

CERTIFIED COPY OF ORDER



STATE OF MISSOURI }
County of Boone } ea.

September Session of the July Adjourned Term Term. 20 06

In the County Commission of said county, on the 21st day of September 2006

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

Now on this day the County Commission of the County of Boone does hereby award bid 71-15SEP06 Pre-Printed Envelopes to General Printing Service. It is further ordered that the Presiding Commissioner be hereby authorized to sign said contract

Done this 21st day of September 2006.

Keith Schnarre
Presiding Commissioner

ATTEST:

Wendy S. Noren
Clerk of the County Commission

Karen M. Miller
District I Commissioner

Skip Elkin
District II Commissioner

**PURCHASE AGREEMENT
FOR
PRE-PRINTED ENVELOPES**

THIS AGREEMENT dated the 21 day of September 2006 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **General Printing Service** 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 **Pre-Printed Envelopes**, County of Boone Request for Bid, bid number **71-15SEP06**, Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, the un-executed Response Form, Standard Terms and Conditions, any applicable addenda, the delivery timetable, the memo from the Contractor dated September 19, 2006, as well as the Contractor's bid response dated September 11, 2006 and executed by Myrtle Gibbs, 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 Introduction and General Conditions of Bidding, Primary Specifications, Response Presentation and Review, the un-executed Response Form, Standard Terms and Conditions, and any applicable addenda shall prevail and control over the Contractor's bid response.

2. Contract Duration - This agreement shall commence on Date of Award and extend through September 30, 2007 subject to the provisions for termination specified below.

3. Purchase - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County all items per the bid specifications and responded to on the Response Form, and in conformity with the contract documents for the prices set forth in the Contractor's bid response as outlined below.

- Item 4.8.1. #11 24lb White Window Envelopes-Single Sided Print (Qty 160,000) \$4,216.80
- Item 4.8.2. #10 24lb White Window Envelopes-Single Sided Print (Qty 25,000) \$801.50
- Item 4.8.3. #10 24lb Blue Window Envelopes-Single Sided Print (Qty 80,000) \$2,014.00
- Item 4.8.4. #10 24lb Yellow Insert Envelopes-Double Sided Print (Qty 160,000) \$3,734.88
- Item 4.8.5. #10 Regular White Envelopes-Single Sided Print (Qty 3,000) \$139.92
- Item 4.8.6. 6 ½ x 9 ½ White Window Envelopes-Single Sided Print (Qty 1,000) \$425.25
- For a total purchase price of \$11,332.35

4. Delivery - Contractor agrees to deliver the items as specified and as requested by the County and as outlined in the attached timetable.

5. Billing and Payment - All billing shall be invoiced to the Boone County Collector's Office 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.

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

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

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

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

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

GENERAL PRINTING SERVICE

by *Myron Galt*
 title *Pres.*
 address *601 West 11th St*
1910 N. Providence, Col.

BOONE COUNTY, MISSOURI

by *Keith Schnarre*
 Boone County Commission
 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 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.)

June E. Pitchford
 Signature *by cgl*

9/22/06
 Date

1150/23001 - \$11,332.35
 Appropriation Account
(pending budget revision approval)

4. **Response Form**

- 4.1. Company Name: General Printing Service
- 4.2. Address: 1910 N Providence
- 4.3. City/Zip: Columbia MD 65202
- 4.4. Phone Number: 573 - 443 - 8890
- 4.5. Fax Number: 573 - 874 - 3059
- 4.6. E-Mail Address: info4@general-printing.com
- 4.7. Federal Tax ID: 43 - 1234565
- 4.7.1. Corporation
 Partnership - Name _____
 Individual/Proprietorship - Individual Name _____
 Other (Specify) _____

See Attached

4.8.	PRICING			
	Description	Unit Price (Per 1000)	Quantity	Extended Price
4.8.1.	#11 24lb White Window Envelopes Single Sided Print	\$ _____	160	\$ _____
4.8.2.	#10 24lb White Window Envelopes Single Sided Print	\$ _____	25	\$ _____
4.8.3.	#10 24lb Blue Window Envelopes Single Sided Print	\$ _____	80	\$ _____
4.8.4.	#10 24lb Yellow Insert Envelopes Double Sided Print	\$ _____	160	\$ _____
4.8.5.	#10 Regular White Envelopes Single Sided Print	\$ _____	3	\$ _____
4.8.6.	6 1/2 x 9 1/2 White Window Envelopes Single Sided Print	\$ _____	1	\$ _____
4.8.7.	TOTAL			\$ _____

4.9. **RENEWAL PERCENTAGES**

- 4.9.1. _____ % 1st Renewal Period
- 4.9.2. _____ % 2nd Renewal Period

> Not Sure

4.10. **Describe Any Deviations**

4.11. The undersigned offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with all requirements contained in the Request for Bid which have been read and understood, and all of which are made part of this order. By submission of this bid, the vendor certifies that they are in compliance with Section 34.353 and, if applicable, Section 34.359 ("Missouri Domestic Products Procurement Act") of the Revised Statutes of Missouri.

4.11.1. Authorized Representative (Sign By Hand):

Myrtle Gibbs, Pres. Date: 9/11/06 Brenda Gibbs Brown, Sales
Print Name and Title of Authorized Representative

Myrtle Gibbs, Pres.

4.12. Delivery ARO: Brenda Gibbs Brown, Sales

General
PRINTING SERVICE

Boone County Purchasing
601 E Walnut, Room 209
Columbia, MO 65201

Attn: Heather Turner, Senior Buyer

re: Quotes, 14094, 14095, 14096, 14097, 14098 and 14099

Following is the timetable for each of the jobs quoted:

#11 window envelopes, 160,000 - 4 weeks after okay
#10 window envelopes, 20,000/5,000 - 2 weeks after okay
#10 window envelopes, 80,000 (blue) - 4 weeks after okay
#10 regular envelopes, 160,000 (yellow) - 4 weeks after okay
#10 regular envelopes, 3,000 (white) - 2 weeks after okay
6.5 x 9.5 booklet window envelopes, 1,000 - 6 weeks after okay

All of the prices quoted are accurate if you furnish trouble free electronic files.

Thank you,


Pamela Fox

1910 North Providence
Columbia, Missouri 65202-3716
(573) 443-8880 • FAX (573) 874-8959
E-mail: info4@general-printing.com
www.general-printing.com

General Printing Service

1910 North Providence
 Columbia, Missouri 65202-3716
 (573) 443-8890 FAX (573) 874-3059

QUOTATION

No. 14094
 Date 9/11/2006

CUSTOMER County of Boone		JOB TITLE	#11 Window Envelope
		DESC. OF SERVICES	Print
QUANTITY	160,000	NO. OF PAGES	
FINISHED TRIM SIZE		BINDING	
TEXT STOCK	24# white	COVER STOCK	
TEXT INK	black 1/0	COVER INK	
PROOFS	yes	CUSTOMER FURNISHED	Trouble free electronic file with fonts included and lasers from final file.
PRICES	160,000 = \$4,216.80 (direct ship from mill) If hand deliver = + \$160.00		

Thank you for the opportunity to submit this proposal. The above quote is based on material costs at the time of quotation and may be subject to fluctuation by the time of actual production. After acceptance of quote and the receipt and review of actual job, additional costs may be incurred as a result of, but not limited to, Diskwork, Design, Composition, Alterations, Scans, Critical register from page to page or panel to panel, Bleeds, Medium or Heavy Ink Coverage that was not otherwise addressed in the initial quote. Quantity variations of up to 10% over or 10% under shall constitute acceptable delivery and shall be charged or credited accordingly. We appreciate receipt of one copy of this quotation and/or your purchase order at time of order.

HOURLY RATES for services if project does not match specifications of quote:
 Diskwork, Alterations, Design and Typesetting: \$40 per hour

To accept this bid circle the quantity desired, sign below and either fax or mail to General Printing.

Accepted _____
 By _____
 Date _____ P.O. No. _____

GENERAL PRINTING SERVICE
 By Brenda Gibbs Brown

General Printing Service

1910 North Providence
 Columbia, Missouri 65202-3716
 (573) 443-8890 FAX (573) 874-3059

QUOTATION

No. 14095

Date 9/11/2006

CUSTOMER County of Boone		JOB TITLE #10 Window Envelope
		DESC. OF SERVICES Print
QUANTITY 20,000 5,000		NO. OF PAGES
FINISHED TRIM SIZE		BINDING
TEXT STOCK 24# white		COVER STOCK
TEXT INK black 1/0		COVER INK
PROOFS yes	CUSTOMER FURNISHED	Trouble free electronic file with fonts included and lasers from final file.
PRICES	20,000 = \$598.50 5,000 = \$203.00	

Thank you for the opportunity to submit this proposal. The above quote is based on material costs at the time of quotation and may be subject to fluctuation by the time of actual production. After acceptance of quote and the receipt and review of actual job, additional costs may be incurred as a result of, but not limited to, Diskwork, Design, Composition, Alterations, Scans, Critical register from page to page or panel to panel, Bleeds, Medium or Heavy Ink Coverage that was not otherwise addressed in the initial quote. Quantity variations of up to 10% over or 10% under shall constitute acceptable delivery and shall be charged or credited accordingly. We appreciate receipt of one copy of this quotation and/or your purchase order at time of order.

HOURLY RATES for services if project does not match specifications of quote:
 Diskwork, Alterations, Design and Typesetting: \$40 per hour

To accept this bid circle the quantity desired, sign below and either fax or mail to General Printing.

Accepted _____

By _____

Date _____ P.O. No. _____

GENERAL PRINTING SERVICE

By Brenda Gibbs Brown

General Printing Service

1910 North Providence
 Columbia, Missouri 65202-3716
 (573) 443-8890 FAX (573) 874-3059

QUOTATION

No. 14096
 Date 9/11/2006

CUSTOMER County of Boone		JOB TITLE #10 Window Envelope
		DESC. OF SERVICES Print
QUANTITY 80,000		NO. OF PAGES
FINISHED TRIM SIZE		BINDING
TEXT STOCK 24# blue		COVER STOCK
TEXT INK black 1/0		COVER INK
PROOFS yes		CUSTOMER FURNISHED Trouble free electronic file with fonts included and lasers from final file.
PRICES	80,000 = \$2,014.00 (direct ship from mill) *If hand deliver = + \$100.00	

Thank you for the opportunity to submit this proposal. The above quote is based on material costs at the time of quotation and may be subject to fluctuation by the time of actual production. After acceptance of quote and the receipt and review of actual job, additional costs may be incurred as a result of, but not limited to, Diskwork, Design, Composition, Alterations, Scans, Critical register from page to page or panel to panel, Bleeds, Medium or Heavy Ink Coverage that was not otherwise addressed in the initial quote. Quantity variations of up to 10% over or 10% under shall constitute acceptable delivery and shall be charged or credited accordingly. We appreciate receipt of one copy of this quotation and/or your purchase order at time of order.

HOURLY RATES for services if project does not match specifications of quote:
 Diskwork, Alterations, Design and Typesetting: \$40 per hour

To accept this bid circle the quantity desired, sign below and either fax or mail to General Printing.

