

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

February Session of the January Adjourned

Term. 20 13

In the County Commission of said county, on the 5th day of February 20 13

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


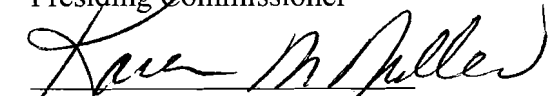
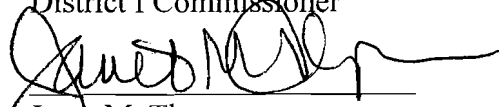
Now on this day the County Commission of the County of Boone does hereby approve the utilization of the National Joint Powers Alliance (NJPA) Cooperative Contract with Peterson Business Systems Inc. of Fenton, Missouri to furnish, deliver and install Spacesaver Storage Furniture. This is a county-wide term and supply contract.

The terms of this Cooperative 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 5th day of February, 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

**PURCHASE AGREEMENT
FOR
Spacesaver Storage Furniture
Term and Supply**

THIS AGREEMENT dated the 5th day of February 2013 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Peterson Business Systems Inc.** herein "Vendor."

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

1. **Contract Documents** - This agreement shall consist of this Purchase Agreement for a term and supply contract for **Peterson Business Systems Inc.** to furnish, deliver and install Spacesaver Storage Furniture compliant with all bid specifications (IFB #052910) and any addendum issued for the National Joint Powers Alliance Contract **052910**, Boone County Insurance Requirements, Work Authorization Certification, as well as Boone County Standard Terms and Conditions. All such documents shall constitute the contract documents which are incorporated herein by reference. Service or product data, specification and literature submitted with bid response may be permanently maintained in the County Purchasing Office bid file for this bid if not attached. In the event of conflict between any of the foregoing documents, this Purchase Agreement with Boone County Standard Terms & Conditions and the National Joint Powers Alliance Contract 052910 shall prevail and control over the vendor's bid response.

2. **Contract Duration** - This agreement shall commence on **November 8, 2012 and extend through November 7, 2013** subject to the provisions for termination specified below. This agreement may be extended beyond the expiration date in writing by the County for **one (1) additional one year period** 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.

3. **Purchase** - The County agrees to purchase from the Vendor and the Vendor agrees to supply the County with Spacesaver Storage Furniture. Items will be provided as required in the bid specifications and in conformity with the contract documents for the prices set forth in the Contractor's bid response, as needed and as ordered by County.

4. **Delivery** - Vendor agrees to deliver furniture as set forth in the bid documents and within 60 days after Receipt of Order.

5. **Billing and Payment** - All billing shall be invoiced to the Boone County respective ordering Department and billings may only include the prices listed in the vendor's bid response. No additional fees for paper work processing, labor, or taxes shall be included as additional charges in excess of the charges in the Vendor's bid response to the specifications. The County agrees to pay all invoices within thirty days of receipt. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the Vendor, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

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

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

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

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

PETERSON BUSINESS SYSTEMS INC.

BOONE COUNTY, MISSOURI

by Phil Peterson
 title President

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

APPROVED AS TO FORM:

ATTEST:

J. Blouse
 County Counselor

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

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.)

James E. Pitchford
 Signature *mg*

1/28/13
 Date

County-Wide Term and Supply
 Appropriation Account

STANDARD TERMS AND CONDITIONS - BOONE COUNTY, MISSOURI

1. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department identified in the Request for Bid and/or Proposal.
2. The Boone County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Boone County reserves the right to award this bid on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County.
3. Bidders must use the bid forms provided for the purpose of submitting bids, must return the bid and bid sheets comprised in this bid, give the unit price, extended totals, and sign the bid.
4. When products or materials of any particular producer or manufacturer are mentioned in our specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
5. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
6. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
7. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
8. In case of default by the Contractor, the County of Boone will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.
9. Failure to deliver as guaranteed may disqualify Bidder from future bidding.
10. Prices must be as stated in units of quantity specified, and must be firm. Bids qualified by escalator clauses may not be considered unless specified in the bid specifications.
11. No bid transmitted by fax machine or e-mail will be accepted.
12. The County of Boone, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
13. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms.

14. The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are incorporated herein by reference. These clauses can generally be found in the Federal Transit Administration's Best Practices Procurement Manual – Appendix A. Any questions regarding the applicability of federal clauses to a particular bid should be directed to the Purchasing Department prior to bid opening.
15. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
16. Should an audit of Contractor's invoices during the term of the Agreement, and any renewals thereof, indicate that the County has remitted payment on invoices that constitute an over-charging to the County above the pricing terms agreed to herein, the Contractor shall issue a refund check to the County for any over-charges within 30-days of being notified of the same.

BOONE COUNTY INSURANCE REQUIREMENTS

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

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

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

The Contractor has the option to provide **Owner's Contingent or Protective Liability and Property Damage** instead of the **Comprehensive General Liability Insurance**- The Contractor shall provide the County with proof of Owner's Protective Liability and Property Damage Insurance with the County as named insured, which shall protect the County against any and all claims which might arise as a result of the operations of the Contractor in fulfilling the terms of this contract during the life of the Contract. The minimum amounts of such insurance will be \$2,000,000.00 per occurrence, combined single limits. Limits can be satisfied by using a combination of primary and excess coverages. Should any work be subcontracted, these limits will also apply.

COMMERCIAL Automobile Liability – The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than \$2,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Contractor's own

automobiles, teams and trucks; hired automobiles, teams and trucks; and both on and off the site of work.

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

INDEMNITY AGREEMENT: To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.

Spacesaver Discount Structure
NJPA Agreement
RFP #052910
SSC Contract No. 4003
Storage Equipment
Effective July 1, 2010

Mobile Products	
List Price Range	Discount
\$1.00 - \$15,000.00	38.4%
\$15,001.00 - \$50,000.00	38.9%
\$50,001.00 - \$100,000.00	39.5%
\$100,001.00 - \$200,000.00	42.3%
\$200,001.00 and Above	Consult with Local Distributor

4-Post & Case-Type Shelving	
List Price Range	Discount
\$1.00 - \$15,000.00	36.8%
\$15,001.00 - \$50,000.00	39.2%
\$50,001.00 - \$100,000.00	43.9%
\$100,001.00 - \$200,000.00	46.2%
\$200,001.00 and Above	Consult with Local Distributor

Cantilever Bookstack Shelving	
List Price Range	Discount
\$1.00 - \$15,000.00	39.2%
\$15,001.00 - \$50,000.00	42.2%
\$50,001.00 - \$100,000.00	46.2%
\$100,001.00 - \$200,000.00	49.2%
\$200,001.00 and Above	Consult with Local Distributor

Wide Span Shelving	
List Price Range	Discount
\$1.00 - \$15,000.00	38.4%
\$15,001.00 - \$50,000.00	39.0%
\$50,001.00 - \$100,000.00	42.3%
\$100,001.00 - \$200,000.00	44.7%
\$200,001.00 and Above	Consult with Local Distributor

Storage Products / DSM Products	
List Price Range	Discount
\$1.00 - \$15,000.00	38.4%
\$15,001.00 - \$50,000.00	39.0%
\$50,001.00 - \$100,000.00	42.3%
\$100,001.00 - \$200,000.00	44.7%
\$200,001.00 and Above	Consult with Local Distributor

Rotary Storage Units	
List Price Range	Discount
\$1.00 - \$15,000.00	40.0%
\$15,001.00 - \$50,000.00	40.2%
\$50,001.00 - \$100,000.00	41.2%
\$100,001.00 - \$200,000.00	49.5%
\$200,001.00 and Above	Consult with Local Distributor

Extend & High Bay Shelving	
List Price Range	Discount
\$200,001.00 and Above	Consult with Local Distributor

Compact Storage Systems (CSS)	
Commercial Applications	Consult with Local Distributor
Industrial Applications	Consult with Local Distributor

- For projects over list price range noted, consult with Local Distributor.
- All discounts above include freight (tailgate delivery to dock).
- For inside delivery, negotiated job by job because custom nature and volume of equipment.
- Installation: Due to the custom nature of this equipment it is quoted per project, however, installation charges for non-union, non-prevailing wage projects will not exceed 40% of list price for any product categories noted. Projects requiring prevailing wage or union wages must be quoted project by project due to local variations in wages and classifications of labor.
- Any surcharges in effect at time of order will be applied to all individual orders.
- Warranty: 5-years parts, 1-year labor.
- Shipments: Average 60 days ARO.
- Payment Terms: Net 30 days.
- Ordering: c/o any authorized Spacesaver Area Contractor (see attachment).
- FOB Points: All items shipped FOB destination within continental United States from 1450 Janesville Avenue, Fort Atkinson, WI 53538.
- Spacesaver is a division of KI.



NJPA VENDOR CONTRACT SUMMARY – KI & SPACESAVER

DATE July 22, 2010	RFP # 052910
AWARDED CONTRACT NUMBER 052910-KII	NJPA RFP TITLE & CATEGORY FURNITURE AND/OR RELATED SERVICES, SUPPLIES, AND ACCESSORIES
CONTRACT PERIOD July 22, 2010 through July 23, 2014	PRICING MODEL Tiered pricing based on volume: discount from MSRP
DESCRIPTION Spacesaver® Corporation is the innovator in storage – from high-density mobile storage, to secure storage for military applications, government and public safety, to new ideas that can streamline education, business, industrial and healthcare operations.	
VENDOR NAME AND ADDRESS KI 1330 Bellevue Street Green Bay, WI 54302	VENDOR CONTACT Mark Waldecker Cell: 800-454-9796, Ext. 3508 mark.waldecker@ki.com www.ki.com/njpa

NJPA CONTRACTS CONSIST OF THE FOLLOWING DOCUMENTS Section 2.6 "Contract" as used herein shall mean cumulative documentation consisting of the RFP, and entire Bidder's Response, and fully executed "Acceptance and Award". <ul style="list-style-type: none">• <u>Request for Proposal (RFP)</u>• <u>Bid Acceptance & Award</u>• Bidder's Response and Pricing - Available upon request from the NJPA Contract Manager	RELATED CONTRACT DOCUMENTATION <ul style="list-style-type: none">• <u>Affidavit of Advertisement</u>• <u>Bid Opening Witness Page</u>• <u>Bid Evaluation</u>• <u>Bid Comment & Review</u>• <u>Board Minutes</u>
DOCUMENTATION OF CONTRACT MAINTENANCE <ul style="list-style-type: none">• <u>Renewal Extension 11/8/12</u>• <u>Renewal Extension 7-22-12</u>• <u>Renewal Extension 7/22/11</u>	ADDITIONAL INFORMATION: <ul style="list-style-type: none">• <u>KI & Spacesaver Contract Award Announcement</u>

NJPA INFORMATION

NJPA CONTACT Tony Glenz	TITLE Contract Manager
PHONE 218-894-5491	EMAIL tony.glenz@njpacoop.org
ADDRESS 202 12th Street NE, P.O. Box 219, Staples, MN 56479	WEBSITE www.njpacoop.org

**FIRST AMENDMENT TO
PROPOSAL OFFERING AND ACCEPTANCE AND AWARD RFP #052910
and Contract Number #052910-KII**

For the procurement of
FURNITURE AND/OR RELATED SERVICES, SUPPLIES, AND ACCESSORIES
between

Krueger International, Inc. (KI)
1330 Bellevue Street
Green Bay, WI 54302

and
The National Joint Powers Alliance® (NJPA)
202 12th ST NE
Staples, MN 56479

Whereas, NJPA and KI wish to amend certain terms and conditions of the Contract; and

Whereas, NJPA and KI, for the purposes of indicating that Spacesaver Corporation (Spacesaver), a subsidiary of KI, was a Proposer to the initial RFP and is a Party to this contract, consent to and approve the amendment of the Contract as set forth herein.

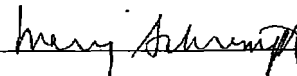
Now, therefore, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

That portion of said "Contract" (RFP #05290, Form D), which previous to this Amendment did not include Spacesaver, shall be amended to insert the following:

"Company Name: Spacesaver Corporation
Company Address: 1450 Janesville Avenue
City: Fort Atkinson State: WI

Date: _____
Zip: 53538

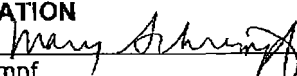
Contact Person: Patty Koshak Title: Contracts Manager

Authorized Signature: 
Name: Mary Schrimpf
Title: Vice President, Finance & Administration
Date: 1/24/12


To the extent this Amendment shall be deemed to be inconsistent with any terms or conditions of the RFP, Contract or any exhibits or attachments thereto, the terms of this Amendment shall govern.

IN WITNESS THEREOF, the Parties have caused this Amendment to be signed by their authorized representatives as of the day and year first written.


SPACESAVER CORPORATION

Authorized Signature: 
Printed Name: Mary Schrimpf
Title: Vice President, Finance & Administration
Date: 1/24/12

THE NATIONAL JOINT POWERS ALLIANCE®

Authorized Signature: 
Printed Name: Todd Lyscio
Title: Executive Director
Date: 1/25/12

KRUEGER INTERNATIONAL, INC.

Authorized Signature: 
Printed Name: Guy Patzke
Title: Assistant Secretary
Date: 1-11-12

**Proposal Offering
And Acceptance and Award
RFP #011510**

FORM D

FURNITURE AND/OR RELATED SERVICES, SUPPLIES, AND ACCESSORIES,

Proposal Offering (To be completed Only by Proposer)

In compliance with the Request for proposal (RFP) for FURNITURE AND/OR RELATED SERVICES, SUPPLIES, AND ACCESSORIES, the undersigned warrants that I/we have examined this RFP and, being familiar with all of the instructions, terms and conditions, general specifications, expectations, technical specifications, service expectations and any special terms, do hereby offer and agree to furnish the defined products/services and services in compliance with all terms, conditions of this RFP, any applicable amendments of this RFP, and all Proposer's Response documentation. Proposer further understands they are the sole offeror herein and that the performance of any sub-contractors employed by the Proposer in fulfillment of this offer is the sole responsibility of the Proposer.

Company Name: Krueger International, Inc Date: May 26, 2010

Company Address: 1330 Bellevue Street

City: Green Bay State: WI Zip: 54302

Contact Person: Mark Waldecker Title: KI Market Manager

Authorized Signature (ink only):  Guy Patzke
(Name printed or typed)

Contract Acceptance and Award (To be completed only by NJPA)

Your proposal offering is hereby accepted and awarded. As the awarded Proposer, you are now bound to provide the defined goods and services contained in your proposal offering according to all terms, conditions, and pricing set forth in this RFP, any amendments to this RFP, and the Proposer's Response. The term of the Contract shall commence on the date of this award and continue for four years AND which is subject to annual renewal at the option of both parties.

National Joint Powers Alliance® (NJPA)

NJPA Authorized signature: Ausan Manik
(Name printed or typed)

Title: Executive Director NJPA

Awarded this 22nd day of July Contract Number # 052910-K11

NJPA Authorized signature: Jane A. Waller
(Name printed or typed)

Title: Board Clerk

Executed this 22nd day of July Contract Number # 052910-K11

ANNUAL RENEWAL OF CONTRACT

made by and between

Krueger International, Inc. (Vendor)
1330 Bellevue Street
Green Bay, WI 54302

and

National Joint Powers Alliance® (NJPA)
202 12th Street NE
Staples, Minnesota 56479
Phone: (218) 894-1930

Whereas:

"Vendor" and "NJPA" have entered into an "Acceptance and Award #052910-KI" for the procurement of Furniture and/or Related Services, Supplies and Accessories, and having a maturity date of July 22, 2014 and which are subject to annual renewals at the option of both parties.

Now therefore:

"Vendor" and "NJPA" hereby desire and agree to extend and renew the above defined contracts for the period of November 8, 2012 through November 7, 2013.

National Joint Powers Alliance® (NJPA)

By: *[Signature]* Its: EXECUTIVE DIRECTOR

Name printed or typed: TODD LYSCIO

Date: 12/5/12

Krueger International, Inc.

By: *[Signature]* Its: ASST Secretary

Name printed or typed: Gay Piteke

Date: 11-30-12

If you do not desire to extend contract, please sign below and return this agreement.
Discontinue: We desire to discontinue the contract.

Signature:

Date:

ANNUAL RENEWAL OF AGREEMENT

made by and between

Krueger International, Inc. (Vendor)
1330 Bellevue Street
Green Bay, WI 54302

and

National Joint Powers Alliance® (NJPA)
200 First Street NE
Staples, Minnesota 56479
Phone: (218) 894-5482

Whereas:

“Vendor” and “NJPA” have entered into 1) an “Acceptance of Bid and IFB Award #052910-KII” for Furniture and/or Related Services, Supplies and Accessories, and 2) a maturity date of July 22, 2014, and which are subject to annual renewals at the option of both parties.

Now therefore:

“Vendor” and “NJPA” hereby desire and agree to extend and renew the above defined contracts for the period of July 22, 2012 through July 22, 2013.

National Joint Powers Alliance®(NJPA)

By: Todd Lyscio, Its: Executive Director

Name printed or typed: Todd Lyscio

Date 5/23/12

Krueger International, Inc.

By: [Signature], Its: [Signature]

Name printed or typed: [Signature]

Date [Signature]

If you do not want to extend contract, please sign below and return this agreement.

Discontinue: We desire to discontinue the contract.

Signature: _____ Date: _____

ANNUAL RENEWAL OF AGREEMENT

made by and between

Krueger International, Inc. (Vendor)
1330 Bellevue Street
Green Bay, WI 54302

and

National Joint Powers Alliance® (NJPA)
f/k/a North Central Service Cooperative (NCSC)
200 First Street NE
Staples, Minnesota 56479
Phone: (218) 894-5482 Fax: (218) 894-3045

Whereas:

"Vendor" and "NJPA" have entered into 1) an "Acceptance of Bid and IFB Award #052910-KII", and 2) and a maturity date of July 22, 2014, and which are subject to annual renewals at the option of both parties.

Now therefore:

"Vendor" and "NJPA" hereby desire and agree to extend and renew the above defined contracts for the period of July 22, 2011 through July 22, 2012.

National Joint Powers Alliance®(NJPA) f/k/a North Central Service Cooperative (NCSC)

By: *Todd Lyseo*, Its: EXECUTIVE DIRECTOR

Name printed or typed: TODD LYSEO

Date 6/2/11

Krueger International, Inc.

By: *Paul Schueller*, Its: Sales Operations Mgr.

Name printed or typed: Paul Schueller

Date 6/7/11

If you do not want to extend contract, please sign below and return this agreement.
Discontinue: We desire to discontinue the contract.

Signature: _____ Date: _____

National Joint Powers Alliance® (herein NJPA) REQUEST FOR PROPOSAL (herein RFP)

for the procurement of

FURNITURE AND/OR RELATED SERVICES, SUPPLIES, AND ACCESSORIES

RFP Opening

May 28, 2010

2:00 p.m. CST

At the offices of the

National Joint Powers Alliance®

200 First Street Northeast, Staples, MN 56479

RFP #052910

The National Joint Powers Alliance® (NJPA) issues this request for proposal (RFP) to provide FURNITURE AND/OR RELATED SERVICES, SUPPLIES, AND ACCESSORIES, to NJPA, and current and potential NJPA Members from government, education to include Colleges and Universities, and non-profit agencies in all 50 states, and with potential international distribution. Specifications and details of this RFP are available beginning April 28, 2010 and continuing until May 19, 2010. Details and specifications may be obtained by letter of request to Gregg Meierhofer, NJPA, 200 First Street Northeast, Staples, MN 56479, or by e-mail at RFP@njpacoop.org. Sealed Proposals will be received until May 28, 2010 at 2:00 p.m. at the above address. NJPA reserves the right to reject any and all Proposals.

The text above is the Public Notice to Proposers to be used by NJPA.

RFP Timeline

April 28, 2010 and

May 5, 2010

May 19, 2010

May 21, 2010 10:00AM Central

May 28, 2010 4:00 PM. Central

May 29, 2010 8:00AM Central

- *Publication of RFP in the print and online Minneapolis Star Tribune, the NJPA website, and on the website of Proposednoticetoproposedders.com*
- *Deadline for RFP requests*
- *Pre-Proposal Conference (webcast – conference call)*
- *Deadline for Submission of Proposals*
- *Public Opening of Proposals*

Direct questions regarding this RFP to:

Gregg Meierhofer at gregg.meierhofer@njpacoop.org or (218)894-1930

RFP Procedures offers the methods for submitting questions.

TABLE OF CONTENTS

1. INTRODUCTION
 - A. About NJPA
 - B. Joint Exercise of Powers Laws
 - C. Why Propose a National Cooperative Procurement Contract
 - D. The Intent of this RFP
 - E. Scope of this RFP
 - F. Expectations for Products/Services being Proposed
 - G. Certification – Firm offer to contract
2. DEFINITIONS
 - A. Proposer – Vendor
 - B. Contract
 - C. Time
 - D. Proposer’s Response
 - E. Currency
3. INSTRUCTIONS TO PREPARING YOUR PROPOSAL
 - A. Pre-Proposal Conference
 - B. Identification of key personnel
 - C. Proposer’s exceptions to terms and conditions
 - D. Formal instructions to Proposers
 - E. Contents and tabbing of Proposal Submission
 - F. Questions and answers about this RFP
 - G. Modification or withdrawal of a submitted Proposal
 - H. Value added attributes, products/services
 - I. Certificate of Insurance
 - J. Order Process and/or Funds Flow
 - K. Administrative Fees
4. PRICING STRATEGIES
 - A. Line-Item Pricing
 - B. Percentage discount from catalog or category
 - C. Core List Pricing
 - D. Hot List Pricing
 - E. Ceiling Price
 - F. Volume Price Discounts
 - G. Sourced Goods
 - H. Total Cost of Acquisition
 - I. Requesting Product and Service additions/deletions
 - J. Requesting Pricing Changes
 - K. Pricing and Products Changes Format
 - L. Single Statement of Pricing – Historical Record of Pricing
 - M. Payment Terms
 - N. Sales Tax
 - O. Shipping and Shipping Program
 - P. Normal Working Hours
5. MARKETING PLAN
6. PROPOSAL OPENING PROCEDURE
7. EVALUATION OF PROPOSALS
 - A. Proposal evaluation process
 - B. Proposer Responsiveness
 - C. Proposal evaluation criteria
 - D. Cost Scoring Evaluation
 - E. Product Testing
 - F. Past performance information
 - G. Waiver of formalities
8. POST AWARD OPERATING ISSUES
 - A. Subsequent Agreements
 - B. NJPA Member sign-up procedure
 - C. Reporting of sale activity
 - D. Audits
 - E. Hub Partner
 - F. Trade-Ins
 - G. Out of Stock Notification
 - H. Termination of a Contract resulting from this RFP
9. GENERAL TERMS AND CONDITIONS
 - A. Advertisement of RFP
 - B. Advertising a Contract Resulting From this RFP
 - C. Applicable law
 - D. Assignment of Contract
 - E. Proposers List
 - F. Captions, Headings, and Illustrations
 - G. Confidential Information
 - H. Data Privacy
 - I. Entire Agreement
 - J. Force Majeure
 - K. Gratuities
 - L. Hazardous Substances
 - M. Legal Remedies
 - N. Licenses
 - O. Material Suppliers and Sub-Contractors
 - P. Non-Wavier of Rights
 - Q. Protests of Awards Made
 - R. Provisions Required by Law
 - S. Public Record
 - T. Right to Assurance
 - U. Suspension or Disbarment Status
 - V. Human Rights Certificate
 - W. Severability
 - X. Relationship of Parties

1. INTRODUCTION

A. ABOUT NJPA

1.1 The National Joint Powers Alliance®- (NJPA)- is a public agency serving as a national municipal contracting agency established under the Service Cooperative statute by Minnesota Legislative Statute §123A.21 with the authority to develop and offer, among other services, cooperative procurement services to its membership. Eligible membership includes cities, counties, governmental agencies, both public and non-public educational agencies, colleges, universities and non-profit organizations. This Minnesota Statute also allows for service to NJPA Member agencies in Minnesota and all other states.

1.2 To this end, NJPA has established a series of procurement contracts with various Vendors of products/services which NJPA Members desire to procure. These procurement contracts are created in compliance with applicable Minnesota Municipal Contracting Laws. A complete listing of NJPA cooperative procurement contracts can be found at www.njpacoop.org.

1.3 NJPA's publicly elected Board of Directors calls for all proposals, awards all Contracts, and hosts those resulting Contracts and offers them for the benefit of its Membership.

1.4 NJPA currently serves over 30,000 member agencies. Both membership and utilization of NJPA Contracts continues to expand at exponential rates. The value of our Contracts driven to our Members is reflected in our growth.

B. JOINT EXERCISE OF POWERS LAWS

1.5 NJPA cooperatively shares those contracts with its Members nationwide through various "Joint Exercise of Powers Laws" established in Minnesota and most other States. The Minnesota "Joint Exercise of Powers Law" is Minnesota Statute §471.59 which states "Two or more governmental units...may jointly or cooperatively exercise any power common to the contracting parties..." Similar Joint Exercise of Powers Laws for each State of the United States can be found on our website at <http://www.njpacoop.org/LEARN/About/Legal.html> and clicking on that state at the bottom of the webpage.

C. WHY RESPOND TO A NATIONAL COOPERATIVE PROCUREMENT CONTRACT

1.6 National Cooperative Procurement Contracts create value for both Municipal buyers and their Vendors of products/services in two ways:

1.6.1 We **save the time and effort** of many municipal buyers bringing individual procurement proposals AND the time and effort of the Vendors in responding individually to those invitations. A single invitation for a cooperatively held contract can replace potentially thousands of invitations for the same items from individual NJPA Members.

1.6.2 We earn **volume purchasing discounts** which are passed on to our Members. A single awarded Proposal is likewise exposed to thousands of potential Municipal purchasing units nationwide creating efficiency and savings to the business community as they sell products and services to government and education agencies.

1.7 State laws that permit or encourage cooperative purchasing contracts do so with the belief that lower prices, better overall value and time savings will be the result.

1.8 The collective purchasing power of thousands of NJPA Members nationwide offers the opportunity for volume pricing discounts. Although no volume is guaranteed by a Contract resulting from this RFP, substantial volume is anticipated and volume pricing is requested and justified.

1.9 NJPA and its Members desire the best value for their procurement dollar as well as a competitive price. Pre-competed procurement contracts offer NJPA and its Members the ability to more directly compare non-price factors in their procurement analysis and it offers Vendors the opportunity to display those attributes without the timing and interpretation constraints of a typical individual proposal process.

D. THE INTENT OF THIS RFP

1.10 The intent of this RFP is to award an Exclusive Single Award Contract to a qualifying manufacturer or distributor Proposer demonstrating a solution which meets and/or exceeds the requirements of NJPA and its Members within the scope of **FURNITURE AND/OR RELATED SERVICES, SUPPLIES, AND ACCESSORIES**. Qualifying Proposers must be able to demonstrate the knowledge of any and all applicable industry standards, laws and regulations; and the ability to both market to and service NJPA Members in all 50 states, All proposals received will be evaluated based on (among several other factors) their ability to provide the greatest utility to NJPA and NJPA Members and across the widest spectrum of products and services.

1.11A response to this RFP can be in the form of a Line-Item Pricing and/or Percentage Discount from Catalog or Category Pricing purchasing contract. NJPA desires a relationship with a vendor providing a broad array of equipment, products, supplies, accessories and services anticipated and generally requested and desired by NJPA members from the **FURNITURE AND/OR RELATED SERVICES, SUPPLIES, AND ACCESSORIES** industry. Those products and services must include those most commonly used and desired by NJPA and its Members. NJPA is seeking a Prime and Exclusive Vendor relationship to best serve the overall needs of NJPA and NJPA Members nationally.

1.12 Non-Manufacturer Awards: NJPA reserves the right to make an award related to this invitation to a non-manufacturer such as a mass distributor if such action is in the best interests of NJPA and its Members.

1.13 Multiple Awards: Although it is NJPA's intent to award a contract to a single Vendor, NJPA reserves the right to award a Contract to multiple Proposers where the responding Proposers are deemed to lack the ability to appropriately service a national contract or such action is deemed to be in the best interests of NJPA and its Members

1.14 Award by Board of Directors: An Award of Contract may be made by the NJPA Board of Directors based on the recommendation of the NJPA Proposal Review Committee and on the best interests of NJPA and its Members. NJPA is seeking a Prime, Exclusive Vendor relationship(s) to meet this need. The goal and intent of this RFP is to follow through with a proposal award and contract to be marketed nationally through a cooperative effort between the awarded vendor(s) and NJPA to its participating members.

