

13 -2013

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

January Session of the January Adjourned

Term. 2013

In the County Commission of said county, on the 10th day of January 20 13

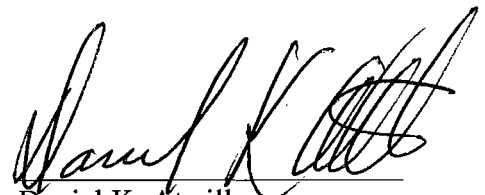
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve Amendment Number One – 49-08NOV11 – Photocopier Maintenance revising the usage quantity and pricing for 2013 as stipulated in the attached Contract Amendment. It is further ordered the Presiding Commissioner is hereby authorized to sign said Purchase Agreement.

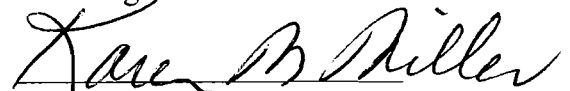
Done this 10th day of January 2013.

ATTEST:

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



Daniel K. Atwill  
Presiding Commissioner



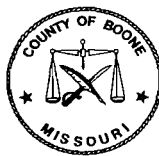
Karen M. Miller  
District I Commissioner



Janet Thompson  
District II Commissioner

# Boone County Purchasing

**Melinda Bobbitt, CPPB**  
Director



613 E. Ash, Room 110  
Columbia, MO 65201  
Phone: (573) 886-4391  
Fax: (573) 886-4390

---

## MEMORANDUM

TO: Boone County Commission  
FROM: Melinda Bobbitt, CPPB  
DATE: January 7, 2013  
RE: Amendment Number One – 49-08NOV11 – Photocopier Maintenance

Contract 49-08NOV11 – Photocopier Maintenance was approved by commission for award to Sumner Group Inc dba Image Technologies on December 6, 2011, commission order 519-2011. This amendment revises the usage quantity and pricing for 2013.

Prosecuting Attorney's maintenance on their Kyocera KM-5050 is \$1,675 for 250,000 black and white copies with overage at \$0.0067 per page and will be paid from department 1261 – Prosecuting Attorney, account 60050 – Equipment Service Contract. The Juvenile Office's maintenance on their Kyocera 5035 is \$1,260 for 180,000 copies with overage at \$0.007 per copy and will be paid from department 1241 – Juvenile Office, account 60050 – Equipment Service Contract.

cc: Bonnie Adkins, Prosecuting Attorney  
Marsha Plank, Juvenile Office  
Contract File

Return to Auditor's Office  
Please do not remove staple.

**PURCHASE REQUISITION  
BOONE COUNTY, MISSOURI**

9/04/12

REQUEST DATE

5960

VENDOR NO.

Image Technologies  
VENDOR NAME

PHONE #

ADDRESS

CITY

STATE ZIP

**BID DOCUMENTATION**

This field **MUST** be completed to demonstrate compliance with statutory bidding requirements.  
Refer to RSMo 50.660, 50.753-50.790, and the Purchasing Manual—Section 3

- Bid /RFP (enter # below)
- Sole Source (enter # below)
- Emergency Procurement (enter # below)
- Written Quotes (3) Attached (>\$2500 to \$4,499)
- Purchase is ≤\$2500 and is NOT covered by an existing bid or sole source

Not Subject To Bidding (select appropriate response below):

- Utility
- Employee Travel/Meal Reimb
- Training (registration/conf fees)
- Dues
- Pub/Subscription/Transcript Copies
- Refund of Fees Previously Paid to County
- Professional Services (see Purchasing Policy Section 3-103); enter RFP if applicable
- Intergovernmental Agreement
- Not Susceptible to Bidding for Other Reasons (Explain):
- Mandatory Payment to Other Govt
- Court Case Travel/Meal Reimb
- Tool and Uniform Reimb
- Inmate Housing
- Remit Payroll Withheld
- Agency Fund Dist (dept #s 7XXX)

**#49-08NOV11**

(Enter Applicable Bid / Sole Source / Emergency Number)

Ship to Department #

Bill to Department # **1261**

Department				Account					Item Description	Qty	Unit Price	Amount
1	2	6	1	6	0	0	5	0	Copier maintenance for January 1, 2013 through December 31, 2013 for 250,000 copies on Kyocera 5050.		1675.00	1675.00
									Overage will be billed at \$0.067/copy.			
									Staples will be billed at \$66.00 per box of 10,000.			

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

Melinda Bobbitt  
Prepared By  
Bonnie Bobbitt  
Requesting Official

coy 11/13  
Auditor Approval

# PURCHASE REQUISITION

## BOONE COUNTY, MISSOURI

1/5/13  
REQUEST  
DATE

5960  
VENDOR  
NO.

Image Technologies  
VENDOR NAME

PHONE #

ADDRESS

CITY

STATE ZIP

BID DOCUMENTATION			
This field <b>MUST</b> be completed to demonstrate compliance with statutory bidding requirements. Refer to RSMo 50.660, 50.753-50.790, and the Purchasing Manual—Section 3			
<input checked="" type="checkbox"/> Bid /RFP (enter # below) <input type="checkbox"/> Sole Source (enter # below) <input type="checkbox"/> Emergency Procurement (enter # below) <input type="checkbox"/> Written Quotes (3) Attached (>\$2500 to \$4,499) <input type="checkbox"/> Purchase is <=\$2500 and is NOT covered by an existing bid or sole source	Not Subject To Bidding (select appropriate response below): <input type="checkbox"/> Utility <input type="checkbox"/> Employee Travel/Meal Reimb <input type="checkbox"/> Training (registration/conf fees) <input type="checkbox"/> Dues <input type="checkbox"/> Pub/Subscription/Transcript Copies <input type="checkbox"/> Refund of Fees Previously Paid to County <input checked="" type="checkbox"/> Professional Services (see Purchasing Policy Section 3-103); enter RFP if applicable <input type="checkbox"/> Intergovernmental Agreement <input type="checkbox"/> Not Susceptible to Bidding for Other Reasons (Explain):	<input type="checkbox"/> Mandatory Payment to Other Govt <input type="checkbox"/> Court Case Travel/Meal Reimb <input type="checkbox"/> Tool and Uniform Reimb <input type="checkbox"/> Inmate Housing <input type="checkbox"/> Remit Payroll Withheld <input type="checkbox"/> Agency Fund Dist (dept #s 7XXX)	
#49-08NOV11 (Enter Applicable Bid / Sole Source / Emergency Number)			

Ship to Department #

Bill to Department # 1241

Department					Account	Item Description	Qty	Unit Price	Amount
1	2	4	1-		6 0 0 5 0	Copier maintenance for January 1, 2013 through December 31, 2013 for 180,000 copies on Kyocera 5035.		1260.00	1260.00
						Overage will be billed at \$0.007/copy.			
						Staples will be billed at \$66.00 per box of 25,000.			

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

Melinda Bobbitt  
Prepared By  
Cathy Janett  
Requesting Official

cg 1/7/13  
Auditor Approval



**CONTRACT AMENDMENT NUMBER ONE  
PURCHASE AGREEMENT FOR  
PHOTOCOPIER MAINTENANCE  
TERM AND SUPPLY**

The Agreement **49-08NOV11** dated December 6, 2011 made by and between Boone County, Missouri and **Sumner Group Inc. dba Image Technologies a Division of Datamax** for and in consideration of the performance of the respective obligations of the parties set forth herein, is amended as follows:

1. Change maintenance pricing to the following:

**Prosecuting Attorney** – 705 E. Walnut Street, Columbia, MO 65201. Contact: Bonnie Adkins: (573) 886-4112.

**Maintenance:** Maintenance shall be provided on the **Kyocera 5050** for 250,000 black and white prints for fiscal year 2013 for a cost of \$1,675.00. Black and white overage shall be billed at a cost of \$0.0067 per page. Staples are \$66.00 / box of 10,000 for the life of the contract.

Maintenance will automatically renew each year for the pricing below until the County gives a 30 day termination notice.

**250,000 Copies:**

January 1, 2014 – December 31, 2014 - \$1,675.00 with overage billed at \$0.0067 per page

January 1, 2015 – December 31, 2015 - \$1,675.00 with overage billed at \$0.0067 per page

January 1, 2016 – December 31, 2016 - \$1,675.00 with overage billed at \$0.0067 per page

**Juvenile Office** – 115 N. 8th Street, Columbia, MO 65201. Contact: Marsha Plank: (573) 886-4200.

**Maintenance:** shall be provided for the **Kyocera 5035** (serial number M3023880) copier for 180,000 black and white prints for fiscal year 2013 for a cost of \$1,260.00. Black and white overage shall be billed at a cost of \$0.007 per page. Staples are \$66.00 / box of 25,000 for the life of the contract.

Maintenance will automatically renew each year for the pricing below until the County gives a 30 day termination notice.

**180,000 Copies:**

January 1, 2014 – December 31, 2014 - \$1,260.00 with overage billed at \$0.007 per page

January 1, 2015 – December 31, 2015 - \$1,260.00 with overage billed at \$0.007 per page

January 1, 2016 – December 31, 2016 - \$1,260.00 with overage billed at \$0.007 per page

2. Maintenance quantity may be adjusted for future renewal periods at renewal time with pricing as follows:

< 100,000 per year @ \$0.0075 per copy

100,000 – 200,000 per year @ \$0.007 per copy

200,000 – 300,000 per year @ \$0.0067 per copy

> 300,000 per year @ \$0.0063 per copy

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

**CONTRACT AMENDMENT NUMBER ONE  
PURCHASE AGREEMENT FOR  
PHOTOCOPIER MAINTENANCE  
TERM AND SUPPLY**

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100,000 – 200,000 per year @ \$0.007 per copy

200,000 – 300,000 per year @ \$0.0067 per copy

> 300,000 per year @ \$0.0063 per copy

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

Commission Order: 13-2013

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

**SUMNER GROUP INC.  
DBA IMAGE TECHNOLOGIES  
A DIVISION OF DATAMAX**

**BOONE COUNTY, MISSOURI**

by [Signature]  
title Division Manager

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

APPROVED AS TO FORM:  
[Signature]  
County Counselor

ATTEST:  
[Signature]  
Wendy S. Noren, County Clerk *my*

**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>[Signature]</u>	<u>12/24/12</u>	1261 / 60050 / \$1,675
Signature	Date	1241 / 60050 / \$1,260
<i>by cjd</i>		Appropriation Account

14 -2013

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

January Session of the January Adjourned

Term. 20 13

In the County Commission of said county, on the 10th day of January 20 13


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

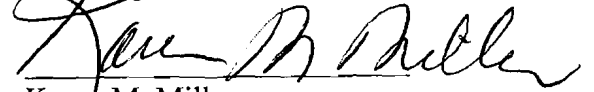
Now on this day the County Commission of the County of Boone does hereby approve the request by the Purchasing Department to dispose of the attached list of surplus equipment by auction on GovDeals or by destruction for items not suitable for auction. It is further ordered the Presiding Commissioner is hereby authorized to sign the Request for Disposal Forms.


Done this 10<sup>th</sup> day of January, 2013

ATTEST:

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

  
Daniel K. Atwill  
Presiding Commissioner

  
Karen M. Miller  
District I Commissioner

  
Janet Thompson  
District II Commissioner

**Boone County Purchasing**  
**David Eagle**  
Office Specialist



613 E. Ash Street  
Columbia, MO 65201  
Phone: (573) 886-4394

**MEMORANDUM**

TO: Boone County Commission  
FROM: David Eagle  
RE: Surplus Disposal  
DATE: December 6, 2012

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	CALCULATOR	TEXAS INSTRUMENTS	TI-8250	DOESN'T PRINT	
2.	3080	FOOD SLICER	HOBART MODEL 512	SHERIFF	MISSING PART	
3.	NO TAG	CALCULATOR	VICTOR I212	AUDITOR	HAS MISSING PART	
4.	NO TAG	INTERCOM CABINET	BOGEN	JJC	GOOD	
5.	9797	GREEN DESK CHAIR		COUNTY CLERK	BROKEN - THROWN AWAY	REMOVE FROM INVENTORY
6.	NO TAG	WATER COOLER	ELKAY	JJC	DOES NOT WORK	
7.	NO TAG	COMPUTER TABLE	METAL FRAME WITH ADJUSTABLE HEIGHT FOR MONITOR	JJC		
8.	17482	CELL PHONE	SPRINT 700P PALM TREO	CIRCUIT COURT	POOR	
9.	16447	CELL PHONE	SPRINT 700P PALM TREO	CIRCUIT COURT	POOR	
10.	15551	CELL PHONE	SPRINT 700P PALM TREO	CIRCUIT COURT	POOR	
11.	16759	CELL PHONE	SPRINT 700P PALM TREO	CIRCUIT COURT	POOR	

12.	16932	CELL PHONE	SPRINT 700P PALM TREE	CIRCUIT COURT	POOR	
13.	NO TAG	CLOTHES WASHER		SHERIFF	SOLD FOR SCRAP	REMOVE FROM INVENTORY
14.	10485	RADAR UNIT		SHERIFF	REPAIRS NEEDED	
15.	NO TAG	20" LAWNMOWER	LAWN BOY	SHERIFF	POOR	
16.	NO TAG	PINK FORMICA TABLE WITH STANDS	8' LONG 36" WIDE	CIRCUIT COURT	GOOD	
17.	NO TAG	PINK FORMICA TABLE WITH STANDS	8' LONG 36" WIDE	CIRCUIT COURT	GOOD	
18.	NO TAG	PINK FORMICA TABLE	5' 4" LONG 30" WIDE	CIRCUIT COURT	GOOD	
19.	NO TAG	PINK FORMICA TABLE WITH LEGS	7' LONG 30" WIDE	CIRCUIT COURT	GOOD	
20.	NO TAG	SYSTEM FURNITURE	LEFTOVERS FROM RENOVATIONS		POOR	
21.	NO TAG	ADJUSTABLE WORK TABLE	ERGO DATA PRICISION	ASSESSOR	FAIR	
22.	NO TAG	ADJUSTABLE WORK TABLE	ERGO DATA PRICISION	ASSESSOR	FAIR	
23.	NO TAG	ADJUSTABLE WORK TABLE	ERGO DATA PRICISION	ASSESSOR	FAIR	
24.	NO TAG	ADJUSTABLE WORK TABLE	ERGO DATA PRICISION	ASSESSOR	FAIR	
25.	NO TAG	PURPLE STACKABLE CHAIR		CIRCUIT COURT	FAIR	
26.	NO TAG	PURPLE STACKABLE CHAIR		CIRCUIT COURT	FAIR	
27.	NO TAG	PURPLE STACKABLE CHAIR		CIRCUIT COURT	FAIR	

28.	NO TAG	PURPLE STACKABLE CHAIR		CIRCUIT COURT	FAIR	
29.	NO TAG	PURPLE STACKABLE CHAIR		CIRCUIT COURT	FAIR	
30.	NO TAG	PURPLE STACKABLE CHAIR		CIRCUIT COURT	FAIR	
31.	NO TAG	PURPLE STACKABLE CHAIR		CIRCUIT COURT	FAIR	
32.	NO TAG	PURPLE STACKABLE CHAIR		CIRCUIT COURT	FAIR	
33.	NO TAG	PURPLE STACKABLE CHAIR		CIRCUIT COURT	FAIR	
34.	10241	DESK CHAIR	BLUE CLOTH	CIRCUIT CLERK	POOR	REMOVE FROM INVENTORY
35.	NO TAG	DESK CHAIR	BLUE CLOTH	CIRCUIT CLERK	POOR	REMOVE FROM INVENTORY
36.	NO TAG	MISC. OFFICE SUPPLIES		CIRCUIT CLERK	FAIR	
37.	NO TAG	CELL PHONE	NOKIA	RESOURCE MANAGEMENT	FAIR	
38.	9205	T16 WILD THEODOLITE	OLD SURVEYING EQUIPMENT	RESOURCE MANAGEMENT	FAIR	
39.	NO TAG	CANNON CALCULATOR	MP18D SILVER	RECORDER	BROKEN	
40.	NO TAG	SHARP CALCULATOR	EL 2630A BLACK	RECORDER	BROKEN	
41.	NO TAG	ELECTRIC STAPLER	SWINGLINE MODEL 690 BLACK	RECORDER	BROKEN	
42.	NO TAG	CLOTH DESK CHAIR		CIRCUIT CLERK	BROKEN	REMOVE FROM INVENTORY
43.	11832	MID-BACK GRAY CHAIR	GARFIELD	CIRCUIT CLERK	BROKEN	REMOVE FROM INVENTORY
44.	12277	SPEEDGUN WITH HANDLE/REMONTE	MPH	SHERIFF	POOR	

45.	11694	SPEEDGUN WITH HANDLE/REMONTE	MPH	SHERIFF	POOR	
46.	12278	SPEEDGUN WITH HANDLE/REMONTE	MPH	SHERIFF	POOR	
47.	NO TAG	SEVEN GPS/WI-FI SHARK FIN STYLE ANTENNAS		SHERIFF	USED	
48.	11857	DESK CHAIR	CRAMER	SHERIFF	BROKEN	REMOVE FROM INVENTORY
49.	11870	DESK CHAIR	CRAMER	SHERIFF	BROKEN	REMOVE FROM INVENTORY
50.	NO TAG	MISC. OFFICE SUPPLIES		CIRCUIT CLERK	GOOD	
51.	NO TAG	SEVERAL INDEX BOXED		CIRCUIT CLERK	GOOD	
52.	NO TAG	TWO PULL OUT KEYBOARD TRAYS		CIRCUIT CLERK	POOR	
53.	NO TAG	9" X 36" MAIL SORTER		CIRCUIT CLERK	GOOD	
54.	NO TAG	PAPER CUTTER		CIRCUIT CLERK	VERY POOR	
55.	NO TAG	100 - 90 MINUTE ONE SIDED CASSETTE TAPES AND TAPE ERASER		CIRCUIT CLERK	GOOD	
56.	2037	TYPEWRITER	IBM CORRECTING SELECTRIC 111	AUDITOR	POOR	
57.	229	FILE CABINET	GRAY STEELCASE 4-DRAWER	FACILITIES	POOR	
58.	1956	FILE CABINET	BROWN 3-DRAWER STEELCASE	FACILITIES	POOR	
59.	NO TAG	FLOOR LAMP		PUBLIC WORKS	FAIR	
60.	NO TAG	BEIGE FOLDING CHAIR	STEEL	PUBLIC WORKS	FAIR	



61.	13607	CAMERA	SONY MVC-CD250	PUBLIC WORKS	UNKNOWN	
62.	14754	CAMERA	FUJIFILM 3800 DIGITAL WITH CASE	PUBLIC WORKS	BROKEN	
63.	NO TAG	CAMERA	OLYMPUS SUPERZOOM 35 MM	PUBLIC WORKS	GOOD	
64.	NO TAG	BINDING MACHINE	FELLOWS PB150	PUBLIC WORKS	BROKEN	
65.	NO TAG	LEAK DETECTOR	METROTECH MODEL 200-L	PUBLIC WORKS	POOR	
66.	NO TAG	TWO 8' WOODEN BENCHES		PUBLIC WORKS	FAIR	
67.	NO TAG	ELECTRIC TYPEWRITER	SMITH CORONA	PUBLIC WORKS	UNKNOWN	
68.	NO TAG	ROLLING COMPUTER CART		PUBLIC WORKS	GOOD	
69.	NO TAG	ROLLING TABLE/DESK	BLACK TOP	PUBLIC WORKS	POOR	
70.	NO TAG	DESK LAMP	CLAMP-ON FLUORESCENT	PUBLIC WORKS	UNKNOWN	
71.	NO TAG	ROLLING KITCHEN CART		PUBLIC WORKS	POOR	
72.	14148	GPS BACKPACK UNIT	TRIMBLE	PUBLIC WORKS	UNKNOWN	
73.	NO TAG	DESK TOP WITH DRAWER		PUBLIC WORKS	FAIR	
74.	NO TAG	VACUUM CLEANER	DIRT DEVIL	PUBLIC WORKS	POOR	
75.	NO TAG	VACUUM CLEANER	HOOVER	PUBLIC WORKS	POOR	
76.	NO TAG	GREEN PLASTIC FILE SHUTTLE CART		PUBLIC WORKS	FAIR	
77.	NO TAG	FIREPROOF SAFE	SENTRY	PUBLIC WORKS	FAIR	

78.	NO TAG	MEDIA VAULT	FIREKING	PUBLIC WORKS	GOOD	
79.	10407	LEITZ TOTAL STATION		PUBLIC WORKS	GOOD	
80.	NO TAGS	6 POLICE PARTITIONS AND MOUNTING BRACKETS		SHERIFF	USED	
81.	NO TAG	FAX MACHINE	PANASONIC UF-790	PURCHASING	GREAT	
82.	NO TAG	MICROWAVE	EMERSON	SHERIFF	POOR	
83.	11776	RADIO	MOTOROLA SPECTRA	SHERIFF	UNKNOWN	
84.	10580	RADIO	MOTOROLA SPECTRA	SHERIFF	UNKNOWN	
85.	NO TAG	RADIO	KENWOOD MODEL TK-780H	SHERIFF	UNKNOWN	
86.	NO TAG	CELL PHONE CAR KIT	NOKIA MODEL HFU-2	SHERIFF	UNKNOWN	
87.	8782	MOBILE RADIO	MOTOROLA	SHERIFF	UNKNOWN	
88.	7115	MOBILE RADIO	MOTOROLA	SHERIFF	UNKNOWN	
89.	8076	MOBILE RADIO	MOTOROLA	SHERIFF	UNKNOWN	
90.	NO TAG	MOBILE RADIO	VERTEX	SHERIFF	UNKNOWN	
91.	NO TAG	METAL DROP BOX		COLLECTOR	POOR	

cc: Caryn Ginter, Auditor  
Surplus File

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

RECEIVED

DATE : 08/23/12

FIXED ASSET TAG NUMBER: None

AUG 24 2012

DESCRIPTION: Texas Instruments TI-8250 Adding Machine

BOONE COUNTY AUDITOR

REQUESTED MEANS OF DISPOSAL: Surplus

OTHER INFORMATION:

CONDITION OF ASSET: Good except for print failure issue

REASON FOR DISPOSITION: Calculator will work fine for a bit and then "freeze up" due to the paper advance mechanism. If the print mode is not being used, the adding machined performs without issues.

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: 1110

SIGNATURE 

**AUDITOR**

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

RECEIPT INTO 1190-3835

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

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

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

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

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

AGENCY \_\_\_\_\_

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

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

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

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER

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

NUMBER \_\_\_\_\_

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

INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE

\_\_\_\_ AUCTION

\_\_\_\_ SEALED BIDS

OTHER

EXPLAIN Destroy

COMMISSION ORDER NUMBER 14-2013

DATE APPROVED JAN. 10, 2013

SIGNATURE 

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

RECEIVED

DATE: 08-15-12

FIXED ASSET TAG NUMBER: 3080

AUG 16 2012

DESCRIPTION: Hobart food slicer

BOONE COUNTY AUDITOR

REQUESTED MEANS OF DISPOSAL:

OTHER INFORMATION: Model 512

~~CONDITION OF ASSET: Broken, unable to purchase parts any longer.~~

REASON FOR DISPOSITION: Broken, unable to purchase parts any longer.

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: Sheriff's 1255

SIGNATURE 

### AUDITOR

ORIGINAL PURCHASE DATE 11/28/1983

RECEIPT INTO 1190-3835

ORIGINAL COST 1,560.00

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 14-2013

DATE APPROVED JAN 10 2013

SIGNATURE 

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

RECEIVED

DATE : 08/23/12

FIXED ASSET TAG NUMBER: None

AUG 24 2012

DESCRIPTION: Victor 1212 *Adding Machine*

BOONE COUNTY AUDITOR

REQUESTED MEANS OF DISPOSAL: Surplus

OTHER INFORMATION:

CONDITION OF ASSET: Good except for missing part

REASON FOR DISPOSITION: Calculator is missing cover plate that allows user to tear off the tape.

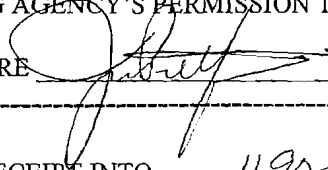
COUNTY / COURT IT DEPT. (check one)  DOES /  DOES NOT (check one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

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: 1110

SIGNATURE 

### AUDITOR

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

RECEIPT INTO 1190-3835

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

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

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

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

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

AGENCY \_\_\_\_\_

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

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

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 14-2013

DATE APPROVED JAN. 10, 2013

SIGNATURE 

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 9/6/12

FIXED ASSET TAG NUMBER: N/A

DESCRIPTION: Bogen Intercom Cabinet with limited hardware that includes am/fm cassette player.  
22 1/4" X 18 1/2" X 46 1/2"

REQUESTED MEANS OF DISPOSAL: sell

OTHER INFORMATION: original to new facility in 1995

CONDITION OF ASSET: cabinet in excellent condition

REASON FOR DISPOSITION: no longer need

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:

SIGNATURE

*Chris Schell*

### AUDITOR

ORIGINAL PURCHASE DATE

N/A

RECEIPT INTO

1190-3835

ORIGINAL COST

GRANT FUNDED (Y/N)

N

ORIGINAL FUNDING SOURCE

GRANT NAME

% FUNDING

AGENCY

DOCUMENTATION ATTACHED (Y/N)

ASSET GROUP

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

14-2013

DATE APPROVED

JAN. 10, 2013

SIGNATURE

*Paul [Signature]*

RECEIVED

SEP 10 2012

BOONE COUNTY  
AUDITOR

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

RECEIVED

DATE : 8/7/2012

FIXED ASSET TAG NUMBER: 09797

AUG - 7 2012

DESCRIPTION: Green desk chair

BOONE COUNTY AUDITOR

REQUESTED MEANS OF DISPOSAL: Put in trash

OTHER INFORMATION:

CONDITION OF ASSET: Broken

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: 8/8/2012

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

DEPARTMENT: 1132

SIGNATURE 

### AUDITOR

ORIGINAL PURCHASE DATE 5/11/1995

RECEIPT INTO 1190-3835

ORIGINAL COST 301.76

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 14<sup>0</sup> 2013

DATE APPROVED JAN. 10, 2013

SIGNATURE 

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 9/6/12

FIXED ASSET TAG NUMBER: N/A

DESCRIPTION: Elkay Water Cooler

REQUESTED MEANS OF DISPOSAL: sell

OTHER INFORMATION: original to new facility in 1995 - might still have freon

CONDITION OF ASSET: does not work

REASON FOR DISPOSITION: no longer need

RECEIVED  
SEP 10 2012  
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: asap

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO

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

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

SIGNATURE

*Oliver Schulte*

**AUDITOR**

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

N/A

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

1190-3835

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

14-2013

DATE APPROVED

JAN 10, 2013

SIGNATURE

*[Signature]*



# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : \_\_\_\_\_ FIXED ASSET TAG NUMBER: N/A

DESCRIPTION: Computer Table – metal frame with adjustable height for monitor

**RECEIVED**

REQUESTED MEANS OF DISPOSAL: sell

SEP 10 2012

OTHER INFORMATION:

**BOONE COUNTY  
AUDITOR**

CONDITION OF ASSET: good

REASON FOR DISPOSITION: no longer needs

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

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

DEPARTMENT: JJC

SIGNATURE

*Ann Schell*

**AUDITOR**

ORIGINAL PURCHASE DATE

N/A

RECEIPT INTO

1190-3835

ORIGINAL COST

GRANT FUNDED (Y/N)

N

ORIGINAL FUNDING SOURCE

GRANT NAME

% FUNDING

AGENCY

DOCUMENTATION ATTACHED (Y/N)

ASSET GROUP

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

14-2013

DATE APPROVED

JAN 10, 2013

SIGNATURE

*Ann Schell*

RECEIVED

AUG 20 2012

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE: **08/20/12**

FIXED ASSET TAG NUMBER: **17482**

DESCRIPTION: **Sprint 700P Palm Treo cell phone**

REQUESTED MEANS OF DISPOSAL: **Surplus**

OTHER INFORMATION: **Phone doesn't work**

CONDITION OF ASSET: **Poor**

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)

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 3/6/2008

RECEIPT INTO 1190-3835

ORIGINAL COST 1.00

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 14-2013

DATE APPROVED JAN 10, 2013

SIGNATURE [Signature]

# BOONE COUNTY

RECEIVED

AUG 20 2012

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE: 08/20/12

FIXED ASSET TAG NUMBER: 16447

DESCRIPTION: **Sprint 755P Palm Treo cell phone**

REQUESTED MEANS OF DISPOSAL: Surplus

OTHER INFORMATION: **Screen is cracked**

CONDITION OF ASSET: **Poor**

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)

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 3/4/2008

RECEIPT INTO 1190 - 3835

ORIGINAL COST 1.00

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 Destroy

COMMISSION ORDER NUMBER 14-2013

DATE APPROVED JAN 10, 2013

SIGNATURE

# BOONE COUNTY

RECEIVED

AUG 20 2012

BOONE COUNTY AUDITOR

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: **08/20/12**

FIXED ASSET TAG NUMBER: **15551**

DESCRIPTION: **Sprint 650P Palm Treo cell phone**

REQUESTED MEANS OF DISPOSAL: **Surplus**

OTHER INFORMATION: **Phone doesn't work**

CONDITION OF ASSET: **Poor**

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)

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 Kathy JH

### AUDITOR

ORIGINAL PURCHASE DATE 4/28/2006 RECEIPT INTO 1190-3835

ORIGINAL COST 499.99 GRANT FUNDED (Y/N) N

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

ASSET GROUP 1604 % FUNDING \_\_\_\_\_

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

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

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

INDIVIDUAL \_\_\_\_\_

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

✓ OTHER EXPLAIN Destroy

COMMISSION ORDER NUMBER 14-2013

DATE APPROVED JAN. 10, 2013

SIGNATURE [Signature]

# BOONE COUNTY

RECEIVED

AUG 20 2012

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE: **08/20/12**

FIXED ASSET TAG NUMBER: **16759**

DESCRIPTION: **Sprint 755P Palm Treo cell phone**

REQUESTED MEANS OF DISPOSAL: Surplus

OTHER INFORMATION: **Screen is cracked. ID Tag number is no longer listed on the phone.**

CONDITION OF ASSET: **Poor**

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)

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 *Kathleen*

### AUDITOR

ORIGINAL PURCHASE DATE	<u>3/1/2009</u>	RECEIPT INTO	<u>1190-3835</u>
ORIGINAL COST	<u>1.00</u>	GRANT FUNDED (Y/N)	<u>N</u>
ORIGINAL FUNDING SOURCE	<u>2731</u>	GRANT NAME	_____
		% FUNDING	_____
		AGENCY	_____
ASSET GROUP	<u>1604</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 14-2013

DATE APPROVED JAN. 10, 2013

SIGNATURE *[Signature]*

# BOONE COUNTY

RECEIVED

AUG 20 2012

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE: 08/20/12

FIXED ASSET TAG NUMBER: 16932

DESCRIPTION: Sprint 755P Palm Treo cell phone

REQUESTED MEANS OF DISPOSAL: Surplus

OTHER INFORMATION: Does not work

CONDITION OF ASSET: Poor

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)

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 3/4/2008

RECEIPT INTO 1196-3835

ORIGINAL COST 1.00

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2731

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

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

ASSET GROUP 1604

AGENCY \_\_\_\_\_

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

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

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

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

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

INDIVIDUAL \_\_\_\_\_

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

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

COMMISSION ORDER NUMBER 14-2013

DATE APPROVED JAN. 10, 2013

SIGNATURE

# BOONE COUNTY

## REQUEST FOR DISPOSITION

## PROPERTY

DATE : 07-30-12

DESCRIPTION: Cloths Washer

REQUESTED MEANS OF DISPOSAL: Sold

OTHER INFORMATION:

CONDITION OF ASSET: Broken/not fixable

REASON FOR DISPOSITION: Not fixable

COUNTY / COURT IT DEPT. (circle one) DO NOT REGISTER THIS ITEM FOR ITS OWN USE (this item is applicable to computer e... only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: Already sold at recycling

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

DEPARTMENT: Sheriff's

SIGNATURE [Signature]

### AUDITOR

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

RECEIPT INTO 1255-3835

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

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

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

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

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

AGENCY \_\_\_\_\_

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

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

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

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

*Receipt 2657 8/6/12  
Sold for scrap metal  
Advantage Metal Recycling*

\_\_\_\_ TRANSFER

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

NUMBER \_\_\_\_\_

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

INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE

\_\_\_\_ AUCTION

\_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER

EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 14-2013

DATE APPROVED JAN. 10, 2013

SIGNATURE [Signature]

*Melinda -  
This is for the  
Washer that was sold  
for scrap metal at  
the Sheriff's Dept.  
Cary*

RECEIVED

AUG - 3 2012

BOONE COUNTY AUDITOR

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 09-19-12

FIXED ASSET TAG NUMBER: 10485

DESCRIPTION: Radar Unit

RECEIVED

SEP 19 2012

REQUESTED MEANS OF DISPOSAL:

BOONE COUNTY AUDITOR

OTHER INFORMATION: Genesis K-band

CONDITION OF ASSET: Older unit with repairs needed

REASON FOR DISPOSITION: Replaced

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

DESIRED DATE FOR ASSET REMOVAL TO STORAGE:

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

DEPARTMENT: Shenafi 1251

SIGNATURE 

### AUDITOR

ORIGINAL PURCHASE DATE 2/22/1996

RECEIPT INTO 1190-3835

ORIGINAL COST 700.00

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2731

GRANT NAME Removed from inventory 3/28/2000

ASSET GROUP 1604

% 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 14-2013

DATE APPROVED JAN 10, 2013

SIGNATURE 



# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 9/6/12 FIXED ASSET TAG NUMBER: NONE

DESCRIPTION: 20" LAWN BOY MOWER

REQUESTED MEANS OF DISPOSAL: SURPLUS

OTHER INFORMATION: MODEL # 10641  
SERIAL # 310071552

CONDITION OF ASSET: HARD TO START AND HARD TO KEEP RUNNING

REASON FOR DISPOSITION: REPLACED

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

DESIRED DATE FOR ASSET REMOVAL TO STORAGE:

DEPARTMENT: BCSD

SIGNATURE Robt W. Schd

### AUDITOR

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

RECEIPT INTO 1190-3835

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

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

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

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 14-2013

DATE APPROVED JAN. 10, 2013

SIGNATURE [Signature]

RECEIVED

SEP 12 2012

BOONE COUNTY AUDITOR

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 11-27-12

FIXED ASSET TAG NUMBER: NO TAG

DESCRIPTION: PINK FORMICA TABLE WITH STANDS

REQUESTED MEANS OF DISPOSAL: ANY

OTHER INFORMATION: 8' LONG 36" WIDE (VERY HEAVY)

CONDITION OF ASSET: GOOD

REASON FOR DISPOSITION: NO LONGER NEEDED

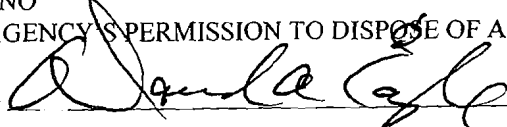
COUNTY / COURT IT DEPT. (circle one) DOES /DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE:

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO

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

DEPARTMENT: 1118

SIGNATURE: 

### AUDITOR

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

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

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 \_\_\_\_\_

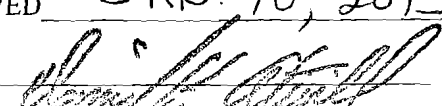
INDIVIDUAL \_\_\_\_\_

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

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

COMMISSION ORDER NUMBER 14-2013

DATE APPROVED JAN. 10, 2013

SIGNATURE: 

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 11-27-12      FIXED ASSET TAG NUMBER: NO TAG  
DESCRIPTION: PINK FORMICA TABLE WITH STANDS

REQUESTED MEANS OF DISPOSAL: ANY

OTHER INFORMATION: 8' LONG 36" WIDE (VERY HEAVY)

CONDITION OF ASSET: GOOD

REASON FOR DISPOSITION: NO LONGER NEEDED

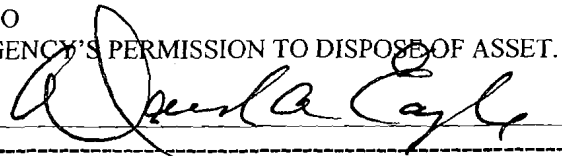
COUNTY / COURT IT DEPT. (circle one) DOES / DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE:

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

DEPARTMENT: 1118

SIGNATURE



### AUDITOR

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

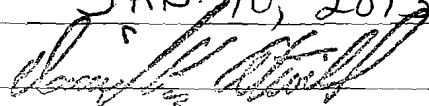
### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

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

COMMISSION ORDER NUMBER 14-2013

DATE APPROVED JAN. 10, 2013

SIGNATURE 

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 11-27-12 FIXED ASSET TAG NUMBER: NO TAG

DESCRIPTION: PINK FORMICA TABLE

REQUESTED MEANS OF DISPOSAL: ANY

OTHER INFORMATION: 5'4" LONG 30" DEEP (TWO CABLE HOLES)

CONDITION OF ASSET: GOOD

REASON FOR DISPOSITION: NO LONGER NEEDED

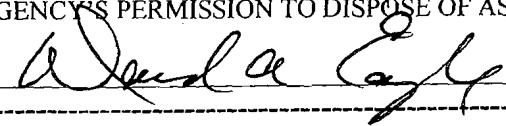
COUNTY / COURT IT DEPT. (circle one) DOES / DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE:

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

DEPARTMENT: 1118

SIGNATURE



### AUDITOR

ORIGINAL PURCHASE DATE \_\_\_\_\_ RECEIPT INTO \_\_\_\_\_  
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 \_\_\_\_\_

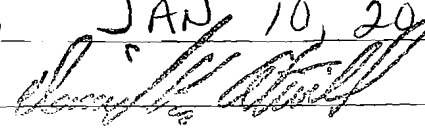
INDIVIDUAL \_\_\_\_\_

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

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

COMMISSION ORDER NUMBER 14-2013

DATE APPROVED JAN 10, 2013

SIGNATURE 

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 11-27-12

FIXED ASSET TAG NUMBER: NO TAG

DESCRIPTION: PINK FORMICA TABLE WITH LEGS

REQUESTED MEANS OF DISPOSAL: ANY

OTHER INFORMATION: 7' LONG 30" WIDE

CONDITION OF ASSET: GOOD

REASON FOR DISPOSITION: NO LONGER NEEDED

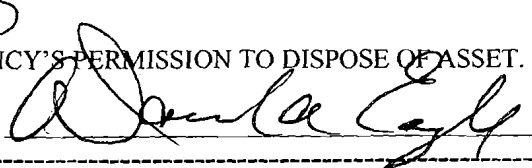
COUNTY / COURT IT DEPT. (circle one) DOES / DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE:

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

DEPARTMENT: 1118

SIGNATURE



### AUDITOR

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

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

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 14-2013

DATE APPROVED JAN 10, 2013

SIGNATURE 

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 11-27-12 FIXED ASSET TAG NUMBER: NO TAG

DESCRIPTION: SYSTEM FURNITURE

REQUESTED MEANS OF DISPOSAL: ANY

OTHER INFORMATION:

CONDITION OF ASSET: FAIR

REASON FOR DISPOSITION: 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:

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

DEPARTMENT: 1118

SIGNATURE Paula Ely

### AUDITOR

ORIGINAL PURCHASE DATE \_\_\_\_\_ RECEIPT INTO \_\_\_\_\_  
ORIGINAL COST \_\_\_\_\_ GRANT FUNDED (Y/N) \_\_\_\_\_  
ORIGINAL FUNDING SOURCE \_\_\_\_\_ GRANT NAME \_\_\_\_\_  
% FUNDING \_\_\_\_\_  
AGENCY \_\_\_\_\_  
DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_  
ASSET GROUP \_\_\_\_\_ 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 14-2013

DATE APPROVED JAN 10, 2013

SIGNATURE [Signature]

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 11-27-12

FIXED ASSET TAG NUMBER: NO TAG

DESCRIPTION: ER60 DATA PRECISION ADJUSTABLE WORK TABLE

REQUESTED MEANS OF DISPOSAL: ANY

OTHER INFORMATION:

CONDITION OF ASSET: GOOD

REASON FOR DISPOSITION:

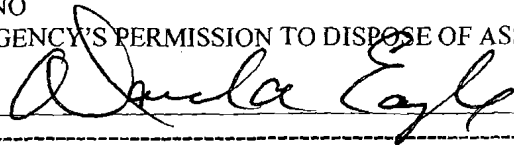
COUNTY / COURT IT DEPT. (circle one) DOES /DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE:

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

DEPARTMENT: III P

SIGNATURE



### AUDITOR

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

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

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 14-2013

DATE APPROVED JAN. 10, 2013

SIGNATURE 

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 11-27-12

FIXED ASSET TAG NUMBER: NO TAG

DESCRIPTION: ER60 DATA PRECISION ADJUSTABLE WORK TABLE

REQUESTED MEANS OF DISPOSAL: ANY

OTHER INFORMATION:

CONDITION OF ASSET: (GOOD)

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)

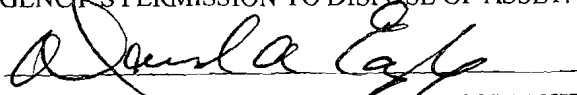
DESIRED DATE FOR ASSET REMOVAL TO STORAGE:

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO

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

DEPARTMENT: 1118

SIGNATURE



### AUDITOR

ORIGINAL PURCHASE DATE \_\_\_\_\_ RECEIPT INTO \_\_\_\_\_  
ORIGINAL COST \_\_\_\_\_ GRANT FUNDED (Y/N) \_\_\_\_\_  
ORIGINAL FUNDING SOURCE \_\_\_\_\_ GRANT NAME \_\_\_\_\_  
% FUNDING \_\_\_\_\_  
AGENCY \_\_\_\_\_  
DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_  
ASSET GROUP \_\_\_\_\_ 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 14-2013

DATE APPROVED JAN. 10, 2013

SIGNATURE 



# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE:

FIXED ASSET TAG NUMBER: NO TAG

DESCRIPTION: ER60 DATA PRECISION ADJUSTABLE WORK TABLE

REQUESTED MEANS OF DISPOSAL: ANY

OTHER INFORMATION:

CONDITION OF ASSET: GOOD

REASON FOR DISPOSITION: 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:

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO

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

DEPARTMENT: 1118

SIGNATURE [Signature]

### AUDITOR

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

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

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 14-2013

DATE APPROVED JAN 10, 2013

SIGNATURE [Signature]

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 11-27-12 FIXED ASSET TAG NUMBER: NO TAG  
DESCRIPTION: ER60 DATA PRECISION ADJUSTABLE WORK TABLE

REQUESTED MEANS OF DISPOSAL: ANY

OTHER INFORMATION:

CONDITION OF ASSET: GOOD

REASON FOR DISPOSITION: NO LONGER NEEDED

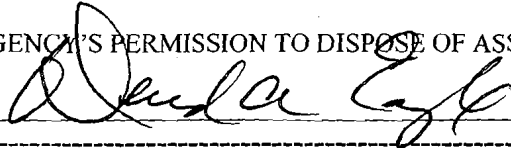
COUNTY / COURT IT DEPT. (circle one) DOES /DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE:

WAS ASSET PURCHASED WITH GRANT FUNDING? YES  
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: 7118

SIGNATURE



### AUDITOR

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

### COUNTY COMMISSION / COUNTY CLERK

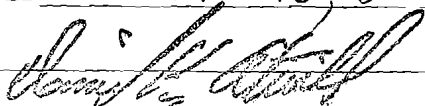
APPROVED DISPOSAL METHOD:

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

COMMISSION ORDER NUMBER 14-2013

DATE APPROVED JAN. 10, 2013

SIGNATURE



# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 11-27-12 FIXED ASSET TAG NUMBER: NO TAG  
DESCRIPTION: PURPLE PLASTIC STACKABLE CHAIR

REQUESTED MEANS OF DISPOSAL: ANY

OTHER INFORMATION:

CONDITION OF ASSET: GOOD

REASON FOR DISPOSITION: NO LONGER NEEDED

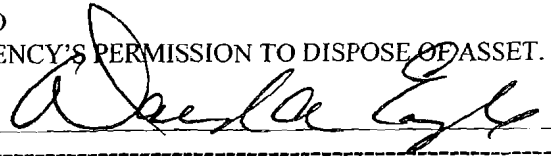
COUNTY / COURT IT DEPT. (circle one) DOES / DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE:

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

DEPARTMENT: 1118

SIGNATURE



**AUDITOR**

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

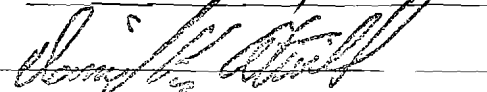
**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

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

COMMISSION ORDER NUMBER 14-2013

DATE APPROVED JAN 10, 2013

SIGNATURE 

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 11-27-12      FIXED ASSET TAG NUMBER: NO TAG  
DESCRIPTION: PURPLE PLASTIC STACKABLE CHAIR

REQUESTED MEANS OF DISPOSAL: ANY

OTHER INFORMATION:

CONDITION OF ASSET: GOOD

REASON FOR DISPOSITION: NO LONGER NEEDED

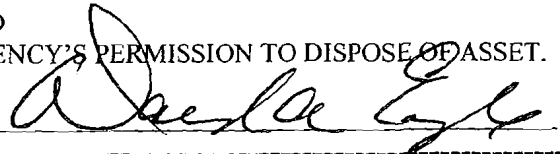
COUNTY / COURT IT DEPT. (circle one) DOES /DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE:

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

DEPARTMENT: 1118

SIGNATURE



### AUDITOR

ORIGINAL PURCHASE DATE \_\_\_\_\_ RECEIPT INTO \_\_\_\_\_  
ORIGINAL COST \_\_\_\_\_ GRANT FUNDED (Y/N) \_\_\_\_\_  
ORIGINAL FUNDING SOURCE \_\_\_\_\_ GRANT NAME \_\_\_\_\_  
% FUNDING \_\_\_\_\_  
AGENCY \_\_\_\_\_  
DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_  
ASSET GROUP \_\_\_\_\_ 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 14-2013

DATE APPROVED JAN. 10, 2013

SIGNATURE 

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 11-27-12      FIXED ASSET TAG NUMBER: NO TAG  
DESCRIPTION: PURPLE PLASTIC STACKABLE CHAIR

REQUESTED MEANS OF DISPOSAL: ANY

OTHER INFORMATION:

CONDITION OF ASSET: GOOD

REASON FOR DISPOSITION: NO LONGER NEEDED

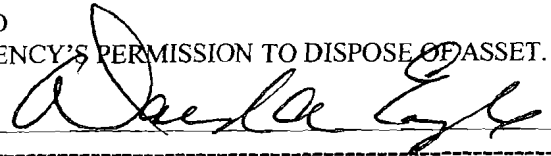
COUNTY / COURT IT DEPT. (circle one) DOES /DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE:

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

DEPARTMENT: 1118

SIGNATURE



### AUDITOR

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

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

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 \_\_\_\_\_

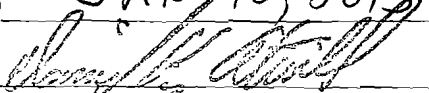
INDIVIDUAL \_\_\_\_\_

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

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

COMMISSION ORDER NUMBER 14-2013

DATE APPROVED JAN. 10, 2013

SIGNATURE 



# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 11-27-12      FIXED ASSET TAG NUMBER: NO TAG  
DESCRIPTION: PURPLE PLASTIC STACKABLE CHAIR

REQUESTED MEANS OF DISPOSAL: ANY

OTHER INFORMATION:

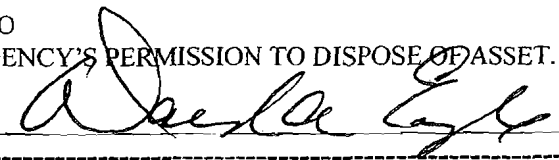
CONDITION OF ASSET: GOOD

REASON FOR DISPOSITION: 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:

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

DEPARTMENT: IIIA      SIGNATURE: 

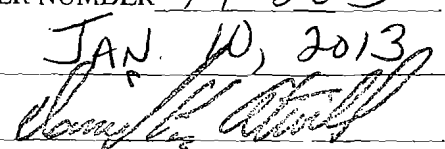
**AUDITOR**

ORIGINAL PURCHASE DATE _____	RECEIPT INTO _____
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 14-2013  
DATE APPROVED JAN. 10, 2013  
SIGNATURE 

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 11-27-12 FIXED ASSET TAG NUMBER: NO TAG  
DESCRIPTION: PURPLE PLASTIC STACKABLE CHAIR

REQUESTED MEANS OF DISPOSAL: ANY

OTHER INFORMATION:

CONDITION OF ASSET: GOOD

REASON FOR DISPOSITION: 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:

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

DEPARTMENT: 1118

SIGNATURE *Debra Gayle*

### AUDITOR

ORIGINAL PURCHASE DATE \_\_\_\_\_ RECEIPT INTO \_\_\_\_\_  
ORIGINAL COST \_\_\_\_\_ GRANT FUNDED (Y/N) \_\_\_\_\_  
ORIGINAL FUNDING SOURCE \_\_\_\_\_ GRANT NAME \_\_\_\_\_  
% FUNDING \_\_\_\_\_  
AGENCY \_\_\_\_\_  
DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_  
ASSET GROUP \_\_\_\_\_ 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 14-2013

DATE APPROVED JAN. 10, 2013

SIGNATURE *Debra Gayle*



# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 11-27-12 FIXED ASSET TAG NUMBER: NO TAG  
DESCRIPTION: PURPLE PLASTIC STACKABLE CHAIR

REQUESTED MEANS OF DISPOSAL: ANY

OTHER INFORMATION:

CONDITION OF ASSET: GOOD

REASON FOR DISPOSITION: 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:

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

DEPARTMENT: 1118

SIGNATURE

*Debra Ely*

### AUDITOR

ORIGINAL PURCHASE DATE \_\_\_\_\_ RECEIPT INTO \_\_\_\_\_  
ORIGINAL COST \_\_\_\_\_ GRANT FUNDED (Y/N) \_\_\_\_\_  
ORIGINAL FUNDING SOURCE \_\_\_\_\_ GRANT NAME \_\_\_\_\_  
% FUNDING \_\_\_\_\_  
AGENCY \_\_\_\_\_  
DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_  
ASSET GROUP \_\_\_\_\_ 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 14-2013

DATE APPROVED JAN. 10, 2013

SIGNATURE *Debra Ely*

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 11-27-12 FIXED ASSET TAG NUMBER: NO TAG  
DESCRIPTION: PURPLE PLASTIC STACKABLE CHAIR

REQUESTED MEANS OF DISPOSAL: ANY

OTHER INFORMATION:

CONDITION OF ASSET: GOOD

REASON FOR DISPOSITION: 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:

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

DEPARTMENT: 1118

SIGNATURE *Debra Ely*

### AUDITOR

ORIGINAL PURCHASE DATE \_\_\_\_\_ RECEIPT INTO \_\_\_\_\_  
ORIGINAL COST \_\_\_\_\_ GRANT FUNDED (Y/N) \_\_\_\_\_  
ORIGINAL FUNDING SOURCE \_\_\_\_\_ GRANT NAME \_\_\_\_\_  
% FUNDING \_\_\_\_\_  
AGENCY \_\_\_\_\_  
DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_  
ASSET GROUP \_\_\_\_\_ 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 14-2013

DATE APPROVED JAN. 10, 2013

SIGNATURE *David K. Smith*

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 11-27-12

FIXED ASSET TAG NUMBER: NO TAG

DESCRIPTION: PURPLE PLASTIC STACKABLE CHAIR

REQUESTED MEANS OF DISPOSAL: ANY

OTHER INFORMATION:

CONDITION OF ASSET: GOOD

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)

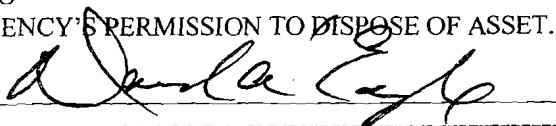
DESIRED DATE FOR ASSET REMOVAL TO STORAGE:

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO

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

DEPARTMENT: 1118

SIGNATURE



### AUDITOR

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

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 14-2013

DATE APPROVED JAN. 10, 2013

SIGNATURE 

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 11-27-12 FIXED ASSET TAG NUMBER: NO TAG  
DESCRIPTION: PURPLE PLASTIC STACKABLE CHAIR

REQUESTED MEANS OF DISPOSAL: ANY

OTHER INFORMATION:

CONDITION OF ASSET: GOOD

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:

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

DEPARTMENT: 1118 SIGNATURE [Signature]

### AUDITOR

ORIGINAL PURCHASE DATE \_\_\_\_\_ RECEIPT INTO \_\_\_\_\_  
ORIGINAL COST \_\_\_\_\_ GRANT FUNDED (Y/N) \_\_\_\_\_  
ORIGINAL FUNDING SOURCE \_\_\_\_\_ GRANT NAME \_\_\_\_\_  
% FUNDING \_\_\_\_\_  
AGENCY \_\_\_\_\_  
DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_  
ASSET GROUP \_\_\_\_\_ 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 14-2013  
DATE APPROVED JAN. 10, 2013  
SIGNATURE [Signature]

RECEIVED

OCT 29 2012

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE: 10/29/12

FIXED ASSET TAG NUMBER: 10241

DESCRIPTION: Blue Cloth Desk Chair

REQUESTED MEANS OF DISPOSAL: Surplus

OTHER INFORMATION:

CONDITION OF ASSET: fair ( really old model )

REASON FOR DISPOSITION: replaced with new chair

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- located in the 2<sup>nd</sup> floor room on table behind 2 south courtroom. For questions see Rosa.

DEPARTMENT: Circuit Clerk's Office 1221

SIGNATURE

*Christy Blakemore*

AUDITOR

ORIGINAL PURCHASE DATE 4/30/1995

RECEIPT INTO 1190-3835

ORIGINAL COST 194.00

ORIGINAL FUNDING SOURCE 2782

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

ASSET GROUP 1602

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

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

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

INDIVIDUAL \_\_\_\_\_

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

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

COMMISSION ORDER NUMBER 14-2013

DATE APPROVED JAN 10, 2013

SIGNATURE *[Signature]*

RECEIVED

OCT 29 2012

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY BOONE COUNTY AUDITOR

DATE : 10/29/12

FIXED ASSET TAG NUMBER: No tag

DESCRIPTION: Blue Cloth Desk Chair

REQUESTED MEANS OF DISPOSAL: Surplus

OTHER INFORMATION:

CONDITION OF ASSET: bad- 1 wheel is gone

REASON FOR DISPOSITION: replaced with new chair

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- located in the 2<sup>nd</sup> floor room on table behind 2 south courtroom. For questions see Rosa.

DEPARTMENT: Circuit Clerk's Office

SIGNATURE

*Christy Blaromare*

**AUDITOR**

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

RECEIPT INTO 1190-3835

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 14-2013

DATE APPROVED JAN. 10, 2013

SIGNATURE *[Signature]*

RECEIVED

OCT 29 2012

# BOONE COUNTY

BOONE COUNTY AUDITOR

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 10/26/12

FIXED ASSET TAG NUMBER: No tags

DESCRIPTION: Misc. supply items ( Ultimate Office Document Organizers, post-it-note holders, desk trays, letter opener, 4 keyboard trays, document holder, power strip

REQUESTED MEANS OF DISPOSAL: surplus

OTHER INFORMATION: located in the Circuit Clerk's Office in the room behind 2 South courtroom in two boxes

CONDITION OF ASSET: fair

REASON FOR DISPOSITION: No longer used

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- location listed above

DEPARTMENT: Circuit Clerk's Office

SIGNATURE

*Christy Blarromae*

AUDITOR

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

RECEIPT INTO 1190-3835

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

7

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 14-2013

DATE APPROVED JAN 10, 2013

SIGNATURE *[Signature]*

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

RECEIVED

NOV - 8 2012

BOONE COUNTY AUDITOR

DATE: 11/8/2012

FIXED ASSET TAG NUMBER: no tag

DESCRIPTION: Cell phone , Nokia 5165

REQUESTED MEANS OF DISPOSAL: No preference

OTHER INFORMATION: Asset is old and no longer used.

CONDITION OF ASSET: Fair

REASON FOR DISPOSITION: Old equipment that is no longer used

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: 2045

SIGNATURE



### AUDITOR

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

RECEIPT INTO 1190-3835

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 14-2013

DATE APPROVED JAN. 10, 2013

SIGNATURE 



# BOONE COUNTY

RECEIVED

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

NOV - 8 2012

BOONE COUNTY AUDITOR

DATE: 11/8/2012

FIXED ASSET TAG NUMBER: 9205

DESCRIPTION: T16 Wild Theodolite

REQUESTED MEANS OF DISPOSAL: No preference

OTHER INFORMATION: Asset is an old, antique piece of surveying equipment that is no longer used.

CONDITION OF ASSET: Fair

REASON FOR DISPOSITION: Old equipment that is no longer used

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: 2045

SIGNATURE *[Signature]*

**AUDITOR**

ORIGINAL PURCHASE DATE 3/13/1995

RECEIPT INTO 2045-3835

ORIGINAL COST 35.<sup>00</sup>

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 14-2013

DATE APPROVED JAN. 10, 2013

SIGNATURE *[Signature]*

# BOONE COUNTY

RECEIVED

NOV - 9 2012

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE: 11-9-12

FIXED ASSET TAG NUMBER: NONE

DESCRIPTION: ~~Sharp Calculator model EL-20001 Black~~  
Cannon Calculator MP18D Silver  
~~Single Electric Stapler Model 600 DL-1~~

REQUESTED MEANS OF DISPOSAL: Recycle

OTHER INFORMATION:

CONDITION OF ASSET: not working

REASON FOR DISPOSITION: not working

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: 11-9-2012

WAS ASSET PURCHASED WITH GRANT FUNDING?  YES  NO

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

DEPARTMENT: 1160

SIGNATURE

*Karen Johnson*

AUDITOR

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

RECEIPT INTO 1190-3835

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 14-2013

DATE APPROVED JAN. 10, 2013

SIGNATURE *[Signature]*

# BOONE COUNTY

RECEIVED

NOV - 9 2012

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE: 11-9-12

FIXED ASSET TAG NUMBER: *NONE*

DESCRIPTION: Sharp Calculator model E L 2630A Black

~~Canon Calculator Model 1000 Silver~~  
~~Swingline Electric Stapler Model 690 Blue~~

REQUESTED MEANS OF DISPOSAL: Recycle

OTHER INFORMATION:

CONDITION OF ASSET: not working

REASON FOR DISPOSITION: not working

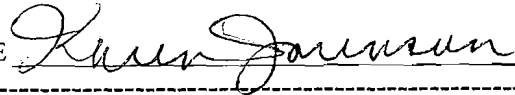
COUNTY / COURT IT DEPT. (check one)  DOES  DOES NOT (check one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: 11-9-2012

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

DEPARTMENT: 1160

SIGNATURE



AUDITOR

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

RECEIPT INTO 1190-3835

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

GRANT FUNDED (Y/N) N

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

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

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

AGENCY \_\_\_\_\_

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

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

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 14-2013

DATE APPROVED JAN. 10, 2013

SIGNATURE 

# BOONE COUNTY

RECEIVED

NOV - 9 2012

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE: 11-9-12

FIXED ASSET TAG NUMBER: NONE

DESCRIPTION: ~~Sharp Calculator Model 690 Black~~  
~~Swingline Electric Stapler Model 690 Black~~  
Swingline Electric Stapler Model 690 Black

REQUESTED MEANS OF DISPOSAL: Recycle

OTHER INFORMATION:

CONDITION OF ASSET: not working

REASON FOR DISPOSITION: not working

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: 11-9-2012

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

DEPARTMENT: 1160

SIGNATURE

*Karen Johnson*

AUDITOR

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

RECEIPT INTO 1190-3835

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

GRANT FUNDED (Y/N) N

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

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

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

AGENCY \_\_\_\_\_

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

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 14-2013

DATE APPROVED JAN 10, 2013

SIGNATURE *[Signature]*

RECEIVED

OCT 12 2012

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY AUDITOR

DATE : 10/12/12

FIXED ASSET TAG NUMBER: NO TAGS

DESCRIPTION: **1** CLOTH DESK OFFICE CHAIRS

REQUESTED MEANS OF DISPOSAL: DISPOSE/SURPLUS

OTHER INFORMATION: THE CHAIRS ARE WORN OUT AND HAVE SOME PART THAT IS BROKEN ON THEM.

CONDITION OF ASSET: BAD

REASON FOR DISPOSITION: REPLACED WITH NEW CHAIRS

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- PLEASE SEE CAROLYN REDDIN OR TONI KARDON IN FAMILY COURT DEPARTMENT/CIRCUIT CLERK'S OFFICE ON FIRST FLOOR FOR RETRIEVING CHAIR SURPLUS.

DEPARTMENT: CIRCUIT CLERK'S OFFICE

SIGNATURE

*Christy Blakemore*

AUDITOR

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

RECEIPT INTO 1190-3835

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 14-2013

DATE APPROVED JAN. 10, 2013

SIGNATURE *[Signature]*

# BOONE COUNTY

RECEIVED

OCT 12 2012

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE: 10/12/12

FIXED ASSET TAG NUMBER: 10832

DESCRIPTION: GARFIELD CHAIR MID-BACK GRAY

REQUESTED MEANS OF DISPOSAL: DISPOSE/SURPLUS

OTHER INFORMATION: THE CHAIR IS VERY WORN OUT AND CLOTH COVERING IS TORN.

CONDITION OF ASSET: BAD

REASON FOR DISPOSITION: REPLACED WITH A NEW CHAIR

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- PLEASE SEE CAROLYN REDDIN OR TONI KARDON IN FAMILY COURT DEPARTMENT/CIRCUIT CLERK'S OFFICE ON FIRST FLOOR FOR RETRIEVING CHAIR SURPLUS.

DEPARTMENT: CIRCUIT CLERK'S OFFICE

SIGNATURE

*Christy Blaremae*

AUDITOR

ORIGINAL PURCHASE DATE 11/15/1996

RECEIPT INTO 1190-3835

ORIGINAL COST 99.98

ORIGINAL FUNDING SOURCE 2731

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

ASSET GROUP 1602

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

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

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

INDIVIDUAL \_\_\_\_\_

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

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

COMMISSION ORDER NUMBER 14-2013

DATE APPROVED JAN 10, 2013

SIGNATURE *[Signature]*

# BOONE COUNTY

RECEIVED

OCT 26 2012

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE : 10/26/12

FIXED ASSET TAG NUMBER: 12277

DESCRIPTION: MPH Speedgun with handle/remote

S/N HHM556000367

REQUESTED MEANS OF DISPOSAL: any

OTHER INFORMATION: n/a

CONDITION OF ASSET: Dim display and failed certification testing

REASON FOR DISPOSITION: Dim display and failed certification testing

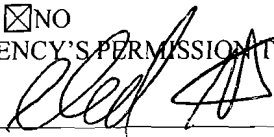
COUNTY / COURT IT DEPT. (check one)  DOES /  DOES NOT (check one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: 10/26/12

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



### AUDITOR

ORIGINAL PURCHASE DATE 5/18/2000

RECEIPT INTO 1190-3835

ORIGINAL COST 1,595.00

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2731

GRANT NAME

% FUNDING

AGENCY

DOCUMENTATION ATTACHED (Y/N)

TRANSFER CONFIRMED

ASSET GROUP 1604

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME NUMBER

LOCATION WITHIN DEPARTMENT

INDIVIDUAL

TRADE AUCTION SEALED BIDS

OTHER EXPLAIN

COMMISSION ORDER NUMBER 14-2013

DATE APPROVED JAN 10, 2013

SIGNATURE

# BOONE COUNTY

RECEIVED

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

OCT 26 2012

BOONE COUNTY AUDITOR

DATE : 10/26/12

FIXED ASSET TAG NUMBER: 11694

DESCRIPTION: MPH Speedgun without handle/remote (SERIAL #HHM373000434)

REQUESTED MEANS OF DISPOSAL: any

OTHER INFORMATION: n/a

CONDITION OF ASSET: failed certification testing

REASON FOR DISPOSITION: failed certification testing

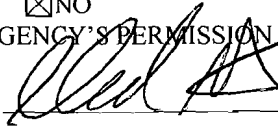
COUNTY / COURT IT DEPT. (check one)  DOES /  DOES NOT (check one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: 10/26/12

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



**AUDITOR**

ORIGINAL PURCHASE DATE 10/08/1998

RECEIPT INTO 1190-3835

ORIGINAL COST 1,595.00

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2731

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

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

ASSET GROUP 1604

AGENCY \_\_\_\_\_

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

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

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

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

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

INDIVIDUAL \_\_\_\_\_

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

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

COMMISSION ORDER NUMBER 14-2013

DATE APPROVED JAN. 10, 2013

SIGNATURE 



RECEIVED

OCT 26 2012

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 10/26/12

FIXED ASSET TAG NUMBER: 12278

DESCRIPTION: MPH Speedgun without handle/remote - SERIAL #HHM556000368

REQUESTED MEANS OF DISPOSAL: any

OTHER INFORMATION: n/a

CONDITION OF ASSET: Broken/not working correctly

REASON FOR DISPOSITION: Broken/not working correctly

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)

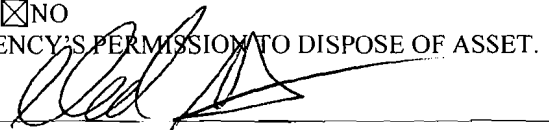
DESIRED DATE FOR ASSET REMOVAL TO STORAGE: 10/26/12

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



**AUDITOR**

ORIGINAL PURCHASE DATE 5/18/2000

RECEIPT INTO 1190-3835

ORIGINAL COST 1,595.00

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 14-2013

DATE APPROVED JAN. 10, 2013

SIGNATURE 

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

RECEIVED

DATE: 10-19-12

FIXED ASSET TAG NUMBER: none

OCT 19 2012

DESCRIPTION: 7 - GPS/Wi-fi shark fin style antennas

BOONE COUNTY AUDITOR

REQUESTED MEANS OF DISPOSAL: sell or trash

OTHER INFORMATION: n/a

CONDITION OF ASSET: used

REASON FOR DISPOSITION: won't work with our systems

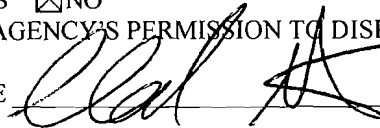
COUNTY / COURT IT DEPT. (check one)  DOES /  DOES NOT (check one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: 10-19-12

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

DEPARTMENT: Sheriff

SIGNATURE



### AUDITOR

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

RECEIPT INTO 1190-3835

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

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

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

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

7 % 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 14-2013

DATE APPROVED JAN. 10, 2013

SIGNATURE 

# BOONE COUNTY

## REQUEST FOR DISPOSAL OF COUNTY PROPERTY

DATE 10-12-12

FIXED ASSET TAG NUMBER 11857

DESCRIPTION

Cramer Chair

REQUESTED MEANS OF DISPOSAL: ~~TRANSFER~~ Junk

OTHER INFORMATION:

CONDITION OF ASSET Broken

REASON FOR DISPOSITION Broken

DEPARTMENT Sheriff 1251

SIGNATURE Kari Baly

RECEIVED

OCT 12 2012

BOONE COUNTY AUDITOR

AUDITOR

ORIGINAL PURCHASE DATE 6/10/1999  
ORIGINAL COST 522.23  
ORIGINAL FUNDING SOURCE 2752

RECEIPT INTO: 1190-3835

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

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

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

INDIVIDUAL \_\_\_\_\_

   TRADE         AUCTION         SEALED BIDS

   OTHER      EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 14-2013

DATE APPROVED JAN. 10, 2013

SIGNATURE [Handwritten Signature]

RECEIVED

NOV - 6 2012

# BOONE COUNTY

BOONE COUNTY AUDITOR

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 10/6/12

FIXED ASSET TAG NUMBER: No Tags

DESCRIPTION: Misc. Office Supplies (ie: clip boards, paper trays, paper holder sorters, hanging magni file folders, phone holders)

REQUESTED MEANS OF DISPOSAL: Surplus

OTHER INFORMATION:

CONDITION OF ASSET: good

REASON FOR DISPOSITION: no longer used

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-located on the 2<sup>nd</sup> floor in the room behind 2 South Courtroom.

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

DEPARTMENT: Circuit Clerk's Office

SIGNATURE

*Christy Blakeman*

**AUDITOR**

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

RECEIPT INTO 1190-3835

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 14-2013

JAN. 10, 2013

DATE APPROVED [Signature]

RECEIVED

NOV - 6 2012

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY BOONE COUNTY AUDITOR

DATE : 10/6/12

FIXED ASSET TAG NUMBER: No Tags

DESCRIPTION: Several index boxes

REQUESTED MEANS OF DISPOSAL: Surplus

OTHER INFORMATION:

CONDITION OF ASSET: good

REASON FOR DISPOSITION: no longer used

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-located on the 2<sup>nd</sup> floor in the room behind 2 South Courtroom.

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

DEPARTMENT: Circuit Clerk's Office

SIGNATURE

*Christy Blakemore*

**AUDITOR**

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

RECEIPT INTO 1190-3835

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 14-2013

DATE APPROVED JAN. 10, 2013

SIGNATURE *[Signature]*

RECEIVED

NOV 6 2012

BOONE COUNTY AUDITOR

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 10/6/12

FIXED ASSET TAG NUMBER: No Tags

DESCRIPTION: (2) Pull out keyboard trays

REQUESTED MEANS OF DISPOSAL: Surplus

OTHER INFORMATION:

CONDITION OF ASSET: poor

REASON FOR DISPOSITION: replaced with newer models

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-located on the 2<sup>nd</sup> floor in the room behind 2 South Courtroom.

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

DEPARTMENT: Circuit Clerk's Office

SIGNATURE

*Christy Blakemore*

**AUDITOR**

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

RECEIPT INTO 1190-3835

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 14-2013

DATE APPROVED JAN. 10, 2013

SIGNATURE *[Signature]*

RECEIVED

NOV - 6 2012

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 10/6/12

FIXED ASSET TAG NUMBER: No Tags

DESCRIPTION: 9 inch X 36 inch Mail Sorter made out of particle board

REQUESTED MEANS OF DISPOSAL: Surplus

OTHER INFORMATION:

CONDITION OF ASSET: good

REASON FOR DISPOSITION: no longer needed/not being used

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-located on the 2<sup>nd</sup> floor in the room behind 2 South Courtroom.

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

DEPARTMENT: Circuit Clerk's Office

SIGNATURE

*Christy Blakeman*

**AUDITOR**

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

RECEIPT INTO 1190-3835

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 14-2013

DATE APPROVED JAN 10, 2013

SIGNATURE *[Signature]*

RECEIVED

NOV - 6 2012

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE : 10/6/12

FIXED ASSET TAG NUMBER: No Tags

DESCRIPTION: Old Paper Cutter very dull and won't cut.

REQUESTED MEANS OF DISPOSAL: Surplus

OTHER INFORMATION:

CONDITION OF ASSET: very poor

REASON FOR DISPOSITION: does not work properly

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-located on the 2<sup>nd</sup> floor in the room behind 2 South Courtroom.

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

DEPARTMENT: Circuit Clerk's Office

SIGNATURE

*Christy Blakeman*

**AUDITOR**

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

RECEIPT INTO 1190-3835

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

GRANT FUNDED (Y/N) N

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

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

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

AGENCY \_\_\_\_\_

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

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

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 14-2013

DATE APPROVED JAN. 10, 2013

SIGNATURE *[Signature]*



RECEIVED

NOV - 6 2012

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE: 10/6/12

FIXED ASSET TAG NUMBER: No Tags

DESCRIPTION: Approximately 100 - 90 minute one sided cassette tapes and tape eraser.

REQUESTED MEANS OF DISPOSAL: Surplus

OTHER INFORMATION:

CONDITION OF ASSET: out dated but in good shape

REASON FOR DISPOSITION: no longer used, replaced with new equipment

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-located on the 2<sup>nd</sup> floor in the room behind 2 South Courtroom.

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

DEPARTMENT: Circuit Clerk's Office

SIGNATURE

*Christy Blakemore*

**AUDITOR**

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

RECEIPT INTO 1190-3835

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 14-2013

DATE APPROVED JAN 10, 2013

SIGNATURE *[Signature]*

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

RECEIVED

DATE : 10/04/12

FIXED ASSET TAG NUMBER: 2037

OCT 11 2012

DESCRIPTION: IBM Correcting Selectric III

BOONE COUNTY AUDITOR

REQUESTED MEANS OF DISPOSAL: Dispose or surplus for parts?

OTHER INFORMATION:

CONDITION OF ASSET: Typewriter motor does not come on.

REASON FOR DISPOSITION: Typewriter 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: Oct 2012

WAS ASSET PURCHASED WITH GRANT FUNDING?  YES  NO

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

DEPARTMENT: 1110

SIGNATURE

### AUDITOR

ORIGINAL PURCHASE DATE 11/23/1983

RECEIPT INTO 1190-3835

ORIGINAL COST 879.75

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2731

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

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

ASSET GROUP 1401

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 14-2013

DATE APPROVED JAN 10, 2013

SIGNATURE \_\_\_\_\_

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 11/13/12

FIXED ASSET TAG NUMBER: 0229-~~0229~~

DESCRIPTION: 229 - Gray Steelcase 4-drawer cabinet  
~~1956 Gray 3-drawer Steelcase cabinet (not found on AS400)~~

RECEIVED

DEC - 4 2012

REQUESTED MEANS OF DISPOSAL: surplus

BOONE COUNTY AUDITOR

OTHER INFORMATION:

CONDITION OF ASSET: poor

REASON FOR DISPOSITION: 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: ASAP

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO

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

DEPARTMENT: 6101 Housekeeping

SIGNATURE *R. Davidson*

### AUDITOR

ORIGINAL PURCHASE DATE 12/1/1983

RECEIPT INTO 1190-3835

ORIGINAL COST 400.00

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 14-2013

DATE APPROVED JAN. 10, 2013

SIGNATURE *[Signature]*

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 11-13-12

FIXED ASSET TAG NUMBER: 1956

DESCRIPTION: BROWN 3 DRAWER STEELCASE

COPY RECEIVED

REQUESTED MEANS OF DISPOSAL: SURPLUS

DEC - 4 2012

OTHER INFORMATION:

BOONE COUNTY AUDITOR

CONDITION OF ASSET: POOR

REASON FOR DISPOSITION: NO CONCRETE NEEDED

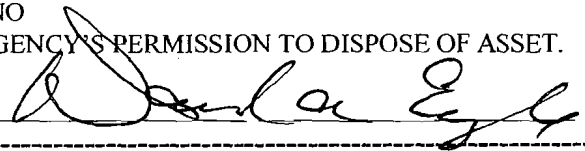
COUNTY / COURT IT DEPT. (circle one) DOES /DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE:

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

DEPARTMENT: 6101

SIGNATURE



### AUDITOR

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

RECEIPT INTO 6101-3835

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

GRANT FUNDED (Y/N) N

Asset not on the system

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

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

% FUNDING 7 \_\_\_\_\_

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 14-2013

DATE APPROVED JAN 10, 2013

SIGNATURE 

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 01-31-12

FIXED ASSET TAG NUMBER: No Tag

DESCRIPTION: Floor lamp

RECEIVED

FEB - 2 2012

REQUESTED MEANS OF DISPOSAL: Sell

BOONE COUNTY AUDITOR

OTHER INFORMATION: Picture - 16

CONDITION OF ASSET: Not known

REASON FOR DISPOSITION: The item is no longer used.

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: 2040

SIGNATURE 

### AUDITOR

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

RECEIPT INTO 2040-3835

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

GRANT FUNDED (Y/N) N

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

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

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

AGENCY \_\_\_\_\_

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

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

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

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

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

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

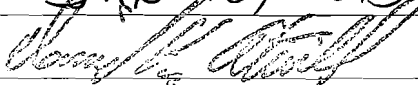
INDIVIDUAL \_\_\_\_\_

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

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

COMMISSION ORDER NUMBER 14-2013

DATE APPROVED JAN. 10, 2013

SIGNATURE 

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 01-31-12

FIXED ASSET TAG NUMBER: No Tag

DESCRIPTION: Beige folding chair - steel

REQUESTED MEANS OF DISPOSAL: Sell

OTHER INFORMATION: Picture - 14

CONDITION OF ASSET: Dented in seat - front middle.

REASON FOR DISPOSITION: The item is no longer used.

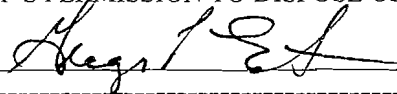
COUNTY / COURT IT DEPT. (circle one) DOES /DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

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: 2040

SIGNATURE



RECEIVED

FEB - 2 2012

BOONE COUNTY AUDITOR

### AUDITOR

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

RECEIPT INTO 2040-3835

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 14-2013

DATE APPROVED JAN. 10, 2013

SIGNATURE 

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 02-01-12

FIXED ASSET TAG NUMBER: 13607

RECEIVED

DESCRIPTION: Sony MVC-CD250 Camera

FEB - 2 2012

REQUESTED MEANS OF DISPOSAL: Sell

BOONE COUNTY AUDITOR

OTHER INFORMATION: SN: 340001; Picture - 26

CONDITION OF ASSET: not known

REASON FOR DISPOSITION: The item is no longer used.

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: 2040

2045

SIGNATURE



### AUDITOR

ORIGINAL PURCHASE DATE 8/27/2002

RECEIPT INTO 2045-3835

ORIGINAL COST 613.00

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2741

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

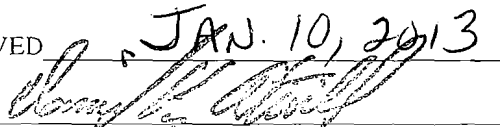
\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 14-2013

DATE APPROVED

JAN. 10, 2013

SIGNATURE



# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 02-01-12

FIXED ASSET TAG NUMBER: 14754

RECEIVED

DESCRIPTION: Fujifilm 3800 digital Camera with case

FEB - 2 2012

REQUESTED MEANS OF DISPOSAL: Sell

BOONE COUNTY AUDITOR

OTHER INFORMATION: SN: 24A39248; Picture - 28

CONDITION OF ASSET: Camera is not functional.

REASON FOR DISPOSITION: The item is no longer used and needs repair.

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: 2040

SIGNATURE 

### AUDITOR

ORIGINAL PURCHASE DATE 10/21/2004

RECEIPT INTO 2040-3835

ORIGINAL COST 559.95

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2741

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 \_\_\_\_\_

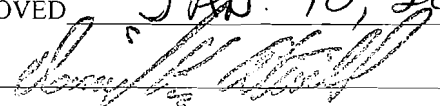
INDIVIDUAL \_\_\_\_\_

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

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

COMMISSION ORDER NUMBER 14-2013

DATE APPROVED JAN. 10, 2013

SIGNATURE 



# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 02-01-12

FIXED ASSET TAG NUMBER: No Tag

RECEIVED

DESCRIPTION: Olympus Superzoom 35 mm Camera

FEB - 2 2012

REQUESTED MEANS OF DISPOSAL: Sell

BOONE COUNTY AUDITOR

OTHER INFORMATION: SN: 5431185; Picture - 27

CONDITION OF ASSET: Good

REASON FOR DISPOSITION: The item is no longer used.

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: 2040

SIGNATURE



### AUDITOR

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

RECEIPT INTO 2040-3835

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

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

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

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

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

AGENCY \_\_\_\_\_

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

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

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

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

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

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

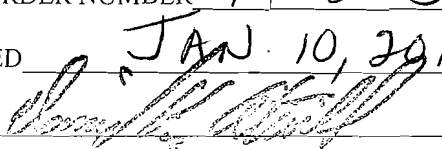
INDIVIDUAL \_\_\_\_\_

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

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

COMMISSION ORDER NUMBER 14-2013

DATE APPROVED JAN. 10, 2013

SIGNATURE 

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 02-01-12

FIXED ASSET TAG NUMBER: No Tag

RECEIVED

DESCRIPTION: Fellowes PB150 Binding Machine

FEB - 2 2012

REQUESTED MEANS OF DISPOSAL: Sell

BOONE COUNTY AUDITOR

OTHER INFORMATION: Picture - 30

CONDITION OF ASSET: Unit is broken

REASON FOR DISPOSITION: Machine was replaced with a newer model.

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: 2040

SIGNATURE



### AUDITOR

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

RECEIPT INTO 2040-3835

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 \_\_\_\_\_

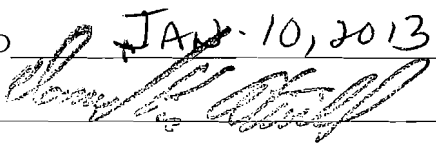
INDIVIDUAL \_\_\_\_\_

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

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

COMMISSION ORDER NUMBER 14-2013

DATE APPROVED JAN. 10, 2013

SIGNATURE 

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 02-01-12

FIXED ASSET TAG NUMBER: No Tag

DESCRIPTION: Metrotech Professional Leak Detector; Model: 200-L (Unit has radioactive symbol on case)

RECEIVED

REQUESTED MEANS OF DISPOSAL: Sell

FEB - 2 2012

OTHER INFORMATION: Picture - 29

BOONE COUNTY AUDITOR

CONDITION OF ASSET: Not known.

REASON FOR DISPOSITION: Found item, not sure where it came from.

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: 2040

SIGNATURE 

### AUDITOR

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

RECEIPT INTO 2040-3835

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

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

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

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

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

AGENCY \_\_\_\_\_

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

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

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 14-2013

DATE APPROVED JAN 10, 2013

SIGNATURE 

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 01-31-12

FIXED ASSET TAG NUMBER: No Tag

RECEIVED

DESCRIPTION: 8' Wood benches painted grey

FEB - 2 2012

REQUESTED MEANS OF DISPOSAL: Sell

BOONE COUNTY AUDITOR

OTHER INFORMATION: Picture - 22

CONDITION OF ASSET: fair

REASON FOR DISPOSITION: The items are no longer used.

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: 2040

SIGNATURE



### AUDITOR

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

RECEIPT INTO 2040-3835

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

GRANT FUNDED (Y/N) N

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

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

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

AGENCY \_\_\_\_\_

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

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

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

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

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

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

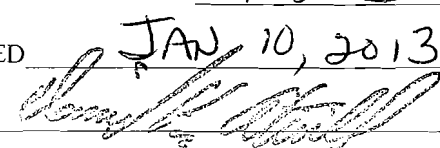
INDIVIDUAL \_\_\_\_\_

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

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

COMMISSION ORDER NUMBER 14-2013

DATE APPROVED JAN 10, 2013

SIGNATURE 

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 01-31-12

FIXED ASSET TAG NUMBER: No Tag

RECEIVED

DESCRIPTION: Smith Corona electric typewriter

FEB - 2 2012

REQUESTED MEANS OF DISPOSAL: Sell

BOONE COUNTY AUDITOR

OTHER INFORMATION: Model: Memory Correct 600 NAIHH; Picture - 9

CONDITION OF ASSET: Unknown

REASON FOR DISPOSITION: The item is obsolete.

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)

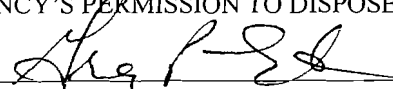
DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP

WAS ASSET PURCHASED WITH GRANT FUNDING? YES  NO

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

DEPARTMENT: 2040

SIGNATURE



### AUDITOR

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

RECEIPT INTO 2040-3835

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 \_\_\_\_\_

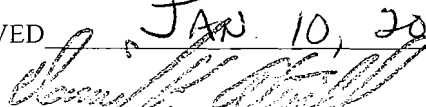
INDIVIDUAL \_\_\_\_\_

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

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

COMMISSION ORDER NUMBER 14-2013

DATE APPROVED JAN 10, 2013

SIGNATURE 

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 02-09-12

FIXED ASSET TAG NUMBER: No Tag

DESCRIPTION: Rolling computer cart

RECEIVED

FEB 10 2012

BOONE COUNTY AUDITOR

REQUESTED MEANS OF DISPOSAL: Sell

OTHER INFORMATION: picture - 43

CONDITION OF ASSET: good

REASON FOR DISPOSITION: The item is not 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: ASAP

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 \_\_\_\_\_

RECEIPT INTO 1190-3835

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

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

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

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

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

AGENCY \_\_\_\_\_

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

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

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

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

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

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

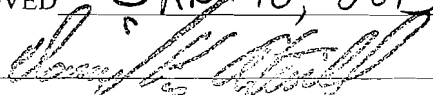
INDIVIDUAL \_\_\_\_\_

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

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

COMMISSION ORDER NUMBER 14-2013

DATE APPROVED JAN 10, 2013

SIGNATURE 

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 02-09-12

FIXED ASSET TAG NUMBER: No Tag

RECEIVED

DESCRIPTION: Rolling table/desk with black top

FEB 10 2012

REQUESTED MEANS OF DISPOSAL: Sell

BOONE COUNTY AUDITOR

OTHER INFORMATION: picture - 42

CONDITION OF ASSET: poor; finish is poor but unit is functional

REASON FOR DISPOSITION: The item is not 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: ASAP

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 \_\_\_\_\_

RECEIPT INTO

1190-3835

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

7

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

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

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

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

AGENCY \_\_\_\_\_

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

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

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

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER

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

NUMBER \_\_\_\_\_

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

INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE

\_\_\_\_ AUCTION

\_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER

EXPLAIN \_\_\_\_\_

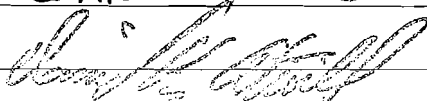
COMMISSION ORDER NUMBER

14-2013

DATE APPROVED

JAN. 10, 2013

SIGNATURE



# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 02-09-12

FIXED ASSET TAG NUMBER: No Tag

RECEIVED

DESCRIPTION: Desk lamp – clamp on fluorescent

FEB 10 2012

BOONE COUNTY AUDITOR

REQUESTED MEANS OF DISPOSAL: Sell

OTHER INFORMATION: picture – 41

CONDITION OF ASSET: unknown – missing one bulb

REASON FOR DISPOSITION: The item is not 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: ASAP

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

DEPARTMENT: 2040

SIGNATURE [Signature]

### AUDITOR

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

RECEIPT INTO 1190-3835

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 14-2013

DATE APPROVED JAN 10, 2013

SIGNATURE [Signature]



# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 02-09-12

FIXED ASSET TAG NUMBER: No Tag

RECEIVED

DESCRIPTION: Rolling kitchen cart (oak colored)

FEB 10 2012

BOONE COUNTY AUDITOR

REQUESTED MEANS OF DISPOSAL: Sell

OTHER INFORMATION: picture - 39

CONDITION OF ASSET: poor; unit is functional but finish is poor

REASON FOR DISPOSITION: The cart is not 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: ASAP

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 \_\_\_\_\_

RECEIPT INTO 1190-3835

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

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

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

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

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

AGENCY \_\_\_\_\_

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

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

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 14-2013

DATE APPROVED JAN 10, 2013

SIGNATURE 

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 02-09-12

FIXED ASSET TAG NUMBER: 14148

DESCRIPTION: Trimble GPS backpack unit

RECEIVED

FEB 10 2012

REQUESTED MEANS OF DISPOSAL: Sell

OTHER INFORMATION: Part# 40090-11; SN: 0224066877; picture - 47

BOONE COUNTY AUDITOR

CONDITION OF ASSET: unknown

REASON FOR DISPOSITION: The item is not 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: ASAP

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 6/3/2003

RECEIPT INTO 2040-3835

ORIGINAL COST 4,400.00

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2741

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 \_\_\_\_\_

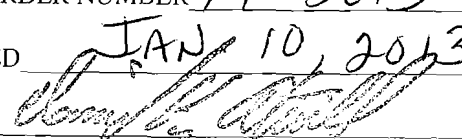
\_\_\_\_ INDIVIDUAL \_\_\_\_\_

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

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

COMMISSION ORDER NUMBER 14-2013

DATE APPROVED JAN 10, 2013

SIGNATURE 

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 02-09-12

FIXED ASSET TAG NUMBER: No Tag

RECEIVED

DESCRIPTION: Desk top with drawer

FEB 10 2012

REQUESTED MEANS OF DISPOSAL: Sell

BOONE COUNTY AUDITOR

OTHER INFORMATION: picture - 44

CONDITION OF ASSET: fair - missing bottom part of desk

REASON FOR DISPOSITION: The item is not 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: ASAP

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 \_\_\_\_\_

RECEIPT INTO 1190-3835

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 14-2013

DATE APPROVED JAN 10, 2013

SIGNATURE 

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 02-09-12

FIXED ASSET TAG NUMBER: No Tag

DESCRIPTION: Dirt Devil vacuum cleaner

REQUESTED MEANS OF DISPOSAL: Sell

OTHER INFORMATION: picture - 45

CONDITION OF ASSET: poor

REASON FOR DISPOSITION: The item is not 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: ASAP

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

DEPARTMENT: 2040

SIGNATURE 

RECEIVED

FEB 10 2012

BOONE COUNTY AUDITOR

### AUDITOR

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

RECEIPT INTO 1190-3835

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

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

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

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

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

AGENCY \_\_\_\_\_

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

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

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 14-2013

DATE APPROVED JAN. 10, 2013

SIGNATURE 

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 02-09-12

FIXED ASSET TAG NUMBER: No Tag

DESCRIPTION: Hoover vacuum cleaner

REQUESTED MEANS OF DISPOSAL: Sell

OTHER INFORMATION: Mach 3.8; picture - 46

CONDITION OF ASSET: poor

REASON FOR DISPOSITION: The item is not 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)

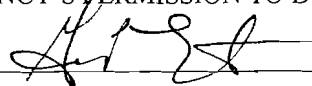
DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP

WAS ASSET PURCHASED WITH GRANT FUNDING? YES (NO)

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

DEPARTMENT: 2040

SIGNATURE



RECEIVED

FEB 10 2012

BOONE COUNTY AUDITOR

### AUDITOR

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

RECEIPT INTO 1190-3835

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 14-2013

DATE APPROVED JAN. 10, 2013

SIGNATURE 

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 02-09-12

FIXED ASSET TAG NUMBER: No Tag

DESCRIPTION: Green plastic file shuttle cart

RECEIVED

FEB 10 2012

REQUESTED MEANS OF DISPOSAL: Sell

BOONE COUNTY AUDITOR

OTHER INFORMATION: picture - 48

CONDITION OF ASSET: fair - functional

REASON FOR DISPOSITION: The item is not 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: ASAP

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 \_\_\_\_\_

RECEIPT INTO 1190-3835

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

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

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

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

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

AGENCY \_\_\_\_\_

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

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

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 14-2013

DATE APPROVED JAN. 10, 2013

SIGNATURE 

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 02-07-12

FIXED ASSET TAG NUMBER: No Tag

RECEIVED

DESCRIPTION: Sentry fireproof safe

FEB - 8 2012

REQUESTED MEANS OF DISPOSAL: Sell

BOONE COUNTY AUDITOR

OTHER INFORMATION: Key broken off in lock; No. AK-344345; picture - 35

CONDITION OF ASSET: fair

REASON FOR DISPOSITION: The item was left upstairs and is not 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: ASAP

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO

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

DEPARTMENT: 2040

SIGNATURE [Signature]

### AUDITOR

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

RECEIPT INTO 2040-3835

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

GRANT FUNDED (Y/N) N

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

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

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

AGENCY \_\_\_\_\_

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

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

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 14-2013

DATE APPROVED JAN. 10, 2013

SIGNATURE [Signature]

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 02-07-12

FIXED ASSET TAG NUMBER: No Tag

RECEIVED

DESCRIPTION: FireKing media vault

FEB - 8 2012

REQUESTED MEANS OF DISPOSAL: Sell

BOONE COUNTY AUDITOR

OTHER INFORMATION: 74lbs and has keys; picture - 34

CONDITION OF ASSET: good

REASON FOR DISPOSITION: The item was left upstairs and is not 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: ASAP

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 \_\_\_\_\_

RECEIPT INTO 2040-3835

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

GRANT FUNDED (Y/N) N

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

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

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

AGENCY \_\_\_\_\_

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

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

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 14-2013

DATE APPROVED JAN. 10, 2013

SIGNATURE 



# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 02-07-12

FIXED ASSET TAG NUMBER: 10407

DESCRIPTION: Leitz Total Station

REQUESTED MEANS OF DISPOSAL: Sell

OTHER INFORMATION: picture - 38, 38a

CONDITION OF ASSET: Good

REASON FOR DISPOSITION: The instrument is no longer used and was replaced with newer unit

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: 2045

SIGNATURE



RECEIVED

FEB - 8 2012

BOONE COUNTY AUDITOR

### AUDITOR

ORIGINAL PURCHASE DATE 12/21/1995

RECEIPT INTO 2045-3835

ORIGINAL COST 5,650.00

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 \_\_\_\_\_

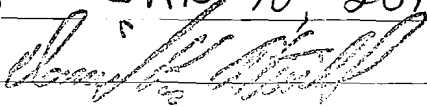
INDIVIDUAL \_\_\_\_\_

TRADE  AUCTION  SEALED BIDS

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

COMMISSION ORDER NUMBER 14-2013

DATE APPROVED JAN 10, 2013

SIGNATURE 

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 12-3-12

FIXED ASSET TAG NUMBER: none

RECEIVED

DESCRIPTION: 6 sets of police partitions and mounting brackets

DEC - 3 2012

REQUESTED MEANS OF DISPOSAL: any

BOONE COUNTY AUDITOR

OTHER INFORMATION: n/a

CONDITION OF ASSET: used

REASON FOR DISPOSITION: obsolete for our fleet

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: 12-3-12

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

DEPARTMENT: Sheriff

SIGNATURE 

### AUDITOR

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

RECEIPT INTO 1190-3835

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

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

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

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

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

AGENCY \_\_\_\_\_

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

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

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 14-2013

DATE APPROVED JAN. 10, 2013

SIGNATURE 

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 12-4-12

FIXED ASSET TAG NUMBER: NO TAG

DESCRIPTION: PANASONIC UF-790 FAX MACHINE

RECEIVED

REQUESTED MEANS OF DISPOSAL: TRANSFER

DEC - 7 2012

OTHER INFORMATION:

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:

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO

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

DEPARTMENT: 1118

SIGNATURE

*Donna Taylor*

### AUDITOR

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

RECEIPT INTO 1190-3835

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 14-2013

DATE APPROVED JAN. 10, 2013

SIGNATURE *Donna Taylor*

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 12-4-12

FIXED ASSET TAG NUMBER: NONE-very small dollar

DESCRIPTION: Emerson Microwave Oven

REQUESTED MEANS OF DISPOSAL: Trash

OTHER INFORMATION: Model MW8/15ss

CONDITION OF ASSET: Dangerous- materials from the inside of the microwave flake and leave dust.

