

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

April Session of the April Adjourned

Term. 20 13

In the County Commission of said county, on the 18th day of April 20 13

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

Now on this day the County Commission of the County of Boone does hereby approve the attached proclamation recognizing the week of April 14 through April 20, 2013 as National Public Safety Telecommunicators Week and Friday, April 19, 2013 as Boone County Public Safety Telecommunicator Day.

Done this 18th day of April, 2013.

ATTEST:

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

Daniel K. Atwill
Daniel K. Atwill
Presiding Commissioner
Karen M. Miller
Karen M. Miller
District I Commissioner
Janet M. Thompson
Janet M. Thompson
District II Commissioner

PROCLAMATION FOR NATIONAL PUBLIC SAFETY TELECOMMUNICATORS WEEK

Whereas, emergencies requiring the services of law enforcement, fire protection and/or emergency medical professionals can occur at any time anywhere,

Whereas, Public Safety Telecommunicators are the first and most critical contact for individuals who need emergency services,

Whereas, the safety of our law enforcement, fire protection and emergency medical professionals depends upon the quality and accuracy of information obtained and related by Public Safety Telecommunicators,

Whereas, the quality of public safety and emergency response in Boone County depends upon the prompt response of emergency response personnel,

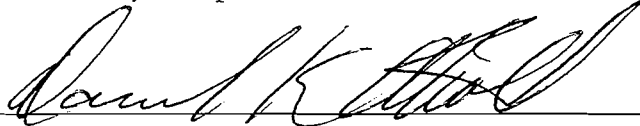
Whereas, Boone County Public Safety Telecommunicators provide 911 dispatch services for 13 agencies,

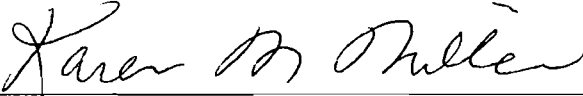
Whereas, Boone County Public Safety Telecommunicators conducted more than 345,000 phone interactions in 2012,

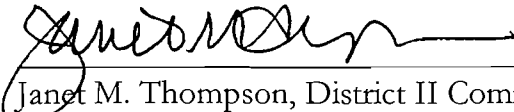
Therefore, in honor of the men and women whose diligence, professionalism and sense of duty help to keep the citizens of and visitors to Boone County safe, the Boone County Commission recognizes the week of April 14 through April 20, 2013 as National Public Safety Telecommunicators Week. On behalf of the citizens of Boone County, the Commission shares its sincere appreciation to the dedicated staff of Joint Communications and recognizes Friday, April 19, 2013 as Boone County Public Safety Telecommunicator Day.

IN TESTIMONY WHEREOF, this 18th day of April, 2013.

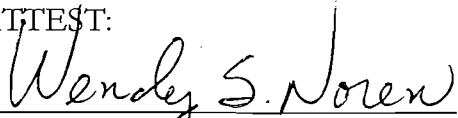



Daniel K. Atwill, Presiding Commissioner


Karen M. Miller, District I Commissioner


Janet M. Thompson, District II Commissioner

ATTEST:


Wendy S. Noren, County Clerk *my*

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

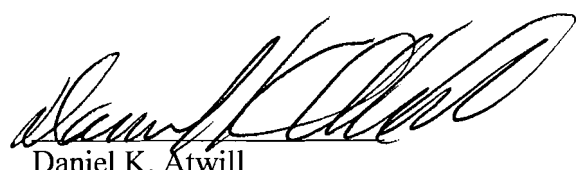
Now on this day the County Commission of the County of Boone does hereby approve the utilization of the City of Columbia Cooperative Contract 59/2013 – Drug and Alcohol Testing Services with Mid-Missouri Drug Testing Collections, Inc. of Ashland, MO.

The terms of this Cooperative Contract are stipulated in the attached Purchase Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Purchase Agreement.

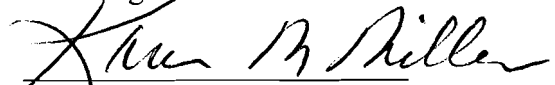
Done this 18th day of April, 2013.

ATTEST:

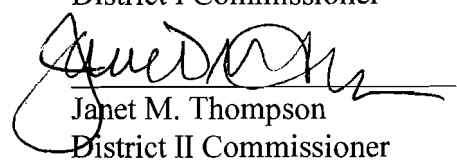
Wendy S. Noren
Wendy S. Noren
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Karen M. Miller
District I Commissioner



Janet M. Thompson
District II Commissioner

Boone County Purchasing

Amy Robbins
Senior Buyer



613 E. Ash Street, Room 109
Columbia, MO 65201
Phone: (573) 886-4392
Fax: (573) 886-4390

MEMORANDUM

TO: Boone County Commission
FROM: Amy Robbins
DATE: April 10, 2013
RE: City of Columbia Cooperative Contract 59/2013 – Drug and Alcohol Testing Services

The Purchasing Office requests permission to utilize the City of Columbia Contract 59/2013 for Drug and Alcohol Testing Services with Mid-Missouri Drug Testing Collections, Inc. of Ashland, MO.

This is a Term and Supply contract available to all departments.

cc: Contract File
Kara Coustry / Human Resources
Greg Edington / Public Works
Bob Davidson / Facility Maintenance

**PURCHASE AGREEMENT
FOR
DRUG AND ALCOHOL TESTING SERVICES**

THIS AGREEMENT dated the 18th day of April 2013 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Mid-Missouri Drug Testing Collections, 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 **Drug and Alcohol Testing Services** compliant with all bid specifications and any addendum issued for the City of Columbia Contract **59/2013** as well as Boone County Standard Terms and Conditions. All such documents shall constitute the contract documents which are incorporated herein by reference. Service or product data, specification and literature submitted with bid response may be permanently maintained in the County Purchasing Office bid file for this bid if not attached. In the event of conflict between any of the foregoing documents, this Purchase Agreement and the City of Columbia Contract **59/2013** shall prevail and control over the vendor's bid response.

2. **Contract Duration** - This agreement shall commence from date of award **and extend through March 31, 2014** subject to the provisions for termination specified below. This agreement may be extended beyond the expiration date by order of the County for **four (4) additional one-year periods** subject to the pricing clauses in the Contractor's bid response and thereafter on a month to month basis in the event the County is unable to re-bid and/or award a new contract prior to the expiration date after exercising diligent efforts to do so or not.

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

4. **Delivery** - Vendor agrees to deliver drug and alcohol testing services as set forth in the bid documents.

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

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

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

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

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

MID-MISSOURI DRUG TESTING COLLECTIONS, INC.

BOONE COUNTY, MISSOURI

by James M. Johnson
title President

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

APPROVED AS TO FORM:

ATTEST:

J. Johnson
County Counselor

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

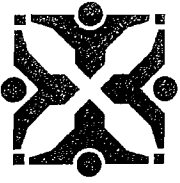
In accordance with RSMo 55.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) arising from this contract. (Note: Certification of this contract is not required if the terms of this contract do not create a measurable county obligation at this time.)

Joanne Pitchford by jj 04/10/13 County-Wide Term and Supply
Signature Date No Encumbrance Required Appropriation Account

STANDARD TERMS AND CONDITIONS - BOONE COUNTY, MISSOURI

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

15. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
16. Should an audit of Contractor's invoices during the term of the Agreement, and any renewals thereof, indicate that the County has remitted payment on invoices that constitute an over-charging to the County above the pricing terms agreed to herein, the Contractor shall issue a refund check to the County for any over-charges within 30-days of being notified of the same.



CITY OF COLUMBIA, MISSOURI

FINANCE DEPARTMENT
PURCHASING DIVISION

March 25, 2013

NOTIFICATION OF AWARD - CITY OF COLUMBIA

CONTRACT FOR: Drug & Alcohol Testing Terms and Supply

Contract Period is April 1, 2013-March 31, 2014

Your firm has been awarded the contract herein in response to our recent Request for Quotation. The purchase orders for this year will be e-mailed to you. Please reference the appropriate purchase order number on every invoice submitted.

Please contact the Procurement Officer shown below if there are any questions pertaining to this contract.

CONTRACT NUMBER	ITEMS AWARDED	VENDOR NUMBER	VENDOR NAME
59/2013	See attached	12741	Mid-Missouri Drug Testing Collections, Inc. PO Box 538 Ashland, MO 65010 Contact: Charles Johnson Phone: 573-632-4495 Fax: 573-632-6858 Email: charles@mmdtc.com

TERMS: Net 30
DELIVERY: As Needed

Barb Rorman
Procurement Officer
573-874-7374

Will Hobart
Purchasing Agent

cc: Margrace Buckler
Carol Wilson

City of Columbia

RFQ #59/2013

**Drug & Alcohol Testing
Term & Supply**

**Mid-Missouri Drug Testing
Collections, Inc.**

Prepared by: Charles Johnson

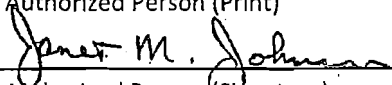
PAPER BID FORM 59/2013 Drug & Alcohol Testing Term & Supply

Item	Description	Quantity/Unit	Unit Price
ITEM 1: FULL DRUG SCREEN ANALYSIS, 5-PANEL-DOT	PRICE MUST INCLUDE COLLECTION, LABORATORY ANALYSIS, POSITIVE TEST CONFORMATION AND	SPECIMEN <i>includes MRO</i>	<i>\$38-</i>
ITEM: 2 DRUG SCREEN ANALYSIS, 5-PANEL-NON DOT	PRICE MUST INCLUDE COLLECTION, LABORTORY ANALYSIS, AND POSITIVE TEST CONFORMATION. DO NOT INCLUDE MEDICAL REVIEW OFFICER SERVICES IN YOUR QUOTE. THIS SERVICE IS ONLY REQUIRED FOR POSITIVE TESTS AND SHOULD BE QUOTED ON ITEM 7.	SPECIMEN	<i>\$27-</i>
ITEM 3: MOBILE BASED DRUG TEST	MOBILE BASED DRUG TEST	EACH	<i>\$38-</i>
ITEM 4: BREATH ALCOHOL TESTING	BREATH ALCOHOL TESTING	EACH	<i>\$25-</i>
ITEM 5: MOBILE BASED ALCOHOL TEST	MOBILE BASED ALCOHOL TEST	EACH	<i>\$25-</i>
ITEM 6: POSITIVE BREATH ALCOHOL TEST CONFORMATION	POSITIVE BREATH ALCOHOL TEST CONFORMATION	EACH	<i>\$40-</i>
ITEM 7: REVIEW OF LAB ANALYSIS BY MEDICAL REVIEW OFFICER	REVIEW OF LAB ANALYSIS BY MEDICAL REVIEW OFFICER	EACH <i>NON-DOT MRO →</i>	<i>\$10-</i>
ITEM 8: MEDICAL REVIEW OFFICER CONSULTATION	MEDICAL REVIEW OFFICER CONSULTATION	PER HOUR	<i>\$50-</i>
ITEM 9: EXPERT WITNESS TESTIMONY	EXPERT WITNESS TESTIMONY	PER HOUR	<i>\$50-</i>
ITEM 10: RANDOM POOL ADMINISTRATION	RANDOM POOL ADMINISTRATION (SELECTION, NOTIFICATION AND BLIND SPECIMEN SUBMISSION)	EACH	<i>\$350- per year</i>
ITEM 11: RANDOM TESTING FOR SWORN PERSONNEL ASSIGNED TO THE COLUMBIA POLICE DEPARTMENT NARCOTICS DIVISION.	CURRENTLY 5 OFFICERS. TESTING WILL BE QUARTERLY.	EACH	<i>\$27-test \$0-admin.</i>
ITEM 12: AFTER HOUR FEES	AFTER HOUR FEES AND/OR ANY EXTRA FEES WHEN OUTSIDE NORMAL OPERATING HOURS.	SPECIFY RATE	<i>\$0-</i>
ITEM 13: EMERGENCY CHARGES	CHARGES FOR EMERGENCY SERVICES	SPECIFY RATE	<i>\$0-</i>

THE UNDERSIGNED BIDDER, having examined the specifications, general specifications and other proposed contract documents, and all addenda thereto; and being acquainted with and fully understanding (a) the extent and character of the work covered by this quotation; (b) the location, arrangement, and specified requirements of the proposed work; (c) local conditions relative to labor, transportation, hauling and delivery facilities; and (d) all other factors and conditions affecting or which may be affected by the work,

HEREBY PROPOSES to furnish all required materials, supplies, equipment, tools and plant; to perform all necessary labor and supervision; and to install, erect, equip, and complete all work stipulated in, required by, and in accordance with the proposed contract documents, specifications, and other documents referred to herein (as altered, amended, or modified by all addenda hereto) for and in consideration of the prices stated herein. All prices stated herein are firm. Missouri Sales and Use Tax are not to be included in this pricing.

The City reserves the right to reject any and all bids, to waive technical defects, and to select the bid(s) deemed most advantageous to the City. The undersigned certifies that he/she has the authority to bind this company in an agreement to supply the service or commodity in accordance with all terms and conditions specified herein. Please type or print the information below.

Company Name	Mid-Missouri Drug Testing Collectians, Inc.	Authorized Person (Print)	Janeet M. Johnson
Address	P.O. Box 538	Authorized Person (Signature)	
City/State/Zip	Ashland, MO. 65010	Title	President
Telephone #	573-632-4495	Date	2-28-2013
Fax #	573-632-6858	Tax ID #	43-1815032
E-mail	charles@mmdtc.com	Entity Type	Corporation

SPECIAL REQUIREMENTS DOCUMENT: This must be completed and attached to your bid response; failure to do so will result in your submittal being declared “non-responsive” and will not be considered. If filing electronically, download this document, complete, and upload with your bid response. If submitting by paper form, print, complete and submit in sealed marked envelope with your bid offer.

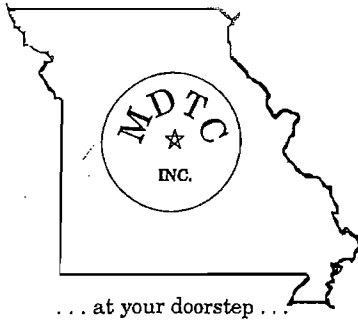
Description	Note	Response
Terms and Conditions	Bidder agrees to accept the attached Terms & Conditions	ACCEPT
Payment Terms	Indicate Payment Terms:	Net 30
Declaration of bidding without collusion	In submitting this quotation, the bidder declares that the only persons or parties interested in the quotation as principals are those named herein and that the quotation is made without collusion with any other person, firm, or corporation.	Agree
Term and Supply Contract Conditions	TERM AND SUPPLY CONTRACT for furnishing City of Columbia with DRUG AND ALCOHOL TESTING SERVICES, as needed and as requested, from date of award through March 31, 2014. AGREE PRICES WILL BE FIRM FOR THE FIRST YEAR OF THE CONTRACT PERIOD.	Agree
Renewal Options	TERM & SUPPLY CONTRACT RENEWAL OPTIONS: Contract subject for renewal at the end of the first contract period, for four (4) additional one-year periods, based upon agreement by both parties as to pricing, delivery, past vendor service, etc. This contract may be canceled by the City upon 10 days written notice to the vendor for non-compliance to these requirements, delivery problems, or other just cause so deemed by the City.	Agree
Cooperative Contract Pricing	Would you be willing to offer the same pricing to members of the Mid-Missouri Public Purchasing Cooperative? (Not responding to this question will not impact the evaluation of this bid.)	Agree
INSURANCE	Successful Bidder agrees to comply with attached insurance requirements upon award.	Agree

EMPLOYMENT OF UNAUTHORIZED ALIENS PROHIBITED	(a) Contractor agrees to comply with Missouri State Statute section 285.530 in that they shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri. (b) As a condition for the award of this contract the contractor shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. The Contractor shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. (c) Contractor shall require each subcontractor to affirmatively state in its contract with contractor that the subcontractor shall not knowingly employ, hire for employment or continue to employ an unauthorized alien to perform work within the state of Missouri. Contractor shall also require each subcontractor to provide contractor with a sworn affidavit under the penalty of perjury attesting to the fact that the subcontractor's employees are lawfully present in the United States. Indicate if you agree to comply.	Agree to comply!
COLLECTION	MUST PROVIDE 24 HOURS/7 DAYS A WEEK AVAILABILITY. COLLECTORS AND PROCEDURES MEET QUALIFICATIONS AND TRAINING (49 CFR PART 40) INDICATE IF YOU AGREE OR IF THERE ARE EXCEPTIONS TO THESE REQUIREMENTS. INDICATE ANY ADDITIONAL CHARGES FOR OUTSIDE NORMAL BUSINESS HOURS FOR SERVICES.	Agree (no exceptions)
MEDICAL REVIEW OFFICER (MRO)	INDICATE THE NAME. IS THIS PERSON QUALIFIED FOR REVIEWING DOT TESTING, AS DEFINED IN 49 CFR PART 40?	DEAN BRESHEARS, M.D. Yes - Qualified
LABORATORY INFORMATION	PROVIDE THE NAME, ADDRESS AND HOURS OF THE LABORATORY(S).	Toxicology Laboratory 301 Business Loop 70W. Columbia
Staff	Provide the number of employees on your staff and the percent (%) of work on this project that will be done by your own staff	4 - 100%
Other Business Name(s)	If you have done business under a different name, please give that name and location:	N/A
Have you ever failed to complete any work awarded to your company?	Have you ever failed to complete any work awarded to your company? If so, where and why?	NO

lab hours: 8am - 5pm
M-F.

References	List three references, minimum, for same type of work performed in the past six months. State name and telephone number of contact person, as well as nature and cost of appraisal(s). Attach separate sheet if necessary.	attached
Response Time	State your response time on accident reporting.	1 hour!
FTA Triennial Experience	Provide your experience information with FTA Triennial Reviews.	see attached.
Test result time	Provide turn around time for test results.	see attached
Same day test results	Are same day test results available?	Yes
Hydrocodone and Oxycodone cut offs	What are you lab cut offs for Hydrocodone and Oxycodone for non-DOT applicants?	see attached
Normal operating hours	Provide your normal operating hours	Clinic is 9am - 4 pm or appointment
Additional Charges	Provide details of any additional charges that have not been listed in the Itemized Pricing portion of this bid document.	see attached

DN-1111 24/7



MID-MISSOURI DRUG TESTING COLLECTIONS, INC.

Pre-employment, random & post-accident drug and alcohol collections

P. O. Box 538
Ashland, MO 65010

573-632-4495
(toll free) 877-329-2230

References for Mid-Missouri Drug Testing Collections, Inc.

<u>Company/agency</u>	<u>Contact</u>	<u>Phone #</u>	<u>Service provided</u>
City of Columbia	Amanda Barnes, RN	874-6346	Full Third-party Administration
Boone County Public Works	Kara Coustry	886-4395	Full Third-party Administration
Columbia Curb & Gutter	Jeff Bradshaw	474-6186	Full Third-party Administration
Missouri Book Services	Jerome Rader	446-5258	Collections and Testing
Potter Transportation	Randy Potter	660-882-2100	Collections and Testing
Sentinel Industries	Kathy Liefert	657-2164	Full Third-party Administration
Midway USA	Jason Gatz	445-6363	Full Third-party Administration
Boone Electric Cooperative	Tim Springer	441-7272	Collections and Testing
Emery Sapp & Sons	Jeff Stephens	445-8331	Full Third-party Administration
St. Charles County	Ruth Rollins	636-949-7320	Full Third-party Administration
Hallsville R-IV Schools	George Rudisaille	696-5512	Full Third-party Administration
Southern Boone County	Charlotte Miller	657-2146	Full Third-party Administration

Comments and addendum for RFQ #59/2013 – Drug & Alcohol Testing

FTA Triennial Experience

The last 3 FTA inspections, Mid-Missouri Drug Testing Collections; Inc. has assisted the City of Columbia with pre-inspection documentation, been available for consultation during the inspection and successfully passed collection site “on-site” inspection. In addition, we have assisted with final report preparation and deficiency response(s).

Test Result time

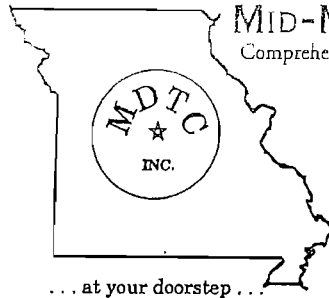
For both federal and non-federal testing, collections performed before noon will be available that same day in late afternoon. After noon collections will be available next working day (exceptions are any positive tests requiring confirmation and medical review officer activity).

Hydcodone and Oxycodone

Screening cutoffs are 300 ng/ml and confirmation cutoffs are 300 ng/ml. Lower confirmation cutoffs (100 ng/ml) are available.

Additional Charges

For male directly observed collections (return to duty, follow ups, etc.), an observation fee of \$10 per collection is requested. Does not apply to female observed collections.



MID-MISSOURI DRUG TESTING COLLECTIONS, INC.
Comprehensive Drug and Alcohol Program Management

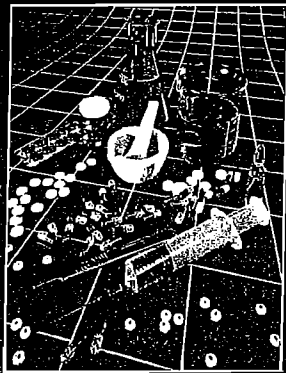
... at your doorstep ...

Mission Statement

Mid-Missouri Drug Testing Collections, Inc. provides to area employers a full service drug and alcohol testing program utilizing state-of-the art substance abuse management procedures. Providing market-competitive testing packages, MDTC, Inc. ensures to employers a total commitment to quality drug and alcohol testing services

W
ho are we?

Mid-Missouri Drug Testing Collections, Inc. started in March 2000 as a mobile service offering drug and alcohol collections to employers in the Mid-Missouri area. Since its inception, we have expanded our services to include a full package of substance abuse management requirements. With collection site agreements throughout the entire state of Missouri, MDTC, Inc. can now offer comprehensive services to businesses and employers statewide.




O *ur Commitment*

MDTC, Inc. offers to employers market-competitive testing packages designed to ensure that companies will remain compliant with all federal and state requirements. Our pledge is to offer these services in a professional but "user friendly" environment. Our staff is always available to answer your concerns and questions about drug and alcohol testing.

O *ur Services*

- In-office drug and alcohol collections
- Mobile drug and alcohol collections
- Post-accident testing available 24 hours per day, seven days a week
- Full third-party administration
- Consortium services
- Supervisor training
- Substance abuse policy development

...At Your Next Step...



...at your doorstep...
Janet Johnson, C.P.C.T.
President
Mid-Missouri Drug Testing
Collections, Inc.

