

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

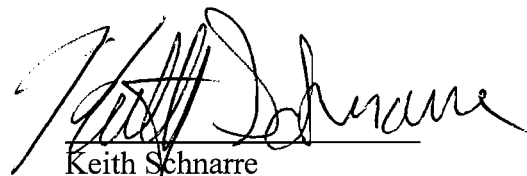
February Session of the January Adjourned Term. 20 05

In the County Commission of said county, on the 24th day of February 20 05

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

Now on this day the County Commission of the County of Boone does hereby award bid 09-20JAN05 for Model Year 2005 Sport Utility Vehicles to Tom Boland Ford. The County Commission authorizes the disposal through trade-in of a Jeep Cherokee (VIN 1J4FF28S1XL647620). It is further ordered that the Presiding Commissioner be hereby authorized to sign said contract and disposal request form.

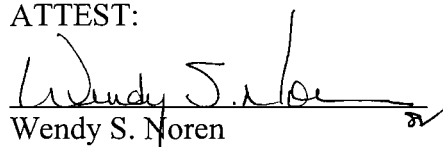
Done this 24th day of February, 2005.


Keith Schnarre
Presiding Commissioner


Karen M. Miller
District I Commissioner


Skip Elkin
District II Commissioner

ATTEST:


Wendy S. Noren
Clerk of the County Commission

Boone County Purchasing

Heather Turner, CPPB
Buyer



601 E. Walnut, Room 209
Columbia, MO 65201
Phone: (573) 886-4392
Fax: (573) 886-4390

75-2009

MEMORANDUM

TO: Boone County Commission
FROM: Heather Turner, CPPB
DATE: February 9, 2005
RE: 09-20JAN05-Model Year 2005 Sport Utility Vehicles

The Bid for Model Year 2005 Sport Utility 4x4 Vehicles closed on January 20, 2005. Five bids were received. Purchasing, along with the Prosecuting Attorney's Office, Public Works, and Planning and Building Inspection recommend award to Tom Boland Ford for submitting the low bid.

Attached please find a memo from Public Works outlining how the expenditure will be paid for beyond the original budgeted amount.

Total cost of the contract is as follows:

Prosecuting Attorney's Office – The contract for \$18,600.00 will be paid out of department 1261-Prosecuting Attorney, Account 92400-Replacement Auto/Trucks. The Purchasing Department requests approval for trade-in of one (1) Jeep Cherokee VIN 1J4FF28S1XL647620. The budgeted amount for this purchase was \$20,776.00.

Public Works – The contract for \$44,200.00 will be paid out of department 2045-PW Design and Construction, Account 91400-Auto/Trucks and 92400-Replacement Auto/Trucks. The budgeted amount for this purchase was \$38,000.00

Planning and Building Inspection – The contract for \$22,100.00 will be paid out of department 1720-Building Codes, Account 92400-Replacement Auto/Trucks. The budgeted amount for this purchase was \$23,000.00.

Please find attached a memo from the Public Works Department, a recommendation for award memo from the Purchasing Department, a request for disposal form, and a copy of the bid tabulation for your review.

ATT: Public Works Memo
Purchasing Memo
Request for Disposal Form
Bid Tabulation

cc: Bonnie Adkins, Prosecuting Attorney
Stan Shawver, Planning and Building Inspection
Greg Edington, Public Works
Bid File

Bid Tabulations 09-20JAN05 - Model Year 2005 Sport Utility Vehicle

	Roberts Auto Plaza	Don Brown Chevrolet	Putnam Chevrolet- Pontiac	Tom Boland Ford	Albert Buick Honda GMC
4.7.	PRICING	Unit Price	Unit Price	Unit Price	Unit Price
4.7.1.	4x4 Sport Utility Vehicle as Per Specifications	\$22,105.00	\$22,292.00	\$22,100.00	\$24,465.00
4.8.	Optional Equipment				
4.8.1.	Speed Control and Tilt Wheel	\$80.00	\$70.00	STD	\$240.00
4.8.2.	Full Floor Console (mini console not acceptable)	STD	STD	STD	STD
4.8.3.	4-Wheel ABS Brakes	STD	STD	STD	STD
4.8.4.	Power Windows and Door Locks	STD	STD	STD	STD
4.9.	Trade-In Amount	No Bid	\$2,000.00	\$3,500.00	\$2,500.00
4.10.	TOTAL VEHICLE COST MINUS TRADE-IN AMOUNT NOT INCLUDING OPTIONAL EQUIPMENT	\$22,105.00	\$20,292.00	\$18,600.00	\$21,965.00
4.11.	DESCRIBE ANY DEVIATIONS	Electric Rear Window Defogger-\$175.00 Carpeted Floor Mats-\$40.00 Ashtray & Lighter-\$30.00	Other Optional Equipment Rear Window Defogger-\$200.00 Floor Mats (front & rear)-\$40.00	None Listed	None Listed

4.12.	DESCRIBE WARRANTY RESTRICTIONS	3 yr/36000 miles	None Listed	3 yr./36000 miles	3 yr/36000 miles	36 mo./36000 miles
4.14.	Coop	Yes	Yes	Yes	Yes	Yes
4.15.	Delivery ARO	60-100 Days	Approx. 70 Days	60-90 Days	100 Days	60-90 Days

RECEIVED

FEB 10 2005

BOONE COUNTY AUDITOR

**PURCHASE REQUISITION
BOONE COUNTY, MISSOURI**

1/31/05

DATE

9778

Tom Boland Ford

VENDOR NO.

VENDOR NAME

PHONE #

ADDRESS

CITY

STATE

ZIP

75-2005

BID DOCUMENTATION

This field **MUST** be completed to demonstrate compliance with statutory bidding requirements.
Refer to RSMo 50.680, 50.753-50.790, and the Purchasing Manual—Section 3

- Bid /RFP (enter # below)
- Sole Source (enter # below)
- Emergency Procurement (enter # below)
- Written Quotes (3) attached (<\$750 to \$4,449)
- <\$750 No Bids Required (enter bid # below if you are purchasing from a bid, even if this purchase is <\$750)
- Professional Services (see Purchasing Policy Section 3-103)

Transaction Not Subject To Bidding For The Following Reason:

- Utility
- Travel
- Dues
- Refund
- Cooperative Agreement
- Other (Explain):
- Training
- Pub/Subscriptions
- Required Gov Payment
- Agency Fund Distribution

#09-20JAN05

(Enter Applicable Bid / Sole Source / Emergency Number)

Shlp To Department # 2045

Bill To Department # 2045

Department				Account				Item Description	Qty	Unit Price	Amount
2	0	4	5	9	1	4	0 0	2005 Ford Explorer XLS	1	22100.00	22100.00
2	0	4	5	9	2	4	0 0	2005 Ford Explorer XLS	1	22100.00	22100.00
								TOTAL			44200.00

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

Don Abell
Requesting Official

ll
Auditor Approval

1/31/05

PURCHASE REQUISITION
BOONE COUNTY, MISSOURI

RECEIVED

FEB 10 2005

BOONE COUNTY AUDITOR

DATE

9778

Tom Boland Ford

VENDOR NO.

VENDOR NAME

PHONE #

ADDRESS

CITY

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75-2005

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 - Other (Explain):
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 - Training
 - Pub/Subscriptions
 - Required Gov Payment
 - Agency Fund Distribution

#09-20JAN05

(Enter Applicable Bid / Sole Source / Emergency Number)

Ship To Department # 1261

Bill To Department # 1261

Department	Account	Item Description	Qty	Unit Price	Amount
2 6 1	9 2 4 0 0	2005 Ford Explorer XLS	1	22100.00	22100.00
1 2 6 1	9 2 4 0 0	Trade In	1	(3500.00)	(3500.00)
		TOTAL		18600.00	18600.00

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

Bonnie J. Adams
Requesting Official

AL
Auditor Approval

1/31/05

PURCHASE REQUISITION BOONE COUNTY, MISSOURI

DATE

9778

VENDOR NAME Tom Boland Ford

PHONE #

VENDOR NO.

ADDRESS

CITY

STATE ZIP

75-2005

BID DOCUMENTATION

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

- Bid /RFP (enter # below)
- Sole Source (enter # below)
- Emergency Procurement (enter # below)
- Written Quotes (3) attached (<\$750 to \$4,449)
- <\$750 No Bids Required (enter bid # below if you are purchasing from a bid, even if this purchase is <\$750)
- Professional Services (see Purchasing Policy Section 3-103)

Transaction Not Subject To Bidding For The Following Reason:

- Utility
- Travel
- Dues
- Refund
- Cooperative Agreement
- Other (Explain):
- Training
- Pub/Subscriptions
- Required Gov Payment
- Agency Fund Distribution

RECEIVED

FEB 09 2005

#09-20JAN05

(Enter Applicable Bid / Sole Source / Emergency Number)

BOONE COUNTY AUDITOR

Ship To Department # 1720

Bill To Department # 1720

Department				Account					Item Description	Qty	Unit Price	Amount
7	2	0		9	2	4	0	0	2005 Ford Explorer XLS	1	22100.00	22100.00
TOTAL											22100.00	

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


Requesting Official


Auditor Approval

**PURCHASE AGREEMENT FOR
MODEL YEAR 2005 SPORT UTILITY VEHICLES**

THIS AGREEMENT dated the 24 day of FEB 2005 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Tom Boland Ford**, herein "Contractor."

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

1. **Contract Documents** - This agreement shall consist of this Purchase Agreement for Model Year 2005 Sport Utility Vehicles, bid number **09-20JAN05** including Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, the unexecuted Response Form, Standard Terms & Conditions, any applicable addenda, as well as the Contractor's bid response dated January 20, 2005 executed by Ralph Harn, on behalf of the Contractor. 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, the terms, conditions, provisions and requirements contained in the bid specifications including Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, the unexecuted Response Form, Standard Terms & Conditions, and any applicable addenda shall prevail and control over the Contractor's bid response.
2. **Purchase** - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County with the following:
 - Prosecuting Attorney – One (1) 2005 Ford Explorer 4-Door XLS 4x4 as well as a trade-in of one (1) 1999 Jeep Cherokee, VIN 1J4FF28S1XL647620 in conformity with the bid specifications for a total cost of Eighteen Thousand Six Hundred Dollars (\$18,600.00).
 - Public Works – Two (2) 2005 Ford Explorer 4-Door XLS 4x4s in conformity with the bid specifications for a total cost of Forty Four Thousand Two Hundred Dollars (\$44,200.00).
 - Planning and Building Inspection – One (1) 2005 Ford Explorer 4-Door XLS 4x4 in conformity with the bid specifications for a total cost of Twenty Two Thousand One Hundred Dollars (\$22,100.00).
3. **Delivery** - Contractor agrees to deliver the equipment per the bid specifications and within 100 days after receipt of order.
4. **Billing and Payment** - All billing shall be invoiced as follows:
 - Prosecuting Attorney – Boone County Prosecuting Attorney's Office, Attn: Bonnie Adkins, 705 E. Walnut, 2nd Floor, Columbia, MO 65201.
 - Public Works – Boone County Public Works Department, Attn: Greg Edington, 5551 Highway 63 South, Columbia, MO 65201.
 - Planning and Building Inspection – Boone County Planning and Building Inspection, Attn: Paula Evans, 801 E. Walnut, Room 210, Columbia, MO 65201.

Billings may only include the prices listed in the Contractor's bid response. No additional fees for delivery or extra services 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 invoices within thirty days of receipt; Contractor agrees to honor any cash or prompt payment discounts offered in its bid response if county makes payment as provided therein. In the event of a billing dispute, the County reserves the

right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the Contractor, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

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

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

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

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

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

Tom Boland Ford

by *Ralph Harro*

title *FLEET MGR.*

BOONE COUNTY, MISSOURI

by Boone County Commission

Keith Schnarre
Keith Schnarre, Presiding Commissioner

APPROVED AS TO FORM:

[Signature]
County Counselor

ATTEST:

Wendy S. Noren
Wendy S. Noren, County Clerk

AUDITOR CERTIFICATION

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

1261/92400 - \$18,600.00

2045/91400 - \$22,100.00

2045/92400 - \$22,100.00

1720/92400 - \$22,100.00

Jane C. Pitchford
Signature *[Signature]*

2/14/05
Date

Appropriation Account

BOONE COUNTY

REQUEST FOR DISPOSAL OF COUNTY PROPERTY

DATE 1/31/05

FIXED ASSET TAG NUMBER 11861

DESCRIPTION 1999 White Jeef Cherokee VIN 1J4FF28S1XL647620 Mileage 140,000 +

RECEIVED
JAN 31 2005
BOONE COUNTY AUDITOR

REQUESTED MEANS OF DISPOSAL: TRADE

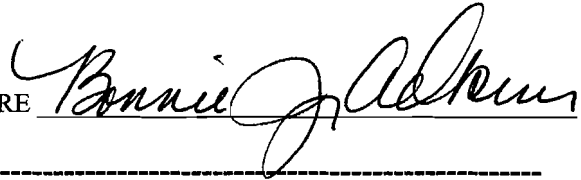
OTHER INFORMATION:

CONDITION OF ASSET High Mileage - In need of repair

REASON FOR DISPOSITION High Mileage - In need of repair

DEPARTMENT Prosecuting Attorney 1261

SIGNATURE



AUDITOR

ORIGINAL PURCHASE DATE

6/1/99

ORIGINAL COST

\$20,529.50

ORIGINAL FUNDING SOURCE

2731 - New Fund

1605

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

TRADE AUCTION SEALED BIDS

OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 75-2005

DATE APPROVED FEB 1 2005

SIGNATURE 

CERTIFIED COPY OF ORDER



STATE OF MISSOURI }
County of Boone } ea.

