

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

December Session of the October Adjourned

Term. 20 12

County of Boone

} ea.

In the County Commission of said county, on the

13th

day of December

20 12

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

Now on this day the County Commission of the County of Boone does hereby approve the following budget amendment for replacement of the intercom system in the amount of \$9,100.00 and fire alarm system in the amount of \$64,300.00 at the county jail. Funds to be allocated as follows:

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
6200	60110	Capital Repairs & Replacements	Major Building Repairs/Replacement		9,100.00
6200	60110	Capital Repairs & Replacements	Major Building Repairs/Replacement		64,300.00
Total					73,400.00

Done this 13th of December , 2012.

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

Skip Elkin
Skip Elkin
District II Commissioner

6. Revised Response/Pricing Page #2

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

Company Name: Corsair Controls, Inc.

Address: 190 Woodcrest Drive
Highland, Illinois 62249

Telephone: (618) 654-98322 Fax: (618) 654-4403

Federal Tax ID (or Social Security #): 37-1268603

Print Name: Alan Thuenemann Title: President

Signature: _____ Date: November 21, 2012

E-Mail Address: alant@corsaircontrols.com

Pricing – The County is providing this Response Form for summarized pricing. Please attach a more detailed listing outlining the equipment, labor, installation, and training with all costs. Costs shall include cost of equipment, add-on features cost, software (if applicable) cost, training cost, labor, a minimum of five years of equipment maintenance broken out per year, warranty and any other costs to this page. Fee proposal shall include full itemized pricing information. As appropriate, items should include professional fees, materials, out of pocket expenses, sub-consultant fees and any other costs anticipated by the Offeror to satisfy the purpose of this Request for Proposal.

6.1. Pricing	<u>Unit Price</u>
6.1.1. Intercom Project Total Includes one (1) year labor/material warranty	<u>\$ 184,835.00</u>
6.1.2. Alternate Number 1:	
6.1.2.1. Maintenance Service Contract for <u>Intercom</u> First year is pro-rated. Begins one year following installation on or about April 1, 2014 through December 31, 2014	<u>\$ 3,985.00</u>
6.1.2.2. Maintenance Service Contract for <u>Fire Alarm Annunciation with LCD Touch Screen</u>	<u>\$ 1,580.00</u>
First year is pro-rated. Begins one year following installation on or about April 1, 2014 through December 31, 2014	
6.1.2.3. Maintenance Service Contract for <u>Fire Alarm Annunciation with Soft Touch Button</u>	<u>\$ 1,795.00</u>
First year is pro-rated. Begins one year following installation on or about April 1, 2014 through December 31, 2014	

The resulting agreement for maintenance may be extended beyond the expiration date of December 31, 2014 by order of the County for up to **four (4) additional one-year periods** and pricing shall remain firm at price quoted above. Maintenance following the

first maintenance period will automatically renew each year on January 1 for same pricing until the County gives a 30 day termination notice.

6.1.3. **Alternate Number 2A:** Fire Alarm Annunciation with LCD Touch Screen **\$58,435.00**
Includes one (1) year labor/material warranty

6.1.4. **Alternate Number 2B:** Fire Alarm Annunciation with Soft Touch Button **\$43,575.00**
Includes one (1) year labor/material warranty

6.1.5. Equipment shall be delivered and installed **90 days** calendar days after receipt of Purchase Order and Notice to Proceed (**completion date must be by April 1, 2013**).

6.1.6. List all Sub-Contractors that will be utilized on this project:

<u>Meyer Electric</u>	<u>Intercom Installation</u>
<u>Midwest Electronics</u>	<u>Intercom Maintenance Warranty</u>
<u>Midwest Electronics</u>	<u>Intercom System Alternate 2A OR</u>
<u>Tech Electronics</u>	<u>Intercom System Alternate 2B</u>

6.1.7. Describe warranty on equipment and labor:

All parts and labor will be warranted for one (1) year from date of substantial completion. Power surges, vandalism and lighting strikes are NOT covered

6.1.8. List any deviations to the original specifications: _____

None

6.1.9. Training shall be provided to Boone County staff within **30 days or less** days of installation.

6.1.10. State date that pricing is firm through for the equipment proposed in your proposal response: **December 11, 2012**.

6.1.11. Will you honor the submitted prices for purchase by other entities in Boone County who participate in cooperative purchasing with Boone County, Missouri? _____ Yes No

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

Name: Alan Thuenemann
Organization: Corsair Controls, Inc.
Address: 190 Woodcrest Drive, Highland, Illinois 62249
E-mail: alant@corsaircontrols.com
Phone Number: (618) 654-8322
Fax: (618) 654-4403

6.1.13. **Identification of Bidders/Offerors:**

How were you notified or heard about this bid/proposal?

_____ newspaper advertisement

_____ Boone County Electronic Bid Notification

other, please list: **Boone County Jail**

MALICOAT-WINSLOW ENGINEERS, P.C.
MECHANICAL AND ELECTRICAL ENGINEERS

5649 NORTH CLEARVIEW ROAD
COLUMBIA, MISSOURI 65202-9687

FREDDIE L. MALICOAT, P.E
email: fredm@mwengrs.com

Phone: 573-875-1300
Fax: 573-875-1305

07/17/2012

Boone County Public works
Facility maintenance division
5551 Hwy 63 South
Columbia, MO 65201

Re: Boone County Jail intercom proposal

Dear Mr. Davidson

Malicoat-Winslow is pleased to provide a proposal for the jail intercom project. Our scope of services will include but are not limited to:

Scope of work:

- 1) Coordinate with Corsair vendor for the needed upgrades.
- 2) Schedule and attend pre-proposal meeting with FM manager and Sheriff's representative.
- 3) Review proposal to determine that the proposed work is necessary, comprehensive, and reasonable and meets all requirements such as building permits and prevailing wage.
- 4) Site visit with jail personnel to location with similar system requirements as Boone County Jail.
- 5) Successful bidder shall demonstrate using bid components that proposed system meets requirements for Boone County Jail to the satisfaction of jail personnel.
- 6) Submit letter report with Intercom proposal recommending and justifying award.
- 7) Include two site visits during installation- review contractor requests for payment.
- 8) Conduct "punch list" tour at substantial completion and confirm proper corrective action.

It will also include the 7 items listed by Major Brewer in interoffice communication to Commissioner Karen Miller. We will have an alternate to upgrade 5 computers and another alternate for a new fire alarm system. Prior to any installation the new system will be demonstrated to perform to the expectations of Jail personnel. Our fee for these services will be \$15,000.00. 80% will be invoiced at the end of bidding and the remainder will be invoiced at the end of construction. The following timeline will be followed:

Aug 8th – preliminary specs
Aug 16th – visit a similar job site
Aug 29th – final bid documents

Mr. Davidson if you have any further questions or concerns related to our proposal please don't hesitate to contact our office.

Sincerely

Fred Malicoat

Boone County Sheriff's Department
Inter-Office Communication

To: Commissioner Karen Miller
From: Warren Brewer
Date: 07/10/12
Re: Jail Intercom Needs

The current Dukane system is in need of replacement for several reasons; first is lack of replacement parts and secondly is the failure to meet requirements of service from date of purchase.

We require the intercom system to do the following:

1. Interact with Corsair Control Systems so touch screen can identify and operate the intercom system both in reply and initial contact mode. Interface will include sharing of source code for seamless implementation.
2. Provide a "place on hold" option for multiple ports so that purposely disruptive inmates can not manipulate and dominate the intercom system. This feature will be applicable to "screamer" alarms as well with a time limit feature to be determined by jail administration.
3. Provide for a "que" of multiple waiting intercoms so that staff will know there are pending calls and from where and in what order they came in. (interface with Corsair will provide graphic representation of this feature). System should provide for staff to choose from the "que" that intercom they wish to answer in the order they wish to answer it.
4. Provide for each control area to have control over any intercom in facility.
5. Provide for connectivity to existing hardware and speaker wherever possible for reduction in cost of implementation.

