

# CERTIFIED COPY OF ORDER



STATE OF MISSOURI

} ea.

January Session of the January Adjourned

Term. 20 13

County of Boone

In the County Commission of said county, on the

31st

day of January

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 Boone County Clerk to use Election Systems & Software Inc. of Chicago, IL as the sole provider for proprietary parts and maintenance for our existing voting equipment per attached Sole Source Fact Sheet. It is further ordered the Presiding Commissioner is hereby authorized to sign said Sole Source Fact Sheet.

Done this 31st day of January, 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 Purchasing

Melinda Bobbitt, CPPB  
Director



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

## SOLE SOURCE/NO SUBSTITUTE FACT SHEET

|                             |   |
|-----------------------------|---|
| <b>Originating Office</b>   | Elections & Voter Registration (Boone County Clerk) |
| <b>Person Requesting</b>    | Wendy Noren   |
| <b>Date Requested</b>       | 1/24/13   |
| <b>Contact Phone Number</b> | Wendy Noren & Art Auer / 886-4379                   |

UPON COMPLETION OF THIS FORM, PLEASE SUBMIT TO THE PURCHASING DEPARTMENT.

PURCHASING DEPARTMENT APPROVAL:

Melinda Bobbitt 1-24-13  
Signature Date

SOLE SOURCE NUMBER: 112-123113SS  
(Assigned by Purchasing)

COMMISSION APPROVAL:

David K. Auer 1-31-13  
Signature Date

Expiration Date: 20 through On-Going 20

One Time Purchase (check)

**Vendor Name** Election Systems & Software Inc.  
**Vendor Address** 6055 Payphere Circle, Chicago, IL 60674  
**Vendor Phone and Fax** 800-247-8683  
**Product Description** Voting Equipment Supplies and Equipment Maintenance  
**Estimated Cost** Term & Supply  
**Department/Account** 1132/23005, 7521/23005, 2311/60050  
**Number(s) Invoices Will Be Paid**

The following is a list of questions that must be answered when making sole source requests. This is a formal document for submission to the County Commission. If a question is not applicable, please indicate N/A. Use layman's terms and avoid jargon and the use of acronyms.

- Please check the reason(s) for this sole request:
  - Only Known Source-Similar equipment or material not available from another vendor
  - Equipment or materials must be compatible with existing Equipment
  - Immediate purchase necessary to correct situation threatening life/property
  - Lease Purchase - Exercise purchase option on lease
  - Medical device or supply specified by physician
  - Used Equipment - Within price set by one/two appraisal(s) by disinterested party(ies)

Other - List (attach additional sheets if necessary)

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2. Briefly describe the commodity/material you are requesting and its function.  
**Voting equipment supplies and equipment maintenance.**
3. Describe the unique features/compatibility of the commodity/material that precludes competitive bidding.  
**Proprietary parts and maintenance to the equipment**
4. What research has been done to verify this vendor as the only known source?  
**No other suppliers located. Advertised in the Tribune and Missouriian on January 28, 2013.**
5. Does this vendor have any distributors, dealers, resellers, etc. that sell the commodity/material?  
 Yes (please attach a list of known sources)  
 No
6. Must this commodity/material be compatible with present inventory/equipment, or in compliance with the manufacturer's warranty or existing service agreement? If yes, please explain.  
**Yes, parts and maintenance to existing equipment**
7. If this is an initial purchase, what are the future consequences of the purchase? That is, once this purchase is approved and processed, what additional upgrades/additions/supplies/etc. are anticipated/projected over the useful life of this product?  
**.Term and Supply – will be ordering parts and maintenance as needed**
8. If this is an upgrade/add-on/supply/repair/etc. to existing equipment, how was the original equipment purchased (sole source or competitive bid)? What additional, related, sole source purchases have occurred since the initial purchase? Please state previous purchase order number(s).  
**Sole Source**
9. How has this commodity/material been purchased in the past? (Sealed Bid, Sole Source, RFP, other) Please provide document numbers.  
**State of MO contracts C206004002 and B2Z06004**
10. What are the consequences of not securing this specific commodity/material?  
**Need equipment to hold elections**
11. List any other information relevant to the acquisition of this commodity/material (additional sheets may be attached, if necessary).
11. How long is sole source approval necessary for this type of purchase? Is this a one-time purchase or is there an identified time period needed?  
**Will be needed on an on-going basis until other vendors come into the market**