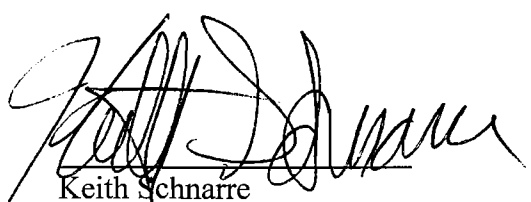
February Session of the January Adjourned Term. 20 05

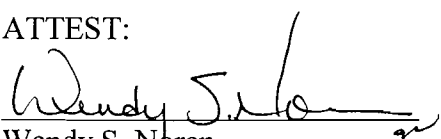
In the County Commission of said county, on the 24th day of February 20 05

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

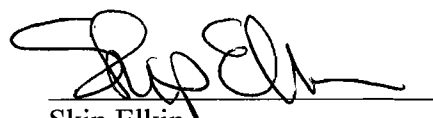
Now on this day the County Commission of the County of Boone does hereby approve amendment #1 to Bid 14-30MAR04 for Lien Search Services Term and Supply. It is further ordered that the Presiding Commissioner be hereby authorized to sign said amendment.

Done this 24th day of February, 2005.


Keith Schnarre
Presiding Commissioner

ATTEST:

Wendy S. Noren
Clerk of the County Commission


Karen M. Miller
District I Commissioner


Skip Elkin
District II Commissioner

Boone County Purchasing

Melinda Bobbitt, CPPB
Director



601 E. Walnut, Room 208
Columbia, MO 65201
Phone: (573) 886-4391
Fax: (573) 886-4390

76-2005

MEMORANDUM

TO: Boone County Commission
FROM: Melinda Bobbitt, CPPB
DATE: February 10, 2005
RE: Amendment Number One – 14-30MAR04 – Lien Search Services - Term and Supply

The Purchasing department received a request from the Collector's office to add that the Contractor provide a copy of the vesting deed with each lien search for a cost of \$1.00 per page. The Contractor actually obtains that vesting deed from our Recorder's Office for \$1.00 per page and is willing to provide this service to the Collector at their cost.

Attached is Amendment Number One which adds this service to the contract. It will be paid from department 1150 - Collector, account 84500 – Title Search. \$12,000 remains in the account at this time.

cc: Pat Lensmeyer, Collector
Bid File

From: "Mike Dalton" <Mike@monarchtitle.com>
To: <mbobbitt@boonecountymmo.org>
Date: 2/10/05 1:44PM
Subject: Title Search contract modification

Melinda,

Sorry I am just now getting this to you, I had a meeting that Bettie Johnson chaired, and just now got back from lunch.

Pat Lensmeyer indicated last year that it was very helpful for us to provide a copy of the vesting deed with each search we do for the Collectors office. I would propose to modify our contract by allowing us to charge one dollar (\$1.00) per page provided. This is what the Records Office charges for copies we make from their books.

If you need any additional information, please let me know.

Sincerely,

Michael H. Dalton
Executive Vice President
Monarch Title Company, Inc.
320 E. Broadway, Suite D
Columbia, MO 65201
573-441-0725
Fax: 573-441-0705

**CONTRACT AMENDMENT NUMBER ONE
PURCHASE AGREEMENT FOR
LIEN SEARCH SERVICES – TERM AND SUPPLY
Bid # 14-30MAR04**

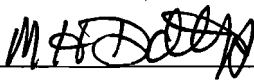
The Agreement dated April 13, 2004 made by and between Boone County, Missouri and **Monarch Title Company, Inc.** for and in consideration of the performance of the respective obligations of the parties set forth herein, is amended as follows:

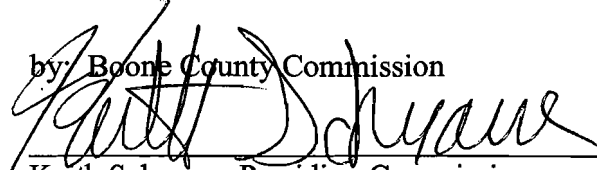
1. ADD Service: Contractor shall provide a copy of the vesting deed with each lien search provided to Boone County at \$1.00 per page.
2. Except as specifically amended hereunder, all other terms, conditions and provisions of the original agreement shall remain in full force and effect.

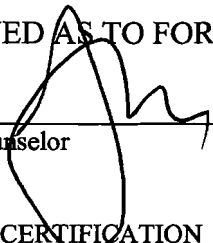
IN WITNESS WHEREOF the parties through their duly authorized representatives have executed this agreement on the day and year first above written.

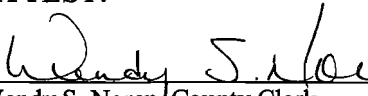
MONARCH TITLE COMPANY, INC.

BOONE COUNTY, MISSOURI

by 
title CFO

by Boone County Commission

Keith Schnarre, Presiding Commissioner

APPROVED AS TO FORM:

County Counselor

ATTEST:

Wendy S. Noren, County Clerk

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.)

no encumbrance required 2/15/05 1150-84500
Signature Chyke Date Appropriation Account

From: "Mike Dalton" <Mike@monarchtitle.com>
To: <mbobbitt@boonecountymo.org>
Date: 2/10/05 1:44PM
Subject: Title Search contract modification

Melinda,

Sorry I am just now getting this to you, I had a meeting that Bettie Johnson chaired, and just now got back from lunch.

Pat Lensmeyer indicated last year that it was very helpful for us to provide a copy of the vesting deed with each search we do for the Collectors office. I would propose to modify our contract by allowing us to charge one dollar (\$1.00) per page provided. This is what the Recorders Office charges for copies we make from their books.

If you need any additional information, please let me know.

Sincerely,

Michael H. Dalton
Executive Vice President
Monarch Title Company, Inc.
320 E. Broadway, Suite D
Columbia, MO 65201
573-441-0725
Fax: 573-441-0705

Boone County Purchasing

Heather Turner, CPPB
Buyer



601 E. Walnut, Rm. 209
Columbia, MO 65201
Phone: (573) 886-4392
Fax: (573) 886-4390
Email: hturner@boonecountymo.org

TO: Don Abel
Public Works

FROM: Heather Turner, CPPB
Buyer, Purchasing

DATE: January 25, 2005

RE: BID AWARD RECOMMENDATION - BID #09-20JAN05-Model Year 2005 Sport
Utility Vehicle

Attached is the tabulation and bid responses received for the above referenced bid. Please return this cover sheet with your recommendation after you have completed the evaluation of this bid. If you have any questions, please call 886-4392 or e-mail: hturner@boonecountymo.org.

The Purchasing Department recommends award to Tom Boland Ford, the low bidder. Please evaluate carefully whether Tom Boland Ford's response meets the specifications.

DEPARTMENT REPLY:

Department Number: 2045
Account Number: 91400, 92400
Budgeted: \$ 19,000 @ 2 = \$38,000

- Award Bid to the low bidder (Tom Boland Ford); *See attached memorandum*
- Recommend accepting the following bid for reasons detailed on attached page. (Attach department recommendation explaining why not awarding to low bid).
- Recommend rejecting all bids for reasons detailed on attached page. (Attach department recommendation).

Department Head Signature:


David Mink

Date: 1/26/05

Boone County Public Works

Gregory P. Edington
Fleet Operations Superintendent
Maintenance Operations Division



5551 Highway 63 South
Columbia, Missouri 65201-9711
(573) 449-8515 ext (226)
FAX (573) 875-1602
EMAIL: gregedington@boonecountymo.org

Date: January 26, 2005
To: David Mink
From: Greg Edington *GE*
Subject: Bid Award Recommendation – Bid #09-20JAN05-Model Year 2005 Sport Utility Vehicle

The Department agrees with the Purchasing Department's recommendation to award the above bid to the lowest and best bid (Tom Boland Ford). Cost Center 2045 allocated \$19,000 in account 91400 and \$19,000 in account 92400 for the purchase of the vehicles.

The cost for each vehicle is \$22,100 which is \$3,100 over the budgeted amount for each vehicle. The Department had originally planned to trade-in a 1995 Jeep 4x4 for one of the vehicles. Unfortunately the vehicle was in an accident a few weeks ago and is no longer of any value. The estimated trade in allowance for the vehicle was \$2,500. The Department had originally obtained budget figures for the purchase of Chevy Blazers. We were informed in January that the Blazer was no longer a production vehicle and Chevrolet's replacement vehicle is a Trailblazer model.

The Department would recommend using cost savings in account 2045-92301 to cover the additional expense of the vehicles. The purchase of an Autocad software upgrade resulted in a savings of approximately \$7,870. The combined additional cost of the vehicles is \$6,200. The Department may recover some amount of money off of the sale of the wrecked jeep to further offset the overage.

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STATE OF MISSOURI }
County of Boone } ea.

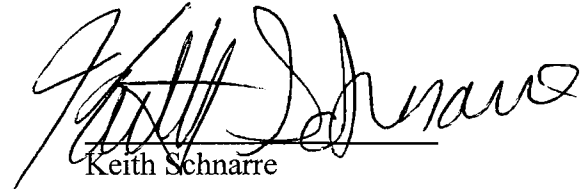
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In the County Commission of said county, on the 24th day of February 20 05

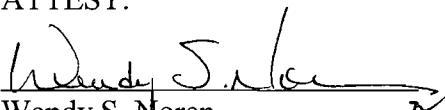
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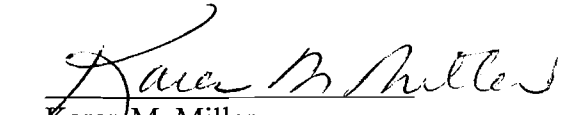
Now on this day the County Commission of the County of Boone does hereby award bid 11-08FEB05 for a Crew Cab/Chassis DRW 4x4 Dump/Utility Trucks to Tom Boland Ford. The County Commission authorizes the disposal through trade-in of a 1995 Ford F350 4x4 (VIN 1FDKF38F4SNA47180) and a 1992 International 4600 Crew Cab with Service Body (VIN 1HTSAZRK4NH424680). It is further ordered that the Presiding Commissioner be hereby authorized to sign said contract and disposal request form.

Done this 24th day of February, 2005.


Keith Schnarre
Presiding Commissioner

ATTEST:


Wendy S. Noren
Clerk of the County Commission


Karen M. Miller
District I Commissioner


Skip Elkin
District II Commissioner

Boone County Purchasing

Heather Turner, CPPB
Buyer



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77-2005

MEMORANDUM

TO: Boone County Commission
FROM: Heather Turner, CPPB
DATE: February 14, 2005
RE: 11-08FEB05 Crew Cab/Chassis DRW 4x4 Dump/Utility Trucks

The Bid for Crew Cab/Chassis DRW 4x4 Dump/Utility Trucks closed on February 8, 2005. Two bids were received. Purchasing and the Public Work's department recommend award to Tom Boland Ford for submitting the low bid.

Total cost of the contract is \$116,106.00 to be paid out of department 2040-Public Works Maintenance Operations, Account 92400-Replacement Auto/Trucks. The Purchasing Department requests approval for trade-in of one (1) 1995 Ford F350 4x4 VIN #1FDKF38F4SNA47180 and one (1) 1992 International 4600 Crew Cab with Service Body VIN #1HTSAZRK4NH424680. The budgeted amount for this purchase was \$125,000.00.

Please find a copy of the bid tabulation attached for your review as well as two (2) request for disposal forms.