6. LISTEN + silently LISTEN to intercom

7- STAND ALONE surge protections - Power Conditioner

Boone County Public Works



Request for Proposal – Engineering Services December 6, 2011

Project Name: Boone County Jail Intercom System

The Facility Maintenance Division of the Boone County invites Malicoat-Winslow Engineers, PC to submit a proposal to provide engineering services for the upgrade of the Intercom System at the Boone County Jail.

A concept meeting for this project will be held on _____ at the Sheriff's Administrative Building. The existing system is approximately 20 years old being original to the building and is now obsolete and difficult to maintain. The understanding is that this project would not be a total replacement but rather an upgrade of the existing system which must continue to interface with the Corsair door Locking system and the Simplex Fire Alarm system. With these parameters, the specifications for the upgrade would be proprietary and it is felt that the best strategy would be to solicit a proposal which could be awarded as sole-source. We are seeking assistance to negotiate as the proposal is developed for the needed upgrades and certify that the proposed work is necessary, comprehensive, and reasonable.

Scope of Work

The consultant shall provide the necessary services, including but not limited to:

1. Coordinate with Corsair vendor for the needed upgrades.
2. Schedule and attend pre-proposal meeting with FM Manager and Sheriff's representative.
3. Review proposal to determine that the proposed work is necessary, comprehensive, and reasonable and meets all requirements such as building permits and prevailing wage.
4. Submit letter report with Intercom proposal recommending and justifying sole-source award.
5. Include two site visits during installation – review contractor requests for payment.
6. Conduct "punch list" tour at substantial completion and confirm proper corrective action.

* UP GRADE COMPUTERS # 3000
x 4

Fund Statement - Capital Repair and Replacement Fund 620
(Internal Service Fund)

	2011 Actual	2012 Budget	2012 Projected
FINANCIAL SOURCES:			
Revenues			
Property Taxes	\$ -	-	-
Assessments	-	-	-
Sales Taxes	-	-	-
Franchise Taxes	-	-	-
Licenses and Permits	-	-	-
Intergovernmental	-	-	-
Charges for Services	239,279	234,623	234,623
Fines and Forfeitures	-	-	-
Interest	6,569	5,665	5,935
Hospital Lease	-	-	-
Other	-	-	-
Total Revenues	245,848	240,288	240,558
Other Financing Sources			
Transfer In from other funds	-	-	-
Proceeds of Long-Term Debt	-	-	-
Other (Sale of Capital Assets, Insurance Proceeds, etc)	-	-	-
Total Other Financing Sources	-	-	-
Fund Balance Used for Operations	-	149,658	208,468
TOTAL FINANCIAL SOURCES	\$ 245,848	389,946	449,026
FINANCIAL USES:			
Expenditures			
Personal Services	\$ -	-	-
Materials & Supplies	-	-	-
Dues Travel & Training	-	-	-
Utilities	-	-	-
Vehicle Expense	-	-	-
Equip & Bldg Maintenance	-	185,000	258,400
Contractual Services	-	22,600	27,600
Debt Service (Principal and Interest)	-	-	-
Emergency	-	-	-
Other	-	-	-
Fixed Asset Additions	-	182,346	163,026
Total Expenditures	-	389,946	449,026
Other Financing Uses			
Transfer Out to other funds	-	-	-
Early Retirement of Long-Term Debt	-	-	-
Total Other Financing Uses	-	-	-
TOTAL FINANCIAL USES	\$ -	389,946	449,026
FUND BALANCE:			
FUND BALANCE (GAAP), beginning of year	\$ 862,243	1,108,091	1,108,091
Less encumbrances, beginning of year	-	-	-
Add encumbrances, end of year	-	-	-
Proprietary adjustment to full accrual	-	-	-
Fund Balance Increase (Decrease) resulting from operations	245,848	(149,658)	(208,468)
FUND BALANCE (GAAP), end of year	1,108,091	958,433	899,623
Less: FUND BALANCE UNAVAILABLE FOR APPROPRIATION, end of year	\$ -	\$ -	\$ -
NET FUND BALANCE, end of year	\$ 1,108,091	958,433	899,623
Net Fund Balance as a percent of expenditures	#DIV/0!	245.79%	200.35%

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
 County of Boone } ea.

December Session of the October Adjourned

Term. 20 12

In the County Commission of said county, on the 13th day of December 20 12

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

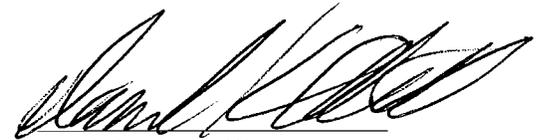
Now on this day the County Commission of the County of Boone does hereby approve the request by Purchasing to dispose of surplus PC & Peripheral equipment through MRC Recycling Center per attachment.

It is further ordered the Presiding Commissioner is hereby authorized to sign said **Request for Disposal/Transfer of County Property** forms.

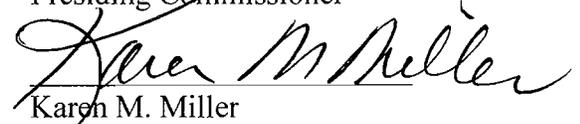
Done this 13th day of December, 2012

ATTEST:

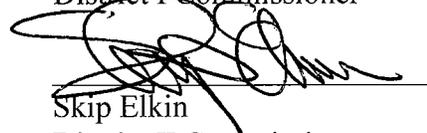
Wendy S. Noren
 Wendy S. Noren *my*
 Clerk of the County Commission



Daniel K. Atwill
 Presiding Commissioner



Karen M. Miller
 District I Commissioner



Skip Elkin
 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: Computer and Peripheral Surplus Disposal
DATE: December 11, 2012

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.	13469	17" CRT MONITOR	GATEWAY EV700	I.T.	UNKNOWN	
2.	13776	17" CRT MONITOR	DELL E772P	I.T.	UNKNOWN	
3.	13762	PC WORKSTATION	GATEWAY E6000	I.T.	UNKNOWN	
4.	14827	MISAN BACKUP APPLIANCE	CYBERNETIC CYMISAND8	I.T.	UNKNOWN	
5.	14290	19" LCD MONITOR	SHARP LLT19D1-B	I.T.	UNKNOWN	
6.	16337	19" LCD MONITOR	ACER AL1917WABD	I.T.	UNKNOWN	
7.	15430	19" LCD MONITOR	HP L1955	I.T.	UNKNOWN	
8.	14335	19" LCD MONITOR	SHARP LLT19D1-B	I.T.	UNKNOWN	
9.	NO TAG	MONITOR	ACER AL 1715	I.T.	UNKNOWN	
10.	8036	PRINTER	HP LASERJET4	I.T.	UNKNOWN	
11.	16336	19" LCD MONITOR	ACER AL1917WABD	I.T.	UNKNOWN	

12.	14334	19" LCD MONITOR	SHARP LLT19D1-B	I.T.	UNKNOWN	
13.	15644	17" LCD MONITOR	HP L1740	I.T.	UNKNOWN	
14.	NO TAG	FAX MACHINE	CANNON LASERCLASS 9000L	I.T.	UNKNOWN	
15.	13249	COMPUTER MONITOR	SAMSUNG	I.T.	UNKNOWN	
16.	12565	17" CRT MONITOR	COMPAQ S710	I.T.	UNKNOWN	
17.	12131	17" CRT MONITOR	LG 390SC	I.T.	UNKNOWN	
18.	13761	PC WORKSTATION	GATEWAY E6000	I.T.	UNKNOWN	
19.	12709	LASER PRINTER	HP LASERJET 2100M	I.T.	UNKNOWN	
20.	17049	FAX MACHINE	BROTHER MFC 8220	JJC	UNKNOWN	
21.	15497	17" LCD MONITOR	HP L1740	I.T.	UNKNOWN	

cc: Caryn Ginter, Auditor
Surplus File

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

RECEIVED

OCT 30 2012

BOONE COUNTY AUDITOR

DATE : October 30, 2012

FIXED ASSET TAG NUMBER: 00013469

DESCRIPTION GATEWAY EV700
MONITOR CRT 17 INCH

REQUESTED MEANS OF DISPOSAL: SELL

OTHER INFORMATION:

