

139-2013

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

County of Boone

} ea.

March Session of the January Adjourned

Term. 2013

In the County Commission of said county, on the

26<sup>th</sup>

day of March

20 13

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

Now on this day the County Commission of the County of Boone does hereby authorize the Presiding Commissioner to sign the attached Finding of Public Nuisance and Order for Abatement of a public nuisance located at 8350 E. Highway OO, Parcel #07-604-24-01-004.00 01

Done this 26<sup>th</sup> day of March, 2013.

ATTEST:

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

Daniel K. Atwill  
Daniel K. Atwill  
Presiding Commissioner

Karen M. Miller  
Karen M. Miller  
District I Commissioner

Janet M. Thompson  
Janet M. Thompson  
District II Commissioner

8350 E Highway OO pictures taken 3/11/13 by Kala Gunier



**BEFORE THE COUNTY COMMISSION OF  
BOONE COUNTY, MISSOURI**

In Re: Nuisance Abatement	)	March Session
8350 E Highway OO	)	February Adjourned
Hallsville, MO 65255	)	Term 2013
	)	Commission Order No. <u>139-2013</u>

**FINDING OF PUBLIC NUISANCE AND ORDER FOR ABATEMENT**

**NOW** on this 26th day of March 2013, the County Commission of Boone County, Missouri met in regular session and entered the following findings of fact, conclusions of law and order for abatement of nuisance:

**Findings of Fact and Conclusions of Law**

The County Commission finds as fact and concludes as a matter of law the following:

1. The Boone County Code of Health Regulations (the "Code") are officially noticed and are made a part of the record in this proceeding.
2. The City of Columbia/Boone County Health Department administrative record is made a part of the record in this proceeding and incorporated herein by reference. In addition, any live testimony of the official(s) of the department and other interested persons are made a part of the record in this proceeding.
3. A public nuisance exists described as follows: trash and junk on the premises.
4. The location of the public nuisance is as follows: 8350 E Highway OO Hallsville, MO Lot 2 Coleman Subdivision a/k/a parcel #07-604-24-01-004.00 01 Section 24, Township 50, Range 12 as shown by deed book 1042 page 0713, Boone County
5. The specific violation of the Code is: trash, junk and scrap on the premises in violation of section 6.5 of the Code. The Health Director's designated Health Official made the above determination of the existence of the public nuisance at the above location. Notice of that determination and the requirement for abatement was given in accordance with section 6.10.1 of the Code on the 7th day of January, 2013, to the property owner, occupant, and any other applicable interested persons.
7. The above described public nuisance was not abated. As required by section 6.10.2 of the Code, the property owner, occupant, and any other applicable interested persons were given notice of the hearing conducted this date before the Boone County Commission for an order to abate the above nuisance at government expense with the cost and expense thereof to be charged against the above described property as a special tax bill and added to the real estate taxes for said property for the current year.
8. No credible evidence has been presented at the hearing to demonstrate that no public nuisance exists or that abatement has been performed or is unnecessary; accordingly, in accordance with section 6.10.2 of the Code and section 67.402, RSMo, the County

Commission finds and determines from the credible evidence presented that a public nuisance exists at the above location which requires abatement and that the parties responsible for abating such nuisance have failed to do so as required by the Health Director or Official's original order referred to above.

**Order For Abatement Chargeable As a Special Assessment To The Property**

Based upon the foregoing, the County Commission hereby orders abatement of the above described public nuisance at public expense and the Health Director is hereby authorized and directed to carry out this order.

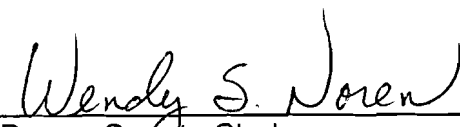
It is further ordered and directed that the Health Director submit a bill for the cost and expense of abatement to the County Clerk for attachment to this order and that the County Clerk submit a certified copy of this order and such bill to the County Collector for inclusion as a special assessment on the real property tax bill for the above described property for the current year in accordance with section 67.402, RSMo.

**WITNESS** the signature of the presiding commissioner on behalf Boone County Commission on the day and year first above written.

Boone County, Missouri  
By Boone County Commission

  
\_\_\_\_\_  
Presiding Commissioner

ATTEST:

  
\_\_\_\_\_  
Boone County Clerk *ny*

8350 E Highway OO  
ACTIVITY LOG

12/28/12 Complaint received from Tom O'Sullivan with BCSD

1/4/13 inspection conducted and photographs taken with Tom O'Sullivan

1/7/13 notice of violation sent via Certified Mail

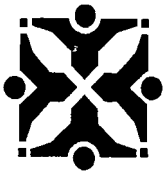
1/11/13 Certified letter signed for by Anita L Kniefel

3/11/13 reinspection conducted

3/11/13 photographs taken

3/11/13 hearing notice sent via First Class Mail

The health department has abated this property before. The property owners have also been prosecuted by the Boone County Attorney for numerous unlicensed/inoperable automobiles



CITY OF COLUMBIA/BOONE COUNTY, MISSOURI



HEALTH DEPARTMENT  
DIVISION OF ENVIRONMENTAL HEALTH

## HEARING NOTICE

Peggy S Macy  
16036 Fairgreen Ave  
Rosemount, MN 55068-1311

An inspection of the property you own located at 8350 E Highway OO (parcel # 07-604-24-01-004.00 01) was conducted on January 4, 2013 and revealed trash, junk and scrap on the premises. This condition is declared to be a nuisance and a violation of Boone County Public Nuisance Ordinance Section 6.5.

**You are herewith notified that a hearing will be held before the County Commission on Tuesday, March 26, 2013 at 9:30 AM in the County Commission Chambers at the Boone County Government Center, 801 E. Walnut Street, Columbia, Missouri.** The purpose of this hearing will be to determine whether a violation exists. If the County Commission determines that a violation exists, it will order the violation to be abated.

If the nuisance is not removed as ordered, the County Commission may have the nuisance removed. All costs of abatement, plus administrative fees, will be assessed against the property in a tax bill. **If the above nuisance condition has been corrected prior to the hearing, you do not have to appear for the hearing.**

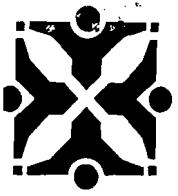
The purpose of these ordinances is to create and maintain a cleaner, healthier community. If you have any questions, please do not hesitate to contact our office. If you are not the owner or the person responsible for the care of this property, please call our office at the number listed at the bottom of this letter.

Sincerely,

Kala Gunier  
Environmental Public Health Supervisor

This notice deposited in the U.S. Mail, first class postage paid on the 11 day of March, 2013 by KG

1005 W. Worley ♦ P.O. Box 6015 ♦ Columbia, Missouri 65205-6015  
Phone: (573) 874-7346 ♦ TTY: (573) 874-7356 ♦ Fax: (573) 817-6407  
[www.GoColumbiaMo.com](http://www.GoColumbiaMo.com)



CITY OF COLUMBIA/BOONE COUNTY, MISSOURI



HEALTH DEPARTMENT  
DIVISION OF ENVIRONMENTAL HEALTH

**NOTIFICATION OF DETERMINATION OF PUBLIC HEALTH  
HAZARD AND/OR NUISANCE AND ORDER FOR ABATEMENT**

Peggy S Macy  
16036 Fairgreen Ave  
Rosemount, MN 55068-1311

An inspection of the property you own located at 8350 E Highway OO (parcel # 07-604-24-01-004.00'01) was conducted on January 4, 2013 and revealed trash, junk and scrap on the premises.

This condition is hereby declared to be a public nuisance. You are herewith notified that you must begin correcting this condition within 7 days of receipt of this notice and order and that if the above nuisance condition has not been fully corrected within **15 days** after the receipt of this notice, an additional enforcement action will result for violation of Boone County Public Nuisance Ordinance Section 6.5. A reinspection will be conducted at the end of the 15-day period. If the above nuisance condition has not been fully corrected by that time, a hearing before the Boone County Commission will be called to determine whether a violation exists. If the County Commission determines that a violation exists and the nuisance has not been removed as ordered under this notice, the County Commission may have the nuisance removed with the cost of abatement, plus administrative fees, charged against the property in a special tax bill. In addition, a complaint may be filed against you in Circuit Court. **If the above nuisance condition has been corrected within the 15-day period, no further action is necessary.**

The purpose of these ordinances is to create and maintain a cleaner, healthier community. If you have any questions, please do not hesitate to contact our office. If you are not the owner or the person responsible for the care of this property, please call our office at the number listed at the bottom of this letter. Your cooperation is greatly appreciated.

Sincerely,

Kala Gunier  
Environmental Public Health Supervisor

This notice deposited in the U.S. Mail certified, return receipt requested on the 7 day of January 2013 by KC.

1005 W. Worley • P.O. Box 6015 • Columbia, Missouri 65205-6015  
Phone: (573) 874-7346 • TTY: (573) 874-7356 • Fax: (573) 817-6407  
www.GoColumbiaMo.com

**Parcel** 07-604-24-01-004.00 01

**Property Location** 8350 E HWY OO

City COUNTY ROAD DISTRICT (CO) School HALLSVILLE (R4)  
 Library BOONE COUNTY (L1) Fire BOONE COUNTY (F1)

Owner MACY PEGGY S  
 Address 16036 FAIRGREEN AVE  
 City, State Zip ROSEMOUNT, MN 55068-1311

Subdivision Plat Book/Page 0011 0130  
 Section/Township/Range 24 50 12

Legal Description COLEMAN SD  
 LOT 2  
 Deeded Acreage 3.16

*JAN 7 - 2013*

Deed Book/Page 1042 0713 0500 0019

Current Appraised				Current Assessed			
Type	Land	Bldgs	Total	Type	Land	Bldgs	Total
RI	13,200	99,600	112,800	RI	2,508	18,924	21,432
Totals	13,200	99,600	112,800	Totals	2,508	18,924	21,432

Most Recent Tax Bill(s)

**Residence Description**

Year Built 1966  
 Use SINGLE FAMILY (101)

Basement FULL (4) Attic NONE (1)  
 Bedrooms 2 Main Area 1,440  
 Full Bath 2 Finished Basement Area 1,440  
 Half Bath 0  
 Total Rooms 5 Total Square Feet 2,880

[www.ShowMeBoone.com](http://www.ShowMeBoone.com), Boone County, Missouri. 801 East Walnut Columbia, MO 65201 USA.



CZ200S5A

CITY OF COLUMBIA  
Display Call Information

12/28/12  
11:20:39

Call ID . . . . . :	5550	
Entity . . . . . :	COMB	City of Columbia
Contact ID . . . . . :	154830	Undefined
Customer ID . . . . . :		
Location ID . . . . . :		
Description . . . . . :		

Call from phone	Home Phone	Alt/Cell Phone	Work Phone	Ext.	Fax Phone
000 000-0000	573 999-9999	000 000-0000	214 000-3610		000 000-0000

Call type . . . . . :	CE2	CE-County Nuisance
Call status . . . . . :	1	Open
Origin . . . . . :		
Work group . . . . . :	ENVH	Environmental Health
Action taken . . . . . :		
Service code . . . . . :		
Case number . . . . . :	00 00000000	

Press Enter to continue.

F3=Exit    F7=Contact inquiry    F8=Case Inquiry    F9=Location information  
 F10=Comments    F12=Cancel

Call ID . . . . . : 5550  
Customer ID . . . :

Comment	Date	User ID
8350 E HWY OO HALLSVILLE, JUNK EVERYWHERE, NOT	12/28/12	KKCASSID
SAFE FOR HUMANS. COMPLAINT CALLED IN BY:	12/28/12	KKCASSID
TOM O'SULLIVAN WITH THE BOONE COUNTY SHERIFF'S	12/28/12	KKCASSID
DEPT CALLED TO REPORT THIS. HE CAN BE REACHED AT	12/28/12	KKCASSID
875-1111 EXT 6224, HE SAID THERE IS ALSO TONS OF	12/28/12	KKCASSID
CATS AT THIS LOCATION AND CAT FOOD CANS EVERYWHERE	12/28/12	KKCASSID
SO I AM SHARING THIS COMPLAINT WITH ANIMAL CONTROL	12/28/12	KKCASSID

Bottom

Press Enter to continue.

F12=Cancel

# Boone County, Missouri

## Unofficial Document

Filed for record in Boone County, Missouri, on this 3rd day of December, 1993, at 10:11 AM in Boone Co. Mo. Recorder's Office, Book 1042 Page 713. Betty Johnson, Recorder of Deeds

### GENERAL WARRANTY DEED

713

THIS DEED, Made and entered into this 3rd day of December, 1993 by and between  
**ALEX B. BODE AND DOROTHY B. BODE, HUSBAND AND WIFE**  
party or parties of the first part, of BOONE County, State of Missouri, grantor(s), and  
**PEGGY S. MACY, A MARRIED PERSON**  
party or parties of the second part, of BOONE County, State of Missouri, grantee(s).

Grantee's mailing address is 835D North Highway 00, Hallsville, MO 65255

WITNESSETH, that the said party or parties of the first part, for and in consideration of the sum of Ten Dollars and other valuable considerations paid by the said party or parties of the second part, the receipt of which is hereby acknowledged, does or do by these presents GRANT, WARRANT AND SELL, CONVEY AND CONFIRM unto the said party or parties of the second part the following described Real Estate, situated in the COUNTY of BOONE and State of Missouri, to wit:

TRACT NO. 2 OF COLEMAN SUBDIVISION AS SHOWN BY THE PLAT RECORDED IN PLAT BOOK 11, PAGE 130, RECORDS OF BOONE COUNTY, MISSOURI.

SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.

TO HAVE AND TO HOLD THE SAME, together with all rights, immunities, privileges and appurtenances to the same belonging, unto the said party or parties of the second part forever, the said party or parties of the first part covenanting that said party or parties and the heirs, executors, administrators and assigns of such party or parties shall and will WARRANT AND DEFEND the title to the premises unto the said party or parties of the second part, and to the heirs and assigns of such party or parties forever, against the lawful claims of all persons whomsoever, excepting however, the general taxes for the calendar year 1993 and thereafter, and special taxes becoming a lien after the date of this deed.

IN WITNESS WHEREOF, the said party or parties of the first part has or have hereunto set their hand or hands the day and year first above written.

Alex B. Bode  
ALEX B. BODE

Dorothy B. Bode  
DOROTHY B. BODE



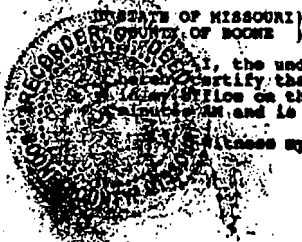
On this 3rd day of Dec, 1993

ALEX B. BODE AND DOROTHY B. BODE, HUSBAND AND WIFE to me known to be the person who executed the foregoing instrument and acknowledged that they executed the same as their free act and deed.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal at my office in COLUMBIA Missouri, on the 6th day of NOVEMBER, 1996.

My term expires the 15th day of NOVEMBER, 1996

Mary Jo Alexander  
signed  
MARY JO ALEXANDER



Document No. 29567

I, the undersigned Recorder of Deeds for said county and state do hereby certify that the foregoing instrument of writing was filed for record in my office on the 6th day of December, 1993 at 10 o'clock and 11 minutes AM and is truly recorded in Book 1042 Page 713.

Witness my hand and official seal on the day and year aforesaid.

BETTIE JOHNSON, RECORDER OF DEEDS  
by Bain Ashlock deputy  
CLERK ASHLOCK

**U.S. Postal Service™**  
**CERTIFIED MAIL™ RECEIPT**  
 (Domestic Mail Only; No Insurance Coverage Provided)  
 For delivery information visit our website at www.usps.com®

**OFFICIAL USE**

HEALTH Postage \$  
 Certified Fee \$  
 Return Receipt Fee (Endorsement Required) \$  
 Restricted Delivery Fee (Endorsement Required) \$  
 Total Postage & Fees \$ **5.75**

Postmark Here  
 JAN 7 2013  
 ROSEMOUNT, MN 55068

Sent To Peggy S Macy  
 Street, Apt or PO Box 16036 Fairgreen Avenue  
 City, State Rosemount, MN 55068-1311

PS Form 3800, August 2006 See Reverse for Instructions

**SENDER: COMPLETE THIS SECTION**

1. Article Addressed to:  
 Peggy S Macy  
 16036 Fairgreen Avenue  
 Rosemount, MN 55068-1311

2. Article Number  
 7011 1250 0000 8664 9380  
 (Transfer from service label)

3. Service Type  
 Certified Mail  
 Registered  
 Return Receipt for Merchandise  
 Express Mail  
 Insured Mail  
 C.O.D.

4. Restricted Delivery? (Extra Fee)  
 Yes  
 No

5. Article Addressed to:  
 Attach this card to the back of the mailpiece, or on the front if space permits.  
 Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.  
 Print your name and address on the reverse so that we can return the card to you.  
 Print your name and address on the reverse of the mailpiece.

**COMPLETE THIS SECTION ON DELIVERY**

A. Signature  
 X *Peggy S Macy*  
 Agent

B. Received by (Printed Name)  
*Peggy S Macy*

C. Date of Delivery  
*1/13*

D. Is delivery address different from item 1?  Yes  
 No  
 If YES, enter delivery address below:

102595-02-M-1540 PS Form 3811, February 2004 Domestic Return Receipt

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

}  
} ea.

March Session of the January Adjourned

Term. 20 13

County of Boone

In the County Commission of said county, on the

26th

day of March

20 13

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

Now on this day the County Commission of the County of Boone does hereby approve the agreement between the County of Boone and Bartlett & West for Professional Land Surveying Services – Section Corner Survey Project. The terms of the agreement are stipulated in the attached contract agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Contract Agreement.

Done this 26th day of March, 2013.

ATTEST:

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

Daniel K. Atwill

Daniel K. Atwill  
Presiding Commissioner

Karen M. Miller

Karen M. Miller  
District I Commissioner

Janet M. Thompson

Janet M. Thompson  
District II Commissioner

# Boone County Purchasing

**Melinda Bobbitt, CPPB**  
Director



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

---

## MEMORANDUM

TO: Boone County Commission  
FROM: Melinda Bobbitt, CPPB  
DATE: March 20, 2013  
RE: 09-15FEB13 – Professional Land Surveying Services – Section Corner Survey Project

The Request for Qualifications for *Professional Land Surveying Services – Section Corner Survey Project* closed on February 15, 2013. Seven qualification responses were received.

The evaluation committee consisted of Jason Warzinik, GIS Manager, Heather Schafer, GIS Analyst, Jeff Davis, Cartographer and Matthew Thomas, County Surveyor. The evaluation committee recommends award to Bartlett & West, Inc. per their attached evaluation report. Also attached is a spreadsheet of a breakdown of the pricing offered and the Evaluation Report Form listing the points assigned by the evaluation team.

Of the short list of Offerors, Bartlett & West offered the most competitive pricing of a not to exceed price of \$400.00/corner. Contract shall be a not to exceed cost of \$35,000 and invoices will be paid from department 2010 Assessment, account 71101 Professional Services. \$35,000 was originally for this project.

ATT: Evaluation Reports  
Pricing Spreadsheet

cc: RFQ File  
Evaluation Team Members

**Evaluation Report for Request for Qualifications**

**09-25FEB13 – Professional Land Surveying Services – Section Corner Survey Project**

**OFFEROR #1: Trabue, Hansen & Hinshaw, Inc., Columbia, MO**

It has been determined that **Trabue, Hansen & Hinshaw Inc** has submitted a **responsive** proposal meeting the requirements set forth in the original Request for Proposal.

It has been determined that **Trabue, Hansen & Hinshaw Inc** has submitted a **non-responsive** proposal.

**Method of Performance**

- **Quality Controls**
- **Approach and Schedule**

**Strengths:**

- Included the two methods of performance submittals
- Communication

**Concerns:**

- No mention of MoDOT CORS – just RTK GPS
- Quality control statement may not have been written specifically for this project; seems to be for previous project for Public Works (City Council also mentioned)?
- Did not identify what option 1 or 2 is in the Approach & Schedule
- Quality Controls appears to be more for an engineering project

**Experience/Expertise of Offeror**

- **Business Information**
- **Staff Information**
- **Registration and Licensing**
- **Work History**
- **Insurance**
- **Project Listing**
- **Subconsultants**

**Strengths:**

- Established 1996
- Steve Proector, assigned County Surveyor has 20 years of Missouri surveying experience
- Provided reference list for other public agencies, many municipal entities.
- Worked with Boone County Departments previously (PW).
- Previous experience in locating PLSS corners.
- Experience of project team, known quality of work, rapport with County

**OFFEROR #2: A Civil Group, Columbia, MO**

It has been determined that A Civil Group has submitted a **responsive** proposal meeting the requirements set forth in the original Request for Proposal.

