

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

April Session of the April Adjourned

Term. 20 13

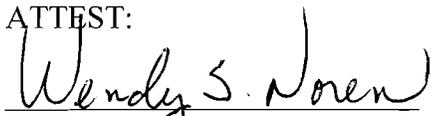
In the County Commission of said county, on the 16th day of April 20 13

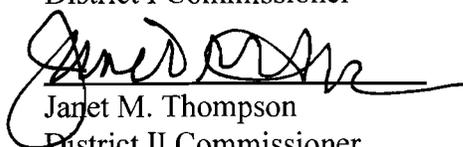
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby award bid 11-14MAR13 – Canon Photocopier Maintenance Term & Supply to Sumner Group Inc. dba Image Technologies of Missouri. The terms of the agreement are stipulated in the attached Purchase Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Purchase Agreement.

Done this 16th day of April, 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

# Boone County Purchasing

Melinda Bobbitt, CPPB  
Director



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

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## MEMORANDUM

TO: Boone County Commission  
FROM: Melinda Bobbitt, CPPB  
DATE: April 5, 2013  
RE: RFP Award Recommendation: 11-14MAR13 – Canon Photocopier Maintenance

The County received notice from Ricoh that they are no longer the service representative for Canon copiers and can no longer provide maintenance service for our Canon equipment effective May 1, 2013. We issued RFP 11-14MAR13 – *Canon Photocopier Maintenance* which opened on March 14. Image Technologies, Data Comm and Electronic Risk Consultants submitted pricing to maintain our existing equipment. Ricoh submitted two proposals: one proposal for purchase of all new equipment and one proposal for lease to own of new equipment. Recommendation for award is Image Technologies as an “all or none” award for offering the lowest and best response for Boone County. Attached is the pricing tabulation.

Invoices for 2013 for the period May 1, 2013 – December 31, 2013 will be paid as follows:

- Asset 16232, 1132 Election & Registration / 60050 Equip Service / \$670.83 for 116,666 copies with overage @ \$0.00575. \$750.00 was budgeted for 2013.
- Asset 16574, 1131 Clerk / 60050 Equip Service / \$670.83 for 116,666 copies with overage @ \$0.00575. \$750.00 was budgeted for 2013.
- Asset 15627, 1261 Prosecuting Attorney / 60050 Equipment Service / \$916.71 for 204,167 copies with overage @ \$0.00449. \$1685.00 was budgeted for 2013.
- Asset 15531, 1200 Public Administrator / 60050 Equip Service / \$240.00 for 30,000 copies with overage @ \$0.008. \$650.00 was budgeted for 2013.
- Asset 15622, 1210 Circuit Court Services / 60050 Equip Service/ \$711.67 for 116,667 copies with overage @ \$0.0061. \$1200.00 was budgeted for 2013.
- Asset 16370, 1210 Circuit Court Services / 60050 Equip Service / \$481.25 for 87,500 copies with overage @ \$.0055. \$600.00 was budgeted for 2013.
- Asset 16572, 1160 Recorder / 60050 Equipment Service / \$670.83 for 116,666 copies with overage @ \$0.00575. \$500.00 was budgeted for 2013.
- Asset 16573, 1160 Recorder / 60050 Equipment Service / \$1,006.25 for 175,000 copies with overage @ \$0.00575. \$500.00 was budgeted for 2013.
- Asset 15017, 1251 Sheriff / 60050 Equipment Service / \$481.25 for 83,695 copies with overage @ \$0.0055. \$861.50 was budgeted for 2013.

- Asset 15018, 1251 Sheriff / 60050 Equipment Service / \$602.41 for 109,529 copies with overage @ \$0.00449. \$861.50 was budgeted for 2013.
- Asset: 16682, 1140 Treasurer / 60050 Equip Service / \$112.29 for 20,416 copies with overage @ \$0.0055. \$260 was budgeted for 2013.

There are four one-year renewals on this term and supply maintenance contract.

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att Bid Tab

cc: Contract File`

# 11-14MAR13 - Request for Proposal for Canon Photocopier Maintenance

<b>BID TABULATION</b>										
<b>PRICING</b>			<b>Image Technologies</b>		<b>Data Comm Inc</b>		<b>Electronic Risk Consultants Inc.</b>		<b>Ricoh - Purchase Option</b>	<b>Ricoh - Lease Option</b>
6.0.	Description	Annual Copies	Annual Maintenance Cost	Overage – Cost Per Copy	Annual Maintenance Cost	Overage – Cost Per Copy	Annual Maintenance Cost	Overage – Cost Per Copy	Annual Maintenance Cost	Annual Maintenance Cost
6.1.	Copier – Canon Image Runner 6570: Boone County Clerk (Elections & Registration), Asset Tag 16232, Serial # SLP17286 / C10022507									
	IR6570 – 5/1/13 – 12/31/13	200,000	\$1,150.00	0.00575	\$1,000.00	0.005	\$1,933.20	0.0055	\$	\$
	IR6570– 1/1/14 – 12/31/14	200,000	\$1,150.00	0.00575	\$1,200.00	0.006	\$1,933.20	0.0055	\$	\$
	IR6570– 1/1/15 – 12/31/15	200,000	\$1,150.00	0.00575	\$1,400.00	0.007	\$1,991.20	0.0055	\$	\$
	IR6570– 1/1/16 – 12/31/16	200,000	\$1,208.00	0.00604	\$1,600.00	0.008	\$1,991.20	0.0055	\$	\$
	IR6570– 1/1/17 – 12/31/17	200,000	\$1,268.00	0.00634	\$1,800.00	0.009	\$2,050.93	0.0055	\$	\$
	<b>Sub-Total</b>		<b>\$5,926.00</b>		<b>\$7,000.00</b>		<b>\$9,899.73</b>			
6.2.	Copier – Canon Image Runner 5065: Boone County Clerk (Elections & Registration), Asset Tag 16574, Serial # CHV03101 / C10018317									
	IR6570 – 5/1/13 – 12/31/13	200,000	\$1,150.00	0.00575	\$1,000.00	0.005	\$1,429.20	0.0055	\$	\$

<b>BID TABULATION</b>			<b>Image Technologies</b>		<b>Data Comm Inc</b>		<b>Electronic Risk Consultants Inc.</b>		<b>Ricoh - Purchase</b>	<b>Ricoh - Lease</b>
<b>PRICING</b>			<b>Annual Maintenance Cost</b>	<b>Overage – Cost Per Copy</b>	<b>Annual Maintenance Cost</b>	<b>Overage – Cost Per Copy</b>	<b>Annual Maintenance Cost</b>	<b>Overage – Cost Per Copy</b>	<b>Option</b>	<b>Option</b>
<b>6.0.</b>	<b>Description</b>	<b>Annual Copies</b>							<b>Annual Maintenance Cost</b>	<b>Annual Maintenance Cost</b>
	IR6570– 1/1/14 – 12/31/14	200,000	\$1,150.00	0.00575	\$1,200.00	0.006	\$1,429.20	0.0055	\$	\$
	IR6570– 1/1/15 – 12/31/15	200,000	\$1,150.00	0.00575	\$1,400.00	0.007	\$1,472.08	0.0055	\$	\$
	IR6570– 1/1/16 – 12/31/16	200,000	\$1,208.00	0.00604	\$1,600.00	0.008	\$1,472.08	0.0055	\$	\$
	IR6570– 1/1/17 – 12/31/17	200,000	\$1,268.00	0.00634	\$1,800.00	0.009	\$1,516.24	0.0055	\$	\$
	<b>Sub-Total</b>		<b>\$5,926.00</b>		<b>\$7,000.00</b>		<b>\$7,318.80</b>			
<b>6.3.</b>	<b>Copier – Canon Image Runner 5570: Boone County Prosecuting Attorney, Asset Tag 15627, Serial # SLQ22891 / C10018317</b>									
	IR6570 – 5/1/13 – 12/31/13	350,000	\$1,571.50	0.00449	\$1,750.00	0.005	\$2,354.40	0.0055	\$	\$
	IR6570– 1/1/14 – 12/31/14	350,000	\$1,571.50	0.00449	\$2,100.00	0.006	\$2,354.40	0.0055	\$	\$
	IR6570– 1/1/15 – 12/31/15	350,000	\$1,571.50	0.00449	\$2,450.00	0.007	\$2,425.03	0.0055	\$	\$
	IR6570– 1/1/16 – 12/31/16	350,000	\$1,648.50	0.00471	\$2,800.00	0.008	\$2,425.03	0.0055	\$	\$
	IR6570– 1/1/17 – 12/31/17	350,000	\$1,732.50	0.00495	\$3,150.00	0.009	\$2,497.78	0.0055	\$	\$
	<b>Sub-Total</b>		<b>\$8,095.50</b>		<b>\$12,250.00</b>		<b>\$12,056.64</b>			

<b>BID TABULATION</b>			<b>Image Technologies</b>		<b>Data Comm Inc</b>		<b>Electronic Risk Consultants Inc.</b>		<b>Ricoh - Purchase Option</b>	<b>Ricoh - Lease Option</b>
<b>PRICING</b>			<b>Annual Maintenance Cost</b>	<b>Overage – Cost Per Copy</b>	<b>Annual Maintenance Cost</b>	<b>Overage – Cost Per Copy</b>	<b>Annual Maintenance Cost</b>	<b>Overage – Cost Per Copy</b>	<b>Annual Maintenance Cost</b>	<b>Annual Maintenance Cost</b>
<b>6.0.</b>	<b>Description</b>	<b>Annual Copies</b>								
<b>6.4.</b>	<b>Copier – Canon Image Runner 2270: Boone County Public Administrator, Asset Tag 15531, Serial # SLH08538 / C10016340</b>									
	IR6570 – 5/1/13 – 12/31/13	36,000	\$288.00	0.008	\$180.00	0.005	\$469.80	0.0158	\$	\$
	IR6570– 1/1/14 – 12/31/14	36,000	\$288.00	0.008	\$216.00	0.006	\$469.80	0.0158	\$	\$
	IR6570– 1/1/15 – 12/31/15	36,000	\$288.00	0.008	\$252.00	0.007	\$483.89	0.0158	\$	\$
	IR6570– 1/1/16 – 12/31/16	36,000	\$302.40	0.0084	\$288.00	0.008	\$483.89	0.0158	\$	\$
	IR6570– 1/1/17 – 12/31/17	36,000	\$317.52	0.00882	\$324.00	0.009	\$498.41	0.0158	\$	\$
	<b>Sub-Total</b>		<b>\$1,483.92</b>		<b>\$1,260.00</b>		<b>\$2,405.79</b>			
<b>6.5.</b>	<b>Copier – Canon Image Runner 4570: Court Administration – Judge’s Office, Asset Tag 15622, Serial # SKU21393 / C10018167</b>									
	IR6570 – 5/1/13 – 12/31/13	200,000	\$1,220.00	0.0061	\$1,000.00	0.005	\$1,404.00	0.0078	\$	\$
	IR6570– 1/1/14 – 12/31/14	200,000	\$1,220.00	0.0061	\$1,200.00	0.006	\$1,404.00	0.0078	\$	\$



<b>BID TABULATION</b>			<b>Image Technologies</b>		<b>Data Comm Inc</b>		<b>Electronic Risk Consultants Inc.</b>		<b>Ricoh - Purchase Option</b>	<b>Ricoh - Lease Option</b>
<b>PRICING</b>			<b>Annual Maintenance Cost</b>	<b>Overage - Cost Per Copy</b>	<b>Annual Maintenance Cost</b>	<b>Overage - Cost Per Copy</b>	<b>Annual Maintenance Cost</b>	<b>Overage - Cost Per Copy</b>	<b>Annual Maintenance Cost</b>	<b>Annual Maintenance Cost</b>
6.0.	Description	Annual Copies								
	IR6570 - 5/1/13 - 12/31/13	200,000	\$1,150.00	0.00575	\$1,000.00	0.005	\$1,429.20	0.0055	\$	\$
	IR6570- 1/1/14 - 12/31/14	200,000	\$1,150.00	0.00575	\$1,200.00	0.006	\$1,429.20	0.0055	\$	\$
	IR6570- 1/1/15 - 12/31/15	200,000	\$1,150.00	0.00575	\$1,400.00	0.007	\$1,472.08	0.0055	\$	\$
	IR6570- 1/1/16 - 12/31/16	200,000	\$1,208.00	0.00604	\$1,600.00	0.008	\$1,472.08	0.0055	\$	\$
	IR6570- 1/1/17 - 12/31/17	200,000	\$1,268.00	0.00634	\$1,800.00	0.009	\$1,516.24	0.0055	\$	\$
	<b>Sub-Total</b>		<b>\$5,926.00</b>		<b>\$7,000.00</b>		<b>\$7,318.80</b>			
<b>6.8.</b>	<b>Copier - Canon Image Runner 5065: Boone County Recorder, Asset Tag 16573, Serial # CHV02179 / C10031477</b>									
	IR6570 - 5/1/13 - 12/31/13	300,000	\$1,725.00	0.00575	\$1,500.00	0.005	\$1,825.20	0.0055	\$	\$
	IR6570- 1/1/14 - 12/31/14	300,000	\$1,725.00	0.00575	\$1,800.00	0.006	\$1,825.20	0.0055	\$	\$
	IR6570- 1/1/15 - 12/31/15	300,000	\$1,725.00	0.00575	\$2,100.00	0.007	\$1,879.96	0.0055	\$	\$
	IR6570- 1/1/16 - 12/31/16	300,000	\$1,812.00	0.00604	\$2,400.00	0.008	\$1,879.96	0.0055	\$	\$
	IR6570- 1/1/17 - 12/31/17	300,000	\$1,902.00	0.00634	\$2,700.00	0.009	\$1,936.35	0.0055	\$	\$
	<b>Sub-Total</b>		<b>\$8,889.00</b>		<b>\$10,500.00</b>		<b>\$9,346.67</b>			

<b>BID TABULATION</b>							<b>Electronic Risk Consultants</b>		<b>Ricoh - Purchase</b>	<b>Ricoh - Lease</b>
<b>PRICING</b>			<b>Image Technologies</b>		<b>Data Comm Inc</b>		<b>Inc.</b>		<b>Option</b>	<b>Option</b>
<b>6.0.</b>	<b>Description</b>	<b>Annual Copies</b>	<b>Annual Maintenance Cost</b>	<b>Overage – Cost Per Copy</b>	<b>Annual Maintenance Cost</b>	<b>Overage – Cost Per Copy</b>	<b>Annual Maintenance Cost</b>	<b>Overage – Cost Per Copy</b>	<b>Annual Maintenance Cost</b>	<b>Annual Maintenance Cost</b>
<b>6.9.</b>	<b>Copier – Canon Image Runner 3570: Boone County Sheriff – Information Center, Asset Tag 15017, Serial # C10061419</b>									
	IR6570 – 5/1/13 – 12/31/13	150,000	\$825.00	\$0.0055	\$750.00	0.005	\$1,242.00	0.0092	\$	\$
	IR6570– 1/1/14 – 12/31/14	150,000	\$825.00	\$0.0055	\$900.00	0.006	\$1,242.00	0.0092	\$	\$
	IR6570– 1/1/15 – 12/31/15	150,000	\$825.00	\$0.0055	\$1,050.00	0.007	\$1,279.26	0.0092	\$	\$
	IR6570– 1/1/16 – 12/31/16	150,000	\$855.00	\$0.0057	\$1,200.00	0.008	\$1,279.26	0.0092	\$	\$
	IR6570– 1/1/17 – 12/31/17	150,000	\$915.00	\$0.0061	\$1,350.00	0.009	\$1,317.64	0.0092	\$	\$
	<b>Sub-Total</b>		<b>\$4,245.00</b>		<b>\$5,250.00</b>		<b>\$6,360.16</b>			
<b>6.10.</b>	<b>Copier – Canon Image Runner 5000: Boone County Sheriff – Administration, Asset Tag 15018, Serial # MPL76613 / C10010613</b>									
	IR6570 – 5/1/13 – 12/31/13	230,000	\$1,032.70	\$0.00449	\$1,150.00	0.005	\$2,214.00	0.0055	\$	\$
	IR6570– 1/1/14 – 12/31/14	230,000	\$1,032.70	\$0.00449	\$1,380.00	0.006	\$2,214.00	0.0055	\$	\$
	IR6570– 1/1/15 – 12/31/15	230,000	\$1,032.70	\$0.00449	\$1,610.00	0.007	\$2,280.42	0.0055	\$	\$

<b>BID TABULATION</b>							<b>Electronic Risk Consultants Inc.</b>		<b>Ricoh - Purchase Option</b>	<b>Ricoh - Lease Option</b>
<b>PRICING</b>			<b>Image Technologies</b>		<b>Data Comm Inc</b>					
6.0.	Description	Annual Copies	Annual Maintenance Cost	Overage – Cost Per Copy	Annual Maintenance Cost	Overage – Cost Per Copy	Annual Maintenance Cost	Overage – Cost Per Copy	Annual Maintenance Cost	Annual Maintenance Cost
	IR6570– 1/1/16 – 12/31/16	230,000	\$1,083.30	\$0.00471	\$1,840.00	0.008	\$2,280.42	0.0055	\$	\$
	IR6570– 1/1/17 – 12/31/17	230,000	\$1,138.50	\$0.00495	\$2,070.00	0.009	\$2,348.83	0.0055	\$	\$
	<b>Sub-Total</b>		<b>\$5,319.90</b>		<b>\$8,050.00</b>		<b>\$11,337.67</b>			
6.11.	Copier – Canon Image Runner 3045: Boone County Treasurer, Asset Tag 16682, Serial # MUY13837 / C10032687									
	IR6570 – 5/1/13 – 12/31/13	35,000	\$192.50	\$0.0055	\$175.00	0.005	\$604.80	0.0072	\$	\$
	IR6570– 1/1/14 – 12/31/14	35,000	\$192.50	\$0.0055	\$210.00	0.006	\$604.80	0.0072	\$	\$
	IR6570– 1/1/15 – 12/31/15	35,000	\$192.50	\$0.0055	\$245.00	0.007	\$622.94	0.0072	\$	\$
	IR6570– 1/1/16 – 12/31/16	35,000	\$199.50	\$0.0057	\$280.00	0.008	\$622.94	0.0072	\$	\$
	IR6570– 1/1/17 – 12/31/17	35,000	\$213.50	\$0.0061	\$315.00	0.009	\$641.63	0.0072	\$	\$
	<b>Sub-Total</b>		<b>\$990.50</b>		<b>\$1,225.00</b>		<b>\$3,097.11</b>			
	<b>GRAND TOTAL FOR 5 YEARS - ALL EQUIPMENT</b>		<b>\$57,332.82</b>		<b>\$71,785.00</b>		<b>\$83,244.33</b>		<b>\$92,081.00</b>	<b>\$100,227.60</b>
6.12..	Describe any deviations from bid specifications								Ricoh offered a State of MO contract for a purchase of new copiers	Ricoh offered a State of MO contract for a lease to own

ARC

# PURCHASE REQUISITION BOONE COUNTY, MISSOURI

3/25/13

REQUEST  
DATE

5960  
VENDOR  
NO.

Image Technologies  
VENDOR NAME

PHONE #

ADDRESS

CITY

STATE ZIP

### BID DOCUMENTATION

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

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

### Not Subject To Bidding (select appropriate response below):

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

#11-14MAR13

(Enter Applicable Bid / Sole Source / Emergency Number)

Ship to Department #

Bill to Department #

Department				Account				Item Description	Qty	Unit Price	Amount
1	2	5	1	6	0	0	5 0	Copier maintenance for May 1, 2013 through December 31, 2013 for 83,695 copies on Canon Image Runner 3570, serial #C10061419.	1	481.25	481.25
								Overage will be billed at \$0.0055/copy.			
								Staples are no charge			
1	2	5	1	6	0	0	5 0	Copier maintenance for May 1, 2013 through December 31, 2013 for 109,529 copies on Canon Image Runner 5000, serial #MPL76613 / C10010613.	1	602.41	602.41
								Overage will be billed at \$0.00449/copy.			
								Staples are no charge			
											1083.66

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

Melinda Bobbitt

Prepared By



Requesting Official



Auditor Approval



3/25/13

# PURCHASE REQUISITION BOONE COUNTY, MISSOURI

REQUEST  
DATE

5960  
VENDOR  
NO.

Image Technologies  
VENDOR NAME

PHONE #

ADDRESS

CITY

STATE ZIP

### BID DOCUMENTATION

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

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

### Not Subject To Bidding (select appropriate response below):

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

#11-14MAR13

(Enter Applicable Bid / Sole Source / Emergency Number)

Ship to Department #

Bill to Department #

Department				Account				Item Description	Qty	Unit Price	Amount	
1	2	1	0	6	0	0	5	0	Copier maintenance for May 1, 2013 through December 31, 2013 for 116,667 copies on Canon Image Runner 4570, serial #SKU21393 / C10018167.	1	711.67	711.67
									Overage will be billed at \$0.0061/copy.			
									Staples are no charge			
1	2	1	0	6	0	0	5	0	Copier maintenance for May 1, 2013 through December 31, 2013 for 87,500 copies on Canon Image Runner 3045, serial #MUY03578 / C10026303. (ACS)	1	481.25	481.25
									Overage will be billed at \$0.0055/copy.			
									Staples are no charge			
												1,192.92

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

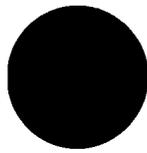
Melinda Bobbitt

Prepared By

Requesting Official

Auditor Approval





# PURCHASE REQUISITION BOONE COUNTY, MISSOURI

3/25/13

REQUEST DATE

5960  
VENDOR NO.

Image Technologies  
VENDOR NAME

PHONE #

ADDRESS

CITY

STATE ZIP

BID DOCUMENTATION													
<p>This field <b>MUST</b> be completed to demonstrate compliance with statutory bidding requirements. Refer to RSMo 50.660, 50.753-50.790, and the Purchasing Manual—Section 3</p>													
<p><input checked="" type="checkbox"/> Bid /RFP (enter # below)</p> <p><input type="checkbox"/> Sole Source (enter # below)</p> <p><input type="checkbox"/> Emergency Procurement (enter # below)</p> <p><input type="checkbox"/> Written Quotes (3) Attached (&gt;\$2500 to \$4,499)</p> <p><input type="checkbox"/> Purchase is ≤\$2500 and is NOT covered by an existing bid or sole source</p>	<p style="text-align: center;">Not Subject To Bidding (select appropriate response below):</p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Utility</td> <td><input type="checkbox"/> Mandatory Payment to Other Govt</td> </tr> <tr> <td><input type="checkbox"/> Employee Travel/M meal Reimb</td> <td><input type="checkbox"/> Court Case Travel/M meal Reimb</td> </tr> <tr> <td><input type="checkbox"/> Training (registration/conf fees)</td> <td><input type="checkbox"/> Tool and Uniform Reimb</td> </tr> <tr> <td><input type="checkbox"/> Dues</td> <td><input type="checkbox"/> Inmate Housing</td> </tr> <tr> <td><input type="checkbox"/> Pub/Subscription/Transcript Copies</td> <td><input type="checkbox"/> Remit Payroll Withheld</td> </tr> <tr> <td><input type="checkbox"/> Refund of Fees Previously Paid to County</td> <td><input type="checkbox"/> Agency Fund Dist (dept #s 7XXX)</td> </tr> </table> <p><input checked="" type="checkbox"/> Professional Services (see Purchasing Policy Section 3-103); enter RFP if applicable.</p> <p><input type="checkbox"/> Intergovernmental Agreement</p> <p><input type="checkbox"/> Not Susceptible to Bidding for Other Reasons (Explain):</p>	<input type="checkbox"/> Utility	<input type="checkbox"/> Mandatory Payment to Other Govt	<input type="checkbox"/> Employee Travel/M meal Reimb	<input type="checkbox"/> Court Case Travel/M meal Reimb	<input type="checkbox"/> Training (registration/conf fees)	<input type="checkbox"/> Tool and Uniform Reimb	<input type="checkbox"/> Dues	<input type="checkbox"/> Inmate Housing	<input type="checkbox"/> Pub/Subscription/Transcript Copies	<input type="checkbox"/> Remit Payroll Withheld	<input type="checkbox"/> Refund of Fees Previously Paid to County	<input type="checkbox"/> Agency Fund Dist (dept #s 7XXX)
<input type="checkbox"/> Utility	<input type="checkbox"/> Mandatory Payment to Other Govt												
<input type="checkbox"/> Employee Travel/M meal Reimb	<input type="checkbox"/> Court Case Travel/M meal Reimb												
<input type="checkbox"/> Training (registration/conf fees)	<input type="checkbox"/> Tool and Uniform Reimb												
<input type="checkbox"/> Dues	<input type="checkbox"/> Inmate Housing												
<input type="checkbox"/> Pub/Subscription/Transcript Copies	<input type="checkbox"/> Remit Payroll Withheld												
<input type="checkbox"/> Refund of Fees Previously Paid to County	<input type="checkbox"/> Agency Fund Dist (dept #s 7XXX)												
<p><b>#11-14MAR13</b> (Enter Applicable Bid / Sole Source / Emergency Number)</p>													

Ship to Department #

Bill to Department #

Department				Account				Item Description	Qty	Unit Price	Amount	
1	1	6	0	6	0	0	5	0	Copier maintenance for May 1, 2013 through December 31, 2013 for 116,666 copies on Canon Image Runner 5065, serial #CHV01288 / C10031473.	1	670.73	670.83
									Overage will be billed at \$0.00575/copy.			
									Staples are no charge			
1	1	6	0	6	0	0	5	0	Copier maintenance for May 1, 2013 through December 31, 2013 for 175,000 copies on Canon Image Runner 5065, serial #CHV01279 / C10031477.	1	1006.25	1006.25
									Overage will be billed at \$0.00575/copy.			
									Staples are no charge			
												<b>1677.08</b>

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

Melinda Bobbitt

Prepared By

*Melinda Bobbitt*  
Requesting Official

*eg 4/9/13*

Auditor Approval



# PURCHASE REQUISITION BOONE COUNTY, MISSOURI

3/25/13

REQUEST  
DATE

5960  
VENDOR  
NO.

Image Technologies  
VENDOR NAME

PHONE #

ADDRESS

CITY

STATE ZIP

### BID DOCUMENTATION

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

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

#### Not Subject To Bidding (select appropriate response below):

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

**#11-14MAR13**

(Enter Applicable Bid / Sole Source / Emergency Number)

Ship to Department #

Bill to Department #

Department				Account				Item Description	Qty	Unit Price	Amount
1	1	3	2	6	0	0	5 0	Copier maintenance for May 1, 2013 through December 31, 2013 for 116,666 copies on Canon Image Runner 6570, serial #SLP17286 / C10022507.	1	670.83	670.83
1	1	3	1	6	0	0	5 0	Copier maintenance for May 1, 2013 through December 31, 2013 for 116,666 copies on Canon Image Runner 5065, serial #CHV03101 / C1001831.	1	670.83	670.83
								Overage will be billed at \$0.00575/copy.			
								Staples are no charge			
											1,341.46

*MSD  
Buds*

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

Melinda Bobbitt

Prepared By

Requesting Official

Auditor Approval



**PURCHASE AGREEMENT FOR  
Canon Photocopier Maintenance for 11 Copiers**

**For the following offices:**

**Clerk/Elections, Clerk, Prosecuting Attorney, Public Administrator, Court Administration, Circuit  
Court Services, Recorder, Sheriff, Treasurer**

**Term & Supply**

**THIS AGREEMENT** dated the 16<sup>th</sup> day of April 2013 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Sumner Group Inc. dba Image Technologies of Missouri** herein "Contractor."

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

1. **Contract Documents** - This agreement shall consist of this Purchase Agreement for a Term and Supply contract for **Photocopier Maintenance for Canon Copiers** in compliance with Request for Bid number **11-14MAR13** and the Contractor's bid response dated **March 21, 2013**, executed by **Sam Gerling** on behalf of the Contractor. All such documents shall constitute the contract documents which are attached hereto and incorporated herein by reference. Service or product data, specification and literature submitted with bid response may be permanently maintained in the County Purchasing Office contract file for this bid if not attached. In the event of conflict between any of the foregoing documents, this Purchase Agreement, the Request for Bid with the County's Standard Terms and Conditions shall prevail and control over the Contractor's bid response.
2. **Purchase** - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County with the following Canon copier maintenance:

**Clerk (Elections & Registration)** (County Asset Tag 16232) – 801 E. Walnut Street, Room 236, Columbia, MO 65201. Contact: Art Auer: (573) 886-4379.

**Maintenance:** shall be provided for the Canon Image Runner 6570 (serial number SLP17286 / C10022507) copier for the following:

**200,000 Annual Copies (116,666 copies for 2013):**

May 1, 2013 – December 31, 2013 - \$670.83 with overage billed at \$0.00575 per page  
January 1, 2014 – December 31, 2014 - \$1,150.00 with overage billed at \$0.00575 per page  
January 1, 2015 – December 31, 2015 - \$1,150.00 with overage billed at \$0.00575 per page  
January 1, 2016 – December 31, 2016 - \$1,208.00 with overage billed at \$0.00604 per page  
January 1, 2017 – December 31, 2017 - \$1,268.00 with overage billed at \$0.00634 per page

**Clerk** (County fixed asset tag 16574) – 801 E. Walnut Street, Room 236, Columbia, MO 65201. Contact: Diane Buchmann: (573) 886-4295.