CONDITION OF ASSET: PURCHASED IN 2002 - VERY POOR

REASON FOR DISPOSITION: NOT ABLE TO USE

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 *Judy*

AUDITOR

ORIGINAL PURCHASE DATE 7/16/2002
ORIGINAL COST 1.00
ORIGINAL FUNDING SOURCE 2743
ASSET GROUP 1603

RECEIPT INTO 2010-3835
TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

____ TRADE _____ AUCTION _____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 587-2012

DATE APPROVED 12-13-12

SIGNATURE *[Signature]*

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : October 30, 2012

FIXED ASSET TAG NUMBER: 00013776

RECEIVED

DESCRIPTION DELL E772P
MONITOR CRT 17 INCH

OCT 30 2012

BOONE COUNTY AUDITOR

REQUESTED MEANS OF DISPOSAL: SELL

OTHER INFORMATION:

CONDITION OF ASSET: PURCHASED IN 2003 - VERY POOR

REASON FOR DISPOSITION: NOT ABLE TO USE

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 3/6/2003
ORIGINAL COST 1.00
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 _____

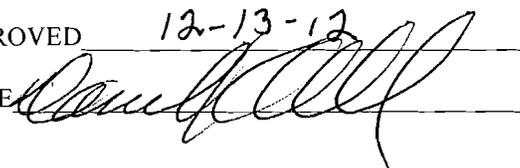
INDIVIDUAL _____

____ TRADE ____ AUCTION ____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 587-2012

DATE APPROVED 12-13-12

SIGNATURE 

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : September 12, 2012

FIXED ASSET TAG NUMBER: 00013762

DESCRIPTION GATEWAY E6000
PC WORKSTATION

RECEIVED

REQUESTED MEANS OF DISPOSAL: SELL

SEP 13 2012

OTHER INFORMATION:

BOONE COUNTY AUDITOR

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: PLANNING & ZONING 1710 SIGNATURE *Judy*

AUDITOR

ORIGINAL PURCHASE DATE 3/6/2003
ORIGINAL COST 3,007.00
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 587-2012

DATE APPROVED 12-13-12

SIGNATURE *[Signature]*

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : October 4, 2012

FIXED ASSET TAG NUMBER: 00014827

RECEIVED

DESCRIPTION CYBERNETIC CYMISAND8
MISAN BACKUP APPLIANCE

OCT - 5 2012

REQUESTED MEANS OF DISPOSAL: SELL

BOONE COUNTY AUDITOR

OTHER INFORMATION:

CONDITION OF ASSET: DISK/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: INFORMATION TECHNOLOGY *2010*

SIGNATURE *Judy*

AUDITOR

ORIGINAL PURCHASE DATE 5/19/2005
ORIGINAL COST 7,675.00
ORIGINAL FUNDING SOURCE 2743
ASSET GROUP 1603

RECEIPT INTO 2010-3835
TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

___ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

___ TRADE ___ AUCTION ___ SEALED BIDS

___ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 587-2012

DATE APPROVED 12-13-12

SIGNATURE *[Signature]*

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : September 12, 2012

FIXED ASSET TAG NUMBER: 00014290

DESCRIPTION SHARP LLT19D1-B
MONITOR LCD 19 INCH

RECEIVED

SEP 13 2012

REQUESTED MEANS OF DISPOSAL: SELL

BOONE COUNTY AUDITOR

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: ASSESSOR 2010

SIGNATURE

Judy

AUDITOR

ORIGINAL PURCHASE DATE 12/31/2003
ORIGINAL COST 692.97
ORIGINAL FUNDING SOURCE 2772
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 587-2012

DATE APPROVED 12-13-12

SIGNATURE *[Signature]*

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : October 15, 2012

FIXED ASSET TAG NUMBER: 00016337

DESCRIPTION ACER AL1917WABD
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: AUDITOR

SIGNATURE Judy

AUDITOR

ORIGINAL PURCHASE DATE 11/28/2007
ORIGINAL COST 192.40
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 587-2012

DATE APPROVED 12-13-12

SIGNATURE [Signature]

RECEIVED

OCT 17 2012

BOONE COUNTY AUDITOR

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : October 3, 2012

FIXED ASSET TAG NUMBER: 00015430

RECEIVED

DESCRIPTION HP L1955
MONITOR LCD 19 INCH

OCT - 5 2012

BOONE COUNTY AUDITOR

REQUESTED MEANS OF DISPOSAL: SELL

OTHER INFORMATION:

CONDITION OF ASSET: NON-WORKING

REASON FOR DISPOSITION: REPLACEMENT

COUNTY/COURT IF 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 5/5/06
ORIGINAL COST 410.00
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 587-2012

DATE APPROVED 12-13-12

SIGNATURE *[Signature]*

BOONE COUNTY

RECEIVED

NOV - 7 2012

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE : November 7, 2012

FIXED ASSET TAG NUMBER: 00014335

DESCRIPTION SHARP LLT19D1-B
MONITOR LCD 19 INCH

REQUESTED MEANS OF DISPOSAL: SELL

OTHER INFORMATION:

CONDITION OF ASSET: PURCHASED 2003 - 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? YE *Unknown*
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: TREASURER

SIGNATURE

Judy

AUDITOR

ORIGINAL PURCHASE DATE 12/31/2003
ORIGINAL COST 692.97
ORIGINAL FUNDING SOURCE 2772
ASSET GROUP 1603

RECEIPT INTO 2020-3835
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 587-2012

DATE APPROVED 12-13-12

SIGNATURE _____

ATTN Caryn:

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 09/12/12

FIXED ASSET TAG NUMBER: NO TAG

RECEIVED

DESCRIPTION: ACER AL1715 MONITOR

SEP 13 2012

REQUESTED MEANS OF DISPOSAL: UNUSEABLE

BOONE COUNTY AUDITOR

OTHER INFORMATION:

CONDITION OF ASSET: BROKEN

REASON FOR DISPOSITION: REPLACED WITH NEW WORKKNG MONITOR

COUNTY / COURT (T 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: CIRCUIT CLERK'S OFFICE

SIGNATURE

Christy Blakemore

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 587-2012

DATE APPROVED 12-13-12

SIGNATURE _____

*Screened to Purchasing dept
on 9/13/12*

*Sent to Caryn Gister
in Auditor's office on
9/13/12 (RD)*

BOONE COUNTY

RECEIVED

OCT 29 2012

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE: 10/29/12

FIXED ASSET TAG NUMBER: 08036

DESCRIPTION: HP Laserjet4 printer

REQUESTED MEANS OF DISPOSAL: Surplus

OTHER INFORMATION:

CONDITION OF ASSET: Doesn't work correctly

REASON FOR DISPOSITION: replaced with working printer

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

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP- located in the 2nd floor room on table behind 2 south courtroom. For questions see Rosa.

