

# 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 12th day of March 20 13

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

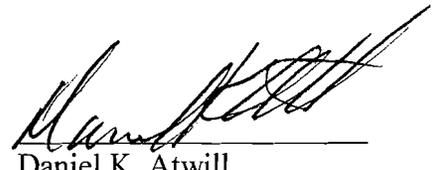
Now on this day the County Commission of the County of Boone does hereby approve the Juvenile Justice Center to utilize the Association of Educational Purchasing Agencies (AEPA) Cooperative Contract AEPA009.D to purchase a photocopier.

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

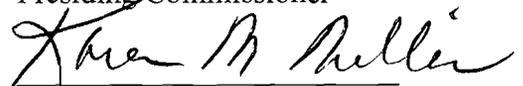
Done this 12th day of March, 2013.

ATTEST:

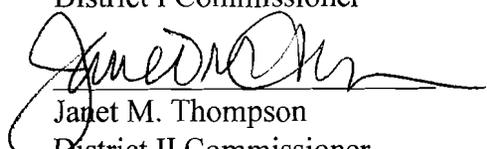
Wendy S. Noren  
Wendy S. Noren *my*  
Clerk of the County Commission



Daniel K. Atwill  
Presiding Commissioner



Karen M. Miller  
District I Commissioner



Janet M. Thompson  
District II Commissioner

# Boone County Purchasing

Melinda Bobbitt, CPPB  
Director



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

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## MEMORANDUM

TO: Boone County Commission  
FROM: Melinda Bobbitt, CPPB  
DATE: March 4, 2013  
RE: Cooperative Contract: AEPA009.D – Photocopier for JJC

The Juvenile Justice Center requests permission to utilize the Association of Educational Purchasing Agencies (AEPA) cooperative contract AEPA009.D - Photocopiers with Kyocera Document Solutions America, Inc. of Fairfield, New Jersey to purchase a photocopier.

Cost of copier is:

Kyocera TASKalfa 4550i Digital Copier	\$5,704.00
4,000 Sheet Stapler Finisher with AK-730: DF-790	\$351.00
Additional Two (2) 1,500 Sheet Drawers / Base: PF-740	\$363.00
Data Security Kit (E) – Sanitizes the Hard Drive	\$307.00
Surge Protector	\$135.00

The Data Security Kit that was are purchasing for \$307 actually encrypts a document when it is scanned, then once the scanning is completed, it sanitizes what was scanned and eliminates it from the memory. This Security Kit could be purchased from Kyocera and added to all of our Kyocera machines.

Total cost of copier is \$6,860 and will be paid from department 1242 – Juvenile Justice Center, account 92300 – Replacement Machinery and Equipment. \$6,692 was budgeted for the copier and Juvenile Justice Center prepared a Budget Revision for \$168.00 to cover the difference from 1242 / 91301.

Copier maintenance will be provided from Da-Com Columbia LLC on a separate agreement.

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The Juvenile Justice Center is not currently disposing of their existing copier machine, fixed asset tag 14320. They are not going to carry maintenance on this equipment and will keep it until it is no longer functioning.

cc: Contract File / Ann Schnell, JJC



# PURCHASE REQUISITION BOONE COUNTY, MISSOURI

1/30/13

REQUEST DATE

14744

VENDOR NO.

Kyocera Document Solutions America, 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

- |  |  |   |
|--|--|---|
| <input checked="" type="checkbox"/> Bid /RFP (enter # below)<br><input type="checkbox"/> Sole Source (enter # below)<br><input type="checkbox"/> Emergency Procurement (enter # below)<br><input type="checkbox"/> Written Quotes (3) Attached (>\$2500 to \$4,499)<br><input type="checkbox"/> Purchase is ≤\$2500 and is NOT covered by an existing bid or sole source | <input type="checkbox"/> Utility<br><input type="checkbox"/> Employee Travel/Meal Reimb<br><input type="checkbox"/> Training (registration/conf fees)<br><input type="checkbox"/> Dues<br><input type="checkbox"/> Pub/Subscription/Transcript Copies<br><input type="checkbox"/> Refund of Fees Previously Paid to County<br><input checked="" type="checkbox"/> Professional Services (see Purchasing Policy Section 3-103; enter RFP if applicable)<br><input type="checkbox"/> Intergovernmental Agreement<br><input type="checkbox"/> Not Susceptible to Bidding for Other Reasons (Explain): | Not Subject To Bidding (select appropriate response below):<br><input type="checkbox"/> Mandatory Payment to Other Govt<br><input type="checkbox"/> Court Case Travel/Meal Reimb<br><input type="checkbox"/> Tool and Uniform Reimb<br><input type="checkbox"/> Inmate Housing<br><input type="checkbox"/> Remit Payroll Withheld<br><input type="checkbox"/> Agency Fund Dist (dept #s TXXX) |
|--|--|---|

#AEPA009.D

(Enter Applicable Bid / Sole Source / Emergency Number)

Ship to Department # 1242

Bill to Department # 1242

Department				Account				Item Description	Qty	Unit Price	Amount
1	2	4	2	9	2	3	0 0	Kyocera TASKalfa 4550i Digital Copier	1	5704.00	5704.00
1	2	4	2	9	2	3	0 0	4,000 Sheet Stapler Finisher with AK-730; DF-790	1	351.00	351.00
1	2	4	2	9	2	3	0 0	Additional Two (2) 1,500 Sheet Drawers / Base: PF-740	1	363.00	363.00
1	2	4	2	9	2	3	0 0	Data Security Kit (E) – Sanitizes the Hard Drive	1	307.00	307.00
1	2	4	2	9	2	3	0 0	Surge Protector	1	135.00	135.00
								<b>TOTAL:</b>			<b>6860.00</b>

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

*Melinda Bobbitt*  
Requesting Official

*[Signature]*

Auditor Approval

**PURCHASE AGREEMENT FOR  
PHOTOCOPIER  
FOR JUVENILE JUSTICE CENTER**

**THIS AGREEMENT** dated the 12<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 **Kyocera Document Solutions America, Inc.** herein "Contractor."

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

1. **Contract Documents** - This agreement shall consist of this Purchase Agreement for a Term and Supply contract for a **Photocopier** in compliance with the Association of Educational Purchasing Agencies (AEPA) Contract **AEPA009.D**, Kyocera's quote dated June 27, 2012 by Donald E. Clary, and Boone County Standard Terms and Conditions. All such documents shall constitute the contract documents which are incorporated herein by reference. Service or product data, specification and literature submitted with bid response may be permanently maintained in the County Purchasing Office file if not attached. In the event of conflict between any of the foregoing documents, this Purchase Agreement with Boone County Missouri Standard Terms and Conditions shall prevail and control over the vendor's quote response.
2. **Purchase** - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County with the following equipment:

**Juvenile Justice Center** – 5665 N. Roger Wilson Drive, Columbia, MO 65202.

Pricing includes delivery, installation, setup, connectivity, initial training, and on-going training and support.

**Copier:** One (1) Kyocera TASKalfa 4500i Monochrome Digital Copier/Printer. New Photocopier includes the following:

Kyocera TASKalfa 4550i Digital Copier 45PPM Monochrome. (2) 500 Sheet Drawers, Dual Scan Document Feeder, 100-Sheet Multi-Purpose Tray, Trayless Duplexing, DF-770 – 1,000 Sheet Stapler Finisher with AK-730, PH-7A – two (2) and three (3) Hole Punch System, Fax System (V) – Fax Module, Start-Up Supplies (total Yield Is 35,000 images), Copier Console (console has storage capabilities), 90 day warranty from date of installation.	\$5,704.00
4,000 Sheet Stapler Finisher with AK-730: DF-790	\$351.00
Additional Two (2) 1,500 Sheet Drawers / Base: PF-740	\$363.00
Data Security Kit (E) – Sanitizes the Hard Drive	\$307.00
Surge Protector	\$135.00
 Total	 \$6,860.00

3. **Maintenance** – Maintenance following the 90 day warranty period will be provided by Da-Com Columbia LLC under a separate agreement.
4. **Delivery and Installation:** Contractor agrees to deliver, setup, connect and provide training of copier to the **Juvenile Justice Center** within 10 days after receipt of Purchase Order. Juvenile Justice Center, Attn: Ann Schnell, 115 N. 8<sup>th</sup> Street, Columbia, MO 65201.

116-2013

3. **Billing and Payment** - All billing shall be invoiced to the **Juvenile Justice Center** and billings may only include the prices listed within. No additional fees for delivery or extra services or taxes shall be included as additional charges in excess of the charges specified in the Contractor's quote. The County agrees to pay all invoices within thirty days of receipt following successful installation and connectivity of copier(s); 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.

4. **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.

5. **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.

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

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

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

**KYOCERA DOCUMENT SOLUTIONS  
AMERICA, INC.**

by [Signature]

title VP, National Accounts

**BOONE COUNTY, MISSOURI**

by: Boone County Commission

[Signature]  
Daniel K. Atwill, Presiding Commissioner

**APPROVED AS TO FORM:**

[Signature]  
County Counselor

**ATTEST:**

[Signature]  
Wendy S. Noren, County Clerk *my*

**AUDITOR CERTIFICATION**

In accordance with RSMo 50.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) arising from this contract.

[Signature] by jjj 03/05/2013  
Signature Date

Copier: 1242-92300 / \$6,860.00

Appropriation Account

## STANDARD TERMS AND CONDITIONS - BOONE COUNTY, MISSOURI

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

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

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

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

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

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

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

**Proof of Carriage of Insurance -** The Contractor shall furnish the County with Certificate(s) of Insurance which name the County as additional insured in an amount as required in this contract, contain a description of the project or work to be performed, and requiring a thirty (30) day mandatory cancellation notice. In addition, such insurance shall be on occurrence basis and shall remain in effect until such time as the County has made final acceptance of the facility contracted.

**INDEMNITY AGREEMENT:** To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or

failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.

