

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

March Session of the January Adjourned

Term. 20 13

In the County Commission of said county, on the 21st day of March 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 utilization of the State of MO Cooperative Contract C210033001 – Networking Products: Cisco Products by the Information Technology and Purchasing Departments.

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.

Done this 21st day of March, 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

Absent  
Janet M. Thompson  
District II Commissioner

# Boone County Purchasing

**Amy Robbins**  
Senior Buyer



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

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## MEMORANDUM

TO: Boone County Commission  
FROM: Amy Robbins  
DATE: March 14, 2013  
RE: State of MO Cooperative Contract# C210033001 – Networking Products:  
Cisco Products

The IT Dept. and the Purchasing Office request permission to utilize the State of MO Cooperative Contract# C210033001 – Networking Products: Cisco Products. Generally the County spends less than the bid threshold amount of \$6,000 on this type of equipment so a contract isn't required, however this year the Sheriff's Department is upgrading their phone system so expenses for these items will be higher.

This is a Term and Supply contract available to all departments through August 31, 2014.

cc: Contract File  
Aron Gish, Director, IT  
Steve Smith, Technology Services, Circuit Court

**PURCHASE AGREEMENT FOR  
NETWORKING PRODUCTS: CISCO PRODUCTS  
TERM AND SUPPLY**

**THIS AGREEMENT** dated the 21<sup>ST</sup> day of March 2013 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **World Wide Technology, 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 **Networking Products: Cisco Products** in compliance with State of Missouri Contract **C210033001** and Boone County Missouri Standard Terms and Conditions. All such documents shall constitute the contract documents which are incorporated herein by reference. Service or product data, specification and literature submitted with bid response may be permanently maintained in the County Purchasing Office 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.
2. **Purchase** - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County with Cisco networking products in accordance with the terms of the State of Missouri Contract **C210033001** for Networking Products: Cisco Products.
3. **Contract Duration** - This agreement shall commence on **date written above and extend through February 28, 2014** subject to the provisions for termination specified below. This agreement may be extended beyond the expiration date in writing by the County for **two (2) additional one year periods** subject to the pricing clauses in the Contractor's bid response and thereafter on a month to month basis in the event the County is unable to re-bid and/or award a new contract prior to the expiration date after exercising diligent efforts to do so or not.
4. **Billing and Payment** - All billing shall be invoiced to the appropriate Office / Department 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.
5. **Delivery** - Vendor agrees to deliver networking products as set forth in the contract documents and within 30 days after Receipt of Order.
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 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.

**WORLD WIDE TECHNOLOGY, INC.**

by [Signature]  
title AREA VP

**BOONE COUNTY, MISSOURI**

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

APPROVED AS TO FORM:

[Signature]  
County Counselor

ATTEST:

[Signature]  
Wendy S. Noren, County Clerk *WJ*

**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 *egj*

3/14/13  
Date

Term & Supply  
No Encumbrance Required  
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. The County of Boone, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
12. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms.
13. The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are incorporated herein by reference. These clauses can generally be found in the Federal Transit Administration’s Best Practices Procurement Manual – Appendix A. Any questions regarding the applicability of federal clauses to a particular bid should be directed to the Purchasing Department prior to bid opening.
14. In the event of a discrepancy between a unit price and extended line item price, the unit price shall govern.



State of MO-Cisco -- C210033001

January 17, 2013 4:1 PM  
Page 1 of 1  
Quote Number: 1659795.2

Prepared By: Mayer, Kyle S  
Submitted Date:  
Contact: Irish, Ryan  
Agency/Company: Boone County, MO - Information Technology  
Phone: 573-886-4445  
Fax: irish@boonecountymo.org  
e-mail: Cisco Switches  
Bid #: MAVER, KYLE S  
P.O.C.: 1659795.2  
Account Manager: Accel. Mgr. Phone: Accel. Mgr. e-mail:

Item	Description	Manufacturer	Part Number	Qty	Customer Unit Price	Extended Price (Days)	ATS
1	Catalyst 2960 48 10/100 PoE + 2 1000BT +2 SFP LAN Base Image-1	CISCO SYSTEMS (CISCOPRD)	WS-C2960-48PST-L	4	\$2,562.15	\$10,248.60	14
2	AC Power Cord (North America), C13, NEMA 5-15P, 2.1m-2	CISCO SYSTEMS (CISCOPRD)	CAB-AC	4	INCLUDED	INCLUDED	14
3	Catalyst 2960 24 10/100 PoE + 2 T/SFP LAN Base Image-3	CISCO SYSTEMS (CISCOPRD)	WS-C2960-24PC-L	1	\$1,422.15	\$1,422.15	14
4	AC Power Cord (North America), C13, NEMA 5-15P, 2.1m-4	CISCO SYSTEMS (CISCOPRD)	CAB-AC	1	INCLUDED	INCLUDED	14

Subtotal: \$14,670.75  
 0% Contract Fee (Minimum \$0.00): \$0.00  
 Shipping Charges: \$0.00  
 Grand Total: \$14,670.75

\* ATS - Available to Ship

To learn more about WWT's Cisco Authorized Training Courses, Rates, Promotions, go online to <http://www.wwt.com/ciscotraining.html> or call WWT today at (800) 432-7008  
 Please call 888-224-8898  
 Option #1 - Sales/Place Order  
 Option #2 - Order Status/Return  
 Option #3 - Hardware Maintenance Pricing  
 Any items that have been opened prior to return could be refused by the vendor/supplier.  
 Items returned after 30 days may not be returnable due to vendor restrictions.



STATE OF MISSOURI  
 OFFICE OF ADMINISTRATION  
 DIVISION OF PURCHASING AND MATERIALS MANAGEMENT

**NOTIFICATION OF STATEWIDE CONTRACT**

March 31, 2010

**CONTRACT TITLE: NETWORKING PRODUCTS: CISCO PRODUCTS**

**CURRENT CONTRACT PERIOD: MARCH 1, 2010 THROUGH FEBRUARY 28, 2013**

**BUYER INFORMATION:** Name BRENT DIXON  
 Phone (573) 751-4903  
 Email address brent.dixon@oa.mo.gov

RENEWAL INFORMATION	Original Contract Period	Total Renewal Options Available	Potential Final Expiration
	3/1/2010 though 2/28/2013	3	2/28/2016

ALL PURCHASES MADE UNDER THIS CONTRACT MUST BE FOR **PUBLIC USE ONLY**.  
 PURCHASES FOR PERSONAL USE BY PUBLIC EMPLOYEES OR OFFICIALS ARE PROHIBITED.

THE USE OF THIS CONTRACT IS **MANDATORY** FOR ALL STATE AGENCIES.  
 Local Purchase Authority shall not be used to purchase supplies/services included  
 in this contract unless specifically allowed by the contract terms.

Instructions for use of this contract, specifications, requirements, and pricing are attached.

CONTRACT NUMBER	VENDOR NUMBER	VENDOR INFORMATION	MBE/WBE	COOP PROCUREMENT
C210033001	4319128950 2	World Wide Technology, Inc. 58 Weldon Parkway St. Louis, MO 63043-3101 Phone: (888) 234-8898 Fax: (800) 775-5475 Web Address: <a href="http://www.wwt.com/missouri">http://www.wwt.com/missouri</a>  See Below for Contact Information	YES	YES

## STATEWIDE CONTRACT HISTORY

The following summarizes actions related to this Notification of Statewide Contract since its initial issuance. Any and all revisions have been incorporated into the attached document.

Contract Period	Issue Date	Summary of Changes
3/1/10 through 2/28/13	3/31/10	◆ Revised the additional services information to clarify who is eligible for the additional services.
3/1/10 through 2/28/13	3/16/10	◆ Updated contact information for personnel managing contract ◆ Added paragraph 16.3
3/1/10 through 2/28/13	3/3/10	◆ Issuance of contract C210033001

### WORLD WIDE TECHNOLOGY CONTACT INFORMATION FOR CONTRACT C210033001

<b>Toll Free Number</b>	<b>888-234-8898</b>
<b>Team Fax</b>	<b>800-775-5475</b>
<b>Team Email for Quotes</b>	<a href="mailto:somcisco@wwt.com">somcisco@wwt.com</a>

Name	Title	Phone	Cell	Email
Jim Mazzio	Regional Sales Director	314-919-1480	314-323-3531	<a href="mailto:jim.mazzio@wwt.com">jim.mazzio@wwt.com</a>
Matt McAvin	Regional Sales Manager	314-919-1682	314-495-4522	<a href="mailto:matt.mcavin@wwt.com">matt.mcavin@wwt.com</a>
Molly Jones	Account Manager	573-636-3731	573-230-8731	<a href="mailto:molly.jones@wwt.com">molly.jones@wwt.com</a>
Ken Regel	CSE Manager	314-919-1492	314-616-6788	<a href="mailto:ken.regel@wwt.com">ken.regel@wwt.com</a>
Bryan Williams	Pre- Sales CSE		913-231-4378	<a href="mailto:bryan.williams@wwt.com">bryan.williams@wwt.com</a>
Brian Trulove	Pre- Sales CSE		314-374-2697	<a href="mailto:brian.trulove@wwt.com">brian.trulove@wwt.com</a>
Carrie Catalano	Operations Manager	314-919-1527	314-409-3187	<a href="mailto:carrie.catalano@wwt.com">carrie.catalano@wwt.com</a>
Tony Campana	Inside Sales Lead - State Cisco	913-626-2449	913-626-2449	<a href="mailto:tony.campana@wwt.com">tony.campana@wwt.com</a>
Ultreya Solutions Group	Asset Disposal Services	866-651-0660 Option 1		<a href="mailto:helpdesk@ultreya.biz">helpdesk@ultreya.biz</a>



**1. Mandatory Use of Contract:**

- 1.1 WWT shall provide products and services on an as needed, if needed basis. Any state agency needing the products and services shall be required to use the resulting statewide contract unless an exemption is granted by the Division of Purchasing and Materials Management. State universities and legislative and judicial branch agencies may, but are not required, to utilize the contract(s).
- 1.2 The contract shall not be construed as an exclusive arrangement and if it is in the best interest of the State of Missouri and approved by the Division of Purchasing and Materials Management, a state agency may obtain alternate Cisco products and/or services elsewhere.
- 1.3 The Office of Administration, Information Technology Services Division (ITSD), may restrict usage of the contract for various technologies by state agencies. Agencies within the consolidated ITSD structure will require permission from the state CIO or designated personnel in order to make product purchases from the contract that vary from architectural standards and/or enterprise initiatives.
- 1.4 Cisco has been established as the statewide standard manufacturer for networking products by the State of Missouri. Expansion of all existing networks shall utilize Cisco products. State agencies utilizing other manufacturer's products may be maintained or replaced. However, expansion of such networks shall utilize Cisco products.

**2. General Information:**

- 2.1 WWT shall provide the full line of Cisco networking products and services, including pre-sales support, installation, engineering, help-desk/telephone/electronic support, Cisco Smartnet branded maintenance, training, and professional services for any agency of the State of Missouri (hereinafter referred to as the "state agency") in accordance with the terms and conditions defined herein.
- 2.2 The acquisition of professional services is intended to support the design, acquisition and implementation of the state's network/network applications and in concert with the provision of Cisco products acquired under the contract.
- 2.3 Any service work that might require prevailing wage determinations from the Missouri Department of Labor Standards shall not be performed under this contract.
- 2.4 The State of Missouri reserves the right to lease/purchase Cisco equipment under the contract.
- 2.5 WWT shall provide new and unused equipment and accessories (equipment/accessories only certified as new shall not be acceptable) made of first class materials. Used, remanufactured, or refurbished equipment shall not be acceptable.
- 2.6 WWT must provide all Cisco promotional and trade-in pricing to the state.
- 2.7 WWT must provide equipment that is equipped with Cisco's latest software release version, unless a state agency requests an alternative software version be installed on the equipment.
- 2.8 WWT shall be responsible for replacing any item received in damaged condition at no cost to the State of Missouri. This includes all shipping costs for returning non-functional items to WWT for replacement.
- 2.9 When the state agency places an order for products, installation, training, and maintenance with WWT they shall pay the price that is indicated on Cisco's global list price less the discount to the State of Missouri the day of the purchase order is mailed or faxed to the contractor.
- 2.10 The State of Missouri may make advance deposits/payment for hardware maintenance and software maintenance (upgrades/new releases/technical support-type agreements) only.

2.1.1 WWT must supply the user documentation/operating manuals necessary to install, operate and maintain the products provided.

**3. Single Point of Contact:**

3.1 WWT must function as the single point of contact for the state, regardless of any subcontract arrangements for all products and services. This shall include assuming responsibility and liabilities for all problems relating to all hardware, software and services provided.

**4. Pre-Sales Support:**

4.1 The contractor's account management team shall provide pre-sales design and engineering support at no additional charge to the state agency to allow the state agency to process an order, including, but not limited to, current and new product information, configuration assistance, and product pricing. Once WWT has provided enough pre-sales design and engineering support for the state agency to place an order the contract may charge for any additional on-site design and engineering support, if approved by the state agency. The contract must provide pre-sales design and engineering support on-site, by telephone, and by email.

4.2 Telephone and email pre-sales design and engineering support: WWT must provide all telephone and email responses to pre-sales design and support requests twenty-four (24) hours after requested by the state agency at no additional charge to the state agency.

4.3 On-site pre-sales design and engineering support: It shall be at the state agency's sole discretion to determine whether on-site pre-sales design and support is necessary. If the state agency determines on-site pre-sales design and engineering support is necessary, WWT must be on site within forty-eight (48) hours after requested by the state agency. WWT must provide enough on-site pre-sales design and engineering support to provide the state agency with the necessary information to place an order at no additional charge to the state agency. WWT must notify the state agency before any billable on-site pre-sales support is performed. WWT must utilize the firm, fixed professional service rates identified herein for all billable pre-sales support provided.

4.4 Everything ordered by and delivered to the state must be compatible with the environment for which it is ordered.

**5. Installation:**

5.1 WWT must provide installation services for new systems upon request by the state agency. If the equipment is considered to be user-installable, WWT must provide installation assistance (e.g. telephone support), if requested.

**6. Training:**

6.1 WWT must assist in providing available Cisco certified training, as requested by the state.

**7. Warranty:**

7.1 WWT must provide the available warranties from Cisco. Warranties shall commence upon delivery and acceptance at the state agency facility. WWT must provide Cisco's warranty and maintenance programs.

**8. Smartnet Maintenance:**

- 8.1 WWT must provide direct access to Cisco's various levels of service provided directly by Cisco's maintenance technicians. WWT should have a comprehensive service organization capable of providing the various service levels below.
- 8.2 WWT must provide Smartnet maintenance services for hardware and software on-site in accordance with Cisco's coverage areas within the State of Missouri (both during and after the warranty). WWT shall provide advanced parts replacement not involving on-site personnel. The contractor's software maintenance must include software fixes, patches, upgrades, and new releases as available in the Cisco software maintenance offerings. Each state agency shall choose which, if any, maintenance coverage best meets their needs.
- 8.3 WWT must provide notification to the state agency of any expiring Smartnet maintenance at least 30 days in advance of the actual expiration date.
- 8.4 WWT shall agree and understand that the State of Missouri reserves the right to cancel Smartnet maintenance on any or all of the item(s) with 30 days prior written notice to the contractor.
- 8.5 Any warranty period maintenance, including parts and labor, must be performed by Cisco authorized service organizations. WWT shall be responsible for notifying the Cisco authorized service organization in the event maintenance is required during the warranty period.
- 8.6 WWT shall provide access to Cisco's toll-free telephone number and on-line technical support including contacts with Cisco.

**9. Equipment Disposal:**

- 9.1 WWT will provide for the disposal of functional and non-functional networking equipment at no additional charge.

**10. Delivery:**

- 10.1 WWT must deliver the item(s) ordered from the resulting contract, FOB Destination, freight charges prepaid by the contractor, to the agency location specified on the purchase order issued by the state agency.
- 10.2 Expedited Shipping: Normal and reasonable freight charges must be included in the cost of all products purchased, unless the freight charges are a result of the state agency requesting expedited shipping (e.g. overnight, 2<sup>nd</sup> day service, etc.). Any such requests shall be in writing from the state agency.
- 10.3 Delivery Timeframes: WWT must deliver all products within thirty (30) calendar days after the contractor's receipt of a properly authorized purchase order unless the timeframe specified on the website or as quoted to the state agency by the account management team at the time of order indicates otherwise.
- 10.4 WWT must notify the agency of a later delivery date should the actual delivery days exceed that which was previously specified. The state agency must authorize the late delivery, cancel the order, or modify the order to reflect an acceptable product substitution. Any such authorizations shall be in writing.
  - a. Damaged Product: WWT shall be responsible for replacing any item received in damaged condition at no cost to the State of Missouri. This includes all shipping costs for returning non-functional items to WWT for replacement.

## **11. Account Management:**

- 11.1 WWT must provide current product and pricing information to state agencies through an account management team. WWT shall assign an account management team to the State of Missouri to ensure adequate oversight and ample support in assisting the state agency's needs.
- 11.2 Account Management Team: The account management team must consist of knowledgeable sales specialists who are reasonably available in all locations of the state where the state maintains a presence.
- 11.3 Product/Pricing Assistance: The account management team must be able to assist state agencies in obtaining product information, availability, pricing, and answering general questions about product compatibility, usability, etc.
- 11.4 In assisting with the research of a product to determine availability, the team shall respond to the state agency with a reasonable product solution within five (5) working days or issue a waiver to the agency making the request.
- 11.5 Team Accessibility: The account management team must be accessible by both telephone and email between the hours of 8 a.m. and 5 p.m. Central Time, Monday through Friday, excluding state holidays.
- 11.6 Contact Information: WWT must provide contact information for all members of the account management team to the Division of Purchasing and Materials Management. The contact information should be posted on the contractor's website and members of the account management team designated to specific state agencies must be identified as applicable.

## **12. Pricing:**

- 12.1 Product and Smartnet Maintenance Pricing: WWT shall invoice the state agency for all products provided under the contract based upon a firm, fixed discount off of the Cisco Global List Price. Upon request from the state agencies, WWT must provide price quotation(s) within two (2) working days from request, which state agencies can use to obtain internal approval and prepare authorized purchase orders. Each quotation must include, at a minimum, the following information:
- Date the quote is generated;
  - Appropriate state agency information (i.e. state agency number/identifier, address, etc.);
  - Product part number;
  - Product description;
  - Requested product quantity;
  - Product unit cost; and
  - Quotation total cost.
- 12.2 Professional Services Pricing: WWT shall invoice the state agency for all services provided under the contract in accordance with the pricing stated in the contract.
- 12.3 Smartnet Maintenance Pricing: WWT shall apply the same firm, fixed discount off the Cisco Global List Price for products currently owned by the state as well as new purchases from the contract. When Smartnet maintenance is renewed with the current provider, the firm, fixed discount for the renewal of Smartnet maintenance must be utilized.

## **13. Order Processing:**

- 13.1 Order Information: Except as otherwise noted in herein, the state agency shall generate a purchase order based on product quotes obtained from the account management team or through product/pricing

information obtained via the contractor's website. The state agency shall specify, at a minimum, the following information:

- Contract number;
- Order number;
- State agency number/identifier (if applicable);
- State agency contact (agency's name, contact person [two (2) individuals if possible] and phone numbers);
- Contract line item number;
- Quantity;
- Unit price; and
- Any pertinent information relating to the product(s) and/or services requested (including brand/model, options, and any required services).

13.2 Submittal of Order: WWT must accept orders in hard copy form via mail or fax.

13.3 Acknowledgement of Receipt of Order: WWT must provide written acknowledgement (email or fax) to the state agency within twenty-four (24) hours of the receipt of authorized purchase order.

13.4 Order Substitutions: WWT shall not substitute any item(s)/component(s) ordered by a state agency until the contractor: 1) notifies the agency in writing (email is acceptable if the designated contact has an email address, and 2) receives written approval from the state agency to proceed with the substitution.

13.5 Substitution Authorization: The State of Missouri reserves the right to accept any proposed substitution offered by WWT on the order; however, the state agency shall be final authority as to the acceptability of substitutions and reserves the right to accept or reject any substitution.

13.6 Substitution Approval Form: WWT must provide a form for state agencies to use to indicate their approval of a product substitution prior to the contractor's shipment of the substituted goods. This approval may be executed via email, fax, or hardcopy mail/delivery.

13.7 Packing Slips and Shipping Labels: The contract must provide packing slips and shipping labels in accordance with the following requirements:

13.8 Generation of Packing Slips and Shipping Labels: WWT shall generate a packing slip and shipping label to the ordering agency with, at a minimum, the following information:

- Contract number;
- State's purchase order number;
- State agency's ship to information from the state's purchase order;
- State agency's name and contact information;
- Open and shipped quantities;
- Quantity ordered;
- Product serial number; and
- Any pertinent information relating to the product(s) and/or service(s) requested along with any warranty information (including brand/model, options, and any required services).

#### **14. Product and Smartnet Maintenance Invoicing and Payment:**

14.1 Generation of Invoice: WWT shall generate an invoice to the ordering agency which shall be itemized in accordance with the items listed on the purchase order. The invoice must include, at a minimum, the following information:

- Contract number;

- State's Purchase order number;
- State agency's name;
- Contract line item number(s);
- Quantity;
- Unit price;
- Product serial number; and
- Any pertinent information relating to the product(s) and/or service(s) requested along with any warranty information (including brand/model, options, and any required services).