DEPARTMENT: Circuit Clerk's Office

SIGNATURE

Christy Blakemore

AUDITOR

ORIGINAL PURCHASE DATE 1/24/1994

RECEIPT INTO 1190-3835

ORIGINAL COST 1,922.64

ORIGINAL FUNDING SOURCE 2731

TRANSFER CONFIRMED _____

ASSET GROUP 1604

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

TRADE AUCTION SEALED BIDS

OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 587-2012

DATE APPROVED 12-13-12

SIGNATURE _____

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : September 14, 2012

FIXED ASSET TAG NUMBER: 00016336

DESCRIPTION ACER AL1917WABD
MONITOR LCD 19 INCH

REQUESTED MEANS OF DISPOSAL: SELL

OTHER INFORMATION:

CONDITION OF ASSET: NON-WORKING

REASON FOR DISPOSITION: REPLACEMENT

RECEIVED

SEP 20 2012

BOONE COUNTY AUDITOR

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

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: *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: AUDITOR (1110)

SIGNATURE

Judy

AUDITOR

ORIGINAL PURCHASE DATE 11/28/2007
ORIGINAL COST 192.40
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 587-2012

DATE APPROVED 12-13-12

SIGNATURE *[Signature]*

BOONE COUNTY

RECEIVED

OCT 25 2012

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE : October 24, 2012

FIXED ASSET TAG NUMBER: 00014334

DESCRIPTION SHARP LLT19D1-B
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: TREASURER

SIGNATURE

Judy

AUDITOR

ORIGINAL PURCHASE DATE 12/31/2003
ORIGINAL COST 692.97
ORIGINAL FUNDING SOURCE 2772
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 587-2012

DATE APPROVED 12-13-12

SIGNATURE _____

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : October 16, 2012

FIXED ASSET TAG NUMBER: 00015644

RECEIVED

DESCRIPTION HP L1740
MONITOR LCD 17 INCH

OCT 17 2012

REQUESTED MEANS OF DISPOSAL: SELL

BOONE COUNTY AUDITOR

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

Judy

AUDITOR

ORIGINAL PURCHASE DATE 9/7/2006
ORIGINAL COST 179.00
ORIGINAL FUNDING SOURCE 2741
ASSET GROUP 1603

RECEIPT INTO 2010-3835
TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

____ TRADE _____ AUCTION _____ SEALED BIDS

____ OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 587-2012

DATE APPROVED 12-13-12

SIGNATURE *[Signature]*

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

RECEIVED

DATE : 01-19-2012

FIXED ASSET TAG NUMBER: None

JAN 20 2012

DESCRIPTION: Cannon Laserclass 9000L fax machine

BOONE COUNTY AUDITOR

REQUESTED MEANS OF DISPOSAL: Sell

OTHER INFORMATION: Serial Number: Serial Number UYS64910

CONDITION OF ASSET: Fair, needs repair to be fully functional.

REASON FOR DISPOSITION: Purchased Copier that provides the same function.

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: When copier is installed.

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

DEPARTMENT: 2040

SIGNATURE

Mary P. Elita

AUDITOR

ORIGINAL PURCHASE DATE _____

RECEIPT INTO

2040-3835

ORIGINAL COST _____

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE _____

GRANT NAME _____

% FUNDING _____

AGENCY _____

DOCUMENTATION ATTACHED (Y/N) _____

ASSET GROUP _____

TRANSFER CONFIRMED _____

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

____ TRANSFER

DEPARTMENT NAME _____

NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

____ TRADE

____ AUCTION

____ SEALED BIDS

____ OTHER

EXPLAIN _____

COMMISSION ORDER NUMBER

587-2012

DATE APPROVED

12-13-12

SIGNATURE _____

RECEIVED

OCT - 2 2012

BOONE COUNTY AUDITOR

BOONE COUNTY

REQUEST FOR DISPOSAL OF COUNTY PROPERTY

DATE 10/02/12

FIXED ASSET TAG NUMBER 13249

DESCRIPTION Samsung computer monitor--it appears to be a monitor originally used in conjunction with the Corsair system (door system) in the jail. It stopped working as of at least 2/21/11 however no one filled out the disposal form until it was found last week.

REQUESTED MEANS OF DISPOSAL: JUNK

OTHER INFORMATION:

CONDITION OF ASSET Will not work at all

REASON FOR DISPOSITION Will not work at all

DEPARTMENT Sheriff-Jail

SIGNATURE

AUDITOR

RECEIPT INFO: 1190-3835

ORIGINAL PURCHASE DATE 12/31/2001
ORIGINAL COST 599.98
ORIGINAL FUNDING SOURCE 2731
Account Clerk Not

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

TRADE AUCTION SEALED BIDS

OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 587-2012

DATE APPROVED 12-13-12

SIGNATURE

BOONE COUNTY

RECEIVED

OCT 26 2012

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE : October 25, 2012

FIXED ASSET TAG NUMBER: 00012565

DESCRIPTION COMPAQ S710
MONITOR CRT 17 INCH

REQUESTED MEANS OF DISPOSAL: SELL

OTHER INFORMATION:

CONDITION OF ASSET: PURCHASED IN 2000 - 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: MAIL SERVICES 1194 SIGNATURE *Judy*

AUDITOR

ORIGINAL PURCHASE DATE 7/6/2000 RECEIPT INTO 1190-3835
ORIGINAL COST 166.00
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 587-2012

DATE APPROVED 12-13-12

SIGNATURE *[Signature]*

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : October 16, 2012

FIXED ASSET TAG NUMBER: 00012131

RECEIVED

DESCRIPTION LG 390SC
MONITOR CRT 17 INCH

OCT 17 2012

REQUESTED MEANS OF DISPOSAL: SELL

BOONE COUNTY AUDITOR

OTHER INFORMATION:

CONDITION OF ASSET: VERY POOR SCREEN RESOLUTION

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: MAIL SERVICES *1194* SIGNATURE *Judy*

AUDITOR

ORIGINAL PURCHASE DATE *10/28/1999* RECEIPT INTO *1190-3835*
ORIGINAL COST *379.22*
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 *587-2012*

DATE APPROVED *12-13-12*

SIGNATURE *[Signature]*

BOONE COUNTY

RECEIVED

OCT 25 2012

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE : October 24, 2012

FIXED ASSET TAG NUMBER: 00013761

DESCRIPTION GATEWAY E6000
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) DOES

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

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

DEPARTMENT: PLANNING & ZONING

SIGNATURE



AUDITOR

ORIGINAL PURCHASE DATE 3/6/2003
ORIGINAL COST 3,607.00
ORIGINAL FUNDING SOURCE 2743
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 587-2012

DATE APPROVED 12-13-12

SIGNATURE _____

RECEIVED

OCT 25 2012

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE : October 24, 2012

FIXED ASSET TAG NUMBER: 00012709

DESCRIPTION HP LASERJET 2100M
PRINTER LASER

REQUESTED MEANS OF DISPOSAL: SELL

OTHER INFORMATION:

CONDITION OF ASSET: PURCHASED IN 2000 - 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? NO
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: RECORDER

SIGNATURE



AUDITOR

ORIGINAL PURCHASE DATE 12/31/2003
ORIGINAL COST 1,385.00
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 587-2012

DATE APPROVED 12-13-12

SIGNATURE _____

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 11/14/12

FIXED ASSET TAG NUMBER: 17049

DESCRIPTION: Brother MFC 8220 Fax Machine SS# U60995L8J439711

RECEIVED

REQUESTED MEANS OF DISPOSAL: sell

NOV 15 2012

OTHER INFORMATION:

**BOONE COUNTY
AUDITOR**

CONDITION OF ASSET: fuser needs replaced

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: as soon as possible

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO

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

DEPARTMENT: JJC

SIGNATURE

Ann Schell

AUDITOR

ORIGINAL PURCHASE DATE 10/26/2009

RECEIPT INTO 1190-3835

ORIGINAL COST 250.⁰⁰

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2731

GRANT NAME _____

% FUNDING _____

ASSET GROUP 1601

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 587-2012

DATE APPROVED 12-13-12

SIGNATURE _____

BOONE COUNTY

RECEIVED

DEC - 3 2012

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE : December 3, 2012

FIXED ASSET TAG NUMBER: 00015497

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: PUBLIC ADMINISTRATOR *1200* SIGNATURE *Judy*

AUDITOR

ORIGINAL PURCHASE DATE 5/22/2006 RECEIPT INTO 1190-3835
ORIGINAL COST 290.00
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 587-2012

DATE APPROVED 12-13-12

SIGNATURE _____

CERTIFIED COPY OF ORDER



STATE OF MISSOURI

} ea.