1.15 Best Responsive – Responsible Proposer: It is the intent of NJPA to award a Contract to the best responsible and responsive Proposer(s) offering the best overall quality and selection of products/services and services meeting the commonly requested specifications of the NJPA and NJPA Members, provided the Proposer's Response has been submitted in accordance with the requirements of this RFP.

1.16 Sealed Proposals: NJPA will receive sealed proposal responses to this RFP in accordance with accepted standards set forth in the Minnesota Procurement Code and Uniform Municipal Contracting Law. Awards may be made to responsible and responsive Proposers whose proposals are determined in writing to be the most advantageous to NJPA and its current or qualifying future NJPA Members.

1.17 Use of Contract: Any Contract resulting from this solicitation shall be awarded with the understanding that it is for the sole convenience of NJPA and its Members. NJPA and/or its members reserve the right to obtain like goods and services solely from this Contract or from another contract source of their choice.

1.18 NJPA's interest in a contract resulting from this RFP: Notwithstanding its own use, to the extent NJPA issues this RFP and any resulting contract for the use of its Members, NJPA's interests and liability for said use shall be limited to the competitive proposal process performed and terms and conditions relating to said contract and shall not extend to the products, services, or warranties of the Awarded Vendor or the intended or unintended effects of the goods and services procured there from.

1.19 Sole Source of Responsibility- NJPA desires a "Sole Source of Responsibility" Vendor meaning the Vendor will take sole responsibility for the performance of delivered products/services. NJPA also desires sole responsibility with regard to:

1.19.1 Scope of Products/Services: NJPA desires a single provider for the broadest possible scope of the goods and services being proposed over the largest possible geographic area and to the largest possible cross-section of NJPA Members.

1.19.2 Vendor use of sub-contractors in sourcing or delivering goods and services: NJPA desires a single source of responsibility for products/services proposed. Proposer's are assumed to have sub-contractor relationships with all organizations and individuals whom are external to the Proposer and are involved in providing or delivering the goods and services being proposed. Vendor assumes all responsibility for the products/services and actions of any such Sub-Contractor.

E. SCOPE OF THIS RFP

1.20 Additional Definition for the scope of this solicitation.

1.20.1 In addition to **FURNITURE AND/OR RELATED SERVICES, SUPPLIES, AND ACCESSORIES**, this solicitation should be read to include:

1.20.1.1 Furniture related storage

1.20 Solutions Based Invitation:

1.20.1 All potential Proposers are assumed to be professionals in their respective fields. As professionals you are deemed to be intimately familiar with the spectrum of NJPA and NJPA Member's needs and requirements with respect to the scope of this RFP.

1.20.2 With this intimate knowledge of NJPA and NJPA Member's needs, Proposers are instructed to provide their proposal response in a format describing their solutions to those current and future needs and requirements. Proposers should take care to be economical in their response to this RFP.

1.20.3 Multiple solutions to the needs of NJPA and NJPA Member's are possible. **Examples could include:**

1.20.3.1 Materials Only Solution: A Materials Only Solution may be appropriate for situations where NJPA or NJPA Members possess the ability, either in-house or through local third party contractors, to properly install and bring to operation those materials being proposed.

1.20.3.2 Turn-Key Solutions: A Turn-Key Solution is combination of materials and services which provides a single price for materials, delivery, and installation to a properly operating status. Generally this is the most desirable solution as NJPA and NJPA Members may not possess, or desire to engage, personnel with the necessary expertise to complete these tasks internally or through other independent contractors

1.20.3.3 Good, Better, Best: Where appropriate and properly identified, Proposers are invited to offer the CHOICE of good – better – best multiple grade solutions to NJPA and NJPA Member’s needs.

1.20.3.4 Proven – Accepted – Leading Edge Technology: Where appropriate and properly identified, Proposers are invited to provide the CHOICE of an appropriately identified spectrum of technology solutions to NJPA and NJPA Member’s needs both now and into the future.

1.21 Geographic Area to be Proposed: This RFP invites proposals to provide **FURNITURE AND/OR RELATED SERVICES, SUPPLIES, AND ACCESSORIES** to NJPA and NJPA Members throughout the entire United States and possibly internationally. Proposers will be expected to express willingness to explore service to NJPA Members located abroad; however the lack of ability to serve Members outside of the United States will not be cause for non-award. The ability to serve Canada, for instance, will be viewed as a value-added attribute.

1.22 Manufacturer as a Proposer: If the Proposer is a Manufacturer or wholesale distributor, the response received will be evaluated on the basis of a response made in conjunction with that Manufacturer’s Dealer Network. Unless stated otherwise, a Manufacturer or wholesale distributor Proposer is assumed to have a documented relationship with their Dealer Network where that Dealer Network is informed of, and authorized to accept, purchase orders pursuant to any Contract resulting from this RFP on behalf of the Manufacturer or wholesale distributor Proposer. Any such dealer will be considered a sub-contractor of the Proposer/Vendor. The relationship between the Manufacturer and wholesale distributor Proposer and its Dealer Network may be proposed at the time of the proposed submission if that fact is properly identified.

1.23 Dealer/Re-seller as a Proposer: If the Proposer is a dealer or re-seller of the products and/or services being proposed, the response will be evaluated based on the Proposer’s authorization to provide those products and services from their manufacturer. Where appropriate, Proposers must document their authority to offer those products and/or services.

1.24 Contract Term: A contract resulting from this RFP will become effective the date of execution by NJPA of the “Offering and Award” (Form D). NJPA is seeking a Contract base term of four years subject to annual renewals as allowed by Minnesota Contracting Law. Full term is expected, however will only occur through successful annual renewals. One additional one-year renewal-extension may be offered by NJPA to Vendor beyond the original four year term if NJPA deems such action to be in the best interests of NJPA and its Members.

1.25 Minimum Contract Value: NJPA anticipates considerable activity resulting from this RFP and subsequent award; however no commitment of any kind is made concerning actual quantities to be acquired. NJPA does not guarantee usage. Usage will depend on the actual needs of the NJPA Members and the value of the awarded contract.

1.26 Estimated Contract Volume: Estimated quantities and sales volume are based on potential usage by NJPA and NJPA Members.

1.27 Largest Possible Solution: If applicable, Contracts will be awarded to Proposer(s) able to deliver a proposal meeting the entire needs of NJPA and its Members within the scope of this RFP. NJPA prefers Proposers submit their complete product line of products and services described in the scope of this RFP. NJPA reserves the right to reject individual, or groupings of specific products/services proposals as a part of the award.

1.28 Contract Availability: This Contract must be available to all current and potential NJPA Members who choose to utilize this NJPA Contract to include all governmental agencies, public and private

primary and secondary education agencies, and all non-profit organizations nationally.

1.29 Proposer's Commitment Period: In order to allow NJPA the opportunity to evaluate each proposal thoroughly, NJPA requires any response to this solicitation be valid and irrevocable for ninety (90) days after the date proposals were opened regarding this RFP.

F. EXPECTATIONS FOR PRODUCTS/SERVICES BEING PROPOSED

1.30 Industry Standards: Except as contained herein, the specifications or solutions for this RFP shall be those accepted guidelines set forth by the **FURNITURE AND/OR RELATED SERVICES, SUPPLIES, AND ACCESSORIES** industry, as they are generally understood and accepted within that industry across the nation. Submitted products/services, related services, and their warranties and assurances are required to meet and/or exceed all current, traditional and anticipated needs and requirements of NJPA and its Members.

1.30.1 Deviations from industry standards must be identified by the Proposer and explained how, in their opinion, the products/services they propose will render equivalent functionality, coverage, performance, and/or service. Failure to detail all such deviations may comprise sufficient grounds for rejection of the entire proposal.

1.31 Important note: NJPA does not typically offer specific product and service specifications; rather NJPA is requesting an industry standard or accepted specification for the requested products and services. Where specific line items are specified, those line items should be considered the minimum which can be expanded by the Proposer to deliver the Proposer's "Solution" to NJPA and NJPA Member's needs.

1.32 Commonly used Goods and Services: It is important that the products/services submitted are the products/services commonly used by public sector entities.

1.33 New Current Model Goods: Proposals submitted shall be for new, current model products and services with the exception of certain close-out products allowed to be offered on the Proposer's "Hot List" described herein.

1.34 Compliance with laws and standards: All items supplied on this Contract shall comply with any current applicable safety or regulatory standards or codes.

1.35 Delivered and operational; Products offered herein are to be proposed based upon being delivered and operational at the NJPA Member's site. Exceptions to "delivered and operational" must be explicitly disclosed in your proposal response.

1.36 Warranty: The Proposer/Vendor warrants that all products, equipment, supplies, and services delivered under this Contract shall be covered by the industry standard or better warranty. All products and equipment should carry a minimum industry standard manufacturer's warranty that includes materials and labor. The Proposer has the primary responsibility to submit, as a part of Tab 7, product specific warranty as required and accepted by industry standards. Dealer/Distributors agree to assist the purchaser in reaching a solution in a dispute over warranty's terms with the manufacturer. Any manufacturer's warranty which is effective past the expiration of the warranty will be passed on to the NJPA member. Failure to submit a minimum warranty may result in the non-award.

1.37 Proposer's Warrants: The Proposer warrants all goods and services furnished hereunder will be free from liens and encumbrances; and defects in design, materials, and workmanship; and will conform in all respects to the terms of this RFP including any specifications or standards. In addition, Proposer/Vendor warrants the goods and services are suitable for and will perform in accordance with the purposes for which they were intended.

G. CERTIFICATION – FIRM OFFER TO CONTRACT

1.38 By execution and delivery of a proposal, Proposer certifies:

1. The submission of the offer did not involve collusion or any other anti- competitive practices;
2. The Proposer/Vendor shall not discriminate against any employee or applicant for employment in violation of Federal and State Laws (see Federal Executive Order 11246);
3. The Proposer has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with the submitted offer (see Gratuities); and,
4. The Proposer agrees to promote and offer to Members only those products/services and/or services as previously stated, allowed, and deemed a resultant of the contract(s) as NJPA contract items or services. This clause shall include any future product or service additions as allowed through Contract additions.

1.39 A response to this RFP is a firm offer to Contract with the NJPA based upon the goals, intent, terms, and conditions and scope of products/services contained in and referenced to in this invitation.

1.40 All stated terms and conditions, expectations to include the goals, intent and scope of this RFP as described as a part of this RFP, are to be considered binding under the signatures of authorized parties and are part of the Contract.

2. DEFINITIONS

A. PROPOSER - VENDOR

2.1 Exclusive Vendor- A sole Vendor awarded in a product category. NJPA reserves the right to award to an Exclusive Vendor in the event that such an award is in the best interests of NJPA Members. Such a Proposer must exhibit the ability to offer an outstanding overall program and demonstrate the ability and willingness to serve NJPA Members in all 50 states, and comply with all other requirements of this RFP.

2.2 Potential Proposer- A person or entity requesting a copy of this RFP.

2.3 Proposer- A company, person, or entity delivering a timely response to this RFP.

2.4 Vendor- One of a number of Proposers whose proposal has been awarded a contract pursuant to this RFP.

2.5 Request for Proposal- Herein referred to as RFP

B. CONTRACT

2.6 “Contract” as used herein shall mean cumulative documentation consisting of this RFP, an entire Proposer’s response, and a fully executed “Acceptance and Award.”

C. TIME

2.7 Periods of time, stated as number of days, shall be in calendar days.

D. PROPOSER’S RESPONSE

2.8 A Proposer’s Response is the entire collection of documents as they are received by NJPA from a Potential Proposer in response to this RFP.

E. CURRENCY

2.9 All transactions are payable in U.S. dollars on U.S. sales. All administrative fees are to be paid in U.S. dollars.

3. INSTRUCTIONS TO PREPARING YOUR PROPOSAL

A. PRE-PROPOSAL CONFERENCE

3.1 A non-mandatory pre-proposal conference will be held at the date and time specified in the time line on page one of this RFP. Conference call and web connection information will be sent to all Potential Proposers through the same means employed in their inquiry. The purpose of this conference call is to allow Potential Proposers to ask questions regarding this RFP. Only answers issued in writing by NJPA to questions asked before or during the Pre-proposal Conference shall be considered binding.

B. IDENTIFICATION OF KEY PERSONNEL

3.2 Vendor will designate one senior staff individual who will represent the awarded Vendor to NJPA. This contact person will correspond with members for technical assistance, questions or problems that may arise including instructions regarding different contacts for different geographical areas as needed.

3.3 Individuals should also be identified (if applicable) as the primary contacts for the contents of this proposal, marketing, sales, and any other area deemed essential by the Proposer.

C. PROPOSER'S EXCEPTIONS TO TERMS AND CONDITIONS

3.4 Any exceptions, deviations, or contingencies a Proposer may have to the terms and conditions contained herein must be documented on Form C.

3.5 Exceptions, Deviations or contingencies stipulated in Proposer's Response, while possibly necessary in the view of the Proposer, may result in disqualification of a Proposal Response.

D. FORMAL INSTRUCTIONS TO PROPOSERS

3.6 It is the responsibility of all Proposers to examine the entire RFP package, to seek clarification of any item or requirement that may not be clear and to check all responses for accuracy before submitting a Proposal. Negligence in preparing a Proposal confers no right of withdrawal after the deadline for submission of proposals.

3.7 All proposals must be sent to "The National Joint Powers Alliance®, 200 1st ST NE Staples, MN 56479."

3.8 All proposals must be submitted in both hard copy and electronic formats (on a compact disc (CD)). Both hard copy and electronic proposals must be tabbed (in appropriately named files in the case of the CD) as identified herein. Electronic proposal submissions should be submitted in a nested file structure where the root file is entitled "Proposal Response". Files contained in the root file should be entitled "Tab 1, Tab 2," Documents within the nested files should be individual documents or folders appropriately titled as to their content.

3.9 Two complete copies of each proposal must be submitted. All Proposal forms must be legible. All appropriate forms must be executed by an authorized signatory of the Proposer. Blue ink is preferred for signatures.

3.10 Electronic proposal submissions should be submitted using the electronic forms provided. If a Proposer chooses to use alternative documents for their response, the proposer will be responsible for ensuring the content is effectively equal to the NJPA form and the document is in a format readable by NJPA.

3.11 Product descriptions, fact sheets, and catalogs should be submitted in electronic format only in an effort to limit the use of paper resources in the hard copy response. Price lists in excess of 20 pages should be submitted in electronic format only.

3.12 It is the responsibility of the Proposer to be certain the proposal submittal is in the physical possession of NJPA on or prior to the deadline for submission of proposals. Proposals must be submitted in a sealed envelope or box properly addressed to NJPA and prominently identifying the proposal number, proposal category name, the message “**Hold for Proposal Opening**”, and the deadline for proposal submission. NJPA cannot be responsible for late receipt of proposals. Proposals received by the correct deadline for proposal submission will be opened and the name of each Proposer and other appropriate information will be publicly read.

3.13 Corrections, erasures, and interlineations on a Proposer’s Response must be initialed by the authorized signer in original ink on all copies to be considered.

3.14 Addendums to the RFP: The Proposer is responsible for ensuring receipt of all addendums to this RFP.

3.14.1 Proposer’s are responsible for checking directly with NJPA, or checking the NJPA website for addendums to this RFP.

3.14.2 Addendums to this RFP can change terms and conditions of the RFP including the deadline for submission of proposals.

E. CONTENTS AND TABBING OF PROPOSAL SUBMISSION

3.15 In order to insure every proposal receives a fair evaluation and comparison, it is required each Proposer tab and label their proposal as indicated on Form A “Proposer Questionnaire.”

F. QUESTIONS AND ANSWERS ABOUT THIS RFP

3.16 Upon examination of this RFP document, Proposer shall promptly notify the Manager of Bids and Contracts of any ambiguity, inconsistency, or error they may discover. Interpretations, corrections and changes to this RFP must be made by addendum. Interpretations, corrections, or changes made in any other manner will not be binding and Proposer shall not rely upon such.

3.17 Submit all questions about this RFP, in writing, referencing “**FURNITURE AND/OR RELATED SERVICES, SUPPLIES, AND ACCESSORIES**” to Gregg Meierhofer, NJPA, 200 First Street NE, Staples, MN 56479 or RFP@njpacoop.org. Those not having access to the Internet may call Gregg Meierhofer at (218) 894-1930 to determine if addenda have been issued or to request copies of the RFP. Requests for additional information or interpretation of instructions to Proposers or technical specifications shall also be addressed to Gregg Meierhofer. NJPA urges Potential Proposers to communicate all concerns well in advance of the deadline to avoid misunderstandings. Questions received less than seven (7) days ending at 4:00 p.m. Central Time of the seventh (7th) calendar day prior to proposal due-date cannot be answered.

3.18 If the answer to a question is deemed by NJPA to have a material impact on other potential proposers or the RFP itself, the answer to the question will become an addendum to this RFP.

3.19 If the answer to a question is deemed by NJPA to be a clarification of existing terms and conditions and does not have a material impact on other potential proposers or the RFP itself, no further documentation of that question is required.

3.20 As used in this solicitation, clarification means communication with a Potential Proposer for the sole purpose of eliminating minor irregularities, informalities, or apparent clerical mistakes in the RFP.

3.21 Addenda are written instruments issued by NJPA that modify or interpret the RFP. All addenda issued by NJPA shall become a part of the RFP. Addenda will be delivered to all Potential Proposers using the same method of delivery of the original RFP material. NJPA accepts no liability in connection with the delivery of said materials. Copies of addenda will also be made available on the NJPA website at www.njpacoop.org by clicking on “Current Proposals” and from the NJPA offices. No addenda will be issued later than five (5) days prior to the deadline for receipt of proposals, except an addendum withdrawing the request for proposals or one that includes postponement of the date of receipt of proposals. Each Potential Proposer shall ascertain prior to submitting a Proposal that it has received all addenda issued, and the Proposer shall acknowledge their receipt in its Proposal Response.

3.22 An amendment to a submitted proposal must be in writing and delivered to NJPA no later than the time specified for opening of all proposals.

G. MODIFICATION OR WITHDRAWAL OF A SUBMITTED PROPOSAL

3.23 A submitted proposal may not be modified, withdrawn from or cancelled by the Proposer for a period of ninety (90) days following the date proposals were opened regarding this RFP. Prior to the deadline for submission of proposals, any proposal submitted may be modified or withdrawn by notice to the NJPA Manager of Bids and Contracts. Such notice shall be submitted in writing and include the signature of the Proposer and shall be delivered to NJPA prior to the deadline for submission of proposals and it shall be so worded as not to reveal the content of the original proposal. However, the original proposal shall not be physically returned to the Potential Proposer until after the official proposal opening. Withdrawn proposals may be resubmitted up to the time designated for the receipt of the proposals if they are then fully in conformance with the Instructions to Proposer.

H. VALUE ADDED ATTRIBUTES, PRODUCTS/SERVICES

3.24 Examples of Value Added Attributes: Value-Added attributes, products and services are items offered in addition to the products and services being proposed which adds value to those items being proposed. The availability of a contract for maintenance or service after the initial sale, installation, and set-up may, for instance, be “Value Added Services” for products where a typical buyer may not have the ability to perform these functions.

3.25 Where to document Value Added Attributes: The opportunity to indicate value added dimensions and such advancements will be available in the Proposer’s Questionnaire and Proposer’s product and service submittal and must be tabbed under Tab 5.

3.26 Value added products/services and expanded services, as they relate to this RFP, will be given positive consideration in the award selection. Consideration will be given to an expanded selection of FURNITURE AND/OR RELATED SERVICES, SUPPLIES, AND ACCESSORIES, and advances to provide products/services, supplies meeting and/or exceeding today’s industry standards and expectations. A value add would include a program or service that further serves the members needs above and possibly beyond standard expectation and complements the products/services and training. Value added could include areas of product and service, sales, ordering, delivery, performance, maintenance, technology, and service that furthers the functionality and effectiveness of the procurement process while remaining within the scope of this RFP.

3.27 Minority, Small Business, and Women Business Enterprise (WMBE) participation: It is the policy of some NJPA Members to involve Minority, Small Business, and WMBE contractors in the purchase of goods and services. Vendors should document WMBE status for their organization AND any such status of their affiliates (i.e. Supplier networks) involved in carrying out the activities invited. The ability of a Proposer to provide “Credits” to NJPA and NJPA Members in these subject areas, either

individually or through related entities involved in the transaction, will be evaluated positively by NJPA. NJPA is committed to facilitating the realization of such "Credits" through certain structuring techniques for transactions resulting from this RFP.

3.28 Environmentally Preferred Purchasing Opportunities: There is a growing trend among NJPA Members to consider the environmental impact of the products/services they purchase. Please identify any "Green" characteristics of the goods and services in your proposal and identify the sanctioning body determining that characteristic. Where appropriate, please indicate which products have been certified as "green" and by which certifying agency.

3.29 On-Line Requisitioning systems: When applicable, on-line requisitioning systems will be viewed as a value-added characteristic. Proposer shall include documentation about user interfaces that make on-line ordering easy for NJPA Members as well as the ability to punch-out from mainstream eProcurement or Enterprise Resource Planning (ERP) systems that NJPA Members may currently utilize.

3.30 Financing: The ability of the Proposer to provide financing options for the products and services being proposed will be viewed as a Value Added Attribute.

I. CERTIFICATE OF INSURANCE

3.31 Proposer shall procure and maintain insurance which shall protect the Proposer and NJPA (as an additional insured) from any claims for bodily injury, property damage, or personal injury covered by the indemnification obligations set forth herein. The Proposer shall procure and maintain the insurance policies described below at the Proposer's own expense and shall furnish to NJPA an insurance certificate listing the NJPA as certificate holder and as an additional insured. The insurance certificate must document that the Commercial General Liability insurance coverage purchased by the Proposer includes contractual liability coverage applicable to this Contract. In addition, the insurance certificate must provide the following information: the name and address of the insured; name, address, telephone number and signature of the authorized agent; name of the insurance company (authorized to operate in all fifty United States); a description of coverage in detailed standard terminology (including policy period, policy number, limits of liability, exclusions and endorsements); and an acknowledgment of notice of cancellation to the NJPA.

3.32 Proposer is required to maintain the following insurance coverage's during the term of the NJPA Contract:

(1) Workers Compensation Insurance (Occurrence) with the following minimum coverage's: Bodily injury by accident--per employee \$100,000; Bodily injury by disease--per employee \$100,000; Policy limits \$500,000. In addition, Proposer shall require all subcontractors occupying the premises or performing work under the contract to obtain an insurance certificate showing proof of Workers Compensation Coverage with the following minimum coverage's: Bodily injury by accident--per employee \$100,000; Bodily injury by disease--per employee \$100,000; Policy limits \$500,000.

(2) Commercial General Liability Policy per occurrence \$1,000,000.

(3) Business Auto Policy to include but not be limited to liability coverage on any owned, non-owned and hired vehicle used by Proposer or Proposer's personnel in the performance of this Contract. The Business Automobile Policy shall have a per occurrence limit of \$1,000,000.

3.33 The foregoing policies shall contain a provision that coverage afforded under the policies will not be canceled, or not renewed or allowed to lapse for any reason until at least thirty (30) days prior written notice has been given to NJPA. Certificates of Insurance showing such coverage to be in force shall be filed with NJPA prior to commencement of any work under the contract. The foregoing policies shall be obtained from insurance companies licensed to do business nationally and shall be with companies acceptable to NJPA, which must have a minimum AM Best rating of A-. All such coverage shall remain in full force and effect during the term and any renewal or extension thereof.

3.34 Within ten (10) days of contract award, the Proposer must provide NJPA with two (2) Certificates of

Insurance. Certificates must reference NJPA RFP 052910 by number.

J. ORDER PROCESS AND/OR FUNDS FLOW

3.35 Please propose an order process and funds flow in Tab 6 for your proposal. Please choose from one of the following:

3.35.1 B-TO-G: The Business-to-Government order process and/or funds flow model involves NJPA Members issuing Purchase Orders directly to a Vendor and pursuant to a Contract resulting from this RFP.

3.35.3 Other: Please fully identify.

K. ADMINISTRATIVE FEES

3.36 Proposer agrees to authorize and/or allow for an administrative fee payable to NJPA by an Awarded Vendor in exchange for its facilitation and marketing of a Contract resulting from this RFP to current and potential NJPA Members. This Administration Fee shall be:

3.36.1 Calculated as a percentage of the dollar volume of all products/services provided to and purchased by NJPA Members or calculated as reasonable and acceptable method applicable to the contracted transaction, and

3.36.2 Included in, and not added to, the pricing included in Proposer's Response to this RFP, and

3.36.3 Set based on the anticipated costs of NJPA's involvement in facilitating the establishment, Vendor training, and the order/product/funds flow of the Contract resulting from this RFP.

3.36.3.1 Typical administrative fees for a B-TO-G order process and funds flow is 2.0%.

3.37 The opportunity to propose these factors and an appropriate administrative fee is available in the Proposer's Questionnaire, and submitted in Tab 9 of your response.

4. PRICING STRATEGIES

4.1 NJPA requests Potential Proposers respond to this RFP only if they are able to offer a wide array of products/services and at prices lower and better value than what they would ordinarily offer to single government agency, larger school district, or regional cooperative.

4.2 RFP is an "Indefinite Quantity Product/Service Price Request" with potential national sales distribution and service. Proposers are agreeing to fulfill Contract obligations regarding each product/service to which you provide a description and a price. If Proposer's solution requires additional supporting documentation, describe where it can be found in your submission. If Proposer offers the solution in an alternative fashion, describe your solution to be easily understood. All pricing must be tabbed and organized under Tab 9, and copied on a CD along with other requested information as a part of a Proposer's Response.

4.3 Regardless of the payment method selected by NJPA or NJPA Member, a total cost associated with any purchase option of the products/services and being supplied must always be disclosed at the time of purchase.

4.4 Primary Pricing/Secondary Pricing Strategies- All Proposers will be required to submit "Primary Pricing" in the form of either "Line-Item Pricing," "Percentage Discount from Catalog Pricing," or a combination of these two pricing strategies. Proposers are also encouraged to offer OPTIONAL pricing strategies including "Hot List," "Sourced Goods," and "Volume Discounts," as well as financing options such as leasing.

A. LINE-ITEM PRICING

4.5 Line-Item pricing- A pricing format where specific individual products and/or services are offered at specific individual Contract prices. Products and/or services are individually priced and described by characteristics such as manufacture name, stock or part number, size, or functionality. This method of pricing offers the least amount of confusion as products and prices are individually identified, however Proposers with a large number of products to propose may find this method cumbersome. In these situations, a percentage discount from catalog or category pricing model may make more sense.

4.6 Unit Pricing: Unit Pricing is a line-item technique of pricing for services including the related materials for those services on a unitized basis. The unitized basis may be per quantitative measure such as per square foot, per lineal foot or per occurrence. As an example (not necessarily related to the scope of this RFP) , sheetrock may be line item priced as a product only, delivered to the end users location, AND unit priced delivered and installed at that end users location. The sheetrock, hung and taped, is a logical combination of product and service and could be priced per square foot. Whether pricing services, or logical combinations of products and services, pricing per unit of product and services must be quoted (i.e. cost per square foot of sheetrock hung and taped).

4.7 All Line-Item Pricing items must be numbered, organized, sectioned, including SKU's (when applicable) and easily understood by the Proposal Review Committee and members.

4.8 Line-Item Pricing items are to be submitted in an Excel spreadsheet format and are to include all appropriate identification information necessary to discern the line item from other line items in each Proposer's proposal.

4.9 The purpose for the excel spreadsheet format for Line-Item Pricing is to be able to use the "Find" function to quickly find any particular item of interest. For that reason, Proposers are responsible for providing the appropriate product and service identification information along with the pricing information which is typically found on an invoice or price quote for such products and services.

4.10 All products and services typically appearing on an invoice or price quote must be individually priced and identified on the line-item price sheet, including any and all ancillary costs.

4.11 Proposers are asked to provide both a "List" price as well as a "Proposed Contract Price" in their pricing matrix. "List" price will be the standard "quantity of one" price currently available to government and educational customers excluding cooperative and volume discounts

B. PERCENTAGE DISCOUNT FROM CATALOG OR CATEGORY

4.12 Percent Discount From Catalog, list or Category Pricing- A specific percentage discount from a "Base or List Price" defined as a published manufacturers list, or catalog price for the products or services being proposed. The "Base or List Price" is the price charged to an average government/education buyer absent reductions for cooperative or volume purchasing agreements.