**Maintenance:** shall be provided for the Canon Image Runner 5065 (serial number CHV03101 / C1001831) copier for the following:

**200,000 Annual Copies (116,666 copies for 2013):**

May 1, 2013 – December 31, 2013 - \$670.83 with overage billed at \$0.00575 per page  
January 1, 2014 – December 31, 2014 - \$1,150.00 with overage billed at \$0.00575 per page  
January 1, 2015 – December 31, 2015 - \$1,150.00 with overage billed at \$0.00575 per page  
January 1, 2016 – December 31, 2016 - \$1,208.00 with overage billed at \$0.00604 per page  
January 1, 2017 – December 31, 2017 - \$1,268.00 with overage billed at \$0.00634 per page

**Prosecuting Attorney** – (County fixed asset tag 15627) - 705 E. Walnut Street Columbia, MO 65201. Contact: Bonnie Adkins: (573) 886-4112.

**Maintenance:** shall be provided for Canon Image Runner 5570 (serial number SLQ22891 / C10018317) copier for the following:

**350,000 Annual Copies (204,167 copies for 2013):**

May 1, 2013 – December 31, 2013 - \$916.71 with overage billed at \$0.00449 per page  
 January 1, 2014 – December 31, 2014 - \$1,571.50 with overage billed at \$0.00449 per page  
 January 1, 2015 – December 31, 2015 - \$1,571.50 with overage billed at \$0.00449 per page  
 January 1, 2016 – December 31, 2016 - \$1,648.50 with overage billed at \$0.00471 per page  
 January 1, 2017 – December 31, 2017 - \$1,732.50 with overage billed at \$0.00495 per page

**Public Administrator** – (County fixed asset tag 15531) - 705 E. Walnut Street Columbia, MO 65201. Contact: Ginger Scalise: (573) 886-4190.

**Maintenance:** shall be provided for Canon Image Runner 2270 (serial number SLH08538 / C10016340) copier for the following:

**45,000 Annual Copies (30,000 copies for 2013):**

May 1, 2013 – December 31, 2013 - \$240.00 with overage billed at \$0.008 per page  
 January 1, 2014 – December 31, 2014 - \$360.00 with overage billed at \$0.008 per page  
 January 1, 2015 – December 31, 2015 - \$360.00 with overage billed at \$0.008 per page  
 January 1, 2016 – December 31, 2016 - \$378.00 with overage billed at \$0.0084 per page  
 January 1, 2017 – December 31, 2017 - \$396.90 with overage billed at \$0.00882 per page

**Court Administration / Judge's Office** – (County fixed asset tag 15622) - 705 E. Walnut Street Columbia, MO 65201. Contact: Diana Vaughan: (573) 886-4189.

**Maintenance:** shall be provided for Canon Image Runner 4570 (serial number SKU21393 / C10018167) copier for the following:

**200,000 Annual Copies (116,667 copies for 2013):**

May 1, 2013 – December 31, 2013 - \$711.67 with overage billed at \$0.0061 per page  
 January 1, 2014 – December 31, 2014 - \$1,220.00 with overage billed at \$0.0061 per page  
 January 1, 2015 – December 31, 2015 - \$1,220.00 with overage billed at \$0.0061 per page  
 January 1, 2016 – December 31, 2016 - \$1,280.00 with overage billed at \$0.0064 per page  
 January 1, 2017 – December 31, 2017 - \$1,346.00 with overage billed at \$0.00673 per page

**Court Administration / Circuit Court Services** – (County fixed asset tag 16370) - 705 E. Walnut Street Columbia, MO 65201. Contact: Diana Vaughan: (573) 886-4189.

**Maintenance:** shall be provided for Canon Image Runner 3045 (serial number MUY03578 / C10026303) copier for the following:

**150,000 Annual Copies (87,500 copies for 2013):**

May 1, 2013 – December 31, 2013 - \$481.25 with overage billed at \$0.0055 per page  
 January 1, 2014 – December 31, 2014 - \$825.00 with overage billed at \$0.0055 per page  
 January 1, 2015 – December 31, 2015 - \$825.00 with overage billed at \$0.0055 per page  
 January 1, 2016 – December 31, 2016 - \$855.00 with overage billed at \$0.0057 per page  
 January 1, 2017 – December 31, 2017 - \$915.00 with overage billed at \$0.0061 per page

**Recorder**– (County fixed asset tag 16572) – 801 E. Walnut, Room 132, Columbia, MO 65201. Contact: Nora Dietzel: (573) 886-4345.

**Maintenance:** shall be provided for Canon Image Runner 5065 (serial number CHV01288 / C10031473) copier for the following:

**200,000 Annual Copies (116,666 copies for 2013):**

May 1, 2013 – December 31, 2013 - \$670.83 with overage billed at \$0.00575 per page  
 January 1, 2014 – December 31, 2014 - \$1,150.00 with overage billed at \$0.00575 per page  
 January 1, 2015 – December 31, 2015 - \$1,150.00 with overage billed at \$0.00575 per page  
 January 1, 2016 – December 31, 2016 - \$1,208.00 with overage billed at \$0.00604 per page  
 January 1, 2017 – December 31, 2017 - \$1,268.00 with overage billed at \$0.00634 per page

**Recorder**– (County fixed asset tag 16573) – 801 E. Walnut, Room 132, Columbia, MO 65201. Contact: Nora Dietzel: (573) 886-4345.

**Maintenance:** shall be provided for Canon Image Runner 5065 (serial number CHV01279 / C10031477) copier for the following:

**300,000 Annual Copies (175,000 copies for 2013):**

May 1, 2013 – December 31, 2013 - \$1,006.25 with overage billed at \$0.00575 per page  
 January 1, 2014 – December 31, 2014 - \$1,725.00 with overage billed at \$0.00575 per page  
 January 1, 2015 – December 31, 2015 - \$1,725.00 with overage billed at \$0.00575 per page  
 January 1, 2016 – December 31, 2016 - \$1,812.00 with overage billed at \$0.00604 per page  
 January 1, 2017 – December 31, 2017 - \$1,902.00 with overage billed at \$0.00634 per page

**Sheriff**– (County fixed asset tag 15017) –2121 County Drive, Columbia, MO 65202. Contact: Leasa Quick: (573) 876-2149.

**Maintenance:** shall be provided for Canon Image Runner 3570 (serial number KFV05732 / C10010578) copier for the following:

**150,000 Annual Copies (83,695 copies for 2013):**

May 1, 2013 – December 31, 2013 - \$481.25 with overage billed at \$0.0055 per page  
 January 1, 2014 – December 31, 2014 - \$825.00 with overage billed at \$0.0055 per page  
 January 1, 2015 – December 31, 2015 - \$825.00 with overage billed at \$0.0055 per page  
 January 1, 2016 – December 31, 2016 - \$855.00 with overage billed at \$0.0057 per page  
 January 1, 2017 – December 31, 2017 - \$915.00 with overage billed at \$0.0061 per page

**Sheriff**– (County fixed asset tag 15018) –2121 County Drive, Columbia, MO 65202. Contact: Leasa Quick: (573) 876-2149.

**Maintenance:** shall be provided for Canon Image Runner 5000 (serial number MPL76613 / C10010613) copier for the following:

**230,000 Annual Copies (109,529 copies for 2013):**

May 1, 2013 – December 31, 2013 - \$602.41 with overage billed at \$0.00449 per page  
 January 1, 2014 – December 31, 2014 - \$1,032.70 with overage billed at \$0.00449 per page  
 January 1, 2015 – December 31, 2015 - \$1,032.70 with overage billed at \$0.00449 per page  
 January 1, 2016 – December 31, 2016 - \$1,083.30 with overage billed at \$0.00471 per page  
 January 1, 2017 – December 31, 2017 - \$1,138.50 with overage billed at \$0.00495 per page

**Treasurer**– (County fixed asset tag 16682) – 801 E. Walnut, Room 205, Columbia, MO 65201. Contact: Tansy Johnson: (573) 876-4366.

**Maintenance:** shall be provided for Canon Image Runner 3045 (serial number MUY13837 / C10032687) copier for the following:

**35,000 Annual Copies (20,416 copies for 2013):**

May 1, 2013 – December 31, 2013 - \$112.29 with overage billed at \$0.0055 per page

January 1, 2014 – December 31, 2014 - \$192.50 with overage billed at \$0.0055 per page

January 1, 2015 – December 31, 2015 - \$192.50 with overage billed at \$0.0055 per page

January 1, 2016 – December 31, 2016 - \$199.50 with overage billed at \$0.0057 per page

January 1, 2017 – December 31, 2017 - \$213.50 with overage billed at \$0.0061 per page

Staples are included as a part of maintenance. Maintenance agreement is customized to meet County needs and volume can be changed any time. Maintenance pricing includes all labor, mileage, travel time, parts, toner, drums and other supplies (all other consumables), excluding paper.

Contractor's on-site maintenance shall include preventative maintenance calls and all remedial service calls required by County and found to be necessary by the service representative to maintain the equipment in optimum operating condition (unlimited service calls). County expects repair response time to be four (4) business hours from the date and time a service call is placed. In the event a machine cannot be repaired within 48 hours of the first service request, a loaner machine of equal or higher level will be provided at no charge to the County. If the original equipment cannot be repaired to the satisfaction of the County, permanent replacement equipment with equal or greater specifications must be provided, at no cost to the County. The Contractor's responsibility for permanent replacement will be through December 31, 2016, provided County renews maintenance contract each year.

3. **Contract Duration** - This agreement shall commence on **May 1, 2013 and extend through December 31, 2013** subject to the provisions for termination specified below. This agreement may be extended beyond the expiration date by order of the County for **four (4) 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 offices detailed within this contract 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 bid. 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. **Binding Effect** - This agreement shall be binding upon the parties hereto and their successors and assigns for so long as this agreement remains in full force and effect.

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

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

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

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

**SUMNER GROUP INC.  
dba IMAGE TECHNOLOGIES  
OF MISSOURI**

by *[Signature]*  
title Division Manager

**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 *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.)

- 1132 / 60050 / \$670.83
- 1131 / 60050 / \$670.83
- 1261 / 60050 / \$916.71
- 1200 / 60050 / \$240.00
- 1210 / 60050 / \$711.67
- 1210 / 60050 / \$481.25
- 1160 / 60050 / \$670.83
- 1160 / 60050 / \$1,006.25
- 1251 / 60050 / \$481.25
- 1251 / 60050 / \$602.41
- 1140 / 60050 / \$112.29

*[Signature]* by *[Signature]* 04/09/13  
Signature Date Appropriation Accounts



6. Response/Pricing Page

In compliance with this Request for Proposal and subject to all the conditions thereof, the Offeror agrees to furnish the services/equipment/supplies requested and proposed and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of this proposal and is authorized to contract on behalf of the Offeror named below. (Note: This form must be signed. All signatures must be original).

Company Name: Image Technologies

Address: 2511 Broadway Bluffs  
Columbia, Mo 65201

Telephone: 573-449-0140 Fax: \_\_\_\_\_

Federal Tax ID (or Social Security #): \_\_\_\_\_

Print Name: Wayne Roeger Title: Division Manager

Signature: [Signature] Date: 03/21/13

E-Mail Address: wroeger@imagetechmo.com

**Pricing** – The County is providing this Response Form for summarized pricing. Please attach a more detailed listing if proposing a different solution then maintaining the list of existing copiers detailed below. Fee proposal shall include full itemized pricing information.

6.0.	Description	Annual Copies	Annual Maintenance Cost	Overage – Cost Per Copy
<b>6.1.</b>	<b>Copier – Canon Image Runner 6570: Boone County Clerk (Elections &amp; Registration), Asset Tag 16232, Serial # SLP17286 / C10022507</b>			
	IR6570 – 5/1/13 – 12/31/13	200,000	\$670.83	\$0.00575
	IR6570– 1/1/14 – 12/31/14	200,000	\$1,150.00	\$0.00575
	IR6570– 1/1/15 – 12/31/15	200,000	\$1,150.00	\$0.00575
	IR6570– 1/1/16 – 12/31/16	200,000	\$1,208.00	\$0.00604
	IR6570– 1/1/17 – 12/31/17	200,000	\$1,268.00	\$0.00634
<b>6.2.</b>	<b>Copier – Canon Image Runner 5065: Boone County Clerk (Elections &amp; Registration), Asset Tag 16574, Serial # CHV03101 / C10018317</b>			
	IR5065 – 5/1/13 – 12/31/13	200,000	\$670.83	\$0.00575
	IR5065– 1/1/14 – 12/31/14	200,000	\$1,150.00	\$0.00575
	IR5065– 1/1/15 – 12/31/15	200,000	\$1,150.00	\$0.00575
	IR5065– 1/1/16 – 12/31/16	200,000	\$1,208.00	\$0.00604
	IR5065– 1/1/17 – 12/31/17	200,000	\$1,268.00	\$0.00634

<b>6.3.</b>	<b>Copier – Canon Image Runner 5570: Boone County Prosecuting Attorney, Asset Tag 15627, Serial # SLQ22891 / C10018317</b>			
	IR5570 – 5/1/13 – 12/31/13	350,000	\$916.71	\$0.00449
	IR5570– 1/1/14 – 12/31/14	350,000	\$1,571.50	\$0.00449
	IR5570– 1/1/15 – 12/31/15	350,000	\$1,571.50	\$0.00449
	IR5570– 1/1/16 – 12/31/16	350,000	\$1,648.50	\$0.00471
	IR5570– 1/1/17 – 12/31/17	350,000	\$1,732.50	\$0.00495
<b>6.4.</b>	<b>Copier – Canon Image Runner 2270: Boone County Public Administrator, Asset Tag 15531, Serial # SLH08538 / C10016340</b>			
	IR2270 – 5/1/13 – 12/31/13	36,000	\$168 <sup>240</sup>	\$0.008 <i>Change to</i>
	IR2270– 1/1/14 – 12/31/14	36,000	\$288.00 <sup>360</sup>	\$0.008 <i>for</i>
	IR2270– 1/1/15 – 12/31/15	36,000	\$288.00 <sup>360</sup>	\$0.008 <i>Contract</i>
	IR2270– 1/1/16 – 12/31/16	36,000	\$302.40 <sup>378</sup>	\$0.0084 <i>451000</i>
	IR2270– 1/1/17 – 12/31/17	36,000	\$317.52 <sup>396.00</sup>	\$0.00882
<b>6.5.</b>	<b>Copier – Canon Image Runner 4570: Court Administration – Judge’s Office, Asset Tag 15622, Serial # SKU21393 / C10018167</b>			
	IR4570 – 5/1/13 – 12/31/13	200,000	\$711.67	\$0.0061
	IR4570– 1/1/14 – 12/31/14	200,000	\$1,220.00	\$0.0061
	IR4570– 1/1/15 – 12/31/15	200,000	\$1,220.00	\$0.0061
	IR4570– 1/1/16 – 12/31/16	200,000	\$1,280.00	\$0.0064
	IR4570– 1/1/17 – 12/31/17	200,000	\$1,346.00	\$0.00673
<b>6.6.</b>	<b>Copier – Canon Image Runner 3045: Circuit Court Services, Asset Tag 16370, Serial # MUY03578 / C10026303</b>			
	IR3045 – 5/1/13 – 12/31/13	150,000	\$481.25	\$0.0055
	IR3045– 1/1/14 – 12/31/14	150,000	\$825.00	\$0.0055
	IR3045– 1/1/15 – 12/31/15	150,000	\$825.00	\$0.0055
	IR3045– 1/1/16 – 12/31/16	150,000	\$855.00	\$0.0057
	IR3045– 1/1/17 – 12/31/17	150,000	\$915.00	\$0.0061
<b>6.7.</b>	<b>Copier – Canon Image Runner 5065: Boone County Recorder, Asset Tag 16572, Serial # CHV01288 / C10031473</b>			
	IR5065 – 5/1/13 – 12/31/13	200,000	\$670.83	\$0.00575
	IR5065– 1/1/14 – 12/31/14	200,000	\$1,150.00	\$0.00575
	IR5065– 1/1/15 – 12/31/15	200,000	\$1,150.00	\$0.00575
	IR5065– 1/1/16 – 12/31/16	200,000	\$1,208.00	\$0.00604
	IR5065– 1/1/17 – 12/31/17	200,000	\$1,268.00	\$0.00634
<b>6.8.</b>	<b>Copier – Canon Image Runner 5065: Boone County Recorder, Asset Tag 16573, Serial # CHV02179 / C10031477</b>			
	IR5065 – 5/1/13 – 12/31/13	300,000	\$1,006.25	\$0.00575
	IR5065– 1/1/14 – 12/31/14	300,000	\$1,725.00	\$0.00575
	IR5065– 1/1/15 – 12/31/15	300,000	\$1,725.00	\$0.00575
	IR5065– 1/1/16 – 12/31/16	300,000	\$1,812.00	\$0.00604
	IR5065– 1/1/17 – 12/31/17	300,000	\$1,902.00	\$0.00634

<b>6.9.</b>	<b>Copier – Canon Image Runner 3570: Boone County Sheriff – Information Center, Asset Tag 15017, Serial # C10061419</b>			
	IR3570 – 5/1/13 – 12/31/13	150,000	\$481.25	\$0.0055
	IR3570– 1/1/14 – 12/31/14	150,000	\$825.00	\$0.0055
	IR3570– 1/1/15 – 12/31/15	150,000	\$825.00	\$0.0055
	IR3570– 1/1/16 – 12/31/16	150,000	\$855.00	\$0.0057
	IR3570– 1/1/17 – 12/31/17	150,000	\$915.00	\$0.0061
<b>6.10.</b>	<b>Copier – Canon Image Runner 5000: Boone County Sheriff – Administration, Asset Tag 15018, Serial # MPL76613 / C10010613</b>			
	IR5000 – 5/1/13 – 12/31/13	230,000	\$602.41	\$0.00449
	IR5000– 1/1/14 – 12/31/14	230,000	\$1,032.70	\$0.00449
	IR5000– 1/1/15 – 12/31/15	230,000	\$1,032.70	\$0.00449
	IR5000– 1/1/16 – 12/31/16	230,000	\$1,083.30	\$0.00471
	IR5000– 1/1/17 – 12/31/17	230,000	\$1,138.50	\$0.00495
<b>6.11.</b>	<b>Copier – Canon Image Runner 3045: Boone County Treasurer, Asset Tag 16682, Serial # MUY13837 / C10032687</b>			
	IR3045 – 5/1/13 – 12/31/13	35,000	\$112.29	\$0.0055
	IR3045– 1/1/14 – 12/31/14	35,000	\$192.50	\$0.0055
	IR3045– 1/1/15 – 12/31/15	35,000	\$192.50	\$0.0055
	IR3045– 1/1/16 – 12/31/16	35,000	\$199.50	\$0.0057
	IR3045– 1/1/17 – 12/31/17	35,000	\$213.50	\$0.0061

6.12.. Describe any deviations from bid specifications:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6.13. Provide a contact person who will be responsible for coordinating the efforts and personnel of all parties involved in the response, to include, but not be limited to, oral presentations, demonstrations, site visits and responses to request for clarification, if any. Provide the following:

Name: *Sam Gerling*  
 Organization:  
 Address:  
 E-mail:  
 Phone Number: *573-449-5332*  
 Fax:

6.14. Identification of Bidders/Offerors: How were you notified or heard about this bid/proposal?

- newspaper advertisement
- Boone County Electronic Bid Notification
- other, please list: \_\_\_\_\_



**NOTICE OF REQUEST FOR PROPOSAL**

Boone County is accepting Request for Proposals for the following:

**PROPOSAL #: 11-14MAR13 – Canon Photocopier Maintenance**

Sealed proposals will be accepted until **11:00 a.m. on Thursday, March 14, 2013** in the Boone County Purchasing Office, Room 110, 613 E. Ash Street, Columbia, MO 65201.

Request for Proposals are available in the Purchasing Office and requests for copies may be made by phone (573) 886-4391; fax (573) 886-4390 or e-mail: [mbobbitt@boonecountymmo.org](mailto:mbobbitt@boonecountymmo.org) or can be obtained on our web page: <http://www.showmeboone.com>.

Melinda Bobbitt, CPPB  
Director of Purchasing

Insertion: Friday, February 22, 2013  
COLUMBIA MISSOURIAN



## 1. INSTRUCTIONS AND GENERAL CONDITIONS

1.1 **Delivery of Proposals:** Sealed proposals, subject to Instructions and General Conditions and any special conditions set forth herein, will be received at the Boone County Purchasing office until the proposal closing date and time indicated herein for furnishing the County with services as detailed in the following request for proposal.

- a) **Proposal Closing:** All proposals shall be delivered before 11:00 A.M., Central Time, on Thursday, March 14, 2013 to:

Boone County Purchasing Department  
Melinda Bobbitt, CPPB, Director  
613 E. Ash Street, Room 110  
Columbia, Missouri 65201

- b) The County will not accept any proposals received after 11:00 A.M. and will return such late proposals to the Offeror.
- c) Offerors must submit one (1) original, and ten (10) copies of the proposal (total of eleven). Proposals will be opened publicly, but only names of Offerors will be read aloud. All proposal responses will be considered public information, and following contract execution or rejection of all proposal responses, all responses will become a part of public record and will be released to any person who requests it.
- d) Proposals must be submitted in a sealed envelope identified with the proposal number and date of closing. List the proposal number on the outside of the box or envelope and note "Response to Request for Proposal enclosed."
- e) If you do not care to submit a proposal, please return the *No Bid Response Page* and note your reason. No fax or electronic transmitted proposals will be accepted.
- f) If you have obtained this proposal document from our Web Page or from a source other than the Boone County Purchasing Department, please check with our office prior to submitting your proposal to ensure that you have a complete package. The Purchasing Department cannot be responsible for providing addenda if we do not have you on our Vendor list for this proposal. You may check our web site for addenda at [www.showmeboone.com](http://www.showmeboone.com), then select "Purchasing", then "Current Bid Opportunities".



## **2. INTRODUCTION AND GENERAL INFORMATION**

### **2.1 Introduction:**

- 2.1.1 This document constitutes a request for sealed proposals for **11-14MAR13 – Canon Photocopier Maintenance** as set forth herein.
- 2.1.2 Organization – This document, referred to as a Request for Proposal (RFP), is divided into the following parts:
- 1) Instructions and General Conditions
  - 2) Introduction and General Information
  - 3) Scope of Services
  - 4) Contract Terms and Conditions for Awarded Contractor
  - 5) Proposal Submission Information
  - 6) Response/Pricing Page
  - 7) Work Authorization Certification
  - 8) Debarment Certification
  - 9) Standard Terms and Conditions
  - 10) Prior Experience
  - 11) “No Bid” Response Form

### **2.2. Guideline for Written Questions:**

- 2.2.1 **All questions** regarding this Request for Proposal should be submitted in writing no later than **1:00 p.m., March 7, 2013**. All questions must be mailed, faxed or e-mailed to the attention of Melinda Bobbitt, CPPB, Director of Purchasing. All such questions will be answered in writing, and such answers will be provided to all parties having obtained a Request for Proposal packet by the County by posting the addendum on the County Web site at [www.showmeboone.com](http://www.showmeboone.com) (Select Purchasing, then Current Bid Opportunities).

Submit questions to:

- a. Melinda Bobbitt, CPPB  
Director of Purchasing  
613 E. Ash Street, Room 110  
Columbia, Missouri 65201  
Phone: (573) 886-4391  
Fax: (573) 886-4390  
E-mail: [mbobbitt@boonecountymo.org](mailto:mbobbitt@boonecountymo.org)

- 2.2.2 In the event that it becomes necessary to revise any part of this RFP, written addenda will be issued. Any addendum to this RFP is valid only if in writing and issued by the Boone County Purchasing Department. Verbal conversations or agreements with any officer, agent, or employee of the County which modify any terms or obligations of this RFP are invalid.

**2.3. Insurance Requirements:** The vendor receiving a contract award shall provide an Insurance Certificate to the Purchasing Department at time of contract execution with the following levels of insurance.

2.3.1. The Contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and such insurance has been approved by the County, nor shall the Contractor allow any subcontractor to commence work on their subcontract until all similar insurance required of subcontractor has been so obtained and approved. All policies shall be in amounts, form and companies satisfactory to the County which must carry an A-6 or better rating as listed in the A.M. Best or equivalent rating guide. Insurance limits indicated below may be lowered at the discretion of the County.

2.3.2. **Compensation Insurance** - The Contractor shall take out and maintain during the life of this contract, **Employee's Liability and Worker's Compensation Insurance** for all of their employees employed at the site of work, and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. Worker's Compensation coverage shall meet Missouri statutory limits. Employers' Liability limits shall be \$1,000,000.00 each employee, \$1,000,000.00 each accident, and \$1,000,000.00 policy limit. In case any class of employees engaged in hazardous work under this Contract at the site of the work is not protected under the Worker's Compensation Statute, the Contractor shall provide and shall cause each subcontractor to provide Employers' Liability Insurance for the protection of their employees not otherwise protected.

2.3.3. **Comprehensive General Liability Insurance** - The Contractor shall take out and maintain during the life of this contract, such comprehensive general liability insurance as shall protect them and any subcontractor performing work covered by this contract, from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or for any subcontractor or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$2,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death. If the Contract involves any underground/digging operations, the general liability certificate shall include X, C, and U (Explosion, Collapse, and Underground) coverage. If providing Comprehensive General Liability Insurance, then the Proof of Coverage of Insurance shall also be included.

2.3.4. **COMMERCIAL Automobile Liability** - The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than \$2,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Contractor's own automobiles, teams and trucks; hired automobiles, teams and trucks; and both on and off the site of work.

2.3.5. **Proof of Carriage of Insurance** - The Contractor shall furnish the County with Certificate(s) of Insurance which name the County as additional insured in an amount as required in this contract, contain a description of the project or work to be performed, and requiring a thirty (30) day mandatory cancellation notice. In addition, such insurance shall be on occurrence basis and shall remain in effect until such time as the County has made final acceptance of the facility contracted.

**2.4. Indemnity Agreement:** To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, agents, and employees from and against all claims arising by reason of any act or failure to act, negligent or otherwise, of Contractor, (meaning anyone, including but not limited to consultants having a contract with Contractor or subcontractor for part of the services), of anyone directly or indirectly employed by Contractor, or of anyone for whose acts

the Contractor may be liable, in connection with providing these services. This provision does not, however, require Contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.

**2.5. Work Authorization Certification - Employment of Unauthorized Aliens Prohibited**

- (a) Contractor agrees to comply with Missouri State Statute section 285.530 in that they shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri.
- (b) As a condition for the award of this contract, the Contractor shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. The contractor shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. **Please return a copy of the Memorandum of Understanding** that you will receive following completion of enrollment. This will provide the County the proof of enrollment.
- (c) Contractor shall require each subcontractor to affirmatively state in its contract with Contractor that the subcontractor shall not knowingly employ, hire for employment or continue to employ an unauthorized alien to perform work within the state of Missouri. Contractor shall also require each subcontractor to provide Contractor with a sworn affidavit under the penalty of perjury attesting to the fact that the subcontractor's employees are lawfully present in the United States.

**2.6.** Offeror must clearly state in writing any restrictions or deviations from the specifications stated within this Request for Proposal. In the absence of such statement, the County will assume that all service offered is in strict compliance with the technical and financial requirements, contract terms and conditions as described in these specifications. The proposal of the Contractor will be included as part of the final contract.

**2.7. Billing and Payment:** All invoices must be submitted to the Boone County office where the equipment is located. Payment will be made within 30 days after receipt of a correct and valid invoice. Purchase Order number should appear on invoice.



### 3. SCOPE OF SERVICES

#### 3.1. Project Description:

The County of Boone – Missouri, hereafter referred to as *the County*, hereby solicits formal written proposals from qualified Offerors to provide **Photocopier Maintenance for Canon copiers located in various Boone County offices: Clerk (2), Prosecuting Attorney (1), Public Administrator (1), Circuit Court Administration (1), Circuit Court Services (1), Recorder (2), Sheriff (2), Treasurer (1)** located in Columbia, Missouri.

Offerors may bid maintenance for existing copiers or are welcome to creatively provide alternate solutions (i.e. lease to own on new copiers, replacement used copiers, etc).

#### 3.2. Background Information:

3.2.1. The County has eleven (11) Canon brand photocopiers located at various offices that are currently being maintained by Ricoh Americas Corporation (Ricoh). Ricoh has notified the County that they can no longer provide maintenance after April 30, 2013.

3.2.3. Additional information about the County of Boone – Missouri can be obtained from the following internet web site at: <http://www.showmeboone.com>

3.2.4. Although an attempt has been made to provide accurate and up-to-date information, the County of Boone – Missouri does not warrant or represent that the background information provided herein reflects all relationships or existing conditions related to this Request for Proposal.