Ann Schnell  
Robert L. Perry Juvenile Justice Center  
13<sup>th</sup> Circuit Court  
5665 Roger Wilson Memorial Drive  
Columbia, MO 65202  
Bus 573 886 4450  
Fax 573 886 4461  
e-mail: [ann.schnell@courts.mo.gov](mailto:ann.schnell@courts.mo.gov)

Wednesday, June 27, 2012

**Subject: AEPA Contract AEPA009D Request for Pricing for One (1) Kyocera TASKalfa4500i**

Dear Ann:

On behalf of a host of Kyocera Dealers that support the County of Boone and Kyocera Document Solutions America, Inc. we thank you for the opportunity to present our program for consideration. I am sure you'll agree that after evaluating this response, we can provide the County of Boone with all the key essentials for a successful cost-effective partnership.

We realize that you are selecting a business partner whose emphasis will be placed on awareness and understanding of their specific needs. This is a decision that Kyocera takes seriously. We are committed to providing the highest standards of product quality, customer service and technical support in the equipment industry. Couple this commitment with our dealership partners, and you have a program that will exceed your requirements.

Consistent with the information you provide on your e-mails, dated Wednesday, June 27, 2012, I am responding to your request. I believe my responses will be clear and concise. If however you need added details, the complete Kyocera Staff, and myself stand ready to answer any questions.

I would like to thank you for your time and cooperation. We look forward to sharing our expertise and developing a partnership, which will be beneficial to all parties now and in the future.

Sincerely,



Donald E. Clary  
Government Account Manager

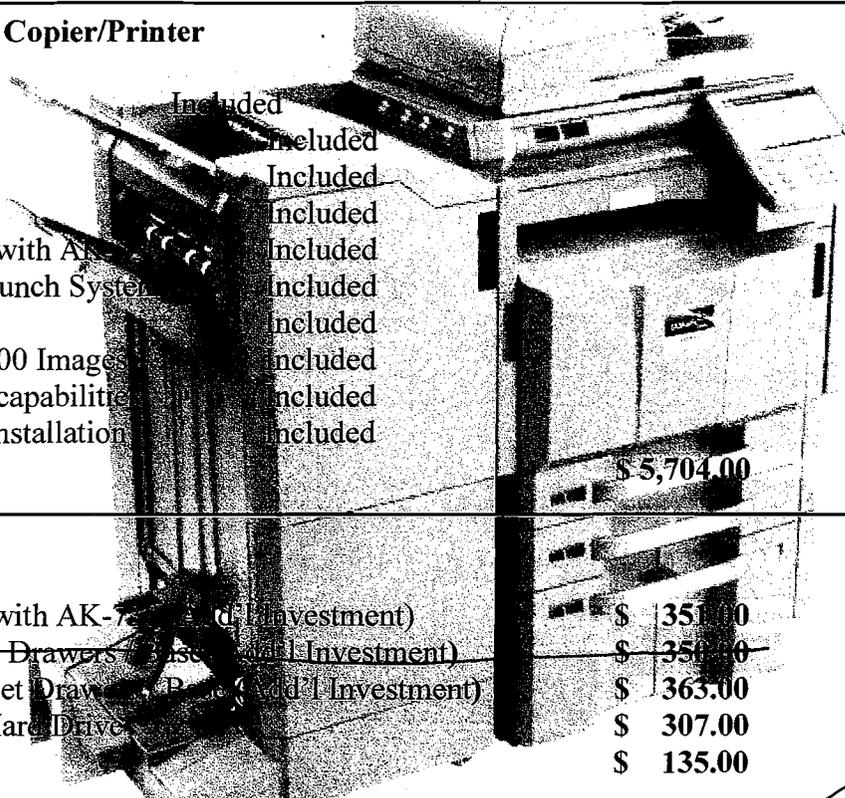
## AEPA CONTRACT PRICING

### AEPA009.D – Promo Pricing

### - Purchase Price

**TASKalfa4500i Monochrome Digital Copier/Printer**  
**45PPM Monochrome**

(2) 500 Sheet Drawers	Included
Dual Scan Document Feeder	Included
100-Sheet Multi-Purpose Tray	Included
Trayless Duplexing	Included
DF-770 – 1,000 Sheet Stapler Finisher with AK-720 (Add'l Investment)	Included
PH-7A – Two (2) and Three (3) Hole Punch System (Add'l Investment)	Included
Fax System (V) – Fax Module	Included
Start Up Supplies – Total yield is 35,000 Images	Included
Copier Console – Console has storage capabilities	Included
90-Day Warranty – From the date of Installation	Included



\$ 5,704.00

**OPTION ACCESSORIES:**

DF-790 – 4,000 Sheet Stapler Finisher with AK-720 (Add'l Investment)	\$ 351.00
PF-730 – Additional Two (2) 500 Sheet Drawers (Add'l Investment)	\$ 350.00
PF-740 – Additional Two (2) 1,500 Sheet Drawers (Add'l Investment)	\$ 363.00
Data Security Kit (E) – Sanitizes the Hard Drive	\$ 307.00
Surge Protector	\$ 135.00

6860.00

The above pricing includes delivery, installation and Kyocera's Three (3) Performance Guarantee.

**MONTHLY MAINTENANCE:**

The maintenance / service / supplies agreement includes all parts, labor, service calls, preventive maintenance calls, diagnostics, modifications, updates, travel time, toner, color developer and drums, everything, excluding paper & staples. As per AEPA Contract Terms and Conditions, Kyocera is will bill on a monthly basis. The Monochrome Images will be billed @ a rate of \$ .0067 per Imager per month on a base of 5,000 Images.

**NOTES OF INTEREST:**

The pricing investment includes everything is the attached picture with the exception of the large capacity finisher. There are two optional stapler finishers as shown in the attached Product Brochure.

**ADDITIONAL NOTES OF INTEREST:**

The unit meets or exceeds your required specifications.

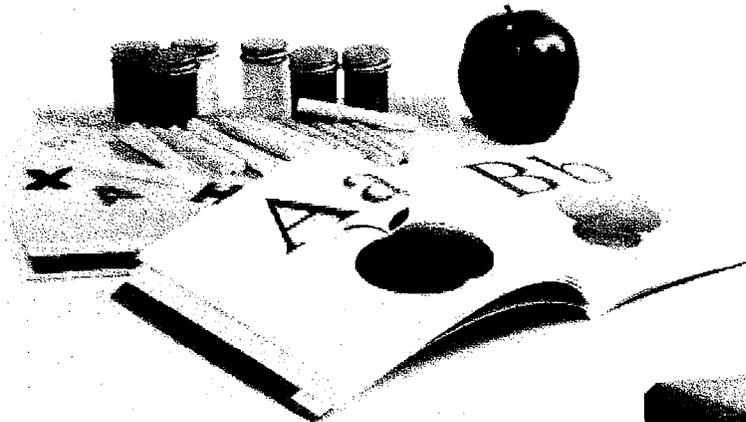
The proposed unit includes all the following features:

1. All Units meet or exceed your required Specifications as requested.
2. The unit has LDAP capabilities, which, allows the unit to access ALL the e-mail addresses located on your e mail server.
3. 10.2" Color display panel for easy functionality.
4. Drivers will be loaded on the desktops in your office.
5. USB Capabilities.
6. The unit has Multi-Tasking capabilities.
7. Scans in color.
8. Paper Weight from 16 lb Bond to 90 lb Index and By-Pass Tray (MPT) Multi-Purpose Tray 16 lb Bond to 14 lb Index.
9. The Proposed unit is a 45-PPM Monochrome Unit.
10. The unit is 508 Compliant

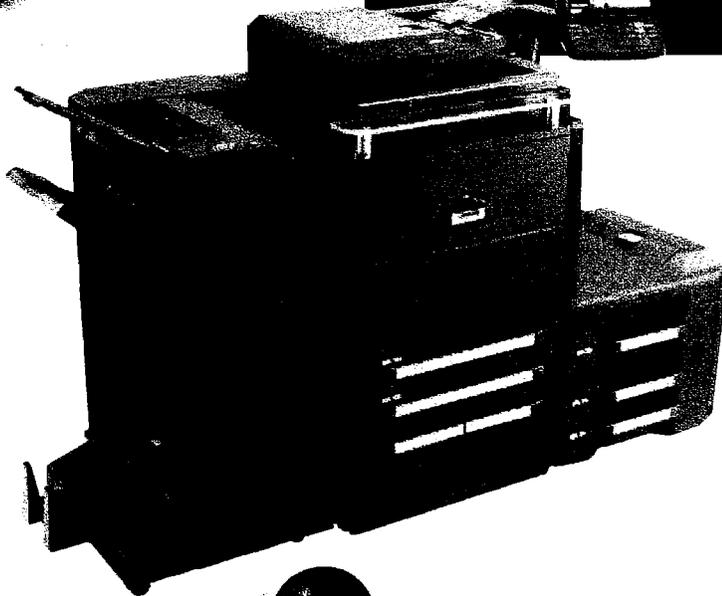
**MORE ADDITIONAL NOTES OF INTEREST:**

- a. AEPA Schedule Contract number  
**AEPA009.D**
- b. Business Size  
**Large**
- c. Federal Tax ID Number  
**95-2819506**
- d. Dun & Bradstreet Number  
**06-446-5503**
- e. Cage Code  
**65678**
- f. Mailing Address and Point of Contact (name, telephone, email address)  
**Donald E. Clary, CDIA+ Certified Professional**  
**Government Account Manager**  
**KYOCERA Document Solutions America, Inc..**  
**225 Sand Road**  
**Fairfield, NJ 07004-0008**  
**Bus 610 502 0388**  
**Fax 610 502 0389**  
**Cell 610 428 0298**  
**e-mail: [donald.clary@da.kyocera.com](mailto:donald.clary@da.kyocera.com)**

# AEPA | Copiers and Printing Equipment



Includes  
the  
**NEW**  
FS-1035MFP/DP  
and  
FS-1135MFP  
Models



Association of Educational  
Purchasing Administrators

**AEPA**

Contract Number AEPA009.D

**KYOCERA**

Document Solutions  
Kyocera Document Solutions, Inc.  
*National and Government Account Division*



Association of Educational  
Purchasing Agencies

# AEPA | Participation Agencies and States

The Association of Educational Purchasing Agencies' (AEPA) is a nationwide group of nonprofit educational organizations working collaboratively to save school districts time and money.