14.2 The State of Missouri may make advance deposits/payment for Cisco Smartnet branded maintenance (upgrades/new releases/technical support-type agreements) only. The State of Missouri must pay for all products and services other than Cisco Smartnet branded maintenance in arrears.

14.3 Submittal of Invoice: WWT must submit invoices to the ordering agency in hard copy form.

14.4 Electronic Invoice Processing: The state currently does not have an environment allowing electronic invoicing. However, WWT must have the ability for invoices to be submitted electronically or via the website, with appropriate controls for departmental purchasing and approval should the state have the resources available in the future to accommodate electronic invoice processing.

14.5 Electronic invoice processing must be available within sixty (60) days of the State of Missouri's notification to WWT that the state has an environment which allows electronic invoicing.

14.6 Should the state agency have the ability to process invoices electronically, WWT must have a mechanism available to accept electronic payment.

14.7 Electronic invoicing may currently be utilized by cooperative procurement entities. Authorization to utilize electronic invoicing must be given by the individual cooperative procurement entity.

**15. Project Assessment Quotation (PAQ):**

15.1 In order to accommodate the competitive quotation process referenced herein, the PAQ process will be used. Since the contract involves complex services, WWT shall agree and understand that the state shall employ the Project Assessment Quotation (PAQ) when obtaining products and professional services through the contract as a means (1) to identify the specific tasks to be performed and (2) to mutually agree upon the total price (based upon the firm fixed contract price(s) for services and for networking products specified on the pricing pages) to be paid to WWT upon completion of the specified tasks. The pricing WWT shall use in preparing their response to the state's PAQ request must be based upon the product pricing and personnel hourly rate pricing stated in the Pricing Pages for all products and services established hereunder. The PAQ process shall occur in a controlled sequence of proposals and approvals by the state agency's designated Project Director as outlined below. Therefore, WWT shall understand and agree that the general protocol for this workflow shall be as described below.

**STEP 1: PAQ REQUEST**

The state's designated Project Director will present a written request for each PAQ to the contractor, in a standard format similar to **Attachment 1**, Request for Project Assessment Quotation. The state's request must explain in detail the scope of the project and the tasks the state desires WWT to perform, including applicable business and technical specifications.

**STEP 2: DRAFT PAQ**

WWT must respond to each such PAQ request from the state agency's designated Project Director with a draft PAQ which provides a statement of cost (based upon the product pricing and personnel hourly rate pricing for the services requested in the PAQ request), materials required, technical and strategic alternatives, and solution recommendations.

### STEP 3: APPROVAL OF DRAFT PAQ

If the draft PAQ is approved by the state agency's designated Project Director, WWT must then prepare a final PAQ for resubmission to the state's designated Project Director for final approval.

### STEP 4: FINAL PAQ

The contractor's final PAQ must include:

- Contract number;
- State agency name/address;
- State agency's designated project director name and phone number;
- Contractor contact name and phone number;
- Brief title of specific PAQ;
- Final PAQ issue date;
- Detailed itemization and description of all of the project tasks which shall be completed by the contractor;
- Firm, fixed price(s) for products and services based upon the Base Pricing stated in the Pricing Pages.
- Detailed completion schedule for each task/component of the project work;
- Mutually agreed upon turnaround times for the state's designated Project Director to review, approve and formally accept or reject the components of the contractor's project work in accordance with the approved final PAQ;
- Mutually agreed upon milestones for compensation of project costs for the contractor's project work;
- Identification of the specific tasks within each component of the PAQ which must be completed by state agency personnel;
- Signature and date lines for both the contractor's and state's designated Project Director to signify approval.

### STEP 5: APPROVAL OF FINAL PAQ

WWT and the state's designated Project Director must indicate mutual acceptance of the final PAQ by signing and dating the final PAQ. The state agency's designated Project Director (1) must retain one signed copy; (2) must forward the original to the Division of Purchasing and Materials Management for inclusion in the contract file, and (3) must send one copy to the contractor.

### STEP 6: AUTHORIZATION TO PROCEED/ PAQ PROJECT WORK

An approved final PAQ alone does not constitute an authorization to proceed with project work. Before proceeding with project work, WWT must receive a properly authorized Purchase Order except the state may authorize an obligation of less than \$3,000 pursuant to the terms of the contract without the official encumbrance of funds. Project work shall include the contractor's completion of the final PAQ request.

### STEP 7: FORMAL ACCEPTANCE

Upon the completion of all components that comprise the final PAQ, WWT must notify the state's designated Project Director in writing and shall submit an invoice in accordance with the final PAQ approved by the state's designated Project Director. The state's designated Project Director shall review, approve and formally accept or reject the components of the final PAQ project work in accordance with the turnaround time outlined in the final PAQ. Formal acceptance shall not be unreasonably delayed or withheld by the state.

### STEP 8: COST RECOVERY FOR CONTRACTOR

Project costs for the PAQ project work shall be reimbursable upon completion and formal acceptance of the milestones for compensation outlined in the final PAQ by the state's designated Project Director. Said reimbursements must in accordance with the firm, fixed pricing stated in the PAQ for

products and services which must be based upon the product pricing and personnel hourly rate pricing stated in the Pricing Pages.

## PAQ GENERAL REQUIREMENTS

WWT shall submit draft and final PAQs in a timely manner.

The state's designated Project Director reserves the right to reject any contractor-submitted PAQ, and request WWT to submit a revised PAQ with adjustments (revised cost, length of time, solution recommendation, etc.).

WWT shall **not** be paid for the preparation of the PAQ.

A PAQ request, the draft and final PAQs, and the contractor's project work shall be within the scope of the performance requirements identified in the contract. Any changes to the PAQ must be formalized in writing as an official revision to the final PAQ. The format of PAQ revisions shall be consistent with the format of the final PAQ as outlined above, including the distribution of the original to the Division of Purchasing and Materials Management, a copy to WWT and retaining a copy for the state's designated Project Director.

The state's designated Project Director shall have the right to terminate the PAQ at any time, for the convenience of the state, without penalty or recourse, by giving five (5) working days' prior written notice to the contractor. WWT shall be entitled to receive just and equitable compensation for that work completed pursuant to the contract prior to the effective date of termination. In the event (1) the PAQ required WWT to provide equipment under the contractor-owned, usage based pricing mechanism, and (2) the state is terminating services under the PAQ for convenience and not due to contractor non-performance issues, the state will continue usage of the equipment through the remainder of the equipment usage period originally specified in the PAQ or the end of the then-current fiscal year, whichever is the shorter timeframe. If the termination is due to documented contractor non-performance issues which WWT has not cured in a timely manner, the state shall have the right to terminate the entire PAQ, including any equipment being utilized under the contractor-owned, usage based pricing mechanism within the 5 working day timeframe specified above.

WWT shall provide all services on an as needed, if needed basis. The State of Missouri shall not guarantee any minimum or maximum amount of the contractor's services that may be required under the contract.

When WWT is requested to perform services on-site at the state agency facility, the work performed must occur during the normal business hours, unless the agency has otherwise authorized after-hours access for the contractor. It shall be at the agency's sole discretion as to allow the contractor's staff any after-hours access to the agency facility.

No overtime payment shall be allowed. Compensation for WWT shall only be made pursuant to the hourly rates specified in the personnel hourly rate pricing in accordance with the total PAQ price.

Upon request from the state agency for a particular personnel classification, WWT shall provide resume(s) of available consultants. WWT shall understand and agree that the state agency shall reserve the right to accept or reject any of the contractor's consultant(s).

It is highly desirable that all consultants possess adequate levels of education and have an acceptable amount of experience in their proposed areas of expertise. As a minimum, for associate-level positions, all consultants and consultant positions should have at least 6 months of experience in their proposed area of expertise and be past any personnel probationary period in their organization. The contractor's professional-level and expert-level consultant positions should have progressively higher amounts of education and expertise.



WWT shall only utilize personnel in the performance of the services under the contract who are authorized to work in the United States in accordance with applicable federal and state laws and regulations.

The state agency shall reserve the right to request and WWT shall provide immediate replacement of any of the contractor's consultant(s) providing services under the contract if deemed to be in the best interests of the state agency.

The contractor's professional services must be available to be provided both on-site at the state agency's location and off-site at the contractor's facility. The state agency shall specify whether requested services must be provided on-site, off-site, or a combination thereof.

On-site services shall be defined as a project engagement where the contractor's staff is performing work in a state agency provided facility. If the contractor's services are requested to be provided on-site at the agency's facility, the state agency will provide adequate workspace (as determined by the State of Missouri) for the contractor's staff and the state agency shall be responsible for providing necessary office equipment, access to a telephone, necessary computer/communications access, and project-specific software and desktop suite software if specified by the agency as a project requirement. (Note: WWT shall be responsible for costs associated with licensing software tools that may be necessary to perform a particular consulting service – e.g. project management software tools needed when performing project management consulting services. However, any software used should be the same as or compatible with the software used by the agency for which the work is being performed.) If available and necessary, the state agency may provide limited clerical support and supplies and printing facilities. No separate or additional travel expense payments and/or reimbursements shall be made to WWT for providing any on-site services, since the contractor's travel expenses are required to be reflected/incorporated into the per hour rates specified in the personnel hourly rate pricing table in Exhibit A.

Off-site services shall be defined as a project engagement where the contractor's staff is performing work in the contractor's own facilities. If the contractor's services are requested to be provided off-site, WWT shall be responsible for all office space, all computer/communications equipment and computer/communications equipment access costs (both within the contractor's organization and to the state agency), all software licensing costs unless otherwise agreed to by the state agency, and all equipment costs. The contractor's off-site facility(ies) available under the contract must be located within the United States. No travel expenses shall be charged or assessed to the state agency for any off-site consulting services. It is desirable WWT have an off-site facility specifically available in Jefferson City, Missouri.

The contractor's consultants must adhere to the contracting state agency's policies pertaining to acceptable use (Internet and email), facility and data security, press releases, and public relations. Upon initiation of engagement, WWT should review the individual agency's policies pertaining to acceptable use (Internet and email), facility and data security, press releases, and public relations with the state agency.

It is highly desirable WWT ensure all consultants provided under the contract receive ongoing training in the applicable disciplines and areas of expertise. WWT must not rely upon or expect the State of Missouri to provide such for the contractor's consultants.

WWT shall understand and agree that all PAQ work must be reviewed and approved by the ITSD prior to the agency's issuance of a Purchase Order (PO) to WWT authorizing the start and provision of services. The ITSD reserves the right to request modifications to a PAQ or terminate a PAQ that does not meet State of Missouri Architectural Standards. Once the PAQ has been finalized the state agency must submit a copy of the PAQ to DPMM to keep on file.

## 15.2 Professional Services Invoicing and Payment:

**Project Assessment Quotation Invoicing:** WWT shall submit an itemized invoice to the specific state agency requesting services under the contract for the provision of services within approximately 30 days after completion of and in accordance with the mutually agreed upon milestones for compensation of

project costs for the contractor's project work (as specified in applicable Project Assessment Quotation). WWT shall submit invoices to the address as designated by each applicable requesting state agency.

**Non Project Assessment Quotation Project Invoicing:** If a Project Assessment Quotation is not utilized pursuant to Section 4.2, WWT shall invoice the applicable state agency within approximately 30 days after completion of and in accordance with the mutually agreed upon milestones for compensation of project costs based upon firm, fixed hourly price(s) stated on the Pricing Pages of this document. The contractor's invoice shall specify each individual's actual hours spent working on the assigned project tasks and the appropriate firm, fixed hourly price for the personnel classification as indicated on the Pricing Pages. WWT shall only invoice for services listed on the Pricing Pages that have been provided by the consultants.

**Travel Expense:** No travel expense payments and/or reimbursements shall be made to WWT for providing any of the services described herein, since the contractor's travel expenses were required to be reflected/incorporated into the per hour rates specified in Exhibit A.

**16. Lease/Financing Program Requirements:**

- 16.1 The State of Missouri reserves the right to enter into lease/purchase financing agreement(s) as a result of the subsequent contract(s). In the event a using agency requests financing of their purchase under the contract a mutually agreeable lease schedule shall be entered into between the state agency and the lessor. The State of Missouri, Division of Purchasing and Materials Management shall initiate a contract amendment for every lease exercised under the contract that shall include the specific terms and rates of the lease. WWT at a minimum must have the ability to work with Cisco Capital and its financing partners to the benefit of the State of Missouri. The State of Missouri acknowledges that a contract assignment may be necessary as part of any lease exercised under the subsequent contract.
- 16.2 Should you have any questions about Cisco Capital please contact Joe Hertweck, WWT's Lease Portfolio Manager at [joe.hertweck@wwt.com](mailto:joe.hertweck@wwt.com) or via phone (314) 496-2150.
- 16.3 A purchase order must be submitted to WWT for \$0.00 and identifies the items being leased.

**REQUIRED PRICING**

<p><b>Purchase of Equipment:</b> The firm, fixed percentage discount from Cisco Global Price List for the acquisition of all Cisco hardware and software products. The percentage discount stated shall apply to all Cisco products.</p>	
43%	firm, fixed percentage discount from the Cisco Global Price List for Cisco hardware and software.
<p><b>Smartnet Maintenance Pricing:</b> The firm, fixed percentage discount from Cisco Global List for Cisco Smartnet maintenance provided on an annual basis, and paid annually. Smartnet maintenance must be performed directly by Cisco service technicians.</p>	
25%	firm, fixed percentage discount from the Cisco Global Price List for Cisco Smartnet maintenance for new products, renewals, and transfers from another reseller.

**PROJECT ASSESSMENT QUOTATION (PAQ) PRICING**

The following PAQ pricing tables include firm, fixed pricing for all personnel classifications to accommodate any professional services requested. Pricing provided in this area will be utilized in Project Assessment Quotations (PAQ) that will require extended pricing based on the specific detailed requirements provided by the agency.

<b>PERSONNEL CLASSIFICATION TITLE</b>	<b>Firm, Fixed Hourly Pricing On-Site Consultant with All Travel Expenses Included in Hourly Rate.</b>
<b>Routing and Switching</b>	
Expert Level Position - CCIE Routing & Switching	\$164.00
Professional Level Position - CCNP	\$116.00
Associate Level Position - CCNA	\$93.00
Entry Level Position - CCENT	\$74.00
<b>Design</b>	
Cisco Certified Architect	\$173.00
Expert Level Position - CCDE	\$116.00
Professional Level Position - CCDP	\$93.00
Associate Level Position - CCNA & CCDA	\$74.00
Entry Level Position - CCENT	\$60.00
<b>Network Security</b>	
Expert Level Position - CCIE Security	\$164.00
Professional Level Position - CCNP	\$124.00
Associate Level Position - CCNA Security	\$99.00
Entry Level Position - CCENT	\$ 79.00
<b>Service Provider</b>	
Expert Level Position - CCIE Service Provider	\$155.00

Professional Level Position - CCIP	\$114.00
Associate Level Position - CCNA	\$91.00
Entry Level Position - CCENT	\$73.00
<b>Storage Networking</b>	
Expert Level Position - CCIE Storage Networking	\$150.00
Professional Level Position - CCNP	\$108.00
Associate Level Position - CCNA	\$87.00
Entry Level Position - CCENT	\$70.00
<b>Voice</b>	
Expert Level Position - CCIE Voice	\$164.00
Professional Level Position - CCVP	\$124.00
Associate Level Position - CCNA Voice	\$99.00
Entry Level Position - CCENT	\$79.00
<b>Wireless</b>	
Expert Level Position - CCIE Wireless	\$146.00
Professional Level Position - CCNP Wireless	\$103.00
Associate Level Position - CCNA Wireless	\$83.00
Entry Level Position - CCENT	\$80.00

<b>PERSONNEL CLASSIFICATION TITLE</b>		
	<b>Specialist Certifications</b>	<b>On-Site Consultant with All Travel Expenses Included in Hourly Rate.</b>
<b>Advanced Routing and Switching</b>	Cisco Routing and Switching Field Specialist	\$124.00
	Cisco Routing and Switching Sales Specialist	\$99.00
	Cisco Routing and Switching Solutions Specialist	\$124.00
<b>Data Center Certifications</b>	<b>Data Center Networking Infrastructure</b>	
	Cisco Data Center Networking Infrastructure Design Specialist	\$200.00
	Cisco Data Center Networking Infrastructure Support Specialist	\$150.00
	Cisco Data Center Networking Sales Specialist	\$100.00
	<b>Data Center Application Services</b>	
	Cisco Data Center Application Services Design Specialist	\$200.00
	Cisco Data Center Application Services Support Specialist	\$150.00
	<b>Data Center Storage Networking</b>	
	Cisco Data Center Storage Networking Design Specialist	\$175.00
	Cisco Data Center Storage Networking Support Specialist	\$150.00
	Cisco Data Center Storage Networking Sales	\$100.00

	Specialist	
<b>Foundation for Channel Partners</b>	Cisco Express Foundation Design Specialist	\$175.00
	Cisco Express Foundation Field Specialist	\$127.00
	Cisco Express Foundation Sales Specialist	\$107.00
<b>Unified Communications &amp; Video Certifications</b>	<b>Unified Communications Certifications</b>	
	Cisco Advanced IP Communications Sales Specialist	\$104.00
	Cisco IP Communications Express Specialist	\$123.00
	Cisco IP Communications Express Sales Specialist	\$104.00
	Cisco IP Contact Center Express Specialist	\$146.00
	Cisco IP Telephony Design Specialist	\$123.00
	Cisco Unity Design Specialist	\$123.00
	Cisco Unity Support Specialist	\$104.00
	Cisco Unified Presence Specialist	\$123.00
	<b>Unified Communications &amp; Video Certifications – cont'd</b>	<b>Video Certifications</b>
Cisco Rich Media Communications Specialist		\$146.00
Cisco TelePresence Installations Specialist		\$75.00
Cisco TelePresence Solutions Specialist		\$123.00
<b>MeetingPlace Certifications</b>	Cisco MeetingPlace Design Specialist	\$146.00
	Cisco MeetingPlace Sales Specialist	\$104.00
	Cisco MeetingPlace Support Specialist	\$89.00
<b>VPN and Security Certifications</b>	Cisco ASA Specialist	\$117.00
	Cisco IPS Specialist	\$117.00
	Cisco Network Admission Control Specialist	\$117.00
	Cisco Security Sales Specialist	\$99.00
	Cisco Security Solutions and Design Specialist	\$146.00
<b>Wireless LAN Certifications</b>	Cisco Advanced Wireless LAN Design Specialist	\$122.00
	Cisco Advanced Wireless LAN Field Specialist	\$108.00
	Cisco Advanced Wireless LAN Sales Specialist	\$92.00

<b>PERSONNEL CLASSIFICATIONS</b>	<b>UNIT OF MEASURE</b>	<b>UNIT PRICE</b>
Project Manager	Per Hour	\$75.00
Project Manager (PMP)	Per Hour	\$125.00
IPCC Enterprise Specialist	Per Hour	\$230.00
Training Specialist	Per Hour	\$75.00
Network Administrator	Per Hour	\$65.00
Dedicated Pre-Sales Engineer	Per Hour	No Charge
Dedicated SMARTnet Specialist	Per Hour	No Charge
Dedicated ISR Team	Per Hour	No Charge
Dedicated Technical Business Development	Per Hour	No Charge
Dedicated SLED Business Development Manager	Per Hour	No Charge

### **Educational Pricing**

**Product Pricing:** The firm, fixed percentage discount for education institutions from Cisco Global Price List for the acquisition of all Cisco hardware and software products. The percentage discount stated shall apply to all Cisco products.

42% firm, fixed percentage discount from the Cisco Global Price List for Cisco hardware and software.

**Smartnet Maintenance Pricing:** The firm, fixed percentage discount for educational institutions from Cisco Global List for Cisco Smartnet maintenance provided on an annual basis, and paid annually. Smartnet maintenance must be performed directly by Cisco service technicians.

34% firm, fixed percentage discount from the Cisco Global Price List for Cisco Smartnet maintenance for new products, renewals, and transfers from another reseller.

**Additional Services:** WWT shall provide the following additional discounts and service at the firm, fixed discounts to state agencies only for the duration of the contract. The additional services identified below are not available to cooperative procurement entities.

WWT will provide a 45% discount toward the purchase of any Unified Communications hardware products to the State of Missouri's Consolidated Agencies. WWT will also work with Cisco to leverage trade-in or promotions throughout the year to provide additional discounts on Core Networking and Advanced Technology products.

WWT will provide a 1% training credit to OA-ITSD for every dollar spent for hardware up to a value of \$50,000 annually toward Cisco Authorized training to be conducted by WWT. WWT will also provide a 20% discount on all Cisco courses to all state agencies for any classes that exceed the \$50,000 worth of training annually.