P.O. Box 538
Ashland, MO 65010
E-Mail m2dtc@socket.net

Collection Office 573.632.4495
Toll Free 877.329.2230
Fax 573.632.6858
Cellular 573.424.0976

P.O. Box 538
Ashland, Missouri 65010

***E-mail:* M2DTC@Socket.Net**

***Phone:* 573.632.4495**
***Toll Free:* 877.329.2230**
***Fax:* 573.632.6858**
***Cellular:* 573.424.0976**

Mid-Missouri Drug Testing Collections, Inc.
PO Box 538
Ashland, MO. 65010

03-01-13 ALLIANCE IN

RFQ # 59/2013
Drug & Alcohol Testing

03-01-13 ALLIANCE IN

PAPER BID FORM 59/2013 Drug & Alcohol Testing Term & Supply

Item	Description	Quantity/Unit	Unit Price
ITEM 1: FULL DRUG SCREEN ANALYSIS, 5-PANEL-DOT	PRICE MUST INCLUDE COLLECTION, LABORATORY ANALYSIS, POSITIVE TEST CONFORMATION AND	SPECIMEN	
ITEM: 2 DRUG SCREEN ANALYSIS, 5-PANEL-NON DOT	PRICE MUST INCLUDE COLLECTION, LABORATORY ANALYSIS, AND POSITIVE TEST CONFORMATION. DO NOT INCLUDE MEDICAL REVIEW OFFICER SERVICES IN YOUR QUOTE. THIS SERVICE IS ONLY REQUIRED FOR POSITIVE TESTS AND SHOULD BE QUOTED ON ITEM 7.	SPECIMEN	
ITEM 3: MOBILE BASED DRUG TEST	MOBILE BASED DRUG TEST	EACH	
ITEM 4: BREATH ALCOHOL TESTING	BREATH ALCOHOL TESTING	EACH	
ITEM 5: MOBILE BASED ALCOHOL TEST	MOBILE BASED ALCOHOL TEST	EACH	
ITEM 6: POSITIVE BREATH ALCOHOL TEST CONFORMATION	POSITIVE BREATH ALCOHOL TEST CONFORMATION	EACH	
ITEM 7: REVIEW OF LAB ANALYSIS BY MEDICAL REVIEW OFFICER	REVIEW OF LAB ANALYSIS BY MEDICAL REVIEW OFFICER	EACH	
ITEM 8: MEDICAL REVIEW OFFICER CONSULTATION	MEDICAL REVIEW OFFICER CONSULTATION	PER HOUR	
ITEM 9: EXPERT WITNESS TESTIMONY	EXPERT WITNESS TESTIMONY	PER HOUR	
ITEM 10: RANDOM POOL ADMINISTRATION	RANDOM POOL ADMINISTRATION (SELECTION, NOTIFICATION AND BLIND SPECIMEN SUBMISSION)	EACH	
ITEM 11: RANDOM TESTING FOR SWORN PERSONNEL ASSIGNED TO THE COLUMBIA POLICE DEPARTMENT NARCOTICS DIVISION.	CURRENTLY 5 OFFICERS. TESTING WILL BE QUARTERLY.	EACH	
ITEM 12: AFTER HOUR FEES	AFTER HOUR FEES AND/OR ANY EXTRA FEES WHEN OUTSIDE NORMAL OPERATING HOURS.	SPECIFY RATE	
ITEM 13: EMERGENCY CHARGES	CHARGES FOR EMERGENCY SERVICES	SPECIFY RATE	

THE UNDERSIGNED BIDDER, having examined the specifications, general specifications and other proposed contract documents, and all addenda thereto; and being acquainted with and fully understanding (a) the extent and character of the work covered by this quotation; (b) the location, arrangement, and specified requirements of the proposed work; (c) local conditions relative to labor, transportation, hauling and delivery facilities; and (d) all other factors and conditions affecting or which may be affected by the work,

HEREBY PROPOSES to furnish all required materials, supplies, equipment, tools and plant; to perform all necessary labor and supervision; and to install, erect, equip, and complete all work stipulated in, required by, and in accordance with the proposed contract documents, specifications, and other documents referred to herein (as altered, amended, or modified by all addenda hereto) for and in consideration of the prices stated herein. All prices stated herein are firm. Missouri Sales and Use Tax are not to be included in this pricing.

The City reserves the right to reject any and all bids, to waive technical defects, and to select the bid(s) deemed most advantageous to the City. The undersigned certifies that he/she has the authority to bind this company in an agreement to supply the service or commodity in accordance with all terms and conditions specified herein. Please type or print the information below.

Company Name

Authorized Person (Print)

Address

Authorized Person (Signature)

City/State/Zip

Title

Telephone #

Date

Fax #

Tax ID #

E-mail

Entity Type

SPECIAL REQUIREMENTS DOCUMENT: This must be completed and attached to your bid response; failure to do so will result in your submittal being declared “non-responsive” and will not be considered. If filing electronically, download this document, complete, and upload with your bid response. If submitting by paper form, print, complete and submit in sealed marked envelope with your bid offer.

Description	Note	Response
Terms and Conditions	Bidder agrees to accept the attached Terms & Conditions	
Payment Terms	Indicate Payment Terms:	
Declaration of bidding without collusion	In submitting this quotation, the bidder declares that the only persons or parties interested in the quotation as principals are those named herein and that the quotation is made without collusion with any other person, firm, or corporation.	
Term and Supply Contract Conditions	TERM AND SUPPLY CONTRACT for furnishing City of Columbia with DRUG AND ALCOHOL TESTING SERVICES, as needed and as requested, from date of award through March 31, 2014. AGREE PRICES WILL BE FIRM FOR THE FIRST YEAR OF THE CONTRACT PERIOD.	
Renewal Options	TERM & SUPPLY CONTRACT RENEWAL OPTIONS: Contract subject for renewal at the end of the first contract period, for four (4) additional one-year periods, based upon agreement by both parties as to pricing, delivery, past vendor service, etc. This contract may be canceled by the City upon 10 days written notice to the vendor for non-compliance to these requirements, delivery problems, or other just cause so deemed by the City.	
Cooperative Contract Pricing	Would you be willing to offer the same pricing to members of the Mid-Missouri Public Purchasing Cooperative? (Not responding to this question will not impact the evaluation of this bid.)	
INSURANCE	Successful Bidder agrees to comply with attached insurance requirements upon award.	

EMPLOYMENT OF UNAUTHORIZED ALIENS PROHIBITED	(a) Contractor agrees to comply with Missouri State Statute section 285.530 in that they shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri. (b) As a condition for the award of this contract the contractor shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. The Contractor shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. (c) Contractor shall require each subcontractor to affirmatively state in its contract with contractor that the subcontractor shall not knowingly employ, hire for employment or continue to employ an unauthorized alien to perform work within the state of Missouri. Contractor shall also require each subcontractor to provide contractor with a sworn affidavit under the penalty of perjury attesting to the fact that the subcontractor's employees are lawfully present in the United States. Indicate if you agree to comply.	
COLLECTION	MUST PROVIDE 24 HOURS/7 DAYS A WEEK AVAILABILITY. COLLECTORS AND PROCEDURES MEET QUALIFICATIONS AND TRAINING (49 CFR PART 40) INDICATE IF YOU AGREE OR IF THERE ARE EXCEPTIONS TO THESE REQUIREMENTS. INDICATE ANY ADDITIONAL CHARGES FOR OUTSIDE NORMAL BUSINESS HOURS FOR SERVICES.	
MEDICAL REVIEW OFFICER (MRO)	INDICATE THE NAME. IS THIS PERSON QUALIFIED FOR REVIEWING DOT TESTING, AS DEFINED IN 49 CFR PART 40?	
LABORATORY INFORMATION	PROVIDE THE NAME, ADDRESS AND HOURS OF THE LABORATORY(S).	
Staff	Provide the number of employees on your staff and the percent (%) of work on this project that will be done by your own staff	
Other Business Name(s)	If you have done business under a different name, please give that name and location:	
Have you ever failed to complete any work awarded to your company?	Have you ever failed to complete any work awarded to your company? If so, where and why?	

References	List three references, minimum, for same type of work performed in the past six months. State name and telephone number of contact person, as well as nature and cost of appraisal(s). Attach separate sheet if necessary.	
Response Time	State your response time on accident reporting.	
FTA Triennial Experience	Provide your experience information with FTA Triennial Reviews.	
Test result time	Provide turn around time for test results.	
Same day test results	Are same day test results available?	
Hydrocodone and Oxycodone cut offs	What are you lab cut offs for Hydrocodone and Oxycodone for non-DOT applicants?	
Normal operating hours	Provide your normal operating hours	
Additional Charges	Provide details of any additional charges that have not been listed in the Itemized Pricing portion of this bid document.	

SPECIFICATIONS AND REQUIREMENTS – RFQ 59/2013
DRUG & ALCHOL TESTING SERVICES

Drug and alcohol collection **and** testing procedures shall be under contractor responsibility and conform to those required by federal regulations governing the drug and alcohol testing mandated by the Department of Transportation (49CFR Part 40) as well as any specific rules of the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). All drug tests shall be done **by a laboratory certified by U.S. Department of Health and Human Services (HHS) under the National Laboratory Certification Program (NLCP).**

Alcohol Breath Testing shall be done by a certified Breath Alcohol Technician utilizing a National Highway Transportation Safety Administration (NHTSA) approved Evidential Breath Testing (EBT) device.

General Requirements:

1. The contractor shall provide one or more of the following services in accordance with the provisions and requirements stated herein:
 - a. Alcohol and drug testing and related services.
2. The contractor shall provide testing services to satisfy the following:

Department of Transportation (DOT)

 - a. Enable City of Columbia's compliance with the Omnibus Transportation Employee Testing Act of 1991 (the "Act") which mandates random drug and alcohol testing as well as testing for pre-employment, post-accident, reasonable suspicion, return-to-duty, and follow-up testing of employees required to hold Commercial Driver's Licenses.
 - i. The contractor shall adhere to the rules and regulations published under the Act found in 49 CFR 350 et al. Any modifications to the federal rules and requirements shall be incorporated into the contract unless such modification is found contrary to Missouri law.

Non - DOT

 - b. Allow post-accident, reasonable suspicion, and follow-up testing for any City of Columbia employee and pre-employment testing for any salaried or hourly prospective or new hire employee which is within the legal parameters of the City.
 - i. The contractor shall perform such testing services in accordance with the City of Columbia's internal policy/procedure (see Attachment #1, Drug and Alcohol Policy) which has been determined to be legally permissible by such entity.
3. The contractor shall agree and understand that the contract shall not be construed as an exclusive arrangement; if it is in the best interest of the City of Columbia, alternate services may be obtained elsewhere.
4. The contractor shall provide the required services on an as needed, if needed basis at any time 24 hours per day, seven days a week.
5. The contractor shall understand and agree that the City of Columbia does not guarantee a minimum or maximum number of tests. However, estimates are provided below:
 - a. Approximately **285** drug and **20** alcohol tests will be needed on an annual basis for City of Columbia compliance with the Act.
 - b. Approximately **250** drug and **20** alcohol tests will be needed on an annual basis for post-accident, reasonable suspicion, and follow-up testing for any City of Columbia employee and pre-employment testing for pre-employment for any salaried or hourly prospective or new hire employee.

6. The contractor shall provide all materials, supplies, and equipment necessary to successfully perform services as defined herein. This list shall include but shall not necessarily be limited to specimen collection and identification supplies, test tubes, labels, reagents, shipping containers, split specimen containers, etc.
 - a. All testing equipment, materials, and supplies used by the contractor must meet accuracy and reliability standards and requirements as established by both the federal Department of Transportation (DOT), Department of Health and Human Services (HHS), and the City of Columbia.
7. The contractor must establish adequate confidentiality and security measures to ensure that confidential employee records are not available to unauthorized persons. This includes protecting the physical security of records, limiting the number of persons with access to the records and other appropriate access controls, and computer security measures to safeguard confidential data in electronic data bases.

Random Testing Requirements:

1. Random selection testing shall be prepared monthly.
2. The contractor shall develop and administer procedures and protocols for random selection alcohol and drug testing. The random selection testing procedures and protocols shall meet the requirements set by the federal DOT rules identified in 49 CFR 350 et al. The contractor shall administer the City's random drug testing pool (including database management, random selection of individuals for testing, notification of selection, conduct of the test, notification and reporting as appropriate regarding test results, and follow-up) and otherwise operate the random testing system in a manner that complies with the Act.
3. List of individuals to be tested delivered to City a minimum of 5 working days before 1st of each month.

Specimen Collection Requirements:

1. Personnel qualifications and procedures shall comply to current DOT 49 CFR Part 40 guidelines.
2. The contractor shall provide qualified, trained collectors (as defined in 49 CFR part 40). These collectors shall collect specimens at a location within the City of Columbia and shall also provide on-site specimen collection and testing by means of a mobile-unit.
3. The contractor must collect all specimens utilizing necessary precautions and chain of custody procedures to ensure specimen security and integrity compliant with federal requirements.
 - a. The contractor must use federally mandated collection forms for both drug and alcohol specimens for regulated test(s) and non-federal forms for non-regulated test(s).
4. The contractor shall provide courier specimen pick-up services for transporting to laboratory, assuring efficient "turn around time" for reporting testing results.
 - a. The contractor shall maintain responsibility for the chain of custody pursuant to DOT and HHS guidelines.
 - b. The contractor shall furnish chain of custody forms in compliance with the contractor's established procedures and shall provide in-service training to City staff regarding such procedures.

Laboratory Requirements:

1. Certified by the DOT and the Department of Health and Human Services to perform laboratory testing , as defined in 49 CFR Part 40.
2. Semi-annual Laboratory Reports

Specimen Retention Requirements:

1. The contractor shall retain positive specimens for one year after collection/testing, or for the specific duration of time established by federal requirements, or pending any litigation.
 - a. At the written request of the City, the contractor shall retain any positive test specimens for a longer period of time.
2. The contractor shall retain negative samples for at least three workdays following collection/testing in compliance with federal standards.

Alcohol Testing Requirements: At the request of the City, the contractor shall conduct alcohol testing services.

1. The contractor's evidential breath testing (EBT) devices must be approved by the National Highway Traffic Safety Administration (placed on Conforming Product List (CPL) and the Missouri Department of Health.
2. The contractor shall conduct a confirmation test on a breath screen test with an alcohol concentration of .02 grams per 210 liters of breath or greater. The contractor shall immediately notify the City of a finding of .02 alcohol concentration or greater. All screening and testing must be in accordance with DOT alcohol testing regulations and procedures.
3. In the event the DOT reviews and revises its alcohol testing regulations and procedures, then the contractor shall, at that time, expand its alcohol testing option (e.g., use a blood testing procedure) upon the mutual agreement of the contractor and the City of Columbia.
4. The breath test must be administered by a trained and certified breath alcohol technician (BAT).

Drug Testing Requirements:

1. At the request of the city, the contractor shall provide a five (5) panel drug screen using current procedures as approved by the Department of Health and Human Services and the DOT. The contractor's laboratory, or the laboratory utilized by the contractor, must be certified by the Department of Health and Human Services per DOT regulations. Collected urine specimens shall be tested for detection of all the following five (5) drugs:
 - a. Amphetamines/Methamphetamines;
 - b. Cannabinoids (THC);
 - c. Cocaine;
 - d. Opiates;
 - e. Phencyclidine (PCP).
2. The contractor must report all positive and negative test results to the City within 24 hours of final determination of test results.
 - a. It would be preferable to have same day reporting for non-federal, negative drug test results.
 - b. Contractor shall submit a semi-annual lab testing statistical report.
3. The contractor shall submit blind specimens to the lab for quality control testing purposes at no additional charge.

Medical Review Officer Requirements:

1. The contractor shall provide a Medical Review Officer (MRO) who must be a licensed physician (M.D. or D.O.) knowledgeable in areas of alcohol and drug abuse and toxicology procedures. The qualifications and performance of the MRO must be in compliance with 49 CFR Part 40.

- a. The MRO (or another service agent) shall administer the contractor's random testing pool, provide blind specimens, and electronically transfer test results. The format in which test results are electronically transferred shall be mutually agreed upon by the contractor and the City.
- b. MROs must conduct interviews with employees who have tested positive and must personally make the decision concerning whether to verify a test as positive or negative.
- c. The MRO shall observe all confidentiality requirements established in federal rules and as otherwise stated in the contract. Results of testing shall be released only to the employee being tested and the City.
- d. The MRO shall provide expert witness testimony upon request.
- e. The MRO must be available 24 hours per day, seven days per week.

Other Personnel Requirements:

Expert Witness Testimony Services: If requested by the City, the contractor shall provide expert testimonial and witness services by qualified professionals (i.e., pathologists, biochemists, etc.) with technical expertise concerning specimen test results, chain of custody procedures, and any other aspect of contractual service delivery as defined herein as deemed necessary in a court proceeding.

Legal Consultation: The contractor shall provide professional consultation to the City including but not limited to consultation on testing quality control, program administration and records keeping issues, rules updates, and related legal issues.

Reporting Requirements:

1. If requested by the DOT, the City must submit detailed records of their alcohol and drug abuse prevention program to DOT. Therefore, if requested by the City, the contractor shall provide any necessary information and data to the City that will aid the City in developing its report to the DOT.
2. On a quarterly basis, the contractor must provide statistical test result reports to the City on form OMB #2125-0543, "Drug and Alcohol Testing Management Information System Data Collection". The contractor shall provide the report with a city department/division breakdown if requested.
3. If requested by the City, the contractor shall provide copies of maintenance reports kept on breath alcohol testing equipment to be used including a description of what is checked for and how often maintenance reports are done.
4. The contractor shall assure the accuracy and confidentiality of all records.
5. All reports shall comply with DOT regulations and shall be retained for the length of time established therein.
6. The contractor shall assist with completion of MIS Reporting.

DOT Drug and Alcohol Training:

1. Contractor must provide training for supervisors and employees as required by DOT Regulations,

Invoicing and Payment Requirements:

Statements/invoices giving service date, services rendered, and total cost shall be submitted monthly to Finance/Accounts Payable, P.O. Box 7236, Columbia, MO 65205. A copy shall be sent to Margrace Buckler, Human Resources Director, P.O. Box 6015, Columbia, MO 65205. The contractor's invoice shall include the Social Security Number of the employee tested.

The contractor shall be paid in accordance with the firm, fixed prices stated on the Pricing Page and shall not be reimbursed for any postage or courier costs.



Columbia Finance/Purchasing Division

BID ANALYSIS REPORT

To Department: Carol/Margrace-Human Resources Date: 3/11/13 Bid No. 59/2013
Evaluated By: Barb Rorman Commodity: Drug & Alcohol Testing T&S

Purchasing Comments: We have received 3 quotes for this RFQ, Employee Screening Services and Mid-Missouri Drug Testing are very close. Perhaps using last year's utilization you could evaluate the cost to make the best determination of best option for our typical needs. Please send your records for your determination with this signed analysis for our records.

Return By: 3/21/13

Department Reply

Accepting Mid-Missouri Drug Testing Collections for the following reasons:
Competitive pricing, local business, same day lab results available, 1 hour response time for accident reporting v.s. 2 hour response time for Employee Screening Services.

Recommend that all bids be rejected (Explain in Remarks and/or attachment)

Remarks:

Department/Division Head Signatures: *Nazeen Siddiqui* Date: 3-14-13
Form No. 120 (9/88)

	FY12	#	On Site		Employee Screening		MMDTC	
1	DOT Screen	426	\$ 49.00	\$ 20,874.00	\$ 35.00	\$ 14,910.00	\$ 38.00	\$ 16,188.00
2	Non DOT	260	\$ 49.00	\$ 12,740.00	\$ 30.00	\$ 7,800.00	\$ 27.00	\$ 7,020.00
3	Mobile	12	\$ 49.00	\$ 588.00	\$ 35.00	\$ 420.00	\$ 38.00	\$ 456.00
4	BAT	60	\$ 49.00	\$ 2,940.00	\$ 25.00	\$ 1,500.00	\$ 25.00	\$ 1,500.00
5	Mobile	12	\$ 49.00	\$ 588.00	\$ 25.00	\$ 300.00	\$ 25.00	\$ 300.00
6	Positive	1	\$ -	\$ -	\$ 25.00	\$ 25.00	\$ 40.00	\$ 40.00
7	MRO service	2	\$ -	\$ -	\$ 8.00	\$ 16.00	\$ 10.00	\$ 20.00
8	MRO consultation	0	\$ -	\$ -	\$ 150.00	\$ -	\$ 50.00	\$ -
9	Exper Witness	0	\$ 75.00	\$ -	\$ 150.00	\$ -	\$ 50.00	\$ -
10	Random	1	\$ -	\$ -	\$ 300.00	\$ 300.00	\$ 350.00	\$ 350.00
11	Random for police	12	\$ 49.00	\$ 588.00	\$ 30.00	\$ 360.00	\$ 27.00	\$ 324.00
12	After hour narc	0	\$ 100.00	\$ -	\$ 60.00	\$ -	\$ -	\$ -
13	Emergency	0	100	\$ -	\$ 100.00	\$ -	\$ -	\$ -
				\$ 38,318.00		\$ 25,631.00		\$ 26,198.00

Subject: Drug & Alcohol Testing Services T&S

OPTIVIEW

Date Opened: 3/5/2013

UOM/QTY

OnSite Diagnostix	Employee Screening Services of Missouri, LLC *online & paper	Mid-Missouri Drug Testing Collections, Inc.
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1	FULL DRUG SCREEN ANALYSIS, 5-PANEL-DOT	PRICE MUST INCLUDE COLLECTION, LABORATORY ANALYSIS, POSITIVE TEST CONFORMATION AND	SPECIMEN	\$49.00	\$35.00	\$38.00 includes MRO
2	DRUG SCREEN ANALYSIS, 5-PANEL-NON DOT	PRICE MUST INCLUDE COLLECTION, LABORATORY ANALYSIS, AND POSITIVE TEST CONFORMATION. DO NOT INCLUDE MEDICAL REVIEW OFFICER SERVICES IN YOUR QUOTE. THIS SERVICE IS ONLY REQUIRED FOR POSITIVE TESTS AND SHOULD BE QUOTED ON ITEM 7.	SPECIMEN	\$49.00	\$30.00	\$27.00
3	MOBILE BASED DRUG TEST	MOBILE BASED DRUG TEST	EACH	\$49.00	\$35.00	\$38.00
4	BREATH ALCOHOL TESTING	BREATH ALCOHOL TESTING	EACH	\$49.00	\$25.00	\$25.00
5	MOBILE BASED ALCOHOL TEST	MOBILE BASED ALCOHOL TEST	EACH	\$49.00	\$25.00	\$25.00
6	POSITIVE BREATH ALCOHOL TEST CONFORMATION	POSITIVE BREATH ALCOHOL TEST CONFORMATION	EACH	\$0.00	\$25.00	\$40.00
7	REVIEW OF LAB ANALYSIS BY MEDICAL REVIEW OFFICER	REVIEW OF LAB ANALYSIS BY MEDICAL REVIEW OFFICER	EACH	\$0.00	\$8.00	\$10.00 Non-DOT MRO
8	MEDICAL REVIEW OFFICER CONSULTATION	MEDICAL REVIEW OFFICER CONSULTATION	PER HOUR	\$0.00	\$150.00	\$50.00
9	EXPERT WITNESS TESTIMONY	EXPERT WITNESS TESTIMONY	PER HOUR	\$75.00	\$150.00	\$50.00
10	RANDOM POOL ADMINISTRATION	RANDOM POOL ADMINISTRATION (SELECTION, NOTIFICATION AND BLIND SPECIMEN SUBMISSION)	EACH	\$0.00	\$300.00	\$350 per year
11	RANDOM TESTING FOR SWORN PERSONNEL ASSIGNED TO THE COLUMBIA POLICE	CURRENTLY 5 OFFICERS. TESTING WILL BE QUARTERLY.	EACH	\$49.00	\$30.00	\$27.00 per test \$0.00 admin
12	DEPARTMENT NARCOTICS DIVISION.	AFTER HOUR FEES AND/OR ANY EXTRA FEES WHEN OUTSIDE NORMAL OPERATING HOURS.	SPECIFY RATE	\$100.00 per call	\$60.00 per hour *paper copy stated "scheduled"	\$0.00
13	EMERGENCY CHARGES	CHARGES FOR EMERGENCY SERV	SPECIFY RATE	\$100.00 per call	\$100.00 per hour *paper copy stated 2 hour minimum	\$0.00

Search Results

Current Search Terms: Mid-Missouri Drug* testing* collections* Inc.*

No records found for current search.

SAM | System for Award Management 1.0

IBM v1.817.20130323-2053

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.



CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

April Session of the April Adjourned

Term. 2013

In the County Commission of said county, on the 18th day of April 20 13

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

Now on this day the County Commission of the County of Boone does hereby award bid 16-22MAR13 – Exterior Window Cleaning Term and Supply to Atkins Building Services and Products, Inc. of Columbia, MO. The terms of the agreement are stipulated in the attached Purchase Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Purchase Agreement.

Done this 18th day of April, 2013.