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:

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

DEPARTMENT: Shenafi

SIGNATURE 

### AUDITOR

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

RECEIPT INTO 1190-3835

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

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

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

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

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

AGENCY \_\_\_\_\_

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

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

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 14-2013

DATE APPROVED JAN. 10, 2013

SIGNATURE 

# BOONE COUNTY

RECEIVED

NOV 19 2012

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE : 11/19/12

FIXED ASSET TAG NUMBER: 11776

DESCRIPTION: Motorola Spectra radio s/n: 671AZG0044

REQUESTED MEANS OF DISPOSAL: any

OTHER INFORMATION: outdated

CONDITION OF ASSET: used, unknown if it works

REASON FOR DISPOSITION: FCC will not allow us to use this radio any longer

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: 11/19/12

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

DEPARTMENT: Sheriff 1255

SIGNATURE 

### AUDITOR

ORIGINAL PURCHASE DATE 4/1/1999

RECEIPT INTO 1190-3835

ORIGINAL COST \$3,015.00

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2731

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

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

ASSET GROUP 1604

AGENCY \_\_\_\_\_

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

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

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

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

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

INDIVIDUAL \_\_\_\_\_

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

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

COMMISSION ORDER NUMBER 14-2013

DATE APPROVED JAN 10, 2013

SIGNATURE 

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 12-4-12

FIXED ASSET TAG NUMBER: 10580

RECEIVED

DESCRIPTION: Motorola Spectra radio

DEC - 4 2012

REQUESTED MEANS OF DISPOSAL: any

BOONE COUNTY AUDITOR

OTHER INFORMATION: n/a

CONDITION OF ASSET: old, used, obsolete

REASON FOR DISPOSITION: can no longer use this radio with our radio system

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)

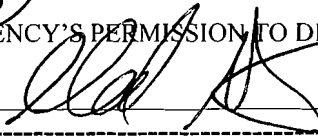
DESIRED DATE FOR ASSET REMOVAL TO STORAGE: 12-4-12

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

DEPARTMENT: Sheriff

1255

SIGNATURE



### AUDITOR

ORIGINAL PURCHASE DATE 6/27/1996

RECEIPT INTO 1190-3835

ORIGINAL COST 2,668.00

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2731

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

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

ASSET GROUP 1604

AGENCY \_\_\_\_\_

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

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

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

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

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

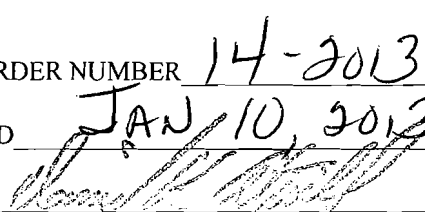
INDIVIDUAL \_\_\_\_\_

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

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

COMMISSION ORDER NUMBER 14-2013

DATE APPROVED JAN 10, 2013

SIGNATURE 

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 12-4-12

FIXED ASSET TAG NUMBER: none

RECEIVED

DESCRIPTION: Kenwood mobile radio model TK-780H (s/n: 70600037)

DEC - 4 2012

REQUESTED MEANS OF DISPOSAL: any

BOONE COUNTY AUDITOR

OTHER INFORMATION: n/a

CONDITION OF ASSET: old, used

REASON FOR DISPOSITION: can no longer use this old radio on our radio system

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: 12-4-12

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

DEPARTMENT: Sheriff

SIGNATURE [Signature]

### AUDITOR

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

RECEIPT INTO 1190-3835

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

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

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

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

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

AGENCY \_\_\_\_\_

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

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

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 14-2013

DATE APPROVED JAN 10, 2013

SIGNATURE [Signature]

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 12-4-12

FIXED ASSET TAG NUMBER: none

RECEIVED

DESCRIPTION: Nokia cell phone car kit model HFU-2

DEC - 4 2012

REQUESTED MEANS OF DISPOSAL: any

BOONE COUNTY AUDITOR

OTHER INFORMATION: n/a

CONDITION OF ASSET: old, used

REASON FOR DISPOSITION: can no longer use this with our phones

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: 12-4-12

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

DEPARTMENT: Sheriff

SIGNATURE 

### AUDITOR

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

RECEIPT INTO 1190-3835

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

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

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

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

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

AGENCY \_\_\_\_\_

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

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

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

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

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

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

INDIVIDUAL \_\_\_\_\_

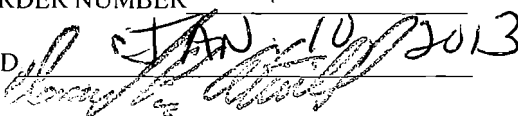
\_\_\_\_ TRADE \_\_\_\_\_ AUCTION \_\_\_\_\_ SEALED BIDS

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

COMMISSION ORDER NUMBER

14-2013

DATE APPROVED

JAN 10 2013  


SIGNATURE \_\_\_\_\_



# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

RECEIVED

DATE : 11-30-12

FIXED ASSET TAG NUMBER: 8782

NOV 30 2012

DESCRIPTION: Motorola mobile radio

BOONE COUNTY AUDITOR

REQUESTED MEANS OF DISPOSAL: any

OTHER INFORMATION: n/a

CONDITION OF ASSET: very old, obsolete

REASON FOR DISPOSITION: can no longer use on our radio system

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)

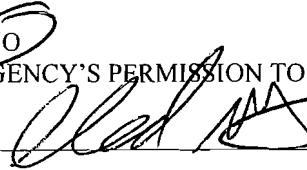
DESIRED DATE FOR ASSET REMOVAL TO STORAGE: 11-30-12

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

DEPARTMENT: Sheriff

1255

SIGNATURE



### AUDITOR

ORIGINAL PURCHASE DATE 9/14/1994

RECEIPT INTO 1190-3835

ORIGINAL COST 397.00

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 \_\_\_\_\_

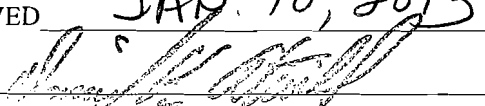
INDIVIDUAL \_\_\_\_\_

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

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

COMMISSION ORDER NUMBER 14-2013

DATE APPROVED JAN. 10, 2013

SIGNATURE 

# BOONE COUNTY

RECEIVED

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY NOV 30 2012

DATE: 11-30-12

FIXED ASSET TAG NUMBER: 7115

BOONE COUNTY AUDITOR

DESCRIPTION: Motorola mobile radio

REQUESTED MEANS OF DISPOSAL: any

OTHER INFORMATION: n/a

CONDITION OF ASSET: very old, obsolete

REASON FOR DISPOSITION: can no longer use on our radio system

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: 11-30-12

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 

**AUDITOR**

ORIGINAL PURCHASE DATE 8/19/1991

RECEIPT INTO 1190-3835

ORIGINAL COST 819.61

GRANT FUNDED (Y/N) N

*Previously removed from inventory 5/19/05*

ORIGINAL FUNDING SOURCE 2731

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

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

AGENCY \_\_\_\_\_

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

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

ASSET GROUP 1604

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

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

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

INDIVIDUAL \_\_\_\_\_

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

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

COMMISSION ORDER NUMBER 14-2013

DATE APPROVED JAN. 10, 2013

SIGNATURE 

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

RECEIVED

DATE: 11-30-12

FIXED ASSET TAG NUMBER: 8076

NOV 30 2012

DESCRIPTION: Motorola mobile radio

BOONE COUNTY AUDITOR

REQUESTED MEANS OF DISPOSAL: any

OTHER INFORMATION: n/a

CONDITION OF ASSET: very old, obsolete

REASON FOR DISPOSITION: can no longer use on our radio system

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)

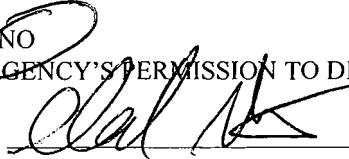
DESIRED DATE FOR ASSET REMOVAL TO STORAGE: 11-30-12

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

DEPARTMENT: Sheriff

6160 on system

SIGNATURE



### AUDITOR

ORIGINAL PURCHASE DATE 3/14/1994

RECEIPT INTO 1190-3835

ORIGINAL COST 490.50

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2731

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

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

AGENCY \_\_\_\_\_

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

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

ASSET GROUP 1604

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

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

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

INDIVIDUAL \_\_\_\_\_

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

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

COMMISSION ORDER NUMBER 14-2013

DATE APPROVED JAN. 10, 2013

SIGNATURE 

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

RECEIVED

DATE : 11-30-12

FIXED ASSET TAG NUMBER: None

NOV 30 2012

DESCRIPTION: Vertex mobile radio s/n 4M592083

BOONE COUNTY AUDITOR

REQUESTED MEANS OF DISPOSAL: any

OTHER INFORMATION: n/a

CONDITION OF ASSET: very old, obsolete

REASON FOR DISPOSITION: can no longer use on our radio system

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: 11-30-12

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

DEPARTMENT: Sheriff

SIGNATURE 

### AUDITOR

ORIGINAL PURCHASE DATE \_\_\_\_\_ RECEIPT INTO 1190-3835  
ORIGINAL COST \_\_\_\_\_ ? GRANT FUNDED (Y/N) N  
ORIGINAL FUNDING SOURCE \_\_\_\_\_ ' GRANT NAME \_\_\_\_\_  
% FUNDING \_\_\_\_\_  
AGENCY \_\_\_\_\_  
DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_  
ASSET GROUP \_\_\_\_\_ TRANSFER CONFIRMED \_\_\_\_\_

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

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

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

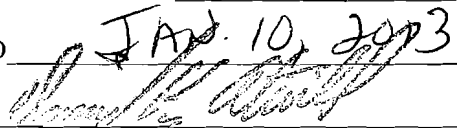
INDIVIDUAL \_\_\_\_\_

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

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

COMMISSION ORDER NUMBER 14-2013

DATE APPROVED JAN. 10, 2013

SIGNATURE 

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 8-23-12 FIXED ASSET TAG NUMBER: NO TAG

DESCRIPTION: METAL DROP BOX

REQUESTED MEANS OF DISPOSAL: ANY

OTHER INFORMATION:

CONDITION OF ASSET: OLD

REASON FOR DISPOSITION: 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:

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

DEPARTMENT: 1150

SIGNATURE [Handwritten Signature]

**AUDITOR**

ORIGINAL PURCHASE DATE _____	RECEIPT INTO <u>1190-3835</u>
ORIGINAL COST _____	GRANT FUNDED (Y/N) <u>N</u>
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 14-2013

DATE APPROVED JAN. 10, 2013

SIGNATURE [Handwritten Signature]

RECEIVED

AUG 27 2012

BOONE COUNTY AUDITOR

15-2013

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

January Session of the January Adjourned

Term. 20 13

In the County Commission of said county, on the 10th day of January 20 13


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

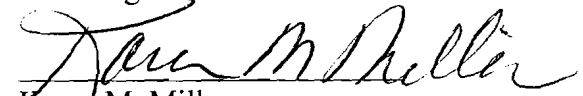
Now on this day the County Commission of the County of Boone does hereby award bid 54-08NOV12 – Regulatory Signs Term and Supply by **SECTION** as stipulated in the Purchase Agreements for Custom Products Corporation, Lightle Enterprises, MD Solutions, MTS Safety Products and Vulcan, Inc. d/b/a Vulcan Signs. It is further ordered the Presiding Commissioner is hereby authorized to sign said Purchase Agreements.

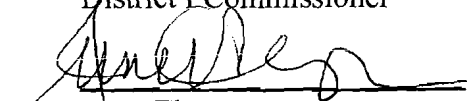
Done this 10th day of January 2013.

ATTEST:

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

  
Daniel K. Atwill  
Presiding Commissioner

  
Karen M. Miller  
District I Commissioner

  
Janet Thompson  
District II Commissioner

# Boone County Purchasing

Amy Robbins  
Senior Buyer



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

---

## MEMORANDUM

TO: Boone County Commission  
FROM: Amy Robbins, Senior Buyer  
DATE: December 31, 2012  
RE: 55-21NOV12 – Regulatory Signs Term and Supply

55-21NOV12 – Regulatory Signs Term and Supply opened on November 28, 2012.  
Ten bids were received and Public Works recommends award by low bid by section as follows:

### Vendor

Custom Products Corporation of Jackson, MS  
Lightle Enterprises of Ohio, LLC

MD Solutions of Plain City, OH  
MTS Safety Products of Belmont, MS  
Vulcan, Inc. d/b/a Vulcan Signs

Osburn Associates, Inc.

### Section

4.10.3.1, 4.11.1.2, 4.11.2.1-3  
4.10.1., 4.11.1. (with exception  
of 4.11.1.1-4.11.1.3, 4.11.2.5  
and 4.11.2.6)  
4.11.1.1 and 4.11.1.3  
4.10.3.3  
4.8.1. (with exception of 4.8.1.7,  
4.8.1.11 and 4.8.1.16.)  
4.8.2, 4.9.1.12, 4.9.3.8,  
4.9.3.21-22, 4.9.3.24-29,  
4.10.3.2, 4.11.2.4  
4.8.1.7, 4.8.1.11, 4.8.1.16, 4.8.3,  
4.9.1. (with exception of  
4.9.1.12.)  
4.9.2., 4.9.3. (with exception of  
4.9.3.8, 4.9.3.21-22, and 4.9.3.24-29.)  
4.10.2.

This is a term and supply contract and invoices will be paid from department 2040 – Public Works Maintenance Operations, account 26600 - Strt/Traffic/Const Signs and 26500 - Highway Safety Signs.

ATT: Bid Tabulation

cc: Chet Dunn, Public Works  
Bid File

55-21NOV12 - Regulatory signs form & supply

DOC - MO	Local Entrprises	Osburn Associates	Synotech	Custom Products Corp.	Solutions, Inc.	HTS Safety Products	Lytic Enterprises	Vulcan Signs	Rocell Inc.	USA Traffic Products	DESCRIPTION	SIZE	CATEGORY: TRAFFIC SIGNS
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REGULATORY, WARNING AND TEMPORARY TRAFFIC CONTROL SIGNS

48.11	STOP											36X36	RA-1	NO BID	37.44	32.53	42.84	73.57	NO BID	34.33	68.45	36.00
48.12	STOP											30X30	RI-1	NO BID	26.00	22.69	27.50	41.81	NO BID	22.90	51.13	25.00
48.13	YIELD											36X36X36	RI-2	NO BID	16.22	16.21	21.42	41.93	NO BID	16.51	68.45	20.00
48.14	YIELD											48X48X48	RI-2	NO BID	30.83	28.43	38.08	137.93	NO BID	34.49	120.19	65.00
48.15	ONE COLOR MUTCD STANDARD											6X12		NO BID	4.08	2.55	2.88	8.17	NO BID	2.78	9.92	33.00
48.16	ONE COLOR MUTCD STANDARD													NO BID	12.36	11.61	14.28	29.67	NO BID	12.28	27.80	13.75
48.17	ONE COLOR MUTCD DOUBLE FACED													NO BID	23.28	21.49	14.28	29.67	NO BID	17.81	46.05	12.38
48.18	ALL WAY													NO BID	5.12	3.97	3.37	8.02	NO BID	4.16	11.91	3.08
48.19	ONE COLOR MUTCD STANDARD													NO BID	18X18	8.99	10.71	23.19	NO BID	9.87	22.98	10.25
48.110	ONE COLOR MUTCD DOUBLE FACED													NO BID	12.48	11.50	14.28	22.12	NO BID	12.88	28.31	12.38
48.111	ONE COLOR MUTCD STANDARD													NO BID	8.32	8.32	9.32	21.92	NO BID	8.75	12.93	9.75
48.112	ONE COLOR MUTCD STANDARD													NO BID	12.48	11.50	14.28	28.28	NO BID	12.38	28.31	13.75
48.113	ONE COLOR MUTCD STANDARD													NO BID	16.64	15.29	19.04	43.12	NO BID	18.36	34.97	16.40
48.114	ONE COLOR MUTCD STANDARD													NO BID	20.80	19.89	23.80	47.02	NO BID	42.87	20.20	22.25
48.115	ONE COLOR MUTCD DOUBLE FACED													NO BID	38.80	33.39	23.80	47.02	NO BID	42.87	20.20	22.25
48.116	ONE COLOR MUTCD STANDARD													NO BID	28.80	23.39	23.80	47.02	NO BID	42.87	20.20	22.25
48.117	ONE COLOR MUTCD STANDARD													NO BID	30.80	23.80	23.80	47.02	NO BID	42.87	20.20	22.25
48.118	ONE COLOR MUTCD STANDARD													NO BID	26.00	23.66	23.75	48.64	NO BID	24.78	25.03	22.55
48.119	THREE COLOR MUTCD STANDARD													NO BID	31.20	29.61	35.70	60.00	NO BID	24.78	25.03	22.55
48.120	ONE COLOR MUTCD STANDARD													NO BID	26.00	23.66	29.75	56.95	NO BID	24.78	25.03	22.55
48.121	ONE COLOR MUTCD STANDARD													NO BID	12.48	11.61	14.28	29.67	NO BID	12.38	27.87	10.60
48.122	ONE COLOR MUTCD STANDARD													NO BID	8.32	7.95	9.32	10.87	NO BID	10.87	20.87	39.40
48.123	ONE COLOR MUTCD STANDARD													NO BID	12.48	11.61	14.28	29.67	NO BID	12.38	27.87	15.75
48.124	ONE COLOR MUTCD STANDARD													NO BID	24.96	22.97	28.96	49.05	NO BID	21.79	42.87	31.50
48.125	ONE COLOR MUTCD STANDARD													NO BID	37.44	33.81	42.84	82.46	NO BID	35.41	70.51	47.25
48.126	ONE COLOR MUTCD STANDARD													NO BID	37.44	33.81	42.84	82.46	NO BID	35.41	70.51	47.25
48.127	ONE COLOR MUTCD STANDARD													NO BID	47.44	42.84	51.68	91.60	NO BID	39.43	79.23	52.50
48.128	ONE COLOR MUTCD STANDARD													NO BID	47.44	42.84	51.68	91.60	NO BID	39.43	79.23	52.50
48.129	ONE COLOR MUTCD STANDARD													NO BID	37.44	33.81	42.84	82.46	NO BID	35.41	70.51	47.25
48.130	ONE COLOR MUTCD STANDARD													NO BID	47.44	42.84	51.68	91.60	NO BID	39.43	79.23	52.50
48.131	SCHOOL SPEED ZONE AHEAD													NO BID	39.75	36.41	48.82	76.81	NO BID	39.90	71.81	58.00
48.132	SCHOOL BUS TURN AROUND AHEAD													NO BID	39.75	36.41	48.82	76.81	NO BID	39.90	71.81	58.00
48.133	SCHOOL BUS STOP AHEAD													NO BID	39.75	36.99	48.82	76.81	NO BID	41.40	71.91	58.00
48.134	SCHOOL CROSSING AHEAD OR AHEAD W/16 SERIES													NO BID	12.72	12.14	15.63	NO BID	18.98	11.50	26.95	17.25
48.135	SCHOOL CROSSING													NO BID	39.75	32.07	48.82	76.81	NO BID	39.90	71.81	58.00
48.136	VEHICLE FLUORESCENT SCHOOL													NO BID	5871.11	5505.51	6717.70	\$1,000.00		9314.84	\$1,417.22	14935.50
48.137	SPECIAL DESIGN SIGNS (Favored in Attachment A)													NO BID	\$228.96	\$207.46	\$281.20	\$389.90		\$412.95	\$208.87	\$688.80
48.301	DO NOT ENTER WHEN FLOODED													NO BID	39.35	22.35	23.80	50.36	NO BID	21.75	42.87	30.48
48.302	FLOOD AREA AHEAD													NO BID	49.19	27.11	29.75	48.64	NO BID	26.49	49.41	43.90
48.303	IMPASSIBLE DURING HIGH WATER													NO BID	49.19	27.11	29.75	48.64	NO BID	26.49	49.41	43.90
48.304	CAUTION													NO BID	49.19	27.11	29.75	48.64	NO BID	26.49	49.41	43.90
48.305	FRESH DIRT LOOSE GRAVEL													NO BID	49.19	27.11	29.75	48.64	NO BID	26.49	49.41	43.90
48.306	BOONE COUNTY MAINTENANCE BEGINS													NO BID	11.81	8.79	7.14	18.00	NO BID	7.08	16.82	12.00
48.307	BOONE COUNTY MAINTENANCE ENDS													NO BID	11.81	8.79	7.14	18.00	NO BID	7.08	16.82	12.00
48.308	W-1-R WITH SIDE INTERSECTION													NO BID	49.19	27.11	29.75	48.64	NO BID	26.49	49.41	43.90
48.309	W-1-R WITH CORNER INTERSECTION													NO BID	49.19	27.11	29.75	48.64	NO BID	26.49	49.41	43.90
48.310	W-1-R WITH FORWARD INTERSECTION													NO BID	49.19	27.11	29.75	48.64	NO BID	26.49	49.41	43.90
48.311	W-1-R WITH SIDE INTERSECTION													NO BID	49.19	27.11	29.75	48.64	NO BID	26.49	49.41	43.90



55-21NOV12 - Regulatory Signs Term & Supply Bid Tabulation		SIZE	DISCRPTION	J&A Traffic Products	Rocal Inc.	Vulcan Signs	Lightle Enterprises	MTS Safety Products	MD Solutions, Inc.	Custom Products Corp.	Signotech	Osburn Associates	DOC - MO Vocational Enterprises
4.8.3.12	W1-1L WITH CORNER INTERSECTION	30X30	BLACK / YELLOW	No Bid	49.19	27.11	29.75	48.64	No Bid	26.49	49.41	25.63	43.50
4.8.3.13	W1-1L WITH FORWARD INTERSECTION	30X30	BLACK / YELLOW	No Bid	49.19	27.11	29.75	48.64	No Bid	26.49	49.41	25.63	43.50
4.8.3.14	W20-4 SPECIAL	30X30	BLACK / YELLOW	No Bid	49.19	27.11	29.75	48.64	No Bid	26.49	49.41	25.63	43.50
4.8.3.15	DNR PERMIT SIGN	18X24	BLACK / WHITE	No Bid	23.61	14.45	14.28	No Bid	No Bid	13.11	28.81	12.38	20.65
<b>4.8.3. Totals</b>				0.00	\$627.67	\$352.59	\$479.61	\$821.40	\$0.00	\$340.41	\$646.43	\$327.61	\$558.00
<b>Section 4.8. Totals</b>				\$0.00	\$1,533.74	\$1,166.50	\$1,378.51	\$2,316.34	\$0.00	\$1,215.73	\$2,508.60	\$1,155.51	\$1,981.25
1st Increase				\$0.00	\$1,810.43	\$1,229.78	\$1,447.44	\$2,432.18	\$0.00	\$1,861.22	\$2,958.73	\$1,221.17	\$2,001.67
2nd Increase				\$0.00	\$1,690.96	\$1,284.96	\$1,519.81	\$2,553.76	\$0.00	\$1,625.01	\$2,607.87	\$1,398.29	\$2,041.70
3rd Increase				\$0.00	\$1,775.50	\$1,349.21	\$1,595.90	\$2,681.45	\$0.00	\$1,708.01	\$2,660.02	\$1,438.12	\$2,142.79
Total 4 year contract cost				\$0.00	\$6,810.51	\$5,022.45	\$5,941.55	\$9,983.71	\$0.00	\$5,810.37	\$10,831.22	\$5,363.19	\$8,169.01
<b>4.9. CATEGORY B: FABRICATION MATERIALS</b>													
<b>4.9.1. SIGN-FACING SHEETS</b>													
4.9.1.1	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	12 X 18		No Bid	2.82	2.37	3.08	No Bid	No Bid	2.75	11.40	2.31	3.60
4.9.1.2	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	12 X 36		No Bid		4.74	6.15	No Bid	No Bid	5.25	17.68	2.31	7.20
4.9.1.3	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	18 X 18		No Bid	4.23	3.56	4.61	No Bid	No Bid	4.28	14.56	3.47	5.40
4.9.1.4	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	18 X 24		No Bid	5.64	4.74	6.15	No Bid	No Bid	5.25	17.70	4.12	7.20
4.9.1.5	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	24" STOP		No Bid	7.52	6.32	8.20	No Bid	No Bid	6.78	21.91	6.16	9.60
4.9.1.6	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	24 X 30		No Bid	9.40	7.90	10.25	No Bid	No Bid	8.69	26.11	7.70	12.00
4.9.1.7	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	30" STOP		No Bid	11.75	9.88	12.81	No Bid	No Bid	10.08	31.36	9.63	15.00
4.9.1.8	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	30 X 30		No Bid	11.75	9.88	12.81	No Bid	No Bid	10.47	31.36	9.63	15.00
4.9.1.9	TWO COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	30 X 30		No Bid	13.50	10.63	12.81	No Bid	No Bid	11.54	46.11	9.75	22.15
4.9.1.10	THREE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	30 X 30		No Bid	17.69	11.34	15.94	82.95	No Bid	16.30	52.11	10.25	33.20
4.9.1.11	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	36 X 36		No Bid	16.82	14.22	18.45	82.28	No Bid	14.83	42.91	13.86	21.85
4.9.1.12	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	36" YEILD		No Bid	7.72	6.55	9.23	43.19	No Bid	7.15	42.91	7.70	18.00
4.9.1.13	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	36" STOP		No Bid	16.92	14.22	18.45	74.09	No Bid	14.28	42.91	13.86	21.85
<b>4.9.1. Totals</b>				\$0.00	\$123.04	\$99.24	\$129.71	\$262.49	\$0.00	\$117.85	\$399.03	\$100.75	\$191.65
<b>4.9.2. CUTTER FLITTER MATERIALS</b>													
4.9.2.1	HIGH INTENSITY PRISMATIC SHEETING, PRESSURE SENSITIVE, ELECTRO CUT	24 IN X 50 YDS	3M 990 SERIES OR EQUIV	No Bid	414.00	395.00	426.30	No Bid	No Bid	471.30	525.00	372.00	No Bid
4.9.2.2	HIGH INTENSITY PRISMATIC SHEETING, PRESSURE SENSITIVE, ELECTRO CUT	30 IN X 50 YDS	3M 990 SERIES OR EQUIV	No Bid	517.50	495.00	532.88	1433.19	No Bid	589.13	656.25	465.00	No Bid
4.9.2.3	TRANSPARENT OVERLAY FILM, ELECTRO-CUT, PRESSURE SENSITIVE	24 IN X 50 YDS	3M 1170 SERIES OR EQUIV	No Bid	321.00	324.00	408.00	755.95	No Bid	350.29	No Bid	300.00	No Bid
4.9.2.4	TRANSPARENT OVERLAY FILM, ELECTRO-CUT, PRESSURE SENSITIVE	30 IN X 50 YDS	3M 1170 SERIES OR EQUIV	No Bid	401.25	405.00	510.00	945.00	No Bid	437.88	No Bid	375.00	No Bid
4.9.2.5	ANTI-GRAFFITI PROTECTIVE OVERLAY FILM, PRESSURE SENSITIVE	24 IN X 50 YDS	3M 1150 EQUIVILENT	No Bid	342.00	354.00	421.80	653.85	No Bid	375.00	579.38	180.00	No Bid
4.9.2.6	ANTI-GRAFFITI PROTECTIVE OVERLAY FILM, PRESSURE SENSITIVE	30 IN X 50 YDS	3M 1150 EQUIVILENT	No Bid	427.50	442.50	527.25	956.90	No Bid	468.75	724.23	225.00	No Bid
4.9.2.7	NON-REFLECTIVE VINYL, PRESSURE SENSITIVE, ELECTRO-CUT GRAFIC FILM	24 IN X 50 YDS	3M 7725 SERIES EQUIVILENT	No Bid	393.00	336.17	405.00	579.31	No Bid	323.58	385.31	255.00	No Bid

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4.9.2.8	TRANSFER TAPE, CLEAR, GRAFFIC APPLICATION FOR ELECTRO-CUT FILM	24 IN X 50 YDS	3M TPMS ECF EQUIVLENT	No Bid	229.79	78.38	135.00	No Bid	No Bid	254.12	236.25	192.00	No Bid
4.9.2.9	TRANSFER TAPE, CLEAR, GRAFFIC APPLICATION FOR ELECTRO-CUT FILM	30 IN X 50 YDS	3M TPMS ECF EQUIVLENT	No Bid	287.23	97.98	168.75	No Bid	No Bid	317.65	No Bid	209.00	No Bid
<b>4.9.2. Totals</b>				<b>\$0.00</b>	<b>\$3,333.27</b>	<b>\$2,829.03</b>	<b>\$1,634.98</b>	<b>\$5,524.20</b>	<b>\$0.00</b>	<b>\$3,587.88</b>	<b>\$3,106.42</b>	<b>\$2,573.00</b>	<b>\$0.00</b>

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		SIZE	DISCRIPTION	J&A Traffic Products	Rocal Inc.	Vulcan Signs	Lightie Enterprises	MTS Safety Products	MD Solutions, Inc.	Custom Products Corp.	Signatech	Osbrum Associates	DOC - MO Vocational Enterprises
4.9.3	SIGN BLANKS												
4.9.3.1	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET 1.5" CORNER RADIUS	18 X 6, 0.080 ga		No Bid	4.64	4.78	4.03	13.28	No Bid	5.36	7.50	4.05	4.75
4.9.3.2	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET 1.5" CORNER RADIUS	18 X 9, 0.080 ga		No Bid	6.99	7.16	6.46	17.78	No Bid	8.58	9.92	6.05	7.20
4.9.3.3	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET 1.5" CORNER RADIUS	21 X 6, 0.080 ga		No Bid	5.49	5.65	5.02	15.78	No Bid	7.10	8.17	4.75	5.60
4.9.3.4	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET 1.5" CORNER RADIUS	24 X 9, 0.080 ga		No Bid	6.19	6.35	5.74	16.78	No Bid	7.15	8.96	5.16	6.40
4.9.3.5	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET 1.5" CORNER RADIUS	24 X 9, 0.080 ga		No Bid	9.29	9.40	8.61	23.79	No Bid	10.55	12.09	8.10	9.60
4.9.3.6	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET 1.5" CORNER RADIUS	27 X 6, 0.080 ga		No Bid	6.99	7.25	6.46	19.40	No Bid	8.94	9.78	6.25	7.20
4.9.3.7	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET 1.5" CORNER RADIUS	30 X 6, 0.080 ga		No Bid	7.74	7.87	8.61	19.43	No Bid	8.94	10.72	6.75	8.00
4.9.3.8	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET 1.5" CORNER RADIUS	30 X 9, 0.080 ga		No Bid	11.64	11.72	10.78	28.79	No Bid	13.19	14.72	12.15	12.00
4.9.3.9	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET 1.5" CORNER RADIUS	33 X 6, 0.100 ga		No Bid	8.37	9.74	8.65	21.00	No Bid	11.40	13.00	8.50	14.40
4.9.3.10	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET 1.5" CORNER RADIUS	36 X 6, 0.100 ga		No Bid	10.19	10.52	9.43	22.93	No Bid	11.40	13.94	8.85	10.50
4.9.3.11	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET 1.5" CORNER RADIUS	36 X 9, 0.100 ga		No Bid	15.28	15.60	14.15	36.44	No Bid	17.14	19.84	13.28	15.75
4.9.3.12	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET 1.5" CORNER RADIUS	36 X 12, 0.100 ga		No Bid	20.37	20.84	18.87	40.00	No Bid	22.13	24.37	17.70	21.00
4.9.3.13	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET 1.5" CORNER RADIUS	42 X 6, 0.100 ga		No Bid	11.88	12.42	11.01	49.00	No Bid	13.30	15.82	10.33	12.25
4.9.3.14	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET 1.5" CORNER RADIUS	42 X 9, 0.100 ga		No Bid	17.86	18.35	16.51	43.25	No Bid	20.00	23.87	15.41	18.40
4.9.3.15	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET 1.5" CORNER RADIUS	42 X 12, 0.100 ga		No Bid	23.77	23.58	22.01	50.00	No Bid	26.66	29.69	20.13	24.50
4.9.3.16	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET 1.5" CORNER RADIUS	48 X 6, 0.100 ga		No Bid	13.58	14.19	12.58	No Bid	No Bid	15.26	17.69	11.80	14.00
4.9.3.17	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET 1.5" CORNER RADIUS	48 X 9, 0.100 ga		No Bid	20.37	20.88	18.87	No Bid	No Bid	22.73	25.32	17.70	21.00
4.9.3.18	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET 1.5" CORNER RADIUS	48 X 12, 0.100 ga		No Bid	27.16	26.91	25.16	50.00	No Bid	30.31	31.58	23.60	28.00
4.9.3.19	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET 1.5" CORNER RADIUS	54 X 9, 0.100 ga		No Bid	22.95	23.47	21.23	No Bid	No Bid	28.12	28.75	19.68	23.65
4.9.3.20	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET 1.5" CORNER RADIUS	30 X 12, 0.080 ga		No Bid	10.75	15.60	10.39	33.00	No Bid	9.82	16.42	10.00	17.50
4.9.3.21	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET 1.5" CORNER RADIUS	36 X 12, 0.100 ga		No Bid	12.90	12.98	14.12	36.21	No Bid	15.90	18.58	13.50	21.00
4.9.3.22	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET 1.5" CORNER RADIUS	42 X 12, 0.100 ga		No Bid	17.12	15.16	16.48	No Bid	No Bid	18.55	21.27	15.75	24.50
4.9.3.23	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET 1.5" CORNER RADIUS	48 X 12, 0.100 ga		No Bid	19.59	17.32	18.89	No Bid	No Bid	20.88	23.89	10.00	28.00
4.9.3.24	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET 1.5" CORNER RADIUS	54 X 12, 0.100 ga		No Bid	22.01	19.49	21.18	No Bid	No Bid	23.48	26.55	20.25	31.50
4.9.3.25	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET 1.5" CORNER RADIUS	60 X 12, 0.100 ga		No Bid	24.45	21.65	23.54	No Bid	No Bid	26.09	29.20	22.50	35.00
4.9.3.26	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET 1.5" CORNER RADIUS	66 X 12, 0.100 ga		No Bid	26.90	23.82	25.89	No Bid	No Bid	28.71	31.85	24.75	38.50
4.9.3.27	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET 1.5" CORNER RADIUS	72 X 12, 0.100 ga		No Bid	28.34	25.88	28.24	No Bid	No Bid	31.32	34.51	27.00	42.00

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SIZE	DESCRIPTION	USA Traffic Products	Focal Inc.	Vulcan Signs	Light Me Enterprises	MTS Safety Products	MD Solutions, Inc.	Custom Products Corp.	Signitech	Osburn Associates	DOC - MO Vocational Enterprises
4.9.3.28 78" X 12" FLAT STREET, 1.5" WHITE HIGH PRISMATIC, 0.100, 0B		No Bid	31.79	28.15	30.60	No Bid	No Bid	33.93	37.17	29.25	45.50
4.9.3.29 36" X 24" ALUM, ONE-SIDED WHITE HIGH PRISMATIC, 0.090, 0A		No Bid	25.80	22.97	24.94	No Bid	49.05	22.13	26.92	24.00	42.00
4.9.3.1 Totals		\$0.00	\$472.35	\$468.31	\$448.57	\$595.91	\$0.00	\$517.07	\$592.07	\$417.44	\$589.70
Section 4.9.3 Totals		\$0.00	\$472.35	\$468.31	\$448.57	\$595.91	\$0.00	\$517.07	\$592.07	\$417.44	\$589.70
4.10.1 1st Increase		\$0.00	\$4,126.07	\$3,692.05	\$4,113.06	\$5,179.47	\$0.00	\$4,222.49	\$4,179.47	\$3,400.31	\$7,785.18
2nd Increase		\$0.00	\$4,391.92	\$3,845.61	\$4,524.85	\$5,726.38	\$0.00	\$4,349.38	\$4,283.06	\$3,740.34	\$8,944.85
3rd Increase		\$0.00	\$4,547.99	\$4,057.89	\$4,751.98	\$5,977.09	\$0.00	\$4,602.17	\$4,548.82	\$4,114.37	\$9,485.19
Total 4 year contract cost		\$0.00	\$16,992.92	\$15,605.66	\$17,727.90	\$27,456.70	\$0.00	\$20,180.23	\$19,989.37	\$14,346.21	\$33,226.55
4.10.1 CATEGORY C - WORK ZONE SUPPLIES											
4.10.1 BARRICADES											
4.10.1.1 TYPE II, DOUBLE SIDED, PLASTIC, 8" BOARD, 4" STRIFE, HIGH INTENSITY REFLECTIVITY		59.50	No Bid	69.88	48.90	No Bid	No Bid	62.46	No Bid	89.95	No Bid
4.10.1.2 TYPE III, DOUBLE SIDED, PLASTIC, 8" BOARD, 6" STRIFE, HIGH INTENSITY REFLECTIVITY		213.00	No Bid	189.50	187.50	No Bid	No Bid	253.71	No Bid	231.55	No Bid
4.10.1.3 BARRICADE LIGHT, LED, PHOTOELECTRIC		17.95	No Bid	13.75	13.75	No Bid	No Bid	24.00	No Bid	49.75	No Bid
4.10.1.4 4 STRIPE BARRICADE TAPE, HI REFLECTIVITY, W/ 8" X 50YDS		255.00	No Bid	172.14	157.50	No Bid	No Bid	169.41	No Bid	140.00	No Bid
4.10.1.5 6 STRIPE TRAFFIC CONE, WEIGHTED, WITH TWO REFLECTIVE COLLARS		255.00	No Bid	172.14	157.50	No Bid	No Bid	169.41	No Bid	140.00	No Bid
4.10.1.6 REFLECTIVE COLLAR		17.50	No Bid	13.77	12.70	No Bid	18.13	No Bid	No Bid	13.09	No Bid
4.10.1.7 REFLECTIVE CONE COLLAR		6.75	No Bid	3.72	2.82	No Bid	3.73	No Bid	No Bid	5.50	No Bid
4.10.1.1 Totals		\$227.45	\$0.00	\$649.29	\$633.50	\$911.65	\$0.00	\$7,510.25	\$6,000.00	\$5,763.24	\$0.00
4.10.2 REFLECTIVE, 100% HI REF, 100% POCKETS											
4.10.2.1 ONE COLOR MUTED STANDARD		82.50	No Bid	65.00	73.33	No Bid	69.97	No Bid	107.63	No Bid	89.00
4.10.2.2 FRESH OIL LOOSE GRAVEL		82.50	No Bid	65.00	73.33	No Bid	69.97	No Bid	107.63	No Bid	89.00
4.10.3 MISC. LUMINOUS		\$165.50	\$0.00	\$180.00	\$146.89	\$137.94	\$0.00	\$21,506.00	\$33.00	\$77.00	\$0.00
4.10.3.1 WARNING ELASS, MESH, W/ WOOD STAFF		6.50	No Bid	4.00	5.40	No Bid	4.18	No Bid	7.95	No Bid	7.50
4.10.3.2 STOP/SLOW PADULE KITS, W/ 60" STAFF		56.75	No Bid	22.23	45.65	No Bid	30.74	No Bid	25.95	No Bid	37.50
4.10.3.3 BARRIER TAPE, CAUTION, 3 MIL (min)		14.90	No Bid	21.45	11.95	No Bid	10.27	No Bid	12.00	No Bid	12.00
Section 4.10.3 Totals		\$177.65	\$0.00	\$207.68	\$162.09	\$158.56	\$0.00	\$22,045.00	\$30.00	\$89.90	\$0.00
4.11 CATEGORY D - MISC. HARDWARE & POSTS											
4.11.1 HARDWARE											
4.11.1.1 BREAK-AWAY NUT, ALUM, N8A 5/16		52.00	No Bid	45.00	60.88	No Bid	42.00	No Bid	66.00	No Bid	89.00
4.11.1.2 SIGN SAVER, ALUM, 3" min		62.00	No Bid	95.00	56.00	No Bid	110.00	No Bid	20.00	No Bid	74.00
4.11.1.3 SET SCREW, KNURLED, 5/16", W/592 SOCKET		34.00	No Bid	27.00	11.50	No Bid	6.00	No Bid	26.00	No Bid	25.00
4.11.1.4 PLAT STREET SIGN BRACKET FOR U-CORNER, 12" 90 DEGREE		14.50	No Bid	11.05	7.88	No Bid	8.80	No Bid	8.95	No Bid	8.00
4.11.1.5 PLAT STREET SIGN BRACKET FOR U-CORNER, 12" 90 DEGREE		5.10	No Bid	3.63	2.85	No Bid	2.91	No Bid	3.50	No Bid	2.90

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4.11.1.6	FLAT STREET SIGN BRACKET FOR U-CHANNEL 180 DEGREE	12"	HOLDER	14.50	No Bid	11.05	7.88	4.43	8.80	8.95	No Bid	8.20	No Bid
4.11.1.7	FLAT STREET SIGN BRACKET FOR U-CHANNEL 180 DEGREE	5 1/2"	HOLDER	5.10	No Bid	3.83	2.95	4.64	2.91	3.50	No Bid	2.90	No Bid
4.11.1.8	FLAT STREET SIGN BRACKET FOR U-CHANNEL CROSS	12"	HOLDER	14.50	No Bid	11.05	7.88	16.39	8.80	8.95	No Bid	8.25	No Bid
4.11.1.9	FLAT STREET SIGN BRACKET FOR U-CHANNEL CROSS	5 1/2"	HOLDER	5.10	No Bid	3.77	2.95	6.35	2.91	3.50	No Bid	2.90	No Bid
<b>4.11.1 Totals</b>				<b>\$206.80</b>	<b>\$0.00</b>	<b>\$211.18</b>	<b>\$169.07</b>	<b>\$155.55</b>	<b>\$183.13</b>	<b>\$151.35</b>	<b>\$0.00</b>	<b>\$221.15</b>	<b>\$0.00</b>
<b>4.11.2 POSTS</b>													
4.11.2.1	U-CHANNEL 2#/FT (MIN), 3/8 HOLE, 1" CENTER	8 FT		12.00	No Bid	12.29	12.14	29.31	11.88	10.80	No Bid	No Bid	No Bid
4.11.2.2	U-CHANNEL 2#/FT (MIN), 3/8 HOLE, 1" CENTER	10 FT		15.00	No Bid	15.49	15.17	37.07	14.36	13.50	No Bid	No Bid	24.75
4.11.2.3	U-CHANNEL 2#/FT (MIN), 3/8 HOLE, 1" CENTER	12 FT		18.00	No Bid	18.58	18.20	44.83	16.83	16.20	No Bid	No Bid	29.00
4.11.2.4	ROAD MARKER, WHITE, FLAT, 2-SIDED	3X 6X 62		15.80	No Bid	11.50	13.86	No Bid	14.75	29.88	No Bid	No Bid	No Bid
4.11.2.5	CHANNELIZER, FLEXIBLE, BASE MOUNT, YELLOW, W/ 6" HI STRIP	38"		27.50	No Bid	24.69	18.80	No Bid	26.55	26.83	No Bid	No Bid	No Bid
4.11.2.6	CHANNELIZER, FLEXIBLE, BASE MOUNT, WHITE, W/ 6" HI STRIP	48"		29.25	No Bid	25.85	21.20	No Bid	28.25	33.33	No Bid	No Bid	No Bid
<b>4.11.2 Totals</b>				<b>\$117.55</b>	<b>\$0.00</b>	<b>\$108.50</b>	<b>\$106.67</b>	<b>\$111.21</b>	<b>\$112.62</b>	<b>\$130.34</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$53.75</b>
<b>Section 4.11 Totals</b>				<b>\$324.35</b>	<b>\$0.00</b>	<b>\$319.68</b>	<b>\$275.74</b>	<b>\$266.76</b>	<b>\$295.75</b>	<b>\$281.69</b>	<b>\$0.00</b>	<b>\$221.15</b>	<b>\$53.75</b>
1st Increase				\$324.35	\$0.00	\$335.66	\$273.97	\$280.10	\$321.04	\$315.49	\$0.00	\$243.27	\$54.29
2nd Increase				\$334.08	\$0.00	\$352.45	\$287.25	\$294.10	\$337.08	\$325.25	\$0.00	\$267.59	\$55.97
3rd Increase				\$350.73	\$0.00	\$370.07	\$301.61	\$308.81	\$353.94	\$335.75	\$0.00	\$294.35	\$58.14
<b>Total 4 year contract cost</b>				<b>\$1,332.57</b>	<b>\$0.00</b>	<b>\$1,377.86</b>	<b>\$1,122.98</b>	<b>\$1,149.77</b>	<b>\$1,317.82</b>	<b>\$1,348.29</b>	<b>\$0.00</b>	<b>\$1,026.96</b>	<b>\$221.65</b>
4.12	% Increase 1st Renewal			0%	5%	5%	5%	5%	5%	12%	2%	10%	1%
4.12.1	% Increase 2nd Renewal			3%	5%	5%	5%	5%	5%	12%	2%	10%	2%
4.12.2	% Increase 3rd Renewal			5%	5%	5%	5%	5%	5%	12%	2%	10%	5%
4.15	Coop Purchasing? (Y or N)			Y	N	Y	Y	Y	Y	N	Y	Y	Y
4.16	Warranty Info			No info	Sheeting is 10 years	Standard Industry Warranty	No info	None	Standard	3M warranty applies: www.3M.com	Standard	No info	Warranted for 5 yrs under normal use, does not include act of God, fire, flood, vandalism
4.17	Online Ordering Info			No info	Email only: orders@roacl.com	No info	No info	System not set up for bid capability	No info	N/A; hope to have up and going in 2013	Order via email: info@signotech.cu	No info	Emailled orders
4.18	Delivery ARO (# days)			14-21	30-45	30	15-45	14-28	30	30; Posts 53	30	30	30-45
<b>Totals:</b>				<b>\$ 11,475.89</b>	<b>\$ 59,014.63</b>	<b>\$ 59,299.18</b>	<b>\$ 67,172.81</b>	<b>\$ 101,078.81</b>	<b>\$ 498.88</b>	<b>\$ 81,373.22</b>	<b>\$ 67,647.43</b>	<b>\$ 57,394.29</b>	<b>\$ 28,743.62</b>
<b>1st Increase:</b>				<b>\$ 11,475.89</b>	<b>\$ 60,815.38</b>	<b>\$ 62,264.13</b>	<b>\$ 70,531.45</b>	<b>\$ 106,132.75</b>	<b>\$ 523.82</b>	<b>\$ 91,138.01</b>	<b>\$ 69,000.38</b>	<b>\$ 63,133.72</b>	<b>\$ 29,031.05</b>
<b>2nd Increase:</b>				<b>\$ 11,820.17</b>	<b>\$ 63,861.13</b>	<b>\$ 65,377.34</b>	<b>\$ 74,058.03</b>	<b>\$ 111,439.39</b>	<b>\$ 550.02</b>	<b>\$ 102,074.57</b>	<b>\$ 70,390.38</b>	<b>\$ 69,447.09</b>	<b>\$ 29,611.67</b>
<b>3rd Increase:</b>				<b>\$ 12,411.18</b>	<b>\$ 67,169.19</b>	<b>\$ 68,946.21</b>	<b>\$ 77,760.93</b>	<b>\$ 117,011.36</b>	<b>\$ 577.52</b>	<b>\$ 114,323.62</b>	<b>\$ 71,787.99</b>	<b>\$ 76,391.60</b>	<b>\$ 31,092.26</b>
<b>Total 4 year contract cost</b>				<b>\$ 47,183.14</b>	<b>\$ 250,050.30</b>	<b>\$ 255,986.86</b>	<b>\$ 289,523.22</b>	<b>\$ 435,662.30</b>	<b>\$ 2,150.24</b>	<b>\$ 389,809.32</b>	<b>\$ 278,616.18</b>	<b>\$ 266,366.89</b>	<b>\$ 118,478.60</b>

No Bid  
R&J Sign Supply Company  
AMP Sign Blanks

# Boone County Purchasing

Amy Robbins  
Senior Buyer



613 E. Ash, Rm. 109  
Columbia, MO 65201  
Phone: (573) 886-4392  
Fax: (573) 886-4390  
arobbins@boonecountymo.org

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December 10, 2012

Lightle Enterprises of Ohio, LLC  
P.O. Box 329  
Frankfort, OH 45628  
Attn: David Lightle

RE: # 55-21NOV12 – Regulatory Signs Term and Supply

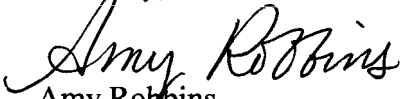
Dear Mr. Lightle:

Enclosed are two original contracts for your signature from the above referenced Request for Bid. Please **sign and return both copies** of the contract. In addition, please review the Work Authorization Certification and attach the *E-Verify Memorandum of Understanding that you completed when enrolling*.

Once we've received the signed documents, I will then read the award recommendation to the Boone County Commission. Once they sign the contracts, we will issue the Notice to Proceed and return one copy of the original contract with Notice to Proceed.

Please contact me should you have any questions or need additional information. We look forward to doing business with your firm.

Sincerely,

  
Amy Robbins  
Senior Buyer

cc: Bid File

## 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 *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/USCIS/E-Verify/Custom%20Support/Employer%20MOU%20\(September%202009\).pdf](http://www.uscis.gov/USCIS/E-Verify/Custom%20Support/Employer%20MOU%20(September%202009).pdf)





**PURCHASE AGREEMENT  
FOR  
Regulatory Signs Term and Supply**

**THIS AGREEMENT** dated the 10<sup>th</sup> day of JAN 2013 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Custom Products 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 **Regulatory Signs Term and Supply**, County of Boone Request for Bid number **55-21NOV12** dated **November 05, 2012**, Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, the un-executed Response Form, References Sheet, Work Authorization Certification, Debarment Form, Standard Terms and Conditions, any applicable addenda, as well as the Contractor's bid response signed by **Heidi McGee**. All such documents shall constitute the contract documents, which are attached hereto and incorporated herein by reference. Service or product data, specification and literature submitted with bid response may be permanently maintained in the County Purchasing Office bid file for this bid if not attached. In the event of conflict between any of the foregoing documents, this Purchase Agreement, the Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, the un-executed Response Form, Standard Terms and Conditions, and any applicable addenda shall prevail and control over the Contractor's bid response.

**2. Contract Duration** - This agreement shall commence on **January 01, 2013** and extend through **December 31, 2013** subject to the provisions for termination specified below. This agreement may be extended beyond the expiration date by the order of the County for **three (3) additional one (1) year periods** subject to the pricing clauses in the contractor's RFB response and thereafter on a month to month basis in the event the County is unable to re-bid and/or award a new contract prior to the expiration date after exercising diligent efforts to do so or not.

**3. Purchase** - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County all items per the bid specifications in sections **4.10.3.1., 4.11.1.2., and 4.11.2.1-4.11.2.3.** of the Response Form, and in conformity with the contract documents for the prices set forth in the Contractor's bid response, as needed and as ordered by the County.

<b>55-21NOV12 - Regulatory Signs Term &amp; Supply Bid Tabulation</b>		<b>SIZE</b>	<b>Custom Products Corp.</b>
4.10.3.1	WARNING FLAGS, MESH, W/ WOOD STAFF	24" X 24"	\$4.18
4.11.1.2	SIGN SAVER, ALUM, 3"min	PER 100	\$20.00
4.11.2.1	U-CHANNEL, 2#/FT (MIN), 3/8 HOLE, 1" CENTER	8 FT	\$10.80
4.11.2.2	U-CHANNEL, 2#/FT (MIN), 3/8 HOLE, 1" CENTER	10 FT	\$13.50
4.11.2.3	U-CHANNEL, 2#/FT (MIN), 3/8 HOLE, 1" CENTER	12 FT	\$16.20

**4. Billing and Payment** - All billing shall be invoiced to the Boone County Public Works Department. Billings may only include the prices listed in the Contractor's bid response. No additional fees or extra services not included in the bid response or taxes shall be included as additional charges in excess of the charges in the Contractor's bid response to the specifications. The County agrees to pay all correct

monthly 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:

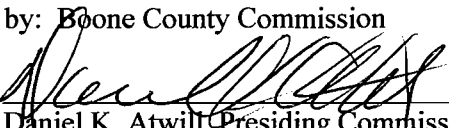
- a. County may terminate this agreement due to material breach of any term or condition of this agreement, or
- b. County may terminate this agreement if in the opinion of the Boone County Commission if delivery of products are delayed or products delivered are not in conformity with bidding specifications 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.

**CUSTOM PRODUCTS CORPORATION**

**BOONE COUNTY, MISSOURI**

by 

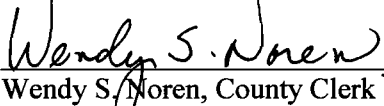
by: Boone County Commission  
  
Daniel K. Atwill, Presiding Commissioner

title Bidmng'r  
address **CUSTOM PRODUCTS CORP**  
P.O. BOX 54091  
JACKSON, MS 39288-4091

APPROVED AS TO FORM:

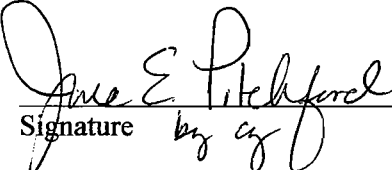
ATTEST:

  
County Counselor

  
Wendy S. Noren, County Clerk *my*

**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 by *afj*

2040 / 26600, 26500 Term/Supply  
1/2/13 Date No Encumbrance Required Appropriation Account

4. Response Form

- 4.1. Company Name: Custom Products Corporation
- 4.2. Address: PO BOX 54091
- 4.3. City/Zip: Jackson MS 39288
- 4.4. Phone Number: 8003671492
- 4.5. Fax Number: 888 8474064
- 4.6. E-Mail Address: heidi@cplsigns.com
- 4.7. Federal Tax ID: 64 0701635
- 4.7.1.  Corporation  
 Partnership - Name \_\_\_\_\_  
 Individual/Proprietorship - Individual Name \_\_\_\_\_  
 Other (Specify) \_\_\_\_\_

4.8.	CATEGORY A: TRAFFIC SIGNS			
4.8.1	REGULATORY, WARNING AND TEMPORARY TRAFFIC CONTROL SIGNS	SIZE	DISCRIPTION	PRICE EACH
4.8.1.1	STOP	36X36	R1-1	\$34.33
4.8.1.2	STOP	30X30	R1-1	\$22.90
4.8.1.3	YEILD	36X36X36	R1-2	\$16.51
4.8.1.4	YEILD	48x48X48	R1-2	\$34.49
4.8.1.5	ONE COLOR MUTCD STANDARD	6X12		\$2.78
4.8.1.6	ONE COLOR MUTCD STANDARD	12X36		\$12.28
4.8.1.7	ONE COLOR MUTCD <del>DOUBLE FACED</del>	12X36		\$17.81
4.8.1.8	ALL WAY	18X6		\$4.16
4.8.1.9	ONE COLOR MUTCD STANDARD	18X18		\$9.87
4.8.1.10	ONE COLOR MUTCD STANDARD	18X24		\$12.28
4.8.1.11	ONE COLOR MUTCD <del>DOUBLE FACED</del>	18X24		\$17.81
4.8.1.12	ONE COLOR MUTCD STANDARD	24X12		\$8.75
4.8.1.13	ONE COLOR MUTCD STANDARD	24X18		\$12.28
4.8.1.14	ONE COLOR MUTCD STANDARD	24X24		\$16.36
4.8.1.15	ONE COLOR MUTCD STANDARD	24X30		\$20.38
4.8.1.16	ONE COLOR MUTCD <del>DOUBLE FACED</del>	24X30		\$29.55
4.8.1.17	ONE COLOR MUTCD STANDARD	30X24		\$20.38
4.8.1.18	ONE COLOR MUTCD STANDARD	30X30		\$24.78
4.8.1.19	TWO COLOR MUTCD STANDARD	30X30		\$26.28
4.8.1.20	<del>THREE</del> COLOR MUTCD STANDARD	30X30		\$30.25
4.8.1.21	ONE COLOR MUTCD STANDARD	30 DIA		\$24.78
4.8.1.22	ONE COLOR MUTCD STANDARD	30X36		\$29.74
4.8.1.23	ONE COLOR MUTCD STANDARD	36X8		\$10.87
4.8.1.24	ONE COLOR MUTCD STANDARD	36X12		\$12.28
4.8.1.25	ONE COLOR MUTCD STANDARD	36X24		\$23.77
4.8.1.26	ONE COLOR MUTCD STANDARD	36X36		\$35.41
4.8.1.27	ONE COLOR MUTCD STANDARD	36 DIA		\$35.41

4.8.1.28	ONE COLOR MUTCD STANDARD	48X30		\$39.34
4.8.1.29	ONE COLOR MUTCD STANDARD	60X30		\$49.05
4.8.2	<b>YELLOW/GREEN FLUORESCENT SCHOOL</b>			
4.8.2.1	SCHOOL CROSSING	30X30	S1-1	\$39.90
4.8.2.2	SCHOOL CROSSING	36X36	S1-1	\$57.19
4.8.2.3	AHEAD OR ARROWS	24X12	W16 SERIES	\$13.59
4.8.2.4	SCHOOL BUS STOP AHEAD	30X30	S3-1	\$41.40
4.8.2.5	SCHOOL BUS TURN AROUND AHEAD	30X30	S3-2	\$39.90
4.8.2.6	SCHOOL SPEED ZONE AHEAD	30X30	S4-5	\$48.50
4.8.3	<b>SPECIAL DESIGN SIGNS (Layouts in Attachment A)</b>			
4.8.3.1	DO NOT ENTER WHEN FLOODED	24X30	BLACK / WHITE	\$21.75
4.8.3.2	FLOOD AREA AHEAD	30X30	BLACK / YELLOW	\$26.49
4.8.3.3	IMPASSIBLE DURING HIGH WATER	30X30	BLACK / YELLOW	\$26.49
4.8.3.4	CAUTION	30X30	BLACK / ORANGE	\$26.49
4.8.3.5	FRESH OIL LOOSE GRAVEL	30X30	BLACK / ORANGE	\$26.49
4.8.3.6	BOONE COUNTY MAINTENANCE BEGINS	18X12	BLACK / WHITE	\$7.08
4.8.3.7	BOONE COUNTY MAINTENANCE ENDS	18X12	BLACK / WHITE	\$7.08
4.8.3.8	W1-1R WITH SIDE INTERSECTION	30X30	BLACK / YELLOW	\$26.49
4.8.3.9	W1-1R WITH CORNER INTERSECTION	30X30	BLACK / YELLOW	\$26.49
4.8.3.10	W1-1R WITH FORWARD INTERSECTION	30X30	BLACK / YELLOW	\$26.49
4.8.3.11	W1-1L WITH SIDE INTERSECTION	30X30	BLACK / YELLOW	\$26.49
4.8.3.12	W1-1L WITH CORNER INTERSECTION	30X30	BLACK / YELLOW	\$26.49
4.8.3.13	W1-1L WITH FORWARD INTERSECTION	30X30	BLACK / YELLOW	\$26.49
4.8.3.14	W20-4 SPECIAL	30X30	BLACK / YELLOW	\$26.49
4.8.3.15	DNR PERMIT SIGN	18X24	BLACK / WHITE	\$13.11
4.9	<b>CATEGORY B: FABRICATION MATERIALS</b>			
4.9.1	<b>SIGN FACING SHEETS</b>			
4.9.1.1	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	12 X 18		\$2.75
4.9.1.2	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	12 X 36		\$5.25
4.9.1.3	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	18 X 18		\$4.28
4.9.1.4	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	18 X 24		\$5.25
4.9.1.5	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	24" STOP		\$6.78
4.9.1.6	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	24 X 30		\$8.69
4.9.1.7	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	30" STOP		\$10.08
4.9.1.8	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	30 X 30		\$10.47
4.9.1.9	TWO COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	30 X 30		\$11.54

4.9.1.10	<u>THREE</u> COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	30 X 30		\$ 16.30
4.9.1.11	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	36 X 36		\$ 14.83
4.9.1.12	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	36" YEILD		\$ 7.15
4.9.1.13	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	36" STOP		\$ 14.28
<b>4.9.2 CUTTER/ PLOTTER MATERIALS</b>				
4.9.2.1	HIGH INTENSITY PRISMATIC SHEETING, PRESSURE SENSITIVE, ELCTRO CUT	24 IN X 50 YDS	3M 3930 SERIES OR EQUIV	\$ 471.30
4.9.2.2	HIGH INTENSITY PRISMATIC SHEETING, PRESSURE SENSITIVE, ELCTRO CUT	30 IN X 50 YDS	3M 3930 SERIES OR EQUIV	\$ 589.13
4.9.2.3	TRANSPARENT OVERLAY FILM, ELECTRO-CUT, PRESSURE SENSITIVE	24 IN X 50 YDS	3M 1170 SERIES OR EQUIV	\$ 350.29
4.9.2.4	TRANSPARENT OVERLAY FILM, ELECTRO-CUT, PRESSURE SENSITIVE	30 IN X 50 YDS	3M 1170 SERIES OR EQUIV	\$ 437.86
4.9.2.5	ANTI-GRAFFITI PROTECTIVE OVERLAY FILM, PRESSURE SENSITIVE	24 IN X 50 YDS	3M 1150 EQUIVILENT	\$ 375.00
4.9.2.6	ANTI-GRAFFITI PROTECTIVE OVERLAY FILM, PRESSURE SENSITIVE	30 IN X 50 YDS	3M 1150 EQUIVILENT	\$ 468.75
4.9.2.7	NON-REFLECTIVE VINYL, PRESSURE SENSITIVE, ELECTRO-CUT GRAFIC FILM	24 IN X 50 YDS	3M 7725 SERIES EQUIVILENT	\$ 323.58
4.9.2.8	TRANSFER TAPE, CLEAR, GRAFFIC APPLICATION FOR ELECTRO-CUT FILM	24 IN X 50 YDS	3M <u>TPM5 ECF</u> EQUIVILENT	\$ 254.12
4.9.2.9	TRANSFER TAPE, CLEAR, GRAFFIC APPLICATION FOR ELECTRO-CUT FILM	30 IN X 50 YDS	3M TPM5 ECF EQUIVILENT	\$ 317.65
<b>4.9.3 SIGN BLANKS</b>				
4.9.3.1	ALUM, <u>TWO-SIDED</u> WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	18 X 6, 0.080 ga		\$ 5.36
4.9.3.2	ALUM, <u>TWO-SIDED</u> WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	18 X 9, 0.080 ga		\$ 8.58
4.9.3.3	ALUM, <u>TWO-SIDED</u> WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	21 X 6, 0.080 ga		\$ 7.10
4.9.3.4	ALUM, <u>TWO-SIDED</u> WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	24 X 6, 0.080 ga		\$ 7.15
4.9.3.5	ALUM, <u>TWO-SIDED</u> WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	24 X 9, 0.080 ga		\$ 10.55

4.9.3.6	ALUM, <u>TWO-SIDED</u> WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	27 X 6, 0.080 ga	\$	8.94
4.9.3.7	ALUM, <u>TWO-SIDED</u> WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	30 X 6, 0.080 ga	\$	8.94
4.9.3.8	ALUM, <u>TWO-SIDED</u> WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	30 X 9, 0.080 ga	\$	13.19
4.9.3.9	ALUM, <u>TWO-SIDED</u> WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	33 X 6, 0.100 ga	\$	11.40
4.9.3.10	ALUM, <u>TWO-SIDED</u> WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	36 X 6, 0.100 ga	\$	11.40
4.9.3.11	ALUM, <u>TWO-SIDED</u> WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	36 X 9, 0.100 ga	\$	17.14
4.9.3.12	ALUM, <u>TWO-SIDED</u> WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	36 X 12, 0.100 ga	\$	22.13
4.9.3.13	ALUM, <u>TWO-SIDED</u> WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	42 X 6, 0.100 ga	\$	13.30
4.9.3.14	ALUM, <u>TWO-SIDED</u> WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	42 X 9, 0.100 ga	\$	20.00
4.9.3.15	ALUM, <u>TWO-SIDED</u> WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	42 X 12, 0.100 ga	\$	26.66
4.9.3.16	ALUM, <u>TWO-SIDED</u> WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	48 X 6, 0.100 ga	\$	15.26
4.9.3.17	ALUM, <u>TWO-SIDED</u> WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	48 X 9, 0.100 ga	\$	22.73
4.9.3.18	ALUM, <u>TWO-SIDED</u> WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	48 X 12, 0.100 ga	\$	30.31
4.9.3.19	ALUM, <u>TWO-SIDED</u> WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	54 X 9, 0.100 ga	\$	26.12
4.9.3.20	ALUM, <u>ONE-SIDED</u> WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	30 X 12, 0.080 ga	\$	9.82 <sup>4m</sup>
4.9.3.21	ALUM, <u>ONE-SIDED</u> WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	36 X 12, 0.100 ga	\$	15.90
4.9.3.22	ALUM, <u>ONE-SIDED</u> WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	42 X 12, 0.100 ga	\$	18.55
4.9.3.23	ALUM, <u>ONE-SIDED</u> WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	48 X 12, 0.100 ga	\$	20.88

	CORNER RADIUS			
4.9.3.24	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	54 X 12, 0.100 ga		\$ 23.48
4.9.3.25	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	60 X 12, 0.100 ga		\$ 26.09
4.9.3.26	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	66 X 12, 0.100 ga		\$ 28.71
4.9.3.27	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	72 X 12, 0.100 ga		\$ 31.32
4.9.3.28	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	78 X 12, 0.100 ga		\$ 33.93
4.9.3.29	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, TWO HOLES CENTERED, SIGN BLANK	36 X 24, 0.080 ga		\$ 22.13
4.10.	<b>CATEGORY C: WORK ZONE SUPPLIES</b>			
4.10.1	<b>BARRICADES</b>			
4.10.1.1	TYPE II, DOUBLE SIDED, PLASTIC, 8" BOARD, 4" STRIPE, HIGH INTENSITY REFLECTIVITY	24" X 45"		\$ 62.46
4.10.1.2	TYPE III, DOUBLE SIDED, PLASTIC, 8" BOARD, 6" STRIPE, HIGH INTENSITY REFLECTIVITY	8' X 5'		\$ 233.71
4.10.1.3	BARRICADE LIGHT, LED, PHOTOELECTRIC Amber			\$ 24.00
4.10.1.4	BARRICADE TAPE, HI REFLECTIVITY, W/ 4" STRIPE	8" X 50YDS		\$ 169.41
4.10.1.5	BARRICADE TAPE, HI REFLECTIVITY, W/ 6" STRIPE	8" X 50YDS		\$ 169.41
4.10.1.6	TRAFFIC CONE, WEIGHTED, WITH TWO REFLECTIVE COLLARS	28 INCHES TALL	Black Base, 7#	\$ 13.53
4.10.1.7	REFLECTIVE CONE COLLAR	6"		\$313.73
4.10.1.8	REFLECTIVE CONE COLLAR	4"		\$324.56
4.10.2	<b>ROLL-UP COLLAPSIBLE SIGN, HIGH REFLECTIVE VINYL, WITH RIBS AND POCKETS</b>			
4.10.2.1	ONE COLOR MUTCD STANDARD	36X36	hard pockets (no stand)	\$ 107.93
4.10.2.2	FRESH OIL LOOSE GRAVEL	36X36	hard pockets (no stand)	\$ 107.93
				\$
4.10.3	<b>MISCELLANEOUS</b>			
4.10.3.1	WARNING FLAGS, MESH, W/ WOOD STAFF	24" X 24"		\$ 4.18
4.10.3.2	STOP/SLOW PADDLE KITS, W/ 60" STAFF	18 x 18	HIP, 6x0 Paddle, wood handle	\$ 23.31
4.10.3.3	BARRIER TAPE, CAUTION, 3 MIL (min)	3" X 1000'		\$ 10.27
4.11.	<b>CATEGORY D: MISC HARDWARE &amp; POSTS</b>			

4.11.1	<b>HARDWARE</b>		
4.11.1.1	BREAK-AWAY NUT, ALUM, NBA 5/16	PER 100	\$ 68.00
4.11.1.2	SIGN SAVER, ALUM, 3"min	PER 100	\$ 20.00
4.11.1.3	SET SCREW, KNURLED, 5/16", w/5/32 SOCKET	PER 100	\$ 26.00
4.11.1.4	FLAT STREET SIGN BRACKET FOR U-CHANNEL, 90 DEGREE	(12") HOLDER	\$ 8.95
4.11.1.5	FLAT STREET SIGN BRACKET FOR U-CHANNEL, 90 DEGREE	5 1/2" HOLDER	\$ 3.50
4.11.1.6	FLAT STREET SIGN BRACKET FOR U-CHANNEL, 180 DEGREE	(12") HOLDER	\$ 8.95
4.11.1.7	FLAT STREET SIGN BRACKET FOR U-CHANNEL, 180 DEGREE	5 1/2" HOLDER	\$ 3.50
4.11.1.8	FLAT STREET SIGN BRACKET FOR U-CHANNEL, CROSS	(12") HOLDER	\$ 8.95
4.11.1.9	FLAT STREET SIGN BRACKET FOR U-CHANNEL, CROSS	5 1/2" HOLDER	\$ 3.50
4.11.2	<b>POSTS</b>		
4.11.2.1	U-CHANNEL, 2#/FT (MIN), 3/8 HOLE, 1" CENTER	8 FT	\$ 10.80
4.11.2.2	U-CHANNEL, 2#/FT (MIN), 3/8 HOLE, 1" CENTER	10 FT	\$ 13.50
4.11.2.3	U-CHANNEL, 2#/FT (MIN), 3/8 HOLE, 1" CENTER	12 FT	\$ 16.20
4.11.2.4	ROAD MARKER, WHITE, FLAT, 2-SIDED	3X 6X (62)	\$ 29.68
4.11.2.5	CHANNELIZER, FLEXIBLE, BASE MOUNT, YELLOW, (W) 6" HI STRIP	36"	\$ 26.83
4.11.2.6	CHANNELIZER, FLEXIBLE, BASE MOUNT, WHITE, W/ 6" HI STRIP	48"	\$ 33.33

- 4.12. 12 % Increase 1<sup>st</sup> Renewal  
4.12.1. 12 % Increase 2<sup>nd</sup> Renewal  
4.12.2. 12 % Increase 3<sup>rd</sup> Renewal

4.13. 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.

4.14. Today's Date: 11/12/12

4.15. 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

4.16. Please Describe Warranty:

3M warranty applies. visit www.3M.com/fss



4.17. Please Describe On-Line Order Capability:

NOT available Hope to have up and going in 2013

4.18. Delivery ARO:

30, Post out 55  
days

4.19. Authorized Representative (Sign By Hand):



4.19.2. Type or Print Signed Name:

Heidi M. Cole



**COPY**  
Request for Bid # 55-21NOV12 – Regulatory Signs Term and Supply

**ADDENDUM #1 - Issued November 8, 2012**

This addendum is issued in accordance with the Introduction and General Conditions of Bidding 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 Bidder'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:

The County received the following questions and are providing a response below:

- 1) **Question:** Regarding Items 4.10.1.3: What color lens will be needed?

**Response:** Amber

- 2) **Question:** Regarding Item 4.10.1.6: Will a black base be acceptable and what weight cone is needed? Wide or slim body?

**Response:** Black base is acceptable. 7-10 pound base is acceptable, please indicate which weight you are using on the response form. No slim body and no grabber.

- 3) **Question:** Regarding Item 4.10.2.1 & 4.10.2.2: Are hard or soft pockets needed?

**Response:** Hard pocket is needed, must be able to be used in Zephyr Stands.

- 4) **Question:** Regarding Item 4.10.3.2.: What composition do you want for Stop/Slow paddles (aluminum .040 gauge or plastic?) Do you want wood, plastic or conduit handle? What type of sheeting should be used on paddle?

**Response:** Paddle and handle composition can vary, please indicate which you are using on the response form. HIP sheeting is to be used for the paddle.

- 5) **Question:** Regarding Item 4.11.2.4.: Is road marker going to be placed in soil or does it need to have base for mounting to asphalt?

**Response:** Road marker will be installed in soil or sand pocket with concrete poured for stabilization.

- 6) **Question:** Regarding 4.8.2.: Can you clarify what grade of sheeting is required for Yellow/Green Fluorescent School Signs?

**Response:** 3M 3930 series or equivalent sheeting and reflective lettering is requested. If sheeting is only available in a "Diamond Grade" product (3M 3990 or equivalent,) then indicate such on the response form.

By: Amy Robbins  
Amy Robbins, Senior Buyer

OFFEROR has examined copy of Addendum #1 to Request for Bid # 55-21NOV12 – Regulatory Signs Term and Supply receipt of which is hereby acknowledged:

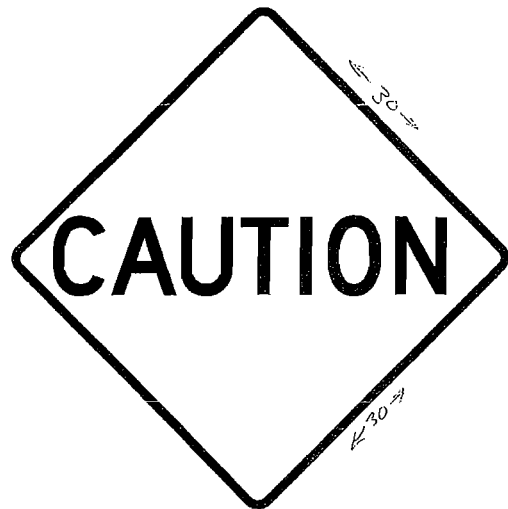
Company Name: CUSTOM PRODUCTS CORP  
Address: P.O. BOX 54091  
JACKSON, MS 39288-4091

Phone Number: 8003671492 Fax Number: 8888474064  
E-mail address: heidi@cpcsigns.com

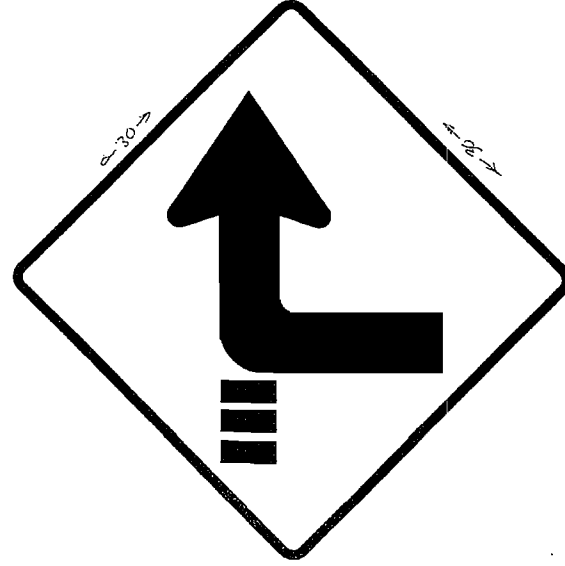
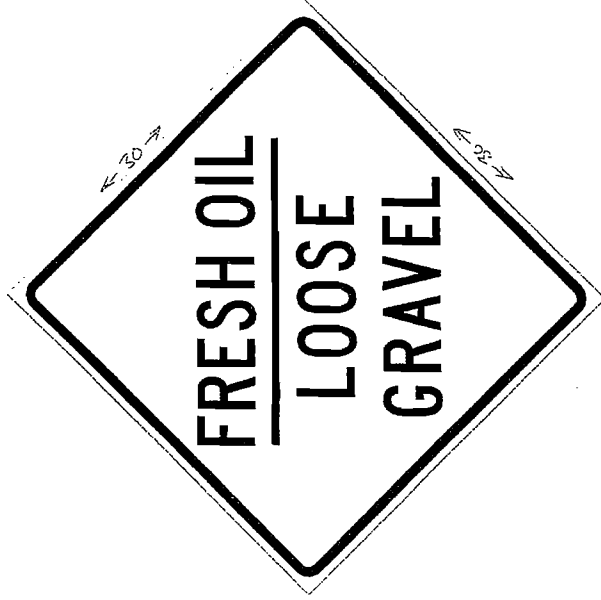
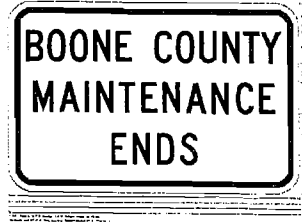
Authorized Representative Signature: [Signature] Date: 11/12/12

Authorized Representative Printed Name: Heidi McGee

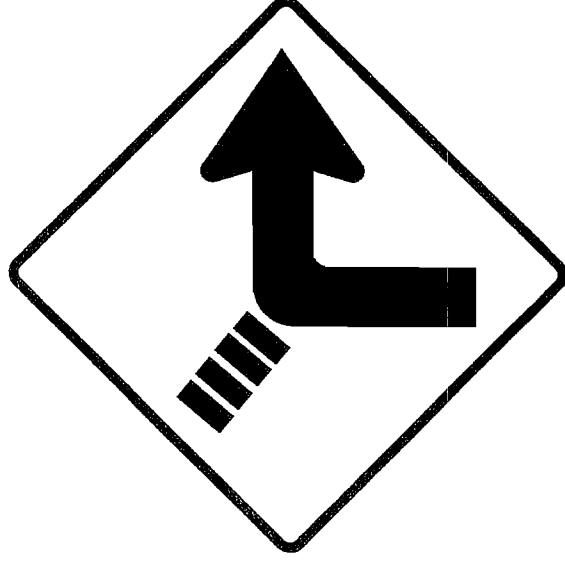
ATTACHMENT A  
SPECIAL DESIGN SIGN LAYOUTS



ATTACHMENT A  
SPECIAL DESIGN SIGN LAYOUTS

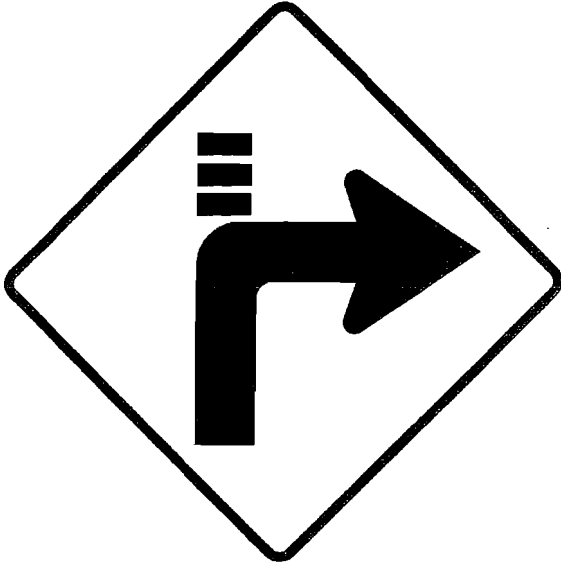


WI-1 R S

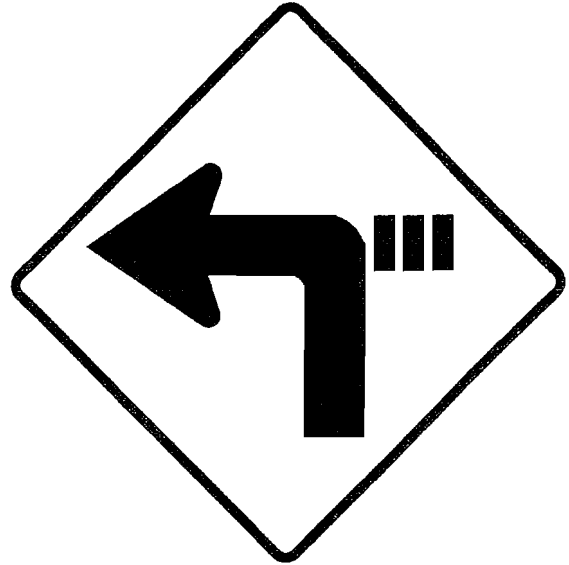


WI-1 R C

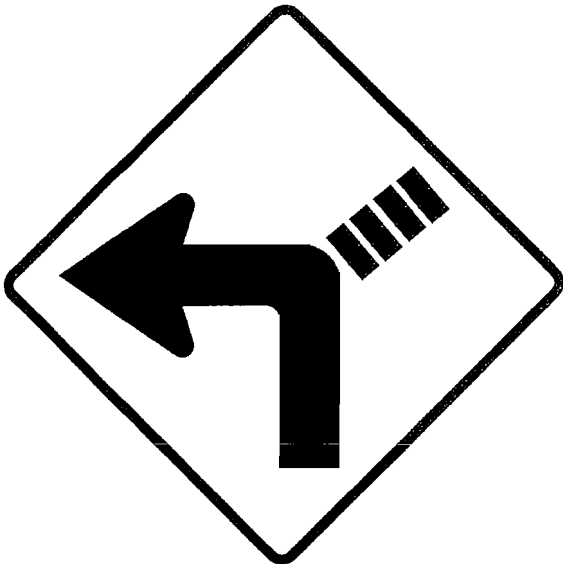
ATTACHMENT A  
SPECIAL DESIGN SIGN LAYOUTS



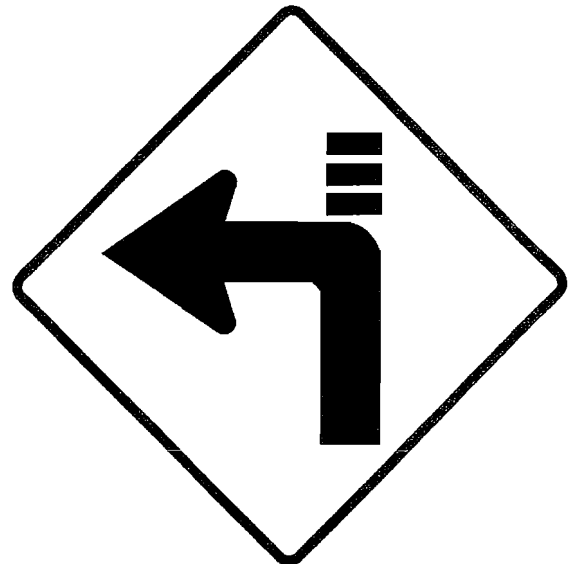
W1-RF



W1-L5



W1-L6



W1-LF

ATTACHMENT A  
SPECIAL DESIGN SIGN LAYOUTS



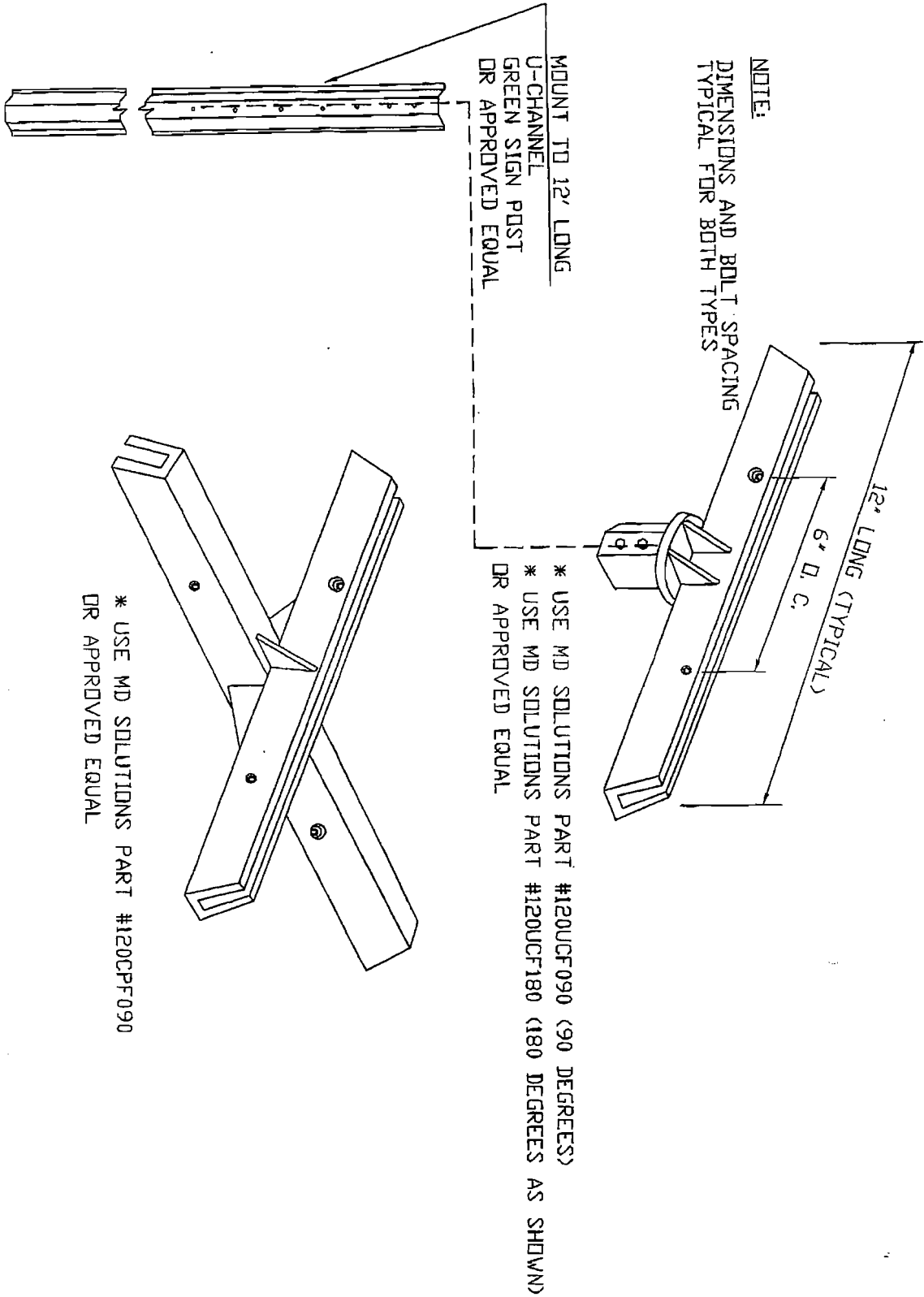
W 20-4 SPEC

A rectangular sign with a double-line border. At the top left is the Missouri Department of Natural Resources logo, which consists of a square divided into four quadrants containing a tree, a water drop, a mountain, and a sun. To the right of the logo is the text "Missouri Department of Natural Resources". Below the logo and text is a horizontal line. Underneath the line is the text "STORMWATER DISCHARGES FROM THIS LAND DISTURBANCE SITE ARE AUTHORIZED BY THE MISSOURI STATE OPERATING PERMIT NUMBER:" followed by the permit number "#MO-R100049" in a larger font. Another horizontal line follows. Below the second line is the text "IF YOU HAVE QUESTIONS OR CONCERNS ABOUT STORMWATER DISCHARGES FROM THIS SITE, PLEASE CONTACT THE MISSOURI DEPARTMENT OF NATURAL RESOURCES AT" followed by the phone number "1-800-361-4827". Dimensions are indicated on the right side: ".70" HEAVY BC" for the top section, ".80" C" for the first text block, "1.25" D" for the permit number, ".80" C" for the second text block, and "1.25" D" for the phone number. A dimension of "18 in" is shown at the top, and "24 in" is shown on the left side.

DNR PERMIT

**ATTACHMENT B  
BRACKETS**

(Please note that the example shown here is one of two different sizes used by Boone County. See section 2.8.6.)





(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.

Heidi McCee Bidmrg  
Name and Title of Authorized Representative

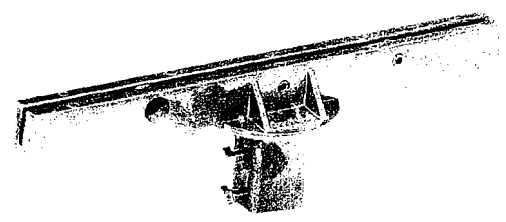
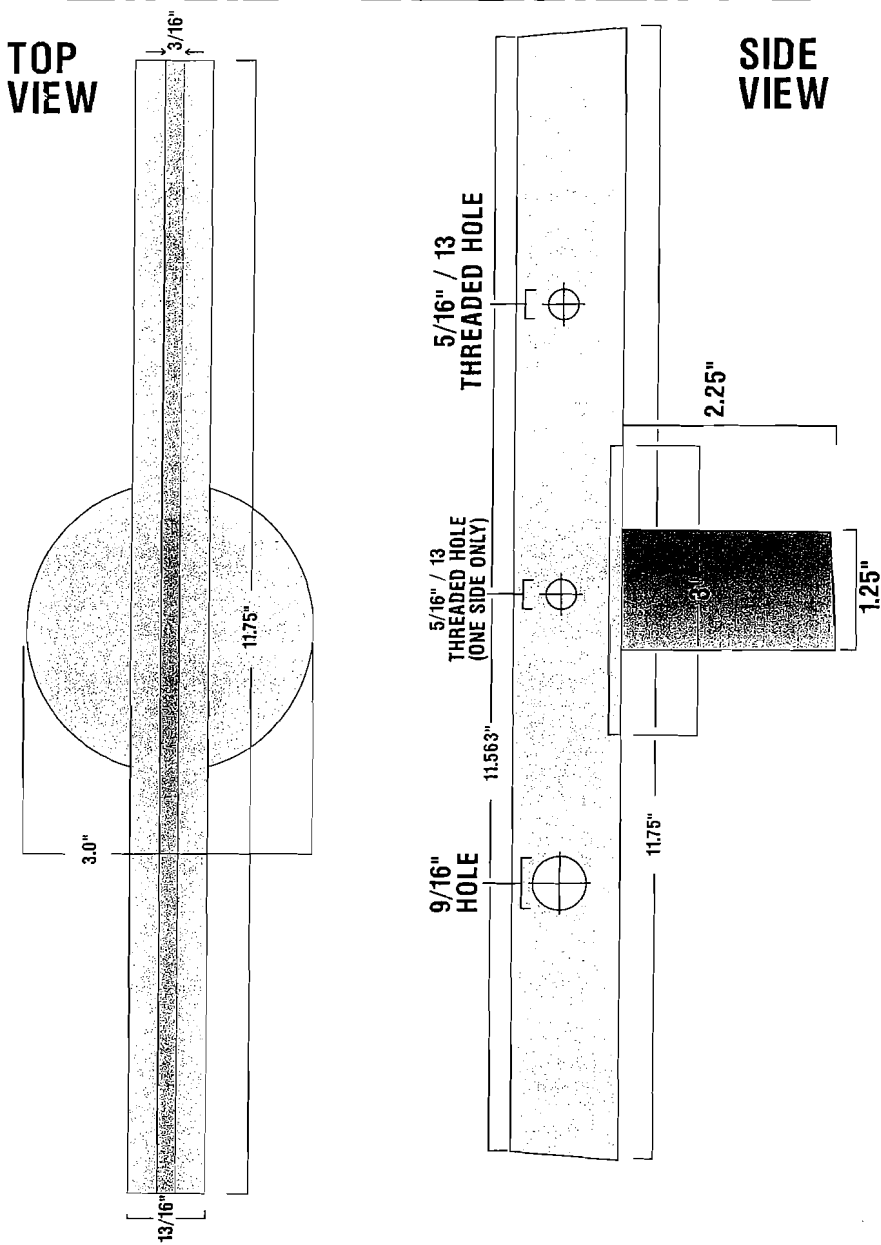
[Signature]  
Signature

11/7/12  
Date

## STANDARD TERMS AND CONDITIONS - BOONE COUNTY, MISSOURI

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.
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.

