PRICES, Item # 11**

Indicate the additional cost or deduction for the below listed options. Prices should include all required options and special equipment.

Option 11A. Towing Package: Manufacturer's Standard to include heavy duty engine oil and transmission cooling systems, Class III frame hitch / receiver and 4 pin wiring installed plus wiring harness for 7 pin

EACH \$ \_\_\_\_\_

Option 11B. Engine V- 6, minimum 3.0 L or larger E-85 compatible? \_\_\_\_\_

EACH \$ \_\_\_\_\_ SIZE \_\_\_\_\_ HORSEPOWER \_\_\_\_\_

Option 11C. Power Windows and Door Locks

EACH \$ \_\_\_\_\_  
Option 11D. Optional Rear Axle Ratio Axle Ratio \_\_\_\_\_

Option 11E. Bluetooth Capability

EACH \$ \_\_\_\_\_

Please indicate below the percent (%) discount off Manufacturer's Suggested Retail Prices (MSRP) for all vehicle options available in your data book or pricing guides.

Discount off MSRP for all Data Book or Pricing Guide Options: - % Discount \_\_\_\_\_

Delivery will be made approximately \_\_\_\_\_ days after receipt of order.

**ITEM # 12 - New standard equipped 2015 (Compact) Sport Utility Vehicle 4WD or AWD**

**ACCEPTABLE MAKES AND MODELS:**

Standard Ford Escape  
Standard Jeep Patriot and Jeep Compass  
Standard Chevrolet Equinox / GMC Terrain

**All units must contain the following options:**

1. Standard, 1.6L Turbo, 4 cylinder or 2.0L 4 cylinder minimum Gas Engine (Specify) (Size \_\_\_\_\_ Horsepower \_\_\_\_\_)
2. Manufacturer's standard rear end axle ratio (Ratio: \_\_\_\_\_)
3. 4-speed automatic transmission
4. Air conditioning
5. LH & RH mirrors
6. Four manufacturer's all-season tires plus manufacturer's standard size spare tire and wheel (Size) \_\_\_\_\_
7. Rubber flooring
8. Brakes 4-wheel anti-lock braking system (ABS)
9. Speed control and tilt wheel
10. Auto locking hubs
11. Wheelbase minimum 103"
12. 3 sets of keys

**DEALER COMPLETE IN DETAIL:**

CIRCLE ONE: 4WD    AWD

2015 MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ GVWR \_\_\_\_\_ EACH \$ \_\_\_\_\_

GAS MPG: CITY \_\_\_\_\_ HWY \_\_\_\_\_ FUEL CAPACITY \_\_\_\_\_ OIL CAPACITY \_\_\_\_\_

IS THIS ENGINE E-85 COMPATIBLE? \_\_\_\_\_ IF SO WHAT IS E-85 MPG: CITY \_\_\_\_\_ HWY \_\_\_\_\_

BUMPER TO BUMPER WARRANTY \_\_\_\_\_

POWERTRAIN WARRANTY \_\_\_\_\_

EXTENDED WARRANTY \_\_\_\_\_

**OPTIONAL EQUIPMENT PRICES, Item # 12**

Indicate the additional cost or deduction for the below listed options. Prices should include all required options and special equipment.

Option 12A. Towing Package: Manufacturer's Standard to include heavy duty engine oil and transmission cooling systems, Class III frame hitch / receiver and 4 pin wiring installed plus wiring harness for 7 pin

EACH \$ \_\_\_\_\_

Option 12B. Engine V- 6, minimum 3.0 L or larger                      E-85 compatible? \_\_\_\_\_

EACH \$ \_\_\_\_\_                      SIZE \_\_\_\_\_                      HORSEPOWER \_\_\_\_\_

Option 12C. Power Windows and Door Locks

EACH \$ \_\_\_\_\_

Option 12D. Optional Rear Axle Ratio                      Axle Ratio \_\_\_\_\_

EACH \$ \_\_\_\_\_

Option 12E. Bluetooth Capability

EACH \$ \_\_\_\_\_

Please indicate below the percent (%) discount off Manufacturer's Suggested Retail Prices (MSRP) for all vehicle options available in your data book or pricing guides.

Discount off MSRP for all Data Book or Pricing Guide Options: - % Discount \_\_\_\_\_

Delivery will be made approximately \_\_\_\_\_ days after receipt of order.

**ITEM # 13 - New standard equipped 2015 (Full Size) Sport Utility Vehicle 2WD**

**ACCEPTABLE MAKES AND MODELS:**

- Standard Ford Explorer
- Standard Ford Expedition
- Standard Chevrolet Tahoe
- Standard Chevrolet Traverse
- Standard Dodge Durango

**All units must contain the following options:**

1. Standard minimum 2.0L Turbo 4 cylinder, 3.6L V6 or 5.3L V8 gasoline engine (**Specify**) (Size \_\_\_\_\_ Horsepower \_\_\_\_\_)
2. Manufacturer's standard rear end axle ratio (Ratio: \_\_\_\_\_)
3. Automatic transmission (Speeds \_\_\_\_)
4. LH & RH exterior mirrors
5. Four manufacturer's all-season tires plus manufacturer's standard size spare tire and wheel (Size) \_\_\_\_\_
6. Rubber flooring
7. Brakes 4-wheel anti-lock braking system (ABS)
8. Speed control and tilt wheel
9. Air Condition
10. Wheelbase 113" Minimum
11. 3 sets of keys

**DEALER COMPLETE IN DETAIL:**

2015 MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ GVWR \_\_\_\_\_ EACH \$ \_\_\_\_\_

GAS MPG: CITY \_\_\_\_\_ HWY \_\_\_\_\_

FUEL CAPACITY \_\_\_\_\_ OIL CAPACITY \_\_\_\_\_

IS THIS ENGINE E-85 COMPATIBLE? \_\_\_\_\_ IF SO WHAT IS E-85 MPG: CITY \_\_\_\_\_ HWY \_\_\_\_\_

BUMPER TO BUMPER WARRANTY \_\_\_\_\_

POWERTRAIN WARRANTY \_\_\_\_\_

EXTENDED WARRANTY \_\_\_\_\_

**OPTIONAL EQUIPMENT PRICES, Item # 13**

Indicate the additional cost or deduction for the below listed options. Prices should include all required options and special equipment.

Option 13A. Towing Package: Manufacturer's Standard to include heavy duty engine oil and transmission cooling systems, Class III frame hitch / receiver and 4 pin wiring installed plus wiring harness for 7 pin

EACH \$ \_\_\_\_\_

Option 13B. Power Windows and Door Locks

EACH \$ \_\_\_\_\_

Option 13C. Optional Rear Axle Ratio Axle Ratio \_\_\_\_\_

EACH \$ \_\_\_\_\_

Option 13D. Alternate Gas Engine (Size) \_\_\_\_\_ (Horsepower) \_\_\_\_\_ E-85 compatible? \_\_\_\_\_

EACH \$ \_\_\_\_\_

Option 13E. Bluetooth Capability

EACH \$ \_\_\_\_\_

Please indicate below the percent (%) discount off Manufacturer's Suggested Retail Prices (MSRP) for all vehicle options available in your data book or pricing guides.

Discount off MSRP for all Data Book or Pricing Guide Options: - % Discount \_\_\_\_\_

Delivery will be made approximately \_\_\_\_\_ days after receipt of order.

**ITEM # 14 - New standard equipped 2015 (Full Size) Sport Utility Vehicle 4WD or AWD**

**ACCEPTABLE MAKES AND MODELS:**

- Standard Ford Explorer
- Standard Ford Expedition
- Standard Chevrolet Tahoe
- Standard Chevrolet Traverse
- Standard Dodge Durango

**All units must contain the following options:**

1. Standard minimum 3.5L V6, 3.6L V6 or 5.3L V8 gasoline engine (Specify) (Size \_\_\_\_\_ Horsepower \_\_\_\_\_)
2. Manufacturer's standard rear end axle ratio (Ratio: \_\_\_\_\_)
3. Automatic transmission (Speeds \_\_\_\_\_)
4. LH & RH exterior mirrors
5. Four manufacturer's all-season tires plus manufacturer's standard size spare tire and wheel (Size) \_\_\_\_\_
6. Rubber flooring
7. Brakes 4-wheel anti-lock braking system (ABS)
8. Speed control and tilt wheel
9. Air Condition
10. Wheelbase 113" Minimum
11. 3 sets of keys

**DEALER COMPLETE IN DETAIL:**

**CIRCLE ONE: 4WD    AWD**

**2015 MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ GVWR \_\_\_\_\_ EACH \$ \_\_\_\_\_**

**GAS MPG: CITY \_\_\_\_\_ HWY \_\_\_\_\_ FUEL CAPACITY \_\_\_\_\_ OIL CAPACITY \_\_\_\_\_**

**IS THIS ENGINE E-85 COMPATIBLE? \_\_\_\_\_ IF SO WHAT IS E-85 MPG: CITY \_\_\_\_\_ HWY \_\_\_\_\_**

**BUMPER TO BUMPER WARRANTY \_\_\_\_\_**

**POWERTRAIN WARRANTY \_\_\_\_\_**

**EXTENDED WARRANTY \_\_\_\_\_**

**OPTIONAL EQUIPMENT PRICES, Item # 14**

Indicate the additional cost or deduction for the below listed options. Prices should include all required options and special equipment.

**Option 14A. Towing Package: Manufacturer's Standard to include heavy duty engine oil and transmission cooling systems, Class III frame hitch / receiver and 4 pin wiring installed plus wiring harness for 7 pin**

**EACH \$ \_\_\_\_\_**

**Option 14B. Power Windows and Door Locks**

**EACH \$ \_\_\_\_\_**

**Option 14C. Optional Rear Axle Ratio                      Axle Ratio \_\_\_\_\_**

**EACH \$ \_\_\_\_\_**

**Option 14D. Alternate Gas Engine (Size) \_\_\_\_\_ (Horsepower) \_\_\_\_\_ E-85 compatible? \_\_\_\_\_**

**EACH \$ \_\_\_\_\_**

**Option 14E. Bluetooth Capability**

**EACH \$ \_\_\_\_\_**

**Please indicate below the percent (%) discount off Manufacturer's Suggested Retail Prices (MSRP) for all vehicle options available in your data book or pricing guides.**

**Discount off MSRP for all Data Book or Pricing Guide Options: - % Discount \_\_\_\_\_**

**Delivery will be made approximately \_\_\_\_\_ days after receipt of order.**

**ITEM # 15 - New standard equipped 2015 or Newer 2WD Model Carryalls.**

**ACCEPTABLE MAKES AND MODELS:**

Standard Chevrolet Suburban with 130.0" Wheelbase  
Standard GMC Yukon XL with 130.0" Wheelbase  
Standard Ford Expedition EL with 131.0" Wheelbase

**All units bid must contain the following options:**

1. Standard minimum V6 gasoline engine (Size \_\_\_\_\_ Horsepower \_\_\_\_\_)
2. Manufacturer's standard rear end axle ratio (Ratio: \_\_\_\_\_)
3. Automatic Transmission (Speeds \_\_\_\_\_)
4. Front and rear heat/air conditioning
5. LH & RH manual mirrors
6. Tires:(4) manufacturer's standard all season, plus full size spare and wheel (Size \_\_\_\_\_)
7. Rubber flooring
8. Standard seating with second and third row bench seat
9. Minimum GVWR 7,300 lbs.
10. Brakes 4-wheel anti-lock braking system (ABS)
11. Speed control and tilt wheel
12. Cloth seats
13. 3 sets of keys

**DEALER COMPLETE IN DETAIL:**

2015 MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ GVWR \_\_\_\_\_ EACH \$ \_\_\_\_\_

GAS MPG: CITY \_\_\_\_\_ HWY \_\_\_\_\_ FUEL CAPACITY \_\_\_\_\_ OIL CAPACITY \_\_\_\_\_

IS THIS ENGINE E-85 COMPATIBLE? \_\_\_\_\_ IF SO WHAT IS E-85 MPG: CITY \_\_\_\_\_ HWY \_\_\_\_\_

BUMPER TO BUMPER WARRANTY \_\_\_\_\_

POWERTRAIN WARRANTY \_\_\_\_\_

EXTENDED WARRANTY \_\_\_\_\_

**OPTIONAL EQUIPMENT PRICES, Item # 15**

Indicate the additional cost or deduction for the below listed options. Prices should include all required options and special equipment.

Option 15A. Deep tinted windows EACH \$ \_\_\_\_\_

Option 15B. Heavy-duty, Class 4 with a Type III adapter trailer hitch. Special equipment which includes weight distributing hitch platform and wiring harness for a 7 pin commercial truck connector. EACH \$ \_\_\_\_\_

Option 15C. Exterior color to be Federal Standard #595B "Highway Yellow" EACH \$ \_\_\_\_\_

Option 15D. Delete 3<sup>rd</sup> row rear bench seat EACH \$ \_\_\_\_\_ (Deduct)

Option 15E. 2 Full length cab steps or running boards. (One on Drivers Side, one on Passenger side) SET \$ \_\_\_\_\_

Option 15F. Optional Rear Axle Ratio Axle Ratio \_\_\_\_\_ EACH \$ \_\_\_\_\_

**OPTIONAL EQUIPMENT PRICES, Item # 15 continued**

**Option 15G. Limited Slip Rear Axle. Axle Ratio \_\_\_\_\_ EACH \$ \_\_\_\_\_**

**Option 15H. Vinyl seats in lieu of cloth. EACH \$ \_\_\_\_\_**

**Option 15I. Bluetooth Capability EACH \$ \_\_\_\_\_**

Please indicate below the percent (%) discount off Manufacturer's Suggested Retail Prices (MSRP) for all vehicle options available in your data book or pricing guides.

**% discount off MSRP for all Data Book or Pricing Guide Options: - % Discount \_\_\_\_\_**

**Delivery will be made approximately \_\_\_\_\_ days after receipt of order.**

**ITEM # 16 - New standard equipped 2015 or Newer 4WD Model Carryalls.**

**ACCEPTABLE MAKES AND MODELS:**

Standard Chevrolet Suburban with 130.0" Wheelbase  
Standard GMC Yukon XL with 130.0" Wheelbase  
Standard Ford Expedition EL with 131.0" Wheelbase

**All units bid must contain the following options:**

14. Standard minimum V6 gasoline engine (Size \_\_\_\_\_ Horsepower \_\_\_\_\_)
15. Manufacturer's standard rear end axle ratio (Ratio: \_\_\_\_\_)
16. Automatic Transmission (Speeds \_\_\_\_\_)
17. Front and rear heat/air conditioning
18. LH & RH manual mirrors
19. Tires:(4) manufacturer's standard all season, plus full size spare and wheel (Size \_\_\_\_\_)
20. Rubber flooring
21. Standard seating with second and third row bench seat
22. Minimum GVWR 7,300 lbs.
23. Brakes 4-wheel anti-lock braking system (ABS)
24. Speed control and tilt wheel
25. Cloth seats
26. 3 sets of keys

**DEALER COMPLETE IN DETAIL:**

2015 MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ GVWR \_\_\_\_\_ EACH \$ \_\_\_\_\_

GAS MPG: CITY \_\_\_\_\_ HWY \_\_\_\_\_ FUEL CAPACITY \_\_\_\_\_ OIL CAPACITY \_\_\_\_\_

IS THIS ENGINE E-85 COMPATIBLE? \_\_\_\_\_ IF SO WHAT IS E-85 MPG: CITY \_\_\_\_\_ HWY \_\_\_\_\_

BUMPER TO BUMPER WARRANTY \_\_\_\_\_

POWERTRAIN WARRANTY \_\_\_\_\_

EXTENDED WARRANTY \_\_\_\_\_

**OPTIONAL EQUIPMENT PRICES, Item # 16**

Indicate the additional cost or deduction for the below listed options. Prices should include all required options and special equipment.

Option 16A. Deep tinted windows EACH \$ \_\_\_\_\_

Option 16B. Heavy-duty, Class 4 with a Type III adapter trailer hitch. Special equipment which includes weight distributing hitch platform and wiring harness for a 7 pin commercial truck connector. EACH \$ \_\_\_\_\_

Option 16C. Exterior color to be Federal Standard #595B "Highway Yellow" EACH \$ \_\_\_\_\_

Option 16D. Delete 3<sup>rd</sup> row rear bench seat EACH \$ \_\_\_\_\_ (Deduct)

**OPTIONAL EQUIPMENT PRICES, Item # 16 continued**

- Option 16E.** Standard diesel engine in lieu of gasoline engine  
(State size and horsepower) EACH \$ \_\_\_\_\_  
SIZE \_\_\_\_\_ HORSEPOWER \_\_\_\_\_
- Option 16F.** 2 Full length cab steps or running boards.  
(One on Drivers Side, one on Passenger side) SET \$ \_\_\_\_\_
- Option 16G.** Optional Rear Axle Ratio Axle Ratio \_\_\_\_\_ EACH \$ \_\_\_\_\_
- Option 16H.** Limited Slip Rear Axle. Axle Ratio \_\_\_\_\_ EACH \$ \_\_\_\_\_
- Option 16I.** Vinyl seats in lieu of cloth. EACH \$ \_\_\_\_\_
- Option 16J.** Bluetooth Capability EACH \$ \_\_\_\_\_

Please indicate below the percent (%) discount off Manufacturer's Suggested Retail Prices (MSRP) for all vehicle options available in your data book or pricing guides.

*% discount off MSRP for all Data Book or Pricing Guide Options: - % Discount \_\_\_\_\_*

**Delivery will be made approximately \_\_\_\_\_ days after receipt of order.**

**Item #17– New standard equipped 2015 7- Passenger Extended Mini-Van, Alternative Fuel**

**ACCEPTABLE MAKES AND MODELS:**

Standard Chrysler Town and Country  
Standard Dodge Grand Caravan

**All units must contain the following options:**

1. Standard minimum 3.3 L 6 cylinder Flex Fuel E-85 engine (Size \_\_\_\_\_ Horsepower \_\_\_\_\_)
2. Automatic transmission (Speeds \_\_\_\_\_)
3. Factory installed front and rear heat/air conditioning
4. LH & RH mirrors
5. Four manufacturer's all-season tires plus manufacturer's standard size spare tire and wheel (Size) \_\_\_\_\_
6. 4 wheel anti-lock braking system (ABS)
7. Speed control and tilt wheel
8. Wheelbases 119" Minimum
9. Rubber floor mats that are deep tread with an upright outer ridge that keeps the mud and water on the mat
10. 3 sets of keys

**DEALER COMPLETE IN DETAIL:**

2015 MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ GVWR \_\_\_\_\_ EACH \$ \_\_\_\_\_

GAS MPG: CITY \_\_\_\_\_ HWY \_\_\_\_\_ FUEL CAPACITY \_\_\_\_\_ OIL CAPACITY \_\_\_\_\_

IS THIS ENGINE E-85 COMPATIBLE? \_\_\_\_\_ IF SO WHAT IS E-85 MPG: CITY \_\_\_\_\_ HWY \_\_\_\_\_

BUMPER TO BUMPER WARRANTY \_\_\_\_\_

POWERTRAIN WARRANTY \_\_\_\_\_

EXTENDED WARRANTY \_\_\_\_\_

**OPTIONAL EQUIPMENT PRICES, Item # 17**

Indicate the additional cost or deduction for the below listed options. Prices should include all required options and special equipment.

Option 17A. Power windows and power door locks EACH \$ \_\_\_\_\_

Option 17B. Towing Package: Manufacturer's standard to include heavy duty engine oil and transmission cooling systems, Class III frame hitch and 4 pin wiring installed plus wiring harness for 7 pin. EACH \$ \_\_\_\_\_

Option 17C. Privacy Glass EACH \$ \_\_\_\_\_

Option 17D. Defroster Rear Window, Electric EACH \$ \_\_\_\_\_

**OPTIONAL EQUIPMENT PRICES, Item # 17 continued**

**Option 17E. Rear Windshield Wiper EACH \$ \_\_\_\_\_**

**Option 17F. Bluetooth Capability EACH \$ \_\_\_\_\_**

**Please indicate below the percent (%) discount off Manufacturer's Suggested Retail Prices (MSRP) for all vehicle options available in your data book or pricing guides.**

***Discount off MSRP for all Data Book or Pricing Guide Options: - % Discount \_\_\_\_\_***

**Delivery will be made approximately \_\_\_\_\_ days after receipt of order.**

**Item #18– New standard equipped 2015 Cargo Mini-Van**

**ACCEPTABLE MAKES AND MODELS:**

Standard Chevrolet City Express  
Standard Ford Transit Connect  
Standard Dodge ProMaster Cargo Van

**All units must contain the following options:**

1. Standard minimum 4 cylinder gas engine (Size \_\_\_\_\_ Horsepower \_\_\_\_\_)
2. Automatic transmission (Speeds \_\_\_\_\_)
3. Factory installed front and rear heat/air conditioning
4. LH & RH mirrors
5. Four manufacturer's all-season tires plus manufacturer's standard size spare tire and wheel (Size) \_\_\_\_\_
6. 4 wheel anti-lock braking system (ABS)
7. Speed control and tilt wheel
8. Rubber floor mats that are deep tread with an upright outer ridge that keeps the mud and water on the mat
9. 3 sets of keys

**DEALER COMPLETE IN DETAIL:**

2015 MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ GVWR \_\_\_\_\_ EACH \$ \_\_\_\_\_

GAS MPG: CITY \_\_\_\_\_ HWY \_\_\_\_\_ FUEL CAPACITY \_\_\_\_\_ OIL CAPACITY \_\_\_\_\_

IS THIS ENGINE E-85 COMPATIBLE? \_\_\_\_\_ IF SO WHAT IS E-85 MPG: CITY \_\_\_\_\_ HWY \_\_\_\_\_

BUMPER TO BUMPER WARRANTY \_\_\_\_\_

POWERTRAIN WARRANTY \_\_\_\_\_

EXTENDED WARRANTY \_\_\_\_\_

**OPTIONAL EQUIPMENT PRICES, Item # 18**

Indicate the additional cost or deduction for the below listed options. Prices should include all required options and special equipment.

- |             |  |               |
|-------------|--|---------------|
| Option 18A. | Power windows and power door locks   | EACH \$ _____ |
| Option 18B. | Towing Package: Manufacturer's standard to include heavy duty engine oil and transmission cooling systems, Class III frame hitch and 4 pin wiring installed plus wiring harness for 7 pin. | EACH \$ _____ |
| Option 18C. | Privacy Glass  | EACH \$ _____ |
| Option 18D. | Defroster Rear Window, Electric  | EACH \$ _____ |
| Option 18E. | Rear Windshield Wiper  | EACH \$ _____ |
| Option 18F. | Bluetooth Capability   | EACH \$ _____ |

Please indicate below the percent (%) discount off Manufacturer's Suggested Retail Prices (MSRP) for all vehicle options available in your data book or pricing guides.

Discount off MSRP for all Data Book or Pricing Guide Options: - % Discount \_\_\_\_\_

Delivery will be made approximately \_\_\_\_\_ days after receipt of order.

**ITEM # 19 - New standard equipped 2014 Small-Size 4-Door Sedan**

**ACCEPTABLE MAKES AND MODELS:**

Standard Dodge Dart  
Standard Ford Focus  
Standard Chevrolet Cruze

**All units must contain the following options:**

1. Standard, minimum 4 cylinder gas engine (Size \_\_\_\_\_ Horsepower \_\_\_\_\_)
2. Automatic Transmission, (Speeds \_\_\_\_\_)
3. Air conditioning
4. LH & RH mirrors
5. Four manufacturer's all-season tires plus manufacturer's standard size spare tire and wheel (Size) \_\_\_\_\_
6. ABS Brakes 4 Wheel
7. Brakes, Hydraulic power, front and rear disc
8. Speed control and tilt wheel
9. Rubber floor mats that are deep tread with an upright outer ridge that keeps the mud and water on the mat
10. 3 sets of keys

**DEALER COMPLETE IN DETAIL:**

2015 MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ EACH \$ \_\_\_\_\_

GAS MPG: CITY \_\_\_\_\_ HWY \_\_\_\_\_ FUEL CAPACITY \_\_\_\_\_ OIL CAPACITY \_\_\_\_\_

IS THIS ENGINE E-85 COMPATIBLE? \_\_\_\_\_ IF SO WHAT IS E-85 MPG: CITY \_\_\_\_\_ HWY \_\_\_\_\_

BUMPER TO BUMPER WARRANTY \_\_\_\_\_

POWERTRAIN WARRANTY \_\_\_\_\_

EXTENDED WARRANTY \_\_\_\_\_

**OPTIONAL EQUIPMENT PRICES, Item # 19**

Indicate the additional cost or deduction for the below listed options, which should include all required options and special equipment.

Option 19A. Power windows and Door Locks EACH \$ \_\_\_\_\_

Option 19B. Defroster Rear Window electric EACH \$ \_\_\_\_\_

Option 19C. Alternate V6 or larger engine in lieu of 4 cylinder (Specify Size) \_\_\_\_\_ (Horsepower) \_\_\_\_\_  
E-85 Compatible? \_\_\_\_\_ EACH \$ \_\_\_\_\_

Option 19D. Alternate Diesel engine (Specify Liter Size) \_\_\_\_\_ (Horsepower) \_\_\_\_\_  
B-20 Compatible? \_\_\_\_\_ EACH \$ \_\_\_\_\_

Option 19E. Bluetooth Capability EACH \$ \_\_\_\_\_

Please indicate below the percent (%) discount off Manufacturer's Suggested Retail Prices (MSRP) for all vehicle options available in your data book or pricing guides.

Discount off MSRP for all Data Book or Pricing Guide Options: - % Discount \_\_\_\_\_

Delivery will be made approximately \_\_\_\_\_ days after receipt of order.

**ITEM # 20 - New standard equipped 2015 Mid-Size 4-Door Sedan, Alternative Fuel**

**ACCEPTABLE MAKES AND MODELS:**

Standard Chrysler 200  
Standard Dodge Avenger  
Standard Chevrolet Malibu  
Standard Ford Fusion

**All units must contain the following options:**

1. Standard, minimum 1.6L 4 cylinder Turbo or 4 cylinder 2.4 L flex-fuel engine (Specify Size) \_\_\_\_\_ Horsepower \_\_\_\_\_
2. Automatic Transmission, (Speeds \_\_\_\_\_)
3. Air conditioning
4. LH & RH mirrors
5. Four manufacturer's all-season tires plus manufacturer's standard size spare tire and wheel (Size) \_\_\_\_\_
6. ABS Brakes 4 Wheel
7. Brakes, Hydraulic power, front and rear disc
8. Speed control and tilt wheel
9. Rubber floor mats that are deep tread with an upright outer ridge that keeps the mud and water on the mat
10. Three (3) sets of keys

**DEALER COMPLETE IN DETAIL:**

2015 MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ EACH \$ \_\_\_\_\_

GAS MPG: CITY \_\_\_\_\_ HWY \_\_\_\_\_ FUEL CAPACITY \_\_\_\_\_ OIL CAPACITY \_\_\_\_\_

IS THIS ENGINE E-85 COMPATIBLE? \_\_\_\_\_ IF SO WHAT IS E-85 MPG: CITY \_\_\_\_\_ HWY \_\_\_\_\_

BUMPER TO BUMPER WARRANTY \_\_\_\_\_

POWERTRAIN WARRANTY \_\_\_\_\_

EXTENDED WARRANTY \_\_\_\_\_

**OPTIONAL EQUIPMENT PRICES, Item # 20**

Indicate the additional cost or deduction for the below listed options, which should include all required options and special equipment.

Option 20A. Power windows and Door Locks EACH \$ \_\_\_\_\_

Option 20B. Defroster Rear Window electric EACH \$ \_\_\_\_\_

Option 20C. Alternate V6 or larger engine in lieu of 4 cylinder (Specify) (Size) \_\_\_\_\_ (Horsepower) \_\_\_\_\_

E-85 Compatible? \_\_\_\_\_ EACH \$ \_\_\_\_\_

Option 20D. Bluetooth Capability EACH \$ \_\_\_\_\_

Please indicate below the percent (%) discount off Manufacturer's Suggested Retail Prices (MSRP) for all vehicle options available in your data book or pricing guides.

Discount off MSRP for all Data Book or Pricing Guide Options: - % Discount \_\_\_\_\_

Delivery will be made approximately \_\_\_\_\_ days after receipt of order.

**ITEM # 21 - New standard equipped 2015 Mid-Size 4-Door Sedan, Gas Engine**

**ACCEPTABLE MAKES AND MODELS:**

Standard Chrysler 200  
Standard Dodge Avenger  
Standard Chevrolet Malibu  
Standard Ford Fusion

**All units must contain the following options:**

1. Standard, minimum 4 cylinder engine (Size \_\_\_\_\_ Horsepower \_\_\_\_\_)
2. Automatic Transmission
3. Air conditioning
4. LH & RH mirrors
5. Four manufacturer's all-season tires plus manufacturer's standard size spare tire and wheel (Size) \_\_\_\_\_
6. ABS Brakes 4 Wheel
7. Brakes, Hydraulic power, front and rear disc
8. Speed control and tilt wheel
9. Rubber floor mats that are deep tread with an upright outer ridge that keeps the mud and water on the mat
10. 3 sets of keys

**DEALER COMPLETE IN DETAIL:**

2015 MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ EACH \$ \_\_\_\_\_

GAS MPG: CITY \_\_\_\_\_ HWY \_\_\_\_\_ FUEL CAPACITY \_\_\_\_\_ OIL CAPACITY \_\_\_\_\_

BUMPER TO BUMPER WARRANTY \_\_\_\_\_

POWERTRAIN WARRANTY \_\_\_\_\_

EXTENDED WARRANTY \_\_\_\_\_

**OPTIONAL EQUIPMENT PRICES, Item # 21**

Indicate the additional cost or deduction for the below listed options, which should include all required options and special equipment.

Option 21A. Power windows and Door Locks EACH \$ \_\_\_\_\_

Option 21B. Defroster Rear Window electric EACH \$ \_\_\_\_\_

Option 21C. Alternate V6 engine in lieu of 4 cylinder (Size) \_\_\_\_\_ (Horsepower) \_\_\_\_\_ EACH \$ \_\_\_\_\_

Option 21D. Bluetooth Capability EACH \$ \_\_\_\_\_

Please indicate below the percent (%) discount off Manufacturer's Suggested Retail Prices (MSRP) for all vehicle options available in your data book or pricing guides.

Discount off MSRP for all Data Book or Pricing Guide Options: - % Discount \_\_\_\_\_

Delivery will be made approximately \_\_\_\_\_ days after receipt of order.

**ITEM # 22 - New standard equipped 2015 Mid-Size 4-Door Sedan, Hybrid Engine**

**ACCEPTABLE MAKES AND MODELS:**

Standard Ford Fusion

**All units must contain the following options:**

1. Hybrid engine (Size \_\_\_\_\_ Horsepower \_\_\_\_\_)
2. Automatic Transmission
3. Air conditioning
4. LH & RH mirrors
5. Four manufacturer's all-season tires plus manufacturer's standard size spare tire and wheel (Size) \_\_\_\_\_
6. ABS Brakes 4 Wheel
7. Brakes, Hydraulic power, front and rear disc
8. Speed control and tilt wheel
9. Rubber floor mats that are deep tread with an upright outer ridge that keeps the mud and water on the mat
10. 3 sets of keys

**DEALER COMPLETE IN DETAIL:**

2015 MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ EACH \$ \_\_\_\_\_

MPG: CITY \_\_\_\_\_ HWY \_\_\_\_\_ FUEL CAPACITY \_\_\_\_\_ OIL CAPACITY \_\_\_\_\_

BUMPER TO BUMPER WARRANTY \_\_\_\_\_

POWERTRAIN WARRANTY \_\_\_\_\_

EXTENDED WARRANTY \_\_\_\_\_

**OPTIONAL EQUIPMENT PRICES, Item # 22**

Indicate the additional cost or deduction for the below listed options, which should include all required options and special equipment.

Option 22A. Power windows and Door Locks EACH \$ \_\_\_\_\_

Option 22B. Defroster Rear Window electric EACH \$ \_\_\_\_\_

Option 22C. Bluetooth Capability EACH \$ \_\_\_\_\_

Please indicate below the percent (%) discount off Manufacturer's Suggested Retail Prices (MSRP) for all vehicle options available in your data book or pricing guides.

Discount off MSRP for all Data Book or Pricing Guide Options: - % Discount \_\_\_\_\_

Delivery will be made approximately \_\_\_\_\_ days after receipt of order.

**ITEM # 23 - New standard equipped 2015 Full Size 4-Door Sedan, Alternative Fuel**

**ACCEPTABLE MAKES AND MODELS:**

Standard Chevrolet Impala

**All units must contain the following options:**

1. 3.0 L 6, cylinder minimum flex fuel E-85 and gas engine. (Size \_\_\_\_\_ Horsepower \_\_\_\_\_)
2. Automatic, Transmission (Speeds \_\_\_\_\_)
3. Air conditioning
4. Four manufacturer's all-season tires plus manufacturer's standard size spare tire and wheel (Size) \_\_\_\_\_
5. Brakes, Power 4-Wheel ABS
6. Speed control and tilt wheel
7. Body Side Molding
8. Power windows and door locks
9. Rubber floor mats that are deep tread with an upright outer ridge that keeps the mud and water on the mat
10. 3 sets of keys

**DEALER COMPLETE IN DETAIL:**

2015 MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ EACH \$ \_\_\_\_\_

GAS MPG: CITY \_\_\_\_\_ HWY \_\_\_\_\_ FUEL CAPACITY \_\_\_\_\_ OIL CAPACITY \_\_\_\_\_

IS THIS ENGINE E-85 COMPATIBLE? \_\_\_\_\_

IF SO WHAT IS E-85 MPG: CITY \_\_\_\_\_ HWY \_\_\_\_\_

BUMPER TO BUMPER WARRANTY \_\_\_\_\_

POWERTRAIN WARRANTY \_\_\_\_\_

EXTENDED WARRANTY \_\_\_\_\_

**OPTIONAL EQUIPMENT PRICES, Item # 23**

Indicate the additional cost or deduction for the below listed options, which should include all required options and special equipment.

Option 23A. Defroster, Rear Window Electric EACH \$ \_\_\_\_\_

Option 23B. Head Curtain Side air Bags Front and Rear EACH \$ \_\_\_\_\_

Option 23C. Bluetooth Capability EACH \$ \_\_\_\_\_

Please indicate below the percent (%) discount off Manufacturer's Suggested Retail Prices (MSRP) for all vehicle options available in your data book or pricing guides.

Discount off MSRP for all Data Book or Pricing Guide Options: - % Discount \_\_\_\_\_

Delivery will be made approximately \_\_\_\_\_ days after receipt of order.

**ITEM # 24 - New standard equipped 2015 Full Size 4-Door Sedan, Gas Engine**

**ACCEPTABLE MAKES AND MODELS:**

Standard Chevrolet Impala  
Standard Ford Taurus

**All units must contain the following options:**

1. 6 cylinder gas engine. (Size \_\_\_\_\_ Horsepower \_\_\_\_\_)
2. Automatic, Transmission (Speeds \_\_\_\_\_)
3. Air conditioning
4. Four manufacturer's all-season tires plus manufacturer's standard size spare tire and wheel (Size) \_\_\_\_\_
5. Brakes, Power 4-Wheel ABS
6. Speed control and tilt wheel
7. Body Side Molding
8. Power windows and door locks
9. Rubber floor mats that are deep tread with an upright outer ridge that keeps the mud and water on the mat
10. 3 sets of keys

**DEALER COMPLETE IN DETAIL:**

2015 MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ EACH \$ \_\_\_\_\_

GAS MPG: CITY \_\_\_\_\_ HWY \_\_\_\_\_ FUEL CAPACITY \_\_\_\_\_ OIL CAPACITY \_\_\_\_\_

BUMPER TO BUMPER WARRANTY \_\_\_\_\_

POWERTRAIN WARRANTY \_\_\_\_\_

EXTENDED WARRANTY \_\_\_\_\_

**OPTIONAL EQUIPMENT PRICES, Item # 24**

Indicate the additional cost or deduction for the below listed options, which should include all required options and special equipment.

Option 24A. Defroster, Rear Window Electric EACH \$ \_\_\_\_\_

Option 24B. Head Curtain Side air Bags Front and Rear EACH \$ \_\_\_\_\_

Option 24C. Bluetooth Capability EACH \$ \_\_\_\_\_

Option 24D. Optional 4 cylinder engine in lieu of standard 6 cylinder engine

State Liter Size \_\_\_\_\_ Horsepower \_\_\_\_\_ EACH \$ \_\_\_\_\_

Please indicate below the percent (%) discount off Manufacturer's Suggested Retail Prices (MSRP) for all vehicle options available in your data book or pricing guides.

Discount off MSRP for all Data Book or Pricing Guide Options: - % Discount \_\_\_\_\_

Delivery will be made approximately \_\_\_\_\_ days after receipt of order.

# VENDOR INFORMATION & PREFERENCE CERTIFICATION FORM

## Vendor Information

**All bidders must furnish ALL applicable information requested below**

<b>Vendor Name/Mailing Address:</b>  Email Address:	<b>Vendor Contact Information (including area codes):</b> Phone #: Cellular #: Fax #:
<b>Printed Name of Responsible Officer or Employee:</b>	<b>Signature:</b>
<b>For Corporations</b> - State in which incorporated:	<b>For Others</b> - State of domicile:

If the address listed in the Vendor Name/Mailing Address block above is not located in the State of Missouri, list the address of Missouri offices or places of business:

*If additional space is required, please attach an additional sheet and identify it as **Addresses of Missouri Offices or Places of Business.***

**M/WBE INFORMATION:** List all certified Minority or Women Business Enterprises (**M/WBE**) utilized in the fulfillment of this bid. Include percentages for subcontractors and identify the M/WBE certifying agency:

<u>M/WBE Name</u>	<u>Percentage of Contract</u>	<u>M/WBE Certifying Agency</u>

*If additional space is required, please attach an additional sheet and identify it as **M/WBE Information***

## Preference Certification

**All bidders must furnish ALL applicable information requested below**

**GOODS/PRODUCTS MANUFACTURED OR PRODUCED IN USA:** If any or all of the goods or products offered in the attached bid which the bidder proposes to supply to the MHTC are **not** manufactured or produced in the "United States", or imported in accordance with a qualifying treaty, law, agreement, or regulation, list below, by item or item number, the country other than the United States where each good or product is manufactured or produced.

Item (or item number)	Location Where Item is Manufactured or Produced

*If additional space is required, please attach an additional sheet and identify it as **Location Products are Manufactured or Produced.***

**MISSOURI SERVICE-DISABLED VETERAN BUSINESS:** Please complete the following if applicable. Additional information may be requested if preference is applicable. See below definitions for qualification criteria:

**Service-Disabled Veteran** is defined as any individual who is disabled as certified by the appropriate federal agency responsible for the administration of veterans' affairs.

**Service-Disabled Veteran Business** is defined as a business concern:

- a. Not less than fifty-one (51) percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than fifty-one (51) percent of the stock of which is owned by one or more service-disabled veterans; and
- b. The management and daily business operations of which are controlled by one or more service-disabled veterans.

Veteran Information

Business Information

Service-Disabled Veteran's Name (Please Print)	Service-Disabled Veteran Business Name
Service-Disabled Veteran's Signature	Missouri Address of Service Disabled Veteran Business

**NOTICE OF COOPERATIVE PURCHASING**

**MODOT IS INTERESTED IN ASSISTING MISSOURI GOVERNMENTAL ENTITIES, ETC. IN PURCHASING EQUIPMENT, VARIOUS MATERIALS, AND SUPPLIES THAT MEET THE MISSOURI DEPARTMENT OF TRANSPORTATION SPECIFICATIONS.**

Each bidder is asked to indicate below whether they would be willing to offer light duty vehicles listed in the attached "Request for Bid" for sale to these local political entities at the same bid price offered to MoDOT.

It is understood MoDOT will not issue purchase orders, accept delivery nor make payment for these items ordered by any of these agencies. It is further understood the price is based on the light duty vehicle meeting MoDOT specifications. Any added options, deletions, or extra freight costs would be negotiated between the local agency and the successful vendor.

Indicate below whether your company is willing to offer such cooperative purchasing for Missouri counties, cities or other political entities.

YES \_\_\_\_\_ NO \_\_\_\_\_

If the price varies throughout the state on MoDOT bids because of different delivery destinations, please indicate the price F.O.B. your location that would be offered as described.

F.O.B. Location \_\_\_\_\_

Indicate the deadline date that orders will be accepted. \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

E-MAIL \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_



**Missouri Highways and Transportation Commission**  
**Standard Bid Provisions, General Terms and Conditions and Special Terms and Conditions**

**STANDARD SOLICITATION PROVISIONS**

- a. The solicitation for the procurement of the supplies referenced therein, to which these "Standard Bid Provisions, General Terms and Conditions and Special Terms and Conditions" are attached, is being issued under, and governed by, the provisions of Title 7 – Missouri Department of Transportation, Division 10 – Missouri Highways and Transportation Commission, Chapter 11 – Procurement of Supplies, of the Code of State Regulations. The Missouri Highways and Transportation Commission (MHTC), acting by and through its operating arm, the Missouri Department of Transportation (MoDOT), draws the Bidder's attention to said 7 CSR 10-11 for all the provisions governing solicitation and receipt of bids/quotes and the award of the contract pursuant to this solicitation.
- b. All bids/quotes must be signed with the firm name and by a responsible officer or employee. Obligations assumed by such signature must be fulfilled.

**GENERAL TERMS AND CONDITIONS**

**Definitions**

Capitalized terms as well as other terms used but not defined herein shall have the meaning assigned to them in section 7 CSR 10-11.010 Definition of Terms.

**Nondiscrimination**

- a. The Contractor shall comply with all state and federal statutes applicable to the Contractor relating to nondiscrimination, including, but not limited to, Chapter 213, RSMo; Title VI and Title VII of Civil Rights Act of 1964 as amended (42 U.S.C. Sections 2000d and 2000e, *et seq.*); and with any provision of the "Americans with Disabilities Act" (42 U.S.C. Section 12101, *et seq.*).
- b. **Sanctions for Noncompliance:** In the event of the Contractor's noncompliance with the nondiscrimination provisions of this contract, MHTC shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
  - i. withholding of payments to the Contractor under the contract until the Contractor complies, and/or,
  - ii. cancellation, termination or suspension of the contract, in whole or in part.

**Contract/Purchase Order**

- a. By submitting a bid/quote, the Bidder agrees to furnish any and all equipment, supplies and/or services specified in the solicitation documents, at the prices quoted, pursuant to all requirements and specifications contained therein.
- b. A binding contract shall consist of: (1) the solicitation documents, amendments thereto, and/or Best and Final Offer (BAFO) request(s) with any changes/additions, (2) the Contractor's bid response, and (3) the MHTC's acceptance of the bid by post-award contract or purchase order.
- c. A notice of award does not constitute an authorization for shipment of equipment or supplies or a directive to proceed with services. Before providing equipment, supplies and/or services, the Contractor must receive a properly authorized notice to proceed and/or purchase order.

**Applicable Laws and Regulations**

- a. The contract shall be construed according to the laws of the State of Missouri. The Contractor shall comply with all local, state, and federal laws and regulations related to the performance of the contract. The exclusive venue for any legal proceeding relating to or arising, out of the contract shall be in the Circuit Court of Cole County, Missouri.
- b. The Contractor must be registered and maintain good standing with the Secretary of State of the State of Missouri, Missouri Department of Revenue, and other regulatory agencies, as may be required by law or regulations. Prior to the issuance of a purchase order and/or notice to proceed, the Contractor may be required to submit to MHTC a copy of their current Authority Certificate from the Secretary of State of the State of Missouri and/or a copy of their Certificate of No Tax Due from the Missouri Department of Revenue.
- c. Prior to the issuance of a purchase order and/or notice to proceed, all **out-of-state** Contractors **providing services** within the state of Missouri must submit to MHTC a copy of their current Transient Employer Certificate from the Missouri Department of Revenue, in addition to a copy of their current Authority Certificate from the Secretary of State of the State of Missouri.

**Executive Order:**

The Contractor shall comply with all the provisions of Executive Order 07-13, issued by the Honorable Matt Blunt, Governor of Missouri, on the sixth (6<sup>th</sup>) day of March, 2007. This Executive Order, which promulgates the State of Missouri's position to not tolerate persons who contract with the state engaging in or supporting illegal activities of employing individuals who are not eligible to work in the United States, is incorporated herein by reference and made a part of this Agreement.

- 1) "By signing this Agreement, the Contractor hereby certifies that any employee of the Contractor assigned to perform services under the contract is eligible and authorized to work in the United States in compliance with federal law."
- 2) In the event the Contractor fails to comply with the provisions of the Executive Order 07-13, or in the event the Commission has reasonable cause to believe that the contractor has knowingly employed individuals who are not eligible to work in the United States in violation of federal law, the Commission reserves the right to impose such contract sanctions as it may determine to be appropriate, including but not limited to contract cancellation, termination or suspension in whole or in part or both.
- 3) The Contractor shall include the provisions of this paragraph in every subcontract. The Contractor shall take such action with respect to any subcontract as the Commission may direct as a means of enforcing such provisions, including sanctions for noncompliance.

**Preferences**

- a. In the evaluation of bids/quotes, preferences shall be applied in accordance with 7 CSR 10-11.020(7). Contractors should apply the same preferences in selecting subcontractors. The attached document entitled "**VENDOR INFORMATION AND PREFERENCE CERTIFICATION FORM**" must be completed and returned with the solicitation documents.
- b. Bidders are encouraged to obtain minority business enterprise (MBE) and women business enterprise (WBE) participation in this work through the use of subcontractors, suppliers, joint ventures, or other arrangements that afford meaningful participation for M/WBEs. Bidders are encouraged to obtain 10% MBE and 5% WBE participation.

**Missouri Highways and Transportation Commission**  
**Standard Bid Provisions, General Terms and Conditions and Special Terms and Conditions**

**Cancellation of Contract**

The MHTC may cancel the Contract at any time for a material breach of contractual obligations or for convenience by providing Contractor with written notice of cancellation. Should the MHTC exercise its right to cancel the contract for such reasons, cancellation will become effective upon the date specified in the notice of cancellation sent to the Contractor.

**Bankruptcy or Insolvency**

Upon filing for any bankruptcy or insolvency proceeding by or against the Contractor, whether voluntarily, or upon the appointment of a receiver, trustee, or assignee, for the benefit of creditors, the Commission reserves the right and sole discretion to either cancel the Agreement or affirm the Agreement and hold the Contractor responsible for damages.

**Warranty**

The Contractor expressly warrants that all equipment, supplies, and/or services provided shall: (1) conform to each and every specification, drawing, sample or other description which was furnished to or adopted by the MHTC, (2) be fit and sufficient for the purpose expressed in the solicitation documents, (3) be merchantable, (4) be of good materials and workmanship, and (5) be free from defect.

**Status of Independent Contractor**

The Contractor represents itself to be an independent Contractor offering such services to the general public and shall not represent itself or its employees to be an employee of the MHTC. Therefore, the Contractor shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers' compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify, save and hold the MHTC, its officers, agents and employees harmless from and against any and all losses (including attorney fees) and damage of any kind related to such matters.

**Non-Waiver**

If one of the parties agrees to waive its right to enforce any term of this Contract, that party does not waive its right to enforce such term at any other time or to enforce any or all other terms of this Contract.

**Indemnification**

The Contractor shall defend, indemnify and hold harmless MHTC, including its members and department employees, from any claim or liability whether based on a claim for damages to real or personal property or to a person for any matter relating to or arising out of the Contractor's performance of its obligations under the contract awarded pursuant to this solicitation.

**Missouri Highways and Transportation Commission**  
**Standard Bid/Proposal Provisions, General Terms and Conditions and Special Terms and Conditions**

**SPECIAL TERMS AND CONDITIONS**

**Tax Exempt Status:**

MHTC is exempt from paying Missouri Sales Tax, Missouri Use Tax and Federal Excise Tax. However, the Contractor may themselves be responsible for the payment of taxes on materials they purchase to fulfill the contract. A Project Tax Exemption Certificate will be furnished to the successful Bidder upon request if applicable.

**Liquidated Damages**

- a. In the event the successful Contractor fails to deliver the material within the time specified, the Department and the public will sustain damages because of such delay in delivery, the exact extent of which would be difficult to ascertain, and in order to liquidate such damage in advance it is agreed that the **sum of \$100 per day, per item**, for each assessable calendar day on which the delivery has not been completed, is reasonable and the best estimate which the parties can arrive at as liquidated damages, and it is therefore agreed that said amount will be withheld from payments due the Contractor or otherwise collected from the Contractor as liquidated damages.
- b. **Saturdays, Sundays, holidays and days whereas the Department has suspended work** shall not be assessable days.

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

March Session of the January Adjourned

Term. 20 16

County of Boone

In the County Commission of said county, on the

17th

day of

March

20

16

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

Now on this day the County Commission of the County of Boone does hereby award bid 03-27JAN16 – 2016 Mill and Overlay Term & Supply to the following:

- Primary Supplier APAC – Missouri, Inc.
- Secondary Supplier Christensen Construction Co.

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

Done this 17th day of March, 2016.

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

Janel M. Thompson  
 Janel M. Thompson  
 District II Commissioner

129-2016

# Boone County Purchasing

**Jacob M. Garrett**  
Buyer



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

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## MEMORANDUM

TO: Boone County Commission  
FROM: Jacob M. Garrett, Buyer  
DATE: February 8, 2016  
RE: 03-27JAN16 – 2016 Mill and Overlay Term and Supply

03-27JAN16 – 2016 Mill and Overlay Term and Supply opened on January 27, 2016. Two bids were received and Resource Management recommends a multi-vendor award by low bid to APAC-Missouri, Inc as Primary and Christensen Construction CO. as Secondary.

This is a term and supply contract and invoices will be paid from the following:  
Department 2041 – Infrastructure Preservation/Rehabilitation, account 71100 – Outside Services. Budgeted \$840,000.00

cc: Daniel Haid, Resource Management  
Derin Campbell, Resource Management  
Keith Austin, Resource Management  
Bid File

ATT: Bid Tabulation

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129-2016

BID TABULATION: 03-27JAN16 - Mill & Overlay Term and Supply		Qty	Christensen Construction Company		APAC	
			Unit Price	Extended Price	Unit Price	Extended Price
<b>4.7. PRICING</b>						
4.8.1.	Asphalt Overlay, BP-2, Virgin (Ton)	4,000	\$74.00	\$296,000.00	\$64.54	\$258,160.00
4.8.2.	Asphalt Overlay, BP-2, R.A.P. (Ton)	3,000	\$71.00	\$213,000.00	\$60.71	\$182,130.00
4.8.3.	Surface Milling, Asphalt, Contractor Haul-off (SY)	20,000	\$1.05	\$21,000.00	\$1.25	\$25,000.00
4.8.4.	Surface Milling, Asphalt, County Haul-off (SY)	5,000	\$1.05	\$5,250.00	\$1.25	\$6,250.00
4.8.5.	Surface Milling, Concrete, Contractor Haul-off (SY)	10,000	\$2.15	\$21,500.00	\$1.25	\$12,500.00
4.8.6.	Surface Milling, Conceret, County Haul-off (SY)	5,000	\$1.60	\$8,000.00	\$1.25	\$6,250.00
4.8.7.	Surface Milling, Butt-Joint (SY)	500	\$10.00	\$5,000.00	\$9.00	\$4,500.00
4.8.8.	Dig Out Repair, Asphalt, Typical (SY)	500	\$60.00	\$30,000.00	\$65.00	\$32,500.00
4.8.9.	Dig Out Repair, Asphalt, Hasty (HR)	100	\$200.00	\$20,000.00	\$100.00	\$10,000.00
4.8.10.	Dig Out Repair, Concrete, Hasty (HR)	100	\$200.00	\$20,000.00	\$100.00	\$10,000.00
4.8.11.	Rock Driveway Transitions (Ton)	300	\$30.00	\$9,000.00	\$42.00	\$12,600.00
4.8.12.	Temporary Centerline Markers (EA)	1,000	\$0.75	\$750.00	\$0.75	\$750.00
4.8.13.	Restoration (SF)	500	\$3.00	\$1,500.00	\$3.75	\$1,875.00
4.8.14.1.	Mobilization: Surface Milling	5	\$1,650.00	\$8,250.00	\$700.00	\$3,500.00
4.8.15.	Tack Coat (SY)	100,000	\$0.15	\$15,000.00	\$0.10	\$10,000.00
<b>Bid Total</b>			<b>674,250.00</b>		<b>576,015.00</b>	
4.8.16	Mobilization: Small Quantity		\$1,650.00		\$4,500.00	
4.8.17.	Tack Coat, Trackless Tack (SY)		\$0.35		\$0.20	
4.9.	Optional Asphalt Cement Price Index (Accept / Do Not Accept)		Accept		Accept	
4.10.	Additional Work (2.1.17.) List Provided? (Y or N)		YES		YES	
4.12.	Cooperative Purchasing? (Y or N)		NO		YES	

**No Bid**

**PURCHASE AGREEMENT FOR  
2016 MILL AND OVERLAY TERM & SUPPLY  
(Primary Supplier)**

**THIS AGREEMENT** dated the 17<sup>th</sup> day of March 2016 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **APAC-Missouri, Inc.**, herein "Contractor."

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

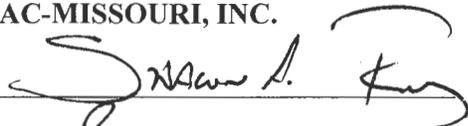
1. **Contract Documents** - This agreement shall consist of this Purchase Agreement, the County of Boone Request for Bid for **2016 Mill and Overlay Term and Supply**, bid number **03-27JAN16**, any applicable addenda, and the Contractor's bid response dated **January 27, 2016** and executed by **Shawn A. Riley** on behalf of the Contractor. All such documents shall constitute the contract documents which are incorporated herein by reference. Service or product data, specification and literature submitted with bid response may be permanently maintained in the County Purchasing Office bid file for this bid if not attached. In the event of conflict between any of the foregoing documents, this Purchase Agreement, the Request for Bid and any applicable addenda and Boone County Standard Terms and Conditions 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 **Milling and Overlay Services** as identified and responded to in the Contractor's Bid Response. Service 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 the County.
3. **Contract Duration** - This agreement shall commence on **the date of award** and extend through **December 31, 2016** subject to the provisions for termination specified below. This agreement may be extended beyond the expiration date by order of the County 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.
4. **Billing and Payment** - All billing shall be invoiced to the Boone County Resource Management – Engineering Division and billings may only include the prices listed in the Contractor's bid response. No additional fees for extra services or taxes shall be included as additional charges in excess of the charges in the Contractor's bid response to the specifications. The County agrees to pay all correct monthly statements 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

129-2016

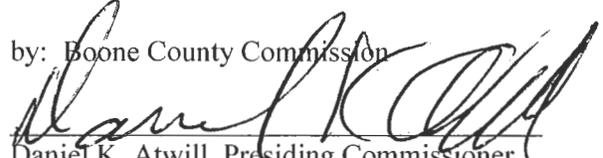
in conformity with bidding specifications or variances authorized by County, or  
c. If appropriations are not made available and budgeted for any calendar year.

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

**APAC-MISSOURI, INC.**

by   
title PRESIDENT

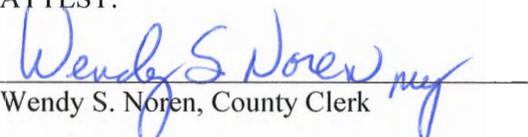
**BOONE COUNTY, MISSOURI**

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

APPROVED AS TO FORM:

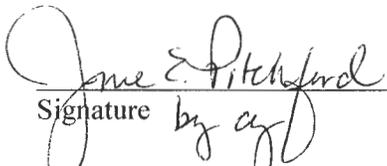
  
County Counselor

ATTEST:

  
Wendy S. Noren, County Clerk

**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 in a measurable county obligation at this time.)

  
Signature by agd

3/3/16  
Date

2041/71100 Term and Supply  
No Encumbrance Required  
Appropriation Account

## STANDARD TERMS AND CONDITIONS - BOONE COUNTY, MISSOURI

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

**Insurance Requirements:** The Contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and such insurance has been approved by the County, nor shall the Contractor allow any subcontractor to commence work on their subcontract until all similar insurance required of subcontractor has been so obtained and approved. All policies shall be in amounts, form and companies satisfactory to the County which must carry an A-6 or better rating as listed in the A.M. Best or equivalent rating guide. Insurance limits indicated below may be lowered at the discretion of the County.

**Employers Liability and Workers Compensation Insurance** - The Contractor shall take out and maintain during the life of this contract, **Employers Liability and Workers Compensation Insurance** for all of their employees employed at the site of work, and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workers Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. Workers Compensation coverage shall meet Missouri statutory limits. Employers Liability limits shall be \$500,000.00 each employee, \$500,000.00 each accident, and \$500,000.00 policy limit. In case any class of employees engaged in hazardous work under this Contract at the site of the work is not protected under the Workers Compensation Statute, the Contractor shall provide and shall cause each subcontractor to provide Employers Liability Insurance for the protection of their employees not otherwise protected.

**Commercial General Liability Insurance** - The Contractor shall take out and maintain during the life of this contract, such commercial general liability insurance as shall protect them and any subcontractor performing work covered by this contract, from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or for any subcontractor or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$3,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death. If the Contract involves any underground/digging operations, the general liability certificate shall include X, C, and U (Explosion, Collapse, and Underground) coverage. If providing Commercial General Liability Insurance, then the Proof of Coverage of Insurance shall also be included.

Contractor may satisfy the minimum liability limits required for Commercial General Liability or Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum per occurrence limit of liability under the umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for either Commercial General Liability or Business Auto Liability. Contractor agrees to endorse the County as an Additional Insured on the umbrella or Excess Liability, unless the Certificate of Insurance state the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.

**Business Automobile Liability** – The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than \$3,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Contractor's own automobiles, teams and trucks; hired automobiles, teams and trucks; non-owned and both on and off the site of work.

**Subcontractors:** Contractor shall cause each Subcontractor to purchase and maintain insurance of the types and amounts specified herein. Limits of such coverage may be reduced only upon written agreement of Owner. Contractor shall provide to Owner copies of certificates evidencing coverage for each Subcontractor. Subcontractors' commercial general liability and business automobile liability insurance shall name Owner as Additional Insured and have the Waiver of Subrogation endorsements added.

**Proof of Carriage of Insurance** - The Contractor shall furnish the County with Certificate(s) of Insurance which name the County as additional insured in an amount as required in this contract, contain a description of the project or work to be performed and provided for Commercial General Liability, Business Auto Liability, and Umbrella or Excess Liability (not on Workers Compensation). The Certificate of Insurance shall provide that there will be no cancellation or reduction of coverage without 30 days prior written notice to the Owner. In

addition, such insurance shall be on occurrence basis and shall remain in effect until such time as the County has made final acceptance of the facility contracted.

**INDEMNITY AGREEMENT:** To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.

Failure to maintain the required insurance in force may be cause for contract termination. In the event the Agency/Service fails to maintain and keep in force the required insurance or to obtain coverage from its subcontractors, the County shall have the right to cancel and terminate the contract without notice.

4. Response Form

4.1. Company Name: APAC-Missouri, Inc

4.2. Address: 1591 Prethersville Rd,

4.3. City/Zip: Columbia MO, 65202

4.4. Phone Number: 573-449-0886

4.5. Fax Number: 573-449-2980

4.6. Federal Tax ID: 61-1320131

- 4.6.1.  Corporation
- Partnership - Name \_\_\_\_\_
- Individual/Proprietorship - Individual Name \_\_\_\_\_
- Other (Specify) \_\_\_\_\_

4.7. Prompt Payment Terms: Net 30

4.7.1. Will you accept automated clearinghouse (ACH) for payment of invoices? yes

4.8. PRICING

Item No.	Description	Unit	Qty.	Unit Price	Total
4.8.1.	Asphalt, BP-2, Virgin	Ton	4,000	\$ 67.54	\$258,160 <sup>00</sup>
4.8.2.	Asphalt, BP-2, R.A.P.	Ton	3,000	\$ 60.71	\$182,130 <sup>00</sup>
4.8.3.	Surface Milling, Asphalt, Contractor Haul-off	SY	20,000	\$ 1.25	\$25,000 <sup>00</sup>
4.8.4.	Surface Milling, Asphalt, County Haul-off	SY	5,000	\$ 1.25	\$ 6,250 <sup>00</sup>
4.8.5.	Surface Milling, Concrete, Contractor Haul-off	SY	10,000	\$ 1.25	\$ 12,500 <sup>00</sup>
4.8.6.	Surface Milling, Concrete, County Haul-off	SY	5,000	\$ 1.25	\$ 6,250 <sup>00</sup>
4.8.7.	Surface Milling, Butt-Joint	SY	500	\$ 9.00	\$ 4,500 <sup>00</sup>
4.8.8.	Dig-Out Repair, Asphalt, Typical	SY	500	\$ 65.00	\$ 32,500 <sup>00</sup>
4.8.9.	Dig-Out Repair, Asphalt, Hasty	HR	100	\$ 100.00	\$ 10,000 <sup>00</sup>
4.8.10.	Dig-Out Repair, Concrete, Hasty	HR	100	\$ 100.00	\$ 10,000 <sup>00</sup>
4.8.11.	Rock Driveway Transitions	Ton	300	\$ 42.00	\$ 12,600 <sup>00</sup>
4.8.12.	Temporary Centerline Markers	EA	1,000	\$ .75	\$ 750 <sup>00</sup>
4.8.13.	Restoration	SF	500	\$ 3.75	\$ 1,875 <sup>00</sup>
4.8.14.	Mobilization: Surface Milling	EA	5	\$ 700.00	\$ 3,500 <sup>00</sup>
4.8.15.	Tack Coat	SY	100,000	\$ .10	\$ 10,000 <sup>00</sup>
	<b>Bid Total</b>				<b>\$576,015<sup>00</sup></b>
	<b>Limited Use Items:</b>	<b>UOM</b>		<b>Price</b>	
4.8.16.	Mobilization: Small Quantity	EA		\$ 4500 <sup>00</sup>	
4.8.17.	Tack Coat, Trackless Tack	SY		\$ .20	

4.9. **Optional Asphalt Cement Price Index Provision** (Section 2.9.1.5. of bid document) Failure by the bidder to check an option will be interpreted to mean election to not participate in the Asphalt Cement Price Index.

Check One:

ACCEPT

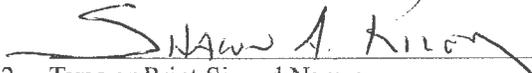
DO NOT ACCEPT

4.10. **Additional Work (2.1.17.)** Contractor selected for this contract should submit to Boone County along with their bid response a schedule of equipment that may be used and labor rates (billable hourly rate) for any additional work that may be encountered that is not contemplated by this contract but may be required to be performed because of unforeseen circumstances at time of construction.

**Please attach schedule of equipment / labor rates to bid response.**

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

4.11.1. Authorized Representative (Sign By Hand):



4.11.2. Type or Print Signed Name:

Shawn A Riley, President

4.11.3. Today's Date: 1-27-16

4.12. Will you honor the submitted prices for purchase by other entities in Boone County who participate in cooperative purchasing with Boone County, MO?

Circle One:

YES

NO

1118



## Request for Bid (RFB)

APAC Response

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

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

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### Bid Data

Bid Number: **03-27JAN16**  
Commodity Title: **2016 Mill & Overlay Term & Supply**

### DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT

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#### Bid Submission Address and Deadline

Day / Date: **Wednesday, January 27, 2016**  
Time: **1:30 P.M. C.S.T. (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 Boone County Annex Building is located on the Northwest corner at 7<sup>th</sup> St. and Ash St. Enter the building from the South side. Wheelchair accessible entrance is available on the South side of the building.

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#### Bid Opening

Day / Date: **Wednesday, January 27, 2016**  
Time: **1:30 P.M. C.S.T.**  
Location / Address: **Boone County Purchasing Department  
Boone County Annex Building  
613 E. Ash Street, Room 111  
Columbia, MO 65201**

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#### Pre-Bid Meeting – Optional

Day / Date: **Wednesday, January 20, 2016**  
Time: **11:00 a.m. CST**  
Location / Address: **Room 332  
Boone County Government Center  
801 E. Walnut  
Columbia, Missouri, 65201**

***Bid Contents***

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- 1.0: **Introduction and General Conditions of Bidding**
- 2.0: **Primary Specifications**
- 3.0: **Response Presentation and Review**
- 4.0: **Response Form**
- Attachment A **Statement of Bidders Qualifications**
- Debarment Certificate**
- Instructions for Compliance with House Bill 1549**
- Work Authorization Certification**
- Certification of Individual Bidder**
- Affidavit for Certification of Individual Bidder**
- Standard Terms and Conditions**
- Annual Wage Order 22 (Dated 10-20-2015)**
- Affidavit of Compliance with OSHA**
- Affidavit of Compliance with the Prevailing Wage Law**
- Contractor's Affidavit Regarding Settlement of Claims**
- Paving Improvements Traffic Control Detail Sheet**
- Dig Out and Repair Detail**
- 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 concerning these specifications should be submitted to the County no later than January 22<sup>nd</sup>, 2016 by 5:00 p.m. Contact for Bid questions – Jacob M. Garrett – Buyer, Boone County Purchasing Department, 613 E. Ash, Room 111, Columbia, MO 65201. Telephone: (573) 886-4393 Facsimile: (573) 886-4390; email JGarrett@boonecountymo.org

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. County reserves the right to award to more than one service provider. Multiple awards may be made on the basis of primary, secondary, and if necessary, a tertiary service provider. The primary provider shall furnish the County's requirements until such time as the County determines that it is in its best interests to seek performance from the secondary provider, then tertiary provider. The County's decision will be based upon ability of the primary source to supply acceptable goods and/or services within the County's time requirements. The County's decision to utilize secondary and tertiary sources shall be final and conclusive.

- 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 a Term and Supply contract for the furnishing of all labor, materials, equipment, coordinating and scheduling, and related items required to provide materials for and/or perform Mill and Overlay work required of the bid items within.
- 2.1.1. **Asphalt, BP-2, Virgin** (Item 4.8.1.): Plant mix pavement in conformance with Missouri Standard Specifications for Highway Construction, 2011, Section 401. This mix will contain no recycled asphalt pavement or shingles. Contractor must submit a MoDOT approved Job Mix Formula no more than three years old. At County's discretion, this item may be placed in a single lift, or in multiple lifts (wedge/leveling course, surface course, etc.). Contractor shall be responsible for sweeping or other means necessary for cleaning of the street prior to performing this item.
- 2.1.2. **Asphalt, BP-2, R.A.P.** (Item 4.8.2.): Plant mix pavement in conformance with Missouri Standard Specifications for Highway Construction, 2011, Section 401. This mix may contain up to 20% recycled asphalt pavement, however no shingles will be included in this mix. Contractor must submit a MoDOT approved Job Mix Formula no more than three years old. At County's discretion, this item may be placed in a single lift, or in multiple lifts (wedge/leveling course, surface course, etc.). Contractor shall be responsible for sweeping or other means necessary for cleaning of the street prior to performing this item.
- 2.1.3. **Surface Milling, Asphalt, Contractor Haul-off** (Item 4.8.3.): Milling of asphalt surfaced streets to a depth prescribed by the County. Typical applications will be 1-3" deep depending on conditions. Contractor will be responsible for haul-off and retainage of millings.
- 2.1.4. **Surface Milling, Asphalt, County Haul-off** (Item 4.8.4.): Milling of asphalt surfaced streets to a depth prescribed by the County. Typical applications will be 1-3" deep depending on conditions. County will be responsible for haul-off and retainage of millings.
- 2.1.5. **Surface Milling, Concrete, Contractor Haul-off** (Item 4.8.5.): Milling of concrete surfaced streets to a depth prescribed by the County. Typical applications will be 1-3" deep depending on conditions. Contractor will be responsible for haul-off and retainage of millings.
- 2.1.6. **Surface Milling, Concrete, County Haul-off** (Item 4.8.6.): Milling of concrete surfaced streets to a depth prescribed by the County. Typical applications will be 1-3" deep depending on conditions. County will be responsible for haul-off and retainage of millings.
- 2.1.7. **Surface Milling, Butt-Joint** (Item 4.8.7.): Milling of butt-joints at driveways, intersections, and project terminus. This milling may occur in asphalt or concrete pavements. Width of butt joints will typically be 72 inches on intersecting public roads; 24" on driveways.
- 2.1.8. **Dig Out Repair, Asphalt, Typical** (Item 4.8.8.): Dig-Out-Repair as shown in attached 'Dig Out and Repair Detail, Revised 8-16-10'. This repair consists of excavation of existing material to 16 inches below existing surface, replaced with woven geotextile fabric, two 6 inch lifts of compacted 1.5" minus aggregate, one four inch lift of compacted bituminous base to existing pavement surface. See attached detail.
- 2.1.9. **Dig Out Repair, Asphalt, Hasty** (Item 4.8.9.): Dig-Out-Repair which will typically be used in the event of a 'blow-up' of existing asphalt pavement during paving operations. Contractor will remove loose material until stable material is reached. Excavated area will be filled with BP-2 asphalt pavement compacted in maximum 4 inch lifts to match existing surface. This item will be paid by hour of time spent performing this work, in half hour increments. Material will be paid for with Item 4.8.1 or 4.8.2.
- 2.1.10. **Dig Out Repair, Concrete, Hasty** (Item 4.8.10.): Dig-Out-Repair which will typically be used in the event of a 'blow-up' of existing concrete pavement during paving operations. Contractor will remove unstable concrete pavement and unsuitable base material until stable material is reached. The excavated area will be filled with BP-2 asphalt pavement compacted in maximum 4 inch lifts to match existing surface. This item will be paid by hour of time spent performing this work, in half hour increments. Material will be paid for with Item 4.8.1 or 4.8.2.
- 2.1.11. **Rock Driveway Transitions** (Item 4.8.11.): This item will use compacted 1" minus aggregate to

- create transitions between new pavement surface and existing gravel driveways.
- 2.1.12. **Temporary Centerline Markers** (Item 4.8.12.): Reflector type temporary centerline markers will be placed on 40' centers delineating lanes of traffic following a resurfacing project.
- 2.1.13. **Restoration** (Item 4.8.13.): This item will typically be used to restore roadside areas that are disturbed due to dig-out repairs. For such dig-out repairs, this item will be paid at 1' width the entire length of the repair; additional restoration outside of the 1' width will be contractor's responsibility.
- 2.1.14. **Mobilization- Surface Milling** (Item 4.8.14.1.): This item will be paid to the contractor for each mobilization request (project) that will require use of items: 4.8.3., 4.8.4., 4.8.5., and/or 4.8.6. Since generally the same equipment will be used for any of the above mentioned bid items, this mobilization charge will be paid only once per project, even in the event that multiple Surface Milling bid items are utilized (ex., if Surface Milling, Asphalt, Contractor Haul-off and Surface Milling, Concrete, Contractor Haul-off are both used on the same project, one mobilization charge will be paid.). It is not the intent of this contract to pay this mobilization bid item for use of bid item 4.8.7., Butt-Joint, as that work is typically performed with more easily accessible equipment that is commonly on the work site already.
- 2.1.14.1. **Mobilization – Small Quantity** (Item 4.8.14.2.): This item will be paid to the contractor for each mobilization request (project) if at least one of the following conditions are true:
- 1.) If item 4.8.1. or 4.8.2. were used and the project required less than 300 tons of items: 4.8.1. or 4.8.2. combined
  - 2.) the total cost of the project was less than \$20,000.00.
- If neither of these two conditions are true of the project, this mobilization charge will not be paid. The purpose of this item is to pay the contractor for mobilizing for a small project and accounting for all those costs that are generally combined with the cost of items 4.8.1. or 4.8.2. For example, (extreme case) the County requests mobilization for installation of 1 ton of asphalt.
- 2.1.15. **Tack Coat** (Item 4.8.15): This item will be used to pay for tack coat used prior to the initial lift of Asphalt Overlay as well as any additional lifts, if used. The bidder should not include the cost of tack coat in the Asphalt Overlay bid items. Material shall be diluted asphalt emulsion such as SS-1, SS1-h, SCC-1 and CSS-1h or approved equal. Material shall be applied per Missouri Standard Specifications for Highway Construction, 2011.
- 2.1.16. **Tack Coat, Trackless Tack** (Item 4.8.16.): This item will be used to pay for tack coat used prior to the initial lift of Asphalt Overlay as well as any additional lifts, if used. The bidder should not include the cost of tack coat in the Asphalt Overlay bid items. Material to be used shall be NTQS-1HH (Trackless Tack) or approved equal. Material shall be applied per manufacturer's recommendations. Application rate shall be per manufacturer's recommendation.
- 2.1.17. **Additional Work:** (Item 4.10.) Contractor selected for this contract should **submit to Boone County along with their bid response a schedule of equipment that may be used and labor rates (billable hourly rate) for any additional work that may be encountered that is not contemplated by this contract but may be required to be performed because of unforeseen circumstances at time of construction.** Under direction of Engineer or his appointees, contractor shall perform said needed work and account for equipment and labor utilized from said schedule, and submit invoice for said work upon completion of project. Any material used to perform said work with no corresponding bid item in this contract shall be billed to the county for actual cost plus 20%.
- 2.2. **Scope** – There is no minimum quantity of work expressed or implied associated with this contract. However, the below table shows the work intended to be completed with this contract in 2016.
- 2.2.1. **Intended work:** (\*Note – This list is subject to change, shows the County's intent for the use of this contract )

	Asphalt	Surface Milling
2016 Projects	Ton	SY
Old Village Rd.	600	0
Minor Hill Rd.	2,700	400
Hatton Chapel Rd.	1,500	0
Golf View Gardens Sub.	800	7,100
Sandker Ct.	250	2,000
<b>Total</b>	<b>5,850</b>	<b>9,500</b>

- 2.3. **CONTRACT DURATION** - The contract shall be effective from the date of award through December 31, 2016.
- 2.4. The unit prices for the items identified on the Response Form shall remain fixed for the identified original contract period.
- 2.5. **CONTRACT EXTENSION** – The County Purchasing Director may exercise the option to extend the contract on a month-to-month basis for a maximum of six (6) months from the date of termination if it is deemed to be in the best interest of Boone County.
- 2.6. **CONTRACT DOCUMENTS** - The successful bidder(s) shall be obligated to enter into a written contract with the County within 30 days of award on contract forms provided by the County. If bidders desire to contract under their own written agreement, any such proposed agreement shall be submitted in blank with their bid. County reserves the right to modify any proposed form agreement or withdraw its award to a successful bidder if any proposed agreement contains terms and conditions inconsistent with its bid or are unacceptable to county legal counsel.
- 2.7. **PRICING** – All prices shall be as indicated on the Response Form. The County shall not pay nor be liable for any other additional costs including but not limited to: taxes, packing, handling, shipping and freight, insurance, interest, penalties, termination payment s, attorney fees, liquidated damages, etc. Additionally, the County shall not be subject to any minimum annual quantities or total prices.
- 2.8. **TECHNICAL REQUIREMENTS** - All materials provided and work done shall be in accordance with the Missouri Standard Specifications for Highway Construction, 2011.
- 2.9. **SPECIAL PROVISIONS**
- 2.9.1. **Asphalt Cement Price Index**
- 2.9.1.1. If the bidder so chooses, asphaltic pavement and base mixes are eligible for the following price adjustment. This adjustment will apply only to the percentage of virgin asphalt cement actually placed on the job, excluding RAP or RAS, and will be calculated using the following formula:  $A = (B \times C) \times (D - E)$
- 2.9.1.2. Where: A = Adjustment  
B = Tons of mix placed  
C = % of virgin asphalt binder as listed in the job mix formula  
D = monthly price for the month prior to mix placement  
E = monthly price for the month prior to bid submission
- 2.9.1.3. The monthly asphalt prices will be those shown in the Dollar/Ton column of the “Asphalt Price Index” table posted at MoDot.org – Bidding-Road & Bridge Construction Bidding Opportunities – Online Plan Rooms – Asphalt Price Index - on MoDOT’s website, also currently located at:  
[http://www.modot.org/eBidLettingPublicWeb/viewStream.do?documentType=general\\_info&key=658](http://www.modot.org/eBidLettingPublicWeb/viewStream.do?documentType=general_info&key=658)  
All prices will be for the entire month regardless of when posted. Separate adjustments will be calculated for each month in which the bidder places eligible material.

### Calculation Examples

This table is fictional, but it resembles the table found at the above MoDOT website.

Asphalt Price Index	
2015	PG 64-22 Dollar/Ton
January	\$450.00
February	\$510.00
March	\$520.00
April	\$530.00
May	\$520.00
June	\$500.00
July	\$480.00
August	\$475.00
September	\$450.00
October	\$425.00
November	\$420.00
December	\$400.00

#### Example #1

The contract was bid in March 2015. 1,000 tons of BP-2 were placed during October 2015. Job mix called for 5.0% virgin AC. No RAP was used.

$$B = 1,000 \quad C = 5.0\% \quad D = 450.00 \quad E = 510.00$$

$$A = (1,000 \times 0.050) \times (450.00 - 510.00) = -3,000$$

Adjustment = \$3,000 Deduct

#### Example #2

The contract was bid in February 2015. 1,000 tons of BP-2 were placed during July 2015. 2,000 tons of BP-2 were placed during August 2015. Job mix called for a mix with 4.5% virgin AC and 1.0% AC from RAP.

$$B_1 = 1,000 \quad C = 4.5\% \quad D_1 = 500.00 \quad E_1 = 450.00$$

$$A_1 = (1,000 \times 0.045) \times (500.00 - 450.00) = 2,250$$

$$B_2 = 2,000 \quad C = 4.5\% \quad D_2 = 480.00 \quad E_2 = 450.00$$

$$A_2 = (2,000 \times 0.045) \times (480.00 - 450.00) = 2,700$$

$$\text{Adjustment} = A_1 + A_2 = 2,250 + 2,700 = \$4,950 \text{ Increase}$$

- 2.9.2. **Warm Mix Asphalt:** The use of Warm Mix Asphalt is allowed as part of this contract. No unit priced deductions will be given for its use.
- 2.9.3. **Vibratory Screed:** Contractor is required to use an asphalt paver equipped with a vibratory screed for all work performed under this contract. Said vibratory screed shall be functional, calibrated for the material and conditions of the project, and turned on at all times during paving operations.
- 2.9.4. **Tack Coat:**

(Taken from MoDOT Engineering Policy Guide Section 407.1.4)

**Application** (Sec 407.4.2) If the tack coat is too heavy or too light, an inadequate bond is created and the mat may slip during compaction, which results in shoving and checking. In addition, a slippage failure (cracking) may occur after the pavement has been subjected to traffic. Bleeding may also occur if the tack coat is too heavy.

The tack coat must be uniformly applied to the existing surface at the rate specified in the contract. Generally, the application rate between the existing pavement and the first lift should be in the range of 0.05 to 0.10 gal/yd<sup>2</sup> \*(Residual AC Content). It is strongly recommended to apply a light tack coat between each lift of bituminous pavement. The application rate between lifts should be in the range of 0.02 to 0.05 gal/yd<sup>2</sup> \*(Residual AC

Content).

Depending on the condition of the existing surface, the application rate may need to be adjusted from the specified rate. This is acceptable as long as approval is obtained from the RE and the rate is within the applicable range mentioned above. For example, an open textured surface, such as an SP250 mix, requires more tack than a surface that is tight or dense, such as an SP125 mix. A milled surface requires additional tack because of the increased surface area (from the grooves left by the cutting teeth on the milling machine). A dry, aged pavement also requires a heavier tack coat than a newer pavement. These conditions, and any other possibilities, must be considered when a tack coat is applied.

There is no requirement governing the overlap of a tack coat. However, the best results are generally obtained with a double or triple lap. Therefore, the height of the spray bar on the distributor should be adjusted accordingly.

The tack coat must be allowed to break (cure) prior to spreading mix. Shortly after the tack coat has been applied, its color will change from brown to black as the water in the emulsion begins to evaporate. The emulsion also becomes “tacky” to the touch. The amount of time it takes for the tack coat to break depends on the type and grade of emulsion used, the application rate, the temperature of the existing surface, and the environmental conditions. The tack coat is said to have “set” once all of the water in the emulsion has evaporated. Typically, an emulsion sets in 1 to 2 hours. If there is reason to believe that the tack coat is being diluted with a material other than water or that the dilution rate is other than what has been reported, a sample should be taken and shipped to the Central Laboratory.

**Tack** (Sec 407.4.2.1) It is extremely important that the tack coat remains on the existing surface in order to create an adequate bond between the existing surface and the mat. Usually, tack is only applied within the length of the lane drop. The tack coat should be allowed to set before it is subjected to construction traffic. Otherwise, the vehicle tires will pick up the tack. At the very least, the amount of construction traffic, including haul trucks, should be minimized.

The tacked surface should be covered with mix the same day. If this is not possible because of equipment problems (plant or paver breakdowns), sand must be lightly distributed over the tacked surface before opening to traffic. This will “blot” the tack, preventing it from being picked up by the traffic, and provide friction to the surface. When paving resumes, the excess sand must be removed before the mix is spread.

**Purpose** (Sec 407.3.1) The purpose of the tack coat is to improve the bond between the existing surface and the roadway pavement. A tack coat shall be applied to provide a bond between old and new wearing courses. The best results occur when the tack is applied to a dry and clean surface, free of loose material.

**Application Rates** (Section 407.3.2) The application rate will vary from 0.03 to 0.15 gal/yd<sup>2</sup> \*(Residual AC Content), depending on the condition of the old pavement surface. The pavement course surface should be evaluated to determine the amount of tack to be applied. A viscous material should be used because very little penetration of the asphaltic oil into the pavement surface is expected. The tack coat should be allowed to become tacky or sticky before the surface course is laid. Emulsions are recommended for tacking on heavily traveled routes. Too much tack can create a slippage plane between the old pavement and the new pavement overlay as the tack coat acts as a lubricant instead of an adhesive. Also too much tack could result in bleeding of the tack through to the new

overlay surface, which can produce a slick pavement condition. After application of the tack, time must be allowed for the tack to break. Breaking is the phenomenon when the asphalt and water in the emulsion separate, beginning the curing process (brown to black color). Traffic should be kept off the tacked area.

**Products** (Section 407.3.3) Asphalt emulsions commonly used for tack coats are diluted SS-1, SS-1h, SCC-1 and CSS-1h. Refer to Standard Specification Section 407 for additional information regarding tack coats.

- 2.9.5. When performing Surface Milling operations, Contractor may encounter paving fabric (PetroMat, GlasPave, TruPave, etc.) that was installed as part of prior projects. No additional payment will be made due to such situation.
- 2.9.6. **Traffic Control** - The contractor shall be responsible for traffic control for all projects performed under this contract. Traffic control shall be consistent with the MUTCD. Traffic control will be incidental to the work being done which requires traffic control.
- 2.9.7. Temporary asphalt transition ramps to accommodate traffic flow on surface and butt joint milled areas will be incidental to those items.
- 2.9.8. Unless prior authorization is given by the County, Milling operations should be performed within 48 hours prior to placement of asphalt material when applicable.
- 2.10. **Warranty** - The contractor shall warranty both the labor and material for a period of one year from the date of application.
- 2.11. **Projects will be inspected by department personnel.**
- 2.12. **BIDDERS EXPERIENCE AND QUALIFICATIONS – The bidder must be approved to perform work under MoDot contracts.** The bidder shall include in the response, written documentation on their qualifications to perform the type of work described in this contract, and the equipment proposed for use on this project. Included shall be a summary of the bidders experience along with information and references regarding contracts, if any, which have been awarded the bidder by other agencies in the State of Missouri during the last 2 years. Government contract information is preferred, but private contract information is acceptable. This information will be included in the evaluation process in the form of Attachment A.
- 2.13. **SCHEDULING** – It is anticipated that the County will provide the Contractor a list of projects to be completed as part of this contract in March of 2016 with an anticipated date when each project will be finished being prepped by Boone County forces, and ready for the projects. The County will then give the Contractor a notice to proceed on each project when preparations are complete. The contractor will be required to complete all such projects prior to September 1, 2016, but will not be left with less than 60 calendar days to complete the projects. The contractor shall notify the County not less than 14 calendar days prior to the beginning of a particular project. In the event that the County requests additional work outside of the initial request noted above, the Contractor will be required to begin said additional work within 30 calendar days of said request.
- 2.14. **PREVAILING WAGE** - Not less than prevailing hourly rate of wages, as found by the Department of Labor and Industrial Relations of Missouri, shall be paid to all workers performing work under this contract. **Prevailing Wage Order Number 22** is attached. Wage Rate Certifications will be submitted for each employee for hours worked and upon completion of the project and prior to payment, contractor will be required to file with the County an affidavit stating that contractor has fully complied with the provisions and requirements of the Prevailing Wage Law.
- 2.15. **Insurance Requirements:** The Contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and such insurance has been approved by the County, nor shall the Contractor allow any subcontractor to commence work on their subcontract until all similar insurance required of subcontractor has been so obtained and approved. All policies shall be in amounts, form and companies satisfactory to the County which must carry an A-6 or better rating as listed in the A.M. Best or equivalent rating guide. Insurance limits indicated below may be lowered at the discretion of the County.

- 2.15.1. **Compensation Insurance** - The Contractor shall take out and maintain during the life of this contract, **Employers Liability and Workers Compensation Insurance** for all of their employees employed at the site of work, and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workers Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. Workers Compensation coverage shall meet Missouri statutory limits. Employers Liability limits shall be \$500,000.00 each employee, \$500,000.00 each accident, and \$500,000.00 policy limit. In case any class of employees engaged in hazardous work under this Contract at the site of the work is not protected under the Workers Compensation Statute, the Contractor shall provide and shall cause each subcontractor to provide Employers Liability Insurance for the protection of their employees not otherwise protected.
- 2.15.2. **Comprehensive General Liability Insurance** - The Contractor shall take out and maintain during the life of this contract, such commercial general liability insurance as shall protect them and any subcontractor performing work covered by this contract, from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or for any subcontractor or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$3,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death. If the Contract involves any underground/digging operations, the general liability certificate shall include X, C, and U (Explosion, Collapse, and Underground) coverage. If providing Commercial General Liability Insurance, then the Proof of Coverage of Insurance shall also be included.

Contractor may satisfy the minimum liability limits required for Commercial General Liability or Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum per occurrence limit of liability under the umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for either Commercial General Liability or Business Auto Liability. Contractor agrees to endorse the County as an Additional Insured on the umbrella or Excess Liability, unless the Certificate of Insurance state the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.

- 2.15.3. **COMMERCIAL Automobile Liability** – The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than \$3,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Contractor's own automobiles, teams and trucks; hired automobiles, teams and trucks; non-owned and both on and off the site of work.
- 2.15.4. **Subcontractors:** Contractor shall cause each Subcontractor to purchase and maintain insurance of the types and amounts specified herein. Limits of such coverage may be reduced only upon written agreement of Owner. Contractor shall provide to Owner copies of certificates evidencing coverage for each Subcontractor. Subcontractors' commercial general liability and business automobile liability insurance shall name Owner as Additional Insured and have the Waiver of Subrogation endorsements added.
- 2.15.5. **Proof of Carriage of Insurance** - The Contractor shall furnish the County with Certificate(s) of Insurance which name the County as additional insured in an amount as required in this contract, contain a description of the project or work to be performed and provided for Commercial General Liability, Business Auto Liability, and Umbrella or Excess Liability (not on Workers Compensation). The Certificate of Insurance shall provide that there will be no cancellation or reduction of coverage without 30 days prior written notice to the Owner. In addition, such insurance shall be on occurrence basis and shall remain in effect until such time as the County has made final acceptance of the facility contracted.
- 2.16. **INDEMNITY AGREEMENT:** To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees)

arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.

Failure to maintain the required insurance in force may be cause for contract termination. In the event the Agency/Service fails to maintain and keep in force the required insurance or to obtain coverage from its subcontractors, the County shall have the right to cancel and terminate the contract without notice.

- 2.17. **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.
- 2.18. **SETTLEMENT OF CLAIMS AFFIDAVIT** - Prior to the release of contract amount, contractor shall file with the County, an affidavit, to the effect that all payments have been made and all claims have been released for all materials, labor and other items covered by the contract;
- 2.19. **BILLING AND PAYMENTS** – Invoices shall be submitted to the Boone County Resource Management – Engineering Division at the following address: Boone County Government Center, 801 East Walnut, Room 315 Columbia, MO 65201. Payment shall be made within 30 days of receipt of a correct invoice.
- 2.19.1. **ACH Payment** - Bidder may agree to accept automated clearinghouse (ACH) payment of invoices and monthly statements. Payment terms are Net 30 upon receipt of an accurate monthly statement, although the Bidder may offer additional discounts for early payment on the Response Form.
- 2.20. **DESIGNEE** – Boone County Resource Management – Engineering Division
- 2.21. **Overhead Line Protection: The Contractor is aware of the provisions of the Overhead Power Line Safety Act, 319.075 to 319.090 RSMo, and agrees to comply with the provisions thereof. Contractor understands that it is their duty to notify any utility operating high voltage overhead lines and make appropriate arrangements with said utility if the performance of contract would cause any activity within ten feet of any high voltage overhead line.** To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney’s fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with any claims arising under the Overhead Power Line Safety Act. Contractor expressly waives any action for

Contribution against the County on behalf of the Contractor, any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, and agrees to provide a copy of this waiver to any party affected by this provision.

- 2.22. **OSHA Program Requirements** – The Contractor is familiar with the requirements of 292.675 RSMo. The Contractor shall provide a ten-hour Occupational Safety and Health Administration (OSHA) construction safety program for their on-site employees, subcontractors or others acting on behalf of Contractor on-site which meets the requirements of 292.675 RSMo.
- 2.23. The Contractor and each subcontractor shall keep accurate records of those employees who are working on-site and a record of each such employee’s completion of the OSHA program, **and certify compliance by affidavit at the conclusion of the project.**
- 2.24. The Contractor shall forfeit as a penalty to the County the sum of Two Thousand Five Hundred Dollars (\$2,500.00) plus One Hundred Dollars (\$100.00) for each employee employed by the Contractor or subcontractor, for each calendar day, or portion thereof, such employee is found to be employed in violation of 292.675 RSMo. Said amounts shall be withheld from all sums and amounts due under this provision when making payments to the Contractor.
- 2.25. **Employment of Unauthorized Aliens Prohibited**
- (a) Contractor agrees to comply with Missouri State Statute section 285.530 in that they shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri.
  - (b) As a condition for the award of this contract, the Contractor shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. The contractor shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. **Please return a copy of the Memorandum of Understanding** that you will receive following completion of enrollment. This will provide the County the proof of enrollment.
  - (c) Contractor shall require each subcontractor to affirmatively state in its contract with Contractor that the subcontractor shall not knowingly employ, hire for employment or continue to employ an unauthorized alien to perform work within the state of Missouri. Contractor shall also require each subcontractor to provide Contractor with a sworn affidavit under the penalty of perjury attesting to the fact that the subcontractor’s employees are lawfully present in the United States.
- 2.26. **Payment Bond** – Contractor shall provide the County with a Payment Bond in a form acceptable to County whenever the work associated with a mobilization under this Contract is projected to exceed \$50,000.00. Contractor shall provide the Payment Bond within thirty (30) days of request by County. No additional payment will be made to the contractor for the procurement of the Payment Bond. It should be incidental to all bid items.

**3. Response Presentation and Review**

- 3.1. **RESPONSE CONTENT** - In order to enable direct comparison of competing Responses, you must submit your Response in strict conformity to the requirements stated here. Failure to adhere to all requirements may result in your Response being disqualified as non-responsive. All Responses must be submitted using the provided Response Sheet. Every question must be answered and if not applicable, the section must contain "N/A" or "No Bid". Manufacturer's published specifications for the items requested shall be included with the response.
- 3.2. **SUBMITTAL OF RESPONSES** - Responses MUST be received by the date and time noted on the title page under "Bid Submission Information and Deadline". NO EXCEPTIONS. We are 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 proposal number and the due date and time.
- 3.2.2. **Advice of Award** - A Bid Tabulation of responses received as well as Award status can be viewed at [www.showmeboone.com](http://www.showmeboone.com).
- 3.3. **BID OPENING** - On the date and time and at the location specified on the title page under "Bid Opening", all Responses will be opened in public. Brief summary information from each will be read aloud.
- 3.3.1. **Removal from Vendor Database** - If any prospective Bidder currently in 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** - We reserve 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** - We reserve 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** - Our 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 on qualifications and will use the quantities in Section 2.2.1, or current anticipated work list, to evaluate pricing of major bid items.
- 3.5.2. **Acceptability** - We reserve the sole right to determine whether goods and/or services offered are acceptable for our use. We also reserve the right to request samples of any and/or all equivalent products bid in order to ensure comparative quality between those items and the name brand items specified on Attachment A.
- 3.5.3. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
- 3.5.4. **Endurance of Pricing** - Your pricing must be held until contract execution or 60 days, whichever comes first.

**ATTACHMENT A**  
**STATEMENT OF BIDDER'S QUALIFICATIONS**

(File with Bid Form)

1. Number of years in business: \_\_\_\_\_ If not under present firm name, list previous firm names and types of organizations.

*SEE ATTACHED*

2. Previous Work: (Complete the following schedule)

Item	Purchaser	Amount of Contract	Percent Completed
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3. General type of work performed:

4. There has been no default in any contract completed or un-completed except as noted below:

(a) Number of contracts on which default was made: \_\_\_\_\_

(b) Description of defaulted contracts and reason therefore:

5. List references:

Dated at \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Name of Organization(s) By \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title of Person Signing)

(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.

Brian Cacraft - Estimator

Name and Title of Authorized Representative

[Signature]

Signature

1-27-16

Date



## INSTRUCTIONS FOR COMPLIANCE WITH HOUSE BILL 1549

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

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

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

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

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



**AFFIDAVIT**  
**(Only Required for Certification of Individual Bidder (Option #2))**

State of Missouri                    )  
  )SS.  
County of \_\_\_\_\_ )

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Social Security Number  
or Other Federal I.D. Number

\_\_\_\_\_  
Printed Name

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

\_\_\_\_\_  
Notary Public

My Commission Expires:

## 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.
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.

Dated 10-20-15

# Missouri Division of Labor Standards

WAGE AND HOUR SECTION



JEREMIAH W. (JAY) NIXON, Governor

## Annual Wage Order No. 22

Section 010  
BOONE COUNTY

In accordance with Section 290.262 RSMo 2000, within thirty (30) days after a certified copy of this Annual Wage Order has been filed with the Secretary of State as indicated below, any person who may be affected by this Annual Wage Order may object by filing an objection in triplicate with the Labor and Industrial Relations Commission, P.O. Box 599, Jefferson City, MO 65102-0599. Such objections must set forth in writing the specific grounds of objection. Each objection shall certify that a copy has been furnished to the Division of Labor Standards, P.O. Box 449, Jefferson City, MO 65102-0449 pursuant to 8 CSR 20-5.010(1). A certified copy of the Annual Wage Order has been filed with the Secretary of State of Missouri.

Original Signed by

John E. Lindsey, Director  
Division of Labor Standards

This Is A True And Accurate Copy Which Was Filed With The Secretary of State: March 10, 2015

Last Date Objections May Be Filed: April 9, 2015

Prepared by Missouri Department of Labor and Industrial Relations

OCCUPATIONAL TITLE	** Date of Increase	Basic Hourly Rates	Over-Time Schedule	Holiday Schedule	Total Fringe Benefits
Asbestos Worker (H & F) Insulator		\$32.08	55	60	\$20.71
Boilermaker	8/15	\$34.76	57	7	\$28.00
Bricklayer and Stone Mason	8/15	\$28.95	69	7	\$16.25
Carpenter	8/15	\$24.75	60	15	\$15.55
Cement Mason	8/15	\$28.83	9	3	\$11.95
Communication Technician	8/15	\$31.35	28	7	\$12.70 + 13%
Electrician (Inside Wireman)	8/15	\$31.35	28	7	\$12.70 + 13%
Electrician (Outside-Line Construction) Lineman	9/15	\$42.52	43	45	\$5.00 + 36.5%
Lineman Operator	9/15	\$36.70	43	45	\$5.00 + 36.5%
Groundman	9/15	\$28.38	43	45	\$5.00 + 36.5%
Elevator Constructor		\$44.37	28	54	\$28.385
Glazier	10/15	\$28.57	122	76	\$11.33
Ironworker	8/15	\$28.41	11	8	\$24.04
Laborer (Building):					
General		\$21.71	42	44	\$12.84
First Semi-Skilled		\$23.71	42	44	\$12.84
Second Semi-Skilled		\$22.71	42	44	\$12.84
Lather		USE CARPENTER RATE			
Linoleum Layer and Cutter	6/15	\$24.63	60	15	\$15.55
Marble Mason	10/15	\$21.66	124	74	\$12.68
Marble Finisher	10/15	\$14.14	124	74	\$9.08
Milwright	6/15	\$25.75	60	15	\$15.55
Operating Engineer					
Group I	6/15	\$28.66	86	66	\$24.01
Group II	6/15	\$28.66	86	66	\$24.01
Group III	6/15	\$27.41	86	66	\$24.01
Group III-A	6/15	\$28.66	86	66	\$24.01
Group IV	6/15	\$26.43	86	66	\$24.01
Group V	6/15	\$29.36	86	66	\$24.01
Painter	6/15	\$22.94	18	7	\$11.33
Pile Driver	6/15	\$25.75	60	15	\$15.55
Pipe Fitter	7/15	\$37.00	91	69	\$26.68
Plasterer	6/15	\$25.40	94	5	\$12.00
Plumber	7/15	\$37.00	91	69	\$26.68
Roofer & Waterproofer	10/15	\$29.30	12	4	\$14.87
Sheet Metal Worker	7/15	\$31.14	40	23	\$16.24
Sprinkler Fitter - Fire Protection	6/15	\$32.39	33	19	\$19.05
Terrazzo Worker		\$28.73	124	74	\$14.38
Terrazzo Finisher		\$18.68	124	74	\$14.38
Tile Setter	10/15	\$21.66	124	74	\$12.68
Tile Finisher	10/15	\$14.14	124	74	\$9.08
Traffic Control Service Driver		\$26.415	22	56	\$9.045
Truck Driver-Teamster					
Group I		\$25.30	101	5	\$10.70
Group II		\$25.95	101	5	\$10.70
Group III		\$25.45	101	5	\$10.70
Group IV		\$25.95	101	5	\$10.70

Fringe Benefit Percentage is of the Basic Hourly Rate

\*\*Annual Incremental Increase

\*SEE FOOTNOTE PAGE

ANNUAL WAGE ORDER NO. 22

10/15



**REPLACEMENT PAGE  
BOONE COUNTY  
BUILDING CONSTRUCTION OVERTIME SCHEDULE**

**FED:** Minimum requirement per Fair Labor Standards Act means time and one-half (1 ½) shall be paid for all work in excess of forty (40) hours per work week.

**NO. 9:** Means the regular workday starting time of 8:00 a.m. (and resulting quitting time of 4:30 p.m.) may be moved forward to 6:00 a.m. or delayed one hour to 9:00 a.m. All work performed in excess of the regular work day and on Saturday shall be compensated at one and one-half (1½) times the regular pay. In the event time is lost during the work week due to weather conditions, the Employer may schedule work on the following Saturday at straight time. All work accomplished on Sunday and holidays shall be compensated for at double the regular rate of wages. The work week shall be Monday through Friday, except for midweek holidays.

**NO. 11:** Means eight (8) hours shall constitute a day's work, with the starting time to be established between 6:00 a.m. and 8:00 a.m. from Monday to Friday. Time and one-half (1½) shall be paid for first two (2) hours of overtime Monday through Friday and the first eight (8) hours on Saturday. All other overtime hours Monday through Saturday shall be paid at double (2) time rate. Double (2) time shall be paid for all time on Sunday and recognized holidays or the days observed in lieu of these holidays.

**NO. 12:** Means the work week shall commence on Monday at 12:01 a.m. and shall continue through the following Friday, inclusive of each week. All work performed by employees anywhere in excess of forty (40) hours in one (1) work week, shall be paid for at the rate of one and one-half (1½) times the regular hourly wage scale. All work performed within the regular working hours which shall consist of a ten (10) hour work day except in emergency situations. Overtime work and Saturday work shall be paid at one and one-half (1½) times the regular hourly rate. Work on recognized holidays and Sundays shall be paid at two (2) times the regular hourly rate.

**NO. 18:** Means the regular work day shall be eight (8) hours. Working hours are from six (6) hours before Noon (12:00) to six (6) hours after Noon (12:00). The regular work week shall be forty (40) hours, beginning between 6:00 a.m. and 12:00 Noon on Monday and ending between 1:00 p.m. and 6:00 p.m. on Friday. Saturday will be paid at time and one-half (1½). Sunday and Holidays shall be paid at double (2) time. Saturday can be a make-up day if the weather has forced a day off, but only in the week of the day being lost. Any time before six (6) hours before Noon or six (6) hours after Noon will be paid at time and one-half (1½).

**NO. 22:** Means a regular work week of forty (40) hours will start on Monday and end on Friday. The regular work day shall be either eight (8) or ten (10) hours. If a crew is prevented from working forty (40) hours Monday through Friday, or any part thereof by reason of inclement weather, Saturday or any part thereof may be worked as a make-up day at the straight time rate. Employees who are part of a regular crew on a make-up day, notwithstanding the fact that they may not have been employed the entire week, shall work Saturday at the straight time rate. A workday is to begin between 6:00 a.m. and 9:00 a.m. However, the project starting time may be advanced or delayed if mutually agreed to by the interest parties. For all time worked on recognized holidays, or days observed as such, double (2) time shall be paid.

**NO. 26:** Means that the regular working day shall consist of eight (8) hours worked between 6:00 a.m., and 5:00 p.m., five (5) days per week, Monday to Friday, inclusive. Hours of work at each jobsite shall be those established by the general contractor and worked by the majority of trades. (The above working hours may be changed by mutual agreement). Work performed on Construction Work on Saturdays, Sundays and before and after the regular working day on Monday to Friday, inclusive, shall be classified as overtime, and paid for at double (2) the rate of single time. The employer may establish hours worked on a jobsite for a four (4) ten (10) hour day work week at straight time pay for construction work; the regular working day shall consist of ten (10) hours worked consecutively, between 6:00 a.m. and 6:00 p.m., four (4) days per week, Monday to Thursday, inclusive. Any work performed on Friday, Saturday, Sunday and holidays, and before and after the regular working day on Monday to Thursday where a four (4) ten (10) hour day workweek has been established, will be paid at two times (2) the single time rate of pay. The rate of pay for all work performed on holidays shall be at two times (2) the single time rate of pay.

**REPLACEMENT PAGE  
BOONE COUNTY  
BUILDING CONSTRUCTION OVERTIME SCHEDULE**

**NO. 28:** Means a regular workday shall consist of eight (8) hours between 7:00 a.m. and 5:30 p.m., with at least a thirty (30) minute period to be taken for lunch. Five (5) days a week, Monday through Friday inclusive, shall constitute a work week. The Employer has the option for a workday/workweek of four (4) ten (10) hour days (4-10's) provided:

- The project must be for a minimum of four (4) consecutive days.
- Starting time may be within one (1) hour either side of 8:00 a.m.
- Work week must begin on either a Monday or Tuesday. If a holiday falls within that week it shall be a consecutive work day. (Alternate: If a holiday falls in the middle of a week, then the regular eight (8) hour schedule may be implemented).
- Any time worked in excess of any ten (10) hour work day (in a 4-10 hour work week) shall be at the appropriate overtime rate.

All work outside of the regular working hours as provided, Monday through Saturday, shall be paid at one & one-half (1½) times the employee's regular rate of pay. All work performed from 12:00 a.m. Sunday through 6:00 a.m. Monday and recognized holidays shall be paid at double (2) the straight time hourly rate of pay. Should employees work in excess of twelve (12) consecutive hours they shall be paid double time (2X) for all time after twelve (12) hours. Shift work performed between the hours of 4:30 p.m. and 12:30 a.m. (second shift) shall receive eight (8) hours pay at the regular hourly rate of pay plus ten (10%) percent for seven and one-half (7½) hours work. Shift work performed between the hours of 12:30 a.m. and 8:00 a.m. (third shift) shall receive eight (8) hours pay at the regular hourly rate of pay plus fifteen (15%) percent for seven (7) hours work. A lunch period of thirty (30) minutes shall be allowed on each shift. All overtime work required after the completion of a regular shift shall be paid at one and one-half (1½) times the shift hourly rate.

**NO. 33:** Means the standard work day and week shall be eight (8) consecutive hours of work between the hours of 6:00 a.m. and 6:00 p.m., excluding the lunch period Monday through Friday, or shall conform to the practice on the job site. Four (4) days at ten (10) hours a day may be worked at straight time, Monday through Friday and need not be consecutive. All overtime, except for Sundays and holidays shall be at the rate of time and one-half (1½). Overtime worked on Sundays and holidays shall be at double (2) time.

**NO. 40:** Means the regular working week shall consist of five (5) consecutive (8) hour days' labor on the job beginning with Monday and ending with Friday of each week. Four (4) 10-hour days may constitute the regular work week. The regular working day shall consist of eight (8) hours labor on the job beginning as early as 6:00 a.m. and ending as late as 5:30 p.m. All full or part time labor performed during such hours shall be recognized as regular working hours and paid for at the regular hourly rate. All hours worked on Saturday and all hours worked in excess of eight (8) hours but not more than twelve (12) hours during the regular working week shall be paid for at time and one-half (1½) the regular hourly rate. All hours worked on Sundays and holidays and all hours worked in excess of twelve (12) hours during the regular working day shall be paid at two (2) times the regular hourly rate. In the event of rain, snow, cold or excessively windy weather on a regular working day, Saturday may be designated as a "make-up" day. Saturday may also be designated as a "make-up" day, for an employee who has missed a day of work for personal or other reasons. Pay for "make-up" days shall be at regular rates.

**REPLACEMENT PAGE  
BOONE COUNTY  
BUILDING CONSTRUCTION OVERTIME SCHEDULE**

**NO. 42:** Means eight (8) hours between the hours of 8:00 a.m. and 4:30 p.m. shall constitute a work day. The starting time may be advanced one (1) or two (2) hours. Employees shall have a lunch period of thirty (30) minutes. The Employer may provide a lunch period of one (1) hour, and in that event, the workday shall commence at 8:00 a.m. and end at 5:00 p.m. The workweek shall commence at 8:00 a.m. on Monday and shall end at 4:30 p.m. on Friday (or 5:00 p.m. on Friday if the Employer grants a lunch period of one (1) hour), or as adjusted by starting time change as stated above. All work performed before 8:00 a.m. and after 4:30 p.m. (or 5:00 p.m. where one (1) hour lunch is granted for lunch) or as adjusted by starting time change as stated above or on Saturday, except as herein provided, shall be compensated at one and one-half (1½) times the regular hourly rate of pay for the work performed. All work performed on Sunday and on recognized holidays shall be compensated at double (2) the regular hourly rate of pay for the work performed. When working a five 8-hour day schedule and an Employer is prevented from working forty (40) hours, Monday through Friday, or any part thereof by reason of inclement weather (rain or mud), Saturday or any part thereof may be worked as a make-up day at the straight time rate. The Employer shall have the option of working five eight (8) hour days or four ten (10) hour days Monday through Friday. If an Employer elects to work five (5) eight (8) hour days during any work week, hours worked more than eight (8) per day or forty (40) hours per week shall be paid at time and one-half (1½) the hourly rate Monday through Friday. If an Employer elects to work four (4) ten (10) hour days in any week, work performed more than ten (10) hours per day or forty (40) hours per week shall be paid at time and one-half (1½) the hourly rate Monday through Friday. If an Employer is working ten (10) hour days and loses a day due to inclement weather, they may work ten (10) hours Friday at straight time. All hours worked over the forty (40) hours Monday through Friday will be paid at time and one-half (1½) overtime rate. Overtime shall be computed at half-hour intervals. Shift Work: Two (2) or three (3) shifts shall be permitted, provided such shifts are scheduled for a minimum of three (3) consecutive days. The second shift shall begin at 4:30 p.m. and end at 12:30 a.m. with one-half (1/2) hour for lunch between 7:30 p.m. and 9:00 p.m. and shall received eighty (8) hours' pay. The third shift shall begin at 12:30 a.m. and end at 8:00 a.m. with one-half (1/2) hour for lunch between 3:30 a.m. and 5:00 a.m. and shall received (8) hours' pay. There shall be at least one (1) foreman on each shift on jobs where more than one shift is employed, provided that there are two (2) or more employees on second and on the third shifts. All shifts shall arrange to interchange working hours at the end of each week. When three shifts are used, the applicable rate must be paid from Saturday at 8:00 a.m. until the following Monday at 8:00 a.m. When three shifts are employed, the second and third shifts shall contain at least one-half (1/2) as many employees as the first shift.

**NO. 43:** Eight (8) hours shall constitute a work day between the hours of 7:00 a.m. and 4:30 p.m. Forty (40) hours within five (5) days, Monday through Friday inclusive, shall constitute the work week. Work performed in the 9th and 10th hour, Monday through Friday, shall be paid at time and one-half (1½) the regular straight time rate of pay. Contractor has the option to pay two (2) hours per day at the time and one-half (1½) the regular straight time rate of pay between the hours of 6:00 a.m. and 5:30 p.m., Monday through Friday. Work performed outside the regularly scheduled working hours and on Saturdays, Sundays and recognized legal holidays, or days celebrated as such, shall be paid for at the rate of double (2) time.

**NO. 56:** Means the regular work day shall be eight (8) hours between 6:00 a.m. and 4:30 p.m. The first two (2) hours of work performed in excess of the eight (8) hour work day, Monday through Friday, and the first ten (10) hours of work on Saturday, shall be paid at one & one-half (1½) times the straight time rate. All work performed on Sunday, observed holidays and in excess of ten (10) hours a day, Monday through Saturday, shall be paid at double (2) the straight time rate.

**NO. 57:** Means eight (8) hours per day shall constitute a day's work and forty (40) hours per week, Monday through Friday, shall constitute a week's work. The regular starting time shall be 8:00 a.m. If a second or third shift is used, the regular starting time of the second shift shall be 4:30 p.m. and the regular starting period for the third shift shall be 12:30 a.m. These times may be adjusted by the employer. The day shift shall work a regular eight (8) hours shift as outlined above. Employees working a second shift shall receive an additional \$0.25 above the regular hourly rate and perform seven and one-half (7½) hours work for eight (8) hours pay. Third shift employees shall be paid an additional \$0.50 above the regular hourly rate and work seven (7) hours for eight (8) hours pay. When circumstances warrant, the Employer may change the regular workweek to four (4) ten-hour days at the regular time rate of pay. All time worked before and after the established workday of eight (8) hours, Monday through Friday, and all time worked on Saturday shall be paid at the rate of time and one-half (1½) except in cases where work is part of an employee's regular Friday shift. All time worked on Sunday and recognized holidays shall be paid at the double (2) time rate of pay except in cases where work is part of an employee's previous day's shift. For all overtime hours worked \$26.71 of the fringe benefits portion of the prevailing wage shall be paid at the same overtime rate at which the cash portion of the prevailing wage is to be paid. The remaining \$1.29 of the fringe benefit portion of the prevailing wage may be paid at straight time.