ATTEST:

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

Daniel K. Atwill
Daniel K. Atwill
Presiding Commissioner

Karen M. Miller
Karen M. Miller
District I Commissioner

Janet M. Thompson
Janet M. Thompson
District II Commissioner

Boone County Purchasing

Amy Robbins
Senior Buyer



613 E. Ash Street, Room 109
Columbia, MO 65201
Phone: (573) 886-4392
Fax: (573) 886-4390

MEMORANDUM

TO: Boone County Commission
FROM: Amy Robbins, Senior Buyer
DATE: April 12, 2013
RE: 16-22MAR13 – Exterior Window Cleaning Term and Supply

16-22MAR13 – Exterior Window Cleaning Term and Supply opened on March 22, 2013. Four bids were received and Facilities Maintenance recommends award by low bid to **Atkins Building Services and Products, Inc.** of Columbia, MO.

This is a term and supply contract and invoices will be paid from department 6101 – Housekeeping, account 60125 – Custodial/Janitorial Services.

ATT: Bid Tabulation

cc: Bob Davidson, Facilities Maintenance
Jody Moore, Facilities Maintenance
Bid File

Bid Tabulation

16-22MAR13 - Exterior Window Cleaning Term & Supply

4.8.1 <i>Service Location</i>		Atkins Building Services	Schuyler & Co. LLC	Squeegee Squad	Shepherd's Company				
Location	Address	Cost Per Visit	Cost Per Visit	Cost Per Visit	Cost Per Visit				
1	Government Center	801 E. Walnut St.	\$1,564.00	\$2,900.00	\$3,987.00	\$1,218.00			
2	Courthouse	705 E. Walnut St.	\$2,568.00	\$2,350.00	\$50.00	\$4,528.00			
3	Annex Building	613 E. Ash St.	\$182.00	\$75.00	\$1,685.00	\$75.00			
Grand Total		\$4,314.00	\$5,325.00	\$5,722.00	\$5,821.00				
4.11.	2nd Contract Period Renewal Pricing Increase by %	0%	\$4,314.00	0%	\$5,325.00	2%	\$5,836.44	10%	\$6,403.10
	3rd Contract Period Renewal Pricing Increase by %	0%	4,314.00	0%	5,325.00	2%	\$5,953.17	15%	\$7,363.57
	4th Contract Period Renewal Pricing Increase by %	5%	4,529.70	2%	5,431.50	2%	6,072.23	15%	8,468.10
	5th Contract Period Renewal Pricing Increase by %	5%	4,756.19	0%	5,431.50	2%	6,193.68	15%	9,738.31
4.12.	Coop Purchasing (Y/N)	Y		N		Y		NA	
4.9.	Observed Holidays	NY Day, May 27, July 4, Sept 21, Nov 28, Dec 24 & 25		All Legal Holidays		NA		July 4, Memorial Day, Labor Day, Thanksgiving, Christmas, New Year	
Average Bid:		\$5,295.50							

**PURCHASE AGREEMENT
FOR
EXTERIOR WINDOW CLEANING TERM AND SUPPLY**

THIS AGREEMENT dated the 18th day of April 2013 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Atkins Building Services and Products, 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, the County of Boone Request for Bid for **Exterior Window Cleaning Term and Supply**, bid number **16-22MAR13**, any applicable addenda, and the Contractor's bid response dated **March 20, 2013** and executed by **Mike Wisner** on behalf of the Contractor, Work Authorization Certification, Certification of Individual Bidder, Certification regarding Debarment and Boone County Standard Terms and Conditions. All such documents shall constitute the contract documents, which are attached hereto and incorporated herein by reference. Service or product data, specification and literature submitted with bid response may be permanently maintained in the County Purchasing Office bid file for this bid if not attached. In the event of conflict between any of the foregoing documents, this Purchase Agreement, the Request for Bid and any applicable addenda shall prevail and control over the Contractor's bid response.

2. Contract Duration - This agreement shall **commence on the date awarded and continue through March 31, 2014** subject to the provisions for termination specified below. This agreement may be extended beyond the expiration date by order of the County for an **additional four (4) one-year periods** subject to the pricing clauses in the Contractor's bid response. This agreement may be extended beyond the expiration date by order of the County on a month to month basis in the event the County is unable to re-bid and/or award a new contract prior to the expiration date.

3. Purchase - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County the items as required in the bid specifications and in conformity with the contract documents for the prices set forth in the Contractor's bid response.

4. Delivery - Contractor agrees to provide exterior window cleaning services as requested by the Facilities Maintenance Department to meet the needs of service locations as specified in the bid document on an "as needed" basis.

5. Billing and Payment - All billings shall be submitted to Boone County Facility Maintenance for payment at: 613 E. Ash Street, Room 107, Columbia, MO 65201. Billings may only include the prices listed in the Contractor's bid response. No additional fees for delivery or extra services not included in the bid response or taxes shall be included as additional charges in excess of the charges in the Contractor's bid response to the specifications. The County agrees to pay all monthly statements 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.

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

7. 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

185-2013

agreement. This agreement may only be amended by a signed writing executed with the same formality as this agreement.

8. 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.

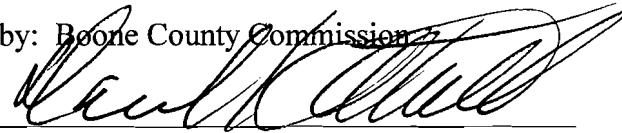
ATKINS BUILDING SERVICES AND PRODUCTS, INC.

by Mike Wisor

title Special Service Manager

address 1123 Wilkes Blvd. Suite 450
Columbia MO 65201

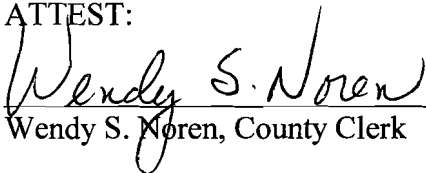
BOONE COUNTY, MISSOURI

by: Boone County Commissioner

Daniel K. Atwill, Presiding Commissioner

APPROVED AS TO FORM:

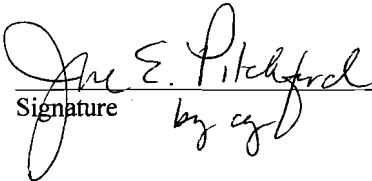

C.J. Dykhouse, County Counselor

ATTEST:


Wendy S. Noren, County Clerk *my*

AUDITOR CERTIFICATION

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


Signature *by cjd*

4/2/13
Date

6101/60125 Term/Supply
No Encumbrance Required
Appropriation Account

STANDARD TERMS AND CONDITIONS - BOONE COUNTY, MISSOURI

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

shall govern.

16. Should an audit of Contractor's invoices during the term of the Agreement, and any renewals thereof, indicate that the County has remitted payment on invoices that constitute an over-charging to the County above the pricing terms agreed to herein, the Contractor shall issue a refund check to the County for any over-charges within 30-days of being notified of the same.

4. Response Form – Submit three (3) complete copies of your Response in a single sealed envelope, clearly marked on the outside left corner with your company name and return address, the proposal number and the due date and time.

- 4.1. Company Name: Atkins Building Services
- 4.2. Address: 1123 Wilks Blvd Co MO 65202
- 4.3. City/Zip: Columbia MO 65202
- 4.4. Phone Number: 1-573-874-5100
- 4.5. Fax Number: 1-573-874-0711
- 4.6. E-Mail Address: mike@atkinsinc.com
- 4.7. Federal Tax ID: 43118705

- 4.7.1. Corporation
- Partnership - Name _____
- Individual/Proprietorship - Individual Name _____
- Other (Specify) _____

4.8. Exterior Window Cleaning Services: We propose to furnish the equipment/material/services as indicated in this Bid Response including all labor, parts and material required to perform such work, provided to the County of Boone – Missouri, with transportation charges prepaid, and for the price quoted below. All equipment/material/service shall be furnished in accordance with the County of Boone – Missouri specifications attached hereto.

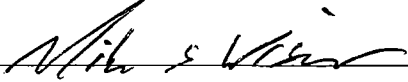
4.8.1. Service Location	Cost Per Visit
1. Boone County Government Center, 801 E. Walnut St.	\$ <u>1564⁰⁰</u>
2. Courthouse, 705 E. Walnut	\$ <u>1568⁰⁰</u>
3. Boone County Annex Building, 613 E. Ash Street	\$ <u>182⁰⁰</u>

4.9. Holidays: The contractor shall list the holidays observed by their company: JAN 1st, May 27, July 4, Sept 21st Nov 28th
Dec 14, 25

Response Form (continued)

4.10. The undersigned offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with the specifications, instructions and general conditions of bidding which have been read and understood, and all of which are made part of this order.

Authorized Representative (Sign By Hand):



Type or Print Signed Name:

Mike Wisner

Today's Date: 3/20/13

4.11. Maximum % Increase 2nd Contract Period: 0 %

Maximum % Increase 3rd Contract Period: 0 %

Maximum % Increase 4th Contract Period: 5 %

Maximum % Increase 5th Contract Period: 5 %

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

EXHIBIT A

PRIOR EXPERIENCE

(References of similar services for governmental agencies are preferred)

1. **Prior Services Performed for:** Dolin Building
Company Name: State of MO / Dolin - Dept of labor
Address: 3315 W Truman Blvd JC MO
Contact Name: Vern Morris
Telephone Number: 573-751-9158
Date of Contract: ~~2010~~ 2011
Length of Contract: 2 yrs
Description of Prior Services (include dates):
Window Cleaning 3 story

2. **Prior Services Performed for:** Runge Centre
Company Name: Runge Nature Centre / Dept of Conservation
Address: 2901 W. Truman Blvd JC MO
Contact Name: Kent Fischer
Telephone Number: 573-522-4115
Date of Contract: March 2012
Length of Contract: 2 yrs
Description of Prior Services (include dates):
Window cleaning 1 story w/ sky lights

3. **Prior Services Performed for:** M.F.A
Company Name: MFA Oil Inc
Address: 2 Ray Youngs Drive COU MO
Contact Name: David
Telephone Number: 573-876-5399
Date of Contract: Spring 2010 (March)
Length of Contract: ongoing
Description of Prior Services (include dates):
Window cleaning 3 story

STANDARD TERMS AND CONDITIONS - BOONE COUNTY, MISSOURI

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3. Bidders must use the bid forms provided for the purpose of submitting bids, must return the bid and bid sheets comprised in this bid, give the unit price, extended totals, and sign the bid.
4. When products or materials of any particular producer or manufacturer are mentioned in our specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
5. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
6. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
7. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
8. In case of default by the Contractor, the County of Boone will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.
9. Failure to deliver as guaranteed may disqualify Bidder from future bidding.
10. Prices must be as stated in units of quantity specified, and must be firm. Bids qualified by escalator clauses may not be considered unless specified in the bid specifications.
11. No bid transmitted by fax machine or **e-mail** will be accepted. **U.S. mail only.**
12. The County of Boone, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
13. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms.
14. The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are incorporated herein by reference. These clauses can generally be found in the Federal Transit Administration's Best Practices Procurement Manual – Appendix A. Any questions regarding the applicability of federal clauses to a particular bid should be directed to the Purchasing Department prior to bid opening.
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16. Should an audit of Contractor's invoices during the term of the Agreement, and any renewals thereof, indicate that the County has remitted payment on invoices that constitute an over-charging to the County above the pricing terms agreed to herein, the Contractor shall issue a refund check to the County for any over-charges within 30-days of being notified of the same.

Boone County Purchasing

Amy Robbins
Senior Buyer



613 E. Ash Street, Room 109
Columbia, MO 65201
Phone: (573) 886-4392
Fax: (573) 886-4390

INSTRUCTIONS FOR COMPLIANCE WITH HOUSE BILL 1549

House Bill 1549 addresses the Department of Homeland Security's and the Social Security Administration's E-Verify Program (Employment Eligibility Verification Program) that requires the County to verify "lawful presence" of individuals when we contract for work/service; verify that contractor has programs to verify lawful presence of their employees when contracts exceed \$5,000; and a requirement for OSHA safety training for public works projects.

The County is required to obtain certification that the bidder awarded the attached contract participates in a federal work authorization program. To obtain additional information on the Department of Homeland Security's E-Verify program, go to:

<http://www.uscis.gov/portal/site/uscis/menuitem.eb1d4c2a3e5b9ac89243c6a7543f6d1a/?vgnnextoid=75bce2e261405110VgnVCM1000004718190aRCRD&vgnnextchannel=75bce2e261405110VgnVCM1000004718190aRCRD>

Please complete and return form *Work Authorization Certification Pursuant to 285.530 RSMo* if your contract amount is in excess of \$5,000. **Attach to this form the first and last page of the *E-Verify Memorandum of Understanding* that you completed when enrolling.**

If you are an Individual/Proprietorship, then you must return the attached *Certification of Individual Bidder*. On that form, you may do one of the three options listed. Be sure to attach any required information for those options as detailed on the *Certification of Individual Bidder*. If you choose option number two, then you will also need to complete and return the attached form *Affidavit*.

(Please complete and return with Contract)

Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Mike Wiser Special Service Manager Atkins Building Services
Name and Title of Authorized Representative

Mike Wiser
Signature

March 20 / 13
Date

E-Verify



Company ID Number: 178129

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

Employer **TOM ATKINS MAINTENANCE MANAGEMENT**

JOHN SCHULTE

Name (Please Type or Print)

Title

Electronically Signed

Signature

01/09/2009

Date

Department of Homeland Security - Verification Division

USCIS Verification Division

Name (Please Type or Print)

Title

Electronically Signed

Signature

01/09/2009

Date



Company ID Number: 178129

Information Required for the E-Verify Program

Information relating to your Company:

Company Name: TOM ATKINS MAINTENANCE MANAGEMENT

Company Facility Address: 807 JEFFERSON ST

JEFFERSON CITY, MO 65101

Company Alternate Address:

County or Parish: COLE

Employer Identification

Number: 202689543

North American Industry Classification Systems

Code: 811

Parent Company: TOM ATKINS MAINTENANCE MANAGEMENT, LLC

Number of Employees: 20 to 99

Number of Sites Verified

for: 1

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

- MISSOURI 1 site(s)



Request for Bid (RFB)

Boone County Purchasing
613 E. Ash Street, Room 109
Columbia, MO 65201

Amy Robbins, Senior Buyer
Phone: (573) 886-4392 – Fax: (573) 886-4390
Email: arobbins@boonecountymo.org

Bid Data

Bid Number: **16-22MAR13**
Commodity Title: **Exterior Window Cleaning Term & Supply**

DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT

Bid Submission Address and Deadline

Day / Date: **Friday, March 22, 2013**
Time: 1:30 P.M. (Bids received after this time will be returned unopened)
Location / Mail Address: Boone County Purchasing Department
Boone County Annex Building
613 E. Ash Street, Room 109
Columbia, MO 65201
Directions: The Purchasing office is located on the Southeast corner at 7th Street and Ash Street. Enter the building from the South side. Wheel chair accessible entrance is available.

MANDATORY Pre-Bid Conference

Day / Date: **Friday, March 15, 2013**
Time: **10:00 A.M. Central Time**
Location: Boone County Annex Building Conference Room
613 E. Ash Street
Columbia, MO 65201

Bid Opening Address and Deadline

Day / Date: **Friday, March 22, 2013**
Time: 1:30 P.M. C.S.T.
Location / Address: Boone County Annex Conference Room
613 E. Ash Street
Columbia, MO 65201

Bid Contents

-
- 1.0: **Introduction and General Conditions of Bidding**
 - 2.0: **Primary Specifications**
 - 3.0: **Response Presentation and Review**
 - 4.0: **Response Form**
Exhibit A-Prior Experience
Standard Terms and Conditions
Work Authorization Certification
Debarment Certification
“No Bid” Response Form

1. Introduction and General Conditions of Bidding

1.1. **INVITATION** - The County of Boone, through its Purchasing Department, invites responses, which offer to provide the goods and/or services identified on the title page, and described in greater detail in Section 2.

1.2. **DEFINITIONS**

1.2.1. **County** - This term refers to the County of Boone, a duly organized public entity. It may also be used as a pronoun for various subsets of the County organization, including, as the context will indicate:

Purchasing - The Purchasing Department, including its Purchasing Director and staff.

Department(s) or Office(s) - The County Department/s or Office(s) for which this Bid is prepared, and which will be the end user(s) of the goods and/or services sought.

Designee - The County employee(s) assigned as your primary contact(s) for interaction regarding Contract performance.

1.2.2. **Bidder / Contractor / Supplier** - These terms refer generally to businesses having some sort of relationship to or with us. The term may apply differently to different classes of entities, as the context will indicate.

Bidder - Any business entity submitting a response to this Bid. Suppliers, which may be invited to respond, or which express interest in this bid, but which do not submit a response, have no obligations with respect to the bid requirements.

Contractor - The Bidder whose response to this bid is found by Purchasing to meet the best interests of the County. The Contractor will be selected for award, and will enter into a Contract for provision of the goods and/or services described in the Bid.

Supplier - All business(s) entities which may provide the subject goods and/or services.

1.2.3. **Bid** - This entire document, including attachments. A Bid may be used to solicit various kinds of information. The kind of information this Bid seeks is indicated by the title appearing at the top of the first page. An "Invitation For Bid" is used when the need is well defined. An "Invitation For Proposal" is used when the County will consider solutions, which may vary significantly from each other or from the County's initial expectations.

1.2.4. **Response** - The written, sealed document submitted according to the Bid instructions.

1.3. **BID CLARIFICATION** - Questions regarding this Bid should be directed in writing, preferably by fax or e-mail, to the Purchasing Department. Answers, citing the question asked but not identifying the questioner, will be distributed simultaneously to all known prospective Bidders. Note: Written requirements in the Bid or its Amendments are binding, but any oral communications between County and Bidder are not.

1.3.1. **Bidder Responsibility** - The Bidder is expected to be thoroughly familiar with all specifications and requirements of this Bid. Bidder's failure or omission to examine any relevant form, article, site or document will not relieve them from any obligation regarding this Bid. By submitting a Response, Bidder is presumed to concur with all terms, conditions and specifications of this Bid.

1.3.2. A **MANDATORY pre-bid conference** has been scheduled for **Friday, March 15, 2013 at 10:00 a.m.** at the Boone County Annex Building Conference Room, 613 E. Ash Street, Columbia, MO 65201. The purpose of the meeting will be to visit the locations where service is to be provided and address any questions or concerns regarding the bid. All bidders **MUST** attend.

1.3.3. **Bid Amendment** - If it becomes evident that this Bid must be amended, the Purchasing Department will issue a formal written Amendment to all known prospective Bidders. If necessary, a new due date will be established.

1.4. **AWARD** - Award will be made to the Bidder(s) whose offer(s) provide the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, lifecycle cost, ability to deliver, or for any other reason deemed by Purchasing to be in the best interest of the County. Thus, the result will not be determined by price alone. The County will be seeking the least costly outcome that meets the County needs as interpreted by the County.

1.5. **CONTRACT EXECUTION** - This Bid and the Contractor's Response will be made part of any resultant Contract and will be incorporated in the Contract as set forth, verbatim.

1.5.1. **Precedence** - In the event of contradictions or conflicts between the provisions of the documents

comprising this Contract, they will be resolved by giving precedence in the following order:

- 1) the provisions of the Contract (as it may be amended);
- 2) the provisions of the Bid;
- 3) the provisions of the Bidder's Response.

- 1.6. **COMPLIANCE WITH STANDARD TERMS AND CONDITIONS** - Bidder agrees to be bound by the County's standard "boilerplate" terms and conditions for Contracts, a sample of which is attached to this Bid.

2. Primary Specifications

- 2.1. **ITEMS AND/OR SERVICES TO BE PROVIDED** – Boone County, hereafter referred to as “County”, proposes to contract with an individual(s) or organization(s), hereinafter referred to as “Contractor” for a Term and Supply contract for the furnishing of all labor, materials, tools, equipment, transportation, services, and supervision to perform **Exterior Window Cleaning Services** to various properties of Boone County – Missouri on an annual and possibly semi-annual basis.
- 2.2. **CONTRACT PERIOD** - The Term and Supply Contract period shall be from **the date awarded through March 31, 2014**, but may be automatically renewed for up to an additional **four (4) one-year periods** unless canceled by the Purchasing Director in writing prior to a renewal period.
- 2.3. **CONTRACT EXTENSION** - The County Purchasing Director may exercise the option to extend the contract on a month-to-month basis for a maximum of 6 months from the date of termination if it is deemed to be in the best interest of Boone County.
- 2.4. **CONTRACT DOCUMENTS** - The successful bidder(s) shall be obligated to enter into a written contract with the County within 30 days of award on contract forms provided by the County. If bidders desire to contract under their own written agreement, any such proposed agreement shall be submitted in blank with their bid. County reserves the right to modify any proposed form agreement or withdraw its award to a successful bidder if any proposed agreement contains terms and conditions inconsistent with its bid or are unacceptable to County legal counsel.
- 2.5. **SERVICE LOCATIONS** - Services will be provided at the following County sites in Columbia, MO:
 - Boone County Government Center, 801 E. Walnut
 - Courthouse, 705 E. Walnut St.
 - Boone County Annex, 613 East Ash St.
- 2.6. **GENERAL CONDITIONS**
 - 2.6.1. This contract shall be for Exterior Window Cleaning services as requested by the Facilities Maintenance Department to meet the needs of various departments within Boone County on an “as needed” basis.
 - 2.6.2. In the event any provisions of the contract are not fulfilled by Contractor, and/or the quality of workmanship is deemed unsatisfactory by the County, the County may, upon written notice to the Contractor, terminate this contract within ten (10) days after such written notice.
 - 2.6.3. **Sub-Contractors:** No subcontractors shall be used without prior approval of the Facilities Maintenance Manager.
 - 2.6.4. **Contractor Qualifications and Experience:** The Contractor to whom an Exterior Window Cleaning Services contract is awarded must provide evidence that they have past experience in the type of work as outlined in the attached specifications for a minimum of three years. *Exhibit A – Prior Experience* may be used for this purpose.
 - 2.6.5. The Contractor must provide evidence that they have been licensed as a Window Cleaning Contractor in the State of Missouri for a period of not less than three consecutive years immediately preceding the submission of this bid and must currently be engaged in the business of such work.
 - 2.6.5.1. The bidder, at the time of bid submittal, shall possess the correct occupational licenses, all professional licenses or other authorizations necessary to carry out and perform the work required by the project pursuant to all-applicable Federal, State and Local laws, statutes, ordinances, and rules and regulations of any kind. Copies of licenses should be submitted with the bid indicating that the entity bidding the project is licensed to perform the activities or work included in the contract documents.
 - 2.6.5.2. The Bidder is assumed to be familiar with all Federal, State and Local laws, ordinances, rules and regulations that in any manner affect the work. Special attention is called to, but not limited to, the local environmental ordinances. Ignorance on the part of the bidder will in no way relieve the bidder from responsibility of compliance with all said laws, ordinances, rules and regulations.
 - 2.7. The Contractor will be responsible for obtaining any and all required permits. The County shall be responsible for the cost of any and all permits.
 - 2.8. **Billing & Payment:** Invoices must be submitted to Boone County Facility Maintenance for payment at: 613 E. Ash Street, Room 107, Columbia, MO 65201. Payment will be made 30 days after receipt of an accurate invoice.
 - 2.9. **Contractor Responsibility / Service Requirements:**