#### 3.3. Scope of Services:

##### 3.3.1. The County is seeking maintenance on the following equipment:

###### 3.3.1.1. Copier –Boone County Clerk / Elections – (Asset Tag # 16232)

**Copier:** Canon Image Runner 6570

**Location:** Boone County Clerk, Elections & Registration, Arthur Auer, 801 E. Walnut Street, Room 236, Columbia, MO 65201

**Included with Copier:** large capacity paper deck, finisher with stapler, puncher unit for 2 & 3 hole punch, print/scan network card & memory

**Current Copy Count:** 1,988,273

**Serial #:** Serial #SLP17286 / C10022507

**Original Purchase Date:** 5/16/2007

**Anticipated Copies Per Year:** 200,000

**Current Maintenance Provider from original equipment purchase:** Ricoh Americas Corporation

**3.3.1.2. Copier –Boone County Clerk – (Asset Tag # 16574)**

**Copier:** Canon Image Runner 5065

**Location:** Boone County Clerk, Diane Buchmann, 801 E. Walnut Street, Room 236, Columbia, MO 65201

**Included with Copier:** large capacity paper deck, finisher with stapler, puncher unit for 2 & 3 hole punch, print/scan network card & memory

**Current Copy Count:** 1,191,075

**Serial #:** Serial # CHV03101 / C10031336

**Original Purchase Date:** 6/18/2008

**Anticipated Copies Per Year:** 200,000

**Current Maintenance Provider from original equipment purchase:** Ricoh Americas Corporation

**3.3.1.3. Copier –Boone County Prosecuting Attorney – (Asset Tag # 15627)**

**Copier:** Canon Image Runner 5570

**Location:** Boone County Prosecuting Attorney, Bonnie Adkins, Boone County Courthouse, 705 E. Walnut Street, Columbia, MO 65201

**Included with Copier:** fully networked,, finisher with stapler and saddle finisher, puncher unit for 2 & 3 hole punch, fax

**Current Copy Count:** 2,013,747

**Serial #:** Serial # SLQ22891 / C10018317

**Original Purchase Date:** 7/13/2006

**Anticipated Copies Per Year:** 350,000

**Current Maintenance Provider from original equipment purchase:** Ricoh Americas Corporation

**3.3.1.4. Copier –Boone County Public Administrator – (Asset Tag #15531)**

**Copier:** Canon Image Runner 2270

**Location:** Boone County Public Administrator, Ginger Scalise, Boone County Courthouse, 705 E. Walnut Street, Columbia, MO 65201

**Included with Copier:** network capabilities

**Current Copy Count:** 282,369

**Serial #:** Serial # SLH08538 / C10016340

**Original Purchase Date:** 3/22/2006

**Anticipated Copies Per Year:** 36,000

**Current Maintenance Provider from original equipment purchase:** Ricoh Americas Corporation

**3.3.1.5. Copier –Circuit Court Administration – Judge’s Office – (Asset Tag #15622)**

**Copier:** Canon Image Runner 4570

**Location:** Court Administration / Judge’s Office, Diana Vaughan, County Courthouse, 705 E. Walnut Street, Columbia, MO 65201

**Included with Copier:** large capacity paper deck, upgrade document feeder to 50 sheet capacity, finisher with stapler, puncher unit for 2 & 3 hole punch, network kit

**Current Copy Count:** 819,633

**Serial #:** Serial # SKU21393 / C10018167

**Original Purchase Date:** 6/29/2006

**Anticipated Copies Per Year:** 200,000

**Current Maintenance Provider from original equipment purchase:** Ricoh Americas Corporation

**3.3.1.6. Copier –Circuit Court Services – (Asset Tag #16370)**

**Copier:** Canon Image Runner 3045

**Location:** Circuit Court Services, Brandon Walker, County Courthouse, 705 E. Walnut Street, Columbia, MO 65201

**Included with Copier:** large capacity paper deck, upgrade document feeder to 50 sheet capacity, finisher with stapler  
network kit

**Current Copy Count:** 625,611

**Serial #:** Serial # MUY03578 / C10026303

**Original Purchase Date:** 10/4/2007

**Anticipated Copies Per Year:** 150,000

**Current Maintenance Provider from original equipment purchase:** Ricoh Americas Corporation

**3.3.1.7. Copier –Boone County Recorder – (Asset Tag #16572)**

**Copier:** Canon Image Runner 5065

**Location:** Boone County Recorder, Nora Dietzel, 801 E. Walnut Street, Room 132, Columbia, MO 65201

**Included with Copier:** large capacity paper decks, finishers with stapler, puncher unit, print/scan network card & memory.

**Current Copy Count:** 880,899

**Serial #:** Serial # CHV01288 / C10031473

**Original Purchase Date:** 6/25/2008

**Anticipated Copies Per Year:** 200,000

**Current Maintenance Provider from original equipment purchase:** Ricoh Americas Corporation

**3.3.1.8. Copier –Boone County Recorder – (Asset Tag #16573)**

**Copier:** Canon Image Runner 5065

**Location:** Boone County Recorder, Nora Dietzel, 801 E. Walnut Street, Room 132, Columbia, MO 65201

**Included with Copier:** large capacity paper decks, finishers with stapler, puncher unit, print/scan network card & memory.

**Current Copy Count:** 1,192,067

**Serial #:** Serial # CHV02179 / C10031477

**Original Purchase Date:** 6/25/2008

**Anticipated Copies Per Year:** 300,000

**Current Maintenance Provider from original equipment purchase:** Ricoh Americas Corporation

**3.3.1.9. Copier –Sheriff – Information Center (Asset Tag #15017)**

**Copier:** Canon Image Runner 3570

**Location:** Boone County Sheriff, Attn: Leasa Quick, 2121 E. County Drive, Columbia, MO 65202

**Included with Copier:** large capacity paper deck, finishers with stapler.

**Current Copy Count:** 723,901

**Serial #:** Serial # C10061419

**Original Purchase Date:** 12/31/2007

**Anticipated Copies Per Year:** 150,000

**Current Maintenance Provider from original equipment purchase:** Ricoh Americas Corporation

**3.3.1.10. Copier –Sheriff – Administration (Asset Tag #15018)**

**Copier:** Canon Image Runner 5000

**Location:** Boone County Sheriff, Attn: Leasa Quick, 2121 E. County Drive, Columbia, MO 65202

**Included with Copier:** large capacity paper deck, finishers with stapler, puncher unit.

**Current Copy Count:** 1,579,972

**Serial #:** Serial # MPL76613 / C10010613

**Original Purchase Date:** 10/25/2005

**Anticipated Copies Per Year:** 230,000

**Current Maintenance Provider from original equipment purchase:** Ricoh Americas Corporation

**3.3.1.11. Copier –Boone County Treasurer (Asset Tag #16682)**

**Copier:** Canon Image Runner 3045

**Location:** Boone County Treasurer, Attn: Nicole Galloway, 801 E. Walnut, Room 205, Columbia, MO 65201

**Included with Copier:** large capacity paper decks, finishers with stapler, print/scan network card & memory.

**Current Copy Count:** 107,952

**Serial #:** Serial # MUY13837 / C10032687

**Original Purchase Date:** 9/3/2008

**Anticipated Copies Per Year:** 35,000

**Current Maintenance Provider from original equipment purchase:** Ricoh Americas Corporation

**3.4. Maintenance**

**3.4.1.** The Contractor's on-site maintenance shall include preventative maintenance calls and all remedial service calls required by using department and found to be necessary by the service representative to maintain the equipment in optimum operating condition. County expects repair response time to be four (4) business hours from the date and time a service call is placed. In the event a machine cannot be repaired within 48 hours of the first service request, a loaner machine of equal or higher level will be provided at no charge to the County.

**3.4.2.** Responding bidders must be authorized service representatives for their submitted bid machine make and models. Bidders should submit a letter of authorization with the bid.

**3.4.3.** Bidders must guarantee that all parts used are manufacturer approved parts and equipment.

**3.4.4. Additional Maintenance and Supply Contract Terms -** The contractor shall be responsible for providing all service and supplies as may be required to maintain the equipment in good working condition. Service/maintenance cost is based on the estimated annual cost for maintenance specified on the pricing page plus any applicable overage charges. Maintenance contracts should be billed annually prior to January 1 for the period January through December. Any overage shall be billed in arrears at the end of the fiscal year. If vendors are required to provide an annual cost increase for said service, percentage increases are not acceptable. The anticipated maximum percentage increase must be submitted in the form of a dollar amount for each year. Please feel free to use an additional sheet if enough room is not provided on the *Response Form*.

**3.4.5. Service/Supply agreements shall include, but not be limited to, the following:**

3.4.5.1. All routine preventive maintenance service calls and/or addition of developer as well as regular inspection service calls. Each regularly scheduled preventive maintenance call shall include a complete inspection, essential cleaning, lubrication, replacement of worn or broken parts, and mechanical adjustments to accommodate for new parts or to compensate for wear.

3.4.5.2. "Special service calls" (service calls made between the regularly scheduled routine preventative maintenance calls and regular inspection service calls) requested by the County.

3.4.5.3. Emergency service calls

3.4.5.4. The Contractor's on-site maintenance shall include all labor, mileage, travel time, and all replacement parts necessary to maintain said equipment in optimum operating condition for service calls listed above to County location of equipment. All replacement parts include but are not limited to: drum, fuser rollers, oil, staples, cleaning blades, toner, parts, labor, travel time and any accessories such as auto document feeder, stapler, sorters, etc.

3.4.5.5. All Supplies, excluding paper, necessary for operation of the equipment including, but not limited to toner and developer shall be included in the maintenance cost. The County will assume responsibility for installing paper and staples in the copier. The installation of all other supplies will be the responsibility of the contractor. Supplies must be provided in sufficient quantities to prevent down time.

3.4.5.6. The contractor shall have at least one service manager and one service technician duly trained by the manufacturer and authorized in the repair of the items offered for bid. A manufacturer's statement should be included as verification of training.

3.4.6. The Contractor shall agree and understand that the County reserves the right to cancel maintenance on any equipment owned by the County, at no additional cost to the county. Such notification shall be provided, in writing, within thirty (30) days prior to the cancellation date.

3.4.7. Contractor shall provide, with each machine, an on-site service log. This log shall be updated each time service is performed on the machine.

3.5. Offerors are welcome to provide a solution other than providing maintenance to our existing Canon copiers (i.e. lease to own on new copiers, replacement used copiers, etc). The County



#### **4.0. CONTRACT TERMS AND CONDITIONS FOR AWARDED CONTRACTOR**

4.1. **Contract Period:** The initial contract period shall be for the period **May 1, 2013 through December 31, 2013**. The maintenance agreement may be renewed in writing by the County for up to an additional **four (4) one-year periods** for the prices quoted within the Bidder's response to this bid. The County may adjust annual copies at renewal time or may cancel copier maintenance at any time due to purchasing a new photocopier. The County will provide the Contractor with a 30 day notice if canceling the copier maintenance.

4.2. **Contract Documents:** The successful Offeror shall be obligated to enter into a written contract with the County within 30 days of award on contract forms provided by the County. If Offeror desires to contract under their own written agreement, any such proposed agreement shall be submitted in blank with their response. County reserves the right to modify any proposed form agreement or withdraw its award to a successful Offeror if any proposed agreement contains terms and conditions inconsistent with its request or are unacceptable to county legal counsel.

4.3. **Provisions for Termination:** The contract may be terminated by the County for any of the following reasons or under any of the following circumstances.

4.3.1. County may provide Contractor with a 30 day notice of cancellation of maintenance at any time.

4.4. In case of any default by the Contractor, the County may procure the product or service from other sources and hold the Contractor responsible for any damages incurred including, but not limited to, excess cost or handling charge. The County shall have the right to remove any Contractor who defaults on any contract with the County from all Bidders' lists.

4.5. The successful Contractor is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this agreement or its rights, title or interest therein, or its power to execute such agreement to any other person, company or corporation without the prior consent and approval in writing by the County.

4.6. Award will be made by written notification from the Purchasing Director. This written notice shall be deemed to result in a binding contract which shall be governed by the laws of the State of Missouri as adopted and in force on the date of the agreement.

4.7. Contractor agrees to furnish service, and to perform the delivery of service within the stated completion schedule, and in strict compliance with requirements stated in the RFP Document.

4.8. Contractor proposes and agrees to accept, as full compensation for furnished service, the price submitted in response to the RFP document or subsequent Best and Final Offer(s). All related costs associated with providing the services specified shall be considered by both County and Contractor to be included within the quoted price. The County shall not pay, nor be liable for, any additional cost including, but not limited to taxes, insurance, interest, penalties, termination payments, attorney fees, liquidation damages, etc.

4.9. Contractor agrees that no modification of any provision contained in the contract shall be made, or construed to be made, unless such modification is mutually agreed to by both parties and incorporated in a written amendment to the contract approved by the Purchasing Director.

4.10. Contractor shall provide service that meets or exceeds the specifications contained in this RFP.

4.11. Attached Standard Terms and Conditions for Contracts shall apply to the contract award.



## 5. PROPOSAL SUBMISSION INFORMATION

### 5.1. RESPONSE TO PROPOSAL

#### 5.1.1. Submission of Proposals:

5.1.1.1. When submitting a proposal, the Offeror should include the **original and ten (10) additional copies**.

a. The Offeror shall submit the proposal to:

Boone County Purchasing Department  
Attn: Melinda Bobbitt, CPPB, Director of Purchasing  
613 E. Ash Street, Room 110  
Columbia, MO 65201

b. The proposal responses must be delivered no later than **11:00 a.m. on March 14, 2013**. Proposals will not be accepted after this date and time.

5.1.1.2. To facilitate the evaluation process, the Offeror is encouraged to organize their proposal as described below and in section 5.1.4.

a. Each distinctive section should be titled with paragraph number and all material related to that category should be included therein.

b. The signed response page from the original RFP and all signed amendments should be placed at the beginning of the proposal response.

c. The Proposal must, at a minimum, address all mandatory and desired services. Responses shall fully describe how the service will be performed and what hardware/software (if any) is required at the County to access the service.

5.1.1.3. The Offeror is cautioned that it is the Offeror's sole responsibility to submit information related to the evaluation categories, and that the County is under no obligation to solicit such information if it is not included with the proposal. The Offeror's failure to submit such information may cause an adverse impact on the evaluation of the proposal. Any Offeror whose responses deviate from the outlined specifications may automatically be disqualified.

5.1.1.4. Offeror's Contacts: Offerors and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFP, the evaluation, etc. to the buyer of record indicated on the first page of this RFP. Offerors and their agents may not contact any County employee other than the buyer of record regarding any of these matters during the solicitation and evaluation process. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements. Offerors and their agents who have questions regarding this matter should contact the buyer of record.

**5.1.2. Competitive Negotiation of Proposals:** The Offeror is advised that under the provisions of this Request for Proposal, the County reserves the right to conduct negotiations of the proposals received or to award a contract without negotiations. If such negotiations are conducted, the following conditions shall apply:

- 5.1.2.1. Negotiations may be conducted in person, in writing, or by telephone.
- 5.1.2.2. Negotiations will only be conducted with potentially acceptable proposals. The County reserves the right to limit negotiations to those proposals, which received the highest rankings during the initial evaluation phase.
- 5.1.2.3. Terms, conditions, prices, methodology, or other features of the Offeror's proposal may be subject to negotiation and subsequent revision. As part of the negotiations, the Offeror may be required to submit supporting financial, pricing and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the proposal.
- 5.1.2.4. The mandatory requirements of the Request for Proposal shall not be negotiable and shall remain unchanged unless the County determines that a change in such requirements is in the best interest of the entities.

**5.1.3. Evaluation and Award Process:**

5.1.3.1. Boone County will select an evaluation team to review responses and to make a formal recommendation for award to the County Commission. After determining a responsible Offeror and a responsive proposal through the determination that the proposal satisfies the mandatory requirements stated in the Request for Proposal, the evaluation team will use both objective analysis and subjective judgment in conducting a comparative assessment of the proposal in accordance with the evaluation criteria stated below:

- a. Method of Performance
- b. Experience/Expertise
- c. Cost

5.1.3.2. After an initial evaluation process, a question and answer interview may be conducted with the Offeror, if deemed necessary by the County. Offeror may be asked to make an oral presentation of their proposal to the evaluation team at a designated Boone County location. Attendance cost shall be at the Offeror's expense. All arrangements and scheduling will be coordinated by the County.

**5.1.4. Evaluation:**

- 5.1.4.1. Experience and reliability of the Offeror's organization are considered subjectively in the evaluation process. Therefore, the Offeror is advised to submit any information, which documents successful and reliable experience in past performances, especially those performances related to the requirements of this RFP.
- 5.1.4.2. The Offeror should provide the following information related to previous and current contracts of the Offeror's organization and any proposed subcontractors which are

similar to the requirements of this RFP (This information may be shown on the reference form attached to this RFP or in a similar manner):

- a. Name, address, and telephone number of client/contracting agency and a representative of that agency who may be contacted for verification of all information submitted;
  - b. Dates and locations of the service/contract; and
  - c. A brief, written description of the specific equipment installed and prior services performed and requirements thereof.
- 5.1.4.3. The Offeror should submit a copy of all licenses, certifications, accreditation, and/or permits, which may be required by state, federal, and/or local law, statute, or regulation in the course of conduct of the Offeror's business. If not submitted with the proposal, the County reserves the right to request and obtain a copy of any license or certification required to perform the defined services prior to contract award.
- 5.1.4.4. Offeror must state if they are an authorized service representative for equipment proposed. Offeror shall provide a list of qualifications of the Offeror and/or the staff of the Offeror's organization who will be involved in providing service (if applicable). List shall include number of certified technicians.
- 5.1.4.5. Proposals will be subjectively evaluated based on the Offeror's distinctive plan for performing the requirements of the RFP. Therefore, the Offeror should present a written narrative, which demonstrates the method or manner in which the Offeror proposes to satisfy these requirements. The language of the narrative should be straightforward and limited to facts, solutions to problems, and plans of action.
- 5.1.4.6. Where the words "shall" or "must" are used, they signify a mandatory requirement and will heavily impact the Offeror's final response rating and will be used to determine responsiveness of Offeror.
- 5.1.4.7. Where the words "should", "may" or "desired" are used, they signify that the feature or capacity is desirable but not mandatory; therefore, the specifications in question may possess minimal impact on the Offeror's final response rating.
- 5.1.4.8. The method by which the proposed method of performance is written will be left to the discretion of the Offeror. However, the Offeror should address each specific paragraph and subparagraph of the Specifications by paragraph and page number as an item for discussion. Immediately below these numbers, write descriptions of how, when, by whom, with what, to what degree, why, where, etc, the requirements will be satisfied.

#### **5.1.5. Rejection / Withdrawal of Proposals Response:**

Rejection of Proposals The County reserves the right, at its discretion, to reject any or all proposals or parts thereof. The County reserves the right to waive defects or informalities, to negotiate with Offeror's and to accept the proposal deemed to be in the best interest of the County.

Withdrawal of Proposals Proposal responses may be withdrawn on written request from the Offeror at the address shown in the solicitation prior to the time of acceptance.

Negligence on the part of the Offeror in preparing the proposal confers no right of withdrawal after the time fixed for the acceptance of the proposals.

**5.1.6. Validity of Proposal Response:**

Offerors agree that proposals will remain firm for a period of ninety (90) calendar days after the date specified for the return of proposals.

**5.1.7. Bidding Indemnification**

By submitting a Proposal Response, each Offeror agrees to waive any claim it has or may have against the Owner, the Architect/Engineer and Project Manager and their respective employees, arising out of or in connection with the administration, evaluation or recommendation of any proposal award

**5.1.8. Proposal Response Expense**

Any expense or costs incurred by the Offeror in the preparation of and response to the Proposal Documents will be at the sole cost and expense of the Offeror.

**COUNTY OF BOONE – MISSOURI**



**REQUEST FOR PROPOSAL  
FOR  
CANON PHOTOCOPIER MAINTENANCE**

**RFP # 11-14MAR13  
Release Date: February 20, 2013**

**Submittal Deadline:  
March 14, 2013  
not later than 11:00 a.m. Central Time  
Location: Boone County Purchasing  
613 E. Ash Street, Room 110  
Columbia, MO 65201**

**Boone County Purchasing  
613 E. Ash Street, Room 110  
Columbia, Missouri 65201**

**Melinda Bobbitt, CPPB, Director  
Phone: (573) 886-4391 Fax: (573) 886-4390  
E-mail: [mbobbitt@boonecountymo.org](mailto:mbobbitt@boonecountymo.org)**



**BOONE COUNTY, MISSOURI**

**Request for Bid #: 11-14MAR13 – Canon Photocopier Maintenance**

**ADDENDUM #2 - Issued February 27, 2013**

This addendum is issued in accordance with the Introduction and General Conditions of Bidding in the Request for Bid and is hereby incorporated into and made a part of the Request for Bid Documents. Bidders are reminded that receipt of this addendum should be acknowledged and submitted with Bidder's *Response Form*.

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

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

**1. Is a service history available?**

**Response:** See attached

By: Melinda Bobbitt  
**Melinda Bobbitt, CPPB**  
**Director of Purchasing**

OFFEROR has examined copy of Addendum #2 to Request for Bid #11-14MAR13 – Canon Photocopier Maintenance receipt of which is hereby acknowledged:

Company Name: Image Technologies  
Address: 2511 Broadway Blvd Columbia, Mo 65201  
Phone Number: 573-499-5332 Fax Number: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

Authorized Representative Signature: [Signature] Date: 02/27/13  
Authorized Representative Printed Name: Ann Gurley

**Service Analysis for:**

**Boone County**

(Sorted by Segment)

2/1/2012 to: 1/31/2013

**RICOH US**

Alpha Short: BOOCO@

Customer Install City	Segment Equip Id	Model Serial #	Uptime %	Visits	AMV	CBV's	Last Date	Last Meter	Install Date
BOONE COUNTY PLANNING & COLUMBIA	D2 11277020	IR3030 C10031285	99.3%	2.0	7,216	43,296	12/17/2012	274,376	5/22/2008
BOONE COUNTY COLUMBIA	D2 11032498	MP3010 C10061419	98.3%	14.0	7,975	6,836	11/28/2012	303,102	2/23/2011
BOONE COUNTY COLUMBIA	D3 10192925	IR3570 C10010578	100.0%		3,944		9/8/2011	723,901	5/26/2005
BOONE COUNTY TREASURER COLUMBIA	D4 11270954	IR3045 C10032687	99.6%	3.0	16,288	65,152	12/21/2012	105,793	8/12/2008
BOONE COUNTY COURT COLUMBIA	D4 10618227	IR4570 C10018167	98.2%	12.0	8,668	8,668	1/7/2013	809,690	6/15/2006
BOONE COUNTY COLUMBIA	D4 10192964	IR5000 C10010613	96.5%	16.0	8,256	6,192	1/2/2013	1,584,417	5/26/2005
BOONE COUNTY COLUMBIA	D4 11280960	IR5065 C10031473	98.2%	12.0	16,101	16,101	1/28/2013	874,657	6/2/2008
BOONE COUNTY CLERK COLUMBIA	D4 11272758	IR5065 C10031336	97.5%	11.0	28,344	30,921	11/5/2012	1,156,908	5/28/2008
BOONE COUNTY COLUMBIA	D4 11270836	IR5065 C10031477	99.6%	6.0	25,094	50,188	1/16/2013	1,184,926	6/2/2008
BOONE COUNTY COURT COLUMBIA	D4 10617972	IR5570 C10018317	98.7%	4.0	10,163	30,489	1/17/2013	2,006,911	6/26/2006
BOONE COUNTY CLERK COLUMBIA	D4 10812736	IR6570 C10022507	98.2%	11.0	37,272	40,660	10/8/2012	1,975,111	2/28/2007



**BOONE COUNTY, MISSOURI**

**Request for Bid #: 11-14MAR13 – Canon Photocopier Maintenance**

**ADDENDUM #1 - Issued February 22, 2013**

This addendum is issued in accordance with the Introduction and General Conditions of Bidding in the Request for Bid and is hereby incorporated into and made a part of the Request for Bid Documents. Bidders are reminded that receipt of this addendum should be acknowledged and submitted with Bidder's *Response Form*.

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

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

- 1. Is the stated "anticipated copies per year" a guaranteed minimum? Is that number of copies what is typically made on that machine each year? Will you purchase a maintenance contract based on that stated quantity of copies per year?**

**Response:** See paragraph 3.4.4. of proposal. Service/maintenance cost is based on the estimated annual cost for maintenance specified on the pricing page plus any applicable overage charges. Maintenance contracts should be billed annually prior to January 1 for the period January through December. Any overage shall be billed in arrears at the end of the fiscal year.

The anticipated usage is our best guess for 2013. The copier located in Clerk / Elections can have a higher usage during a Presidential Election Year.

Please provide pricing for this estimated base usage on each machine and a price for overage at the end of the fiscal year. See the pricing page which begins on page 18.

- 2. Is this equipment up and running?**

**Response:** Yes

- 3. Is there a service history available?**

**Response:** No

- 4. What is your current price that you have been paying for maintenance on this equipment?**

**Response:**

**3.3.1.1. Copier –Boone County Clerk / Elections – (Asset Tag # 16232)**

**Copier:** Canon Image Runner 6570

**Current Price:** Cost Per copy: \$.00575, billed in arrears.

**3.3.1.2. Copier –Boone County Clerk – (Asset Tag # 16574)**

**Copier:** Canon Image Runner 5065

**Current Price:** Cost per copy: \$0.001, billed in arrears.

**3.3.1.3. Copier –Boone County Prosecuting Attorney – (Asset Tag # 15627)**

**Copier:** Canon Image Runner 5570

**Current Price:** Maintenance for 350,000 copies per year is \$1,571.50. Overage billed at \$0.00449/copy.

**3.3.1.4. Copier –Boone County Public Administrator – (Asset Tag #15531)**

**Copier:** Canon Image Runner 2270

**Current Price:** Cost per copy: \$0.0080, billed in arrears.

**3.3.1.5. Copier –Circuit Court Administration – Judge’s Office – (Asset Tag #15622)**

**Copier:** Canon Image Runner 4570

**Current Price:** Maintenance for 200,000 copies per year is \$1,220.00. Overage billed at \$0.0061 per copy.

**3.3.1.6. Copier –Circuit Court Services – (Asset Tag #16370)**

**Copier:** Canon Image Runner 3045

**Current Price:** Maintenance for 150,000 copies per year is \$600. Overage billed at \$0.004/copy.

**3.3.1.7. Copier –Boone County Recorder – (Asset Tag #16572)**

**Copier:** Canon Image Runner 5065

**Current Price:** Cost per copy is \$0.001, billed in arrears.

**3.3.1.8. Copier –Boone County Recorder – (Asset Tag #16573)**

**Copier:** Canon Image Runner 5065

**Current Price:** Cost per copy is \$0.001, billed in arrears.

**3.3.1.9. Copier –Sheriff – Information Center (Asset Tag #15017)**

**Copier:** Canon Image Runner 3570

**Current Price:** Maintenance for 150,000 copies per year is \$825.00. Overage billed at \$0.0055 per copy.

**3.3.1.10. Copier –Sheriff – Administration (Asset Tag #15018)**

**Copier:** Canon Image Runner 5000

**Current Price:** Maintenance for 200,000 copies per year is \$898.00. Overage billed at \$0.00449 per copy.

**3.3.1.11. Copier –Boone County Treasurer (Asset Tag #16682)**

**Copier:** Canon Image Runner 3045

**Current Price:** Cost per copy: \$0.0050, billed in arrears.

By:   
**Melinda Bobbitt, CPPB**  
**Director of Purchasing**

OFFEROR has examined copy of Addendum #1 to Request for Bid #11-14MAR13 – Canon Photocopier Maintenance receipt of which is hereby acknowledged:

Company Name: Image Technologies  
Address: 2511 Broadway Blvd Columbia, MO 65201

Phone Number: 449-0140 Fax Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Authorized Representative Signature: Sam Berlin Date: 02/25/13  
Authorized Representative Printed Name: Sam Berlin

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

County of Boone )  
State of Mo. )<sup>55</sup>

My name is Steve Baumgartner am an authorized agent of Image Technologies of Mo INC  
(Bidder). This business is enrolled and participates in a federal work authorization program for all employees  
working in connection with services provided to the County. This business does not knowingly employ any person  
that is an unauthorized alien in connection with the services being provided. Documentation of participation in a  
federal work authorization program is attached to this affidavit.

Furthermore, all subcontractors working on this contract shall affirmatively state in writing in their contracts  
that they are not in violation of Section 285.530.1, shall not thereafter be in violation and submit a sworn affidavit  
under penalty of perjury that all employees are lawfully present in the United States.

Howard S Baumgartner 8-6-09  
Affiant Date

Howard S Baumgartner  
Printed Name

Subscribed and sworn to before me this 6 day of August, 2009.