**REPLACEMENT PAGE  
BOONE COUNTY  
BUILDING CONSTRUCTION OVERTIME SCHEDULE**

**NO. 59:** Means that except as herein provided, eight (8) hours a day shall constitute a standard work day, and forty (40) hours per week shall constitute a week's work. All time worked outside of the standard eight (8) hour work day and on Saturday shall be classified as overtime and paid the rate of time and one-half (1½). All time worked on Sunday and holidays shall be classified as overtime and paid at the rate of double (2) time. The Employer has the option of working either five (5) eight hour days or four (4) ten hour days to constitute a normal forty (40) hour work week. When the four (4) ten-hour work week is in effect, the standard work day shall be consecutive ten (10) hour periods between the hours of 6:30 a.m. and 6:30 p.m. Forty (40) hours per week shall constitute a week's work, Monday through Thursday, inclusive. In the event the job is down for any reason beyond the Employer's control, then Friday and/or Saturday may, at the option of the Employer, be worked as a make-up day; straight time not to exceed ten (10) hours or forty (40) hours per week. When the five day eight (8) hour work week is in effect, forty (40) hours per week shall constitute a week's work, Monday through Friday, inclusive. In the event the job is down for any reason beyond the Employer's control, then Saturday may, at the option of the Employer, be worked as a make-up day; straight time not to exceed eight (8) hours or forty (40) hours per week. The regular starting time (and resulting quitting time) may be moved to 8:00 a.m. or delayed to 9:00 a.m. Make-up days shall not be utilized for days lost due to holidays.

**NO. 60:** Means the Employer shall have the option of working five 8-hour days or four 10-hour days Monday through Friday. If an Employer elects to work five 8-hour days during any work week, hours worked more than eight (8) per day or forty (40) per week shall be paid at time and one-half (1½) the hourly wage rate plus fringe benefits Monday through Friday. **SATURDAY MAKE-UP DAY:** If an Employer is prevented from working forty (40) hours, Monday through Friday, or any part thereof by reason of inclement weather (rain or mud), Saturday or any part thereof may be worked as a make-up day at the straight time rate. It is agreed by the parties that the make-up day is not to be used to make up time lost due to recognized holidays. If an Employer elects to work four 10-hour days, between the hours of 6:30 a.m. and 6:30 p.m. in any week, work performed more than ten (10) hours per day or forty (40) hours per week shall be paid at time and one half (1½) the hourly wage rate plus fringe benefits Monday through Friday. If an Employer is working 10-hour days and loses a day due to inclement weather, the Employer may work ten (10) hours on Friday at straight time. All hours worked over the forty (40) hours Monday through Friday will be paid at time and one-half (1½) the hourly wage rate plus fringe benefits. All Millwright work performed in excess of the regular work day and on Saturday shall be compensated for at time and one-half (1½) the regular Millwright hourly wage rate plus fringe benefits. The regular work day starting at 8:00 a.m. (and resulting quitting time of 4:30 p.m.) may be moved forward to 8:00 a.m. or delayed one (1) hour to 9:00 a.m. All work accomplished on Sundays and recognized holidays, or days observed as recognized holidays, shall be compensated for at double (2) the regular hourly rate of wages plus fringe benefits. **NOTE:** All overtime is computed on the hourly wage rate plus an amount equal to the fringe benefits.

**NO. 86:** The regular workday shall consist of eight (8) consecutive hours, exclusive of a thirty (30) minute lunch period, with pay at the straight time rate with all hours in excess of eight (8) hours in any one day to be paid at the applicable overtime rate at time and one-half (1½). The regular workday shall begin between the hours of 6:00 a.m. and 8:00 a.m. The Employer may have the option to schedule the work week from Monday through Thursday at ten (10) hours per day at the straight time rate of pay with all hours in excess of ten (10) hours in any one day to be paid at the applicable overtime rate at time and one-half (1½). If the Employer elects to work from Monday through Thursday and is stopped due to inclement weather, holiday or other conditions beyond the control of the Employer, they shall have the option to work Friday at the straight time rate of pay to complete the forty (40) hours for the workweek. All overtime work performed on Monday through Saturday shall be paid at time and one-half (1½) the hourly rate. Fringe benefits shall be paid at the one and one half the hourly rate. All work performed on Sundays and recognized holidays shall be paid at double (2) the hourly rate. Fringe benefits shall be paid at double the hourly rate. Shifts may be established when considered necessary by the Employer. Shift hours and rates will be as follows. If shifts are established, work on the First Shift will begin between 6:00 a.m. and 9:00 a.m. and consist of eight (8) hours of work plus one-half hour unpaid lunch. Hours worked during the first shift will be paid at the straight time rate of pay. The second shift shall start eight hours after the start of the first shift and consist of eight (8) hours of work plus one-half hour unpaid lunch. Work on the second shift will begin between 2:00 p.m. and 5:00 p.m. and be paid the straight time rate plus \$2.50 per hour. The third shift shall start eight hours after the start of the second shift and consist of eight (8) hours plus one-half hour unpaid lunch. Work on the third shift will begin between 10:00 p.m. and 1:00 a.m. and be paid the straight time rate plus \$3.50 per hour. The additional amounts that are to be paid are only applicable when working shifts. Shifts that begin on Saturday morning through those shifts which end on Sunday morning will be paid at time and one-half these rates. Shifts that begin on Sunday morning through those shifts which end on Monday morning will be paid at double time these rates.

**REPLACEMENT PAGE  
BOONE COUNTY  
BUILDING CONSTRUCTION OVERTIME SCHEDULE**

**NO. 87:** Means eight (8) hours starting between 6:00 a.m. and 8:00 a.m. and ending between 2:30 p.m. and 4:30 p.m. at the Employers discretion shall constitute a day's work. Any work prior to 8:00 a.m. or after eight (8) hours shall be paid at the overtime rate. Five (5) days from Monday through Friday inclusive shall constitute a regular work week. All hours before and after these regular hours shall be considered overtime and shall be paid for at the rate of double (2) time. All work on Saturday and Sunday shall be paid at double (2) the prevailing scale of wages.

**NO. 91:** Means eight (8) hours shall constitute a day's work commencing at 7:00 a.m. and ending at 3:30 p.m., allowing one-half (½) hour for lunch. The option exists for the Employer to use a flexible starting time between the hours of 6:00 a.m. and 9:00 a.m. The regular workweek shall consist of forty (40) hours of five (5) workdays, Monday through Friday. The workweek may consist of four (4) ten (10) hour days from Monday through Thursday, with Friday as a make-up day. If the make-up day is a holiday, the employee shall be paid at the double (2) time rate. The employees shall be paid time and one-half (1½) for work performed on Saturdays, before the regular starting time or after the regular quitting time or over eight (8) hours per work day (unless working a 10-hour work day, then time and one-half (1½) is paid for work performed over ten (10) hours a day) or over forty (40) hours per work week. Work performed on Sundays and recognized holidays shall be paid at the double (2) time rate of pay. **SHIFT WORK:** When it is necessary for the project to operate in shifts, there will be three (3) eight (8) hour shifts commencing at 8:00 a.m. Shift work must continue for a period of not less than three (3) consecutive work days, two (2) days which must be regular work days (Monday through Friday). In the event the second or third shift of any regular work day shall fall into a Saturday or a holiday, such extension into a Saturday or holiday shall be considered as part of the previous workday and employees shall be paid at the regular shift rate. The first day shift shall work a regular eight (8) hour day at regular rates. The second shift shall be eight (8) hours regular time pay plus \$2.50 per hour premium for eight (8) hours work. Third shift will be for eight (8) hours regular time pay plus \$3.00 per hour premium for eight (8) hours work.

**NO. 94:** Means eight (8) hours shall constitute a day's work between the hours of 8:00 a.m. and 5:00 p.m. The regular workday starting time of 8:00 a.m. (and resulting quitting time of 4:30 p.m.) may be moved forward to 6:00 a.m. or delayed one (1) hour to 9:00 a.m. All work performed in excess of the regular work day and on Saturday shall be compensated at one and one-half (1½) times the regular pay. In the event time is lost during the work week due to weather conditions, the Employer may schedule work on the following Saturday at straight time. All work accomplished on Sunday and holidays shall be compensated at double the regular rate of wages.

**NO. 101:** Means that except as provided below, eight (8) hours a day shall constitute a standard work day, and forty (40) hours per week shall constitute a week's work, which shall begin on Monday and end on Friday. All time worked outside of the standard work day and on Saturday shall be classified as overtime and paid the rate of time and one-half (1½) (except as herein provided). All time worked on Sunday and recognized holidays shall be classified as overtime and paid at the rate of double (2) time. The regular starting time of 8:00 a.m. (and resulting quitting time of 4:30 p.m.) may be moved forward to 6:00 a.m. or delayed one (1) hour to 9:00 a.m. The Employer has the option of working either five (5) eight-hour days or four (4) ten-hour days to constitute a normal forty (40) hour work week. When a four (4) ten-hour day work week is in effect, the standard work day shall be consecutive ten (10) hour periods between the hours of 6:30 a.m. and 6:30 p.m. Forty (40) hours per week shall constitute a week's work Monday through Thursday, inclusive. In the event the job is down for any reason beyond the Employer's control, then Friday and/or Saturday may, at the option of the Employer, be worked as a make-up day; straight time not to exceed ten (10) hours per day or forty (40) hours per week. Starting time will be designated by the employer. When the five (5) day eight (8) hour work week is in effect, forty (40) hours per week shall constitute a week's work, Monday through Friday, inclusive. In the event the job is down for any reason beyond the Employer's control, then Saturday may, at the option of the Employer, be worked as a make-up day; straight time not to exceed eight (8) hours per day or forty (40) hours per week. Make-up days shall not be utilized for days lost due to holidays.

**NO. 122:** Means forty (40) hours between Monday and Friday shall constitute the normal work week. Work shall be scheduled between the hours of 6:00 a.m. and 6:30 p.m., with one-half hour for lunch. Work in excess of eight (8) hours per day and forty (40) hours per week, and on Saturdays, shall be paid at the rate of one and one-half times the normal rate. Due to inclement weather during the week, Saturday shall be a voluntary make up day.

**REPLACEMENT PAGE  
BOONE COUNTY  
BUILDING CONSTRUCTION OVERTIME SCHEDULE**

**NO. 124:** Means eight (8) hours shall constitute a day's work on all classes of work between the hours of 6:00 a.m. and 5:30 p.m., Monday through Friday. The pay for time worked during these hours shall be at the regular wage rate. The regular workweek shall be Monday through Friday. Employment from 4:30 p.m. to 12:00 midnight, Monday through Friday, shall be paid for at one and one-half (1½) times the regular hourly rate. From 12:00 midnight until 8:00 a.m. on any day shall be paid for at twice the regular hourly rate. All time worked on Sundays and the recognized holidays shall be paid at the rate of double (2) time. It is understood that forty (40) hours shall constitute a regular workweek, (5-8's) Sunday Midnight through Friday Midnight, understanding anything over eight (8) hours is one and one-half (1½) times the hourly wage rate.

**BOONE COUNTY  
HOLIDAY SCHEDULE – BUILDING CONSTRUCTION**

**NO. 3:** All work done on New Year's Day, Decoration Day, July 4th, Labor Day, Veteran's Day, Thanksgiving and Christmas shall be compensated at the double (2) time rate of pay. When any of these holidays fall on a Sunday, the following Monday shall be observed.

**NO. 4:** All work done on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas Day shall be paid at the double time rate of pay. If any of the above holidays fall on Sunday, Monday will be observed as the recognized holiday. If any of the above holidays fall on Saturday, Friday will be observed as the recognized holiday.

**NO. 5:** All work that shall be done on New Year's Day, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day shall be paid at the double (2) time rate of pay.

**NO. 7:** The following days are assigned days and are recognized as holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day. If a holiday falls on a Sunday, it shall be observed on the following Monday. If a holiday falls on a Saturday, it shall be observed on the preceding Friday. No work shall be performed on Labor Day except in case of jeopardy to work under construction. This is applied to protect Labor Day. When a holiday falls during the normal workweek, Monday through Friday, it shall be counted as eight (8) hours toward the forty (40) hour week. However, no reimbursement for these eight (8) hours is to be paid to the workman unless worked. If workman are required to work the above enumerated holidays or days observed as such, or on Sunday, they shall receive double (2) the regular rate of pay for such work.

**NO. 8:** All work performed on New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day, or the days observed in lieu of these holidays, shall be paid at the double time rate of pay.

**NO. 15:** All work accomplished on the recognized holidays of New Year's Day, Decoration Day (Memorial Day), Independence Day (Fourth of July), Labor Day, Veteran's Day, Thanksgiving Day and Christmas Day, or days observed as these named holidays, shall be compensated for at double (2) the regular hourly rate of wages plus fringe benefits. If a holiday falls on Saturday, it shall be observed on the preceding Friday. If a holiday falls on a Sunday, it shall be observed on the following Monday. No work shall be performed on Labor Day, Christmas Day, Decoration Day or Independence Day except to preserve life or property.

**NO. 19:** All work done on New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, and Christmas Day shall be paid at the double time rate of pay. The employee may take off Friday following Thanksgiving Day. However, the employee shall notify his or her Foreman, General Foreman or Superintendent on the Wednesday preceding Thanksgiving Day. When one of the above holidays falls on Sunday, the following Monday shall be considered a holiday and all work performed on either day shall be at the double (2) time rate. When one of the holidays falls on Saturday, the preceding Friday shall be considered a holiday and all work performed on either day shall be at the double (2) time rate.

**NO. 23:** All work done on New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day and Sundays shall be recognized holidays and shall be paid at the double time rate of pay. When a holiday falls on Sunday, the following Monday shall be considered a holiday. When a holiday falls on Saturday, Friday is recognized as a holiday.

**NO. 31:** All work done on New Year's Day, Presidents Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day, Friday after Thanksgiving Day, Christmas Day, and Employee's Birthday shall be paid at the double time rate of pay. If a holiday falls on Sunday, the following Monday will be observed as the recognized holiday. If a holiday falls on Saturday, the preceding Friday will be observed as the recognized holiday.

**BOONE COUNTY  
HOLIDAY SCHEDULE – BUILDING CONSTRUCTION**

**NO. 44:** All work done on New Year's Day, Memorial Day, Independence Day, Veteran's Day, Thanksgiving Day, and Christmas Day shall be paid at the double time rate of pay. If a holiday falls on a Sunday, it shall be observed on the Monday following. If a holiday falls on a Saturday, it shall be observed on the preceding Friday. No work shall be performed on these days except in emergency to protect life or property. All work performed on these holidays shall be compensated at double the regular hourly rate for the work performed. Overtime shall be computed at half-hour intervals.

**NO. 45:** All work performed on New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, the day before Christmas, and Christmas Day, shall be paid at the double time rate of pay.

**NO. 54:** All work performed on New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the Friday after Thanksgiving Day, and Christmas Day shall be paid at the double (2) time rate of pay. When a holiday falls on Saturday, it shall be observed on Friday. When a holiday falls on Sunday, it shall be observed on Monday.

**NO. 55:** The following days are recognized as holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. If a holiday falls on a Sunday, it shall be observed on the following Monday. No work shall be performed on Labor Day except in case of jeopardy to work under construction. This rule is applied to protect Labor Day. When a holiday falls during the normal work week, Monday through Friday, it shall be counted as eight (8) hours toward the forty (40) hour week; however, no reimbursement for this eight (8) hours is to be paid the workmen unless worked. An Employer working a four (4) day, ten (10) hour schedule may use Friday as a make up day when an observed holiday occurs during the work week. Employees have the option to work that make up day. If workmen are required to work the above enumerated holidays, or days observed as such, they shall receive double (2) the regular rate of pay for such work.

**NO. 60:** All work performed on New Year's Day, Armistice Day (Veteran's Day), Decoration Day (Memorial Day), Independence Day (Fourth of July), Thanksgiving Day and Christmas Day shall be paid at the double time rate of pay. No work shall be performed on Labor Day except when triple (3) time is paid. When a holiday falls on Saturday, Friday will be observed as the holiday. When a holiday falls on Sunday, the following Monday shall be observed as the holiday.

**NO. 66:** All work performed on Sundays and the following recognized holidays, or the days observed as such, of New Year's Day, Decoration Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day and Christmas Day, shall be paid at double (2) the hourly rate plus an amount equal to the hourly Total Indicated Fringe Benefits. Whenever any such holidays fall on a Sunday, the following Monday shall be observed as a holiday.

**NO. 69:** All work performed on New Year's Day, Memorial Day, July Fourth, Labor Day, Veteran's Day, Thanksgiving Day or Christmas Day shall be compensated at double (2) their straight-time hourly rate of pay. Friday after Thanksgiving and the day before Christmas are also holidays, however, if the employer chooses to work the normal work hours on these days, the employee will be paid at straight-time rate of pay. If a holiday falls on a Saturday, the holiday will be observed on Saturday; if a holiday falls on a Sunday, the holiday will be observed on the following Monday.

**NO. 74:** All work performed on New Year's Day, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day and Christmas Day, shall be paid at double (2) time of the hourly rate of pay. In the event one of the above holiday's falls on Saturday, the holiday shall be celebrated on Saturday. If the holiday falls on Sunday, the holiday will be celebrated on Monday.

**NO. 76:** Work performed on Holidays shall be paid at the rate of two times the normal rate. Holidays are: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day. If a holiday falls on a Sunday it shall be celebrated on the following Monday, if it falls on Saturday, it shall be celebrated on the preceding Friday.

OCCUPATIONAL TITLE	* Date of Increase	Basic Hourly Rates	Over-Time Schedule	Holiday Schedule	Total Fringe Benefits
Carpenter	6/15	\$30.41	23	16	\$15.55
Electrician (Outside-Line Construction/Lineman)	9/15	\$42.52	9	12	\$5.00 + 36.5%
Lineman Operator	9/15	\$36.70	9	12	\$5.00 + 36.5%
Lineman - Tree Trimmer	10/15	\$23.90	32	31	\$9.73 + 3%
Groundman	9/15	\$28.38	9	12	\$5.00 + 36.5%
Groundman - Tree Trimmer	10/15	\$17.64	32	31	\$7.72 + 3%
Laborer					
General Laborer	6/15	\$27.36	2	4	\$12.82
Skilled Laborer	6/15	\$27.36	2	4	\$12.82
Millwright	6/15	\$30.41	23	16	\$15.55
Operating Engineer					
Group I	6/15	\$27.74	21	5	\$23.91
Group II	6/15	\$27.39	21	5	\$23.91
Group III	6/15	\$27.19	21	5	\$23.91
Group IV	6/15	\$23.54	21	5	\$23.91
Operator-Driver	6/15	\$23.54	21	5	\$23.91
Pile Driver	6/15	\$30.41	23	16	\$15.55
Traffic Control Service Driver		\$26.415	28	27	\$9.045
Truck Driver-Teamster					
Group I	6/15	\$28.87	25	21	\$12.05
Group II	6/15	\$29.03	25	21	\$12.05
Group III	6/15	\$29.02	25	21	\$12.05
Group IV	6/15	\$29.14	25	21	\$12.05

Use Heavy Construction Rates on Highway and Heavy construction in accordance with the classifications of construction work established in 8 CSR 30-3.040(3).

Use Building Construction Rates on Building construction in accordance with the classifications of construction work established in 8 CSR 30-3.040(2).

If a worker is performing work on a heavy construction project within an occupational title that is not listed on the Heavy Construction Rate Sheet, use the rate for that occupational title as shown on the Building Construction Rate sheet.

**REPLACEMENT PAGE  
BOONE COUNTY  
OVERTIME SCHEDULE - HEAVY CONSTRUCTION**

**FED:** Minimum requirement per Fair Labor Standards Act means time and one-half (1 ½) shall be paid for all work in excess of forty (40) hours per work week.

**NO. 2:** Means a regular workweek shall be forty (40) hours and will start on Monday and end on Friday. The Employer shall have the option of working five 8-hour days or four 10-hour days Monday through Friday. If an Employer elects to work five 8-hour days during any workweek, hours worked more than eight (8) per day or 40 per week shall be paid at time and one-half the hourly rate Monday through Friday. If an Employer elects to work four 10-hour days in a week, work performed more than ten (10) hours per day or 40 hours per week shall be paid at time and one-half the hourly rate Monday through Friday. When working a five 8-hour day schedule and an Employer is prevented from working forty (40) hours Monday through Friday, or any part thereof, by reason of inclement weather, Saturday or any part thereof may be worked as a make-up day at the straight time rate. If an Employer is working a four 10-hour day schedule and loses a day due to inclement weather, he may work 10 hours Friday at straight time. All hours worked over the 40 hours Monday through Friday will be paid at 1 ½ overtime rate. A workday shift is to begin at the option of the Employer, between 6:00 a.m. and not later than 9:00 a.m. However, the project starting time may be advanced or delayed if required. If workmen are required to work the enumerated holidays or days observed as such or Sundays, they shall receive double (2) the regular rate of pay for such work. Overtime shall be computed at one-half (1/2) hour intervals. Shift: The Contractor may elect to work one, two or three shifts on any work. When operating on more than one shift, the shifts shall be known as the day shift, swing shift, and graveyard shift as such terms are recognized in the industry. When two shifts are worked on any operation, the shifts will consist of eight (8) or ten (10) hours exclusive of lunchtime. When three shifts are worked the first day or day shift will consist of eight (8) hours exclusive of lunchtime. The second or swing shift shall consist of seven and one-half (7 1/2) hours work for eight hours pay, exclusive of lunchtime, and the third or the graveyard shift shall consist of seven (7) hours work for eight (8) hours pay, exclusive of the lunchtime. All time in excess of normal shifts shall be considered overtime. Multiple shift (the two or three shift) operation will not be construed on the entire project if at anytime it is deemed advisable and necessary for the Employer to multiple shift a specific operation. However, no shift shall be started between midnight and six a.m. except the graveyard shift on a three-shift operation, or except in an unusual or emergency situation. If an Employer starts a shift between midnight and 6 a.m. except the graveyard shift on a three-shift operation, he shall reimburse all employees for the entire shift at the double time rate. Completion of the second shift on a two-shift operation or completion of the graveyard shift on a three-shift operation that carries over into Saturday morning, shall be at the straight time rate. Overtime shall be computed at ½ hour intervals.

**NO. 9:** Eight (8) hours shall constitute a work day between the hours of 7:00 a.m. and 4:30 p.m. Forty (40) hours within five (5) days, Monday through Friday inclusive, shall constitute the work week. Work performed in the 9th and 10th hour, Monday through Friday, shall be paid at time and one-half (1½) the regular straight time rate of pay. Contractor has the option to pay two (2) hours per day at the time and one-half (1½) the regular straight time rate of pay between the hours of 6:00 a.m. and 5:30 p.m., Monday through Friday. Worked performed in the first eight (8) hours on Saturday shall be paid at the rate of one and eight tenths (1.8) the regular straight time rate. Work performed outside these hours and on Sundays and recognized legal holidays or days celebrated as such, shall be paid for at the rate of double (2) time.

**NO. 21:** Means the regular workday for which employees shall be compensated at straight time hourly rate of pay shall, unless otherwise provided for, begin at 8:00 a.m. and end at 4:30 p.m. However, the project starting time may be advanced or delayed at the discretion of the Employer. At the discretion of the Employer, when working a five (5) day eight (8) hour schedule, Saturday may be used for a make-up day. If an Employer is prohibited from working on a holiday, that employer may work the following Saturday at the straight time rate. However, the Employer may have the option to schedule his work from Monday through Thursday at ten (10) hours per day at the straight time rate of pay with all hours in excess of ten (10) hours in any one day to be paid at the applicable overtime rate. If the Employer elects to work from Monday through Thursday and is stopped due to circumstances beyond his control, he shall have the option to work Friday or Saturday at the straight time rate of pay to complete his forty (40) hours. If an Employer is prohibited from working on a holiday, that Employer may work the following Friday or Saturday at the straight time rate. Overtime will be at one and one-half (1½) times the regular rate. If workmen are required to work the enumerated holidays or days observed as such, or Sundays, they shall receive double (2) the regular rate of pay for such work.

**REPLACEMENT PAGE  
BOONE COUNTY  
OVERTIME SCHEDULE - HEAVY CONSTRUCTION**

**NO. 23:** Means the regular workweek shall start on Monday and end on Friday, except where the Employer elects to work Monday through Thursday, (10) hours per day. All work over ten (10) hours in a day or forty (40) hours in a week shall be at the overtime rate of one and one-half (1½) times the regular hourly rate. The regular workday shall be either eight (8) or ten (10) hours. If a job can't work forty (40) hours Monday through Friday because of inclement weather or other conditions beyond the control of the Employer, Friday or Saturday may be worked as a make-up day at straight time (if working 4-10's). Saturday may be worked as a make-up day at straight time (if working 5-8's). An Employer, who is working a four (4) ten (10) hour day work schedule may use Friday as a make-up day when a workday is lost due to a holiday. A workday is to begin at the option of the Employer but not later than 11:00 a.m. except when inclement weather, requirements of the owner or other conditions beyond the reasonable control of the Employer prevent work. Except as worked as a make-up day, time on Saturday shall be worked at one and one-half (1½) times the regular rate. Work performed on Sunday shall be paid at two (2) times the regular rate. Work performed on recognized holidays or days observed as such, shall also be paid at the double (2) time rate of pay. **For all overtime hours worked during the week or on Saturday \$14.55 of the fringe benefits portion of the prevailing wage shall be paid at time and one-half (1½). For all overtime hours worked on Sundays or recognized holidays \$14.65 of the fringe benefits portion of the prevailing wage shall be paid double time. The remaining \$.50 of the fringe benefit portion of the prevailing wage shall be paid at straight time.**

**NO. 25:** Means a regular work week of forty (40) hours, starting on Monday and ending on Friday. The regular work day shall be either eight (8) or ten (10) hours. If a crew is prevented from working forty (40) hours Monday through Friday, or any part thereof by reason of inclement weather, Saturday or any part thereof maybe worked as a make-up day at the straight time rate. Employees who are part of a regular crew on a make-up day, notwithstanding the fact that they may not have been employed the entire week, shall work Saturday at the straight time rate. A work day is to begin between 6:00 a.m. and 9:00 a.m. However, the project starting time maybe advanced or delayed if mutually agreed to by the interest parties. All hours worked on recognized holidays, or days observed as such, double (2) time shall be paid.

**NO. 28:** Means a regular work week of forty (40) hours will start on Monday and end on Friday. The regular work day shall be either eight (8) or ten (10) hours. If a crew is prevented from working forty (40) hours Monday through Friday, or any part thereof by reason of inclement weather, Saturday or any part thereof may be worked as a make-up day at the straight time rate. Employees who are part of a regular crew on a make-up day, notwithstanding the fact that they may not have been employed the entire week, shall work Saturday at the straight time rate. A workday is to begin between 6:00 a.m. and 9:00 a.m. However, the project starting time may be advanced or delayed if mutually agreed to by the interest parties. For all time worked on recognized holidays, or days observed as such, double (2) time shall be paid.

**NO. 32:** Means the overtime rate shall be time and one-half the regular rate for work over forty (40) hours per week. Sundays and Holidays shall be paid at double the straight time rate

**BOONE COUNTY  
HOLIDAY SCHEDULE – HEAVY CONSTRUCTION**

**NO. 4:** All work performed on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, or observed as such, shall be paid at the double time rate of pay. When a Holiday falls on a Sunday, Monday shall be observed. No work shall be performed on Labor Day, except in case of jeopardy to life or property. This is applied to protect Labor Day.

**NO. 8:** The following days are recognized as holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day. If a holiday falls on a Sunday, it shall be observed on the following Monday. If a holiday falls on a Saturday, it shall be observed on the preceding Friday. No work shall be performed on Labor Day except in case of jeopardy to work under construction. This rule is applied to protect Labor Day. When a holiday falls during the normal work week, Monday through Friday, it shall be counted as eight (8) hours toward a forty (40) hour week; however, no reimbursement for this eight (8) hours is to be paid the workman unless worked. If workmen are required to work the above recognized holidays or days observed as such, or Sundays, they shall receive double (2) the regular rate of pay for such work. The above shall apply to the four 10's Monday through Friday work week. The ten (10) hours shall be applied to the forty (40) hour work week.

**NO. 12:** All work performed on New Year's Day, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day, or days celebrated as such, shall be paid at the double time rate of pay. When one of the foregoing holidays falls on Sunday, it shall be celebrated on the following Monday. When one of the foregoing holidays falls on Saturday, it shall be celebrated on the Friday before the holiday.

**NO. 18:** The following days are recognized as holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day. If a holiday falls on Sunday, it shall be observed on the following Monday. If a holiday falls on Saturday, it shall be observed on the preceding Friday. No work shall be performed on Labor Day except in case of jeopardy to work under construction. This rule is applied to protect Labor Day. When a holiday falls during the normal work week, Monday through Friday, it shall be counted as eight (8) hours toward the forty (40) hour week; however, no reimbursement for this eight (8) hours is to be paid to the worker unless worked. If workers are required to work the above recognized holidays or days observed as such, they shall receive double (2) the regular rate of pay for such work.

**NO. 21:** The following days are recognized as holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. If a holiday falls on a Sunday, it shall be observed on the following Monday. No work shall be performed on Labor Day except in case of jeopardy to work under construction. This rule is applied to protect Labor Day. When a holiday falls during the normal work week, Monday through Friday, it shall be counted as eight (8) hours toward the forty (40) hour week; however, no reimbursement for this eight (8) hours is to be paid the workman unless worked. An Employer working a four (4) day, ten (10) hour schedule may use Friday as a make-up day when an observed holiday occurs during the work week. Employees have the option to work that make-up day. If workmen are required to work the above enumerated holidays, or days observed as such, they shall receive double (2) the regular rate of pay for such work.

**NO. 27:** The following days are recognized as holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. If a holiday falls on a Sunday, it shall be observed on the following Monday. No work shall be performed on Labor Day except in case of jeopardy to work under construction. This rule is applied to protect Labor Day. When a holiday falls during the normal work week, Monday through Friday, it shall be counted as eight (8) hours toward the forty (40) hour week; however, no reimbursement for this eight (8) hours is to be paid the workmen unless worked. An Employer working a four (4) day, ten (10) hour schedule may use Friday as a make up day when an observed holiday occurs during the work week. Employees have the option to work that make up day. If workmen are required to work the above enumerated holidays, or days observed as such, they shall receive double (2) the regular rate of pay for such work.

**NO. 31:** All work performed on New Year's Day, Presidents' Day, Veterans' Day, Good Friday, Decoration Day, Fourth of July, Labor Day, Christmas Eve Day, Christmas Day, Thanksgiving Day and Day after Thanksgiving or days celebrated for the same.

BOONE COUNTY COMMISSION  
**CONTRACTOR'S AFFIDAVIT**  
**REGARDING**  
**SETTLEMENT OF CLAIMS**

County Bid Number \_\_\_\_\_

Vendor Job Number \_\_\_\_\_

Job Location \_\_\_\_\_

\_\_\_\_\_, 20\_\_\_\_\_

To the Boone County \_\_\_\_\_ Department  
Columbia, Missouri

To Whom It May Concern:

This is to certify that all lawful claims for material, lubricants, fuel, coal, coke, repairs on machinery, groceries and foodstuffs, equipment and tools consumed or used in connection with the construction of the above mentioned project, and all insurance premiums, both compensation and all other kinds of insurance on said work, and for all labor performed in said work, whether by subcontractor or claimant in person or by his employee, agent, servant, bailee or bailor, have been paid and discharged.

\_\_\_\_\_  
Contractor

By \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

State of \_\_\_\_\_

County of \_\_\_\_\_ ss.

Subscribed and sworn to before me this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_

\_\_\_\_\_  
Notary Public

(SEAL)

My Commission expires \_\_\_\_\_, 20\_\_\_\_\_



**AFFIDAVIT OF COMPLIANCE WITH THE PREVAILING WAGE LAW**

Before me, the undersigned Notary Public, in and for the County of \_\_\_\_\_

State of \_\_\_\_\_, personally came and appeared (name and title)

\_\_\_\_\_ of the (name of company)

\_\_\_\_\_ (a corporation) (a partnership) (a proprietorship)

and after being duly sworn did depose and say that all provisions and requirements set out in Chapter 290 Sections 290.210 through and including 290.340, Missouri Revised Statutes, pertaining to the payment of wages to workmen employed on public works projects have been fully satisfied and there has been no exception to the full and complete compliance with said provisions and requirements and with Wage Determination NO. \_\_\_\_\_ issued by the Division of Labor Standards on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, in carrying out the Contract and work in connection with

(name of project) \_\_\_\_\_ located at

(name of institution) \_\_\_\_\_ in \_\_\_\_\_ County,

Missouri and completed on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

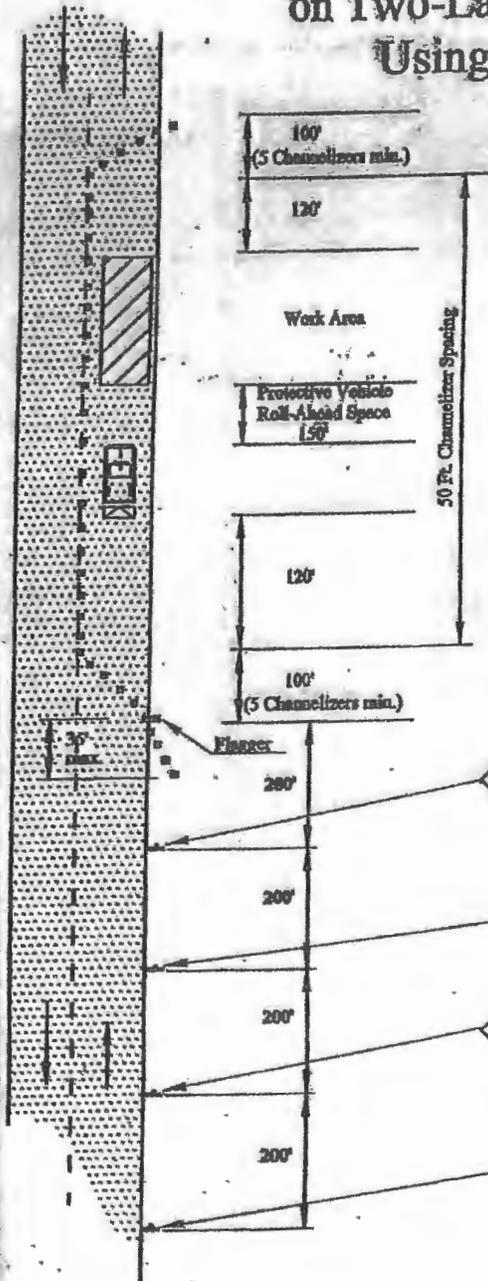
\_\_\_\_\_  
Signature

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

My commission expires \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

# Low Volume Lane Closure on Two-Lane Highway Using Flaggers



**Notes:**

When a temporary road closure is needed, both directions may be stopped at the same time up to a maximum of 20 minutes.

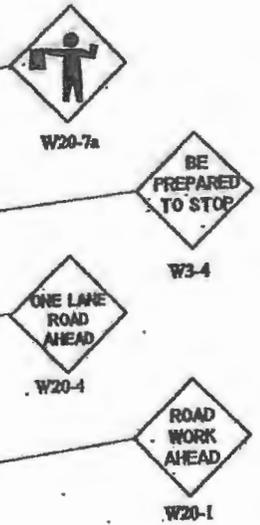
The protective vehicle may be eliminated if adequate sight distance exists and the work vehicle uses activated rotating lights.

For mobile operations where workers are on foot and move with the operation, channelizers may be reduced or eliminated.

Additional warning signs shall be erected at each intersection with another roadway within the work zone. Upon the discretion of the supervisor, additional warning signs may be erected at other intersections within the work zone.

For mobile operations, spacing between flagger and FLAGGER AHEAD sign shall not exceed one mile.

See MUTCD and MDOT Regulations for additional applicable details, notes, and definitions.

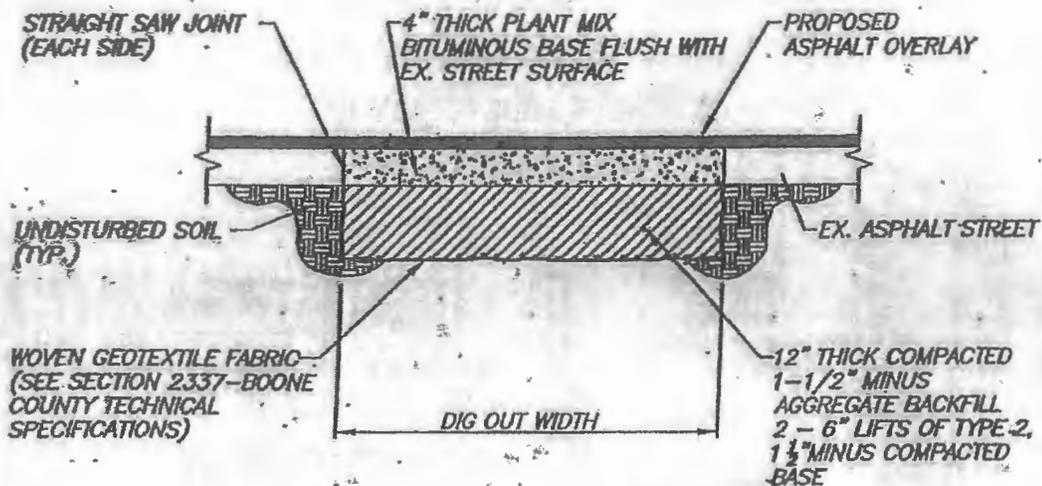


## Paving Improvements Traffic Control Detail Sheet



DESIGN AND CONSTRUCTION DEPT.  
8001 HIGHWAY 63 SOUTH  
COLUMBIA, MISSOURI 65201-8771  
PHONE (870) 449-8818  
FAX (870) 870-1902

PROJECT No.	
DATE 3/28/06	
SCALE 1/4" = 1'-0"	
DESIGN BY A D	
DRAWN BY TC	
CHECKED BY	
SHEET 1 OF 1	



**Notes:**

1. Sawcut area, designated by Boone County Public Works.
  2. Excavate to a Minimum of 16" Depth\*\*
  3. Compact Bottom and Place Woven Fabric. (Mirafi 600X or Approved Equal.)
  4. Place Two (2) 6" Lifts of Type 2, 1 1/2" Minus Compacted Base.
  5. Place 4" Lift of Compacted Bituminous Base on Primed Base Rock. Finish shall be flush with road surface and have a smooth ride.
  6. Additional Depth shall be backfilled with Type 2, 1 1/2" Minus Compacted Base. 6" Maximum per Lift.
  7. Base **MUST** be approved by Inspector **BEFORE** placement of Fabric and Rock.
  8. Contractor shall remove and dispose of all materials excavated from the repair area.
- \*\* Additional Depth shall be paid by the Cubic Yard as per the Bid Form.

## Dig Out and Repair Detail

Not To Scale

Revised: 8-16-10



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

*“No Bid” Response Form*

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

**“NO BID RESPONSE FORM”**

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

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

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

**Bid: 03-27JAN16 – 2016 Mill & Overlay Term & Supply**

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Contact: \_\_\_\_\_

Date: \_\_\_\_\_

Reason(s) for not bidding:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





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

## ***Request for Bid (RFB)***

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

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### ***Bid Data***

Bid Number: **03-27JAN16**  
Commodity Title: **2016 Mill & Overlay Term & Supply**

### **DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT**

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#### ***Bid Submission Address and Deadline***

Day / Date: **Wednesday, January 27, 2016**  
Time: **1:30 P.M. C.S.T. (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 Boone County Annex Building is located on the Northwest corner at 7<sup>th</sup> St. and Ash St. Enter the building from the South side. Wheelchair accessible entrance is available on the South side of the building.

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#### ***Bid Opening***

Day / Date: **Wednesday, January 27, 2016**  
Time: **1:30 P.M. C.S.T.**  
Location / Address: **Boone County Purchasing Department  
Boone County Annex Building  
613 E. Ash Street, Room 111  
Columbia, MO 65201**

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#### ***Pre-Bid Meeting – Optional***

Day / Date: **Wednesday, January 20, 2016**  
Time: **11:00 a.m. CST**  
Location / Address: **Room 332  
Boone County Government Center  
801 E. Walnut  
Columbia, Missouri, 65201**



***Bid Contents***

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- 1.0: **Introduction and General Conditions of Bidding**
- 2.0: **Primary Specifications**
- 3.0: **Response Presentation and Review**
- 4.0: **Response Form**
- Attachment A **Statement of Bidders Qualifications**
- Debarment Certificate**
- Instructions for Compliance with House Bill 1549**
- Work Authorization Certification**
- Certification of Individual Bidder**
- Affidavit for Certification of Individual Bidder**
- Standard Terms and Conditions**
- Annual Wage Order 22 (Dated 10-20-2015)**
- Affidavit of Compliance with OSHA**
- Affidavit of Compliance with the Prevailing Wage Law**
- Contractor's Affidavit Regarding Settlement of Claims**
- Paving Improvements Traffic Control Detail Sheet**
- Dig Out and Repair Detail**
- 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 concerning these specifications should be submitted to the County no later than January 22<sup>nd</sup>, 2016 by 5:00 p.m. Contact for Bid questions – Jacob M. Garrett – Buyer, Boone County Purchasing Department, 613 E. Ash, Room 111, Columbia, MO 65201. Telephone: (573) 886-4393 Facsimile: (573) 886-4390; email [JGarrett@boonecountymo.org](mailto:JGarrett@boonecountymo.org)
- 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. County reserves the right to award to more than one service provider. Multiple awards may be made on the basis of primary, secondary, and if necessary, a tertiary service provider. The primary provider shall furnish the County's requirements until such time as the County determines that it is in its best interests to seek performance from the secondary provider, then tertiary provider. The County's decision will be based upon ability of the primary source to supply acceptable goods and/or services within the County's time requirements. The County's decision to utilize secondary and tertiary sources shall be final and conclusive.



- 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 a Term and Supply contract for the furnishing of all labor, materials, equipment, coordinating and scheduling, and related items required to provide materials for and/or perform Mill and Overlay work required of the bid items within.
- 2.1.1. **Asphalt, BP-2, Virgin** (Item 4.8.1.): Plant mix pavement in conformance with Missouri Standard Specifications for Highway Construction, 2011, Section 401. This mix will contain no recycled asphalt pavement or shingles. Contractor must submit a MoDOT approved Job Mix Formula no more than three years old. At County's discretion, this item may be placed in a single lift, or in multiple lifts (wedge/leveling course, surface course, etc.). Contractor shall be responsible for sweeping or other means necessary for cleaning of the street prior to performing this item.
- 2.1.2. **Asphalt, BP-2, R.A.P.** (Item 4.8.2.): Plant mix pavement in conformance with Missouri Standard Specifications for Highway Construction, 2011, Section 401. This mix may contain up to 20% recycled asphalt pavement, however no shingles will be included in this mix. Contractor must submit a MoDOT approved Job Mix Formula no more than three years old. At County's discretion, this item may be placed in a single lift, or in multiple lifts (wedge/leveling course, surface course, etc.). Contractor shall be responsible for sweeping or other means necessary for cleaning of the street prior to performing this item.
- 2.1.3. **Surface Milling, Asphalt, Contractor Haul-off** (Item 4.8.3.): Milling of asphalt surfaced streets to a depth prescribed by the County. Typical applications will be 1-3" deep depending on conditions. Contractor will be responsible for haul-off and retainage of millings.
- 2.1.4. **Surface Milling, Asphalt, County Haul-off** (Item 4.8.4.): Milling of asphalt surfaced streets to a depth prescribed by the County. Typical applications will be 1-3" deep depending on conditions. County will be responsible for haul-off and retainage of millings.
- 2.1.5. **Surface Milling, Concrete, Contractor Haul-off** (Item 4.8.5.): Milling of concrete surfaced streets to a depth prescribed by the County. Typical applications will be 1-3" deep depending on conditions. Contractor will be responsible for haul-off and retainage of millings.
- 2.1.6. **Surface Milling, Concrete, County Haul-off** (Item 4.8.6.): Milling of concrete surfaced streets to a depth prescribed by the County. Typical applications will be 1-3" deep depending on conditions. County will be responsible for haul-off and retainage of millings.
- 2.1.7. **Surface Milling, Butt-Joint** (Item 4.8.7.): Milling of butt-joints at driveways, intersections, and project terminus. This milling may occur in asphalt or concrete pavements. Width of butt joints will typically be 72 inches on intersecting public roads; 24" on driveways.
- 2.1.8. **Dig Out Repair, Asphalt, Typical** (Item 4.8.8.): Dig-Out-Repair as shown in attached 'Dig Out and Repair Detail, Revised 8-16-10'. This repair consists of excavation of existing material to 16 inches below existing surface, replaced with woven geotextile fabric, two 6 inch lifts of compacted 1.5" minus aggregate, one four inch lift of compacted bituminous base to existing pavement surface. See attached detail.
- 2.1.9. **Dig Out Repair, Asphalt, Hasty** (Item 4.8.9.): Dig-Out-Repair which will typically be used in the event of a 'blow-up' of existing asphalt pavement during paving operations. Contractor will remove loose material until stable material is reached. Excavated area will be filled with BP-2 asphalt pavement compacted in maximum 4 inch lifts to match existing surface. This item will be paid by hour of time spent performing this work, in half hour increments. Material will be paid for with Item 4.8.1 or 4.8.2.
- 2.1.10. **Dig Out Repair, Concrete, Hasty** (Item 4.8.10.): Dig-Out-Repair which will typically be used in the event of a 'blow-up' of existing concrete pavement during paving operations. Contractor will remove unstable concrete pavement and unsuitable base material until stable material is reached. The excavated area will be filled with BP-2 asphalt pavement compacted in maximum 4 inch lifts to match existing surface. This item will be paid by hour of time spent performing this work, in half hour increments. Material will be paid for with Item 4.8.1 or 4.8.2.
- 2.1.11. **Rock Driveway Transitions** (Item 4.8.11.): This item will use compacted 1" minus aggregate to

create transitions between new pavement surface and existing gravel driveways.

- 2.1.12. **Temporary Centerline Markers** (Item 4.8.12.): Reflector type temporary centerline markers will be placed on 40' centers delineating lanes of traffic following a resurfacing project.
- 2.1.13. **Restoration** (Item 4.8.13.): This item will typically be used to restore roadside areas that are disturbed due to dig-out repairs. For such dig-out repairs, this item will be paid at 1' width the entire length of the repair; additional restoration outside of the 1' width will be contractor's responsibility.
- 2.1.14. **Mobilization- Surface Milling** (Item 4.8.14.1.): This item will be paid to the contractor for each mobilization request (project) that will require use of items: 4.8.3., 4.8.4., 4.8.5., and/or 4.8.6. Since generally the same equipment will be used for any of the above mentioned bid items, this mobilization charge will be paid only once per project, even in the event that multiple Surface Milling bid items are utilized (ex., if Surface Milling, Asphalt, Contractor Haul-off and Surface Milling, Concrete, Contractor Haul-off are both used on the same project, one mobilization charge will be paid.). It is not the intent of this contract to pay this mobilization bid item for use of bid item 4.8.7., Butt-Joint, as that work is typically performed with more easily accessible equipment that is commonly on the work site already.
- 2.1.14.1. **Mobilization – Small Quantity** (Item 4.8.14.2.): This item will be paid to the contractor for each mobilization request (project) if at least one of the following conditions are true:
- 1.) If item 4.8.1. or 4.8.2. were used and the project required less than 300 tons of items: 4.8.1. or 4.8.2. combined
  - 2.) the total cost of the project was less than \$20,000.00.

If neither of these two conditions are true of the project, this mobilization charge will not be paid. The purpose of this item is to pay the contractor for mobilizing for a small project and accounting for all those costs that are generally combined with the cost of items 4.8.1. or 4.8.2. For example, (extreme case) the County requests mobilization for installation of 1 ton of asphalt.

- 2.1.15. **Tack Coat** (Item 4.8.15): This item will be used to pay for tack coat used prior to the initial lift of Asphalt Overlay as well as any additional lifts, if used. The bidder should not include the cost of tack coat in the Asphalt Overlay bid items. Material shall be diluted asphalt emulsion such as SS-1, SS1-h, SCC-1 and CSS-1h or approved equal. Material shall be applied per Missouri Standard Specifications for Highway Construction, 2011.
- 2.1.16. **Tack Coat, Trackless Tack** (Item 4.8.16.): This item will be used to pay for tack coat used prior to the initial lift of Asphalt Overlay as well as any additional lifts, if used. The bidder should not include the cost of tack coat in the Asphalt Overlay bid items. Material to be used shall be NTQS-1HH (Trackless Tack) or approved equal. Material shall be applied per manufacturer's recommendations. Application rate shall be per manufacturer's recommendation.
- 2.1.17. **Additional Work:** (Item 4.10.) Contractor selected for this contract should **submit to Boone County along with their bid response a schedule of equipment that may be used and labor rates (billable hourly rate) for any additional work that may be encountered that is not contemplated by this contract but may be required to be performed because of unforeseen circumstances at time of construction.** Under direction of Engineer or his appointees, contractor shall perform said needed work and account for equipment and labor utilized from said schedule, and submit invoice for said work upon completion of project. Any material used to perform said work with no corresponding bid item in this contract shall be billed to the county for actual cost plus 20%.
- 2.2. **Scope** – There is no minimum quantity of work expressed or implied associated with this contract. However, the below table shows the work intended to be completed with this contract in 2016.
- 2.2.1. **Intended work:** (\*Note – This list is subject to change, shows the County's intent for the use of this contract )

	<b>Asphalt</b>	<b>Surface Milling</b>
<b>2016 Projects</b>	<b>Ton</b>	<b>SY</b>
<b>Old Village Rd.</b>	<b>600</b>	<b>0</b>
<b>Minor Hill Rd.</b>	<b>2,700</b>	<b>400</b>
<b>Hatton Chapel Rd.</b>	<b>1,500</b>	<b>0</b>
<b>Golf View Gardens Sub.</b>	<b>800</b>	<b>7,100</b>
<b>Sandker Ct.</b>	<b>250</b>	<b>2,000</b>
<b>Total</b>	<b>5,850</b>	<b>9,500</b>

- 2.3. **CONTRACT DURATION** - The contract shall be effective from the date of award through December 31, 2016.
- 2.4. The unit prices for the items identified on the Response Form shall remain fixed for the identified original contract period.
- 2.5. **CONTRACT EXTENSION** – The County Purchasing Director may exercise the option to extend the contract on a month-to-month basis for a maximum of six (6) months from the date of termination if it is deemed to be in the best interest of Boone County.
- 2.6. **CONTRACT DOCUMENTS** - The successful bidder(s) shall be obligated to enter into a written contract with the County within 30 days of award on contract forms provided by the County. If bidders desire to contract under their own written agreement, any such proposed agreement shall be submitted in blank with their bid. County reserves the right to modify any proposed form agreement or withdraw its award to a successful bidder if any proposed agreement contains terms and conditions inconsistent with its bid or are unacceptable to county legal counsel.
- 2.7. **PRICING** – All prices shall be as indicated on the Response Form. The County shall not pay nor be liable for any other additional costs including but not limited to: taxes, packing, handling, shipping and freight, insurance, interest, penalties, termination payments, attorney fees, liquidated damages, etc. Additionally, the County shall not be subject to any minimum annual quantities or total prices.
- 2.8. **TECHNICAL REQUIREMENTS** - All materials provided and work done shall be in accordance with the Missouri Standard Specifications for Highway Construction, 2011.
- 2.9. **SPECIAL PROVISIONS**
- 2.9.1. **Asphalt Cement Price Index**
- 2.9.1.1. If the bidder so chooses, asphaltic pavement and base mixes are eligible for the following price adjustment. This adjustment will apply only to the percentage of virgin asphalt cement actually placed on the job, excluding RAP or RAS, and will be calculated using the following formula:  $A = (B \times C) \times (D - E)$
- 2.9.1.2. Where: A = Adjustment  
B = Tons of mix placed  
C = % of virgin asphalt binder as listed in the job mix formula  
D = monthly price for the month prior to mix placement  
E = monthly price for the month prior to bid submission
- 2.9.1.3. The monthly asphalt prices will be those shown in the Dollar/Ton column of the “Asphalt Price Index” table posted at MoDot.org – Bidding-Road & Bridge Construction Bidding Opportunities – Online Plan Rooms – Asphalt Price Index - on MoDOT’s website, also currently located at:  
[http://www.modot.org/eBidLettingPublicWeb/viewStream.do?documentType=general\\_info&key=658](http://www.modot.org/eBidLettingPublicWeb/viewStream.do?documentType=general_info&key=658)  
All prices will be for the entire month regardless of when posted. Separate adjustments will be calculated for each month in which the bidder places eligible material.

**Calculation Examples**

This table is fictional, but it resembles the table found at the above MoDOT website.

Asphalt Price Index	
2015	PG 64-22 Dollar/Ton
January	\$450.00
February	\$510.00
March	\$520.00
April	\$530.00
May	\$520.00
June	\$500.00
July	\$480.00
August	\$475.00
September	\$450.00
October	\$425.00
November	\$420.00
December	\$400.00

**Example #1**

The contract was bid in March 2015. 1,000 tons of BP-2 were placed during October 2015. Job mix called for 5.0% virgin AC. No RAP was used.

$$B = 1,000 \quad C = 5.0\% \quad D = 450.00 \quad E = 510.00$$

$$A = (1,000 \times 0.050) \times (450.00 - 510.00) = -3,000$$

Adjustment = \$3,000 Deduct

**Example #2**

The contract was bid in February 2015. 1,000 tons of BP-2 were placed during July 2015. 2,000 tons of BP-2 were placed during August 2015. Job mix called for a mix with 4.5% virgin AC and 1.0% AC from RAP.

$$B_1 = 1,000 \quad C = 4.5\% \quad D_1 = 500.00 \quad E_1 = 450.00$$

$$A_1 = (1,000 \times 0.045) \times (500.00 - 450.00) = 2,250$$

$$B_2 = 2,000 \quad C = 4.5\% \quad D_2 = 480.00 \quad E_2 = 450.00$$

$$A_2 = (2,000 \times 0.045) \times (480.00 - 450.00) = 2,700$$

$$\text{Adjustment} = A_1 + A_2 = 2,250 + 2,700 = \$4,950 \text{ Increase}$$

- 2.9.2. **Warm Mix Asphalt:** The use of Warm Mix Asphalt is allowed as part of this contract. No unit priced deductions will be given for its use.
- 2.9.3. **Vibratory Screed:** Contractor is required to use an asphalt paver equipped with a vibratory screed for all work performed under this contract. Said vibratory screed shall be functional, calibrated for the material and conditions of the project, and turned on at all times during paving operations.
- 2.9.4. **Tack Coat:**

(Taken from MoDOT Engineering Policy Guide Section 407.1.4)

**Application** (Sec 407.4.2) If the tack coat is too heavy or too light, an inadequate bond is created and the mat may slip during compaction, which results in shoving and checking. In addition, a slippage failure (cracking) may occur after the pavement has been subjected to traffic. Bleeding may also occur if the tack coat is too heavy.

The tack coat must be uniformly applied to the existing surface at the rate specified in the contract. Generally, the application rate between the existing pavement and the first lift should be in the range of 0.05 to 0.10 gal/yd<sup>2</sup> \*(Residual AC Content). It is strongly recommended to apply a light tack coat between each lift of bituminous pavement. The application rate between lifts should be in the range of 0.02 to 0.05 gal/yd<sup>2</sup> \*(Residual AC

Content).

Depending on the condition of the existing surface, the application rate may need to be adjusted from the specified rate. This is acceptable as long as approval is obtained from the RE and the rate is within the applicable range mentioned above. For example, an open textured surface, such as an SP250 mix, requires more tack than a surface that is tight or dense, such as an SP125 mix. A milled surface requires additional tack because of the increased surface area (from the grooves left by the cutting teeth on the milling machine). A dry, aged pavement also requires a heavier tack coat than a newer pavement. These conditions, and any other possibilities, must be considered when a tack coat is applied.

There is no requirement governing the overlap of a tack coat. However, the best results are generally obtained with a double or triple lap. Therefore, the height of the spray bar on the distributor should be adjusted accordingly.

The tack coat must be allowed to break (cure) prior to spreading mix. Shortly after the tack coat has been applied, its color will change from brown to black as the water in the emulsion begins to evaporate. The emulsion also becomes “tacky” to the touch. The amount of time it takes for the tack coat to break depends on the type and grade of emulsion used, the application rate, the temperature of the existing surface, and the environmental conditions. The tack coat is said to have “set” once all of the water in the emulsion has evaporated. Typically, an emulsion sets in 1 to 2 hours. If there is reason to believe that the tack coat is being diluted with a material other than water or that the dilution rate is other than what has been reported, a sample should be taken and shipped to the Central Laboratory.

**Tack (Sec 407.4.2.1)** It is extremely important that the tack coat remains on the existing surface in order to create an adequate bond between the existing surface and the mat. Usually, tack is only applied within the length of the lane drop. The tack coat should be allowed to set before it is subjected to construction traffic. Otherwise, the vehicle tires will pick up the tack. At the very least, the amount of construction traffic, including haul trucks, should be minimized.

The tacked surface should be covered with mix the same day. If this is not possible because of equipment problems (plant or paver breakdowns), sand must be lightly distributed over the tacked surface before opening to traffic. This will “blot” the tack, preventing it from being picked up by the traffic, and provide friction to the surface. When paving resumes, the excess sand must be removed before the mix is spread.

**Purpose (Sec 407.3.1)** The purpose of the tack coat is to improve the bond between the existing surface and the roadway pavement. A tack coat shall be applied to provide a bond between old and new wearing courses. The best results occur when the tack is applied to a dry and clean surface, free of loose material.

**Application Rates (Section 407.3.2)** The application rate will vary from 0.03 to 0.15 gal/yd<sup>2</sup> \*(Residual AC Content), depending on the condition of the old pavement surface. The pavement course surface should be evaluated to determine the amount of tack to be applied. A viscous material should be used because very little penetration of the asphaltic oil into the pavement surface is expected. The tack coat should be allowed to become tacky or sticky before the surface course is laid. Emulsions are recommended for tacking on heavily traveled routes. Too much tack can create a slippage plane between the old pavement and the new pavement overlay as the tack coat acts as a lubricant instead of an adhesive. Also too much tack could result in bleeding of the tack through to the new

overlay surface, which can produce a slick pavement condition. After application of the tack, time must be allowed for the tack to break. Breaking is the phenomenon when the asphalt and water in the emulsion separate, beginning the curing process (brown to black color). Traffic should be kept off the tacked area.

**Products** (Section 407.3.3) Asphalt emulsions commonly used for tack coats are diluted SS-1, SS-1h, SCC-1 and CSS-1h. Refer to Standard Specification Section 407 for additional information regarding tack coats.

- 2.9.5. When performing Surface Milling operations, Contractor may encounter paving fabric (PetroMat, GlasPave, TruPave, etc.) that was installed as part of prior projects. No additional payment will be made due to such situation.
- 2.9.6. **Traffic Control** - The contractor shall be responsible for traffic control for all projects performed under this contract. Traffic control shall be consistent with the MUTCD. Traffic control will be incidental to the work being done which requires traffic control.
- 2.9.7. Temporary asphalt transition ramps to accommodate traffic flow on surface and butt joint milled areas will be incidental to those items.
- 2.9.8. Unless prior authorization is given by the County, Milling operations should be performed within 48 hours prior to placement of asphalt material when applicable.
- 2.10. **Warranty** - The contractor shall warranty both the labor and material for a period of one year from the date of application.
- 2.11. **Projects will be inspected by department personnel.**
- 2.12. **BIDDERS EXPERIENCE AND QUALIFICATIONS – The bidder must be approved to perform work under MoDot contracts.** The bidder shall include in the response, written documentation on their qualifications to perform the type of work described in this contract, and the equipment proposed for use on this project. Included shall be a summary of the bidders experience along with information and references regarding contracts, if any, which have been awarded the bidder by other agencies in the State of Missouri during the last 2 years. Government contract information is preferred, but private contract information is acceptable. This information will be included in the evaluation process in the form of Attachment A.
- 2.13. **SCHEDULING** – It is anticipated that the County will provide the Contractor a list of projects to be completed as part of this contract in March of 2016 with an anticipated date when each project will be finished being prepped by Boone County forces, and ready for the projects. The County will then give the Contractor a notice to proceed on each project when preparations are complete. The contractor will be required to complete all such projects prior to September 1, 2016, but will not be left with less than 60 calendar days to complete the projects. The contractor shall notify the County not less than 14 calendar days prior to the beginning of a particular project. In the event that the County requests additional work outside of the initial request noted above, the Contractor will be required to begin said additional work within 30 calendar days of said request.
- 2.14. **PREVAILING WAGE** - Not less than prevailing hourly rate of wages, as found by the Department of Labor and Industrial Relations of Missouri, shall be paid to all workers performing work under this contract. **Prevailing Wage Order Number 22** is attached. Wage Rate Certifications will be submitted for each employee for hours worked and upon completion of the project and prior to payment, contractor will be required to file with the County an affidavit stating that contractor has fully complied with the provisions and requirements of the Prevailing Wage Law.
- 2.15. **Insurance Requirements:** The Contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and such insurance has been approved by the County, nor shall the Contractor allow any subcontractor to commence work on their subcontract until all similar insurance required of subcontractor has been so obtained and approved. All policies shall be in amounts, form and companies satisfactory to the County which must carry an A-6 or better rating as listed in the A.M. Best or equivalent rating guide. Insurance limits indicated below may be lowered at the discretion of the County.

- 2.15.1. **Compensation Insurance** - The Contractor shall take out and maintain during the life of this contract, **Employers Liability and Workers Compensation Insurance** for all of their employees employed at the site of work, and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workers Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. Workers Compensation coverage shall meet Missouri statutory limits. Employers Liability limits shall be \$500,000.00 each employee, \$500,000.00 each accident, and \$500,000.00 policy limit. In case any class of employees engaged in hazardous work under this Contract at the site of the work is not protected under the Workers Compensation Statute, the Contractor shall provide and shall cause each subcontractor to provide Employers Liability Insurance for the protection of their employees not otherwise protected.
- 2.15.2. **Comprehensive General Liability Insurance** - The Contractor shall take out and maintain during the life of this contract, such commercial general liability insurance as shall protect them and any subcontractor performing work covered by this contract, from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or for any subcontractor or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$3,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death. If the Contract involves any underground/digging operations, the general liability certificate shall include X, C, and U (Explosion, Collapse, and Underground) coverage. If providing Commercial General Liability Insurance, then the Proof of Coverage of Insurance shall also be included.

Contractor may satisfy the minimum liability limits required for Commercial General Liability or Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum per occurrence limit of liability under the umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for either Commercial General Liability or Business Auto Liability. Contractor agrees to endorse the County as an Additional Insured on the umbrella or Excess Liability, unless the Certificate of Insurance state the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.

- 2.15.3. **COMMERCIAL Automobile Liability** – The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than \$3,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Contractor's own automobiles, teams and trucks; hired automobiles, teams and trucks; non-owned and both on and off the site of work.
- 2.15.4. **Subcontractors:** Contractor shall cause each Subcontractor to purchase and maintain insurance of the types and amounts specified herein. Limits of such coverage may be reduced only upon written agreement of Owner. Contractor shall provide to Owner copies of certificates evidencing coverage for each Subcontractor. Subcontractors' commercial general liability and business automobile liability insurance shall name Owner as Additional Insured and have the Waiver of Subrogation endorsements added.
- 2.15.5. **Proof of Carriage of Insurance** - The Contractor shall furnish the County with Certificate(s) of Insurance which name the County as additional insured in an amount as required in this contract, contain a description of the project or work to be performed and provided for Commercial General Liability, Business Auto Liability, and Umbrella or Excess Liability (not on Workers Compensation). The Certificate of Insurance shall provide that there will be no cancellation or reduction of coverage without 30 days prior written notice to the Owner. In addition, such insurance shall be on occurrence basis and shall remain in effect until such time as the County has made final acceptance of the facility contracted.
- 2.16. **INDEMNITY AGREEMENT:** To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees)

arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.

Failure to maintain the required insurance in force may be cause for contract termination. In the event the Agency/Service fails to maintain and keep in force the required insurance or to obtain coverage from its subcontractors, the County shall have the right to cancel and terminate the contract without notice.

- 2.17. **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.
- 2.18. **SETTLEMENT OF CLAIMS AFFIDAVIT** - Prior to the release of contract amount, contractor shall file with the County, an affidavit, to the effect that all payments have been made and all claims have been released for all materials, labor and other items covered by the contract;
- 2.19. **BILLING AND PAYMENTS** – Invoices shall be submitted to the Boone County Resource Management – Engineering Division at the following address: Boone County Government Center, 801 East Walnut, Room 315 Columbia, MO 65201. Payment shall be made within 30 days of receipt of a correct invoice.
- 2.19.1. **ACH Payment** - Bidder may agree to accept automated clearinghouse (ACH) payment of invoices and monthly statements. Payment terms are Net 30 upon receipt of an accurate monthly statement, although the Bidder may offer additional discounts for early payment on the Response Form.
- 2.20. **DESIGNEE** – Boone County Resource Management – Engineering Division
- 2.21. **Overhead Line Protection: The Contractor is aware of the provisions of the Overhead Power Line Safety Act, 319.075 to 319.090 RSMo, and agrees to comply with the provisions thereof. Contractor understands that it is their duty to notify any utility operating high voltage overhead lines and make appropriate arrangements with said utility if the performance of contract would cause any activity within ten feet of any high voltage overhead line.** To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney’s fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with any claims arising under the Overhead Power Line Safety Act. Contractor expressly waives any action for

Contribution against the County on behalf of the Contractor, any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, and agrees to provide a copy of this waiver to any party affected by this provision.

- 2.22. **OSHA Program Requirements** – The Contractor is familiar with the requirements of 292.675 RSMo. The Contractor shall provide a ten-hour Occupational Safety and Health Administration (OSHA) construction safety program for their on-site employees, subcontractors or others acting on behalf of Contractor on-site which meets the requirements of 292.675 RSMo.
- 2.23. The Contractor and each subcontractor shall keep accurate records of those employees who are working on-site and a record of each such employee’s completion of the OSHA program, **and certify compliance by affidavit at the conclusion of the project.**
- 2.24. The Contractor shall forfeit as a penalty to the County the sum of Two Thousand Five Hundred Dollars (\$2,500.00) plus One Hundred Dollars (\$100.00) for each employee employed by the Contractor or subcontractor, for each calendar day, or portion thereof, such employee is found to be employed in violation of 292.675 RSMo. Said amounts shall be withheld from all sums and amounts due under this provision when making payments to the Contractor.
- 2.25. **Employment of Unauthorized Aliens Prohibited**
- (a) Contractor agrees to comply with Missouri State Statute section 285.530 in that they shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri.
  - (b) As a condition for the award of this contract, the Contractor shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. The contractor shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. **Please return a copy of the Memorandum of Understanding** that you will receive following completion of enrollment. This will provide the County the proof of enrollment.
  - (c) Contractor shall require each subcontractor to affirmatively state in its contract with Contractor that the subcontractor shall not knowingly employ, hire for employment or continue to employ an unauthorized alien to perform work within the state of Missouri. Contractor shall also require each subcontractor to provide Contractor with a sworn affidavit under the penalty of perjury attesting to the fact that the subcontractor’s employees are lawfully present in the United States.
- 2.26. **Payment Bond** – Contractor shall provide the County with a Payment Bond in a form acceptable to County whenever the work associated with a mobilization under this Contract is projected to exceed \$50,000.00. Contractor shall provide the Payment Bond within thirty (30) days of request by County. No additional payment will be made to the contractor for the procurement of the Payment Bond. It should be incidental to all bid items.

**3. Response Presentation and Review**

- 3.1. **RESPONSE CONTENT** - In order to enable direct comparison of competing Responses, you must submit your Response in strict conformity to the requirements stated here. Failure to adhere to all requirements may result in your Response being disqualified as non-responsive. All Responses must be submitted using the provided Response Sheet. Every question must be answered and if not applicable, the section must contain "N/A" or "No Bid". Manufacturer's published specifications for the items requested shall be included with the response.
- 3.2. **SUBMITTAL OF RESPONSES** - Responses **MUST** be received by the date and time noted on the title page under "Bid Submission Information and Deadline". **NO EXCEPTIONS**. We are 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 proposal number and the due date and time.
  - 3.2.2. **Advice of Award** - A Bid Tabulation of responses received as well as Award status can be viewed at [www.showmeboone.com](http://www.showmeboone.com).
- 3.3. **BID OPENING** - On the date and time and at the location specified on the title page under "Bid Opening", all Responses will be opened in public. Brief summary information from each will be read aloud.
  - 3.3.1. **Removal from Vendor Database** - If any prospective Bidder currently in 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** - We reserve 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** - We reserve 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** - Our 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 on qualifications and will use the quantities in Section 2.2.1, or current anticipated work list, to evaluate pricing of major bid items.
  - 3.5.2. **Acceptability** - We reserve the sole right to determine whether goods and/or services offered are acceptable for our use. We also reserve the right to request samples of any and/or all equivalent products bid in order to ensure comparative quality between those items and the name brand items specified on Attachment A.
  - 3.5.3. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
  - 3.5.4. **Endurance of Pricing** - Your 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. Federal Tax ID: \_\_\_\_\_

4.6.1. ( ) Corporation

( ) Partnership - Name \_\_\_\_\_

( ) Individual/Proprietorship - Individual Name \_\_\_\_\_

( ) Other (Specify) \_\_\_\_\_

4.7. Prompt Payment Terms: \_\_\_\_\_

4.7.1. Will you accept automated clearinghouse (ACH) for payment of invoices? \_\_\_\_\_

4.8. PRICING

Item No.	Description	Unit	Qty.	Unit Price	Total
4.8.1.	Asphalt, BP-2, Virgin	Ton	4,000	\$	\$
4.8.2.	Asphalt, BP-2, R.A.P.	Ton	3,000	\$	\$
4.8.3.	Surface Milling, Asphalt, Contractor Haul-off	SY	20,000	\$	\$
4.8.4.	Surface Milling, Asphalt, County Haul-off	SY	5,000	\$	\$
4.8.5.	Surface Milling, Concrete, Contractor Haul-off	SY	10,000	\$	\$
4.8.6.	Surface Milling, Concrete, County Haul-off	SY	5,000	\$	\$
4.8.7.	Surface Milling, Butt-Joint	SY	500	\$	\$
4.8.8.	Dig-Out Repair, Asphalt, Typical	SY	500	\$	\$
4.8.9.	Dig-Out Repair, Asphalt, Hasty	HR	100	\$	\$
4.8.10.	Dig-Out Repair, Concrete, Hasty	HR	100	\$	\$
4.8.11.	Rock Driveway Transitions	Ton	300	\$	\$
4.8.12.	Temporary Centerline Markers	EA	1,000	\$	\$
4.8.13.	Restoration	SF	500	\$	\$
4.8.14.	Mobilization: Surface Milling	EA	5	\$	\$
4.8.15.	Tack Coat	SY	100,000	\$	\$
	<b>Bid Total</b>				<b>\$</b>
	<b>Limited Use Items:</b>	<b>UOM</b>		<b>Price</b>	
4.8.16.	Mobilization: Small Quantity	EA		\$	
4.8.17.	Tack Coat, Trackless Tack	SY		\$	

4.9. **Optional Asphalt Cement Price Index Provision** (Section 2.9.1.5. of bid document) Failure by the bidder to check an option will be interpreted to mean election to not participate in the Asphalt Cement Price Index.

**Check One:**

\_\_\_\_\_ **ACCEPT**

\_\_\_\_\_ **DO NOT ACCEPT**

4.10. **Additional Work (2.1.17.)** Contractor selected for this contract should submit to Boone County along with their bid response a schedule of equipment that may be used and labor rates (billable hourly rate) for any additional work that may be encountered that is not contemplated by this contract but may be required to be performed because of unforeseen circumstances at time of construction.

**Please attach schedule of equipment / labor rates to bid response.**

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

4.11.1. Authorized Representative (Sign By Hand):

4.11.2. Type or Print Signed Name: \_\_\_\_\_  
\_\_\_\_\_

4.11.3. Today's Date: \_\_\_\_\_

4.12. Will you honor the submitted prices for purchase by other entities in Boone County who participate in cooperative purchasing with Boone County, MO?

**Circle One:** \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

1118



**(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.

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Name and Title of Authorized Representative

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Signature

---

Date

## INSTRUCTIONS FOR COMPLIANCE WITH HOUSE BILL 1549

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

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

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

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

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



**CERTIFICATION OF INDIVIDUAL BIDDER**

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

- \_\_\_\_\_ 1. I have provided a copy of documents showing citizenship or lawful presence in the United States. (Such proof may be a Missouri driver’s license, U.S. passport, birth certificate, or immigration documents). Note: If the applicant is an alien, verification of lawful presence must occur prior to receiving a public benefit.
  
- \_\_\_\_\_ 2. I do not have the above documents, but provide an affidavit (copy attached) 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



## 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.
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.

Dated 10-20-15

# Missouri Division of Labor Standards

WAGE AND HOUR SECTION



JEREMIAH W. (JAY) NIXON, Governor

## Annual Wage Order No. 22

Section 010  
BOONE COUNTY

In accordance with Section 290.262 RSMo 2000, within thirty (30) days after a certified copy of this Annual Wage Order has been filed with the Secretary of State as indicated below, any person who may be affected by this Annual Wage Order may object by filing an objection in triplicate with the Labor and Industrial Relations Commission, P.O. Box 599, Jefferson City, MO 65102-0599. Such objections must set forth in writing the specific grounds of objection. Each objection shall certify that a copy has been furnished to the Division of Labor Standards, P.O. Box 449, Jefferson City, MO 65102-0449 pursuant to 8 CSR 20-5.010(1). A certified copy of the Annual Wage Order has been filed with the Secretary of State of Missouri.

Original Signed by \_\_\_\_\_

John E. Lindsey, Director  
Division of Labor Standards

This Is A True And Accurate Copy Which Was Filed With The Secretary of State: March 10, 2015

Last Date Objections May Be Filed: April 9, 2015

Prepared by Missouri Department of Labor and Industrial Relations



OCCUPATIONAL TITLE	** Date of Increase	*	Basic Hourly Rates	Over-Time Schedule	Holiday Schedule	Total Fringe Benefits
Asbestos Worker (H & F) Insulator			\$32.06	55	60	\$20.71
Boilermaker	8/15		\$34.76	57	7	\$28.00
Bricklayer and Stone Mason	6/15		\$28.95	59	7	\$16.25
Carpenter	6/15		\$24.75	60	15	\$15.55
Cement Mason	6/15		\$26.83	9	3	\$11.95
Communication Technician	6/15		\$31.35	28	7	\$12.70 + 13%
Electrician (Inside Wireman)	6/15		\$31.35	28	7	\$12.70 + 13%
Electrician (Outside-Line Construction/Lineman)	9/15		\$42.52	43	45	\$5.00 + 36.5%
Lineman Operator	9/15		\$36.70	43	45	\$5.00 + 36.5%
Groundman	9/15		\$28.38	43	45	\$5.00 + 36.5%
Elevator Constructor		a	\$44.37	26	54	\$28.385
Glazier	10/15		\$26.57	122	76	\$11.33
Ironworker	8/15		\$28.41	11	8	\$24.04
Laborer (Building):						
General			\$21.71	42	44	\$12.84
First Semi-Skilled			\$23.71	42	44	\$12.84
Second Semi-Skilled			\$22.71	42	44	\$12.84
Lather			USE CARPENTER RATE			
Linoleum Layer and Cutter	6/15		\$24.63	60	15	\$15.55
Marble Mason	10/15		\$21.66	124	74	\$12.68
Marble Finisher	10/15		\$14.14	124	74	\$9.08
Millwright	6/15		\$25.75	60	15	\$15.55
Operating Engineer						
Group I	6/15		\$28.66	86	66	\$24.01
Group II	6/15		\$28.66	86	66	\$24.01
Group III	6/15		\$27.41	86	66	\$24.01
Group III-A	6/15		\$28.66	86	66	\$24.01
Group IV	6/15		\$26.43	86	66	\$24.01
Group V	6/15		\$29.36	86	66	\$24.01
Painter	6/15		\$22.94	18	7	\$11.33
Pile Driver	6/15		\$25.75	60	15	\$15.55
Pipe Fitter	7/15	b	\$37.00	91	69	\$26.68
Plasterer	6/15		\$25.40	94	5	\$12.00
Plumber	7/15	b	\$37.00	91	69	\$26.68
Roofer \ Waterproofer	10/15		\$29.30	12	4	\$14.87
Sheet Metal Worker	7/15		\$31.14	40	23	\$16.24
Sprinkler Fitter - Fire Protection	6/15		\$32.39	33	19	\$19.05
Terrazzo Worker			\$28.73	124	74	\$14.38
Terrazzo Finisher			\$18.68	124	74	\$14.38
Tile Setter	10/15		\$21.66	124	74	\$12.68
Tile Finisher	10/15		\$14.14	124	74	\$9.08
Traffic Control Service Driver			\$26.415	22	55	\$9.045
Truck Driver-Teamster						
Group I			\$25.30	101	5	\$10.70
Group II			\$25.95	101	5	\$10.70
Group III			\$25.45	101	5	\$10.70
Group IV			\$25.95	101	5	\$10.70

Fringe Benefit Percentage is of the Basic Hourly Rate

\*\*Annual Incremental Increase







**REPLACEMENT PAGE  
BOONE COUNTY  
BUILDING CONSTRUCTION OVERTIME SCHEDULE**

**FED:** Minimum requirement per Fair Labor Standards Act means time and one-half (1 ½) shall be paid for all work in excess of forty (40) hours per work week.

**NO. 9:** Means the regular workday starting time of 8:00 a.m. (and resulting quitting time of 4:30 p.m.) may be moved forward to 6:00 a.m. or delayed one hour to 9:00 a.m. All work performed in excess of the regular work day and on Saturday shall be compensated at one and one-half (1½) times the regular pay. In the event time is lost during the work week due to weather conditions, the Employer may schedule work on the following Saturday at straight time. All work accomplished on Sunday and holidays shall be compensated for at double the regular rate of wages. The work week shall be Monday through Friday, except for midweek holidays.

**NO. 11:** Means eight (8) hours shall constitute a day's work, with the starting time to be established between 6:00 a.m. and 8:00 a.m. from Monday to Friday. Time and one-half (1½) shall be paid for first two (2) hours of overtime Monday through Friday and the first eight (8) hours on Saturday. All other overtime hours Monday through Saturday shall be paid at double (2) time rate. Double (2) time shall be paid for all time on Sunday and recognized holidays or the days observed in lieu of these holidays.

**NO. 12:** Means the work week shall commence on Monday at 12:01 a.m. and shall continue through the following Friday, inclusive of each week. All work performed by employees anywhere in excess of forty (40) hours in one (1) work week, shall be paid for at the rate of one and one-half (1½) times the regular hourly wage scale. All work performed within the regular working hours which shall consist of a ten (10) hour work day except in emergency situations. Overtime work and Saturday work shall be paid at one and one-half (1½) times the regular hourly rate. Work on recognized holidays and Sundays shall be paid at two (2) times the regular hourly rate.

**NO. 18:** Means the regular work day shall be eight (8) hours. Working hours are from six (6) hours before Noon (12:00) to six (6) hours after Noon (12:00). The regular work week shall be forty (40) hours, beginning between 6:00 a.m. and 12:00 Noon on Monday and ending between 1:00 p.m. and 6:00 p.m. on Friday. Saturday will be paid at time and one-half (1½). Sunday and Holidays shall be paid at double (2) time. Saturday can be a make-up day if the weather has forced a day off, but only in the week of the day being lost. Any time before six (6) hours before Noon or six (6) hours after Noon will be paid at time and one-half (1½).

**NO. 22:** Means a regular work week of forty (40) hours will start on Monday and end on Friday. The regular work day shall be either eight (8) or ten (10) hours. If a crew is prevented from working forty (40) hours Monday through Friday, or any part thereof by reason of inclement weather, Saturday or any part thereof may be worked as a make-up day at the straight time rate. Employees who are part of a regular crew on a make-up day, notwithstanding the fact that they may not have been employed the entire week, shall work Saturday at the straight time rate. A workday is to begin between 6:00 a.m. and 9:00 a.m. However, the project starting time may be advanced or delayed if mutually agreed to by the interest parties. For all time worked on recognized holidays, or days observed as such, double (2) time shall be paid.

**NO. 26:** Means that the regular working day shall consist of eight (8) hours worked between 6:00 a.m., and 5:00 p.m., five (5) days per week, Monday to Friday, inclusive. Hours of work at each jobsite shall be those established by the general contractor and worked by the majority of trades. (The above working hours may be changed by mutual agreement). Work performed on Construction Work on Saturdays, Sundays and before and after the regular working day on Monday to Friday, inclusive, shall be classified as overtime, and paid for at double (2) the rate of single time. The employer may establish hours worked on a jobsite for a four (4) ten (10) hour day work week at straight time pay for construction work; the regular working day shall consist of ten (10) hours worked consecutively, between 6:00 a.m. and 6:00 p.m., four (4) days per week, Monday to Thursday, inclusive. Any work performed on Friday, Saturday, Sunday and holidays, and before and after the regular working day on Monday to Thursday where a four (4) ten (10) hour day workweek has been established, will be paid at two times (2) the single time rate of pay. The rate of pay for all work performed on holidays shall be at two times (2) the single time rate of pay.



**REPLACEMENT PAGE  
BOONE COUNTY  
BUILDING CONSTRUCTION OVERTIME SCHEDULE**

**NO. 28:** Means a regular workday shall consist of eight (8) hours between 7:00 a.m. and 5:30 p.m., with at least a thirty (30) minute period to be taken for lunch. Five (5) days a week, Monday through Friday inclusive, shall constitute a work week. The Employer has the option for a workday/workweek of four (4) ten (10) hour days (4-10's) provided:

- The project must be for a minimum of four (4) consecutive days.
- Starting time may be within one (1) hour either side of 8:00 a.m.
- Work week must begin on either a Monday or Tuesday: If a holiday falls within that week it shall be a consecutive work day. (Alternate: If a holiday falls in the middle of a week, then the regular eight (8) hour schedule may be implemented).
- Any time worked in excess of any ten (10) hour work day (in a 4-10 hour work week) shall be at the appropriate overtime rate.

All work outside of the regular working hours as provided, Monday through Saturday, shall be paid at one & one-half (1½) times the employee's regular rate of pay. All work performed from 12:00 a.m. Sunday through 8:00 a.m. Monday and recognized holidays shall be paid at double (2) the straight time hourly rate of pay. Should employees work in excess of twelve (12) consecutive hours they shall be paid double time (2X) for all time after twelve (12) hours. Shift work performed between the hours of 4:30 p.m. and 12:30 a.m. (second shift) shall receive eight (8) hours pay at the regular hourly rate of pay plus ten (10%) percent for seven and one-half (7½) hours work. Shift work performed between the hours of 12:30 a.m. and 8:00 a.m. (third shift) shall receive eight (8) hours pay at the regular hourly rate of pay plus fifteen (15%) percent for seven (7) hours work. A lunch period of thirty (30) minutes shall be allowed on each shift. All overtime work required after the completion of a regular shift shall be paid at one and one-half (1½) times the shift hourly rate.

**NO. 33:** Means the standard work day and week shall be eight (8) consecutive hours of work between the hours of 6:00 a.m. and 6:00 p.m., excluding the lunch period Monday through Friday, or shall conform to the practice on the job site. Four (4) days at ten (10) hours a day may be worked at straight time, Monday through Friday and need not be consecutive. All overtime, except for Sundays and holidays shall be at the rate of time and one-half (1½). Overtime worked on Sundays and holidays shall be at double (2) time.

**NO. 40:** Means the regular working week shall consist of five (5) consecutive (8) hour days' labor on the job beginning with Monday and ending with Friday of each week. Four (4) 10-hour days may constitute the regular work week. The regular working day shall consist of eight (8) hours labor on the job beginning as early as 6:00 a.m. and ending as late as 5:30 p.m. All full or part time labor performed during such hours shall be recognized as regular working hours and paid for at the regular hourly rate. All hours worked on Saturday and all hours worked in excess of eight (8) hours but not more than twelve (12) hours during the regular working week shall be paid for at time and one-half (1½) the regular hourly rate. All hours worked on Sundays and holidays and all hours worked in excess of twelve (12) hours during the regular working day shall be paid at two (2) times the regular hourly rate. In the event of rain, snow, cold or excessively windy weather on a regular working day, Saturday may be designated as a "make-up" day. Saturday may also be designated as a "make-up" day, for an employee who has missed a day of work for personal or other reasons. Pay for "make-up" days shall be at regular rates.



**REPLACEMENT PAGE  
BOONE COUNTY  
BUILDING CONSTRUCTION OVERTIME SCHEDULE**

**NO. 42:** Means eight (8) hours between the hours of 8:00 a.m. and 4:30 p.m. shall constitute a work day. The starting time may be advanced one (1) or two (2) hours. Employees shall have a lunch period of thirty (30) minutes. The Employer may provide a lunch period of one (1) hour, and in that event, the workday shall commence at 8:00 a.m. and end at 5:00 p.m. The workweek shall commence at 8:00 a.m. on Monday and shall end at 4:30 p.m. on Friday (or 5:00 p.m. on Friday if the Employer grants a lunch period of one (1) hour), or as adjusted by starting time change as stated above. All work performed before 8:00 a.m. and after 4:30 p.m. (or 5:00 p.m. where one (1) hour lunch is granted for lunch) or as adjusted by starting time change as stated above or on Saturday, except as herein provided, shall be compensated at one and one-half (1½) times the regular hourly rate of pay for the work performed. All work performed on Sunday and on recognized holidays shall be compensated at double (2) the regular hourly rate of pay for the work performed. When working a five 8-hour day schedule and an Employer is prevented from working forty (40) hours, Monday through Friday, or any part thereof by reason of inclement weather (rain or mud), Saturday or any part thereof may be worked as a make-up day at the straight time rate. The Employer shall have the option of working five eight (8) hour days or four ten (10) hour days Monday through Friday. If an Employer elects to work five (5) eight (8) hour days during any work week, hours worked more than eight (8) per day or forty (40) hours per week shall be paid at time and one-half (1½) the hourly rate Monday through Friday. If an Employer elects to work four (4) ten (10) hour days in any week, work performed more than ten (10) hours per day or forty (40) hours per week shall be paid at time and one-half (1½) the hourly rate Monday through Friday. If an Employer is working ten (10) hour days and loses a day due to inclement weather, they may work ten (10) hours Friday at straight time. All hours worked over the forty (40) hours Monday through Friday will be paid at time and one-half (1½) overtime rate. Overtime shall be computed at half-hour intervals. Shift Work: Two (2) or three (3) shifts shall be permitted, provided such shifts are scheduled for a minimum of three (3) consecutive days. The second shift shall begin at 4:30 p.m. and end at 12:30 a.m. with one-half (1/2) hour for lunch between 7:30 p.m. and 9:00 p.m. and shall received eighty (8) hours' pay. The third shift shall begin at 12:30 a.m. and end at 8:00 a.m. with one-half (1/2) hour for lunch between 3:30 a.m. and 5:00 a.m. and shall received (8) hour's; pay. There shall be at least one (1) foreman on each shift on jobs where more than one shift is employed, provided that there are two (2) or more employees on second and on the third shifts. All shifts shall arrange to interchange working hours at the end of each week. When three shifts are used, the applicable rate must be paid from Saturday at 8:00 a.m. until the following Monday at 8:00 a.m. When three shifts are employed, the second and third shifts shall contain at least one-half (1/2) as many employees as the first shift.

**NO. 43:** Eight (8) hours shall constitute a work day between the hours of 7:00 a.m. and 4:30 p.m. Forty (40) hours within five (5) days, Monday through Friday inclusive, shall constitute the work week. Work performed in the 9th and 10th hour, Monday through Friday, shall be paid at time and one-half (1½) the regular straight time rate of pay. Contractor has the option to pay two (2) hours per day at the time and one-half (1½) the regular straight time rate of pay between the hours of 6:00 a.m. and 5:30 p.m., Monday through Friday. Work performed outside the regularly scheduled working hours and on Saturdays, Sundays and recognized legal holidays, or days celebrated as such, shall be paid for at the rate of double (2) time.

**NO. 55:** Means the regular work day shall be eight (8) hours between 6:00 a.m. and 4:30 p.m. The first two (2) hours of work performed in excess of the eight (8) hour work day, Monday through Friday, and the first ten (10) hours of work on Saturday, shall be paid at one & one-half (1½) times the straight time rate. All work performed on Sunday, observed holidays and in excess of ten (10) hours a day, Monday through Saturday, shall be paid at double (2) the straight time rate.

**NO. 57:** Means eight (8) hours per day shall constitute a day's work and forty (40) hours per week, Monday through Friday, shall constitute a week's work. The regular starting time shall be 8:00 a.m. If a second or third shift is used, the regular starting time of the second shift shall be 4:30 p.m. and the regular starting period for the third shift shall be 12:30 a.m. These times may be adjusted by the employer. The day shift shall work a regular eight (8) hours shift as outlined above. Employees working a second shift shall receive an additional \$0.25 above the regular hourly rate and perform seven and one-half (7½) hours work for eight (8) hours pay. Third shift employees shall be paid an additional \$0.50 above the regular hourly rate and work seven (7) hours for eight (8) hours pay. When circumstances warrant, the Employer may change the regular workweek to four (4) ten-hour days at the regular time rate of pay. All time worked before and after the established workday of eight (8) hours, Monday through Friday, and all time worked on Saturday shall be paid at the rate of time and one-half (1½) except in cases where work is part of an employee's regular Friday shift. All time worked on Sunday and recognized holidays shall be paid at the double (2) time rate of pay except in cases where work is part of an employee's previous day's shift. For all overtime hours worked \$26.71 of the fringe benefits portion of the prevailing wage shall be paid at the same overtime rate at which the cash portion of the prevailing wage is to be paid. The remaining \$1.29 of the fringe benefit portion of the prevailing wage may be paid at straight time.



**REPLACEMENT PAGE  
BOONE COUNTY  
BUILDING CONSTRUCTION OVERTIME SCHEDULE**

**NO. 59:** Means that except as herein provided, eight (8) hours a day shall constitute a standard work day, and forty (40) hours per week shall constitute a week's work. All time worked outside of the standard eight (8) hour work day and on Saturday shall be classified as overtime and paid the rate of time and one-half (1½). All time worked on Sunday and holidays shall be classified as overtime and paid at the rate of double (2) time. The Employer has the option of working either five (5) eight hour days or four (4) ten hour days to constitute a normal forty (40) hour work week. When the four (4) ten-hour work week is in effect, the standard work day shall be consecutive ten (10) hour periods between the hours of 6:30 a.m. and 6:30 p.m. Forty (40) hours per week shall constitute a week's work, Monday through Thursday, inclusive. In the event the job is down for any reason beyond the Employer's control, then Friday and/or Saturday may, at the option of the Employer, be worked as a make-up day; straight time not to exceed ten (10) hours or forty (40) hours per week. When the five day eight (8) hour work week is in effect, forty (40) hours per week shall constitute a week's work, Monday through Friday, inclusive. In the event the job is down for any reason beyond the Employer's control, then Saturday may, at the option of the Employer, be worked as a make-up day; straight time not to exceed eight (8) hours or forty (40) hours per week. The regular starting time (and resulting quitting time) may be moved to 6:00 a.m. or delayed to 9:00 a.m. Make-up days shall not be utilized for days lost due to holidays.

**NO. 60:** Means the Employer shall have the option of working five 8-hour days or four 10-hour days Monday through Friday. If an Employer elects to work five 8-hour days during any work week, hours worked more than eight (8) per day or forty (40) per week shall be paid at time and one-half (1½) the hourly wage rate plus fringe benefits Monday through Friday. **SATURDAY MAKE-UP DAY:** If an Employer is prevented from working forty (40) hours, Monday through Friday, or any part thereof by reason of inclement weather (rain or mud), Saturday or any part thereof may be worked as a make-up day at the straight time rate. It is agreed by the parties that the make-up day is not to be used to make up time lost due to recognized holidays. If an Employer elects to work four 10-hour days, between the hours of 6:30 a.m. and 6:30 p.m. in any week, work performed more than ten (10) hours per day or forty (40) hours per week shall be paid at time and one half (1½) the hourly wage rate plus fringe benefits Monday through Friday. If an Employer is working 10-hour days and loses a day due to inclement weather, the Employer may work ten (10) hours on Friday at straight time. All hours worked over the forty (40) hours Monday through Friday will be paid at time and one-half (1½) the hourly wage rate plus fringe benefits. All Millwright work performed in excess of the regular work day and on Saturday shall be compensated for at time and one-half (1½) the regular Millwright hourly wage rate plus fringe benefits. The regular work day starting at 8:00 a.m. (and resulting quitting time of 4:30 p.m.) may be moved forward to 6:00 a.m. or delayed one (1) hour to 9:00 a.m. All work accomplished on Sundays and recognized holidays, or days observed as recognized holidays, shall be compensated for at double (2) the regular hourly rate of wages plus fringe benefits. **NOTE:** All overtime is computed on the hourly wage rate plus an amount equal to the fringe benefits.

**NO. 86:** The regular workday shall consist of eight (8) consecutive hours, exclusive of a thirty (30) minute lunch period, with pay at the straight time rate with all hours in excess of eight (8) hours in any one day to be paid at the applicable overtime rate at time and one-half (1½). The regular workday shall begin between the hours of 6:00 a.m. and 8:00 a.m. The Employer may have the option to schedule the work week from Monday through Thursday at ten (10) hours per day at the straight time rate of pay with all hours in excess of ten (10) hours in any one day to be paid at the applicable overtime rate at time and one-half (1½). If the Employer elects to work from Monday through Thursday and is stopped due to inclement weather, holiday or other conditions beyond the control of the Employer, they shall have the option to work Friday at the straight time rate of pay to complete the forty (40) hours for the workweek. All overtime work performed on Monday through Saturday shall be paid at time and one-half (1½) the hourly rate. Fringe benefits shall be paid at the one and one half the hourly rate. All work performed on Sundays and recognized holidays shall be paid at double (2) the hourly rate. Fringe benefits shall be paid at double the hourly rate. Shifts may be established when considered necessary by the Employer. Shift hours and rates will be as follows. If shifts are established, work on the First Shift will begin between 6:00 a.m. and 9:00 a.m. and consist of eight (8) hours of work plus one-half hour unpaid lunch. Hours worked during the first shift will be paid at the straight time rate of pay. The second shift shall start eight hours after the start of the first shift and consist of eight (8) hours of work plus one-half hour unpaid lunch. Work on the second shift will begin between 2:00 p.m. and 5:00 p.m. and be paid the straight time rate plus \$2.50 per hour. The third shift shall start eight hours after the start of the second shift and consist of eight (8) hours plus one-half hour unpaid lunch. Work on the third shift will begin between 10:00 p.m. and 1:00 a.m. and be paid the straight time rate plus \$3.50 per hour. The additional amounts that are to be paid are only applicable when working shifts. Shifts that begin on Saturday morning through those shifts which end on Sunday morning will be paid at time and one-half these rates. Shifts that begin on Sunday morning through those shifts which end on Monday morning will be paid at double time these rates.



**REPLACEMENT PAGE  
BOONE COUNTY  
BUILDING CONSTRUCTION OVERTIME SCHEDULE**

**NO. 87:** Means eight (8) hours starting between 6:00 a.m. and 8:00 a.m. and ending between 2:30 p.m. and 4:30 p.m. at the Employers discretion shall constitute a day's work. Any work prior to 6:00 a.m. or after eight (8) hours shall be paid at the overtime rate. Five (5) days from Monday through Friday inclusive shall constitute a regular work week. All hours before and after these regular hours shall be considered overtime and shall be paid for at the rate of double (2) time. All work on Saturday and Sunday shall be paid at double (2) the prevailing scale of wages.

**NO. 91:** Means eight (8) hours shall constitute a day's work commencing at 7:00 a.m. and ending at 3:30 p.m., allowing one-half (½) hour for lunch. The option exists for the Employer to use a flexible starting time between the hours of 6:00 a.m. and 9:00 a.m. The regular workweek shall consist of forty (40) hours of five (5) workdays, Monday through Friday. The workweek may consist of four (4) ten (10) hour days from Monday through Thursday, with Friday as a make-up day. If the make-up day is a holiday, the employee shall be paid at the double (2) time rate. The employees shall be paid time and one-half (1½) for work performed on Saturdays, before the regular starting time or after the regular quitting time or over eight (8) hours per work day (unless working a 10-hour work day, then time and one-half (1½) is paid for work performed over ten (10) hours a day) or over forty (40) hours per work week. Work performed on Sundays and recognized holidays shall be paid at the double (2) time rate of pay. *SHIFT WORK:* When it is necessary for the project to operate in shifts, there will be three (3) eight (8) hour shifts commencing at 8:00 a.m. Shift work must continue for a period of not less than three (3) consecutive work days, two (2) days which must be regular work days (Monday through Friday). In the event the second or third shift of any regular work day shall fall into a Saturday or a holiday, such extension into a Saturday or holiday shall be considered as part of the previous workday and employees shall be paid at the regular shift rate. The first day shift shall work a regular eight (8) hour day at regular rates. The second shift shall be eight (8) hours regular time pay plus \$2.50 per hour premium for eight (8) hours work. Third shift will be for eight (8) hours regular time pay plus \$3.00 per hour premium for eight (8) hours work.

**NO. 94:** Means eight (8) hours shall constitute a day's work between the hours of 8:00 a.m. and 5:00 p.m. The regular workday starting time of 8:00 a.m. (and resulting quitting time of 4:30 p.m.) may be moved forward to 6:00 a.m. or delayed one (1) hour to 9:00 a.m. All work performed in excess of the regular work day and on Saturday shall be compensated at one and one-half (1½) times the regular pay. In the event time is lost during the work week due to weather conditions, the Employer may schedule work on the following Saturday at straight time. All work accomplished on Sunday and holidays shall be compensated at double the regular rate of wages.

**NO. 101:** Means that except as provided below, eight (8) hours a day shall constitute a standard work day, and forty (40) hours per week shall constitute a week's work, which shall begin on Monday and end on Friday. All time worked outside of the standard work day and on Saturday shall be classified as overtime and paid the rate of time and one-half (1½) (except as herein provided). All time worked on Sunday and recognized holidays shall be classified as overtime and paid at the rate of double (2) time. The regular starting time of 8:00 a.m. (and resulting quitting time of 4:30 p.m.) may be moved forward to 6:00 a.m. or delayed one (1) hour to 9:00 a.m. The Employer has the option of working either five (5) eight-hour days or four (4) ten-hour days to constitute a normal forty (40) hour work week. When a four (4) ten-hour day work week is in effect, the standard work day shall be consecutive ten (10) hour periods between the hours of 6:30 a.m. and 6:30 p.m. Forty (40) hours per week shall constitute a week's work Monday through Thursday, inclusive. In the event the job is down for any reason beyond the Employer's control, then Friday and/or Saturday may, at the option of the Employer, be worked as a make-up day; straight time not to exceed ten (10) hours per day or forty (40) hours per week. Starting time will be designated by the employer. When the five (5) day eight (8) hour work week is in effect, forty (40) hours per week shall constitute a week's work, Monday through Friday, inclusive. In the event the job is down for any reason beyond the Employer's control, then Saturday may, at the option of the Employer, be worked as a make-up day; straight time not to exceed eight (8) hours per day or forty (40) hours per week. Make-up days shall not be utilized for days lost due to holidays.

**NO. 122:** Means forty (40) hours between Monday and Friday shall constitute the normal work week. Work shall be scheduled between the hours of 6:00 a.m. and 6:30 p.m., with one-half hour for lunch. Work in excess of eight (8) hours per day and forty (40) hours per week, and on Saturdays, shall be paid at the rate of one and one-half times the normal rate. Due to inclement weather during the week, Saturday shall be a voluntary make up day.



**REPLACEMENT PAGE  
BOONE COUNTY  
BUILDING CONSTRUCTION OVERTIME SCHEDULE**

**NO. 124:** Means eight (8) hours shall constitute a day's work on all classes of work between the hours of 6:00 a.m. and 5:30 p.m., Monday through Friday. The pay for time worked during these hours shall be at the regular wage rate. The regular workweek shall be Monday through Friday. Employment from 4:30 p.m. to 12:00 midnight, Monday through Friday, shall be paid for at one and one-half (1½) times the regular hourly rate. From 12:00 midnight until 8:00 a.m. on any day shall be paid for at twice the regular hourly rate. All time worked on Sundays and the recognized holidays shall be paid at the rate of double (2) time. It is understood that forty (40) hours shall constitute a regular workweek, (5-8's) Sunday Midnight through Friday Midnight, understanding anything over eight (8) hours is one and one-half (1½) times the hourly wage rate.



**BOONE COUNTY  
HOLIDAY SCHEDULE – BUILDING CONSTRUCTION**

**NO. 3:** All work done on New Year's Day, Decoration Day, July 4th, Labor Day, Veteran's Day, Thanksgiving and Christmas shall be compensated at the double (2) time rate of pay. When any of these holidays fall on a Sunday, the following Monday shall be observed.

**NO. 4:** All work done on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas Day shall be paid at the double time rate of pay. If any of the above holidays fall on Sunday, Monday will be observed as the recognized holiday. If any of the above holidays fall on Saturday, Friday will be observed as the recognized holiday.

**NO. 5:** All work that shall be done on New Year's Day, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day shall be paid at the double (2) time rate of pay.

**NO. 7:** The following days are assigned days and are recognized as holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day. If a holiday falls on a Sunday, it shall be observed on the following Monday. If a holiday falls on a Saturday, it shall be observed on the preceding Friday. No work shall be performed on Labor Day except in case of jeopardy to work under construction. This is applied to protect Labor Day. When a holiday falls during the normal workweek, Monday through Friday, it shall be counted as eight (8) hours toward the forty (40) hour week. However, no reimbursement for these eight (8) hours is to be paid to the workman unless worked. If workman are required to work the above enumerated holidays or days observed as such, or on Sunday, they shall receive double (2) the regular rate of pay for such work.

**NO. 8:** All work performed on New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day, or the days observed in lieu of these holidays, shall be paid at the double time rate of pay.

**NO. 15:** All work accomplished on the recognized holidays of New Year's Day, Decoration Day (Memorial Day), Independence Day (Fourth of July), Labor Day, Veteran's Day, Thanksgiving Day and Christmas Day, or days observed as these named holidays, shall be compensated for at double (2) the regular hourly rate of wages plus fringe benefits. If a holiday falls on Saturday, it shall be observed on the preceding Friday. If a holiday falls on a Sunday, it shall be observed on the following Monday. No work shall be performed on Labor Day, Christmas Day, Decoration Day or Independence Day except to preserve life or property.

**NO. 19:** All work done on New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, and Christmas Day shall be paid at the double time rate of pay. The employee may take off Friday following Thanksgiving Day. However, the employee shall notify his or her Foreman, General Foreman or Superintendent on the Wednesday preceding Thanksgiving Day. When one of the above holidays falls on Sunday, the following Monday shall be considered a holiday and all work performed on either day shall be at the double (2) time rate. When one of the holidays falls on Saturday, the preceding Friday shall be considered a holiday and all work performed on either day shall be at the double (2) time rate.

**NO. 23:** All work done on New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day and Sundays shall be recognized holidays and shall be paid at the double time rate of pay. When a holiday falls on Sunday, the following Monday shall be considered a holiday. When a holiday falls on Saturday, Friday is recognized as a holiday.

**NO. 31:** All work done on New Year's Day, Presidents Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day, Friday after Thanksgiving Day, Christmas Day, and Employee's Birthday shall be paid at the double time rate of pay. If a holiday falls on Sunday, the following Monday will be observed as the recognized holiday. If a holiday falls on Saturday, the preceding Friday will be observed as the recognized holiday.



**BOONE COUNTY  
HOLIDAY SCHEDULE – BUILDING CONSTRUCTION**

**NO. 44:** All work done on New Year's Day, Memorial Day, Independence Day, Veteran's Day, Thanksgiving Day, and Christmas Day shall be paid at the double time rate of pay. If a holiday falls on a Sunday, it shall be observed on the Monday following. If a holiday falls on a Saturday, it shall be observed on the preceding Friday. No work shall be performed on these days except in emergency to protect life or property. All work performed on these holidays shall be compensated at double the regular hourly rate for the work performed. Overtime shall be computed at half-hour intervals.

**NO. 45:** All work performed on New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, the day before Christmas, and Christmas Day, shall be paid at the double time rate of pay.

**NO. 54:** All work performed on New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the Friday after Thanksgiving Day, and Christmas Day shall be paid at the double (2) time rate of pay. When a holiday falls on Saturday, it shall be observed on Friday. When a holiday falls on Sunday, it shall be observed on Monday.

**NO. 55:** The following days are recognized as holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. If a holiday falls on a Sunday, it shall be observed on the following Monday. No work shall be performed on Labor Day except in case of jeopardy to work under construction. This rule is applied to protect Labor Day. When a holiday falls during the normal work week, Monday through Friday, it shall be counted as eight (8) hours toward the forty (40) hour week; however, no reimbursement for this eight (8) hours is to be paid the workmen unless worked. An Employer working a four (4) day, ten (10) hour schedule may use Friday as a make up day when an observed holiday occurs during the work week. Employees have the option to work that make up day. If workmen are required to work the above enumerated holidays, or days observed as such, they shall receive double (2) the regular rate of pay for such work.

**NO. 60:** All work performed on New Year's Day, Armistice Day (Veteran's Day), Decoration Day (Memorial Day), Independence Day (Fourth of July), Thanksgiving Day and Christmas Day shall be paid at the double time rate of pay. No work shall be performed on Labor Day except when triple (3) time is paid. When a holiday falls on Saturday, Friday will be observed as the holiday. When a holiday falls on Sunday, the following Monday shall be observed as the holiday.

**NO. 66:** All work performed on Sundays and the following recognized holidays, or the days observed as such, of New Year's Day, Decoration Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day and Christmas Day, shall be paid at double (2) the hourly rate plus an amount equal to the hourly Total Indicated Fringe Benefits. Whenever any such holidays fall on a Sunday, the following Monday shall be observed as a holiday.

**NO. 69:** All work performed on New Year's Day, Memorial Day, July Fourth, Labor Day, Veteran's Day, Thanksgiving Day or Christmas Day shall be compensated at double (2) their straight-time hourly rate of pay. Friday after Thanksgiving and the day before Christmas are also holidays, however, if the employer chooses to work the normal work hours on these days, the employee will be paid at straight-time rate of pay. If a holiday falls on a Saturday, the holiday will be observed on Saturday; if a holiday falls on a Sunday, the holiday will be observed on the following Monday.

**NO. 74:** All work performed on New Year's Day, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day and Christmas Day, shall be paid at double (2) time of the hourly rate of pay. In the event one of the above holiday's falls on Saturday, the holiday shall be celebrated on Saturday. If the holiday falls on Sunday, the holiday will be celebrated on Monday.

**NO. 76:** Work performed on Holidays shall be paid at the rate of two times the normal rate. Holidays are: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day. If a holiday falls on a Sunday, it shall be celebrated on the following Monday, if it falls on Saturday, it shall be celebrated on the preceding Friday.

ANNUAL WAGE ORDER NO. 22

AWO22 010 BHol.doc

Page 2 of 2 Pages



OCCUPATIONAL TITLE	* Date of Increase	Basic Hourly Rates	Over-Time Schedule	Holiday Schedule	Total Fringe Benefits
Carpenter	6/15	\$30.41	23	16	\$15.55
Electrician (Outside-Line Construction/Lineman)	9/15	\$42.52	9	12	\$5.00 + 36.5%
Lineman Operator	9/15	\$36.70	9	12	\$5.00 + 36.5%
Lineman - Tree Trimmer	10/15	\$23.90	32	31	\$9.73 + 3%
Groundman	9/15	\$28.38	9	12	\$5.00 + 36.5%
Groundman - Tree Trimmer	10/15	\$17.64	32	31	\$7.72 + 3%
Laborer					
General Laborer	6/15	\$27.36	2	4	\$12.82
Skilled Laborer	6/15	\$27.36	2	4	\$12.82
Miltwright	6/15	\$30.41	23	16	\$15.55
Operating Engineer					
Group I	6/15	\$27.74	21	5	\$23.91
Group II	6/15	\$27.39	21	5	\$23.91
Group III	6/15	\$27.19	21	5	\$23.91
Group IV	6/15	\$23.54	21	5	\$23.91
Oiler-Driver	6/15	\$23.54	21	5	\$23.91
Pile Driver	6/15	\$30.41	23	16	\$15.55
Traffic Control Service Driver		\$26.415	28	27	\$9.045
Truck Driver-Teamster					
Group I	6/15	\$28.87	25	21	\$12.05
Group II	6/15	\$29.03	25	21	\$12.05
Group III	6/15	\$29.02	25	21	\$12.05
Group IV	6/15	\$29.14	25	21	\$12.05

Use Heavy Construction Rates on Highway and Heavy construction in accordance with the classifications of construction work established in 8 CSR 30-3.040(3).

Use Building Construction Rates on Building construction in accordance with the classifications of construction work established in 8 CSR 30-3.040(2).

If a worker is performing work on a heavy construction project within an occupational title that is not listed on the Heavy Construction Rate Sheet, use the rate for that occupational title as shown on the Building Construction Rate sheet.



**REPLACEMENT PAGE  
BOONE COUNTY  
OVERTIME SCHEDULE - HEAVY CONSTRUCTION**

**FED:** Minimum requirement per Fair Labor Standards Act means time and one-half (1 ½) shall be paid for all work in excess of forty (40) hours per work week.

**NO. 2:** Means a regular workweek shall be forty (40) hours and will start on Monday and end on Friday. The Employer shall have the option of working five 8-hour days or four 10-hour days Monday through Friday. If an Employer elects to work five 8-hour days during any workweek, hours worked more than eight (8) per day or 40 per week shall be paid at time and one-half the hourly rate Monday through Friday. If an Employer elects to work four 10-hour days in a week, work performed more than ten (10) hours per day or 40 hours per week shall be paid at time and one-half the hourly rate Monday through Friday. When working a five 8-hour day schedule and an Employer is prevented from working forty (40) hours Monday through Friday, or any part thereof, by reason of inclement weather, Saturday or any part thereof may be worked as a make-up day at the straight time rate. If an Employer is working a four 10-hour day schedule and loses a day due to inclement weather, he may work 10 hours Friday at straight time. All hours worked over the 40 hours Monday through Friday will be paid at 1 ½ overtime rate. A workday shift is to begin at the option of the Employer, between 6:00 a.m. and not later than 9:00 a.m. However, the project starting time may be advanced or delayed if required. If workmen are required to work the enumerated holidays or days observed as such or Sundays, they shall receive double (2) the regular rate of pay for such work. Overtime shall be computed at one-half (1/2) hour intervals. Shift: The Contractor may elect to work one, two or three shifts on any work. When operating on more than one shift, the shifts shall be known as the day shift, swing shift, and graveyard shift as such terms are recognized in the industry. When two shifts are worked on any operation, the shifts will consist of eight (8) or ten (10) hours exclusive of lunchtime. When three shifts are worked the first day or day shift will consist of eight (8) hours exclusive of lunchtime. The second or swing shift shall consist of seven and one-half (7 1/2) hours work for eight hours pay, exclusive of lunchtime, and the third or the graveyard shift shall consist of seven (7) hours work for eight (8) hours pay, exclusive of the lunchtime. All time in excess of normal shifts shall be considered overtime. Multiple shift (the two or three shift) operation will not be construed on the entire project if at anytime it is deemed advisable and necessary for the Employer to multiple shift a specific operation. However, no shift shall be started between midnight and six a.m. except the graveyard shift on a three-shift operation, or except in an unusual or emergency situation. If an Employer starts a shift between midnight and 6 a.m. except the graveyard shift on a three-shift operation, he shall reimburse all employees for the entire shift at the double time rate. Completion of the second shift on a two-shift operation or completion of the graveyard shift on a three-shift operation that carries over into Saturday morning, shall be at the straight time rate. Overtime shall be computed at ½ hour intervals.