- 2.9.1. **Work Hours:** The contractor shall provide service during normal business hours. Normal business hours are Monday - Friday 7:00 a.m. to 5:00 p.m. and excluding holidays as defined in 4.9. The Facilities Maintenance Manager shall coordinate and schedule all cleanings. Contractor shall be required to perform services within 30 days after request and at the rates submitted in their bid response.
- 2.9.2. **Equipment/Safety:** The contractor shall be responsible for providing safety equipment required to protect its employees, the public, surrounding areas, equipment and vehicles. The safety of the contractor's employees and the public is of prime concern to the County, and the contractor must take all necessary steps to ensure proper safety during the performance of the contract. Any bidders that have a history of safety problems or a high incidence of accidents will not be considered for award of a contract.
- 2.9.3. **Workmanship:** Where not more specifically described in any of the various sections of these specifications, workmanship shall conform to all of the methods and operations of best standards and accepted practices of the trade or trades involved. All work shall be executed by personnel skilled in their respective lines of work.
- 2.9.4. **Quality of Work:** Windows shall be washed clean and free of streaks, smears and visible soap residue. Accumulated dirt, paint specks or other foreign debris must be scraped from the windows. Frames shall be scrubbed to remove all dried dirt, insects, debris and other materials so as to be considered clean by Facilities Maintenance Manager.
- 2.9.5. **Cleaning:** The contractor shall clean the exterior of windows only. Existing window screens must be cleaned and replaced. The contractor shall be responsible for any damages or breakage.
- 2.9.6. The contractor shall keep the premises clean of all rubbish and debris generated by the work involved and shall leave the premises neat and clean. The contractor, at the contractor's expense, shall dispose of all surplus material, rubbish, and debris. The work area shall be cleaned at the end of each workday. All materials, tools, equipment, etc., shall be removed or safely stored. The County is not responsible for theft or damage to the contractor's property. All possible safety hazards to workers or the public shall be corrected immediately and left in a safe condition at the end of each workday. If there is a question in this area, the Facilities Maintenance Manager shall be consulted.
- 2.9.7. **Final Inspection and Approval:** The Contractor shall request the Facilities Maintenance Manager conduct a site inspection after the project is complete. Final project approval is contingent upon the Facilities Maintenance Manager's final inspection.
- 2.9.8. **Property Damage:** The contractor shall be responsible for repair of any damage to County property and restoration of any facility damage, beyond normal wear and tear, caused by the contractor's activities. Repair and restoration shall be to the satisfaction of the County. Any repair/restoration of these damages shall be performed at no cost to the County.
- 2.9.10. Labor quoted shall include all labor and material cost, insurance, overhead, profit, mileage, and be exclusive of taxes.
- 2.10. **INSURANCE REQUIREMENTS -** The Contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and such insurance has been approved by the County. All policies shall be in amounts, form and companies satisfactory to the County which must carry an A-6 or better rating as listed in the A.M. Best or equivalent rating guide.
- 2.10.1. **Compensation Insurance -** Contractor shall take out and maintain during the life of this contract, **Employee's Liability and Workers Compensation Insurance** for all of their employees employed at the site of work, and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. Worker's Compensation coverage shall meet Missouri statutory limits. Employers' Liability limits shall be \$500,000.00 each employee, \$500,000.00 each accident, and \$500,000.00 policy limit. In case any class of employees engaged in hazardous work under this Contract at the site of the work is not protected under the Worker's Compensation Statute, the Contractor shall provide and shall cause each subcontractor to provide Employers' Liability Insurance for the protection of their employees not otherwise protected.
- 2.10.2. **Comprehensive General Liability Insurance -** The Contractor shall take out and maintain during the life of this contract, such comprehensive general liability insurance as shall protect them from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$1,000,000.00 per

project limit for any one occurrence covering both bodily injury and property damage, including accidental death. If the Contract involves any underground/digging operations, the general liability certificate shall include X, C, and U (Explosion, Collapse, and Underground) coverage. If providing Comprehensive General Liability Insurance, then the Proof of Coverage of Insurance shall also be included. **Proof of Coverage of Insurance** - The Contractor shall furnish the County with Certificate(s) of Insurance which name **the County of Boone – Missouri as additional insured** in an amount as required in this contract and requiring a thirty (30) day mandatory cancellation notice. In addition, such insurance shall be on an occurrence basis and shall remain in effect until such time as the County has made final acceptance of the project.

- 2.10.3. **Commercial Automobile Liability** – The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than \$1,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Contractor’s own automobiles, teams and trucks; hired automobiles, teams and trucks; and both on and off the site of work.
- 2.10.4. The Contractor has the option to provide **Owner’s Contingent or Protective Liability and Property Damage** instead of the **Comprehensive General Liability Insurance**- The Contractor shall provide the County with proof of Owner’s Protective Liability and Property Damage Insurance with the County as named insured, which shall protect the County against any and all claims which might arise as a result of the operations of the Contractor in fulfilling the terms of this contract during the life of the Contract. The minimum amounts of such insurance will be \$1,000,000.00 per occurrence, combined single limits. Limits can be satisfied by using a combination of primary and excess coverage. Should any work be subcontracted, these limits will also apply.
- 2.10.5. **Proof of Coverage of Insurance** - The Contractor shall furnish the County with Certificate(s) of Insurance which name **the County of Boone – Missouri as additional insured** in an amount as required in this contract and requiring a thirty (30) day mandatory cancellation notice. In addition, such insurance shall be on an occurrence basis and shall remain in effect until such time as the County has made final acceptance of the project.
- 2.11. **Indemnity Agreement** - To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County of Boone, its directors, officers, agents, and employees from and against all claims arising by reason of any act or failure to act, negligent or otherwise, of Contractor, (meaning anyone, including but not limited to consultants having a contract with Contractor or subcontractor for part of the services), of anyone directly or indirectly employed by contractor, or of anyone for whose acts the Contractor may be liable, in connection with providing these services. This provision does not, however, require Contractor to indemnify, hold harmless or defend the County of Boone from its own negligence.
- 2.12. **Bid Clarification** - Any questions or clarifications concerning bid documents should be addressed in writing, PRIOR TO BID OPENING, to Amy Robbins, Senior Buyer, 613 E. Ash Street, Room 109, Columbia, Missouri 65201. Phone: (573) 886-4392 Fax: (573) 886-4390 or Email: arobbins@boonecountymo.org.
- 2.13. **Designee** – Bob Davidson, Manager of Boone County Facilities Maintenance, 613 E. Ash Street, Room 106, Columbia, MO 65201.
- 2.14. The County of Boone reserves the right to accept or reject any and all bids in the best interest of the County.

3. Response Presentation and Review

- 3.1. **RESPONSE CONTENT** - In order to enable direct comparison of competing Responses, Bidder must submit Response in strict conformity to the requirements stated herein. Failure to adhere to all requirements may result in Bidder's Response being disqualified as non-responsive. All Responses must be submitted using the provided Response Sheet. Every question must be answered and if not applicable, the section must contain "N/A." Manufacturer's published specifications for the items requested shall be included with the response.
- 3.2. **SUBMITTAL OF RESPONSES** - Responses ***MUST*** be received by the date and time noted on the title page under "Bid Submission Information and Deadline." NO EXCEPTIONS. The County is not responsible for late or incorrect deliveries from the US Postal Service or any other mail carrier.
 - 3.2.1. **Submittal Package** - Submit, to the location specified on the title page, **three (3) complete copies** of your Response in a single sealed envelope, clearly marked on the outside with your company name and return address, **the proposal number and the due date and time.**
 - 3.2.2. **Advice of Award** - The County's Bids, Bid Tabulations, and Bid Awards may be viewed on our web page at www.showmeboone.com. View information under *Purchasing*.
- 3.3. **BID OPENING** - On the date and time and at the location specified on the title page under "Bid Opening," all Responses will be opened in public. Brief summary information from each will be read aloud.
 - 3.3.1. **Removal from Vendor Database** - If any prospective Bidder currently in our Vendor Database to whom the Bid was sent elects not to submit a Response and fails to reply in writing stating reasons for not bidding, that Bidder's name may be removed from our database. Other reasons for removal include unwillingness or inability to show financial responsibility, reported poor performance, unsatisfactory service, or repeated inability to meet delivery requirements.
- 3.4. **RESPONSE CLARIFICATION** – The County reserves the right to request additional written or oral information from Bidders in order to obtain clarification of their Responses.
 - 3.4.1. **Rejection or Correction of Responses** – The County reserves the right to reject any or all Responses. Minor irregularities or informalities in any Response which are immaterial or inconsequential in nature, and are neither affected by law nor at substantial variance with Bid conditions, may be waived at our discretion whenever it is determined to be in the County's best interest.
- 3.5. **EVALUATION PROCESS** – The County's sole purpose in the evaluation process is to determine from among the Responses received which one is best suited to meet the County's needs at the lowest possible cost. Any final analysis or weighted point score does not imply that one Bidder is superior to another, but simply that in our judgment the Contractor selected appears to offer the best overall solution for our current and anticipated needs at the lowest possible cost.
 - 3.5.1. **Method of Evaluation** – The County will evaluate submitted Responses in relation to all aspects of this Bid.
 - 3.5.2. **Acceptability** – The County reserves the sole right to determine whether goods and/or services offered are acceptable for County use.
 - 3.5.3. **Endurance of Pricing** – Bidder's pricing must be held until contract execution or 60 days, whichever comes first.



BOONE COUNTY, MISSOURI
Request for Bid #: 16-22MAR13 – Exterior Window Cleaning Term & Supply

ADDENDUM #1 - Issued March 15, 2013

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

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

Questions received by the County:

1. Will Contractor be provided access to the roof of the Government Building and Courthouse?

Response by County: Yes, roof access to both buildings will be provided.

2. Will Contractor be responsible for removing any tire markings left on concrete by lifts?

Response by County: Yes.

3. Is the concrete in the Courthouse Plaza heavy duty enough to allow lifts?

Response by County: Yes, lifts will be allowed in the Courthouse Plaza.

4. Is the skylight window in the Courthouse to be included in cleanings?

Response by County: Yes, the Courthouse skylight window is included, however the Courthouse Rotunda window is excluded.

5. Will the County allow access to clean windows outside of normal business hours (7:00 a.m. to 5:00 p.m.) in high pedestrian traffic areas?

Response by County: The County will consider allowing access outside of normal business hours in high pedestrian traffic areas and will stipulate allowable access opportunities at the time of scheduling annual cleanings.

6. Does the County prefer that window cleanings take place at any building prior to another?

Response by County: The County has no preference as to the order of the cleaning locations, however advance notice of cleaning times must be approved by the Facility Maintenance Manager.

7. The Pre-bid Conference Attendee List is attached for informational purposes.

By: Amy Robbins
Amy Robbins
Senior Buyer

OFFEROR has examined copy of Addendum #1 to Request for Bid # 16-22MAR13 – Exterior Window Cleaning Term & Supply receipt of which is hereby acknowledged:

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-mail address: _____

Authorized Representative Signature: _____ Date: _____

Authorized Representative Printed Name: _____

PRE-BID CONFERENCE SIGN-IN SHEET
 16-22MAR13- Exterior Window Cleaning Term & Supply
 FRIDAY, MARCH 15, 2013 10:00 AM CST

	Representative Name	Business Name	Telephone Number
1.	Amy Robbins	Boone County Purchasing	886-4392
2.	Bob Davidson	Boone County Facility Maintenance	886-4401
3.	JON WELKER	CLEAN - TECH	416 - 0132
4.	Eric Summerville	Squawgee Squad	417.522.9226
5.	Jeff Schuyler	Schuyler & Co	573 819 2191
6.	Joseph Appleton	Shepherd's CO	573-219-1576
7.	Cory Theroff	ATKINS	573 2566000
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Search Results

Current Search Terms: atkins* building* services* and* products* Inc.*

No records found for current search.

SAM | System for Award Management 1.0

IBM v1.821.20130326-0005

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.



CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

April Session of the April Adjourned

Term. 20 13

In the County Commission of said county, on the 18th day of April 20 13

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

Now on this day the County Commission of the County of Boone does hereby approve the utilization of the City of Columbia Cooperative Term & Supply Contract 73/2012 – Towing Services with I-70 Towing, LLC of Columbia, MO for towing services as the primary contractor for trucks/heavy equipment greater than one ton and as the secondary contractor for light and medium trucks.

The terms of this Cooperative Contract are stipulated in the attached Purchase Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Purchase Agreement.

Done this 18th day of April, 2013.

ATTEST:

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

Daniel K. Atwill
Daniel K. Atwill
Presiding Commissioner

Karen M. Miller
Karen M. Miller
District I Commissioner

Janet M. Thompson
Janet M. Thompson
District II Commissioner

Boone County Purchasing

Amy Robbins
Senior Buyer



613 E. Ash Street, Room 109
Columbia, MO 65201
Phone: (573) 886-4392
Fax: (573) 886-4390

MEMORANDUM

TO: Boone County Commission
FROM: Amy Robbins
DATE: April 15, 2013
RE: Cooperative Contract: 73/2012 – Towing Services Term & Supply

The Purchasing Office requests permission to utilize the City of Columbia cooperative term and supply contract 73/2012 – Towing Services with I-70 Towing, LLC of Columbia, MO for towing services as the primary contractor for trucks/heavy equipment greater than 1 Ton. We will also use I-70 Towing, LLC as the secondary contractor for light and medium trucks. (We have another contract in place for light/medium towing services with Tiger Towing as the primary contractor.)

This is a Term and Supply contract available to all departments through March 31, 2014.

cc: Contract File
Greg Edington
Chad Martin
Purchasing Committee

**PURCHASE AGREEMENT
FOR
73/2012 – Towing Services**

THIS AGREEMENT dated the 18th day of April 2013 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein “County” and **I-70 Towing, LLC**, 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 **Towing Services** in compliance with all bid specifications and any addendum issued for the City of Columbia Contract **73/2012**, Boone County Standard Terms and Conditions, Boone County Insurance Requirements, 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 bid file for this bid if not attached. In the event of conflict between any of the foregoing documents, this Purchase Agreement, the City of Columbia Contract **73/2012** and Boone County Standard Terms and Conditions 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 towing services. The County has a contract in place for small and medium trucks with a different provider as the primary contractor and may use I-70 Towing for small and medium trucks as a secondary contractor. This contract will be used primarily for greater than 1 ton trucks/heavy equipment. Pricing for towing services is detailed within the City of Columbia’s contract.

3. **Contract Term** - This agreement shall commence on **the date written above and extend through March 31, 2014** subject to the provisions for termination specified below. This agreement may be extended beyond the expiration date by order of the County for **three (3) additional one-year periods** subject to the pricing clauses in the Contractor’s bid response and thereafter on a month to month basis for a maximum of six (6) months in the event the County is unable to re-bid and/or award a new contract prior to the expiration date after exercising diligent efforts to do so or not.

4. **Billing and Payment** - All billing shall be invoiced to the using department which may include the Boone County Sheriff, Attn: Leasa Quick, 2121 County Drive, Columbia, MO 65202 and Public Works, Attn: Greg Edington, 5551 Highway 63 South, Columbia, MO 65201. 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 Monthly Statements 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.

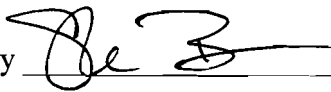
6. **Termination** - This agreement may be terminated by the County upon thirty days advance written notice for any of the following reasons or under any of the following circumstances:

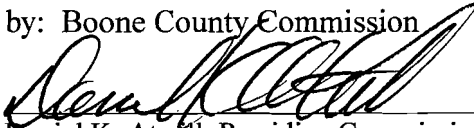
- a. County may terminate this agreement due to material breach of any term or condition of this agreement, or
- b. County may terminate this agreement if in the opinion of the Boone County Commission if delivery of products are delayed or products delivered are not in conformity with bidding specifications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

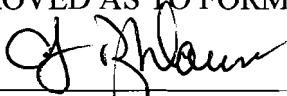
IN WITNESS WHEREOF the parties through their duly authorized representatives have executed this agreement on the day and year first above written.

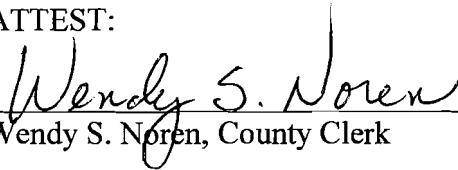
I-70 TOWING, LLC

BOONE COUNTY, MISSOURI

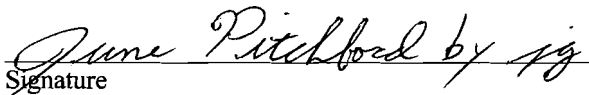
by 
title Office Manager

by: Boone County Commission

Daniel K. Atwill, Presiding Commissioner

APPROVED AS TO FORM:

County Counselor

ATTEST:

Wendy S. Noren, County Clerk *my*

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.)

 04/17/2013 No Encumbrance Required
Signature Date County-Wide Term & Supply Appropriation Account

STANDARD TERMS AND CONDITIONS - BOONE COUNTY, MISSOURI

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

shall govern.

16. Should an audit of Contractor's invoices during the term of the Agreement, and any renewals thereof, indicate that the County has remitted payment on invoices that constitute an over-charging to the County above the pricing terms agreed to herein, the Contractor shall issue a refund check to the County for any over-charges within 30-days of being notified of the same.

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

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

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

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

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

Proof of Carriage of Insurance - The Contractor shall furnish the County with Certificate(s) of Insurance which name the County as additional insured in an amount as required in this contract, contain a

description of the project or work to be performed, and requiring a thirty (30) day mandatory cancellation notice. In addition, such insurance shall be on occurrence basis and shall remain in effect until such time as the County has made final acceptance of the facility contracted.

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



CITY OF COLUMBIA, MISSOURI
FINANCE DEPARTMENT
PURCHASING DIVISION

3/8/13

NOTIFICATION OF CONTRACT RENEWAL

CITY OF COLUMBIA CONTRACT
73/2012

CONTRACT PERIOD: April 1, 2013 through March 31, 2014

The City of Columbia has renewed the above contract with your firm with no price increase, for one additional year. The current City purchase orders on file will be used for services against this contract. Please contact the Procurement Officer shown below if there are any questions pertaining to this contract.

CONTRACT NUMBER	RENEWAL TERM	CONTRACT YEAR	VENDOR NUMBER	VENDOR NAME/ADDRESS/PHONE
73/2012	4/01/13 – 3/31/14	2 of 5	13008	I-70 Towing P.O. Box 30665 Columbia, MO 65205 Attn: John Berghager Phone: 573-449-3336 Fax: 573-449-1164


Contract Description: Towing Services – Term & Supply

Price: See Attached

Terms: Net 30 days

**Notes from Procurement Officer: Primary for Greater than 1 ton tows
Secondary for all other items**

Sincerely,


Melinda Pope, Procurement Officer
City of Columbia
Purchasing Division
(573) 874-7375

cc: Darrell Anderson, Leigh Britt, Eric Evans, Marjorie Finlay, Aaron Ray, Lisa Roland, Boone County

REQUEST FOR QUOTATION # 73/2012

Towing Services

I-70 Towing

		UOM	Year 1	Year 2	Year 3	Year 4	Year 5
1	Towing of city-owned vehicles	PKG					
1.1	3/4 Ton or less standard tow, tow anywhere w/in 15 mile radius of city limits	EA	\$40.00	\$40.00			
1.2	1 Ton Standard tow, tow anywhere w/in 15 mile radius of city limits	EA	\$50.00	\$50.00			
1.3	Greater than 1 Ton Standard Tow, tow anywhere w/in 15 mile radius of city limits	EA	\$165.00	\$165.00			
1.4	Flat tire repair/change, per occurrence (associated with towing service)	EA	\$35.00	\$35.00			
1.5	Jump Start, per occurrence (associated with towing service)	EA	\$30.00	\$30.00			
1.6	Pull Axle (associate with towing service)	EA	\$0.00	\$0.00			
1.7	Pull Drive Shaft (associate with towing service)	EA	\$0.00	\$0.00			
1.8	Extra man, labor (associate with towing service)	EA	\$30.00	\$30.00			
2	Flat tire repair/change, per occurrence (not associated with towing service) at garage	EA	\$30.00	\$30.00			
3	Flat tire repair/change, per occurrence (not associated with towing service) not at garage	EA	\$55.00	\$55.00			
4	Towing for Environmental Health	PKG					
4.1	3/4 Ton or less standard tow - no obstacles	EA	\$45.00	\$45.00			
4.2	1 Ton vehicle tow, per occurrence - no obstacles	EA	\$50.00	\$50.00			
4.3	Greater than 1 Ton Standard Tow - no obstacles	EA	\$175.00	\$175.00			
4.4	3/4 Ton or less vehicle tow, per occurrence - obstacles involved	EA	\$75.00	\$75.00			
4.5	1 Ton vehicle tow, per occurrence - obstacles involved	EA	\$75.00	\$75.00			

REQUEST FOR QUOTATION # 73/2012

Towing Services

I-70 Towing

		UOM	Year 1	Year 2	Year 3	Year 4	Year 5
4.6	Greater than 1 Ton tow, per occurrence - obstacles involved	EA	\$185.00	\$185.00			
5	For wrecks or other special recovery efforts, additional wrecker 15min increments above std rates	PKG					
5.1	Small- provide pricing for 15 min increments above std rates	1/4 Hour	\$30.00	\$30.00			
5.2	Medium- provide pricing for 15 min increments above std rates	1/4 Hour	\$40.00	\$40.00			
5.3	Heavy- Provide pricing for 15 min increments above std rates	1/4 Hour	\$50.00	\$50.00			
5.4	Small- mileage to deliver or pick up vehicle outside specified range of 15 miles outside city limits	per mile	\$3.00	\$3.00			
5.5	Medium- mileage to deliver or pick up vehicle outside specified range of 15 miles outside city limits	per mile	\$3.50	\$3.50			
5.6	Heavy- Mileage to deliver or pick up vehicle outside specified range of 15 miles outside city limits	per mile	\$4.00	\$4.00			
5.7	Small- Winch service, in addition to tow charge, per 15 minute increments at recovery site	1/4 Hour	\$30.00	\$30.00			
5.8	Medium- Winch service, in addition to tow charge, per 15 minute increments at recovery site	1/4 Hour	\$30.00	\$30.00			
5.9	Heavy- Winch service, in addition to tow charge, per 15 minute increments at recovery site	1/4 Hour	\$45.00	\$45.00			

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

County of Boone)

State of Missouri)^{ss}

My name is John Berhager. I am an authorized agent of I-70

Towing (Bidder). This business is enrolled and participates in a federal work authorization program for all employees working in connection with services provided to the County. This business does not knowingly employ any person that is an unauthorized alien in connection with the services being provided. Documentation of participation in a federal work authorization program is attached hereto.

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

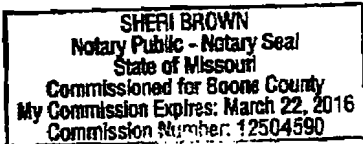
John Berhager
Affiant Date

3-7-13

John Berhager
Printed Name

Subscribed and sworn to before me this 7 day of March, 2013.

[Signature]
Notary Public



Search Results

Current Search Terms: I-70 towing*

No records found for current search.

SAM | System for Award Management 1.0

IBM v1.732.20130222-1427

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/27/2013

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

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

PRODUCER AUSTIN INSURANCE 2109 Broadway Paducah, KY 42001		CONTACT NAME: PHONE (A/C No. Ext): (270) 444-6818 FAX (A/C No.): (270) 444-6809 E-MAIL ADDRESS: austin_ins@hotmail.com	
		INSURER(S) AFFORDING COVERAGE	NAICS#
INSURED I-70 TOWING, LLC 1307 GRAND AVE COLUMBIA, MO 65203 573-449-3336		INSURER A: PRAETORIAN INSURANCE COMPANY	37527
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

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

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

INBR LTR	TYPE OF INSURANCE	ADDC INBR	BUMK WVB	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC		N				EACH OCCURRENCE	\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANYAUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		N				COMBINED SINGLE LIMIT (Ea accident)	\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		N				EACH OCCURRENCE	\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	N	P0014MP131243224C	02/16/13	02/16/14	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER	
			N				E.L. EACH ACCIDENT	\$ 500,000
							E.L. DISEASE - EA EMPLOYEE	\$ 500,000
							E.L. DISEASE - POLICY LIMIT	\$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER BOONE COUNTY PURCHASING 601 E WALNUT ROOM 208 COLUMBIA, MO 65201 ATTN: MELINDA BOBBITT FAX: 573-886-4390	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	--

187 -2013

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

April Session of the April Adjourned

Term. 20 13

County of Boone

18th

day of April

20 13

In the County Commission of said county, on the

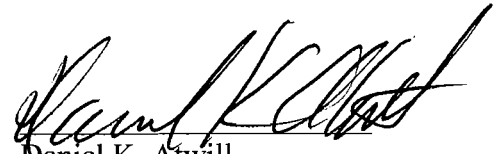
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the placement of "No Parking Here to Corner" signs on N. Wyatt Lane as shown in the attached aerial view.