December Session of the October Adjourned

Term. 20

County of Boone

12

In the County Commission of said county, on the

13th

day of

December

20

12

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 Boone County and the University of Missouri Police Department relating to License Plate Recognition Data.

The terms of this Cooperative Agreement are stipulated in the attached Cooperative Agreement.

It is further ordered the Presiding Commissioner is hereby authorized to sign said Cooperative Agreement.

Done this 13th day of December, 2012.

ATTEST:

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

Daniel K. Atwill
Presiding Commissioner

Karen M. Miller
District I Commissioner

Skip Elkin
District II Commissioner

**COOPERATIVE AGREEMENT
BOONE COUNTY SHERIFF DEPARTMENT
LICENSE PLATE RECOGNITION DATA**

THIS AGREEMENT dated the 15th day of December, 2012, is entered into by and between Boone County, Missouri (County), and University of Missouri Police Department, a/k/a MUPD; (Law Enforcement Agency or Agency):

WHEREAS, County maintains data on its servers retrieved through its deployment of Automated License Plate Recognition (LPR) Equipment in accordance with the policies and procedures adopted by the Boone County Sheriff; and

WHEREAS, law enforcement activities can be enhanced through the appropriate use of said LPR data; and

WHEREAS, Agency has the technical ability to limit dissemination of LPR data to only those members of law enforcement given clearance to access said data by the Agency for legitimate, law-enforcement purposes; and

NOW, THEREFORE, it is agreed by and between the parties as follows:

1. **PROVISION OF INFORMATION.** County agrees to provide access to its LPR data to Agency in order to allow Agency to inquire and update the "hot list" feature of the LPR system in accordance with the then-existing policies and procedures adopted by the Boone County Sheriff's Department.
2. **USE OF INFORMATION.** Agency agrees to use LPR data only to assist Agency with legitimate, law-enforcement activities and will not further disclose or reproduce said information to any third party. Agency agrees to restrict the updating of "hot list" data to only those Agency personnel trained on entering and updating "hot list" data.
3. **OWNERSHIP OF DATA.** At all times the LPR data maintained on County's servers shall remain the property of, and under the control of, County.
4. **SAFEGUARDING OF INFORMATION.** Agency agrees to use appropriate safeguards to prevent use or disclosure of the LPR data by anyone not associated with the Agency who does not have a legitimate, law-enforcement purpose and authority to access the same. Agency shall at all times safeguard all LPR data as a closed record pursuant to RSMo Sec. 610.100.3 and to protect such information from unnecessary disclosure in the same manner as it would its own confidential, law enforcement information which, if disclosed, would disclose techniques, procedures, or guidelines for law enforcement investigations. Agency agrees to report any unauthorized access to said LPR data to County within a reasonable time after learning of any such unauthorized access. Further, Agency agrees to refer anyone requesting LPR data via a Sunshine Act or open records request to County.
5. **DATA ACCEPTED "AS IS".** Agency accepts the LPR data from County "as is" without



warranty of any kind, either express or implied. County is under no obligation to provide maintenance of the LPR data, and shall not be responsible for providing maintenance or for informing Agency that maintenance has been performed on the LPR data, or that the information provided in the LPR data has been updated or in any fashion changed. The entire risk of the quality of the LPR data is with Agency.

6. **LPR POLICIES AND PROCEDURES.** Agency acknowledges and agrees that the Boone County Sheriff may revise its policies and procedures relating to LPR equipment and data, and that those revisions may impact on Agency's ability to access data or update "hot list" information under this Agreement.
7. **TERM.** The term of this Agreement shall begin immediately upon execution of the same for a period of one-year, and shall automatically renew for successive periods of one-year if not terminated as provided for herein. Either party may terminate this Agreement at any time by providing the other written notice of their intent to terminate at least 90 days in advance of the intended termination date
8. **ASSIGNMENT.** Neither party may assign or transfer any of its rights or obligations under this Agreement to any other person or entity without the prior, written consent of the other party.
9. **SOLE BENEFIT OF PARTIES.** This Agreement is for the sole benefit of County and Agency. Nothing in this Agreement is intended to confer any rights or remedies on any third party.
10. **RELATIONSHIP OF PARTIES.** Nothing herein shall be deemed or construed by the parties hereto, nor by any third party, as creating the relationship of principal and agent, or of partnership, or of joint venture, between the parties hereto.
11. **MODIFICATION AND WAIVER.** No modification or waiver of any provision of this Agreement nor consent to any departure therefrom, shall in any event be effective, unless the same shall be in writing and signed by County and Agency and then such modification, waiver or consent shall be effective only in the specific instance and for the specific purpose for which mutually agreed.
12. **FUTURE COOPERATION.** The parties agree to fully cooperate with each other to give full force and effect to the terms and intent of this Agreement.
13. **ENTIRE AGREEMENT.** The parties state that this document contains the entire agreement between the parties, and there are no other oral, written, express or implied promises, agreements, representations or inducements not specified herein.
14. **AUTHORITY.** The signatories to this Agreement warrant and certify that they have obtained the necessary authority, by resolution or otherwise, to execute this Agreement on behalf of the named party for whom they are signing.

SO AGREED.

MUPD

By:



Dated: 11-5-12

ATTEST:

The Curators of the University of Missouri



Lisa J. Wimmenauer
Assoc. Director, Business Services

BOONE COUNTY, MISSOURI

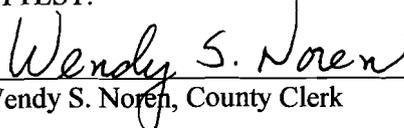
By:



Daniel K. Atwill, Presiding Commissioner

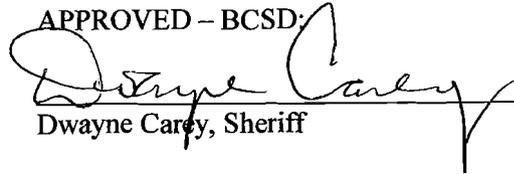
Dated: Dec. 13, 2012

ATTEST:



Wendy S. Noren, County Clerk *my*

APPROVED - BCSD:

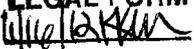


Dwayne Carey, Sheriff

APPROVED AS TO FORM:



C.J. Dykhouse, Boone County Counselor

**APPROVED
AS TO
LEGAL FORM**


CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

December Session of the October Adjourned

Term. 20 12

In the County Commission of said county, on the 13th day of December 20 12

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

Now on this day the County Commission of the County of Boone does hereby approve the 2013 HMEP Funding per attachment as requested by the Missouri Emergency Response Commission.

Done this 13th day of December, 2012

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

Skip Elkin
Skip Elkin
District II Commissioner

MISSOURI EMERGENCY RESPONSE COMMISSION

2013 HMEP FUNDING

Due Date: December 15, 2012

AGENCY INFORMATION

NAME Boone County LEPC DATE December 18, 2013
ADDRESS 201 Orr Street
CITY Columbia LEPC
EMAIL tlc@gocolumbiamo.com CONTACT Terry Cassil
PHONE 573-874-7553

CERTIFICATIONS

Signatures certify that the funds will be accepted and used in accordance with state law and the attached guidelines

Terry Cassil
LEPC CHAIRPERSON (type or print)

MERC DIRECTOR (type or print)

LEPC CHAIRPERSON SIGNATURE

MERC DIRECTOR SIGNATURE

HAZMAT CHIEF (type or print)

HAZMAT CHIEF SIGNATURE - LISTED IN PLAN

HAZMAT CHIEF (type or print)

HAZMAT CHIEF SIGNATURE - LISTED IN PLAN

HAZMAT CHIEF (type or print)

HAZMAT CHIEF SIGNATURE - LISTED IN PLAN

COUNTY (COUNTIES IF LEPD)

NAME (TYPE OR PRINT)

SIGNATURE OF COUNTY COMMISSIONER(S) (LEPD - COMMISSIONER FROM EACH COUNTY MUST SIGN)

Boone County Presiding Commissioner

Daniel K. Atwill

Boone County District I Commissioner

Karen M. Miller

Boone County District II Commissioner

Skip Elkin

Handwritten signatures of Daniel K. Atwill, Karen M. Miller, and Skip Elkin.