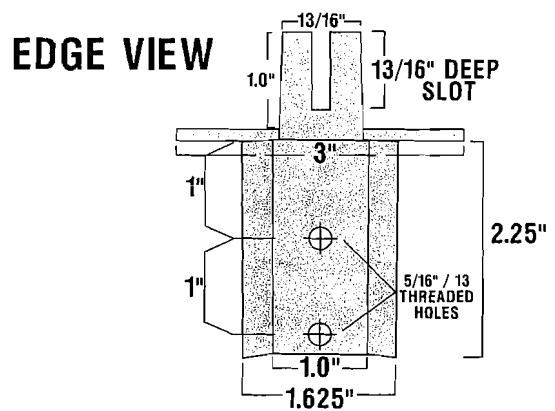


**RPB412UFOL90**  
Cast Aluminum  
Street Name Sign  
Bracket  
**SPECIFICATIONS**

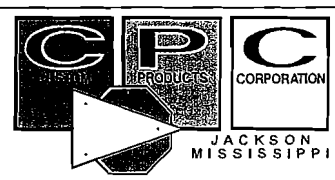
Mounts flat  
street name sign  
to U-channel post.

Recommended for use  
with 9" flat  
street name signs.

3 ea. 5/16"/13  
socket head  
cup point set  
screws and  
2 ea. 5/16"x13x5/8  
hex head bolts  
are included..

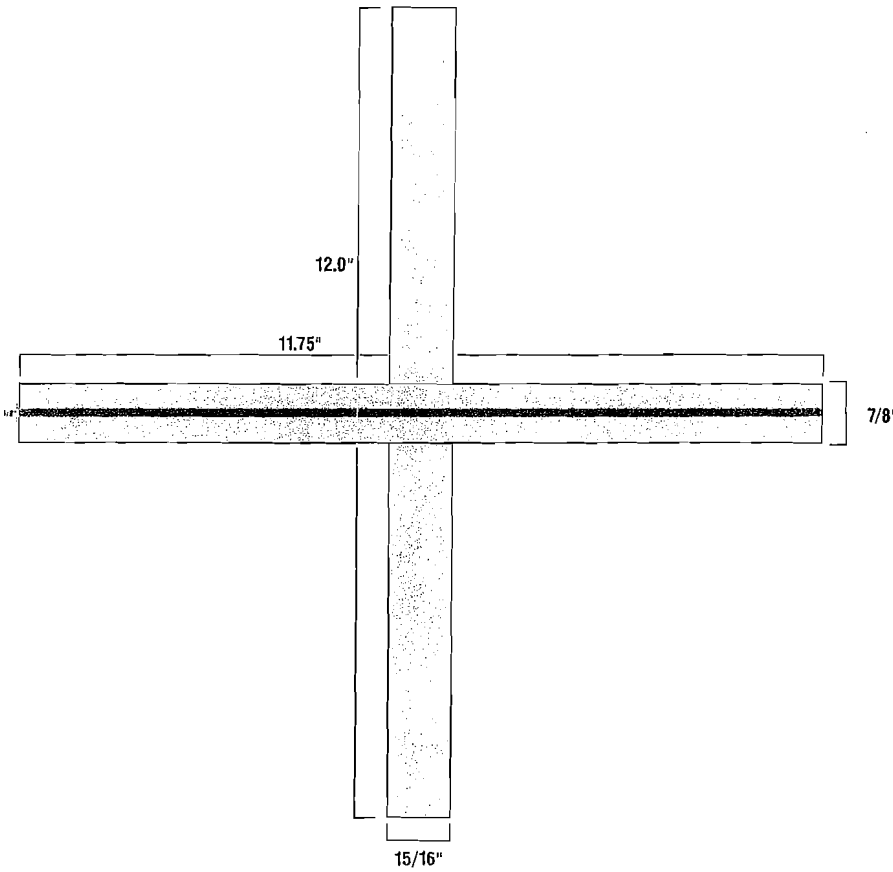


*Street Name Sign  
Hardware*

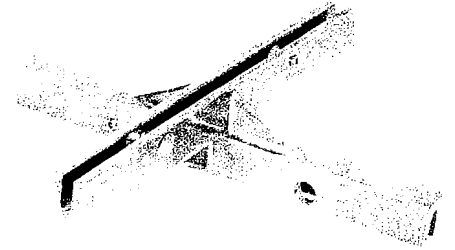
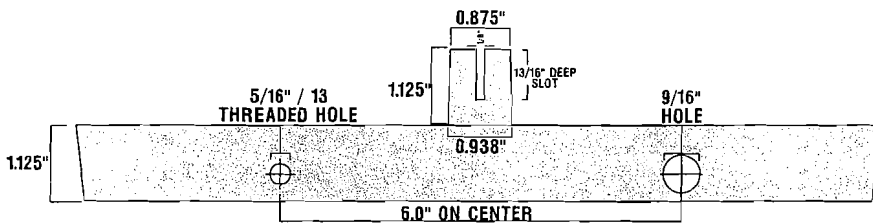


**JUMBO**  
Street Name Sign  
Brackets  
**RPB412UFOL90**

**TOP VIEW**



**EDGE VIEW**



**RPB412CF**

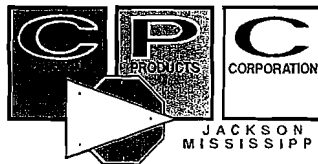
Cast Aluminum Jumbo  
Street Name Sign  
Cross Bracket

**SPECIFICATIONS**

Cross piece for  
flat street name sign  
Recommended for use  
with 9" flat  
street name signs

4 ea. 5/16" / 13  
socket head  
cup point set  
screws are included.

*Street Name Sign  
Hardware*



**JUMBO**  
Street Name Sign  
Brackets  
**RPB412CF**

Company ID Number: 103324

## **ARTICLE I**

### **PURPOSE AND AUTHORITY**

This Memorandum of Understanding (MOU) sets forth the points of agreement between the Social Security Administration (SSA), the Department of Homeland Security (DHS) and **CUSTOM PRODUCTS CORPORATION** (Employer) regarding the Employer's participation in the Employment Eligibility Verification Program (E-Verify). E-Verify is a program in which the employment eligibility of all newly hired employees will be confirmed after the Employment Eligibility Verification Form (Form I-9) has been completed.

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).

## **ARTICLE II**

### **FUNCTIONS TO BE PERFORMED**

#### **A. RESPONSIBILITIES OF THE SSA**

1. Upon completion of the Form I-9 by the employee and the Employer, and provided the Employer complies with the requirements of this MOU, SSA agrees to provide the Employer with available information that allows the Employer to confirm the accuracy of Social Security Numbers provided by all newly hired employees and the employment authorization of U.S. citizens.
2. The 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. The 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. The 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 the 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).
4. SSA agrees to establish a means of automated verification that is designed (in conjunction with DHS's automated system if necessary) to provide confirmation or tentative nonconfirmation of U.S. citizens' employment eligibility and accuracy of SSA records for both citizens and aliens within 3 Federal Government work days of the initial inquiry.

Company ID Number: 103324

**INFORMATION REQUIRED  
FOR THE E-VERIFY PROGRAM**

Information relating to your Company:

Company Name: CUSTOM PRODUCTS CORPORATION

Company Facility Address: 1120 FLOWOOD DR  
FLOWOOD, MS 39232

Company Alternate Address: P.O. BOX 54091  
JACKSON, MS 39288

County or Parish: RANKIN

Employer Identification Number: 640701635

North American Industry  
Classification Systems Code: 331

Parent Company: \_\_\_\_\_

Number of Employees: 20 to 99      Number of Sites Verified for: 1

Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State.

- MISSISSIPPI                      1 site(s)

Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:

Name: **GARY W PENDERGRASS**  
Telephone Number: **(601) 932 - 5854 ext. 25**      Fax Number: **(601) 932 - 7178**  
E-mail Address: **gary@cpcsigns.com**

Company ID Number: 103324

without changes to E-Verify, the Department reserves the right to require employers to take mandatory refresher tutorials.

Termination by any party shall terminate the MOU as to all parties. The SSA or DHS may terminate this MOU without prior notice 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 Employer, or a failure on the part of the Employer to comply with established procedures or legal requirements. 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 they may determine.

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 Employer, its agents, officers, or employees.

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 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 Employer.

The employer understands that the fact of 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, and responses to inquiries under the Freedom of Information Act (FOIA).

The foregoing constitutes the full agreement on this subject between the SSA, DHS, and the Employer.

The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively.

**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 Operations at 888-464-4218.**

**Employer CUSTOM PRODUCTS CORPORATION**

**GARY W PENDERGRASS**

\_\_\_\_\_  
Name (Please type or print)

\_\_\_\_\_  
Title

*Electronically Signed*

**02/27/2008**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Department of Homeland Security – Verification Division**



Company ID Number: 103324

**USCIS Verification Division**

\_\_\_\_\_  
Name (Please type or print)

\_\_\_\_\_  
Title

*Electronically Signed*  
\_\_\_\_\_  
Signature

**02/27/2008**  
\_\_\_\_\_  
Date



**Boone County Purchasing**  
613 E. Ash Street, Room 109  
Columbia, MO 65201

## *Request for Bid (RFB)*

***Amy Robbins, Senior Buyer***  
(573) 886-4392 – Fax: (573) 886-4390  
Email: arobbins@boonecountymo.org

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### ***Bid Data***

Bid Number: **55-21NOV12**  
Commodity Title: **Regulatory Signs Term & Supply**

### **DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT**

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### ***Bid Submission Address and Deadline***

Day / Date: **Wednesday, November 21, 2012**  
Time: **1:30 P.M.** (Bids received after this time will be returned unopened)  
Location / Mail Address: **Boone County Purchasing Department  
Boone County Annex Building  
613 E. Ash Street, Room 109  
Columbia, MO 65201**  
Directions: The Purchasing office is located on the Southeast corner at 7<sup>th</sup> Street and Ash Street. Enter the building from the South side. Wheel chair accessible entrance is available.

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### ***Bid Opening***

Day / Date: **Wednesday, November 21, 2012**  
Time: **1:30 P.M. C.T.**  
Location / Address: **Boone County Annex Building  
613 E. Ash Street  
Columbia, MO 65201**

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### ***Bid Contents***

- 1.0: **Introduction and General Conditions of Bidding**
- 2.0: **Primary Specifications**
- 3.0: **Response Presentation and Review**
- 4.0: **Response Form**
  - Attachment A – Special Design Sign Layouts**
  - Attachment B - Brackets**
  - Work Authorization Certification**
  - Debarment Certification**
  - Standard Terms and Conditions**
  - “No Bid” Response Form**

## 1. Introduction and General Conditions of Bidding

- 1.1. **INVITATION** - The County of Boone, through its Purchasing Department, invites responses, which offer to provide the goods and/or services identified on the title page, and described in greater detail in Section 2.
- 1.2. **DEFINITIONS**
- 1.2.1. **County** - This term refers to the County of Boone, a duly organized public entity. It may also be used as a pronoun for various subsets of the County organization, including, as the context will indicate:  
*Purchasing* - The Purchasing Department, including its Purchasing Director and staff.  
*Department(s) or Office(s)* - The County Department(s) or Office(s) for which this Bid is prepared, and which will be the end user(s) of the goods and/or services sought.  
*Designee* - The County employee(s) assigned as your primary contact(s) for interaction regarding Contract performance.
- 1.2.2. **Bidder / Contractor / Supplier** - These terms refer generally to businesses having some sort of relationship to or with us. The term may apply differently to different classes of entities, as the context will indicate.  
*Bidder* - Any business entity submitting a response to this Bid. Suppliers, which may be invited to respond, or which express interest in this bid, but which do not submit a response, have no obligations with respect to the bid requirements.  
*Contractor* - The Bidder whose response to this bid is found by Purchasing to meet the best interests of the County. The Contractor will be selected for award, and will enter into a Contract for provision of the goods and/or services described in the Bid.  
*Supplier* - All business(s) entities which may provide the subject goods and/or services.
- 1.2.3. **Bid** - This entire document, including attachments. A Bid may be used to solicit various kinds of information. The kind of information this Bid seeks is indicated by the title appearing at the top of the first page. A "Request for Bid" is used when the need is well defined. A "Request for Proposal" is used when the County will consider solutions, which may vary significantly from each other or from the County's initial expectations.
- 1.2.4. **Response** - The written, sealed document submitted according to the Bid instructions.
- 1.3. **BID CLARIFICATION** - Questions regarding this Bid should be directed in writing, by e-mail or fax, to the Purchasing Department. Answers, citing the question asked but not identifying the questioner, will be distributed simultaneously to all known prospective Bidders in the form of an addendum. Please check for any addenda 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 Amendment** - If it becomes evident that this Bid must be amended, the Purchasing Department will issue a formal written Amendment to all known prospective Bidders. If necessary, a new due date will be established.
- 1.4. **AWARD** - Award will be made to the Bidder(s) whose offer(s) provide the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, lifecycle cost, ability to deliver, or for any other reason deemed by Purchasing to be in the best interest of the County. Thus, the result will not be determined by price alone. The County will be seeking the least costly outcome that meets the County needs as interpreted by the County. The County reserves the right to 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 County also reserves the right to not award any item or group of items if the services can be obtained from cooperative MMPPC or other governmental entities' contracts under more favorable terms.
- 1.5. **CONTRACT EXECUTION** - This Bid and the Contractor's Response will be made part of any resultant Contract and will be incorporated in the Contract as set forth, verbatim.

- 1.5.1. **Precedence** - In the event of contradictions or conflicts between the provisions of the documents comprising this Contract, they will be resolved by giving precedence in the following order:
  - 1) the provisions of the Contract (as it may be amended);
  - 2) the provisions of the Bid;
  - 3) the provisions of the Bidder's Response.
- 1.6. **CONTRACT PERIOD** - Any Term and Supply Contract resulting from this Bid will have an initial term from January 1, 2013 through December 31, 2013 and may be automatically renewed for up to an additional three (3) one-year periods unless canceled by the Purchasing Director in writing prior to a renewal term.
- 1.7. **COMPLIANCE WITH STANDARD TERMS AND CONDITIONS** - Bidder agrees to be bound by the County's standard "boilerplate" terms and conditions for Contracts, a sample of which is attached to this Bid.

2. Primary Specifications

- 2.1. **ITEMS TO BE PROVIDED** – For a Term and Supply contract for the Furnishing and Delivery of **Regulatory Traffic Signs, Barricades and Sign Posts** as detailed in the Response Form, Section 4 of this Request for Bid.
- 2.2. The unit prices identified on the Response Form shall remain fixed for the identified original contract period. If the County exercises the option for renewal, the contractor shall agree that the prices for the items listed on the Response Form shall not increase by more than the maximum percent proposed on the Response Form.
- 2.2.1. If renewal percentages are not provided, then prices during any renewal period shall be the same as during the original contract period.
- 2.3. **CONTRACT EXTENSION** – The County Purchasing Director may exercise the option to extend the contract on a month-to-month basis for a maximum of six (6) months from the date of termination if it is deemed to be in the best interest of Boone County.
- 2.4. **CONTRACT DOCUMENTS** - The successful bidder(s) shall be obligated to enter into a written contract with the County within 30 days of award on contract forms provided by the County. If bidders desire to contract under their own written agreement, any such proposed agreement shall be submitted in blank with their bid. County reserves the right to modify any proposed form agreement or withdraw its award to a successful bidder if any proposed agreement contains terms and conditions inconsistent with its bid or are unacceptable to county legal counsel.
- 2.5. **QUANTITY** – Orders will be made on an “as needed basis.” Quantities are estimated based on past usage for a 12-month period. The County reserves the right to increase or decrease quantities as requirements dictate.
- 2.5.1. Boone County uses approximately 2,000 various signs, barricades, and sign posts each year. This figure is given not to guarantee a purchase amount, but so that bidders can have a reasonable assumption about the amount of signs that are likely to be purchased.
- 2.6. **SAMPLES** - Boone County reserves the right to request samples after bids are opened and before the award is made. When samples are called for, they must be furnished free of expense and if not destroyed in testing will, upon request, be returned at the bidder’s expense. A request for the return of samples must be made within ten days following opening bids. Each individual sample must be labeled with the bidder’s name and manufacturer’s brand name and number.
- 2.7. **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 order quantities or total prices.
- 2.8. **MINIMUM TECHNICAL SPECIFICATIONS** - All signs and materials for this bid are required to meet the Manual on Uniform Traffic Control Devices (MUTCD) standards and specifications. Upon request by Boone County, Bidder shall supply Test Reports to the Boone County Public Works Department, Operations Division.
- 2.8.1. **Traffic Signs:** All traffic signs shall be constructed from sheet aluminum, (.080” min gauge w/3/8” holes, with 3M 3930 series or equivalent sheeting and reflective lettering. Traffic signs in section 4.8.1 and 4.8.2 will be ordered utilizing MUTCD sign designations from MUTCD sign tables. MUTCD sign sizes utilized by Boone County are supplied in Section 4.8.1 used to assist in the proper identification for pricing. Design layouts for traffic signs in section 4.8.3 are provided in Attachment A.
- 2.8.2. All lettering and backing materials for section 4.9 on the Response Page must be equal to that of 3M 3930 Series of the High Intensity Prismatic or equal produced by the 3M Company. All sheeting sign faces, and films must be pressure sensitive for application.
- 2.8.3. **Sign Blanks:** Sheeting material for sign blanks must be equal to that of 3M 3930 Series of the High Intensity Prismatic or equal produced by the 3M Company. Required gauge for the aluminum sign blanks varies by size and is indicated in section 4.9.3.
- 2.8.4. **Barricades:** All Type II barricades shall be constructed of a heavy-duty, durable polyethylene material and of the fold-up design for easy storage and stacking. All Type III barricades shall be

constructed of heavy-duty, durable polyethylene materials that are 8" wide x 8' in length; includes bolt-on galvanized mounting stands. All barricades shall be doubled-sided 3M 3930 Series of the High Intensity Prismatic or equal markings to direct traffic either right or left of barricades.

- 2.8.5. **Traffic Cones:** All traffic cones shall be bright orange in color, 28" in height, with a 6" 3M 3930 Series of the High Intensity Prismatic or equal reflective collar at top and just below a 4" collar; weighted base.
- 2.8.6. **Brackets:** The contractor must provide brackets in accordance with the drawings and specifications on Attachment B, included herein as well as described herein. The County uses two sizes, one being 12" long as shown in Attachment B and the other being 5 1/2" long.
- 2.8.7. **U-Channel Post Material and Finish:** Steel U-Channel Posts shall conform to the standard specification for hot rolled carbon steel, structural quality, ASTM designation A570, Grade 50. Yield strength after cold-forming shall be 60,000 psi minimum. Finish shall be baked green enamel paint. Holes will be 3/8 inch with one inch spacing. 2pound / foot weight.
- 2.8.8. **Length Tolerance:** The length of each post shall have a permissible length tolerance of + or - 1/4".
- 2.9. **DEVIATION(S)** - It is the bidder's responsibility to submit a bid that meets all mandatory specifications stated within. The bidder must compare their product bid with the required listed minimum specifications and identify any deviations along with the specific section deviated from. Failure to properly identify deviations may render the bidder's proposal non-responsive and not capable of consideration for award.
- 2.10. **DELIVERY** - Delivery shall be to the Boone County Public Works Department, Maintenance Operations Division. All deliveries shall be made FOB Destination with freight charges fully included and prepaid. The seller pays and bears the freight charges. All orders shall be delivered within 30 days after receipt of an order.
- 2.11. **DESIGNEE** - Boone County Public Works Department, 5551 Highway 63 South, Columbia, Missouri 65201. Telephone: (573) 449-8515.
- 2.12. **BID CLARIFICATION** - Any questions or clarifications concerning bid documents should be addressed to Amy Robbins, Senior Buyer, 613 E. Ash Street, Room 109, Columbia, Missouri 65201. Telephone (573) 886-4392 Fax (573) 886-4390, E-mail: arobbins@boonecountymo.org.
- 2.13. **BILLING AND PAYMENT** - Payment will be made within 30 days from receipt of a correct Monthly Statement. Invoices and Monthly Statement to be mailed to the Designee.
- 2.14. **DESCRIPTIVE LITERATURE** - Bidders proposing to furnish items other than specified must submit complete descriptive literature with bid. Bids received without descriptive literature are subject to rejection.
- 2.15. **METHOD OF ORDERING** - Orders will be requested via telephone, fax or on-line. The Contractor shall be required to confirm receipt of each request.
- 2.16. **EQUAL** - Items quoted to be as indicated or approved equal where equivalency is allowed in specifications.

**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** - We will evaluate submitted responses in relation to all aspects of this Bid.
- 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.
- 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.
- 3.5.5. 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.

CUSTOM PRODUCTS CORPORATION  
DUNS: 139242432 CAGE Code: 0U084  
Status: Active

1120 FLOWOOD DR  
FLOWOOD, MS, 39232-3215,  
UNITED STATES

**Entity Overview**

Entity Information

**DUNS:** 139242432  
**Name:** CUSTOM PRODUCTS CORPORATION  
**Business Type:** Business or Organization  
**POC Name:** None Specified  
**Registration Status:** Active  
**Expiration Date:** 09/27/2013

Exclusions

**Active Exclusion Records?** No





**PURCHASE AGREEMENT  
FOR  
Regulatory Signs Term and Supply**

THIS AGREEMENT dated the 10<sup>th</sup> day of JAN 2013 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Lightle Enterprises of Ohio, LLC**, 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 **Regulatory Signs Term and Supply**, County of Boone Request for Bid number **55-21NOV12** dated **November 05, 2012**, Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, the un-executed Response Form, References Sheet, Work Authorization Certification, Debarment Form, Standard Terms and Conditions, any applicable addenda, as well as the Contractor's bid response signed by **David R. Lightle**. All such documents shall constitute the contract documents, which are attached hereto and incorporated herein by reference. Service or product data, specification and literature submitted with bid response may be permanently maintained in the County Purchasing Office bid file for this bid if not attached. In the event of conflict between any of the foregoing documents, this Purchase Agreement, the Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, the un-executed Response Form, Standard Terms and Conditions, and any applicable addenda shall prevail and control over the Contractor's bid response.

**2. Contract Duration** - This agreement shall commence on **January 01, 2013** and extend through **December 31, 2013** subject to the provisions for termination specified below. This agreement may be extended beyond the expiration date by the order of the County for **three (3) additional one (1) year periods** subject to the pricing clauses in the contractor's RFB response and thereafter on a month to month basis in the event the County is unable to re-bid and/or award a new contract prior to the expiration date after exercising diligent efforts to do so or not.

**3. Purchase** - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County all items per the bid specifications in sections **4.10.1., 4.11.1.4.-4.11.1.9., and 4.11.2.5.-4.11.2.6.** of the Response Form, and in conformity with the contract documents for the prices set forth in the Contractor's bid response, as needed and as ordered by the County.

<b>55-21NOV12 - Regulatory Signs Term &amp; Supply Bid Tabulation</b>		<b>SIZE</b>	<b>Lightle Enterprises</b>
<b>4.10.1</b>	<b>BARRICADES</b>		
4.10.1.1	TYPE II, DOUBLE SIDED, PLASTIC, 8" BOARD, 4" STRIPE, HIGH INTENSITY REFLECTIVITY	24" X 45"	\$48.90
4.10.1.2	TYPE III, DOUBLE SIDED, PLASTIC, 8" BOARD, 6" STRIPE, HIGH INTENSITY REFLECTIVITY	8' X 5'	\$187.50
4.10.1.3	BARRICADE LIGHT, LED, PHOTOELECTRIC		\$13.75
4.10.1.4	BARRICADE TAPE, HI REFLECTIVITY, W/ 4"STRIPE	8" X 50YDS	\$157.30
4.10.1.5	BARRICADE TAPE, HI REFLECTIVITY, W/ 6"STRIPE	8" X 50YDS	\$157.30
4.10.1.6	TRAFFIC CONE, WEIGHTED, WITH TWO REFLECTIVE COLLARS	28 INCHES	\$12.70

4.10.1.7	REFLECTIVE CONE COLLAR	6"	\$2.92
4.10.1.8	REFLECTIVE CONE COLLAR	4"	\$2.92
4.11.1	<b>HARDWARE</b>		
4.11.1.4	FLAT STREET SIGN BRACKET FOR U-CHANNEL, 90 DEGREE	12" HOLDER	\$7.88
4.11.1.5	FLAT STREET SIGN BRACKET FOR U-CHANNEL, 90 DEGREE	5 1/2" HOLDER	\$2.95
4.11.1.6	FLAT STREET SIGN BRACKET FOR U-CHANNEL, 180 DEGREE	12" HOLDER	\$7.88
4.11.1.7	FLAT STREET SIGN BRACKET FOR U-CHANNEL, 180 DEGREE	5 1/2" HOLDER	\$2.95
4.11.1.8	FLAT STREET SIGN BRACKET FOR U-CHANNEL, CROSS	12" HOLDER	\$7.88
4.11.1.9	FLAT STREET SIGN BRACKET FOR U-CHANNEL, CROSS	5 1/2" HOLDER	\$2.95
4.11.2	<b>POSTS</b>		
4.11.2.5	CHANNELIZER, FLEXIBLE, BASE MOUNT, YELLOW, W/ 6" HI STRIP	36"	\$19.90
4.11.2.6	CHANNELIZER, FLEXIBLE, BASE MOUNT, WHITE, W/ 6" HI STRIP	48"	\$21.30

**4. Billing and Payment** - All billing shall be invoiced to the Boone County Public Works Department. Billings may only include the prices listed in the Contractor's bid response. No additional fees or extra services not included in the bid response or taxes shall be included as additional charges in excess of the charges in the Contractor's bid response to the specifications. The County agrees to pay all correct monthly 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 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.

**LIGHTLE ENTERPRISES OF OHIO, LLC**

**BOONE COUNTY, MISSOURI**

by David R. Fogtulo

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

title Member

address P.O. Box 329

Frankfort, OH 45628

APPROVED AS TO FORM:

ATTEST:

[Signature]  
County Counselor

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

**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.)

Janice E. Pitchford  
Signature *by g/d*

2040 / 26600, 26500 Term/Supply

1/2/13  
Date

No Encumbrance Required  
Appropriation Account

4. Response Form

- 4.1. Company Name: Lightle Enterprises of Ohio, LLC
- 4.2. Address: P.O. Box 329
- 4.3. City/Zip: Frankfort, OH 45628
- 4.4. Phone Number: 740-998-5363
- 4.5. Fax Number: 740-998-5364
- 4.6. E-Mail Address: dlightle@lightleenterprises.com
- 4.7. Federal Tax ID: 20-8135704
- 4.7.1. ( ) Corporation  
 Partnership - Name Dixie + David Lightle  
 ( ) Individual/Proprietorship - Individual Name \_\_\_\_\_  
 ( ) Other (Specify) \_\_\_\_\_

4.8.1	CATEGORY A: TRAFFIC SIGNS REGULATORY, WARNING AND TEMPORARY TRAFFIC CONTROL SIGNS	SIZE	DISCRIPTION	PRICE EACH
4.8.1.1	STOP	36X36	R1-1	\$ 42.84
4.8.1.2	STOP	30X30	R1-1	\$ 27.50
4.8.1.3	YEILD	36X36X36	R1-2	\$ 21.42
4.8.1.4	YEILD	48x48X48	R1-2	\$ 38.08
4.8.1.5	ONE COLOR MUTCD STANDARD	6X12		\$ 2.38
4.8.1.6	ONE COLOR MUTCD STANDARD	12X36		\$ 14.28
4.8.1.7	ONE COLOR MUTCD DOUBLE FACED	12X36		\$ 14.28
4.8.1.8	ALL WAY	18X6		\$ 3.57
4.8.1.9	ONE COLOR MUTCD STANDARD	18X18		\$ 10.71
4.8.1.10	ONE COLOR MUTCD STANDARD	18X24		\$ 14.28
4.8.1.11	ONE COLOR MUTCD DOUBLE FACED	18X24		\$ 14.28
4.8.1.12	ONE COLOR MUTCD STANDARD	24X12		\$ 9.52
4.8.1.13	ONE COLOR MUTCD STANDARD	24X18		\$ 14.28
4.8.1.14	ONE COLOR MUTCD STANDARD	24X24		\$ 19.04
4.8.1.15	ONE COLOR MUTCD STANDARD	24X30		\$ 23.80
4.8.1.16	ONE COLOR MUTCD DOUBLE FACED	24X30		\$ 23.80
4.8.1.17	ONE COLOR MUTCD STANDARD	30X24		\$ 23.80
4.8.1.18	ONE COLOR MUTCD STANDARD	30X30		\$ 29.75
4.8.1.19	TWO COLOR MUTCD STANDARD	30X30		\$ 29.75
4.8.1.20	THREE COLOR MUTCD STANDARD	30X30		\$ 29.75
4.8.1.21	ONE COLOR MUTCD STANDARD	30 DIA		\$ 29.75
4.8.1.22	ONE COLOR MUTCD STANDARD	30X36		\$ 35.70
4.8.1.23	ONE COLOR MUTCD STANDARD	36X8		\$ 9.52
4.8.1.24	ONE COLOR MUTCD STANDARD	36X12		\$ 14.28
4.8.1.25	ONE COLOR MUTCD STANDARD	36X24		\$ 28.56
4.8.1.26	ONE COLOR MUTCD STANDARD	36X36		\$ 42.84
4.8.1.27	ONE COLOR MUTCD STANDARD	36 DIA		\$ 42.84

6/0.60

4.8.1.28	ONE COLOR MUTCD STANDARD	48X30		\$ 47.60
4.8.1.29	ONE COLOR MUTCD STANDARD	60X30		\$ 59.50
4.8.2	<b>YELLOW/GREEN FLUORESCENT SCHOOL</b>			
4.8.2.1	SCHOOL CROSSING	30X30	S1-1	\$ 48.82
4.8.2.2	SCHOOL CROSSING	36X36	S1-1	\$ 70.30
4.8.2.3	AHEAD OR ARROWS	24X12	W16 SERIES	\$ 15.62
4.8.2.4	SCHOOL BUS STOP AHEAD	30X30	S3-1	\$ 48.82
4.8.2.5	SCHOOL BUS TURN AROUND AHEAD	30X30	S3-2	\$ 48.82
4.8.2.6	SCHOOL SPEED ZONE AHEAD	30X30	S4-5	\$ 48.82
4.8.3	<b>SPECIAL DESIGN SIGNS (Layouts in Attachment A)</b>			
4.8.3.1	DO NOT ENTER WHEN FLOODED	24X30	BLACK / WHITE	\$ 23.80
4.8.3.2	FLOOD AREA AHEAD	30X30	BLACK / YELLOW	\$ 29.75
4.8.3.3	IMPASSIBLE DURING HIGH WATER	30X30	BLACK / YELLOW	\$ 29.75
4.8.3.4	CAUTION	30X30	BLACK / ORANGE	\$ 29.75
4.8.3.5	FRESH OIL LOOSE GRAVEL	30X30	BLACK / ORANGE	\$ 29.75
4.8.3.6	BOONE COUNTY MAINTENANCE BEGINS	18X12	BLACK / WHITE	\$ 7.14
4.8.3.7	BOONE COUNTY MAINTENANCE ENDS	18X12	BLACK / WHITE	\$ 7.14
4.8.3.8	W1-1R WITH SIDE INTERSECTION	30X30	BLACK / YELLOW	\$ 29.75
4.8.3.9	W1-1R WITH CORNER INTERSECTION	30X30	BLACK / YELLOW	\$ 29.75
4.8.3.10	W1-1R WITH FORWARD INTERSECTION	30X30	BLACK / YELLOW	\$ 29.75
4.8.3.11	W1-1L WITH SIDE INTERSECTION	30X30	BLACK / YELLOW	\$ 29.75
4.8.3.12	W1-1L WITH CORNER INTERSECTION	30X30	BLACK / YELLOW	\$ 29.75
4.8.3.13	W1-1L WITH FORWARD INTERSECTION	30X30	BLACK / YELLOW	\$ 29.75
4.8.3.14	W20-4 SPECIAL	30X30	BLACK / YELLOW	\$ 29.75
4.8.3.15	DNR PERMIT SIGN	18X24	BLACK / WHITE	\$ 14.28
4.9	<b>CATEGORY B: FABRICATION MATERIALS</b>			
4.9.1	<b>SIGN FACING SHEETS</b>			
4.9.1.1	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	12 X 18		\$ 3.08
4.9.1.2	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	12 X 36		\$ 6.15
4.9.1.3	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	18 X 18		\$ 4.61
4.9.1.4	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	18 X 24		\$ 6.15
4.9.1.5	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	24" STOP		\$ 8.20
4.9.1.6	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	24 X 30		\$ 10.25
4.9.1.7	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	30" STOP		\$ 12.81
4.9.1.8	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	30 X 30		\$ 12.81
4.9.1.9	TWO COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	30 X 30		\$ 12.81

844.78

4.9.1.10	THREE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	30 X 30		\$ 15.94
4.9.1.11	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	36 X 36		\$ 18.45
4.9.1.12	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	36" YEILD		\$ 9.23
4.9.1.13	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	36" STOP		\$ 18.45
<b>4.9.2 CUTTER/ PLOTTER MATERIALS</b>				
4.9.2.1	HIGH INTENSITY PRISMATIC SHEETING, PRESSURE SENSITIVE, ELCTRO CUT	24 IN X 50 YDS	3M 3930 SERIES OR EQUIV	\$ 426.30
4.9.2.2	HIGH INTENSITY PRISMATIC SHEETING, PRESSURE SENSITIVE, ELCTRO CUT	30 IN X 50 YDS	3M 3930 SERIES OR EQUIV	\$ 532.88
4.9.2.3	TRANSPARENT OVERLAY FILM, ELECTRO-CUT, PRESSURE SENSITIVE	24 IN X 50 YDS	3M 1170 SERIES OR EQUIV	\$ 408.00
4.9.2.4	TRANSPARENT OVERLAY FILM, ELECTRO-CUT, PRESSURE SENSITIVE	30 IN X 50 YDS	3M 1170 SERIES OR EQUIV	\$ 510.00
4.9.2.5	ANTI-GRAFFITI PROTECTIVE OVERLAY FILM, PRESSURE SENSITIVE	24 IN X 50 YDS	3M 1150 EQUIVILENT	\$ 421.80
4.9.2.6	ANTI-GRAFFITI PROTECTIVE OVERLAY FILM, PRESSURE SENSITIVE	30 IN X 50 YDS	3M 1150 EQUIVILENT	\$ 527.25
4.9.2.7	NON-REFLECTIVE VINYL, PRESSURE SENSITIVE, ELECTRO-CUT GRAFIC FILM	24 IN X 50 YDS	3M 7725 SERIES EQUIVILENT	\$ 405.00
4.9.2.8	TRANSFER TAPE, CLEAR, GRAFFIC APPLICATION FOR ELECTRO-CUT FILM	24 IN X 50 YDS	3M TPM5 ECF EQUIVILENT	\$ 135.00
4.9.2.9	TRANSFER TAPE, CLEAR, GRAFFIC APPLICATION FOR ELECTRO-CUT FILM	30 IN X 50 YDS	3M TPM5 ECF EQUIVILENT	\$ 168.75
<b>4.9.3 SIGN BLANKS</b>				
4.9.3.1	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	18 X 6, 0.080 ga		\$ 4.03 <sup>PRC</sup>
4.9.3.2	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	18 X 9, 0.080 ga		\$ 6.46 <sup>PRC</sup>
4.9.3.3	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	21 X 6, 0.080 ga		\$ 5.02 <sup>PRC</sup>
4.9.3.4	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	24 X 6, 0.080 ga		\$ 5.74 <sup>PRC</sup>
4.9.3.5	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	24 X 9, 0.080 ga		\$ 8.61 <sup>PRC</sup>

3026.91

4.9.3.6	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	27 X 6, 0.080 ga	\$	6.46 <sup>024</sup>
4.9.3.7	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	30 X 6, 0.080 ga	\$	8.61
4.9.3.8	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	30 X 9, 0.080 ga	\$	10.76
4.9.3.9	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	33 X 6, 0.100 ga	\$	8.65
4.9.3.10	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	36 X 6, 0.100 ga	\$	9.43
4.9.3.11	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	36 X 9, 0.100 ga	\$	14.15
4.9.3.12	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	36 X 12, 0.100 ga,	\$	18.87
4.9.3.13	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	42 X 6, 0.100 ga	\$	11.01
4.9.3.14	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	42 X 9, 0.100 ga	\$	16.51
4.9.3.15	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	42 X 12, 0.100 ga	\$	22.01
4.9.3.16	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	48 X 6, 0.100 ga	\$	12.58
4.9.3.17	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	48 X 9, 0.100 ga	\$	18.87
4.9.3.18	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	48 X 12, 0.100 ga	\$	25.16
4.9.3.19	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	54 X 9, 0.100 ga	\$	21.23
4.9.3.20	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	30 X 12, 0.080 ga	\$	10.39
4.9.3.21	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	36 X 12, 0.100 ga	\$	14.12
4.9.3.22	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	42 X 12, 0.100 ga	\$	16.48
4.9.3.23	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	48 X 12, 0.100 ga	\$	18.83

2/4/12

	CORNER RADIUS			
4.9.3.24	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	54 X 12, 0.100 ga		\$ 21.18
4.9.3.25	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	60 X 12, 0.100 ga		\$ 23.54
4.9.3.26	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	66 X 12, 0.100 ga		\$ 25.89
4.9.3.27	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	72 X 12, 0.100 ga		\$ 28.24
4.9.3.28	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	78 X 12, 0.100 ga		\$ 30.60
4.9.3.29	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, TWO HOLES CENTERED, SIGN BLANK	36 X 24, 0.080 ga		\$ 24.94
4.10.	<b>CATEGORY C: WORK ZONE SUPPLIES</b>			
4.10.1	<b>BARRICADES</b>			
4.10.1.1	TYPE II, DOUBLE SIDED, PLASTIC, 8" BOARD, 4" STRIPE, HIGH INTENSITY REFLECTIVITY	24" X 45"		\$ 48.90
4.10.1.2	TYPE III, DOUBLE SIDED, PLASTIC, 8" BOARD, 6" STRIPE, HIGH INTENSITY REFLECTIVITY	8' X 5'		\$ 187.50
4.10.1.3	BARRICADE LIGHT, LED, PHOTOELECTRIC			\$ 13.75
4.10.1.4	BARRICADE TAPE, HI REFLECTIVITY, W/ 4" STRIPE	8" X 50YDS		\$ 157.30
4.10.1.5	BARRICADE TAPE, HI REFLECTIVITY, W/ 6" STRIPE	8" X 50YDS		\$ 157.30
4.10.1.6	TRAFFIC CONE, WEIGHTED, WITH TWO REFLECTIVE COLLARS	28 INCHES TALL		\$ 12.70
4.10.1.7	REFLECTIVE CONE COLLAR	6"		\$ 2.92
4.10.1.8	REFLECTIVE CONE COLLAR	4"		\$ 2.92
4.10.2	<b>ROLL-UP COLLAPSIBLE SIGN, HIGH REFLECTIVE VINYL, WITH RIBS AND POCKETS</b>			
4.10.2.1	ONE COLOR MUTCD STANDARD	36X36		\$ 73.33
4.10.2.2	FRESH OIL LOOSE GRAVEL	36X36		\$ 73.33
				\$
4.10.3	<b>MISCELLANEOUS</b>			
4.10.3.1	WARNING FLAGS, MESH, W/ WOOD STAFF	24" X 24"		\$ 5.40
4.10.3.2	STOP/SLOW PADDLE KITS, W/ 60" STAFF	18 x 18		\$ 45.65
4.10.3.3	BARRIER TAPE, CAUTION, 3 MIL (min)	3" X 1000'		\$ 11.95
4.11.	<b>CATEGORY D: MISC HARDWARE &amp; POSTS</b>			

947.34



4.11.1	<b>HARDWARE</b>		
4.11.1.1	BREAK-AWAY NUT, ALUM, NBA 5/16	PER 100	\$ 60.88
4.11.1.2	SIGN SAVER, ALUM, 3" min	PER 100	\$ 55.00
4.11.1.3	SET SCREW, KNURLED, 5/16", w/5/32 SOCKET	PER 100	\$ 11.50
4.11.1.4	FLAT STREET SIGN BRACKET FOR U-CHANNEL, 90 DEGREE	12" HOLDER	\$ 7.88
4.11.1.5	FLAT STREET SIGN BRACKET FOR U-CHANNEL, 90 DEGREE	5 1/2" HOLDER	\$ 2.95
4.11.1.6	FLAT STREET SIGN BRACKET FOR U-CHANNEL, 180 DEGREE	12" HOLDER	\$ 7.88
4.11.1.7	FLAT STREET SIGN BRACKET FOR U-CHANNEL, 180 DEGREE	5 1/2" HOLDER	\$ 2.95
4.11.1.8	FLAT STREET SIGN BRACKET FOR U-CHANNEL, CROSS	12" HOLDER	\$ 7.88
4.11.1.9	FLAT STREET SIGN BRACKET FOR U-CHANNEL, CROSS	5 1/2" HOLDER	\$ 2.95
4.11.2	<b>POSTS</b>		
4.11.2.1	U-CHANNEL, 2#/FT (MIN), 3/8 HOLE, 1" CENTER	8 FT	\$ 12.14
4.11.2.2	U-CHANNEL, 2#/FT (MIN), 3/8 HOLE, 1" CENTER	10 FT	\$ 15.17
4.11.2.3	U-CHANNEL, 2#/FT (MIN), 3/8 HOLE, 1" CENTER	12 FT	\$ 18.20
4.11.2.4	ROAD MARKER, WHITE, FLAT, 2-SIDED	3X 6X 62	\$ 13.96
4.11.2.5	CHANNELIZER, FLEXIBLE, BASE MOUNT, YELLOW, W/ 6" HI STRIP	36"	\$ 19.90
4.11.2.6	CHANNELIZER, FLEXIBLE, BASE MOUNT, WHITE, W/ 6" HI STRIP	48"	\$ 21.30

260.54

- 4.12. 5 % Increase 1<sup>st</sup> Renewal
- 4.12.1. 5 % Increase 2<sup>nd</sup> Renewal
- 4.12.2. 5 % Increase 3<sup>rd</sup> Renewal

4.13. 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.

4.14. Today's Date: 11/19/2012

4.15. 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

4.16. Please Describe Warranty:  
 \_\_\_\_\_  
 \_\_\_\_\_

4.17. Please Describe On-Line Order Capability:

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4.18. Delivery ARO: 15-45 days

4.19. Authorized Representative (Sign By Hand):

David R. Lightle

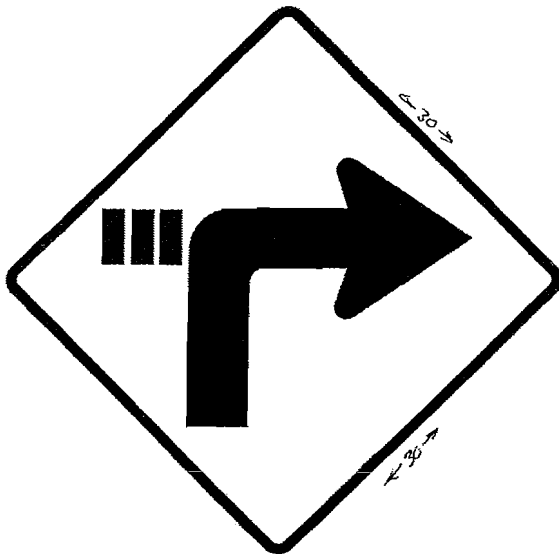
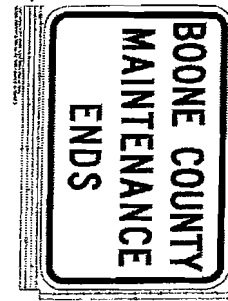
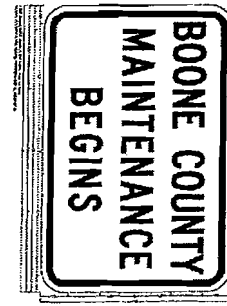
4.19.2. Type or Print Signed Name:

David R. Lightle

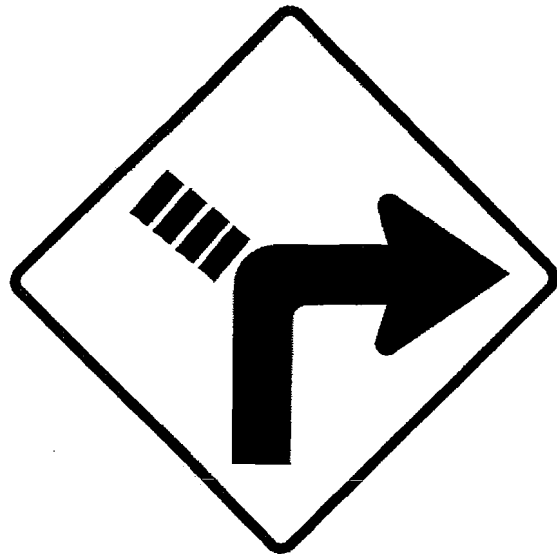
ATTACHMENT A  
SPECIAL DESIGN SIGN LAYOUTS



ATTACHMENT A  
SPECIAL DESIGN SIGN LAYOUTS

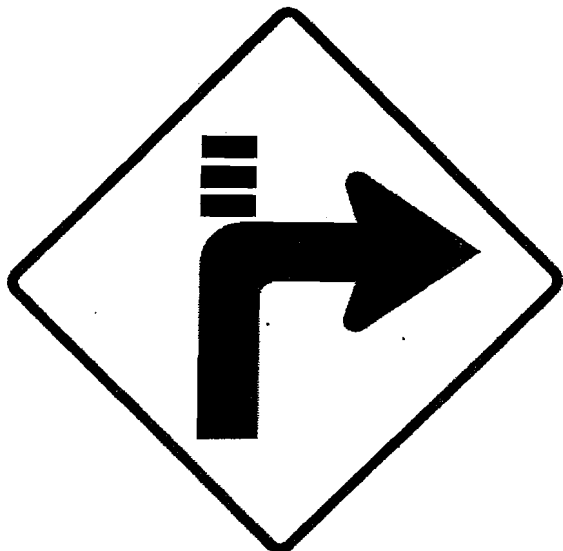


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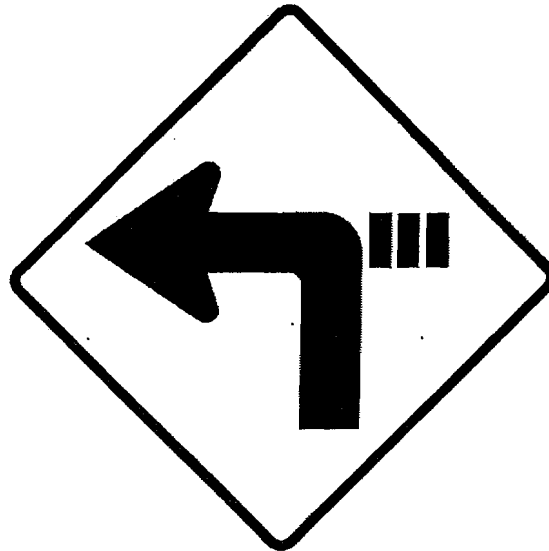


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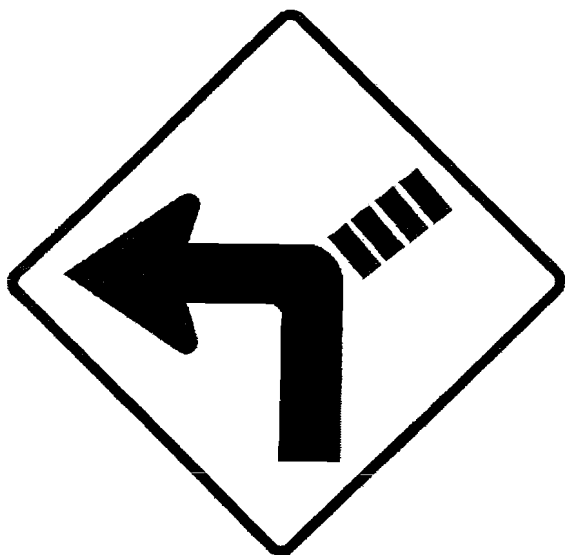
ATTACHMENT A  
SPECIAL DESIGN SIGN LAYOUTS



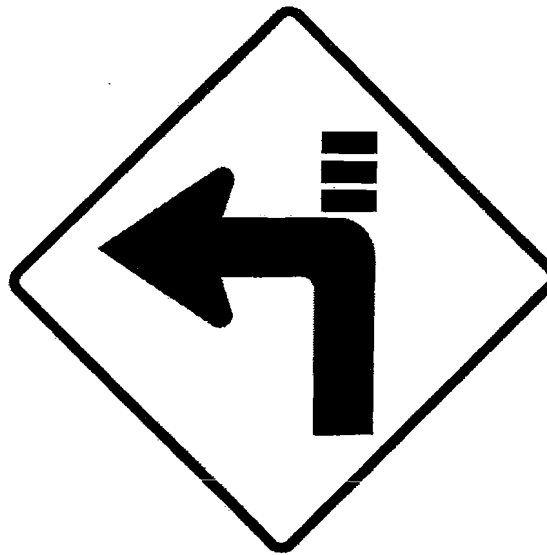
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W1-L5



W1-L2

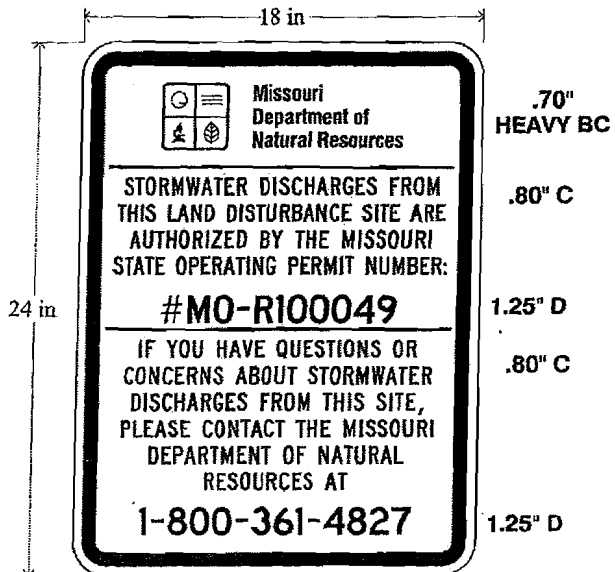


W1-LF

ATTACHMENT A  
SPECIAL DESIGN SIGN LAYOUTS



W 24 -4 SPEC



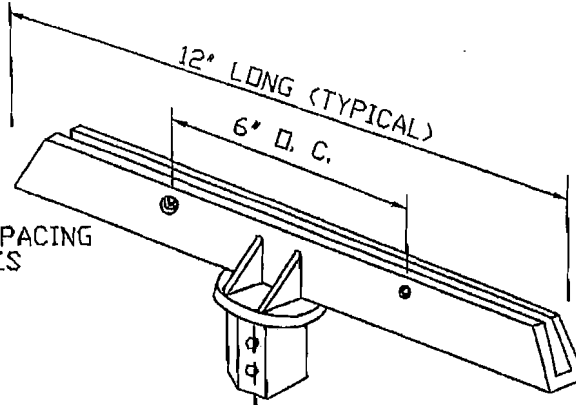
DNR PERMIT

**ATTACHMENT B  
BRACKETS**

(Please note that the example shown here is one of two different sizes used by Boone County. See section 2.8.6.)

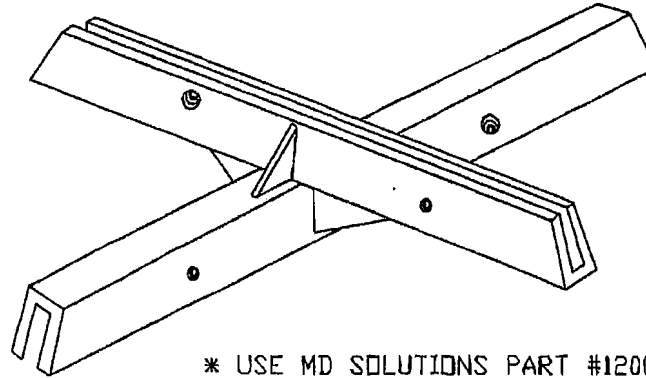
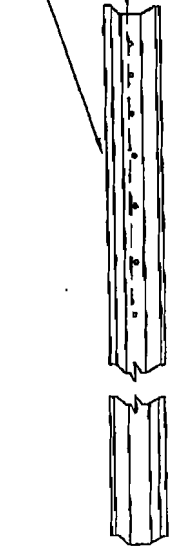
**NOTE:**

DIMENSIONS AND BOLT SPACING  
TYPICAL FOR BOTH TYPES



MOUNT TO 12' LONG  
U-CHANNEL  
GREEN SIGN POST  
OR APPROVED EQUAL

- \* USE MD SOLUTIONS PART #120UCF090 (90 DEGREES)
- \* USE MD SOLUTIONS PART #120UCF180 (180 DEGREES AS SHOWN)  
OR APPROVED EQUAL



- \* USE MD SOLUTIONS PART #120CPF090  
OR APPROVED EQUAL

WORK AUTHORIZATION CERTIFICATION  
PURSUANT TO 285.530 RSMo  
(FOR ALL AGREEMENTS IN EXCESS OF \$5,000.00)

County of Revs )

State of Ohio )ss  
)

My name is David R. Lightle. I am an authorized agent of Lightle Enterprises of Ohio, LLC (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 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.

David R. Lightle                      11/19/2012  
Affiant    Date

David R. Lightle  
Printed Name

Subscribed and sworn to before me this 19 day of Nov, 2012.

Samuel D. Ackley  
Notary Public



SAMUEL D. ACKLEY  
Notary Public, State of Ohio  
My Commission Expires  
August 8, 2016

**Attach to this form the E-Verify Memorandum of Understanding (or the Affidavit last page) that you completed when enrolling that verifies proof of enrollment.**







**(Please complete and return with Contract)**

Certification Regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

David R. Lightle

Name and Title of Authorized Representative

David R. Lightle

Signature

11/19/2012

Date

## STANDARD TERMS AND CONDITIONS - BOONE COUNTY, MISSOURI

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.
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*

**Boone County Purchasing**  
613 E. Ash Street, Room 109  
Columbia, MO 65201

Amy Robbins, Senior Buyer  
(573) 886-4392– Fax: (573) 886-4390

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**"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: 55-21NOV12– Regulatory Signs Term and Supply**

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Contact: \_\_\_\_\_

Date: \_\_\_\_\_

Reason(s) for not bidding:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**BOONE COUNTY, MISSOURI**  
**Request for Bid #: Request for Bid #: 55-21NOV12 – Regulatory Signs Term and Supply**

**ADDENDUM #1 - Issued November 8, 2012**

This addendum is issued in accordance with the Introduction and General Conditions of Bidding 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 Bidder'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:

The County received the following questions and are providing a response below:

- 1) **Question:** Regarding Items 4.10.1.3: What color lens will be needed?

**Response:** Amber

- 2) **Question:** Regarding Item 4.10.1.6: Will a black base be acceptable and what weight cone is needed? Wide or slim body?

**Response:** Black base is acceptable. 7-10 pound base is acceptable, please indicate which weight you are using on the response form. No slim body and no grabber.

- 3) **Question:** Regarding Item 4.10.2.1 & 4.10.2.2: Are hard or soft pockets needed?

**Response:** Hard pocket is needed, must be able to be used in Zephyr Stands.

- 4) **Question:** Regarding Item 4.10.3.2.: What composition do you want for Stop/Slow paddles (aluminum .040 gauge or plastic?) Do you want wood, plastic or conduit handle? What type of sheeting should be used on paddle?

**Response:** Paddle and handle composition can vary, please indicate which you are using on the response form. HIP sheeting is to be used for the paddle.

- 5) **Question:** Regarding Item 4.11.2.4.: Is road marker going to be placed in soil or does it need to have base for mounting to asphalt?

**Response:** Road marker will be installed in soil or sand pocket with concrete poured for stabilization.

- 6) **Question:** Regarding 4.8.2.: Can you clarify what grade of sheeting is required for Yellow/Green Fluorescent School Signs?

**Response:** 3M 3930 series or equivalent sheeting and reflective lettering is requested. If sheeting is only available in a "Diamond Grade" product (3M 3990 or equivalent,) then indicate such on the response form.

By: Amy Robbins  
Amy Robbins, Senior Buyer

OFFEROR has examined copy of Addendum #1 to Request for Bid # 55-21NOV12 – Regulatory Signs Term and Supply receipt of which is hereby acknowledged:

Company Name: Lightle Enterprises of Ohio, LLC  
Address: P.O. Box 329  
Frankfort, OH 45628

Phone Number: 740-998-5363 Fax Number: 740-998-5364  
E-mail address: dlightle@lightleenterprises.com

Authorized Representative Signature: David R. Lightle Date: 11-16-12

Authorized Representative Printed Name: David R. Lightle





**BOONE COUNTY, MISSOURI**  
**Request for Bid #: Request for Bid #: 55-21NOV12 – Regulatory Signs Term and Supply**

**ADDENDUM #2 - Issued November 15, 2012**

This addendum is issued in accordance with the Introduction and General Conditions of Bidding 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 Bidder'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) Bid Submission Deadline:**

The bid submission deadline shall be extended to **1:30 P.M. C.T., Wednesday, November 28, 2012.**

**2) Question(s):**

The County received the following question and is providing a response below:

**Question:** Approximately how many posts do you order at a time?

**Response:** The County will generally order posts in quantities of 50. The total amount of posts ordered at any one time is dependent on County requirements at the time.

By: *Amy Robbins*  
Amy Robbins, Senior Buyer

OFFEROR has examined copy of Addendum #2 to Request for Bid # 55-21NOV12 – Regulatory Signs Term and Supply receipt of which is hereby acknowledged:

Company Name: Lightle Enterprises of Ohio, LLC  
Address: P.O. Box 329  
Frankfort, OH 45628

Phone Number: 740-998-5363 Fax Number: 740-998-5364  
E-mail address: dlightle@lightleenterprises.com

Authorized Representative Signature: *David R. Lightle* Date: 11-16-12

Authorized Representative Printed Name: David R. Lightle



**Boone County Purchasing**  
613 E. Ash Street, Room 109  
Columbia, MO 65201

## ***Request for Bid (RFB)***

***Amy Robbins, Senior Buyer***  
(573) 886-4392 – Fax: (573) 886-4390  
Email: arobbins@boonecountymmo.org

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### ***Bid Data***

Bid Number: **55-21NOV12**  
Commodity Title: **Regulatory Signs Term & Supply**

### **DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT**

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### ***Bid Submission Address and Deadline***

Day / Date: **Wednesday, November 21, 2012**  
Time: **1:30 P.M.** (Bids received after this time will be returned unopened)  
Location / Mail Address: **Boone County Purchasing Department  
Boone County Annex Building  
613 E. Ash Street, Room 109  
Columbia, MO 65201**  
Directions: The Purchasing office is located on the Southeast corner at 7<sup>th</sup> Street and Ash Street. Enter the building from the South side. Wheel chair accessible entrance is available.

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### ***Bid Opening***

Day / Date: **Wednesday, November 21, 2012**  
Time: **1:30 P.M. C.T.** <sup>2<sup>9</sup></sup>  
Location / Address: **Boone County Annex Building  
613 E. Ash Street  
Columbia, MO 65201**

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### ***Bid Contents***

- 1.0: **Introduction and General Conditions of Bidding**
- 2.0: **Primary Specifications**
- 3.0: **Response Presentation and Review**
- 4.0: **Response Form**  
**Attachment A – Special Design Sign Layouts**  
**Attachment B - Brackets**  
**Work Authorization Certification**  
**Debarment Certification**  
**Standard Terms and Conditions**  
**“No Bid” Response Form**

1. **Introduction and General Conditions of Bidding**

1.1. **INVITATION** - The County of Boone, through its Purchasing Department, invites responses, which offer to provide the goods and/or services identified on the title page, and described in greater detail in Section 2.

1.2. **DEFINITIONS**

1.2.1. **County** - This term refers to the County of Boone, a duly organized public entity. It may also be used as a pronoun for various subsets of the County organization, including, as the context will indicate:  
*Purchasing* - The Purchasing Department, including its Purchasing Director and staff.  
*Department(s) or Office(s)* - The County Department(s) or Office(s) for which this Bid is prepared, and which will be the end user(s) of the goods and/or services sought.  
*Designee* - The County employee(s) assigned as your primary contact(s) for interaction regarding Contract performance.

1.2.2. **Bidder / Contractor / Supplier** - These terms refer generally to businesses having some sort of relationship to or with us. The term may apply differently to different classes of entities, as the context will indicate.

*Bidder* - Any business entity submitting a response to this Bid. Suppliers, which may be invited to respond, or which express interest in this bid, but which do not submit a response, have no obligations with respect to the bid requirements.

*Contractor* - The Bidder whose response to this bid is found by Purchasing to meet the best interests of the County. The Contractor will be selected for award, and will enter into a Contract for provision of the goods and/or services described in the Bid.

*Supplier* - All business(s) entities which may provide the subject goods and/or services.

1.2.3. **Bid** - This entire document, including attachments. A Bid may be used to solicit various kinds of information. The kind of information this Bid seeks is indicated by the title appearing at the top of the first page. A "Request for Bid" is used when the need is well defined. A "Request for Proposal" is used when the County will consider solutions, which may vary significantly from each other or from the County's initial expectations.

1.2.4. **Response** - The written, sealed document submitted according to the Bid instructions.

1.3. **BID CLARIFICATION** - Questions regarding this Bid should be directed in writing, by e-mail or fax, to the Purchasing Department. Answers, citing the question asked but not identifying the questioner, will be distributed simultaneously to all known prospective Bidders in the form of an addendum. Please check for any addenda 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 Amendment** - If it becomes evident that this Bid must be amended, the Purchasing Department will issue a formal written Amendment to all known prospective Bidders. If necessary, a new due date will be established.

1.4. **AWARD** - Award will be made to the Bidder(s) whose offer(s) provide the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, lifecycle cost, ability to deliver, or for any other reason deemed by Purchasing to be in the best interest of the County. Thus, the result will not be determined by price alone. The County will be seeking the least costly outcome that meets the County needs as interpreted by the County. The County reserves the right to 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 County also reserves the right to not award any item or group of items if the services can be obtained from cooperative MMPPC or other governmental entities' contracts under more favorable terms.

1.5. **CONTRACT EXECUTION** - This Bid and the Contractor's Response will be made part of any resultant Contract and will be incorporated in the Contract as set forth, verbatim.

- 1.5.1. **Precedence** - In the event of contradictions or conflicts between the provisions of the documents comprising this Contract, they will be resolved by giving precedence in the following order:
- 1) the provisions of the Contract (as it may be amended);
  - 2) the provisions of the Bid;
  - 3) the provisions of the Bidder's Response.
- 1.6. **CONTRACT PERIOD** – Any Term and Supply Contract resulting from this Bid will have an initial term from **January 1, 2013 through December 31, 2013** and may be automatically renewed for **up to an additional three (3) one-year periods** unless canceled by the Purchasing Director in writing prior to a renewal term.
- 1.7. **COMPLIANCE WITH STANDARD TERMS AND CONDITIONS** - Bidder agrees to be bound by the County's standard "boilerplate" terms and conditions for Contracts, a sample of which is attached to this Bid.

**2. Primary Specifications**

- 2.1. **ITEMS TO BE PROVIDED** – For a Term and Supply contract for the Furnishing and Delivery of **Regulatory Traffic Signs, Barricades and Sign Posts** as detailed in the Response Form, Section 4 of this Request for Bid.
- 2.2. The unit prices identified on the Response Form shall remain fixed for the identified original contract period. If the County exercises the option for renewal, the contractor shall agree that the prices for the items listed on the Response Form shall not increase by more than the maximum percent proposed on the Response Form.
  - 2.2.1. If renewal percentages are not provided, then prices during any renewal period shall be the same as during the original contract period.
- 2.3. **CONTRACT EXTENSION** – The County Purchasing Director may exercise the option to extend the contract on a month-to-month basis for a maximum of six (6) months from the date of termination if it is deemed to be in the best interest of Boone County.
- 2.4. **CONTRACT DOCUMENTS** - The successful bidder(s) shall be obligated to enter into a written contract with the County within 30 days of award on contract forms provided by the County. If bidders desire to contract under their own written agreement, any such proposed agreement shall be submitted in blank with their bid. County reserves the right to modify any proposed form agreement or withdraw its award to a successful bidder if any proposed agreement contains terms and conditions inconsistent with its bid or are unacceptable to county legal counsel.
- 2.5. **QUANTITY** – Orders will be made on an “as needed basis.” Quantities are estimated based on past usage for a 12-month period. The County reserves the right to increase or decrease quantities as requirements dictate.
  - 2.5.1. Boone County uses approximately 2,000 various signs, barricades, and sign posts each year. This figure is given not to guarantee a purchase amount, but so that bidders can have a reasonable assumption about the amount of signs that are likely to be purchased.
- 2.6. **SAMPLES** - Boone County reserves the right to request samples after bids are opened and before the award is made. When samples are called for, they must be furnished free of expense and if not destroyed in testing will, upon request, be returned at the bidder’s expense. A request for the return of samples must be made within ten days following opening bids. Each individual sample must be labeled with the bidder’s name and manufacturer’s brand name and number.
- 2.7. **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 order quantities or total prices.
- 2.8. **MINIMUM TECHNICAL SPECIFICATIONS** - All signs and materials for this bid are required to meet the Manual on Uniform Traffic Control Devices (MUTCD) standards and specifications. Upon request by Boone County, Bidder shall supply Test Reports to the Boone County Public Works Department, Operations Division.
  - 2.8.1. **Traffic Signs:** All traffic signs shall be constructed from sheet aluminum .080” min gauge w/3/8” holes, with 3M 3930 series or equivalent sheeting and reflective lettering. Traffic signs in section 4.8.1 and 4.8.2 will be ordered utilizing MUTCD sign designations from MUTCD sign tables. MUTCD sign sizes utilized by Boone County are supplied in Section 4.8.1 used to assist in the proper identification for pricing. Design layouts for traffic signs in section 4.8.3 are provided in Attachment A.
  - 2.8.2. All lettering and backing materials for section 4.9 on the Response Page must be equal to that of 3M 3930 Series of the High Intensity Prismatic or equal produced by the 3M Company. All sheeting sign faces, and films must be pressure sensitive for application.
  - 2.8.3. **Sign Blanks: Sheeting material for sign blanks** must be equal to that of 3M 3930 Series of the High Intensity Prismatic or equal produced by the 3M Company. Required gauge for the aluminum sign blanks varies by size and is indicated in section 4.9.3.
  - 2.8.4. **Barricades:** All Type II barricades shall be constructed of a heavy-duty, durable polyethylene material and of the fold-up design for easy storage and stacking. All Type III barricades shall be

- constructed of heavy-duty, durable polyethylene materials that are 8" wide x 8' in length; includes bolt-on galvanized mounting stands. All barricades shall be doubled-sided, 3M 3930 Series of the High Intensity Prismatic or equal markings to direct traffic either right or left of barricades.
- 2.8.5. **Traffic Cones:** All traffic cones shall be bright orange in color, 28" in height, with a 6" 3M 3930 Series of the High Intensity Prismatic or equal reflective collar at top and just below a 4" collar; weighted base.
- 2.8.6. **Brackets:** The contractor must provide brackets in accordance with the drawings and specifications on Attachment B, included herein as well as described herein. The County uses two sizes, one being 12" long as shown in Attachment B and the other being 5 ½" long.
- 2.8.7. **U-Channel Post Material and Finish:** Steel U-Channel Posts shall conform to the standard specification for hot rolled carbon steel, structural quality, ASTM designation A570, Grade 50. Yield strength after cold-forming shall be 60,000 psi minimum. Finish shall be baked green enamel paint. Holes will be 3/8 inch with one inch spacing. 2pound / foot weight.
- 2.8.8. **Length Tolerance:** The length of each post shall have a permissible length tolerance of + or - ¼".
- 2.9. **DEVIATION(S)** - It is the bidder's responsibility to submit a bid that meets all mandatory specifications stated within. The bidder must compare their product bid with the required listed minimum specifications and identify any deviations along with the specific section deviated from. Failure to properly identify deviations may render the bidder's proposal non-responsive and not capable of consideration for award.
- 2.10. **DELIVERY** – Delivery shall be to the Boone County Public Works Department, Maintenance Operations Division. All deliveries shall be made FOB Destination with freight charges fully included and prepaid. The seller pays and bears the freight charges. All orders shall be delivered within 30 days after receipt of an order.
- 2.11. **DESIGNEE** - Boone County Public Works Department, 5551 Highway 63 South, Columbia, Missouri 65201. Telephone: (573) 449-8515.
- 2.12. **BID CLARIFICATION** - Any questions or clarifications concerning bid documents should be addressed to Amy Robbins, Senior Buyer, 613 E. Ash Street, Room 109, Columbia, Missouri 65201. Telephone (573) 886-4392 Fax (573) 886-4390, E-mail: arobbins@boonecountymo.org.
- 2.13. **BILLING AND PAYMENT** - Payment will be made within 30 days from receipt of a correct Monthly Statement. Invoices and Monthly Statement to be mailed to the Designee.
- 2.14. **DESCRIPTIVE LITERATURE** - Bidders proposing to furnish items other than specified must submit complete descriptive literature with bid. Bids received without descriptive literature are subject to rejection.
- 2.15. **METHOD OF ORDERING** - Orders will be requested via telephone, fax or on-line. The Contractor shall be required to confirm receipt of each request.
- 2.16. **EQUAL** - Items quoted to be as indicated or approved equal where equivalency is allowed in specifications.

**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** - We will evaluate submitted responses in relation to all aspects of this Bid.
- 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.
- 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.
- 3.5.5. 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.

LIGHTLE ENTERPRISES OF OHIO, LLC  
DUNS: 008940361 CAGE Code: 6MEU4  
Status: Active

23 WALNUT ST  
FRANKFORT, OH, 45628-0329 ,  
UNITED STATES

**Entity Overview**

Entity Information

**DUNS:** 008940361  
**Name:** LIGHTLE ENTERPRISES OF OHIO, LLC  
**Business Type:** Business or Organization  
**POC Name:** None Specified  
**Registration Status:** Active  
**Expiration Date:** 05/13/2013

Exclusions

**Active Exclusion Records?** No





LIGHTLE ENTERPRISES OF OHIO, LLC  
DUNS: 078369417 CAGE Code: 4PMU9  
Status: Active

21 W WALNUT STREET  
FRANKFORT, OH, 45628-0329 ,  
UNITED STATES

**Entity Overview**

Entity Information

**DUNS:** 078369417  
**Name:** LIGHTLE ENTERPRISES OF OHIO, LLC  
**Business Type:** Business or Organization  
**POC Name:** None Specified  
**Registration Status:** Active  
**Expiration Date:** 05/30/2013

Exclusions

**Active Exclusion Records?** No



**PURCHASE AGREEMENT  
FOR  
Regulatory Signs Term and Supply**

**THIS AGREEMENT** dated the 10<sup>th</sup> day of JAN 2013 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **MD Solutions**, 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 **Regulatory Signs Term and Supply**, County of Boone Request for Bid number **55-21NOV12** dated **November 05, 2012**, Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, the un-executed Response Form, References Sheet, Work Authorization Certification, Debarment Form, Standard Terms and Conditions, any applicable addenda, as well as the Contractor's bid response signed by **Neil Louy**. All such documents shall constitute the contract documents, which are attached hereto and incorporated herein by reference. Service or product data, specification and literature submitted with bid response may be permanently maintained in the County Purchasing Office bid file for this bid if not attached. In the event of conflict between any of the foregoing documents, this Purchase Agreement, the Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, the un-executed Response Form, Standard Terms and Conditions, and any applicable addenda shall prevail and control over the Contractor's bid response.

**2. Contract Duration** - This agreement shall commence on **January 01, 2013** and extend through **December 31, 2013** subject to the provisions for termination specified below. This agreement may be extended beyond the expiration date by the order of the County for **three (3) additional one (1) year periods** subject to the pricing clauses in the contractor's RFB response and thereafter on a month to month basis in the event the County is unable to re-bid and/or award a new contract prior to the expiration date after exercising diligent efforts to do so or not.

**3. Purchase** - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County all items per the bid specifications in section **4.11.1.1. and 4.11.1.3.** of the Response Form, and in conformity with the contract documents for the prices set forth in the Contractor's bid response, as needed and as ordered by the County.

<b>55-21NOV12 - Regulatory Signs Term &amp; Supply Bid Tabulation</b>		<b>SIZE</b>	<b>MD Solutions, Inc.</b>
4.11.1.1	BREAK-AWAY NUT, ALUM, NBA 5/16	PER 100	\$42.00
4.11.1.3	SET SCREW, KNURLED, 5/16", w/5/32 SOCKET	PER 100	\$6.00

**4. Billing and Payment** - All billing shall be invoiced to the Boone County Public Works Department. Billings may only include the prices listed in the Contractor's bid response. No additional fees or extra services not included in the bid response or taxes shall be included as additional charges in excess of the charges in the Contractor's bid response to the specifications. The County agrees to pay all correct monthly 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:

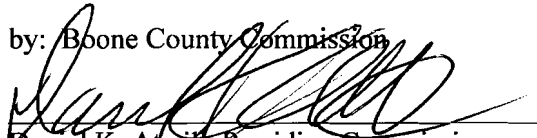
- a. County may terminate this agreement due to material breach of any term or condition of this agreement, or
- b. County may terminate this agreement if in the opinion of the Boone County Commission if delivery of products are delayed or products delivered are not in conformity with bidding specifications 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.

**MD SOLUTIONS**

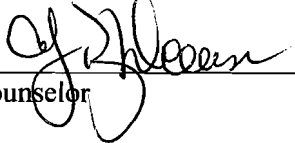
**BOONE COUNTY, MISSOURI**

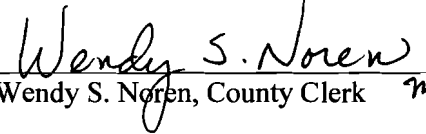
by Neil Long  
 title Sales  
 address 8225 Estates Pkwy  
Plain City, OH 43064

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

APPROVED AS TO FORM:

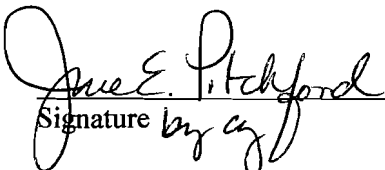
ATTEST:

  
 County Counselor

  
 Wendy S. Noren, County Clerk *my*

**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 *by*

2040 / 26600, 26500 Term/Supply  
 1/2/13 No Encumbrance Required  
 Date Appropriation Account

**COUNTY OF BOONE - MISSOURI  
WORK AUTHORIZATION CERTIFICATION  
PURSUANT TO 285.530 RSMo  
(FOR ALL AGREEMENTS IN EXCESS OF \$5,000.00)**

County of Union,  
State of Ohio )ss  
)

My name is Neil Louy. I am an authorized agent of MASolutions

(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 thereafter be in violation and submit a sworn affidavit under penalty of perjury that all employees are lawfully present in the United States.

Neil Louy 12-18-12  
Affiant Date

Neil Louy  
Printed Name

Subscribed and sworn to before me this 18 day of December, 2012.



Notary Public  
**CHERIE L. WALKER**  
NOTARY PUBLIC • STATE OF OHIO  
My commission expires June 7, 2016

**Attach to this form the E-Verify Memorandum of Understanding that you completed when enrolling.**

4. Response Form

- 4.1. Company Name: MD Solutions
- 4.2. Address: 8225 Estates Pkwy
- 4.3. City/Zip: Plain City, OH 43064
- 4.4. Phone Number: 866-637-6588
- 4.5. Fax Number: 614-873-2220
- 4.6. E-Mail Address: Neil@md-signs.com
- 4.7. Federal Tax ID: 31-1804276
- 4.7.1.  Corporation  
 Partnership - Name \_\_\_\_\_  
 Individual/Proprietorship - Individual Name \_\_\_\_\_  
 Other (Specify) \_\_\_\_\_

4.8.	CATEGORY A: TRAFFIC SIGNS			
4.8.1	REGULATORY, WARNING AND TEMPORARY TRAFFIC CONTROL SIGNS	SIZE	DISCRIPTION	PRICE EACH
4.8.1.1	STOP	36X36	R1-1	\$
4.8.1.2	STOP	30X30	R1-1	\$
4.8.1.3	YEILD	36X36X36	R1-2	\$
4.8.1.4	YEILD	48x48X48	R1-2	\$
4.8.1.5	ONE COLOR MUTCD STANDARD	6X12		\$
4.8.1.6	ONE COLOR MUTCD STANDARD	12X36		\$
4.8.1.7	ONE COLOR MUTCD DOUBLE FACED	12X36		\$
4.8.1.8	ALL WAY	18X6		\$
4.8.1.9	ONE COLOR MUTCD STANDARD	18X18		\$
4.8.1.10	ONE COLOR MUTCD STANDARD	18X24		\$
4.8.1.11	ONE COLOR MUTCD DOUBLE FACED	18X24		\$
4.8.1.12	ONE COLOR MUTCD STANDARD	24X12		\$
4.8.1.13	ONE COLOR MUTCD STANDARD	24X18		\$
4.8.1.14	ONE COLOR MUTCD STANDARD	24X24		\$
4.8.1.15	ONE COLOR MUTCD STANDARD	24X30		\$
4.8.1.16	ONE COLOR MUTCD DOUBLE FACED	24X30		\$
4.8.1.17	ONE COLOR MUTCD STANDARD	30X24		\$
4.8.1.18	ONE COLOR MUTCD STANDARD	30X30		\$
4.8.1.19	TWO COLOR MUTCD STANDARD	30X30		\$
4.8.1.20	THREE COLOR MUTCD STANDARD	30X30		\$
4.8.1.21	ONE COLOR MUTCD STANDARD	30 DIA		\$
4.8.1.22	ONE COLOR MUTCD STANDARD	30X36		\$
4.8.1.23	ONE COLOR MUTCD STANDARD	36X8		\$
4.8.1.24	ONE COLOR MUTCD STANDARD	36X12		\$
4.8.1.25	ONE COLOR MUTCD STANDARD	36X24		\$
4.8.1.26	ONE COLOR MUTCD STANDARD	36X36		\$
4.8.1.27	ONE COLOR MUTCD STANDARD	36 DIA		\$

4.8.1.28	ONE COLOR MUTCD STANDARD	48X30		\$
4.8.1.29	ONE COLOR MUTCD STANDARD	60X30		\$
4.8.2	<b>YELLOW/GREEN FLUORESCENT SCHOOL</b>			
4.8.2.1	SCHOOL CROSSING	30X30	S1-1	\$
4.8.2.2	SCHOOL CROSSING	36X36	S1-1	\$
4.8.2.3	AHEAD OR ARROWS	24X12	W16 SERIES	\$
4.8.2.4	SCHOOL BUS STOP AHEAD	30X30	S3-1	\$
4.8.2.5	SCHOOL BUS TURN AROUND AHEAD	30X30	S3-2	\$
4.8.2.6	SCHOOL SPEED ZONE AHEAD	30X30	S4-5	\$
4.8.3	<b>SPECIAL DESIGN SIGNS (Layouts in Attachment A)</b>			
4.8.3.1	DO NOT ENTER WHEN FLOODED	24X30	BLACK / WHITE	\$
4.8.3.2	FLOOD AREA AHEAD	30X30	BLACK / YELLOW	\$
4.8.3.3	IMPASSIBLE DURING HIGH WATER	30X30	BLACK / YELLOW	\$
4.8.3.4	CAUTION	30X30	BLACK / ORANGE	\$
4.8.3.5	FRESH OIL LOOSE GRAVEL	30X30	BLACK / ORANGE	\$
4.8.3.6	BOONE COUNTY MAINTENANCE BEGINS	18X12	BLACK / WHITE	\$
4.8.3.7	BOONE COUNTY MAINTENANCE ENDS	18X12	BLACK / WHITE	\$
4.8.3.8	W1-1R WITH SIDE INTERSECTION	30X30	BLACK / YELLOW	\$
4.8.3.9	W1-1R WITH CORNER INTERSECTION	30X30	BLACK / YELLOW	\$
4.8.3.10	W1-1R WITH FORWARD INTERSECTION	30X30	BLACK / YELLOW	\$
4.8.3.11	W1-1L WITH SIDE INTERSECTION	30X30	BLACK / YELLOW	\$
4.8.3.12	W1-1L WITH CORNER INTERSECTION	30X30	BLACK / YELLOW	\$
4.8.3.13	W1-1L WITH FORWARD INTERSECTION	30X30	BLACK / YELLOW	\$
4.8.3.14	W20-4 SPECIAL	30X30	BLACK / YELLOW	\$
4.8.3.15	DNR PERMIT SIGN	18X24	BLACK / WHITE	\$
4.9	<b>CATEGORY B: FABRICATION MATERIALS</b>			
4.9.1	<b>SIGN FACING SHEETS</b>			
4.9.1.1	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	12 X 18		\$
4.9.1.2	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	12 X 36		\$
4.9.1.3	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	18 X 18		\$
4.9.1.4	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	18 X 24		\$
4.9.1.5	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	24" STOP		\$
4.9.1.6	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	24 X 30		\$
4.9.1.7	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	30" STOP		\$
4.9.1.8	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	30 X 30		\$
4.9.1.9	TWO COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	30 X 30		\$

4.9.1.10	THREE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	30 X 30		\$
4.9.1.11	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	36 X 36		\$
4.9.1.12	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	36" YEILD		\$
4.9.1.13	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	36" STOP		\$
4.9.2	<b>CUTTER/ PLOTTER MATERIALS</b>			
4.9.2.1	HIGH INTENSITY PRISMATIC SHEETING, PRESSURE SENSITIVE, ELCTRO CUT	24 IN X 50 YDS	3M 3930 SERIES OR EQUIV	\$
4.9.2.2	HIGH INTENSITY PRISMATIC SHEETING, PRESSURE SENSITIVE, ELCTRO CUT	30 IN X 50 YDS	3M 3930 SERIES OR EQUIV	\$
4.9.2.3	TRANSPARENT OVERLAY FILM, ELECTRO-CUT, PRESSURE SENSITIVE	24 IN X 50 YDS	3M 1170 SERIES OR EQUIV	\$
4.9.2.4	TRANSPARENT OVERLAY FILM, ELECTRO-CUT, PRESSURE SENSITIVE	30 IN X 50 YDS	3M 1170 SERIES OR EQUIV	\$
4.9.2.5	ANTI-GRAFFITI PROTECTIVE OVERLAY FILM, PRESSURE SENSITIVE	24 IN X 50 YDS	3M 1150 EQUIVILENT	\$
4.9.2.6	ANTI-GRAFFITI PROTECTIVE OVERLAY FILM, PRESSURE SENSITIVE	30 IN X 50 YDS	3M 1150 EQUIVILENT	\$
4.9.2.7	NON-REFLECTIVE VINYL, PRESSURE SENSITIVE, ELECTRO-CUT GRAFFIC FILM	24 IN X 50 YDS	3M 7725 SERIES EQUIVILENT	\$
4.9.2.8	TRANSFER TAPE, CLEAR, GRAFFIC APPLICATION FOR ELECTRO-CUT FILM	24 IN X 50 YDS	3M TPM5 ECF EQUIVILENT	\$
4.9.2.9	TRANSFER TAPE, CLEAR, GRAFFIC APPLICATION FOR ELECTRO-CUT FILM	30 IN X 50 YDS	3M TPM5 ECF EQUIVILENT	\$
4.9.3	<b>SIGN BLANKS</b>			
4.9.3.1	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	18 X 6, 0.080 ga		\$
4.9.3.2	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	18 X 9, 0.080 ga		\$
4.9.3.3	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	21 X 6, 0.080 ga		\$
4.9.3.4	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	24 X 6, 0.080 ga		\$
4.9.3.5	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	24 X 9, 0.080 ga		\$

4.9.3.6	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	27 X 6, 0.080 ga		\$
4.9.3.7	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	30 X 6, 0.080 ga		\$
4.9.3.8	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	30 X 9, 0.080 ga		\$
4.9.3.9	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	33 X 6, 0.100 ga		\$
4.9.3.10	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	36 X 6, 0.100 ga		\$
4.9.3.11	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	36 X 9, 0.100 ga		\$
4.9.3.12	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	36 X 12, 0.100 ga,		\$
4.9.3.13	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	42 X 6, 0.100 ga		\$
4.9.3.14	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	42 X 9, 0.100 ga		\$
4.9.3.15	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	42 X 12, 0.100 ga		\$
4.9.3.16	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	48 X 6, 0.100 ga		\$
4.9.3.17	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	48 X 9, 0.100 ga		\$
4.9.3.18	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	48 X 12, 0.100 ga		\$
4.9.3.19	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	54 X 9, 0.100 ga		\$
4.9.3.20	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	30 X 12, 0.080 ga		\$
4.9.3.21	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	36 X 12, 0.100 ga		\$
4.9.3.22	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	42 X 12, 0.100 ga		\$
4.9.3.23	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	48 X 12, 0.100 ga		\$



	CORNER RADIUS			
4.9.3.24	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	54 X 12, 0.100 ga		\$
4.9.3.25	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	60 X 12, 0.100 ga		\$
4.9.3.26	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	66 X 12, 0.100 ga		\$
4.9.3.27	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	72 X 12, 0.100 ga		\$
4.9.3.28	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	78 X 12, 0.100 ga		\$
4.9.3.29	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, TWO HOLES CENTERED, SIGN BLANK	36 X 24, 0.080 ga		\$
4.10.	<b>CATEGORY C: WORK ZONE SUPPLIES</b>			
4.10.1	<b>BARRICADES</b>			
4.10.1.1	TYPE II, DOUBLE SIDED, PLASTIC, 8" BOARD, 4" STRIPE, HIGH INTENSITY REFLECTIVITY	24" X 45"		\$
4.10.1.2	TYPE III, DOUBLE SIDED, PLASTIC, 8" BOARD, 6" STRIPE, HIGH INTENSITY REFLECTIVITY	8' X 5'		\$
4.10.1.3	BARRICADE LIGHT, LED, PHOTOELECTRIC			\$
4.10.1.4	BARRICADE TAPE, HI REFLECTIVITY, W/ 4" STRIPE	8" X 50YDS		\$
4.10.1.5	BARRICADE TAPE, HI REFLECTIVITY, W/ 6" STRIPE	8" X 50YDS		\$
4.10.1.6	TRAFFIC CONE, WEIGHTED, WITH TWO REFLECTIVE COLLARS	28 INCHES TALL		\$
4.10.1.7	REFLECTIVE CONE COLLAR	6"		\$
4.10.1.8	REFLECTIVE CONE COLLAR	4"		\$
4.10.2	<b>ROLL-UP COLLAPSIBLE SIGN, HIGH REFLECTIVE VINYL, WITH RIBS AND POCKETS</b>			
4.10.2.1	ONE COLOR MUTCD STANDARD	36X36		\$
4.10.2.2	FRESH OIL LOOSE GRAVEL	36X36		\$
				\$
4.10.3	<b>MISCELLANEOUS</b>			
4.10.3.1	WARNING FLAGS, MESH, W/ WOOD STAFF	24" X 24"		\$
4.10.3.2	STOP/SLOW PADDLE KITS, W/ 60" STAFF	18 x 18		\$
4.10.3.3	BARRIER TAPE, CAUTION, 3 MIL (min)	3" X 1000'		\$
4.11.	<b>CATEGORY D: MISC HARDWARE &amp; POSTS</b>			

4.11.1	<b>HARDWARE</b>		
4.11.1.1	BREAK-AWAY NUT, ALUM, NBA 5/16	PER 100	\$ 42.00
4.11.1.2	SIGN SAVER, ALUM, 3" min	PER 100	\$ 110.00
4.11.1.3	SET SCREW, KNURLED, 5/16", w/5/32 SOCKET	PER 100	\$ 6.00 - 10
4.11.1.4	FLAT STREET SIGN BRACKET FOR U-CHANNEL, 90 DEGREE	12" HOLDER	\$ 8.80
4.11.1.5	FLAT STREET SIGN BRACKET FOR U-CHANNEL, 90 DEGREE	5 1/2" HOLDER	\$ 2.91
4.11.1.6	FLAT STREET SIGN BRACKET FOR U-CHANNEL, 180 DEGREE	12" HOLDER	\$ 8.80
4.11.1.7	FLAT STREET SIGN BRACKET FOR U-CHANNEL, 180 DEGREE	5 1/2" HOLDER	\$ 2.91
4.11.1.8	FLAT STREET SIGN BRACKET FOR U-CHANNEL, CROSS	12" HOLDER	\$ 8.80
4.11.1.9	FLAT STREET SIGN BRACKET FOR U-CHANNEL, CROSS	5 1/2" HOLDER	\$ 2.91
4.11.2	<b>POSTS</b>		
4.11.2.1	U-CHANNEL, 2#/FT (MIN), 3/8 HOLE, 1" CENTER	8 FT	\$ 11.88
4.11.2.2	U-CHANNEL, 2#/FT (MIN), 3/8 HOLE, 1" CENTER	10 FT	\$ 14.36
4.11.2.3	U-CHANNEL, 2#/FT (MIN), 3/8 HOLE, 1" CENTER	12 FT	\$ 16.83
4.11.2.4	ROAD MARKER, WHITE, FLAT, 2-SIDED	3X 6X 62	\$ 14.75
4.11.2.5	CHANNELIZER, FLEXIBLE, BASE MOUNT, YELLOW, W/ 6" HI STRIP	36"	\$ 26.55
4.11.2.6	CHANNELIZER, FLEXIBLE, BASE MOUNT, WHITE, W/ 6" HI STRIP	48"	\$ 28.25

- 4.12. 5 % Increase 1<sup>st</sup> Renewal  
4.12.1. 5 % Increase 2<sup>nd</sup> Renewal  
4.12.2. 5 % Increase 3<sup>rd</sup> Renewal

4.13. **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.**

4.14. Today's Date: 11-16-12

4.15. 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

4.16. Please Describe Warranty: Standard

305.75

4.17. Please Describe On-Line Order Capability:

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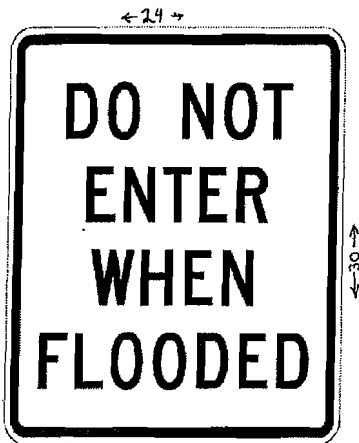
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4.18. Delivery ARO: 30 days

4.19. Authorized Representative (Sign By Hand): Neil Low

4.19.2. Type or Print Signed Name: Neil Low - Sales

ATTACHMENT A  
SPECIAL DESIGN SIGN LAYOUTS





**BOONE COUNTY, MISSOURI**  
**Request for Bid #: Request for Bid #: 55-21NOV12 – Regulatory Signs Term and Supply**

**ADDENDUM #1 - Issued November 8, 2012**

This addendum is issued in accordance with the Introduction and General Conditions of Bidding 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 Bidder'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:

The County received the following questions and are providing a response below:

- 1) **Question:** Regarding Items 4.10.1.3: What color lens will be needed?