It has been determined that A Civil Group has submitted a **non-responsive** proposal.

**Method of Performance**

- Quality Controls
- Approach and Schedule

**Strengths:**

- Emphasized communication with clients.
- Gave estimation of time to take for each corner tie.
- Communicates well with clients

**Concerns:**

- No mention of MoDOT COR System
- 8 hours per point estimated
- Quality Control a bit general.

**Experience/Expertise of Offeror**

- Business Information
- Staff Information
- Registration and Licensing
- Work History
- Insurance
- Project Listing
- Subconsultants

**Strengths:**

- Founded in October 2000
- Have provided surveying services for Boone County in the past (pg 5-6).
- Bill Carter, Surveying Chief, has been surveying in Boone County for 30 years (pg. 8).
- Local company
- Resume section has sufficient information on qualifications
- Local references from Boone County employees.
- Field personnel more than capable of work

**Concerns:**

- Smaller staff
- Already anticipating working additional hours. Would prefer that work is not done hurriedly at less than optimum times.



**OFFEROR #3: Bartlett & West, Jefferson City, MO**

It has been determined that Bartlett & West has submitted a **responsive** proposal meeting the requirements set forth in the original Request for Proposal.

It has been determined that Bartlett & West has submitted a **non-responsive** proposal.

**Method of Performance**

- Quality Controls
- Approach and Schedule

**Strengths:**

- Mention using MoDOT CORS
- 3 weeks for 40 points; 6 weeks for 95 points
- Detailed project approach
- Estimated time of delivery included
- Example of QC document
- Access to project data

**Concerns:**

- Accuracy not addressed or corners not observable to GPS

**Experience/Expertise of Offeror**

- Business Information
- Staff Information
- Registration and Licensing
- Work History
- Insurance
- Project Listing
- Subconsultants

**Strengths:**

- Provided reference list for other public agencies
- Use of ARC GIS resources
- GIS specialist on staff
- Specific listing of equipment used with photos.
- Large company with many in-house assets
- Great rapport with County with great communication

**Concerns:**

- Not a locally started company.

**OFFEROR #4: BFA, Inc., Washington, MO**

It has been determined that BFA Inc has submitted a **responsive** proposal meeting the requirements set forth in the original Request for Proposal.

It has been determined that BFA Inc has submitted a **non-responsive** proposal.

**Method of Performance**

- Quality Controls
- Approach and Schedule

**Strengths:**

- Could send four crews out to field if needed
- Bi-weekly project status reports
- Cost estimating
- Photos of ties as well

**Concerns:**

- No mention of MoDOT CORS just GPS
- Approach & Schedule very brief (not enough detail)
- Time & Material cost versus lump sum

**Experience/Expertise of Offeror**

- Business Information
- Staff Information
- Registration and Licensing
- Work History
- Insurance
- Project Listing
- Subconsultants

**Strengths:**

- Been in business since 1968.
- Included qualifications and work history
- Experience with property boundary surveys and corner reporting

**Concerns:**

- Cost for time and mobilization of equipment would be greater if they are traveling from Washington, MO.
- Have not worked with local governments (Boone County), just state departments.

**OFFEROR #5: Allstate Consultants LLC, Columbia, MO**

X It has been determined that Allstate Consultants LLC has submitted a **responsive** proposal meeting the requirements set forth in the original Request for Proposal.

\_\_\_\_\_ It has been determined that Allstate Consultants LLC has submitted a **non-responsive** proposal.

**Method of Performance**

- Quality Controls
- Approach and Schedule

**Strengths:**

- Will use MoDOT CORS
- Personnel dedicated specifically to project
- PLSS occupied at least twice
- In-house section corner state plane data base

**Concerns:**

- Approach & Schedule not detailed

**Experience/Expertise of Offeror**

- Business Information
- Staff Information
- Registration and Licensing
- Work History
- Insurance
- Project Listing
- Subconsultants

**Strengths:**

- In business in Columbia, MO since 1975
- Allstate Consultants has completed 240 certified land corner documents
- Provided list of similar completed projects for Boone County and other public agencies.
- Local company
- Sufficient resume and qualification information
- Knowledgeable staff with good rapport with County. Prior selection for project

**Concerns:**

- None identified

**OFFEROR #6: Brush and Associates, Columbia, MO**

It has been determined that **Brush and Associates** has submitted a **responsive** proposal meeting the requirements set forth in the original Request for Proposal.

It has been determined that **Brush and Associates** has submitted a **non-responsive** proposal.

**Method of Performance**

- Quality Controls
- Approach and Schedule

**Strengths:**

- Tie photos, redundancy to eliminate errors

**Concerns:**

- No mention of MoDOT CORS
- May have to rent equipment
- Quality Control and Approach not detailed, very brief
- Small staff...field crews could be the same as office staff, eliminating some Quality Control checks.

**Experience/Expertise of Offeror**

- Business Information
- Staff Information
- Registration and Licensing
- Work History
- Insurance
- Project Listing
- Subconsultants

**Strengths:**

- Founded in 1977 in Columbia, MO
- Local firm
- Prior government agency experience

**Concerns:**

- Only five staff
- Resume information for only two staff members
- No previous work with County.
- Project listing not very descriptive
- No copies of insurance

**OFFEROR #7: Poepping, Stone, Bach & Associates, Inc, Hannibal, MO**

It has been determined that Poepping, Stone, Bach & Associates Inc has submitted a responsive proposal meeting the requirements set forth in the original Request for Proposal.

It has been determined that Poepping, Stone, Bach & Associates Inc has submitted a non-responsive proposal.

**Method of Performance**

- Quality Controls
- Approach and Schedule

**Strengths:**

- Will use MoDOT CORS
- Good equipment and good Quality Control checks

**Concerns:**

- What about non-GPS occupying corners? No mention of what will be done if no GPS available at certain corners.

**Experience/Expertise of Offeror**

- Business Information
- Staff Information
- Registration and Licensing
- Work History
- Insurance
- Project Listing
- Subconsultants

**Strengths:**

- Founded in 1968 in Quincy, IL
- Provided other public agency references
- 28 staff members
- Worked with Boone County previously
- Lists GIS usage
- Resumes are thorough and detailed, included reference evaluations.
- All staff in place for project

**Concerns:**

- Cost for time and mobilization of equipment would be greater if they are traveling from Hannibal, MO.

**Summary:**

The evaluation committee initially met on February 25, 2013. Following discussion, the Offerors were scored, then short-listed to the top three: All-State Consultants LLC (50 points), Bartlett & West (45 points), and Poepping, Stone, Bach & Associates (38 points). The top three were mailed pricing information to complete. Following receipt of the pricing information, pricing points were calculated and inserted into the top three's evaluation. Recommendation for award is Barlett & West for offering the best fit with most competitive price.

Used to short list

**EVALUATION REPORT FORM**  
PURCHASING DEPARTMENT - BOONE COUNTY - MISSOURI

REQUEST FOR PROPOSAL NUMBER - 09-25FEB13 – Professional Land Surveying Services – Section Corner Survey Project  
Melinda Bobbitt, CPPB

NAME OF OFFEROR	Method of Performance (30 points)	Experience/ Expertise of Contractor (20 points)	TOTAL SUBJECTIVE POINTS (50 pts.)	COST POINTS (50 pts.)	TOTAL POINTS (Max 100 pts.)
Traboe, Hansen & Hinshaw, Inc.	18	15	33		
A Civil Group	18	14	32		
Barlett & West	26	19	45		
BFA, Inc.	19	15	34		
Allstate Consultants LLC	30	20	50		
Poepping, Stone, Bach & Associates, Inc.	23	15	38		
Brush and Associates	13	12	25		

We hereby attest that the subjective points assigned to each offeror above were scored pursuant to the established evaluation criteria and represent our best judgement of the subjective areas of the offerors' proposals. We have attached a brief narrative which highlights some, but not necessarily all, of the reasons for our evaluation of the proposals as indicated by the scores above. Our comments represent our opinions only and do not represent the position of the Purchasing Department of Boone County, Missouri, or any other party.

Evaluator's Signatures \_\_\_\_\_ Date 2/25/13  
Jason Warzinik, GIS Manager

Evaluator's Signatures \_\_\_\_\_ Date 2/25/13  
Heather Schafer, GIS Analyst

Evaluator's Signatures \_\_\_\_\_ Date 2/25/13  
Matthew Thomas, County Surveyor

\_\_\_\_\_

Evaluator's Signatures \_\_\_\_\_ Date \_\_\_\_\_  
Jeff Davis, Cartographer

\_\_\_\_\_

**EVALUATION REPORT FORM**  
**PURCHASING DEPARTMENT - BOONE COUNTY - MISSOURI**

REQUEST FOR PROPOSAL NUMBER - 09-25FEB13 – Professional Land Surveying Services – Section Corner Survey Project  
 Melinda Bobbitt, CPPB

<b>NAME OF OFFEROR</b>	<b>Method of Performance (30 points)</b>	<b>Experience/ Expertise of Contractor (20 points)</b>	<b>TOTAL SUBJECTIVE POINTS (50 pts.)</b>	<b>COST POINTS (50 pts.) (based on 100 corners)</b>	<b>TOTAL POINTS (Max 100 pts.)</b>
<b>Barlett &amp; West</b>	26	19	45	50	<b>95.0</b>
<b>Allstate Consultants LLC</b>	30	20	50	25	<b>75.0</b>
<b>Poepping, Stone, Bach &amp; Associates, Inc.</b>	23	15	38	34	<b>72.0</b>

We hereby attest that the subjective points assigned to each offeror above were scored pursuant to the established evaluation criteria and represent our best judgement of the subjective areas of the offerors' proposals. We have attached a brief narrative which highlights some, but not necessarily all, of the reasons for our evaluation of the proposals as indicated by the scores above. Our comments represent our opinions only and do not represent the position of the Purchasing Department of Boone County, Missouri, or any other party.



<b>09-15FEB13 - Professional Land Surveying Services</b>			
<b>Short-List of Vendors Price Comparison</b>			
	<b>Poepping, Stone, Bach &amp; Associates</b>	<b>Bartlett &amp; West</b>	<b>Allstate Consultants</b>
<b># of Corners</b>	<b>Price per Corner</b>	<b>Price per Corner</b>	<b>Price per Corner</b>
1-25	\$425.00	\$475.00	\$650.00
26-50	\$415.00	\$450.00	\$625.00
51-75	\$410.00	\$375.00	\$600.00
76-100	\$405.00	\$300.00	\$600.00
<b># of Corners for \$35,000</b>	<b>86</b>	<b>116</b>	<b>58</b>
Budget: \$35,000			
Pricing based on 116			
corners for cost points	\$46,980.00	\$34,800.00	\$69,600.00

PURC

# PURCHASE REQUISITION BOONE COUNTY, MISSOURI

3/6/13

REQUEST  
DATE

12345  
VENDOR  
NO.

Bartlett & West, Inc.

VENDOR NAME

ADDRESS

CITY

To: County Clerk's Office

Comm Order # \_\_\_\_\_

Return to Auditor's Office

Please do not remove staple.

### BID DOCUMENTATION

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

- Bid /RFP (enter # below)
- Sole Source (enter # below)
- Emergency Procurement (enter # below)
- Written Quotes (3) Attached (>\$750 to \$4,499)
- Purchase is <\$750 and is NOT covered by an existing bid or sole source

### Not Subject To Bidding (select appropriate response below):

- Utility
- Employee Travel/Meal Reimb
- Training (registration/conf fees)
- Dues
- Pub/Subscription/Transcript Copies
- Refund of Fees Previously Paid to County
- Professional Services (see Purchasing Policy Section 3-103); enter RFP if applicable
- Intergovernmental Agreement
- Not Susceptible to Bidding for Other Reasons (Explain):
- Mandatory Payment to Other Govt
- Court Case Travel/Meal Reimb
- Tool and Uniform Reimb
- Inmate Housing
- Remit Payroll Withheld
- Agency Fund Dist (dept #s 7XXX)

#09-15FEB13

(Enter Applicable Bid / Sole Source / Emergency Number)

Ship to Department #

Bill to Department # 2010

Department				Account					Item Description	Qty	Unit Price	Amount	
2	0	1	0		7	1	1	0	1	Corner XY with the filing of new certified land corner document at a not to exceed cost of \$400.00 each with a not to exceed total contract cost of \$35,000.	1	35000.00	35000.00
TOTAL												35000.00	

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

Melinda Bobbitt

Prepared By

Requesting Official

cy 3/20/13

Auditor Approval

**CONTRACT AGREEMENT FOR  
Professional Land Surveying Services – Section Corner Survey Project**

**THIS AGREEMENT** dated the 26<sup>th</sup> day of March 2013 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Bartlett & West, INC.** herein "Contractor."

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

1. **Contract Documents** - This agreement shall consist of this Contract Agreement for **Professional Land Surveying Services – Section Corner Survey Project**, County of Boone Request for Qualifications (RFQ) for Professional Land Surveying Services, RFQ number **09-15FEB13**, Best and Final Offer Number One, Work Authorization Certification, Contractor's RFQ Response February 15, 2013, executed by Dustin Kaiser, Contractor's Best and Final Offer response dated March 4, 2013, executed by Robert A. Gilbert, 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 proposal response may be permanently maintained in the County Purchasing Office proposal file for this proposal if not attached. In the event of conflict between any of the foregoing documents, this Agreement and the terms, conditions, provisions and requirements contained in the Request for Qualifications specifications/scope of work, and Best and Final Offer Number One shall prevail and control over the Contractor's RFQ responses.

2. **Basic Services**- The County agrees to purchase from the Contractor and the Contractor agrees to supply the County services and deliverables in the Request for Qualifications scope of work and as outlined in the Best and Final Offer response as follows:

Locate and recover corners of a Public Land Survey System (PLSS) with the filing of new certified land corner document(s) at a not to exceed cost of \$400.00 per corner with document (with a minimum of 87), and a not to exceed total cost of contract of \$35,000.

3. **Delivery** – This Contract Agreement shall commence on the day of award (date written above) and the services and deliverables under this agreement shall be provided in a prompt and timely fashion. Contractor agrees to work with Boone County GIS staff on a timeline and acceptable schedule, with the completion date of project no later than June 30, 2013.

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

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

140-2013

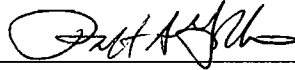
6. **Entire Agreement** - This agreement constitutes the entire agreement between the parties and supersedes any prior negotiations, written or verbal, and any other bid or bid specification or contractual agreement. This agreement may only be amended by a signed writing executed with the same formality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

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

- a. County may terminate this agreement due to material breach of any term or condition of this agreement, or
- b. County may terminate this agreement if key personnel providing services are changed such that in the opinion of the Boone County commission delivery of services are or will be delayed or impaired, or if services are otherwise not in conformity with RFQ specifications/scope of work, or if services are deficient in quality in the sole judgment of County, or
- c. If appropriations are not made available and budgeted for any calendar year to fund this agreement.

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

**BARTLETT & WEST, INC.**

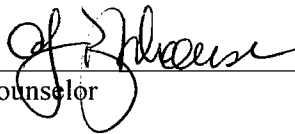
By: 

Title: Vice President

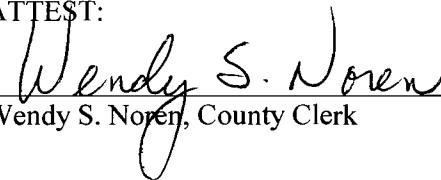
**BOONE COUNTY, MISSOURI**

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

APPROVED AS TO FORM:

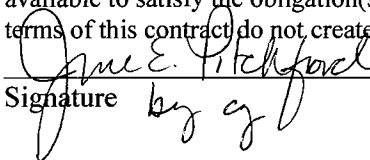
  
County Counselor

ATTEST:

  
Wendy S. Noren, County Clerk *mej*

**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.)

<u></u>	<u>3/20/13</u>	<u>2010 / 71101 / not to exceed \$35,000</u>
Signature	Date	Appropriation Account

**BOONE COUNTY - MISSOURI**

**RFQ NUMER AND DESCRIPTION: 09-15FEB13 – Professional Land Surveying Services – Section Corner Survey Project**

**BEST AND FINAL OFFER FORM #1**

This BAFO is issued in accordance with the Instructions to Offeror and is hereby incorporated into and made a part of the Request for Qualifications Documents. Offeror is reminded that receipt of this BAFO must be acknowledged and submitted on or before **4:00 p.m. March 4, 2013** by E-mail to [mboobbitt@boonecountymo.org](mailto:mboobbitt@boonecountymo.org).

I. The County requests pricing based on a per-corner rate. The County will provide historic documentation and current ortho-imagery map for selected corners needed for this project. The County will also identify priority and secondary corners they would like to have captured with the provision to allow the awarded firm to skip corners that are not easily occupied or recovered.

All costs associated with the required service shall be included in the pricing proposal:

Number of Corners	Price Per Corner
1-25	400
26-50	400
51-75	400
76-100	400

In compliance with this BAFO request, the Offeror agrees to furnish the services, equipment, supplies requested and proposed and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of the RFQ and this BAFO request and is authorized to contract on behalf of the firm. **Note:** This form must be signed.

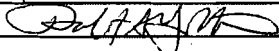
Company Name: Bartlett & West, Inc.

Address: 1719 Southridge Dr, Suite 100  
Jefferson City, MO 65109

Telephone: 573.634.3181 Fax: 573.634.7904

Federal Tax ID (or Social Security #): 48-0770612

Print Name: Robert A. Gilbert Title: Vice-President

Signature:  Date: 3/4/2013

E-mail: bob.gilbert@bartwest.com dustin.kaiser@bartwest.com

# Boone County Purchasing



Melinda Bobbitt, CPPB  
Director

613 E. Ash Street, Room 110  
Columbia, MO 65201  
Phone: (573) 886-4391  
Fax: (573) 886-4390  
E-mail: [mbobbitt@boonecountymmo.org](mailto:mbobbitt@boonecountymmo.org)

---

February 25, 2013

Bartlett & West  
Attn: Dustin Kaiser, PLS  
1719 Southridge Drive, Suite 100  
Jefferson City, MO 65109-3145

E-mail: [bob.gilbert@bartwest.com](mailto:bob.gilbert@bartwest.com)

RE: Best & Final Offer #1 to 09-15FEB13 – Professional Land Surveying Services

Dear Mr. Kaiser:

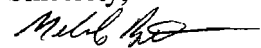
Three firms have been short listed from our Request for Qualifications to provide a price proposal to the County. This letter shall constitute an official request by the County of Boone - Missouri to enter into competitive negotiations with your firm.

The attached Best and Final Offer Form includes any changes being made to the RFQ as a result of this BAFO request. The Best and Final Offer Form must be completed, signed by an authorized representative of your organization, and returned. You are requested to respond to this BAFO by **4:00 p.m. March 4, 2013** by e-mail to [mbobbitt@boonecountymmo.org](mailto:mbobbitt@boonecountymmo.org).

You are reminded that pursuant to Section 610.021 RSMo, proposal documents including any best and final offer documents are considered closed records and shall not be divulged in any manner until after a contract is executed or all proposals are rejected. Furthermore, you and your agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all questions or comments regarding the RFQ, the evaluation, etc., to the buyer of record. Neither you nor your agents may contact any other County employee or evaluation committee member regarding any of these matters during the negotiation and evaluation process. Inappropriate contacts or release of information about your proposal response or BAFO are grounds for suspension and/or exclusion from specific procurements.

If you have any questions regarding this BAFO request, please call (573) 886-4391 or e-mail [Mbobbitt@boonecountymmo.org](mailto:Mbobbitt@boonecountymmo.org). I sincerely appreciate your efforts in working with Boone County - Missouri to ensure a thorough evaluation of your qualifications response.

Sincerely,

  
Melinda Bobbitt, CPPB  
Director of Purchasing

cc: Evaluation Team / RFQ File  
Attachments: Best and Final Offer (BAFO) Form #1

**BOONE COUNTY - MISSOURI**

**RFQ NUMER AND DESCRIPTION: 09-15FEB13 – Professional Land Surveying Services – Section Corner Survey Project**

**BEST AND FINAL OFFER FORM #1**

This BAFO is issued in accordance with the Instructions to Offeror and is hereby incorporated into and made a part of the Request for Qualifications Documents. Offeror is reminded that receipt of this BAFO must be acknowledged and submitted on or before **4:00 p.m. March 4, 2013** by E-mail to [mbobbitt@boonecountymmo.org](mailto:mbobbitt@boonecountymmo.org).

I. The County requests pricing based on a per-corner rate. The County will provide historic documentation and current ortho-imagery map for selected corners needed for this project. The County will also identify priority and secondary corners they would like to have captured with the provision to allow the awarded firm to skip corners that are not easily occupied or recovered.

