

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

October Session of the October Adjourned

Term. 20 10

County of Boone

In the County Commission of said county, on the

21<sup>st</sup>

day of October

20 10

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

Now on this day the County Commission of the County of Boone does hereby approve the County Clerk's Office request to utilize cooperative contracts C309124003 with C&S Business Services and C309124005 with IMKO Diversified Staffing, for temporary clerical services. It is further ordered the Presiding Commissioner is hereby authorized to sign said cooperative contracts.

Done this 21<sup>st</sup> day of October, 2010.

ATTEST:

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

Kenneth M. Pearson  
Kenneth M. Pearson  
Presiding Commissioner

Karen M. Miller  
Karen M. Miller  
District I Commissioner

Skip Elkin  
Skip Elkin  
District II Commissioner

# Boone County Purchasing

**Melinda Bobbitt, CPPB**  
Director



601 E. Walnut, Room 208  
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: October 18, 2010  
RE: Cooperative Contracts for Temporary Clerical Services

Purchasing and the Clerk's Office request permission to utilize the State of Missouri cooperative contracts for Temporary Clerical Services. The contracts are as follows:

C309124003 – with C & S Business Services of Jefferson City, MO  
C309124005 – with IMKO Diversified Staffing of St. Joseph, MO

These are County-Wide Term and Supply contracts. The Boone County Clerk requested to get these contracts in place in case the need arises to use these contracts for personnel during elections. The initial contract period is through June 30, 2011 and has one optional renewal.

cc: Wendy Noren, Clerk  
Contract File

**PURCHASE AGREEMENT FOR  
TEMPORARY EMPLOYMENT SERVICES**

**THIS AGREEMENT** dated the 21~~st~~ day of October 2010 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **C & S Business Services, Inc.**, herein "Vendor."

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

1. **Contract Documents** - This agreement shall consist of this Purchase Agreement for **Temporary Clerical Services** in compliance with all bid specifications and any addendum issued for the State of Missouri Contract **C309124003**. All such documents shall constitute the contract documents which are incorporated herein by reference. Service or product data, specification and literature submitted with bid response may be permanently maintained in the County Purchasing Office and/or State of Missouri bid file for this bid if not attached. In the event of conflict between any of the foregoing documents, this Purchase Agreement and the State of Missouri Contract **C309124003** shall prevail and control over the vendor's bid response.

2. **Purchase** - The County agrees to purchase from the Vendor and the Vendor agrees to supply the County with Temporary Clerical Services on an as needed basis.

3. **Contract Duration** - This agreement shall commence on **July 1, 2010 and extend through June 30, 2011** subject to the provisions for termination specified below. This contract may renew by order of the County for one additional one-year period.

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

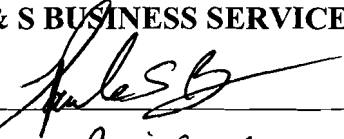
5. **Binding Effect** - This agreement shall be binding upon the parties hereto and their successors and assigns for so long as this agreement remains in full force and effect.

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


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

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


**C & S BUSINESS SERVICES INC.**

by   
title President


**BOONE COUNTY, MISSOURI**

by: Boone County Commission  
  
Kenneth M. Pearson, Presiding Commissioner

APPROVED AS TO FORM:

  
County Counselor

ATTEST:

  
Wendy S. Noren, County Clerk

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

10/19/10  
Date

*No encumbrance required*  
County Wide Term and Supply  
Appropriation Account

**PURCHASE AGREEMENT FOR  
TEMPORARY EMPLOYMENT SERVICES**

**THIS AGREEMENT** dated the 21 day of October 2010 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **IMKO Diversified Staffing**, herein "Vendor."

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

1. **Contract Documents** - This agreement shall consist of this Purchase Agreement for **Temporary Clerical Services** in compliance with all bid specifications and any addendum issued for the State of Missouri Contract **C309124005**. All such documents shall constitute the contract documents which are incorporated herein by reference. Service or product data, specification and literature submitted with bid response may be permanently maintained in the County Purchasing Office and/or State of Missouri bid file for this bid if not attached. In the event of conflict between any of the foregoing documents, this Purchase Agreement and the State of Missouri Contract **C309124005** shall prevail and control over the vendor's bid response.

2. **Purchase** - The County agrees to purchase from the Vendor and the Vendor agrees to supply the County with Temporary Clerical Services on an as needed basis.

3. **Contract Duration** - This agreement shall commence on **July 1, 2010 and extend through June 30, 2011** subject to the provisions for termination specified below. This contract may renew by order of the County for one additional one-year period.

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

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

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

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

**IMKO DIVERSIFIED STAFFING**

by Earl Thut  
title President

**BOONE COUNTY, MISSOURI**

by: Boone County Commission  
Kenneth M. Pearson  
Kenneth M. Pearson, Presiding Commissioner

APPROVED AS TO FORM:

of Bloem  
County Counselor

ATTEST:

Wendy S. Noren KS  
Wendy S. Noren, County Clerk

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.)