**NO. 9:** Eight (8) hours shall constitute a work day between the hours of 7:00 a.m. and 4:30 p.m. Forty (40) hours within five (5) days, Monday through Friday inclusive, shall constitute the work week. Work performed in the 9th and 10th hour, Monday through Friday, shall be paid at time and one-half (1½) the regular straight time rate of pay. Contractor has the option to pay two (2) hours per day at the time and one-half (1½) the regular straight time rate of pay between the hours of 6:00 a.m. and 5:30 p.m., Monday through Friday. Worked performed in the first eight (8) hours on Saturday shall be paid at the rate of one and eight tenths (1.8) the regular straight time rate. Work performed outside these hours and on Sundays and recognized legal holidays, or days celebrated as such, shall be paid for at the rate of double (2) time.

**NO. 21:** Means the regular workday for which employees shall be compensated at straight time hourly rate of pay shall, unless otherwise provided for, begin at 8:00 a.m. and end at 4:30 p.m. However, the project starting time may be advanced or delayed at the discretion of the Employer. At the discretion of the Employer, when working a five (5) day eight (8) hour schedule, Saturday may be used for a make-up day. If an Employer is prohibited from working on a holiday, that employer may work the following Saturday at the straight time rate. However, the Employer may have the option to schedule his work from Monday through Thursday at ten (10) hours per day at the straight time rate of pay with all hours in excess of ten (10) hours in any one day to be paid at the applicable overtime rate. If the Employer elects to work from Monday through Thursday and is stopped due to circumstances beyond his control, he shall have the option to work Friday or Saturday at the straight time rate of pay to complete his forty (40) hours. If an Employer is prohibited from working on a holiday, that Employer may work the following Friday or Saturday at the straight time rate. Overtime will be at one and one-half (1½) times the regular rate. If workmen are required to work the enumerated holidays or days observed as such, or Sundays, they shall receive double (2) the regular rate of pay for such work.



**REPLACEMENT PAGE  
BOONE COUNTY  
OVERTIME SCHEDULE - HEAVY CONSTRUCTION**

**NO. 23:** Means the regular workweek shall start on Monday and end on Friday, except where the Employer elects to work Monday through Thursday, (10) hours per day. All work over ten (10) hours in a day or forty (40) hours in a week shall be at the overtime rate of one and one-half (1½) times the regular hourly rate. The regular workday shall be either eight (8) or ten (10) hours. If a job can't work forty (40) hours Monday through Friday because of inclement weather or other conditions beyond the control of the Employer, Friday or Saturday may be worked as a make-up day at straight time (if working 4-10's). Saturday may be worked as a make-up day at straight time (if working 5-8's). An Employer, who is working a four (4) ten (10) hour day work schedule may use Friday as a make-up day when a workday is lost due to a holiday. A workday is to begin at the option of the Employer but not later than 11:00 a.m. except when inclement weather, requirements of the owner or other conditions beyond the reasonable control of the Employer prevent work. Except as worked as a make-up day, time on Saturday shall be worked at one and one-half (1½) times the regular rate. Work performed on Sunday shall be paid at two (2) times the regular rate. Work performed on recognized holidays or days observed as such, shall also be paid at the double (2) time rate of pay. **For all overtime hours worked during the week or on Saturday \$14.55 of the fringe benefits portion of the prevailing wage shall be paid at time and one-half (1½). For all overtime hours worked on Sundays or recognized holidays \$14.55 of the fringe benefits portion of the prevailing wage shall be paid double time. The remaining \$.50 of the fringe benefit portion of the prevailing wage shall be paid at straight time.**

**NO. 25:** Means a regular work week of forty (40) hours, starting on Monday and ending on Friday. The regular work day shall be either eight (8) or ten (10) hours. If a crew is prevented from working forty (40) hours Monday through Friday, or any part thereof by reason of inclement weather, Saturday or any part thereof maybe worked as a make-up day at the straight time rate. Employees who are part of a regular crew on a make-up day, notwithstanding the fact that they may not have been employed the entire week, shall work Saturday at the straight time rate. A work day is to begin between 6:00 a.m. and 9:00 a.m. However, the project starting time maybe advanced or delayed if mutually agreed to by the interest parties. All hours worked on recognized holidays, or days observed as such, double (2) time shall be paid.

**NO. 28:** Means a regular work week of forty (40) hours will start on Monday and end on Friday. The regular work day shall be either eight (8) or ten (10) hours. If a crew is prevented from working forty (40) hours Monday through Friday, or any part thereof by reason of inclement weather, Saturday or any part thereof may be worked as a make-up day at the straight time rate. Employees who are part of a regular crew on a make-up day, notwithstanding the fact that they may not have been employed the entire week, shall work Saturday at the straight time rate. A workday is to begin between 6:00 a.m. and 9:00 a.m. However, the project starting time may be advanced or delayed if mutually agreed to by the interest parties. For all time worked on recognized holidays, or days observed as such, double (2) time shall be paid.

**NO. 32:** Means the overtime rate shall be time and one-half the regular rate for work over forty (40) hours per week. Sundays and Holidays shall be paid at double the straight time rate.



**BOONE COUNTY  
HOLIDAY SCHEDULE – HEAVY CONSTRUCTION**

**NO. 4:** All work performed on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, or observed as such, shall be paid at the double time rate of pay. When a Holiday falls on a Sunday, Monday shall be observed. No work shall be performed on Labor Day, except in case of jeopardy to life or property. This is applied to protect Labor Day.

**NO. 5:** The following days are recognized as holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day. If a holiday falls on a Sunday, it shall be observed on the following Monday. If a holiday falls on a Saturday, it shall be observed on the preceding Friday. No work shall be performed on Labor Day except in case of jeopardy to work under construction. This rule is applied to protect Labor Day. When a holiday falls during the normal work week, Monday through Friday, it shall be counted as eight (8) hours toward a forty (40) hour week; however, no reimbursement for this eight (8) hours is to be paid the workman unless worked. If workmen are required to work the above recognized holidays or days observed as such, or Sundays, they shall receive double (2) the regular rate of pay for such work. The above shall apply to the four 10's Monday through Friday work week. The ten (10) hours shall be applied to the forty (40) hour work week.

**NO. 12:** All work performed on New Year's Day, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day, or days celebrated as such, shall be paid at the double time rate of pay. When one of the foregoing holidays falls on Sunday, it shall be celebrated on the following Monday. When one of the foregoing holidays falls on Saturday, it shall be celebrated on the Friday before the holiday.

**NO. 16:** The following days are recognized as holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day. If a holiday falls on Sunday, it shall be observed on the following Monday. If a holiday falls on Saturday, it shall be observed on the preceding Friday. No work shall be performed on Labor Day except in case of jeopardy to work under construction. This rule is applied to protect Labor Day. When a holiday falls during the normal work week, Monday through Friday, it shall be counted as eight (8) hours toward the forty (40) hour week; however, no reimbursement for this eight (8) hours is to be paid to the worker unless worked. If workers are required to work the above recognized holidays or days observed as such, they shall receive double (2) the regular rate of pay for such work.

**NO. 21:** The following days are recognized as holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. If a holiday falls on a Sunday, it shall be observed on the following Monday. No work shall be performed on Labor Day except in case of jeopardy to work under construction. This rule is applied to protect Labor Day. When a holiday falls during the normal work week, Monday through Friday, it shall be counted as eight (8) hours toward the forty (40) hour week; however, no reimbursement for this eight (8) hours is to be paid the workman unless worked. An Employer working a four (4) day, ten (10) hour schedule may use Friday as a make-up day when an observed holiday occurs during the work week. Employees have the option to work that make-up day. If workmen are required to work the above enumerated holidays, or days observed as such, they shall receive double (2) the regular rate of pay for such work.

**NO. 27:** The following days are recognized as holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. If a holiday falls on a Sunday, it shall be observed on the following Monday. No work shall be performed on Labor Day except in case of jeopardy to work under construction. This rule is applied to protect Labor Day. When a holiday falls during the normal work week, Monday through Friday, it shall be counted as eight (8) hours toward the forty (40) hour week; however, no reimbursement for this eight (8) hours is to be paid the workmen unless worked. An Employer working a four (4) day, ten (10) hour schedule may use Friday as a make up day when an observed holiday occurs during the work week. Employees have the option to work that make up day. If workmen are required to work the above enumerated holidays, or days observed as such, they shall receive double (2) the regular rate of pay for such work.

**NO. 31:** All work performed on New Year's Day, Presidents' Day, Veterans' Day, Good Friday, Decoration Day, Fourth of July, Labor Day, Christmas Eve Day, Christmas Day, Thanksgiving Day and Day after Thanksgiving or days celebrated for the same.

BOONE COUNTY COMMISSION  
**CONTRACTOR'S AFFIDAVIT**  
**REGARDING**  
**SETTLEMENT OF CLAIMS**

County Bid Number \_\_\_\_\_

Vendor Job Number \_\_\_\_\_

Job Location \_\_\_\_\_

\_\_\_\_\_, 20\_\_\_\_\_

To the Boone County \_\_\_\_\_ Department  
Columbia, Missouri

**To Whom It May Concern:**

This is to certify that all lawful claims for material, lubricants, fuel, coal, coke, repairs on machinery, groceries and foodstuffs, equipment and tools consumed or used in connection with the construction of the above mentioned project, and all insurance premiums, both compensation and all other kinds of insurance on said work, and for all labor performed in said work, whether by subcontractor or claimant in person or by his employee, agent, servant, bailee or bailor, have been paid and discharged.

\_\_\_\_\_  
Contractor

By \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

State of \_\_\_\_\_

County of \_\_\_\_\_ ss.

Subscribed and sworn to before me this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_

\_\_\_\_\_  
Notary Public

(SEAL)

My Commission expires \_\_\_\_\_, 20\_\_\_\_\_



**AFFIDAVIT OF COMPLIANCE WITH THE PREVAILING WAGE LAW**

Before me, the undersigned Notary Public, in and for the County of \_\_\_\_\_

State of \_\_\_\_\_, personally came and appeared (name and title)

\_\_\_\_\_ of the (name of company)

\_\_\_\_\_ (a corporation) (a partnership) (a proprietorship)

and after being duly sworn did depose and say that all provisions and requirements set out in Chapter 290 Sections 290.210 through and including 290.340, Missouri Revised Statutes, pertaining to the payment of wages to workmen employed on public works projects have been fully satisfied and there has been no exception to the full and complete compliance with said provisions and requirements and with Wage Determination NO. \_\_\_\_\_ issued by the Division of Labor Standards on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, in carrying out the Contract and work in connection with

(name of project) \_\_\_\_\_ located at

(name of institution) \_\_\_\_\_ in \_\_\_\_\_ County,

Missouri and completed on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

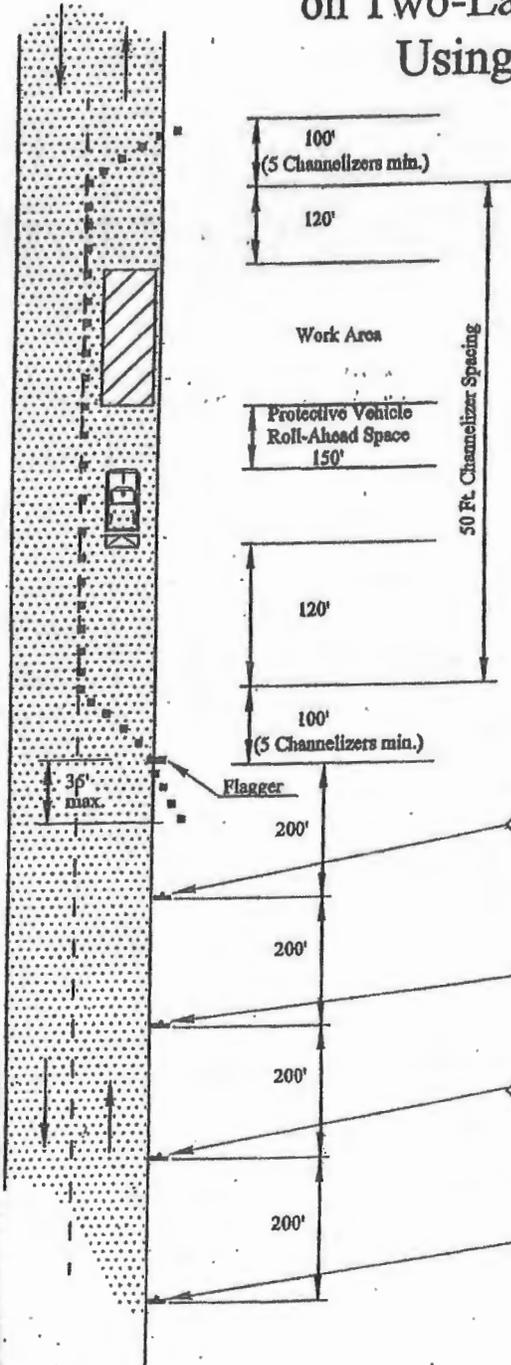
\_\_\_\_\_  
Signature

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

My commission expires \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

# Low Volume Lane Closure on Two-Lane Highway Using Flaggers



**Notes:**

When a temporary road closure is needed, both directions may be stopped at the same time up to a maximum of 20 minutes.

The protective vehicle may be eliminated if adequate sight distance exists and the work vehicle uses activated rotating lights.

For mobile operations where workers are on foot and move with the operation, channelizers may be reduced or eliminated.

Additional warning signs shall be erected at each intersection with another roadway within the work zone. Upon the discretion of the supervisor, additional warning signs may be erected at other intersections within the work zone.

For mobile operations, spacing between flagger and FLAGGER AHEAD sign shall not exceed one mile.

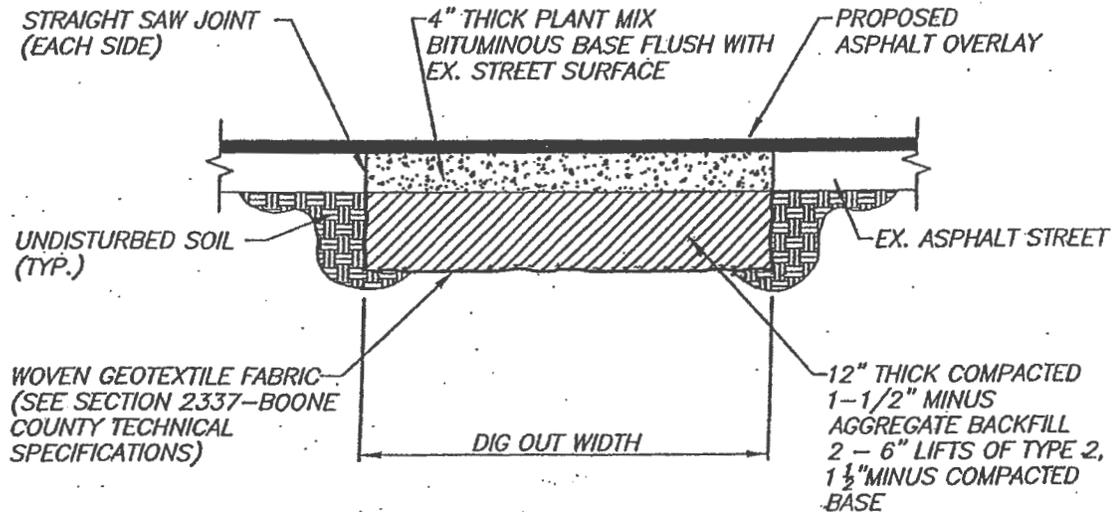
See MUTCD and MODoT Regulations for additional applicable details, notes, and definitions.

## Paving Improvements Traffic Control Detail Sheet



DESIGN AND CONSTRUCTION DEPT.  
5551 HIGHWAY 63 SOUTH  
COLUMBIA, MISSOURI 65201-4711  
PHONE (573) 449-8815  
FAX (573) 875-1802

PROJECT No.	
DATE	3/22/10
SCALE	Not to Scale
DESIGN BY	A D
DRAWN BY	TC
CHECKED BY	
SHEET 1 OF 1	



**Notes:**

1. Sawcut area designated by Boone County Public Works.
  2. Excavate to a Minimum of 16" Depth\*\*
  3. Compact Bottom and Place Woven Fabric.  
(Mirafi 600X or Approved Equal.)
  4. Place Two (2) 6" Lifts of Type 2, 1 1/2" Minus Compacted Base.
  5. Place 4" Lift of Compacted Bituminous Base on Primed Base Rock. Finish shall be flush with road surface and have a smooth ride.
  6. Additional Depth shall be backfilled with Type 2, 1 1/2" Minus Compacted Base. 6" Maximum per Lift.
  7. Base **MUST** be approved by Inspector **BEFORE** placement of Fabric and Rock.
  8. Contractor shall remove and dispose of all materials excavated from the repair area.
- \*\* Additional Depth shall be paid by the Cubic Yard as per the Bid Form.

## Dig Out and Repair Detail

Not To Scale

Revised: 8-16-10





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

***“No Bid” Response Form***

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

**“NO BID RESPONSE FORM”**

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

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

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

**Bid: 03-27JAN16 – 2016 Mill & Overlay Term & Supply**

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Contact: \_\_\_\_\_

Date: \_\_\_\_\_

Reason(s) for not bidding:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

pac Inc.  
PO BOX 1117  
Columbia, MO 65205

## APAC - 2015 TERM AND SUPPLY RATE SCHEDULE

ADDITIONAL WORK  
STANDARD  
RATE

SKID STEER	80	
ASPHALT PAVER	175	
PICK UP TRUCKS	25	
ROLLER (10 TON)	85	
ROLLER (3 TON)	65	
MOVE TRUCK W/ TRAILER	130	
BROOM	85	
DISTRIBUTOR TRUCK	85	
DUMP TRUCKS	90	
SUPPORT TRUCK	85	
LABOR		
FOREMAN	70	105
OPERATOR	65	97.5
DRIVER	60	90
GENERAL LABOR	55	82.5
SKILLED LABOR	55	82.5

**Certificate of Insurance**

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON YOU THE CERTIFICATE HOLDER. THIS CERTIFICATE IS NOT AN INSURANCE POLICY AND DOES NOT AMEND, EXTEND, OR ALTER THE COVERAGE AFFORDED BY THE POLICIES LISTED BELOW. POLICY LIMITS ARE NO LESS THAN THOSE LISTED, ALTHOUGH POLICIES MAY INCLUDE ADDITIONAL SUBLIMIT/LIMITS NOT LISTED BELOW.

**This is to Certify that**

APAC Missouri, Inc.  
PO Box 1117  
Columbia, MO 65205

NAME AND  
ADDRESS  
OF INSURED



**Liberty Mutual.**  
**INSURANCE**

is, at the issue date of this certificate, insured by the Company under the policy(ies) listed below. The insurance afforded by the listed policy(ies) is subject to all their terms, exclusions and Conditions and is not altered by any requirement, term or condition of any contract or other document with respect to which this certificate may be issued.

TYPE OF POLICY	EXP DATE		POLICY NUMBER	LIMIT OF LIABILITY	
	<input type="checkbox"/> CONTINUOUS	<input type="checkbox"/> EXTENDED			
WORKERS COMPENSATION	<input checked="" type="checkbox"/> POLICY TERM		9/1/2016 WA7-C8D-004095-025 WC7-C81-004095-015	COVERAGE AFFORDED UNDER WC LAW OF THE FOLLOWING STATES: -025: All States except OH, ND, WA, WY  -015: WI	
				EMPLOYERS LIABILITY	
				Bodily Injury by Accident	\$1,000,000 Each Accident
				Bodily Injury By Disease	\$1,000,000 Policy Limit
				Bodily Injury By Disease	\$1,000,000 Each Person
COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> OCCURRENCE <input type="checkbox"/> CLAIMS MADE	9/1/2016		TB2-C81-004095-115 -Per Project Aggregate included.	General Aggregate	
				\$2,000,000	
				Products / Completed Operations Aggregate	
				\$2,000,000	
				Each Occurrence	
				\$2,000,000	
				Personal & Advertising Injury	
				\$2,000,000 Per Person / Organization	
				Other Damage to Premises Rented to You: \$250,000	Other Medical Exp: \$5,000
AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> OWNED <input checked="" type="checkbox"/> NON-OWNED <input checked="" type="checkbox"/> HIRED	9/1/2016		AS2-C81-004095-125	\$2,000,000 Each Accident—Single Limit B.I. And P.D. Combined	
				Each Person	
				Each Accident or Occurrence	
				Each Accident or Occurrence	
OTHER Automobile policy	9/1/2015 - 9/1/2016		AS2-C81-054502-525	Physical Damage only -\$10,000 Comp -\$10,000 Coll	

RETRO DATE

**ADDITIONAL COMMENTS**  
602304 - Boone County Mill/Overlay Term & Supply 2016  
Boone County named as additional insured.

\* If the certificate expiration date is continuous or extended term, you will be notified if coverage is terminated or reduced before the certificate expiration date.

NOTICE OF CANCELLATION: (NOT APPLICABLE UNLESS A NUMBER OF DAYS IS ENTERED BELOW.)  
BEFORE THE STATED EXPIRATION DATE THE COMPANY WILL NOT CANCEL OR REDUCE THE INSURANCE AFFORDED UNDER THE ABOVE POLICIES UNTIL AT LEAST 30 DAYS NOTICE OF SUCH CANCELLATION HAS BEEN MAILED TO:

**Liberty Mutual Insurance Group**

Certificate Holder  
Boone County  
613 E Ash Street, Room 111  
Columbia, MO 65201

*Stanley S. Esposito, Jr.*  
Stan Esposito  
Pittsburgh / 0387  
12 Federal Street, Ste. 310  
Pittsburgh PA 15212-5706 412-231-1331 3/1/2016  
OFFICE PHONE DATE ISSUED

# Document A312™ – 2010

Conforms with The American Institute of Architects AIA Document 312

## Performance Bond

Bond Number: 8239-60-05

### CONTRACTOR:

(Name, legal status and address)

APAC - Missouri, Inc.  
P.O. Box 1117  
Columbia, MO 65202

### SURETY:

(Name, legal status and principal place of business)

Federal Insurance Company  
15 Mountain View Rd.  
Warren, NJ 07061-1615  
State of Inc: Indiana

### OWNER:

(Name, legal status and address)

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

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

### CONSTRUCTION CONTRACT

Date:

Amount: \$576,015.00

Description: (Name and location)

2016 Mill Overlay Term/Supply - 03-27JAN16

### BOND

Date: 2/19/2016

(Not earlier than Construction Contract Date)

Amount: \$576,015.00

Modifications to this Bond:  None  See Section 16

### CONTRACTOR AS PRINCIPAL

Company: (Corporate Seal)

APAC - Missouri, Inc.

Signature:

Name *Shawn A Riley*

And Title: *President*

(Any additional signatures appear on the last page of this Performance Bond)

### SURETY

Company:

(Corporate Seal)

Federal Insurance Company

Signature:

Name

And Title: *Linda Lee Nipper, Attorney-In-Fact*

(FOR INFORMATION ONLY – Name, address and telephone)

### AGENT or BROKER:

**Marsh**

Marsh USA Inc.

15 West South Temple

Salt Lake City, UT 84101

### OWNER'S REPRESENTATIVE:

(Architect, Engineer or other party:)

§ 7 If the Surety elects to act under Section 5.1, 5.2 or 5.3, then the responsibilities of the Surety to the Owner shall not be greater than those of the Contractor under the Construction Contract, and the responsibilities of the Owner to the Surety shall not be greater than those of the Owner under the Construction Contract. Subject to the commitment by the Owner to pay the Balance of the Contract Price, the Surety is obligated, without duplication, for

- .1 the responsibilities of the Contractor for correction of defective work and completion of the Construction Contract;
- .2 additional legal, design professional and delay costs resulting from the Contractor's Default, and resulting from the actions or failure to act of the Surety under Section 5; and
- .3 liquidated damages, or if no liquidated damages are specified in the Construction Contract, actual damages caused by delayed performance or non-performance of the Contractor.

§ 8 If the Surety elects to act under Section 5.1, 5.3 or 5.4, the Surety's liability is limited to the amount of this Bond.

§ 9 The Surety shall not be liable to the Owner or others for obligations of the Contractor that are unrelated to the Construction Contract, and the Balance of the Contract Price shall not be reduced or set off on account of any such unrelated obligations. No right of action shall accrue on this Bond to any person or entity other than the Owner or its heirs, executors, administrators, successors and assigns.

§ 10 The Surety hereby waives notice of any change, including changes of time, to the Construction Contract or to related subcontracts, purchase orders and other obligations.

§ 11 Any proceeding, legal or equitable, under this Bond may be instituted in any court of competent jurisdiction in the location in which the work or part of the work is located and shall be instituted within two years after a declaration of Contractor Default or within two years after the Contractor ceased working or within two years after the Surety refuses or fails to perform its obligations under this Bond, whichever occurs first. If the provisions of this Paragraph are void or prohibited by law, the minimum period of limitation available to sureties as a defense in the jurisdiction of the suit shall be applicable.

§ 12 Notice to the Surety, the Owner or the Contractor shall be mailed or delivered to the address shown on the page on which their signature appears.

§ 13 When this Bond has been furnished to comply with a statutory or other legal requirement in the location where the construction was to be performed, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

#### § 14 Definitions

§ 14.1 **Balance of the Contract Price.** The total amount payable by the Owner to the Contractor under the Construction Contract after all proper adjustments have been made, including allowance to the Contractor of any amounts received or to be received by the Owner in settlement of insurance or other claims for damages to which the Contractor is entitled, reduced by all valid and proper payments made to or on behalf of the Contractor under the Construction Contract.

§ 14.2 **Construction Contract.** The agreement between the Owner and Contractor identified on the cover page, including all Contract Documents and changes made to the agreement and the Contract Documents.

§ 14.3 **Contractor Default.** Failure of the Contractor, which has not been remedied or waived, to perform or otherwise to comply with a material term of the Construction Contract.

§ 14.4 **Owner Default.** Failure of the Owner, which has not been remedied or waived, to pay the Contractor as required under the Construction Contract or to perform and complete or comply with the other material terms of the Construction Contract.

§ 14.5 **Contract Documents.** All the documents that comprise the agreement between the Owner and Contractor.

§ 15 If this Bond is issued for an agreement between a Contractor and subcontractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

§ 16 Modifications to this bond are as follows:

# Document A312™ – 2010

Conforms with The American Institute of Architects AIA Document 312

## Payment Bond

Bond Number: 8239-60-05

### CONTRACTOR:

(Name, legal status and address)

APAC - Missouri, Inc.  
P.O. Box 1117  
Columbia, MO 65202

### SURETY:

(Name, legal status and principal place of business)

Federal Insurance Company  
15 Mountain View Rd.  
Warren, NJ 07061-1615  
State of Inc: Indiana

### OWNER:

(Name, legal status and address)

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

### CONSTRUCTION CONTRACT

Date:

Amount: \$576,015.00

Description: (Name and location)

2016 Mill Overlay Term/Supply - 03-27JAN16

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

### BOND

Date: 2/19/2016

(Not earlier than Construction Contract Date)

Amount: \$576,015.00

Modifications to this Bond:  None  See Section 18

### CONTRACTOR AS PRINCIPAL

Company: (Corporate Seal)

APAC - Missouri, Inc.

Signature: 

Name: Shawn A Riley

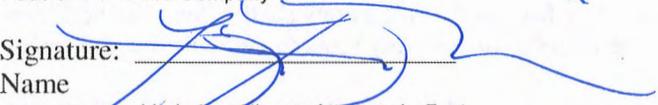
And Title: President

(Any additional signatures appear on the last page of this Payment Bond)

### SURETY

Company: (Corporate Seal)

Federal Insurance Company

Signature: 

Name

And Title: Linda Lee Nipper, Attorney-In-Fact

(FOR INFORMATION ONLY – Name, address and telephone)

### AGENT or BROKER:

Marsh USA Inc.  
15 West South Temple  
Salt Lake City, UT 84101

### OWNER'S REPRESENTATIVE:

(Architect, Engineer or other party:)

Claimant under this Bond, and shall have under this Bond no obligation to make payments to, or give notice on behalf of, Claimants or otherwise have any obligations to Claimants under this Bond.

§ 11 The Surety hereby waives notice of any change, including changes of time, to the Construction Contract or to related subcontracts, purchase orders and other obligations.

§ 12 No suit or action shall be commenced by a Claimant under this Bond other than in a court of competent jurisdiction in the state in which the project that is the subject of the Construction Contract is located or after the expiration of one year from the date (1) on which the Claimant sent a Claim to the Surety pursuant to Section 5.1.2 or 5.2, or (2) on which the last labor or service was performed by anyone or the last materials or equipment were furnished by anyone under the Construction Contract, whichever of (1) or (2) first occurs. If the provisions of this Paragraph are void or prohibited by law, the minimum period of limitation available to sureties as a defense in the jurisdiction of the suit shall be applicable.

§ 13 Notice and Claims to the Surety, the Owner or the Contractor shall be mailed or delivered to the address shown on the page on which their signature appears. Actual receipt of notice or Claims, however accomplished, shall be sufficient compliance as of the date received.

§ 14 When this Bond has been furnished to comply with a statutory or other legal requirement in the location where the construction was to be performed, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

§ 15 Upon request by any person or entity appearing to be a potential beneficiary of this Bond, the Contractor and Owner shall promptly furnish a copy of this Bond or shall permit a copy to be made.

#### § 16 Definitions

§ 16.1 **Claim.** A written statement by the Claimant including at a minimum:

- .1 the name of the Claimant;
- .2 the name of the person for whom the labor was done, or materials or equipment furnished;
- .3 a copy of the agreement or purchase order pursuant to which labor, materials or equipment was furnished for use in the performance of the Construction Contract;
- .4 a brief description of the labor, materials or equipment furnished;
- .5 the date on which the Claimant last performed labor or last furnished materials or equipment for use in the performance of the Construction Contract;
- .6 the total amount earned by the Claimant for labor, materials or equipment furnished as of the date of the Claim;
- .7 the total amount of previous payments received by the Claimant; and
- .8 the total amount due and unpaid to the Claimant for labor, materials or equipment furnished as of the date of the Claim.

§ 16.2 **Claimant.** An individual or entity having a direct contract with the Contractor or with a subcontractor of the Contractor to furnish labor, materials or equipment for use in the performance of the Construction Contract. The term Claimant also includes any individual or entity that has rightfully asserted a claim under an applicable mechanic's lien or similar statute against the real property upon which the Project is located. The intent of the Bond shall be to include without limitation in the terms "labor, materials or equipment" that part of water, gas, power, light, heat, oil, gasoline, telephone service or rental equipment used in the Construction Contract, architectural and engineering services required for performance of the work of the Contractor and the Contractor's subcontractors, and all other items for which a mechanic's lien may be asserted in the jurisdiction where the labor, materials or equipment were furnished.

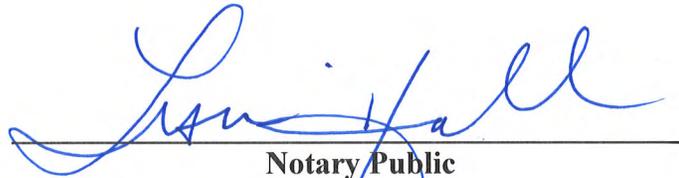
§ 16.3 **Construction Contract.** The agreement between the Owner and Contractor identified on the cover page, including all Contract Documents and all changes made to the agreement and the Contract Documents.

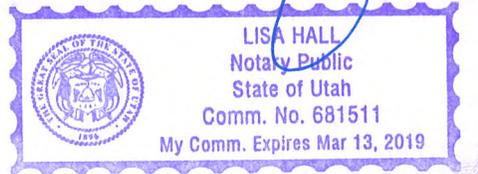
§ 16.4 **Owner Default.** Failure of the Owner, which has not been remedied or waived, to pay the Contractor as required under the Construction Contract or to perform and complete or comply with the other material terms of the Construction Contract.

**SURETY ACKNOWLEDGMENT**

STATE OF UTAH                    }  
COUNTY OF SALT LAKE        }**SS**

On this 19<sup>TH</sup> day of FEBRUARY, 2016, before me personally came LINDA LEE NIPPER to me known, who, being by me duly sworn, did depose and say that she is an Attorney-In-Fact of FEDERAL INSURANCE COMPANY the corporation described in and which executed the within instrument; that she knows the corporate seal of said corporation, that the seal affixed to the within instrument is such corporate seal, and that she signed the said instrument and affixed the said seal as Attorney-In-Fact of the Board of Directors of said corporation and by authority of this office under the Standing Resolutions thereof.

  
\_\_\_\_\_  
Notary Public





**Chubb  
Surety**

**POWER  
OF  
ATTORNEY**

**Federal Insurance Company  
Vigilant Insurance Company  
Pacific Indemnity Company**

**Attn: Surety Department  
15 Mountain View Road  
Warren, NJ 07059**

**Know All by These Presents, That FEDERAL INSURANCE COMPANY, an Indiana corporation, VIGILANT INSURANCE COMPANY, a New York corporation, and PACIFIC INDEMNITY COMPANY, a Wisconsin corporation, do each hereby constitute and appoint Tina Davis, Lisa Hall, Linda Lee Nipper and Lindsey Plattner of Salt Lake City, Utah -----**

each as their true and lawful Attorney- in- Fact to execute under such designation in their names and to affix their corporate seals to and deliver for and on their behalf as surety thereon or otherwise, bonds and undertakings and other writings obligatory in the nature thereof (other than bail bonds) given or executed in the course of business, and any instruments amending or altering the same, and consents to the modification or alteration of any instrument referred to in said bonds or obligations.

In Witness Whereof, said FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY have each executed and attested these presents and affixed their corporate seals on this **16<sup>th</sup>** day of **October, 2014**.

*Dawn M. Chloros*

Dawn M. Chloros, Assistant Secretary

*David B. Norris, Jr.*

David B. Norris, Jr., Vice President



STATE OF NEW JERSEY

ss.

County of Somerset

On this **16<sup>th</sup>** day of **October, 2014** before me, a Notary Public of New Jersey, personally came Dawn M. Chloros, to me known to be Assistant Secretary of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY, the companies which executed the foregoing Power of Attorney, and the said Dawn M. Chloros, being by me duly sworn, did depose and say that she is Assistant Secretary of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY and knows the corporate seals thereof, that the seals affixed to the foregoing Power of Attorney are such corporate seals and were thereto affixed by authority of the By- Laws of said Companies; and that she signed said Power of Attorney as Assistant Secretary of said Companies by like authority; and that she is acquainted with David B. Norris, Jr., and knows him to be Vice President of said Companies; and that the signature of David B. Norris, Jr., subscribed to said Power of Attorney is in the genuine handwriting of David B. Norris, Jr., and was thereto subscribed by authority of said By- Laws and in deponent's presence.

Notarial Seal



**KATHERINE J. ADELAAR  
NOTARY PUBLIC OF NEW JERSEY  
No. 2316685  
Commission Expires July 16, 2019**

*Kath J Adelaar*

Notary Public

**CERTIFICATION**

Extract from the By- Laws of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY:

"All powers of attorney for and on behalf of the Company may and shall be executed in the name and on behalf of the Company, either by the Chairman or the President or a Vice President or an Assistant Vice President, jointly with the Secretary or an Assistant Secretary, under their respective designations. The signature of such officers may be engraved, printed or lithographed. The signature of each of the following officers: Chairman, President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary and the seal of the Company may be affixed by facsimile to any power of attorney or to any certificate relating thereto appointing Assistant Secretaries or Attorneys- in- Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such power of attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached."

I, Dawn M. Chloros, Assistant Secretary of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY (the "Companies") do hereby certify that

- (i) the foregoing extract of the By- Laws of the Companies is true and correct,
- (ii) the Companies are duly licensed and authorized to transact surety business in all 50 of the United States of America and the District of Columbia and are authorized by the U.S. Treasury Department; further, Federal and Vigilant are licensed in the U.S. Virgin Islands, and Federal is licensed in American Samoa, Guam, Puerto Rico, and each of the Provinces of Canada except Prince Edward Island; and
- (iii) the foregoing Power of Attorney is true, correct and in full force and effect.

Given under my hand and seals of said Companies at Warren, NJ this **FEBRUARY 19, 2016**



*Dawn M. Chloros*

Dawn M. Chloros, Assistant Secretary

IN THE EVENT YOU WISH TO NOTIFY US OF A CLAIM, VERIFY THE AUTHENTICITY OF THIS BOND OR NOTIFY US OF ANY OTHER MATTER, PLEASE CONTACT US AT ADDRESS LISTED ABOVE, OR BY Telephone (908) 903- 3493 Fax (908) 903- 3656 e-mail: surety@chubb.com

**PURCHASE AGREEMENT FOR  
2016 MILL AND OVERLAY TERM & SUPPLY  
(Secondary Supplier)**

**THIS AGREEMENT** dated the 17<sup>th</sup> day of March, 2016 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Christensen Construction CO.**, 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, the County of Boone Request for Bid for **2016 Mill and Overlay Term and Supply**, bid number **03-27JAN16**, any applicable addenda, and the Contractor's bid response dated **January 27, 2016** and executed by **Kenny Knipp** on behalf of the Contractor. All such documents shall constitute the contract documents which are incorporated herein by reference. Service or product data, specification and literature submitted with bid response may be permanently maintained in the County Purchasing Office bid file for this bid if not attached. In the event of conflict between any of the foregoing documents, this Purchase Agreement, the Request for Bid and any applicable addenda and Boone County Standard Terms and Conditions 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 **Milling and Overlay Services** as identified and responded to in the Contractor's Bid Response. Service 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 the County.
3. **Contract Duration** - This agreement shall commence on **the date of award** and extend through **December 31, 2016** subject to the provisions for termination specified below. This agreement may be extended beyond the expiration date by order of the County 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.
4. **Billing and Payment** - All billing shall be invoiced to the Boone County Resource Management – Engineering Division and billings may only include the prices listed in the Contractor's bid response. No additional fees for extra services or taxes shall be included as additional charges in excess of the charges in the Contractor's bid response to the specifications. The County agrees to pay all correct monthly statements 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

129-2016

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.

**CHRISTENSEN CONSTRUCTION CO.**

by *[Signature]*  
title *BUSINESS MANAGER*

**BOONE COUNTY, MISSOURI**

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

APPROVED AS TO FORM:

by: *[Signature]*  
County Counselor

ATTEST:

*[Signature]*  
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 in a measurable county obligation at this time.)

*[Signature]*  
Signature *by [initials]*

3/3/16  
Date

2041/71100

Term and Supply

*No Encumbrance Required*  
Appropriation Account

## STANDARD TERMS AND CONDITIONS - BOONE COUNTY, MISSOURI

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

**Insurance Requirements:** The Contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and such insurance has been approved by the County, nor shall the Contractor allow any subcontractor to commence work on their subcontract until all similar insurance required of subcontractor has been so obtained and approved. All policies shall be in amounts, form and companies satisfactory to the County which must carry an A-6 or better rating as listed in the A.M. Best or equivalent rating guide. Insurance limits indicated below may be lowered at the discretion of the County.

**Employers Liability and Workers Compensation Insurance** - The Contractor shall take out and maintain during the life of this contract, **Employers Liability and Workers Compensation Insurance** for all of their employees employed at the site of work, and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workers Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. Workers Compensation coverage shall meet Missouri statutory limits. Employers Liability limits shall be \$500,000.00 each employee, \$500,000.00 each accident, and \$500,000.00 policy limit. In case any class of employees engaged in hazardous work under this Contract at the site of the work is not protected under the Workers Compensation Statute, the Contractor shall provide and shall cause each subcontractor to provide Employers Liability Insurance for the protection of their employees not otherwise protected.

**Commercial General Liability Insurance** - The Contractor shall take out and maintain during the life of this contract, such commercial general liability insurance as shall protect them and any subcontractor performing work covered by this contract, from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or for any subcontractor or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$3,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death. If the Contract involves any underground/digging operations, the general liability certificate shall include X, C, and U (Explosion, Collapse, and Underground) coverage. If providing Commercial General Liability Insurance, then the Proof of Coverage of Insurance shall also be included.

Contractor may satisfy the minimum liability limits required for Commercial General Liability or Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum per occurrence limit of liability under the umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for either Commercial General Liability or Business Auto Liability. Contractor agrees to endorse the County as an Additional Insured on the umbrella or Excess Liability, unless the Certificate of Insurance state the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.

**Business Automobile Liability** – The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than \$3,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Contractor's own automobiles, teams and trucks; hired automobiles, teams and trucks; non-owned and both on and off the site of work.

**Subcontractors:** Contractor shall cause each Subcontractor to purchase and maintain insurance of the types and amounts specified herein. Limits of such coverage may be reduced only upon written agreement of Owner. Contractor shall provide to Owner copies of certificates evidencing coverage for each Subcontractor. Subcontractors' commercial general liability and business automobile liability insurance shall name Owner as Additional Insured and have the Waiver of Subrogation endorsements added.

**Proof of Carriage of Insurance** - The Contractor shall furnish the County with Certificate(s) of Insurance which name the County as additional insured in an amount as required in this contract, contain a description of the project or work to be performed and provided for Commercial General Liability, Business Auto Liability, and Umbrella or Excess Liability (not on Workers Compensation). The Certificate of Insurance shall provide that there will be no cancellation or reduction of coverage without 30 days prior written notice to the Owner. In

addition, such insurance shall be on occurrence basis and shall remain in effect until such time as the County has made final acceptance of the facility contracted.

**INDEMNITY AGREEMENT:** To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.

Failure to maintain the required insurance in force may be cause for contract termination. In the event the Agency/Service fails to maintain and keep in force the required insurance or to obtain coverage from its subcontractors, the County shall have the right to cancel and terminate the contract without notice.

4. Response Form
- 4.1. Company Name: CHRISTENSEN CONSTRUCTION COMPANY
- 4.2. Address: P.O. Box 159
- 4.3. City/Zip: KINGDOM CITY, MO 65262
- 4.4. Phone Number: 814-3308
- 4.5. Fax Number: 814-0403
- 4.6. Federal Tax ID: 43-1610378
- 4.6.1.  Corporation  
 Partnership - Name \_\_\_\_\_  
 Individual/Proprietorship - Individual Name \_\_\_\_\_  
 Other (Specify) \_\_\_\_\_
- 4.7. Prompt Payment Terms: None
- 4.7.1. Will you accept automated clearinghouse (ACH) for payment of invoices? WOULD PREFER PAYMENT BY CHECK

4.8. PRICING

Item No.	Description	Unit	Qty.	Unit Price	Total
4.8.1.	Asphalt, BP-2, Virgin	Ton	4,000	\$ 74.00	\$ 296,000.00
4.8.2.	Asphalt, BP-2, R.A.P.	Ton	3,000	\$ 71.00	\$ 213,000.00
4.8.3.	Surface Milling, Asphalt, Contractor Haul-off	SY	20,000	\$ 1.05	\$ 21,000.00
4.8.4.	Surface Milling, Asphalt, County Haul-off	SY	5,000	\$ 1.05	\$ 5,250.00
4.8.5.	Surface Milling, Concrete, Contractor Haul-off	SY	10,000	\$ 2.15	\$ 21,500.00
4.8.6.	Surface Milling, Concrete, County Haul-off	SY	5,000	\$ 1.60	\$ 8,000.00
4.8.7.	Surface Milling, Butt-Joint	SY	500	\$ 10.00	\$ 5,000.00
4.8.8.	Dig-Out Repair, Asphalt, Typical	SY	500	\$ 60.00	\$ 30,000.00
4.8.9.	Dig-Out Repair, Asphalt, Hasty	HR	100	\$ 200.00	\$ 20,000.00
4.8.10.	Dig-Out Repair, Concrete, Hasty	HR	100	\$ 200.00	\$ 20,000.00
4.8.11.	Rock Driveway Transitions	Ton	300	\$ 30.00	\$ 9,000.00
4.8.12.	Temporary Centerline Markers	EA	1,000	\$ 0.75	\$ 750.00
4.8.13.	Restoration	SF	500	\$ 3.00	\$ 1,500.00
4.8.14.	Mobilization: Surface Milling	EA	5	\$ 1,650.00	\$ 8,250.00
4.8.15.	Tack Coat	SY	100,000	\$ 0.15	\$ 15,000.00
	<b>Bid Total</b>				<b>\$ 674,250.00</b>
	<b>Limited Use Items:</b>	<b>UOM</b>		<b>Price</b>	
4.8.16.	Mobilization: Small Quantity	EA		\$ 1,650.00	
4.8.17.	Tack Coat, Trackless Tack	SY		\$ 0.35	

- 4.9. **Optional Asphalt Cement Price Index Provision** (Section 2.9.1.5. of bid document) Failure by the bidder to check an option will be interpreted to mean election to not participate in the Asphalt Cement Price Index.

Check One:

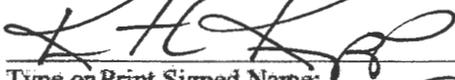
ACCEPT  DO NOT ACCEPT

- 4.10. **Additional Work (2.1.17.)** Contractor selected for this contract should submit to Boone County along with their bid response a schedule of equipment that may be used and labor rates (billable hourly rate) for any additional work that may be encountered that is not contemplated by this contract but may be required to be performed because of unforeseen circumstances at time of construction.

**Please attach schedule of equipment / labor rates to bid response.**

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

- 4.11.1. Authorized Representative (Sign By Hand):



- 4.11.2. Type or Print Signed Name:

KENNY KNIPP - BUSINESS MANAGER

- 4.11.3. Today's Date: JANUARY 27, 2016

- 4.12. Will you honor the submitted prices for purchase by other entities in Boone County who participate in cooperative purchasing with Boone County, MO?  
Circle One:  YES  NO

1118

# Christensen Construction Co.

P.O. Box 159, Kingdom City, MO 65262

Phone 573-814-3308 - Fax 573-814-0403

christensen@christensenasphalt.com

## **BOONE COUNTY 2016 MILL AND OVERLAY TERM AND SUPPLY LABOR & EQUIPMENT RATES**

### LABOR EXPENSE

OPERATOR STRAIGHT TIME \$80.00/HR

OVERTIME \$96.00/HR

LABORER STRAIGHT TIME \$60.00/HR

OVERTIME \$76.00/HR

### EQUIPMENT EXPENSE (DOES NOT INCLUDE OPERATOR)

FOREMAN PICKUP TRUCK	\$75/DAY
UTILITY TRAILER	\$40/DAY
DISTRIBUTOR TRUCK	\$150/HR
DUMP TRUCK	\$100/HR
FLATBED TRUCK	\$70/HR
ROLLER	\$60/HR
MOTORGRADER	\$100/HR
UTILITY TRACTOR	\$80/HR
SKIDSTEER LOADER	\$80/HR
BROOM ATTACHMENT	\$50/HR
MILLING HEAD ATTACHMENT	\$50/HR
PAVING MACHINE	\$120/HR
TRACKHOE	\$140/HR
MINI EXCAVATOR	\$85/HR
POWER BROOM	\$115/HR
BLOWER	\$30/HR
DEMO SAW	\$40/HR
CONCRETE WALK BEHIND SAW	\$75/HR

**ATTACHMENT A**  
**STATEMENT OF BIDDER'S QUALIFICATIONS**

(File with Bid Form)

1. Number of years in business: 30 If not under present firm name, list previous firm names and types of organizations.

2. Previous Work: (Complete the following schedule)

Item	Purchaser	Amount of Contract	Percent Completed
	<u>SEE ATTACHED SHEET A</u>		

3. General type of work performed:

ASPHALT PAVING

4. There has been no default in any contract completed or un-completed except as noted below:

(a) Number of contracts on which default was made: 0

(b) Description of defaulted contracts and reason therefore:

~~None~~ NONE

5. List references:

BOONE COUNTY PUBLIC WORKS

CAWAWAY COUNTY ROAD + BRIDGE

COLUMBIA PARKS + REC

Dated at KINGDOM CITY, MO

this 25 day of JANUARY, 20 16.

CHRISTENSEN CONSTRUCTION  
Name of Organization(s)

By [Signature]  
(Signature)

BUSINESS MANAGER  
(Title of Person Signing)

January 25, 2016

Sheet A

MAJOR PROJECTS COMPLETED

Fulton City Warehouse

Shannon Schulte – Curtiss Manes Schulte 573-392-6553  
\$363,620 Contract Amount  
100% Complete  
Fall 2015 Completion Date

Fulton Ford – New Facility Parking Lot  
Jake Long – Glove Con 642-6363  
\$283,968 Contract Amount  
100% Complete  
Summer 2015 Completion Date

Auxvasse Water Supply & Distribution System Improvements  
Ben Garner – Hutchins Telecom 573-690-8553  
\$96,580.00 Contract Amount  
100% Complete  
Summer 2015 Completion Date

Village of Kingdom City – Roadway Paving  
Curt Warfield 592-0588  
\$99,064 Contract Amount  
100% Complete  
Spring 2015 Completion Date

UMC Summer Paving 2014 Project  
Kevin Johnson 573-882-9337  
\$339,380 Contract Amount  
100% Complete  
Fall 2014 Completion Date

Columbia Public Schools – Hickman High Athletic Bldg Addition  
Leslie Verslues – Verslues Construction 573-395-4323  
\$410,841 Contract Amount  
100% Complete  
Summer 2014 Completion Date

Boone County – 2013 Fog Seal  
Dan Haid – 886-4339  
\$803,668 Contract Amount  
100% Complete  
September 2013 – Completion Date

MoDOT Route Z – Boone County  
Don Rhea – Don Schnieders Excavating 573-893-2251  
\$344,782 Contract Amount  
100% Complete  
July 2013 – Completion Date

Fulton City Streets – 2013 Street Overlay  
Greg Hayes 573-592-3111  
\$424,320 Contract Amount  
100% Complete  
August 2013 Completion Date

(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.

Kenny Krupp - Business Manager

Name and Title of Authorized Representative

[Handwritten Signature]

Signature

1/25/16

Date

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

County of Callaway )  
State of Missouri )ss  
)

My name is Kenny Knipp. I am an authorized agent of CHRISTENSEN CONSTRUCTION CO.

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

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

Kenny Knipp 1/25/16  
Affiant Date

Kenny Knipp - Business Mgr  
Printed Name

Subscribed and sworn to before me this 25 day of January, 2016.



Angela G. Hines  
Notary Public

**Attach to this form the first and last page of the E-Verify Memorandum of Understanding that you completed when enrolling.**

Company ID Number: 178111

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

### ARTICLE I

#### PURPOSE AND AUTHORITY

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

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

### ARTICLE II

#### FUNCTIONS TO BE PERFORMED

##### A. RESPONSIBILITIES OF SSA

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

Company ID Number: 178111

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

Employer **Christensen Construction Co.**

**Angie Hines**

Name (Please Type or Print)

Title

*Electronically Signed*

Signature

01/09/2009

Date

Department of Homeland Security – Verification Division

**USCIS Verification Division**

Name (Please Type or Print)

Title

*Electronically Signed*

Signature

01/09/2009

Date



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

## ***Request for Bid (RFB)***

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

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### ***Bid Data***

Bid Number: **03-27JAN16**  
Commodity Title: **2016 Mill & Overlay Term & Supply**

### **DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT**

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### ***Bid Submission Address and Deadline***

Day / Date: **Wednesday, January 27, 2016**  
Time: **1:30 P.M. C.S.T. (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 Boone County Annex Building is located on the Northwest corner at 7<sup>th</sup> St. and Ash St. Enter the building from the South side. Wheelchair accessible entrance is available on the South side of the building.

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### ***Bid Opening***

Day / Date: **Wednesday, January 27, 2016**  
Time: **1:30 P.M. C.S.T.**  
Location / Address: **Boone County Purchasing Department  
Boone County Annex Building  
613 E. Ash Street, Room 111  
Columbia, MO 65201**

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### ***Pre-Bid Meeting – Optional***

Day / Date: **Wednesday, January 20, 2016**  
Time: **11:00 a.m. CST**  
Location / Address: **Room 332  
Boone County Government Center  
801 E. Walnut  
Columbia, Missouri, 65201**

***Bid Contents***

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- 1.0: **Introduction and General Conditions of Bidding**
- 2.0: **Primary Specifications**
- 3.0: **Response Presentation and Review**
- 4.0: **Response Form**
- Attachment A **Statement of Bidders Qualifications**
- Debarment Certificate**
- Instructions for Compliance with House Bill 1549**
- Work Authorization Certification**
- Certification of Individual Bidder**
- Affidavit for Certification of Individual Bidder**
- Standard Terms and Conditions**
- Annual Wage Order 22 (Dated 10-20-2015)**
- Affidavit of Compliance with OSHA**
- Affidavit of Compliance with the Prevailing Wage Law**
- Contractor's Affidavit Regarding Settlement of Claims**
- Paving Improvements Traffic Control Detail Sheet**
- Dig Out and Repair Detail**
- 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 concerning these specifications should be submitted to the County no later than January 22<sup>nd</sup>, 2016 by 5:00 p.m. Contact for Bid questions – Jacob M. Garrett – Buyer, Boone County Purchasing Department, 613 E. Ash, Room 111, Columbia, MO 65201. Telephone: (573) 886-4393 Facsimile: (573) 886-4390; email [JGarrett@boonecountymo.org](mailto:JGarrett@boonecountymo.org)
- 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. County reserves the right to award to more than one service provider. Multiple awards may be made on the basis of primary, secondary, and if necessary, a tertiary service provider. The primary provider shall furnish the County's requirements until such time as the County determines that it is in its best interests to seek performance from the secondary provider, then tertiary provider. The County's decision will be based upon ability of the primary source to supply acceptable goods and/or services within the County's time requirements. The County's decision to utilize secondary and tertiary sources shall be final and conclusive.

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 a Term and Supply contract for the furnishing of all labor, materials, equipment, coordinating and scheduling, and related items required to provide materials for and/or perform Mill and Overlay work required of the bid items within.
- 2.1.1. **Asphalt, BP-2, Virgin** (Item 4.8.1.): Plant mix pavement in conformance with Missouri Standard Specifications for Highway Construction, 2011, Section 401. This mix will contain no recycled asphalt pavement or shingles. Contractor must submit a MoDOT approved Job Mix Formula no more than three years old. At County's discretion, this item may be placed in a single lift, or in multiple lifts (wedge/leveling course, surface course, etc.). Contractor shall be responsible for sweeping or other means necessary for cleaning of the street prior to performing this item.
- 2.1.2. **Asphalt, BP-2, R.A.P.** (Item 4.8.2.): Plant mix pavement in conformance with Missouri Standard Specifications for Highway Construction, 2011, Section 401. This mix may contain up to 20% recycled asphalt pavement, however no shingles will be included in this mix. Contractor must submit a MoDOT approved Job Mix Formula no more than three years old. At County's discretion, this item may be placed in a single lift, or in multiple lifts (wedge/leveling course, surface course, etc.). Contractor shall be responsible for sweeping or other means necessary for cleaning of the street prior to performing this item.
- 2.1.3. **Surface Milling, Asphalt, Contractor Haul-off** (Item 4.8.3.): Milling of asphalt surfaced streets to a depth prescribed by the County. Typical applications will be 1-3" deep depending on conditions. Contractor will be responsible for haul-off and retainage of millings.
- 2.1.4. **Surface Milling, Asphalt, County Haul-off** (Item 4.8.4.): Milling of asphalt surfaced streets to a depth prescribed by the County. Typical applications will be 1-3" deep depending on conditions. County will be responsible for haul-off and retainage of millings.
- 2.1.5. **Surface Milling, Concrete, Contractor Haul-off** (Item 4.8.5.): Milling of concrete surfaced streets to a depth prescribed by the County. Typical applications will be 1-3" deep depending on conditions. Contractor will be responsible for haul-off and retainage of millings.
- 2.1.6. **Surface Milling, Concrete, County Haul-off** (Item 4.8.6.): Milling of concrete surfaced streets to a depth prescribed by the County. Typical applications will be 1-3" deep depending on conditions. County will be responsible for haul-off and retainage of millings.
- 2.1.7. **Surface Milling, Butt-Joint** (Item 4.8.7.): Milling of butt-joints at driveways, intersections, and project terminus. This milling may occur in asphalt or concrete pavements. Width of butt joints will typically be 72 inches on intersecting public roads; 24" on driveways.
- 2.1.8. **Dig Out Repair, Asphalt, Typical** (Item 4.8.8.): Dig-Out-Repair as shown in attached 'Dig Out and Repair Detail, Revised 8-16-10'. This repair consists of excavation of existing material to 16 inches below existing surface, replaced with woven geotextile fabric, two 6 inch lifts of compacted 1.5" minus aggregate, one four inch lift of compacted bituminous base to existing pavement surface. See attached detail.
- 2.1.9. **Dig Out Repair, Asphalt, Hasty** (Item 4.8.9.): Dig-Out-Repair which will typically be used in the event of a 'blow-up' of existing asphalt pavement during paving operations. Contractor will remove loose material until stable material is reached. Excavated area will be filled with BP-2 asphalt pavement compacted in maximum 4 inch lifts to match existing surface. This item will be paid by hour of time spent performing this work, in half hour increments. Material will be paid for with Item 4.8.1 or 4.8.2.
- 2.1.10. **Dig Out Repair, Concrete, Hasty** (Item 4.8.10.): Dig-Out-Repair which will typically be used in the event of a 'blow-up' of existing concrete pavement during paving operations. Contractor will remove unstable concrete pavement and unsuitable base material until stable material is reached. The excavated area will be filled with BP-2 asphalt pavement compacted in maximum 4 inch lifts to match existing surface. This item will be paid by hour of time spent performing this work, in half hour increments. Material will be paid for with Item 4.8.1 or 4.8.2.
- 2.1.11. **Rock Driveway Transitions** (Item 4.8.11.): This item will use compacted 1" minus aggregate to

create transitions between new pavement surface and existing gravel driveways.

- 2.1.12. **Temporary Centerline Markers** (Item 4.8.12.): Reflector type temporary centerline markers will be placed on 40' centers delineating lanes of traffic following a resurfacing project.
- 2.1.13. **Restoration** (Item 4.8.13.): This item will typically be used to restore roadside areas that are disturbed due to dig-out repairs. For such dig-out repairs, this item will be paid at 1' width the entire length of the repair; additional restoration outside of the 1' width will be contractor's responsibility.
- 2.1.14. **Mobilization- Surface Milling** (Item 4.8.14.1.): This item will be paid to the contractor for each mobilization request (project) that will require use of items: 4.8.3., 4.8.4., 4.8.5., and/or 4.8.6. Since generally the same equipment will be used for any of the above mentioned bid items, this mobilization charge will be paid only once per project, even in the event that multiple Surface Milling bid items are utilized (ex., if Surface Milling, Asphalt, Contractor Haul-off and Surface Milling, Concrete, Contractor Haul-off are both used on the same project, one mobilization charge will be paid.). It is not the intent of this contract to pay this mobilization bid item for use of bid item 4.8.7., Butt-Joint, as that work is typically performed with more easily accessible equipment that is commonly on the work site already.
- 2.1.14.1. **Mobilization – Small Quantity** (Item 4.8.14.2.): This item will be paid to the contractor for each mobilization request (project) if at least one of the following conditions are true:
- 1.) If item 4.8.1. or 4.8.2. were used and the project required less than 300 tons of items: 4.8.1. or 4.8.2. combined
  - 2.) the total cost of the project was less than \$20,000.00.

If neither of these two conditions are true of the project, this mobilization charge will not be paid. The purpose of this item is to pay the contractor for mobilizing for a small project and accounting for all those costs that are generally combined with the cost of items 4.8.1. or 4.8.2. For example, (extreme case) the County requests mobilization for installation of 1 ton of asphalt.

- 2.1.15. **Tack Coat** (Item 4.8.15): This item will be used to pay for tack coat used prior to the initial lift of Asphalt Overlay as well as any additional lifts, if used. The bidder should not include the cost of tack coat in the Asphalt Overlay bid items. Material shall be diluted asphalt emulsion such as SS-1, SS1-h, SCC-1 and CSS-1h or approved equal. Material shall be applied per Missouri Standard Specifications for Highway Construction, 2011.
- 2.1.16. **Tack Coat, Trackless Tack** (Item 4.8.16.): This item will be used to pay for tack coat used prior to the initial lift of Asphalt Overlay as well as any additional lifts, if used. The bidder should not include the cost of tack coat in the Asphalt Overlay bid items. Material to be used shall be NTQS-1HH (Trackless Tack) or approved equal. Material shall be applied per manufacturer's recommendations. Application rate shall be per manufacturer's recommendation.
- 2.1.17. **Additional Work:** (Item 4.10.) Contractor selected for this contract should **submit to Boone County along with their bid response a schedule of equipment that may be used and labor rates (billable hourly rate) for any additional work that may be encountered that is not contemplated by this contract but may be required to be performed because of unforeseen circumstances at time of construction.** Under direction of Engineer or his appointees, contractor shall perform said needed work and account for equipment and labor utilized from said schedule, and submit invoice for said work upon completion of project. Any material used to perform said work with no corresponding bid item in this contract shall be billed to the county for actual cost plus 20%.
- 2.2. **Scope** – There is no minimum quantity of work expressed or implied associated with this contract. However, the below table shows the work intended to be completed with this contract in 2016.
- 2.2.1. **Intended work: (\*Note – This list is subject to change, shows the County's intent for the use of this contract )**

	<b>Asphalt</b>	<b>Surface Milling</b>
<b>2016 Projects</b>	<b>Ton</b>	<b>SY</b>
<b>Old Village Rd.</b>	<b>600</b>	<b>0</b>
<b>Minor Hill Rd.</b>	<b>2,700</b>	<b>400</b>
<b>Hatton Chapel Rd.</b>	<b>1,500</b>	<b>0</b>
<b>Golf View Gardens Sub.</b>	<b>800</b>	<b>7,100</b>
<b>Sandker Ct.</b>	<b>250</b>	<b>2,000</b>
<b>Total</b>	<b>5,850</b>	<b>9,500</b>

- 2.3. **CONTRACT DURATION** - The contract shall be effective from the date of award through December 31, 2016.
- 2.4. The unit prices for the items identified on the Response Form shall remain fixed for the identified original contract period.
- 2.5. **CONTRACT EXTENSION** – The County Purchasing Director may exercise the option to extend the contract on a month-to-month basis for a maximum of six (6) months from the date of termination if it is deemed to be in the best interest of Boone County.
- 2.6. **CONTRACT DOCUMENTS** - The successful bidder(s) shall be obligated to enter into a written contract with the County within 30 days of award on contract forms provided by the County. If bidders desire to contract under their own written agreement, any such proposed agreement shall be submitted in blank with their bid. County reserves the right to modify any proposed form agreement or withdraw its award to a successful bidder if any proposed agreement contains terms and conditions inconsistent with its bid or are unacceptable to county legal counsel.
- 2.7. **PRICING** – All prices shall be as indicated on the Response Form. The County shall not pay nor be liable for any other additional costs including but not limited to: taxes, packing, handling, shipping and freight, insurance, interest, penalties, termination payment s, attorney fees, liquidated damages, etc. Additionally, the County shall not be subject to any minimum annual quantities or total prices.
- 2.8. **TECHNICAL REQUIREMENTS** - All materials provided and work done shall be in accordance with the Missouri Standard Specifications for Highway Construction, 2011.
- 2.9. **SPECIAL PROVISIONS**
- 2.9.1. **Asphalt Cement Price Index**
- 2.9.1.1. If the bidder so chooses, asphaltic pavement and base mixes are eligible for the following price adjustment. This adjustment will apply only to the percentage of virgin asphalt cement actually placed on the job, excluding RAP or RAS, and will be calculated using the following formula:  $A = (B \times C) \times (D - E)$
- 2.9.1.2. Where: A = Adjustment  
B = Tons of mix placed  
C = % of virgin asphalt binder as listed in the job mix formula  
D = monthly price for the month prior to mix placement  
E = monthly price for the month prior to bid submission
- 2.9.1.3. The monthly asphalt prices will be those shown in the Dollar/Ton column of the “Asphalt Price Index” table posted at MoDot.org – Bidding-Road & Bridge Construction Bidding Opportunities – Online Plan Rooms – Asphalt Price Index - on MoDOT’s website, also currently located at:  
[http://www.modot.org/eBidLettingPublicWeb/viewStream.do?documentType=general\\_info&key=658](http://www.modot.org/eBidLettingPublicWeb/viewStream.do?documentType=general_info&key=658) All prices will be for the entire month regardless of when posted. Separate adjustments will be calculated for each month in which the bidder places eligible material.

## Calculation Examples

This table is fictional, but it resembles the table found at the above MoDOT website.

Asphalt Price Index	
2015	PG 64-22 Dollar/Ton
January	\$450.00
February	\$510.00
March	\$520.00
April	\$530.00
May	\$520.00
June	\$500.00
July	\$480.00
August	\$475.00
September	\$450.00
October	\$425.00
November	\$420.00
December	\$400.00

### Example #1

The contract was bid in March 2015. 1,000 tons of BP-2 were placed during October 2015. Job mix called for 5.0% virgin AC. No RAP was used.

$$B = 1,000 \quad C = 5.0\% \quad D = 450.00 \quad E = 510.00$$

$$A = (1,000 \times 0.050) \times (450.00 - 510.00) = -3,000$$

Adjustment = \$3,000 Deduct

### Example #2

The contract was bid in February 2015. 1,000 tons of BP-2 were placed during July 2015. 2,000 tons of BP-2 were placed during August 2015. Job mix called for a mix with 4.5% virgin AC and 1.0% AC from RAP.

$$B_1 = 1,000 \quad C = 4.5\% \quad D_1 = 500.00 \quad E_1 = 450.00$$

$$A_1 = (1,000 \times 0.045) \times (500.00 - 450.00) = 2,250$$

$$B_2 = 2,000 \quad C = 4.5\% \quad D_2 = 480.00 \quad E_2 = 450.00$$

$$A_2 = (2,000 \times 0.045) \times (480.00 - 450.00) = 2,700$$

$$\text{Adjustment} = A_1 + A_2 = 2,250 + 2,700 = \$4,950 \text{ Increase}$$

- 2.9.2. **Warm Mix Asphalt:** The use of Warm Mix Asphalt is allowed as part of this contract. No unit priced deductions will be given for its use.
- 2.9.3. **Vibratory Screed:** Contractor is required to use an asphalt paver equipped with a vibratory screed for all work performed under this contract. Said vibratory screed shall be functional, calibrated for the material and conditions of the project, and turned on at all times during paving operations.
- 2.9.4. **Tack Coat:**

(Taken from MoDOT Engineering Policy Guide Section 407.1.4)

**Application** (Sec 407.4.2) If the tack coat is too heavy or too light, an inadequate bond is created and the mat may slip during compaction, which results in shoving and checking. In addition, a slippage failure (cracking) may occur after the pavement has been subjected to traffic. Bleeding may also occur if the tack coat is too heavy.

The tack coat must be uniformly applied to the existing surface at the rate specified in the contract. Generally, the application rate between the existing pavement and the first lift should be in the range of 0.05 to 0.10 gal/yd<sup>2</sup> \*(Residual AC Content). It is strongly recommended to apply a light tack coat between each lift of bituminous pavement. The application rate between lifts should be in the range of 0.02 to 0.05 gal/yd<sup>2</sup> \*(Residual AC

Content).

Depending on the condition of the existing surface, the application rate may need to be adjusted from the specified rate. This is acceptable as long as approval is obtained from the RE and the rate is within the applicable range mentioned above. For example, an open textured surface, such as an SP250 mix, requires more tack than a surface that is tight or dense, such as an SP125 mix. A milled surface requires additional tack because of the increased surface area (from the grooves left by the cutting teeth on the milling machine). A dry, aged pavement also requires a heavier tack coat than a newer pavement. These conditions, and any other possibilities, must be considered when a tack coat is applied.

There is no requirement governing the overlap of a tack coat. However, the best results are generally obtained with a double or triple lap. Therefore, the height of the spray bar on the distributor should be adjusted accordingly.

The tack coat must be allowed to break (cure) prior to spreading mix. Shortly after the tack coat has been applied, its color will change from brown to black as the water in the emulsion begins to evaporate. The emulsion also becomes “tacky” to the touch. The amount of time it takes for the tack coat to break depends on the type and grade of emulsion used, the application rate, the temperature of the existing surface, and the environmental conditions. The tack coat is said to have “set” once all of the water in the emulsion has evaporated. Typically, an emulsion sets in 1 to 2 hours. If there is reason to believe that the tack coat is being diluted with a material other than water or that the dilution rate is other than what has been reported, a sample should be taken and shipped to the Central Laboratory.

**Tack** (Sec 407.4.2.1) It is extremely important that the tack coat remains on the existing surface in order to create an adequate bond between the existing surface and the mat. Usually, tack is only applied within the length of the lane drop. The tack coat should be allowed to set before it is subjected to construction traffic. Otherwise, the vehicle tires will pick up the tack. At the very least, the amount of construction traffic, including haul trucks, should be minimized.

The tacked surface should be covered with mix the same day. If this is not possible because of equipment problems (plant or paver breakdowns), sand must be lightly distributed over the tacked surface before opening to traffic. This will “blot” the tack, preventing it from being picked up by the traffic, and provide friction to the surface. When paving resumes, the excess sand must be removed before the mix is spread.

**Purpose** (Sec 407.3.1) The purpose of the tack coat is to improve the bond between the existing surface and the roadway pavement. A tack coat shall be applied to provide a bond between old and new wearing courses. The best results occur when the tack is applied to a dry and clean surface, free of loose material.

**Application Rates** (Section 407.3.2) The application rate will vary from 0.03 to 0.15 gal/yd<sup>2</sup> \*(Residual AC Content), depending on the condition of the old pavement surface. The pavement course surface should be evaluated to determine the amount of tack to be applied. A viscous material should be used because very little penetration of the asphaltic oil into the pavement surface is expected. The tack coat should be allowed to become tacky or sticky before the surface course is laid. Emulsions are recommended for tacking on heavily traveled routes. Too much tack can create a slippage plane between the old pavement and the new pavement overlay as the tack coat acts as a lubricant instead of an adhesive. Also too much tack could result in bleeding of the tack through to the new

overlay surface, which can produce a slick pavement condition. After application of the tack, time must be allowed for the tack to break. Breaking is the phenomenon when the asphalt and water in the emulsion separate, beginning the curing process (brown to black color). Traffic should be kept off the tacked area.

**Products** (Section 407.3.3) Asphalt emulsions commonly used for tack coats are diluted SS-1, SS-1h, SCC-1 and CSS-1h. Refer to Standard Specification Section 407 for additional information regarding tack coats.

- 2.9.5. When performing Surface Milling operations, Contractor may encounter paving fabric (PetroMat, GlasPave, TruPave, etc.) that was installed as part of prior projects. No additional payment will be made due to such situation.
- 2.9.6. **Traffic Control** - The contractor shall be responsible for traffic control for all projects performed under this contract. Traffic control shall be consistent with the MUTCD. Traffic control will be incidental to the work being done which requires traffic control.
- 2.9.7. Temporary asphalt transition ramps to accommodate traffic flow on surface and butt joint milled areas will be incidental to those items.
- 2.9.8. Unless prior authorization is given by the County, Milling operations should be performed within 48 hours prior to placement of asphalt material when applicable.
- 2.10. **Warranty** - The contractor shall warranty both the labor and material for a period of one year from the date of application.
- 2.11. **Projects will be inspected by department personnel.**
- 2.12. **BIDDERS EXPERIENCE AND QUALIFICATIONS – The bidder must be approved to perform work under MoDot contracts.** The bidder shall include in the response, written documentation on their qualifications to perform the type of work described in this contract, and the equipment proposed for use on this project. Included shall be a summary of the bidders experience along with information and references regarding contracts, if any, which have been awarded the bidder by other agencies in the State of Missouri during the last 2 years. Government contract information is preferred, but private contract information is acceptable. This information will be included in the evaluation process in the form of Attachment A.
- 2.13. **SCHEDULING** – It is anticipated that the County will provide the Contractor a list of projects to be completed as part of this contract in March of 2016 with an anticipated date when each project will be finished being prepped by Boone County forces, and ready for the projects. The County will then give the Contractor a notice to proceed on each project when preparations are complete. The contractor will be required to complete all such projects prior to September 1, 2016, but will not be left with less than 60 calendar days to complete the projects. The contractor shall notify the County not less than 14 calendar days prior to the beginning of a particular project. In the event that the County requests additional work outside of the initial request noted above, the Contractor will be required to begin said additional work within 30 calendar days of said request.
- 2.14. **PREVAILING WAGE** - Not less than prevailing hourly rate of wages, as found by the Department of Labor and Industrial Relations of Missouri, shall be paid to all workers performing work under this contract. **Prevailing Wage Order Number 22** is attached. Wage Rate Certifications will be submitted for each employee for hours worked and upon completion of the project and prior to payment, contractor will be required to file with the County an affidavit stating that contractor has fully complied with the provisions and requirements of the Prevailing Wage Law.
- 2.15. **Insurance Requirements:** The Contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and such insurance has been approved by the County, nor shall the Contractor allow any subcontractor to commence work on their subcontract until all similar insurance required of subcontractor has been so obtained and approved. All policies shall be in amounts, form and companies satisfactory to the County which must carry an A-6 or better rating as listed in the A.M. Best or equivalent rating guide. Insurance limits indicated below may be lowered at the discretion of the County.

- 2.15.1. **Compensation Insurance** - The Contractor shall take out and maintain during the life of this contract, **Employers Liability and Workers Compensation Insurance** for all of their employees employed at the site of work, and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workers Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. Workers Compensation coverage shall meet Missouri statutory limits. Employers Liability limits shall be \$500,000.00 each employee, \$500,000.00 each accident, and \$500,000.00 policy limit. In case any class of employees engaged in hazardous work under this Contract at the site of the work is not protected under the Workers Compensation Statute, the Contractor shall provide and shall cause each subcontractor to provide Employers Liability Insurance for the protection of their employees not otherwise protected.
- 2.15.2. **Comprehensive General Liability Insurance** - The Contractor shall take out and maintain during the life of this contract, such commercial general liability insurance as shall protect them and any subcontractor performing work covered by this contract, from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or for any subcontractor or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$3,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death. If the Contract involves any underground/digging operations, the general liability certificate shall include X, C, and U (Explosion, Collapse, and Underground) coverage. If providing Commercial General Liability Insurance, then the Proof of Coverage of Insurance shall also be included.

Contractor may satisfy the minimum liability limits required for Commercial General Liability or Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum per occurrence limit of liability under the umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for either Commercial General Liability or Business Auto Liability. Contractor agrees to endorse the County as an Additional Insured on the umbrella or Excess Liability, unless the Certificate of Insurance state the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.

- 2.15.3. **COMMERCIAL Automobile Liability** – The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than \$3,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Contractor's own automobiles, teams and trucks; hired automobiles, teams and trucks; non-owned and both on and off the site of work.
- 2.15.4. **Subcontractors:** Contractor shall cause each Subcontractor to purchase and maintain insurance of the types and amounts specified herein. Limits of such coverage may be reduced only upon written agreement of Owner. Contractor shall provide to Owner copies of certificates evidencing coverage for each Subcontractor. Subcontractors' commercial general liability and business automobile liability insurance shall name Owner as Additional Insured and have the Waiver of Subrogation endorsements added.
- 2.15.5. **Proof of Carriage of Insurance** - The Contractor shall furnish the County with Certificate(s) of Insurance which name the County as additional insured in an amount as required in this contract, contain a description of the project or work to be performed and provided for Commercial General Liability, Business Auto Liability, and Umbrella or Excess Liability (not on Workers Compensation). The Certificate of Insurance shall provide that there will be no cancellation or reduction of coverage without 30 days prior written notice to the Owner. In addition, such insurance shall be on occurrence basis and shall remain in effect until such time as the County has made final acceptance of the facility contracted.
- 2.16. **INDEMNITY AGREEMENT:** To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees)

arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.

Failure to maintain the required insurance in force may be cause for contract termination. In the event the Agency/Service fails to maintain and keep in force the required insurance or to obtain coverage from its subcontractors, the County shall have the right to cancel and terminate the contract without notice.

- 2.17. **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.
- 2.18. **SETTLEMENT OF CLAIMS AFFIDAVIT** - Prior to the release of contract amount, contractor shall file with the County, an affidavit, to the effect that all payments have been made and all claims have been released for all materials, labor and other items covered by the contract;
- 2.19. **BILLING AND PAYMENTS** – Invoices shall be submitted to the Boone County Resource Management – Engineering Division at the following address: Boone County Government Center, 801 East Walnut, Room 315 Columbia, MO 65201. Payment shall be made within 30 days of receipt of a correct invoice.
- 2.19.1. **ACH Payment** - Bidder may agree to accept automated clearinghouse (ACH) payment of invoices and monthly statements. Payment terms are Net 30 upon receipt of an accurate monthly statement, although the Bidder may offer additional discounts for early payment on the Response Form.
- 2.20. **DESIGNEE** – Boone County Resource Management – Engineering Division
- 2.21. **Overhead Line Protection: The Contractor is aware of the provisions of the Overhead Power Line Safety Act, 319.075 to 319.090 RSMo, and agrees to comply with the provisions thereof. Contractor understands that it is their duty to notify any utility operating high voltage overhead lines and make appropriate arrangements with said utility if the performance of contract would cause any activity within ten feet of any high voltage overhead line.** To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney’s fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with any claims arising under the Overhead Power Line Safety Act. Contractor expressly waives any action for

Contribution against the County on behalf of the Contractor, any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, and agrees to provide a copy of this waiver to any party affected by this provision.

- 2.22. **OSHA Program Requirements** – The Contractor is familiar with the requirements of 292.675 RSMo. The Contractor shall provide a ten-hour Occupational Safety and Health Administration (OSHA) construction safety program for their on-site employees, subcontractors or others acting on behalf of Contractor on-site which meets the requirements of 292.675 RSMo.
- 2.23. The Contractor and each subcontractor shall keep accurate records of those employees who are working on-site and a record of each such employee’s completion of the OSHA program, **and certify compliance by affidavit at the conclusion of the project.**
- 2.24. The Contractor shall forfeit as a penalty to the County the sum of Two Thousand Five Hundred Dollars (\$2,500.00) plus One Hundred Dollars (\$100.00) for each employee employed by the Contractor or subcontractor, for each calendar day, or portion thereof, such employee is found to be employed in violation of 292.675 RSMo. Said amounts shall be withheld from all sums and amounts due under this provision when making payments to the Contractor.
- 2.25. **Employment of Unauthorized Aliens Prohibited**
- (a) Contractor agrees to comply with Missouri State Statute section 285.530 in that they shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri.
  - (b) As a condition for the award of this contract, the Contractor shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. The contractor shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. **Please return a copy of the Memorandum of Understanding** that you will receive following completion of enrollment. This will provide the County the proof of enrollment.
  - (c) Contractor shall require each subcontractor to affirmatively state in its contract with Contractor that the subcontractor shall not knowingly employ, hire for employment or continue to employ an unauthorized alien to perform work within the state of Missouri. Contractor shall also require each subcontractor to provide Contractor with a sworn affidavit under the penalty of perjury attesting to the fact that the subcontractor’s employees are lawfully present in the United States.
- 2.26. **Payment Bond** – Contractor shall provide the County with a Payment Bond in a form acceptable to County whenever the work associated with a mobilization under this Contract is projected to exceed \$50,000.00. Contractor shall provide the Payment Bond within thirty (30) days of request by County. No additional payment will be made to the contractor for the procurement of the Payment Bond. It should be incidental to all bid items.

**3. Response Presentation and Review**

- 3.1. **RESPONSE CONTENT** - In order to enable direct comparison of competing Responses, you must submit your Response in strict conformity to the requirements stated here. Failure to adhere to all requirements may result in your Response being disqualified as non-responsive. All Responses must be submitted using the provided Response Sheet. Every question must be answered and if not applicable, the section must contain "N/A" or "No Bid". Manufacturer's published specifications for the items requested shall be included with the response.
- 3.2. **SUBMITTAL OF RESPONSES** - Responses MUST be received by the date and time noted on the title page under "Bid Submission Information and Deadline". NO EXCEPTIONS. We are 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 proposal number and the due date and time.
  - 3.2.2. **Advice of Award** - A Bid Tabulation of responses received as well as Award status can be viewed at [www.showmeboone.com](http://www.showmeboone.com).
- 3.3. **BID OPENING** - On the date and time and at the location specified on the title page under "Bid Opening", all Responses will be opened in public. Brief summary information from each will be read aloud.
  - 3.3.1. **Removal from Vendor Database** - If any prospective Bidder currently in 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** - We reserve 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** - We reserve 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** - Our 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 on qualifications and will use the quantities in Section 2.2.1, or current anticipated work list, to evaluate pricing of major bid items.
  - 3.5.2. **Acceptability** - We reserve the sole right to determine whether goods and/or services offered are acceptable for our use. We also reserve the right to request samples of any and/or all equivalent products bid in order to ensure comparative quality between those items and the name brand items specified on Attachment A.
  - 3.5.3. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
  - 3.5.4. **Endurance of Pricing** - Your 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. Federal Tax ID: \_\_\_\_\_

4.6.1. ( ) Corporation

( ) Partnership - Name \_\_\_\_\_

( ) Individual/Proprietorship - Individual Name \_\_\_\_\_

( ) Other (Specify) \_\_\_\_\_

4.7. Prompt Payment Terms: \_\_\_\_\_

4.7.1. Will you accept automated clearinghouse (ACH) for payment of invoices? \_\_\_\_\_

4.8. PRICING

Item No.	Description	Unit	Qty.	Unit Price	Total
4.8.1.	Asphalt, BP-2, Virgin	Ton	4,000	\$	\$
4.8.2.	Asphalt, BP-2, R.A.P.	Ton	3,000	\$	\$
4.8.3.	Surface Milling, Asphalt, Contractor Haul-off	SY	20,000	\$	\$
4.8.4.	Surface Milling, Asphalt, County Haul-off	SY	5,000	\$	\$
4.8.5.	Surface Milling, Concrete, Contractor Haul-off	SY	10,000	\$	\$
4.8.6.	Surface Milling, Concrete, County Haul-off	SY	5,000	\$	\$
4.8.7.	Surface Milling, Butt-Joint	SY	500	\$	\$
4.8.8.	Dig-Out Repair, Asphalt, Typical	SY	500	\$	\$
4.8.9.	Dig-Out Repair, Asphalt, Hasty	HR	100	\$	\$
4.8.10.	Dig-Out Repair, Concrete, Hasty	HR	100	\$	\$
4.8.11.	Rock Driveway Transitions	Ton	300	\$	\$
4.8.12.	Temporary Centerline Markers	EA	1,000	\$	\$
4.8.13.	Restoration	SF	500	\$	\$
4.8.14.	Mobilization: Surface Milling	EA	5	\$	\$
4.8.15.	Tack Coat	SY	100,000	\$	\$
	<b>Bid Total</b>				<b>\$</b>
	<b>Limited Use Items:</b>	<b>UOM</b>		<b>Price</b>	
4.8.16.	Mobilization: Small Quantity	EA		\$	
4.8.17.	Tack Coat, Trackless Tack	SY		\$	

4.9. **Optional Asphalt Cement Price Index Provision** (Section 2.9.1.5. of bid document) Failure by the bidder to check an option will be interpreted to mean election to not participate in the Asphalt Cement Price Index.

**Check One:**

\_\_\_\_\_ **ACCEPT**

\_\_\_\_\_ **DO NOT ACCEPT**

4.10. **Additional Work (2.1.17.)** Contractor selected for this contract should submit to Boone County along with their bid response a schedule of equipment that may be used and labor rates (billable hourly rate) for any additional work that may be encountered that is not contemplated by this contract but may be required to be performed because of unforeseen circumstances at time of construction.

**Please attach schedule of equipment / labor rates to bid response.**

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

4.11.1. Authorized Representative (Sign By Hand):

4.11.2. Type or Print Signed Name: \_\_\_\_\_

4.11.3. Today's Date: \_\_\_\_\_

4.12. Will you honor the submitted prices for purchase by other entities in Boone County who participate in cooperative purchasing with Boone County, MO?

**Circle One:** \_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

1118



**(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.

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Name and Title of Authorized Representative

---

Signature

---

Date

## INSTRUCTIONS FOR COMPLIANCE WITH HOUSE BILL 1549

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

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

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

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

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



## CERTIFICATION OF INDIVIDUAL BIDDER

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

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

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**AFFIDAVIT**  
**(Only Required for Certification of Individual Bidder (Option #2))**

State of Missouri                    )  
  )SS.  
County of \_\_\_\_\_            )

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Social Security Number  
or Other Federal I.D. Number

\_\_\_\_\_  
Printed Name

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

\_\_\_\_\_  
Notary Public

My Commission Expires:

## 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.
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.

Dated 10-20-15

# Missouri Division of Labor Standards

WAGE AND HOUR SECTION



JEREMIAH W. (JAY) NIXON, Governor

## Annual Wage Order No. 22

Section 010  
BOONE COUNTY

In accordance with Section 290.262 RSMo 2000, within thirty (30) days after a certified copy of this Annual Wage Order has been filed with the Secretary of State as indicated below, any person who may be affected by this Annual Wage Order may object by filing an objection in triplicate with the Labor and Industrial Relations Commission, P.O. Box 599, Jefferson City, MO 65102-0599. Such objections must set forth in writing the specific grounds of objection. Each objection shall certify that a copy has been furnished to the Division of Labor Standards, P.O. Box 449, Jefferson City, MO 65102-0449 pursuant to 8 CSR 20-5.010(1). A certified copy of the Annual Wage Order has been filed with the Secretary of State of Missouri.

Original Signed by

John E. Lindsey, Director  
Division of Labor Standards

This Is A True And Accurate Copy Which Was Filed With The Secretary of State: March 10, 2015

Last Date Objections May Be Filed: April 9, 2015

Prepared by Missouri Department of Labor and Industrial Relations

OCCUPATIONAL TITLE	** Date of Increase	*	Basic Hourly Rates	Over-Time Schedule	Holiday Schedule	Total Fringe Benefits
Asbestos Worker (H & F) Insulator			\$32.06	55	60	\$20.71
Boilermaker	8/15		\$34.76	57	7	\$28.00
Bricklayer and Stone Mason	6/15		\$28.95	59	7	\$16.25
Carpenter	6/15		\$24.75	60	15	\$15.55
Cement Mason	6/15		\$26.83	9	3	\$11.95
Communication Technician	6/15		\$31.35	28	7	\$12.70 + 13%
Electrician (Inside Wireman)	6/15		\$31.35	28	7	\$12.70 + 13%
Electrician (Outside-Line Construction/Lineman)	9/15		\$42.52	43	45	\$5.00 + 36.5%
Lineman Operator	9/15		\$36.70	43	45	\$5.00 + 36.5%
Groundman	9/15		\$28.38	43	45	\$5.00 + 36.5%
Elevator Constructor		a	\$44.37	26	54	\$28.385
Glazier	10/15		\$26.57	122	76	\$11.33
Ironworker	8/15		\$28.41	11	8	\$24.04
Laborer (Building):						
General			\$21.71	42	44	\$12.84
First Semi-Skilled			\$23.71	42	44	\$12.84
Second Semi-Skilled			\$22.71	42	44	\$12.84
Lather			USE CARPENTER RATE			
Linoleum Layer and Cutter	6/15		\$24.63	60	15	\$15.55
Marble Mason	10/15		\$21.66	124	74	\$12.68
Marble Finisher	10/15		\$14.14	124	74	\$9.08
Millwright	6/15		\$25.75	60	15	\$15.55
Operating Engineer						
Group I	6/15		\$28.66	86	66	\$24.01
Group II	6/15		\$28.66	86	66	\$24.01
Group III	6/15		\$27.41	86	66	\$24.01
Group III-A	6/15		\$28.66	86	66	\$24.01
Group IV	6/15		\$26.43	86	66	\$24.01
Group V	6/15		\$29.36	86	66	\$24.01
Painter	6/15		\$22.94	18	7	\$11.33
Pile Driver	6/15		\$25.75	60	15	\$15.55
Pipe Fitter	7/15	b	\$37.00	91	69	\$26.68
Plasterer	6/15		\$25.40	94	5	\$12.00
Plumber	7/15	b	\$37.00	91	69	\$26.68
Roofer \ Waterproofer	10/15		\$29.30	12	4	\$14.87
Sheet Metal Worker	7/15		\$31.14	40	23	\$16.24
Sprinkler Fitter - Fire Protection	6/15		\$32.39	33	19	\$19.05
Terrazzo Worker			\$28.73	124	74	\$14.38
Terrazzo Finisher			\$18.68	124	74	\$14.38
Tile Setter	10/15		\$21.66	124	74	\$12.68
Tile Finisher	10/15		\$14.14	124	74	\$9.08
Traffic Control Service Driver			\$26.415	22	55	\$9.045
Truck Driver-Teamster						
Group I			\$25.30	101	5	\$10.70
Group II			\$25.95	101	5	\$10.70
Group III			\$25.45	101	5	\$10.70
Group IV			\$25.95	101	5	\$10.70

Fringe Benefit Percentage is of the Basic Hourly Rate

\*\*Annual Incremental Increase

\*SEE FOOTNOTE PAGE

ANNUAL WAGE ORDER NO. 22

10/15



**REPLACEMENT PAGE  
BOONE COUNTY  
BUILDING CONSTRUCTION OVERTIME SCHEDULE**

**FED:** Minimum requirement per Fair Labor Standards Act means time and one-half (1 ½) shall be paid for all work in excess of forty (40) hours per work week.

**NO. 9:** Means the regular workday starting time of 8:00 a.m. (and resulting quitting time of 4:30 p.m.) may be moved forward to 6:00 a.m. or delayed one hour to 9:00 a.m. All work performed in excess of the regular work day and on Saturday shall be compensated at one and one-half (1½) times the regular pay. In the event time is lost during the work week due to weather conditions, the Employer may schedule work on the following Saturday at straight time. All work accomplished on Sunday and holidays shall be compensated for at double the regular rate of wages. The work week shall be Monday through Friday, except for midweek holidays.

**NO. 11:** Means eight (8) hours shall constitute a day's work, with the starting time to be established between 6:00 a.m. and 8:00 a.m. from Monday to Friday. Time and one-half (1½) shall be paid for first two (2) hours of overtime Monday through Friday and the first eight (8) hours on Saturday. All other overtime hours Monday through Saturday shall be paid at double (2) time rate. Double (2) time shall be paid for all time on Sunday and recognized holidays or the days observed in lieu of these holidays.

**NO. 12:** Means the work week shall commence on Monday at 12:01 a.m. and shall continue through the following Friday, inclusive of each week. All work performed by employees anywhere in excess of forty (40) hours in one (1) work week, shall be paid for at the rate of one and one-half (1½) times the regular hourly wage scale. All work performed within the regular working hours which shall consist of a ten (10) hour work day except in emergency situations. Overtime work and Saturday work shall be paid at one and one-half (1½) times the regular hourly rate. Work on recognized holidays and Sundays shall be paid at two (2) times the regular hourly rate.

**NO. 18:** Means the regular work day shall be eight (8) hours. Working hours are from six (6) hours before Noon (12:00) to six (6) hours after Noon (12:00). The regular work week shall be forty (40) hours, beginning between 6:00 a.m. and 12:00 Noon on Monday and ending between 1:00 p.m. and 6:00 p.m. on Friday. Saturday will be paid at time and one-half (1½). Sunday and Holidays shall be paid at double (2) time. Saturday can be a make-up day if the weather has forced a day off, but only in the week of the day being lost. Any time before six (6) hours before Noon or six (6) hours after Noon will be paid at time and one-half (1½).

**NO. 22:** Means a regular work week of forty (40) hours will start on Monday and end on Friday. The regular work day shall be either eight (8) or ten (10) hours. If a crew is prevented from working forty (40) hours Monday through Friday, or any part thereof by reason of inclement weather, Saturday or any part thereof may be worked as a make-up day at the straight time rate. Employees who are part of a regular crew on a make-up day, notwithstanding the fact that they may not have been employed the entire week, shall work Saturday at the straight time rate. A workday is to begin between 6:00 a.m. and 9:00 a.m. However, the project starting time may be advanced or delayed if mutually agreed to by the interest parties. For all time worked on recognized holidays, or days observed as such, double (2) time shall be paid.

**NO. 26:** Means that the regular working day shall consist of eight (8) hours worked between 6:00 a.m., and 5:00 p.m., five (5) days per week, Monday to Friday, inclusive. Hours of work at each jobsite shall be those established by the general contractor and worked by the majority of trades. (The above working hours may be changed by mutual agreement). Work performed on Construction Work on Saturdays, Sundays and before and after the regular working day on Monday to Friday, inclusive, shall be classified as overtime, and paid for at double (2) the rate of single time. The employer may establish hours worked on a jobsite for a four (4) ten (10) hour day work week at straight time pay for construction work; the regular working day shall consist of ten (10) hours worked consecutively, between 6:00 a.m. and 6:00 p.m., four (4) days per week, Monday to Thursday, inclusive. Any work performed on Friday, Saturday, Sunday and holidays, and before and after the regular working day on Monday to Thursday where a four (4) ten (10) hour day workweek has been established, will be paid at two times (2) the single time rate of pay. The rate of pay for all work performed on holidays shall be at two times (2) the single time rate of pay.

**REPLACEMENT PAGE  
BOONE COUNTY  
BUILDING CONSTRUCTION OVERTIME SCHEDULE**

**NO. 28:** Means a regular workday shall consist of eight (8) hours between 7:00 a.m. and 5:30 p.m., with at least a thirty (30) minute period to be taken for lunch. Five (5) days a week, Monday through Friday inclusive, shall constitute a work week. The Employer has the option for a workday/workweek of four (4) ten (10) hour days (4-10's) provided:

- The project must be for a minimum of four (4) consecutive days.
- Starting time may be within one (1) hour either side of 8:00 a.m.
- Work week must begin on either a Monday or Tuesday: If a holiday falls within that week it shall be a consecutive work day. (Alternate: If a holiday falls in the middle of a week, then the regular eight (8) hour schedule may be implemented).
- Any time worked in excess of any ten (10) hour work day (in a 4-10 hour work week) shall be at the appropriate overtime rate.

All work outside of the regular working hours as provided, Monday through Saturday, shall be paid at one & one-half (1½) times the employee's regular rate of pay. All work performed from 12:00 a.m. Sunday through 8:00 a.m. Monday and recognized holidays shall be paid at double (2) the straight time hourly rate of pay. Should employees work in excess of twelve (12) consecutive hours they shall be paid double time (2X) for all time after twelve (12) hours. Shift work performed between the hours of 4:30 p.m. and 12:30 a.m. (second shift) shall receive eight (8) hours pay at the regular hourly rate of pay plus ten (10%) percent for seven and one-half (7½) hours work. Shift work performed between the hours of 12:30 a.m. and 8:00 a.m. (third shift) shall receive eight (8) hours pay at the regular hourly rate of pay plus fifteen (15%) percent for seven (7) hours work. A lunch period of thirty (30) minutes shall be allowed on each shift. All overtime work required after the completion of a regular shift shall be paid at one and one-half (1½) times the shift hourly rate.

**NO. 33:** Means the standard work day and week shall be eight (8) consecutive hours of work between the hours of 6:00 a.m. and 6:00 p.m., excluding the lunch period Monday through Friday, or shall conform to the practice on the job site. Four (4) days at ten (10) hours a day may be worked at straight time, Monday through Friday and need not be consecutive. All overtime, except for Sundays and holidays shall be at the rate of time and one-half (1½). Overtime worked on Sundays and holidays shall be at double (2) time.

**NO. 40:** Means the regular working week shall consist of five (5) consecutive (8) hour days' labor on the job beginning with Monday and ending with Friday of each week. Four (4) 10-hour days may constitute the regular work week. The regular working day shall consist of eight (8) hours labor on the job beginning as early as 6:00 a.m. and ending as late as 5:30 p.m. All full or part time labor performed during such hours shall be recognized as regular working hours and paid for at the regular hourly rate. All hours worked on Saturday and all hours worked in excess of eight (8) hours but not more than twelve (12) hours during the regular working week shall be paid for at time and one-half (1½) the regular hourly rate. All hours worked on Sundays and holidays and all hours worked in excess of twelve (12) hours during the regular working day shall be paid at two (2) times the regular hourly rate. In the event of rain, snow, cold or excessively windy weather on a regular working day, Saturday may be designated as a "make-up" day. Saturday may also be designated as a "make-up" day, for an employee who has missed a day of work for personal or other reasons. Pay for "make-up" days shall be at regular rates.

**REPLACEMENT PAGE  
BOONE COUNTY  
BUILDING CONSTRUCTION OVERTIME SCHEDULE**

**NO. 42:** Means eight (8) hours between the hours of 8:00 a.m. and 4:30 p.m. shall constitute a work day. The starting time may be advanced one (1) or two (2) hours. Employees shall have a lunch period of thirty (30) minutes. The Employer may provide a lunch period of one (1) hour, and in that event, the workday shall commence at 8:00 a.m. and end at 5:00 p.m. The workweek shall commence at 8:00 a.m. on Monday and shall end at 4:30 p.m. on Friday (or 5:00 p.m. on Friday if the Employer grants a lunch period of one (1) hour), or as adjusted by starting time change as stated above. All work performed before 8:00 a.m. and after 4:30 p.m. (or 5:00 p.m. where one (1) hour lunch is granted for lunch) or as adjusted by starting time change as stated above or on Saturday, except as herein provided, shall be compensated at one and one-half (1½) times the regular hourly rate of pay for the work performed. All work performed on Sunday and on recognized holidays shall be compensated at double (2) the regular hourly rate of pay for the work performed. When working a five 8-hour day schedule and an Employer is prevented from working forty (40) hours, Monday through Friday, or any part thereof by reason of inclement weather (rain or mud), Saturday or any part thereof may be worked as a make-up day at the straight time rate. The Employer shall have the option of working five eight (8) hour days or four ten (10) hour days Monday through Friday. If an Employer elects to work five (5) eight (8) hour days during any work week, hours worked more than eight (8) per day or forty (40) hours per week shall be paid at time and one-half (1½) the hourly rate Monday through Friday. If an Employer elects to work four (4) ten (10) hour days in any week, work performed more than ten (10) hours per day or forty (40) hours per week shall be paid at time and one-half (1½) the hourly rate Monday through Friday. If an Employer is working ten (10) hour days and loses a day due to inclement weather, they may work ten (10) hours Friday at straight time. All hours worked over the forty (40) hours Monday through Friday will be paid at time and one-half (1½) overtime rate. Overtime shall be computed at half-hour intervals. Shift Work: Two (2) or three (3) shifts shall be permitted, provided such shifts are scheduled for a minimum of three (3) consecutive days. The second shift shall begin at 4:30 p.m. and end at 12:30 a.m. with one-half (1/2) hour for lunch between 7:30 p.m. and 9:00 p.m. and shall received eighty (8) hours' pay. The third shift shall begin at 12:30 a.m. and end at 8:00 a.m. with one-half (1/2) hour for lunch between 3:30 a.m. and 5:00 a.m. and shall received (8) hour's; pay. There shall be at least one (1) foreman on each shift on jobs where more than one shift is employed, provided that there are two (2) or more employees on second and on the third shifts. All shifts shall arrange to interchange working hours at the end of each week. When three shifts are used, the applicable rate must be paid from Saturday at 8:00 a.m. until the following Monday at 8:00 a.m. When three shifts are employed, the second and third shifts shall contain at least one-half (1/2) as many employees as the first shift.

**NO. 43:** Eight (8) hours shall constitute a work day between the hours of 7:00 a.m. and 4:30 p.m. Forty (40) hours within five (5) days, Monday through Friday inclusive, shall constitute the work week. Work performed in the 9th and 10th hour, Monday through Friday, shall be paid at time and one-half (1½) the regular straight time rate of pay. Contractor has the option to pay two (2) hours per day at the time and one-half (1½) the regular straight time rate of pay between the hours of 6:00 a.m. and 5:30 p.m., Monday through Friday. Work performed outside the regularly scheduled working hours and on Saturdays, Sundays and recognized legal holidays, or days celebrated as such, shall be paid for at the rate of double (2) time.

**NO. 55:** Means the regular work day shall be eight (8) hours between 6:00 a.m. and 4:30 p.m. The first two (2) hours of work performed in excess of the eight (8) hour work day, Monday through Friday, and the first ten (10) hours of work on Saturday, shall be paid at one & one-half (1½) times the straight time rate. All work performed on Sunday, observed holidays and in excess of ten (10) hours a day, Monday through Saturday, shall be paid at double (2) the straight time rate.

**NO. 57:** Means eight (8) hours per day shall constitute a day's work and forty (40) hours per week, Monday through Friday, shall constitute a week's work. The regular starting time shall be 8:00 a.m. If a second or third shift is used, the regular starting time of the second shift shall be 4:30 p.m. and the regular starting period for the third shift shall be 12:30 a.m. These times may be adjusted by the employer. The day shift shall work a regular eight (8) hours shift as outlined above. Employees working a second shift shall receive an additional \$0.25 above the regular hourly rate and perform seven and one-half (7½) hours work for eight (8) hours pay. Third shift employees shall be paid an additional \$0.50 above the regular hourly rate and work seven (7) hours for eight (8) hours pay. When circumstances warrant, the Employer may change the regular workweek to four (4) ten-hour days at the regular time rate of pay. All time worked before and after the established workday of eight (8) hours, Monday through Friday, and all time worked on Saturday shall be paid at the rate of time and one-half (1½) except in cases where work is part of an employee's regular Friday shift. All time worked on Sunday and recognized holidays shall be paid at the double (2) time rate of pay except in cases where work is part of an employee's previous day's shift. For all overtime hours worked \$26.71 of the fringe benefits portion of the prevailing wage shall be paid at the same overtime rate at which the cash portion of the prevailing wage is to be paid. The remaining \$1.29 of the fringe benefit portion of the prevailing wage may be paid at straight time.

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**NO. 59:** Means that except as herein provided, eight (8) hours a day shall constitute a standard work day, and forty (40) hours per week shall constitute a week's work. All time worked outside of the standard eight (8) hour work day and on Saturday shall be classified as overtime and paid the rate of time and one-half (1½). All time worked on Sunday and holidays shall be classified as overtime and paid at the rate of double (2) time. The Employer has the option of working either five (5) eight hour days or four (4) ten hour days to constitute a normal forty (40) hour work week. When the four (4) ten-hour work week is in effect, the standard work day shall be consecutive ten (10) hour periods between the hours of 6:30 a.m. and 6:30 p.m. Forty (40) hours per week shall constitute a week's work, Monday through Thursday, inclusive. In the event the job is down for any reason beyond the Employer's control, then Friday and/or Saturday may, at the option of the Employer, be worked as a make-up day; straight time not to exceed ten (10) hours or forty (40) hours per week. When the five day eight (8) hour work week is in effect, forty (40) hours per week shall constitute a week's work, Monday through Friday, inclusive. In the event the job is down for any reason beyond the Employer's control, then Saturday may, at the option of the Employer, be worked as a make-up day; straight time not to exceed eight (8) hours or forty (40) hours per week. The regular starting time (and resulting quitting time) may be moved to 6:00 a.m. or delayed to 9:00 a.m. Make-up days shall not be utilized for days lost due to holidays.

**NO. 60:** Means the Employer shall have the option of working five 8-hour days or four 10-hour days Monday through Friday. If an Employer elects to work five 8-hour days during any work week, hours worked more than eight (8) per day or forty (40) per week shall be paid at time and one-half (1½) the hourly wage rate plus fringe benefits Monday through Friday. **SATURDAY MAKE-UP DAY:** If an Employer is prevented from working forty (40) hours, Monday through Friday, or any part thereof by reason of inclement weather (rain or mud), Saturday or any part thereof may be worked as a make-up day at the straight time rate. It is agreed by the parties that the make-up day is not to be used to make up time lost due to recognized holidays. If an Employer elects to work four 10-hour days, between the hours of 6:30 a.m. and 6:30 p.m. in any week, work performed more than ten (10) hours per day or forty (40) hours per week shall be paid at time and one half (1½) the hourly wage rate plus fringe benefits Monday through Friday. If an Employer is working 10-hour days and loses a day due to inclement weather, the Employer may work ten (10) hours on Friday at straight time. All hours worked over the forty (40) hours Monday through Friday will be paid at time and one-half (1½) the hourly wage rate plus fringe benefits. All Millwright work performed in excess of the regular work day and on Saturday shall be compensated for at time and one-half (1½) the regular Millwright hourly wage rate plus fringe benefits. The regular work day starting at 8:00 a.m. (and resulting quitting time of 4:30 p.m.) may be moved forward to 6:00 a.m. or delayed one (1) hour to 9:00 a.m. All work accomplished on Sundays and recognized holidays, or days observed as recognized holidays, shall be compensated for at double (2) the regular hourly rate of wages plus fringe benefits. **NOTE:** All overtime is computed on the hourly wage rate plus an amount equal to the fringe benefits.

**NO. 86:** The regular workday shall consist of eight (8) consecutive hours, exclusive of a thirty (30) minute lunch period, with pay at the straight time rate with all hours in excess of eight (8) hours in any one day to be paid at the applicable overtime rate at time and one-half (1½). The regular workday shall begin between the hours of 6:00 a.m. and 8:00 a.m. The Employer may have the option to schedule the work week from Monday through Thursday at ten (10) hours per day at the straight time rate of pay with all hours in excess of ten (10) hours in any one day to be paid at the applicable overtime rate at time and one-half (1½). If the Employer elects to work from Monday through Thursday and is stopped due to inclement weather, holiday or other conditions beyond the control of the Employer, they shall have the option to work Friday at the straight time rate of pay to complete the forty (40) hours for the workweek. All overtime work performed on Monday through Saturday shall be paid at time and one-half (1½) the hourly rate. Fringe benefits shall be paid at the one and one half the hourly rate. All work performed on Sundays and recognized holidays shall be paid at double (2) the hourly rate. Fringe benefits shall be paid at double the hourly rate. Shifts may be established when considered necessary by the Employer. Shift hours and rates will be as follows. If shifts are established, work on the First Shift will begin between 6:00 a.m. and 9:00 a.m. and consist of eight (8) hours of work plus one-half hour unpaid lunch. Hours worked during the first shift will be paid at the straight time rate of pay. The second shift shall start eight hours after the start of the first shift and consist of eight (8) hours of work plus one-half hour unpaid lunch. Work on the second shift will begin between 2:00 p.m. and 5:00 p.m. and be paid the straight time rate plus \$2.50 per hour. The third shift shall start eight hours after the start of the second shift and consist of eight (8) hours plus one-half hour unpaid lunch. Work on the third shift will begin between 10:00 p.m. and 1:00 a.m. and be paid the straight time rate plus \$3.50 per hour. The additional amounts that are to be paid are only applicable when working shifts. Shifts that begin on Saturday morning through those shifts which end on Sunday morning will be paid at time and one-half these rates. Shifts that begin on Sunday morning through those shifts which end on Monday morning will be paid at double time these rates.

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**NO. 87:** Means eight (8) hours starting between 6:00 a.m. and 8:00 a.m. and ending between 2:30 p.m. and 4:30 p.m. at the Employers discretion shall constitute a day's work. Any work prior to 6:00 a.m. or after eight (8) hours shall be paid at the overtime rate. Five (5) days from Monday through Friday inclusive shall constitute a regular work week. All hours before and after these regular hours shall be considered overtime and shall be paid for at the rate of double (2) time. All work on Saturday and Sunday shall be paid at double (2) the prevailing scale of wages.

**NO. 91:** Means eight (8) hours shall constitute a day's work commencing at 7:00 a.m. and ending at 3:30 p.m., allowing one-half (½) hour for lunch. The option exists for the Employer to use a flexible starting time between the hours of 6:00 a.m. and 9:00 a.m. The regular workweek shall consist of forty (40) hours of five (5) workdays, Monday through Friday. The workweek may consist of four (4) ten (10) hour days from Monday through Thursday, with Friday as a make-up day. If the make-up day is a holiday, the employee shall be paid at the double (2) time rate. The employees shall be paid time and one-half (1½) for work performed on Saturdays, before the regular starting time or after the regular quitting time or over eight (8) hours per work day (unless working a 10-hour work day, then time and one-half (1½) is paid for work performed over ten (10) hours a day) or over forty (40) hours per work week. Work performed on Sundays and recognized holidays shall be paid at the double (2) time rate of pay. **SHIFT WORK:** When it is necessary for the project to operate in shifts, there will be three (3) eight (8) hour shifts commencing at 8:00 a.m. Shift work must continue for a period of not less than three (3) consecutive work days, two (2) days which must be regular work days (Monday through Friday). In the event the second or third shift of any regular work day shall fall into a Saturday or a holiday, such extension into a Saturday or holiday shall be considered as part of the previous workday and employees shall be paid at the regular shift rate. The first day shift shall work a regular eight (8) hour day at regular rates. The second shift shall be eight (8) hours regular time pay plus \$2.50 per hour premium for eight (8) hours work. Third shift will be for eight (8) hours regular time pay plus \$3.00 per hour premium for eight (8) hours work.

**NO. 94:** Means eight (8) hours shall constitute a day's work between the hours of 8:00 a.m. and 5:00 p.m. The regular workday starting time of 8:00 a.m. (and resulting quitting time of 4:30 p.m.) may be moved forward to 6:00 a.m. or delayed one (1) hour to 9:00 a.m. All work performed in excess of the regular work day and on Saturday shall be compensated at one and one-half (1½) times the regular pay. In the event time is lost during the work week due to weather conditions, the Employer may schedule work on the following Saturday at straight time. All work accomplished on Sunday and holidays shall be compensated at double the regular rate of wages.

**NO. 101:** Means that except as provided below, eight (8) hours a day shall constitute a standard work day, and forty (40) hours per week shall constitute a week's work, which shall begin on Monday and end on Friday. All time worked outside of the standard work day and on Saturday shall be classified as overtime and paid the rate of time and one-half (1½) (except as herein provided). All time worked on Sunday and recognized holidays shall be classified as overtime and paid at the rate of double (2) time. The regular starting time of 8:00 a.m. (and resulting quitting time of 4:30 p.m.) may be moved forward to 6:00 a.m. or delayed one (1) hour to 9:00 a.m. The Employer has the option of working either five (5) eight-hour days or four (4) ten-hour days to constitute a normal forty (40) hour work week. When a four (4) ten-hour day work week is in effect, the standard work day shall be consecutive ten (10) hour periods between the hours of 6:30 a.m. and 6:30 p.m. Forty (40) hours per week shall constitute a week's work Monday through Thursday, inclusive. In the event the job is down for any reason beyond the Employer's control, then Friday and/or Saturday may, at the option of the Employer, be worked as a make-up day, straight time not to exceed ten (10) hours per day or forty (40) hours per week. Starting time will be designated by the employer. When the five (5) day eight (8) hour work week is in effect, forty (40) hours per week shall constitute a week's work, Monday through Friday, inclusive. In the event the job is down for any reason beyond the Employer's control, then Saturday may, at the option of the Employer, be worked as a make-up day; straight time not to exceed eight (8) hours per day or forty (40) hours per week. Make-up days shall not be utilized for days lost due to holidays.

