

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

June Session of the April Adjourned

Term. 20 04

In the County Commission of said county, on the

22<sup>nd</sup> day of

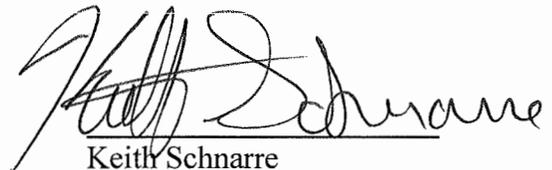
June

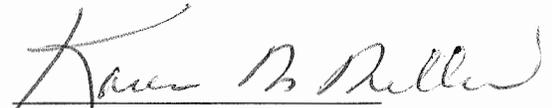
20 04

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

Now on this day the County Commission of the County of Boone does hereby award bid 25-20MAY04 for Chip and Seal Application to APAC-Missouri. It is further ordered that the Presiding Commissioner be hereby authorized to sign said contract.

Done this 22<sup>nd</sup> day of June, 2004.

  
Keith Schnarre  
Presiding Commissioner

  
Karen M. Miller  
District I Commissioner

  
Skip Elkin  
District II Commissioner

ATTEST:

  
Wendy S. Noren  
Clerk of the County Commission

# Boone County Purchasing

Alice Winkelman, CPPB  
Buyer



601 E. Walnut, Room 209  
Columbia, MO 65201  
Phone: (573) 886-4392  
Fax: (573) 886-4390

242-2004

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## MEMORANDUM

TO: Boone County Commission  
FROM: Alice Winkelman, CPPB  
DATE: June 14, 2004  
RE: 25-20MAY04 Chip & Seal Application

The bid for Chip & Seal Application closed on May 27, 2004. Four bids were received. Purchasing and the Public Works department recommend award to APAC-Missouri as low bidder.

The Public Works department verified APAC's bid pricing; see attached memo.

This contract for \$426,304.00 will be paid out of department 2041 PW Special Maintenance Projects – Pavement Repairs Material, account number 71100. The original budget is for \$1,039,039 of which \$607,959 was estimated for Chip & Seal Application.

Please find attached a copy of the bid tabulation for your review.

Att: Bid Tabulation  
PW Memo

cc: David Mink, Public Works  
Bid File

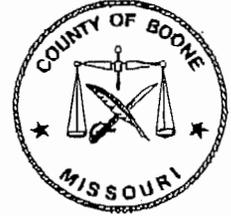


30 FAA  
PURCHASING

# Boone County Public Works

## Memorandum

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Date: June 10, 2004

To: David Mink

From: John P. Watkins II *JPW-II*

Re: 2004 Chip & Seal Bid

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Based on my findings and discussions with APAC, Inc. concerning the bid submitted, I recommend that the Award be made to APAC, Inc. as submitted.

I have verbal confirmation that the bid did not include the specified rock, however due to being located in Boone County and not wanting to upset the relationship with the county, APAC, Inc. has agreed to supply the specified rock even though the project will be at a loss for them.

I have this confirmation from Dave Anderson, Springfield, MO and Tim Paulson, Columbia, MO.

Thanks

*6/10/04 OK,  
David Mink*



**CONTRACT AGREEMENT**

242-2004

THIS AGREEMENT, made and entered into by and between the County of Boone through the Boone County Commission (hereinafter referred to as the Owner), and APAC-Missouri (hereinafter referred to as the Contractor).

WITNESSETH: That for and in consideration of the acceptance of Contractor's bid and the award of this contract to said Contractor by the Owner and in further consideration of the agreements of the parties herein contained, to be well and truly observed and faithfully kept by them, and each of them, it is agreed between the parties as follows, to wit:

The Contractor at his own Expense hereby agrees to do or furnish all labor, materials, and equipment called for in the bid designated and marked:

**BID NUMBER 25-20MAY04  
Chip & Seal Application  
BOONE COUNTY, MISSOURI**

and agrees to perform all the work required by the contract as shown on the plans and specifications. The contract award includes the Base Bid for the amount of \$426,304.00.

The following contract documents and any applicable Addenda are made a part hereof as fully as if set out herein: Change orders issued subsequent to this contract shall be subject to the terms and conditions of the agreement unless otherwise specified in writing.