Accepted _____
 By _____
 Date _____ P.O. No. _____

GENERAL PRINTING SERVICE

By *Brenda Gibbs Brown*

General Printing Service

1910 North Providence
 Columbia, Missouri 65202-3716
 (573) 443-8890 FAX (573) 874-3059

QUOTATION

No. 14097

Date 9/11/2006

CUSTOMER County of Boone		JOB TITLE #10 Regular Envelope
		DESC. OF SERVICES Print
QUANTITY	160,000	NO. OF PAGES
FINISHED TRIM SIZE		BINDING
TEXT STOCK	24# yellow	COVER STOCK
TEXT INK	black 1/1	COVER INK
PROOFS	yes	CUSTOMER FURNISHED Trouble free electronic file with fonts included and lasers from final file.
PRICES	160,000 = \$3,734.88 (direct ship from mill) *If hand deliver = + \$160.00	

Thank you for the opportunity to submit this proposal. The above quote is based on material costs at the time of quotation and may be subject to fluctuation by the time of actual production. After acceptance of quote and the receipt and review of actual job, additional costs may be incurred as a result of, but not limited to, Diskwork, Design, Composition, Alterations, Scans, Critical register from page to page or panel to panel, Bleeds, Medium or Heavy Ink Coverage that was not otherwise addressed in the initial quote. Quantity variations of up to 10% over or 10% under shall constitute acceptable delivery and shall be charged or credited accordingly. We appreciate receipt of one copy of this quotation and/or your purchase order at time of order.

HOURLY RATES for services if project does not match specifications of quote:
 Diskwork, Alterations, Design and Typesetting: \$40 per hour

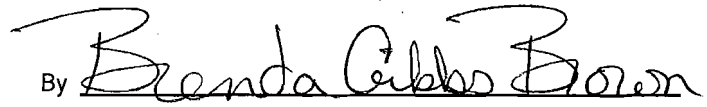
To accept this bid circle the quantity desired, sign below and either fax or mail to General Printing.

Accepted _____

By _____

Date _____ P.O. No. _____

GENERAL PRINTING SERVICE

By 

General Printing Service

1910 North Providence
 Columbia, Missouri 65202-3716
 (573) 443-8890 FAX (573) 874-3059

QUOTATION

No. 14098

Date 9/11/2006

CUSTOMER County of Boone		JOB TITLE	#10 Regular Envelope
		DESC. OF SERVICES	Print
QUANTITY	3,000	NO. OF PAGES	
FINISHED TRIM SIZE		BINDING	
TEXT STOCK	24# white	COVER STOCK	
TEXT INK	black 1/0	COVER INK	
PROOFS	yes	CUSTOMER FURNISHED	Trouble free electronic file with fonts included and lasers from final file.
PRICES	3,000 = \$139.92		

Thank you for the opportunity to submit this proposal. The above quote is based on material costs at the time of quotation and may be subject to fluctuation by the time of actual production. After acceptance of quote and the receipt and review of actual job, additional costs may be incurred as a result of, but not limited to, Diskwork, Design, Composition, Alterations, Scans, Critical register from page to page or panel to panel, Bleeds, Medium or Heavy Ink Coverage that was not otherwise addressed in the initial quote. Quantity variations of up to 10% over or 10% under shall constitute acceptable delivery and shall be charged or credited accordingly. We appreciate receipt of one copy of this quotation and/or your purchase order at time of order.

HOURLY RATES for services if project does not match specifications of quote:
 Diskwork, Alterations, Design and Typesetting: \$40 per hour

To accept this bid circle the quantity desired, sign below and either fax or mail to General Printing.

Accepted _____

By _____

Date _____ P.O. No. _____

GENERAL PRINTING SERVICE

By Brenda Gibbs Brown

General Printing Service

1910 North Providence
 Columbia, Missouri 65202-3716
 (573) 443-8890 FAX (573) 874-3059

QUOTATION

No. 14099
 Date 9/11/2006

CUSTOMER County of Boone		JOB TITLE #6 1/2 x 9 1/2 Booklet Special Window Envelopes
		DESC. OF SERVICES Print
QUANTITY	1,000	NO. OF PAGES
FINISHED TRIM SIZE		BINDING
TEXT STOCK	24# white	COVER STOCK
TEXT INK	black 1/0	COVER INK
PROOFS	yes	CUSTOMER FURNISHED Trouble free electronic file with fonts included and lasers from final file.
PRICES	1,000 = \$425.25	

Thank you for the opportunity to submit this proposal. The above quote is based on material costs at the time of quotation and may be subject to fluctuation by the time of actual production. After acceptance of quote and the receipt and review of actual job, additional costs may be incurred as a result of, but not limited to, Diskwork, Design, Composition, Alterations, Scans, Critical register from page to page or panel to panel, Bleeds, Medium or Heavy Ink Coverage that was not otherwise addressed in the initial quote. Quantity variations of up to 10% over or 10% under shall constitute acceptable delivery and shall be charged or credited accordingly. We appreciate receipt of one copy of this quotation and/or your purchase order at time of order.

HOURLY RATES for services if project does not match specifications of quote:
 Diskwork, Alterations, Design and Typesetting: \$40 per hour

To accept this bid circle the quantity desired, sign below and either fax or mail to General Printing.

Accepted _____
 By _____
 Date _____ P.O. No. _____

GENERAL PRINTING SERVICE

By Brenda Gibbs Brown



Request For Bid (RFB)

Boone County Purchasing
601 E. Walnut, Room 209
Columbia, MO 65201

Heather Turner, Senior Buyer
573/886-4392 - FAX 573/886-4390
Email: hturner@boonecountymo.org

Bid Data

Bid Number: **71-15SEP06**
Commodity Title: **Pre-Printed Envelopes**

DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT

Bid Submission Address and Deadline

Day / Date: Friday, September 15, 2006
Time: 10:30 AM (Bids received after this time will be returned unopened)
Location / Mail Address: **Boone County Purchasing Department
Boone County Johnson Building
601 E. Walnut, Room 209
Columbia, MO 65201**

Directions: The Johnson Building is located on the Northeast corner at 6th St. and Walnut St. Enter the building from the East Side. Wheel chair accessible entrance is available on the West side of the building.

Bid Opening

Day / Date: Friday, September 15, 2006
Time: 10:30 AM
Location / Address: **Boone County Johnson Building Conference Room
601 E. Walnut, Room 213
Columbia, MO 65201**

Bid Contents

- 1.0: **Introduction and General Terms and Conditions of Bidding**
- 2.0: **Primary Specifications**
- 3.0: **Response Presentation and Review**
- 4.0: **Response Form
Standard Terms and Conditions
"No Bid" Form**

1. Introduction and General Conditions of Bidding

- 1.1. **INVITATION** - The County of Boone, through its Purchasing Department, invites responses, which offer to provide the goods and/or services identified on the title page, and described in greater detail in Section 2.
- 1.2. **DEFINITIONS**
- 1.2.1. **County** - This term refers to the County of Boone, a duly organized public entity. It may also be used as a pronoun for various subsets of the County organization, including, as the context will indicate:
Purchasing - The Purchasing Department, including its Purchasing Director and staff.
Department/s or Office/s - The County Department/s or Office/s for which this Bid is prepared, and which will be the end user/s of the goods and/or services sought.
Designee - The County employee/s assigned as your primary contact/s for interaction regarding Contract performance.
- 1.2.2. **Bidder / Contractor / Supplier** - These terms refer generally to businesses having some sort of relationship to or with us. The term may apply differently to different classes of entities, as the context will indicate.
Bidder - Any business entity submitting a response to this Bid. Suppliers, which may be invited to respond, or which express interest in this bid, but which do not submit a response, have no obligations with respect to the bid requirements.
Contractor - The Bidder whose response to this bid is found by Purchasing to meet the best interests of the County. The Contractor will be selected for award, and will enter into a Contract for provision of the goods and/or services described in the Bid.
Supplier - All business/s entities which may provide the subject goods and/or services.
- 1.2.3. **Bid** - This entire document, including attachments. A Bid may be used to solicit various kinds of information. The kind of information this Bid seeks is indicated by the title appearing at the top of the first page. An "Invitation For Bid" is used when the need is well defined. An "Invitation For Proposal" is used when the County will consider solutions, which may vary significantly from each other or from the County's initial expectations.
- 1.2.4. **Response** - The written, sealed document submitted according to the Bid instructions.
- 1.3. **BID CLARIFICATION** - Questions regarding this Bid should be directed in writing, preferably by fax or email, to the Purchasing Department. Answers, citing the question asked but not identifying the questioner, will be distributed simultaneously to all known prospective Bidders. Note: Written requirements in the Bid or its Amendments are binding, but any oral communications between County and Bidder are not.
- 1.3.1. **Bidder Responsibility** - The Bidder is expected to be thoroughly familiar with all specifications and requirements of this Bid. Bidders failure or omission to examine any relevant form, article, site or document will not relieve them from any obligation regarding this Bid. By submitting a Response, Bidder is presumed to concur with all terms, conditions and specifications of this Bid.
- 1.3.2. **Bid Amendment** - If it becomes evident that this Bid must be amended, the Purchasing Department will issue a formal written Amendment to all known prospective Bidders. If necessary, a new due date will be established.
- 1.4. **AWARD** - Award will be made to the Bidder(s) whose offer(s) provide the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, lifecycle cost, ability to deliver, or for any other reason deemed by Purchasing to be in the best interest of the County. Thus, the result will not be determined by price alone. The County will be seeking the least costly outcome that meets the County needs as interpreted by the County. The County reserves the right to compare the lowest bid received with the current State contract pricing, and award in the best interest of the County.
- 1.5. **CONTRACT EXECUTION** - This Bid and the Contractor's Response will be made part of any resultant Contract and will be incorporated in the Contract as set forth, verbatim.
- 1.5.1. **Precedence** - In the event of contradictions or conflicts between the provisions of the documents comprising this Contract, they will be resolved by giving precedence in the following order:
1) the provisions of the Contract (as it may be amended);
2) the provisions of the Bid;
3) the provisions of the Bidder's Response.
- 1.6. **CONTRACT PERIOD** - Any Term and Supply Contract resulting from this Bid will have an initial term from Date of Award through September 30, 2007 and may be automatically renewed for up to an additional two (2) one-year periods unless canceled by the Purchasing Director in writing prior to a renewal term.
- 1.7. **COMPLIANCE WITH STANDARD TERMS AND CONDITIONS** - Bidder agrees to be bound by the County's standard "boilerplate" terms and conditions for Contracts, a sample of which is attached to this Bid.