AEPA has more than \$330 million in annual protected purchases. We are currently 24 members strong, representing schools serving more than 25 million students. Together we have hundreds of years of public sector purchasing experience.

**Program Advantages:**

- Time savings with lowest national pricing available
- Attract and leverage national vendors
- Detailed and complete bid process through nationally experienced participants
- Volume contracts based on 24 member participation
- Avoid duplication and expense of bid process

Our mission is to cooperatively serve our agency memberships through a continuous effort to explore and solve present and future purchasing needs. Our goals include working on your behalf to secure multi-state volume purchasing contracts that have benefits that are measurable, cost-effective and continuously exceed our membership's expectations.

Our current membership consists of the following states:

California	Massachusetts	Ohio
Colorado	Michigan	Oregon
Connecticut	Minnesota	Pennsylvania
Florida	Missouri	Texas
Iowa	Montana	Virginia
Indiana	North Dakota	Washington
Kansas	Nebraska	Wisconsin
Kentucky	New Mexico	Wyoming

## **Kyocera Contact Information**

Da-Com Digital Office Solutions  
 1406 Rangeline  
 Columbia, MO 65201  
 573-449-2663

[www.da-comcolumbia.com](http://www.da-comcolumbia.com)



**Panhandle Area Educational Consortium**  
Alabama, Florida, Georgia, Mississippi, South Carolina



**Iowa Educators Consortium**  
Iowa



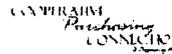
**Cooperating School Districts**  
Arkansas, Illinois, Missouri



**Southeast Kansas Education Service Center**  
Kansas



**Colorado BOCES Association**  
Colorado, Utah



**Minnesota Services Cooperatives**  
Minnesota, South Dakota



**Capitol Region Education Council**  
Connecticut, Maine, New Hampshire, Rhode Island, Vermont



**Montana Cooperative Services LLC**  
Montana, Alaska, Washington



**Fairfax County Public Schools**  
Delaware, Maryland, North Carolina, Virginia



**Nebraska Cooperative Purchasing**  
Nebraska



**Northeast Wyoming BOCES**  
Idaho, Wyoming



**Pennsylvania Education Joint Purchasing Council**  
New York, Pennsylvania



**Wilson Education Center**  
Indiana



**North Dakota Educators Service Cooperative**  
North Dakota



**The Education Cooperative**  
Massachusetts



**Ohio Council of Educational Purchasing Consortia**  
Ohio



**CESA Purchasing Org.**  
Wisconsin



**Umatilla-Morrow Education Service District**  
Oregon



**Cooperative Educational Services**  
New Mexico



**Green River Regional Educational Cooperative**  
Kentucky, Tennessee, West Virginia



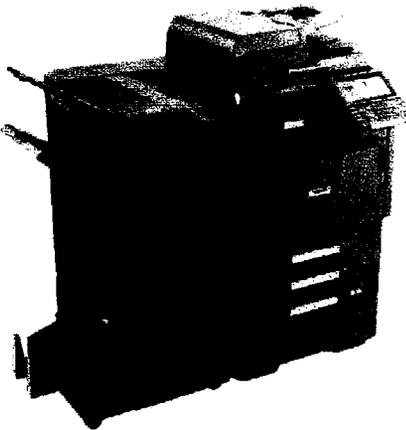
**TexBuy**  
Texas, Louisiana, Oklahoma



**Cal Save - Monterey County Office of Education**  
California, Hawaii, Nevada



**Oakland Schools**  
Michigan



## TASKalfa 4500i MULTI FUNCTIONAL PRINTER

### SPECIFICATIONS AT A GLANCE

- Functions: Standard Network Print, Copy, Color Scan and Document Box  
Optional Fax/Network Fax, Dual Fax
- Speed: 45 ppm
- Max Monthly Duty Cycle: 200,000 Pages
- Resolution: 600 x 600 dpi, 9600 x 600 dpi interpolated / 8 bit color depth
- Standard Paper Supply: 1,150
- Max Paper Size: 12" x 18" (Trays and MPT)
- Max Paper Weight: 120 lb Index (Trays), 110 lb Cover (MPT)
- Original Size: 11" x 17"
- Duplexing: Standard Embedded Duplex
- Network Connectivity: 10/100/1000BaseTX, High Speed USB 2.0
- PDL: PRESCRIBE, PCL6 (XL, 5e), KPDL (PS3)
- Fax Modem Speed: 33.3 kbps
- Fax Memory: 12 MB Std, 120 MB Max

The Kyocera TASKalfa 4500i takes flexibility and performance to new heights.

Designed specifically with the customer in mind, the TASKalfa 4500i incorporates high productivity and flexible configurations with exceptional imaging and advanced finishing to easily handle both your day-to-day document needs as well as more complex projects with ease. Superior imaging technology enables you to create finished pieces with professional polish, while integrated business applications provide the added power and capabilities to help your business simplify its document workflow.

Kyocera's award-winning ultra-reliability and unique long-life technology ensure the superior performance and proven productivity your busy enterprise requires to keep it up and running at maximum efficiency. When it comes to document imaging innovation and quality you can count on, the TASKalfa 4500i delivers.

**The TASKalfa 4500i Black and White MFP...document imaging innovation for your office.**

### ■ TASKALFA 4500i SOLUTIONS

#### Solution TASKalfa 4500iP1

		<b>AEPA Purchase Price</b>
TASKalfa 4500i	45 PPM Monochrome MFP	\$ 4,242.00
DP-770	Reversing Automatic Document Processor (RADF)	860.00
Copier Stand	Stand	216.00
		<b>\$ 5,318.00</b>

#### Solution TASKalfa 4500iP2

TASKalfa 4500i	45 PPM Monochrome MFP	\$ 4,242.00
DP-771	Dual Scan Document Processor (DSDP) (requires additional memory SO-200-1G)	1,091.00
SO-200-1G	1 GB Print Memory Upgrade - 100 Pin DIMM	81.00
Copier Stand	Stand	216.00
		<b>\$ 5,630.00</b>

#### Solution TASKalfa 4500iP3

TASKalfa 4500i	45 PPM Monochrome MFP	\$ 4,242.00
DP-770	Reversing Automatic Document Processor (RADF)	860.00
PF-730	500 Sheet x 2 Drawers	781.00
		<b>\$ 5,882.00</b>

#### Solution TASKalfa 4500iP4

TASKalfa 4500i	45 PPM Monochrome MFP	\$ 4,242.00
DP-771	Dual Scan Document Processor (DSDP) (requires additional memory SO-200-1G)	1,091.00
DF-770	1,000 Sheet Staple Finisher (requires AK-730)	933.00
AK-730	DF-770/790 Attachment Kit	97.00
SO-200-1G	1 GB Print Memory Upgrade - 100 Pin DIMM	81.00
Copier Stand	Stand	216.00
		<b>\$ 6,660.00</b>

#### Solution TASKalfa 4500iP5

TASKalfa 4500i	45 PPM Monochrome MFP	\$ 4,242.00
DP-771	Dual Scan Document Processor (DSDP) (requires additional memory SO-200-1G)	1,091.00
DF-770	1,000 Sheet Staple Finisher (requires AK-730)	933.00
AK-730	DF-770/DF-790 Attachment Kit	97.00
SO-200-1G	1 GB Print Memory Upgrade - 100 Pin DIMM	81.00
PF-730	500 Sheet x 2 Drawers	781.00
		<b>\$ 7,225.00</b>

#### Solution TASKalfa 4500iP6

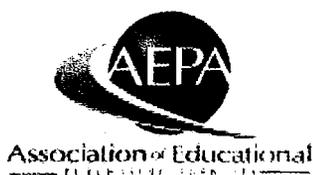
TASKalfa 4500i	45 PPM Monochrome MFP	\$ 4,242.00
DP-771	Dual Scan Document Processor (DSDP) (requires additional memory SO-200-1G)	1,091.00
DF-790	4,000 Sheet Staple Finisher (requires AK-730)	1,515.00
AK-730	DF-770/790 Attachment Kit	97.00
SO-200-1G	1 GB Print Memory Upgrade - 100 Pin DIMM	81.00
Copier Stand	Stand	216.00
		<b>\$ 7,242.00</b>

#### Solution TASKalfa 4500iP7

TASKalfa 4500i	45 PPM Monochrome MFP	\$ 4,242.00
DP-771	Dual Scan Document Processor (DSDP) (requires additional memory SO-200-1G)	1,091.00
DF-770	1,000 Sheet Staple Finisher (requires AK-730)	933.00
AK-730	DF-770/790 Attachment Kit	97.00
SO-200-1G	1 GB Print Memory Upgrade - 100 Pin DIMM	81.00
PF-740	1,500 Sheet x 2 Drawers	836.00
		<b>\$ 7,280.00</b>

#### Solution TASKalfa 4500iP8

TASKalfa 4500i	45 PPM Monochrome MFP	\$ 4,242.00
DP-771	Dual Scan Document Processor (DSDP) (requires additional memory SO-200-1G)	1,091.00
DF-790	4,000 Sheet Staple Finisher (requires AK-730)	1,515.00
AK-730	DF-770/790 Attachment Kit	97.00
SO-200-1G	1 GB Print Memory Upgrade - 100 Pin DIMM	81.00
PF-730	500 Sheet x 2 Drawers	781.00
		<b>\$ 7,806.00</b>



**Solution TASKalfa 4500iP9**

TASKalfa 4500i	45 PPM Monochrome MFP	\$ 4,242.00
DP-771	Dual Scan Document Processor (DSDP) (requires additional memory SO-200-1G)	1,091.00
DF-790	4,000 Sheet Staple Finisher (requires AK-730)	1,515.00
AK-730	DF-770/DF-790 Attachment Kit	97.00
SO-200-1G	1 GB Print Memory Upgrade - 100 Pin DIMM	81.00
PF-740	1,500 Sheet x 2 Drawers	836.00
		<b>\$ 7,862.00</b>