Jane Shook Floyd  
Notary Public

JANE SHOOK FLOYD  
Notary Public - Notary Seal  
State of Missouri  
County of Boone  
My Commission Expires September 25, 2012  
Commission #08560034

An Affirmative Action/Equal Opportunity Institution



E-VERIFY IS A SERVICE OF DHS

Company ID Number: 223286 → 178945

**Information Required for the E-Verify Program**

Information relating to your Company:

Company Name: Image Technologies of MO, Inc

Company Facility Address: 20 Business Loop 70 East

Columbia, MO 65203

Company Alternate Address:

County or Parish: BOONE

Employer Identification

Number: 431770648

North American Industry Classification Systems

Code: 443

Parent Company:

Number of Employees: 10 to 19

Number of Sites Verified

for: 1

ID# 178945

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

- MISSOURI 1 site(s)

**IMAGE TECHNOLOGIES, CORP.**  
**DUNS: 876753989**    **CAGE Code: 3E1P5**  
**Status: Active**

**523 HANLEY INDUSTRIAL CT**  
**SAINT LOUIS, MO, 63144-1901 ,**  
**UNITED STATES**

### Entity Overview

Entity Information  
**DUNS:** 876753989  
**Name:** IMAGE TECHNOLOGIES, CORP.  
**Business Type:** Business or Organization  
**POC Name:** None Specified  
**Registration Status:** Active  
**Expiration Date:**06/06/2013

Exclusions  
**Active Exclusion Records?** No

**SAM | System for Award Management 1.0**

IBM v1.794.20130318-2349

WWW4

**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.

April Session of the April Adjourned

Term. 20 13

In the County Commission of said county, on the 16th day of April 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 16th day of April, 2013

ATTEST:

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

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

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

*Janet M. Thompson*  
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 22, 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.

	Asset #	Description	Make & Model	Department	Condition of Asset	Serial #
1.	6674	PORTABLE RADIO	MOTOROLA P200	SHERIFF	DONATED TO A GRANT PROGRAM IN 2007	PLEASE REMOVE FROM INVENTORY
2.	8055	PORTABLE RADIO	MOTOROLA	SHERIFF	DONATED TO A GRANT PROGRAM IN 2007	PLEASE REMOVE FROM INVENTORY
3.	9186	PORTABLE RADIO	MOTOROLA	SHERIFF	DONATED TO A GRANT PROGRAM IN 2007	PLEASE REMOVE FROM INVENTORY
4.	9187	PORTABLE RADIO	MOTOROLA	SHERIFF	DONATED TO A GRANT PROGRAM IN 2007	PLEASE REMOVE FROM INVENTORY
5.	10629	PORTABLE RADIO	MOTOROLA VISAR	SHERIFF	DONATED TO A GRANT PROGRAM IN 2007	PLEASE REMOVE FROM INVENTORY
6.	10575	PORTABLE RADIO	MOTOROLA	SHERIFF	DONATED TO A GRANT PROGRAM IN 2007	PLEASE REMOVE FROM INVENTORY
7.	10375	PORTABLE RADIO	MOTOROLA	SHERIFF	DONATED TO A GRANT PROGRAM IN 2007	PLEASE REMOVE FROM INVENTORY
8.	NO TAG	SNOW BLOWER	JOHN DEERE TRS21 (SDTS40)	SHERIFF	DOES NOT WORK	

9.	NO TAG	SNOW BLOWER	JOHN DEERE TRS21 (SDTS51)	SHERIFF	DOES NOT WORK	
10.	NO TAG	BASE TO TV		SHERIFF	NEW	
11.	NO TAG	TRUNK	BLUE ANVIL	SHERIFF	OLD	
12.	NO TAG	SMALL BOX OF CHRISTMAS LIGHTS		SHERIFF	OLD	
13.	NO TAG	LAPTOP CASE	TARGUS	SHERIFF	OLD	
14.	NO TAG	11 CASES OF WHITE WINDOW ENVELOPES	KENTWOVE BRAND # 43703	SHERIFF	VARIES	
15.	NO TAG	OFFICE CHAIR	BLACK	SHERIFF	TRASH	PLEASE REMOVE FROM INVENTORY
16.	NO TAG	OFFICE CHAIR	BLUE	SHERIFF	TRASH	PLEASE REMOVE FROM INVENTORY
17.	CAN'T READ - CONTAINS 11	OFFICE CHAIR		SHERIFF	TRASH	PLEASE REMOVE FROM INVENTORY
18.	NO TAG	BASE AND MISC PARTS FROM LIGHT BAR		SHERIFF	DESTROYED	PLEASE REMOVE FROM INVENTORY
19.	NO TAG	SMALL TABLE		SHERIFF	OLD	
20.	5085	SMALL DESK		SHERIFF	OLD	

21.	NO TAG	13 MICROFICHE READERS		SHERIFF	OLD	
22.	NO TAG	FELT DISPLAY BOARD		SHERIFF	OLD	
23.	NO TAG	MINI-FRIDGE	SANYO	SHERIFF	BAD	
24.	12410	MINI-FRIDGE	GE	SHERIFF	BAD	
25.	12159	MINI-FRIDGE	GE	SHERIFF	BAD	
26.	NO TAG	RADIO	MOTOROLA HT1250	SHERIFF	UNKNOWN	
27.	NO TAG	BATTERY CHARGER	AA16742	SHERIFF	UNKNOWN	
28.	NO TAG	HAND HELD MICROPHONE	MOTOROLA	SHERIFF	UNKNOWN	
29.	NO TAG	149 SMOKE DETECTORS (BASE AND HEAD)	MODEL 2098- 9652	SHERIFF	FUNCTIONAL	
30.	NO TAG	59 SMOKE DETECTORS (BASE AND HEAD)	MODEL 4098- 9792	SHERIFF	FUNCTIONAL	
31.	NO TAG	12 BATTERY OPERATED SMOKE DETECTORS	FIRST ALERT	SHERIFF	FUNCTIONAL	
32.	NO TAG	HEAT DETECTORS (BASE AND HEAD)	MODEL 2098- 9652	SHERIFF	FUNCTIONAL	

33.	NO TAG	9 PULL STATIONS		SHERIFF	FUNCTIONAL	
34.	NO TAG	DUCT DETECTORS (BASE, HEAD AND CONTROL BOARD)		SHERIFF	FUNCTIONAL	
35.	NO TAG	TAPE DECK	RCA STEREO CASSETTE	COMMISSION	GOOD	
36.	NO TAG	OFFICE CHAIR	KI - PERETTI	PROSECUTING ATTORNEY	JUNK	REMOVE FROM INVENTORY
37.	14808	EXECUTIVE HIGHBACK CHAIR		I.T.	GOOD	
38.	12493	SOFA	KRUG - BRAVA SERIES - LOUNGE 2000	PROSECUTING ATTORNEY	POOR	

cc: Caryn Ginter, Auditor  
Surplus File

# BOONE COUNTY

RECEIVED

MAR 18 2013

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

DATE : 3-15-2013

FIXED ASSET TAG NUMBER: 6674

DESCRIPTION: Motorola P200 portable radio

REQUESTED MEANS OF DISPOSAL.: remove from inventory

OTHER INFORMATION: n/a

CONDITION OF ASSET: n/a

REASON FOR DISPOSITION: This was donated to a non-profit as part of a grant program in 2007. It should have been removed from inventory then.

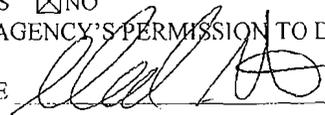
COUNTY / COURT IT DEPT. (check one)  DOES /  DOES NOT (check one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: n/a

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

DEPARTMENT: Sheriff 1251

SIGNATURE



**AUDITOR**

ORIGINAL PURCHASE DATE 8/24/1990

RECEIPT INTO 1190-3835

ORIGINAL COST 489.50

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2731

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

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

AGENCY \_\_\_\_\_

ASSET GROUP 1604

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

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

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

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

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

INDIVIDUAL \_\_\_\_\_

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

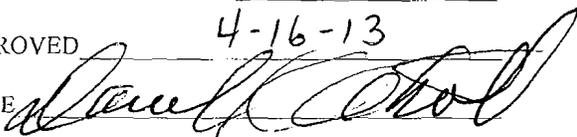
\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 176-2013

DATE APPROVED

4-16-13

SIGNATURE



RECEIVED

MAR 18 2013

# BOONE COUNTY

BOONE COUNTY AUDITOR

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 3-15-2013

FIXED ASSET TAG NUMBER: 8055

DESCRIPTION: Motorola portable radio

REQUESTED MEANS OF DISPOSAL: remove from inventory

OTHER INFORMATION: n/a

CONDITION OF ASSET: n/a

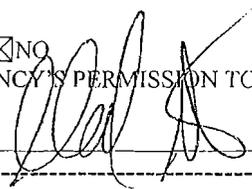
REASON FOR DISPOSITION: This was donated to a non-profit as part of a grant program in 2007. It should have been removed from inventory then.

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

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	<u>3/16/1984</u>	RECEIPT INTO	<u>1190-3835</u>
ORIGINAL COST	<u>649.00</u>	GRANT FUNDED (Y/N)	<u>N</u>
ORIGINAL FUNDING SOURCE	<u>2731</u>	GRANT NAME	_____
		% FUNDING	_____
		AGENCY	_____
ASSET GROUP	<u>1604</u>	DOCUMENTATION ATTACHED (Y/N)	_____
		TRANSFER CONFIRMED	_____

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

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

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

INDIVIDUAL \_\_\_\_\_

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

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

COMMISSION ORDER NUMBER 176-2013

DATE APPROVED 4-16-13

SIGNATURE 

RECEIVED

MAR 18 2013

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE : 3-15-2013

FIXED ASSET TAG NUMBER: 9186

DESCRIPTION: Motorola portable radio

REQUESTED MEANS OF DISPOSAL: remove from inventory

OTHER INFORMATION: n/a

CONDITION OF ASSET: n/a

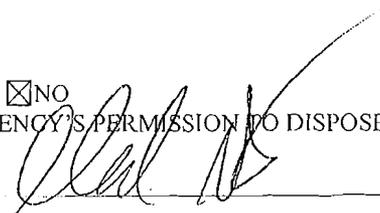
REASON FOR DISPOSITION: This was donated to a non-profit as part of a grant program in 2007. It should have been removed from inventory then.

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

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 6/15/1995

RECEIPT INTO 1190-3835

ORIGINAL COST 654.00

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2731

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

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

AGENCY \_\_\_\_\_

ASSET GROUP 1604

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

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

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

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

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

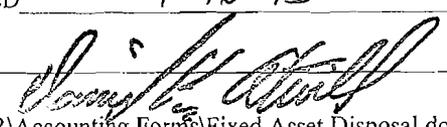
INDIVIDUAL \_\_\_\_\_

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

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

COMMISSION ORDER NUMBER 176-2013

DATE APPROVED 4-16-13

SIGNATURE 

# BOONE COUNTY

RECEIVED

MAR 18 2013

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE : 3-15-2013

FIXED ASSET TAG NUMBER: 9187

DESCRIPTION: Motorola portable radio

REQUESTED MEANS OF DISPOSAL: remove from inventory

OTHER INFORMATION: n/a

CONDITION OF ASSET: n/a

REASON FOR DISPOSITION: This was donated to a non-profit as part of a grant program in 2007. It should have been removed from inventory then.

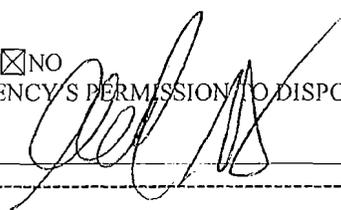
COUNTY / COURT IT DEPT. (check one)  DOES /  DOES NOT (check one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: n/a

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	<u>6/15/1995</u>	RECEIPT INTO	<u>1190-3835</u>
ORIGINAL COST	<u>654.00</u>	GRANT FUNDED (Y/N)	<u>N</u>
ORIGINAL FUNDING SOURCE	<u>2731</u>	GRANT NAME	_____
		% FUNDING	_____
		AGENCY	_____
ASSET GROUP	<u>1604</u>	DOCUMENTATION ATTACHED (Y/N)	_____
		TRANSFER CONFIRMED	_____

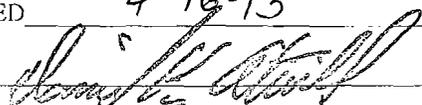
**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

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

COMMISSION ORDER NUMBER 176-2013

DATE APPROVED 4-16-13

SIGNATURE 

# BOONE COUNTY

RECEIVED

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

MAR 18 2013

DATE: 3-15-2013

FIXED ASSET TAG NUMBER: 10629

BOONE COUNTY AUDITOR

DESCRIPTION: Motorola Visar radio

REQUESTED MEANS OF DISPOSAL: remove from inventory

OTHER INFORMATION: n/a

CONDITION OF ASSET: n/a

REASON FOR DISPOSITION: This was donated to a non-profit as part of a grant program in 2007. It should have been removed from inventory then.

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

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 4/30/1996

RECEIPT INTO 1190-3835

ORIGINAL COST 760.00

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2731

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

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

AGENCY \_\_\_\_\_

ASSET GROUP 1604

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

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

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

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

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

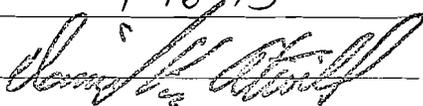
INDIVIDUAL \_\_\_\_\_

TRADE  AUCTION  SEALED BIDS

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

COMMISSION ORDER NUMBER 176-2013

DATE APPROVED 4-16-13

SIGNATURE 

RECEIVED

MAR 18 2013

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 3-15-2013

FIXED ASSET TAG NUMBER: 10575

DESCRIPTION: Motorola portable radio

REQUESTED MEANS OF DISPOSAL: remove from inventory

OTHER INFORMATION: n/a

CONDITION OF ASSET: n/a

REASON FOR DISPOSITION: This was donated to a non-profit as part of a grant program in 2007. It should have been removed from inventory then.

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)

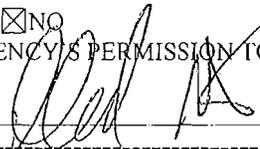
DESIRED DATE FOR ASSET REMOVAL TO STORAGE: n/a

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

DEPARTMENT: Sheriff

1255

SIGNATURE



### AUDITOR

ORIGINAL PURCHASE DATE 6/27/1996

RECEIPT INTO 1190-3835

ORIGINAL COST 637.00

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2731

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

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

AGENCY \_\_\_\_\_

ASSET GROUP 1604

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

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

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

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

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

INDIVIDUAL \_\_\_\_\_

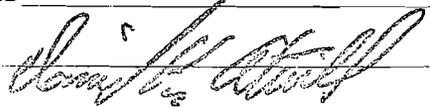
\_\_\_\_ TRADE \_\_\_\_\_ AUCTION \_\_\_\_\_ SEALED BIDS

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

COMMISSION ORDER NUMBER 176-2013

DATE APPROVED 4-16-13

SIGNATURE



# BOONE COUNTY

RECEIVED

MAR 18 2013

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE : 3-15-2013

FIXED ASSET TAG NUMBER: 10375

DESCRIPTION: Motorola portable radio

REQUESTED MEANS OF DISPOSAL: remove from inventory

OTHER INFORMATION: n/a

CONDITION OF ASSET: n/a

REASON FOR DISPOSITION: This was donated to a non-profit as part of a grant program in 2007. It should have been removed from inventory then.

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

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 12/22/1995

RECEIPT INTO 1190-3835

ORIGINAL COST 537.00

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2731

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

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

ASSET GROUP 1604

AGENCY \_\_\_\_\_

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

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

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

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

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

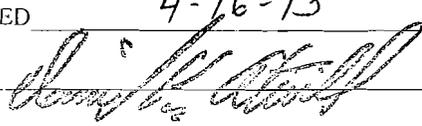
INDIVIDUAL \_\_\_\_\_

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

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

COMMISSION ORDER NUMBER 176-2013

DATE APPROVED 4-16-13

SIGNATURE 

MAR 18 2013

# BOONE COUNTY

BOONE COUNTY AUDITOR

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 3-15-2013

FIXED ASSET TAG NUMBER: none

DESCRIPTION: John Deere snow blower TRS21 (SDTS40)

REQUESTED MEANS OF DISPOSAL: any

OTHER INFORMATION: n/a

CONDITION OF ASSET: does not work

REASON FOR DISPOSITION: bad

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: 3-15-2013

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

DEPARTMENT: Sheriff

SIGNATURE



**AUDITOR**

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

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

ORIGINAL FUNDING SOURCE \_\_\_\_\_ ? GRANT NAME \_\_\_\_\_

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

AGENCY \_\_\_\_\_

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

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

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

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

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

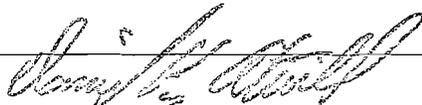
INDIVIDUAL \_\_\_\_\_

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

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

COMMISSION ORDER NUMBER 176-2013

DATE APPROVED 4-16-13

SIGNATURE 

RECEIVED

MAR 18 2013

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 3-15-2013

FIXED ASSET TAG NUMBER: none

DESCRIPTION: John Deere snow blower TRS21 (SDTS51)

REQUESTED MEANS OF DISPOSAL: any

OTHER INFORMATION: n/a

CONDITION OF ASSET: does not work

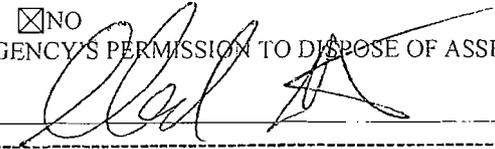
REASON FOR DISPOSITION: bad

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: 3-15-2013

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

DEPARTMENT: Sheriff

SIGNATURE 

### AUDITOR

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

RECEIPT INTO 1190-3835

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

GRANT FUNDED (Y/N) N

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

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

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

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

AGENCY \_\_\_\_\_

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

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

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER

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

NUMBER \_\_\_\_\_

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

INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE

\_\_\_\_ AUCTION

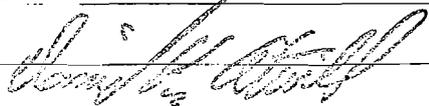
\_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER

EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 176-2013

DATE APPROVED 4-16-13

SIGNATURE 

RECEIVED

MAR 18 2013

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE : 3-15-2013

FIXED ASSET TAG NUMBER: none

DESCRIPTION: Base to a tv

REQUESTED MEANS OF DISPOSAL: any

OTHER INFORMATION: n/a

CONDITION OF ASSET: new

REASON FOR DISPOSITION: don't need it

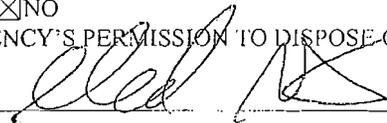
COUNTY / COURT IT DEPT. (check one)  DOES /  DOES NOT (check one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: 3-15-2013

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

DEPARTMENT: Sheriff

SIGNATURE



**AUDITOR**

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

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

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

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

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

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

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

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

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

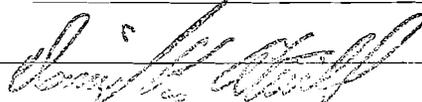
INDIVIDUAL \_\_\_\_\_

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

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

COMMISSION ORDER NUMBER 176-2013

DATE APPROVED 4-16-13

SIGNATURE 

RECEIVED

MAR 18 2013

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE : 3-15-2013

FIXED ASSET TAG NUMBER: none

DESCRIPTION: Blue Anvil brand trunk

REQUESTED MEANS OF DISPOSAL: any

OTHER INFORMATION: n/a

CONDITION OF ASSET: old, smells, bad wheel

REASON FOR DISPOSITION:old, smells, bad wheel

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: 3-15-2013

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 <u>1190-3835</u>
ORIGINAL COST _____	GRANT FUNDED (Y/N) <u>N</u>
ORIGINAL FUNDING SOURCE _____	GRANT NAME _____
	% FUNDING _____
	AGENCY _____
ASSET GROUP _____	DOCUMENTATION ATTACHED (Y/N) _____
	TRANSFER CONFIRMED _____

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

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

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

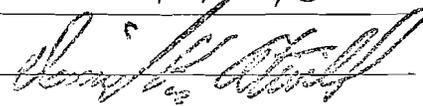
INDIVIDUAL \_\_\_\_\_

TRADE       AUCTION       SEALED BIDS

OTHER      EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 176-2013

DATE APPROVED 4-16-13

SIGNATURE 

RECEIVED

MAR 18 2013

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 3-15-2013

FIXED ASSET TAG NUMBER: none

DESCRIPTION: small box of old Christmas tree lights

REQUESTED MEANS OF DISPOSAL: any

OTHER INFORMATION: n/a

CONDITION OF ASSET: old

REASON FOR DISPOSITION:old

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: 3-15-2013

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

DEPARTMENT: Sheriff

SIGNATURE



### AUDITOR

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

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

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

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

AGENCY \_\_\_\_\_

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

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

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

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

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

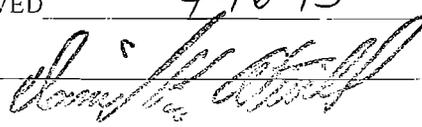
INDIVIDUAL \_\_\_\_\_

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

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

COMMISSION ORDER NUMBER 176-2013

DATE APPROVED 4-16-13

SIGNATURE 

RECEIVED

# BOONE COUNTY

MAR 18 2013

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 3-15-2013

FIXED ASSET TAG NUMBER: none

DESCRIPTION: Targus laptop case

REQUESTED MEANS OF DISPOSAL: any

OTHER INFORMATION: old

CONDITION OF ASSET: ok

REASON FOR DISPOSITION: no longer need

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

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: 3-15-2013

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

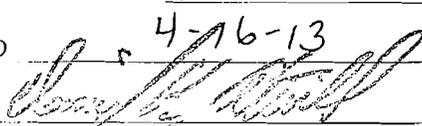
INDIVIDUAL \_\_\_\_\_

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

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

COMMISSION ORDER NUMBER 176-2013

DATE APPROVED 4-16-13

SIGNATURE 

# BOONE COUNTY

RECEIVED

MAR 18 2013

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE: 3-15-2013

FIXED ASSET TAG NUMBER: none

DESCRIPTION: 11 cases of white window envelopes, Kentwove brand, # 43703

REQUESTED MEANS OF DISPOSAL: any

OTHER INFORMATION: old

CONDITION OF ASSET: varies

REASON FOR DISPOSITION: No longer need

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

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: 3-15-2013

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

DEPARTMENT: Sheriff

SIGNATURE



### AUDITOR

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

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

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

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

AGENCY \_\_\_\_\_

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

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

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

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

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

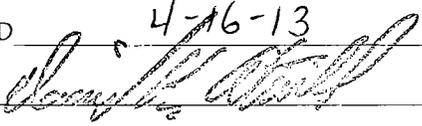
INDIVIDUAL \_\_\_\_\_

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

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

COMMISSION ORDER NUMBER 176-2013

DATE APPROVED 4-16-13

SIGNATURE 

RECEIVED

MAR 18 2013

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY BOONE COUNTY AUDITOR

DATE : 3-15-2013

FIXED ASSET TAG NUMBER: none

DESCRIPTION: Black office chair

REQUESTED MEANS OF DISPOSAL: any

OTHER INFORMATION: n/a

CONDITION OF ASSET: bad

REASON FOR DISPOSITION: bad parts, won't stay up

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: 3-15-2013

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

DEPARTMENT: Sheriff

SIGNATURE 

AUDITOR

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

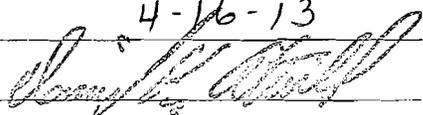
COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

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

COMMISSION ORDER NUMBER 176-2013

DATE APPROVED 4-16-13

SIGNATURE 

RECEIVED

MAR 18 2013

# BOONE COUNTY

BOONE COUNTY AUDITOR

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 3/15/13 FIXED ASSET TAG NUMBER: none

DESCRIPTION: blue office chair

REQUESTED MEANS OF DISPOSAL: any

OTHER INFORMATION: old

CONDITION OF ASSET: very used

REASON FOR DISPOSITION: broken

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

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: 3/15/13

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

DEPARTMENT: Sheriff's Dept.

SIGNATURE [Signature]

### AUDITOR

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

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

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

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 176-2013

DATE APPROVED 4-16-13

SIGNATURE [Signature]

RECEIVED

MAR 18 2013

# BOONE COUNTY

BOONE COUNTY AUDITOR

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 3/15/13 FIXED ASSET TAG NUMBER: Can't read entire number (contains 11) NONE

DESCRIPTION: blue cloth office chair

REQUESTED MEANS OF DISPOSAL: any

OTHER INFORMATION: old

CONDITION OF ASSET: very used

REASON FOR DISPOSITION: broken

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

DESIRED DATE FOR ASSET REMOVAL TO STORAGE 3/15/13

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

DEPARTMENT: Sheriff's Dept.

SIGNATURE [Signature]

### 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 176-2013

DATE APPROVED 4-16-13

SIGNATURE [Signature]



# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 3/15/13

FIXED ASSET TAG NUMBER: none

DESCRIPTION: Small table

REQUESTED MEANS OF DISPOSAL: any

OTHER INFORMATION: old

CONDITION OF ASSET: very used

REASON FOR DISPOSITION: no longer need

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

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: 3/15/13

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

DEPARTMENT: Sheriff's Dept.