Once all grant requests are received, MERC will determine the number of courses that will be provided to each grant recipient.

The MERC Training Coordinator will then assist each recipient with scheduling courses per their needs, and arranging for instructors to provide the course.

Exercise Funds Requested

\$ Funds Needed

Please note that prior to any classes being delivered, you must meet with your Regional Hazmat Planner to have them update your Annex H/ESF 10 Plan. If you are an LEPD, you are eligible to apply for additional planning funds. You must include a detailed qualifying planning project description and funds requested for this project. Please note, any LEPD who selects this option must follow the PHMSA federal guidelines for accountability and expenditures. Please contact the MERC for more information if you are interested in applying.

List of Approved Courses Provided by MERC	Priority of Classes	NO. of Classes Requested	Month you desire training to be delivered in	Point of contact	Contact Number
Hazardous Materials Incident Response Awareness					
Hazardous Materials Incident Response Operations					
Hazardous Materials Incident Response Technician (96 Hours, available in individual modular delivery)					
Ignitable Liquids and Ethanol Blended Fuels					
Ignitable Liquids and Class B Foam					
Handling Propane Gas Emergencies					
CAMEO Train the Trainer		2	1 February 2013		
Transcaer Anhydrous Ammonia Railroad Training					
Railroad Emergency Response and Hazardous Materials Awareness					
Hazwoper Refresher		1	1 April 2013		
Hazmat Symposium					
Hazmat Victim Decon for EMS					
Hazmat IQ (Included as part of Hazmat Tech, request separatly if not requesting Hazmat Tech		1	March & October 2 2013		
Other Courses that MERC may assist with delivering					
CAMEO 8 Hour Update (No Cost Delivered by EPA)					
CAMEO 24 Hour Course (No Cost Delivered by EPA)					
Pipeline Emergencies (LEPC Funded)					
Incident Management for Hazmat 8 Hour (LEPC Funded)					
Chemical Suicide: Information for Emergency Responders (No cost)		3	1 March 2013		
Illicit Labs: A Safe Response for Public Service Personnel (No cost delivered by IAFF)		3	1 November 2013		
Emergency Response to Chemical Process Industries (No Cost Delivered by IAFF)					

Other Hazmat Courses Requested (Attach additional paper if needed) :

CERTIFIED COPY OF ORDER



STATE OF MISSOURI



ea.

December Session of the October Adjourned

Term. 20

County of Boone

12

In the County Commission of said county, on the

13th

day of

December

20

12

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 Boone County and Charlie Triplett, LLC for Graphic Design Services.

The terms of this Cooperative Agreement are stipulated in the attached Cooperative Agreement.

It is further ordered the Presiding Commissioner is hereby authorized to sign said Cooperative Agreement.

Done this 13th day of December, 2012.

ATTEST:

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

Daniel K. Atwill
Presiding Commissioner

Karen M. Miller
District I Commissioner

Skip Elkin
District II Commissioner

**AGREEMENT FOR
GRAPHIC DESIGN SERVICES**

THIS AGREEMENT dated the 3 day of ~~NOVEMBER~~ ^{DECEMBER}, 2012 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Charlie Triplett, LLC** herein "Contractor."

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

1. **Contract Documents** - This agreement shall consist of this Agreement for **Graphic Design Services** and Contractor's proposal dated October 29, 2012, titled "Standard Form of Agreement for Graphic Design Services. All such documents shall constitute the contract documents, which are attached hereto and incorporated herein by reference. In the event of conflict between any of the foregoing documents, the terms, conditions, provisions and requirements contained in this Agreement shall prevail and control over the Contractor's Standard Form of Agreement for Graphic Design Services. In addition, the following portions of the Contractor's proposal dated October 29, 2012, are specifically NOT part of this Contract and are to be considered deleted or modified as set forth below:

- a). Fees and payment terms for the work set out in paragraph 1.1 are modified as follows: Contractor shall be compensated at the rate of Eighty Dollars (\$80.00) per hour, with the total contract price for work herein not to exceed a total of Three Thousand Dollars (\$3,000.00). Payment shall be made upon invoice submitted to the Boone County Commission, Attn: Michele, 801 E. Walnut, Rm. #333, Columbia, Missouri 65201, as per paragraph 4 below.
- b). The provisions of paragraph 2.3 are deleted.
- c). The provisions of paragraph 3 in Contractor's proposal, and all subparagraphs thereof, are deleted and payment terms are modified consistent with the terms of this Agreement.
- d). The provisions of paragraph 4.2, 4.5, 5.3 are deleted. County shall provide accurate and complete information and materials to Contractor and County shall be responsible for the accuracy and completeness of all information and materials so provided.
- e). The provisions of paragraph 5.1 are modified so as to make clear that the County will have full ownership rights to the final, agreed-upon images at the conclusion of the contract.

- f). With respect to the provisions of paragraph 6.5, as County is a tax-exempt governmental entity, it will not be responsible for sales taxes and Contractor can obtain appropriate documentation of the County's status upon request if necessary.
- g). The provision of paragraph 6.6 are modified as follows: the laws of the State of Missouri shall govern the contract.
- h). The provisions of paragraph 6.8 are modified as to the County to be consistent with paragraph 7 below.
- i). The provisions of paragraph 6.9, 6.10 are deleted.
- j). The provisions of paragraph 7 are modified to show a finished print reading product due date of December 21, 2012.
- k). The provisions of paragraph 8, 9, and 10 are deleted.

2. **Purchase** - The County agrees to purchase from the Contractor and the Contractor agrees to furnish Graphic Design Services to the County, as described and in compliance with the this Agreement. The total contract cost shall not exceed ~~Two~~ ^{Three} Thousand Dollars (\$3,000.00).

3. **Contract Duration** - This agreement shall commence upon execution and extend through February 1, 2013, subject to the provisions for termination specified below.

4. **Billing and Payment** - All billing shall be invoiced to the Boone County Auditor on an annual basis for service described in the proposal specifications. The County agrees to pay all invoices within thirty (30) days of receipt of a correct and valid invoice. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the Contractor, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

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

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

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

- a. County may terminate this agreement due to material breach of any term or condition of this agreement, or
- b. County may terminate this agreement if key personnel providing services are changed such that in the opinion of the Boone County commission delivery of services are or will be delayed or impaired, or if services are otherwise not in conformity with proposal specifications, or if services are deficient in quality in the sole judgment of County, or
- c. If appropriations are not made available and budgeted for any calendar year to fund this agreement.

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

CHARLIE TRIPLETT, LLC

By [Signature] MEMBER LLC

Title MEMBER LLC

Dated: 3 DEC 2012

BOONE COUNTY, MISSOURI

By [Signature]
Dan Atwill, Presiding Commissioner

Dated: DEC. 13, 2012

Attest:

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

Approved as to Legal Form:

[Signature]
CJ Dykhouse, County Counselor

AUDITOR CERTIFICATION

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

[Signature]
June Pitchford, County Auditor *by cy*

12/4/12
Date

4030-71231
Appropriation Account

The American Institute of Graphic Arts

**Standard Form of
Agreement for
Graphic Design Services**

General Edition

This document is intended to be used as a basis of agreement between designers and their clients. It has important legal consequences. Consultation with an attorney is encouraged with regard to its completion or modification.