**ATTACHMENT 1**

**REQUEST FOR PROJECT ASSESSMENT QUOTATION (PAQ) FORM**

Contract No:	PAQ No:
PAQ Title:	Final PAQ Sent to DPMM Date:
State Agency:	Final PAQ Issue Date:
Agency Address:	PAQ Request Date:
Agency Project Manager:	Phone: (    )    -    / Email:
Contractor Point of Contact:	Phone: (    )    -    / Email:
Contractor Name:	Phone: (    )    -    / FAX: (    )    -
Contractor Address:	List / Description of Attachments:

**PROJECT GOAL/OBJECTIVES:**

*(Describe or add attachments)*

**PROJECT APPROACH/SCOPE OF WORK:**

*A detailed itemization and description of all of the project tasks which shall be completed by WWT (i.e. project work), including requirements for and specified frequency of any required status reports; the specified project tasks and deliverables must be clearly stated and must be quantifiable. List any Attachments.*

**ON-SITE WORK HOURS:**

*(Specify the work day start time and end time such as 8:00 a.m. to 5:00 p.m. Monday – Friday, excluding state holidays. Indicate any after-hours requirements and building access security measures)*

**PROJECT ASSUMPTIONS:**

*(Describe or add attachments)*

**LIST OF DELIVERABLES:**

*(Describe or add attachments)*

*(Describe any acceptance criteria for deliverables)*

**AGENCY TASKS/RESPONSIBILITIES:**

*(Describe or add attachments)*

**PROJECT TIME LINE/WORK PLAN:**

*( At a minimum must include information pertaining to: Actual Start Date/Actual End Date/Target Start Date/Target End Date/Task Description/ Task Duration/ Responsible Resource/Variance based on Actual & Target Dates with notes describing reasons for Variance/ Project Sign-Off Acceptance Criteria/ Project Acceptance Signatures). List any Attachments.*

**ATTACHMENT 1**

**PAQ Title:**

**PAQ #:**

**Project Budget Calculations:**

Consultant Classification Title	On-Site Non-Local Per Hour Rates to Include Travel Expenses		On-Site Non-Local Consultant Total Project Hours		On-Site/Off-Site Consultant Per Hour Rates No Travel Expense Allowed.		On-Site/Off-Site Consultant (No Travel Expense) Total Project Hours		Total
	\$	x	Hours	+	\$	x	Hours	=	\$
	\$	x	Hours	+	\$	x	Hours	=	\$
	\$	x	Hours	+	\$	x	Hours	=	\$
	\$	x	Hours	+	\$	x	Hours	=	\$
	\$	x	Hours	+	\$	x	Hours	=	\$
	\$	x	Hours	+	\$	x	Hours	=	\$
	\$	x	Hours	+	\$	x	Hours	=	\$
								<b>Total:</b>	<b>\$</b>

<b>PAYMENT MILESTONES</b>	
Description of Milestone	Dollar Portion of the Total Price (above) applicable to Stated Milestone
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
6.	\$
<b>TOTAL:</b>	

**SIGNATURE REQUIRED**

Agency Signature Authorization to Proceed:

\_\_\_\_\_ DATE: \_\_\_\_\_

Contractor Signature Authorization to Provide Services:

\_\_\_\_\_ DATE: \_\_\_\_\_



**State of Missouri  
Office of Administration  
Division of Purchasing and Materials Management  
Contract Performance Report**

Please take a moment to let us know how this contract award has measured up to your expectations. If reporting on more than one contractor or product, please make copies as needed. This office will use the information to improve products and services available to state agency users. **Comments should include those of the product's end user.**

**Contract No.:** \_\_\_\_\_ **Contractor:** I \_\_\_\_\_

**Describe Product Purchased (include Item No's., if available):** \_\_\_\_\_

**Rating Scale:** 5 = Excellent, 4 = Good, 3 = Average, 2 = Poor, 1 = Fails to meet expectations

Product Rating	Rate 1-5, 5 best
Product meets your needs	
Product meets contract specifications	
Pricing	

Contractor Rating	Rate 1-5, 5 best
Timeliness of delivery	
Responsiveness to inquiries	
Employee courtesy	
Problem resolution	
Recall notices handled effectively	

Comments: \_\_\_\_\_

Prepared by: \_\_\_\_\_ Title: \_\_\_\_\_ Agency: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

**Please detach or photocopy this form & return by FAX to 573/751-9377, or mail to:**

Office of Administration  
Division of Purchasing and Materials Management  
301 West High Street, RM 630  
PO Box 809  
Jefferson City, Missouri 65102  
**You may also e-mail form to the buyer as an attachment at  
[brent.dixon@oa.mo.gov](mailto:brent.dixon@oa.mo.gov)**

## EXHIBIT F

BUSINESS ENTITY CERTIFICATION, ENROLLMENT DOCUMENTATION,  
AND AFFIDAVIT OF WORK AUTHORIZATIONBUSINESS ENTITY CERTIFICATION:

The offeror must certify their current business status by completing either Box A or Box B on this Exhibit.

Business entity, as defined in section 285.525, RSMo pertaining to section 285.530, RSMo is any person or group of persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood. The term "business entity" shall include but not be limited to self-employed individuals, partnerships, corporations, contractors, and subcontractors. The term "business entity" shall include any business entity that possesses a business permit, license, or tax certificate issued by the state, any business entity that is exempt by law from obtaining such a business permit, and any business entity that is operating unlawfully without such a business permit. The term "business entity" shall not include a self-employed individual with no employees or entities utilizing the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

Note: Regarding governmental entities, business entity includes Missouri schools, Missouri universities, out of state agencies, out of state schools, out of state universities, and political subdivisions. A business entity does not include Missouri state agencies and federal government entities.

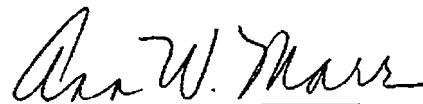
**BOX A – CURRENTLY NOT A BUSINESS ENTITY**

I certify that \_\_\_\_\_ (Company/Individual Name) **DOES NOT CURRENTLY MEET** the definition of a business entity, as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above, because: (check the applicable business status that applies below)

- I am a self-employed individual with no employees; **OR**  
 The company that I represent utilizes the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

I certify that I am not an alien unlawfully present in the United States and if **World Wide Technology, Inc.** (Company/Individual Name) is awarded a contract for the services requested herein under RFP B2Z10033 and if the business status changes during the life of the contract to become a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo then, prior to the performance of any services as a business entity, **World Wide Technology, Inc.** (Company/Individual Name) agrees to complete Box B, comply with the requirements stated in Box B and provide the Division of Purchasing and Materials Management with all documentation required in Box B of this exhibit.

Ann W. Marr, VP of Human Resources



Authorized Representative's Name

Authorized Representative's Signature

(Please Print)

## EXHIBIT F, CONTINUED

## BOX B - CURRENT BUSINESS ENTITY STATUS

I certify that World Wide Technology, Inc. (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above.

Jim Mazzio



Authorized Business Entity

Authorized Business Entity

Representative's Name

Representative's Signature

(Please Print)

World Wide Technology, Inc.

January 27, 2010

**Business Entity Name**

**Date**

As a business entity, the offeror must perform/provide the following. The offeror should check each to verify completion/submission:

- Enroll and participate in the E-Verify federal work authorization program (Website: [http://www.dhs.gov/xprevprot/programs/gc\\_1185221678150.shtm](http://www.dhs.gov/xprevprot/programs/gc_1185221678150.shtm); Phone: 888-464-4218; Email: [e-verify@dhs.gov](mailto:e-verify@dhs.gov)) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein; AND
- Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program. Documentation shall include a page from the E-Verify Memorandum of Understanding (MOU) listing the offeror's name and the MOU signature page completed and signed, at minimum, by the offeror and the Department of Homeland Security – Verification Division; (if the signature page of the of the MOU lists the offeror name, then no additional pages of the MOU must be submitted); AND
- Submit a completed, notarized Affidavit of Work Authorization provided on the next page of this Exhibit.

EXHIBIT F, CONTINUED

AFFIDAVIT OF WORK AUTHORIZATION:

The offeror who meets the section 285.525, RSMo definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now Jim Mazzio (Name of Business Entity Authorized Representative) as Director of Commercial Sales (Position/Title) first being duly sworn on my oath, affirm World Wide Technology, Inc. (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to State of Missouri RFP BZZ10033 for the duration of the contract, if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that World Wide Technology, Inc. (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services related to State of Missouri RFP BZZ10033 for the duration of the contract, if awarded.

*In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)*



Authorized Representative's Signature

Jim Mazzio

Printed Name

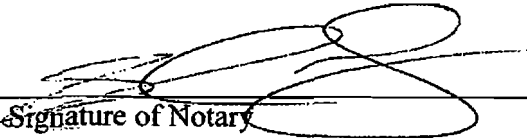
Director of Commercial Sales

Title

January 26, 2010

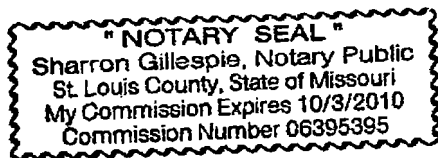
Date

Subscribed and sworn to before me this 26<sup>th</sup> of January 2010. I am  
(DAY) (MONTH, YEAR)  
commissioned as a notary public within the County of St. Louis, State of  
(NAME OF COUNTY)  
Missouri, and my commission expires on 10/3/2010.  
(NAME OF STATE) (DATE)



Signature of Notary

1/26/2010  
Date



Company ID Number: 171865

**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 Social Security Administration (SSA), the Department of Homeland Security (DHS) and World Wide Technology Holding Company, Inc. (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.

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5. SSA agrees to establish 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 THE DEPARTMENT OF HOMELAND SECURITY**

1. Upon completion of the Form I-9 by the employee and the Employer and 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:

- Automated verification checks on newly hired alien employees by electronic means, and
- Photo verification checks (when available) on newly hired alien 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 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, and 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 and federal criminal laws, and to ensure accurate wage reports to the SSA.

7. DHS agrees to establish 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.

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8. DHS agrees to establish 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.

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 E-Verify 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 established 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 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 the Department 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, 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

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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 \$500 and \$1,000 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 any 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 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 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 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 the SSA verification response has been given.

8. The Employer agrees not to use E-Verify procedures for pre-employment screening of job applicants, support for any unlawful employment practice, or any other use not authorized by this MOU. The Employer must use E-Verify for all new employees and will not verify only certain employees selectively. The Employer agrees not to use E-Verify procedures for re-verification, or for employees hired before the date this MOU is in effect. 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 the immediate termination of its access to SSA and DHS information pursuant to this MOU.

9. The Employer agrees to follow appropriate procedures (see Article III.B. 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 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 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 (I)) that the employee is not work authorized. The Employer understands that an initial inability of the SSA or DHS automated verification to verify work authorization, a tentative nonconfirmation, or the finding of



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a photo non-match, does not mean, and should not be interpreted as, an indication that the employee is not work authorized. In any of the cases listed above, the employee must be provided the opportunity to contest the finding, and if he or she does so, may not be terminated or suffer any adverse employment consequences 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, then the Employer can find the employee is not work authorized and take the appropriate action.

11. The Employer agrees to comply with 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, discharging or refusing to hire eligible employees because they appear or sound "foreign", and premature termination of employees based upon tentative nonconfirmations, and that any violation of the unfair immigration-related employment practices provisions of the INA could subject the Employer to civil penalties pursuant to section 274B of the INA and 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 1-800-255-7688 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 the SSA or DHS pursuant to E-Verify and this MOU only to confirm the employment eligibility of newly-hired employees after completion of the Form I-9. 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.

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 allow DHS and SSA, or their authorized agents or designees, to make periodic visits to the Employer for the purpose of reviewing E-Verify -related records, i.e., Forms I-9, SSA Transaction Records, and DHS verification records, which were created during the Employer's participation in the E-Verify Program. In addition, for the purpose of evaluating E-Verify, the Employer agrees to allow DHS and SSA or their authorized agents or designees, to interview it regarding its experience with E-Verify, to interview employees hired during E-Verify use concerning their experience with the pilot, and to make employment and E-Verify related records available to DHS and the SSA, or their designated agents or designees. Failure to comply with the terms of this paragraph may lead DHS to terminate the Employer's access to E-Verify.

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### **ARTICLE III**

#### **REFERRAL OF INDIVIDUALS TO THE SSA AND THE DEPARTMENT OF HOMELAND SECURITY**

##### **A. REFERRAL TO THE 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 referral letter and instruct the employee to visit an SSA office to resolve the discrepancy within 8 Federal Government work days. The Employer will make a second inquiry to the SSA database using E-Verify procedures on the date that is 10 Federal Government work days after the date of the referral in order to obtain confirmation, or final nonconfirmation, unless otherwise instructed by SSA or unless SSA determines that more than 10 days is necessary to resolve the tentative nonconfirmation..
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 THE DEPARTMENT OF HOMELAND SECURITY**

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 alien 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

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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 the Department through its toll-free hotline 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.

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

The 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

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 manual. Even

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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 World Wide Technology Holding Company, Inc.**

**Paul O Koetting**

Name (Please type or print)

Title

*Electronically Signed*

12/17/2008

Signature

Date

**Department of Homeland Security – Verification Division**

Company ID Number: 171865

**USCIS Verification Division**

Name (Please type or print)

Title

*Electronically Signed*

12/17/2008

Signature

Date

## Search Results

**Current Search Terms: World\* Wide\* technologies\* Inc.\***

No records found for current search.

SAM | System for Award Management 1.0

IBM v1.722.20130215-1545

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



# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

March Session of the January Adjourned

Term. 20 13

In the County Commission of said county, on the 21st day of March 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 whatever is not suitable for auction. It is further ordered the Presiding Commissioner is hereby authorized to sign the Request for Disposal forms.

Done this 21st day of March, 2013

ATTEST:

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

Daniel K. Atwill  
Daniel K. Atwill  
Presiding Commissioner

Karen M. Miller  
Karen M. Miller  
District I Commissioner

Absent  
Janet M. 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: March 19, 2013

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.

The tasers are 98-99%infused plastic and are being destroyed by the Sheriff Department by melting.

	<b>Asset #</b>	<b>Description</b>	<b>Make &amp; Model</b>	<b>Department</b>	<b>Condition of Asset</b>	<b>Serial #</b>
1.	NO TAG	MISC. OLD CELL PHONES		SHERIFF	DESTROYED BY SHERIFF DEPT	PLEASE REMOVE FROM INVENTORY
2.	NO TAG	TASER	M26 S/N X00-207989	SHERIFF	DESTROYED BY SHERIFF DEPT	PLEASE REMOVE FROM INVENTORY
3.	14854	TASER	M26 S/N X00-052757	SHERIFF	DESTROYED BY SHERIFF DEPT	PLEASE REMOVE FROM INVENTORY
4.	15293	TASER	M26 S/N X00-165151	SHERIFF	DESTROYED BY SHERIFF DEPT	PLEASE REMOVE FROM INVENTORY
5.	14866	TASER	M26 S/N X00-096648	SHERIFF	DESTROYED BY SHERIFF DEPT	PLEASE REMOVE FROM INVENTORY
6.	14864	TASER	M26 S/N X00-053016	SHERIFF	DESTROYED BY SHERIFF DEPT	PLEASE REMOVE FROM INVENTORY
7.	14522	TASER	M26 S/N X00-160449	SHERIFF	DESTROYED BY SHERIFF DEPT	PLEASE REMOVE FROM INVENTORY
8.	15294	TASER	M26 S/N X00-176014	SHERIFF	DESTROYED BY SHERIFF DEPT	PLEASE REMOVE FROM INVENTORY
9.	16551	TASER	M26 S/N X00-407801	SHERIFF	DESTROYED BY SHERIFF DEPT	PLEASE REMOVE FROM INVENTORY



10.	NO TAG	3 BOXES OF MISC. OFFICE SUPPLIES		SHERIFF	GOOD	
11.	13696	PLOTTER	HP DESIGNJET 5500PS	IT	FAIR	
12.	9489	OFFICE CHAIR	BLUE FABRIC	CIRCUIT COURT	BROKEN	PLEASE REMOVE FROM INVENTORY
13.	NO TAG	TWO SETS OF METAL SIGNS	FOR SOBRIETY CHECKPOINT	SHERIFF	DESTROYED BY SHERIFF DEPT	PLEASE REMOVE FROM INVENTORY
14.	8239	TELEPHONE		CIRCUIT COURT	OUTDATED/NO LONGER WORKS	PLEASE REMOVE FROM INVENTORY
15.	NO TAG	LOCKERS	4 – SIX LOCKER UNITS	SHERIFF	FAIR	
16.	NO TAG	SET OF FOUR LOCKERS	2 LOCKERS WIDE X 2 LOCKERS TALL: BEIGE	SHERIFF	GOOD	
17.	NO TAG	LATERAL FILE CABINET WITH SLIDING CABINET ON TOP		SHERIFF	FAIR	
18.	06292	OFFICE CHAIR		SHERIFF	TRASH	PLEASE REMOVE FROM INVENTORY
19.	14282	SOUND MIXING BOARD	BEHRINGER	IT	REPLACEMENT	
20.	14837	PC WORKSTATION	HP DC7100	IT	REPLACEMENT	

cc: Caryn Ginter, Auditor  
Surplus File

# BOONE COUNTY

RECEIVED

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

FEB - 4 2013

DATE : 02-04-13

FIXED ASSET TAG NUMBER: None

BOONE COUNTY AUDITOR

DESCRIPTION: Misc old cellular phones

REQUESTED MEANS OF DISPOSAL: Return to US Cellular for proper disposal of cell phones used by law enforcement and may have residual information stored in them.

OTHER INFORMATION: We request to be able to give these phones to US Cellular ourselves because of the above reason.

CONDITION OF ASSET: Out dated phones

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: ASAP- by means listed above

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 \_\_\_\_\_

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 133-2013

DATE APPROVED 3-21-13

SIGNATURE 

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

RECEIVED

DATE : 2-4-13

FIXED ASSET TAG NUMBER: NONE

FEB - 4 2013

DESCRIPTION: TASER X26 S/N X00-207989

BOONE COUNTY AUDITOR

REQUESTED MEANS OF DISPOSAL: MUST BE DESTROYED

OTHER INFORMATION: N/A

CONDITION OF ASSET: BAD

REASON FOR DISPOSITION: UNABLE TO REPAIR

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: N/A - SHERIFF'S DEPT. WILL DESTROY

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

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

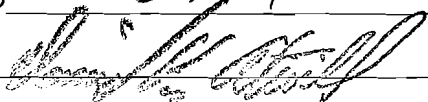
COMMISSION ORDER NUMBER

133-2013

DATE APPROVED

3-21-13

SIGNATURE



# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

RECEIVED

FEB - 4 2013

BOONE COUNTY AUDITOR

DATE : 2-4-13

FIXED ASSET TAG NUMBER: 14854

DESCRIPTION: TASER X26 S/N X00-052757

REQUESTED MEANS OF DISPOSAL: MUST BE DESTROYED

OTHER INFORMATION: N/A

CONDITION OF ASSET: BAD

REASON FOR DISPOSITION: UNABLE TO REPAIR

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: N/A - SHERIFF'S DEPT. WILL DESTROY

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 2/28/2005

RECEIPT INTO 2901-3835

ORIGINAL COST 799.95

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2787

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

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

AGENCY \_\_\_\_\_

ASSET GROUP 1604

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

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

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

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

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

INDIVIDUAL \_\_\_\_\_

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

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

COMMISSION ORDER NUMBER 133-2013

DATE APPROVED 3-21-13

SIGNATURE 

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

RECEIVED

FEB - 4 2013

BOONE COUNTY AUDITOR

DATE: 2-4-13

FIXED ASSET TAG NUMBER: 15293

DESCRIPTION: TASER X26 S/N X00-165151

REQUESTED MEANS OF DISPOSAL: MUST BE DESTROYED

OTHER INFORMATION: N/A

CONDITION OF ASSET: BAD

REASON FOR DISPOSITION: UNABLE TO REPAIR

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: N/A - SHERIFF'S DEPT. WILL DESTROY

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 1/27/2006 RECEIPT INTO 2901-3835  
ORIGINAL COST 799.95 GRANT FUNDED (Y/N) N  
ORIGINAL FUNDING SOURCE 2787 GRANT NAME \_\_\_\_\_  
ASSET GROUP 1604 % FUNDING \_\_\_\_\_  
AGENCY \_\_\_\_\_  
DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_  
TRANSFER CONFIRMED \_\_\_\_\_

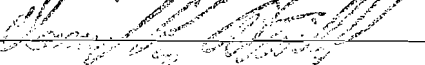
**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

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

COMMISSION ORDER NUMBER 133-2013

DATE APPROVED 3-21-13

SIGNATURE 

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 2-4-13

FIXED ASSET TAG NUMBER: 14866

RECEIVED

DESCRIPTION: TASER X26 S/N X00-096648

FEB - 4 2013

REQUESTED MEANS OF DISPOSAL: MUST BE DESTROYED

BOONE COUNTY AUDITOR

OTHER INFORMATION: N/A

CONDITION OF ASSET: BAD

REASON FOR DISPOSITION: UNABLE TO REPAIR

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: N/A - SHERIFF'S DEPT. WILL DESTROY

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 2/28/2025

RECEIPT INTO 2901-3835

ORIGINAL COST 799.95

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2787

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

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

AGENCY \_\_\_\_\_

ASSET GROUP 1604

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

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

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

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

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

INDIVIDUAL \_\_\_\_\_

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

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

COMMISSION ORDER NUMBER 133-2013

DATE APPROVED 3-21-13

SIGNATURE 

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 2-4-13

FIXED ASSET TAG NUMBER: 14864

RECEIVED

DESCRIPTION: TASER X26 S/N X00-053016

FEB - 4 2013

REQUESTED MEANS OF DISPOSAL: MUST BE DESTROYED

BOONE COUNTY AUDITOR

OTHER INFORMATION: N/A

CONDITION OF ASSET: BAD

REASON FOR DISPOSITION: UNABLE TO REPAIR

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: N/A - SHERIFF'S DEPT. WILL DESTROY

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 2/28/2005

RECEIPT INTO 2901-3835

ORIGINAL COST 799.95

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2787

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

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

AGENCY \_\_\_\_\_

ASSET GROUP 1604

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

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

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

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

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

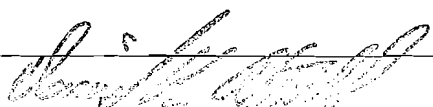
INDIVIDUAL \_\_\_\_\_

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

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

COMMISSION ORDER NUMBER 133-2013

DATE APPROVED 3-21-13

SIGNATURE 

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

RECEIVED

DATE : 2-4-13

FIXED ASSET TAG NUMBER: 14522

FEB - 4 2013

DESCRIPTION: TASER X26 S/N X00-160449

BOONE COUNTY AUDITOR

REQUESTED MEANS OF DISPOSAL: MUST BE DESTROYED

OTHER INFORMATION: N/A

CONDITION OF ASSET: BAD

REASON FOR DISPOSITION: UNABLE TO REPAIR

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: N/A - SHERIFF'S DEPT. WILL DESTROY

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 6/17/2004

RECEIPT INTO 2901-3835

ORIGINAL COST 801.95

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2787

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

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

AGENCY \_\_\_\_\_

ASSET GROUP 1604

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

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

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

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

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

INDIVIDUAL \_\_\_\_\_

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

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

COMMISSION ORDER NUMBER 133-2013

DATE APPROVED 3/21/13

SIGNATURE 



# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

RECEIVED

DATE: 2-4-13

FIXED ASSET TAG NUMBER: 15294

FEB - 4 2013

DESCRIPTION: TASER X26 S/N X00-176014

BOONE COUNTY AUDITOR

REQUESTED MEANS OF DISPOSAL: MUST BE DESTROYED

OTHER INFORMATION: N/A

CONDITION OF ASSET: BAD

REASON FOR DISPOSITION: UNABLE TO REPAIR

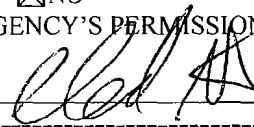
COUNTY / COURT IT DEPT. (check one)  DOES  DOES NOT (check one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: N/A - SHERIFF'S DEPT. WILL DESTROY

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 1/27/2006

RECEIPT INTO 2901-3835

ORIGINAL COST 799.95

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2787

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

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

AGENCY \_\_\_\_\_

ASSET GROUP 1604

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

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

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

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

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

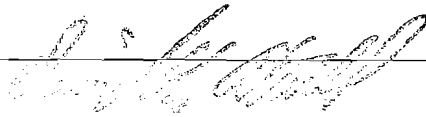
INDIVIDUAL \_\_\_\_\_

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

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

COMMISSION ORDER NUMBER 133-2013

DATE APPROVED 3-21-13

SIGNATURE 

RECEIVED

FEB 13 2013

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 2-13-13

FIXED ASSET TAG NUMBER: 16551

DESCRIPTION: TASER X26 s/n X00-407801

REQUESTED MEANS OF DISPOSAL: MUST BE DESTROYED BY SHERIFF'S DEPT.