**NO. 122:** Means forty (40) hours between Monday and Friday shall constitute the normal work week. Work shall be scheduled between the hours of 6:00 a.m. and 6:30 p.m., with one-half hour for lunch. Work in excess of eight (8) hours per day and forty (40) hours per week, and on Saturdays, shall be paid at the rate of one and one-half times the normal rate. Due to inclement weather during the week, Saturday shall be a voluntary make up day.

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BUILDING CONSTRUCTION OVERTIME SCHEDULE**

**NO. 124:** Means eight (8) hours shall constitute a day's work on all classes of work between the hours of 6:00 a.m. and 5:30 p.m., Monday through Friday. The pay for time worked during these hours shall be at the regular wage rate. The regular workweek shall be Monday through Friday. Employment from 4:30 p.m. to 12:00 midnight, Monday through Friday, shall be paid for at one and one-half (1½) times the regular hourly rate. From 12:00 midnight until 8:00 a.m. on any day shall be paid for at twice the regular hourly rate. All time worked on Sundays and the recognized holidays shall be paid at the rate of double (2) time. It is understood that forty (40) hours shall constitute a regular workweek, (5-8's) Sunday Midnight through Friday Midnight, understanding anything over eight (8) hours is one and one-half (1½) times the hourly wage rate.

**BOONE COUNTY  
HOLIDAY SCHEDULE – BUILDING CONSTRUCTION**

**NO. 3:** All work done on New Year's Day, Decoration Day, July 4th, Labor Day, Veteran's Day, Thanksgiving and Christmas shall be compensated at the double (2) time rate of pay. When any of these holidays fall on a Sunday, the following Monday shall be observed.

**NO. 4:** All work done on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas Day shall be paid at the double time rate of pay. If any of the above holidays fall on Sunday, Monday will be observed as the recognized holiday. If any of the above holidays fall on Saturday, Friday will be observed as the recognized holiday.

**NO. 5:** All work that shall be done on New Year's Day, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day shall be paid at the double (2) time rate of pay.

**NO. 7:** The following days are assigned days and are recognized as holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day. If a holiday falls on a Sunday, it shall be observed on the following Monday. If a holiday falls on a Saturday, it shall be observed on the preceding Friday. No work shall be performed on Labor Day except in case of jeopardy to work under construction. This is applied to protect Labor Day. When a holiday falls during the normal workweek, Monday through Friday, it shall be counted as eight (8) hours toward the forty (40) hour week. However, no reimbursement for these eight (8) hours is to be paid to the workman unless worked. If workman are required to work the above enumerated holidays or days observed as such, or on Sunday, they shall receive double (2) the regular rate of pay for such work.

**NO. 8:** All work performed on New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day, or the days observed in lieu of these holidays, shall be paid at the double time rate of pay.

**NO. 15:** All work accomplished on the recognized holidays of New Year's Day, Decoration Day (Memorial Day), Independence Day (Fourth of July), Labor Day, Veteran's Day, Thanksgiving Day and Christmas Day, or days observed as these named holidays, shall be compensated for at double (2) the regular hourly rate of wages plus fringe benefits. If a holiday falls on Saturday, it shall be observed on the preceding Friday. If a holiday falls on a Sunday, it shall be observed on the following Monday. No work shall be performed on Labor Day, Christmas Day, Decoration Day or Independence Day except to preserve life or property.

**NO. 19:** All work done on New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, and Christmas Day shall be paid at the double time rate of pay. The employee may take off Friday following Thanksgiving Day. However, the employee shall notify his or her Foreman, General Foreman or Superintendent on the Wednesday preceding Thanksgiving Day. When one of the above holidays falls on Sunday, the following Monday shall be considered a holiday and all work performed on either day shall be at the double (2) time rate. When one of the holidays falls on Saturday, the preceding Friday shall be considered a holiday and all work performed on either day shall be at the double (2) time rate.

**NO. 23:** All work done on New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day and Sundays shall be recognized holidays and shall be paid at the double time rate of pay. When a holiday falls on Sunday, the following Monday shall be considered a holiday. When a holiday falls on Saturday, Friday is recognized as a holiday.

**NO. 31:** All work done on New Year's Day, President's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day, Friday after Thanksgiving Day, Christmas Day, and Employee's Birthday shall be paid at the double time rate of pay. If a holiday falls on Sunday, the following Monday will be observed as the recognized holiday. If a holiday falls on Saturday, the preceding Friday will be observed as the recognized holiday.

**BOONE COUNTY  
HOLIDAY SCHEDULE – BUILDING CONSTRUCTION**

**NO. 44:** All work done on New Year's Day, Memorial Day, Independence Day, Veteran's Day, Thanksgiving Day, and Christmas Day shall be paid at the double time rate of pay. If a holiday falls on a Sunday, it shall be observed on the Monday following. If a holiday falls on a Saturday, it shall be observed on the preceding Friday. No work shall be performed on these days except in emergency to protect life or property. All work performed on these holidays shall be compensated at double the regular hourly rate for the work performed. Overtime shall be computed at half-hour intervals.

**NO. 45:** All work performed on New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, the day before Christmas, and Christmas Day, shall be paid at the double time rate of pay.

**NO. 54:** All work performed on New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the Friday after Thanksgiving Day, and Christmas Day shall be paid at the double (2) time rate of pay. When a holiday falls on Saturday, it shall be observed on Friday. When a holiday falls on Sunday, it shall be observed on Monday.

**NO. 55:** The following days are recognized as holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. If a holiday falls on a Sunday, it shall be observed on the following Monday. No work shall be performed on Labor Day except in case of jeopardy to work under construction. This rule is applied to protect Labor Day. When a holiday falls during the normal work week, Monday through Friday, it shall be counted as eight (8) hours toward the forty (40) hour week; however, no reimbursement for this eight (8) hours is to be paid the workmen unless worked. An Employer working a four (4) day, ten (10) hour schedule may use Friday as a make up day when an observed holiday occurs during the work week. Employees have the option to work that make up day. If workmen are required to work the above enumerated holidays, or days observed as such, they shall receive double (2) the regular rate of pay for such work.

**NO. 60:** All work performed on New Year's Day, Armistice Day (Veteran's Day), Decoration Day (Memorial Day), Independence Day (Fourth of July), Thanksgiving Day and Christmas Day shall be paid at the double time rate of pay. No work shall be performed on Labor Day except when triple (3) time is paid. When a holiday falls on Saturday, Friday will be observed as the holiday. When a holiday falls on Sunday, the following Monday shall be observed as the holiday.

**NO. 66:** All work performed on Sundays and the following recognized holidays, or the days observed as such, of New Year's Day, Decoration Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day and Christmas Day, shall be paid at double (2) the hourly rate plus an amount equal to the hourly Total Indicated Fringe Benefits. Whenever any such holidays fall on a Sunday, the following Monday shall be observed as a holiday.

**NO. 69:** All work performed on New Year's Day, Memorial Day, July Fourth, Labor Day, Veteran's Day, Thanksgiving Day or Christmas Day shall be compensated at double (2) their straight-time hourly rate of pay. Friday after Thanksgiving and the day before Christmas are also holidays, however, if the employer chooses to work the normal work hours on these days, the employee will be paid at straight-time rate of pay. If a holiday falls on a Saturday, the holiday will be observed on Saturday; if a holiday falls on a Sunday, the holiday will be observed on the following Monday.

**NO. 74:** All work performed on New Year's Day, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day and Christmas Day, shall be paid at double (2) time of the hourly rate of pay. In the event one of the above holiday's falls on Saturday, the holiday shall be celebrated on Saturday. If the holiday falls on Sunday, the holiday will be celebrated on Monday.

**NO. 76:** Work performed on Holidays shall be paid at the rate of two times the normal rate. Holidays are: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day. If a holiday falls on a Sunday, it shall be celebrated on the following Monday, if it falls on Saturday, it shall be celebrated on the preceding Friday.

OCCUPATIONAL TITLE	* Date of Increase	Basic Hourly Rates	Over-Time Schedule	Holiday Schedule	Total Fringe Benefits
Carpenter	6/15	\$30.41	23	16	\$15.55
Electrician (Outside-Line Construction)\Lineman	9/15	\$42.52	9	12	\$5.00 + 36.5%
Lineman Operator	9/15	\$36.70	9	12	\$5.00 + 36.5%
Lineman - Tree Trimmer	10/15	\$23.90	32	31	\$9.73 + 3%
Groundman	9/15	\$28.38	9	12	\$5.00 + 36.5%
Groundman - Tree Trimmer	10/15	\$17.64	32	31	\$7.72 + 3%
Laborer					
General Laborer	6/15	\$27.36	2	4	\$12.82
Skilled Laborer	6/15	\$27.36	2	4	\$12.82
Millwright	6/15	\$30.41	23	16	\$15.55
Operating Engineer					
Group I	6/15	\$27.74	21	5	\$23.91
Group II	6/15	\$27.39	21	5	\$23.91
Group III	6/15	\$27.19	21	5	\$23.91
Group IV	6/15	\$23.64	21	5	\$23.91
Oiler-Driver	6/15	\$23.54	21	5	\$23.91
Pile Driver	6/15	\$30.41	23	16	\$15.55
Traffic Control Service Driver		\$26.415	28	27	\$9.045
Truck Driver-Teamster					
Group I	6/15	\$28.87	25	21	\$12.05
Group II	6/15	\$29.03	25	21	\$12.05
Group III	6/15	\$29.02	25	21	\$12.05
Group IV	6/15	\$29.14	25	21	\$12.05

Use Heavy Construction Rates on Highway and Heavy construction in accordance with the classifications of construction work established in 8 CSR 30-3.040(3).

Use Building Construction Rates on Building construction in accordance with the classifications of construction work established in 8 CSR 30-3.040(2).

If a worker is performing work on a heavy construction project within an occupational title that is not listed on the Heavy Construction Rate Sheet, use the rate for that occupational title as shown on the Building Construction Rate sheet.

**REPLACEMENT PAGE  
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OVERTIME SCHEDULE - HEAVY CONSTRUCTION**

**FED:** Minimum requirement per Fair Labor Standards Act means time and one-half (1 ½) shall be paid for all work in excess of forty (40) hours per work week.

**NO. 2:** Means a regular workweek shall be forty (40) hours and will start on Monday and end on Friday. The Employer shall have the option of working five 8-hour days or four 10-hour days Monday through Friday. If an Employer elects to work five 8-hour days during any workweek, hours worked more than eight (8) per day or 40 per week shall be paid at time and one-half the hourly rate Monday through Friday. If an Employer elects to work four 10-hour days in a week, work performed more than ten (10) hours per day or 40 hours per week shall be paid at time and one-half the hourly rate Monday through Friday. When working a five 8-hour day schedule and an Employer is prevented from working forty (40) hours Monday through Friday, or any part thereof, by reason of inclement weather, Saturday or any part thereof may be worked as a make-up day at the straight time rate. If an Employer is working a four 10-hour day schedule and loses a day due to inclement weather, he may work 10 hours Friday at straight time. All hours worked over the 40 hours Monday through Friday will be paid at 1 ½ overtime rate. A workday shift is to begin at the option of the Employer, between 6:00 a.m. and not later than 9:00 a.m. However, the project starting time may be advanced or delayed if required. If workmen are required to work the enumerated holidays or days observed as such or Sundays, they shall receive double (2) the regular rate of pay for such work. Overtime shall be computed at one-half (1/2) hour intervals. Shift: The Contractor may elect to work one, two or three shifts on any work. When operating on more than one shift, the shifts shall be known as the day shift, swing shift, and graveyard shift as such terms are recognized in the industry. When two shifts are worked on any operation, the shifts will consist of eight (8) or ten (10) hours exclusive of lunchtime. When three shifts are worked the first day or day shift will consist of eight (8) hours exclusive of lunchtime. The second or swing shift shall consist of seven and one-half (7 1/2) hours work for eight hours pay, exclusive of lunchtime, and the third or the graveyard shift shall consist of seven (7) hours work for eight (8) hours pay, exclusive of the lunchtime. All time in excess of normal shifts shall be considered overtime. Multiple shift (the two or three shift) operation will not be construed on the entire project if at anytime it is deemed advisable and necessary for the Employer to multiple shift a specific operation. However, no shift shall be started between midnight and six a.m. except the graveyard shift on a three-shift operation, or except in an unusual or emergency situation. If an Employer starts a shift between midnight and 6 a.m. except the graveyard shift on a three-shift operation, he shall reimburse all employees for the entire shift at the double time rate. Completion of the second shift on a two-shift operation or completion of the graveyard shift on a three-shift operation that carries over into Saturday morning, shall be at the straight time rate. Overtime shall be computed at ½ hour intervals.

**NO. 9:** Eight (8) hours shall constitute a work day between the hours of 7:00 a.m. and 4:30 p.m. Forty (40) hours within five (5) days, Monday through Friday inclusive, shall constitute the work week. Work performed in the 9th and 10th hour, Monday through Friday, shall be paid at time and one-half (1½) the regular straight time rate of pay. Contractor has the option to pay two (2) hours per day at the time and one-half (1½) the regular straight time rate of pay between the hours of 6:00 a.m. and 5:30 p.m., Monday through Friday. Worked performed in the first eight (8) hours on Saturday shall be paid at the rate of one and eight tenths (1.8) the regular straight time rate. Work performed outside these hours and on Sundays and recognized legal holidays, or days celebrated as such, shall be paid for at the rate of double (2) time.

**NO. 21:** Means the regular workday for which employees shall be compensated at straight time hourly rate of pay shall, unless otherwise provided for, begin at 8:00 a.m. and end at 4:30 p.m. However, the project starting time may be advanced or delayed at the discretion of the Employer. At the discretion of the Employer, when working a five (5) day eight (8) hour schedule, Saturday may be used for a make-up day. If an Employer is prohibited from working on a holiday, that employer may work the following Saturday at the straight time rate. However, the Employer may have the option to schedule his work from Monday through Thursday at ten (10) hours per day at the straight time rate of pay with all hours in excess of ten (10) hours in any one day to be paid at the applicable overtime rate. If the Employer elects to work from Monday through Thursday and is stopped due to circumstances beyond his control, he shall have the option to work Friday or Saturday at the straight time rate of pay to complete his forty (40) hours. If an Employer is prohibited from working on a holiday, that Employer may work the following Friday or Saturday at the straight time rate. Overtime will be at one and one-half (1½) times the regular rate. If workmen are required to work the enumerated holidays or days observed as such, or Sundays, they shall receive double (2) the regular rate of pay for such work.

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BOONE COUNTY  
OVERTIME SCHEDULE - HEAVY CONSTRUCTION**

**NO. 23:** Means the regular workweek shall start on Monday and end on Friday, except where the Employer elects to work Monday through Thursday, (10) hours per day. All work over ten (10) hours in a day or forty (40) hours in a week shall be at the overtime rate of one and one-half (1½) times the regular hourly rate. The regular workday shall be either eight (8) or ten (10) hours. If a job can't work forty (40) hours Monday through Friday because of inclement weather or other conditions beyond the control of the Employer, Friday or Saturday may be worked as a make-up day at straight time (if working 4-10's). Saturday may be worked as a make-up day at straight time (if working 5-8's). An Employer, who is working a four (4) ten (10) hour day work schedule may use Friday as a make-up day when a workday is lost due to a holiday. A workday is to begin at the option of the Employer but not later than 11:00 a.m. except when inclement weather, requirements of the owner or other conditions beyond the reasonable control of the Employer prevent work. Except as worked as a make-up day, time on Saturday shall be worked at one and one-half (1½) times the regular rate. Work performed on Sunday shall be paid at two (2) times the regular rate. Work performed on recognized holidays or days observed as such, shall also be paid at the double (2) time rate of pay. **For all overtime hours worked during the week or on Saturday \$14.55 of the fringe benefits portion of the prevailing wage shall be paid at time and one-half (1½). For all overtime hours worked on Sundays or recognized holidays \$14.55 of the fringe benefits portion of the prevailing wage shall be paid double time. The remaining \$.50 of the fringe benefit portion of the prevailing wage shall be paid at straight time.**

**NO. 25:** Means a regular work week of forty (40) hours, starting on Monday and ending on Friday. The regular work day shall be either eight (8) or ten (10) hours. If a crew is prevented from working forty (40) hours Monday through Friday, or any part thereof by reason of inclement weather, Saturday or any part thereof maybe worked as a make-up day at the straight time rate. Employees who are part of a regular crew on a make-up day, notwithstanding the fact that they may not have been employed the entire week, shall work Saturday at the straight time rate. A work day is to begin between 6:00 a.m. and 9:00 a.m. However, the project starting time maybe advanced or delayed if mutually agreed to by the interest parties. All hours worked on recognized holidays, or days observed as such, double (2) time shall be paid.

**NO. 28:** Means a regular work week of forty (40) hours will start on Monday and end on Friday. The regular work day shall be either eight (8) or ten (10) hours. If a crew is prevented from working forty (40) hours Monday through Friday, or any part thereof by reason of inclement weather, Saturday or any part thereof may be worked as a make-up day at the straight time rate. Employees who are part of a regular crew on a make-up day, notwithstanding the fact that they may not have been employed the entire week, shall work Saturday at the straight time rate. A workday is to begin between 6:00 a.m. and 9:00 a.m. However, the project starting time may be advanced or delayed if mutually agreed to by the interest parties. For all time worked on recognized holidays, or days observed as such, double (2) time shall be paid.

**NO. 32:** Means the overtime rate shall be time and one-half the regular rate for work over forty (40) hours per week. Sundays and Holidays shall be paid at double the straight time rate.

**BOONE COUNTY  
HOLIDAY SCHEDULE – HEAVY CONSTRUCTION**

**NO. 4:** All work performed on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, or observed as such, shall be paid at the double time rate of pay. When a Holiday falls on a Sunday, Monday shall be observed. No work shall be performed on Labor Day, except in case of jeopardy to life or property. This is applied to protect Labor Day.

**NO. 5:** The following days are recognized as holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day. If a holiday falls on a Sunday, it shall be observed on the following Monday. If a holiday falls on a Saturday, it shall be observed on the preceding Friday. No work shall be performed on Labor Day except in case of jeopardy to work under construction. This rule is applied to protect Labor Day. When a holiday falls during the normal work week, Monday through Friday, it shall be counted as eight (8) hours toward a forty (40) hour week; however, no reimbursement for this eight (8) hours is to be paid the workman unless worked. If workmen are required to work the above recognized holidays or days observed as such, or Sundays, they shall receive double (2) the regular rate of pay for such work. The above shall apply to the four 10's Monday through Friday work week. The ten (10) hours shall be applied to the forty (40) hour work week.

**NO. 12:** All work performed on New Year's Day, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day, or days celebrated as such, shall be paid at the double time rate of pay. When one of the foregoing holidays falls on Sunday, it shall be celebrated on the following Monday. When one of the foregoing holidays falls on Saturday, it shall be celebrated on the Friday before the holiday.

**NO. 16:** The following days are recognized as holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day. If a holiday falls on Sunday, it shall be observed on the following Monday. If a holiday falls on Saturday, it shall be observed on the preceding Friday. No work shall be performed on Labor Day except in case of jeopardy to work under construction. This rule is applied to protect Labor Day. When a holiday falls during the normal work week, Monday through Friday, it shall be counted as eight (8) hours toward the forty (40) hour week; however, no reimbursement for this eight (8) hours is to be paid to the worker unless worked. If workers are required to work the above recognized holidays or days observed as such, they shall receive double (2) the regular rate of pay for such work.

**NO. 21:** The following days are recognized as holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. If a holiday falls on a Sunday, it shall be observed on the following Monday. No work shall be performed on Labor Day except in case of jeopardy to work under construction. This rule is applied to protect Labor Day. When a holiday falls during the normal work week, Monday through Friday, it shall be counted as eight (8) hours toward the forty (40) hour week; however, no reimbursement for this eight (8) hours is to be paid the workman unless worked. An Employer working a four (4) day, ten (10) hour schedule may use Friday as a make-up day when an observed holiday occurs during the work week. Employees have the option to work that make-up day. If workmen are required to work the above enumerated holidays, or days observed as such, they shall receive double (2) the regular rate of pay for such work.

**NO. 27:** The following days are recognized as holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. If a holiday falls on a Sunday, it shall be observed on the following Monday. No work shall be performed on Labor Day except in case of jeopardy to work under construction. This rule is applied to protect Labor Day. When a holiday falls during the normal work week, Monday through Friday, it shall be counted as eight (8) hours toward the forty (40) hour week; however, no reimbursement for this eight (8) hours is to be paid the workmen unless worked. An Employer working a four (4) day, ten (10) hour schedule may use Friday as a make up day when an observed holiday occurs during the work week. Employees have the option to work that make up day. If workmen are required to work the above enumerated holidays, or days observed as such, they shall receive double (2) the regular rate of pay for such work.

**NO. 31:** All work performed on New Year's Day, Presidents' Day, Veterans' Day, Good Friday, Decoration Day, Fourth of July, Labor Day, Christmas Eve Day, Christmas Day, Thanksgiving Day and Day after Thanksgiving or days celebrated for the same.

BOONE COUNTY COMMISSION  
**CONTRACTOR'S AFFIDAVIT**  
**REGARDING**  
**SETTLEMENT OF CLAIMS**

County Bid Number \_\_\_\_\_

Vendor Job Number \_\_\_\_\_

Job Location \_\_\_\_\_

\_\_\_\_\_, 20\_\_\_\_\_

To the Boone County \_\_\_\_\_ Department  
Columbia, Missouri

To Whom It May Concern:

This is to certify that all lawful claims for material, lubricants, fuel, coal, coke, repairs on machinery, groceries and foodstuffs, equipment and tools consumed or used in connection with the construction of the above mentioned project, and all insurance premiums, both compensation and all other kinds of insurance on said work, and for all labor performed in said work, whether by subcontractor or claimant in person or by his employee, agent, servant, bailee or bailor, have been paid and discharged.

\_\_\_\_\_  
Contractor

By \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

State of \_\_\_\_\_

County of \_\_\_\_\_ ss.

Subscribed and sworn to before me this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_

\_\_\_\_\_  
Notary Public

(SEAL)

My Commission expires \_\_\_\_\_, 20\_\_\_\_\_



**AFFIDAVIT OF COMPLIANCE WITH THE PREVAILING WAGE LAW**

Before me, the undersigned Notary Public, in and for the County of \_\_\_\_\_

State of \_\_\_\_\_, personally came and appeared (name and title)

\_\_\_\_\_ of the (name of company)

\_\_\_\_\_ (a corporation) (a partnership) (a proprietorship)

and after being duly sworn did depose and say that all provisions and requirements set out in Chapter 290 Sections 290.210 through and including 290.340, Missouri Revised Statutes, pertaining to the payment of wages to workmen employed on public works projects have been fully satisfied and there has been no exception to the full and complete compliance with said provisions and requirements and with Wage Determination NO. \_\_\_\_\_ issued by the Division of Labor Standards on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, in carrying out the Contract and work in connection with

(name of project) \_\_\_\_\_ located at

(name of institution) \_\_\_\_\_ in \_\_\_\_\_ County,

Missouri and completed on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

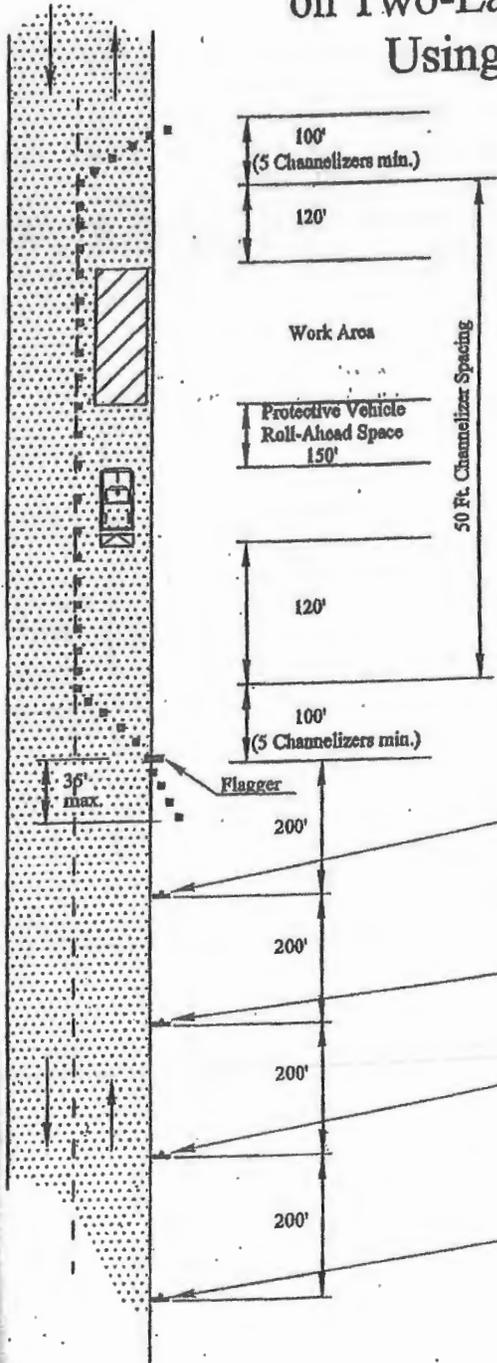
\_\_\_\_\_  
Signature

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

My commission expires \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

# Low Volume Lane Closure on Two-Lane Highway Using Flaggers



**Notes:**

When a temporary road closure is needed, both directions may be stopped at the same time up to a maximum of 20 minutes.

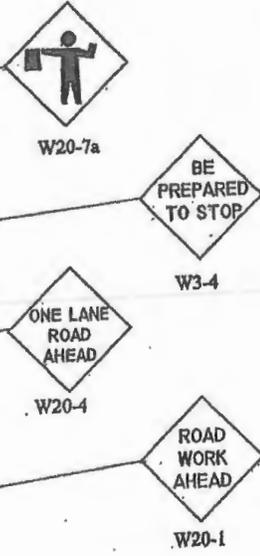
The protective vehicle may be eliminated if adequate sight distance exists and the work vehicle uses activated rotating lights.

For mobile operations where workers are on foot and move with the operation, channelizers may be reduced or eliminated.

Additional warning signs shall be erected at each intersection with another roadway within the work zone. Upon the discretion of the supervisor, additional warning signs may be erected at other intersections within the work zone.

For mobile operations, spacing between flagger and FLAGGER AHEAD sign shall not exceed one mile.

See MUTCD and MODoT Regulations for additional applicable details, notes, and definitions.

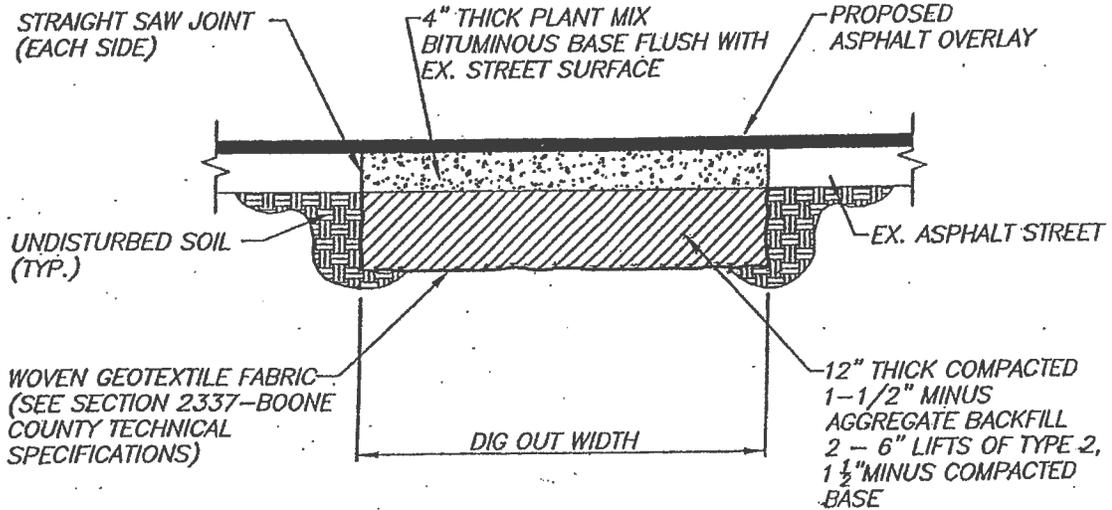


## Paving Improvements Traffic Control Detail Sheet



DESIGN AND CONSTRUCTION DEPT.  
5651 HIGHWAY 63 SOUTH  
COLUMBIA, MISSOURI 65201-8711  
PHONE (573) 448-8515  
FAX (573) 575-1602

PROJECT No:
DATE: 3/22/16
SCALE: Not to Scale
DESIGN BY: A B
DRAWN BY: TC
CHECKED BY:
SHEET 1 OF 1



Notes:

1. Sawcut area designated by Boone County Public Works.
2. Excavate to a Minimum of 16" Depth\*\*
3. Compact Bottom and Place Woven Fabric.  
(Mirafi 600X or Approved Equal.)
4. Place Two (2) 6" Lifts of Type 2, 1 1/2" Minus Compacted Base.
5. Place 4" Lift of Compacted Bituminous Base on Primed Base Rock. Finish shall be flush with road surface and have a smooth ride.
6. Additional Depth shall be backfilled with Type 2, 1 1/2" Minus Compacted Base. 6" Maximum per Lift.
7. Base **MUST** be approved by Inspector **BEFORE** placement of Fabric and Rock.
8. Contractor shall remove and dispose of all materials excavated from the repair area.

\*\* Additional Depth shall be paid by the Cubic Yard as per the Bid Form.

## Dig Out and Repair Detail

Not To Scale

Revised: 8-16-10



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

***“No Bid” Response Form***

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

**“NO BID RESPONSE FORM”**

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

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

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

**Bid: 03-27JAN16 – 2016 Mill & Overlay Term & Supply**

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Contact: \_\_\_\_\_

Date: \_\_\_\_\_

Reason(s) for not bidding:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

County of Boone

} ea.

March Session of the January Adjourned

Term. 20 16

In the County Commission of said county, on the 17th day of March 20 16

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

Now on this day the County Commission of the County of Boone does hereby award bid 74-11DEC15 – Video Conferencing Equipment for the Ground Floor Courtroom to Visual Systems Group, Inc. of Missouri City, TX.

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

Done this 17th day of March, 2016.

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

130-2016

# Boone County Purchasing

Cheli Haley  
Buyer



613 East Ash Street, Room 109  
Columbia, MO 65201  
Phone: (573)886-4392  
Facsimile: (573)886-4390

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## MEMORANDUM

TO: Boone County Commission  
FROM: Cheli Haley, Buyer  
DATE: March 1, 2016  
RE: Bid Award Recommendation for RFP#: *74-11DEC15- Video Conferencing Equipment – Ground Floor Courtroom*

Request for Proposal Number *74-11DEC15 – Video Conferencing Equipment – Ground Floor Courtroom* was opened on December 11, 2015 with three proposal responses received.

The Evaluation Committee consisted of Mary Epping, 13<sup>th</sup> Judicial Circuit Court Administrator, and Steve Smith, 13<sup>th</sup> Judicial Circuit Technology Services Supervisor. The Evaluation Committee recommends awarding by lowest and best proposal to Visual Systems Group, Inc. of Missouri City, Texas per their attached Evaluation Report.

Total cost of contract is \$85,086.38 and invoice will be paid from Department 1230 – Jury Services and Court Costs, Account 92300 – Replacement Machines and Equipment. The amount budgeted for this purchase was \$45,000.00. A budget amendment increasing this amount of processed by Mary Epping last month.

ATT Bid Tabulation  
RFP Evaluation Report

cc: Bid File

## Evaluation Report for Request for Proposal

### 74-11DEC15 – Video Conferencing Equipment – Ground Floor Courtroom

RESPONDENT # 1: Visual Systems Group, Inc.

- It has been determined that Visual Systems Group, Inc has submitted a **responsive** proposal meeting the requirements set forth in the original Request for Proposal.
- It has been determined that Visual Systems Group, Inc has submitted a **non-responsive** proposal.

#### Method of Performance

##### Strengths:

The equipment rack they propose should fit in the same space as the existing equipment rack

The bid tabulation shows VSGI as the least expensive option.

Provided a comprehensive proposed parts list.

##### Concerns:

They propose two 70" gallery monitors which may be oversized for the space. Would a 55" be more appropriate? In their response to BAFO # 1 the quantity was changed to one instead of two and the size was changed 55".

They propose four 23" monitors for judge/2 attorneys/clerk which may be oversized for the judge and clerk spaces. Is there a rectangular 20" available for the judge and clerk? In their response to BAFO # 1 the size was changed to 20".

Equipment being returned to VSGI and/or the manufacture must be received within fifteen (15) days of the customer's receipt of the replacement reserves the right to invoice the Customer at the Manufacture's List Price for the replacement product. (Under VSGI Service Agreement Notes on Page 6). What exactly does this mean? For example, if we store for 30 days, are we unable to return a defective piece of equipment? And if we return a piece of defective equipment, we'll now be charged more? This language was removed from their proposal in their response to BAFO # 1.

VSGI must have a T&M Form signed by the Customer with the credit card authorization approved prior to scheduling a site visit or requisitioning parts. (Under VSGI Service agreement Notes on page 6). County not willing to provide a credit card prior to repair. This language was removed from their proposal in their response to BAFO # 1.

“Wait charges” if room not available (Under VSGI Installation Notes on page 6) were brought to the attention of the evaluation committee but no action was taken.

Installation cancelled within seventy-two (72) hours of the start date are billable (Under VSGI Installation Notes on page 6) were brought to the attention of the evaluation committee but no action was taken.

Quote is valid for 30 days (page 7) which is a violation of RFP section 5.6.1. - Respondents agree that proposals will remain firm for a period of ninety (90) calendar days after the date specified for the return of proposals. BAFO # 1 identified the violation Respondent changed the quote to be valid for 90 days.

Shipping is “FOB Origin” which is a violation of paragraph 3.8.3. of RFP that states The delivery terms are FOB Destination with Inside Delivery to the loading dock. All deliveries shall be made FOB Destination with freight charges included and prepaid. The seller pays and bears the freight charges. (page 7). This language was changed as requested in their response to BAFO # 1.

Upon shipment, material may not be returned (page 7). This language was removed from their proposal in their response to BAFO # 1.

Equipment is payable 100% upon shipment and due Net 30, balance Net 30 upon installation date. County will make one lump sum payment 30 days after receipt of a correct and valid invoice. BAFO # 1 identified this violation. No changes made by the Respondent.

The County has a concern about the total proposed pricing which is above the County's budget. It is significantly higher than the final costs of a bid awarded in 2013 which was a substantially similar project. It appears that installation is \$20,000 higher for this proposed project than the last project. Is the \$5,400 with conduit optional? What aspect is optional and how does that affect the proposed amount? BAFO # 1 addressed all of these concerns and the company responded positively to each.

The codec proposed is also being used in another courtroom and periodically interferes with other equipment. BAFO # 2 identified this matter as a possible issue and requested a plan of action should a problem arise. A suitable plan of action was provided and no changes were made to the parts list.

#### Experience/Expertise of Respondent

##### Strengths:

This vendor installed a similar project in another courtroom not too long ago. They provided excellent service above what they proposed. Technicians were professional and able to be decision makers in getting equipment functioning correctly.

23 years of experience (pg 1 of their response)

Besides County, provided other public agency references.

**Concerns:**

Page 1 says "23 years of experience", then a little farther down "29 years of experience".

Did not sign Debarment Certification (pg. 33)

Respondent's business is not local possibly causing a delay in equipment repair if needed, or higher repair costs should a subcontractor need to be hired.

RESPONDENT # 2: Alexander Open Systems, Inc.

It has been determined that Alexander Open Systems, Inc has submitted a **responsive** proposal meeting the requirements set forth in the original Request for Proposal.

It has been determined that Alexander Open Systems, Inc has submitted a **non-responsive** proposal.

**Method of Performance**

**Strengths:**

They do state an ability to either mix the quad view (judge/attorney 1/ attorney 2/ far end) OR to send only 1 of the views (e.g. far end) to all 6 courtroom monitors. This is the way the current system works and we did state this was optional. The other vendors did not include information regarding this feature

Proposed reasonable increases on maintenance (2.5%)

**Concerns:**

Did not furnish a comprehensive parts list. We therefore have no way to determine brands, models, sizes, etc. of the proposed equipment. This makes it difficult - if not impossible - to evaluate how well the proposed equipment such as monitors and equipment rack will fit within the available space.

The bid tabulation shows this respondent as the highest bidder.

Proposal valid for 60 days which is a violation of RFP section 5.6.1. - Respondents agree that proposals will remain firm for a period of ninety (90) calendar days after the date specified for the return of proposals. (pg. 22)

**Experience/Expertise of Respondent**

**Strengths:**

23 years in business (pg 24)

**Concerns:**

The Courthouse has no prior experience with this vendor

Did not provide other public entity references

RESPONDENT # 3: TSI Technology Solutions, LLC

It has been determined that TSI Technology Solutions, LLC has submitted a **responsive** proposal meeting the requirements set forth in the original Request for Proposal.

It has been determined that TSI Technology Solutions, LLC has submitted a **non-responsive** proposal.

Method of Performance

**Strengths:**

They include two 55" gallery monitors which seem to be an appropriate size - similar to the set up in another courtroom at the courthouse.

The equipment rack they propose should fit in the same space as the existing equipment rack.

Provided a comprehensive proposed parts list.

**Concerns:**

The proposed monitors for the attorney tables, judge and clerk are all 24" touch screens. Touch screens seem unnecessary - that may simply be for future functionality. 24" monitors are oversized for the judge and clerk stations as space is a factor in both spaces. Would 20" monitors be more appropriate for the judge and clerk spaces? In their response to BAFO # 1 the size was changed to 20".

Their bid includes only two (2) ceiling mounted cameras - not three (3). How do they propose to get three (3) camera views (judge and two (2) attorney tables) from only two (2) cameras? BAFO # 1 addressed the concern and the company responded positively.

Concerned about proposed pricing above County's budget. Installation cost is higher than anticipated. BAFO # 1 addressed the concern and the company responded positively.

**Experience/Expertise of Respondent**

**Strengths:**

The respondent has previous experience with the Courthouse providing similar equipment in another courtroom, and they also provided other public agency references.

Respondent's business is within Missouri and could possibly provide a quicker response to any issues that arises with the equipment.

**Concerns:**

**Summary:** Three Proposal Responses were received and opened on December 11, 2015. The evaluation committee met for the first time on December 15, 2015 to evaluate the responses. At this meeting it was decided that since Alexander Open Systems offered the highest bid and did not provide a break out of parts to evaluate, they would not be considered for award. The County then sent a Clarification / Best and Final Offer Form # 1 to both TSI and VSGI. Some pricing was adjusted to reflect changes in the proposed equipment, and VSGI remained the lowest bidder. In a second evaluation committee meeting held on January 7, 2016, the County decided to send a Clarification / Best and Final Offer Form # 2 to VSGI requesting a plan of action should problems arise with a codec known to interfere with courtroom equipment. The evaluation committee found their response to be suitable. Recommendation for award to the best and lowest Respondent was made to VSGI.

**EVALUATION REPORT FORM**  
**PURCHASING DEPARTMENT - BOONE COUNTY - MISSOURI**  
 REQUEST FOR PROPOSAL NUMBER - 74-11DEC15 - Video Conferencing Equipment - Ground Floor Courtroom  
 Cheli Haley  
 Buyer

	NAME OF OFFEROR	Method of Performance(30 points)	Experience/Expertise of Contractor (20 points)	TOTAL SUBJECTIVE POINTS (50 pts.)	For Purchasing Use Only	
					COST POINTS (50 pts.)	TOTAL POINTS (Max 100 pts.)
1	Visual Systems Group, Inc.	30	20	50	50	100
2	Alexander Open Systems, Inc.	12	15	27	41	68
3	TSI Technology Solutions, LLC	30	17	47	46	93
4						
5						
6						
7						

We hereby attest that the subjective points assigned to each offeror above were scored pursuant to the established evaluation criteria and represent our best judgement of the subjective areas of the offerors' proposals. We have attached a brief narrative which highlights some, but not necessarily all, of the reasons for our evaluation of the proposals as indicated by the scores above. Our comments represent our opinions only and do not represent the position of the Purchasing Department of Boone County, Missouri, or any other party.

<i>Mary Eppin</i>	<i>Mary Eppin</i>	<i>Cost Administrator</i>	<i>Canthorse</i>
Evaluator's Signature Date	Evaluator Printed Name	Title	Dept.
<i>Steve Smith</i>	STEVE SMITH	<i>TECHNOLOGY SERVICES SUPV.</i>	<i>CANTHORSE</i>
Evaluator's Signature Date	Evaluator Printed Name	Title	Dept.

**PURCHASE AGREEMENT  
FOR  
VIDEO CONFERENCING EQUIPMENT – GROUND FLOOR COURTROOM**

THIS AGREEMENT dated the 17<sup>th</sup> day of March, 2016 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Visual Systems Group, 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, the County of Boone Request for Proposal for **Video Conferencing Equipment – Ground Floor Courtroom** number **74-11DEC15**, any applicable addenda, and the Contractor's Proposal Response dated **December 10, 2015** and executed by **Adam Owenby** on behalf of the Contractor. All such documents shall constitute the contract documents which are incorporated herein by reference. Service or product data, specification and literature submitted with Proposal Response may be permanently maintained in the County Purchasing Office file for this proposal if not attached. In the event of conflict between any of the foregoing documents, this Purchase Agreement, the Request for Proposal, any applicable addenda and Boone County Standard Terms and Conditions shall prevail and control over the Contractor's Proposal Response.

2. **Contract Duration** - This agreement shall commence on **the date of award by Commission Order above** and extend through **March 15, 2017** subject to the provisions for termination specified below. This agreement may be extended beyond the expiration date by order of the County for **an additional four (4) one-year periods**. The prices identified on the Response / Pricing Page of the Request for Proposal shall remain fixed for the identified initial contract period and all renewal periods.

3. **Purchase** - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County all items/services per the proposal specifications, and responded to on the Response / Pricing Page, and in conformity with the contract documents for the prices set forth in the Contractor's Proposal Response, as needed and as ordered by the County. Pricing shall remain firm through the end of the fourth renewal period as follows:

<b>Videoconferencing Technologies</b>					
<b>Model#</b>	<b>Manuf#</b>	<b>Description</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Ext Price</b>
PLY-VTC-GRP500	7200-65088-001	Polycom-Group 500 Codec Only-720p-Includes remote control	1	\$4,589.51	\$4,589.51
VAD-CAM-RSHT12	North America 999-9909-000	Vaddio-RoboSHOT 12QUSB Camera System	3	\$3,843.72	\$11,531.15
VAD-MNT-CAMC	535-2000-206	Vaddio-Suspended Ceiling Mount for Vaddio Cameras	3	\$65.57	\$196.72
<b>Audio</b>					
<b>Model#</b>	<b>Manuf#</b>	<b>Description</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Ext Price</b>
BIA-DSP-TESFORT1	TesiraFORTE TI	BiAmp TesiraFORTE DSP Fixed I/O server with 12 analog inputs, 8 analog output, 8 channels configurable USB audio, Sona Acoustic Echo Cancellation (AEC) technology (all 12 inputs), and standard telephone interface	1	\$1,966.12	\$1,966.12

130-2016

<b>Display Technologies</b>					
<b>Model#</b>	<b>Manuf#</b>	<b>Description</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Ext Price</b>
SHRP-LED-55	LC-55CE653U	Sharp 55" Ultra LED HDTV-1080p	1	\$612.97	\$612.97
CHF-MNT-SWNGL	PDR2000B	Chief Large Flat Panel Swing Arm Wall Mount-37"(without interface)	1	\$453.51	\$453.51
SAM-LED-20	UN19F4000AF	Samsung 20" LED-1080p	4	\$153.81	\$615.26
<b>Room Control</b>					
<b>Model#</b>	<b>Manuf#</b>	<b>Description</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Ext Price</b>
CRES-TP-B10	TSW-1050-B-S	Crestron 10.1" Touch Screen, Black Smooth	1	\$1,311.48	\$1,311.48
CRES-CON-PROC	CP3N	Crestron 3-Series Control System Processor	1	\$1,420.77	\$1,420.77
CRES-DM-RX+SCAL	DM-RMC-SCALER-C	Crestron DigitalMedia 8G+ Receiver & Room Controller w/Scaler	6	\$765.03	\$4,590.16
CRES-DM-TX	DM-TX-201-C	Crestron DigitalMedia 8G+ Transmitter	3	\$710.38	\$2,131.15
CRES-INCAR-HDMI4K	DMC-4K-HD 4K HDMI	Crestron 4K HDMI Input Card for DM Switchers	6	\$437.16	\$2,622.95
CRES-DM-INCAR-DM	DMC-C	Crestron DigitalMedia 8G+ Input Card for DM Switchers	3	\$327.87	\$983.61
CRES-DM-OCAR-HDMI4K	DMC-4K-HDO	Crestron 2-Channel 4K Scaling HDMI Output Card for DM Switchers	3	\$983.61	\$2,950.82
CRES-DM-OCAR-DM	DMC-4K-CO-HD	Crestron 2-Channel HDBaseT 4K DigitalMedia 8G+ Output Card for DM Switchers	3	\$710.38	\$2,131.15
<b>Rack Technologies, Hardware &amp; Cables</b>					
<b>Model#</b>	<b>Manuf#</b>	<b>Description</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Ext Price</b>
MA-RACK-KIT	LBP-1A	Middle Atlantic 14 RU Rack Kit- Comes with quiet fan and all assembly items	1	\$843.91	\$843.91
RSBS-QUD-VW	QV HDx-4/0	RGB Spectrum QuadView HDx 4 Window System with 4 graphic/HD Inputs Plus a Background Channel	1	\$3,825.14	\$3,825.14
C&C	CUSTOM	Miscellaneous Cables Connectors	1	\$2,650.00	\$2,650.00
<b>Shipping</b>					
<b>Model#</b>	<b>Manuf#</b>	<b>Description</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Ext Price</b>
		Shipping Costs for Equipment			\$1,000.00
<b>Installation and Programming Services</b>					
<b>Model#</b>	<b>Manuf#</b>	<b>Description</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Ext Price</b>
VSG-INS-CUS	CUSTOM	VSGiCustom Installation Services- Includes physical set up of all equipment, systems configuration, testing and on site end user overview	1	\$19,500.00	\$19,500.00
VSG-DINS-CUS	CUSTOM	VSGi Custom De-Installation of Existing Equipment and Cables Run in Conduit	1	\$5,400.00	\$5,400.00
VSG-PRG-CRES-CUS	CUSTOM	VSGi Custom Crestrom Programming- Includes programming and code implementation of processor, corresponding touch panels and any other related device	1	\$4,725.00	\$4,725.00
VSG-PRG-BIA-CUS	CUSTOM	VSGi Custom BiAmp Programming- Includes programming and code implementation of DSP and corresponding audio devices	1	\$675.00	\$675.00
VSG-TRN-MAT	CUSTOM	VSGi Custom Training Manual and Materials	1	\$3,500.00	\$3,500.00

130 2016

<b>Maintenance Services (May be extended for 4 one-year renewal periods)</b>					
<b>Model#</b>	<b>Manuff#</b>	<b>Description</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Ext Price</b>
VSG-MNT-IR5S1	Integrated Room Service	VSGi 1 year 5 Star Integrated Room Service-Includes 24x7 Helpdesk support, next day on site technician services, next day parts replacement, software updates, warranty and testing	1	\$4,085.00	\$4,085.00
VSG-MNT-POLY-GRP51	4870-63550-160	VSGi 1 year 5 Star Service-Poly Group 500-Includes 24x7 Helpdesk support, next day on site technician services, next day parts replacement, software updates, warranty and testing	1	775.00	775.00
<b>GRAND TOTAL:</b>					<b>\$85,086.38</b>

For a contract total of Eighty Five Thousand, Eighty Six Dollars, and Thirty Six Cents (\$85,086.38).

4. **Delivery** – The equipment must be received within sixty (60) days of receipt of Notice to Proceed. All deliveries shall be made FOB Destination with freight charges included and prepaid. Contractor pays and bears the freight charges.

5. **Installation** – Contractor agrees further to begin work within sixty (60) days after receipt of Notice to Proceed and fifty (50%) percent down payment. The work shall be completed within fifteen (15) working days or such additional time as may be allowed by the 13<sup>th</sup> Judicial Circuit Court Administrator under the contract.

6. **Billing and Payment** - The County agrees to pay fifty (50%) percent of the grand total upon purchase order and pay the remaining balance within thirty (30) days after receipt of a correct and valid invoice following completion and acceptance of the project. All billing shall be invoiced to the department requesting the services and equipment, and billings may only include the prices listed in the Contractor’s Proposal Response. No additional fees, taxes, or extra services not included in the Proposal Response shall be included as additional charges in excess of the charges in the Contractor’s proposal response to the specifications. Contractor agrees to honor any cash or prompt payment discounts offered in its Proposal 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 nine (9%) percent per annum on disputed amounts withheld commencing from the last date that payment was due.

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

8. **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.

9. **Termination** - This agreement may be terminated by the County upon thirty (30) 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, 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.

130-2016

**VISUAL SYSTEMS GROUP, INC.**

**BOONE COUNTY, MISSOURI**

by [Signature]  
title VP of Finance

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

**APPROVED AS TO FORM:**

**ATTEST:**

by: [Signature]  
County Counselor

[Signature]  
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 in a measurable county obligation at this time.)

85,086.38  
1230/92300 - \$45,000

[Signature] by jj 03/08/2016  
Signature Date Appropriation Account

<b>COMPANY:</b>	<b>Boone County</b>	<b>DATE:</b>	<b>December 30, 2015</b>
<b>ADDRESS:</b>	<b>613 East Ash Street</b>	<b>Presented By:</b>	<b>William Ocampo</b>
	<b>Room 109</b>	<b>Phone:</b>	<b>469.287.8852</b>
	<b>Columbia, MO 65201</b>	<b>Fax:</b>	<b>281.889.1474</b>
<b>CONTACT:</b>	<b>Cheli Haley</b>		<b>Visual Systems Group, Inc.</b>
<b>PHONE:</b>	<b>573-886-4392</b>		<b>7900 Westpark Dr., Suite T-610</b>
<b>FAX:</b>	<b>573-886-4390</b>		<b>McLean, VA 22102</b>
<b>EMAIL:</b>	<b>chaley@boonecountymo.org</b>	<b>QUOTE #:</b>	<b>42368</b>
<b>SITE(S)</b>	<b>Ground Floor Courtroom - RFP 74-11DEC-15</b>		

**EQUIPMENT / HARDWARE / PARTS**

MODEL #	MANUF #	DESCRIPTION	QTY	UNIT PRICE	EXT PRICE
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**Videoconferencing Technologies**

PLY-VTC-GRP500	7200-65088-001	Polycorn - Group 500 Codec Only - 720p - Includes remote control	1	\$ 4,589.51	\$4,589.51
VAD-CAM-RSHT12	North America 999-9909-000	Vaddio - RoboSHOT 12 QUSB Camera System	3	\$ 3,843.72	\$11,531.15
VAD-MNT-CAMC	535-2000-206	Vaddio - Suspended Ceiling Mount for Vaddio™ Cameras	3	\$ 65.57	\$196.72

**Audio**

BIA-DSP-TESFORTI	TesiraFORTÉ TI	BI Amp TesiraFORTÉ DSP fixed I/O server with 12 analog inputs, 8 analog outputs, 8 channels configurable USB audio, Sona™ Acoustic Echo Cancellation (AEC) technology (all 12 inputs), and standard telephone interface	1	\$ 1,966.12	\$1,966.12
OPTIONAL , BUT I RECOMMEND	42-103-03	Extron Full-Range Ceiling Speakers with 4" Low Profile Back Can and Transformer , PER PAIR - ***OPTIONAL***	4	\$ 153.01	\$612.02
OPTIONAL , BUT I RECOMMEND	CSA280Z	JBL Powered Audio Amplifier (2x 80W) , -80W into 4 or 8Ω - ***OPTIONAL***	1	\$ 382.51	\$382.51

**Display Technologies**

SHRP-LED-55	LC-55CE653U	Sharp 55" Ultra LED HDTV - 1080p	1	\$ 612.97	\$612.97
CHF-MNT-SWNG	PDR2000B	Chief Large Flat Panel Swing Arm Wall Mount - 37" (without interface)	1	\$ 453.51	\$453.51
SAM-LED-20	UN19F4000AF	Samsung 20" LED - 1080p	4	\$ 153.81	\$615.26

**Room Control**

CRES-TP-B10	TSW-1050-B-S	Crestron 10.1" Touch Screen, Black Smooth	1	\$	1,311.48	\$1,311.48
CRES-CON-PROC	CP3N	Crestron 3-Series Control System Processor	1	\$	1,420.77	\$1,420.77
CRES-DM-RX+SCAL	DM-RMC-SCALER-C	Crestron DigitalMedia 8G+™ Receiver & Room Controller w/Scaler	6	\$	765.03	\$4,590.16
CRES-DM-TX	DM-TX-201-C	Crestron DigitalMedia 8G+ Transmitter	3	\$	710.38	\$2,131.15
CRES-INCAR-HDMI4K	DMC-4K-HD 4K HDMI	Crestron 4K HDMI® Input Card for DM® Switchers	6	\$	437.16	\$2,622.95
CRES-DM-INCAR-DM	DMC-C	Crestron DigitalMedia 8G+ Input Card for DM Switchers	3	\$	327.87	\$983.61
CRES-DM-OCAR-HDMI4K	DMC-4K-HDO	Crestron 2-Channel 4K Scaling HDMI Output Card for DM Switchers	3	\$	983.61	\$2,950.82
CRES-DM-OCAR-DM	DMC-4K-CO-HD	Crestron 2-Channel HDBaseT 4K DigitalMedia 8G+ Output Card for DM Switchers	3	\$	710.38	\$2,131.15

**Rack Technologies, Hardware & Cables**

MA-RACK-KIT	LBP-1A	Middle Atlantic 14 RU Rack Kit - Comes with quiet fan and all assembly items	1	\$	843.91	\$843.91
RSBS-QUD-VW	QV HDx-4/0	RGB Spectrum QuadView HDx 4 Window System with 4 graphic/HD Inputs Plus a Background Channel	1	\$	3,825.14	\$3,825.14
C&C	CUSTOM	Miscellaneous Cables Connectors	1	\$	2,650.00	\$2,650.00

Estimated Shipping x	NOTE: Final shipping cost may be higher than estimated	1	\$	\$1,000.00
<b>EQUIPMENT SUBTOTAL:</b>				<b>\$47,420.89</b>

**VSGI MANAGED SERVICES**

MODEL #	MANUF #	DESCRIPTION	QTY	UNIT PRICE	EXT PRICE	
<b>Installation &amp; Programming Services</b>						
VSG-INS-CUS	CUSTOM	VSGI Custom Installation Services - Includes physical set up of all equipment, systems configuration, testing and on site end user overview	1	\$	19,500.00	\$19,500.00
VSG-DINS-CUS	CUSTOM	VSGI Custom De-Installation of Existing Equipment and Cables Run in Conduit ***OPTIONAL***	1	\$	5,400.00	\$5,400.00
VSG-PRG-CRES-CUS	CUSTOM	VSGI Custom Crestron Programming - Includes programming and code implementation of processor, corresponding touch panels and any other related device	1	\$	4,725.00	\$4,725.00
VSG-PRG-BIA-CUS	CUSTOM	VSGI Custom BiAmp Programming - Includes programming and code implementation of DSP and corresponding audio devices	1	\$	675.00	\$675.00
VSG-TRN-MAT	CUSTOM	VSGI Custom Training Manual and Materials	1	\$	3,500.00	\$3,500.00

**Maintenance Services**

VSG-MNT-IR551	Integrated room service	<b>VSGI 1 year 5 Star Integrated Room Service</b> - Includes 24x7 Helpdesk support, next day on site technician services, next day parts replacement, software updates, warranty and testing	1	\$	4,085.00	\$4,085.00
VSG-MNT-POLY-GRP51	4870-63550-160	<b>VSGI 1 year 5 Star Service - Polycom Group 500</b> – Includes 24x7 Helpdesk support, next day on site technician services, next day parts replacement, software updates, warranty and testing	1	\$	775.00	\$775.00

**SERVICES SUBTOTAL:** \$38,567.00

**EQUIPMENT & SERVICES TOTAL:** \$86,080.89

**VSGI Service Descriptions**
**VSGI Installation Services**

**VSGI Installation – P/N: INS-VSG-BASICINSTALL** - Basic VSGI Installation includes a Project Manager assigned to plan, guide, and oversee day-to-day internal activities as well as develop, maintain, and adhere to project guidelines and timetables. The Basic VSGI Installation also includes development of project design materials, setup and configuration of a “roll-about system” (video codec, cart, monitor and NT device) or set-top/desktop unit, speed dial setup, client acceptance testing, on-site training, installation, closeout and transition to ongoing support services.

**VSGI Premium Integration – P/N: INS-VSG-PREMIUM** - VSGI Installation includes a Project Manager assigned to plan, guide, and oversee day-to-day internal activities as well as develop, maintain, and adhere to project guidelines and timetables. Development of project design materials, Includes the setup and configuration of a videoconferencing codec, NT device and up to two (2) wall mounted monitors, speed dial setup, client acceptance testing, on-site training, installation closeout and transition to ongoing support services.

**VSGI Custom Integration – P/N: INS-VSG-CUSTOM** - VSGI Custom Integration applies to all integrated room quotes. A Project Manager is assigned to plan, guide, and oversee day-to-day internal activities as well as develop, maintain, and adhere to project guidelines and timetables. Custom Integration includes development of project design materials, Includes the setup and configuration of a videoconferencing codec and integrated room components, speed dial setup, client acceptance testing, on-site training, installation closeout and transition to ongoing support services.

**VSGI Advance Replacement Service - Manufacturer Specific**

**VSGI Advanced Replacement Service** – VSGI Advanced Replacement Service Includes 24 x 7 technical support provided by VSGI’s Helpdesk (Toll-free), RMA support, next day repair or replacement parts for defective equipment, software updates for videoconferencing codecs, manufacturer’s warranty support, on-line ticketing, 24/7/365 access to VSGI’s videoconferencing test facilities (IP/ISDN). The service contract provides coverage on the Polycom and Cisco videoconferencing equipment as quoted above. On-site technician support is available and can be provided on a T&M basis.

**VSGI 5 Star Service - Manufacturer Specific**

**VSGI 5 Star Service [Videoconference Codec]** – VSGI 5 Star Service includes Nationwide On-site technician support provided by VSGI technicians, 24 x 7 technical support provided by VSGI's Helpdesk (Toll-free), RMA support, next day repair or replacement parts for defective equipment, software updates for videoconferencing codecs, manufacturer's warranty support, on-line ticketing, 24/7/365 access to VSGI's videoconferencing test facilities (IP/ISDN). The service contract provides coverage on the Polycom and Cisco videoconferencing equipment as quoted above.

**VSGI Integrated Room Services**

**VSGI Integrated Room Service** - VSGI Integrated Room Service includes 24 x 7 technical support provided by VSGI's Helpdesk (Toll-free), RMA support, next day repair or replacement parts for defective equipment, software updates for videoconferencing codecs, manufacturer's warranty support, on-line ticketing, 24/7/365 access to VSGI's videoconferencing test facilities (IP/ISDN). Standard manufacturer warranty support on all videoconferencing and A/V equipment quoted above. The service contract provides VSGI Advanced Replacement Service on the Polycom and Cisco videoconferencing equipment only. All other equipment repair or replacement intervals will be in accordance with the standard manufacturer's warranty. On-site technician support is available and can be provided on a T&M basis. Changes or modifications to the original touch-panel code can be provided on a T&M basis.

**VSGI Integrated Room 5 Star Service** – VSGI Integrated Room 5 Star Service includes Nationwide On-site technician support provided by VSGI technicians, 24 x 7 technical support provided by VSGI's Helpdesk (Toll-free), RMA support, next day repair or replacement parts for defective equipment, software updates for videoconferencing codecs, manufacturer's warranty support, on-line ticketing, 24/7/365 access to VSGI's videoconferencing test facilities (IP/ISDN). Standard manufacturer's warranty support on all videoconferencing and A/V equipment quoted above. The service contract provides VSGI Advanced Replacement Service on the Polycom and Cisco videoconferencing equipment only. All other equipment repair or replacement intervals will be in accordance with the standard manufacturer's warranty. Changes or modifications to the original touch-panel code can be provided on a T&M basis.

**VSGI Platinum Service**

**VSGI Platinum Service Add-on** – This service contract may be added to VSGI's 5 Star Service or VSGI's Integrated Room 5 Star Service contracts. The coverage provides proactive daily monitoring of the customer's videoconferencing codec and network facilities by VSGI's Helpdesk. The service requires the customer to provide a "Public, Static IP Address outside of the customer's firewall" to allow VSGI to connect the videoconferencing system to its worldwide management software for monitoring.

**VSGI Service Agreement Notes**

- Service contracts assume the Customer will provide an on site representative to support remote trouble-shooting by VSGI's Helpdesk
- Equipment covered with advance replacement service will be sent next business day for Customer requests received prior to 3:00PM "Local Time" and following remote testing with VSGI's Helpdesk.
- On site technical support will be provided Monday through Friday, 8:00AM to 5:00PM, excluding Holidays.
- Software keys (updates, upgrades and/or features) are available 10 to 14 days after receipt of the Customer's service contract renewal.
- IP and/or ISDN network trouble-shooting is the Customer's responsibility unless they are a VSGI network customer.
- VSGI may repair, replace or refurbish defective or discontinued equipment with an equivalent part.

**VSGI Installation Notes**

- Installations are performed during normal business hours Monday - Friday
- Quoted installation intervals assume uninterrupted and daily access to the room
- Customer delays, restricted access or return visits to the room will result in "wait charges"
- Installations cancelled within seventy-two (72) hours of the start date will be billable
- Customer responsibilities
  - Electrical work must be completed prior to the scheduled installation
  - Wall reinforcement must be completed prior to the scheduled installation
  - IP & ISDN networks should be installed, tested and extended to the conference room prior to the scheduled installation

**VSGI Terms & Conditions (Applicable to this Quote)**

- Quote is valid for 90 days from date of quote. Prices are quoted in U.S. dollars.
- Federal, State, Local, VAT and other taxes and fees are not included in the quote
- Shipping is FOB Destination.
- Payment Terms for Customers granted credit terms: Equipment is payable 100% upon shipment and due Net 30, balance Net 30 upon installation date.
- Invoices are payable to VSGI in U.S. dollars drawn on a U.S. bank or by EFT.
- **Remit to address: Visual Systems Group, Inc.; 015394 Collections Center Drive Chicago, Illinois 60693**
- For invoice questions contact VSGI Collections at 703-848-8217
- Purchase orders are bound by the terms listed above.
- Purchase orders must include a Bill To Address, Ship To Address, and a Payables Contact Name, including telephone and fax number.

<b>PURCHASE TERMS</b>	
1. PURCHASE PRICE:	\$ 86,081
2. PAYMENT TERMS	NET 30

Quote Expiration Date

\_\_\_\_\_  
Customer Name (Printed)

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

**Cheli Haley - RE: 74-11DEC15 - Video Conferencing Equipment - Ground Floor Courtroom**

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**From:** Guillermo Ocampo <gocampo@vsgi.com>  
**To:** Cheli Haley <CHaley@boonecountymo.org>  
**Date:** 2/16/2016 9:42 PM  
**Subject:** RE: 74-11DEC15 - Video Conferencing Equipment - Ground Floor Courtroom

---

Hi Cheli,

Sorry for the delay. See my response in red below

---

**From:** Cheli Haley [mailto:CHaley@boonecountymo.org]  
**Sent:** Friday, February 05, 2016 11:30 AM  
**To:** Guillermo Ocampo <gocampo@vsgi.com>  
**Subject:** 74-11DEC15 - Video Conferencing Equipment - Ground Floor Courtroom

William,

Following up with our phone conversation earlier, please confirm the following:

1. Delivery of equipment will be made within 60 days of Notice to Proceed.
2. Installation will begin within 6 weeks of Notice to Proceed. Installation to begin 60 days after receiving order.

This will align with the delivery

3. The project shall be completed within 10 working days My installers are requesting 15 days to include training

Thank you,

Cheli Haley,  
Buyer  
Boone County Purchasing  
Annex Building  
613 East Ash Street, Room 109  
Columbia, MO 65201  
Telephone: (573)886-4392  
Facsimile: (573)886-4390  
[www.showmeboone.com](http://www.showmeboone.com)  
Email: [chaley@boonecountymo.org](mailto:chaley@boonecountymo.org)



## BOONE COUNTY, MISSOURI

### Request for Proposal #: 74-11DEC15 Video Conferencing Equipment – Ground Floor Courtroom

#### CLARIFICATION / BEST AND FINAL OFFER FORM #2

This Clarification / BAFO is issued in accordance with the Instructions to Respondent and is hereby incorporated into and made a part of the Request for Proposal documents. Respondent is reminded that receipt of this Clarification / BAFO must be acknowledged and submitted in writing by email on or before 10:30 a.m. on January 22, 2016.

CLARIFICATION – please provide a response to the following requests:

1. An issue that currently exists with the codec being used in the Ceremonial Courtroom is described below. Please give further information as to how VSGI would address this issue should it arise in the Ground Floor Courtroom.

VSGI's bid proposes a Polycom Group 500 video conferencing codec. The very same model of codec is presently used in the Ceremonial Courtroom and was installed by a different vendor. The codec interacts with a Crestron control panel and controller. Part of the programming in that courtroom makes use of 'speed dial' buttons programmed into the Crestron control panel. The speed dial buttons are used to automatically dial pre-defined far ends such as the Boone County Jail.

We found that several weeks after installation and testing that the speed dial buttons stopped working. Pressing the speed dial buttons on the control panel simply had no effect. The vendor was contacted, made certain programming changes, and that functionality was restored. Several weeks later the same problem occurred. The vendor was called, programming changes made, and the functionality restored. Several weeks later the same sequence occurred yet again.

Court Technology Services staff discussed the repetitiveness of the issue with the vendor and the explanation proffered by that vendor was that periodically the codec requests logon credentials during the course of processing the speed dial event. Until the codec receives the credentials it will not allow the speed dial event to continue.

The theory presented was that the credentials are valid for 90 days, after which they expire and are requested again. The vendor has attempted to handle this programmatically by hard-coding the credentials into the programming so that "if" the codec requests said credentials the programming will provide them.

To-date the vendor has not succeeded in having the programming handle this function. As of this writing on 1/13/2016 this codec is in the same state where the speed dial buttons do no work.





## BOONE COUNTY, MISSOURI

### Request for Proposal #: 74-11DEC15 Video Conferencing Equipment – Ground Floor Courtroom

#### CLARIFICATION / BEST AND FINAL OFFER FORM #1

This Clarification / BAFO is issued in accordance with the Instructions to Respondent and is hereby incorporated into and made a part of the Request for Proposal documents. Respondent is reminded that receipt of this Clarification / BAFO must be acknowledged and submitted in writing by email on or before 10:00 a.m. on December 31, 2015.

CLARIFICATION – please provide a response to the following requests:

1. Please give further information as to why you propose two control panels and the expected operator of each. Are two control panels a necessity or an option? Please provide details that includes pricing.
2. The two 70" gallery monitors proposed may be oversized for the space. Please provide additional information supporting your proposal. As an alternative option, the County also requests that you provide pricing and product information on a smaller monitor such as a 55" monitor for comparison.
3. Two of the four 23" monitors proposed may be oversized for the spaces reserved for them. Please detail an alternative option such as rectangular 20" monitors for the judge and clerk stations. Include product model, description, and price.
4. Please clarify bullet three under the VSGi Service Agreement Notes in your Proposal Response. The County has concerns about the fifteen day return period, the possibility of being charged the manufacturer's list price for a replacement part, and being responsible for all charges associated with returning defective equipment.
5. The County requests that bullet seven under the VSGi Service Agreement Notes be stricken from your Proposal Response. The County is not willing to provide a credit card prior to scheduling a site visit or requisitioning parts.
6. Bullet one under VSGi Terms & Conditions is in violation of Section 5.6.1. of the Request for Proposal. The County requests that the statement be amended to allow the quote to be valid for a minimum of ninety days.
7. Bullet three under VSGi Terms & Conditions in your Proposal Response is in violation of Section 3.8.3. of the Request for Proposal. The County requests that the statement be amended so it is in compliance with Section 3.8.3. Delivery.
8. The County requests that bullet four under VSGi Terms & Conditions stating "Upon shipment, equipment may not be returned." be stricken from your Proposal Response.
9. Bullet five under VSGi Terms & Conditions is in violation of Section 2.6. of the Request for Proposal. The County requests that the statement be amended to be in compliance with Section 2.6. Billing and Payment.
10. The County requests more detailed information supporting the installation costs of the project. A similar project was installed in another Boone County Courthouse courtroom in 2013

with installation costing the County approximately half the proposed costs of the current project in the Ground Floor Courtroom.

11. The costs are over the amount budgeted for this project. Please provide details and pricing for any cost saving alternatives.

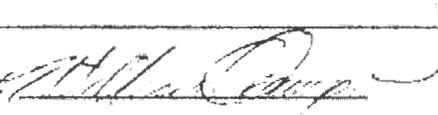
In compliance with this BAFO Request, the Respondent agrees to furnish the services, equipment, supplies requested and proposed, and certifies that he/she has read, understands, and agrees to all terms, conditions, and requirements of the RFP and this BAFO Request and is authorized to contract on behalf of the firm. *(Note: This form must be signed.)*

Company Name: Visual Systems Group, Inc.

Address: 7900 Westpark Drive McLean, VA 22102

Phone Number: (281) 889-1474 Fax Number: (281) 605-5874

Email: gocampo@vsgi.com

Authorized Representative Signature:  Date: 12/30/2015

Authorized Representative Printed Name: William Ocampo

*We have made changes to the provisions as requested except bullet point 9. Our accounting department has requested to some stipulations because of the previous project with Boone County Courthouse and the payment procedure which lasted 18 months for VSGi to collect on payment. We are still open to discussion but seek assurances from the county for payment in a timely fashion.*

*Bullet point 10 – some of the discrepancies on payment the previous project resulted from continual changes to the scope of work. We made the scope of work more detailed to avoid any misunderstanding.*

*Bullet point 11 – For added cost reductions, we have made accommodations in the size of the screens, providing only one monitor for the gallery and the installation costs.*

6. RESPONSE / PRICING PAGE

In compliance with this Request for Proposal and subject to all the conditions thereof, the Respondent agrees to furnish the services/equipment/supplies requested and proposed and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of this proposal and is authorized to contract on behalf of the Respondent named below. Note that this form must be signed and that all signatures must be originals.

Company Name: VISUAL SYSTEMS GROUP, INC

Address: 7900 WESTPARK DRIVE, MCLEAN, VA 22102

Telephone: 703-848-8200 Facsimile: 703-848-8211

Email: bmurphy@vsgi.com

Federal Tax ID (or Social Security Number): 52-2352910

Print Name: ADAM OWENBY Title: CORPORATE COUNSEL

Signature:  Date: 12/10/15

**6.1. Pricing:** SEE QUOTE ATTACHED  
 The County is providing this Response Form for summarized pricing. Please attach to this Response Page a more detailed listing itemizing the proposed equipment to be used and the costs of each item. Please also include on the attachment the costs of labor, installation, set-up, testing, training, add-on features, software, warranty, and any other applicable costs. As appropriate, items should include professional fees, materials, out of pocket expenses, sub-consultant fees, and any other costs anticipated by the Respondent to satisfy the purpose of this Request for Proposal.

	Description		
6.1.1.	<b>Base Price:</b> Total costs of all the video conferencing equipment to be used meeting the general specifications listed in Section 3.3.	\$	
6.1.2.	<b>Installation Costs</b>	\$	
6.1.3.	<b>Equipment Maintenance Agreement:</b>	\$	Per Year
6.1.4.	<b>Option 1 - Teleconferencing Equipment:</b> Total costs of all teleconferencing equipment to be used meeting the specifications listed in Section 3.4.	\$	
6.1.5.	<b>Option 1 - Installation Costs</b>	\$	
6.1.6.	<b>Option 1 - Equipment Maintenance Agreement:</b>	\$	Per Year

6.1.7.	<b>Installation Time:</b> Number of calendar days in which installation will be complete following receipt of order		Calendar Days
6.1.8.	<b>Disposal Fee of Equipment without Asset Tags</b>	\$	
6.1.9.	<b>Delivery Time:</b> Number of calendar days in which delivery will be complete following receipt of order		Calendar Days
6.1.10.	<b>Training Session for Technicians</b>	\$	Per Hour
6.1.11.	<b>Training Session for Courtroom Staff</b>	\$	Per Hour
6.1.12.	<b>Training Time:</b> Hours needed to train technicians and courtroom staff		Hours
6.1.13.	<b>Total</b>	\$	

6.2. Describe proposed equipment and necessary labor (or attach description):

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6.3. Describe Warranty on equipment (or attach description):

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6.4. List any deviations to the required specifications/scope of work:

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6.5. List all sub-contractors that will be utilized on this project (if any):

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# Proposal

**COMPANY:** Boone County  
**ADDRESS:** 613 East Ash Street  
 Room 109  
 Columbia, MO 65201  
**CONTACT:** Cheli Haley  
**PHONE:** 573-886-4392  
**FAX:** 573-886-4390  
**EMAIL:** chaley@boonecountymo.org  
**SITE(S):** Ground Floor Courtroom - RFP 74-11DEC-15

**DATE:** December 10, 2015  
**Presented By:** William Ocampo  
**Phone:** 469.287.8852  
**Fax:** 281.889.1474

Visual Systems Group, Inc.  
 7900 Westpark Dr., Suite T-610  
 McLean, VA 22102

**QUOTE #:** 42349

## EQUIPMENT / HARDWARE / PARTS

MODEL #	DESCRIPTION	QTY	UNIT PRICE	EXT PRICE
<b>Videoconferencing Technologies</b>				
PLY-VTC-GRP500	Polycom - Group 500 Codec Only - 720p - Includes remote control	1	\$ 4,589.51	\$4,589.51
VAD-CAM-RSHT12	Vaddio - RoboSHOT 12 QUSB Camera System	3	\$ 3,843.72	\$11,531.15
VAD-MNT-CAMC	Vaddio - Suspended Ceiling Mount for Vaddio™ Cameras	3	\$ 65.57	\$196.72
<b>Audio</b>				
BIA-DSP-TESFORTI	BiAmp TesiraFORTÉ DSP fixed I/O server with 12 analog inputs, 8 analog outputs, 8 channels configurable USB audio, Sona™ Acoustic Echo Cancellation (AEC) technology (all 12 inputs), and standard telephone interface	1	\$ 1,966.12	\$1,966.12
OPTIONAL , BUT I RECOMMEND	Extron Full-Range Ceiling Speakers with 4" Low Profile Back Can and Transformer , PER PAIR - ***OPTIONAL***	4	\$ 153.01	\$612.02
OPTIONAL , BUT I RECOMMEND	JBL Powered Audio Amplifier (2x 80W) , -80W into 4 or 8Ω - ***OPTIONAL***	1	\$ 382.51	\$382.51
<b>Display Technologies</b>				
SHRP-LED-70	Sharp 70" Ultra LED HDTV - 1080p	2	\$ 1,693.99	\$3,387.98
CHF-MNT-SWNGL	Chief Large Flat Panel Swing Arm Wall Mount - 37" (without interface)	2	\$ 453.51	\$907.02

SAM-LED-23	Samsung 23" LED - 1080p	4	\$	185.16	\$740.63
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### Room Control

CRES-TP-B10	Crestron 10.1" Touch Screen, Black Smooth	2	\$	1,311.48	\$2,622.95
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CRES-CON-PROC	Crestron 3-Series Control System Processor	1	\$	1,420.77	\$1,420.77
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CRES-DM-RX+SCAL	Crestron DigitalMedia 8G+™ Receiver & Room Controller w/Scaler	6	\$	765.03	\$4,590.16
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CRES-DM-TX	Crestron DigitalMedia 8G+ Transmitter	3	\$	710.38	\$2,131.15
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CRES-INCAR-HDMI4K	Crestron 4K HDMI® Input Card for DM® Switchers	6	\$	437.16	\$2,622.95
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CRES-DM-INCAR-DM	Crestron DigitalMedia 8G+ Input Card for DM Switchers	3	\$	327.87	\$983.61
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CRES-DM-OCAR-HDMI4K	Crestron 2-Channel 4K Scaling HDMI Output Card for DM Switchers	3	\$	983.61	\$2,950.82
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CRES-DM-OCAR-DM	Crestron 2-Channel HDBaseT 4K DigitalMedia 8G+ Output Card for DM Switchers	3	\$	710.38	\$2,131.15
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### Rack Technologies, Hardware & Cables

MA-RACK-KIT	Middle Atlantic 14 RU Rack Kit - Comes with quiet fan and all assembly items	1	\$	843.91	\$843.91
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RSBS-QUD-VW	RGB Spectrum QuadView HDx 4 Window System with 4 graphic/HD Inputs Plus a Background Channel	1	\$	3,825.14	\$3,825.14
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C&C	Miscellaneous Cables Connectors	1	\$	2,650.00	\$2,650.00
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Estimated Shipping	NOTE: Final shipping cost may be higher than estimated	1			\$1,000.00
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x

**EQUIPMENT SUBTOTAL: \$52,086.26**

### VSGI MANAGED SERVICES

MODEL #	DESCRIPTION	QTY	UNIT PRICE	EXT PRICE
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### Installation & Programming Services

VSG-INS-CUS	<b>VSGi Custom Installation Services</b> - Includes physical set up of all equipment, systems configuration, testing and on site end user overview	1	\$	20,000.00	\$20,000.00
VSG-DINS-CUS	<b>VSGi Custom De-Installation of Existing Equipment and Cables Run In Conduit ***OPTIONAL***</b>	1	\$	5,400.00	\$5,400.00
VSG-PRG-CRES-CUS	<b>VSGi Custom Crestron Programming</b> - Includes programming and code implementation of processor, corresponding touch panels and any other related device	1	\$	4,725.00	\$4,725.00
VSG-PRG-BIA-CUS	<b>VSGi Custom BiAmp Programming</b> - Includes programming and code implementation of DSP and corresponding audio devices	1	\$	675.00	\$675.00
VSG-TRN-MAT	<b>VSGi Custom Training Manual and Materials</b>	1	\$	3,500.00	\$3,500.00

### Maintenance Services

VSG-MNT-IR5S1	<b>VSGi 1 year 5 Star Integrated Room Service</b> - Includes 24x7 Helpdesk support, next day on site technician services, next day parts replacement, software updates, warranty and testing	1	\$	4,085.00	\$4,085.00
VSG-MNT-POLY-GRP51	<b>VSGi 1 year 5 Star Service - Polycom Group 500</b> – Includes 24x7 Helpdesk support, next day on site technician services, next day parts replacement, software updates, warranty and testing	1	\$	775.00	\$775.00

**SERVICES SUBTOTAL: \$38,180.00**

**EQUIPMENT & SERVICES TOTAL: \$91,246.26**

#### VSGi Service Descriptions VSGi Installation Services

**VSGi Installation – P/N: INS-VSG-BASICINSTALL** - Basic VSGi Installation includes a Project Manager assigned to plan, guide, and oversee day-to-day internal activities as well as develop, maintain, and adhere to project guidelines and timetables. The Basic VSGi Installation also includes development of project design materials, setup and configuration of a “roll-about system” (video codec, cart, monitor and NT device) or set-top/desktop unit, speed dial setup, client acceptance testing, on-site training, installation, closeout and transition to ongoing support services.

**VSGi Premium Integration – P/N: INS-VSG-PREMIUM** - VSGi Installation includes a Project Manager assigned to plan, guide, and oversee day-to-day internal activities as well as develop, maintain, and adhere to project guidelines and timetables. Development of project design materials, Includes the setup and configuration of a videoconferencing codec, NT device and up to two (2) wall mounted monitors, speed dial setup, client acceptance testing, on-site training, installation closeout and transition to ongoing support services.

**VSGi Custom Integration – P/N: INS-VSG-CUSTOM** - VSGi Custom Integration applies to all integrated room quotes. A Project Manager is assigned to plan, guide, and oversee day-to-day internal activities as well as develop, maintain, and adhere to project guidelines and timetables. Custom Integration includes development of project design materials, Includes the setup and configuration of a videoconferencing codec and integrated room components, speed dial setup, client acceptance testing, on-site training, installation closeout and transition to ongoing support services.

VSGi Advance Replacement Service - Manufacturer Specific

**VSGi Advanced Replacement Service** – VSGi Advanced Replacement Service Includes 24 x 7 technical support provided by VSGi's Helpdesk (Toll-free), RMA support, next day repair or replacement parts for defective equipment, software updates for videoconferencing codecs, manufacturer's warranty support, on-line ticketing, 24/7/365 access to VSGi's videoconferencing test facilities (IP/ISDN). The service contract provides coverage on the Polycom and Cisco videoconferencing equipment as quoted above. On-site technician support is available and can be provided on a T&M basis.

#### VSGi 5 Star Service - Manufacturer Specific

**VSGi 5 Star Service [Videoconference Codec]** – VSGi 5 Star Service includes Nationwide On-site technician support provided by VSGi technicians, 24 x 7 technical support provided by VSGi's Helpdesk (Toll-free), RMA support, next day repair or replacement parts for defective equipment, software updates for videoconferencing codecs, manufacturer's warranty support, on-line ticketing, 24/7/365 access to VSGi's videoconferencing test facilities (IP/ISDN). The service contract provides coverage on the Polycom and Cisco videoconferencing equipment as quoted above.

#### VSGi Integrated Room Services

**VSGi Integrated Room Service** - VSGi Integrated Room Service includes 24 x 7 technical support provided by VSGi's Helpdesk (Toll-free), RMA support, next day repair or replacement parts for defective equipment, software updates for videoconferencing codecs, manufacturer's warranty support, on-line ticketing, 24/7/365 access to VSGi's videoconferencing test facilities (IP/ISDN). Standard manufacturer warranty support on all videoconferencing and A/V equipment quoted above. The service contract provides VSGi Advanced Replacement Service on the Polycom and Cisco videoconferencing equipment only. All other equipment repair or replacement intervals will be in accordance with the standard manufacturer's warranty. On-site technician support is available and can be provided on a T&M basis. Changes or modifications to the original touch-panel code can be provided on a T&M basis.

**VSGi Integrated Room 5 Star Service** – VSGi Integrated Room 5 Star Service includes Nationwide On-site technician support provided by VSGi technicians, 24 x 7 technical support provided by VSGi's Helpdesk (Toll-free), RMA support, next day repair or replacement parts for defective equipment, software updates for videoconferencing codecs, manufacturer's warranty support, on-line ticketing, 24/7/365 access to VSGi's videoconferencing test facilities (IP/ISDN). Standard manufacturer's warranty support on all videoconferencing and A/V equipment quoted above. The service contract provides VSGi Advanced Replacement Service on the Polycom and Cisco videoconferencing equipment only. All other equipment repair or replacement intervals will be in accordance with the standard manufacturer's warranty. Changes or modifications to the original touch-panel code can be provided on a T&M basis.

#### VSGi Platinum Service

**VSGi Platinum Service Add-on** – This service contract may be added to VSGi's 5 Star Service or VSGi's Integrated Room 5 Star Service contracts. The coverage provides proactive daily monitoring of the customer's videoconferencing codec and network facilities by VSGi's Helpdesk. The service requires the customer to provide a "Public, Static IP Address outside of the customer's firewall" to allow VSGi to connect the videoconferencing system to its worldwide management software for monitoring.

#### VSGi Service Agreement Notes

- Service contracts assume the Customer will provide an on site representative to support remote trouble-shooting by VSGi's Helpdesk
- Equipment covered with advance replacement service will be sent next business day for Customer requests received prior to 3:00PM "Local Time" and following
  - remote testing with VSGi's Helpdesk.
- Equipment being returned to VSGi and/or the manufacture must be received within fifteen (15) days of the Customer's receipt of the replacement reserves the right to invoice the Customer at the Manufacture's List Price for the replacement product. The Customer is responsible for all charges associated with returning the defective equipment to VSGi and/or the manufacture.
- On site technical support will be provided Monday through Friday, 8:00AM to 5:00PM, excluding Holidays.
- Software keys (updates, upgrades and/or features) are available 10 to 14 days after receipt of the Customer's service contract renewal.
- IP and/or ISDN network trouble-shooting is the Customer's responsibility unless they are a VSGi network customer.
- VSGi must have a T&M form signed by the Customer with the credit card authorization approved prior to scheduling a site visit or requisitioning parts.
- VSGi may repair, replace or refurbish defective or discontinued equipment with an equivalent part.

#### VSGi Installation Notes

- Installations are performed during normal business hours Monday - Friday
- Quoted installation intervals assume uninterrupted and daily access to the room
- Customer delays, restricted access or return visits to the room will result in "wait charges"
- Installations cancelled within seventy-two (72) hours of the start date will be billable
- Customer responsibilities
  - Electrical work must be completed prior to the scheduled installation
  - Wall reinforcement must be completed prior to the scheduled installation
  - IP & ISDN networks should be installed, tested and extended to the conference room prior to the scheduled installation

VSGi Terms & Conditions (Applicable to this Quote)

- Quote is valid for 30 days from date of quote. Prices are quoted in U.S. dollars.
- Federal, State, Local, VAT and other taxes and fees are not included in the quote
- Shipping is FOB Origin. VSGi will bill customer for reasonable freight charges.
- Upon shipment, equipment may not be returned.
- Payment Terms for Customers granted credit terms: Equipment is payable 100% upon shipment and due Net 30, balance Net 30 upon installation date.
- Invoices are payable to VSGi in U.S. dollars drawn on a U.S. bank or by EFT.
- **Remit to address: Visual Systems Group, Inc.; 015394 Collections Center Drive Chicago, Illinois 60693**
- For invoice questions contact VSGi Collections at 703-848-8217
- Purchase orders are bound by the terms listed above.
- Purchase orders must include a Bill To Address, Ship To Address, and a Payables Contact Name, including telephone and fax number.

**PURCHASE TERMS**

1. PURCHASE PRICE:	\$	91,246
2. PAYMENT TERMS		NET 30

Quote Expiration Date

\_\_\_\_\_

Customer Name (Printed)

\_\_\_\_\_

Customer Signature

\_\_\_\_\_

Date

6.6. Provide a contact person who will be responsible for coordinating the efforts and personnel of all parties involved in the response, to include, but not be limited to, oral presentations, demonstrations, site visits, and responses to request for clarification, if any. Provide the following:

Name: BRENDAN MURPHY

Organization: USGI

Address: 7900 Westpark Dr., McLEAN, VA 22102

Phone: 703-848-8200 Facsimile: 703-848-8211

E-Mail: bmurphy@vsgi.com

**6.7. Renewal of Equipment Maintenance Agreement:** Please state the maximum percentage increase for each twelve month renewal period.

6.7.1. 1<sup>st</sup> Renewal Period: \_\_\_\_\_ %

6.7.2. 2<sup>nd</sup> Renewal Period: \_\_\_\_\_ %

6.7.3. 3<sup>rd</sup> Renewal Period: \_\_\_\_\_ %

6.7.4. 4<sup>th</sup> Renewal Period: \_\_\_\_\_ %

**RESPONDENTS ACKNOWLEDGMENT**

STATE OF VA )  
 ) ss  
COUNTY OF FAIRFAX )

On this 10 day of Dec, 2015, before me appeared

Adam Oweahy, to me personally known, who being first duly sworn by me, did say that he/she executed the foregoing Request for Proposal with full knowledge and understanding of all its terms and provisions and of the plans and specifications; that the correct legal name and address of the Respondent, including those of all partners of joint ventures, is fully and correctly set out above; that all statements made therein by or for the Respondent are true; and

(if a sole individual) acknowledged that he/she executed the same as his/her free act and deed.

(if a partnership or joint venture) acknowledged that he/she executed the same with written authority from and as the free act and deed of all said partners or joint ventures.

(if a corporation) that he/she is the Corporate Counsel of  
SSGI ; that the foregoing Request for Proposal was signed  
President or Other Agent  
Name of Corporation

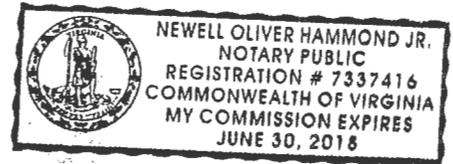
and sealed in behalf of said corporation by authority of its board of directors; and he/she acknowledged said Proposal to be the free act and deed of said corporation.

In witness whereof, I hereunto set my hand and official seal at FAIRFAX,  
VIRGINIA the day and year first above written.

NOH  
Notary Public

(Seal)

My commission expires: JUNE 30, 2018



(Complete and fill out all parts applicable. Strike out all parts not applicable)

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

STATE OF VA )  
 ) ss  
COUNTY OF FAIRFAX )

My name is Adam Owen. I am an authorized agent of USGI (Respondent). This business is enrolled and participates in a federal work authorization program for all employees working in connection with services provided to the County. This business does not knowingly employ any person that is an unauthorized alien in connection with the services being provided. Documentation of participation in a federal work authorization program is attached hereto.

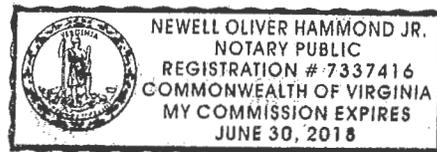
Furthermore, all subcontractors working on this contract shall affirmatively state in writing in their contracts that they are not in violation of Section 285.530.1, shall not thereafter be in violation, and submit a sworn affidavit under penalty of perjury that all employees are lawfully present in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

[Signature] 12/10/15  
Affiant Date

Adam Owen  
Printed Name

Subscribed and sworn to before me this 10 day of DECEMBER 2015.

[Signature]  
Notary Public



**SIGNATURE AND IDENTITY OF RESPONDENT**

The undersigned states that the correct LEGAL NAME and ADDRESS of (1) the individual Respondent; (2) each partner or joint venturer, (whether individuals or corporations, and whether doing business under fictitious name), or (3) the corporation (with the state in which it was incorporated) are shown below; that (if not signing with the intention of binding himself to become the responsible and sole Contractor) he is the agent of, and duly authorized in writing to sign for the Respondent; and that he is signing and executing this (as indicated in the proper spaces below) as the proposal of a:

- Sole Individual                                       Partnership                                       LLC  
 Corporation, incorporated under laws of the State of DE  
 Other: \_\_\_\_\_

Name of individual, all partners,  
or joint venturers:

Address of each:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

doing business under the name of:

\_\_\_\_\_  
(If using a fictitious name, show this name  
Above in addition to legal names)

\_\_\_\_\_  
Address of principal place of business  
in Missouri

VISUAL SYSTEMS GROUP, Inc  
(If a corporation, show its name above)

\_\_\_\_\_  
Address of principal place of business  
in Missouri

ATTEST:

  
\_\_\_\_\_  
Signature

Dated 12/10, 2005

Corporate Counsel  
\_\_\_\_\_  
Print Name and Title

**NOTE:**

If the Respondent is doing business under a FICTITIOUS NAME, the Proposal shall be executed in the legal name of the individual, partners, LLC, or corporation, with the legal address shown, and the REGISTRATION OF FICTITIOUS NAME filed with the Secretary of State, as required by RSMo Secs. 417.200 - 417.230 shall be attached.

If the Respondent is a CORPORATION NOT ORGANIZED UNDER THE LAWS OF MISSOURI, it shall procure a CERTIFICATE OF AUTHORITY TO DO BUSINESS IN MISSOURI, as required by RSMo Secs. 351.570 et seq.

A CERTIFIED COPY of such Registration of Fictitious Name or Certificate of Authority to do Business in Missouri shall be returned with the Respondent's Proposal.

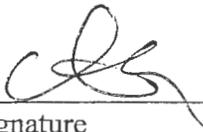
**CERTIFICATION REGARDING**  
**DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION**  
**LOWER TIER COVERED TRANSACTIONS**

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).

(READ INSTRUCTIONS BEFORE COMPLETING 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.

ADAM QUENBY, CORPORATE COUNSEL  
Print Name and Title of Authorized Representative

  
Signature

12/10/15  
Date

(Please complete and return with Proposal)

**STATEMENT OF RESPONDENT'S QUALIFICATIONS**

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

1. Name of Respondent: VISUAL SYSTEMS GROUP, INC
2. Business Address: 7900 WESTPARK DR, MCLEAN, VA 22102
3. When Organized: 1986
4. When Incorporated: 11/5/2001
5. List Federal Tax ID or SS Number: 52-2352910. If not incorporated, state type of business (sole proprietor, partnership, or other): \_\_\_\_\_
6. Number of years engaged in business under present firm name: 29
7. If you have done business under a *different name*, please give name and business location under that name: \_\_\_\_\_
8. Percent of work done by own staff: \_\_\_\_\_
9. Have you ever failed to complete any work awarded to your company?  
 Yes       No  
If yes, where and why? \_\_\_\_\_
10. Have you ever defaulted on a contract or been in litigation for services performed?  
 Yes       No  
If so, give details: \_\_\_\_\_
11. List of projects currently in progress: VSGI is a national company with hundreds of projects spanning federal, state, local, and commercial entities.
12. List of contracts *with contact information*, completed within the last five (5) years, for similar services as described in this proposal, including value of each: *Form provided on next page.*

**\* Attach additional sheets as necessary \***

**AFFIDAVIT OF COMPLIANCE WITH THE PREVAILING WAGE LAW**

Before me, the undersigned Notary Public, in and for the County of FAIRFAX

State of VA, personally came and appeared (name and title)

ADAM O'NEARY, CORPORATE COUNSEL of the (name of company)

VSGI (a corporation) (a partnership) (a proprietorship) and after being duly sworn did depose and say that all provisions and requirements set out in Chapter 290 Sections 290.210 through and including 290.340, Missouri Revised Statutes, pertaining to the payment of wages to workmen employed on public works projects have been fully satisfied and there has been no exception to the full and complete compliance with said provisions and requirements and with Wage Determination NO. 22 issued by the Division of Labor Standards on the 9 day of April, 2015, in carrying out the Contract and work in connection with

(name of project) VIVED CONFERENCING GROUND FLOOR COURTROOM located at

(name of institution) BOONE COUNTY COMPLEX in BOONE County,

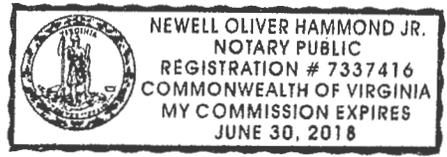
Missouri and completed on the 10 day of Dec, 20 15.

[Signature]  
Signature

Subscribed and sworn to me this 10 day of DECEMBER, 20 15.

My commission expires JUNE 30, 20 18.

[Signature]  
Notary Public



**AFFIDAVIT OF COMPLIANCE WITH OSHA  
TRAINING REQUIREMENTS PURSUANT TO §292.675 RSMo**

STATE OF VA )  
 ) ss  
COUNTY OF FAIRFAX )

My name is ADAM QUENBY. I am an authorized agent of USGI (Company). I am aware of the requirements for OSHA training set out in §292.675 Revised Statutes of Missouri for those working on public works. All requirements of said statute have been fully satisfied and there has been no exception to the full and complete compliance with said provisions relating to the required OSHA training for all those who performed services on this public works contract for Boone County, Missouri.

NAME OF PROJECT: VIDEO CONFERENCING EQUIP GROUND FL COURTROOM

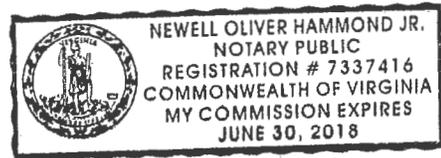
[Signature]  
Affiant

12/10/15  
Date

ADAM QUENBY  
Printed Name

Subscribed and sworn to before me this 10 day of DECEMBER, 20 15.

[Signature]  
Notary Public



**ANTI-COLLUSION STATEMENT**

STATE OF VA )  
 ) ss  
COUNTY OF FAIRFAX )

ADAM QUENBY, being first duly sworn, deposes and says  
that he/she is CORPORATE COUNSEL of USGI;  
Title of Person Signing Respondent

that all statements made and facts set out in the proposal for this project are true and correct; and the Respondent (person, firm, association, or corporation submitting said proposal) has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive submissions in connection with said proposal or any contract which may result from its acceptance.

Affiant further certifies that Respondent is not financially interested in, or financially affiliated with, any other Respondent for this project.

By [Signature]

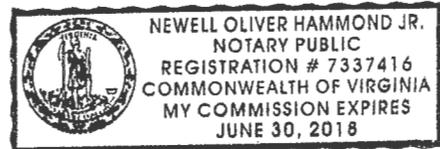
By \_\_\_\_\_

By \_\_\_\_\_

Sworn to before me this 10 day of DECEMBER, 2015.

[Signature]  
Notary Public

My Commission Expires: JUNE 30, 2018





## BOONE COUNTY, MISSOURI

### Request for Proposal #: 74-11DEC15 Video Conferencing Equipment – Ground Floor Courtroom

#### ADDENDUM #1 – Issued November 25, 2015

This addendum is issued in accordance with the Request for Proposal Response Page in the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal documents. Respondents are reminded that receipt of this addendum should be acknowledged and submitted with Respondent's Response Form.

Specifications for the above noted Request for Proposal 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.

The County received the following questions during the Pre-Proposal Conference held on November 24, 2015:

- 1. Section 3.3.9. states that the system shall be set up to allow the courtroom clerk to control the codec. Does the County want the system to be set up to allow more than one person to control the codec?**

No, only the courtroom clerk will need to control the codec.

- 2. Does a far end camera need to be included in the video conferencing solution?**

No, far end cameras are the responsibility of the far end users. Only three (3) cameras shall be included in the proposal response.

- 3. What video conferencing equipment is used at the Boone County Jail?**

The Jail uses a Polycom HDX 6000 codec with 32" LCD monitor and Eagle Eye camera placed on top of the monitor.

- 4. Does the video conferencing solution need to only connect to the Boone County Jail?**

No. Although most video conferencing is between the Jail and the Courthouse, the Court will also need the ability to connect to the codec of other far end users.

- 5. Are communications multipoint or point-to-point?**

Both. A bridge is used for multipoint communications. The Bridge is a Radvision brand and can also use Scopia Desktop.

- 6. What physical server hosts the bridge?**

That server is the property of the State of Missouri and is managed by the State. All Missouri Courts use this server.

**7. Does the County want to keep and use any of the existing equipment in the Ground Floor Courtroom?**

The existing ceiling speakers and microphones will remain in use. Otherwise, Respondents are free to include any of the existing equipment in their video conferencing solution; however, given the age of the equipment the County does not expect Respondents will be able to use any of the equipment as part of their solution.

**8. Are the microphones push-to-use?**

No, the microphones are always on, but a button can be pushed to mute the microphones.

**9. What kind of switching will the solution need to tie into?**

Cisco.

**10. What kind of phone system is used by the Courthouse?**

The Courthouse uses a Centrex system, and the phone line going into the Ground Floor Courtroom is analog. Telephones are most often used in the courtroom to tie an interpreter into the video conference session via an audio telephone call.

**11. Has the lighting in the Ground Floor Courtroom ever been a problem with the quality of the picture picked up by the camera?**

No.

**12. Does the County want to use webcams?**

No. Webcams are too labor intensive. Minimal setup should be required of the courtroom clerk prior to video conferencing sessions. The ideal solution would require that the courtroom clerk only need to turn on the monitors.

**13. Two of the cameras are currently located on the attorney tables. Is that where the cameras should remain?**

No. Camera views are often blocked by stacks of papers and other objects sitting on the attorney tables. It is also preferred that proposal responses do not include cameras imbedded in the monitor or sitting on the monitor as part of their solution.

**14. Can cameras be installed on the walls or the ceiling?**

Yes. Please keep in mind that ceiling lamps will not be moved for this project and that there are seats along the courtroom walls. Cameras shall not be installed in a location where they can be accidentally shaken or purposely tampered with by those seated in any section of the courtroom.

**15. Can cameras be installed behind or above the judge's bench?**

Yes, but actual placement of the cameras being installed in this location will need to be coordinated with Courthouse personnel. Mounted cameras should not be visible in photographs of the bench and judge. Technically the cameras can be placed behind and/or above the bench, but they cannot be placed in a location routinely visible when reporters take pictures.

**16. The camera trained on the Judge needs to have two preconfigured settings?**

Yes, as mentioned in Section 3.3.3. this camera will need to have the capability of having two settings so that the camera can be trained on the Judge only and an alternate setting allowing the camera to be trained on both the Judge and the witness seated next to the Judge. Ideally the courtroom clerk shall only need to press a button to alternate between the two settings.

**17. Does the monitor(s) referred to in Section 3.3.5. need to be mounted to the wall?**

Respondents are free to mount the gallery monitor to the wall or the ceiling. The only requirement is that the monitor has swivel capabilities so that either the gallery or the witness can view the screen unless your proposal response includes two separate monitors for the gallery and the witness. Please be mindful of the people that will be seated near the monitor(s) when choosing a place to mount the equipment. No video conferencing equipment shall be placed in an area that allows anyone access to tamper with the equipment.

**18. The Scope of Services in Section 3.2. mentions poor audio quality of the existing equipment. Will cables need to be added or replaced to correct the poor audio quality?**

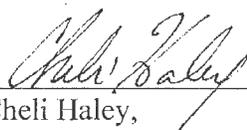
No, it is believed that the old age of the existing equipment is causing the poor audio quality.

**19. What will courthouse staff do with the VHS?**

The VHS will be disposed of and not replaced. The VHS was used when it was required that video conferencing sessions be recorded. No recording of any kind is required anymore and shall not be a part of the proposed solution for this project.

**20. Does a document sharing capability need to be included in the proposal response.**

No.

By:   
Cheli Haley,  
Buyer

RESPONDENT has examined Addendum #1 to the Request for Proposal #: 74-11DEC15 – Video Conferencing Equipment – Ground Floor Courtroom, receipt of which is hereby acknowledged.

Company Name: VSGi

Address: 7900 Westpark Dr Ste 660 Mebane, NC 28852

Phone Number: 703-848-8200 Fax Number: 703-848-8211

Email: b.murphy@vsgl.com

Authorized Representative Signature:  Date: 12/16/15

Authorized Representative Printed Name: ADAM O'LEARY



## BOONE COUNTY, MISSOURI

### Request for Proposal #: 74-11DEC15 Video Conferencing Equipment – Ground Floor Courtroom

#### ADDENDUM #2 – Issued November 30, 2015

This addendum is issued in accordance with the Request for Proposal Response Page in the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal documents. Respondents are reminded that receipt of this addendum should be acknowledged and submitted with Respondent's Response Form.

Specifications for the above noted Request for Proposal 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.

The County received the following questions:

**1. To whom was this RFP submitted?**

The advertisement for this RFP was inserted in the Columbia Missourian on November 10, 2015, and 233 registered vendors were sent email notifications of the bid opportunity.

**2. Who else has made any inquiry about this RFP and are you able to share the contents of those inquiries?**

Representatives of four vendors were present for the pre-proposal conference held on November 24, 2015. All inquiries during that meeting are reflected in Addendum 1. No other inquiries have been made to date.

**3. Who are the current providers of all elements of the existing system?**

Our records show components were provided by Inter-Tel Technologies in 1997. Our records also show the video conferencing codec was provided by ISG Technology in 2004.

**4. What solutions have current providers of all elements of the existing system provided or offered?**

Beyond initial installation and possible minimal initial support in the first two or three years, none. These vendors provided no updates or support in the past several years.

**5. What other potential full or partial solutions have any of the members of the evaluation team viewed, tested or seen in demonstration?**

None to date. It is possible the evaluation team will request demonstrations by one or more Respondents after the closing date for this RFP.

6. **Will the County also be replacing the equipment at the Boone County Jail? If not initially part of the plan, is the County willing to consider this?**

See Addendum 1.

7. **May the hardware (and software) components be used to access third party audio conferencing bridges such as AT&T, BT Conferencing, and other audio conferencing providers or are their limits on how teleconferencing can be conducted? If so, what are the contemplated limits or restrictions?**

This Court is part of a state-wide judicial enterprise on one network domain. Video conferences within the network may be placed directly point-to-point. Video conferences among three or more parties –or- parties outside of the state network will be facilitated with the state’s Radvision bridge. It is not anticipated to utilize other bridges.

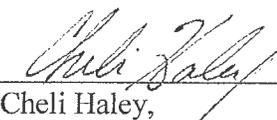
8. **What does the Court view as the perceived advantages of an IP based video codec and room-based solution, as compared with a completely browser-based video application that can incorporate many of the audio/video peripherals and also allow vide/audio feeds to be controlled directly within the application?**

The Court desires a room-based solution to avoid setup activities such as logging on to computers, starting software, positioning webcams, etc. Such a computer/webcam setup is already in use in another courtroom and is cumbersome to use. Other courtrooms are using room-based solutions. The codec must be IP-based (not ISDN) because we are part of a state-wide judicial enterprise and those are the standards. We desire a method to quickly change camera positioning in the event a witness on the stand needs to testify so that both the judge and witness may appear in the view. At present there are no computers at the attorney tables. While the court favors a room-based solution, if computers ARE to be provided as part of the solution they must follow the judiciary’s infrastructure guidelines located here: <http://www.courts.mo.gov/file.jsp?id=68968>. The current model of workstation utilized by the Courts is generally the HP Z230 Small Form Factor.

9. **Is it anticipated that the hardware (and software) components will be platform agnostic such that individual endpoints and the network itself will allow endpoint users (or specific locations) to utilize Skype, Go To Meeting, WebEx, Lync, BlueJeans and other browser-based or browser-accessed video conferencing systems? Or, will video usage be limited and if so, how so?**

It is anticipated the far ends with which this solution will communicate will be either a corporate-level video conferencing system such as those manufactured by Polycom or Tandberg/Cisco (either room or standalone) -OR- will use the Scopia Desktop solution utilized by the Radvision Bridge. The solutions mentioned in the question examples are not anticipated to be used.

By:

  
Cheli Haley,  
Buyer

RESPONDENT has examined Addendum #2 to the Request for Proposal #: 74-11DEC15 – Video Conferencing Equipment – Ground Floor Courtroom, receipt of which is hereby acknowledged.

Company Name: VSGi

Address: 7900 WESTPARK DR T-600 McLean VA 22102

Phone Number: 703-848-8200 Fax Number: 703-848-8211

Email: bmurphy@vsgi.com

Authorized Representative Signature:  Date: 12/10/15

Authorized Representative Printed Name: ADAM OWENBY



County of Boone Missouri

RFP# 74-11DEC15

**Proposal for**

12/11/15

**Video Conferencing Equipment Ground Floor  
Courtroom**

**Submitted to:**

Attn: Cheli Haley  
Director of Purchasing  
613 E. Ash Street, Room 109  
Columbia, MO 65201

**VSGi Contact:**

Brendan Murphy  
7900 Westpark Drive, Suite  
T610, Mclean VA 22102  
703.848.2840  
[bmurphy@vsgj.com](mailto:bmurphy@vsgj.com)



HOW DO YOU COMMUNICATE?™

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## 1 Method of Performance

### Executive Summary

Per the requirements of § 5.4.1 of the RFP, VSGi is providing the following narrative in association with our quote. The County of Boone is in need of a video conferencing system to video arraignments between the Court and Boone County Jail. More specifically, the County of Boone is seeking a trusted systems integrator with the unique combination of talent, experience, and wisdom to successfully design, implement and support a turnkey video conferencing solution that will enable users to connect with maximum video and audio quality regardless of device and network, thus transforming the way the County conducts video arraignments, resulting in greater efficiency and cost savings.

**Visual Systems Group, Inc. (VSGi) is that trusted systems integrator.**

VSGi is a nationally recognized integrator of video, audio, data collaboration, and communication solutions with 23 years of experience and has provided over 9,000 federal agencies, state and local governments, corporations, higher education institutions, and numerous other entities with robust audio/video and visual communications solutions in over 20,000 locations. VSGi provides a comprehensive equipment and services portfolio delivered by the most experienced and knowledgeable technical support personnel in the industry. Our cross-functional team of sales, engineering, project management, and technical support personnel is the most tenured and trained in the industry and holds certifications with Polycom, Cisco/Tandberg, Vidyo, InfoComm International, and other industry-recognized certifications such as Certified Video Engineer (CVE).

#### *Top Customers – Public Sector*

- Drug Enforcement Agency
- Federal Aviation Administration
- Georgia Department of Human Resources
- Los Angeles County Sheriff's Department
- Maryland Transit Administration
- NOAA
- Administrative Office of US Courts
- U.S. Army
- U.S. Department of Agriculture
- U.S. Department of State
- U.S. General Services Administration
- U.S. Marine Corps
- U.S. Navy
- White House Communications Office

As a true end-to-end video teleconferencing (VTC), telepresence, and audio/video solutions and services provider, VSGi works with each client to develop custom solutions that integrate audio and visual components, videoconferencing, local multimedia presentations, and audio conferencing in feature-rich and easy-to-use configurations.

### Experience and Methodology

Our 29 years of experience, coupled with our direct and deep partnerships with Polycom, Cisco/Tandberg, Vidyo and other audio/video manufacturers allow VSGi to implement best practices and innovation, as well as an extensive portfolio of managed services that provide project design, implementation, ongoing maintenance, and technical support services required to maintain and grow the County's video solutions. VSGi proudly employs industry veterans with 15 to 20 years of experience who will support the County from a design development perspective. Our dedicated Project Managers will communicate and coordinate all project activities. Meanwhile, our dedicated Systems Engineers will complete site surveys and gather requirements, as well as produce technical drawings, a Scope of Work and Bill of Materials. Our Field Engineers – all of whom hold the CVE credential and boast an average of 10 years of experience – will perform installation, configuration, acceptance testing, and training of visual

communication solutions. In addition to delivering on-site services for installation, our Field Engineers will also perform maintenance and provide troubleshooting services, and will have direct access to VSGi's remote 24x7x365 support team and Polycom's Tier 2/3 support engineers.

**Partnering with innovators and technology leaders to deliver cutting-edge solutions**

VSGi strives to stay ahead of all major advancements in the AV and Telepresence industries to ensure that our customers are continually abreast of the changes and how those changes could be integrated to improve the way they communicate. One major technology development is the inclusion of Polycom's industry leading Siren22 audio algorithm into its video conferencing codecs, in particular the RealPresence Group 500. One major element of the extraordinary Polycom "like being there" experience comes from decades of its leading audio technology development. New telepresence systems, such as the RealPresence Group 500, provide high definition video and audio to the user, and require high-quality media delivery to create the immersive experience. Siren 22 provides 22 kHz audio, sampling frequency 48 kHz, bit rates 64, 96, 128 kbit/s stereo and 32, 48, 64 kbit/s mono. Siren 22 offers 40 millisecond algorithmic delay using 20 millisecond frame lengths which provides the full human auditory bandwidth. By utilizing best of breed technologies in the design, Boone County will consistently enjoy the highest quality experience for both audio and video.