All costs associated with the required service shall be included in the pricing proposal:

Number of Corners	Price Per Corner
1-25	
26-50	
51-75	
76-100	

In compliance with this BAFO request, the Offeror agrees to furnish the services, equipment, supplies requested and proposed and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of the RFQ and this BAFO request and is authorized to contract on behalf of the firm. **Note:** This form must be signed.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

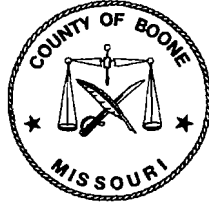
Federal Tax ID (or Social Security #): \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

E-mail: \_\_\_\_\_

**COUNTY OF BOONE - MISSOURI**



**REQUEST FOR QUALIFICATIONS**

**FOR**

**PROFESSIONAL LAND SURVEYING SERVICES  
SECTION CORNER SURVEY PROJECT**

**RFQ #09-15FEB13**

**Release Date: January 31, 2013**

**Submittal Deadline:**

**February 15, 2013**

**Not later than 11:00 a.m. Central Time**

**Boone County Purchasing  
613 E. Ash Street, Room 110  
Columbia, Missouri 65201**

**Melinda Bobbitt, CPPB, Director  
Phone: (573) 886-4391 Fax: (573) 886-4390  
E-mail: [mbobbitt@boonecountymo.org](mailto:mbobbitt@boonecountymo.org)**





## NOTICE OF REQUEST FOR QUALIFICATIONS

Boone County is accepting Request for Qualifications for the following:

**BID #: 09-15FEB13 – Professional Land Surveying Services – Section Corner Survey Project**

Sealed Statement of Qualification proposals will be accepted until **11:00 A.M. on Friday, February 15, 2013** in the Boone County Purchasing Office, Boone County Annex Building, Room 110, 613 E. Ash Street, Columbia, MO 65201. The Request for Qualifications is scheduled to be opened shortly after **11:00 A.M. on Friday, February 15, 2013** in the Boone County Purchasing Department, Boone County Annex Building, Conference Room, 613 E. Ash Street, Columbia, MO 65201. Only names of Offerors will be read aloud at that time.

Request for Qualifications are available in the Purchasing Office and requests for copies may be made by phone (573) 886-4391; fax (573) 886-4390 or e-mail: [mbobbitt@boonecountymmo.org](mailto:mbobbitt@boonecountymmo.org).

Vendors may view Bids, Bid Tabulations, and Bid Awards on the Boone County Web Page at <http://www.showmeboone.com>.

Melinda Bobbitt, CPPB  
Director, Boone County Purchasing

Insertion: Sunday, February 3, 2013  
COLUMBIA MISSOURIAN

REQUEST FOR QUALIFICATIONS- PROFESSIONAL LAND SURVEYING SERVICES-  
SECTION CORNER SURVEY PROJECT

Project Name: SECTION CORNER SURVEY PROJECT  
Project Number: 09-15FEB13

The Boone County GIS Department (BCGISD) desires to select a Consultant for the purposes of gathering horizontal (X,Y) coordinates for selected Public Land Survey System (PLSS) corners to support the countywide GIS and to enhance GPS control within the County. Corners will be collected in both incorporated and unincorporated Boone County. BCGISD invites firms and individuals to submit a Statement of Qualifications (SOQ) to provide survey services as detailed below. The BCGISD will be working to identify the corners to be surveyed. The intent of this project is not to capture all available corners, but rather to collect those deemed of particular use or importance to the cadastral positional accuracy improvement project and to densify the available control. While the final number of corners to be collected is not yet known, the final number is expected to be between 40-95 corners.

The Consultant will be required to occupy the corner and assign state plane coordinates using rapid static or appropriate survey methods and complete and record a new certified land corner document in compliance with the Missouri Minimum Standards for Property Boundary Surveys, especially Chapter 16, "Missouri Minimum Standards for Property Boundary Surveys"; 20 CSR 2030-17.040 "Procedure for Filing Documents"; and Chapter 18, "First and Second Order Horizontal and Vertical Control". Use of the MoDOT CORS for real-time position corrections is preferred.

This project is an expansion of the survey work performed in 2011. In 2011, the majority of the corners surveyed were corners with recent corner documentation on file that were close to roadways, but simply lacked coordinate information. For the 2013 project however, this may not be the case; the corners being requested may not be as easily accessible due to date of last recovery, lack of documentation, and/or distance from roadways. In the interest of making the most efficient use of time and resources we may omit/substitute certain difficult corners during the project (lost corners for example) based on feedback from the Consultant.

The SOQ should include a summary of the team's history and structure; relevant experience including a description of at least two projects completed of similar scope; qualifications of key team members that would be directly involved with the project; and any supporting information that would further convey the team's qualifications for this project assignment.

Firms wishing to submit a proposal must be:

- 1) Duly authorized to conduct business in the State of Missouri.
- 2) Professionally registered in the State of Missouri.
- 3) Able to commit adequate staff to meet the desired time frames.

Interested firms should submit eight (8) copies of their written Statement of Qualifications to:

Melinda Bobbitt, CPPB  
Director of Purchasing  
613 East Ash Street, Room 110  
Columbia, Missouri, 65201

by 11:00 a.m. Central Time, February 15, 2013.

Questions regarding the contents of this Request for Qualifications' should be directed to:

Jason Warzinik  
GIS Manager  
Boone County GIS Department  
(573) 886-4325  
[jwarzinik@boonecountymo.org](mailto:jwarzinik@boonecountymo.org)

Proposals should include:

- 1) Business Information – Basic biographical information about the firm, including firm name and former firm names, address, date established, statement of business organization, names of all owners, principles, partners, and professional employees. This section should also detail the firm's proximity to and familiarity with the project area.
- 2) Staff Information – Resumes of each professional on the project team, including a description of experience, technical competence, and areas of expertise. The description should also include the number of ancillary staff with job descriptions or titles and relevant experience available for assignment. This section should detail the capacity and specialized experience of the firm to perform the work required within the time limits established and a discussion of how BCGISD would benefit from your firm being selected to complete the work. This section should also name a designated project engineer/contact person for this project.
- 3) Registration and Licensing – Evidence of professional registration and licensing with the State of Missouri and, in the case of business entities which must be registered with the Secretary of State, current copies of registration and statements of good standing.
- 4) Work History – A listing of all government agencies for which work was performed within the preceding two years and nature of services. In the event the Consultant has not performed professional services for governmental entities, then the Consultant shall provide a listing of institutional or business clients for whom work has been performed in the preceding two years. If the references are unavailable, then the Consultant shall provide a detailed explanation of why references are not available. A separate list of references should also be included.

- 5) Insurance – Evidence of insurance coverages and amounts carried by the Consultant as required by the general qualifications for County Consultants.
- 6) Project Listing – A listing of completed and pending projects in which the Consultant was or is the primary provider of professional services or manager of the project.
- 7) Subconsultants – A listing of subconsultants retained by the Consultant to perform work not customarily performed by the Consultant. Relevant descriptions of expertise of subconsultants should be included when appropriate.
- 8) Quality Controls – A description of internal quality control and assurance procedures used to verify accuracy and reliability of work product.
- 9) Approach and Schedule – A description of the approach the firm will take to complete the work, including an estimate of the total time needed for the firm to complete the work.

## SELECTION PROCEDURE

Consultants selected for interview will be based on the items listed above. The SOQs will be reviewed by a Selection Committee comprised of, but not limited to, the Boone County GIS Manager, the Boone County GIS Analyst, the Boone County Assessor Cartographer, and the Boone County Public Works Surveyor. No more than five firms or individuals will be selected for interviews by the Selection Committee. If it is determined that an interview is required, interviews will be scheduled for February 28, 2013. The Selection Committee will make an award recommendation to the Boone County Commission for their action. BCGISD intends to negotiate a scope and fee agreement with the best qualified firm or individual.

## GENERAL SCOPE OF WORK

Gather horizontal (X,Y) coordinates for selected corners to support the countywide GIS and to enhance GPS control within Boone County.

## SCOPE OF WORK

The Consultant shall provide the necessary services, including but not limited to:

1. Occupy section, quarter-section, and property corners identified.
2. Verify and tie-out corners using standard practices.
3. Establish coordinates (northing & easting) for selected corners.
4. Horizontal coordinates to be delivered in U.S., Missouri Central Zone State Plane Coordinates (2402) with units in survey feet and shall meet or exceed National

Geodetic Survey (NGS) 2nd-order accuracy standards using the 1996 HARN adjusted North American Datum of 1983 (NAD83).

5. Complete and record new MoDNR Certified Land Corner Documents for each occupied corner in compliance with the Missouri Minimum Standards for Property Boundary Surveys, especially Chapter 16, "Missouri Minimum Standards for Property Boundary Surveys"; 20 CSR 2030-17.040 "Procedure for Filing Documents"; and Chapter 18, "First and Second Order Horizontal and Vertical Control". (Only if Primary Option is selected by BCGISD)
6. Provide the following deliverables:
  - a. Final horizontal control point data in MS Excel and ESRI GDB file format with sufficient precision and appropriate extents to support the surveyed accuracy of the data. (Current release version is 9.3)
  - b. A standard FGDC accuracy report on points collected including network adjustments, network diagrams, closure errors, etc. Report format shall include: Complete PDF document, MS Word or Excel files as appropriate, and one printed and bound report.
  - c. Digital photos of land corners surveyed (minimum two photos per corner).
  - d. Paper and PDF file format copies of all recorded Public Land Survey Section Corner Ties created as part of the project.

The Boone County GIS Department recognizes the cost associated with developing proposals and encourages you to be brief and concise in your proposals.

**County of Boone, Missouri**

**Boone County GIS  
Department**

**Professional Land  
Surveying Services Section  
Corner Survey Project**

**RFQ #09-15FEB13**

**BARTLETT & WEST**

SERVICE. THE BARTLETT & WEST WAY.

# BARTLETT & WEST

February 15, 2013

Melinda Bobbitt, CPPB  
Director of Purchasing  
613 East Ash Street, Room 110  
Columbia, MO 65201

Re: Professional Land Surveying Services Section Corner Survey Project

Dear Ms. Bobbitt:

Bartlett & West is pleased to submit our Statement of Qualifications in response to your request for Professional Land Surveying Services, and appreciate your consideration for our services. Over the last several years, Bartlett & West has been the provider of many services for Boone County, including surveying, project administration, construction observation, and the engineering of many road, bridges, and stormwater projects. We value our relationship with the County and hope to continue to grow our relationship throughout the upcoming years.

Bartlett & West has identified two critical offers to help you in locating, documenting and preserving these section corners: **Communication** and the **"Right Stuff"**.

## Communication

You want solid communications that set the expectations up-front based on your specific needs. You want these communications to be honest and proactive. You just want to know what's going on as the effort is completed. We will be complete and candid in our communications by:

- **Listening to your request and asking clarifying questions to confirm our understanding.**
- **Delivering a written proposal to verify that we truly understand what's expected.**
- **Provide feedback on requests that may not deliver the value you desire.**
- **Being candid about initial and on-going schedule expectations.**
- **Providing real-time, marked progress reports to the County by making our ArcGISOnline services available 24/7. Throughout this project we would like to utilize this capability and grant you real-time access to the project as the data is being collected. This will be handled using our password protected ArcGISOnline Enterprise Licensing agreement (ELA) subscription. This will allow open communication throughout this contract and will assist us in the final delivery of the data.**

## The "Right Stuff"

The surveyors need to bring the **right** equipment and the **right** crew for the job. But what's more important than that? Having the **right** people working on the project to create the best deliverable for the County. You want the most efficient, precise, and accurate information needed for the job. Bartlett & West has made significant investments in our surveying technology to provide our clients with the most accurate and user friendly deliverables possible. Some of our available services include the use of our Robotic Station (Robotic 1-person total station, utilizing MoDOT RTK with smart phones for mobile hot spots for 1-person GPS crew) that can be used for this specific project. We will ensure we bring the **"right stuff"** to your job by:

- **Using our investments in 1-person crew technology with the purchase of a robotic total station and MoDOT RTK compatible phone tethering for our 2 GPS rovers, enabling us to have three 1-person crews operating at one time from the Jefferson City office. This expands our ability to serve your multiple needs, as well as performing the work more efficiently than conventional 2 or more person crews.**
- **Providing you with survey crew leaders and engineering technicians who are cross-trained and understand both the field and office sides of data collection and mapping development. When the field crew knows how to produce the deliverable as well as the collection of data, the right data gets collected and displayed efficiently and with high accuracy.**

We look forward to meeting with you to discuss our qualifications and our strong desire to serve the County of Boone. We thank you for your consideration of our services for this project. Please contact us with any questions or concerns.

Sincerely,



Dustin Kaiser, PLS  
Project Manager

# What Bartlett & West is all about.

At Bartlett & West, we take a more-rounded view in creating value for our clients. With a portfolio of professional solutions—from engineering to landscape architecture, from GIS to information management, from field services to sustainable development—our people bring a 360 degree perspective to our clients' challenges.

Everyone at Bartlett & West is committed to giving our clients world-class service. We know what our clients want. We asked them. They're looking for clear understanding of their needs. They value accessibility and responsiveness, integrity, quality and proactive communication from their professional services partners. These are values our people practice everyday. For each employee, this is Service. The Bartlett & West Way.

## **Our Purpose**

At Bartlett & West we take our purpose seriously:

*To lead our communities to a better tomorrow.*

## **Our Values**

***Earning Trust—through doing what is right even when doing so is difficult.***

Doing what we do best at Bartlett & West means building strong, lasting relationships with our clients and our employees. Each of these relationships starts with a common level of trust, and we build from there by being accessible and responsive, making sure we understand

employee and client needs, being proactive in our communications, and showing integrity in all that we do.

***Delivering Quality—through pride in our work and an attitude of continuous improvement.***

Bartlett & West employees take their professions seriously. We are committed to quality. Peer reviews keep projects on track and avoid delays, while professional development helps us do our jobs better. Bartlett & West University provides a curriculum that drives continuous improvement, helping our people reach their full potential.

***Serving Others—through caring for our clients, our community, and each other.***

Serving others means different things to different people. To some it's making a donation to a local charity and to others it's taking time out of an already hectic schedule to volunteer in their community. However our employees choose to serve individually, Bartlett & West supports those interests as a corporation. Our firm is driven to make a difference in the communities where we live and work.



# Service. The Bartlett & West Way.

Bartlett & West brings a holistic approach to our clients' challenges with a full portfolio of efficient, cost-effective solutions

## Land Development

- Land use planning
- Platting
- Zoning and permitting
- Feasibility studies
- Drainage studies
- Site plans
- Grading design
- Utilities design & coordination
- Traffic Impact Analysis
- Construction administration
- LEED Accredited Professionals



## Stormwater Management

- Watershed studies
- Drainage design
- Hydraulic and hydrologic modeling
- Flood control
- Channel stabilization
- Environmentally sensitive solutions
- LEED Accredited Professionals



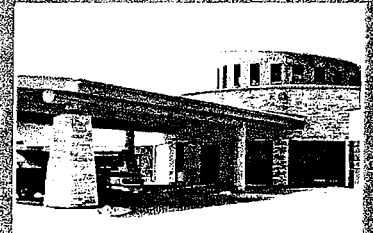
## Landscape Architecture

- Land use master planning
- Parks, trails, athletic facilities, pathways
- Environmentally sensitive design
- Streetscapes
- Healing gardens
- Planting selection and design
- Irrigation design
- 3-D color renderings and animation
- LEED Accredited Professionals
- Public information programs



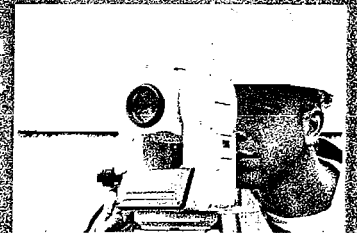
## Structural Engineering

- Structural investigations and reports
- Commercial, industrial and residential design
- Specialty structures
- Historical renovations
- Concrete, steel, wood, and aluminum structures



## Survey and Construction Observation

- Surveys
- Geographic Information Systems (GIS) services
- Global Positioning System (GPS) services
- Platting
- Construction staking
- Field construction observation and coordination
- Materials testing
- Construction administration
- Utilities coordination
- Certification programs
- Construction quality control services



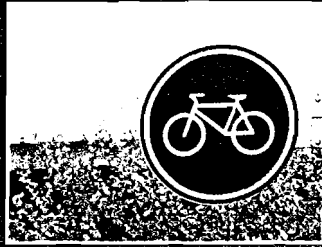
## Mechanical, Electrical & Plumbing Design

- Plumbing design: waste, vent, water, compressed air, piping
- HVAC design
- Lighting design: building, roadway, parking lot, landscape lighting
- Power distribution design
- Emergency power generation
- Uninterrupted power systems
- Utility power design
- LEED Accredited Professionals



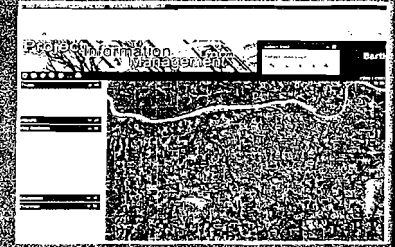
## Sustainable Design

- LEED Accredited Professionals
- Livable communities planning
- Life cycle analysis
- Energy efficient design
- Green infrastructure design
- Sustainability reporting
- Public information programs



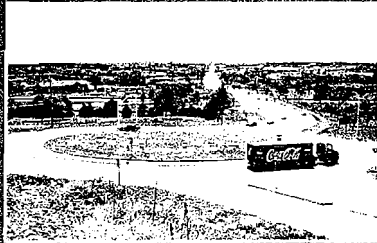
## GIS and Information Management

- Geographic Information Systems (GIS) needs assessment, development and implementation
- Web hosting
- Application development
- Map, data and document integration
- Map plotting and production
- Document imaging
- Data loading and reconciliation



## Transportation

- Corridor studies
- Road and highway design
- Interchanges and roundabouts
- Lighting
- Traffic signal improvements
- Stormwater management
- Bridge structural analysis and design
- Hydraulic and hydrologic modeling
- Traffic control analysis
- Right-of-way & legal descriptions
- Landscape architectural design and erosion control
- Pedestrian and bicycle path design
- Construction sequencing
- Public information programs



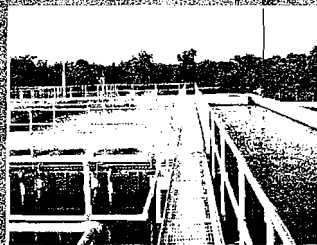
## Water Supply, Treatment and Distribution

- Municipal, regional, rural & wholesale systems
- Preliminary, feasibility, and design reports
- Rate analysis, studies, and reports
- Short- and long-range system planning
- Regulatory compliance strategies and planning
- Public information and funding application aid
- Water source - well, intake, purchase contracts
- Water treatment design & operational analysis
- System analysis, design, & modeling including piping, pump stations, controls, and storage
- Construction phase engineering services
- Federal, state and local permitting
- Geo information systems (GIS) and GPS data



## Wastewater Collection and Treatment

- Wastewater studies
- System planning
- Facilities design
- Sewers and pump stations
- Treatment plants
- Residuals management
- Regulatory compliance strategies
- Permitting
- Public information programs



# Where to find us.

Our clients access the full range of Bartlett & West services through any of our 13 offices in eight states. Each office is empowered to bring the full complement of our resources to bear on our customers' challenges. That's part of what we call **Service. The Bartlett & West Way.**

## **Topeka, Kansas**

(Corporate Headquarters)  
1200 SW Executive Drive  
Topeka, KS 66615-3850  
888.200.6464 - 785.272.2252  
Contact: Keith Warta, PE

## **Bartlesville, Oklahoma**

117 W 5<sup>th</sup> Street, Suite 210  
Bartlesville OK 74003  
888.200.6464  
Contact: Neil Dobler, PE

## **Manhattan, Kansas**

230 Poyntz Avenue  
Manhattan, KS 66502 0102  
866.867.2785 - 785.537.8467  
Contact: Nathan Bergman, PE PTOE

## **Lawrence, Kansas**

544 Columbia Drive  
Lawrence, KS 66044-2252  
866.869.8033 - 785.749.9452  
Contact: Joe Caldwell, PE

## **Kansas City, Kansas**

1333 Meadowlark Lane, #104  
Kansas City, Kansas 66102  
888.200.6464  
Contact: Mike Flynn

## **Bismarck, North Dakota**

3456 E. Century Avenue  
Bismarck, ND 58503-0737  
800.474.4117 - 701.258.1110  
Contact: Jame Todd, PE

## **Williston, North Dakota**

1135 7<sup>th</sup> Avenue West, Suite 207  
Williston, ND 58801  
701.774.9779 - 888.200.6464  
Contact: Jame Todd, PE

## **Des Moines, Iowa**

2700 Westown Parkway, Suite 110  
Des Moines, IA 50266  
866.869.8032 - 515.440.2856  
Contact: Casey Patton, PE

## **Ft. Worth, Texas**

4500 Mercantile Plaza, Ste 301  
Fort Worth, TX 76137  
866.869.8035 - 817.306.1980  
Contact: Allan Pickering

## **Pagosa Springs, Colorado**

190 Talisman Drive, Unit D-1  
Pagosa Springs, CO 81147  
970.306.0924 - 888.200.6464  
Contact: Neil Dobler, PE

## **Jefferson City, Missouri**

1719 Southridge Drive, Suite 100  
Jefferson City, MO 65109  
866.869.8031 - 573.634.3181  
Contact: Bob Gilbert, PE

## **Lee's Summit, Missouri**

228 NW Executive Way  
Lee's Summit, MO 64063  
866.869.8030 - 816.525.3582  
Contact: Bruce Hatfig, PE

## **Sioux Falls, South Dakota**

5900 S. Western Avenue, Suite 101  
Sioux Falls, SD 57105  
888.200.6464 - 605.274.7415  
Contact: Brian Hoellain, PE

**BARTLETT & WEST**

SERVICE. THE BARTLETT & WEST WAY.