Done this 18th day of April, 2013

ATTEST:

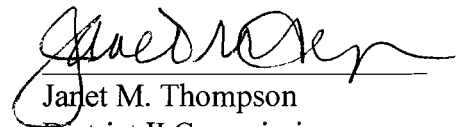
Wendy S. Noren
Wendy S. Noren *my*
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Karen M. Miller
District I Commissioner



Janet M. Thompson
District II Commissioner



"No Parking to Corner"
Sign Placement

Reset Object Marker Sign

Reset Object Marker Sign

N. Wyatt Ln

"No Parking to Corner"
Sign Placement

New Culvert Location



Boone County Work Request

Request #: 7242
 Assoc. WO #: 9682

Entry Date: 4/5/2013 9:45:58 AM
 Entered By: CClendenning

Caller Information:

First Name: _____
 Last Name: _____
 Phone #: _____
 Mobile #: _____
 Email Address: _____
 Address #: _____
 Citizen Route: WYATT LN
 Contact Requested: No
 Is Internal: Yes
 Requestor: Resource Management
 Close Date: _____

Issue Information:

Issue: Signs
 Type: _____
 Supervisor: Chet Dunn
 Address #: _____
 Route: WYATT LN
 Route Ahead: PALMER RD
 Route Back: _____
 Surface Type: _____

Work Request Details

Install/reset signs on Wyatt Ln after
 Culvert 5756 is replaced "No
 Parking to Corner" to be placed
 approximately 100' west of this
 location

Supervisor: Check where applies:

- Will NOT be completed. Explain below
- For Road File E-mail:
 Pwrecords@boonecountymo.org

Comments:

Work Request Maintenance Information

<u>Labor:</u>		<u>Equipment:</u>		<u>Materials:</u>	
<u>Name:</u>	<u>Hours:</u>	<u>Type:</u>	<u>Hours:</u>	<u>Type:</u>	<u>Quantity</u>

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
 County of Boone } ea.

April Session of the April Adjourned

Term. 20 13

In the County Commission of said county, on the 18th day of April 20 13

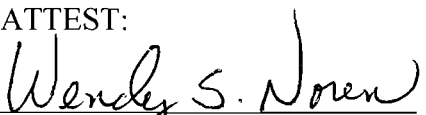
the following, among other proceedings, were had, viz:

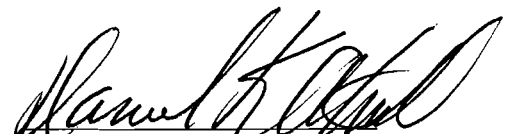
Now on this day the County Commission of the County of Boone does hereby appoint the following:

Name	Board	Period
Gregory Grupe	Children's Services Board	April 18, 2013 through April 18, 2016
Michele Kennett	Children's Services Board	April 18, 2013 through April 18, 2016
Les Wagner	Children's Services Board	April 18, 2013 through April 18, 2016
Bruce Horwitz	Children's Services Board	April 18, 2013 through April 18, 2015
Kathy Thornburg	Children's Services Board	April 18, 2013 through April 18, 2015
Jennifer Walker	Children's Services Board	April 18, 2013 through April 18, 2015
Suzette M. Forbis	Children's Services Board	April 18, 2013 through April 18, 2014
Nancy McKerrow	Children's Services Board	April 18, 2013 through April 18, 2014
Dewey Riehn	Children's Services Board	April 18, 2013 through April 18, 2014


Done this 18th day of April, 2013.

ATTEST:

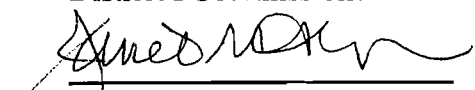

 Wendy S. Noren
 Clerk of the County Commission


 Daniel K. Atwill

Presiding Commissioner


 Karen M. Miller

District I Commissioner


 Janet M. Thompson

District II Commissioner

effective - 4/18/2013
Term expires - 4/18, 2016

Application for Appointment to Boone County Children's Services Board

The Boone County Children's Services Board was established in 2013 with the passage of a special sales tax levy in November, 2012. The Board, in partnership with the Boone County Commission, is charged with making Boone County a better and healthier community through the provision of services to protect the well-being and safety of children under the age of nineteen (19) and their families. The Board's goal is to maximize positive outcomes in a transparent, accountable fashion in recognition of the fact that the taxpayers of Boone County are an important stakeholder and beneficiary of this program. The Board's partnership with the Boone County Commission allows it to benefit from the ability to hire dedicated, professional staff with competitive salary and benefits packages into a professional environment with supports that include facilities maintenance, purchasing, human resources, legal, auditing, and other organizational supports and synergies that stem from being integrated into Boone County government as a County department. This partnership also allows the Boone County taxpayers to benefit from a coordination of social service spending at the County level in order to avoid duplication of effort, ensure efficient spending of public resources, and increase transparency. Finally, being part of County government allows the Children's Services sales tax proceeds to retain its character as "local tax dollars," allowing for the pursuit of matching federal dollars through various federal programs administered through the State Department of Mental Health, State Department of Social Services, and other federal matching programs.

Composition of the board of directors must meet the statutory requirements of the enabling legislation. Additionally, persons appointed to the board must comply with the provisions of the bylaws of the board and the conflict of interest policies promulgated by the County Commission and the Board. As appointees of a statutorily created Board with powers to direct the expenditure of public funds, board members have certain fiduciary duties, which require that they conduct themselves without conflict to the interest of the Children's Services Board or the Boone County taxpayer. Certain types of conflicts of interest are not prohibited, but disclosure is critical. Disclosure should not be construed as creating a presumption of impropriety or as automatically precluding someone from participation. Rather, it reflects the recognition of the many factors that can influence one's judgment and a desire to make as much information as possible available to other participants. Potentially conflicting interests may relate to programs and services or operations, such as contracts with third parties.

APPLICATION

Name: Grupe Gregory A.
Last First Middle Initial

Home Address: 4012 Quinton Court

City: Columbia Zip: 65202

Employment Address: Self-employed as consultant at home address

City: _____ Zip: _____

At which address would you prefer to be contacted: Home Business

Email Address (where you wish to be contacted): ggrupevolunteer@gmail.com

Home Phone: 573.999.0438 Business Phone: Same

Section 210.861 RSMo requires board members be residents of Boone County. Are you a Boone County resident and how long have you lived in Boone County? 37 Years
 Months

Are you a registered voter? Yes No

Have you previously served as a member of a board? If yes, identify the board and the dates of service.

Mo Council of the Social Studies mid 1980s

HMUW, 2008-2013

What other professional, civic or community endeavors are you currently involved in?

HMUW Community Impact Committee, 2011-present

HMUW Allocations 1993-2011

Are you or have you previously held any local, state or federal government positions, appointments or elected office(s)? If so, please list dates and positions held.

No

Have you ever volunteered with or been employed by an agency that may provide services to eligible service recipients of the Children's Services Fund (examples include the following services provided to one under the age of 19 or their families: outpatient chemical dependency or psychiatry treatment services, counseling services, or other services as a result of being abused, neglected, runaway, homeless, or emotional disturbance, or services to an unwed mother)? If so, please list the Agency, a description of the services provided by the Agency, the time frames of your involvement, and contact person and contact information for said Agency.

As CPS administrator, I worked with a number of agencies that may provide services that the Children's

Services Funds may purchase in coming years. I am well acquainted with the current mix of services available

to children/families from work with HMUW. During Allocation with HMUW, I learned about existing agencies and about gaps in services

Section 210.861, Revised Statutes of Missouri, prohibits membership on the board by certain persons, including current County Commissioners, those having any financial interest in any agency

receiving funds from the Children's Services Fund, and those employed by any agency receiving funds. In addition, the Boone County Commission, based on its experience with other board appointments and the experiences of other counties in the administration of other Children's Services funds, prohibits membership on the board by those who are board members or volunteers with agencies that receive funds, or are employed by, have a financial interest in, serve on the board of, or otherwise volunteer with affiliated organizations of those agencies receiving funds. For purposes of this policy, "affiliated organizations" are those organizations which are controlled by or have systemic legal relationships with an agency who receive funds from the Children's Services Fund. [For example, two entities controlled by the same Board of Directors or the same administration team or an entity that relies on another almost exclusively for its financial support. Many other examples of such affiliated organizations exist, and the intent of this policy is to examine the substance of the relationships between entities and not the strict legal organization they have chosen to employ.] The questions below are designed to determine if a prohibited conflict of interest exists **and** to allow for the disclosure of any conflicts that do not amount to a prohibition but, absent disclosure, would tend to indicate that a board member may have an appearance of a conflict of interest.

For purposes of the following questions, "related family member" is defined to include relationships within the third degree by blood or marriage. [Relationships in the third degree include mother, father, child, brother, sister, (including half, step and in-law relationships in these same categories), and grandparent, grandchild, aunt, uncle, niece, nephew, great grandparent, great grandchild.]

Do you or any related family member have any financial interest, directly or indirectly in any agency or entity, or are employed by any agency or entity, or volunteer or serve as a Board member of any agency or entity or any "affiliated organization" of any such agency or entity, that has applied for or receives funds from, or plans to apply for funds, or otherwise contracts, or subcontracts with the Boone County Children's Services Board? If yes, please explain.

NA. My United Way Band board service will end in 2013 as I am term-limited out. My daughter and wife are current CPS employees and I can

foresee situations where the school district might apply to be contract provider. I do not believe this is a conflict.

Have you or a related family member applied for eligibility and been determined eligible or ineligible for funding from the Boone County Children's Services Fund at any time? If yes, identify the individual who applied, their relationship to you and the date of application.

NA

Explain briefly why you are seeking this position and identify any special qualifications you have for this position.

I have enjoyed my twenty years of service in allocations with HMUW. Since my board term is ending, i am looking for another service

opportunity. As a former school administrator - and a community volunteer - I have significant career as well as volunteer expertise to offer.

Are you or any family member now or have you or a related family member ever been employed by Boone County? If so, please give dates of employment, the position held, and describe if the position had any responsibilities or duties regarding the Boone County Children's Services Fund.

NA

Do you or does any related family member have any other interest which might conflict or be perceived to conflict with your duty of loyalty to the interests of Boone County Children's Services Fund? If so, identify the interest and the relationship.

NA

Have you ever been arrested, charged, or convicted of any felony? Yes No
If yes, please explain.

Have you ever been disciplined, cited, or sanctioned for a breach of ethics or unprofessional conduct by, or been the subject of a complaint to any court, administrative agency, professional association, disciplinary committee, or other professional group? Yes No
If yes, please explain.

Have you ever been the subject of a substantiated allegation of abuse, neglect, or misconduct by any agency that involves care to others or abuse of others? Yes No
If yes, please explain.

Are your Boone County taxes paid in full to date? Yes No

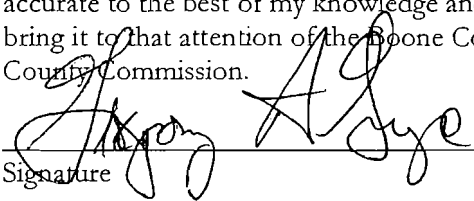
If "No", please explain.

References:

Tim Rich	HMUW Board/Executive Committee	HMUW, Inc. 1700 East Pointe Drive Columbia, MO 65201 (573) 443-4523	6
<i>Name</i>	<i>Nature of Relationship</i>	<i>Contact Information</i>	<i>Years Known</i>
Teresa Maledy	HMUW Board/Executive Committee	Commerce Bank 901 East Broadway Columbia (573) 886-5650	6
<i>Name</i>	<i>Nature of Relationship</i>	<i>Contact Information</i>	<i>Years Known</i>

By my signature, I agree to comply fully with board policies, bylaws, and conflict of interest requirements of the board of directors and certify that the information above is complete and accurate to the best of my knowledge and that should a potential conflict arise during my term, I will bring it to that attention of the Boone County Children's Services Fund Board and the Boone County Commission.

Signature



Date

01/26/13

Application for Appointment to Boone County Children's Services Board

The Boone County Children's Services Board was established in 2013 with the passage of a special sales tax levy in November, 2012. The Board, in partnership with the Boone County Commission, is charged with making Boone County a better and healthier community through the provision of services to protect the well-being and safety of children under the age of nineteen (19) and their families. The Board's goal is to maximize positive outcomes in a transparent, accountable fashion in recognition of the fact that the taxpayers of Boone County are an important stakeholder and beneficiary of this program. The Board's partnership with the Boone County Commission allows it to benefit from the ability to hire dedicated, professional staff with competitive salary and benefits packages into a professional environment with supports that include facilities maintenance, purchasing, human resources, legal, auditing, and other organizational supports and synergies that stem from being integrated into Boone County government as a County department. This partnership also allows the Boone County taxpayers to benefit from a coordination of social service spending at the County level in order to avoid duplication of effort, ensure efficient spending of public resources, and increase transparency. Finally, being part of County government allows the Children's Services sales tax proceeds to retain its character as "local tax dollars," allowing for the pursuit of matching federal dollars through various federal programs administered through the State Department of Mental Health, State Department of Social Services, and other federal matching programs.

Composition of the board of directors must meet the statutory requirements of the enabling legislation. Additionally, persons appointed to the board must comply with the provisions of the bylaws of the board and the conflict of interest policies promulgated by the County Commission and the Board. As appointees of a statutorily created Board with powers to direct the expenditure of public funds, board members have certain fiduciary duties, which require that they conduct themselves without conflict to the interest of the Children's Services Board or the Boone County taxpayer. Certain types of conflicts of interest are not prohibited, but disclosure is critical. Disclosure should not be construed as creating a presumption of impropriety or as automatically precluding someone from participation. Rather, it reflects the recognition of the many factors that can influence one's judgment and a desire to make as much information as possible available to other participants. Potentially conflicting interests may relate to programs and services or operations, such as contracts with third parties.

APPLICATION

Name: Kennett Michele
Last First Middle Initial

Home Address: 4614 Copperstone Ct.

City: Columbia, MO Zip: 65203

Employment Address: Dc074 University of Missouri

City: Columbia, MO Zip: 65212

At which address would you prefer to be contacted: Home Business

Email Address (where you wish to be contacted): kennettm@usa.net

Home Phone: 573-443-5150 Business Phone: 573-882-3182

Section 210.861 RSMo requires board members be residents of Boone County. Are you a Boone County resident and how long have you lived in Boone County? 29 Years
5 Months

Are you a registered voter? Yes No

Have you previously served as a member of a board? If yes, identify the board and the dates of service.

Boone County Mental Health Board of Trustees 2002-2012

Boone County Board of Health 2001

What other professional, civic or community endeavors are you currently involved in?

See attached CV

Are you or have you previously held any local, state or federal government positions, appointments or elected office(s)? If so, please list dates and positions held.

No

Have you ever volunteered with or been employed by an agency that may provide services to eligible service recipients of the Children's Services Fund (examples include the following services provided to one under the age of 19 or their families: outpatient chemical dependency or psychiatry treatment services, counseling services, or other services as a result of being abused, neglected, runaway, homeless, or emotional disturbance, or services to an unwed mother)? If so, please list the Agency, a description of the services provided by the Agency, the time frames of your involvement, and contact person and contact information for said Agency.

Family Health Center- 2000-2007 Gloria Crull 214-2314, provide medical dental and mental health services to the community despite ability to pay

Section 210.861, Revised Statutes of Missouri, prohibits membership on the board by certain persons, including current County Commissioners, those having any financial interest in any agency

receiving funds from the Children's Services Fund, and those employed by any agency receiving funds. In addition, the Boone County Commission, based on its experience with other board appointments and the experiences of other counties in the administration of other Children's Services funds, prohibits membership on the board by those who are board members or volunteers with agencies that receive funds, or are employed by, have a financial interest in, serve on the board of, or otherwise volunteer with affiliated organizations of those agencies receiving funds. For purposes of this policy, "affiliated organizations" are those organizations which are controlled by or have systemic legal relationships with an agency who receive funds from the Children's Services Fund. [For example, two entities controlled by the same Board of Directors or the same administration team or an entity that relies on another almost exclusively for its financial support. Many other examples of such affiliated organizations exist, and the intent of this policy is to examine the substance of the relationships between entities and not the strict legal organization they have chosen to employ.] The questions below are designed to determine if a prohibited conflict of interest exists and to allow for the disclosure of any conflicts that do not amount to a prohibition but, absent disclosure, would tend to indicate that a board member may have an appearance of a conflict of interest.

For purposes of the following questions, "related family member" is defined to include relationships within the third degree by blood or marriage. [Relationships in the third degree include mother, father, child, brother, sister, (including half, step and in-law relationships in these same categories), and grandparent, grandchild, aunt, uncle, niece, nephew, great grandparent, great grandchild.]

Do you or any related family member have any financial interest, directly or indirectly in any agency or entity, or are employed by any agency or entity, or volunteer or serve as a Board member of any agency or entity or any "affiliated organization" of any such agency or entity, that has applied for or receives funds from, or plans to apply for funds, or otherwise contracts, or subcontracts with the Boone County Children's Services Board? If yes, please explain.

NO

Have you or a related family member applied for eligibility and been determined eligible or ineligible for funding from the Boone County Children's Services Fund at any time? If yes, identify the individual who applied, their relationship to you and the date of application.

NO

Explain briefly why you are seeking this position and identify any special qualifications you have for this position.

I was involved with the Board of Mental Health for many years and have an appreciation for the issues that face the community regarding mental health issues. I then became involved with the Putting Kids First . I

don't believe that because the tax is passed the work is done. I feel very strongly that this can be very successful for Boone County, that we can set up something that the citizens whether they supported or not can be proud of. A system that is transparent and accountable to the hard working people that got the tax passed and those who voted for it. I believe I have a skill set and knowledge that would be useful at the

table at this phase of board development and establishment of this project.

Are you or any family member now or have you or a related family member ever been employed by Boone County? If so, please give dates of employment, the position held, and describe if the position had any responsibilities or duties regarding the Boone County Children's Services Fund.

NO

Do you or does any related family member have any other interest which might conflict or be perceived to conflict with your duty of loyalty to the interests of Boone County Children's Services Fund? If so, identify the interest and the relationship.

NO

Have you ever been arrested, charged, or convicted of any felony? _____ Yes X No
If yes, please explain.

Have you ever been disciplined, cited, or sanctioned for a breach of ethics or unprofessional conduct by, or been the subject of a complaint to any court, administrative agency, professional association, disciplinary committee, or other professional group? _____ Yes X _____ No
If yes, please explain.

Have you ever been the subject of a substantiated allegation of abuse, neglect, or misconduct by any agency that involves care to others or abuse of others? _____ Yes X No
If yes, please explain.

Are your Boone County taxes paid in full to date? X _____ Yes _____ No

If "No", please explain.

References:

Joe L. Moseley
Vice President of Public Affairs
Shelter Insurance Company
1817 West Broadway
Columbia, MO 65218
Phone: 573-214-4324
Fax: 573-446-5722
E-mail: jmoseley@shelterinsurance.com

Name	Nature of Relationship	Contact Information	Years Known
Marilyn Gaeth	personal/professional	449-7319	20

Name	Nature of Relationship	Contact Information	Years Known
------	------------------------	---------------------	-------------

By my signature, I agree to comply fully with board policies, bylaws, and conflict of interest requirements of the board of directors and certify that the information above is complete and accurate to the best of my knowledge and that should a potential conflict arise during my term, I will bring it to that attention of the Boone County Children's Services Fund Board and the Boone County Commission.

Signature Michele Kamett

Date 1/25/2013

MICHELE R. KENNETT

190C Galena Hall DC074.00
905 Hitt St.
Columbia, MO 65201
Health Science: 573-882-3182 Fax: 573-884-4401
Campus: 573-884-6512

LICENSES & CERTIFICATIONS

MO Bar No. 48923
RN License No. 110895
CIP Certification 2007/2010

PUBLICATION

Michele Kennett, *HIPAA Guidance Manual*, MSMA (2002).
Michele Kennett, *Trip to HIPAA Compliance*, 99 MISSOURI MEDICINE 2, 72 (2002).
Michele Kennett, *Now is the Time for HIPAA Compliance*, 98 MISSOURI MEDICINE 11, 499 (2001).
Michele R. Kennett. *Domestic Violence*. 2 JONA'S HEALTHCARE LAW, ETHICS, AND
REGULATION 73, 93 (2000).

EDUCATION

Saint Louis University School of Law, St. Louis, MO
Master of Laws (LL.M), Health Law, May 2001
University of Missouri-Columbia School of Law, Columbia, MO
Juris Doctorate, May 1999
University of Missouri-Columbia, Columbia, MO
Master of Science in Nursing, May 1993
Bachelor of Science in Nursing, December 1987

EXPERIENCE

AAHRPP Site Visitor

2010-Present

Site visitors evaluate the Human Research Protection Program's performance with respect to the AAHRPP Accreditation Standards. AAHRPP site visitors review applications of institutions seeking AAHRPP accreditation and conduct a comprehensive peer-review assessment, which includes an on-site evaluation.

University of Missouri-Columbia, Columbia, MO

November 2009-Present

Director-Human Subjects Protections

Administrator for Campus and Health Science Institutional Review Boards (IRBs), ensuring regulatory compliance in the conduct of research and compliance with applicable federal, state and institutional requirements.

Responsibilities include:

- Oversight responsibilities for the University Human Protection Program, administers the Campus (non-medical) and Health Science (medical) IRBs.

Represented individuals in issues of domestic law under the supervision of clinic faculty

Circuit Court of Boone County, Judge Ellen Roper, Columbia, MO Summer 1997

Judicial Clerkship-Summer Externship Program, University of Missouri School of Law

Participated in a summer program observing court procedure, researching issues for the court and writing.

Midwest Bioethics Center, Kansas City, MO Summer 1996

Summer Internship

Worked with members of the Center in developing new programs in bioethics education. Participated in forum discussions and ethics committee meetings. Became acquainted with bioethical issues both locally and on a national level.

St. Mary's Health Center, Jefferson City, MO 1993-1999

Staff Nurse, ICU

Performed total patient care in an eighteen bed combined medical-surgical intensive care unit.

Patients included open heart and trauma patients. Taught Critical Care Classes and Advanced Cardiac Life Support.

University of Missouri-Columbia, Internal Medicine Dept., Columbia, MO 1994-1996

Research Nurse

Reviewed, coordinated, and implemented research protocols. Worked independently with physicians, research subjects, hospital staff, and study sponsors.

- Responsible for proper conduct of study according to sponsor guidelines and regulatory requirements.
- Responsible for reporting adverse events, drug/device accountability, Case Report Forms processing/management.

Boone Hospital Center, Columbia, MO 1992-1993

Assistant Director, Medical Intensive Care Unit

Supervised a twelve-bed intensive care unit. Scheduled staff, implemented continuous quality improvement and resolved unit conflicts.

Participated on various hospital committees, including restraint proper task force, ICU family committee, and secretary of the hospital bioethics committee.

Boone Hospital Center, Columbia, MO 1989-1992

Staff Nurse, Medical Intensive Care Unit

Performed total patient care, and handled unit shift supervision. Facilitated care conferences and in-services. Represented the unit on hospital wide nursing committees.