*no encumbrance required*

Gene E Pitchford by 148  
Signature

10/19/10  
Date

County Wide Term and Supply  
Appropriation Account

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

October Session of the October Adjourned

Term. 20 10

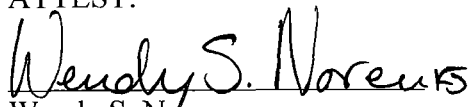
In the County Commission of said county, on the 21<sup>st</sup> day of October 20 10

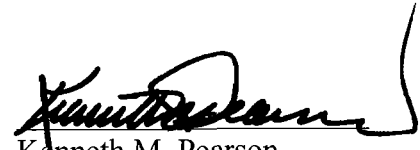
the following, among other proceedings, were had, viz:

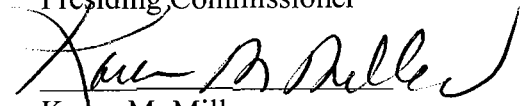
Now on this day the County Commission of the County of Boone does hereby approve the Sheriff Department's request to utilize GSA Contract: GS-25F-0037M with GFI Digital, Inc. to purchase a Sharp Copier. It is further ordered the Presiding Commissioner is hereby authorized to sign said contract.

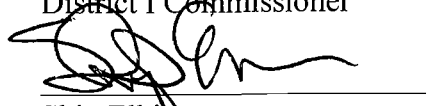
Done this 21<sup>st</sup> day of October, 2010.

ATTEST:

  
Wendy S. Noren  
Clerk of the County Commission

  
Kenneth M. Pearson  
Presiding Commissioner

  
Karen M. Miller  
District I Commissioner

  
Skip Elkin  
District II Commissioner

# Boone County Purchasing

**Melinda Bobbitt, CPPB**  
Director



601 E. Walnut, Room 208  
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: October 15, 2010  
RE: GSA Contract: GS-25F-0037M – Sharp Copier

Purchasing and the Sheriff's Office request permission to utilize the U.S. General Services Administration (GSA) contract, GS-25F-0037M for a Sharp Copier with GFI Digital, Inc. of Columbia, Missouri. This copier is available on the State of Missouri cooperative contract C206026001 with World Wide Technology for \$9,517.16 with four years of warranty/maintenance for \$7,300.80 for a total of \$16,817.96. GFI Digital let us know that if we used the GSA contract, the same equipment would be less. Cost of copier with the GSA contract is \$8,980 with four years of maintenance for \$4,960.00 for a total of \$13,940.00 for four years, a savings of \$2,877.96.

The attached contract is for the Sharp copier (\$6,395) with an Internal Staple Finisher (\$795), 3 Hole Punch (\$400), 3,500 Sheet LCT (\$795), and Fax Kit (\$595) for an equipment total of \$8,980. 90 days of free service/maintenance is included following copier installation. Copier will be purchased from department 4080 – Sheriff / Election Facility, account 71231 – Owner Costs.

The contract outlines firm maintenance pricing of \$1,240 per year for 200,000 black and white copies with \$0.0069 / copy overage. Year 6 maintenance is \$1,364 and Year 7 maintenance is \$1,500. Maintenance will begin in fiscal year 2011.

cc: Chad Martin, Sheriff's Office  
Contract File



**PURCHASE AGREEMENT FOR  
PHOTOCOPIER AND MAINTENANCE FOR THE SHERIFF'S OFFICE - ANNEX**

**THIS AGREEMENT** dated the 21 day of October 2010 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **GFI Digital, Inc.**, herein "Contractor."

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

1. **Contract Documents** - This agreement shall consist of this Purchase Agreement for a Term and Supply contract for a **Photocopier and Maintenance** in compliance with GSA Government Contract **GS-25F-0037M**, GFI Digital quote, Boone County Missouri Standard Terms and Conditions and Work Authorization Certification. All such documents shall constitute the contract documents which are incorporated herein by reference. Service or product data, specification and literature submitted with bid response may be permanently maintained in the County Purchasing Office file if not attached. In the event of conflict between any of the foregoing documents, this Purchase Agreement, Boone County Missouri Standard Terms and Conditions, and GSA Government Contract GS-25F-0037M shall prevail and control over the vendor's quote response in the above stated order.

2. **Purchase** - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County with the following equipment and maintenance:

Sheriff Office - Annex, 2121 County Drive, Columbia, MO 65202. One (1) Sharp MX-503 copier (\$6,395.00) with the following add alternates: Internal Staple Finisher (\$795.00); 3 Hole Punch (\$400.00); 3,500 Sheet LCT (\$795.00); Fax Kit (\$595.00) for an equipment and contract total of Eight Thousand Nine Hundred Eighty Dollars and Zero Cents (\$8,980.00). Copier includes mainframe with copy/print/scan/networking printing and 4x500 sheet paper trays. Pricing includes delivery, installation, connectivity, initial training, and on-going training and support.

Maintenance shall be provided for the copier for 200,000 copies per year (black and white clicks) for a cost of \$1,240.00, firm for five years. Year 6 shall be \$1,364.00 and Year 7 shall be \$1,500.00. Black and white overage shall be billed at a cost of \$0.0069 per copy (click).