888.200.6464

WWW.BARTWEST.COM

# Project Team



**Dustin Kaiser, PLS**  
**Project Manager**



**Matt Vander Tuig, PE**  
**Quality Control**

## Field Service & Plan Production Crew



**Keith Kempker**  
**Survey Crew Leader/  
Engineering Technician**



**Matt Backstrom**  
**Survey Crew Leader/  
Engineering Technician**



**Kyle Eggen**  
**Survey Crew Member/  
Engineering Technician**

## Specialty Services



**Buster Schrage**  
**GIS Specialist**



# Staff Information

## **Dustin Kaiser, PLS - Project Manager**

Dustin will serve as your primary point of contact for the on-call survey services. He will also be the project manager and responsible for knowing your expectations, defining the scopes, coordinating resources, meeting the schedule and completing the project on time and within budget. Throughout Dustin's 19 year career as a surveyor, he has taken a leading role in an assortment of projects including land development, bridge and roadway planning, waterline installations, stormwater improvements, and wastewater projects. Dustin has spent his professional career in the field and has the capability and know-how to accomplish any task assigned to him. From topographic, boundary, construction staking, monument setting, MoDOT RTK, GIS/GPS, and Robotic Total Station; Dustin has a superior skill set.

## **Matt VanderTuig, PE - Quality Control**

Matt will serve as the quality control resource for this project. Matt is a professional engineer in the State of Missouri and has intimate knowledge of Boone County. Matt is fluent in reading surveys, reviewing GIS data, and has an eye for noticing things out of the norm. Matt will be responsible for reviewing the data and survey results before delivery to the County. Matt prides himself on delivering quality work.

## **Matt Backstrom - Survey Crew Leader/Engineering Technician**

Matt joins this team with an extensive background of both hands-on field knowledge and technical savvy. He has the expertise to operate any of our survey instruments with precision and is commonly used as a key resource when completing surveying or staking projects. Matt can maneuver any drafting software from AutoCAD, Civil 3D, GEO PAK, MicroStation, and ArcGIS. His familiarity with both field work and drafting software allows for a more detailed and accurate product for the client because he knows the data collection and mapping development functions well.

## **Keith Kempker- Survey Crew Leader/Engineering Technician**

Keith is a seasoned design and field technician with more than ten years of experience. Keith has extensive field experience with the latest technology in GPS, MoDOT RTK Network, and robotic total station equipment through work with our current clients from topographic survey to construction staking. He just completed staking on a 37 mile pipeline project, and develops easement descriptions and exhibits regularly. Keith's varied background allows him to produce a more valuable deliverable to those he serves.

## **Kyle Eggen- Survey Crew Member/Engineering Technician**

Kyle is a design and field technician with more than five years of surveying experience. Kyle has extensive field experience with the latest technology in GPS, MoDOT RTK Network, and Robotic Total Station. He has gained valuable experience working with our technology through hands-on work with our current clients completing such projects at topographic surveys, boundary surveys, and construction staking.

## **Buster Schrage - GIS/GPS Solutions**

Buster has wide-ranging GIS experience in data analysis and management, and GIS assessment and implementation. Buster has been involved in numerous GIS/technology projects including Municipal Separate Storm Sewer Systems, Cadastral Mapping, Watershed Development, and Floodplain Development. He has also processed various forms of data ranging from LiDAR information to GPS collected data. Buster is known for his ingenuity and frequently formulates new ways to use data to assist his clients with a more seamless integration.

## Available Technology

Bartlett & West has the capability to run three independent survey crews simultaneously, if needed.



**Robotic Total Station  
(1 Crew Member)**



**Conventional Total Station  
(2 Crew Members)**



**2 GPS Units  
-Data Collection  
-MoDOT RTK  
(1 Crew Member  
per Unit)**

# Related Experience

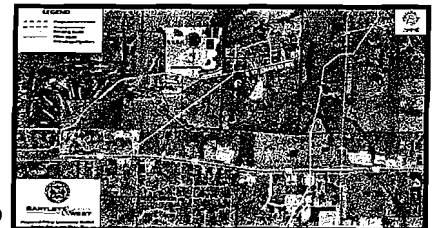
## City of Columbia - Hinkson Creek

Severe bank erosion to Hinkson Creek had resulted in an exposed sanitary sewer siphon in danger of collapse. In order to regain stable stream conditions, such as restored toe and stream banks, the City's existing HEC-RAS hydraulic model for Hinkson Creek was updated with supplemental cross-sections surveyed in the project area and several upstream and downstream of the project area. Bartlett & West's services on the project included State Plane Control utilizing MoDOT RTK Network, topographic surveying, hydraulic analysis, a preliminary design report with cost analysis of alternatives, construction plans and specifications, bidding assistance, and construction staking. Services also included obtaining a United States Army Corps of Engineers Section 404 permit, a DNR Section 401 water quality permit, and FEMA clearance from the local flood plain manager.



## City of Columbia - N. Grindstone

The project involved designing approximately 7,500 feet of gravity sewer generally following the alignment of the upper reach of North Grindstone Creek. The professional services consisted of full engineering and design services including all phases of design, final design, geotechnical evaluations, topographic and property surveying, State Plane Control utilizing MoDOT RTK Network, easement descriptions, easement exhibits, construction staking (still to be completed), and other work required for approval and permitting of the project.



## Boone County Public Works - Owens School Road

The culvert had consisted of three corrugated metal pipes each approximately 44' long, ranging in diameter from 78" to 84". Along with the culvert replacement, the roadway was widened to match the 22' width east and west of the project area. Due to the widening of Owens School Road, the ditches were reformed, two pipe culverts located along the ditches were replaced, and the intersection immediately west of the box culvert was rebuilt. Bartlett & West's services on the project include surveying, establishing State Plane Control utilizing MoDOT RTK Network, roadway and drainage design, utility coordination, hydraulic analysis, structural design, legal descriptions and tract maps, and plans and specifications.



## City of California - Wastewater Improvements Phase 1 & 2

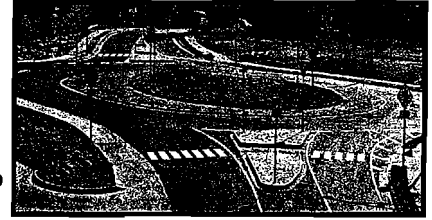
The City of California simultaneously faced a highway bypass project that conflicted with their Southwest Interceptor Sewer on a tight schedule and an MDNR requirement to eliminate the discharge from the North Lagoon System. Bartlett & West determined that the existing South WWTP could accept the additional wastewater flow but the existing South Interceptor Sewer could not. A new Southwest Interceptor Sewer was proposed to accept the flow from the North Lagoon Lift Station and to transport flow from the developing Southwest portion of the city directly to the South WWTP. Bartlett & West performed facility planning, State Plane Control utilizing MoDOT RTK Network, surveys, preliminary alignment, construction plan and specification development, easement descriptions, construction management, construction observation and preparation of as-constructed drawings – all ahead of schedule and under budget.



# Related Experience

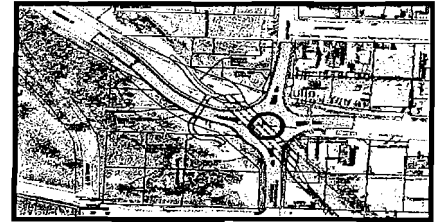
## **Cole County Public Works - Big Horn Drive**

Bartlett & West was in charge of the development of all areas of engineering, from concept to construction of this project. Redesign of the badly skewed intersection on the two-lane asphalt, ditched roadway that was reaching its traffic carrying capacity was necessary to alleviate congestion in the area. The project's typical section consisted of three-lane asphalt roadway with curb and gutter, greenways and a five-foot sidewalk on the west side of the road. The middle lane serves as a continuous dual left-turn lane to provide access to the 23 existing residential and commercial drives adjacent to Big Horn as well as intersections with Charm Ridge Drive and Poire Drive. While employing this typical section, considerations for improved storm drainage and driveway impacts were also addressed. Bartlett & West provided the complete engineering services for this project, which included State Plane Control utilizing MoDOT RTK Network, topographic and boundary surveying, traffic analysis, conceptual and final design, utility coordination, public involvement services, easement descriptions, construction staking, and bidding services.



## **City of Fulton - Bus.54/Second Street Intersection and Bridge Replacement**

Bartlett & West was responsible for the replacement of the functionally obsolete 90 year old spandrel arch Second Street bridge over Stinson Creek and the 80 year old girder bridge over used for Highway 54. The solution to this complex intersection was to replace both bridges with a triple cell box culvert and to replace the signalized intersection with a roundabout. Bartlett & West was responsible for the topographic and property surveys, State Plane Control utilizing MoDOT RTK Network, as well as the construction staking and easement descriptions, and easement exhibits for the projects.



## **City of Kirksville - 2012 Stormwater Improvements**

Four commonly flooded areas in the City of Kirksville were chosen to help alleviate structural and roadway flooding. The improvements generally consisted of new storm sewer systems and some replacements of undersized lines. The project totaled 700 feet of storm sewer with 15 inlets and junction boxes. It also included pavement and curb and gutter repair with new curb and gutter installed in multiple locations. Services provided by our field service staff included topographic and property surveys, State Plane Control utilizing MoDOT RTK Network, easement acquisition, legal descriptions.



## **Missouri Department of Transportation - On Call Lidar Mapping**

Bartlett & West was responsible for the base mapping of an approximate 7,000 foot long by 100 foot wide corridor of Highway 5 from 7th Street to Vance Road for design of new sidewalks. Bartlett & West established the horizontal and vertical control utilizing the MoDOT RTK Network, utility location surveys and LIDAR scans to produce base maps for design. The base maps are scheduled to be completed by February 19, 2013.





# Project Approach

We will work with you to identify and apply the appropriate steps needed to complete the tasks assigned. The following list is a general approach to the project.

1. **Initial Meeting.** Dustin Kaiser, Buster Schrage and Matt VanderTuig will meet with Boone County GIS Department to discuss the number of section corners to survey, location of the section corners and time frame for delivery.
2. **Contract.** After the initial meeting, Dustin Kaiser will draft a lump sum agreement for your review and signature. The agreement will include the scope, schedule, deliverables, fee and descriptions of any additional information or participation from the County staff.
3. **Research.** The next step is to collect all the information needed. Our survey staff has extensive experience in Boone County and Columbia researching and recovering horizontal and vertical control points, section corners, survey plats, deeds, easements and right of way information.
4. **Real Time Access.** Bartlett & West is a Gold Level Business Partner with ESRI. We have unlimited access to all of their licenses and extensions. Throughout this project we would like to utilize that capability and grant you real time access to the project as the data is being collected. This will be handled using our password protected ArcGISOnline Enterprise Licensing Agreement (ELA) subscription. This will allow open communication throughout this contract and will assist us in the final delivery of the data.
5. **Field Survey.** To minimize cost and enhance efficiency, Bartlett & West will employ single person survey crews with GPS and smart phones to utilize the MoDOT RTK Network. In areas that are inaccessible with GPS, the single person crews will be equipped with Robotic Total Stations. Our surveyors will locate and identify the section corner, field verify the corner ties as identified on existing MoDNR Certified Land Corner Documents, and take photographs of the section corner. Survey crews will upload the photographs, section corner ties and field coordinates to ArcGISOnline while on site utilizing their smart phones.
6. **Completion of MoDNR Certified Land Corner Documents.** Our technicians will download the survey data and prepare MoDNR Certified Land Corner Documents for each section corner.
7. **Quality Control.** Our survey manager and quality control specialist will be responsible for reviewing the final product for accuracy and compliance with Missouri Minimum Standard for Property Boundary Surveys .
8. **Delivery.** The project deliverables will be uploaded to ArcGISOnline with a hard copy sent to the County of Boone upon completion.
9. **Estimated Time of Delivery.** We estimate that the time needed to complete this project varies from 3-6 weeks. For the survey and delivery of final data for 40 monuments takes approximately three weeks, while 95 monuments will take approximately six weeks to complete.

# Staff Information

## ARCHITECT - ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER (if any)

### PART II - GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (OR BRANCH OFFICE) NAME Bartlett & West, Inc., Jefferson City			3. YEAR ESTABLISHED 1951	4. DUNS NUMBER 05-229-6357
2b. STREET 1200 SW Executive Drive			5. OWNERSHIP	
2c. CITY Topeka			2d. STATE KS	2e. ZIP CODE 66615
6a. POINT OF CONTACT NAME AND TITLE Keith Warta, PE - President			a. TYPE	
6b. TELEPHONE NUMBER 785.272.2252			b. SMALL BUSINESS STATUS	
6c. E-MAIL ADDRESS Keith.Warta@bartwest.com			7. NAME OF FIRM (If block 2a is a branch office)	
3a. FORMER FIRM NAME(S) (if any)			3b. YR. ESTABLISHED 1951	3c. DUNS NUMBER 05-229-6357
Paden & Bartlett Engineers; Paden, Bartlett & West Engineers; Bartlett & West Consulting Engineers, PA; Bartlett & West Engineers, Inc.				

### 9. EMPLOYEES BY DISCIPLINE

### 10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS

a. Function Code	b. Discipline	c. No. of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
02	Administrative	26		A12	Automation; Controls; Instrumentation	2
12	Civil Engineers	60		B02	Bridges	4
23	Environmental Engineers	4		C10	Commercial Building; (low rise);	4
30	Geologists	2		C15	Construction Management	2
39	Landscape Architects	4		C18	Cost Estimating; Cost Engineering	6
42	Mechanical Engineers	5		E09	Environmental Impact Studies,	2
47	Sanitary Engineers	4		H04	Heating, Ventilating, Air Conditioning	2
57	Structural Engineers	4		H07	Highways; Streets; Airfield Paving;	6
60	Transportation Engineers	12		I01	Industrial Buildings; Manufacturing	5
	CADD	52		I06	Irrigation; Drainage	3
	Database Administrators	3		L03	Landscape Architecture	2
	GIS Specialists	59		L05	Lighting (Interior; Displays; Theatres;	2
	Surveyors/Survey Techs	26		L06	Lighting (Exteriors; Street; Memorials;	1
	Construction Observers	25		P05	Planning (Community; Regional;	4
	Electrical Engineers	1		P06	Planning (Site, Installation and	6
				P07	Plumbing & Pipe Design	8
				R02	Radio Frequency Systems &	2
				S04	Sewage Collection, Treatment &	6
				S09	Structural Design; Special Structures	5
				S10	Surveying; Platting; Mapping; Flood	7
				S13	Stormwater Handling & Facilities	3
	Other Employees	27				
<b>Total as of 05/11/12</b>		<b>314</b>		<b>T02</b>	<b>Testing &amp; Inspection Services</b>	<b>5</b>

### 11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (insert revenue index number shown at right)

### PROFESSIONAL SERVICES REVENUE INDEX NUMBER

a. Federal Work	1
b. Non-Federal Work	9
c. Total Work	9

1. Less than \$100,000
2. \$100,000 to less than \$250,000
3. \$250,000 to less than \$500,000
4. \$500,000 to less than \$1 million
5. \$1 million to less than \$2 million
6. \$2 million to less than \$5 million
7. \$5 million to less than \$10 million
8. \$10 million to less than \$25 million
9. \$25 million to less than \$50 million
10. \$50 million or greater

### 12. AUTHORIZED REPRESENTATIVE The foregoing is a statement of facts.

a. SIGNATURE	b. DATE
c. NAME AND TITLE Keith Warta, PE - President	

# History of Pending & Completed Projects

Summarized below is a listing of recent governmental clients our Jefferson City office has worked for recently. There are also brief descriptions of a few recent projects with recent clients. Some of these projects are described in more detail in the Project Listing sheets in this Statement of Qualifications.

## **Boone County, Missouri**

- High Point Lane Bridge Replacement Box Culvert Repair
- Stormwater system improvements along Waterfront Drive North
- Preliminary Engineering Study for a 9000 ft. extension of Gans Road from Providence Road to Bearfield Road
- Owens School Road Bridge Replacement
- Bridge Engineering Assistance (BEAP) Study on Olivet Road and O'Rear Road
- Rustic Road bridge replacement
- Creasy Springs bridge rehabilitation

## **Cole County, Missouri**

- Curb and Guttered Roadway Improvements for 2000 feet of Big Horn Drive and upgrading the 4-way stop controlled intersection with Old Lohman Road to a roundabout
- Asphalt Surfacing of approximately 1 mile of Pit Road, including some realignment and drainage design
- North Teal Bottom bridge rehabilitation
- Zion Road bridge rehabilitation
- Tanner Bridge Road bridge rehabilitation
- Bridge Engineering Assistance (BEAP) Study on Hemstreet Road and Nine Hills Road
- Campbell Road Bank Stabilization Project

## **Osage County, Missouri**

- Bridge Engineering Assistance (BEAP) evaluations of bridge crossings on CR 412, 622 and 624

## **Moniteau County, Missouri**

- Bridge Engineering Assistance Program (BEAP) evaluations of bridge crossings

## **City of Laurie, Missouri**

- Asphalt Surfacing Program for entire City street system (8.5 miles)
- Surveying and GIS Mapping of City utility systems
- Development Review for compliance with City utility system master plan
- Wastewater Collection and Treatment Plant Design

## **City of St. Martins, Missouri**

- Stormwater study to determine potential solutions and costs for solving an existing flooding problem in a residential neighborhood
- Connecting 22 new residences to the current gravity sewer system

## **Missouri Department of Transportation**

- Route 100 four-span bridge replacement over Frene Creek in Gasconade County, Missouri
- Three superstructure replacements in Cooper and Boone Counties for MoDOT's Safe and Sound program
- Business 54 and Second Street Bridge and intersection Replacement over Stinson Creek
- Saline VV bridge replacement with box culvert
- Laclède 5 river bridge and overflow bridge replacements
- Greene County Route N & Route B interchange replacements

## **City of Jefferson City, Missouri**

- Route T Sewer Extension to serve new development areas and eliminate a problematic existing pump station
- Upgrading the 4-way stop controlled intersection of Tanner Bridge Road and Ellis Boulevard to a single lane roundabout
- Bridge Engineering Assistance (BEAP) Study for High Street Viaduct
- Frog Hollow Road

## **City of Columbia, Missouri**

- Access Justification Report/Environmental Assessment for the extension of Scott Boulevard including a new interchange with I-70 (currently designing)
- Hinkson Creek Bank Stabilization
- Bridge Engineering Assistance (BEAP) Study for Rustic Road

# Certificate of Insurance

Client#: 10933

BARTWES

## ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
7/02/2012

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

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

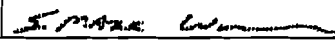
<b>PRODUCER</b> IMA, Inc. - NE Kansas Division 51 Corporate Woods 9393 W 110th Street, Suite 600 Overland Park, KS 66210	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): 913 982-3650      FAX (A/C, No): 9139823495 E-MAIL ADDRESS: ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: Valley Forge Insurance Co.      NAIC # 20508 INSURER B: RSUI Indemnity Company      22314 INSURER C: Lexington Insurance Company      19437 INSURER D: Continental Casualty Company      20443 INSURER E: INSURER F:
<b>INSURED</b> Bartlett & West, Inc. 1200 SW Executive Dr Topeka, KS 66615-3850	

COVERAGES      CERTIFICATE NUMBER:      REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURER WAIVED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		C2026149718	07/01/2012	07/01/2013	EACH OCCURRENCE \$1,000,000 DAMAGES RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & AOV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/CP AGG \$2,000,000 GENTL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PER POLICY <input checked="" type="checkbox"/> LOC \$
D	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		C1077224907	07/01/2012	07/01/2013	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB DED      RETENTION \$ OCCUR CLAIMS-MADE		NHA060403	07/01/2012	07/01/2013	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	WVC181723821	07/01/2012	07/01/2013	<input checked="" type="checkbox"/> IWC STATUTORY LIMITS      OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
C	Architects & Engineers Professional Liab		015449013	07/01/2012	07/01/2013	\$3,000,000 Each Claim \$3,000,000 Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
 (Certificate Holder Name) is/are included as primary Additional Insured(s) on the General and Automobile Liability Policies if required by written contract or agreement and with respect to work performed by Insured subject to the policy terms and conditions. This Insurance is Primary and Non-Contributory on the General Liability Policy subject to the policy terms and conditions. A Waiver of Subrogation is provided in favor of (Certificate Holder Name) on the General, Automobile Liability and Workers Compensation Policies if (See Attached Descriptions)

<b>CERTIFICATE HOLDER</b>  Sample Certificate Current Coverages Available if required by contract	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  
---	--

# Certificate of Professional Registration

*State of Missouri*

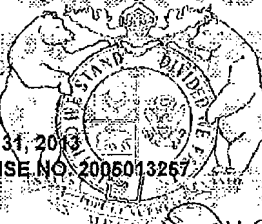
*Department of Insurance, Financial Institutions and Professional Registration*  
*Division of Professional Registration*  
*Board for Architects, Engineers, Land Surveyors & Landscape Architects*  
**Professional Land Surveying Corporation**

VALID THROUGH DECEMBER 31, 2013  
ORIGINAL CERTIFICATE/LICENSE NO. 2005043267

BARTLETT & WEST, INC.  
1200 SW EXECUTIVE DRIVE  
TOPEKA KS 66615  
USA

*Judy Hempton*  
EXECUTIVE DIRECTOR

*James A. Packard*  
DIVISION DIRECTOR





# Quality Control

Quality should be expected from the kickoff meeting to the final restoration during construction of the County's projects. Your designers must understand your needs and be able to build quality into all phases of the project. Our plan to provide quality engineering services includes the following specific elements of our approach to any project. In addition, our typical quality control peer reviews will be performed (See the following two sheets for example forms):

We will:

## Listen and understand your specific needs.

- Collaborate as a partner with the Boone County staff.
- Identify issues and challenges – “What is really important in this situation?”
- Customize solutions – no “cookie cutter” approaches.
- Confirm we are moving in right direction with continual, open communication.