# Boone County Purchasing

Melinda Bobbitt, CPPB  
Director of Purchasing



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

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**To:** Ruby Wheeler  
rwheeler@tribmail.com

**From:** Melinda Bobbitt, Director of Purchasing

**RE:** Advertisement for Sole Source Purchase

**Date:** January 24, 2013

**The following is a sole source purchase advertisement. Please call if you have any questions.**

## NOTICE OF INTENT TO MAKE SINGLE FEASIBLE SOURCE PURCHASE

Boone County believes there is only a single feasible source from which to purchase the following and intends to make a single feasible source purchase unless viable competition is established. Please contact the Boone County Purchasing Department if you can supply the following:

**Voting equipment supplies and equipment maintenance from Election System & Software Inc. of Chicago, Illinois**

To receive additional information or to express an interest in providing the above, please contact the Purchasing Department by 1:30 p.m. on Thursday, January 31, 2013. Boone County Purchasing Department, 613 E. Ash, Columbia, MO 65201. Information is available in the Purchasing Office by phone: (573) 886-4391; fax (573) 886-4390 or e-mail: [mbobbitt@boonecountymmo.org](mailto:mbobbitt@boonecountymmo.org).

Melinda Bobbitt, CPPB  
Director, Boone County Purchasing

Insertion date: Monday, January 28, 2013  
COLUMBIA TRIBUNE

**Melinda Bobbitt - RE: Sole Source Ad**

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**From:** "Wheeler, Ruby" <rgwheeler@columbiatribune.com>  
**To:** "Melinda Bobbitt" <mbobbitt@boonecountymo.org>  
**Date:** 1/24/2013 12:37 PM  
**Subject:** RE: Sole Source Ad  
**Attachments:** 1475967.pdf

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Melinda:

I have attached a copy of the ad as it would appear Monday 1/28. Total cost is \$32.93. Please review the attached proof closely and make the following notations:

- If changes are required, mark them clearly on the proof; either email changes or and fax to 815-1851
- If no changes are required, please email confirmation

**CANCELLATION POLICY**

Please be advised that if a legal notice is cancelled prior to publication, a \$35.00 production fee will be charged. Cancellations or changes made within the duration of the ad will be effective for the next available publication according to our deadlines (typically 72 – 96 hours prior to publication, depending on publication date). Cancellation instructions MUST be faxed to 573-815-1851. If you do not receive confirmation from us that the notice has been cancelled, it is your responsibility to follow up on the cancellation request by calling 573-815-1855. The Columbia Daily Tribune will not be liable for cancellation discrepancies if these procedures are not followed.

Thanks,

Ruby

Ruby Wheeler  
Classified Advertising Manager  
Columbia Daily Tribune / ColumbiaTribune.com PO Box 798, Columbia, MO 65205  
Ph 573.815.1859  
Fx 573.815.1851

TRIBUNE CLASSIFIEDS  
The Market Leader

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**From:** Melinda Bobbitt [mailto:mbobbitt@boonecountymo.org]  
**Sent:** Thursday, January 24, 2013 12:33 PM  
**To:** Wheeler, Ruby  
**Subject:** Sole Source Ad

Ruby,  
See attached ad.  
Thanks,  
Melinda

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MAKE SINGLE FEASIBLE  
SOURCE PURCHASE**

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and equipment maintenance from  
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of Chicago, Illinois**

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Information is available in the Purchasing Office by phone: (573) 886-4391; fax (573) 886-4390 or e-mail:

**[mboobbitt@boonecountymo.org](mailto:mboobbitt@boonecountymo.org)**.

Melinda Bobbitt, CPPB Director,  
Boone County Purchasing

**INSERTION DATE:** January 28,  
2013

# Boone County Purchasing

Melinda Bobbitt, CPPB  
Director of Purchasing



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

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**To:** Susan Richison (884-0003)  
twitchells@missouri.edu

**From:** Melinda Bobbitt, Director of Purchasing

**RE:** Advertisement for Sole Source Purchase

**Date:** January 24, 2013

**The following is a sole source purchase advertisement. Please call if you have any questions.**

## NOTICE OF INTENT TO MAKE SINGLE FEASIBLE SOURCE PURCHASE

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Melinda Bobbitt, CPPB  
Director, Boone County Purchasing