ATT: Bid Tabulation
Request for Disposal Forms

cc: Greg Edington, Public Works
Bid File

Bid Tabulations

11-08FEB05 - 2005 CREW CAB/CHASSIS DRW 4X4 DUMP/UTILITY TRUCKS

		Putnam Chevrolet	Tom Boland Ford
4.7.	PRICING	Unit Price	Unit Price
4.7.1.	Trucks as Per Specifications (Qty 2)	\$102,880.00	\$99,686.00
4.8.	Optional Equipment		
4.8.1.	External Heavy Duty Engine/Tranmission Cooling System (Qty 2)	\$190.00	Standard
4.8.2.	Tilit Steering/Speed Control (Qty 2)	\$310.00	\$620.00
4.8.3.	Lining Lining type Rhino (Qty 2)	\$1,300.00	\$1,300.00
4.8.4.	Snow plow each (Qty 2)	\$6,130.00	\$6,130.00
4.8.5.	Material Spreader(Qty 2)	\$9,630.00	\$9,630.00
4.8.6.	Hydraulic Valves and Controls for Spreader/Plow (Qty 2)	\$4,740.00	\$4,740.00
4.9.	TRADE-IN AMOUNT Vehicle 1	\$4,500.00	\$3,500.00
4.10	TRADE-IN AMOUNT Vehicle 2	\$4,000.00	\$2,500.00
4.11.	TOTAL VEHICLE COST MINUS TRADE-IN AMOUNT NOT INCLUDING OPTIONAL EQUIPMENT	\$116,680.00	\$116,106.00
4.12.	DESCRIBE ANY DEVIATIONS	None	Manual Locking Front Hubs
4.13.	DESCRIBE WARRANTY RESTRICTIONS	See Attached	3 year/36,000 miles 5 year/100,000 miles on diesel engine
4.14.	Coop	Yes	Yes
4.15.	Delivery ARO	90-120 Days	120 Days

No Bid
Joe Machens Ford

FROM

FAX NO. :5738864300

Feb. 22 2005 03:47PM P2

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 2/16/2005

FIXED ASSET TAG NUMBER: 7292

DESCRIPTION: '92 crew truck - International #731

REQUESTED MEANS OF DISPOSAL: Trade-in

OTHER INFORMATION:

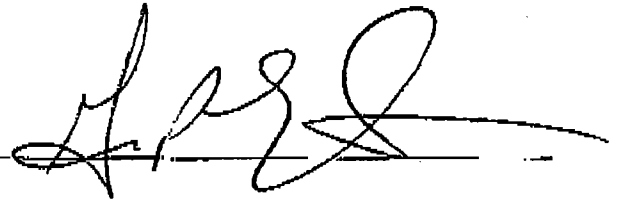
CONDITION OF ASSET:

REASON FOR DISPOSITION:

DESIRED DATE FOR ASSET REMOVAL TO STORAGE:

DEPARTMENT: Public Works

SIGNATURE



AUDITOR

ORIGINAL PURCHASE DATE 1/13/92

ORIGINAL COST \$31,950.00

ORIGINAL FUNDING SOURCE 2741 - Road and Bridge TRANSFER CONFIRMED

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

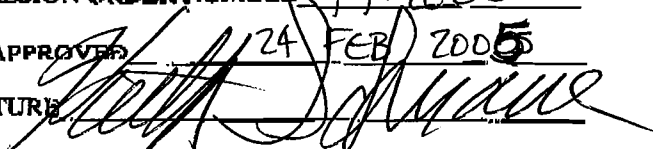
INDIVIDUAL _____

TRADE AUCTION SEALED BIDS

OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 77-7005

DATE APPROVED 24 FEB 2005

SIGNATURE 

ROOM :

FAX NO. :5738864300

Feb. 22 2005 03:47PM P4

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : 2/16/05

FIXED ASSET TAG NUMBER: 8958

DESCRIPTION: 1 ton Ford Pickup w/service body

REQUESTED MEANS OF DISPOSAL: Trade-in

OTHER INFORMATION:

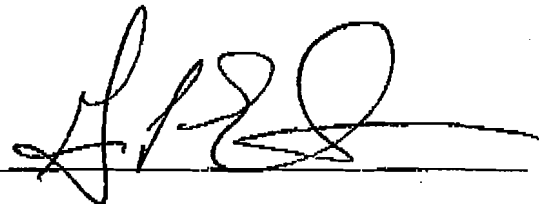
CONDITION OF ASSET:

REASON FOR DISPOSITION:

DESIRED DATE FOR ASSET REMOVAL TO STORAGE:

DEPARTMENT: Public Works

SIGNATURE



AUDITOR

ORIGINAL PURCHASE DATE 1/25/95

ORIGINAL COST \$43,268.85

ORIGINAL FUNDING SOURCE 2741 - Road and Bridge TRANSFER CONFIRMED

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME _____ NUMBER _____

LOCATION WITHIN DEPARTMENT _____

INDIVIDUAL _____

TRADE AUCTION SEALED BIDS

OTHER EXPLAIN _____

COMMISSION ORDER NUMBER 77-2005

DATE APPROVED 24 FEB 2005

SIGNATURE [Signature]

2/14/05

PURCHASE REQUISITION BOONE COUNTY, MISSOURI

RECEIVED

FEB 16 2005

DATE

9778

Tom Boland Ford

To: County Clerk's Office

VENDOR NAME

VENDOR NO.

ADDRESS

CITY

Comm Order # 77-2005

Return to Auditor's Office

BID DOCUMENTATION

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

- Bid /RFP (enter # below)
- Sole Source (enter # below)
- Emergency Procurement (enter # below)
- Written Quotes (3) attached (<\$750 to \$4,449)
- <\$750 No Bids Required (enter bid # below if you are purchasing from a bid, even if this purchase is <\$750)
- Professional Services (see Purchasing Policy Section 3-103)

- Transaction Not Subject To Bidding For The Following Reason:
- Utility
 - Travel
 - Dues
 - Refund
 - Cooperative Agreement
 - Other (Explain):
 - Training
 - Pub/Subscriptions
 - Required Gov Payment
 - Agency Fund Distribution

#11-08FEB05
(Enter Applicable Bid / Sole Source / Emergency Number)

BOONE COUNTY AUDITOR

FEB 16 2005

Ship To Department # 2040

Bill To Department # 2040

RECEIVED

Department	Account	Item Description	Qty	Unit Price	Amount
2 0 4 0	9 2 4 0 0	2005 Ford F450	2	49843.00	99686.00
		Tilt Steering/Speed Control	2	310.00	620.00
		Lining	2	650.00	1300.00
		Snow Plow	2	3065.00	6130.00
		Material Spreader	2	4815.00	9630.00
		Hydraulic Valves and Controls for Spreader/Plow	2	2370.00	4740.00
		Trade In	1		(3500.00)
		Trade In	1		(2500.00)
		TOTAL			116106.00

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


Requesting Official


Auditor Approval

**PURCHASE AGREEMENT FOR
2005 Crew Cab/Chassis DRW 4x4 Dump/Utility Trucks**

THIS AGREEMENT dated the 24 day of FEB 2005 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Tom Boland Ford**, herein "Contractor."

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

1. **Contract Documents** - This agreement shall consist of this Purchase Agreement for 2005 Crew Cab/Chassis DRW 4x4 Dump/Utility Trucks, bid number **11-08FEB05** including Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, the unexecuted Response Form, Standard Terms & Conditions, any applicable addenda, as well as the Contractor's bid response dated February 7, 2005 executed by Ralph Harn, on behalf of the Contractor. 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, the terms, conditions, provisions and requirements contained in the bid specifications including Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, the unexecuted Response Form, Standard Terms & Conditions, and any applicable addenda shall prevail and control over the Contractor's bid response.
2. **Purchase** - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County with the following:
 - Two (2) 2005 Ford F450s as well as a trade-in of one (1) 1995 Ford F350 4x4 VIN #1FDKF38F4SNA47180 and one (1) 1992 International 4600 Crew Cab with Service Body VIN #1HTSAZRK4NH424680 in conformity with the bid specifications for a total cost of One Hundred Sixteen Thousand One Hundred and Six Dollars (\$116,106.00).
3. **Delivery** - Contractor agrees to deliver the equipment per the bid specifications and within 120 days after receipt of order.
4. **Billing and Payment** - All billing shall be invoiced to the Boone County Public Works Department and 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 invoices within thirty days of receipt; Contractor agrees to honor any cash or prompt payment discounts offered in its bid response if county makes payment as provided therein. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the Contractor, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

Billings may only include the prices listed in the Contractor's bid response. No additional fees for delivery or extra services 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 invoices within thirty days of receipt; Contractor agrees to honor any cash or prompt payment discounts offered in its bid response if county makes payment as provided therein. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of

the Contractor, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

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

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

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

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

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

Tom Boland Ford
by Ralph Ham
title FLEET MGR.

BOONE COUNTY, MISSOURI
by: Boone County Commission
Keith Schjarre
Keith Schjarre, Presiding Commissioner

APPROVED AS TO FORM:
[Signature]
County Counselor

ATTEST:
Wendy S. Noren
Wendy S. Noren, County Clerk

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

June E. Petchford 2/16/05 2040/92400 - \$116,106.00
Signature Date Appropriation Account

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
 County of Boone } ea.

February Session of the January Adjourned

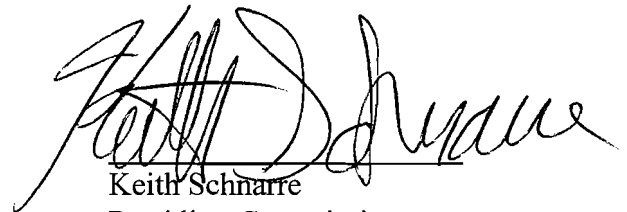
Term. 20 05

In the County Commission of said county, on the

24th day of February 20 05

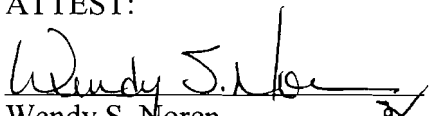
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the Proposal for Consultant Services with Shafer, Kline and Warren, Inc. for engineering services for maintenance facility modifications. It is further ordered that the Presiding Commissioner be hereby authorized to sign said proposal.

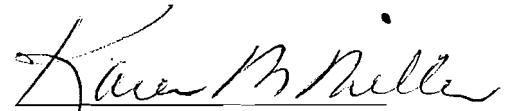
Done this 24th day of February, 2005.


Keith Schnarre
 Presiding Commissioner

ATTEST:



Wendy S. Noren
 Clerk of the County Commission



Karen M. Miller
 District I Commissioner



Skip Elkin
 District II Commissioner

APPROVAL OF PROPOSAL FOR CONSULTANT SERVICES

Effective the 24 day of FEB, 2005, Boone County, Missouri, a political subdivision of the state of Missouri through its County Commission (herein "Owner") hereby approves and authorizes professional services by the Consultant referred to below for the services specified below.

Consultant Name: Shafer, Kline & Warren, Inc.

Project/Work Description: Engineering Services: Maintenance Facility Modifications

Proposal Description: See attached letter from Mr. Dennis E. Stith, P.E. to Mr. David Mink, P.E. dated January 31, 2005.

Modifications to Proposal: Fees and expenses shall not exceed \$7,700 without prior written approval of Owner.

This form agreement and any attachments to it shall be considered the approved proposal; signature by all parties below constitutes a contract for services in accordance with the above described proposal and any approved modifications to the proposal, both of which shall be in accordance with the terms and conditions of the General Consultant Services Agreement signed by the Consultant and Owner for the current calendar year on file with the Boone County Public Works Department, which is hereby incorporated by reference. Performance of Consultant's services and compensation for services shall in accordance with the approved proposal and any approved modifications to it and shall be subject to and consistent with the General Consultant Services Agreement for the current calendar year. In the event of any conflict in interpretation between the proposal approved herein and the general Consultant Services Agreement, the terms and conditions of the general agreement shall control unless the proposal approved herein specifically identifies a term or condition of the general Consultant Services Agreement that shall not be applicable.