2. Primary Specifications

- 2.1. **ITEMS TO BE PROVIDED** – Boone County, hereafter referred to as “County”, proposes to contract with an individual(s) or organization(s), hereinafter referred to as “Contractor” for a contract for the furnishing and delivery of Pre-Printed Envelopes for the Boone County Collector’s Office.
- 2.2. **QUANTITY**
 - 2.2.1. The contractor must provide envelopes in the quantities outlined in Attachment A. **Note: All envelopes provided must be Signet brand or equivalent.**
- 2.3. **CONTRACT DURATION** - The contract shall be effective from Date of Award through September 30, 2007. This contract is subject to renew annually for two (2) additional one (1) year periods following expiration of the first contract period.
 - 2.3.1. The unit prices identified on the Response Form shall remain fixed for the identified original contract period. If the County exercises the option for renewal, the contractor shall agree that the prices for the items listed on the Response Form shall not increase by more than the maximum percent proposed on the Response Form.
 - 2.3.2. If renewal percentages are not provided, then prices during any renewal period shall be the same as during the original contract period.
- 2.4. **CONTRACT EXTENSION** – The County Purchasing Director may exercise the option to extend the contract on a month-to-month basis for a maximum of six (6) months from the date of termination if it is deemed to be in the best interest of Boone County.
- 2.5. **CONTRACT DOCUMENTS** - The successful bidder(s) shall be obligated to enter into a written contract with the County within 30 days of award on contract forms provided by the County. If bidders desire to contract under their own written agreement, any such proposed agreement shall be submitted in blank with their bid. County reserves the right to modify any proposed form agreement or withdraw its award to a successful bidder if any proposed agreement contains terms and conditions inconsistent with its bid or are unacceptable to county legal counsel.
- 2.6. **PRINTING TECHNICAL REQUIREMENTS**
 - 2.6.1. #10 White Window, #10 Regular, #10 Blue Window, and #11 White Window Envelopes for the Boone County Collector shall include the return address with the County seal.
 - 2.6.2. #10 Yellow Envelopes for the Boone County Collector shall include the return address information area, mailing address, bar code, stamp area and mailing instructions printed on the back side of the envelope. This is to be a double sided print.
- 2.7. **ADDITIONAL INSTRUCTIONS**
 - 2.7.1. Original Boone County seal artwork is available through the Purchasing Department.
 - 2.7.2. The contractor must attach a sample envelope to the outside of each case prior to delivery in order to identify the contents of each case.
 - 2.7.3. Samples will be provided upon request. Please contact the Purchasing Department at 573-886-4392 in order to request sample envelopes. Please note the samples do not have the print quality and print information required by the County. The sample is merely provided to note the position and information to be included on each envelope.
 - 2.7.4. All printing on the envelopes must adhere to the US Postal Service guidelines.
 - 2.7.5. All ink shall be black oil base ink.
 - 2.7.6. All prices for quantities and services described on the Response Form must also include ANY AND ALL fees associated with set-up, clean-up, labor, pick-up of job request, delivery of completed job, finishing services, etc. unless otherwise specified.
 - 2.7.7. The individual boxes of envelopes will be stored and stacked on top of one another in order to conserve space. Therefore, all individual boxes of envelopes must be constructed of a heavier material able to withstand the weight of other boxes.
- 2.7. **DEVIATION(S)** - It is the bidder’s responsibility to submit a bid that meets all mandatory specifications stated within. The bidder must compare their product bid with the required listed minimum specifications and identify any deviations along with the specific section deviated from. Failure to properly identify deviations may render the bidder’s proposal non-responsive and not capable of consideration for award. Bidders should note that a descriptive brochure of the model bid may not be sufficient or acceptable as proper identification of deviations from the written specifications.
- 2.8. **DESIGNEE** – Boone County Collector’s Office
 - 2.8.1. **Contact** - Heather Turner, Buyer, 601 E. Walnut, 2nd Floor, Columbia, MO 65201. Telephone (573) 886-4392 or Facsimile (573) 886-4390 or Email: hturner@boonecountymmo.org

- 2.9. **DELIVERY** – Boone County Government Center 3rd Floor, 801 E. Walnut, Columbia, MO 65201. **NOTE:** The contractor **MUST** ensure that all envelopes are delivered to the 3rd floor Government Center. Boone County employees will **not** be available to assist with unloading the truck.
- 2.9.1. **Delivery Terms** – FOB-Destination. Inside delivery to the 3rd floor. All deliveries shall be made FOB Destination with freight charges fully included and prepaid. The seller pays and bears the freight charges.
- 2.9.2. **Delivery Dates** – To be agreed upon between the Contractor and the Collector's Office upon award of the contract.
- 2.10. **PROOF PROCESSING** – The contractor must obtain the appropriate approvals of proofs from the Collector's Office. Fax transmitted proofs will not be accepted. It is the contractor's sole responsibility to obtain the required information in a timely fashion for meeting the agreed upon delivery deadline.
- 2.11. **EVALUATION** – The bidder should submit samples of the #10 window, #10 regular, and #11 window envelopes. The cost for providing these samples is the responsibility of the bidder. Suitability of the products offered as it relates to the mail equipment and U.S. Postal Service color guidelines will be a large part of the bid award evaluation.
- 2.11.1. The bidder that is awarded the contract must provide identical envelopes to those supplied as samples. In the event substitutes are provided, the County reserves the right to refuse the envelopes and request identical envelopes to be provided within the original timeframe as agreed upon by the Contractor and the Collector's Office.

3. Response Presentation and Review

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

4. Response Form

- 4.1. Company Name: _____
- 4.2. Address: _____
- 4.3. City/Zip: _____
- 4.4. Phone Number: _____
- 4.5. Fax Number: _____
- 4.6. E-Mail Address: _____
- 4.7. Federal Tax ID: _____
- 4.7.1. () Corporation
- () Partnership - Name _____
- () Individual/Proprietorship - Individual Name _____
- () Other (Specify) _____

4.8. PRICING				
	Description	Unit Price (Per 1000)	Quantity	Extended Price
4.8.1.	#11 24lb White Window Envelopes Single Sided Print	\$ _____	160	\$ _____
4.8.2.	#10 24lb White Window Envelopes Single Sided Print	\$ _____	25	\$ _____
4.8.3.	#10 24lb Blue Window Envelopes Single Sided Print	\$ _____	80	\$ _____
4.8.4.	#10 24lb Yellow Insert Envelopes Double Sided Print	\$ _____	160	\$ _____
4.8.5.	#10 Regular White Envelopes Single Sided Print	\$ _____	3	\$ _____
4.8.6.	6 ½ x 9 ½ White Window Envelopes Single Sided Print	\$ _____	1	\$ _____
4.8.7.	TOTAL			\$ _____

4.9. RENEWAL PERCENTAGES

- 4.9.1. _____% 1st Renewal Period
- 4.9.2. _____% 2nd Renewal Period

4.10. Describe Any Deviations

4.11. **The undersigned offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with all requirements contained in the Request for Bid which have been read and understood, and all of which are made part of this order. By submission of this bid, the vendor certifies that they are in compliance with Section 34.353 and, if applicable, Section 34.359 ("Missouri Domestic Products Procurement Act") of the Revised Statutes of Missouri.**

4.11.1. Authorized Representative (Sign By Hand):

_____ Date: _____
Print Name and Title of Authorized Representative

4.12. Delivery ARO

ATTACHMENT A

BOONE COUNTY COLLECTOR

ENVELOPE PRINTING NEEDS 2006

QTY	DESCRIPTION	SINGLE/DOUBLE SIDED	WHITE/COLORED PAPER	OTHER INSTRUCTIONS
160,000	#11 Window Envelopes-24lb (Information Area on Front)	Single	White	Return Address County Seal
20,000	#10 Window Envelopes-24lb (Information Area on Front)	Single	White	Return Address County Seal
5,000	#10 Window Envelopes-24lb	Single	White	Return Address County Seal
80,000	#10 Window Envelopes-24lb	Single	Blue	Return Address County Seal One Line Message on Front
160,000	#10 Insert Envelopes-24lb	Double	Yellow	Return Address Area Mailing Address Stamp Area Bar Code Mailing Instructions on Back
3,000	#10 Regular	Single	White	Return Address County Seal
1,000	6 1/2" x 9 1/2" Window Envelopes	Single	White	Return Address County Seal Flap Along Top Widest Side Special Window-1 7/8" x 4" located 7/8" from left & 2 1/4" from bottom



Standard Terms and Conditions

Boone County Purchasing
601 E. Walnut, Room 209
Columbia, MO 65201

Heather Turner, Buyer
573/886-4392 - FAX 573/886-4390

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

Boone County Purchasing
Heather Turner
Senior Buyer



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

“NO BID” RESPONSE FORM

NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU DO NOT WISH TO SUBMIT A BID

If you do not wish to respond to this bid request, but would like to remain on the Boone County vendor list **for this service/commodity**, please remove form and return to the Purchasing Department. The reverse side of the form is pre-addressed, so that it can be folded in thirds, sealed with tape, and mailed. *If you would like to FAX this “No Bid” Response Form to our office, the FAX number is (573) 886-4390.*

If you have questions, please call the Purchasing Office at (573) 886-4392. Thank you for your cooperation.

Bid Number 71-15SEP06-Pre-Printed Envelopes

(Business Name)

(Date)

(Address/P.O. Box)

(Telephone)

(City, State, Zip)

(Contact)

REASON(S) FOR NOT SUBMITTING A BID:

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
 County of Boone } ea.

September Session of the July Adjourned Term Term. 20 06

In the County Commission of said county, on the 21st day of September 20 06

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

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

I, Wendy S. Noren, County Clerk in and for the County of Boone, State of Missouri, hereby certify that the attached petitions contain the signatures of the property owners who own property equal to at least two-thirds by area of all real property located within the proposed **Brown Station Sanitary Sewer Neighborhood Improvement District** and no petitioner is delinquent in County real estate taxes.

In testimony whereof, I have hereunto set my hand and affixed the seal of the County of Boone, State of Missouri, this 21 day of **September, 2006**.

/s/ Wendy S. Noren
 County Clerk
 Boone County, Missouri

(seal)

In that the attached petitions meet the requirements set forth in section 67.457.3 RSMo. and Commission Order #424-91 for the formation of neighborhood improvement districts, the county Commission hereby approves the advisability of the improvement and orders the establishment of the **Brown Station Sanitary Sewer Neighborhood Improvement District** to be described as follows:

Northwest ¼ of the Northwest ¼ Section 10, Township 49 North, Range 12 West, Boone County, Missouri, lot eighteen (18) and part of lot nineteen (19) that lies south of the road leading to the Baptist Church, all in Browns Station, Missouri. As recorded by Warranty Deed, Book 706, Page 977, Records of Boone County, Missouri.

Northwest ¼ of the Northwest ¼ Section 10, Township 49 North, Range 12 West, Boone County, Missouri, as described by a Survey recorded in Book 501, Page 891, Records of Boone County, Missouri.

Northwest ¼ of the Northwest ¼ Section 10, Township 49 North, Range 12 West, Boone County, Missouri, as described by General Warranty Deed recorded in Book 1240, Page 603, Records of Boone County, Missouri.

Northwest ¼ of the Northwest ¼ Section 10, Township 49 North, Range 12 West, Boone County, Missouri, as described by General Warranty Deed recorded in Book 1505, Page 611, Records of Boone County, Missouri.