Contractor shall provide 90 days free service following installation of copier, and the first year of maintenance will begin at the end of that period. First year of maintenance shall be pro-rated through December 31, 2011. Maintenance thereafter shall begin on January 1. Maintenance agreement is customized to meet County needs and volume can be changed any time. Maintenance pricing includes all labor, mileage, parts, toner, drums and other supplies, excluding staples and paper.

Contractor's on-site maintenance shall include preventative maintenance calls and all remedial service calls required by County and found to be necessary by the service representative to maintain the equipment in optimum operating condition. County expects repair response time to be four (4) business hours from the date and time a service call is placed. In the event a machine cannot be repaired within 48 hours of the first service request, a loaner machine of equal or higher level will be provided at no charge to the County. If the original equipment cannot be repaired to the satisfaction of the County, permanent replacement equipment with equal or greater specifications must be provided, at no cost to the County. The Contractor's responsibility for permanent replacement will be seven (7) fiscal years following the year equipment is installed and accepted by the County.

3. **Delivery and Installation**- Contractor agrees to deliver and install the equipment per the quote and within seven (7) days after receipt of order.

4. **Billing and Payment** - All billing shall be invoiced to the Boone County Sheriff Office and billings may only include the prices listed within. No additional fees for delivery or extra services or taxes shall be included as additional charges in excess of the charges specified in the Contractor's quote. The County agrees to pay all invoices within thirty days of receipt; Contractor agrees to honor any cash or prompt payment discounts offered in its bid response if county makes payment as provided therein. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the Contractor, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

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

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

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

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

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

GFI DIGITAL, INC.

by Andrea Paul  
title Account Manager

BOONE COUNTY, MISSOURI

by: Boone County Commission  
Kenneth M. Pearson  
Kenneth M. Pearson, Presiding Commissioner

APPROVED AS TO FORM:

[Signature]  
County Counselor

ATTEST:

Wendy S. Noren  
Wendy S. Noren, County Clerk

AUDITOR CERTIFICATION

In accordance with RSMo 55.660, 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 the contract do not create in a measurable county obligation at this time.)

Jane E. Pitchford by KP  
Signature

10/18/10  
Date

4080-71231 / \$8,980.00 <sup>Equipment</sup>  
1251-60050 <sup>1240.00</sup> annual maintenance  
Appropriation Account

Budget Oversight

[Signature] 10-15-10  
Accountant, Treasurer's Office

## **STANDARD TERMS AND CONDITIONS – CONTRACT WITH BOONE COUNTY, MISSOURI**

1. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department identified in the Request for Bid and/or Proposal.
2. The Boone County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Boone County reserves the right to award this bid on an item-by-item basis, or an “all or none” basis, whichever is in the best interest of the County.
3. Bidders must use the bid forms provided for the purpose of submitting bids, must return the bid and bid sheets comprised in this bid, give the unit price, extended totals, and sign the bid.
4. When products or materials of any particular producer or manufacturer are mentioned in our specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
5. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
6. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
7. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
8. In case of default by the Contractor, the County of Boone will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.
9. Failure to deliver as guaranteed may disqualify Bidder from future bidding.
10. Prices must be as stated in units of quantity specified, and must be firm. Bids qualified by escalator clauses may not be considered unless specified in the bid specifications.
11. The County of Boone, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
12. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms.
13. The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are incorporated herein by reference. These clauses can generally be found in the Federal Transit Administration’s Best Practices Procurement Manual – Appendix A. Any questions regarding the applicability of federal clauses to a particular bid should be directed to the Purchasing Department prior to bid opening.
14. In the event of a discrepancy between a unit price and extended line item price, the unit price shall govern.



## Sharp MX-503

Price includes: delivery, installation, connectivity, initial training, and on-going training

- Digital multi-function copier with 50 ppm copy and print
- Organic Photo Conductor Drum (covered under maintenance program for life of machine)
- 80 GB Hard Drive
- 38 GB Hard Drive (Mailboxes) for storing frequently used documents for easy retrieval
- Network scanning
  - Sharpdesk Advanced Scanning Software – Includes site license CD with unlimited PC licenses. GFI will install one license and train the Boone County Sheriff IT staff how to install any additional licenses.
- Easy to use 8.5” diagonal color LCD touch screen with Sharp Aquos technology
- Copy/print/scan/fax duplexing
- Sorting/collate/auto magnification
- SINGLE PASS Duplexing document feeder (reads both sides of document with a single pass instead of reversing pass)
- Internal Staple finisher with staple/sort capabilities



- 3 Hole Punch
- 6 Paper sources that handle 5.5” x 8.5” up to 11” x 17” paper, including heavy, gloss, labels, and envelopes
  - 4 x 500 sheet adjustable trays
  - 3,500 sheet large capacity letter tray
  - 100 sheet bypass tray (includes duplex of heavy paper from the bypass)