OTHER INFORMATION: N/A

CONDITION OF ASSET: BAD

REASON FOR DISPOSITION: UNABLE TO REPAIR

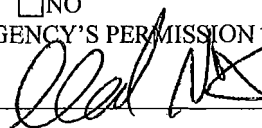
COUNTY / COURT IT DEPT. (check one)  DOES  DOES NOT (check one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: N/A - SHERIFF'S DEPT. WILL DESTROY

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 7/15/2008

RECEIPT INTO 1190-3835

ORIGINAL COST 809.95

GRANT FUNDED (Y/N) Y  
GRANT NAME Edward Byrne Memorial Justice Assistance  
% FUNDING 100%

ORIGINAL FUNDING SOURCE 2744

AGENCY US Dept of Justice

ASSET GROUP 1604

DOCUMENTATION ATTACHED (Y/N) Y

TRANSFER CONFIRMED N/A

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

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

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

INDIVIDUAL \_\_\_\_\_

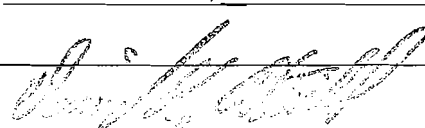
TRADE  AUCTION  SEALED BIDS

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

COMMISSION ORDER NUMBER 133-2013

DATE APPROVED 3-21-13

SIGNATURE \_\_\_\_\_



# BOONE COUNTY

RECEIVED

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

MAR - 4 2013

DATE: 3-2-13

FIXED ASSET TAG NUMBER: None

BOONE COUNTY AUDITOR

DESCRIPTION:

3 boxes of miscellaneous office supplies

REQUESTED MEANS OF DISPOSAL: your choice

OTHER INFORMATION:

CONDITION OF ASSET: good

REASON FOR DISPOSITION: no longer being used

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: 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: Sheriff

SIGNATURE Kari Bailey

**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 133-2013

DATE APPROVED 3-21-13

SIGNATURE [Signature]

# BOONE COUNTY

RECEIVED

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

MAR - 1 2013

BOONE COUNTY AUDITOR

DATE : February 28, 2013

FIXED ASSET TAG NUMBER: 00013696

DESCRIPTION HP DESIGNJET 5500PS  
PLOTTER

REQUESTED MEANS OF DISPOSAL: SELL

OTHER INFORMATION: *No Ink.*

CONDITION OF ASSET: FAIR CONDITION - NO PRINTHEADS

REASON FOR DISPOSITION: REPLACEMENT

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 - In IT Dept. By GIS.*

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

DEPARTMENT: COUNTY CLERK *2010*

SIGNATURE



**AUDITOR**

ORIGINAL PURCHASE DATE 12/26/2002  
ORIGINAL COST 10,290.00  
ORIGINAL FUNDING SOURCE 2743  
ASSET GROUP 1603

RECEIPT INTO 2010-3835  
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 133-2013

DATE APPROVED 3-21-13

SIGNATURE 

# BOONE COUNTY

RECEIVED

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

JAN 30 2013

BOONE COUNTY AUDITOR

DATE: **01/28/13**

FIXED ASSET TAG NUMBER: **#09489**

DESCRIPTION: **Blue fabric office chair**

REQUESTED MEANS OF DISPOSAL: Surplus

OTHER INFORMATION: **Broken chair and located in the ground floor maintenance room.**

CONDITION OF ASSET: **Poor, broken and cannot be repaired.**

REASON FOR DISPOSITION: **No longer functions**

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 6/30/1995

RECEIPT INTO 1190-3835

ORIGINAL COST 194.00

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2782

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

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

AGENCY \_\_\_\_\_

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

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 133-2013

DATE APPROVED 3-21-13

SIGNATURE

# BOONE COUNTY

RECEIVED

FEB 25 2013

BOONE COUNTY AUDITOR

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 2/17/2013

FIXED ASSET TAG NUMBER: NA - NONE

DESCRIPTION: 2 Sets of metal signs for sobriety checkpoints (Non-Compliant Signs)  
+ Includes stands and one extra "Thanks For Your Cooperation" Sign \*

REQUESTED MEANS OF DISPOSAL: Discard - BCSD will dispose

OTHER INFORMATION: Due to Law Enforcement Nature we must destroy them

CONDITION OF ASSET: Old/Broken/Rusted/Damaged

REASON FOR DISPOSITION: Non Compliant and in poor condition. Also, we have new signs

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: N/A - See above

WAS ASSET PURCHASED WITH GRANT FUNDING?  YES  NO

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

attached  
com

DEPARTMENT: Sheriff's Dept.

SIGNATURE

*[Signature]* #5629

### AUDITOR

ORIGINAL PURCHASE DATE \_\_\_\_\_ RECEIPT INTO 1190 - 3835

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 133-2013

DATE APPROVED 3-21-13

SIGNATURE *[Signature]*

## Missouri Department of Transportation

1320 Creek Trail Drive  
P.O. Box 270  
Jefferson City, Missouri 65102  
573.751.4161  
800.800.BELT  
Fax: 573.634.5977

Brian,

I have reviewed our grants management system in order to verify that we do not have any of the signs still on inventory. We do not have any of the metal checkpoint signs on our inventory; therefore we do not have any interest in the use or disposal of the signs. You are free to use or dispose of the signs how you see fit.

Thanks,  
Jeremy Hodges



---

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

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

## Brian Leer - Disposal of old Checkpoint Signs

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**From:** Brian Leer  
**To:** <Jeremy.Hodges@modot.mo.gov>  
**Date:** 2/17/2013 2:49 PM  
**Subject:** Disposal of old Checkpoint Signs  
**CC:** Chad Martin  
**Attachments:** 2013-02-17\_14-22-31.jpg; 2013-02-17\_14-22-51\_378.jpg; 2013-02-17\_14-22-39\_368.jpg

---

Jeremy,

I am doing some clean up and we are ready to dispose of the old metal signs that we once used for sobriety checkpoints. These old metal signs are non compliant and really serve no purpose. We have several old metal stands that are rusted up and broken apart, 2 old metal stop signs that are faded/defaced, 1 metal "flagger ahead" sign, 3 "thanks for your cooperation" metal signs and 2 metal "sobriety checkpoint ahead" signs.

I am pretty sure your office either paid for the signs or gave them to BCSD long before I was ever employed here. If that is the case, the county will need written documentation that your office no longer has any financial interest in the signs & stands before they will let us dispose of them. So,

- 1) Do you all want these back or need us to give them to anyone else?
- 2) May we dispose of them?
- 3) If the answer to #2 is Yes, will you send me something on letterhead advising of such?

Thanks,  
Brian

Sergeant Brian Leer  
Boone County Sheriff's Department  
2121 County Drive  
Columbia, MO 65202  
573-875-1111 Ext. 6428



# BOONE COUNTY

RECEIVED

JAN 15 2013

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE: **01/14/13**

FIXED ASSET TAG NUMBER: ' **8239**

DESCRIPTION: *Telephone*

REQUESTED MEANS OF DISPOSAL: Surplus

OTHER INFORMATION: **See Attached List**

CONDITION OF ASSET: **Poor**

REASON FOR DISPOSITION: **Outdated/No longer works**

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 J...*

### AUDITOR

ORIGINAL PURCHASE DATE 8239 RECEIPT INTO 1190-3835  
ORIGINAL COST 465.11 GRANT FUNDED (Y/N) N  
ORIGINAL FUNDING SOURCE 2782 GRANT NAME \_\_\_\_\_  
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 133-2013

DATE APPROVED 3-21-13

SIGNATURE *[Signature]*

RECEIVED

FEB 25 2013

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE : 02/19/13

FIXED ASSET TAG NUMBER: N/A - NONE

DESCRIPTION: LOCKERS 6/UNIT; 4 UNITS

4 Set Locker Units

REQUESTED MEANS OF DISPOSAL: SELL; DISTRIBUTE TO OTHER BOONE COUNTY AGENCY;

OTHER INFORMATION: N/A

CONDITION OF ASSET: 3 UNITS ARE GOOD; ONE UNIT HAS MILD BEND IN UPPER OUTSIDE CORNER WHICH COULD EASILY BE REPAIRED

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: 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: Sheriffs

SIGNATURE [Signature]

**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 133-2013

DATE APPROVED 3-21-13

SIGNATURE [Signature]

FEB 23 2013

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE : 02/19/13

FIXED ASSET TAG NUMBER: NONE

DESCRIPTION: SET OF FOUR LOCKERS; 2 LOCKERS WIDE X 2 LOCKERS TALL; BEIGE COLOR

REQUESTED MEANS OF DISPOSAL: SELL OR RELOCATE TO ANOTHER DEPARTMENT

OTHER INFORMATION: N/A

CONDITION OF ASSET: GOOD

REASON FOR DISPOSITION: NO LONGER NECESSARY

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: Sheriffs

SIGNATURE: [Signature] 5061

**AUDITOR**

ORIGINAL PURCHASE DATE \_\_\_\_\_ RECEIPT INTO 1190-3835

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 133-2013

DATE APPROVED 3-21-13

SIGNATURE [Signature]

# BOONE COUNTY

RECEIVED

FEB 25 2013

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE : 02/19/13

FIXED ASSET TAG NUMBER: N/A - NONE

DESCRIPTION: LARGE LATERAL FILE CABINET WITH SLIDING CABINET ON TOP

REQUESTED MEANS OF DISPOSAL: SELL; DISTRIBUTE TO OTHER BOONE COUNTY AGENCY;

OTHER INFORMATION: N/A

CONDITION OF ASSET: GOOD; BROWN COLOR.

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: 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: Sheriffs

SIGNATURE [Signature]

**AUDITOR**

ORIGINAL PURCHASE DATE \_\_\_\_\_ RECEIPT INTO 1190-3835

ORIGINAL COST \_\_\_\_\_ 7 GRANT FUNDED (Y/N) 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 133-2013

DATE APPROVED 3-21-13

SIGNATURE [Signature]

BOONE COUNTY

RECEIVED

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

FEB - 4 2013

BOONE COUNTY AUDITOR

DATE: 2-4-13

FIXED ASSET TAG NUMBER: 06292

DESCRIPTION:

Small office chair  
REQUESTED MEANS OF DISPOSAL: trash

OTHER INFORMATION:

CONDITION OF ASSET: no longer usable - very old & wont adjust

REASON FOR DISPOSITION: fabric from back of chair worn off - padding exposed

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

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP

Crumbling off

WAS ASSET PURCHASED WITH GRANT FUNDING?  YES  NO

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

DEPARTMENT: PSD-Jail 1255

SIGNATURE Capt. Jenny Atwell #154

AUDITOR

ORIGINAL PURCHASE DATE 1/24/1989

RECEIPT INTO 1190-3835

ORIGINAL COST 85.00

GRANT FUNDED (Y/N) N

Asset previously removed from inventory 12/31/2008

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 133-2013

DATE APPROVED 3-21-13

SIGNATURE

## Melinda Bobbitt - Surplus

---

**From:** Melinda Bobbitt  
**To:** All Elected Officials and Directors  
**Subject:** Surplus  
**CC:** Bonnie Adkins; Chad Martin; Greg Edington; Kathy Lloyd; PurchasingCo...

---

Attached is a list of surplus property. If you are interested in viewing, please contact Dave Eagle in Purchasing by calling 886-4394 or e-mail: [deagle@boonecountymmo.org](mailto:deagle@boonecountymmo.org) by Friday, March 15. Dave works Monday – Friday, 1:00 – 5:00 p.m.

Thanks,  
Melinda

# BOONE COUNTY

RECEIVED

MAR 12 2013

BOONE COUNTY AUDITOR

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 3-12-13

FIXED ASSET TAG NUMBER: 14282

DESCRIPTION: Behringer Sound Mixing Board

REQUESTED MEANS OF DISPOSAL:

OTHER INFORMATION: Purchased Dec. 2003 - Has some bad ports.

CONDITION OF ASSET:

REASON FOR DISPOSITION: Replacement

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: As soon as possible - In IT Printer Room.

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

DEPARTMENT: Planning + Bldg. 1121 SIGNATURE Judy

### AUDITOR

ORIGINAL PURCHASE DATE <u>12/31/2003</u>	RECEIPT INTO <u>1190-3835</u>
ORIGINAL COST <u>289.99</u>	GRANT FUNDED (Y/N) <u>N</u>
ORIGINAL FUNDING SOURCE <u>2731</u>	GRANT NAME _____
	% FUNDING _____
	AGENCY _____
ASSET GROUP <u>1603</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 133-2013

DATE APPROVED 3-21-13

SIGNATURE [Signature]

# BOONE COUNTY

RECEIVED

FEB 27 2013

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE : February 27, 2013

FIXED ASSET TAG NUMBER: 00014837

DESCRIPTION HP DC7100  
PC WORKSTATION

REQUESTED MEANS OF DISPOSAL: SELL

OTHER INFORMATION:

CONDITION OF ASSET: HARD DRIVE/MEMORY REMOVED

REASON FOR DISPOSITION: REPLACEMENT

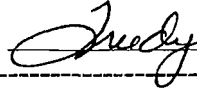
COUNTY/COURT IT DEPT. (circle one) DOES/DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: *As soon as possible - In IT Printer Room.*

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

DEPARTMENT: COUNTY COMMISSION 1121

SIGNATURE



**AUDITOR**

ORIGINAL PURCHASE DATE 3/16/2005  
ORIGINAL COST 1,733.00  
ORIGINAL FUNDING SOURCE 2731  
ASSET GROUP 1603

RECEIPT INTO 1190-3835  
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 133-2013

DATE APPROVED 3-21-13

SIGNATURE 



# CERTIFIED COPY OF ORDER

March Session of the January Adjourned

Term. 20 13

STATE OF MISSOURI }  
County of Boone } ea.

In the County Commission of said county, on the 21st day of March 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 Contract Amendment Number One – 30-29JUN11 – Shop Fluids - adding additional products with firm pricing through June 30, 2013 to the existing Term and Supply Purchase Agreement with Champion Brands LLC. It is further ordered the Presiding Commissioner is hereby authorized to sign said Contract Amendment.

Done this 21st day of March, 2013.

ATTEST:

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

Daniel K. Atwill  
Presiding Commissioner

Karen M. Miller  
District I Commissioner

Absent

Janet M. 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: March 18, 2013  
RE: Amendment Number One – 30-29JUN11 – Shop Fluids

Contract 30-29JUN11 – Shop Fluids Term and Supply was approved by commission for award to Champion Brands LLC on August 2, 2011, commission order 304-2011. This amendment adds additional products with firm pricing through June 30, 2013.

Invoices will continue to be paid from department 2040 – PW Maintenance Operations, account 59050 – Engine Fluids.

cc: Greg Edington, Public Works  
Contract File

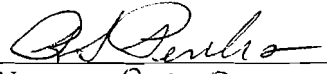
**CONTRACT AMENDMENT NUMBER ONE  
PURCHASE AGREEMENT FOR  
SHOP FLUIDS – TERM AND SUPPLY**

The Agreement **30-29JUN11** dated August 2, 2011 made by and between Boone County, Missouri and **Champion Brands LLC** for and in consideration of the performance of the respective obligations of the parties set forth herein, is amended as follows:

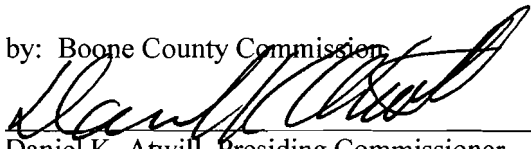
1. **Add** additional products with pricing as detailed on the attached. Pricing firm through June 30, 2013.
2. Except as specifically amended hereunder, all other terms, conditions and provisions of the original agreement shall remain in full force and effect.

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

**CHAMPION BRANDS LLC**

by   
Printed Name: R. S. PERELLES  
Title Gen. Mgr.

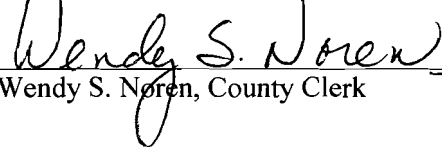
**BOONE COUNTY, MISSOURI**

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

APPROVED AS TO FORM:

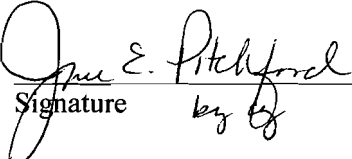
  
County Counselor

ATTEST:

  
Wendy S. Noren, County Clerk *my*

AUDITOR CERTIFICATION

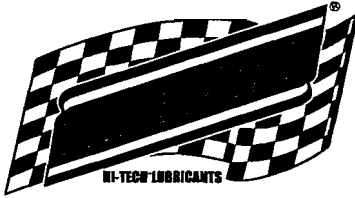
In accordance with RSMo 50.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) arising from this contract. (Note: Certification of this contract is not required if the terms of this contract do not create a measurable county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

  
Signature *by*

3/18/13  
Date

2040 / 59050 / Term & Supply  
No Encumbrance Required  
Appropriation Account

134-2013



Bid Quote For Boone County Highway Department  
03-06-13

**CHAMPION BRANDS PRODUCTS**

**ALL PRODUCTS BELOW ARE SYNTHETIC**

4173 A	5w40 All Fleet	55 gallon drum	\$20.77 per gallon
4173 D	5w40 All Fleet	5 gallon pail	\$21.13 per gallon
4373 N	5w40 Blue Flame	4/1 gallon	\$23.71 per gallon
4373 H	5w40 Blue Flame	12/1 Qts.	\$26.90 per gallon
4429 AN	0w20 Synthetic	55 gallon drum	\$11.95 per gallon
4429 C	0w20 Synthetic	16 gallon drum	\$13.74 per gallon

**OTHER BRANDS OPTIONS**

MB02	Mobil 1 0w20	6/1 Qts.	\$26.50 per gallon
MB54	Mobil Delvac 5w40	4/1 gallons	\$30.79 per gallon

Gary Long  
660-221-8501  
[glong@championbrands.com](mailto:glong@championbrands.com)  
[www.championbrands.com](http://www.championbrands.com)

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

March Session of the January Adjourned

Term. 20 13

In the County Commission of said county, on the 21st day of March 20 13

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

Now on this day the County Commission of the County of Boone does hereby adopt the attached Human Resources 2012 Annual Report.