Option Home Health Care, Columbia, MO 1990-1994

Staff Nurse

Developed plans of care and organized in-home patient visits. Implemented assessment and skilled nursing care in the home, in a per visit and a private duty capacity.

University of Missouri Hospitals and Clinics, Columbia, MO 1987-1989

Staff Nurse, Neurosurgical Intensive Care Unit

Performed total patient care for medical and surgical patients with neurologic healthcare needs.

PRESENTATIONS

Massachusetts Society for Medical Research: Presenter "The Three I's Harmonization" Conference	May 2012
AAHRPP 2012 Conference: Presenter Researcher and Organizational Liability related to Research Involving Vulnerable Participants	April 2012
Columbia College Student Leaders- Parliamentary Procedure/Meeting Protocol	September 2009
Boone County Medical Society-Health Literacy	2006
Boone Hospital Center	March 4, 2003
Boone County Dental Society	February 19, 2003
Buchanan County Medical Society/ Heartland Healthcare-HIPAA	February 13, 2003
MO Chamber of Commerce-HIPAA-Jefferson City, MO	December 3, 2002
Joplin Surgical Assoc./St. John's Hospital-HIPAA	November 20, 2002
Audrain Medical Center Medical Staff-HIPAA Introduction-Mexico, MO	October 8, 2002
Part B News, HIPAA 101-St.Louis, MO	September 27, 2002
MO State Medical Assoc. Alliance, HIPAA & Compliance Issues-Columbia, MO	June 25, 2002
IPA, HIPAA Compliance for Physician Office Practices-Columbia, MO	April 3, 2002
Keynote, MSMA Annual Convention, HIPAA Compliance-St. Louis, MO	March 22, 2002

Executive - 4/18/2013
Term Expires 4/18/2014

Application for Appointment to Boone County Children's Services Board

The Boone County Children's Services Board was established in 2013 with the passage of a special sales tax levy in November, 2012. The Board, in partnership with the Boone County Commission, is charged with making Boone County a better and healthier community through the provision of services to protect the well-being and safety of children under the age of nineteen (19) and their families. The Board's goal is to maximize positive outcomes in a transparent, accountable fashion in recognition of the fact that the taxpayers of Boone County are an important stakeholder and beneficiary of this program. The Board's partnership with the Boone County Commission allows it to benefit from the ability to hire dedicated, professional staff with competitive salary and benefits packages into a professional environment with supports that include facilities maintenance, purchasing, human resources, legal, auditing, and other organizational supports and synergies that stem from being integrated into Boone County government as a County department. This partnership also allows the Boone County taxpayers to benefit from a coordination of social service spending at the County level in order to avoid duplication of effort, ensure efficient spending of public resources, and increase transparency. Finally, being part of County government allows the Children's Services sales tax proceeds to retain its character as "local tax dollars," allowing for the pursuit of matching federal dollars through various federal programs administered through the State Department of Mental Health, State Department of Social Services, and other federal matching programs.

Composition of the board of directors must meet the statutory requirements of the enabling legislation. Additionally, persons appointed to the board must comply with the provisions of the bylaws of the board and the conflict of interest policies promulgated by the County Commission and the Board. As appointees of a statutorily created Board with powers to direct the expenditure of public funds, board members have certain fiduciary duties, which require that they conduct themselves without conflict to the interest of the Children's Services Board or the Boone County taxpayer. Certain types of conflicts of interest are not prohibited, but disclosure is critical. Disclosure should not be construed as creating a presumption of impropriety or as automatically precluding someone from participation. Rather, it reflects the recognition of the many factors that can influence one's judgment and a desire to make as much information as possible available to other participants. Potentially conflicting interests may relate to programs and services or operations, such as contracts with third parties.

APPLICATION

Name: Wagner, Les M
Last First Middle Initial

Home Address 705 South Greenwood

City: Columbia Zip: 65203

Employment Address: 29 South 9th Street #211

City: Columbia Zip: 65201

At which address would you prefer to be contacted: _____ Home Business

Email Address (where you wish to be contacted): lesmwagner@gmail.com

Home Phone: 573/424-2642 Business Phone: 573/442-5599

Section 210.861 RSMo requires board members be residents of Boone County. Are you a Boone County resident and how long have you lived in Boone County? more than 50 Years
_____ Months

Are you a registered voter? Yes _____ No

Have you previously served as a member of a board? If yes, identify the board and the dates of service.

Please see attached resume.

What other professional, civic or community endeavors are you currently involved in?

Elks Club, numerous civic fundraisers, Friends of Boone County Family Resources

Are you or have you previously held any local, state or federal government positions, appointments or elected office(s)? If so, please list dates and positions held.

Please see attached resume

Have you ever volunteered with or been employed by an agency that may provide services to eligible service recipients of the Children's Services Fund (examples include the following services provided to one under the age of 19 or their families: outpatient chemical dependency or psychiatry treatment services, counseling services, or other services as a result of being abused, neglected, runaway, homeless, or emotional disturbance, or services to an unwed mother)? If so, please list the Agency, a description of the services provided by the Agency, the time frames of your involvement, and contact person and contact information for said Agency.

no

Section 210.861, Revised Statutes of Missouri, prohibits membership on the board by certain persons, including current County Commissioners, those having any financial interest in any agency receiving funds from the Children's Services Fund, and those employed by any agency receiving funds. In addition, the Boone County Commission, based on its experience with other board appointments and the experiences of other counties in the administration of other Children's Services funds, prohibits membership on the board by those who are board members or volunteers with agencies that receive funds, or are employed by, have a financial interest in, serve on the board of, or otherwise volunteer with affiliated organizations of those agencies receiving funds. For purposes of this policy, "affiliated organizations" are those organizations which are controlled by or have systemic legal relationships with an agency who receive funds from the Children's Services Fund. [For example, two entities controlled by the same Board of Directors or the same administration team or an entity that relies on another almost exclusively for its financial support.

Many other examples of such affiliated organizations exist, and the intent of this policy is to examine the substance of the relationships between entities and not the strict legal organization they have chosen to employ.] The questions below are designed to determine if a prohibited conflict of interest exists and to allow for the disclosure of any conflicts that do not amount to a prohibition but, absent disclosure, would tend to indicate that a board member may have an appearance of a conflict of interest.

For purposes of the following questions, "related family member" is defined to include relationships within the third degree by blood or marriage. [Relationships in the third degree include mother, father, child, brother, sister, (including half, step and in-law relationships in these same categories), and grandparent, grandchild, aunt, uncle, niece, nephew, great grandparent, great grandchild.]

Do you or any related family member have any financial interest, directly or indirectly in any agency or entity, or are employed by any agency or entity, or volunteer or serve as a Board member of any agency or entity or any "affiliated organization" of any such agency or entity, that has applied for or receives funds from, or plans to apply for funds, or otherwise contracts, or subcontracts with the Boone County Children's Services Board? If yes, please explain.

no

Have you or a related family member applied for eligibility and been determined eligible or ineligible for funding from the Boone County Children's Services Fund at any time? If yes, identify the individual who applied, their relationship to you and the date of application.

no

Explain briefly why you are seeking this position and identify any special qualifications you have for this position.

I believe I have experience, knowledge and skills which will help the newly created fund become well-organized, accountable and effective. It is a great opportunity to help my home county.

Are you or any family member now or have you or a related family member ever been employed by Boone County? If so, please give dates of employment, the position held, and describe if the position had any responsibilities or duties regarding the Boone County Children's Services Fund.

My mother was Civil Defense Director in the 1960's. I was a juvenile officer in the 1970's.

Do you or does any related family member have any other interest which might conflict or be perceived to conflict with your duty of loyalty to the interests of Boone County Children's Services Fund? If so, identify the interest and the relationship.

no

Have you ever been arrested, charged, or convicted of any felony? _____ Yes No
If yes, please explain.

Have you ever been disciplined, cited, or sanctioned for a breach of ethics or unprofessional conduct by, or been the subject of a complaint to any court, administrative agency, professional association, disciplinary committee, or other professional group? _____ Yes X No
If yes, please explain.

Have you ever been the subject of a substantiated allegation of abuse, neglect, or misconduct by any agency that involves care to others or abuse of others? _____ Yes X No
If yes, please explain.

Are your Boone County taxes paid in full to date? X Yes _____ No

If "No", please explain.

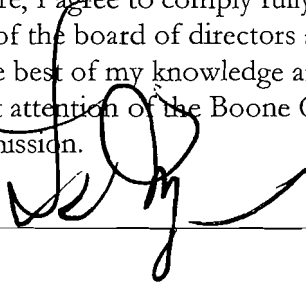
References:

<u>Roger Wilson</u>	<u>Friend</u>	<u>573/474-2308</u>	<u>45+</u>
<i>Name</i>	<i>Nature of Relationship</i>	<i>Contact Information</i>	<i>Years Known</i>

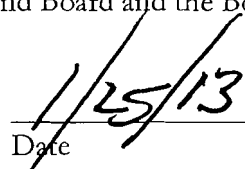
<u>Pat Lensmeyer</u>	<u>Friend</u>	<u>573/886-4289</u>	<u>25+</u>
<i>Name</i>	<i>Nature of Relationship</i>	<i>Contact Information</i>	<i>Years Known</i>

By my signature, I agree to comply fully with board policies, bylaws, and conflict of interest requirements of the board of directors and certify that the information above is complete and accurate to the best of my knowledge and that should a potential conflict arise during my term, I will bring it to that attention of the Boone County Children's Services Fund Board and the Boone County Commission.

Signature



Date



LES McLEAN WAGNER
705 South Greenwood
Columbia, MO 65203
(573) 442-5599

EMPLOYMENT BACKGROUND

- 07/12 – Present Executive Director, Missouri Association of County Developmental Disabilities Services, Columbia, Missouri.
- 10/79 – 07/12 Executive Director, Boone County Family Resources, Columbia, Missouri. Currently employed as chief administrative officer with accountability to Board of Directors appointed by County Commission. The agency, as a county entity operating as an affiliated community service provider of the Missouri Department of Mental Health's (DMH) Division of Developmental Disabilities, provides a comprehensive array of services for developmentally disabled persons eligible for services under the county and state statutes. Individually planned services are jointly funded by county property taxes, DMH general revenue purchase of services, Federal Medicaid and Home and Community Based Waiver funding, insurance and Part H of the First Steps program. The agency serves over 1,300 persons annually, employs approximately 120 regularly scheduled staff, and collaborates with a network of over 200 community service providers and professionals.
- 04/79 - 10/79 Executive Director, Jefferson County Commission for the Handicapped, Hillsboro, Missouri. Chief administrative officer with accountability to nine member board appointed by County Court. Responsibilities included: Comprehensive design, establishment, administration of services for developmentally disabled citizens of Jefferson County. Service continuum included recreation program, and sheltered workshop and developmental training center.
- 04/77 - 03/79 Executive Director, Boone County Group Homes, Columbia, Missouri.
- 10/74 - 04/77 Director, Monroe Home, Columbia, Missouri. Employed as administrator of a short term residential treatment facility and intensive after-care program, serving sixteen-eighteen juvenile offenders and their families. Responsibilities included: Grant preparation and management, personnel administration, program planning and evaluation, community relations, and fund raising.
- 01/74 - 09/74 Director, NYPUM Program (National Youth Project Using Minibikes), Butterfield Youth Services, Columbia, Missouri. Designed, implemented, supervised a minibike group behavior modification program and child management systems for adolescent boys and girls. Responsibilities included: casework, family counseling, budget planning and preparation, publicity and fund raising, program planning and evaluation.

EDUCATION

- 1973 Lincoln University - Jefferson City, Missouri, B.A. Psychology,
1965 - 1967 University of Missouri - Columbia, Missouri
1965 Graduate - Hickman High School, Columbia, Missouri

MILITARY SERVICE

- 10/67 - 09/73 Missouri National Guard - Battalion Medical Instructor - Awarded Outstanding Achievement Medal - 1973

CURRENT MEMBERSHIPS AND APPOINTMENTS

- 1979 - Present Member of the Missouri Association for County Developmental Disabilities Services (MACDDS). President for the year 2012.
- 2000 - Present Member of Department of Mental Health's Provider Management Advisory Team
- 2006 - 2012 Member of advisory committee to Boone County Commission on issuance of Chapter 100 Revenue Bonds
- 2007 Member of the Recommendation 24 Stakeholder Committee. The Committee comprised of key stakeholders with the Department of Mental Health's Division of MR/DD evaluated the feasibility of public private partnerships to deliver case management services, determine eligibility, manage local wait lists, and provide and/or contract for a system of programs and services in their local areas. Report presented to Mental Health Task Force May 2007.
- 2008 Appointed by Governor of Missouri to the Comprehensive Entry Point Subcommittee. The Subcommittee is devoted to advising the Department of Health and Senior Services on the development of a comprehensive entry point system for long term care.
- 2009 - 2011 Member of the Steering Committee for the Missouri Coalition for Developmental Disabilities.
- 2010 - 2012 Representative on the Tax Increment Financing Commission (TIF) for the City of Columbia; representing the Columbia Public Library, the Special Business District, and Boone County Family Resources. The TIF commission serves as an advisory board to the City Council as it relates to the consideration of tax increment financing proposals.

PREVIOUS DISTINCTIONS AND AWARDS

- 2012 Recipient of the Marie Kovar Award from the Boone County Family Resources Board of Directors, "One who made a difference in the lives of people with developmental disabilities"
- 2011 President-elect, Missouri Association of County Developmental Disabilities Services
- 2008 Co-Authored "2008 Campaign for Excellence: A Medicaid Waiver Research Paper and Recommendations"; published by MACDDS with funding from the Missouri Foundation for Health.
- 2005 - 2009 Member of the Advisory Council for Thompson Center for Autism and Neurodevelopmental Disorders
- 2005 Agency awarded "Agency of the Year" by People First of Missouri
- 2003 Recipient of the Monsignor Behrman Lifetime Achievement Award from the Missouri Chapter of American Association for Mental Retardation
- 2002 - 2006 Appointed by the Governor to the Missouri Department of Insurance's Consumer Advisory Commission
- 1997 - 2003 Charter member of City of Columbia Disability Commission
- 1997 Recipient of Missouri House of Representatives Recognition
- 1997 Recipient of the Elks Lodge 594 "Distinguished Citizen" Award
- 1996 Elected Charter Member of the Community Partnerships Board of Directors - Treasurer 1996-97
- 1995 First program in the nation to receive accreditation from Commission on Rehabilitation Facilities (CARF) for service coordination and family support services.

- 1993* Successfully led a ballot initiative to increase a local property tax from five to twelve cents for persons with developmental disabilities in Boone County
- 1990* Distinguished Service Award for Outstanding Contributions to the Field of Mental Retardation, presented by the Missouri State Chapter of the American Association for Mental Retardation
- 1989-1997* Legislative Chairman, Missouri Association of County Developmental Disabilities Services
- 1988-89* President, Missouri Association of County Developmental Disabilities Services
- 1986* Co-authored "Chart a Bold Course", a proposal to the Legislative Study Committee on Services for the Developmentally Disabled
- 1985-86* President, Missouri Chapter, American Association on Mental Deficiency
- 1984-1991* Chairman, Region 10 Planning Council for the Developmentally Disabled
- 1983-1988* Legislative Chairman, Missouri Association of County Developmental Disabilities Services
- 1983* Chairman, Mayor's Task force For the Disabled, Columbia, Missouri
- 1981-82* President, Missouri Association of County Developmental Disabilities Services
- 1979* Founding member of the Missouri Association for County Developmental Disabilities Services (MACDDS)
- 1978* Vice-President, Boone County Association for Retarded Citizens
- 1978* Housing Commissioner, Columbia Housing Authority

Effective - 4/18/2013
Term Expires - 4/18/2015

Application for Appointment to Boone County Children's Services Board

The Boone County Children's Services Board was established in 2013 with the passage of a special sales tax levy in November, 2012. The Board, in partnership with the Boone County Commission, is charged with making Boone County a better and healthier community through the provision of services to protect the well-being and safety of children under the age of nineteen (19) and their families. The Board's goal is to maximize positive outcomes in a transparent, accountable fashion in recognition of the fact that the taxpayers of Boone County are an important stakeholder and beneficiary of this program. The Board's partnership with the Boone County Commission allows it to benefit from the ability to hire dedicated, professional staff with competitive salary and benefits packages into a professional environment with supports that include facilities maintenance, purchasing, human resources, legal, auditing, and other organizational supports and synergies that stem from being integrated into Boone County government as a County department. This partnership also allows the Boone County taxpayers to benefit from a coordination of social service spending at the County level in order to avoid duplication of effort, ensure efficient spending of public resources, and increase transparency. Finally, being part of County government allows the Children's Services sales tax proceeds to retain its character as "local tax dollars," allowing for the pursuit of matching federal dollars through various federal programs administered through the State Department of Mental Health, State Department of Social Services, and other federal matching programs.

Composition of the board of directors must meet the statutory requirements of the enabling legislation. Additionally, persons appointed to the board must comply with the provisions of the bylaws of the board and the conflict of interest policies promulgated by the County Commission and the Board. As appointees of a statutorily created Board with powers to direct the expenditure of public funds, board members have certain fiduciary duties, which require that they conduct themselves without conflict to the interest of the Children's Services Board or the Boone County taxpayer. Certain types of conflicts of interest are not prohibited, but disclosure is critical. Disclosure should not be construed as creating a presumption of impropriety or as automatically precluding someone from participation. Rather, it reflects the recognition of the many factors that can influence one's judgment and a desire to make as much information as possible available to other participants. Potentially conflicting interests may relate to programs and services or operations, such as contracts with third parties.

APPLICATION

Name: Horwitz, Bruce
Last First Middle Initial

Home Address: 2608 Vistaview

City: Columbia Zip: 65203

Employment Address: # 1 Hospital Drive

City: Columbia Zip: 65203

At which address would you prefer to be contacted: X Home Business

receiving funds from the Children's Services Fund, and those employed by any agency receiving funds. In addition, the Boone County Commission, based on its experience with other board appointments and the experiences of other counties in the administration of other Children's Services funds, prohibits membership on the board by those who are board members or volunteers with agencies that receive funds, or are employed by, have a financial interest in, serve on the board of, or otherwise volunteer with affiliated organizations of those agencies receiving funds. For purposes of this policy, "affiliated organizations" are those organizations which are controlled by or have systemic legal relationships with an agency who receive funds from the Children's Services Fund. [For example, two entities controlled by the same Board of Directors or the same administration team or an entity that relies on another almost exclusively for its financial support. Many other examples of such affiliated organizations exist, and the intent of this policy is to examine the substance of the relationships between entities and not the strict legal organization they have chosen to employ.] The questions below are designed to determine if a prohibited conflict of interest exists and to allow for the disclosure of any conflicts that do not amount to a prohibition but, absent disclosure, would tend to indicate that a board member may have an appearance of a conflict of interest.

For purposes of the following questions, "related family member" is defined to include relationships within the third degree by blood or marriage. [Relationships in the third degree include mother, father, child, brother, sister, (including half, step and in-law relationships in these same categories), and grandparent, grandchild, aunt, uncle, niece, nephew, great grandparent, great grandchild.]

Do you or any related family member have any financial interest, directly or indirectly in any agency or entity, or are employed by any agency or entity, or volunteer or serve as a Board member of any agency or entity or any "affiliated organization" of any such agency or entity, that has applied for or receives funds from, or plans to apply for funds, or otherwise contracts, or subcontracts with the Boone County Children's Services Board? If yes, please explain.

As noted above, I on the faculty of the University of Missouri Department of Psychiatry. My spouse, Dr. Ellen

Horwitz is also a psychologist in Child Health with the University which provides very limited psychological evaluation

services. While neither department is likely to apply for these funds, either department or some other department of the University may apply at some point. I would, of course, recuse myself from votes/discussions in which there is potential conflict of interest.

Have you or a related family member applied for eligibility and been determined eligible or ineligible for funding from the Boone County Children's Services Fund at any time? If yes, identify the individual who applied, their relationship to you and the date of application.

No

Explain briefly why you are seeking this position and identify any special qualifications you have for this position.

I have devoted most of my professional life to meeting the mental health needs of underserved populations. While services have generally been funded by federal and state resources, I have come to understand that good health begins in the family and the community. This new resource allows Boone County to begin taking an active role in promoting mental health where it counts the most – in children – for whom early identification and intervention can prevent more serious and costly problems in the future.

My experience as a board member for the Missouri Foundation for Health has also given me some insight and understanding about how to award and leverage funds to accomplish the greatest good with limited resources. While the foundation is engaged in philanthropic work, what I have learned about the processes of strategic planning and grant making may be useful in the work of the Children's Services Fund.

Are you or any family member now or have you or a related family member ever been employed by Boone County? If so, please give dates of employment, the position held, and describe if the position had any responsibilities or duties regarding the Boone County Children's Services Fund.

No

Do you or does any related family member have any other interest which might conflict or be perceived to conflict with your duty of loyalty to the interests of Boone County Children's Services Fund? If so, identify the interest and the relationship.

No

Have you ever been arrested, charged, or convicted of any felony? _____ Yes No

If yes, please explain.

Have you ever been disciplined, cited, or sanctioned for a breach of ethics or unprofessional conduct by, or been the subject of a complaint to any court, administrative agency, professional association, disciplinary committee, or other professional group? _____ Yes No

If yes, please explain.

Have you ever been the subject of a substantiated allegation of abuse, neglect, or misconduct by any agency that involves care to others or abuse of others? _____ Yes No

If yes, please explain.

Are your Boone County taxes paid in full to date? Yes _____ No

If "No", please explain.

References:

Jim Ritter	friend	573.875.0220	30
Name	Nature of Relationship	Contact Information	Years Known
Darin Preis	served on the MFH board together	573.442.6837	7
Name	Nature of Relationship	Contact Information	Years Known

X

Bruce Horwitz

with board policies, bylaws, and conflict of interest
and certify that the information above is complete and
and that should a potential conflict arise during my term, I will
County Children's Services Fund Board and the Boone

Signature

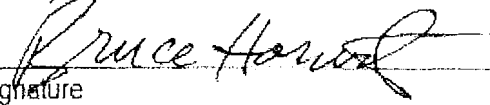
Date

If "No", please explain.

References:

Jim Ritter	friend	573.875.0220	30
Name	Nature of Relationship	Contact Information	Years Known
Darin Preis	served on the MFH board together	573.442.6837	7
Name	Nature of Relationship	Contact Information	Years Known

By my signature, I agree to comply fully with board policies, bylaws, and conflict of interest requirements of the board of directors and certify that the information above is complete and accurate to the best of my knowledge and that should a potential conflict arise during my term, I will bring it to that attention of the Boone County Children's Services Fund Board and the Boone County Commission.


Signature

2-7-13
Date

Effective - 4/13/2013
From Clause - 4/13/2015

Application for Appointment to Boone County Children's Services Board

The Boone County Children's Services Board was established in 2013 with the passage of a special sales tax levy in November, 2012. The Board, in partnership with the Boone County Commission, is charged with making Boone County a better and healthier community through the provision of services to protect the well-being and safety of children under the age of nineteen (19) and their families. The Board's goal is to maximize positive outcomes in a transparent, accountable fashion in recognition of the fact that the taxpayers of Boone County are an important stakeholder and beneficiary of this program. The Board's partnership with the Boone County Commission allows it to benefit from the ability to hire dedicated, professional staff with competitive salary and benefits packages into a professional environment with supports that include facilities maintenance, purchasing, human resources, legal, auditing, and other organizational supports and synergies that stem from being integrated into Boone County government as a County department. This partnership also allows the Boone County taxpayers to benefit from a coordination of social service spending at the County level in order to avoid duplication of effort, ensure efficient spending of public resources, and increase transparency. Finally, being part of County government allows the Children's Services sales tax proceeds to retain its character as "local tax dollars," allowing for the pursuit of matching federal dollars through various federal programs administered through the State Department of Mental Health, State Department of Social Services, and other federal matching programs.