4.13 Individualized percentage discounts can be applied individually to any number of defined product groupings. Product groupings can be defined by manufacturer, product type, or other factor as long as the Proposer sufficiently defines those product groupings

4.14 A Percentage Discount from Catalog or Category Pricing offered by the Proposer is acceptable if the products and equipment are far too numerous to name and price individually.

4.15 A Percentage Discount from Catalog or Category Pricing identifies a percentage discount to be applied to a "Base Price" for products from one or more published catalogs. The "Base Price" will be the price generally applicable to government and education customers absent the discounts contemplated

herein. The catalog may be published by the Proposer or by the Proposer's supplier. "Published" means generally available to a dealer network distributing those products and services being proposed in either print or electronic formats where an "Auditor" may verify the "Base Price" of a product proposed during the term of a Contract.

4.16 When a Proposer elects to use "Percentage Discount from Catalog or Category," Proposer will be responsible for providing and maintaining current "Base or List Pricing" with NJPA both in their proposal and throughout the term of any Contract resulting from this RFP.

4.17 New "Base or List Price" Catalogs may be submitted for review throughout the term of the Contract. NJPA reserves the right to review subsequent catalogs submitted to determine if the represented products reflect the contracted products and equipment. Each new catalog received may have the effect of adding new product offerings and deleting products no longer carried by the Vendor. New catalogs shall apply to the Contract only upon approval of the NJPA. Non-approved use of catalogs will result in termination for convenience. New price lists or catalogs found to be offering non-contract items during the Contract would be grounds for terminating the Contract for convenience. New optional accessories for equipment may be added to the Contract at the time they become available.

C. CORE LIST PRICING

4.18 Based on NJPA Members needs, a "CORE LIST" which contains a selection of most commonly used products/services is requested. Proposer must submit their anticipated "CORE LIST", including SKU's and pricing in a Line-Item format, in a separate spreadsheet labeled as "Core List." Consideration and valuation points will be given to the most advanced selection of commonly purchased Core list products/services.

D. HOT LIST PRICING

4.19 Where applicable, NJPA also invites the Vendor, at their option, to offer a specific selection of products/services, defined as a Hot List Pricing, at greater discounts than those listed in the standard Contract pricing. All product/service pricing, including the Hot List Pricing, must be submitted in hard copy as well as electronically provided in Excel format. Hot List pricing must be submitted in a Line-Item format. Providing a "Hot List" of products/services is optional. Products/services may be added or removed from the "Hot List" at any time provided that current "Hot List" prices are provided to NJPA at all times.

4.20 Hot List pricing when applicable may also be used to discount and liquidate close-out and discontinued products/services as long as those close-out and discontinued items are clearly labeled as such. Current ordering process and administrative fees apply. This option must be published and made available to all NJPA Members.

4.21 Hot List Pricing is allowed to change at the discretion of the Vendor within the definition of Hot List Pricing. The Vendor is responsible to maintain current Hot List product/service descriptions and Pricing with NJPA.

E. CEILING PRICE

4.22 Proposal pricing is to be established as a ceiling price. At no time may the proposed products/services be offered pursuant to this Contract at prices above this ceiling price without approval by NJPA. Prices may be reduced to allow for volume considerations and to meet the specific and unique needs of an NJPA Member.

4.23 Allowable specific needs may include certain purchase volume considerations or the creation of custom programs based on the individual needs of NJPA Members.

F. VOLUME PRICE DISCOUNTS

4.24 Proposers are free to offer volume discounts from the quantity-of-one pricing documented in a Contract resulting from this RFP. Volume considerations shall be determined between the Vendor and individual NJPA Members on a case-by-case basis.

4.25 Nothing in this Contract establishes a favored member relationship between the NJPA or any NJPA Member and the Vendor. The Vendor will, upon request by NJPA Member, extend this same reduced price offered or delivered to another NJPA Member provided the same or similar volume commitment, specific needs, terms, and conditions, a similar time frame, seasonal considerations and provided the same manufacturer support is available to the Vendor.

4.26 All price adjustments are to be offered equally to all NJPA Members exhibiting the same or substantially similar characteristics such as purchase volume commitments, and timing including the availability of special pricing from the Vendor's suppliers.

G. SOURCED GOODS

4.27 NJPA and NJPA Members may, from time to time, request goods and/or products/services within the scope of this RFP which are not included in an awarded Vendor's line-item product /service listing or "list or catalog" known as Sourced Goods.

4.28 An awarded Vendor resulting from this RFP may "Source" these products/services for NJPA or NJPA Member to the extent they:

4.27.1 Include in their bid response a cost-plus-percentage-of-cost pricing factor for such Sourced goods and services, and

4.28.2 Provide as many quotes for the Member's "Total Cost of Acquisition" for the goods and services to be sourced as may reasonably be required by NJPA Member.

4.28.3 Provide "Sourced Goods" only to the extent that they are incidental to the total transaction being contemplated.

H. TOTAL COST OF ACQUISITION

4.29 The Total Cost of Acquisition for the products/services being proposed, including those payable by NJPA Members to either the Proposer or a third party, shall be disclosed in the Proposer's Response including but not limited to:

- The capitalized cost of the listed products/services being proposed,
- The cost of accessories, alterations, and customizations typically incurred in the acquisition of the products/services being proposed.
- The cost of delivery, setup and installation (where applicable) of the products/services and any accessories being proposed.
- Other costs, where applicable, typically associated with the purchase, delivery, set-up, and installation of the products/services being proposed and making it operational at the purchaser's site.

4.30 The Total Cost of Acquisition is to be stated "As Proposed." As an example, a materials only proposal, or portions of proposals, must include the total cost of acquisition for those materials delivered. In contrast, the Total Cost of Acquisition for a turn-key proposal must include the total costs to be incurred in the process of delivering that combination of products/services.

I. REQUESTING PRODUCT AND SERVICE ADDITIONS/DELETIONS

4.31 Requests for product, service, and price additions, deletions, or changes must be made in written

form and shall be subject to approval by NJPA.

4.32 New products/services may be added to a Contract resulting from this RFP at any time during that Contract to the extent those products/services are within the scope of this RFP. Those requests are subject to review and approval of NJPA. Allowable new products/services generally include new updated models of products/services and or enhanced services previously offered which could reflect new technology and improved functionality.

4.33 Proposers representing multiple manufacturers, or carrying multiple related product lines may also request the addition of new manufacturers or product lines to their Contract to the extent they remain within the scope of this RFP.

4.34 NJPA's due diligence in analyzing any request for change is to determine if approval of the request is 1) within the scope of the original RFP, and 2) in the "Best Interests of NJPA and NJPA Members." We are looking for consistent pricing and delivery mechanisms and an understanding of what value the proposal brings to NJPA and NJPA Members.

4.35 Documenting the "Best Interests of NJPA and NJPA Members" when out-dated equipment is being deleted is fairly straight forward since the product is no longer available and not relevant to the procurement Contract.

4.36 Requests must be in the form of 1) a cover letter to NJPA a) asking to add the product line, b) making a general statement identifying how the products to be added are within the scope of the original RFP, and c) making a general statement identifying that, if appropriate, the pricing is consistent with the existing Contract pricing and 2) the detail as to what is being added at what price will then be an attachment to that cover letter.

4.37 NJPA's intent here is to encourage Proposers to provide and document NJPA's due diligence in a clear and concise one page format on which we can stamp and sign our acknowledgment and acceptance. This information must ultimately come from Proposers, and NJPA is requiring it in this format.

J. REQUESTING PRICING CHANGES

4.38 Price Decreases: Requests for standard Contract price decrease adjustments (percentage discount increases) are encouraged and will be allowed at any time based on market place efficiencies, market place competitiveness, improved technologies and/or improved methods of delivery or if Vendor engages in innovative procurement practices such as strategic sourcing, aggregate and volume purchasing. NJPA expects Vendors to propose their very best prices and anticipates price reductions due to the advancement of technologies and market place efficiencies. Documenting the "Best Interests of NJPA and NJPA Members" is pretty easy when we are documenting price reductions.

4.39 Price increases: Requests for standard contract price increases (or the inclusion of new generation products/services/services at higher prices) can be made at any time. These requests will again be evaluated by NJPA based on the best interests of NJPA and NJPA Members. As an example, typically acceptable requests for price increases for existing products/services may cite increases to the Vendor of input costs such as petroleum or other applicable commodities. Typically acceptable requests for price increases for new products/services enhance or improve on the current solutions currently offered as well as cite increases in utility of the new compared to the old. Vendors are requested to reasonably document the claims cited in their requests. Your written request for a price increase, therefore, is an exercise in describing what you need, and a justification for why you need it in sufficient detail for NJPA to deem such change to be in the best interests of our self and our Members.

4.40 Price Change Request Format: An awarded Proposer will use the format of a cover letter requesting price increases in general terms (a 5% increase in product line X) and stating their justification for that price increase (due to the recent increase in petroleum costs) by product category. Specific details

for the requested price change must be attached to the request letter identifying product/services where appropriate, both current and proposed pricing. Attachments such as letters from suppliers announcing price increases are appropriate for documenting your requests here.

K. PRICE AND PRODUCT CHANGES FORMAT

4.41 NJPA's due diligence regarding product and price change requests is to consider the reasonableness of the request and document consideration on behalf of our members. We would appreciate it if you would send the following documentation to request a pricing change:

4.41.1 A cover letter:

- a. Please address the following subjects in your cover letter:
 - i. What product/service prices are changing?
 - ii. How much are the prices changing?
 - iii. Why are the prices changing?
 - iv. Any additions or deletions from the previous product list and the reason for the changes.
- b. The specifics of the product/services and price changes will be listed in the excel spreadsheets indentified below. Please take a more general "Disclosure" approach to identifying changes in the cover letter.
 - i. If appropriate, **for example**, state, "All paper products/services increased 5 % in price due to transportation costs."
 - ii. If appropriate, for instance, state, "The 6400 series floor polisher added to the product list is the new model replacing the 5400 series. The 6400's 3% price increase reflects the rate of inflation over the past year. The 5400 series is now included in the "Hot List" at a 20% discount from previous pricing until remaining inventory is liquidated."

4.41.2 An excel spreadsheet identifying all products/services being offered and their pricing. Each subsequent pricing update will be saved using the naming convention of "[Vendor Name] pricing effective XX/XX/XXXX."

- a. Include all products/services regardless of whether their prices have changed. By observing this convention we will:
 - i. Reduce confusion by providing a single, easy to find, current pricing sheet for each Vendor.
 - ii. Create a historical record of pricing.

L. SINGLE STATEMENT OF PRICING/HISTORICAL RECORD OF PRICING

4.42 Initially; and with each request for product addition, deletion, and pricing change; all products/services and services available, and the prices for those products/services and services will be stated in an Excel workbook. The request for price changes described above will serve as the documentation for those requested changes. Each complete pricing list will be identified by its "Effective Date." Each successive price listing identified by its "Effective Date" will create a "Product and Price History" for the Contract.

4.43 Proposers may use the multiple tabs available in an Excel workbook to separately list logical product groupings or to separately list product and service pricing as they see fit.

4.44 All products/services together with their pricing, whether changed within the request or remaining unchanged, will be stated on each "Pricing" sheet created as a result of each request for product, service, or pricing change.

4.45 Each subsequent "Single Statement of Product and Pricing" will be archived by its effective date therefore creating a product and price history for any Contract resulting from this RFP.

M. PAYMENT TERMS

4.46 Payment terms will be defined by the Proposer in the Proposer's Response. Proposers are encouraged to offer payment terms through P Card services.

4.47 Leasing- If available, identify any leasing programs available to NJPA and NJPA Members as part of your proposed. Proposers must submit an example of the lease agreement to be used. Proposers must identify:

- General leasing terms such as:
 - The percentage adjustment over/under an index rate used in calculating the internal rate of return for the lease; and
 - The index rate being adjusted; and
 - The "Purchase Option" at lease maturity (\$1, or fair market value); and
 - The available term in months of lease(s) available.
- Leasing company information such as:
 - The name and address of the leasing company; and
 - Any ownership, common ownership, or control between the Proposer and the Leasing Company

N. SALES TAX

4.48 Sales and other taxes, where applicable, shall not be included in the prices quoted. Vendor will charge state and local sales and other taxes on items for which a valid tax exemption certification has not been provided. Each NJPA Member is responsible for providing verification of tax exempt status to Vendor. When ordering, if applicable, NJPA Members must indicate that they are tax exempt entities. Except as set forth herein, no party shall be responsible for taxes imposed on another party as a result of or arising from the transactions contemplated by a Contract resulting from this RFP.

O. SHIPPING AND SHIPPING PROGRAM

4.49 Shipping program for material only proposals, or sections of proposals, must be defined and tabbed under Tab 9 as a part of the cost of goods. If shipping is charged to NJPA or NJPA Member, only the actual cost of delivery may be added to an invoice. Shipping charges calculated as a percentage of the product price may not be used, unless such charges are lower than actual delivery charges. No COD orders will be accepted. It is desired that delivery be made within ninety-days (90) of receipt of the Purchase Order.

4.50 Any shipping cost charged to NJPA or NJPA Members will be considered to be part of "proposal pricing."

4.51 Additional costs for expedited deliveries will be at the additional shipping or handling expense to the NJPA Member.

4.52 Selection of a carrier for shipment will be the option of the party paying for said shipping. Use of another carrier will be at the expense of the requester.

4.53 Proposers must define their shipping programs for Alaska and Hawaii and any location not served by conventional shipping services. Over-size and over-weight items and shipments may be subject to custom freight programs.

4.54 Proposals containing restocking fees are less advantageous than those not containing re-stocking fees. That being said, certain industries cannot avoid restocking fees. Certain industries providing made to order goods may not allow returns. With regard to returns and restocking fees, Proposers will be evaluated based on the relative flexibility extended to NJPA and NJPA Members relating to those

subjects. Where used, restocking fees in excess of 15% will not be considered excessive. Restocking fees may be waived, at the option of the Proposer/Vendor. Indicate all shipping and re-stocking fees in price program under Tab 9.

4.55 Proposer agrees shipping errors will be at the expense of the Vendor. For example, if a Vendor ships a product that was not ordered by the member, it is the responsibility of the Vendor to pay for return mail or shipment at the convenience of the member.

4.56 Unless specifically stated otherwise in the "Shipping Program" of a Proposer's Response, all prices quoted must be F.O.B. destination with the freight prepaid by the Vendor. Time is of the essence on this Contract. If completed deliveries are not made at the time agreed, NJPA or NJPA Member reserves the right to cancel and purchase elsewhere and hold Vendor accountable. If delivery dates cannot be met, Vendor agrees to advise NJPA or NJPA Member of the earliest possible shipping date for acceptance by NJPA or NJPA Member.

4.57 Goods and materials must be properly packaged. Damaged goods and materials will not be accepted, or if the damage is not readily apparent at the item of delivery, the goods shall be returned at no cost to NJPA or NJPA Member. NJPA and NJPA Members reserve the right to inspect the goods at a reasonable time subsequent to delivery where circumstances or conditions prevent effective inspection of the goods at the time of delivery.

4.58 Vendor shall deliver Contract conforming products in each shipment and may not substitute products without approval from NJPA Member.

4.59 NJPA reserves the right to declare a breach of Contract if the Vendor intentionally delivers substandard or inferior products which are not under Contract and described in its paper or electronic price lists or sourced upon request to any member under this Contract. In the event of the delivery of a non-conforming product, NJPA Member will immediately notify Vendor and Vendor will replace non-conforming product with conforming product.

4.60 Throughout the term of the Contract, Proposer agrees to pay for return shipment on goods that arrive in a defective or inoperable condition. Proposer must arrange for the return shipment of damaged goods.

4.61 Unless contrary to other parts of this solicitation, if the goods or the tender of delivery fail in any respect to conform to this Contract, the purchasing member may: 1) reject the whole, 2) accept the whole or 3) accept any commercial unit or units and reject the rest.

P. NORMAL WORKING HOURS

4.62 Prices quoted are for products/services delivered during normal business hours. Normal Business hours will be as specifically defined herein, defined through industry standards OR defined through statement contained in the purchase/work order issued pursuant to a Contract resulting from this RFP.

5. MARKETING PLAN

5.1 Internal Marketing Plan: An award of Contract resulting from this RFP is an opportunity for the awarded contractor to pursue commerce with, and deliver value to NJPA and NJPA Members nationwide. An award of Contract is not an opportunity to see how much business NJPA can drive to an awarded Vendor's door. Your internal marketing plan should serve to:

5.1.1 Identify the appropriate levels of sales management whom will need to understand the value of, and the internal procedures necessary to deliver this Contract opportunity to NJPA and NJPA Members through your sales force.

5.1.2 Identify, in general, your national foot print and dedicated feet-on-the-street sales force that

will be carrying this Contract message and opportunity in the field to NJPA Members. Outline the sale force in terms of numbers and geographic distribution.

5.1.2.1 Identify whether your sales force are employees or independent contractors.

5.1.3 Identify your plan for delivering training to these individuals.

5.1.3.1 Will you have your sales force gathered at national or regional events in the near future? Does your sales force have the ability to participate in webinar or webcast events?

5.1.3.2 NJPA is prepared to provide our personnel in your location for sales training and/or on a webinar or webcast where sufficient efficiencies can be shown in reaching the appropriate groups within your employee base, and sufficient numbers of personnel trained.

5.1.4 Identify your personnel involved in training.

5.1.4.1 NJPA can provide personnel to deliver training regarding the Contract itself, the authority of NJPA to offer the Contract vehicle to its Members, the value the Contract vehicle delivers to NJPA and NJPA Members, the scope of NJPA Membership, and the authority of NJPA Members to utilize our procurement contracts.

5.1.4.2 Your personnel will be needed to provide training regarding employee compensation and internal procedures when delivering the Contract opportunity, and how this Contract purchasing opportunity relates with other such opportunities available.

5.2 Success in marketing is dependent upon 1) the delivery of value as defined in section 1.4, 2) the delivery of knowledge of the program and its proper use and utility, and 3) the delivery of opportunity and reward which creates a personal commitment to the program. NJPA desires a marketing plan that:

5.2.1 identifies the value delivered in a competitively proposed national cooperative procurement contract by relieving both the NJPA Member and the Vendor/Vendor's sales staff of the responsibility for bringing and answering many similar and individual RFP's; and

5.2.2 identifies the appropriate Vendor personnel from both management and sales staff's who will be trained on the use and utility of such a contract and a general schedule of when and how those individuals will be trained; and

5.2.3 identifies in general how the reward system for the marketing, delivery, and service chain of the Vendor will be affected by the implementation of the proposed Contract and how that will be proposed to those individuals in terms of the value created for them and their departments in 5.1.1 above.

5.3 External Marketing Plan: NJPA is seeking the ability to serve all our current and potential members nationwide. The Proposer must demonstrate the ability to both market and service their products/services/services nationwide. Please demonstrate your sales and service force contains sufficient people in sufficient proximities, to receive the knowledge, opportunity, and reward in order to make a personal commitment to serving NJPA and NJPA Members nationwide.

5.4 The Proposer must exhibit the willingness and ability to develop marketing materials and participate in marketing venues such as:

5.4.1 Printed Marketing Materials. Proposer will initially produce and thereafter maintain full color print advertisements in camera ready electronic format including company logos, identifying the Vendor, the Vendor's general utility for NJPA and NJPA Members, and contact

information to be used by NJPA and NJPA Members in a full page, half page, and quarter page formats. These advertisements will be used in the NJPA Catalog and publications.

5.4.2 Press releases and advertisements. Proposer will identify a marketing plan identifying their anticipated press releases, contract announcements, advertisements in industry periodicals, or other direct or indirect marketing activities.

5.4.3 Proposer's Website. Proposer will identify how an Awarded Contract will be displayed on the Proposer's website. An on-line shopping experience for NJPA and NJPA Members is desired when applicable and will be viewed as a value-added attribute to a Proposer's Response.

5.4.4 Trade Shows. Proposer will outline their proposed involvement in the promotion of a Contract resulting from this RFP through trade shows. Vendors are encouraged to identify trade-show, and other appropriate venues, for the promotion of any such Contract. Vendors are strongly encouraged to participate in cooperation with NJPA at the following NJPA embraced trade shows:

NAEP	National Association of Education Procurement
I-ASBO	International Association of School Business Officials
NIGP	National Institute of Government Purchasing

5.5 Proposer must also work in cooperation with NJPA to develop a marketing strategy and provide avenues to equally market and drive sales through the Contract and program to all NJPA Members nationally. Awarded Vendor agrees to actively market in cooperation with NJPA all available products/services to current and potential NJPA Members. NJPA reserves the right to deem a proposer non-responsive or to waive an award based on an unacceptable marketing plan.

5.6 As a part of this response, submit a complete Marketing Plan on how you would help NJPA rollout this program to current and potential NJPA Members. NJPA requires the Vendor actively promote the Contract in cooperation with the NJPA. Vendors are advised to consider marketing efforts in the areas of 1) Website Link from Vendors website to NJPA's website, 2) Attendance and participation with a display booth at national trade shows as agreed upon/required by NJPA, and 3) Sales team and sales training programs involving both Vendor sales management and NJPA staff. NJPA requires awarded Vendors to offer the NJPA Contract opportunity to all current and qualified NJPA Members.

5.7 Facilitating NJPA Membership: Proposer should express their commitment to determine the membership status of their customers whom are eligible for NJPA Membership, AND their commitment to establishing that membership.

5.7.1 Membership information: Proposer should further express their commitment to capturing sufficient member information as is deemed necessary by NJPA to appropriately facilitate membership and certain marketing activities as agreed to by NJPA and an Awarded contractor.

6. PROPOSAL OPENING PROCEDURE

6.1 Sealed and properly identified Proposer's Responses for this RFP entitled "**FURNITURE AND/OR RELATED SERVICES, SUPPLIES, AND ACCESSORIES**" will be received by Gregg Meierhofer, Manager of Bids and Contracts, at NJPA Offices, 200 First Street NE, Staples, MN 56479 until the deadline for receipt of, and bid opening identified on page one of this RFP. The NJPA Director of Contracts and Marketing, or Representative from the NJPA Proposal Review Committee, will then read the Proposer's names aloud. A summary of the responses to this RFP will be made available for public inspection in the NJPA office in Staples, MN. A letter or e-mail request is required to receive a complete RFP package. Send or communicate all requests to the attention of Gregg Meierhofer 200 1st Street

Northeast Staples, MN 56479 or RFP@njpacoop.org to receive a complete copy of this RFP. Method of delivery needs to be indicated in the request; an email address is required for electronic transmission. Oral, facsimile, telephone or telegraphic Proposal Submissions or requests for this RFP are invalid and will not receive consideration. All Proposal Responses must be submitted in a sealed package. The outside of the package shall plainly identify **“FURNITURE AND/OR RELATED SERVICES, SUPPLIES, AND ACCESSORIES”** To avoid premature opening, it is the responsibility of the Proposer to label the Proposal Response properly.

7. EVALUATION OF PROPOSALS

A. PROPOSAL EVALUATION PROCESS

7.1 NJPA will use a 1,000 Point Evaluation System to help determine the best overall Proposer(s) selection. Bonus points may be available for specific proposal characteristics identified such as “Green Product Certifications.”

7.2 NJPA reserves the right to use a “Cost Scoring Evaluation” through a product comparison process of like products/services. This process will establish points for submitted price levels. See Cost Scoring Evaluation.

7.3 NJPA shall use a final overall scoring system to include consideration for best price and cost evaluation. The total possible score is 1,000 points. NJPA reserves the right to assign any number of point awards or penalties it considers warranted if a Proposer stipulates exceptions, exclusions, or limitations of liabilities.

7.4 To qualify for the final evaluation, a Proposer must have been deemed responsive as a result of the criteria set forth under “Proposer Responsiveness.”

7.5 Responses will be evaluated first for responsiveness and thereafter for content. The NJPA Board of Directors will make awards to the selected Proposer(s) based on the recommendations of the Proposal Review Committee.

7.6 The procurement activities of the NJPA Proposal Review Committee are limited to document preparation, answering Proposer questions, advertising the solicitation, distribution of this RFP upon request, conducting an evaluation and making recommendation for possible approval to NJPA Board of Directors.

B. PROPOSER RESPONSIVENESS

7.7 Proposer’s Responses received after the deadline for submission will be invalid and returned to the Potential Proposer unopened.

7.8 An essential part of the proposal evaluation process is an evaluation to qualify the Proposer being considered. All proposals must contain answers or responses to the information requested in the proposal forms. Any Proposer failing to provide the required documentation may be considered non-responsive.

7.9 Deviations or exceptions stipulated in Proposer’s Response may result in the proposal being classified as non responsive.

7.10 To qualify for evaluation, a proposal must have been submitted on time and materially satisfy all mandatory requirements identified in this document. A proposal must reasonably and substantially conform to all the terms and conditions in the solicitation to be considered responsive.

7.11 The Proposal Review Committee shall utilize the following criteria to evaluate all proposals received. Items 1-4 constitute the test for “Level One Responsiveness” and are determined on the

proposal opening date. “Level 2” responsiveness is determined through the evaluation of the remaining items listed below. These items are not arranged in order of importance and each item may encompass multiple areas of information requested.

1. The proposal response is received prior to the deadline for submission.
2. The proposal package was properly addressed and identified as a sealed bid with a specific opening date and time.
3. The proposal response contains the required certificate of liability insurance.
4. The proposal response contains original signatures on all documents requiring such.
5. Response’s conformance to terms and conditions as described in the solicitation, including documentation.
6. Possesses qualifications as a responding Proposer that meets or exceeds those set within the solicitation.
7. Information from references and past performance information including past member approval.
8. Demonstrates that they offer the most current industry standard products/services and/or services.
9. Demonstrates financial stability and a favorable banking line of credit.
10. Demonstrates their products/services and/or services proposed meet and/or exceed industry standards accepted by educational or governmental institutions.
11. Has demonstrated market place success and their past performance exhibit an acceptable reputation.
12. Demonstrates the company possesses the background, knowledge, capacity, and ability to sell, deliver, and support products/services offered to Members.
13. Has provided documentation defining, outlining, and describing their concept of a national marketing program they will be implementing to facilitate and coordinate the cooperative activities required by an awarded Contract.
14. Has provided all of the required and applicable documentation required i.e. insurance certificates, licenses, and/or registration certificates required to do business nationally.
15. Line-Item Pricing, in approved excel format, listing of all of the proposed products/services and warranty provisions with their associated units of costs.
16. Core List selection of products/services in Line-Item Pricing format
17. Hot List Pricing products/services in a Line-Item Pricing format (where applicable).
18. Contract Pricing submitted as requested to include core list or products/services, Line-Item Pricing and/or Percentage Discount from published gov/ed price list or Catalog.

C. PROPOSAL EVALUATION CRITERIA

7.12 If a manufacturer or supplier chooses not to produce or supply goods and services to meet the scope of this RFP, such action will be considered sufficient cause to reduce evaluation points.

7.13 Consideration will be given in the award based on the completion and degree of information provided regarding available products, equipment, and accessories, as well as, applicable parts of the Proposer Information and Questionnaire.

7.14 The fact a manufacturer or supplier chooses not to produce or provide equipment products or services to meet the intent and scope of this RFP will not be considered sufficient cause to adjudge this RFP as restrictive.

7.15 The Proposer is required to have extensive knowledge and at least three (3) years experience with the related activities surrounding the selling of the equipment, service or related products offered.

7.16 NJPA reserves the right to accept or reject newly formed companies solely based on information provided in the proposal and/or its own investigation of the company.

7.17 Consideration will be given in the proposal evaluation based upon the selection, variety, technological advances, and demonstrated quality of products submitted, technological advances, and pricing. The ability of the Proposer to communicate the value of these factors and to demonstrate how the depth and breadth of their product and service offerings provide NJPA and NJPA Members with a sole source of responsibility within the scope of this RFP will be positively reviewed.

7.18 Consideration will also be given to proposals demonstrating technological advances, provide increased efficiencies, expanded service and other related improvements beyond today's NJPA member's needs and applicable standards.

7.19 Strong consideration will be given to a Proposer's past performance, distribution model, and the demonstration their ability to effectively market and service NJPA Membership nationally.