**Solution TASKalfa 4500iP10**

TASKalfa 4500i	45 PPM Monochrome MFP	\$ 4,242.00
DP-771	Dual Scan Document Processor (DSDP) (requires additional memory SO-200-1G)	1,091.00
DF-770	1,000 Sheet Staple Finisher (requires AK-730)	933.00
AK-730	DF-770/790 Attachment Kit	97.00
SO-200-1G	1 GB Print Memory Upgrade - 100 Pin DIMM	81.00
PF-730	500 Sheet x 2 Drawers	781.00
PF-770	3,000 Large Capacity Drawer	860.00
		<b>\$ 8,084.00</b>

**Solution TASKalfa 4500iP11**

TASKalfa 4500i	45 PPM Monochrome MFP	\$ 4,242.00
DP-771	Dual Scan Document Processor (DSDP) (requires additional memory SO-200-1G)	1,091.00
DF-770	1,000 Sheet Staple Finisher (requires AK-730)	933.00
AK-730	DF-770/790 Attachment Kit	97.00
SO-200-1G	1 GB Print Memory Upgrade - 100 Pin DIMM	81.00
PF-740	1,500 Sheet x 2 Drawers	836.00
PF-770	3,000 Large Capacity Drawer	860.00
		<b>\$ 8,140.00</b>

**Solution TASKalfa 4500iP12**

TASKalfa 4500i	45 PPM Monochrome MFP	\$ 4,242.00
DP-771	Dual Scan Document Processor (DSDP) (requires additional memory SO-200-1G)	1,091.00
DF-790	4,000 Sheet Staple Finisher (requires AK-730)	1,515.00
AK-730	DF-770/790 Attachment Kit	97.00
SO-200-1G	1 GB Print Memory Upgrade - 100 Pin DIMM	81.00
PF-730	500 Sheet x 2 Drawers	781.00
PF-770	3,000 Large Capacity Drawer	860.00
		<b>\$ 8,666.00</b>

**Solution TASKalfa 4500iP13**

TASKalfa 4500i	45 PPM Monochrome MFP	\$ 4,242.00
DP-771	Dual Scan Document Processor (DSDP) (requires additional memory SO-200-1G)	1,091.00
DF-790	4,000 Sheet Staple Finisher (requires AK-730)	1,515.00
AK-730	DF-770/790 Attachment Kit	97.00
SO-200-1G	1 GB Print Memory Upgrade - 100 Pin DIMM	81.00
PF-740	1,500 Sheet x 2 Drawers	836.00
PF-770	3,000 Large Capacity Drawer	860.00
		<b>\$ 8,721.00</b>

*Includes Delivery and  
Installation. Lease  
Plans are available.*

■ **TASKalfa 4500i ACCESSORIES**

<b>Item</b>	<b>Description</b>	<b>Price</b>	<b>Item</b>	<b>Description</b>	<b>Price</b>
PH-7A	Punch Unit for DF-790	\$ 406.00	Card Reader	Card Reader	
BF-730	Booklet Folder and Tri Folding for DF-790	909.00	Holder (B)	HID Card Reader Holder for Card Authentication Kit(B)	53.00
MT-730	Mail Box for DF-790	606.00	IB-50	Gigabit Ether Net Board	265.00
JS-730	Inner Job Separator (can not be installed with DF-790/DF-770)	115.00	MM-16-128	128MB Fax Memory Board	120.00
JS-731	Outer Job Separator	115.00	DT-730	Original Hard Copy Holder	27.00
Fax System (V)	Fax System	700.00	Netgard MFD	CAC Netgard MFD (Scan Block ONLY Network Connection)	928.00
Keyboard Holder (A)	Keyboard Tray Kit	69.00	MFP Interface Cable	MFP Interface Cable (Required for Full Scan, Copy & Fax Locking Capability)	41.00
Internet Fax (A)	Internet Fax Kit (requires Fax System (V))	180.00	Parts Key Counter Wire	Parts Key Counter Wire (Required for Full Scan, Copy & Fax Locking Capability)	
Data Sec. (E)	Data Security	358.00	Original Holder	Platen Cover Type E	69.00
Print Document Guard Kit (A)	Print Document Guard Kit	693.00	Teaching Asst.	Business App. for Automated Printing & Grading of Bubble Sheet Tests	634.00
UG-34	Optional Printer Emulation for IBM Prorinter, Epson LQ-850, Diabro 630	339.00	Surge Protector	15 Amp Surge Protector Item #82143015	136.00

**TASKalfa 4500i  
MULTI FUNCTIONAL  
PRINTER**

**EXTENSION OF AGREEMENT**

Contract EXTENSION AGREEMENT made by and between

**Kyocera Mita America**  
**Category – Digital Copiers and Related Equipment**

and

**Cooperating School Districts of Greater St Louis**  
**1460 Craig Rd St Louis MO 63146**  
Agency phone 314-692-1234 Agency fax 314-872-7970  
Tpost@csd.org

said Agreement being numbered: AEPA BID #009 – **Category – Digital Copiers and Related Equipment**

The existing Agreement initially commencing upon award terminates on February 28, 2012; however, the Term of Contract and Extension in the AEPA Bid provides the Agreement may be extended for three (3) additional 12-month periods by mutual written agreement through February 28, 2013. AEPA has approved this extension and now Cooperating School Districts of Greater St Louis and **Kyocera Mita America** desire to extend the Agreement for the third and final term of one (1) year until February 28, 2013. Upon the signatures of an authorized officer of the Cooperating School Districts of Greater St Louis and **Kyocera Mita America**, the Agreement is hereby extended.

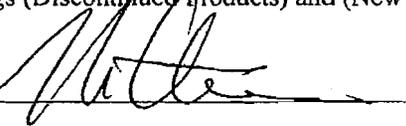
This extension shall be subject to the same Terms and Conditions as contained in the original AEPA Bid, and subject to the Bylaws, Policies and Procedures of AEPA in addition to the attached Ohio Terms and Conditions.

**Cooperating School Districts of Greater St Louis**

Authorized Signature  Steven Keyser Deputy Executive Director/CFO

**Kyocera Mita America**

Contractor agrees to provide complete information of any deleted and new products or prices as allowed under headings (Discontinued Products) and (New Technology and Price Reduction) of the AEPA Bid #009.

Authorized Signature  Title VP of National Accounts

Typed Name Marc Theaman

NOTE: This agreement should be received by 5:00 p.m. at the offices of Cooperating School Districts on or before January 13, 2012.

-----  
If you as contractor do not want to extend contract, please sign below and return this agreement to Cooperating School Districts.

**Discontinue: We desire to discontinue the contract, effective February 28, 2012**

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

December 15,2011

Kyocera Mita America, Inc.  
Attn: Joseph Dolce  
225 Sand Road, P.O. Box 40008  
Fairfield, NJ 07004-0008

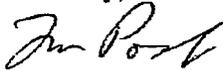
Dear Mr. Dolce:

Previously your company submitted a response to the Association of Educational Purchasing Agencies (AEPA) IFB #009. Your bid was reviewed by AEPA and they placed you on the "approved" list, so that any member could negotiate a contract extension with you. Their act of approval did not generate a contract; the contract is between the Cooperating School District of greater St Louis (CSD) and Kyocera Mita America, Inc. The term of that contract is one year, with an option for one-year extensions. AEPA has again "approved" you to be able to extend the contract until February 28, 2013.

It is our desire to formally extend this relationship through the established contract and adhering to the terms and conditions set forth in the bid specs for Missouri. Enclosed are two signed Contract Extensions for you to sign, return one signed copy to me and retain a copy for your files. The Cooperative will communicate this extension to our member schools; however, the job of sales is yours.

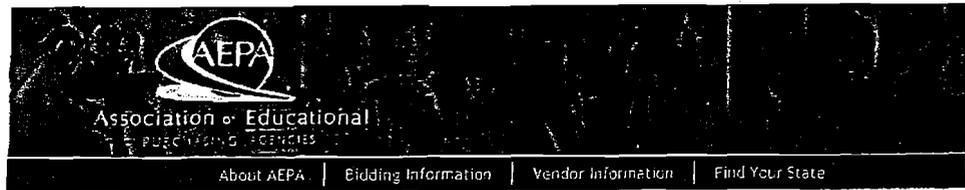
If you have any questions about this transaction, please do not hesitate to call me.

Sincerely,



Tom Post  
Director Cooperating School Districts  
1460 Craig Rd  
St Louis mo 63146  
314-692-1234  
tpost@csd.org

Enclosures: Contract Extension (2)



- California ▶
- Colorado ▶
- Connecticut ▶
- Florida ▶
- Idaho ▶
- Indiana ▶
- Iowa ▶
- Kansas ▶
- Kentucky ▶
- Massachusetts ▶
- Michigan ▶
- Minnesota ▶
- Missouri ▶
- Montana ▶
- Nebraska ▶
- New Jersey ▶
- New Mexico ▶
- North Dakota ▶
- Ohio ▶



The AEPA member in Missouri is Cooperating School Districts.

Contact: [Tom Post](mailto:Tom.Post@csd.org) (314) 692-1234  
Website: [www.csd.org](http://www.csd.org)

Eligible Customers: K-12 Public & Private Schools | Colleges & Universities | Public Libraries | City, County & State Government | Non-profit Organizations

Neighboring States Served: Arkansas | Illinois | Louisiana | South Dakota

## **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 **Kyocera Mita America, 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.
5. SSA agrees to establish a means of secondary verification (including updating SSA records as may be necessary) for employees who contest SSA tentative nonconfirmations that is designed to provide final confirmation or nonconfirmation of U.S. citizens' employment

Company ID Number: 158655

eligibility and accuracy of SSA records for both citizens and aliens within 10 Federal Government work days of the date of referral to SSA, unless SSA determines that more than 10 days may be necessary. In such cases, SSA will provide additional verification instructions.