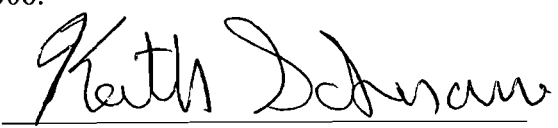
Northwest ¼ of the Northwest ¼ Section 10, Township 49 North, Range 12 West, Boone County, Missouri, lot eight (8) in Browns Station, Missouri. As recorded by

The final cost of the improvement shall not exceed the estimated cost of \$102,074.30 by more than twenty-five percent (25%). The County Commission hereby orders the County Public Works Director to make plans and specifications for the proposed project and file said plans and specifications with the County Clerk of Boone County, Missouri.

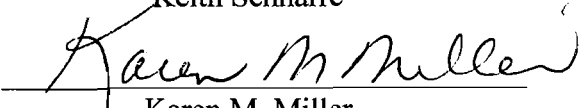
The Commission further **orders** that the improvement costs shall be assessed equally against each parcel described on Exhibit "A" attached hereto and shall be payable in not more than **twenty (20)** substantially equal annual installments in accordance with the laws of the State of Missouri and consistent with the administrative policies of the County of Boone, and the clerk shall prepare an assessment list and notify the property owners of a public hearing on the proposed improvement.

Done this 21 day of September, 2006.

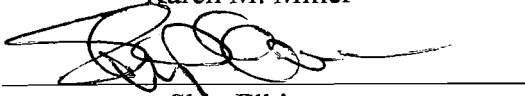
Attest:



Keith Schnarre




Karen M. Miller



Skip Elkin

County Commissioners



Wendy S. Noren
County Clerk

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
County of Boone } ea.

September Session of the July Adjourned Term Term. 20 06

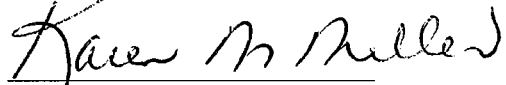
In the County Commission of said county, on the 21st day of September 20 06

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

Now on this day the County Commission of the County of Boone does hereby approve the Department of Public Safety Juvenile Accountability Enhancement Program and Services Contract for Oct 1, 2006- September 30, 2007. It is further ordered that the Presiding Commissioner be hereby authorized to sign said contract

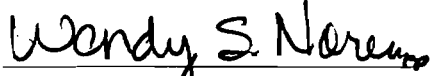
Done this 21st day of September 2006.


Keith Schnarre
Presiding Commissioner


Karen M. Miller
District I Commissioner


Skip Elkin
District II Commissioner

ATTEST:


Wendy S. Noren
Clerk of the County Commission

383-2006



MISSOURI DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DIRECTOR
AWARD OF CONTRACT

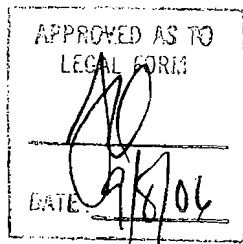
P.O. Box 749
Jefferson City, Missouri 65102
Phone: 573/751-4905

Contractor Name Boone, County of		
Project Title Accountability Programs and Services		
Contract Period FROM: 10/01/06 TO: 9/30/07	State/Federal Funds Awarded \$21,278.06	Contract Number 2005-JABG-LG-01

Award is hereby made in the amount and for the period shown above to the above-mentioned Contractor. This award is subject to compliance with the general conditions governing grants and contracts, as well as, the attached Special Conditions. This award is also subject to compliance with all current applicable federal and state laws, regulations and guidelines.

This award is subject to Special Conditions (attached).

The undersigned hereby certify acceptance of the above-described contract on the terms and conditions specified or incorporated by reference above and herein, including those stated in the contract application.



[Signature] 9-21-06
Authorized Official Date

[Signature] 9/27/06
Project Director Date

This contract shall be in effect for the duration of the contract period stated herein, and funds shall become available on the award date with the signed return of this form to the Missouri Department of Public Safety and the signature of the director of the Department of Public Safety.

[Signature]
Director, Department of Public Safety

9-28-06
Award Date

MISSOURI DEPARTMENT OF PUBLIC SAFETY

AWARD CONTINUATION SHEET

Page 2 of 3

Contract Number: 2005-JABG-LG-01


Award Date: October 1, 2006

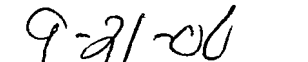
Agency: Boone, County of

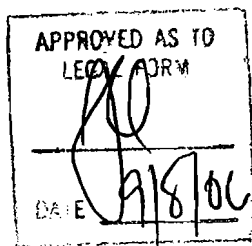
SPECIAL CONDITIONS

1. The applicant assures compliance with all state and federal assurances mandated within the JABG application for the contract period 10/1/06 through 9/30/07.
2. The applicant assures compliance with the financial and administrative requirements set forth in the effective edition of the Office of Justice Programs (OJP) Financial Guide.
3. The applicant assures compliance with the certified assurances and financial guidelines as set forth in the FY2005 JABG application packet.
4. The applicant assures that only actual costs for budget line items will be submitted on the Monthly Expenditure Reports (this requirement includes meals, if applicable).
5. The applicant assures submission of Monthly Program Reports by the 10th day of each month. **Failure to submit the required reports on time shall be taken as failure to adhere to the Acceptance of the Contract, and may result in suspension and/or termination of the grant. (Please refer to page 3 of this Award of Contract titled "Policies and Procedures")**
6. The applicant assures submission of Monthly Expenditure Reports by the 10th day of each month, regardless of whether reimbursement is being requested. A separate Expenditure Report must be used for each month; you may not combine months on one form. **Failure to submit the required reports on time shall be taken as failure to adhere to the Acceptance of the Contract, and may result in suspension and/or termination of the grant. (Please refer to page 3 of this Award of Contract titled "Policies and Procedures")**

ACCEPTANCE OF SPECIAL CONDITIONS:


AUTHORIZED OFFICIAL


DATE



MISSOURI DEPARTMENT OF PUBLIC SAFETY

AWARD CONTINUATION SHEET

Page 2 of 3

Contract Number: 2005-JABG-LG-01

Award Date: October 1, 2006

Agency: Boone, County of

SPECIAL CONDITIONS

1. The applicant assures compliance with all state and federal assurances mandated within the JABG application for the contract period 10/1/06 through 9/30/07.
2. The applicant assures compliance with the financial and administrative requirements set forth in the effective edition of the Office of Justice Programs (OJP) Financial Guide.
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ACCEPTANCE OF SPECIAL CONDITIONS:

AUTHORIZED OFFICIAL

DATE



COPY

SECTION 1 - INSTRUCTIONS

This application must be typewritten. Please refer to the enclosed instructions to complete this form.

SECTION 2 - GRANT PROGRAMS

JABG - Juvenile Accountability Block Grant

SECTION 3 - APPLICANT AGENCY

AGENCY: Boone County
FAX: 5738864461
PHONE: 5738864450
ADDRESS: 801 E. Walnut
CITY: Columbia STATE: MO ZIP: 65201

SECTION 8 - PROJECT TITLE

Accountability Programs & Services

SECTION 9 - TYPE OF APPLICATION

New

SECTION 10 - CURRENT CONTRACT NUMBER(S)

2004-JABG-LG-01
2003-JABG-SUP-01

SECTION 4 - APPLICANT AUTHORIZED OFFICIAL

NAME: Keith Schnarre
FAX: 573-886-4311
PHONE: 573-886-4305
TITLE: Presiding Commissioner

SECTION 11 - APPLICANT'S FEDERAL TAX I.D. #

43-6000-349

SECTION 5 - PROJECT DIRECTOR

NAME: Kirk Kippley
FAX: 573-886-4461
PHONE: 573-886-4450
TITLE: Superintendent
E-Mail Address: Kirk.Kippley@courts.mo.gov
AGENCY: Robert L. Perry Juvenile Justice Center
ADDRESS: 5665 N. Roger I. Wilson Memorial Drive
CITY: Columbia STATE: MO ZIP: 65202

SECTION 12 - PROGRAM PURPOSE AREA(S)

Area #11

SECTION 13 - CONTRACT PERIOD

BEGINNING DATE: 10/1/06 ENDING DATE: 9/30/07

SECTION 14 - TYPE OF PROJECT

Statewide Regional Local

SECTION 15 - PROGRAM INCOME

Will Program Income be generated? Yes No

SECTION 16 - BUDGET

	Total
PERSONNEL	9,271.90
VOLUNTEER MATCH	
TRAVEL	868.15
EQUIPMENT	12,203.24
SUPPLIES/OPERATIONS	1,299.00
CONTRACTUAL	
RENOVATION/CONSTRUCTION	
TOTAL PROJECT COSTS	23,642.29
FEDERAL/STATE SHARE	90% 21,278.06
LOCAL MATCH SHARE	10% 2,364.23

SECTION 6 - APPLICANT FISCAL OFFICER

NAME: Kay Murray
FAX: 573-886-4369
PHONE: 573-886-4365
TITLE: Treasurer
AGENCY: Boone County
ADDRESS: 801 E. Walnut
CITY: Columbia STATE: MO ZIP: 65202

SECTION 7 - NON-PROFIT BOARD CHAIRPERSON

NAME: _____
FAX: _____
PHONE: _____
TITLE: _____
AGENCY: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____

SECTION 17 - AUTHORIZED OFFICIAL'S SIGNATURE

Keith Schnarre x6-1-06
Signature Date

PERSONNEL	PROJECT TITLE: Accountability Programs & 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
Art Instructor	Program #1, Area #11, Mary Potzman	613.35	100%	12	7,360.20
Music Instructor	Program #2, Area #11, Becky Buckler	139.20	100%	9	1,252.80
SUBTOTAL					\$8,613.00

FRINGE BENEFITS	BASIS FOR COST ESTIMATE	
F.I.C.A. & Medicare (.0765) ONLY	The instructors are paid at a rate based on the starting salary of a beginning teacher in the Columbia Public Schools. We are asking for a 4% increase over the 2005-2006 grant year for the art instructor (because state employees are receiving a 4% increase), which equals \$17.40 per hour. We believe that the music instructor should be paid at the same hourly rate.	
PENSION/RETIREMENT		
LIFE INSURANCE	The art instructor would work 9 hours per week, for 12 months, and have 5 weeks off (a total of 47 weeks). The music instructor would work 2 hours per week, for 9 months (Jan-Sep), and have 3 weeks off (a total of 36 weeks).	
MEDICAL INSURANCE		
UNEMPLOYMENT COMPENSATION	Art Instructor Salary: \$17.40 per hr. x 9 hrs. a wk. x 47 wks. = \$7,360.20 for 423 hrs.	563.06
WORKERS' COMPENSATION LIAB.	Art Instructor FICA & Medicare: \$7,360.20 x .0765 = \$563.06	
	Art Instructor Total: \$7,360.20 + \$563.06 = \$7,923.26	
OTHER (PLEASE IDENTIFY)	Music Instructor Salary: \$17.40 per hr. x 2 hrs. a wk. x 36 wks. = \$1,252.80 for 72 hrs.	95.84
	Music Instructor FICA & Medicare: \$1,252.80 x .0765 = \$95.84	
	Music Instructor Total: \$1,252.80 + \$95.84 = \$1,348.64	
SUBTOTAL		\$658.90

State/Federal Share	\$8,344.71	TOTAL PERSONNEL COST	\$9,271.90
Local Share	\$ 927.19		

TRAVEL

PROJECT TITLE: Accountability Programs & Services

APPLICANT AGENCY: Boone County

INSTRUCTIONS

1. Itemize travel expenses by event.
2. Under the **Item**, list the type of travel (local, in-state, out-state), location, and reason for travel.
3. Under the **Basis for Cost Estimate**, supply information regarding total distance to be traveled, the rate per mile, total days of travel, daily subsistence allowance, and number of people traveling.
4. Justify in the narrative (under Budget Justification) why the travel is necessary for project execution and who will be traveling.
5. In training projects, where travel and subsistence of trainees is included, list the item separately and show the number of trainees and the allowance per trainee.