7.20 Strong consideration will be given to the best price as it relates to the quality of the product and service. However, price is ultimately one of the factors taken into consideration in evaluation and award.

7.21 Evaluation of a Proposer's Responses will take into consideration as a minimum response but not necessarily limited to the following:

1. Adherence to all requirements of this RFP as defined by industry standards.
2. Prior knowledge of and experience with a Proposer in terms of past performance and market place success.
3. Capability of meeting or exceeding current and future needs or requirements of NJPA and NJPA Members.
4. Evaluation of Proposer's ability to market to and provide service to all NJPA Members nationally.
5. Financial condition of the Proposer.
6. Nature and extent of company data furnished in Proposer's Response.
7. Quality of products, equipment, and services offered including value added related services.
8. History of member service to NJPA type customers.
9. Overall ability to perform sales, solutions and contract support as submitted.
10. Ability to meet service and warranty needs.
11. History of meeting shipping and delivery expectations of contracted products/ services.
12. Technology advancements and related provisions.
13. Ability to market and promote the Contract within current business practices.
14. Willingness to develop and enter into NJPA Contract and business relations.
15. Favorable bond rating and applicable industry standard licensing ability.
16. Past market place successes and brand recognition.
17. Demonstrated warranty and product/service responsibility.

7.22 The Proposer's ability to follow the proposal preparation instructions set forth in this solicitation will also be considered to be an indicator of the Proposer's ability to follow other future instructions should they receive an award as a result of this solicitation. Any Contract between NJPA and a Proposer requires the delivery of information and data. The quality of organization and writing reflected in the proposal will be considered an indication of the quality of organization and writing which would be prevalent if a Contract was awarded. As a result, the proposal will be evaluated as a sample of data submission.

7.23 A proposal must have been submitted on time and materially satisfy all mandatory requirements identified in this document.

7.24 NJPA reserves the right to reject the Proposer's Response of the apparent successful Proposer where the available evidence or information does not exhibit the ability or intent to satisfy NJPA that the potential Vendor is unable to properly carry out the terms of this RFP and potential Contract.

7.25 NJPA shall reserve the right to reject any or all proposals. NJPA also reserves the right to reject a proposal not accompanied by required certificate of insurance, other data required by this RFP, or if a Proposer's Response is incomplete or irregular. The NJPA shall reject all proposals where there has been collusion among the Proposers.

7.26 Overall Evaluation (FORM G) - The NJPA Proposal Review Committee will evaluate proposal received based on a 1,000 point evaluation system. The Committee will establish both the evaluation criteria and designate the relative importance of those criteria by assigning possible scores for each category.

7.27 Bonus Evaluation Points- Bonus evaluation points may be awarded by the NJPA Proposal Review Committee based on criteria identified as being both "optional" and "having additional value"

D. COST SCORING EVALUATION

7.28 Cost evaluation may be used to make a best value determination. NJPA reserves the right to use this process in the event the evaluation committee feels it is necessary to make a final determination.

7.29 This process will be based on a point system with points being awarded for being low to high Proposer for each cost evaluation item selected. A "Market Basket" of identical (or substantially similar) products/services shall be selected by the NJPA proposal Review Committee and the unit cost will be used as a basis for determining the point value. The "Market Basket:" will be selected by NJPA from all product categories as determined appropriate by NJPA. The low priced Proposer will receive the full point value and all other Proposers will receive points as follows: Lowest price Proposal = 5 (where there are five proposers), and inferior proposals = 4, 3, 2, 1 points each. The Total Score for each proposer will be the sum of all points earned. The result of this process shall not be the sole determination for award.

E. PRODUCT TESTING

7.30 NJPA reserves the right to request and test products/services and/or services from the apparent successful Proposer. Prior to the award of the Contract, the apparent successful Proposer, if requested by NJPA, shall furnish current information and data regarding the Proposer's resources, personnel, and organization within three (3) days.

F. PAST PERFORMANCE INFORMATION

7.31 Past performance information is relevant information regarding a Proposer's actions under previously awarded contracts to schools, local, state, and governmental agencies and non-profit agencies. It includes the Proposer's record of conforming to specifications and standards of good workmanship. The Proposer's history for reasonable and cooperative behavior and commitment to member satisfaction shall be under evaluation. Ultimately, Past Performance Information can be defined as the Proposer's businesslike concern for the interests of the NJPA Member.

G. WAIVER OF FORMALITIES

7.32 NJPA reserves the right to waive any minor formalities or irregularities in any proposal and to accept proposals, which, in its discretion and according to the law, may be in the best interest of its members.

8. POST AWARD OPERATING ISSUES

A. SUBSEQUENT AGREEMENTS

8.1 Purchase Order- Purchase Orders for goods and services may be executed between NJPA or NJPA Members (Purchaser) and awarded Vendor(s) or Vendor's sub-contractors pursuant to this invitation and any resulting Contract. NJPA Members are instructed to identify on the face of such Purchase orders that

“This purchase order is issued pursuant to NJPA procurement contract #XXXXXX.” A Purchase Order is an offer to purchase goods and services at specified prices by NJPA or NJPA Members pursuant to a Contract resulting from this RFP. Purchase Order flow and procedure will be developed jointly between NJPA and an Awarded Vendor after an award is made.

8.2 Governing Law- Purchase Orders, as identified above, shall be construed in accordance with, and governed by, the laws of a competent jurisdiction with respect to the purchaser. Each and every provision of law and clause required by law to be included in the Purchase Order shall be read and enforced as though it were included. If through mistake or otherwise any such provision is not included, or is not currently included, then upon application of either part the Contract shall be physically amended to make such inclusion or correction. The venue for any litigation arising out of disputes related to Purchase Order(s) shall be a court of competent jurisdiction to the Purchaser.

8.3 Additional Terms and Conditions- Additional terms and conditions to a Purchase Order may be proposed by NJPA, NJPA Members, or Vendors. Acceptance of these additional terms and conditions is OPTIONAL to all parties to the Purchase Order. The purpose of these additional terms and conditions is to, among other things; formerly introduce job or industry specific requirements of law such as prevailing wage legislation. Additional terms and conditions can include specific local policy requirements and standard business practices of the issuing Member. Said additional terms and conditions shall not interfere with the general purpose and intent of this RFP.

8.4 Asset Management Contracts: Asset Management type contracts can be initiated pursuant to a Contract resulting from this RFP at any time during the term of said Contract. The establishment of such Asset Management Contracts cannot exceed the authorized term of a Contract resulting from this RFP; however the Asset Management Contract term may extend beyond the maturity date of a Contract resulting from this RFP.

8.5 Specialized Service Requirements- In the event service requirements or specialized performance requirements such as e-commerce specifications, specialized delivery requirements, or other specifications and requirements not addressed in the Contract resulting from this RFP, NJPA Member and Vendor may enter into a separate, stand alone agreement, apart from a Contract resulting from this RFP. Any proposed service requirements or specialized performance requirements require pre-approval by Vendor. Any separate agreement developed to address these specialized service or performance requirements is exclusively between the NJPA Member and Vendor. NJPA, its agents, Members and employees shall not be made party to any claim for breach of such agreement. Product sourcing is not considered a service. NJPA Members will need to conduct procurements for any specialized services not identified in this Contract.

8.6 Performance Bond- At the request of the member, a Vendor will provide all performance bonds typically and customarily required in their industry. These bonds will be issued pursuant to the requirements of Purchase Orders for goods and services. If a purchase order is cancelled for lack of a required performance bond, it shall be the recommendation of NJPA that pending Purchase Orders with all NJPA Members be considered for cancellation. Each member has the final decision on Purchase Order continuation. ANY PERFORMANCE BONDING REQUIRED BY THE MEMBER OR CUSTOMER STATE LAWS OR LOCAL POLICY IS TO BE MUTUALLY AGREED UPON AND SECURED BETWEEN THE VENDOR AND THE CUSTOMER/MEMBER.

B. NJPA MEMBER SIGN-UP PROCEDURE

8.7 A Potential NJPA Member is generally stated as any unit of government, education, or non-profit organization nationwide (and with possible international distribution). A properly executed Membership creates the necessary “Paper Trail” connection between the Member and NJPA. Membership in NJPA is required to participate in any NJPA contract. Any Member of NJPA who is in compliance with the terms and conditions of membership shall have the option and freedom to access any of the procurement contracts of NJPA.

8.8 Awarded Vendors must agree to facilitate in the NJPA Membership process as part of connecting NJPA members to NJPA contracts. Potential NJPA Members may request membership with NJPA through the following methods:

- Potential members can complete their membership through on-line submission, or through a printable form available on-line at njpacoop.org.
- Potential Members may also submit proposed membership documentation which complies with their State and local Laws, rules and regulations for NJPA review.

8.9 As part of the Contract award, it is the responsibility of the Vendor to facilitate the membership process.

8.10 It is agreed the completion of a Member Sign-up form expressing the Qualifying Member's decision to participate under a Contract resulting from this RFP, signifies the NJPA Member's acceptance of a Contract resulting from this RFP, and all its specifications, terms and conditions therein.

C. REPORTING OF SALE ACTIVITY

8.11 A report of the total gross dollar volume of all products/services purchased by NJPA Members as it applies to this RFP and Contract will be provided quarterly to NJPA. The form and content of this reporting will be developed by NJPA in cooperation with the Vendor to include, but not limited to, name and address of purchasing agency, amount of purchase, and a description of the items purchased.

D. AUDITS

8.12 During the Term, Vendor will, upon not less than fourteen (14) business days' prior written request, make available to NJPA no more than once per calendar year, at Vendor's corporate offices, during normal business hours, the invoice reports and/or invoice documents from Vendor pertaining to all invoices sent by Vendor and payments made by NJPA members for all products/services purchased under this Contract. NJPA may employ an independent auditor or NJPA may choose to conduct such audit on its own behalf. Vendor shall have the right to approve the independent auditor, which approval shall not be unreasonably withheld. Upon approval and after the auditor has executed an appropriate confidentiality agreement, Vendor will permit the auditor to review the relevant Vendor documents. NJPA shall be responsible for paying the auditor's fees. The parties will make every reasonable effort to fairly and equitably resolve discrepancies to the satisfaction of both parties. Vendor agrees that the NJPA may audit their records with a reasonable notice to establish total compliance and to verify prices charged hereunder of the Contract are being met. Vendor agrees to provide verifiable documentation and tracking in a timely manner.

E. HUB PARTNER

8.13 Hub Partner: When Applicable, NJPA Members may, from time to time, request a Vendor resulting from this RFP to serve them through a "Hub Partner" for the purposes of complying with a Law, Regulation, or Rule to which the individual NJPA Member deems to be applicable in their jurisdiction. An Awarded Vendor resulting from this RFP may reject such a request provided they provide written notice of that rejection.

8.14 Hub Partner Fees: Fees, costs, or expenses levied upon the NJPA Member OR the Vendor for the services provided by the Hub Partner in the transaction provide that:

8.14.1 The NJPA Member be notified by the Vendor that additional charges may apply; and

8.14.2 The Vendor document the transaction to be "Executed for the Benefit of [NJPA Member Name]" on the face of all transactional and warranty documentation.

F. TRADE-INS

8.15 Where Appropriate, the value in US Dollars, of Trade-ins will be negotiated between NJPA or an NJPA Member, and an Awarded Vendor. That identified "Trade-In" value shall be credited in full against the NJPA purchase price identified in a purchase order issued pursuant to any Awarded NJPA procurement contract. The full value of the trade-in will be consideration to that purchase order.

G. OUT OF STOCK NOTIFICATION

8.16 Vendor shall immediately notify NJPA members upon receipt of order(s) when an out-of-stock occurs. Vendor shall inform the NJPA member regarding the anticipated date of availability for the out-of-stock item(s), and may suggest equivalent substitute(s).

- The ordering organization shall have the option of accepting the suggested equivalent substitute, or canceling the item from the order.
- Under no circumstance is Proposer permitted to make unauthorized substitutions.
- Unfilled or substituted item(s) shall be indicated on the packing list.

H. TERMINATION OF CONTRACT RESULTING FROM THIS RFP

8.17 NJPA reserves the right to cancel the whole or any part of a resulting Contract due to failure by the Vendor to carry out any obligation, term or condition as described in the below procedure. Prior to any termination for cause, the NJPA will provide written notice to the Vendor, opportunity to respond and opportunity to cure according to the steps in the procedure in this Cancellation Section. Some examples of material breach are the following:

- The Vendor provides material that does not meet reasonable quality standards and is not remedied under the warranty;
- The Vendor fails to ship the products or provide the services within a reasonable amount of time;
- NJPA has reason to believe the Vendor will not or cannot perform to the requirements of the Contract and issues a request for assurance as described herein and Vendor fails to respond;
- The Vendor fails to observe any of the material terms and conditions of the Contract; and/or,
- The Vendor fails to follow the established procedure for purchase orders, invoices and/or receipt of funds as established by the NJPA and the Vendor in the Contract.
- The Vendor fails to report quarterly sales volume;
- The Vendor fails to actively market this Contract within the guidelines provided in this RFP and the expectations of NJPA.

8.18 Each party shall follow the below procedure if the Contract is to be terminated for violations or non-performance issues:

Step 1: Issue a warning letter outlining the violations and/or non-performance and state the length of time (10 days) to provide a response and correct the problem(s) if reasonably possible in such time frame.

Step 2: Issue a letter of intent to cancel Contract, if the problem(s) is not resolved within fifty (50) days.

Step 3: Issue letter to cancel Contract for cause.

8.19 Upon receipt of the written notice of concern, the Vendor shall have ten (10) business days to provide a satisfactory response to the NJPA. Failure on the part of the Vendor to reasonably address all issues of concern may result in Contract cancellation pursuant to this Section.

8.20 Any termination shall have no effect on purchases that are in progress at the time the cancellation is received by the NJPA. The NJPA reserves the right to cancel the Contract immediately for convenience, without penalty or recourse, in the event the Vendor is not responsive concerning the remedy, the performance, or the violation issue within the time frame, completely or in part.

8.21 NJPA reserves the right to cancel or suspend the use of any Contract resulting from this RFP if the Vendor files for bankruptcy protection or is acquired by an independent third party. Prior to commencing services under this Contract, the Proposer/Vendor must furnish NJPA certification from insurer(s) proving level of coverage usual and customary to the specific industry. The coverage is to be maintained in full effect during the Contract period. Vendor must be willing to provide, upon request, certification of insurance to any NJPA member or member using this Contract.

8.22 Either party may execute Contract termination without cause with a required 60-day written notice of termination. Termination of Contract shall not relieve either party of financial, product or service obligations incurred or accrued prior to termination.

8.23 NJPA may cancel any Contract resulting from this solicitation without any further obligation if any NJPA employee significantly involved in initiating, negotiating, securing, drafting or creating the Contract on behalf of the NJPA is found to be in collusion with any Proposer to this RFP for their personal gain. Such cancellation shall be effective upon written notice from the NJPA or a later date if so designated in the notice given. A terminated Contract shall not relieve either party of financial, product or service obligations due to participating member or NJPA.

8.24 Events of Automatic termination to include:

- Vendor's or NJPA's voluntary or involuntary bankruptcy or insolvency;
- Vendor's failure to remedy a material breach of a Contract resulting from this RFP within sixty (60) days of receipt of notice from NJPA specifying in reasonable detail the nature of such breach; and/or,
- Receipt of written information from any authorized agency finding activities of Vendors engaged in pursuant to a Contract resulting from this RFP to be in violation of the law.

9. GENERAL TERMS AND CONDITIONS

A. ADVERTISEMENT OF RFP

9.1 As a policy, NJPA shall advertise this solicitation 1) for two consecutive weeks in both the print and on-line editions of the MINNEAPOLIS STAR TRIBUNE, 2) it shall be placed on a national wire service by the MINNEAPOLIS STAR TRIBUNE, 3) it shall be posted on NJPA's website, 4) it shall be posted to the website of "Noticetobidders.com," and 5) it shall be posted to other third-party websites deemed appropriate by NJPA. Other third party advertisers may include Onvia and Bidsync,

B. ADVERTISING OF A CONTRACT RESULTING FROM THIS RFP

9.2 Proposer/Vendor shall not advertise or publish information concerning this Contract prior to the award being announced by the NJPA. Once the award is made, a Vendor is expected to advertise the awarded Contract to both current and potential NJPA Members.

C. APPLICABLE LAW

9.3 NJPA Compliance with Minnesota Procurement Law: Contracts awarded through NJPA are intended to meet the procurement laws of all states and NJPA will exhaust all avenues to comply with as many state laws as possible. It is the responsibility of each participating NJPA member to insure to their satisfaction that these laws are satisfied. An individual NJPA member using these contracts is deemed by their own accord to be in compliance with proposal regulations. NJPA encourages the awarded Vendor to assist NJPA and the NJPA member in this research to the benefit of all involved.

9.4 Governing Law: All applicable portions of the Minnesota Uniform Commercial Code and all other applicable Minnesota laws shall govern contracts with the National Joint Powers Alliance®. Any claims

pertaining to this RFP and any resulting Contract that develop between NJPA and any other party must be brought forth only in courts in Todd County in the State of Minnesota.

9.5 Vendor Compliance with applicable law: Vendor(s) shall comply with all federal, state, or local laws applicable to or pertaining to the sale of the products/services resulting from this RFP. All such laws, whether or not herein contained, shall be included by this reference. It shall be Proposer's/Vendor's responsibility to determine the applicability and requirements of any such laws and to abide by them.

9.6 Indemnity: Each party agrees it will be responsible for its own acts and the result thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. NJPA's liability shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, Section §3.736, and other applicable law.

9.7 Prevailing Wage: It shall be the responsibility of the Vendor to comply, when applicable, with prevailing wage legislation in effect in the jurisdiction of the purchaser (NJPA or NJPA Member). It shall be the responsibility of the Vendor to monitor the prevailing wage rates as established by the appropriate department of labor for any increase in rates during the term of this Contract and adjust wage rates accordingly.

9.8 Patent and Copyright infringement: If an article sold and delivered to NJPA or NJPA Members hereunder shall be protected by any applicable patent or copyright, the Vendor agrees to indemnify and save harmless NJPA and NJPA Members against any and all suits, claims, judgments, and costs instituted or recovered against it by any person whatsoever on account of the use or sale of such articles by NJPA or NJPA Members in violation or right under such patent or copyright.

D. ASSIGNMENT OF CONTRACT

9.9 No right or interest in this Contract shall be assigned or transferred by the Proposer/Vendor without prior written permission by the NJPA. No delegation of any duty of the Proposer/Vendor shall be made without prior written permission of the NJPA. The NJPA shall notify the members within fifteen (15) days of receipt of written notice by the Vender. After issuance the awarded Contract may be reassigned to a comparable Vendor at the discretion of NJPA.

9.10 If the original Vendor sells or transfers all assets or the entire portion of the assets used to perform this Contract, a successor in interest must guarantee to perform all obligations under this Contract. NJPA reserves the right to reject the acquiring person or entity as a Vendor. A simple change of name agreement will not change the contractual obligations of the Vendor.

E. PROPOSERS LIST

9.11 NJPA will not maintain or communicate to a proposers list. All interested proposers must respond to the solicitation as a result of one of the methods of proposal advertisements listed above. Because of the scope of the potential Members and national Vendors, NJPA has determined this to be the best method of fairly soliciting proposals.

F. CAPTIONS, HEADINGS, AND ILLUSTRATIONS

9.12 The captions, illustrations, headings, and subheadings in this solicitation are for convenience and ease of understanding and in no way define or limit the scope or intent of this request.

G. CONFIDENTIAL INFORMATION

9.13 If a Proposer wishes to withhold any part of its proposal from public inspection, then a statement advising the NJPA of this fact shall accompany the submission. NJPA shall review the statement to determine whether the information shall be withheld. If NJPA determines to disclose the information, the

Executive Director of NJPA shall inform the Proposer, in writing, of such determination prior to award of Contract to Proposer.

H. DATA PRIVACY

9.14 Proposer agrees to abide by all applicable STATE and FEDERAL laws and regulations including HIPPA concerning the handling and disclosure of private and confidential information regarding individuals. Proposer agrees to hold NJPA harmless from its unlawful disclosure and/or use of private/confidential information.

I. ENTIRE AGREEMENT

9.15 The Contract, as defined herein, shall constitute the entire understanding between the parties to that Contract.

9.16 A Contract resulting from this RFP is formed when the NJPA Board of Directors approves and signs the applicable Acceptance and Award Form document (see Form D).

J. FORCE MAJEURE

9.17 Except for payments of sums due, neither party shall be liable to the other nor deemed in default under this Contract if and to the extent that such party's performance of this Contract is prevented due to force majeure. The term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence including, but not limited to, the following: acts of God, acts of the public enemy, war, riots, strikes, mobilization, labor disputes, civil disorders, fire, flood, snow, earthquakes, tornadoes or violent wind, tsunamis, wind shears, squalls, Chinooks, blizzards, hail storms, volcanic eruptions, meteor strikes, famine, sink holes, avalanches, lockouts, injunctions-intervention-acts, terrorist events or failures or refusals to act by government authority and/or other similar occurrences where such party is unable to prevent by exercising reasonable diligence. The force majeure shall be deemed to commence when the party declaring force majeure notifies the other party of the existence of the force majeure and shall be deemed to continue as long as the results or effects of the force majeure prevent the party from resuming performance in accordance with a Contract resulting from this RFP. Force majeure shall not include late deliveries of products/services caused by congestion at a manufacturer's plant or elsewhere, an oversold condition of the market, inefficiencies, or other similar occurrences. If either party is delayed at any time by force majeure, then the delayed party shall notify the other party of such delay within forty-eight (48) hours.

K. GRATUITIES

9.18 NJPA may cancel this Contract by written notice if it is found that gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Proposer/Vendor or any agent or representative of the Proposer/Vendor, to any employee of the NJPA are deemed to be excessive with a view toward securing a contract or with respect to the performance of this Contract.

L. HAZARDOUS SUBSTANCES

9.19 Proper Material Safety Data Sheets (MSDS), in compliance with OSHA's Hazard Communication Standard, must be provided by the Vendor to NJPA or NJPA Member at the time of purchase.

M. LEGAL REMEDIES

9.20 All claims and controversies between NJPA and Vendor shall be subject to the laws of the State of Minnesota and are to be resolved in Todd County, Minnesota, the county in which NJPA is domiciled.

N. LICENSES

9.21 Proposer/Vendor shall maintain a current status on all required federal, state, and local licenses, bonds and permits required for the operation of the business conducted by the Proposer/Vendor.

9.22 All responding Proposers must be licensed (where required) and have the authority to sell and distribute offered products/services to NJPA and NJPA Members in all states. Documentation of said licenses and authorities, if applicable, is requested.

O. MATERIAL SUPPLIERS AND SUB-CONTRACTORS

9.23 The apparent successful Vendor shall be required to supply the names and addresses of sourcing suppliers and sub-contractors when requested.

9.24 Awarded Vendors under this RFP will be the sole source of responsibility for transactions originating that award. The Awarded Vendor is solely responsible for products/services and services provided by third party sourcing or service providers.

P. NON-WAIVER OF RIGHTS

9.25 No failure of either party to exercise any power given to it hereunder, nor to insistence upon strict compliance by the other party with its obligations hereunder, and no custom or practice of the parties at variance with the terms hereof, nor any payment under a Contract resulting from this RFP shall constitute a waiver of either party's right to demand exact compliance with the terms hereof. Failure by NJPA to take action or assert any right hereunder shall not be deemed as waiver of such right.

Q. PROTESTS OF AWARDS MADE

9.26 Protests shall be filed with the NJPA's Executive Director and shall be resolved in accordance with appropriate state statutes of Minnesota. Protests will only be accepted from Proposers. A protest must be in writing and filed with NJPA. A protest of an award or proposed award must be filed within ten (10) days after the public notice or announcement of the award. No protest shall lie for a claim that the selected Proposer is not a responsible Proposer. A protest must include:

1. The name, address and telephone number of the protester;
2. The original signature of the protester or its representative;
3. Identification of the solicitation by RFP number;
4. A detailed statement of the legal and factual grounds of protest including copies of any relevant documents; and, the proposal form of relief sought.

R. PROVISIONS REQUIRED BY LAW

9.27 Proposer/Vendor agrees in the performance of a Contract resulting from this RFP, it has complied with or will comply with all applicable statutes, laws, regulations, and orders of the United States and any State thereof.

S. PUBLIC RECORD

9.28 All proposals submitted to this invitation shall become the property of the NJPA and will become a matter of public record and available for review subsequent to the award notification. Proposals may be viewed by appointment at the NJPA offices Monday through Friday from 8:30 a.m. to 3:30 p.m.

T. RIGHT TO ASSURANCE

9.29 Whenever one party to this Contract has reason to question the other party's intent to perform, he/she

may demand a written assurance of this intent. In the event a demand is made and no written assurance is given, the demanding party may treat this failure as an anticipatory repudiation of the Contract provided, however, in order to be effective, any such demand shall be addressed to the authorized signer for the party from whom the assurance is being sought, and sent via U.S. Postal Service, certified mail, return receipt requested or national overnight delivery service with proof of delivery.

U. SUSPENSION OR DISBARMENT STATUS

9.30 If within the past five (5) years, any firm, business, person or Proposer submitting a proposal has been lawfully precluded from participating in any public procurement activity with a federal, state or local government, the Proposer must include a letter with its response setting forth the name and address of the public procurement unit, the effective date of the suspension or debarment, the duration of the suspension or debarment and the relevant circumstances relating to the suspension or debarment. Any failure to supply such a letter or to disclose pertinent information may result in the cancellation of any Contract. By signing the proposal affidavit, the Proposer certifies that no current suspension or debarment exists.

V. HUMAN RIGHTS CERTIFICATE

9.31 If Proposer is not domiciled in Minnesota and has NOT on any single working day in the past year, employed more than 40 employees in the State of Minnesota, Proposer must provide a statement to that effect.

9.32 If Proposer is not domiciled in Minnesota and has on any single working day in the past year, employed more than 40 employees in the State of Minnesota, Proposer must document their application for a Human Rights Certificate issued by the Minnesota Commissioner of Human Rights. Proposer must also document receipt by the Minnesota Commissioner of Human Rights of that application and the Proposer's affirmative action plan for the employment of minority persons, women, and qualified disabled individuals.

9.33 If Proposer is domiciled in Minnesota and has on any single working day in the past year, employed more than 40 employees in the State of Minnesota, Proposer must provide a copy of their "Certificate of Compliance" from the Commissioner of the Minnesota Department of Human Rights.

W. SEVERABILITY

9.34 In the event that any of the terms of a Contract resulting from this RFP are in conflict with any rule, law, statutory provision or are otherwise unenforceable under the laws or regulations of any government or subdivision thereof, such terms shall be deemed stricken from a Contract resulting from this RFP, but such invalidity or unenforceability shall not invalidate any of the other terms of a Contract resulting from this RFP.

X. RELATIONSHIP OF PARTIES

9.35 No Contract resulting from this RFP shall be considered a contract of employment. The relationship between NJPA and an Awarded Contractor is one of independent contractors each free to exercise judgment and discretion with regard to the conduct of their respective businesses. The parties do not intend the proposed Contract to create, or is to be construed as creating a partnership, joint venture, master-servant, principal-agent, or any other relationship. Except as provided elsewhere in this RFP, neither party may be held liable for acts of omission or commission of the other party and neither party is authorized or has the power to obligate the other party by contract, agreement, warranty, representation or otherwise in any manner whatsoever except as may be expressly provided herein.

PROPOSER QUESTIONNAIRE

Form A

Proposer Name: _____

Questionnaire completed by: _____

Please provide an answer to all questions below and address all requests made in this RFP. Please use the Microsoft Word document version of this questionnaire to respond to the questions contained herein. Please provide your answer to each question indented below the question. Please supply any applicable supporting information and documentation you feel appropriate in addition to answers entered to the Word document. Please place your proposal response in a three-ringed binder tabbed as indicated below. Two complete copies are required. All information must be typed, organized, and easily understood by evaluators. Please limit your answer and documentation as they directly relate to this RFP.