## Assemble the right team.

- Based on the specific needs of the project.
- Utilize local expertise whenever possible.
- Engage firm-wide resources as necessary.

## Develop solutions you can trust.

- Develop and prioritize the main project concerns
- Address technical solutions and employ the Bartlett & West quality assurance, quality control process.
- Take it to the County as a whole and stand behind it.

## Provide proactive communications.


- Regular and continuous communication with Boone County staff.
- Present findings to the project management staff – attend meetings as requested.
- Assist Boone County with stakeholder involvement as needed.
- Provide liaison services with other governmental agencies – US Army Corps of Engineers, Department of Natural Resources, and other utilities, etc.

## Deliver projects on time and on budget.

- Set realistic, feasible schedules and budgets.
- Identify potential “budget busters” early in the process.
- Factor in financing, utility coordination, easement/ROW acquisition, and permitting lead times in schedule.
- Provide accurate cost estimates at milestones.
- Build on relationship with local contractors to secure more accurate cost estimates.

# Quality Control

Today's Date: \_\_\_\_\_

 <small>SERVICE. THE BARTLETT &amp; WEST WAY.</small>		<b>PEER REVIEW PLAN</b> (SIDE 1)	Project Number 0
Project Title _____		Project Manager _____	
Schedule peer reviews for this project: (fill in only the reviews to be performed for this project)			
PR1 (0% design completed) - Scope, fee, schedule and agreement	Peer Reviewer	Scheduled Date	Actual Date
PR2 (0-10% design complete) - Pre-survey, kickoff	Peer Reviewer	Scheduled Date	Actual Date
PR3 (5-25% design complete) - Base sheets complete	Peer Reviewer	Scheduled Date	Actual Date
PR4 (20-40% design complete) - Concept plans developed	Peer Reviewer	Scheduled Date	Actual Date
PR5 (40-65% design complete) - Preliminary, or field check, plans developed	Peer Reviewer	Scheduled Date	Actual Date
PR6 (70-95% design complete) - Pre-final, or office check, plans developed	Peer Reviewer	Scheduled Date	Actual Date
PR7 (95-100% design complete) - Final plans, specifications, and contract documents completed	Peer Reviewer	Scheduled Date	Actual Date
PR8 (100% design complete) - Pre-construction	Peer Reviewer	Scheduled Date	Actual Date
PR9 (100% design complete) - Post mortem	Peer Reviewer	Scheduled Date	Actual Date



# Client References

We encourage you to contact our client references regarding the projects and people on our team referred to in this proposal. We believe this will demonstrate our commitment to understanding our client's needs, our accessibility and responsiveness, integrity, quality, and using proactive communication as the core of our business. In fact, below is a statement from a client regarding our **Project Manager (Dustin Kaiser)** .

**“Dustin is easy to work with, practical, and willing to go the extra mile to get the job done. His responsiveness and attention to detail has given me the confidence that his work will be done quickly and accurately”**

*Eric Landwehr, PE*  
Cole County Public Works  
5055 Monticello Road  
Jefferson City, MO 65109  
573.636.3614

## Additional Client References for the Jefferson City office:

### **Boone County, Missouri**

Derin Campbell  
Boone County Resource Management  
801 E. Walnut Street, Room 315  
Columbia, MO 65201  
573.449.8515

### **Missouri Department of Transportation**

Jason Vanderfeltz, PE  
1511 Missouri Blvd  
Jefferson City, MO 65102  
573.522.9731

### **City of Fulton, Missouri**

Kyle Bruemmer, PE  
18 East 4<sup>th</sup> Street  
P.O. Box 130  
Fulton, MO 65251  
573.592.3162

### **City of California, Missouri**

Kyle Wirts, Utility Superintendent  
California City Hall  
500 South Oak Street  
California, MO  
573.690.7579

### **Bentlage Construction**

Kent Bentlage  
6411 Summerhill Ridge  
Jefferson City, MO 65109  
573.893.7057

### **J C Industries**

Kevin Harvey  
3208 Route C  
Jefferson City, MO 65109  
573.636.2711



BARTLETT & WEST, INC.  
DUNS: 052296357 CAGE Code: 0U853  
Status: Active

1200 SW EXECUTIVE DR STE A  
TOPEKA, KS, 66615-3853 ,  
UNITED STATES

**Entity Overview**

Entity Information

DUNS: 052296357  
Name: BARTLETT & WEST, INC.  
Business Type: Business or Organization  
POC Name: None Specified  
Registration Status: Active  
Expiration Date: 07/31/2013

Exclusions

Active Exclusion Records? No

SAM | System for Award Management 1.0

IBM v1.732.20130222-1427

WWW4

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



Company ID Number: 46140

THE E-VERIFY PROGRAM FOR EMPLOYMENT VERIFICATION

MEMORANDUM OF UNDERSTANDING

ARTICLE I

PURPOSE AND AUTHORITY

This Memorandum of Understanding (MOU) sets forth the points of agreement between the Social Security Administration (SSA), the Department of Homeland Security (DHS) and Bartlett & West, Inc. (Employer) regarding the Employer's participation in the Employment Eligibility Verification Program (E-Verify). E-Verify is a program in which the employment eligibility of all newly hired employees will be confirmed after the Employment Eligibility Verification Form (Form I-9) has been completed.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note).

ARTICLE II

FUNCTIONS TO BE PERFORMED

A. RESPONSIBILITIES OF THE SSA

1. Upon completion of the Form I-9 by the employee and the Employer, and provided the Employer complies with the requirements of this MOU, SSA agrees to provide the Employer with available information that allows the Employer to confirm the accuracy of Social Security Numbers provided by all newly hired employees and the employment authorization of U.S. citizens.
2. The SSA agrees to provide to the Employer appropriate assistance with operational problems that may arise during the Employer's participation in the E-Verify program. The SSA agrees to provide the Employer with names, titles, addresses, and telephone numbers of SSA representatives to be contacted during the E-Verify process.
3. The SSA agrees to safeguard the information provided by the Employer through the E-Verify program procedures, and to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security Numbers and for evaluation of the E-Verify program or such other persons or entities who may be authorized by the SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).
4. SSA agrees to establish a means of automated verification that is designed (in conjunction with DHS's automated system if necessary) to provide confirmation or tentative nonconfirmation of U.S. citizens' employment eligibility and accuracy of SSA records for both citizens and aliens within 3 Federal Government work days of the initial inquiry.

Company ID Number: 46140

without changes to E-Verify, the Department reserves the right to require employers to take mandatory refresher tutorials.

Termination by any party shall terminate the MOU as to all parties. The SSA or DHS may terminate this MOU without prior notice if deemed necessary because of the requirements of law or policy, or upon a determination by SSA or DHS that there has been a breach of system integrity or security by the Employer, or a failure on the part of the Employer to comply with established procedures or legal requirements. Some or all SSA and DHS responsibilities under this MOU may be performed by contractor(s), and SSA and DHS may adjust verification responsibilities between each other as they may determine.

Nothing in this MOU is intended, or should be construed, to create any right or benefit, substantive or procedural, enforceable at law by any third party against the United States, its agencies, officers, or employees, or against the Employer, its agents, officers, or employees.

Each party shall be solely responsible for defending any claim or action against it arising out of or related to E-Verify or this MOU, whether civil or criminal, and for any liability wherefrom, including (but not limited to) any dispute between the Employer and any other person or entity regarding the applicability of Section 403(d) of IIRIRA to any action taken or allegedly taken by the Employer.

The employer understands that the fact of its participation in E-Verify is not confidential information and may be disclosed as authorized or required by law and DHS or SSA policy, including but not limited to, Congressional oversight, E-Verify publicity and media inquiries, and responses to inquiries under the Freedom of Information Act (FOIA).

The foregoing constitutes the full agreement on this subject between the SSA, DHS, and the Employer.

The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively.

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

**Employer Bartlett & West, Inc.**

**Erin M Gerety**

\_\_\_\_\_  
Name (Please type or print)

\_\_\_\_\_  
Title

***Electronically Signed***

**06/27/2007**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Department of Homeland Security – Verification Division**

Company ID Number: 46140

**USCIS Verification Division**

Name (Please type or print)

Title

*Electronically Signed*

06/27/2007

Signature

Date

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

County of Shawnee )

State of Kansas )

)ss  
)

My name is Sally May. I am an authorized agent of Bartlett & West, Inc.

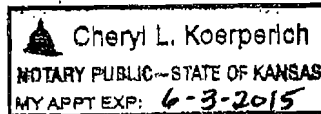
(Bidder). This business is enrolled and participates in a federal work authorization program for all employees working in connection with services provided to the County. This business does not knowingly employ any person that is an unauthorized alien in connection with the services being provided. Documentation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

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

Sally May - 3/19/13  
Affiant Date  
Sally May  
Printed Name

Subscribed and sworn to before me this 19 day of March, 2013.

Cheryl L. Koerperich  
Notary Public



Attach to this form the first and last page of the E-Verify Memorandum of Understanding that you completed when enrolling.

Company ID Number: 46140

**INFORMATION REQUIRED  
FOR THE E-VERIFY PROGRAM**

Information relating to your Company:

Company Name: **Bartlett & West, Inc.**

Company Facility Address: **1200 SW Executive Drive**  
**Topoka, KS 66615**

Company Alternate Address:

County or Parish: **SHAWNEE**

Employer Identification Number: **480770612**

North American Industry  
Classification Systems Code: **541**

Parent Company:

Number of Employees: **100 to 499** Number of Sites Verified for: **10**

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

- MISSOURI 3 site(s)
- NORTH DAKOTA 1 site(s)
- KANSAS 3 site(s)
- IOWA 1 site(s)
- TEXAS 1 site(s)
- SOUTH DAKOTA 1 site(s)

Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:

Name: **Erin M Gerety**  
Telephone Number: **(785) 272 - 2252 ext. 246** Fax Number: **(785) 228 - 6210**  
E-mail Address: **erin.gerety@bartwest.com**



141 -2013

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

March Session of the January Adjourned

Term. 20 13

In the County Commission of said county, on the 26th day of March 20 13

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

Now on this day the County Commission of the County of Boone does hereby approve the following budget amendment for budget revenue and expenditures for grant reimbursement of part of the voting equipment maintenance agreement.

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
2311	60050	Election Reform Payments Grant	Equipment Service Contract		24,313
2311	03411	Election Reform Payments Grant	Federal HAVA Election Fund		24,313

Done this 26th of March, 2013.

ATTEST:

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

Daniel K. Atwill  
Daniel K. Atwill  
Presiding Commissioner

Karen M. Miller  
Karen M. Miller  
District I Commissioner

Janet M. Thompson  
Janet M. Thompson  
District II Commissioner



**REQUEST FOR BUDGET AMENDMENT**  
**RECEIVED**  
**BOONE COUNTY, MISSOURI**  
 MAR 06 2013

To: County Clerk's Office  
 Comm Order # 141-2013  
 Return to Auditor's Office  
 Please do not remove staple.

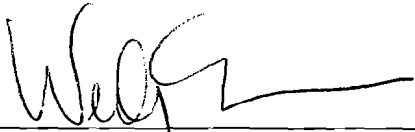
3/8/2013  
 EFFECTIVE DATE

**BOONE COUNTY  
 AUDITOR**

**FOR AUDITORS USE**

Department				Account					Department Name	Account Name	(Use whole \$ amounts)	
											Decrease	Increase
2	3	1	1	6	0	0	5	0	Election Reform Payments Grant	Equipment Service Contract		24,313.00
2	3	1	1	0	3	4	1	1	Election Reform Payments Grant	Federal Hava Election Fund		24,313.00

Describe the circumstances requiring this Budget Amendment. Please address any budgetary impact for the remainder of this year and subsequent years. (Use attachment if necessary): **Budget revenue and expenditures for grant reimbursement of part of voting equipment maintenance agreement.**




Requesting Official

-----  
**TO BE COMPLETED BY AUDITOR'S OFFICE**

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

*Agenda*

  
 Auditor's Office

  
 PRESIDING COMMISSIONER

  
 DISTRICT I COMMISSIONER

  
 DISTRICT II COMMISSIONER

**BUDGET AMENDMENT PROCEDURES**

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



Secretary of State's Office  
Elections Division  
PO Box 1767  
Jefferson City, MO 65102  
[www.sos.mo.gov](http://www.sos.mo.gov)

## Voting Systems

LEA Name: **Boone County Clerk**  
LEA Address: **801 E. Walnut, Room 236**  
**Columbia, MO 65201**  
LEA Contact: **Ms. Wendy Noren**  
Grant Period: **Begins on Secretary of State Official's signature date listed below**  
**End Date is December 31, 2013**  
Grant Award Amount: **\$24,313**  
Final Payment Reimbursement Request Due: **February 14, 2014**

### Purpose

The purpose of this grant is to provide assistance to local election authorities in meeting and maintaining Title III requirements listed in HAVA Public Law. The grant options being offered include funding for:

- Maintenance cost for voting equipment;
- Purchasing certified voting equipment and replacement parts; and
- Security devices and systems for the voting equipment.

The Local Election Authority (LEA) is to choose one or more specific grant options from the approved list of options contained in **Appendix C** which is attached and incorporated as a part of this agreement by reference. The LEA can spend between the options up to the total grant amount awarded. Refer to Appendix C for specific option details and allowable expenditures. Due to receipt of federal funds the LEA must sign and submit the required disclosures, assurances, and certifications with this grant agreement.

### General Instructions

- This grant is subject to appropriation and cash availability.
- Please make two copies of this form when completed and sign each copy.
- Mail both copies to the Secretary of State's Office along with required disclosures and assurances.
- One signed original will be mailed back to the LEA.
- A copy of the signed grant agreement may also be sent to the LEA via e-mail.
- The grant period will begin on the date the grant agreement is signed by an authorized official of the Secretary of State.
- Do not begin incurring related costs before the start of the grant period.

**APPENDIX A**  
**Federal Grant Agreement(s)**  
**Terms and Conditions**

The return of the signed Grant Agreement and Certifications and Assurances forms enclosed shall constitute acceptance of this Agreement. This Agreement is entered into between the Missouri Office of the Secretary of State Election's Division, (hereinafter, the "SOS") and the Grantee. In consideration of the mutual covenants, promises and representations in this Agreement, the parties agree as follows:

- (1) PURPOSE: The United States Congress pursuant to the Help America Vote Act of 2002 Public Law 107-252 has authorized funds to be used for improving elections. The purpose of this Agreement is to award to the Grantee the use of such funds, to be administered by the Secretary of State's Office (SOS), for the purposes specified in the grant agreement.
- (2) GRANT PERIOD: The grant period is specified in the Grant Agreement and the Grant is subject to appropriations and cash availability.
- (3) PAYMENT: Payment shall be made as specified in the Grant Agreement.
- (4) SCOPE OF GRANT: The Grantee shall use the grant funds awarded under the terms as described in the Grant Agreement and Appendix A, B and C which are attached to and incorporated by reference as a part of the Grant Agreement. No monies obtained through this grant shall be made a part of the general operating budget of the Grantee, or used to supplant other federal, state or local funds expended for elections.
- (5) REPORTS: The Grantee shall submit on a yearly basis the following forms provided by SOS: Financial Status Report, Schedule A, Maintenance of Effort, A-133 Single Audit and Program Survey. The grantee shall identify and track funds received and expended by HAVA funding source.
- (6) RECORDS: The Grantee shall retain records documenting the expenditure of all funds provided by Elections pursuant to this Agreement. The Grantee shall, upon request, provide to Elections any records so retained. SOS will notify the grantee when the records may be released per Federal guidelines following SOS's submission of the final report to the awarding agency for the HAVA grant. Records will be required to be maintained longer if an audit is in process at the end of the Federal retention date.
- (7) The Grantee shall retain, for not less than five years from the project completion of the grant, records documenting the expenditure of all funds provided by Elections pursuant to this Agreement. The project is not considered complete until a final audit has taken place. The Grantee shall, upon request, provide to Elections any records so retained.
- (8) AUDIT AND ACCOUNTING: The Grantee shall comply with the Single Audit Act, as amended, and OMB Circular No. A-133. The Grantee shall use adequate fiscal control and accounting procedures to disburse properly all funds provided by Elections pursuant to this Agreement. The Grantee shall deposit funds provided pursuant to this Agreement in an interest bearing account. Any interest accrued from the account shall be used for election improvements.
- (9) AMENDMENTS: Any change to the Agreement, whether by modification or supplementation, shall be accompanied by a formal written amendment signed and approved by the duly authorized representatives of the Grantee and Elections.
- (10) LAW TO GOVERN: This Agreement shall be construed according to the laws of the state of Missouri. The Grantee shall perform all work and services in connection with this Agreement in conformity with applicable state and federal laws and regulations including, but not limited to, the Public Law 107-252, the Single Audit Act, as amended, and OMB Circular No. A-133. Other applicable laws are listed in the appendix.
- (11) INDEMNIFICATION: The Grantee shall be responsible for the acts, omissions to acts or negligence of the Grantee, its agents, employees and assigns. The Grantee shall hold harmless and indemnify SOS, including its agents, employees and assigns, from every injury, damage, expense, liability or payment, including legal fees, arising out of any activities conducted by the Grantee in connection with or in any way relating to this Agreement.

APPENDIX B  
Federal Grant Agreement(s)  
**Statutes and Regulations Pertaining to HAVA Grant Awards**

1.     **The Help America Vote Act**  
Public Law 107-252
  
2.     **General Regulation for Administering the Grants**  
41 CFR 105-71 – Uniform administrative requirements for grants and cooperative agreements to state and local governments  
(OMB Circular A-102 - Grants and Cooperative Agreements with State and Local Governments is now incorporated in 41 CFR 105-71)
  
3.     **Regulations Governing Allowable Costs**  
2 CFR 225 – Cost principles for state, local, and Indian tribal governments (formerly known as OMB A-87)
  
4.     **Regulation Governing Auditing of Grants**  
OMB Circular A-133 – Audits of states, local governments, and non-profit organizations  
OMB Circular A-133 Compliance Supplement
  
5.     **Other Applicable Regulations**  
The recipient of Federal funds, either directly or indirectly, agrees to comply with all applicable Federal laws, regulations and guidelines.