Done this 21st day of March, 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 M. Thompson*  
Janet M. Thompson  
District II Commissioner

✓

✓

# Human Resources

## 2012

# Annual Report



Kara Coustry, Human Resources

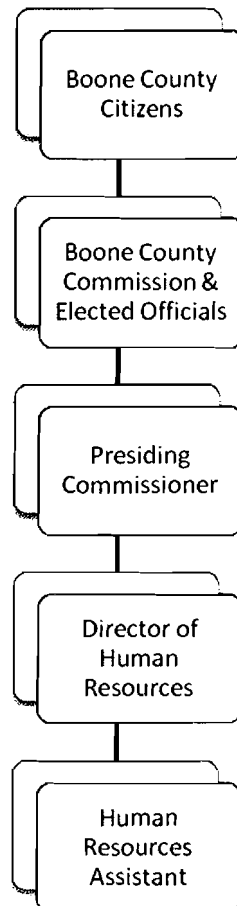
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## Mission

The County Commission created the Human Resources Department in 1994 to provide for centralized recruitment for County offices. Human Resources provides support services to Elected Officials, Department Directors and staff as it related to human resources issues. Services include, but are not limited to, continuous evaluation of the job classification system, applicant screening, EEO-4 reporting, development and coordination of the county's Affirmative Action Plan, insured compliance with federal and state employment laws, review and development of the County's Personnel Policy Manual and coordination of training programs for County employees.

## Organizational Chart





## **Centralized Recruitment**

Human Resources coordinates job postings and advertising for County positions, screens applications, administers keyboarding tests, schedules interviews and checks references. Throughout the recruitment processes, we maintain documentation on selection and non-selection of candidates and communicate the results of hiring decisions to applicants.

This was our first full year testing a new online job application process. Applicants have the ability to establish a profile that can be saved and updated for ease in applying for subsequent positions as they come open. This project was initiated to address several issues with the existing online application, and to provide better service to the public and individual County Offices.

We have also been working closely with the Information Technology department to continue troubleshooting various issues, and to further develop and enhance this new system. Some enhancements we have introduced this year include:

- Establishing multiple report options for ease in gathering monthly applicant tracking and various other employee reports and tracking.
- Establishing a link in the application system that permits the ability for HR to upload additional documents received by applicants so that departments will have immediate access.
- Establishing or clarifying instructions to better direct online applicants through the application process.
- Fixing the auto-fill function of PDF forms that populate for specific positions.
- Establishing the ability to delete duplicate applicant profile accounts.

As our organization continues to grow and change, the new online application system can be modified to provide more tailored services to hiring offices and departments. An additional feature under consideration will be to tie in the decline e-mail notification function to the online application system so that applicants are notified as soon as they are no longer under consideration for a specific position. Currently this process is being run as a batch when the position has been filled and closed.

# Applicants

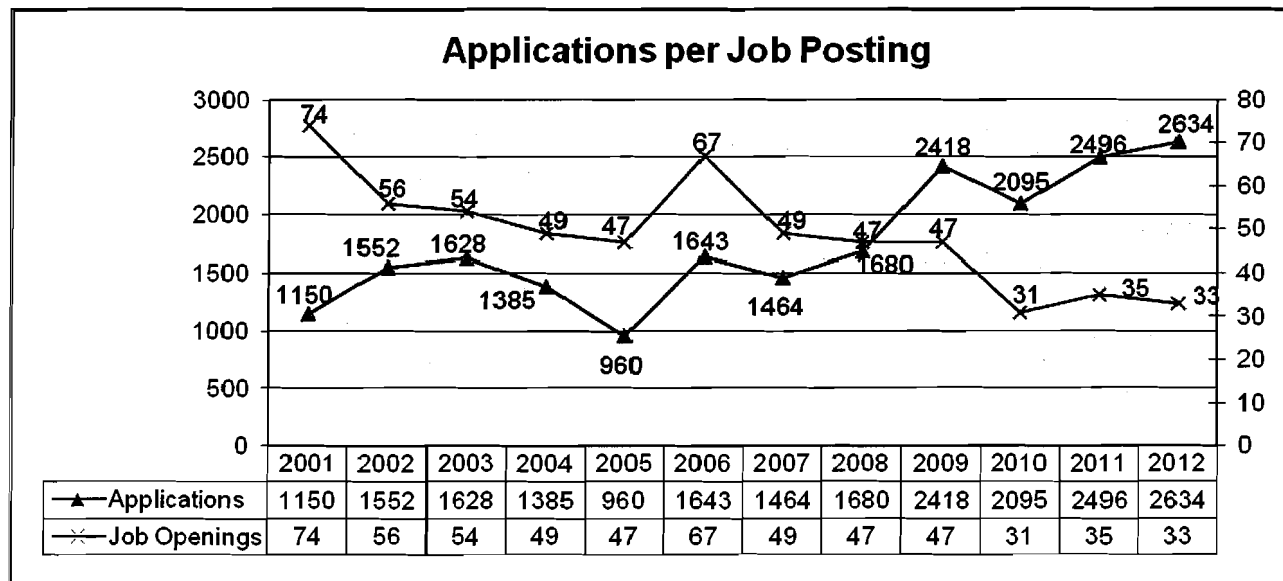
Year ending 2012 marked our all time highest applicant year to date. Below is a three year summary of applications that were turned in to Human Resources.

Month	2010		2011		% Change	2012		% Change
	Job Postings	Applicants	Job Postings	Applicants	2011 Apps compared to 2010	Job Postings	Applicants	2012 Apps compared to 2011
January	8	193	6	190	-2%	10	348	83%
February	6	47	4	36	-23%	7	146	306%
March	6	78	5	154	97%	8	124	-19%
April	9	194	6	131	-32%	8	226	73%
May	11	287	6	165	-43%	13	355	115%
June	5	142	7	205	44%	9	236	15%
July	9	248	6	274	10%	7	146	-47%
August	8	294	10	329	12%	7	168	-49%
September	3	90	8	258	187%	8	393	52%
October	5	98	8	276	182%	8	249	-10%
November	7	265	9	184	-31%	7	123	-33%
December	7	159	11	294	85%	6	120	-59%
<b>Totals</b>	<b>84</b>	<b>2,095</b>	<b>86</b>	<b>2,496</b>	<b>19%</b>	<b>98</b>	<b>2,634</b>	<b>6%</b>

Highest Applicant Month in the Year

Second Highest Month in the Year

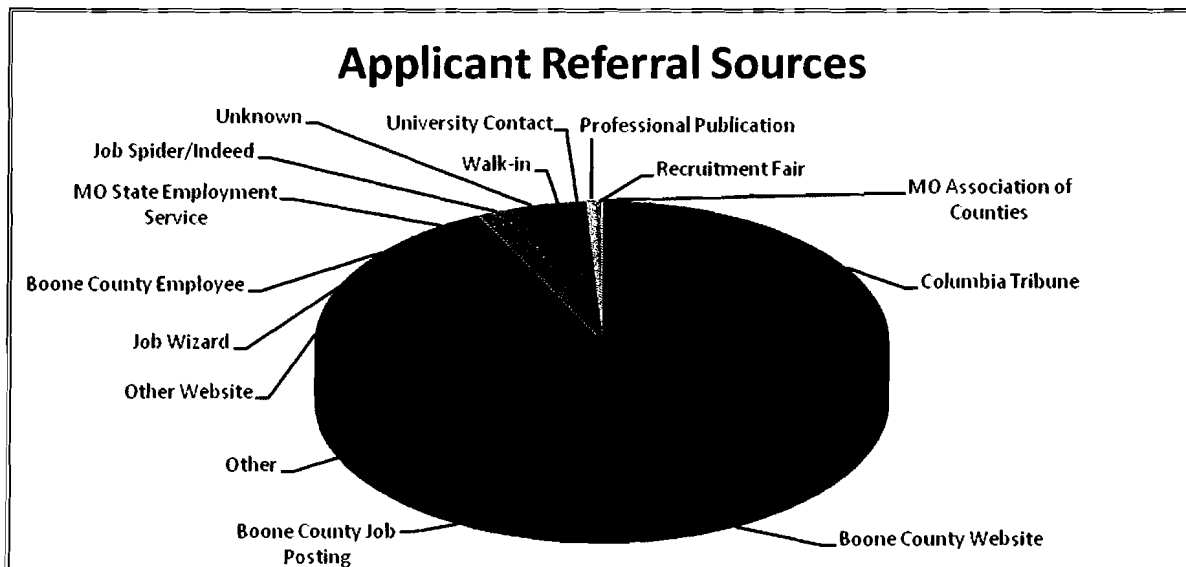
Because the chart above is summarized by month, job postings that spanned multiple months are counted multiple times. Actual applicants per unique job posting for the past 12 years are represented below.



## Applicant Referral Sources

The most current list of job opportunities are maintained on our website at [www.showmeboone.com/hr](http://www.showmeboone.com/hr). Job postings are advertised weekly in Sunday's edition of the Columbia Daily Tribune local newspaper. These postings also flow on-line through Job Wizard, the newspaper's on-line job search engine. Additionally, job postings are distributed via mail and e-mail to over 60 area contacts including schools, churches and other community organizations. Below is a breakdown of applicant referral sources along with the percentage that translated into temporary, part-time and full-time new hires for the County.

Referral Source	Applications Received	*Resulting New Hires	Percent Hired
Columbia Tribune	852	25	2.9%
Boone County Website	525	11	2.1%
Boone County Job Posting	319	3	0.9%
Other	220	4	1.8%
Other Website	165	0	0.0%
Job Wizard	124	2	1.6%
Boone County Employee	120	13	10.8%
MO State Employment Service	119	2	1.7%
Job Spider/Indeed	58	0	0.0%
Unknown	48	19	39.6%
Walk-in	33	0	0.0%
University Contact	26	0	0.0%
Professional Publication	14	0	0.0%
Recruitment Fair	9	0	0.0%
MO Association of Counties	2	0	0.0%
	<b>2634</b>	<b>79</b>	

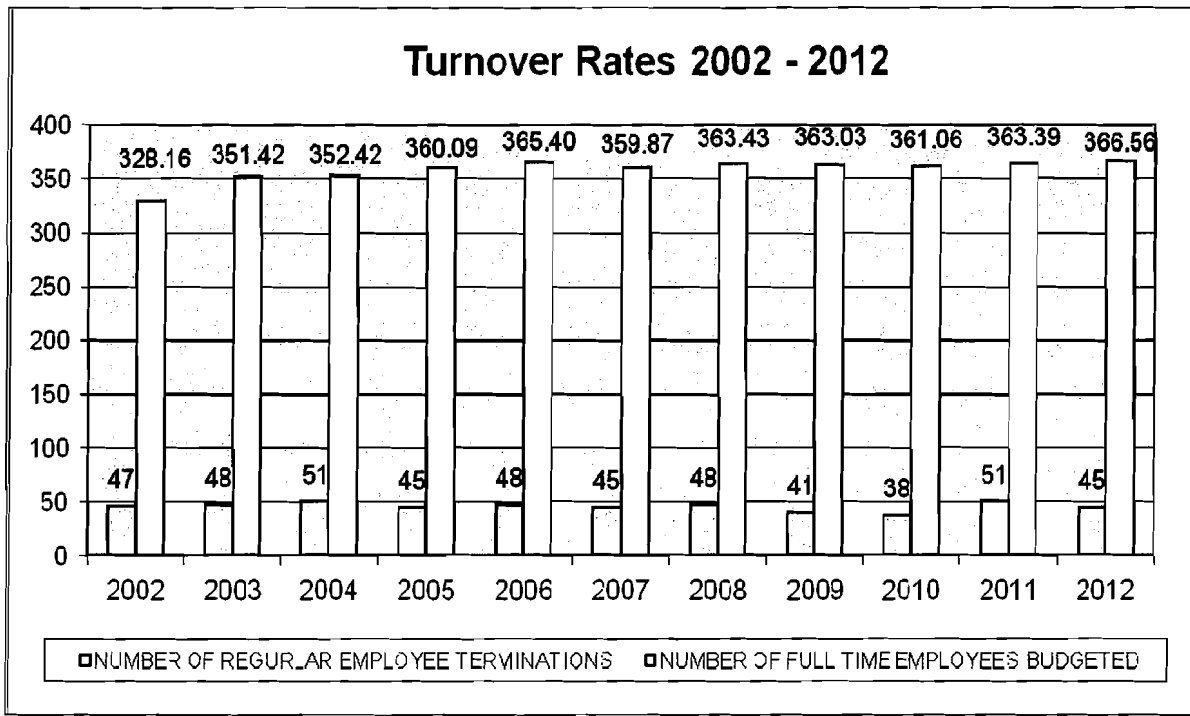


## Turnover

In 2012, we had 45 regular employees terminate County employment: 36 voluntary terminations with six (6) of those retirements, and nine (9) involuntary terminations.

Year	Employee Terminations	Budgeted Full-Time Employees	Turnover Percent
2002	47	328.16	14%
2003	48	351.42	14%
2004	51	352.42	14%
2005	45	360.09	12%
2006	48	365.40	13%
2007	45	359.87	13%
2008	48	363.43	13%
2009	41	363.03	11%
2010	38	361.06	11%
2011	51	363.39	14%
2012	45	366.56	12%

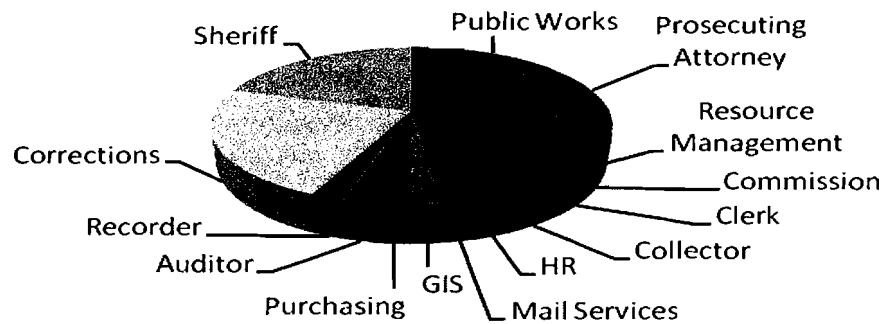
Turnover rates exclude Court Services employees, temporary positions such as temporary elections workers and internships, pool positions and Elected Officials who have left office.



## Turnover by Office or Department

Departments	Turnover	FTE	Turnover Percent
Assessor	0	15.35	0%
Auditor	1	3.50	29%
Collector	2	7.33	27%
Commission	1	2.45	41%
Corrections	10	66.31	15%
County Clerk	2	4.75	42%
Elections and Registration	0	9.17	0%
Facilities Maintenance	0	13.00	0%
GIS	1	2.13	47%
Human Resources	1	2.00	50%
Information Technologies	0	14.00	0%
Legal Counsel	0	3.00	0%
Mail Services	1	2.00	50%
Prosecuting Attorney	4	39.73	10%
Public Administrator	0	4.63	0%
Public Works	7	57.48	12%
Purchasing	1	2.50	40%
Recorder	1	7.00	14%
Resource Management	3	28.63	10%
Sheriff	9	78.97	11%
Treasurer	0	2.63	0%
<b>Total Turnovers 2012</b>	<b>45</b>	<b>366.56</b>	<b>12%</b>

### Turnover by Office / Department in 2012

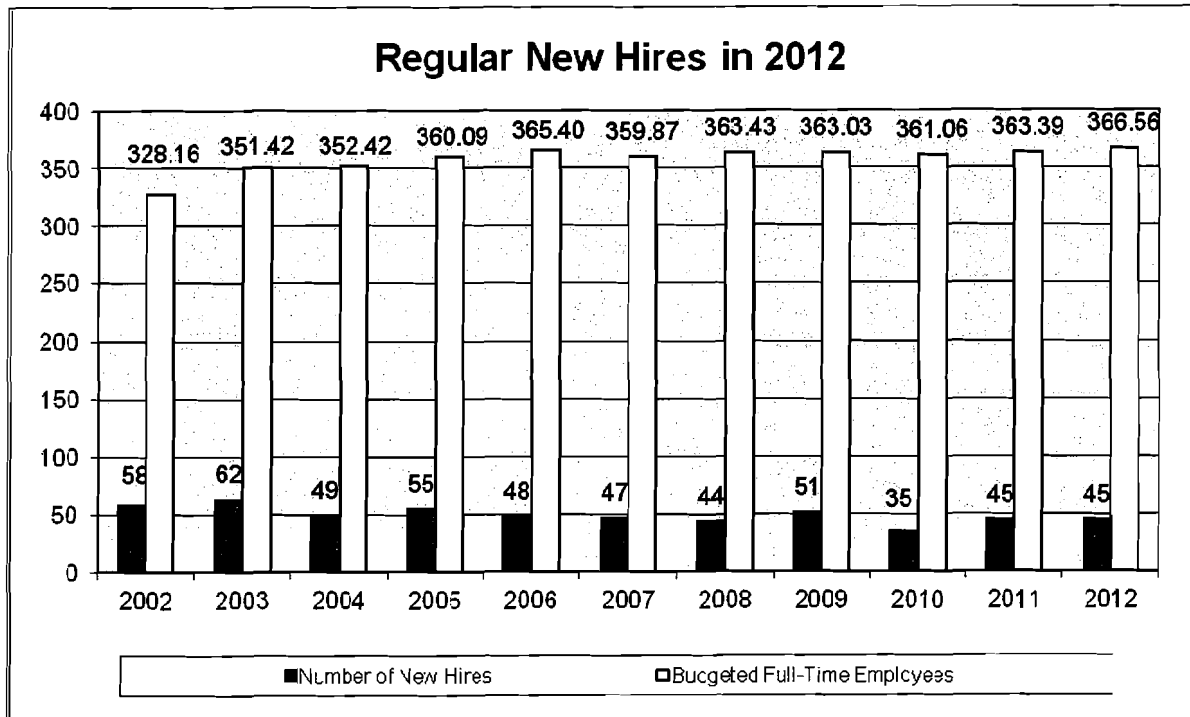


## New Hires

In 2012, we hired 45 regular employees, or 12% of the County's budgeted full-time employees.

Year	Number of New Hires	Budgeted Full-Time Employees	New Hire %
2002	58	328.16	18%
2003	62	351.42	18%
2004	49	352.42	14%
2005	55	360.09	15%
2006	48	365.40	13%
2007	47	359.87	13%
2008	44	363.43	12%
2009	51	363.03	14%
2010	35	361.06	10%
2011	45	363.39	12%
2012	45	366.56	12%

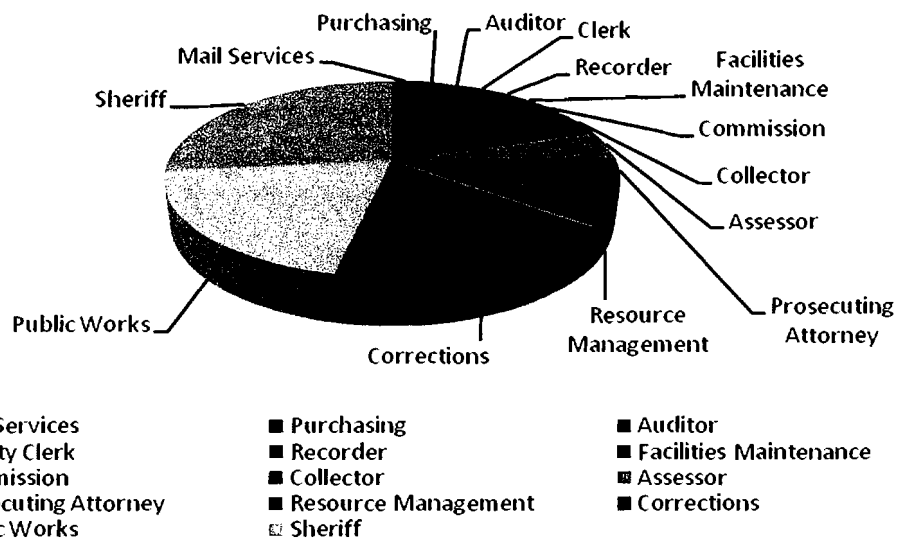
These new hire numbers exclude Court Services employees, temporary positions such as temporary elections workers and internships, pool positions and Elected Officials.



## New Hires by Office or Department

Departments	New Hires	FTE	New Hire Percent
Assessor	2	15.35	13%
Auditor	1	3.50	29%
Collector	2	7.33	27%
Commission	1	2.45	41%
Corrections	8	66.31	12%
County Clerk	1	4.75	21%
Elections and Registration	0	9.17	0%
Facilities Maintenance	1	13.00	8%
GIS	0	2.13	0%
Human Resources	0	2.00	0%
Information Technologies	0	14.00	0%
Legal Counsel	0	3.00	0%
Mail Services	1	2.00	50%
Prosecuting Attorney	2	39.73	5%
Public Administrator	0	4.63	0%
Public Works	9	57.48	16%
Purchasing	1	2.50	40%
Recorder	1	7.00	14%
Resource Management	3	28.63	10%
Sheriff	12	78.97	15%
Treasurer	0	2.63	0%
<b>Total New Hires 2012</b>	<b>45</b>	<b>366.56</b>	<b>12%</b>

## New Hires by Office / Department in 2012



## **Personnel Policy Manual**

The Human Resource Director is chairperson of the Personnel Advisory Committee (PAC), which makes recommendations to the County Commission on policy changes and addresses various employment related issues while maintaining continued legal compliance.