INSIDE FRONT COVER (pocket or 3-ringed binder sleeve)

- **Original executed forms D, E, H & I.**
- **Electronic submission of proposal (CD).**
- **Certificate of Insurance**

Please insert a table of contents

Tab 1: Company Information

- 1) Provide the full legal name, address, and telephone number for your business.
- 2) Provide contact information for the primary contact person from your business relating to this RFP. (Form B)
- 3) Provide a brief history of your company that includes its goals and philosophy.
- 4) Provide profiles and an organizational chart for key sales and marketing executives of your company that will oversee the implementation and operation of a Contract resulting from this RFP.
- 5) How long has your company has been in the **FURNITURE AND/OR RELATED SERVICES, SUPPLIES, AND ACCESSORIES**, industry?
- 6) Is your organization best described as a manufacturer or a distributor/dealer/re-seller for a manufacturer of the products and services being proposed?
 - a) If the Proposer is best described as a re-seller, manufacturer aggregate, or distributor, please provide evidence of your authorization as a dealer/re-seller/manufacturer aggregate for the manufacturer of the products you are proposing.
 - b) If the Proposer is best described as a manufacturer, please describe your relationship with your sales/service force and/or Dealer Network in delivering the products and services proposed. Are these people your employees, or the employees of a third party?
- 7) For public companies, provide your most recent annual report to shareholders.
- 8) For private companies, provide your most recent year-end financial statements, your bond rating, and/or a credit reference from your bank.

Tab 2: Industry-Marketplace Successes

- 9) List and document recent industry awards and recognition.
- 10) Supply three references/testimonials from customers similar to NJPA Members. Please include the customer's name, contact, and phone number.
- 11) Provide names and addresses of the top five (5) governmental or education customers and dollar volumes from the past year.
- 12) Provide documentation indicating the total dollar volume for each of your sales to government, education, and non-profit agencies for the last three (3) fiscal years.

Tab 3: Proposer's ability to sell and service nationwide.

- 13) Please describe your **sales force** in terms of numbers, geographic dispersion, and the proportion of their attention focused on the sale of the products/services contemplated in this RFP? a) Are these individuals your employees, or are they employees of a third party?
- 14) Please describe your **service force** in terms of numbers, geographic dispersion, and the proportion of their attention focused on the sale of the products/services contemplated in this RFP? a) Are these individuals your employees, or are they employees of a third party?
- 15) Describe in detail your customer service program regarding process and procedure. Please include, where appropriate, response time commitments.
- 16) Identify any geographic areas or NJPA market segments of the United States you will **NOT** be serving through the proposed contract.
- 17) Identify any of NJPA Member segments you will NOT be serving? (Government, Education, Non-profit)

Tab 4: Marketing Plan

- 18) Describe your training program for both greet-the-public and sales management levels relating to a NJPA award.
- 19) Describe your general marketing program strategy to promote the proposed Contract nationally.
- 20) Describe your marketing material, and overall marketing ability, relating to promoting this type of partnership and contract opportunity. As much as possible, please send marketing materials in electronic format only to save paper.
- 21) Describe your use of technology and the internet to provide marketing and product awareness.
- 22) Describe your perception of NJPA's role in marketing the partnership and your products/services.
- 23) Describe the unique quality of the products/services in your proposal in relationship to others available in the market.

Tab 5: Value Added Attributes

- 24) Describe any training programs available as options for members.
- 25) Describe technological advances your proposal products/services offer.
- 26) Describe your "Green" program as it relates to your company, your products, and your recycling program, including a list of all green products accompanied by the certifying agency for each.
- 27) Describe any Women or Minority Business Entity (WMBE) or Small Business Entity (SBE) accreditations of your organization directly involved in a Contract resulting from this RFP.
- 28) Identify any other unique or custom value added attributes.
- 29) Identify any service contract options included in the proposed price, or offered as a proposed option, for the products or services being offered.
- 30) Identify your ability and willingness to service Canada specifically and internationally in general.
- 31) Describe any unique distribution method employed in your proposal.

Tab 6: Payment Terms and Financing Options

- 32) Identify your payment terms. (Net 30, etc.)
- 33) Identify any applicable leasing or other financing options as defined herein.
- 34) Briefly describe your proposed order process for this proposal and contract award. (Note: order process may be modified or refined during an NJPA member's final Contract phase process).

Tab 7: Warranty

- 35) Describe, in detail, your Warranty Program including conditions to qualify, claims procedure, and overall structure.
- 36) Do all warranties cover all material and labor?
- 37) Do warranties impose usage limit restrictions?
- 38) Do warranties cover the technicians travel time to perform warranty repairs?
- 39) Please list any other limitations or circumstances that would not be covered under your warranty.
- 40) Please list any geographic regions of the United States for which you cannot provide a certified technician to perform warranty repairs. How do NJPA Members in these regions receive warranty work?

Tab 8: Other Cooperative Procurement Contracts Held

- 41) Identify all cooperative governmental procurement contracts which are marketed in more than one state held or utilized by the Proposer.
- 42) Identify all government or state procurement contracts held or utilized by the Proposer with any State of the United States.
- 43) Identify any GSA Contracts held or utilized by the Proposer.
- 44) If you are awarded the NJPA contract, are there any market segments (e.g., higher education, county governments, etc.) or geographical markets where the NJPA contract will not be your primary contract purchasing vehicle? If so, please identify those markets and which cooperative purchasing agreement will be your primary vehicle.

Tab 9: Products/Services and Pricing

- 45) Provide a general narrative description of the products/services and services you are offering in your proposal.
- 46) Provide a general narrative description of your pricing model identifying how the model works (line item and/or percentage discount).
- 47) Propose a strategy, process, and specific method of facilitating “Sourced Goods” solution as defined herein.
- 48) Provide an overall statement of method of pricing for individual line items, catalogs and category pricing with regard to all products/services and being proposed. Provide a SKU number for each item being proposed.
- 49) Provide a “CORE LIST” of products/services (as anticipated and defined by Proposer to meet or exceed the NJPA members needs) as a separate and named spreadsheet. Include special pricing, if any, on these items.
- 50) Provide, if any, your volume rebate programs
- 51) Identify any Total Cost of Acquisition (as defined herein) cost(s) which is **NOT** included “Pricing” submitted with your proposal response. Identify to whom these items are payable and their relationship to Proposer.
- 52) As an important part of the evaluation of your offer, you must indicate the level of pricing you are offering.
 Prices offered in this proposal are:
 - _____ a. The same as typically offered to an individual municipality or school district.
 - _____ b. The same as typically offered to cooperative procurement organizations or state purchasing departments.
 - _____ c. Better than typically offered to cooperative procurement organizations or state purchasing departments.
 (Your proposal will be considered “Non-Responsive” if this question is not answered.)
- 53) Do you offer quantity or volume discounts? _____ YES _____ NO Outline guidelines and program.
- 54) Describe your shipping, exchange and return program(s) and policy(s). Also specifically identify those programs as they relate to Alaska and Hawaii.
- 55) Identify the Proposer’s proposal for an administrative fee payable to NJPA for facilitation and promotion of the Contract opportunity invited here. This fee should be calculated as a percentage of Contract sales.

Authorized Signature (Same signature as on Proposal Affidavit Signature and Acceptance Form)

Form B

PROPOSER INFORMATION

Company Name: _____
Address: _____
City/State/Zip: _____
Phone: _____ Fax: _____
Toll Free Number: _____ E-mail: _____
Web site: _____

Voids sometimes exist between management (those who respond to RFPs) and sales staff (those who contact NJPA Members) that result in communication problems. Due to this fact, provide the names of your key sales people, phone numbers, and geographic territories for which they are responsible

COMPANY PERSONNEL CONTACTS

Contract Manager:

Email: _____ Phone: _____

Name: _____ Title: _____
Email: _____ Phone: _____

Name: _____ Title: _____
Email: _____ Phone: _____

Name: _____ Title: _____
Email: _____ Phone: _____

Name: _____ Title: _____
Email: _____ Phone: _____

Name: _____ Title: _____
Email: _____ Phone: _____

Name: _____ Title: _____
Email: _____ Phone: _____

Form G.

OVERALL EVALUATION AND CRITERIA

In accordance with accepted standards of competitive sealed proposal awards as set forth in the Minnesota Procurement Code, competitive sealed proposals/awards will be made to responsible Proposers whose proposals are determined in writing to be responsive and also be the most advantageous to NJPA and its NJPA Members. To qualify for the final evaluation, a Proposer must have been deemed responsive as a result of the criteria set for "Proposer Responsiveness." A proposal must have been submitted on time and materially satisfy all mandatory requirements identified in this document.

Evaluation for: _____

For the Proposed Subject **FURNITURE AND/OR RELATED SERVICES, SUPPLIES, AND ACCESSORIES.**

The evaluation criteria for this solicitation, **not** arranged in order of importance:

	Available Points	Points Awarded
Conformance to terms and conditions to include documentation	75	
Pricing	300	
Industry and Marketplace Successes	50	
Bidder's Ability to Sell and Service Contract Nationally	100	
Bidder's Marketing Plan	75	
Value Added Attributes	75	
Invoicing Payment Terms and Financing Options	25	
Warranty Coverages and Information.	100	
Selection and Variety of Products and Services Offered	200	
Total Points	1000	0
Bonus Points awarded for:		
Bidders "Green" characteristics	50	
Bidders Dissadvantaged Business Entity Characteristics	50	
Overall Evaluation Points	1100	0

Proposed

Reviewed by: _____ Its _____
 _____ Its _____

**EXCEPTIONS TO PROPOSAL, TERMS, CONDITIONS
AND SPECIFICATIONS REQUEST**

Form C

Company Name: _____

Responding Name: _____ Phone: _____

Note: This is a sample form. Actual data may be provided on disk and printed. **Original must be signed** and inserted in the proposal after it is printed. Any exceptions to the Terms, Conditions, Specifications, or Proposal Forms contained herein shall be noted in writing and included with the proposal submittal.

RFP Page Number	Section	Term, Condition, or Specification	Exception

**Proposal Offering
And Acceptance and Award
RFP #011510**

FORM D

FURNITURE AND/OR RELATED SERVICES, SUPPLIES, AND ACCESSORIES,

Proposal Offering (To be completed Only by Proposer)

In compliance with the Request for proposal (RFP) for FURNITURE AND/OR RELATED SERVICES, SUPPLIES, AND ACCESSORIES, the undersigned warrants that I/we have examined this RFP and, being familiar with all of the instructions, terms and conditions, general specifications, expectations, technical specifications, service expectations and any special terms, do hereby offer and agree to furnish the defined products/services and services in compliance with all terms, conditions of this RFP, any applicable amendments of this RFP, and all Proposer's Response documentation. Proposer further understands they are the sole offeror herein and that the performance of any sub-contractors employed by the Proposer in fulfillment of this offer is the sole responsibility of the Proposer.

Company Name: _____ Date: _____

Company Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Title: _____

Authorized Signature (ink only): _____
(Name printed or typed)

Contract Acceptance and Award (To be completed only by NJPA)

Your proposal offering is hereby accepted and awarded. As the awarded Proposer, you are now bound to provide the defined goods and services contained in your proposal offering according to all terms, conditions, and pricing set forth in this RFP, any amendments to this RFP, and the Proposer's Response. The term of the Contract shall commence on the date of this award and continue for four years AND which is subject to annual renewal at the option of both parties.

National Joint Powers Alliance® (NJPA)

NJPA Authorized signature: _____
(Name printed or typed)

Title: Executive Director NJPA _____

Awarded this _____ day of _____ **Contract Number # 052910**

NJPA Authorized signature: _____
(Name printed or typed)

Title: _____

Executed this _____ day of _____ **Contract Number # 052910**

PROPOSER ASSURANCE OF COMPLIANCE

Form E

Proposal Affidavit Signature Page

PROPOSER'S AFFIDAVIT

The undersigned, representing the persons, firms and corporations joining in the submission of the foregoing proposal (such persons, firms and corporations hereinafter being referred to as the "Proposer"), being duly sworn on his/her oath, states to the best of his/her belief and knowledge:

1. The undersigned certifies the Proposer is submitting their proposal under their true and correct name, the Proposer has been properly originated and legally exists in good standing in its state of residence, that the Proposer possesses, or will possess prior to the delivery of any goods and services, all applicable licenses necessary for such delivery, and that they are authorized to act on behalf of, and encumber the "Proposer" in this Contract, and
2. To the best of my knowledge, no Proposer or Potential Proposer, nor any person duly representing the same, has directly or indirectly entered into any agreement or arrangement with any other Proposers, Potential Proposers, any official or employee of the NJPA, or any person, firm or corporation under contract with the NJPA in an effort to influence either the offering or non-offering of certain prices, terms, and conditions relating to this RFP which tends to, or does, lessen or destroy free competition in the letting of the Contract sought for by this RFP, and
3. The Proposer or any person on his/her behalf, has not agreed, connived or colluded to produce a deceptive show of competition in the manner of the proposal or award of the referenced contract, and
4. Neither I, the Proposer, nor, any officer, director, partner, member or associate of the Proposer, nor any of its employees directly involved in obtaining contracts with the NJPA or any subdivision of the NJPA, has been convicted of false pretenses, attempted false pretenses or conspiracy to commit false pretenses, bribery, attempted bribery or conspiracy to bribe under the laws of any state or federal government for acts or omissions after January 1, 1985, and
5. The Proposer has examined and understands the terms, conditions, scope, contract opportunity, specifications request and other documents of this solicitation and that any and all exceptions have been noted in writing and have been included with the proposal submittal, and
6. If awarded a contract, the Proposer will provide the products/services and/or services to qualifying members of the NJPA in accordance with the terms, conditions, scope of this RFP, Proposer offered specifications and other documents of this solicitation, and
7. The undersigned, being familiar with expectations and specifications request outlined in this RFP under consideration, hereby proposes to deliver through valid service request, Purchase Orders or forms for NJPA Members per this RFP, only new, unused and first quality products/services and services to designated NJPA Members, and
8. The Proposer has carefully checked the accuracy of all items and listed total price per item in this proposal. In addition, the Proposer accepts all general terms and conditions of this RFP, including all responsibilities of commitment and delivery of services as outlined, and
9. In submitting this proposal, it is understood that the right is reserved by the NJPA to reject any or all proposals and it is agreed by all parties that this proposal may not be withdrawn during a period of 90 days from the date proposals were opened regarding this RFP, and
10. The Proposer certifies that in performing this Contract they will comply with all applicable provisions of the federal, state, and local laws, regulations, rules, and orders, and
11. If Proposer has more than 40 employees in the state in which their principal place of business is located, Proposer

hereby certifies their compliance with federal affirmative action requirements.

Company Name: _____

Contact Person for Questions: _____ Phone: _____
(Must be individual who is responsible for filling out this Proposer's Response form)

Address: _____

City/State/Zip: _____

Telephone Number: _____ Fax Number: _____

E-mail Address: _____

Authorized Signature: _____

Authorized Name (typed): _____

Title: _____

Date: _____

Notarized

Subscribed and sworn to before me this _____ the day of _____, 20 _____

Notary Public in and for the County of _____ State of _____

My commission expires: _____

Signature: _____

FORM H

State Of Minnesota – Affirmative Action Certification

If your response to this solicitation is or could be in excess of \$100,000, complete the information requested below to determine whether you are subject to the Minnesota Human Rights Act (Minnesota Statutes 363A.36) certification requirement, and to provide documentation of compliance if necessary. It is your sole responsibility to provide this information and—if required—to apply for Human Rights certification prior to the due date and time of the proposal or proposal and to obtain Human Rights certification prior to the execution of the contract. The State of Minnesota is under no obligation to delay proceeding with a contract until a company receives Human Rights certification **BOX A** – For companies which have employed more than 40 full-time employees within Minnesota on any single working day during the previous 12 months. All other companies proceed to **BOX B**.

Your response will be rejected unless your business:

has a current Certificate of Compliance issued by the Minnesota Department of Human Rights (MDHR)

—or—

has submitted an affirmative action plan to the MDHR, which the Department received prior to the date and time the responses are due.

Check one of the following statements if you have employed more than 40 full-time employees in Minnesota on any single working day during the previous 12 months:

- We have a current Certificate of Compliance issued by the MDHR. **Proceed to BOX C. Include a copy of your certificate with your response.**
- We do not have a current Certificate of Compliance. However, we submitted an Affirmative Action Plan to the MDHR for approval, which the Department received on _____ (date). [If the date is the same as the response due date, indicate the time your plan was received: _____ (time)]. **Proceed to BOX C.**
- We do not have a Certificate of Compliance, nor has the MDHR received an Affirmative Action Plan from our company. **We acknowledge that our response will be rejected. Proceed to BOX C. Contact the Minnesota Department of Human Rights for assistance.** (See below for contact information.)

Please note: Certificates of Compliance must be issued by the Minnesota Department of Human Rights. Affirmative Action Plans approved by the Federal government, a county, or a municipality must still be received, reviewed, and approved by the Minnesota Department of Human Rights before a certificate can be issued.

BOX B – For those companies not described in BOX A

Check below.

- We have not employed more than 40 full-time employees on any single working day in Minnesota within the previous 12 months. **Proceed to BOX C.**

BOX C – For all companies

By signing this statement, you certify that the information provided is accurate and that you are authorized to sign on behalf of the responder. You also certify that you are in compliance with federal affirmative action requirements that may apply to your company. (These requirements are generally triggered only by participating as a prime or subcontractor on federal projects or contracts. Contractors are alerted to these requirements by the federal government.)

Name of Company: ____ Date _____

Authorized Signature: _ Telephone number: _____

Printed Name: _____ Title: _____

For assistance with this form, contact:

Minnesota Department of Human Rights, Compliance Services Section

Mail: 190 East 5th St., Suite 700 St. Paul, MN 55101

Web: www.humanrights.state.mn.us

TC Metro: (651) 296-5663

Fax: (651) 296-9042

Toll Free: 800-657-3704

TTY: (651) 296-1283

Form I

State of Minnesota — Immigration Status Certification

By order of the Governor's Executive Order 08-01, vendors and subcontractors MUST certify compliance with the Immigration Reform and Control Act of 1986 (8 U.S.C. 1101 et seq.) and certify use of the *E-Verify* system established by the Department of Homeland Security.

E-Verify program information can be found at <http://www.dhs.gov/ximgtn/programs>.

If any response to a solicitation is or could be in excess of \$50,000, vendors and subcontractors must certify compliance with items 1 and 2 below. In addition, prior to the delivery of the product or initiation of services, vendors MUST obtain this certification from all subcontractors who will participate in the performance of the contract. All subcontractor certifications must be kept on file with the contract vendor and made available to the state upon request.

1. The company shown below is in compliance with the Immigration Reform and Control Act of 1986 in relation to all employees performing work in the United States and does not knowingly employ persons in violation of the United States immigration laws. The company shown below will obtain this certification from all subcontractors who will participate in the performance of this contract and maintain subcontractor certifications for inspection by the state if such inspection is requested; and

2. By the date of the delivery of the product and/or performance of services, the company shown below will have implemented or will be in the process of implementing the *E-Verify* program for all newly hired employees in the United States who will perform work on behalf of the State of Minnesota.

I certify that the company shown below is in compliance with items 1 and 2 above and that I am authorized to sign on its behalf.

Name of Company: _____

Date: _____

Authorized Signature: _____

Telephone Number: _____

Printed Name: _____

Title: _____

If the contract vendor and/or the subcontractors are not in compliance with the Immigration Reform and Control Act, or knowingly employ persons in violation of the United States immigration laws, or have not begun or implemented the *E-Verify* program for all newly hired employees in support of the contract, the state reserves the right to determine what action it may take. This action could include, but would not be limited to cancellation of the contract, and/or suspending or debarring the contract vendor from state purchasing.

For assistance with the *E-Verify* Program

Contact the National Customer Service Center (NCSC) at **1-800-375-5283** (TTY 1-800-767-1833).

For assistance with this form, contact:

Mail: 112 Administration Bldg, 50 Sherburne Ave. St. Paul, MN 55155

E-mail: MMDHelp.Line@state.mn.us

Telephone: 651.296.2600

Persons with a hearing or speech disability may contact us by dialing 711 or 1.800.627.3529

Proposal Award Recommendation(s) for NJPA Membership Approval

The following are the recommendations of the Proposal Review Committee regarding RFP #052910 for the procurement
of

FURNITURE AND/OR RELATED SERVICES, SUPPLIES, AND ACCESSORIES

The Proposal Review Committee for this RFP consists of:

Chairman:

Member:

Member:

Member:

The findings of the Committee are as follows:

A. Proposals rejected as non-responsive and the reason for that determination:

B. Methodologies used by the committee for evaluation:

C. Proposals recommended for approval with reasons for recommendation:

It is therefore recommended by the Proposal Review Committee that a Contract be approved for the above Proposer(s).

1. _____
2. _____
3. _____
4. _____
5. _____

**Addendum #051210
To that certain
RFP #052910
Issued by
The National Joint Powers Alliance® (NJPA)
For the procurement of**

FURNITURE AND/OR RELATED SERVICES, SUPPLIES, AND ACCESSORIES

Please consider the following questions and answers to be added to the RFP document.

1. When is the correct deadline for submissions? On the first page of the RFP document, two different time's are stated:

- a. May 28, 2010 at 2pm CST
- b. May 28 2010 at 4pm CST

ANSWER: May 28, 2010 at 4PM Central

2. There does not appear to be a bid security required for this RFP. Is that correct?

ANSWER: Correct.

Client#: 30554

PETERSON

ACORDTM

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/17/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


PRODUCER J. W. Terrill, Inc. 825 Maryville Centre Dr. #200 Chesterfield, MO 63017 314 594-2700	CONTACT NAME: Lorraine Neal PHONE (A/C, No, Ext): 314 594-2684 FAX (A/C, No): 314 594-2484 E-MAIL ADDRESS: lneal@jwterrrill.com	
	INSURER(S) AFFORDING COVERAGE	
INSURED Peterson Business Systems, Inc. d/b/a Peterson Group 938 South Highway Dr Fenton, MO 63026	INSURER A: Travelers Indemnity Company	NAIC # TIC
	INSURER B: Accident Fund Insurance Co. of	ACC
	INSURER C: Charter Oak Fire Ins. Co.	TIC
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY			I680886H5144TIA12	09/01/2012	09/01/2013	EACH OCCURRENCE	\$2,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$300,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$5,000
							PERSONAL & ADV INJURY	\$2,000,000
							GENERAL AGGREGATE	\$2,000,000
							PRODUCTS - COMP/OP AGG	\$2,000,000
								\$
C	AUTOMOBILE LIABILITY			BA886H557412SEL	09/01/2012	09/01/2013	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY IN JURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY IN JURY (Per accident)	\$
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB	<input checked="" type="checkbox"/> OCCUR		CUP886H55501242	09/01/2012	09/01/2013	EACH OCCURRENCE	\$5,000,000
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE	\$5,000,000
	<input type="checkbox"/> DED	<input checked="" type="checkbox"/> RETENTION \$5000						\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WCV5020519	09/01/2012	09/01/2013	<input checked="" type="checkbox"/> WC STATUTORY LIMITS	<input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y / <input checked="" type="checkbox"/> N	N/A				E.L. EACH ACCIDENT	\$1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$1,000,000
							E.L. DISEASE - POLICY LIMIT	\$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Re: #052910 - Spacesaver Storage Furniture
County of Boone is included as Additional Insured for Automobile Liability with respect to work performed by the Named Insured at the above referenced job, if required by written contract.

CERTIFICATE HOLDER County of Boone Attn: Melinda Bobbitt 613 E. Ash St., Room 110 Columbia, MO 65201	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	---

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

County of Boone)
)ss
 State of Missouri)

My name is Philip Peterson. I am an authorized agent of Peterson Business Systems, 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.

Philip Peterson 1/17/13
 Affiant Date
Philip Peterson
 Printed Name

Subscribed and sworn to before me this ___ day of _____, 2013.

 Notary Public

Attach to this form the *E-Verify Memorandum of Understanding* that you completed when enrolling.

Company ID Number: 304539

Information Required for the E-Verify Program

Information relating to your Company:

Company Name: Peterson Group

Company Facility Address: 938 South Highway Drive

Fenton, MO 63026

**Company Alternate
Address:**

County or Parish: SAINT LOUIS

Employer Identification

Number: 43105786

**North American Industry
Classification Systems**

Code: 454

Parent Company: Peterson Business Systems, Inc.

Number of Employees: 10 to 19

Number of Sites Verified

for: 1

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

• MISSOURI 1 site(s)



E-VERIFY IS A SERVICE OF DHS

Company ID Number: 304539

To be accepted as a participant in E-Verify, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 888-464-4218.

Employer: Peterson Group	
Philip Peterson	
Name (Please Type or Print)	Title
<i>Electronically Signed</i>	02/16/2010
Signature	Date
Department of Homeland Security – Verification Division	
USCIS Verification Division	
Name (Please Type or Print)	Title
<i>Electronically Signed</i>	02/16/2010
Signature	Date

Company ID Number: 304539

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

Name:	Curtis W. Rogers	Fax Number:	(636) 343 - 3588
Telephone Number:	(636) 343 - 2336		
E-mail Address:	curtr@petersong.com		
Name:	Jack Wallace	Fax Number:	(636) 343 - 3588
Telephone Number:	(636) 343 - 2343		
E-mail Address:	jackw@petersong.com		
Name:	Philip E Peterson	Fax Number:	(636) 343 - 3588
Telephone Number:	(636) 343 - 2324		
E-mail Address:	philp@petersong.com		

60-2013

Boone County Purchasing

Melinda Bobbitt, CPPB
Director



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

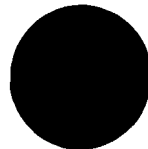
MEMORANDUM

TO: Boone County Commission
FROM: Melinda Bobbitt, CPPB
DATE: January 29, 2013
RE: Cooperative Contract: 052910-KII – Spacesaver Storage Furniture

Purchasing requests permission to utilize the National Joint Powers Alliance (NJPA) cooperative contract for Spacesaver Storage Furniture with Peterson Business Systems Inc. of Fenton, Missouri. Peterson Business Systems will work with Inside the Lines of Columbia, MO as the installer.

The contract expiration date is November 7, 2013 and the contract has one (1) renewal. This is a county-wide term and supply contract.

cc: Contract File



PURCHASE REQUISITION BOONE COUNTY, MISSOURI

01/08/13

REQUEST
DATE

5910
VENDOR
NO.

Peterson Group
VENDOR NAME

ADDRESS

CITY

To: County Clerk's Office

Comm Order # 60-2013

Return to Auditor's Office

Please do not remove staple

BID DOCUMENTATION

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

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

Not Subject To Bidding (select appropriate response below):

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

#052910-KII

(Enter Applicable Bid / Sole Source / Emergency Number)

Ship to Department # 1200

Bill to Department # 1200

Department				Account				Item Description	Qty	Unit Price	Amount	
1	2	0	0	9	2	1	0	0	Spacesaver: Shelf-Slotted Reversible 31"W x 38"D x 82"H: Model PF1530	48	22.64	1086.72
1	2	0	0	9	2	1	0	0	Spacesaver: Rotary File-7 Tier, Legal, Adder, Empty. Model PFA38182E	2	1386.62	2773.24
1	2	0	0	9	2	1	0	0	Spacesaver: Divider-Dual (4 pk) 10 & 11.75 HT. Model: PFDD1011P	28	16.48	461.44
1	2	0	0	9	2	1	0	0	Spacesaver: Rotary File-7 Tier, Legal Size, Starter Empty. Model PFS453182E	2	1536.30	3072.60
1	2	0	0	9	2	1	0	0	Install & Deliver	1	759.84	759.84
								TOTAL			8153.84	

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

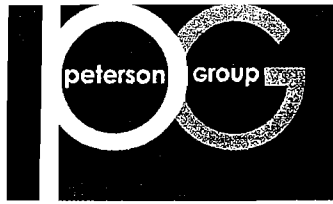
Melinda Bobbitt

Prepared By

Cathy D Richards
Requesting Official

cg 1/28/13

Auditor Approval



938 South Highway Drive · Fenton, MO 63026-2040 · 636-343-1515 · 800-343-1525 · FAX: 636-343-3588

To: Cathy Richards
Boone County Public Administrator
705 East Walnut
Columbia, MO 65201

By: Proposal Number: CR13020
Delivery: ARO 5-7 Weeks
Curt Rogers 636-343-2336
curtr@petersong.com

<u>Item</u>	<u>Description</u>	<u>Investment</u>
-------------	--------------------	-------------------

A. (4) Spacesaver Rotary Files. The following is the contract BOM pricing details: \$7393.84

Qty	Part no	Description	Price	Total
		Rotary		
48	PF1530	SHELF-SLOTTED, REVERSIBLE ROTARY FILE-7 TIER, LEGAL SIZE,	\$36.75 <i>22.64</i>	\$1764.00 <i>1086.72</i>
2	PFA383182E	ADDER, EMPTY	\$2,251.00 <i>1386.62</i>	\$4502.00 <i>2773.14</i>
28	PFDD1011P	DIVIDER-DUAL, (PACK OF 4) 10 & 11.75 HT ROTARY FILE-7 TIER, LEGAL SIZE,	\$26.75 <i>16.48</i>	\$749.00 <i>461.44</i>
2	PFS453182E	STARTER, EMPTY	\$2,494.00 <i>1536.30</i>	\$4988.00 <i>3072.60</i>
			List price:	\$12003.00
			Discount:	38.40%
			Net price:	\$7393.85 <i>7393.84</i>

C. Installation \$759.99 *159.84*

Total Investment \$8153.84

<u>Contract Information</u>

Contract Information:

Proposal based upon the
 NJPA Contract
 Contract #052910 KII

Ordering Entry Procedures:

Peterson Group
 NJPA Contract #052910 KII
 Attn: Curt Rogers
 938 South Highway Drive
 Fenton, MO 63026

Finish Selections

Please select the following colors from the color chart provided by your Senior Project Manager. Please let your Senior Project Manager know if you would like to have a special color that is not on the color chart provided.