SIGNATURE [Signature]

### AUDITOR

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

ORIGINAL COST \_\_\_\_\_  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 176-2013

DATE APPROVED 4-16-13

SIGNATURE [Signature]

# BOONE COUNTY

BOONE COUNTY AUDITOR

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 3/15/13

FIXED ASSET TAG NUMBER: 5085

DESCRIPTION: small desk

REQUESTED MEANS OF DISPOSAL: any

OTHER INFORMATION: old

CONDITION OF ASSET: very used

REASON FOR DISPOSITION: no longer need

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

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: 3/15/13

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

DEPARTMENT: Sheriff's Dept. 1255

SIGNATURE [Signature]

### AUDITOR

ORIGINAL PURCHASE DATE 7/7/1986

RECEIPT INTO 1190-3835

ORIGINAL COST 125.00

GRANT FUNDED (Y/N) N

*Previously removed from inventory 12/31/2000*

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 176-2013

DATE APPROVED 4-16-13

SIGNATURE [Signature]

# BOONE COUNTY

BOONE COUNTY AUDITOR

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 3-15-2013

FIXED ASSET TAG NUMBER: none

DESCRIPTION: 13 Microfiche readers

REQUESTED MEANS OF DISPOSAL: any

OTHER INFORMATION: n/a

CONDITION OF ASSET: very old

REASON FOR DISPOSITION: No longer use this style

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: 3-15-2013

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

DEPARTMENT: Sheriff

SIGNATURE



**AUDITOR**

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

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

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

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

AGENCY \_\_\_\_\_

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

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

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

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

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

INDIVIDUAL \_\_\_\_\_

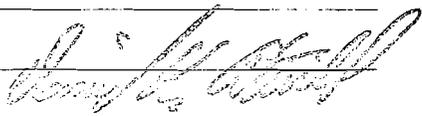
\_\_\_\_ TRADE \_\_\_\_\_ AUCTION \_\_\_\_\_ SEALED BIDS

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

COMMISSION ORDER NUMBER 176-2013

DATE APPROVED 4-16-13

SIGNATURE \_\_\_\_\_



# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 3-15-2013

FIXED ASSET TAG NUMBER: none visible

DESCRIPTION: Very old felt display board

REQUESTED MEANS OF DISPOSAL: any

OTHER INFORMATION: n/a

CONDITION OF ASSET: very old

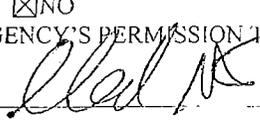
REASON FOR DISPOSITION: No longer use this style

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: 3-15-2013

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

DEPARTMENT: Sheriff

SIGNATURE 

**AUDITOR**

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

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

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

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

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

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

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

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

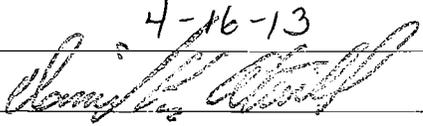
INDIVIDUAL \_\_\_\_\_

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

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

COMMISSION ORDER NUMBER 176-2013

DATE APPROVED 4-16-13

SIGNATURE 

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MAR 18 2013

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE : 3-15-2013

FIXED ASSET TAG NUMBER: none

DESCRIPTION: Sanyo mini-fridge

REQUESTED MEANS OF DISPOSAL: any

OTHER INFORMATION: bad

CONDITION OF ASSET: bad

REASON FOR DISPOSITION: bad

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: 3-15-2013

WAS ASSET PURCHASED WITH GRANT FUNDING?  YES  NO

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

DEPARTMENT: Sheriff

SIGNATURE 

**AUDITOR**

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

RECEIPT INTO 1190-3835

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

GRANT FUNDED (Y/N) N

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

7 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 \_\_\_\_\_

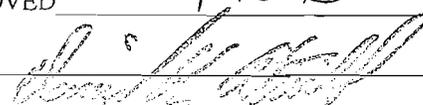
INDIVIDUAL \_\_\_\_\_

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

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

COMMISSION ORDER NUMBER 176-2013

DATE APPROVED 4-16-13

SIGNATURE 

# BOONE COUNTY

BOONE COUNTY AUDITOR

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 3-15-2013

FIXED ASSET TAG NUMBER: 12410

DESCRIPTION: GE fridge

REQUESTED MEANS OF DISPOSAL: any

OTHER INFORMATION: bad

CONDITION OF ASSET: bad

REASON FOR DISPOSITION: bad

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: 3-15-2013

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

DEPARTMENT: Sheriff 1255

SIGNATURE 

### AUDITOR

ORIGINAL PURCHASE DATE 5/11/2000

RECEIPT INTO 1140-3835

ORIGINAL COST 139.96

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2731

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

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

AGENCY \_\_\_\_\_

ASSET GROUP 1604

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

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

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

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

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

INDIVIDUAL \_\_\_\_\_

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

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

COMMISSION ORDER NUMBER 176-2013

DATE APPROVED 4-16-13

SIGNATURE 

# BOONE COUNTY

RECEIVED

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY 2013

DATE : 02/28/2013

FIXED ASSET TAG NUMBER: 12159

BOONE COUNTY AUDITOR

DESCRIPTION: Small Refrigerator - GE brand

REQUESTED MEANS OF DISPOSAL: your choice

OTHER INFORMATION:

CONDITION OF ASSET: poor

REASON FOR DISPOSITION: door seal failing no longer effective to keep things cold

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

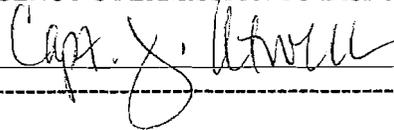
DESIRED DATE FOR ASSET REMOVAL TO STORAGE: today

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

DEPARTMENT: Sheriff-Jail

1255

SIGNATURE



**AUDITOR**

ORIGINAL PURCHASE DATE 2/31/1999

RECEIPT INTO 1190-3835

ORIGINAL COST 139.96

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2782

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 \_\_\_\_\_

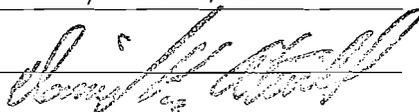
TRADE  AUCTION  SEALED BIDS

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

COMMISSION ORDER NUMBER 176-2013

DATE APPROVED 4-16-13

SIGNATURE



# BOONE COUNTY

RECEIVED

MAR 18 2013

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE: 3-15-2013

FIXED ASSET TAG NUMBER: none

DESCRIPTION: Motorola HT1250 radio, S/N: 749TBNG610

REQUESTED MEANS OF DISPOSAL: any

OTHER INFORMATION: old

CONDITION OF ASSET: unknown

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

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: 3-15-2013

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

DEPARTMENT: Sheriff

SIGNATURE 

### AUDITOR

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

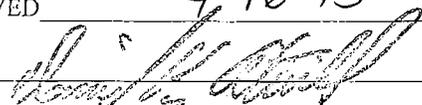
### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

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

COMMISSION ORDER NUMBER 176-2013

DATE APPROVED 4-16-13

SIGNATURE 

RECEIVED

MAR 18 2013

# BOONE COUNTY

BOONE COUNTY AUDITOR

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 3-15-2013

FIXED ASSET TAG NUMBER: none

DESCRIPTION: Motorola battery charger model number AA16742

REQUESTED MEANS OF DISPOSAL: any

OTHER INFORMATION: old

CONDITION OF ASSET: unknown

REASON FOR DISPOSITION: no longer need

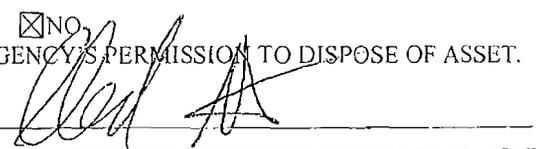
COUNTY / COURT IT DEPT. (check one)  DOES /  DOES NOT (check one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: 3-15-2013

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 <u>1190-3835</u>
ORIGINAL COST _____	GRANT FUNDED (Y/N) <u>N</u>
ORIGINAL FUNDING SOURCE _____	GRANT NAME _____
	% FUNDING _____
	AGENCY _____
ASSET GROUP _____	DOCUMENTATION ATTACHED (Y/N) _____
	TRANSFER CONFIRMED _____

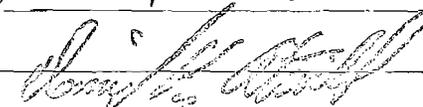
**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

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

COMMISSION ORDER NUMBER 176-2013

DATE APPROVED 4-16-13

SIGNATURE 

RECEIVED

MAR 18 2013

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 3-15-2013

FIXED ASSET TAG NUMBER: none

DESCRIPTION: Motorola hand held microphone Mod # HMN1056A

REQUESTED MEANS OF DISPOSAL: any

OTHER INFORMATION: n/a

CONDITION OF ASSET: unknown

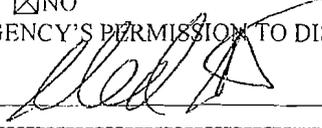
REASON FOR DISPOSITION: no longer need

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

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: 3-15-2013

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

DEPARTMENT: Sheriff

SIGNATURE 

**AUDITOR**

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

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

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

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

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

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

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

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

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

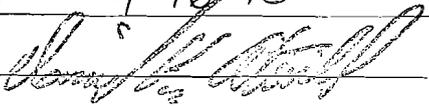
INDIVIDUAL \_\_\_\_\_

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

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

COMMISSION ORDER NUMBER 176-2013

DATE APPROVED 4-16-13

SIGNATURE 

RECEIVED

MAR 15 2013

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE: 3/15/2013 FIXED ASSET TAG NUMBER: NONE  
 DESCRIPTION: Model 2099-9652 (base thread) smoke detector 149 each Supply

REQUESTED MEANS OF DISPOSAL: Gov-Deals  
 OTHER INFORMATION: Removed during upgrade - system was functional  
 CONDITION OF ASSET: use

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

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP  
 WAS ASSET PURCHASED WITH GRANT FUNDING? YES  NO   
 IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.  
 DEPARTMENT: 1255 SIGNATURE: [Signature]

**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 176-2013  
 DATE APPROVED 4-16-13  
 SIGNATURE [Signature]

SIMPLEX FIRE ALARM SYSTEM PRODUCTS  
FOR SURPLUS

149 Smoke Detectors ( base and head )  
Model # 2098-9652

59 Smoke Detectors ( base and head )  
Model # 4098-9792

12 First Alert battery operated smoke detectors

19 Heat Detectors ( base and head )  
Model # 2098-9652

9 Pull Stations

14 Duct Detectors ( base, head and control board )

RECEIVED

BOONE COUNTY

MAR 15 2013

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 3/15/2013 FIXED ASSET TAG NUMBER: NONE

DESCRIPTION: 59 Smoke Detectors (base and head) model # 4098-9792

REQUESTED MEANS OF DISPOSAL: Gov - Deals

OTHER INFORMATION: was working at time of removal

CONDITION OF ASSET: USED

REASON FOR DISPOSITION: upgrade of entire system.

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

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP

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

DEPARTMENT: 1255 SIGNATURE [Signature]

AUDITOR

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

ORIGINAL COST \_\_\_\_\_ 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 176-2013

DATE APPROVED 4-16-13

SIGNATURE [Signature]

RECEIVED

BOONE COUNTY

MAR 15 2013

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY BOONE COUNTY AUDITOR

DATE: 3/15/2013 FIXED ASSET TAG NUMBER: NONE

DESCRIPTION: 12 First Alert battery operated smoke detector

REQUESTED MEANS OF DISPOSAL: Gov. Deals

OTHER INFORMATION: was working at time of removal

CONDITION OF ASSET: USED

REASON FOR DISPOSITION: upgrade of entire system

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

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP

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

DEPARTMENT: 1255 SIGNATURE [Signature]

AUDITOR ORIGINAL PURCHASE DATE RECEIPT INTO 1190-3835 ORIGINAL COST GRANT FUNDED (Y/N) N GRANT NAME ORIGINAL FUNDING SOURCE % 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 176-2013

DATE APPROVED 4-16-13

SIGNATURE [Signature]

RECEIVED

MAR 15 2013

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE: 3/15/2013 FIXED ASSET TAG NUMBER: None  
 DESCRIPTION: 19 Heat detectors (base & head)  
model # 4098-9652  
 REQUESTED MEANS OF DISPOSAL:  
 OTHER INFORMATION: Gov Deals at time of removal  
 CONDITION OF ASSET: USED  
 REASON FOR DISPOSITION: upgrade of ent. re system

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

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP

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

DEPARTMENT: 1255 SIGNATURE Warden [Signature]

### 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 176-2013  
 DATE APPROVED 4-16-13  
 SIGNATURE [Signature]

RECEIVED

MAR 15 2013

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 3/15/13 FIXED ASSET TAG NUMBER: NONE

DESCRIPTION: 9 pull-stations

REQUESTED MEANS OF DISPOSAL: Gov Deals

OTHER INFORMATION: was working at time of removal

CONDITION OF ASSET: USED

REASON FOR DISPOSITION: upgrade of entire system

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

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP

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

DEPARTMENT: 1255 SIGNATURE: [Signature]

**AUDITOR**

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

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

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

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

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 176-2013

DATE APPROVED 4-16-13

SIGNATURE [Signature]

MAR 15 2013

# BOONE COUNTY

BOONE COUNTY AUDITOR

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 3/15/13 FIXED ASSET TAG NUMBER: NONE  
 DESCRIPTION: 14 Duct Detectors (base & head & control boxes)

REQUESTED MEANS OF DISPOSAL: Gov Deals

OTHER INFORMATION: was working at time of removal

CONDITION OF ASSET: USED

REASON FOR DISPOSITION: upgrade of entire system

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

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: A SAP

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

DEPARTMENT: 1255 SIGNATURE [Signature]

**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 176-2013  
 DATE APPROVED 4-16-13  
 SIGNATURE [Signature]

# BOONE COUNTY

RECEIVED

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

MAR - 7 2013

BOONE COUNTY AUDITOR

DATE: 3-7-13

FIXED ASSET TAG NUMBER: No Tag

DESCRIPTION: RCA Tape Deck - Stereo Cassette

REQUESTED MEANS OF DISPOSAL:

OTHER INFORMATION: Serial # AB WK 002760US

CONDITION OF ASSET: Working

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:

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

DEPARTMENT: Commission Chambers SIGNATURE Judy

### 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 176-2013

DATE APPROVED 4-16-13

SIGNATURE [Signature]

RECEIVED

FEB 15 2013

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE : February 15, 2013

FIXED ASSET TAG NUMBER: NONE

DESCRIPTION: Mid Back Management Chair - KI - Peretti

REQUESTED MEANS OF DISPOSAL: Junk

OTHER INFORMATION:

CONDITION OF ASSET: Poor

REASON FOR DISPOSITION: Broken

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

DESIRED DATE FOR ASSET REMOVAL TO STORAGE:

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO

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

DEPARTMENT: 1261 - Prosecuting Attorney

SIGNATURE

*Bonnie DeKous*

**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 176-2013

DATE APPROVED 4-16-13

SIGNATURE *[Signature]*

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 3-11-13

FIXED ASSET TAG NUMBER: 14808

RECEIVED

DESCRIPTION:

Executive Highback Chair

MAR 11 2013

REQUESTED MEANS OF DISPOSAL:

BOONE COUNTY AUDITOR

OTHER INFORMATION:

Maroon Faux Leather

CONDITION OF ASSET:

Good - Purchased Dec. 2004

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 Room 220 By GIS Office.

WAS ASSET PURCHASED WITH GRANT FUNDING?  YES  NO

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

DEPARTMENT: Information Technology

SIGNATURE

Judy

### AUDITOR

ORIGINAL PURCHASE DATE

12/31/2004

RECEIPT INTO

1190-3835

ORIGINAL COST

839.30

GRANT FUNDED (Y/N)

N

ORIGINAL FUNDING SOURCE

2731

GRANT NAME

% FUNDING

AGENCY

DOCUMENTATION ATTACHED (Y/N)

ASSET GROUP

1602

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

176 - 2013

DATE APPROVED

4-16-13

SIGNATURE

[Signature]

# BOONE COUNTY

RECEIVED

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

FEB 15 2013

BOONE COUNTY AUDITOR

DATE : February 15, 2013

FIXED ASSET TAG NUMBER: 12493

DESCRIPTION: KRUG - Brava Series - Lounge 2000 *SOFA*

REQUESTED MEANS OF DISPOSAL: Junk

OTHER INFORMATION: This couch is torn and very shabby

CONDITION OF ASSET: Poor

REASON FOR DISPOSITION: Poor condition

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

DESIRED DATE FOR ASSET REMOVAL TO STORAGE:

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO

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

DEPARTMENT: 1262 - Victim Witness PA Office SIGNATURE

*Bonnie Adams*

**AUDITOR**

ORIGINAL PURCHASE DATE 5/22/2000

RECEIPT INTO 1190-3835

ORIGINAL COST 981.26

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2731

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

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

ASSET GROUP 1602

AGENCY \_\_\_\_\_

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

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

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

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

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

INDIVIDUAL \_\_\_\_\_

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

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

COMMISSION ORDER NUMBER 176-2013

DATE APPROVED 4-16-13

SIGNATURE

*[Signature]*

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

April Session of the April Adjourned

Term. 20 13

In the County Commission of said county, on the 16th day of April 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 agreement between the County of Boone and Public Water Supply District No. 9 relating to the water line relocation cost for the Roadway Relocation and Roundabout Construction at Route Z and St. Charles Road. The terms of the agreement are stipulated in the attached Cost Allocation Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Cost Allocation Agreement.

Done this 16th day of April, 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

177-2013



**391 North Rangeline Road**  
**Columbia MO 65201**  
**Voice (573) 474-9521**  
**Fax (573) 474-4347**  
**Website: [www.pwsd9.com](http://www.pwsd9.com)**

April 3, 2013

DERIN CAMPBELL  
Chief Engineer  
Boone County Resource Management  
801 E Walnut Room 315  
Columbia MO 65201

RE: Hwy Z and St Charles Road MoDOT Job J5S2194

Dear DERIN,

Please find enclosed the Agreement for Engineering Services that I will get approved by the Water District at their meeting on April 16 if you can get them returned back to me by then. I have also included a copy of the bid advertisement that will be going in the paper.

Please have them reviewed and return the signed copies to me.

Please contact me if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Ballew", written over a horizontal line.

Roger Ballew  
Manager

Enclosures (7)

**ADVERTISEMENT FOR BIDS****BOONE COUNTY, PWSD NO. 9****WATER MAIN RELOCATIONS – STATE ROUTE Z & ST. CHARLES ROAD**

1. Sealed Proposals for construction of Water Main Relocations – State Route Z and St. Charles Road for Boone County PWSD No. 9 will be received at the District Office, 391 N. Rangeline Road, Columbia, MO, 65201, until **10:30 AM local time, April 16, 2013**, and as soon as possible thereafter shall be publicly opened and read aloud. Sealed envelopes enclosing bids shall be endorsed "Proposal for Water Main Relocations – State Route Z and St. Charles Road". Bidders are encouraged to be present for the bid opening.
2. Drawings and Specifications for the contract may be inspected at the District Office. Copies may be obtained at the Consulting Engineer's office, PONZER-YOUNGQUIST, P.A., INC., 227 East Dennis Avenue, Olathe, Kansas 66061; telephone 913/782-0541. The non-refundable charge for drawings and specifications is \$50.00. An additional shipping and handling fee of \$10.00 will be charged for mailing (USPS "First Class" or "Priority" mail) of bidding documents.  
  
Complete digital project bidding documents are available online for a non-refundable fee of \$20.00 by going to the QuestCDN website at [www.questcdn.com](http://www.questcdn.com) and entering Quest Project Number **2588236** on the website's project search page.
3. The project consists of the following work:  
  
A Unit Price contract for completion of approximately 550 L.F. of 12" and 15 L.F. of 4" PVC water mains, fittings, valves, service reconnections and relocations, appurtenances and connections to existing distribution system piping.
4. The Proposal shall be accompanied by a certified or cashiers check made payable to Boone County, PWSD No. 9, or bid bond in an amount not less than five percent (5%) of the total bid. Bid bond shall be the American Institute of Architects approved form.
5. A performance bond and a payment bond in the amount of 100% of the Contract Price, with a surety approved by the Owner and Engineer, will be required for the faithful performance of the Contract.
6. The Owner reserves the right to reject any and all bids and to accept the best bid whether it is or is not the lowest bid and to waive irregularities.
7. Notice is hereby given that the Contractor doing the work must pay for labor at rates not less than those certified pursuant to Section 290.210 through 290.340 and 290.550 through 290.580, R.S. Mo., 1993, as amended by the Missouri Department of Labor and Industrial Relations as indicated by the schedule attached to the Bidding Documents. The Contractor shall forfeit as a penalty to the District, one hundred dollars for each workman employed for each calendar day, or portion thereof, such workman is paid less than the said stipulated rates for any work done under said contract by him or by a subcontractor under him, Section 290.250.
8. **MISSOURI RESIDENTS ONLY** The Missouri's Department of Labor has notified all owners of Missouri public works projects that Missouri is now in a period of excessive unemployment. Accordingly, Missouri law (§§290.550 to 290.580 R.S.Mo) requires the District to make certain that the Contractor employs only workers from Missouri or from nonrestrictive states to fulfill its contractual duties. Therefore, unless otherwise allowed by law, Contractor agrees to only employ workers from Missouri or from nonrestrictive states while performing work or providing services pursuant to any contract entered into pursuant to this Advertisement For Bids. A list of such states is determined and provided by the Labor and Industrial Relations Commission (LIRC) pursuant to §290.550(1) R.S.Mo. Other laborers may be used when Missouri laborers or laborers from nonrestrictive states are not available, or are incapable of performing the particular type of work involved, if so certified by the contractor and approved by the District.

**BOONE COUNTY PWSD No. 9**Roger Ballew, Manager

April 2, 2013



## WATER LINE RELOCATION COST ALLOCATION AGREEMENT

**THIS AGREEMENT** (“this Agreement”), dated the **2nd** day of **April**, 2013, is made by and between **BOONE COUNTY, MISSOURI**, through its County Commission (“County”) and **PUBLIC WATER SUPPLY DISTRICT NO. 9** of Boone County, Missouri (“District”).

In consideration of each Party’s performance of the obligations set forth in this Agreement, the Parties agree to the following:

1. **Background and Purposes of Agreement.** The County has prepared, or is in the process of preparing, Final Plans and Specifications for road improvements, known as the **Job No. J5S2194, Boone County Route Z** (“the Project”), which such Plans and Specifications are described as follows: **Roadway Relocation and Roundabout Construction at Route Z and St Charles Road**, and which such Final Plans and Specifications (“the Project Plans”) have been provided to District. It has been determined that the Project will require Relocation of Water Lines owned by District in areas which will be disturbed by construction for the Project, or will be affected by the Project. Both Parties desire to coordinate their work in order to assure that Road construction work for the Project can go forward and be completed without unreasonable delay and without disruption of water service to District’s customers. County intends to reimburse District for all or a part of its actual Water Line Relocation costs incurred by District in Relocating those Water Lines which must be Relocated because of the Project. In order to accomplish these objectives, County and District are entering into this Agreement. This Agreement is entered into by the County and the District pursuant to that Cooperative Agreement (“the Cooperative Agreement”) between the County and various Public Water Supply Districts located in Boone County, Missouri, dated June 6, 2001, which is incorporated herein by reference.

2. **Terms/Definitions.** Unless the context clearly indicates otherwise, each term used in this Agreement, which is defined in Section 2 “Definitions” of the Cooperative Agreement, shall have the same meaning as is provided for by Section 2 of the Cooperative Agreement.

3. **Water Line Relocation Plan.** District has submitted to County and County has approved a Preliminary Water Line Evaluation and Plan for District’s Water Lines which contains options for avoiding or eliminating conflicts between Water Lines and the County Project. The County and District have agreed upon the exercise of an design option and solution that meets the needs of both Parties with respect to avoidance or elimination of such conflicts (“the Preliminary Water Line Plan”). The option and Preliminary Waterline Plan agreed upon is described as follows: **Public Water Supply District No. 9 State Route Z and St Charles Road Round-A-Bout Water Main Relocations. County to pay for relocation of the Districts 12” waterline along with facilities and appurtenances from the existing location(s) to the planned location on the East side of Route Z along with the North and South reconnection locations at the Round-A-Bout.**

Further, the County has completed or is in the process of completing Final Project Plans and has submitted or intends to submit those Final Project Plans to District within the time periods permitted by the Cooperative Agreement. Promptly upon receipt of County's Project Plans (if not already received), and of a written request of the County that District so proceed, District shall submit the Project Plans to District's consulting engineer ("Engineering Firm") to prepare a Final Water Line Plan for Relocation and/or other work on District's Water Lines ("the Final Water Line Plan") based upon the Preliminary Water Line Plan and the design option specified above. The Final Water Line Plan shall be completed within sixty (60) days following the receipt by District of County's Final Project Plan (if not previously received by District) and County's written request that District obtain such Final Water Line Plan. County agrees to compensate District for the actual costs incurred by District in preparing the Final Water Line Plan as follows, or on the basis of the following (check one and complete):

\_\_\_\_\_ County shall reimburse District a lump sum amount of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) for such costs; or

X  County shall reimburse District for the actual expense of Engineering Fees and Costs for preparing the Final Water Line Plan in an amount not to exceed **Five Thousand Dollars (\$5,000.00)**.

District shall be permitted to submit to County, on a monthly basis, invoices for those portions of District's engineering fees and costs for preparation of the Final Water Line Plan, which are to be paid by County, pursuant to this Paragraph 3. All such invoices which are properly payable by County, shall be paid by County within thirty (30) days of the date of submission to County. All costs and expenses shall be documented by District and/or District's Engineering Firm in sufficient detail and with receipts and other evidence of expense as shall be required by the Auditor of Boone County, Missouri. The County shall have the right to withhold payment on undocumented costs and expenses which are not approved by the Auditor of Boone County, Missouri.

**4. Easement Acquisition.** Implementation of the Water Line Relocation Plan "**does**" require acquisition by District of new private Water Line Easements. If the provisions of this Paragraph 4 state that implementation of the Water Line Relocation Plan will require acquisition of new private Water Line Easements by District, then the acquisition of such new private Water Line Easements shall be coordinated with, or performed by, County, as a part of the County's Road Right-of-Way and Easement acquisition process, consistent with that "Cooperative Agreement".

**5. Water Line Relocation.** Subject to this Agreement and the Cooperative Agreement, District agrees to perform, or to cause to be performed, the Water Line Relocation work, or other work, provided for by the Final Water Line Plan, before the scheduled commencement of Road Construction for the Project, or to perform, or to cause to be performed, such work in coordination with the Road construction work required for the Project, so as to not delay the Project.

**6. Selection of Option for Performing Work.** District has determined that the actual construction work under the Final Water Line Plan ("the Water Line Work") required for the Project will be performed as follows (check one and complete):

- \_\_\_\_\_ By District's own forces.
- X   By District's letting its own bid request for Water Line Relocation to contractors.
- \_\_\_\_\_ By District's bidding such work, as an alternate bid with the Project road construction work bid letting.
- \_\_\_\_\_ By permitting County to include the Water Line Work in its contract for construction subject to District supervision and subject to District rules, regulations and policies.

District shall be solely responsible for performance of the Water Line Work, determining the contractor to be chosen for any Water Line Work which is bid by District or bid as an alternate bid with the Project bid letting; for entering into its own construction contract for the Water Line Relocation Work and administering such contract when bid by District or bid as an alternate bid under County's project bid; and District shall be exclusively responsible for the performance and supervision of Water Line Work when such work is included in a County contract for the Project. The expense of the Water Line Relocation Work shall be subject to allocation between District and County, as more specifically described below in this Agreement.

7. **Parts of Water Line for Which County is Obligated to Pay Relocation Costs.**

County agrees that County is obligated to reimburse District for District's costs incurred for Relocating that portion or those portions of District's existing Water Lines, or other Water Line Work, described as follows: **All the 12" waterline along and serving Route Z and St Charles Road identified in the Waterline Relocation Plan for the Route Z Roundabout along with all main and service crossings with facilities and appurtenances in addition to the connection points at Route Z and St Charles Road including Engineering Services.**

The cost to be reimbursed by County to District for Relocating such portions of the Water Line shall be determined, pursuant to this Agreement, without inclusion of the expense and cost of upgrade in size or capacity, meaning that all incremental costs associated solely with such upgrades shall be the District's responsibility.

8. **Construction Cost Allocation.** County agrees to compensate District for the actual cost of the Water Line Relocation Work for those parts of the Water Line for which County is obligated to reimburse District for the Water Line Work, as described in Paragraph 7 above, on the basis of the following (check one and complete):

\_\_\_\_\_ A lump sum amount for all construction work in the amount of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_).

X  

An amount for the construction for the Water Line Relocation Work of that part or those parts of the Water Line(s) for which County is responsible for the Relocation costs, as described in Paragraph 7 above, as determined by the lowest and/or best bid for Relocating such parts of the Water Line, without upgrade in size or capacity.

\_\_\_\_\_

The actual cost of Relocation incurred by District using its own forces, based upon: (i) the actual cost of materials; and (ii) District's actual cost for use of District's personnel, including salaries or wages (allocated on an hourly basis for hours actually devoted to the work) plus District's share of payroll taxes, fringe benefits and District's reasonably allocated insurance costs, including worker's compensation insurance costs; and (iii) reasonable equipment rates for use of District's equipment, which shall not exceed the reasonable rental rates chargeable in Boone County, Missouri for similar equipment; and (iv) all of District's other reasonable, out of pocket costs and expenses which are necessarily and reasonably incurred to accomplish the Water Line Work, not to exceed the sum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) unless a higher amount is approved by County prior to performance of additional work requiring a higher amount. All such actual costs and expenses shall be documented by District in sufficient detail and with receipts and other evidence of expense as shall be required by the Auditor of Boone County, Missouri.

District shall be permitted to submit invoices to County, on a monthly basis, with such invoices to be submitted on or near the first day of each month, for County's share of the Water Line Work, determined in accordance with the provisions of this Paragraph 8, for construction accomplished during the previous month. All invoices which are properly payable by County shall be paid by County within thirty days (30) of the date of their submission to County. The County shall have the right to withhold payment on undocumented costs and expenses which are not approved by the Auditor of Boone County, Missouri.

9. **Cost of Inspection.** County and District agree that County shall compensate District for the actual costs incurred by District in inspecting the Water Line Relocation Work, during construction, for those parts of the Water Line for which County is obligated to reimburse District for the Water Line Relocation costs, as described in Paragraph 7 above, or as follows, or on the basis of the following (check one, if applicable, and complete):

\_\_\_\_\_

A lump sum for all inspection work in the amount of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_).

\_\_\_\_\_

An amount of inspection costs based upon the lowest and best bid obtained for inspection services of those parts of the Water Line for which County is obligated for the Relocation cost, as described in Paragraph 7 above, without upgrade in size or capacity.

X

The actual cost of inspection incurred by District using its own personnel, based upon the actual hourly compensation of such personnel (including salary or wages, the District's share of payroll taxes, fringe benefits, and insurance costs, including worker's compensation insurance coverage) not to exceed the sum of **Seven Thousand Five Hundred Dollars (\$7500.00)**, unless a higher amount is approved by County prior to performance of additional inspection work requiring a higher amount. District's cost shall be those costs described above, for the actual time expended by District's personnel in performing inspection services. District's costs shall include reasonable mileage of the inspector, in traveling to and from the site of the inspection, and the cost of any materials or supplies used for inspection, and a reasonable rental charge (at rates not higher than those customarily charged in Boone County) for equipment used in performing the inspection. All such actual costs and expenses shall be documented by District in sufficient detail and with receipts and other evidence of expense as shall be required by the Auditor of Boone County, Missouri.

District may invoice County, at monthly intervals, on or before the first day of each month, for the County's share of inspection costs incurred by the District, during the previous month, as the County's share of inspection costs is reasonably determined in accordance with the provisions of this Paragraph 9. All such invoices, which are properly payable, shall be payable within thirty (30) days of submission. The County shall have the right to withhold payment on undocumented costs and expenses which are not approved by the Auditor of Boone County, Missouri.

**10. Easement Cost Allocation.** If applicable, County and District agree, with respect to the acquisition of the new private Water Line Easements required by District for implementation of the Water Line Relocation plan, as follows: **County to reimburse District for all costs associated with acquiring easements for new waterlines installed for road relocation including labor, mileage, recording, purchase cost and legal fees.**

**11. Location.** County agrees to physically locate and mark by flags, or other appropriate surface markings, the Road Right-of-Way in areas involved with District's Water Line Relocation and installation along the above described Project. County's markings shall include the boundaries of County's Right-of-Way and the centerline station numbers of County's Project, so that District can identify both the boundaries of the Road Right-of-Way and the various centerline stations, by station number.