- The PAC met on 1/19/12 and recommended the Commission adopt the day after Thanksgiving as a holiday in 2012 if the Governor does not declare it a holiday, which was adopted with Commission Order 244-2012 dated 5/17/12.
- Commission Order 245-2012 dated 5/17/12 adopted the PAC recommendation to revise the Bereavement Leave Policy, Section 5.2 of the Personnel Policy Manual by incorporating the State of Missouri's language to allow the relatives of an employee's spouse to be treated the same as the employee's relatives.
- Commission Order 376-2012 dated 7/31/12 adopted the PAC recommendation to:
  - Revise section 4.6 Business and Travel Expenses by changing section #1 Meal and Incidental Expenses under Allowable Expenses to reduce the per diem reduction when receptions and continental breakfasts are provided. A change to section #2 Mileage, Airfare or other Commercial Transportation was also revised to subtract regular commuting mileage from reimbursement.
  - Add section 5.10 to the Leave of Absence chapter of the Personnel Policy Manual to establish a guideline for addressing employee's service to Missouri Task Force One.
- Policy additions and revisions were updated on the county website as required. Copies of the above Commission Orders containing policy additions/revisions, along with an employee acknowledgement sheet, were also distributed countywide to Elected Officials and Department Directors to be disbursed to their employees.
- Human Resources manufacture Personnel Policy Manuals for distribution in new hire packets. Seventy-five copies of the Personnel Policy Manual were produced this year with copies provided on request to Elected Officials, Department Directors, Union Stewards and employees as requested.



## **Comprehensive Classification Study**

The Human Resource Director serves as chairperson of the Job Classification Committee (JCC) and coordinates the review and classification of County positions to ensure proper placement in the County's Salary Plan.

- The JCC met on 5/16/12 and recommended the Commission upgrade the Auditor's Office Specialist on range 20 to that of Account Specialist on range 21, which was adopted by Commission Order 243-2012 dated 5/17/12. The JCC also recommended the Commission establish a new position on range 46 at Public Works called Assistant Manager of Road Maintenance Operations, which was adopted by Commission Order 249-2012 dated 5/22/12. New class code #3029 was established as an exempt level position. HR created a job description from the Position Description Questionnaire (PDQ) and added this position to the online Job Descriptions and Pay Plan.
- The JCC met on 7/16/12 and recommended the Commission upgrade the pay scale of the County Counselor position from range 67 to range 70 and increase the Counselor's pay from \$88,587.20 to \$100,000.00, which was adopted by Commission Order 361-2012 dated 7/24/12.
- During the Personnel Advisory Committee (PAC) meeting on 7/19/12, it was decided that the Director of Human Resources should come up with a road map for how the County should go about conducting a salary plan study internally. Considerable time was spent gathering information on how to conduct a salary study, but this course of action was ultimately abandoned at this time.
- The JCC met on 9/5/12 and recommended the Commission reclassify the Lead Surveyor position on range 39 to a County Surveyor position on range 44 to assist in recruitment difficulties with filling the vacancy, which was adopted by Commission Order 438-2012 dated 9/11/12. Lead Surveyor class code 3012 was deactivated and replaced with class code 3013 as an exempt level County Surveyor classification. HR created a job description from the PDQ and added this position to the online Job Descriptions and Pay Plan while removing Lead Surveyor.

## **EEO Employment and Affirmative Action**

Human Resources is responsible for completing the EEO-4 report on a biennial basis, and for updating the Affirmative Action Plan as necessary. The following practices were employed in 2012 in an effort to ensure equal opportunity and affirmative action compliance.

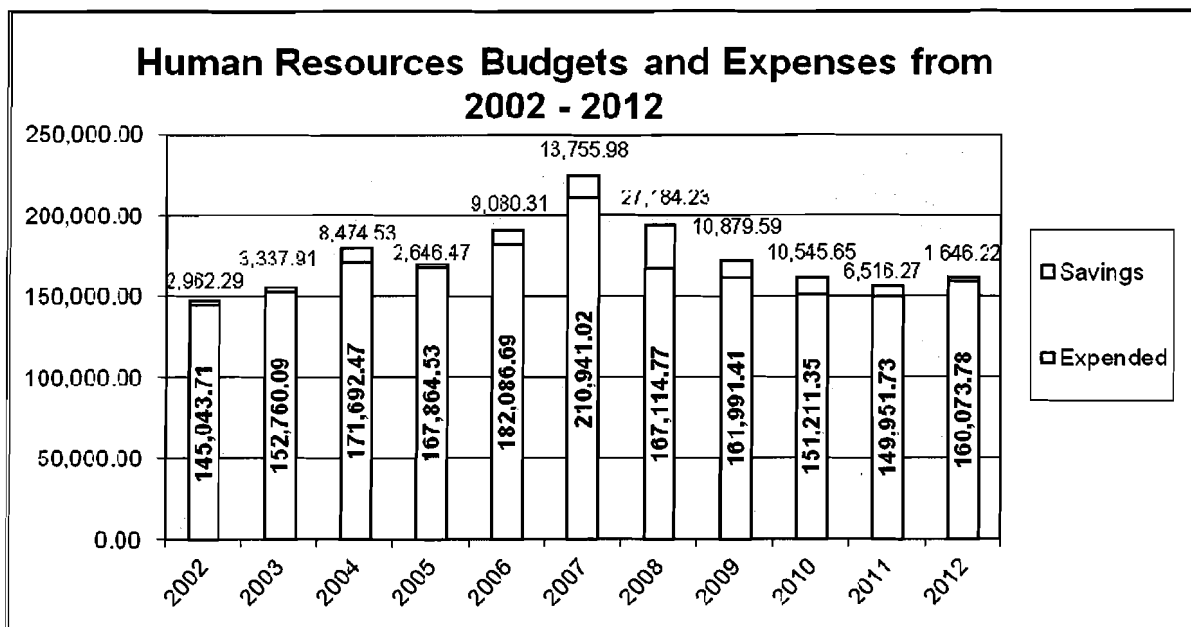
- Job posting opportunities are mass mailed to 45 organizations in an effort to target minority groups who may not have access to the local newspaper.
- Quarterly reports are presented to the Commission for review, which include data on the ethnicity and sex of employees who were provided with salary increases, transfers, promotions and demotions.
- Ethnicity designations of our workforce and applicants are collected for use in completion of EEO-4 reports, to update the Affirmative Action Plan and to comply with the Equal Employment Opportunity Plan (EEOP) requirements of federal grants.
- Continue to monitor new hires and terminations into job code 400 - Law Enforcement and Corrections as identified in the County's Affirmative Action Plan. Applicant data, including ethnicity and sex is communicated to the Sheriff's Department and the Commission on a biannual basis in an effort to monitor progress and increase awareness.
- Human Resources responded to a Site Visit for a 2009 Recovery Grant for Boone County's Multi-Jurisdictional Cyber Crime Grant (MJCCG) received through the MO Department of Public Safety. This site visit included Federal and State Civil Rights compliance questions.
- Completed a Certification form for the renewal of a 2012 JAG Grant which states that a current Equal Employment Opportunity Plan (EEOP) must be posted on the county's website. This plan, which includes an analysis of our internal workforce compared to the external workforce, was last established by Human Resources in October 2011 and remains current for grant purposes for two years.

## Budget Overview

DEPT	HUMAN RESOURCES	BUDGET 2012	ADJUSTMENTS	EXPENSES	BALANCE
10100	Salaries & Wages	\$98,463.00	0.00	101,930.44	(3,467.44)
10110	Overtime	\$500.00	0.00	431.28	68.72
10120	Holiday Worked	\$0.00	0.00	0.00	0.00
10200	FICA	\$7,570.00	0.00	7,811.89	(241.89)
10300	Health Insurance	\$9,500.00	0.00	9,500.00	0.00
10325	Disability Insurance	\$285.00	0.00	284.05	0.95
10350	Life Insurance	\$94.00	0.00	91.20	2.80
10375	Dental Insurance	\$712.00	0.00	712.00	0.00
10400	Workers Comp	\$237.00	0.00	237.00	0.00
10500	Matching Plan 401 (A)	\$702.00	0.00	780.00	(78.00)
<b>Total Class 1 - Personnel Services</b>		<b>\$118,063.00</b>	<b>0.00</b>	<b>121,777.86</b>	<b>(3,714.86)</b>
22500	Subscriptions/Publication	\$2,000.00	0.00	2,008.29	(8.29)
23000	Office Supplies	\$800.00	0.00	763.69	36.31
23001	Printing	\$500.00	0.00	298.50	201.50
23050	Other Supplies	\$700.00	0.00	415.77	284.23
<b>Total Class 2 - Materials &amp; Supplies</b>		<b>\$4,000.00</b>	<b>0.00</b>	<b>3,486.25</b>	<b>513.75</b>
37000	Dues	\$500.00	0.00	580.00	(80.00)
37200	County Seminar/Conf/Mtgs	\$1,900.00	0.00	1,000.00	900.00
37210	Training/Schools (HR)	\$1,224.00	0.00	685.00	539.00
37220	Travel: Mileage, Airfare, Etc.	\$727.00	0.00	400.09	326.91
37230	Meals/Lodging for Training	\$1,756.00	0.00	1,422.89	333.11
<b>Total Class 3 - Dues, Travel &amp; Training</b>		<b>\$6,107.00</b>	<b>0.00</b>	<b>4,087.98</b>	<b>2,019.02</b>
48000	Telephones	\$1,000.00	0.00	866.54	133.46
48050	Cellular Telephones	\$350.00	0.00	242.06	107.94
<b>Total Class 4 - Utilities</b>		<b>\$1,350.00</b>	<b>0.00</b>	<b>1,108.60</b>	<b>241.40</b>
59200	Local Mileage	\$60.00	0.00	13.32	46.68
<b>Total Class 5 - Vehicle Expense</b>		<b>\$60.00</b>	<b>\$0.00</b>	<b>\$13.32</b>	<b>\$46.68</b>
60050	Equip Service Contract	\$506.00	0.00	404.33	101.67
<b>Total Class 6 - Equip &amp; Bldg Maintenance</b>		<b>\$506.00</b>	<b>0.00</b>	<b>404.33</b>	<b>101.67</b>
71100	Outside Services	\$2,800.00	0.00	2,525.64	274.36
71500	Building Use/Rent Charge	\$7,234.00	0.00	7,234.00	0.00
<b>Total Class 7 - Contractual Services</b>		<b>\$10,034.00</b>	<b>0.00</b>	<b>9,759.64</b>	<b>274.36</b>
83100	Awards	\$700.00	414.99	0.00	285.01
84010	Receptions/Meetings	\$500.00	0.00	517.15	(17.15)
84300	Advertising	\$20,400.00	0.00	18,503.66	1,896.34
<b>Total Class 8 - Other</b>		<b>\$21,600.00</b>	<b>414.99</b>	<b>19,020.81</b>	<b>2,164.20</b>
<b>GRAND TOTALS:</b>		<b>\$161,720.00</b>	<b>414.99</b>	<b>159,658.79</b>	<b>1,646.22</b>

## Historical Budget Comparison

<b>Human Resources Budgets and Expenses</b>					
<b>Year</b>	<b>Budgeted</b>	<b>Expended</b>	<b>Savings</b>	<b>Percent Expended</b>	<b>FTE's</b>
2002	148,006.00	145,043.71	2,962.29	98%	2.00
2003	156,098.00	152,760.09	3,337.91	98%	2.00
2004	180,167.00	171,692.47	8,474.53	95%	2.00
2005	170,511.00	167,864.53	2,646.47	98%	2.00
2006	191,167.00	182,086.69	9,080.31	95%	2.00
2007	224,697.00	210,941.02	13,755.98	94%	2.00
2008	194,299.00	167,114.77	27,184.23	86%	2.00
2009	172,871.00	161,991.41	10,879.59	94%	2.00
2010	161,757.00	151,211.35	10,545.65	93%	2.00
2011	156,468.00	149,951.73	6,516.27	96%	2.00
2012	161,720.00	160,073.78	1,646.22	99%	2.00



# CERTIFIED COPY OF ORDER



STATE OF MISSOURI }  
County of Boone } ea.

March Session of the January Adjourned

Term. 20 13

In the County Commission of said county, on the 21st day of March 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 Public Works to purchase a new air compressor, at a cost of \$2,200, for shop service truck 1751 from out of cost saving in account 2040-92300.

Done this 21st day of March, 2013.

ATTEST:

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

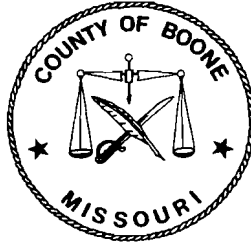
*Daniel K. Atwill*  
Daniel K. Atwill  
Presiding Commissioner

*Karen M. Miller*  
Karen M. Miller  
District I Commissioner

*Janet M. Thompson*  
Janet M. Thompson  
District II Commissioner

# Boone County Public Works

**Gregory P. Edington**  
Fleet Operations Superintendent  
Maintenance Operations Division



5551 Highway 63 South  
Columbia, Missouri 65201-9711  
(573) 449-8515 ext (226)  
FAX (573) 875-1602  
EMAIL: [gregedington@boonecountymo.org](mailto:gregedington@boonecountymo.org)

---

Date: February 28, 2013  
To: Chet Dunn  
From: Greg Edington  
Subject: Air Compressor for 1751 (Shop Service Truck)

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In an attempt to save costs on the shop truck (1751) we budgeted 2012 funds, with the purchase of the truck, to transfer over an existing air compressor. When Knaphiede Equipment tried to move the equipment over to the new truck, it was decided that it would not be beneficial to transfer the unit due to it's deteriorated condition and the cost of adapting the installation to the new vehicle.

Therefore, it was decided to install a new air compressor on the truck to expedite the build. The new air compressor cost is \$2,200. After discussions with the Auditor's office the purchase, will have to request Commission approval to purchase out of cost saving in account 2040-92300. The purchase of a snow plow resulted in a savings of \$2,212.00 and the pending purchase of two tractor/boom mowers will result in at least a \$14,000 savings. Also the unit will need to be tagged separately from the truck.

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

March Session of the January Adjourned

Term. 20 13

In the County Commission of said county, on the

21st

day of March

20 13

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

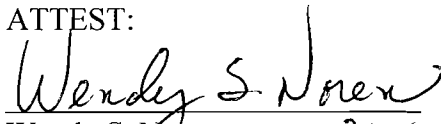
Now on this day the County Commission of the County of Boone does hereby approve the following Grant of Easements between the County of Boone and the City of Columbia regarding the Scott Boulevard Phase II Notice of Public Improvement Project:

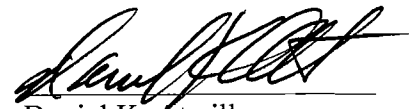
- Grant of Agreement for Temporary Construction Easement (4)
- Grant of Easement for Drainage Purposes (2)
- Grant of Easement for Street Purposes (4)

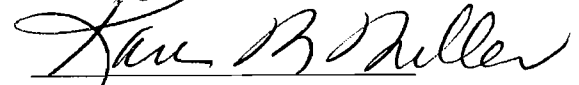
Terms and Legal Descriptions of each Grant of Easement is attached. It is further ordered the Presiding Commissioner is hereby authorized to sign said Grant of Easements.

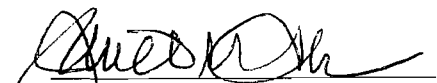
Done this 21st day of March, 2013.

ATTEST:

  
 Wendy S. Noren  
 Clerk of the County Commission

  
 Daniel K. Atwill  
 Presiding Commissioner

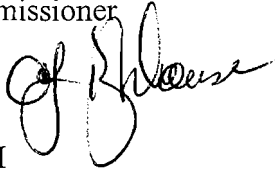
  
 Karen M. Miller  
 District I Commissioner

  
 Janet M. Thompson  
 District II Commissioner



**CHARLES J. DYKHOUSE**  
**BOONE COUNTY COUNSELOR**  
801 E. WALNUT, SUITE 211  
COLUMBIA, MISSOURI 65201  
TELEPHONE (573) 886-4414  
FAX (573) 886-4413

TO: Dan Atwill, Presiding Commission  
Karen Miller, District I Commissioner  
Janet Thompson, District II Commissioner

FROM: CJ Dykhouse, County Counselor 

RE: Scott Boulevard Project - Phase II

DATE: March 18, 2013

I have now had the opportunity to review the requested easement documents from the City of Columbia relating to the Phase II of the Scott Boulevard Project. I have reviewed these both with the County's Chief Engineer as well as the County's Right-of-Way Agent. Based upon that review, I believe that the documents are in acceptable legal form as presented and convey the intended property interests to the City of Columbia necessary to facilitate the construction of Phase II of the Scott Boulevard Project.

I recommend that the Commission authorize the Presiding Commission to execute the following documents as presented by the City of Columbia and attached to this Memorandum:

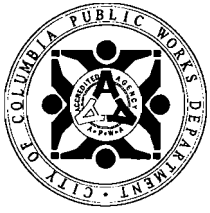
1. Grant of Easement for Drainage Purposes
2. Grant of Easement for Drainage Purposes
3. Grant of Easement for Street Purposes
4. Agreement for Temporary Construction Easement
5. Grant of Easement for Street Purposes
6. Agreement for Temporary Construction Easement
7. Grant of Easement for Street Purposes
8. Grant of Easement for Street Purposes
9. Agreement for Temporary Construction Easement
10. Agreement for Temporary Construction Easement

I will stand by to discuss further. Thanks, Commissioners.

Enclosures

CJD/ds





CITY OF COLUMBIA, MISSOURI

PUBLIC WORKS DEPARTMENT

DKA PKK  
KMM \_\_\_\_\_  
JMT gurd

RECEIVED  
MAR 04 2013  
BY: \_\_\_\_\_

March 1, 2013

The County of Boone  
By and through its County Commission  
801 E. Walnut, Rm. 245  
Columbia, Mo 65201

*Please put on agenda*  
*Alan*  
*3-4-13*

**Certified Mail**

Re: Scott Boulevard Phase II Notice of Public Improvement Project

Dear County Commissioners:

The City of Columbia City Council has authorized the construction of Scott Boulevard Phase 2. This project will construct street pavement, a bridge, a roundabout, sidewalks, storm drain inlets and pipes and other miscellaneous work along parts of Scott Boulevard from Brookview Terrace to Vawter School Road. This project will affect property owned by the County of Boone on South Scott Blvd., Parcel 16-712-29-03-001.00 01 and 19-712-29-03-001.01 01 and S Brushwood Lake Rd., Parcel 16-712-29-006.00 01 shown on the enclosed engineering drawings.

We are hopeful that because of the benefits derived from this project, we can reach an agreement with you for the Grant of Agreement for Temporary Construction Easements (4), Grant of Easement for Drainage Purposes (2), and Grant of Easement for Street Purposes (4) needed from you to accomplish the construction of this project. The easements and easement diagram are enclosed.

Please be advised that any landowner of property interests being acquired for this project has the right to submit alternate location proposals for a period of up to and including 30 days after receipt of this Notice. This Notice will be given to all landowners of property interests being acquired once the Right of Way Plans have been approved and the acquisition process has begun. Proposals for alternate locations shall be in writing and described in such detail that the alternate location is clearly defined. Please submit such proposals to Wendy Lister at City of Columbia, PUBLIC WORKS DEPARTMENT, PO Box 6015, Columbia, MO 65205-6015.

We are looking forward to working with you on this project. Should you have any questions please feel free to call me at 573.874.7272.

Sincerely,  
PUBLIC WORKS DEPARTMENT  
*Wendy M. Lister*  
Wendy M. Lister  
Property Acquisition Manager

Enclosures  
c: C.J. Dykhouse

**GRANT OF EASEMENT FOR DRAINAGE PURPOSES**

THIS INDENTURE, made on the 21<sup>ST</sup> day of March, 2013, by and between Boone County, Missouri, a political subdivision of the State of Missouri, through its County Commission, herein Grantor, and the City of Columbia; a municipal corporation in the County of Boone and the State of Missouri, Grantee; Grantee's mailing address is Post Office Box 6015, Columbia, MO 65205;

WITNESSETH:

That the said Grantor in consideration of the sum of TEN DOLLARS (\$10.00) and other valuable considerations paid by the Grantee, the receipt of which is hereby acknowledged does hereby grant unto said City, its successors and assigns, the privilege, authority and right to construct, operate, replace, repair and maintain a drainage course or storm sewer, along with such other rights as are necessary and incidental thereto, under, across and upon the following described real estate, owned by us, situated in the County of Boone, State of Missouri, to-wit:

**Project: Scott Boulevard Phase II (32-07-07)**  
**Ordinance #: 021590**  
**Parcel: 16-712-29-03-001.00**

**LEGAL DESCRIPTION:**

**An irregular shaped parcel of land being the east part of a tract of land described as part "a" in a warranty deed in Book 903 at Page 627, being part of Lot 1 of Turner Station Subdivision as recorded in Plat Book 11 at Page 128, both of the Boone County Records; situate in Boone County, Missouri; said parcel being described as follows:**


**Starting at the southeast corner of said Lot 1 on the east line of said section; thence along the south line of said lot N.68°19'20"W., 44.60 feet to the POINT OF BEGINNING on the west line of the permanent street easement granted this date; thence continuing along said south line N.68°19'20"W., 243.91 feet; thence leaving said line N.5°48'15"E., 110.04 feet to the southwest corner of the tract described in the warranty deed in Book 2643 at Page 68 of said Records; thence along said line S.84°11'50"E., 210.71 feet to the said west line of said street easement; thence along said line along a non-tangent curve to the left having a radius of 3,050.00 feet a distance of 24.46 feet (the chord of said curve having bearing and distance of S.1°41'55"E., 24.46 feet); thence continuing along said line S.1°55'45"E., 153.91 feet to the POINT OF BEGINNING and containing 0.72 acres.**

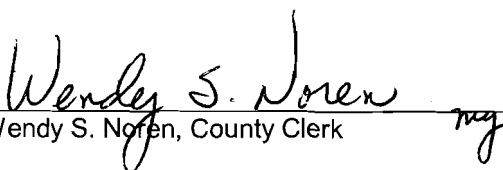
This grant includes the right of the City of Columbia, Missouri, its officers, agents and employees, to cross Grantor's abutting land and enter upon said real estate at any time for the purpose of exercising any of the rights herein granted.