APPENDIX C  
Voting Systems  
**GRANT OPTIONS**

**General Guidelines**

- Follow the procurement procedures outlined in your policies.
- All grant payments are paid to you on a reimbursement basis.
- Reimbursements are subject to appropriation authority and cash availability.
- Total reimbursement(s) during the grant period cannot exceed the grant award amount.
- All requests for reimbursement must be reasonable, necessary, and meet the needs of the LEA.
- Costs must be incurred on or after the start of the grant period and end on or prior to the end of the grant period. Reimbursement request costs incurred outside of the grant, prior to an LEA obtaining SOS written approval or after the end of the grant period, will be denied by the SOS.
- Ensure each reimbursement request is limited to the amount applicable to election related activities. For example: A reimbursement for the purchase of equipment is limited to the percentage of time the items are used for election related activities.
- SOS reserves the right to request additional justification and/or deny a reimbursement request.

**Required Reimbursement Supporting Documentation, as Applicable**

- Completed Federal Grant Payment Request Form. This form is required for all payment requests.
- Detailed Vendor Invoice(s) cost associated with accessible voting equipment must be listed separately.
- Proof of Payment by LEA (i.e. copy of check, bank statement, etc.).


**DISCLOSURE OF LOBBYING ACTIVITIES**

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b> <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> <b>B</b> b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	<b>2. Status of Federal Action:</b> <input checked="" type="checkbox"/> <b>A</b> a. bid/offer/application b. initial award c. post-award	<b>3. Report Type:</b> <input checked="" type="checkbox"/> <b>B</b> a. initial filing b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report <u>1-4-13</u>
<b>4. Name and Address of Reporting Entity:</b> <input type="checkbox"/> Prime <input checked="" type="checkbox"/> Subawardee Tier _____, if known: Wendy S. Noren 801 E Walnut, Room #236 Columbia MO 65201  Congressional District, if known: 4c    4	<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b>  Secretary of State, State of Missouri P. O. BOX 1767 Jefferson City, MO 65102  Congressional District, if known:	
<b>6. Federal Department/Agency:</b>  US EAC	<b>7. Federal Program Name/Description:</b>  CFDA Number, if applicable: <u>90,401</u>	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b>  \$	
<b>10. a. Name and Address of Lobbying Registrant</b> (if individual, last name, first name, MI):	<b>b. Individuals Performing Services</b> (including address if different from No. 10a) (last name, first name, MI):	
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature:  Print Name: <u>Wendy S. Noren</u> Title: <u>Boone County Clerk</u> Telephone No.: <u>573/886-4296</u> Date: <u>1-4-13</u>	
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

## ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET.  
SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. 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.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.



U.S. ELECTION ASSISTANCE COMMISSION  
DIVISION OF GRANTS

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION  
AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE**

All recipients of Federal financial assistance from the Election Assistance Commission (EAC) must complete and sign this form before EAC will disburse funds. Signature of this form provides for compliance with Federal certification requirements for New Restrictions on Lobbying, Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace.

**1. LOBBYING**

As required by Section 1352, Title 31 of the U.S. Code, the recipient certifies that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities."
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this certification.

**3. DRUG-FREE WORKPLACE**

As required by the Drug-Free Workplace Act of 1988—

A. The recipient certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

- (1) The dangers of drug abuse in the workplace;  
(2) The grantee's policy of maintaining a drug-free workplace;

**2. DEBARMENT, SUSPENSION, AND OTHER  
RESPONSIBILITY MATTERS  
(DIRECT RECIPIENT)**

As required by Executive Order 12549, Debarment and Suspension—

A. The recipient certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;



**CERTIFIED COPY OF ORDER**

STATE OF MISSOURI }  
 County of Boone } ea.

March Session of the January Adjourned

Term. 20 13

In the County Commission of said county, on the 26<sup>th</sup> day of March 20 13

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

Now on this day the County Commission of the County of Boone, pursuant to Chapter 139 RSMo, does hereby authorize the Boone County Collector, Patricia S. Lensmeyer, for the 2007 tax bill year, to strike from the delinquent tax rolls property tax balances on real estate and personal property as follows:

State	\$ 631.66
County	\$ 4,870.16
School Districts	\$ 97,684.52
Cities	\$ 6,620.53
Fire Districts	\$ 4,596.55
Library Districts	\$ 7,787.73
Surtax	\$ 80.21
Common Road	\$ 957.73
Centralia Common Road	\$ 42.11
Total	\$ 123,271.20

These 2007 real estate and personal property taxes are stricken for the following reasons:

- After due diligence, the collector cannot locate the owners; or
- Bankruptcy or probate proceedings have intervened making the balances due uncollectible; or,
- The real estate property was not subject to taxation after being acquired by a tax exempt owner after January 1 of the taxable year.

The above total of \$123,271.20 breaks out as follows:

- Personal property \$ 112,933.03
- Bankruptcy and/or probate \$ 5,569.86
- Tax exempt acquisitions \$ 4,768.31

The following tax amounts represent 2006 and prior tax bills that were previously stricken from the delinquent tax rolls in Boone County. The tax amounts were added back to the delinquent tax rolls, and collected and distributed to the taxing entities during the period of March 1, 2012 through February 28, 2013.

142-2013

**CERTIFIED COPY OF ORDER**

---

STATE OF MISSOURI }  
County of Boone } ea.

Term. 20

In the County Commission of said county, on the

day of

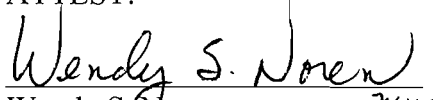
20


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

State	\$	17.94
County	\$	143.64
School Districts	\$	2,719.38
Cities	\$	212.55
Fire Districts	\$	257.58
Library Districts	\$	196.42
Common Road	\$	29.17
Total	\$	3,576.68

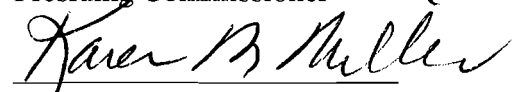
Done this 26<sup>th</sup> day of March, 2013

ATTEST:

  
Wendy S. Noren  
Clerk of the County Commission

  
Daniel K. Atwill

Presiding Commissioner

  
Karen M. Miller

District I Commissioner

  
Janet M. Thompson

District II Commissioner

COMBINED TOTALS OF TAX AMOUNTS BY ENTITY TYPE THAT ARE BEING REMOVED FROM THE  
ACTIVE TAX FILE -- 2007 BILL YEAR

2007

STATE	\$ 631.66
COUNTY	\$ 4,870.16
SCHOOLS	\$ 97,684.52
CITIES	\$ 6,620.53
FIRE DISTRICTS	\$ 4,596.55
LIBRARY DISTRICTS	\$ 7,787.73
SURTAX	\$ 80.21
CALLAHAN WATERSHED	\$ -
COMMON ROAD	\$ 957.73
CENTRALIA COMMON ROAD	\$ 42.11
	<u>\$ 123,271.20</u>

**TAX AMOUNTS BY ENTITY TYPE THAT ARE BEING REMOVED FROM THE ACTIVE TAX FILE -- 2007  
BILL YEAR**

	<u>Unpaid Personal</u>
<b>STATE</b>	\$ 578.82
<b>COUNTY</b>	\$ 4,462.61
Centralia R6 School District	\$ 1,625.99
Columbia Public School	\$ 80,531.42
Hallsville R4 School District	\$ 2,631.37
Harrisburg R8 School District	\$ 463.74
New Franklin R1 School District	\$ 412.48
SOBOCO R1 School District	\$ 3,775.53
Sturgeon R5 School District	\$ 280.04
<b>SCHOOLS</b>	<u>\$ 89,720.57</u>
City of Ashland	\$ 107.18
City of Centralia	\$ 344.61
City of Columbia	\$ 5,326.09
City of Hallsville	\$ 11.12
City of Hartsburg	\$ -
City of Rocheport	\$ 27.49
City of Sturgeon	\$ 29.38
<b>CITIES</b>	<u>\$ 5,845.87</u>
Boone County Fire Protection	\$ 3,857.48
Southern Boone Cnty Fire	\$ 381.96
<b>FIRE DISTRICTS</b>	<u>\$ 4,239.44</u>
Boone County Library	\$ 3,839.29
Centralia Public Library	\$ 137.59
Columbia Public Library	\$ 3,192.62
<b>LIBRARY DISTRICTS</b>	<u>\$ 7,169.50</u>
<b>SURTAX</b>	\$ -
<b>CALLAHAN WATERSHED</b>	\$ -
<b>COMMON ROAD</b>	\$ 897.18
<b>CENTRALIA COMMON ROAD</b>	<u>\$ 19.04</u>
	<u>\$ 112,933.03</u>

UNCOLLECTIBLE TAX AMOUNTS BY ENTITY TYPE THAT ARE BEING REMOVED FROM THE ACTIVE TAX FILE -- 2007  
BILL YEAR

	2007				Totals
	Bankruptcy Personal Property	Bankruptcy Real Estate	Probate/ Other Personal Property	Tax Exempt Acquisitions Real Estate	
<b>STATE</b>	\$ 27.65	\$ -	\$ 1.62	\$ 23.57	\$ 52.84
General Revenue	\$ 110.57	\$ -	\$ 6.48	\$ 94.29	
Family Resources	\$ 102.66	\$ -	\$ 6.02	\$ 87.53	
<b>COUNTY</b>	\$ 213.23	\$ -	\$ 12.50	\$ 181.82	\$ 407.55
Columbia Public School	\$ 2,030.73	\$ -	\$ 0.86	\$ 3,699.94	
Centralia R6	\$ 1,971.37	\$ -	\$ -	\$ -	
Hallsville R4	\$ 17.87	\$ -	\$ -	\$ -	
SOBOCO R1	\$ -	\$ -	\$ 243.18	\$ -	
<b>SCHOOLS</b>	\$ 4,019.97	\$ -	\$ 244.04	\$ 3,699.94	\$ 7,963.95
City of Columbia	\$ 159.73	\$ -	\$ 0.07	\$ 163.82	
City of Centralia	\$ 451.04	\$ -	\$ -	\$ -	
<b>CITIES</b>	\$ 610.77	\$ -	\$ 0.07	\$ 163.82	\$ 774.66
Boone Cnty Fire Protection	\$ 35.79	\$ -	\$ -	\$ 299.38	
Southern Boone Cnty Fire Protect	\$ 21.94	\$ -	\$ -	\$ -	
<b>FIRE DISTRICTS</b>	\$ 57.73	\$ -	\$ -	\$ 299.38	\$ 357.11
Boone County Library	\$ 117.54	\$ -	\$ 16.12	\$ 172.34	
Columbia Public Library	\$ 22.23	\$ -	\$ -	\$ 109.94	
Centralia Library	\$ 180.06	\$ -	\$ -	\$ -	
<b>LIBRARY DISTRICTS</b>	\$ 319.83	\$ -	\$ 16.12	\$ 282.28	\$ 618.23
<b>SURTAX</b>	\$ -	\$ -	\$ -	\$ 80.21	\$ 80.21
<b>CALLAHAN WATERSHED</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>COMMON ROAD</b>	\$ 20.69	\$ -	\$ 2.57	\$ 37.29	\$ 60.55
<b>CENTRALIA COMMON ROAD</b>	\$ 23.07	\$ -	\$ -	\$ -	\$ 23.07
	<u>\$ 5,292.94</u>	<u>\$ -</u>	<u>\$ 276.92</u>	<u>\$ 4,768.31</u>	<u>\$ 10,338.17</u>

2006 AND PRIOR TAX BILLS THAT WERE MOVED FROM THE ARCHIVED FILE TO THE ACTIVE TAX FILE AND PAID DURING THE PERIOD  
MARCH 1, 2012 THROUGH FEBRUARY 28, 2013

	<u>2006P50158</u>	<u>2006P54715</u>	<u>2006P59416</u>	<u>2006P59554</u>	<b>TOTALS</b>
STATE	\$ 0.08	\$ 0.89	\$ 0.80	\$ 0.22	\$ 17.94
COUNTY	\$ 0.32	\$ 3.57	\$ 3.18	\$ 0.87	\$ 74.69
GROUP HOMES	\$ 0.30	\$ 3.31	\$ 2.95	\$ 0.81	\$ 68.95
SCHOOLS	\$ 12.47	\$ 138.95	\$ 123.78	\$ 34.05	\$ 2,719.38
CITIES	\$ 1.09	\$ 12.20	\$ -	\$ 2.99	\$ 212.55
FIRE DISTRICTS	\$ -	\$ -	\$ 18.59	\$ -	\$ 257.58
LIBRARY DISTRICTS	\$ 0.80	\$ 8.88	\$ 7.91	\$ 2.18	\$ 196.42
COMMON ROAD	\$ 0.13	\$ 1.41	\$ 1.26	\$ 0.35	\$ 29.17
CENTRALIA COMMON ROAD	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 15.19	\$ 169.21	\$ 158.47	\$ 41.47	\$ 3,576.68

2006 AND PRIOR TAX BILLS THAT WERE MOVED FROM THE ARCHIVED FILE TO THE ACTIVE TAX FILE AND PAID DURING THE PERIOD  
MARCH 1, 2012 THROUGH FEBRUARY 28, 2013

	<u>2005P28427</u>	<u>2005P48534</u>	<u>2006P16641</u>	<u>2006P23016</u>	<u>2006P24530</u>	<u>2006P26202</u>	<u>2006P34655</u>	<u>2006P41409</u>	<u>2006P44568</u>	<u>2006P46633</u>
STATE	\$ 0.09	\$ 1.06	\$ 0.40	\$ 1.11	\$ 0.66	\$ 0.09	\$ 0.76	\$ 1.04	\$ 0.86	\$ 0.33
COUNTY	\$ 0.37	\$ 4.24	\$ 1.58	\$ 4.46	\$ 2.64	\$ 0.37	\$ 3.03	\$ 4.16	\$ 3.45	\$ 1.32
GROUP HOMES	\$ 0.34	\$ 3.94	\$ 1.47	\$ 4.14	\$ 2.44	\$ 0.34	\$ 2.81	\$ 3.86	\$ 3.20	\$ 1.23
SCHOOLS	\$ 14.43	\$ 137.90	\$ 61.51	\$ 173.56	\$ 102.62	\$ 14.39	\$ 117.93	\$ 161.93	\$ 134.28	\$ 51.38
CITIES	\$ -	\$ -	\$ -	\$ -	\$ 9.00	\$ -	\$ -	\$ 14.21	\$ 11.79	\$ 4.51
FIRE DISTRICTS	\$ 2.52	\$ 28.79	\$ 9.24	\$ 26.07	\$ -	\$ 2.17	\$ 17.71	\$ -	\$ -	\$ -
LIBRARY DISTRICTS	\$ 0.92	\$ 10.55	\$ 3.93	\$ 11.10	\$ 11.60	\$ 0.92	\$ 7.54	\$ 10.35	\$ 15.15	\$ 3.28
COMMON ROAD	\$ 0.15	\$ 1.68	\$ 0.63	\$ 1.77	\$ 1.04	\$ 0.15	\$ 1.20	\$ 1.65	\$ 1.37	\$ 0.52
CENTRALIA COMMON ROAD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 18.82	\$ 188.16	\$ 78.76	\$ 222.21	\$ 130.00	\$ 18.43	\$ 150.98	\$ 197.20	\$ 170.10	\$ 62.57

2006 AND PRIOR TAX BILLS THAT WERE MOVED FROM THE ARCHIVED FILE TO THE ACTIVE TAX FILE AND PAID DURING THE PERIOD  
MARCH 1, 2012 THROUGH FEBRUARY 28, 2013

	<u>2002P28845</u>	<u>2002P58878</u>	<u>2003P28055</u>	<u>2003P59676</u>	<u>2004P25709</u>	<u>2004P26981</u>	<u>2004P56180</u>	<u>2005P13583</u>	<u>2005P24613</u>	<u>2005P28046</u>
STATE	\$ 3.14	\$ 0.57	\$ 3.13	\$ 0.53	\$ 0.32	\$ 0.80	\$ 0.34	\$ 0.29	\$ 0.18	\$ 0.25
COUNTY	\$ 13.62	\$ 2.47	\$ 13.56	\$ 2.30	\$ 1.37	\$ 3.46	\$ 1.47	\$ 1.18	\$ 0.71	\$ 0.99
GROUP HOMES	\$ 12.51	\$ 2.27	\$ 12.45	\$ 2.11	\$ 1.26	\$ 3.18	\$ 1.35	\$ 1.10	\$ 0.66	\$ 0.92
SCHOOLS	\$ 481.56	\$ 78.28	\$ 480.35	\$ 72.93	\$ 52.11	\$ 122.40	\$ 46.56	\$ 46.07	\$ 27.74	\$ 32.20
CITIES	\$ 76.55	\$ -	\$ 76.18	\$ -	\$ -	\$ -	\$ -	\$ 4.03	\$ -	\$ -
FIRE DISTRICTS	\$ 32.28	\$ 16.14	\$ 47.64	\$ 14.83	\$ 8.67	\$ 12.08	\$ 9.30	\$ -	\$ 4.83	\$ 6.72
LIBRARY DISTRICTS	\$ 33.53	\$ 6.08	\$ 33.37	\$ 5.66	\$ 3.37	\$ 8.51	\$ 3.62	\$ 2.94	\$ 1.77	\$ 2.46
COMMON ROAD	\$ 5.24	\$ 0.95	\$ 5.21	\$ 0.89	\$ 0.53	\$ 1.33	\$ 0.57	\$ 0.47	\$ 0.28	\$ 0.39
CENTRALIA COMMON ROAD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 658.43	\$ 106.76	\$ 671.89	\$ 99.25	\$ 67.63	\$ 151.76	\$ 63.21	\$ 56.08	\$ 36.17	\$ 43.93



# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

March Session of the January Adjourned

Term. 20 13

In the County Commission of said county, on the 26th day of March 20 13

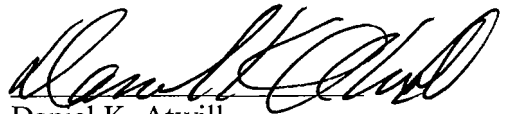
the following, among other proceedings, were had, viz:

Now on this day the County Commission of the County of Boone does hereby approve the Missouri Highways and Transportation Commission First Amendment to the Cost Share Agreement originally approved on Commission Order 516-2012. The terms of the agreement are stipulated in the attached agreement. It is further ordered the County Commissioners are hereby authorized to sign said Missouri Highways and Transportation Commission First Amendment to the Cost Share Agreement.

Done this 26th day of March, 2013.

ATTEST:

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



Daniel K. Atwill  
Presiding Commissioner



Karen M. Miller  
District I Commissioner



Janet M. Thompson  
District II Commissioner

143-2013

CCO Form:  
Approved: 03/04 (BDG)  
Revised: 03/13 (AR)  
Modified:

Route Z, Boone County  
Project No. J5S2194  
County of Boone

**MISSOURI HIGHWAYS AND TRANSPORTATION COMMISSION  
FIRST AMENDMENT TO THE COST SHARE AGREEMENT**

THIS FIRST AMENDMENT AGREEMENT is entered into by the Missouri Highways and Transportation Commission (hereinafter, "Commission") and the Boone County, Missouri (hereinafter, "County").

**WITNESSETH:**

WHEREAS, the County applied to the Commission's Cost Share Committee for participation in the Commission's *Cost Share Program* and on August 2, 2012, the Cost Share Committee approved the County's application to the *Cost Share Program* subject to the terms and conditions of the Cost Share Agreement entered into between the Commission and the County on October 25, 2012 (hereinafter "Original Agreement"); and

WHEREAS, the Original Agreement provided for the parties responsibilities with respect to transportation improvement located on Route Z, from the intersection of St. Charles Road and Route Z to I-70 and noted as Commission's Project J5S2194; and

WHEREAS, The Original Agreement provided that the Commission would undertake the design, letting, and inspection of the Project, including utility relocation;

WHEREAS, County is willing to contract with Public Water Supply District #9 in order to facilitate the engineering design of the relocation plan, as well as the ultimate construction activity required to effectuate the utility relocation and the Commission agrees to the County undertaking this task; and

NOW, THEREFORE, in consideration of the mutual covenants, promises and representations in this Agreement, the parties agree as follows:

(1) **REVISIONS TO PARAGRAPH (8) PLANS AND CONSTRUCTION OF THE ORIGINAL AGREEMENT:** Paragraph (8) PLANS AND CONSTRUCTION of the Original Agreement is hereby deleted in its entirety and replaced by the following:

(8) **PLANS AND CONSTRUCTION:** With regard to work under this Agreement, the parties agree as follows:

(A) The Commission shall be responsible for preparation of plans, specifications and construction for the herein improvements, excluding utility relocation. This includes design, letting of the project, and inspection of the project, excluding utility relocation.