**Response:** Amber

- 2) **Question:** Regarding Item 4.10.1.6: Will a black base be acceptable and what weight cone is needed? Wide or slim body?

**Response:** Black base is acceptable. 7-10 pound base is acceptable, please indicate which weight you are using on the response form. No slim body and no grabber.

- 3) **Question:** Regarding Item 4.10.2.1 & 4.10.2.2: Are hard or soft pockets needed?

**Response:** Hard pocket is needed, must be able to be used in Zephyr Stands.

- 4) **Question:** Regarding Item 4.10.3.2.: What composition do you want for Stop/Slow paddles (aluminum .040 gauge or plastic?) Do you want wood, plastic or conduit handle? What type of sheeting should be used on paddle?

**Response:** Paddle and handle composition can vary, please indicate which you are using on the response form. HIP sheeting is to be used for the paddle.

- 5) **Question:** Regarding Item 4.11.2.4.: Is road marker going to be placed in soil or does it need to have base for mounting to asphalt?

**Response:** Road marker will be installed in soil or sand pocket with concrete poured for stabilization.

- 6) **Question:** Regarding 4.8.2.: Can you clarify what grade of sheeting is required for Yellow/Green Fluorescent School Signs?

**Response:** 3M 3930 series or equivalent sheeting and reflective lettering is requested. If sheeting is only available in a "Diamond Grade" product (3M 3990 or equivalent,) then indicate such on the response form.

By: Amy Robbins  
Amy Robbins, Senior Buyer

OFFEROR has examined copy of Addendum #1 to Request for Bid # 55-21NOV12 – Regulatory Signs Term and Supply receipt of which is hereby acknowledged:

Company Name: MOSolutions  
Address: 8225 Estates Pkwy  
Plain City, OH 43064  
Phone Number: 866-637-6588 Fax Number: 614-873-2220  
E-mail address: Neil @ md-signs.com  
Authorized Representative Signature: Neil Date: 11-16-11  
Authorized Representative Printed Name: Neil Louy



**BOONE COUNTY, MISSOURI**  
**Request for Bid #: Request for Bid #: 55-21NOV12 – Regulatory Signs Term and Supply**

**ADDENDUM #2 - Issued November 15, 2012**

This addendum is issued in accordance with the Introduction and General Conditions of Bidding 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 Bidder'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) Bid Submission Deadline:**

The bid submission deadline shall be extended to **1:30 P.M. C.T., Wednesday, November 28, 2012.**

**2) Question(s):**

The County received the following question and is providing a response below:

**Question:** Approximately how many posts do you order at a time?

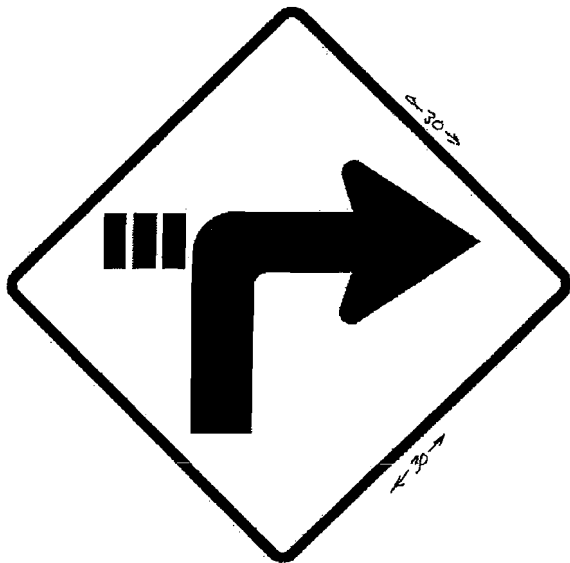
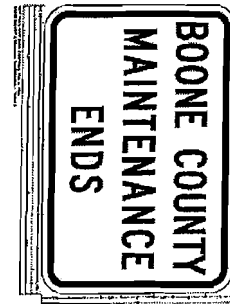
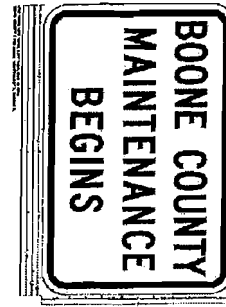
**Response:** The County will generally order posts in quantities of 50. The total amount of posts ordered at any one time is dependent on County requirements at the time.

By: *Amy Robbins*  
Amy Robbins, Senior Buyer

OFFEROR has examined copy of Addendum #2 to Request for Bid # 55-21NOV12 – Regulatory Signs Term and Supply receipt of which is hereby acknowledged:

Company Name: MDSolutions  
Address: 8225 Estates Pkwy  
Plain City, OH 43067  
Phone Number: 866-637-6588 Fax Number: 614-873-2220  
E-mail address: Neil E@md-sisns.com  
Authorized Representative Signature: *Neil Louy* Date: 11-16-12  
Authorized Representative Printed Name: Neil Louy

ATTACHMENT A  
SPECIAL DESIGN SIGN LAYOUTS



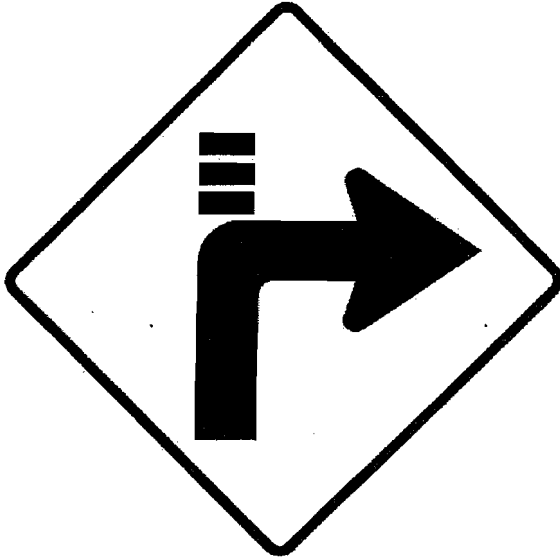
W1-1RS



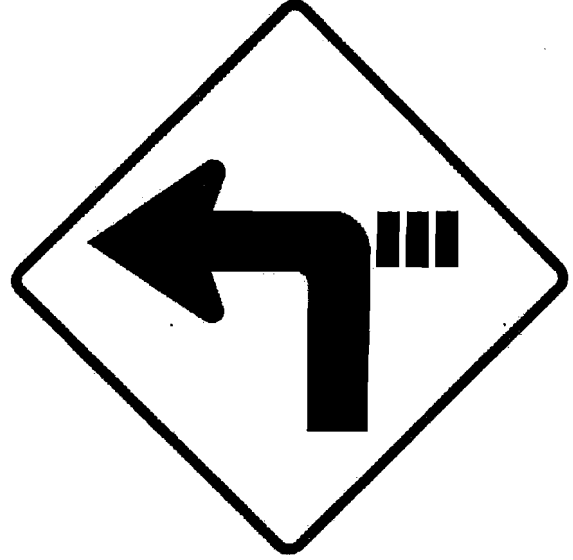
W1-1RC



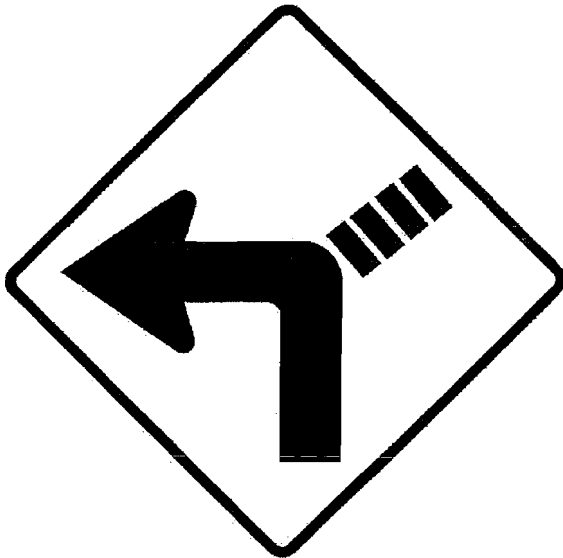
ATTACHMENT A  
SPECIAL DESIGN SIGN LAYOUTS



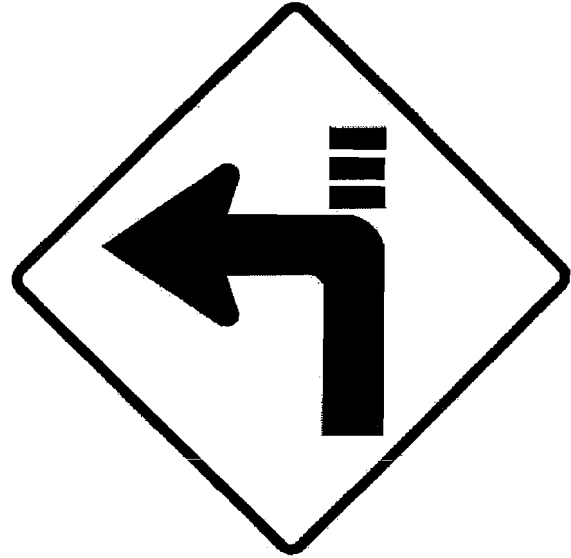
WI-RF



WI-L S



WI-L C



WI-L F

ATTACHMENT A  
SPECIAL DESIGN SIGN LAYOUTS



W 20-4 SPEC



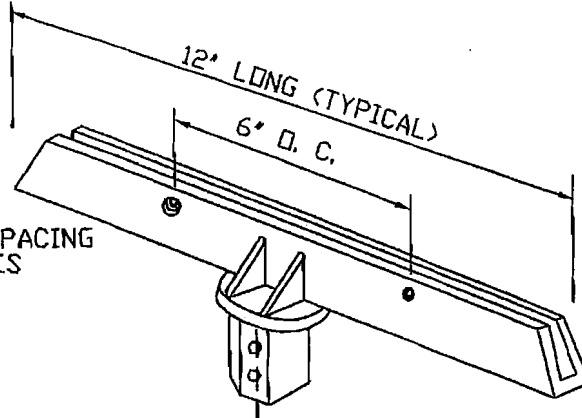
DNR PERMIT

**ATTACHMENT B  
BRACKETS**

(Please note that the example shown here is one of two different sizes used by Boone County. See section 2.8.6.)

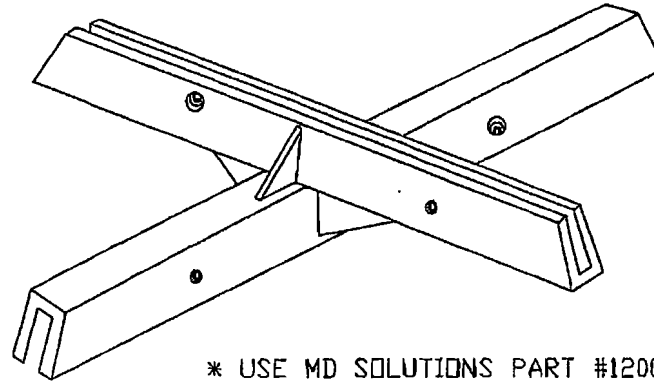
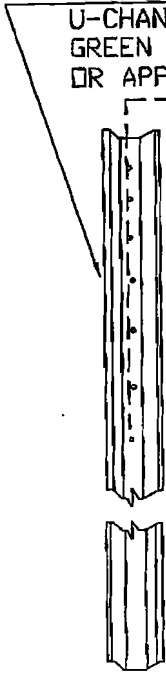
**NOTE:**

DIMENSIONS AND BOLT SPACING  
TYPICAL FOR BOTH TYPES



MOUNT TO 12' LONG  
U-CHANNEL  
GREEN SIGN POST  
OR APPROVED EQUAL

- \* USE MD SOLUTIONS PART #120UCF090 (90 DEGREES)
- \* USE MD SOLUTIONS PART #120UCF180 (180 DEGREES AS SHOWN)  
OR APPROVED EQUAL



- \* USE MD SOLUTIONS PART #120CPF090  
OR APPROVED EQUAL

WORK AUTHORIZATION CERTIFICATION  
PURSUANT TO 285.530 RSMo  
(FOR ALL AGREEMENTS IN EXCESS OF \$5,000.00)

County of Union )  
State of Ohio )ss  
 )

My name is Neil Louy. I am an authorized agent of MOSolutions

\_\_\_\_\_ (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 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.

Neil Louy 11-16-12  
Affiant Date  
Neil Louy  
Printed Name

Subscribed and sworn to before me this 16<sup>th</sup> day of November 2012.

Notary Public  
**CHERIE L. WALKER**  
**NOTARY PUBLIC • STATE OF OHIO**  
My commission expires June 7, 2016

Attach to this form the *E-Verify Memorandum of Understanding* (or the first and last page) that you completed when enrolling that verifies proof of enrollment.

N/A

**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

N/A

**AFFIDAVIT**

**(Only Required for Individual Bidder Certification Option #2)**

State of Missouri )  
 )SS.  
County of \_\_\_\_\_ )

I, the undersigned, being at least eighteen years of age, swear upon my oath that I am either a United States citizen or am classified by the United States government as being lawfully admitted for permanent residence.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Social Security Number  
or Other Federal I.D. Number

\_\_\_\_\_  
Printed Name

On the date above written \_\_\_\_\_ appeared before me and swore that the facts contained in the foregoing affidavit are true according to his/her best knowledge, information and belief.

\_\_\_\_\_  
Notary Public

My Commission Expires:

(Please complete and return with Contract)

Certification Regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

*Neil Louy - Sales*

\_\_\_\_\_  
Name and Title of Authorized Representative

*Neil Louy*

\_\_\_\_\_  
Signature

*11-16-12*

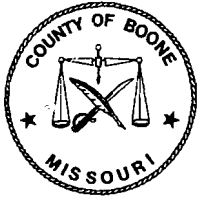
\_\_\_\_\_  
Date

## STANDARD TERMS AND CONDITIONS - BOONE COUNTY, MISSOURI

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.
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 Purchasing**  
613 E. Ash Street, Room 109  
Columbia, MO 65201

## ***Request for Bid (RFB)***

***Amy Robbins, Senior Buyer***  
(573) 886-4392 – Fax: (573) 886-4390  
Email: arobbins@boonecountymo.org

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### ***Bid Data***

Bid Number: **55-21NOV12**  
Commodity Title: **Regulatory Signs Term & Supply**

### **DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT**

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### ***Bid Submission Address and Deadline***

Day / Date: **Wednesday, November 21, 2012**  
Time: **1:30 P.M. (Bids received after this time will be returned unopened)**  
Location / Mail Address: **Boone County Purchasing Department  
Boone County Annex Building  
613 E. Ash Street, Room 109  
Columbia, MO 65201**  
Directions: **The Purchasing office is located on the Southeast corner at 7<sup>th</sup> Street and Ash Street. Enter the building from the South side. Wheel chair accessible entrance is available.**

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### ***Bid Opening***

Day / Date: **Wednesday, November 21, 2012**  
Time: **1:30 P.M. C.T.**  
Location / Address: **Boone County Annex Building  
613 E. Ash Street  
Columbia, MO 65201**

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### ***Bid Contents***

- 1.0: **Introduction and General Conditions of Bidding**
- 2.0: **Primary Specifications**
- 3.0: **Response Presentation and Review**
- 4.0: **Response Form**
  - Attachment A – Special Design Sign Layouts**
  - Attachment B - Brackets**
  - Work Authorization Certification**
  - Debarment Certification**
  - 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. A "Request for Bid" is used when the need is well defined. A "Request for Proposal" is used when the County will consider solutions, which may vary significantly from each other or from the County's initial expectations.
  - 1.2.4. **Response** - The written, sealed document submitted according to the Bid instructions.
- 1.3. **BID CLARIFICATION** - Questions regarding this Bid should be directed in writing, by e-mail or fax, to the Purchasing Department. Answers, citing the question asked but not identifying the questioner, will be distributed simultaneously to all known prospective Bidders in the form of an addendum. Please check for any addenda 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 Amendment** - If it becomes evident that this Bid must be amended, the Purchasing Department will issue a formal written Amendment to all known prospective Bidders. If necessary, a new due date will be established.
- 1.4. **AWARD** - Award will be made to the Bidder(s) whose offer(s) provide the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, lifecycle cost, ability to deliver, or for any other reason deemed by Purchasing to be in the best interest of the County. Thus, the result will not be determined by price alone. The County will be seeking the least costly outcome that meets the County needs as interpreted by the County. The County reserves the right to 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 County also reserves the right to not award any item or group of items if the services can be obtained from cooperative MMPPC or other governmental entities' contracts under more favorable terms.
- 1.5. **CONTRACT EXECUTION** - This Bid and the Contractor's Response will be made part of any resultant Contract and will be incorporated in the Contract as set forth, verbatim.

- 1.5.1. **Precedence** - In the event of contradictions or conflicts between the provisions of the documents comprising this Contract, they will be resolved by giving precedence in the following order:
- 1) the provisions of the Contract (as it may be amended);
  - 2) the provisions of the Bid;
  - 3) the provisions of the Bidder's Response.
- 1.6. **CONTRACT PERIOD** – Any Term and Supply Contract resulting from this Bid will have an initial term from **January 1, 2013 through December 31, 2013** and may be automatically renewed for **up to an additional three (3) one-year periods** unless canceled by the Purchasing Director in writing prior to a renewal term.
- 1.7. **COMPLIANCE WITH STANDARD TERMS AND CONDITIONS** - Bidder agrees to be bound by the County's standard "boilerplate" terms and conditions for Contracts, a sample of which is attached to this Bid.

**2. Primary Specifications**

- 2.1. **ITEMS TO BE PROVIDED** – For a Term and Supply contract for the Furnishing and Delivery of **Regulatory Traffic Signs, Barricades and Sign Posts** as detailed in the Response Form, Section 4 of this Request for Bid.
- 2.2. The unit prices identified on the Response Form shall remain fixed for the identified original contract period. If the County exercises the option for renewal, the contractor shall agree that the prices for the items listed on the Response Form shall not increase by more than the maximum percent proposed on the Response Form.
  - 2.2.1. If renewal percentages are not provided, then prices during any renewal period shall be the same as during the original contract period.
- 2.3. **CONTRACT EXTENSION** – The County Purchasing Director may exercise the option to extend the contract on a month-to-month basis for a maximum of six (6) months from the date of termination if it is deemed to be in the best interest of Boone County.
- 2.4. **CONTRACT DOCUMENTS** - The successful bidder(s) shall be obligated to enter into a written contract with the County within 30 days of award on contract forms provided by the County. If bidders desire to contract under their own written agreement, any such proposed agreement shall be submitted in blank with their bid. County reserves the right to modify any proposed form agreement or withdraw its award to a successful bidder if any proposed agreement contains terms and conditions inconsistent with its bid or are unacceptable to county legal counsel.
- 2.5. **QUANTITY** – Orders will be made on an “as needed basis.” Quantities are estimated based on past usage for a 12-month period. The County reserves the right to increase or decrease quantities as requirements dictate.
  - 2.5.1. Boone County uses approximately 2,000 various signs, barricades, and sign posts each year. This figure is given not to guarantee a purchase amount, but so that bidders can have a reasonable assumption about the amount of signs that are likely to be purchased.
- 2.6. **SAMPLES** - Boone County reserves the right to request samples after bids are opened and before the award is made. When samples are called for, they must be furnished free of expense and if not destroyed in testing will, upon request, be returned at the bidder’s expense. A request for the return of samples must be made within ten days following opening bids. Each individual sample must be labeled with the bidder’s name and manufacturer’s brand name and number.
- 2.7. **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 order quantities or total prices.
- 2.8. **MINIMUM TECHNICAL SPECIFICATIONS** - All signs and materials for this bid are required to meet the Manual on Uniform Traffic Control Devices (MUTCD) standards and specifications. Upon request by Boone County, Bidder shall supply Test Reports to the Boone County Public Works Department, Operations Division.
  - 2.8.1. **Traffic Signs:** All traffic signs shall be constructed from sheet aluminum .080” min gauge w/3/8” holes, with 3M 3930 series or equivalent sheeting and reflective lettering. Traffic signs in section 4.8.1 and 4.8.2 will be ordered utilizing MUTCD sign designations from MUTCD sign tables. MUTCD sign sizes utilized by Boone County are supplied in Section 4.8.1 used to assist in the proper identification for pricing. Design layouts for traffic signs in section 4.8.3 are provided in Attachment A.
  - 2.8.2. All lettering and backing materials for section 4.9.on the Response Page must be equal to that of 3M 3930 Series of the High Intensity Prismatic or equal produced by the 3M Company. All sheeting sign faces, and films must be pressure sensitive for application.
  - 2.8.3. **Sign Blanks: Sheeting material for sign blanks** must be equal to that of 3M 3930 Series of the High Intensity Prismatic or equal produced by the 3M Company. Required gauge for the aluminum sign blanks varies by size and is indicated in section 4.9.3.
  - 2.8.4. **Barricades:** All Type II barricades shall be constructed of a heavy-duty, durable polyethylene material and of the fold-up design for easy storage and stacking. All Type III barricades shall be

- constructed of heavy-duty, durable polyethylene materials that are 8" wide x 8' in length; includes bolt-on galvanized mounting stands. All barricades shall be doubled-sided, 3M 3930 Series of the High Intensity Prismatic or equal markings to direct traffic either right or left of barricades.
- 2.8.5. **Traffic Cones:** All traffic cones shall be bright orange in color, 28" in height, with a 6" 3M 3930 Series of the High Intensity Prismatic or equal reflective collar at top and just below a 4" collar; weighted base.
- 2.8.6. **Brackets:** The contractor must provide brackets in accordance with the drawings and specifications on Attachment B, included herein as well as described herein. The County uses two sizes, one being 12" long as shown in Attachment B and the other being 5 1/2" long.
- 2.8.7. **U-Channel Post Material and Finish:** Steel U-Channel Posts shall conform to the standard specification for hot rolled carbon steel, structural quality, ASTM designation A570, Grade 50. Yield strength after cold-forming shall be 60,000 psi minimum. Finish shall be baked green enamel paint. Holes will be 3/8 inch with one inch spacing. 2pound / foot weight.
- 2.8.8. **Length Tolerance:** The length of each post shall have a permissible length tolerance of + or - 1/4".
- 2.9. **DEVIATION(S)** - It is the bidder's responsibility to submit a bid that meets all mandatory specifications stated within. The bidder must compare their product bid with the required listed minimum specifications and identify any deviations along with the specific section deviated from. Failure to properly identify deviations may render the bidder's proposal non-responsive and not capable of consideration for award.
- 2.10. **DELIVERY** - Delivery shall be to the Boone County Public Works Department, Maintenance Operations Division. All deliveries shall be made FOB Destination with freight charges fully included and prepaid. The seller pays and bears the freight charges. All orders shall be delivered within 30 days after receipt of an order.
- 2.11. **DESIGNEE** - Boone County Public Works Department, 5551 Highway 63 South, Columbia, Missouri 65201. Telephone: (573) 449-8515.
- 2.12. **BID CLARIFICATION** - Any questions or clarifications concerning bid documents should be addressed to Amy Robbins, Senior Buyer, 613 E. Ash Street, Room 109, Columbia, Missouri 65201. Telephone (573) 886-4392 Fax (573) 886-4390, E-mail: arobbins@boonecountymo.org.
- 2.13. **BILLING AND PAYMENT** - Payment will be made within 30 days from receipt of a correct Monthly Statement. Invoices and Monthly Statement to be mailed to the Designee.
- 2.14. **DESCRIPTIVE LITERATURE** - Bidders proposing to furnish items other than specified must submit complete descriptive literature with bid. Bids received without descriptive literature are subject to rejection.
- 2.15. **METHOD OF ORDERING** - Orders will be requested via telephone, fax or on-line. The Contractor shall be required to confirm receipt of each request.
- 2.16. **EQUAL** - Items quoted to be as indicated or approved equal where equivalency is allowed in specifications.

**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** - We will evaluate submitted responses in relation to all aspects of this Bid.
- 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.
- 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.
- 3.5.5. 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.

### Search Results

**Current Search Terms: MD solutions\* Inc.\***

Your search for "MD Solutions\* Inc.\*" returned the following results...

Entity	<b>MD TECHNOLOGY SOLUTIONS INC.</b>	Status: <b>Active</b> <input type="checkbox"/>
<b>DUNS: 013086955</b>	<b>CAGE Code: 55KT4</b>	<input type="button" value="View Details"/>
<b>Has Active Exclusion?: No</b>	<b>DoDAAC:</b>	
<b>Address: 25057 IMPALA CT</b>		
<b>City: CHANTILLY</b>	<b>State/Province: VIRGINIA</b>	
<b>ZIP Code: 20152-5906</b>	<b>Country: UNITED STATES</b>	
<b>Delinquent Federal Debt? No</b>		

Entity	<b>MD SOLUTIONS GROUP INC</b>	Status: <b>Active</b> <input type="checkbox"/>
<b>DUNS: 078317986</b>	<b>CAGE Code: 6MG34</b>	<input type="button" value="View Details"/>
<b>Has Active Exclusion?: No</b>	<b>DoDAAC:</b>	
<b>Address: 1139 W BROMPTONDR</b>		
<b>City: PEARLAND</b>	<b>State/Province: TEXAS</b>	
<b>ZIP Code: 77584-2203</b>	<b>Country: UNITED STATES</b>	
<b>Delinquent Federal Debt? No</b>		

Entity	<b>SOFTWARE SOLUTIONS MD INC</b>	Status: <b>Active</b> <input type="checkbox"/>
<b>DUNS: 948764410</b>	<b>CAGE Code: 1WKR8</b>	<input type="button" value="View Details"/>
<b>Has Active Exclusion?: No</b>	<b>DoDAAC:</b>	
<b>Address: 9103 HELAINE HAMLET WAY</b>		
<b>City: COLUMBIA</b>	<b>State/Province: MARYLAND</b>	
<b>ZIP Code: 21045-4057</b>	<b>Country: UNITED STATES</b>	
<b>Delinquent Federal Debt? No</b>		

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





**PURCHASE AGREEMENT  
FOR  
Regulatory Signs Term and Supply**

**THIS AGREEMENT** dated the 10<sup>th</sup> day of JAN 2013 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **MTS Safety Products**, 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 **Regulatory Signs Term and Supply**, County of Boone Request for Bid number **55-21NOV12** dated **November 05, 2012**, Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, the un-executed Response Form, References Sheet, Work Authorization Certification, Debarment Form, Standard Terms and Conditions, any applicable addenda, as well as the Contractor's bid response signed by **Sabrina Harden**. All such documents shall constitute the contract documents, which are attached hereto and incorporated herein by reference. Service or product data, specification and literature submitted with bid response may be permanently maintained in the County Purchasing Office bid file for this bid if not attached. In the event of conflict between any of the foregoing documents, this Purchase Agreement, the Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, the un-executed Response Form, Standard Terms and Conditions, and any applicable addenda shall prevail and control over the Contractor's bid response.

**2. Contract Duration** - This agreement shall commence on **January 01, 2013** and extend through **December 31, 2013** subject to the provisions for termination specified below. This agreement may be extended beyond the expiration date by the order of the County for **three (3) additional one (1) year periods** subject to the pricing clauses in the contractor's RFB response and thereafter on a month to month basis in the event the County is unable to re-bid and/or award a new contract prior to the expiration date after exercising diligent efforts to do so or not.

**3. Purchase** - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County all items per the bid specifications in section **4.10.3.3** of the Response Form, and in conformity with the contract documents for the prices set forth in the Contractor's bid response, as needed and as ordered by the County.

<b>55-21NOV12 - Regulatory Signs Term &amp; Supply Bid Tabulation</b>		<b>SIZE</b>	<b>MTS Safety Products</b>
<b>4.10.3.3</b>	<b>BARRIER TAPE, CAUTION, 3 MIL (min)</b>	<b>3"X 1000'</b>	<b>\$8.62</b>

**4. Billing and Payment** - All billing shall be invoiced to the Boone County Public Works Department. Billings may only include the prices listed in the Contractor's bid response. No additional fees or extra services not included in the bid response or taxes shall be included as additional charges in excess of the charges in the Contractor's bid response to the specifications. The County agrees to pay all correct monthly 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 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.

**MTS SAFETY PRODUCTS**

**BOONE COUNTY, MISSOURI**

by Stephanie Holder  
 title General Manager  
 address P.O. Box 204  
Golden, MS 38847

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

APPROVED AS TO FORM:

ATTEST:

[Signature]  
 County Counselor

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

**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 by *ajd*

1/2/13  
 Date

2040 / 26600, 26500 Term/Supply  
No Encumbrance Required  
 Appropriation Account

4. Response Form

- 4.1. Company Name: MTS Safety Products
- 4.2. Address: 150 Second ST
- 4.3. City/Zip: Belmont, MS 38827
- 4.4. Phone Number: 800-647-8168 EXT-3117
- 4.5. Fax Number: 800-329-9687
- 4.6. E-Mail Address: Sabrina@mts-safety.com
- 4.7. Federal Tax ID: 64-0611460
- 4.7.1.  Corporation  
 Partnership - Name \_\_\_\_\_  
 Individual/Proprietorship - Individual Name \_\_\_\_\_  
 Other (Specify) \_\_\_\_\_

4.8.1	REGULATORY, WARNING AND TEMPORARY TRAFFIC CONTROL SIGNS	SIZE	DISCRIPTION	PRICE EACH
4.8.1.1	STOP	36X36	R1-1 N-R11-FHS	\$ 73 <sup>52</sup>
4.8.1.2	STOP	30X30	R1-1 N-R11-EIS	\$ 41 <sup>81</sup>
4.8.1.3	YEILD	36X36X36	R1-2 N-R12-FHS	\$ 41 <sup>53</sup>
4.8.1.4	YEILD	48x48X48	R1-2	\$ 137 <sup>93</sup>
4.8.1.5	ONE COLOR MUTCD STANDARD	6X12		\$ 8 <sup>17</sup>
4.8.1.6	ONE COLOR MUTCD STANDARD	12X36		\$ 29 <sup>67</sup>
4.8.1.7	ONE COLOR MUTCD DOUBLE FACED	12X36		\$ 29 <sup>67</sup>
4.8.1.8	ALL WAY	18X6	N-R14-YES	\$ 8 <sup>02</sup>
4.8.1.9	ONE COLOR MUTCD STANDARD	18X18		\$ 23 <sup>19</sup>
4.8.1.10	ONE COLOR MUTCD STANDARD	18X24	N-51824-HI	\$ 22 <sup>12</sup>
4.8.1.11	ONE COLOR MUTCD DOUBLE FACED	18X24	N-A18R2-BHS	\$ 25 <sup>90</sup>
4.8.1.12	ONE COLOR MUTCD STANDARD	24X12		\$ 21 <sup>02</sup>
4.8.1.13	ONE COLOR MUTCD STANDARD	24X18		\$ 28 <sup>28</sup>
4.8.1.14	ONE COLOR MUTCD STANDARD	24X24	N-52424HI-IS	\$ 43 <sup>12</sup>
4.8.1.15	ONE COLOR MUTCD STANDARD	24X30		\$ 47 <sup>02</sup>
4.8.1.16	ONE COLOR MUTCD DOUBLE FACED	24X30		\$ 47 <sup>02</sup>
4.8.1.17	ONE COLOR MUTCD STANDARD	30X24		\$ 47 <sup>02</sup>
4.8.1.18	ONE COLOR MUTCD STANDARD	30X30	N-53030HI-CUS	\$ 48 <sup>64</sup>
4.8.1.19	TWO COLOR MUTCD STANDARD	30X30	N-53030HI-CUS	\$ 48 <sup>64</sup>
4.8.1.20	THREE COLOR MUTCD STANDARD	30X30	N-53030HI-AUS	\$ 48 <sup>64</sup>
4.8.1.21	ONE COLOR MUTCD STANDARD	30 DIA		\$ 56 <sup>95</sup>
4.8.1.22	ONE COLOR MUTCD STANDARD	30X36		\$ 60 <sup>00</sup>
4.8.1.23	ONE COLOR MUTCD STANDARD	36X8		\$
4.8.1.24	ONE COLOR MUTCD STANDARD	36X12		\$ 29 <sup>67</sup>
4.8.1.25	ONE COLOR MUTCD STANDARD	36X24	N-53624-HI-CUS	\$ 49 <sup>05</sup>
4.8.1.26	ONE COLOR MUTCD STANDARD	36X36		\$ 82 <sup>46</sup>
4.8.1.27	ONE COLOR MUTCD STANDARD	36 DIA		\$

1099

12/12

48.1.28	ONE COLOR MUTCD STANDARD	48X30		\$ 91.00
48.1.29	ONE COLOR MUTCD STANDARD	60X30		\$ 114.33
48.2	YELLOW/GREEN FLUORESCENT SCHOOL			
48.2.1	SCHOOL CROSSING	30X30	S1-1	\$ 76.91
48.2.2	SCHOOL CROSSING	36X36	S1-1	\$ 82.26
48.2.3	AHEAD OR ARROWS	24X12	W16 SERIES	\$
48.2.4	SCHOOL BUS STOP AHEAD	30X30	S3-1-N-S31-EDS	\$ 76.91
48.2.5	SCHOOL BUS TURN AROUND AHEAD	30X30	S3-2	\$ 76.91
48.2.6	SCHOOL SPEED ZONE AHEAD	30X30	S4-5	\$ 76.91
48.3	SPECIAL DESIGN SIGNS (Layouts in Attachment A)			
48.3.1	DO NOT ENTER WHEN FLOODED	24X30	BLACK / WHITE	\$ 50.36
48.3.2	FLOOD AREA AHEAD	30X30	BLACK / YELLOW	\$ 48.64
48.3.3	IMPASSIBLE DURING HIGH WATER	30X30	BLACK / YELLOW	\$ 48.64
48.3.4	CAUTION	30X30	BLACK / ORANGE	\$ 48.64
48.3.5	FRESH OIL LOOSE GRAVEL	30X30	BLACK / ORANGE	\$ 48.64
48.3.6	BOONE COUNTY MAINTENANCE BEGINS	18X12	BLACK / WHITE	\$ 18.00
48.3.7	BOONE COUNTY MAINTENANCE ENDS	18X12	BLACK / WHITE	\$ 18.00
48.3.8	W1-IR WITH SIDE INTERSECTION	30X30	BLACK / YELLOW	\$ 48.64
48.3.9	W1-IR WITH CORNER INTERSECTION	30X30	BLACK / YELLOW	\$ 48.64
48.3.10	W1-IR WITH FORWARD INTERSECTION	30X30	BLACK / YELLOW	\$ 48.64
48.3.11	W1-IL WITH SIDE INTERSECTION	30X30	BLACK / YELLOW	\$ 48.64
48.3.12	W1-IL WITH CORNER INTERSECTION	30X30	BLACK / YELLOW	\$ 48.64
48.3.13	W1-IL WITH FORWARD INTERSECTION	30X30	BLACK / YELLOW	\$ 48.64
48.3.14	W20-4 SPECIAL	30X30	BLACK / YELLOW	\$ 48.64
48.3.15	DNR PERMIT SIGN	18X24	BLACK / WHITE	\$
4.9	CATEGORY B: FABRICATION MATERIALS			
4.9.1	SIGN FACING SHEETS			
4.9.1.1	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	12 X 18		\$
4.9.1.2	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	12 X 36		\$
4.9.1.3	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	18 X 18		\$
4.9.1.4	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	18 X 24		\$
4.9.1.5	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	24" STOP		\$
4.9.1.6	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	24 X 30		\$
4.9.1.7	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	30" STOP		\$
4.9.1.8	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	30 X 30		\$
4.9.1.9	TWO COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	30 X 30		\$

4.9.1.10	THREE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	30 X 30		\$ 6295
4.9.1.11	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	36 X 36		\$ 8226
4.9.1.12	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	36" YEILD		\$ 4319
4.9.1.13	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	36" STOP		\$ 7409
4.9.2	<b>CUTTER/ PLOTTER MATERIALS</b>			
4.9.2.1	HIGH INTENSITY PRISMATIC SHEETING, PRESSURE SENSITIVE, ELCTRO CUT	24 IN X 50 YDS	3M 3930 SERIES OR EQUIV	\$
4.9.2.2	HIGH INTENSITY PRISMATIC SHEETING, PRESSURE SENSITIVE, ELCTRO CUT	30 IN X 50 YDS	3M 3930 SERIES OR EQUIV	\$ 1,433 <sup>19</sup>
4.9.2.3	TRANSPARENT OVERLAY FILM, ELECTRO-CUT, PRESSURE SENSITIVE	24 IN X 50 YDS	3M 1170 SERIES OR EQUIV	\$ 755 <sup>95</sup>
4.9.2.4	TRANSPARENT OVERLAY FILM, ELECTRO-CUT, PRESSURE SENSITIVE	30 IN X 50 YDS	3M 1170 SERIES OR EQUIV	\$ 945 <sup>00</sup>
4.9.2.5	ANTI-GRAFFITI PROTECTIVE OVERLAY FILM, PRESSURE SENSITIVE	24 IN X 50 YDS	3M 1150 EQUIVILENT	\$ 853 <sup>85</sup>
4.9.2.6	ANTI-GRAFFITI PROTECTIVE OVERLAY FILM, PRESSURE SENSITIVE	30 IN X 50 YDS	3M 1150 EQUIVILENT	\$ 956 <sup>90</sup>
4.9.2.7	NON-REFLECTIVE VINYL, PRESSURE SENSITIVE, ELECTRO-CUT GRAFIC FILM	24 IN X 50 YDS	3M 7725 SERIES EQUIVILENT	\$ 599 <sup>31</sup>
4.9.2.8	TRANSFER TAPE, CLEAR, GRAFFIC APPLICATION FOR ELECTRO-CUT FILM	24 IN X 50 YDS	3M TPM5 ECF EQUIVILENT	\$
4.9.2.9	TRANSFER TAPE, CLEAR, GRAFFIC APPLICATION FOR ELECTRO-CUT FILM	30 IN X 50 YDS	3M TPM5 ECF EQUIVILENT	\$
4.9.3	<b>SIGN BLANKS</b>			
4.9.3.1	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	18 X 6, 0.080 ga		\$ 1328
4.9.3.2	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	18 X 9, 0.080 ga		\$ 1728
4.9.3.3	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	21 X 6, 0.080 ga		\$ 1528
4.9.3.4	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	24 X 6, 0.080 ga		\$ 1628
4.9.3.5	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	24 X 9, 0.080 ga		\$ 2379

5874

4.9.3.6	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	27 X 6, 0.080 ga		\$ 1940
4.9.3.7	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	30 X 6, 0.080 ga	N-53006-HI	\$ 1943
4.9.3.8	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	30 X 9, 0.080 ga		\$ 2879
4.9.3.9	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	33 X 6, 0.100 ga		\$ 2100
4.9.3.10	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	36 X 6, 0.100 ga		\$ 2293
4.9.3.11	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	36 X 9, 0.100 ga		\$ 3644
4.9.3.12	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	36 X 12, 0.100 ga,		\$ 4000
4.9.3.13	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	42 X 6, 0.100 ga		\$ 4900
4.9.3.14	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	42 X 9, 0.100 ga		\$ 4325
4.9.3.15	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	42 X 12, 0.100 ga		\$ 5000
4.9.3.16	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	48 X 6, 0.100 ga		\$
4.9.3.17	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	48 X 9, 0.100 ga		\$
4.9.3.18	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	48 X 12, 0.100 ga		\$ 5000
4.9.3.19	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	54 X 9, 0.100 ga		\$
4.9.3.20	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	30 X 12, 0.080 ga		\$ 3300
4.9.3.21	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	36 X 12, 0.100 ga		\$ 3621
4.9.3.22	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	42 X 12, 0.100 ga		\$
4.9.3.23	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	48 X 12, 0.100 ga		\$

	CORNER RADIUS			
4.9.3.24	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	54 X 12, 0.100 ga		\$
4.9.3.25	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	60 X 12, 0.100 ga		\$
4.9.3.26	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	66 X 12, 0.100 ga		\$
4.9.3.27	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	72 X 12, 0.100 ga		\$
4.9.3.28	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	78 X 12, 0.100 ga		\$
4.9.3.29	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, TWO HOLES CENTERED, SIGN BLANK	36 X 24, 0.080 ga	N-53624-HI-CUS	\$ 4905
4.10.	<b>CATEGORY C: WORK ZONE SUPPLIES</b>			
4.10.1	<b>BARRICADES</b>			
4.10.1.1	TYPE II, DOUBLE SIDED, PLASTIC, 8" BOARD, 4" STRIPE, HIGH INTENSITY REFLECTIVITY	24" X 45"		\$
4.10.1.2	TYPE III, DOUBLE SIDED, PLASTIC, 8" BOARD, 6" STRIPE, HIGH INTENSITY REFLECTIVITY	8' X 5'		\$
4.10.1.3	BARRICADE LIGHT, LED, PHOTOELECTRIC			\$
4.10.1.4	BARRICADE TAPE, HI REFLECTIVITY, W/ 4" STRIPE	8" X 50YDS		\$ 29621
4.10.1.5	BARRICADE TAPE, HI REFLECTIVITY, W/ 6" STRIPE	8" X 50YDS		\$ 29621
4.10.1.6	TRAFFIC CONE, WEIGHTED, WITH TWO REFLECTIVE COLLARS	28 INCHES TALL	O-JR28TC-0	\$ 1813
4.10.1.7	REFLECTIVE CONE COLLAR	6"	G10-1554-006	\$
4.10.1.8	REFLECTIVE CONE COLLAR	4"	G47-1554-004EA	\$
4.10.2	<b>ROLL-UP COLLAPSIBLE SIGN, HIGH REFLECTIVE VINYL, WITH RIBS AND POCKETS</b>			
4.10.2.1	ONE COLOR MUTCD STANDARD	36X36	N-999-36R	\$ 6897
4.10.2.2	FRESH OIL LOOSE GRAVEL	36X36	N-999-36R	\$ 6897
				\$
4.10.3	<b>MISCELLANEOUS</b>			
4.10.3.1	WARNING FLAGS, MESH, W/ WOOD STAFF	24" X 24"	J-VMF2436	\$
4.10.3.2	STOP/SLOW PADDLE KITS, W/ 60" STAFF	18 x 18	O-60PVC O-SLAH18	\$ 3074
4.10.3.3	BARRIER TAPE, CAUTION, 3 MIL (min)	3" X 1000'	M-CAUTION	\$ 862
4.11.	<b>CATEGORY D: MISC HARDWARE &amp; POSTS</b>			

52x

4.11.1	<b>HARDWARE</b>			
4.11.1.1	BREAK-AWAY NUT, ALUM, NBA 5/16	PER 100		\$
4.11.1.2	SIGN SAVER, ALUM, 3"min	PER 100	1.03 per nut	\$ 103.00
4.11.1.3	SET SCREW, KNURLED, 5/16", w/5/32 SOCKET	PER 100		\$
4.11.1.4	FLAT STREET SIGN BRACKET FOR U-CHANNEL, 90 DEGREE	12" HOLDER		\$ 1639
4.11.1.5	FLAT STREET SIGN BRACKET FOR U-CHANNEL, 90 DEGREE	5 1/2" HOLDER		\$ 535
4.11.1.6	FLAT STREET SIGN BRACKET FOR U-CHANNEL, 180 DEGREE	12" HOLDER		\$ 443
4.11.1.7	FLAT STREET SIGN BRACKET FOR U-CHANNEL, 180 DEGREE	5 1/2" HOLDER		\$ 464
4.11.1.8	FLAT STREET SIGN BRACKET FOR U-CHANNEL, CROSS	12" HOLDER		\$ 1639
4.11.1.9	FLAT STREET SIGN BRACKET FOR U-CHANNEL, CROSS	5 1/2" HOLDER		\$ 535
4.11.2	<b>POSTS</b>			
4.11.2.1	U-CHANNEL, 2#/FT (MIN), 3/8 HOLE, 1" CENTER	8 FT	O-GV208	\$ 2931
4.11.2.2	U-CHANNEL, 2#/FT (MIN), 3/8 HOLE, 1" CENTER	10 FT	O-GV210	\$ 3702
4.11.2.3	U-CHANNEL, 2#/FT (MIN), 3/8 HOLE, 1" CENTER	12 FT	O-GV212	\$ 4483
4.11.2.4	ROAD MARKER, WHITE, FLAT, 2-SIDED	3X 6X 62		\$
4.11.2.5	CHANNELIZER, FLEXIBLE, BASE MOUNT, YELLOW, W/ 6" HI STRIP	36"		\$
4.11.2.6	CHANNELIZER, FLEXIBLE, BASE MOUNT, WHITE, W/ 6" HI STRIP	48"		\$

264.00

- 4.12. 5 % Increase 1<sup>st</sup> Renewal  
 4.12.1. 5 % Increase 2<sup>nd</sup> Renewal  
 4.12.2. 5 % Increase 3<sup>rd</sup> Renewal

4.13. 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.

4.14. Today's Date: 11-21-12

4.15. 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

4.16. Please Describe Warranty:

None



4.17. Please Describe On-Line Order Capability:

System is NOT set up for Bid Capability

4.18. Delivery ARO: 14-28 days

4.19. Authorized Representative (Sign By Hand):

Sabrina Harden

4.19.2. Type or Print Signed Name:

SABRINA HARDEN



**BOONE COUNTY, MISSOURI**  
**Request for Bid #: Request for Bid #: 55-21NOV12 – Regulatory Signs Term and Supply**

**ADDENDUM #2 - Issued November 15, 2012**

This addendum is issued in accordance with the Introduction and General Conditions of Bidding 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 Bidder'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) Bid Submission Deadline:**

The bid submission deadline shall be extended to **1:30 P.M. C.T., Wednesday, November 28, 2012.**

**2) Question(s):**

The County received the following question and is providing a response below:

**Question:** Approximately how many posts do you order at a time?

**Response:** The County will generally order posts in quantities of 50. The total amount of posts ordered at any one time is dependent on County requirements at the time.

By: *Amy Robbins*  
Amy Robbins, Senior Buyer

OFFEROR has examined copy of Addendum #2 to Request for Bid # 55-21NOV12 – Regulatory Signs Term and Supply receipt of which is hereby acknowledged:

Company Name:  
Address:

MTS Safety Products  
150 2nd ST  
Belmont, MS 38827

Phone Number: 800-647-8168 ext 3117 Fax Number: 800-329-9687  
E-mail address: Sabrina@MTS-Safety.COM

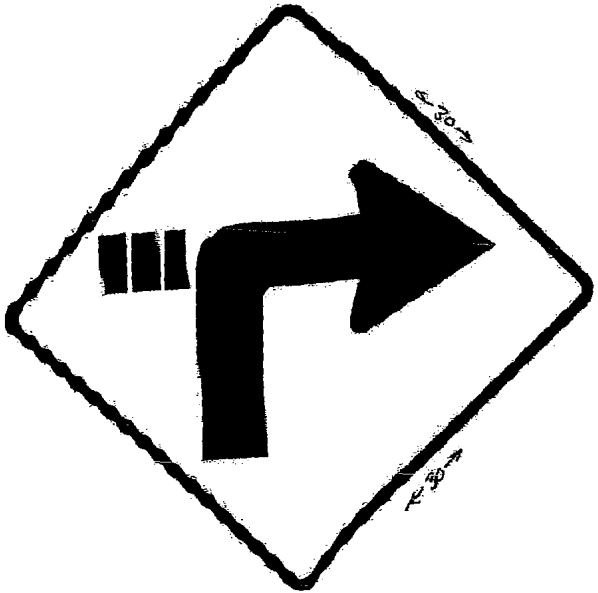
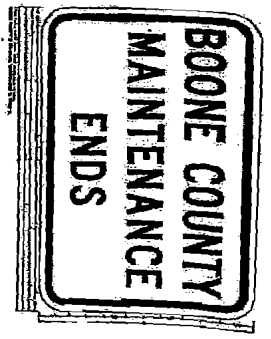
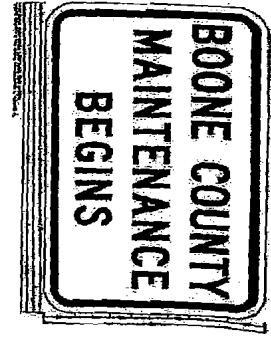
Authorized Representative Signature: Sabrina Harden Date: 11-21-12

Authorized Representative Printed Name: Sabrina Harden

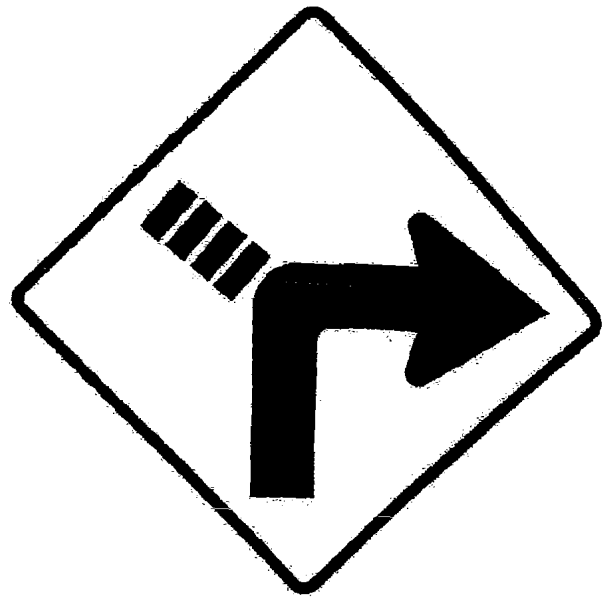
ATTACHMENT A  
SPECIAL DESIGN SIGN LAYOUTS



ATTACHMENT A  
SPECIAL DESIGN SIGN LAYOUTS



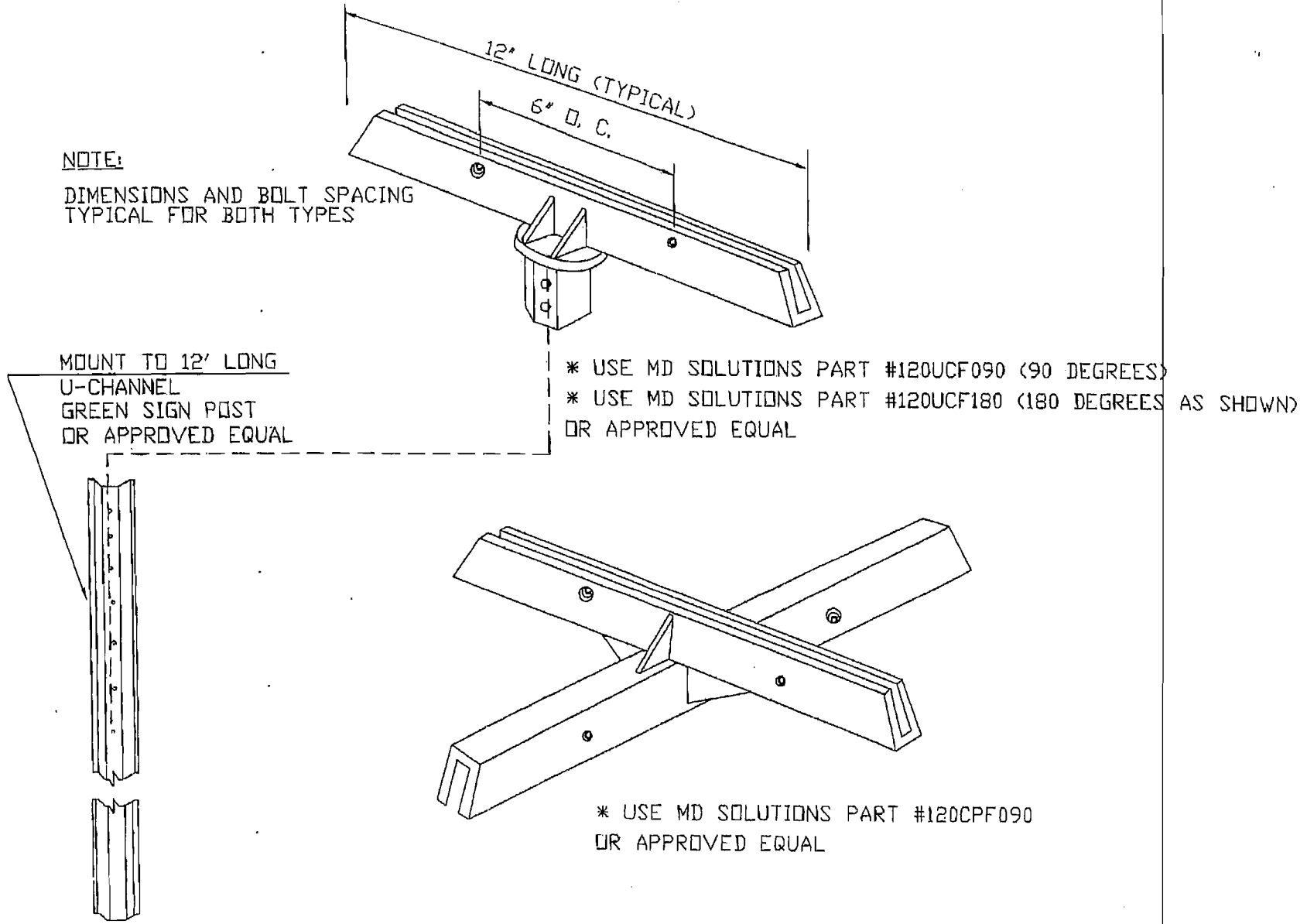
WI-1RS



WI-1RE

**ATTACHMENT B  
BRACKETS**

(Please note that the example shown here is one of two different sizes used by Boone County. See section 2.8.6.)



WORK AUTHORIZATION CERTIFICATION  
PURSUANT TO 285.530 RSMo  
(FOR ALL AGREEMENTS IN EXCESS OF \$5,000.00)

County of Tishomingo )  
State of Mississippi )ss  
)

My name is Stephanie Holder. I am an authorized agent of MTS Safety Products, Inc. (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 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.



Stephanie Holder 11/21/12  
Affiant Date  
Stephanie Holder  
Printed Name

Subscribed and sworn to before me this 21<sup>st</sup> day of November, 2012.

Carla Caldwell  
Notary Public

**Attach to this form the E-Verify Memorandum of Understanding (or the first and last page) that you completed when enrolling that verifies proof of enrollment.**



Company ID Number: 484107

**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 **MTS SAFETY PRODUCTS, 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 or to verify the entire workforce if the contractor so chooses.

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 with the FAR E-Verify clause") 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



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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).

4. SSA agrees to provide a means of automated verification that is designed (in conjunction with DHS's automated system if necessary) to provide confirmation or tentative nonconfirmation of U.S. citizens' employment eligibility within 3 Federal Government work days of the initial inquiry.

5. SSA agrees to provide a means of secondary verification (including updating SSA records as may be necessary) for employees who contest SSA tentative nonconfirmations that is designed to provide final confirmation or nonconfirmation of U.S. citizens' employment eligibility and accuracy of SSA records for both citizens and non-citizens within 10 Federal Government work days of the date of referral to SSA, unless SSA determines that more than 10 days may be necessary. In such cases, SSA will provide additional verification instructions.

## **B. RESPONSIBILITIES OF DHS**

1. After SSA verifies the accuracy of SSA records for employees through E-Verify, DHS agrees to provide the Employer access to selected data from DHS's database to enable the Employer to conduct, to the extent authorized by this MOU:

- Automated verification checks on employees by electronic means, and
- Photo verification checks (when available) on employees.

2. DHS agrees to provide to the Employer appropriate assistance with operational problems that may arise during the Employer's participation in the E-Verify program. DHS agrees to provide the Employer names, titles, addresses, and telephone numbers of DHS representatives to be contacted during the E-Verify process.

3. DHS agrees to make available to the Employer at the E-Verify Web site and on the E-Verify Web browser, instructional materials on E-Verify policies, procedures and requirements for both SSA and DHS, including restrictions on the use of E-Verify. DHS agrees to provide training materials on E-Verify.

4. DHS agrees to provide to the Employer a notice, which indicates the Employer's participation in the E-Verify program. 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.

5. DHS agrees to issue the Employer a user identification number and password that permits the Employer to verify information provided by employees with DHS's database.

6. DHS agrees to safeguard the information provided to DHS by the Employer, and to limit access to such information to individuals responsible for the verification of employees' employment eligibility and for evaluation of the E-Verify program, 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 Immigration and



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Nationality Act (INA) and Federal criminal laws, and to administer Federal contracting requirements.

7. DHS agrees to provide a means of automated verification that is designed (in conjunction with SSA verification procedures) to provide confirmation or tentative nonconfirmation of employees' employment eligibility within 3 Federal Government work days of the initial inquiry.

8. DHS agrees to provide a means of secondary verification (including updating DHS records as may be necessary) for employees who contest DHS tentative nonconfirmations and photo non-match tentative nonconfirmations that is designed to provide 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.

## **C. RESPONSIBILITIES OF THE EMPLOYER**

1. The Employer agrees to display the notices supplied by DHS in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system.

2. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted regarding E-Verify.

3. The Employer agrees to become familiar with and comply with the most recent version of the E-Verify User Manual.

4. The Employer agrees that any Employer Representative who will perform employment verification queries will complete the E-Verify Tutorial before that individual initiates any queries.

A. The Employer agrees that all Employer representatives will take the refresher tutorials initiated by the E-Verify program as a condition of continued use of E-Verify.

B. Failure to complete a refresher tutorial will prevent the Employer from continued use of the program.

5. The Employer agrees to comply with current Form I-9 procedures, with two exceptions:

- 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.

- If an employee presents a DHS Form I-551 (Permanent Resident Card) or Form I-766 (Employment Authorization Document) to complete the 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 photocopy must be of sufficient quality to allow for verification of the photo

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and written information. The employer will use the photocopy to verify the photo and to assist DHS with its review of photo non-matches that are contested by employees. Note that employees retain the right to present any List A, or List B and List C, documentation to complete the Form I-9. DHS may in the future designate other documents that activate the photo screening tool.

6. The Employer understands that participation in E-Verify does not exempt the Employer from the 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, except for the following modified requirements applicable by reason of the Employer's participation in E-Verify: (1) identity documents must have photos, as described in paragraph 5 above; (2) a rebuttable presumption is established that the Employer has not violated section 274A(a)(1)(A) of the Immigration and Nationality Act (INA) with respect to the hiring of any individual if it obtains confirmation of the identity and employment eligibility of the individual in good faith compliance with the terms and conditions of E-Verify; (3) the Employer must notify DHS if it continues to employ any employee after receiving a final nonconfirmation, and 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) the Employer is subject to a rebuttable presumption that it has knowingly employed an unauthorized alien in violation of section 274A(a)(1)(A) if the Employer continues to employ an employee after receiving a final nonconfirmation; and (5) no person or entity participating in E-Verify is civilly or criminally liable under any law for any action taken in good faith based on information provided through the confirmation system. DHS reserves the right to conduct Form I-9 and E-Verify system compliance inspections during the course of E-Verify, as well as to conduct any other enforcement activity authorized by law.

7. The Employer agrees to initiate E-Verify verification procedures for new employees within 3 Employer business days after each employee has been hired (but after the Form I-9 has been completed), and to complete as many (but only as many) steps of the E-Verify process as are necessary according to the E-Verify User Manual, or in the case of Federal contractors with the FAR E-Verify clause, the E-Verify User Manual for Federal Contractors. The Employer is prohibited from initiating verification procedures before the employee has been hired and the Form I-9 completed. If the automated system to be queried is temporarily unavailable, the 3-day time period is 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. Employers may initiate verification by notating the Form I-9 in circumstances where the employee has applied for a Social Security Number (SSN) from the SSA and is waiting to receive the SSN, provided that the Employer performs an E-Verify employment verification query using the employee's SSN as soon as the SSN becomes available.

8. The Employer agrees not to use E-Verify procedures for pre-employment screening of job applicants, in support of any unlawful employment practice, or for any other use not authorized by this MOU. Employers must use E-Verify for all new employees, unless an Employer is a Federal contractor that qualifies for the exceptions described in Article II.D.1.c. Except as provided in Article II.D, the Employer will not verify selectively and will not verify employees hired before the effective date of this MOU. The Employer understands that if the Employer

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uses the E-Verify system for any purpose other than as authorized by this MOU, the Employer may be subject to appropriate legal action and termination of its access to SSA and DHS information pursuant to this MOU.

9. The Employer agrees to follow appropriate procedures (see Article III. below) regarding tentative nonconfirmations, including notifying employees in private of the finding and providing them written notice of the findings, providing written referral instructions to employees, allowing employees to contest the finding, and not taking adverse action against employees if they choose to contest the finding. Further, when employees contest a tentative nonconfirmation based upon a photo non-match, the Employer is required to take affirmative steps (see Article III.B. below) to contact DHS with information necessary to resolve the challenge.

10. 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 non-match, does not establish, and should not be interpreted as evidence, that the employee is not work authorized. In any of the cases listed above, 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, refusing to assign the employee to a Federal contract or other assignment, or otherwise subjecting an employee to any assumption 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 non-match 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 or OSC at 1-800-255-8155 or 1-800-237-2515 (TDD).

11. 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, or recruitment or referral practices because of his or her national origin or, in the case of a protected individual as defined in section 274B(a)(3) of the INA, because of his or her citizenship status. 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 unfair immigration-related 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-

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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).

12. 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.

13. The Employer agrees that it will use the information it receives from SSA or DHS pursuant to E-Verify and this MOU 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 PINS 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.

14. The Employer acknowledges that the information which it receives from SSA 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)), and that 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.

15. The Employer agrees to cooperate with DHS and SSA in their compliance monitoring and evaluation of E-Verify, including by permitting DHS and SSA, 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 timely and accurate manner to DHS requests for information relating to their participation in E-Verify.

#### **D. RESPONSIBILITIES OF FEDERAL CONTRACTORS WITH THE FAR E-VERIFY CLAUSE**

1. The Employer understands that if it is a subject to the employment verification terms in Subpart 22.18 of the FAR, it must verify the employment eligibility of any existing employee assigned to the contract and all new hires, as discussed in the Supplemental Guide for Federal Contractors. Once an employee has been verified through E-Verify by the Employer, the Employer may not reverify the employee through E-Verify.

a. Federal contractors with the FAR E-Verify clause agree to become familiar with and comply with the most recent versions of the E-Verify User Manual for Federal Contractors and the E-Verify Supplemental Guide for Federal Contractors.

b. Federal contractors with the FAR E-Verify clause agree to complete a tutorial for Federal contractors with the FAR E-Verify clause.

c. Federal contractors with the FAR E-Verify clause not enrolled at the time of contract award: An Employer that is not enrolled in E-Verify at the time of a contract award must enroll as a Federal contractor with the FAR E-Verify clause in E-Verify within 30 calendar days of contract award and, within 90 days of enrollment, begin to use E-Verify to initiate verification of employment eligibility of new hires of the Employer who are working in the United States,



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whether or not assigned to the contract. Once the Employer begins verifying new hires, such verification of new hires must be initiated within 3 business days after the date of hire. Once enrolled in E-Verify as a Federal contractor with the FAR E-Verify clause, the Employer must initiate verification of employees assigned to the contract within 90 calendar days from the time of enrollment in the system and after the date and selecting which employees will be verified in E-Verify or within 30 days of an employee's assignment to the contract, whichever date is later.

d. Employers that are already enrolled in E-Verify at the time of a contract award but are not enrolled in the system as a Federal contractor with the FAR E-Verify clause: Employers enrolled in E-Verify for 90 days or more at the time of a contract award must use E-Verify to initiate 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 3 business days after the date of hire. Employers enrolled in E-Verify as other than a Federal contractor with the FAR E-Verify clause, must update E-Verify to indicate that they are a Federal contractor with the FAR E-Verify clause within 30 days after assignment to the contract. If the Employer is enrolled in E-Verify 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 3 business days after the date of hire. An Employer enrolled as a Federal contractor with the FAR E-Verify clause in E-Verify must initiate 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.

e. Institutions of higher education, State, local and tribal governments and sureties: Federal contractors with the FAR E-Verify clause 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 pursuant to a performance bond may choose to only verify new and existing employees assigned to the Federal contract. Such Federal contractors with the FAR E-Verify clause may, however, elect to verify all new hires, and/or all existing employees hired after November 6, 1986. The provisions of Article II.D, paragraphs 1.a and 1.b of this MOU providing timeframes for initiating employment verification of employees assigned to a contract apply to such institutions of higher education, State, local and tribal governments, and sureties.

f. Verification of all employees: Upon enrollment, Employers who are Federal contractors with the FAR E-Verify clause 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 new employees and those existing employees assigned to a covered Federal contract. After enrollment, Employers must elect to do so only in the manner designated by DHS and initiate E-Verify verification of all existing employees within 180 days after the election.

g. Form I-9 procedures for existing employees of Federal contractors with the FAR E-Verify clause: Federal contractors with the FAR E-Verify clause may choose to complete new Forms I-9 for all existing employees other than those that are completely exempt from this process. Federal contractors with the FAR E-Verify clause may also update previously completed Forms I-9 to initiate E-Verify verification of existing employees who are not completely exempt as long as that Form I-9 is complete (including the SSN), complies with



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Article II.C.5, the employee's work authorization has not expired, and 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 stated basis in section 1 of the Form I-9 for work authorization has not changed (including, but not limited to, a lawful permanent resident alien having become a naturalized U.S. citizen). If the Employer is unable to determine that the Form I-9 complies with Article II.C.5, if the employee's basis for work authorization as attested in section 1 has expired or changed, or if the Form I-9 contains no SSN or is otherwise incomplete, the Employer shall complete a new I-9 consistent with Article II.C.5, or update the previous I-9 to provide the necessary information. If section 1 of the 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 subsequent to completion of the Form I-9, the Employer shall not require the production of additional documentation, or use the photo screening tool described in Article II.C.5, subject to any additional or superseding instructions that may be provided on this subject in the Supplemental Guide for Federal Contractors. Nothing in this section shall be construed 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 with the FAR E-Verify clause.

2. The Employer understands that if it is a Federal contractor with the FAR E-Verify clause, 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.

### **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 the E-Verify system and provide it to the employee so that the employee may determine whether he or she will contest the tentative nonconfirmation. The Employer must review the tentative nonconfirmation with the employee in private.

2. The Employer will refer employees to SSA field offices only as directed by the automated system based on a tentative nonconfirmation, and only after the Employer records the case verification number, reviews the input to detect any transaction errors, and determines that the employee contests the tentative nonconfirmation. The Employer will transmit the Social Security Number to SSA for verification again if this review indicates a need to do so. The Employer will determine whether the employee contests the tentative nonconfirmation as soon as possible after the Employer receives it.

3. If the employee contests an SSA tentative nonconfirmation, the Employer will provide the employee with a system-generated referral letter and instruct the employee to visit an SSA office within 8 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

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determines that more than 10 days is necessary. The Employer agrees to check the E-Verify system regularly for case updates.

4. The Employer agrees not to ask the employee to obtain a printout from the Social Security Number database (the Numident) or other written verification of the Social Security Number from the SSA.

## **B. REFERRAL TO DHS**

1. If the Employer receives a tentative nonconfirmation issued by DHS, the Employer must print the tentative nonconfirmation notice as directed by the E-Verify system and provide it to the employee so that the employee may determine whether he or she will contest the tentative nonconfirmation. The Employer must review the tentative nonconfirmation with the employee in private.

2. If the Employer finds a photo non-match for an employee who provides a document for which the automated system has transmitted a photo, the employer must print the photo non-match tentative nonconfirmation notice as directed by the automated system and provide it to the employee so that the employee may determine whether he or she will contest the finding. The Employer must review the tentative nonconfirmation with the employee in private.

3. The Employer agrees to refer individuals to DHS only when the employee chooses to contest a tentative nonconfirmation received from DHS automated verification process or when the Employer issues a tentative nonconfirmation based upon a photo non-match. The Employer will determine whether the employee contests the tentative nonconfirmation as soon as possible after the Employer receives it.

4. If the employee contests a tentative nonconfirmation issued by DHS, the Employer will provide the employee with a referral letter and instruct the employee to contact DHS through its toll-free hotline (as found on the referral letter) within 8 Federal Government work days.

5. If the employee contests a tentative nonconfirmation based upon a photo non-match, the Employer will provide the employee with a referral letter to DHS. 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. The Employer agrees to check the E-Verify system regularly for case updates.

6. The Employer agrees that if an employee contests a tentative nonconfirmation based upon a photo non-match, the Employer will send a copy of the employee's Form I-551 or Form I-766 to DHS for review by:

- Scanning and uploading the document, or
- Sending a photocopy of the document by an express mail account (paid for at employer expense).

7. If the Employer determines that there is a photo non-match when comparing the photocopied List B document described in Article II.C.5 with the image generated in E-Verify, the Employer must forward the employee's documentation to DHS using one of the means described in the preceding paragraph, and allow DHS to resolve the case.

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## ARTICLE IV

### SERVICE PROVISIONS

SSA and DHS will not charge the Employer 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

### PARTIES

A. This MOU is effective upon the signature of all parties, and shall continue in effect for as long as the SSA and DHS conduct the E-Verify program unless modified in writing by the mutual consent of all parties, or terminated by any party upon 30 days prior written notice to the others. Any and all system enhancements to the E-Verify program by DHS or SSA, including but not limited to the E-Verify checking against additional data sources and instituting new verification procedures, will be covered under this MOU and will not cause the need for a supplemental MOU that outlines these changes. DHS agrees to train employers on all changes made to E-Verify through the use of mandatory refresher tutorials and updates to the E-Verify User Manual, the E-Verify User Manual for Federal Contractors or the E-Verify Supplemental Guide for Federal Contractors. Even without changes to E-Verify, DHS reserves the right to require employers to take mandatory refresher tutorials. An Employer that is a Federal contractor with the FAR E-Verify clause may terminate this MOU when the Federal contract that requires its participation in E-Verify is terminated or completed. In such a circumstance, the Federal contractor with the FAR E-Verify clause must provide written notice to DHS. If an Employer that is a Federal contractor with the FAR E-Verify clause fails to provide such notice, that Employer will remain a participant in the E-Verify program, will remain bound by the terms of this MOU that apply to participants that are not Federal contractors with the FAR E-Verify clause, and will be required to use the E-Verify procedures to verify the employment eligibility of all newly hired employees.

B. Notwithstanding Article V, part A of this MOU, DHS may terminate this MOU 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 Employer, or a failure on the part of the Employer to comply with established procedures or legal requirements. The Employer understands that if it is a Federal contractor with the FAR E-Verify clause, termination of this MOU by any party for any reason may negatively affect its performance of its contractual responsibilities.

C. 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 they may determine necessary. By separate agreement with DHS, SSA has agreed to perform its responsibilities as described in this MOU.



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D. 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 Employer, its agents, officers, or employees.

E. 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 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 Employer.

F. The Employer understands that the fact of 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).

G. The foregoing constitutes the full agreement on this subject between DHS and the Employer.

H. The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively.

Company ID Number: 484107

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 MTS SAFETY PRODUCTS, INC.**

**Stephanie Holder**

Name (Please Type or Print)

Title

**Electronically Signed**

**01/05/2012**

Signature

Date

**Department of Homeland Security – Verification Division**

**USCIS Verification Division**

Name (Please Type or Print)

Title

**Electronically Signed**

*Stephanie Holder*

**01/05/2012**

Signature

Date

*Stephanie Holder*

### Information Required for the E-Verify Program

#### Information relating to your Company:

Company Name:	MTS SAFETY PRODUCTS, INC.
Company Facility Address:	150 Second Street
	Belmont, MS 38827
Company Alternate Address:	P O Box 204
	Golden, MS 38847
County or Parish:	TISHOMINGO
Employer Identification Number:	640611460

Company ID Number: 484107

North American Industry Classification Systems Code:	315
Administrator:	
Number of Employees:	20 to 99
Number of Sites Verified for:	1
<b>Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:</b>	
<ul style="list-style-type: none"><li>MISSISSIPPI 1 site(s)</li></ul>	

**Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:**

Name:	<b>Stephanie A Holder</b>	Fax Number:	<b>(662) 454 - 9385</b>
Telephone Number:	<b>(662) 454 - 7383 ext. 3013</b>		
E-mail Address:	<b>stephanie@mts-safety.com</b>		
Name:	<b>Carla J Caldwell</b>	Fax Number:	<b>(662) 454 - 9385</b>
Telephone Number:	<b>(662) 454 - 7383 ext. 3112</b>		
E-mail Address:	<b>ccaldwell@mts-safety.com</b>		
Name:	<b>Charlotte G McCain</b>	Fax Number:	<b>(662) 454 - 9385</b>
Telephone Number:	<b>(662) 454 - 7383 ext. 3049</b>		
E-mail Address:	<b>charlotte115@mts-safety.com</b>		

## CERTIFICATION OF INDIVIDUAL BIDDER

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

- \_\_\_\_\_1. I have provided a copy of documents showing citizenship or lawful presence in the United States. (Such proof may be a Missouri driver's license, U.S. passport, birth certificate, or immigration documents). Note: If the applicant is an alien, verification of lawful presence must occur prior to receiving a public benefit.
  
- \_\_\_\_\_2. I do not have the above documents, but provide an affidavit (copy attached) which may allow for temporary 90 day qualification.
  
- \_\_\_\_\_3. I have provided a completed application for a birth certificate pending in the State of \_\_\_\_\_. Qualification shall terminate upon receipt of the birth certificate or determination that a birth certificate does not exist because I am not a United States citizen.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**AFFIDAVIT**  
**(Only Required for Individual Bidder Certification Option #2)**

State of Missouri                    )  
  )SS.  
County of \_\_\_\_\_            )

I, the undersigned, being at least eighteen years of age, swear upon my oath that I am either a United States citizen or am classified by the United States government as being lawfully admitted for permanent residence.

Date	Signature
Social Security Number or Other Federal I.D. Number	Printed Name

On the date above written \_\_\_\_\_ appeared before me and swore that the facts contained in the foregoing affidavit are true according to his/her best knowledge, information and belief.

\_\_\_\_\_  
Notary Public

My Commission Expires:

**(Please complete and return with Contract)**

**Certification Regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

---

Name and Title of Authorized Representative

---

Signature

---

Date

## STANDARD TERMS AND CONDITIONS - BOONE COUNTY, MISSOURI

1. 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.
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.



(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.

Stephanie Holder General Manager  
Name and Title of Authorized Representative

  
Signature

12/14/12  
Date



**Boone County Purchasing**  
613 E. Ash Street, Room 109  
Columbia, MO 65201

## ***Request for Bid (RFB)***

***Amy Robbins, Senior Buyer***  
(573) 886-4392 – Fax: (573) 886-4390  
Email: arobbins@boonecountymo.org

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### ***Bid Data***

Bid Number: **55-21NOV12**  
Commodity Title: **Regulatory Signs Term & Supply**

### **DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT**

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### ***Bid Submission Address and Deadline***

Day / Date: **Wednesday, November 21, 2012**  
Time: **1:30 P.M. (Bids received after this time will be returned unopened)**  
Location / Mail Address: **Boone County Purchasing Department  
Boone County Annex Building  
613 E. Ash Street, Room 109  
Columbia, MO 65201**  
Directions: **The Purchasing office is located on the Southeast corner at 7<sup>th</sup> Street and Ash Street. Enter the building from the South side. Wheel chair accessible entrance is available.**

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### ***Bid Opening***

Day / Date: **Wednesday, November 21, 2012**  
Time: **1:30 P.M. C.T.**  
Location / Address: **Boone County Annex Building  
613 E. Ash Street  
Columbia, MO 65201**

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### ***Bid Contents***

- 1.0: Introduction and General Conditions of Bidding**
- 2.0: Primary Specifications**
- 3.0: Response Presentation and Review**
- 4.0: Response Form**
  - Attachment A – Special Design Sign Layouts**
  - Attachment B - Brackets**
  - Work Authorization Certification**
  - Debarment Certification**
  - Standard Terms and Conditions**
  - “No Bid” Response Form**

**1. Introduction and General Conditions of Bidding**

- 1.1. **INVITATION** - The County of Boone, through its Purchasing Department, invites responses, which offer to provide the goods and/or services identified on the title page, and described in greater detail in Section 2.
- 1.2. **DEFINITIONS**
  - 1.2.1. **County** - This term refers to the County of Boone, a duly organized public entity. It may also be used as a pronoun for various subsets of the County organization, including, as the context will indicate:  
*Purchasing* - The Purchasing Department, including its Purchasing Director and staff.  
*Department(s) or Office(s)* - The County Department(s) or Office(s) for which this Bid is prepared, and which will be the end user(s) of the goods and/or services sought.  
*Designee* - The County employee(s) assigned as your primary contact(s) for interaction regarding Contract performance.
  - 1.2.2. **Bidder / Contractor / Supplier** - These terms refer generally to businesses having some sort of relationship to or with us. The term may apply differently to different classes of entities, as the context will indicate.  
*Bidder* - Any business entity submitting a response to this Bid. Suppliers, which may be invited to respond, or which express interest in this bid, but which do not submit a response, have no obligations with respect to the bid requirements.  
*Contractor* - The Bidder whose response to this bid is found by Purchasing to meet the best interests of the County. The Contractor will be selected for award, and will enter into a Contract for provision of the goods and/or services described in the Bid.  
*Supplier* - All business(s) entities which may provide the subject goods and/or services.
  - 1.2.3. **Bid** - This entire document, including attachments. A Bid may be used to solicit various kinds of information. The kind of information this Bid seeks is indicated by the title appearing at the top of the first page. A "Request for Bid" is used when the need is well defined. A "Request for Proposal" is used when the County will consider solutions, which may vary significantly from each other or from the County's initial expectations.
  - 1.2.4. **Response** - The written, sealed document submitted according to the Bid instructions.
- 1.3. **BID CLARIFICATION** - Questions regarding this Bid should be directed in writing, by e-mail or fax, to the Purchasing Department. Answers, citing the question asked but not identifying the questioner, will be distributed simultaneously to all known prospective Bidders in the form of an addendum. Please check for any addenda 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 Amendment** - If it becomes evident that this Bid must be amended, the Purchasing Department will issue a formal written Amendment to all known prospective Bidders. If necessary, a new due date will be established.
- 1.4. **AWARD** - Award will be made to the Bidder(s) whose offer(s) provide the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, lifecycle cost, ability to deliver, or for any other reason deemed by Purchasing to be in the best interest of the County. Thus, the result will not be determined by price alone. The County will be seeking the least costly outcome that meets the County needs as interpreted by the County. The County reserves the right to 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 County also reserves the right to not award any item or group of items if the services can be obtained from cooperative MMPPC or other governmental entities' contracts under more favorable terms.
- 1.5. **CONTRACT EXECUTION** - This Bid and the Contractor's Response will be made part of any resultant Contract and will be incorporated in the Contract as set forth, verbatim.

- 1.5.1. **Precedence** - In the event of contradictions or conflicts between the provisions of the documents comprising this Contract, they will be resolved by giving precedence in the following order:
  - 1) the provisions of the Contract (as it may be amended);
  - 2) the provisions of the Bid;
  - 3) the provisions of the Bidder's Response.
- 1.6. **CONTRACT PERIOD** - Any Term and Supply Contract resulting from this Bid will have an initial term from **January 1, 2013 through December 31, 2013** and may be automatically renewed for **up to an additional three (3) one-year periods** unless canceled by the Purchasing Director in writing prior to a renewal term.
- 1.7. **COMPLIANCE WITH STANDARD TERMS AND CONDITIONS** - Bidder agrees to be bound by the County's standard "boilerplate" terms and conditions for Contracts, a sample of which is attached to this Bid.

**2. Primary Specifications**

- 2.1. **ITEMS TO BE PROVIDED** – For a Term and Supply contract for the Furnishing and Delivery of **Regulatory Traffic Signs, Barricades and Sign Posts** as detailed in the Response Form, Section 4 of this Request for Bid.
- 2.2. The unit prices identified on the Response Form shall remain fixed for the identified original contract period. If the County exercises the option for renewal, the contractor shall agree that the prices for the items listed on the Response Form shall not increase by more than the maximum percent proposed on the Response Form.
  - 2.2.1. If renewal percentages are not provided, then prices during any renewal period shall be the same as during the original contract period.
- 2.3. **CONTRACT EXTENSION** – The County Purchasing Director may exercise the option to extend the contract on a month-to-month basis for a maximum of six (6) months from the date of termination if it is deemed to be in the best interest of Boone County.
- 2.4. **CONTRACT DOCUMENTS** - The successful bidder(s) shall be obligated to enter into a written contract with the County within 30 days of award on contract forms provided by the County. If bidders desire to contract under their own written agreement, any such proposed agreement shall be submitted in blank with their bid. County reserves the right to modify any proposed form agreement or withdraw its award to a successful bidder if any proposed agreement contains terms and conditions inconsistent with its bid or are unacceptable to county legal counsel.
- 2.5. **QUANTITY** – Orders will be made on an “as needed basis.” Quantities are estimated based on past usage for a 12-month period. The County reserves the right to increase or decrease quantities as requirements dictate.
  - 2.5.1. Boone County uses approximately 2,000 various signs, barricades, and sign posts each year. This figure is given not to guarantee a purchase amount, but so that bidders can have a reasonable assumption about the amount of signs that are likely to be purchased.
- 2.6. **SAMPLES** - Boone County reserves the right to request samples after bids are opened and before the award is made. When samples are called for, they must be furnished free of expense and if not destroyed in testing will, upon request, be returned at the bidder’s expense. A request for the return of samples must be made within ten days following opening bids. Each individual sample must be labeled with the bidder’s name and manufacturer’s brand name and number.
- 2.7. **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 order quantities or total prices.
- 2.8. **MINIMUM TECHNICAL SPECIFICATIONS** - All signs and materials for this bid are required to meet the Manual on Uniform Traffic Control Devices (MUTCD) standards and specifications. Upon request by Boone County, Bidder shall supply Test Reports to the Boone County Public Works Department, Operations Division.
  - 2.8.1. **Traffic Signs:** All traffic signs shall be constructed from sheet aluminum .080” min gauge w/3/8” holes, with 3M 3930 series or equivalent sheeting and reflective lettering. Traffic signs in section 4.8.1 and 4.8.2 will be ordered utilizing MUTCD sign designations from MUTCD sign tables. MUTCD sign sizes utilized by Boone County are supplied in Section 4.8.1 used to assist in the proper identification for pricing. Design layouts for traffic signs in section 4.8.3 are provided in Attachment A.
  - 2.8.2. All lettering and backing materials for section 4.9.on the Response Page must be equal to that of 3M 3930 Series of the High Intensity Prismatic or equal produced by the 3M Company. All sheeting sign faces, and films must be pressure sensitive for application.
  - 2.8.3. **Sign Blanks: Sheeting material for sign blanks** must be equal to that of 3M 3930 Series of the High Intensity Prismatic or equal produced by the 3M Company. Required gauge for the aluminum sign blanks varies by size and is indicated in section 4.9.3.
  - 2.8.4. **Barricades:** All Type II barricades shall be constructed of a heavy-duty, durable polyethylene material and of the fold-up design for easy storage and stacking. All Type III barricades shall be

- constructed of heavy-duty, durable polyethylene materials that are 8" wide x 8' in length; includes bolt-on galvanized mounting stands. All barricades shall be doubled-sided, 3M 3930 Series of the High Intensity Prismatic or equal markings to direct traffic either right or left of barricades.
- 2.8.5. **Traffic Cones:** All traffic cones shall be bright orange in color, 28" in height, with a 6" 3M 3930 Series of the High Intensity Prismatic or equal reflective collar at top and just below a 4" collar; weighted base.
- 2.8.6. **Brackets:** The contractor must provide brackets in accordance with the drawings and specifications on Attachment B, included herein as well as described herein. The County uses two sizes, one being 12" long as shown in Attachment B and the other being 5 1/2" long.
- 2.8.7. **U-Channel Post Material and Finish:** Steel U-Channel Posts shall conform to the standard specification for hot rolled carbon steel, structural quality, ASTM designation A570, Grade 50. Yield strength after cold-forming shall be 60,000 psi minimum. Finish shall be baked green enamel paint. Holes will be 3/8 inch with one inch spacing. 2pound / foot weight.
- 2.8.8. **Length Tolerance:** The length of each post shall have a permissible length tolerance of + or - 1/4".
- 2.9. **DEVIATION(S)** - It is the bidder's responsibility to submit a bid that meets all mandatory specifications stated within. The bidder must compare their product bid with the required listed minimum specifications and identify any deviations along with the specific section deviated from. Failure to properly identify deviations may render the bidder's proposal non-responsive and not capable of consideration for award.
- 2.10. **DELIVERY** – Delivery shall be to the Boone County Public Works Department, Maintenance Operations Division. All deliveries shall be made FOB Destination with freight charges fully included and prepaid. The seller pays and bears the freight charges. All orders shall be delivered within 30 days after receipt of an order.
- 2.11. **DESIGNEE** - Boone County Public Works Department, 5551 Highway 63 South, Columbia, Missouri 65201. Telephone: (573) 449-8515.
- 2.12. **BID CLARIFICATION** - Any questions or clarifications concerning bid documents should be addressed to Amy Robbins, Senior Buyer, 613 E. Ash Street, Room 109, Columbia, Missouri 65201. Telephone (573) 886-4392 Fax (573) 886-4390, E-mail: arobbins@boonecountymo.org.
- 2.13. **BILLING AND PAYMENT** - Payment will be made within 30 days from receipt of a correct Monthly Statement. Invoices and Monthly Statement to be mailed to the Designee.
- 2.14. **DESCRIPTIVE LITERATURE** - Bidders proposing to furnish items other than specified must submit complete descriptive literature with bid. Bids received without descriptive literature are subject to rejection.
- 2.15. **METHOD OF ORDERING** - Orders will be requested via telephone, fax or on-line. The Contractor shall be required to confirm receipt of each request.
- 2.16. **EQUAL** - Items quoted to be as indicated or approved equal where equivalency is allowed in specifications.

**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** - We will evaluate submitted responses in relation to all aspects of this Bid.
- 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.
- 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.
- 3.5.5. 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.

MTS SAFETY PRODUCTS, INC.  
DUNS: 083269720 CAGE Code: 3CZD8  
Status: Active

150 2ND ST  
BELMONT, MS, 38827-7731 ,  
UNITED STATES

**Entity Overview**

Entity Information

**DUNS:** 083269720  
**Name:** MTS SAFETY PRODUCTS, INC.  
**Doing Business As:** MTS SAFETY PRODUCTS  
**Business Type:** Business or Organization  
**POC Name:** None Specified  
**Registration Status:** Active  
**Expiration Date:** 05/27/2013

Exclusions

**Active Exclusion Records?** No





**PURCHASE AGREEMENT  
FOR  
Regulatory Signs Term and Supply**

THIS AGREEMENT dated the 10<sup>th</sup> day of JAN 2013 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Vulcan, Inc. d/b/a Vulcan Signs**, 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 **Regulatory Signs Term and Supply**, County of Boone Request for Bid number **55-21NOV12** dated **November 05, 2012**; Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, the un-executed Response Form, References Sheet, Work Authorization Certification, Debarment Form, Standard Terms and Conditions, any applicable addenda, as well as the Contractor's bid response signed by **Matthew M. Maurin**. All such documents shall constitute the contract documents, which are attached hereto and incorporated herein by reference. Service or product data, specification and literature submitted with bid response may be permanently maintained in the County Purchasing Office bid file for this bid if not attached. In the event of conflict between any of the foregoing documents, this Purchase Agreement, the Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, the un-executed Response Form, Standard Terms and Conditions, and any applicable addenda shall prevail and control over the Contractor's bid response.

2. **Contract Duration** - This agreement shall commence on **January 01, 2013** and extend through **December 31, 2013** subject to the provisions for termination specified below. This agreement may be extended beyond the expiration date by the order of the County for **three (3) additional one (1) year periods** subject to the pricing clauses in the contractor's RFB response and thereafter on a month to month basis in the event the County is unable to re-bid and/or award a new contract prior to the expiration date after exercising diligent efforts to do so or not.

3. **Purchase** - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County all items per the bid specifications in sections **4.8.1.1.-4.8.1.6., 4.8.1.8.-4.8.1.10., 4.8.1.12.-4.8.1.15., 4.8.1.17.-4.8.1.29., 4.8.2., 4.9.1.12., 4.9.3.8., 4.9.3.21., 4.9.3.22., 4.9.3.24-4.9.3.29., 4.10.3.2., and 4.11.2.4.** of the Response Form, and in conformity with the contract documents for the prices set forth in the Contractor's bid response, as needed and as ordered by the County.

55-21NOV12 - Regulatory Signs Term & Supply Bid Tabulation		SIZE	DISCRIPTION	Vulcan Signs
4.8	CATEGORY A - TRAFFIC SIGNS			
4.8.1	REGULATORY, WARNING AND TEMPORARY TRAFFIC CONTROL SIGNS			
4.8.1.1	STOP	36X36	R1-1	\$32.53
4.8.1.2	STOP	30X30	R1-1	\$22.69
4.8.1.3	YEILD	36X36X36	R1-2	\$16.21
4.8.1.4	YEILD	48x48X48	R1-2	\$28.43
4.8.1.5	ONE COLOR MUTCD STANDARD	6X12		\$2.55
4.8.1.6	ONE COLOR MUTCD STANDARD	12X36		\$11.61
4.8.1.8	ALL WAY	18X6		\$3.30
4.8.1.9	ONE COLOR MUTCD STANDARD	18X18		\$8.89
4.8.1.10	ONE COLOR MUTCD STANDARD	18X24		\$11.50
4.8.1.12	ONE COLOR MUTCD STANDARD	24X12		\$7.92
4.8.1.13	ONE COLOR MUTCD STANDARD	24X18		\$11.50

4.8.1.14	ONE COLOR MUTCD STANDARD	24X24		\$15.29
4.8.1.15	ONE COLOR MUTCD STANDARD	24X30		\$19.08
4.8.1.17	ONE COLOR MUTCD STANDARD	30X24		\$19.08
4.8.1.18	ONE COLOR MUTCD STANDARD	30X30		\$23.66
4.8.1.19	TWO COLOR MUTCD STANDARD	30X30		\$24.47
4.8.1.20	THREE COLOR MUTCD STANDARD	30X30		\$24.66
4.8.1.21	ONE COLOR MUTCD STANDARD	30 DIA		\$23.66
4.8.1.22	ONE COLOR MUTCD STANDARD	30X36		\$28.61
4.8.1.23	ONE COLOR MUTCD STANDARD	36X8		\$7.95
4.8.1.24	ONE COLOR MUTCD STANDARD	36X12		\$11.61
4.8.1.25	ONE COLOR MUTCD STANDARD	36X24		\$22.97
4.8.1.26	ONE COLOR MUTCD STANDARD	36X36		\$33.81
4.8.1.27	ONE COLOR MUTCD STANDARD	36 DIA		\$33.81
4.8.1.28	ONE COLOR MUTCD STANDARD	48X30		\$37.68
4.8.1.29	ONE COLOR MUTCD STANDARD	60X30		\$46.83
4.8.2	<b>YELLOW/GREEN FLUORESCENT SCHOOL</b>			
4.8.2.1	SCHOOL CROSSING	30X30	S1-1	\$32.07
4.8.2.2	SCHOOL CROSSING	36X36	S1-1	\$48.62
4.8.2.3	AHEAD OR ARROWS	24X12	W16 SERIES	\$12.14
4.8.2.4	SCHOOL BUS STOP AHEAD	30X30	S3-1	\$36.89
4.8.2.5	SCHOOL BUS TURN AROUND AHEAD	30X30	S3-2	\$36.41
4.8.2.6	SCHOOL SPEED ZONE AHEAD	30X30	S4-5	\$41.27
4.9.1	<b>SIGN FACING SHEETS</b>			
4.9.1.12	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	36" YEILD		\$6.55
4.9.3	<b>SIGN BLANKS</b>			
4.9.3.8	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	30 X 9, 0.080 ga		\$11.72
4.9.3.21	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	36 X 12, 0.100 ga		\$12.99
4.9.3.22	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	42 X 12, 0.100 ga		\$15.16
4.9.3.24	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	54 X 12, 0.100 ga		\$19.49
4.9.3.25	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	60 X 12, 0.100 ga		\$21.65
4.9.3.26	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	66 X 12, 0.100 ga		\$23.82
4.9.3.27	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	72 X 12, 0.100 ga		\$25.98
4.9.3.28	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	78 X 12, 0.100 ga		\$28.15
4.9.3.29	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, TWO HOLES CENTERED, SIGN BLANK	36 X 24, 0.080 ga		\$22.97
4.10.3	<b>MISCELLANEOUS</b>			
4.10.3.2	STOP/SLOW PADDLE KITS, W/ 60" STAFF	18 x 18		\$22.23
4.11.2	<b>POSTS</b>			
4.11.2.4	ROAD MARKER, WHITE, FLAT, 2-SIDED	3X 6X 62		\$11.50

**4. Billing and Payment** - All billing shall be invoiced to the Boone County Public Works Department. Billings may only include the prices listed in the Contractor's bid response. No additional fees or extra services not included in the bid response or taxes shall be included as additional charges in excess of the charges in the

Contractor's bid response to the specifications. The County agrees to pay all correct monthly 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 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.