Composition of the board of directors must meet the statutory requirements of the enabling legislation. Additionally, persons appointed to the board must comply with the provisions of the bylaws of the board and the conflict of interest policies promulgated by the County Commission and the Board. As appointees of a statutorily created Board with powers to direct the expenditure of public funds, board members have certain fiduciary duties, which require that they conduct themselves without conflict to the interest of the Children's Services Board or the Boone County taxpayer. Certain types of conflicts of interest are not prohibited, but disclosure is critical. Disclosure should not be construed as creating a presumption of impropriety or as automatically precluding someone from participation. Rather, it reflects the recognition of the many factors that can influence one's judgment and a desire to make as much information as possible available to other participants. Potentially conflicting interests may relate to programs and services or operations, such as contracts with third parties.

APPLICATION

Name: Thornburg Kathy R.
Last First Middle Initial

Home Address: 3211 S. Rodeo Dr.

City: Columbia Zip: 65203

Employment Address: 1400 Rock Quarry Rd.

City: Columbia Zip: 65211

At which address would you prefer to be contacted: Home Business

Email Address (where you wish to be contacted): ThornburgK@missouri.edu

Home Phone: 447-1104

Business Phone: 882-9998

Section 210.861 RSMo requires board members be residents of Boone County. Are you a Boone County resident and how long have you lived in Boone County? 39 Years
_____ Months

Are you a registered voter? Yes No

Have you previously served as a member of a board? If yes, identify the board and the dates of service.

Children's Services Commission--app. 1985-87

Columbia School Board--1989-1992

What other professional, civic or community endeavors are you currently involved in?

Chamber of Commerce Early Childhood Subcommittee

Boone County Coordinating Board for Early Childhood

Are you or have you previously held any local, state or federal government positions, appointments or elected office(s)? If so, please list dates and positions held.

MO Department of Education--1/2 time employee for 2 1/2 years (ending Aug. 31, 2012)

Columbia School Board (above)

Have you ever volunteered with or been employed by an agency that may provide services to eligible service recipients of the Children's Services Fund (examples include the following services provided to one under the age of 19 or their families: outpatient chemical dependency or psychiatry treatment services, counseling services, or other services as a result of being abused, neglected, runaway, homeless, or emotional disturbance, or services to an unwed mother)? If so, please list the Agency, a description of the services provided by the Agency, the time frames of your involvement, and contact person and contact information for said Agency.

no

Section 210.861, Revised Statutes of Missouri, prohibits membership on the board by certain persons, including current County Commissioners, those having any financial interest in any agency

receiving funds from the Children's Services Fund, and those employed by any agency receiving funds. In addition, the Boone County Commission, based on its experience with other board appointments and the experiences of other counties in the administration of other Children's Services funds, prohibits membership on the board by those who are board members or volunteers with agencies that receive funds, or are employed by, have a financial interest in, serve on the board of, or otherwise volunteer with affiliated organizations of those agencies receiving funds. For purposes of this policy, "affiliated organizations" are those organizations which are controlled by or have systemic legal relationships with an agency who receive funds from the Children's Services Fund. [For example, two entities controlled by the same Board of Directors or the same administration team or an entity that relies on another almost exclusively for its financial support. Many other examples of such affiliated organizations exist, and the intent of this policy is to examine the substance of the relationships between entities and not the strict legal organization they have chosen to employ.] The questions below are designed to determine if a prohibited conflict of interest exists and to allow for the disclosure of any conflicts that do not amount to a prohibition but, absent disclosure, would tend to indicate that a board member may have an appearance of a conflict of interest.

For purposes of the following questions, "related family member" is defined to include relationships within the third degree by blood or marriage. [Relationships in the third degree include mother, father, child, brother, sister, (including half, step and in-law relationships in these same categories), and grandparent, grandchild, aunt, uncle, niece, nephew, great grandparent, great grandchild.]

Do you or any related family member have any financial interest, directly or indirectly in any agency or entity, or are employed by any agency or entity, or volunteer or serve as a Board member of any agency or entity or any "affiliated organization" of any such agency or entity, that has applied for or receives funds from, or plans to apply for funds, or otherwise contracts, or subcontracts with the Boone County Children's Services Board? If yes, please explain.

No

Have you or a related family member applied for eligibility and been determined eligible or ineligible for funding from the Boone County Children's Services Fund at any time? If yes, identify the individual who applied, their relationship to you and the date of application.

No

Explain briefly why you are seeking this position and identify any special qualifications you have for this position.

I would like to serve to bring more "preventive" expertise to the Board. We must start with positive social/emotional development of young children

so fewer will need treatment in the future. I have 43 years of experience working with young children, their families and professionals who work with them.

Are you or any family member now or have you or a related family member ever been employed by Boone County? If so, please give dates of employment, the position held, and describe if the position had any responsibilities or duties regarding the Boone County Children's Services Fund.

NO

Do you or does any related family member have any other interest which might conflict or be perceived to conflict with your duty of loyalty to the interests of Boone County Children's Services Fund? If so, identify the interest and the relationship.

No

Have you ever been arrested, charged, or convicted of any felony? Yes No
If yes, please explain.

Have you ever been disciplined, cited, or sanctioned for a breach of ethics or unprofessional conduct by, or been the subject of a complaint to any court, administrative agency, professional association, disciplinary committee, or other professional group? Yes No
If yes, please explain.

Have you ever been the subject of a substantiated allegation of abuse, neglect, or misconduct by any agency that involves care to others or abuse of others? Yes No
If yes, please explain.

Are your Boone County taxes paid in full to date? Yes No

If "No", please explain.

References:

Shirley Patterson committee work and research project **sspatters@aol.com** ~10 years

<i>Name</i>	<i>Nature of Relationship</i>	<i>Contact Information</i>	<i>Years Known</i>
Tom Rose	committee work	tomrose@centurytel.net	~8 years
<i>Name</i>	<i>Nature of Relationship</i>	<i>Contact Information</i>	<i>Years Known</i>

By my signature, I agree to comply fully with board policies, bylaws, and conflict of interest requirements of the board of directors and certify that the information above is complete and accurate to the best of my knowledge and that should a potential conflict arise during my term, I will bring it to that attention of the Boone County Children's Services Fund Board and the Boone County Commission


Signature

February 1, 2013
Date

YE effective. 4/18/2013
Term Expires - 4/18/2015

Application for Appointment to Boone County Children's Services Board

The Boone County Children's Services Board was established in 2013 with the passage of a special sales tax levy in November, 2012. The Board, in partnership with the Boone County Commission, is charged with making Boone County a better and healthier community through the provision of services to protect the well-being and safety of children under the age of nineteen (19) and their families. The Board's goal is to maximize positive outcomes in a transparent, accountable fashion in recognition of the fact that the taxpayers of Boone County are an important stakeholder and beneficiary of this program. The Board's partnership with the Boone County Commission allows it to benefit from the ability to hire dedicated, professional staff with competitive salary and benefits packages into a professional environment with supports that include facilities maintenance, purchasing, human resources, legal, auditing, and other organizational supports and synergies that stem from being integrated into Boone County government as a County department. This partnership also allows the Boone County taxpayers to benefit from a coordination of social service spending at the County level in order to avoid duplication of effort, ensure efficient spending of public resources, and increase transparency. Finally, being part of County government allows the Children's Services sales tax proceeds to retain its character as "local tax dollars," allowing for the pursuit of matching federal dollars through various federal programs administered through the State Department of Mental Health, State Department of Social Services, and other federal matching programs.

Composition of the board of directors must meet the statutory requirements of the enabling legislation. Additionally, persons appointed to the board must comply with the provisions of the bylaws of the board and the conflict of interest policies promulgated by the County Commission and the Board. As appointees of a statutorily created Board with powers to direct the expenditure of public funds, board members have certain fiduciary duties, which require that they conduct themselves without conflict to the interest of the Children's Services Board or the Boone County taxpayer. Certain types of conflicts of interest are not prohibited, but disclosure is critical. Disclosure should not be construed as creating a presumption of impropriety or as automatically precluding someone from participation. Rather, it reflects the recognition of the many factors that can influence one's judgment and a desire to make as much information as possible available to other participants. Potentially conflicting interests may relate to programs and services or operations, such as contracts with third parties.

APPLICATION

Name: Walker, Jennifer S.
Last First Middle Initial

Home Address: 7110 Seminole Ct.

City: Columbia, MO Zip: 65203

Employment Address: 1412 I-70 Dr. SW, Suite A

City: Columbia, MO Zip: 65203

At which address would you prefer to be contacted: Home Business

Email Address (where you wish to be contacted): flurrywalk@gmail.com

Home Phone: 573-881-1987 Business Phone: 573-442-4333

Section 210.861 RSMo requires board members be residents of Boone County. Are you a Boone County resident and how long have you lived in Boone County? 21 Years
7 Months

Are you a registered voter? Yes No

Have you previously served as a member of a board? If yes, identify the board and the dates of service.

No

What other professional, civic or community endeavors are you currently involved in?

Human Resource Association-Member

Are you or have you previously held any local, state or federal government positions, appointments or elected office(s)? If so, please list dates and positions held.

Marshall Habilitation Center-Education Assistant 1986-1989 (not an elected position)

Have you ever volunteered with or been employed by an agency that may provide services to eligible service recipients of the Children's Services Fund (examples include the following services provided to one under the age of 19 or their families: outpatient chemical dependency or psychiatry treatment services, counseling services, or other services as a result of being abused, neglected, runaway, homeless, or emotional disturbance, or services to an unwed mother)? If so, please list the Agency, a description of the services provided by the Agency, the time frames of your involvement, and contact person and contact information for said Agency.

The Crossroads Program (substance abuse sobriety program for youth). Main Office 626 Cepi Dr., Chesterfield, MO 63005. Contact-Matt Gregor 636-532-9991.

Served on the Steering Committee as a facilitator for local weekly parent group meetings from 2006-2009. Group member from 2001-2011.

Served as sponsor to a number of parents and continue to network with parents of youth with substance abuse issues.

Section 210.861, Revised Statutes of Missouri, prohibits membership on the board by certain persons, including current County Commissioners, those having any financial interest in any agency

receiving funds from the Children's Services Fund, and those employed by any agency receiving funds. In addition, the Boone County Commission, based on its experience with other board appointments and the experiences of other counties in the administration of other Children's Services funds, prohibits membership on the board by those who are board members or volunteers with agencies that receive funds, or are employed by, have a financial interest in, serve on the board of, or otherwise volunteer with affiliated organizations of those agencies receiving funds. For purposes of this policy, "affiliated organizations" are those organizations which are controlled by or have systemic legal relationships with an agency who receive funds from the Children's Services Fund. [For example, two entities controlled by the same Board of Directors or the same administration team or an entity that relies on another almost exclusively for its financial support. Many other examples of such affiliated organizations exist, and the intent of this policy is to examine the substance of the relationships between entities and not the strict legal organization they have chosen to employ.] The questions below are designed to determine if a prohibited conflict of interest exists and to allow for the disclosure of any conflicts that do not amount to a prohibition but, absent disclosure, would tend to indicate that a board member may have an appearance of a conflict of interest.

For purposes of the following questions, "related family member" is defined to include relationships within the third degree by blood or marriage. [Relationships in the third degree include mother, father, child, brother, sister, (including half, step and in-law relationships in these same categories), and grandparent, grandchild, aunt, uncle, niece, nephew, great grandparent, great grandchild.]

Do you or any related family member have any financial interest, directly or indirectly in any agency or entity, or are employed by any agency or entity, or volunteer or serve as a Board member of any agency or entity or any "affiliated organization" of any such agency or entity, that has applied for or receives funds from, or plans to apply for funds, or otherwise contracts, or subcontracts with the Boone County Children's Services Board? If yes, please explain.

No.

Have you or a related family member applied for eligibility and been determined eligible or ineligible for funding from the Boone County Children's Services Fund at any time? If yes, identify the individual who applied, their relationship to you and the date of application.

No.

Explain briefly why you are seeking this position and identify any special qualifications you have for this position.

Please see attached document. I was unable to fit the information in this section.

Are you or any family member now or have you or a related family member ever been employed by Boone County? If so, please give dates of employment, the position held, and describe if the position had any responsibilities or duties regarding the Boone County Children's Services Fund.

No.

Do you or does any related family member have any other interest which might conflict or be perceived to conflict with your duty of loyalty to the interests of Boone County Children's Services Fund? If so, identify the interest and the relationship.

No.

Have you ever been arrested, charged, or convicted of any felony? Yes No
If yes, please explain.

Have you ever been disciplined, cited, or sanctioned for a breach of ethics or unprofessional conduct by, or been the subject of a complaint to any court, administrative agency, professional association, disciplinary committee, or other professional group? Yes No
If yes, please explain.

Have you ever been the subject of a substantiated allegation of abuse, neglect, or misconduct by any agency that involves care to others or abuse of others? Yes No
If yes, please explain.

Are your Boone County taxes paid in full to date? Yes No

If "No", please explain.

References:

Dela Marshall	Sponsee in Crossroads Program	573-489-3897	10
<i>Name</i>	<i>Nature of Relationship</i>	<i>Contact Information</i>	<i>Years Known</i>
Marla Jones	Steering Committee-Crossroads	573-424-1434	4
<i>Name</i>	<i>Nature of Relationship</i>	<i>Contact Information</i>	<i>Years Known</i>

By my signature, I agree to comply fully with board policies, bylaws, and conflict of interest requirements of the board of directors and certify that the information above is complete and accurate to the best of my knowledge and that should a potential conflict arise during my term, I will bring it to that attention of the Boone County Children's Services Fund Board and the Boone County Commission.

Jennifer Walker
Signature

February 14, 2013
Date

Explain briefly why you are seeking this position and identify any special qualifications you have for this position.

B.S. degrees in both Psychology and Alcohol and Drug Studies. As the parent of a child with a drug abuse problem, which began 11 years ago, I can offer my experience regarding programs that were helpful for the situation. More importantly, I can offer ideas about that which would have been helpful, had the program/group/counselors, etc., been available at the time. Our family is no longer in crisis. I have the understanding, knowledge, and time to invest in this much-needed community service. I am passionate about helping people find the help they need.

I have worked as a human resource professional for twenty years. My experience with policy writing and employment law may be beneficial in thinking through the logistics of hiring professional staff determined needed by the Board.

effective 4/18/2013
Term expires - 4/18/2014

Application for Appointment to Boone County Children's Services Board

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Composition of the board of directors must meet the statutory requirements of the enabling legislation. Additionally, persons appointed to the board must comply with the provisions of the bylaws of the board and the conflict of interest policies promulgated by the County Commission and the Board. As appointees of a statutorily created Board with powers to direct the expenditure of public funds, board members have certain fiduciary duties, which require that they conduct themselves without conflict to the interest of the Children's Services Board or the Boone County taxpayer. Certain types of conflicts of interest are not prohibited, but disclosure is critical. Disclosure should not be construed as creating a presumption of impropriety or as automatically precluding someone from participation. Rather, it reflects the recognition of the many factors that can influence one's judgment and a desire to make as much information as possible available to other participants. Potentially conflicting interests may relate to programs and services or operations, such as contracts with third parties.

APPLICATION

Name: Forbis, Suzette (Suzie) M.
Last First Middle Initial

Home Address: 4187 W. Harper Road

City: Clark Zip: 65243

Employment Address: (same)

City: _____ Zip: _____

At which address would you prefer to be contacted: Home Business

Email Address (where you wish to be contacted): srforbis@gmail.com

Home Phone: _____ Business Phone: (573)881-7339

Section 210.861 RSMo requires board members be residents of Boone County. Are you a Boone County resident and how long have you lived in Boone County? 53 years Years
_____ Months

Are you a registered voter? Yes No

Have you previously served as a member of a board? If yes, identify the board and the dates of service.

Northeast Foster/Adoption Advisory Board (2008 - Present), President

State Foster and Adoption Advisory Board (2008 - Present), Appointed by Governor

What other professional, civic or community endeavors are you currently involved in?

Hope Chest For Kids, Inc. (2007 - Present); Provide resources to abused and neglected youth and their care providers (Co-Founder)

Are you or have you previously held any local, state or federal government positions, appointments or elected office(s)? If so, please list dates and positions held.

State Foster and Adoption Advisory Board (2008 - Present) Appointed by Governor

Have you ever volunteered with or been employed by an agency that may provide services to eligible service recipients of the Children's Services Fund (examples include the following services provided to one under the age of 19 or their families: outpatient chemical dependency or psychiatry treatment services, counseling services, or other services as a result of being abused, neglected, runaway, homeless, or emotional disturbance, or services to an unwed mother)? If so, please list the Agency, a description of the services provided by the Agency, the time frames of your involvement, and contact person and contact information for said Agency.

Foster Parent for 13 years with Boone County Children's Division (Kristina Branch, 573-882-9180);

Department of Mental Health (Missouri Mentors) Mentor to three Developmentally Delayed Youth

(2010 - Present) Contact Person: Katrina Kimble (573)256-3707

Section 210.861, Revised Statutes of Missouri, prohibits membership on the board by certain persons, including current County Commissioners, those having any financial interest in any agency

receiving funds from the Children's Services Fund, and those employed by any agency receiving funds. In addition, the Boone County Commission, based on its experience with other board appointments and the experiences of other counties in the administration of other Children's Services funds, prohibits membership on the board by those who are board members or volunteers with agencies that receive funds, or are employed by, have a financial interest in, serve on the board of, or otherwise volunteer with affiliated organizations of those agencies receiving funds. For purposes of this policy, "affiliated organizations" are those organizations which are controlled by or have systemic legal relationships with an agency who receive funds from the Children's Services Fund. [For example, two entities controlled by the same Board of Directors or the same administration team or an entity that relies on another almost exclusively for its financial support. Many other examples of such affiliated organizations exist, and the intent of this policy is to examine the substance of the relationships between entities and not the strict legal organization they have chosen to employ.] The questions below are designed to determine if a prohibited conflict of interest exists **and** to allow for the disclosure of any conflicts that do not amount to a prohibition but, absent disclosure, would tend to indicate that a board member may have an appearance of a conflict of interest.

For purposes of the following questions, "related family member" is defined to include relationships within the third degree by blood or marriage. [Relationships in the third degree include mother, father, child, brother, sister, (including half, step and in-law relationships in these same categories), and grandparent, grandchild, aunt, uncle, niece, nephew, great grandparent, great grandchild.]

Do you or any related family member have any financial interest, directly or indirectly in any agency or entity, or are employed by any agency or entity, or volunteer or serve as a Board member of any agency or entity or any "affiliated organization" of any such agency or entity, that has applied for or receives funds from, or plans to apply for funds, or otherwise contracts, or subcontracts with the Boone County Children's Services Board? If yes, please explain.

NO

Have you or a related family member applied for eligibility and been determined eligible or ineligible for funding from the Boone County Children's Services Fund at any time? If yes, identify the individual who applied, their relationship to you and the date of application.

NO

Explain briefly why you are seeking this position and identify any special qualifications you have for this position.

I have experience in all six areas; working with mental health services, healthcare administration, administrative experience with government

and social service agency, cared for those needing services for psychiatric/DD treatment, legal experience and accounting. (See Attached)

Suzie Marie Forbis

Objective To better inform society the need for providing assistance, education and mentoring to at-risk youth and families and foster youth and their caregivers.

Professional Highlights **Career Foster Parent**

- Contracted Mentor for Missouri Mentors (DMH contractor)
- Licensed as Career, Behavioral, Emergency, Group Home and Traditional Placement Parent
13 years of experience
- State Foster/Adoptive Advisory Board Member (Governor Appointed)
- President Northeast Foster/Adoptive Advisory Board (2008 – Present)

Co-Founder of Nonprofit Organization “Hope Chest For Kids, Inc.”

- Provide assistance to foster and adopted youth, at risk youth and their caregivers
- Write grants; develop and maintain organization programs
- Mentor youth aging out of foster care system to become self-sufficient adults

Substitute Teacher

- Substitute teach elementary, middle school and high school youth (as needed)

- Skills**
- Office Management/Administrative Skills
 - Type 90 wpm
 - General Office Skills
 - Experience in Legal Representation
 - Administrative Experience in Mental Health, Healthcare and Social Services
 - Development of Non Profit Organizations By-Laws, Code of Ethics, Procurement, Operations, etc.
 - Excellent Communication Skills
 - Ability to Multi-task
 - General Accounting Experience

Employment History	Career Foster Parent	Boone County Children’s Division, Columbia, MO 65202	November 1999 – Present
	Office Manager	Coyote Hill Children’s Division, Harrisburg, MO 65256	May 1994 – August 2001
	Dental Assistant	John A. Gardner, DDS, Columbia, MO 65202	March 1992 – May 1994
	Office Manager	Boone County Soil and Water Conservation District, Columbia, MO 65202	May 1985 – March 1992

Education Associates Degree;
Medical
Secretary/Assistant Truman State University, Kirksville, MO May 1977

References References are available on request.

Are you or any family member now or have you or a related family member ever been employed by Boone County? If so, please give dates of employment, the position held, and describe if the position had any responsibilities or duties regarding the Boone County Children's Services Fund.

I worked in the Boone County Prosecuting Attorney's Office, Associate Circuit Court and Traffic Division; (1978 - 1982);

Secretary, Court Clerk (Positions had no responsibilities regarding the Boone County Children's Services Fund.)

Do you or does any related family member have any other interest which might conflict or be perceived to conflict with your duty of loyalty to the interests of Boone County Children's Services Fund? If so, identify the interest and the relationship.

NO

Have you ever been arrested, charged, or convicted of any felony? Yes No
If yes, please explain.

Have you ever been disciplined, cited, or sanctioned for a breach of ethics or unprofessional conduct by, or been the subject of a complaint to any court, administrative agency, professional association, disciplinary committee, or other professional group? Yes No
If yes, please explain.

Have you ever been the subject of a substantiated allegation of abuse, neglect, or misconduct by any agency that involves care to others or abuse of others? Yes No
If yes, please explain.


Are your Boone County taxes paid in full to date? Yes No

If "No", please explain.

References:

Lynne Harris,	Colleague, (573) 424-8220		13 YEARS
<i>Name</i>	<i>Nature of Relationship</i>	<i>Contact Information</i>	<i>Years Known</i>
Teri Foltz,	Colleague, (573) 808-6207		6 YEARS
<i>Name</i>	<i>Nature of Relationship</i>	<i>Contact Information</i>	<i>Years Known</i>

By my signature, I agree to comply fully with board policies, bylaws, and conflict of interest requirements of the board of directors and certify that the information above is complete and accurate to the best of my knowledge and that should a potential conflict arise during my term, I will bring it to that attention of the Boone County Children's Services Fund Board and the Boone County Commission.



Signature

1/24/2013

Date

Effective - 4/18/2013
Term Expires - 4/18/2014

Application for Appointment to Boone County Children's Services Board

The Boone County Children's Services Board was established in 2013 with the passage of a special sales tax levy in November, 2012. The Board, in partnership with the Boone County Commission, is charged with making Boone County a better and healthier community through the provision of services to protect the well-being and safety of children under the age of nineteen (19) and their families. The Board's goal is to maximize positive outcomes in a transparent, accountable fashion in recognition of the fact that the taxpayers of Boone County are an important stakeholder and beneficiary of this program. The Board's partnership with the Boone County Commission allows it to benefit from the ability to hire dedicated, professional staff with competitive salary and benefits packages into a professional environment with supports that include facilities maintenance, purchasing, human resources, legal, auditing, and other organizational supports and synergies that stem from being integrated into Boone County government as a County department. This partnership also allows the Boone County taxpayers to benefit from a coordination of social service spending at the County level in order to avoid duplication of effort, ensure efficient spending of public resources, and increase transparency. Finally, being part of County government allows the Children's Services sales tax proceeds to retain its character as "local tax dollars," allowing for the pursuit of matching federal dollars through various federal programs administered through the State Department of Mental Health, State Department of Social Services, and other federal matching programs.