#### Additional Capabilities AND Benefits:

- Dual scanning heads for single pass duplex through the document feeder
  - Faster (scans 70 images per minute), more efficient, with less moving parts (less misfeeds and breakdowns)
- Standard retractable keyboard for easy to use scan solution
- Standard USB port on front of machine
  - Scan-to OR Print-from USB thumb drive
- Printer centric design – simplified paper path for less misfeeds
- Same scanning solution you are currently using
  - Seamless transition to new machine because you will be using the same scanning program
- Most comprehensive service program with the best emergency response time



**Pricing Info For the Boone County Sheriff's Office**

**GSA Government Contract #GS-25F-0037M through GFI Digital Inc.**

<b>Sharp MX-503</b>	<b>\$6,395</b>
<i>Includes mainframe with copy/print/scan and 4x500 sheet paper trays / Network printing</i>	
<b>Internal Staple Finisher</b>	<b>\$795</b>
<b>3 Hole Punch</b>	<b>\$400</b>
<b>3,500 sheet LCT</b>	<b>\$795</b>
<b>Fax Kit</b>	<b><u>\$595</u></b>
<b>Total Cost</b>	<b>\$ 8,980</b>
<b>200,000 B&amp;W clicks per year (5 years lock)</b>	<b>\$ 1,240 per year</b>
<b>Year 6</b>	<b>\$ 1,364</b>
<b>Year 7</b>	<b>\$ 1,500</b>

- **B&W overages billed annually at \$ .0069 per click.**
  - **Maintenance agreement customized to meet your needs and volume can be changed at any time.**
- **Pricing includes all labor, mileage, parts, toner, drums, etc. (excludes paper and staples)**
- **Pricing includes delivery, installation, connectivity, initial training, and on-going training and support.**



# **Boone County Sheriff Special:**

## **90 DAYS FREE SERVICE**

## **A \$310 VALUE**

**Special equipment pricing and 90 days free service good through  
September 28, 2010**

# SHARP®



**Award Winning Products**  
*(see page 117)*



**Environmental Initiatives**  
*(see page 120)*



**Outstanding Technology**  
*(see page 111)*

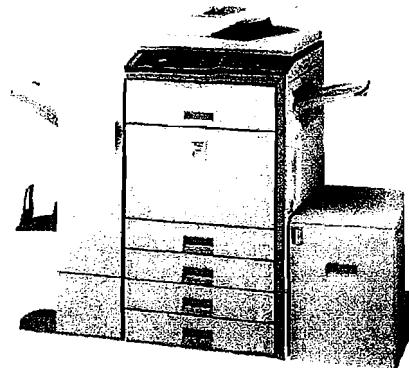
# Promotional Pricing

**Copiers / Printers  
and Software Applications**  
***Promotional Pricing Available through  
September 30, 2010***

General Services Administration  
Federal Supply Service  
Authorized Federal Supply Schedule  
FSC Group 36

**Contract GS-25F-0037M**

Valid October 1, 2008 through September 30, 2011  
Including Modification 96







Promotional Pricing AVAILABLE thru 9/30/10

G.S.A. CONTRACT NO. GS-25F-0037M

## MX-M503N Digital Copier / Printer

50 PPM Black & White

**PURCHASE (S.I.N. 51-100)** Includes Delivery and Installation

LTOP (S.I.N. 51-58): 36, 48, and 60 Month Lease Plans are available.

Please see the Federal Lease Rate Sheet or contact your Government Account Manager for details

<b>Package MXM503NP1</b>		<b>Promotional Price</b>	<b>Standard Purchase</b>	<b>SAVINGS</b>
MX-M503N	Networked 50 PPM B&W Digital MFP	\$6,295.00	\$8,744.00	
MX-DEX8	500 Sheet Paper Feed Desk Unit	n/c	553.00	
		<b>\$6,295.00</b>	<b>\$9,297.00</b>	<b>\$3,002.00</b>
<p>Package includes 50 PPM Networked Digital MFP with 2 x 500 Sheet Paper Drawers, 100 Sheet Duplexing Single Pass Feeder, PCL6/PCL5e Network Printing, Network Color Scanning, 80GB Hard Disk Drive, MX-AMX2 Application Communication Module, 500 Sheet Paper Feed Desk Unit and 100-Sheet Bypass Tray (1,600 sheets total paper supply)*</p>				

<b>Package MXM503NP2</b>		<b>Promotional Price</b>	<b>Standard Purchase</b>	<b>SAVINGS</b>
<del>MX-M503N</del>	<del>Networked 50 PPM B&amp;W Digital MFP</del>	<del>\$6,395.00</del>	\$8,744.00	
MX-DEX9	1,000 Sheet Paper Feed Desk Unit (2 x 500)	n/c	704.00	
		<b>\$6,395.00</b>	<b>\$9,448.00</b>	<b>\$3,053.00</b>
<p>Package includes 50 PPM Networked Digital MFP with 2 x 500 Sheet Paper Drawers, 100 Sheet Duplexing Single Pass Feeder, PCL6/PCL5e Network Printing, Network Color Scanning, 80GB Hard Disk Drive, MX-AMX2 Application Communication Module, 1,000 Sheet Paper Feed Desk Unit (2 x 500) and 100-Sheet Bypass Tray (2,100 sheets total paper supply)*</p>				