The Client and Designer agree as follows:

Agreement made as of date **29 October 2012**

Between the Client **Boone County Public Works**

And the Designer **Charlie Triplett LLC**

For the Project referred to as **Courthouse Plaza Brochure Project**

1. THE PROJECT

Description of the Project.

1.1. The Project that is the subject of this agreement shall consist of:

Design for 2 map panels to be placed at the north and south entrances of Courthouse Plaza.

The map should be composed of an intuitive design that takes the accessibility concerns into account. Each map's view will reflect the user's point of view of the plaza. The design will be reflective of maps previously designed for The District.

Additional services provided by the Designer will include:

- * working with the hardware vendor to choose appropriate "off the shelf" components or the development of custom hardware.
- * Presenting designs to appropriate groups.
- * Development of 8.5x11 version of the map suitable for publication.

Describe the Project in detail above or attach a description as an exhibit. The exhibit may consist of correspondence between the Designer and the Client describing the Project.

2. SERVICES

The Designer shall provide the Basic and Supplementary Services specified below.

Basic Services

- 2.1. The Designer shall provide Basic Services for the Project consisting of consultation, research, design, checking quality of Implementation, and coordination of the Project and its Execution. In connection with performing Basic Services, the Designer shall prepare and present materials to the Client that demonstrate or describe the Designer's intentions and shall prepare various materials, such as artwork, drawings, and specifications, to enable the design to be printed, fabricated, installed, or otherwise implemented.

Supplementary Services

- 2.2. In addition to the Basic Services described above, the Designer's fee may also include the provision of certain specialized Supplementary Services, but only to the extent described below. Such Supplementary Services might include: Creative services including copy development, writing, editing, photography, and illustration. Preparation of special artwork including drawing of logotypes, nonstandard typefaces, maps, diagrams, and charts, and preparation of existing materials for reproduction such as partial or complete redrawing, line conversion, retouching, captioning within an illustration, diagram, or map, and making camera-ready color separation overlays. Production services including typesetting and proofreading. Preparation of special presentation materials including detailed renderings, models, mockups, and slide presentations. If any of these other services are required, but are not to be provided by the Designer as Supplementary Services, they will be coordinated by the Designer, provided by others, and billed to the Client as reimbursable expenses.

The Supplementary Services to be provided by the Designer with respect to the Project shall consist of:

- * Minor changes to submitted text.
- * Illustrations necessary for the creation of the map.

Implementation

- 2.3. The Designer's services under this Agreement do not include Implementation such as printing, fabrication, and installation of the Project design. The Client and Designer agree that any such Implementation is to be provided by others, and the Designer's services with respect to such Implementation shall be restricted to providing specifications, coordination, and quality-checking. Unless otherwise specified in this Agreement, the Designer shall have no responsibility to the providers of such Implementation, and charges therefor shall be billed directly to the Client. While not responsible for Implementation, in a supervisory capacity the Designer may assume responsibility for paying such charges, and the Designer shall be entitled to reimbursement from the Client for Implementation costs plus such handling charge as is specified in Section 3.2.

**Standard Form of
Agreement for
Graphic Design Services**

General Edition

3. COMPENSATION

Fees

- 3.1. The Client shall pay the Designer for the services described in this Contract as follows:
\$3000

Hourly Rates

- 3.2. Where specified in this contract, the Client shall pay the Designer at the Designer's standard rates as in effect at this time.

The Designer's standard rates currently in effect are as follows:

\$80/Hour, billable in hour increments

No change shall be made in the Designer's standard rates prior to

12/30/30

Initial Payment

- 3.3. Upon signing this Agreement, the Client shall make a payment of **\$1000.00**

This initial payment shall be credited against the amounts due hereunder as follows:

The initial payment will be credited as the first payment toward the total.

Payment Schedule

- 3.4. After receipt of an invoice, the Client shall make payments within **15 days**.

The Designer may render invoices according to the following schedule:

Payment will be invoiced in thirds:

1/3 due at the signing of this Agreement

1/3 due upon the approval of a visual direction of the design

1/3 due upon the delivery of finished designs.

**Standard Form of
Agreement for
Graphic Design Services**

General Edition

-
- Revisions and Additions* 3.5. A fixed fee or fee estimated not to exceed a specified amount is based upon the time estimated to complete the services specified in this Agreement during normal working hours. Any revisions or additions to the services described in this Agreement shall be billed as additional services not included in any fixed fee or estimated fee specified above.
- Such additional services shall include, but shall not be limited to, changes in the extent of work, changes in the complexity of any elements of the Project, and any changes made after approval has been given for a specific stage of design, documentation, or preparation of artwork.
- The Designer shall keep the Client informed of additional services that are required and shall request the Client's approval for any additional services which cause the total fees, exclusive of any surcharge for rush work, to exceed the fixed or estimated fees set forth in section 3.1. by more than the following amount:
- \$20**
- Rush Work* 3.6. The Client shall pay a surcharge for any services requiring work to be performed outside of normal working hours by reason of unusual deadlines or as a consequence of the Client not meeting scheduled times for delivery of information, materials, or approvals.
- The surcharge for rush work shall be at the standard rates plus **\$30/hour**
- Normal working hours for this Project are as follows:
- Sunday, 9:00 a.m. - 8:00 p.m.**
Monday through Thursday, 5:00 p.m- 8:00 p.m.
- Reimbursable Expenses* 3.7. The Client shall reimburse the Designer for all out-of-pocket expenses incurred by the Designer with respect to the Project including, but not limited to, expenditures for: Implementation, typesetting, photostats, photoprints, photography, film and processing, acetate color overlays, transfer proofs, presentation and artwork materials, electrostatic (xerographic) copies, Fax and long-distance telephone charges, postage, and local deliveries, including messengers, out-of-town travel, and shipping.
- Automobile travel will be charged at a standard rate per mile of **\$.45/mile**
- Reimbursable Expenses will be billed at cost plus a surcharge of **\$0.00**
- Reimbursable and Implementation Budgets* 3.8. Any budget figures or estimates for Reimbursable Expenses or Implementation charges such as printing, fabrication, or installation are for planning purposes only. The Designer shall use his or her best efforts to work within stated budgets but shall not be liable if such expenses exceed budgets.
- Records* 3.9. The Designer shall maintain records of hours and reimbursable expenses and shall make such records available to the Client for inspection on request.
- Late Payment* 3.10. The Client shall pay a service charge for all overdue amounts of **\$30.00 / week**

4. CLIENT'S OBLIGATIONS

Client's Representative

- 4.1. The Client shall appoint a sole Representative with full authority to provide or obtain any necessary information and approvals that may be required by the Designer. The Client's Representative shall be responsible for coordination of briefing, review, and the decision-making process with respect to persons and parties other than the Designer and its sub-contractors. If, after the Client's Representative has approved a design, the Client or any other authorized person requires changes that require additional services from the Designer, the Client shall pay all fees and expenses arising from such changes as additional services.

*Materials to be Provided
by the Client*

- 4.2. The Client shall provide accurate and complete information and materials to the Designer and shall be responsible for the accuracy and completeness of all information and materials so provided. The Client guarantees that all materials supplied to the Designer are owned by the Client or that the Client has all necessary rights in such materials to permit the Designer to use them for the Project.

The Client shall indemnify, defend, and hold the Designer harmless from and against any claim, suit, damages and expense, including attorney's fees, arising from or out of any claim by any party that its rights have been or are being violated or infringed upon with respect to any materials provided by the Client.