**VULCAN, INC. d/b/a/ VULCAN SIGNS**

**BOONE COUNTY, MISSOURI**

by Matthew M. Maurer  
 title Sales Manager  
 address P.O. Box 1850  
Foley, Al 36534

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

APPROVED AS TO FORM:

J. J. [Signature]  
 County Counselor

ATTEST:

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

**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.)

Jane E. Pitchford  
 Signature *by af*

1/21/13  
 Date

2040 / 26600, 26500 Term/Supply  
No Encumbrance Required  
 Appropriation Account

(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.

Matthew M. Maurin, Sales Manager

\_\_\_\_\_  
Name and Title of Authorized Representative

*Matthew M. Maurin*  
\_\_\_\_\_  
Signature

18 Dec 12

\_\_\_\_\_  
Date

**COUNTY OF BOONE - MISSOURI  
WORK AUTHORIZATION CERTIFICATION  
PURSUANT TO 285.530 RSMo  
(FOR ALL AGREEMENTS IN EXCESS OF \$5,000.00)**

County of Baldwin )  
 )ss  
State of Alabama )

My name is Matt M. Maurin. I am an authorized agent of Vulcan Incorporated  
(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 thereafter be in violation and submit a sworn affidavit  
under penalty of perjury that all employees are lawfully present in the United States.

Matthew M. Maurin Dec 12  
Affiant Date

Matthew M. Maurin  
Printed Name

Subscribed and sworn to before me this 18 day of Dec., 2012

Jacquelyn J. Ferrell  
Notary Public

**Attach to this form the *E-Verify Memorandum of Understanding* that you completed when enrolling.**



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## 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 Vulcan, 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).

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4. SSA agrees to provide a means of automated verification that is designed (in conjunction with DHS's automated system if necessary) to provide confirmation or tentative nonconfirmation of U.S. citizens' employment eligibility within 3 Federal Government work days of the initial inquiry.

5. SSA agrees to provide a means of secondary verification (including updating SSA records as may be necessary) for employees who contest SSA tentative nonconfirmations that is designed to provide final confirmation or nonconfirmation of U.S. citizens' employment eligibility and accuracy of SSA records for both citizens and aliens within 10 Federal Government work days of the date of referral to SSA, unless SSA determines that more than 10 days may be necessary. In such cases, SSA will provide additional verification instructions.

## **B. RESPONSIBILITIES OF DHS**

1. After SSA verifies the accuracy of SSA records for aliens through E-Verify, DHS agrees to provide the Employer access to selected data from DHS's database to enable the Employer to conduct, to the extent authorized by this MOU:

- Automated verification checks on alien employees by electronic means, and
- Photo verification checks (when available) on employees.

2. DHS agrees to provide to the Employer appropriate assistance with operational problems that may arise during the Employer's participation in the E-Verify program. DHS agrees to provide the Employer names, titles, addresses, and telephone numbers of DHS representatives to be contacted during the E-Verify process.

3. DHS agrees to provide to the Employer a manual (the E-Verify User Manual) containing instructions on E-Verify policies, procedures and requirements for both SSA and DHS, including restrictions on the use of E-Verify. DHS agrees to provide training materials on E-Verify.

4. DHS agrees to provide to the Employer a notice, which indicates the Employer's participation in the E-Verify program. 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.

5. DHS agrees to issue the Employer a user identification number and password that permits the Employer to verify information provided by alien employees with DHS's database.

6. DHS agrees to safeguard the information provided to DHS by the Employer, and to limit access to such information to individuals responsible for the verification of alien employment eligibility and for evaluation of the E-Verify program, 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 Immigration and Nationality Act (INA) and Federal criminal laws, and to administer Federal contracting requirements.

7. DHS agrees to provide a means of automated verification that is designed (in conjunction with SSA verification procedures) to provide confirmation or tentative



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nonconfirmation of employees' employment eligibility within 3 Federal Government work days of the initial inquiry.

8. DHS agrees to provide a means of secondary verification (including updating DHS records as may be necessary) for employees who contest DHS tentative nonconfirmations and photo non-match tentative nonconfirmations that is designed to provide 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.

### **C. RESPONSIBILITIES OF THE EMPLOYER**

1. The Employer agrees to display the notices supplied by DHS in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system.

2. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted regarding E-Verify.

3. The Employer agrees to become familiar with and comply with the most recent version of the E-Verify User Manual.

4. The Employer agrees that any Employer Representative who will perform employment verification queries will complete the E-Verify Tutorial before that individual initiates any queries.

A. The Employer agrees that all Employer representatives will take the refresher tutorials initiated by the E-Verify program as a condition of continued use of E-Verify, including any tutorials for Federal contractors if the Employer is a Federal contractor.

B. Failure to complete a refresher tutorial will prevent the Employer from continued use of the program.

5. The Employer agrees to comply with current Form I-9 procedures, with two exceptions:

- 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.

- If an employee presents a DHS Form I-551 (Permanent Resident Card) or Form I-766 (Employment Authorization Document) to complete the 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 non-matches that are contested by employees. Note that employees retain the right to present any List A, or List B and List C, documentation to complete the Form I-9. DHS may in the future designate other documents that activate the photo screening tool.



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6. The Employer understands that participation in E-Verify does not exempt the Employer from the 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, except for the following modified requirements applicable by reason of the Employer's participation in E-Verify: (1) identity documents must have photos, as described in paragraph 5 above; (2) a rebuttable presumption is established that the Employer has not violated section 274A(a)(1)(A) of the Immigration and Nationality Act (INA) with respect to the hiring of any individual if it obtains confirmation of the identity and employment eligibility of the individual in compliance with the terms and conditions of E-Verify; (3) the Employer must notify DHS if it continues to employ any employee after receiving a final nonconfirmation, and 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) the Employer is subject to a rebuttable presumption that it has knowingly employed an unauthorized alien in violation of section 274A(a)(1)(A) if the Employer continues to employ an employee after receiving a final nonconfirmation; and (5) no person or entity participating in E-Verify is civilly or criminally liable under any law for any action taken in good faith based on information provided through the confirmation system. DHS reserves the right to conduct Form I-9 compliance inspections during the course of E-Verify, as well as to conduct any other enforcement activity authorized by law.

7. The Employer agrees to initiate E-Verify verification procedures for new employees within 3 Employer business days after each employee has been hired (but after both sections 1 and 2 of the Form I-9 have been completed), and to complete as many (but only as many) steps of the E-Verify process as are necessary according to the E-Verify User Manual. The Employer is prohibited from initiating verification procedures before the employee has been hired and the Form I-9 completed. If the automated system to be queried is temporarily unavailable, the 3-day time period is 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. In all cases, the Employer must use the SSA verification procedures first, and use DHS verification procedures and photo screening tool only after the SSA verification response has been given. Employers may initiate verification by notating the Form I-9 in circumstances where the employee has applied for a Social Security Number (SSN) from the SSA and is waiting to receive the SSN, provided that the Employer performs an E-Verify employment verification query using the employee's SSN as soon as the SSN becomes available.

8. The Employer agrees not to use E-Verify procedures for pre-employment screening of job applicants, in support of any unlawful employment practice, or for any other use not authorized by this MOU. Employers must use E-Verify for all new employees, unless an Employer is a Federal contractor that qualifies for the exceptions described in Article II.D.1.c. Except as provided in Article II.D, the Employer will not verify selectively and will not verify employees hired before the effective date of this MOU. The Employer understands that if the Employer 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 access to SSA and DHS information pursuant to this MOU.

9. The Employer agrees to follow appropriate procedures (see Article III. below) regarding tentative nonconfirmations, including notifying employees of the finding, providing written referral instructions to employees, allowing employees to contest the finding, and not taking



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adverse action against employees if they choose to contest the finding. Further, when employees contest a tentative nonconfirmation based upon a photo non-match, the Employer is required to take affirmative steps (see Article III.B. below) to contact DHS with information necessary to resolve the challenge.

10. 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 non-match, does not establish, and should not be interpreted as evidence, that the employee is not work authorized. In any of the cases listed above, 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, refusing to assign the employee to a Federal contract or other assignment, or otherwise subjecting an employee to any assumption 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 non-match 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 or OSC at 1-800-255-8155 or 1-800-237-2515 (TDD).

11. The Employer agrees to comply with Title VII of the Civil Rights Act of 1964 and section 274B of the INA by not discriminating unlawfully against any individual in hiring, firing, or recruitment or referral practices because of his or her national origin or, in the case of a protected individual as defined in section 274B(a)(3) of the INA, because of his or her citizenship status. 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 unfair immigration-related 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).

12. 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.

13. The Employer agrees that it will use the information it receives from SSA or DHS pursuant to E-Verify and this MOU only to confirm the employment eligibility of employees as



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authorized by this MOU. The Employer agrees that it will safeguard this information, and means of access to it (such as PINS 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.

14. The Employer acknowledges that the information which it receives from SSA 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)), and that 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.

15. The Employer agrees to cooperate with DHS and SSA in their compliance monitoring and evaluation of E-Verify, including by permitting DHS and SSA, 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 timely and accurate manner to DHS requests for information relating to their participation in E-Verify.

#### **D. RESPONSIBILITIES OF FEDERAL CONTRACTORS**

1. 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) in addition to verifying the employment eligibility of all other employees required to be verified under the FAR. Once an employee has been verified through E-Verify by the Employer, the Employer may not reverify the employee through E-Verify.

a. Federal contractors not enrolled at the time of contract award: 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 use E-Verify to initiate verification of employment eligibility of new hires of the Employer who are working in the United States, whether or not assigned to the contract. Once the Employer begins verifying new hires, such verification of new hires must be initiated within 3 business days after the date of hire. Once enrolled in E-Verify as a Federal contractor, the Employer must initiate 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. Federal contractors already enrolled at the time of a contract award: 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 initiate 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 3 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 3 business days after the date of hire. An Employer enrolled as a Federal contractor in E-Verify must initiate verification of each employee assigned to the



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contract within 90 calendar days after date of contract award or within 30 days after assignment to the contract, whichever is later.

c. Institutions of higher education, State, local and tribal governments and sureties: 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 pursuant to 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. The provisions of Article II.D, paragraphs 1.a and 1.b of this MOU providing timeframes for initiating employment verification of employees assigned to a contract apply to such institutions of higher education, State, local and tribal governments, and sureties.

d. Verification of all employees: 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 do so only in the manner designated by DHS and initiate E-Verify verification of all existing employees within 180 days after the election.

e. Form I-9 procedures for Federal contractors: The Employer may use a previously completed Form I-9 as the basis for initiating E-Verify verification of an employee assigned to a contract as long as that Form I-9 is complete (including the SSN), complies with Article II.C.5, the employee's work authorization has not expired, and 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 stated basis in section 1 of the Form I-9 for work authorization has not changed (including, but not limited to, a lawful permanent resident alien having become a naturalized U.S. citizen). If the Employer is unable to determine that the Form I-9 complies with Article II.C.5, if the employee's basis for work authorization as attested in section 1 has expired or changed, or if the Form I-9 contains no SSN or is otherwise incomplete, the Employer shall complete a new I-9 consistent with Article II.C.5, or update the previous I-9 to provide the necessary information. If section 1 of the 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 subsequent to completion of the Form I-9, the Employer shall not require the production of additional documentation, or use the photo screening tool described in Article II.C.5, subject to any additional or superseding instructions that may be provided on this subject in the E-Verify User Manual. Nothing in this section shall be construed 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.

2. 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.



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### 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 tentative nonconfirmation notice as directed by the automated system and provide it to the employee so that the employee may determine whether he or she will contest the tentative nonconfirmation.
2. The Employer will refer employees to SSA field offices only as directed by the automated system based on a tentative nonconfirmation, and only after the Employer records the case verification number, reviews the input to detect any transaction errors, and determines that the employee contests the tentative nonconfirmation. The Employer will transmit the Social Security Number to SSA for verification again if this review indicates a need to do so. The Employer will determine whether the employee contests the tentative nonconfirmation as soon as possible after the Employer receives it.
3. If the employee contests an SSA tentative nonconfirmation, the Employer will provide the employee with a system-generated referral letter and instruct the employee to visit an SSA office within 8 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. The Employer agrees to check the E-Verify system regularly for case updates.
4. The Employer agrees not to ask the employee to obtain a printout from the Social Security Number database (the Numident) or other written verification of the Social Security Number from the SSA.

##### **B. REFERRAL TO DHS**

1. If the Employer receives a tentative nonconfirmation issued by DHS, the Employer must print the tentative nonconfirmation notice as directed by the automated system and provide it to the employee so that the employee may determine whether he or she will contest the tentative nonconfirmation.
2. If the Employer finds a photo non-match for an employee who provides a document for which the automated system has transmitted a photo, the employer must print the photo non-match tentative nonconfirmation notice as directed by the automated system and provide it to the employee so that the employee may determine whether he or she will contest the finding.
3. The Employer agrees to refer individuals to DHS only when the employee chooses to contest a tentative nonconfirmation received from DHS automated verification process or when the Employer issues a tentative nonconfirmation based upon a photo non-match. The Employer will determine whether the employee contests the tentative nonconfirmation as soon as possible



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after the Employer receives it.

4. If the employee contests a tentative nonconfirmation issued by DHS, the Employer will provide the employee with a referral letter and instruct the employee to contact DHS through its toll-free hotline (as found on the referral letter) within 8 Federal Government work days.

5. If the employee contests a tentative nonconfirmation based upon a photo non-match, the Employer will provide the employee with a referral letter to DHS. 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. The Employer agrees to check the E-Verify system regularly for case updates.

6. The Employer agrees that if an employee contests a tentative nonconfirmation based upon a photo non-match, the Employer will send a copy of the employee's Form I-551 or Form I-766 to DHS for review by:

- Scanning and uploading the document, or
- Sending a photocopy of the document by an express mail account (furnished and paid for by DHS).

7. The Employer understands that if it cannot determine whether there is a photo match/non-match, the Employer is required to forward the employee's documentation to DHS by scanning and uploading, or by sending the document as described in the preceding paragraph, and resolving the case as specified by the Immigration Services Verifier at DHS who will determine the photo match or non-match.

#### **ARTICLE IV**

#### **SERVICE PROVISIONS**

SSA and DHS will not charge the Employer for verification services performed under this MOU. The Employer is responsible for providing equipment needed to make inquiries. To access the E-Verify System, an Employer will need a personal computer with Internet access.

#### **ARTICLE V**

#### **PARTIES**

A. This MOU is effective upon the signature of all parties, and shall continue in effect for as long as the SSA and DHS conduct the E-Verify program unless modified in writing by the mutual consent of all parties, or terminated by any party upon 30 days prior written notice to the others. Any and all system enhancements to the E-Verify program by DHS or SSA, including but not limited to the E-Verify checking against additional data sources and instituting new verification procedures, will be covered under this MOU and will not cause the need for a supplemental MOU that outlines these changes. DHS agrees to train employers on all 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 employers to take



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mandatory refresher tutorials. 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 a circumstance, the Federal contractor must provide written notice to DHS. If an Employer that is a Federal contractor fails to provide such notice, that Employer will remain a participant in the E-Verify program, 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.

B. Notwithstanding Article V, part A of this MOU, DHS may terminate this MOU 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 Employer, or a failure on the part of the Employer to comply with established procedures 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 its performance of its contractual responsibilities.

C. 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 they may determine necessary. By separate agreement with DHS, SSA has agreed to perform its responsibilities as described in this MOU.

D. 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 Employer, its agents, officers, or employees.

E. 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 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 Employer.

F. The Employer understands that the fact of 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).

G. The foregoing constitutes the full agreement on this subject between DHS and the Employer.

H. The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively.



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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 **Vulcan, Inc.**

**Gail E Thomas-Jackson**

Name (Please Type or Print)

Title

*Electronically Signed*

Signature

10/01/2009

Date

Department of Homeland Security – Verification Division

**USCIS Verification Division**

Name (Please Type or Print)

Title

*Electronically Signed*

Signature

10/01/2009

Date





Company ID Number: 259974

**Information Required for the E-Verify Program**

**Information relating to your Company:**

Company Name: Vulcan, Inc.

Company Facility Address: 410 E. Berry Avenue

Foley, AL 36535

Company Alternate

Address: PO Box 1850

Foley, AL 36535

County or Parish: BALDWIN

Employer Identification

Number: 63051386

North American Industry  
Classification Systems

Code: 331

Parent Company: \_\_\_\_\_

Number of Employees: 10 - 499

Number of Sites Verified

for: 1

**Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:**

- ALABAMA 1 site(s)



Company ID Number: 259974

**Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:**

Name:	<b>Flora A Morris</b>	Fax Number:	<b>(251) 943 - 9270</b>
Telephone Number:	<b>(251) 943 - 7000</b>		
E-mail Address:	<b>FloraA@vulcaninc.com</b>		
Name:	<b>Gail E Thomas-Jackson</b>	Fax Number:	<b>(251) 972 - 1596</b>
Telephone Number:	<b>(251) 972 - 1396</b>		
E-mail Address:	<b>gailtj@vulcaninc.com</b>		
Name:	<b>Patricia R Wilkins</b>	Fax Number:	<b>(251) 943 - 9270</b>
Telephone Number:	<b>(251) 943 - 7000</b>		
E-mail Address:	<b>dee@vulcaninc.com</b>		
Name:	<b>David M Mullins</b>	Fax Number:	<b>(251) 943 - 9270</b>
Telephone Number:	<b>(251) 943 - 7000</b>		
E-mail Address:	<b>dmullins@vulcaninc.com</b>		



Employment Eligibility Verification

Welcome  
Gail Thomas-Jac...

UserID  
GTH05771

Last Login  
02:39 PM 04/25/2012

Log Out



Click any for help

Home

My Cases

New Case

View Cases

Search Cases

My Profile

Edit Profile

Change Password

Change Security Questions

My Company

Edit Company Profile

Add New User

View Existing Users

Close Company Account

My Reports

View Reports

My Resources

View Essential Resources

Take Tutorial

View User Manual

Contact Us

Company Information

Company Name: Vulcan, Inc.

View / Edit

Company ID Number: 259974

Doing Business As (DBA) Name:

DUNS Number:

Physical Location:

Address 1: 410 E. Berry Avenue

Address 2:

City: Foley

State: AL

Zip Code: 36535

County: BALDWIN

Mailing Address:

Address 1: PO Box 1850

Address 2:

City: Foley

State: AL

Zip Code: 36535

Additional Information:

Employer Identification Number: 630513868

Total Number of Employees: 100 to 499

Parent Organization: Vulcan, Inc.

Administrator:

Organization Designation:

Employer Category: None of these categories apply

NAICS Code: 331 - PRIMARY METAL MANUFACTURING

View / Edit

Total Hiring Sites: 1

View / Edit

Total Points of Contact: 4

View / Edit

View MOU

4. Response Form

- 4.1. Company Name:  
VULCAN, INC. (D/B/A VULCAN SIGNS)
- 4.2. Address:  
P.O. BOX 1850
- 4.3. City/Zip:  
FOLEY, ALABAMA 36536-1850
- 4.4. Phone Number:  
800.633.6845
- 4.5. Fax Number:  
251.943.1544
- 4.6. E-Mail Address:  
vulcan3@vulcaninc.com
- 4.7. Federal Tax ID:  
63-0513868
- 4.7.1.  Corporation  
 Partnership - Name \_\_\_\_\_  
 Individual/Proprietorship - Individual Name \_\_\_\_\_  
 Other (Specify) \_\_\_\_\_

4.8.	CATEGORY A: TRAFFIC SIGNS			
4.8.1	REGULATORY, WARNING AND TEMPORARY TRAFFIC CONTROL SIGNS	SIZE	DISCRIPTION	PRICE EACH
4.8.1.1	STOP	36X36	R1-1	\$ 32.53
4.8.1.2	STOP	30X30	R1-1	\$ 22.69
4.8.1.3	YEILD	36X36X36	R1-2	\$ 16.21
4.8.1.4	YEILD	48x48X48	R1-2	\$ 28.43
4.8.1.5	ONE COLOR MUTCD STANDARD	6X12		\$ 2.55
4.8.1.6	ONE COLOR MUTCD STANDARD	12X36		\$ 11.61
4.8.1.7	ONE COLOR MUTCD DOUBLE FACED	12X36		\$ 21.49
4.8.1.8	ALL WAY	18X6		\$ 3.30
4.8.1.9	ONE COLOR MUTCD STANDARD	18X18		\$ 8.89
4.8.1.10	ONE COLOR MUTCD STANDARD	18X24		\$ 11.50
4.8.1.11	ONE COLOR MUTCD DOUBLE FACED	18X24		\$ 20.33
4.8.1.12	ONE COLOR MUTCD STANDARD	24X12		\$ 7.92
4.8.1.13	ONE COLOR MUTCD STANDARD	24X18		\$ 11.50
4.8.1.14	ONE COLOR MUTCD STANDARD	24X24		\$ 15.29
4.8.1.15	ONE COLOR MUTCD STANDARD	24X30		\$ 19.08
4.8.1.16	ONE COLOR MUTCD DOUBLE FACED	24X30		\$ 33.39
4.8.1.17	ONE COLOR MUTCD STANDARD	30X24		\$ 19.08
4.8.1.18	ONE COLOR MUTCD STANDARD	30X30		\$ 23.66
4.8.1.19	TWO COLOR MUTCD STANDARD	30X30		\$ 24.47
4.8.1.20	THREE COLOR MUTCD STANDARD	30X30		\$ 24.66
4.8.1.21	ONE COLOR MUTCD STANDARD	30 DIA		\$ 23.66
4.8.1.22	ONE COLOR MUTCD STANDARD	30X36		\$ 28.61
4.8.1.23	ONE COLOR MUTCD STANDARD	36X8		\$ 7.95
4.8.1.24	ONE COLOR MUTCD STANDARD	36X12		\$ 11.61
4.8.1.25	ONE COLOR MUTCD STANDARD	36X24		\$ 22.97
4.8.1.26	ONE COLOR MUTCD STANDARD	36X36		\$ 33.81
4.8.1.27	ONE COLOR MUTCD STANDARD	36 DIA		\$ 33.81

4.8.1.28	ONE COLOR MUTCD STANDARD	48X30		\$ 37.68
4.8.1.29	ONE COLOR MUTCD STANDARD	60X30		\$ 46.83
4.8.2	<b>YELLOW/GREEN FLUORESCENT SCHOOL</b>			
4.8.2.1	SCHOOL CROSSING	30X30	S1-1	\$ 32.07
4.8.2.2	SCHOOL CROSSING	36X36	S1-1	\$ 48.62
4.8.2.3	AHEAD OR ARROWS	24X12	W16 SERIES	\$ 12.14
4.8.2.4	SCHOOL BUS STOP AHEAD	30X30	S3-1	\$ 36.89
4.8.2.5	SCHOOL BUS TURN AROUND AHEAD	30X30	S3-2	\$ 36.41
4.8.2.6	SCHOOL SPEED ZONE AHEAD	30X30	S4-5	\$ 41.27
4.8.3	<b>SPECIAL DESIGN SIGNS (Layouts in Attachment A)</b>			
4.8.3.1	DO NOT ENTER WHEN FLOODED	24X30	BLACK / WHITE	\$ 22.35
4.8.3.2	FLOOD AREA AHEAD	30X30	BLACK / YELLOW	\$ 27.11
4.8.3.3	IMPASSIBLE DURING HIGH WATER	30X30	BLACK / YELLOW	\$ 27.11
4.8.3.4	CAUTION	30X30	BLACK / ORANGE	\$ 27.11
4.8.3.5	FRESH OIL LOOSE GRAVEL	30X30	BLACK / ORANGE	\$ 27.11
4.8.3.6	BOONE COUNTY MAINTENANCE BEGINS	18X12	BLACK / WHITE	\$ 8.79
4.8.3.7	BOONE COUNTY MAINTENANCE ENDS	18X12	BLACK / WHITE	\$ 8.79
4.8.3.8	W1-1R WITH SIDE INTERSECTION	30X30	BLACK / YELLOW	\$ 27.11
4.8.3.9	W1-1R WITH CORNER INTERSECTION	30X30	BLACK / YELLOW	\$ 27.11
4.8.3.10	W1-1R WITH FORWARD INTERSECTION	30X30	BLACK / YELLOW	\$ 27.11
4.8.3.11	W1-1L WITH SIDE INTERSECTION	30X30	BLACK / YELLOW	\$ 27.11
4.8.3.12	W1-1L WITH CORNER INTERSECTION	30X30	BLACK / YELLOW	\$ 27.11
4.8.3.13	W1-1L WITH FORWARD INTERSECTION	30X30	BLACK / YELLOW	\$ 27.11
4.8.3.14	W20-4 SPECIAL	30X30	BLACK / YELLOW	\$ 27.11
4.8.3.15	DNR PERMIT SIGN	18X24	BLACK / WHITE	\$ 14.45
4.9	<b>CATEGORY B: FABRICATION MATERIALS</b>			
4.9.1	<b>SIGN FACING SHEETS</b>			
4.9.1.1	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	12 X 18		\$ 2.37
4.9.1.2	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	12 X 36		\$ 4.74
4.9.1.3	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	18 X 18		\$ 3.56
4.9.1.4	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	18 X 24		\$ 4.74
4.9.1.5	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	24" STOP		\$ 6.32
4.9.1.6	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	24 X 30		\$ 7.90
4.9.1.7	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	30" STOP		\$ 9.88
4.9.1.8	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	30 X 30		\$ 9.88
4.9.1.9	TWO COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	30 X 30		\$ 10.63

4.9.1.10	THREE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	30 X 30		\$ 11.34
4.9.1.11	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	36 X 36		\$ 14.22
4.9.1.12	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	36" YEILD		\$ 6.55
4.9.1.13	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	36" STOP		\$ 14.22
<b>4.9.2 CUTTER/ PLOTTER MATERIALS</b>				
4.9.2.1	HIGH INTENSITY PRISMATIC SHEETING, PRESSURE SENSITIVE, ELCTRO CUT	24 IN X 50 YDS	3M 3930 SERIES OR EQUIV	\$ 396.00
4.9.2.2	HIGH INTENSITY PRISMATIC SHEETING, PRESSURE SENSITIVE, ELCTRO CUT	30 IN X 50 YDS	3M 3930 SERIES OR EQUIV	\$ 495.00
4.9.2.3	TRANSPARENT OVERLAY FILM, ELECTRO-CUT, PRESSURE SENSITIVE	24 IN X 50 YDS	3M 1170 SERIES OR EQUIV	\$ 324.00
4.9.2.4	TRANSPARENT OVERLAY FILM, ELECTRO-CUT, PRESSURE SENSITIVE	30 IN X 50 YDS	3M 1170 SERIES OR EQUIV	\$ 405.00
4.9.2.5	ANTI-GRAFFITI PROTECTIVE OVERLAY FILM, PRESSURE SENSITIVE	24 IN X 50 YDS	3M 1150 EQUIVILENT	\$ 354.00
4.9.2.6	ANTI-GRAFFITI PROTECTIVE OVERLAY FILM, PRESSURE SENSITIVE	30 IN X 50 YDS	3M 1150 EQUIVILENT	\$ 442.50
4.9.2.7	NON-REFLECTIVE VINYL, PRESSURE SENSITIVE, ELECTRO-CUT GRAFIC FILM	24 IN X 50 YDS	3M 7725 SERIES EQUIVILENT	\$ 289.33 (BASIC) 336.17 (STANDARD)
4.9.2.8	TRANSFER TAPE, CLEAR, GRAFFIC APPLICATION FOR ELECTRO-CUT FILM	24 IN X 50 YDS	3M TPMS ECF EQUIVILENT	\$ 78.38
4.9.2.9	TRANSFER TAPE, CLEAR, GRAFFIC APPLICATION FOR ELECTRO-CUT FILM	30 IN X 50 YDS	3M TPMS ECF EQUIVILENT	\$ 97.98
<b>4.9.3 SIGN BLANKS</b>				
4.9.3.1	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	18 X 6, 0.080 ga		\$ 4.78
4.9.3.2	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	18 X 9, 0.080 ga		\$ 7.16
4.9.3.3	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	21 X 6, 0.080 ga		\$ 5.65
4.9.3.4	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	24 X 6,0.080 ga		\$ 6.35
4.9.3.5	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	24 X 9, 0.080 ga		\$ 9.40

4.9.3.6	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	27 X 6, 0.080 ga		\$ 7.25
4.9.3.7	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	30 X 6, 0.080 ga		\$ 7.87
4.9.3.8	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	30 X 9, 0.080 ga		\$ 11.72
4.9.3.9	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	33 X 6, 0.100 ga		\$ 9.74
4.9.3.10	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	36 X 6, 0.100 ga		\$ 10.52
4.9.3.11	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	36 X 9, 0.100 ga		\$ 15.60
4.9.3.12	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	36 X 12, 0.100 ga		\$ 20.84
4.9.3.13	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	42 X 6, 0.100 ga		\$ 12.42
4.9.3.14	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	42 X 9, 0.100 ga		\$ 18.35
4.9.3.15	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	42 X 12, 0.100 ga		\$ 23.58
4.9.3.16	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	48 X 6, 0.100 ga		\$ 14.19
4.9.3.17	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	48 X 9, 0.100 ga		\$ 20.88
4.9.3.18	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	48 X 12, 0.100 ga		\$ 26.91
4.9.3.19	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	54 X 9, 0.100 ga		\$ 23.47
4.9.3.20	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	30 X 12, 0.080 ga		\$ 15.60
4.9.3.21	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	36 X 12, 0.100 ga		\$ 12.99
4.9.3.22	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	42 X 12, 0.100 ga		\$ 15.16
4.9.3.23	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	48 X 12, 0.100 ga		\$ 17.32

	CORNER RADIUS			
4.9.3.24	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	54 X 12, 0.100 ga		\$ 19.49
4.9.3.25	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	60 X 12, 0.100 ga		\$ 21.65
4.9.3.26	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	66 X 12, 0.100 ga		\$ 23.82
4.9.3.27	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	72 X 12, 0.100 ga		\$ 25.98
4.9.3.28	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	78 X 12, 0.100 ga		\$ 28.15
4.9.3.29	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, TWO HOLES CENTERED, SIGN BLANK	36 X 24, 0.080 ga		\$ 22.97
4.10.	<b>CATEGORY C: WORK ZONE SUPPLIES</b>			
4.10.1	<b>BARRICADES</b>			
4.10.1.1	TYPE II, DOUBLE SIDED, PLASTIC, 8" BOARD, 4" STRIPE, HIGH INTENSITY REFLECTIVITY	24" X 45"	MINIMUM ORDER 5	\$ 69.88
4.10.1.2	TYPE III, DOUBLE SIDED, PLASTIC, 8" BOARD, 6" STRIPE, HIGH INTENSITY REFLECTIVITY	8' X 5'	"	\$ 188.50
4.10.1.3	BARRICADE LIGHT, LED, PHOTOELECTRIC			\$ 17.95
4.10.1.4	BARRICADE TAPE, HI REFLECTIVITY, W/ 4"STRIPE	8" X 50YDS		\$ 172.14
4.10.1.5	BARRICADE TAPE, HI REFLECTIVITY, W/ 6"STRIPE	8" X 50YDS		\$ 172.14
4.10.1.6	TRAFFIC CONE, WEIGHTED, WITH TWO REFLECTIVE COLLARS	28 INCHES TALL	MINIMUM ORDER 50	\$ 13.17
4.10.1.7	REFLECTIVE CONE COLLAR	6"		\$ 3.75
4.10.1.8	REFLECTIVE CONE COLLAR	4"		\$ 3.75
4.10.2	<b>ROLL-UP COLLAPSIBLE SIGN, HIGH REFLECTIVE VINYL, WITH RIBS AND POCKETS</b>			
4.10.2.1	ONE COLOR MUTCD STANDARD	36X36		\$ 95.00
4.10.2.2	FRESH OIL LOOSE GRAVEL	36X36		\$ 95.00
				\$
4.10.3	<b>MISCELLANEOUS</b>			
4.10.3.1	WARNING FLAGS, MESH, W/ WOOD STAFF	24" X 24"		\$ 4.40
4.10.3.2	STOP/SLOW PADDLE KITS, W/ 60"STAFF	18 x 18	72" ALUMINUM HANDLE	\$ 22.23
4.10.3.3	BARRIER TAPE, CAUTION, 3 MIL (min)	3" X 1000'		\$ 21.45
4.11.	<b>CATEGORY D: MISC HARDWARE &amp; POSTS</b>			



4.11.1	<b>HARDWARE</b>			
4.11.1.1	BREAK-AWAY NUT, ALUM, NBA 5/16	PER 100		\$ 45.00
4.11.1.2	SIGN SAVER, ALUM, 3"min	PER 100		\$ 95.00
4.11.1.3	SET SCREW, KNURLED, 5/16", w/5/32 SOCKET	PER 100		\$ 27.00
4.11.1.4	FLAT STREET SIGN BRACKET FOR U-CHANNEL, 90 DEGREE	12" HOLDER		\$ 11.05
4.11.1.5	FLAT STREET SIGN BRACKET FOR U-CHANNEL, 90 DEGREE	5 1/2" HOLDER		\$ 3.63
4.11.1.6	FLAT STREET SIGN BRACKET FOR U-CHANNEL, 180 DEGREE	12" HOLDER		\$ 11.05
4.11.1.7	FLAT STREET SIGN BRACKET FOR U-CHANNEL, 180 DEGREE	5 1/2" HOLDER		\$ 3.63
4.11.1.8	FLAT STREET SIGN BRACKET FOR U-CHANNEL, CROSS	12" HOLDER		\$ 11.05
4.11.1.9	FLAT STREET SIGN BRACKET FOR U-CHANNEL, CROSS	5 1/2" HOLDER		\$ 3.77
4.11.2	<b>POSTS</b>			
4.11.2.1	U-CHANNEL, 2#/FT (MIN), 3/8 HOLE, 1" CENTER	8 FT		\$ 12.39
4.11.2.2	U-CHANNEL, 2#/FT (MIN), 3/8 HOLE, 1" CENTER	10 FT		\$ 15.49
4.11.2.3	U-CHANNEL, 2#/FT (MIN), 3/8 HOLE, 1" CENTER	12 FT		\$ 18.58
4.11.2.4	ROAD MARKER, WHITE, FLAT, 2-SIDED	3X 6X 62		\$ 11.50
4.11.2.5	CHANNELIZER, FLEXIBLE, BASE MOUNT, YELLOW, W/ 6" HI STRIP	36"	MINIMUM ORDER 25	\$ 24.69
4.11.2.6	CHANNELIZER, FLEXIBLE, BASE MOUNT, WHITE, W/ 6" HI STRIP	48"	MINIMUM ORDER 25	\$ 25.85

- 4.12. 5 % Increase 1<sup>st</sup> Renewal  
4.12.1. 5 % Increase 2<sup>nd</sup> Renewal  
4.12.2. 5 % Increase 3<sup>rd</sup> Renewal

4.13. 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.

4.14. Today's Date: 11/16/2012

4.15. 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

4.16. Please Describe Warranty:  
STANDARD INDUSTRY WARRANTY  
\_\_\_\_\_  
\_\_\_\_\_

4.17. Please Describe On-Line Order Capability:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4.18. Delivery ARO: 30 days

4.19. Authorized Representative (Sign By Hand):

*Matthew M. Maurin*

4.19.2. Type or Print Signed Name:

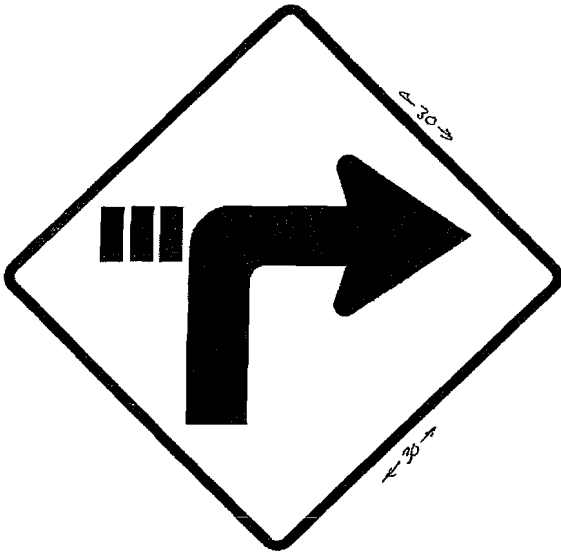
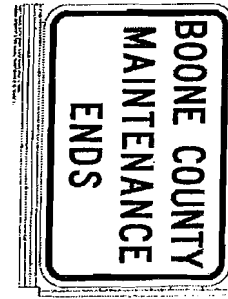
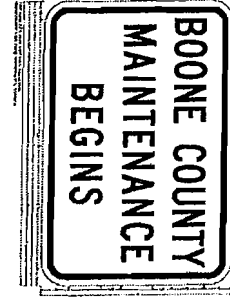
MATTHEW M. MAURIN, SALES MANAGER

THIS IS A SUPPLY CONTRACT ONLY.

ATTACHMENT A  
SPECIAL DESIGN SIGN LAYOUTS



ATTACHMENT A  
SPECIAL DESIGN SIGN LAYOUTS

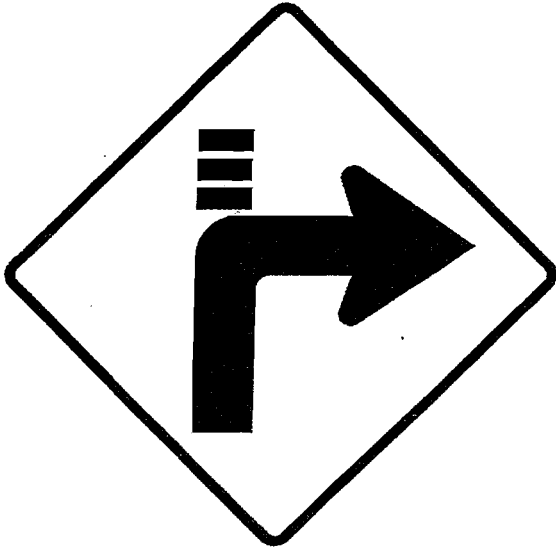


W1-1RS

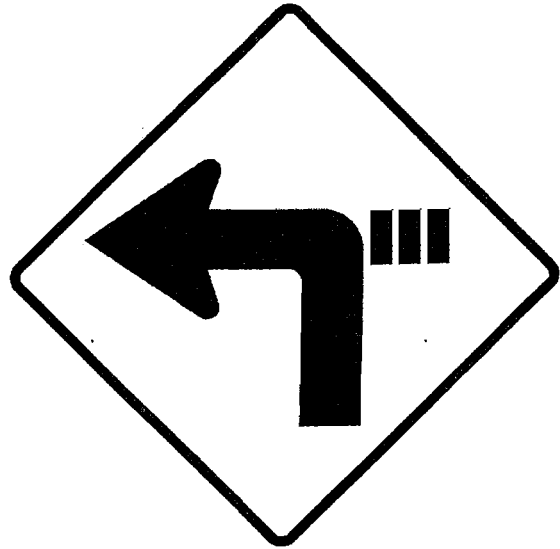


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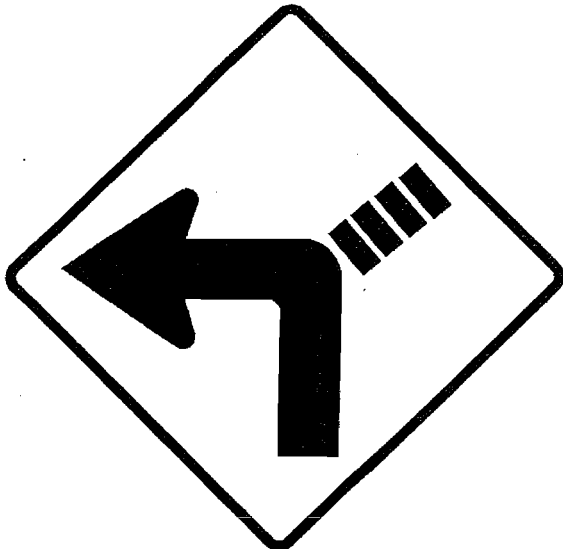
ATTACHMENT A  
SPECIAL DESIGN SIGN LAYOUTS



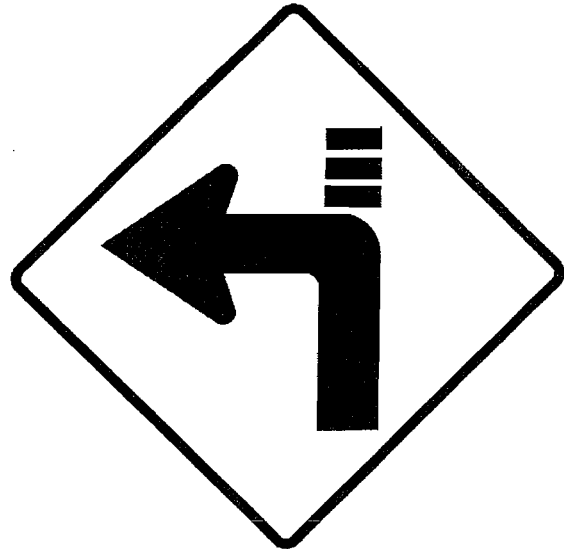
W1-RF



W1-LS



W1-LC

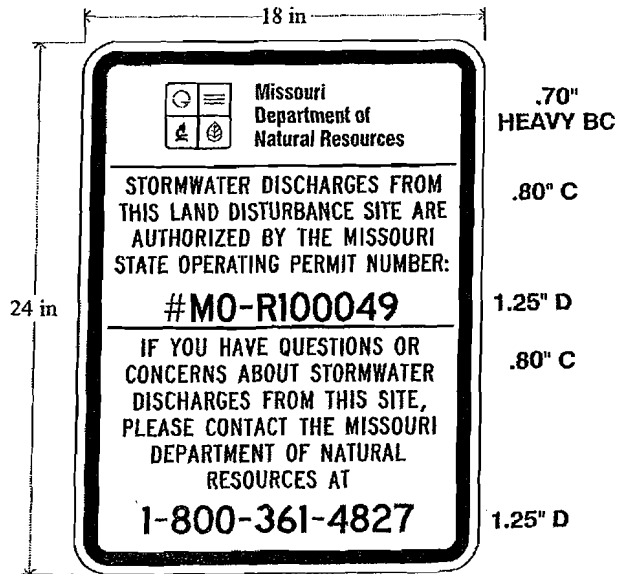


W1-LF

ATTACHMENT A  
SPECIAL DESIGN SIGN LAYOUTS



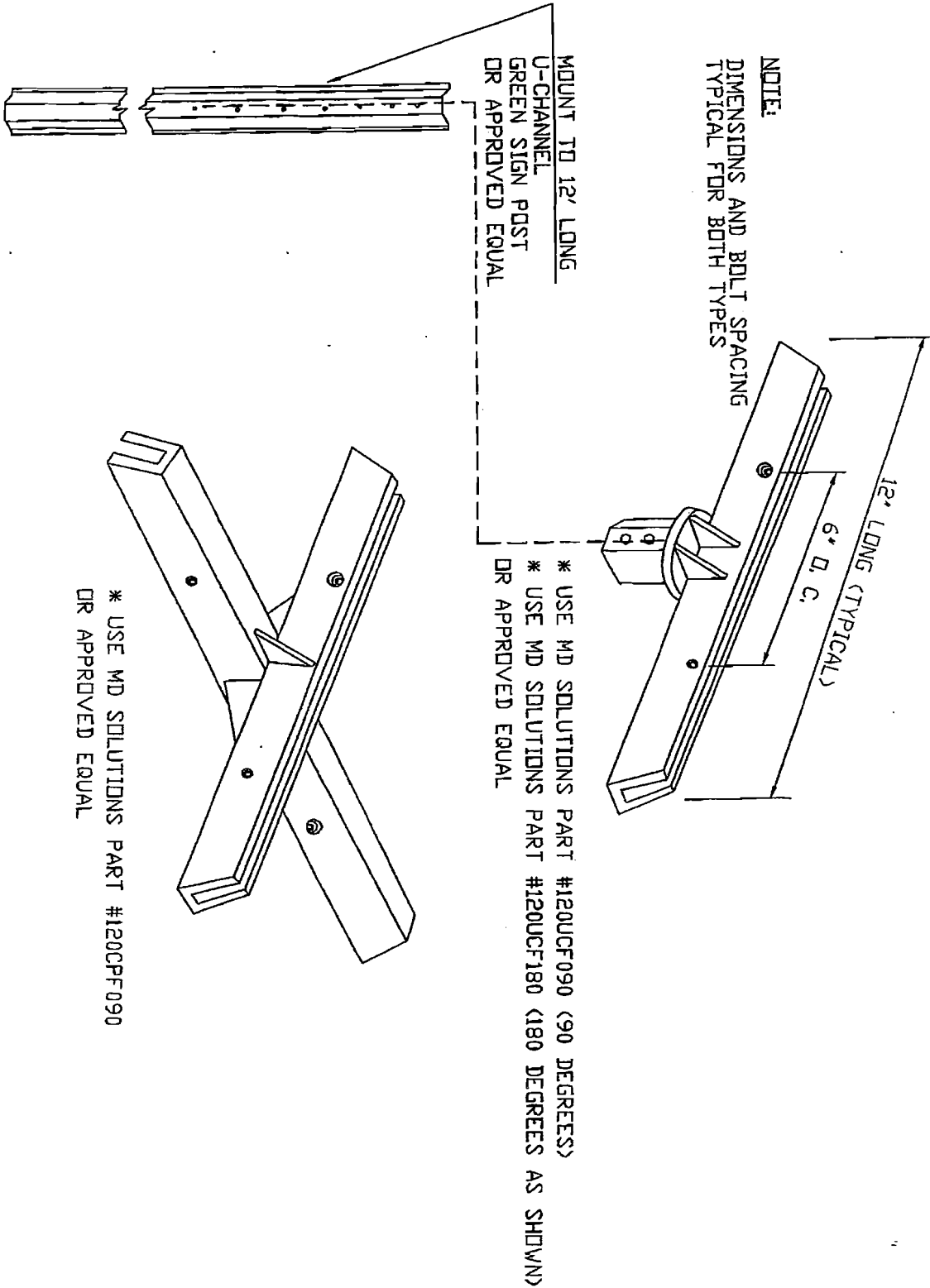
W20-4 SPEC



DNR PERMIT

**ATTACHMENT B  
BRACKETS**

(Please note that the example shown here is one of two different sizes used by Boone County. See section 2.8.6.)



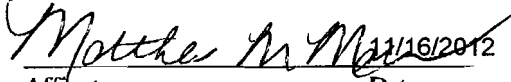
**WORK AUTHORIZATION CERTIFICATION  
PURSUANT TO 285.530 RSMo  
(FOR ALL AGREEMENTS IN EXCESS OF \$5,000.00)**

County of BALDWIN )

State of ALABAMA )ss  
)

My name is MATTHEW M. MAURIN I am an authorized agent of VULCAN SIGNS  
\_\_\_\_\_ (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 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.

  
\_\_\_\_\_  
Affiant Date

MATTHEW M. MAURIN

Printed Name

Subscribed and sworn to before me this 16 day of NOVEMBER, 2012.

  
\_\_\_\_\_  
Notary Public

**Attach to this form the E-Verify Memorandum of Understanding (or the first and last page) that you completed when enrolling that verifies proof of enrollment.**





Employment Eligibility Verification

Welcome  
Gail Thomas-Jac...

User ID  
GTHO5771

Last Login:  
02:39 PM 04/25/2012 Log Out



Click any for help

- Home
- My Cases
- New Case
- View Cases
- Search Cases
- My Profile
- Edit Profile
- Change Password
- Change Security Questions
- My Company
- Edit Company Profile
- Add New User
- View Existing Users
- Close Company Account
- My Reports
- View Reports
- My Resources
- View Essential Resources
- Take Tutorial
- View User Manual
- Contact Us

### Company Information

**Company Name:** Vulcan, Inc.

[View / Edit](#)

**Company ID Number:** 259974

**Doing Business As (DBA) Name:**

**DUNS Number:**

#### Physical Location:

**Address 1:** 410 E. Berry Avenue

**Address 2:**

**City:** Foley

**State:** AL

**Zip Code:** 36535

**County:** BALDWIN

#### Mailing Address:

**Address 1:** PO Box 1850

**Address 2:**

**City:** Foley

**State:** AL

**Zip Code:** 36535

#### Additional Information:

**Employer Identification Number:** 530513868

**Total Number of Employees:** 100 to 499

**Parent Organization:** Vulcan, Inc.

**Administrator:**

#### Organization Designation:

**Employer Category:** None of these categories apply

**NAICS Code:** 331 - PRIMARY METAL MANUFACTURING

[View / Edit](#)

**Total Hiring Sites:** 1

[View / Edit](#)

**Total Points of Contact:** 4

[View / Edit](#)

[View NICS](#)

**CERTIFICATION OF INDIVIDUAL BIDDER**

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

- \_\_\_\_ 1. I have provided a copy of documents showing citizenship or lawful presence in the United States. (Such proof may be a Missouri driver's license, U.S. passport, birth certificate, or immigration documents). Note: If the applicant is an alien, verification of lawful presence must occur prior to receiving a public benefit.
  
- \_\_\_\_ 2. I do not have the above documents, but provide an affidavit (copy attached) which may allow for temporary 90 day qualification.
  
- \_\_\_\_ 3. I have provided a completed application for a birth certificate pending in the State of \_\_\_\_\_. Qualification shall terminate upon receipt of the birth certificate or determination that a birth certificate does not exist because I am not a United States citizen.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**AFFIDAVIT**  
**(Only Required for Individual Bidder Certification Option #2)**

State of Missouri                    )  
  )SS.  
County of \_\_\_\_\_            )

I, the undersigned, being at least eighteen years of age, swear upon my oath that I am either a United States citizen or am classified by the United States government as being lawfully admitted for permanent residence.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Social Security Number  
or Other Federal I.D. Number

\_\_\_\_\_  
Printed Name

On the date above written \_\_\_\_\_ appeared before me and swore that the facts contained in the foregoing affidavit are true according to his/her best knowledge, information and belief.

\_\_\_\_\_  
Notary Public

My Commission Expires:

**(Please complete and return with Contract)**

**Certification Regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

**(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)**

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

---

Name and Title of Authorized Representative

---

Signature

---

Date

## STANDARD TERMS AND CONDITIONS - BOONE COUNTY, MISSOURI

1. 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.
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*

**Boone County Purchasing**  
613 E. Ash Street, Room 109  
Columbia, MO 65201

Amy Robbins, Senior 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: 55-21NOV12- Regulatory Signs Term and Supply**

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Contact: \_\_\_\_\_

Date: \_\_\_\_\_

Reason(s) for not bidding:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**BOONE COUNTY, MISSOURI**  
**Request for Bid #: Request for Bid #: 55-21NOV12 – Regulatory Signs Term and Supply**

**ADDENDUM #1 - Issued November 8, 2012**

This addendum is issued in accordance with the Introduction and General Conditions of Bidding 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 Bidder'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:

The County received the following questions and are providing a response below:

- 1) **Question:** Regarding Items 4.10.1.3: What color lens will be needed?

**Response:** Amber

- 2) **Question:** Regarding Item 4.10.1.6: Will a black base be acceptable and what weight cone is needed? Wide or slim body?

**Response:** Black base is acceptable. 7-10 pound base is acceptable, please indicate which weight you are using on the response form. No slim body and no grabber.

- 3) **Question:** Regarding Item 4.10.2.1 & 4.10.2.2: Are hard or soft pockets needed?

**Response:** Hard pocket is needed, must be able to be used in Zephyr Stands.

- 4) **Question:** Regarding Item 4.10.3.2.: What composition do you want for Stop/Slow paddles (aluminum .040 gauge or plastic?) Do you want wood, plastic or conduit handle? What type of sheeting should be used on paddle?

**Response:** Paddle and handle composition can vary, please indicate which you are using on the response form. HIP sheeting is to be used for the paddle.

- 5) **Question:** Regarding Item 4.11.2.4.: Is road marker going to be placed in soil or does it need to have base for mounting to asphalt?

**Response:** Road marker will be installed in soil or sand pocket with concrete poured for stabilization.

- 6) **Question:** Regarding 4.8.2.: Can you clarify what grade of sheeting is required for Yellow/Green Flourescent School Signs?



**Response:** 3M 3930 series or equivalent sheeting and reflective lettering is requested. If sheeting is only available in a "Diamond Grade" product (3M 3990 or equivalent,) then indicate such on the response form.

By: *Amy Robbins*  
Amy Robbins, Senior Buyer

OFFEROR has examined copy of Addendum #1 to Request for Bid # 55-21NOV12 – Regulatory Signs Term and Supply receipt of which is hereby acknowledged:

Company Name: VULCAN SIGNS  
Address: P.O. BOX 1850  
FOLEY, ALABAMA 36536-1850

Phone Number: 800.633.6845 Fax Number: 251.943.1544  
E-mail address: vulcan3@vulcaninc.com

Authorized Representative Signature: *Matthew M. Maurin* Date: 11/16/2012

Authorized Representative Printed Name: MATTHEW M. MAURIN, SALES MANAGER



**BOONE COUNTY, MISSOURI**  
**Request for Bid #: Request for Bid #: 55-21NOV12 – Regulatory Signs Term and Supply**

**ADDENDUM #2 - Issued November 15, 2012**

This addendum is issued in accordance with the Introduction and General Conditions of Bidding 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 Bidder'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) Bid Submission Deadline:**

The bid submission deadline shall be extended to **1:30 P.M. C.T., Wednesday, November 28, 2012.**

**2) Question(s):**

The County received the following question and is providing a response below:

**Question:** Approximately how many posts do you order at a time?

**Response:** The County will generally order posts in quantities of 50. The total amount of posts ordered at any one time is dependent on County requirements at the time.

By: *Amy Robbins*  
**Amy Robbins, Senior Buyer**

**OFFEROR has examined copy of Addendum #2 to Request for Bid # 55-21NOV12 – Regulatory Signs Term and Supply receipt of which is hereby acknowledged:**

Company Name: VULCAN SIGNS  
Address: P.O. BOX 1850  
FOLEY, ALABAMA 36536-1850

Phone Number: 800.633.6845 Fax Number: 251.943.1544

E-mail address: vulcan3@vulcaninc.com

Authorized Representative Signature: *Matthew M. Maurin* Date: 11/16/2012

Authorized Representative Printed Name: MATTHEW M. MAURIN, SALES MANAGER

RFB #: 55-21NOV121

11/15/12



**Boone County Purchasing**  
613 E. Ash Street, Room 109  
Columbia, MO 65201

## ***Request for Bid (RFB)***

***Amy Robbins, Senior Buyer***  
(573) 886-4392 – Fax: (573) 886-4390  
Email: arobbins@boonecountymo.org

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### ***Bid Data***

Bid Number: **55-21NOV12**  
Commodity Title: **Regulatory Signs Term & Supply**

### **DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT**

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### ***Bid Submission Address and Deadline***

Day / Date: **Wednesday, November 21, 2012**  
Time: **1:30 P.M. (Bids received after this time will be returned unopened)**  
Location / Mail Address: **Boone County Purchasing Department  
Boone County Annex Building  
613 E. Ash Street, Room 109  
Columbia, MO 65201**  
Directions: **The Purchasing office is located on the Southeast corner at 7<sup>th</sup> Street and Ash Street. Enter the building from the South side. Wheel chair accessible entrance is available.**

---

### ***Bid Opening***

Day / Date: **Wednesday, November 21, 2012**  
Time: **1:30 P.M. C.T.**  
Location / Address: **Boone County Annex Building  
613 E. Ash Street  
Columbia, MO 65201**

---

### ***Bid Contents***

- 1.0: Introduction and General Conditions of Bidding**
  - 2.0: Primary Specifications**
  - 3.0: Response Presentation and Review**
  - 4.0: Response Form**
- Attachment A – Special Design Sign Layouts**  
**Attachment B - Brackets**  
**Work Authorization Certification**  
**Debarment Certification**  
**Standard Terms and Conditions**  
**“No Bid” Response Form**

## 1. Introduction and General Conditions of Bidding

- 1.1. **INVITATION** - The County of Boone, through its Purchasing Department, invites responses, which offer to provide the goods and/or services identified on the title page, and described in greater detail in Section 2.
- 1.2. **DEFINITIONS**
- 1.2.1. **County** - This term refers to the County of Boone, a duly organized public entity. It may also be used as a pronoun for various subsets of the County organization, including, as the context will indicate:  
*Purchasing* - The Purchasing Department, including its Purchasing Director and staff.  
*Department(s) or Office(s)* - The County Department(s) or Office(s) for which this Bid is prepared, and which will be the end user(s) of the goods and/or services sought.  
*Designee* - The County employee(s) assigned as your primary contact(s) for interaction regarding Contract performance.
- 1.2.2. **Bidder / Contractor / Supplier** - These terms refer generally to businesses having some sort of relationship to or with us. The term may apply differently to different classes of entities, as the context will indicate.  
*Bidder* - Any business entity submitting a response to this Bid. Suppliers, which may be invited to respond, or which express interest in this bid, but which do not submit a response, have no obligations with respect to the bid requirements.  
*Contractor* - The Bidder whose response to this bid is found by Purchasing to meet the best interests of the County. The Contractor will be selected for award, and will enter into a Contract for provision of the goods and/or services described in the Bid.  
*Supplier* - All business(s) entities which may provide the subject goods and/or services.
- 1.2.3. **Bid** - This entire document, including attachments. A Bid may be used to solicit various kinds of information. The kind of information this Bid seeks is indicated by the title appearing at the top of the first page. A "Request for Bid" is used when the need is well defined. A "Request for Proposal" is used when the County will consider solutions, which may vary significantly from each other or from the County's initial expectations.
- 1.2.4. **Response** - The written, sealed document submitted according to the Bid instructions.
- 1.3. **BID CLARIFICATION** - Questions regarding this Bid should be directed in writing, by e-mail or fax, to the Purchasing Department. Answers, citing the question asked but not identifying the questioner, will be distributed simultaneously to all known prospective Bidders in the form of an addendum. Please check for any addenda 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 Amendment** - If it becomes evident that this Bid must be amended, the Purchasing Department will issue a formal written Amendment to all known prospective Bidders. If necessary, a new due date will be established.
- 1.4. **AWARD** - Award will be made to the Bidder(s) whose offer(s) provide the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, lifecycle cost, ability to deliver, or for any other reason deemed by Purchasing to be in the best interest of the County. Thus, the result will not be determined by price alone. The County will be seeking the least costly outcome that meets the County needs as interpreted by the County. The County reserves the right to 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 County also reserves the right to not award any item or group of items if the services can be obtained from cooperative MMPPC or other governmental entities' contracts under more favorable terms.
- 1.5. **CONTRACT EXECUTION** - This Bid and the Contractor's Response will be made part of any resultant Contract and will be incorporated in the Contract as set forth, verbatim.

- 1.5.1. **Precedence** - In the event of contradictions or conflicts between the provisions of the documents comprising this Contract, they will be resolved by giving precedence in the following order:
- 1) the provisions of the Contract (as it may be amended);
  - 2) the provisions of the Bid;
  - 3) the provisions of the Bidder's Response.
- 1.6. **CONTRACT PERIOD** – Any Term and Supply Contract resulting from this Bid will have an initial term from **January 1, 2013 through December 31, 2013** and may be automatically renewed for **up to an additional three (3) one-year periods** unless canceled by the Purchasing Director in writing prior to a renewal term.
- 1.7. **COMPLIANCE WITH STANDARD TERMS AND CONDITIONS** - Bidder agrees to be bound by the County's standard "boilerplate" terms and conditions for Contracts, a sample of which is attached to this Bid.

**2. Primary Specifications**

- 2.1. **ITEMS TO BE PROVIDED** – For a Term and Supply contract for the Furnishing and Delivery of **Regulatory Traffic Signs, Barricades and Sign Posts** as detailed in the Response Form, Section 4 of this Request for Bid.
- 2.2. The unit prices identified on the Response Form shall remain fixed for the identified original contract period. If the County exercises the option for renewal, the contractor shall agree that the prices for the items listed on the Response Form shall not increase by more than the maximum percent proposed on the Response Form.
  - 2.2.1. If renewal percentages are not provided, then prices during any renewal period shall be the same as during the original contract period.
- 2.3. **CONTRACT EXTENSION** – The County Purchasing Director may exercise the option to extend the contract on a month-to-month basis for a maximum of six (6) months from the date of termination if it is deemed to be in the best interest of Boone County.
- 2.4. **CONTRACT DOCUMENTS** - The successful bidder(s) shall be obligated to enter into a written contract with the County within 30 days of award on contract forms provided by the County. If bidders desire to contract under their own written agreement, any such proposed agreement shall be submitted in blank with their bid. County reserves the right to modify any proposed form agreement or withdraw its award to a successful bidder if any proposed agreement contains terms and conditions inconsistent with its bid or are unacceptable to county legal counsel.
- 2.5. **QUANTITY** – Orders will be made on an “as needed basis.” Quantities are estimated based on past usage for a 12-month period. The County reserves the right to increase or decrease quantities as requirements dictate.
  - 2.5.1. Boone County uses approximately 2,000 various signs, barricades, and sign posts each year. This figure is given not to guarantee a purchase amount, but so that bidders can have a reasonable assumption about the amount of signs that are likely to be purchased.
- 2.6. **SAMPLES** - Boone County reserves the right to request samples after bids are opened and before the award is made. When samples are called for, they must be furnished free of expense and if not destroyed in testing will, upon request, be returned at the bidder’s expense. A request for the return of samples must be made within ten days following opening bids. Each individual sample must be labeled with the bidder’s name and manufacturer’s brand name and number.
- 2.7. **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 order quantities or total prices.
- 2.8. **MINIMUM TECHNICAL SPECIFICATIONS** - All signs and materials for this bid are required to meet the Manual on Uniform Traffic Control Devices (MUTCD) standards and specifications. Upon request by Boone County, Bidder shall supply Test Reports to the Boone County Public Works Department, Operations Division.
  - 2.8.1. **Traffic Signs:** All traffic signs shall be constructed from sheet aluminum .080” min gauge w/3/8” holes, with 3M 3930 series or equivalent sheeting and reflective lettering. Traffic signs in section 4.8.1 and 4.8.2 will be ordered utilizing MUTCD sign designations from MUTCD sign tables. MUTCD sign sizes utilized by Boone County are supplied in Section 4.8.1 used to assist in the proper identification for pricing. Design layouts for traffic signs in section 4.8.3 are provided in Attachment A.
  - 2.8.2. All lettering and backing materials for section 4.9 on the Response Page must be equal to that of 3M 3930 Series of the High Intensity Prismatic or equal produced by the 3M Company. All sheeting sign faces, and films must be pressure sensitive for application.
  - 2.8.3. **Sign Blanks: Sheeting material for sign blanks** must be equal to that of 3M 3930 Series of the High Intensity Prismatic or equal produced by the 3M Company. Required gauge for the aluminum sign blanks varies by size and is indicated in section 4.9.3.
  - 2.8.4. **Barricades:** All Type II barricades shall be constructed of a heavy-duty, durable polyethylene material and of the fold-up design for easy storage and stacking. All Type III barricades shall be

- constructed of heavy-duty, durable polyethylene materials that are 8" wide x 8' in length; includes bolt-on galvanized mounting stands. All barricades shall be doubled-sided, 3M 3930 Series of the High Intensity Prismatic or equal markings to direct traffic either right or left of barricades.
- 2.8.5. **Traffic Cones:** All traffic cones shall be bright orange in color, 28" in height, with a 6" 3M 3930 Series of the High Intensity Prismatic or equal reflective collar at top and just below a 4" collar; weighted base.
- 2.8.6. **Brackets:** The contractor must provide brackets in accordance with the drawings and specifications on Attachment B, included herein as well as described herein. The County uses two sizes, one being 12" long as shown in Attachment B and the other being 5 ½" long.
- 2.8.7. **U-Channel Post Material and Finish:** Steel U-Channel Posts shall conform to the standard specification for hot rolled carbon steel, structural quality, ASTM designation A570, Grade 50. Yield strength after cold-forming shall be 60,000 psi minimum. Finish shall be baked green enamel paint. Holes will be 3/8 inch with one inch spacing. 2pound / foot weight.
- 2.8.8. **Length Tolerance:** The length of each post shall have a permissible length tolerance of + or - ¼".
- 2.9. **DEVIATION(S)** - It is the bidder's responsibility to submit a bid that meets all mandatory specifications stated within. The bidder must compare their product bid with the required listed minimum specifications and identify any deviations along with the specific section deviated from. Failure to properly identify deviations may render the bidder's proposal non-responsive and not capable of consideration for award.
- 2.10. **DELIVERY** – Delivery shall be to the Boone County Public Works Department, Maintenance Operations Division. All deliveries shall be made FOB Destination with freight charges fully included and prepaid. The seller pays and bears the freight charges. All orders shall be delivered within 30 days after receipt of an order.
- 2.11. **DESIGNEE** - Boone County Public Works Department, 5551 Highway 63 South, Columbia, Missouri 65201. Telephone: (573) 449-8515.
- 2.12. **BID CLARIFICATION** - Any questions or clarifications concerning bid documents should be addressed to Amy Robbins, Senior Buyer, 613 E. Ash Street, Room 109, Columbia, Missouri 65201. Telephone (573) 886-4392 Fax (573) 886-4390, E-mail: arobbins@boonecountymo.org.
- 2.13. **BILLING AND PAYMENT** - Payment will be made within 30 days from receipt of a correct Monthly Statement. Invoices and Monthly Statement to be mailed to the Designee.
- 2.14. **DESCRIPTIVE LITERATURE** - Bidders proposing to furnish items other than specified must submit complete descriptive literature with bid. Bids received without descriptive literature are subject to rejection.
- 2.15. **METHOD OF ORDERING** - Orders will be requested via telephone, fax or on-line. The Contractor shall be required to confirm receipt of each request.
- 2.16. **EQUAL** - Items quoted to be as indicated or approved equal where equivalency is allowed in specifications.

**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** - We will evaluate submitted responses in relation to all aspects of this Bid.
  - 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.
  - 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.
  - 3.5.5. 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.



VULCAN, INC

410 E BERRY AVE

DUNS: 044496966 CAGE Code: 30118

FOLEY, AL, 36535-2833 ,

Status: Active

UNITED STATES

### Entity Overview

#### Entity Information

**DUNS:** 044496966  
**Name:** VULCAN, INC  
**Doing Business As:** VULCAN SIGNS  
**Business Type:** Business or Organization  
**POC Name:** None Specified  
**Registration Status:** Active  
**Expiration Date:** 01/03/2013

#### Exclusions

**Active Exclusion Records?** No

SAM | System for Award Management 1.0

IBM v1.432.20121130-1953

WWW4

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



**PURCHASE AGREEMENT  
FOR  
Regulatory Signs Term and Supply**

THIS AGREEMENT dated the 10<sup>th</sup> day of JAN 2013 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Osburn Associates, Inc.**, herein "Contractor".

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

1. **Contract Documents** - This agreement shall consist of this Purchase Agreement for **Regulatory Signs Term and Supply**, County of Boone Request for Bid number **55-21NOV12** dated **November 05, 2012**, Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, the un-executed Response Form, References Sheet, Work Authorization Certification, Debarment Form, Standard Terms and Conditions, any applicable addenda, as well as the Contractor's bid response signed by **Jeff Osburn**. All such documents shall constitute the contract documents, which are attached hereto and incorporated herein by reference. Service or product data, specification and literature submitted with bid response may be permanently maintained in the County Purchasing Office bid file for this bid if not attached. In the event of conflict between any of the foregoing documents, this Purchase Agreement, the Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, the un-executed Response Form, Standard Terms and Conditions, and any applicable addenda shall prevail and control over the Contractor's bid response.

2. **Contract Duration** - This agreement shall commence on **January 01, 2013** and extend through **December 31, 2013** subject to the provisions for termination specified below. This agreement may be extended beyond the expiration date by the order of the County for **three (3) additional one (1) year periods** subject to the pricing clauses in the contractor's RFB response and thereafter on a month to month basis in the event the County is unable to re-bid and/or award a new contract prior to the expiration date after exercising diligent efforts to do so or not.

3. **Purchase** - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County all items per the bid specifications in sections **4.8.1.7., 4.8.1.11., 4.8.1.16., 4.8.3., 4.9.1.1-4.9.1.11., 4.9.1.13., 4.9.2., 4.9.3.1-4.9.3.7., 4.9.3.9-4.9.3.20., 4.9.3.23. and 4.10.2.** of the Response Form, and in conformity with the contract documents for the prices set forth in the Contractor's bid response, as needed and as ordered by the County.

<b>55-21NOV12 - Regulatory Signs Term &amp; Supply Bid Tabulation</b>		<b>SIZE</b>	<b>DISCRIPTION</b>	<b>Osburn Associates</b>
<b>4.8</b>	<b>CATEGORY A - TRAFFIC SIGNS</b>			
<b>4.8.1</b>	<b>REGULATORY WARNING AND TEMPORARY TRAFFIC CONTROL SIGNS</b>			
4.8.1.7	ONE COLOR MUTCD DOUBLE FACED	12X36		\$12.38
4.8.1.11	ONE COLOR MUTCD DOUBLE FACED	18X24		\$12.38
4.8.1.16	ONE COLOR MUTCD DOUBLE FACED	24X30		\$20.50
<b>4.8.3</b>	<b>SPECIAL DESIGN SIGNS (Layouts in Attachment A)</b>			
4.8.3.1	DO NOT ENTER WHEN FLOODED	24X30	BLACK / WHITE	\$20.50
4.8.3.2	FLOOD AREA AHEAD	30X30	BLACK / YELLOW	\$25.63
4.8.3.3	IMPASSIBLE DURING HIGH WATER	30X30	BLACK / YELLOW	\$25.63

4.8.3.4	CAUTION	30X30	BLACK / ORANGE	\$25.63
4.8.3.5	FRESH OIL LOOSE GRAVEL	30X30	BLACK / ORANGE	\$25.63
4.8.3.6	BOONE COUNTY MAINTENANCE BEGINS	18X12	BLACK / WHITE	\$6.50
4.8.3.7	BOONE COUNTY MAINTENANCE ENDS	18X12	BLACK / WHITE	\$6.50
4.8.3.8	W1-1R WITH SIDE INTERSECTION	30X30	BLACK / YELLOW	\$25.63
4.8.3.9	W1-1R WITH CORNER INTERSECTION	30X30	BLACK / YELLOW	\$25.63
4.8.3.10	W1-1R WITH FORWARD INTERSECTION	30X30	BLACK / YELLOW	\$25.63
4.8.3.11	W1-1L WITH SIDE INTERSECTION	30X30	BLACK / YELLOW	\$25.63
4.8.3.12	W1-1L WITH CORNER INTERSECTION	30X30	BLACK / YELLOW	\$25.63
4.8.3.13	W1-1L WITH FORWARD INTERSECTION	30X30	BLACK / YELLOW	\$25.63
4.8.3.14	W20-4 SPECIAL	30X30	BLACK / YELLOW	\$25.63
4.8.3.15	DNR PERMIT SIGN	18X24	BLACK / WHITE	\$12.38
<b>4.9</b>	<b>CATEGORY B: FABRICATION MATERIALS</b>			
<b>4.9.1</b>	<b>SIGN FACING SHEETS</b>			
4.9.1.1	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	12 X 18		\$2.31
4.9.1.2	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	12 X 36		\$2.31
4.9.1.3	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	18 X 18		\$3.47
4.9.1.4	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	18 X 24		\$4.12
4.9.1.5	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	24" STOP		\$6.16
4.9.1.6	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	24 X 30		\$7.70
4.9.1.7	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	30" STOP		\$9.63
4.9.1.8	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	30 X 30		\$9.63
4.9.1.9	TWO COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	30 X 30		\$9.75
4.9.1.10	THREE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	30 X 30		\$10.25
4.9.1.11	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	36 X 36		\$13.86
4.9.1.13	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	36" STOP		\$13.86
<b>4.9.2</b>	<b>CUTTER/PLOTTER MATERIALS</b>			
4.9.2.1	HIGH INTENSITY PRISMATIC SHEETING, PRESSURE SENSITIVE, ELCTRO CUT	24 IN X 50 YDS	3M 3930 SERIES OR EQUIV	\$372.00
4.9.2.2	HIGH INTENSITY PRISMATIC SHEETING, PRESSURE SENSITIVE, ELCTRO CUT	30 IN X 50 YDS	3M 3930 SERIES OR EQUIV	\$465.00

4.9.2.3	TRANSPARENT OVERLAY FILM, ELECTRO-CUT, PRESSURE SENSITIVE	24 IN X 50 YDS	3M 1170 SERIES OR EQUIV	\$300.00
4.9.2.4	TRANSPARENT OVERLAY FILM, ELECTRO-CUT, PRESSURE SENSITIVE	30 IN X 50 YDS	3M 1170 SERIES OR EQUIV	\$375.00
4.9.2.5	ANTI-GRAFFITI PROTECTIVE OVERLAY FILM, PRESSURE SENSITIVE	24 IN X 50 YDS	3M 1150 EQUIVILENT	\$180.00
4.9.2.6	ANTI-GRAFFITI PROTECTIVE OVERLAY FILM, PRESSURE SENSITIVE	30 IN X 50 YDS	3M 1150 EQUIVILENT	\$225.00
4.9.2.7	NON-REFLECTIVE VINYL, PRESSURE SENSITIVE, ELECTRO-CUT GRAFIC FILM	24 IN X 50 YDS	3M 7725 SERIES EQUIVILENT	\$255.00
4.9.2.8	TRANSFER TAPE, CLEAR, GRAFFIC APPLICATION FOR ELECTRO-CUT FILM	24 IN X 50 YDS	3M TPM5 ECF EQUIVILENT	\$192.00
4.9.2.9	TRANSFER TAPE, CLEAR, GRAFFIC APPLICATION FOR ELECTRO-CUT FILM	30 IN X 50 YDS	3M TPM5 ECF EQUIVILENT	\$209.00
4.9.3	<b>SIGN BLANKS</b>			
4.9.3.1	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	18 X 6, 0.080 ga		\$4.05
4.9.3.2	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	18 X 9, 0.080 ga		\$6.05
4.9.3.3	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	21 X 6, 0.080 ga		\$4.75
4.9.3.4	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	24 X 6, 0.080 ga		\$5.16
4.9.3.5	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	24 X 9, 0.080 ga		\$8.10
4.9.3.6	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	27 X 6, 0.080 ga		\$6.25
4.9.3.7	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	30 X 6, 0.080 ga		\$6.75
4.9.3.9	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	33 X 6, 0.100 ga		\$8.50
4.9.3.10	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	36 X 6, 0.100 ga		\$8.85
4.9.3.11	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	36 X 9, 0.100 ga		\$13.28
4.9.3.12	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	36 X 12, 0.100 ga,		\$17.70
4.9.3.13	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	42 X 6, 0.100 ga		\$10.33
4.9.3.14	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	42 X 9, 0.100 ga		\$15.41

4.9.3.15	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	42 X 12, 0.100 ga		\$20.13
4.9.3.16	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	48 X 6, 0.100 ga		\$11.80
4.9.3.17	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	48 X 9, 0.100 ga		\$17.70
4.9.3.18	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	48 X 12, 0.100 ga		\$23.60
4.9.3.19	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	54 X 9, 0.100 ga		\$19.88
4.9.3.20	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	30 X 12, 0.080 ga		\$10.00
4.9.3.23	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	48 X 12, 0.100 ga		\$10.00
4.10.2	<b>ROLL-UP COLLAPSIBLE SIGN, HIGH REFLECTIVE VINYL WITH RIBS AND POCKETS</b>			
4.10.2.1	ONE COLOR MUTCD STANDARD	36X36		\$39.00
4.10.2.2	FRESH OIL LOOSE GRAVEL	36X36		\$38.00

**4. Billing and Payment** - All billing shall be invoiced to the Boone County Public Works Department. Billings may only include the prices listed in the Contractor's bid response. No additional fees or extra services not included in the bid response or taxes shall be included as additional charges in excess of the charges in the Contractor's bid response to the specifications. The County agrees to pay all correct monthly 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 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.

**OSBURN ASSOCIATES, INC.**

**BOONE COUNTY, MISSOURI**

by *[Signature]*

by: Boone County Commission  
*[Signature]*

title Traffic

Daniel K. Atwill, Presiding Commissioner

address PO Box 912

Logan, OH 43138

APPROVED AS TO FORM:

ATTEST:

*[Signature]*  
County Counselor

*[Signature]*  
Wendy S. Noren, County Clerk *my*

**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 *by [initials]*

1/2/13  
Date

2040 / 26600, 26500 Term/Supply  
No Encumbrance Required  
Appropriation Account

4. Response Form

- 4.1. Company Name: Osburn Associates, Inc
- 4.2. Address: Po Box 912
- 4.3. City/Zip: Logan OH 43138
- 4.4. Phone Number: 740-385-6869
- 4.5. Fax Number: 740-385-8016
- 4.6. E-Mail Address: jeffo@osburns.com
- 4.7. Federal Tax ID: 31-1041388
- 4.7.1.  Corporation  
 Partnership - Name \_\_\_\_\_  
 Individual/Proprietorship - Individual Name \_\_\_\_\_  
 Other (Specify) \_\_\_\_\_

4.8.	CATEGORY A: TRAFFIC SIGNS			
4.8.1	REGULATORY, WARNING AND TEMPORARY TRAFFIC CONTROL SIGNS	SIZE	DISCRIPTION	PRICE EACH
4.8.1.1	STOP	36X36	R1-1	\$ 56.00
4.8.1.2	STOP	30X30	R1-1	\$ 25.00
4.8.1.3	YEILD	36X36X36	R1-2	\$ 20.00
4.8.1.4	YEILD	48x48X48	R1-2	\$ 37.00
4.8.1.5	ONE COLOR MUTCD STANDARD	6X12		\$ 2.05
4.8.1.6	ONE COLOR MUTCD STANDARD	12X36		\$ 12.38
4.8.1.7	ONE COLOR MUTCD DOUBLE FACED	12X36		\$ 12.38
4.8.1.8	ALL WAY	18X6		\$ 3.08
4.8.1.9	ONE COLOR MUTCD STANDARD	18X18		\$ 9.23
4.8.1.10	ONE COLOR MUTCD STANDARD	18X24		\$ 12.38
4.8.1.11	ONE COLOR MUTCD DOUBLE FACED	18X24		\$ 12.38
4.8.1.12	ONE COLOR MUTCD STANDARD	24X12		\$ 8.20
4.8.1.13	ONE COLOR MUTCD STANDARD	24X18		\$ 12.38
4.8.1.14	ONE COLOR MUTCD STANDARD	24X24		\$ 16.40
4.8.1.15	ONE COLOR MUTCD STANDARD	24X30		\$ 20.50
4.8.1.16	ONE COLOR MUTCD DOUBLE FACED	24X30		\$ 20.50
4.8.1.17	ONE COLOR MUTCD STANDARD	30X24		\$ 20.50
4.8.1.18	ONE COLOR MUTCD STANDARD	30X30		\$ 25.63
4.8.1.19	TWO COLOR MUTCD STANDARD	30X30		\$ 25.63
4.8.1.20	THREE COLOR MUTCD STANDARD	30X30		\$ 28.60
4.8.1.21	ONE COLOR MUTCD STANDARD	30 DIA		\$ 25.63
4.8.1.22	ONE COLOR MUTCD STANDARD	30X36		\$ 30.75
4.8.1.23	ONE COLOR MUTCD STANDARD	36X8		\$ 8.20
4.8.1.24	ONE COLOR MUTCD STANDARD	36X12		\$ 12.38
4.8.1.25	ONE COLOR MUTCD STANDARD	36X24		\$ 24.60
4.8.1.26	ONE COLOR MUTCD STANDARD	36X36		\$ 36.90
4.8.1.27	ONE COLOR MUTCD STANDARD	36 DIA		\$ 36.90

528.58

4.8.1.28	ONE COLOR MUTCD STANDARD	48X30		\$ 41.00
4.8.1.29	ONE COLOR MUTCD STANDARD	60X30		\$ 51.25
4.8.2	<b>YELLOW/GREEN FLUORESCENT SCHOOL</b>			
4.8.2.1	SCHOOL CROSSING	30X30	S1-1	\$ 35.93
4.8.2.2	SCHOOL CROSSING	36X36	S1-1	\$ 51.75
4.8.2.3	AHEAD OR ARROWS	24X12	W16 SERIES	\$ 11.50
4.8.2.4	SCHOOL BUS STOP AHEAD	30X30	S3-1	\$ 35.93
4.8.2.5	SCHOOL BUS TURN AROUND AHEAD	30X30	S3-2	\$ 35.93
4.8.2.6	SCHOOL SPEED ZONE AHEAD	30X30	S4-5	\$ 35.93
4.8.3	<b>SPECIAL DESIGN SIGNS (Layouts in Attachment A)</b>			
4.8.3.1	DO NOT ENTER WHEN FLOODED	24X30	BLACK / WHITE	\$ 20.50
4.8.3.2	FLOOD AREA AHEAD	30X30	BLACK / YELLOW	\$ 25.63
4.8.3.3	IMPASSIBLE DURING HIGH WATER	30X30	BLACK / YELLOW	\$ 25.63
4.8.3.4	CAUTION	30X30	BLACK / ORANGE	\$ 25.63
4.8.3.5	FRESH OIL LOOSE GRAVEL	30X30	BLACK / ORANGE	\$ 25.63
4.8.3.6	BOONE COUNTY MAINTENANCE BEGINS	18X12	BLACK / WHITE	\$ 6.50
4.8.3.7	BOONE COUNTY MAINTENANCE ENDS	18X12	BLACK / WHITE	\$ 6.50
4.8.3.8	W1-1R WITH SIDE INTERSECTION	30X30	BLACK / YELLOW	\$ 25.63
4.8.3.9	W1-1R WITH CORNER INTERSECTION	30X30	BLACK / YELLOW	\$ 25.63
4.8.3.10	W1-1R WITH FORWARD INTERSECTION	30X30	BLACK / YELLOW	\$ 25.63
4.8.3.11	W1-1L WITH SIDE INTERSECTION	30X30	BLACK / YELLOW	\$ 25.63
4.8.3.12	W1-1L WITH CORNER INTERSECTION	30X30	BLACK / YELLOW	\$ 25.63
4.8.3.13	W1-1L WITH FORWARD INTERSECTION	30X30	BLACK / YELLOW	\$ 25.63
4.8.3.14	W20-4 SPECIAL	30X30	BLACK / YELLOW	\$ 25.63
4.8.3.15	DNR PERMIT SIGN	18X24	BLACK / WHITE	\$ 12.38
4.9	<b>CATEGORY B: FABRICATION MATERIALS</b>			
4.9.1	<b>SIGN FACING SHEETS</b>			
4.9.1.1	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	12 X 18		\$ 2.31
4.9.1.2	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	12 X 36		\$ 2.31
4.9.1.3	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	18 X 18		\$ 3.47
4.9.1.4	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	18 X 24		\$ 4.12
4.9.1.5	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	24" STOP		\$ 6.16
4.9.1.6	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	24 X 30		\$ 7.70
4.9.1.7	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	30" STOP		\$ 9.63
4.9.1.8	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	30 X 30		\$ 9.63
4.9.1.9	TWO COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	30 X 30		\$ 9.75

682.11



4.9.1.10	THREE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	30 X 30		\$ 10.25
4.9.1.11	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	36 X 36		\$ 13.86
4.9.1.12	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	36" YEILD		\$ 7.70
4.9.1.13	ONE COLOR SIGN FACE, HI REFLECTIVITY, PRESSURE SENSITIVE	36" STOP		\$ 13.86
4.9.2	<b>CUTTER/ PLOTTER MATERIALS</b>			
4.9.2.1	HIGH INTENSITY PRISMATIC SHEETING, PRESSURE SENSITIVE, ELCTRO CUT	24 IN X 50 YDS	3M 3930 SERIES OR EQUIV	\$ 372
4.9.2.2	HIGH INTENSITY PRISMATIC SHEETING, PRESSURE SENSITIVE, ELCTRO CUT	30 IN X 50 YDS	3M 3930 SERIES OR EQUIV	\$ 465
4.9.2.3	TRANSPARENT OVERLAY FILM, ELECTRO-CUT, PRESSURE SENSITIVE	24 IN X 50 YDS	3M 1170 SERIES OR EQUIV	\$ 300
4.9.2.4	TRANSPARENT OVERLAY FILM, ELECTRO-CUT, PRESSURE SENSITIVE	30 IN X 50 YDS	3M 1170 SERIES OR EQUIV	\$ 375
4.9.2.5	ANTI-GRAFFITI PROTECTIVE OVERLAY FILM, PRESSURE SENSITIVE	24 IN X 50 YDS	3M 1150 EQUIVILENT	\$ 180
4.9.2.6	ANTI-GRAFFITI PROTECTIVE OVERLAY FILM, PRESSURE SENSITIVE	30 IN X 50 YDS	3M 1150 EQUIVILENT	\$ 225
4.9.2.7	NON-REFLECTIVE VINYL, PRESSURE SENSITIVE, ELECTRO-CUT GRAFIC FILM	24 IN X 50 YDS	3M 7725 SERIES EQUIVILENT	\$ 255
4.9.2.8	TRANSFER TAPE, CLEAR, GRAFFIC APPLICATION FOR ELECTRO-CUT FILM	24 IN X 50 YDS	3M TPM5 ECF EQUIVILENT	\$ 192
4.9.2.9	TRANSFER TAPE, CLEAR, GRAFFIC APPLICATION FOR ELECTRO-CUT FILM	30 IN X 50 YDS	3M TPM5 ECF EQUIVILENT	\$ 209
4.9.3	<b>SIGN BLANKS</b>			
4.9.3.1	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	18 X 6, 0.080 ga		\$ 4.05
4.9.3.2	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	18 X 9, 0.080 ga		\$ 6.05
4.9.3.3	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	21 X 6, 0.080 ga		\$ 4.75
4.9.3.4	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	24 X 6, 0.080 ga		\$ 5.40
4.9.3.5	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	24 X 9, 0.080 ga		\$ 8.10

*2646.78*

4.9.3.6	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	27 X 6, 0.080 ga	\$ 6.25
4.9.3.7	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	30 X 6, 0.080 ga	\$ 6.75
4.9.3.8	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	30 X 9, 0.080 ga	\$ 12.15
4.9.3.9	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	33 X 6, 0.100 ga	\$ 8.50
4.9.3.10	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	36 X 6, 0.100 ga	\$ 8.85
4.9.3.11	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	36 X 9, 0.100 ga	\$ 13.28
4.9.3.12	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	36 X 12, 0.100 ga,	\$ 17.70
4.9.3.13	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	42 X 6, 0.100 ga	\$ 10.33
4.9.3.14	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	42 X 9, 0.100 ga	\$ 15.41
4.9.3.15	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	42 X 12, 0.100 ga	\$ 20.13
4.9.3.16	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	48 X 6, 0.100 ga	\$ 11.80
4.9.3.17	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	48 X 9, 0.100 ga	\$ 17.70
4.9.3.18	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	48 X 12, 0.100 ga	\$ 23.60
4.9.3.19	ALUM, TWO-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	54 X 9, 0.100 ga	\$ 19.88
4.9.3.20	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	30 X 12, 0.080 ga	\$ 10.00
4.9.3.21	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	36 X 12, 0.100 ga	\$ 13.50
4.9.3.22	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	42 X 12, 0.100 ga	\$ 15.75
4.9.3.23	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET,1.5" CORNER RADIUS	48 X 12, 0.100 ga	\$ 10.00

241.58

	CORNER RADIUS			
4.9.3.24	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	54 X 12, 0.100 ga		\$ 20.25
4.9.3.25	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	60 X 12, 0.100 ga		\$ 22.50
4.9.3.26	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	66 X 12, 0.100 ga		\$ 24.75
4.9.3.27	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	72 X 12, 0.100 ga		\$ 27.00
4.9.3.28	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, FLAT STREET, 1.5" CORNER RADIUS	78 X 12, 0.100 ga		\$ 29.25
4.9.3.29	ALUM, ONE-SIDED WHITE HIGH PRISMATIC, TWO HOLES CENTERED, SIGN BLANK	36 X 24, 0.080 ga		\$ 24.00
4.10.	<b>CATEGORY C: WORK ZONE SUPPLIES</b>			
4.10.1	<b>BARRICADES</b>			
4.10.1.1	TYPE II, DOUBLE SIDED, PLASTIC, 8" BOARD, 4" STRIPE, HIGH INTENSITY REFLECTIVITY	24" X 45"		\$ 89.75
4.10.1.2	TYPE III, DOUBLE SIDED, PLASTIC, 8" BOARD, 6" STRIPE, HIGH INTENSITY REFLECTIVITY	8' X 5'		\$ 231.50
4.10.1.3	BARRICADE LIGHT, LED, PHOTOELECTRIC			\$ 49.75
4.10.1.4	BARRICADE TAPE, HI REFLECTIVITY, W/ 4" STRIPE	8" X 50YDS		\$ 140.
4.10.1.5	BARRICADE TAPE, HI REFLECTIVITY, W/ 6" STRIPE	8" X 50YDS		\$ 140.
4.10.1.6	TRAFFIC CONE, WEIGHTED, WITH TWO REFLECTIVE COLLARS	28 INCHES TALL		\$ 13.69
4.10.1.7	REFLECTIVE CONE COLLAR	6"		\$ 6.50
4.10.1.8	REFLECTIVE CONE COLLAR	4"		\$ 3.50
4.10.2	<b>ROLL-UP COLLAPSIBLE SIGN, HIGH REFLECTIVE VINYL, WITH RIBS AND POCKETS</b>			
4.10.2.1	ONE COLOR MUTCD STANDARD	36X36		\$ 39.00
4.10.2.2	FRESH OIL LOOSE GRAVEL	36X36		\$ 38.00
4.10.3	<b>MISCELLANEOUS</b>			
4.10.3.1	WARNING FLAGS, MESH, W/ WOOD STAFF	24" X 24"		\$ 7.55
4.10.3.2	STOP/SLOW PADDLE KITS, W/ 60" STAFF	18 x 18	PVC HIP	\$ 29.95
4.10.3.3	BARRIER TAPE, CAUTION, 3 MIL (min)	3" X 1000'		\$ 12.00
4.11.	<b>CATEGORY D: MISC HARDWARE &amp; POSTS</b>			

948.77

4.11.1	<b>HARDWARE</b>		
4.11.1.1	BREAK-AWAY NUT, ALUM, NBA 5/16	PER 100	\$ 99.00
4.11.1.2	SIGN SAVER, ALUM, 3"min	PER 100	\$ 74.00
4.11.1.3	SET SCREW, KNURLED, 5/16", w/5/32 SOCKET	PER 100	\$ 25.00
4.11.1.4	FLAT STREET SIGN BRACKET FOR U-CHANNEL, 90 DEGREE	12" HOLDER	\$ 8.00
4.11.1.5	FLAT STREET SIGN BRACKET FOR U-CHANNEL, 90 DEGREE	5 1/2" HOLDER	\$ 2.90
4.11.1.6	FLAT STREET SIGN BRACKET FOR U-CHANNEL, 180 DEGREE	12" HOLDER	\$ 8.20
4.11.1.7	FLAT STREET SIGN BRACKET FOR U-CHANNEL, 180 DEGREE	5 1/2" HOLDER	\$ 2.90
4.11.1.8	FLAT STREET SIGN BRACKET FOR U-CHANNEL, CROSS	12" HOLDER	\$ 8.25
4.11.1.9	FLAT STREET SIGN BRACKET FOR U-CHANNEL, CROSS	5 1/2" HOLDER	\$ 2.90
4.11.2	<b>POSTS</b>		
4.11.2.1	U-CHANNEL, 2#/FT (MIN), 3/8 HOLE, 1" CENTER	8 FT	\$
4.11.2.2	U-CHANNEL, 2#/FT (MIN), 3/8 HOLE, 1" CENTER	10 FT	\$
4.11.2.3	U-CHANNEL, 2#/FT (MIN), 3/8 HOLE, 1" CENTER	12 FT	\$
4.11.2.4	ROAD MARKER, WHITE, FLAT, 2-SIDED	3X 6X 62	\$
4.11.2.5	CHANNELIZER, FLEXIBLE, BASE MOUNT, YELLOW, W/ 6" HI STRIP	36"	\$
4.11.2.6	CHANNELIZER, FLEXIBLE, BASE MOUNT, WHITE, W/ 6" HI STRIP	48"	\$

221-15

- 4.12. 10 % Increase 1<sup>st</sup> Renewal
- 4.12.1. 10 % Increase 2<sup>nd</sup> Renewal
- 4.12.2. 10 % Increase 3<sup>rd</sup> Renewal

4.13. 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.