Rotary Color: _____

Order Entry Procedures and Project Team Members

Please Submit Order to:

Peterson Group
Attn: Curt Rogers
938 South Highway Drive
Fenton, MO 63026
Federal Tax ID #43-1057864

Please Remit to:

Peterson Group
Attn: Accts Payable
P.O. Box 795140
St. Louis, MO 63179-0795

Project Team Members:

Curt Rogers	Senior Project Director	636-343-2336	314-401-3345
Phil Peterson	President	636-343-2324	314-401-1901
Sandra Kaline	Project Support	636-343-2333	
Mike Bahr	Installation Manager	314-401-3671	
Dawn Stratmann	Accounting	636-343-2322	
Paula Guthrel	Contract Administrator	636-343-2323	

Terms and Conditions of Sale

General Conditions:

- **Taxes** – Above listed prices do not include taxes. The Purchaser must pay any applicable taxes. If exempt, no tax will be charged.
- **Payment Terms** – Unless otherwise stated, the Purchaser agrees to pay the net amount listed on the proposal 30 days from the date of the invoice. If paying by a Credit Card there will be an additional charge based upon the usage fee from the Credit Card Company.
- **Proposal Expiration Date** - Above listed prices are good for 60 days. After that time, a new proposal may be necessary.
- **Design Ownership** – All designs, drawings, specifications and samples regarding an order shall remain the property of the Peterson Group and may not be used, reproduced or distributed, in whole or in part, without prior consent.

- **Returns** – No product shall be returned to the Peterson Group without prior written specific return authorization.
- **Field Verification** – If the products listed on the proposal are designed from drawings without any field verification, the Purchaser is responsible for any costs incurred for product corrections and additional installation work due to incorrect dimensions.
- **Change Order** – The Purchaser may from time to time request changes in the order, including but not limited to changes in specifications, method of shipment, color, and point of delivery by written notification to Peterson Group in the form of a change order notice or letter. Peterson Group may, at its sole option, accept these changes and then determine whether an increase or decrease in cost or delivery/installation time will be made to the order. The Purchaser shall reserve the right to accept or decline such changes in price or delivery.
- **Cancellation** – In the event the Purchaser decides to cancel an order or undelivered portion of an order for reasons other than delinquency of shipment, the Purchaser agrees to abide by the product manufacturer's cancellation policy.
- **Insurance** – The proposal is based upon Peterson Group's standard insurance coverage. A certificate of insurance is available upon request.

Installation and Delivery:

- **Shipping** – Peterson Group shall use its best effort to make shipments in the quantities and at the time specified in the order and by the carrier deemed best for the product ordered. Peterson Group shall not be held liable for delays or defaults in shipments due to causes beyond our control.
- **Storage Space** – Provided the products do not arrive at the site earlier than the date requested, safe and adequate storage space will be provided at the installation site at the Purchaser's expense.
- **Damage** – After arrival at the site, any loss or damage by weather, other trades (i.e. painting, plastering, standing on product), fire or other elements, shall be the responsibility of the purchaser. The Purchaser agrees to hold Peterson Group harmless from loss for such reasons.
- **Customer Receiving** – If the Purchaser decides to receive product for storage or for installation purposes, the Purchaser is responsible for checking and noting on the receipt any damage or possible damage to the product being unloaded. If this is not done, The Purchaser agrees to pay any additional replacement product cost if a freight claim cannot be awarded.
- **Delivery and Work Hours** – Unless otherwise stated, delivery and installation will be made during normal working hours Monday through Friday. The Purchaser agrees to pay additional labor costs resulting from overtime work.
- **Condition of Job Site** – It is the Purchaser's responsibility that the job site is clean, clear and free of debris prior to installation and that there is a clear pathway from the unloading point to the designated installation area. In the event installation personnel remove or assist in removing existing furniture or equipment at the job site, the purchaser agrees to pay Peterson Group for this

service, as separately invoiced. Upon completion of installation, Peterson Group will remove boxes, trash and debris. The Purchaser will be responsible for dusting, vacuuming and all other normal cleaning.

- **Job Site Services** – The Purchaser agrees to provide electric current (if necessary an electrician) if above listed products require any power.
- **Installation Delays** – In the event that construction delays or other causes not within Peterson Group's control force postponement of the installation as scheduled, the product will be considered accepted by the Purchaser for purposes of invoicing and payment. In such an event the Purchaser may reserve the right to withhold 10% of the invoice amount of such shipments against the completion of the contract. The Purchaser will pay all transfer and storage charges incurred.

Rotary Files:

- **Floor Loading** – The Purchaser is responsible for floor loading compliance and any structural reinforcement necessary to support the weight load of the proposed system. Peterson Group will provide all weight information for a proper analysis by a structural engineer.
- **Fire Code** – The Purchaser is responsible for fire code compliance based upon the proposed system.
- **Seismic** – The Purchaser is responsible for determining if a seismic evaluation is necessary for the proposed system. Peterson Group will provide all equipment information for a seismic evaluation by an engineer

Copyright: Copyright © Peterson Group. This material is proprietary and confidential. The disclosure reproduction by photography, film, blueprint or otherwise or incorporation into any information retrieval system without first receiving written approval from Peterson Group is expressly prohibited by law.

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

February Session of the January Adjourned

Term. 20 13

In the County Commission of said county, on the 5th day of February 20 13

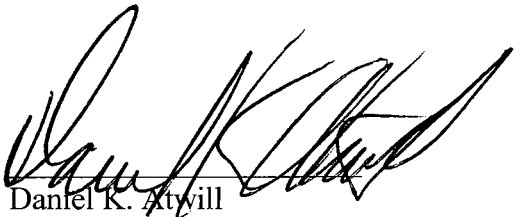
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the request by the Purchasing Department to dispose of surplus PC & Peripheral equipment through MRC Recycling Center. MRC will pick up surplus at no charge and supply to Purchasing a Certificate of Destruction on all computer items. It is further ordered the Presiding Commissioner is hereby authorized to sign said Request for Disposal forms.

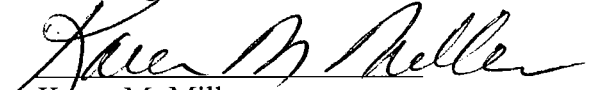
Done this 5th day of February, 2013

ATTEST:

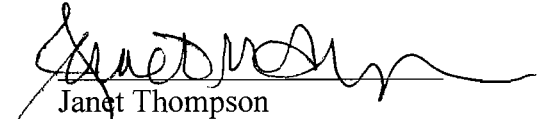
Wendy S. Noren
Wendy S. Noren *my*
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Karen M. Miller
District I Commissioner



Janet Thompson
District II Commissioner

Boone County Purchasing
David Eagle
Office Specialist



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

MEMORANDUM

TO: Boone County Commission
FROM: David Eagle
RE: Computer and Peripheral Surplus Disposal
DATE: January 29, 2013

The Purchasing Departments requests permission to dispose of the following list of surplus PC & Peripheral equipment through MRC Recycling Center. MRC Recycling will pick up our surplus at no charge. They are a State of Missouri, DNR Level Four recycling center. No computer items are land-filled. Purchasing will obtain a Certificate of Destruction, and we will let them know that we want everything recycled, not reused so nothing ends up in the landfill.

MRC Recycling Center certifies that they have picked up the following items and that all items will be recycled, not reused, so nothing ends up in the landfill.

Signature: _____

Date: _____

	Asset #	Description	Make & Model	Department	Condition of Asset	Serial #
1.	13476	PRINTER	LEXMARK T520N	I.T.	UNKNOWN	
2.	14208	15" LCD MONITOR	NEC ASLCD51VM	I.T.	UNKNOWN	
3.	15947	19" LCD MONITOR	HP LP1965	I.T.	UNKNOWN	
4.	15931	19" LCD MONITOR	HP L1940T	I.T.	UNKNOWN	
5.	14177	17" LCD MONITOR	VIEWSONIC VE700	I.T.	UNKNOWN	
6.	14182	19" LCD MONITOR	PRICETON DIG/ANALOG 25MS	I.T.	UNKNOWN	
7.	15661	17" LCD MONITOR	HP L1740	I.T.	UNKNOWN	

8.	15809	20" LCD MONITOR	HP LP2065	I.T.	UNKNOWN	
9.	14889	PC WORKSTATION	HP DC7100	I.T.	UNKNOWN	
10.	NO TAG	PC	HP DX2000MT	I.T.	UNKNOWN	
11.	NO TAG	CRT MONITOR	COMPAQ PE1123	I.T.	UNKNOWN	
12.	NO TAG	CRT MONITOR	COMPAQ PE1123	I.T.	UNKNOWN	
13.	NO TAG	CRT MONITOR	COMPAQ PE1123	I.T.	UNKNOWN	
14.	12950	PC	COMPAQ DESKPRO EX MT P3/933	I.T.	UNKNOWN	
15.	12952	PC	COMPAQ DESKPRO EX MT P3/933	I.T.	UNKNOWN	
16.	13429	PC	GATEWAY E3600	I.T.	UNKNOWN	
17.	12119	PC	COMPAQ DESKPRO EP	I.T.	UNKNOWN	
18.	16493	LASER PRINTER	HP LASERJET 4	I.T.	UNKNOWN	

cc: Caryn Ginter, Auditor
Surplus File

BOONE COUNTY

RECEIVED

JAN 11 2013

BOONE COUNTY AUDITOR

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : January 11, 2013

FIXED ASSET TAG NUMBER: 00013476

DESCRIPTION LEXMARK T520N
PRINTER LASER

REQUESTED MEANS OF DISPOSAL: SELL

OTHER INFORMATION:

CONDITION OF ASSET: PURCHASED 2002 -POOR CONDITION

REASON FOR DISPOSITION: REPLACEMENT

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

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

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

DEPARTMENT: PROSECUTING ATTORNEY 1261

SIGNATURE

Judy Fisher

AUDITOR

ORIGINAL PURCHASE DATE 11/20/2002
ORIGINAL COST 1,214.18
ORIGINAL FUNDING SOURCE 2731
ASSET GROUP 1603

RECEIPT INTO 1190-3835
TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

____ TRADE ____ AUCTION ____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 61-2013

DATE APPROVED 2-5-13

SIGNATURE *[Signature]*

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

RECEIVED

JAN 15 2013

DATE : January 15, 2013

FIXED ASSET TAG NUMBER: 00014208

BOONE COUNTY AUDITOR

DESCRIPTION NEC ASLCD51VM
MONITOR LCD 15 INCH

REQUESTED MEANS OF DISPOSAL: SELL

OTHER INFORMATION:

CONDITION OF ASSET: VERY POOR

REASON FOR DISPOSITION: NO LONGER NEEDED

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

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

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

DEPARTMENT: INFORMATION TECHNOLOGY 1150

SIGNATURE

Judy

AUDITOR

ORIGINAL PURCHASE DATE 10/21/2003
ORIGINAL COST 314.81
ORIGINAL FUNDING SOURCE 2788
ASSET GROUP 1603

RECEIPT INTO 1190-3835
TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

____ TRADE ____ AUCTION ____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 61-2013

DATE APPROVED 2-5-13

SIGNATURE *David [Signature]*

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

RECEIVED

JAN 15 2013

DATE : January 15, 2013

FIXED ASSET TAG NUMBER: 00015947

BOONE COUNTY AUDITOR

DESCRIPTION HP LP1965
MONITOR LCD 19 INCH

REQUESTED MEANS OF DISPOSAL: SELL

OTHER INFORMATION:

CONDITION OF ASSET: NON-WORKING

REASON FOR DISPOSITION: REPLACEMENT

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

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

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

DEPARTMENT: INFORMATION TECHNOLOGY

SIGNATURE Judy

1170

AUDITOR

ORIGINAL PURCHASE DATE 3/27/2007
ORIGINAL COST 309.00
ORIGINAL FUNDING SOURCE 2741
ASSET GROUP 1603

RECEIPT INTO 2045-3835
TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

____ TRADE ____ AUCTION ____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 61-2013

DATE APPROVED 2-5-13

SIGNATURE [Signature]

BOONE COUNTY

RECEIVED

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY JAN 15 2013

DATE : January 15, 2013

FIXED ASSET TAG NUMBER: 00015931

BOONE COUNTY AUDITOR

DESCRIPTION HP L1940T
MONITOR LCD 19 INCH

REQUESTED MEANS OF DISPOSAL: SELL

OTHER INFORMATION:

CONDITION OF ASSET: NON-WORKING

REASON FOR DISPOSITION: REPLACEMENT

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

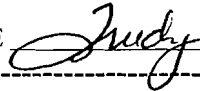
DESIRED DATE FOR ASSET REMOVAL TO STORAGE: *As soon as possible - In IT Printer Room*

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO

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

DEPARTMENT: INFORMATION TECHNOLOGY 1170

SIGNATURE



AUDITOR

ORIGINAL PURCHASE DATE 3/22/2007
ORIGINAL COST 220.00
ORIGINAL FUNDING SOURCE 2731
ASSET GROUP 1603

RECEIPT INTO 1190-3835
TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

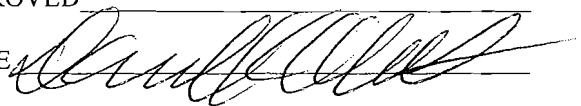
INDIVIDUAL _____

____ TRADE _____ AUCTION _____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 61-2013

DATE APPROVED 2-5-13

SIGNATURE 

BOONE COUNTY

RECEIVED

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY JAN 15 2013

DATE : January 15, 2013

FIXED ASSET TAG NUMBER: 00014177

BOONE COUNTY AUDITOR

DESCRIPTION VIEWSONIC VE700
MONITOR LCD 17 INCH

REQUESTED MEANS OF DISPOSAL: SELL

OTHER INFORMATION:

CONDITION OF ASSET: VERY POOR

REASON FOR DISPOSITION: NO LONGER NEEDED

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

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

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

DEPARTMENT: INFORMATION TECHNOLOGY

SIGNATURE Judy

470

AUDITOR

ORIGINAL PURCHASE DATE 9/18/2003
ORIGINAL COST 429.74
ORIGINAL FUNDING SOURCE 2788
ASSET GROUP 1603

RECEIPT INTO 2110-3835
TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

____ TRADE ____ AUCTION ____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 61-2013

DATE APPROVED 2-5-13

SIGNATURE [Signature]

BOONE COUNTY

RECEIVED

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

JAN 15 2013
BOONE COUNTY AUDITOR

DATE : January 15, 2013

FIXED ASSET TAG NUMBER: 00014182

DESCRIPTION PRINCETON DIG/ANALOG 25MS
MONITOR LCD 19 INCH

REQUESTED MEANS OF DISPOSAL: SELL

OTHER INFORMATION:

CONDITION OF ASSET: VERY POOR

REASON FOR DISPOSITION: NO LONGER NEEDED

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

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

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

DEPARTMENT: INFORMATION TECHNOLOGY *1170* SIGNATURE *Freddy*

AUDITOR

ORIGINAL PURCHASE DATE 9/18/2003 RECEIPT INTO 2110-3835
ORIGINAL COST 643.13
ORIGINAL FUNDING SOURCE 2788 TRANSFER CONFIRMED _____
ASSET GROUP 1603

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

____ TRADE ____ AUCTION ____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 61-2013

DATE APPROVED 2-5-13

SIGNATURE *[Signature]*

BOONE COUNTY

RECEIVED

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

JAN 15 2013

BOONE COUNTY AUDITOR

DATE : January 15, 2013

FIXED ASSET TAG NUMBER: 00015661

DESCRIPTION HP L1740
MONITOR LCD 17 INCH

REQUESTED MEANS OF DISPOSAL: SELL

OTHER INFORMATION:

CONDITION OF ASSET: NON-WORKING

REASON FOR DISPOSITION: REPLACEMENT

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

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

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

DEPARTMENT: INFORMATION TECHNOLOGY 1170

SIGNATURE



AUDITOR

ORIGINAL PURCHASE DATE 11/9/2006
ORIGINAL COST 227.00
ORIGINAL FUNDING SOURCE 2787
ASSET GROUP 1603

RECEIPT INTO 2961-3835
TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

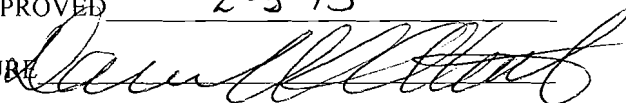
____ TRADE ____ AUCTION ____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 61-2013

DATE APPROVED 2-5-13

SIGNATURE



BOONE COUNTY

RECEIVED

JAN 17 2013

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE : January 17, 2013

FIXED ASSET TAG NUMBER: 00015809

DESCRIPTION HP LP2065
MONITOR LCD 20 INCH

REQUESTED MEANS OF DISPOSAL: SELL

OTHER INFORMATION:

CONDITION OF ASSET: PURCHASED 2007 - VERY POOR

REASON FOR DISPOSITION: REPLACEMENT

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

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

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

DEPARTMENT: INFORMATION TECHNOLOGY 1170 SIGNATURE *Judy*

AUDITOR

ORIGINAL PURCHASE DATE 2/6/2007 RECEIPT INTO 1190-3835
ORIGINAL COST 360.00
ORIGINAL FUNDING SOURCE 2731 TRANSFER CONFIRMED _____
ASSET GROUP 1603

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

____ TRADE ____ AUCTION ____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 61-2013

DATE APPROVED 2-5-13

SIGNATURE *[Signature]*

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : January 4, 2013

FIXED ASSET TAG NUMBER: 00014889

DESCRIPTION HP DC7100
PC WORKSTATION

REQUESTED MEANS OF DISPOSAL: SELL

OTHER INFORMATION:

CONDITION OF ASSET: HARD DRIVE/MEMORY REMOVED

REASON FOR DISPOSITION: REPLACEMENT

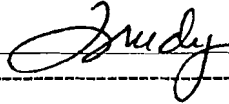
COUNTY/COURT IT DEPT. (circle one) ~~DOES~~/DOES NOT (circle one) ~~WISH TO TRANSFER THIS ITEM FOR ITS OWN USE~~ (this item is applicable to computer equipment only)

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

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

DEPARTMENT: SHERIFF

SIGNATURE



AUDITOR

ORIGINAL PURCHASE DATE _____
ORIGINAL COST _____
ORIGINAL FUNDING SOURCE _____
ASSET GROUP _____

RECEIPT INTO _____
TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

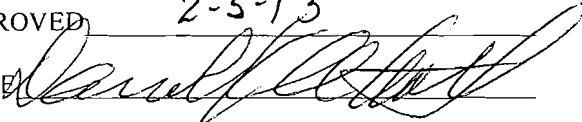
INDIVIDUAL _____

____ TRADE _____ AUCTION _____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 61-2013

DATE APPROVED 2-5-13

SIGNATURE 

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 12-28-12 FIXED ASSET TAG NUMBER: No Tag

DESCRIPTION: HP dx 2000MT PC

REQUESTED MEANS OF DISPOSAL:

OTHER INFORMATION: Serial # MXD524D68C

CONDITION OF ASSET: Hard drive removed

REASON FOR DISPOSITION: No longer needed

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

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

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

DEPARTMENT: IT SIGNATURE Judy

AUDITOR

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

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____
LOCATION WITHIN DEPARTMENT _____
INDIVIDUAL _____
____ TRADE _____ AUCTION _____ SEALED BIDS _____
____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 61-2013

DATE APPROVED 2-5-13

SIGNATURE [Signature]

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 12/12/12

FIXED ASSET TAG NUMBER: N/A

DESCRIPTION: Compaq PE1123 CRT Monitor, SS# 113CG43HB209

RECEIVED

DEC 13 2012

BOONE COUNTY AUDITOR

REQUESTED MEANS OF DISPOSAL: sell?

OTHER INFORMATION: White

CONDITION OF ASSET: working

REASON FOR DISPOSITION: no longer needs

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

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: as soon as possible

WAS ASSET PURCHASED WITH GRANT FUNDING? YES / NO

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

DEPARTMENT: JJC

SIGNATURE A. Schell

AUDITOR

ORIGINAL PURCHASE DATE _____

RECEIPT INTO 1190-3835

ORIGINAL COST _____

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE _____

GRANT NAME _____

% FUNDING _____

ASSET GROUP _____

AGENCY _____

DOCUMENTATION ATTACHED (Y/N) _____

TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

____ TRADE _____ AUCTION _____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 61-2013

DATE APPROVED 2-5-13

SIGNATURE [Signature]

BOONE COUNTY

RECEIVED

DEC 13 2012

BOONE COUNTY AUDITOR

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 12/12/12

FIXED ASSET TAG NUMBER: N/A

DESCRIPTION: Compaq PE1123 CRT Monitor, SS# 113CG43HB201

REQUESTED MEANS OF DISPOSAL: sell?

OTHER INFORMATION: White

CONDITION OF ASSET: working

REASON FOR DISPOSITION: no longer needs

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

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: as soon as possible

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

DEPARTMENT: JJC

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 61-2013

DATE APPROVED 2-5-13

SIGNATURE: [Signature]

BOONE COUNTY

RECEIVED

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

12/13 2012
BOONE COUNTY AUDITOR

DATE : 12/12/12

FIXED ASSET TAG NUMBER: N/A

DESCRIPTION: Compaq PE1123 CRT Monitor, SS# 113CG43H8208

REQUESTED MEANS OF DISPOSAL: sell?

OTHER INFORMATION: White

CONDITION OF ASSET: working

REASON FOR DISPOSITION: no longer needs

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

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: as soon as possible

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO

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

DEPARTMENT: JJC

SIGNATURE ASchull

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 61-2013

DATE APPROVED 2-5-13

SIGNATURE [Signature]

BOONE COUNTY

RECEIVED

DEC 13 2012

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE: 12/12/12

FIXED ASSET TAG NUMBER: 12950

DESCRIPTION: Compaq Deskpro EX MT P3/933 SS# 6113FR4Z0080

REQUESTED MEANS OF DISPOSAL: sell?

OTHER INFORMATION: White

CONDITION OF ASSET: has hard drive issues

REASON FOR DISPOSITION: no longer needs

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

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: as soon as possible

WAS ASSET PURCHASED WITH GRANT FUNDING? NO

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

DEPARTMENT: JJC

SIGNATURE @ Schull

AUDITOR

ORIGINAL PURCHASE DATE 5/24/2001

RECEIPT INTO 1190-3835

ORIGINAL COST 1,534.74

GRANT FUNDED (Y/N) Y

ORIGINAL FUNDING SOURCE 2744

GRANT NAME Juvenile Accountability Incentive Block

% FUNDING 100 - Federal

ASSET GROUP 1603

AGENCY US Dept of Justice

DOCUMENTATION ATTACHED (Y/N) N/A below \$5,000

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 61-2013

DATE APPROVED 2-5-13

SIGNATURE [Signature]

BOONE COUNTY

RECEIVED

DEC 13 2012

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE : 12/12/12

FIXED ASSET TAG NUMBER: 12952

DESCRIPTION: Compaq Deskpro EX MT P3/933 SS# 6113FR4ZE861

REQUESTED MEANS OF DISPOSAL: sell?

OTHER INFORMATION: White

CONDITION OF ASSET: ~~working~~ has had drive issues

REASON FOR DISPOSITION: no longer needs

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

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: as soon as possible

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

DEPARTMENT: JJC SIGNATURE A. Schull

AUDITOR

ORIGINAL PURCHASE DATE <u>5/24/2001</u>	RECEIPT INTO <u>1190 - 3835</u>
ORIGINAL COST <u>1,534.74</u>	GRANT FUNDED (Y/N) <u>Y</u>
ORIGINAL FUNDING SOURCE <u>2744</u>	GRANT NAME <u>Juvenile Accountability Incentive Block</u>
	% FUNDING <u>100 - Federal</u>
	AGENCY <u>US Dept of Justice</u>
ASSET GROUP <u>1603</u>	DOCUMENTATION ATTACHED (Y/N) <u>N/A below \$5,000</u>
	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 61-2013

DATE APPROVED 2-5-13

SIGNATURE [Signature]

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : December 7, 2012

FIXED ASSET TAG NUMBER: 00013429

RECEIVED

DESCRIPTION GATEWAY E3600
PC WORKSTATION

DEC 10 2012

BOONE COUNTY AUDITOR

REQUESTED MEANS OF DISPOSAL: SELL

OTHER INFORMATION:

CONDITION OF ASSET: HARD DRIVE/MEMORY REMOVED

REASON FOR DISPOSITION: REPLACEMENT

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

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

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

DEPARTMENT: FACILITIES & GROUNDS MTCE *6160*

SIGNATURE *Judy*

AUDITOR

ORIGINAL PURCHASE DATE *7/16/2002*
ORIGINAL COST *1,080.20*
ORIGINAL FUNDING SOURCE *2731*
ASSET GROUP *1603*

RECEIPT INTO *1190-3835*
TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

____ TRADE ____ AUCTION ____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER *61-2013*

DATE APPROVED *2-5-13*

SIGNATURE *[Signature]*

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : December 11, 2012

FIXED ASSET TAG NUMBER: 00012119

RECEIVED

DEC 11 2012

DESCRIPTION COMPAQ DESKPRO EP
PC WORKSTATION

BOONE COUNTY AUDITOR

REQUESTED MEANS OF DISPOSAL: SELL

OTHER INFORMATION:

CONDITION OF ASSET: HARD DRIVE/MEMORY REMOVED

REASON FOR DISPOSITION: REPLACEMENT

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

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

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

DEPARTMENT: FACILITIES & GROUNDS MTCE

6100

SIGNATURE



AUDITOR

ORIGINAL PURCHASE DATE *12/31/1999*
ORIGINAL COST *1,279.00*
ORIGINAL FUNDING SOURCE *2731*
ASSET GROUP *1603*

RECEIPT INTO *1190-3835*
TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

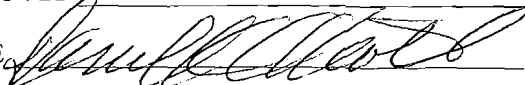
INDIVIDUAL _____

____ TRADE ____ AUCTION ____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER *61-2013*

DATE APPROVED *2-5-13*

SIGNATURE 

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : December 11, 2012

FIXED ASSET TAG NUMBER: 00016493

RECEIVED

DESCRIPTION HP LASERJET 4
PRINTER LASER

DEC 11 2012

BOONE COUNTY AUDITOR

REQUESTED MEANS OF DISPOSAL: SELL

OTHER INFORMATION:

CONDITION OF ASSET: MFG - MAY 1994 & NON-WORKING

REASON FOR DISPOSITION: REPLACEMENT

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

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

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

DEPARTMENT: COUNTY COUNSELOR OFFICE 1126

SIGNATURE

Judy

AUDITOR

ORIGINAL PURCHASE DATE 6/4/2008
ORIGINAL COST 1.00
ORIGINAL FUNDING SOURCE 2751
ASSET GROUP 1603

RECEIPT INTO 1190-3835
TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

____ TRADE ____ AUCTION ____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 61-2013

DATE APPROVED 2-5-13

SIGNATURE *[Signature]*

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

February Session of the January Adjourned

Term. 20 13

In the County Commission of said county, on the 5th day of February 20 13

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

Now on this day the County Commission of the County of Boone does hereby approve Contract Amendment Number One – DIR-SDD-509 – Photocopier and Maintenance revising the photocopier’s model number from Image Runner model 6055 to Image Runner model 6255. It is further ordered the Presiding Commissioner is hereby authorized to sign said Contract Amendment.