143-2013

(B) The Commission shall construct the new roundabout, located southwest of the existing intersection of St. Charles Road and Route Z, out of Portland Cement Concrete Pavement (PCCP).

(C) The County shall be responsible for the engineering design of utility relocation as well as the ultimate construction activity required to effectuate the utility relocation, as follows:

1. The County will enter into the necessary design and construction agreements with Public Water Supply District #9 to facilitate the relocation of the water lines impacted by the Project. Any design of the utility relocation work shall be prepared in accordance with and conform to Commission requirements.

2. The County agrees that any installation, removal, relocation, maintenance, or repair of public or private utilities involving work within highway right-of-way included in this project shall be done only in accordance with the general rules and regulations of the Commission and after a permit for the particular work has been obtained from the Commission's district engineer or his authorized representative. Similarly, the County will allow no work on the highway right-of-way involving excavation or alteration in any manner of the highway as constructed, including but not limited to driveway connections, except in accordance with the rules and regulations of the Commission and only after a permit for the specific work has been obtained from the Commission's district engineer or his/her authorized representative. The County shall take whatever actions are necessary to assure compliance with this Subsection.

3. County will provide Commission an accounting of the additional costs it has incurred in connection with the water line relocations contemplated herein when those final costs have been computed.

4. Commission and County will jointly reconcile the total project costs at the conclusion of the project pursuant to and as provided for in paragraph (11) of this Agreement.

(2) ADDITION OF PARAGRAPH (22) INDEMNIFICATION TO THE ORIGINAL AGREEMENT: The following paragraph is added to the Original Agreement:

(22) INDEMNIFICATION:

(A) To the extent allowed or imposed by law, the County shall defend, indemnify and hold harmless the Commission, including its members and department employees, from any claim or liability whether based on a claim for damages to real or personal property or to a person for any matter relating to or arising out of the County's wrongful or negligent performance of its obligations under this Agreement.

(B) The County will require any contractor procured by the County to work under this Agreement:

143-2013

(1) To obtain a no cost permit from the Commission's district engineer prior to working on the Commission's right-of-way, which shall be signed by an authorized contractor representative (a permit from the Commission's district engineer will not be required for work outside of the Commission's right-of-way); and

(2) To carry commercial general liability insurance and commercial automobile liability insurance from a company authorized to issue insurance in Missouri, and to name the Commission, and the Missouri Department of Transportation and its employees, as additional named insureds in amounts sufficient to cover the sovereign immunity limits for Missouri public entities (\$500,000 per claimant and \$3,000,000 per occurrence) as calculated by the Missouri Department of Insurance, Financial Institutions and Professional Registration, and published annually in the Missouri Register pursuant to Section 537.610, RSMo.

(C) In no event shall the language of this Agreement constitute or be construed as a waiver or limitation for either party's rights or defenses with regard to each party's applicable sovereign, governmental, or official immunities and protections as provided by federal and state constitution or law.

3. ORIGINAL AGREEMENT: Except as otherwise modified, amended, or supplemented by this First Amendment Agreement, the Original Agreement shall remain in full force and effect, and the terms of the Original Agreement shall extend and apply to this First Amendment Agreement.

*[Remainder of Page Intentionally Left Blank. Signatures Appear on Following Page.]*

143-2013

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be signed and executed by their duly authorized officers as of the date indicated below.

Executed by the Commission this \_\_\_\_\_ day of \_\_\_\_\_, 2013.  
Executed by the County this 26<sup>th</sup> day of March, 2013.

**MISSOURI HIGHWAYS AND  
TRANSPORTATION COMMISSION**

By: \_\_\_\_\_

Title: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_

Title: \_\_\_\_\_

APPROVED AS TO FORM:

By: \_\_\_\_\_

Title: \_\_\_\_\_

**COUNTY OF BOONE, MISSOURI**

By: [Signature]  
DANIEL R. ATWILL

Title: PRESIDING COMMISSIONER

By: [Signature]  
KAREN M. MILLER

Title: DISTRICT I COMMISSIONER

By: [Signature]  
JANET M. THOMPSON

Title: DISTRICT II COMMISSIONER

ATTEST:

By: [Signature]  
Wendy S. Noren

Wendy S. Noren, Boone County Clerk

Received and Acknowledged:

By: [Signature] No Encumbrance Required  
June E. Pitchford

June E. Pitchford, County Auditor

Approved as to legal form:

By: [Signature]  
C.J. Dykhouse, County Counselor

**CERTIFIED COPY OF ORDER**

STATE OF MISSOURI }  
 County of Boone } ea.

March Session of the January Adjourned

Term. 20 13

In the County Commission of said county, on the 26th day of March 20 13

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

Now on this day the County Commission of the County of Boone does hereby approve the following budget amendment for 2012/2013 MO ICAC (Missouri Internet Crimes Against Children) Task Force funds to supplement March – May State Internet Crimes grant. Grant will cover employee benefits, training and minor equipment.

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
1253	10110	Internet Crimes	Overtime		0
1253	10115	Internet Crimes	Shift		0
1253	10200	Internet Crimes	FICA		1,963
1253	10300	Internet Crimes	Health Insurance		2,375
1253	10325	Internet Crimes	Disability		75
1253	10350	Internet Crimes	Life Insurance		24
1253	10375	Internet Crimes	Dental Insurance		237
1253	10400	Internet Crimes	Workers Comp		893
1253	10500	Internet Crimes	401A Match Plan		210
1253	48002	Internet Crimes	Data Communication		94
1253	70050	Internet Crimes	Software Service		1,000
1253	23850	Internet Crimes	Minor Equipment		5,000
1253	37210	Internet Crimes	Training/Schools		3,564
1253	37230	Internet Crimes	Meals/Lodging		3,565
1253	3411	Internet Crimes	State Reimbursement Grant		19,000
			TOTAL		38,000

Done this 26th of March, 2013.

**CERTIFIED COPY OF ORDER**

144-2013

STATE OF MISSOURI }  
County of Boone } ea.

Term. 20

In the County Commission of said county, on the

day of

20

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

ATTEST:

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

*[Signature]*

Daniel K. Atwill  
Presiding Commissioner

*[Signature]*

Karen M. Miller  
District I Commissioner

*[Signature]*

Jaret M. Thompson  
District II Commissioner

2013

To: County Clerk's Office  
Comm Order # 144-2013

# REQUEST FOR BUDGET AMENDMENT

Return to Auditor's Office  
Please do not remove staple.

## BOONE COUNTY, MISSOURI RECEIVED

03-01-2013

EFFECTIVE DATE

MAR 05 2013

FOR AUDITORS USE

BOONE COUNTY AUDITOR										(Use whole \$ amounts)			
Department				Account				Department Name		Account Name		Decrease	Increase
1	2	5	3	1	0	1	1	0	Internet Crimes	Overtime		0	
1	2	5	3	1	0	1	1	5	Internet Crimes	Shift		0	
1	2	5	3	1	0	2	0	0	Internet Crimes	FICA		1963	
1	2	5	3	1	0	3	0	0	Internet Crimes	Health Insurance		2375	
1	2	5	3	1	0	3	2	5	Internet Crimes	Disability		75	
1	2	5	3	1	0	3	5	0	Internet Crimes	Life Insurance		24	
1	2	5	3	1	0	3	7	5	Internet Crimes	Dental insurance		237	
1	2	5	3	1	0	4	0	0	Internet Crimes	Workers Comp		893	
1	2	5	3	1	0	5	0	0	Internet Crimes	401A Match Plan		210	

Continued...

Describe the circumstances requiring this Budget Amendment. Please address any budgetary impact for the remainder of this year and subsequent years. (Use attachment if necessary): 2012/2013 MOICAC funds to supplement March - May State Internet Crimes grant.

*Grant is covering employee benefits, training, and minor equipment.*

Requesting Official

### TO BE COMPLETED BY AUDITOR'S OFFICE

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

*Agenda*

*Signatures on*

Auditor's Office

*2nd Page*

PRESIDING COMMISSIONER

DISTRICT I COMMISSIONER

DISTRICT II COMMISSIONER

### BUDGET AMENDMENT PROCEDURES

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



# REQUEST FOR BUDGET AMENDMENT

## BOONE COUNTY, MISSOURI

**03-01-2013**

**EFFECTIVE DATE**

**FOR AUDITORS USE**

Department				Account					Department Name	Account Name	(Use whole \$ amounts)	
											Decrease	Increase
1	2	5	3	4	8	0	0	2		Data Communication		94
1	2	5	3	7	0	0	5	0		Software Service		1000
1	2	5	3	2	3	8	5	0		Minor Equip		5000
1	2	5	3	3	7	2	1	0		Training/Schools		3564
1	2	5	3	3	7	2	3	0		Meals/Lodging		3565
1	2	5	3		3	4	1	1				19000
										<b>TOTAL</b>		<b>38000</b>

Describe the circumstances requiring this Budget Amendment. Please address any budgetary impact for the remainder of this year and subsequent years. (Use attachment if necessary): 2012/2013 MOICAC funds to supplement March - May State Internet Crimes grant.

**Requesting Official**

**TO BE COMPLETED BY AUDITOR'S OFFICE**

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

*[Signature]*  
Auditor's Office

*Agenda*

*[Signature]*  
PRESIDING COMMISSIONER

*[Signature]*  
DISTRICT I COMMISSIONER

*[Signature]*  
DISTRICT II COMMISSIONER

**BUDGET AMENDMENT PROCEDURES**

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



MISSOURI  
INTERNET CRIMES AGAINST  
CHILDREN TASK FORCE

101 Sheriff Dierker Court • O'Fallon, MO 63366  
PHONE 636-949-3020, x4447, FAX 636-949-3009

October 15, 2012

Sheriff Dwayne Carey  
Boone County Sheriff's Department  
2121 County Drive  
Columbia, MO. 65202

2011-MC-CX-K012

I am pleased to inform you that per your request, your agency has been awarded a subgrant under the PROTECT Act of 2011 (phase 2) through the MO ICAC Task Force.

The Boone County Sheriff's Department will receive funding in the amount of **\$19,000.00** to cover the purchase of equipment or training.

By accepting the funds awarded, your agency agrees to comply with the ICAC Investigative & Operational Standards and to complete all reporting requirements as dictated by the Office of Juvenile Justice & Delinquency Prevention (OJJDP).

You must have approval prior to purchasing. As a general rule it will be up to the agency to purchase the equipment following your agency's purchasing policy and then send the request for reimbursement to the MO ICAC Task Force. Your agency will need to provide a copy of your purchasing policy for our files. Other arrangements may be made if your agency is unable to initially purchase the equipment. All awarded funds must be expended by June 30, 2013 with all invoices submitted by July 10, 2013.

All equipment will need to be tagged so that it can be inventoried. Tags will be sent for your agency to affix to the items. The inventoried items will be verified during on site visits by the MO ICAC staff. If the items are permanently taken out of service, it will be up to the agency to notify MO ICAC to obtain instructions on the disposition of the item.

All invoices should be mailed to:

MO ICAC Task Force  
ATTN: Ashley Hill  
101 Sheriff Dierker Ct.  
O'Fallon, MO. 63366

Please do not hesitate to contact me should you have any questions or concerns in this matter.

Respectfully,

A handwritten signature in black ink, appearing to read "Lt. Chris Mateja".

Lt. Chris Mateja

**From:** "Mateja, Chris" <CMateja@sccmo.org>  
**To:** Andy Anderson <AAnderson@boonecountymo.org>  
**Date:** 12/17/2012 8:39 PM  
**Subject:** RE: Grant

Andy,

You are good to use the funds to replace those that have been cut by DPS.

Thanks,

Lt. Chris Mateja DSN 526, CFCE, CCE, SCERS, ACE  
St. Charles County Sheriff's Department  
Commander, Missouri ICAC  
Deputy Director, RCCEEG  
101 Sheriff Dierker Ct.  
Ofallon, MO. 63366  
636-949-3020 x4604  
636-949-3009 fax  
[www.moicac.org](http://www.moicac.org)  
[www.preventcybercrime.org](http://www.preventcybercrime.org)  
[www.facebook.com/scc.ccu](http://www.facebook.com/scc.ccu)

---

From: Andy Anderson [AAnderson@boonecountymo.org]  
Sent: Monday, December 17, 2012 1:41 PM  
To: Mateja, Chris  
Subject: Grant

Chris,

Please find attached the information sent to me by DPS regarding our grant application. As you can see the 21% cut is right at \$7,000. The \$1,756 in Operations expenses is for forensic licenses, Internet service, Internet air card, and a web site hosting fee for our Task Force web site for the three month period of the grant. The remainder of the funds are personnel costs. To make everything as less confusing as possible I would fully fund one investigator from the Mo DPS grant and partially fund the shortcoming for one investigator from your grant. As you are aware we were awarded \$19,000 from your grant. Thanks for all of your help. I can't tell you how much we appreciate anything you can do for us.

Andy Anderson  
Boone County Sheriff's Dept.  
Cyber Crimes Task Force  
Task Force Coordinator  
2121 County Drive  
Columbia, Missouri 65202  
573-442-4313  
AAnderson@boonecountymo.org (mailto:AAnderson@boonecountymo.org)  
[www.bcsdcybercrimes.com](http://www.bcsdcybercrimes.com)  
Member Missouri ICAC





**Personnel**

Name	Title	Position	Employment Status	Salary per Pay Period	Number of Pay Periods	% of Grant Funded Time	Total Cost
Mark Sullivan	Detective/Forensic Examiner	Retained	FT	\$1,800.92	7.0	100.0	\$12,606.44
Tracy Perkins	Detective	Retained	FT	\$1,863.20	7.0	100.0	\$13,042.40
							\$25,648.84

**Personnel Justification**

**Personnel Justification**

*If personnel is not included in the budget, skip this section.*

*If personnel is included in the budget, provide justification for each position. If the position is new (created), provide a description of the job responsibilities the individual will be expected to perform. If the position exists (retained), provide a description of the job responsibilities and the experience and/or any certification the individual possesses.*

*If a salary increase is included, address the individual's eligibility for such increase, the percentage of increase, and the effective date of the increase.*

**Detective Mark Sullivan** is a certified law enforcement officer with 18 years of law enforcement experience. Sullivan has approximately 860 hours of specialized training into the investigation of Internet and technology related offenses with a specialty in forensic examination of computers and cellular telephones. As of this time Sullivan is our only cellular telephone examiner. Although Sullivan's primary responsibility is the forensic examination of electronic evidence, he occasionally investigates Internet crime complainants, conducts surveillance details, testifies in state and federal criminal proceedings, obtains and serves search warrants, prepares and participates in public awareness and education programs, and attends training. This grant will retain this position.

**Detective Tracy Perkins** is a certified law enforcement officer with over 19 years of law enforcement experience. Perkins has been assigned to the Task Force since 2007 and has 520 hours of specialized training in investigating Internet and technology related offenses. This detective's primary area of responsibility is to conduct reactive and covert Internet crimes investigations, conduct surveillance details, testify in state and federal criminal proceedings, obtain and serve search warrants, prepare and participate in public awareness and education programs, and attend training. This detective is also the primary investigator for investigations into the distribution of child pornography through file sharing programs. This grant will retain this position.

**Personnel Benefits**

Category	Item	Salary/Premium	Percentage/# of Periods	% of Funding Requested	Total Cost
Dental Insurance	Dental Insurance	\$36.46	7.0	100.0	\$255.22
					\$255.22
FICA/Medicare	FICA/Medicare	\$25,648.84	0.0765	100.0	\$1,962.14
					\$1,962.14
Life Insurance	Life Insurance	\$3.61	7.0	100.0	\$25.27
					\$25.27
Long-Term Disability	Disability Insurance	\$25,648.84	0.0029	100.0	\$74.38
					\$74.38
Medical Insurance	Health Insurance	\$365.40	7.0	100.0	\$2,657.80
					\$2,657.80
Pension/Retirement	401A Savings Plan	\$30.00	7.0	100.0	\$210.00
					\$210.00
Workers Comp	Workers Compensation	\$25,648.84	0.0326	100.0	\$836.15
					\$836.15
					\$5,920.96

MO  
-ICAC

**Personnel Benefits Justification**

**Benefits Justification**

*If personnel benefits are not included in the budget, skip this section.*

*If personnel benefits are included in the budget, provide justification for each fringe benefit. If your agency anticipates a premium or rate change during the contract period, indicate the effective date of change and the reasoning for such change.*

All benefits paid to Task Force members are determined by calculations provided by each investigator's sending agency. Tracy Perkins and Mark Sullivan's benefits are those paid all officers with the Boone County Sheriffs' Department.

**Dental Insurance** is insurance to pay basic dental care for employee. The county contributes \$18.23/person per pay period.

**FICA/Medicare** is payments to US government for social security and medicare insurance. The fringe benefit is calculated as 7.65% of salary.

**Life Insurance** is life insurance paid for each employee. The county contributes \$1.805/person per pay period.

**Long-Term Disability** is insurance to pay for long term disability insurance in case an employee is disabled for an extended period. The fringe benefit is calculated as 0.29% of salary.

**Medical Insurance** is insurance paid for the employee only for health insurance. The

**Supplies/Operations**

Item	Basis for Cost Estimate	Unit Cost	Quantity	% of Funding Requested	Total Cost
Air Card Service	Monthly	\$47.00	3.0	100.0	\$141.00
Cellebrite License Renewal (2)	Other	\$499.50	2.0	100.0	\$999.00
Internet Service	Monthly	\$60.00	3.0	100.0	\$180.00
Secure View License Renewal (1)	Other	\$400.00	1.0	100.0	\$400.00
Web Site Hosting	Monthly	\$12.00	3.0	100.0	\$36.00
					\$1,756.00

- 2 months TCAL  
X-TCAL

**Supplies/Operations Justification**

**Supplies/Operations Justification**

*If supplies/operations are not included in the budget, skip this section.*

*If supplies/operations are included in the budget, provide justification for each expense. Address why the item is necessary for the proposed project, who will use it, and how it will be used.*

*If your agency anticipates a rate change during the contract period, indicate the effective date of change and the reasoning for such change.*

**Air Card (Internet Wireless) Renewal.** This device allows investigators to access the Internet from remote sites. This device is used for enticement investigations when the decoy investigator needs to be at a meeting site yet have Internet contact with the suspect. This device also allows investigators to have Internet access when working cases away from the office area such as surrounding counties. This is a continuation of our current Internet account.

**Cellebrite License renewal.** The Cellebrite cell phone acquisition device is utilized in two ways. This device can obtain logical cell phone data, which typically includes the data commonly visible to the user of the phone, such as call history, address book, text messages, etc.. The Physical acquisition can pull a bit-by-bit image of all data, including potential deleted text messages, calendar appointments, Internet history etc.. We are only asking for 6 months of this license which will make this license expire when other licenses for forensic tools expire. It is our desire to have all licenses expire during the same month.

**Internet Service.** This is an undercover Internet account for investigators to conduct undercover investigations and for both investigators and forensic examiners to have Internet access to areas necessary for their investigations yet restricted through governmental Internet accounts. The governmental restricted areas may include porn sites, program sites, and others. This is a continuation of our current Internet account.

**SecureView License renewal.** The Secure View cell phone acquisition tool is utilized to obtain logical cell phone data, which typically includes the data commonly visible to the user of the phone, such as call history, address book, text messages, web

3/8/2013

FY 2013  
 Budget Amendments/Revisions  
**Internet Crimes Task Force (1253)**

Index #	Date Recd	Dept	Account	Dept Name	Account Name	\$Increase	\$Decrease	Reason/Justification
1	3/5/2013	1253	10100	Internet Crimes Task Force	Salary	25,649		To budget for Cyber Crimes expenditures & State grant revenue
		1253	48002	Internet Crimes Task Force	Data Communications	47		
		1253	71100	Internet Crimes Task Force	Outside Services	180		
		1253	70050	Internet Crimes Task Force	Software Service Contract	436		
		1253	3451	Internet Crimes Task Force	State Grant Reimbursement	26,312		
2	3/5/2013	1253	10200	Internet Crimes Task Force	FICA	1,963		To budget for Cyber Crimes expenditures and MOICAC supplemental funds
		1253	10300	Internet Crimes Task Force	Health Insurance	2,375		
		1253	10325	Internet Crimes Task Force	Disability	75		
		1253	10350	Internet Crimes Task Force	Life Insurance	24		
		1253	10375	Internet Crimes Task Force	Dental Insurance	237		
		1253	10400	Internet Crimes Task Force	Workers Comp	893		
		1253	10500	Internet Crimes Task Force	401A Match	210		
		1253	48002	Internet Crimes Task Force	Data Communication	94		
		1253	70050	Internet Crimes Task Force	Software Service Contract	1,000		
		1253	23850	Internet Crimes Task Force	Minor Equip & Tools	5,000		
		1253	37210	Internet Crimes Task Force	Training/Schools	3,564		
		1253	37230	Internet Crimes Task Force	Meals/Loging	3,565		
		1253	3411	Internet Crimes Task Force	Federal Grant Reimbursement	19,000		



## Jason Gibson - Re: Status of Cyber Crimes Funding

---

**From:** Jason Gibson  
**To:** Chad Martin; June Pitchford  
**Date:** 3/12/2013 10:45 AM  
**Subject:** Re: Status of Cyber Crimes Funding  
**CC:** Andy Anderson; Dwayne Carey; Leasa Quick

---

Leasa and I discussed this issue briefly the other day.