All copy provided by the Client shall be in a form suitable for typesetting. Where photographs, illustrations, or other visual materials are provided by the Client, they shall be of professional quality and in a form suitable for reproduction without further preparation or alteration. The Client shall pay all fees and expenses arising from its provision of materials that do not meet such standards. The Designer shall return all materials provided by the Client within 30 days after completion of the project and payment of amounts due. The Client shall provide the following materials and services for the Project:

Liability of Designer

- 4.3. The Designer shall take reasonable precautions to safeguard original or other materials provided by the Client. The Designer shall, however, not be liable for any damage to, or loss of any material provided by the Client, including artwork, photographs, or manuscripts, other than or on account of willful neglect or gross negligence of the Designer.

*Approval of Typesetting
and Final Artwork*

- 4.4. The Client shall proofread and approve all final type before the production of artwork. The signature of the Client's Representative shall be conclusive as to the approval of all artwork drawings and other items prior to their release for printing, fabrication, or installation.

*Instructions to Third
Parties*

- 4.5. The Client specifically grants to the Designer the right to act on the Client's behalf to give instructions on behalf of the Client to any person or entity involved in the Project, such as photographers, illustrators, writers, printers, and fabricators. Any such instructions or approvals by the Client may only be made through the Designer. The Client shall be bound by all such instructions given by the Designer within the scope of this Agreement.

5. RIGHTS AND OWNERSHIP

Rights

- 5.1. All services provided by the Designer under this Agreement shall be for the exclusive use of the Client other than for the promotional use of the Designer. Upon payment of all fees and expenses, the following reproduction rights for all approved final designs created by the Designer for this project shall be granted:

The Client shall receive a copy of all files created for this Agreement.

The Designer shall keep a copy of all files created for this Agreement. In the event of loss, additional copies of all files can be made for fee to be determined as necessary.

Ownership

- 5.2. All drawings, artwork, specifications, and other visual presentation materials remain the property of the Designer. The Client shall be entitled to temporary possession of such materials only for the purpose of reproduction after which all materials shall be returned, unaltered, to the Designer.

All preliminary concepts and visual presentations produced by the Designer remain the property of the Designer and may not be used by the Client without the written permission of the Designer.

The Designer shall retain all artwork, drawings, and specifications, for which reproduction rights have been granted for a specified period from the date of the signing of this Agreement. Upon expiration of this period, all such materials may be destroyed unless the Client has requested, in writing, that they be retained and agrees to pay reasonable storage charges. The Client shall have reasonable access to all such materials for the purpose of review.

The specified time for the Designer to retain such materials shall be **12/30/2013**

Third Party Contracts

- 5.3. The Designer may contract with others to provide creative services such as writing, photography, and illustration. The Client agrees to be bound by any terms and conditions, including required credits, with respect to reproduction of such material as may be imposed on the Designer by such third parties.

The Designer will endeavor to obtain for the Client the same reproduction rights with respect to materials resulting from such services as the Designer is providing the Client under this Agreement except as specified below:

-
6. MISCELLANEOUS
- Code of Ethics* 6.1. The Designer's services shall be performed in accordance with the AIGA Code of Ethics and Professional Conduct for Graphic Designers.
- Credit* 6.2. The Designer shall have the right to include a credit line on the completed designs or any visual representations such as drawings, models, or photographs and this same credit shall be included in any publication of the design by the Client. The Client shall not, without written approval, use the Designer's name for promotional or any other purposes with respect to these designs. The Designer's credit line shall read as follows:
- Design by Charlie Triplett LLC**
- Samples and Photographs* 6.3. The Client shall provide the Designer with samples of each printed or manufactured design. Such samples shall be representative of the highest quality of work produced. The Designer may use such copies and samples for publication, exhibition, or other promotional purposes.
- The number of samples to be provided to the Designer shall be **N/A**
- The Designer shall have the right to photograph all completed designs or installations and shall have the right to use such photographs for publication, exhibition, or other promotional purposes.
- Confidentiality* 6.4. The Client shall inform the Designer in writing if any portion of any material or information provided by the Client or if any portion of the Project is confidential.
- Sales Tax* 6.5. The Client shall pay any sales, use, or other transfer taxes that may be applicable to the services provided under this Agreement, including any tax that may be assessed on audit of the Designer's tax returns.
- Applicable Law* 6.6. This Agreement shall be governed by the Law of the principal place of business of the Designer.
- Assignment* 6.7. Neither the Client or the Designer may assign or transfer their interest in this Agreement without the written consent of the other.
- Termination* 6.8. Either party may terminate this Agreement upon giving written notice to the other as specified below. Upon termination of this Agreement by the Client or by the Designer for cause, the Designer may retain any initial payment and the Client shall pay the Designer for all hours expended on the Project, up to the date of termination, at the Designer's standard rates together with all other amounts due hereunder. Any initial payment that has been received shall be credited against any such amounts due. All indemnities shall continue even after any such termination.

The amount of written notice to be given by either party shall be **5 business days**.

**Standard Form of
Agreement for
Graphic Design Services**

General Edition

Arbitration 6.9. Either party may request that any dispute arising out of this Agreement shall be submitted to binding arbitration before a mutually agreed upon arbitrator pursuant to the rules of the American Arbitration Association. The arbitrator's award shall be final and judgment may be entered upon it in any court having jurisdiction thereof.

Entire Agreement 6.10. This Agreement represents the entire agreement between the Client and the Designer and may be changed or modified only in writing.

Representations 6.11. The Client represents that it has full power and authority to enter into this Agreement and that it is binding upon the Client and enforceable in accordance with its terms.

The Designer represents that it has full power and authority to enter into this Agreement and that it is binding upon the Designer and enforceable in accordance with its terms.

7. TIME SCHEDULE

The Designer and Client agree that the work shall be completed according to the following schedule:

The Designer agrees to work expeditiously to deliver a finished print ready brochure by ~~XX November, 2012~~

15 JANUARY 2012

This time schedule is dependent upon complete text and supporting graphic content being provided by the Client in a timely fashion.

The Designer reserves the right to adjust the schedule in the event that the Client fails to meet agreed deadlines for submission of materials or granting approvals and to allow for changes in the scope or complexity of services from those contemplated by this Agreement.

8. CONTINUATIONS AND OTHER CONDITIONS

RESTART FEE

If the Client halts work by failing to provide necessary information, materials or approvals for an extended period of more than 10 business days, a restart fee of \$200 may be billed, and the Designer will not proceed with further work on this Agreement until the restart fee has been paid.

TESTING AND ACCEPTANCE

All work delivered to the Client shall be considered accepted unless the Designer is notified to the contrary within 10 business days.

Specify above any additional conditions or attach an exhibit.

DEFINED TERMS

- | | | |
|----|------------------------|------------------------------|
| 9. | Basic Services | As described in Section 2.1. |
| | Client | As defined on page 1. |
| | Designer | As defined on page 1. |
| | Implementation | As described in Section 2.3. |
| | Project | As described in Section 1. |
| | Reimbursable Expenses | As described in Section 3.7. |
| | Supplementary Services | As described in Section 2.2. |

SIGNATURES

10. This Agreement was entered into between the Designer and the Client as of the day and date set forth on page 1.

Designer

 MEMBER CCI

Client

**Standard Form of
Agreement for
Graphic Design Services**

General Edition

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The AIGA Standard Form of Agreement for Graphic Design Services, General Edition, is intended to be used by graphic designers and their clients as the basis of agreement for a broad range of graphic design projects. It should be thoroughly studied for its appropriateness in the context of the intended project, carefully edited, and any necessary extra clauses added to ensure that it is precisely tailored to the needs of the project.

To assist in the tailoring process, write-in space has been provided for including much of the project-specific information required. As an alternative to write-in information, or where there is insufficient room, exhibits may be attached to the back of the document. Any exhibits, which may be in the form of correspondence between designer and client, should be clearly identified as "Exhibit A" etc. and reference made to them in the write-in space provided, such as "See Exhibit A Attached".

For more information regarding this document and its use, refer to AIGA Publication 1988-02 "Notes on the Standard Form of Agreement for Graphic Design Services, General Edition".