1. Introduction and General Terms and Conditions of Bidding
2. Primary Specifications
3. Response Presentation and Review
4. Response Form  
Standard Terms and Conditions  
Bidder's Qualifications  
Performance/Labor and Material Bond forms  
Location Maps  
Prevailing Wage Order No. 10  
MO Standard Specifications for Highway Construction

It is understood and agreed that, except as may be otherwise provided for by the "General Specifications, and "Technical Specifications," and "Special Provisions" the work shall be done in accordance with the "Missouri Standard Specifications for Highway Construction, 1999", a copy of which can be obtained from the State of Missouri, Missouri Highway and Transportation Division in Jefferson City, Missouri. Said Specifications are part and parcel of this contract, and are incorporated in this contract as fully and effectively as if set forth in detail herein.

The Contractor further agrees that he is fully informed regarding all of the conditions affecting the work to be done, and labor and materials to be furnished for the completion of this contract, and that his information was secured by personal investigation and research and not from any estimates of the Owner; and that he will make no claim against the Owner by reason of estimates, tests, or representation of any officer, agent, or employees of the Owner.

The said Contractor agrees further to begin work not later than the authorized date in the Notice to Proceed, and to complete the work within the time specified in the contract documents or such additional time as may be allowed by the Engineer under the contract.

The work shall be done to complete satisfaction of the Owner and, in the case the Federal Government or any agency thereof is participating in the payment of the cost of construction of the work, the work shall also be subject to inspection and approval at all times by the proper agent or officials of such government agency.

The parties hereto agree that this contract in all things shall be governed by the laws of the State of Missouri.

Contractor agrees it will pay not less than the prevailing hourly rate of wages to all workers performing work under the contract in accordance with the prevailing wage determination issued by the Division of Labor Standards of the Department of Labor and Industrial Relations for the State of Missouri and as maintained on file with the Boone County Public Works Department.

The Contractor further agrees that it shall forfeit as a penalty to the County of Boone the sum of \$10.00 for each worker employed for each calendar day or portion thereof such worker is paid less than the stipulated rates set forth in the prevailing wage determination for the project for any work done under this contract by the Contractor or by any Subcontractor employed by the Contractor pursuant to the provisions of Section 290.250 RSMo. The Contractor further agrees that it will abide by all provisions of the prevailing wage law as set forth in Chapter 290 RSMo. and rules and regulations issued thereunder and that any penalties assessed may be withheld from sums due to the Contractor by the Owner.

The contractor agrees that he will comply with all federal, state, and local laws and regulations and ordinances and that he/she will comply and cause each of his/her subcontractors, and directives pertaining to nondiscrimination against any person on the grounds of race, color, religion, creed, sex, age, ancestry, or national origin in connection with this contract, including procurement of materials and lease of equipment; therefore, in accordance with the special provisions on that subject attached hereto, incorporated in and made a part of the Contract.

The Contractor expressly warrants that he/she has employed no third person to solicit or obtain this contract in his behalf, or to cause or procure the same to be obtained upon compensation in any way contingent, in whole or in part, upon such procurement; and that he has not paid, or promised or agreed to pay to any third person, in consideration of such procurement, or in compensation for services in connection therewith, any brokerage, commission or percentage upon the amount receivable by him hereunder; and that he has not, in estimating the contract price demand by him, included any sum by reason of such brokerage, commission, or percentage; and that all moneys payable to him hereunder are free from obligation of any other person for services rendered, or supposed to have been rendered, in the procurement of this contract. He further agrees that any breach of this warranty shall constitute adequate cause for the annulment of this contract by the Owner, and that the Owner may retain to its own use from any sums due to or to become due hereunder an amount equal to any brokerage, commission, or percentage so paid, or agreed to be paid.

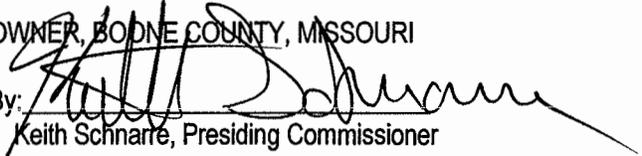
The Owner agrees to pay the Contractor in the amount:

**Four hundred Twenty-Six Thousand Three Hundred and Four dollars (\$426,304.00)**

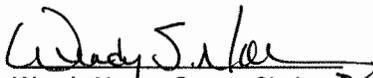
as full compensation for the performance of work embraced in this contract, subject to the terms of payment as provided in the contract documents and subject to adjustment as provided for changes in quantities and approved change orders.