**B. RESPONSIBILITIES OF THE DEPARTMENT OF HOMELAND SECURITY**

1. Upon completion of the Form I-9 by the employee and the Employer and after SSA verifies the accuracy of SSA records for aliens through E-Verify, DHS agrees to provide the Employer access to selected data from DHS's database to enable the Employer to conduct:
  - Automated verification checks on newly hired alien employees by electronic means, and
  - Photo verification checks (when available) on newly hired alien employees.
2. DHS agrees to provide to the Employer appropriate assistance with operational problems that may arise during the Employer's participation in the E-Verify program. DHS agrees to provide the Employer names, titles, addresses, and telephone numbers of DHS representatives to be contacted during the E-Verify process.
3. DHS agrees to provide to the Employer a manual (the E-Verify Manual) containing instructions on E-Verify policies, procedures and requirements for both SSA and DHS, including restrictions on the use of E-Verify.. DHS agrees to provide training materials on E-Verify.
4. DHS agrees to provide to the Employer a notice, which indicates the Employer's participation in the E-Verify program. DHS also agrees to provide to the Employer anti-discrimination notices issued by the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC), Civil Rights Division, and U.S. Department of Justice.
5. DHS agrees to issue the Employer a user identification number and password that permits the Employer to verify information provided by alien employees with DHS's database.
6. DHS agrees to safeguard the information provided to DHS by the Employer, and to limit access to such information to individuals responsible for the verification of alien employment eligibility and for evaluation of the E-Verify program, or to such other persons or entities as may be authorized by applicable law. Information will be used only to verify the accuracy of Social Security Numbers and employment eligibility, to enforce the Immigration and Nationality Act and federal criminal laws, and to ensure accurate wage reports to the SSA.
7. DHS agrees to establish a means of automated verification that is designed (in conjunction with SSA verification procedures) to provide confirmation or tentative nonconfirmation of employees' employment eligibility within 3 Federal Government work days of the initial inquiry.
8. DHS agrees to establish a means of secondary verification (including updating DHS records as may be necessary) for employees who contest DHS tentative nonconfirmations and photo non-match tentative nonconfirmations that is designed to provide final confirmation or nonconfirmation of the employees' employment eligibility within 10 Federal Government work days of the date of referral to DHS, unless DHS determines that more than 10 days may be necessary. In such cases, DHS will provide additional verification instructions.

**C. RESPONSIBILITIES OF THE EMPLOYER**

1. The Employer agrees to display the notices supplied by DHS in a prominent place that is clearly visible to prospective employees.
2. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted regarding E-Verify.
3. The Employer agrees to become familiar with and comply with the E-Verify Manual.
4. The Employer agrees that any Employer Representative who will perform employment verification queries will complete the E-Verify Tutorial before that individual initiates any queries.
  - A. The employer agrees that all employer representatives will take the refresher tutorials initiated by the E-Verify program as a condition of continued use of E-Verify.
  - B. Failure to complete a refresher tutorial will prevent the employer from continued use of the program.
5. The Employer agrees to comply with established Form I-9 procedures, with two exceptions:
  - If an employee presents a "List B" identity document, the Employer agrees to only accept "List B" documents that contain a photo. (List B documents identified in 8 C.F.R. § 274a.2 (b) (1) (B)) can be presented during the Form I-9 process to establish identity).
  - If an employee presents a DHS Form I-551 (Permanent Resident Card) or Form I-766 (Employment Authorization Document) to complete the Form I-9, the Employer agrees to make a photocopy of the document and to retain the photocopy with the employee's Form I-9. The employer will use the photocopy to verify the photo and to assist the Department with its review of photo non-matches that are contested by employees. Note that employees retain the right to present any List A, or List B and List C, documentation to complete the Form I-9. DHS may in the future designate other documents that activate the photo screening tool.
6. The Employer understands that participation in E-Verify does not exempt the Employer from the responsibility to complete, retain, and make available for inspection Forms I-9 that relate to its employees, or from other requirements of applicable regulations or laws, except for the following modified requirements applicable by reason of the Employer's participation in E-Verify: (1) identity documents must have photos, as described in paragraph 5 above; (2) a rebuttable presumption is established that the Employer has not violated section 274A(a)(1)(A) of the Immigration and Nationality Act (INA) with respect to the hiring of any individual if it obtains confirmation of the identity and employment eligibility of the individual in compliance with the terms and conditions of E-Verify ; (3) the Employer must notify DHS if it continues to employ any employee after receiving a final nonconfirmation, and is subject to a civil money penalty between \$500 and \$1,000 for each failure to notify DHS of continued employment following a final nonconfirmation; (4) the Employer is subject to a rebuttable presumption that it has knowingly employed an unauthorized alien in violation of section 274A(a)(1)(A) if the Employer continues to employ any employee after receiving a final nonconfirmation; and (5) no person or entity participating in E-Verify is civilly or criminally liable under any law for any

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action taken in good faith on information provided through the confirmation system. DHS reserves the right to conduct Form I-9 compliance inspections during the course of E-Verify, as well as to conduct any other enforcement activity authorized by law.

7. The Employer agrees to initiate E-Verify verification procedures within 3 Employer business days after each employee has been hired (but after both sections 1 and 2 of the Form I-9 have been completed), and to complete as many (but only as many) steps of the E-Verify process as are necessary according to the E-Verify Manual. The Employer is prohibited from initiating verification procedures before the employee has been hired and the Form I-9 completed. If the automated system to be queried is temporarily unavailable, the 3-day time period is extended until it is again operational in order to accommodate the Employer's attempting, in good faith, to make inquiries during the period of unavailability. In all cases, the Employer must use the SSA verification procedures first, and use DHS verification procedures and photo screening tool only after the the SSA verification response has been given.
8. The Employer agrees not to use E-Verify procedures for pre-employment screening of job applicants, support for any unlawful employment practice, or any other use not authorized by this MOU. The Employer must use E-Verify for all new employees and will not verify only certain employees selectively. The Employer agrees not to use E-Verify procedures for re-verification, or for employees hired before the date this MOU is in effect. The Employer understands that if the Employer uses E-Verify procedures for any purpose other than as authorized by this MOU, the Employer may be subject to appropriate legal action and the immediate termination of its access to SSA and DHS information pursuant to this MOU.
9. The Employer agrees to follow appropriate procedures (see Article III.B. below) regarding tentative nonconfirmations, including notifying employees of the finding, providing written referral instructions to employees, allowing employees to contest the finding, and not taking adverse action against employees if they choose to contest the finding. Further, when employees contest a tentative nonconfirmation based upon a photo non-match, the Employer is required to take affirmative steps (see Article III.B. below) to contact DHS with information necessary to resolve the challenge.
10. The Employer agrees not to take any adverse action against an employee based upon the employee's employment eligibility status while SSA or DHS is processing the verification request unless the Employer obtains knowledge (as defined in 8 C.F.R. § 274a.1 (I)) that the employee is not work authorized. The Employer understands that an initial inability of the SSA or DHS automated verification to verify work authorization, a tentative nonconfirmation, or the finding of a photo non-match, does not mean, and should not be interpreted as, an indication that the employee is not work authorized. In any of the cases listed above, the employee must be provided the opportunity to contest the finding, and if he or she does so, may not be terminated or suffer any adverse employment consequences until and unless secondary verification by SSA or DHS has been completed and a final nonconfirmation has been issued. If the employee does not choose to contest a tentative nonconfirmation or a photo non-match, then the Employer can find the employee is not work authorized and take the appropriate action.
11. The Employer agrees to comply with section 274B of the INA by not discriminating unlawfully against any individual in hiring, firing, or recruitment or referral practices because of his or her national origin or, in the case of a protected individual as defined in section 274B(a)(3) of the INA, because of his or her citizenship status. The Employer understands that such illegal practices can include selective verification or use of E-Verify, discharging or refusing to hire eligible employees because they appear or sound "foreign", and premature termination of

Company ID Number: 158655

employees based upon tentative nonconfirmations, and that any violation of the unfair immigration-related employment practices provisions of the INA could subject the Employer to civil penalties pursuant to section 274B of the INA and the termination of its participation in E-Verify. If the Employer has any questions relating to the anti-discrimination provision, it should contact OSC at 1-800-255-7688 or 1-800-237-2515 (TDD).

12. The Employer agrees to record the case verification number on the employee's Form I-9 or to print the screen containing the case verification number and attach it to the employee's Form I-9.

13. The Employer agrees that it will use the information it receives from the SSA or DHS pursuant to E-Verify and this MOU only to confirm the employment eligibility of newly-hired employees after completion of the Form I-9. The Employer agrees that it will safeguard this information, and means of access to it (such as PINS and passwords) to ensure that it is not used for any other purpose and as necessary to protect its confidentiality, including ensuring that it is not disseminated to any person other than employees of the Employer who are authorized to perform the Employer's responsibilities under this MOU.

14. The Employer acknowledges that the information which it receives from SSA is governed by the Privacy Act (5 U.S.C. § 552a (i) (1) and (3)) and the Social Security Act (42 U.S.C. 1306(a)), and that any person who obtains this information under false pretenses or uses it for any purpose other than as provided for in this MOU may be subject to criminal penalties.

15. The Employer agrees to allow DHS and SSA, or their authorized agents or designees, to make periodic visits to the Employer for the purpose of reviewing E-Verify -related records, i.e., Forms I-9, SSA Transaction Records, and DHS verification records, which were created during the Employer's participation in the E-Verify Program. In addition, for the purpose of evaluating E-Verify, the Employer agrees to allow DHS and SSA or their authorized agents or designees, to interview it regarding its experience with E-Verify, to interview employees hired during E-Verify use concerning their experience with the pilot, and to make employment and E-Verify related records available to DHS and the SSA, or their designated agents or designees. Failure to comply with the terms of this paragraph may lead DHS to terminate the Employer's access to E-Verify.