6. Tuition and registration fees for eligible training must be listed under the Supplies/Operations category.
7. Enter the costs in the **Total Cost** column.
8. The amount of mileage allowance shall not exceed 37.5¢ per mile and shall not exceed actual transportation fare where public common-carrier transportation is used (exclusive of first class accommodations.) Travel must be by the most direct practical route. Actual transportation expenses and the amount of meal charges shall not exceed the actual costs and must be reasonable. Lodging expenses will be reasonable. Local rules and regulations will apply if they are more restrictive than those mentioned above.

ITEM	BASIS FOR COST ESTIMATE	TOTAL COST
<p>Program #3, Area #11</p> <p>In-state travel (Columbia, MO, to Kansas City, MO, round-trip) for one staff person to attend Instructor Certification Program for Non-violent Crisis Intervention</p>	<p>Total distance: 260 miles round-trip @ .375 cents per mile</p> <p>Total days of travel: 5 days</p> <p>Meals and Incidentals:</p> <p>Day 1, Dinner Only</p> <p>Day 2, Breakfast, Lunch, Dinner, and Incidentals</p> <p>Day 3, Breakfast, Lunch, Dinner, and Incidentals</p> <p>Day 4, Breakfast, Lunch, Dinner, and Incidentals</p> <p>Day 5, Breakfast, Lunch, and Incidentals</p> <p>Anticipated total increase for meals/incidentals on 10/1/06 = \$14</p> <p>Nightly Lodging (4 nights):</p> <p>Cost of room, \$129.00 per night @ 4 nights = \$516.00</p> <p>Nightly lodging tax, .0732 per night, @ 4 nights = \$37.77</p> <p>Development fees, \$1.72 per night @ 4 nights = \$6.88</p>	<p style="text-align: right;">97.50</p> <p style="text-align: right;">24.00</p> <p style="text-align: right;">49.00</p> <p style="text-align: right;">49.00</p> <p style="text-align: right;">49.00</p> <p style="text-align: right;">25.00</p> <p style="text-align: right;">14.00</p> <p style="text-align: right;">516.00</p> <p style="text-align: right;">37.77</p> <p style="text-align: right;">6.88</p>
<p>State/Federal Share</p>	<p>\$781.33</p>	
<p>Local Match Share</p>	<p>\$86.82</p>	<p>TOTAL TRAVEL COST \$868.15</p>

EQUIPMENT	PROJECT TITLE : Accountability Programs & Services
	APPLICANT AGENCY: Boone County

INSTRUCTIONS	
<p>1. Equipment is defined as tangible personal property having a useful life of more than one year.</p> <p>2. Under the Item column, describe each type of equipment in terms of size, capability, etc.</p>	<p>3. Under the Basis for Cost Estimate, list the number of units of each type of equipment and provide a unit cost.</p> <p>4. Under the Total Cost column, record the cost to be calculated as follows: (number of units) x (unit cost).</p>

ITEM	BASIS FOR COST ESTIMATE	TOTAL COST
Program #4, Area #11		
2006 Ford 4-Door Taurus SE Sedan: 108.5" wheelbase; 3.0L V-6 Flex Fuel Engine, E-85 and gasoline; automatic transmission; power brakes; 130 amp alternator; 58 amp low-maintenance battery; all-season tires, P215/60 RX 16; driver and passenger air bags; cloth seats; colored key floor mats, front and rear; 18 gallon fuel tank; power windows and door locks; power mirrors; AM/FM stereo; rear window defroster; Securlock anti-theft system; air conditioning; 2-speed w/variable intermittent wipers; body side mouldings; speed control and tilt steering; plus: security screen and split seat protector for secure transportation of juveniles	Would purchase through the State of Missouri Cooperative Contract Agreement	11,984.76
	Security screen (universal for American-made cars)	104.99
	Split seat protector	31.49
	Shipping/Handling	32.00
	Installation	50.00
	<u>TOTAL FOR VEHICLE & ADD-ON SECURITY CAGE</u> <u>= \$12,203.24</u>	
State/Federal Share	\$10,982.92	
Local Match Share	\$1,220.32	
	TOTAL EQUIPMENT COST	\$12,203.24

SUPPLIES/OPERATIONS

PROJECT TITLE: Accountability Programs & Services

APPLICANT AGENCY: Boone County

INSTRUCTIONS

1. Under the **Item** column, list by type of supply or operational expense (i.e., office supplies, training materials, telephone, postage, etc.). Be as specific as possible.
2. Under the **Basis for Cost Estimate** column, list the cost per unit and the number of units requested.

3. Under **Total Cost** column, record the cost to be calculated as follows: (number of units) x (unit cost).
4. Tuition and registration fees for eligible training must be listed on this page.
5. Please refer to the Certified Assurances pertaining to supplies and operating expenses for further information.

ITEM	BASIS FOR COST ESTIMATE	TOTAL COST
<p>Program #3, Area #11</p> <p>Training tuition (instructor certification for non-violent crisis intervention) for one staff member</p>	<p>1,299.00 (includes one training video for registrant)</p>	<p>1,299.00</p>
<p>State/Federal Share</p>	<p>\$ 1,169.10</p>	
<p>Local Match Share</p>	<p>\$129.90</p>	<p>TOTAL SUPPLIES/ OPERATIONS COST \$1,299.00</p>

JUVENILE CRIME ENFORCEMENT COALITION

Category	Name	Street Address	City, State, Zip	Phone number
Police	Detective Maurice Tapp, Columbia Police Department	600 E. Walnut	Columbia, MO 65201	573.874.7404
Sheriff* SEE JUSTIFICATION	(Instead of sheriff) Robert L. Perry	3913 Dublin Ave.	Columbia, MO 65203	573.445.7166
Prosecutor	Christopher Wilson, Staff Attorney	115 N. 8 th Street	Columbia, MO 65201	573.886.4200
State/Local Probation Services	Rick Gaines, Juvenile Officer	115 N. 8 th Street	Columbia, MO	573.886.4450
Juvenile Court	Kathy Lloyd, Court Administrator	Boone County Courthouse, 705 E. Walnut	Columbia, MO 65201	573.886.4060
Schools	Dana Clippard, Columbia Public Schools	1801 W. Worley	Columbia, MO 65203	573.214.3400
Business	Bill Lloyd, Senior Vice President, Premier Bank	15 Fifth Street S	Columbia, MO 65201	573.441.1500
Prevention organizations	Eric Lawman, Chair, Religious Ed. Coordination Council	1305 E. Hwy. MM	Ashland, MO 65010	573.657.1119 884.7945 (work)
Other – Social Services	Ron Higginbotham, University Outreach and Extension	1012 N. Hwy. UU	Columbia, MO 65203	573.445.9792
Other – Law Enforcement	Pete Herring, Chief of Police	P.O. Box 170	Hallsville, MO 65255	573.696.3838

ANY CATEGORY LEFT BLANK MUST HAVE A JUSTIFICATION ATTACHED

***JUSTIFICATION:** Our coalition has remained intact for a number of years. Instead of having a representative from the Sheriff's Department, our former (now retired) Court Administrator, Robert L. Perry, serves on the coalition, representing business. He is now active in national and local juvenile justice issues.

JCEC MUST MEET QUARTERLY – PROVIDE MEETING DATES – sign-in sheets must be kept (if it is unreasonable for a JCEC to meet quarterly, please provide a written justification)

October 5, 2006; January 11, 2007; April 5, 2007; and July 12, 2007.

List the number of JCEC members for each of the following categories:

Police:	1	Sheriff:	0
Prosecutor:	1	State/Local Probation Services:	1
Juvenile Court:	1	Schools:	1
Business:	2	Prevention Organizations*:	1
Other-Social Services:	1	Other-Law Enforcement:	1

*Religious affiliated, fraternal, non-profit or social service organizations involved in crime prevention.

PROGRAM PURPOSE AREA NARRATIVE
Coordinated Enforcement Plan, 2006-2007

Our primary goal with all programs and services in the juvenile division is to hold juveniles accountable. When juveniles learn to be accountable for their actions, their rates of recidivism decrease.

We are requesting funding for the following four programs, all related to accountability:

A. Proposed Program: Program #1, Art Program, Program Purpose Area #11.

The requested funding would pay the salary of the art instructor, for 9 hours per week, 47 weeks of the year. We have not requested funding for any art supplies in this grant application.

1. Performance Measures: the intended outcome of the art program is to increase the self-esteem of the participants by providing opportunities for juveniles to experience self-gratification from the creative process. It is more likely that the juveniles participating in the art program would become accountable members of their communities as a result of experiencing personal success and building upon it. (Performance indicator worksheet follows.)
2. Impact of proposed programs and services: the impact would be that the juveniles would become more accountable as a result of their increased self-esteem and creative successes, thereby reducing their rates of recidivism.
3. Evaluation procedure: the evaluation of the art program would be the documentation of the number of youths who participate in the program and the number of hours of participation.
4. Report of success follows (reporting period of 10/1/05 through 5/31/06).

Performance Indicator Worksheet (please copy & attach as many sheets as necessary)

Program Purpose Area #11 (Accountability), Program #1—Art Instructor

Goal(s):

To be more effective in holding juvenile offenders accountable and reducing recidivism.

Objective(s):

To provide art instruction to participants, using various art mediums, in order to involve them in the creative process.

Proposed Activity	Performance Indicator (you must choose at least one Output, one short-term, and one intermediate indicator from attached list for each activity).
<p>Art Program, Area # 11, Accountability</p>	<p>Output Indicator(s): Number and percent of eligible youths served using graduated sanctions approaches.</p> <p>Short-Term outcome indicator(s): Number and percent of program youths completing program requirements.</p> <p>Intermediate-term outcome indicator(s): None listed.</p> <p>Long-Term outcome indicator(s): Number and percent of program youths who reoffend.</p>

Report of Success: Art Program, 10/1/05 through 5/31/06.