IN WITNESS WHEREOF, the parties hereto have signed and entered this agreement on 22 JUNE 2004 at Columbia, Missouri.  
(Date)

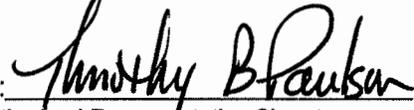
OWNER, BOONE COUNTY, MISSOURI

By:   
Keith Schnarre, Presiding Commissioner

ATTEST:

  
Wendy Noren, County Clerk

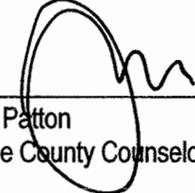
CONTRACTOR: APAC-Missouri

By:   
Authorized Representative Signature

By: Timothy B Paulson  
Authorized Representative Printed Name

Title: Vice President

Approved as to Legal Form:

  
John Patton  
Boone County Counselor

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) incurred by this contract. (Note: Certification of this contract is not required if the terms of the contract do not result in a measurable county obligation at this time.)

2041-71100 - \$426,304.00

James C. Palchick 6/16/04  
Signature Date Appropriation Account



# NOTICE TO PROCEED

DATE: July 14, 2004  
TO: APAC - MISSOURI, INC.  
ADDRESS: P.O. Box 913  
Columbia, MO 65201  
PROJECT: Bid Number 25-20 MAY 04  
Chip and Seal Application

You are hereby notified that the Contract Time under the above contract will commence on **July 19, 2004**. As of this date, you may start performing your obligations under the Contract Documents. In accordance with the Contract, all work shall be completed by **October 15, 2004**.

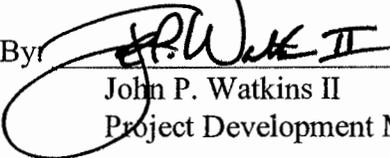
**Please note:**

- 1. Asphalt roads are ready as of this date.**
- 2. Gravel roads shall be completed in a timely manner in order to ensure that minimal damage occurs between the time the roads are prepared and completion of the chip and seal applications.**

**All inspections for this project should be called in to the Design & Construction office at 499-1670. If the party who you wish to speak with is not in, please leave your message with the receptionist. Do not leave messages concerning an inspection on voice mail.**

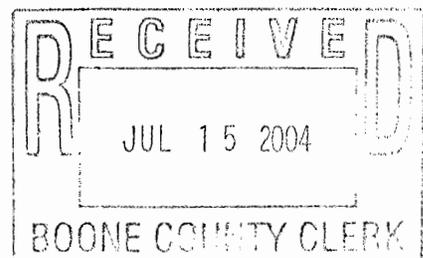
A minimum of **24 hours** notice must be given before you start.

OWNER, Boone County, Missouri

By:   
John P. Watkins II  
Project Development Manager

Date: 7/14/04

Cc: County Clerk ✓  
County Purchasing  
County Auditor  
Project File  
Inspection Department



2A2-2004

**CERTIFIED COPY OF ORDER**

STATE OF MISSOURI }  
 County of Boone } ea.

June Session of the April Adjourned Term. 20 04

In the County Commission of said county, on the 22<sup>nd</sup> day of June 20 04  
 the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the following budget revision:

| DEPARTMENT ACCOUNT<br>AND TITLE                  | AMOUNT DECREASE | AMOUNT INCREASE |
|--|-----------------|-----------------|
| 2904-71100: Prop L – Outside<br>Services         | \$13,000.00     |                 |
| 2904-71101: Prop L –<br>Professional Services    | \$1,500.00      |                 |
| 2904-71600: Prop L –<br>Equipment Lease and Rent | \$500.00        |                 |
| 2904-37000: Prop L – Dues                        | \$150.00        |                 |
| 2904-37220: Prop L – Travel<br>to Training       | \$1,200.00      |                 |
| 2904-37230: Prop L –<br>Meals/Lodging            | \$800.00        |                 |
| 2904-37240: Prop L –<br>Registration             | \$350.00        |                 |
| 2904-86300: Prop L – Testing                     | \$1,650.00      |                 |
| 2904-10100: Prop L – Salaries<br>and Wages       |                 | \$13,425.00     |
| 2904-10200: Prop L – FICA                        |                 | \$1,050.00      |
| 2904-10300: Prop L – Health<br>Insurance         |                 | \$2,050.00      |
| 2904-10325: Prop L –<br>Disability Insurance     |                 | \$75.00         |
| 2904-10350: Prop L – Life<br>Insurance           |                 | \$50.00         |
| 2904-10375: Prop L – Dental<br>Insurance         |                 | \$175.00        |
| 2904-10400: Prop L –<br>Worker's Comp            |                 | \$675.00        |
| 2904-91301: Prop L –<br>Computer Hardware        |                 | \$1,650.00      |