CONSULTANT

By Dennis E. Stith
Title Associate

Dated: 3/3/05

BOONE COUNTY, MISSOURI

By [Signature]
Presiding Commissioner

Dated: 24 FEB 2005

APPROVED AS TO FORM:

County Attorney

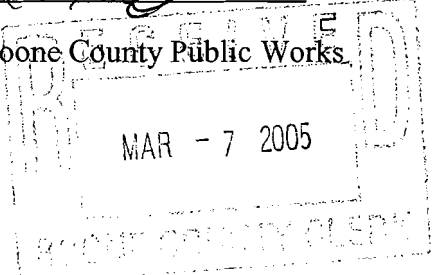
ATTEST:

[Signature]
County Clerk

APPROVED:

[Signature]

Director, Boone County Public Works



CERTIFICATION:

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

[Signature] 3/15/05
Auditor [Signature] Date



SHAFFER, KLINE & WARREN, INC. ■ 107 Butler St., P.O. Box 366, Macon, Missouri 63552-0366 ■ 660-385-6441 FAX: 660-385-6614

Tuttle-Ayers-Woodward founded 1885
Shetlar Griffith Shetlar founded 1946
A.C. Kirkwood & Associates founded 1947
Shafer & Kline founded 1950
Hamilton & Associates founded 1981

Offices in: Chillicothe, Missouri
Kansas City, Missouri
Macon, Missouri
North Kansas City, Missouri

Iola, Kansas
Overland Park, Kansas
Ottumwa, Iowa

WWW.SKW-INC.COM

January 31, 2005

David Mink, P.E. Director of Public Works
Boone County Public Works
5551 Highway 63 South
Columbia, MO. 65201

Re: Maintenance Facility Modifications
Agreement for Professional Services

Dear Mr. Mink:

Thank you for considering Shafer, Kline & Warren, Inc. (SKW) to provide professional services in conjunction with maintenance facility modifications related to the closure of sludge lagoon, hereafter called the "Project". A detailed description of our proposed services on the project is provided in the attached Basic Services Summary.

Our compensation for completing the services listed in the Basic Services Summary will accrue on an hourly basis, in accordance with our Hourly Rate Schedule, which is attached hereto, and in effect at the time the services are performed. Total compensation, including reimbursable expenses, will not exceed \$7,700 without prior written consent. Reimbursable expenses (out-of-pocket expenses such as printing, vehicle mileage, delivery charges, filling fees, or application fees, etc.) will be invoiced at actual cost, plus ten percent (10%) to cover administrative overhead.

You will be invoiced monthly, based on the project progress that has occurred. All invoices are due and payable on receipt and will be considered past due if payment is not received within 21 days. Once project invoices are past due, an interest charge will accrue to your account at the rate of one and one half percent (1½%) per month, and we will retain the right to cease work on the project until satisfactory arrangements are made to settle the account.

We expect to begin our services promptly, after receipt of your acceptance of this proposal, and complete our work, with all due diligence and in a timely manner. If there are protracted delays, for any reason, we will notify you immediately. Boone County Public Works agree(s) to provide all necessary information for the performance of our services within a reasonable time after it is requested and that SKW will be given timely access to the project site, as necessary, to complete the proposed professional services.

A MULTI-DISCIPLINE APPROACH TO PROJECTS

Civil Engineers ■ Electrical Engineers ■ Mechanical Engineers ■ Landscape Architects ■ Land Surveyors ■ Planners ■ GIS Consultants ■ Photogrammetrists

David Mink, P.E. Director of Public Works
Boone County Public Works
January 31, 2005
Page 2

The following individuals are designated as primary project representatives for Boone County Public Works and SKW. These individuals shall be the primary point of contact and shall receive all correspondence or notices.

Shafer, Kline & Warren, Inc.

Shannon Howe, P.E.
107 Butler Street
P.O. Box 366
Macon, Missouri 63552
Phone: (660) 385-6441
Fax: (660) 385-6614

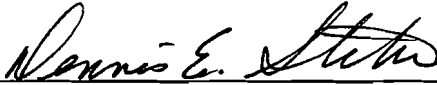
Boone County Public Works

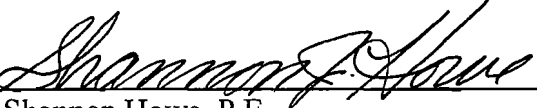
David Mink, P.E.
5551 Highway 63 South
Columbia, MO. 65201
Phone: 573-449-8515
Fax: 573-875-1602

This letter agreement, along with the attached Basic Services Summary, Hourly Rate Schedule and Terms and Conditions (2 pages), represent the entire understanding between us in respect to this project. If these documents satisfactorily set forth your understanding of our agreement, please sign the enclosed copy of this letter agreement in the space provided below and return it to us. This proposal is open for acceptance until February 28, 2005.

We appreciate this opportunity to provide you this proposal for our services and look forward to working with you on this project. If questions should arise after you review this proposal, please call the number listed above.

SHAFER, KLINE & WARREN, INC.

By: 
Dennis E. Stith, P.E.
Associate

By: 
Shannon Howe, P.E.
Office Manager

\\Macbac\Clients\Boone County Public Works\Jan 2005 Eng Agr Mant Feilty Hourly Rate Revision.wpd

BOONE COUNTY PUBLIC WORKS

By: 
David Mink, P.E.

Accepted this 9 day of Feb, 2005.

Title: Director of Public Works

BASIC SERVICES SUMMARY

Attached to and made a part of the Agreement for Professional Services dated January 31, 2005, by and between Boone County Public Works and Shafer, Kline & Warren, Inc., in respect to maintenance facility modifications related to the closure of sludge lagoon, the "Project" described therein.

SCOPE OF BASIC SERVICES

For the compensation outlined in the Agreement, SKW will perform the following professional services. Services not detailed within the Scope of Basic Services are specifically excluded from the scope of SKW's work and SKW assumes no responsibility to perform any services not specifically listed.

SKW will:

1. Perform a topographic survey of the area south of the truck bay for the purpose of designing a gravity sewer extension to serve the truck bay.
2. Design a gravity sewer main to serve the truck bay and office area.
3. Develop a sludge removal plan for the northern most lagoon cell.
4. Provide plans and specifications to Boone County Public Works for the purpose of bidding and constructing the project.

ADDITIONAL SERVICES

If agreed to by the client and SKW, we will provide Additional Services related to the Project. Additional Services are those not included as part of the Basic Scope of Services and shall be paid for by the Client in addition to payment for Basic Services, in accordance with SKW's prevailing fee schedule, in effect at the time that such services are rendered, or as otherwise agreed to by the client and SKW.

1. Grading Plans related to the lagoon closure or sanitary sewer design.
2. Bidding Services such as advertising, bid opening assistance and evaluation.

David Mink, P.E. Director of Public Works
Boone County Public Works
January 31, 2005
Page 4

3. Contract assembly such as gathering bonds and signatures.
4. Construction observation and administration.

Schedule - Plans and specifications for bidding will be delivered no later than March 11, 2005.

Terms and Conditions - In accordance with the general consultant services agreement for fiscal year 2004, dated February 17, 2004.

TERMS AND CONDITIONS

SHAFER, KLINE & WARREN, INC.

ASSIGNMENT. Neither party of this Agreement shall transfer, sublet or assign any rights under or interest in this Agreement (including but not limited to monies that are due or monies that may be due) without the prior written consent to the other party. Subcontracting to subconsultants normally contemplated by SKW shall not be considered an assignment for purposes of this Agreement.

BETTERMENT. If a required item or component of the project should be omitted from construction documents, SKW shall not be responsible for paying the cost required to add such item or component to the extent that such item or component would have been required and included in the original construction documents. In no event will SKW be responsible for and cost or expense that provides betterment or upgrades or enhances the value of the project.

BILLING AND PAYMENT. Invoices submitted by SKW are due upon presentation and shall be considered PAST DUE if not paid within twenty-one (21) calendar days of the invoice date. If payment is not received by SKW within twenty-one (21) calendar days of the invoice date, invoices shall bear interest at one-and-one-half (1.5) percent (or the maximum allowable by law, whichever is less) of the PAST DUE amount per month, which shall be calculated from the invoice due date. Payment thereafter shall first be applied to accrued interest and then to the unpaid principal. If the Client fails to make payments when due and SKW incurs any costs in order to collect overdue sums from the Client, the Client agrees that all such collection costs incurred shall immediately become due and payable to SKW. Collection costs shall include, without limitation, legal fees, collection agency fees and expenses, court costs, collection bonds and reasonable SKW staff costs at standard billing rates for SKW's time spent in efforts to collect. This obligation of the Client to pay collection costs shall survive the term of this Agreement or any earlier termination by either party.

If the Client fails to make payments when due or otherwise is in breach of this Agreement, SKW may suspend performance of services upon seven (7) calendar days' written notice to the Client. SKW shall have no liability whatsoever to the Client for any costs or damages as a result of suspension caused by any breach of this Agreement by the Client.

DELIVERY OF CADD FILES. In requesting and utilizing any drawings or other data on any form of electronic media generated and provided by SKW as part of this project, the Client covenants and agrees that all such drawings and data are instruments of service of SKW, who shall be deemed the author of the drawings and data, and shall retain all common law, statutory law and other rights, including copyrights. Any electronic files provided by SKW to the Client are submitted for an acceptance period of 30 days. Delivery of the electronic file will be accompanied by a hard copy print which reflects the information contained in the electronic format. The client is asked to carefully verify that the electronic information, when utilized within the client's computer of CADD environment, corresponds to the hard copy print. Any inconsistencies the Client discovers should immediately be reported to SKW so that the source of the inconsistency may be investigated. Because data stored on electronic media can deteriorate undetected or be modified without SKW's knowledge, if, at any time, a difference exists between the files on the electronic media and the provided hard copy print, the hard copy print will govern.

The Client further agrees not to use these drawings and data, in whole or in part, for any purpose or project other than the project which is the subject of this Agreement. The Client agrees to waive all claims against SKW resulting in any way from any unauthorized changes or reuse of the drawings and data for any other project by anyone other than SKW. In addition, the Client agrees, to the fullest extent permitted by law, to indemnify and hold SKW harmless from any damage, liability or cost, including reasonable attorneys' fees and costs of defense, arising from any changes made by anyone other than SKW or from any reuse of the drawings and data without the prior written consent of SKW.

Under no circumstances shall transfer of the drawings and other instruments of service on electronic media for use by the Client be deemed a sale by SKW, and SKW makes no warranties, either express or implied, of merchantability and fitness for any particular purpose.

CERTIFICATIONS, GUARANTEES AND WARRANTIES. SKW will, as a matter of professional practice, affix a professional seal to the final copy of all completed plans, surveys or reports. Should the Client's project needs require SKW to sign specific certifications or other documents, either for the Client or for second parties (such as lenders or potential buyers), the Client shall provide SKW with copies of all such documents, containing the language to be signed, prior to entering into this contract. SKW will review the certifications or documents submitted by the Client to determine whether complete and sufficient information is being collected or generated as part of the proposed scope of work to allow SKW, as licensed professionals, to sign the documents and, if not, SKW may propose a modified scope of work and cost. Any certifications or document language that SKW has reviewed and agreed to sign as part of the scope of work shall be attached and made part of this agreement. SKW shall not be required to sign any certifications or documents, no matter by whom requested, that have not been provided prior to entering the contract or that would result in SKW's having to certify, guarantee or warrant the existence of conditions whose existence cannot be ascertained. The client also agrees not to make resolution of any dispute with SKW or payment of any amount due to SKW in any way contingent upon SKW's signing any such certification.



SHAFER, KLINE & WARREN, INC. ■ 107 Butler St., P.O. Box 366, Macon, Missouri 63552-0366 ■ 660-385-6441 FAX: 660-385-6614

Tuttle-Ayers-Woodward founded 1885
 Shetlar Griffith Shetlar founded 1946
 A.C. Kirkwood & Associates founded 1947
 Shofer & Kline founded 1950
 Hamilton & Associates founded 1981

Offices in: Chillicothe, Missouri
 Kansas City, Missouri
 Macon, Missouri
 North Kansas City, Missouri

Iola, Kansas
 Overland Park, Kansas
 Ottumwa, Iowa

WWW.SKW-INC.COM

HOURLY RATE SCHEDULE

<u>CLASSIFICATION</u>	<u>HOURLY RATE</u>	<u>CLASSIFICATION</u>	<u>HOURLY RATE</u>
Principal	\$155	Secretarial/Clerical	\$55
Associate	140	Engineering Technician V	100
Engineer V	130	Engineering Technician IV	90
Engineer IV	120	Engineering Technician III	80
Engineer III	110	Engineering Technician II	70
Engineer II	100	Engineering Technician I	60
Engineer I	90	Drafter	45
Landscape Architect IV	110	Construction Observer IV	90
Landscape Architect III	100	Construction Observer III	80
Landscape Architect II	90	Construction Observer II	70
Landscape Architect I	80	Construction Observer I	60
Landscape Design	70	Registered Land Surveyor II	110
Planner IV	120	Registered Land Surveyor I	100
Planner III	110	Survey Crew	145
Planner II	95	Survey Rodperson	40
Planner I	80	Survey Technician V	100
GIS Consultant IV	110	Survey Technician IV	90
GIS Consultant III	95	Survey Technician III	80
GIS Consultant II	85	Survey Technician II	70
GIS Consultant I	70	Survey Technician I	60
Controls Technician II	80	GPS Survey Technician	90
Controls Technician I	60		
Photogrammetrist III	90		
Photogrammetrist II	80		
Photogrammetrist I	70		

Equipment Costs

GPS Survey Receiver \$20

Note #1

The hourly rate shown for GPS Personnel and Survey Crews includes stakes, flagging, iron bars and other miscellaneous materials.