4.14. Today's Date: 11-20-12

4.15. 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

4.16. Please Describe Warranty:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4.17. Please Describe On-Line Order Capability:

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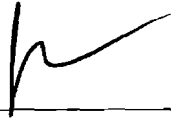
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4.18. Delivery ARO: 30 days

4.19. Authorized Representative (Sign By Hand):



4.19.2. Type or Print Signed Name:

Jeff Osburn . VP



**BOONE COUNTY, MISSOURI**  
**Request for Bid #: Request for Bid #: 55-21NOV12 – Regulatory Signs Term and Supply**

**ADDENDUM #1 - Issued November 8, 2012**

This addendum is issued in accordance with the Introduction and General Conditions of Bidding 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 Bidder'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:

The County received the following questions and are providing a response below:

- 1) **Question:** Regarding Items 4.10.1.3: What color lens will be needed?

**Response:** Amber

- 2) **Question:** Regarding Item 4.10.1.6: Will a black base be acceptable and what weight cone is needed? Wide or slim body?

**Response:** Black base is acceptable. 7-10 pound base is acceptable, please indicate which weight you are using on the response form. No slim body and no grabber.

- 3) **Question:** Regarding Item 4.10.2.1 & 4.10.2.2: Are hard or soft pockets needed?

**Response:** Hard pocket is needed, must be able to be used in Zephyr Stands.

- 4) **Question:** Regarding Item 4.10.3.2.: What composition do you want for Stop/Slow paddles (aluminum .040 gauge or plastic?) Do you want wood, plastic or conduit handle? What type of sheeting should be used on paddle?

**Response:** Paddle and handle composition can vary, please indicate which you are using on the response form. HIP sheeting is to be used for the paddle.

- 5) **Question:** Regarding Item 4.11.2.4.: Is road marker going to be placed in soil or does it need to have base for mounting to asphalt?

**Response:** Road marker will be installed in soil or sand pocket with concrete poured for stabilization.

- 6) **Question:** Regarding 4.8.2.: Can you clarify what grade of sheeting is required for Yellow/Green Fluorescent School Signs?

**Response:** 3M 3930 series or equivalent sheeting and reflective lettering is requested. If sheeting is only available in a "Diamond Grade" product (3M 3990 or equivalent,) then indicate such on the response form.

By: Amy Robbins  
Amy Robbins, Senior Buyer

OFFEROR has examined copy of Addendum #1 to Request for Bid # 55-21NOV12 – Regulatory Signs Term and Supply receipt of which is hereby acknowledged:

Company Name: Osburn Associates Inc  
Address: P.O. Box 912  
Logan OH 43138

Phone Number: 740-385-6869 Fax Number: 740-385-8016

E-mail address: jeff@osburns.com

Authorized Representative Signature: [Signature] Date: 11-20-12

Authorized Representative Printed Name: Jeff Osburn



**BOONE COUNTY, MISSOURI**  
**Request for Bid #: Request for Bid #: 55-21NOV12 – Regulatory Signs Term and Supply**

**ADDENDUM #2 - Issued November 15, 2012**

This addendum is issued in accordance with the Introduction and General Conditions of Bidding 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 Bidder'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) Bid Submission Deadline:**

The bid submission deadline shall be extended to **1:30 P.M. C.T., Wednesday, November 28, 2012.**

**2) Question(s):**

The County received the following question and is providing a response below:

**Question:** Approximately how many posts do you order at a time?

**Response:** The County will generally order posts in quantities of 50. The total amount of posts ordered at any one time is dependent on County requirements at the time.

By: *Amy Robbins*  
Amy Robbins, Senior Buyer

OFFEROR has examined copy of Addendum #2 to Request for Bid # 55-21NOV12 – Regulatory Signs Term and Supply receipt of which is hereby acknowledged:

Company Name: Osburn Associates, Inc  
Address: Po Box 912  
Logan OH 43138

Phone Number: 740-385-6869 Fax Number: 740-385-8016  
E-mail address: jeff@osburns.com

Authorized Representative Signature: *[Signature]* Date: 11-20-12

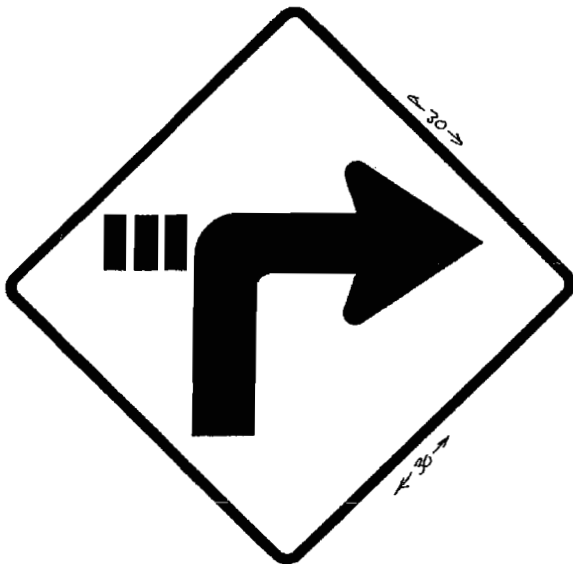
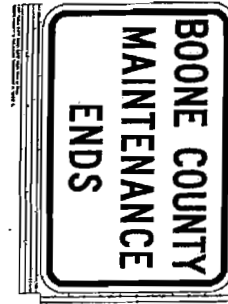
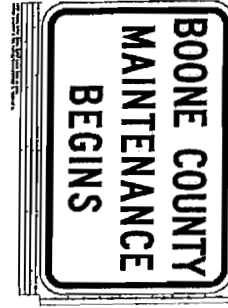
Authorized Representative Printed Name: Jeff Osburn



ATTACHMENT A  
SPECIAL DESIGN SIGN LAYOUTS



ATTACHMENT A  
SPECIAL DESIGN SIGN LAYOUTS

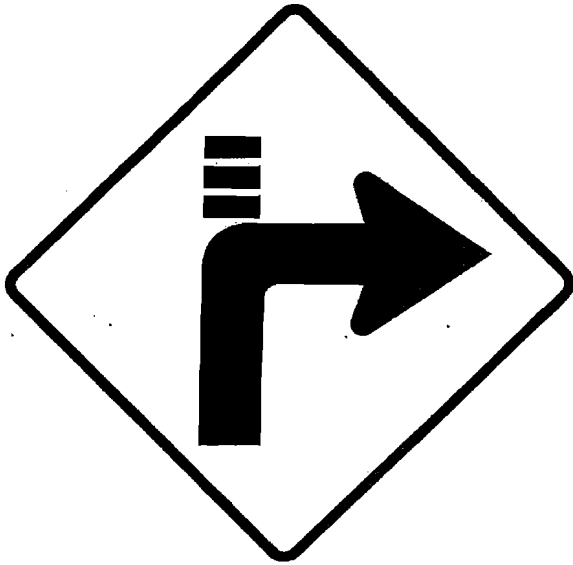


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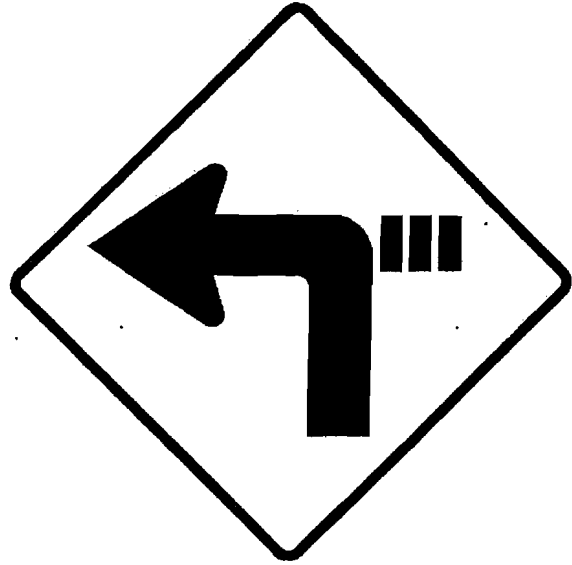


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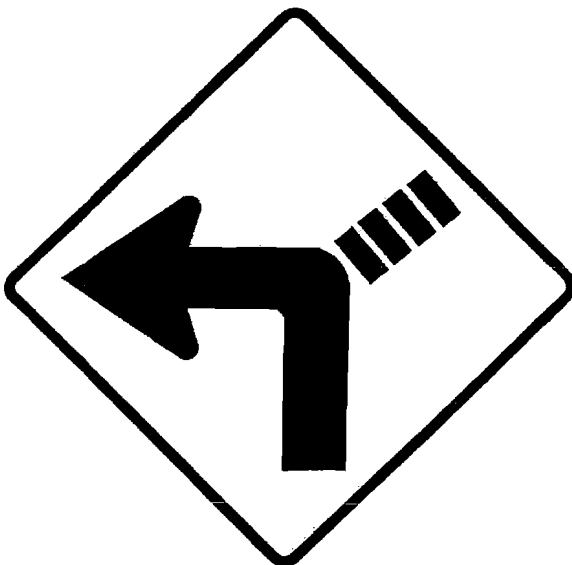
ATTACHMENT A  
SPECIAL DESIGN SIGN LAYOUTS



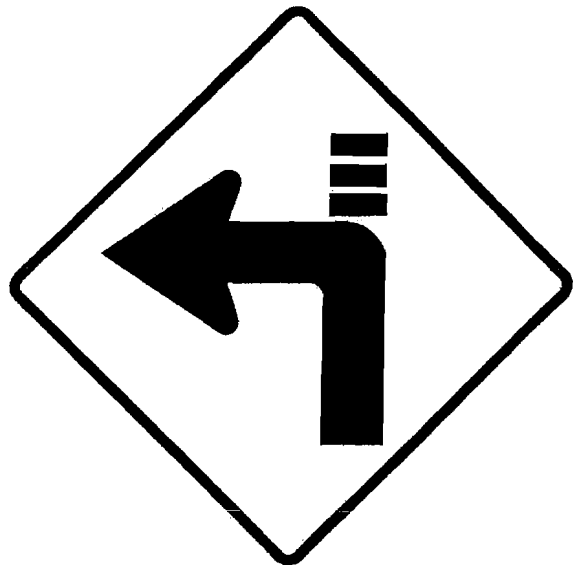
W1-RF



W1-LS



W1-LC

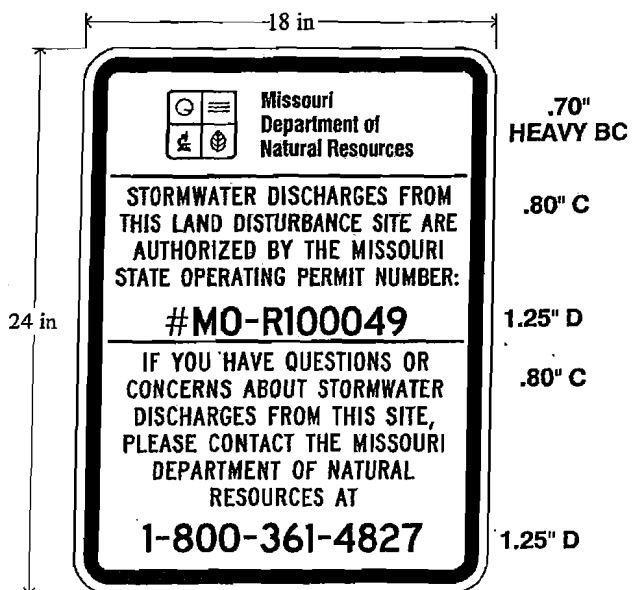


W1-LF

**ATTACHMENT A  
SPECIAL DESIGN SIGN LAYOUTS**



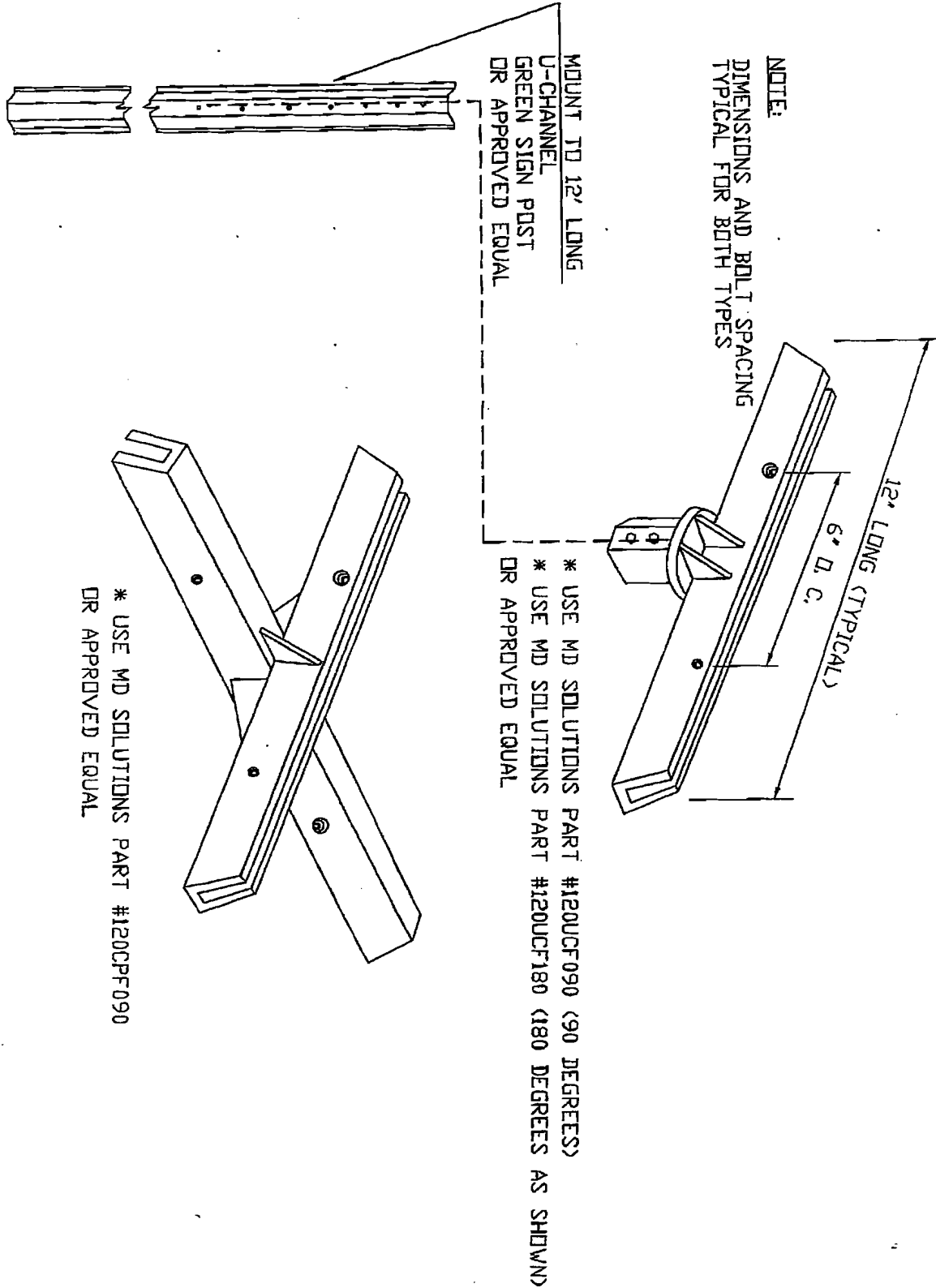
W20-4 SPEC



DNR PERMIT

**ATTACHMENT B  
BRACKETS**

(Please note that the example shown here is one of two different sizes used by Boone County. See section 2.8.6.)




**WORK AUTHORIZATION CERTIFICATION  
PURSUANT TO 285.530 RSMo  
(FOR ALL AGREEMENTS IN EXCESS OF \$5,000.00)**

County of Hocking )  
State of Ohio )ss  
 )

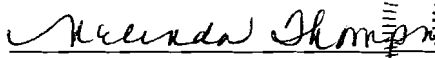
My name is Jeff Osburn. I am an authorized agent of Osburn Associates Inc (Bidder). This business is enrolled and participates in a federal work authorization program for all employees working in connection with services provided to the County. This business does not knowingly employ any person that is an unauthorized alien in connection with the services being provided. Documentation of participation in a federal work authorization program is attached hereto.

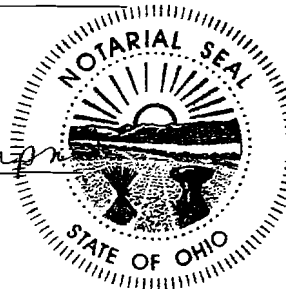
Furthermore, all subcontractors working on this contract shall affirmatively state in writing in their contracts that they are not in violation of Section 285.530.1, shall not thereafter be in violation and submit a sworn affidavit under penalty of perjury that all employees are lawfully present in the United States.

  
\_\_\_\_\_ 11-20-12  
Affiant Date

Jeff Osburn  
Printed Name

Subscribed and sworn to before me this 20<sup>th</sup> day of November, 2012.

  
\_\_\_\_\_  
Notary Public




MELINDA THOMPSON  
NOTARY PUBLIC  
STATE OF OHIO  
Comm. Expires  
January 29, 2013  
Recorded In  
Hocking County

**Attach to this form the E-Verify Memorandum of Understanding (or the first and last page) that you completed when enrolling that verifies proof of enrollment.**

### 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

11-20-12

Date

Jeff Osburn

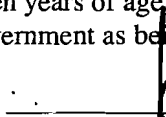
Printed Name

**AFFIDAVIT  
(Only Required for Individual Bidder Certification Option #2)**

State of Ohio )  
 )SS.  
 County of Hocking )

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.

11-20-12  
 Date

  
 Signature

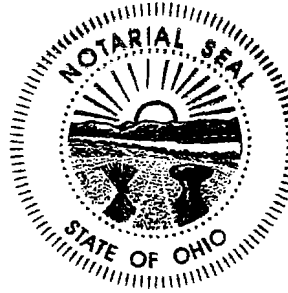
31-1041388  
 Social Security Number  
 or Other Federal I.D. Number

Jeff Osburn Osburn Associates Inc  
 Printed Name

On the date above written Jeff Osburn 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: 1-29-2013



**MELINDA THOMPSON  
 NOTARY PUBLIC  
 STATE OF OHIO  
 Comm. Expires  
 January 29, 2013  
 Recorded in  
 Hocking County**



(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.

Jeff Osburn Vice President  
Name and Title of Authorized Representative

[Signature] 11-20-12  
Signature Date

## STANDARD TERMS AND CONDITIONS - BOONE COUNTY, MISSOURI

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.
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 Purchasing**  
613 E. Ash Street, Room 109  
Columbia, MO 65201

## ***Request for Bid (RFB)***

***Amy Robbins, Senior Buyer***  
(573) 886-4392 – Fax: (573) 886-4390  
Email: arobbins@boonecountymmo.org

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### ***Bid Data***

Bid Number: **55-21NOV12**  
Commodity Title: **Regulatory Signs Term & Supply**

### **DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT**

---

### ***Bid Submission Address and Deadline***

Day / Date: **Wednesday, November 21, 2012**  
Time: **1:30 P.M. (Bids received after this time will be returned unopened)**  
Location / Mail Address: **Boone County Purchasing Department  
Boone County Annex Building  
613 E. Ash Street, Room 109  
Columbia, MO 65201**  
Directions: **The Purchasing office is located on the Southeast corner at 7<sup>th</sup> Street and Ash Street. Enter the building from the South side. Wheel chair accessible entrance is available.**

---

### ***Bid Opening***

Day / Date: **Wednesday, November 21, 2012**  
Time: **1:30 P.M. C.T.**  
Location / Address: **Boone County Annex Building  
613 E. Ash Street  
Columbia, MO 65201**

---

### ***Bid Contents***

- 1.0: Introduction and General Conditions of Bidding**
- 2.0: Primary Specifications**
- 3.0: Response Presentation and Review**
- 4.0: Response Form**
  - Attachment A – Special Design Sign Layouts**
  - Attachment B - Brackets**
  - Work Authorization Certification**
  - Debarment Certification**
  - 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. A "Request for Bid" is used when the need is well defined. A "Request for Proposal" is used when the County will consider solutions, which may vary significantly from each other or from the County's initial expectations.
  - 1.2.4. **Response** - The written, sealed document submitted according to the Bid instructions.
- 1.3. **BID CLARIFICATION** - Questions regarding this Bid should be directed in writing, by e-mail or fax, to the Purchasing Department. Answers, citing the question asked but not identifying the questioner, will be distributed simultaneously to all known prospective Bidders in the form of an addendum. Please check for any addenda 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 Amendment** - If it becomes evident that this Bid must be amended, the Purchasing Department will issue a formal written Amendment to all known prospective Bidders. If necessary, a new due date will be established.
- 1.4. **AWARD** - Award will be made to the Bidder(s) whose offer(s) provide the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, lifecycle cost, ability to deliver, or for any other reason deemed by Purchasing to be in the best interest of the County. Thus, the result will not be determined by price alone. The County will be seeking the least costly outcome that meets the County needs as interpreted by the County. The County reserves the right to 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 County also reserves the right to not award any item or group of items if the services can be obtained from cooperative MMPPC or other governmental entities' contracts under more favorable terms.
- 1.5. **CONTRACT EXECUTION** - This Bid and the Contractor's Response will be made part of any resultant Contract and will be incorporated in the Contract as set forth, verbatim.

- 1.5.1. **Precedence** - In the event of contradictions or conflicts between the provisions of the documents comprising this Contract, they will be resolved by giving precedence in the following order:
  - 1) the provisions of the Contract (as it may be amended);
  - 2) the provisions of the Bid;
  - 3) the provisions of the Bidder's Response.
- 1.6. **CONTRACT PERIOD** – Any Term and Supply Contract resulting from this Bid will have an initial term from **January 1, 2013 through December 31, 2013** and may be automatically renewed for **up to an additional three (3) one-year periods** unless canceled by the Purchasing Director in writing prior to a renewal term.
- 1.7. **COMPLIANCE WITH STANDARD TERMS AND CONDITIONS** - Bidder agrees to be bound by the County's standard "boilerplate" terms and conditions for Contracts, a sample of which is attached to this Bid.

2. Primary Specifications

- 2.1. **ITEMS TO BE PROVIDED** – For a Term and Supply contract for the Furnishing and Delivery of **Regulatory Traffic Signs, Barricades and Sign Posts** as detailed in the Response Form, Section 4 of this Request for Bid.
- 2.2. The unit prices identified on the Response Form shall remain fixed for the identified original contract period. If the County exercises the option for renewal, the contractor shall agree that the prices for the items listed on the Response Form shall not increase by more than the maximum percent proposed on the Response Form.
  - 2.2.1. If renewal percentages are not provided, then prices during any renewal period shall be the same as during the original contract period.
- 2.3. **CONTRACT EXTENSION** – The County Purchasing Director may exercise the option to extend the contract on a month-to-month basis for a maximum of six (6) months from the date of termination if it is deemed to be in the best interest of Boone County.
- 2.4. **CONTRACT DOCUMENTS** - The successful bidder(s) shall be obligated to enter into a written contract with the County within 30 days of award on contract forms provided by the County. If bidders desire to contract under their own written agreement, any such proposed agreement shall be submitted in blank with their bid. County reserves the right to modify any proposed form agreement or withdraw its award to a successful bidder if any proposed agreement contains terms and conditions inconsistent with its bid or are unacceptable to county legal counsel.
- 2.5. **QUANTITY** – Orders will be made on an “as needed basis.” Quantities are estimated based on past usage for a 12-month period. The County reserves the right to increase or decrease quantities as requirements dictate.
  - 2.5.1. Boone County uses approximately 2,000 various signs, barricades, and sign posts each year. This figure is given not to guarantee a purchase amount, but so that bidders can have a reasonable assumption about the amount of signs that are likely to be purchased.
- 2.6. **SAMPLES** - Boone County reserves the right to request samples after bids are opened and before the award is made. When samples are called for, they must be furnished free of expense and if not destroyed in testing will, upon request, be returned at the bidder’s expense. A request for the return of samples must be made within ten days following opening bids. Each individual sample must be labeled with the bidder’s name and manufacturer’s brand name and number.
- 2.7. **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 order quantities or total prices.
- 2.8. **MINIMUM TECHNICAL SPECIFICATIONS** - All signs and materials for this bid are required to meet the Manual on Uniform Traffic Control Devices (MUTCD) standards and specifications. Upon request by Boone County, Bidder shall supply Test Reports to the Boone County Public Works Department, Operations Division.
  - 2.8.1. **Traffic Signs:** All traffic signs shall be constructed from sheet aluminum .080” min gauge w/3/8” holes, with 3M 3930 series or equivalent sheeting and reflective lettering. Traffic signs in section 4.8.1 and 4.8.2 will be ordered utilizing MUTCD sign designations from MUTCD sign tables. MUTCD sign sizes utilized by Boone County are supplied in Section 4.8.1 used to assist in the proper identification for pricing. Design layouts for traffic signs in section 4.8.3 are provided in Attachment A.
  - 2.8.2. All lettering and backing materials for section 4.9.on the Response Page must be equal to that of 3M 3930 Series of the High Intensity Prismatic or equal produced by the 3M Company. All sheeting sign faces, and films must be pressure sensitive for application.
  - 2.8.3. **Sign Blanks: Sheeting material for sign blanks** must be equal to that of 3M 3930 Series of the High Intensity Prismatic or equal produced by the 3M Company. Required gauge for the aluminum sign blanks varies by size and is indicated in section 4.9.3.
  - 2.8.4. **Barricades:** All Type II barricades shall be constructed of a heavy-duty, durable polyethylene material and of the fold-up design for easy storage and stacking. All Type III barricades shall be

- constructed of heavy-duty, durable polyethylene materials that are 8" wide x 8' in length; includes bolt-on galvanized mounting stands. All barricades shall be doubled-sided, 3M 3930 Series of the High Intensity Prismatic or equal markings to direct traffic either right or left of barricades.
- 2.8.5. **Traffic Cones:** All traffic cones shall be bright orange in color, 28" in height, with a 6" 3M 3930 Series of the High Intensity Prismatic or equal reflective collar at top and just below a 4" collar; weighted base.
- 2.8.6. **Brackets:** The contractor must provide brackets in accordance with the drawings and specifications on Attachment B, included herein as well as described herein. The County uses two sizes, one being 12" long as shown in Attachment B and the other being 5 1/2" long.
- 2.8.7. **U-Channel Post Material and Finish:** Steel U-Channel Posts shall conform to the standard specification for hot rolled carbon steel, structural quality, ASTM designation A570, Grade 50. Yield strength after cold-forming shall be 60,000 psi minimum. Finish shall be baked green enamel paint. Holes will be 3/8 inch with one inch spacing. 2pound / foot weight.
- 2.8.8. **Length Tolerance:** The length of each post shall have a permissible length tolerance of + or - 1/4".
- 2.9. **DEVIATION(S)** - It is the bidder's responsibility to submit a bid that meets all mandatory specifications stated within. The bidder must compare their product bid with the required listed minimum specifications and identify any deviations along with the specific section deviated from. Failure to properly identify deviations may render the bidder's proposal non-responsive and not capable of consideration for award.
- 2.10. **DELIVERY** - Delivery shall be to the Boone County Public Works Department, Maintenance Operations Division. All deliveries shall be made FOB Destination with freight charges fully included and prepaid. The seller pays and bears the freight charges. All orders shall be delivered within 30 days after receipt of an order.
- 2.11. **DESIGNEE** - Boone County Public Works Department, 5551 Highway 63 South, Columbia, Missouri 65201. Telephone: (573) 449-8515.
- 2.12. **BID CLARIFICATION** - Any questions or clarifications concerning bid documents should be addressed to Amy Robbins, Senior Buyer, 613 E. Ash Street, Room 109, Columbia, Missouri 65201. Telephone (573) 886-4392 Fax (573) 886-4390, E-mail: arobbins@boonecountymmo.org.
- 2.13. **BILLING AND PAYMENT** - Payment will be made within 30 days from receipt of a correct Monthly Statement. Invoices and Monthly Statement to be mailed to the Designee.
- 2.14. **DESCRIPTIVE LITERATURE** - Bidders proposing to furnish items other than specified must submit complete descriptive literature with bid. Bids received without descriptive literature are subject to rejection.
- 2.15. **METHOD OF ORDERING** - Orders will be requested via telephone, fax or on-line. The Contractor shall be required to confirm receipt of each request.
- 2.16. **EQUAL** - Items quoted to be as indicated or approved equal where equivalency is allowed in specifications.



**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** - We will evaluate submitted responses in relation to all aspects of this Bid.
  - 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.
  - 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.
  - 3.5.5. 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.

OSBURN ASSOCIATES, INC.  
DUNS: 058337700 CAGE Code: 67189  
Status: Active

9383 VANATTA RD  
LOGAN, OH, 43138-8719 ,  
UNITED STATES

### Entity Overview

#### Entity Information

**DUNS:** 058337700  
**Name:** OSBURN ASSOCIATES, INC.  
**Business Type:** Business or Organization  
**POC Name:** None Specified  
**Registration Status:** Active  
**Expiration Date:** 11/06/2013

#### Exclusions

**Active Exclusion Records?** No

SAM | System for Award Management 1.0

IBM v1.432.20121130-1953

WWW4

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



16 -2013

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

January Session of the January Adjourned

Term. 20 13

In the County Commission of said county, on the 10th day of January 20 13  
the following, among other proceedings, were had, viz:

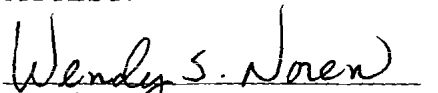
Now on this day the County Commission of the County of Boone does hereby approve the use of the State of Texas Cooperative Contract DIR-SDD-509 with Data Comm of Columbia, MO to purchase a photocopier with maintenance and fax machine and the disposal of one (1) Canon IR 5000 copier, fixed asset tag 14113 and one (1) Panafax UF-890 fax machine, fixed asset tag 14467. IT will check the equipment and remove the storage device if one exists prior to equipment being removed from County.

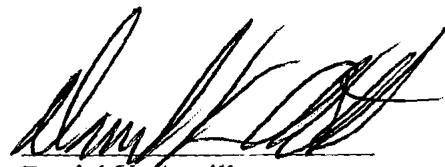
The terms of this Cooperative Contract are stipulated in the attached Purchase Agreement.

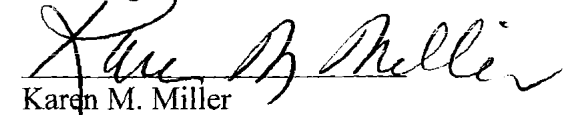
It is further ordered the Presiding Commissioner is hereby authorized to sign said Purchase Agreement and Request for Disposal Forms.

Done this 10th day of January, 2013.

ATTEST:

  
Wendy S. Noren  
Clerk of the County Commission

  
Daniel K. Atwill  
Presiding Commissioner

  
Karen M. Miller  
District I Commissioner

  
Janet Thompson  
District II Commissioner

16-2013

# Boone County Purchasing

**Melinda Bobbitt, CPPB**  
Director



613 E. Ash Street, 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, CPPB  
DATE: January 9, 2013  
RE: Cooperative Contract: DIR-SDD-509 – Copier with Maintenance and Fax Machine for Circuit Clerk

The Circuit Clerk's office requests permission to utilize the State of Texas cooperative contract DIR-SDD-509 with Data Comm of Columbia, Missouri to purchase a photocopier with maintenance and a fax machine.

Cost of copier is:

Canon iR6055 b/w copier / network printer	\$8,033
3,500 Sheet Paper Deck	\$1,512
50 Sheet Stapling, 3 Tray Finisher	\$1,890

Total cost of copier is \$11,435 and will be paid from department 1221 – Circuit Clerk, account 92000 – Replacement Office Equipment. \$11,500 was budgeted for the copier.

Copier maintenance pricing is firm for a total of five years for \$1,000 annually for 200,000 black & white prints with overage billed at \$0.005 / black & white copy.

Cost of Fax: Canon 710 \$1,348  
Fax machine will be paid from department 1221 – Circuit Clerk, account 92000 – Replacement Office Equipment. \$2,000 was budgeted for the fax.

Purchasing is seeking permission to dispose of the existing Canon IR5000 copier, current copy count 1,446,149, fixed asset tag 14113, serial # MPL47872 by trade-in with a zero value. IT will check the equipment and remove the storage device if one exists prior to equipment being removed from County.

Purchasing is also seeking permission to dispose of the existing fax machine, Panafax UF-890, fixed asset tag 14467, serial # KCG2AV01169 by selling on GovDeals.

cc: Contract File / Debbie Lee, Circuit Clerk

FY 2013 118

Purch.

01/01/2013  
12642

# PURCHASE REQUISITION BOONE COUNTY, MISSOURI

REQUEST DATE

278  
VENDOR NO.

Data Comm  
VENDOR NAME

ADDRESS

CITY

To: County Clerk's Office  
Comm Order # 16-2013

Return to Auditor's Office  
Please do not remove staple.

### BID DOCUMENTATION

This field MUST be completed to demonstrate compliance with statutory bidding requirements.  
Refer to RSMo 50.660, 50.753-50.790, and the Purchasing Manual—Section 3

- Bid /RFP (enter # below)
- Sole Source (enter # below)
- Emergency Procurement (enter # below)
- Written Quotes (3) Attached (>\$2500 to \$4,499)
- Purchase is ≤\$2500 and is NOT covered by an existing bid or sole source

Not Subject To Bidding (select appropriate response below):

- Utility
- Employee Travel/Meal Reimb
- Training (registration/conf fees)
- Dues
- Pub/Subscription/Transcript Copies
- Refund of Fees Previously Paid to County
- Professional Services (see Purchasing Policy Section 3-103); enter RFP if applicable
- Intergovernmental Agreement
- Not Susceptible to Bidding for Other Reasons (Explain):
- Mandatory Payment to Other Govt
- Court Case Travel/Meal Reimb
- Tool and Uniform Reimb
- Inmate Housing
- Remit Payroll Withheld
- Agency Fund Dist (dept #s 7XXX)

**#DIR-SDD-509**

(Enter Applicable Bid / Sole Source / Emergency Number)

Ship to Department # 1221

Bill to Department # 1221

Department				Account				Item Description	Qty	Unit Price	Amount
1	2	2	1	9	2	0	0	Copier: Canon iR6055 B/W Copier / Network Printer	1	8033.00	8033.00
1	2	2	1	9	2	0	0	3,500 Sheet Paper Deck	1	1512.00	1512.00
1	2	2	1	9	2	0	0	50 Sheet Stapling, 3 Tray Finisher	1	1890.00	1890.00
1	2	2	1	9	2	0	0	Fax: Canon 710	1	1348.00	1348.00
<b>TOTAL:</b>											<b>12783.00</b>

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

Melinda Bobbitt

Prepared By

*Christy Blakemore*  
Requesting Official

*[Signature]*

Auditor Approval

RECEIVED

DEC 27 2012

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 12/26/12

FIXED ASSET TAG NUMBER: 14467

DESCRIPTION: PANAFAX UF-890

REQUESTED MEANS OF DISPOSAL:

OTHER INFORMATION:

CONDITION OF ASSET: POOR

REASON FOR DISPOSITION: POOR

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: WHEN NEW ONE ARRIVES TO REPLACE IT.

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

DEPARTMENT: 1221

SIGNATURE Christy Blakemore

**AUDITOR**

ORIGINAL PURCHASE DATE	<u>4/27/2004</u>	RECEIPT INTO	<u>1190-3835</u>
ORIGINAL COST	<u>912.00</u>	GRANT FUNDED (Y/N)	<u>N</u>
ORIGINAL FUNDING SOURCE	<u>2731</u>	GRANT NAME	_____
ASSET GROUP	<u>1601</u>	% 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 16-2013

DATE APPROVED JAN 10 2013

SIGNATURE [Signature]

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

RECEIVED

DATE: 12/21/12

FIXED ASSET TAG NUMBER: 14113

DEC 21 2012

DESCRIPTION: Canon Copier Image Runner 5000

BOONE COUNTY AUDITOR

REQUESTED MEANS OF DISPOSAL:

OTHER INFORMATION: WE NEED TO CONTINUE USING THIS COPIER UNTIL THE NEW ONE IS DELIVERED.

CONDITION OF ASSET: POOR

REASON FOR DISPOSITION:

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: AFTER NEW COPIER IS DELIVERED.

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

DEPARTMENT: Circuit Clerk's Office 1221

SIGNATURE

Christy Blaromare

### AUDITOR

ORIGINAL PURCHASE DATE 6/17/2003

RECEIPT INTO 1190-3835

ORIGINAL COST 11,499.00

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2731

GRANT NAME

% FUNDING

AGENCY

ASSET GROUP 1601

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 16-2013

DATE APPROVED JAN. 10, 2013

SIGNATURE

**PURCHASE AGREEMENT FOR  
CANON PHOTOCOPIER AND MAINTENANCE AND FAX MACHINE  
For Circuit Clerk**

**THIS AGREEMENT** dated the 10 day of JAN 2013 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Data Comm, Inc.** herein "Contractor."

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

1. **Contract Documents** - This agreement shall consist of this Purchase Agreement for a Term and Supply contract for **Photocopier and Maintenance** in compliance with State of Texas Contract **DIR-SDD-509**, Data Comm quotes for Circuit Clerk office, Boone County Missouri Standard Terms and Conditions, Insurance Requirements and Work Authorization Certification. 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 file if not attached. In the event of conflict between any of the foregoing documents, this Purchase Agreement with Boone County Missouri Standard Terms and Conditions and Insurance Requirements shall prevail and control over the vendor's quote response(s).
2. **Purchase** - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County with the following equipment and maintenance:

**Circuit Clerk Office:** Courthouse, Attn: Debbie Lee, 705 E. Walnut Street, 1<sup>st</sup> Floor, Columbia, MO 65201.

**Copier:** One (1) new Canon iR6055 Digital B/W Copier / Network Printer (\$8,033.00) with 3,500 Sheet Paper Deck (1,512.00) and 50 Sheet Stapling, 3 Tray Finisher (\$1,890.00) for a copier total of \$11,435.00. Photocopier includes the following:

- 55 ppm Black/White
- 300 Sheet Single Pass Duplexing Document Feeder
- Duplex Unit for 2-sided copies and prints
- Network Printing

Pricing includes delivery, setup, connectivity, initial training, and on-going training and support.

- 1.5 GB RAM / 80GB HDD (Hard Drive)
- 4 Paper Cassettes @ 2,600 Total Sheets – Up to Ledger Sized paper
- Bypass Tray @ 50 Sheets – Up to Ledger sized paper
- 25 – 400% Enlargement/Reduction Range
- Digital Collating/Rotate Sorting

**Maintenance:** Maintenance shall be provided for the copier for 200,000 b/w prints per year for \$1,000.00 with overages billed at \$0.005 per page. Maintenance shall be pro-rated the first year from equipment installation through December 31. Maintenance may be renewed yearly at the option of the County for up to five (5) years at the maintenance pricing stated above. Following December 31, 2018, renewal of maintenance may increase up to 5% annually.

Maintenance pricing includes all labor, mileage, travel time, parts, toner, drums and other supplies (all other consumables), excluding staples and paper. Contractor's on-site maintenance shall include preventative maintenance calls and all remedial service calls required by County and found to be



16-2013

necessary by the service representative to maintain the equipment in optimum operating condition (unlimited service calls). County expects repair response time to be four (4) business hours from the date and time a service call is placed. In the event a machine cannot be repaired within 48 hours of the first service request, a loaner machine of equal or higher level will be provided at no charge to the County. If the original equipment cannot be repaired to the satisfaction of the County, permanent replacement equipment with equal or greater specifications must be provided, at no cost to the County. The Contractor's responsibility for permanent replacement will be five (5) fiscal years following the year equipment is installed and accepted by the County.

**Fax:** One (1) new Canon 710 Fax Machine (\$1,348.00) with the following features:

- 19 ppm Black/White
- 1200 dpi
- Super G3 Fax
- 35 Scans Per Minute
- 70 Sheet Document Feeder
- 8MG RAM (1,500 Sheets)
- 2 x 250 Sheet Cassettes
- 1 x 100 Sheet Bypass Tray

**3. Delivery and Installation:** Contractor agrees to deliver, setup, connect and provide training of copier and fax to the Boone County Circuit Clerk, 705 E. Walnut, within 14 working days after receipt of the Purchase Order. Contractor shall remove the trade-in photocopier the same day the new copier is installed. Contractor agrees to remove the hard drive should one exist and leave with County.

4. **Trial Period:** All purchases from this contract are contingent upon a successful three (3) day trial period.

5. **Billing and Payment** - All billing shall be invoiced to the Circuit Clerk Office and billings may only include the prices listed within. No additional fees for delivery or extra services or taxes shall be included as additional charges in excess of the charges specified in the Contractor's quote. The County agrees to pay all invoices within thirty days of receipt following successful installation and connectivity of copier(s); Contractor agrees to honor any cash or prompt payment discounts offered in its bid response if county makes payment as provided therein. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the Contractor, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

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

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

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

- a. County may terminate this agreement due to material breach of any term or condition of this agreement, or
- b. County may terminate this agreement if in the opinion of the Boone County Commission if delivery of products are delayed or products delivered are not

16-2013

in conformity with bidding specifications or variances authorized by County, or

c. If appropriations are not made available and budgeted for any calendar year.

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

**DATA COMM INC.**

by Ben Reid  
title VP of Sales

**BOONE COUNTY, MISSOURI**

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

APPROVED AS TO FORM:

[Signature]  
County Counselor

ATTEST:

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

**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.

Jan Pitchford by [Signature] 01/03/2013  
Signature Date

Copier: 1221-92000 / \$11,435.00  
Maintenance: 1221 / 60050 / 200,000 copies at  
\$1000 + overage @ \$0.005/copy  
Fax: 1221-92000 / \$1,348.00  
Appropriation Account

## STANDARD TERMS AND CONDITIONS – CONTRACT WITH BOONE COUNTY, MISSOURI

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.

**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.

**Compensation Insurance -** The Contractor shall take out and maintain during the life of this contract, **Employee's Liability and Worker's Compensation Insurance** for all of their employees employed at the site of work, and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide **Worker's Compensation Insurance** for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. Worker's Compensation coverage shall meet Missouri statutory limits. Employers' Liability limits shall be \$1,000,000.00 each employee, \$1,000,000.00 each accident, and \$1,000,000.00 policy limit. In case any class of employees engaged in hazardous work under this Contract at the site of the work is not protected under the Worker's Compensation Statute, the Contractor shall provide and shall cause each subcontractor to provide Employers' Liability Insurance for the protection of their employees not otherwise protected.

**Comprehensive General Liability Insurance -** The Contractor shall take out and maintain during the life of this contract, such comprehensive general liability insurance as shall protect them 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 \$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 Comprehensive General Liability Insurance, then the Proof of Coverage of Insurance shall also be included.

The Contractor has the option to provide **Owner's Contingent or Protective Liability and Property Damage** instead of the **Comprehensive General Liability Insurance**- The Contractor shall provide the County with proof of Owner's Protective Liability and Property Damage Insurance with the County as named insured, which shall protect the County against any and all claims which might arise as a result of the operations of the Contractor in fulfilling the terms of this contract during the life of the Contract. The minimum amounts of such insurance will be \$2,000,000.00 per occurrence, combined single limits. Limits can be satisfied by using a combination of primary and excess coverages. Should any work be subcontracted, these limits will also apply.

**COMMERCIAL Automobile Liability -** The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than \$2,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Contractor's own automobiles, teams and trucks; hired automobiles, teams and trucks; and both on and off the site of work.

**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 requiring a thirty (30) day mandatory cancellation notice. 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

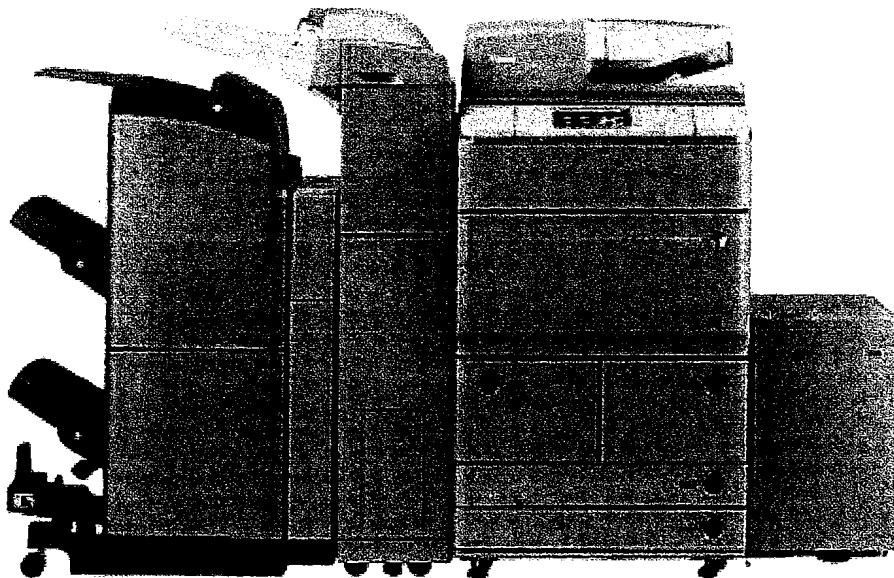
failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone 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.

**Data Comm**

The Following Confidential Equipment Proposal Has Been Prepared For:

**-Circuit Clerk – Boone County-**

**Attn: Mrs. Rosa Dietiker**



**Canon**  
advanced simplicity®

**Created: 8/02/2012**

**Prepared By: John Knipfel**

DATA COMM INC

Executive Account Manager

107 E. Promenade

Mexico, MO 65265

[jknipfel@datacomminc.com](mailto:jknipfel@datacomminc.com)

573-289-2702 (Cell)

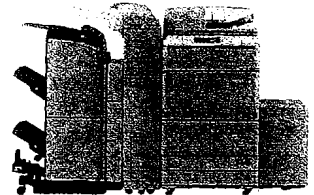
1-877-552-2345 (Office)

## **New Equipment Proposal – Canon iR6055**

Digital B/W Copier / Network Printer

### **Features**

- ↓ 55ppm Black/White
- ↓ 300 Sheet Single Pass Duplexing Document Feeder
- ↓ Duplex Unit for 2-sided copies and prints
- ↓ Network Printing
- ↓ Network Scanning
- ↓ 1.5GB RAM / 80GB HDD
- ↓ 4 Paper Cassettes @ 2,600 Total Sheets – Up to Ledger sized paper
- ↓ Bypass Tray @ 50 Sheets – Up to Ledger sized paper
- ↓ 25-400% Enlargement/Reduction Range
- ↓ Digital Collating/Rotate Sorting



### **Unique Product/Service Offering**

- ↓ Delivery, setup and training provided at no additional cost
- ↓ Canon has been the No. 1 Brand for 12+ years

### **Maintenance Agreement Coverage – Canon 5050N**

- ↓ Includes 200,000 b/w Prints/year, overages billed at .005/page
- ↓ Parts, Labor, Travel Time, Toners, Developer, Drums and all other consumables
- ↓ Human Driven Phone System with remote helpdesk
- ↓ GPS Based Dispatching
- ↓ Technicians are compensated based on number of prints between calls
- ↓ 1 Call Preventative Maintenance and Care
- ↓ Average Response time is 4 hours w/an 8 hour guarantee
- ↓ Loaner Program
- ↓ 5 Year Replacement Guarantee
- ↓ Excludes Paper, Staples and Network Issues (Separate network contract available)

### **Investment Analysis**

<b>Purchase Price:</b>	<b>\$8,033.00</b>
<b>3,500 Sheet Paper Deck:</b>	<b>\$1,512.00</b>
<b>50 Sheet Stapling, 3 Tray Finisher:</b>	<b>\$1,890.00</b>
<b>Annual Maintenance:</b>	<b>\$1,000.00</b>

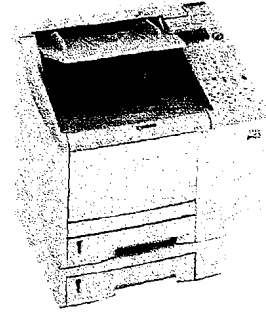


## New Equipment Proposal – Canon 710

Fax

### Features

- ↓ 19ppm Black/White
- ↓ 1200dpi
- ↓ Super G3 Fax
- ↓ 35 Scans Per Minute
- ↓ 70 Sheet Document Feeder
- ↓ 8MB RAM (1,500 Sheets)
- ↓ 2 x 250 Sheet Cassettes
- ↓ 1 x 100 Sheet Bypass Tray



### Unique Product/Service Offering

- ↓ Delivery, setup and training provided at no additional cost
- ↓ Canon has been the No. 1 Brand for 12+ years

### Maintenance Agreement Coverage – Canon 5050N

- ↓ Parts, Labor and Travel Time
- ↓ Human Driven Phone System with remote helpdesk
- ↓ GPS Based Dispatching
- ↓ Technicians are compensated based on number of prints between calls
- ↓ 1 Call Preventative Maintenance and Care
- ↓ Average Response time is 4 hours w/an 8 hour guarantee
- ↓ Loaner Program
- ↓ 5 Year Replacement Guarantee
- ↓ Excludes Toner, Drum, Paper, Staples and Network Issues

### Investment Analysis

<b>Purchase Price:</b>	<b>\$1,348.00</b>
<b>Annual Maintenance:</b>	<b>\$299.00</b>



# State of Texas DIR

**Contract Number: DIR-SDD-1662**

**Contract Dates: 05/05/2011 - 05/05/2013**

**Release Version:  
06/2012**

**Account Executive:**

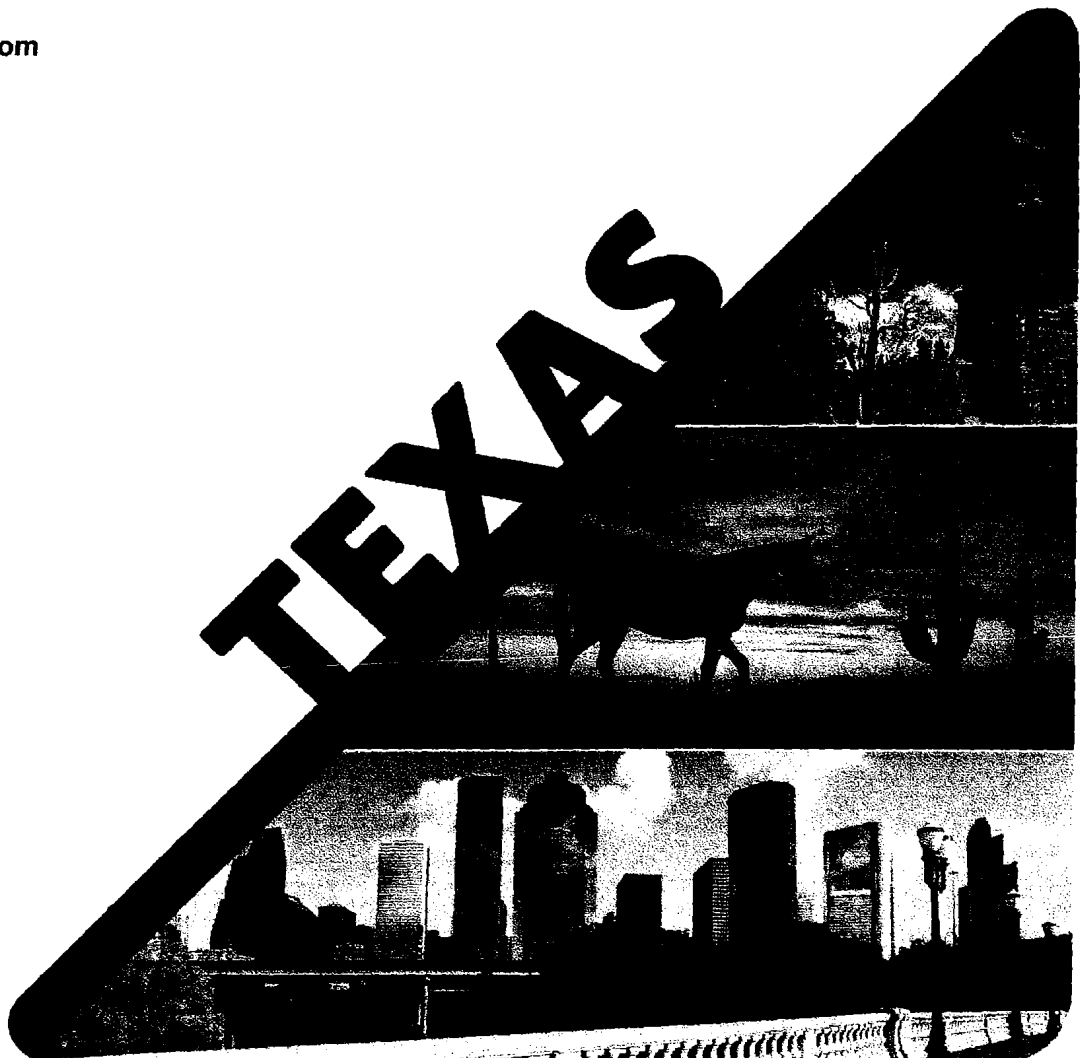
**Michael Wright**

**Phone:**

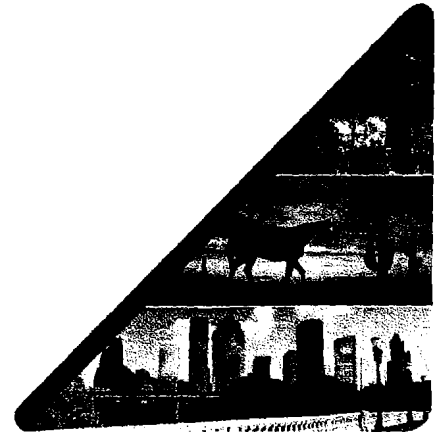
**(817) 291-4044**

**Email:**

**[mwright@cusa.canon.com](mailto:mwright@cusa.canon.com)**



# LASER CLASS 710



## Features:

- **High Speed, High Quality Output** is standard on the LASER CLASS 700 Series. Documents are printed at a fast 19-ppm, even when printing at 1200-dpi. Canon's Ultra High Quality (UHQ) images will ensure excellent reproductions of every document that is scanned, sent, and/or copied.
- **High Volume Paper Capacities.** The LASER CLASS 710 comes standard with a paper supply of 600 sheets: two 250-sheet front loading adjustable cassettes and a 100-sheet multi-purpose tray, with the option of an additional 500-sheet letter-sized cassette.
- **Memory:** The LASER CLASS 710 comes standard with a memory of up to 510 pages (8MB), with the option to upgrade to 40MB, up to 1,500 pages.

Canon's LASER CLASS 710 Facsimile System offers you the flexibility and productivity you're looking for in a multifunctional office fax solution. With a LASER CLASS 710 Multifunction System, everyone in your workgroup has the power of a high volume Canon Laser Facsimile machine: a 19-ppm laser printer, 1200-dpi resolution, Super G3 Technology, a 35 scans-per-minute scanner, large document memory, and a 70-sheet document feeder. What's more, every machine has a convenient front-access design and a FX-7 Cartridge included.

In addition, the LASER CLASS 710 offers Super G3 technology, a large standard memory of up to 510 pages (8MB) with the potential of up to 1,500 pages of memory, as well as a 19 ppm print speed, a standard 600-sheet paper capacity, and a range of network print and document management options.

## Products:

Contract Number: DIR-SDD-1662

### LASER CLASS 710

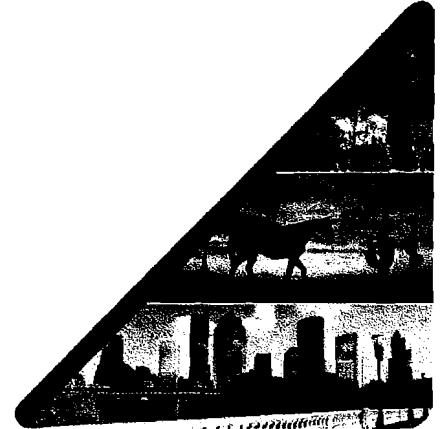
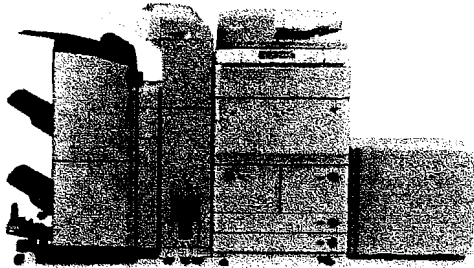
Description	Item Number	MSRP	Contract Purchase Price	Monthly Lease Payment			
				24	36	48	60
LASER CLASS 710	7908A001BB	\$2,695	\$1,348	\$62.12	\$44.47	\$37.33	\$31.80

## Accessories:

### LASER CLASS 710

Description	Item Number	MSRP	Contract Purchase Price	Monthly Lease Payment			
				24	36	48	60
Dual Line Kit III	0725A006AA	\$695	\$417	\$19.22	\$13.76	\$11.55	\$9.84
Verification Stamp Unit 1	0736A001AA	\$15	\$9	\$0.41	\$0.30	\$0.25	\$0.21
Verification Stamp Ink Refill	0736A002AA	\$12	\$7	\$0.33	\$0.24	\$0.20	\$0.17
Braille Kit-D1	0751A031AA	\$22	\$13	\$0.61	\$0.44	\$0.37	\$0.31
FXL-Cassette Feeder 6 (500 sheets)	0732A015AA	\$325	\$195	\$8.99	\$6.44	\$5.40	\$4.60
Handset Kit 8	0752A035AA	\$40	\$24	\$1.11	\$0.79	\$0.66	\$0.57

# imageRUNNER ADVANCE 6055/6065/6075



## Features:

- New Advanced imageCHIP II system architecture uses two processors to deliver outstanding multitasking performance.
- Up to 7,700-sheet maximum paper capacity.
- Up to 75 ppm (6075), 65 ppm (6065), and 55 ppm (6055) (Letter)

With a dramatically new platform, the Canon imageRUNNER ADVANCE 6075/6065/6055 systems deliver the powerful performance large corporate offices and workgroups demand. Engineered for high-volume traffic, these digital monochrome models rapidly scan, print, copy, fax, and distribute documents with precision and ease.

Completely redesigned, the highly responsive, flexible user interface is all about simplicity and ease. The imageRUNNER ADVANCE 6075/6065/6055 models have a range of features that allow users to accomplish much more in much less time.

## Products:

Contract Number: DIR-SDD-1662

imageRUNNER ADVANCE 6055/6065/6075

Description	Item Number	MSRP	Contract Purchase Price	Monthly Lease Payment			
				24	36	48	60
imageRUNNER ADVANCE 6055 V2 with Essentials	3893B011AC	\$20,250	\$9,113	\$402.45	\$288.09	\$241.82	\$206.03
imageRUNNER ADVANCE 6065 V2 with Essentials	3892B012AC	\$24,975	\$11,239	\$495.81	\$354.92	\$297.91	\$253.82
imageRUNNER ADVANCE 6075 V2 with Essentials	3891B011AC	\$31,800	\$14,310	\$630.65	\$451.44	\$378.94	\$322.85
imageRUNNER ADVANCE 6055 V2 Base Model	3893B010AB	\$17,850	\$8,033	\$370.30	\$265.07	\$222.50	\$189.57
imageRUNNER ADVANCE 6065 V2 Base Model	3892B011AB	\$22,575	\$10,159	\$468.32	\$335.24	\$281.40	\$239.75
imageRUNNER ADVANCE 6075 V2 Base Model	3891B010AB	\$29,400	\$13,230	\$609.90	\$436.59	\$366.47	\$312.23
imageRUNNER ADVANCE 6055 V2 Printer Model	3893B012AB	\$13,860	\$6,237	\$287.53	\$205.82	\$172.76	\$147.19
imageRUNNER ADVANCE 6065 V2 Printer Model	3892B013AB	\$18,585	\$8,363	\$385.55	\$275.99	\$231.66	\$197.37
imageRUNNER ADVANCE 6075 V2 Printer Model	3891B012AB	\$25,410	\$11,435	\$527.13	\$377.34	\$316.74	\$269.85

## Accessories:

imageRUNNER ADVANCE 6055/6065/6075

Description	Item Number	MSRP	Contract Purchase Price	Monthly Lease Payment			
				24	36	48	60
Paper Deck Unit-A1	3691B002BA	\$2,520	\$1,512	\$69.70	\$49.90	\$41.88	\$35.68
Paper Deck Unit-D1	3902B002BA	\$3,150	\$1,890	\$87.13	\$62.37	\$52.35	\$44.60
Staple Finisher-E1	3894B001AA	\$3,150	\$1,890	\$87.13	\$62.37	\$52.35	\$44.60
Booklet Finisher-E1	3895B001AA	\$5,565	\$3,339	\$153.93	\$110.19	\$92.49	\$78.80

DATA COMM, INC.  
DUNS: 059994954 CAGE Code: 091W8  
Status: Active

211 METRO DR  
JEFFERSON CITY, MO, 65109-1134 ,  
UNITED STATES

**Entity Overview**

Entity Information

DUNS: 059994954  
Name: DATA COMM, INC.  
Business Type: Business or Organization  
POC Name: None Specified  
Registration Status: Active  
Expiration Date: 08/20/2013

Exclusions

Active Exclusion Records? No

SAM | System for Award Management 1.0

IBM v1.513.20121222-2220

WWW9

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



**AFFIDAVIT OF PARTICIPATION IN WORK AUTHORIZATION PROGRAM AND VERIFICATION OF  
EMPLOYMENT ELIGIBILITY  
PURSUANT TO 285.530.2 RSMo  
(FOR CONTRACTS IN EXCESS OF \$5,000.00)**

County of Cole )  
State of Missouri )ss

Now on this 27<sup>th</sup> day of September, 20 10 the undersigned, being first duly sworn, hereby makes the following statements under oath:

- I am more than 18 years of age.
- I make this Affidavit from my personal knowledge of the facts stated herein or upon information and facts available to me as a duly authorized owner, partner, corporate of LLC office or Human Relations Director of Data Comm, Inc. (name of corporation, LLC, sole proprietorship or partnership).
- I state and affirm that Data Comm, Inc. (name of business entity, same as above) is enrolled and participates in E-Verify, a federal work authorization program or another equivalent electronic verification or work authorization program operated by the U.S. Department of Homeland Security for all employees working in conjunction with the contracted services provided to Boone County Family Resources.
- Further, Data Comm, Inc. (name of business entity, same as above) does not knowingly employ any person that is an unauthorized alien in conjunction with the contracted services.
- Any and all subcontractors working on this contract shall be required to provide a similar affidavit to the contractor or subcontractor at the time the subcontractor is hired.

I certify under penalty of perjury that the statements above are complete, true and accurate to the best of my knowledge and belief.

Brian D. Ridenhour 27 Sept 10  
Authorized Agent, Partner, Owner, Officer or Date  
Human Relations Director

Brian D. Ridenhour  
Printed Name

Subscribed and sworn to before me this 29 day of September, 20 10.

Margaret A. Bonds  
Notary Public

MARGARET A. BONDS expires: 4/21/2013  
Notary Public-Notary Seal  
STATE OF MISSOURI  
Commissioned for Osage County  
My Commission Expires: 04/21/2013  
Commission # 09463219

Rev. January 2010

**Section 285.530 Revised Statutes of Missouri**

**Employment of unauthorized aliens prohibited--federal work authorization program, requirements for participation in--liability of contractors and subcontractors.**

285.530. 1. No business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri.

2. As a condition for the award of any contract or grant in excess of five thousand dollars by the state or by any political subdivision of the state to a business entity, or for any business entity receiving a state-administered or subsidized tax credit, tax abatement, or loan from the state, the business entity 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. Every such business entity 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.

3. All public employers shall enroll and actively participate in a federal work authorization program.

4. An employer may enroll and participate in a federal work authorization program and shall verify the employment eligibility of every employee in the employer's hire whose employment commences after the employer enrolls in a federal work authorization program. The employer shall retain a copy of the dated verification report received from the federal government. Any business entity that participates in such program shall have an affirmative defense that such business entity has not violated subsection 1 of this section.

5. A general contractor or subcontractor of any tier shall not be liable under sections 285.525 to 285.550 when such general contractor or subcontractor contracts with its direct subcontractor who violates subsection 1 of this section, if the contract binding the contractor and subcontractor affirmatively states that the direct subcontractor is not knowingly in violation of subsection 1 of this section and shall not henceforth be in such violation and the contractor or subcontractor receives a sworn affidavit under the penalty of perjury attesting to the fact that the direct subcontractor's employees are lawfully present in the United States.

(L. 2008 H.B. 1549, et al.)  
Effective 1-01-09

17-2013

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

January Session of the January Adjourned

Term. 20 13

In the County Commission of said county, on the 10th day of January 20 13

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

Now on this day the County Commission of the County of Boone does hereby approve Amendment Number One – 18-17APR07 – Facilities Maintenance Software adding annual support for three license purchases by the Sheriff Department as stipulated in the Contract Amendment. It is further ordered the Presiding Commissioner is hereby authorized to sign said Purchase Agreement.

Done this 10th day of January 2013.

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 Thompson  
Janet Thompson

District II Commissioner



# Boone County Purchasing

**Melinda Bobbitt, CPPB**  
Director



613 E. Ash Street, 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, CPPB  
DATE: January 2, 2013  
RE: Contract Amendment Number One – 18-17APR07 – Facilities  
Maintenance Software

Contract *18-17APR07 – Facilities Maintenance Software* with Maintenance Connection of Davis, California was approved in commission on July 2, 2007. The attached amendment adds annual support for the three licenses purchases by the Sheriff Department.

Invoices from this contract will be paid from departments 6100 - Facilities Maintenance and 1256 – Sheriff/Corrections Building HK/Maintenance and account 70050 – Software Service Contract. .

cc: Bid File

**CONTRACT AMENDMENT NUMBER ONE  
PURCHASE AGREEMENT FOR  
FACILITIES MAINTENANCE SOFTWARE  
Bid # 18-17APR07**

The Agreement dated July 2, 2007 made by and between Boone County, Missouri and **Maintenance Connection** for and in consideration of the performance of the respective obligations of the parties set forth herein, is amended as follows:

1. The Boone County Sheriff Department purchased three (3) licenses in 2012 and this amendment adds annual support for those licenses.

**Platinum Level Support Maintenance** – Maintenance Connection Onsite: annually 18% of initial license fee


Sheriff Department – three (3) licenses for an annual total of \$1,360.31

Facilities Maintenance – eight (8) licenses for an annual total of \$2,696.40

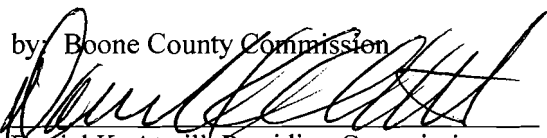
2. Annual Support pricing above is firm for the period January 1, 2013 through December 31, 2013. Maintenance will continue to automatically renew each year for same pricing until the County or Contractor provide a 30 day termination notice.
3. Except as specifically amended hereunder, all other terms, conditions and provisions of the original agreement shall remain in full force and effect.

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

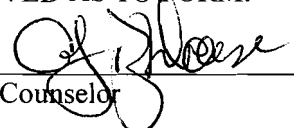
**MAINTENANCE CONNECTION**

by   
title Vice President

**BOONE COUNTY, MISSOURI**

by Boone County Commission  
  
Daniel K. Atwill, Presiding Commissioner

APPROVED AS TO FORM:

  
County Counselor

ATTEST:

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

**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.)

June Pitchford by jg 12/26/2012 6100 / 70050 & 1256 / 70050  
Signature Date Appropriation Account

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

January Session of the January Adjourned

Term. 20 13

In the County Commission of said county, on the 10<sup>th</sup> day of January 20 13

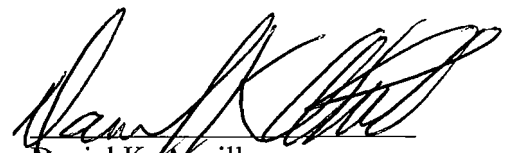
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the Revised Amendment to the Memorandum of Understanding FY2013 with Laborers' Local Union 773 of the Laborers' International Union of North America per attached revision. It is further ordered the Presiding Commissioner is hereby authorized to sign said Revised Amendment.


Done this 10<sup>th</sup> day of January, 2013.

ATTEST:

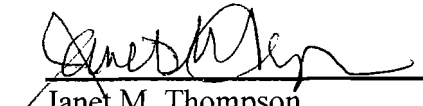
Wendy S. Noren  
Wendy S. Noren *my*  
Clerk of the County Commission

  
Daniel K. Atwill

Presiding Commissioner

  
Karen M. Miller

District I Commissioner

  
Janet M. Thompson  
District II Commissioner

**REVISED AMENDMENT TO MEMORANDUM OF UNDERSTANDING  
FOR FY2013**

NOW ON THIS 10<sup>th</sup> day of JAN., 2013, the County Commission of Boone County, Missouri, (herein "County") and Laborers' Local Union 773 of the Laborers' International Union of North America (herein "Union"), mutually agree to amend the Memorandum of Understanding 2011-2013 as follows, as a REVISION to the Amendment approved in Commission Order 608-2012:

For the purpose of effectuating the budgeted 3% merit pool in FY2013 for county employees, the parties agree that paragraph 8.1 is to be considered amended so as to allow all non-probationary employees and employees who are over the maximum of their pay range for their position will be eligible to participate in the budgeted 3% merit pool such that their base pay may be increased up to 3%. Any such increases shall be at the discretion of the appropriate administrative authority.

Except as amended herein, the original Memorandum of Understanding 2011-2013 shall remain in effect in accordance with its terms.

**IN WITNESS WHEREOF** the undersigned have hereunto executed this amendment, to be effective on the date executed by the Boone County Commission indicated below.

**LABORERS' LOCAL UNION 773  
LABORERS' INTERNATIONAL UNION  
OF NORTH AMERICA**

By:   
Regina Guevara

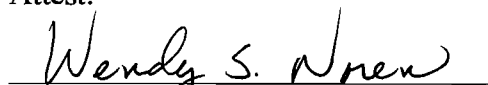
Title: Field Representative

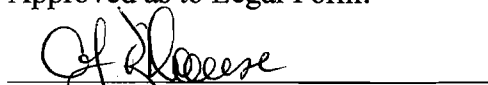
Dated: 1/8/13

**BOONE COUNTY COMMISSION**

By:   
Daniel K. Atwill  
Presiding Commissioner

Dated: JAN. 10, 2013

Attest:  
  
Wendy S. Noren, County Clerk *my*

Approved as to Legal Form:  
  
C.J. Dykhouse, County Counselor

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

January Session of the January Adjourned

Term. 20 13

In the County Commission of said county, on the 10th day of January 20 13

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

Now on this day the County Commission of the County of Boone does hereby approve the 2013 General Consultant Agreements for: Olsson Associates, Ross & Baruzzini, Bozoian Group Architects, LLC, Shafer, Kline & Warren, Inc., Trabue, Hansen & Hinshaw, Inc., SCI Engineering, Inc and BFA, Inc. It is further ordered the Presiding Commissioner is hereby authorized to sign the attached General Consultant Services Agreements.

Done this 10th day of January, 2013.

ATTEST:

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

*[Signature]*  
Daniel K. Atwill

Presiding Commissioner

*[Signature]*  
Karen M. Miller

District I Commissioner

*[Signature]*  
Janet Thompson

District II Commissioner

19-2013

## GENERAL CONSULTANT SERVICES AGREEMENT

THIS AGREEMENT dated this 10<sup>th</sup> day of January, 2013, by and between Boone County, Missouri, a first class county and political subdivision of the state of Missouri through its County Commission, (herein "Owner") and Ross & Baruzzini (herein "Consultant").

IN CONSIDERATION OF the performance of the services rendered under this Agreement and payment for such services, the parties agree to the following:

1. **Agreement duration** – This contract shall be in effect beginning January 1, 2013 or the date of full execution; which ever is later and run through the calendar year ending on December 31, 2013. This agreement may be terminated in accordance with the terms and conditions set forth in this agreement.

2. **Services** - As authorized by the Owner in writing, the Consultant shall provide the Owner all engineering, surveying, and other professional services for the benefit of the Owner as prescribed by the Owner based upon requests for proposals for projects assigned during the term of this agreement and the Consultant shall provide the Owner, as applicable, with the services, reports, studies, surveys, plans, specifications, and other work required by the Owner's request for proposal. Consultant agrees to provide all such services in a timely manner as established by the Owner in writing for each assigned project, or in the absence of the designation, within a reasonable time after receipt of Owner directives. Consultant agrees to provide services by and through qualified personnel under standards and conditions generally accepted by professionals in the field or occupations for which services are provided. Services shall be provided based only upon requests for proposals provided to the Consultant by the Owner or Owner's representative and to which the Consultant prepares and submits a written proposal for services which is approved by the Owner in writing. No work shall be performed nor shall compensation be paid for Consultant work performed without an Owner approved written proposal for professional services. Proposals for services shall be in written form, as required by the request for proposal, and shall be specifically responsive to the criteria provided by the Owner in its request for proposal. All work performed by the Consultant, based upon Owner approved proposals submitted by the Consultant, shall be subject to the terms and conditions of this agreement unless otherwise specifically agreed upon by the Owner and Consultant in writing. All proposals for work submitted by the Consultant to the Owner for work shall at a minimum contain the following:

2.1 **Scope of Services** - Each proposal for services shall contain a detailed description of work to be performed by the Consultant. When the Owner provides the Consultant with a written and/or graphic request for proposal, the Consultant's proposal shall be responsive to the request with the same or greater level of specificity required by the request for proposal. The Consultant shall specifically identify services which are included as basic services and those services which are excluded from basic services in the proposal. Services which the Consultant does not identify as excluded from basic services under the proposal and which are necessary for successful completion of the work in the judgment of the Owner shall be presumed to be a part of basic services under the proposal. If a request for proposal requires the Consultant to provide optional services, the Consultant's proposal shall respond to the options requested, or provide reasons why the Consultant cannot provide or respond to the request for optional

services.

**2.2 Time for Completion** - Each proposal for services shall contain a detailed description of the estimated time to complete each task or item of work to be performed by the Consultant under the proposal. When the Owner provides the Consultant with a written and/or graphic request for proposal, the Consultant's proposal shall be responsive to any request for estimated or maximum completion times for work with the same or greater level of specificity required by the request for proposal.

**2.3 Compensation** - Each proposal for services shall state the basis of compensation on either: (1) an hourly fee plus expense basis with a statement of a maximum compensation to be charged, or, (2) a lump sum payment of compensation for all work to be performed, or, (3) a payment based upon unit prices. Proposals for compensation for an hourly fee plus expense basis shall provide detailed time and expense estimates to support a maximum contract amount to be charged and shall be consistent with the hourly rates, unit prices and reimbursement rates made a part of this agreement by reference in paragraph two (2) below. When the Owner or Owner's representative requests the Consultant to provide work on an hourly fee plus expense basis, the Consultant's proposal shall be responsive to the request and shall not propose payment on another basis unless otherwise authorized. Unit price proposals shall identify and estimate the quantity of units as a part of the proposal when they can be identified and estimated, or as necessary in response to a particular request for proposal requesting such information. Each proposal for services shall also state a proposed payment schedule at a frequency no greater than monthly in such amounts as are consistent with amount of work to be performed and billed. Reimbursable expenses proposed shall be specifically identified and estimated as a part of the proposal with a statement of the maximum amount to be charged unless the Owner's request for proposal specifies otherwise.

**2.4 Signatures** - Consultant proposals for services under this agreement shall be signed and dated by the Consultant or an authorized representative of the Consultant (as applicable), and shall be considered binding offers to contract open for acceptance by the Owner for an indefinite duration unless limited in the proposal or withdrawn prior to acceptance by the Owner. All proposals for services under this agreement shall be on forms approved by the Owner; use of the signature block shown in this agreement on a proposal for services shall be considered an adequate signature block. In the absence of an Owner provided form, the signature block shall contain a signature line for Boone County, Missouri by its Presiding Commissioner, a signature line for attestation by the County Clerk, a signature line approving the proposal by the Director of Resource Management, and a signature line for the County Attorney approving the proposal as to legal form. In addition, the signature block shall contain a line for insertion of the date the proposal is approved by the Owner.

**3. Compensation** - In consideration for the Consultant's provision of services under this agreement, the Owner agrees to compensate the Consultant for services rendered in accordance with the hourly rates, unit prices and reimbursement rates for expenses set forth in the schedule for hourly rates and expense charges to be in effect for the calendar year of this agreement which is either attached to this agreement or maintained on file with the Boone County Resource Management Department and is hereby incorporated by reference. No increases in the rates and charges set forth in the attached schedule shall be permitted for this calendar year without the written authorization of the Owner. Payments shall be made within

thirty (30) days of receipt of invoice by the Owner. Invoices shall be submitted periodically as mutually agreed upon by the Owner and Consultant, or in the absence of such agreement, upon completion of the work constituting the task or project for which services are provided. Invoices for services on an hourly fee plus expense basis shall individually describe the task or project by name, show hours expended by classes of personnel in increments of not less than one-half hour and rates applied, as well as describe work performed during the invoice period; reimbursable expenses shall be itemized. Invoices for services performed on a unit price basis shall identify the task or project by name, identify and quantify units charged for services during the invoice period. Invoices for services on a lump sum basis shall identify the task or project by name and the invoiced amount. Periodic invoices shall not exceed the amounts permitted in the Consultant's proposal approved by the Owner. The Owner reserves the right to withhold payment for inadequately documented invoices until documented as required herein. The Owner further reserves the right to withhold payments for unperformed work or work not performed on a timely basis in accordance with the Consultant's proposal when delays in performance of services are not attributable to the Owner, or as a result of a billing dispute between the Owner and Consultant. However, Owner agrees to pay interest at a rate of nine percent (9%) annum on any disputed billed amounts for which payments are withheld beyond thirty (30) days of invoice if and to the extent that those disputed amounts are resolved in favor of the Consultant.

4. **Owner Responsibilities** - Owner agrees to furnish Consultant with all current and available information for each task or project assigned to Consultant, along with any information necessitated by changes in work or services initiated by the Owner which may affect services rendered thereunder.

5. **Coordination of Work and Work Product** - Consultant shall coordinate all work with the Owner's designated representative for each task or project assigned to Consultant and submit to the Owner's representative all work product in written or graphic form (and in electronic form if requested) as applicable or required. All reports, surveys, test data, memoranda, samples, plans, specifications, and other documents or materials submitted by or to the Owner shall be considered the property of the Owner. When available and requested by the Owner, work product shall be provided in electronic form at actual cost in media compatible for use with Owner software and equipment.

6. **Insurance** - Consultant shall procure and maintain professional liability insurance in such amounts as are deemed mutually agreeable to the parties and approved by the Owner or the Owner's representative in writing within thirty (30) days of this Agreement. Consultant shall also maintain general public liability insurance with coverage's no less than \$2,000,000.00 per occurrence, and worker's compensation insurance as required by state law. Failure of Consultant to obtain or maintain such insurance during this contract, or to provide proper proofs thereof upon request of the Owner, shall not diminish, waive or otherwise reduce the Consultant's obligations to maintain such insurance coverage and Consultant shall indemnify and hold the Owner and all its personnel harmless from and against any and all claims, damages, losses and expenses, including reasonable attorney's fees and litigation costs, arising out of or resulting from the performance of services, provided that any such claim, damage, loss or expenses, is caused in whole or in part by the negligent act, omission and or liability of the Consultant, its agents or employees. The Consultant shall provide the Owner with certificates of insurance exhibiting the coverage as specified above within thirty (30) days of execution of this agreement



and thereafter within five (5) working days after request by the Owner. All certificates of insurance shall contain provision that insurance provided shall not be canceled or altered except upon ten (10) days written notice to the Owner.

7. **Delegation and Subcontracting** - Unless otherwise proposed and approved in the Consultant's proposal for services, the Consultant shall not delegate or subcontract any work to be performed by the Consultant under this agreement to any other person, business or entity without the express advance written approval of the Owner for such delegation or subcontract work.

8. **Records and Samples** - To the extent not otherwise transferred to the Owner's possession, Consultant agrees to retain and provide the Owner with reasonable access to all work product, records, papers and other documents involving transactions and work related to or performed under this agreement for a period of three (3) years after this agreement expires. When services involve testing or sampling, Consultant agrees to either retain all test products or samples collected by or submitted to Consultant, or return same to the Owner as mutually agreed upon. In absence of agreement, Consultant shall not dispose of test samples or products without notice to or consent by the Owner or the Owner's representative.

9. **Additional Services** - No compensation shall be paid for any service rendered by the Consultant considered an additional service beyond the scope of services approved by the Owner unless rendition of that service and expense thereof has been authorized in writing by the Owner in advance of performance of such service. Any additional services performed by the Consultant prior to such authorization by the Owner shall be deemed a part of basic services for work performed under an Owner approved proposal for services governed by this agreement, whether enumerated in this agreement or not, for which the Consultant shall be entitled to no additional compensation.

10. **Owner Authorization** -When the term Owner is used in this agreement, it shall mean the government of Boone County, Missouri or the Boone County Commission, as the context requires. Authorization by the Owner shall mean authorization obtained by recorded majority vote of the Boone County Commission. It is further understood and agreed that no person or party is authorized to bind the Owner to any proposed agreement for services under the auspices of this agreement without having obtained the prior approval of the Boone County Commission by recorded majority vote for such authorization. In this regard, it is understood and agreed that the Consultant shall not be entitled to rely upon verbal or written representations by any agent or employee of the Owner in deviation to the terms and conditions of this agreement, or as authorization for compensation for services except as may be approved by recorded vote of the Boone County Commission. When the term Owner's representative is used, it shall mean the Director of the Boone County Resource Management Department or his designee as specified in writing. It shall be presumed that such representative shall have all necessary decision making authority with respect to services provided under this agreement and Owner approved proposals for services except such representative shall have no authority to make decisions concerning changes to the Consultant's compensation or reimbursement, or with respect to services to be performed under this agreement or Owner approved proposal for services which involve or affect cost, expense or budgetary allowances.

11. **Termination** - The Owner may and reserves the right to terminate this agreement at any time with or without cause by giving the Consultant written notice of termination. Upon receipt of such notice, Consultant shall discontinue all services in connection with the performance of services authorized under this agreement or Owner approved proposal for services and Owner shall upon invoice remit payment for all authorized services completed up to the date of termination notice. Upon payment of this invoice, the Consultant shall deliver any and all work product including drawings, plans, and specifications, or other documents, prepared as instruments of service, whether complete or in progress. It is further agreed that if services are terminated the Consultant shall be compensated for all services rendered through the date of termination not to exceed the amount authorized for services through the date of termination. If the Owner questions the extent of work on a final invoice, the Consultant shall give the Owner the opportunity to review and evaluate all work upon which the invoice is based in the offices of the Consultant prior to payment. This agreement or work performed under the provisions of this agreement may also be terminated by the Consultant upon not less than seven days written notice in the event the Owner shall substantially fail to perform in accordance with the terms and conditions of this agreement, through no fault of the Consultant. In the event of termination by the Consultant, the other provisions concerning termination contained in this paragraph shall be applicable.

12. **Governing Law** - This agreement shall be governed by the laws of the state of Missouri and it is agreed that this agreement is made in Boone County, Missouri and that Boone County, Missouri is proper venue for any action pertaining to the interpretation or enforcement of any provision within or services performed under this agreement.

13. **Certification of Lawful Presence / Work Authorization** - Consultant shall complete and return the Work Authorization Certification attached hereto, and if applicable, the other required lawful presence documents for an individual Consultant.

14. **Miscellaneous** - This agreement constitutes the entire agreement of the parties superseding all prior negotiations, written or verbal, and may only be amended by signed writing executed by the parties through their authorized representatives hereunder.

IN WITNESS WHEREOF, the parties have executed this agreement by their duly authorized signatories effective the date and year first-above written.

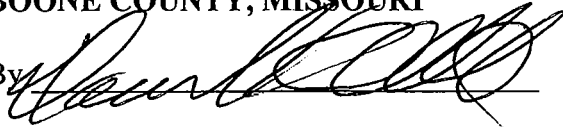
ROSS & BARUZZINI

By   
MICHAEL E. SHEA, AIA, DBIA

Title Senior Vice president


Dated: January 2, 2013

BOONE COUNTY, MISSOURI

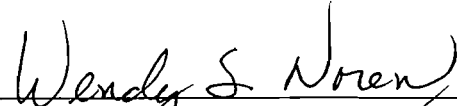
By   
Presiding Commissioner

Dated: Jan. 10, 2013

APPROVED AS TO FORM:

  
County Attorney

ATTEST:

  
County Clerk *my*

APPROVED:


  
Director, Boone County Resource Management

**WORK AUTHORIZATION CERTIFICATION  
PURSUANT TO 285.530 RSMo  
(FOR ALL AGREEMENTS IN EXCESS OF \$5,000.00)**

County of St. Louis )  
 )ss  
State of Missouri )

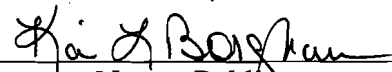
My name is MICHAEL E. SHEA . I am an authorized agent of ROSS + Banuzzi, Inc. (Consultant). This business is enrolled and participates in a federal work authorization program for all employees working in connection with services provided to the County. This business does not knowingly employ any person 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.

 1.2.13  
Affiant Date

MICHAEL E. SHEA, AIA, DBIA  
Printed Name

Subscribed and sworn to before me this 2 day of January, 2013.

  
Notary Public

**KARI L. BORGMANN  
NOTARY PUBLIC - NOTARY SEAL  
STATE OF MISSOURI - FRANKLIN COUNTY  
COMMISSION # 10384874  
MY COMMISSION EXPIRES 4/19/14**

# Ross & Baruzzini

## STANDARD HOURLY RATES

**As of January 1, 2013**  
**Good through December 31, 2013**

<i>Classification</i>	<i>Rates</i>
Project Principal	\$225.00
Senior Design Consultant	\$195.00
Senior Project Manager	\$178.00
Project/Department Manager	\$162.00
Design Consultant	\$160.00
Commissioning Authority	\$140.00
Senior Engineer/Architect	\$136.00
Construction Engineer/Architect	\$125.00
Project Engineer/Architect	\$120.00
Commissioning Agent	\$120.00
Engineer	\$108.00
Architect	\$105.00
Senior Lighting Designer	\$105.00
Commissioning Field Engineer	\$95.00
Senior Designer	\$92.00
Lighting Designer	\$90.00
Senior Project Coordinator	\$76.00
Designer	\$74.00
Interior Designer	\$70.00
CAD Technician	\$62.00
Project Coordinator	\$58.00

19-2013

## GENERAL CONSULTANT SERVICES AGREEMENT

THIS AGREEMENT dated this 10<sup>th</sup> day of Jan., 2013, by and between Boone County, Missouri, a first class county and political subdivision of the state of Missouri through its County Commission, (herein "Owner") and Olsson Associates (herein "Consultant").

IN CONSIDERATION OF the performance of the services rendered under this Agreement and payment for such services, the parties agree to the following:

1. **Agreement duration** – This contract shall be in effect beginning January 1, 2013 or the date of full execution; which ever is later and run through the calendar year ending on December 31, 2013. This agreement may be terminated in accordance with the terms and conditions set forth in this agreement.

2. **Services** - As authorized by the Owner in writing, the Consultant shall provide the Owner all engineering, surveying, and other professional services for the benefit of the Owner as prescribed by the Owner based upon requests for proposals for projects assigned during the term of this agreement and the Consultant shall provide the Owner, as applicable, with the services, reports, studies, surveys, plans, specifications, and other work required by the Owner's request for proposal. Consultant agrees to provide all such services in a timely manner as established by the Owner in writing for each assigned project, or in the absence of the designation, within a reasonable time after receipt of Owner directives. Consultant agrees to provide services by and through qualified personnel under standards and conditions generally accepted by professionals in the field or occupations for which services are provided. Services shall be provided based only upon requests for proposals provided to the Consultant by the Owner or Owner's representative and to which the Consultant prepares and submits a written proposal for services which is approved by the Owner in writing. No work shall be performed nor shall compensation be paid for Consultant work performed without an Owner approved written proposal for professional services. Proposals for services shall be in written form, as required by the request for proposal, and shall be specifically responsive to the criteria provided by the Owner in its request for proposal. All work performed by the Consultant, based upon Owner approved proposals submitted by the Consultant, shall be subject to the terms and conditions of this agreement unless otherwise specifically agreed upon by the Owner and Consultant in writing. All proposals for work submitted by the Consultant to the Owner for work shall at a minimum contain the following:

2.1 **Scope of Services** - Each proposal for services shall contain a detailed description of work to be performed by the Consultant. When the Owner provides the Consultant with a written and/or graphic request for proposal, the Consultant's proposal shall be responsive to the request with the same or greater level of specificity required by the request for proposal. The Consultant shall specifically identify services which are included as basic services and those services which are excluded from basic services in the proposal. Services which the Consultant does not identify as excluded from basic services under the proposal and which are necessary for successful completion of the work in the judgment of the Owner shall be presumed to be a part of basic services under the proposal. If a request for proposal requires the Consultant to provide optional services, the Consultant's proposal shall respond to the options requested, or provide reasons why the Consultant cannot provide or respond to the request for optional

services.

2.2 **Time for Completion** - Each proposal for services shall contain a detailed description of the estimated time to complete each task or item of work to be performed by the Consultant under the proposal. When the Owner provides the Consultant with a written and/or graphic request for proposal, the Consultant's proposal shall be responsive to any request for estimated or maximum completion times for work with the same or greater level of specificity required by the request for proposal.