Said budget revision is to establish a budget for a new Court Services Officer Position.

Done this 22<sup>nd</sup> day of June, 2004.

ATTEST:

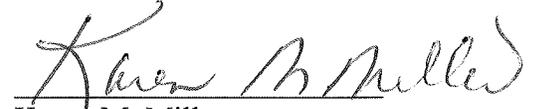


Wendy S. Noren  
Clerk of the County Commission



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Keith Schnarre  
Presiding Commissioner



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Karen M. Miller  
District I Commissioner



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Skip Elkin  
District II Commissioner

# REQUEST FOR BUDGET REVISION

## BOONE COUNTY, MISSOURI

6/3/2004

EFFECTIVE DATE

RECEIVED

FOR AUDITORS USE

243-2004

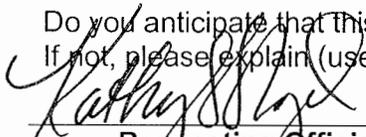
JUN 07 2004

BOONE COUNTY AUDITORS

| Department   |   |   |   | Account |   |   |   | Department Name |        | Account Name         |             | (Use whole \$ amounts) |             |
|--------------|---|---|---|---------|---|---|---|-----------------|--------|----------------------|-------------|------------------------|-------------|
|              |   |   |   |         |   |   |   |                 |        |                      |             | Transfer From          | Transfer To |
|              |   |   |   |         |   |   |   |                 |        | Decrease             | Increase    |                        |             |
| 2            | 9 | 0 | 4 | 7       | 1 | 1 | 0 | 0               | Prop L | Outside Services     | \$13,000.00 |                        |             |
| 2            | 9 | 0 | 4 | 7       | 1 | 1 | 0 | 1               | Prop L | Prof Services        | \$1,500.00  |                        |             |
| 2            | 9 | 0 | 4 | 7       | 1 | 6 | 0 | 0               | Prop L | Equip Lease & Rent   | \$500.00    |                        |             |
| 2            | 9 | 0 | 4 | 3       | 7 | 0 | 0 | 0               | Prop L | Dues                 | \$150.00    |                        |             |
| 2            | 9 | 0 | 4 | 3       | 7 | 2 | 2 | 0               | Prop L | Travel to Training   | \$1,200.00  |                        |             |
| 2            | 9 | 0 | 4 | 3       | 7 | 2 | 3 | 0               | Prop L | Meals/ Lodging       | \$800.00    |                        |             |
| 2            | 9 | 0 | 4 | 3       | 7 | 2 | 4 | 0               | Prop L | Registration         | \$350.00    |                        |             |
| 2            | 9 | 0 | 4 | 8       | 6 | 3 | 0 | 0               | Prop L | Testing              | \$1,650.00  |                        |             |
| 2            | 9 | 0 | 4 | 1       | 0 | 1 | 0 | 0               | Prop L | Salaries & Wages     |             | \$13,425.00            |             |
| 2            | 9 | 0 | 4 | 1       | 0 | 2 | 0 | 0               | Prop L | FICA                 |             | \$1,050.00             |             |
| 2            | 9 | 0 | 4 | 1       | 0 | 3 | 0 | 0               | Prop L | Health Insurance     |             | \$2,050.00             |             |
| 2            | 9 | 0 | 4 | 1       | 0 | 3 | 2 | 5               | Prop L | Disability Insurance |             | \$75.00                |             |
| ?            | 9 | 0 | 4 | 1       | 0 | 3 | 5 | 0               | Prop L | Life Insurance       |             | \$50.00                |             |
| 2            | 9 | 0 | 4 | 1       | 0 | 3 | 7 | 5               | Prop L | Dental Insurance     |             | \$175.00               |             |
| 2            | 9 | 0 | 4 | 1       | 0 | 4 | 0 | 0               | Prop L | Worker's Comp        |             | \$675.00               |             |
| 2            | 9 | 0 | 4 | 9       | 1 | 3 | 0 | 1               | Prop L | Computer Hardware    |             | \$1,650.00             |             |
| <b>TOTAL</b> |   |   |   |         |   |   |   |                 |        | \$19,150.00          | \$19,150.00 |                        |             |