### **ARTICLE III**

#### **REFERRAL OF INDIVIDUALS TO THE SSA AND THE DEPARTMENT OF HOMELAND SECURITY**

##### **A. REFERRAL TO THE SSA**

1. If the Employer receives a tentative nonconfirmation issued by SSA, the Employer must print the tentative nonconfirmation notice as directed by the automated system and provide it to the employee so that the employee may determine whether he or she will contest the tentative nonconfirmation.

2. The Employer will refer employees to SSA field offices only as directed by the automated system based on a tentative nonconfirmation, and only after the Employer records the case verification number, reviews the input to detect any transaction errors, and determines that the employee contests the tentative nonconfirmation. The Employer will transmit the Social Security Number to SSA for verification again if this review indicates a need to do so. The

Company ID Number: 158655

Employer will determine whether the employee contests the tentative nonconfirmation as soon as possible after the Employer receives it.

3. If the employee contests an SSA tentative nonconfirmation, the Employer will provide the employee with a referral letter and instruct the employee to visit an SSA office to resolve the discrepancy within 8 Federal Government work days. The Employer will make a second inquiry to the SSA database using E-Verify procedures on the date that is 10 Federal Government work days after the date of the referral in order to obtain confirmation, or final nonconfirmation, unless otherwise instructed by SSA or unless SSA determines that more than 10 days is necessary to resolve the tentative nonconfirmation..

4. The Employer agrees not to ask the employee to obtain a printout from the Social Security Number database (the Numident) or other written verification of the Social Security Number from the SSA.

## **B. REFERRAL TO THE DEPARTMENT OF HOMELAND SECURITY**

1. If the Employer receives a tentative nonconfirmation issued by DHS, the Employer must print the tentative nonconfirmation notice as directed by the automated system and provide it to the employee so that the employee may determine whether he or she will contest the tentative nonconfirmation.

2. If the Employer finds a photo non-match for an alien who provides a document for which the automated system has transmitted a photo, the employer must print the photo non-match tentative nonconfirmation notice as directed by the automated system and provide it to the employee so that the employee may determine whether he or she will contest the finding.

3. The Employer agrees to refer individuals to DHS only when the employee chooses to contest a tentative nonconfirmation received from DHS automated verification process or when the Employer issues a tentative nonconfirmation based upon a photo non-match. The Employer will determine whether the employee contests the tentative nonconfirmation as soon as possible after the Employer receives it.

4. If the employee contests a tentative nonconfirmation issued by DHS, the Employer will provide the employee with a referral letter and instruct the employee to contact the Department through its toll-free hotline within 8 Federal Government work days.

5. If the employee contests a tentative nonconfirmation based upon a photo non-match, the Employer will provide the employee with a referral letter to DHS. DHS will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.

6. The Employer agrees that if an employee contests a tentative nonconfirmation based upon a photo non-match, the Employer will send a copy of the employee's Form I-551 or Form I-766 to DHS for review by:

- Scanning and uploading the document, or
- Sending a photocopy of the document by an express mail account (furnished and paid for by DHS).

Company ID Number: 158655

7. The Employer understands that if it cannot determine whether there is a photo match/non-match, the Employer is required to forward the employee's documentation to DHS by scanning and uploading, or by sending the document as described in the preceding paragraph, and resolving the case as specified by the Immigration Services Verifier at DHS who will determine the photo match or non-match.

#### **ARTICLE IV**

##### **SERVICE PROVISIONS**

The SSA and DHS will not charge the Employer for verification services performed under this MOU. The Employer is responsible for providing equipment needed to make inquiries. To access the E-Verify System, an Employer will need a personal computer with Internet access.

#### **ARTICLE V**

##### **PARTIES**

This MOU is effective upon the signature of all parties, and shall continue in effect for as long as the SSA and DHS conduct the E-Verify program unless modified in writing by the mutual consent of all parties, or terminated by any party upon 30 days prior written notice to the others. Any and all system enhancements to the E-Verify program by DHS or SSA, including but not limited to the E-Verify checking against additional data sources and instituting new verification procedures, will be covered under this MOU and will not cause the need for a supplemental MOU that outlines these changes. DHS agrees to train employers on all changes made to E-Verify through the use of mandatory refresher tutorials and updates to the E-Verify manual. Even 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).

Company ID Number: 158655

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 Kyocera Mita America, Inc.**

**Ann Held**

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

\_\_\_\_\_  
Title

***Electronically Signed***

**10/15/2008**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Department of Homeland Security – Verification Division**

**USCIS Verification Division**

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

\_\_\_\_\_  
Title

***Electronically Signed***

**10/15/2008**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Search Results

Current Search Terms: kyocera\* document\* solutions\* america\*

Your search for "kyocera\* document\* solutions\* america\*" returned the following results...

Entity	<b>KYOCERA DOCUMENT SOLUTIONS AMERICA, INC.</b>	Status: <b>Active</b> 
DUNS: 064465503	+4:	CAGE Code: 65678
Has Active Exclusion?: No		DoDAAC:
<a href="#">View Details</a>		
Entity	<b>KYOCERA DOCUMENT SOLUTIONS AMERICA, INC.</b>	Status: <b>Active</b> 
DUNS: 064465503	+4: 2008	CAGE Code: 50AP0
Has Active Exclusion?: No		DoDAAC:
<a href="#">View Details</a>		
Entity	<b>KYOCERA DOCUMENT SOLUTIONS AMERICA, INC.</b>	Status: <b>Active</b> 
DUNS: 064465503	+4: 2007	CAGE Code: 4QZZ5
Has Active Exclusion?: No		DoDAAC:
<a href="#">View Details</a>		
Entity	<b>KYOCERA DOCUMENT SOLUTIONS AMERICA, INC.</b>	Status: <b>Active</b> 
DUNS: 064465503	+4: 2009	CAGE Code: 5RWX6
Has Active Exclusion?: No		DoDAAC:
<a href="#">View Details</a>		
Entity	<b>KYOCERA DOCUMENT SOLUTIONS AMERICA, INC.</b>	Status: <b>Active</b> 
DUNS: 064465503	+4: 2010	CAGE Code: 6S2A3
Has Active Exclusion?: No		DoDAAC:
<a href="#">View Details</a>		

SAM | System for Award Management 1.0

IBM v1.178.20120909-0011

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



# CERTIFIED COPY OF ORDER



STATE OF MISSOURI }  
County of Boone } ea.

March Session of the January Adjourned

Term. 20 13

In the County Commission of said county, on the 12th 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 Juvenile Justice Center to utilize the Association of Educational Purchasing Agencies (AEPA) Cooperative Contract AEPA009.D to purchase photocopier maintenance from Da-Com of Missouri LLC..

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

Done this 12th day of March, 2013.

ATTEST:

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

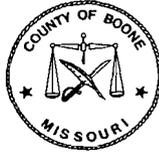
Daniel K. Atwill  
Presiding Commissioner

Karen M. Miller  
District I Commissioner

Janet M. Thompson  
District II Commissioner

# Boone County Purchasing

**Melinda Bobbitt, CPPB**  
Director



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

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## MEMORANDUM

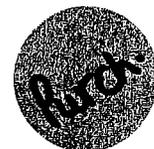
TO: Boone County Commission  
FROM: Melinda Bobbitt, CPPB  
DATE: March 4, 2013  
RE: Cooperative Contract: AEPA009.D – Photocopier Maintenance for JJC

The Juvenile Justice Center requests permission to utilize the Association of Educational Purchasing Agencies (AEPA) cooperative contract AEPA009.D to purchase copier maintenance from Da-Com of Missouri LLC.

Maintenance will be provided for a Kyocera TASKalfa 4550i Digital Copier that was purchased from the same contract from Kyocera Document Solutions America.

Cost of maintenance for the period June 1, 2013 through December 31, 2013 is \$562.80 with overage billed at \$0.0067 per copy. Invoices will be paid from department 1242 – Juvenile Justice Center, account 60050 – Equipment Service Contract. \$1,340 was budgeted for maintenance for 2013.

cc: Contract File / Ann Schnell, JJC



# PURCHASE REQUISITION BOONE COUNTY, MISSOURI

1/30/12

REQUEST  
DATE

5071  
VENDOR  
NO.

Da-Cum Columbia LLC  
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

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> Bid /RFP (enter # below)<br><input type="checkbox"/> Sole Source (enter # below)<br><input type="checkbox"/> Emergency Procurement (enter # below)<br><input type="checkbox"/> Written Quotes (3) Attached (>\$2500 to \$4,499)<br><input type="checkbox"/> Purchase is ≤\$2500 and is NOT covered by an existing bid or sole source | <input type="checkbox"/> Utility<br><input type="checkbox"/> Employee Travel/Meal Reimb<br><input type="checkbox"/> Training (registration/conf fees)<br><input type="checkbox"/> Dues<br><input type="checkbox"/> Pub/Subscription/Transcript Copies<br><input type="checkbox"/> Refund of Fees Previously Paid to County<br><input checked="" type="checkbox"/> Professional Services (see Purchasing Policy Section 3-103). enter RFP if applicable<br><input type="checkbox"/> Intergovernmental Agreement<br><input type="checkbox"/> Not Susceptible to Bidding for Other Reasons (Explain) | <b>Not Subject To Bidding (select appropriate response below):</b><br><input type="checkbox"/> Mandatory Payment to Other Govt<br><input type="checkbox"/> Court Case Travel/Meal Reimb<br><input type="checkbox"/> Tool and Uniform Reimb<br><input type="checkbox"/> Inmate Housing<br><input type="checkbox"/> Remit Payroll Withheld<br><input type="checkbox"/> Agency Fund Dist (dept #s TXXX) |
|--|---|--|

**#AEP009.D**

(Enter Applicable Bid / Sole Source / Emergency Number)

Ship to Department # 1242

Bill to Department # 1242

Department				Account				Item Description	Qty	Unit Price	Amount	
1	2	4	2	6	0	0	5	0	Pro-rated (7 month) Maintenance Agreement for: Kyocera TASKalfa4500i Monochrome Digital Copier/Printer 45-PPM Monochrome June 1, 2013 – December 31, 2013 (12,000 images/month x \$.0067) x 7 months)	1	562.80	562.80

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  
*Melinda Bobbitt*  
Requesting Official

*[Signature]*  
Auditor Approval

original

**PURCHASE AGREEMENT FOR  
PHOTOCOPIER MAINTENANCE  
FOR THE JUVENILE JUSTICE CENTER**

**THIS AGREEMENT** dated the 12<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 **Da-Com Columbia LLC** herein "Contractor."