<b>Package MXM503NP3</b>		<b>Promotional Price</b>	<b>Standard Purchase</b>	<b>SAVINGS</b>
MX-M503N	Networked 50 PPM B&W Digital MFP	\$6,045.00	\$8,744.00	
MX-50ABD	Deluxe Copier Cabinet	n/c	128.00	
		<b>\$6,045.00</b>	<b>\$8,872.00</b>	<b>\$2,827.00</b>
<p>Package includes 50 PPM Networked Digital MFP with 2 x 500 Sheet Paper Drawers, 100 Sheet Duplexing Single Pass Feeder, PCL6/PCL5e Network Printing, Network Color Scanning, 80GB Hard Disk Drive, MX-AMX2 Application Communication Module, Deluxe Copier Cabinet and 100-Sheet Bypass Tray (1,100 sheets total paper supply)*</p>				

\*Customer site installation/training includes set-up as printer/copier ready for network installation by customer Network Administrator, with customer telephone assistance available from Sharp for network installation. On-site network installation assistance can be obtained on an open market basis through a separate contract from the local dealer. Contact your Government Account Manager with any questions. A Digital Site Survey is required.

### Accessory Pricing

<b>Output Options</b>		<b>Promotional Price</b>	<b>Standard Purchase</b>	<b>SAVINGS</b>
<del>MXFN9P1</del>	<del>Inner Finisher</del>	<del>\$195.00</del>	\$1,176.00	\$381.00
<del>MXPNX5BP1</del>	<del>3 Hole Punch Module for MX-FN9 Inner Finisher</del>	<del>400.00</del>	455.00	55.00
OR				
MXFN10P1	3 Tray Saddle Stitch Finisher Assembly (includes MX-RBX3)	1,795.00	2,174.00	379.00
MXPNX5BP1	3 Hole Punch Module for MX-FN10 Saddle Stitch Finisher	400.00	455.00	55.00
OR				
MXFN11P1	Stacking Finisher - 4,000 sheets (includes MX-RBX3)	1,795.00	2,174.00	379.00
MXPNX6BP1	3 Hole Punch Module for MX-FN11 Stacking Finisher	400.00	455.00	55.00
<b>Tray Options</b>				
MX-50ABD	Deluxe Copier Cabinet		128.00	
MX-DEX8	500 Sheet Paper Feed Desk Unit		553.00	
MX-DEX9	1,000 Sheet Paper Feed Desk Unit (2 x 500)		704.00	
<del>MX-50ABD</del>	<del>Large 2,500 Sheet Paper Tray (fits MX-DEX8, MX-DEX9, MX-50ABD)</del>	<del>405.00</del>	979.00	184.00
<b>Exit Tray</b>				
MXTRX2P1	Right Side Exit Tray	90.00	98.00	8.00
<b>Security</b>				
MXFR23UP1	Commercial Data Security Kit (for models with hard disk drive)	254.00	261.00	7.00
MXFR14P1	Data Security Kit (Common Criteria Certified)	315.00	327.00	12.00

G.S.A. CONTRACT NO. GS-25F-0037M

## MX-M503N Digital Copier / Printer

50 PPM Black & White

### Accessory Pricing (cont'd.)

		Promotional Price	Standard Purchase	SAVINGS
<b>Common Access Card</b>				
DCL310SP1	Common Access Card (CAC) External Authentication Device	\$1,150.00	\$1,310.00	\$160.00
MXEC50P1	Common Access Card (CAC) Embedded Authentication Device	650.00	720.00	70.00
<b>Print</b>				
MXPKX1P1	PS3 Expansion Kit	275.00	287.00	12.00
AR-PF1	Bar Code Font Kit		390.00	
MX-PUX1	XPS Expansion Kit (requires MX-SH1GBXPS)		409.00	
MXEBX3P1	Enhanced Scanner Compression Kit	650.00	806.00	156.00
MX-SHP1GBXPS	1GB Memory Upgrade		327.00	
<b>Sharp OSA™</b>				
MX-AMX1	OSA Application Integration Module		219.00	
MX-AMX3	OSA External Accounting Module		119.00	
<b>Fax</b>				
MXFX2P1	Facsimile Extension Kit with 8MB Memory	595.00	710.00	115.00
MXFWX1P1	Internet Fax Kit	325.00	357.00	32.00
<b>Miscellaneous</b>				
AR-D5133NT	Digital 120 Volt, 20 Amps, 5 Outlets, Maximum Power Surge Protector		106.00	
MX-USX1	1 Sharpdesk user license		153.00	
MX-USX5	5 Sharpdesk user licenses		327.00	
MX-US10	10 Sharpdesk user licenses		491.00	
MX-US50	50 Sharpdesk user licenses		1,605.00	
MX-USA0	100 Sharpdesk user licenses		2,390.00	

# ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
6/02/2010

<b>PRODUCER</b> J. W. Terrill, Inc. 825 Maryville Centre Dr. #200 Chesterfield, MO 63017 Denise L. Herren 314-594-2691	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.												
<b>INSURED</b> Gibbs Technology Company, Inc. dba GFI Digital Inc. 1837 Borman Circle Drive St. Louis, MO 63146	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURERS AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A: <b>Hartford Accident &amp; Indem. Co.</b></td> <td><b>HFD</b></td> </tr> <tr> <td>INSURER B: <b>Hartford Fire Insurance Co.</b></td> <td><b>HFD</b></td> </tr> <tr> <td>INSURER C: <b>Hartford Casualty Ins. Co.</b></td> <td><b>HFD</b></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> </table>	INSURERS AFFORDING COVERAGE	NAIC #	INSURER A: <b>Hartford Accident &amp; Indem. Co.</b>	<b>HFD</b>	INSURER B: <b>Hartford Fire Insurance Co.</b>	<b>HFD</b>	INSURER C: <b>Hartford Casualty Ins. Co.</b>	<b>HFD</b>	INSURER D:		INSURER E:	
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INSURER C: <b>Hartford Casualty Ins. Co.</b>	<b>HFD</b>												
INSURER D:													
INSURER E:													

**COVERAGES**

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

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A		<b>GENERAL LIABILITY</b>	84UUNKV9400	06/01/10	06/01/11	EACH OCCURRENCE	\$1,000,000
		<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence)	\$100,000
		<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person)	\$5,000
		GEN'L AGGREGATE LIMIT APPLIES PER:				PERSONAL & ADV INJURY	\$1,000,000
		<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				GENERAL AGGREGATE	\$2,000,000
						PRODUCTS - COMP/OP AGG	\$2,000,000
B		<b>AUTOMOBILE LIABILITY</b>	84UENKV9511	06/01/10	06/01/11	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,00
		<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	\$
		<input checked="" type="checkbox"/> SCHEDULED AUTOS				BODILY INJURY (Per accident)	\$
		<input checked="" type="checkbox"/> HIRED AUTOS				PROPERTY DAMAGE (Per accident)	\$
		<input checked="" type="checkbox"/> NON-OWNED AUTOS					
		<b>GARAGE LIABILITY</b>				AUTO ONLY - EA ACCIDENT	\$
		<input type="checkbox"/> ANY AUTO				OTHER THAN AUTO ONLY: EA ACC	\$
						AGG	\$
C		<b>EXCESS/UMBRELLA LIABILITY</b>	84RHUKV8272	06/01/10	06/01/11	EACH OCCURRENCE	\$5,000,000
		<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE	\$5,000,000
		<input type="checkbox"/> DEDUCTIBLE					\$
		<input type="checkbox"/> RETENTION \$0					\$
A		<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>	84WEJV0062	06/01/10	06/01/11	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER	
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT	\$500,000
		If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE	\$500,000
		<b>OTHER</b>				E.L. DISEASE - POLICY LIMIT	\$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

<p><b>CERTIFICATE HOLDER</b></p> <p style="text-align: center;">Evidence of Coverage</p>	<p><b>CANCELLATION 10 Days for Non-Payment</b></p> <p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.</p> <p>AUTHORIZED REPRESENTATIVE <i>Helen Antoine</i></p>
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## **IMPORTANT**

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

## **DISCLAIMER**

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

October Session of the October Adjourned

Term. 20 10

In the County Commission of said county, on the 21<sup>st</sup> day of October 20 10

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

Now on this day the County Commission of the County of Boone does hereby approve the recommendations over the Recruitment Advertising Policy.

Done this 21<sup>st</sup> day of October, 2010.

ATTEST:

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

*Kenneth M. Pearson*  
Kenneth M. Pearson  
Presiding Commissioner

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

*Skip Elkin*  
Skip Elkin  
District II Commissioner

## **Recruitment Advertising Policy**

All advertisements for employment must be nondiscriminatory and in compliance with all applicable laws and regulations.

This Advertising Policy describes the guidelines Boone County Human Resources uses for placing advertisement for vacant positions.

- 1) All Sundays of the month, a display ad which includes a list of vacant positions will be placed in the Columbia Daily Tribune referring applicants to the County's website for more details. No specific details of vacant positions (i.e., duties/minimum qualifications, etc.) will be included unless turnover occurs and creates a newly vacated position or when temporary seasonal positions need to be filled.
- 2) Human Resources will continue to take advantage of no cost/low cost advertising opportunities such as posting open positions on University websites and mailers to churches and other similar organizations.
- 3) All types of advertisements not described above will be reviewed and approved by the Boone County Commission on a case-by-case basis.

508 -2010

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

October Session of the October Adjourned

Term. 20 10

In the County Commission of said county, on the 21<sup>st</sup> day of October 20 10

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

Now on this day the County Commission of the County of Boone does hereby approve the word change recommendations from the Personnel Advisory Committee to the following: Jury Duty Leave (section 5.5), Jury/ Witness Duty Leave (section 5.5), Shift Differential (section 3.10), and Amendment 1 to Commission Order # 176A-94. The following changes can be found in the attached memorandums.

Done this 21<sup>st</sup> day of October, 2010.