Describe the circumstances requiring this Budget Revision. Please address any budgetary impact for the remainder of this year and subsequent years. (Use an attachment if necessary): This budget revision is required to establish a new Court Services Officer position. It also includes the costs of computer hardware necessary for the new employee.

Do you anticipate that this Budget Revision will provide sufficient funds to complete the year?  YES  NO  
 If not, please explain (use an attachment if necessary):

  
 Requesting Official

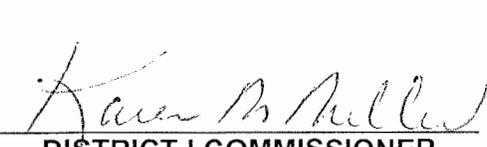
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**TO BE COMPLETED BY AUDITOR'S OFFICE**

- A schedule of previously processed Budget Revisions/Amendments is attached.
- Unencumbered funds are available for this budget revision.
- Comments:

*Commission agenda*

  
 Auditor's Office

  
 PRESIDING COMMISSIONER

  
 DISTRICT I COMMISSIONER

  
 DISTRICT II COMMISSIONER



**Office of Court Administrator  
Thirteenth Judicial Circuit Court  
Boone County Courthouse  
705 E. Walnut St.  
Columbia, Missouri 65201**

**Kathy S. Lloyd  
Court Administrator**

**Tel: (573) 886-4059  
Fax: (573) 886-4070**

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**MEMORANDUM**

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**TO:** Boone County Commission  
June Pitchford

**FROM:** Kathy S. Lloyd *KSL*

**DATE:** June 7, 2004

**REF:** Alternative Sentencing Enhancements-2904 Budget Revision

At the Prop L Committee Meeting on May 25, 2004, a proposal was presented for enhancement of alternative sentencing programming provided by Boone County Court Services. Specifically, a request was made for funding of an additional court services officer in order to provide enhanced alternative sentencing services related to:

1. Increased supervision of Electronic Home Detention Participants
2. Development of Judicial Parole Supervision

When an additional court services position was added through Prop L funding in 2003, the target for the Electronic Home Detention Program was 37 participants per day. Between January and May, 2004, the program averaged 47 participants per day. In January, 2004, 14% of the total custody population was participating in the Electronic Home Detention Program. This percentage has increased steadily throughout the year. Current staff resources are not sufficient to conduct the number of studies being ordered and to supervise the number of participants being placed on Electronic Home Detention. In order to maintain and enhance these services, an additional officer is needed. It is anticipated that with an additional officer, the program capacity could be increased to 60 participants daily.

Additionally, the Court has discussed the development of a Judicial Parole Program. Individuals released on Judicial Parole would be supervised by court services. Currently, the staff resources are not available to accommodate the addition of this program. With the additional officer proposed, development of a program of judicial parole would be undertaken, with implementation planned for 2004. It is anticipated that many individuals released on parole would initially be released to the Electronic Home Detention Program, furthering the need for increased capacity in that program.

When this proposal was presented to the Prop L Committee on May 25, 2004, the request met with unanimous support. Both the increased capacity for Electronic Home Detention and the development of a Judicial Parole Program are perceived as beneficial in addressing the jail overcrowding issue.

It is intended that the position be funded beginning July 1, 2004, and that funding from July through December 2004, be obtained from current 2004 allocations in the Department 2904 Budget. A Budget Revision has been prepared outlining the reallocation of funds within this budget to cover the anticipated personnel and start up equipment costs.

It was recommended in the proposal, which was supported by the Prop L Committee, that allocations to the Department 2904 Budget in 2005 be increased to cover the cost of the position. These additional costs, including the personnel costs and associated operational costs will be reflected in the 2005 Budget when it is submitted to the County Commission.