**12. Coordination of Work and Time Limits.** The County and District agree to use their best efforts to coordinate all engineering and construction work to be performed under this Agreement. The agreements between County and District for the sharing of costs for the preparation of the Final Water Line Plan, under Paragraph 3 of this Agreement and the agreement for sharing costs of physically Relocating Water Lines, under Paragraph 8 of this Agreement, shall be subject to the time limits for performance specified in the Cooperative Agreement unless the District and County mutually agree, in writing, to shorten or extend the times for performance, which agreement shall not be withheld when reasonable cause exists to modify the times for performance. Reasonable cause to modify the times for performance shall exist when work to be performed takes less time to perform than anticipated, or when scheduled work is delayed for reasons outside of the control of either Party to this Agreement, or when it is otherwise mutually agreed that the schedule for work should be modified for other good and sufficient reasons. If either the County or District suspends or terminates scheduled work to be performed under this Agreement, then the Party causing such suspension or termination shall be liable for the actual costs and expenses incurred by the other Party resulting from suspension or termination, provided that in the event suspension or termination occurs, both parties shall be required to mitigate any financial loss they may incur as a result of suspension or termination.

**13. Letting of Bids or Commencement of Construction Work.** As indicated in Paragraph 6 of this Agreement, District is to let bid requests for Water Line Relocation to contractors. Within thirty (30) days of County's delivery to District of a written request that District let the Water Line Relocation Project for bids to contractors, District shall cause the Relocation Work to be advertised for bids, with bids to be required within thirty (30) days of advertising. Construction bids shall be opened, tabulated and a recommendation for award of the Contract will be presented for approval to the District's Board of Directors, within seven (7) days after the bids are received. The accepted bids shall be submitted to the County for its approval. The County shall approve or disapprove bids within ten (10) days of their submission by the District to the County. Upon delivery by the County to the District of written approval of the successful bid, the successful contractor shall be given a Notice of Award of the Contract for the Water Line Relocation Work. Such contractor shall then be allowed ten (10) days to secure certificates of insurance and performance bonds and to submit these documents to the District. The District will process Contract Documents and execute a Construction Agreement with the successful contractor, and issue to such contractor a Notice to Proceed with the Water Line Relocation Work, within twenty (20) days of the date of the delivery to such contractor of the Notice of Award. The contractor shall have ten (10) days from Notice to Proceed with the Work to begin work on the Water Line Relocation Project. It is agreed that construction time for the Water Line Relocation Project, from the date when the contractor commences work, shall be approximately **Sixty (60)** days.

**14. Coordination of Work.** The County and District agree to use their best efforts, and good faith, to coordinate all engineering and construction work to be performed under this Agreement.

**15. Extension of Time.** Subject to Paragraph 16 below, the times for performance specified herein shall be extended when scheduled work is delayed for reasons outside the control of the Party to this agreement who is required to perform such work or to cause such work to be performed, or when it is otherwise mutually agreed that the schedule for work should be modified for

good and sufficient cause. If either party to this Agreement becomes and aware of a need for an extension of time or of a delay in the work, then such party shall promptly notify the other party, in writing, of the need for such extension, or of the delay, and of the anticipated extent of such delay.

**16. Time Limits Upon Effectiveness of Agreement for Costs Specified in this Agreement.** The provisions of Paragraph 15 notwithstanding, District's agreement to accept payment of costs for preparation of the final Water Line Plan provided in Paragraph 3 of this Agreement shall be in effect for a period of **Forty-five (45)** days, following the execution of this Agreement. If District is not given written notice, by the County to proceed with the obtaining of the Final Water Line Relocation Plan within the time limits specified in this Paragraph 16, then District's agreement to accept reimbursement in accordance with Paragraph 3 of this Agreement may be terminated by District and County and District shall negotiate a new agreement for sharing of costs for the preparation of the final Water Line Relocation Plan. If District is not given notice to proceed with the actual construction work for the Water Line Relocation, within the time limits specified in Paragraph 13 of this Agreement, then the agreements of District to accept any specific dollar amounts, set forth in Paragraphs 8 and 9 of this Agreement, may be terminated by District, in which event, County and District shall negotiate new agreement for cost sharing of the costs of construction work and inspection, as provided for by paragraphs 8 and 9 or which every such paragraph is applicable.

**17. Suspension or Termination of Work.** If either County or District, without the consent of the other Party, suspends or terminates schedule work to be performed under this Agreement, and, as a result, the other party sustain additional cost or expense, then the Party causing such suspension or termination shall be liable to the other Party for the actual costs and expenses incurred by the other Party as a result of such suspension or termination; provided that, in the event suspension or termination occurs, both parties shall be required to mitigate any financial loss they may incur as a result of the suspension or termination.

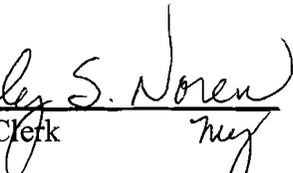
Public Water Supply District No. 9

Boone County, Missouri

By: \_\_\_\_\_  
Chairman, Board of Directors

By:   
Presiding Commissioner

Attest: \_\_\_\_\_  
Clerk

Attest:   
County Clerk *Wyn*

Approved as to sufficient unencumbered appropriations: SECTION 3: \$ 5,000  
SECTION 9: \$ 7,500

Approved as to form:

 4/4/13  
County Auditor by *ag* Date  
8045-71100

 4/3/13  
County Attorney Date

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

April Session of the April Adjourned

Term. 20 13

In the County Commission of said county, on the 16th day of April 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 2013 General Consultant Services Agreement for Benton & Associates, Inc. It is further ordered the Presiding Commissioner is hereby authorized to sign said General Consultant Services Agreement.

Done this 16th day of April, 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

Jane M. Thompson  
Jane M. Thompson  
District II Commissioner

178-2013

## GENERAL CONSULTANT SERVICES AGREEMENT

THIS AGREEMENT dated this 16<sup>th</sup> day of April 2013, by and between Boone County, Missouri, a first class county and political subdivision of the state of Missouri through its County Commission, (herein "Owner") and Benton & Associates, Inc (herein "Consultant").

IN CONSIDERATION OF the performance of the services rendered under this Agreement and payment for such services, the parties agree to the following:

1. **Agreement duration** – This contract shall be in effect beginning January 1, 2013 or the date of full execution; which ever is later and run through the calendar year ending on December 31, 2013. This agreement may be terminated in accordance with the terms and conditions set forth in this agreement.

2. **Services** - As authorized by the Owner in writing, the Consultant shall provide the Owner all engineering, surveying, and other professional services for the benefit of the Owner as prescribed by the Owner based upon requests for proposals for projects assigned during the term of this agreement and the Consultant shall provide the Owner, as applicable, with the services, reports, studies, surveys, plans, specifications, and other work required by the Owner's request for proposal. Consultant agrees to provide all such services in a timely manner as established by the Owner in writing for each assigned project, or in the absence of the designation, within a reasonable time after receipt of Owner directives. Consultant agrees to provide services by and through qualified personnel under standards and conditions generally accepted by professionals in the field or occupations for which services are provided. Services shall be provided based only upon requests for proposals provided to the Consultant by the Owner or Owner's representative and to which the Consultant prepares and submits a written proposal for services which is approved by the Owner in writing. No work shall be performed nor shall compensation be paid for Consultant work performed without an Owner approved written proposal for professional services. Proposals for services shall be in written form, as required by the request for proposal, and shall be specifically responsive to the criteria provided by the Owner in its request for proposal. All work performed by the Consultant, based upon Owner approved proposals submitted by the Consultant, shall be subject to the terms and conditions of this agreement unless otherwise specifically agreed upon by the Owner and Consultant in writing. All proposals for work submitted by the Consultant to the Owner for work shall at a minimum contain the following:

2.1 **Scope of Services** - Each proposal for services shall contain a detailed description of work to be performed by the Consultant. When the Owner provides the Consultant with a written and/or graphic request for proposal, the Consultant's proposal shall be responsive to the request with the same or greater level of specificity required by the request for proposal. The Consultant shall specifically identify services which are included as basic services and those services which are excluded from basic services in the proposal. Services which the Consultant does not identify as excluded from basic services under the proposal and which are necessary for successful completion of the work in the judgment of the Owner shall be presumed to be a part of basic services under the proposal. If a request for proposal requires the Consultant to provide optional services, the Consultant's proposal shall respond to the options requested, or provide

reasons why the Consultant cannot provide or respond to the request for optional services.

2.2 **Time for Completion** - Each proposal for services shall contain a detailed description of the estimated time to complete each task or item of work to be performed by the Consultant under the proposal. When the Owner provides the Consultant with a written and/or graphic request for proposal, the Consultant's proposal shall be responsive to any request for estimated or maximum completion times for work with the same or greater level of specificity required by the request for proposal.

2.3 **Compensation** - Each proposal for services shall state the basis of compensation on either: (1) an hourly fee plus expense basis with a statement of a maximum compensation to be charged, or, (2) a lump sum payment of compensation for all work to be performed, or, (3) a payment based upon unit prices. Proposals for compensation for an hourly fee plus expense basis shall provide detailed time and expense estimates to support a maximum contract amount to be charged and shall be consistent with the hourly rates, unit prices and reimbursement rates made a part of this agreement by reference in paragraph two (2) below. When the Owner or Owner's representative requests the Consultant to provide work on an hourly fee plus expense basis, the Consultant's proposal shall be responsive to the request and shall not propose payment on another basis unless otherwise authorized. Unit price proposals shall identify and estimate the quantity of units as a part of the proposal when they can be identified and estimated, or as necessary in response to a particular request for proposal requesting such information. Each proposal for services shall also state a proposed payment schedule at a frequency no greater than monthly in such amounts as are consistent with amount of work to be performed and billed. Reimbursable expenses proposed shall be specifically identified and estimated as a part of the proposal with a statement of the maximum amount to be charged unless the Owner's request for proposal specifies otherwise.

2.4 **Signatures** - Consultant proposals for services under this agreement shall be signed and dated by the Consultant or an authorized representative of the Consultant (as applicable), and shall be considered binding offers to contract open for acceptance by the Owner for an indefinite duration unless limited in the proposal or withdrawn prior to acceptance by the Owner. All proposals for services under this agreement shall be on forms approved by the Owner; use of the signature block shown in this agreement on a proposal for services shall be considered an adequate signature block. In the absence of an Owner provided form, the signature block shall contain a signature line for Boone County, Missouri by its Presiding Commissioner, a signature line for attestation by the County Clerk, a signature line approving the proposal by the Director of Resource Management, and a signature line for the County Attorney approving the proposal as to legal form. In addition, the signature block shall contain a line for insertion of the date the proposal is approved by the Owner.

3. **Compensation** - In consideration for the Consultant's provision of services under this agreement, the Owner agrees to compensate the Consultant for services rendered in accordance with the hourly rates, unit prices and reimbursement rates for expenses set forth in the schedule for hourly rates and expense charges to be in effect for the calendar year of this agreement which is either attached to this agreement or maintained on file with the Boone County Resource Management Department and is hereby incorporated by reference. No increases in the rates and charges set forth in the attached schedule shall be permitted for this

calendar year without the written authorization of the Owner. Payments shall be made within thirty (30) days of receipt of invoice by the Owner. Invoices shall be submitted periodically as mutually agreed upon by the Owner and Consultant, or in the absence of such agreement, upon completion of the work constituting the task or project for which services are provided. Invoices for services on an hourly fee plus expense basis shall individually describe the task or project by name, show hours expended by classes of personnel in increments of not less than one-half hour and rates applied, as well as describe work performed during the invoice period; reimbursable expenses shall be itemized. Invoices for services performed on a unit price basis shall identify the task or project by name, identify and quantify units charged for services during the invoice period. Invoices for services on a lump sum basis shall identify the task or project by name and the invoiced amount. Periodic invoices shall not exceed the amounts permitted in the Consultant's proposal approved by the Owner. The Owner reserves the right to withhold payment for inadequately documented invoices until documented as required herein. The Owner further reserves the right to withhold payments for unperformed work or work not performed on a timely basis in accordance with the Consultant's proposal when delays in performance of services are not attributable to the Owner, or as a result of a billing dispute between the Owner and Consultant. However, Owner agrees to pay interest at a rate of nine percent (9%) annum on any disputed billed amounts for which payments are withheld beyond thirty (30) days of invoice if and to the extent that those disputed amounts are resolved in favor of the Consultant.

4. **Owner Responsibilities** - Owner agrees to furnish Consultant with all current and available information for each task or project assigned to Consultant, along with any information necessitated by changes in work or services initiated by the Owner which may affect services rendered thereunder.

5. **Coordination of Work and Work Product** - Consultant shall coordinate all work with the Owner's designated representative for each task or project assigned to Consultant and submit to the Owner's representative all work product in written or graphic form (and in electronic form if requested) as applicable or required. All reports, surveys, test data, memoranda, samples, plans, specifications, and other documents or materials submitted by or to the Owner shall be considered the property of the Owner. When available and requested by the Owner, work product shall be provided in electronic form at actual cost in media compatible for use with Owner software and equipment.

6. **Insurance** - Consultant shall procure and maintain professional liability insurance in such amounts as are deemed mutually agreeable to the parties and approved by the Owner or the Owner's representative in writing within thirty (30) days of this Agreement. Consultant shall also maintain general public liability insurance with coverage's no less than \$2,000,000.00 per occurrence, and worker's compensation insurance as required by state law. Failure of Consultant to obtain or maintain such insurance during this contract, or to provide proper proofs thereof upon request of the Owner, shall not diminish, waive or otherwise reduce the Consultant's obligations to maintain such insurance coverage and Consultant shall indemnify and hold the Owner and all its personnel harmless from and against any and all claims, damages, losses and expenses, including reasonable attorney's fees and litigation costs, arising out of or resulting from the performance of services, provided that any such claim, damage, loss or expenses, is caused in whole or in part by the negligent act, omission and or liability of the Consultant, its agents or employees. The Consultant shall provide the Owner with certificates of insurance

exhibiting the coverage as specified above within thirty (30) days of execution of this agreement and thereafter within five (5) working days after request by the Owner. All certificates of insurance shall contain provision that insurance provided shall not be canceled or altered except upon ten (10) days written notice to the Owner.

7. **Delegation and Subcontracting** - Unless otherwise proposed and approved in the Consultant's proposal for services, the Consultant shall not delegate or subcontract any work to be performed by the Consultant under this agreement to any other person, business or entity without the express advance written approval of the Owner for such delegation or subcontract work.

8. **Records and Samples** - To the extent not otherwise transferred to the Owner's possession, Consultant agrees to retain and provide the Owner with reasonable access to all work product, records, papers and other documents involving transactions and work related to or performed under this agreement for a period of three (3) years after this agreement expires. When services involve testing or sampling, Consultant agrees to either retain all test products or samples collected by or submitted to Consultant, or return same to the Owner as mutually agreed upon. In absence of agreement, Consultant shall not dispose of test samples or products without notice to or consent by the Owner or the Owner's representative.

9. **Additional Services** - No compensation shall be paid for any service rendered by the Consultant considered an additional service beyond the scope of services approved by the Owner unless rendition of that service and expense thereof has been authorized in writing by the Owner in advance of performance of such service. Any additional services performed by the Consultant prior to such authorization by the Owner shall be deemed a part of basic services for work performed under an Owner approved proposal for services governed by this agreement, whether enumerated in this agreement or not, for which the Consultant shall be entitled to no additional compensation.

10. **Owner Authorization** -When the term Owner is used in this agreement, it shall mean the government of Boone County, Missouri or the Boone County Commission, as the context requires. Authorization by the Owner shall mean authorization obtained by recorded majority vote of the Boone County Commission. It is further understood and agreed that no person or party is authorized to bind the Owner to any proposed agreement for services under the auspices of this agreement without having obtained the prior approval of the Boone County Commission by recorded majority vote for such authorization. In this regard, it is understood and agreed that the Consultant shall not be entitled to rely upon verbal or written representations by any agent or employee of the Owner in deviation to the terms and conditions of this agreement, or as authorization for compensation for services except as may be approved by recorded vote of the Boone County Commission. When the term Owner's representative is used, it shall mean the Director of the Boone County Resource Management Department or his designee as specified in writing. It shall be presumed that such representative shall have all necessary decision making authority with respect to services provided under this agreement and Owner approved proposals for services except such representative shall have no authority to make decisions concerning changes to the Consultant's compensation or reimbursement, or with respect to services to be performed under this agreement or Owner approved proposal for services which involve or affect cost, expense or budgetary allowances.

11. **Termination** - The Owner may and reserves the right to terminate this agreement at any time with or without cause by giving the Consultant written notice of termination. Upon receipt of such notice, Consultant shall discontinue all services in connection with the performance of services authorized under this agreement or Owner approved proposal for services and Owner shall upon invoice remit payment for all authorized services completed up to the date of termination notice. Upon payment of this invoice, the Consultant shall deliver any and all work product including drawings, plans, and specifications, or other documents, prepared as instruments of service, whether complete or in progress. It is further agreed that if services are terminated the Consultant shall be compensated for all services rendered through the date of termination not to exceed the amount authorized for services through the date of termination. If the Owner questions the extent of work on a final invoice, the Consultant shall give the Owner the opportunity to review and evaluate all work upon which the invoice is based in the offices of the Consultant prior to payment. This agreement or work performed under the provisions of this agreement may also be terminated by the Consultant upon not less than seven days written notice in the event the Owner shall substantially fail to perform in accordance with the terms and conditions of this agreement, through no fault of the Consultant. In the event of termination by the Consultant, the other provisions concerning termination contained in this paragraph shall be applicable.

12. **Governing Law** - This agreement shall be governed by the laws of the state of Missouri and it is agreed that this agreement is made in Boone County, Missouri and that Boone County, Missouri is proper venue for any action pertaining to the interpretation or enforcement of any provision within or services performed under this agreement.

13. **Certification of Lawful Presence / Work Authorization** - Consultant shall complete and return the Work Authorization Certification attached hereto, and if applicable, the other required lawful presence documents for an individual Consultant.

14. **Miscellaneous** - This agreement constitutes the entire agreement of the parties superseding all prior negotiations, written or verbal, and may only be amended by signed writing executed by the parties through their authorized representatives hereunder.

178-2013

IN WITNESS WHEREOF, the parties have executed this agreement by their duly authorized signatories effective the date and year first-above written.

BENTON & ASSOCIATES, INC

By Shannon Howe

Title Principal, Director

Dated: March 20, 2013

BOONE COUNTY, MISSOURI

By [Signature]

Presiding Commissioner

Dated: 4-16-13

APPROVED AS TO FORM:

[Signature]  
County Attorney

ATTEST:

Wendy S. Noren  
County Clerk *my*

APPROVED:

[Signature]  
Director, Boone County Resource Management

178-2013

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

County of Adair )  
 )ss  
State of Missouri )

My name is Shannon J. Howe I am an authorized agent of Benton's Associates, Inc. (Consultant). This business is enrolled and participates in a federal work authorization program for all employees working in connection with services provided to the County. This business does not knowingly employ any person that is an unauthorized alien in connection with the services being provided. Documentation of participation in a federal work authorization program is attached hereto.

Furthermore, all subcontractors working on this contract shall affirmatively state in writing in their contracts that they are not in violation of Section 285.530.1, shall not thereafter be in violation and submit a sworn affidavit under penalty of perjury that all employees are lawfully present in the United States.

Shannon J. Howe 3/20/2013  
Affiant Date

Shannon J. Howe  
Printed Name

Subscribed and sworn to before me this 20<sup>th</sup> day of March, 2013.

Jacqueline J. Albright  
Notary Public



JACQUELINE J. ALBRIGHT  
My Commission Expires  
October 30, 2015  
Macon County  
Commission #11534582

178-2013



CONSULTING ENGINEERS/LAND SURVEYORS
Illinois: Jacksonville • Macomb
Missouri: Kirksville • Macon • Rolla • O'Fallon • Jamesport

2013
SCHEDULE FOR
HOURLY PROFESSIONAL SERVICES

Table with 2 columns: CLASSIFICATION and RATE PER HOUR. Lists various professional roles such as ENGINEER, PROFESSIONAL ENGINEER I-VI, STRUCTURAL ENGINEER I-III, SURVEY PARTY CHIEF I-II, LICENSED SURVEYOR-IN-TRAINING, PROFESSIONAL LAND SURVEYOR I-II, ASSOCIATE, PRINCIPAL, SUPERVISING DESIGNER / PROJECT MANAGER / LICENSED OPERATOR, SUBSURFACE UTILITY ENGINEERING MANAGER, SUBSURFACE UTILITY ENGINEERING TECHNICIAN I-II, ENGINEERING TECHNICIAN I-IV, SENIOR ENGINEERING TECHNICIAN, and CONSTRUCTION OBSERVER I-III with their respective hourly rates.

Specialized Services will be billed for on a case-by-case basis.

ALL DIRECT JOB EXPENSES AND MATERIALS OTHER THAN NORMAL OFFICE/SUPPLIES
WILL BE BILLED AT ACTUAL COST PLUS 10 PERCENT

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

April Session of the April Adjourned

Term. 20 13

In the County Commission of said county, on the

16<sup>th</sup>

day of April

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 resolutions as specified in the attached Agreement for Nationwide Governmental 401(A) Plan. It is further ordered that the Presiding Commissioner is hereby authorized to sign the Adopting Resolution and Adoption Agreement.

Done this 16th day of April, 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

ADOPTION AGREEMENT FOR  
NATIONWIDE GOVERNMENTAL  
401(A) PLAN

CAUTION: Failure to properly fill out this Adoption Agreement may result in disqualification of the Plan.

EMPLOYER INFORMATION

(An amendment to the Adoption Agreement is not needed solely to reflect a change in the information in this Employer Information Section.)

1. EMPLOYER'S NAME, ADDRESS, TELEPHONE NUMBER AND TIN

Name: Boone County, MO

Address: 613 East Ash Street, Room 114  
Street

Columbia City Missouri State 65201 Zip

Telephone: 573-886-4405

Taxpayer Identification Number (TIN): 43-6000349

2. TYPE OF GOVERNMENTAL ENTITY

CAUTION: The Plan may only be adopted by State and local governments and agencies and may not be adopted by 501(c) tax-exempt organizations, federal governmental agencies, Native American tribes or private sector employers.

- a.  State government or state agency
- b.  County or county agency
- c.  Municipality or municipal agency
- d.  Other, please specify: \_\_\_\_\_ (e.g., an eligible water district)

3. EMPLOYER'S FISCAL YEAR means the 12 consecutive month period:

a.  Beginning on January 1st (e.g., January 1st)  
month day

and ending on December 31st  
month day

b.  Other: \_\_\_\_\_

PLAN INFORMATION

(An amendment to the Adoption Agreement is not needed solely to reflect a change in the information in Questions 9. through 11.)

4. PLAN NAME:

Boone County Matching Pension Profit Sharing Plan

5. EFFECTIVE DATE

- a.  This is a new Plan effective as of \_\_\_\_\_ (hereinafter called the "Effective Date").
- b.  This is an amendment and restatement of a plan which was originally effective \_\_\_\_\_. The effective date of this amendment and restatement is \_\_\_\_\_ (hereinafter called the "Effective Date").
- c.  FOR EGTRRA RESTATEMENTS: This is an amendment and restatement to bring a plan into compliance with the Economic Growth and Tax Relief Reconciliation Act of 2001 ("EGTRRA") and other legislative and regulatory changes. The Plan's original effective date was May 1, 1999. Except as specifically provided in the Plan, the effective date of this amendment and restatement is January 1, 2011 (hereinafter called the "Effective Date"). (May enter a restatement date that is the first day of the current Plan Year. The Plan contains appropriate retroactive effective dates with respect to provisions for the appropriate laws.)

6. PLAN YEAR means the 12 consecutive month period:

Beginning on January 1st (e.g., January 1st)  
month day

and ending on December 31st  
month day

EXCEPT that there will be a Short Plan Year (if the effective date of participation is based on a Plan Year, then coordinate with Question 16.):

- a.  N/A
- b.  beginning on \_\_\_\_\_ (e.g., July 1, 2007)  
month day, year  
 and ending on \_\_\_\_\_  
month day, year

7. VALUATION DATE means:

- a.  Every day that the Trustee (or Insurer), any transfer agent appointed by the Trustee (or Insurer) or the Employer, and any stock exchange used by such agent are open for business (daily valuation).
- b.  The last day of each Plan Year.
- c.  The last day of each Plan Year half (semi-annual).
- d.  The last day of each Plan Year quarter.
- e.  Other (specify day or days): \_\_\_\_\_ (must be at least once each Plan Year).

8. PLAN NUMBER assigned by the Employer

- a.  001
- b.  002
- c.  Other: \_\_\_\_\_

9. TRUSTEE(S) OR INSURER(S):

a.  This Plan is funded exclusively with Contracts and the name of the Insurer(s) is:

(1) \_\_\_\_\_ (2) \_\_\_\_\_ (if more than 2, add names to signature page).

b.  Individual Trustee(s) who serve as Trustee(s) over assets not subject to control by a corporate Trustee. (Add additional Trustees as necessary.)

Name(s)	Title(s)
<u>Treasurer</u>	_____
<u>Auditor</u>	_____
<u>County Clerk</u>	_____
<u>Representative of the County Commission</u>	_____

Address and Telephone number:

- 1.  Use Employer address and telephone number.
- 2.  Use address and telephone number below:

Address: \_\_\_\_\_  
Street  
 \_\_\_\_\_  
City State Zip

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

c.  Corporate Trustee

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
Street  
 \_\_\_\_\_  
City State Zip

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

AND, the Trustee shall serve as:

d.  a Directed (nondiscretionary) Trustee over all Plan assets except for the following:

e.  a Discretionary Trustee over all Plan assets except for the following:

10. PLAN ADMINISTRATOR'S NAME, ADDRESS AND TELEPHONE NUMBER:

(If none is named, the Employer will be the Plan Administrator.)

a.  Employer (Use Employer address and telephone number).

b.  Use name, address and telephone number below:

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

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

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip

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

11. CONSTRUCTION OF PLAN

This Plan shall be governed by the laws of the state or commonwealth where the Employer's (or, in the case of a corporate Trustee (or Insurer), such Trustee's (or Insurer's)) principal place of business is located unless another state or commonwealth is specified: \_\_\_\_\_

12. CONTRIBUTION TYPES

The following contributions are authorized under this Plan. The selections made below should correspond with the selections made under the Contributions and Allocations section of this Adoption Agreement.

a.  Employer Contributions.

1.  The Contribution will be made each Plan Year and the Plan will be a Money Purchase Plan.

2.  The Contribution will be discretionary each Plan Year and the Plan will be a Profit Sharing Plan.

b.  Matching Contributions.

c.  Rollover Contributions.

d.  Employee Contributions (The Plan will treat as pick-up contributions under Code §414(h)(2)).

e.  Employee After-Tax Contributions.

f.  This Plan qualifies as a Social Security Replacement Plan.

g.  This is a frozen Plan effective: \_\_\_\_\_.

**ELIGIBILITY REQUIREMENTS**

13. ELIGIBLE EMPLOYEES (Plan Section 1.21) means all Employees (including Leased Employees) EXCEPT for the following Employees: (select all that apply below)

a.  N/A. No exclusions.

b.  The following are excluded:

1.  Union Employees (as defined in Plan Section 1.21)

2.  Non-Resident Aliens without any United States source income, as described in Code §410(b)(3)(C).

3.  Leased Employees.

4.  Part-time/Temporary/Seasonal Employees. A part-time, temporary or seasonal Employee is an Employee whose regularly scheduled Service is less than \_\_\_\_\_ Hours of Service in the relevant eligibility computation period.

5.  Other: Any Employee in a non-benefitted position as specified in the annual budget  
 (must be definitely determinable)

14. CONDITIONS OF ELIGIBILITY (Plan Section 3.1)

Any Eligible Employee will be eligible to participate in the Plan upon satisfaction of the following (select either a. OR b. and c.):

a.  No age or service required.

b.  Completion of the following service requirement which is based on Years of Service:

1.  No service requirement

2.  6 months of service

3.  1 Year of Service

4.  2 Years of Service

5.  \_\_\_\_\_ Hours of Service within \_\_\_\_\_ consecutive months from the Eligible Employee's employment commencement date.

6.  \_\_\_\_\_ consecutive months of employment from the Eligible Employee's employment commencement date.