**Challenge #1 facing Boone County: When connecting to Boone County Jail, poor audio performance is noted.**

The County needs a solution that will improve the existing audio performance of the courtroom. Currently, the inbound audio from the jail is distorted, which is a similar issue that was previously experienced in the Second Floor Courtroom. In that instance, VSGi was able to resolve the issue by replacing the video conferencing codec with current generation technology and by implementing a digital signal processor for balancing inbound and outbound audio. We intend to use the same methodology here and feel that the Polycom Group 500 video conferencing codec and BiAmp Tesira Forte TI will provide the County the most optimal audio and video experience. Additionally, we are recommending implementing new ceiling based speakers and a powered amp to ensure that all components in the audio solution are current to today's standards and the necessary cabling is installed correctly, tested, and vetted.

**Challenge #2 facing Boone County: Camera placement for Court participants**

The Court currently utilizes a three camera configuration to ensure that all of the participants are able to be seen in a quad view arrangement on their respective displays. By replacing the Tandberg codec, we are recommending also replacing the cameras so that the system is HD Capable, thereby providing the clearest and best video experience possible.

By deploying a three camera configuration, the solution allows for dedicated camera views of each attorney, prosecution and defense, as well as the judge, so that each participant can be seen simultaneously for a true life like experience for remote participants. Additionally, we will utilize camera presets that are simple and easy to manipulate so that camera views are easily adjusted by the Courtroom clerk with the push of a button. As the administrator of the video conferencing technologies, the Clerk will have full control of all system settings and camera views from a single touch control panel located at the clerk's desk.

**Other important considerations: Flexibility and Ease of Use**

Any solution should improve communications between the Court and the jail, but it is critical that the implemented technology is easy to use for any level of participant. The judge, attorneys, defendant, clerk, or any other participant should be focused on the proceedings, not on the technology that is driving the communication. VSGi will work with key users to ensure the control panel design is logical, consistent, and ultimately enables a simplified user interface for total room control.

**Solution**

Based on conversations with key County personnel, we have designed a solution that includes the very latest in video, audio, and control technologies that when combined, provides a state-of-the-art telepresence platform. By utilizing best-of-breed technologies from Polycom, BiAmp, Crestron and others, we are confident that the proposed solution will exceed the County's requirements and deliver long-lasting value.

**Video Conferencing**

The first component of this is the use of a Polycom RealPresence Group 500 HD video conferencing codec. The Polycom® RealPresence® Group Series is the engine that drives enterprise-grade video, voice, and collaboration experiences.

By utilizing the Group 500 with a three camera configuration, the system will be capable of capturing and displaying the judge and both attorneys simultaneously. By utilizing camera presets, the Clerk will be enabled to quickly and easily manipulate camera views to ensure that all participants are easily captured.

The Vaddio RoboSHOT 12 HD PTZ camera is a professional quality PTZ camera with high quality imaging, fine detail, and exceptional color reproduction. One of the key features of the RoboSHOT cameras is Tri-Synchronous Motion, a camera control protocol that allows all three (pan, tilt and zoom) axes to move simultaneously. The algorithm calculates the position and velocity of the smooth direct-drive motor movements between the presets so pan, tilt, and zoom arrive at the preset shot simultaneously, which allows for smooth and useable on-air camera movements.

Each camera will be mounted using a suspended ceiling mount to ensure the existing aesthetic of the courtroom is not interrupted while allowing the cameras to be positioned in optimal locations for capturing all participants and viewing angles.

**Audio**

Because the Court has noted poor incoming audio from the jail, and that this issue has been resolved by replacing the out of date video conferencing system utilized in another courtroom, we are confident that by implementing Polycom's Group 500 codec in combination with the BiAmp Tesira Forte, the Court can expect similar, if not better results here.

Great quality audio is critical for seamless conferencing experiences. RealPresence Group Series feature the ultimate voice clarity, automatically reducing background noises and delivering advanced echo cancellation to keep proceedings on track and free from distractions.

Even more obtrusive noises are removed by Polycom® NoiseBlock™ technology, which keeps annoying sounds such as keyboard clicking and paper rustling from becoming interruptions. Polycom® Acoustic Fence™ technology captures sounds from inside the virtual fence while blocking those from outside, enabling optimal video and audio experience in open workspaces, such as courtrooms.

Additionally, the RealPresence Group 500 features the ultimate voice clarity, automatically reducing background noises and delivering advanced echo cancellation to keep arraignments on track and free from distractions. The patented Polycom Siren 22 algorithm offers breakthrough benefits compared to earlier super wideband audio technology. The technology provides CD-quality audio for better clarity and less listener fatigue with audio and visual communication applications. Siren 22 advanced stereo capabilities make it ideal for acoustically tracking the speaker's movement in a telepresence room and help deliver an immersive experience. Additionally Siren 22 requires dramatically less computing power and has much lower latency than alternative wideband audio technologies.

The BiAmp Tesira Forte TI digital signal processor is used for optimizing microphone audio and providing an audio conferencing interface in combination with reutilizing the existing microphones that are installed in the courtroom today. By combining the feature rich Group 500 with the Tesira Forte, our audio engineers can ensure the best microphone experience for any environment. This includes mixing out ambient audio variables, eliminating audio reverberation and implementing echo cancellation to ensure mics and speakers don't conflict with one another.

To ensure that the outbound audio experience is optimized, we are recommending implementing eight new Extron ceiling based speakers with a JBL powered audio amplifier. This will provide us with the opportunity to rerun speaker cabling and to test every variable of the audio experience to ensure it is working at peak levels.

### **Displays**

From a display perspective, we are recommending four Samsung 23" 1080p HD displays, one each to be mounted at the judge, attorneys (2) and court room clerks tables for individual viewing. Each display will be configured to provide a quad view as the primary option and will utilize the standard table based mount for easy, unobtrusive installation.

We are also recommending dual Sharp 70" 1080p HD flat panel displays for the gallery. While the monitors are typically provided for the gallery to be able to view all participants and content, there is a need to be able to manipulate the position of the monitors so that a testifying witness can view a monitor in lieu of a separate, specific witness display. By utilizing articulating display mounts, we have provided a flexible solution that can be easily adjusted on these occasions and easily returned to their normal positioning.

### **Control & Automation**

For total system control and system automation, we are recommending a Crestron 10.1" touch screen controller. The Crestron touch screen offers an ideal user-interface for controlling all the technology in the courtroom and will be the single point of interaction for the clerk with all of the systems peripherals. The touch screen is fully-customizable with easy-to-use controls and icons, true feedback and real-time status display. The TSW-1050 delivers the ultimate touch screen experience in an unobtrusive, space-saving design featuring a brilliant, high-definition

10.1 inch capacitive touch screen display and 5 soft-touch buttons. Crestron touch screens use Smart Graphics to deliver the ultimate user experience and the ultimate value by enabling the creation of dynamically rich user interfaces with incredible efficiency and unparalleled functionality.

For this implementation, the Crestron touch screen allows the clerk complete control, including video and call launching, camera control, input selection, volume control, and control over all other modifiable components. The control panel will be similar in design and layout as the unit on the 2<sup>nd</sup> floor courtroom.

Additionally, the Crestron control processor will allow the system to automatically proceed to a state where components are ready for use without staff having to configure components, start software or interact with other technologies in preparation for use.

The back end infrastructure driving the control and automation solution will be comprised of the Crestron DigitalMedia platform. Crestron laid the foundation for digital switching a decade ago and has continued to innovate ever since. DM 3.0 continues on this foundation to provide the most flexible, future protected digital switching solution in the industry today. Standard features include multiple input compatibility including HDMI, VGA + Audio, Display port, DVI and many more. Because DM port assignment is swappable, the system will be able to be manipulated for years to come as input types change with growing technology without having to forklift the primary component in your switching solution. This ability to simply swap input cards ensures the county will enjoy the longest life cycle possible in an ever evolving area of technology.

### **Rack & Equipment**

All rackable equipment, including but not limited to the Group 500 codec, Tesira Forte, JBL amp and Crestron DM components will be installed in a Middle Atlantic 14RU rack unit near the clerk's desk. This will provide for easy access to all system components. Room based equipment racking reduces cable runs, installation complexity and costs and allows for easy access for trouble shooting when necessary.

### **Training & Materials**

On Site training services will be provided for key court personnel. This training is typically handled upon the completion of the installation and testing period but can be scheduled with the court anytime after that point.

As a standard practice, VSGi does not consider any installation fully completed until the customer has signed off on a customer acceptance sheet indicating that all systems have been installed, configured, demonstrated, shown to be operational and training has been provided to the customer's satisfaction.

### **Method of Performance: Project Management, Delivery, Installation, Training, and Ongoing Support**

Upon receipt of a valid purchase order, VSGi will assign a dedicated Project Manager (PM) to coordinate and communicate all activities related to the project. The PM is the single point of contact during the implementation phase and will manage all project activities and deliverables to include: order entry; design verification; scheduling of critical project elements; parts procurement; delivery coordination and installation of all equipment; and a seamless transition

to our client service team for ongoing technical support. The PM will schedule the project kick-off meeting, coordinate regular project meetings and ensure a timely project closeout.

**Delivery** – Parts will typically start arriving within one to two weeks following receipt and processing of a valid purchase order. As part of our price proposal we have included a flat, not-to-exceed shipping charge and provided for FOB Destination with inside delivery to a designated room.

**Installation** – Lead times vary and each project is carefully considered. We would welcome the opportunity to have a VSGi Project Manager consult with the County to schedule an implementation based on such factors as site readiness, site availability, product fulfillment lead times, and available resources. VSGi's record of more than 20,000 successful installations points to our firm commitment to understanding our customer's needs, the ability to meet demanding timetables, and at times operate under difficult circumstances in challenging environments.

Installation services will be coordinated by VSGi's Project Manager and delivered by both licensed VSGi Field Engineers and licensed Vidyo Engineers

**Training** – The implementation will not be considered complete until the County acknowledges in writing that the system has been tested and works, and that the identified IT Technical Staff has received training on proper operation of the system and user support. Additionally, VSGi will provide the County with a detailed diagram of the systems architecture representing all communications methods and signal paths. Training will be provided by VSGi Field Engineers while on-site and at the time of installation. Additional training tailored to the County's needs and use case can be designed and delivered on a paid-engagement basis.

**Ongoing Support** – Upon completion of the installation, the Project Manager will help transition the County to ongoing support, which is delivered by VSGi's award-winning Help Desk. VSGi's Help Desk will provide 24/7 support for all equipment and network service trouble-tickets. Each member of the VSGi Help Desk team has completed extensive product technical training with each of the major manufacturers and has achieved the industry-recognized Certified Video Engineer (CVE) certification. The Help Desk responsibilities include remote technical support, management of next business day equipment replacement, dispatch of VSGi's field engineers for on-site service, regular software updates, proactive equipment and network monitoring, and third-party network trouble-ticket support as applicable with the service contract. VSGi's Help Desk also provides extensive video test call facilities for ad hoc customer testing.

## **Conclusion**

Video communications can have a profound impact on the way we work and collaborate, but to truly deliver on its potential, it has to be supported by an infrastructure that can deliver reliable, natural, easy-to-use experiences that make the technology transparent to end users. It has to be readily accessible regardless of location, network or device.

As a leading systems integrator and expert in the area of video conferencing solutions, VSGi firmly believes that the flexibility, scalability and ease of use of the Polycom solution is unmatched by the competition. For an organization that does not employ video engineers or dedicated headcount to support its video initiatives, the ease of use means that there is very little administration required by the County.

**Why VSGi**

VSGi is your one-stop shop for visual communications—from infrastructure to rooms to desktop and beyond, a full-service solution provider from pre-sale to post-sale. We have a national presence through our geographically-dispersed personnel, and are thus able to service any customer, in any location. In fact, our reach and depth is so great that we are able to provide next-day, on-site support, regardless of location, using only VSGi certified techs.

Partner with an integrator who knows your business. VSGi is experienced in providing visual communications solutions to customers across all verticals. In fact, in addition to the work discussed above, we have also previously successfully completed the installation of a visual communications solution for the Boone County Courthouse at 705 E. Walnut, in 2 South Hearing Room. Steve Smith, Technology Services Supervisor and project manager for the County, has assured us that he would be happy to speak with others about his recent experience with VSGi. He can be reached by phone at (573) 886-4086, or by email at [steve.smith@courts.mo.gov](mailto:steve.smith@courts.mo.gov).

**2 Experience/Expertise of Offeror**

**Prior Experience**

(References of similar services for governmental agencies are preferred)

**1. Prior Services Performed for:**

Company Name: Supreme Court of Nebraska – Probation Administration

Address: Lincoln, NE

Contact Name: Stevie Campbell

Telephone Number: (402) 471-0651

Date of Contract: January 2013

Length of Contract: Ongoing

**Description of Prior Services (include dates):** Video conferencing and A/V integration, installation, key user training, ongoing support and maintenance. Designed and installed eight (8) cart-based, mobile video conferencing solution using Vidyo room-based systems so that the customer had flexibility for use within the room or anywhere within the building. In addition, we installed a fixed, wall-mounted video conferencing system based on Vidyo technologies.

**2. Prior Services Performed for:**

Company Name: City of Cleveland – Department of Public Safety

Address: Cleveland, OH

Contact Name: Jesse Frye

Telephone Number: (216) 664-2271

Date of Contract: January 2013

Length of Contract: Ongoing

**Description of Prior Services (include dates):** Video conferencing, maintenance and training for length of contract. VSGi went on-site to perform services on video conferencing equipment that was purchased and installed by another vendor. VSGi field engineers reconfigured a Polycom RMX multipoint control unit and related video conferencing infrastructure to improve and optimize performance. Additionally, basic and advanced training on use and support of this infrastructure was provided to key users so that the City could better manage the video

**3. Prior Services Performed for:**

Company Name: County of Boone - Courthouse

Address: Columbia, MO

Contact Name: Steve Smith

Telephone Number: (573) 886-4086

Date of Contract: August 2013

Length of Contract: Ongoing

**Description of Prior Services (include dates):** Video conferencing and A/V integration, installation, key user training, ongoing support and maintenance. VSGi designed and implemented a solution in 2 South Hearing Room to allow for two-way audio and video between three desired participants (judge, defense and prosecution) in the courtroom and a defendant in a remote facility. In order to accomplish this, a variety of technologies had to be expertly integrated, including a Cisco codec for VTC and Crestron touch panels for system control.

**3 Cost**

**Quote**

A quotation is included with our submission to provide a detailed listing outlining the equipment, labor, installation, set-up, testing, and training with all costs.

DOCUMENT INCLUDES VISIBLE FIBERS, CHEMICAL REACTIVE PROPERTIES AND FEATURES A FOIL HOLOGRAM



55 Almaden Boulevard | San Jose, California 95113  
408.423.8500 | BridgeBank.com



23743

90-4326/1211

Date December 09, 2015

\*County of Boone\*

\$ \*\*\*\*\*4,562.31

PAY TO THE ORDER OF

FOUR THOUSAND FIVE HUNDRED SIXTY TWO DOLLARS AND THIRTY ONE CENTS

CASHIER'S CHECK

TRUE WATERMARK PAPER - HOLD TO LIGHT TO VIEW

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**COUNTY OF BOONE – MISSOURI**



REQUEST FOR PROPOSAL

FOR

**VIDEO CONFERENCING EQUIPMENT  
GROUND FLOOR COURTROOM**

REQUEST FOR PROPOSAL #: 74-11DEC15

RELEASE DATE: November 10, 2015

SUBMITTAL DEADLINE: December 11, 2015

SUBMITTAL TIME: 2:00 p.m. CST

BOONE COUNTY PURCHASING  
613 EAST ASH STREET, ROOM 109  
COLUMBIA, MO 65201  
[www.showmeboone.com](http://www.showmeboone.com)

CHELI HALEY, BUYER  
PHONE: (573)886-4392  
FACSIMILE: (573)886-4390  
E-MAIL: [chaley@boonecountymo.org](mailto:chaley@boonecountymo.org)

NOTICE OF REQUEST FOR PROPOSAL

Boone County is accepting Request for Proposal for the following:

Request for Proposal Number: 74-11DEC15 – Video Conferencing Equipment – Ground Floor Courtroom

Sealed proposals will be accepted until 2:00 p.m. on December 11, 2015 in the Boone County Purchasing Office, Boone County Annex Building, 613 East Ash Street, Room 109, Columbia, MO 65201.

Requests for Proposal are available in the Purchasing Office and requests for copies may be made by phone: (573)886-4392, by fax: (573)886-4390, or by email: [chaley@boonecountymo.org](mailto:chaley@boonecountymo.org).

Vendors may obtain further information on the Boone County webpage at [www.showmeboone.com](http://www.showmeboone.com).

Cheli Haley,  
Buyer

Insertion Date: November 10, 2015  
COLUMBIA MISSOURIAN

## 1. INSTRUCTIONS AND GENERAL CONDITIONS

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### 1.1. Delivery of Proposals:

Sealed proposals, subject to Instructions and General Conditions and any special conditions set forth herein will be received at the Boone County Purchasing office until the proposal closing date and time indicated herein for furnishing the County with services as detailed in the following request for proposal.

### 1.2. Proposal Closing:

All proposals shall be delivered before 2:00 p.m. Central Standard Time on Friday, December 11, 2015 to:

Boone County Purchasing Department  
Attn: Cheli Haley, Buyer  
613 East Ash Street, Room 109  
Columbia, MO 65201

*The County will not accept any proposals received after 2:00 p.m. and will return late proposals to the Respondent.*

### 1.3. Submissions:

Respondents must submit one (1) original and three (3) copies of the proposal. Proposals will be opened publicly, and only names of Respondents will be read aloud. All proposal responses will be considered public information. All responses will become part of public record following contract execution or rejection and will be released to any person who requests it.

Proposals must be submitted in a sealed envelope identified with the proposal number and date of closing. List the Request for Proposal number on the outside of the box or envelope and note "Response to Request for Proposal enclosed."

If you do not care to submit a proposal, please return the No Bid Response Page and note your reason. No faxed or electronic transmitted proposals will be accepted.

If you have obtained the proposal document from our webpage or from a source other than the Boone County Purchasing Department, please check with our office prior to submitting your proposal to ensure that you have a complete package. The Purchasing Department cannot be responsible for providing you with addenda for this proposal if you are not on our list of registered vendors. You may check our website for addenda at [www.showmeboone.com](http://www.showmeboone.com), and then select "Purchasing," then "Current Bid Opportunities."

## 2. INTRODUCTION AND GENERAL INFORMATION

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### 2.1. Introduction:

This document constitutes a request for sealed proposals for Video Conferencing Equipment in the Ground Floor Courtroom of the Boone County Courthouse as set forth herein.

### 2.2. Organization:

This document, referred to as a Request for Proposal (RFP) is divided into the following sections and contains the attachments listed:

1. Instructions and General Conditions
2. Introduction and General Information
3. Scope of Services
4. Contract Terms and Conditions
5. Response to Proposal
6. Response/Pricing Page
7. Attachments
  - a) Respondent's Acknowledgment
  - b) Instructions for Compliance with House Bill 1549 and Work Authorization Certification
  - c) Certification of Individual Respondent and Individual Affidavit
  - d) Signature and Identity of Respondent
  - e) Certification Regarding Debarment
  - f) Standard Terms and Conditions
  - g) Statement of Respondent's Qualifications and Prior Experience
  - h) Anti-Collusion Statement
  - i) Affidavit of Compliance with the Prevailing Wage Law (*Awarded Contractor returns at project completion*)
  - j) Affidavit of Compliance with OSHA (*Awarded Contractor returns at project completion*)
  - k) "No Bid" Response Form
  - l) Annual Wage Order #22

### 2.3. Pre-Proposal Conference:

A pre-proposal conference will be held in the Ground Floor Courtroom of the Boone County Courthouse on November 24, 2015 at 2:00 p.m. to allow Respondents the opportunity to ask questions as well as view the existing equipment and site of the project. Attending the pre-proposal conference is optional but strongly recommended.

### 2.4. Guidelines for Written Questions:

All questions regarding this Request for Proposal should be submitted in writing no later than 5:00 p.m. on Friday, December 4, 2015. All questions must be mailed, faxed, or emailed to the attention of Cheli Haley, Buyer. All such questions will be answered in writing, and such answers will be provided to all parties having obtained a Request for Proposal packet by the County and by posting the addendum on the Purchasing Department page of the County website under Current Bid Opportunities. Questions should be submitted to:

Boone County Purchasing Department  
Attn: Cheli Haley, Buyer  
613 East Ash Street, Room 109  
Columbia, MO 65201

Phone: (573)886-4392  
Facsimile: (573)886-4390  
[chaley@boonecountymo.org](mailto:chaley@boonecountymo.org)  
[www.showmeboone.com](http://www.showmeboone.com)

In the event that it becomes necessary to revise any part of this RFP, written addenda will be issued. Any addendum to this RFP is valid only if in writing and issued by the Boone County Purchasing Department. Verbal conversations or agreements with any officer, agent, or employee of the County, which modify any terms or obligations of the RFP, are invalid.

**2.5.Owner’s Tax Exemption Status:**

2.5.1. The Owner of this project, County of Boone, is a sales tax exempt entity. Because of this, materials purchased for and used on this project are eligible for exemption from Missouri sales tax. All Respondents acknowledge and agree that its lump sum price to the County of Boone excludes Missouri sales and use taxes, and that the proposed contract sum does not include any Missouri sales taxes for which the County of Boone receives an exemption.

2.5.2. To enable the County of Boone to take advantage of its tax-exempt status, purchase of materials and equipment by the Contractor for its work on this project shall be made under and pursuant to the tax exempt purchase procedure authorized by Missouri Statutes. This procedure includes, among other requirements, the issuance of project exempt certificates to all Contractors who use those certificates to effect tax exempt purchases.

**2.6.Billing and Payment:**

All invoices must be submitted to Mary Epping, Court Administrator of the 13<sup>th</sup> Judicial Circuit. Payment will be made within thirty (30) days after receipt of a correct and valid invoice following completion and acceptance of the project. The Purchase Order or contract number should appear on the invoice.

**2.7.Designee:**

Mary Epping, Court Administrator, Boone County Courthouse, 705 East Walnut Street, Columbia, MO 65201

**2.8.Proposed Solicitation/Award Schedule:**

November 9, 2015	Release of RFP
November 9, 2015	Advertisement of RFP
November 24, 2015 at 2:00 p.m.	Pre-Proposal Conference
December 4, 2015	Deadline for submitting questions
December 11, 2015 at 2:00 p.m.	Proposal due date and time
December 14, 2015 – December 28, 2015	RFP Evaluation
December 29, 2015	Contract Award
January 5, 2015	Notice to Proceed
February 5, 2015	Completion/Full Acceptance Date

### 3. SCOPE OF SERVICES

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#### 3.1. Background:

The video conferencing equipment located in the ground floor courtroom of the Boone County Courthouse is used to conduct video arraignments, usually with the Boone County Jail, on nearly a daily basis. The current video conferencing equipment consists of:

- Two 19" flat screen, wide screen monitors at the attorney tables
- One 15" flat screen, wide screen monitor at the judge's bench
- Three 1990s era TV cameras mounted next to each of the monitors
- One 27" CRT TV monitor for viewing by the gallery
- One 13" CRT TV monitor for the courtroom clerk
- Tandberg 3000 MXP codec (purchased 2004)
- Sigma Electronics SS-2100-6 video multiplexer
- Shure SCM810 eight channel audio mixer
- On screen time/date generator

The audio input is provided through four (4) wired microphones for the judge, witness, and each of the two attorney tables. Audio from the microphones is first routed into a separate audio mixer in another cabinet and is not part of the video conferencing configuration. Leading out of the separate audio mixer each line has a hard wired "Y" that splits the signal into two (2) directions (one to a FTR mixer which connects to the computer and the other to the Shure SCM810 eight channel audio mixer, and then ultimately to the Tandberg codec.) The audio output is heard through the speakers in the TV monitors.

During video conferencing the courtroom participants and the far end (Boone County Jail) participant all have quad screen views consisting of the judge, attorney A, attorney B, and the far end participant allowing each to view the others. The existing video multiplexer gives the courtroom clerk the ability to project any of the four individual views onto the screens with the exception of the far end screen. This configuration also allows for video arraignments to be recorded onto VHS tapes and time/date stamped with the onscreen time/date generator. It should be noted that recording is no longer a requirement and will not be considered in the future solution.

The courtroom clerk is responsible for connecting to the far end using one of two ways: if the far end is using the state's network, the courtroom clerk uses the codec remote control to dial the site by IP directly; and if the far end is using a network other than the state's network, the courtroom clerk uses Radvision (Scopia) multimedia bridge to make the connection, which is done via a computer at the clerk's workstation.

#### 3.2. Scope of Services:

The County requests bids to replace the video conferencing equipment in the Boone County Courthouse due to the aging Tandberg codec and the poor audio quality of the existing equipment. At a minimum the proposed equipment solution shall meet all specifications listed in Section 3.3. In the event that both a programmable control panel and supplemental speakers are to be used for the proposed video conferencing equipment, then an option should be included for teleconferencing. Minimum specifications for proposed teleconferencing equipment are listed in Section 3.4.

### **3.3.General Specifications for Video Conferencing Equipment:**

- 3.3.1. Equipment shall utilize a 3 camera configuration that shows the judge and each of the two (2) attorney tables.
- 3.3.2. Equipment should allow the courtroom cameras to be modifiable via pan, tilt, and zoom (PTZ).
- 3.3.3. Equipment should provide a camera configuration that allows the witness seated near the judge to be viewed by the far end when needed. Cameras are usually trained on the judge and two (2) attorney tables, but will sometimes require that the camera be trained on the witness to allow the far end to hear and see the witness.
  - 3.3.3.1. Note that this has been accomplished in other courtrooms by a preconfigured setting that adjusts a camera with PTZ capability to show both the judge and witness in the same view.
- 3.3.4. Equipment shall provide monitors for the judge, two (2) attorney tables, and the courtroom clerk, a total of (4) monitors.
- 3.3.5. Equipment shall include at least one (1), but preferably two (2), flat screen monitors of sufficient size that be viewed by the gallery. The gallery monitor(s) should be on a swing arm so that a testifying witness can view that monitor in lieu of having a separate, dedicated witness monitor.
- 3.3.6. Equipment shall configure the quad screen view as the primary / default option.
- 3.3.7. Equipment should allow an option for all courtroom monitors simultaneously to view only one of the four cameras (judge, attorney A, attorney B, far end). While it is desirable the equipment allow an option to select and display only one of the three courtroom cameras (judge, attorney A, attorney B) or the far end on all courtroom mointors, this is not required.
- 3.3.8. Equipment shall always show the quad screen view to the far end regardless of what is stated in Section 3.3.7.
- 3.3.9. Equipment shall allow the courtroom clerk to control the codec and other modifiable components (e.g. cameras) by either remote control(s) and/or a control panel from the clerk's work area in the courtroom.
- 3.3.10. Equipment shall be IP-based as the court does not use and is not configured for ISDN.
- 3.3.11. When powered on the system shall automatically proceed to a state where components are ready for a video conference with the exception of the monitors. It is acceptable for the monitors to be manually powered on and off. The proposed solution shall not require staff to assemble/configure components, start software, etc. in order to perform a video conference.
- 3.3.12. Equipment shall not auto-answer incoming calls via video conference, and shall require the courtroom clerk to take a positive step to answer or ignore the call such as by pressing a button on a control panel or on a remote control.
- 3.3.13. Equipment shall have good audio quality. If the proposed courtroom audio solution is through the flat screen monitors and sound quality or volume are deemed not acceptable to the County, then an additional speaker solution shall be included.
- 3.3.14. Equipment shall not be required to have an onscreen date/time display like the current equipment.
- 3.3.15. Equipment shall not be required to preserve video conferences via digital or video tape recordings.

- 3.3.16. Equipment should display “titles” of the camera views on the monitors such as “Judge”, “Attorney A”, “Attorney B”, and possibly the hostname of the far end video conferencing codec.
- 3.3.17. The panel shall be placed conveniently for the courtroom clerk to control if using a programmable control panel.

**3.4.Optional – Teleconferencing Equipment:**

- 3.4.1. Equipment shall not automatically answer incoming calls. Incoming calls shall require courthouse staff to either answer or ignore the call.
- 3.4.2. Equipment shall include programmable speed dial capability for at least five (5) numbers.
- 3.4.3. Equipment shall allow a method for staff to add and edit speed dial numbers without requiring vendor assistance.
- 3.4.4. Equipment should use a line splitter to share the existing courtroom telephone line.

**3.5.Training:**

- 3.5.1. On-site technical training shall be provided to the 13<sup>th</sup> Judicial Circuit Technicians and Courtroom Staff upon County acceptance.
- 3.5.2. On-site training shall be scheduled on a date and time approved by the County.
- 3.5.3. The successful Respondent shall provide paper and electronic copies of the training materials to be used for the initial training as well as to enable future staff training

**3.6.Installation of New Equipment:**

- 3.6.1. Since the Ground Floor Courtroom will not be available for use during the installation of the video conferencing equipment, it is the preference of the County that the awarded Contractor begin work and continue with the installation without interruption until the project is complete.
- 3.6.2. Court will be in session in other courtrooms within the building. The awarded contractor is to provide a “sequencing plan” to insure that disruption of their existing services does not occur while Courts are in session. No disruption or cutting of existing services will be allowed without prior consent of the County representative. All new “tie-ins” must also be coordinated with the County representative to insure that it will not interrupt existing services.
- 3.6.3. The courtroom will be available for the Contractor between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding holidays. Workers shall enter the courthouse through the front door. Court security personnel will inspect all containers, equipment, and tools that enter courthouse. All tools and containers entering the courthouse through the front door must be able to pass through the security x-ray machine.
- 3.6.4. The awarded Contractor may use the Ground Floor Courtroom to store their equipment and tools during the installation of the video conferencing equipment.
- 3.6.5. The price should reflect the cost of the installation of the equipment by the vendor.
- 3.6.6. The awarded Respondent shall be responsible for resolution of technical issues during development and implementation prior to the County’s final acceptance. Such resolution shall be accomplished at no additional costs to the County.
- 3.6.7. The system shall be complete, including but not limited to, hardware, mounts connectors, wiring, and software.

3.6.8. The successful Respondent shall provide the County with an Acceptance Test Plan that aligns with and meets all agreed upon equipment specifications.

3.6.9. The equipment shall be fully operational and demonstrated in a site test prior to County acceptance.

3.6.10. Workers installing the equipment shall be paid not less than the prevailing hourly rate of wages, as found by the Department of Labor and Industrial Relations of Missouri. See Section 4.4. Prevailing Wage.

3.6.11. Insurance shall be required for the installation of the equipment. Insurance Requirements are described in Section 4.1.

3.6.12. If the proposed video conferencing equipment solution includes equipment that requires software and programming, then an electronic copy of the source code shall be provided to the 13<sup>th</sup> Judicial Circuit Technicians upon County acceptance.

**3.7. Disposal of Old Equipment:**

3.7.1. The Contractor shall keep the premises clean of all rubbish and debris generated by the work involved and shall leave the premises neat and clean at the end of each workday. All materials, tools, equipment, etc., shall be removed and safely stored.

3.7.2. Any existing equipment to be removed which has a Boone County asset tag affixed shall be disconnected by the vendor and turned over to 13<sup>th</sup> Judicial Circuit Technicians for proper surplus disposal process.

3.7.3. Any existing equipment to be removed which does not have a Boone County asset tag affixed shall be disconnected by the vendor and disposed of at the Contractor's expense.

**3.8. Delivery:**

3.8.1. The equipment must be received within sixty (60) days of the fully executed contract.

3.8.2. Firm delivery schedules are essential. Respondents shall set forth in their proposal the number of calendar days in which delivery will be fully complete in strict accordance with the specifications on the Response Page. An installation and training schedule shall also be stated on the Response Page.

3.8.3. The delivery terms are FOB Destination with Inside Delivery to the loading dock. All deliveries shall be made FOB Destination with freight charges included and prepaid. The seller pays and bears the freight charges.

**3.9. Warranty:**

3.9.1. The proposed system's equipment shall be warranted for a period of one (1) year from the date of acceptance for operation (substantial completion) by the County or County's Representatives.

3.9.2. The equipment shall be warranted to be free from defects in workmanship, design, and materials.

3.9.3. If any equipment should fail during the warranty period, it shall be replaced and the proposed system restored to service at no expense to the County.

3.9.4. Warranty shall be handled through a local dealer or representative.

3.9.5. The successful Respondent shall deliver to the County or County's Representatives, prior to final acceptance for operation of any item of equipment, the manufacturer's written warranty as outlined above.

3.9.6. The manufacturer's warranty period shall run concurrently with the County's warranty.

3.9.7. The successful Respondent shall be responsible for obtaining equipment warranties from each of the respective suppliers or manufacturers for the equipment specified.

3.9.8. Manufacturer equipment warranties shall be transferred to the Owner.

**3.10. Repair:**

3.10.1. Respondent shall describe their remote support and on-site support plan including cost of each. It is expected that support will be provided Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. CST.

3.10.2. Respondent shall state the number of years they will maintain a complete stock of all repair components for the proposed video conferencing equipment after initial delivery. Parts shall be available for same-day shipment on an expedited basis if necessary. The successful Respondent shall provide a letter from the manufacturer in writing that details this requirement and condition as part of the award of the contract.

**3.11. Equipment Maintenance Agreement:**

3.11.1. An agreement for maintenance of the video conferencing equipment installed as a result of this request for proposal shall begin at the time of contract award. The period of award shall be for one (1) year with the possibility of four (4) one-year renewal periods commencing upon the approval of the Boone County Commission and contract execution.

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**4. CONTRACT TERMS AND CONDITIONS**

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**4.1. Insurance Requirements:**

4.1.1. Insurance Requirements shall apply if the County includes Section 3.6. Optional – Installation of System in the contract.

4.1.2. The Contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and the Certificate of Insurance has been approved by the County, nor shall the Contractor allow any subcontractor to commence work on their subcontract until all similar insurance required of subcontractor has been so obtained and approved. All policies shall be in amounts, form and companies satisfactory to the County which must carry an A-6 or better rating as listed in the A.M. Best or equivalent rating guide. Insurance limits indicated below may be lowered at the discretion of the County.

**4.1.3. Employers Liability and Workers Compensation Insurance:**

The Contractor shall take out and maintain during the life of this contract Employers Liability and Workers Compensation Insurance for all of its employees employed at the site of work, and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workers Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. Workers Compensation coverage shall meet Missouri statutory limits. Employers Liability limits shall be \$500,000.00 each employee, \$500,000.00 each accident, and \$500,000.00 policy limit. In case any class of employees engaged in hazardous work under this Contract at the site of the work is not protected under the Workers Compensation Statute, the Contractor shall provide and shall cause each subcontractor

to provide Employers Liability Insurance for the protection of their employees not otherwise protected.

4.1.4. Commercial General Liability Insurance:

The Contractor shall take out and maintain during the life of this contract, such commercial general liability insurance as shall protect it and any subcontractor performing work covered by this contract, from claims for damages for personal & advertising injury, bodily injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or for any subcontractor or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$2,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death. If the Contract involves any underground/digging operations, the general liability certificate shall include X, C, and U (Explosion, Collapse, and Underground) coverage. If providing Commercial General Liability Insurance, then the Proof of Coverage of Insurance shall also be included.

4.1.4.1. Contractor may satisfy the minimum liability limits required for Commercial General Liability or Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum per occurrence limit of liability under the umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for either Commercial General Liability or Business Auto Liability. Contractor agrees to include the County as an Additional Insured on the umbrella or Excess Liability, unless the Certificate of Insurance state the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.

4.1.5. Business 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; non-owned and both on and off the site of work.

4.1.6. Subcontractors:

Contractor shall cause each Subcontractor to purchase and maintain insurance of the types and amounts specified herein. Limits of such coverage may be reduced only upon written agreement of County. Contractor shall provide to County copies of certificates of insurance evidencing coverage for each Subcontractor. Subcontractors' commercial general liability and business automobile liability insurance shall name County as Additional Insured and have the Waiver of Subrogation endorsements added.

4.1.7. Proof of Carriage of Insurance:

The Contractor shall furnish the County with Certificate(s) of Insurance which name the County as additional insured in an amount as required in this contract, contain a description of the project or work to be performed and provided for Commercial General Liability, Business Auto Liability, and Umbrella or Excess Liability (not on Workers Compensation). The Certificate of Insurance shall provide that there will be no cancellation, non-renewal or reduction of coverage without thirty (30) days prior written notice to the County. 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 services provided.

4.1.8. Indemnity Agreement:

To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.

4.1.8.1. Failure to maintain the required insurance in force may be cause for contract termination. In the event the Agency/Service fails to maintain and keep in force the required insurance or to obtain coverage from its subcontractors, the County shall have the right to cancel and terminate the contract without notice. The vendor receiving a contract award shall provide an Insurance Certificate to the Purchasing Department at time of contract execution with the following levels of insurance.

**4.2. Bonds:** Respondents submitting a Proposal Response in an amount exceeding \$50,000.00 are required to furnish the following bonds.

4.2.1. Bid Bond – Bidder shall include with bid a certified check, Treasurer's check or cashier's check, or a bidder's bond payable to the County of Boone for five percent (5%) of Amount Of Bid. If this bid is accepted and the undersigned fails to execute the Contract and furnish a contract bond as required, then the bid guaranty shall be forfeited to the County. Bid guaranties will be returned as per Section 103.3, Missouri Standard Specifications for Highway Construction.

4.2.2. Performance Bond & Labor and Materials Payment Bond – The successful Contractor shall pay for and furnish, when applicable, within ten (10) days after written notice of acceptance of estimate, a Performance Bond and a Labor and Materials Payment Bond. Contractor shall provide and pay the cost of both bonds, each in the full amount of the "Not to Exceed" amount for the estimated work. Bonds shall be issued by a Surety Company licensed in Missouri, with an "A" minimum rating of performance as stated in the most current publication of Best's Key Rating Guide, Property Liability, which shall show a financial strength rating of at least five (5) times the Contract Price. Each bond shall be accompanied by a Power of Attorney authorizing the Attorney-in-Fact to bind the Surety and certified to include the date of the bond.

**4.3. Criminal Background Check:** Boone County reserves the right to approve on-site workers who will be working on this project in the Ground Floor courtroom. If requested, individual employees will be expected to execute appropriate releases to authorize criminal background checks which will be performed by the County. Any person who refuses to execute such a release or who does not successfully pass the criminal background check, in the sole judgment of Boone County, may not be permitted to work on the project. Identification badges may be issued to each Contractor employee authorized to access the site of the work. Badges must be worn by personnel given them.

**4.4. Prevailing Wage:**

4.4.1. Not less than the prevailing hourly rate of wages, as found by the Department of Labor and Industrial Relations of Missouri, shall be paid to all workers performing work under

this contract. The Contractor shall comply with all requirements of the prevailing wage law of Missouri, Revised Statutes of Missouri, Section 290.210 to 290.340, including the latest amendments thereto. The prevailing wage law does not prohibit payment of more than the prevailing rate of wages nor does it limit the hours of work, which may be performed by any worker in any particular period of time. Wage Rate Certifications will be submitted for each employee for hours worked and upon completion of the project and prior to payment, contractor will be required to file with the County an affidavit stating that contractor has fully complied with the provisions and requirements of the Prevailing Wage Law. Prevailing Wage Order Number 22 is attached.

#### **4.5. Employment of Unauthorized Aliens Prohibited:**

4.5.1. Contractor shall comply with Missouri State Statute Section 285.530 in that they shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri. As a condition for the award of this contract, the Contractor shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. The Contractor shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. Please return a copy of the Memorandum of Understanding that you will receive following completion of enrollment. This will provide the County the proof of enrollment.

4.5.2. Contractor shall require each subcontractor to affirmatively state in its contract with Contractor that the subcontractor shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri. Contractor shall also require each subcontractor to provide Contractor with a sworn affidavit under the penalty of perjury attesting to the fact that the subcontractor's employees are lawfully present in the United States

#### **4.6. OSHA Program Requirements:**

4.6.1. The Contractor is familiar with the requirements of 292.675 RSMo. The Contractor shall provide a ten (10) hour Occupational Safety and Health Administration (OSHA) construction safety program for their on-site employees, subcontractors or others acting on behalf of Contractor on-site which meets the requirements of 292.675 RSMo.

4.6.2. The Contractor and each subcontractor shall keep accurate records of those employees who are working on-site and a record of each such employee's completion of the OSHA program, **and certify compliance by affidavit at the conclusion of the project.**

4.6.3. The Contractor shall forfeit as a penalty to the County the sum of Two Thousand Five Hundred Dollars (\$2,500.00) plus One Hundred Dollars (\$100.00) for each employee employed by the Contractor or subcontractor, for each calendar day, or portion thereof, such employee is found to be employed in violation of 292.675 RSMo. Said amounts shall be withheld from all sums and amounts due under this provision when making payments to the Contractor.

#### **4.7. Overhead Power Line Safety Act:**

4.7.1. The Contractor is aware of the provisions of the Overhead Power Line Safety Act, 319.075 to 319.090 RSMo, and agrees to comply with the provisions thereof. Contractor understands that it is their duty to notify any utility operating high voltage overhead lines and

make appropriate arrangements with said utility if the performance of contract would cause any activity within ten feet of any high voltage overhead line. To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with any claims arising under the Overhead Power Line Safety Act. Contractor expressly waives any action for Contribution against the County on behalf of the Contractor, any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, and agrees to provide a copy of this waiver to any party affected by this provision.

#### **4.8.Sales/Use Tax Exemption:**

4.8.1. 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 ensure 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.

#### **4.9.Subcontractors, Suppliers, and Others:**

4.9.1. Contractor shall not employ any Subcontractor, Supplier, or other person or organization, whether initially or as a substitute, against whom Owner may have reasonable objection. Contractor shall not be required to employ any Subcontractor, Supplier, or other person or organization to furnish or perform any of the Work against whom the Contractor has a reasonable objection.

4.9.2. If the Owner requires identity of certain Subcontractor, Suppliers, or other persons or organizations (including those who are to furnish the principal items of material and equipment) to be submitted to Owner in advance of the specified date prior to the Effective Date of the Agreement for acceptance by Owner and if Contractor has submitted a list thereof in accordance

with the project Specifications, Owner's acceptance (either in writing or by failing to make written objection thereto by the date indicated for acceptance or objection in the bidding documents or the Contract Documents) of any such Subcontractor, Supplier, or other person or organization so identified may be revoked on the basis of reasonable objection after due investigation, in which case Contractor shall submit an acceptable substitute, the Contract Price will be increased by the difference in the cost occasioned by such substitution and an appropriate Change Order will be issued or Written Amendment signed. No acceptance by Owner of any such Subcontractor, Supplier, or other person or organization shall constitute a waiver of any right of Owner to reject defective Work.

4.9.3. Smoking and consumption of alcoholic beverages is prohibited in all County buildings. Any employees of any contractor or subcontractor who do not adhere to Boone County's policies which prohibit the use of tobacco and alcoholic beverages in their facilities will be escorted off the jobsite and may not return. The contractor or subcontractor who the employee is employed will be notified. Further violations could result in the termination of this Contract.

4.9.4. All contractor employees will conduct themselves in a professional manner. Harassment of other construction personnel, owner personnel, or the general public will result in immediate and permanent removal from the project.

4.9.5. Owner reserves the right to require the removal from the site of the work any employee of the Contractor or any subcontractor if, in the judgment of the Owner, such removal is necessary to protect the interest of the Owner, upon written notice from the Owner.

4.9.6. Precaution shall be exercised at all times for the protection of persons (including employees) and property. The safety provisions of applicable laws and building and construction codes shall be observed. Machinery, equipment, and all hazards shall be guarded or eliminated in accordance with the safety provisions of the Manual of Accident Prevention in Construction, 8th Edition, 1999, published by the Associated General Contractors of America, to the extent that such provisions are not in contravention of applicable laws. Current standards of the Occupational Safety and Health Act shall be applied.

4.9.7. All trash shall be removed from site by the Contractor. In the event a dispute arises among the Contractor and any others as to the responsibility for cleanup, the County Representative may cause the clean up to be done and allocate the costs among the parties responsible for keeping the premises and surrounding area free of accumulation of waste or rubbish. The allocation made by the County Representative shall be binding on the Contractor.

4.9.8. If the Contractor should find it necessary to work hours other than 8:00 a.m. to 5:00 p.m. on Monday through Friday, the Contractor must notify the County Representative at least twenty four (24) hours prior to the start of that work beyond the established times. The request for these additional work hours is subject to approval by the County Representative.

4.9.9. Report all accidents, regardless of how minor, to a County Representative. Provide a detailed incident report for those requiring off-site medical treatment.

4.9.10. It is the Contractor's responsibility to coordinate all applicable permit inspections as required.

4.9.11. The Contractor is to provide a "sequencing plan" to insure that no disruption of existing service occurs. No cutover of new service will be allowed without prior consent of a County Representative.

4.9.12. The County shall have all contractor personnel sign in at the front office each day before coming onto the premise.

**4.10. Transient Employers:**

4.10.1. Every transient employer, as defined in Section 285.230 RSMo, must post in a prominent and easily accessible place at the work site a clearly legible copy of the following: (1) the notice of registration for employer withholding issued to such transient employer by the director of revenue; (2) proof of coverage for workers' compensation insurance or self-insurance signed by the transient employer and verified by the department of revenue through the records of the division of workers' compensation; and (3) the notice of registration for unemployment insurance issued to such transient employer by the division of employment security. Any transient employer failing to comply with these requirements shall, under Section 285.234 RSMo, be liable for a penalty of five hundred dollars (\$500.00) per day until the notices required by this section are posted as required by law.

4.10.2. The successful Respondent shall be obligated to enter into a written contract with the County within fifteen (15) days of award on contract forms provided by the County. If Respondent desires to contract under their own written agreement, any such proposed agreement shall be submitted with their response. County reserves the right to modify any proposed form agreement or withdraw its award to a successful Respondent if any proposed agreement contains terms and conditions inconsistent with its request or are unacceptable to county legal counsel.

4.11. Provisions for Termination: The contract may be terminated by the County for any of the following reasons or under any of the following circumstances.

4.11.1.1. Due to a material breach of any term or condition of this agreement.

4.11.1.2. If in the opinion of Boone County, deliveries of products/services are delayed or products/services delivered are not in conformity with the contract documents.

4.11.1.3. If appropriations are not made available and budgeted for in any calendar year.

4.11.1.4. Boone County 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 County.

4.12. In case of any default by the Contractor, the County may procure the product or service from other sources and hold the Contractor responsible for any damages incurred including, but not limited to, excess cost or handling charge. The County shall have the right to remove any Contractor who defaults on any contract with the County from all Respondents' lists.

4.13. The successful Contractor is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this agreement or its rights, title or interest therein, or its power to execute such agreement to any other person, company or corporation without the prior consent and approval in writing by the County.

4.14. Respondents must clearly state in writing any restrictions or deviations from these specifications. In the absence of such statement, the County will assume that all items/services offered are in strict compliance with the technical and financial requirements, contract terms and conditions as described in these specifications. The proposal of the Contractor will be included as part of the final contract.

4.15. Award will be made by written notification from the Purchasing Director. This written notice shall be deemed to result in a binding contract which shall be governed by the laws of the State of Missouri as adopted and in force on the date of the agreement.

4.16. Contractor agrees to furnish services and to perform the project within the stated completion schedule, and in strict compliance with requirements stated in this Request for Proposal document.

4.17. Contractor proposes and agrees to accept, as full compensation for furnished services, the price submitted in response to the Request for Proposal document. All related costs associated with providing the services specified shall be considered by both County and Contractor to be included within this quoted price. The county shall not pay, nor be liable for, any additional cost including, but not limited to taxes, insurance, interest, penalties, termination payments, attorney fees, liquidation damages, etc.

4.18. Contractor agrees that no modification of any provision contained in the contract shall be made, or construed to be made, unless such modification is mutually agreed to by both parties and incorporated in a written amendment to the contract approved by the Purchasing.

4.19. Contractor shall provide and may also be asked to install equipment that meets or exceeds the specifications contained in the Request for Proposal.

4.20. The Contractor must provide any additional equipment necessary, at no cost to the County, if the awarded equipment does not meet the specifications outlined in this document. The County shall determine whether the specifications are adequately met.

4.21. The attached Standard Terms and Conditions for contracts shall apply to the contract award.

4.22. Legal Requirements: The Contractor shall do all work in such manner as to comply with all County ordinances, and laws of the County, State, and Nation as apply to the work herein outlined. The Contractor shall also obtain all necessary licenses and permits and keep necessary records as required.

4.23. Equal Opportunity: The County of Boone is an equal opportunity affirmative action employer, pursuant to federal and state law, and all respondents submitting proposals shall be considered to be EEO/AA employers in compliance with federal and state laws, unless otherwise stipulated by the Respondents herein.

4.24. Domestic Purchasing Policy: Contractors are encouraged to select and use materials manufactured, assembled, or produced in the United States in the performance of this contract whenever the quality and price are comparable with other goods. By submission of this proposal, 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, 1987.

4.25. If a contradiction in the contract documents occurs then the more expensive interpretation shall prevail and be inclusive in that respective contractor’s proposal response.

## 5. RESPONSE TO PROPOSAL

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### 5.1. Submission of Proposals:

5.1.1. When submitting a proposal, Respondents should include the original and three (3) copies.

5.1.2. Respondents shall submit the proposal to:

Boone County Purchasing Department  
Cheli Haley, Buyer  
613 East Ash Street, Room 109  
Columbia, MO 65201

5.1.3. Proposals must be delivered no later than 2:00 p.m. on December 11, 2015. Proposals will not be accepted after this date and time.

## **5.2. Organization of Proposals:**

5.2.1. To facilitate the evaluation process, Respondents are encouraged to organize their proposal as described in Section 5.4.

5.2.1.1. Each distinctive section should be titled with paragraph number and all material related to that category should be included therein.

5.2.1.2. The signed response page from the original Request for Proposal and all signed amendments should be placed at the beginning of the proposal response.

5.2.1.3. The Proposal must, at a minimum, address all mandatory and desired services, equipment, materials, etc. Responses will fully describe how the service will be performed and what hardware/software is required at the County to access the service.

5.2.2. Respondents are cautioned that it is the Respondent's sole responsibility to submit information related to the evaluation categories, and that the County is under no obligation to solicit such information if it is not included with the proposal. Respondents' failure to submit such information may cause an adverse impact on the evaluation of the proposal. Any Respondent whose responses deviate from the outlined specifications may automatically be disqualified.

5.2.3. Respondents and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFP, the evaluation, etc to the buyer of record indicated on the first page of this RFP. Respondents and their agents may not contact any County employee other than the buyer of record regarding any of these matters during the solicitation and evaluation process. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements. Respondents and their agents who have questions regarding this matter should contact the buyer of record.

## **5.3. Competitive Negotiation of Proposals:**

5.3.1. Respondents are advised that under the provisions of this Request for Proposal, the County reserves the right to conduct negotiations of the proposals received or to award a contract without negotiations. If such negotiations are conducted, the following conditions shall apply:

5.3.1.1. Negotiations may be conducted in person, in writing, or by telephone.

5.3.1.2. Negotiations will only be conducted with potentially acceptable proposals. The County reserves the right to limit negotiations to those proposals that receive the highest rankings during the initial evaluation phase.

5.3.1.3. Terms, conditions, prices, methodology, or other features of the Respondent's proposal may be subject to negotiation and subsequent revision. As part of the negotiations, the Respondent may be required to submit supporting financial, pricing, and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the proposal.

5.3.1.4. The mandatory requirements of the Request for Proposal shall not be negotiable and shall remain unchanged unless the County determines that a change in such requirements is in the best interest of the entities.

#### **5.4.Evaluation and Award Process:**

5.4.1. Boone County has selected an evaluation team to review responses and to make a formal recommendation for award to the County Commission. After determining a responsible Respondent and a responsive proposal through the determination that the proposal satisfies the mandatory requirements stated in the Request for Proposal, the evaluation team will use both objective analysis and subjective judgment in conducting a comparative assessment of the proposal in accordance with the evaluation criteria stated as follows: a) Method of Performance; b) Experience/Expertise; c) Cost

5.4.2. After an initial evaluation process, a question and answer interview may be conducted with the Respondent, if deemed necessary by the County. In addition, the County may request to visit sites where proposed equipment is in operation. Respondent may be asked to make an oral presentation of their proposal to the evaluation team at a designated Boone County location. Attendance cost shall be at the Respondent's expense. All arrangements and scheduling will be coordinated by the County.

5.4.3. Experience and reliability of the Respondent's organization are considered subjectively in the evaluation process. Therefore, Respondents are advised to submit any information which documents successful and reliable experience in past performances, especially those performances related to the requirements of this Request for Proposal.

5.4.4. Respondents are required to have been in the business at least two (2) years and must provide three (3) references from clients whose systems were installed within the last three (3) years.

5.4.5. Respondents should provide the following information related to previous and current services/contracts performed by the Respondent's organization and any proposed subcontractors which are similar to the requirements of this Request for Proposal. At a minimum the Respondent shall include:

- a) Name, address, and telephone number of three (3) client/contracting agencies and a representative of each who may be contacted for verification of all information submitted;
- b) Dates and locations of the service/contract; and
- c) A brief, written description of the specific equipment installed and prior services performed and requirements thereof.

5.4.6. Respondents should submit a copy of all licenses, certifications, accreditation, and/or permits, which may be required by state, federal, and/or local law, statute, or regulation in the course of conduct of the Respondent's business. If not submitted with the proposal, the County reserves the right to request and obtain a copy of any license or certification required to perform the defined services prior to contract award.

5.4.7. Respondents shall provide a list of qualifications of the Respondent and/or the staff of the Respondent's organization who will be involved in the project. List shall include number of certified technicians and levels of experience on the proposed system and state how many miles they are located from Boone County.

5.4.8. Proposals will be subjectively evaluated based on the Respondent's distinctive plan for performing the requirements of the RFP. Therefore, Respondents should present a written narrative, which demonstrates the method or manner in which the Respondent proposes to satisfy these requirements. The language of the narrative should be straightforward and limited to facts, solutions to problems, and plans of action.

5.4.9. Where the words “shall” or “must” are used, they signify a required minimum function of system capacity that will heavily impact the Respondent’s final response rating.

5.4.10. Where the words “should”, “may” or “desired” are used, they signify that the feature or capacity is desirable but not mandatory; therefore, the specifications in question will possess minimal impact on the Respondent’s final response rating.

5.4.11. The method by which the proposed method of performance is written will be left to the discretion of the Respondent. However, Respondents should address each specific paragraph and subparagraph of the Specifications by paragraph and page number as an item for discussion. Immediately below these numbers, write descriptions of how, when, by whom, with what, to what degree, why, where, et cetera, the requirements will be satisfied.

**5.5.Rejection / Withdrawal of Response to Proposal:**

5.5.1. The County reserves the right, at its discretion, to reject any or all proposals or parts thereof. The County reserves the right to waive defects or informalities, to negotiate with Respondents and to accept the proposal deemed to be in the best interest of the County.

5.5.2. Proposals may be withdrawn on written request from the Respondent at the address shown in the solicitation prior to the time of acceptance. Negligence on the part of the Respondent in preparing the proposal confers no right of withdrawal after the time fixed for the acceptance of the proposals.

**5.6.Validity of Proposal Response:**

5.6.1. Respondents agree that proposals will remain firm for a period of ninety (90) calendar days after the date specified for the return of proposals.

6. RESPONSE / PRICING PAGE

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In compliance with this Request for Proposal and subject to all the conditions thereof, the Respondent agrees to furnish the services/equipment/supplies requested and proposed and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of this proposal and is authorized to contract on behalf of the Respondent named below. Note that this form must be signed and that all signatures must be originals.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Email: \_\_\_\_\_

Federal Tax ID (or Social Security Number): \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**6.1. Pricing:**

The County is providing this Response Form for summarized pricing. Please attach to this Response Page a more detailed listing itemizing the proposed equipment to be used and the costs of each item. Please also include on the attachment the costs of labor, installation, set-up, testing, training, add-on features, software, warranty, and any other applicable costs. As appropriate, items should include professional fees, materials, out of pocket expenses, sub-consultant fees, and any other costs anticipated by the Respondent to satisfy the purpose of this Request for Proposal.

	Description		
6.1.1.	<b>Base Price:</b> Total costs of all the video conferencing equipment to be used meeting the general specifications listed in Section 3.3.	\$	
6.1.2.	<b>Installation Costs</b>	\$	
6.1.3.	<b>Equipment Maintenance Agreement:</b>	\$	Per Year
6.1.4.	<b>Option 1 - Teleconferencing Equipment:</b> Total costs of all teleconferencing equipment to be used meeting the specifications listed in Section 3.4.	\$	
6.1.5.	<b>Option 1 - Installation Costs</b>	\$	
6.1.6.	<b>Option 1 - Equipment Maintenance Agreement:</b>	\$	Per Year

6.1.7.	<b>Installation Time:</b> Number of calendar days in which installation will be complete following receipt of order		Calendar Days
6.1.8.	<b>Disposal Fee of Equipment without Asset Tags</b>	\$	
6.1.9.	<b>Delivery Time:</b> Number of calendar days in which delivery will be complete following receipt of order		Calendar Days
6.1.10.	<b>Training Session for Technicians</b>	\$	Per Hour
6.1.11.	<b>Training Session for Courtroom Staff</b>	\$	Per Hour
6.1.12.	<b>Training Time:</b> Hours needed to train technicians and courtroom staff		Hours
6.1.13.	<b>Total</b>	\$	

6.2. Describe proposed equipment and necessary labor (or attach description):

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6.3. Describe Warranty on equipment (or attach description):

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6.4. List any deviations to the required specifications/scope of work:

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6.5. List all sub-contractors that will be utilized on this project (if any):

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6.6. Provide a contact person who will be responsible for coordinating the efforts and personnel of all parties involved in the response, to include, but not be limited to, oral presentations, demonstrations, site visits, and responses to request for clarification, if any. Provide the following:

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**6.7. Renewal of Equipment Maintenance Agreement:** Please state the maximum percentage increase for each twelve month renewal period.

6.7.1. 1<sup>st</sup> Renewal Period: \_\_\_\_\_%

6.7.2. 2<sup>nd</sup> Renewal Period: \_\_\_\_\_%

6.7.3. 3<sup>rd</sup> Renewal Period: \_\_\_\_\_%

6.7.4. 4<sup>th</sup> Renewal Period: \_\_\_\_\_%

## 7. ATTACHMENTS

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- a) Statement of Respondent's Qualifications and Prior Experience
- b) Respondent's Acknowledgment
- c) Instructions for Compliance with House Bill 1549 and Work Authorization Certification
- d) Certification of Individual Respondent and Individual Affidavit
- e) Signature and Identity of Respondent
- f) Certification Regarding Debarment
- g) Anti-Collusion Statement
- h) Affidavit of Compliance with the Prevailing Wage Law (*Awarded Contractor returns at completion of project*)
- i) Affidavit of Compliance with OSHA (*Awarded Contractor returns at completion of project*)
- j) Standard Terms and Conditions
- k) "No Bid" Response Form
- l) Annual Wage Order No. 22

**STATEMENT OF RESPONDENT'S QUALIFICATIONS**

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

1. Name of Respondent: \_\_\_\_\_

2. Business Address: \_\_\_\_\_

3. When Organized: \_\_\_\_\_

4. When Incorporated: \_\_\_\_\_

5. List Federal Tax ID or SS Number: \_\_\_\_\_. If not incorporated, state type of business (sole proprietor, partnership, or other): \_\_\_\_\_

6. Number of years engaged in business under present firm name: \_\_\_\_\_

7. If you have done business under a *different name*, please give name and business location under that name: \_\_\_\_\_

8. Percent of work done by own staff: \_\_\_\_\_

9. Have you ever failed to complete any work awarded to your company?

Yes       No

If yes, where and why? \_\_\_\_\_

10. Have you ever defaulted on a contract or been in litigation for services performed?

Yes       No

If so, give details: \_\_\_\_\_

11. List of projects currently in progress: \_\_\_\_\_

12. List of contracts *with contact information*, completed within the last five (5) years, for similar services as described in this proposal, including value of each: *Form provided on next page.*

**\* Attach additional sheets as necessary \***

## PRIOR EXPERIENCE

Include references familiar with your company's work performance. References of similar services for governmental agencies are preferred.

**1. Prior Equipment and/or Services Provided for:**

Company Name:

Address:

Contact Name:

Telephone Number:

Date of Contract:

Length of Contract:

**Description (include type, Mfr/Brand of equipment, service performed):**

**2. Prior Equipment and/or Services Provided for:**

Company Name:

Address:

Contact Name:

Telephone Number:

Date of Contract:

Length of Contract:

**Description (include type, Mfr/Brand of equipment, service performed):**

**3. Prior Equipment and/or Services Provided for:**

Company Name:

Address:

Contact Name:

Telephone Number:

Date of Contract:

Length of Contract:

**Description (include type, Mfr/Brand of equipment, service performed):**



## 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/e-verify>

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 two pages of the *E-Verify Memorandum of Understanding* that you completed when enrolling.**



**CERTIFICATION OF INDIVIDUAL RESPONDENT**

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 eighteen (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 a 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 ninety (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.

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Applicant

Date

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Printed Name



**SIGNATURE AND IDENTITY OF RESPONDENT**

The undersigned states that the correct LEGAL NAME and ADDRESS of (1) the individual Respondent; (2) each partner or joint venturer, (whether individuals or corporations, and whether doing business under fictitious name), or (3) the corporation (with the state in which it was incorporated) are shown below; that (if not signing with the intention of binding himself to become the responsible and sole Contractor) he is the agent of, and duly authorized in writing to sign for the Respondent; and that he is signing and executing this (as indicated in the proper spaces below) as the proposal of a:

- Sole Individual                                       Partnership                                       LLC  
 Corporation, incorporated under laws of the State of \_\_\_\_\_  
 Other: \_\_\_\_\_

Name of individual, all partners,  
or joint venturers:

Address of each:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

doing business under the name of:

\_\_\_\_\_  
(If using a fictitious name, show this name  
Above in addition to legal names)

\_\_\_\_\_  
Address of principal place of business  
in Missouri

\_\_\_\_\_  
(If a corporation, show its name above)

\_\_\_\_\_  
Address of principal place of business  
in Missouri

ATTEST:

\_\_\_\_\_  
Signature

Dated \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Print Name and Title

**NOTE:**

If the Respondent is doing business under a FICTITIOUS NAME, the Proposal shall be executed in the legal name of the individual, partners, LLC, or corporation, with the legal address shown, and the REGISTRATION OF FICTITIOUS NAME filed with the Secretary of State, as required by RSMo Secs. 417.200 - 417.230 shall be attached.

If the Respondent is a CORPORATION NOT ORGANIZED UNDER THE LAWS OF MISSOURI, it shall procure a CERTIFICATE OF AUTHORITY TO DO BUSINESS IN MISSOURI, as required by RSMo Secs. 351.570 et seq.

A CERTIFIED COPY of such Registration of Fictitious Name or Certificate of Authority to do Business in Missouri shall be returned with the Respondent's Proposal.

**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).

(READ INSTRUCTIONS BEFORE COMPLETING 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.

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Print Name and Title of Authorized Representative

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Signature

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Date

(Please complete and return with Proposal)



**AFFIDAVIT OF COMPLIANCE WITH THE PREVAILING WAGE LAW**

Before me, the undersigned Notary Public, in and for the County of \_\_\_\_\_

State of \_\_\_\_\_, personally came and appeared (name and title)

\_\_\_\_\_ of the (name of company)

\_\_\_\_\_ (a corporation) (a partnership) (a proprietorship) and after being duly sworn did depose and say that all provisions and requirements set out in Chapter 290 Sections 290.210 through and including 290.340, Missouri Revised Statutes, pertaining to the payment of wages to workmen employed on public works projects have been fully satisfied and there has been no exception to the full and complete compliance with said provisions and requirements and with Wage Determination NO. \_\_\_\_\_ issued by the Division of Labor Standards on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in carrying out the Contract and work in connection with

(name of project) \_\_\_\_\_ located at

(name of institution) \_\_\_\_\_ in \_\_\_\_\_ County,

Missouri and completed on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My commission expires \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public



## **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.
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  
613 East Ash Street, Room 109  
Columbia, MO 65201

**NO BID RESPONSE FORM**

Cheli Haley  
Buyer  
Phone: (573)886-4392  
Fax: (573)886-4390  
[chaley@boonecountymo.org](mailto:chaley@boonecountymo.org)

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**PROPOSAL INFORMATION:**

**RFP Number: 74-11DEC15**

**RFP Title: Video Conferencing Equipment – Ground Floor Courtroom**

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

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

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Contact: \_\_\_\_\_

Date: \_\_\_\_\_

Reason(s) for not bidding:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Missouri

## Division of Labor Standards

WAGE AND HOUR SECTION



JEREMIAH W. (JAY) NIXON, Governor

## Annual Wage Order No. 22

Section 010  
**BOONE COUNTY**

In accordance with Section 290.262 RSMo 2000, within thirty (30) days after a certified copy of this Annual Wage Order has been filed with the Secretary of State as indicated below, any person who may be affected by this Annual Wage Order may object by filing an objection in triplicate with the Labor and Industrial Relations Commission, P.O. Box 599, Jefferson City, MO 65102-0599. Such objections must set forth in writing the specific grounds of objection. Each objection shall certify that a copy has been furnished to the Division of Labor Standards, P.O. Box 449, Jefferson City, MO 65102-0449 pursuant to 8 CSR 20-5.010(1). A certified copy of the Annual Wage Order has been filed with the Secretary of State of Missouri.

Original Signed by \_\_\_\_\_

John E. Lindsey, Director  
Division of Labor Standards

This Is A True And Accurate Copy Which Was Filed With The Secretary of State: March 10, 2015

Last Date Objections May Be Filed: April 9, 2015

Prepared by Missouri Department of Labor and Industrial Relations

OCCUPATIONAL TITLE	** Date of Increase	*	Basic Hourly Rates	Over-Time Schedule	Holiday Schedule	Total Fringe Benefits
Asbestos Worker (H & F) Insulator			\$32.06	55	60	\$20.71
Boilermaker	8/15		\$34.76	57	7	\$28.00
Bricklayer and Stone Mason	6/15		\$28.95	59	7	\$16.25
Carpenter	6/15		\$24.75	60	15	\$15.55
Cement Mason	6/15		\$26.83	9	3	\$11.95
Communication Technician	6/15		\$31.35	28	7	\$12.70 + 13%
Electrician (Inside Wireman)	6/15		\$31.35	28	7	\$12.70 + 13%
Electrician (Outside-Line Construction/Lineman)	9/15		\$42.52	43	45	\$5.00 + 36.5%
Lineman Operator	9/15		\$36.70	43	45	\$5.00 + 36.5%
Groundman	9/15		\$28.38	43	45	\$5.00 + 36.5%
Elevator Constructor		a	\$44.37	26	54	\$28.385
Glazier	10/15		\$26.57	122	76	\$11.33
Ironworker	8/15		\$28.41	11	8	\$24.04
Laborer (Building):						
General			\$21.71	42	44	\$12.84
First Semi-Skilled			\$23.71	42	44	\$12.84
Second Semi-Skilled			\$22.71	42	44	\$12.84
Lather			USE CARPENTER RATE			
Linoleum Layer and Cutter	6/15		\$24.63	60	15	\$15.55
Marble Mason	10/15		\$21.66	124	74	\$12.68
Marble Finisher	10/15		\$14.14	124	74	\$9.08
Millwright	6/15		\$25.75	60	15	\$15.55
Operating Engineer						
Group I	6/15		\$28.66	86	66	\$24.01
Group II	6/15		\$28.66	86	66	\$24.01
Group III	6/15		\$27.41	86	66	\$24.01
Group III-A	6/15		\$28.66	86	66	\$24.01
Group IV	6/15		\$26.43	86	66	\$24.01
Group V	6/15		\$29.36	86	66	\$24.01
Painter	6/15		\$22.94	18	7	\$11.33
Pile Driver	6/15		\$25.75	60	15	\$15.55
Pipe Fitter	7/15	b	\$37.00	91	69	\$26.68
Plasterer	6/15		\$25.40	94	5	\$12.00
Plumber	7/15	b	\$37.00	91	69	\$26.68
Roofer \ Waterproofer	10/15		\$29.30	12	4	\$14.87
Sheet Metal Worker	7/15		\$31.14	40	23	\$16.24
Sprinkler Fitter - Fire Protection	6/15		\$32.39	33	19	\$19.05
Terrazzo Worker			\$28.73	124	74	\$14.38
Terrazzo Finisher			\$18.68	124	74	\$14.38
Tile Setter	10/15		\$21.66	124	74	\$12.68
Tile Finisher	10/15		\$14.14	124	74	\$9.08
Traffic Control Service Driver			\$26.415	22	55	\$9.045
Truck Driver-Teamster						
Group I			\$25.30	101	5	\$10.70
Group II			\$25.95	101	5	\$10.70
Group III			\$25.45	101	5	\$10.70
Group IV			\$25.95	101	5	\$10.70

Fringe Benefit Percentage is of the Basic Hourly Rate

\*\*Annual Incremental Increase



**REPLACEMENT PAGE  
BOONE COUNTY  
BUILDING CONSTRUCTION OVERTIME SCHEDULE**

**FED:** Minimum requirement per Fair Labor Standards Act means time and one-half (1 ½) shall be paid for all work in excess of forty (40) hours per work week.

**NO. 9:** Means the regular workday starting time of 8:00 a.m. (and resulting quitting time of 4:30 p.m.) may be moved forward to 6:00 a.m. or delayed one hour to 9:00 a.m. All work performed in excess of the regular work day and on Saturday shall be compensated at one and one-half (1½) times the regular pay. In the event time is lost during the work week due to weather conditions, the Employer may schedule work on the following Saturday at straight time. All work accomplished on Sunday and holidays shall be compensated for at double the regular rate of wages. The work week shall be Monday through Friday, except for midweek holidays.

**NO. 11:** Means eight (8) hours shall constitute a day's work, with the starting time to be established between 6:00 a.m. and 8:00 a.m. from Monday to Friday. Time and one-half (1½) shall be paid for first two (2) hours of overtime Monday through Friday and the first eight (8) hours on Saturday. All other overtime hours Monday through Saturday shall be paid at double (2) time rate. Double (2) time shall be paid for all time on Sunday and recognized holidays or the days observed in lieu of these holidays.

**NO. 12:** Means the work week shall commence on Monday at 12:01 a.m. and shall continue through the following Friday, inclusive of each week. All work performed by employees anywhere in excess of forty (40) hours in one (1) work week, shall be paid for at the rate of one and one-half (1½) times the regular hourly wage scale. All work performed within the regular working hours which shall consist of a ten (10) hour work day except in emergency situations. Overtime work and Saturday work shall be paid at one and one-half (1½) times the regular hourly rate. Work on recognized holidays and Sundays shall be paid at two (2) times the regular hourly rate.

**NO. 18:** Means the regular work day shall be eight (8) hours. Working hours are from six (6) hours before Noon (12:00) to six (6) hours after Noon (12:00). The regular work week shall be forty (40) hours, beginning between 6:00 a.m. and 12:00 Noon on Monday and ending between 1:00 p.m. and 6:00 p.m. on Friday. Saturday will be paid at time and one-half (1½). Sunday and Holidays shall be paid at double (2) time. Saturday can be a make-up day if the weather has forced a day off, but only in the week of the day being lost. Any time before six (6) hours before Noon or six (6) hours after Noon will be paid at time and one-half (1½).

**NO. 22:** Means a regular work week of forty (40) hours will start on Monday and end on Friday. The regular work day shall be either eight (8) or ten (10) hours. If a crew is prevented from working forty (40) hours Monday through Friday, or any part thereof by reason of inclement weather, Saturday or any part thereof may be worked as a make-up day at the straight time rate. Employees who are part of a regular crew on a make-up day, notwithstanding the fact that they may not have been employed the entire week, shall work Saturday at the straight time rate. A workday is to begin between 6:00 a.m. and 9:00 a.m. However, the project starting time may be advanced or delayed if mutually agreed to by the interest parties. For all time worked on recognized holidays, or days observed as such, double (2) time shall be paid.

**NO. 26:** Means that the regular working day shall consist of eight (8) hours worked between 6:00 a.m., and 5:00 p.m., five (5) days per week, Monday to Friday, inclusive. Hours of work at each jobsite shall be those established by the general contractor and worked by the majority of trades. (The above working hours may be changed by mutual agreement). Work performed on Construction Work on Saturdays, Sundays and before and after the regular working day on Monday to Friday, inclusive, shall be classified as overtime, and paid for at double (2) the rate of single time. The employer may establish hours worked on a jobsite for a four (4) ten (10) hour day work week at straight time pay for construction work; the regular working day shall consist of ten (10) hours worked consecutively, between 6:00 a.m. and 6:00 p.m., four (4) days per week, Monday to Thursday, inclusive. Any work performed on Friday, Saturday, Sunday and holidays, and before and after the regular working day on Monday to Thursday where a four (4) ten (10) hour day workweek has been established, will be paid at two times (2) the single time rate of pay. The rate of pay for all work performed on holidays shall be at two times (2) the single time rate of pay.

**REPLACEMENT PAGE  
BOONE COUNTY  
BUILDING CONSTRUCTION OVERTIME SCHEDULE**

**NO. 28:** Means a regular workday shall consist of eight (8) hours between 7:00 a.m. and 5:30 p.m., with at least a thirty (30) minute period to be taken for lunch. Five (5) days a week, Monday through Friday inclusive, shall constitute a work week. The Employer has the option for a workday/workweek of four (4) ten (10) hour days (4-10's) provided:

- The project must be for a minimum of four (4) consecutive days.
- Starting time may be within one (1) hour either side of 8:00 a.m.
- Work week must begin on either a Monday or Tuesday: If a holiday falls within that week it shall be a consecutive work day. (Alternate: If a holiday falls in the middle of a week, then the regular eight (8) hour schedule may be implemented).
- Any time worked in excess of any ten (10) hour work day (in a 4-10 hour work week) shall be at the appropriate overtime rate.

All work outside of the regular working hours as provided, Monday through Saturday, shall be paid at one & one-half (1½) times the employee's regular rate of pay. All work performed from 12:00 a.m. Sunday through 8:00 a.m. Monday and recognized holidays shall be paid at double (2) the straight time hourly rate of pay. Should employees work in excess of twelve (12) consecutive hours they shall be paid double time (2X) for all time after twelve (12) hours. Shift work performed between the hours of 4:30 p.m. and 12:30 a.m. (second shift) shall receive eight (8) hours pay at the regular hourly rate of pay plus ten (10%) percent for seven and one-half (7½) hours work. Shift work performed between the hours of 12:30 a.m. and 8:00 a.m. (third shift) shall receive eight (8) hours pay at the regular hourly rate of pay plus fifteen (15%) percent for seven (7) hours work. A lunch period of thirty (30) minutes shall be allowed on each shift. All overtime work required after the completion of a regular shift shall be paid at one and one-half (1½) times the shift hourly rate.

**NO. 33:** Means the standard work day and week shall be eight (8) consecutive hours of work between the hours of 6:00 a.m. and 6:00 p.m., excluding the lunch period Monday through Friday, or shall conform to the practice on the job site. Four (4) days at ten (10) hours a day may be worked at straight time, Monday through Friday and need not be consecutive. All overtime, except for Sundays and holidays shall be at the rate of time and one-half (1½). Overtime worked on Sundays and holidays shall be at double (2) time.

**NO. 40:** Means the regular working week shall consist of five (5) consecutive (8) hour days' labor on the job beginning with Monday and ending with Friday of each week. Four (4) 10-hour days may constitute the regular work week. The regular working day shall consist of eight (8) hours labor on the job beginning as early as 6:00 a.m. and ending as late as 5:30 p.m. All full or part time labor performed during such hours shall be recognized as regular working hours and paid for at the regular hourly rate. All hours worked on Saturday and all hours worked in excess of eight (8) hours but not more than twelve (12) hours during the regular working week shall be paid for at time and one-half (1½) the regular hourly rate. All hours worked on Sundays and holidays and all hours worked in excess of twelve (12) hours during the regular working day shall be paid at two (2) times the regular hourly rate. In the event of rain, snow, cold or excessively windy weather on a regular working day, Saturday may be designated as a "make-up" day. Saturday may also be designated as a "make-up" day, for an employee who has missed a day of work for personal or other reasons. Pay for "make-up" days shall be at regular rates.

**REPLACEMENT PAGE  
BOONE COUNTY  
BUILDING CONSTRUCTION OVERTIME SCHEDULE**

**NO. 42:** Means eight (8) hours between the hours of 8:00 a.m. and 4:30 p.m. shall constitute a work day. The starting time may be advanced one (1) or two (2) hours. Employees shall have a lunch period of thirty (30) minutes. The Employer may provide a lunch period of one (1) hour, and in that event, the workday shall commence at 8:00 a.m. and end at 5:00 p.m. The workweek shall commence at 8:00 a.m. on Monday and shall end at 4:30 p.m. on Friday (or 5:00 p.m. on Friday if the Employer grants a lunch period of one (1) hour), or as adjusted by starting time change as stated above. All work performed before 8:00 a.m. and after 4:30 p.m. (or 5:00 p.m. where one (1) hour lunch is granted for lunch) or as adjusted by starting time change as stated above or on Saturday, except as herein provided, shall be compensated at one and one-half (1½) times the regular hourly rate of pay for the work performed. All work performed on Sunday and on recognized holidays shall be compensated at double (2) the regular hourly rate of pay for the work performed. When working a five 8-hour day schedule and an Employer is prevented from working forty (40) hours, Monday through Friday, or any part thereof by reason of inclement weather (rain or mud), Saturday or any part thereof may be worked as a make-up day at the straight time rate. The Employer shall have the option of working five eight (8) hour days or four ten (10) hour days Monday through Friday. If an Employer elects to work five (5) eight (8) hour days during any work week, hours worked more than eight (8) per day or forty (40) hours per week shall be paid at time and one-half (1½) the hourly rate Monday through Friday. If an Employer elects to work four (4) ten (10) hour days in any week, work performed more than ten (10) hours per day or forty (40) hours per week shall be paid at time and one-half (1½) the hourly rate Monday through Friday. If an Employer is working ten (10) hour days and loses a day due to inclement weather, they may work ten (10) hours Friday at straight time. All hours worked over the forty (40) hours Monday through Friday will be paid at time and one-half (1½) overtime rate. Overtime shall be computed at half-hour intervals. Shift Work: Two (2) or three (3) shifts shall be permitted, provided such shifts are scheduled for a minimum of three (3) consecutive days. The second shift shall begin at 4:30 p.m. and end at 12:30 a.m. with one-half (1/2) hour for lunch between 7:30 p.m. and 9:00 p.m. and shall received eighty (8) hours' pay. The third shift shall begin at 12:30 a.m. and end at 8:00 a.m. with one-half (1/2) hour for lunch between 3:30 a.m. and 5:00 a.m. and shall received (8) hour's; pay. There shall be at least one (1) foreman on each shift on jobs where more than one shift is employed, provided that there are two (2) or more employees on second and on the third shifts. All shifts shall arrange to interchange working hours at the end of each week. When three shifts are used, the applicable rate must be paid from Saturday at 8:00 a.m. until the following Monday at 8:00 a.m. When three shifts are employed, the second and third shifts shall contain at least one-half (1/2) as many employees as the first shift.

**NO. 43:** Eight (8) hours shall constitute a work day between the hours of 7:00 a.m. and 4:30 p.m. Forty (40) hours within five (5) days, Monday through Friday inclusive, shall constitute the work week. Work performed in the 9th and 10th hour, Monday through Friday, shall be paid at time and one-half (1½) the regular straight time rate of pay. Contractor has the option to pay two (2) hours per day at the time and one-half (1½) the regular straight time rate of pay between the hours of 6:00 a.m. and 5:30 p.m., Monday through Friday. Work performed outside the regularly scheduled working hours and on Saturdays, Sundays and recognized legal holidays, or days celebrated as such, shall be paid for at the rate of double (2) time.

**NO. 55:** Means the regular work day shall be eight (8) hours between 6:00 a.m. and 4:30 p.m. The first two (2) hours of work performed in excess of the eight (8) hour work day, Monday through Friday, and the first ten (10) hours of work on Saturday, shall be paid at one & one-half (1½) times the straight time rate. All work performed on Sunday, observed holidays and in excess of ten (10) hours a day, Monday through Saturday, shall be paid at double (2) the straight time rate.

**NO. 57:** Means eight (8) hours per day shall constitute a day's work and forty (40) hours per week, Monday through Friday, shall constitute a week's work. The regular starting time shall be 8:00 a.m. If a second or third shift is used, the regular starting time of the second shift shall be 4:30 p.m. and the regular starting period for the third shift shall be 12:30 a.m. These times may be adjusted by the employer. The day shift shall work a regular eight (8) hours shift as outlined above. Employees working a second shift shall receive an additional \$0.25 above the regular hourly rate and perform seven and one-half (7½) hours work for eight (8) hours pay. Third shift employees shall be paid an additional \$0.50 above the regular hourly rate and work seven (7) hours for eight (8) hours pay. When circumstances warrant, the Employer may change the regular workweek to four (4) ten-hour days at the regular time rate of pay. All time worked before and after the established workday of eight (8) hours, Monday through Friday, and all time worked on Saturday shall be paid at the rate of time and one-half (1½) except in cases where work is part of an employee's regular Friday shift. All time worked on Sunday and recognized holidays shall be paid at the double (2) time rate of pay except in cases where work is part of an employee's previous day's shift. For all overtime hours worked \$26.71 of the fringe benefits portion of the prevailing wage shall be paid at the same overtime rate at which the cash portion of the prevailing wage is to be paid. The remaining \$1.29 of the fringe benefit portion of the prevailing wage may be paid at straight time.

**REPLACEMENT PAGE  
BOONE COUNTY  
BUILDING CONSTRUCTION OVERTIME SCHEDULE**

**NO. 59:** Means that except as herein provided, eight (8) hours a day shall constitute a standard work day, and forty (40) hours per week shall constitute a week's work. All time worked outside of the standard eight (8) hour work day and on Saturday shall be classified as overtime and paid the rate of time and one-half (1½). All time worked on Sunday and holidays shall be classified as overtime and paid at the rate of double (2) time. The Employer has the option of working either five (5) eight hour days or four (4) ten hour days to constitute a normal forty (40) hour work week. When the four (4) ten-hour work week is in effect, the standard work day shall be consecutive ten (10) hour periods between the hours of 6:30 a.m. and 6:30 p.m. Forty (40) hours per week shall constitute a week's work, Monday through Thursday, inclusive. In the event the job is down for any reason beyond the Employer's control, then Friday and/or Saturday may, at the option of the Employer, be worked as a make-up day; straight time not to exceed ten (10) hours or forty (40) hours per week. When the five day eight (8) hour work week is in effect, forty (40) hours per week shall constitute a week's work, Monday through Friday, inclusive. In the event the job is down for any reason beyond the Employer's control, then Saturday may, at the option of the Employer, be worked as a make-up day; straight time not to exceed eight (8) hours or forty (40) hours per week. The regular starting time (and resulting quitting time) may be moved to 6:00 a.m. or delayed to 9:00 a.m. Make-up days shall not be utilized for days lost due to holidays.

**NO. 60:** Means the Employer shall have the option of working five 8-hour days or four 10-hour days Monday through Friday. If an Employer elects to work five 8-hour days during any work week, hours worked more than eight (8) per day or forty (40) per week shall be paid at time and one-half (1½) the hourly wage rate plus fringe benefits Monday through Friday. **SATURDAY MAKE-UP DAY:** If an Employer is prevented from working forty (40) hours, Monday through Friday, or any part thereof by reason of inclement weather (rain or mud), Saturday or any part thereof may be worked as a make-up day at the straight time rate. It is agreed by the parties that the make-up day is not to be used to make up time lost due to recognized holidays. If an Employer elects to work four 10-hour days, between the hours of 6:30 a.m. and 6:30 p.m. in any week, work performed more than ten (10) hours per day or forty (40) hours per week shall be paid at time and one half (1½) the hourly wage rate plus fringe benefits Monday through Friday. If an Employer is working 10-hour days and loses a day due to inclement weather, the Employer may work ten (10) hours on Friday at straight time. All hours worked over the forty (40) hours Monday through Friday will be paid at time and one-half (1½) the hourly wage rate plus fringe benefits. All Millwright work performed in excess of the regular work day and on Saturday shall be compensated for at time and one-half (1½) the regular Millwright hourly wage rate plus fringe benefits. The regular work day starting at 8:00 a.m. (and resulting quitting time of 4:30 p.m.) may be moved forward to 6:00 a.m. or delayed one (1) hour to 9:00 a.m. All work accomplished on Sundays and recognized holidays, or days observed as recognized holidays, shall be compensated for at double (2) the regular hourly rate of wages plus fringe benefits. **NOTE:** All overtime is computed on the hourly wage rate plus an amount equal to the fringe benefits.

**NO. 86:** The regular workday shall consist of eight (8) consecutive hours, exclusive of a thirty (30) minute lunch period, with pay at the straight time rate with all hours in excess of eight (8) hours in any one day to be paid at the applicable overtime rate at time and one-half (1½). The regular workday shall begin between the hours of 6:00 a.m. and 8:00 a.m. The Employer may have the option to schedule the work week from Monday through Thursday at ten (10) hours per day at the straight time rate of pay with all hours in excess of ten (10) hours in any one day to be paid at the applicable overtime rate at time and one-half (1½). If the Employer elects to work from Monday through Thursday and is stopped due to inclement weather, holiday or other conditions beyond the control of the Employer, they shall have the option to work Friday at the straight time rate of pay to complete the forty (40) hours for the workweek. All overtime work performed on Monday through Saturday shall be paid at time and one-half (1½) the hourly rate. Fringe benefits shall be paid at the one and one half the hourly rate. All work performed on Sundays and recognized holidays shall be paid at double (2) the hourly rate. Fringe benefits shall be paid at double the hourly rate. Shifts may be established when considered necessary by the Employer. Shift hours and rates will be as follows. If shifts are established, work on the First Shift will begin between 6:00 a.m. and 9:00 a.m. and consist of eight (8) hours of work plus one-half hour unpaid lunch. Hours worked during the first shift will be paid at the straight time rate of pay. The second shift shall start eight hours after the start of the first shift and consist of eight (8) hours of work plus one-half hour unpaid lunch. Work on the second shift will begin between 2:00 p.m. and 5:00 p.m. and be paid the straight time rate plus \$2.50 per hour. The third shift shall start eight hours after the start of the second shift and consist of eight (8) hours plus one-half hour unpaid lunch. Work on the third shift will begin between 10:00 p.m. and 1:00 a.m. and be paid the straight time rate plus \$3.50 per hour. The additional amounts that are to be paid are only applicable when working shifts. Shifts that begin on Saturday morning through those shifts which end on Sunday morning will be paid at time and one-half these rates. Shifts that begin on Sunday morning through those shifts which end on Monday morning will be paid at double time these rates.

**REPLACEMENT PAGE  
BOONE COUNTY  
BUILDING CONSTRUCTION OVERTIME SCHEDULE**

**NO. 87:** Means eight (8) hours starting between 6:00 a.m. and 8:00 a.m. and ending between 2:30 p.m. and 4:30 p.m. at the Employers discretion shall constitute a day's work. Any work prior to 6:00 a.m. or after eight (8) hours shall be paid at the overtime rate. Five (5) days from Monday through Friday inclusive shall constitute a regular work week. All hours before and after these regular hours shall be considered overtime and shall be paid for at the rate of double (2) time. All work on Saturday and Sunday shall be paid at double (2) the prevailing scale of wages.

**NO. 91:** Means eight (8) hours shall constitute a day's work commencing at 7:00 a.m. and ending at 3:30 p.m., allowing one-half (½) hour for lunch. The option exists for the Employer to use a flexible starting time between the hours of 6:00 a.m. and 9:00 a.m. The regular workweek shall consist of forty (40) hours of five (5) workdays, Monday through Friday. The workweek may consist of four (4) ten (10) hour days from Monday through Thursday, with Friday as a make-up day. If the make-up day is a holiday, the employee shall be paid at the double (2) time rate. The employees shall be paid time and one-half (1½) for work performed on Saturdays, before the regular starting time or after the regular quitting time or over eight (8) hours per work day (unless working a 10-hour work day, then time and one-half (1½) is paid for work performed over ten (10) hours a day) or over forty (40) hours per work week. Work performed on Sundays and recognized holidays shall be paid at the double (2) time rate of pay. **SHIFT WORK:** When it is necessary for the project to operate in shifts, there will be three (3) eight (8) hour shifts commencing at 8:00 a.m. Shift work must continue for a period of not less than three (3) consecutive work days, two (2) days which must be regular work days (Monday through Friday). In the event the second or third shift of any regular work day shall fall into a Saturday or a holiday, such extension into a Saturday or holiday shall be considered as part of the previous workday and employees shall be paid at the regular shift rate. The first day shift shall work a regular eight (8) hour day at regular rates. The second shift shall be eight (8) hours regular time pay plus \$2.50 per hour premium for eight (8) hours work. Third shift will be for eight (8) hours regular time pay plus \$3.00 per hour premium for eight (8) hours work.

**NO. 94:** Means eight (8) hours shall constitute a day's work between the hours of 8:00 a.m. and 5:00 p.m. The regular workday starting time of 8:00 a.m. (and resulting quitting time of 4:30 p.m.) may be moved forward to 6:00 a.m. or delayed one (1) hour to 9:00 a.m. All work performed in excess of the regular work day and on Saturday shall be compensated at one and one-half (1½) times the regular pay. In the event time is lost during the work week due to weather conditions, the Employer may schedule work on the following Saturday at straight time. All work accomplished on Sunday and holidays shall be compensated at double the regular rate of wages.

**NO. 101:** Means that except as provided below, eight (8) hours a day shall constitute a standard work day, and forty (40) hours per week shall constitute a week's work, which shall begin on Monday and end on Friday. All time worked outside of the standard work day and on Saturday shall be classified as overtime and paid the rate of time and one-half (1½) (except as herein provided). All time worked on Sunday and recognized holidays shall be classified as overtime and paid at the rate of double (2) time. The regular starting time of 8:00 a.m. (and resulting quitting time of 4:30 p.m.) may be moved forward to 6:00 a.m. or delayed one (1) hour to 9:00 a.m. The Employer has the option of working either five (5) eight-hour days or four (4) ten-hour days to constitute a normal forty (40) hour work week. When a four (4) ten-hour day work week is in effect, the standard work day shall be consecutive ten (10) hour periods between the hours of 6:30 a.m. and 6:30 p.m. Forty (40) hours per week shall constitute a week's work Monday through Thursday, inclusive. In the event the job is down for any reason beyond the Employer's control, then Friday and/or Saturday may, at the option of the Employer, be worked as a make-up day; straight time not to exceed ten (10) hours per day or forty (40) hours per week. Starting time will be designated by the employer. When the five (5) day eight (8) hour work week is in effect, forty (40) hours per week shall constitute a week's work, Monday through Friday, inclusive. In the event the job is down for any reason beyond the Employer's control, then Saturday may, at the option of the Employer, be worked as a make-up day; straight time not to exceed eight (8) hours per day or forty (40) hours per week. Make-up days shall not be utilized for days lost due to holidays.

**NO. 122:** Means forty (40) hours between Monday and Friday shall constitute the normal work week. Work shall be scheduled between the hours of 6:00 a.m. and 6:30 p.m., with one-half hour for lunch. Work in excess of eight (8) hours per day and forty (40) hours per week, and on Saturdays, shall be paid at the rate of one and one-half times the normal rate. Due to inclement weather during the week, Saturday shall be a voluntary make up day.

**REPLACEMENT PAGE  
BOONE COUNTY  
BUILDING CONSTRUCTION OVERTIME SCHEDULE**

**NO. 124:** Means eight (8) hours shall constitute a day's work on all classes of work between the hours of 6:00 a.m. and 5:30 p.m., Monday through Friday. The pay for time worked during these hours shall be at the regular wage rate. The regular workweek shall be Monday through Friday. Employment from 4:30 p.m. to 12:00 midnight, Monday through Friday, shall be paid for at one and one-half (1½) times the regular hourly rate. From 12:00 midnight until 8:00 a.m. on any day shall be paid for at twice the regular hourly rate. All time worked on Sundays and the recognized holidays shall be paid at the rate of double (2) time. It is understood that forty (40) hours shall constitute a regular workweek, (5-8's) Sunday Midnight through Friday Midnight, understanding anything over eight (8) hours is one and one-half (1½) times the hourly wage rate.

## **BOONE COUNTY HOLIDAY SCHEDULE – BUILDING CONSTRUCTION**

**NO. 3:** All work done on New Year's Day, Decoration Day, July 4th, Labor Day, Veteran's Day, Thanksgiving and Christmas shall be compensated at the double (2) time rate of pay. When any of these holidays fall on a Sunday, the following Monday shall be observed.

**NO. 4:** All work done on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas Day shall be paid at the double time rate of pay. If any of the above holidays fall on Sunday, Monday will be observed as the recognized holiday. If any of the above holidays fall on Saturday, Friday will be observed as the recognized holiday.

**NO. 5:** All work that shall be done on New Year's Day, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day shall be paid at the double (2) time rate of pay.

**NO. 7:** The following days are assigned days and are recognized as holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day. If a holiday falls on a Sunday, it shall be observed on the following Monday. If a holiday falls on a Saturday, it shall be observed on the preceding Friday. No work shall be performed on Labor Day except in case of jeopardy to work under construction. This is applied to protect Labor Day. When a holiday falls during the normal workweek, Monday through Friday, it shall be counted as eight (8) hours toward the forty (40) hour week. However, no reimbursement for these eight (8) hours is to be paid to the workman unless worked. If workman are required to work the above enumerated holidays or days observed as such, or on Sunday, they shall receive double (2) the regular rate of pay for such work.

**NO. 8:** All work performed on New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day, or the days observed in lieu of these holidays, shall be paid at the double time rate of pay.

**NO. 15:** All work accomplished on the recognized holidays of New Year's Day, Decoration Day (Memorial Day), Independence Day (Fourth of July), Labor Day, Veteran's Day, Thanksgiving Day and Christmas Day, or days observed as these named holidays, shall be compensated for at double (2) the regular hourly rate of wages plus fringe benefits. If a holiday falls on Saturday, it shall be observed on the preceding Friday. If a holiday falls on a Sunday, it shall be observed on the following Monday. No work shall be performed on Labor Day, Christmas Day, Decoration Day or Independence Day except to preserve life or property.

**NO. 19:** All work done on New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, and Christmas Day shall be paid at the double time rate of pay. The employee may take off Friday following Thanksgiving Day. However, the employee shall notify his or her Foreman, General Foreman or Superintendent on the Wednesday preceding Thanksgiving Day. When one of the above holidays falls on Sunday, the following Monday shall be considered a holiday and all work performed on either day shall be at the double (2) time rate. When one of the holidays falls on Saturday, the preceding Friday shall be considered a holiday and all work performed on either day shall be at the double (2) time rate.

**NO. 23:** All work done on New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day and Sundays shall be recognized holidays and shall be paid at the double time rate of pay. When a holiday falls on Sunday, the following Monday shall be considered a holiday. When a holiday falls on Saturday, Friday is recognized as a holiday.

**NO. 31:** All work done on New Year's Day, Presidents Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day, Friday after Thanksgiving Day, Christmas Day, and Employee's Birthday shall be paid at the double time rate of pay. If a holiday falls on Sunday, the following Monday will be observed as the recognized holiday. If a holiday falls on Saturday, the preceding Friday will be observed as the recognized holiday.

**BOONE COUNTY  
HOLIDAY SCHEDULE – BUILDING CONSTRUCTION**

**NO. 44:** All work done on New Year's Day, Memorial Day, Independence Day, Veteran's Day, Thanksgiving Day, and Christmas Day shall be paid at the double time rate of pay. If a holiday falls on a Sunday, it shall be observed on the Monday following. If a holiday falls on a Saturday, it shall be observed on the proceeding Friday. No work shall be performed on these days except in emergency to protect life or property. All work performed on these holidays shall be compensated at double the regular hourly rate for the work performed. Overtime shall be computed at half-hour intervals.

**NO. 45:** All work performed on New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, the day before Christmas, and Christmas Day, shall be paid at the double time rate of pay.

**NO. 54:** All work performed on New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the Friday after Thanksgiving Day, and Christmas Day shall be paid at the double (2) time rate of pay. When a holiday falls on Saturday, it shall be observed on Friday. When a holiday falls on Sunday, it shall be observed on Monday.

**NO. 55:** The following days are recognized as holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. If a holiday falls on a Sunday, it shall be observed on the following Monday. No work shall be performed on Labor Day except in case of jeopardy to work under construction. This rule is applied to protect Labor Day. When a holiday falls during the normal work week, Monday through Friday, it shall be counted as eight (8) hours toward the forty (40) hour week; however, no reimbursement for this eight (8) hours is to be paid the workmen unless worked. An Employer working a four (4) day, ten (10) hour schedule may use Friday as a make up day when an observed holiday occurs during the work week. Employees have the option to work that make up day. If workmen are required to work the above enumerated holidays, or days observed as such, they shall receive double (2) the regular rate of pay for such work.

**NO. 60:** All work performed on New Year's Day, Armistice Day (Veteran's Day), Decoration Day (Memorial Day), Independence Day (Fourth of July), Thanksgiving Day and Christmas Day shall be paid at the double time rate of pay. No work shall be performed on Labor Day except when triple (3) time is paid. When a holiday falls on Saturday, Friday will be observed as the holiday. When a holiday falls on Sunday, the following Monday shall be observed as the holiday.

**NO. 66:** All work performed on Sundays and the following recognized holidays, or the days observed as such, of New Year's Day, Decoration Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day and Christmas Day, shall be paid at double (2) the hourly rate plus an amount equal to the hourly Total Indicated Fringe Benefits. Whenever any such holidays fall on a Sunday, the following Monday shall be observed as a holiday.

**NO. 69:** All work performed on New Year's Day, Memorial Day, July Fourth, Labor Day, Veteran's Day, Thanksgiving Day or Christmas Day shall be compensated at double (2) their straight-time hourly rate of pay. Friday after Thanksgiving and the day before Christmas are also holidays, however, if the employer chooses to work the normal work hours on these days, the employee will be paid at straight -time rate of pay. If a holiday falls on a Saturday, the holiday will be observed on Saturday; if a holiday falls on a Sunday, the holiday will be observed on the following Monday.

**NO. 74:** All work performed on New Year's Day, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day and Christmas Day, shall be paid at double (2) time of the hourly rate of pay. In the event one of the above holiday's falls on Saturday, the holiday shall be celebrated on Saturday. If the holiday falls on Sunday, the holiday will be celebrated on Monday.

**NO. 76:** Work performed on Holidays shall be paid at the rate of two times the normal rate. Holidays are: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day. If a holiday falls on a Sunday, it shall be celebrated on the following Monday, if it falls on Saturday, it shall be celebrated on the preceding Friday.

OCCUPATIONAL TITLE	* Date of Increase	Basic Hourly Rates	Over-Time Schedule	Holiday Schedule	Total Fringe Benefits
Carpenter	6/15	\$30.41	23	16	\$15.55
Electrician (Outside-Line Construction/Lineman)	9/15	\$42.52	9	12	\$5.00 + 36.5%
Lineman Operator	9/15	\$36.70	9	12	\$5.00 + 36.5%
Lineman - Tree Trimmer	10/15	\$23.90	32	31	\$9.73 + 3%
Groundman	9/15	\$28.38	9	12	\$5.00 + 36.5%
Groundman - Tree Trimmer	10/15	\$17.64	32	31	\$7.72 + 3%
Laborer					
General Laborer	6/15	\$27.36	2	4	\$12.82
Skilled Laborer	6/15	\$27.36	2	4	\$12.82
Millwright	6/15	\$30.41	23	16	\$15.55
Operating Engineer					
Group I	6/15	\$27.74	21	5	\$23.91
Group II	6/15	\$27.39	21	5	\$23.91
Group III	6/15	\$27.19	21	5	\$23.91
Group IV	6/15	\$23.54	21	5	\$23.91
Oiler-Driver	6/15	\$23.54	21	5	\$23.91
Pile Driver	6/15	\$30.41	23	16	\$15.55
Traffic Control Service Driver		\$26.415	28	27	\$9.045
Truck Driver-Teamster					
Group I	6/15	\$28.87	25	21	\$12.05
Group II	6/15	\$29.03	25	21	\$12.05
Group III	6/15	\$29.02	25	21	\$12.05
Group IV	6/15	\$29.14	25	21	\$12.05

Use Heavy Construction Rates on Highway and Heavy construction in accordance with the classifications of construction work established in 8 CSR 30-3.040(3).

Use Building Construction Rates on Building construction in accordance with the classifications of construction work established in 8 CSR 30-3.040(2).

If a worker is performing work on a heavy construction project within an occupational title that is not listed on the Heavy Construction Rate Sheet, use the rate for that occupational title as shown on the Building Construction Rate sheet.

**REPLACEMENT PAGE  
BOONE COUNTY  
OVERTIME SCHEDULE - HEAVY CONSTRUCTION**

**FED:** Minimum requirement per Fair Labor Standards Act means time and one-half (1 ½) shall be paid for all work in excess of forty (40) hours per work week.

**NO. 2:** Means a regular workweek shall be forty (40) hours and will start on Monday and end on Friday. The Employer shall have the option of working five 8-hour days or four 10-hour days Monday through Friday. If an Employer elects to work five 8-hour days during any workweek, hours worked more than eight (8) per day or 40 per week shall be paid at time and one-half the hourly rate Monday through Friday. If an Employer elects to work four 10-hour days in a week, work performed more than ten (10) hours per day or 40 hours per week shall be paid at time and one-half the hourly rate Monday through Friday. When working a five 8-hour day schedule and an Employer is prevented from working forty (40) hours Monday through Friday, or any part thereof, by reason of inclement weather, Saturday or any part thereof may be worked as a make-up day at the straight time rate. If an Employer is working a four 10-hour day schedule and loses a day due to inclement weather, he may work 10 hours Friday at straight time. All hours worked over the 40 hours Monday through Friday will be paid at 1 ½ overtime rate. A workday shift is to begin at the option of the Employer, between 6:00 a.m. and not later than 9:00 a.m. However, the project starting time may be advanced or delayed if required. If workmen are required to work the enumerated holidays or days observed as such or Sundays, they shall receive double (2) the regular rate of pay for such work. Overtime shall be computed at one-half (1/2) hour intervals. Shift: The Contractor may elect to work one, two or three shifts on any work. When operating on more than one shift, the shifts shall be known as the day shift, swing shift, and graveyard shift as such terms are recognized in the industry. When two shifts are worked on any operation, the shifts will consist of eight (8) or ten (10) hours exclusive of lunchtime. When three shifts are worked the first day or day shift will consist of eight (8) hours exclusive of lunchtime. The second or swing shift shall consist of seven and one-half (7 1/2) hours work for eight hours pay, exclusive of lunchtime, and the third or the graveyard shift shall consist of seven (7) hours work for eight (8) hours pay, exclusive of the lunchtime. All time in excess of normal shifts shall be considered overtime. Multiple shift (the two or three shift) operation will not be construed on the entire project if at anytime it is deemed advisable and necessary for the Employer to multiple shift a specific operation. However, no shift shall be started between midnight and six a.m. except the graveyard shift on a three-shift operation, or except in an unusual or emergency situation. If an Employer starts a shift between midnight and 6 a.m. except the graveyard shift on a three-shift operation, he shall reimburse all employees for the entire shift at the double time rate. Completion of the second shift on a two-shift operation or completion of the graveyard shift on a three-shift operation that carries over into Saturday morning, shall be at the straight time rate. Overtime shall be computed at ½ hour intervals.

**NO. 9:** Eight (8) hours shall constitute a work day between the hours of 7:00 a.m. and 4:30 p.m. Forty (40) hours within five (5) days, Monday through Friday inclusive, shall constitute the work week. Work performed in the 9th and 10th hour, Monday through Friday, shall be paid at time and one-half (1½) the regular straight time rate of pay. Contractor has the option to pay two (2) hours per day at the time and one-half (1½) the regular straight time rate of pay between the hours of 6:00 a.m. and 5:30 p.m., Monday through Friday. Work performed in the first eight (8) hours on Saturday shall be paid at the rate of one and eight tenths (1.8) the regular straight time rate. Work performed outside these hours and on Sundays and recognized legal holidays, or days celebrated as such, shall be paid for at the rate of double (2) time.

**NO. 21:** Means the regular workday for which employees shall be compensated at straight time hourly rate of pay shall, unless otherwise provided for, begin at 8:00 a.m. and end at 4:30 p.m. However, the project starting time may be advanced or delayed at the discretion of the Employer. At the discretion of the Employer, when working a five (5) day eight (8) hour schedule, Saturday may be used for a make-up day. If an Employer is prohibited from working on a holiday, that employer may work the following Saturday at the straight time rate. However, the Employer may have the option to schedule his work from Monday through Thursday at ten (10) hours per day at the straight time rate of pay with all hours in excess of ten (10) hours in any one day to be paid at the applicable overtime rate. If the Employer elects to work from Monday through Thursday and is stopped due to circumstances beyond his control, he shall have the option to work Friday or Saturday at the straight time rate of pay to complete his forty (40) hours. If an Employer is prohibited from working on a holiday, that Employer may work the following Friday or Saturday at the straight time rate. Overtime will be at one and one-half (1½) times the regular rate. If workmen are required to work the enumerated holidays or days observed as such, or Sundays, they shall receive double (2) the regular rate of pay for such work.

**REPLACEMENT PAGE  
BOONE COUNTY  
OVERTIME SCHEDULE - HEAVY CONSTRUCTION**

**NO. 23:** Means the regular workweek shall start on Monday and end on Friday, except where the Employer elects to work Monday through Thursday, (10) hours per day. All work over ten (10) hours in a day or forty (40) hours in a week shall be at the overtime rate of one and one-half (1½) times the regular hourly rate. The regular workday shall be either eight (8) or ten (10) hours. If a job can't work forty (40) hours Monday through Friday because of inclement weather or other conditions beyond the control of the Employer, Friday or Saturday may be worked as a make-up day at straight time (if working 4-10's). Saturday may be worked as a make-up day at straight time (if working 5-8's). An Employer, who is working a four (4) ten (10) hour day work schedule may use Friday as a make-up day when a workday is lost due to a holiday. A workday is to begin at the option of the Employer but not later than 11:00 a.m. except when inclement weather, requirements of the owner or other conditions beyond the reasonable control of the Employer prevent work. Except as worked as a make-up day, time on Saturday shall be worked at one and one-half (1½) times the regular rate. Work performed on Sunday shall be paid at two (2) times the regular rate. Work performed on recognized holidays or days observed as such, shall also be paid at the double (2) time rate of pay. **For all overtime hours worked during the week or on Saturday \$14.55 of the fringe benefits portion of the prevailing wage shall be paid at time and one-half (1½). For all overtime hours worked on Sundays or recognized holidays \$14.55 of the fringe benefits portion of the prevailing wage shall be paid double time. The remaining \$.50 of the fringe benefit portion of the prevailing wage shall be paid at straight time.**

**NO. 25:** Means a regular work week of forty (40) hours, starting on Monday and ending on Friday. The regular work day shall be either eight (8) or ten (10) hours. If a crew is prevented from working forty (40) hours Monday through Friday, or any part thereof by reason of inclement weather, Saturday or any part thereof maybe worked as a make-up day at the straight time rate. Employees who are part of a regular crew on a make-up day, notwithstanding the fact that they may not have been employed the entire week, shall work Saturday at the straight time rate. A work day is to begin between 6:00 a.m. and 9:00 a.m. However, the project starting time maybe advanced or delayed if mutually agreed to by the interest parties. All hours worked on recognized holidays, or days observed as such, double (2) time shall be paid.

**NO. 28:** Means a regular work week of forty (40) hours will start on Monday and end on Friday. The regular work day shall be either eight (8) or ten (10) hours. If a crew is prevented from working forty (40) hours Monday through Friday, or any part thereof by reason of inclement weather, Saturday or any part thereof may be worked as a make-up day at the straight time rate. Employees who are part of a regular crew on a make-up day, notwithstanding the fact that they may not have been employed the entire week, shall work Saturday at the straight time rate. A workday is to begin between 6:00 a.m. and 9:00 a.m. However, the project starting time may be advanced or delayed if mutually agreed to by the interest parties. For all time worked on recognized holidays, or days observed as such, double (2) time shall be paid.

**NO. 32:** Means the overtime rate shall be time and one-half the regular rate for work over forty (40) hours per week. Sundays and Holidays shall be paid at double the straight time rate.

**BOONE COUNTY  
HOLIDAY SCHEDULE – HEAVY CONSTRUCTION**

**NO. 4:** All work performed on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, or observed as such, shall be paid at the double time rate of pay. When a Holiday falls on a Sunday, Monday shall be observed. No work shall be performed on Labor Day, except in case of jeopardy to life or property. This is applied to protect Labor Day.

**NO. 5:** The following days are recognized as holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day. If a holiday falls on a Sunday, it shall be observed on the following Monday. If a holiday falls on a Saturday, it shall be observed on the preceding Friday. No work shall be performed on Labor Day except in case of jeopardy to work under construction. This rule is applied to protect Labor Day. When a holiday falls during the normal work week, Monday through Friday, it shall be counted as eight (8) hours toward a forty (40) hour week; however, no reimbursement for this eight (8) hours is to be paid the workman unless worked. If workmen are required to work the above recognized holidays or days observed as such, or Sundays, they shall receive double (2) the regular rate of pay for such work. The above shall apply to the four 10's Monday through Friday work week. The ten (10) hours shall be applied to the forty (40) hour work week.

**NO. 12:** All work performed on New Year's Day, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day, or days celebrated as such, shall be paid at the double time rate of pay. When one of the foregoing holidays falls on Sunday, it shall be celebrated on the following Monday. When one of the foregoing holidays falls on Saturday, it shall be celebrated on the Friday before the holiday.

**NO. 16:** The following days are recognized as holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day. If a holiday falls on Sunday, it shall be observed on the following Monday. If a holiday falls on Saturday, it shall be observed on the preceding Friday. No work shall be performed on Labor Day except in case of jeopardy to work under construction. This rule is applied to protect Labor Day. When a holiday falls during the normal work week, Monday through Friday, it shall be counted as eight (8) hours toward the forty (40) hour week; however, no reimbursement for this eight (8) hours is to be paid to the worker unless worked. If workers are required to work the above recognized holidays or days observed as such, they shall receive double (2) the regular rate of pay for such work.