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

1. **Contract Documents** – This agreement is for maintenance service for one (1) digital copier that was purchased under the Association of Educational Purchasing Agencies (AEPA) Contract **AEPA009.D** from Kyocera Document Solutions America, Inc. Da-Com Columbia LLC is the supporting dealer for this contract in Boone County Missouri and will be providing the maintenance service.

This agreement shall consist of this Purchase Agreement for **maintenance for one (1) Kyocera TASKalfa 4500i Digital Photocopier** in compliance with the Association of Educational Purchasing Agencies (AEPA) Contract **AEPA009.D**, Kyocera Document Solutions America, Inc., quote for maintenance dated June 27, 2012, Boone County Standard Terms and Conditions, Insurance Requirements and Work Authorization Certification. All such documents shall constitute the contract documents which are incorporated herein by reference. Service or product data, specification and literature submitted with bid response may be permanently maintained in the County Purchasing Office file if not attached. In the event of conflict between any of the foregoing documents, this Purchase Agreement with Boone County Missouri Standard Terms and Conditions and Insurance Requirements shall prevail and control over the vendor's quote response(s).

2. **Contract Duration** – This agreement shall commence at the end of the manufacturer's 90-day warranty on **June 1, 2013 and extend through May 31, 2014** subject to the provisions for termination specified below. This agreement may be extended beyond the expiration date by order of the County for **six (6) additional one-year periods** and thereafter on a month to month basis until the County gives a 30 day notice.

3. **Maintenance** - shall be provided for a cost of \$0.0067 per black and white image on a base of 12,000 images per month. All images over the base of 12,000 will be billed at the same rate of \$0.0067 in arrears at the end of each contract period. Maintenance for the first contract period will be paid with the initial copier purchase as follows:

<b>Description</b>	<b>Cost</b>
June 1, 2013 – December 31, 2013 (12,000 images/month x \$0.0067) x 7 months)	\$562.80

**Maintenance rate increases will be subject to an annual cap of 5%. Contractor must notify County 60 days in advance of contract expiration date (by October 31) of any rate increase that will become effective on January 1, otherwise County will automatically renew contract at the same maintenance rate each year until the County gives a 30 day termination notice. Contractor should invoice County prior to January 1 and include contract number on invoice.**

The maintenance agreement includes all parts, labor, service calls, preventative maintenance calls, diagnostics, modifications, updates, travel time, toner, color developer and drums, everything, excluding paper and staples. The maintenance agreement is customized to meet County needs and volume can be changed any time. Maintenance pricing includes all labor, mileage, travel time, parts, toner, drums and other supplies (all other consumables), excluding staples and paper.

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

Equipment covered by this agreement is as follows:

**Juvenile Justice Center** – Attn: Ann Schnell, 5665 N. Roger Wilson Drive, Columbia, MO 65202.

**Copier:** One (1) Kyocera Solution TASKalfa 4500i Monochrome Digital Copier/Printer which includes the following:

- TASKalfa 4500i: 45 PPM Monochrome
- (2) 500 Sheet Drawers
- Dual Scan Document Feeder
- 100-Sheet Multi-Purpose Tray
- Trayless Duplexing
- DF-770 – 1,000 Sheet Stapler Finisher with AK-730
- PH-7A – 2 and 3 Hole Punch System
- Fax System (V) – Fax Module
- Copier Console
- DF-790 – 4,000 Sheet Stapler Finisher with AK-730
- PF-740 – Additional Two (2) 1,500 Sheet Drawers / Base
- Data Security Kit (E) – Sanitizes the Hard Drive
- Surge Protector

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

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

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

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

- a. County may terminate this agreement due to material breach of any term or condition of this agreement, or

117-2013

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

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

**DA-COM COLUMBIA LLC**

**BOONE COUNTY, MISSOURI**

by *Mark Kenney*  
 title *Sales Manager*

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

APPROVED AS TO FORM:

ATTEST:

*C.J. Dykhouse*  
 C.J. Dykhouse, County Counselor

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

AUDITOR CERTIFICATION

In accordance with RSMo 50.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) arising from this contract.

1242 / 60050 / \$562.80

+ Maintenance Overage: @ \$0.0067/black&white

*Jane Pitchford by ij*  
 Signature

03/05/2013  
 Date

Appropriation Account

## STANDARD CONTRACT TERMS AND CONDITIONS - BOONE COUNTY, MISSOURI

1. Prices shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department.
2. The Boone County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Boone County reserves the right to award this bid on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County.
3. When products or materials of any particular producer or manufacturer are mentioned in our contracts, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
4. Do not include Federal Excise Tax or Sales and Use Taxes in billing, as law exempts the County from them.
5. The delivery date shall be stated in definite terms.
6. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
7. In case of default by the Contractor, the County of Boone will procure the articles or services from other sources and hold the Contractor responsible for any excess cost occasioned thereby.
8. Failure to deliver as guaranteed may disqualify Contractor from future bidding.
9. Prices must be as stated in units of quantity specified, and must be firm.
10. The County of Boone, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
11. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms.
12. The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are incorporated herein by reference. These clauses can generally be found in the Federal Transit Administration's Best Practices Procurement Manual – Appendix A. Any questions regarding the applicability of federal clauses to a particular bid should be directed to the Purchasing Department prior to bid opening.
13. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
14. Should an audit of Contractor's invoices during the term of the Agreement, and any renewals thereof, indicate that the County has remitted payment on invoices that constitute an over-charging to the County above the pricing terms agreed to herein, the Contractor shall issue a refund check to the County for any over-charges within 30-days of being notified of the same.

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

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

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

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

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

**Proof of Carriage of Insurance -** The Contractor shall furnish the County with Certificate(s) of Insurance which name the County as additional insured in an amount as required in this contract, contain a description of the project or work to be performed, and requiring a thirty (30) day mandatory cancellation notice. In addition, such insurance shall be on occurrence basis and shall remain in effect until such time as the County has made final acceptance of the facility contracted.

**INDEMNITY AGREEMENT:** To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of Contractor, of any subcontractor (meaning anyone, including but not limited to consultants having

a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.



Ann Shnell  
Robert L. Perry Juvenile Justice Center  
13<sup>th</sup> Circuit Court  
5665 Roger Wilson Memorial Drive  
Columbia, MO 65202  
Bus 573 886 4450  
Fax 573 886 4461  
e-mail: [ann.schnell@courts.mo.gov](mailto:ann.schnell@courts.mo.gov)

Wednesday, June 27, 2012

**Subject: AEPA Contract AEPA009D Request for Pricing for One (1) Kyocera TASKalfa4500i**

Dear Ann:

On behalf of a host of Kyocera Dealers that support the County of Boone and Kyocera Document Solutions America, Inc. we thank you for the opportunity to present our program for consideration. I am sure you'll agree that after evaluating this response, we can provide the County of Boone with all the key essentials for a successful cost-effective partnership.

We realize that you are selecting a business partner whose emphasis will be placed on awareness and understanding of their specific needs. This is a decision that Kyocera takes seriously. We are committed to providing the highest standards of product quality, customer service and technical support in the equipment industry. Couple this commitment with our dealership partners, and you have a program that will exceed your requirements.

Consistent with the information you provide on your e-mails, dated Wednesday, June 27, 2012, I am responding to your request. I believe my responses will be clear and concise. If however you need added details, the complete Kyocera Staff, and myself stand ready to answer any questions.

I would like to thank you for your time and cooperation. We look forward to sharing our expertise and developing a partnership, which will be beneficial to all parties now and in the future.

Sincerely,



Donald E. Clary  
Government Account Manager

## AEPA CONTRACT PRICING

*AEPA009.D – Promo Pricing*

**Purchase Price**

### **TASKalfa4500i Monochrome Digital Copier/Printer**

#### **45PPM Monochrome**

(2) 500 Sheet Drawers

Dual Scan Document Feeder

100-Sheet Multi-Purpose Tray

Trayless Duplexing

**DF-770** – 1,000 Sheet Stapler Finisher with AK-730

**PH-7A** – Two (2) and Three (3) Hole Punch System

**Fax System (V)** – Fax Module

**Start Up Supplies** – Total yield is 35,000 Images

**Copier Console** – Console has storage capabilities

**90-Day Warranty** – From the date of Installation

Included

**\$ 5,704.00**

### OPTION ACCESSORIES:

**DF-790** – 4,000 Sheet Stapler Finisher with AK-730 (Add'l Investment)

**\$ 351.00**

**PF-730** – Additional Two (2) 500 Sheet Drawers (Add'l Investment)

**\$ 350.00**

**PF-740** – Additional Two (2) 1,500 Sheet Drawers (Add'l Investment)

**\$ 363.00**

**Data Security Kit (E)** – Sanitizes the Hard Drive

**\$ 307.00**

**Surge Protector**

**\$ 135.00**

*6860.00*

The above pricing includes delivery, installation and Kyocera's Three (3) Performance Guarantee.

### MONTHLY MAINTENANCE:

The maintenance / service / supplies agreement includes all parts, labor, service calls, preventive maintenance calls, diagnostics, modifications, updates, travel time, toner, color developer and drums, everything, excluding paper & staples. As per AEPA Contract Terms and Conditions, Kyocera is will bill on a monthly basis. The Monochrome Images will be billed @ a rate of \$ .0067 per Imager per month on a base of 5,000 Images.

### NOTES OF INTEREST:

The pricing investment includes everything is the attached picture with the exception of the large capacity finisher. There are two optional stapler finishers as shown in the attached Product Brochure.

Search Results

**Current Search Terms:** da-com columbia\* llc\*

No records found for current search.