Note #2

Mileage will be charged at the rate of 45 cents per mile for passenger vehicles and 50 cents per mile for survey vehicles. Plotting and reproduction will be charged at \$0.50 per square foot for all media except photographic glossy, which will be charged at \$1.00 per square foot. Color copies will be charged at \$0.80 per 8.5 x 11 sheet and \$1.60 per 11 x 17 sheet. Subcontract expenses will be charged at quoted prices with no markup. All other reimbursable expenses incurred on a project will be charged at a rate of cost plus 10% to cover administrative overhead.

Effective January 1, 2005

A MULTI-DISCIPLINE APPROACH TO PROJECTS

Civil Engineers ■ Electrical Engineers ■ Mechanical Engineers ■ Landscape Architects ■ Land Surveyors ■ Planners ■ GIS Consultants ■ Photogrammetrists

CERTIFIED COPY OF ORDER



STATE OF MISSOURI }
County of Boone } ea.

February Session of the January Adjourned

Term. 20 05

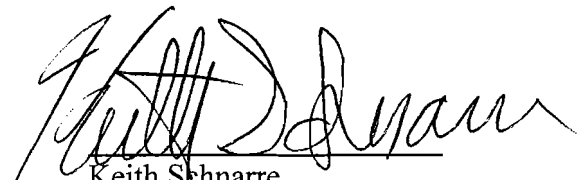
In the County Commission of said county, on the

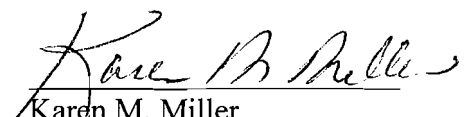
24th day of February 20 05

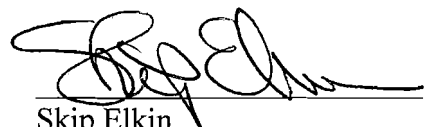
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the Proposal for Consultant Services with Trabue, Hansen and Hinshaw, Inc. for engineering services for Boone Industrial Park Road Improvement project. It is further ordered that the Presiding Commissioner be hereby authorized to sign said proposal.

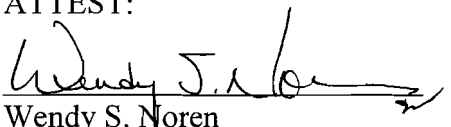
Done this 24th day of February, 2005.


Keith Schnarre
Presiding Commissioner


Karen M. Miller
District I Commissioner


Skip Elkin
District II Commissioner

ATTEST:


Wendy S. Noren
Clerk of the County Commission

APPROVAL OF PROPOSAL FOR CONSULTANT SERVICES

Effective the 24 day of FEB, 2005, Boone County, Missouri, a political subdivision of the state of Missouri through its County Commission (herein "Owner") hereby approves and authorizes professional services by the Consultant referred to below for the services specified below.

Consultant Name: Trabue, Hansen & Hinshaw, Inc.

Project/Work Description: Engineering Services: Boone Industrial Park – Road Improvement Project

Proposal Description: See attached "Project Requirements" acknowledged by David Nichols, dated February 8, 2005 and letter from Mr. Nichols to Allison Anderson dated January 17, 2005.

Modifications to Proposal: Fees and expenses shall not exceed \$32,254.00 without prior written approval of Owner.

This form agreement and any attachments to it shall be considered the approved proposal; signature by all parties below constitutes a contract for services in accordance with the above described proposal and any approved modifications to the proposal, both of which shall be in accordance with the terms and conditions of the General Consultant Services Agreement signed by the Consultant and Owner for the current calendar year on file with the Boone County Public Works Department, which is hereby incorporated by reference. Performance of Consultant's services and compensation for services shall in accordance with the approved proposal and any approved modifications to it and shall be subject to and consistent with the General Consultant Services Agreement for the current calendar year. In the event of any conflict in interpretation between the proposal approved herein and the general Consultant Services Agreement, the terms and conditions of the general agreement shall control unless the proposal approved herein specifically identifies a term or condition of the general Consultant Services Agreement that shall not be applicable.

CONSULTANT

By [Signature]
Title President

Dated: 3-2-05

APPROVED AS TO FORM:

[Signature]
County Attorney

APPROVED:

[Signature]

Director, Boone County Public Works

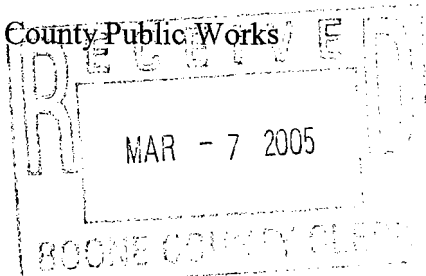
BOONE COUNTY, MISSOURI

By [Signature]
Presiding Commissioner

Dated: 24 FEB 2005

ATTEST:

[Signature]
County Clerk



CERTIFICATION:

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

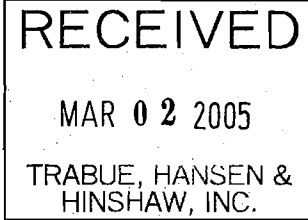
[Signature] 2/15/05
Auditor [Signature] Date

TRABUE, HANSEN & HINSHAW, Inc.

1901 Pennsylvania
Columbia, MO 65202

January 17, 2005

Ms. Allison Anderson, P.E.
Boone County Public Works
5551 Highway 63 South
Columbia, MO 65201



Re: Boone Industrial Park-Road Improvement Project

Dear Allison,

Trabue, Hansen, and Hinshaw, Inc. is pleased to provide our proposal to the County of Boone to provide Design Phase services for the pavement repair and storm drainage improvements to Boone Industrial Drive and Interstate Drive in the Boone Industrial Park, east of Highway 763 just north of the Columbia city limit. We appreciate this opportunity to serve the County.

PROJECT DESCRIPTION: The project includes an assessment of the Boone Industrial Drive and Interstate Drive pavements and a recommendation of improvements to the storm drainage system. This project will be completed in two phases.

- A. The initial phase includes reviewing the pavement condition and drainage system for the entire subdivision and preparation of a report/master plan recommending specific improvements, prioritizing the most urgent failures.
- B. The second phase, includes design of specific improvements and preparation of drawings / project manual for bidding and construction.

The undersigned Client and Trabue, Hansen, and Hinshaw, Inc. (*THHinc.*) agree as follows:

SCOPE OF SERVICES: *THHinc* will provide the Design Phase services described in the County's Request for Proposal dated December 10, 2004 as follows:

- A. Preliminary Design Document Phase includes:
 - 1. Project start up meeting to discuss scope of project.
 - 2. Data Collection tasks to obtain information on ownership such as warranty deeds, quitclaim deeds, etc., and any platted easements.

3. Surveys, which encompass the project limits, including the location of all existing property boundary markers and any other survey monuments within the right of way limits.
4. Inspect the pavements, evaluate their condition including the drainage system. Prepare a prioritization of replacements and a cost estimate.
5. Meet with the County to discuss the findings and assist the County determine the scope and limits for the improvement plans.

B. Final Design Document Phase to include:

1. Prepare final plans, cost estimate and project manual suitable for seeking bids, awarding a contract, and supervising the construction of the project. These documents will be prepared based upon the review meeting. The plans will also reflect comments from utility companies.
2. Identify applicable governmental permits necessary for execution of the project and assist the County in obtaining such permits. (Such as storm water and land disturbance permits.)
3. Final plans will be organized to include a base bid of the highest priority of work and alternate bids for the lower priority.

C. Bid Phase Services include:

1. Provide assistance to answer questions or provide information for perspective bidders during the bid preparation period.

CLIENT RESPONSIBILITIES: It will be your responsibility to provide the following:

- A. Timely Review of submittals
- B. All Costs for Permits-**THHinc** will prepare applications only
- C. An Electronic Copy of County's Aerial Topographic Map

SCHEDULE: We will begin our services immediately upon receipt of the executed agreement. We will submit the Report for review within 45 days of the Notice to Proceed. Final Plans completed within 30 days after the County's decision on the scope of work.

COMPENSATION: We will provide the Design Phase services described in the Scope on a Time and Expense Basis for a Not to Exceed Fee of \$32,254.00, unless the Client authorizes additional services.

Attached is a copy of our estimation of the effort required for the tasks in the Scope of Services. The terms of this proposal are valid for 60 days from the date of this proposal.

ADDITIONAL SERVICES: If requested by the Owner, **THHinc** may provide additional services for this project such as;

A. Construction Phase services

EXHIBITS:

A. Project Work Plan

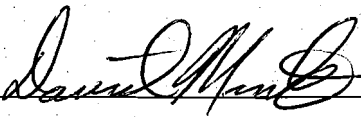
B. Executed Project Requirements for Boone Industrial Park-Road Improvement Project

AGREEMENT: This Proposal shall become the Agreement for Services when signed and dated by both parties. Please return a signed copy of this agreement to us as our authorization to proceed. This agreement is subject to the Standard Terms and Conditions of the "Blanket" Professional Services Agreement between the County of Boone and Trabue, Hansen, and Hinshaw, Inc.

ACKNOWLEDGMENT OF OFFER AND ACCEPTANCE:

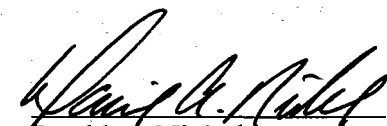
Proposal accepted and services are authorized to proceed.

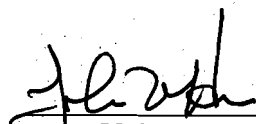
THE COUNTY OF BOONE, MISSOURI

BY:  TITLE: Director of Public Works

DATE ACCEPTED: 2/9/05

Offer By: TRABUE, HANSEN, AND HINSHAW, INC.


David A. Nichols, P.E.
Project Manager


John V. Huss, P.E., NSPE
Civil Team Leader

Encl.: Second Copy of Proposal, with attachments



Trabue, Hansen & Hinshaw, Inc.
Project Work Plan - Estimating Sheet

1901 Pennsylvania
Columbia, MO 65202
573-814-1568
Fax: 573-814-1128

CLIENT : Boone County-Missouri
Project Description : Boone Industrial Drive

Date : 1/17/05
THHinc Project # :
Prepared by : DAN
Reviewed by :

Task Description	Principal	Eng. 5	Eng. 4	Eng. 3	Eng. 2	Eng. 1	PLS	3 Man Crew	Tech 5	Tech 4	Tech 3	Tech 2	Tech 1	Admin	TOTALS	
															Hours	Task Cost
Project Management		4												6	10	636
Project Start-up		2	2												4	400
Data Collection															0	0
Obtain Documents of Record							8								8	528
Set Control Using GPS									8						8	528
Execute Field Data Collection								24							24	3,000
Field Inspect all Roads in the Park			16		16										32	2,720
Evaluate Pavement Failures			16		16										32	2,720
Evaluate Drainage Deficiencies			8		16										24	1,960
Prepare Preliminary Recommendations		8	8		4										20	1,900
Prepare Cost Estimate			8												8	760
Meeting to Discuss Findings		2	2												4	400
Preliminary Plans															0	0
Create Base Sheet										24					24	1,320
Cover Legend Details			8						16						24	1,816
Plan and Profile Sheets			8						16						24	1,816
Drainage Structure Plan/profile									8						8	528
Erosion Control			4						8						12	908
Traffic Control			4						8						12	908
Control Sheet									8	8					16	968
Final Plans															0	0
Final Revisions			8						16						24	1,816
Prepare Permit Applications			4		4										8	680
Project Manual			12											12	24	1,572
Create Alternate Sheets			8		8				8					4	28	2,032
Bidding Services			8												8	760
Total Hours >>	0	16	124	0	64	0	8	24	96	32	0	0	0	22	386	
Hourly Rate >>	\$120	\$105	\$95	\$85	\$75	\$66	\$66	\$125	\$66	\$55	\$48	\$42	\$36	\$36		
Cost >>	\$0	\$1,680	\$11,780	\$0	\$4,800	\$0	\$528	\$3,000	\$6,336	\$1,760	\$0	\$0	\$0	\$792		\$30,676

REIMBURSABLE EXPENSES :

Mileage :	20	miles @	\$0.375	\$8
Travel/Per Diem :				\$0
Plans/Prints/Copies :				\$25
Telephone :				\$10
Other :				\$0
Total Expenses :				\$43

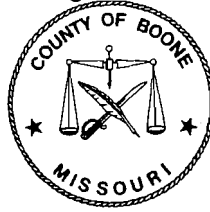
Total Labor : \$30,676
Total Expenses : \$43

SUBTOTAL : \$30,719

Contingencies (%) : 5% \$1,536

TOTAL SERVICES : \$32,254

Boone County Public Works



Allison Anderson, P.E.
Project Engineer
Engineering Design and Construction

5551 Highway 63 South
Columbia MO 65201-9711
Phone (573) 449-8515 ext. 239
Fax (573) 875-1602
E-mail: aaanderson@boonecountymo.org

December 10, 2004

Mr. David Nichols, P.E.
Trabue, Hansen & Hinshaw, Inc.
1901 Pennsylvania Drive
Columbia, Missouri 65201

Re: RFP – Boone Industrial Park - Road Improvement Project

Dear David,

Enclosed is a request for proposal (RFP) to provide engineering design services for the County. The RFP consists of designing and preparing bid documents for an improvement project on Boone Industrial Drive and Interstate Drive east of Highway 763 just north of Columbia. The improvements will include improving the storm water drainage and repairing failed pavement. The project will be designed in 2005 and constructed by Contractor in 2006. Please review the attached project requirements and scope of engineering services and provide a proposal.