ATTEST:

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

Kenneth M. Pearson  
Kenneth M. Pearson  
Presiding Commissioner

Karen M. Miller  
Karen M. Miller  
District I Commissioner

Skip Elkin  
Skip Elkin  
District II Commissioner

**Vote by email: To change “department heads” to “administrative authorities” in CO 176A-94**

Wendy Noren		No Reply
Bettie Johnson	Yes	
Tom Schauwecker	Yes	
June Pitchford	Yes	
Pat Lensmeyer	Yes	
Dwayne Carey	Yes	
Dan Knight (Bonnie Adkins as proxy for Dan)	Yes	
Christy Blakemore	Yes	

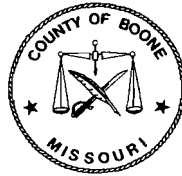
Ken Pearson	Yes	
Cathy Richards	Yes	
Jan Fugit	Yes	
Stan Shawver	Yes	
Betty Dickneite	Yes	
Melinda Bobbitt	Yes	
Aron Gish	Yes	
Derin Campbell	Yes	

**Vote Totals:     Yes: 15; No: 0; No Reply: 1**



# Boone County Human Resources

**BETTY DICKNEITE**  
Director



601 E. Walnut-Room 211  
Columbia, MO 65201  
(573) 886-4395

October 8, 2010

**TO:** Ken Pearson, Presiding Commissioner  
Karen Miller, District 1 Commissioner  
Skip Elkin, District 2 Commissioner

**FROM:** Betty Dickneite, Chairperson  
Personnel Advisory Committee

**RE:** Recommendation from Personnel Advisory Committee to revise Jury/Witness  
Duty Leave Policy (Section 5.5 of the Personnel Policy Manual)

The Personnel Advisory Committee met on October 7, 2010 and unanimously recommended a revision to Section 5.5 Jury/Witness Duty Leave Policy. The recommended wording is shown below:

**Recommended wording:\***

**Section 5.5: Jury Duty Leave:**

Employees are encouraged to fulfill their civic responsibilities by serving jury duty when required. Time taken off for jury duty is treated as hours worked and is considered in overtime calculations.

Benefited full-time and part-time employees will receive jury duty pay calculated on the employee's base pay times the number of hours the employee would otherwise have worked on the day of absence. Employees taking time off for jury duty shall be paid their regular wage excluding shift differential. Non-benefited employees will be given time off for jury duty without pay. Employees are to return to work once jury duty is completed.

Employees must give their Administrative Authority advance notice of the need for time off for jury duty. The notice must be given at the time they are called. A copy of the summons should accompany the request. Employees shall be entitled to retain all pay and per diem received for jury service.

**\*Note: PAC recommends a retroactive effective date of 1/1/2010 for the proposed changes to the Jury Duty Policy.**

**Current wording:**

**5.5: JURY/WITNESS DUTY LEAVE:**

Employees are encouraged to fulfill their civic responsibilities by serving jury/witness duty when required. Time taken off for jury/witness duty is treated as a paid absence.

Employees must give their Administrative Authority advance notice of the need for time off for jury/witness duty. The notice must be given at the time they are called. A copy of the summons should accompany the request. Employees are to return to work once jury duty is completed. Employees taking time off for jury/witness duty shall be paid their regular wage excluding shift differential. An employee shall be entitled to retain all pay and per diem received for jury service.

(Revised 7/26/07)

The Personnel Advisory Committee members voting in favor of this recommendation were: Jacki Davidson (for Tom Schauwecker), Caryn Ginter (for June Pitchford), Pat Lensmeyer, Dwayne Carey, Bonnie Adkins (for Dan Knight), Christy Blakemore, Ken Pearson, Jan Fugit, Stan Shawver, Betty Dickneite, and Derin Campbell.

Members Not Present for Vote and no proxy given: Wendy Noren, Bettie Johnson, Cathy Richards, Melinda Bobbitt and Aron Gish.

Should you have any questions, please let me know.

# Boone County Human Resources

**BETTY DICKNEITE**  
Director



601 E. Walnut-Room 211  
Columbia, MO 65201  
(573) 886-4395

October 14, 2010

**TO:** Ken Pearson, Presiding Commissioner  
Karen Miller, District 1 Commissioner  
Skip Elkin, District 2 Commissioner

**FROM:** Betty Dickneite, Chairperson  
Personnel Advisory Committee

**RE:** Recommendation from Personnel Advisory Committee to allow a Public Works union steward to attend as an ex-officio member of PAC for the term of the new MOU contract.

The Personnel Advisory Committee met on July 29<sup>th</sup>, 2010 and unanimously recommended allowing a Public Works union steward to attend as an ex-officio member of PAC for the term of the new MOU (Memorandum of Understanding) contract.

The Personnel Advisory Committee members voting in favor of this recommendation were: Bettie Johnson, Tom Schauwecker, June Pitchford, Pat Lensmeyer, Dwayne Carey, Bonnie Adkins (for Dan Knight), Ken Pearson, Jan Fugit, Betty Dickneite, Aron Gish and Derin Campbell.