The Grantor warrants, that, subject to liens and encumbrances of record at the date of this easement, it is the owner of the above-described property, and has the right and authority to make and execute and it will defend this Grant of Easement.

IN WITNESS WHEREOF, the said The County of Boone has caused these presents to be signed by its Presiding Commissioner the day and year first written above.

**Boone County, Missouri, a political subdivision of the State of Missouri, through its County Commission**

By:   
Daniel K. Atwill, Presiding Commissioner

Attest:   
Wendy S. Noren, County Clerk

STATE OF Missouri )  
 )ss.  
COUNTY OF Boone )

On this 21 day of MARCH in the year 2013, before me, a Notary Public in and for said state, personally appeared, Daniel K. Atwill, to me known to be the duly elected Presiding Commissioner of the County Commission of Boone County, Missouri and the person described in and who executed the foregoing instrument, and acknowledged to me that he executed the same for the purposes therein stated on behalf of said County as authorized signatory for the County Commission.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal the day and year last written above.

**JULIE M. CROUCH**  
**Notary Public - Notary Seal**  
State of Missouri  
County of Boone  
**My Commission Expires September 16, 2013**  
Commission # 09868963

  
Notary Public

**GRANT OF EASEMENT FOR DRAINAGE PURPOSES**

THIS INDENTURE, made on the 21<sup>ST</sup> day of March, 2013, by and between Boone County, Missouri, a political subdivision of the State of Missouri, through its County Commission, herein Grantor, and the City of Columbia, a municipal corporation in the County of Boone and the State of Missouri, Grantee; Grantee's mailing address is Post Office Box 6015, Columbia, MO 65205;

WITNESSETH:

That the said Grantor in consideration of the sum of TEN DOLLARS (\$10.00) and other valuable considerations paid by the Grantee, the receipt of which is hereby acknowledged does hereby grant unto said City, its successors and assigns, the privilege, authority and right to construct, operate, replace, repair and maintain a drainage course or storm sewer, along with such other rights as are necessary and incidental thereto, under, across and upon the following described real estate, owned by us, situated in the County of Boone, State of Missouri, to-wit:

**Project: Scott Boulevard Phase II (32-07-07)**  
**Ordinance #: 021590**  
**Parcel: 16-712-29-03-001.01**

**LEGAL DESCRIPTION:**

An irregular shaped parcel of land across the east part of a tract of land described in a warranty deed in Book 2643 at Page 68, said tract being part of Lot 1 of Turner Station Subdivision as recorded in Plat Book 11 at Page 128 and part of Tract B of the survey as recorded in Book 986 at Page 663, all of the Boone County Records; situate in Boone County, Missouri; said parcel being described as follows:

Starting at the southeast corner of said tract; thence along the south line of said tract S.84°11'50"E., 159.72 feet to the POINT OF BEGINNING being N.84°11'50"W., 50.99 feet from the southwest corner of the permanent street easement granted this date; thence leaving said line N.14°21'25"E., 100.93 feet; thence N.27°42'25"E., 55.02 feet to the west line of said permanent street easement; thence along said line along a non-tangent curve to the left having a radius of 3,050.00 feet a distance of 151.66 feet (the chord of said curve having bearing and distance of S.0°02'40"E., 151.64 feet) to the south line of said tract; thence along said line N.84°11'50"W., 50.99 feet to the POINT OF BEGINNING and containing 4,391 square feet inclusive of 3,283 square feet of existing Trail easement recorded in Book 2643 at Page 68 and an existing Public Park and Recreation easement recorded in Book 1213 at Page 663, both of the Boone County Records.

This grant includes the right of the City of Columbia, Missouri, its officers, agents and employees, to cross Grantor's abutting land and enter upon said real estate at any time for the purpose of exercising any of the rights herein granted.

The Grantor warrants, that, subject to liens and encumbrances of record at the date of this easement, it is the owner of the above-described property, and has the right and authority to make and execute and it will defend this Grant of Easement.

IN WITNESS WHEREOF, the said The County of Boone has caused these presents to be signed by its Presiding Commissioner the day and year first written above.

**Boone County, Missouri, a political subdivision of the State of Missouri, through its County Commission**

By:   
Daniel K. Atwill, Presiding Commissioner

Attest:   
Wendy S. Noren, County Clerk

STATE OF Missouri )  
 )ss.  
COUNTY OF Boone )

On this 21 day of MARCH in the year 2013, before me, a Notary Public in and for said state, personally appeared, Daniel K. Atwill, to me known to be the duly elected Presiding Commissioner of the County Commission of Boone County, Missouri and the person described in and who executed the foregoing instrument, and acknowledged to me that he executed the same for the purposes therein stated on behalf of said County as authorized signatory for the County Commission.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal the day and year last written above.

**JULIE M. CROUCH**  
Notary Public - Notary Seal  
State of Missouri  
County of Boone  
My Commission Expires September 16, 2013  
Commission # 09868963

  
Notary Public

**GRANT OF EASEMENT FOR STREET PURPOSES**

THIS INDENTURE, made on the 21<sup>ST</sup> day of March, 2013, by and between Boone County, Missouri, a political subdivision of the State of Missouri, through its County Commission, herein Grantor, and the City of Columbia, Missouri, a municipal corporation in the County of Boone and the State of Missouri, Grantee; Grantee's mailing address is Post Office Box 6015, Columbia, MO 65205.

WITNESSETH:

That Grantor, in consideration of the sum of Ten Dollars (\$10.00), to us in hand paid by the City of Columbia, Missouri, the receipt of which is hereby acknowledged, do hereby grant unto said City, its successors and assigns, an easement of way for street purposes, over the following described real estate, situated in the County of Boone, State of Missouri, to wit:

**Project: Scott Boulevard Phase II (32-07-07)**  
**Ordinance #: 021590**  
**Parcel: 16-712-29-00-006.00**

**LEGAL DESCRIPTION**

An irregular shaped parcel of land along the east part of a tract of land described as part "b" in a warranty deed in Book 903 at Page 627, being part of Tract B of the survey recorded in Book 986 at Page 776, both of the Boone County Records; situate in the east half (1/2) of the southeast quarter (1/4) of the southeast quarter (1/4) of Section 29, Township 48 North, Range 13 West, in Boone County, Missouri; said parcel being described as follows:


**BEGINNING** at the southeast corner of Lot 1 of Turner Station Subdivision as recorded in Plat Book 903 at Page 627 of said Boone County Records on the east line of said Section; thence along said Section line S.1°16'40"W., 544.53 feet to the north line of Tract 6 of the survey as recorded in Book 765 at Page 714 of said Boone County Records; thence along said line S.86°00'25"W., 10.37 feet; thence leaving said line N.1°55'45"W., 561.90 feet to the south line of said Lot 1; thence along said line S.68°19'20"E., 44.60 feet to the POINT OF BEGINNING and containing 14,295 square feet inclusive of 5,224 square feet in existing roadway.

This grant includes the right of the City of Columbia, Missouri, its officers, agents and employees, to enter upon said real estate at any time for the purposes of exercising any of the rights herein granted.

The Grantor warrants that, subject to liens and encumbrances of record at the date of this easement, they are the owners of the above-described land and have the right and authority to make and execute this Grant of Easement.

IN WITNESS WHEREOF, the said The County of Boone has caused these presents to be signed by its Presiding Commissioner the day and year first written above.

**Boone County, Missouri, a political subdivision of the State of Missouri, through its County Commission**

By:   
Daniel K. Atwill, Presiding Commissioner

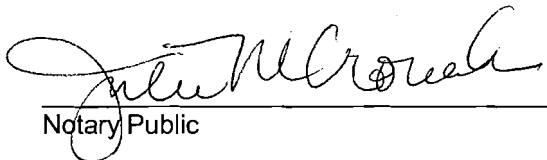
Attest:   
Wendy S. Noren, County Clerk *msj*

STATE OF Missouri )  
 )ss.  
COUNTY OF Boone )

On this 21 day of MARCH in the year 2013, before me, a Notary Public in and for said state, personally appeared, Daniel K. Atwill, to me known to be the duly elected Presiding Commissioner of the County Commission of Boone County, Missouri and the person described in and who executed the foregoing instrument, and acknowledged to me that he executed the same for the purposes therein stated on behalf of said County as authorized signatory for the County Commission.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal the day and year last written above.

JULIE M. CROUCH  
Notary Public - Notary Seal  
State of Missouri  
County of Boone  
My Commission Expires September 16, 2013  
Commission # 09868963

  
Notary Public

**AGREEMENT FOR TEMPORARY CONSTRUCTION EASEMENT**

THIS AGREEMENT for temporary construction easement entered into this 21<sup>ST</sup> day of March, 2013, by and between, Boone County, Missouri, a political subdivision of the State of Missouri, through its County Commission, herein Grantor, and the City of Columbia, Missouri, a municipal corporation in the County of Boone and the State of Missouri, Grantee; Grantee's mailing address is Post Office Box 6015, Columbia, MO 65205.

WITNESSETH:

That the Grantor, in consideration of the sum of Ten Dollars (\$10.00), to us in hand paid by the City of Columbia, Missouri, a municipal corporation, the receipt of which is hereby acknowledged, do hereby grant unto the Grantee, a temporary easement and right-of-way to be in effect during the time of construction of Scott Boulevard Phase II (32-07-07) project in Boone County for the following purposes, namely: to provide access to said construction project by granting the right to enter upon, permanently alter the grade, store materials, and operate and park equipment on, over and across the right-of-way hereinafter described, which is located within the boundaries of a parcel of land situated in the County of Boone and State of Missouri and described as follows:

**Project: Scott Boulevard Phase II (32-07-07)**  
**Ordinance #: 021590**  
**Parcel: M-K-T Trail Right-of-Way**

**LEGAL DESCRIPTION:**

**A four (4) sided parcel of land being part of the M-K-T Trail across Scott Blvd; situate in the east half (1/2) of the northeast quarter (1/4) of the southeast quarter (1/4) of Section 29, Township 48 North, Range 13 west, in Boone County, Missouri; said parcel being described as follows:**

**BEGINNING at the northeast corner of Tract B of the Survey as recorded in Book 986 at Page 776, said corner being on the east line of said Section; thence along the north line of said survey N.84°11'50"W., 70.26 feet; thence leaving said line N.18°59'40"E., 51.13 feet to the south line of Bellview Acres Block No. 1, Replat No. 1 as recorded in Plat Book 10 at Page 176; thence along said line and the extension thereof S.84°36'15"E., 54.62 feet to said Section line; thence along said line S.1°16'55"W., 50.32 feet to the POINT OF BEGINNING and containing 372 square feet exclusive of permanent street easement granted this date.**

TO HAVE AND TO HOLD said temporary easement and right-of-way unto the Grantee and to its successors and assigns during the period of construction herein referred to. Said easement shall cease within one year of acceptance of the completed construction project by the City Council or other date as specified in the City's acceptance of the project.

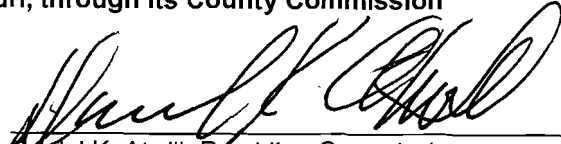


This grant includes the right of the City of Columbia, Missouri, its officers, agents and employees, to enter upon said real estate at any time during the time of construction for the purpose of exercising any of the rights herein granted.

The Grantor covenants that it has the right and authority to make and execute this agreement on behalf of said corporation.

IN WITNESS WHEREOF, the said Grantor has caused these presents to be signed by its Presiding Commissioner.

**Boone County, Missouri, a political subdivision of the State of Missouri, through its County Commission**

By:   
Daniel K. Atwill, Presiding Commissioner

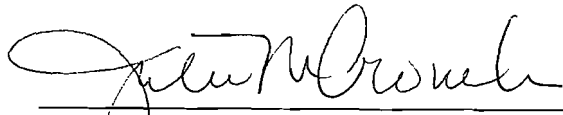
Attest:   
Wendy S. Noren, County Clerk *ney*

STATE OF Missouri            )  
  )ss.  
COUNTY OF Boone         )

On this 21 day of MARCH in the year 2013, before me, a Notary Public in and for said state, personally appeared, Daniel K. Atwill, to me known to be the duly elected Presiding Commissioner of the County Commission of Boone County, Missouri and the person described in and who executed the foregoing instrument, and acknowledged to me that he executed the same for the purposes therein stated on behalf of said County as authorized signatory for the County Commission.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal the day and year last written above.

**JULIE M. CROUCH**  
Notary Public - Notary Seal  
State of Missouri  
County of Boone  
My Commission Expires September 16, 2013  
Commission # 09868963

  
Notary Public

**GRANT OF EASEMENT FOR STREET PURPOSES**

THIS INDENTURE, made on the 21<sup>ST</sup> day of March, 2013, by and between, Boone County, Missouri, a political subdivision of the State of Missouri, through its County Commission, herein Grantor, and the City of Columbia, Missouri, a municipal corporation in the County of Boone and the State of Missouri, Grantee; Grantee's mailing address is Post Office Box 6015, Columbia, MO 65205.

**WITNESSETH:**

That Grantor, in consideration of the sum of Ten Dollars (\$10.00), to us in hand paid by the City of Columbia, Missouri, the receipt of which is hereby acknowledged, do hereby grant unto said City, its successors and assigns, an easement of way for street purposes, over the following described real estate, situated in the County of Boone, State of Missouri, to wit:

**Project: Scott Boulevard Phase II (32-07-07)**  
**Ordinance #021590**  
**Parcel: 16-712-29-03-001.00**

**LEGAL DESCRIPTION:**

**An irregular shaped parcel of land along the east line of a part of a tract of land described as part "a" in a warranty deed in Book 903 at Page 627, being part of Lot 1 of Turner Station Subdivision as recorded in Plat Book 11 at Page 128, both of the Boone County Records; situate in Boone County, Missouri; said parcel being described as follows:**

**Starting at the southeast corner of said Lot 1; thence along the south line of said Lot N.68°19'20"W., 26.49 feet to the POINT OF BEGINNING on the westerly Right-of-Way line of Scott Boulevard; thence continuing along said south line N.68°19'20"W., 18.11 feet; thence leaving said line N.1°55'45"W., 153.91; thence along a curve to the right having a radius of 3,050.00 feet a distance of 24.46 feet (the chord of said curve having bearing and distance of N.1°41'55"W., 24.46 feet) to the south line of the tract described in a warranty deed in Book 2643 at Page 68 of said Boone County Records; thence along said line S.84°11'50"E., 1.91 feet to the southeast corner of said tract; thence along the east line of said tract N.1°17'40"E., 110.34 feet to the north line of said Lot 1; thence along said line S.84°11'50"E., 25.08 feet to said westerly Right-of-Way line; thence along said line S.1°17'40"W., 292.63 feet to the POINT OF BEGINNING and containing 6,700 square feet**

This grant includes the right of the City of Columbia, Missouri, its officers, agents and employees, to enter upon said real estate at any time for the purposes of exercising any of the rights herein granted.

The Grantor warrants that, subject to liens and encumbrances of record at the date of this easement, they are the owners of the above-described land and have the right and authority to make and execute this Grant of

Easement.

IN WITNESS WHEREOF, the said The County of Boone has caused these presents to be signed by its Presiding Commissioner the day and year first written above.

**Boone County, Missouri, a political subdivision of the State of Missouri, through its County Commission**

By:   
Daniel K. Atwill, Presiding Commissioner

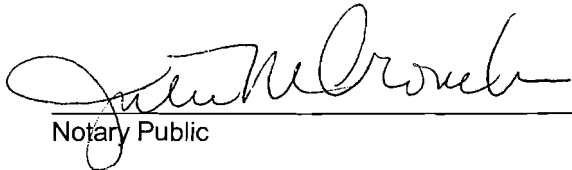
Attest:   
Wendy S. Noren, County Clerk *my*

STATE OF Missouri )  
 )ss.  
COUNTY OF Boone )

On this 21 day of MARCH in the year 2013, before me, a Notary Public in and for said state, personally appeared, Daniel K. Atwill, to me known to be the duly elected Presiding Commissioner of the County Commission of Boone County, Missouri and the person described in and who executed the foregoing instrument, and acknowledged to me that he executed the same for the purposes therein stated on behalf of said County as authorized signatory for the County Commission.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal the day and year last written above.

JULIE M. CROUCH  
Notary Public - Notary Seal  
State of Missouri  
County of Boone  
My Commission Expires September 16, 2013  
Commission # 09868963

  
Notary Public

**AGREEMENT FOR TEMPORARY CONSTRUCTION EASEMENT**

THIS AGREEMENT for temporary construction easement entered into this 21<sup>ST</sup> day of March, 2013, by and between, Boone County, Missouri, a political subdivision of the State of Missouri, through its County Commission, herein Grantor, and the City of Columbia, Missouri, a municipal corporation in the County of Boone and the State of Missouri, Grantee; Grantee's mailing address is Post Office Box 6015, Columbia, MO 65205.

WITNESSETH:

That the Grantor, in consideration of the sum of Ten Dollars (\$10.00), to us in hand paid by the City of Columbia, Missouri, a municipal corporation, the receipt of which is hereby acknowledged, do hereby grant unto the Grantee, a temporary easement and right-of-way to be in effect during the time of construction of Scott Boulevard Phase II (32-07-07) project in Boone County for the following purposes, namely: to provide access to said construction project by granting the right to enter upon, permanently alter the grade, store materials, and operate and park equipment on, over and across the right-of-way hereinafter described, which is located within the boundaries of a parcel of land situated in the County of Boone and State of Missouri and described as follows:

**Project: Scott Boulevard Phase II (32-07-07)**  
**Ordinance #: 021590**  
**Parcel: 16-712-29-03-001.00**

**LEGAL DESCRIPTION:**

**A four (4) sided parcel of land over a part of a tract of land described as part "a" in a warranty deed in Book 903 at Page 627, being part of Lot 1 of Turner Station Subdivision as recorded in Plat Book 11 at Page 128, both of the Boone County Records; situate in Boone County, Missouri; said parcel being described as follows:**

**Starting at the southeast corner of said Lot 1 on the east line of said section; thence along the south line of said lot N.68°19'20"W., 288.51 feet to the POINT OF BEGINNING; thence continuing along said south line N.68°19'20"W., 15.59 feet; thence leaving said line N.5°48'15"E., 120.78 feet; thence S.84°11'50"E., 15.00 feet to the west line of the tract described in the warranty deed in Book 2643 at Page 68 of said Records; thence along said line and the extension thereof S.5°48'15"W., 125.04 feet to the POINT OF BEGINNING and containing 1,843 square feet.**

TO HAVE AND TO HOLD said temporary easement and right-of-way unto the Grantee and to its successors and assigns during the period of construction herein referred to. Said easement shall cease within one year of acceptance of the completed construction project by the City Council or other date as specified in the City's acceptance of the project.


This grant includes the right of the City of Columbia, Missouri, its officers, agents and employees, to enter upon said real estate at any time during the time of construction for the purpose of exercising any of the rights herein granted.

The Grantor covenants that it has the right and authority to make and execute this agreement on behalf of said corporation.

IN WITNESS WHEREOF, the said Grantor has caused these presents to be signed by its Presiding Commissioner

**Boone County, Missouri, a political subdivision of the State of Missouri, through its County Commission**

By:   
Daniel K. Atwill, Presiding Commissioner

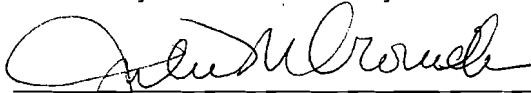
Attest:   
Wendy S. Noren, County Clerk

STATE OF Missouri            )  
  )ss.  
COUNTY OF Boone            )

On this 21 day of MARCH in the year 2013, before me, a Notary Public in and for said state, personally appeared, Daniel K. Atwill, to me known to be the duly elected Presiding Commissioner of the County Commission of Boone County, Missouri and the person described in and who executed the foregoing instrument, and acknowledged to me that he executed the same for the purposes therein stated on behalf of said County as authorized signatory for the County Commission.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal the day and year last written above.

JULIE M. CROUCH  
Notary Public - Notary Seal  
State of Missouri  
County of Boone

  
Notary Public

My Commission Expires September 16, 2013  
Commission # 09865963

**GRANT OF EASEMENT FOR STREET PURPOSES**

THIS INDENTURE, made on the 21<sup>ST</sup> day of March, 2013, by and between Boone County, Missouri, a political subdivision of the State of Missouri, through its County Commission, herein Grantor, and the City of Columbia, Missouri, a municipal corporation in the County of Boone and the State of Missouri, Grantee; Grantee's mailing address is Post Office Box 6015, Columbia, MO 65205.