The annual personnel and operating costs for this position are estimated to be less than \$40,000. At a daily cost of incarceration of \$38.50 per day, which has been used to determine savings for participants in the Electronic Home Detention Program, the cost of the position would be offset by an increase of 3 participants per day. The \$38.50 figure used is very conservative. Recent costs analysis provided by the Boone County Auditor indicates that a more realistic cost assessment would be \$62-\$65 per day. The costs of the additional officer will be offset by the increased participation that will be facilitated.

cc: Judge Hamilton  
Darrell Martin

Boone County Court Services Officer Salary  
2004 Rates

|                       | <u>Annual</u>              | <u>Monthly</u>            | <u>Six Months</u>          |                            |
|-----------------------|----------------------------|---------------------------|----------------------------|----------------------------|
| Base Salary           | \$ 26,660.00               | \$ 2,221.67               | \$ 13,330.00               | \$ 13,425.00               |
| FICA                  | \$ 2,039.49                | \$ 169.96                 | \$ 1,019.75                | \$ 1,050.00                |
| Medical Insurance     | \$ 4,025.04                | \$ 335.42                 | \$ 2,012.52                | \$ 2,050.00                |
| Dental Insurance      | \$ 315.00                  | \$ 26.25                  | \$ 157.50                  | \$ 175.00                  |
| Life Insurance        | \$ 39.00                   | \$ 3.25                   | \$ 19.50                   | \$ 50.00                   |
| Worker's Compensation | \$ 1,266.35                | \$ 105.53                 | \$ 633.18                  | \$ 675.00                  |
| Long Term Disability  | \$ 117.30                  | \$ 9.78                   | \$ 58.65                   | \$ 75.00                   |
| <b>TOTAL:</b>         | <b><u>\$ 34,462.18</u></b> | <b><u>\$ 2,871.85</u></b> | <b><u>\$ 17,231.09</u></b> | <b><u>\$ 17,500.00</u></b> |

\*Six months expected salary  
and benefits equals \$17,231.10.

Auditor Note:  
Court Services Officer is range 29

|                       |                         |          |
|-----------------------|-------------------------|----------|
| Base of range 29 =    | 12.82                   | per hour |
| x Annual budget hours | <u>2,080</u>            |          |
| = Annual salary       | <u><u>26,665.60</u></u> |          |

6/16/2004

FY 2004  
Budget Amendments/Revisions  
Alternative Sentencing Programs - Law Enforcement Sales Tax (2904)

| <u>Index #</u> | <u>Date Recd</u> | <u>Account</u> | <u>Account Name</u>        | <u>\$Increase</u> | <u>\$Decrease</u> | <u>Reason/Justification</u>         | <u>Comments</u> |
|----------------|------------------|----------------|----------------------------|-------------------|-------------------|-------------------------------------|-----------------|
| 1              | 6/7/2004         | 86300          | Testing                    |                   | 311               | Fax & copy machine service contract |                 |
|                |                  | 60050          | Equipment Service Contract | 311               |                   |                                     |                 |
| 2              | 6/7/2004         | 71100          | Outside Services           |                   | 13,000            | new Court Services Officer position |                 |
|                |                  | 71101          | Professional Services      |                   | 1,500             |                                     |                 |
|                |                  | 71600          | Equip Lease & Meter Charge |                   | 500               |                                     |                 |
|                |                  | 37000          | Dues                       |                   | 150               |                                     |                 |
|                |                  | 37220          | Travel                     |                   | 1,200             |                                     |                 |
|                |                  | 37230          | Meals/Lodging - Training   |                   | 800               |                                     |                 |
|                |                  | 37240          | Registration/Tuition       |                   | 350               |                                     |                 |
|                |                  | 86300          | Testing                    |                   | 1,650             |                                     |                 |
|                |                  | 10100          | Salaries & Wages           | 13,425            |                   |                                     |                 |
|                |                  | 10200          | FICA                       | 1,050             |                   |                                     |                 |
|                |                  | 10300          | Health Insurance           | 2,050             |                   |                                     |                 |
|                |                  | 10325          | Disability Insurance       | 75                |                   |                                     |                 |
|                |                  | 10350          | Life Insurance             | 50                |                   |                                     |                 |
|                |                  | 10375          | Dental Insurance           | 175               |                   |                                     |                 |
|                |                  | 10400          | Workers Comp               | 675               |                   |                                     |                 |
|                |                  | 91301          | Computer Hardware          | 1,650             |                   |                                     |                 |