**NO. 21:** The following days are recognized as holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. If a holiday falls on a Sunday, it shall be observed on the following Monday. No work shall be performed on Labor Day except in case of jeopardy to work under construction. This rule is applied to protect Labor Day. When a holiday falls during the normal work week, Monday through Friday, it shall be counted as eight (8) hours toward the forty (40) hour week; however, no reimbursement for this eight (8) hours is to be paid the workman unless worked. An Employer working a four (4) day, ten (10) hour schedule may use Friday as a make-up day when an observed holiday occurs during the work week. Employees have the option to work that make-up day. If workmen are required to work the above enumerated holidays, or days observed as such, they shall receive double (2) the regular rate of pay for such work.

**NO. 27:** The following days are recognized as holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. If a holiday falls on a Sunday, it shall be observed on the following Monday. No work shall be performed on Labor Day except in case of jeopardy to work under construction. This rule is applied to protect Labor Day. When a holiday falls during the normal work week, Monday through Friday, it shall be counted as eight (8) hours toward the forty (40) hour week; however, no reimbursement for this eight (8) hours is to be paid the workmen unless worked. An Employer working a four (4) day, ten (10) hour schedule may use Friday as a make up day when an observed holiday occurs during the work week. Employees have the option to work that make up day. If workmen are required to work the above enumerated holidays, or days observed as such, they shall receive double (2) the regular rate of pay for such work.

**NO. 31:** All work performed on New Year's Day, Presidents' Day, Veterans' Day, Good Friday, Decoration Day, Fourth of July, Labor Day, Christmas Eve Day, Christmas Day, Thanksgiving Day and Day after Thanksgiving or days celebrated for the same.



## BOONE COUNTY, MISSOURI

### Request for Proposal #: 74-11DEC15 Video Conferencing Equipment – Ground Floor Courtroom

#### ADDENDUM #1 – Issued November 25, 2015

This addendum is issued in accordance with the Request for Proposal Response Page in the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal documents. Respondents are reminded that receipt of this addendum should be acknowledged and submitted with Respondent's Response Form.

Specifications for the above noted Request for Proposal 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.

The County received the following questions during the Pre-Proposal Conference held on November 24, 2015:

- 1. Section 3.3.9. states that the system shall be set up to allow the courtroom clerk to control the codec. Does the County want the system to be set up to allow more than one person to control the codec?**

No, only the courtroom clerk will need to control the codec.

- 2. Does a far end camera need to be included in the video conferencing solution?**

No, far end cameras are the responsibility of the far end users. Only three (3) cameras shall be included in the proposal response.

- 3. What video conferencing equipment is used at the Boone County Jail?**

The Jail uses a Polycom HDX 6000 codec with 32" LCD monitor and Eagle Eye camera placed on top of the monitor.

- 4. Does the video conferencing solution need to only connect to the Boone County Jail?**

No. Although most video conferencing is between the Jail and the Courthouse, the Court will also need the ability to connect to the codec of other far end users.

- 5. Are communications multipoint or point-to-point?**

Both. A bridge is used for multipoint communications. The Bridge is a Radvision brand and can also use Scopia Desktop.

- 6. What physical server hosts the bridge?**

That server is the property of the State of Missouri and is managed by the State. All Missouri Courts use this server.

**7. Does the County want to keep and use any of the existing equipment in the Ground Floor Courtroom?**

The existing ceiling speakers and microphones will remain in use. Otherwise, Respondents are free to include any of the existing equipment in their video conferencing solution; however, given the age of the equipment the County does not expect Respondents will be able to use any of the equipment as part of their solution.

**8. Are the microphones push-to-use?**

No, the microphones are always on, but a button can be pushed to mute the microphones.

**9. What kind of switching will the solution need to tie into?**

Cisco.

**10. What kind of phone system is used by the Courthouse?**

The Courthouse uses a Centrex system, and the phone line going into the Ground Floor Courtroom is analog. Telephones are most often used in the courtroom to tie an interpreter into the video conference session via an audio telephone call.

**11. Has the lighting in the Ground Floor Courtroom ever been a problem with the quality of the picture picked up by the camera?**

No.

**12. Does the County want to use webcams?**

No. Webcams are too labor intensive. Minimal setup should be required of the courtroom clerk prior to video conferencing sessions. The ideal solution would require that the courtroom clerk only need to turn on the monitors.

**13. Two of the cameras are currently located on the attorney tables. Is that where the cameras should remain?**

No. Camera views are often blocked by stacks of papers and other objects sitting on the attorney tables. It is also preferred that proposal responses do not include cameras imbedded in the monitor or sitting on the monitor as part of their solution.

**14. Can cameras be installed on the walls or the ceiling?**

Yes. Please keep in mind that ceiling lamps will not be moved for this project and that there are seats along the courtroom walls. Cameras shall not be installed in a location where they can be accidentally shaken or purposely tampered with by those seated in any section of the courtroom.

**15. Can cameras be installed behind or above the judge's bench?**

Yes, but actual placement of the cameras being installed in this location will need to be coordinated with Courthouse personnel. Mounted cameras should not be visible in photographs of the bench and judge. Technically the cameras can be placed behind and/or above the bench, but they cannot be placed in a location routinely visible when reporters take pictures.

**16. The camera trained on the Judge needs to have two preconfigured settings?**

Yes, as mentioned in Section 3.3.3. this camera will need to have the capability of having two settings so that the camera can be trained on the Judge only and an alternate setting allowing the camera to be trained on both the Judge and the witness seated next to the Judge. Ideally the courtroom clerk shall only need to press a button to alternate between the two settings.

**17. Does the monitor(s) referred to in Section 3.3.5. need to be mounted to the wall?**

Respondents are free to mount the gallery monitor to the wall or the ceiling. The only requirement is that the monitor has swivel capabilities so that either the gallery or the witness can view the screen unless your proposal response includes two separate monitors for the gallery and the witness. Please be mindful of the people that will be seated near the monitor(s) when choosing a place to mount the equipment. No video conferencing equipment shall be placed in an area that allows anyone access to tamper with the equipment.

**18. The Scope of Services in Section 3.2. mentions poor audio quality of the existing equipment. Will cables need to be added or replaced to correct the poor audio quality?**

No, it is believed that the old age of the existing equipment is causing the poor audio quality.

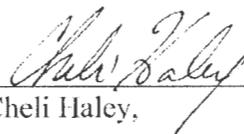
**19. What will courthouse staff do with the VHS?**

The VHS will be disposed of and not replaced. The VHS was used when it was required that video conferencing sessions be recorded. No recording of any kind is required anymore and shall not be a part of the proposed solution for this project.

**20. Does a document sharing capability need to be included in the proposal response.**

No.

By:

  
Cheli Haley,  
Buyer

RESPONDENT has examined Addendum #1 to the Request for Proposal #: 74-11DEC15 – Video Conferencing Equipment – Ground Floor Courtroom, receipt of which is hereby acknowledged.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

Authorized Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative Printed Name: \_\_\_\_\_



## BOONE COUNTY, MISSOURI

### Request for Proposal #: 74-11DEC15 Video Conferencing Equipment – Ground Floor Courtroom

#### ADDENDUM #2 – Issued November 30, 2015

This addendum is issued in accordance with the Request for Proposal Response Page in the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal documents. Respondents are reminded that receipt of this addendum should be acknowledged and submitted with Respondent's Response Form.

Specifications for the above noted Request for Proposal 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.

The County received the following questions:

**1. To whom was this RFP submitted?**

The advertisement for this RFP was inserted in the Columbia Missourian on November 10, 2015, and 233 registered vendors were sent email notifications of the bid opportunity.

**2. Who else has made any inquiry about this RFP and are you able to share the contents of those inquiries?**

Representatives of four vendors were present for the pre-proposal conference held on November 24, 2015. All inquiries during that meeting are reflected in Addendum 1. No other inquiries have been made to date.

**3. Who are the current providers of all elements of the existing system?**

Our records show components were provided by Inter-Tel Technologies in 1997. Our records also show the video conferencing codec was provided by ISG Technology in 2004.

**4. What solutions have current providers of all elements of the existing system provided or offered?**

Beyond initial installation and possible minimal initial support in the first two or three years, none. These vendors provided no updates or support in the past several years.

**5. What other potential full or partial solutions have any of the members of the evaluation team viewed, tested or seen in demonstration?**

None to date. It is possible the evaluation team will request demonstrations by one or more Respondents after the closing date for this RFP.

6. **Will the County also be replacing the equipment at the Boone County Jail? If not initially part of the plan, is the County willing to consider this?**

See Addendum 1.

7. **May the hardware (and software) components be used to access third party audio conferencing bridges such as AT&T, BT Conferencing, and other audio conferencing providers or are their limits on how teleconferencing can be conducted? If so, what are the contemplated limits or restrictions?**

This Court is part of a state-wide judicial enterprise on one network domain. Video conferences within the network may be placed directly point-to-point. Video conferences among three or more parties –or- parties outside of the state network will be facilitated with the state’s Radvision bridge. It is not anticipated to utilize other bridges.

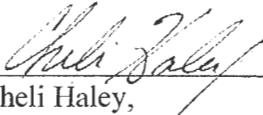
8. **What does the Court view as the perceived advantages of an IP based video codec and room-based solution, as compared with a completely browser-based video application that can incorporate many of the audio/video peripherals and also allow vide/audio feeds to be controlled directly within the application?**

The Court desires a room-based solution to avoid setup activities such as logging on to computers, starting software, positioning webcams, etc. Such a computer/webcam setup is already in use in another courtroom and is cumbersome to use. Other courtrooms are using room-based solutions. The codec must be IP-based (not ISDN) because we are part of a state-wide judicial enterprise and those are the standards. We desire a method to quickly change camera positioning in the event a witness on the stand needs to testify so that both the judge and witness may appear in the view. At present there are no computers at the attorney tables. While the court favors a room-based solution, if computers ARE to be provided as part of the solution they must follow the judiciary’s infrastructure guidelines located here: <http://www.courts.mo.gov/lile.jsp?id=68968>. The current model of workstation utilized by the Courts is generally the HP Z230 Small Form Factor.

9. **Is it anticipated that the hardware (and software) components will be platform agnostic such that individual endpoints and the network itself will allow endpoint users (or specific locations) to utilize Skype, Go To Meeting, WebEx, Lync, BlueJeans and other browser-based or browser-accessed video conferencing systems? Or, will video usage be limited and if so, how so?**

It is anticipated the far ends with which this solution will communicate will be either a corporate-level video conferencing system such as those manufactured by Polycom or Tandberg/Cisco (either room or standalone) -OR- will use the Scopia Desktop solution utilized by the Radvision Bridge. The solutions mentioned in the question examples are not anticipated to be used.

By:

  
Cheli Haley,  
Buyer

RESPONDENT has examined Addendum #2 to the Request for Proposal #: 74-11DEC15 – Video Conferencing Equipment – Ground Floor Courtroom, receipt of which is hereby acknowledged.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

Authorized Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative Printed Name: \_\_\_\_\_

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

March Session of the January Adjourned

Term. 20 16

County of Boone

In the County Commission of said county, on the 17th day of March 20 16

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

Now on this day the County Commission of the County of Boone does hereby approve the signing of the Interlocal Purchasing System (TIPS) form to allow the use of Cooperative Contract 6042315 – Security Surveillance Systems and Services with American Digital Security, LLC. This contract was approved on Commission Order 607-2015 on December 22, 2015.

It is further ordered the Presiding Commissioner is hereby authorized to sign said TIPS form.

Done this 17th day of March, 2016.

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

131-2016

# Boone County Purchasing

**Melinda Bobbitt, CPPO**  
Director of Purchasing



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

---

## MEMORANDUM

TO: Boone County Commission  
FROM: Melinda Bobbitt, CPPO, CPPB  
DATE: March 8, 2016  
RE: TIPS Form to make a Cooperative Purchase from Contract – 6042315 –  
*Security Surveillance Systems and Services*

Attached for signature is a form from The Interlocal Purchasing System (TIPS). This allows us to use cooperative contract 6042315 – *Security Surveillance Systems and Services* with American Digital Security, LLC of Liberty, Missouri. This contract was approved in Commission on December 22, 2015. Now TIPS is requesting we sign this form.

The contract period is through April 23, 2018. This contract will be used for the security door access project in 2016. This includes the Mercury hardware to replace the GE control boards. Invoices will be paid from 6200 –Capital Repairs and Replacements.

cc: Contract File  
Jody Moore, Facilities



THE INTERLOCAL PURCHASING SYSTEM

4845 US Highway 271 North Pittsburg Texas 75686 Tel 866-839-8477

Dear TIPS Member,

The Interlocal Purchasing System (TIPS) would like to thank you for choosing our cooperative for your procurement needs. There are three ways that you may process your purchases through TIPS:

**PREFERRED METHOD**

Email your purchase orders, contracts, or other qualifying purchasing documents to [tipspo@tips-usa.com](mailto:tipspo@tips-usa.com) and attach the purchasing document as a PDF. This is the preferred method for our members. The TIPS PO System will automatically email an Authorization Letter confirming that the purchase being submitted is covered by the TIPS Contract. This one page validation letter can be printed for your records. The TIPS PO System will also forward a copy of the Authorized PO to the TIPS Vendor for processing.

**AUTOMATED VENDOR**

Some TIPS Vendors are listed as "Automated Vendors" on their online vendor profile. These vendors maintain systems in place that ensure contract compliance. Members should send the purchase orders directly to the TIPS automated vendor. The vendor sales representatives are responsible for notifying the TIPS member of this status.

**ALTERNATE METHOD**

If your entity requires that you send all PO's direct to the vendor, then you may submit the PO to TIPS by email to [bids@tips-usa.com](mailto:bids@tips-usa.com) as a **CONFIRMATION ONLY PURCHASE ORDER**. By submitting a Confirmation Only PO to TIPS, the Member is assuming all responsibility for the purchase because it is not validated with the TIPS Contract prior to the purchase, therefore TIPS cannot provide a letter of Authorization.

**If you choose to process your Purchase Order as a CONFIRMATION ONLY – please sign below and return this form to TIPS by email to [bids@tips-usa.com](mailto:bids@tips-usa.com). Once we have this document on file, you can send Confirmation PO's for entry.**

If you have any questions, please give us a call at 866-839-8477.

Sincerely,

Blenda McNatt  
TIPS/Region 8 ESC, CFO

BOONE COUNTY MISSOURI

Entity/Member Name

DANIEL K. ATWILL

Authorizing Printed Name

PRESIDING COMMISSIONER

Title

*[Handwritten Signature]*

Signature

Date

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

March Session of the January Adjourned

Term. 20 16

County of Boone

} ea.

In the County Commission of said county, on the

17th

day of

March

20

16

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

Now on this day the County Commission of the County of Boone does hereby award bid 12-22FEB16 – Aqueous Parts Washer to JRI Industries, Inc. of Springfield, MO and dispose, by auction, one (1) 2001 Cuda Parts Washer, asset tag #13035.

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

Done this 17th day of March, 2016.

ATTEST:

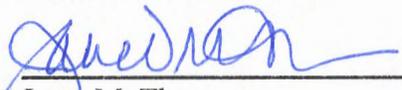
Wendy S. Noren  
Wendy S. Noren  
Clerk of the County Commission



Daniel K. Atwill  
Presiding Commissioner



Karen M. Miller  
District I Commissioner



Janet M. Thompson  
District II Commissioner

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : January 29, 2016

FIXED ASSET TAG NUMBER: 13035

DESCRIPTION: 2001 Cuda Parts washer; 240V, 40A, 1P

REQUESTED MEANS OF DISPOSAL: Sell

OTHER INFORMATION: Serial Number: 1003624; Hours: NA

CONDITION OF ASSET: Fair

REASON FOR DISPOSITION: Equipment is planned for replacement in 2016.

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: None

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO

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

DEPARTMENT: 2040

SIGNATURE



### AUDITOR

ORIGINAL PURCHASE DATE 6-22-01

RECEIPT INTO 2040-3836

NA

ORIGINAL COST \$4,475.00

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2741

GRANT NAME \_\_\_\_\_

% FUNDING \_\_\_\_\_

ASSET GROUP 1604

AGENCY \_\_\_\_\_

DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_

TRANSFER CONFIRMED \_\_\_\_\_

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER

DEPARTMENT NAME \_\_\_\_\_

NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE

\_\_\_\_ AUCTION

\_\_\_\_ SEALED BIDS

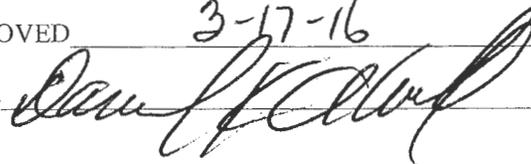
\_\_\_\_ OTHER

EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 132-2016

DATE APPROVED 3-17-16

SIGNATURE



**RECEIVED**

MAR 10 2016

**BOONE COUNTY AUDITOR**

132-7016

# Boone County Purchasing

**Cheli Haley**  
Buyer



613 East Ash Street, Room 109  
Columbia, MO 65201  
Phone: (573)886-4392  
Facsimile: (573)886-4390

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## MEMORANDUM

TO: Boone County Commission  
FROM: Cheli Haley, Buyer  
DATE: March 9, 2016  
RE: 12-22FEB16 - Aqueous Parts Washer

Request for Bid Number *12-22FEB16 – Aqueous Parts Washer* opened on February 22, 2016 with two bid responses received. Public Works recommends awarding by low bid to JRI Industries, Inc. of Springfield, Missouri.

Total cost of contract is \$27,477 and will be paid from Department 2040 – PW-Maintenance Operations, Account 92300 – Replacement Machines and Equipment. \$35,000 was budgeted.

The Purchasing Department requests permission to dispose of the following surplus by auction:  
2001 Cuda Parts Washer, fixed asset tag number 13035

Attached is the Disposal Form for signature. The bid tabulation is also attached for your review.

cc: Bid File  
Greg Edington, Public Works

**PURCHASE AGREEMENT  
FOR  
AQUEOUS PARTS WASHER**

**THIS AGREEMENT** dated the 17 day of MARCH, 2016 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **JRI Industries, Inc.**, herein "Vendor."

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

1. **Contract Documents** - This agreement shall consist of this Purchase Agreement for one (1) Aqueous Parts Washer, County of Boone Request for Bid **12-22FEB16**, and the Bid Response dated February 12, 2016 and executed by James Jones on behalf of JRI Industries, Inc. 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, and the Standard Terms and Conditions shall prevail and control over the bid response.

2. **Purchase** - The County agrees to purchase from the Vendor and Vendor agrees to supply the County with one (1) Aqueous Parts Washer as specified and responded to in the bid specifications.

<u>Aqueous Parts Washer</u>	<u>Total Price</u>
JRI Industries – PCS-4255SS2	\$27,477.00
Parts Washer, Stainless Steel Construction	

For a contract total of Twenty Seven Thousand Four Hundred Seventy Seven Dollars (27,477.00).

3. **Delivery** - Contractor agrees to deliver one (1) Aqueous Parts Washer within nine (9) weeks after receipt of Notice to Proceed. Delivery shall be FOB Destination – with freight charges prepaid and allowed. This shall mean that the contractor bears all insurance costs and responsibilities for transporting the items, and the cost of freight, delivery, shipping, etc. must be built into the unit cost of the item. Delivery address shall be: Boone County Public Works, Attn: Greg Edington, 5551 Tom Bass Rd., Columbia, MO 65201.

4. **Billing and Payment** - All billing shall be invoiced to the Boone County Public Works Department and billings may only include the prices listed in the vendor's bid response. No additional fees for paperwork processing, labor, or taxes shall be included as additional charges in excess of the charges in the Vendor's bid response to the specifications. The County agrees to pay all invoices within thirty (30) days of receipt. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the Vendor, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

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

6. **Termination** - This agreement may be terminated by the County upon thirty (30) 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



4. Response Form

4.1. Company Name: JRI Industries Inc

4.2. Address: 1339 N. Cedarbrook Avenue

4.3. City/Zip: Springfield, Mo. 65802

4.4. Phone Number: 417-866-8855

4.5. E-mail: setht@jriindustries.com

4.6. Fax Number: 417-866-8804

4.7. Federal Tax ID: 20-1408557

- 4.7.1.  Corporation  
 Partnership - Name \_\_\_\_\_  
 Individual/Proprietorship - Individual Name \_\_\_\_\_  
 Other (Specify) \_\_\_\_\_

4.8. PRICING	Unit Price
4.8.1. Aqueous Parts Washer Manufacturer & Model:	\$ <u>27,477.<sup>00</sup></u>
4.9 Total Cash Discount from List Price	\$ <u>Ø</u> net
4.10. GRAND TOTAL	\$ <u>27,477.<sup>00</sup></u>

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?  
X Yes \_\_\_\_\_ No

4.12. Delivery ARO: 9 WEEKS from P.O. award  
 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.

4.13. By submission of this bid, the vendor certifies that they are in compliance with Section 34.353 and, if applicable, Section 34.359 ("Missouri Domestic Products Procurement Act") of the Revised Statutes of Missouri.

Authorized Representative (Sign By Hand):  
 \_\_\_\_\_ Date: 02-12-2016  
 Print Name and Title of Authorized Representative  
James Jones - President



## JRI Industries

JRI Regional Manager: James Gentry

Phone: 417-838-5227 Email: jamesg@jriindustries.com

### Boone County

Greg Edington

573-228-1147

gedington@boonecountymo.org

February 8, 2015

QUOTE # MO215121501 Rev B

### JRI Industries – PCS-4255SS2 Parts Washer, Stainless Steel Construction (ALL WETTED SURFACES)

JRI is pleased to submit our budgetary proposal to design and build the subject equipment to process miscellaneous parts at an unspecified production rate in accordance with descriptions, price, terms, and conditions as stated herein.

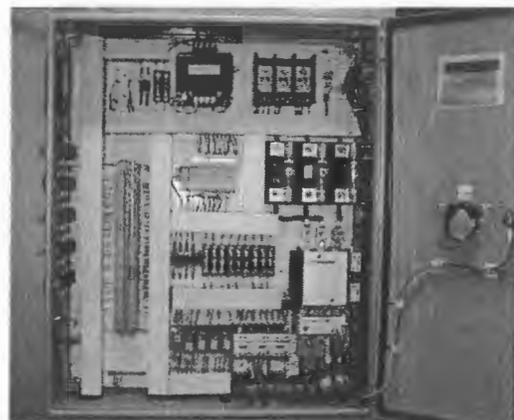


#### Industrial Version:

- Closed washing chamber constructed of 10 and 12 gauge steel
- Swing out door
- Rotating turntable with positive engagement drive system
- Vertical wash pump
- Electric heating element
- Stainless steel wash nozzles
- Low water shut off
- Swing down spray bar
- Forklift access from front of machine
- Chip basket
- NEMA 12 rated electrical enclosure

#### PCS-4255SS2 Aqueous Washing Equipment:

- Voltage: 208 V, 3 phase TBD
- Total AMP draw, AS QUOTED:76  
NOTE: Additional options may increase total AMP draw
- Frequency: 60 Hz
- Useable turntable diameter: 42 inches  
Usable working height: 55 inches
- Material housing: stainless steel
- Turntable rolls out for easy access
- Weight capacity: 1,500 pounds
- Approx. Machine dimensions:  
72" L x 64" W x 95" H
- Tank capacity: 240 gallons
- Pump size: 7.5 HP
- Pump output: 74 PSI at 120 GPM
- Electric heat: 18 KW



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Quality Cleaning Equipment



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**FEATURES INCLUDED IN BASE PRICE**

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**CONTAINMENT RING, STAINLESS STEEL**

A metal ring that sits on the turn table to help keep small parts from falling off in the chip basket during the wash cycle

**CT-200SS2 – CHIP TRAY, STAINLESS STEEL**

The chip tray consists of stainless steel tray, which is mounted under the turntable, diverts all of the sprayed solution to a central point in the tank access area where it is forced to flow through an easily removable, stainless steel, perforated basket.

**SO-100SS2 – LOW WATER SHUT OFF, STAINLESS STEEL**

A low water shut off with an adjustable two inch diameter, stainless steel float switch that is mounted above the heater. In case of a low water condition, the low water shut off will turn off the heater and/or pump circuit(s) to protect the heater and the pump.

**STEAM EXHAUST BOX**

Exhaust box that is welded to the back tower of the machine, set for a 12 inch tube axial fan connection. For future steam exhaust if desired.

**SW-100SS2 – SWING DOWN SPRAY BAR, STAINLESS STEEL**

Spray manifold connected to the main plumbing of the machine, designed for cleaning of smaller parts more efficiently. If not used the manifold simple rests against the wall of the washing chamber.

**OS-100SS – DISC TYPE OIL SKIMMER**

A 12 inch diameter stainless steel skimming wheel and stainless steel squeegee blades to remove the oil from the top of the cleaning solution into a container that is mounted to the side of the washing system.

**T-200 – TWO CHANNEL TIMER**

Two channel timer system is used to control the on and off times of the oil skimmer and heat, whether one or multiple heating systems are being used. Some of the features of this system include a manual override, two SPDT dry contacts, two week battery backup, switching times as short as one minute, 12 hour or 24 hour LCD clock display, manual or automatic daylight saving time changeover, and an accuracy of plus or minus four minutes per year.

**TURNTABLE ROLLS OUT FOR EASY ACCESS LOADING AND UNLOADING****ETL CERTIFIED ELECTRICAL ENCLOSURE**

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**Quality Cleaning Equipment**



**SHIPPING THE MACHINE TO BOONE COUNTY PUBLIC WORKS**  
5551 S TOM BASS RD COLUMBIA MO 56201

**TOTAL PRICE: \$27,477.00 USD**

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**TERMS AND SPECIFICATIONS**  
(Supersedes General Contact)

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**DELIVERY:** Springfield; MO Freight Collect  
**Payments:** **NOTE: Invoices are due and payable upon receipt**  
100% After delivery and receipt of invoice to be paid within 30 days

**Quotation Validity:** 90 Days



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## BUYER'S RESPONSIBILITIES

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Unless otherwise noted, the following shall be the buyer's responsibility:

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1. All risk of loss or damage to the equipment detailed in this proposal shall pass to the purchaser at Free On Board shipping point, JRI Industries dock, or other designated shipping point(s) detailed in the proposal.
2. Assume all charges for any changes requested after signed approval drawings have been returned and accepted by JRI Industries.
3. Unload all equipment from the carrier, uncrate, inspect for damage and locate equipment to a safe indoor storage site or installation location. Notify carrier in case of damage to shipped goods. Any outdoor storage of the equipment detailed in this proposal shall void any warranties extended.
4. Prepare the site where the equipment is to be installed, including all foundation work and leveling of any flooring. Any existing structural modifications of any kind required to complete installation should be made prior to installation personnel arrival to eliminate unnecessary delays.
5. Removal of any existing equipment where proposed equipment is to be installed. Provide an area clean and free from any obstacles that may hamper or delay installation personnel.
6. Provide utilities as required to the location(s) detailed in the approval drawings and this proposal. It shall be the responsibility of the buyer to insure adequate utilities are available to allow proper operation of proposed equipment. Customer is responsible for connecting main plant power, main plant gas and main plant water to the control panel, gas train and water fill valves.
7. Provide all roof penetrations and curbing as required for proper equipment installation.
8. Locate equipment at the equipment installation site. Any equipment required to position, locate or elevate equipment or personnel shall be provided by the buyer unless otherwise requested.
9. Any equipment transfer or unloading charges will be the responsibility of buyer.
10. Any costs or charges related to shipment, crating or special packaging or handling of any equipment detailed in this proposal shall pass to the buyer.
11. Provide safety interlocks beyond standard safeties included in this proposal as required by local, state or national codes, including fire suppression system(s) either dry chemical/water sprinkler or other. If optional fused disconnect was not purchased through JRI, it is the responsibility of the customer to locate and install a fused disconnect in accordance with the governing electrical codes.



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**Quality Cleaning Equipment**



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## BUYER'S RESPONSIBILITIES, CONTINUED

Unless otherwise noted, the following shall be the buyer's responsibility:

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12. Provide any ductwork or other equipment not detailed or included in this proposal necessary to complete installation.
  
13. Any labor included in this proposal is based on installation occurring Monday through Friday during the hours of 7 am to 5 pm. Holidays, weekends and hours prior to or later than the hours detailed in the aforementioned statement will be billed separately on a detailed basis at a rate to be agreed upon in writing by JRI Industries and buyer and shall become a permanent part of this proposal. The installation figure(s) included in this document have been based upon JRI Industries personnel and JRI hired contractors having free and unencumbered access to the equipment and installation site addressed in the proposal. Any delay in completion of installation due to no fault of JRI Industries, may be billed to cover lost time at the standard hourly rate. If installation is occurring during non-standard hours (standard hours are considered to be 7 am to 5 pm Monday through Friday) or holidays or weekends, an hourly premium will be substituted in lieu of the standard hourly rate provided for in this proposal. All JRI personnel are non-union.
  
14. Any permits required to transport, construct, install or operate any equipment provide for in this proposal, shall be the responsibility of the buyer.
  
15. It shall be the responsibility of the buyer to insure any national, state, county or local/municipal, code requirements are met, unless otherwise agreed to in writing by an officer of JRI Industries.
  
16. Any request for additions to or changes of any equipment, terms, conditions or services provided for in this proposal must be submitted to JRI Industries in writing and must be agreed to in writing by an authorized JRI Industries employee. No other person or company has the right to modify this proposal as it has been submitted.
  
17. JRI is not performing as the architect on this project and should the Customer require those services, Customer must obtain them at the Customer's expense.
  
18. In the event that gas is used as a heating source, it shall be the customer's responsibility to provide a minimum gas pressure of 10 inches to 14 inches of water column.



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## INSTRUCTIONS FOR COMPLIANCE WITH HOUSE BILL 1549

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

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

[http://www.dhs.gov/xprevprot/programs/ge\\_1185221678150.shtm](http://www.dhs.gov/xprevprot/programs/ge_1185221678150.shtm)

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

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

Additional information may be obtained from:

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

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



**THE E-VERIFY  
MEMORANDUM OF UNDERSTANDING  
FOR EMPLOYERS USING A WEB SERVICES E-VERIFY EMPLOYER AGENT**

**ARTICLE I  
PURPOSE AND AUTHORITY**

The parties to this agreement are the Department of Homeland Security (DHS), the JRI Holdings, Inc. (Employer), and the Web Services E-Verify Employer Agent. The purpose of this agreement is to set forth terms and conditions which the Employer and the Web Services E-Verify Employer Agent will follow while participating in E-Verify.

E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of Form I-9, Employment Eligibility Verification (Form I-9). This Memorandum of Understanding (MOU) explains certain features of the E-Verify program and describes specific responsibilities of the Employer, the E-Verify Employer Agent, the Social Security Administration (SSA), and DHS.

References in this MOU to the Employer include the Web Services E-Verify Employer Agent when acting on behalf of the Employer.

For purposes of this MOU, the E-Verify browser refers to the website that provides direct access to the E-Verify system: <https://e-verify.uscis.gov/emp/>. You may access E-Verify directly free of charge via the E-Verify browser.

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

**ARTICLE II  
RESPONSIBILITIES**

**A. RESPONSIBILITIES OF THE EMPLOYER**

For purposes of this MOU, references to the Employer include the Web Services E-Verify Employer Agent when acting on behalf of the Employer.

1. By enrolling in E-Verify and signing the applicable MOU, the Employer asserts that it is a legitimate company which intends to use E-Verify for legitimate purposes only and in accordance with the laws, regulations and DHS policies and procedures relating to the use of E-Verify.

2. The Employer agrees to display the following notices supplied by DHS (though the Web Services E-Verify Employer Agent) in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system:

- a. Notice of E-Verify Participation
- b. Notice of Right to Work

3. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted about E-Verify. The Employer also agrees to keep such information current by providing updated information to SSA and DHS whenever the representatives' contact information changes.

4. The Employer agrees to become familiar with and comply with the most recent version of the E-Verify User Manual. The Employer will obtain the E-Verify User Manual from the Web Services E-Verify Employer Agent, and will be notified by the Web Services E-Verify Employer Agent when a new version of the E-Verify User Manual becomes available.

5. The Employer agrees to comply with current Form I-9 procedures, with two exceptions:

- a. If an employee presents a "List B" identity document, the Employer agrees to only accept "List B" documents that contain a photo. (List B documents identified in 8 C.F.R. 274a.2(b)(1)(B)) can be presented during the Form I-9 process to establish identity.) If an employee objects to the photo requirement for religious reasons, the Employer should contact E-Verify at 888-464-4218.
- b. If an employee presents a DHS Form I-551 (Permanent Resident Card), Form I-766 (Employment Authorization Document), or U.S. Passport or Passport Card to complete Form I-9, the Employer agrees to make a photocopy of the document and to retain the photocopy with the employee's Form I-9. The Employer will use the photocopy to verify the photo and to assist DHS with its review of photo mismatches that employees contest. DHS may in the future designate other documents that activate the photo screening tool.

Note: Subject only to the exceptions noted previously in this paragraph, employees still retain the right to present any List A, or List B and List C, document(s) to complete the Form I-9.

6. The Employer agrees to record the case verification number on the employee's Form I-9 or to print the screen containing the case verification number and attach it to the employee's Form I-9.

7. The Employer agrees that, although it participates in E-Verify, the Employer has a responsibility to complete, retain, and make available for inspection Forms I-9 that relate to its employees, or from other requirements of applicable regulations or laws, including the obligation to comply with the antidiscrimination requirements of section 274B of the INA with respect to Form I-9 procedures.

- a. The following modified requirements are the only exceptions to an Employer's obligation to not employ unauthorized workers and comply with the anti-discrimination provision of the INA: (1) List B identity documents must have photos, as described in paragraph 6 above; (2) When an Employer confirms the identity and employment eligibility of newly hired employee using E-Verify procedures, the Employer establishes a rebuttable presumption that it has not violated section 274A(a)(1)(A) of

the Immigration and Nationality Act (INA) with respect to the hiring of that employee; (3) If the Employer receives a final nonconfirmation for an employee, but continues to employ that person, the Employer must notify DHS and the Employer is subject to a civil money penalty between \$550 and \$1,100 for each failure to notify DHS of continued employment following a final nonconfirmation; (4) If the Employer continues to employ an employee after receiving a final nonconfirmation, then the Employer is subject to a rebuttable presumption that it has knowingly employed an unauthorized alien in violation of section 274A(a)(1)(A); and (5) no E-Verify participant is civilly or criminally liable under any law for any action taken in good faith based on information provided through the E-Verify.

b. DHS reserves the right to conduct Form I-9 compliance inspections, as well as any other enforcement or compliance activity authorized by law, including site visits, to ensure proper use of E-Verify.

8. The Employer is strictly prohibited from creating an E-Verify case before the employee has been hired, meaning that a firm offer of employment was extended and accepted and Form I-9 was completed. The Employer agrees to create an E-Verify case for new employees within three Employer business days after each employee has been hired (after both Sections 1 and 2 of Form I-9 have been completed), and to complete as many steps of the E-Verify process as are necessary according to the E-Verify User Manual. If E-Verify is temporarily unavailable, the three-day time period will be extended until it is again operational in order to accommodate the Employer's attempting, in good faith, to make inquiries during the period of unavailability.

9. The Employer agrees not to use E-Verify for pre-employment screening of job applicants, in support of any unlawful employment practice, or for any other use that this MOU or the E-Verify User Manual does not authorize.

10. The Employer must use E-Verify (through its Web Services E-Verify Employer Agent) for all new employees. The Employer will not verify selectively and will not verify employees hired before the effective date of this MOU. Employers who are Federal contractors may qualify for exceptions to this requirement as described in Article II.B of this MOU.

11. The Employer agrees to follow appropriate procedures (see Article III below) regarding tentative nonconfirmations. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending. Further, when employees contest a tentative nonconfirmation based upon a photo mismatch, the Employer must take additional steps (see Article III.B below) to contact DHS with information necessary to resolve the challenge.

12. The Employer agrees not to take any adverse action against an employee based upon the employee's perceived employment eligibility status while SSA or DHS is processing the verification request unless the Employer obtains knowledge (as defined in 8 C.F.R. § 274a.1(l)) that the employee is not work authorized. The Employer understands that an initial inability of the SSA or DHS automated

verification system to verify work authorization, a tentative nonconfirmation, a case in continuance (indicating the need for additional time for the government to resolve a case), or the finding of a photo mismatch, does not establish, and should not be interpreted as, evidence that the employee is not work authorized. In any of such cases, the employee must be provided a full and fair opportunity to contest the finding, and if he or she does so, the employee may not be terminated or suffer any adverse employment consequences based upon the employee's perceived employment eligibility status (including denying, reducing, or extending work hours, delaying or preventing training, requiring an employee to work in poorer conditions, withholding pay, refusing to assign the employee to a Federal contract or other assignment, or otherwise assuming that he or she is unauthorized to work) until and unless secondary verification by SSA or DHS has been completed and a final nonconfirmation has been issued. If the employee does not choose to contest a tentative nonconfirmation or a photo mismatch or if a secondary verification is completed and a final nonconfirmation is issued, then the Employer can find the employee is not work authorized and terminate the employee's employment. Employers or employees with questions about a final nonconfirmation may call E-Verify at 1-888-464-4218 (customer service) or 1-888-897-7781 (worker hotline).

13. The Employer agrees to comply with Title VII of the Civil Rights Act of 1964 and section 274B of the INA as applicable by not discriminating unlawfully against any individual in hiring, firing, employment eligibility verification, or recruitment or referral practices because of his or her national origin or citizenship status, or by committing discriminatory documentary practices. The Employer understands that such illegal practices can include selective verification or use of E-Verify except as provided in part D below, or discharging or refusing to hire employees because they appear or sound "foreign" or have received tentative nonconfirmations. The Employer further understands that any violation of the immigration-related unfair employment practices provisions in section 274B of the INA could subject the Employer to civil penalties, back pay awards, and other sanctions, and violations of Title VII could subject the Employer to back pay awards, compensatory and punitive damages. Violations of either section 274B of the INA or Title VII may also lead to the termination of its participation in E-Verify. If the Employer has any questions relating to the anti-discrimination provision, it should contact OSC at 1-800-255-8155 or 1-800-237-2515 (TDD).

14. The Employer agrees that it will use the information it receives from E-Verify (through its Web Services E-Verify Employer Agent) only to confirm the employment eligibility of employees as authorized by this MOU. The Employer agrees that it will safeguard this information, and means of access to it (such as Personal Identification Numbers and passwords), to ensure that it is not used for any other purpose and as necessary to protect its confidentiality, including ensuring that it is not disseminated to any person other than employees of the Employer who are authorized to perform the Employer's responsibilities under this MOU, except for such dissemination as may be authorized in advance by SSA or DHS for legitimate purposes.

15. The Employer agrees to notify DHS immediately in the event of a breach of personal information. Breaches are defined as loss of control or unauthorized access to E-Verify personal data. All suspected or confirmed breaches should be reported by calling 1-888-464-4218 or via email at [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov). Please use "Privacy Incident – Password" in the subject line of your email when sending a breach report to E-Verify.

16. The Employer acknowledges that the information it receives from SSA through its Web Services

E-Verify Employer Agent is governed by the Privacy Act (5 U.S.C. § 552a(i)(1) and (3)) and the Social Security Act (42 U.S.C. 1306(a)). Any person who obtains this information under false pretenses or uses it for any purpose other than as provided for in this MOU may be subject to criminal penalties.

17. The Employer agrees to cooperate with DHS and SSA in their compliance monitoring and evaluation of E-Verify, which includes permitting DHS, SSA, their contractors and other agents, upon reasonable notice, to review Forms I-9 and other employment records and to interview it and its employees regarding the Employer's use of E-Verify, and to respond in a prompt and accurate manner to DHS requests for information relating to their participation in E-Verify.

18. The Employer shall not make any false or unauthorized claims or references about its participation in E-Verify on its website, in advertising materials, or other media. The Employer shall not describe its services as federally-approved, federally-certified, or federally-recognized, or use language with a similar intent on its website or other materials provided to the public. Entering into this MOU does not mean that E-Verify endorses or authorizes your E-Verify services and any claim to that effect is false.

19. The Employer shall not state in its website or other public documents that any language used therein has been provided or approved by DHS, USCIS or the Verification Division, without first obtaining the prior written consent of DHS.

20. The Employer agrees that E-Verify trademarks and logos may be used only under license by DHS/USCIS (see [M-795 \(Web\)](#)) and, other than pursuant to the specific terms of such license, may not be used in any manner that might imply that the Employer's services, products, websites, or publications are sponsored by, endorsed by, licensed by, or affiliated with DHS, USCIS, or E-Verify.

21. The Employer understands that if it uses E-Verify procedures for any purpose other than as authorized by this MOU, the Employer may be subject to appropriate legal action and termination of its participation in E-Verify according to this MOU.

## **B. RESPONSIBILITIES OF THE WEB SERVICES E-VERIFY EMPLOYER AGENT**

1. The Web Services E-Verify Employer Agent agrees to complete its Web Services interface no later than six months after the date the Web Services User signs this MOU. E-Verify considers your interface to be complete once it has been built pursuant to the Interface Control Agreement (ICA), submitted to E-Verify for testing, and approved for system access.

2. The Web Services E-Verify Employer Agent agrees to perform sufficient maintenance on the Web Services interface in accordance with the requirements listed in the ICA. These requirements include, but are not limited to, updating the Web Services interface to ensure that any updates or enhancements are incorporated no later than six months after the issuance of an ICA. Web Services E-Verify Employer Agents should be aware that this will require the investment of time and resources. Compliance with the requirements of the ICA must be carried out to the satisfaction of DHS and or its assignees.

3. The Web Services E-Verify Employer Agent agrees to provide to SSA and/or DHS the names, titles, addresses, e-mail addresses, and telephone numbers of the Web Services E-Verify Employer Agent representative who will access information, as well as ensure cooperation, communication, and

coordination with E-Verify. In addition, Web Services E-Verify Employer Agents must provide to SSA and/or DHS the names, titles, addresses, and telephone numbers of its clients and their staff who will access information through E-Verify. Web Services E-Verify Employer Agents must ensure the contact information is updated with SSA and DHS whenever the points of contact change.

4. The Web Services E-Verify Employer Agent agrees to become familiar with and comply with the E-Verify User Manual and provide a copy of the most current version of the manual to the Employer so that the Employer can become familiar with and comply with E-Verify policy and procedures. The Web Services E-Verify Employer Agent agrees to obtain a revised E-Verify User Manual as it becomes available and to provide a copy of the revised version to the Employer no later than 30 days after the manual becomes available.

5. The Web Services E-Verify Employer Agent agrees that any person accessing E-Verify on its behalf is trained on the most recent E-Verify policy and procedures.

6. The Web Services E-Verify Employer Agent agrees that any of its representatives who will perform employment verification cases will complete the E-Verify Tutorial before that individual initiates any cases.

a. The Web Services E-Verify Employer Agent agrees that all of its representatives will take the refresher tutorials initiated by E-Verify as a condition of continued use of E-Verify, including any tutorials for Federal contractors, if any of the Employers represented by the Web Services E-Verify Employer Agent is a Federal contractor.

b. Failure to complete a refresher tutorial will prevent the Web Services E-Verify Employer Agent and Employer from continued use of E-Verify.

7. The Web Services E-Verify Employer Agent agrees to grant E-Verify access only to current employees who need E-Verify access. The Web Services E-Verify Employer Agent must promptly terminate an employee's E-Verify access if the employee is separated from the company or no longer needs access to E-Verify.

8. The Web Services E-Verify Employer Agent agrees to obtain the necessary equipment to use E-Verify as required by the E-Verify rules and regulations as modified from time to time.

9. The Web Services E-Verify Employer Agent agrees to, consistent with applicable laws, regulations, and policies, commit sufficient personnel and resources to meet the requirements of this MOU.

10. The Web Services E-Verify Employer Agent agrees to provide its clients with training on E-Verify processes, policies, and procedures. The E-Verify Employer Agent also agrees to provide its clients with ongoing E-Verify training as needed. E-Verify is not responsible for providing training to clients of E-Verify Employer Agents.

11. The Web Services E-Verify Employer Agent agrees to provide the Employer with the notices described in Article II.B.2 below.

12. The Web Services E-Verify Employer Agent agrees to create E-Verify cases for the Employer it represents in accordance with the E-Verify Manual, the E-Verify Web-Based Tutorial and all other

published E-Verify rules and procedures. The Web Services E-Verify Employer Agent will create E-Verify cases using information provided by the Employer and will immediately communicate the response back to the Employer. If E-Verify is temporarily unavailable, the three-day time period will be extended until it is again operational in order to accommodate the Web Services E-Verify Employer Agent's attempting, in good faith, to make inquiries on behalf of the Employer during the period of unavailability. If, however, the Web Services interface is unavailable due to no fault of E-Verify, then the three-day time period is not extended. In such a case, the Web Services E-Verify Employer Agent must use the E-Verify browser during the outage.

13. The Web Services E-Verify Employer Agent agrees to ensure that all notices, referral letters and any other materials otherwise including instructions regarding tentative nonconfirmations, will be consistent with the most current E-Verify tentative nonconfirmation notices and referral letters, which are available on E-Verify's website.

14. The Web Services E-Verify Employer Agent agrees that any system or interface it develops will follow the steps for creating E-Verify cases and processing tentative nonconfirmations, as laid out in the ICA, this MOU and the User Manual, including but not limited to allowing an employer to close an invalid case where appropriate, allowing an employer to refer a tentative nonconfirmation only when an employee chooses to contest a tentative nonconfirmation (no automatic referrals), and referring a tentative nonconfirmation to the appropriate agency at the time the employer prints the referral letter and provides the letter to the employee. The Web Services E-Verify Employer Agent understands that any failure to make its system or interface consistent with proper E-Verify procedures can result in DHS terminating the Web Services E-Verify Employer Agent's agreement and access with or without notice.

15. When the Web Services E-Verify Employer Agent receives notice from a client company that it has received a contract with the FAR clause, then the Web Services E-Verify Employer Agent must update the company's E-Verify profile within 30 days of the contract award date.

16. If data is transmitted between the Web Services E-Verify Employer Agent and its client, then the Web Services E-Verify Employer Agent agrees to protect personally identifiable information during transmission to and from the Web Services E-Verify Employer Agent.

17. The Web Services E-Verify Employer Agent agrees to notify DHS immediately in the event of a breach of personal information. Breaches are defined as loss of control or unauthorized access to E-Verify personal data. All suspected or confirmed breaches should be reported by calling 1-888-464-4218 or via email at [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov). Please use "Privacy Incident – Password" in the subject line of your email when sending a breach report to E-Verify.

18. The Web Services E-Verify Employer Agent agrees to fully cooperate with DHS and SSA in their compliance monitoring and evaluation of E-Verify, including permitting DHS, SSA, their contractors and other agents, upon reasonable notice, to review Forms I-9, employment records, and all records pertaining to the Web Services E-Verify Employer Agent's use of E-Verify, and to interview it and its employees regarding the use of E-Verify, and to respond in a timely and accurate manner to DHS requests for information relating to their participation in E-Verify.

a. The Web Services E-Verify Employer Agent agrees to cooperate with DHS if DHS requests

information about the Web Services E-Verify Employer Agent's interface, including requests by DHS to view the actual interface operated by the Web Services E-Verify Employer Agent as well as related business documents. The Web Services E-Verify Employer Agent agrees to demonstrate for DHS the functionality of its interface to E-Verify upon request.

b. The Web Services E-Verify Employer Agent agrees to demonstrate, if requested by DHS, that it has provided training to its clients that meets E-Verify standards. Training programs must provide a focused study of the topics covered in the E-Verify User Manual and pertinent Supplemental Guides. Furthermore, training programs and materials must be updated as E-Verify changes occur. The Web Services E-Verify Employer Agent is encouraged to incorporate information from existing E-Verify materials, including the Enrollment Quick Reference Guide, the E-Verify Employer Agent Client Handbook (formerly known as the Designated Agent Client Handbook), and existing tutorials and manuals into their training program. E-Verify also encourages the Web Services E-Verify Employer Agent to supervise first-time use of the E-Verify browser or Web Services interface by its staff and Employer clients as part of any training program. The Web Services E-Verify Employer Agent agrees to submit its training program materials to DHS for review upon request.

Failure to provide adequate training could, in some instances, lead to penalties as described in Article V.F.1. of this MOU.

19. The Web Services E-Verify Employer Agent shall not make any false or unauthorized claims or references about its participation in E-Verify on its website, in advertising materials, or other media. The Web Services E-Verify Employer Agent shall not describe its services as federally-approved, federally-certified, or federally-recognized, or use language with a similar intent on its website or other materials provided to the public. Entering into this MOU does not mean that E-Verify endorses or authorizes your Web Services E-Verify Employer Agent services and any claim to that effect is false.

20. The Web Services E-Verify Employer Agent shall not state in its website or other public documents that any language used therein has been provided or approved by DHS, USCIS or the Verification Division, without first obtaining the prior written consent of DHS.

21. The Web Services E-Verify Employer Agent agrees that E-Verify trademarks and logos may be used only under license by DHS/USCIS (see [M-795 \(Web\)](#)) and, other than pursuant to the specific terms of such license, may not be used in any manner that might imply that the Web Services E-Verify Employer Agent's services, products, websites, or publications are sponsored by, endorsed by, licensed by, or affiliated with DHS, USCIS, or E-Verify.

22. The Web Services E-Verify Employer Agent understands that if it uses E-Verify procedures for any purpose other than as authorized by this MOU, the Web Services E-Verify Employer Agent may be subject to appropriate legal action and termination of its participation in E-Verify according to this MOU.

## C. RESPONSIBILITIES OF FEDERAL CONTRACTORS

The Web Services E-Verify Employer Agent shall ensure that the Web Services E-Verify Employer Agent and the Employers it represents carry out the following responsibilities if the Employer is a Federal contractor or becomes a federal contractor. The Web Services E-Verify Employer Agent should instruct the client to keep the Web Services E-Verify Employer Agent informed about any changes or updates related to federal contracts. It is the Web Services E-Verify Employer Agent's

responsibility to ensure that its clients are in compliance with all E-Verify policies and procedures.

1. If the Employer is a Federal contractor with the FAR E-Verify clause subject to the employment verification terms in Subpart 22.18 of the FAR, it will become familiar with and comply with the most current version of the E-Verify User Manual for Federal Contractors as well as the E-Verify Supplemental Guide for Federal Contractors.

2. In addition to the responsibilities of every employer outlined in this MOU, the Employer understands that if it is a Federal contractor subject to the employment verification terms in Subpart 22.18 of the FAR it must verify the employment eligibility of any "employee assigned to the contract" (as defined in FAR 22.1801). Once an employee has been verified through E-Verify by the Employer, the Employer may not reverify the employee through E-Verify.

a. An Employer that is not enrolled in E-Verify as a Federal contractor at the time of a contract award must enroll as a Federal contractor in the E-Verify program within 30 calendar days of contract award and, within 90 days of enrollment, begin to verify employment eligibility of new hires using E-Verify. The Employer must verify those employees who are working in the United States, whether or not they are assigned to the contract. Once the Employer begins verifying new hires, such verification of new hires must be initiated within three business days after the hire date. Once enrolled in E-Verify as a Federal contractor, the Employer must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.

b. Employers enrolled in E-Verify as a Federal contractor for 90 days or more at the time of a contract award must use E-Verify to begin verification of employment eligibility for new hires of the Employer who are working in the United States, whether or not assigned to the contract, within three business days after the date of hire. If the Employer is enrolled in E-Verify as a Federal contractor for 90 calendar days or less at the time of contract award, the Employer must, within 90 days of enrollment, begin to use E-Verify to initiate verification of new hires of the contractor who are working in the United States, whether or not assigned to the contract. Such verification of new hires must be initiated within three business days after the date of hire. An Employer enrolled as a Federal contractor in E-Verify must begin verification of each employee assigned to the contract within 90 calendar days after date of contract award or within 30 days after assignment to the contract, whichever is later.

c. Federal contractors that are institutions of higher education (as defined at 20 U.S.C. 1001(a)), state or local governments, governments of Federally recognized Indian tribes, or sureties performing under a takeover agreement entered into with a Federal agency under a performance bond may choose to only verify new and existing employees assigned to the Federal contract. Such Federal contractors may, however, elect to verify all new hires, and/or all existing employees hired after November 6, 1986. Employers in this category must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.

d. Upon enrollment, Employers who are Federal contractors may elect to verify employment eligibility of all existing employees working in the United States who were hired after November 6, 1986, instead of verifying only those employees assigned to a covered Federal contract. After enrollment, Employers must elect to verify existing staff following DHS procedures and begin

E-Verify verification of all existing employees within 180 days after the election.

- e. The Employer may use a previously completed Form I-9 as the basis for creating an E-Verify case for an employee assigned to a contract as long as:
  - i. That Form I-9 is complete (including the SSN) and complies with Article II.A.6,
  - ii. The employee's work authorization has not expired, and
  - iii. The Employer has reviewed the information reflected in the Form I-9 either in person or in communications with the employee to ensure that the employee's Section 1, Form I-9 attestation has not changed (including, but not limited to, a lawful permanent resident alien having become a naturalized U.S. citizen).
- f. The Employer shall complete a new Form I-9 consistent with Article II.A.6 or update the previous Form I-9 to provide the necessary information if:
  - i. The Employer cannot determine that Form I-9 complies with Article II.A.6,
  - ii. The employee's basis for work authorization as attested in Section 1 has expired or changed, or
  - iii. The Form I-9 contains no SSN or is otherwise incomplete.

Note: If Section 1 of Form I-9 is otherwise valid and up-to-date and the form otherwise complies with Article II.C.5, but reflects documentation (such as a U.S. passport or Form I-551) that expired after completing Form I-9, the Employer shall not require the production of additional documentation, or use the photo screening tool described in Article II.A.5, subject to any additional or superseding instructions that may be provided on this subject in the E-Verify User Manual.

g. The Employer agrees not to require a second verification using E-Verify of any assigned employee who has previously been verified as a newly hired employee under this MOU or to authorize verification of any existing employee by any Employer that is not a Federal contractor based on this Article.

3. The Employer understands that if it is a Federal contractor, its compliance with this MOU is a performance requirement under the terms of the Federal contract or subcontract, and the Employer consents to the release of information relating to compliance with its verification responsibilities under this MOU to contracting officers or other officials authorized to review the Employer's compliance with Federal contracting requirements.

#### **D. RESPONSIBILITIES OF SSA**

1. SSA agrees to allow DHS to compare data provided by the Employer (through the E-Verify Employer Agent) against SSA's database. SSA sends DHS confirmation that the data sent either matches or does not match the information in SSA's database.

2. SSA agrees to safeguard the information the Employer provides (through the E-Verify Employer Agent) through E-Verify procedures. SSA also agrees to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security numbers or responsible for evaluation of E-Verify or such other persons or entities who may be authorized by SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).

3. SSA agrees to provide case results from its database within three Federal Government work days of the initial inquiry. E-Verify provides the information to the E-Verify Employer Agent.

4. SSA agrees to update SSA records as necessary if the employee who contests the SSA tentative nonconfirmation visits an SSA field office and provides the required evidence. If the employee visits an SSA field office within the eight Federal Government work days from the date of referral to SSA, SSA agrees to update SSA records, if appropriate, within the eight-day period unless SSA determines that more than eight days may be necessary. In such cases, SSA will provide additional instructions to the employee. If the employee does not visit SSA in the time allowed, E-Verify may provide a final nonconfirmation to the E-Verify Employer Agent.

Note: If an Employer experiences technical problems, or has a policy question, the employer should contact E-Verify at 1-888-464-4218.

## **E. RESPONSIBILITIES OF DHS**

1. DHS agrees to provide the Employer with selected data from DHS databases to enable the Employer (through the E-Verify Employer Agent) to conduct, to the extent authorized by this MOU:

- a. Automated verification checks on alien employees by electronic means, and
- b. Photo verification checks (when available) on employees.

2. DHS agrees to assist the E-Verify Employer Agent with operational problems associated with its participation in E-Verify. DHS agrees to provide the E-Verify Employer Agent names, titles, addresses, and telephone numbers of DHS representatives to be contacted during the E-Verify process.

3. DHS agrees to provide to the E-Verify Employer Agent with access to E-Verify training materials as well as an E-Verify User Manual that contain instructions on E-Verify policies, procedures, and requirements for both SSA and DHS, including restrictions on the use of E-Verify.

4. DHS agrees to train E-Verify Employer Agents on all important changes made to E-Verify through the use of mandatory refresher tutorials and updates to the E-Verify User Manual. Even without changes to E-Verify, DHS reserves the right to require E-Verify Employer Agents to take mandatory refresher tutorials.

5. DHS agrees to provide to the Employer (through the E-Verify Employer Agent) a notice, which indicates the Employer's participation in E-Verify. DHS also agrees to provide to the Employer anti-discrimination notices issued by the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC), Civil Rights Division, U.S. Department of Justice.

6. DHS agrees to issue each of the E-Verify Employer Agent's E-Verify users a unique user identification number and password that permits them to log in to E-Verify.

7. DHS agrees to safeguard the information the Employer provides (through the E-Verify Employer Agent), and to limit access to such information to individuals responsible for the verification process, for evaluation of E-Verify, or to such other persons or entities as may be authorized by applicable law. Information will be used only to verify the accuracy of Social Security numbers and employment eligibility, to enforce the INA and Federal criminal laws, and to administer Federal contracting

requirements.

8. DHS agrees to provide a means of automated verification that provides (in conjunction with SSA verification procedures) confirmation or tentative nonconfirmation of employees' employment eligibility within three Federal Government work days of the initial inquiry.

9. DHS agrees to provide a means of secondary verification (including updating DHS records) for employees who contest DHS tentative nonconfirmations and photo mismatch tentative nonconfirmations. This provides final confirmation or nonconfirmation of the employees' employment eligibility within 10 Federal Government work days of the date of referral to DHS, unless DHS determines that more than 10 days may be necessary. In such cases, DHS will provide additional verification instructions.

### ARTICLE III

#### REFERRAL OF INDIVIDUALS TO SSA AND DHS

##### A. REFERRAL TO SSA

1. If the Employer receives a tentative nonconfirmation issued by SSA, the Employer must print the notice as directed by E-Verify. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.

2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.

3. After a tentative nonconfirmation, the Employer will refer employees to SSA field offices only as directed by E-Verify. The Employer must record the case verification number, review the employee information submitted to E-Verify to identify any errors, and find out whether the employee contests the tentative nonconfirmation. The Employer will transmit the Social Security number, or any other corrected employee information that SSA requests, to SSA for verification again if this review indicates a need to do so.

4. The Employer will instruct the employee to visit an SSA office within eight Federal Government work days. SSA will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.

5. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.

6. The Employer agrees not to ask the employee to obtain a printout from the Social Security

Administration number database (the Numident) or other written verification of the SSN from the SSA.

## **B. REFERRAL TO DHS**

1. If the Employer receives a tentative nonconfirmation issued by DHS, the Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.
2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.
3. The Employer agrees to refer individuals to DHS only when the employee chooses to contest a tentative nonconfirmation.
4. If the employee contests a tentative nonconfirmation issued by DHS, the Employer will instruct the employee to contact DHS through its toll-free hotline (as found on the referral letter) within eight Federal Government work days.
5. If the Employer finds a photo mismatch, the Employer must provide the photo mismatch tentative nonconfirmation notice and follow the instructions outlined in paragraph 1 of this section for tentative nonconfirmations, generally.
6. The Employer agrees that if an employee contests a tentative nonconfirmation based upon a photo mismatch, the Employer will send a copy of the employee's Form I-551, Form I-766, U.S. Passport, or passport card to DHS for review by:
  - a. Scanning and uploading the document, or
  - b. Sending a photocopy of the document by express mail (furnished and paid for by the employer).
7. The Employer understands that if it cannot determine whether there is a photo match/mismatch, the Employer must forward the employee's documentation to DHS as described in the preceding paragraph. The Employer agrees to resolve the case as specified by the DHS representative who will determine the photo match or mismatch.
8. DHS will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.
9. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.

## ARTICLE IV SERVICE PROVISIONS

### A. NO SERVICE FEES

1. SSA and DHS will not charge the Employer or the Web Services E-Verify Employer Agent for verification services performed under this MOU. The Employer is responsible for providing equipment needed to make inquiries. To access E-Verify, an Employer will need a personal computer with Internet access.

## ARTICLE V SYSTEM SECURITY AND MAINTENANCE

### A. DEVELOPMENT REQUIREMENTS

1. Software developed by Web Services E-Verify Employer Agents must comply with federally-mandated information security policies and industry security standards to include but not limited to:

- a. Public Law 107-347, "E-Government Act of 2002, Title III, Federal Information Security Management Act (FISMA)," December 2002.
- b. Office of Management and Budget (OMB) Memorandum (M-10-15), "FY 2010 Reporting Instructions for the Federal Information Security Management Act and Agency Privacy Management," April 2010.
- c. National Institute of Standards and Technology (NIST) Special Publication (SP) and Federal Information Processing Standards Publication (FIPS).
- d. International Organization for Standardization/International Electrotechnical Commission (ISO/IEC) 27002, Information Technology — Security Techniques — Code of Practice for Information Security Management.

2. The Web Services E-Verify Employer Agent agrees to update its Web Services interface to reflect system enhancements within six months from the date DHS notifies the Web Services User of the system update. The Web Services User will receive notice from DHS in the form of an Interface Control Agreement (ICA). The Web Services E-Verify Employer Agent agrees to institute changes to its interface as identified in the ICA, including all functionality identified and all data elements detailed therein.

3. The Web Services E-Verify Employer Agent agrees to demonstrate progress of its efforts to update its Web Services interface if and when DHS requests such progress reports.

4. The Web Services E-Verify Employer Agent acknowledges that if its system enhancements are not completed to the satisfaction of DHS or its assignees within six months from the date DHS notifies the Web Services User of the system update, then the Web Services User's E-Verify account may be suspended, and support for previous releases of E-Verify may no longer be available to the Web Services User. The Web Services E-Verify Employer Agent also acknowledges that DHS may suspend the Web Services User's account after the six-month period has elapsed.

5. The Web Services E-Verify Employer Agent agrees to incorporate error handling logic into its

development or software to accommodate and act in a timely fashion should an error code be returned.

6. The Web Services E-Verify Employer Agent agrees to complete the technical requirements testing which is confirmed upon receiving approval of test data and connectivity between the Web Services E-Verify Employer Agent and DHS.

7. DHS will not reimburse any Web Services E-Verify Employer Agent or software developer who has expended resources in the development or maintenance of a Web Services interface if that party is unable, or becomes unable, to meet any of the requirements set forth in this MOU.

8. Housing, development, infrastructure, maintenance, and testing of the Web Services applications may take place outside the United States and its territories, but testing must be conducted to ensure that the code is correct and secure.

9. If the Web Services E-Verify Employer Agent includes an electronic Form I-9 as part of its interface, then it must comply with the standards for electronic retention of Form I-9 found in 8 CFR 274a.2(e).

## **B. INFORMATION SECURITY REQUIREMENTS**

Web Services E-Verify Employer Agents performing verification services under this MOU must ensure that information that is shared between the Web Services E-Verify Employer Agent and DHS is appropriately protected comparable to the protection provided when the information is within the DHS environment [OMB Circular A-130 Appendix III].

To achieve this level of information security, the Web Services E-Verify Employer Agent agrees to institute the following procedures:

1. Conduct periodic assessments of risk, including the magnitude of harm that could result from the unauthorized access, use, disclosure, disruption, modification, or destruction of information and information systems that support the operations and assets of the DHS, SSA, and the Web Services E-Verify Employer Agent and its clients;

2. Develop policies and procedures that are based on risk assessments, cost-effectively reduce information security risks to an acceptable level, and ensure that information security is addressed throughout the life cycle of each organizational information system;

3. Implement subordinate plans for providing adequate information security for networks, facilities, information systems, or groups of information systems, as appropriate;

4. Conduct security awareness training to inform the Web Services E-Verify Employer Agent's personnel (including contractors and other users of information systems that support the operations and assets of the organization) of the information security risks associated with their activities and their responsibilities in complying with organizational policies and procedures designed to reduce these risks;

5. Develop periodic testing and evaluation of the effectiveness of information security policies, procedures, practices, and security controls to be performed with a frequency depending on risk, but no less than once per year;

6. Develop a process for planning, implementing, evaluating, and documenting remedial actions to address any deficiencies in the information security policies, procedures, and practices of the organization;
7. Implement procedures for detecting, reporting, and responding to security incidents;
8. Create plans and procedures to ensure continuity of operations for information systems that support the operations and assets of the organization;
9. In information-sharing environments, the information owner is responsible for establishing the rules for appropriate use and protection of the subject information and retains that responsibility even when the information is shared with or provided to other organizations [NIST SP 800-37].
10. DHS reserves the right to restrict Web Services calls from certain IP addresses.
11. DHS reserves the right to audit the Web Services E-Verify Employer Agent's application.
12. Web Services E-Verify Employer Agents and Software Developers agree to cooperate willingly with the DHS assessment of information security and privacy practices used by the company to develop and maintain the software.

## C. DATA PROTECTION AND PRIVACY REQUIREMENTS

1. Web Services E-Verify Employer Agents must practice proper Internet security; this means using HTTP over SSL/TLS (also known as HTTPS) when accessing DHS information resources such as E-Verify [NIST SP 800-95]. Internet security practices like this are necessary because Simple Object Access Protocol (SOAP), which provides a basic messaging framework on which Web Services can be built, allows messages to be viewed or modified by attackers as messages traverse the Internet and is not independently designed with all the necessary security protocols for E-Verify use.
2. In accordance with DHS standards, the Web Services E-Verify Employer Agent agrees to maintain physical, electronic, and procedural safeguards to appropriately protect the information shared under this MOU against loss, theft, misuse, unauthorized access, and improper disclosure, copying use, modification or deletion.
3. Any data transmission requiring encryption shall comply with the following standards:
  - Products using FIPS 197 Advanced Encryption Standard (AES) algorithms with at least 256-bit encryption that has been validated under FIPS 140-2.
  - NSA Type 2 or Type 1 encryption.
4. User ID Management (Set Standard): All information exchanged between the parties under this MOU will be done only through authorized Web Services E-Verify Employer Agent representatives identified above.
5. The Web Services E-Verify Employer Agent agrees to use the E-Verify browser instead of its own interface if it has not yet upgraded its interface to comply with the Federal Acquisition Regulation (FAR) system changes. In addition, Web Services E-Verify Employer Agents whose interfaces do not support

the Form I-9 from 2/2/2009 or 8/7/2009 should also use the E-Verify browser until the system upgrade is completed.

6. The Web Services E-Verify Employer Agent agrees to use the E-Verify browser instead of its own interface if it has not completed updates to its system within six months from the date DHS notifies the Web Services E-Verify Employer Agent of the system update. The Web Services E-Verify Employer Agent can resume use of its interface once it is up-to-date, unless the Web Services E-Verify Employer Agent has been suspended or terminated from continued use of the system.

## **D. COMMUNICATIONS**

1. Web Services E-Verify Employer Agents and Software Developers agree to develop an electronic system that is not subject to any agreement that would restrict access to and use of by an agency of the United States.

2. The Web Services E-Verify Employer Agent agrees to develop effective controls to ensure the integrity, accuracy and reliability of its electronic system.

3. The Web Services E-Verify Employer Agent agrees to develop an inspection and quality assurance program that regularly, at least once per year, evaluates the electronic system, and includes periodic checks of electronically stored information. The Web Services E-Verify Employer Agent agrees to share the results of its regular inspection and quality assurance program with DHS upon request.

4. The Web Services E-Verify Employer Agent agrees to develop an electronic system with the ability to produce legible copies of applicable notices, letters, etc.

5. All information exchanged between the parties under this MOU will be in accordance with applicable laws, regulations, and policies, including but not limited to, information security guidelines of the sending party with respect to any information that is deemed Personally Identifiable Information (PII), including but not limited to the employee or applicant's Social Security number, alien number, date of birth, or other information that may be used to identify the individual.

6. Suspected and confirmed information security breaches must be reported to DHS according to Article II.A.17. Reporting such breaches does not relieve the Web Services E-Verify Employer Agent from further requirements as directed by state and local law. The Web Services E-Verify Employer Agent is subject to applicable state laws regarding data protection and incident reporting in addition to the requirements herein.

## **E. SOFTWARE DEVELOPER RESTRICTIONS**

1. The Web Services E-Verify Employer Agent agrees that if it develops a Web Services interface and sells such interface, then it can be held liable for any misuse by the company that purchases the interface. It is the responsibility of the Web Services E-Verify Employer Agent to ensure that its interface is used in accordance with E-Verify policies and procedures.

2. The Web Services E-Verify Employer Agent agrees to provide software updates to each client who purchases its software. Because of the frequency Web Services updates, an ongoing relationship between the software developer and the client is necessary.

3. DHS reserves the right to terminate the access of any software developer with or without notice who creates or uses an interface that does not comply with E-Verify procedures.
4. Web Services Software Developers pursuing software development independent of serving clients as a Web Services E-Verify Employer Agent are not eligible to receive an ICA. At this time, E-Verify does not permit Web Services software development without also being a Web Services E-Verify Employer Agent or Web Services Employer.

## F. PENALTIES

1. The Web Services E-Verify Employer Agent agrees that any failure on its part to comply with the terms of the MOU may result in account suspension, termination, or other adverse action.
2. DHS is not liable for any financial losses to Web Services E-Verify Employer Agent, its clients, or any other party as a result of your account suspension or termination.

## ARTICLE VI MODIFICATION AND TERMINATION

### A. MODIFICATION

1. This MOU is effective upon the signature of all parties and shall continue in effect for as long as the SSA and DHS operates the E-Verify program unless modified in writing by the mutual consent of all parties.
2. Any and all E-Verify system enhancements by DHS or SSA, including but not limited to E-Verify checking against additional data sources and instituting new verification policies or procedures, will be covered under this MOU and will not cause the need for a supplemental MOU that outlines these changes.

### B. TERMINATION

1. The Web Services E-Verify Employer Agent may terminate this MOU and its participation in E-Verify at any time upon 30 days prior written notice to the other parties. In addition, any Employer represented by the Web Services E-Verify Employer Agent may voluntarily terminate its MOU upon giving DHS 30 days' written notice. The Web Services E-Verify Employer Agent may not refuse to terminate the Employer based upon an outstanding bill for verification services.
2. Notwithstanding Article V, part A of this MOU, DHS may terminate this MOU, and thereby the Web Services E-Verify Employer Agent's participation in E-Verify, with or without notice at any time if deemed necessary because of the requirements of law or policy, or upon a determination by SSA or DHS that there has been a breach of system integrity or security by the Web Services E-Verify Employer Agent or Employer, or a failure on the part of either party to comply with established E-Verify procedures and/or legal requirements. The Employer understands that if it is a Federal contractor, termination of this MOU by any party for any reason may negatively affect the performance of its contractual responsibilities. Similarly, the Employer understands that if it is in a state where E-Verify is mandatory, termination of this by any party MOU may negatively affect the Employer's business.

3. A Web Services E-Verify Employer Agent for an Employer that is a Federal contractor may terminate this MOU when the Federal contract that requires its participation in E-Verify is terminated or completed. In such cases, the Web Services E-Verify Employer Agent must provide written notice to DHS. If the Web Services E-Verify Employer Agent fails to provide such notice, then that Employer will remain an E-Verify participant, will remain bound by the terms of this MOU that apply to non-Federal contractor participants, and will be required to use the E-Verify procedures to verify the employment eligibility of all newly hired employees.

4. The Web Services E-Verify Employer Agent agrees that E-Verify is not liable for any losses, financial or otherwise, if the Web Services E-Verify Employer Agent or the Employer is terminated from E-Verify.

## ARTICLE VII PARTIES

A. Some or all SSA and DHS responsibilities under this MOU may be performed by contractor(s), and SSA and DHS may adjust verification responsibilities between each other as necessary. By separate agreement with DHS, SSA has agreed to perform its responsibilities as described in this MOU.

B. Nothing in this MOU is intended, or should be construed, to create any right or benefit, substantive or procedural, enforceable at law by any third party against the United States, its agencies, officers, or employees, or against the Web Services E-Verify Employer Agent, its agents, officers, or employees.

C. The Web Services E-Verify Employer Agent may not assign, directly or indirectly, whether by operation of law, change of control or merger, all or any part of its rights or obligations under this MOU without the prior written consent of DHS, which consent shall not be unreasonably withheld or delayed. Any attempt to sublicense, assign, or transfer any of the rights, duties, or obligations herein is void.

D. Each party shall be solely responsible for defending any claim or action against it arising out of or related to E-Verify or this MOU, whether civil or criminal, and for any liability wherefrom, including (but not limited to) any dispute between the Web Services E-Verify Employer Agent or the Employer and any other person or entity regarding the applicability of Section 403(d) of IIRIRA to any action taken or allegedly taken by the Web Services E-Verify Employer Agent or the Employer.

E. The Web Services E-Verify Employer Agent understands that its participation in E-Verify is not confidential information and may be disclosed as authorized or required by law and DHS or SSA policy, including but not limited to, Congressional oversight, E-Verify publicity and media inquiries, determinations of compliance with Federal contractual requirements, and responses to inquiries under the Freedom of Information Act (FOIA).

F. The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer, the Web Services E-Verify Employer Agent and DHS respectively. The Web Services E-Verify Employer Agent understands that any inaccurate statement, representation, data or other information provided to DHS may subject the Web Services E-Verify Employer Agent, as the case may be, its subcontractors, its employees, or its representatives to: (1) prosecution for false statements pursuant to 18 U.S.C. 1001 and/or; (2) immediate termination of its MOU and/or; (3) possible debarment or suspension.

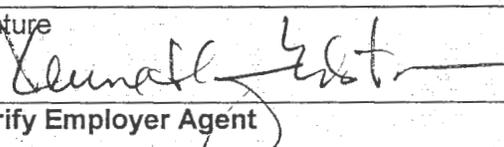
G. The foregoing constitutes the full agreement on this subject between DHS, the Employer, and the E-Verify Employer Agent. JRI Holdings, Inc. (Employer) hereby designates and appoints Paycom (E-Verify Employer Agent) including its officers and employees, as the E-Verify Employer Agent for the purpose of carrying out (Employer) responsibilities under the MOU between the Employer, the E-Verify Employer Agent, and DHS.

If you have any questions, contact E-Verify at 1-888-464-4218.

Company ID Number: 143162

Client Company ID Number: 946961

**Approved by:**

<b>Employer</b> JRI Holdings, Inc.	
Name (Please Type or Print)  KENNETH J. EDSTROM	Title  CFO
Signature 	Date 2/16/16
<b>E-Verify Employer Agent</b> Paycom	
Name (Please Type or Print)  Allison Burton	Title
Signature Electronically Signed	Date 02/16/2016
<b>Department of Homeland Security – Verification Division</b>	
Name (Please Type or Print)	Title
Signature	Date

Company ID Number: 143162

Client Company ID Number: 946961

## Information Required for the E-Verify Program

### Information relating to your Company:

Company Name	JRI Holdings, Inc.
Company Facility Address	1339 N. Cedarbrook Ave. Springfield, MO 65802
Company Alternate Address	
County or Parish	GREENE
Employer Identification Number	201408557
North American Industry Classification Systems Code	333
Parent Company	
Number of Employees	20 to 99
Number of Sites Verified for	1

Company ID Number: 143162

Client Company ID Number: 946961

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

MISSOURI

1 site(s)

Company ID Number: 143162

Client Company ID Number: 946961

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

Name Ken Edstrom  
Phone Number (417) 866 - 8855  
Fax Number  
Email Address kene@jriindustries.com

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**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.

N/A 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.

N/A 2.

I do not have the above documents, but provide an affidavit (copy attached) which may allow for temporary 90 day qualification.

N/A 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.

N/A  
\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**AFFIDAVIT**  
**(Only Required for Individual Bidder Certification Option #2)**

State of Missouri                    )  
  )SS.  
County of   N/A                      )

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.

  N/A    
Date

  N/A    
Signature

  N/A    
Social Security Number  
or Other Federal I.D. Number

  N/A    
Printed Name

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

  N/A    
Notary Public

My Commission Expires:

(Please complete and return with Bid)

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.

N/A

\_\_\_\_\_  
Name and Title of Authorized Representative

N/A

\_\_\_\_\_  
Signature

N/A

\_\_\_\_\_  
Date



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

### *Standard Terms and Conditions*

Cheli Haley, Buyer  
Phone: (573) 886-4392 – Fax: (573) 886-4390

1. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department identified in the Request for Bid and/or Proposal.
2. The Boone County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. 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.
3. Bidders must use the bid forms provided for the purpose of submitting bids, must return the bid and bid sheets comprised in this bid, give the unit price, extended totals, and sign the bid.
4. When products or materials of any particular producer or manufacturer are mentioned in our specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
5. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
6. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
7. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
8. In case of default by the Contractor, the County of Boone will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.
9. Failure to deliver as guaranteed may disqualify Bidder from future bidding.
10. Prices must be as stated in units of quantity specified, and must be firm. Bids qualified by escalator clauses may not be considered unless specified in the bid specifications.
11. No bid transmitted by fax machine or **e-mail** will be accepted. **U.S. mail only.**
12. The County of Boone, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
13. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms.

14. The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are incorporated herein by reference. These clauses can generally be found in the Federal Transit Administration's Best Practices Procurement Manual – Appendix A. Any questions regarding the applicability of federal clauses to a particular bid should be directed to the Purchasing Department prior to bid opening.
15. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
16. Should an audit of Contractor's invoices during the term of the Agreement, and any renewals thereof, indicate that the County has remitted payment on invoices that constitute an over-charging to the County above the pricing terms agreed to herein, the Contractor shall issue a refund check to the County for any over-charges within 30-days of being notified of the same.



BOONE COUNTY, MISSOURI

Request for Bid #: 12-22FEB16 – Aqueous Parts Washer

ADDENDUM #1 - Issued February 3, 2016

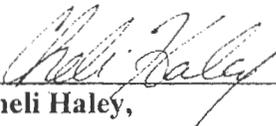
This addendum is issued in accordance with the Request for Bid Response Page in the Request for Bid and is hereby incorporated into and made a part of the Request for Bid documents. Bidders are reminded that receipt of this addendum should be acknowledged and submitted with Respondent's Response Form.

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. Will the County accept a bid response for an aqueous parts washer that does not have a rollout turntable but instead has a turntable that is 55% exposed at all times?

Yes.

By:

  
Cheli Haley,  
Buyer

RESPONDENT has examined **Addendum #1** to Request for Bid # 12-22FEB16 – Aqueous Parts Washer, receipt of which is hereby acknowledged:

Company Name:

JRI INDUSTRIES

Address:

1339 N CEDAR BROOK

Phone Number:

417-866-8855

Fax Number:

E-mail:

Jmeissert@SenFab.com

Authorized Representative Signature:



Date:

3/4/16

Authorized Representative Printed Name:

Joe Meissert



BOONE COUNTY, MISSOURI

Request for Bid #: 12-22FEB16 – Aqueous Parts Washer

**ADDENDUM #2** - Issued February 5, 2016

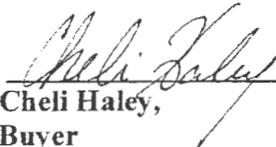
This addendum is issued in accordance with the Request for Bid Response Page in the Request for Bid and is hereby incorporated into and made a part of the Request for Bid documents. Bidders are reminded that receipt of this addendum should be acknowledged and submitted with Respondent's Response Form.

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. Section 2.7. Billing and Payment is added to the Primary Specifications.**

- 2.7. **Billing and Payment:** Invoices shall be submitted to Boone County Public Works, 5551 Tom Bass Road, Columbia, MO 65201. The County's Purchase Order Number must appear on the invoice. All charges must be priced as listed on the bid response. No additional fees or taxes shall be charged. After receipt and acceptance of order and all other required documents, payment will be made within thirty (30) days after receipt of a correct and valid invoice.

By:

  
Cheli Haley,  
Buyer

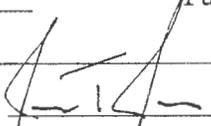
RESPONDENT has examined **Addendum #2** to Request for Bid # 12-22FEB16 – Aqueous Parts Washer, receipt of which is hereby acknowledged:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Authorized Representative Signature:  Date: 02-12-2016

Authorized Representative Printed Name: James Jones

# PCS

## FRONT LOAD CLEANING SYSTEMS



## Aqueous Parts Washers

### A Heavy Duty Machine Built with Commercial Customers in Mind

Since our beginning in 1983, JRI Cleaning Systems has grown into an industry leader, offering the most complete line of aqueous parts washers available. JRI is a well financed and insured company offering ETL certified equipment to a wide variety of industries. As part of our original product offering, the PCS line of parts cleaning systems is still an industry leader. This system not only provides precision cleaning, but also reliability that makes these systems a keystone in the world of cabinet cleaning systems. With 17 standard models to choose from, custom units with turntables up to 120", weight capacities up to 50,000 lbs, re-circulating and fresh water rinse cycles, ambient and heated blow off options available, we have the cleaning system to not only meet but exceed your cleaning requirements.

### Gear & Sprocket Driven Turntable

JRI's Washers use our proven sprocket driven turntable eliminating chains, belts, tires, and other friction drives systems that can stretch or slip resulting in poor cleaning performance. Our direct drive gear driven design insures consistent rotation and spray impingement on the part, necessary to cleaning. JRI's Turntables handle weights from 1000 lbs to 50,000 lbs, designed to carry the heavy loads in any industry.



### Mid Level Swing Away Spray Bars

Swing away mid level spray bars are included to allow a range of part sizes to be cleaned. By reduce the distance from the part to the manifold/nozzle we achieve better impingement on shorter parts resulting in faster, more efficient cleaning.



### V - Notch Door

JRI's "V" notch tower/door design on the Front Cabinet Style Washers allows access to the center of the turntable from above for ease of loading and unloading with the use of overhead lift systems.



A Green Solution for a Green Planet

[www.jriindustries.com](http://www.jriindustries.com) 800.524.WASH

# PCS

## Front Load Cleaning Systems

### Standard Features

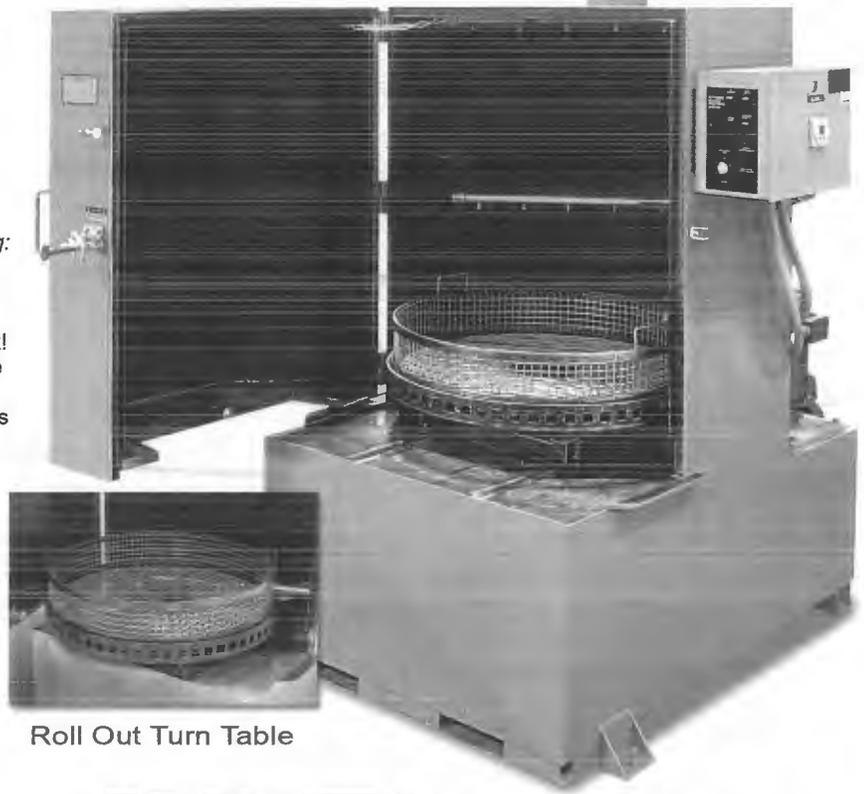
The PCS line of cleaning systems come equipped with the following:

- Vertical Pump Systems - Reliable and efficient
- Watlow Heat Elements
- Industrial Controls - Lighted Switches
- Mechanical Door Seals - No rubberized seals that WILL leak!
- Large Swing-Out Doors for Full Access - There is not a more accessible turntable on the market
- Removable stainless steel basket traps solids and larger debris
- Option Ready Shelf - not sure what options you will need? Our machines come ready for simple Plug-N-Play option installation in-field
- Low Water Shut-Off - Protect your heat elements from low water conditions
- Swing away Spray Manifolds - For better impingement on smaller parts
- Bushed Stainless Steel V-Jet Nozzles ~ Durability and precise 360 degree cleaning coverage

### Optional Equipment Available

All PCS units can be purchased with the following equipment to customize the systems:

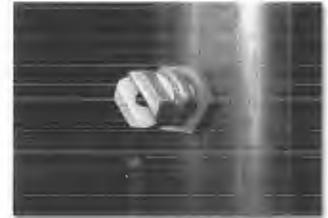
- Disc Style Stainless Steel Oil Skimmer
- Oil Coalescing Systems
- Stainless Steel Construction - SS Package
- Auto Water Fill
- Particulate Bag Filtration
- 1 or 2 Function Timers
- Re-circulating and fresh water rinse stages
- Ambient and heated blow off stages
- Sludge extraction and Steam exhaust systems
- Pump, Heat and Weight capacity upgrades
- Gas and Steam Heat Options
- Insulation Packages
- Electrical Service Disconnect
- Dual Turntable Options and Custom Fixturing
- High Pressure / Flow Pumps
- Compressed Air Blow Off



Roll Out Turn Table



Stainless Steel Oil Skimmer



V-Jet Nozzle

Visit [www.jriindustries.com](http://www.jriindustries.com) or contact JRI Industries at 417.866.8855 for a complete range of Parts Washers and Options.

Models Available	Turntable Dia (in)	Working Height (in)	Weight Capacity (lbs)	Solution Capacity (gal)	Pump (vertical hp)	Pump Output (psi/gpm)	Heat Source (kw)	Load Design	Overall Dim (l x w x h) (in)
PCS-2532	25	32	1000	95	3	52/35	9	Roll-Out TT	52 X 43 X 60
PCS-3136	31	36	1000	140	3	52/35	12	Roll-Out TT	55 X 49 X 64
PCS-3142	31	42	1000	140	5	80/85	12	Roll-Out TT	55 X 49 X 70
PCS-3148	31	48	1000	140	5	80/85	12	Roll-Out TT	55 X 49 X 76
PCS-3642	36	42	1500	180	5	80/85	18	Roll-Out TT	67 X 54 X 76
PCS-3648	36	48	1500	180	5	80/85	18	Roll-Out TT	67 X 54 X 82
PCS-3660	36	60	1500	180	7.5	75/120	18	Roll-Out TT	67 X 54 X 94
PCS-4255	42	55	1500	240	7.5	75/120	18	Roll-Out TT	73 X 63 X 90
PCS-4260	42	60	1500	240	7.5	75/120	18	Roll-Out TT	73 X 63 X 95
PCS-4272	42	72	1500	240	10	75/150	36	V-Notch Door	73 X 63 X 107
PCS-5060	50	60	2500	300	15	75/200	36	V-Notch Door	69 X 81 X 95
PCS-5072	50	72	2500	300	15	75/200	36	V-Notch Door	69 X 81 X 107
PCS-6060	60	60	2500	400	15	75/200	36	V-Notch Door	79 X 91 X 96
PCS-6072	60	72	2500	400	15	75/200	36	V-Notch Door	79 X 91 X 108
PCS-7260	72	60	2500	550	15	75/200	36	V-Notch Door	91 X 103 X 97
PCS-7272	72	72	2500	550	15	75/200	36	V-Notch Door	91 X 103 X 109

Distributed By:



[www.jriindustries.com](http://www.jriindustries.com)  
800.524.WASH

A Green Solution for a Green Planet

# **JRI Industries, (JRI) Limited Warranty**

## **Aqueous Parts Washers**

All JRI aqueous parts washers are warranted by JRI to be free from defects in material and workmanship under normal use, for the periods specified below. The Limited Warranty is subject to the exclusions shown below and is calculated from the date of the original invoice (shipment) from JRI; and applies to the original components only. Any parts replaced under this warranty will assume the remainder of the parts' (ONLY) warranty period remaining from the original Purchase date of the machine.

JRI Warrants their machines to be free from defects in workmanship and material provided a written claim is made within that time. This warranty covers only limited replacement parts (no labor). This warranty does not cover damage or defect caused by shipping, operator error, lack of proper maintenance, abnormal use of the machine.

### **WARRANTY SERVICE**

If your machine ceases to function properly, the purchaser must contact the JRI factory immediately for technical assistance. JRI Technical Service will work with the customer to diagnosis the problem and the recommended corrective action.

For defective parts, a return authorization number is provided by JRI prior to the part being returned or repaired. Parts are to be returned per JRI instructions, freight pre-paid; JRI will send a replacement part as soon as possible and JRI will invoice for the part and freight. Credit will be issued by JRI for the part once it is determined that the part is defective in workmanship or material.

***(NOTE: Parts must be returned to JRI within 30 days from the date of the return authorization.)***

For defective workmanship, JRI will confirm the cause of the failure is due to factory defect. JRI Technical Service will work with the customer to diagnosis the problem and the recommended corrective action. If required, JRI will dispatch Service Technicians for repairs.

Proper steps have been taken to provide protection against injury to operators of JRI equipment. JRI cannot be held responsible for either personal injury or property damage sustained through the operation or use of JRI equipment. Proper waste removal and waste disposal are the responsibility of the operator—please adhere to State & Federal regulations and guidelines.

**THE WARRANTY IS EXPRESSLY MADE IN LIEU OF ANY AND ALL OTHER WARRANTIES EXPRESSED OR IMPLIED INCLUDING THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.**

**ONE YEAR PARTS WARRANTY:**

All components and accessories excluding normal wear items.

**WARRANTY PROVIDED BY OTHER MANUFACTURERS:**

Motors, Heaters, Blowers, etc which are warranted by their respective manufacturers, are returned to the manufacturer for evaluation. **JRI relies on the decision of the manufacturer regarding warranty claims.**

**THIS WARRANTY DOES NOT COVER**

1. Damage or malfunctions resulting from accidents, abuse, modifications, alterations, incorrect installation.
2. Damage due to freezing, chemical deterioration, scale build up, or corrosion.
3. Damage to components from fluctuations in electrical or water supply.
4. Normal maintenance service, including adjustments, system cleaning, and clearing of obstructions.
5. Transportation to service center, down time, freight damage, travel time, or diagnostic time.
7. Damage due to the use of improper chemicals.
8. Labor
9. Normal wear items, such as nozzles, bearings, seals, filters, gaskets, o-rings, fuses, oil-skimmer wheels, & heating elements

**LIMITED WARRANTY**

All products sold are warranted by JRI only to purchasers for resale or for use, against defects in workmanship or materials under normal use for one year after date of purchase (shipment) from JRI. Any part which is determined by JRI to be defective in material or workmanship and returned to JRI, shipping costs pre-paid, will be repaired or replaced, at JRI option.

**WARRANTY DISCLAIMER:**

JRI has made a diligent effort to illustrate and describe the products it manufactures, however, such illustrations and descriptions are for the sole purpose of identification, and do not express or imply a warranty that the products are merchantable, or fit for a particular purpose, or that the product will necessarily conform to the illustrations or descriptions. No warranty; or affirmation of fact, expressed or implied, other than as set forth in the limited warranty statement above is made or authorized by JRI.

**LIMITATION OF LIABILITY:**

Any liability for consequential and incidental damages is expressly disclaimed. JRI's liability in all events is limited to, and shall not exceed; the purchase price paid for parts only

**Non - WARRANTY SERVICE**

If your machine ceases to function properly, the purchaser can contact the JRI factory immediately for technical assistance.

For defective parts, JRI can supply replacement parts and wear components. JRI will send the replacement part as soon as possible and JRI will invoice for the part and freight.

For repairs, JRI Technical Service will work with the customer to diagnosis the problem and the recommended corrective action. If required, JRI will dispatch Service Technicians for repairs.

**INSTALLATION SERVICE**

JRI provides on-site set-up and installation service as required by the purchaser. JRI Technical Service can support during installation, set-up, and testing of the machine.

Daily rates can be included in the initial agreement or contracted separately.

**PROMPT DISPOSITION:**

JRI will make a good faith effort for prompt correction or other adjustment with respect to any product, which proves to be defective within the warranty period. Before returning any product, write or call JRI, provide model and serial numbers and the date of the original invoice, and describing defect. Title and risk of loss pass to buyer on delivery to the common carrier. If product was damaged in transit, recipient must file claim with carrier.

**PRODUCT SUITABILITY:**

Many states and localities have codes and regulations governing sales, construction, installation, and/or in neighboring areas. While JRI attempts to assure that its products comply with such codes, it cannot guarantee compliance, and cannot be responsible for how the product is installed or used. Before purchase and use of a product, please review the product application, and national and local codes and regulation, and be sure that the product, installation, and use will comply with them.

**NO WARRANTIES TO CONSUMERS:**

JRI makes no warranties to those defined as consumers in the Magnuson-Moss Warranty-Federal Trade Commission Improvement Act.

**CROSS REFERENCE INFORMATION:**

Product cross-reference comparison does not imply that all products compared are available, or in the case of functional equivalency, that performance and other characteristics are perfectly comparable. For critical applications, review specifications prior to purchase.

**OSHA HAZARDOUS SUBSTANCE AND CALIFORNIA PROPOSITION 65  
PRODUCT INFORMATION**

Material Safety Data Sheets (MSDS) for OSHA define hazardous substances and a list of products known to the state of California to cause cancer or reproductive harm is available upon request.

The information and recommendations contained on the MSDS supplied by the manufacturer is considered to be accurate and reliable. JRI however, makes no warranty with respect of the accuracy of reliability of the information or the suitability of the recommendations. JRI disclaims any and all liability to any user thereof.

**GENERAL SAFETY**

Proper steps have been taken to provide protection against injury to operators of JRI equipment. JRI cannot be held responsible for either personal injury or property damage sustained through the normal operation or use of JRI equipment, or proper waste removal and disposal. Proper waste removal and waste disposal are the responsibility of the operator—please adhere to State & Federal regulations and guidelines.

**JRI INDUSTRIES**  
**1339 N. Cedarbrook, SPRINGFIELD, MO. 65802**  
PH: 417-866-8855 / FAX: 417-866-8804

Complete the following and return to JRI within 45 days after start-up.  
Or register your unit on-line at [www.jriindustries.com](http://www.jriindustries.com)

**WARRANTY REGISTRATION**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Company name: (Please print) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Contact: \_\_\_\_\_

Washer application:    \_\_\_\_ Maintenance    \_\_\_\_ New Manufacturing  
                                  \_\_\_\_ Re-manufacturing    \_\_\_\_ Other

\_\_\_\_\_

JRI Washer Model \_\_\_\_\_ Serial # \_\_\_\_\_

Company Unit was purchased from: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Where did you hear about JRI?: \_\_\_\_\_

Would you like additional information about JRI products: \_\_ Y \_\_ N

Please rate your satisfaction with the purchasing process.

\_\_\_\_ EXCELLENT \_\_\_\_ ABOVE AVG. \_\_\_\_ AVG \_\_\_\_ BELOW AVG \_\_\_\_ POOR  
Please provide us with feedback regarding this washer. Your  
comments are of great value to us.

**1. PACKAGING**

\_\_\_ EXCELLENT \_\_\_ ABOVE AVG. \_\_\_ AVG \_\_\_ BELOW AVG \_\_\_ POOR

**2. PAINT/ METAL**

\_\_\_ EXCELLENT \_\_\_ ABOVE AVG. \_\_\_ AVG \_\_\_ BELOW AVG \_\_\_ POOR

**3. ELECTRICAL WIRING**

\_\_\_ EXCELLENT \_\_\_ ABOVE AVG. \_\_\_ AVG \_\_\_ BELOW AVG \_\_\_ POOR

**4. PLUMBING**

\_\_\_ EXCELLENT \_\_\_ ABOVE AVG. \_\_\_ AVG \_\_\_ BELOW AVG \_\_\_ POOR

**5. ATTENTION TO DETAIL**

\_\_\_ EXCELLENT \_\_\_ ABOVE AVG. \_\_\_ AVG \_\_\_ BELOW AVG \_\_\_ POOR

**6. PERFORMANCE OF UNIT AT START**

\_\_\_ EXCELLENT \_\_\_ ABOVE AVG. \_\_\_ AVG \_\_\_ BELOW AVG \_\_\_ POOR

**7. SUPPORT MATERIAL (OWNERS MANUAL, INSTRUCTIONS)**

\_\_\_ EXCELLENT \_\_\_ ABOVE AVG. \_\_\_ AVG \_\_\_ BELOW AVG \_\_\_ POOR

**8. OVERALL SATISFACTION WITH UNIT AND SUPPORT**

\_\_\_ EXCELLENT \_\_\_ ABOVE AVG. \_\_\_ AVG \_\_\_ BELOW AVG \_\_\_ POOR

**GENERAL COMMENTS:**

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Thank you for your cooperation and we look forward to a mutually beneficial business partnership with you.

Please feel free to list any comments or suggestions you may have.

JRI Quality control /Technical support  
(417) 866-8855 ext 101 /119 Fax: (417) 866-8804  
www.jriindustries.com



**INSTALLATION, START-UP  
and  
OPERATING INSTRUCTIONS  
For  
INDUSTRIAL TOP-LOAD, AND PCS  
MODELS  
JRI PARTS CLEANING SYSTEMS**



**FOR SALES OR SERVICE CONTACT US AT:  
JRI INDUSTRIES  
1339 N Cedarbrook  
Springfield, Missouri 65802**

**PHONE: (417) 866-8855  
FAX: (417) 866-8804  
E-MAIL: [staff@jriindustries.com](mailto:staff@jriindustries.com)**

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Thank you for your purchase of an automatic JRI Holdings industrial cleaning system, the highest quality system available in the industry today. Your cleaning system was designed and built to provide many years of quality operation. In order to assure its reliable operation, it is important to adhere to the following general guidelines for safety, installation, operation, and maintenance of the system.

## SAFETY CONSIDERATIONS



1. JRI suggests using only biodegradable water-soluble detergents. **Do not use petroleum based solvents or flammable products with the cleaning system.**



2. Use Underwriters Laboratory approved and grounded receptacles to supply proper voltage and current requirements to the system.



3. Check that all control switches are in the off positions before energizing the system.



4. Disconnect the main power to the machine before any maintenance or service activity.



5. High voltages may be used by the machinery. Follow approved security and lockout procedures when personnel are working on the equipment.



6. Set up the washer in an appropriate area with adequate provisions for drainage.



7. Do not operate the cleaning system in an enclosed area without adequate ventilation.



8. Do not operate the cleaning system where flammable vapors may collect or be present.



9. Never stand in water while starting or operating the cleaning system.



10. Always use personal protective equipment when operating the JRI cleaning system, such as eye protection, gloves, and so forth.



11. Parts will be hot immediately after the cleaning operation is concluded, and they may cause serious burns if improperly handled. Use insulated gloves or other suitable protection.



12. **Check the water level daily.** Never allow the water level to drop below the top of the pump head, or allow the heating system to operate without an adequate water level.



13. Keep the system clean. Pumps, heating systems, and spray nozzles could be damaged by the buildup of sludge and other particulates.



14. Unauthorized modifications to the machine may result in personal injury and property damage, and will void its warranty.



15. This appliance must be connected to a grounded, metal, permanent wiring system; or an equipment-grounding conductor must be run with the circuit conductors and connected to the equipment-grounding terminal or lead on the appliance. A qualified electrician should be consulted if there is any doubt as to whether an outlet box is properly grounded.

## RECEIVING THE CLEANING SYSTEM



1. Inspect the machine inside and out to ensure all packing materials have been removed. For equipment supplied with electrical heating elements, be sure to remove any support packing around the heating elements.



2. Inspect all electrical connections prior to applying power to the equipment. Vibration during transit may cause loose electrical connections upon arrival. Tighten as required.

## INSTALLATION OF THE CLEANING SYSTEM



/// **WARNING** \\\: This appliance must be connected to a grounded, metal, permanent wiring system; or an equipment-grounding conductor must be run with the circuit conductors and connected to the equipment-grounding terminal or lead on the appliance. A qualified electrician should be consulted if there is any doubt as to whether an outlet box is properly grounded.



1. Select a location that allows adequate access to all sides of the cleaning system. Access to heaters and thermostats will be necessary. The location of gas-heated burners should be considered in selecting a final location that is suitable for a hot operating environment and is free of flammable materials.



2. Level the machine at its operating position.



3. **Consult a qualified electrician** for proper sizing and routing of the main electrical supply and ground connections to the equipment. Verify that incoming voltage is correct and line fuses are properly sized to meet the load requirements of the equipment. Check voltages for compliance with local codes and regulations.



4. If the unit is equipped with a gas burner, **consult a qualified industrial HVAC or boiler technician for proper installation** of the gas source and startup of the burner. Normally, the gas supply pressure must be between seven and fourteen inches water column [0.25 - 0.50 psi]. Pressures may vary, refer to burner owners manual.



5. **Consult a qualified HVAC contractor** to insure that all fumes from the operation are safely and efficiently vented from the building in accordance with applicable codes.

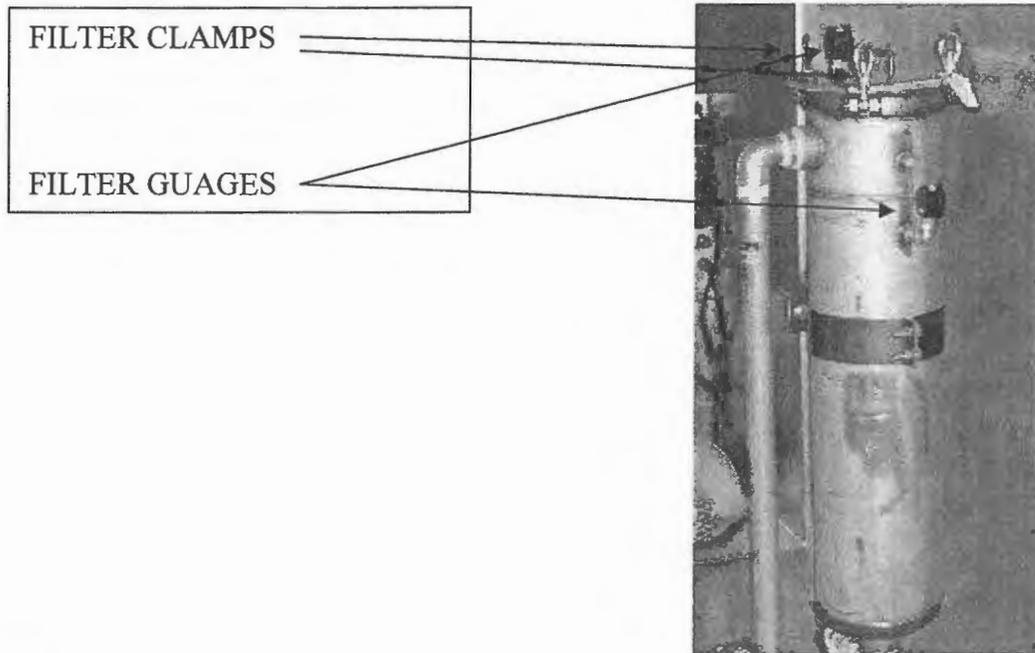
6. If desired, remove the two-inch plug from the drain coupler, and connect a two-inch [NPT] ball valve into the drain coupler of the tank before filling. Close the valve.

7. Set up all options as required according to the configuration of the cleaning system that was selected. The basic description and maintenance guidelines for each of the available JRI options are listed under the **CLEANING SYSTEM OPTIONS** section.

8. Fill each tank to a safe operating level with clean water in order to verify that no leaks have developed, and to check the proper rotation of the pump systems. A safe operating level is normally about one inch below the pump mounting plate, or the top of auxiliary tanks, as applicable. Never allow the water level to drop below the top of the vertical pump head.



9. If the unit is equipped with water filters, insure that the lid clamps are **tight** and the gages are properly installed.



10. Close and secure all doors and hatches.



11. Check that all switches, selectors, and buttons are in the off position. Pull all Emergency Stop buttons to the fully extended, or out, position. There may be more than one Emergency Stop button station on the machine according to the optional equipment purchased with the machine. (Emergency Stop buttons are standard on PCS and MCCS models. FL models do not have this feature)

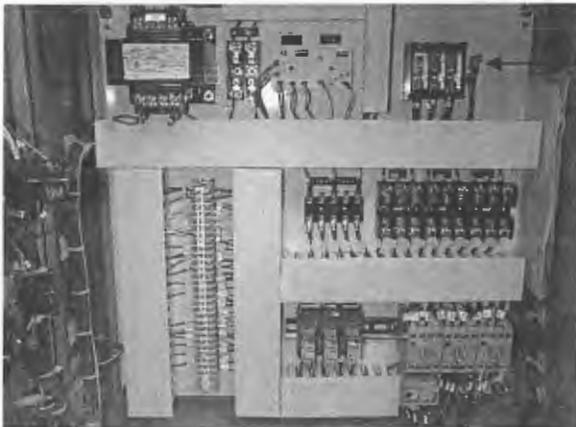
12. Check the direction of motor rotation. It will be necessary to initiate a short power pulse of about two seconds, and then check each motor to verify that it is rotating in the proper direction by viewing the rear of each motor; proper rotation is clockwise as viewed from the rear [fan] end of the motor. **[NOTE] CHECK ROTATION STICKER ON THE PUMP.** Check that all switches and controls are off and the emergency stop is reset. Push the power rest button and the cycle start button, and then use one of the following methods to pulse the system according to the controls supplied with the unit:

- a. If the unit is equipped with a rotary timer switch on the control panel, rotate the timer slightly until the motor begins to turn, and then return the timer to the off position.
- b. If the unit does not have a timer, rotate the selector switch for each motor momentarily to the on position, such as the wash pump switch, and then return the selector to the off position.

- c. In lieu of either of the preceding methods, a qualified electrician may open the control box and carefully actuate each motor starter contactor momentarily, and then allow it to return to the off position.



For three phase models. If a motor is running backward, a qualified electrician must lock out the main power and secure it, then reverse two of the main leads in the control panel. Restore power to the cleaning system and repeat the checks of motor direction per the preceding instructions.



POWER DISTRIBUTION  
BLOCK.  
REVERSE ANY TWO  
INCOMING POWER LEADS  
TO REVERSE MOTOR  
DIRECTION FOR THREE  
PHASE UNITS

ELECTRICAL ENCLOSURE INSIDE

14. If the equipment will not be placed in use immediately after set up, then it should be drained and treated with rust preventive, such as WD-40, or other suitable compound.



CAUTION, DO NOT LEAVE THE HEAT ON FOR PROLONGED PERIODS WITHOUT OPERATING THE UNIT. HEATERS WILL GENERATE STEAM WHICH WILL DETERIORATE CARBON STEEL.

## PRIMARY CONTROLS FOR CLEANING SYSTEMS

1. The controls for all JRI equipment utilize the same operating fundamentals, and vary only according to the options selected. Generally, each control panel is composed of a system of push buttons, rotary selector switches, and indicator lamps. The fundamental operation of each system will respond to the following sequence.

2. Indicator Lamps. System indicator lamps are used to identify active operating conditions, or faults. Amber indicator lamps are normally supplied with special options and will be illuminated when the applicable function is active. Red lamps are used to identify the presence of fault conditions, such as a low water level.

3. Selector Switches. Rotary selector switches are generally used to manually activate the operation of each system function; such as, the heating system, pump, blower and so forth. Most selectors are back lit, either amber or white, when the on position is selected to indicate that the function is active. When required, a three-position selector will be used, and each of the positions will be labeled.

4. Stop button. Industrial models will be equipped with at least one stop button. When any of these operators are depressed, all powered devices will be stopped; for example, pump motors, blower motors, electric heaters, and burners. The Stop button, located on the control panel, will be held in the off position by a mechanical detent until manually pulled out to allow the system to be reset.

5. Power Reset Button. The Power Rest button is a Blue, illuminated push button that is used to reset the system circuit after the equipment system has been stopped. After all faults have been cleared, and the Emergency Stop has been reset, then the Power Reset button must be depressed, and the lamp illuminated. The unit is then ready for activity.

6. Cycle Start Button. The Cycle Start button is a green, illuminated push button that is used to start operations after all faults have been cleared, the selector switches for all desired functions are in the on position, all emergency stop buttons have been reset, and the power reset button has been activated and is illuminated. It is used when the cleaning system is controlled by a programmable logic controller [PLC]. If the equipment does not operate when the cycle start button is pressed, then check all switches and indicator lamps in the order listed to reset the system.

7. Spring Wound Rotary Wash Timer. The wash timer is a mechanical timer with a control knob on the panel. Turn the knob clockwise to the desired wash cycle duration. Turn the knob counter-clockwise to end the cycle. Like the Cycle Start button described above, the washer functions after all the faults are cleared, Emergency Stops reset, and the Power Reset has been activated.



- INDICATOR
- SWITCH
- RESET BUTTON
- STOP BUTTON
- SPRING WOUND TIMER

ENCLOSURE EXTERNAL – INDUSTRIAL

# INITIAL START UP OF THE CLEANING SYSTEM



1. Review the preceding sections on **SAFETY CONSIDERATIONS**, **RECEIVING THE CLEANING SYSTEM**, and **INSTALLATION OF THE CLEANING SYSTEM** to insure that all procedures have been considered.



2. Fill each tank to a safe operating level with clean water. A safe operating level is normally about one inch below the pump mounting plate, or the top of auxiliary tanks, as applicable. Never allow the water level to drop below the top of the vertical pump head.



3. Add the appropriate detergent with adequate rust preventive to the water according to directions from the soap manufacturer.



4. Check that all switches, selectors, and buttons are in the off position.



5. Check that all Emergency Stop buttons (PCS and MCCS models) to the fully extended, or out, position. There may be more than one Emergency Stop button station on the machine according to the optional equipment purchased with the machine.

6. Turn the heat switch for the applicable tank to the on position. For machines with more than one tank, the individual switches will be labeled for each tank...

7. Set the thermostat for each tank to the desired operating temperature. The typical operating range for most units is from 140F to about 150F, according to limits of the system used and the cleaning compound manufacturer's suggested operating temperature range. Some cleaning systems are not designed for, and will not be able to achieve, the higher operating temperatures. A good starting set point for the initial start-up is about 140F.

8. Override the heat timer if one is installed with the system...



9. If the unit is equipped with water filters, **insure that the lid clamps are tight** and the gages are properly installed.



10. Close and secure all doors and hatches.

11. Press the power reset button if installed. There should be no fault lights illuminated. If a fault is indicated, then the cause for the fault, such as low water, should be corrected, and then the power reset button should be pressed again to reset the control circuit. If no faults are indicated, start machine operation using the Rotary Wash Timer Switch.

a. Cycle Start Button. If the unit is equipped with a Cycle Start button, press the Blue illuminated button to commence machine operation.

b. Rotary Wash Timer Switch. If the unit is equipped with a Rotary Wash Timer switch, rotate the switch to the desired time setting to commence machine operation.

12. Allow the equipment to operate through a complete cycle.

13. Always turn off all heating system via the appropriate selector switches when leaving the equipment unattended for long periods such as overnight or weekends.