7.  Other: \_\_\_\_\_

- c.  Attainment of age:
  - 1.  No age requirement
  - 2.  20 1/2
  - 3.  21
  - 4.  Other: \_\_\_\_\_ (may not exceed 21)

15. EFFECTIVE DATE OF PARTICIPATION (ENTRY DATE) (Plan Section 3.2)  
 An Eligible Employee who has satisfied the eligibility requirements will become a Participant in the Plan as of:
- a.  the date such requirements are met.
  - b.  the first day of the month coinciding with or next following the date on which such requirements are met.
  - c.  the first day of the Plan Year quarter coinciding with or next following the date on which such requirements are met.
  - d.  the earlier of the first day of the Plan Year or the first day of the seventh month of the Plan Year coinciding with or next following the date on which such requirements are met.
  - e.  the first day of the Plan Year coinciding with or next following the date on which such requirements are met.
  - f.  the first day of the Plan Year in which such requirements are met.
  - g.  the first day of the Plan Year in which such requirements are met, if such requirements are met in the first 6 months of the Plan Year, or as of the first day of the next succeeding Plan Year if such requirements are met in the last 6 months of the Plan Year.
  - h.  other: \_\_\_\_\_

**SERVICE**

16. RECOGNITION OF SERVICE WITH OTHER EMPLOYERS (Plan Section 1.57)  
 a.  No service with other Employers shall be recognized.

OR, service with the designated employers and purposes is recognized as follows (attach an addendum to the Adoption Agreement if more than 3 employers):

	Eligibility	Vesting	Contribution Allocation
b. <input type="checkbox"/> Employer name: _____	[ ]	[ ]	[ ]
c. <input type="checkbox"/> Employer name: _____	[ ]	[ ]	[ ]
d. <input type="checkbox"/> Employer name: _____	[ ]	[ ]	[ ]
e. <input type="checkbox"/> Limitations: _____ (e.g., credit service with X only on/following 1/1/07 or credit all service with entities the Employer acquires after 12/31/06).	[ ]	[ ]	[ ]

**NOTE:** If the other Employer(s) maintained this qualified Plan, then Years of Service with such Employer(s) must be recognized pursuant to Plan Section 1.57 regardless of any selections above.

**VESTING**

17. VESTING OF PARTICIPANT'S INTEREST (Plan Section 6.4(b))
- a.  N/A. No Employer contributions are subject to a vesting schedule (skip to Question 19).
  - b.  100% for those Participants employed on \_\_\_\_\_ (enter date). For those Participants hired after such date, the vesting provisions selected below apply:
  - c.  The vesting provisions selected below apply.

**Vesting for Employer Contributions.**

- d.  100% vesting. Participants are 100% vested in Employer contributions upon entering Plan
- e.  The following vesting schedule, based on a Participant's Years of Service, applies to Employer contributions:
  - 1.  6 Year Graded: 0-1 year-0%; 2 years-20%; 3 years-40%; 4 years-60%; 5 years-80%; 6 years-100%
  - 2.  4 Year Graded: 1 year-25%; 2 years-50%; 3 years-75%; 4 years-100%
  - 3.  5 Year Graded: 1 year-20%; 2 years-40%; 3 years-60%; 4 years-80%; 5 years-100%
  - 4.  3 Year Cliff: 0-2 years-0%; 3 years-100%
  - 5.  7 Year Graded: 0-2 years-0%; 3 years-20%; 4 years-40%; 5 years-60%; 6 years-80%; 7 years-100%
  - 6.  5 Year Cliff: 0-4 years-0%; 5 years-100%

7.  Other:

Service	Percentage
_____	_____ %
_____	_____ %
_____	_____ %
_____	_____ %
_____	_____ %
_____	_____ %
_____	_____ %
_____	_____ %
_____	_____ %
_____	_____ %

18. **ADDITIONAL VESTING LIMITATIONS**  
 Regardless of the vesting schedule, Participants shall become fully Vested upon (select a. or all that apply of b. and c.):
- a.  N/A. Apply contributions to the Plan are fully Vested.
  - b.  Death.
  - c.  Total and Permanent Disability.

**AND**, unless otherwise elected below, a Year of Service for vesting purposes means a Plan Year during which an Employee has completed at least 1,000 Hours of Service

- d.  instead of 1,000 Hours of Service, a Year of Service for vesting purposes will be based on 1 Hours of Service
- e.  the Elapsed Time Method (Period of Service applies instead of Year of Service) will be used for vesting purposes

**RETIREMENT AGES**

19. **NORMAL RETIREMENT AGE ("NRA")** (Plan Section 1.37) means the:
- a.  date of a Participant's 59 1/2 birthday.
  - b.  later of a Participant's \_\_\_\_\_ birthday or the \_\_\_\_\_ anniversary of the first day of the Plan Year in which participation in the Plan commenced.
  - c.  other: \_\_\_\_\_.

**NORMAL RETIREMENT DATE** (Plan Section 1.38) shall commence:

- d.  Participant's NRA.
- OR (select one)
- e.  first day of the month coinciding with or next following the Participant's NRA.
- f.  first day of the month nearest the Participant's NRA.
- g.  Anniversary Date coinciding with or next following the Participant's NRA.
- h.  Anniversary Date nearest the Participant's NRA.

20. **EARLY RETIREMENT DATE** (select one of a. or b.)
- a.  **Not applicable.** The Plan does not provide for an Early Retirement Age.
  - b.  Early Retirement Date means the:
    - 1.  date on which a Participant satisfies the Early Retirement requirements.
    - 2.  first day of the month coinciding with or next following the date on which a Participant satisfies the Early Retirement requirements.
    - 3.  Anniversary Date coinciding with or next following the date on which a Participant satisfies the Early Retirement requirements.

**AND**, the Early Retirement requirements are the date (select one or more of the following):

- 4.  Participant attains age \_\_\_\_.
- AND/OR**, completes.... (leave blank if not applicable)
- 5.  at least \_\_\_\_ Years (or Periods) of Service
  - 1.  Years (or Periods) of Service for vesting purposes.
  - 2.  Years of Service for eligibility purposes.

**AND**, a Participant who attains his or her Early Retirement Date shall?

- 6.  be 100% vested upon attainment of his or her Early Retirement Date.
- 7.  be subject to the vesting schedule at 17.

**COMPENSATION**

21. **COMPENSATION** (Plan Section 1.11) with respect to any Participant means:
- a.  Wages, tips and other compensation on Form W-2.
  - b.  Section 3401(a) wages (wages for withholding purposes).
  - c.  415 safe harbor compensation.

COMPENSATION shall be based on the following determination period:

- d.  the Plan Year.  
 e.  the Fiscal Year coinciding with or ending within the Plan Year.  
 f.  the calendar year coinciding with or ending within the Plan Year.

**NOTE:** The Limitation Year for Code Section 415 purposes shall be the same as the determination period for Compensation unless an alternative period is specified: \_\_\_\_\_ (must be a consecutive twelve month period).

#### ADJUSTMENTS TO COMPENSATION

g.  N/A. No adjustments.

h.  Compensation shall be adjusted by: (select all that apply)

1.  including compensation which is not currently includible in the Participant's gross income by reason of the application of Code Sections 125 (cafeteria plan), 132(f)(4) (qualified transportation fringe), 402(e)(3) (401(k) plan), 402(h)(1)(B) (simplified employee pension plan), 414(h) (employer pickup contributions under a governmental plan), 403(b) (tax sheltered annuity) or 457(b) (eligible deferred compensation plan)
2.  excluding reimbursements or other expense allowances, fringe benefits (cash or non-cash), moving expenses, deferred compensation (other than deferrals specified in 1. above) and welfare benefits
3.  excluding Compensation paid during the determination period while not a Participant in the Plan
4.  excluding overtime
5.  excluding bonuses
6.  excluding commissions
7.  other: \_\_\_\_\_

(e.g., describe Compensation from the elections available above or a combination thereof as to a Participant group (e.g., no exclusions as to Division A Employees and exclude bonuses as to Division B Employees); and/or describe another exclusion (e.g., exclude shift differential pay)).

#### CONTRIBUTIONS AND ALLOCATIONS

22. FORMULA FOR DETERMINING EMPLOYER'S CONTRIBUTION AND ALLOCATION (Plan Section 4.1) (Select all that apply)

- a.  \_\_\_% (not to exceed 25%) of each Participant's Compensation.
- b.  \$ \_\_\_ per Participant.
- c.  \$ \_\_\_ per Hour of Service worked while an Eligible Employee.
- d.  Discretionary contribution, to be determined by the Employer. ANY discretionary profit sharing contribution for a Plan Year will be allocated in the same ratio as each Participant's Compensation bears to the total of such Compensation of all Participants.
- e.  other: \_\_\_\_\_  
(e.g., describe the contribution, including any levels of contributions to groups of employees).

23. REQUIREMENTS TO SHARE IN ALLOCATIONS OF EMPLOYER CONTRIBUTIONS AND FORFEITURES (select a. OR b. and all that apply of c. or d.)

- a.  **No conditions.** All Participants share in the allocations regardless of service completed during the Plan Year or employment status at the end of the Plan Year. (skip to next Question.)
- b.  **Conditions for Participants NOT employed at the end of the Plan Year.**
  1.  A Participant must complete more than \_\_\_\_\_ Hours of Service.
  2.  A Participant must complete a Year of Service.
  3.  Participants will NOT share in the allocations, regardless of service.
  4.  Participants will share in the allocations, regardless of service.
  5.  Other: \_\_\_\_\_
- c.  **AND, Waiver of conditions for Participants NOT employed at the end of the Plan Year.** Participants who are not employed at the end of the Plan Year due to the following shall be eligible to share in the allocations regardless of the above conditions (select all that apply):
  1.  Death.
  2.  Total and Permanent Disability.
  3.  Early or Normal Retirement.
- d.  **Conditions for Participants employed at the end of the Plan Year.**
  1.  No service requirement.
  2.  A Participant must complete a Year of Service.
  3.  A Participant must complete at least \_\_\_\_\_ Hours of Service during the Plan Year.

24. EMPLOYER MATCHING CONTRIBUTIONS (Plan Section 11.1(a)(2))

**NOTE:** Any reference to Elective Deferrals means Elective Deferrals under an eligible governmental 457 plan.

#### A. Matching Formula.

- a.  N/A. There will not be any Employer matching contributions.
- b.  The Employer ... (select 1. or 2.)
  1.  may make matching contributions equal to a discretionary percentage, to be determined by the Employer, of the Participant's Elective Deferrals.
  2.  will make matching contributions equal to \_\_\_% (e.g., 50) of the Participant's Elective Deferrals.

AND, in determining the Employer matching contribution above, only Elective Deferrals up to the percentage or dollar amount specified below will be matched: (select 3. and/or 4. OR 5.)

3.  \_\_\_\_\_% of a Participant's Compensation.  
 4.  \$\_\_\_\_\_.  
 5.  a discretionary percentage of a Participant's Compensation or a discretionary dollar amount, the percentage or dollar amount to be determined by the Employer on a uniform basis for all Participants.

- c.  The Employer may make matching contributions equal to a discretionary percentage, to be determined by the Employer, of each tier, to be determined by the Employer, of the Participant's Elective Deferrals.  
 d.  The Employer will make matching contributions equal to a uniform percentage of each tier of each Participant's Elective Deferrals, determined as follows:

**NOTE:** Fill in only percentages or dollar amounts, but not both. If percentages are used, each tier represents the amount of the Participant's applicable contributions that equals the specified percentage of the Participant's Compensation (add additional tiers if necessary):

Tiers of Contributions (indicate \$ or %)	Matching Percentage
First _____	_____%
Next _____	_____%
Next _____	_____%
Next _____	_____%

B. **Matching Limit.** The Employer matching contribution made on behalf of any Participant for any Plan Year will not exceed:

- e.  N/A. No limit on the amount of matching contribution.  
 f.  \$\_\_\_\_\_.  
 g.  \_\_\_\_\_% of Compensation.

C. **Period of Determination.** The matching contribution formula will be applied on the following basis (and any Compensation or dollar limitation used in determining the match will be based on the applicable period):

- h.  the Plan Year.  
 i.  each payroll period.  
 j.  all payroll periods ending within each month.  
 k.  all payroll periods ending with or within each Plan Year quarter.  
 l.  N/A, the Plan only provides for discretionary matching contributions (i.e., b.1. or c. is selected above).

**NOTE:** For any discretionary match, the Employer shall determine the calculation methodology at the time the matching contribution formula is determined.

D. **Allocation Conditions.** Select m. OR n. and all that apply of o. or p.

- m.  No conditions. All Participants share in the allocations regardless of service completed during the Plan Year or employment status at the end of the Plan Year. (skip to next Question.)  
 n.  **Conditions for Participants NOT employed at the end of the Plan Year.**  
 1.  A Participant must complete a Year of Service.  
 2.  Participants will NOT share in the allocations, regardless of service.  
 3.  Participants will share in the allocations, regardless of service.  
 4.  Other: \_\_\_\_\_  
 o.  **AND, Waiver of conditions for Participants NOT employed at the end of the Plan Year.** Participants who are not employed at the end of the Plan Year due to the following shall be eligible to share in the allocations regardless of the above conditions (select all that apply):  
 1.  Death.  
 2.  Total and Permanent Disability.  
 3.  Early or Normal Retirement.  
 p.  **Conditions for Participants employed at the end of the Plan Year.**  
 1.  No service requirement.  
 2.  A Participant must complete a Year of Service.  
 3.  A Participant must complete at least \_\_\_\_\_ (not to exceed 1,000) Hours of Service during the Plan Year.

25. **FORFEITURES** (Plan Sections 1.27 and 4.3(e))

A. **Timing of Forfeiture.**

The Forfeiture will be disposed of in:

- a.  N/A. (May only be selected if all contributions are fully Vested; skip to Question 27.).  
 b.  The Plan Year in which the Forfeiture occurs.  
 c.  The Plan Year following the Plan Year in which the Forfeiture occurs.

B. **Plan Expenses.** May Forfeitures first be used to pay any administrative expenses?

- d.  Yes.  
 e.  No.

**C. Use of Forfeitures.**

Forfeitures will be:

- f.  added to the Employer contribution and allocated in the same manner.
- g.  used to reduce any Employer contribution.
- h.  allocated to all Participants eligible to share in the allocations of Employer contributions or Forfeitures in the same proportion that each Participant's Compensation for the Plan Year bears to the Compensation of all Participants for such year.
- i.  allocated to all Participants eligible to share in the allocations of Employer contributions or Forfeitures, and who have an account balance at the end of the Plan Year (determined after the allocation of Employer contributions), in the same proportion that each Participant's Compensation for the Plan Year bears to the Compensation of all Participants for such year.
- j.  other: \_\_\_\_\_.

Forfeitures of Employer matching contributions will be:

- k.  N/A. Same as above or no Employer matching contributions.
- l.  used to reduce the Employer matching contribution.
- m.  added to any Employer matching contribution and allocated as an additional matching contribution.
- n.  used to reduce any Employer contribution.
- o.  other: \_\_\_\_\_.

26. ALLOCATION OF EARNINGS (Plan Section 4.3(c))  
Allocation of earnings with respect to amounts which are not subject to Participant investment direction and which are contributed to the Plan after the previous Valuation Date will be determined:
- a.  N/A. All assets in the Plan are subject to Participant investment direction.
  - b.  by using a weighted average based on the amount of time that has passed between the date a contribution or distribution is made and the prior Valuation Date.
  - c.  by treating one-half of all such contributions as being a part of the Participant's nonsegregated account balance as of the previous Valuation Date.
  - d.  by using the method specified in Plan Section 4.3(c) (balance forward method).
  - e.  other: \_\_\_\_\_.
27. PARTICIPATING EMPLOYEES' MANDATORY EMPLOYEE CONTRIBUTIONS
- a.  No mandatory employee contributions.
  - b.  An Eligible Employee shall, subsequent to his Entry Date, contribute \_\_\_\_% his Compensation to the Plan; or
  - c.  An eligible Employee shall prior to his first Entry Date, make a one-time irrevocable election to contribute a percentage of Compensation to the Plan equal to a percentage from \_\_\_\_% to \_\_\_\_% (not to exceed 25%).
- NOTE:** The Mandatory Contribution shall be considered "picked up" by the Employer under Code Section 414(h)(2). All Eligible Employees are required to make a Mandatory Contribution as a condition of employment.
28. EMPLOYEE AFTER-TAX CONTRIBUTIONS  
This Plan provides for:
- a.  No Employee After-Tax Contributions.
  - b.  Employee After-Tax Contributions, subject to the following limitations, if any: \_\_\_\_\_.

**DISTRIBUTIONS**

29. FORM OF DISTRIBUTIONS (Plan Sections 6.5 and 6.6)  
Distributions under the Plan may be made in (select all that apply)
- a.  Lump-sums.
  - b.  Substantially equal installments.
  - c.  Partial withdrawals, provided the minimum withdrawal is \$\_\_\_\_\_ (leave blank if no minimum).
  - d.  Partial withdrawals or installments are only permitted for required minimum distributions under Code Section 401(a)(9).
  - e.  Annuity (The distribution form will specify the available annuity options).
- AND**, distributions may be made in:
- f.  Cash only.
  - g.  Cash only (except for insurance contracts, annuity contracts or Participant loans).
  - h.  Cash or property, except that the following limitation(s) apply: \_\_\_\_\_ (leave blank if there are no limitations on property distributions).
30. CONDITIONS FOR DISTRIBUTIONS UPON TERMINATION OF EMPLOYMENT. Distributions upon termination of employment pursuant to Plan Section 6.4(a) will not be made unless the following conditions have been satisfied:
- a.  Distributions may be made as soon as administratively feasible after the last day of the Plan Year coincident with or next following termination of employment.
  - b.  Distributions may be made as soon as administratively feasible following termination of employment.
  - c.  Other: \_\_\_\_\_.

31. **DISTRIBUTIONS UPON DEATH (Plan Section 6.8(b)(2))**  
Distributions upon the death of a Participant prior to receiving any benefits shall:
- be made pursuant to the election of the Participant or Beneficiary.
  - begin within 1 year of death for a designated Beneficiary and be payable over the life (or over a period not exceeding the life expectancy) of such Beneficiary, except that if the Beneficiary is the Participant's spouse, begin prior to December 31st of the year in which the Participant would have attained age 70 1/2.
  - be made within 5 (or if lesser \_\_\_\_\_) years of death for all Beneficiaries.
  - be made within 5 (or if lesser \_\_\_\_\_) years of death for all Beneficiaries, except that if the Beneficiary is the Participant's spouse, begin prior to December 31st of the year in which the Participant would have attained age 70 1/2 and be payable over the life (or over a period not exceeding the life expectancy) of such surviving spouse.
32. **IN-SERVICE DISTRIBUTIONS (Plan Section 6.11)**
- In-service distributions are NOT permitted.
  - In-service distributions may be made to a Participant who has reached \_\_\_\_\_ (insert "normal retirement age" but not earlier than age 62 for a money purchase plan or age 59 1/2 for a profit sharing plan) but has not separated from service.
- AND**, in-service distributions are permitted from the following Participant Accounts:
- All Accounts.
  - Only from the following Accounts (select all that apply):
    - Account attributable to Employer contributions.
    - Rollover Account.
    - Transfer Account.
    - Other: \_\_\_\_\_ (specify account(s) and conditions in a manner that is definitely determinable and not subject to Employer discretion).
- AND**, the following limitations apply to in-service distributions
- N/A. No additional limitations.
  - Additional limitations (select all that apply):
    - The minimum amount of a distribution is \$ \_\_\_\_\_ (may not exceed \$1,000).
    - No more than \_\_\_\_\_ distribution(s) may be made to a Participant during a Plan Year.
    - Distributions may only be made from accounts which are fully Vested.
    - In-service distributions may be made subject to the following provisions: \_\_\_\_\_ (must be definitely determinable and not subject to discretion).
33. **HARDSHIP DISTRIBUTIONS (Plan Section 11.4)**  
(May only be selected if this Plan is a Profit Sharing Plan.)
- Hardship distributions are NOT permitted.
  - Hardship distributions are permitted.

**MISCELLANEOUS**

34. **LOANS TO PARTICIPANTS (Plan Section 7.6)**
- Loans are NOT permitted.
  - Loans are permitted.
35. **DIRECTED INVESTMENTS (Plan Section 4.10)**
- Participant directed investments are NOT permitted.
  - Participant directed investments are permitted for:
    - All Accounts.
    - The following Participant Accounts (select all that apply):
      - Account attributable to Employer contributions.
      - Rollover Account.
      - Transfer Account.
      - Other: \_\_\_\_\_ (specify account(s) and conditions in a manner that is definitely determinable and not subject to Employer discretion).
36. **ROLLOVERS (Plan Section 4.6)**
- Rollovers will NOT be accepted by this Plan.
  - Rollovers will be accepted by this Plan, subject to approval by the Administrator.
- AND**, if b. is selected, rollovers may be accepted from all Participants who are Employees as well as the following (select all that apply):
- Eligible Employees who are not Participants.
  - Participants who are Former Employees.
- AND**, distributions from a Participant's Rollover Account may be made:
- at any time.
  - only when the Participant is otherwise entitled to a distribution under the Plan.

**EGTRRA TRANSITION RULES**

The following questions only apply if this is an EGTRRA restatement (i.e., Question 5.c. is selected). If this is not an EGTRRA restatement, then this Plan will not be considered an individually designed plan merely because the following questions are deleted from the Adoption Agreement.

**NOTE:** The following provisions are designed to be left unanswered if the selections do not apply to the Plan.

37. **MINIMUM DISTRIBUTIONS.**

The Code Section 401(a)(9) Final and Temporary Treasury Regulations apply for purposes of determining required minimum distributions for calendar years beginning with the 2002 calendar year unless otherwise selected below (leave blank if not applicable):

- a.  Apply the 2001 Proposed Code Section 401(a)(9) Regulations to all minimum distributions for the 2002 distribution calendar year.
- b.  Apply the 1987 Proposed Code Section 401(a)(9) Regulations to all minimum distributions for the 2002 distribution calendar year.
- c.  Other: \_\_\_\_\_ (specify the date the Final and Temporary Regulations were first applied; e.g., the Final and Temporary Regulations only apply to distributions for the 2002 distribution calendar year that are made on or after a specified date *within* 2002 or the Plan's initial Effective Date if later).

Required minimum distributions for calendar year 2001 were made in accordance with Code Section 401(a)(9) and the 1987 Proposed Regulations, unless selected below:

- d.  Required minimum distributions for 2001 were made pursuant to the proposed Regulations under Code Section 401(a)(9) published in the Federal Register on January 17, 2001 (the "2001 Proposed Regulations").

PLEASE CAREFULLY READ

This Adoption Agreement may be used only in conjunction with the Nationwide Governmental Plan. This Adoption Agreement and the basic Plan document shall together be known as the Nationwide Governmental 401(a) Plan.

The adoption of this Plan, the qualification of the Plan and Trust under Code Sections 401(a) and 501(a), respectively, and the related tax consequences are the responsibility of the Employer and its independent tax and legal advisors.

This Adoption Agreement and the accompanying Plan document may not be used unless an authorized representative of Nationwide Retirement Solutions has acknowledged the use of the Plan. Such acknowledgement is for ministerial purposes only. It acknowledges that the Employer is using the Plan but does not represent that this Plan, including the choices selected on the Adoption Agreement, has been reviewed by a representative of Nationwide Retirement Solutions or constitutes a qualified defined contribution plan.

By: \_\_\_\_\_

With regard to any questions regarding the provisions of this Plan, adoption of the Plan, or the effect of an opinion letter from the IRS, call or write (this information must be completed by the sponsor of this Plan or its designated representative).

Name: Nationwide Retirement Solutions

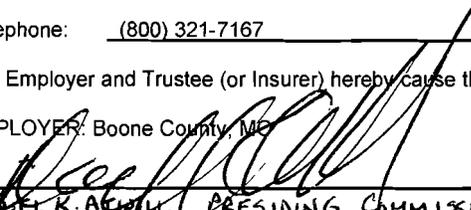
Address: 5100 Rings Road

Dublin, Ohio 43017

Telephone: (800) 321-7167

The Employer and Trustee (or Insurer) hereby cause this Plan to be executed on the date(s) specified below:

EMPLOYER: Boone County, MO

By:   
DANIEL R. ACULL PRESIDING COMMISSIONER

4-16-13

DATE SIGNED

TRUSTEE (OR INSURER):

[ ] The signature of the Trustee or Insurer appears on a separate agreement or Contract,

OR

Treasurer  
TRUSTEE OR INSURER

DATE SIGNED

Auditor  
TRUSTEE OR INSURER

DATE SIGNED

County Clerk  
TRUSTEE OR INSURER

DATE SIGNED

Representative of the County Commission  
TRUSTEE OR INSURER

DATE SIGNED

**APPENDIX A  
SPECIAL EFFECTIVE DATES AND OTHER PERMITTED ELECTIONS**

**A. Special effective dates.** The following special effective dates apply: (Select a. or all that apply to b. - d.)

a.  N/A. No special effective dates selected below.

b.  **Employer Contributions.** The Employer Contribution provisions under Questions 22. - 24. are effective:

\_\_\_\_\_

c.  **Distribution elections.** The distribution elections under Questions \_\_\_\_ (Choose 29. - 32. as applicable) are effective:

\_\_\_\_\_

d.  **Other special effective date(s):** \_\_\_\_\_

For periods prior to the above-specified special effective date(s), the Plan terms in effect prior to its restatement under this Adoption Agreement will control for purposes of the designated provisions. A special effective date may not result in the delay of a Plan provision beyond the permissible effective date under any applicable law.

**APPENDIX B  
ADMINISTRATIVE ELECTIONS**

The following are optional administrative provisions. The Administrator may implement procedures that override any elections in this section without a formal Plan amendment. In addition, modifications to this Appendix B will not affect an Employer's reliance on an IRS advisory letter or determination letter.

- A. **Loan Limitations. Note:** the separate loan program required by the DOL will override any inconsistent selections made below.  
(complete only if loans to Participants are permitted)
- a.  N/A. No loan limitations selected below.
- b.  Limitations (select all that apply):
1.  Loans will be treated as Participant directed investments.
  2.  Loans will only be made for hardship or financial necessity (as defined in the loan program).
  3.  The minimum loan will be \$ 1,000 (may not exceed \$1,000).
  4.  A Participant may only have 1 (e.g., one (1)) loan(s) outstanding at any time.
  5.  All outstanding loan balances will become due and payable in their entirety upon the occurrence of a distributable event (other than satisfaction of the conditions for an in-service distribution (including a hardship distribution), if applicable).
  6.  Loans are repaid by (if left blank, then payroll deduction applies):
    - a.  payroll deduction
    - b.  ACH (Automated Clearing House)
    - c.  check
  7.  Loans will only be permitted from the following Participant Accounts (select all that apply or leave blank if no limitations apply):
    - a.  Account attributable to Employer contributions.
    - b.  Rollover Account.
    - c.  Transfer Account.
    - d.  Other: \_\_\_\_\_

**AND**, if loans are restricted to certain accounts, the limitations of Code Section 72(p) and the adequate security requirement of the DOL Regulations will be applied:

- e.  by determining the limits by only considering the restricted accounts.
- f.  by determining the limits taking into account a Participant's entire interest in the Plan.

- B. **Life Insurance.** (Plan Section 7.5)
- a.  Life insurance may not be purchased.
- b.  Life insurance may be purchased...
1.  at the option of the Administrator.
  2.  at the option of the Participant.

**AND**, the purchase of initial or additional life insurance will be subject to the following limitations:

3.  N/A. No limitations.
4.  Limitations (select all that apply):
  - a.  Each initial Contract will have a minimum face amount of \$\_\_\_\_\_.
  - b.  Each additional Contract will have a minimum face amount of \$\_\_\_\_\_.
  - c.  The Participant has completed \_\_\_\_\_ Years (or Periods) of Service.
  - d.  The Participant has completed \_\_\_\_\_ Years (or Periods) of Service while a Participant in the Plan.
  - e.  The Participant is under age \_\_\_\_\_ on the Contract issue date.
  - f.  The maximum amount of all Contracts on behalf of a Participant may not exceed \$\_\_\_\_\_.
  - g.  The maximum face amount of any life insurance Contract will be \$\_\_\_\_\_.

- C. **Plan Expenses.** Will the Plan assess against an individual Participant's account certain Plan expenses that are incurred by, or are attributable to, a particular Participant based on use of a particular Plan feature?
- a.  No.
- b.  Yes.

- D. **Rollover Limitations.** Will the Plan accept rollover contributions and/or direct rollovers of distributions from the sources specified below?
- a.  No.
- b.  Yes.

**AND**, indicate the sources of rollovers that will be accepted (select all that apply)

1.  **Direct Rollovers.** The Plan will accept a direct rollover of an eligible rollover distribution from: (Check each that applies or none.)
  - a.  a qualified plan described in Code Section 401(a) (including a 401(k) plan, profit sharing plan, defined benefit plan, stock bonus plan and money purchase plan), excluding after-tax employee contributions.
  - b.  a qualified plan described in Code Section 401(a) (including a 401(k) plan, profit sharing plan, defined benefit plan, stock bonus plan and money purchase plan), including after-tax employee contributions.