The MOICAC Grant runs through June 30th. There appears to be some lump sum budgeted amounts in minor equipment and tools, training/schools, and meals/lodging totaling \$12,129. Based on the e-mail between Andy and Lt. Chris Mateja, Commander of the MOICAC, MOICAC is covering the benefits for the Officers that the State is not covering. If the State doesn't award any amounts from June 1st to June 30th, maybe it is possible the MOICAC could cover that gap in salary from June 1st to June 30th. Maybe we should explore this avenue sooner rather than later with a follow-up e-mail to Lt. Mateja? That way we have a plan to at least cover personnel expenses through to the States new fiscal year starting July 1st.

*June 30th*

If so, we will need to keep this in mind though when planning our spending from here to the end of May.

### Jason Gibson

Accountant  
 Boone County Auditor  
 801 E. Walnut, Rm. 304  
 Columbia, Missouri 65201  
 Phone 573-886-4277  
 Fax 573-886-4280  
<http://www.showmeboone.com/AUDITOR/>  
 >>>

**From:** June Pitchford  
**To:** Chad Martin  
**CC:** Dwayne Carey; Jason Gibson; Leasa Quick  
**Date:** 3/12/2013 9:11 AM  
**Subject:** Re: Status of Cyber Crimes Funding

The budget amendments going to Commission only provide spending authority through May 2013. If we learn that grant funding will be renewed, I don't have a problem with continuing to incur expenses beyond May 2013, knowing that grant funding and the next round of Budget Amendments will "catch-up". However, if there is uncertainty about future grant funding, we will need to discuss possible budgetary solutions because spending beyond the May 31st appropriations isn't permitted.

Jason will follow-up with you by the first of May, but if you receive information before then please let us know.

Thanks,  
June

>>> Chad Martin 3/11/2013 6:10 PM >>>

Last time I talked to Andy about it he didn't know yet.

>>> June Pitchford 3/11/2013 2:45 PM >>>

Chad,

I saw the budget amendments for the March thru May 2013 grant period and am wondering about the funding status for June 2013 and beyond. Do you have any information?

Thanks,

June

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

March Session of the January Adjourned

Term. 20 13

County of Boone

} ea.

In the County Commission of said county, on the

26th

day of March

20 13

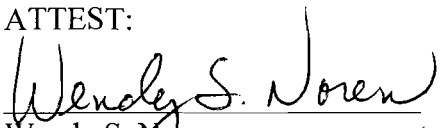
the following, among other proceedings, were had, viz:


Now on this day the County Commission of the County of Boone does hereby approve the following budget amendment for March 1 – May 31, 2013, Cyber Crimes, for the State Grant 2013 SCCG-001.

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
1253	10100	Cyber Crimes	Salary & Wages		25,649
1253	48002	Cyber Crimes	Data Communications		47
1253	71100	Cyber Crimes	Outside Services		180
1253	70050	Cyber Crimes	Software Services		436
1253	3451		State Reimbursement Grant		26,312
			TOTAL		52,624

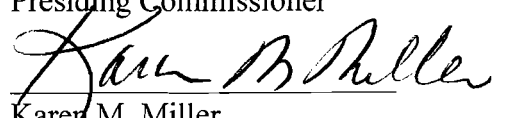
Done this 26th of March, 2013.

ATTEST:

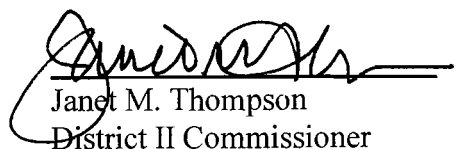
  
 Wendy S. Noren  
 Clerk of the County Commission



Daniel K. Atwill  
 Presiding Commissioner



Karen M. Miller  
 District I Commissioner



Janet M. Thompson  
 District II Commissioner





**Grant Details**

**14374 - 2013 SCCG**

**18310 - Boone County Sheriff's Department Cyber Crimes Task Force  
State Cyber Crime Grant (SCCG)**

**Grant Title:** Boone County Sheriff's Department Cyber Crimes Task Force  
**Grant Number:** 2013-SCCG-001  
**Grant Status:** Underway  
**Comments:**  
**Applicant Organization:** Boone County, Cyber Task Force  
**Grantee Contact:** Andy Anderson  
**Award Year:** 2013  
**Program Area:** State Cyber Crime Grant (SCCG)  
**Amounts:**  
**Contract Dates:** 01/03/2013                      01/16/2013                      02/22/2013  
Contract Sent                      Contract Received                      Contract Executed  
**Project Dates:** 01/03/2013                      03/01/2013                      05/31/2013  
Proposal Date                      Project Start                      Project End  
**Grant Administrator:**

**Personnel**

Name	Title	Position	Employment Status	Salary per Pay Period	Number of Pay Periods	% of Grant Funded Time	Total Cost
Mark Sullivan	Detective/Forensic Examiner	Retained	FT	\$1,800.92	7.0	100.0	\$12,606.44
Tracy Perkins	Detective	Retained	FT	\$1,863.20	7.0	100.0	\$13,042.40
							<b>\$25,648.84</b>

**Personnel Justification**

**Personnel Justification**

*If personnel is not included in the budget, skip this section.*

*If personnel is included in the budget, provide justification for each position. If the position is new (created), provide a description of the job responsibilities the individual will be expected to perform. If the position exists (retained), provide a description of the job responsibilities and the experience and/or any certification the individual possesses.*

*If a salary increase is included, address the individual's eligibility for such increase, the percentage of increase, and the effective date of the increase.*

**Detective Mark Sullivan** is a certified law enforcement officer with 18 years of law enforcement experience. Sullivan has approximately 860 hours of specialized training into the investigation of Internet and technology related offenses with a specialty in forensic examination of computers and cellular telephones. As of this time Sullivan is our only cellular telephone examiner. Although Sullivan's primary responsibility is the forensic examination of electronic evidence, he occasionally investigates Internet crime complainants, conducts surveillance details, testifies in state and federal criminal proceedings, obtains and serves search warrants, prepares and participates in public awareness and education programs, and attends training. This grant will retain this position.

**Detective Tracy Perkins** is a certified law enforcement officer with over 19 years of law enforcement experience. Perkins has been assigned to the Task Force since 2007 and has 520 hours of specialized training in investigating Internet and technology related offenses. This detective's primary area of responsibility is to conduct reactive and covert Internet crimes investigations, conduct surveillance details, testify in state and federal criminal proceedings, obtain and serve search warrants, prepare and participate in public awareness and education programs, and attend training. This detective is also the primary investigator for investigations into the distribution of child pornography through file sharing programs. This grant will retain this position.

**Personnel Benefits**

Category	Item	Salary/Premium	Percentage/# of Periods	% of Funding Requested	Total Cost
					\$0.00
					\$0.00

**Personnel Benefits Justification**

**Benefits Justification**

*If personnel benefits are not included in the budget, skip this section.*

*If personnel benefits are included in the budget, provide justification for each fringe benefit. If your agency anticipates a premium or rate change during the contract period, indicate the effective date of change and the reasoning for such change.*

**Personnel Overtime**

Name	Title	Hourly Overtime Pay	Hours on Project	Total Cost
				\$0.00

**Personnel Overtime Justification**

---

**Overtime Justification**

*If overtime is not included in the budget, skip this section.*

*If overtime is included in the budget, provide justification for the expense. Describe why overtime funding is necessary and how it will aid in the success of the project.*

*If an overtime pay rate increase is included, address the individual's eligibility for such increase, the percentage of increase, and the effective date of the increase.*

**Personnel Overtime Benefits**

---

Category	Item	Overtime/Premium	Percentage/# of Periods	% of Funding Requested	Total Cost
					\$0.00
					\$0.00

**Personnel Overtime Benefits Justification**

---

**Overtime Benefits Justification**

*If overtime benefits are not included in the budget, skip this section.*

*If overtime benefits are included in the budget, provide justification for each fringe benefit. If your agency anticipates a premium or rate change during the contract period, indicate the effective date of change and the reasoning for such change.*

**Travel/Training**

---

Category	Item	Unit Cost	Duration	Number	Total Cost

\$0.00

### Travel/Training Justification

**Travel/Training Justification**

*If travel/training is not included in the budget, skip this section.*

*If travel/training is included in the budget, provide justification for each expense and why such is necessary to the success of the proposed project.*

*For training, identify the location and date(s) of the training. If either the location or date(s) is unknown, clearly identify such. Describe the anticipated benefit and/or a synopsis of the training and who will be attending such event.*

### Equipment

Item	Description	Unit Cost	Quantity	Source of Bid	% of Funding Requested	Total Cost
						\$0.00

### Equipment Justification

**Equipment Justification**

*If equipment is not included in the budget, skip this section.*

*If equipment is included in the budget, provide justification for each item. Address why the item is needed, whether it is a replacement or an addition, who will use it, and how it will be used.*

### Supplies/Operations

Item	Basis for Cost Estimate	Unit Cost	Quantity	% of Funding Requested	Total Cost
Air Card Service	Monthly	\$47.00	1.0	100.0	\$47.00 ✓
Internet Service	Monthly	\$60.00	3.0	100.0	\$180.00 ✓
Secure View License Renewal (1)	Other	\$400.00	1.0	100.0	\$400.00 ✓
Web Site Hosting	Monthly	\$12.00	3.0	100.0	\$36.00 ✓



\$663.00
----------

## ***Supplies/Operations Justification***

---

### **Supplies/Operations Justification**

*If supplies/operations are not included in the budget, skip this section.*

*If supplies/operations are included in the budget, provide justification for each expense. Address why the item is necessary for the proposed project, who will use it, and how it will be used.*

*If your agency anticipates a rate change during the contract period, indicate the effective date of change and the reasoning for such change.*

**Air Card (Internet Wireless) Renewal.** This device allows investigators to access the Internet from remote sites. This device is used for enticement investigations when the decoy investigator needs to be at a meeting site yet have Internet contact with the suspect. This device also allows investigators to have Internet access when working cases away from the office area such as surrounding counties. This is a continuation of our current Internet account.

**Internet Service.** This is an undercover Internet account for investigators to conduct undercover investigations and for both investigators and forensic examiners to have Internet access to areas necessary for their investigations yet restricted through governmental Internet accounts. The governmental restricted areas may include porn sites, program sites, and others. This is a continuation of our current Internet account.

**SecureView License renewal.** The Secure View cell phone acquisition tool is utilized to obtain logical cell phone data, which typically includes the data commonly visible to the user of the phone, such as call history, address book, text messages, web browsing, etc.. We are only asking for 6 months of this license which will make this license expire when other licenses for forensic tools expire. It is our desire to have all licenses expire during the same month

**Task Force Web Site.** Since 2007 our task force has maintained a web site now located at [www.bcsdcybercrimes.com](http://www.bcsdcybercrimes.com). This web site provides information pertaining to keeping children and families safe on the Internet including articles and research papers. The web site also provides users with links to important sites such as other Missouri task forces and other reporting sites such as NCMEC. This site also provides users with the ability to e-mail the task force with tips or complaints and provides request of service forms for area law enforcement requesting forensic assistance or organizations requesting public safety programs. Previously this site has been hosted by Microsoft for free, however, they are now charging.

## ***Contractual***

---

Item	Basis for Cost Estimate	Unit Cost	Quantity	Total Cost	Multiplier2
				\$0.00	

***Contractual Justification***

---

**Contractual Justification**

*If contractual or consultant services are not included in the budget, skip this section.*

*If contractual or consultant services are included in the budget, provide justification for each expense. Address why each item is necessary for the proposed project and who will benefit from the services.*

*If your agency anticipates a rate change during the contract period, indicate the effective date of change and the reasoning for such change.*

***Total Budget***

---

**Total Project Cost:**            \$26,311.84

3/8/2013

FY 2013  
 Budget Amendments/Revisions  
**Internet Crimes Task Force (1253)**

Index #	Date Recd	Dept	Account	Dept Name	Account Name	\$Increase	\$Decrease	Reason/Justification
1	3/5/2013	1253	10100	Internet Crimes Task Force	Salary	25,649		To budget for Cyber Crimes expenditures & State grant revenue
		1253	48002	Internet Crimes Task Force	Data Communications	47		
		1253	71100	Internet Crimes Task Force	Outside Services	180		
		1253	70050	Internet Crimes Task Force	Software Service Contract	436		
		1253	3451	Internet Crimes Task Force	State Grant Reimbursement	26,312		
2	3/5/2013	1253	10200	Internet Crimes Task Force	FICA	1,963		To budget for Cyber Crimes expenditures and MOICAC supplemental funds
		1253	10300	Internet Crimes Task Force	Health Insurance	2,375		
		1253	10325	Internet Crimes Task Force	Disability	75		
		1253	10350	Internet Crimes Task Force	Life Insurance	24		
		1253	10375	Internet Crimes Task Force	Dental Insurance	237		
		1253	10400	Internet Crimes Task Force	Workers Comp	893		
		1253	10500	Internet Crimes Task Force	401A Match	210		
		1253	48002	Internet Crimes Task Force	Data Communication	94		
		1253	70050	Internet Crimes Task Force	Software Service Contract	1,000		
		1253	23850	Internet Crimes Task Force	Minor Equip & Tools	5,000		
		1253	37210	Internet Crimes Task Force	Training/Schools	3,564		
		1253	37230	Internet Crimes Task Force	Meals/Loging	3,565		
		1253	3411	Internet Crimes Task Force	Federal Grant Reimbursement	19,000		

## Jason Gibson - Re: Status of Cyber Crimes Funding

---

**From:** Jason Gibson  
**To:** Chad Martin; June Pitchford  
**Date:** 3/12/2013 10:45 AM  
**Subject:** Re: Status of Cyber Crimes Funding  
**CC:** Andy Anderson; Dwayne Carey; Leasa Quick

---

Leasa and I discussed this issue briefly the other day.

The MOICAC Grant runs through June 30th. There appears to be some lump sum budgeted amounts in minor equipment and tools, training/schools, and meals/lodging totaling \$12,129. Based on the e-mail between Andy and Lt. Chris Mateja, Commander of the MOICAC, MOICAC is covering the benefits for the Officers that the State is not covering. If the State doesn't award any amounts from June 1st to June 30th, maybe it is possible the MOICAC could cover that gap in salary from June 1st to June 30th. Maybe we should explore this avenue sooner rather than later with a follow-up e-mail to Lt. Mateja? That way we have a plan to at least cover personnel expenses through <sup>June 30th</sup> to the States new fiscal year starting July 1st.

If so, we will need to keep this in mind though when planning our spending from here to the end of May.

**Jason Gibson**  
 Accountant  
 Boone County Auditor  
 801 E. Walnut, Rm. 304  
 Columbia, Missouri 65201  
 Phone 573-886-4277  
 Fax 573-886-4280  
<http://www.showmeboone.com/AUDITOR/>  
 >>>

**From:** June Pitchford  
**To:** Chad Martin  
**CC:** Dwayne Carey; Jason Gibson; Leasa Quick  
**Date:** 3/12/2013 9:11 AM  
**Subject:** Re: Status of Cyber Crimes Funding

The budget amendments going to Commission only provide spending authority through May 2013. If we learn that grant funding will be renewed, I don't have a problem with continuing to incur expenses beyond May 2013, knowing that grant funding and the next round of Budget Amendments will "catch-up". However, if there is uncertainty about future grant funding, we will need to discuss possible budgetary solutions because spending beyond the May 31st appropriations isn't permitted.

Jason will follow-up with you by the first of May, but if you receive information before then please let us know.

Thanks,  
June

>>> Chad Martin 3/11/2013 6:10 PM >>>

Last time I talked to Andy about it he didn't know yet.

>>> June Pitchford 3/11/2013 2:45 PM >>>

Chad,

I saw the budget amendments for the March thru May 2013 grant period and am wondering about the funding status for June 2013 and beyond. Do you have any information?

Thanks,

June

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

March Session of the January Adjourned

Term. 20 13

County of Boone

} ea.

In the County Commission of said county, on the

26th

day of March

20 13

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

Now on this day the County Commission of the County of Boone does hereby approve the request by the Assessor's Office and GIS Department to purchase a replacement field mapping unit to support mapping efforts of billboards for the 2012 billing year. Funds allocated from the Assessor's Office unanticipated hardware replacement fund at a cost of \$1,260.00.

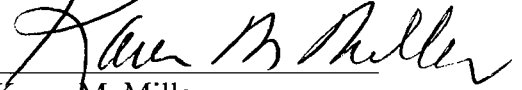
Done this 26th day of March, 2013.

ATTEST:

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



Daniel K. Atwill  
Presiding Commissioner



Karen M. Miller  
District I Commissioner



Janet M. Thompson  
District II Commissioner



**BOONE COUNTY**  
**Department of Information Technology**

ROGER B. WILSON GOVERNMENT CENTER  
801 E. Walnut, Room 220  
Columbia, MO 65201-4890  
573-886-4325

**Jason Warzinik**

**GIS Manager**

**DATE:** March 13th, 2012

**TO:** Dan Atwill, Presiding Commissioner  
Karen Miller, District I Commissioner  
Janet Thompson, District II Commissioner

**FROM:** Jason Warzinik

**SUBJECT:** Replacement Hardware Purchase – Field Mapping Unit

**cc:** June Pitchford, County Auditor  
Caryn Ginter, Budget Analyst

It has been identified that the Assessor's Office and GIS Department are in need of a replacement field mapping unit to support the mapping efforts, namely the Assessor's Office requirement to map billboards for the 2012 billing year. The new field mapping unit is in the form of a touch screen tablet with built-in GPS that will be made available for use by all County staff needing to map assets in the field with the County GIS on a first-come-first-serve basis. The current unit is five years old and is starting to have battery and usability issues. The current unit is also running an outdated processor and operating system (OS) that does not support the current version of ESRI's user friendly touch-screen enabled mobile mapping software and is running low of disk space.

It is my recommendation that we move forward with purchasing the new unit from the Assessor's Office unanticipated hardware replacement funds at a cost of \$1,260.

Jason Warzinik, GISP  
GIS Manager



State of MO-PVC-ST -- C211034001

March 14, 2013 8:5 AM  
Page 1 of 1

Quote Number: 1686645.1

Prepared By: Mayer, Kyle S

World Wide Technology, Inc.  
3 Weldon Parkway  
Arnold Heights, MO 63043

Phone:  
Fax:

Home: Kyle.Mayer@wwt.com  
Email: MAYER, KYLE S

Account Manager:  
Contact Mgr. Phone:  
Contact Mgr. e-mail:

Submitted Date:  
Contact:  
Agency/Company:  
Phone:  
Fax:  
e-mail:  
Bid #:  
WWT Quote #:

Gish, Aron  
Boone County, MO - Information Technology  
573-886-4319  
agish@boonecountymc.org  
Lenovo ThinkPad  
1686645.1

Item	Description	Manufacturer	Part Number	Qty	Customer Unit Price	Extended Price	*ATS (Days)
1	Lenovo ThinkPad Tablet2 368222U 10.1" LED 64GB Slate Net-tablet PC - Wi-Fi - Intel - Atom Z2760 1.8GHz - Black - Multi-Touch Screen 1366 x 768 HD Display - 2 GB RAM - Imagination Technologies PowerVR SGX545 Graphics - Bluetooth - Genuine Windows 8 Pro - HDMI. *Promo Expires Mar 31 2013**	LENOVO	368222U	1	\$1,259.94	\$1,259.94	

Subtotal: \$1,259.94  
 0% Contract Fee (Minimum \$0.00): \$0.00  
 Shipping Charges: \$0.00  
 Grand Total: \$1,259.94

\* ATS - Available to Ship

To learn more about WWT's Cisco Authorized Training Courses, Rates, Promotions, go online to <http://www.wwt.com/ciscotraining.html> or call WWT today at (800) 432-7008

Please call 888-234-8898

Option #1 - Select Place Order

Option #2 - Order Status/Return

Option #3 - Hardware Maintenance Pricing

Any items that have been opened prior to return could be refused by the vendor/supplier. Items returned after 30 days may not be returnable due to vendor restrictions.