2.3 **Compensation** - Each proposal for services shall state the basis of compensation on either: (1) an hourly fee plus expense basis with a statement of a maximum compensation to be charged, or, (2) a lump sum payment of compensation for all work to be performed, or, (3) a payment based upon unit prices. Proposals for compensation for an hourly fee plus expense basis shall provide detailed time and expense estimates to support a maximum contract amount to be charged and shall be consistent with the hourly rates, unit prices and reimbursement rates made a part of this agreement by reference in paragraph two (2) below. When the Owner or Owner's representative requests the Consultant to provide work on an hourly fee plus expense basis, the Consultant's proposal shall be responsive to the request and shall not propose payment on another basis unless otherwise authorized. Unit price proposals shall identify and estimate the quantity of units as a part of the proposal when they can be identified and estimated, or as necessary in response to a particular request for proposal requesting such information. Each proposal for services shall also state a proposed payment schedule at a frequency no greater than monthly in such amounts as are consistent with amount of work to be performed and billed. Reimbursable expenses proposed shall be specifically identified and estimated as a part of the proposal with a statement of the maximum amount to be charged unless the Owner's request for proposal specifies otherwise.

2.4 **Signatures** - Consultant proposals for services under this agreement shall be signed and dated by the Consultant or an authorized representative of the Consultant (as applicable), and shall be considered binding offers to contract open for acceptance by the Owner for an indefinite duration unless limited in the proposal or withdrawn prior to acceptance by the Owner. All proposals for services under this agreement shall be on forms approved by the Owner; use of the signature block shown in this agreement on a proposal for services shall be considered an adequate signature block. In the absence of an Owner provided form, the signature block shall contain a signature line for Boone County, Missouri by its Presiding Commissioner, a signature line for attestation by the County Clerk, a signature line approving the proposal by the Director of Resource Management, and a signature line for the County Attorney approving the proposal as to legal form. In addition, the signature block shall contain a line for insertion of the date the proposal is approved by the Owner.

3. **Compensation** - In consideration for the Consultant's provision of services under this agreement, the Owner agrees to compensate the Consultant for services rendered in accordance with the hourly rates, unit prices and reimbursement rates for expenses set forth in the schedule for hourly rates and expense charges to be in effect for the calendar year of this agreement which is either attached to this agreement or maintained on file with the Boone County Resource Management Department and is hereby incorporated by reference. No increases in the rates and charges set forth in the attached schedule shall be permitted for this calendar year without the written authorization of the Owner. Payments shall be made within

thirty (30) days of receipt of invoice by the Owner. Invoices shall be submitted periodically as mutually agreed upon by the Owner and Consultant, or in the absence of such agreement, upon completion of the work constituting the task or project for which services are provided. Invoices for services on an hourly fee plus expense basis shall individually describe the task or project by name, show hours expended by classes of personnel in increments of not less than one-half hour and rates applied, as well as describe work performed during the invoice period; reimbursable expenses shall be itemized. Invoices for services performed on a unit price basis shall identify the task or project by name, identify and quantify units charged for services during the invoice period. Invoices for services on a lump sum basis shall identify the task or project by name and the invoiced amount. Periodic invoices shall not exceed the amounts permitted in the Consultant's proposal approved by the Owner. The Owner reserves the right to withhold payment for inadequately documented invoices until documented as required herein. The Owner further reserves the right to withhold payments for unperformed work or work not performed on a timely basis in accordance with the Consultant's proposal when delays in performance of services are not attributable to the Owner, or as a result of a billing dispute between the Owner and Consultant. However, Owner agrees to pay interest at a rate of nine percent (9%) annum on any disputed billed amounts for which payments are withheld beyond thirty (30) days of invoice if and to the extent that those disputed amounts are resolved in favor of the Consultant.

4. **Owner Responsibilities** - Owner agrees to furnish Consultant with all current and available information for each task or project assigned to Consultant, along with any information necessitated by changes in work or services initiated by the Owner which may affect services rendered thereunder.

5. **Coordination of Work and Work Product** - Consultant shall coordinate all work with the Owner's designated representative for each task or project assigned to Consultant and submit to the Owner's representative all work product in written or graphic form (and in electronic form if requested) as applicable or required. All reports, surveys, test data, memoranda, samples, plans, specifications, and other documents or materials submitted by or to the Owner shall be considered the property of the Owner. When available and requested by the Owner, work product shall be provided in electronic form at actual cost in media compatible for use with Owner software and equipment.

6. **Insurance** - Consultant shall procure and maintain professional liability insurance in such amounts as are deemed mutually agreeable to the parties and approved by the Owner or the Owner's representative in writing within thirty (30) days of this Agreement. Consultant shall also maintain general public liability insurance with coverage's no less than \$2,000,000.00 per occurrence, and worker's compensation insurance as required by state law. Failure of Consultant to obtain or maintain such insurance during this contract, or to provide proper proofs thereof upon request of the Owner, shall not diminish, waive or otherwise reduce the Consultant's obligations to maintain such insurance coverage and Consultant shall indemnify and hold the Owner and all its personnel harmless from and against any and all claims, damages, losses and expenses, including reasonable attorney's fees and litigation costs, arising out of or resulting from the performance of services, provided that any such claim, damage, loss or expenses, is caused in whole or in part by the negligent act, omission and or liability of the Consultant, its agents or employees. The Consultant shall provide the Owner with certificates of insurance exhibiting the coverage as specified above within thirty (30) days of execution of this agreement



and thereafter within five (5) working days after request by the Owner. All certificates of insurance shall contain provision that insurance provided shall not be canceled or altered except upon ten (10) days written notice to the Owner.

7. **Delegation and Subcontracting** - Unless otherwise proposed and approved in the Consultant's proposal for services, the Consultant shall not delegate or subcontract any work to be performed by the Consultant under this agreement to any other person, business or entity without the express advance written approval of the Owner for such delegation or subcontract work.

8. **Records and Samples** - To the extent not otherwise transferred to the Owner's possession, Consultant agrees to retain and provide the Owner with reasonable access to all work product, records, papers and other documents involving transactions and work related to or performed under this agreement for a period of three (3) years after this agreement expires. When services involve testing or sampling, Consultant agrees to either retain all test products or samples collected by or submitted to Consultant, or return same to the Owner as mutually agreed upon. In absence of agreement, Consultant shall not dispose of test samples or products without notice to or consent by the Owner or the Owner's representative.

9. **Additional Services** - No compensation shall be paid for any service rendered by the Consultant considered an additional service beyond the scope of services approved by the Owner unless rendition of that service and expense thereof has been authorized in writing by the Owner in advance of performance of such service. Any additional services performed by the Consultant prior to such authorization by the Owner shall be deemed a part of basic services for work performed under an Owner approved proposal for services governed by this agreement, whether enumerated in this agreement or not, for which the Consultant shall be entitled to no additional compensation.

10. **Owner Authorization** -When the term Owner is used in this agreement, it shall mean the government of Boone County, Missouri or the Boone County Commission, as the context requires. Authorization by the Owner shall mean authorization obtained by recorded majority vote of the Boone County Commission. It is further understood and agreed that no person or party is authorized to bind the Owner to any proposed agreement for services under the auspices of this agreement without having obtained the prior approval of the Boone County Commission by recorded majority vote for such authorization. In this regard, it is understood and agreed that the Consultant shall not be entitled to rely upon verbal or written representations by any agent or employee of the Owner in deviation to the terms and conditions of this agreement, or as authorization for compensation for services except as may be approved by recorded vote of the Boone County Commission. When the term Owner's representative is used, it shall mean the Director of the Boone County Resource Management Department or his designee as specified in writing. It shall be presumed that such representative shall have all necessary decision making authority with respect to services provided under this agreement and Owner approved proposals for services except such representative shall have no authority to make decisions concerning changes to the Consultant's compensation or reimbursement, or with respect to services to be performed under this agreement or Owner approved proposal for services which involve or affect cost, expense or budgetary allowances.

11. **Termination** - The Owner may and reserves the right to terminate this agreement at any time with or without cause by giving the Consultant written notice of termination. Upon receipt of such notice, Consultant shall discontinue all services in connection with the performance of services authorized under this agreement or Owner approved proposal for services and Owner shall upon invoice remit payment for all authorized services completed up to the date of termination notice. Upon payment of this invoice, the Consultant shall deliver any and all work product including drawings, plans, and specifications, or other documents, prepared as instruments of service, whether complete or in progress. It is further agreed that if services are terminated the Consultant shall be compensated for all services rendered through the date of termination not to exceed the amount authorized for services through the date of termination. If the Owner questions the extent of work on a final invoice, the Consultant shall give the Owner the opportunity to review and evaluate all work upon which the invoice is based in the offices of the Consultant prior to payment. This agreement or work performed under the provisions of this agreement may also be terminated by the Consultant upon not less than seven days written notice in the event the Owner shall substantially fail to perform in accordance with the terms and conditions of this agreement, through no fault of the Consultant. In the event of termination by the Consultant, the other provisions concerning termination contained in this paragraph shall be applicable.

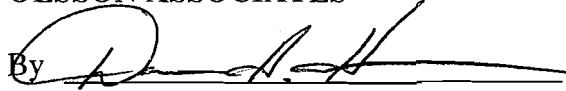
12. **Governing Law** - This agreement shall be governed by the laws of the state of Missouri and it is agreed that this agreement is made in Boone County, Missouri and that Boone County, Missouri is proper venue for any action pertaining to the interpretation or enforcement of any provision within or services performed under this agreement.

13. **Certification of Lawful Presence / Work Authorization** - Consultant shall complete and return the Work Authorization Certification attached hereto, and if applicable, the other required lawful presence documents for an individual Consultant.

14. **Miscellaneous** - This agreement constitutes the entire agreement of the parties superseding all prior negotiations, written or verbal, and may only be amended by signed writing executed by the parties through their authorized representatives hereunder.

IN WITNESS WHEREOF, the parties have executed this agreement by their duly authorized signatories effective the date and year first-above written.

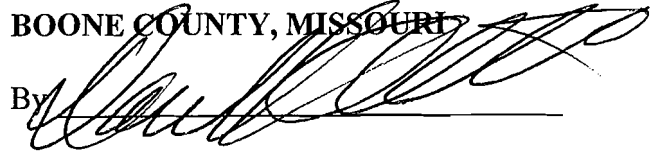
OLSSON ASSOCIATES

By 

Title Office Leader, KANSAS City

Dated: 1-2-13

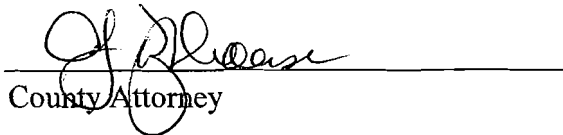
BOONE COUNTY, MISSOURI

By 

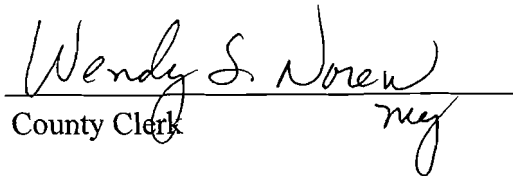
Presiding Commissioner

Dated: JAN. 10, 2013

APPROVED AS TO FORM:

  
County Attorney

ATTEST:

  
County Clerk *mej*

APPROVED:

  
Director, Boone County Resource Management

WORK AUTHORIZATION CERTIFICATION  
PURSUANT TO 285.530 RSMo  
(FOR ALL AGREEMENTS IN EXCESS OF \$5,000.00)

County of Clay )  
 )ss  
State of Missouri )

My name is Darren Hennen. I am an authorized agent of Olsson Associates (Consultant). 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.

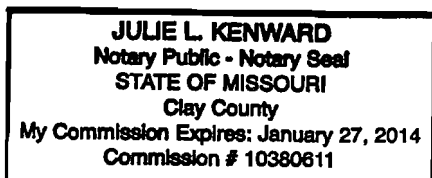
Furthermore, all subcontractors working on this contract shall affirmatively state in writing in their contracts that they are not in violation of Section 285.530.1, shall not thereafter be in violation and submit a sworn affidavit under penalty of perjury that all employees are lawfully present in the United States.

[Signature] 1-2-13  
Affiant Date

Darren Hennen  
Printed Name

Subscribed and sworn to before me this 2<sup>nd</sup> day of Jan, 2013.

[Signature]  
Notary Public



**Olsson Associates Standard Billing Rate Schedule 2013**

<u>Description</u>	<u>Range</u>
Principal.....	150 - 300
Project Manager.....	125 - 160
Project Professional.....	110 - 135
Assistant Professional.....	65 - 120
Designer.....	95 - 130
CAD Operator.....	35 - 90
Survey.....	50 - 115
Construction Services.....	80 - 170
Administrative/Clerical.....	35 - 75

\*Special Services not included in above categories will be provided on a special rate schedule.

19-2013

## GENERAL CONSULTANT SERVICES AGREEMENT

THIS AGREEMENT dated this 10<sup>th</sup> day of JAN., 2013, by and between Boone County, Missouri, a first class county and political subdivision of the state of Missouri through its County Commission, (herein "Owner") and Bozoian Group Architects (herein "Consultant").

IN CONSIDERATION OF the performance of the services rendered under this Agreement and payment for such services, the parties agree to the following:

1. **Agreement duration** – This contract shall be in effect beginning January 1, 2013 or the date of full execution; which ever is later and run through the calendar year ending on December 31, 2013. This agreement may be terminated in accordance with the terms and conditions set forth in this agreement.

2. **Services** - As authorized by the Owner in writing, the Consultant shall provide the Owner all engineering, surveying, and other professional services for the benefit of the Owner as prescribed by the Owner based upon requests for proposals for projects assigned during the term of this agreement and the Consultant shall provide the Owner, as applicable, with the services, reports, studies, surveys, plans, specifications, and other work required by the Owner's request for proposal. Consultant agrees to provide all such services in a timely manner as established by the Owner in writing for each assigned project, or in the absence of the designation, within a reasonable time after receipt of Owner directives. Consultant agrees to provide services by and through qualified personnel under standards and conditions generally accepted by professionals in the field or occupations for which services are provided. Services shall be provided based only upon requests for proposals provided to the Consultant by the Owner or Owner's representative and to which the Consultant prepares and submits a written proposal for services which is approved by the Owner in writing. No work shall be performed nor shall compensation be paid for Consultant work performed without an Owner approved written proposal for professional services. Proposals for services shall be in written form, as required by the request for proposal, and shall be specifically responsive to the criteria provided by the Owner in its request for proposal. All work performed by the Consultant, based upon Owner approved proposals submitted by the Consultant, shall be subject to the terms and conditions of this agreement unless otherwise specifically agreed upon by the Owner and Consultant in writing. All proposals for work submitted by the Consultant to the Owner for work shall at a minimum contain the following:

2.1 **Scope of Services** - Each proposal for services shall contain a detailed description of work to be performed by the Consultant. When the Owner provides the Consultant with a written and/or graphic request for proposal, the Consultant's proposal shall be responsive to the request with the same or greater level of specificity required by the request for proposal. The Consultant shall specifically identify services which are included as basic services and those services which are excluded from basic services in the proposal. Services which the Consultant does not identify as excluded from basic services under the proposal and which are necessary for successful completion of the work in the judgment of the Owner shall be presumed to be a part of basic services under the proposal. If a request for proposal requires the Consultant to provide optional services, the Consultant's proposal shall respond to the options requested, or provide

reasons why the Consultant cannot provide or respond to the request for optional services.

2.2 **Time for Completion** - Each proposal for services shall contain a detailed description of the estimated time to complete each task or item of work to be performed by the Consultant under the proposal. When the Owner provides the Consultant with a written and/or graphic request for proposal, the Consultant's proposal shall be responsive to any request for estimated or maximum completion times for work with the same or greater level of specificity required by the request for proposal.

2.3 **Compensation** - Each proposal for services shall state the basis of compensation on either: (1) an hourly fee plus expense basis with a statement of a maximum compensation to be charged, or, (2) a lump sum payment of compensation for all work to be performed, or, (3) a payment based upon unit prices. Proposals for compensation for an hourly fee plus expense basis shall provide detailed time and expense estimates to support a maximum contract amount to be charged and shall be consistent with the hourly rates, unit prices and reimbursement rates made a part of this agreement by reference in paragraph two (2) below. When the Owner or Owner's representative requests the Consultant to provide work on an hourly fee plus expense basis, the Consultant's proposal shall be responsive to the request and shall not propose payment on another basis unless otherwise authorized. Unit price proposals shall identify and estimate the quantity of units as a part of the proposal when they can be identified and estimated, or as necessary in response to a particular request for proposal requesting such information. Each proposal for services shall also state a proposed payment schedule at a frequency no greater than monthly in such amounts as are consistent with amount of work to be performed and billed. Reimbursable expenses proposed shall be specifically identified and estimated as a part of the proposal with a statement of the maximum amount to be charged unless the Owner's request for proposal specifies otherwise.

2.4 **Signatures** - Consultant proposals for services under this agreement shall be signed and dated by the Consultant or an authorized representative of the Consultant (as applicable), and shall be considered binding offers to contract open for acceptance by the Owner for an indefinite duration unless limited in the proposal or withdrawn prior to acceptance by the Owner. All proposals for services under this agreement shall be on forms approved by the Owner; use of the signature block shown in this agreement on a proposal for services shall be considered an adequate signature block. In the absence of an Owner provided form, the signature block shall contain a signature line for Boone County, Missouri by its Presiding Commissioner, a signature line for attestation by the County Clerk, a signature line approving the proposal by the Director of Resource Management, and a signature line for the County Attorney approving the proposal as to legal form. In addition, the signature block shall contain a line for insertion of the date the proposal is approved by the Owner.

3. **Compensation** - In consideration for the Consultant's provision of services under this agreement, the Owner agrees to compensate the Consultant for services rendered in accordance with the hourly rates, unit prices and reimbursement rates for expenses set forth in the schedule for hourly rates and expense charges to be in effect for the calendar year of this agreement which is either attached to this agreement or maintained on file with the Boone County Resource Management Department and is hereby incorporated by reference. No increases in the rates and charges set forth in the attached schedule shall be permitted for this

calendar year without the written authorization of the Owner. Payments shall be made within thirty (30) days of receipt of invoice by the Owner. Invoices shall be submitted periodically as mutually agreed upon by the Owner and Consultant, or in the absence of such agreement, upon completion of the work constituting the task or project for which services are provided. Invoices for services on an hourly fee plus expense basis shall individually describe the task or project by name, show hours expended by classes of personnel in increments of not less than one-half hour and rates applied, as well as describe work performed during the invoice period; reimbursable expenses shall be itemized. Invoices for services performed on a unit price basis shall identify the task or project by name, identify and quantify units charged for services during the invoice period. Invoices for services on a lump sum basis shall identify the task or project by name and the invoiced amount. Periodic invoices shall not exceed the amounts permitted in the Consultant's proposal approved by the Owner. The Owner reserves the right to withhold payment for inadequately documented invoices until documented as required herein. The Owner further reserves the right to withhold payments for unperformed work or work not performed on a timely basis in accordance with the Consultant's proposal when delays in performance of services are not attributable to the Owner, or as a result of a billing dispute between the Owner and Consultant. However, Owner agrees to pay interest at a rate of nine percent (9%) annum on any disputed billed amounts for which payments are withheld beyond thirty (30) days of invoice if and to the extent that those disputed amounts are resolved in favor of the Consultant.

4. **Owner Responsibilities** - Owner agrees to furnish Consultant with all current and available information for each task or project assigned to Consultant, along with any information necessitated by changes in work or services initiated by the Owner which may affect services rendered thereunder.

5. **Coordination of Work and Work Product** - Consultant shall coordinate all work with the Owner's designated representative for each task or project assigned to Consultant and submit to the Owner's representative all work product in written or graphic form (and in electronic form if requested) as applicable or required. All reports, surveys, test data, memoranda, samples, plans, specifications, and other documents or materials submitted by or to the Owner shall be considered the property of the Owner. When available and requested by the Owner, work product shall be provided in electronic form at actual cost in media compatible for use with Owner software and equipment.

6. **Insurance** - Consultant shall procure and maintain professional liability insurance in such amounts as are deemed mutually agreeable to the parties and approved by the Owner or the Owner's representative in writing within thirty (30) days of this Agreement. Consultant shall also maintain general public liability insurance with coverage's no less than \$2,000,000.00 per occurrence, and worker's compensation insurance as required by state law. Failure of Consultant to obtain or maintain such insurance during this contract, or to provide proper proofs thereof upon request of the Owner, shall not diminish, waive or otherwise reduce the Consultant's obligations to maintain such insurance coverage and Consultant shall indemnify and hold the Owner and all its personnel harmless from and against any and all claims, damages, losses and expenses, including reasonable attorney's fees and litigation costs, arising out of or resulting from the performance of services, provided that any such claim, damage, loss or expenses, is caused in whole or in part by the negligent act, omission and or liability of the Consultant, its agents or employees. The Consultant shall provide the Owner with certificates of insurance



exhibiting the coverage as specified above within thirty (30) days of execution of this agreement and thereafter within five (5) working days after request by the Owner. All certificates of insurance shall contain provision that insurance provided shall not be canceled or altered except upon ten (10) days written notice to the Owner.

7. **Delegation and Subcontracting** - Unless otherwise proposed and approved in the Consultant's proposal for services, the Consultant shall not delegate or subcontract any work to be performed by the Consultant under this agreement to any other person, business or entity without the express advance written approval of the Owner for such delegation or subcontract work.

8. **Records and Samples** - To the extent not otherwise transferred to the Owner's possession, Consultant agrees to retain and provide the Owner with reasonable access to all work product, records, papers and other documents involving transactions and work related to or performed under this agreement for a period of three (3) years after this agreement expires. When services involve testing or sampling, Consultant agrees to either retain all test products or samples collected by or submitted to Consultant, or return same to the Owner as mutually agreed upon. In absence of agreement, Consultant shall not dispose of test samples or products without notice to or consent by the Owner or the Owner's representative.

9. **Additional Services** - No compensation shall be paid for any service rendered by the Consultant considered an additional service beyond the scope of services approved by the Owner unless rendition of that service and expense thereof has been authorized in writing by the Owner in advance of performance of such service. Any additional services performed by the Consultant prior to such authorization by the Owner shall be deemed a part of basic services for work performed under an Owner approved proposal for services governed by this agreement, whether enumerated in this agreement or not, for which the Consultant shall be entitled to no additional compensation.

10. **Owner Authorization** -When the term Owner is used in this agreement, it shall mean the government of Boone County, Missouri or the Boone County Commission, as the context requires. Authorization by the Owner shall mean authorization obtained by recorded majority vote of the Boone County Commission. It is further understood and agreed that no person or party is authorized to bind the Owner to any proposed agreement for services under the auspices of this agreement without having obtained the prior approval of the Boone County Commission by recorded majority vote for such authorization. In this regard, it is understood and agreed that the Consultant shall not be entitled to rely upon verbal or written representations by any agent or employee of the Owner in deviation to the terms and conditions of this agreement, or as authorization for compensation for services except as may be approved by recorded vote of the Boone County Commission. When the term Owner's representative is used, it shall mean the Director of the Boone County Resource Management Department or his designee as specified in writing. It shall be presumed that such representative shall have all necessary decision making authority with respect to services provided under this agreement and Owner approved proposals for services except such representative shall have no authority to make decisions concerning changes to the Consultant's compensation or reimbursement, or with respect to services to be performed under this agreement or Owner approved proposal for services which involve or affect cost, expense or budgetary allowances.

11. **Termination** - The Owner may and reserves the right to terminate this agreement at any time with or without cause by giving the Consultant written notice of termination. Upon receipt of such notice, Consultant shall discontinue all services in connection with the performance of services authorized under this agreement or Owner approved proposal for services and Owner shall upon invoice remit payment for all authorized services completed up to the date of termination notice. Upon payment of this invoice, the Consultant shall deliver any and all work product including drawings, plans, and specifications, or other documents, prepared as instruments of service, whether complete or in progress. It is further agreed that if services are terminated the Consultant shall be compensated for all services rendered through the date of termination not to exceed the amount authorized for services through the date of termination. If the Owner questions the extent of work on a final invoice, the Consultant shall give the Owner the opportunity to review and evaluate all work upon which the invoice is based in the offices of the Consultant prior to payment. This agreement or work performed under the provisions of this agreement may also be terminated by the Consultant upon not less than seven days written notice in the event the Owner shall substantially fail to perform in accordance with the terms and conditions of this agreement, through no fault of the Consultant. In the event of termination by the Consultant, the other provisions concerning termination contained in this paragraph shall be applicable.

12. **Governing Law** - This agreement shall be governed by the laws of the state of Missouri and it is agreed that this agreement is made in Boone County, Missouri and that Boone County, Missouri is proper venue for any action pertaining to the interpretation or enforcement of any provision within or services performed under this agreement.

13. **Certification of Lawful Presence / Work Authorization** - Consultant shall complete and return the Work Authorization Certification attached hereto, and if applicable, the other required lawful presence documents for an individual Consultant.

14. **Miscellaneous** - This agreement constitutes the entire agreement of the parties superseding all prior negotiations, written or verbal, and may only be amended by signed writing executed by the parties through their authorized representatives hereunder.

IN WITNESS WHEREOF, the parties have executed this agreement by their duly authorized signatories effective the date and year first-above written.

**BOZOIAN GROUP ARCHITECTS, LLC**

By 

Title MEMBER

Dated: 12/29/2012

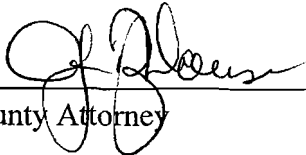
**BOONE COUNTY, MISSOURI**

By 

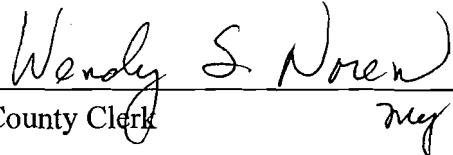
Presiding Commissioner

Dated: JAN. 10, 2013

APPROVED AS TO FORM:

  
County Attorney

ATTEST:

  
County Clerk

APPROVED:

  
Director, Boone County Resource Management

**WORK AUTHORIZATION CERTIFICATION  
PURSUANT TO 285.530 RSMo  
(FOR ALL AGREEMENTS IN EXCESS OF \$5,000.00)**

County of ST. LOUIS )  
 )ss  
 State of MISSOURI )

My name is Katherine R. Boroman I am an authorized agent of Koroman Group Architects, LLC (Consultant). 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.

Kath R Boroman 12-20-12  
 Affiant Date

KATHERINE R. BOROMAN  
 Printed Name

Subscribed and sworn to before me this 20<sup>TH</sup> day of DECEMBER, 2012

Daniel J. Lawrence  
 Notary Public



## HOURLY RATE SCHEDULE

BOZOIAN GROUP ARCHITECTS, LLC

For Year 2013

5 pages

### Bozoian Group Architects, LLC

Principal or Owner	\$170
Specification Writer	\$160
Project Manager	\$130
Project Architect	\$120
Architect	\$105
Project Coordinator	\$105
Architectural Technician	\$90
Architectural Intern	\$80

### KPFF Consulting Engineers

Principal-in-Charge	\$180
Project Manager	\$144
Senior Project Engineer	\$132
Project Engineer	\$114
Engineer	\$96
Drafter	\$102
Technical & Clerical Staff	\$60

### KJWW Engineering Consultants

Principal	\$264
Associate Principal	\$234
Medical Equipment Planning Manager	\$228
Associate	\$222
Senior Engineer	\$216
Senior Designer	\$192
Design Engineer	\$162
Senior Medical Equipment Planner	\$180
Medical Equipment Planner	\$162
Designer	\$150
Senior Construction Administrator	\$162
Construction Administrator	\$138
Design Technician	\$114
CAD Technician	\$96
Clerical	\$90

### Civil Engineering Design, Inc.

Principal	\$216
Project Manager II	\$204
Project Manager I	\$174
Project Engineer III	\$156
Project Engineer II	\$132
Project Engineer I	\$96
Designer II	\$90
Designer I	\$84
Clerical	\$78
Professional Land Surveyor II	\$138
Professional Land Surveyor I	\$120
Survey Technician I	\$84
2-Man Survey Crew	\$180
Field Technician II	\$84
Field Technician I	\$66
Intern	\$60

## HOURLY RATE SCHEDULE

BOZOIAN GROUP ARCHITECTS, LLC

For Year 2013

5 pages

### SCI Engineering, Inc.

President	\$193
Vice President	\$172
Branch Manager	\$102
Chief Engineer	\$157
Senior Engineer	\$144
Senior Geophysicist	\$180
(SCI Engineering, Inc. continued)	
Senior Scientist	\$144
Project Manager	\$120
Resident Engineer	\$126
Project Engineer	\$122
Project Scientist	\$122
Fireproof Inspector	\$96
Special Inspections Manager	\$114
Ultrasonic Testing	\$98
Steel Manager - Reinspection	\$114
Floor Flatness Technician	\$86
NDT Inspector	\$98
Staff Engineer	\$107
Staff Scientist	\$107
Laboratory Manager	\$107
Senior Field Manager	\$95
Steel Inspector	\$96
Drilled Pier Inspector	\$91
Special Inspector (Concrete/Masonry)	\$71
Field Manager	\$78
Field Scientist	\$76
CADD Operator	\$74
Field Technician	\$62
Laboratory Technician	\$62
State Certified Construction Technician I	\$62
State Certified Construction Technician II	\$70
Vapor Emissions Field Testing	\$91
Administrative Assistant	\$55
Senior Archaeologist	\$118
Archaeologist	\$106
Archaeological Technician	\$70
Architectural Historian	\$114

### Reimbursable Expenses

Transportation, Meals/Per Diem, lodging, subcontractors, subconsultants, etc., shall be cost plus 15%.

### Overtime/Night-Time

Overtime is charged for hours worked per individual employee in excess of 8 hours per day, or work performed on Saturdays, Sundays, or Holidays. Overtime for employees will be billed at 1.5 times our regular hourly rates. A 10% premium will be charged for all labor performed during a night-time shift.

### Expert Testimony

Expert witness testimony for deposition, arbitration, mediation and trial proceeding will be billed at 1½ times the applicable hourly rate.

### Field and Lab Services

We prefer a 24-hour notice to schedule field services but will always try to work within the time constraints provided. Coordination and report review will be invoiced at engineering rates. A minimum charge of 3 hours per site visit will apply for all field services.

SOIL TESTING - SCI Engineering, Inc.  
 Laboratory Tests

ASTM/AASHTO Unit

1 Compaction Control

a.	Moisture-Density Relationship			
i.	Standard Proctor	D698/T99	Ea	\$272
ii.	Modified Proctor	D1557/T180	Ea	\$307
iii.	Aggregate Samples		Add	\$58
b.	California Bearing Ratio (CBR) (moisture-density relationship additional)			
i.	Single-Point (unsoaked)	D1883/T193	Ea	\$186
ii.	Single-Point (soaked)		Ea	\$199
c.	Relative Density - Minimum and maximum density	D4253/4254	Ea	\$380

2 Material Characterization

a.	Visual Description	D2488/M145	Ea	\$8
b.	Atterberg Limits - Method A or B	D4318/T89,90	Ea	\$90
	Liquid Limit Only		Ea	\$56
c.	Unit Weight Determination	D2937	Ea	\$40
d.	Grain Size Analysis			
i.	Sieve Analysis (includes percent finer than No. 200)	D422/T88	Ea	\$91
ii.	Sieve Analysis with Hydrometer		Ea	\$179
iii.	Percent finer than No. 200 (washed)	D1140	Ea	\$56
e.	Specific Gravity	D854/T100	Ea	\$172
f.	Moisture Content	D2216/T265	Ea	\$8
g.	Organic Content	D2974/	Ea	\$35
h.	Wet Organic Content	T194	Ea	\$164
i.	pH	D4972	Ea	\$35
j.	pH	G51	Ea	\$23
k.	Resistivity	G57	Ea	\$92

3 Strength and Behavioral Properties

a.	One Dimensional Consolidation Test	D2435		
i.	Includes laboratory e-log, p-curve, square root of time method		Ea	\$450
ii.	Includes laboratory e-log, p-curve, square root of time method (remolded)		Ea	\$498
iii.	Time Curves		Add	\$120
iv.	Log-Time Method		Add	\$180
b.	Swell Pressure or Free Swell		Ea	\$186
c.	Swell Pressure or Free Swell (remolded)		Ea	\$234
d.	Unconfined Compression Test	D2166/T208		
i.	Undisturbed Samples (includes dry density)		Ea	\$90
ii.	Remolded Samples		Ea	\$186
iii.	Using Rimac on ss samples		Ea	\$8
e.	Triaxial Strength Testing			
i.	Unconsolidated, Undrained (UU) (Q)	D2850/T296	Pt	\$119
ii.	Unconsolidated, Undrained (UU) (Q) (remolded)	D2850/T296	Pt	\$215
iii.	Consolidated, Undrained (CU) (R)	D4767/T297		
	a. Per Point		Ea	\$379
	b. Additional Multi-Stage Points		Ea	\$114
iv.	Consolidated, Undrained (CU) (R) (remolded)	D4767/T297		
	a. Per Point		Ea	\$475
	b. Additional Multi-Stage Points		Ea	\$114
f.	Direct Shear - Consolidated, Drained	D3080		
i.	Non-cohesive, Consolidated, Drained		per point	\$300
ii.	Cohesive, Consolidated, Drained		per point	\$420
iii.	Non-cohesive, Consolidated, Drained (remolded)		per point	\$348
iv.	Cohesive, Consolidated, Drained (remolded)		per point	\$468
g.	Permeability Tests			
i.	Triaxial Flexible Wall	D5084	Ea	\$420
ii.	Triaxial Flexible Wall (remolded)	D5084	Ea	\$468
iii.	Rigid Wall for Granular Soils	D2434	Ea	\$343
h.	Rock Core			
i.	Description/photo		Box	\$38
ii.	Unconfined Compression Test		Ea	\$95

4 Laboratory Testing

a.	Chemical Tests			
i.	Total Sulfates		Ea	\$19
ii.	Chlorides		Ea	\$19

Field Services

1	Nuclear Density Equipment	D2922/T130	Day	\$59
2	Sand Cone Equipment	D1556/T191	Day	\$22
3	Drive Tube Equipment	D2937	Day	\$22
4	Settlement Plates		Ea	\$251
5	Handheld GPS Unit		Day	\$120
6	Giddings Probe Truck		Day	\$360

**HOURLY RATE SCHEDULE**  
**BOZOIAN GROUP ARCHITECTS, LLC**  
 For Year 2013  
 5 pages

	ASTM/AASHTO	Unit	
<b>CONCRETE TESTING- SCI Engineering, Inc.</b>			
<b>Laboratory Services</b>			
1 Compressive Strength			
a. Cylinders - 6"x12", 4"x8", 3"x6"	C39	Ea	\$19
b. Cured Cylinder, not tested		Ea	\$19
c. 2" x 4" Cylinder	C780	Ea	\$19
d. 2" x 2" Cube	C109	Ea	\$19
e. Drilled Cores (including sawcutting one end)	C42	Ea	\$55
f. Chloride Ion	C1218	Ea	\$76
g. Sawcut Cylinders (If ends are not in compliance with ASTM standards)		Ea	\$24
2 4" x 4" x 8" Grout Prism		Ea	\$34
3 Masonry Prism (two course prepared by contractor)		Ea	\$78
4 Cylinder Molds		Ea	\$2
5 Flexural Strength - 6" x 6" x 21" or 24" beam	C78	Ea	\$55
6 Beam Mold Rental (when cast by others)		Day	\$24
7 Shrinkage/Length Change of Hardened Concrete	C157/C490	Ea	\$50
8 Mix Design/Verification (does not include aggregate tests)			
a. Determination of Proportions	(ACI 211)	Ea	\$178
b. Trial Mix Verification (1-point, includes 6 cylinders)	C192	Ea	\$568
c. Trial Mix (includes 3-point w/c ratio relationship & 18 cylinders)		Ea	\$1,538
9 Masonry Mortar Mix Test		Ea	\$394
10 Aggregate Characteristics			
a. Sieve Analysis	C136	Ea	\$78
b. Washed Sieve Analysis (includes percent finer than No. 200)		Ea	\$91
c. Washed Sieve Analysis (percent finer than No. 200 only)	C117	Ea	\$56
d. Unit Weight and Voids in Aggregate	C29	Ea	\$72
e. Specific Gravity and Absorption of Coarse Aggregate	C127	Ea	\$95
f. Specific Gravity and Absorption of Fine Aggregate	C128	Ea	\$95
g. Clay Lumps and Friable Particles in Aggregate	C142	Ea	\$78
h. Surface Moisture in Fine Aggregate	C70	Ea	\$30
i. Soundness (sodium sulfate)	C88	Ea	\$394
j. Resistance to Abrasion	C131	Ea	\$394
k. Lightweight Particle	C123	Ea	\$72
11 On-Site Laboratory (QA/QC)			Upon Request
12 Concrete Core Thickness	C174	Ea	\$20
<b>Field Services</b>			
1 Quality Control (includes determination of slump and air content, making cylinders and retrieval)			
a. Field Testing	C31	Hr	Per Rate Schedule
2 Concrete Batch Plant Inspection by Registered Professional Engineer (according to NRMCA guidelines)		Ea	\$786
<b>In-Place Testing</b>			
1 Rebound Hammer Tests		Hr	Per Rate Schedule
2 Windsor Probe Penetration Tests			
a. Field Testing		Hr	Per Rate Schedule
b. Equipment Rental		Day	\$55
c. Probes (set of three)		Ea	\$52
3 Coring (350.00 minimum)			
a. Field Testing		Hr	Per Rate Schedule
b. Bit Wear		Inch	\$6
c. Equipment Rental		Day	\$118
4 Floor Flatness	E1155		
a. Field Testing		Hr	Per Rate Schedule
b. Equipment Rental		Day	\$178
5 Vapor Emission Test	F1869	Ea	\$72
a. Field Testing		Hr	
6 Relative Humidity	F2170	Ea	\$60
a. Field Testing		Hr	Per Rate Schedule
7 Reinforcing Steel Verification by R-Meter			
a. Field Testing		Hr	Per Rate Schedule
b. Equipment Rental		Day	\$47



**HOURLY RATE SCHEDULE**  
**BOZOIAN GROUP ARCHITECTS, LLC**  
 For Year 2013  
 5 pages

**ASPHALTIC CONCRETE TESTING - SCI Engineering, Inc.**  
**Laboratory Services**

	ASTM/AASHTO	Unit	
1 Marshall Stability and Flow Test with Density Determination	D6926, D6927	Ea	\$358
a. Marshall Density (set of three)		Ea	\$78
2 Bitumen Content	D2172, D6307		
a. Without gradation		Ea	\$228
b. With gradation		Ea	\$286
3 Hot Bin Sieve Analysis	C136/T27	Ea	\$66
4 Bulk Specific Gravity (AASHTO T166)	D2726/T166	Ea	\$44
5 Core Density (minimum of 3)		Ea	\$44
6 Percent Air Voids	D3203	Ea	\$44
7 Maximum Theoretical Specific Gravity	D2041	Ea	\$85
8 Marshall Mix Design (The Asphalt Institute MS-2)			
a. Three-points		Ea	\$1,144
b. Five-points		Ea	\$1,716
9 On-Site Laboratory (QA/QC)			Upon Request
10 Asphalt Core Thickness	D3549	Ea	\$20
11 Sand Equivalency	D2419	Ea	\$76

**Field Services**

1 Commercial Placement Observation (includes determining maximum density of field mix, monitoring density, estimating thickness, and recording temperature)			
a. Field Testing		Hr	Per Rate Schedule
b. Equipment Rental		Day	\$59
2 Coring (350.00 minimum)			
a. Field Testing (two-man crew)		Hr	Per Rate Schedule
b. Bit Wear		Inch	\$5
c. Equipment Rental		Day	\$118
3 Asphalt Plant Monitoring (includes cold feed and hot bin analysis)		Ea	\$544

**SPECIAL INSPECTIONS TESTING**

1 Structural Steel Observations (includes visual weld inspection, bolt torque determination)			
a. Field Inspection	AWS D1.1	Hr	Per Rate Schedule
b. Equipment Rental		Day	\$47
2 Nondestructive Testing			
Ultrasonic Inspection			
a. Field Testing	AWS D1.1	Hr	Per Rate Schedule
b. Equipment Rental		Day	\$47
3 Magnetic Particle Inspection			
a. Field Testing	E1444/E709	Hr	Per Rate Schedule
b. Equipment Rental		Day	\$35
4 Dye Penetrant Inspection			
a. Field Testing	E165	Hr	Per Rate Schedule
b. Equipment Rental		Day	\$28
5 Radiographic Inspection (Two-man crew)			Upon Request
6 Welding Operator Qualifications And Inspection (includes welder performance verification and guided bend test)			
a. Field Verification	AWS D1.1	Hr	Per Rate Schedule
b. Guided Bend Test (Excludes Machining)		Coupon	\$44
7 Sprayed Fire-Resistive Material (includes thickness measurements, density determinations, cohesion/adhesion testing)			
Thickness Measurements			
a. Field Testing	E605/E736	Hr	Per Rate Schedule
b. Laboratory		Hr	Per Rate Schedule
8 Reinforced Concrete observation (includes reinforcing steel placement and concrete placement observation, inspection of embedded plates and bolts)			
a. Field Inspection	IBC/ACI318	Hr	Per Rate Schedule
9 Structural Masonry Observation (includes CMU placement observation, reinforcing steel placement observation, grout placement observation and material sampling)			
a. Field Inspection	IBC/ACI530	Hr	Per Rate Schedule
10 Adhesion testing of epoxied items into concrete and masonry (includes pullout testing of epoxied anchor bolts and reinforcing steel)			
a. Field Testing	IBC	Hr	Per Rate Schedule
b. Testing Equipment		Day	\$95

<b>MILEAGE FOR ALL SERVICES</b>		per mile	\$0.78
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19-2013

## GENERAL CONSULTANT SERVICES AGREEMENT

THIS AGREEMENT dated this 10<sup>th</sup> day of JAN, 2013, by and between Boone County, Missouri, a first class county and political subdivision of the state of Missouri through its County Commission, (herein "Owner") and Shafer, Kline & Warren, Inc (herein "Consultant").

IN CONSIDERATION OF the performance of the services rendered under this Agreement and payment for such services, the parties agree to the following:

1. **Agreement duration** – This contract shall be in effect beginning January 1, 2013 or the date of full execution; which ever is later and run through the calendar year ending on December 31, 2013. This agreement may be terminated in accordance with the terms and conditions set forth in this agreement.

2. **Services** - As authorized by the Owner in writing, the Consultant shall provide the Owner all engineering, surveying, and other professional services for the benefit of the Owner as prescribed by the Owner based upon requests for proposals for projects assigned during the term of this agreement and the Consultant shall provide the Owner, as applicable, with the services, reports, studies, surveys, plans, specifications, and other work required by the Owner's request for proposal. Consultant agrees to provide all such services in a timely manner as established by the Owner in writing for each assigned project, or in the absence of the designation, within a reasonable time after receipt of Owner directives. Consultant agrees to provide services by and through qualified personnel under standards and conditions generally accepted by professionals in the field or occupations for which services are provided. Services shall be provided based only upon requests for proposals provided to the Consultant by the Owner or Owner's representative and to which the Consultant prepares and submits a written proposal for services which is approved by the Owner in writing. No work shall be performed nor shall compensation be paid for Consultant work performed without an Owner approved written proposal for professional services. Proposals for services shall be in written form, as required by the request for proposal, and shall be specifically responsive to the criteria provided by the Owner in its request for proposal. All work performed by the Consultant, based upon Owner approved proposals submitted by the Consultant, shall be subject to the terms and conditions of this agreement unless otherwise specifically agreed upon by the Owner and Consultant in writing. All proposals for work submitted by the Consultant to the Owner for work shall at a minimum contain the following:

2.1 **Scope of Services** - Each proposal for services shall contain a detailed description of work to be performed by the Consultant. When the Owner provides the Consultant with a written and/or graphic request for proposal, the Consultant's proposal shall be responsive to the request with the same or greater level of specificity required by the request for proposal. The Consultant shall specifically identify services which are included as basic services and those services which are excluded from basic services in the proposal. Services which the Consultant does not identify as excluded from basic services under the proposal and which are necessary for successful completion of the work in the judgment of the Owner shall be presumed to be a part of basic services under the proposal. If a request for proposal requires the Consultant to provide optional services, the Consultant's proposal shall respond to the options requested, or provide

reasons why the Consultant cannot provide or respond to the request for optional services.

**2.2 Time for Completion** - Each proposal for services shall contain a detailed description of the estimated time to complete each task or item of work to be performed by the Consultant under the proposal. When the Owner provides the Consultant with a written and/or graphic request for proposal, the Consultant's proposal shall be responsive to any request for estimated or maximum completion times for work with the same or greater level of specificity required by the request for proposal.

**2.3 Compensation** - Each proposal for services shall state the basis of compensation on either: (1) an hourly fee plus expense basis with a statement of a maximum compensation to be charged, or, (2) a lump sum payment of compensation for all work to be performed, or, (3) a payment based upon unit prices. Proposals for compensation for an hourly fee plus expense basis shall provide detailed time and expense estimates to support a maximum contract amount to be charged and shall be consistent with the hourly rates, unit prices and reimbursement rates made a part of this agreement by reference in paragraph two (2) below. When the Owner or Owner's representative requests the Consultant to provide work on an hourly fee plus expense basis, the Consultant's proposal shall be responsive to the request and shall not propose payment on another basis unless otherwise authorized. Unit price proposals shall identify and estimate the quantity of units as a part of the proposal when they can be identified and estimated, or as necessary in response to a particular request for proposal requesting such information. Each proposal for services shall also state a proposed payment schedule at a frequency no greater than monthly in such amounts as are consistent with amount of work to be performed and billed. Reimbursable expenses proposed shall be specifically identified and estimated as a part of the proposal with a statement of the maximum amount to be charged unless the Owner's request for proposal specifies otherwise.

**2.4 Signatures** - Consultant proposals for services under this agreement shall be signed and dated by the Consultant or an authorized representative of the Consultant (as applicable), and shall be considered binding offers to contract open for acceptance by the Owner for an indefinite duration unless limited in the proposal or withdrawn prior to acceptance by the Owner. All proposals for services under this agreement shall be on forms approved by the Owner; use of the signature block shown in this agreement on a proposal for services shall be considered an adequate signature block. In the absence of an Owner provided form, the signature block shall contain a signature line for Boone County, Missouri by its Presiding Commissioner, a signature line for attestation by the County Clerk, a signature line approving the proposal by the Director of Resource Management, and a signature line for the County Attorney approving the proposal as to legal form. In addition, the signature block shall contain a line for insertion of the date the proposal is approved by the Owner.

**3. Compensation** - In consideration for the Consultant's provision of services under this agreement, the Owner agrees to compensate the Consultant for services rendered in accordance with the hourly rates, unit prices and reimbursement rates for expenses set forth in the schedule for hourly rates and expense charges to be in effect for the calendar year of this agreement which is either attached to this agreement or maintained on file with the Boone County Resource Management Department and is hereby incorporated by reference. No increases in the rates and charges set forth in the attached schedule shall be permitted for this

calendar year without the written authorization of the Owner. Payments shall be made within thirty (30) days of receipt of invoice by the Owner. Invoices shall be submitted periodically as mutually agreed upon by the Owner and Consultant, or in the absence of such agreement, upon completion of the work constituting the task or project for which services are provided. Invoices for services on an hourly fee plus expense basis shall individually describe the task or project by name, show hours expended by classes of personnel in increments of not less than one-half hour and rates applied, as well as describe work performed during the invoice period; reimbursable expenses shall be itemized. Invoices for services performed on a unit price basis shall identify the task or project by name, identify and quantify units charged for services during the invoice period. Invoices for services on a lump sum basis shall identify the task or project by name and the invoiced amount. Periodic invoices shall not exceed the amounts permitted in the Consultant's proposal approved by the Owner. The Owner reserves the right to withhold payment for inadequately documented invoices until documented as required herein. The Owner further reserves the right to withhold payments for unperformed work or work not performed on a timely basis in accordance with the Consultant's proposal when delays in performance of services are not attributable to the Owner, or as a result of a billing dispute between the Owner and Consultant. However, Owner agrees to pay interest at a rate of nine percent (9%) annum on any disputed billed amounts for which payments are withheld beyond thirty (30) days of invoice if and to the extent that those disputed amounts are resolved in favor of the Consultant.

4. **Owner Responsibilities** - Owner agrees to furnish Consultant with all current and available information for each task or project assigned to Consultant, along with any information necessitated by changes in work or services initiated by the Owner which may affect services rendered thereunder.

5. **Coordination of Work and Work Product** - Consultant shall coordinate all work with the Owner's designated representative for each task or project assigned to Consultant and submit to the Owner's representative all work product in written or graphic form (and in electronic form if requested) as applicable or required. All reports, surveys, test data, memoranda, samples, plans, specifications, and other documents or materials submitted by or to the Owner shall be considered the property of the Owner. When available and requested by the Owner, work product shall be provided in electronic form at actual cost in media compatible for use with Owner software and equipment.

6. **Insurance** - Consultant shall procure and maintain professional liability insurance in such amounts as are deemed mutually agreeable to the parties and approved by the Owner or the Owner's representative in writing within thirty (30) days of this Agreement. Consultant shall also maintain general public liability insurance with coverage's no less than \$2,000,000.00 per occurrence, and worker's compensation insurance as required by state law. Failure of Consultant to obtain or maintain such insurance during this contract, or to provide proper proofs thereof upon request of the Owner, shall not diminish, waive or otherwise reduce the Consultant's obligations to maintain such insurance coverage and Consultant shall indemnify and hold the Owner and all its personnel harmless from and against any and all claims, damages, losses and expenses, including reasonable attorney's fees and litigation costs, arising out of or resulting from the performance of services, provided that any such claim, damage, loss or expenses, is caused in whole or in part by the negligent act, omission and or liability of the Consultant, its agents or employees. The Consultant shall provide the Owner with certificates of insurance

exhibiting the coverage as specified above within thirty (30) days of execution of this agreement and thereafter within five (5) working days after request by the Owner. All certificates of insurance shall contain provision that insurance provided shall not be canceled or altered except upon ten (10) days written notice to the Owner.

7. **Delegation and Subcontracting** - Unless otherwise proposed and approved in the Consultant's proposal for services, the Consultant shall not delegate or subcontract any work to be performed by the Consultant under this agreement to any other person, business or entity without the express advance written approval of the Owner for such delegation or subcontract work.

8. **Records and Samples** - To the extent not otherwise transferred to the Owner's possession, Consultant agrees to retain and provide the Owner with reasonable access to all work product, records, papers and other documents involving transactions and work related to or performed under this agreement for a period of three (3) years after this agreement expires. When services involve testing or sampling, Consultant agrees to either retain all test products or samples collected by or submitted to Consultant, or return same to the Owner as mutually agreed upon. In absence of agreement, Consultant shall not dispose of test samples or products without notice to or consent by the Owner or the Owner's representative.

9. **Additional Services** - No compensation shall be paid for any service rendered by the Consultant considered an additional service beyond the scope of services approved by the Owner unless rendition of that service and expense thereof has been authorized in writing by the Owner in advance of performance of such service. Any additional services performed by the Consultant prior to such authorization by the Owner shall be deemed a part of basic services for work performed under an Owner approved proposal for services governed by this agreement, whether enumerated in this agreement or not, for which the Consultant shall be entitled to no additional compensation.

10. **Owner Authorization** -When the term Owner is used in this agreement, it shall mean the government of Boone County, Missouri or the Boone County Commission, as the context requires. Authorization by the Owner shall mean authorization obtained by recorded majority vote of the Boone County Commission. It is further understood and agreed that no person or party is authorized to bind the Owner to any proposed agreement for services under the auspices of this agreement without having obtained the prior approval of the Boone County Commission by recorded majority vote for such authorization. In this regard, it is understood and agreed that the Consultant shall not be entitled to rely upon verbal or written representations by any agent or employee of the Owner in deviation to the terms and conditions of this agreement, or as authorization for compensation for services except as may be approved by recorded vote of the Boone County Commission. When the term Owner's representative is used, it shall mean the Director of the Boone County Resource Management Department or his designee as specified in writing. It shall be presumed that such representative shall have all necessary decision making authority with respect to services provided under this agreement and Owner approved proposals for services except such representative shall have no authority to make decisions concerning changes to the Consultant's compensation or reimbursement, or with respect to services to be performed under this agreement or Owner approved proposal for services which involve or affect cost, expense or budgetary allowances.

11. **Termination** - The Owner may and reserves the right to terminate this agreement at any time with or without cause by giving the Consultant written notice of termination. Upon receipt of such notice, Consultant shall discontinue all services in connection with the performance of services authorized under this agreement or Owner approved proposal for services and Owner shall upon invoice remit payment for all authorized services completed up to the date of termination notice. Upon payment of this invoice, the Consultant shall deliver any and all work product including drawings, plans, and specifications, or other documents, prepared as instruments of service, whether complete or in progress. It is further agreed that if services are terminated the Consultant shall be compensated for all services rendered through the date of termination not to exceed the amount authorized for services through the date of termination. If the Owner questions the extent of work on a final invoice, the Consultant shall give the Owner the opportunity to review and evaluate all work upon which the invoice is based in the offices of the Consultant prior to payment. This agreement or work performed under the provisions of this agreement may also be terminated by the Consultant upon not less than seven days written notice in the event the Owner shall substantially fail to perform in accordance with the terms and conditions of this agreement, through no fault of the Consultant. In the event of termination by the Consultant, the other provisions concerning termination contained in this paragraph shall be applicable.

12. **Governing Law** - This agreement shall be governed by the laws of the state of Missouri and it is agreed that this agreement is made in Boone County, Missouri and that Boone County, Missouri is proper venue for any action pertaining to the interpretation or enforcement of any provision within or services performed under this agreement.

13. **Certification of Lawful Presence / Work Authorization** - Consultant shall complete and return the Work Authorization Certification attached hereto, and if applicable, the other required lawful presence documents for an individual Consultant.

14. **Miscellaneous** - This agreement constitutes the entire agreement of the parties superseding all prior negotiations, written or verbal, and may only be amended by signed writing executed by the parties through their authorized representatives hereunder.

IN WITNESS WHEREOF, the parties have executed this agreement by their duly authorized signatories effective the date and year first-above written.

SHAFER, KLINE & WARREN, INC

By

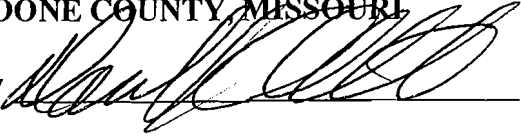


Title VICE PRESIDENT

Dated: 12/21/12

BOONE COUNTY, MISSOURI

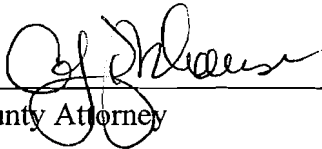
By



Presiding Commissioner

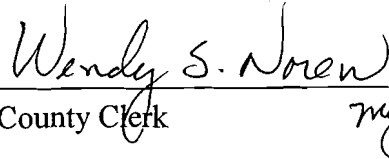
Dated: JAN. 10, 2013

APPROVED AS TO FORM:



County Attorney

ATTEST:



County Clerk

APPROVED:



Director, Boone County Resource Management

**WORK AUTHORIZATION CERTIFICATION  
PURSUANT TO 285.530 RSMo  
(FOR ALL AGREEMENTS IN EXCESS OF \$5,000.00)**

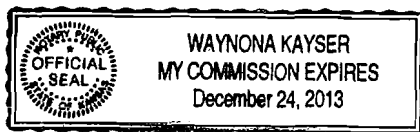
County of Johnson )  
 )ss  
 State of Kansas )

My name is GERALD C JOHNSON. I am an authorized agent of SKW  
 \_\_\_\_\_ (Consultant). 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.

Gerald C Johnson 12/21/12  
 Affiant Date  
GERALD C JOHNSON  
VICE PRESIDENT  
 Printed Name

Subscribed and sworn to before me this 21 day of December, 2012.



Waynona Kayser  
 Notary Public





**HOURLY RATE SCHEDULE**

<u>CLASSIFICATION</u>	<u>HOURLY RATE</u>	<u>CLASSIFICATION</u>	<u>HOURLY RATE</u>
Principal	\$170	Secretarial/Clerical	\$55
Associate	150	Engineering Technician V	105
Engineer V	135	Engineering Technician IV	95
Engineer IV	125	Engineering Technician III	80
Engineer III	115	Engineering Technician II	70
Engineer II	100	Engineering Technician I	60
Engineer I	90	Drafter	55
Landscape Architect IV	125	Construction Observer IV	90
Landscape Architect III	110	Construction Observer III	85
Landscape Architect II	100	Construction Observer II	75
Landscape Architect I	85	Construction Observer I	65
Landscape Design	70	Registered Land Surveyor II	110
Planner IV	120	Registered Land Surveyor I	95
Planner III	110	Survey Crew	140
Planner II	100	Survey Rodperson	55
Planner I	85	Survey Technician V	100
GIS Consultant IV	115	Survey Technician IV	90
GIS Consultant III	100	Survey Technician III	80
GIS Consultant II	85	Survey Technician II	70
GIS Consultant I	70	Survey Technician I	60
Controls Technician III	90		
Controls Technician II	80		
Controls Technician I	60		
Administrative Assistant	70		

Equipment Costs (Hourly Rate)

GPS Survey Receiver	\$20
High Definition Scanner	\$150

Note #1

*The hourly rate shown for Survey Crews includes stakes, flagging, iron bars and other miscellaneous materials.*

Note #2

*All reimbursable expenses incurred on a project will be charged at a rate of direct cost plus 10% to cover administrative overhead. Direct cost of passenger car mileage will be at the standard rate established by the Internal Revenue Service and in effect at the time the expense is incurred. Direct cost of truck/van mileage will be at the IRS standard passenger car rate, plus 20%. Plotting and reproduction will be charged at \$0.50 per square foot for all media except photographic glossy, which will be charged at \$1.00 per square foot. Color copies will be charged at \$0.80 per 8.5 x 11 sheet and \$1.60 per 11 x 17 sheet. Subcontract expenses will be charged at quoted prices with no markup.*

Effective January 1, 2011

19-2013

## GENERAL CONSULTANT SERVICES AGREEMENT

THIS AGREEMENT dated this 10<sup>th</sup> day of JAN, 2013, by and between Boone County, Missouri, a first class county and political subdivision of the state of Missouri through its County Commission, (herein "Owner") and Trabue, Hansen & Hinshaw, Inc (herein "Consultant").

IN CONSIDERATION OF the performance of the services rendered under this Agreement and payment for such services, the parties agree to the following:

1. **Agreement duration** – This contract shall be in effect beginning January 1, 2013 or the date of full execution; which ever is later and run through the calendar year ending on December 31, 2013. This agreement may be terminated in accordance with the terms and conditions set forth in this agreement.

2. **Services** - As authorized by the Owner in writing, the Consultant shall provide the Owner all engineering, surveying, and other professional services for the benefit of the Owner as prescribed by the Owner based upon requests for proposals for projects assigned during the term of this agreement and the Consultant shall provide the Owner, as applicable, with the services, reports, studies, surveys, plans, specifications, and other work required by the Owner's request for proposal. Consultant agrees to provide all such services in a timely manner as established by the Owner in writing for each assigned project, or in the absence of the designation, within a reasonable time after receipt of Owner directives. Consultant agrees to provide services by and through qualified personnel under standards and conditions generally accepted by professionals in the field or occupations for which services are provided. Services shall be provided based only upon requests for proposals provided to the Consultant by the Owner or Owner's representative and to which the Consultant prepares and submits a written proposal for services which is approved by the Owner in writing. No work shall be performed nor shall compensation be paid for Consultant work performed without an Owner approved written proposal for professional services. Proposals for services shall be in written form, as required by the request for proposal, and shall be specifically responsive to the criteria provided by the Owner in its request for proposal. All work performed by the Consultant, based upon Owner approved proposals submitted by the Consultant, shall be subject to the terms and conditions of this agreement unless otherwise specifically agreed upon by the Owner and Consultant in writing. All proposals for work submitted by the Consultant to the Owner for work shall at a minimum contain the following:

2.1 **Scope of Services** - Each proposal for services shall contain a detailed description of work to be performed by the Consultant. When the Owner provides the Consultant with a written and/or graphic request for proposal, the Consultant's proposal shall be responsive to the request with the same or greater level of specificity required by the request for proposal. The Consultant shall specifically identify services which are included as basic services and those services which are excluded from basic services in the proposal. Services which the Consultant does not identify as excluded from basic services under the proposal and which are necessary for successful completion of the work in the judgment of the Owner shall be presumed to be a part of basic services under the proposal. If a request for proposal requires the Consultant to provide optional services, the Consultant's proposal shall respond to the options requested, or provide

reasons why the Consultant cannot provide or respond to the request for optional services.

2.2 **Time for Completion** - Each proposal for services shall contain a detailed description of the estimated time to complete each task or item of work to be performed by the Consultant under the proposal. When the Owner provides the Consultant with a written and/or graphic request for proposal, the Consultant's proposal shall be responsive to any request for estimated or maximum completion times for work with the same or greater level of specificity required by the request for proposal.

2.3 **Compensation** - Each proposal for services shall state the basis of compensation on either: (1) an hourly fee plus expense basis with a statement of a maximum compensation to be charged, or, (2) a lump sum payment of compensation for all work to be performed, or, (3) a payment based upon unit prices. Proposals for compensation for an hourly fee plus expense basis shall provide detailed time and expense estimates to support a maximum contract amount to be charged and shall be consistent with the hourly rates, unit prices and reimbursement rates made a part of this agreement by reference in paragraph two (2) below. When the Owner or Owner's representative requests the Consultant to provide work on an hourly fee plus expense basis, the Consultant's proposal shall be responsive to the request and shall not propose payment on another basis unless otherwise authorized. Unit price proposals shall identify and estimate the quantity of units as a part of the proposal when they can be identified and estimated, or as necessary in response to a particular request for proposal requesting such information. Each proposal for services shall also state a proposed payment schedule at a frequency no greater than monthly in such amounts as are consistent with amount of work to be performed and billed. Reimbursable expenses proposed shall be specifically identified and estimated as a part of the proposal with a statement of the maximum amount to be charged unless the Owner's request for proposal specifies otherwise.

2.4 **Signatures** - Consultant proposals for services under this agreement shall be signed and dated by the Consultant or an authorized representative of the Consultant (as applicable), and shall be considered binding offers to contract open for acceptance by the Owner for an indefinite duration unless limited in the proposal or withdrawn prior to acceptance by the Owner. All proposals for services under this agreement shall be on forms approved by the Owner; use of the signature block shown in this agreement on a proposal for services shall be considered an adequate signature block. In the absence of an Owner provided form, the signature block shall contain a signature line for Boone County, Missouri by its Presiding Commissioner, a signature line for attestation by the County Clerk, a signature line approving the proposal by the Director of Resource Management, and a signature line for the County Attorney approving the proposal as to legal form. In addition, the signature block shall contain a line for insertion of the date the proposal is approved by the Owner.

3. **Compensation** - In consideration for the Consultant's provision of services under this agreement, the Owner agrees to compensate the Consultant for services rendered in accordance with the hourly rates, unit prices and reimbursement rates for expenses set forth in the schedule for hourly rates and expense charges to be in effect for the calendar year of this agreement which is either attached to this agreement or maintained on file with the Boone County Resource Management Department and is hereby incorporated by reference. No increases in the rates and charges set forth in the attached schedule shall be permitted for this

calendar year without the written authorization of the Owner. Payments shall be made within thirty (30) days of receipt of invoice by the Owner. Invoices shall be submitted periodically as mutually agreed upon by the Owner and Consultant, or in the absence of such agreement, upon completion of the work constituting the task or project for which services are provided. Invoices for services on an hourly fee plus expense basis shall individually describe the task or project by name, show hours expended by classes of personnel in increments of not less than one-half hour and rates applied, as well as describe work performed during the invoice period; reimbursable expenses shall be itemized. Invoices for services performed on a unit price basis shall identify the task or project by name, identify and quantify units charged for services during the invoice period. Invoices for services on a lump sum basis shall identify the task or project by name and the invoiced amount. Periodic invoices shall not exceed the amounts permitted in the Consultant's proposal approved by the Owner. The Owner reserves the right to withhold payment for inadequately documented invoices until documented as required herein. The Owner further reserves the right to withhold payments for unperformed work or work not performed on a timely basis in accordance with the Consultant's proposal when delays in performance of services are not attributable to the Owner, or as a result of a billing dispute between the Owner and Consultant. However, Owner agrees to pay interest at a rate of nine percent (9%) annum on any disputed billed amounts for which payments are withheld beyond thirty (30) days of invoice if and to the extent that those disputed amounts are resolved in favor of the Consultant.

4. **Owner Responsibilities** - Owner agrees to furnish Consultant with all current and available information for each task or project assigned to Consultant, along with any information necessitated by changes in work or services initiated by the Owner which may affect services rendered thereunder.

5. **Coordination of Work and Work Product** - Consultant shall coordinate all work with the Owner's designated representative for each task or project assigned to Consultant and submit to the Owner's representative all work product in written or graphic form (and in electronic form if requested) as applicable or required. All reports, surveys, test data, memoranda, samples, plans, specifications, and other documents or materials submitted by or to the Owner shall be considered the property of the Owner. When available and requested by the Owner, work product shall be provided in electronic form at actual cost in media compatible for use with Owner software and equipment.

6. **Insurance** - Consultant shall procure and maintain professional liability insurance in such amounts as are deemed mutually agreeable to the parties and approved by the Owner or the Owner's representative in writing within thirty (30) days of this Agreement. Consultant shall also maintain general public liability insurance with coverage's no less than \$2,000,000.00 per occurrence, and worker's compensation insurance as required by state law. Failure of Consultant to obtain or maintain such insurance during this contract, or to provide proper proofs thereof upon request of the Owner, shall not diminish, waive or otherwise reduce the Consultant's obligations to maintain such insurance coverage and Consultant shall indemnify and hold the Owner and all its personnel harmless from and against any and all claims, damages, losses and expenses, including reasonable attorney's fees and litigation costs, arising out of or resulting from the performance of services, provided that any such claim, damage, loss or expenses, is caused in whole or in part by the negligent act, omission and or liability of the Consultant, its agents or employees. The Consultant shall provide the Owner with certificates of insurance

exhibiting the coverage as specified above within thirty (30) days of execution of this agreement and thereafter within five (5) working days after request by the Owner. All certificates of insurance shall contain provision that insurance provided shall not be canceled or altered except upon ten (10) days written notice to the Owner.

7. **Delegation and Subcontracting** - Unless otherwise proposed and approved in the Consultant's proposal for services, the Consultant shall not delegate or subcontract any work to be performed by the Consultant under this agreement to any other person, business or entity without the express advance written approval of the Owner for such delegation or subcontract work.

8. **Records and Samples** - To the extent not otherwise transferred to the Owner's possession, Consultant agrees to retain and provide the Owner with reasonable access to all work product, records, papers and other documents involving transactions and work related to or performed under this agreement for a period of three (3) years after this agreement expires. When services involve testing or sampling, Consultant agrees to either retain all test products or samples collected by or submitted to Consultant, or return same to the Owner as mutually agreed upon. In absence of agreement, Consultant shall not dispose of test samples or products without notice to or consent by the Owner or the Owner's representative.

9. **Additional Services** - No compensation shall be paid for any service rendered by the Consultant considered an additional service beyond the scope of services approved by the Owner unless rendition of that service and expense thereof has been authorized in writing by the Owner in advance of performance of such service. Any additional services performed by the Consultant prior to such authorization by the Owner shall be deemed a part of basic services for work performed under an Owner approved proposal for services governed by this agreement, whether enumerated in this agreement or not, for which the Consultant shall be entitled to no additional compensation.

10. **Owner Authorization** -When the term Owner is used in this agreement, it shall mean the government of Boone County, Missouri or the Boone County Commission, as the context requires. Authorization by the Owner shall mean authorization obtained by recorded majority vote of the Boone County Commission. It is further understood and agreed that no person or party is authorized to bind the Owner to any proposed agreement for services under the auspices of this agreement without having obtained the prior approval of the Boone County Commission by recorded majority vote for such authorization. In this regard, it is understood and agreed that the Consultant shall not be entitled to rely upon verbal or written representations by any agent or employee of the Owner in deviation to the terms and conditions of this agreement, or as authorization for compensation for services except as may be approved by recorded vote of the Boone County Commission. When the term Owner's representative is used, it shall mean the Director of the Boone County Resource Management Department or his designee as specified in writing. It shall be presumed that such representative shall have all necessary decision making authority with respect to services provided under this agreement and Owner approved proposals for services except such representative shall have no authority to make decisions concerning changes to the Consultant's compensation or reimbursement, or with respect to services to be performed under this agreement or Owner approved proposal for services which involve or affect cost, expense or budgetary allowances.

11. **Termination** - The Owner may and reserves the right to terminate this agreement at any time with or without cause by giving the Consultant written notice of termination. Upon receipt of such notice, Consultant shall discontinue all services in connection with the performance of services authorized under this agreement or Owner approved proposal for services and Owner shall upon invoice remit payment for all authorized services completed up to the date of termination notice. Upon payment of this invoice, the Consultant shall deliver any and all work product including drawings, plans, and specifications, or other documents, prepared as instruments of service, whether complete or in progress. It is further agreed that if services are terminated the Consultant shall be compensated for all services rendered through the date of termination not to exceed the amount authorized for services through the date of termination. If the Owner questions the extent of work on a final invoice, the Consultant shall give the Owner the opportunity to review and evaluate all work upon which the invoice is based in the offices of the Consultant prior to payment. This agreement or work performed under the provisions of this agreement may also be terminated by the Consultant upon not less than seven days written notice in the event the Owner shall substantially fail to perform in accordance with the terms and conditions of this agreement, through no fault of the Consultant. In the event of termination by the Consultant, the other provisions concerning termination contained in this paragraph shall be applicable.

12. **Governing Law** - This agreement shall be governed by the laws of the state of Missouri and it is agreed that this agreement is made in Boone County, Missouri and that Boone County, Missouri is proper venue for any action pertaining to the interpretation or enforcement of any provision within or services performed under this agreement.

13. **Certification of Lawful Presence / Work Authorization** - Consultant shall complete and return the Work Authorization Certification attached hereto, and if applicable, the other required lawful presence documents for an individual Consultant.

14. **Miscellaneous** - This agreement constitutes the entire agreement of the parties superseding all prior negotiations, written or verbal, and may only be amended by signed writing executed by the parties through their authorized representatives hereunder.

IN WITNESS WHEREOF, the parties have executed this agreement by their duly authorized signatories effective the date and year first-above written.

TRABUE, HANSEN & HINSHAW, INC

By *Gene Hinshaw*

Title *PRESIDENT*

Dated: *12/18/12*

BOONE COUNTY, MISSOURI

By *[Signature]*  
Presiding Commissioner

Dated: *JAN. 10, 2013*

APPROVED AS TO FORM:

*[Signature]*  
County Attorney

ATTEST:

*Wendy S. Noren*  
County Clerk *my*

APPROVED:

*[Signature]*  
Director, Boone County Resource Management

WORK AUTHORIZATION CERTIFICATION  
PURSUANT TO 285.530 RSMo  
(FOR ALL AGREEMENTS IN EXCESS OF \$5,000.00)

County of Boone )  
 )ss  
State of Mo )

My name is Gene Hinshaw. I am an authorized agent of Trabue Hansen & Hinshaw (Consultant). 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.

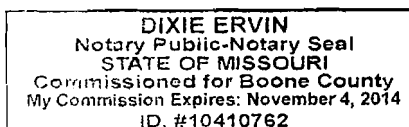
Furthermore, all subcontractors working on this contract shall affirmatively state in writing in their contracts that they are not in violation of Section 285.530.1, shall not thereafter be in violation and submit a sworn affidavit under penalty of perjury that all employees are lawfully present in the United States.

Gene Hinshaw 12/18/12  
Affiant Date

GENE HINSHAW  
Printed Name

Subscribed and sworn to before me this 18 day of Dec, 2012.

Dixie Ervin  
Notary Public





1901 Pennsylvania  
Columbia, MO 65202

**RATE SCHEDULE**

*(effective 1-1-2013)*

**Professional Services (hourly)**

Principal	\$160.00
Engineer 5	\$140.00
Engineer 4	\$120.00
Engineer 3	\$105.00
Engineer 2	\$90.00
Engineer 1	\$75.00
Professional Land Surveyor 2	\$95.00
Professional Land Surveyor 1	\$80.00
Technician 5	\$85.00
Technician 4	\$70.00
Technician 3	\$60.00
Technician 2	\$50.00
Technician 1	\$40.00
Administrative	\$50.00

**Expert Testimony**

Consultant Services	listed hourly rate
Deposition and Trial	\$225.00

**Reimbursable Expenses**

<u>Mileage</u>	<u>IRS rate</u>
GPS Equipment	\$30.00 / hour
Large Format Copies (B/W)	\$1.50 / each
Large Format Mylar (B/W)	\$5.50 / each
Xerox Copies (8 1/2 x 11)	\$0.15
Xerox Copies (11 x 17)	\$0.25
Other Reimbursables	cost + 10%
Consultants	cost + 10%

19-2013

## GENERAL CONSULTANT SERVICES AGREEMENT

THIS AGREEMENT dated this 10<sup>th</sup> day of JAN, 2013, by and between Boone County, Missouri, a first class county and political subdivision of the state of Missouri through its County Commission, (herein "Owner") and SCI Engineering, Inc (herein "Consultant").

IN CONSIDERATION OF the performance of the services rendered under this Agreement and payment for such services, the parties agree to the following:

1. **Agreement duration** – This contract shall be in effect beginning January 1, 2013 or the date of full execution; which ever is later and run through the calendar year ending on December 31, 2013. This agreement may be terminated in accordance with the terms and conditions set forth in this agreement.

2. **Services** - As authorized by the Owner in writing, the Consultant shall provide the Owner all engineering, surveying, and other professional services for the benefit of the Owner as prescribed by the Owner based upon requests for proposals for projects assigned during the term of this agreement and the Consultant shall provide the Owner, as applicable, with the services, reports, studies, surveys, plans, specifications, and other work required by the Owner's request for proposal. Consultant agrees to provide all such services in a timely manner as established by the Owner in writing for each assigned project, or in the absence of the designation, within a reasonable time after receipt of Owner directives. Consultant agrees to provide services by and through qualified personnel under standards and conditions generally accepted by professionals in the field or occupations for which services are provided. Services shall be provided based only upon requests for proposals provided to the Consultant by the Owner or Owner's representative and to which the Consultant prepares and submits a written proposal for services which is approved by the Owner in writing. No work shall be performed nor shall compensation be paid for Consultant work performed without an Owner approved written proposal for professional services. Proposals for services shall be in written form, as required by the request for proposal, and shall be specifically responsive to the criteria provided by the Owner in its request for proposal. All work performed by the Consultant, based upon Owner approved proposals submitted by the Consultant, shall be subject to the terms and conditions of this agreement unless otherwise specifically agreed upon by the Owner and Consultant in writing. All proposals for work submitted by the Consultant to the Owner for work shall at a minimum contain the following:

2.1 **Scope of Services** - Each proposal for services shall contain a detailed description of work to be performed by the Consultant. When the Owner provides the Consultant with a written and/or graphic request for proposal, the Consultant's proposal shall be responsive to the request with the same or greater level of specificity required by the request for proposal. The Consultant shall specifically identify services which are included as basic services and those services which are excluded from basic services in the proposal. Services which the Consultant does not identify as excluded from basic services under the proposal and which are necessary for successful completion of the work in the judgment of the Owner shall be presumed to be a part of basic services under the proposal. If a request for proposal requires the Consultant to provide optional services, the Consultant's proposal shall respond to the options requested, or provide

reasons why the Consultant cannot provide or respond to the request for optional services.

**2.2 Time for Completion** - Each proposal for services shall contain a detailed description of the estimated time to complete each task or item of work to be performed by the Consultant under the proposal. When the Owner provides the Consultant with a written and/or graphic request for proposal, the Consultant's proposal shall be responsive to any request for estimated or maximum completion times for work with the same or greater level of specificity required by the request for proposal.

**2.3 Compensation** - Each proposal for services shall state the basis of compensation on either: (1) an hourly fee plus expense basis with a statement of a maximum compensation to be charged, or, (2) a lump sum payment of compensation for all work to be performed, or, (3) a payment based upon unit prices. Proposals for compensation for an hourly fee plus expense basis shall provide detailed time and expense estimates to support a maximum contract amount to be charged and shall be consistent with the hourly rates, unit prices and reimbursement rates made a part of this agreement by reference in paragraph two (2) below. When the Owner or Owner's representative requests the Consultant to provide work on an hourly fee plus expense basis, the Consultant's proposal shall be responsive to the request and shall not propose payment on another basis unless otherwise authorized. Unit price proposals shall identify and estimate the quantity of units as a part of the proposal when they can be identified and estimated, or as necessary in response to a particular request for proposal requesting such information. Each proposal for services shall also state a proposed payment schedule at a frequency no greater than monthly in such amounts as are consistent with amount of work to be performed and billed. Reimbursable expenses proposed shall be specifically identified and estimated as a part of the proposal with a statement of the maximum amount to be charged unless the Owner's request for proposal specifies otherwise.

**2.4 Signatures** - Consultant proposals for services under this agreement shall be signed and dated by the Consultant or an authorized representative of the Consultant (as applicable), and shall be considered binding offers to contract open for acceptance by the Owner for an indefinite duration unless limited in the proposal or withdrawn prior to acceptance by the Owner. All proposals for services under this agreement shall be on forms approved by the Owner; use of the signature block shown in this agreement on a proposal for services shall be considered an adequate signature block. In the absence of an Owner provided form, the signature block shall contain a signature line for Boone County, Missouri by its Presiding Commissioner, a signature line for attestation by the County Clerk, a signature line approving the proposal by the Director of Resource Management, and a signature line for the County Attorney approving the proposal as to legal form. In addition, the signature block shall contain a line for insertion of the date the proposal is approved by the Owner.

**3. Compensation** - In consideration for the Consultant's provision of services under this agreement, the Owner agrees to compensate the Consultant for services rendered in accordance with the hourly rates, unit prices and reimbursement rates for expenses set forth in the schedule for hourly rates and expense charges to be in effect for the calendar year of this agreement which is either attached to this agreement or maintained on file with the Boone County Resource Management Department and is hereby incorporated by reference. No increases in the rates and charges set forth in the attached schedule shall be permitted for this

calendar year without the written authorization of the Owner. Payments shall be made within thirty (30) days of receipt of invoice by the Owner. Invoices shall be submitted periodically as mutually agreed upon by the Owner and Consultant, or in the absence of such agreement, upon completion of the work constituting the task or project for which services are provided. Invoices for services on an hourly fee plus expense basis shall individually describe the task or project by name, show hours expended by classes of personnel in increments of not less than one-half hour and rates applied, as well as describe work performed during the invoice period; reimbursable expenses shall be itemized. Invoices for services performed on a unit price basis shall identify the task or project by name, identify and quantify units charged for services during the invoice period. Invoices for services on a lump sum basis shall identify the task or project by name and the invoiced amount. Periodic invoices shall not exceed the amounts permitted in the Consultant's proposal approved by the Owner. The Owner reserves the right to withhold payment for inadequately documented invoices until documented as required herein. The Owner further reserves the right to withhold payments for unperformed work or work not performed on a timely basis in accordance with the Consultant's proposal when delays in performance of services are not attributable to the Owner, or as a result of a billing dispute between the Owner and Consultant. However, Owner agrees to pay interest at a rate of nine percent (9%) annum on any disputed billed amounts for which payments are withheld beyond thirty (30) days of invoice if and to the extent that those disputed amounts are resolved in favor of the Consultant.

4. **Owner Responsibilities** - Owner agrees to furnish Consultant with all current and available information for each task or project assigned to Consultant, along with any information necessitated by changes in work or services initiated by the Owner which may affect services rendered thereunder.

5. **Coordination of Work and Work Product** - Consultant shall coordinate all work with the Owner's designated representative for each task or project assigned to Consultant and submit to the Owner's representative all work product in written or graphic form (and in electronic form if requested) as applicable or required. All reports, surveys, test data, memoranda, samples, plans, specifications, and other documents or materials submitted by or to the Owner shall be considered the property of the Owner. When available and requested by the Owner, work product shall be provided in electronic form at actual cost in media compatible for use with Owner software and equipment.

6. **Insurance** - Consultant shall procure and maintain professional liability insurance in such amounts as are deemed mutually agreeable to the parties and approved by the Owner or the Owner's representative in writing within thirty (30) days of this Agreement. Consultant shall also maintain general public liability insurance with coverage's no less than \$2,000,000.00 per occurrence, and worker's compensation insurance as required by state law. Failure of Consultant to obtain or maintain such insurance during this contract, or to provide proper proofs thereof upon request of the Owner, shall not diminish, waive or otherwise reduce the Consultant's obligations to maintain such insurance coverage and Consultant shall indemnify and hold the Owner and all its personnel harmless from and against any and all claims, damages, losses and expenses, including reasonable attorney's fees and litigation costs, arising out of or resulting from the performance of services, provided that any such claim, damage, loss or expenses, is caused in whole or in part by the negligent act, omission and or liability of the Consultant, its agents or employees. The Consultant shall provide the Owner with certificates of insurance

exhibiting the coverage as specified above within thirty (30) days of execution of this agreement and thereafter within five (5) working days after request by the Owner. All certificates of insurance shall contain provision that insurance provided shall not be canceled or altered except upon ten (10) days written notice to the Owner.

7. **Delegation and Subcontracting** - Unless otherwise proposed and approved in the Consultant's proposal for services, the Consultant shall not delegate or subcontract any work to be performed by the Consultant under this agreement to any other person, business or entity without the express advance written approval of the Owner for such delegation or subcontract work.

8. **Records and Samples** - To the extent not otherwise transferred to the Owner's possession, Consultant agrees to retain and provide the Owner with reasonable access to all work product, records, papers and other documents involving transactions and work related to or performed under this agreement for a period of three (3) years after this agreement expires. When services involve testing or sampling, Consultant agrees to either retain all test products or samples collected by or submitted to Consultant, or return same to the Owner as mutually agreed upon. In absence of agreement, Consultant shall not dispose of test samples or products without notice to or consent by the Owner or the Owner's representative.

9. **Additional Services** - No compensation shall be paid for any service rendered by the Consultant considered an additional service beyond the scope of services approved by the Owner unless rendition of that service and expense thereof has been authorized in writing by the Owner in advance of performance of such service. Any additional services performed by the Consultant prior to such authorization by the Owner shall be deemed a part of basic services for work performed under an Owner approved proposal for services governed by this agreement, whether enumerated in this agreement or not, for which the Consultant shall be entitled to no additional compensation.

10. **Owner Authorization** -When the term Owner is used in this agreement, it shall mean the government of Boone County, Missouri or the Boone County Commission, as the context requires. Authorization by the Owner shall mean authorization obtained by recorded majority vote of the Boone County Commission. It is further understood and agreed that no person or party is authorized to bind the Owner to any proposed agreement for services under the auspices of this agreement without having obtained the prior approval of the Boone County Commission by recorded majority vote for such authorization. In this regard, it is understood and agreed that the Consultant shall not be entitled to rely upon verbal or written representations by any agent or employee of the Owner in deviation to the terms and conditions of this agreement, or as authorization for compensation for services except as may be approved by recorded vote of the Boone County Commission. When the term Owner's representative is used, it shall mean the Director of the Boone County Resource Management Department or his designee as specified in writing. It shall be presumed that such representative shall have all necessary decision making authority with respect to services provided under this agreement and Owner approved proposals for services except such representative shall have no authority to make decisions concerning changes to the Consultant's compensation or reimbursement, or with respect to services to be performed under this agreement or Owner approved proposal for services which involve or affect cost, expense or budgetary allowances.

11. **Termination** - The Owner may and reserves the right to terminate this agreement at any time with or without cause by giving the Consultant written notice of termination. Upon receipt of such notice, Consultant shall discontinue all services in connection with the performance of services authorized under this agreement or Owner approved proposal for services and Owner shall upon invoice remit payment for all authorized services completed up to the date of termination notice. Upon payment of this invoice, the Consultant shall deliver any and all work product including drawings, plans, and specifications, or other documents, prepared as instruments of service, whether complete or in progress. It is further agreed that if services are terminated the Consultant shall be compensated for all services rendered through the date of termination not to exceed the amount authorized for services through the date of termination. If the Owner questions the extent of work on a final invoice, the Consultant shall give the Owner the opportunity to review and evaluate all work upon which the invoice is based in the offices of the Consultant prior to payment. This agreement or work performed under the provisions of this agreement may also be terminated by the Consultant upon not less than seven days written notice in the event the Owner shall substantially fail to perform in accordance with the terms and conditions of this agreement, through no fault of the Consultant. In the event of termination by the Consultant, the other provisions concerning termination contained in this paragraph shall be applicable.

12. **Governing Law** - This agreement shall be governed by the laws of the state of Missouri and it is agreed that this agreement is made in Boone County, Missouri and that Boone County, Missouri is proper venue for any action pertaining to the interpretation or enforcement of any provision within or services performed under this agreement.

13. **Certification of Lawful Presence / Work Authorization** - Consultant shall complete and return the Work Authorization Certification attached hereto, and if applicable, the other required lawful presence documents for an individual Consultant.

14. **Miscellaneous** - This agreement constitutes the entire agreement of the parties superseding all prior negotiations, written or verbal, and may only be amended by signed writing executed by the parties through their authorized representatives hereunder.

IN WITNESS WHEREOF, the parties have executed this agreement by their duly authorized signatories effective the date and year first-above written.

SCI ENGINEERING, INC

By William P. Johnson

Title SR. V.P.

Dated: 12-18-12

BOONE COUNTY, MISSOURI

By [Signature]

Presiding Commissioner

Dated: JAN. 10, 2013

APPROVED AS TO FORM:

[Signature]  
County Attorney

ATTEST:

Wendy S. Noren  
County Clerk *my*

APPROVED:

[Signature]  
Director, Boone County Resource Management







# SCI ENGINEERING, INC.

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## RATE SCHEDULE

Boone County Resource Management

December 19, 2012

Labor Description	Rate
President	161.00 /hour
Vice President	143.00 /hour
Branch Manager	85.00 /hour
Chief Engineer	131.00 /hour
Senior Engineer	120.00 /hour
Senior Geophysicist	150.00 /hour
Senior Scientist	120.00 /hour
Project Manager	100.00 /hour
Resident Engineer	105.00 /hour
Project Engineer	102.00 /hour
Project Scientist	102.00 /hour
Fireproof Inspector	80.00 /hour
Special Inspections Manager	95.00 /hour
Ultrasonic Testing	82.00 /hour
Steel Manager - Reinspection	95.00 /hour
Floor Flatness Technician	72.00 /hour
NDT Inspector	82.00 /hour
Staff Engineer	89.00 /hour
Staff Scientist	89.00 /hour
Laboratory Manager	89.00 /hour
Senior Field Manager	79.00 /hour
Steel Inspector	80.00 /hour
Drilled Pier Inspector	76.00 /hour
Special Inspector (Concrete/Masonry)	59.00 /hour
Field Manager	65.00 /hour
Field Scientist	63.00 /hour
CADD Operator	62.00 /hour
Field Technician	52.00 /hour
Laboratory Technician	52.00 /hour
State Certified Construction Technician I	52.00 /hour
State Certified Construction Technician II	58.00 /hour
Vapor Emissions Field Testing	76.00 /hour
Administrative Assistant	46.00 /hour
Chief Archaeologist	131.00 /hour
Senior Archaeologist	98.00 /hour
Archaeologist	88.00 /hour
Archaeological Crew Chief	66.00 /hour
Archaeological Technician	58.00 /hour
Architectural Historian	95.00 /hour

### Expenses

Transportation, Meals/Per Diem, lodging, subcontractors, subconsultants, etc.

Cost + 15 percent

### Overtime/Night-Time Differential

Overtime is charged for hours worked per individual employee in excess of 8 hours per day, or work performed on Saturdays, Sundays, or Holidays. Overtime for SCI employees will be billed at 1½ times our regular hourly rates. A 10 percent premium will be charged for all labor performed during a night-time shift.

### Expert Testimony

Expert witness testimony for deposition, arbitration, mediation and trial proceeding will be billed at 1½ times the applicable hourly rate.

### Field and Lab Services

We prefer a 24-hour notice to schedule field services but will always try to work within the time constraints provided. Coordination and report review will be invoiced at engineering rates. A minimum charge of 3 hours per site visit will apply for all field services.

SCI Engineering, Inc. is a multi-discipline firm offering services during all phases of projects – from development and design through final construction. SCI provides services that include: geotechnical, construction, environmental, natural resources, and cultural resources. This Labor Rate Schedule is not inclusive of all of our services. Labor Rates for all of our services will be furnished upon request.