Program: BCJJC Art Program						
Program Name & Dates Implemented	Total # of Youths Served During Reporting Period	Total # of Non-Duplicated Youths Served During Reporting Period	Total # of Youths in Program with New Referrals to Juvenile Officer During Reporting Period	Total # of Youths in Program Committed to Division of Youth Services During Reporting Period	Of the Total # of Youths Referred or Committed During the Reporting Period, How Many Were for Crimes Against Persons?	Total # of Youths in Program Certified to Stand Trial as Adults During Reporting Period
Art Program 10/1/05-5/31/06	166	86	0	0	N/A	0
<p>→ 824.25 hours of instruction were provided during the reporting period.</p> <p>Output Indicator: Number of accountability program slots (non-duplicated): 86</p> <p>Short-term Indicator: Number and percentage of cases for which accountability options were used as part of the court/probation process: 86 (100%)</p> <p>Intermediate-term Indicator: Number and percentage of youths who completed their justice requirements successfully (returned home upon release): Of the 31 youths who were eligible to be released in their reporting months, 30 (97%) went home.</p>						

B. Proposed Program: Program #2, Music Program, Program Purpose Area #11.

The requested funding would pay the salary of a music instructor, for 2 hours per week, from 1/1/07-9/30/07, nine months, and have 3 weeks off. The music instructor would work a total of 36 weeks.

1. Performance Measures: the intended outcome of the music program, like the art program, is to increase the self-esteem of the participants by providing opportunities for juveniles to experience self-gratification from the creative process. It is more likely that the juveniles participating in the music program would become accountable members of their communities as a result of experiencing personal success and building upon it. (Performance indicator worksheet follows.)
2. Impact of proposed programs and services: the impact would be that the juveniles would become more accountable as a result of their increased self-esteem and creative successes, thereby reducing their rates of recidivism.
3. Evaluation procedure: the evaluation of the music program would be the documentation of the number of youths who participate in the program and the number of hours of participation.
4. Report of success. N/A.

Program Purpose Area #11 (Accountability), Program #2—Music Instructor

Goal(s):

To be more effective in holding juvenile offenders accountable and reducing recidivism.

Objective(s):

To provide music instruction to participants, using various art mediums, in order to involve them in the creative process.

Proposed Activity	Performance Indicator (you must choose at least one Output, one short-term, and one intermediate indicator from attached list for each activity).
<p>Music Program, Area # 11, Accountability</p>	<p>Output Indicator(s): Number and percent of eligible youths served using graduated sanctions approaches.</p> <p>Short-Term outcome indicator(s): Number and percent of program youths completing program requirements.</p> <p>Intermediate-term outcome indicator(s): None listed.</p> <p>Long-Term outcome indicator(s): Number and percent of program youths who reoffend.</p>

C. Proposed Program: Program #3, Training, Program Purpose Area #11.

The requested funding would pay the tuition and travel expenses for a Juvenile Justice Center staff member to attend a 4-day instructor certification training in non-violent crisis intervention. The cost of the tuition includes a training video for the person attending the training to keep and use.

1. Performance Measures: the intended outcome of having someone on staff who has been certified as an instructor in non-violent crisis intervention would be that they could provide ongoing training for Juvenile Justice Center staff. Currently, new staff watch a video on non-violent crisis intervention and have on-the-job training (learning by watching senior staff interact with juveniles who are acting out, possibly with aggression) in this area. A trained instructor would greatly enhance the current method of training new staff. The results of enhanced in-house training would be that staff would be more fully trained in holding juveniles accountable, which is the primary aim of every program and service provided at the Juvenile Justice Center. (Performance indicator worksheet follows.)
2. Impact of proposed programs and services: the impact would be that staff at the Juvenile Justice Center would be more fully trained in holding juveniles accountable, while reinforcing to juveniles that they always have the ability to make positive behavioral choices.
3. Evaluation procedure: the evaluation of the ultimate effect of the training program on juveniles in residence at the Juvenile Justice Center would be the number and percentage of youths who successfully complete the program, i.e., who are placed at home upon release.
4. Report of success. N/A.

Program Purpose Area #11 (Accountability), Program #3—Training

Goal(s):

To be more effective in holding juvenile offenders accountable and reducing recidivism.

Objective(s):

To send one staff member from the Juvenile Justice Center to a 4-day training in instructor certification for non-violent crisis intervention.

Proposed Activity	Performance Indicator (you must choose at least one Output, one short-term, and one intermediate indicator from attached list for each activity).
<p>Instructor Training in Non-Violent Crisis Intervention, Area # 11, Accountability</p>	<p>Output Indicator(s): Number and percent of eligible youths served using graduated sanctions approaches.</p> <p>Short-Term outcome indicator(s): Number and percent of program youths completing program requirements.</p> <p>Intermediate-term outcome indicator(s): None listed.</p> <p>Long-Term outcome indicator(s): Number and percent of program youths who reoffend.</p>

D. Proposed Program: Program #4, Additional Vehicle for Boone County Family Court Services Office, Program Purpose Area #11.

The requested funding would enable the purchase of an additional vehicle for the Boone County Family Court Services Office. The vehicle would include a security screen for the more safe and secure transportation of juveniles. The number of juveniles being served by the Juvenile Officer has increased. Vehicles are used for transporting juveniles to and from programming, to and from community service work programs (including community service work for restitution programs), and to and from the Juvenile Justice Center. Staff also use the vehicles for making home visits, serving subpoenas and summonses, etc. The one car and one van currently in use at the Boone County Family Court Services Office are not enough to meet current transportation needs.

1. Performance Measures: the intended outcome of having an additional vehicle is that it would aid Family Court Services Office staff in holding juveniles accountable. (Performance indicator worksheet follows.)
2. Impact of proposed programs and services: the impact would be that Family Court Services Office staff would have greater ability to meet the needs of the juveniles on their caseloads, the main need being to hold the juveniles accountable.
3. Evaluation procedure: the evaluation of the impact of having an additional vehicle at the Juvenile Office would be the number of hours the new vehicle is used per month.
4. Report of success. N/A.

Program Purpose Area #11 (Accountability), Program #4—Vehicle for Juvenile Office

Goal(s):

To be more effective in holding juvenile offenders accountable and reducing recidivism.

Objective(s):

To provide an additional vehicle for the Boone County Family Court Services Office. They have increasing needs for the transportation of staff and juveniles (to and from programming, to and from the Juvenile Justice Center, for home visits, etc.) and their car and van are not adequate for meeting those needs.

Proposed Activity	Performance Indicator (you must choose at least one Output, one short-term, and one intermediate indicator from attached list for each activity).
<p>Vehicle for Juvenile Office, Area # 11, Accountability</p>	<p>Output Indicator(s): Number and percent of eligible youths served using graduated sanctions approaches.</p> <p>Short-Term outcome indicator(s): Number and percent of program youths completing program requirements.</p> <p>Intermediate-term outcome indicator(s): None listed.</p> <p>Long-Term outcome indicator(s): Number and percent of program youths who reoffend.</p>

BUDGET NARRATIVE PAGE

Program #1: Salary and FICA/Medicare for Art Instructor, Total Project Cost \$7,923.26.

We are requesting funding to pay the art instructor for 9 hours per week, 47 weeks of the year. The proposed hourly salary includes a 4% increase (for a total of \$17.40). We feel that the art instructor should be given an increase equal to the increase that our state paid employees will receive beginning in July 2006. The art program participants experience the self-gratification and increased self-esteem that results from being engaged in the creative process.

Program #2: Salary and FICA/Medicare for Music Instructor, Total Project Cost \$1,348.64.

We are requesting funding to pay an art instructor for 2 hours per week, from January through September 2007, for a total of 36 weeks (includes 3 weeks off). The proposed hourly salary of \$17.40 is equal to the salary of the art instructor. Like the art program participants, we believe that participants in the music program will experience the self-gratification and increased self-esteem that results from being engaged in the creative process.

Program #3: Instructor Certification Training in Non-Violent Crisis Intervention, Total Project Cost \$2,167.14.

We are requesting funding to pay for one staff member at the Juvenile Justice Center to attend a 4-day instructor certification training in non-violent crisis intervention. This is the method that is used at the Center when intervention of this type is needed, but we do not have a staff member certified to train other staff at the Juvenile Justice Center. Having an in-house trainer would mean that staff would be better trained in holding juveniles accountable. This method of crisis intervention demonstrates to juveniles that they have always have the ability to make positive behavioral choices.

Program #4: Additional Vehicle at the Boone County Family Court Services Office, Total Project Cost \$12,203.25.

We are requesting funding to pay for an additional vehicle for the Boone County Family Court Services Office. The vehicle would have a security screen for the more safe and secure transporting of juveniles. Staff would be better able to meet the needs of juveniles on their caseloads, the main responsibility of which is holding the juveniles accountable.

BUDGET ALLOCATION BY PROGRAM PURPOSE AREA

Do not include matching funds in this table

Federal Award Amount:	\$	Administrative:	\$
Purpose Area 1:	\$	Purpose Area 2:	\$
Purpose Area 3:	\$	Purpose Area 4:	\$
Purpose Area 5:	\$	Purpose Area 6:	\$
Purpose Area 7:	\$	Purpose Area 8:	\$
Purpose Area 9:	\$	Purpose Area 10:	\$
Purpose Area 11:	\$21,278.06	Purpose Area 12:	\$
Purpose Area 13:	\$	Purpose Area 14:	\$
Purpose Area 15:	\$	Purpose Area 16:	\$

Note: this information may need to be changed if a budget revision is submitted during the grant period.

JOB DESCRIPTIONS

Art Instructor

Primary duties: provide instruction and assistance in various art mediums 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 art program. Document number of participants/hours of participation monthly, for grant reporting purposes. Responsible for submitting orders for art supplies, following budget guidelines.

Skills/Qualifications: mature, responsible individual, high school graduate or equivalent, with at least three years' art instruction experience with adolescents and demonstrated ability in several art mediums, e.g., drawing, painting, pottery, etc. Thorough knowledge of kiln operation for clay projects. Must be 21 years of age. Subject to pre-employment drug testing, employment check, criminal background check, and child abuse/neglect check.

Music Instructor

Primary duties: provide instruction and assistance in beginning piano (keyboard) 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.