Feel free to contact me with any questions.

Sincerely,

A handwritten signature in cursive script that reads "Allison Anderson".

Allison Anderson, P.E.
Project Engineer

PROJECT REQUIREMENTS
BOONE INDUSTRIAL PARK
ROAD IMPROVEMENT PROJECT

Project Description:

Boone Industrial Drive and Interstate Drive are two existing concrete roads that make up Boone Industrial Park. The Boone Industrial Drive is a cul-de-sac road that runs east from Highway 763. Interstate Drive is also a cul-de-sac road that runs north/south and intersects Boone Industrial Drive. As the name implies, this area is commercial/industrial and it handles heavy truck traffic. Both roads are in need of pavement repair for the failed concrete sections and storm water drainage improvements. In addition, permanent drainage easements and temporary construction easements may need to be obtained in conjunction with the project. The County is proposing to obtain any necessary easements in the fall of 2005 and complete the construction by contract in 2006.

The County is requesting a proposal to develop bid ready documents and easement descriptions for the road improvement project. The basic design parameters are listed below. Attached is the actual Scope of Engineering Services indicating specific design and surveying requirements to be fulfilled upon entering into an agreement with the County.

All construction documents shall meet Boone County Public Works Department minimum standards.

Please prepare your proposal indicating a not to exceed cost per the attached Scope of Engineering Services.

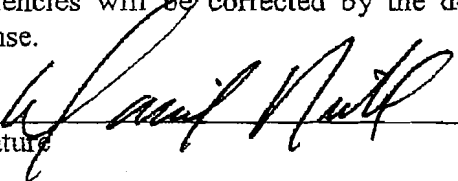
Design Parameters for the Boone Industrial Park - Road Improvement Project:

- 1. Provide bid ready documents and easement descriptions for improvements on Boone Industrial Drive and Interstate Drive in Boone Industrial Park. Improvements will include pavement repair and storm water drainage improvements.**

By signing the Project Requirements worksheet the design professional agrees that he/she has received, reviewed, completed, and understands the above document along with the enclosed site plan and Scope of Engineering Services.

Plans and specifications will be reviewed for compliance with this proposal. Any and all deficiencies will be corrected by the design professional at the design professional's expense.

Signature



Date



**SCOPE OF ENGINEERING SERVICES
BOONE INDUSTRIAL PARK
ROAD IMPROVEMENT PROJECT**

Project Startup and Orientation:

Meet with the Boone County Public Works Department, hereinafter referred to as COUNTY, at an initial orientation meeting to discuss the Boone Industrial Park - Road Improvement Project, herein after referred to as PROJECT, its various constraints, and their expectations. Attempt to set forth at this initial meeting, goals to be accomplished by the PROJECT and concerns to be addressed in the design of the PROJECT.

Data Collection:

The ENGINEER will accomplish data collection tasks.

- I. Obtain all information necessary for proper implementation of the PROJECT.
 - A. Ownership information - most recent available from the Boone County Assessor.
 - B. Documents of record - Warranty Deeds, Quit-Claim Deeds, etc.
 - C. Survey information - All survey information that might indicate monumentation within the PROJECT area.
 - D. Easements - Of record & "the Obvious".

- II. Execute all surveying necessary for the project. The surveying shall include, but not necessarily be limited to, the location of all existing property boundary markers and any other survey monuments within the area of the project. Note: The final monumentation and re-monumentation is not included within this item.

- III. Prepare descriptions for all easements developed for the PROJECT. Note: A hard copy of all the easement descriptions will be provided to the COUNTY and will bear the signature and seal of the Land Surveyor responsible for their preparation. Present the completed easement descriptions to the COUNTY on an electronic medium and format acceptable to the COUNTY.

- IV. Field inspect all roads in the industrial park. Evaluate pavement failures and drainage problems. Complete subsurface work as necessary (i.e. core drill pavement) for pavement design.

- V. From the collected information, prepare preliminary recommendations for pavement repair and drainage improvements. The preliminary recommendations will include prioritizing the pavement repair and drainage improvements. Prepare a preliminary cost estimate.

- VI. Meet with the County to discuss findings and determine extent of repairs for final plans and specifications.

Preliminary Plans:

- I. The ENGINEER shall provide preliminary plans, which shall include, but not be limited to the following:
 - A. Sheet sizes to be 24-inch X 36-inch.

- B. The ENGINEER'S seal and signature on all sheets.
- C. Cover sheet with owners name, PROJECT title, site and vicinity map, sheet index, legend of line types and symbols, appropriate general notes, and improvement length.
- D. Plan sheets and Plan/profile sheets at a reasonable scale and shall include the following:
 - 1. All survey data including, but not limited to: bench marks, topography, existing utilities, existing and proposed roadway, construction slope limits, existing easements, property lines, existing features within at least 50 feet of proposed improvements, and all proposed easements.
 - 2. Existing and proposed drainage facilities in both plan and profile.
 - 3. Locations of pavement repairs.
- E. General notes, quantities, and borings sheet.
- F. Construction details sheets.
- G. Erosion control sheet.
- H. Traffic control sheet.
- I. Control Sheet (for survey and construction staking).

Final Plans:

- I. Following the field check and review of the preliminary plans by the COUNTY, the ENGINEER will proceed to prepare final plans for the PROJECT. These plans will be suitable for seeking bids, awarding a contract, and supervising construction of the PROJECT. Final plans, cost estimate, and specifications will be submitted to the COUNTY and utilities for their review.
- II. Identify applicable governmental permits necessary for execution of the PROJECT and assist in obtaining such permits. (Such as stormwater permits and land disturbance permits.)
- III. Add comments received from the COUNTY and utilities. These comments could potentially require minor plan modifications. Front-end documents for the specifications shall be the COUNTY'S standards; the COUNTY shall provide copy of which to the ENGINEER.
- IV. Final plans will reflect the prioritized pavement repair and drainage improvements. Lower priority repairs and improvements will be bid as alternates.

Bidding Services:

- I. Be available to answer questions or provided information for prospective Bidders during the time they are preparing their bids.

Considerations:

The following services shall be included in the basic services provided:

- I. Plans shall comply with COUNTY design standards. The AASHTO Manual shall also be used as a guide only.
- II. The Scope of Engineering Services does NOT include design of replacement or repairs to the utilities except that relocations should be considered during preliminary design phase. Should utility

replacement or repairs become necessary, the affected utility shall be identified and discussed with the COUNTY.

The Scope of Engineering Services does NOT include appraisal or acquisition of right-of-way or easements.

IV. The Scope of Engineering Services includes items in **EXHIBIT 1**.

EXHIBIT 1

The ENGINEER shall furnish the COUNTY the following drawings and documents:

1. Three sets of prints of the preliminary plans.
2. The appropriate number of plans for each utility company involved. The COUNTY will prepare the letter to the utility companies indicating the schedule and review requirements.
3. Two copies of the preliminary specification manual for review.
4. One complete set of the fully checked, original design drawing of the final plans, size 24-inch x 36-inch, on mylar or standard form reproducible sheets.
5. One original and one copy of the specification manual on standard 8 1/2 inch x 11 inch paper, and one copy electronically stored IBM-compatible 3.5 inch disk as a Microsoft Word document, or as an ASC11 file.
6. One copy of the original survey notes.
7. Digital files of all drawings in AutoCAD Land desktop format.

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
 County of Boone } ea.

February Session of the January Adjourned Term. 20 05

In the County Commission of said county, on the 24th day of February 20 05

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

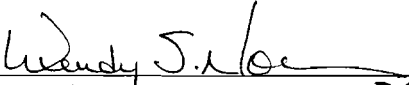
Now on this day the County Commission of the County of Boone does hereby approve the following budget amendment:

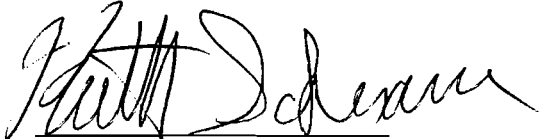
DEPARTMENT ACCOUNT AND TITLE	AMOUNT INCREASE
1243-03411: Judicial Grants and Contracts – Federal Grant Reimbursement	\$467.00
1243-10100: Judicial Grants and Contracts – Salaries	\$482.00
1243-10200: Judicial Grants and Contracts – FICA	\$37.00

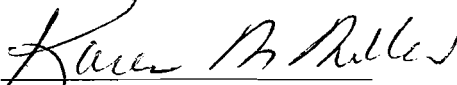
Said budget amendment is for a music instructor at the Juvenile Justice Center.


Done this 24th day of February, 2005.

ATTEST:


 Wendy S. Noren
 Clerk of the County Commission


 Keith Schnarre
 Presiding Commissioner


 Karen M. Miller
 District I Commissioner


 Skip Elkin
 District II Commissioner

1st 2/10
2nd 2/24

REQUEST FOR BUDGET AMENDMENT

**BOONE COUNTY, MISSOURI
RECEIVED**

1/31/05
EFFECTIVE DATE

FEB 03 2005

FOR AUDITORS USE

80-2005

BOONE COUNTY AUDITOR

Department				Account				Department Name	Account Name	(Use whole \$ amounts)	
										Decrease	Increase
1	2	4	3	0	3	4	1 1	Judicial Grants & Contracts	Federal Grant Reimbursement		467.00
1	2	4	3	1	0	1	0 0	Judicial Grants & Contracts	Salaries		482.00
1	2	4	3	1	0	2	0 0	Judicial Grants & Contracts	FICA		37.00

Describe the circumstances requiring this Budget Amendment. Please address any budgetary impact for the remainder of this year and subsequent years. (Use attachment if necessary): Transferring unused hours in IBG Grant 2004 Art Instructor's position to create a Music Instructor's position in 2005 budget. This position will be reimbursement through the JAIBG Grant at ninety percent. This will not have any budgetary impact on the remainder of this year or subsequent years budgets. The Department of Public Safety has approved this transfer in the grant.

Kathy Schmale
Requesting Official

JAIBG 04-05 Music Instructor

TO BE COMPLETED BY AUDITOR'S OFFICE

- A schedule of previously processed Budget Revisions/Amendments is attached.
- A fund-solvency schedule is attached. *N/A*
- Comments:

Auditor's Office

Keith Schmale

PRESIDING COMMISSIONER

Karen B Miller

DISTRICT I COMMISSIONER

Greg Elmer

DISTRICT II COMMISSIONER

BUDGET AMENDMENT PROCEDURES

- County Clerk schedules the Budget Amendment for a first reading on the commission agenda. A copy of the Budget Amendment and all attachments must be made available for public inspection and review for a period of at least 10 days commencing with the first reading of the Budget Amendment.
- At the first reading, the Commission sets the Public Hearing date (at least 10 days hence) and instructs the County Clerk to provide at least 5 days public notice of the Public Hearing. **NOTE: The 10-day period may not be waived.**
- The Budget Amendment may not be approved prior to the Public Hearing.

Budget Amendment Transferring Unused Art Instructor hours from 2004 Budget to 2005 Budget

For the 2004 – 2005 JAIBG Grant time period of October 1, 2004 – December 31, 2004

The Art Instructor's position was budgeted at:

240 hours were budgeted at \$17.07 per hour	\$4,096.80
FICA	<u>\$313.41</u>
Total	\$4,410.21

Hours Used during this period were 211.75. Balance is 28.25 hours.