**WITNESSETH:**

That Grantor, in consideration of the sum of Ten Dollars (\$10.00), to us in hand paid by the City of Columbia, Missouri, the receipt of which is hereby acknowledged, do hereby grant unto said City, its successors and assigns, an easement of way for street purposes, over the following described real estate, situated in the County of Boone, State of Missouri, to wit:

**Project: Scott Boulevard Phase II (32-07-07)**  
**Ordinance #: 021590**  
**Parcel: 16-712-29-03-001.01**

**LEGAL DESCRIPTION:**

**An irregular shaped parcel of land along the east line of a tract of land described in a warranty deed in Book 2643 at Page 68, said tract being part of Lot 1 of Turner Station Subdivision as recorded in Plat Book 11 at Page 128 and part of Tract B of the survey as recorded in Book 986 at Page 663, all of the Boone County Records; situate in Boone County, Missouri; said parcel being described as follows:**

**BEGINNING at the northeast corner of said tract; thence along the east line of said tract S.1°17'40"W., 160.50 feet to the southeast corner of said tract; thence along the south line of said tract N.84°11'50"W., 1.91 feet; thence leaving said line along a non-tangent curve to the right having a radius of 3,050.00 feet a distance of 160.83 feet (the chord of said curve having bearing and distance of N.0°02'30"E., 160.82 feet) to the north line of said tract; thence along said line S.84°11'50"E., 5.44 feet to the POINT OF BEGINNING and containing 702 square feet all within an existing Trail easement recorded in Book 2643 at Page 68 and an existing Public Park and Recreation easement recorded in Book 1213 at Page 663, both of the Boone County Records.**

This grant includes the right of the City of Columbia, Missouri, its officers, agents and employees, to enter upon said real estate at any time for the purposes of exercising any of the rights herein granted.

The Grantor warrants that, subject to liens and encumbrances of record at the date of this easement, they are the owners of the above-described land and have the right and authority to make and execute this Grant of Easement.



**GRANT OF EASEMENT FOR STREET PURPOSES**

THIS INDENTURE, made on the 21<sup>ST</sup> day of March, 2013, by and between Boone County, Missouri, a political subdivision of the State of Missouri, through its County Commission, herein Grantor, and the City of Columbia, Missouri, a municipal corporation in the County of Boone and the State of Missouri, Grantee; Grantee's mailing address is Post Office Box 6015, Columbia, MO 65205.

WITNESSETH:

That Grantor, in consideration of the sum of Ten Dollars (\$10.00), to us in hand paid by the City of Columbia, Missouri, the receipt of which is hereby acknowledged, do hereby grant unto said City, its successors and assigns, an easement of way for street purposes, over the following described real estate, situated in the County of Boone, State of Missouri, to wit:

**Project: Scott Boulevard Phase II (32-07-07)**  
**Ordinance #: 021590**  
**Parcel: M-K-T Trail Right-of-Way**

**LEGAL DESCRIPTION:**

**A four (4) sided parcel of land being part of the M-K-T Trail across Scott Blvd; situate in the east half (1/2) of the northeast quarter (1/4) of the southeast quarter (1/4) of Section 29, Township 48 North, Range 13 west, in Boone County, Missouri; said parcel being described as follows:**

**BEGINNING at the northeast corner of Tract B of the Survey as recorded in Book 986 at Page 776, said corner being on the east line of said Section; thence along the north line of said survey N.84°11'50"W., 55.30 feet; thence leaving said line N.2°01'15"E., 49.88 feet to the south line of Bellview Acres Block No. 1, Replat No. 1 as recorded in Plat Book 10 at Page 176; thence along said line and the extension thereof S.84°36'15"E., 54.62 feet to said Section line; thence along said line S.1°16'55"W., 50.32 feet to the POINT OF BEGINNING and containing 2,747 square feet inclusive of approximately 1,107 square feet under the Scott Boulevard roadway.**

This grant includes the right of the City of Columbia, Missouri, its officers, agents and employees, to enter upon said real estate at any time for the purposes of exercising any of the rights herein granted.

The Grantor warrants that, subject to liens and encumbrances of record at the date of this easement, they are the owners of the above-described land and have the right and authority to make and execute this Grant of Easement.

IN WITNESS WHEREOF, the said The County of Boone has caused these presents to be signed by its



Presiding Commissioner the day and year first written above.

**Boone County, Missouri, a political subdivision of the State of Missouri, through its County Commission**

By:   
Daniel K. Atwill, Presiding Commissioner

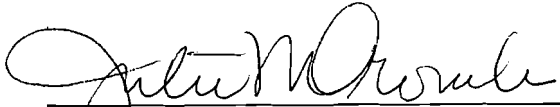
Attest:   
Wendy S. Noren, County Clerk *ny*

STATE OF Missouri )  
  )ss.  
COUNTY OF Boone )

On this 21 day of MARCH in the year 2013, before me, a Notary Public in and for said state, personally appeared, Daniel K. Atwill, to me known to be the duly elected Presiding Commissioner of the County Commission of Boone County, Missouri and the person described in and who executed the foregoing instrument, and acknowledged to me that he executed the same for the purposes therein stated on behalf of said County as authorized signatory for the County Commission.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal the day and year last written above.

JULIE W. CROUCH  
Notary Public - Notary Seal  
State of Missouri  
County of Boone  
My Commission Expires September 16, 2013  
Commission # 03865963

  
Notary Public

**AGREEMENT FOR TEMPORARY CONSTRUCTION EASEMENT**

THIS AGREEMENT for temporary construction easement entered into this 21<sup>ST</sup> day of March, 2013, by and between, Boone County, Missouri, a political subdivision of the State of Missouri, through its County Commission, herein Grantor, and the City of Columbia, Missouri, a municipal corporation in the County of Boone and the State of Missouri, Grantee; Grantee's mailing address is Post Office Box 6015, Columbia, MO 65205.

**WITNESSETH:**

That the Grantor, in consideration of the sum of Ten Dollars (\$10.00), to us in hand paid by the City of Columbia, Missouri, a municipal corporation, the receipt of which is hereby acknowledged, do hereby grant unto the Grantee, a temporary easement and right-of-way to be in effect during the time of construction of Scott Boulevard Phase II (32-07-07) project in Boone County for the following purposes, namely: to provide access to said construction project by granting the right to enter upon, permanently alter the grade, store materials, and operate and park equipment on, over and across the right-of-way hereinafter described, which is located within the boundaries of a parcel of land situated in the County of Boone and State of Missouri and described as follows:

**Project: Scott Boulevard Phase II (32-07-07)**

**Ordinance #: 021590**

**Parcel: 16-712-29-00-006.00**

**LEGAL DESCRIPTION:**

**An irregular shaped parcel of land along the east part of a tract of land described as part "b" in a warranty deed in Book 903 at Page 627, being part of Tract B of the survey recorded in Book 986 at Page 776, both of the Boone County Records; situate in the east half (1/2) of the southeast quarter (1/4) of the southeast quarter (1/4) of Section 29, Township 48 North, Range 13 West, in Boone County, Missouri; said parcel being described as follows:**

**Starting at the southeast corner of Lot 1 of Turner Station Subdivision as recorded in Plat Book 903 at Page 627 of said Boone County Records on the east line of said Section; thence along the south line of said Lot N.68°19'20"W., 44.60 feet to the POINT OF BEGINNING at the northwest corner of the permanent street easement granted this date; thence leaving said line along the west line of said easement S.1°55'45"E., 414.03 feet; thence leaving said line N.50°17'45"W., 60.21 feet; thence N.0°39'20"W., 225.06 feet; thence S.88°04'15"W., 65.00 feet; thence N.1°55'45"W., 178.55 feet; thence N.68°19'20"W., 147.21 feet; thence N.5°48'15"E., 15.59 feet to the south line of said Lot; thence along said line S.68°19'20"E., 259.50 feet to the POINT OF BEGINNING and containing 30,711 square feet.**

TO HAVE AND TO HOLD said temporary easement and right-of-way unto the Grantee and to its successors and assigns during the period of construction herein referred to. Said easement shall cease within one year of acceptance of the completed construction project by the City Council or other date as specified in the City's acceptance of the project.


This grant includes the right of the City of Columbia, Missouri, its officers, agents and employees, to enter upon said real estate at any time during the time of construction for the purpose of exercising any of the rights herein granted.

The Grantor covenants that it has the right and authority to make and execute this agreement on behalf of said corporation.

IN WITNESS WHEREOF, the said Grantor has caused these presents to be signed by its Presiding Commissioner.

**Boone County, Missouri, a political subdivision of the State of Missouri, through its County Commission**

By:   
Daniel K. Atwill, Presiding Commissioner

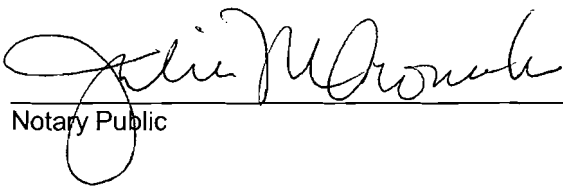
Attest:   
Wendy S. Noren, County Clerk *ney*

STATE OF Missouri            )  
  )ss.  
COUNTY OF Boone         )

On this 21 day of MARCH in the year 2013, before me, a Notary Public in and for said state, personally appeared, Daniel K. Atwill, to me known to be the duly elected Presiding Commissioner of the County Commission of Boone County, Missouri and the person described in and who executed the foregoing instrument, and acknowledged to me that he executed the same for the purposes therein stated on behalf of said County as authorized signatory for the County Commission.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal the day and year last written above.

JULIE M. CROUCH  
Notary Public - Notary Seal  
State of Missouri  
County of Boone  
My Commission Expires September 16, 2018  
Commission # 09368563

  
Notary Public

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**WITNESSETH:**

That the Grantor, in consideration of the sum of Ten Dollars (\$10.00), to us in hand paid by the City of Columbia, Missouri, a municipal corporation, the receipt of which is hereby acknowledged, do hereby grant unto the Grantee, a temporary easement and right-of-way to be in effect during the time of construction of Scott Boulevard Phase II (32-07-07) project in Boone County for the following purposes, namely: to provide access to said construction project by granting the right to enter upon, permanently alter the grade, store materials, and operate and park equipment on, over and across the right-of-way hereinafter described, which is located within the boundaries of a parcel of land situated in the County of Boone and State of Missouri and described as follows:

**Project: Scott Boulevard Phase II (32-07-07)**

**Ordinance #: 021590**

**Parcel: 16-712-29-03-001.01**

**LEGAL DESCRIPTION:**

An irregular shaped parcel of land across the south and east parts of a tract of land described in a warranty deed in Book 2643 at Page 68, said tract being part of Lot 1 of Turner Station Subdivision as recorded in Plat Book 11 at Page 128 and part of Tract B of the survey as recorded in Book 986 at Page 663, all of the Boone County Records; situate in Boone County, Missouri; said parcel being described as follows:

**BEGINNING** at the southwest corner of said tract; thence along the west line of said tract N.5°48'15"E., 15.00 feet; thence leaving said line S.84°11'50"E., 106.31 feet; thence N.5°48'10"E., 25.00 feet to the north line of the Public Park and Recreation easement as recorded in Book 1213 at Page 663 of said Boone County Records; thence along said line S.84°11'50"E., 45.16 feet; thence leaving said line N.18°59'50"E., 123.26 feet to the north line of said tract; thence along said line S.84°11'50"E., 14.96 feet to the northwest corner of the permanent street easement granted this date; thence along the west line of said easement along a non-tangent curve to the left having a radius of 3,050.00 feet a distance of 9.18 feet (the chord of said curve having bearing and distance of S.1°27'55"W., 9.18 feet) to the north corner of the permanent drainage easement granted this date; thence leaving said street easement line and along the west lines of said drainage easement S.27°42'25"W., 55.02 feet; S.14°21'25"W., 100.93 feet to the south line of said tract; thence along said line N.84°11'50"W., 159.72 feet to the POINT OF BEGINNING and

containing 8,680 square feet inclusive of 4,276 square feet of existing Trail easement recorded in Book 2643 at Page 68 and an existing Public Park and Recreation easement recorded in Book 1213 at Page 663, both of the Boone County Records.

TO HAVE AND TO HOLD said temporary easement and right-of-way unto the Grantee and to its successors and assigns during the period of construction herein referred to. Said easement shall cease within one year of acceptance of the completed construction project by the City Council or other date as specified in the City's acceptance of the project.

This grant includes the right of the City of Columbia, Missouri, its officers, agents and employees, to enter upon said real estate at any time during the time of construction for the purpose of exercising any of the rights herein granted.

The Grantor covenants that it has the right and authority to make and execute this agreement on behalf of said corporation.

IN WITNESS WHEREOF, the said Grantor has caused these presents to be signed by its Presiding Commissioner.

**Boone County, Missouri, a political subdivision of the State of Missouri, through its County Commission**

By:   
Daniel K. Atwill, Presiding Commissioner

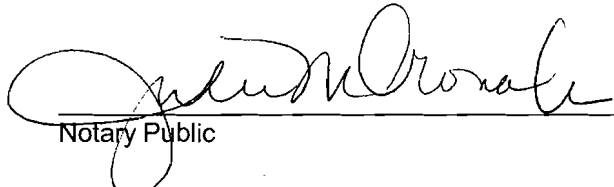
Attest:   
Wendy S. Noren, County Clerk





STATE OF Missouri )  
 )ss.  
COUNTY OF Boone )

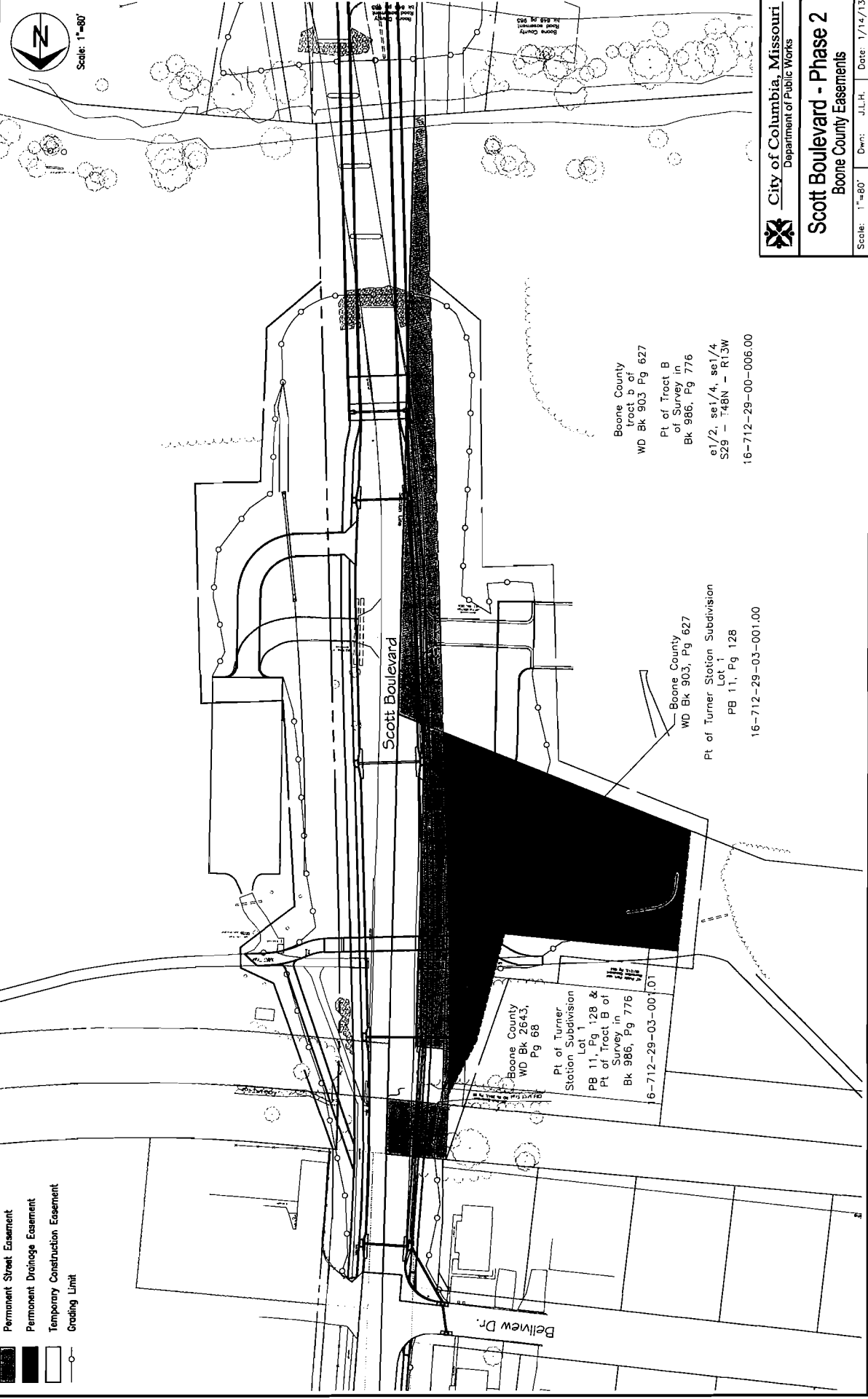
On this 21 day of MARCH in the year 2013, before me, a Notary Public in and for said state, personally appeared, Daniel K. Atwill, to me known to be the duly elected Presiding Commissioner of the County Commission of Boone County, Missouri and the person described in and who executed the foregoing instrument, and acknowledged to me that he executed the same for the purposes therein stated on behalf of said County as authorized signatory for the County Commission.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal the day and year last written above.

JULIE M. CROUCH  
Notary Public - Notary Seal  
State of Missouri  
County of Boone  
My Commission Expires September 16, 2013  
Commission # 08866907

  
Notary Public

-  Permanent Street Easement
-  Permanent Drainage Easement
-  Temporary Construction Easement
-  Grading Limit



Scale: 1"=80'

City of Columbia, Missouri  
Department of Public Works

## Scott Boulevard - Phase 2

### Boone County Easements

Scale: 1"=80' Dwnr: J.L.H. Date: 1/14/13

Boone County  
Tract B of  
WD Bk 903 Pg 627  
Pt of Tract B  
of Survey in  
Bk 986, Pg 776  
e1/2, s81/4, s81/4  
S29 - T48N - R13W  
16-712-29-00-006.00

Boone County  
WD Bk 903, Pg 627  
Pt of Turner Station Subdivision  
Lot 1  
PB 11, Pg 128  
16-712-29-03-001.00

Boone County  
WD Bk 2643,  
Pg 68  
Pt of Turner  
Station Subdivision  
Lot 1  
PB 11, Pg 128 &  
Pt of Tract B of  
Survey in  
Bk 986, Pg 776  
16-712-29-03-001.01

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

March Session of the January Adjourned

Term. 20 13

In the County Commission of said county, on the 21st day of March 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 attached proclamation designating March 31<sup>st</sup> as Congenital Diaphragmatic Hernia Awareness Day. It is further ordered the Boone County Commissioners are hereby authorized to sign said proclamation

Done this 21st day of March, 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 M. Thompson  
Janet M. Thompson  
District II Commissioner

**Boone County Proclamation for**

**Congenital Diaphragmatic Hernia Awareness Day**

*Whereas*, a Congenital Diaphragmatic Hernia is an opening in the diaphragm that allows the abdominal organs to push into the chest cavity; and

*Whereas*, a Congenital Diaphragmatic Hernia is often a life-threatening birth defect because it limits the growth of the lungs; and

*Whereas*, a Congenital Diaphragmatic Hernia occurs in every 1 in 2,000 live births in the United States; and

*Whereas*, Congenital Diaphragmatic Hernias account for 8% of all major congenital anomalies; and

*Whereas*, proactive diagnosis and appropriate management of fetuses with congenital diaphragmatic hernias minimizes the incidence of emergency situations, dramatically improving survival rates; and

*Whereas*, there is a need for increased public awareness of congenital diaphragmatic hernias; and

*Whereas*, Congenital Diaphragmatic Hernia Awareness Day provided an opportunity for families whose lives have been affected to celebrate life and to remember loved ones lost, to honor dedicated health professionals, and to meet others and know they are not alone, and

*Whereas*, groups such as Breath of Hope, Inc. are working to promote public awareness and encourage research efforts to one day prevent or successfully treat all those diagnosed with a congenital diaphragmatic hernia; and

*Whereas*, The establishment of Congenital Diaphragmatic Hernia Awareness Day will provide the opportunity to share experience information with the public and the media in order to raise public awareness about the Congenital Diaphragmatic Hernia birth defect; and

*Whereas*, March 31<sup>st</sup> is recognized as Congenital Diaphragmatic Hernia Awareness Day

**Now, Therefore, Let It Be Resolved, We, the Commissioners of Boone County, do hereby proclaim March 31<sup>st</sup> as**

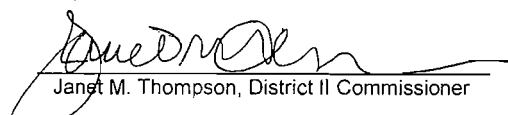
**CONGENITAL DIAPHRAGMATIC HERNIA AWARENESS DAY**

In Boone County and urge our residents to learn more about congenital diaphragmatic hernias and support those who are affected.




  
Daniel K. Atwill, Presiding Commissioner

  
Karen M. Miller, District I Commissioner

  
Janet M. Thompson, District II Commissioner

ATTEST:

  
Wendy S. Noren, County Clerk