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

JABG Application Summary Report

Please Circle Program Purpose Area Number(s) <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <ul style="list-style-type: none"> 1. Graduated Sanctions 2. Corrections/Detention Facilities Construction 3. Court Staffing and Pretrial Services 4. Prosecutors (staffing) 5. Prosecutor (funding) 6. Training for new law enforcement and court personnel 7. Juvenile Gun Courts 8. Juvenile Drug Courts </div> <div style="width: 45%;"> <ul style="list-style-type: none"> 9. Juvenile Records Systems 10. Information Sharing 11. Accountability 12. Risk and Needs Assessment 13. School Safety 14. Restorative Justice 15. Juvenile Courts and Probation 16. Detention/Corrections Personnel </div> </div>	Total Cost of JAIBG Project(s): <div style="text-align: right; font-weight: bold;">\$23,642.29</div> Local Match Amount: <div style="text-align: right; font-weight: bold;">\$2,364.23</div>						
Project Title: Accountability Programs and Services							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Applicant: (Agency & Address)</td> <td style="width: 25%; border: none;">Phone:</td> <td style="width: 25%; border: none;">Fax:</td> </tr> <tr> <td style="border: none;">Boone County 801 E. Walnut Columbia, MO 65201</td> <td style="border: none; text-align: center;">573.886.4450</td> <td style="border: none; text-align: center;">573.886.4461</td> </tr> </table>		Applicant: (Agency & Address)	Phone:	Fax:	Boone County 801 E. Walnut Columbia, MO 65201	573.886.4450	573.886.4461
Applicant: (Agency & Address)	Phone:	Fax:					
Boone County 801 E. Walnut Columbia, MO 65201	573.886.4450	573.886.4461					
Project Director: Kirk Kippley							
Geographic area(s) (cities, counties or judicial district, etc.) to be served by this project. Boone County, including the cities/towns of Ashland, Centralia, Hallsville, Sturgeon, Columbia, etc.							
Percent of funds allocated for program purpose areas 1,2, or 10 <div style="text-align: center;">_____ 0% _____</div>	Percent of funds allocated for program purpose areas 3 through 9 <div style="text-align: center;">_____ 0% _____</div>						
<p>All programs are in program purpose area #11: establishing and maintaining accountability-based programs designed to reduce recidivism among juveniles who are referred by law enforcement personnel or agencies.</p> <p>Summary of Project:</p> <p><u>Program #1, Art Instructor.</u> The requested funding would pay the art instructor for 9 hours per week, 47 weeks of the year. The proposed salary includes a 4% increase, which is equal to the increase that our state-paid employees will begin receiving in July 2006. Participants in the art program experience the self-gratification and increased self-esteem that results from being engaged in the creative process, increasing the likelihood that those juveniles will become more accountable members of their communities.</p> <p><u>Program #2, Music Instructor.</u> The requested funding would pay the music instructor for 2 hours per week, from January through September 2007, for a total of 36 weeks. The proposed salary is the same as the salary for the art instructor. Like the participants in the art program, we believe that participants in the music program will experience the self-gratification and increased self-esteem that results from being engaged in the creative process.</p> <p><u>Program #3, Instructor Certification Training in Non-Violent Crisis Intervention.</u> The requested funding would pay for one staff member at the Juvenile Justice Center to become a certified instructor in non-violent crisis intervention. This would mean that staff at the Center could receive ongoing training and be better trained in holding juveniles accountable. This method of intervention demonstrates to juveniles that they always have the ability to make positive behavioral choices.</p> <p><u>Program #4, Additional Vehicle at the Boone County Family Court Services Office.</u> The requested funding would pay for an additional vehicle at the Family Court Services Office. The current number of vehicles is no longer adequate to meet transportation needs. An additional vehicle would enable staff to better meet the needs of the juveniles on their caseloads, and hold them accountable.</p>							
Desired Outcome: The desired outcome is to enable juvenile division staff to better hold juvenile offenders accountable and to reinforce the primary goal in every program and service: to increase accountability and reduce recidivism.							

Certification of Cash Match

Contract Period - 10/1/06 to 9/30/07

Project Title: Accountability Programs & Services	Project Director: Kirk Kippley
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The purpose of this form is to identify the amount of cash to be contributed as a matching contribution and to assure that the match in question conforms to definition and standards established under this program.

INSTRUCTIONS:

1. Type the title of the project in the space provided.
2. In the space provided, please list the name and address of the contributing organization and show the total amount of the cash contribution.
3. This form must be signed and dated by the authorized official of each contributing organization.

These funds must be identified in state or local agency budgets or appropriations and must be in addition to funds that would otherwise be made available for crime prevention programming. Identification requires an earmarking in some documents(s) associated with the appropriation or budget process.

Contributing Organization(s)	Amount						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Name</td> <td>Boone County</td> </tr> <tr> <td>Title</td> <td>Keith Schnarre, Presiding Commissioner</td> </tr> <tr> <td>Address</td> <td>801 E. Walnut, Columbia, MO 65201</td> </tr> </table> <p>Signature: _____</p>	Name	Boone County	Title	Keith Schnarre, Presiding Commissioner	Address	801 E. Walnut, Columbia, MO 65201	\$2,364.23
Name	Boone County						
Title	Keith Schnarre, Presiding Commissioner						
Address	801 E. Walnut, Columbia, MO 65201						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Name</td> <td></td> </tr> <tr> <td>Title</td> <td></td> </tr> <tr> <td>Address</td> <td></td> </tr> </table> <p>Signature: _____</p>	Name		Title		Address		\$
Name							
Title							
Address							
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Name</td> <td></td> </tr> <tr> <td>Title</td> <td></td> </tr> <tr> <td>Address</td> <td></td> </tr> </table> <p>Signature: _____</p>	Name		Title		Address		\$
Name							
Title							
Address							
TOTAL CASH MATCH	\$2,364.23						

This certifies that the funds identified above are in accordance with the guidelines set forth by the Missouri Department of Public Safety.

Applicant Authorized Official: Keith Schnarre **Date:** 6-1-06

Supplanting

We certify that federal funds will not be used to supplant state or local funds.

JABG PROGRAM SPECIFIC ASSURANCES

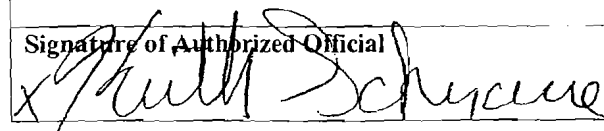
Project Title:

Accountability Programs & Services

Unless a waiver is requested and granted, local units of government receiving JABG funds must assure that other than funds set aside for administration, not less than 45 % is allocated for program purpose areas 3-9, and not less than 35% is allocated for program purpose areas 1, 2, or 10. A local government must request a waiver to spend its funds in a proportion other than the 45/35 % minimums. With or without waiver, all program funds must be expended for programs with the 16 authorized program purpose areas.

In addition, local units of government are required to establish a Juvenile Crime Enforcement Coalition which is responsible for developing a Coordinated Enforcement Plan for reducing juvenile crime and increasing juvenile accountability.

- It is assured not less than 45% will be allocated for program purpose areas 3-9, or a waiver has been requested;
- It is assured not less than 35% will be allocated for program purpose areas 1, 2, or 10; or a waiver has been requested.
- It is assured that a Juvenile Crime Enforcement Coalition will be established, and its membership information included with the Allocation Application;
- It is assured such Coalition will develop a Coordinated Enforcement Plan to be included with the Allocation Application.

Signature of Authorized Official 	Date x 6-1-06
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JABG PROGRAM WAIVER REQUEST

Project Title

Accountability Programs & Services

Waiver requests to deviate from the program purpose area expenditure formula established, require the local government to provide information and a rationale for the alternative expenditure rate. Such explanation must include information on their analysis of juvenile justice needs within the local government designated service area; the rationale for their program selection's expenditure; and the availability of existing structures or initiatives within the intended areas of expenditure, or the availability of alternative funding sources for those areas.

This waiver by the requesting local government certifies that the interests of public safety and juvenile crime control would be better served by expending the allocated JABG funds in a proportion other than the 45/35% minimums.

(Please use no more than the space available on this page for your explanation)

We strongly believe that the interests of public safety and crime control in Boone County would be better served by using the JABG funding as we are proposing in this application, rather than the 45%/35% minimums.

Signature of Authorized Official

x *Paul Schum*

Date

x 6-1-06

JABG CONTROLLED SUBSTANCE TESTING POLICY

Units of local government must have an established policy in place for controlled substance testing of appropriate categories of juveniles within the juvenile justice system prior to receiving their JABG award. An official policy not to test at the local government level is a legitimate juvenile controlled substance testing policy. Your juvenile controlled substance testing policy is a component of the JABG allocation application.

Whether a given local government has direct responsibility for controlled substance testing will determine the established policy in place and the parameters of its operation.

Please complete and check the appropriate response.

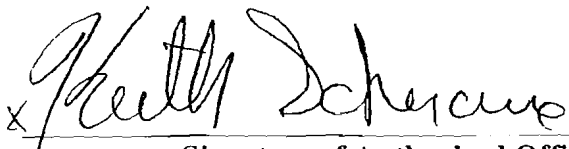
It is hereby certified the local government of BOONE
(Name of City or County)

does not have direct responsibility for the controlled substance testing practices and policies of juveniles within the juvenile justice system.

has implemented the attached controlled substance testing policy of appropriate categories of juveniles within the juvenile justice system.
Said policy follows and completes this form:

Controlled Substance Testing Policy

Every juvenile admitted to the Robert L. Perry Juvenile Justice Center is administered a 9-panel drug test upon admission. The test screens for the presence of marijuana, cocaine, amphetamines, PCP, Opiates 300, methamphetamines, barbiturates, benzodiazepines, and tricyclics. Additionally, juveniles with identified substance abuse concerns, who are living in the community and who are under the supervision of the Juvenile Officer of the 13th Judicial Circuit, are also subject to random urinalysis drug screenings of the type used at the Juvenile Justice Center. The testing is extremely beneficial in aiding staff in the determination of the most appropriate interventions for youths.


Signature of Authorized Official

6-1-06
Date

JJDP CERTIFIED ASSURANCES

AGENCY NAME: Boone County

PROJECT TITLE: Accountability Programs & Services

In addition to the general terms contained in the *Application Packet*, and the *Federal Assurances*, the applicant is also conditioned upon and subject to compliance with the following assurances:

1. **The applicant agrees to maintain the records necessary to evaluate the effectiveness of the project.**

2. Monthly Program Reports for Title II, Title V, Challenge, and JABG subcontracts are due the 10th of each month.

3. **The applicant agrees to submit, within 15 days of the project period ending date, a performance report which will include a summary description of the project; the data collected on the performance indicators included in the program description of the application package; the results of the evaluation process; and a brief assessment of impact.**

4. The applicant agrees to comply with the provisions outlined in the Program Description for the Title II, Title V, Challenge, and JABG grant programs.

5. **Travel:** Expenditures for travel must be supported and documented by signed travel vouchers. Hotel/motel and meal receipts must be on file. Maximum amounts have been established for mileage, meals and other expenses. **Check with the Department of Public Safety for current rates.** Reimbursement of travel expenses will not occur until after the travel has taken place. Prior approval must be obtained from the MODPS prior to attending any training / travel that is not specifically outlined in the approved budget.

6. **Equipment:** Expenditures for equipment must be in accordance with the approved budget. All items of equipment must be assigned an inventory number and be readily identifiable as being purchased with Missouri Department of Public Safety funds.

7. **Supplies\Operating Expenses:** Expenditures for supplies and operating expenses shall be in accordance with the approved budget. Documentation in the form of paid bills and vouchers must support every expenditure requested for reimbursement. Care shall be given to assure that all items purchased directly relate to the specific project objectives for which the contract was approved. The titles of films, brochures, and other "miscellaneous items", not specifically outlined in the approved budget, must be submitted to the Missouri Department of Public Safety,

Office of the Director, for approval **prior** to purchasing same. Reimbursement of conference registration fees will not be provided until the conference has taken place.

8. **Personnel:** The applicant assures that any personnel costs shall be supported by time and attendance records and that proper records shall be maintained to adequately substantiate time spent to carry out the specific objectives for which the contract was approved.

9. **Local Share:** The approved match must be expended within the period for which federal funds are available for expenditure under the approved contract. Records must be maintained to show the amount and timing of the match. These records are subject to audit in the same manner and to the same extent as books and records dealing with federal funds.

Failure to provide the approved match may result in your agency being required to refund the federal share to the Missouri Department of Public Safety.