Insertion date: Tuesday, January 29, 2013  
COLUMBIA MISSOURIAN

Page : 1 of 1 01/24/2013 12:10:01

Order Number : 30983018  
PO Number :  
Customer : L8864390 Boone Co. Purchasing  
Contact :  
Address1 : 613 East Ash  
Address2 :  
City St Zip : Columbia MO 65201  
Phone : (573) 886-4392  
Fax : (573) 886-4390  
Credit Card :  
Printed By : Richison, Susan  
Entered By : Richison, Susan  
Keywords : Voting equipment supplies and equipment maintenanc  
Notes :  
Zones :

Ad Number : 30993728  
Ad Key : 30983018  
Salesperson : 67 - Legal Acct  
Publication : Columbia Missourian  
Section : Classified Section  
Sub Section : Classified Section  
Category : Legal Notices 1300  
Dates Run : 01/29/2013-01/29/2013  
Days : 1  
Size : 1 x 2.80, 28 lines  
Words : 133  
Ad Rate : Open  
Ad Price : 18.20  
Amount Paid : 0.00  
Amount Due : 18.20

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FEASIBLE SOURCE PURCHASE**

Boone County believes there is only a single feasible source from which to purchase the following and intends to make a single feasible source purchase unless viable competition is established. Please contact the Boone County Purchasing Department if you can supply the following:

Voting equipment supplies and equipment maintenance from Election Systems & Software Inc. of Chicago, Illinois  
To receive additional information or to express an interest in providing the above, please contact the Purchasing Department by 1:30 p.m. on Thursday, January 31, 2013. Boone County Purchasing Department, 613 E. Ash, Columbia, MO 65201.

Information is available in the Purchasing Office by phone: (573) 886-4391; fax (573) 886-4390 or e-mail: mbobbitt@boonecountymo.org.

Melinda Bobbitt, CPPB  
Director, Boone County Purchasing  
Insertion date: Tuesday, January 29, 2013



59-2013

# Boone County Purchasing

**Melinda Bobbitt, CPPB**  
Director



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

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## MEMORANDUM

**TO:** Boone County Commission  
**FROM:** Melinda Bobbitt, CPPB  
**DATE:** January 25, 2013  
**RE:** Sole Source Approval – 112-123113SS – Voting Equipment Supplies and Equipment Maintenance

Attached is a Sole Source Request Form for approval from the Boone County Clerk to use Election Systems & Software Inc. of Chicago, Illinois as the sole provider for proprietary parts and maintenance for our existing voting equipment.

Purchases will be made as needed for fiscal year 2013 from the following department/account numbers:  
1132/23005 – Election & Registration / Election Supplies  
7521 / 23005 – Special Election One / Election Supplies  
2311 / 60050 – Election Reform Payments Grant / Equipment Service Contract

The intent to purchase as sole source was advertised in the Missourian and Tribune on January 28 & 29.

ATT Sole Source Request

cc: Sole Source File

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

January Session of the January Adjourned

Term. 20 13

In the County Commission of said county, on the 31st day of January 20 13

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

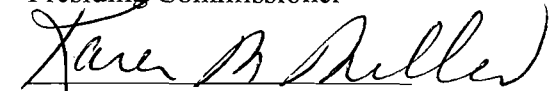
Now on this day the County Commission of the County of Boone does hereby approve the parking policy revisions to **2.10: Parking Policy** with the addition of item #4 and the revision to item #9C per the attached.

Done this 31st day of January, 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

## 2.10: PARKING POLICY:

1. Benefited employees who work downtown are provided with a parking permit at no cost that allows them to park on approved County owned lots. Parking permits are considered a benefit and privilege and not an inherent right of employment and will be issued upon completion of vehicle registration forms. The parking lots are filled on a first-come, first-serve basis. All employees are expected to treat other employees with courtesy and abide by all regulations. Any violations may subject an employee to revocation of their parking privileges.
2. The Parking Committee determines an employee's eligibility for assigned parking. The criteria for such assignment may include: Does the employee drive a County-owned vehicle? Does the employee come and go frequently due to job requirements? Does the Administrative Authority find the need for the employee to have a certain parking location?
3. Vehicles parked in County parking lots must be registered with Facilities Maintenance. Permits may be moved from vehicle to vehicle, but all vehicles must be registered. No other permits will be issued unless reviewed and approved by the Parking Committee. Failure to keep records current may result in parking privileges being suspended.
4. ***Employees utilizing handicap spaces are required to provide the documentation of approval from the Department of Revenue to FM as well as displaying the proper hang tag or handicap license plate. If at any time there is no handicap space available, then the employee may park in a regular space.***
5. The parking lots are for the use of the Boone County employees only. Parking privileges may be revoked for any employee allowing an unauthorized party to use his/her permit.
6. Terminated employees must relinquish all permits and gate cards. Administrative Authorities or their designees shall be responsible for the retrieval and return of such permits and gate cards. Administrative Authorities or their designees may not pass on relinquished permits or gate cards to other employees without first notifying Facilities Maintenance.
7. Replacement cost for a lost or destroyed permit or gate card is \$20.00 each, payable by the employee. Administrative Authority should instruct employees to bring permits and gate cards with them at the time they pick up their last paycheck.
8. Permits or gate cards that are inoperable due to normal conditions of wear and tear may be replaced at a cost to the employee according to the following schedule:

|                           |         |
|---------------------------|---------|
| <b>First Replacement</b>  | \$5.00  |
| <b>Second Replacement</b> | \$10.00 |

9. Parking Violation and Tow Policy

- A. Employees must notify Facilities Maintenance (FM) of all vehicle and license plate changes immediately. Failure to keep records current may result in their parking privileges being suspended.
- B. Employees will be given one grace violation. A second violation will result in the vehicle being towed. Any additional violation(s) will result in their parking privileges being suspended by the county.
- C. Violations will be issued for the following:
  - 1. **Hang tags** - All vehicles on a county lot must have a hang tag on the rear view mirror or be a county marked vehicle assigned to the lot. Failure to display a hang tag is considered a violation of the policy. If an employee forgets or misplaces their hang tag, they cannot park on a county lot until it is replaced. No tag - no parking in the county lots.
  - 2. **Reserved Spaces** - Only designated employees or marked county vehicles may use the reserved spaces. An employee who parks in a reserved space that has not been assigned to that employee will be in violation of the policy, and will be required to move their vehicle immediately.
  - 3. **Handicap Spaces** - Employees utilizing handicap spaces must have the proper handicap tag displayed or state issued handicap license plate **and provide approval documentation from DOR to FM**. An employee who parks in a handicap space without the proper credentials will be in violation of the policy, and will be required to move their vehicle immediately.
  - 4. **Parked in a NO PARKING space/area**
  - 5. **Parking in two spaces**
  - 6. **Blocking driveway or access**
- D. When an employee is notified of a violation, their Administrative Authority will also be copied on the violation notification.

Revised: 4/21/11

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STATE OF MISSOURI }  
 County of Boone } ea.

January Session of the January Adjourned

Term. 20 13

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

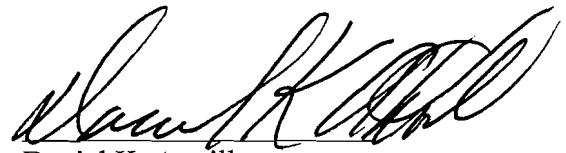
Now on this day the County Commission of the County of Boone does hereby re-appoint the following:

| Name        | Board                                | Period                           |
|-------------|--------------------------------------|----------------------------------|
| John Massey | Boone County Regional Sewer District | Jan. 31, 2013 thru Jan. 31, 2018 |
|             |                                      |                                  |

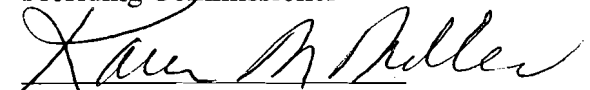
Done this 31st day of January, 2013.

ATTEST:

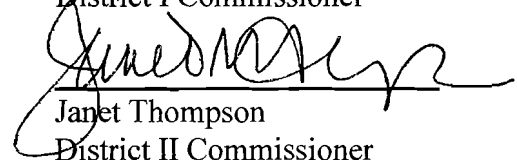
Wendy S. Noren  
 Wendy S. Noren *my*  
 Clerk of the County Commission



Daniel K. Atwill  
 Presiding Commissioner



Karen M. Miller  
 District I Commissioner



Janet Thompson  
 District II Commissioner

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: Boone Co. Regional Sewer Dist. Term: \_\_\_\_\_

Current Township: \_\_\_\_\_ Today's Date: 12-10-12

Name: John Massey

Home Address: 4829 N. Cedar Lake Ct. Zip Code: 65203

Business Address: 8500 E. Trade Center Dr. Zip Code: 65201

Home Phone: 442-4137

Work Phone: 474-3588

Fax: 474-3599

E-mail: capital@centurytel.net

Qualifications: Current on Board

Past Community Service: \_\_\_\_\_

References: \_\_\_\_\_

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