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Boone County Resource Management

December 19, 2012

SOIL TESTING	ASTM/AASHTO	Unit	Price
<b>Laboratory Tests</b>			
<b>1 Compaction Control</b>			
a. Moisture-Density Relationship			
i. Standard Proctor	D698/T99	Ea	227.00
ii. Modified Proctor	D1557/T180	Ea	256.00
iii. Aggregate Samples		Add	48.00
b. California Bearing Ratio (CBR) (moisture-density relationship additional)			
i. Single-Point (unsoaked)	D1883/T193	Ea	155.00
ii. Single-Point (soaked)		Ea	166.00
c. Relative Density - Minimum and maximum density	D4253/4254	Ea	317.00
<b>2 Material Characterization</b>			
a. Visual Description	D2488/M145	Ea	7.00
b. Atterberg Limits - Method A or B	D4318/T89,90	Ea	75.00
Liquid Limit Only		Ea	47.00
c. Unit Weight Determination	D2937	Ea	33.00
d. Grain Size Analysis			
i. Sieve Analysis (includes percent finer than No. 200)	D422/T88	Ea	76.00
ii. Sieve Analysis with Hydrometer		Ea	149.00
iii. Percent finer than No. 200 (washed)	D1140	Ea	47.00
e. Specific Gravity	D854/T100	Ea	143.00
f. Moisture Content	D2216/T265	Ea	7.00
g. Organic Content	D2974/	Ea	29.00
h. Wet Organic Content	T194	Ea	137.00
i. pH	D4972	Ea	29.00
j. pH	G51	Ea	19.00
k. Resistivity	G57	Ea	77.00
<b>3 Strength and Behavioral Properties</b>			
a. One Dimensional Consolidation Test	D2435		
i. Includes laboratory e-log, p-curve, square root of time method		Ea	375.00
ii. Includes laboratory e-log, p-curve, square root of time method (remolded)		Ea	415.00
iii. Time Curves		Add	100.00
iv. Log-Time Method		Add	150.00
b. Swell Pressure or Free Swell		Ea	155.00
c. Swell Pressure or Free Swell (remolded)		Ea	195.00
d. Unconfined Compression Test	D2166/T208		
i. Undisturbed Samples (includes dry density)		Ea	75.00
ii. Remolded Samples		Ea	155.00
iii. Using Rimac on ss samples		Ea	7.00
e. Triaxial Strength Testing			
i. Unconsolidated, Undrained (UU) (Q)	D2850/T296	Pt	99.00
ii. Unconsolidated, Undrained (UU) (Q) (remolded)	D2850/T296	Pt	179.00
iii. Consolidated, Undrained (CU) ( R )	D4767/T297		
a. Per Point		Ea	316.00
b. Additional Multi-Stage Points		Ea	95.00
iv. Consolidated, Undrained (CU) ( R ) (remolded)	D4767/T297		
a. Per Point		Ea	396.00
b. Additional Multi-Stage Points		Ea	95.00
f. Direct Shear - Consolidated, Drained	D3080		
i. Non-cohesive, Consolidated, Drained		per point	250.00
ii. Cohesive, Consolidated, Drained		per point	350.00
iii. Non-cohesive, Consolidated, Drained (remolded)		per point	290.00
iv. Cohesive, Consolidated, Drained (remolded)		per point	390.00
g. Permeability Tests			
i. Triaxial Flexible Wall	D5084	Ea	350.00
ii. Triaxial Flexible Wall (remolded)	D5084	Ea	390.00
iii. Rigid Wall for Granular Soils	D2434	Ea	286.00
h. Rock Core			
i. Description/photo		Box	32.00
ii. Unconfined Compression Test		Ea	79.00
<b>4 Laboratory Testing</b>			
<b>a. Chemical Tests</b>			
i. Total Sulfates		Ea	16.00
ii. Chlorides		Ea	16.00



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## SOIL TESTING (continued) Field Services

1 Nuclear Density Equipment	D2922/T130	Day	49.00
2 Sand Cone Equipment	D1556/T191	Day	18.00
3 Drive Tube Equipment	D2937	Day	18.00
4 Settlement Plates		Ea	209.00
5 Handheld GPS Unit		Day	100.00
6 Giddings Probe Truck		Day	300.00

## CONCRETE TESTING

ASTM/AASHTO Unit Price

### Laboratory Services

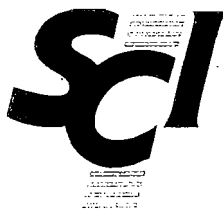
1 Compressive Strength			
a. Cylinders - 6"x12", 4"x8", 3"x6"	C39	Ea	16.00
b. Cured Cylinder, not tested		Ea	16.00
c. 2" x 4" Cylinder	C780	Ea	16.00
d. 2" x 2" Cube	C109	Ea	16.00
e. Drilled Cores (including sawcutting one end)	C42	Ea	46.00
f. Chloride Ion	C1218	Ea	63.00
g. Sawcut Cylinders (If ends are not in compliance with ASTM standards)		Ea	20.00
2 4" x 4" x 8" Grout Prism		Ea	28.00
3 Masonry Prism (two course prepared by contractor)		Ea	65.00
4 Cylinder Molds		Ea	2.00
5 Flexural Strength - 6" x 6" x 21" or 24" beam	C78	Ea	46.00
6 Beam Mold Rental (when cast by others)		Day	20.00
7 Shrinkage/Length Change of Hardened Concrete	C157/C490	Ea	42.00
8 Mix Design/Verification (does not include aggregate tests)			
a. Determination of Proportions	(ACI 211)	Ea	148.00
b. Trial Mix Verification (1-point, includes 6 cylinders)	C192	Ea	473.00
c. Trial Mix (includes 3-point w/c ratio relationship & 18 cylinders)		Ea	1,282.00
9 Masonry Mortar Mix Test		Ea	328.00
10 Aggregate Characteristics			
a. Sieve Analysis	C136	Ea	65.00
b. Washed Sieve Analysis (includes percent finer than No. 200)		Ea	76.00
c. Washed Sieve Analysis (percent finer than No. 200 only)	C117	Ea	47.00
d. Unit Weight and Voids in Aggregate	C29	Ea	60.00
e. Specific Gravity and Absorption of Coarse Aggregate	C127	Ea	79.00
f. Specific Gravity and Absorption of Fine Aggregate	C128	Ea	79.00
g. Clay Lumps and Friable Particles in Aggregate	C142	Ea	65.00
h. Surface Moisture in Fine Aggregate	C70	Ea	25.00
i. Soundness (sodium sulfate)	C88	Ea	328.00
j. Resistance to Abrasion	C131	Ea	328.00
k. Lightweight Particle	C123	Ea	60.00
11 On-Site Laboratory (QA/QC)			Upon Request
12 Concrete Core Thickness	C174	Ea	17.00

### Field Services

1 Quality Control (includes determination of slump and air content, making cylinders and retrieval)			
a. Field Testing	C31	Hr	Per Rate Schedule
2 Concrete Batch Plant Inspection by Registered Professional Engineer (according to NRMCA guidelines)		Ea	655.00

### In-Place Testing

1 Rebound Hammer Tests		Hr	Per Rate Schedule
2 Windsor Probe Penetration Tests			
a. Field Testing		Hr	Per Rate Schedule
b. Equipment Rental		Day	46.00
c. Probes (set of three)		Ea	43.00
3 Coring (350.00 minimum)			
a. Field Testing		Hr	Per Rate Schedule
b. Bit Wear		Inch	5.00
c. Equipment Rental		Day	98.00
4 Floor Flatness	E1155		
a. Field Testing		Hr	Per Rate Schedule
b. Equipment Rental		Day	148.00
5 Vapor Emission Test	F1869	Ea	60.00
a. Field Testing		Hr	Per Rate Schedule
6 Relative Humidity	F2170	Ea	50.00
a. Field Testing		Hr	Per Rate Schedule
7 Reinforcing Steel Verification by R-Meter			
a. Field Testing		Hr	Per Rate Schedule
b. Equipment Rental		Day	39.00



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ASPHALTIC CONCRETE TESTING		ASTM/AASHTO	Unit	Price
<b>Laboratory Services</b>				
1	Marshall Stability and Flow Test with Density Determination	D6926, D6927	Ea	298.00
a.	Marshall Density (set of three)		Ea	65.00
2	Bitumen Content	D2172, D6307		
a.	Without gradation		Ea	190.00
b.	With gradation		Ea	238.00
3	Hot Bin Sieve Analysis	C136/T27	Ea	55.00
4	Bulk Specific Gravity (AASHTO T166)	D2726/T166	Ea	37.00
5	Core Density (minimum of 3)		Ea	37.00
6	Percent Air Voids	D3203	Ea	37.00
7	Maximum Theoretical Specific Gravity	D2041	Ea	71.00
8	Marshall Mix Design (The Asphalt Institute MS-2)			
a.	Three-points		Ea	953.00
b.	Five-points		Ea	1,430.00
9	On-Site Laboratory (QA/QC)			Upon Request
10	Asphalt Core Thickness	D3549	Ea	17.00
11	Sand Equivalency	D2419	Ea	63.00
<b>Field Services</b>				
1	Commercial Placement Observation (includes determining maximum density of field mix, monitoring density, estimating thickness, and recording temperature)			
a.	Field Testing		Hr	Per Rate Schedule
b.	Equipment Rental		Day	49.00
2	Coring (350.00 minimum)			
a.	Field Testing (two-man crew)		Hr	Per Rate Schedule
b.	Bit Wear		Inch	4.00
c.	Equipment Rental		Day	98.00
3	Asphalt Plant Monitoring (includes cold feed and hot bin analysis)		Ea	453.00
<b>SPECIAL INSPECTIONS TESTING</b>				
1	Structural Steel Observations (includes visual weld inspection, bolt torque determination)			
a.	Field Inspection	AWS D1.1	Hr	Per Rate Schedule
b.	Equipment Rental		Day	39.00
2	Nondestructive Testing			
Ultrasonic Inspection				
a.	Field Testing	AWS D1.1	Hr	Per Rate Schedule
b.	Equipment Rental		Day	39.00
3	Magnetic Particle Inspection			
a.	Field Testing	E1444/E709	Hr	Per Rate Schedule
b.	Equipment Rental		Day	29.00
4	Dye Penetrant Inspection			
a.	Field Testing	E165	Hr	Per Rate Schedule
b.	Equipment Rental		Day	23.00
5	Radiographic Inspection (Two-man crew)			Upon Request
6	Welding Operator Qualifications And Inspection (includes welder performance verification and guided bend test)			
a.	Field Verification	AWS D1.1	Hr	Per Rate Schedule
b.	Guided Bend Test (Excludes Machining)		Coupon	37.00
7	Sprayed Fire-Resistive Material (includes thickness measurements, density determinations, cohesion/adhesion testing)			
Thickness Measurements				
a.	Field Testing	E605/E736	Hr	Per Rate Schedule
b.	Laboratory		Hr	Per Rate Schedule
8	Reinforced Concrete observation (includes reinforcing steel placement and concrete placement observation, inspection of embedded plates and bolts)			
a.	Field Inspection	IBC/AC1318	Hr	Per Rate Schedule
9	Structural Masonry Observation (includes CMU placement observation, reinforcing steel placement observation, grout placement observation and material sampling)			
a.	Field Inspection	IBC/AC1530	Hr	Per Rate Schedule
10	Adhesion testing of epoxied items into concrete and masonry (includes pullout testing of epoxied anchor bolts and reinforcing steel)			
a.	Field Testing	IBC	Hr	Per Rate Schedule
b.	Testing Equipment		Day	79.00
<b>MILEAGE FOR ALL SERVICES</b>			per mile	0.65

This price list is not inclusive of all tests and services: prices for additional tests and services will be provided upon request.

19-2013

## GENERAL CONSULTANT SERVICES AGREEMENT

THIS AGREEMENT dated this 10<sup>th</sup> day of JAN, 2013, by and between Boone County, Missouri, a first class county and political subdivision of the state of Missouri through its County Commission, (herein "Owner") and BFA, Inc (herein "Consultant").

IN CONSIDERATION OF the performance of the services rendered under this Agreement and payment for such services, the parties agree to the following:

1. **Agreement duration** – This contract shall be in effect beginning January 1, 2013 or the date of full execution; which ever is later and run through the calendar year ending on December 31, 2013. This agreement may be terminated in accordance with the terms and conditions set forth in this agreement.

2. **Services** - As authorized by the Owner in writing, the Consultant shall provide the Owner all engineering, surveying, and other professional services for the benefit of the Owner as prescribed by the Owner based upon requests for proposals for projects assigned during the term of this agreement and the Consultant shall provide the Owner, as applicable, with the services, reports, studies, surveys, plans, specifications, and other work required by the Owner's request for proposal. Consultant agrees to provide all such services in a timely manner as established by the Owner in writing for each assigned project, or in the absence of the designation, within a reasonable time after receipt of Owner directives. Consultant agrees to provide services by and through qualified personnel under standards and conditions generally accepted by professionals in the field or occupations for which services are provided. Services shall be provided based only upon requests for proposals provided to the Consultant by the Owner or Owner's representative and to which the Consultant prepares and submits a written proposal for services which is approved by the Owner in writing. No work shall be performed nor shall compensation be paid for Consultant work performed without an Owner approved written proposal for professional services. Proposals for services shall be in written form, as required by the request for proposal, and shall be specifically responsive to the criteria provided by the Owner in its request for proposal. All work performed by the Consultant, based upon Owner approved proposals submitted by the Consultant, shall be subject to the terms and conditions of this agreement unless otherwise specifically agreed upon by the Owner and Consultant in writing. All proposals for work submitted by the Consultant to the Owner for work shall at a minimum contain the following:

2.1 **Scope of Services** - Each proposal for services shall contain a detailed description of work to be performed by the Consultant. When the Owner provides the Consultant with a written and/or graphic request for proposal, the Consultant's proposal shall be responsive to the request with the same or greater level of specificity required by the request for proposal. The Consultant shall specifically identify services which are included as basic services and those services which are excluded from basic services in the proposal. Services which the Consultant does not identify as excluded from basic services under the proposal and which are necessary for successful completion of the work in the judgment of the Owner shall be presumed to be a part of basic services under the proposal. If a request for proposal requires the Consultant to provide optional services, the Consultant's proposal shall respond to the options requested, or provide reasons why the Consultant cannot provide or respond to the request for optional

services.

2.2 **Time for Completion** - Each proposal for services shall contain a detailed description of the estimated time to complete each task or item of work to be performed by the Consultant under the proposal. When the Owner provides the Consultant with a written and/or graphic request for proposal, the Consultant's proposal shall be responsive to any request for estimated or maximum completion times for work with the same or greater level of specificity required by the request for proposal.

2.3 **Compensation** - Each proposal for services shall state the basis of compensation on either: (1) an hourly fee plus expense basis with a statement of a maximum compensation to be charged, or, (2) a lump sum payment of compensation for all work to be performed, or, (3) a payment based upon unit prices. Proposals for compensation for an hourly fee plus expense basis shall provide detailed time and expense estimates to support a maximum contract amount to be charged and shall be consistent with the hourly rates, unit prices and reimbursement rates made a part of this agreement by reference in paragraph two (2) below. When the Owner or Owner's representative requests the Consultant to provide work on an hourly fee plus expense basis, the Consultant's proposal shall be responsive to the request and shall not propose payment on another basis unless otherwise authorized. Unit price proposals shall identify and estimate the quantity of units as a part of the proposal when they can be identified and estimated, or as necessary in response to a particular request for proposal requesting such information. Each proposal for services shall also state a proposed payment schedule at a frequency no greater than monthly in such amounts as are consistent with amount of work to be performed and billed. Reimbursable expenses proposed shall be specifically identified and estimated as a part of the proposal with a statement of the maximum amount to be charged unless the Owner's request for proposal specifies otherwise.

2.4 **Signatures** - Consultant proposals for services under this agreement shall be signed and dated by the Consultant or an authorized representative of the Consultant (as applicable), and shall be considered binding offers to contract open for acceptance by the Owner for an indefinite duration unless limited in the proposal or withdrawn prior to acceptance by the Owner. All proposals for services under this agreement shall be on forms approved by the Owner; use of the signature block shown in this agreement on a proposal for services shall be considered an adequate signature block. In the absence of an Owner provided form, the signature block shall contain a signature line for Boone County, Missouri by its Presiding Commissioner, a signature line for attestation by the County Clerk, a signature line approving the proposal by the Director of Resource Management, and a signature line for the County Attorney approving the proposal as to legal form. In addition, the signature block shall contain a line for insertion of the date the proposal is approved by the Owner.

3. **Compensation** - In consideration for the Consultant's provision of services under this agreement, the Owner agrees to compensate the Consultant for services rendered in accordance with the hourly rates, unit prices and reimbursement rates for expenses set forth in the schedule for hourly rates and expense charges to be in effect for the calendar year of this agreement which is either attached to this agreement or maintained on file with the Boone County Resource Management Department and is hereby incorporated by reference. No increases in the rates and charges set forth in the attached schedule shall be permitted for this calendar year without the written authorization of the Owner. Payments shall be made within

thirty (30) days of receipt of invoice by the Owner. Invoices shall be submitted periodically as mutually agreed upon by the Owner and Consultant, or in the absence of such agreement, upon completion of the work constituting the task or project for which services are provided. Invoices for services on an hourly fee plus expense basis shall individually describe the task or project by name, show hours expended by classes of personnel in increments of not less than one-half hour and rates applied, as well as describe work performed during the invoice period; reimbursable expenses shall be itemized. Invoices for services performed on a unit price basis shall identify the task or project by name, identify and quantify units charged for services during the invoice period. Invoices for services on a lump sum basis shall identify the task or project by name and the invoiced amount. Periodic invoices shall not exceed the amounts permitted in the Consultant's proposal approved by the Owner. The Owner reserves the right to withhold payment for inadequately documented invoices until documented as required herein. The Owner further reserves the right to withhold payments for unperformed work or work not performed on a timely basis in accordance with the Consultant's proposal when delays in performance of services are not attributable to the Owner, or as a result of a billing dispute between the Owner and Consultant. However, Owner agrees to pay interest at a rate of nine percent (9%) annum on any disputed billed amounts for which payments are withheld beyond thirty (30) days of invoice if and to the extent that those disputed amounts are resolved in favor of the Consultant.

4. **Owner Responsibilities** - Owner agrees to furnish Consultant with all current and available information for each task or project assigned to Consultant, along with any information necessitated by changes in work or services initiated by the Owner which may affect services rendered thereunder.

5. **Coordination of Work and Work Product** - Consultant shall coordinate all work with the Owner's designated representative for each task or project assigned to Consultant and submit to the Owner's representative all work product in written or graphic form (and in electronic form if requested) as applicable or required. All reports, surveys, test data, memoranda, samples, plans, specifications, and other documents or materials submitted by or to the Owner shall be considered the property of the Owner. When available and requested by the Owner, work product shall be provided in electronic form at actual cost in media compatible for use with Owner software and equipment.

6. **Insurance** - Consultant shall procure and maintain professional liability insurance in such amounts as are deemed mutually agreeable to the parties and approved by the Owner or the Owner's representative in writing within thirty (30) days of this Agreement. Consultant shall also maintain general public liability insurance with coverage's no less than \$2,000,000.00 per occurrence, and worker's compensation insurance as required by state law. Failure of Consultant to obtain or maintain such insurance during this contract, or to provide proper proofs thereof upon request of the Owner, shall not diminish, waive or otherwise reduce the Consultant's obligations to maintain such insurance coverage and Consultant shall indemnify and hold the Owner and all its personnel harmless from and against any and all claims, damages, losses and expenses, including reasonable attorney's fees and litigation costs, arising out of or resulting from the performance of services, provided that any such claim, damage, loss or expenses, is caused in whole or in part by the negligent act, omission and or liability of the Consultant, its agents or employees. The Consultant shall provide the Owner with certificates of insurance exhibiting the coverage as specified above within thirty (30) days of execution of this agreement

and thereafter within five (5) working days after request by the Owner. All certificates of insurance shall contain provision that insurance provided shall not be canceled or altered except upon ten (10) days written notice to the Owner.

7. **Delegation and Subcontracting** - Unless otherwise proposed and approved in the Consultant's proposal for services, the Consultant shall not delegate or subcontract any work to be performed by the Consultant under this agreement to any other person, business or entity without the express advance written approval of the Owner for such delegation or subcontract work.

8. **Records and Samples** - To the extent not otherwise transferred to the Owner's possession, Consultant agrees to retain and provide the Owner with reasonable access to all work product, records, papers and other documents involving transactions and work related to or performed under this agreement for a period of three (3) years after this agreement expires. When services involve testing or sampling, Consultant agrees to either retain all test products or samples collected by or submitted to Consultant, or return same to the Owner as mutually agreed upon. In absence of agreement, Consultant shall not dispose of test samples or products without notice to or consent by the Owner or the Owner's representative.

9. **Additional Services** - No compensation shall be paid for any service rendered by the Consultant considered an additional service beyond the scope of services approved by the Owner unless rendition of that service and expense thereof has been authorized in writing by the Owner in advance of performance of such service. Any additional services performed by the Consultant prior to such authorization by the Owner shall be deemed a part of basic services for work performed under an Owner approved proposal for services governed by this agreement, whether enumerated in this agreement or not, for which the Consultant shall be entitled to no additional compensation.

10. **Owner Authorization** -When the term Owner is used in this agreement, it shall mean the government of Boone County, Missouri or the Boone County Commission, as the context requires. Authorization by the Owner shall mean authorization obtained by recorded majority vote of the Boone County Commission. It is further understood and agreed that no person or party is authorized to bind the Owner to any proposed agreement for services under the auspices of this agreement without having obtained the prior approval of the Boone County Commission by recorded majority vote for such authorization. In this regard, it is understood and agreed that the Consultant shall not be entitled to rely upon verbal or written representations by any agent or employee of the Owner in deviation to the terms and conditions of this agreement, or as authorization for compensation for services except as may be approved by recorded vote of the Boone County Commission. When the term Owner's representative is used, it shall mean the Director of the Boone County Resource Management Department or his designee as specified in writing. It shall be presumed that such representative shall have all necessary decision making authority with respect to services provided under this agreement and Owner approved proposals for services except such representative shall have no authority to make decisions concerning changes to the Consultant's compensation or reimbursement, or with respect to services to be performed under this agreement or Owner approved proposal for services which involve or affect cost, expense or budgetary allowances.



11. **Termination** - The Owner may and reserves the right to terminate this agreement at any time with or without cause by giving the Consultant written notice of termination. Upon receipt of such notice, Consultant shall discontinue all services in connection with the performance of services authorized under this agreement or Owner approved proposal for services and Owner shall upon invoice remit payment for all authorized services completed up to the date of termination notice. Upon payment of this invoice, the Consultant shall deliver any and all work product including drawings, plans, and specifications, or other documents, prepared as instruments of service, whether complete or in progress. It is further agreed that if services are terminated the Consultant shall be compensated for all services rendered through the date of termination not to exceed the amount authorized for services through the date of termination. If the Owner questions the extent of work on a final invoice, the Consultant shall give the Owner the opportunity to review and evaluate all work upon which the invoice is based in the offices of the Consultant prior to payment. This agreement or work performed under the provisions of this agreement may also be terminated by the Consultant upon not less than seven days written notice in the event the Owner shall substantially fail to perform in accordance with the terms and conditions of this agreement, through no fault of the Consultant. In the event of termination by the Consultant, the other provisions concerning termination contained in this paragraph shall be applicable.

12. **Governing Law** - This agreement shall be governed by the laws of the state of Missouri and it is agreed that this agreement is made in Boone County, Missouri and that Boone County, Missouri is proper venue for any action pertaining to the interpretation or enforcement of any provision within or services performed under this agreement.

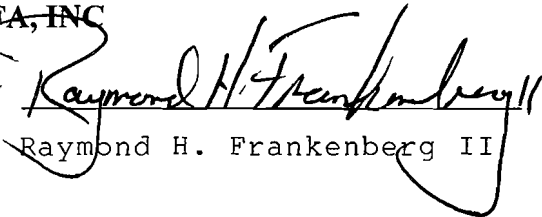
13. **Certification of Lawful Presence / Work Authorization** - Consultant shall complete and return the Work Authorization Certification attached hereto, and if applicable, the other required lawful presence documents for an individual Consultant.

14. **Miscellaneous** - This agreement constitutes the entire agreement of the parties superseding all prior negotiations, written or verbal, and may only be amended by signed writing executed by the parties through their authorized representatives hereunder.

IN WITNESS WHEREOF, the parties have executed this agreement by their duly authorized signatories effective the date and year first-above written.

~~BEA, INC~~

By

  
Raymond H. Frankenberg II

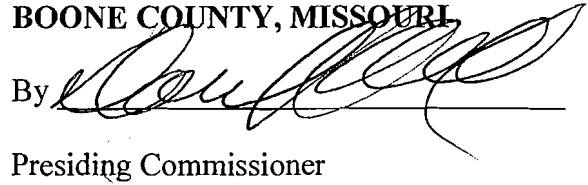
Title President

Dated:

12/19/12

~~BOONE COUNTY, MISSOURI~~

By

  
Presiding Commissioner

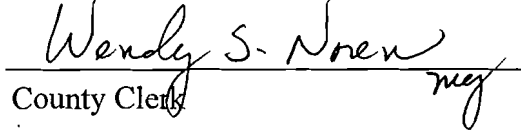
Dated:

JAN. 10, 2013

APPROVED AS TO FORM:

  
County Attorney

ATTEST:

  
County Clerk *mej*

APPROVED:

  
Director, Boone County Resource Management

**WORK AUTHORIZATION CERTIFICATION  
PURSUANT TO 285.530 RSMo  
(FOR ALL AGREEMENTS IN EXCESS OF \$5,000.00)**

County of Franklin )  
 )ss  
State of Missouri )

My name is Raymond H. Frankenberg II. I am an authorized agent of \_\_\_\_\_  
BFA, Inc. (Consultant). 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.

Raymond H. Frankenberg II 12/19/12  
Affiant Date  
Raymond H. Frankenberg II, President  
Printed Name

Subscribed and sworn to before me this 19th day of Dec, 2012.

Bianca K. Storll  
Notary Public

**BIANCA K. STORLL**  
Notary Public - Notary Seal  
STATE OF MISSOURI  
Franklin County  
Commission # 11455869  
My Commission Expires: 11/11/2015

103 Elm Street  
Washington, MO 63090-2190  
www.bfaeng.com

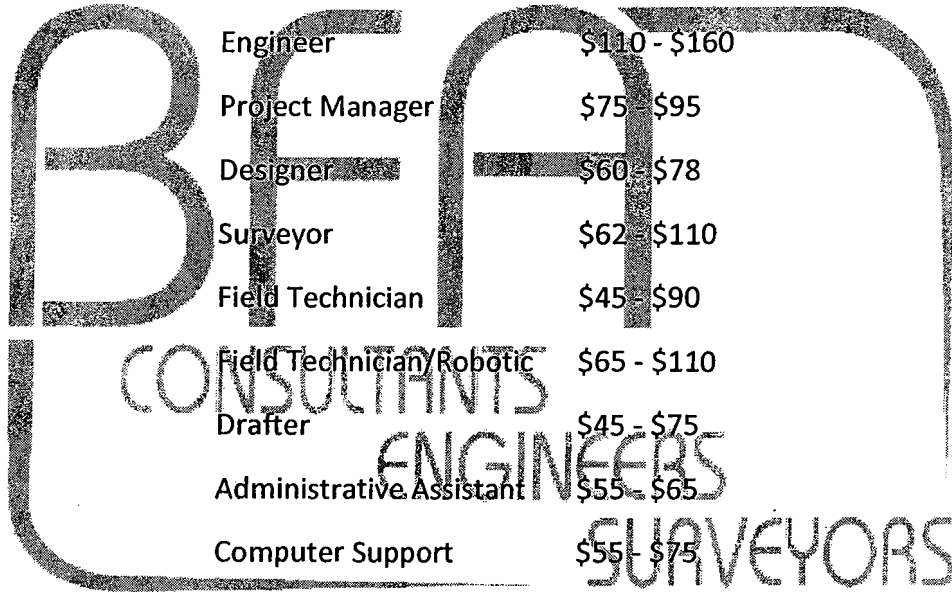


Phone: 636.239.4751  
Fax: 636.239.1646  
Email: mail@bfaeng.com

## Charge Out Rates

Effective January 1, 2012

Classification	Hourly Rate
Engineer	\$110 - \$160
Project Manager	\$75 - \$95
Designer	\$60 - \$78
Surveyor	\$62 - \$110
Field Technician	\$45 - \$90
Field Technician/Robotic	\$65 - \$110
Drafter	\$45 - \$75
Administrative Assistant	\$55 - \$65
Computer Support	\$55 - \$75
Financial Administrator	\$55 - \$75



# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

January Session of the January Adjourned

Term. 20 13

In the County Commission of said county, on the 10th day of January 20 13

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

Now on this day the County Commission of the County of Boone does hereby approve the Cooperative Contract between the City of Columbia and Boone County, Missouri for animal control services. The terms of this agreement are stipulated in the attached contract. It is further ordered the Presiding Commissioner is hereby authorized to sign said contract.

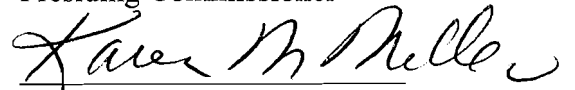
Done this 10th day of January, 2013.

ATTEST:

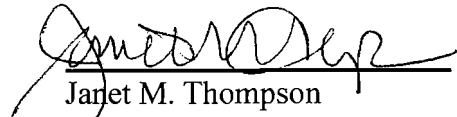
Wendy S. Noren  
Wendy S. Noren *my*  
Clerk of the County Commission



Daniel K. Atwill  
Presiding Commissioner



Karen M. Miller  
District I Commissioner



Janet M. Thompson  
District II Commissioner



# CITY OF COLUMBIA/BOONE COUNTY, MISSOURI



## DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES DIVISION OF ADMINISTRATION

### Memorandum

To: Boone County Commission

From: Stephanie Browning, Director *SKB*

Date: January 4, 2013

Subject: 2013 Contracts

Enclosed please find 2 original copies each of the 2013 Animal Control and Public Health Services contracts between Boone County and the City of Columbia for your consideration and approval. Once the contracts are signed by the County, please return them to me so that we can begin processing them through the City Council.

Please let me know if you have further questions. On behalf of the department, we look forward to serving residents of the county in the coming year.

1005 W. Worley St. ♦ P.O. Box 6015 ♦ Columbia, Missouri 65205-6015  
Phone: (573) 874-7355 ♦ TTY: (573) 874-7356 ♦ Fax: (573) 874-7756  
[www.GoColumbiaMo.com](http://www.GoColumbiaMo.com)

1/10/13

**REQUEST  
DATE**

**PURCHASE REQUISIT  
BOONE COUNTY, MISS**

To: County Clerk's Office

Comm Order # 20-2013

Return to Auditor's Office

Please do not remove staple.

5638

City of Columbia

**VENDOR NO.**

**VENDOR NAME**

**BID NUMBER**

Ship to Department # 1730

Bill to Department #1730

Department	Account	Item Description	Qty	Unit Price	Amount
1730	71900	1st QRT 2012 Animal Control			\$44,663.00
1730	71900	2nd QRT 2012 Animal Control			\$44,663.00
1730	71900	3rd QRT 2012 Animal Control			\$44,663.00
1730	71900	4th QRT 2012 Animal Control			\$44,663.00

GRAND TOTAL: 178,652.00

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

  
**Approving Official**

  
**Prepared By**

  
**Auditor Approval**

MAINSCR BOONE VIEW PURCHASE ORDERS ADMETA 13:24:54  
 PO # 2012 39 PO Date 2/03/2012 Bid # INTERGOV AGRMNT 1/10/13  
 Status OPEN Vendor 5638 CITY OF COLUMBIA  
 Finalized Y Ship To 1730 ANIMAL CONTROL  
 Bill To 1730 ANIMAL CONTROL

Dept	AcCnt	Description	Qty	Lot	Unit Price
1730	71900	BOONE COUNTY ANIMAL CONTROL	1	1ST QTR 2012	42,728.7500
1730	71900	BOONE COUNTY ANIMAL CONTROL	1	2ND QTR 2012	42,728.7500
1730	71900	BOONE COUNTY ANIMAL CONTROL	1	3RD QTR 2012	42,728.7500
1730	71900	BOONE COUNTY ANIMAL CONTROL	1	4TH QTR 2012	42,728.7500

F2=Key Scr    F3=Exit    F7=Address Scr    F8=SpcInstr  
 F11=Switch Line Mode    F13=AP Scr

	Total	<u>170,915.00</u>
	Amt Paid	<u>128,186.25</u>
	Balance	<u>42,728.75</u>

Bottom



## AGREEMENT

THIS AGREEMENT, made and entered into this 10<sup>th</sup> day of JAN, 2013, by and between the City of Columbia, Missouri, a municipal corporation, hereinafter called the "City" and Boone County, Missouri, hereinafter called the "County,"

IN CONSIDERATION of the mutual covenants herein contained, it is hereby agreed by and between the Parties as follows:

1. The City agrees to provide the equivalent of two full-time (2 F.T.E) benefited animal control officers for services to Boone County residents living outside the corporate limits of the City. All officers so provided shall be suitably trained employees of the City.
2. The City will provide appropriate materials and supplies associated with supporting the personnel listed in paragraph 1. Items in this category include but are not limited to automotive fuel, automotive parts, and small tools.
3. The City enters into contracts with the Central Missouri Humane Society, a Missouri not-for-profit corporation, for the provision of office space, veterinary care, and kennel facilities. Copies of any such future contracts between the City and the Humane Society or other provider for these services during the term of this agreement shall be forwarded to the Boone County Commission for informational purposes.
4. Capital items previously purchased by the City to provide animal control services for Boone County, the cost of which has been reimbursed by the County, shall continue to be used to provide services under this agreement. Such items, however, shall be returned to the County within thirty (30) days of termination of this agreement unless the parties, by written agreement, provide otherwise.

5. The County shall pay City a proportionate share (33%) of the personnel costs, materials and supplies, utilities, travel and training, and other miscellaneous services and intra-governmental charges of the Animal Control division of the City's Health Department to fulfill its obligations under this agreement. The proportionate amount shall be determined by dividing the total cost for each such category by the number of City animal control officers and multiplying that number by the two full-time equivalent employees provided County under this agreement.

6. An estimate of the County's annualized cost under this agreement is set forth in Schedule A which is attached to and made a part of this agreement.

7. The parties agree that the City will bill the County on a quarterly basis for one-fourth of the total contract amount. By March 1, 2014, a final report will be prepared and will include appropriate accounting documentation for reconciliation purposes. A statistical report of services rendered by the City to the County will be provided annually.

8. During the term of this Agreement, the City will provide liability insurance coverage on the interior space the Health Department occupies (Unit #1 of the Columbia/Boone County Health Department Condominium) in the same manner that it does for other City-owned facilities.

9. This agreement shall be in full force and effect during calendar year 2013; provided, however, that either party may terminate this agreement upon thirty (30) days written notice of the other party.

20-2013

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed and executed by their duly authorized officers as of the day and year first above written.

THE CITY OF COLUMBIA, MISSOURI

BY: \_\_\_\_\_  
Mike Matthes, City Manager

ATTEST:

\_\_\_\_\_  
Sheela Amin, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Fred Boeckmann, City Counselor

BOONE COUNTY, MISSOURI

BY: \_\_\_\_\_  
Dan Atwill, Presiding Commissioner

BY: \_\_\_\_\_  
Karen Miller, District I Commissioner

BY: \_\_\_\_\_  
Janet Thompson, District II Commissioner

ATTEST:

\_\_\_\_\_  
Wendy S. Noren  
Wendy Noren, County Clerk *my*

APPROVED AS TO FORM:

\_\_\_\_\_  
C.J Dykenhouse, County Counselor

## Certification:

I certify that this contract is within the purpose of the appropriation to which it is to be charged and that there is an unencumbered balance of such appropriation sufficient to pay the costs arising from this contract.

June Richford by jff 01/10/2013 Account 1730-71900 \$178,652  
Boone County Auditor Date

## SCHEDULE A

**ANIMAL CONTROL**

Personnel (2 FTE)	\$113,443
Materials and Supplies	\$10,389
Training and Schools	\$875
Intra-governmental Charges	\$4,417
Utilities, Services, & Other Miscellaneous	\$49,528

<b>Total</b>	<b>\$178,652</b>
--------------	------------------

**CERTIFIED COPY OF ORDER**

STATE OF MISSOURI

January Session of the January Adjourned

Term. 20 13

County of Boone

} ea.

In the County Commission of said county, on the

10th

day of January

20 13

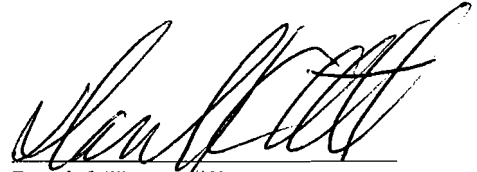
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the Cooperative Contract between the City of Columbia and Boone County, Missouri for public health services. The terms of this agreement are stipulated in the attached contract. It is further ordered the Presiding Commissioner is hereby authorized to sign said contract.

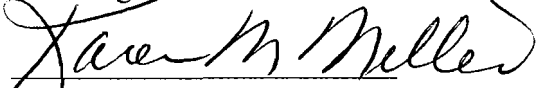
Done this 10th day of January, 2013.

ATTEST:

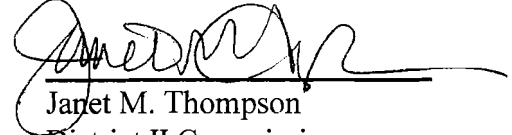
Wendy S. Noren  
Wendy S. Noren  
Clerk of the County Commission



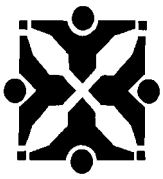
Daniel K. Atwill  
Presiding Commissioner



Karen M. Miller  
District I Commissioner



Janet M. Thompson  
District II Commissioner



# CITY OF COLUMBIA/BOONE COUNTY, MISSOURI



## DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES DIVISION OF ADMINISTRATION

### Memorandum

To: Boone County Commission

From: Stephanie Browning, Director *SKB*

Date: January 4, 2013

Subject: 2013 Contracts

Enclosed please find 2 original copies each of the 2013 Animal Control and Public Health Services contracts between Boone County and the City of Columbia for your consideration and approval. Once the contracts are signed by the County, please return them to me so that we can begin processing them through the City Council.

Please let me know if you have further questions. On behalf of the department, we look forward to serving residents of the county in the coming year.

1005 W. Worley St. ♦ P.O. Box 6015 ♦ Columbia, Missouri 65205-6015  
Phone: (573) 874-7355 ♦ TTY: (573) 874-7356 ♦ Fax: (573) 874-7756  
[www.GoColumbiaMo.com](http://www.GoColumbiaMo.com)

1/10/13

**REQUEST  
DATE**

**PURCHASE REQUISITION  
BOONE COUNTY, MISSOURI**

5638

City of Columbia

**VENDOR NO.**

**VENDOR NAME**

**BID NUMBER**

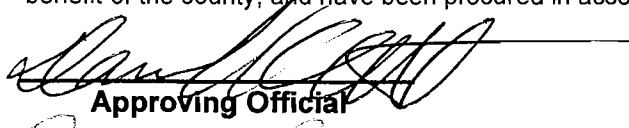
Ship to Department # 1410

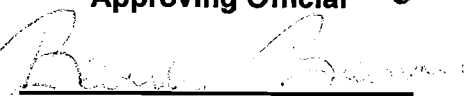
Bill to Department #1410

Department	Account	Item Description	Qty	Unit Price	Amount
1410	86640	1st QRT 2013 Dental Assistance			\$1,250.00
1410	86655	1st QRT 2013 Utility Assistance			\$1,750.00
1410	86680	1st QRT 2013 Public Health Services			\$257,215.75
1740	86606	1st QRT 2013 On Site Sewage			\$21,709.50
1410	86640	2nd QRT 2013 Dental Assistance			\$1,250.00
1410	86655	2nd QRT 2013 Utility Assistance			\$1,750.00
1410	86680	2nd QRT 2013 Public Health Services			\$257,215.75
1740	86606	2nd QRT 2013 On Site Sewage			\$21,709.50
1410	86640	3rd QRT 2013 Dental Assistance			\$1,250.00
1410	86655	3rd QRT 2013 Utility Assistance			\$1,750.00
1410	86680	3rd QRT 2013 Public Health Services			\$257,215.75
1740	86606	3rd QRT 2013 On Site Sewage			\$21,709.50
1410	86640	4th QRT 2013 Dental Assistance			\$1,250.00
1410	86655	4th QRT 2013 Utility Assistance			\$1,750.00
1410	86680	4th QRT 2013 Public Health Services			\$257,215.75
1740	86606	4th QRT 2013 On Site Sewage			\$21,709.50

GRAND TOTAL: 1,127,701.00

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

  
**Approving Official**

  
**Prepared By**

  
**Auditor Approval**

## AGREEMENT

THIS AGREEMENT, made and entered into this 10<sup>th</sup> day of JAN, 2013, by and between the City of Columbia, Missouri, a municipal corporation, hereinafter called the "City" and Boone County, Missouri, hereinafter called the "County,"

## WITNESSTH

WHEREAS, the City and County are empowered in Article VI, Section 16 of the Missouri Constitution, and Section 70.220, RSMo, respectively, to enter into certain cooperative agreements; and

WHEREAS, it is deemed by the parties hereto to be mutually advantageous to the parties to provide public health services for the citizens of Columbia and Boone County during calendar year 2013. Health Department services will be equally available to Boone County residents both in and outside the corporate limits of the City.

NOW THEREFORE, in consideration of the mutual covenants herein contained, it is hereby agreed by and between the parties hereto as follows:

## I.

For the agreed upon amount specified in Article X, the City agrees to provide public health services to County residents. Said services shall include but are not limited to: home visitation, blood pressure and TB screening, communicable disease control, children's and adult immunizations, family planning, STD/HIV prevention and control, health education and preventative health care will be offered at such places and times determined by the Director of Public Health and Human Services.

## II.

For the agreed upon amount specified in Article X, the City will provide social services to county residents. Said services shall include but are not limited to: pregnancy counseling and case management, eligibility, and referrals.

## III.

For the agreed upon amount specified in Article X, the City will provide Women, Infants & Children (W.I.C.) nutritional supplemental food program services for persons meeting state and federal eligibility guidelines.

## IV.

For the agreed upon amount specified in Article X, the City agrees to provide periodic health screenings, immunizations, and other services in incorporated municipalities in Boone County.

## V.

For the agreed upon amount specified in Article X, the City agrees to provide environmental public health services outside the City of Columbia. Services shall include, but not be limited to, enforcement of the Boone County Food Code and Nuisance Ordinance and investigation of environmental health hazards.

## VI

For the agreed upon amount specified in Article X, the City agrees to enforce the Boone County onsite wastewater ordinance.

## VII.

For the agreed upon amount specified in Article X, the City agrees to administer utility assistance services to eligible Boone County residents, not to exceed the amount specified. Said services will consist of payments to utility providers for the purpose of reconnecting utility service, payment of utility



bills to avoid disconnection and referral for weatherization. Said service will be provided to eligible persons according to need as determined by the Director of Public Health and Human Services. The entire amount indicated in Article X will be utilized for payments to utilities without deduction for administrative costs.

## VIII.

For the agreed upon amount specified in Article X, the City will administer the dental assistance program to eligible indigent County residents for emergency care and/or relief of pain. This service includes medical supervision of dental infection.

## IX.

The City hereby agrees that the Director of Public Health and Human Services shall provide the County Commission with recommendations concerning additional or revised public health services and shall be available at reasonable times to consult with County officials as the County officials deem necessary.

## X.

Agreed Upon Amounts		Program Cost <sup>1</sup>
Community Services	Dental 1410-86640 Utility 1410-86655	\$5,000 \$7,000
Public Health Services: Administration, Clinic & Nursing, Environmental Health, Social Services, WIC	1410-86680	\$1,028,863
On-Site Sewage <sup>1</sup>	1740-86606	\$86,838
<b>TOTAL</b>		<b>\$1,127,701</b>

<sup>1</sup>On-Site sewage revenues are deposited directly with Boone County.

## XI.

The parties agree that the City will bill the County on a quarterly basis for one-fourth of the total contract amount. By March 1, 2014, a final report will be prepared and will include appropriate accounting documentation for reconciliation purposes. A statistical report of services rendered by the City to the County will be provided annually.

## XII.

During the term of this Agreement, the City will provide liability insurance coverage on the interior space the Health Department occupies (Unit #1 of the Columbia/Boone County Health Department Condominium) in the same manner that it does for other City-owned facilities.

THE CITY OF COLUMBIA, MISSOURI

BY: \_\_\_\_\_  
Mike Matthes, City Manager

ATTEST:

\_\_\_\_\_  
Sheela Amin, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Fred Boeckmann, City Counselor

BOONE COUNTY, MISSOURI

BY: \_\_\_\_\_  
Dan Atwill, Presiding Commissioner

BY: \_\_\_\_\_  
Karen Miller, District I Commissioner

BY: \_\_\_\_\_  
Janet Thompson, District II Commissioner

ATTEST:

\_\_\_\_\_  
Wendy Noren, County Clerk *my*

APPROVED AS TO FORM:

\_\_\_\_\_  
C.J Dykehouse, County Counselor

Certification:

I certify that this contract is within the purpose of the appropriation to which it is to be charged and that there is an unencumbered balance of such appropriation sufficient to pay the costs arising from this contract.

*James P. Stedford* by *js* 01/10/2013 - see encumbrance accounts on pg. 2.  
Boone County Auditor Date

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

January Session of the January Adjourned

Term. 20 13

In the County Commission of said county, on the 10th day of January 20 13

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

Now on this day the Boone County Commission of the County of Boone does hereby approve the amended Cooperative Agreement between the County of Boone and the Department of Social Services as stated in the attached Agreement Extension and originally approved in Commission Order 282-2011. It is further ordered the Presiding Commissioner is hereby authorized to sign said Agreement Extension.

Done this 10th day of January, 2013.


ATTEST:

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

Daniel K. Atwill  
Daniel K. Atwill  
Presiding Commissioner

Karen M. Miller  
Karen M. Miller  
District I Commissioner

Janet Thompson  
Janet Thompson  
District II Commissioner

 <b>State of Missouri Department of Social Services Agreement Amendment</b>	<i>Agreement Description:</i> <b>IV-D County Reimbursement</b> <i>Amendment Description:</i> <b>Agreement Extension</b> <i>Effective Date:</i> January 1, 2013	
	<i>Agreement #:</i> <b>ER102120010</b>	<i>State Vendor #:</i> <b>43600034902</b>

**County Information:**

County Name: **County of Boone**  
 Mailing Address: **Boone County Courthouse**  
 City, State Zip: **Columbia, MO 65201**

The above referenced agreement between the **County of Boone** and the Department of Social Services is hereby amended as follows:


1. The agreement is extended through December 31, 2013.
2. The maximum funding for the agreement for the period January 1, 2013 through December 31, 2013 is \$237,741.65.
  - a. The maximum funding for the Prosecuting Attorney is \$226,000.00, and
  - b. The maximum funding for the Circuit Clerk is \$11,741.65.
3. Provision I.A.1.f) (Indirect cost allocation plan) is not applicable for January through December 2013, but *County may claim an indirect cost reimbursement up to maximum allowed (currently 8%)*
4. For the purpose of this cooperative agreement the term "contractor" shall refer to the "county".
5. Attachment A (Documentation of Expenditures and Federal Claims) is hereby replaced in its entirety with the attached Attachment A (Subrecipients).
6. Attachment B (Federal Tax Information) is hereby added in its entirety and shall be incorporated as stated herein.
7. This amendment shall be effective January 1, 2013. All other terms and conditions shall remain unchanged.

~~~~~

*In witness thereof, the parties below hereby execute this agreement.*

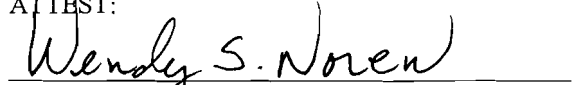
|                                                            |       |       |
|------------------------------------------------------------|-------|-------|
| <u>SEE ATTACHED</u>                                        | _____ | _____ |
| Authorized Signature for the County                        | Title | Date  |
| <u>SEE ATTACHED</u>                                        | _____ | _____ |
| Authorized Signature for the Prosecuting Attorney          | Title | Date  |
| <u>SEE ATTACHED</u>                                        | _____ | _____ |
| Authorized Signature for the Circuit Clerk                 | Title | Date  |
| _____                                                      | _____ | _____ |
| Authorized Signature for the Department of Social Services | Date  |       |

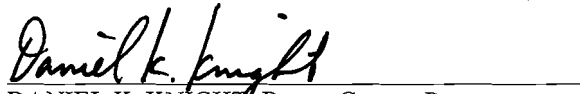
FOR THE COUNTY OF BOONE:

  
DANIEL K. ATWILL, Presiding Commissioner

DATED: JAN. 10, 2013

ATTEST:

  
WENDY NOREN, Clerk of the County Commission

  
DANIEL K. KNIGHT, Boone County Prosecutor

DATED: 12-19-12

  
CHRISTY BLAKEMORE, Clerk of the Circuit Court

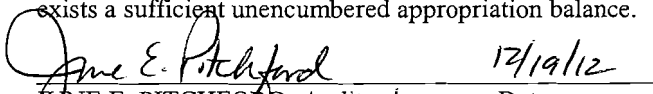
DATED: 12/24/12

APPROVED AS TO LEGAL FORM:

  
C.J. DYKHOUSE, County Counselor

AUDITOR CERTIFICATION

I hereby certify that this contract is within the purpose of the appropriation to which it is to be charged and there exists a sufficient unencumbered appropriation balance.

 12/19/12  
JUNE E. PITCHFORD, Auditor by csg Date

**LEVEL C**

**CHILD SUPPORT ENFORCEMENT COOPERATIVE AGREEMENT**

State of Missouri

Department of Social Services

Family Support Division

This agreement ("AGREEMENT") is entered into between the State of Missouri, Department of Social Services, Family Support Division, Child Support Enforcement (FSD-CSE), hereinafter referred to as "STATE," and the

**COUNTY of BOONE**

by their respective office holders, including the Prosecuting Attorney, Circuit Clerk and Presiding Commissioner of the County Commission, hereinafter referred to inclusively as "COUNTY". For purposes of this AGREEMENT, COUNTY is designated as a Level C County. This is defined as a county in which the STATE has sole responsibility for the entire operation of the IV-D program, in that COUNTY and the prosecuting attorney perform specific legal functions on referrals sent to COUNTY by the STATE.

WHEREAS, the STATE has been delegated the responsibility for the development and administration of a statewide program to establish and enforce child support obligations; and

WHEREAS, the COUNTY possesses resources useful in the establishment, enforcement, and collection of child support obligations; and

NOW, in consideration of the mutual undertakings and agreements hereinafter set forth, the STATE and COUNTY agree as follows:

I. FISCAL RESPONSIBILITIES OF THE PARTIES

A. The COUNTY shall:

1. The COUNTY through their respective offices shall:

- a) Appropriate to the Office of the Prosecuting Attorney a sum of monies sufficient for investigation and litigation of cases referred to that office by the STATE. Failure to appropriate resources sufficient to allow the Prosecuting Attorney to comply with the performance standards established by 13 CSR 30-2.010 shall be deemed a breach of this AGREEMENT and cause for its termination.
- b) Furnish office space and other administrative requirements mandated by Section 454.405, RSMo, provided prior written approval is obtained from the STATE for any office space leased from the private sector. All space obtained from a private source shall be acquired in conformance with Sections 105.454, and 50.660, RSMo, and 13 CSR 40-3.010(5) (A).
- c) Agree to maintain, as required by the STATE, all fiscal and other records necessary for reporting and accountability under federal regulations and action transmittals, including, but not limited to, 45 CFR 302.15 and OCSE-AT-77-3; all provisions of 13 CSR 30-2.020, 13 CSR 40-3.010, and 13 CSR 40-3.020; and, in addition thereto, records which reflect the direct and indirect costs expended in the performance of this AGREEMENT. These records will be available to the STATE, State Auditor, Department of Social Services' Auditors, and/or federal officials for inspection and audit.
- d) Retain all fiscal year records for a period not less than five (5) years, or for a period not less than specified in 13 CSR 40-3.020(1).
- e) Submit monthly billings to the STATE for all actual and allowable direct and indirect expenditures incurred under this AGREEMENT for the preceding month. Allowable expenditures are COUNTY administrative costs eligible for federal financial participation under 45 CFR Part 304 and those eligible under STATE regulations. Claims will be documented and submitted in compliance with STATE regulations and shall be signed by an official of the COUNTY within the COUNTY who is a signatory to this AGREEMENT or by an individual designated in writing by one of these signatories and approved by the STATE.

f) Determine whether or not to claim indirect costs for IV-D reimbursement and if claiming indirect costs, present to the **STATE** for its review and approval a cost allocation plan prepared in accordance with applicable state and federal regulations and federal action transmittals pertaining thereto. The **STATE** will review the plan for compliance with federal directives and state regulations, will advise the **COUNTY** regarding any area of possible non-compliance, and make reimbursement on the basis of an approved plan.

g) Obtain written approval for participation from the **STATE** prior to purchasing, for use in carrying out this **AGREEMENT**, tangible personal property with an acquisition cost of \$2,500.00 or more per unit as specified in 13 CSR 40.3.010.

h) Ensure that none of the amounts certified for use pursuant to this **AGREEMENT** are federal funds, with the exception of federal revenue-sharing funds, which are available for this purpose.

i) Ensure that should any claimed expenditures for federal financial participation be subsequently disallowed by the Missouri State Auditor, by Department of Social Services' auditors, or by the United States Department of Health and Human Services (DHHS), the **COUNTY** shall reimburse the **STATE** in a timely manner for the full amount of any such disallowance. The **STATE** may utilize subsequent claims for reimbursement and/or incentives under this or subsequent **AGREEMENTS** to offset the disallowance. The repayment period shall not exceed twelve (12) months from the date of notification of the disallowance to the **COUNTY** by the **STATE** unless prior written approval to extend the repayment period is granted by the **STATE**.

j) Establish and implement procedures to ensure that every individual who, as a regular part of his or her employment, receives, disburses, handles, or has access to or control over funds collected pursuant to this **AGREEMENT** is covered by a bond in an amount sufficient to indemnify the **STATE** against loss resulting from employee dishonesty.

k) Establish and implement procedures, consistent with generally accepted accounting principles, to ensure that individuals responsible for handling cash receipts of support payments do not participate in accounting or operating functions that would permit them to conceal in the accounting records the misuse of support payment receipts.



## Attachment A - Subrecipients

It has been determined the contractor is a subrecipient as defined in Office of Management and Budget (OMB) Circular A-133, Section 210. Therefore, the contractor shall comply with all applicable implementing regulations, and all other laws, regulations and policies authorizing or governing the use of any federal funds paid to the contractor through this contract.

### DISCLOSURE:

The federal funds provided as payment under the terms and conditions of this contract are provided from:

|                                                             |                                            |                         |                  |
|-------------------------------------------------------------|--------------------------------------------|-------------------------|------------------|
| <b>Granting Federal Agency</b>                              | U.S. Department of Health & Human Services |                         |                  |
| <b>Grant Award #</b>                                        | 04MO4005                                   | <b>Grant Award Year</b> | 2011, 2012, 2013 |
| <b>Catalog of Federal Domestic Assistance (CFDA) Number</b> | 93.563                                     |                         |                  |
| <b>CFDA Grant Name</b>                                      | IV-D Administration                        |                         |                  |

### FFY 2013

|                                                                    |                      |
|--------------------------------------------------------------------|----------------------|
| Grant Award (federal funds)                                        | \$ <u>210,876.84</u> |
| Non-federal matching funds required to be provided by subrecipient | \$ <u>0.00</u>       |
| Non-federal matching funds provided by DSS                         | \$ <u>26,864.81</u>  |
| <b>Total amount FFY</b>                                            | \$ <u>237,741.65</u> |

In addition to the terms and conditions of the above grant and CFDA number, subrecipient is responsible for compliance with applicable Office of Management and Budget (OMB) Circulars including:

**OMB A-133**, Audits of States, Local Governments, and Non-profit Organizations;

**OMB A-122**, Cost Principles for Non-Profit Organizations;

**OMB A-110**, Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Learning, Hospitals and Other Non-Profit Organizations;

**OMB A-102** – Grants and Cooperative Agreements with State and Local Governments;

**OMB A-87**, Cost Principles for State, Local and Indian Tribal Governments;

**For-Profit Entities** shall comply with the OMB Circulars applicable to Non-Profit Organizations.

The subrecipient shall not assign responsibility of this contract to another party, subcontract for the work contemplated under this contract, or transfer program services to another location without the prior written approval of the DSS. The DSS may monitor the terms and conditions of the assignment of subcontract to ensure compliance. The subrecipient shall ensure contracts with its subcontractors contain the same terms and conditions of this contract and shall be responsible for monitoring subcontractor compliance and performance in both programmatic and administrative areas. Subrecipient agrees any subaward of funds is also subject to the applicable OMB circulars and the contents of this contract.

## KEY CONSIDERATIONS FOR COST ALLOWABILITY/RECORDKEEPING

1. All costs must satisfy the general provisions for allowability of costs as defined in the applicable OMB Circular.
2. All costs whether reimbursed from Federal or non-federal sources must satisfy the specific provisions for allowability of costs as defined by all applicable Federal program rules.
3. DSS shall only reimburse the allowable Federal share specified by the program unless specified in the disclosure of non-federal funds to be provided by DSS. All non-federal shares must be for the same allowable costs as specified in the Federal grant.
4. Federal funds provided under this agreement and required matching funds cannot be used as matching funds for any other federal grant unless specifically allowed by that grant.
5. Any deferrals, disallowances, questioned costs, or other items not allowed for Federal Financial participation, claimed by DSS on behalf of the Subrecipient, shall be returned within six months, either to DSS or directly to the federal agency (as determined by DSS) by the subrecipient.
6. Billings will be based on the actual cost incurred and must identify the federal share to be reimbursed to the subrecipient. Subrecipient submission of an invoice or other request for payment constitutes certification that the items included on the invoice represent reasonable, allocable, and allowable costs associated with performing the project defined in the contract.
7. For employees that work solely on activities funded for the purposes specified under this agreement, employee payroll records will support the documentation requirements. OMB Circular A-87 provides that state and local governmental agencies may periodically certify that these employees worked solely on that program in lieu of personnel activity reports. Other entities must maintain personnel activity reports described below.
8. For employees that work on multiple activities or cost objectives in addition to the activities funded for the purposes specified under this agreement, distribution of their salaries or wages will be supported by personnel activity reports that:
  - a. reflect an after-the-fact distribution of the actual activity reimbursable under the purposes of this agreement of each employee, and;
  - b. account for the TOTAL activity for which each employee is compensated; and
  - c. are prepared at least monthly and coincide with one or more pay periods; OR
  - d. are supported by a statistical sampling system or other substitute system. *[If the cost will be supported by a statistical sampling system or other substitute system, a detailed description of the allocation methodology must be submitted and approved by DSS. Any changes to that methodology implemented after execution of this agreement shall require an amendment to this agreement.]*
9. Materials acquired, consumed or expended must be claimed either:
  - a. To benefit only the purposes specified under this agreement; or
  - b. As costs chargeable or assigned in part for the purposes authorized under this agreement in accordance with relative benefits received. *[If expense and equipment items are allocable, a detailed description of the methodology utilized to assign those costs in accordance with the relative benefits received under this agreement must be attached. Any changes to that methodology implemented after execution of this agreement shall require an amendment to this agreement.]*
10. Automated data processing costs in excess of \$1,000,000 must receive prior written approval and must comply with the provision of 45 CFR Part 95, Subpart F.
11. If indirect costs are included as part of the reimbursement under this contract, those costs must be approved in either a Federal or State Approved Indirect Cost Negotiation Agreement. The Department of Social Services (DSS) has an established Contract Administrative Rates policy which outlines maximum administrative rates allowable under any DSS contract with public or other governmental entities. *[If*

*indirect costs are included, attach a copy of your current Approved Indirect Cost Negotiation Agreement. The annual or bi-annual changes to indirect cost rates - provided they have been approved in your Federal or State Approved Indirect Cost Negotiation Agreement - will be allowed and will not require an amendment to this agreement, provided that a copy of the newly approved agreement is provided to the DSS Division of Finance and Administrative Services.]*

12. Subrecipients must maintain an accounting system that, at a minimum, provides for the following:
  - a. Itemization of each expenditure in a manner that the purpose of the expenditure is readily identifiable to the grant activities;
  - b. The expenditures for the grant recorded in the sub-recipients accounting system must be in a format that required federal financial reports can be prepared from and identified back to the system entries.

#### **AUDIT REQUIREMENT**

In the event the subrecipient expends \$500,000 or more in federal awards in its fiscal year, the subrecipient must have a single or program-specific audit conducted in accordance with provisions of the Single Audit Act Amendments of 1996 and Circular A-133, including subsequent amendments or revisions. In determining the federal awards expended in its fiscal year, the subrecipient shall consider all sources of federal awards, including federal resources received from the DSS. The determination of amounts of federal awards expended should be in accordance with the provisions of OMB Circular A-133, as revised.

If the subrecipient expends less than \$500,000 in federal awards in its federal year, an audit conducted in accordance with the provisions of A-133, as revised, is not required. In the event the subrecipient elects to have an audit conducted in accordance with the provision of OMB Circular A-133, as revised, the cost of the audit must be paid from non-federal resources.

#### **AUDIT REPORTS**

If the subrecipient is required to complete an audit as described in OMB Circular A-133, a copy of the final audit report shall be sent to the DSS, immediately, to the below address:

Department of Social Services  
Division of Finance and Administrative Services  
Attn: A133  
P.O. Box 1082  
Jefferson City, MO 65102

In cases of noncompliance, the subrecipient shall provide the DSS with copies of responses to auditors' reports and a detailed plan for corrective action(s). The Subrecipient shall cooperate with DSS in resolving questions that DSS may have concerning the auditors' report and plans for corrective action(s). Additionally, the subrecipient further agrees to provide the DSS, in a timely manner, access to any independent auditors' reports that present instances of noncompliance with federal laws and regulations that bear directly on the performance or administration of this contract. All reports prepared in accordance with the requirements of OMB Circular A-133 shall be available for inspection by representatives of the DSS during normal business hours. The subrecipient agrees that it shall keep all records for a period of five (5) years following completion of the project, or until all litigation, claims or audit findings have been resolved and final action is taken, such records as may be reasonably necessary to facilitate an effective audit.

#### **TRANSPARENCY REPORTING**

The Federal Funding Accountability and Transparency Act (FFATA) reporting requirement took effect on October 1, 2010. This law, passed in 2006 and amended in 2008, requires any person or entity receiving a contract or grant award totaling more than \$25,000, to provide certain information. This information is captured on Attachment B/Appendix 1. Unless previously provided, subrecipient must supply the above information to DSS within five business days of contract execution. Any changes to transparency information must be provided to DSS within five business days of the change.

**Attachment B/Appendix 1**



**Missouri Department of Social Services (DSS)  
Federal Funding Accountability and Transparency Act (FFATA)  
Data Form**

*Please print or type*

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1. Legal Business Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| 2. Doing Business As                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| 3. Street Address 1*                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| 4. Street Address 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| 5. City                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| 6. State                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| 7. Zip Code with 4 digit extension*                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| 8. Congressional District*                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| 9. Federal Grant Award Number*                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| 10. Contract Number*                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| 11. Amount of Contract*                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| 12. Contract Description*                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| 13. Contract Obligation Date*                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| 14. Principal Place of Performance*                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| 15. Contact Person's Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| 16. Contact Phone Number                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| 17. Contact E-Mail                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| 18. DUNS Number*                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| 19. Parent Organization's DUNS Number*                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <p>20. Executive Compensation Information<br/> <i>Executive</i> means officers, managing partners, or any other employees in management positions.<br/> <i>Total compensation</i> means the cash and non-cash dollar value earned by the executives during the recipient's or subrecipient's preceding fiscal year and includes items such as salary, bonuses, stock awards, incentive plans, pension plans, deferred compensation, etc. For more information about reporting compensation, please see <a href="https://www.fsrs.gov/documents/OMB%20Guidance%20on%20FFATA%20Subaward%20and%20Executive%20Compensation%20Reporting%2008272010.pdf">https://www.fsrs.gov/documents/OMB Guidance on FFATA Subaward and Executive Compensation Reporting 08272010.pdf</a></p> |  |

In order to determine whether you are required to report executive compensation information, please answer the following questions:

1. In your business or organization's preceding completed fiscal year, did your business or organization receive
  - a. 80 percent or more of its annual gross revenues from federal procurement contracts (and subawards) and federal financial assistance submit to the Transparency Act, as defined in 2 CFR 170.320; and
  - b. \$25,000,000 or more in annual gross revenues from federal procurement contracts (and subcontracts), and federal financial assistance subject to the Transparency Act?

Yes  No

If the answer to both 1a and 1b is "Yes", proceed to Question 2.

If the answer to either Question 1a or 1b is "No", your organization's compensation information is not required.

2. Does the public have access to the information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 [15 U.S.C. 78M(a), 78o(d)] or section 6104 of the Internal Revenue Code of 1986? (To determine if the public has access to the compensation information, see the U.S. Securities and Exchange Commission's total compensation filings at <http://www.sec.gov/answers/excomp.htm>)

Yes  No

If the answer is "Yes", your organization's executive compensation information is not required.

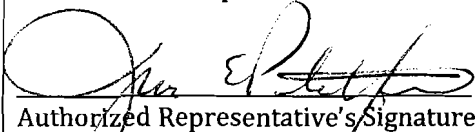
If the answer is "No", your organization's top five most highly compensated executives for the preceding completed fiscal year is required. Complete the following information:

| Name | Amount |
|------|--------|
| 1.   |        |
| 2.   |        |
| 3.   |        |
| 4.   |        |
| 5.   |        |

While not required, the DSS encourages registration in the federal government owned and operated System for Award Management (SAM) to record information about the organization, including executive compensation data. This system is a secure, single repository of data. You only need to register once and renew annually. You have access to update your information whenever necessary. Additional information is available at [www.sam.gov](http://www.sam.gov).

**Certification:**

I attest the facts stated above are true and correct. I understand the information provided will be reported by the Department of Social Services to the FFATA Subaward Reporting System (FSRS) and the information will be accessible to the public.



Authorized Representative's Signature

June E. Pitchford

Printed Name

Boone County Auditor

Title

12/4/2012

Date

**\*Most of the data elements included in this form are self explanatory. However, instructions for specific data elements are included for your convenience:**

3. *Street Address 1* - Use the physical location associated with the reported DUNS number reported in 14. No PO boxes, please.
7. *Zip Code plus 4 digit extension* - A four digit zip code extension is required. To locate the four digit zip code extension, access <http://zip4.usps.com/zip4/welcome.jsp>
8. *Congressional District* - To locate the two digit congressional district, access <https://writerep.house.gov/writerep/welcome.shtml>
9. *Federal Grant Award Number* - The number of the federal grant that is being used to fund the contract.
10. *Contract Number* - An identifying number issued by the DSS. It is typically located on the first page of the contract.
11. *Amount of Contract* - The total amount of funding that will be paid for the contracted services.
12. *Contract Description* - A summary of what is being purchased with the contract.
13. *Contract Obligation Date* - The date the contract is signed by both the DSS and the awardee.
14. *Principal Place of Performance* - The physical location of the primary place of the performance (city, state and congressional district). Record N/A if primary place of performance is the same as the physical location reported in 9-13.
18. *DUNS Number* - Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine digit identification number, for each physical location of your business. D-U-N-S Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants. <http://fedgov.dnb.com/webform>
19. *Parent Organization's DUNS Number* - See 18 above. This is typically used by large organizations with multiple facilities in several locations. The parent organization's number is number assigned to the headquarters for the operation.

Please contact Division of Finance and Administrative at 573/751-2170 if you have any questions about the completion of this form. **Completed forms may be faxed to (573) 751-7598.**

## Attachment B – Federal Tax Information

The contractor shall comply with the federal tax information requirements stated in the Safeguarding IRS/SSA Restrictions/Penalties (**Attachment B-1**) document attached hereto. In addition, the contractor shall:

- a. require all new hire and tenured personnel to certify and complete the Department's security policy and IRS penalties for unauthorized disclosure of federal tax information. The training can be located at: (<http://10.60.16.57//DisclosureForm/>);
- b. complete and print the electronic *Internal Inspections Report* annually (<http://dsswebapp2.cds.state.mo.us/InspectionReport/>) and retain for five (5) years;
- c. not send or receive any federal tax information by electronic mail (e-mail) or facsimile;
- d. not disclose or release any form of protected federal tax information to any non-custodial parent attorney involved in the referred case under the contractor's control;
- e. provide a visitor access log that must not contain personal identification information (i.e. social security number, case number, or other personal identifying information) that may be viewable by other visitors; provide all visitors with visitor badges; and all visitors must be accompanied by contractor personnel at all times;
- f. only provide key/combination locks to authorized personnel that have a need to access federal tax information; maintain key/combination accountability records; change key/combination locks when authorized personnel changes occur or at a minimum annually; and
- g. must immediately report an unauthorized inspection or disclosure of federal tax information via email or hardcopy, including breaches and security incidents, to the compliance coordinator or designee. The compliance coordinator can be contacted at [gary.h.hinzpeter@dss.mo.gov](mailto:gary.h.hinzpeter@dss.mo.gov).

## **Attachment B-1 – Safeguarding IRS/SSA Restrictions/Penalties**

### **1. PERFORMANCE**

- 1.1 In performance of this contract, the Contractor agrees to comply with and assume responsibility for compliance by his or her employees with the following requirements:
- a. All work will be performed under the supervision of the contractor or the contractor's responsible employees.
  - b. Any Federal tax returns or return information (hereafter referred to as returns or return information) made available shall be used only for the purpose of carrying out the provisions of this contract. Information contained in such material shall be treated as confidential and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of this contract. Inspection by or disclosure to anyone other than an officer or employee of the contractor is prohibited.
  - c. All returns and return information will be accounted for upon receipt and properly stored before, during, and after processing. In addition, all related output and products will be given the same level of protection as required for the source material.
  - d. No work involving returns and return information furnished under this contract will be subcontracted without prior written approval of the IRS.
  - e. The contractor will maintain a list of employees authorized access. Such list will be provided to the agency and, upon request, to the IRS reviewing office.
  - f. The agency will have the right to void the contract if the contractor fails to provide the safeguards described above.

### **2. CRIMINAL/CIVIL SANCTIONS**

- 2.1 Each officer or employee of any person to whom returns or return information is or may be disclosed shall be notified in writing by such person that returns or return information disclosed to such officer or employee can be used only for a purpose and to the extent authorized herein, and that further disclosure of any such returns or return information for a purpose or to an extent unauthorized herein constitutes a felony punishable upon conviction by a fine of as much as \$5,000 or imprisonment for as long as five years, or both, together with the costs of prosecution. Such person shall also notify each such officer and employee that any such unauthorized future disclosure of returns or return information may also result in an award of civil damages against the officer or employee in an amount not less the \$1,000 with respect to each instance of unauthorized disclosure.
- a. These penalties are prescribed by IRC Sections 7213 and 7431 and set forth at 26 CFR 301.6103(n)-1.
- 2.1 Each officer or employee of any person to whom returns or return information is or may be disclosed shall be notified in writing by such person that any return or return information made available in any format shall be used only for the purpose of carrying out the provisions of this contract. Information contained in such material shall be treated as confidential and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of this contract. Inspection by or disclosure to anyone without an official need to know constitutes a criminal misdemeanor punishable upon conviction by a fine of as much as \$1,000.00 or imprisonment for as long as 1 year, or both, together with the costs of prosecution. Such person shall also notify each such officer and employee that that any such unauthorized inspection or disclosure of returns or return information may also result in an award of civil damages against the officer or employee (United States for Federal employees) in an amount equal to the sum of the greater of \$1,000.00 for each act of unauthorized inspection or disclosure with respect to which such defendant is found liable or the sum of the actual damages sustained by the plaintiff as a result of such unauthorized inspection or disclosure plus in the case of a willful inspection or disclosure which is the result of gross negligence, punitive damages, plus the costs of the action. The penalties are prescribed by IRC Sections 7213A and 7431.



- 2.3 Additionally, it is incumbent upon the contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a. Specifically, 5 U.S.C. 552a(i)(1), which is made applicable to contractors by 5 U.S.C. 552a(m)(1), provides that any officer or employee of a contractor, who by virtue of his/her employment or official position, has possession of or access to agency records which contain individually identifiable information, the disclosure of which is prohibited by the Privacy Act or regulations established thereunder, and who knowing that disclosure of the specific material is prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000.
- 2.4 Granting a contractor access to FTI must be preceded by certifying that each individual understands the agency's security policy and procedures for safeguarding IRS information. Contractors must maintain their authorization to access FTI through annual recertification. The initial certification and recertification must be documented and placed in the agency's files for review. As part of the certification and at least annually afterwards, contractors should be advised of the provisions of IRC Sections 7431, 7213 and 7213A (see Exhibit 6, IRC Sec. 7431 *Civil Damages for Unauthorized Disclosure of Returns and Return Information* and Exhibit 5, IRC Sec. 7213 *Unauthorized Disclosure of Information*). The training provided before the initial certification and annually thereafter must also cover the incident response policy and procedure for reporting unauthorized disclosures and data breaches. [See Section 10] For both the initial certification and the annual certification, the contractor should sign, either with ink or electronic signature, a confidentiality statement certifying their understanding of the security requirements.

### **3. INSPECTION**

- 3.1 The IRS and the Agency shall have the right to send its officers and employees into the offices and plants of the contractor for inspection of the facilities and operations provided for the performance of any work under this contract. On the basis of such inspection, specific measures may be required in cases where the contractor is found to be noncompliant with contract safeguards.

### **4. CONTRACT LANGUAGE FOR TECHNOLOGY SERVICES**

#### **4.1 Performance:**

- 4.1.1 In performance of this contract, the contractor agrees to comply with and assume responsibility for compliance by his or her employees with the following requirements:
- a. All work will be done under the supervision of the contractor or the contractor's employees.
  - b. Any return or return information made available in any format shall be used only for the purpose of carrying out the provisions of this contract. Information contained in such material will be treated as confidential and will not be divulged or made known in any manner to any person except as may be necessary in the performance of this contract. Disclosure to anyone other than an officer or employee of the contractor will be prohibited.
  - c. All returns and return information will be accounted for upon receipt and properly stored before, during, and after processing. In addition, all related output will be given the same level of protection as required for the source material.
  - d. The contractor certifies that the data processed during the performance of this contract will be completely purged from all data storage components of his or her computer facility, and no output will be retained by the contractor at the time the work is completed. If immediate purging of all data storage components is not possible, the contractor certifies that any IRS data remaining in any storage component will be safeguarded to prevent unauthorized disclosures.
  - e. Any spoilage or any intermediate hard copy printout that may result during the processing of IRS data will be given to the agency or his or her designee. When this is not possible, the contractor will be responsible for the destruction of the spoilage or any intermediate hard copy printouts, and will provide the agency or his or her designee with a statement containing the date of destruction, description of material destroyed, and the method used.
  - f. All computer systems receiving, processing, storing, or transmitting Federal tax information must meet the requirements defined in IRS Publication 1075. To meet functional and assurance requirements, the

security features of the environment must provide for the managerial, operational, and technical controls. All security features must be available and activated to protect against unauthorized use of and access to Federal tax information.

- g. No work involving Federal tax information furnished under this contract will be subcontracted without prior written approval of the IRS.
- h. The contractor will maintain a list of employees authorized access. Such list will be provided to the agency and, upon request, to the IRS reviewing office.
- i. The agency will have the right to void the contract if the contractor fails to provide the safeguards described above.

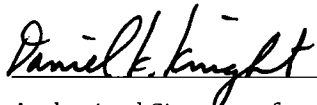
#### 4.2 **Criminal/Civil Sanctions:**

- 4.2.1 Each officer or employee of any person to whom returns or return information is or may be disclosed will be notified in writing by such person that returns or return information disclosed to such officer or employee can be used only for a purpose and to the extent authorized herein, and that further disclosure of any such returns or return information for a purpose or to an extent unauthorized herein constitutes a felony punishable upon conviction by a fine of as much as \$5,000 or imprisonment for as long as 5 years, or both, together with the costs of prosecution. Such person shall also notify each such officer and employee that any such unauthorized further disclosure of returns or return information may also result in an award of civil damages against the officer or employee in an amount not less than \$1,000 with respect to each instance of unauthorized disclosure. These penalties are prescribed by IRC sections 7213 and 7431 and set forth at 26 CFR 301.6103(n)-1.
- 4.2.2 Each officer or employee of any person to whom returns or return information is or may be disclosed shall be notified in writing by such person that any return or return information made available in any format shall be used only for the purpose of carrying out the provisions of this contract. Information contained in such material shall be treated as confidential and shall not be divulged or made known in any manner to any person except as may be necessary in the performance of the contract. Inspection by or disclosure to anyone without an official need to know constitutes a criminal misdemeanor punishable upon conviction by a fine of as much as \$1,000 or imprisonment for as long as 1 year, or both, together with the costs of prosecution. Such person shall also notify each such officer and employee that any such unauthorized inspection or disclosure of returns or return information may also result in an award of civil damages against the officer or employee (United States for Federal employees) in an amount equal to the sum of the greater of \$1,000 for each act of unauthorized inspection or disclosure with respect to which such defendant is found liable or the sum of the actual damages sustained by the plaintiff as a result of such unauthorized inspection or disclosure plus in the case of a willful inspection or disclosure which is the result of gross negligence, punitive damages, plus the costs of the action. These penalties are prescribed by IRC section 7213A and 7431.
- 4.2.3 Additionally, it is incumbent upon the contractor to inform its officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a. Specifically, 5 U.S.C. 552a(i)(1), which is made applicable to contractors by 5 U.S.C. 552a(m)(1), provides that any officer or employee of a contractor, who by virtue of his/her employment or official position, has possession of or access to agency records which contain individually identifiable information, the disclosure of which is prohibited by the Privacy Act or regulations established thereunder, and who knowing that disclosure of the specific material is prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000.
- 4.2.4 Granting a contractor access to FTI must be preceded by certifying that each individual understands the agency's security policy and procedures for safeguarding IRS information. Contractors must maintain their authorization to access FTI through annual recertification. The initial certification and recertification must be documented and placed in the agency's files for review. As part of the certification and at least annually afterwards, contractors should be advised of the provisions of IRC Sections 7431, 7213 and 7213A (see Exhibit 6, IRC Sec. 7431 *Civil Damages for Unauthorized Disclosure of Returns and Return Information* and Exhibit 5, IRC Sec. 7213 *Unauthorized Disclosure of Information*). The training provided before the initial certification and annually thereafter must also cover the incident response policy and procedure for

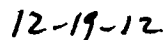
reporting unauthorized disclosures and data breaches. (See Section 10) For both the initial certification and the annual certification, the contractor should sign, either with ink or electronic signature, a confidentiality statement certifying their understanding of the security requirements.

**4.3 Inspection:**

4.3.1 The IRS and the Agency shall have the right to send its officers and employees into the offices and plants of the contractor for inspection of the facilities and operations provided for the performance of any work under this contract. On the basis of such inspection, specific measures may be required in cases where the contractor is found to be noncompliant with contract safeguards.



Authorized Signature for the County Prosecuting Attorney



Date

\_\_\_\_\_  
Signature of the Director, Family Support Division

\_\_\_\_\_  
Date

**CERTIFIED COPY OF ORDER**

STATE OF MISSOURI }  
 County of Boone } ea.

January Session of the January Adjourned

Term. 20 13

In the County Commission of said county, on the

10th

day of January

20 13

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

Now on this day the County Commission of the County of Boone does hereby approve the appointment of Jonathan W. Bertz to the position of Assistant Prosecuting Attorney of Boone County effective January 3, 2013.

Done this 10th day of January, 2013.

ATTEST:

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

Daniel K. Atwill

Daniel K. Atwill  
 Presiding Commissioner

Karen M. Miller

Karen M. Miller  
 District I Commissioner

Janet Thompson

Janet Thompson  
 District II Commissioner

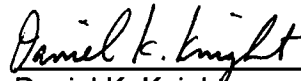
IN RE: **Jonathan W. Bertz**  
**Assistant Prosecuting Attorney**  
**Boone County, Missouri**

KNOW ALL MEN BY THESE PRESENT:

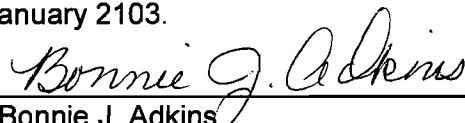
By virtue and authority of Section 56.151 RSMo., the undersigned Prosecuting Attorney within and for Boone County, State of Missouri, does hereby appoint **Jonathan W. Bertz**, a practicing attorney licensed to practice law in the State of Missouri, possessing all qualifications required of a prosecuting attorney, as Assistant Prosecuting Attorney of Boone County, Missouri, effective from the **3<sup>rd</sup> day of January, 2013**, for an indefinite term until such time as this appointment is terminated by the undersigned or the appointee voluntarily resigns or leaves office; said appointee is hereby authorized and empowered to discharge duties of the office of the Prosecuting Attorney in accordance with law and shall be subject to the same fines and penalties for neglect of duty or misdemeanor in office as the Prosecuting Attorney.

The undersigned does hereby fix the appointee's compensation at **\$57,366.40** dollars per annum commencing on the date of appointment subject to approval by the Boone County Commission; said salary may be adjusted from year to year or time to time subject to the appropriations made available for that purpose.

IN TESTIMONY WHEREOF, I have hereunto set my hand this 7<sup>th</sup> day of January 2013.

  
\_\_\_\_\_  
Daniel K. Knight  
Prosecuting Attorney  
Boone County, Missouri

Subscribed and sworn to before me this 7<sup>th</sup> day of January 2103.

  
\_\_\_\_\_  
Bonnie J. Adkins  
Notary Public, Boone County  
State of Missouri

My commission expires June 8, 2015

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


NOW ON THIS 10<sup>th</sup> day of January, 2013, the County Commission of Boone County, Missouri, hereby approves the compensation fixed by the Prosecuting Attorney for the above named appointee as specified in the aforesaid appointment.

  
\_\_\_\_\_  
Daniel Atwill  
Presiding Commissioner

  
\_\_\_\_\_  
Karen M. Miller  
District I Commissioner

  
\_\_\_\_\_  
Janet M. Thompson  
District II Commissioner

ATTEST:

  
\_\_\_\_\_  
Wendy Noren  
County Clerk

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

January Session of the January Adjourned

Term. 20 13

In the County Commission of said county, on the 10th day of January 20 13

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

Now on this day the County Commission of the County of Boone does hereby approve the Cooperative Contract between Boone County and Boone Hospital Center renewing the current Employee Assistance Program. It is further ordered the Presiding Commissioner is hereby authorized to sign said Contract.

Done this 10th day of January, 2013.

ATTEST:

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

*[Signature]*  
Daniel K. Atwill

Presiding Commissioner

*[Signature]*  
Karen M. Miller

District I Commissioner

*[Signature]*  
Janet Thompson

District II Commissioner



# Boone Hospital Center

Choose Excellence. Choose Boone.

## EMPLOYEE ASSISTANCE PROGRAM

Doctors Building  
1506 East Broadway, Suite 119  
Columbia, MO 65201  
573-815-6034

1600 East Broadway  
Columbia, Missouri 65201  
www.boone.org  
573-815-8000

24-2013

RECEIVED

DEC - 7 2012

BOONE COUNTY CLERK

December 6, 2012

Wendy Noren  
Boone County  
801 E. Walnut, Room 236  
Columbia, Missouri 65201

**RE: 2013 CONTRACT**

Dear Wendy Noren:

This letter will serve to renew the current Employee Assistance Program Agreement between **Boone County** and **Boone Hospital Center**.

Effective **January 1, 2013**, Boone County employees will be re-enrolled in the Boone Hospital Center Employee Assistance Program at the current annual fee of **Ten Thousand Four Hundred Seventy Nine Dollars and Sixty Cents (\$10,479.60)** billed quarterly at **Two Thousand Six Hundred Nineteen dollars and Ninety Cents (\$2,619.90)** per quarter, payable through **December 31, 2013**. All the other terms and conditions of the original agreement dated December 22, 2005 will remain the same.

Please retain one (1) copy of this Agreement for your records and return one (1) fully executed copy to our office.

Sincerely,

**EMPLOYEE ASSISTANCE PROGRAM**

Stephen Weddle, PhD  
Manager of Behavioral Health Services

SW/dmg

**SIGNATURE REFLECTS AGREEMENT WITH THE ABOVE-STIPULATED TERMS/CONDITIONS**

~~Wendy S. Noren - Boone County Clerk~~

WIEL K. ATWILL - BOONE COUNTY PRESIDING COMMISSIONER

JAN. 10, 2013

Date

BJC HealthCare™

BOONE COUNTY

RECEIVED

**IMPACT REPORT**

APR 10 2012

PRINTED: April 03, 2012

Period: 01/01/2012 TO 03/31/2012

YTD: 01/01/2012 TO 03/31/2012

BOONE COUNTY CLERK

| <b>IMPACT RATE *</b> | <u>PERIOD</u> | <u>YEAR-TO-DATE</u> | <u>ANNUALIZED</u> |
|----------------------|---------------|---------------------|-------------------|
|                      | 2.38%         | 2.38%               | 9.53%             |

|                                         |               |                     |                   |
|-----------------------------------------|---------------|---------------------|-------------------|
| <b>I. NUMBER OF EMPLOYEES:</b>          | 421           |                     |                   |
| <b>II. NUMBER OF PEOPLE SERVED</b>      | <u>PERIOD</u> | <u>YEAR-TO-DATE</u> | <u>ANNUALIZED</u> |
| A. # New Cases Opened                   | 10            | 10                  |                   |
| B. # Individuals Provided Consultations | 0             | 0                   |                   |
| C. # Supervisors Provided Consultations | 0             | 0                   |                   |
| D. # of Employees In Training/Project   | 0             | 0                   |                   |
| <b>TOTAL SERVED</b>                     | <u>10</u>     | <u>10</u>           |                   |
| <b>III. UTILIZATION RATE **</b>         | 2.38%         | 2.38%               | 9.53%             |

**IV. NUMBER OF SERVICES**

|                                          |    |    |
|------------------------------------------|----|----|
| A. Clients with Open Cases               |    |    |
| 1. Assessment/Follow-Up Sessions         | 50 | 50 |
| 2. Phone Contacts with Individuals       | 0  | 0  |
| 3. Phone Contacts with Supervisors       | 1  | 1  |
| 4. CISD                                  | 0  | 0  |
| 5. No Shows/Cancellations/Other Contacts | 13 | 13 |
| B. Consultations to Supv                 | 0  | 0  |
| C. Training                              |    |    |
| 1. Number of Sessions                    | 0  | 0  |
| 2. Number in Attendance                  | 0  | 0  |
| D. Project Contacts                      | 0  | 0  |
| E. Administrative Contacts               | 30 | 30 |

**V. NUMBER OF HOURS SPENT**

|                                          |              |              |
|------------------------------------------|--------------|--------------|
| A. Clients with Open Cases               |              |              |
| 1. Assessment/Follow-Up Sessions         | 50.00        | 50.00        |
| 2. Phone Contacts with Individuals       | 0.00         | 0.00         |
| 3. Phone Contacts with Supervisors       | 0.25         | 0.25         |
| 4. CISD                                  | 0.00         | 0.00         |
| 5. No Shows/Cancellations/Other Contacts | 9.00         | 9.00         |
| B. Consultations to Supv                 | 0.00         | 0.00         |
| C. Training                              | 0.00         | 0.00         |
| 1. Training Prep Time                    | 0.00         | 0.00         |
| D. Projects                              | 0.00         | 0.00         |
| E. Administrative                        | 8.50         | 8.50         |
| <b>TOTAL HOURS</b>                       | <u>67.75</u> | <u>67.75</u> |

**VI. CLOSED CASES**

|                             |   |   |
|-----------------------------|---|---|
| A. Number Of Cases Closed   | 2 | 2 |
| B. Number Of Referrals Made | 1 | 1 |

\* This includes total served in Section II

\*\* II. A "# New Cases Opened"

COPY



## BOONE COUNTY

**IMPACT REPORT**

PRINTED: July 03, 2012

Period: 04/01/2012 TO 06/30/2012

YTD: 01/01/2012 TO 06/30/2012

| <b>IMPACT RATE *</b>                     | <u>PERIOD</u> | <u>YEAR-TO-DATE</u> | <u>ANNUALIZED</u> |
|------------------------------------------|---------------|---------------------|-------------------|
|                                          | 1.66%         | 4.04%               | 8.10%             |
| <b>I. NUMBER OF EMPLOYEES:</b>           | 421           |                     |                   |
| <b>II. NUMBER OF PEOPLE SERVED</b>       | <u>PERIOD</u> | <u>YEAR-TO-DATE</u> | <u>ANNUALIZED</u> |
| A. # New Cases Opened                    | 7             | 17                  |                   |
| B. # Individuals Provided Consultations  | 0             | 0                   |                   |
| C. # Supervisors Provided Consultations  | 0             | 0                   |                   |
| D. # of Employees In Training/Project    | 0             | 0                   |                   |
| <b>TOTAL SERVED</b>                      | <u>7</u>      | <u>17</u>           |                   |
| <b>III. UTILIZATION RATE **</b>          | 1.66%         | 4.04%               | 8.10%             |
| <b>IV. NUMBER OF SERVICES</b>            |               |                     |                   |
| A. Clients with Open Cases               |               |                     |                   |
| 1. Assessment/Follow-Up Sessions         | 54            | 105                 |                   |
| 2. Phone Contacts with Individuals       | 4             | 4                   |                   |
| 3. Phone Contacts with Supervisors       | 2             | 3                   |                   |
| 4. CISD                                  | 0             | 0                   |                   |
| 5. No Shows/Cancellations/Other Contacts | 28            | 41                  |                   |
| B. Consultations to Supv                 | 0             | 0                   |                   |
| C. Training                              |               |                     |                   |
| 1. Number of Sessions                    | 0             | 0                   |                   |
| 2. Number in Attendance                  | 0             | 0                   |                   |
| D. Project Contacts                      | 0             | 0                   |                   |
| E. Administrative Contacts               | 41            | 71                  |                   |
| <b>V. NUMBER OF HOURS SPENT</b>          |               |                     |                   |
| A. Clients with Open Cases               |               |                     |                   |
| 1. Assessment/Follow-Up Sessions         | 60.85         | 111.85              |                   |
| 2. Phone Contacts with Individuals       | 1.75          | 1.75                |                   |
| 3. Phone Contacts with Supervisors       | 0.50          | 0.75                |                   |
| 4. CISD                                  | 0.00          | 0.00                |                   |
| 5. No Shows/Cancellations/Other Contacts | 18.75         | 27.75               |                   |
| B. Consultations to Supv                 | 0.00          | 0.00                |                   |
| C. Training                              | 0.00          | 0.00                |                   |
| 1. Training Prep Time                    | 0.00          | 0.00                |                   |
| D. Projects                              | 0.00          | 0.00                |                   |
| E. Administrative                        | 12.25         | 20.75               |                   |
| <b>TOTAL HOURS</b>                       | <u>94.10</u>  | <u>162.85</u>       |                   |
| <b>VI. CLOSED CASES</b>                  |               |                     |                   |
| A. Number Of Cases Closed                | 8             | 10                  |                   |
| B. Number Of Referrals Made              | 3             | 4                   |                   |

\* This includes total served in Section II

\*\* II. A "# New Cases Opened"

**Boone Hospital Center EAP  
BOONE COUNTY**

24-2013

PRINTED: October 05, 2012

**IMPACT REPORT**

PAGE 1

Period: 07/01/2012 TO 09/30/2012

YTD: 01/01/2012 TO 09/30/2012

| <b>IMPACT RATE *</b>                     | <u>PERIOD</u> | <u>YEAR-TO-DATE</u> | <u>ANNUALIZED</u> |
|------------------------------------------|---------------|---------------------|-------------------|
|                                          | 1.66%         | 5.70%               | 7.60%             |
| <b>I. NUMBER OF EMPLOYEES:</b>           | 421           |                     |                   |
| <b>II. NUMBER OF PEOPLE SERVED</b>       | <u>PERIOD</u> | <u>YEAR-TO-DATE</u> | <u>ANNUALIZED</u> |
| A. # New Cases Opened                    | 7             | 24                  |                   |
| B. # Individuals Provided Consultations  | 0             | 0                   |                   |
| C. # Supervisors Provided Consultations  | 0             | 0                   |                   |
| D. # of Employees In Training/Project    | 0             | 0                   |                   |
| <b>TOTAL SERVED</b>                      | <u>7</u>      | <u>24</u>           |                   |
| <b>III. UTILIZATION RATE **</b>          | 1.66%         | 5.70%               | 7.60%             |
| <b>IV. NUMBER OF SERVICES</b>            |               |                     |                   |
| A. Clients with Open Cases               |               |                     |                   |
| 1. Assessment/Follow-Up Sessions         | 44            | 152                 |                   |
| 2. Phone Contacts with Individuals       | 2             | 6                   |                   |
| 3. Phone Contacts with Supervisors       | 0             | 3                   |                   |
| 4. CISD                                  | 0             | 0                   |                   |
| 5. No Shows/Cancellations/Other Contacts | 12            | 53                  |                   |
| B. Consultations to Supv                 | 0             | 0                   |                   |
| C. Training                              |               |                     |                   |
| 1. Number of Sessions                    | 0             | 0                   |                   |
| 2. Number in Attendance                  | 0             | 0                   |                   |
| D. Project Contacts                      | 0             | 0                   |                   |
| E. Administrative Contacts               | 28            | 99                  |                   |
| <b>V. NUMBER OF HOURS SPENT</b>          |               |                     |                   |
| A. Clients with Open Cases               |               |                     |                   |
| 1. Assessment/Follow-Up Sessions         | 47.25         | 161.80              |                   |
| 2. Phone Contacts with Individuals       | 0.75          | 2.50                |                   |
| 3. Phone Contacts with Supervisors       | 0.00          | 0.75                |                   |
| 4. CISD                                  | 0.00          | 0.00                |                   |
| 5. No Shows/Cancellations/Other Contacts | 7.25          | 35.00               |                   |
| B. Consultations to Supv                 | 0.00          | 0.00                |                   |
| C. Training                              | 0.00          | 0.00                |                   |
| 1. Training Prep Time                    | 0.00          | 0.00                |                   |
| D. Projects                              | 0.00          | 0.00                |                   |
| E. Administrative                        | 7.00          | 27.75               |                   |
| <b>TOTAL HOURS</b>                       | <u>62.25</u>  | <u>227.80</u>       |                   |
| <b>VI. CLOSED CASES</b>                  |               |                     |                   |
| A. Number Of Cases Closed                | 5             | 15                  |                   |
| B. Number Of Referrals Made              | 2             | 6                   |                   |

\* This includes total served in Section II

\*\* II. A "# New Cases Opened"

**RECEIVED  
OCT 10 2012  
BOONE COUNTY CLERK**