Requesting the transfer of the balance hour 28.25 from the Art Instructor's 2004 position hours to 2005 Budget to create a Music Instructor's Position. The Department of Public Safety has approved the transfer of the hours from the Art Instructor's position to create a Music Instructor's position. The Music Instructor's position would be reimbursed at ninety percent just as the Art Instructor's position.

The transfer amounts would be:

28.25 hours at \$17.07 per hour	\$482.23 ✓
FICA	<u>\$36.89</u> ✓
Total	\$519.12 ✓

	0 • 0		0 • 0
Orig budget hrs	240 • 0 +	Salary + Wages	482 • 23 +
Actual hrs	211 • 75 -	FICA	36 • 89 +
Difference	28 • 25 =	total Exp	519 • 12 +
	28 • 25 ×	Total Exp	519 • 12 ×
Hourly rate	17 • 07 =	Reimb rate	0 • 9 =
Salary & Wages	482 • 2275	Total Revenue	467 • 208 +

2004-2005 JAIBG GRANT BUDGET FOR 2004 BUDGET

Line Item Number	Line Item Name	Grant Contribution
-----------------------------	-----------------------	-------------------------------

Legal Assistant

1243-10100	Salaries	\$ 5,574.40	Based on 416 hours X \$13.40/hr.
1243-10200	FICA	\$ 426.44	
1243-10325	Disability Ins.	\$ 25.65	
Subtotal		\$ 6,026.49	

Art Instructor

1243-10100	Salaries	\$ 4,096.80	Based on 240 hours X \$17.07/hr.
1243-10200	FICA	\$ 313.41	
Subtotal		\$ 4,410.21	

Total for 2004 Budget	\$ 10,436.70
------------------------------	---------------------

Pay Year	Dept	Position Number	Last Name	Check Pay Date	Regular Hours	Holiday Hours	Holiday Worked Hours	OT-1.0 Hours	OT-1.5 Hours	Sick Hours	Vacation Hours	Funeral Hours	Shift Differential Hours	Other Hours
2004	1243	602	POTZMANN	2004/09/10	34.50									
2004			POTZMANN	2004/09/24	31.25									
2004			POTZMANN	2004/10/08	34.75									
2004			POTZMANN	2004/10/22	37.75									
2004			POTZMANN	2004/11/05	41.00									
2004			POTZMANN	2004/11/19	35.00									
2004			POTZMANN	2004/12/03	26.50									
2004			POTZMANN	2004/12/17	36.00									
2004			POTZMANN	2004/12/31	32.75									
2004			WICKELL	2004/01/02	35.25									
2004			WICKELL	2004/01/16	18.00									
2004			WICKELL	2004/01/30	38.25									
2004			WICKELL	2004/02/13	30.50									
2004			WICKELL	2004/02/27	39.50									
2004			WICKELL	2004/03/12	39.75									
2004			WICKELL	2004/03/26	35.50									
2004			WICKELL	2004/04/09	28.25									
2004			WICKELL	2004/04/23	36.50									
2004			WICKELL	2004/05/07	18.00									
2004			WICKELL	2004/05/10	22.00									
2004			WICKELL	2004/05/21	48.00									
2004			WICKELL	2004/06/04	58.00									
2004			WICKELL	2004/06/18	20.75									
2004			WICKELL	2004/07/02	32.25									
2004			WICKELL	2004/07/16	43.75									
2004			WICKELL	2004/07/30	48.00									
2004			WICKELL	2004/08/13	43.00									
2004			WICKELL	2004/08/27	19.25									
2004			WICKELL	2004/09/10	18.50									

posnumber
TOTAL 976.50

FINAL TOTALS
TOTAL 976.50

*** END OF REPORT ***

includes hours from the 2003-2004 grant. Only 2.75 hrs were in the 2004-2005 grant

Actual 2004 hrs
for 2004-2005 0.0
JABG Grant
(Art Instructor position) 2.75 +
37.75 -
41.0 +
35.0 +
26.5 +
36.0 +
32.75 +
TOTAL 211.75

Date	1/28/05	# of pages	1
Post-it® Fax Note	7671		
To	Ann Schurel	From	Karen Frederick
Co./Dept.	JSC	Co.	Auditor
Phone #		Phone #	
Fax #		Fax #	

MISSOURI DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DIRECTOR
CONTRACT ADJUSTMENT NOTICE

P.O. Box 749
Jefferson City, MO 65102
Phone: (573) 751-4905

ADJUSTMENT NO. 1	DATE January 21, 2005
--------------------------------	------------------------------

CONTRACTOR NAME
Boone, County of

PROJECT TITLE
Accountability Enhancement Programs and Services

PRESENT CONTRACT PERIOD FROM 10/1/04 TO 9/30/05	CONTRACT NUMBER 2003-JAIBG-LG-04
--	--

TO CONTRACTOR: Your request to change, amend, or adjust this contract is approved subject to such conditions or limitations as may be set forth below.

Nature of change, amendment, or adjustment

Budget Revision

Conditions or Limitations: This budget revision will authorize the contractor to make adjustments within the Personnel Cost Category of the contractor's operating budget. This revision will allow the contractor to reduce the Art Instructor's salary from \$16,980 plus fringe to \$14,834.40 plus fringe. The balance of \$2,145.60 will be transferred to a new position, Music Instructor. No other program changes are authorized under this revision. Total contact cost will remain unchanged as a result of this revision.

Budget is changed:	From	To
Personnel	\$47,083.34	\$47,083.34
Personnel Overtime	\$0.00	\$0.00
Volunteer Hours	\$0.00	\$0.00
Travel	\$0.00	\$0.00
Equipment	\$0.00	\$0.00
Supplies/Operations	\$3,515.51	\$3,515.51
Contractual	\$0.00	\$0.00
Renovation/Construction	\$0.00	\$0.00
Total Project Cost	\$50,598.85	\$50,598.85
Federal/State Share	\$45,538.97	\$45,538.97
Local Match Share	\$5,059.88	\$5,059.88

All terms and conditions of the original Award of Contract apply to this Contract Adjustment Notice.

Director or Deputy Director, Department of Public Safety <i>Charles R. Jackson</i>	DATE <i>1-24-05</i>
---	------------------------



MISSOURI DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DIRECTOR
REQUEST TO REVISE THE BUDGET

P.O. Box 749
Jefferson City, MO 65102
Telephone: 573-751-4905
FAX: 573-751-5399



Contractor Name

Boone, County of

Project Title

Accountability Enhancement Programs and Services

Contract Number

2003-JAIBG-LG-04

COST CATEGORY			REQUESTED REVISED BUDGET		NET CHANGE (+ OR -)
PERSONNEL (Plus Fringes and Overtime)	47,083.34		47,083.34		
VOLUNTEER TIME					
TRAVEL					
EQUIPMENT					
SUPPLIES/OPERATIONS	3,515.51		3,515.51		
CONTRACTUAL					
RENOVATION/CONSTRUCTION					
TOTAL PROJECT COSTS	50,598.85	100%	50,598.85	100%	\$0.00
TOTAL FEDERAL/STATE SHARE	45,538.97	100 %	45,538.97	90 %	\$0.00
TOTAL LOCAL MATCH SHARE	5,059.88	0 %	5,059.88	10 %	\$0.00

NARRATIVE JUSTIFICATION – Briefly explain the requested change. Explain why a reduction in some categories will not be detrimental to the project and an increase in others will further the objectives of the project. **Attach copies of each changed budget detail sheet.**

Use excess monies from the art instructor's salary to hire a music instructor to teacher keyboarding to the juveniles at the Juvenile Justice Center. The current art instructor is going to have surgery and will be off work for three weeks. In additional, there will be two weeks of a leadership rap program that the juveniles at the Juvenile Justice Center will attend. Therefore, there will be no art instruction during those five weeks.

The reduction in the art instructor's salary will not affect the original budget or project. There will not be a substitute art instructor during this period.

PREPARED BY

Signature

Kirk Kippley

Date

1/14/05

Telephone Number: 573.886.4450

E-Mail Address: Kirk.kippley@courts.mo.gov

Fax Number: 573.886.4461

APPROVED BY

Authorized Official

Keith Schmale

Date

1-18-05

PERSONNEL

PROJECT TITLE: Accountability Enhancement Programs and Services

APPLICANT AGENCY: Boone County

INSTRUCTIONS

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Include all personnel to be employed on the proposed project. 2. Under Title or Position, list each proposed position. 3. Under Name of the Individual, list the name of the person who will fill each proposed position (if known). 4. Show Monthly Salary for each individual and show the Percent Of Time to be devoted to this grant funded project. 5. The Total Costs should be calculated as follows:
(Salary/Month) x (% of Time on Grant) x (Months to be employed). | <ol style="list-style-type: none"> 6. Under the Fringe Benefits section, identify the particular benefits such as social security, workers' compensation, insurance, etc. 7. Under the column entitled Basis for Cost Estimate, enter the formula for computing the cost for each fringe benefit. 8. Enter the total in the Total Cost column. |
|---|--|

TITLE OR POSITION	NAME OF INDIVIDUAL	SALARY PER MONTH	% OF TIME ON GRANT	MONTHS TO BE EMPLOYED	TOTAL COST
Legal Assistant	Dawn Ford (Program Purpose Area #4)	1,857.60	100%	12	22,291.20
Art Instructor	Mary Potzmann (Program Purpose Area #15)	1,236.20	100%	12	14,834.40
Music Instructor	Becky Buckler (Program Purpose Area #15)	357.60	100%	6	2,145.60

SUBTOTAL \$ 39,271.20

FRINGE BENEFITS	BASIS FOR COST ESTIMATE	
F.I.C.A. & Medicare (.0765)	Legal Assistant: Salary X .0765 = \$1,705.28 Art Instructor: Salary X .0765 = \$1,134.83 Music Instructor: Salary X .0765 = \$164.14	1,705.28 1,134.83 164.14
PENSION/RETIREMENT		
LIFE INSURANCE	Legal Assistant: \$3.00/mo. X 3 mos. plus \$3.34 mo. X 9 mos. = \$39.06	39.06
MEDICAL INSURANCE	Legal Assistant: \$335.42/mo. X 3 mos. plus \$369.00/mo X 9 mos. = \$4,327.26	4,327.26
UNEMPLOYMENT COMPENSATION		
WORKERS' COMPENSATION LIAB.		
OTHER (PLEASE IDENTIFY)	Legal Assistant: Disability Insurance—Salary X .0046 = \$102.54 Legal Assistant: Dental Insurance--\$26.25/mo. X 3 mos. plus \$28.92/mo. X 9 mos. = \$339.03	102.54 339.03

SUBTOTAL \$ 7,812.14

State/Federal Share	\$ 42,375.00 (90%)	
Local Match Share	\$ 4,708.34 (10%)	
TOTAL PERSONNEL COST		\$ 47,083.34

Job Description for JAIBG Funded Position

Music Instructor

.48 FTE (20 hours per week, 128 hours per year), grant-funded position, at the Robert L. Perry Juvenile Justice Center. \$2,145.60 annual salary

Primary Duties: Provide instruction and assistance in keyboarding to juvenile law violators in placement at detention facility, which provides evaluation and placement services. Work with juveniles who are behaviorally eligible to participate in the music program. Document number of participants/hours of participation monthly.

Skills/Qualifications: mature, responsible individual, high school graduate or equivalent, with at least three years' music instruction experience with adolescents and demonstrated ability in music instruction. Must be 21 years of age. Subject to employment check and criminal background check and child abuse/neglect check.

FY 2005
 Budget Amendments/Revisions
Judicial Grants & Contracts (1243)

<u>Index #</u>	<u>Date Recd</u>	<u>Account</u>	<u>Account Name</u>	<u>\$Increase</u>	<u>\$Decrease</u>	<u>Reason/Justification</u>
1	1/11/2005	3451	State Grant Reimbursement	15,000		Domestic Relations Resolution Fund Grant 1/1/2005 - 6/30/2005
		71101	Professional Services	15,000		
2	2/3/2005	3411	Federal Grant Reimb	467		JAIBG 2004-2005 Establish Music Instructor position
		10100	Salaries & Wages	482		
		10200	FICA	37		

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

February Session of the January Adjourned

Term. 20 05

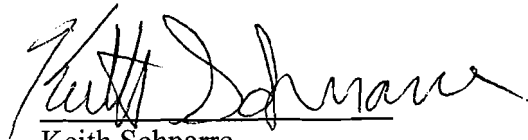
In the County Commission of said county, on the

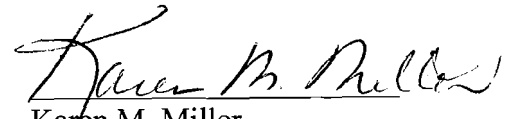
24th day of February 20 05

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

Now on this day the County Commission of the County of Boone does hereby receive and accept Settler's Ridge Plat 1. It is further ordered that the Presiding Commissioner be hereby authorized to sign said plat.