**CAUTION, DO NOT LEAVE THE HEAT ON FOR PROLONGED PERIODS WITHOUT OPERATING THE UNIT. HEATERS WILL GENERATE STEAM WHICH WILL DETERIORATE CARBON STEEL.**

# MINIMUM MAINTENANCE REQUIREMENTS

1. Certain minimum maintenance standards are recommended to keep the cleaning system in good operating condition. Refer to the following guidelines and the matching references listed under Cleaning System Options. A regular maintenance schedule is recommended, and a sample has been provided in the following tabulation. It may be necessary to clean the system more often for severe-duty applications.

2. Turn table. Check the operation of the parts moving system. Operate the system while viewing the turn table to assure that the sprockets, chains, and other power transmission parts are properly engaged and tracking as required. Look for excessive wear or other conditions that may require repair.

3. Strainers and Screens. Check all pump inlet screens and chip basket to verify that they are securely fastened and are not clogged. Check for damage in the perforated material. Brush the perforated material to remove deposits and build up. Rinse with fresh water.

4. Tank Cleanout. Proper cleanout of the solution tanks insure the efficient operation of the entire system, and will prevent damage to the heating system and spray nozzles. Generally, the following guidelines will result in safe and efficient cleanout.

- a. Set all switches and controls to the off position.
- b. Disconnect main power to the machine; lock out and tag out.
- c. Drain the tank by removing the plug or opening the drain valve as applicable.
- d. Remove all sediment and sludge from the tank with a scoop or water hose. Insure the pump inlet strainer is not blocked and is free of obstructions.
- e. Refill with water and cleaning compound. Restart per Initial Startup instructions.

5. Nozzle Maintenance. Check all spray nozzles as follows:

- a. Unscrew nozzles and inspect each one for damage or plugged orifice.
- b. Clean orifice with a small wire or compressed air.
- c. Replace nozzles being sure to tighten snugly and to properly align the spray pattern.

6. Lubrication Points. Periodically service all lubrication points provided with basic components and options. Grease fittings will be provided for components such as pump motors, swing away spray bars, turn tables, conveyor belt bearings, and flange and pillow block bearings. Bearings should be greased around every 200 hours with high temp grease.

7. Surface Cleaning. The life and finish of the equipment will be increased by keeping the surfaces clean. Rinse the painted surfaces with fresh water and wipe down with a soft shop towel often to minimize rust and preserve the finish of the equipment.

# RECOMMENDED MAINTENANCE SCHEDULE

Recommended Minimum Maintenance Schedule JRI Cleaning System				
The following maintenance schedule is the minimum recommended guideline to keep the cleaning system in good operating condition. More frequent service requirements may be necessary for severe-duty applications.				
Maintenance Item	Daily	Weekly	Monthly	Reference Description
<b>Periodic Inspections - Operation &amp; proper adjustment</b>				
Oil Separators		X		Cleaning System Options
Water Level Controllers		X		Cleaning System Options
Filtration System			X	Cleaning System Options
Heating System			X	Cleaning System Options
Steam Exhaust System			X	Cleaning System Options
Air Blow-off System			X	Cleaning System Options
Evaporative Waste Reduction System			X	Cleaning System Options
Cabinet Washer Rinse System - Diverter Valve Operation	X			Cleaning System Options
Turntable or Conveyor Operation - as applicable	X	X		Minimum Maintenance Requirements
Torque Limiting Drive Sprocket			X	Cleaning System Options
Strainers and Screens			X	Minimum Maintenance Requirements
<b>Tank Cleanout</b>			X	Minimum Maintenance Requirements
<b>Nozzle Maintenance</b>			X	Minimum Maintenance Requirements
<b>Lubrication Points</b>				
Swing-away Spray Bars			X	Minimum Maintenance Requirements
Turntable Bearings			X	Minimum Maintenance Requirements
Conveyor Shaft-end Bearings			X	Minimum Maintenance Requirements
Pillow- and Flange-block Bearings			X	Minimum Maintenance Requirements
<b>Surface Cleaning</b>	X			Minimum Maintenance Requirements

# CLEANING SYSTEM OPTIONS

1. JRI cleaning systems are available with a wide variety of optional equipment. The preceding guidelines apply to the basic machine system. Following is a list of options that may be supplied with a cleaning system, and general guidelines for operation and maintenance. Usually, a rotary selector switch will be included in the control system and used to activate or disable the function of each option.

## 2. Oil Separators.

### a. Oil Skimmer.

1] Description. The oil skimmer is used to remove oil and surface material from the solution tank and improve the longevity of the solution. A rotating disk is partially submerged in the solution. Oil adheres to the disk as it emerges from the solution tank, and stainless steel blades squeeze the oil off the disk and route it to a disposal container.

### b. Oil Coalescer.

1] Description. Oil coalescers help extend the life of cleaning fluids by removing mechanically mixed and floating contaminants as well as solids from a charged system. The system includes a self-contained reservoir and pump system to pick up solution from the cleaning system and return clean solution to it.

## 3. Water Level Controllers.

### a. Low Water Shut Off.

1] Description. The low water shut off is used to prevent damage to the heating system that may result from a low water condition. A float switch slides vertically on a shaft, and is adjustable with respect to height. The switch should be oriented so that power to the pump and heating systems is interrupted before either system can be damaged.

### b. Automatic Water Fill.

1] Description. The automatic water fill is used to automatically replenish the water level in the solution tank. It includes a float switch that slides vertically on a shaft wired in conjunction with a solenoid-operated water supply valve. The float switch is adjustable with respect to height. Water supply pressure to the solenoid valve should be limited to **30 PSI or less.**

### c. Faxon Float System.

1] Description. The Faxon water level control system uses signals from a common float to control the low water shut off and automatic water fill functions. The float is rigidly attached to a shaft, which in turn slides inside a barrel housing located above the tank. The two components of the system are mounted on the cleaning system: the primary float, and the solenoid-operated water supply valve. The float is adjustable with respect to height. Water supply pressure to the solenoid valve should be limited to **30 PSI or less.**

#### 4. Filtration System.

1] Description. Water filter systems can extend the working life of the cleaning solution by removing sediment. These units may be supplied with either of two types of filter elements: a stainless steel perforated filter basket that may be cleaned and returned to service; or, a replaceable filter sock. The system includes pressure gages located on the filter canister; the top gage indicates the inlet pressure from the pump, and the lower gage indicates the pressure between the filter and the spray nozzles.

#### 5. Heating Systems.

##### a. Electric Heating Elements.

1] Description. Electric heating elements are the most common method used to heat tank solution. One or more heating elements may be used, and are usually inserted thru to the side of the tank via threaded couplers.

##### b. Gas-fired Immersion Tube.

1] Description. The immersion tube heating system utilizes a gas burner that fires into a length of serpentine radiant tubing that winds just above the tank bottom to maximize heat transfer to the water. The exhaust gas must be vented from the building via the immersion tube stub provided with the equipment. Instructions for the flue size and arrangement are provided with the burner manufacturer's installation and service instructions. After the burner has been fired and visually set, a flue gas analysis will be needed for final adjustment of the burner.

##### c. Gas-fired Bottom Heater.

1] Description. The bottom heating system utilizes a gas burner that fires into a heater box that is attached to the tank bottom. The hot gas is directed through a circuitous route under the tank to maximize heat transfer to the water. The exhaust gas must be vented from the building via a tube stub provided with the equipment. Instructions for the flue size and arrangement are provided with the burner manufacturer's installation and service instructions. After the burner has been fired and visually set, a flue gas analysis will be needed for final adjustment of the burner.

#### 6. Steam Exhaust Systems.

As a result of the hot water used in cleaning systems, it is commonly necessary to vent the resulting steam outside the building. Often, the exhaust mover is supplied by JRI, and there are commonly three types: in-line draft inducer, low volume blower, and tube-axial duct fan.

##### a. In-line Draft Inducer.

The in-line draft inducer provides positive draft to aid steam exhaust. It is supplied with a short length of vent tubing. The tubing should be mounted as near as possible to the vent chimney, and an extension added as necessary to direct the steam to its exhaust point. Maintenance and operating specifications are contained in the manufacturer's installation and service bulletin.

b. Low Volume Blower.

The low volume centrifugal blower is designed to move moderate volumes of steam through short-length duct work. It may be bolted directly to the machine or mounted on an exhaust box, and additional exhaust ducting must be added to direct the steam to its exhaust point. A connecting flange will be required to bolt the ducting to the blower housing. Maintenance and operating specifications are contained in the manufacturer's installation and service bulletin.

c. Tube-axial Duct Fan.

The tube-axial fan is designed to move higher volumes of steam through medium-length duct work. It is mounted on an exhaust box on the machine, and additional exhaust ducting must be added to direct the steam to its exhaust point. A connecting flange will be required to bolt the ducting to the fan housing. Maintenance and operating specifications are contained in the manufacturer's installation.

7. Air Blow-off Systems.

Air blow-off systems are supplied to accelerate drying parts using a system of air knives. Supply air is commonly generated through two self-contained methods: a regenerative blower, or a centrifugal blower.

a. Regenerative Blower.

The regenerative blower is directly connected to the motor shaft providing powerful force without undue friction. It is generally self-contained and takes in air through an inlet filter, and then discharges air to a distribution plenum, thence to the individual air knives. Maintenance and operating specifications are contained in the manufacturer's installation and service bulletin.

b. Centrifugal Blower.

The centrifugal blower provides a combination of powerful air movement and maximum control. It is a belt driven blower that takes in air through an inlet filter, and then discharges air to individual air knives via a distribution plenum. Maintenance and operating specifications are contained in the manufacturer's installation and service bulletin.

8. Evaporative Waste Reduction System.

The evaporative waste system is a heat control option that allows water boil off in order to minimize the disposal volume of contaminated water. It is activated via a three-position rotary selector switch. This switch is used to turn the heat system on and off in the normal operating mode, and it can be used to select the waste mode. When the waste mode is activated, the waste lamp will be illuminated, the pump will not operate, and the heating system will operate continuously until one of three limits is reached:

- a. Maximum boil off time expires: this is normally factory set to thirty hours.
- b. Low solution level is indicated by the waste float.
- c. Solution level drops below the over-temperature thermocouple.

After the boil off cycle is complete, allow the unit to cool, and then clean the inside of the tank and spray chamber. Fill the tank with fresh solution after it has been cleaned. Reset the thermostat.

## 9. Cabinet Washer Rinse Systems.

Cabinet washing systems may be constructed with a separate rinse system. There are two basic types of rinse systems: non recirculating, and recirculating. Each type offers independent rinse plumbing to rinse cleaning compound off parts after the wash cycle has been completed.

- a. The non-recirculating rinse system utilizes a fresh water supply from an independent water source. The rinse water may then be routed to a drain using one of two methods: overflow, and dedicated drain. When the design requires the overflow method, the rinse water is collected in the wash tank and the excess is drained through an overflow coupler. This dilutes the cleaning solution in the wash tank, and it must be replenished periodically. If the design specification requires separation of the wash and rinse water, then the wash tank is sealed from the spray chamber, and a system of diverter valves is used to route the rinse water to a dedicated drain and does not dilute the wash solution.
- b. The recirculating rinse system includes dedicated tanks for both the wash and rinse solutions. Two diverter valves are used to return wash solution to the wash tank, and rinse solution to the rinse tank. The two systems operate independently, and each tank system may include its own heat system, low water indicator, and automatic water fill actuators.

The diverter system used for the recirculating and non-recirculating rinse to dedicated-drain systems includes two air actuated valves that are controlled by a programmable logic control [PLC]. The controller is used to establish times for the wash and rinse cycles, and the drain times necessary after each operation to allow the cabinet to drain completely. These times are set at the factory, but may be adjusted following the navigation flow chart and list of timers included with the electrical diagram. Consult the factory for assistance with changes to the factory-installed programs.

## 10. Programmable Timers.

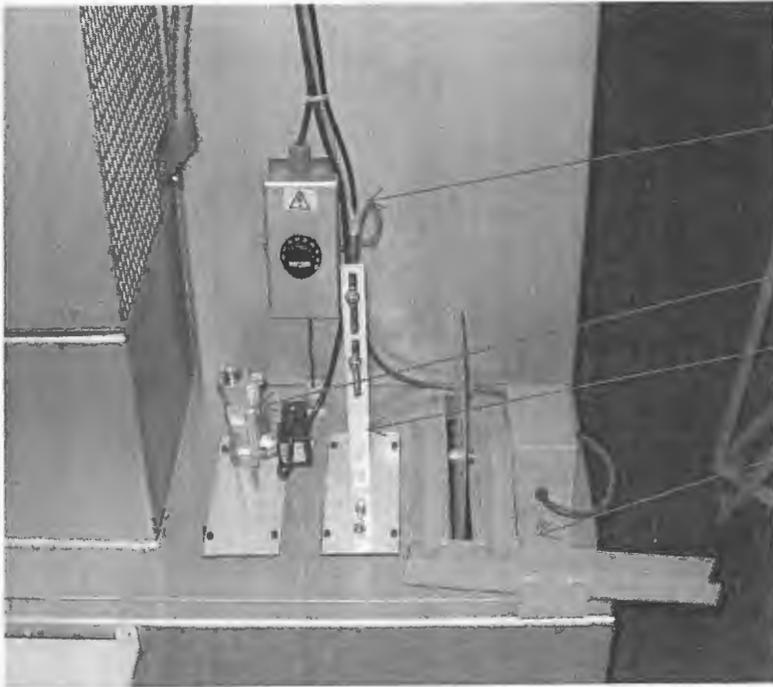
Seven-day programmable timers are used to establish heating cycles, or to time oil skimmer operation. Two timer types are available: one-channel and two-channel units.

### a. One channel Timer.

The timer is a digital clock that allows a means of automatically turning the heating system on and off, such as before a shift begins, or at the end of the shift. It includes a manual override to operate the heating system independently of the timer. Refer to the timer manufacturer's operation instructions to program the timer during startup of the system. A memory backup is to maintain timer operation if power to the unit is interrupted.

### b. Two channel Timer.

The timer provides independent automatic control of the heating system and the oil skimmer. It includes a manual override to operate the heating system and oil skimmer independently of the timer. Refer to the timer manufacturer's operation instructions to program the timer during startup of the system. A memory backup is to maintain timer operation if power to the unit is interrupted.



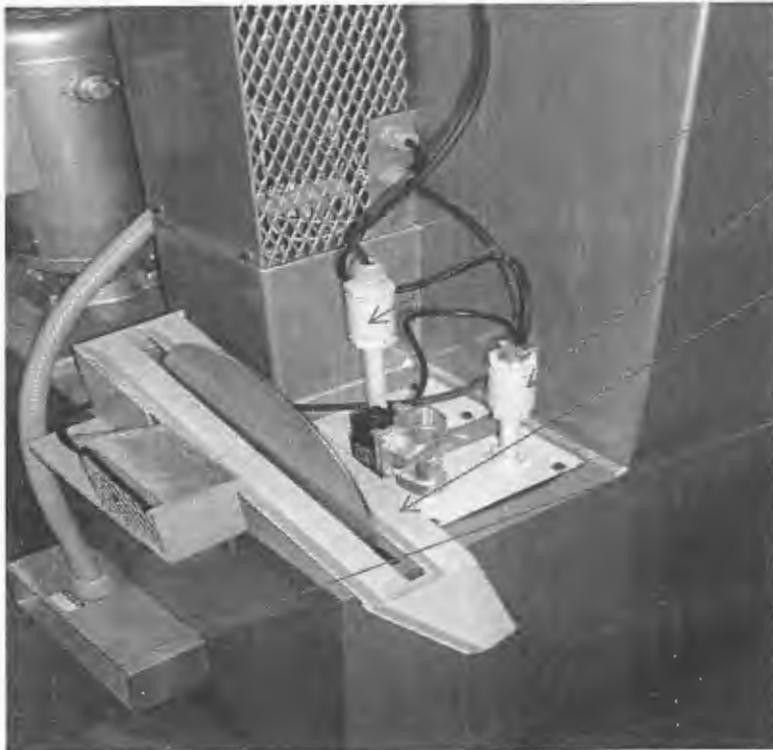
Thermostat (3 phase)

Water fill solenoid (30 psi or less)

Liquid level switch

Oil skimmer

OPTION SHELF



Liquid Level Switch

Auto Water Fill

Oil skimmer

Thermostat (1 ph)

OPTION SHELF

# REPLACEMENT PARTS FOR JRI PARTS WASHERS

## TL-2 /TL-21 STANDARD ITEMS

### DRIVE SYSTEM

DISCRIPTION	PART NUMBER	UNITS INSTALLED ON
DRIVE MOTOR 1/85 hp	0100-E-0001	ALL MODELS
DRIVE SHAFT 3/4"	0100-H-0016	ALL MODELS
DRIVE SPROCKET 3/4" 12 T	0100-H-0017	ALL MODELS

### FLUID DELIVERY SYSTEM

DISCRIPTION	PART NUMBER	UNITS INSTALLED ON
NOZZLE 40/20 BRASS	0600-P-0001	TL-2 / TL-2LV
NOZZLE 40/20 STAINLESS	0100-P-0021	TL-21
STRAINER 3x 9"	0100-P-0077A	ALL MODELS

### HEAT SYSTEM

DISCRIPTION	PART NUMBER	UNITS INSTALLED ON
CONTACTOR 2-POLE	0100-E-0004	TL-2 / TL-2LV
CONTACTOR (TL-21)	0100-E-7000	TL-21 ONLY
HEATER 1.5 KW 110V	1000-E-0002	TL-2LV ONLY
HEATER 3 KW 230V	1000-E-0011	TL-21 230 V / 1 PHASE
HEATER 4.5 KW 230v	1000-E-0001	TL-2 230V / 1 PHASE
HEATER 3 KW 208V	1000-E-0018	TL-21 208 V / 1 PHASE
HEATER 4.5 KW 208V	1000-E-0003	TL-2 208V / 1 PHASE
HEATER 6 KW 208V / 3 PH	1000-E-0007	ALL 208V / 3 PHASE MODELS
HEATER 6 KW 230V / 3 PH	1000-E-0006	ALL 230V / 3 PHASE MODELS
HEATER 6 KW 460V / 3PH	1000-E-0008	ALL 460V / 3 PHASE MODELS
THERMOSTAT SINGLE POLE	0100-E-0013A	ALL MODELS

### CONTROL SYSTEM / GENERAL ITEMS

DISCRIPTION	PART NUMBER	UNITS INSTALLED ON
SWITCH, ROCKER	0100-E-0252	ALL MODELS
SWITCH, DOOR SAFETY	0100-E-0008	ALL MODELS
TIMER, 60 MINUTE	0100-E-0007	ALL MODELS
RELAY, 8 PIN	0100-E-3503	TL-21 WITH LWSO
STRUT, 60 LB	0600-H-0001	ALL MODELS
LATCH TOGGLE CLAMP	0100-H-0030	ALL MODELS

# TL-3 / TL-25 / FL-250 / FL-500 / PCS-2532 / PCS-3136 STANDARD ITEMS

<u>DRIVE SYSTEM</u>		
DISCRIPTION	PART NUMBER	UNITS INSTALLED ON
DRIVE MOTOR 1/20 hp	2000-E-0003	ALL MODELS
DRIVE SHAFT 1" x 11"	2000-F-0306	ALL MODELS
DRIVE SPROCKET 1" 12 T	0100-H-0105	ALL MODELS
TURNTABLE HUB 2PC	3000-F-2000	ALL MODELS
HUB WEAR RING STD	0800-H-0065	ALL MODELS
HUB BUSHING	3000-F-2000A	ALL MODELS
DRIVE BEARING 2 BOLT	2000-H-0001	ALL MODELS

<u>FLUID DELIVERY SYSTEM</u>		
DISCRIPTION	PART NUMBER	UNITS INSTALLED ON
PUMP 3 hp 1 PHASE	1000-P-0002	ALL SINGLE PHASE MODELS
PUMP 3 hp 3 PHASE	1000-P-0001	ALL THREE PHASE MODELS
NOZZLE 40/20 BRASS	0600-P-0001	TL-3 / FL-250 / FL-500
NOZZLE 40/20 STAINLESS	0100-P-0021	TL-25 / PCS-2532 / PCS-3136
STRAINER 4x 12"	0100-P-0125A	ALL MODELS

<u>HEAT SYSTEM</u>		
DISCRIPTION	PART NUMBER	UNITS INSTALLED ON
CONTACTOR 2-POLE	0100-E-0004	TL-3// FL-250/ FL-500/
CONTACTOR	0100-E-7000	TL-25 / PCS-2532 / PCS-3136
HEATER 4.5 KW 230v	1000-E-0001	ALL 230V / 1 PHASE MODELS
HEATER 4.5 KW 208V	1000-E-0003	ALL 208V / 1 PHASE MODELS
HEATER 9 KW 208V / 3 PH	1000-E-0014	TL-3 /TL-25 /FL-250/ FL-500/PCS-2532
HEATER 9 KW 230V / 3 PH	1000-E-0010	TL-3 /TL-25 /FL-250/ FL-500/PCS-2532
HEATER 9 KW 460V / 3 PH	1000-E-0012	TL-3 /TL-25 /FL-250/ FL-500/PCS-2532
HEATER 12 KW 208V / 3 PH	2000-E-0007	PCS-3136 208V /3 PH
HEATER 12 KW 230V / 3 PH	2000-E-0001	PCS-3136 230V /3 PH
HEATER 12 KW 460V / 3 PH	2000-E-0002	PCS-3136 460V /3 PH
THERMOSTAT SINGLE POLE	0100-E-0013A	ALL SINGLE PHASE MODELS
THERMOSTAT TYPE 2	0100-E-0044	ALL THREE PHASE MODELS

<u>CONTROL SYSTEM / GENERAL ITEMS</u>		
DISCRIPTION	PART NUMBER	UNITS INSTALLED ON
SWITCH, ROCKER	0100-E-0252	TL-3 /FL-250/ FL-500
SWITCH, ROTORY AMBER	0100-E-3101	TL-25 / PCS-2532/ PCS-3136
SWITCH, E-STOP	0100-E-5305	TL-25 / PCS-2532/ PCS-3136
TIMER, 60 MINUTE	0100-E-0007	ALL MODELS
RELAY, 8 PIN	0100-E-3504	TL-25 / PCS-2532/ PCS-3136
STRUT, 80 LB	0600-H-0002	TL-3 / TL-25
LATCH TOGGLE CLAMP	0100-H-0030	TL-3 / TL-25

# TL-36 / FL-1000 / PCS-3642 STANDARD ITEMS

<u>DRIVE SYSTEM</u>		
DISCRIPTION	PART NUMBER	UNITS INSTALLED ON
DRIVE MOTOR 1/20 hp	2000-E-0003	ALL MODELS
DRIVE SHAFT 1" x 11"	2000-F-0306	ALL MODELS
DRIVE SPROCKET 1" 12 T	0100-H-0105	ALL MODELS
TURNTABLE HUB 2PC	3000-F-2000	ALL MODELS
HUB WEAR RING STD	0800-H-0065	ALL MODELS
HUB BUSHING	3000-F-2000A	ALL MODELS
BEARING 2 BOLT	2000-H-0001	ALL MODELS

<u>FLUID DELIVERY SYSTEM</u>		
DISCRIPTION	PART NUMBER	UNITS INSTALLED ON
PUMP 5 hp 3 PHASE	2000-P-0001	ALL THREE PHASE MODELS
NOZZLE 40/20 BRASS	0600-P-0001	FL-1000
NOZZLE 40/20 STAINLESS	0100-P-0021	TL-36 / PCS-3642
STRAINER 4x 12"	0100-P-0125A	ALL MODELS

<u>HEAT SYSTEM</u>		
DISCRIPTION	PART NUMBER	UNITS INSTALLED ON
HEATER 18 KW 208V / 3 PH	3000-E-0007	ALL 208V / 3PH MODELS
HEATER 18 KW 230V / 3 PH	3000-E-0001	ALL 230V / 3PH MODELS
HEATER 18 KW 460V / 3 PH	3000-E-0002	ALL 460V / 3PH MODELS
THERMOSTAT TYPE 2	0100-E-0044	ALL MODELS

<u>CONTROL SYSTEM / GENERAL ITEMS</u>		
DISCRIPTION	PART NUMBER	UNITS INSTALLED ON
SWITCH, ROCKER	0100-E-0252	FL-1000
SWITCH, ROTORY AMBER	0100-E-3101	TL-36 / PCS-3642
SWITCH, E-STOP	0100-E-5305	TL-36 / PCS-3642
TIMER, 60 MINUTE	0100-E-0007	ALL MODELS
RELAY, 8 PIN	0100-E-3504	TL-36 / PCS-3642
STRUT, 120 LB	0600-H-0004	TL-36
LATCH TOGGLE CLAMP	0100-H-0030	TL-36

# FL-1500 / PCS-4255 STANDARD ITEMS

## DRIVE SYSTEM

DISCRIPTION	PART NUMBER	UNITS INSTALLED ON
DRIVE MOTOR 1/20 hp	2000-E-0003	ALL MODELS
DRIVE SHAFT 1" x 11"	2000-H-0002	ALL MODELS
DRIVE SPROCKET 1" 12 T	0100-H-0105	ALL MODELS
TURNTABLE HUB 2PC	3000-F-2000	ALL MODELS
HUB WEAR RING STD	0800-H-0065	ALL MODELS
HUB BUSHING	3000-F-2000A	ALL MODELS
BEARING 2 BOLT	2000-H-0001	ALL MODELS

## FLUID DELIVERY SYSTEM

DISCRIPTION	PART NUMBER	UNITS INSTALLED ON
PUMP 7.5 hp 3 PHASE	2000-P-0003	ALL THREE PHASE MODELS
NOZZLE 40/20 BRASS	0600-P-0001	FL-1500
NOZZLE 40/20 STAINLESS	0100-P-0021	PCS-4255
STRAINER 4x 12"	0100-P-0125A	ALL MODELS

## HEAT SYSTEM

DISCRIPTION	PART NUMBER	UNITS INSTALLED ON
HEATER 18 KW 208V / 3 PH	3000-E-0007	ALL 208V /3 PH MODELS
HEATER 18 KW 230V / 3 PH	3000-E-0001	ALL 230V /3 PH MODELS
HEATER 18 KW 460V / 3 PH	3000-E-0002	ALL 460V /3 PH MODELS
THERMOSTAT TYPE 2	0100-E-0044	ALL MODELS

## CONTROL SYSTEM / GENERAL ITEMS

DISCRIPTION	PART NUMBER	UNITS INSTALLED ON
SWITCH, ROCKER	0100-E-0252	FL-1500
SWITCH, ROTORY AMBER	0100-E-3101	PCS-4255
SWITCH, E-STOP	0100-E-5305	PCS-4255
TIMER, 60 MINUTE	0100-E-0007	ALL MODELS
RELAY, 8 PIN	0100-E-3504	PCS- 4255

# 1 CHANNEL TIMER PROGRAMMING INSTRUCTIONS



## SETTING CURRENT YEAR / MONTH / DAY / TIME.

1. PRESS RESET BUTTON (SMALL POINTED OBJECT REQUIRED)
2. USE + OR- BUTTON TO SELECT 24h OR AM-PM CLOCK. PRESS OK (FAR RIGHT BUTTON)
3. USE + OR- BUTTON TO SET CURRENT HOUR. PRESS OK (FAR RIGHT BUTTON)
4. USE + OR- BUTTON TO SET CURRENT MINUTE. PRESS OK (FAR RIGHT BUTTON)
5. USE + OR- BUTTON TO SET CURRENT DAY. PRESS OK (FAR RIGHT BUTTON)

TIMER WILL GO TO PROGRAMMING MODE

**CAUTION: PRESSING THE MENU BUTTON WILL EXIT PROGRAMMING MODE**

## SETTING HEAT ON / OFF TIMES

1. USE + OR- BUTTON TO SELECT PO1. PRESS OK (FAR RIGHT BUTTON)
2. USE + OR- BUTTON TO SET DESIRED ON TIME HOUR FOR HEAT. PRESS OK (FAR RIGHT BUTTON)
3. USE + OR- BUTTON TO SET DESIRED ON TIME MINUTE FOR HEAT. PRESS OK (FAR RIGHT BUTTON)
4. USE + OR- BUTTON TO SET DESIRED DAYS OF OPERATION. PRESS OK (FAR RIGHT BUTTON)
5. USE + OR- BUTTON TO SELECT PO2. PRESS OK (FAR RIGHT BUTTON)
6. USE + OR- BUTTON TO SET DESIRED OFF TIME HOUR FOR HEAT. PRESS OK (FAR RIGHT BUTTON)
7. USE + OR- BUTTON TO SET DESIRED OFF TIME MINUTE FOR HEAT. PRESS OK (FAR RIGHT BUTTON)
8. PRESS THE MENU BUTTON (SECOND BUTTON FROM RIGHT)

**PROGRAMMING COMPLETE**

# 2 CHANNEL TIMER PROGRAMMING INSTRUCTIONS



## SETTING CURRENT YEAR / MONTH / DAY / TIME.

1. PRESS MENU ( THIRD BUTTON FROM THE LEFT)
2. INSURE :

12H 24H
LANGUAGE
DATETIME

IS DISPLAYED

3. USE UP / DOWN ARROWS (FIRST AND SECOND BOTTON FROM THE LEFT)  
SCROLL UNTIL: DATETIME IS IN THE CENTER.

4. PRESS OK (BUTTQN ON THE FAR RIGHT)
5. ENTER THE YEAR. USE UP/ DOWN ARROWS SCROLL TO PROPER YEAR. PRESS OK (FAR RIGHT BUTTON)
6. ENTER THE MONTH. USE UP/ DOWN ARROWS SCROLL TO PROPER MONTH. PRESS OK (FAR RIGHT BUTTON)
7. ENTER THE DAY. USE UP/ DOWN ARROWS SCROLL TO PROPER DAY. PRESS OK (FAR RIGHT BUTTON)
8. ENTER THE HOUR. USE UP/ DOWN ARROWS SCROLL TO PROPER HOUR. PRESS OK (FAR RIGHT BUTTON)
7. ENTER THE MINUTE. USE UP/ DOWN ARROWS SCROLL TO PROPER MINUTE. PRESS OK (FAR RIGHT BUTTON)
8. INSURE

DAYLIGHT
12H 24H
LANGUAGE

IS DISPLAYED

9. PRESS OK (FAR RIGHT BUTTON)
10. INSURE

AM PM
24H

IS DISPLAYED

11. USE UP / DOWN ARROWS TO SELECT 12 OR 24 HOUR CLOCK. (CUSTOMER CHOICE) PRESS OK (FAR RIGHT BUTTON)
12. PRESS ESCAPE BUTTON (THIRD BUTTON FROM THE LEFT) REPEATEDLY UNTIL CURRENT TIME IS DISPLAYED



**SETTING HEAT**

1. PRESS MENU ( THIRD BUTTON FROM THE LEFT)
2. USE UP / DOWN ARROWS (FIRST AND SECOND BOTTON FROM THE LEFT)
3. INSURE :

DATETIME PROGRAM DAYLIGHT
---------------------------------

IS DISPLAYED

4. PRESS OK (BUTTON ON THE FAR RIGHT)
5. INSURE :

REVIEW NEW DELETE
-------------------------

IS DISPLAYED

6. PRESS OK (BUTTON ON THE FAR RIGHT)
- \*\*\*\* FREE 50 WILL BE DISPLAYED BREIFLY\*\*\*\*
7. INSURE

CHANNEL SELECT 1
------------------------

IS DISPLAYED

8. TO SELECT CHANNEL 1

PRESS THE CHECK MARK (SECOND BUTTON FROM THE LEFT)  
 THE (1) ON THE DISPLAY REMAIN SOLID AND THE (2) SHOULD APPEAR AND BLINK  
 PRESS THE [X] BUTTON (FIRST BUTTON ON THE LEFT)  
 THE (1) ON THE DISPLAY SHOULD BE SOLID

9. PRESS OK (FAR RIGHT BUTTON)
10. INSURE

SELECT DAY CHL    ON
CH 1 CLOSED

IS DISPLAYED

11. USING THE LEFT TWO BUTTONS SELECT THE DAYS OF THE WEEK FOR AUTOMATIC HEAT OPERATION.  
 NUMBERS ACROSS THE TOP OF THE DISPLY INDICATE THE DAYS OF THE WEEK. #1-MONDAY, #7-SUNDAY
12. PRESS OK (FAR RIGHT BUTTON)
13. USING THE UP/DOWN ARROWS ENTER THE HOUR FOR THE HEAT TO TURN ON. PRESS OK
14. USING THE UP/DOWN ARROWS ENTER THE MINUTE FOR THE HEAT TO TURN ON. PRESS OK
15. USING THE UP/DOWN ARROWS ENTER THE HOUR FOR THE HEAT TO TURN OFF. PRESS OK
16. USING THE UP/DOWN ARROWS ENTER THE HOUR FOR THE HEAT TO TURN OFF. PRESS OK

\*\*\*\* SAVED PO1 PO2 WILL BE DISPLAYED BREIFLY \*\*\*\*



**SETTING SKIMMER**

1. PRESS MENU ( THIRD BUTTON FROM THE LEFT)
2. USE UP / DOWN ARROWS (FIRST AND SECOND BOTTON FROM THE LEFT)
3. INSURE :

DATETIME
PROGRAM
DAYLIGHT

IS DISPLAYED

4. PRESS OK (BUTTON ON THE FAR RIGHT)
5. INSURE :

REVIEW
NEW
DELETE

IS DISPLAYED

6. PRESS OK (BUTTON ON THE FAR RIGHT)
- \*\*\*\* FREE 48 WILL BE DISPLAYED BREIFLY\*\*\*\*

7. INSURE

CHANNEL
SELECT
1

IS DISPLAYED

8. TO SELECT CHANNEL 1

PRESS THE [X] BUTTON (FIRST BUTTON ON THE LEFT)  
 THE (2) SHOULD APPEAR AND BLINK  
 PRESS THE CHECK MARK (SECOND BUTTON FROM THE LEFT)  
 THE (2) ON THE DISPLAY SHOULD BE SOLID

9. PRESS OK (FAR RIGHT BUTTON)
10. INSURE

SELECT
DAY
CHL     ON
CH 2 CLOSED

IS DISPLAYED

11. USING THE LEFT TWO BUTTONS SELECT THE DAYS OF THE WEEK FOR AUTOMATIC SKIMMER OPERATION.  
 NUMBERS ACROSS THE TOP OF THE DISPLY INDICATE THE DAYS OF THE WEEK. #1-MONDAY, #7-SUNDAY
12. PRESS OK (FAR RIGHT BUTTON)
13. USING THE UP/DOWN ARROWS ENTER THE HOUR FOR THE SKIMMER TO TURN ON. PRESS OK
14. USING THE UP/DOWN ARROWS ENTER THE MINUTE FOR THE SKIMMER TO TURN ON. PRESS OK
15. USING THE UP/DOWN ARROWS ENTER THE HOUR FOR THE SKIMMER TO TURN OFF. PRESS OK
16. USING THE UP/DOWN ARROWS ENTER THE HOUR FOR THE SKIMMER TO TURN OFF. PRESS OK

\*\*\*\* SAVED PO3 PO4 WILL BE DISPLAYED BREIFLY \*\*\*\*  
 PRESS ESC REPEATEDLY UNTIL CURRENT TIME IS DISPLAYED

## JRI STANDARD UNIT BASIC TROUBLESHOOTING

SYMPTOM	POSSIBLE CAUSE	CORRECTIVE ACTION
NO POWER TO UNIT POWER ON INDICATOR IS NOT LIT(PCS-MODELS)  No E-Stop on Commercial Models	MAIN POWER DISCONNECTED	VERIFY MAIN POWER IS ON USING A VOLT METER VERIFY PROPER VOLTAGE IS BEING SUPPLIED TO THE DISTRIBUTION BLOCK INSIDE THE MAIN PANEL
	E-STOP PRESSED	PULL E-STOP OUT / PRESS RESET
	TRANSFORMER FUSES BLOWN	VERIFY VOLTAGES ARE PRESENT ACROSS FUSES F1,F2,AND F3. IMPROPER VOLTAGE INDICATES FAULTY FUSE.
UNIT DOES NOT HEAT (PCS MODELS ONLY) LOW WATER LAMP LIT	UNIT IS WATER LEVEL IS LOW	VISUALLY INSPECT, ADD WATER TO UNIT
	LEVEL SWITCH IS JAMMED	REMOVE LOW WATER SHUT OFF FROM THE OPTION SHELF. CLEAN ALL DEBRIS AND GREASE FROM THE FLOAT SHAFT. MANUALLY OPERATE THE FLOAT ON THE SHAFT TO THE UP POSITION IF HEAT DOES NOT ENERGIZE, REPLACE SWITCH
	LOW LEVEL RELAY FAULTY	USING VOLT METER MEASURE VOLTAGE FROM A1 TO A2 TERMINALS ON RELAY. IF 115 VOLTS IS AVAILABLE REPLACE RELAY
UNIT DOES NOT HEAT PUMP RUNS	THERMOSTAT FAULTY	WITH MULTIMETER SET TO OHMS PLACE METER LEADS ACROSS THE THERMOSTAT LEADS. TURN THE THERMOSTAT TEMP UP AND DOWN, VERIFY SWITCH OPENS AND CLOSSES.
	PROGRAMMABLE TIMER FAULURE	PLACE TIMER IN MANUAL OVERRIDE MODE. WITH MULTIMETER SET ON AC VOLTS VERIFY POWER IN AND OUT OF CHANNEL 1 IF PLACING TIMER IN MANUAL OVERRIDE ENERGIZES THE HEAT CIRCUIT,REPROGRAM THE TIMER. IF POWER IS ONLY AVAILABLE ON ONE TERMINAL, REPLACE THE TIMER.
	HEAT SWITCH FAILURE	REPLACE HEAT SWITCH. SET MULTIMETER ON AC VOLTS. VERIFY POWER IN AND OUT OF THE SWITCH. IF POWER IS ONLY DETECTED ON THE INPUT OF THE SWITCH REPLACE THE SWITCH.
	LOW WATER SHUT OFF FAULTY (FL MODELS ONLY)	REMOVE LOW WATER SHUT OFF FROM THE OPTION SHELF. CLEAN ALL DEBRIS AND GREASE FROM THE FLOAT SHAFT. MANUALLY OPERATE THE FLOAT ON THE SHAFT TO THE UP POSITION IF HEAT DOES NOT ENERGIZE, REPLACE SWITCH

UNIT DOES NOT HEAT CONTACTOR CLOSSES	HEAT CONTACTOR FAILED	WITH MULTIMETER SET ON AC VOLTS VERIFY POWER INTO AND OUT OF THE HEAT CONTACTOR. IF THERE IS POWER IN BUT NO POWER OUT, THE CONTACTS HAVE FAILED. REPLACE CONTACTOR	
	HEATER FUSES BLOWN	DE-ENERGIZE THE UNIT, SET METER ON OHMS PERFORM CONTINUITY CHECK THROUGH EACH OF THE HEATER FUSES. IF ANY FUSE READS OPEN, REPLACE THE FUSE	
	ELEMENT(S) FAILED	PERFORM CONTACTOR CHECK AS OUTLINED ABOVE. IF POWER IS AVAILABLE ON THE OUTPUT OF THE CONTACTOR. DE-ENERGIZE THE UNIT. REMOVE COVER FROM HEATER. SET METER TO READ OHMS. PERFORM CONTINUITY CHECK FROM EACH INPUT LINE CONNECTION TO EACH OTHER. IF ANY READINGS ARE OPEN, THE ELEMENT HAS FAILED.	
	UNIT HEATS UP BUT PUMP WILL NOT RUN. PUMP CONTACTOR IS NOT CLOSING	DOOR SWITCH FAILED	CLOSE DOOR/ LID. TURN ON WASH TIMER. WITH METER SET ON AC VOLTS VERIFY 115V ON EACH SIDE OF THE SAFETY SWITCH. IF POWER IS ONLY AVAILABLE ON ONE TERMINAL VERIFY THE ELEVATOR BOLT IS ADJUSTED AND MAKING PROPER CONTACT WITH THE SWITCH. WITH THE SWITCH CLOSED IF POWER IS AVAILABLE ON ONLY ONE TERMINAL REPLACE THE SWITCH.
		WASH TIMER FAILED	CONDUCT THE SAME VOLTAGE CHECKS AS OUTLINED FOR THE SAFETY SWITCH. IF POWER IS MISSING FROM BOTH SIDES OF THE SWITCH THE WASH TIMER IS NOT CLOSING. REPLACE THE WASH TIMER.
		PUMP OVERLOAD HAS TRIPPED ( 3 PHASE MOTORS AND PCS MODELS)	VISUALLY INSPECT PUMP / MOTOR OVERLOAD. OVERLOADS HAVE A VISUAL WINDOW THAT WILL INDICATE IF THE OVERLOAD HAS TRIPPED. PRESS THE RESET BUTTON ON THE OVERLOAD TO CLEAR THIS CONDITION. NOTE: DUE TO VOLTAGE FLUCTUATIONS THE OVERLOAD MAY REQUIRE ADJUSTMENT. THIS IS DONE ON THE FRONT OF THE OVERLOAD BY SETTING THE TRIP POINT AMPERAGE ON THE DIAL. AFTER RESETTING THE OVERLOAD IF IT TRIPS IMMEDIATELY WHEN TRYING TO START THE MOTOR: DE-ENERGIZE THE UNIT. SET MULTI-METER TO READ OHMS. CONDUCT CONTINUITY TEST ON ALL PUMP FUSES, REPLACE BAD FUSES.
		PUMP HEAD IS BOUND	MANUALLY SPIN MOTOR TO FREE PUMP HEAD

OIL SKIMMER DOES NOT OPERATE.	SWITCH FAILED	TURN OIL SKIMMER SWITCH ON
		SET MULTIMETER TO READ VAC. VERIFY 115V INTO AND OUT OF THE SKIMMER SWITCH.
		IF NO VOLTAGE OUT. REPLACE SWITCH
	PROGRAMMABLE TIMER FAILURE	PLACE TIMER IN MANUAL OVERRIDE MODE.
		WITH MULTIMETER SET ON AC VOLTS
		VERIFY POWER IN AND OUT OF CHANNEL 2
		IF PLACING TIMER IN MANUAL OVERRIDE ENERGIZES THE SKIMMER CIRCUIT, REPROGRAM THE TIMER. IF POWER IS ONLY AVAILABLE ON ONE TERMINAL, REPLACE THE TIMER.
	SKIMMER FUSE BLOWN (PCS MODEL)	SET MULTIMETER ON VAC. VERIFY 115V ON BOTH SIDES OF THE OIL SKIMMER FUSE. IF POWER IS ONLY ON ONE SIDE OF THE FUSE, REPLACE THE FUSE. IF THE FUSE BLOWS REPEATEDLY. REPLACE THE SKIMMER MOTOR
	SKIMMER MOTOR FAILED	
	TURNTABLE STOPS ROTATING	DRIVE MOTOR FAILURE
DRIVE FUSE IS BLOWN		
DRIVE SYSTEM ADJUSTMENT		PERFORM DRIVE MOTOR CHECKS OUTLINED ABOVE. IF THE OUTPUT SHAFT IS TURNING THE DRIVE COMPONENTS REQUIRE INSPECTION. VERIFY THE SET SCREW (BELOW THE DRIVE MOTOR) IS TIGHT. THIS SCREW COUPLES THE MOTOR TO THE DRIVE SHAFT.
DRIVE SHAFT LOOSE		TIGHTEN DRIVE SHAFT IF THE DRIVE SHAFT IS TIGHT, OPEN THE CABINET DOOR/LID. ON THE REAR OF THE UNIT THE SPROCKET ENGAGES THE TURNTABLE. THE DRIVE SPROCKET HAS TWO SET SCREWS
SPROCKET IS LOOSE		90 DEGREES APART. TIGHTEN BOTH SET SCREWS ENSURE THE SPROCKET IS ENGAGING THE TURNTABLE AND IS CENTERED BEFORE TIGHTENING ALL SCREWS. VERIFY ALL FOREIGN MATERIAL ARE CLEAR OF THE TURNTABLE AND SPROCKET. IF PARTS ARE JAMMED OR WEDGED.
PART IS JAMMED IN TURNTABLE		FREE THE OBSTRUCTION

AUTO WATER FILL DOES NOT OPERATE.	SWITCH FAILED	SET MULTIMETER TO AC VOLTS , VERIFY THE AWF SWITCH HAS POWER IN AND OUT. IF POWER IS ON ONLY ONE SIDE OF THE SWITCH REPLACE THE SWITCH.
	AWF FUSE BLOWN (PCS MODEL)	VERIFY 115 VAC ACROSS AWF FUSE. POWER ON ONE SIDE ONLY THE FUSE HAS FAILED REPLACE FUSE
		VERIFY AWF SWITCH IS TURNED ON REMOVE AUTO WATER FILL OFF FROM THE OPTION SHELF. CLEAN ALL DEBRIS AND GREASE FROM THE FLOAT SHAFT. MANUALLY OPERATE THE FLOAT ON THE SHAFT TO THE UP POSITION IF SOLENOID DOES NOT ENERGIZE, (YOU CAN HEAR THE SOLENOID CLICK) . REMOVE THE COVER FROM THE CONDUIT FITTING WITH THE TWO CORDS INSTALLED. SET MULTIMETER FOR VOLTS AC, VERIFY 115V FROM LIQUID LEVEL SWITCH WIRES TO NEUTRAL (WHITE) WITH THE FLOAT IN THE DOWN POSITION IF 115 VAC IS AVAILABLE ON ONE WIRE
	FLOAT SWITCH DIRTY	REPLACE FLOAT SWITCH
		IF 115 VAC IS AVAILABLE ON BOTH WIRES
	FLOAT SWITCH FAILED	REPLACE SOLENOID VALVE
	SOLENOID FAILED	
AUTO WATER FILL OVERFILLING	WATER PRESSURE IS TOO HIGH	REGULATE INCOMING WATER PRESSURE BELOW 40 PSI, 30 IS RECOMMENDED
		REPEATED OPERATION OF THE SOLENOID IN A HIGH PRESSURE ENVIRONMENT CAN CAUSE DAMAGE TO THE SOLENOID VALVE.
FOAMING	UNIT NOT HOT	INSURE UNIT IS HEATED TO A MINIMUM OF 135 DEGREES
	UNIT TOO HOT	DO NOT EXCEED 150 DEGREES.
	DETERGENT MIX PERCENTAGE LOW	NOT ENOUGH DEFOAMER IN THE DETERGENT
	DETERGENT MIX PERCENTAGE HIGH	TOO MUCH DETERGENT IN THE WATER
	WRONG DETERGENT	VERIFY UNIT IS CHARGED WITH THE CORRECT DETERGENT.
	CHEMICAL REACTION WITH CONTAMINATES BEING CLEANED	CONTACT CHEMICAL REP. WITH MSDS INFORMATION OF CONTAMINANTS FOR CHEMICAL EVALUATION.



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

***Request for Bid (RFB)***

**Cheli Haley, Buyer**  
(573) 886-4392 – Fax: (573) 886-4390  
Email: [chaley@boonecountymo.org](mailto:chaley@boonecountymo.org)

***Bid Data***

Bid Number: **12-22FEB16**

Commodity Title: **Aqueous Parts Washer**

**DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT**

***Bid Submission Address and Deadline***

Day / Date: **Monday, February 22, 2016**  
Time: **2:00 P.M. (Bids received after this time will be returned unopened)**  
Location / Mail Address: **Boone County Purchasing Department  
Boone County Annex  
613 E. Ash, Room 109  
Columbia, MO 65201**  
Directions: **The Annex Building is located at the corner of 7<sup>th</sup> and Ash Streets.**

***Bid Opening***

Day / Date: **Monday, February 22, 2016**  
Time: **1:30 P.M. Central Time**  
Location / Address: **Boone County Annex / Purchasing Department  
613 E. Ash Street, Room 109  
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  
Work Authorization Certification  
Certification of Individual Bidder  
Individual Bidder Affidavit  
Debarment Form  
Standard Terms and Conditions  
"No Bid" Response Form**

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**1. Introduction and General Conditions of Bidding**

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- 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. An "Invitation For Bid" is used when the need is well defined. An "Invitation 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, 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. 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.
- 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.
- 1.7. **COMPLIANCE WITH STANDARD TERMS AND CONDITIONS** - Bidder agrees to be bound by the County's standard "boilerplate" terms and conditions for Contracts, a sample of which is attached to this Bid.

**2. Primary Specifications**

- 2.1. **ITEMS TO BE PROVIDED** - One (1) New current model Aqueous Parts Washer with manufacturer's standard equipment and features specified below.
- 2.2. **MINIMUM TECHNICAL SPECIFICATIONS**
- Aqueous Parts Washer**
- 2.2.1. **General:** Aqueous parts washer to have as standard equipment – vertical pump system, reliable heat element (Watlow 18KW or equal), industrial controls with lighted switches, mechanical door seals (no rubber), large swing out door for full access to turntable, easy installation and startup, low water shut-off to protect pump and heating element, and swing away spray manifolds.
- 2.2.2. **Dimensions:** Interior – minimum usable working height minimum: 55”, usable turntable diameter minimum: 42”. Exterior – 72” L x 64” W x 95” H at a minimum
- 2.2.3. **Tank Capacity:** 240 gallons minimum with low water shut-off. 12” stainless skimmer assembly to be mounted outside main water reservoir.
- 2.2.4. **Electrical:** 208 V 3 phase with 76 amp
- 2.2.5. **Construction:** All surfaces and components (except pump) that contact the solution shall be Stainless Steel, other housing components to be 10 and 12 gauge steel. Swing out door for full access via forklift loading.
- 2.2.6. **Pump:** 7.5 HP, output 74psi @ 120 gallons minimum.
- 2.2.7. **Turntable:** rollout for easy access, 42” minimum diameter. Gear and sprocket driven (no belt, chain, or friction drives are acceptable). Shall have a 1500 lb. capacity at a minimum.
- 2.2.8. **Spray Bars:** Horizontal under basket (bottom), Horizontal top, and intermediate swing down with stainless steel screw-in nozzles and stainless steel bushings.
- 2.2.9. **Controls:** Two-channel timer system to control the on/off time of the oil skimmer and heat. Manual override, two SPDT dry contacts, two week battery backup, switching times to the minute, LCD clock display.
- 2.2.10. **Chip Tray:** Mounted under turntable to divert solution flow to single flow through an easily removable, perforated basket. Stainless steel construction.
- 2.2.11. **Manuals:** Operator's manual, parts book and service/repair manual shall be furnished with each item upon delivery. Manuals may be in the form of CD's or DVD's.
- 2.2.12. **Warranty:** Manufacturer's standard warranty.
- 2.3. **Designee** – Boone County Public Works
- 2.4. **Contact** – Cheli Haley, Boone County Purchasing Department, 613 E. Ash, Room 109, Columbia, MO 65201. Telephone: 573-886-4392 Facsimile: 573-886-4390
- 2.5. **Delivery:** Units shall be delivered with Bill of Sale and Manufacturer's Statement of Origin.
- 2.5.1. **Delivery Terms:** FOB- Destination. Boone County Public Works Department, Maintenance Operations, 5551 S Tom Bass Rd., Columbia, MO 65201
- 2.6. **ADDITIONAL TERMS AND CONDITIONS:**
- 2.6.1. Equipment shall be properly serviced and lubricated prior to delivery.
- 2.6.2. Vendor to include product literature for each proposed piece of equipment.
- 2.6.3. Bid evaluation will be based on quality, reliability, delivery time ARO, and cost. Quality and reliability may be determined by using information contained in product reviews from established publications and demonstration of machine. Availability of parts, speed of service, and location of service/warranty work will weigh into consideration of award.

**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 also be viewed on our web page [www.showmeboone.com](http://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, and any person present will be allowed, under supervision, to scan any Response.
  - 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. E-mail: \_\_\_\_\_

4.6. Fax Number: \_\_\_\_\_

4.7. Federal Tax ID: \_\_\_\_\_

4.7.1. ( ) Corporation

( ) Partnership - Name \_\_\_\_\_

( ) Individual/Proprietorship - Individual Name \_\_\_\_\_

( ) Other (Specify) \_\_\_\_\_

4.8. PRICING

Unit Price

4.8.1.	Aqueous Parts Washer Manufacturer & Model:	\$
4.9	<b>Total Cash Discount from List Price</b>	\$ net
4.10.	<b>GRAND TOTAL</b>	\$

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

4.12. Delivery ARO: \_\_\_\_\_

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.

4.13.

Authorized Representative (Sign By Hand):

Date: \_\_\_\_\_

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.dhs.gov/xprevprot/programs/gc\\_1185221678150.shtm](http://www.dhs.gov/xprevprot/programs/gc_1185221678150.shtm)

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

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

Additional information may be obtained from:

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

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



**CERTIFICATION OF INDIVIDUAL BIDDER**

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

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

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**AFFIDAVIT**  
**(Only Required for 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 Bid)**

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.

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Name and Title of Authorized Representative

---

Signature

---

Date



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

## *Standard Terms and Conditions*

Cheli Haley, Buyer  
Phone: (573) 886-4392 – Fax: (573) 886-4390

1. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department identified in the Request for Bid and/or Proposal.
2. The Boone County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. 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.
3. Bidders must use the bid forms provided for the purpose of submitting bids, must return the bid and bid sheets comprised in this bid, give the unit price, extended totals, and sign the bid.
4. When products or materials of any particular producer or manufacturer are mentioned in our specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
5. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
6. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
7. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
8. In case of default by the Contractor, the County of Boone will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.
9. Failure to deliver as guaranteed may disqualify Bidder from future bidding.
10. Prices must be as stated in units of quantity specified, and must be firm. Bids qualified by escalator clauses may not be considered unless specified in the bid specifications.
11. No bid transmitted by fax machine or **e-mail** will be accepted. **U.S. mail only.**
12. The County of Boone, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
13. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms.

14. The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are incorporated herein by reference. These clauses can generally be found in the Federal Transit Administration's Best Practices Procurement Manual – Appendix A. Any questions regarding the applicability of federal clauses to a particular bid should be directed to the Purchasing Department prior to bid opening.
15. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
16. Should an audit of Contractor's invoices during the term of the Agreement, and any renewals thereof, indicate that the County has remitted payment on invoices that constitute an over-charging to the County above the pricing terms agreed to herein, the Contractor shall issue a refund check to the County for any over-charges within 30-days of being notified of the same.

***“No Bid” Response Form***

Cheli Haley, Buyer  
(573) 886-4392 – Fax: (573) 886-4390

---

**“NO BID RESPONSE FORM”**

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

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

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

**Bid: 12-22FEB16 – Aqueous Parts Washer**

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Contact: \_\_\_\_\_

Date: \_\_\_\_\_

Reason(s) for not bidding:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



BOONE COUNTY, MISSOURI

Request for Bid #: 12-22FEB16 – *Aqueous Parts Washer*

**ADDENDUM #1** - Issued February 3, 2016

This addendum is issued in accordance with the Request for Bid Response Page in the Request for Bid and is hereby incorporated into and made a part of the Request for Bid documents. Bidders are reminded that receipt of this addendum should be acknowledged and submitted with Respondent'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. **Will the County accept a bid response for an aqueous parts washer that does not have a rollout turntable but instead has a turntable that is 55% exposed at all times?**

Yes.

By: \_\_\_\_\_

*Cheli Haley*  
Cheli Haley,  
Buyer

RESPONDENT has examined **Addendum #1** to Request for Bid # 12-22FEB16 – *Aqueous Parts Washer*, receipt of which is hereby acknowledged:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Authorized Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative Printed Name: \_\_\_\_\_



**BOONE COUNTY, MISSOURI**

**Request for Bid #: 12-22FEB16 – Aqueous Parts Washer**

**ADDENDUM #2 - Issued February 5, 2016**

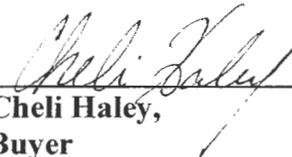
This addendum is issued in accordance with the Request for Bid Response Page in the Request for Bid and is hereby incorporated into and made a part of the Request for Bid documents. Bidders are reminded that receipt of this addendum should be acknowledged and submitted with Respondent's Response Form.

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. Section 2.7. Billing and Payment is added to the Primary Specifications.**

- 2.7. **Billing and Payment:** Invoices shall be submitted to Boone County Public Works, 5551 Tom Bass Road, Columbia, MO 65201. The County's Purchase Order Number must appear on the invoice. All charges must be priced as listed on the bid response. No additional fees or taxes shall be charged. After receipt and acceptance of order and all other required documents, payment will be made within thirty (30) days after receipt of a correct and valid invoice.

By:

  
Cheli Haley,  
Buyer

RESPONDENT has examined **Addendum #2** to Request for Bid # 12-22FEB16 – *Aqueous Parts Washer*, receipt of which is hereby acknowledged:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Authorized Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative Printed Name: \_\_\_\_\_

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

County of Boone

} ea.

March Session of the January Adjourned

Term. 20 16

In the County Commission of said county, on the

17th

day of

March

20

16

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

Now on this day the County Commission of the County of Boone does hereby award bid 13-23FEB16 – HVAC Plumbing and Valve Replacement for the Boone County Sheriff’s Department to J. Crum Corporation.

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

Done this 17th day of March, 2016.

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

133-2016

# Boone County Purchasing

**Jacob M. Garrett**  
Buyer



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

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## MEMORANDUM

**TO:** Boone County Commission  
**FROM:** Jacob M. Garrett  
**DATE:** March 9, 2016  
**RE:** RFB Award Recommendation: 13-23FEB16 – HVAC Plumbing and Valve Replacement for the Boone County Sheriff Department

Request for Bid 13-23FEB16 – HVAC Plumbing and Valve Replacement for the Boone County Sheriff Department closed on February 23, 2016. Two bid responses were received. Recommendation for award is J. Louis Crum Corporation for offering the lowest and best bid.

Cost of the contract is \$33,155.00 and will be paid from department 6200 – Capital Repairs & Replacements, account 60110 – Major Building Repairs.

**cc:** Bid File  
Gary German / Leasa Quick, Sheriff Department  
Bob Davidson, Facilities Maintenance

**PURCHASE AGREEMENT  
FOR  
HVAC PLUMBING AND VALVE REPLACEMENT – SHERIFF DEPARTMENT**

THIS AGREEMENT dated the 17<sup>th</sup> day of March 2016 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein “County” and **J. Louis Crum Corporation**, 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 **HVAC Plumbing and Valve Replacement**, County of Boone Request for Bid number **13-23FEB16**, Introduction and General Conditions of Bidding, Conditions and Requirements, Primary Specifications, Response Presentation and Review, the un-executed Response Form, Standard Terms and Conditions, any applicable addenda, Statement of Bidder’s Qualifications and Prior Experience, Work Authorization Certification, Certification Regarding Debarment, State Prevailing Wage Order #22, as well as the Contractor’s bid response dated **February 23, 2016** and executed by **Steve Shufelberger**, 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, Conditions and Requirements, Primary Specifications, Response Presentation and Review, the un-executed Response Form, Standard Terms and Conditions, Work Authorization Certification, State Prevailing Wage Order #22, and any applicable addenda shall prevail and control over the Contractor’s bid response.

**2. Delivery and Installation** - Contractor agrees to furnish, deliver and install the equipment per the bid specifications within 45 days after the receipt of the Notice to Proceed. Work will be completed 14 days after receipt of the Notice to Proceed. Installation shall occur between the hours of 7:00 a.m. and 4:00 p.m., Monday through Friday, unless special arrangements are made with the project manager. All old pumps will need to be left with the Project Manager at the Sheriff Department.

**3. Purchase** - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County all items 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.

**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 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 (30) 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.

8. **Criminal Background Check** - Boone County requires all employees of all Contractors be subjected to a fingerprint based Criminal Background Check. The Background Check for all Contractors' employees will be administered by the Boone County Sheriff Department. Contractors can also utilize the Missouri State Highway Patrol's procedure for the Central Vendor File Process. Each Contractor MUST provide pedigree information for all employees. An identification badge will be issued to each Contractor employee authorized to access the site of the work.

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

**J. LOUIS CRUM CORPORATION**

by Steve K. Shupe  
 STEVE KI - SHUPE BERGER  
 title MANAGER  
 address 1312 N. CREEPY SPRINGS RD  
COLUMBIA, MO 65202

**BOONE COUNTY, MISSOURI**

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

APPROVED AS TO FORM:

by: [Signature]  
 County Counselor

ATTEST:

[Signature]  
 Wendy S. Noren, County Clerk

**AUDITOR CERTIFICATION**

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

[Signature]  
 Signature cg

3/10/16  
 Date

6200 / 60110

Appropriation Account

5. RESPONSE FORM

**Company Information:**

Name: J. Louis Crum Corporation

Address: 1312 N. Creasy Springs Rd., Columbia, MO 65201

Phone Number: (573) 443-2488 Fax Number: (573) 443-3469

Email: donf@jlcum.com Federal Tax ID: 43-0746653

- Corporation
- Partnership Name: \_\_\_\_\_
- Individual/Proprietorship Name: \_\_\_\_\_
- Other: \_\_\_\_\_

**Materials, Installation, and Labor Costs:** All materials provided by Contractor shall be new materials of high quality that shall give long life and reliable operation. Bidders may price as many products as they feel is necessary. Additional products may be priced on another page and added to this Response Form.

<b>Building A Mechanical Room Boiler Circulating Pumps and Piping</b>			
<b>Specifications</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Extended Price</b>
Circulating Pump - ITT Bell & Gossett, Series 80, Size 2 1/2 x 2 1/2 x 7 or <b>Manufactures Recommended Replacement</b>	1	\$ 1,355.00	\$ 1,355.00
Circulating Pump - 131 gpm @ 40 FT. Head, 3 HP, 208 V, 3 PH or <b>Manufactures Recommended Replacement</b>	1	\$ 1,632.00	\$ 1,632.00
Triple Duty Valves - Bell & Gossett or <b>Manufactures Recommended Replacement</b>	2	\$ 980.00	\$ 980.00
Thermometer Ports	4	\$ 102.00	\$ 102.00

Drain Valves	2	\$ 9.00	\$ 18.00
SPDT Flow Controls	2	\$ 125.00	\$ 250.00
<b>Miscellaneous Materials</b>		<b>Price</b>	
Associated Pipes	LF	\$ 75.00	\$ 75.00
Fittings		\$ 475.00	\$ 475.00
Insulation	LF	\$ 58.33	\$ 700.00
Other		\$ 0.00	\$ 0.00
<b>Length of Warranty (attach warranty information to this Response Form)</b>		12 months	
<b>Installation and Labor Cost</b>		<b>Price</b>	
Removal and Disposal of existing valves, insulation, pipes, flow controls and any other materials		\$ 1,344.00	
Installation of Pipes		\$ 3,316.00	
<b>BUILDING TOTAL</b>		<b>\$ 10,247.00</b>	

<b>Building B Mechanical Room Air Handler Piping</b>			
<b>Specifications</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Extended Price</b>
<b>Preheat Coil</b>			
3 Way Valve - Barber-Coleman VK-9313-601-4-10 or <b>Manufactures Recommended Replacement</b>	1	\$ 678.00	\$ 678.00
Shut off valves	2	\$ 169.00	\$ 338.00
Thermometer Ports	2	\$ 102.00	\$ 204.00
<b>Heating Coil</b>			
3 Way Valve - Barber-Coleman VB-7313-000-4-6 or <b>Manufactures Recommended Replacement</b>	1	\$ 155.00	\$ 155.00
Strainer	1	\$ 100.00	\$ 100.00
Shut off valves	2	\$ 45.00	\$ 45.00
Thermometer Ports	2	\$ 102.00	\$ 102.00
<b>Cooling Coil</b>			
3 Way Valve - Barber-Coleman VB-7313-000-4-11 or <b>Manufactures Recommended Replacement</b>	1	\$ 437.00	\$ 437.00
Butterfly valves	2	\$ 135.00	\$ 270.00
Thermometer Ports	2	\$ 102.00	\$ 204.00
Strainer	1	\$ 119.00	\$ 119.00
<b>Miscellaneous Materials</b>		<b>Price</b>	
Associated Pipes	LF	\$ 4.69	\$ 193.00
Fittings		\$ 7.44	\$ 186.00
Insulation	LF	\$ 40.00	\$ 2,000.00
Other		\$ 375.00	\$ 375.00

<b>Length of Warranty (attach warranty information to this Response Form)</b>	12 months
<b>Installation and Labor Cost</b>	<b>Price</b>
Removal and Disposal of existing valves, insulation, pipes, flow controls and any other materials	\$ 1,008.00
Installation of pipes, Insulation, flow control, valves, strainer, thermometer ports and any other materials	\$ 5,040.00
<b>BUILDING TOTAL</b>	<b>\$ 11,454.00</b>

<b>Building C Mechanical Room Air Handler Piping</b>			
<b>Specifications</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Extended Price</b>
<b>Preheat Coil</b>			
3 Way Valve - Barber-Coleman VK-9313-601-4-10 or <b>Manufactures Recommended Replacement</b>	1	\$ 678.00	\$ 678.00
Shut off valves	2	\$ 169.00	\$ 338.00
Thermometer Ports	2	\$ 102.00	\$ 204.00
<b>Heating Coil</b>			
3 Way Valve - Barber-Coleman VB-7313-000-4-6 or <b>Manufactures Recommended Replacement</b>	1	\$ 155.00	\$ 155.00
Strainer	1	\$ 100.00	\$ 100.00
Shut off valves	2	\$ 45.00	\$ 90.00
Thermometer Ports	2	\$ 102.00	\$ 204.00
<b>Cooling Coil</b>			
3 Way Valve - Barber-Coleman VB-7313-000-4-11 or <b>Manufactures Recommended Replacement</b>	1	\$ 437.00	\$ 437.00
Butterfly valves	2	\$ 135.00	\$ 135.00
Thermometer Ports	2	\$ 102.00	\$ 204.00
Strainer	1	\$ 119.00	\$ 119.00
<b>Miscellaneous Materials</b>		<b>Price</b>	
Associated Pipes	LF	\$ 4.69	\$ 193.00
Fittings		\$ 7.44	\$ 186.00
Insulation	LF	\$ 40.00	\$ 2,000.00
Other		\$ 375.00	\$ 375.00
<b>Length of Warranty (attach warranty information to this Response Form)</b>		12 months	

Installation and Labor Cost	Price
Removal and Disposal of existing valves, insulation, pipes, flow controls and any other materials	\$ 1,008.00
Installation of pipes, Insulation, flow control, valves, strainer, thermometer ports and any other materials	\$ 5,040.00
<b>BUILDING TOTAL</b>	\$ 11,454.00

**GRAND TOTAL "Building A + B + C":** \$ 33,155.00

**Phase – Chilled Water to Air Handlers**

Work will begin on project 45 days after the receipt of the Notice to Proceed.

Work will be completed 14 days after receipt of the Notice to Proceed.

**Phase – Boiler Water to Air Handlers**

Work will begin on project 45 days after the receipt of the Notice to Proceed.

Work will be completed 14 days after receipt of the Notice to Proceed.

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

Authorized Representative (Print Name): Steve Shufelberger, Project Manager

  
Signature

FEBRUARY 23, 2016  
Date

# J. Louis Crum Corporation

Mechanical Contractor  
Since 1924

1312 Creasy Springs Road  
Columbia, Missouri 65202  
(573) 443-2488

Heating Air Conditioning Plumbin  
Commercial Refrigeratio  
FAX: (573) 443-346

## SAMPLE WARRANTY

Warranty to be Issued at Job Completion

February 23, 2016

Boone County Sheriff Department  
2121 County Drive  
Columbia, MO 65202

RE: HVAC Plumbing and Valve Replacement  
Contract No. 13-23FEB16

To Persons of Interest:

We hereby guarantee for this contract, all apparatus, devices, workmanship and materials furnished, delivered and installed for a period of one year from the substantial completion date. That performance shall be in accordance with the specifications or as otherwise specified in writing.

This is to certify that the job is complete in accordance with the plans and specifications.

J. LOUIS CRUM CORPORATION

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

---

Notary Public

My Commission Expires February 2, 2019.

**STATEMENT OF BIDDER'S QUALIFICATIONS**

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

1. Name of Bidder: J. Louis Crum Corporation
2. Business Address: 1312 N Creasy Springs Rd Columbia, MO 65202
3. When Organized: 1924
4. When Incorporated: 3/05/58
5. List federal tax identification number: 43-0746653. If not incorporated, state type of business (sole proprietor, partnership, or other): \_\_\_\_\_  
Fed tax ID or SS number: \_\_\_\_\_.
6. Number of years engaged in business under present firm name: 58
7. If you have done business under a *different name*, please give name and business location under that name: \_\_\_\_\_
8. Percent of work done by own staff: 100%
9. Have you ever failed to complete any work awarded to your company?  
 Yes  No  
If yes, where and why? \_\_\_\_\_
10. Have you ever defaulted on a contract or been in litigation for services performed?  
 Yes  No  
If so, give details: \_\_\_\_\_  
\_\_\_\_\_
11. List of projects currently in progress: List Attached
12. List of contracts *with contact information*, completed within the last three (3) years, for similar services as described in this bid, including value of each: *Form provided on next page.*

**\* Attach additional sheets as necessary \***



**PRIOR EXPERIENCE**

(References of similar services for governmental agencies are preferred)

Include references familiar with your company's work performance for metal roof replacements.

**1. Prior Services Performed for:**

Company Name: BOONE COUNTY PUBLIC WORKS  
Address: Boone County Annex  
613 E Ash, Room 106  
Columbia, MO 65201  
Contact Name: Bob Davidson  
Telephone Number: 573-886-4400

Date of Contract: none  
Length of Contract:

**Description of Prior Services:** Installation, Replacement and Service  
of HVAC

**2. Prior Services Performed for:**

Company Name: U.S. GEOLOGICAL SERVICES  
Address: 4200 New Haven Rd  
Columbia, MO 65201  
Contact Name: Steve Culley  
Telephone Number: 573-876-1807

Date of Contract: Renewable  
Length of Contract: 12 Month

**Description of Prior Services:** All HVAC Services

**3. Prior Services Performed for:**

Company Name: COMMERCE BANK  
Address: 2000 Bernadette  
Columbia, MO 65203

Contact Name: Chris Monte  
Telephone Number: 573-886-5655

Date of Contract: Renewable All HVAC Services  
Length of Contract: 10 years

**Description of Prior Services:**

## 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/e-verify>

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 two pages of the *E-Verify Memorandum of Understanding* that you completed when enrolling.**

Company ID Number: 204532

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

### ARTICLE I

#### PURPOSE AND AUTHORITY

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

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

### ARTICLE II

#### FUNCTIONS TO BE PERFORMED

##### A. RESPONSIBILITIES OF SSA

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

Company ID Number: 204532

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

Employer **J. Louis Crum Corporation**

**Donald R Fritz**

Name (Please Type or Print)

**President**

Title

*Electronically Signed*

Signature

**04/08/2009**

Date

Department of Homeland Security – Verification Division

**USCIS Verification Division**

Name (Please Type or Print)

Title

*Electronically Signed*

Signature

**04/08/2009**

Date



**CERTIFICATION REGARDING**  
**DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION**  
**LOWER TIER COVERED TRANSACTIONS**

(Please complete and return with Bid)

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.

Steve Shufelberger, Project Manager  
Print Name and Title of Authorized Representative

X   
Signature

February 22, 2016  
Date

# AIA<sup>®</sup> Document A310<sup>™</sup> – 2010

## Bid Bond

**CONTRACTOR:**

(Name, legal status and address)

J. Louis Crum Corporation  
1312 N. Creasy Springs Rd.  
Columbia, MO 65202

**OWNER:**

(Name, legal status and address)

Boone County Purchasing Dept.  
Boone County Sheriff Dept.  
Columbia, MO

**BOND AMOUNT:** Five percent (5%) of amount bid

**SURETY:**

(Name, legal status and principal place of business)

West Bend Mutual Insurance  
Company  
8401 Greenway Blvd, ste 1100  
Middleton, WI 53562

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

**PROJECT:**

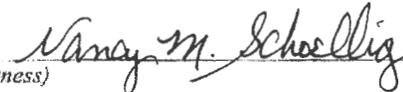
HVAC Plumbing & Valve Replacement

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

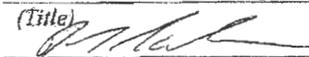
When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

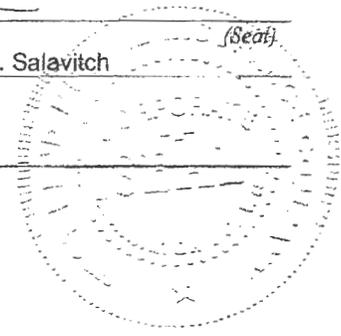
Signed and sealed this 23rd day of February, 2016

  
(Witness)

  
(Witness)

  
(Principal) (Seal)  
Steve Shufelberger, Project Manager

  
(Surety) (Seal)  
Attorney in fact, David S. Salavitch  
(Title)





### Power of Attorney

Know all men by these Presents, That West Bend Mutual Insurance Company, a corporation having its principal office in the City of West Bend, Wisconsin does make, constitute and appoint:

Dave Slavitch

lawful Attorney(s)-in-fact, to make, execute, seal and deliver for and on its behalf as surety and as its act and deed any and all bonds, undertakings and contracts of suretyship, provided that no bond or undertaking or contract of suretyship executed under this authority shall exceed in amount the sum of: **Five Million Dollars (\$5,000,000)**

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of West Bend Mutual Insurance Company at a meeting duly called and held on the 21st day of December, 1999.

*Appointment of Attorney-In-Fact. The president or any vice president, or any other officer of West Bend Mutual Insurance Company may appoint by written certificate Attorneys-In-Fact to act on behalf of the company in the execution of and attesting of bonds and undertakings and other written obligatory instruments of like nature. The signature of any officer authorized hereby and the corporate seal may be affixed by facsimile to any such power of attorney or to any certificate relating therefore and any such power of attorney or certificate bearing such facsimile signatures or facsimile seal shall be valid and binding upon the company, and any such power so executed and certified by facsimile signatures and facsimile seal shall be valid and binding upon the company in the future with respect to any bond or undertaking or other writing obligatory in nature to which it is attached. Any such appointment may be revoked, for cause, or without cause, by any said officer at any time.*

In witness whereof, the West Bend Mutual Insurance Company has caused these presents to be signed by its president undersigned and its corporate seal to be hereto duly attested by its secretary this 1st day of March, 2009.

Attest

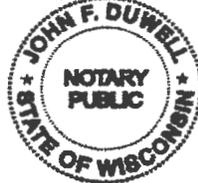
*James J. Pauly*  
James J. Pauly  
Secretary



*Kevin A. Steiner*  
Kevin A. Steiner  
Chief Executive Officer / President

State of Wisconsin  
County of Washington

On the 1st day of March, 2009 before me personally came Kevin A. Steiner, to me known being by duly sworn, did depose and say that he resides in the County of Washington, State of Wisconsin; that he is the President of West Bend Mutual Insurance Company, the corporation described in and which executed the above instrument; that he knows the seal of the said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the board of directors of said corporation and that he signed his name thereto by like order.



*John F. Duwell*  
John F. Duwell  
Executive Vice President - Chief Legal Officer  
Notary Public, Washington Co. WI  
My Commission is Permanent

The undersigned, duly elected to the office stated below, now the incumbent in West Bend Mutual Insurance Company, a Wisconsin corporation authorized to make this certificate, Do Hereby Certify that the foregoing attached Power of Attorney remains in full force effect and has not been revoked and that the Resolution of the Board of Directors, set forth in the Power of Attorney is now in force.

Signed and sealed at West Bend, Wisconsin this 23rd day of Feb, 2016



*Dale J. Kent*  
Dale J. Kent  
Executive Vice President -  
Chief Financial Officer

**Notice:** Reproductions are not binding on the company. Any questions concerning this Power of Attorney may be directed to the Bond Manager at NSI, a division of West Bend Mutual Insurance Company.



BOONE COUNTY PURCHASING  
613 East Ash Street, Room 111  
Columbia, MO 65201

## REQUEST FOR BID

Jacob M. Garrett  
Buyer

Phone: (573)886-4393

Facsimile: (573)886-4390

[JGarrett@boonecountymo.org](mailto:JGarrett@boonecountymo.org)

### BID DATA

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#### INFORMATION

Bid Number: 13-23FEB16

Bid Title: HVAC Plumbing and Valve Replacement -- Boone County Sheriff Department

#### SUBMISSION INFORMATION

Due Date and Time: Tuesday, February 23, 2016 at 3:00 p.m. CST

Location: Boone County Purchasing Department  
Boone County Annex Building  
613 East Ash Street, Room 111  
Columbia, MO 65201

#### OPENING INFORMATION

Due Date and Time: Tuesday, February 23, 2016 at 3:00 p.m. CST

Location: Boone County Purchasing Department  
Boone County Annex Building  
613 East Ash Street, Room 111  
Columbia, MO 65201

#### PRE-BID CONFERENCE

Date and Time: Tuesday, February 16, 2016 at 1:30 p.m. CST

Location: Boone County Sheriff Department  
2121 County Drive  
Columbia, MO 65202

### BID CONTENTS

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1. Introduction and General Conditions of Bidding
2. Contract Conditions and Requirements
3. Primary Specifications
4. Response Presentation and Review
5. Response Form
6. Attachments:
  - Statement of Bidder's Qualifications and Prior Experience

Compliance with House Bill 1549, Work Authorization Certification, & Certification of Individual Bidder and Affidavit  
Certification Regarding Debarment  
Affidavit for Compliance with Prevailing Wage  
Affidavit of Compliance with OSHA Training  
Standard Terms and Conditions  
Settlement of Claims Affidavit  
No Bid Response Form  
State Prevailing Wage Order No. 22

## 1. INTRODUCTION AND GENERAL CONDITIONS OF BIDDING

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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 the following Sections of this Request for Bid for HVAC Plumbing and Valve replacement for the Boone County Sheriff Department.

### 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:

1.2.1.1. Purchasing - The Purchasing Department, including its Purchasing Director and staff.

1.2.1.2. 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.

1.2.1.3. Designee or Project Manager - 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.

1.2.2.1. 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.

1.2.2.2. 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.

1.2.2.3. Supplier - All business(s) entities which may provide the subject goods and/or services.

1.2.3. Bid - This entire document, including attachments. A Bid may be used to solicit various kinds of information. The kind of information this Bid seeks is indicated by the title appearing at the top of the first page. A "Request for Bid" is used when the need is well defined. A "Request for Proposal" is used when the County will

consider solutions, which may vary significantly from each other or from the County's initial expectations.

1.2.4. Response - The written, sealed document submitted according to the Bid instructions.

1.3. **BID CLARIFICATION** - Questions regarding this Bid should be directed in writing, by e-mail or fax, to Jacob M. Garrett, Buyer at [JGarrett@BooneCountymo.org](mailto:JGarrett@BooneCountymo.org). Answers, citing the questions asked but not identifying the questioner, will be distributed simultaneously to all known prospective Bidders in the form of an addendum. We strongly suggest that you check for any addenda a minimum of forty-eight (48) hours in advance of the bid deadline. Bids, addendums, bid tabulations and bid awards are posted on our web site at: [www.showmeboone.com](http://www.showmeboone.com) *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 Addendum - If it becomes evident that this Bid must be amended, the Purchasing Department will issue a formal written Addendum to all known prospective Bidders. If necessary, a new due date will be established.

1.4. **PRE-BID CONFERENCE** – A Pre-Bid Conference will be held On February 16, 2016 at 1:30 p.m. in the Training Room of the Boone County Sheriff Department, 2121 County Drive, Columbia, MO 65202. A site visit will follow. This is a mandatory meeting and all potential bidders shall attend.

1.5. **AWARD** - Award shall be made to the Bidder(s) whose offer(s) provide the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, lifecycle cost, ability to deliver, or for any other reason deemed by Purchasing to be in the best interest of the County. Thus, the result will not be determined by price alone. The County will be seeking the least costly outcome that meets the County needs as interpreted by the County.

1.6. **PROPOSED SOLICITATION AND AWARD SCHEDULE**

Release of Request for Bid	February 23, 2016
Pre-Bid Conference	February 16, 2016
Deadline for Submitting Questions	February 19, 2016
Bid Responses Due	February 23, 2016
Bid Evaluation	February 24, 2016 – March 1, 2016
Contract Award	March 22, 2016
Notice to Proceed	April 1, 2016

1.7. **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.

- 1.7.1. 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:
- a. the provisions of the Contract (as it may be amended);
  - b. the provisions of the Bid;
  - c. the provisions of the Bidder's Response.
- 1.8. 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.
- 1.9. CONTRACT DOCUMENTS - The successful bidder(s) shall be obligated to enter into a written contract with the County within thirty (30) days of award on contract. If bidders desire to contract under their own written agreement, any such proposed agreement shall be submitted with their bid. County reserves the right to modify any proposed form agreement or withdraw its award to a successful bidder if any proposed agreement contains terms and conditions inconsistent with its bid or are unacceptable to County legal counsel.
- 1.10. PRICING – All prices shall be as indicated on the Response Form. The County shall not pay nor be liable for any other additional costs, including but not limited to: taxes, packing, handling, shipping and freight, insurance, interest, penalties, termination payments, attorney fees, liquidated damages, etc.

## 2. CONTRACT CONDITIONS AND REQUIREMENTS

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### 2.1. INSURANCE

- 2.1.1. Insurance Requirements - The Contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and the Certificate of Insurance has been approved by the County, nor shall the Contractor allow any subcontractor to commence work on their subcontract until all similar insurance required of subcontractor has been so obtained and approved. All policies shall be in amounts, form and companies satisfactory to the County which must carry an A-6 or better rating as listed in the A.M. Best or equivalent rating guide. Insurance limits indicated below may be lowered at the discretion of the County.
- 2.1.2. Employers Liability and Workers Compensation Insurance - The Contractor shall take out and maintain during the life of this contract, Employers Liability and Workers Compensation Insurance for all of its employees employed at the site of work, and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workers Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. Workers Compensation coverage shall meet Missouri statutory limits. Employers Liability limits shall be \$500,000.00 each employee, \$500,000.00 each accident, and \$500,000.00 policy limit. In case any class of employees engaged in hazardous work under this Contract at the site of the work is not protected under the

Workers Compensation Statute, the Contractor shall provide and shall cause each subcontractor to provide Employers Liability Insurance for the protection of their employees not otherwise protected.

- 2.1.3. Commercial General Liability Insurance - The Contractor shall take out and maintain during the life of this contract, such commercial general liability insurance as shall protect it and any subcontractor performing work covered by this contract, from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or for any subcontractor or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$3,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death. If the Contract involves any underground/digging operations, the general liability certificate shall include X, C, and U (Explosion, Collapse, and Underground) coverage. If providing Commercial General Liability Insurance, then the Proof of Coverage of Insurance shall also be included.
  - 2.1.3.1. Contractor may satisfy the minimum liability limits required for Commercial General Liability or Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum per occurrence limit of liability under the umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for either Commercial General Liability or Business Auto Liability. Contractor agrees to endorse the County as an Additional Insured on the umbrella or Excess Liability, unless the Certificate of Insurance state the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.
- 2.1.4. Business Automobile Liability – The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than \$3,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Contractor's own automobiles, teams and trucks; hired automobiles, teams and trucks; non-owned and both on and off the site of work.
- 2.1.5. Subcontractors - Contractor shall cause each subcontractor to purchase and maintain insurance of the types and amounts specified herein. Limits of such coverage may be reduced only upon written agreement of County. Contractor shall provide to County copies of certificates of insurance evidencing coverage for each subcontractor. Subcontractors' commercial general liability and business automobile liability insurance shall name County as Additional Insured and have the Waiver of Subrogation endorsements added.
- 2.1.6. Proof of Carriage of Insurance - The Contractor shall furnish the County with Certificate(s) of Insurance which name the County as additional insured in an amount as required in this contract, contain a description of the project or work to be performed and provided for Commercial General Liability, Business Auto Liability, and Umbrella or Excess Liability (not on Workers Compensation). The Certificate of Insurance shall provide that there will be no cancellation, non-renewal or reduction of coverage without 30 days prior written notice to the Owner. 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 services provided.

2.2. INDEMNITY AGREEMENT - To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with Contractor or a subcontract for part of the services), of anyone directly or indirectly employed by Contractor or by any subcontractor, or of anyone for whose acts the Contractor or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require Contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.

2.2.1. Failure to maintain the required insurance in force may be cause for contract termination. In the event the Agency/Service fails to maintain and keep in force the required insurance or to obtain coverage from its subcontractors, the County shall have the right to cancel and terminate the contract without notice.

2.3. CRIMINAL BACKGROUND CHECK - Boone County requires all employees of all Contractors be subjected to a fingerprint based Criminal Background Check. The Background Check for all Contractors' employees will be administered by the Boone County Sheriff Department. Contractors can also utilize the Missouri State Highway Patrol's procedure for the Central Vendor File Process. Each Contractor MUST provide pedigree information for all employees. An identification badge will be issued to each Contractor employee authorized to access the site of the work. Process will be explained at the pre-bid.

2.4. OSHA PROGRAM REQUIREMENTS – The Contractor is familiar with the requirements of 292.675 RSMo. The Contractor shall provide a ten-hour Occupational Safety and Health Administration (OSHA) construction safety program for their on-site employees, subcontractors or others acting on behalf of Contractor on-site which meets the requirements of 292.675 RSMo.

2.4.1. The Contractor and each subcontractor shall keep accurate records of those employees who are working on-site and a record of each such employee's completion of the OSHA program, **and certify compliance by affidavit at the conclusion of the project.**

2.4.2. The Contractor shall forfeit as a penalty to the County the sum of Two Thousand Five Hundred Dollars (\$2,500.00) plus One Hundred Dollars (\$100.00) for each employee employed by the Contractor or subcontractor, for each calendar day, or portion thereof, such employee is found to be employed in violation of 292.675 RSMo. Said amounts shall be withheld from all sums and amounts due under this provision when making payments to the Contractor.

2.5. EMPLOYMENT OF UNAUTHORIZED ALIENS PROHIBITED – Contractor shall comply with Missouri State Statute Section 285.530 in that they shall not knowingly employ, hire for

employment, or continue to employ an unauthorized alien to perform work within the State of Missouri. As a condition for the award of this contract, the Contractor shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. The Contractor shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. Please return a copy of the Memorandum of Understanding that you will receive following completion of enrollment. This will provide the County the proof of enrollment.

2.5.1. Contractor shall require each subcontractor to affirmatively state in its contract with Contractor that the subcontractor shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri. Contractor shall also require each subcontractor to provide Contractor with a sworn affidavit under the penalty of perjury attesting to the fact that the subcontractor's employees are lawfully present in the United States.

2.6. **PREVAILING WAGE** - With submission of a bid response, Vendor acknowledges that any *major repair* service in this contract is subject to Missouri Prevailing Wage law. Repairs done by overhaul or replacement of major constituent parts that have deteriorated are "major repairs". Any questions regarding "major repairs" should be addressed to the Boone County Purchasing Department. If the size, type or extent of the existing facility is changed or increased, the work performed is subject to the Prevailing Wage Law. Small repairs or maintenance type work will not be subject to prevailing wage rates. Maintenance is recurrent, day-today, periodic or scheduled work unless it involves the overhaul or replacement of major constituent parts. If work involves the repair but not the major repair or replacement of existing facilities, and the size, type or extent of the existing facility is not changed, it is maintenance. A copy of **Annual Wage Order 22** is reproduced verbatim and included with these bid documents, and is applicable to this contract. At any given time, the current "applicable" Prevailing Wage Order is available for review and a copy may be obtained in the office of the Director of Purchasing, 613 E. Ash, Room 111, Columbia, MO 65201; or email [JGarrett@boonecountymmo.org](mailto:JGarrett@boonecountymmo.org), or call the Purchasing offices at 573-886-4393.

2.6.1. Wage Rates - "Major repair" work shall be based upon payment by the Contractor of wage rates not less than the prevailing hourly wage rate for each craft or classification of worker engaged on the work as determined by the Labor & Industrial Relations Commission of Missouri on behalf of the Division of Labor Standards. The Contractor shall comply with all requirements of the prevailing wage law of Missouri, Revised Statutes of Missouri, Section 290.210 to 290.340, including the latest amendments thereto. The prevailing wage law does not prohibit payment of more than the prevailing rate of wages nor does it limit the hours of work, which may be performed by any worker in any particular period of time.

2.6.2. Records - The Contractor and each subcontractor shall keep an accurate record showing names, occupations, and crafts of all workers employed, together with the number of hours worked by each worker and the actual wages paid to each worker. At all reasonable hours, such records shall be open to inspection by representatives of the Labor & Industrial Relations Commission and Boone County. The payroll

records shall not be destroyed or removed from the State for at least one (1) year after completion of the work. Contractors and Subcontractors will submit certified copies of their payrolls to the County prior to completed project's acceptance.

- 2.6.3. Notices - Throughout the life of this contract, a copy of the wage determination and the rules promulgated by the Labor & Industrial Relations Commission of Missouri shall be displayed in at least four (4) conspicuous places on the project under a heading of NOTICE with the heading in letters at least one inch (1") high.
  - 2.6.4. Penalty - Pursuant to Section 290.250 RSMo, the Contractor shall forfeit to the County as a penalty, \$100.00 for each worker employed, for each calendar day, or portion thereof, such worker is paid less than the stipulated rates for any work done under the contract, by them or by a subcontractor under them.
  - 2.6.5. Affidavit of Compliance - After completion of the work and before final payment can be made under this contract, the Contractor and each subcontractor must file with the County an affidavit stating that they have fully complied with the provisions and requirements of the prevailing wage law of Missouri, Section 290.210 to 290.340 RSMo.
  - 2.6.6. Wage Determination - The prevailing hourly rate of wages is subject to change by the Labor & Industrial Relations Commission or by court decision, as provided by law. Any such change shall not be the basis of any claim by the Contractor against the County, nor will deductions be made by the County against sums due the Contractor by reason of such changes. The current Prevailing Wage Order provided at the beginning of each renewal term shall be used during the life of that contract term.
- 2.7. **SETTLEMENT OF CLAIMS** - Prior to the release of a project's final payment amount, Contractor shall file with the County a completed affidavit, to the effect that all payments have been made and all claims have been released for all materials, labor and other items covered by the contract.
- 2.8. **SALES/USE TAX EXEMPTION** – County will provide the Contractor with a Missouri Tax Exemption letter and, if applicable, a Missouri Project Exemption Certificate for Boone County, Missouri. The Contractor shall be responsible for furnishing the exemption certificate and tax exemption letter to all authorized subcontractors 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 ensure 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 (5) 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.

- 2.9. PROJECT MANAGER – Bob Schwartz, Senior Facilities Maintenance Technician of Boone County Sheriff Department, 2121 County Drive, Columbia, MO 65202.
- 2.10. INVOICES AND PAYMENT – Vendor shall submit an invoice at project completion per phase I and phase II for materials and labor. All charges must be priced as listed on the vendor’s bid response. No additional fees or taxes shall be charged. The County’s Purchase Order Number must appear on the invoice. The County agrees to pay the invoice within thirty (30) days from receipt of a correct invoice and all other required documents. A lump sum payment shall be made per phase upon acceptance by Boone County. Invoices shall be submitted to Boone County Sheriff Department, Attn: Leasa Quick, 2121 County Drive, Columbia, MO 65202.
- 2.11. BONDS – Bidders submitting a bid amount exceeding \$25,000.00 are required to furnish the following bonds.
  - 2.11.1. Bid Bond – Bidder shall include with bid a certified check, Treasurer’s check or cashier’s check, or a bidder’s bond payable to the County of Boone for five percent (5%) of Amount Of Bid. If this bid is accepted and the undersigned fails to execute the Contract and furnish a contract bond as required, then the bid guaranty shall be forfeited to the County. Bid guaranties will be returned as per Section 103.3, Missouri Standard Specifications for Highway Construction.
  - 2.11.2. Performance Bond & Labor and Materials Payment Bond – The successful Contractor shall pay for and furnish, when applicable, within ten (10) days after written notice of acceptance of estimate, a Performance Bond and a Labor and Materials Payment Bond. Contractor shall provide and pay the cost of both bonds, each in the full amount of the “Not to Exceed” amount for the estimated work. Bonds shall be issued by a Surety Company licensed in Missouri, with an “A” minimum rating of performance as stated in the most current publication of Best’s Key Rating Guide, Property Liability, which shall show a financial strength rating of at least five (5) times the Contract Price. Each bond shall be accompanied by a Power of Attorney authorizing the Attorney-in-Fact to bind the Surety and certified to include the date of the bond.

### 3. PRIMARY SPECIFICATIONS

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- 3.1. SCOPE OF WORK – The County of Boone seeks bid for the HVAC Plumbing and Valve replacement of the county owned building located at 2121 County Drive, Columbia, MO 65202, currently occupied by the Boone County Sheriff Department. The County desires to install new valves, pumps, pipes to the HVAC Air Handlers for the chilled and boiled water. The scope of work includes the removal of the existing valves, pumps, pipes and insulation of such according to all local, state, and national codes. The bid price shall include any and all labor and material necessary to complete the HVAC Plumbing and Valves replacement. There will be two phases to this bid. Depending on

the weather, either the chilled water to the air handlers will need to be completed in the first phase and the boiler water to the air handlers in phase two or reversed.

3.2. MATERIALS – All materials provided by the Contractor shall be new material.

3.2.1. **Building A Mechanical Room Boiler Circulating Pumps and Piping**

3.2.2. Replace valves and assorted pipe and fittings for heating pumps.

3.2.3. 2 Circulating Pumps – **Manufactures Recommended Replacement**

3.2.3.1. ITT Bell & Gossett, Series 80, Size 2 ½ x 2 ½ x 7

3.2.3.2. 131 GPM @ 40 FT. head, 3 HP, 208 V, 3 PH

3.2.3.3. 2 Triple Duty Valves - Bell & Gossett 3DS-3 -

**Or Manufactures Recommended Replacement**

3.2.3.4. 4 Thermometer Ports

3.2.3.5. 2 Drain Valves

3.2.3.6. 2 SPDT Flow Controls

3.2.3.7. Associated Pipes and Fittings – replace

3.2.3.8. Insulate pipes

3.2.4. **Building B Mechanical Room Air Handler Piping**

3.2.5. **Preheat Coil**

3.2.5.1. 1 3 way valve – replace – Barber Coleman (VK-9313-601-4-10)

**Or Manufactures Recommended Replacement**

3.2.5.2. 1 Flow Control – reuse

3.2.5.3. 2 Shut off valves – replace

3.2.5.4. 2 Thermometer ports – replace

3.2.6. **Heating Coil**

3.2.6.1. 1 3 way valve – replace – Barber Coleman (VB-7313-000-4-6)

**Or Manufactures Recommended Replacement**

3.2.6.2. 1 Flow Control – reuse

3.2.6.3. 1 Strainer – replace

3.2.6.4. 2 Shut off valves – replace

3.2.6.5. 2 Thermometer ports – replace

3.2.7. **Cooling Coil**

3.2.7.1. 1 3 way valve – replace – Barber Coleman (VB-7313-000-4-11)

**Or Manufactures Recommended Replacement**

3.2.7.2. 2 Butterfly valves – replace

3.2.7.3. 2 Thermometer ports – replace

3.2.7.4. 1 Strainer

3.2.8. **Misc**

3.2.8.1. Associated Pipes and Fittings – replace

3.2.8.2. Insulate pipes

3.2.9. **Building C Mechanical Room Air Handler Piping**

3.2.10. **Preheat Coil**

3.2.10.1. 1 3 way valve – replace – Barber Coleman (VK-9313-601-4-10)

**Or Manufactures Recommended Replacement**

3.2.10.2. 1 Flow Control – reuse

3.2.10.3. 2 Shut off valves – replace

3.2.10.4. 2 Thermometer ports – replace

3.2.11. **Heating Coil**

3.2.11.1. 1 3 way valve – replace – Barber Coleman (VB-7313-000-4-6)

**Or Manufactures Recommended Replacement**

3.2.11.2. 1 Flow Control – reuse

3.2.11.3. 1 Strainer – replace

3.2.11.4. 2 Shut off valves – replace

3.2.11.5. 2 Thermometer ports – replace

3.2.12. **Cooling Coil**

3.2.12.1. 1 3 way valve – replace – Barber Coleman (VB-7313-000-4-11)

**Or Manufactures Recommended Replacement**

3.2.12.2. 2 Butterfly valves – replace

3.2.12.3. 2 Thermometer ports – replace

3.2.12.4. 1 Strainer

3.2.13. **Misc**

3.2.13.1. Associated Pipes and Fittings – replace

3.2.13.2. Insulate pipes

3.3. **INSTALLATION** – The awarded Contractor shall be a company specializing in HVAC plumbing and pipe fitting. All products shall be installed according the manufacturer’s specifications.

3.3.1. **Hours of Installation** – Installation shall occur between the hours of 7:00 a.m. and 4:00 p.m., Monday through Friday, unless special arrangements are made with the Project Manager. Contractor’s personnel shall leave the premises immediately at the conclusion of their shift.

3.3.2. **Workmanship** – Workers shall make every effort to install a flawless HVAC Plumbing and Valve Replacement. New materials that have been dented, scratched, or damaged in any way by mishandling of the product before or during installation shall not be used. Where not more specifically described in any of the various sections of these specifications, workmanship shall conform to all of the methods and operations of best standards and accepted practices of the trade or trades involved, and shall include all items of fabrication, installation regularly furnished or required for completion (including any finish, and for successful operations as intended). All work shall be executed by personnel skilled in their respective lines of work.

3.3.3. **Damages** - Existing items, structures, or areas on or surrounding the building that are damaged during the course of the work performed shall be repaired and restored to a condition equal to or better than it was before commencement of work at the Contractor’s expense.

- 3.3.4. Interference – The building will be occupied throughout the entire HVAC Plumbing and Valves being replaced. All work scheduled by the Contractor shall be planned with the consent of the Project Manager and shall not in any way interfere with any utility, or the operation of the facility without the consent of the Project Manager.
- 3.3.5. Public Safety – Contractor shall provide appropriate warning signs during the project to insure public safety.
- 3.4. EMPLOYEE CONDUCT – Workers shall not have contact, verbal or physical, with any of the residents of the Boone County Jail. The Contractor shall be responsible for proper personal conduct of all of Contractor’s personnel while they are on the premises or providing services hereunder. The Contractor shall not employ any person(s) on or about the premises that, while on the premises, uses improper language; acts in a loud or boisterous manner; whistles or calls to residents, visitors, or employees of the Boone County Sheriff Department; abuses controlled substances; consumes alcoholic beverages; or uses tobacco products. Contractor shall remove any employee whose conduct the County believes to be detrimental to the best interest of the County.
- 3.5. DELIVERY, STORAGE, AND HANDLING – Deliver products in the manufacturer’s original containers, dry and undamaged, seals and labels intact. All products are to be stored according to the manufacturer’s recommendations. The security of the materials and equipment delivered and stored shall be the responsibility of the Contractor. The County is not responsible for theft or damage to the Contractor’s property.
- 3.5.1. All prices quoted on the Response Form shall be FOB Destination unloaded and installed.
- 3.6. CLEANUP AND DISPOSAL – The Contractor shall keep the premises clean of all rubbish and debris generated by the work involved and shall leave the premises neat and clean. The Contractor, at the Contractor’s expense, shall dispose of all surplus material, rubbish, and debris such as piping in addition to the valves being replaced. All old pumps will need to be left at the Sheriff Department with the Project Manager. The work area shall be cleaned at the end of each workday. All materials, tools, equipment, etc., shall be removed and safely stored in project manager approved area. A mandatory pre-bid conference will be held to allow bidders the opportunity to see the site and gain more knowledge of any disposal and project requirements.
- 3.7. WARRANTY AND GUARANTEE – Contractor warrants and guarantees to the Owner that all work will be in accordance with the contract documents and will not be defective. All materials provided by Contractor shall be new material of high quality which shall give long life and reliable operation. Prompt notice of all defects shall be given to Contractor. All defective work, whether or not in place, may be rejected, corrected, or accepted as follows.
- 3.7.1. Correction or Removal of Defective Work – If required by the Project Manager, Contractor shall promptly, as directed, either correct all defective work, whether or not fabricated, installed, or completed, or if the work has been rejected by the Project Manager, remove it from the site and replace it with non-defective work.

Contractor shall bear all direct, indirect, and consequential costs of such correction or removal.

- 3.7.2. One (1) Year Correction Period – If within one (1) year after the date of substantial completion or such longer period of time as may be prescribed by laws or regulations or by the terms of any applicable special guarantee required by the contract documents or by any specific provision of the contract documents, any work is found to be defective, Contractor shall promptly, within ten (10) days, without cost to the Owner and in accordance with Owner’s written instructions, either correct such defective work, or if it has been rejected by Owner, remove it from the site and replace it with non-defective work. If the Contractor does not promptly comply with the terms of such instructions, or in an emergency where delay would cause serious risk of loss or damage, Owner may have the defective work removed and replaced and all direct, indirect, and consequential costs of removal and replacement shall be paid by the Contractor. In special circumstances where a particular item is placed in continuous service before substantial completion of the work, the correction period for that item may start to run from an earlier date if so provided in the specifications or by written amendment.
- 3.7.3. Warranty from the Manufacturer – At the completion of the project, Contractor must furnish owner with a one (1) year warranty from the manufacturer installing valves and pumps. A sample of the warranty shall be submitted with the bid response.

3.8. INSPECTIONS – The Project Manager has direct charge of the project details. The Project Manager has the authority to reject defective material and to suspend and reject any work that is being improperly performed. The owner shall at all times have access to the work whenever it is in preparation or progress, and the Contractor shall provide proper and safe facilities for such access and inspection.

- 3.8.1. Unless otherwise specified, all materials shall be subject to visual inspection and job control test, as determined by the Project Manager, and shall be certified by the supplier that the material supplied conforms to the requirements of these specifications. All certifications shall make reference to the specific project and shall contain the supplier’s name and address.
- 3.8.2. The Contractor shall request the Project Manager to conduct a site inspection after the project is complete. Final project approval is contingent upon the Project Manager’s final inspection and written approval.

### 3.9. GENERAL

- 3.9.1. The Contractor to whom this contract is awarded shall be familiar with all Federal, State, and Local laws, ordinances, rules and regulations that in any manner affect the work. Special attention is called to, but not limited to, the local environmental ordinances. Ignorance on the part of the Contractor will in no way relieve him/her from the responsibility of compliance with all said laws, ordinances, rules, and regulations.
- 3.9.2. The Contractor shall be responsible for obtaining any and all required permits. The County shall be responsible for the cost of any permits required by Boone County.

- 3.9.3. Bidders shall visit the site and familiarize themselves with all conditions surrounding the work so that any discrepancies between the bid specifications and the site are included in the bid.
- 3.9.4. Bidders shall obtain measurements for the HVAC Plumbing and Valves replacement. Bidders have the sole responsibility for accuracy of all measurements and for estimate of material quantities required to satisfy requirements of contract documents.
- 3.9.5. If a contradiction in the contract documents occurs, the more restrictive interpretation shall prevail and be included in that respective Contractor's bid.
- 3.9.6. All work on the site is to be performed safely in accordance with all Occupational Safety and Health Administration (OSHA) standards and safety programs. It is the responsibility of the Contractor to inform and educate all personnel working on the site of the safety requirements and ensure that these policies are enforced each day.
- 3.9.7. The County of Boone is an equal opportunity affirmative action employer, pursuant to federal and state laws, and all bidders submitting bids shall be considered to be EEO/AA employers in compliance with federal and state laws unless otherwise stipulated by the bidders herein.
- 3.9.8. The Contractor shall be represented at the site by a competent full-time superintendent/foreman from the beginning of the work until acceptance.
- 3.9.9. If requested by the County personnel, the Contractor and/or subcontractors shall be required to attend job progress meetings.
- 3.9.10. No subcontractors shall be used without prior approval from the Project Manager.

3.10. CONTRACTOR QUALIFICATIONS AND EXPERIENCE

- 3.10.1. Qualifications - The Bidder shall possess the correct occupational licenses, all professional licenses, or other authorizations necessary to carry out and perform the work required by the project pursuant to all-applicable Federal, State, and Local laws, statutes, ordinances, and rules and regulations of any kind.
  - 3.10.1.1. ~~The Bidder should submit copies of licenses with the bid indicating that the entity bidding the project is licensed to perform the activities or work included in the contract documents.~~
- 3.11. Experience - ~~The Bidder should provide evidence that they have past experience in the type of work as outlined in the specifications for a minimum of three (3) consecutive years immediately preceding the submission of this bid.~~

4. RESPONSE PRESENTATION AND REVIEW

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- 4.1. RESPONSE CONTENT - In order to enable direct comparison of competing Responses, Bidder is to submit their Response in strict conformity to the requirements stated here. Failure to adhere to all requirements may result in your Response being disqualified as non-responsive. All Responses must be submitted using the provided Response Sheet. Every question must be answered and if not applicable, the section must contain "N/A" or "No Bid". Manufacturer's published specifications for the items requested shall be included with the response.

- 4.2. SUBMITTAL OF RESPONSES - Responses are to be received by the date and time noted on the title page under "Bid Submission Information and Deadline". NO EXCEPTIONS. We are not responsible for late or incorrect deliveries from the U.S. Postal Service or any other mail carrier.
- 4.2.1. 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.
- 4.3. ADVICE OF AWARD - A Bid Tabulation of responses received as well as Award status can be viewed at [www.showmeboone.com](http://www.showmeboone.com).
- 4.4. 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.
- 4.5. 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.
- 4.6. RESPONSE CLARIFICATION - We reserve the right to request additional written or oral information from Bidders in order to obtain clarification of their Responses.
- 4.7. REJECTION OR CORRECTION OF RESPONSES - We reserve 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.
- 4.8. EVALUATION PROCESS - Our 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.
- 4.9. METHOD OF EVALUATION - We will evaluate submitted responses in relation to all aspects of this Bid.
- 4.10. ACCEPTABILITY - We reserve the sole right to determine whether goods and/or services offered are acceptable for County use.

4.11. ENDURANCE OF PRICING - Your pricing must be held until contract execution or sixty (60) days, whichever comes first. In the cost evaluation, a unit price conversion will be done to fairly evaluate bid prices. However, for any resulting contract, the unit of measure bid will be the unit of measure awarded. The bidder is cautioned that the County reserves the right to clarify the unit of measure modification or to disqualify the bid for that line item if the unit of measure modification is not deemed appropriate or in the best interests of the County.

5. RESPONSE FORM

**Company Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_ Federal Tax ID: \_\_\_\_\_

- Corporation
- Partnership Name: \_\_\_\_\_
- Individual/Proprietorship Name: \_\_\_\_\_
- Other: \_\_\_\_\_

**Materials, Installation, and Labor Costs:** All materials provided by Contractor shall be new materials of high quality that shall give long life and reliable operation. Bidders may price as many products as they feel is necessary. Additional products may be priced on another page and added to this Response Form.

<b>Building A Mechanical Room Boiler Circulating Pumps and Piping</b>			
<b>Specifications</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Extended Price</b>
Circulating Pump - ITT Bell & Gossett, Series 80, Size 2 1/2 x 2 1/2 x 7 or <b>Manufactures Recommended Replacement</b>	1	\$	\$
Circulating Pump - 131 gpm @ 40 FT. Head, 3 HP, 208 V, 3 PH or <b>Manufactures Recommended Replacement</b>	1	\$	\$
Triple Duty Valves - Bell & Gosset or <b>Manufactures Recommended Replacement</b>	2	\$	\$
Thermometer Ports	4	\$	\$

Drain Valves	2	\$	\$
SPDT Flow Controls	2	\$	\$
<b>Miscellaneous Materials</b>		<b>Price</b>	
Associated Pipes	LF	\$	\$
Fittings		\$	\$
Insulation	LF	\$	\$
Other		\$	\$
Length of Warranty (attach warranty information to this Response Form)			
<b>Installation and Labor Cost</b>		<b>Price</b>	
Removal and Disposal of existing valves, insulation, pipes, flow controls and any other materials		\$	
Installation of Pipes		\$	
<b>BUILDING TOTAL</b>		\$	

<b>Building B Mechanical Room Air Handler Piping</b>			
<b>Specifications</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Extended Price</b>
<b>Preheat Coil</b>			
3 Way Valve - Barber-Coleman VK-9313-601-4-10 or <b>Manufactures Recommended Replacement</b>	1	\$	\$
Shut off valves	2	\$	\$
Thermometer Ports	2	\$	\$
<b>Heating Coil</b>			
3 Way Valve - Barber-Coleman VB-7313-000-4-6 or <b>Manufactures Recommended Replacement</b>	1	\$	\$
Strainer	1	\$	\$
Shut off valves	2	\$	\$
Thermometer Ports	2	\$	\$
<b>Cooling Coil</b>			
3 Way Valve - Barber-Coleman VB-7313-000-4-11 or <b>Manufactures Recommended Replacement</b>	1	\$	\$
Butterfly valves	2	\$	\$
Thermometer Ports	2	\$	\$
Strainer	1	\$	\$
<b>Miscellaneous Materials</b>		<b>Price</b>	
Associated Pipes	LF	\$	\$
Fittings		\$	\$
Insulation	LF	\$	\$
Other		\$	\$

Length of Warranty ( <b>attach warranty information to this Response Form</b> )	
<b>Installation and Labor Cost</b>	<b>Price</b>
Removal and Disposal of existing valves, insulation, pipes, flow controls and any other materials	\$
Installation of pipes, Insulation, flow control, valves, strainer, thermometer ports and any other materials	\$
<b>BUILDING TOTAL</b>	\$

<b>Building C Mechanical Room Air Handler Piping</b>			
<b>Specifications</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Extended Price</b>
<b>Preheat Coil</b>			
3 Way Valve - Barber-Coleman VK-9313-601-4-10 or <b>Manufactures Recommended Replacement</b>	1	\$	\$
Shut off valves	2	\$	\$
Thermometer Ports	2	\$	\$
<b>Heating Coil</b>			
3 Way Valve - Barber-Coleman VB-7313-000-4-6 or <b>Manufactures Recommended Replacement</b>	1	\$	\$
Strainer	1	\$	\$
Shut off valves	2	\$	\$
Thermometer Ports	2	\$	\$
<b>Cooling Coil</b>			
3 Way Valve - Barber-Coleman VB-7313-000-4-11 or <b>Manufactures Recommended Replacement</b>	1	\$	\$
Butterfly valves	2	\$	\$
Thermometer Ports	2	\$	\$
Strainer	1	\$	\$
<b>Miscellaneous Materials</b>		<b>Price</b>	
Associated Pipes	LF	\$	\$
Fittings		\$	\$
Insulation	LF	\$	\$
Other		\$	\$
<b>Length of Warranty (attach warranty information to this Response Form)</b>			

Installation and Labor Cost	Price
Removal and Disposal of existing valves, insulation, pipes, flow controls and any other materials	\$
Installation of pipes, Insulation, flow control, valves, strainer, thermometer ports and any other materials	\$
<b>BUILDING TOTAL</b>	\$

**GRAND TOTAL "Building A + B + C":**\$ \_\_\_\_\_

**Phase – Chilled Water to Air Handlers**

Work will begin on project \_\_\_\_\_ days after the receipt of the Notice to Proceed.

Work will be completed \_\_\_\_\_ days after receipt of the Notice to Proceed.