**401(a) Plan**

- c.  a plan described in Code Section 403(a) (an annuity plan), excluding after-tax employee contributions.
  - d.  a plan described in Code Section 403(a) (an annuity plan), including after-tax employee contributions.
  - e.  a plan described in Code Section 403(b) (a tax-sheltered annuity), excluding after-tax employee contributions.
  - f.  a plan described in Code Section 403(b) (a tax-sheltered annuity), including after-tax employee contributions.
  - g.  a plan described in Code Section 457(b) (eligible deferred compensation plan).
2.  **Participant Rollover Contributions from Other Plans (i.e., not via a direct plan-to-plan transfer).**  
The Plan will accept a contribution of an eligible rollover distribution: (Check each that applies or none.)
- a.  a qualified plan described in Code Section 401(a) (including a 401(k) plan, profit sharing plan, defined benefit plan, stock bonus plan and money purchase plan).
  - b.  a plan described in Code Section 403(a) (an annuity plan).
  - c.  a plan described in Code Section 403(b) (a tax-sheltered annuity).
  - d.  a plan described in Code Section 457(b) (eligible deferred compensation plan).
3.  **Participant Rollover Contributions from IRAs:** The Plan will accept a rollover contribution of the portion of a distribution from a traditional IRA that is eligible to be rolled over and would otherwise be includible in gross income. Rollovers from Roth IRAs or a Coverdell Education Savings Account (formerly known as an Education IRA) are not permitted because they are not traditional IRAs. A rollover from a SIMPLE IRA is allowed if the amounts are rolled over after the individual has been in the SIMPLE IRA for at least two years.

**ADOPTING RESOLUTION**

The undersigned authorized representative of Boone County, MO (the Employer) hereby certifies that the following resolutions were duly adopted by the Employer on 4-16-13, and that such resolutions have not been modified or rescinded as of the date hereof.

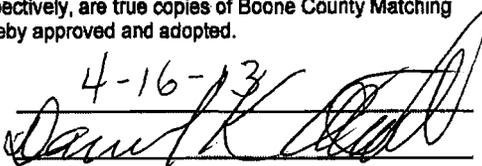
RESOLVED, that the form of amended Profit Sharing Plan and Trust effective January 1, 2011, presented to this meeting is hereby approved and adopted and that an authorized representative of the Employer is hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

The undersigned further certifies that attached hereto as Exhibits A, and B, respectively, are true copies of Boone County Matching Pension Profit Sharing Plan and the Summary of Plan Provisions which are hereby approved and adopted.

Date:

4-16-13

Signed:



DANIEL K. ATWILL PRESIDING COMMISSIONER  
[print name/title]

**CERTIFIED COPY OF ORDER**

STATE OF MISSOURI }  
 County of Boone } ea.

April Session of the April Adjourned

Term. 20 13

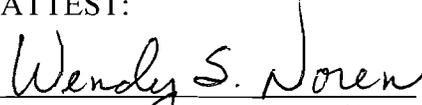
In the County Commission of said county, on the 16th day of April 20 13  
 the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the following budget amendment for reimbursement of Multidisciplinary Training for Child Welfare Cases through OSCA. The grant is effective 3/25/2013 through 3/24/2014.

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
1243	03451	Judicial Grants	State Reimbursement		2,600
1243	23050	Judicial Grants	Other Supplies		500
1243	37230	Judicial Grants	Meals/Lodging		1,100
1243	71101	Judicial Grants	Professional Services		1,000

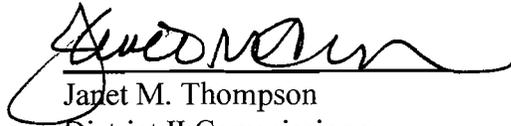
Done this 16th of April, 2013.

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

# REQUEST FOR BUDGET AMENDM

## BOONE COUNTY, MISSOURI

4/3/13  
 EFFECTIVE DATE

FOR AUDITORS USE

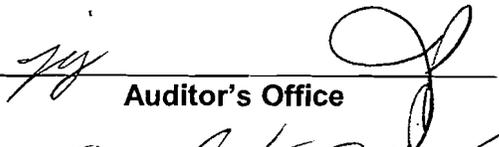
Department				Account					Department Name	Account Name	(Use whole \$ amounts)	
											Decrease	Increase
1	2	4	3	0	3	4	5	1	Judicial Grants	State Reimbursement		2,600.00
1	2	4	3	2	3	0	5	0	Judicial Grants	Other Supplies		500.00
1	2	4	3	3	7	2	3	0	Judicial Grants	Meals/Lodging		1,100.00
1	2	4	3	7	1	1	0	1	Judicial Grants	Professional Services		1,000.00

Describe the circumstances requiring this Budget Amendment. Please address any budgetary impact for the remainder of this year and subsequent years. (Use attachment if necessary): Reimburses for Multidisciplinary Training for Child Welfare Cases through OSCA. Grant runs from 3/25/13 through 3/24/14.

  
 Requesting Official

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

- A schedule of previously processed Budget Revisions/Amendments is attached.
- A fund-solvency schedule is attached.
- Comments: Budget Neutral. Grant application approved with CO123-2013

  
 Auditor's Office

Agenda

  
 PRESIDING COMMISSIONER

  
 DISTRICT I COMMISSIONER

  
 DISTRICT II COMMISSIONER

**BUDGET AMENDMENT PROCEDURES**

- County Clerk schedules the Budget Amendment for a first reading on the commission agenda. A copy of the Budget Amendment and all attachments must be made available for public inspection and review for a period of at least 10 days commencing with the first reading of the Budget Amendment.
- At the first reading, the Commission sets the Public Hearing date (at least 10 days hence) and instructs the County Clerk to provide at least 5 days public notice of the Public Hearing. **NOTE: The 10-day period may not be waived.**
- The Budget Amendment may not be approved prior to the Public Hearing.



**SUPREME COURT OF MISSOURI**  
**OFFICE OF STATE COURTS ADMINISTRATOR**

**GREGORY LINHARES**  
ADMINISTRATOR

2112 Industrial Drive  
P.O. Box 104480  
Jefferson City, Missouri  
65110

PHONE (573) 751-4377  
FAX (573) 751-5540

March 26, 2013

The Honorable Jodie Capshaw Asel  
Presiding Judge, 13<sup>th</sup> Judicial Circuit  
705 E. Walnut Street  
Columbia, MO 65201

Dear Judge Asel,

I am pleased to inform you that your application for the 13<sup>th</sup> Judicial Circuit for multidisciplinary training has been approved as follows:

**Multidisciplinary Training for Child Abuse/Neglect**

**Total Award                      \$2,600.00**

Funds are available for reimbursement to your court per the terms in the attached Notice of Award. You should review the terms of the award to insure that you understand any restrictions concerning your award. Please remember all invoices must first be paid by the county and then submitted to OSCA for reimbursement to the county.

All invoices must be submitted to OSCA by March 15, 2014. The request for reimbursement must also include a copy of the attendance list (sign-in sheet); the program agenda; list of faculty, including a statement regarding their qualifications; and a program evaluation.

The following OSCA staff has been designated to assist you and your court staff with any additional information you may need related to this program. They may be reached by telephone.

Courtney Cassil – Program Administration – (573) 522-1388  
Melissa Kampeter – Fiscal matters (invoicing/reimbursement) (573) 522-6773

Congratulations on your award. Please do not hesitate to contact me or the above named staff by phone or Lotus Notes if we can assist you in any way.

Sincerely,

Gregory J. Linhares  
State Courts Administrator

GJL/rwr

cc: The Honorable Leslie Schneider  
Teri Armistead  
Courtney Cassil  
Melissa Kampeter



Office of State Courts Administrator  
 P.O. Box 104480  
 2112 Industrial Drive  
 Jefferson City, Missouri 65110-04480

**Request for Proposal: OSCA 08-066**

**TITLE: Multidisciplinary Training for Child Welfare Cases**

**CONTACT: Russell Rottmann**

**PHONE NUMBER: 573-522-6766**

**E-MAIL: [osca.contracts@courts.mo.gov](mailto:osca.contracts@courts.mo.gov)**

**DUE DATE:** Proposals will be accepted on an ongoing basis until funds are no longer available.  
 Qualifying projects will be reviewed before funding is authorized.

**RETURN PROPOSAL TO:** Office of State Courts Administrator  
 Attn: Contracts Unit  
 P.O. Box 104480  
 2112 Industrial Drive  
 Jefferson City, MO 65110-4480

**CONTRACT PERIOD: Open ended until all grant funding has been exhausted**

**SIGNATURE REQUIRED**

AUTHORIZED SIGNATURE 		DATE 3-11-13
PRINTED NAME Leslie Schneider	TITLE Associate Circuit Court Judge	
JUDICIAL CIRCUIT 13th Judicial Circuit Court, Family Division		
MAILING ADDRESS 705 East Walnut		
CITY, STATE, ZIP Columbia, Missouri 65201		
E-MAIL ADDRESS teri.armistead@courts.mo.gov or leslie.schneider@courts.mo.gov		
TELEPHONE NUMBER 573-886-4200	FAX NUMBER 573-886-4030	

**NOTICE OF AWARD (OSCA USE ONLY)**

ACCEPTED BY OFFICE OF STATE COURTS ADMINISTRATOR AS FOLLOWS: IN ITS ENTIRETY AS SUBMITTED		
CONTRACT NUMBER OSCA 08-066-66	CONTRACT PERIOD March 25, 2013 through March 24, 2014	
CONTRACTS COORDINATOR 	DATE 3/27/13	DIRECTOR, COURT BUSINESS SERVICES DIVISION STATE COURTS ADMINISTRATOR FOR 

## I. BACKGROUND

Missouri's Juvenile Court Improvement Project (JCIP) through the Office of State Courts Administrator (OSCA) is seeking proposals from circuit courts interested in sponsoring multidisciplinary training for child welfare - abuse/neglect cases.

Funding for this training is available from a grant through the U.S. Department of Health & Human Services, Administration for Children and Families. The purpose of the Court Improvement Grant is to improve the child welfare juvenile court process and to expedite permanency for children.

This is an open-ended announcement. Proposals will be accepted on an ongoing basis until funds are no longer available. Qualifying projects will be reviewed and funded on an as requested basis.

## II. APPROVED PROGRAM REIMBURSEMENTS AND REQUIREMENTS

Multidisciplinary Training for Child Welfare Cases:

Programs must incorporate content applicable to both the Juvenile Courts and the Children's Division. Participants may include juvenile court judges, family court commissioners who hear child abuse/neglect cases, juvenile officers, juvenile court staff, attorneys for juvenile officers, guardians ad litem, attorneys for parents, circuit clerk staff, child welfare workers and supervisors, and foster parents. Collaboration between juvenile court staff and children's service workers in developing an agenda and curriculum is strongly encouraged.

Examples of possible training topics could include, but are not limited to:

- Compliance with time frames in child abuse and neglect cases
- Purpose, scope, and expectations for each hearing type
- Roles and responsibilities of all parties
- New policies and practices of the Children's Division
- Reasonable efforts
- Termination of Parental Rights (TPR)
- Case management information available to division workers and to the courts
- Running effective family support team meetings
- Developing collaborative case plans
- Improving attorney-caseworker coordination
- Serving incarcerated parents
- Rights of putative fathers
- Kinship care and adoption
- Impact of placement on child development/attachment
- Relationship of domestic violence to child abuse/neglect
- Substance abuse, sexual abuse, mental health issues

No payment will be made directly to any contracted providers. This may require that the county pay for these services up front. OSCA anticipates a 2-4 week turnaround on reimbursement. **All reimbursements will be made to the County Treasurer.**

Speakers in travel status for a minimum of 12 continuous hours may be reimbursed for meals according to the OSCA travel policy. The rates are subject to change and reimbursement rates will be those at the time of travel.

Funds may be used for reimbursements of the following expenses.

- Meeting room rentals
- Equipment rentals
- Costs to purchase/reproduce training materials
- Group luncheons for participants on the days of the training
- Costs for speakers, if required
- Mileage for participants who travel outside their official domicile to the training

**FEDERAL REGULATIONS PROHIBIT JUDICIAL EMPLOYEES FROM BEING PAID CONTRACTORS UNDER THE FEDERAL GRANT AWARD TO THE JUDICIARY. JUVENILE OFFICERS, ATTORNEYS WHO ARE EMPLOYEES OF THE JUDICIARY, ETC., MAY BE REIMBURSED FOR TRAVEL EXPENSES, BUT MAY NOT BE PAID A FEE FOR SERVICES ASSOCIATED WITH THE TRAINING.**

**Multidisciplinary training reporting requirements:**

Upon completion of the program, each circuit or combination of circuits receiving funds must submit the following to the Office of State Courts Administrator, 2112 Industrial Drive, PO Box 104480, Attn: Courtney Cassil, Jefferson City, MO 65110-4480:

- A copy of the program agenda
- List of faculty, including statement for each regarding specific qualifications
- List of attendees
- Program evaluation
- Certificate of Compliance with proof the reimbursement request/receipts have been paid

**EVALUATION CRITERIA FOR ALL PROGRAM AWARDS:**

Awards will be made based on determination that the proposed program or programs incorporate content that promotes improved case management or collaboration for child abuse and neglect cases which will benefit staff from both the Juvenile Courts and the Children's Division.

Actual and authorized expenditures for each approved program or programs will be reimbursed to a maximum of \$3,000 for a single circuit. Two or more circuits may submit a joint proposal for these training funds. Maximum reimbursement in such instances shall be calculated as \$3,000 times the number of circuits submitting the joint proposal.

A limited amount of grant funding has been authorized for these local training initiatives. Funding is available on a competitive basis and proposals will be accepted and reviewed until grant funds are no longer available.

**III. PROPOSAL REQUIREMENTS**

All circuit courts desiring to apply for funding must submit the proposal on Attachment A.

A letter of support signed by a circuit or regional manager for the Children's Division must accompany the proposal.

Completed proposals may be faxed to Russell Rottmann at 573-522-6937 or e-mailed to [osca.contracts@courts.mo.gov](mailto:osca.contracts@courts.mo.gov). Proposals may also be mailed to the address as shown on the cover sheet.

#### IV. INVOICING REQUIREMENTS

All invoices must be submitted to:

Office of State Courts Administrator  
Attn: Courtney Cassil  
P.O. Box 104480  
2112 Industrial Drive  
Jefferson City, MO 65110 - 4480

A Certificate of Compliance will be provided with the award letter when a program has been approved for funding. The Certificate of Compliance should be completed and submitted with each request for reimbursement.

## Attachment A

### MULTIDISCIPLINARY TRAINING FOR CHILD ABUSE/NEGLECT CASES PROPOSAL

**IMPORTANT:** A letter of support signed by a circuit or regional manager for the Children's Division must accompany this proposal.

Circuit(s) applying: 13th Judicial Circuit

**Training topics/learning objectives (describe)**

The 13th Judicial Circuit Court, Juvenile Division has participated in the Fostering Court Improvement Project since October of 2006. Since October 2006, the members of the Fostering Court Improvement Project have grown in the number of members involved, as well as in the number of agencies/stakeholders represented. Additionally, since October 2006, the Fostering Court Improvement Project Committee has been involved in addressing numerous issues facing the Court, as well as issues in reaching the Committee's goal of achieving permanency in a timely manner for the families served. The Fostering Court Improvement Project Committee has identified a need to educate all members of the multidisciplinary team with regard to child safety decision making. Training is being developed to help participants identify threats of danger within a child's home and to make informed decisions in the event that removal of the child from the home is necessitated, by practicing skills to include; identification of safety issues, establishment of safety plans, out of home removal procedures and information necessary to support removal of the child from the home. The training will be geared toward all members of the multidisciplinary team involved in the removal of children from their home.

**TARGETED AUDIENCE** (check all that apply). NOTE: Participants MUST include representatives from both the Juvenile Court and the Children's Division.

- Judges/Commissioners     Juvenile Officers     Attorneys for Juvenile Officers
- CASA Children's Division     Contracted Providers for Children's Division     Guardians ad Litem
- Department of Mental Health     Foster Parents     Parent's Attorneys     Circuit Clerk Staff

Estimated Number of Participants: 20-30

If a joint proposal is being submitted, what percentage of the total participants do you anticipate will come from each of the circuits?

Circuit Number	Anticipated % of total participants

**ITEMIZED BUDGET NOTE:** Meals and mileage will be reimbursed in accordance with OSCA regulations for persons traveling outside their official domicile. This information for meals and mileage may be found in the Lotus Notes MCIC database under Travel Reimbursement and Guidelines. Per person costs for group meals, beverages, and snacks may not exceed \$11 per person, including gratuity. Speakers who are in travel status at least 12 hours may be reimbursed for meal costs based on the OSCA travel policy. Total reimbursement will not exceed \$3,000 for a program or programs involving a single circuit. If more than one circuit sponsors the program or programs, reimbursement will not exceed \$3,000 times the number of circuits submitting the joint proposal. (Attach additional sheets if necessary.)

Costs for lodging will NOT be reimbursed, except as required for a speaker traveling more than 75 miles to the training site and for emergency situations.

Room Rental	\$300.00
Equipment Rental	
Group Luncheon/Beverages/Snacks	\$800.00
Mileage	
Speaker Honorarium (if required)	\$1000.00
Speaker Travel (if required)	
Other (list)	Supplies - \$500.00
Total	\$2600.00

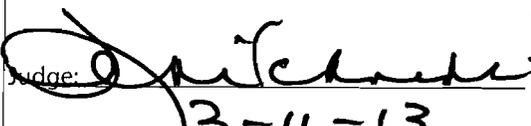
**LETTER OF SUPPORT**

Letter of support from circuit or regional manager from the Children's Division (check one)

attached

not attached

**SIGNATURES.** The signature of the Presiding Judge or Administrative Judge of the Family Court AND the Juvenile Officer is required. If a joint proposal is being submitted, the Presiding Judge or Administrative Judge of the Family Court and the Juvenile Officer of each participating circuit must sign the proposal. (Attach additional sheets if necessary.)

Circuit Number 13th Judicial Circuit Court	
Judge:  3-11-13	Juvenile Officer: 

Circuit Number	
Judge: _____	Juvenile Officer: _____

Circuit Number	
Judge: _____	Juvenile Officer: _____

*Missouri Department of*  
**SOCIAL SERVICES**  
*Your Potential. Our Support.*

JEREMIAH W. (JAY) NIXON, GOVERNOR • Alan O. Freeman, DIRECTOR

CHILDREN'S DIVISION

MICHELLE R. OBERLAG, 13TH CIRCUIT MANAGER

PO BOX 1227 COLUMBIA, MO 65205-1227

WWW.DSS.MO.GOV • 573-882-9180 • FAX 573-884-8078

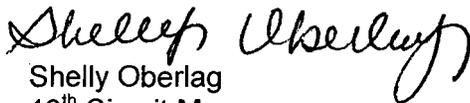
March 4, 2013

To Whom It May Concern,

The 13<sup>th</sup> Circuit (Boone and Callaway) Children's Division is collaborating with our Fostering Court Improvement team to train Children's Division Staff and our community partners on safety vs. risk. Children's Division front line staff and supervisors will work with our Family Court Judge, Juvenile Office, Guardian Ad Litem, CASA's, and parent attorneys in this training component. The training is developed to introduce the concepts of safety threats and child vulnerabilities and caregiver protective capacities. The training will also allow for all team members to be using the same terminology when speaking about safety vs. risk. The ability to hold this training with our external stakeholders will increase our efforts of accuracy in understanding the critical elements of child safety.

The 13<sup>th</sup> Circuit Children's Division is in support of this training and the value this training will bring to all team members. The grant will allow us to hold a training that will benefit each entity that is responsible for ensuring child safety. The 13<sup>th</sup> Circuit has a good working relationship with our outside partners, and part of that strong relationship is when we can come together in this type of environment and each person can relate to what is needed from each agency and build those ongoing working relationships. Thank you for the opportunity to apply for this grant and the ability to use it with all stakeholders who are responsible for ensuring child safety.

Sincerely,



Shelly Oberlag  
13<sup>th</sup> Circuit Manager



COMMUNITY • PARTICIPATION • ACHIEVEMENT

RELAY MISSOURI

FOR HEARING AND SPEECH IMPAIRED

1-800-735-2466 VOICE • 1-800-735-2966 TEXT PHONE

*An Equal Opportunity Employer, services provided on a nondiscriminatory basis.*

# CERTIFIED COPY OF ORDER



STATE OF MISSOURI }  
County of Boone } ea.

April Session of the April Adjourned

Term. 2013

In the County Commission of said county, on the 16<sup>th</sup> day of April 20 13

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

Now on this day the County Commission of the County of Boone does hereby accept the attached certification of election from the County Clerk and Election Authority for Boone County, Missouri for the election held on the 2nd day of April, 2013. The proposal for a county-wide sales tax having been approved by a majority of qualified voters voting thereon, the Commission does hereby impose a county-wide sales tax pursuant to the provisions of RSMo §67.547, in the amount of three-eighths of one percent for the purpose of providing funding for a county-wide joint communications and dispatch center (911 Center) and for the funding of emergency management services, including the acquisition, improvement, construction, and equipping of facilities for said purposes and operating the same. Said sales tax shall be imposed on all sales which are subject to taxation under the provisions of RSMo §§144.010 – 144.525 as amended and, pursuant to RSMo §144.032, said sales tax shall also be imposed on all sales of metered water services, electricity, electrical current, and natural, artificial, or propane gas, wood, coal, or home heating oil for domestic use only.

Done this 16<sup>th</sup> day of April, 2013.

ATTEST:

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

Daniel K. Atwill  
Presiding Commissioner

Karen M. Miller  
District I Commissioner

Janet M. Thompson  
District II Commissioner



# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

April Session of the April Adjourned

Term. 20 13

In the County Commission of said county, on the 16th day of April 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 organizational use of the Government Center Atrium/Lobby by CSI Central Missouri for Canstruction Mid-Missouri to build can structures on Saturday April 27, 2013 from 7:30 a.m. to 5:00 p.m. and to display built can structures in the Atrium/Lobby April 29, 2013 to May 3, 2013 during regular business hours. It is further ordered the Presiding Commission is hereby authorized to sign the attached Application for Organizational Use form.

Done this 16th day of April, 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 Commission

## APPLICATION FOR ORGANIZATIONAL USE OF BOONE COUNTY FACILITIES

The undersigned organization hereby applies for a use permit to use the Boone County Courthouse Grounds and/or Roger B. Wilson Government Center or Centralia Satellite Office as follows:

Description of Use: Construction® Mid-Missouri design/build competition & art display for community The Food Bank  
Date(s) of Use: build structures Sat: April 27, 2013 Display April 29-May 3  
Time of Use: From: Sat: 4/27 7:30 am - 5:00 pm Display during regular business hours AM/PM thru AM/PM

Facility requested: Courthouse Grounds  - Courthouse Plaza  - Chambers  - Rm301  - Rm306  - Rm311  - Rm332   
Centralia Clinic   Atrium/Lobby

The undersigned organization agrees to abide by the following terms and conditions in the event this application is approved:

1. To notify the Columbia Police Department and Boone County Sheriff's Department of time and date of use and abide by all applicable laws, ordinances and county policies in using Courthouse grounds.
2. To remove all trash or other debris that may be deposited (by participants) on the courthouse grounds and/or in rooms by the organizational use.
3. To repair, replace, or pay for the repair or replacement of damaged property including shrubs, flowers or other landscape caused by participants in the organizational use of courthouse grounds and/or carpet and furnishings in rooms.
4. To conduct its use of courthouse grounds and/or rooms in such a manner as to not unreasonably interfere with normal courthouse and/or Boone County Government building functions.
5. To indemnify and hold the County of Boone, its officers, agents and employees, harmless from any and all claims, demands, damages, actions, causes of action or suits of any kind or nature including costs, litigation expenses, attorney fees, judgments, settlements on account of bodily injury or property damage incurred by anyone participating in or attending the organizational use on the courthouse grounds and/or use of rooms as specified in this application.

Name of Organization/Person: CSI Central Missouri for Construction® Mid-Missouri  
Organization Representative/Title: Kim Trabue, Chairperson Erik Miller, Committee member  
Address: 15 South Tenth St. (% PwArchitects, Inc.)  
Phone Number: 573-449-2683 Date of Application: 4/10/13  
Email Address: ktrabue@pwarchitects.com emiller@pwarchitects.com

### PERMIT FOR ORGANIZATIONAL USE OF BOONE COUNTY FACILITIES

The County of Boone hereby grants the above application for permit in accordance with the terms and conditions above written. The above permit is subject to termination for any reason by duly entered order of the Boone County Commission.

ATTEST:

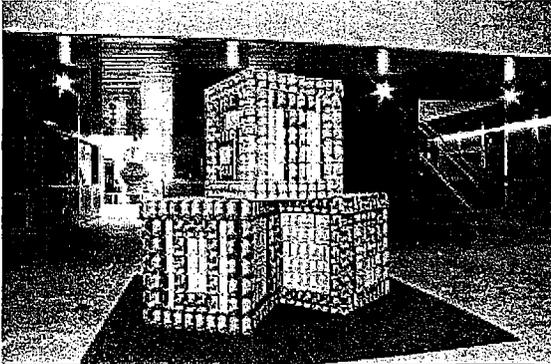
Wendy S. Noren  
County Clerk my

BOONE COUNTY, MISSOURI

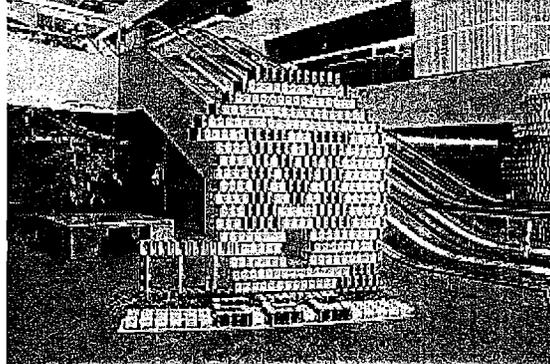
[Signature]  
County Commissioner

DATE: 4-16-13

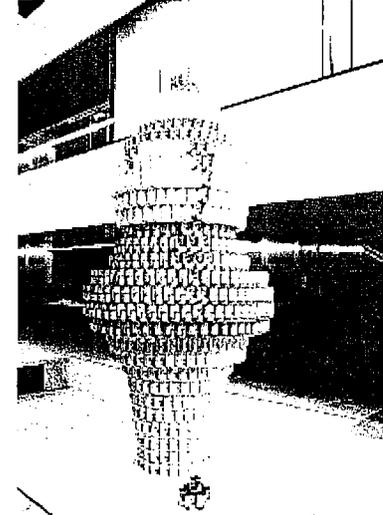
**canstruction® Mid-Missouri**  
**March 3, 2012**



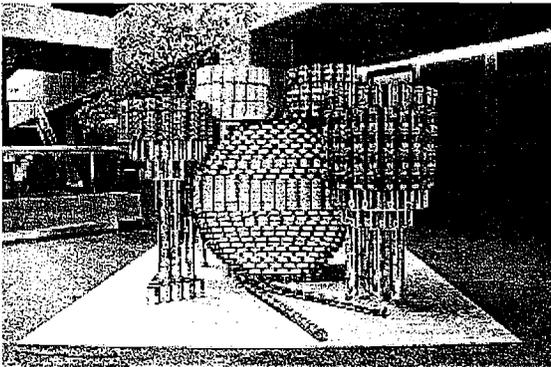
Missouri OA FMDC  
"U Can Block Out Hunger"  
Honorable Mention



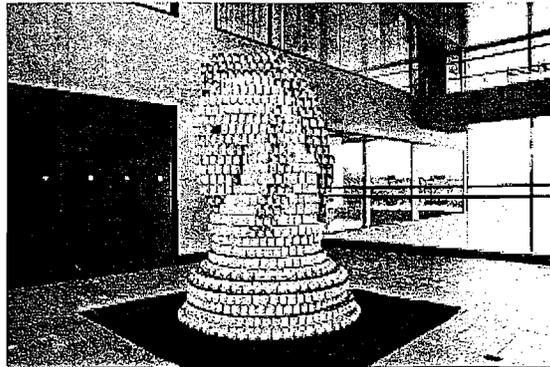
MU DESA/USGBC Students  
"Mizzou: Tackling Hunger"  
Structural Ingenuity



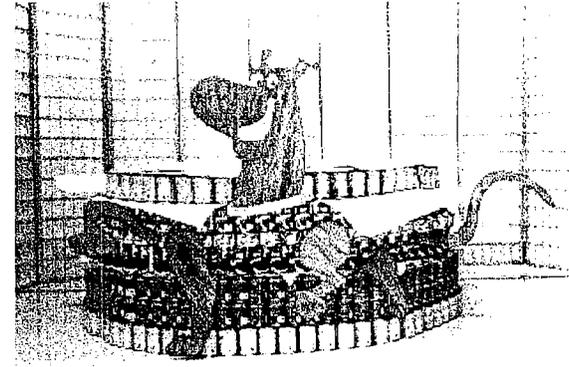
Trabue, Hansen & Hinshaw, Inc.  
"Let's Lick Hunger"  
Best Meal



Simon Oswald Architecture  
"Eat to a New Beat"  
Jurors Favorite



Peckham & Wright Architects, Inc.  
"Keep Hunger in Check"  
Best Use of Labels & People's Choice



EEE Canstruction Crew (CPS)  
"Scooby Doo Away With Hunger"  
Honorary Entry