Done this 5th day of February, 2013.

ATTEST:

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

[Signature]
Daniel K. Atwill

Presiding Commissioner

[Signature]
Karen M. Miller

District I Commissioner

[Signature]
Janet Thompson
District II Commissioner

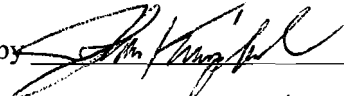
**CONTRACT AMENDMENT NUMBER ONE
PURCHASE AGREEMENT FOR
PHOTOCOPIER WITH MAINTENANCE AND FAX MACHINE**

The Agreement **DIR-SDD-509** dated January 10, 2013 made by and between Boone County, Missouri and Data Comm, Inc. for and in consideration of the performance of the respective obligations of the parties set forth herein, is amended as follows:

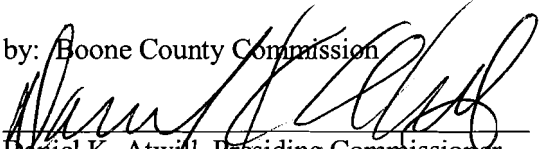
- 1. **Model Number Change** – Change the copier model number from Canon iR6055 to Canon iR6255. Change the fax machine model number from a Canon 710 to a Canon 810.
- 2. Except as specifically amended hereunder, all other terms, conditions and provisions of the original agreement and Amendment Number One shall remain in full force and effect.

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

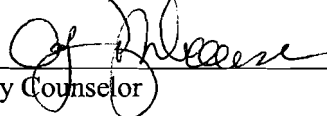
DATA COMM, INC.

by 
title Executive Account Manager

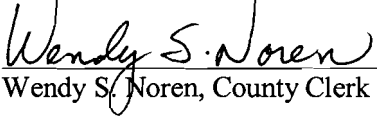
BOONE COUNTY, MISSOURI

by: Boone County Commission

Daniel K. Atwill, Presiding Commissioner

APPROVED AS TO FORM:



County Counselor

ATTEST:


Wendy S. Noren, County Clerk *my*

AUDITOR CERTIFICATION

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

 by jjj 01/28/13 No Encumbrance Required
Signature Date Appropriation Account

62-2013

Boone County Purchasing

Melinda Bobbitt, CPPB
Director



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

MEMORANDUM

TO: Boone County Commission
FROM: Melinda Bobbitt, CPPB
DATE: January 29, 2013
RE: Amendment Number One – DIR-SDD-509 – Photocopier and
Maintenance

Contract *DIR-SDD-509 – Photocopier and Maintenance* was approved by commission for award to Data Comm, Inc. on January 10, 2013, commission order 16-2013. This amendment revises the photocopier's model number. Image Runner model 6055 was replaced by model Image Runner 6255 by Canon. All other terms and conditions of the contract remain unchanged.

cc: Debbie Lee, Circuit Clerk
Contract File

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

February Session of the January Adjourned

Term. 20 13

In the County Commission of said county, on the 5th day of February 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 said Request for Disposal forms.

Done this 5th day of February, 2013

ATTEST:

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

Daniel K. Atwill
Daniel K. Atwill
Presiding Commissioner

Karen M. Miller
Karen M. Miller
District I Commissioner

Janet Thompson
Janet Thompson
District II Commissioner

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: January 31, 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.	NO TAG	ASSORTED AIR FILTERS, OIL FILTERS, HYDRAULIC FILTERS, AND PARTS (46 TOTAL PIECES)		PUBLIC WORKS	NEW	
2.	18073	LIGHT BAR	WHELEN	SHERIFF	TOTAL LOSS IN ACCIDENT	PLEASE REMOVE FROM INVENTORY
3.	6319	RADIO	MOTOROLA	SHERIFF	VERY OLD	DESTROY
4.	11390	MID BACK MANAGEMENT CHAIR	KI - PIRETTI	PROSECUTING ATTORNEY	BROKEN	PLEASE REMOVE FROM INVENTORY
5.	9228	TWO DRAWER FILE CABINET		PROSECUTING ATTORNEY	POOR	
6.	8849	TWO DRAWER FILE CABINET		PROSECUTING ATTORNEY	POOR	
7.	NO TAG	PLUSH BURGANDY CHAIR		HUMAN RESOURCES	FAIR	
8.	NO TAG	13" COMPACT HEDGE TRIMMER	BLACK AND DECKER	JJC	GOOD	
9.	NO TAG	MODEM	MP875	SHERIFF	POOR	

10.	16945	2009 WESTERN SPREADER WITH HONDA GXY ENGINE		PUBLIC WORKS	POOR	
11.	NO TAG	Digital Camera	Kodak Easy Share Z812 IS	Sheriff	Non-Functioning / Broken	KCXGZ80902455 Destroy by Sheriff Dept. due to sensitive images
12.	NO TAG	Digital Camera	Kodak Easy Share Z812 IS	Sheriff	Non-Functioning / Broken	KCX6GZ74602345 Destroy by Sheriff Dept. due to sensitive images
13.	NO TAG	Digital Camera	Kodak Easy Share Z1012 IS	Sheriff	Non-Functioning / Broken	KCXH790702677 Destroy by Sheriff Dept. due to sensitive images
14.	NO TAG	Digital Camera	Kodak Easy Share Z1012 IS	Sheriff	Non-Functional / Power Issues	KCXZ90802705 Destroy by Sheriff Dept. due to sensitive images
15.	15404	Digital Camera	Kodak Easy Share {850	Sheriff	Flash is broken – cost to repair exceeds replacement	Destroy by Sheriff Dept. due to sensitive images
16.	15412	Digital Camera	Kodak Easy Share {850	Sheriff	Flash does not work	Destroy by Sheriff Dept. due to sensitive images
17.	15405	Digital Camera	Kodak Easy Share {850	Sheriff	Image Stabilizing / Power issues	Destroy by Sheriff Dept. due to sensitive images

cc: Caryn Ginter, Auditor
Surplus File

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : January 22, 2013

FIXED ASSET TAG NUMBER: None

DESCRIPTION: Assorted Air Filters, Oil Filters, Hydraulic Filters, and Parts (46 total pieces)

REQUESTED MEANS OF DISPOSAL: Sell

OTHER INFORMATION: Sell all as unit – assembled onto a pallet and shrink wrapped. Itemized description on attached spreadsheet.

CONDITION OF ASSET: New

REASON FOR DISPOSITION: Parts do not fit any equipment that the Department owns.

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

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: None

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO

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

DEPARTMENT: 2040

SIGNATURE



AUDITOR

ORIGINAL PURCHASE DATE _____ RECEIPT INTO 1190-3835

ORIGINAL COST _____ GRANT FUNDED (Y/N) 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 _____

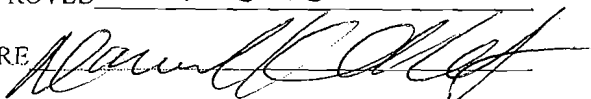
____ TRADE _____ AUCTION _____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 63-2013

DATE APPROVED 2-5-13

SIGNATURE



BOONE COUNTY

RECEIVED

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DEC 18 2012

BOONE COUNTY AUDITOR

DATE : 12-18-12

FIXED ASSET TAG NUMBER: 18073

DESCRIPTION: Whelen light bar serial number 182289

REQUESTED MEANS OF DISPOSAL: Total loss in an accident – please remove from inventory

OTHER INFORMATION: n/a

CONDITION OF ASSET: Total loss in an accident

REASON FOR DISPOSITION: total loss in an accident

Claim # AP12-34135-1

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: n/a – total loss in an accident

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

DEPARTMENT: Sheriff 1251

SIGNATURE 

AUDITOR

ORIGINAL PURCHASE DATE 5/24/2012

RECEIPT INTO 2901-3835

ORIGINAL COST 1,500.98

GRANT FUNDED (Y/N) N

GRANT NAME _____

ORIGINAL FUNDING SOURCE 2787

% 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 _____

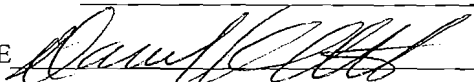
INDIVIDUAL _____

____ TRADE _____ AUCTION _____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 63-2013

DATE APPROVED 2-5-13

SIGNATURE 

BOONE COUNTY

RECEIVED

DEC 31 2012

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE : 12-31-12

FIXED ASSET TAG NUMBER: 6319

DESCRIPTION: Motorola radio

REQUESTED MEANS OF DISPOSAL: DESTROY

OTHER INFORMATION: NEEDS TO BE DESTROYED

CONDITION OF ASSET: VERY OLD

REASON FOR DISPOSITION: Unable to use on our radio system

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

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: 12-31-12

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

DEPARTMENT: Sheriff

SIGNATURE 

AUDITOR

ORIGINAL PURCHASE DATE 3/20/1989

RECEIPT INTO 1190-3835

ORIGINAL COST 657.00

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2731

GRANT NAME _____
% FUNDING _____

ASSET GROUP 1604

AGENCY _____
DOCUMENTATION ATTACHED (Y/N) _____
TRANSFER CONFIRMED _____
Removed from inventory 12/31/2012

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

TRADE AUCTION SEALED BIDS

OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 63-2013

DATE APPROVED 2-5-13

SIGNATURE 

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

RECEIVED

DATE : 12-19-2012

FIXED ASSET TAG NUMBER: 11390

DEC 20 2012

DESCRIPTION: Mid Back Management Chair - KI - Piretti

BOONE COUNTY AUDITOR

REQUESTED MEANS OF DISPOSAL: Junk

OTHER INFORMATION: This chair is broken and can't be repaired

CONDITION OF ASSET: Broken

REASON FOR DISPOSITION: Chair is broken and can't be repaired.

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

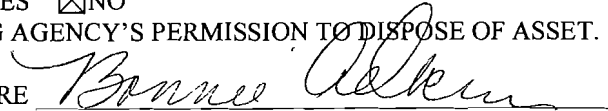
DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO

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

DEPARTMENT: 1261

SIGNATURE



AUDITOR

ORIGINAL PURCHASE DATE 4/15/1998

RECEIPT INTO 1190-3835

ORIGINAL COST 343.20

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2731

GRANT NAME _____

% FUNDING _____

AGENCY _____

ASSET GROUP 1602

DOCUMENTATION ATTACHED (Y/N) _____

TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

TRADE AUCTION SEALED BIDS

OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 63-2013

DATE APPROVED 2-5-13

SIGNATURE 

BOONE COUNTY

RECEIVED

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY 8 2012

DATE : 12/18/12

FIXED ASSET TAG NUMBER: 9228

BOONE COUNTY AUDITOR

DESCRIPTION: 2 Drawer File Cabinet - Tan

REQUESTED MEANS OF DISPOSAL: Junk

OTHER INFORMATION: This file cabinet is located in Room 412 in the Prosecutor's Office

CONDITION OF ASSET: Poor

REASON FOR DISPOSITION: In bad shape

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

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: When Convenient

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO

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

DEPARTMENT: 1261

SIGNATURE

Bonnie Atkins

AUDITOR

ORIGINAL PURCHASE DATE 3/29/1985

RECEIPT INTO 1190-3835

ORIGINAL COST 27.⁰⁰

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2731

GRANT NAME _____

% FUNDING _____

AGENCY _____

ASSET GROUP 1602

DOCUMENTATION ATTACHED (Y/N) _____

TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

____ TRADE _____ AUCTION _____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 63-2013

DATE APPROVED 2-5-13

SIGNATURE *[Signature]*

BOONE COUNTY

RECEIVED

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DEC 18 2012

BOONE COUNTY AUDITOR

DATE : 12/18/12

FIXED ASSET TAG NUMBER: 8849

DESCRIPTION: 2 Drawer File Cabinet - Tan

REQUESTED MEANS OF DISPOSAL: Remove from Prosecutor's Office

OTHER INFORMATION: This file cabinet is located in Room 440 in the Prosecutor's Office

CONDITION OF ASSET: O.K.

REASON FOR DISPOSITION: Do not 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)

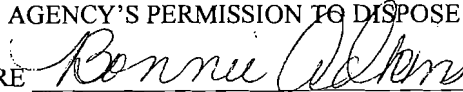
DESIRED DATE FOR ASSET REMOVAL TO STORAGE: When Convenient

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO

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

DEPARTMENT: 1261

SIGNATURE



AUDITOR

ORIGINAL PURCHASE DATE 12/21/1994

RECEIPT INTO 1190-3835

ORIGINAL COST 29.99

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2731

GRANT NAME _____

% FUNDING _____

AGENCY _____

ASSET GROUP 1602

DOCUMENTATION ATTACHED (Y/N) _____

TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

____ TRADE _____ AUCTION _____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 63-2013

DATE APPROVED 2-5-13

SIGNATURE 

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 12/20/12

FIXED ASSET TAG NUMBER: No asset tag

RECEIVED

DESCRIPTION: Plush burgandy chair

DEC 21 2012

REQUESTED MEANS OF DISPOSAL:

BOONE COUNTY AUDITOR

OTHER INFORMATION:

CONDITION OF ASSET: Fair

REASON FOR DISPOSITION: Need to make room in the old Director of Human Resources office.

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: Prior to 1/11/13

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO

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

DEPARTMENT: 1115 - Human Resources

SIGNATURE

Kara Coustey

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

63-2013

DATE APPROVED

2-5-13

SIGNATURE

Donald [Signature]

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 12/11/12

FIXED ASSET TAG NUMBER: N/A

DESCRIPTION: 13" Compact Hedge Trimmer - Black and Decker - Model - HT100

REQUESTED MEANS OF DISPOSAL: sell

OTHER INFORMATION: still have original box

CONDITION OF ASSET: good

REASON FOR DISPOSITION: no longer need

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

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: *asap*

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

DEPARTMENT: *JJC*

SIGNATURE *Ann Schlep*

RECEIVED

DEC 11 2012

BOONE COUNTY
AUDITOR

AUDITOR

ORIGINAL PURCHASE DATE _____ RECEIPT INTO 1190-3835

ORIGINAL COST _____ GRANT FUNDED (Y/N) _____
ORIGINAL FUNDING SOURCE _____ 1 GRANT NAME _____
AGENCY _____
DOCUMENTATION ATTACHED (Y/N) _____
TRANSFER CONFIRMED _____

ASSET GROUP _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____
LOCATION WITHIN DEPARTMENT _____
INDIVIDUAL _____

____ TRADE _____ AUCTION _____ SEALED BIDS _____
____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 63-2013

DATE APPROVED 2-5-13

SIGNATURE *[Signature]*

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 12-21-12

FIXED ASSET TAG NUMBER: none

RECEIVED

DESCRIPTION: MP875 modem

DEC 21 2012

BOONE COUNTY AUDITOR

REQUESTED MEANS OF DISPOSAL: any

OTHER INFORMATION: n/a

CONDITION OF ASSET: bad, not repairable

REASON FOR DISPOSITION: bad, not repairable

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

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: 12-21-12

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

DEPARTMENT: Sheriff

SIGNATURE 

AUDITOR

ORIGINAL PURCHASE DATE _____

RECEIPT INTO 1190-3835

ORIGINAL COST _____

GRANT FUNDED (Y/N) _____

ORIGINAL FUNDING SOURCE _____

GRANT NAME _____

% FUNDING _____

AGENCY _____

DOCUMENTATION ATTACHED (Y/N) _____

ASSET GROUP _____

TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

TRANSFER

DEPARTMENT NAME _____

NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

TRADE

AUCTION

SEALED BIDS

OTHER

EXPLAIN _____

COMMISSION ORDER NUMBER 63-2013

DATE APPROVED 2-5-13

SIGNATURE 

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : November 1, 2012

FIXED ASSET TAG NUMBER: 16945

DESCRIPTION: 2009 Western Spreader with Honda GXV Engine

REQUESTED MEANS OF DISPOSAL: Sell

OTHER INFORMATION: Serial Number: 08022430000494810

CONDITION OF ASSET: Poor

REASON FOR DISPOSITION: The equipment is in need of repairs that exceed the expected value of the unit. The engine and part of the spinner assembly has quit functioning effectively and need replaced.

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

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: None

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO

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

DEPARTMENT: 2040

SIGNATURE 

AUDITOR

ORIGINAL PURCHASE DATE 7/21/2009

RECEIPT INTO 2040-3835

ORIGINAL COST 5,575.00

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2741

GRANT NAME _____

% FUNDING _____

ASSET GROUP 1604

AGENCY _____

DOCUMENTATION ATTACHED (Y/N) _____

TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

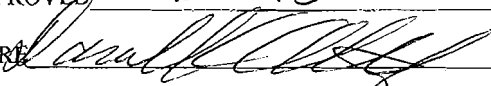
INDIVIDUAL _____

____ TRADE ____ AUCTION ____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 63-2013

DATE APPROVED 2-5-13

SIGNATURE 

BOONE COUNTY

RECEIVED

IAN 22 2013

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE: 1/14/13

FIXED ASSET TAG NUMBER: N/A - NONE

DESCRIPTION: Kodak Easy Share 2812 FS Digital Camera
S/N: KCX6Z80902455

REQUESTED MEANS OF DISPOSAL: Destroy

OTHER INFORMATION: N/A

CONDITION OF ASSET: Non-functioning / Broken

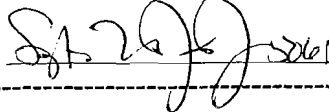
REASON FOR DISPOSITION: Internal memory may be scanned to obtain sensitive images

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: 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's Dept

SIGNATURE 

AUDITOR

ORIGINAL PURCHASE DATE _____ RECEIPT INTO 1190-3835

ORIGINAL COST _____ GRANT FUNDED (Y/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 63-2013

DATE APPROVED 2-5-13

SIGNATURE 

BOONE COUNTY

RECEIVED

JAN 22 2013

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE: 1/14/13

FIXED ASSET TAG NUMBER: ^{None} N/A S/N: KCX6Z 746 02345

DESCRIPTION: Kodak Easy Share Z812 IS Digital Camera

REQUESTED MEANS OF DISPOSAL: Destroy

OTHER INFORMATION: Power issues: Cannot be turned on.

CONDITION OF ASSET: Non-functional/Broken

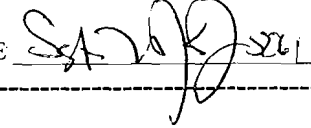
REASON FOR DISPOSITION: Internal Memory may be scanned to obtain Sensitive Images.

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: 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's Dept

SIGNATURE 

AUDITOR

ORIGINAL PURCHASE DATE _____	RECEIPT INTO <u>1190-3835</u>
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 63-2013

DATE APPROVED 2-5-13

SIGNATURE 

BOONE COUNTY

RECEIVED

JAN 22 2013

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE: 1/14/13

FIXED ASSET TAG NUMBER: ^{None} N/A S/N: KCXH790702677

DESCRIPTION: Kodak EasyShare Z1012 IS Digital Camera

REQUESTED MEANS OF DISPOSAL: Destroy

OTHER INFORMATION: Bad Power issues Will not stay on.

CONDITION OF ASSET: Non-functioning / Broken

REASON FOR DISPOSITION: Internal memory maybe scanned to Obtain Sensitive Images

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: 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's Dept

SIGNATURE [Signature] SDG1

AUDITOR

ORIGINAL PURCHASE DATE _____ RECEIPT INTO 1190-3835

ORIGINAL COST _____ ? GRANT FUNDED (Y/N) _____

ORIGINAL FUNDING SOURCE _____ % FUNDING _____

AGENCY _____

ASSET GROUP _____ DOCUMENTATION ATTACHED (Y/N) _____

TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

____ TRADE _____ AUCTION _____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 63-2013

DATE APPROVED 2-5-13

SIGNATURE [Signature]

BOONE COUNTY

RECEIVED

JAN 22 2013

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE: 1/14/13

FIXED ASSET TAG NUMBER: ^{NONE} N/A S/N: KCXHZ 90802705

DESCRIPTION: Kodak EasyShare Z 1012 IS Digital Camera

REQUESTED MEANS OF DISPOSAL: Destroy

OTHER INFORMATION: Won't stay on

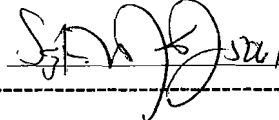
CONDITION OF ASSET: Non functional / Power issues

REASON FOR DISPOSITION: Internal memory may be scanned to obtain Sensitive Images

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: 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's Dept. SIGNATURE: 

AUDITOR

ORIGINAL PURCHASE DATE _____ RECEIPT INTO 1190 3835

ORIGINAL COST _____ ? GRANT FUNDED (Y/N) _____

ORIGINAL FUNDING SOURCE _____ % FUNDING _____

AGENCY _____

ASSET GROUP _____ DOCUMENTATION ATTACHED (Y/N) _____

TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

____ TRADE _____ AUCTION _____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 63-2013

DATE APPROVED 2-5-13

SIGNATURE: 

BOONE COUNTY

RECEIVED

JAN 22 2013

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 1/16/13

FIXED ASSET TAG NUMBER: 15404

DESCRIPTION: Kodak P850 EasyShare Digital Camera

REQUESTED MEANS OF DISPOSAL: Destroy

OTHER INFORMATION: Flash is Broken: Cost to Repair exceeds Replacement

CONDITION OF ASSET: Non Functioning

REASON FOR DISPOSITION: Internal Memory may be scanned to obtain sensitive images.

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: 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's Dept SIGNATURE [Signature]

AUDITOR

ORIGINAL PURCHASE DATE	<u>4/19/2006</u>	RECEIPT INTO	<u>2901-3835</u>
ORIGINAL COST	<u>495.48</u>	GRANT FUNDED (Y/N)	<u>N</u>
ORIGINAL FUNDING SOURCE	<u>2787</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 63-2013

DATE APPROVED 2-5-13

SIGNATURE [Signature]

BOONE COUNTY

RECEIVED

JAN 22 2013

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE: 1/16/13

FIXED ASSET TAG NUMBER: 15412

DESCRIPTION: Kodak Easy Share P850 Digital Camera

REQUESTED MEANS OF DISPOSAL: Destroy

OTHER INFORMATION: Flash Doesn't Work

CONDITION OF ASSET: Broken

REASON FOR DISPOSITION: Internal memory may be scanned to obtain sensitive images.

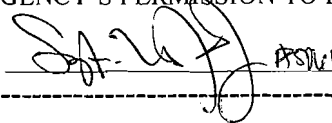
COUNTY COURT IT DEPT. (circle one) DOES / DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: 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's Dept

SIGNATURE



AUDITOR

ORIGINAL PURCHASE DATE 4/19/2006

RECEIPT INTO 2901-3835

ORIGINAL COST 495.48

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2787

GRANT NAME _____

% FUNDING _____

AGENCY _____

ASSET GROUP 1604

DOCUMENTATION ATTACHED (Y/N) _____

TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

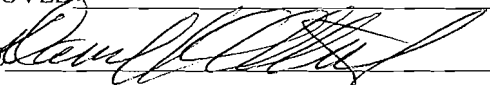
INDIVIDUAL _____

____ TRADE _____ AUCTION _____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 63-2013

DATE APPROVED 2-5-13

SIGNATURE 

BOONE COUNTY

RECEIVED

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

JAN 22 2013

BOONE COUNTY AUDITOR

DATE: 1/16/13 FIXED ASSET TAG NUMBER: 15405

DESCRIPTION: Kodak Easy Share P850

REQUESTED MEANS OF DISPOSAL: Destroy

OTHER INFORMATION: Image Stabilizing / Power issues

CONDITION OF ASSET: Non functional / Broken

REASON FOR DISPOSITION: Internal memory may be scanned to obtain sensitive images

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: 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's Dept. 1251 SIGNATURE 

AUDITOR

ORIGINAL PURCHASE DATE 4/19/2006 RECEIPT INTO 2901-3835

ORIGINAL COST 495.48 GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2787 % 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

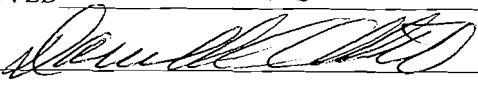
INDIVIDUAL

TRADE AUCTION SEALED BIDS

OTHER EXPLAIN

COMMISSION ORDER NUMBER 63-2013

DATE APPROVED 2-5-13

SIGNATURE 

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

February Session of the January Adjourned

Term. 20 13

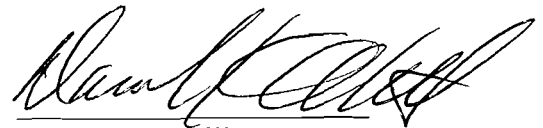
In the County Commission of said county, on the 5th day of February 20 13
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the following job reclassification in class code 4080: Electronic Equipment Technician, range 31 to that of Technology Research Operations Analyst, range 41.

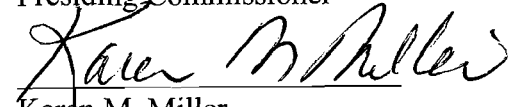
Done this 5th day of February, 2013

ATTEST:

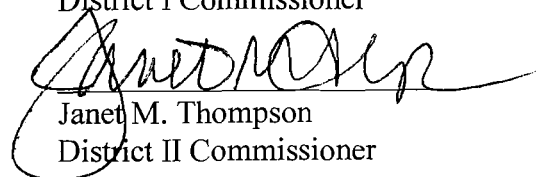
Wendy S. Noren
Wendy S. Noren *my*
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Karen M. Miller
District I Commissioner



Janet M. Thompson
District II Commissioner



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: Technology Research Operations Analyst	NEW: X	REVISED: _____
<small>(Please check one)</small>		
REPORTS TO: Captain	FLSA: Non-Exempt	DATE: 02/13
DEPARTMENT: Sheriff's Department	JOB CODE: _____	

DEFINITIONS: With general supervision, maintains law enforcement software and hardware packages and supports the Sheriff's personnel staff.

Deleted: ¶

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Responds to all helpdesk requests (calls, e-mails, and in-person) for Sheriff's Department Fleet/Mobile related issues. Provides central point of contact for customers and users to report all support and problem tracking issues with the Sheriff's Department fleet. Provides consulting, technical support and problem tracking via telephone, e-mail and in-person on the installation, configuration, use and troubleshooting of various mobile computer systems.

Documents specific information from users to identify specific problems, and documents specific resolutions in the knowledge database. Monitors relevant helpdesk calls using the IT's helpdesk software tools. Coordinates support and implementation issues between IT, Sheriff's Department and customers. Ensures that all helpdesk calls are being responded to in a timely manner, and that all proper resources are assigned/used. Assists in keeping the status of all open helpdesk work orders up-to-date. Installs, modifies, upgrades and makes minor repairs to mobile data terminals and system operating software.

Provides technical assistance, training and support to all fleet system users. Assists with the rollout of Sheriff's Department fleet technology projects and upgrades. Provides backup as needed for I.T. position assigned to the Sheriff's Department.

Maintains fleet related inventory and is responsible for warranty repair/returns. Responsible for checking in new equipment including fixed asset additions with the County Auditor's office. Programs radios as needed for Sheriff's Department employees. Trains and assists users regarding BCSD mobile fleet applications.

Responsible for research and analysis of new police equipment and any corresponding replacement of existing equipment with new standards. General 12 volt troubleshooting with police specific equipment installed in patrol cars.

Performs duties as a crime analyst; develop, manage, and use programs which gather and analyze crime data for crime pattern detection, perform crime mapping, create suspect-crime correlations, target-suspect profiles, and crime forecasting. Utilizes Geographic Information Systems (GIS) to produce maps displaying crime and related information; prepares reports information from various law enforcement database applications and systems on crime data and trends for Sheriff's Department employees. Attends meetings and distributes information to staff and other agencies as appropriate.

KNOWLEDGE AND SKILL:

1. Good knowledge of the principles and practices of computer science and automotive 12 volt circuits.
2. Good knowledge of systems research and analysis for law enforcement applications.
3. Good knowledge of Boone County Sheriff's Office policies and procedures.
4. GIS background, ESRI products and CPTED/POP/COP/DDACTS concepts.
5. Skill in communicating orally and in writing, and in establishing and maintaining cooperative working relationships with other departments and the public.
6. Skill in use of electrical diagnostic equipment, hand tools and power tools while bending, laying, crawling and squatting, etc. to maneuver inside and around patrol cars and around a variety of office and computer equipment.