Members Not Present for Vote and no proxy given: Wendy Noren, Christy Blakemore, Cathy Richards, Stan Shawver and Melinda Bobbitt.

Should you have any questions, please let me know.

# Boone County Human Resources

BETTY DICKNEITE  
Director



601 E. Walnut-Room 211  
Columbia, MO 65201  
(573) 886-4395

October 8, 2010

**TO:** Ken Pearson, Presiding Commissioner  
Karen Miller, District 1 Commissioner  
Skip Elkin, District 2 Commissioner

**FROM:** Betty Dickneite, Chairperson  
Personnel Advisory Committee

**RE:** Recommendation from Personnel Advisory Committee to revise Shift Differential Policy, (Section 3.10 of the Personnel Policy Manual)

The Personnel Advisory Committee met on October 7, 2010 and unanimously recommended a revision to Section 3.10 Shift Differential Policy. The recommended wording is shown below:

**Recommended wording (changes or additions are shown in red):**

## **3.10: SHIFT DIFFERENTIAL:**

Shift differential as outlined in this policy applies only to normally or regularly scheduled hours.

**Non-exempt employees are eligible for shift differential for hours worked during the evening and night or for hours worked on an official county holiday or weekend (i.e., Saturday or Sunday). An employee must work the scheduled hours in order to receive the shift differential.**

Employees will receive the hourly shift differential amount approved in the annual budget for a scheduled shift that begins on or after 12:00 noon and before 6:00 a.m. Scheduled hours that begin on or after 6:00 a.m. and before 12:00 noon are not eligible for shift differential. *Shift differential does not apply in situations where an employee is required to work additional hours beyond their normal schedule on a periodic scheduled or unscheduled basis (e.g., to cover an evening/night meeting, election workers on election night, for snow removal, etc.)*

A shift beginning anytime during a holiday or weekend would qualify for the differential. An employee will only be paid for one shift differential.

Shift differential will be included in calculating overtime compensation as required by the Fair Labor Standards Act.

Administrative Authorities are responsible for identifying those positions and employees who are scheduled to work shifts eligible for shift differential and for requesting funding to provide for additional compensation. If the Administrative Authority re-arranges the work schedule to include evening and night hours in order to accommodate the employee, the County is not required to provide the shift differential.

(Revised 3/15/01)

The Personnel Advisory Committee members voting in favor of this recommendation were: Jacki Davidson (for Tom Schauwecker), Caryn Ginter (for June Pitchford), Pat Lensmeyer, Dwayne Carey, Bonnie Adkins (for Dan Knight), Christy Blakemore, Ken Pearson, Jan Fugit, Stan Shawver, Betty Dickneite, and Derin Campbell.

Members Not Present for Vote and no proxy given: Wendy Noren, Bettie Johnson, Cathy Richards, Melinda Bobbitt and Aron Gish.

Should you have any questions, please let me know.

# Boone County Human Resources

**BETTY DICKNEITE**  
Director



601 E. Walnut-Room 211  
Columbia, MO 65201  
(573) 886-4395

October 8, 2010

**TO:** Ken Pearson, Presiding Commissioner  
Karen Miller, District 1 Commissioner  
Skip Elkin, District 2 Commissioner

**FROM:** Betty Dickneite, Chairperson  
Personnel Advisory Committee

**RE:** Recommendation from Personnel Advisory Committee to revise Commission Order #176A-94 dated 5/3/94 attached

The Personnel Advisory Committee met on October 7, 2010 and unanimously recommended a revision to Commission Order #176A-94. The recommended wording is shown below:

**Recommended wording (addition is shown in red):**

"Now on this day the County Commission of the County of Boone does hereby extend authorization to Department Heads to hire temporary employees for up to six weeks as replacements for employees on family medical leave or leaves of absence."

The Personnel Advisory Committee members voting in favor of this recommendation were: Jacki Davidson (for Tom Schauwecker), Caryn Ginter (for June Pitchford), Pat Lensmeyer, Dwayne Carey, Bonnie Adkins (for Dan Knight), Christy Blakemore, Ken Pearson, Jan Fugit, Stan Shawver, Betty Dickneite, and Derin Campbell.

Members Not Present for Vote and no proxy given: Wendy Noren, Bettie Johnson, Cathy Richards, Melinda Bobbitt and Aron Gish.

Should you have any questions, please let me know.

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

October Session of the October Adjourned

Term. 20 10

In the County Commission of said county, on the 21<sup>st</sup> day of October 20 10

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

Now on this day the County Commission of the County of Boone does hereby authorize a closed meeting on Wednesday, October 27, 2010, at 1:30 p.m. The meeting will be held in Room 243 of the Roger B. Wilson Boone County Government Center at 801 E. Walnut, Columbia, Missouri, as authorized by 610.021 (1) RSMo. to discuss legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys.

Done this 21<sup>st</sup> day of October, 2010.

ATTEST:

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

*Kenneth M. Pearson*  
Kenneth M. Pearson  
Presiding Commissioner

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

*Skip Elkin*  
Skip Elkin  
District II Commissioner