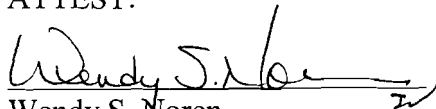
Done this 24th day of February, 2005.


Keith Schnarre
Presiding Commissioner


Karen M. Miller
District I Commissioner


Skip Elkin
District II Commissioner

ATTEST:


Wendy S. Noren
Clerk of the County Commission

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
 County of Boone } ea.

February Session of the January Adjourned Term. 20 05

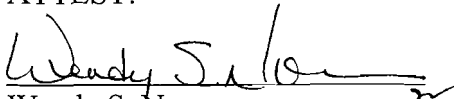
In the County Commission of said county, on the 24th day of February 20 05

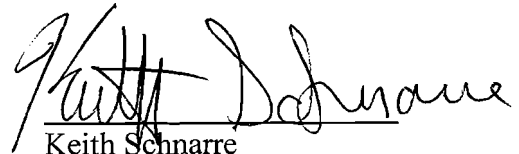
the following, among other proceedings, were had, viz:

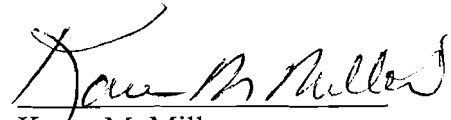
Now on this day the County Commission of the County of Boone does hereby authorize the use of the Commission Chambers, Lobby, Courtyard Square, and Courthouse Grounds for the St. Patrick's Day 5K Run on Friday, March 11, 2005 from 4:00 to 6:00 p.m. and Saturday, March 12, 2005 from 6:00 a.m. to 1:00 p.m. It is further ordered that the Presiding Commissioner be hereby authorized to sign said application.

Done this 24th day of February, 2005.

ATTEST:


 Wendy S. Noren
 Clerk of the County Commission


 Keith Scharre
 Presiding Commissioner


 Karen M. Miller
 District I Commissioner


 Skip Elkin
 District II Commissioner

Keith Schnarre, Presiding Commissioner
Karen M. Miller, District I Commissioner
Elkin, District II Commissioner



Roger B. Wilson
Boone County Government Center
801 East Walnut Room 245
Columbia, MO 65201-7732
573-886-4305 • FAX 573-886-4311

Boone County Commission

82-2005

APPLICATION FOR ORGANIZATIONAL USE OF BOONE COUNTY FACILITIES

The undersigned organization hereby applies for a permit to use the Boone County Courthouse Grounds and/or Government Center as follows:

Description of Use: Awards Ceremony for KFRU St. Pats Day 5K Run

Date(s) of Use: Friday, March 11th (4-6pm) Saturday, March 12th (6am -

Time of Use: From: see above a.m./p.m. thru see above a.m./p.m.

Facility requested: Courthouse Grounds - Courtyard Square - Chambers - Chambers Atrium - Rm220 - Rm208 - Rm139

+ Lobby (request attached) *cg*

The undersigned organization agrees to abide by the following terms and conditions in the event this application is approved:

1. To notify the Columbia Police Department and Boone County Sheriff's Department of time and date of use and abide by all applicable laws, ordinances and county policies in using Courthouse grounds or designated rooms.
2. To remove all trash or other debris that may be deposited (by participants) on the courthouse grounds and/or in rooms by the organizational use.
3. To repair, replace, or pay for the repair or replacement of damaged property including shrubs, flowers or other landscape caused by participants in the organizational use of courthouse grounds and/or carpet and furnishings in rooms.
4. To conduct its use of courthouse grounds and/or rooms in such a manner as to not unreasonably interfere with normal courthouse and/or Boone County Government building functions.
5. To indemnify and hold the County of Boone, its officers, agents and employees, harmless from any and all claims, demands, damages, actions, causes of action or suits of any kind or nature including costs, litigation expenses, attorney fees, judgments, settlements on account of bodily injury or property damage incurred by anyone participating in or attending the organizational use on the courthouse grounds and/or use of rooms as specified in this application.

Name of Organization/Person: Cumulus Broadcasting - KFRU Radio, 1400AM

Organization Representative/Title: Ryan L. Winkler, Promotions Director

Address/Phone Number: 503 Old Hwy. 63 N. Columbia, MO 65201 (573) 449-4141 EXT. 363

Date of Application: February 17th, 2005

PERMIT FOR ORGANIZATIONAL USE OF BOONE COUNTY FACILITIES

The County of Boone hereby grants the above application for permit in accordance with the terms and conditions above written. The above permit is subject to termination for any reason by duly entered order of the Boone County Commission.

ATTEST:

BOONE COUNTY, MISSOURI

Wendy J. No
County Clerk

Keith Schnarre
County Commissioner

DATE: 24 FEB 2005

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
 County of Boone } ea.

February Session of the January Adjourned Term. 20 05

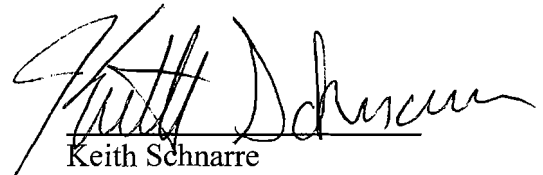
In the County Commission of said county, on the

24th day of February 20 05

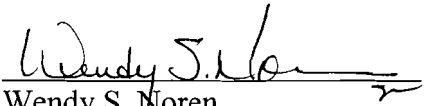
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby authorize the use of Boone County Facilities as requested by the City of Columbia Office of Cultural Affairs for the Columbia Festival of the Arts between 4:00p.m. September 23, 2005 and 7:00 p.m. September 25, 2005. It is further ordered that the Presiding Commissioner be hereby authorized to sign said application.

Done this 24th day of February, 2005.


 Keith Schnarre
 Presiding Commissioner

ATTEST:


 Wendy S. Noren
 Clerk of the County Commission


 Karen M. Miller
 District I Commissioner


 Skip Elkin
 District II Commissioner

Keith Schnarre, Presiding Commissioner
 Karen M. Miller, District I Commissioner
 Skip Elkin, District II Commissioner



Roger B. Wilson
 Boone County Government Center
 801 East Walnut Room 245
 Columbia, MO 65201-7732
 573-886-4305 • FAX 573-886-4311

Boone County Commission

83-2005

APPLICATION FOR ORGANIZATIONAL USE OF BOONE COUNTY FACILITIES

The undersigned organization hereby applies for a permit to use the Boone County Courthouse Grounds and/or Government Center as follows:

Description of Use: The 14th annual Columbia Festival of the Arts

Date(s) of Use: (Sept. 23, after 4 p.m. begin set-up;) Sat, Sept. 24 through

Time of Use: From: Sunday, Sept. 25, 2005
6:00 a.m./p.m. thru 7:00 p.m. a.m./p.m.

Facility requested: Courthouse Grounds - Courtyard Square - Chambers - Chambers Atrium
 Rm220 - Rm208 - Rm139

The undersigned organization agrees to abide by the following terms and conditions in the event this application is approved:

1. To notify the Columbia Police Department and Boone County Sheriff's Department of time and date of use and abide by all applicable laws, ordinances and county policies in using Courthouse grounds or designated rooms.
2. To remove all trash or other debris that may be deposited (by participants) on the courthouse grounds and/or in rooms by the organizational use.
3. To repair, replace, or pay for the repair or replacement of damaged property including shrubs, flowers or other landscape caused by participants in the organizational use of courthouse grounds and/or carpet and furnishings in rooms.
4. To conduct its use of courthouse grounds and/or rooms in such a manner as to not unreasonably interfere with normal courthouse and/or Boone County Government building functions.
5. To indemnify and hold the County of Boone, its officers, agents and employees, harmless from any and all claims, demands, damages, actions, causes of action or suits of any kind or nature including costs, litigation expenses, attorney fees, judgments, settlements on account of bodily injury or property damage incurred by anyone participating in or attending the organizational use on the courthouse grounds and/or use of rooms as specified in this application.

Name of Organization/Person: City of Columbia Office of Cultural Affairs

Organization Representative/Title: Kay Kjelland, Cultural Program Specialist

Address/Phone Number: 13 N. 8th St, Col., Mo.; 573-874-6387

Date of Application: Feb. 18, 2005

PERMIT FOR ORGANIZATIONAL USE OF BOONE COUNTY FACILITIES

The County of Boone hereby grants the above application for permit in accordance with the terms and conditions above written. The above permit is subject to termination for any reason by duly entered order of the Boone County Commission.

ATTEST:

BOONE COUNTY, MISSOURI

Wendy S. [Signature]
 County Clerk

Keith Schnarre [Signature]
 County Commissioner

DATE: 24 FEB 2005

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
 County of Boone } ea.

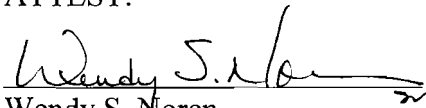
February Session of the January Adjourned Term. 20 05


In the County Commission of said county, on the 24th day of February 20 05
 the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby authorize the use of the Courthouse Grounds and Courtyard Square on April 2, 2005 from 12:00 to 5:00 p.m. for a Play and Praise Service sponsored by Women in Ministry. It is further ordered that the Presiding Commissioner be hereby authorized to sign said application.

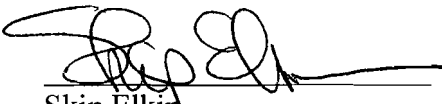
Done this 24th day of February, 2005.

ATTEST:

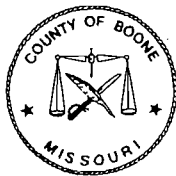

 Wendy S. Noren
 Clerk of the County Commission


 Keith Schnarre
 Presiding Commissioner


 Karen M. Miller
 District I Commissioner


 Skip Elkin
 District II Commissioner

Keith Schnarre, Presiding Commissioner
Karen M. Miller, District I Commissioner
Skip Elkin, District II Commissioner



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Columbia, MO 65201-7732
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Boone County Commission

APPLICATION FOR ORGANIZATIONAL USE OF BOONE COUNTY FACILITIES

The undersigned organization hereby applies for a permit to use the Boone County Courthouse Grounds and/or Government Center as follows:

Description of Use: Play's Praise Service *The Play "The Women" and praise service will be an opportunity for area churches to promote their services*

Date(s) of Use: April 2 ~~2004~~ 2005 a Saturday

Time of Use: From: 12 noon a.m./p.m. thru 5 p.m. a.m./p.m.

Facility requested: Courthouse Grounds - Courtyard Square - Chambers - Chambers Atrium - Rm220 - Rm208 - Rm139

The undersigned organization agrees to abide by the following terms and conditions in the event this application is approved:

1. To notify the Columbia Police Department and Boone County Sheriff's Department of time and date of use and abide by all applicable laws, ordinances and county policies in using Courthouse grounds or designated rooms.
2. To remove all trash or other debris that may be deposited (by participants) on the courthouse grounds and/or in rooms by the organizational use.
3. To repair, replace, or pay for the repair or replacement of damaged property including shrubs, flowers or other landscape caused by participants in the organizational use of courthouse grounds and/or carpet and furnishings in rooms.
4. To conduct its use of courthouse grounds and/or rooms in such a manner as to not unreasonably interfere with normal courthouse and/or Boone County Government building functions.
5. To indemnify and hold the County of Boone, its officers, agents and employees, harmless from any and all claims, demands, damages, actions, causes of action or suits of any kind or nature including costs, litigation expenses, attorney fees, judgments, settlements on account of bodily injury or property damage incurred by anyone participating in or attending the organizational use on the courthouse grounds and/or use of rooms as specified in this application.

Name of Organization/Person: Patricia McCarty

Organization Representative/Title: Women in Ministry

Address/Phone Number: 4508 Shovert Ct. Cds Mo 65203 573-477-3384

Date of Application: 2-22-05

PERMIT FOR ORGANIZATIONAL USE OF BOONE COUNTY FACILITIES

The County of Boone hereby grants the above application for permit in accordance with the terms and conditions above written. The above permit is subject to termination for any reason by duly entered order of the Boone County Commission.

ATTEST:

BOONE COUNTY, MISSOURI

Wendy S. N...
County Clerk

Keith Schnarre
County Commissioner

DATE: 24 FEB 2005