MINIMUM QUALIFICATIONS:

Two year degree and one year experience in one or more of the following: the operation and maintenance of personal computers and peripherals; maintaining Windows Operating Systems; advanced use of MS Office and ESRI products; analyzing and hands-on troubleshooting of electrical problems; the operation and maintenance of electronic / mechanical equipment including 12 volt DC systems; compiling, analyzing and presenting statistical data; or an additional two years experience in one or more of the above mentioned areas in lieu of the two year technical degree; must be able to push/pull/lift up to 80 lbs (approximate); must be able to use electrical diagnostic equipment, hand tools and power tools while bending, laying, crawling and squatting, etc. to maneuver inside and around patrol

cars and around a variety of office and computer equipment; must possess a clear criminal history (excluding traffic violations).

APPROVALS:

Department Director: _____ Date: _____

HR Director: _____ Date: _____



Job Classification Committee Meeting

Members: Presiding Commissioner Dan Atwill, Dwayne Carey, June Pitchford, and Wendy Noren

Feb 1st, 2013

TO: Dan Atwill, Presiding Commissioner
Karen Miller, District 1 Commissioner
Janet Thompson, District 2 Commissioner

FROM: Job Classification Committee

RE: Recommendations from Job Classification Committee

The Job Classification Committee met on Monday, January 28, 2012 to reclassify the Electronic Equipment Technician, range 31, in class code 4080 to that of Technology Research Operations Analyst, range 41. The Job Classification Committee members agreed to bring forward the following recommendations to the Commission:

-Change class code 4080 from Electronic Equipment Technician on range 31 to Technology Research Operations Analyst on range 41

CERTIFIED COPY OF ORDER



STATE OF MISSOURI

} ea.

February Session of the January Adjourned

Term. 20 13

County of Boone

In the County Commission of said county, on the

5th

day of February

20 13

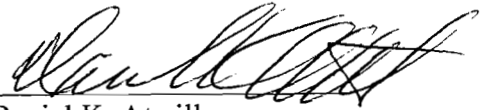
the following, among other proceedings, were had, viz:

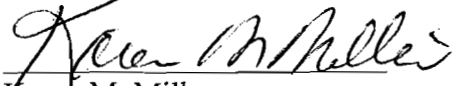
Now on this day the County Commission of the County of Boone does hereby approve the following job position change: Replace Position 756, Benefits/Risk Management Asst. (benefited, non-exempt, Range 28, class code 1035) with an HR Assistant position (benefited, non-exempt, Range 28, class code 1034) effective immediately.

Done this 5th day of February, 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

Mike Yaquinto - Fwd: Re: Assistant Position in HR


From: Kara Coustry
To: Mike Yaquinto
Date: 2/4/2013 9:04 AM
Subject: Fwd: Re: Assistant Position in HR
CC: Shannon Leigers

Mike,

Please add the following as 1st and 2nd reading for tomorrow's 3-C as well: "Approve replacing Position 756, Benefits/Risk Management Asst.(benefitted, non-exempt, Range 28, class code 1035) with an HR Assistant position (benefitted, non-exempt, Range 28, class code 1034), effective immediately."

Thanks!

Kara Coustry
 Human Resources Assistant
 Boone County HR Department
 613 East Ash, Room 102
 Columbia, MO 65201
 Phone: (573) 886-4395
 Fax: (573) 886-4444
kcoustry@boonecountymo.org

 Please consider the environment before printing this e-mail.

>>> Kara Coustry 2/4/2013 8:12 AM >>>

Thank you June. Kara

>>> June Pitchford 2/1/2013 5:00 PM >>>

Kara,

I spoke with Shannon and confirmed that the intent is to *replace* the Benefits/Risk Management Assistant position, which is funded in the current year's budget, with an HR Assistant, R 28. That makes it really easy; it's a even swap.

Commission order wording:approve replacing Position 756, Benefits/Risk Management Asst.(benefitted, non-exempt, Range 28, class code 1035) with an HR Assistant position (benefitted, non-exempt, Range 28, class code 1034), effective immediately.

Thanks,

June

>>> Kara Coustry 2/1/2013 4:03 PM >>>

June,

Attached is a job description for HR Assistant (an already existing classification), non-exempt on range 28. The funding should already be in our budget, we just need a position number assigned.


Regarding Commission Agenda verbiage, how does this sound?: "Establish another Human Resources Assistant position using existing class code 1034."

Would it be possible to get this on Tuesday 2/5 Commission agenda for 1st and 2nd reading?

Thanks,

Kara Coustry
 Human Resources Assistant
 Boone County HR Department
 613 East Ash, Room 102

Columbia, MO 65201
Phone: (573) 886-4395
Fax: (573) 886-4444
kcoustry@boonecountymo.org

 Please consider the environment before printing this e-mail.

>>> June Pitchford 2/1/2013 3:23 PM >>>

Shannon and Kara:

Dan has advised me that the commission wishes to establish an Assistant position in HR. This sort of thing is usually handled by the Administrative Authority, but in the absence of such, Dan has sought direction from me.

1. Identify the position you are requesting (i.e., Class Code, Position Name, range, etc.). Be sure to indicate benefit status and full-time vs. part-time status. I assume you are requesting a position that already exists within the County's Pay Plan. (If not, then someone will need create to a new job description and it will have to go through the Job Classification Committee.)
- 2.. Schedule for approval on the Commission agenda, providing Mike with commission order language. Jason or I will be happy to review your draft, if that would be helpful. My understanding is that this position will be funded from appropriations approved for other positions which are currently vacant and that this will not result in an increase to the HR budget. I recommend that you state this in the order. My office won't de-activate either of the vacant positions just yet, but the expectation is that after the dust settles, there will be an off-setting reduction in the other FTE positions.
3. Forward a copy of the approved Commission Order to Jason and he will create the new position in the Master Position File.

Let me know if you need further guidance.

June

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

February Session of the January Adjourned

Term. 20 13

In the County Commission of said county, on the 5th day of February 20 13

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

Now on this day the County Commission of the County of Boone does hereby approve the Cooperative Agreement between the County of Boone and the City of Columbia regarding the Rustic Road Bridge replacement. The terms of this Agreement are stipulated in the attached Public Infrastructure Development Cost Allocation Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Agreement.

Done this 5th day of February, 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

**PUBLIC INFRASTRUCTURE DEVELOPMENT
COST ALLOCATION AGREEMENT**

THIS AGREEMENT dated the 5th day of February, 2013, is made by and between Boone County, Missouri, through its County Commission (herein "County"), and the City of Columbia, Missouri (herein "City").

IN CONSIDERATION of the performance by each party of the respective obligations described herein, the parties agree to and with the following:

1. **BACKGROUND AND PURPOSE OF AGREEMENT** – The City and County may enter into cooperative agreements with governmental parties when necessary to improve public infrastructure. The City and County has determined that there is a need for reconstructing existing public infrastructure consisting of a bridge replacement on Rustic Road over the North Fork of Grindstone Creek located about a mile south of State Route WW and near the proposed Stadium Boulevard (Route 740) extension. The existing bridge is structurally deficient, is narrow and deteriorating. The County applied for and received a grant with the Federal Highway Administration (FHWA) through the Missouri Department of Transportation (MoDOT) to be used towards replacement of the bridge. The type of grant is in FHWA Innovative Bridge Research and Deployment (IBRD) program and will also involve the University of Missouri as a partner with project evaluation and monitoring of innovative design elements. The grant will partially fund the total project improvements, the remainder will be equally funded by the City and County. This improvement will remove the current load restricted crossing serving a long dead end road; that is half in the County and half within the City limits. It has been further determined that is appropriate and reasonable to share the responsibilities for designing, constructing and administering the installation of this improvement as well as allocating an agreed cost of these improvements to be paid as a shared expense by the City and County. The County and the Missouri Highway Commission have entered into a separate agreement for cost share. For these purposes, the City and County are entering into this written agreement to memorialize the terms and conditions of their agreement.
2. **PROJECT** - The improvements to be designed, constructed and installed under this agreement shall be known as: Rustic Road Bridge over the North Fork of Grindstone Creek.
3. **SCOPE OF IMPROVEMENTS** - The general scope of the improvements to be constructed and installed for the Project under this agreement are described as follows:

Reconstruction of an existing bridge built in 1930 and modified in some way in 1950. The bridge will be removed and replaced with a prefabricated bridge system superstructure with Geosynthetic Reinforced Soil (GRS) abutments with a single span (approx. 58') with a 22' wide roadway deck. The project will require hiring a design consultant, moving utilities, and acquiring right of way. The proposed improvements

include: constructing the new bridge, building a temporary by-pass, and re-working the bridge approaches. All design costs, utility relocation costs, and right of way acquisition expenses are also made a part of this agreement.

4. **DESIGN AND CONSTRUCTION** - The project will be designed an outside Engineering Consultant to be determined, (the “Engineer”) and paid as a part of project costs; plans and specifications shall be approved by the City and County; the project shall be administered as provided in paragraph 5 and 6 below. The project shall be constructed, subject to the allocation and payment of costs set forth in the agreement and subject to the other terms and conditions of this agreement. All work shall be in accordance with plans prepared by the Engineer and approved by the City and County.
5. **RIGHT OF WAY AND EASEMENTS** - All construction work shall be performed within City and County right of way and easements. The City is responsible for acquiring by negotiation or condemnation all additional easements or property for the project. No construction work shall be performed with respect to the project unless and until all easements, or other property are obtained by negotiation or by condemnation. All acquisition or settlement costs shall counted towards the City’s contribution for project costs as provided in paragraph 8 below.
6. **PROJECT ADMINISTRATION** – The County is responsible for informing and communicating with property owners affected by the project with respect to the requirements of the project. The County will be responsible for coordinating, administering and implementing construction work through its construction bidding process. All construction work shall conform to plans prepared by the Engineer and approved by the City and County. The County will be responsible for project staking and inspection of construction work for compliance of the plans and specifications. All construction work shall be subject to final City and County approval upon final inspection. The parties agree to comply with all terms and conditions of this agreement and the City and County acceptance of the roadway for maintenance as a condition to final acceptance of work.
7. **COMPLIANCE WITH OTHER LAWS** - The agreement requires all parties to comply with all other federal, state and local laws, rules, and regulations pertaining to public works contracts as may be applicable to the City when performing or contracting for performance of construction work required under this agreement, including without limitation domestic and Missouri products purchasing statutes.
8. **ALLOCATION AND PAYMENT OF PROJECT COSTS** – City’s contribution for project costs including acquiring additional easements or property shall be a sum not to

exceed seventy five thousand dollars (\$ 75,000). No contract for construction shall be awarded if the lowest and best bid for the Project exceeds the construction budget for the project, including amount established for contingency, unless the parties to this agreement agree to supplement the funding for the project to meet construction costs and contingencies. In the event overall project costs do not require expenditure of all monies appropriated to fund the obligations created by this agreement, each party shall be entitled to a refund based upon a proportionate percentage which reflects their respective contributions.

9. **ENTIRE AGREEMENT AND AMENDMENT OF AGREEMENT**- This agreement constitutes the entire agreement of the parties and supersedes all prior negotiations and agreements between the parties, written or verbal, and may be amended only by a signed writing executed with the same formality as this agreement. All parties to this agreement acknowledge that by executing this agreement they have read, considered and understand the terms and conditions of this agreement and consequences thereof.
10. **AUTHORITY OF REPRESENTATIVE SIGNATORIES** - The signatories to this agreement executing this Agreement in a representative capacity affirmatively represent that they obtained all resolutions and orders necessary to enter this agreement and are duly authorized to enter into this agreement and bind the parties which they represent to all terms and conditions contained herein.
11. **BINDING EFFECT** - This agreement shall be binding upon the parties hereto and their respective heirs, personal representatives, successors in interest and successors and assigns in office.
12. **SECTION HEADINGS** - All section headings contained herein are for convenience of reference only and are not intended to define or limit the scope of any provision of this Agreement.
13. **EXECUTION** - This Agreement may be executed in any number of counter-parts, each of which shall be deemed to be an original but altogether shall constitute but one in the same Agreement.
14. **MUTUAL OBLIGATION OF GOOD FAITH PERFORMANCE** - The parties hereto mutually pledge and agree to exercise reasonable diligence and good faith in the performance of their respective obligations under this Agreement and to cooperate to the greatest extent practicable in fulfilling the general terms and conditions and objectives of this Agreement.
15. **IN WITNESS WHEREOF**, the individual parties constituting and representing the City and County, through their original and duly authorized representative signatories have executed this Agreement on the day and year first above written.


66-2013

BOONE COUNTY, MISSOURI

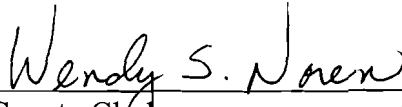
Through Its County Commission

By: 
Dan Atwill, Presiding Commissioner

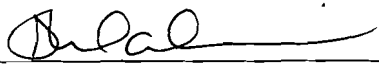
COLUMBIA, MISSOURI

By: 
Mike Matthes, City Manager

ATTEST:


County Clerk *my*

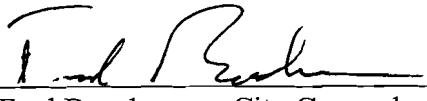
ATTEST:


Sheela Amin, City Clerk

FORM APPROVED:

By: 
County Counselor

APPROVED AS TO FORM:

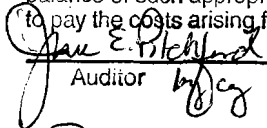
By: 
Fred Boeckmann, City Counselor

I hereby certify that this Contract is within the purpose of the appropriation to which it is to be charged, account no. 440-8800-528.49-90, C00531, and that there is an unencumbered balance to the credit of such account sufficient to pay therefor. *DWT 1/24/13*


John Blattel, Director of Finance

CERTIFICATION:

I certify that this contract is within the purpose of the appropriation to which it is to be charged and there is an unencumbered balance of such appropriation sufficient to pay the costs arising from this contract.

 1/24/13
Auditor *by cy* Date

Revenue -2045-3528

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

February Session of the January Adjourned

Term. 20 13

In the County Commission of said county, on the 5th day of February 20 13

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

Now on this day the County Commission of the County of Boone does hereby adopt the attached Boone County Automated External Defibrillator (AED) Policy.

Done this 5th day of February, 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 Automated External Defibrillator (AED) Policy

This document sets forth the policy for the use of automated external defibrillators (AEDs) by trained volunteer employees of Boone County in the Boone County Government Center and Boone County Annex. In accordance with Missouri Statute Chapter 190 Emergency Services Section 190.092, appropriately trained employees utilizing an AED on an individual in an emergency situation will be protected by the Good Samaritan Law.

The purpose of this program is to promote survival from sudden cardiac arrest (SCA) by providing a more rapid response with the initiation of CPR and delivery of a controlled electrical shock through the use of an AED.

Section 1: Oversight

The AED program will be overseen by the Boone County Commission. Responsibilities will include:

- coordination of training
- communication with the medical director on issues related to the AED program
- review and storage of training records, AED event data, and maintenance records
- notification to the Columbia/Boone County Health Department of existence, location and type of AED through initial completion and yearly renewal of the Automated External Defibrillator Annual Registration Form (Appendix C) per requirements set forth in Chapter VII of the Boone County Health Ordinance (Appendix D)

Section 2: Medical Direction

The medical director for the AED program will be provided by Dr. Michael Szewczyk. Responsibilities shall include:

- provide medical direction for the use of the AED, training, and maintenance
- develop, review and approve documentation forms and protocols for emergency use of AEDs
- review all post-incident documentation and identify any problems/concerns regarding the use of the AED or surrounding circumstances and develop a plan of action to alleviate any identified problems
- provide post-event debriefing support
- assist with compliance with state and local regulations regarding defibrillation use

Section 3: Training

The AED operator shall have successfully completed an approved CPR and AED course. Training shall be conducted by a certified instructor every two years based upon guidelines of the American Heart Association or American Red Cross. Key components of the training shall include CPR, AED operation, roles and responsibilities of the AED operator and overview of AED policy and protocol.

Training records will be stored in the Commission Office. The County Commission shall notify employees of the need for re-certification training prior to certification expiration if their training was provided by the County.

Section 4: Maintenance

Monthly:

Personnel from each building containing an AED unit will complete a monthly check of each AED machine. This shall include observation that the status indicator light is green in color and **blinking**, verification that all supplies are in stock and not expired, inspection of AED and emergency supplies bag for evidence of tampering and for dirt or contamination and completion of a monthly check form (Appendix A). At the end of each month, the check sheet shall be sent to the Commission Office where it will be reviewed and stored.

In the event the machine is emitting an audible beep, the i-button is flashing or the machine and/or supplies are found to be damaged, missing or expired, Boone County Commission shall be notified immediately at 886-4305. Battery and pad replacements will be performed on an as-needed basis by Facilities Maintenance personnel through a work order request. These supplies will be purchased out of the Insurance and Safety Funds by Human Resources.

Annually:

Annual maintenance of the AED will be performed by Human Resources to ensure the machine diagnostics are functioning properly and verify the integrity of the AED unit, storage case, electrode pads and personal protective equipment. This will include a battery insertion self-check, which the AED will run automatically upon the battery being removed for 5 seconds and replaced. Documentation of this annual maintenance check shall be kept in the Boone County Commission Office.

Section 5: AED Use Protocol

In the event that a person should need CPR/AED, response time is essential and is dependent upon nearby individuals working together in a predefined way.

- First Person on the Scene:
 - Assess scene safety using universal precautions. Hazards to consider include:
 - Electrical dangers (power lines, electrical cords, etc)
 - Chemical dangers (hazardous gases, liquids, smoke, etc)
 - Aggressive or hysterical bystanders
 - Fire or flammable materials
 - If oxygen is in use, make sure it is turned off.
 - Move victim from areas with any leaking or standing flammables
 - Remove any clothing contaminated with flammable material from victim.
 - Assess patient for responsiveness by shaking their shoulders and loudly asking for them to respond.
 - Ask someone to call 911 and ask them or, if available, another person to retrieve the AED and Fast Response Kit (you will need to do this yourself if you are alone).
 - If the patient is not breathing, begin administering CPR until AED arrives.
 - When AED arrives, apply if victim is unconscious, not breathing and has no pulse.
 - Attach pads and press AED start button. Follow AED directions.

- BE SURE NO ONE IS TOUCHING OR NEAR ENOUGH TO TOUCH THE PATIENT BEFORE ADMINISTERING SHOCK.
- Avoid placing the pads over visible implanted devices (like pacemakers) or nipples.
- Dry shave chest of patient if necessary. If chest is wet, dry off before attaching pads.
- If shock is administered, restart CPR as soon as possible afterward. Continue to follow AED prompts until EMS arrives.
- **If the patient is a child**, use the pediatric pads provided. In the absence of child pads, use the adult pads. Make sure the pads are not touching each other. If the child is very small, you may need to put one pad on the child's chest and one on the child's back.
- **If the patient is a pregnant woman**, use of the AED is still permitted. The lower pad must be placed slightly higher on the victim's abdomen. The pads must still be cross-wise from the heart.
- If the patient regains consciousness, make them as comfortable as possible. Calmly explain that they need to lie still until EMS arrives.
- When EMS arrives, communicate vital patient information to EMS, including:
 - Patient's name
 - Time patient was found
 - Initial and current condition of the patient
 - If time allows, provide EMS with information from the HeartStart OnSite Defibrillator by pressing the blue i-button. This will tell them the number of shocks delivered and the length of time the defibrillator has been on.
- Second Person on Scene:
 - Call 911. Go to main entrance and wait for EMS so as to direct them to patient.
- Third Person on Scene:
 - Get AED. If CPR trained, alternate administering CPR with first respondent every 2 minutes. (If not CPR trained, find another individual who is. Each Boone County Office has at least one person CPR certified)
- Fourth Person on Scene:
 - Act as security, keeping all but those administering CPR away from the patient.

Section 6: Post Incident

In the event an AED is opened and activated for potential defibrillation the following must be completed.

- Notify County Commission immediately following the incident at 886-4305.
- All activities concerning the AED event must be fully documented on an "AED Event Form", including those cases where the unit is activated but the "no shock advised" message is given, and returned to the Commission office. (Appendix B)
- The Boone County Human Resource Office shall re-stock the unit supplies, including AED pads, battery and Fast Response Kit supplies, and assess the integrity of the AED machine.
- County Commission shall notify the Medical Director as soon as possible of the event.
- The Medical Director shall review the "AED Event Form" and the audio review of use available through the AED. Upon completion of this process, he shall document that an evaluation of the event has been completed as well as

identification of any problems or concerns regarding the AED event and a plan of action to alleviate the problem.

- Boone County Commission and the Medical Director shall coordinate a post event debriefing to include all individuals who responded to the emergency. If deemed necessary, professional counselors shall be made available for the responders through the Boone County EAP program.
- Boone County Commission will keep all documentation regarding the use of an AED and the medical director's review of the event for no less than seven (7) years.

Section 7: Volunteer Community Responders

Any appropriately trained person of the community can, at his or her discretion, provide voluntary assistance to victims of sudden cardiac arrest through CPR and/or use of an AED. The extent to which the individual responds shall be based upon his/her training. These responders are encouraged to contribute to the emergency response only to the extent they are comfortable.

Section 8: AED Equipment

The following equipment shall be available at each AED location.

- 1 Philips HeartStart Onsite Defibrillator
- 1 battery
- 1 set of adult pads
- 1 set of pediatric pads
- 2 pairs paramedic scissors
- 1 quick-reference guide
- 2 pairs hypoallergenic nitrile gloves
- A Laerdal pocket breathing mask
- A Gallant chest hair razor
- A large extra-absorbent paper towel

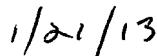
Section 9: Location of AEDs

The Boone County Commission will notify the Boone County Health Department of the location of all AEDs owned by Boone County and complete the required registration forms as noted in Section 9: Oversight at the beginning of this document.

1. Roger B. Wilson Boone County Government Center, 1st Floor
2. Roger B. Wilson Boone County Government Center, 2nd Floor
3. Roger B. Wilson Boone County Government Center, 3rd Floor
4. Boone County Annex



Michael Szewczyk, M.D.
Medical Director



Date

Automated External Defibrillator Annual Registration

The Automated External Defibrillator (AED) Ordinance of Boone County, Missouri, requires that all persons owning an AED register the device annually with the Columbia/Boone County Health Director.

Please complete the following information and mail to:

**Health Director
Columbia/Boone County Health Department
P.O. Box 6015
Columbia, MO 65205**

Physical Location of AED (if more than one is owned, list location of each device):

1st, 2nd and 3rd floor of Boone County Government Center, 801 E. Walnut,
located on the east side of the building near elevator and main staircase;
Boone County Annex, 613 E. Ash

AED Owner:

Name Boone County Commission (Contact: Michele Hall)
Address: 801 E. Walnut, Room 333
City, State, Zip Columbia, MO 65201
Phone: 573-886-4312
E-mail: mhall@boonecountymo.org
Brand/Model: Philips HeartStart Onsite

Medical Protocol:

Physician Name: Dr. Michael Szewczyk
Address: 1701 E. Broadway, #204
City, State, Zip Columbia, MO 65201
Phone: 573-815-2369

Please answer the following:

	Yes	No
Is a copy of the medical protocol maintained on file by the owner?	<u>X</u>	_____
Are potential users trained in AED use and CPR certified?	<u>X</u>	_____
Is a list of persons trained to use the AED maintained on file by the owner?	<u>X</u>	_____
Are records of use and quality assurance evaluations maintained on file by the owner?	<u>X</u>	_____
Has the AED been tested and maintained per the manufacturer's operating guidelines?	<u>X</u>	_____
Date of last testing and / or service of the AED: <u>Purchased new July 2012</u>		

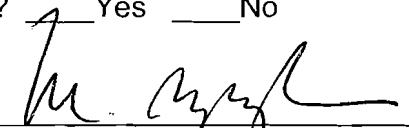
For Annual Renewals Only:

How many times has the AED been used in the last 12 months? _____

Did the Physician / Medical Director review each use? Yes No

I certify that the above information is correct

Owner: 

Physician: 

Date: 8/3/12

Date: 1/23/13

For additional information or assistance, contact the Health Department at 573-874-7345

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

February Session of the January Adjourned

Term. 20 13

In the County Commission of said county, on the 5th day of February 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 Boone County Courtyard Plaza Stage Area by Latter House Kingdom Ministries for Wednesday, September 11, 2013, from 10:00 am to 5:00 pm. It is further ordered the Presiding Commissioner is hereby authorized to sign said Application for Organizational Use.

Done this 5th day of February, 2013.

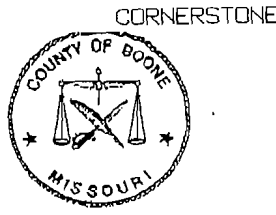
ATTEST:

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 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: 9-11 Prayer Service

Date(s) of Use: September 14, 2013

Time of Use: From: 10:00am AM PM thru 5:00pm AM PM

Facility requested: Courthouse Grounds Courtyard Plaza - Chambers - Rm301 - Rm306 - Rm311 - Rm332
Centralia Clinic (Stage Area)

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: Latter House Kingdom Ministries

Organization Representative/Title: Danielle Stewart, Secretary

Address: 4914 Praveridge St Columbia, MO 65202

Phone Number: 573 999 3788 Date of Application: 1-30-2013

Email Address: daniellestewart7740@yahoo.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:

BOONE COUNTY, MISSOURI

Wendy S. Noren
County Clerk

[Signature]
County Commissioner

DATE: 2-5-13

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

February Session of the January Adjourned

Term. 20 13

In the County Commission of said county, on the 5th day of February 20 13

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

Now on this day the County Commission of the County of Boone does hereby re-appoint the following:

Name	Board	Period
John Karle	Senior Citizens Services Corporation	Jan. 31, 2013 thru Jan. 31, 2016

Done this 5^h day of February, 2013.

ATTEST:

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

Daniel K. Atwill
Daniel K. Atwill
Presiding Commissioner

Karen M. Miller
Karen M. Miller
District I Commissioner

Janet Thompson
Janet Thompson
District II Commissioner

Dan Atwill, Presiding Commissioner
Karen M. Miller, District I Commissioner
Skip Elkin District II Commissioner



Boone County Government Center
801 E. Walnut, Room 333
Columbia, MO 65201
573-886-4305 • FAX 573-886-4311
E-mail: commission@boonecountymo.org

Boone County Commission

BOONE COUNTY BOARD OR COMMISSION APPLICATION FORM

Board or Commission: SENIOR CITIZEN SERVICES CORPORATION Term: 3yr?

Current Township: _____ Today's Date: 12-17-2012

Name: John KARLE

Home Address: 3606 BLUE CEDAR LN Zip Code: 65203

Business Address: 3928 S. PROVIDENCE RD Zip Code: 65203

Home Phone: 573-489-2961 Work Phone: 573-874-3107
Fax: _____ E-mail: jkarle@naught-naught.com

Qualifications: RESIDENT OF COLUMBIA SINCE 1983, FINANCE BANKING & INSURANCE
BACKGROUND

Past Community Service: CURRENT BOARD AFFILIATION, DOWNTOWN KIWANIS,

References: DAN G. HOLT - COLUMBIA, MO
KEVIN VENTRILLO - COLUMBIA, MO

I have no objections to the information in this application being made public. To the best of my knowledge at this time I can serve a full term if appointed. I do hereby certify that the above information is true and accurate.



Applicant
Signature

Return Application Boone County Commission Office
To: Boone County Government Center
801 East Walnut, Room 245
Columbia, MO 65201
Fax: 573-886-4311

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
 County of Boone } ea.

February Session of the January Adjourned

Term. 20 13

In the County Commission of said county, on the 5th day of February 20 13

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

Now on this day the County Commission of the County of Boone does hereby authorize a closed meeting on Tuesday, February 5, 2013, at 3:30 p.m. The meeting will be held in Room 338 of the Roger B. Wilson Boone County Government Center at 801 E. Walnut, Columbia, Missouri, as authorized by RSMo 610.021(1), to discuss legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys and RSMo 610.021(2) to discuss the leasing, purchase or sale of real estate by a public government body where public knowledge of the transaction might adversely affect the legal consideration therefore.

Done this 5th of February, 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