10. **Interest:** The applicant assures that federal funds will not be used to pay interest or any other financial costs.

11. **Budget Revisions:**

Formal Budget Revisions: Prior approval must be received from the Missouri Department of Public Safety, Office of the Director, for certain types of changes to the budget or project scope. These types of changes are listed below:

- The addition or deletion of a specific budget line item
- Monetary changes in the approved budget categories
- A change in the scope of the project
- A change in or temporary absences of the project director or authorized official
- A change in the project site
- A change in the name of the agency

Prior approval must be received from the Missouri Department of Public Safety for any **programmatic** changes in the contract.

Timing of Formal Budget Revisions: If a budget or programmatic revision is required, the request for a change must be submitted at least 30 days prior to the proposed change taking effect and at least 60 days prior to the end of the contract. Budget revisions must be requested on the required form. Budget revisions will not

be retroactive unless there are extenuating circumstances presented.

Administrative Guidelines for the Title II, Title V, Challenge, and JABG grant programs.

12. **Contractual Services:** The applicant assures that the following general requirements will be followed when subcontracting for work or services contained in this proposal:

- a. All consultant and contractual services shall be supported by written contracts stating the services to be performed, rate of compensation, and length of time over which the services will be provided which shall not exceed the length of the grant period.
- b. A copy of all written contracts for contractual or consultant services must be forwarded to the Missouri Department of Public Safety, Office of the Director, upon their ratification.
- c. Payments must be supported by statements providing the services rendered and supporting the period covered.
- d. **Any contract or agreement for service of \$3,000 or more which is not entered into as a result of competitive bidding procedures (or if only one bid is received) must receive prior approval from the Missouri Department of Public Safety, Office of the Director.**
- e. **Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the market place. The maximum rate for consultants is \$450 (excluding travel and subsistence costs for an eight-hour day. An eight-hour day may include preparation, evaluation, and travel time in addition to time required for actual performance. A request for over \$450 per day requires prior approval and additional justification.**

13. **Sole Source Procurement:** When only one bid is received or only one vendor is contacted, the purchase is deemed to be sole source procurement. Sole source procurement on purchases with an individual cost from \$3,000 to \$100,000 requires **prior** approval by the Department of Public Safety.

In addition, sole source procurement for amounts in excess of \$100,000 requires **prior** U.S. Department of Justice approval.

14. The applicant shall fully coordinate all activities in the performance of the project with those of the Missouri Department of Public Safety, Office of the Director.
15. The applicant certifies that all expendable and non-expendable property purchased with funds awarded under this contract shall only be used for allowable activities as outlined in the Program Descriptions and the Missouri Department of Public Safety's Financial and

16. The applicant assures that federal block and formula grant funds made available will not be used to supplant state and local funds, but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for the activities of this project

17. The applicant assures that fund accounting, auditing, monitoring, and such evaluation procedures as may be necessary to keep such records as the Missouri Department of Public Safety, Office of the Director, shall prescribe will be provided to assure fiscal control, proper management, and efficient disbursement of funds received under this contract.

18. **Audit:** The applicant agrees to provide an annual audit of their organization, if required, in accordance with the provisions of Office of Management and Budget Circulars applicable to their organization.

19. The applicant assures that it shall maintain such data and information and submit such reports, in such form, at such times, and containing such information as the Missouri Department of Public Safety, Office of the Director, may require. This includes any additional information that may be necessary in follow-up to monitoring and/or audit issues, and in response to requests from the Department of Justice.

20. If the applicant is a law enforcement agency, the applicant assures that the agency is in compliance with sections 590.100 to 590.180, RSMo. Section 590.180, subsection 2 states that "any law enforcement agency which employs a peace officer who is not certified as required by sections 590.100 to 590.180 shall not be eligible to receive state or federal funds which would otherwise be paid to it for purposes of training and certifying peace officers or for other law enforcement, safety or criminal justice purposes."

21. If the applicant is a law enforcement agency, the applicant assures that the agency is in compliance with the provisions of Section 43.505, RSMo relating to uniform crime reporting, and Section 590.650, RSMo relating to racial profiling.

22. The Missouri Department of Public Safety, Office of the Director reserves the right to terminate any contract entered into as a result of this application at its sole discretion and without penalty or recourse by giving written notice to the contractor. In the event of termination pursuant to this paragraph, all documents, data, and reports prepared by the contractor under the contract shall, at the option of the Missouri Department of Public Safety, become property of the State of Missouri. The contractor shall be entitled to receive just and equitable compensation for that work completed prior to the effective date of termination.

23. The subgrantee agrees to account for project income generated by the activities of this subgrant, and must report receipts and expenditures of this income on a Form 312, "Report of Project Income". (NOTE: All project income must be expended during the life of the subgrant).

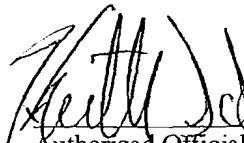
shall be subject to the terms set forth by the Department of Public Safety in the documents developed for such renewal. Failure to comply with such terms set forth by the Department of Public Safety will result in the forfeiture of such a renewal option.

An award of contract, entered into as a result of this application, shall not bind or purport to bind the Department of Public Safety for any contractual commitment in excess of the original contract period contained in such an award of contract. However, the Department of Public Safety shall have the right, at its sole discretion, to renew any such award of contract on a year-to-year basis. Should the Department of Public Safety exercise its right to renew the contract, the renewal


25. It is understood and agreed upon that, in the event funds from state and/or federal sources are not appropriated and continued at an aggregate level sufficient to cover the contract costs, or in the event of a change in federal or state laws relevant to these costs, the obligations of each party hereunder shall thereupon be terminated immediately upon receipt of written notice.

Failure to comply with any of the foregoing certified assurances could result in funds being withheld until such time as the contractor takes appropriate action to rectify the incident(s) of non-compliance.

The applicant hereby certifies, by signature, acceptance of the terms and conditions specified or incorporated by reference herein, including those stated in the contract application and the federal assurances.



Authorized Official DATE 6-1-06



Project Director DATE 6/1/06

FEDERAL - STANDARD ASSURANCES

The Applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133; Ex. Order 12372 (intergovernmental review of federal programs); and 28 C.F.R. pts. 66 or 70 (administrative requirements for grants and cooperative agreements). The applicant also specifically assures and certifies that:

- 1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
- 2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- 3. It will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.
- 4. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. pts. 18, 22, 23, 30, 35, 38, 42, 61, and 63.
- 5. It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).

i will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. §10604(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. §7 94); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).

7. If a governmental entity--

a) it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and

b) it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

Keith Schyane
Authorized Official Signature

x 6-1-08
Date

Kirk Kippley
District Director Signature

6/1/06
Date

AUDIT REQUIREMENTS

As a recipient of funds through the Missouri Department of Public Safety, you **ARE** required to submit a copy of your agency's audit for the period covered by this contract.

- ⇒ An audit is required for the agency fiscal year, when **State** financial assistance, (which consists of funds received directly from the State of Missouri, but does not include federal pass-through funds), of **\$100,000** or more is expended by the applicant agency.
- ⇒ An audit is required for the agency fiscal year, when **Federal** financial assistance, (which consists of funds received from the Federal Government or federal funds passed through state agencies), of **\$300,000** or more is expended by the applicant agency.
- ⇒ No audit of any type is required when **STATE** financial assistance of less than \$100,000 or **FEDERAL** financial assistance of less than \$300,000 is expended. However, the recipient must maintain detailed records on grant activity required for such grants.



1. Date of last audit: June 2005 2. Date(s) covered by last audit: 1/1/04 – 12/31/04

3. Last audit performed by: KPMG

Phone number of auditor: 573.444.1400

4. Date of next audit: May 2006 5. Date(s) to be covered by next audit: 1/1/05 – 12/31/05

6. Next audit will be performed by: KPMG


Phone number of auditor: 573.444.1400

7. Total amount of funds received from ALL entities INCLUDING the Department of Public Safety

Federal Amount: \$1,363,002.00

State Amount: \$3,091,010.00

NOTE: State Auditor of Missouri audits all state agencies, third class counties, and all judicial circuits. First, second, and fourth class counties and other local political subdivisions and not-for-profit agencies must make arrangements with a private CPA firm to perform an audit.

Signed: 
(Authorized Official)

Date: X 6-1-06

Agency: Boone County

Phone: (573) 886.4305

REPORT OF EXPENDITURES AND CHECK PAYEE INFORMATION

The following information is necessary if your agency receives a contract from the Missouri Department of Public Safety

Name and address of the individual who will be responsible for completing the Monthly Report of Expenditures and Request for Reimbursement. *(The Monthly Report of Expenditures and Request for Reimbursement will be mailed to this individual each month.)*

NAME: Kirk Kippley, Project Director
AGENCY: Robert L. Perry Juvenile Justice Center
ADDRESS: 5665 N. Roger I. Wilson Memorial Drive
Columbia, MO 65202
(Include city, state, and zip)
TELEPHONE: (573)886.4450 FAX NUMBER: (573) 886.4461
E-MAIL ADDRESS: Kirk.Kippley@courts.mo.gov

Check Payee Information - List the name and address of the check payee. Do not include an individual's name, *only the name and address of the agency to which the check must be made payable.*

AGENCY: Boone County
ADDRESS: 705 E. Walnut, Circuit Judges Office
Columbia, MO 65201
(Include city, state, and zip)

Name and address of the individual to whom the check needs to be mailed. *(The check will be mailed directly to this individual each month.)*

NAME: Ann Schnell
AGENCY: Robert L. Perry Juvenile Justice Center
ADDRESS: 5665 N. Roger I. Wilson Memorial Drive
Columbia, MO 65202
(Include city, state, and zip)
TELEPHONE: (573) 886.4450 FAX NUMBER: (573) 886.4461
E-MAIL ADDRESS: Ann.Schnell@courts.mo.gov

CERTIFIED COPY OF ORDER

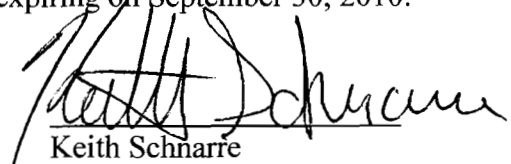
STATE OF MISSOURI }
County of Boone } ea.

September Session of the July Adjourned Term Term. 20 06

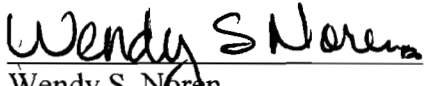
In the County Commission of said county, on the 21st day of September 20 06
the following, among other proceedings, were had, viz:

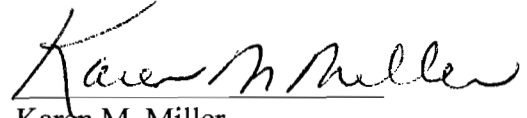
Now on this day the County Commission of the County of Boone does hereby re-appoint
Mona Menezes to the Board of Parks Commission with a term expiring on September 30, 2010.

Done this 21st day of September 2006.


Keith Schnarre
Presiding Commissioner

ATTEST:


Wendy S. Noren
Clerk of the County Commission


Karen M. Miller
District I Commissioner


Skip Elkin
District II Commissioner