**Phase – Boiler Water to Air Handlers**

Work will begin on project \_\_\_\_\_ days after the receipt of the Notice to Proceed.

Work will be completed \_\_\_\_\_ days after receipt of the Notice to Proceed.

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

Authorized Representative (Print Name): \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**STATEMENT OF BIDDER'S QUALIFICATIONS**

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

1. Name of Bidder: \_\_\_\_\_
2. Business Address: \_\_\_\_\_
3. When Organized: \_\_\_\_\_
4. When Incorporated: \_\_\_\_\_
5. List federal tax identification number: \_\_\_\_\_. If not incorporated, state type of business (sole proprietor, partnership, or other): \_\_\_\_\_  
\_\_\_\_\_. Fed tax ID or SS number: \_\_\_\_\_.
6. Number of years engaged in business under present firm name: \_\_\_\_\_
7. If you have done business under a *different name*, please give name and business location under that name: \_\_\_\_\_
8. Percent of work done by own staff: \_\_\_\_\_
9. Have you ever failed to complete any work awarded to your company?  
 Yes       No  
If yes, where and why? \_\_\_\_\_
10. Have you ever defaulted on a contract or been in litigation for services performed?  
 Yes       No  
If so, give details: \_\_\_\_\_  
\_\_\_\_\_
11. List of projects currently in progress: \_\_\_\_\_  
\_\_\_\_\_
12. List of contracts *with contact information*, completed within the last three (3) years, for similar services as described in this bid, including value of each: *Form provided on next page.*

**\* Attach additional sheets as necessary \***

**PRIOR EXPERIENCE**

(References of similar services for governmental agencies are preferred)

Include references familiar with your company's work performance for metal roof replacements.

**1. Prior Services Performed for:**

Company Name:

Address:

Contact Name:

Telephone Number:

Date of Contract:

Length of Contract:

**Description of Prior Services:**

**2. Prior Services Performed for:**

Company Name:

Address:

Contact Name:

Telephone Number:

Date of Contract:

Length of Contract:

**Description of Prior Services:**

**3. Prior Services Performed for:**

Company Name:

Address:

Contact Name:

Telephone Number:

Date of Contract:

Length of Contract:

**Description of Prior Services:**

BOONE COUNTY COMMISSION  
**CONTRACTOR'S AFFIDAVIT**  
**REGARDING**  
**SETTLEMENT OF CLAIMS**

County Bid Number \_\_\_\_\_

Vendor Job Number \_\_\_\_\_

Job Location \_\_\_\_\_

\_\_\_\_\_, 20\_\_\_\_\_

To the Boone County \_\_\_\_\_ Department  
Columbia, Missouri

**To Whom It May Concern:**

This is to certify that all lawful claims for material, lubricants, fuel, coal, coke, repairs on machinery, groceries and foodstuffs, equipment and tools consumed or used in connection with the construction of the above mentioned project, and all insurance premiums, both compensation and all other kinds of insurance on said work, and for all labor performed in said work, whether by subcontractor or claimant in person or by his employee, agent, servant, bailee or bailor, have been paid and discharged.

\_\_\_\_\_  
Contractor

By \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

State of \_\_\_\_\_

County of \_\_\_\_\_ ss.

Subscribed and sworn to before me this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_

\_\_\_\_\_  
Notary Public

(SEAL)  
My Commission expires \_\_\_\_\_, 20\_\_\_\_\_

**APPLICATION-CRIMINAL BACKGROUND CHECK**

BOONE COUNTY Sheriff Department

Boone County Contract #

(all information is required before Identification will be issued)

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Date of Birth: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Social Security #: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Sex: \_\_\_\_\_ Race: \_\_\_\_\_

Employer: \_\_\_\_\_

Supervisors Name: \_\_\_\_\_

Supervisors Phone Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Date of Application: \_\_\_\_\_

Signature: \_\_\_\_\_

## 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/e-verify>

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 two pages of the *E-Verify Memorandum of Understanding* that you completed when enrolling.**



**CERTIFICATION OF INDIVIDUAL BIDDER**

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

- \_\_\_\_ 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:

**CERTIFICATION REGARDING**  
**DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION**  
**LOWER TIER COVERED TRANSACTIONS**

**(Please complete and return with Bid)**

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.

---

Print Name and Title of Authorized Representative

---

Signature

---

Date

**AFFIDAVIT OF COMPLIANCE WITH THE PREVAILING WAGE LAW**

Before me, the undersigned Notary Public, in and for the County of \_\_\_\_\_

State of \_\_\_\_\_, personally came and appeared (name and title)

\_\_\_\_\_ of the (name of company)

\_\_\_\_\_ (a corporation) (a partnership) (a proprietorship) and after being duly sworn did depose and say that all provisions and requirements set out in Chapter 290 Sections 290.210 through and including 290.340, Missouri Revised Statutes, pertaining to the payment of wages to workmen employed on public works projects have been fully satisfied and there has been no exception to the full and complete compliance with said provisions and requirements and with Wage Determination NO. \_\_\_\_\_ issued by the Division of Labor Standards on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, in carrying out the Contract and work in connection with

(name of project) \_\_\_\_\_ located at

(name of institution) \_\_\_\_\_ in \_\_\_\_\_ County,

Missouri and completed on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_\_.

My commission expires \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

*Note: This document to be returned by the awarded contractor at project completion.*



## **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 bidders. 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.
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.

Dated 10-20-15

# Missouri Division of Labor Standards

WAGE AND HOUR SECTION



JEREMIAH W. (JAY) NIXON, Governor

## Annual Wage Order No. 22

Section 010  
BOONE COUNTY

In accordance with Section 290.262 RSMo 2000, within thirty (30) days after a certified copy of this Annual Wage Order has been filed with the Secretary of State as indicated below, any person who may be affected by this Annual Wage Order may object by filing an objection in triplicate with the Labor and Industrial Relations Commission, P.O. Box 599, Jefferson City, MO 65102-0599. Such objections must set forth in writing the specific grounds of objection. Each objection shall certify that a copy has been furnished to the Division of Labor Standards, P.O. Box 449, Jefferson City, MO 65102-0449 pursuant to 8 CSR 20-5.010(1). A certified copy of the Annual Wage Order has been filed with the Secretary of State of Missouri.

Original Signed by

John E. Lindsey, Director  
Division of Labor Standards

This Is A True And Accurate Copy Which Was Filed With The Secretary of State: March 10, 2015

Last Date Objections May Be Filed: April 9, 2015

Prepared by Missouri Department of Labor and Industrial Relations

OCCUPATIONAL TITLE	** Date of Increase	*	Basic Hourly Rates	Over-Time Schedule	Holiday Schedule	Total Fringe Benefits
Asbestos Worker (H & F) Insulator			\$32.06	55	60	\$20.71
Boilermaker	8/15		\$34.76	57	7	\$28.00
Bricklayer and Stone Mason	6/15		\$26.95	59	7	\$16.25
Carpenter	6/15		\$24.75	60	15	\$15.55
Cement Mason	6/15		\$26.83	9	3	\$11.95
Communication Technician	6/15		\$31.35	28	7	\$12.70 + 13%
Electrician (Inside Wireman)	6/15		\$31.35	28	7	\$12.70 + 13%
Electrician (Outside-Line Construction Wireman)	9/15		\$42.52	43	45	\$5.00 + 36.5%
Lineman Operator	9/15		\$36.70	43	45	\$5.00 + 36.5%
Groundman	9/15		\$28.38	43	45	\$5.00 + 36.5%
Elevator Constructor		a	\$44.37	26	54	\$28.86
Glazier	10/15		\$26.57	122	76	\$11.33
Ironworker	8/15		\$28.41	11	8	\$24.04
Laborer (Building):						
General			\$21.71	42	44	\$12.84
First Semi-Skilled			\$23.71	42	44	\$12.84
Second Semi-Skilled			\$22.71	42	44	\$12.84
Lather			USE CARPENTER RATE			
Linoleum Layer and Cutter	6/15		\$24.63	60	15	\$15.55
Marble Mason	10/15		\$21.66	124	74	\$12.68
Marble Finisher	10/15		\$14.14	124	74	\$9.08
Millwright	6/15		\$25.75	60	15	\$15.55
Operating Engineer						
Group I	6/15		\$29.66	86	66	\$24.01
Group II	6/15		\$28.66	86	66	\$24.01
Group III	6/15		\$27.41	86	66	\$24.01
Group III-A	6/15		\$23.66	96	66	\$24.01
Group IV	6/15		\$26.43	86	66	\$24.01
Group V	6/15		\$29.36	86	66	\$24.01
Painter	6/15		\$22.94	18	7	\$11.33
File Driver	6/15		\$25.75	60	16	\$15.55
Pipe Fitter	7/15	b	\$37.00	91	69	\$26.68
Plasterer	6/15		\$25.40	94	5	\$12.00
Plumber	7/15	b	\$37.00	91	69	\$26.68
Roofer / Waterproofer	10/15		\$29.30	12	4	\$14.87
Sheet Metal Worker	7/15		\$31.14	40	23	\$16.24
Sprinkler Fitter - Fire Protection	6/15		\$32.39	33	19	\$19.05
Terrazzo Worker			\$26.73	124	74	\$14.38
Terrazzo Finisher			\$18.68	124	74	\$14.38
Tile Setter	10/15		\$21.66	124	74	\$12.68
Tile Finisher	10/15		\$14.14	124	74	\$9.08
Traffic Control Service Driver			\$26.415	22	55	\$9.045
Truck Driver-Teamster						
Group I			\$25.30	101	5	\$10.70
Group II			\$25.95	101	5	\$10.70
Group III			\$25.45	101	5	\$10.70
Group IV			\$25.95	101	5	\$10.70

Fringe Benefit Percentage is of the Basic Hourly Rate

\*\*Annual Incremental Increase

\*SEE FOOTNOTE PAGE

ANNUAL WAGE ORDER NO. 22

10/15



**REPLACEMENT PAGE  
BOONE COUNTY  
BUILDING CONSTRUCTION OVERTIME SCHEDULE**

**FED:** Minimum requirement per Fair Labor Standards Act means time and one-half (1 ½) shall be paid for all work in excess of forty (40) hours per work week.

**NO. 9:** Means the regular workday starting time of 8:00 a.m. (and resulting quitting time of 4.30 p.m.) may be moved forward to 6:00 a.m. or delayed one hour to 9:00 a.m. All work performed in excess of the regular work day and on Saturday shall be compensated at one and one-half (1½) times the regular pay. In the event time is lost during the work week due to weather conditions, the Employer may schedule work on the following Saturday at straight time. All work accomplished on Sunday and holidays shall be compensated for at double the regular rate of wages. The work week shall be Monday through Friday, except for midweek holidays.

**NO. 11:** Means eight (8) hours shall constitute a day's work, with the starting time to be established between 6:00 a.m. and 8:00 a.m. from Monday to Friday. Time and one-half (1½) shall be paid for first two (2) hours of overtime Monday through Friday and the first eight (8) hours on Saturday. All other overtime hours Monday through Saturday shall be paid at double (2) time rate. Double (2) time shall be paid for all time on Sunday and recognized holidays or the days observed in lieu of these holidays.

**NO. 12:** Means the work week shall commence on Monday at 12:01 a.m. and shall continue through the following Friday, inclusive of each week. All work performed by employees anywhere in excess of forty (40) hours in one (1) work week, shall be paid for at the rate of one and one-half (1½) times the regular hourly wage scale. All work performed within the regular working hours which shall consist of a ten (10) hour work day except in emergency situations. Overtime work and Saturday work shall be paid at one and one-half (1½) times the regular hourly rate. Work on recognized holidays and Sundays shall be paid at two (2) times the regular hourly rate.

**NO. 18:** Means the regular work day shall be eight (8) hours. Working hours are from six (6) hours before Noon (12:00) to six (6) hours after Noon (12:00). The regular work week shall be forty (40) hours, beginning between 6:00 a.m. and 12:00 Noon on Monday and ending between 1:00 p.m. and 6:00 p.m. on Friday. Saturday will be paid at time and one-half (1½) Sunday and Holidays shall be paid at double (2) time. Saturday can be a make-up day if the weather has forced a day off, but only in the week of the day being lost. Any time before six (6) hours before Noon or six (6) hours after Noon will be paid at time and one-half (1½).

**NO. 22:** Means a regular work week of forty (40) hours will start on Monday and end on Friday. The regular work day shall be either eight (8) or ten (10) hours. If a crew is prevented from working forty (40) hours Monday through Friday, or any part thereof by inclement weather, Saturday or any part thereof may be worked as a make-up day at the straight time rate. Employees who are part of a regular crew on a make-up day, notwithstanding the fact that they may not have been employed the entire week, shall work Saturday at the straight time rate. A workday is to begin between 6:00 a.m. and 9:00 a.m. However, the project starting time may be advanced or delayed if mutually agreed to by the interest parties. For all time worked on recognized holidays, or days observed as such, double (2) time shall be paid.

**NO. 26:** Means that the regular working day shall consist of eight (8) hours worked between 6:00 a.m., and 5:00 p.m., five (5) days per week, Monday to Friday, inclusive. Hours of work at each jobsite shall be those established by the general contractor and worked by the majority of trades. (The above working hours may be changed by mutual agreement). Work performed on Construction Work on Saturdays, Sundays and before and after the regular working day on Monday to Friday, inclusive, shall be classified as overtime, and paid for at double (2) the rate of single time. The employer may establish hours worked on a jobsite for a four (4) ten (10) hour day work week at straight time pay for construction work; the regular working day shall consist of ten (10) hours worked consecutively, between 6:00 a.m. and 6:00 p.m., four (4) days per week Monday to Thursday, inclusive. Any work performed on Friday, Saturday, Sunday and holidays, and before and after the regular working day on Monday to Thursday where a four (4) ten (10) hour day workweek has been established, will be paid at two times (2) the single time rate of pay. The rate of pay for all work performed on holidays shall be at two times (2) the single time rate of pay.

**REPLACEMENT PAGE  
BOONE COUNTY  
BUILDING CONSTRUCTION OVERTIME SCHEDULE**

**NO. 28:** Means a regular workday shall consist of eight (8) hours between 7:00 a.m. and 5:30 p.m., with at least a thirty (30) minute period to be taken for lunch. Five (5) days a week, Monday through Friday inclusive, shall constitute a work week. The Employer has the option for a workday/workweek of four (4) ten (10) hour days (4-10's) provided:

- The project must be for a minimum of four (4) consecutive days.
- Starting time may be within one (1) hour either side of 8:00 a.m.
- Work week must begin on either a Monday or Tuesday. If a holiday falls within that week it shall be a consecutive work day. (Alternate. If a holiday falls in the middle of a week, then the regular eight (8) hour schedule may be implemented).
- Any time worked in excess of any ten (10) hour work day (in a 4-10 hour work week) shall be at the appropriate overtime rate.

All work outside of the regular working hours as provided, Monday through Saturday, shall be paid at one & one-half (1½) times the employee's regular rate of pay. All work performed from 12:00 a.m. Sunday through 8:00 a.m. Monday and recognized holidays shall be paid at double (2) the straight time hourly rate of pay. Should employees work in excess of twelve (12) consecutive hours they shall be paid double time (2X) for all time after twelve (12) hours. Shift work performed between the hours of 4:30 p.m. and 12:30 a.m. (second shift) shall receive eight (8) hours pay at the regular hourly rate of pay plus ten (10%) percent for seven and one-half (7½) hours work. Shift work performed between the hours of 12:30 a.m. and 8:00 a.m. (third shift) shall receive eight (8) hours pay at the regular hourly rate of pay plus fifteen (15%) percent for seven (7) hours work. A lunch period of thirty (30) minutes shall be allowed on each shift. All overtime work required after the completion of a regular shift shall be paid at one and one-half (1½) times the shift hourly rate.

**NO. 33:** Means the standard work day and week shall be eight (8) consecutive hours of work between the hours of 6:00 a.m. and 6:00 p.m., excluding the lunch period Monday through Friday, or shall conform to the practice on the job site. Four (4) days at ten (10) hours a day may be worked at straight time, Monday through Friday and need not be consecutive. All overtime, except for Sundays and holidays shall be at the rate of time and one-half (1½). Overtime worked on Sundays and holidays shall be at double (2) time.

**NO. 40:** Means the regular working week shall consist of five (5) consecutive (8) hour days' labor on the job beginning with Monday and ending with Friday of each week. Four (4) 10-hour days may constitute the regular work week. The regular working day shall consist of eight (8) hours labor on the job beginning as early as 6:00 a.m. and ending as late as 5:30 p.m. All full or part time labor performed during such hours shall be recognized as regular working hours and paid for at the regular hourly rate. All hours worked on Saturday and all hours worked in excess of eight (8) hours but not more than twelve (12) hours during the regular working week shall be paid for at time and one-half (1½) the regular hourly rate. All hours worked on Sundays and holidays and all hours worked in excess of twelve (12) hours during the regular working day shall be paid at two (2) times the regular hourly rate. In the event of rain, snow, cold or excessively windy weather on a regular working day, Saturday may be designated as a "make-up" day. Saturday may also be designated as a "make-up" day, for an employee who has missed a day of work for personal or other reasons. Pay for "make-up" days shall be at regular rates.

**REPLACEMENT PAGE  
BOONE COUNTY  
BUILDING CONSTRUCTION OVERTIME SCHEDULE**

**NO. 42:** Means eight (8) hours between the hours of 8:00 a.m. and 4:30 p.m. shall constitute a work day. The starting time may be advanced one (1) or two (2) hours. Employees shall have a lunch period of thirty (30) minutes. The Employer may provide a lunch period of one (1) hour, and in that event, the workday shall commence at 8:00 a.m. and end at 5:00 p.m. The workweek shall commence at 8:00 a.m. on Monday and shall end at 4:30 p.m. on Friday (or 5:00 p.m. on Friday if the Employer grants a lunch period of one (1) hour), or as adjusted by starting time change as stated above. All work performed before 8:00 a.m. and after 4:30 p.m. (or 5:00 p.m. where one (1) hour lunch is granted for lunch) or as adjusted by starting time change as stated above or on Saturday, except as herein provided, shall be compensated at one and one-half (1½) times the regular hourly rate of pay for the work performed. All work performed on Sunday and on recognized holidays shall be compensated at double (2) the regular hourly rate of pay for the work performed. When working a five 8-hour day schedule and an Employer is prevented from working forty (40) hours, Monday through Friday, or any part thereof by reason of inclement weather (rain or mud), Saturday or any part thereof may be worked as a make-up day at the straight time rate. The Employer shall have the option of working five eight (8) hour days or four ten (10) hour days Monday through Friday. If an Employer elects to work five (5) eight (8) hour days during any work week, hours worked more than eight (8) per day or forty (40) hours per week shall be paid at time and one-half (1½) the hourly rate Monday through Friday. If an Employer elects to work four (4) ten (10) hour days in any week, work performed more than ten (10) hours per day or forty (40) hours per week shall be paid at time and one-half (1½) the hourly rate Monday through Friday. If an Employer is working ten (10) hour days and loses a day due to inclement weather, they may work ten (10) hours Friday at straight time. All hours worked over the forty (40) hours Monday through Friday will be paid at time and one-half (1½) overtime rate. Overtime shall be computed at half-hour intervals. Shift Work: Two (2) or three (3) shifts shall be permitted, provided such shifts are scheduled for a minimum of three (3) consecutive days. The second shift shall begin at 4:30 p.m. and end at 12:30 a.m. with one-half (1/2) hour for lunch between 7:30 p.m. and 9:00 p.m. and shall received eighty (8) hours pay. The third shift shall begin at 12:30 a.m. and end at 8:00 a.m. with one-half (1/2) hour for lunch between 3:30 a.m. and 5:00 a.m. and shall received (8) hour's pay. There shall be at least one (1) foreman on each shift on jobs where more than one shift is employed, provided that there are two (2) or more employees on second and on the third shifts. All shifts shall arrange to interchange working hours at the end of each week. When three shifts are used, the applicable rate must be paid from Saturday at 8:00 a.m. until the following Monday at 8:00 a.m. When three shifts are employed, the second and third shifts shall contain at least one-half (1/2) as many employees as the first shift.

**NO. 43:** Eight (8) hours shall constitute a work day between the hours of 7:00 a.m. and 4:30 p.m. Forty (40) hours within five (5) days, Monday through Friday inclusive, shall constitute the work week. Work performed in the 9th and 10th hour, Monday through Friday, shall be paid at time and one-half (1½) the regular straight time rate of pay. Contractor has the option to pay two (2) hours per day at the time and one-half (1½) the regular straight time rate of pay between the hours of 6:00 a.m. and 5:30 p.m., Monday through Friday. Work performed outside the regularity scheduled working hours and on Saturdays, Sundays and recognized legal holidays, or days celebrated as such, shall be paid for at the rate of double (2) time.

**NO. 55:** Means the regular work day shall be eight (8) hours between 8:00 a.m. and 4:30 p.m. The first two (2) hours of work performed in excess of the eight (8) hour work day, Monday through Friday, and the first ten (10) hours of work on Saturday, shall be paid at one & one-half (1½) times the straight time rate. All work performed on Sunday, observed holidays and in excess of ten (10) hours a day, Monday through Saturday, shall be paid at double (2) the straight time rate.

**NO. 57:** Means eight (8) hours per day shall constitute a day's work and forty (40) hours per week, Monday through Friday, shall constitute a week's work. The regular starting time shall be 8:00 a.m. If a second or third shift is used, the regular starting time of the second shift shall be 4:30 p.m. and the regular starting period for the third shift shall be 12:30 a.m. These times may be adjusted by the employer. The day shift shall work a regular eight (8) hours shift as outlined above. Employees working a second shift shall receive an additional \$0.25 above the regular hourly rate and perform seven and one-half (7½) hours work for eight (8) hours pay. Third shift employees shall be paid an additional \$0.50 above the regular hourly rate and work seven (7) hours for eight (8) hours pay. When circumstances warrant, the Employer may change the regular workweek to four (4) ten-hour days at the regular time rate of pay. All time worked before and after the established workday of eight (8) hours, Monday through Friday, and all time worked on Saturday shall be paid at the rate of time and one-half (1½) except in cases where work is part of an employee's regular Friday shift. All time worked on Sunday and recognized holidays shall be paid at the double (2) time rate of pay except in cases where work is part of an employee's previous day's shift. For all overtime hours worked \$26.71 of the fringe benefits portion of the prevailing wage shall be paid at the same overtime rate at which the cash portion of the prevailing wage is to be paid. The remaining \$1.29 of the fringe benefit portion of the prevailing wage may be paid at straight time.

**REPLACEMENT PAGE  
BOONE COUNTY  
BUILDING CONSTRUCTION OVERTIME SCHEDULE**

**NO. 59:** Means that except as herein provided, eight (8) hours a day shall constitute a standard work day, and forty (40) hours per week shall constitute a week's work. All time worked outside of the standard eight (8) hour work day and on Saturday shall be classified as overtime and paid the rate of time and one-half (1½). All time worked on Sunday and holidays shall be classified as overtime and paid at the rate of double (2) time. The Employer has the option of working either five (5) eight hour days or four (4) ten hour days to constitute a normal forty (40) hour work week. When the four (4) ten-hour work week is in effect, the standard work day shall be consecutive ten (10) hour periods between the hours of 6:30 a.m. and 6:30 p.m. Forty (40) hours per week shall constitute a week's work, Monday through Thursday, inclusive. In the event the job is down for any reason beyond the Employer's control, then Friday and/or Saturday may, at the option of the Employer, be worked as a make-up day; straight time not to exceed ten (10) hours or forty (40) hours per week. When the five day eight (8) hour work week is in effect, forty (40) hours per week shall constitute a week's work, Monday through Friday, inclusive. In the event the job is down for any reason beyond the Employer's control, then Saturday may, at the option of the Employer, be worked as a make-up day, straight time not to exceed eight (8) hours or forty (40) hours per week. The regular starting time (and resulting quitting time) may be moved to 6:00 a.m. or delayed to 9:00 a.m. Make-up days shall not be utilized for days lost due to holidays.

**NO. 60:** Means the Employer shall have the option of working five 8-hour days or four 10-hour days Monday through Friday. If an Employer elects to work five 8-hour days during any work week, hours worked more than eight (8) per day or forty (40) per week shall be paid at time and one-half (1½) the hourly wage rate plus fringe benefits Monday through Friday. **SATURDAY MAKE-UP DAY:** If an Employer is prevented from working forty (40) hours, Monday through Friday, or any part thereof by reason of inclement weather (rain or mud), Saturday or any part thereof may be worked as a make-up day at the straight time rate. It is agreed by the parties that the make-up day is not to be used to make up time lost due to recognized holidays. If an Employer elects to work four 10-hour days, between the hours of 6:30 a.m. and 6:30 p.m. in any week, work performed more than ten (10) hours per day or forty (40) hours per week shall be paid at time and one-half (1½) the hourly wage rate plus fringe benefits Monday through Friday. If an Employer is working 10-hour days and loses a day due to inclement weather, the Employer may work ten (10) hours on Friday at straight time. All hours worked over the forty (40) hours Monday through Friday will be paid at time and one-half (1½) the hourly wage rate plus fringe benefits. All Millwright work performed in excess of the regular work day and on Saturday shall be compensated for at time and one-half (1½) the regular Millwright hourly wage rate plus fringe benefits. The regular work day starting at 8:00 a.m. (and resulting quitting time of 4:30 p.m.) may be moved forward to 6:00 a.m. or delayed one (1) hour to 9:00 a.m. All work accomplished on Sundays and recognized holidays, or days observed as recognized holidays, shall be compensated for at double (2) the regular hourly rate of wages plus fringe benefits. NOTE: All overtime is computed on the hourly wage rate plus an amount equal to the fringe benefits.

**NO. 86:** The regular workday shall consist of eight (8) consecutive hours, exclusive of a thirty (30) minute lunch period, with pay at the straight time rate with all hours in excess of eight (8) hours in any one day to be paid at the applicable overtime rate at time and one-half (1½). The regular workday shall begin between the hours of 6:00 a.m. and 8:00 a.m. The Employer may have the option to schedule the work week from Monday through Thursday at ten (10) hours per day at the straight time rate of pay with all hours in excess of ten (10) hours in any one day to be paid at the applicable overtime rate at time and one-half (1½). If the Employer elects to work from Monday through Thursday and is stopped due to inclement weather, holiday or other conditions beyond the control of the Employer, they shall have the option to work Friday at the straight time rate of pay to complete the forty (40) hours for the workweek. All overtime work performed on Monday through Saturday shall be paid at time and one-half (1½) the hourly rate. Fringe benefits shall be paid at the one and one-half the hourly rate. All work performed on Sundays and recognized holidays shall be paid at double (2) the hourly rate. Fringe benefits shall be paid at double the hourly rate. Shifts may be established when considered necessary by the Employer. Shift hours and rates will be as follows. If shifts are established, work on the First Shift will begin between 6:00 a.m. and 9:00 a.m. and consist of eight (8) hours of work plus one-half hour unpaid lunch. Hours worked during the first shift will be paid at the straight time rate of pay. The second shift shall start eight hours after the start of the first shift and consist of eight (8) hours of work plus one-half hour unpaid lunch. Work on the second shift will begin between 2:00 p.m. and 5:00 p.m. and be paid the straight time rate plus \$2.50 per hour. The third shift shall start eight hours after the start of the second shift and consist of eight (8) hours plus one-half hour unpaid lunch. Work on the third shift will begin between 10:00 p.m. and 1:00 a.m. and be paid the straight time rate plus \$3.50 per hour. The additional amounts that are to be paid are only applicable when working shifts. Shifts that begin on Saturday morning through those shifts which end on Sunday morning will be paid at time and one-half these rates. Shifts that begin on Sunday morning through those shifts which end on Monday morning will be paid at double time these rates.

**REPLACEMENT PAGE  
BOONE COUNTY  
BUILDING CONSTRUCTION OVERTIME SCHEDULE**

**NO. 87:** Means eight (8) hours starting between 6:00 a.m. and 8:00 a.m. and ending between 2:30 p.m. and 4:30 p.m. at the Employers discretion shall constitute a day's work. Any work prior to 6:00 a.m. or after eight (8) hours shall be paid at the overtime rate. Five (5) days from Monday through Friday inclusive shall constitute a regular work week. All hours before and after these regular hours shall be considered overtime and shall be paid for at the rate of double (2) time. All work on Saturday and Sunday shall be paid at double (2) the prevailing scale of wages.

**NO. 91:** Means eight (8) hours shall constitute a day's work commencing at 7:00 a.m. and ending at 3:30 p.m., allowing one-half (½) hour for lunch. The option exists for the Employer to use a flexible starting time between the hours of 6:00 a.m. and 9:00 a.m. The regular workweek shall consist of forty (40) hours of five (5) workdays, Monday through Friday. The workweek may consist of four (4) ten (10) hour days from Monday through Thursday, with Friday as a make-up day. If the make-up day is a holiday, the employee shall be paid at the double (2) time rate. The employees shall be paid time and one-half (1½) for work performed on Saturdays, before the regular starting time or after the regular quitting time or over eight (8) hours per work day (unless working a 10-hour work day, then time and one-half (1½) is paid for work performed over ten (10) hours a day) or over forty (40) hours per work week. Work performed on Sundays and recognized holidays shall be paid at the double (2) time rate of pay. **SHIFT WORK:** When it is necessary for the project to operate in shifts, there will be three (3) eight (8) hour shifts commencing at 8:00 a.m. Shift work must continue for a period of not less than three (3) consecutive work days two (2) days which must be regular work days (Monday through Friday). In the event the second or third shift of any regular work day shall fall into a Saturday or a holiday, such extension into a Saturday or holiday shall be considered as part of the previous workday and employees shall be paid at the regular shift rate. The first day shift shall work a regular eight (8) hour day at regular rates. The second shift shall be eight (8) hours regular time pay plus \$2.50 per hour premium for eight (8) hours work. Third shift will be for eight (8) hours regular time pay plus \$3.00 per hour premium for eight (8) hours work.

**NO. 94:** Means eight (8) hours shall constitute a day's work between the hours of 8:00 a.m. and 5:00 p.m. The regular workday starting time of 8:00 a.m. (and resulting quitting time of 4:30 p.m.) may be moved forward to 6:00 a.m. or delayed one (1) hour to 9:00 a.m. All work performed in excess of the regular work day and on Saturday shall be compensated at one and one-half (1½) times the regular pay. In the event time is lost during the work week due to weather conditions, the Employer may schedule work on the following Saturday at straight time. All work accomplished on Sunday and holidays shall be compensated at double the regular rate of wages.

**NO. 101:** Means that except as provided below, eight (8) hours a day shall constitute a standard work day, and forty (40) hours per week shall constitute a week's work, which shall begin on Monday and end on Friday. All time worked outside of the standard work day and on Saturday shall be classified as overtime and paid the rate of time and one-half (1½) (except as herein provided). All time worked on Sunday and recognized holidays shall be classified as overtime and paid at the rate of double (2) time. The regular starting time of 8:00 a.m. (and resulting quitting time of 4:30 p.m.) may be moved forward to 6:00 a.m. or delayed one (1) hour to 9:00 a.m. The Employer has the option of working either five (5) eight-hour days or four (4) ten-hour days to constitute a normal forty (40) hour work week. When a four (4) ten-hour day work week is in effect, the standard work day shall be consecutive ten (10) hour periods between the hours of 6:30 a.m. and 6:30 p.m. Forty (40) hours per week shall constitute a week's work Monday through Thursday, inclusive. In the event the job is down for any reason beyond the Employer's control, then Friday and/or Saturday may, at the option of the Employer, be worked as a make-up day, straight time not to exceed ten (10) hours per day or forty (40) hours per week. Starting time will be designated by the employer. When the five (5) day eight (8) hour work week is in effect, forty (40) hours per week shall constitute a week's work, Monday through Friday, inclusive. In the event the job is down for any reason beyond the Employer's control, then Saturday may, at the option of the Employer, be worked as a make-up day, straight time not to exceed eight (8) hours per day or forty (40) hours per week. Make-up days shall not be utilized for days lost due to holidays.

**NO. 122:** Means forty (40) hours between Monday and Friday shall constitute the normal work week. Work shall be scheduled between the hours of 6:00 a.m. and 6:30 p.m., with one-half hour for lunch. Work in excess of eight (8) hours per day and forty (40) hours per week and on Saturdays, shall be paid at the rate of one and one-half times the normal rate. Due to inclement weather during the week, Saturday shall be a voluntary make up day.

**REPLACEMENT PAGE  
BOONE COUNTY  
BUILDING CONSTRUCTION OVERTIME SCHEDULE**

**NO. 124:** Means eight (8) hours shall constitute a day's work on all classes of work between the hours of 6:00 a.m. and 5:30 p.m., Monday through Friday. The pay for time worked during these hours shall be at the regular wage rate. The regular workweek shall be Monday through Friday. Employment from 4:30 p.m. to 12:00 midnight, Monday through Friday, shall be paid for at one and one-half (1½) times the regular hourly rate. From 12:00 midnight until 8:00 a.m. on any day shall be paid for at twice the regular hourly rate. All time worked on Sundays and the recognized holidays shall be paid at the rate of double (2) time. It is understood that forty (40) hours shall constitute a regular workweek. (5-8's) Sunday Midnight through Friday Midnight, understanding anything over eight (8) hours is one and one-half (1½) times the hourly wage rate.

**BOONE COUNTY  
HOLIDAY SCHEDULE – BUILDING CONSTRUCTION**

**NO. 3:** All work done on New Year's Day, Decoration Day, July 4th, Labor Day, Veteran's Day, Thanksgiving and Christmas shall be compensated at the double (2) time rate of pay. When any of these holidays fall on a Sunday, the following Monday shall be observed.

**NO. 4:** All work done on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas Day shall be paid at the double time rate of pay. If any of the above holidays fall on Sunday, Monday will be observed as the recognized holiday. If any of the above holidays fall on Saturday, Friday will be observed as the recognized holiday.

**NO. 5:** All work that shall be done on New Year's Day, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day shall be paid at the double (2) time rate of pay.

**NO. 7:** The following days are assigned days and are recognized as holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day. If a holiday falls on a Sunday, it shall be observed on the following Monday. If a holiday falls on a Saturday, it shall be observed on the preceding Friday. No work shall be performed on Labor Day except in case of jeopardy to work under construction. This is applied to protect Labor Day. When a holiday falls during the normal workweek, Monday through Friday, it shall be counted as eight (8) hours toward the forty (40) hour week. However, no reimbursement for these eight (8) hours is to be paid to the workman unless worked. If workman are required to work the above enumerated holidays or days observed as such, or on Sunday, they shall receive double (2) the regular rate of pay for such work.

**NO. 8:** All work performed on New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day, or the days observed in lieu of these holidays, shall be paid at the double time rate of pay.

**NO. 15:** All work accomplished on the recognized holidays of New Year's Day, Decoration Day (Memorial Day), Independence Day (Fourth of July), Labor Day, Veteran's Day, Thanksgiving Day and Christmas Day, or days observed as these named holidays, shall be compensated for at double (2) the regular hourly rate of wages plus fringe benefits. If a holiday falls on Saturday, it shall be observed on the preceding Friday. If a holiday falls on a Sunday, it shall be observed on the following Monday. No work shall be performed on Labor Day, Christmas Day, Decoration Day or Independence Day except to preserve life or property.

**NO. 19:** All work done on New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, and Christmas Day shall be paid at the double time rate of pay. The employee may take off Friday following Thanksgiving Day. However, the employee shall notify his or her Foreman, General Foreman or Superintendent on the Wednesday preceding Thanksgiving Day. When one of the above holidays falls on Sunday, the following Monday shall be considered a holiday and all work performed on either day shall be at the double (2) time rate. When one of the holidays falls on Saturday, the preceding Friday shall be considered a holiday and all work performed on either day shall be at the double (2) time rate.

**NO. 23:** All work done on New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day and Sundays shall be recognized holidays and shall be paid at the double time rate of pay. When a holiday falls on Sunday, the following Monday shall be considered a holiday. When a holiday falls on Saturday, Friday is recognized as a holiday.

**NO. 31:** All work done on New Year's Day, Presidents Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day, Friday after Thanksgiving Day, Christmas Day, and Employee's Birthday shall be paid at the double time rate of pay. If a holiday falls on Sunday, the following Monday will be observed as the recognized holiday. If a holiday falls on Saturday, the preceding Friday will be observed as the recognized holiday.

**BOONE COUNTY  
HOLIDAY SCHEDULE -- BUILDING CONSTRUCTION**

**NO. 44:** All work done on New Year's Day, Memorial Day, Independence Day, Veteran's Day, Thanksgiving Day, and Christmas Day shall be paid at the double time rate of pay. If a holiday falls on a Sunday, it shall be observed on the Monday following. If a holiday falls on a Saturday, it shall be observed on the preceding Friday. No work shall be performed on these days except in emergency to protect life or property. All work performed on these holidays shall be compensated at double the regular hourly rate for the work performed. Overtime shall be computed at half-hour intervals.

**NO. 45:** All work performed on New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, the day before Christmas, and Christmas Day, shall be paid at the double time rate of pay.

**NO. 54:** All work performed on New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the Friday after Thanksgiving Day, and Christmas Day shall be paid at the double (2) time rate of pay. When a holiday falls on Saturday, it shall be observed on Friday. When a holiday falls on Sunday, it shall be observed on Monday.

**NO. 55:** The following days are recognized as holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. If a holiday falls on a Sunday, it shall be observed on the following Monday. No work shall be performed on Labor Day except in case of jeopardy to work under construction. This rule is applied to protect Labor Day. When a holiday falls during the normal work week, Monday through Friday, it shall be counted as eight (8) hours toward the forty (40) hour week; however, no reimbursement for this eight (8) hours is to be paid the workmen unless worked. An Employer working a four (4) day, ten (10) hour schedule may use Friday as a make up day when an observed holiday occurs during the work week. Employees have the option to work that make up day. If workmen are required to work the above enumerated holidays, or days observed as such, they shall receive double (2) the regular rate of pay for such work.

**NO. 60:** All work performed on New Year's Day, Armistice Day (Veteran's Day), Decoration Day (Memorial Day), Independence Day (Fourth of July), Thanksgiving Day and Christmas Day shall be paid at the double time rate of pay. No work shall be performed on Labor Day except when triple (3) time is paid. When a holiday falls on Saturday, Friday will be observed as the holiday. When a holiday falls on Sunday, the following Monday shall be observed as the holiday.

**NO. 65:** All work performed on Sundays and the following recognized holidays, or the days observed as such, of New Year's Day, Decoration Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day and Christmas Day, shall be paid at double (2) the hourly rate plus an amount equal to the hourly Total Indicated Fringe Benefits. Whenever any such holidays fall on a Sunday, the following Monday shall be observed as a holiday.

**NO. 69:** All work performed on New Year's Day, Memorial Day, July Fourth, Labor Day, Veteran's Day, Thanksgiving Day or Christmas Day shall be compensated at double (2) their straight-time hourly rate of pay. Friday after Thanksgiving and the day before Christmas are also holidays, however, if the employer chooses to work the normal work hours on these days the employee will be paid at straight-time rate of pay. If a holiday falls on a Saturday, the holiday will be observed on Saturday; if a holiday falls on a Sunday, the holiday will be observed on the following Monday.

**NO. 74:** All work performed on New Year's Day, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day and Christmas Day, shall be paid at double (2) time of the hourly rate of pay. In the event one of the above holiday's falls on Saturday, the holiday shall be celebrated on Saturday. If the holiday falls on Sunday, the holiday will be celebrated on Monday.

**NO. 76:** Work performed on Holidays shall be paid at the rate of two times the normal rate. Holidays are: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day. If a holiday falls on a Sunday it shall be celebrated on the following Monday, if it falls on Saturday, it shall be celebrated on the preceding Friday.

OCCUPATIONAL TITLE	Date of Increase	Basic Hourly Rates	Over-Time Schedule	Holiday Schedule	Total Fringe Benefits
Carpenter	6/15	\$30.41	23	16	\$15.55
Electrician (Outside-Line Construction/Lineman)	9/15	\$42.52	9	12	\$5.00 + 36.5%
Lineman Operator	9/15	\$36.70	9	12	\$5.00 + 36.5%
Lineman - Tree Trimmer	10/15	\$23.90	32	31	\$9.73 + 3%
Groundman	9/15	\$28.38	9	12	\$5.00 + 36.5%
Groundman - Tree Trimmer	10/15	\$17.64	32	31	\$7.72 + 3%
Laborer					
General Laborer	6/15	\$27.36	2	4	\$12.82
Skilled Laborer	6/15	\$27.36	2	4	\$12.82
Milkwright	6/15	\$30.41	23	16	\$16.55
Operating Engineer					
Group I	6/15	\$27.74	21	5	\$23.91
Group II	6/15	\$27.39	21	5	\$23.91
Group III	6/15	\$27.19	21	5	\$23.91
Group IV	6/15	\$23.54	21	5	\$23.91
Operator-Driver	6/15	\$23.54	21	5	\$23.91
Pile Driver	6/15	\$30.41	23	16	\$15.55
Traffic Control Service Driver		\$26.415	28	27	\$9.045
Truck Driver-Teamster					
Group I	6/15	\$28.87	25	21	\$12.05
Group II	6/15	\$29.03	25	21	\$12.05
Group III	6/15	\$29.02	25	21	\$12.05
Group IV	6/15	\$29.14	25	21	\$12.05

Use Heavy Construction Rates on Highway and Heavy construction in accordance with the classifications of construction work established in 8 CSR 30-3.040(3).

Use Building Construction Rates on Building construction in accordance with the classifications of construction work established in 8 CSR 30-3.040(2).

If a worker is performing work on a heavy construction project within an occupational title that is not listed on the Heavy Construction Rate Sheet, use the rate for that occupational title as shown on the Building Construction Rate sheet.

\*Annual Incremental Increase

ANNUAL WAGE ORDER NO 22

10/15

**REPLACEMENT PAGE  
BOONE COUNTY  
OVERTIME SCHEDULE - HEAVY CONSTRUCTION**

**FED:** Minimum requirement per Fair Labor Standards Act means time and one-half (1 ½) shall be paid for all work in excess of forty (40) hours per work week.

**NO. 2:** Means a regular workweek shall be forty (40) hours and will start on Monday and end on Friday. The Employer shall have the option of working five 8-hour days or four 10-hour days Monday through Friday. If an Employer elects to work five 8-hour days during any workweek, hours worked more than eight (8) per day or 40 per week shall be paid at time and one-half the hourly rate Monday through Friday. If an Employer elects to work four 10-hour days in a week, work performed more than ten (10) hours per day or 40 hours per week shall be paid at time and one-half the hourly rate Monday through Friday. When working a five 8-hour day schedule and an Employer is prevented from working forty (40) hours Monday through Friday, or any part thereof, by reason of inclement weather, Saturday or any part thereof may be worked as a make-up day at the straight time rate. If an Employer is working a four 10-hour day schedule and loses a day due to inclement weather, he may work 10 hours Friday at straight time. All hours worked over the 40 hours Monday through Friday will be paid at 1 ½ overtime rate. A workday shift is to begin at the option of the Employer, between 6:00 a.m. and not later than 9:00 a.m. However, the project starting time may be advanced or delayed if required. If workmen are required to work the enumerated holidays or days observed as such or Sundays, they shall receive double (2) the regular rate of pay for such work. Overtime shall be computed at one-half (1/2) hour intervals. Shift: The Contractor may elect to work one, two or three shifts on any work. When operating on more than one shift, the shifts shall be known as the day shift, swing shift, and graveyard shift as such terms are recognized in the industry. When two shifts are worked on any operation, the shifts will consist of eight (8) or ten (10) hours exclusive of lunchtime. When three shifts are worked the first day or day shift will consist of eight (8) hours exclusive of lunchtime. The second or swing shift shall consist of seven and one-half (7 1/2) hours work for eight hours pay, exclusive of lunchtime and the third or the graveyard shift shall consist of seven (7) hours work for eight (8) hours pay, exclusive of the lunchtime. All time in excess of normal shifts shall be considered overtime. Multiple shift (the two or three shift) operation will not be construed on the entire project if at anytime it is deemed advisable and necessary for the Employer to multiple shift a specific operation. However, no shift shall be started between midnight and six a.m. except the graveyard shift on a three-shift operation, or except in an unusual or emergency situation. If an Employer starts a shift between midnight and 6 a.m. except the graveyard shift on a three-shift operation, he shall reimburse all employees for the entire shift at the double time rate. Completion of the second shift on a two-shift operation or completion of the graveyard shift on a three-shift operation that carries over into Saturday morning, shall be at the straight time rate. Overtime shall be computed at ¼ hour intervals.

**NO. 9:** Eight (8) hours shall constitute a work day between the hours of 7:00 a.m. and 4:30 p.m. Forty (40) hours within five (5) days, Monday through Friday inclusive, shall constitute the work week. Work performed in the 9th and 10th hour, Monday through Friday, shall be paid at time and one-half (1½) the regular straight time rate of pay. Contractor has the option to pay two (2) hours per day at the time and one-half (1½) the regular straight time rate of pay between the hours of 6:00 a.m. and 5:30 p.m., Monday through Friday. Worked performed in the first eight (8) hours on Saturday shall be paid at the rate of one and eight tenths (1.8) the regular straight time rate. Work performed outside these hours and on Sundays and recognized legal holidays, or days celebrated as such, shall be paid for at the rate of double (2) time.

**NO. 21:** Means the regular workday for which employees shall be compensated at straight time hourly rate of pay shall, unless otherwise provided for, begin at 8:00 a.m. and end at 4:30 p.m. However, the project starting time may be advanced or delayed at the discretion of the Employer. At the discretion of the Employer, when working a five (5) day eight (8) hour schedule, Saturday may be used for a make-up day. If an Employer is prohibited from working on a holiday, that employer may work the following Saturday at the straight time rate. However, the Employer may have the option to schedule his work from Monday through Thursday at ten (10) hours per day at the straight time rate of pay with all hours in excess of ten (10) hours in any one day to be paid at the applicable overtime rate. If the Employer elects to work from Monday through Thursday and is stopped due to circumstances beyond his control, he shall have the option to work Friday or Saturday at the straight time rate of pay to complete his forty (40) hours. If an Employer is prohibited from working on a holiday, that Employer may work the following Friday or Saturday at the straight time rate. Overtime will be at one and one-half (1½) times the regular rate. If workmen are required to work the enumerated holidays or days observed as such, or Sundays, they shall receive double (2) the regular rate of pay for such work.

**REPLACEMENT PAGE  
BOONE COUNTY  
OVERTIME SCHEDULE - HEAVY CONSTRUCTION**

**NO. 23:** Means the regular workweek shall start on Monday and end on Friday, except where the Employer elects to work Monday through Thursday, (10) hours per day. All work over ten (10) hours in a day or forty (40) hours in a week shall be at the overtime rate of one and one-half (1½) times the regular hourly rate. The regular workday shall be either eight (8) or ten (10) hours. If a job can't work forty (40) hours Monday through Friday because of inclement weather or other conditions beyond the control of the Employer, Friday or Saturday may be worked as a make-up day at straight time (if working 4-10's) Saturday may be worked as a make-up day at straight time (if working 5-8's). An Employer, who is working a four (4) ten (10) hour day work schedule may use Friday as a make-up day when a workday is lost due to a holiday. A workday is to begin at the option of the Employer but not later than 11:00 a.m. except when inclement weather, requirements of the owner or other conditions beyond the reasonable control of the Employer prevent work. Except as worked as a make-up day, time on Saturday shall be worked at one and one-half (1½) times the regular rate. Work performed on Sunday shall be paid at two (2) times the regular rate. Work performed on recognized holidays or days observed as such, shall also be paid at the double (2) time rate of pay. For all overtime hours worked during the week or on Saturday \$14.55 of the fringe benefits portion of the prevailing wage shall be paid at time and one-half (1½). For all overtime hours worked on Sundays or recognized holidays \$14.55 of the fringe benefits portion of the prevailing wage shall be paid double time. The remaining \$.50 of the fringe benefit portion of the prevailing wage shall be paid at straight time.

**NO. 25:** Means a regular work week of forty (40) hours, starting on Monday and ending on Friday. The regular work day shall be either eight (8) or ten (10) hours. If a crew is prevented from working forty (40) hours Monday through Friday, or any part thereof by reason of inclement weather, Saturday or any part thereof may be worked as a make-up day at the straight time rate. Employees who are part of a regular crew on a make-up day, notwithstanding the fact that they may not have been employed the entire week, shall work Saturday at the straight time rate. A work day is to begin between 6:00 a.m. and 9:00 a.m. However, the project starting time may be advanced or delayed if mutually agreed to by the interest parties. All hours worked on recognized holidays, or days observed as such, double (2) time shall be paid.

**NO. 28:** Means a regular work week of forty (40) hours will start on Monday and end on Friday. The regular work day shall be either eight (8) or ten (10) hours. If a crew is prevented from working forty (40) hours Monday through Friday, or any part thereof by reason of inclement weather, Saturday or any part thereof may be worked as a make-up day at the straight time rate. Employees who are part of a regular crew on a make-up day, notwithstanding the fact that they may not have been employed the entire week, shall work Saturday at the straight time rate. A workday is to begin between 6:00 a.m. and 9:00 a.m. However, the project starting time may be advanced or delayed if mutually agreed to by the interest parties. For all time worked on recognized holidays, or days observed as such, double (2) time shall be paid.

**NO. 32:** Means the overtime rate shall be time and one-half the regular rate for work over forty (40) hours per week. Sundays and Holidays shall be paid at double the straight time rate.

**BOONE COUNTY  
HOLIDAY SCHEDULE -- HEAVY CONSTRUCTION**

**NO. 4:** All work performed on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, or observed as such, shall be paid at the double time rate of pay. When a Holiday falls on a Sunday, Monday shall be observed. No work shall be performed on Labor Day, except in case of jeopardy to life or property. This is applied to protect Labor Day.

**NO. 5:** The following days are recognized as holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day. If a holiday falls on a Sunday, it shall be observed on the following Monday. If a holiday falls on a Saturday, it shall be observed on the preceding Friday. No work shall be performed on Labor Day except in case of jeopardy to work under construction. This rule is applied to protect Labor Day. When a holiday falls during the normal work week, Monday through Friday, it shall be counted as eight (8) hours toward a forty (40) hour week; however, no reimbursement for this eight (8) hours is to be paid the workman unless worked. If workmen are required to work the above recognized holidays or days observed as such, or Sundays, they shall receive double (2) the regular rate of pay for such work. The above shall apply to the four 10's Monday through Friday work week. The ten (10) hours shall be applied to the forty (40) hour work week.

**NO. 12:** All work performed on New Year's Day, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day, or days celebrated as such, shall be paid at the double time rate of pay. When one of the foregoing holidays falls on Sunday, it shall be celebrated on the following Monday. When one of the foregoing holidays falls on Saturday, it shall be celebrated on the Friday before the holiday.

**NO. 16:** The following days are recognized as holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day. If a holiday falls on Sunday, it shall be observed on the following Monday. If a holiday falls on Saturday, it shall be observed on the preceding Friday. No work shall be performed on Labor Day except in case of jeopardy to work under construction. This rule is applied to protect Labor Day. When a holiday falls during the normal work week, Monday through Friday, it shall be counted as eight (8) hours toward the forty (40) hour week, however, no reimbursement for this eight (8) hours is to be paid to the worker unless worked. If workers are required to work the above recognized holidays or days observed as such, they shall receive double (2) the regular rate of pay for such work.

**NO. 21:** The following days are recognized as holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. If a holiday falls on a Sunday, it shall be observed on the following Monday. No work shall be performed on Labor Day except in case of jeopardy to work under construction. This rule is applied to protect Labor Day. When a holiday falls during the normal work week, Monday through Friday, it shall be counted as eight (8) hours toward the forty (40) hour week; however, no reimbursement for this eight (8) hours is to be paid the workman unless worked. An Employer working a four (4) day, ten (10) hour schedule may use Friday as a make-up day when an observed holiday occurs during the work week. Employees have the option to work that make-up day. If workmen are required to work the above enumerated holidays, or days observed as such, they shall receive double (2) the regular rate of pay for such work.

**NO. 27:** The following days are recognized as holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. If a holiday falls on a Sunday, it shall be observed on the following Monday. No work shall be performed on Labor Day except in case of jeopardy to work under construction. This rule is applied to protect Labor Day. When a holiday falls during the normal work week, Monday through Friday, it shall be counted as eight (8) hours toward the forty (40) hour week, however, no reimbursement for this eight (8) hours is to be paid the workmen unless worked. An Employer working a four (4) day, ten (10) hour schedule may use Friday as a make up day when an observed holiday occurs during the work week. Employees have the option to work that make up day. If workmen are required to work the above enumerated holidays, or days observed as such, they shall receive double (2) the regular rate of pay for such work.

**NO. 31:** All work performed on New Year's Day, Presidents' Day, Veterans' Day, Good Friday, Decoration Day, Fourth of July, Labor Day, Christmas Eve Day, Christmas Day, Thanksgiving Day and Day after Thanksgiving or days celebrated for the same.



BOONE COUNTY PURCHASING  
613 East Ash Street, Room 111  
Columbia, MO 65201

**NO BID RESPONSE FORM**

Jacob M. Garrett  
Buyer  
Phone: (573)886-4393  
Fax: (573)886-4390  
[JGarrett@boonecountymo.org](mailto:JGarrett@boonecountymo.org)

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**BID INFORMATION:**

**Bid Number: 13-23FEB16**

**Bid Title: HVAC Plumbing and Valve Replacement – Boone County Sheriff Department**

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 complete this form and return to the Purchasing Department by mail, fax, or email.

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

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Contact: \_\_\_\_\_

Date: \_\_\_\_\_

Reason(s) for not bidding:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





**ADDITIONAL REMARKS SCHEDULE**

AGENCY FEDERATED MUTUAL INSURANCE COMPANY		NAMED INSURED J LOUIS CRUM CORPORATION 1312 CREASY SPRINGS RD COLUMBIA, MO 65202-1316	
POLICY NUMBER SEE CERTIFICATE # 274.0		EFFECTIVE DATE: SEE CERTIFICATE # 274.0	
CARRIER SEE CERTIFICATE # 274.0	NAIC CODE		

**ADDITIONAL REMARKS**

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
 FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

ADDITIONAL INSURED INCLUDE BOONE COUNTY PURCHASING DEPT AND BOONE COUNTY SHERIFF'S DEPT  
 THE CERTIFICATE HOLDER IS AN ADDITIONAL INSURED SUBJECT TO THE CONDITIONS OF THE ADDITIONAL INSURED - OWNERS,  
 LESSORS OR CONTRACTORS - AUTOMATIC STATUS WHEN REQUIRED IN CONSTRUCTION AGREEMENT WITH YOU ENDORSEMENT FOR  
 GENERAL LIABILITY.  
 THE CERTIFICATE HOLDER IS AN ADDITIONAL INSURED SUBJECT TO THE CONDITIONS OF THE ADDITIONAL INSURED BY CONTRACT  
 ENDORSEMENT FOR BUSINESS AUTO LIABILITY.

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

March Session of the January Adjourned

Term. 20 16

County of Boone

In the County Commission of said county, on the

17th

day of

March

20

16

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

Now on this day the County Commission of the County of Boone does hereby award bid 14-22FEB16 – Telephone Wiring Materials and Rack Hardware for the Emergency Communication Center to Accu-Tech Corporation of Lenexa, K.S.

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

Done this 17th day of March, 2016.

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

134-2016

# Boone County Purchasing

Melinda Bobbitt, CPPO, CPPB  
Director of Purchasing



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

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## MEMORANDUM

TO: Boone County Commission  
FROM: Melinda Bobbitt, CPPO, CPPB  
DATE: March 9, 2016  
RE: Bid Award Recommendation: *14-22FEB16 – Telephone Wiring Materials and Rack Hardware for the Emergency Communication Center*

Request for Bid *14-22FEB16 – Telephone Wiring Materials and Rack Hardware for the Emergency Communication Center* closed on February 22, 2016. Two bids were received. Dave Dunford, our Radio Consultant, recommends award to Accu-Tech Corporation of Lenexa, Kansas for the best bid for offering all items on our Response Form.

Total cost of equipment is \$16,391.58 and will be paid from 4101- ECC Radio & Technology, account 71201 – Construction Costs. \$1.08 million was budgeted for the entire ECC project and our radio consultant's estimate for this purchase was \$23,138.00.

ATT: Bid Tab

cc: Bid File  
Karen Miller, Commission  
Dave Dunford, Radio Consultant  
Chad Martin / Patricia Schreiner, Joint Communications

Bid Tab - 14-22FEB16 - Telephone Wiring Materials and Rack Hardware for the Emergency Communication Center						ACCU-TECH		TESSCO TECHNOLOGIES	
ITEM	Description	Brand	Model	Quantity	U/M	Unit Price	Extended Total	Unit Price	Extended Total
<b>4.3.1 Racks and Raceway Components</b>									
4.3.1.1	Four-Leg rack	Hamaac/LeGrand	OR-19-96-T4SDA2132	13	ea	\$407.00	\$5,291.00	NB	
4.3.1.2	Two-Leg rack	Chatsworth Products	55053-715	4	ea	\$245.00	\$980.00	NB	
4.3.1.3	Rack Shelves	Hoffman	ESH1815	16	ea	\$49.50	\$792.00	NB	
4.3.1.4	12" Raceway	Cooper/B-Line	SB17U128FB	2	ea	\$72.00	\$144.00	\$91.14	\$182.28
4.3.1.5	15" Raceway	Cooper/B-Line	SB17U158FB	10	ea	\$9.80	\$98.00	\$39.87	\$398.70
4.3.1.6	18" Raceway	Cooper/B-Line	SB17U188FB	2	ea	\$67.70	\$135.40	\$69.75	\$139.50
4.3.1.7	30" Raceway	Cooper/B-Line	SB17U308FB	2	ea	\$125.22	\$250.44	\$139.75	\$279.50
4.3.1.8	Raceway foot kits	Cooper/B-Line	SB21068BZ	12	ea	\$29.97	\$359.64	\$31.58	\$378.96
4.3.1.9	Raceway splice kits	Cooper/B-Line	SB21078Z	3	ea	\$8.25	\$24.75	\$9.71	\$29.13
4.3.1.10	Raceway 90 degree splice kits	Cooper/B-Line	SB2101ABZ	22	ea	\$9.25	\$203.50	\$39.78	\$192.72
4.3.1.11	Raceway rail clips	Cooper/B-Line	SB2114AFB	9	Pk/2	\$15.25	\$137.25	\$14.44	\$129.96
4.3.1.12	Plastic end rail protectors	Cooper/B-Line	SB215	2	Pk/10	\$30.00	\$60.00	\$31.42	\$62.84
<b>4.3.2 Telepatch Cable Components</b>									
4.3.2.1	DSO Line Protectors	Porta Systems	581P2-25D75	6	ea	\$250.00	\$1,500.00	NB	
4.3.2.2	Full metal backboards w/888 brackets, yellow	Solonics	183B5M	16	ea	\$18.00	\$288.00	NB	
4.3.2.3	Full metal backboards, dist posts, white	Solonics	187B1M	8	ea	\$13.00	\$78.00	NB	
4.3.2.4	Full metal backboards, combo dist posts and large rings	Suttle (Solonics)	187B1M (187B1A0)	4	ea	\$18.00	\$72.00	NB	
4.3.2.5	50 Pair Punch Block	Suttle	66M-1-50	125	ea	\$6.00	\$750.00	NB	
4.3.2.6	Dual bridging clips, white	Siamon	SMBC-2-2	500	ea	\$0.55	\$275.00	NB	
4.3.2.7	25-pair, 24 AWG solid, Cat 3, Amphenol connector, 90-degree, ("toothbrush"), male-tail, gray, 50' long.	Trade	Brand & Model #:	24	ea	\$39.95	\$958.80	\$48.73	\$1,127.76
4.3.2.8	25-pair, 24 AWG solid, Cat 3, Amphenol connectors, 90-degree ("toothbrush"), male-female, gray, 50' long, (for SNV-12)	Trade	Brand & Model #:	24	ea	\$48.96	\$1,102.80	\$48.73	\$1,189.52
4.3.2.9	25-pair, 24 AWG solid, Cat 3, Amphenol connector, 180-degree ("paintbrush"), male-tail, gray, 50' long, (for Intracore)	Trade	Brand & Model #:	30	ea	\$41.00	\$1,230.00	\$48.73	\$1,481.90
4.3.2.10	25-pair, 24 AWG solid, Cat 3, Amphenol connector, 180-degree ("paintbrush"), male-tail, gray, 50' long, (for Convex)	Trade	Brand & Model #:	10	ea	\$41.00	\$410.00	\$48.73	\$487.30
4.3.2.11	25-pair, 24 AWG solid, Cat 3, Amphenol connector, 180-degree ("paintbrush"), female-tail, gray, 50' long, (for Convex)	Trade	Brand & Model #:	10	ea	\$41.00	\$410.00	\$48.73	\$487.30
						<b>Grand Total</b>	<b>\$16,391.58</b>	<b>Grand Total</b>	<b>\$7,028.43</b>
Delivery After Receipt of Order						3-4 days		80 days	

NO BID  
BT SERVICES

134-2016

**PURCHASE AGREEMENT  
FOR  
Telephone Wiring Materials and Rack Hardware for the Emergency  
Communication Center**

**THIS AGREEMENT** dated the 17<sup>th</sup> day of March 2016 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Accu-Tech Corporation** 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 **Telephone Wiring Materials and Rack Hardware for the Emergency Communication Center**, County of Boone Request for Bid, bid number **14-22FEB16**, 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 **February 17, 2016** and executed by **Christopher Keith**, 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. Purchase** - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County all items 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, and as ordered by County. Total cost of equipment as outlined in *Exhibit A - 4.3 Pricing* is \$16,391.58.

**3. Delivery** - Contractor agrees to deliver the items as specified and as requested by the County within 3-4 calendar days after receipt of order.

**4. Billing and Payment** - All billing shall be invoiced per the address on the Purchase Order. Partial shipment allowed. Vendor shall send just one invoice to the County at completion of delivery and acceptance of goods. Billings may only include the prices listed in the Contractor's bid response. No additional fees for delivery 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 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.

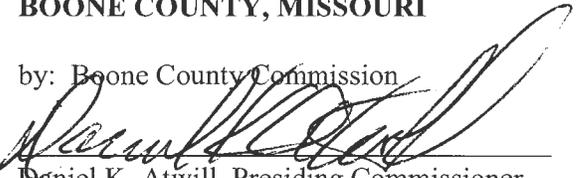
**6. Entire Agreement** - This agreement constitutes the entire agreement between the parties and supersedes any prior negotiations, written or verbal, and any other bid or bid specification or contractual agreement. This agreement may only be amended by a signed writing executed with the same formality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

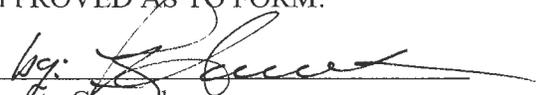
**7. Termination** - This agreement may be terminated by the County upon thirty days advance written notice for any of the following reasons or under any of the following circumstances:

- 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.

**ACCU-TECH CORPORATION**  
 by Chris Keith  
 title Sr. Account Manager  
 address 15731 W 100<sup>th</sup> Terrace  
Lenexa, KS 66219

**BOONE COUNTY, MISSOURI**  
 by: Boone County Commission  
  
 Daniel K. Atwill, Presiding Commissioner

APPROVED AS TO FORM:  
 by:   
 County Counselor

ATTEST:  
  
 Wendy S. Noren, County Clerk

**AUDITOR CERTIFICATION**

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

Signature June Piteford by HA Date 3-10-16 Appropriation Account 4101 / 71201 / \$16,391.58

4. Response Form

Company Name: Accu-Tech Corporation  
 Address: 21705 W 100<sup>th</sup> Terrace  
 City/Zip: Lenexa, KS 66219  
 Phone Number: 800-810-5666 x 5891  
 E-Mail: CHRIS.Keith@accu-tech.com  
 Fax Number: 913-894-0011  
 Federal Tax I.D. 58-1549426  
 Corporation  
 Partnership - Name \_\_\_\_\_  
 Individual/Proprietorship - Individual Name \_\_\_\_\_  
 Other (Specify) \_\_\_\_\_

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

Authorized Representative (Sign By Hand): *Chris Keith* Date: 2-17-16

Print Name and Time of Authorized Representative: Chris Keith 2-17-16

4.1. Delivery after receipt of order (# of calendar days): 3-4 DAYS

4.2. Is Manufacturer's detailed warranty on items quoted attached with your bid? YES \_\_\_ NO

4.3. Pricing:

Complete proposed pricing on attached *Exhibit A - 4.3. Pricing*

ITEM	Description	Brand	Model	Quantity	U/M	Unit Price	Extended Total
4.3.1.	<b>Racks and Raceway Components</b>						
4.3.1.1.	Four-Leg rack	Homaco/Legrand	OR-19-96-T4SDA2132	13	ea	\$ 407.00	\$ 5291.00
4.3.1.2.	Two-Leg rack	Chatsworth Products	55053-715	4	ea	\$ 245.00	\$ 980.00
4.3.1.3.	Rack Shelves	Hoffman	ESH1915	16	ea	\$ 49.50	\$ 792.00
4.3.1.4.	12" Raceway	Cooper/B-Line	SB17U12BF3	2	ea	\$ 72.00	\$ 144.00
4.3.1.5.	15" Raceway	Cooper/B-Line	SB17U15BFB	10	ea	\$ 89.60	\$ 896.00
4.3.1.6.	18" Raceway	Cooper/B-Line	SB17U18BFB	2	ea	\$ 87.20	\$ 174.40
4.3.1.7.	30" Raceway	Cooper/B-Line	SB17U30BFB	2	ea	\$ 125.22	\$ 250.44
4.3.1.8.	Raceway foot kits	Cooper/B-Line	SB2106BBZ	12	ea	\$ 29.97	\$ 359.64
4.3.1.9.	Raceway splice kits	Cooper/B-Line	SB2107BZ	3	ea	\$ 9.25	\$ 27.75
4.3.1.10.	Raceway 90 degree splice kits	Cooper/B-Line	SB2101ABZ	22	ea	\$ 9.25	\$ 203.50
4.3.1.11.	Raceway wall clips	Cooper/B-Line	SB2114AFB	9	PK/2	\$ 15.25	\$ 137.25
4.3.1.12.	Plastic end rail protectors	Cooper/B-Line	SB21B	2	PK/10	\$ 30.00	\$ 60.00
4.3.2.	<b>Telco and Cable Components</b>						
4.3.2.1.	DS0 Line Protectors	Porta Systems	581P2-25D75	6	ea	\$ 250.00	\$ 1500.00
4.3.2.2.	Full metal backboards w/89B brackets, yellow	Solonics	183B5M	16	ea	\$ 18.00	\$ 288.00
4.3.2.3.	Full metal backboards, dist posts, white	Solonics	187B1M	6	ea	\$ 13.00	\$ 78.00
4.3.2.4.	Full metal backboards, combo dist posts and large rings	Suttle (Solonics)	187B1M (187B1MX)	4	ea	\$ 18.00	\$ 72.00
4.3.2.5.	50 Pair Punch Block	Suttle	66M-1-50	125	ea	\$ 6.00	\$ 750.00
4.3.2.6.	Dual bridging clips, white	Siemon	SMBC-2-2	500	ea	\$ .55	\$ 275.00
4.3.2.7.	25-pair, 24 AWG solid, Cat 3, Amphenol connector, 90-degree, ("toothbrush"), male-tail, gray, 50' long.	Trade	Brand & Model #: MCC T3AMS93B-50	24	ea	\$ 39.95	\$ 958.80
4.3.2.8.	25-pair, 24 AWG solid, Cat 3, Amphenol connectors, 90-degree ("toothbrush"), male-female, gray, 50'	Trade	Brand & Model #: MCC T3AFS95MS95-50	24	ea	\$ 45.95	\$ 1102.80
4.3.2.9.	25-pair, 24 AWG solid, Cat 3, Amphenol connector, 180-degree ("paintbrush"), male-tail, gray, 50' long.	Trade	Brand & Model #: MCC T3AMS1B-50	30	ea	\$ 41.00	\$ 1230.00
4.3.2.10.	25-pair, 24 AWG solid, Cat 3, Amphenol connector, 180-degree ("paintbrush"), male-tail, gray, 50' long.	Trade	Brand & Model #: MCC T3AMS1B-50	10	ea	\$ 41.00	\$ 410.00
4.3.2.11.	25-pair, 24 AWG solid, Cat 3, Amphenol connector, 180-degree ("paintbrush"), female-tail, gray, 50'	Trade	Brand & Model #: MCC T3AFS1B-50	10	ea	\$ 41.00	\$ 410.00
<b>Grand Total</b>							<b>\$ 16,391.58</b>

Note: Vendor to complete the brand and model bidding for the "trade" items above



**Boone County Purchasing**  
613 E. Ash Street, Room 110  
Columbia, Mo 65201

## REQUEST FOR BID (RFB)

Melinda Bobbitt, CPPO, CPPB  
Director of Purchasing  
(573) 886-4391 – Fax: (573) 886-4390  
Email: [mbobbitt@boonecountymo.org](mailto:mbobbitt@boonecountymo.org)

---

### *Bid Data*

Bid Number: **14-22FEB16**

Commodity Title: **Telephone Wiring Materials and Rack Hardware  
for the Emergency Communication Center**

**DIRECT ANY BID FORMAT OR SUBMISSION QUESTIONS TO PURCHASING DEPT.**

### *Bid Submission Address and Deadline*

Day/Date: **Monday, February 22, 2016**  
Time: **11:30 a.m.** central time (Bids received after this time will be  
returned unopened)

Location/Mail Address: Boone County Purchasing Department  
Boone County Annex Building  
613 E. Ash, Room 110  
Columbia, MO 65201

Directions: *Annex Building is located at corner of 7<sup>th</sup> & Ash St.*

### *Bid Opening*

Day/Date: **Monday, February 22, 2016**  
Time: **11:30 a.m.** Central Time  
Location/Address: Boone County Purchasing  
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

Attachments: "No Bid" Response Form  
Standard Terms and Conditions  
Debarment Form

Exhibit A 4.3 Pricing

## **1. Introduction and General Conditions of Bidding**

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- 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:
  - 1.2.2. **Purchasing** – The Purchasing Department, including its Purchasing Director and staff.
  - 1.2.3. **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.
  - 1.2.4. **Designee** – The County employee/s assigned as your primary contact/s for interaction regarding Contract performance.
  - 1.2.5. **Bidder / Contractor / Supplier** – These terms refer generally to businesses having some sort of relations to or with us. The term may apply differently to different classes of entities, as the context will indicate.
  - 1.2.6. **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.
  - 1.2.7. **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.
  - 1.2.8. **Supplier** – All business/entities which may provide the subject goods and/or services.
  - 1.2.9. **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. An “Invitation for Bid” is used when the need is well defined. An “Invitation for Proposal” is used when the County will consider solutions, which may vary significantly from each other or from the County’s initial expectations.
  - 1.2.10. **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 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 Addenda are binding, but any oral communications between County and Bidder are not.
- 1.4. **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.
- 1.5. **Bid Addendum** – If it becomes evident that this Bid must be amended, the Purchasing Department will issue a formal written Addendum to all known prospective Bidders. If necessary, a new due date will be established.
- 1.6. **AWARD** – Award will be made to the Bidder/s whose offer/s provide the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, lifecycle cost, ability to deliver, or for any other reason deemed by Purchasing to be in the best interest of the County. Thus, the result will not be determined by price alone. The County will be seeking the least costly outcome that meets the County needs as interpreted by the County.

- 1.7. **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.
- 1.8. **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.
- 1.9. **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**

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### **2.1 GENERAL**

2.1.1 For the furnishing and delivery of **Telephone Wiring Materials and Rack Hardware** for the Radio Equipment Room 127 of the Emergency Communication Center.

2.1.2. All equipment will be factory new, not reconditioned, and in current production at time of delivery.

2.1.3. Substitutions or proposed equivalent products are not accepted for this procurement for all items except those marked "trade" on Exhibit A – Pricing.

### **2.2. SPECIAL CONDITIONS AND REQUIREMENTS**

2.2.1. **Designee-** Boone County Commission and Boone County Joint Communications

2.2.2. **BID CLARIFICATION** –Any questions or clarifications concerning bid documents should be addressed in writing, **PRIOR TO BID OPENING**, to Dave Eagle, Purchasing Assistant, 613 E. Ash Street, Room 113, Columbia, Missouri 65201. Phone: (573) 886-4394; Fax: (573) 886-4390 or Email: [deagle@boonecountymo.org](mailto:deagle@boonecountymo.org).

2.2.3. **Delivery Terms:** FOB- Destination with shipping and handling costs included, delivered to Boone County Fire Protection Headquarters, 2201 I-70 Drive Northwest, Columbia, MO 65202. Telephone Contact for delivery drivers is: (573) 447-5000

2.2.4. Partial shipment allowed. Vendor shall send just **one** invoice to the County at completion of delivery and acceptance of goods.

2.2.5. **Invoices** - The County's BID number should appear on the invoice.

### 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.
- 3.3. **Advice of Award** – If you wish to be advised of the outcome of this Bid, the results may be viewed on the County's web page at [www.showmeboone.com](http://www.showmeboone.com).
- 3.4. **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, and any person present will be allowed, under supervision, to scan any Response. In the event only one bid is received by the date and time of the bid opening, County reserves the right to not open the bid and extend the Closing Date for the purpose of inviting bid responses from more vendors in the interest of establishing competition.
- 3.5. **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 reason 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.
- 3.6. **RESPONSE CLARIFICATION** – The County reserves the right to request additional written or oral information from Bidders in order to obtain clarification of their Responses.
- 3.7. **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.
- 3.8. **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 Contract selected appears to offer the best overall solution for our current and anticipated needs at the lowest possible cost.
- 3.9. **Method of Evaluation** – The County will evaluate submitted Responses in relation to all aspects of this Bid.
- 3.10. **Acceptability** – The County reserves the sole right to determine whether goods and/or services offered are acceptable for County use.
- 3.11. **Endurance of Pricing** – Bidder's pricing must be held until contract execution or 60 days, whichever comes first.

**4. Response Form**

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Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/Zip: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_  
 Federal Tax I.D. \_\_\_\_\_  
 Corporation  
 Partnership – Name \_\_\_\_\_  
 Individual/Proprietorship – Individual Name \_\_\_\_\_  
 Other (Specify) \_\_\_\_\_

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

Authorized Representative (Sign By Hand): \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title of Authorized Representative:

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- 4.1.. Delivery after receipt of order (# of calendar days): \_\_\_\_\_ DAYS
- 4.2. Is Manufacturer’s detailed warranty on items quoted attached with your bid? YES\_\_\_ NO \_\_\_
- 4.3. Pricing:
- Complete proposed pricing on attached *Exhibit A – 4.3. Pricing*



**Boone County Purchasing**

***“No Bid” Response Form***

613 E. Ash, Room 110  
Columbia, MO 65201

Melinda Bobbitt, CPPO, Director of Purchasing  
Phone: (573) 886-4391 – Fax: (573) 886-4390  
E-mail: [mbobbitt@boonecountymo.org](mailto:mbobbitt@boonecountymo.org)

**“NO BID RESPONSE FORM”**

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

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

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

**Bid: 14-22FEB16 – Telephone Wiring Materials and Rack Hardware**

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Contact: \_\_\_\_\_

Date: \_\_\_\_\_

Reason(s) for not bidding:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Boone County Purchasing**  
613 E. Ash, Room 110  
Columbia, MO 65201

### ***Standard Terms and Conditions***

Melinda Bobbitt, CPPO, Director of Purchasing  
Phone: (573) 886-4391 – Fax: (573) 886-4390

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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.**

**(Please complete and return with Bid)**

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.

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Name and Title of Authorized Representative

---

Signature

---

Date

ITEM	Description	Brand	Model	Quantity	U/M	Unit Price	Extended Total
4.3.1.	<b>Racks and Raceway Components</b>						
4.3.1.1.	Four-Leg rack	Homaco/Legrand	OR-19-96-T4SDA2132	13	ea	\$	\$
4.3.1.2.	Two-Leg rack	Chatsworth Products	55053-715	4	ea	\$	\$
4.3.1.3.	Rack Shelves	Hoffman	ESH1915	16	ea	\$	\$
4.3.1.4.	12" Raceway	Cooper/B-Line	SB17U12BFB	2	ea	\$	\$
4.3.1.5.	15" Raceway	Cooper/B-Line	SB17U15BFB	10	ea	\$	\$
4.3.1.6.	18" Raceway	Cooper/B-Line	SB17U18BFB	2	ea	\$	\$
4.3.1.7.	30" Raceway	Cooper/B-Line	SB17U30BFB	2	ea	\$	\$
4.3.1.8.	Raceway foot kits	Cooper/B-Line	SB2106BBZ	12	ea	\$	\$
4.3.1.9.	Raceway splice kits	Cooper/B-Line	SB2107BZ	3	ea	\$	\$
4.3.1.10.	Raceway 90 degree splice kits	Cooper/B-Line	SB2101ABZ	22	ea	\$	\$
4.3.1.11.	Raceway wall clips	Cooper/B-Line	SB2114AFB	9	Pk/2	\$	\$
4.3.1.12.	Plastic end rail protectors	Cooper/B-Line	SB21B	2	Pk/10	\$	\$
4.3.2.	<b>Telco and Cable Components</b>						
4.3.2.1.	DS0 Line Protectors	Porta Systems	581P2-25D75	6	ea	\$	\$
4.3.2.2.	Full metal backboards w/89B brackets, yellow	Solonics	183B5M	16	ea	\$	\$
4.3.2.3.	Full metal backboards, dist posts, white	Solonics	187B1M	6	ea	\$	\$
4.3.2.4.	Full metal backboards, combo dist posts and large rings	Suttle (Solonics)	187B1M (187B1MX)	4	ea	\$	\$
4.3.2.5.	50 Pair Punch Block	Suttle	66M-1-50	125	ea	\$	\$
4.3.2.6.	Dual bridging clips, white	Siemon	SMBC-2-2	500	ea	\$	\$
4.3.2.7.	25-pair, 24 AWG solid, Cat 3, Amphenol connector, 90-degree, ("toothbrush"), male-tail, gray, 50' long,	Trade	Brand & Model #:	24	ea	\$	\$
4.3.2.8.	25-pair, 24 AWG solid, Cat 3, Amphenol connectors, 90-degree ("toothbrush"), male-female, gray, 50'	Trade	Brand & Model #:	24	ea	\$	\$
4.3.2.9.	25-pair, 24 AWG solid, Cat 3, Amphenol connector, 180-degree ("paintbrush"), male-tail, gray, 50' long,	Trade	Brand & Model #:	30	ea	\$	\$
4.3.2.10.	25-pair, 24 AWG solid, Cat 3, Amphenol connector, 180-degree ("paintbrush"), male-tail, gray, 50' long,	Trade	Brand & Model #:	10	ea	\$	\$
4.3.2.11.	25-pair, 24 AWG solid, Cat 3, Amphenol connector, 180-degree ("paintbrush"), female-tail, gray, 50'	Trade	Brand & Model #:	10	ea	\$	\$
<b>Grand Total</b>							\$

Note: Vendor to complete the brand and model bidding for the "trade" items above

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

March Session of the January Adjourned

Term. 20 16

In the County Commission of said county, on the 17th day of March 20 16  
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 Request to Hire Above Flexible Hiring Maximum by the Purchasing Department for the Buyer position.

It is further ordered the Boone County Commissioners sign said Request to Hire Above Flexible Hiring maximum form.

Done this 17th day of March, 2016.

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

135-2016

RECEIVED

MAR 11 2016

# Boone County Purchasing

BOONE COUNTY AUDITOR

Melinda Bobbitt, CPPO  
Director of Purchasing



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

---

## MEMORANDUM

TO: Boone County Commission  
FROM: Melinda Bobbitt, CPPO, CPPB  
DATE: March 10, 2016  
RE: Request to Hire Above Flexible Hiring Maximum

Attached is a form for a *Request to Hire Above Flexible Hiring Maximum* for Phil Fichter for the Buyer position in Purchasing. The City of Columbia and University of Missouri have higher pay ranges than the County. I am requesting permission to hire Phil at 91.5% of mid-point which is \$20.15 per hour which will make this position more market competitive.

ATTACHMENT: Request to Hire Above Flexible Hiring Maximum

cc: File

# REQUEST TO HIRE ABOVE FLEXIBLE HIRING MAXIMUM BOONE COUNTY

**Description of form:** To request approval to hire between 86% - 120% of the salary range mid-point

**Procedure:**

1. The Administrative Authority or designee completes the form and prepares a schedule that demonstrates that funding is available within the salary and wage appropriation (account #10100) and calculates the amount for a budget revision, if needed. The Administrative Authority submits the form, the schedule, and the budget revision (if needed) to the Auditor for certification of funds availability.
2. The Auditor certifies funds availability and approves budget revision (if applicable) and forwards to Human Resource Director.
3. The Human Resource Director reviews the information, makes recommendation, and schedules the request on the Commission agenda for approval.
4. The County Commission will review all requests for a starting salary above the mid-point and will either approve or deny the request. After approval/denial, the County Commission will return this form to the Administrative Authority.
5. The Administrative Authority will attach a copy of this approved form to the Personnel Action Form.

Name of prospective employee Phil Fichter Department Purchasing

Position Title Buyer Position No. 36 717

Proposed Starting Salary (complete one only) Annual: \_\_\_\_\_ % of Mid-Point \_\_\_\_\_  
**OR** Hourly: 20.15 % of Mid-Point 91.5

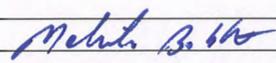
No. of employees in this job classification within your Department? 2

Justification (Describe the prospective employee's education and/or work experience which supports this proposed compensation level) Bachelor of Science degree with 30+ years of management experience. RFP response writing experience and bid specification writing experience.

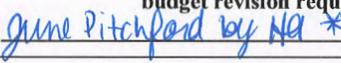
If proposed salary exceeds what other employees in the same job classification are paid, explain how the prospective employee's background exceeds others working in the same job classification: n/a

What effect, if any, will this proposal have on salary relationships with other positions in your office and/or positions in other offices? Same rate of pay as current Buyer

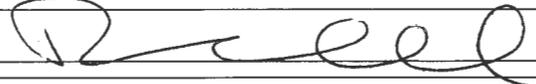
Additional comments: We are currently conducting a pay range review of the Buyer and Senior Buyer positions. We anticipate that the ranges will increase, making the positions more market competitive.

Administrative Authority's Signature:  Date: 3-9-16

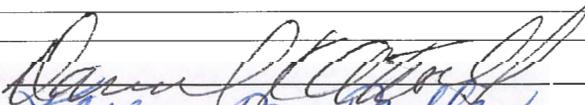
Auditor's Certification:  Funds are available within the existing departmental salary and wage appropriation (#10100).  
 Funds are not available within the existing departmental salary and wage appropriation (#10100); budget revision required to provide funding is attached.

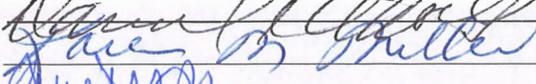
Auditor's Signature:  Date: 3-11-16

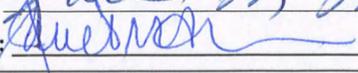
Human Resource Director's Recommendations: This would put the salary in line with the current co-employee in the same position

Human Resource Director's Signature:  Date: 3/10/16

County Commission \_\_\_\_\_ Approve \_\_\_\_\_ Deny \_\_\_\_\_  
 Comment(s): \_\_\_\_\_

Presiding Commissioner's Signature:  Date: 3-17-16

District I Commissioner's Signature:  Date: 3-17-16

District II Commissioner's Signature:  Date: 3/17/16

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

March Session of the January Adjourned

Term. 20 16

In the County Commission of said county, on the 17th day of March 20 16

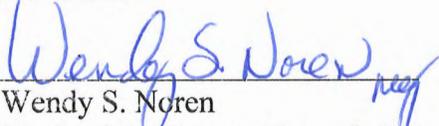
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby authorize the approval of attached Change Order #22 relating to Boone County Emergency Communications Center Bid Number 44-11DEC14. This change order provides for vertical tray and basket tray under the floor to protect cabling and provide for future use.

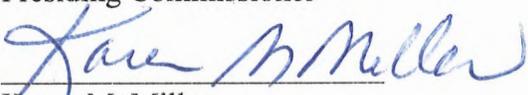
The terms of the Change Order are stipulated in the attached Change Order #22. It is further ordered that Commissioner Karen M. Miller is hereby authorized to sign said Change Order.

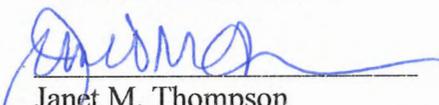
Done this 17<sup>th</sup> day of March, 2016.

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

**CHANGE ORDER**

**PROJECT:**  
Boone County Emergency Communications Center  
Bid Number 44-11DEC14

**CHANGE ORDER NUMBER:** 22

**DATE OF ISSUANCE:** 3/16/2016  
**CONTRACT DATE:** 1/27/2015

**OWNER:**  
Boone County Commission  
Boone County Government Center  
801 E. Walnut, Rm 333  
Columbia, MO 65201-7732

**ADG PROJECT NUMBER:** 916-13  
**PWA PROJECT NUMBER:** 201340

**TO CONTRACTOR:**  
Little Dixie Construction, LLC  
3316 Lemone Industrial Blvd.  
Columbia, Missouri 65201

**ARCHITECT:**  
Architects Design Group  
333 Knowles Ave.  
Winter Park Florida 32789

PWArchitects, Inc.  
15 S. Tenth Street  
Columbia, MO 65201

**Change Order Number 22:**

**The Contract is changed as follows:**

1. Provide and install underfloor raceways for areas under raised flooring systems and vertical cable management supports for vertical chases as detailed in the attached Proposal Request 28. Horizontal raceways have been requested by the Owner in lieu of J-hooks for better organization and management. Vertical Cable Management supports are necessary in order to meet the specified Warranty requirements of the Category 6A cabling systems.  
.....8,299.00

**Total CO #22.....\$ 8,299.00**

**Not valid until signed by the Owner, Architect and Contractor.**

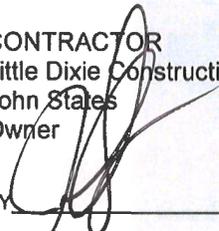
The original Contract Sum was	\$ 9,933,707.00
Net change by previously authorized Change Orders	\$ 207,797.89
The Contract Sum prior to this Change Order was	\$ 10,141,504.89
The Contract Sum will be increased/decreased by this Change Order in the amount of	\$ 8,299.00
The new Contract Sum including this Change Order will be	\$ 10,149,803.89
The Original Contract Time +/- previous change orders for the project was	297 days
Contract Period for Construction is Increased/Decreased by	0 days
New Contract Period for New Building and Site	297 days
Contract Completion Date is	April 29, 2016

ARCHITECT  
Architect's Agent  
Erik Miller, AIA, CDT  
Principal, PWA Architects, Inc.

BY 

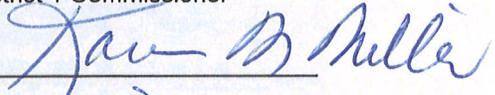
DATE 3-16-16

CONTRACTOR  
Little Dixie Construction, LLC  
John States  
Owner

BY 

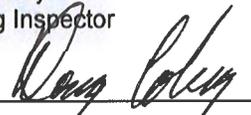
DATE 3-17-16

OWNER  
Boone County, Missouri  
Karen M. Miller  
District 1 Commissioner

BY 

DATE 3-17-16

OWNER'S REPRESENTATIVE  
Boone County Resource Management  
Doug Coley  
Building Inspector

BY 

DATE 3/17/16



3316 LeMone Industrial Blvd. / Columbia, Missouri 65201 / office 573.449.7200 / fax 573.449.7300  
littledixieconstruction.com

# CHANGE ORDER REQUEST #028 REVISION 1

**PROJECT:** Boone County Emergency  
Communication Center  
2145 E County Drive  
Columbia, MO 65202

LDC# 15010

Request Submitted to: Karen Miller  
Boone County Commission, Suite 333  
801 E. Walnut  
Columbia, MO 65201-7732

Phone: 573-886-4308

Description	Deductive	Additive	Unit Costs
<b>LDC RFI #083</b>			
Meyer Electric		\$ 7,756	
	\$ -	\$ 7,756	\$ -
7% General Conditions, Profit & Overhead		\$ 543	
Subtotals	\$ -	\$ 8,299	\$ -
<b>TOTAL</b>		<b>\$8,299</b>	

### Attachments:

LDC RFI #083 dated 2/08/2016 (4 pages)  
TLC RFI Response 083 dated 02/11/2016 with associated plan sheet  
Meyer Change Order Proposal #22047-R2 dated 3/16/2016 (2 page proposal, legrand breakdown and cable tray layout)  
Partial plan titled 4" EZ-Path Quantity Count dated 3-3-16

Time Extension Request: 0 Work Days

This COR reflects the result of alternate directives as determined in the March 9, 2016 meeting.

SUBMITTED BY:

Joseph W. Gruender, Senior Project Manager

DATE: 03/16/2016





3316 LeMone Industrial Blvd. / Columbia, Missouri 65201 / office 573.449.7200 / fax 573.449.7300  
littledixieconstruction.com

# REQUEST FOR INFORMATION

To: P W Architect, Inc.  
15 S. Tenth Street  
Columbia, MO 65201

**RFI#:** 083  
**LDC Job #:** 15010  
**Architect Job #:** 201340  
**Date:** 02/08/2016

Phone: 573-449-2683

**PROJECT:** Boone County Emergency Communications Center

RFI DESCRIPTION:
<p><b>Technology</b></p> <p>Please review and respond to the questions from Meyer Electric as per the attached Request For Information dated February 8, 2016.</p>

RESPONSE:
Empty response area

RESPONSE DATE:

REFERENCES & ATTACHMENTS:
Meyer Electric RFI#3620-04 dated February 8, 2016 (3 pages including cover)

Submitted By: Joseph W. Gruender, Senior Project Manager

REQUEST FOR INFORMATION

**MEYER ELECTRIC  
COMPANY, INC.**

3513 N. Ten Mile Dr  
Jefferson City, MO 65109

Telephone (573) 893-2335  
FAX: (573) 893-3686  
E-Mail: meyerelectric@earthlink.net

Project No 15010-260000

Project Name Boone County 911 Center  
Columbia, MO

Specification # (if required) \_\_\_\_\_

Request for Information # 3620-04

Date February 8, 2016

Submitted To:  
Little Dixie Construction  
Attn: Joe Gruender

Subject:  
Various

Information Requested:  
Please see attached, and advise.

Date Required:

Leon J. Keller  
Meyer Electric Company, Inc.

Response

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Answered By: \_\_\_\_\_ Date: \_\_\_\_\_

**Analog Fax Lines:**

- Reference drawing T4-0.00
  - Reference drawing T1-1.01, Plan Note 7
  - There are (7) locations with the F1 symbol, and reference to Plan Note 7 on T1-1.01 for analog fax lines.
  - There are no provisions for analog lines within the secure data room 161, unless via the 12 strand fiber shown on T4-0.00.
1. Are the analog fax lines to cable back to the secure data room 161, or the tele/D-Mark Room 156?

**Secure Data Room 161/Multi-Media Control/Work Center 119:**

- Reference Drawing T5-0.00
  - The rack elevations shown for these two rooms do not indicate the use of ladder tray elevation kits or radius drops. These are the closets with the highest population of cables. This could be a potential extended warranty issue for the horizontal cabling. We can price up cost to add ladder tray.
1. Are these rooms to be built without the use of elevation kits and radius drops?
  2. Due to the physical size of the 6A cable, the 6" cable manager shown on T5-0.00 against the wall will not be of adequate size to contain the quantity of cables to be terminated in Rack 1. Can a change be issued to replace the 6" manager with a 10" manager?

**Cable Chases:**

- Reference drawing T1-1.01, Plan Note 4
- The cable chases shown for the cabling route to under raised floor are not acceptable for standard cabling practices. This is too great of a distance to allow the cable to be installed vertically without support.
- A chase could possibly be designed that is accessible with a support system inside, such as ladder tray so the cable can be lashed to the support bars to alleviate cable street. Cost would be involved.
- Installing cable via the current chase could pose a cabling warranty issue.

**Under Floor Cable Support System:**

- Reference drawing T1-1.01
  - There is no support system shown for the cabling that is to be installed under the raised flooring system. Given the physical size of and quantity of 6A cables to be installed, standard J-hooks are not an option. Option would be to install basket tray under these floors to support the cable. Installation of basket tray would also aid in all future cabling beneath these floors.
1. Can an RFP be issued to see if installation of basket tray could be budgeted into the project?

**EZ-Pathes:**

- Reference T1-1.01
  - As the project is currently being cabled, the quantity of EZ-Pathes shown on the drawings will not support the number of cables to be installed.
1. Can an allowance per EZ-Pathes, as needed, be put into a PR?



RFI # 083	Reviewer: TODD KOTLABA	Log ID: 141401
Project: 114801 - BOONE COUNTY - 911 COMM, FACILITY		Received: 02/09/2016
Name: FAX LINE, DATA ROOM, CABLE CHASES/SUPPORT & EZ PATHES		Returned: 02/11/2016

**Please Note:** The following RFI response is not intended to authorize any deviation or modification to the design documents except as specifically clarified below for this specific application and circumstance.

Furthermore, this response is not intended to authorize any increase in construction cost, schedule or time extension, or construction in conflict with any applicable codes or specified design standards. It is the responsibility of the Contractor to notify the design team immediately of any perceived scope, schedule, or cost impacts or adjustments.

#### Comments

1. Analog Fax Lines: UTP cables for analog lines shall be terminated in the Tele/Demark Room for cross connect to service provider phone lines (POTS).
2. Secure Data Room 161/Multimedia Control/Work Center 119: Provide radius drop kits per specification 270528, section 3.8.E.  
Provide 10" wide vertical cable management in place of the 6" wide cable management in room 161.
3. Cable Chases. See revised drawing T1-1.01. Interior chase wall should only extend 6" above ceiling to allow cable access. Above ceiling provide 18"Wx4"H section of cable tray with radius drop to support cables above the chase and route cables to the wall penetrations.
4. Under Floor Cable Support System: Provide submitted J-hooks attached to the raised floor pedestals for cable support.
5. EZ-Path Devices: With the added EZ-Path devices for the cable chases, the existing EZ-Path devices should be sufficient.



**MEYER ELECTRIC INC.**

3513 North Ten Mile Drive  
 Jefferson City, MO 65109  
 ph: (573) 893-2335 fax: (573) 893-3686  
 meyerelectric@earthlink.net

Little Dixie Construction  
 3316 LeMone Industrial Blvd.  
 Columbia, MO 65201

Attention: Joe Gruender

**CHANGE ORDER PROPOSAL**

3/16/2016

Boone County - Emerg. Comm.  
 Boone Co Comm C  
 Our Job #: 3620

Meyer Ref #: 22047-R2

The following is a cost breakdown to provide vertical chase ladder tray and basket tray, under floor to protect cabling and provide for future use:

<b>Material</b>	Quantity	Cost
EXISTING CHASES:		
CPI 11275-712 Ladder Tray	12.00	1,119.00
CPI 11301-701 Butt Splices	6.00	50.40
CPI 10608-701 Wall Supports	30.00	435.00
Upsize Vertical Cable Manager CPI 40096-703	1.00	726.00
CPI 40095703 - Credit	-1.00	-652.65
--		
UNDERFLOOR BASKET TRAY:		
J-hooks - Credit	-340.00	-1,999.20
18" x 6" Basket Tray	120.00 ft	
12" x 6" Basket Tray	250.00 ft	
Pedestal Supports	75.00	4,463.25
6" Divider	250.00 ft	
Tray Splice Hardware	4.00	
Basket Tray Radius Drops	2.00	
Freight	1.00	300.00
--		
RADIUS DROPS / ELEVATION KITS SECURE DATA ROOM 161:		
CPI 12100-718 Radius Drops	6.00	173.10
CPI 10595-718 Rack Runway Plate	6.00	169.50
CPI SK-7387 Elevation Kits	6.00	438.00
Material Cost Subtotal		\$5,222.40
Markup on Material @ 10.00%		\$522.24
Profit on Material @10.00%		\$574.47
<b>Material Subtotal</b>		<b>\$6,319.11</b>

<b>Labor</b>	Rate	Quantity	Cost
Labor	79.84	18.00 Hr	1,437.12
<b>Labor Subtotal</b>			<b>\$1,437.12</b>

**MEYER ELECTRIC INC.**

3513 North Ten Mile Drive  
Jefferson City, MO 65109

ph: (573) 893-2335 fax: (573) 893-3686  
meyerelectric@earthlink.net

Little Dixie Construction  
3316 LeMone Industrial Blvd.  
Columbia, MO 65201

Attention: Joe Gruender

**CHANGE ORDER PROPOSAL**

3/16/2016

Boone County - Emerg. Comm.  
Boone Co Comm C  
Our Job #: 3620

Meyer Ref #: 22047-R2

---

<b>TOTAL</b>	<b>7,756.23</b>
--------------	-----------------

*Note: This proposal may be withdrawn by us if not accepted within 30 days.*

**Submitted By:**

**Accepted By:**

Signature: Leon J. Keller

Signature: \_\_\_\_\_

Name, Title: Leon J. Keller, President

Name, Title: \_\_\_\_\_

Date: March 16, 2016

Date: \_\_\_\_\_

# legrand | Cablofil

1910 State Route 4  
 Macomb, IL 62256  
 (877) 8V.LEGRAND (286-3472)  
 www.legrand.us/cablofil

## LINE ITEM PRICED PROJECT QUOTE

Opportunity: Boone Co 911 Call Center  
 Location: COLUMBIA, MO United States  
 Quote Number: 187MGH1020  
 Quote Date: October 13, 2016  
 Drawing #: n/a-BOM from contractor

Line	Qty	UM	Item Number	Description	Std Qty	DNC Unit Price	Ext. Price
1	12	PCS	CF180/480EZ	CABLOFIL CABLE TRAY (8D,18W,120L) [1011]	1	\$85.82	\$1,029.84
2	28	PCS	UFC580KITPG	UNDERFLOOR BRIDGE KIT (22W) [043178]	1	\$17.30	\$432.50
3	1	EA			1		
4	25	PCS	CF150/300EZ	CABLOFIL CABLE TRAY (8D,12W,120L) [061]	1	\$58.50	\$1,463.00
5	50	PCS	FASL300PG	FAS L BRACKET (2D,4W,12L) [550130]	1	\$5.95	\$297.50
6	50	PCS	UFCPG	UNDER FLOOR SUPPORT CLAMP (2D,4W,8L) [550220]	1	\$3.64	\$182.00
7	1	EA			1		
8	25	PCS	COT180KITPG	DIVIDER STRIP (8D,0.8W,120L) [043418]	1	\$27.89	\$697.25
9	3	BAG	BWKEZ	SPlice WASHER KIT (50 PCS) [043215]	1	\$43.56	\$130.68
10	25	PCS	GND8B	GROUNDING LUG- ULIC8A SPLIT BOLT [042016]	1	\$3.31	\$82.75
11	2	BAG	DO105/300EZ	<del>105/300 WATERFALL DROUPOUT KIT (7D,28W,8L) [043213]</del>	1	\$73.93	\$147.86

THIS IS NOT A GUARANTEED BILL OF MATERIAL      C83A and US1410 Pricebooks  
 Total Dist LOT Price: **\$4,463.00**

Did not show item pricing,  
 as it was messy and hard  
 to follow.



**Design Group, Inc.**  
 Architects and Planners  
 1000 North 17th Street  
 Suite 100  
 Columbia, MO 65201  
 Phone: (314) 425-1100  
 Fax: (314) 425-1101  
 Website: www.designgroupinc.com



**BOONE COUNTY**  
 MISSOURI  
 EMERGENCY  
 COMMUNICATIONS CENTER

**COLUMBIA, MO**

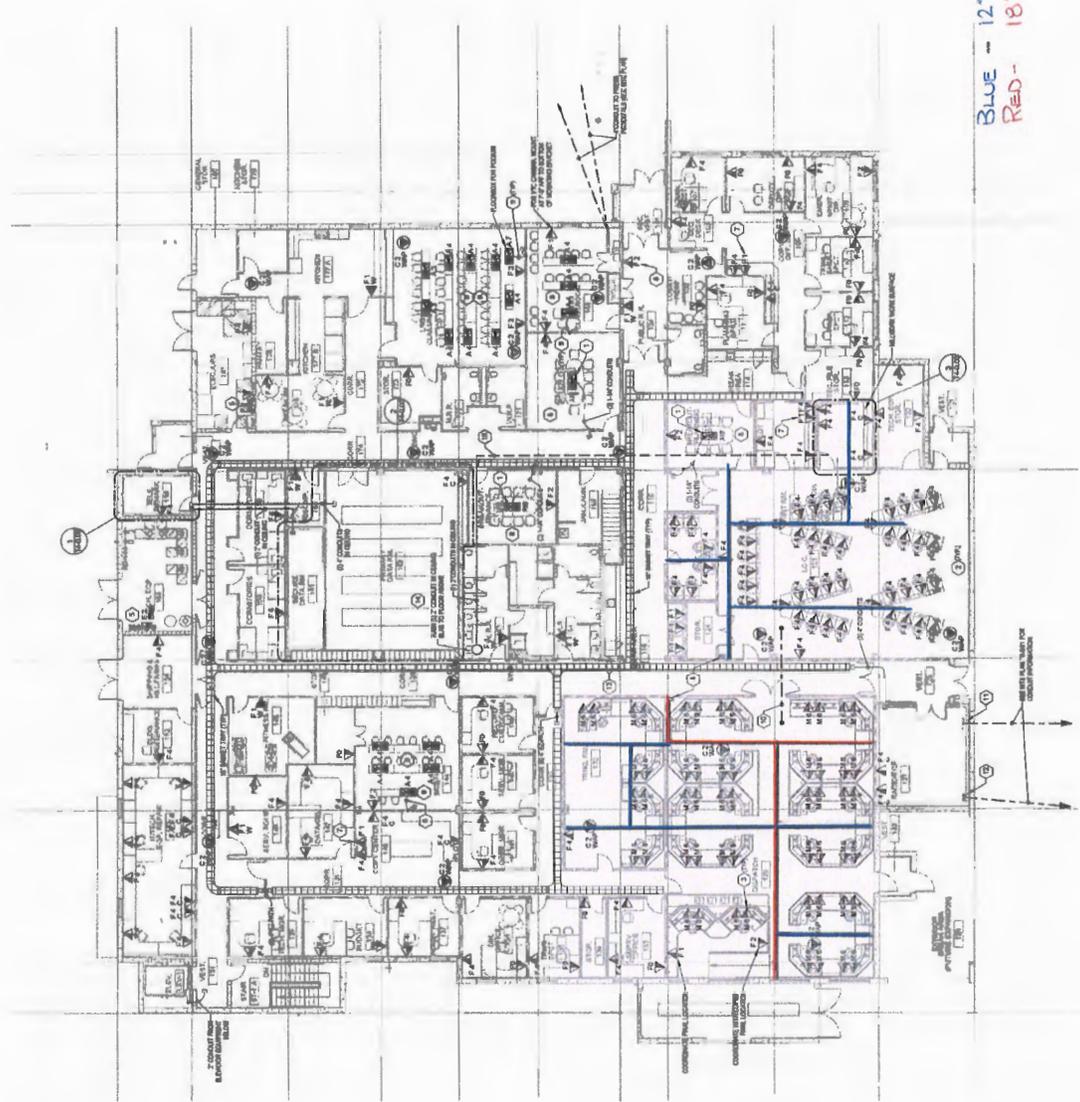
**100% CONSTRUCTION DOCUMENTS**

Architect hereby warrants to the Client that the design and construction documents are complete and correct as of the date of issuance. The Client shall be responsible for obtaining all necessary permits and approvals from the appropriate authorities. The Client shall be responsible for obtaining all necessary information and data from the appropriate authorities. The Client shall be responsible for obtaining all necessary information and data from the appropriate authorities.

Project No. 916.13  
 Sheet T1-1.01

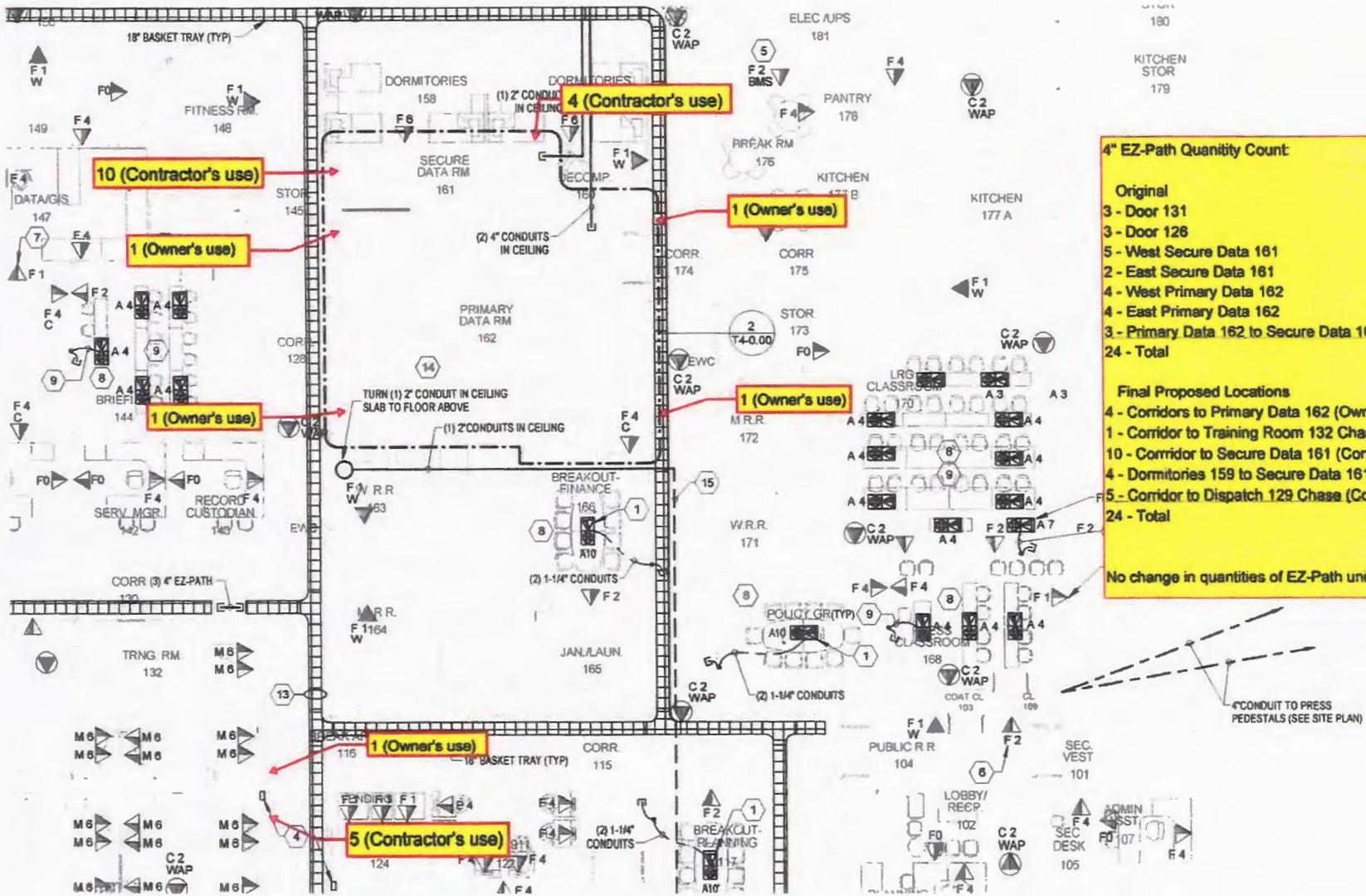
**GENERAL NOTES**

1. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE INTERNATIONAL BUILDING CODES AND ALL APPLICABLE LOCAL ORDINANCES.
2. PROVIDE 1/2" CLEARANCE BETWEEN ALL CONCRETE WALLS AND ALL OTHER CONCRETE WALLS.
3. PROVIDE 1/2" CLEARANCE BETWEEN ALL CONCRETE WALLS AND ALL OTHER CONCRETE WALLS.
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16. PROVIDE 1/2" CLEARANCE BETWEEN ALL CONCRETE WALLS AND ALL OTHER CONCRETE WALLS.
17. PROVIDE 1/2" CLEARANCE BETWEEN ALL CONCRETE WALLS AND ALL OTHER CONCRETE WALLS.
18. PROVIDE 1/2" CLEARANCE BETWEEN ALL CONCRETE WALLS AND ALL OTHER CONCRETE WALLS.
19. PROVIDE 1/2" CLEARANCE BETWEEN ALL CONCRETE WALLS AND ALL OTHER CONCRETE WALLS.
20. PROVIDE 1/2" CLEARANCE BETWEEN ALL CONCRETE WALLS AND ALL OTHER CONCRETE WALLS.



BLUE -- 12' x 6'  
 RED -- 18' x 6'

① FIRST FLOOR PLAN - VOICEDATA



4" EZ-Path Quantity Count		3-3-16
<b>Original</b>		
3	- Door 131	
3	- Door 128	
5	- West Secure Data 161	
2	- East Secure Data 161	
4	- West Primary Data 162	
4	- East Primary Data 162	
3	- Primary Data 162 to Secure Data 161	
24	- Total	
<b>Final Proposed Locations</b>		
4	- Corridors to Primary Data 162 (Owner's Use)	
1	- Corridor to Training Room 132 Chase (Owner's Use)	
10	- Corridor to Secure Data 161 (Contractor's Use)	
4	- Dormitories 159 to Secure Data 161 (Contractor's Use)	
5	- Corridor to Dispatch 129 Chase (Contractor's Use)	
24	- Total	
No change in quantities of EZ-Path units		

- 4 CHASE FRC FOR NETWORK ARCHITECT
- 5 COORDINA
- 6 DATA OUTL COORDINA
- 7 OUTLET FO
- 8 REFER TO I BOXES.
- 9 PROVIDE (1
- 10 PROVIDE (5 CONNECTK
- 11 EXTEND TH CEILING, C/ TO THE CAI SECURED I
- 12 STOP CONE THE CEILIN IN THE COF VENDOR.
- 13 PROVIDE (2 ENTRANCE
- 14 FIRE STOP EZ-PATH SL
- 15 PATHWAY F ANTENNAS. PROTECTK

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

March Session of the January Adjourned

Term. 20 16

County of Boone

} ea.

In the County Commission of said county, on the

17th

day of

March

20

16

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, March 18, 2016, at 9:30 a.m. The meeting will be held in the Conference Room 338 of the Roger B. Wilson Boone County Government Center at 801 E. Walnut, Columbia, Missouri, as authorized by RSMo 610.021(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 and RSMo 610.021 (2) to discuss the leasing, purchase or sale of real estate by a public government body where public knowledge of the transaction might adversely affect the legal consideration therefore.

Done this 17th day of March, 2016.

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.

March Session of the January Adjourned

Term. 20 16

County of Boone

In the County Commission of said county, on the

17th

day of

March

20 16

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, March 22, 2016, 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 17th day of March, 2016.

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