Composition of the board of directors must meet the statutory requirements of the enabling legislation. Additionally, persons appointed to the board must comply with the provisions of the bylaws of the board and the conflict of interest policies promulgated by the County Commission and the Board. As appointees of a statutorily created Board with powers to direct the expenditure of public funds, board members have certain fiduciary duties, which require that they conduct themselves without conflict to the interest of the Children's Services Board or the Boone County taxpayer. Certain types of conflicts of interest are not prohibited, but disclosure is critical. Disclosure should not be construed as creating a presumption of impropriety or as automatically precluding someone from participation. Rather, it reflects the recognition of the many factors that can influence one's judgment and a desire to make as much information as possible available to other participants. Potentially conflicting interests may relate to programs and services or operations, such as contracts with third parties.

APPLICATION

Name: McKerrow Nancy A
Last First Middle Initial

Home Address: 2591 S. RT O

City: COLUMBIA Zip: 65203

Employment Address: RETIRED

City: _____ Zip: _____

At which address would you prefer to be contacted: Home Business

receiving funds from the Children's Services Fund, and those employed by any agency receiving funds. In addition, the Boone County Commission, based on its experience with other board appointments and the experiences of other counties in the administration of other Children's Services funds, prohibits membership on the board by those who are board members or volunteers with agencies that receive funds, or are employed by, have a financial interest in, serve on the board of, or otherwise volunteer with affiliated organizations of those agencies receiving funds. For purposes of this policy, "affiliated organizations" are those organizations which are controlled by or have systemic legal relationships with an agency who receive funds from the Children's Services Fund. [For example, two entities controlled by the same Board of Directors or the same administration team or an entity that relies on another almost exclusively for its financial support. Many other examples of such affiliated organizations exist, and the intent of this policy is to examine the substance of the relationships between entities and not the strict legal organization they have chosen to employ.] The questions below are designed to determine if a prohibited conflict of interest exists and to allow for the disclosure of any conflicts that do not amount to a prohibition but, absent disclosure, would tend to indicate that a board member may have an appearance of a conflict of interest.

For purposes of the following questions, "related family member" is defined to include relationships within the third degree by blood or marriage. [Relationships in the third degree include mother, father, child, brother, sister, (including half, step and in-law relationships in these same categories), and grandparent, grandchild, aunt, uncle, niece, nephew, great grandparent, great grandchild.]

Do you or any related family member have any financial interest, directly or indirectly in any agency or entity, or are employed by any agency or entity, or volunteer or serve as a Board member of any agency or entity or any "affiliated organization" of any such agency or entity, that has applied for or receives funds from, or plans to apply for funds, or otherwise contracts, or subcontracts with the Boone County Children's Services Board? If yes, please explain.

I AM A VOLUNTEER CASA. I HAVE NO FINANCIAL INTEREST IN THE ORGANIZATION NOR HAVE I EVER SERVED ON ITS BOARD

Have you or a related family member applied for eligibility and been determined eligible or ineligible for funding from the Boone County Children's Services Fund at any time? If yes, identify the individual who applied, their relationship to you and the date of application.

NO

Explain briefly why you are seeking this position and identify any special qualifications you have for this position.

I believe the mental health services CURRENTLY AVAILABLE TO CHILDREN IN BOONE COUNTY ARE INADEQUATE. THE ONLY WAY WE CAN HELP CHILDREN IN NEED TO BECOME PRODUCTIVE ADULTS IS TO IDENTIFY CHILDREN IN NEED AND THEN BE ABLE TO MEET THOSE NEEDS. AS SOMEONE WHO CARES DEEPLY FOR CHILDREN, WHO HAS SEEN THE RESULTS WHEN NO HELP IS GIVEN, AND WHO HAS THE ABILITY TO WORK IN GROUPS, I AM WELL SUITED FOR MEMBERSHIP ON THE CHILDREN'S COMMISSION.

Are you or any family member now or have you or a related family member ever been employed by Boone County? If so, please give dates of employment, the position held, and describe if the position had any responsibilities or duties regarding the Boone County Children's Services Fund.

NO

Do you or does any related family member have any other interest which might conflict or be perceived to conflict with your duty of loyalty to the interests of Boone County Children's Services Fund? If so, identify the interest and the relationship.

NO

Have you ever been arrested, charged, or convicted of any felony? Yes No
If yes, please explain.

Have you ever been disciplined, cited, or sanctioned for a breach of ethics or unprofessional conduct by, or been the subject of a complaint to any court, administrative agency, professional association, disciplinary committee, or other professional group? Yes No
If yes, please explain.

Have you ever been the subject of a substantiated allegation of abuse, neglect, or misconduct by any agency that involves care to others or abuse of others? Yes No
If yes, please explain.

Are your Boone County taxes paid in full to date? Yes No

If "No", please explain.

References:

DANIEL GRALIKE	PRIOR SUPERVISOR	882-9855	15
<i>Name</i>	<i>Nature of Relationship</i>	<i>Contact Information</i>	<i>Years Known</i>
BRIAN TAYLOR	MID-MO LEGAL SERVICES	442-0116	2
<i>Name</i>	<i>Nature of Relationship</i>	<i>Contact Information</i>	<i>Years Known</i>

By my signature, I agree to comply fully with board policies, bylaws, and conflict of interest requirements of the board of directors and certify that the information above is complete and accurate to the best of my knowledge and that should a potential conflict arise during my term, I will bring it to that attention of the Boone County Children's Services Fund Board and the Boone County Commission.

Nancy A McKerrow
Signature

2/7/2013
Date

NANCY A. MCKERROW

2591 State Route O
Columbia, MO 65203
573-445-5785

EDUCATION

Juris Doctorate, University of Missouri, Columbia, Missouri; 1984
Order of the Coif
University of Missouri Law Review, Member

Bachelor of Arts, Summa Cum Laude University of Massachusetts at Boston, 1981

EMPLOYMENT

Retired from the Missouri Public Defender System in August, 2010.

Assistant Appellate Defender, Central Appellate Division, Missouri State Public Defender System, 1999-2010. I represented indigent criminal defendants on direct and post-conviction appeal.

District Defender, Central Capital Division, Missouri State Public Defender System, 1995-1999. I managed an office of sixteen employees as well as providing representation to indigent Missouri citizens charged with murder in the first degree where the State sought the death penalty.

Lead Trial Counsel, Central Capital Division, Missouri State Public Defender System, 1993-1995.

Associate Trial Counsel, Central Capital Division, Missouri State Public Defender, 1991-1993.

Assistant State Public Defender, Central Appellate/PCR Division, Missouri State Public Defender, 1986-1991. I represented indigent criminal defendants on direct and post-conviction appeal in State courts. In 1988, I joined the newly created Capital Appellate Division. In 1990, I became Supervisor of that division and First Assistant in the Central Appellate Division. In addition to my regular case load, I supervised six attorneys and two paralegals. In 1990, I was promoted to APDIV and became a member of the Promotions Board.

Adjunct Professor, University of Missouri School of Law, Columbia, Missouri, 1987-1989. I taught Legal Research and Writing and Appellate Advocacy to first-year law students

Hearings Examiner, Missouri Commission on Human Rights, Jefferson City, Missouri, 1984-1986. I conducted evidentiary hearings on discrimination complaints in the areas of employment, housing and public accommodations and wrote findings of fact, conclusions and orders.

Investigator (half-time), Missouri Commission on Human Rights, Jefferson City, Missouri, 1982-1984. I investigated discrimination complaints and made probable cause determinations.

EMPLOYMENT AWARD

Defender of Distinction, Missouri Bar Association, 1995

PUBLICATIONS

Housing Discrimination in Missouri, Journal of the Missouri Bar, Vol. 42, No. 3, April-May, 1986.

Note: *Enmund v. Florida*, University of Missouri Law Review, Vol. 48, No. 2, 1984

PROFESSIONAL ACTIVITIES

Missouri State Public Defender Sexually Violent Predator Task Force leader. April-October 1999. The task force was created to coordinate the system's response to the newly enacted Sexually Violent Predator Statute. The task force was made up of six, volunteer lawyers from throughout the state who researched the law and developed legal challenges to it.

Small Group Leader, Missouri State Public Defender's Trial Skills Workshop, Camdenton, Missouri, 1994-1998.

Speaker, Trial Skills Workshop, Columbia, Missouri, 1993.

Trainer and Speaker, NLADA Appellate Practice Seminar, Kansas City, Missouri, 1991.

Trainer, NLADA Appellate Practice Seminar, Indianapolis, Indiana, 1990.

Speaker, Juveniles on Death Row, Ohio Public Defender Commission Seminar on Juveniles and the Law, Columbus, Ohio, 1989.

COMMUNITY ACTIVITIES

Volunteer, The Shelter, Columbia, Missouri, 1987-1991.

Board of Directors, Comprehensive Human Services, Columbia, Missouri, 1992-1998. Secretary of the Board, 1993; Vice-President of the Board, 1994; President of the Board, 1995.

Board of Directors, New Wave Corporation, Columbia, Missouri, 1988-1992. President of the Board, 1990-1992.

Court Appointed Special Advocate, Heart of Missouri CASA, 2011-present

Volunteer – Uncontested Divorce Clinic, Mid-Missouri Legal Services, (MMLS)
2010-present

PROFESSIONAL REFERENCES:

Daniel Gralike, Deputy Director, Missouri Public Defender System (MSPD).
Woodrail Center, 1000 W. Nifong, Bldg. 7, Columbia, MO 65203. (573) 882-9855,
e-mail = Dan.Gralike@mspd.mo.gov

Brian Taylor, Mid-Missouri Legal Services Corp., 205 E. Forest Ave., Columbia,
MO 65203 (573) 442-0116, e-mail = Taylor@mmls.org

Theresa Foltz, Training Director, Heart of Missouri CASA, P.O. Box 10028,
Columbia, MO 65205, e-mail = heartofmissouricasa @ Hotmail.com

Irene Karns, Attorney at Law, 2417 Lynnwood Dr., Columbia, MO 65203.
(573) 875-0645, e-mail = ikarns4@gmail.com.

Effective - 4/1/13
Term Expires - 3/31/14

Application for Appointment to Boone County Children's Services Board

The Boone County Children's Services Board was established in 2013 with the passage of a special sales tax levy in November, 2012. The Board, in partnership with the Boone County Commission, is charged with making Boone County a better and healthier community through the provision of services to protect the well-being and safety of children under the age of nineteen (19) and their families. The Board's goal is to maximize positive outcomes in a transparent, accountable fashion in recognition of the fact that the taxpayers of Boone County are an important stakeholder and beneficiary of this program. The Board's partnership with the Boone County Commission allows it to benefit from the ability to hire dedicated, professional staff with competitive salary and benefits packages into a professional environment with supports that include facilities maintenance, purchasing, human resources, legal, auditing, and other organizational supports and synergies that stem from being integrated into Boone County government as a County department. This partnership also allows the Boone County taxpayers to benefit from a coordination of social service spending at the County level in order to avoid duplication of effort, ensure efficient spending of public resources, and increase transparency. Finally, being part of County government allows the Children's Services sales tax proceeds to retain its character as "local tax dollars," allowing for the pursuit of matching federal dollars through various federal programs administered through the State Department of Mental Health, State Department of Social Services, and other federal matching programs.

Composition of the board of directors must meet the statutory requirements of the enabling legislation. Additionally, persons appointed to the board must comply with the provisions of the bylaws of the board and the conflict of interest policies promulgated by the County Commission and the Board. As appointees of a statutorily created Board with powers to direct the expenditure of public funds, board members have certain fiduciary duties, which require that they conduct themselves without conflict to the interest of the Children's Services Board or the Boone County taxpayer. Certain types of conflicts of interest are not prohibited, but disclosure is critical. Disclosure should not be construed as creating a presumption of impropriety or as automatically precluding someone from participation. Rather, it reflects the recognition of the many factors that can influence one's judgment and a desire to make as much information as possible available to other participants. Potentially conflicting interests may relate to programs and services or operations, such as contracts with third parties.

APPLICATION

Name: Riehn Dewey M
Last First Middle Initial

Home Address: 9950 S Millsite Road

City: Ashland Zip: 65010

Employment Address: RETIRED

City: _____ Zip: _____

At which address would you prefer to be contacted: Home Business

Email Address (where you wish to be contacted): deweyriehn@centurytel.net

Home Phone: 573 657 9463

Business Phone: 573 8193179

Section 210.861 RSMo requires board members be residents of Boone County. Are you a Boone County resident and how long have you lived in Boone County? 37 Years
6 Months

Are you a registered voter? Yes No

Have you previously served as a member of a board? If yes, identify the board and the dates of service.

Missouri State Credit Union 1998-2003

Missouri Baptist Student Union 2006-2010

What other professional, civic or community endeavors are you currently involved in?

Veterans Of Foreign Wars, Missouri Legislative Chairman and

Member of National Legislative Committee

Are you or have you previously held any local, state or federal government positions, appointments or elected office(s)? If so, please list dates and positions held.

Missouri State Department of Social Service 1976-2000 Worked in Children Services

Last six years prior to retirement was Director of Child Abuse Investigations

Have you ever volunteered with or been employed by an agency that may provide services to eligible service recipients of the Children's Services Fund (examples include the following services provided to one under the age of 19 or their families: outpatient chemical dependency or psychiatry treatment services, counseling services, or other services as a result of being abused, neglected, runaway, homeless, or emotional disturbance, or services to an unwed mother)? If so, please list the Agency, a description of the services provided by the Agency, the time frames of your involvement, and contact person and contact information for said Agency.

Section 210.861, Revised Statutes of Missouri, prohibits membership on the board by certain persons, including current County Commissioners, those having any financial interest in any agency

receiving funds from the Children’s Services Fund, and those employed by any agency receiving funds. In addition, the Boone County Commission, based on its experience with other board appointments and the experiences of other counties in the administration of other Children’s Services funds, prohibits membership on the board by those who are board members or volunteers with agencies that receive funds, or are employed by, have a financial interest in, serve on the board of, or otherwise volunteer with affiliated organizations of those agencies receiving funds. For purposes of this policy, “affiliated organizations” are those organizations which are controlled by or have systemic legal relationships with an agency who receive funds from the Children’s Services Fund. [For example, two entities controlled by the same Board of Directors or the same administration team or an entity that relies on another almost exclusively for its financial support. Many other examples of such affiliated organizations exist, and the intent of this policy is to examine the substance of the relationships between entities and not the strict legal organization they have chosen to employ.] The questions below are designed to determine if a prohibited conflict of interest exists **and** to allow for the disclosure of any conflicts that do not amount to a prohibition but, absent disclosure, would tend to indicate that a board member may have an appearance of a conflict of interest.

For purposes of the following questions, “related family member” is defined to include relationships within the third degree by blood or marriage. [Relationships in the third degree include mother, father, child, brother, sister, (including half, step and in-law relationships in these same categories), and grandparent, grandchild, aunt, uncle, niece, nephew, great grandparent, great grandchild.]

Do you or any related family member have any financial interest, directly or indirectly in any agency or entity, or are employed by any agency or entity, or volunteer or serve as a Board member of any agency or entity or any “affiliated organization” of any such agency or entity, that has applied for or receives funds from, or plans to apply for funds, or otherwise contracts, or subcontracts with the Boone County Children’s Services Board? If yes, please explain.

No

Have you or a related family member applied for eligibility and been determined eligible or ineligible for funding from the Boone County Children’s Services Fund at any time? If yes, identify the individual who applied, their relationship to you and the date of application.

No

Explain briefly why you are seeking this position and identify any special qualifications you have for this position.

Have an interest in Services for kids. Also, I have become active in identifying and working with Veterans and their needs. The need for mental health services for kids and veterans is great.

Are you or any family member now or have you or a related family member ever been employed by Boone County? If so, please give dates of employment, the position held, and describe if the position had any responsibilities or duties regarding the Boone County Children's Services Fund.

No

Do you or does any related family member have any other interest which might conflict or be perceived to conflict with your duty of loyalty to the interests of Boone County Children's Services Fund? If so, identify the interest and the relationship.

No

Have you ever been arrested, charged, or convicted of any felony? Yes No
If yes, please explain.

Have you ever been disciplined, cited, or sanctioned for a breach of ethics or unprofessional conduct by, or been the subject of a complaint to any court, administrative agency, professional association, disciplinary committee, or other professional group? Yes No
If yes, please explain.

Have you ever been the subject of a substantiated allegation of abuse, neglect, or misconduct by any agency that involves care to others or abuse of others? Yes No
If yes, please explain.

Are your Boone County taxes paid in full to date? Yes No

If "No", please explain.

References:

WB "Bart" Tichenor	Friend	573 864 4549	30 plus
<i>Name</i>	<i>Nature of Relationship</i>	<i>Contact Information</i>	<i>Years Known</i>
Gary Sapp	Friend	573 449 1663	30 Plus
<i>Name</i>	<i>Nature of Relationship</i>	<i>Contact Information</i>	<i>Years Known</i>

By my signature, I agree to comply fully with board policies, bylaws, and conflict of interest requirements of the board of directors and certify that the information above is complete and accurate to the best of my knowledge and that should a potential conflict arise during my term, I will bring it to that attention of the Boone County Children's Services Fund Board and the Boone County Commission.

Signature

Date

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

April Session of the April Adjourned

Term. 20 13

In the County Commission of said county, on the 18th day of April 20 13

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

Now on this day the County Commission of the County of Boone does hereby approve an expenditure in the amount of \$90.00 to Air Systems, LLC to be paid from the Capital Expenditures subsidy, appropriation account 2120-9220, within the Fairgrounds Maintenance Fund for additional costs to repair the HVAC system as originally approved on Commission Order 111-2013.

Done this 18th day of April, 2013

ATTEST:

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

Daniel K. Atwill
Daniel K. Atwill
Presiding Commissioner

Karen M. Miller
Karen M. Miller
District I Commissioner

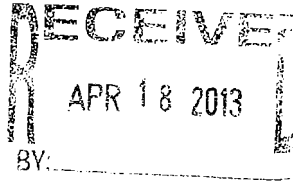
Janet M. Thompson
Janet M. Thompson
District II Commissioner



Air Systems, LLC
Commercial & Industrial
Air Conditioning & Heating
1208 Jefferson St.
Columbia, MO 65203

Phone: (573) 817-0700
Fax: (573) 443-1688

Website: www.airsystemsllc.com



Invoice

BILL TO
BOONE COUNTY FAIRGROUNDS c/o BOONE COUNTY COMMISSION 801 E. WALNUT COLUMBIA, MO 65201

DATE	INVOICE #
4/16/2013	20791

TERMS	P.O. NUMBER
Net 30	

DESCRIPTION	AMOUNT
INVOICE FOR MAKING REPAIRS BASED ON OUR JANUARY INSPECTION RESULTS, IN ACCORDANCE WITH OUR PROPOSAL DATED 2/21/13.	2,522.00
ADDITIONAL COSTS AS NOTED IN QUOTATION: 5 LBS. R-22	90.00
<i>Thank you for your business.</i>	Total \$2,612.00

All accounts are due within 30 days of invoice date. Any account overdue will be subject to a finance charge of 1 1/2% per month on the unpaid balance.

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

March Session of the January Adjourned

Term. 20 13

In the County Commission of said county, on the 7th day of March 20 13

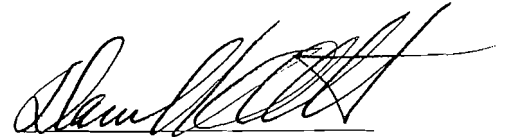
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve an expenditure in the amount of \$2,522.00 to Air Systems, LLC to be paid from the Capital Expenditures subsidy, appropriation account 2120-9220, within the Fairgrounds Maintenance Fund for repairs to Hydro Temp Unit #3, Hydro Temp Unit #4, South Restroom Furnace Unit and SE Arena Radiant Heater. It is further ordered the Presiding Commissioner sign the attached Proposal.

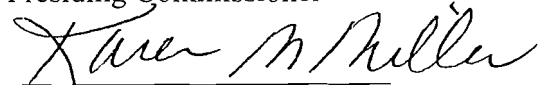
Done this 7th day of March, 2013

ATTEST:

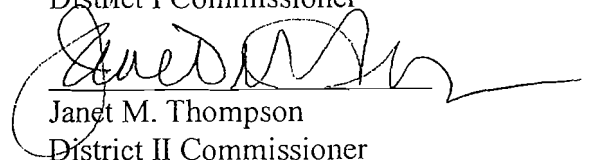
Wendy S. Noren
Wendy S. Noren *my*
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Karen M. Miller
District I Commissioner



Janet M. Thompson
District II Commissioner



Air Systems, LLC
Commercial & Industrial
Air Conditioning & Heating
1208 Jefferson St.
Columbia, MO 65203

Proposal

Phone: (573) 817-0700

Fax: (573) 443-1688

Website: www.airsystemsllc.com

Date: 2/21/2013

Location: Central Missouri Events Center – Boone County Fair Grounds

Job Name: January Inspection Repair Results

Contact: Boone County Commission

Air Systems, LLC is pleased to provide the following services for your consideration:

During the regularly scheduled operations inspection the following items were identified and repairs are required in order for the equipment to operate correctly:

Hydro Temp Unit #3 Circuit #2:

Refrigerant leak on discharge line service stem weld

1. Need to recover the refrigerant charge that is left and store for reuse
2. Re-weld the stem back in
3. Charge the circuit with nitrogen and pressure check the circuit for more leaks
4. Pull a vacuum on the circuit and charge with recovered refrigerant
5. Top off circuit with new R-22 refrigerant as needed (Billed in addition to proposal amount)

Compressor Time Delay (to prevent short cycling) not functioning

1. Unwire existing time delay and replace with new time delay
2. Start unit and check repairs for proper operation

Hydro Temp Unit #4

Floor loop pump motor shorted to ground and locked up the pump – logged into the Teletrol automation system and placed unit in Air to Air Only heating mode.

1. Remove pump motor and disassemble pump
2. Re-assemble pump with new mechanical seal, o-ring, sling washer
3. Install new pump motor and mount the pump assembly
4. Log into Teletrol system and put the system into Floor Loop Heat Mode
5. Start unit and ensure proper operation of pump and unit

South Restroom Furnace Air Handler Unit

Blower Motor bearings loose causing vibration and noise

1. Remove existing motor and replace with new motor
2. Start unit and ensure proper operation



Air Systems, LLC
 Commercial & Industrial
 Air Conditioning & Heating
 1208 Jefferson St.
 Columbia, MO 65203

Proposal

Phone: (573) 817-0700
 Fax: (573) 443-1688

Website: www.airsystemsllc.com

SW Arena Radiant Heater

Heater not operating – gas regulator valve is not resetting consistently

1. Turn off gas supply to unit
2. Remove existing gas regulator and install new regulator
3. Turn on gas to unit and check for proper operation

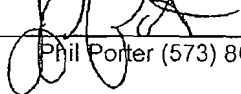
Notes:

- Freight is included in this proposal.
- Additional R-22 refrigerant required will be billed in addition to this proposal at \$18/Lb for the amount used.

We propose to furnish pricing to complete the above in accordance with the above mentioned specifications for the sum of: **\$2,522.00** TERMS: **Net 30 days**

All quotations are subject to applicable state and local taxes at time work is completed; such taxes are not included in this quote.

Price quoted for the work listed above is firm. Air Systems, LLC reserves the right to revise this quote as the work progresses and we acquire knowledge not available at the time of proposal. Customer will be advised at the time of any change before work progresses.

Signature: 
 Phil Porter (573) 808-0182

Date: 2-21-13

ACCEPTANCE OF PROPOSAL:

Authorized Signature: 

Date: 3-7-13

The above price, specification and quote conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

This proposal may be withdrawn by us if not accepted within 30 days; pricing is only good for 30 days from proposal date.

All accounts are due within 30 days of the invoiced date. Any account overdue will be subject to a finance charge of 1 ½% per month on the unpaid balance.