SAM | System for Award Management 1.0

IBM v1.610.20130129-1039

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



## Search Results

Current Search Terms: **kyocera\* document\* solutions\* america\***

Your search for "kyocera\* document\* solutions\* america\*" returned the following results...

Entity	<b>KYOCERA DOCUMENT SOLUTIONS AMERICA, INC.</b>	Status: Active <input type="checkbox"/>
DUNS: 064465503	+4:	CAGE Code: 65678
Has Active Exclusion?: No		DoDAAC:
Entity	<b>KYOCERA DOCUMENT SOLUTIONS AMERICA, INC.</b>	Status: Active <input type="checkbox"/>
DUNS: 064465503	+4: 2008	CAGE Code: 50AP0
Has Active Exclusion?: No		DoDAAC:
Entity	<b>KYOCERA DOCUMENT SOLUTIONS AMERICA, INC.</b>	Status: Active <input type="checkbox"/>
DUNS: 064465503	+4: 2007	CAGE Code: 4QZZ5
Has Active Exclusion?: No		DoDAAC:
Entity	<b>KYOCERA DOCUMENT SOLUTIONS AMERICA, INC.</b>	Status: Active <input type="checkbox"/>
DUNS: 064465503	+4: 2009	CAGE Code: 5RWX6
Has Active Exclusion?: No		DoDAAC:
Entity	<b>KYOCERA DOCUMENT SOLUTIONS AMERICA, INC.</b>	Status: Active <input type="checkbox"/>
DUNS: 064465503	+4: 2010	CAGE Code: 6S2A3
Has Active Exclusion?: No		DoDAAC:

SAM | System for Award Management 2.0

IBM v1.178.20120909-0011

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DA-COM CORP.  
DUNS: 031103682 CAGE Code: 3QKQ4  
Status: Active

5317 KNIGHTS OF COLUMBUS DR  
SAINT LOUIS, MO, 63119-5060 ,  
UNITED STATES

### Entity Overview

#### Entity Information

DUNS: 031103682  
Name: DA-COM CORP.  
Business Type: Business or Organization  
POC Name: None Specified  
Registration Status: Active  
Expiration Date: 08/08/2013

#### Exclusions

Active Exclusion Records? No

SAM | System for Award Management 1.0

IBM v1.513.20121222-2220

WWW9

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

County of St. Louis )  
State of Missouri )ss

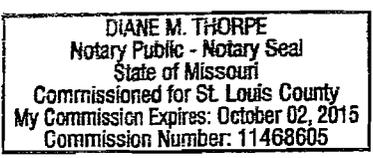
My name is Joe R Boik I am an authorized agent of Da-Cour

(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.

[Signature] / 1/21/12  
Affiant Date  
Joe R Boik  
Printed Name

Subscribed and sworn to before me this 21 day of January, 2013  
[Signature]  
Notary Public



**Attach to this form the E-Verify Memorandum of Understanding that you completed when enrolling.**

**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 Department of Homeland Security (DHS) and DaCom Corporation (Employer) regarding the Employer's participation in the Employment Eligibility Verification Program (E-Verify). This MOU explains certain features of the E-Verify program and enumerates specific responsibilities of DHS, the Social Security Administration (SSA), and the Employer. E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of the Employment Eligibility Verification Form (Form I-9). For covered government contractors, E-Verify is used to verify the employment eligibility of all newly hired employees and all existing employees assigned to Federal contracts.

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). Authority for use of the E-Verify program by Federal contractors and subcontractors covered by the terms of Subpart 22.18, "Employment Eligibility Verification", of the Federal Acquisition Regulation (FAR) (hereinafter referred to in this MOU as a "Federal contractor") to verify the employment eligibility of certain employees working on Federal contracts is also found in Subpart 22.18 and in Executive Order 12989, as amended.

**ARTICLE II**

**FUNCTIONS TO BE PERFORMED**

**A. RESPONSIBILITIES OF SSA**

1. SSA agrees to provide the Employer with available information that allows the Employer to confirm the accuracy of Social Security Numbers provided by all employees verified under this MOU and the employment authorization of U.S. citizens.
2. 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. 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. 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 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).

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4. SSA agrees to provide 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 within 3 Federal Government work days of the initial inquiry.

5. SSA agrees to provide a means of secondary verification (including updating SSA records as may be necessary) for employees who contest SSA tentative nonconfirmations that is designed to provide final confirmation or nonconfirmation of U.S. citizens' employment eligibility and accuracy of SSA records for both citizens and aliens within 10 Federal Government work days of the date of referral to SSA, unless SSA determines that more than 10 days may be necessary. In such cases, SSA will provide additional verification instructions.

## **B. RESPONSIBILITIES OF DHS**

1. After SSA verifies the accuracy of SSA records for aliens through E-Verify, DHS agrees to provide the Employer access to selected data from DHS's database to enable the Employer to conduct, to the extent authorized by this MOU:

- Automated verification checks on alien employees by electronic means, and
- Photo verification checks (when available) on employees.

2. DHS agrees to provide to the Employer appropriate assistance with operational problems that may arise during the Employer's participation in the E-Verify program. DHS agrees to provide the Employer names, titles, addresses, and telephone numbers of DHS representatives to be contacted during the E-Verify process.

3. DHS agrees to provide to the Employer a manual (the E-Verify User Manual) containing instructions on E-Verify policies, procedures and requirements for both SSA and DHS, including restrictions on the use of E-Verify. DHS agrees to provide training materials on E-Verify.

4. DHS agrees to provide to the Employer a notice, which indicates the Employer's participation in the E-Verify program. DHS also agrees to provide to the Employer anti-discrimination notices issued by the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC), Civil Rights Division, U.S. Department of Justice.

5. DHS agrees to issue the Employer a user identification number and password that permits the Employer to verify information provided by alien employees with DHS's database.

6. DHS agrees to safeguard the information provided to DHS by the Employer, and to limit access to such information to individuals responsible for the verification of alien employment eligibility and for evaluation of the E-Verify program, or to such other persons or entities as may be authorized by applicable law. Information will be used only to verify the accuracy of Social Security Numbers and employment eligibility, to enforce the Immigration and Nationality Act (INA) and Federal criminal laws, and to administer Federal contracting requirements.

7. DHS agrees to provide a means of automated verification that is designed (in conjunction with SSA verification procedures) to provide confirmation or tentative

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nonconfirmation of employees' employment eligibility within 3 Federal Government work days of the initial inquiry.

8. DHS agrees to provide a means of secondary verification (including updating DHS records as may be necessary) for employees who contest DHS tentative nonconfirmations and photo non-match tentative nonconfirmations that is designed to provide final confirmation or nonconfirmation of the employees' employment eligibility within 10 Federal Government work days of the date of referral to DHS, unless DHS determines that more than 10 days may be necessary. In such cases, DHS will provide additional verification instructions.

## C. RESPONSIBILITIES OF THE EMPLOYER

1. The Employer agrees to display the notices supplied by DHS in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system.

2. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted regarding E-Verify.

3. The Employer agrees to become familiar with and comply with the most recent version of the E-Verify User Manual.

4. The Employer agrees that any Employer Representative who will perform employment verification queries will complete the E-Verify Tutorial before that individual initiates any queries.

A. The Employer agrees that all Employer representatives will take the refresher tutorials initiated by the E-Verify program as a condition of continued use of E-Verify, including any tutorials for Federal contractors if the Employer is a Federal contractor.

B. Failure to complete a refresher tutorial will prevent the Employer from continued use of the program.

5. The Employer agrees to comply with current Form I-9 procedures, with two exceptions:

- If an employee presents a "List B" identity document, the Employer agrees to only accept "List B" documents that contain a photo. (List B documents identified in 8 C.F.R. § 274a.2(b)(1)(B)) can be presented during the Form I-9 process to establish identity.) If an employee objects to the photo requirement for religious reasons, the Employer should contact E-Verify at 888-464-4218.
- If an employee presents a DHS Form I-551 (Permanent Resident Card) or Form I-766 (Employment Authorization Document) to complete the Form I-9, the Employer agrees to make a photocopy of the document and to retain the photocopy with the employee's Form I-9. The employer will use the photocopy to verify the photo and to assist DHS with its review of photo non-matches that are contested by employees. Note that employees retain the right to present any List A, or List B and List C, documentation to complete the Form I-9. DHS may in the future designate other documents that activate the photo screening tool.

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6. The Employer understands that participation in E-Verify does not exempt the Employer from the responsibility to complete, retain, and make available for inspection Forms I-9 that relate to its employees, or from other requirements of applicable regulations or laws, including the obligation to comply with the antidiscrimination requirements of section 274B of the INA with respect to Form I-9 procedures, except for the following modified requirements applicable by reason of the Employer's participation in E-Verify: (1) identity documents must have photos, as described in paragraph 5 above; (2) a rebuttable presumption is established that the Employer has not violated section 274A(a)(1)(A) of the Immigration and Nationality Act (INA) with respect to the hiring of any individual if it obtains confirmation of the identity and employment eligibility of the individual in compliance with the terms and conditions of E-Verify; (3) the Employer must notify DHS if it continues to employ any employee after receiving a final nonconfirmation, and is subject to a civil money penalty between \$550 and \$1,100 for each failure to notify DHS of continued employment following a final nonconfirmation; (4) the Employer is subject to a rebuttable presumption that it has knowingly employed an unauthorized alien in violation of section 274A(a)(1)(A) if the Employer continues to employ an employee after receiving a final nonconfirmation; and (5) no person or entity participating in E-Verify is civilly or criminally liable under any law for any action taken in good faith based on information provided through the confirmation system. DHS reserves the right to conduct Form I-9 compliance inspections during the course of E-Verify, as well as to conduct any other enforcement activity authorized by law.
  
7. The Employer agrees to initiate E-Verify verification procedures for new employees within 3 Employer business days after each employee has been hired (but after both sections 1 and 2 of the Form I-9 have been completed), and to complete as many (but only as many) steps of the E-Verify process as are necessary according to the E-Verify User Manual. The Employer is prohibited from initiating verification procedures before the employee has been hired and the Form I-9 completed. If the automated system to be queried is temporarily unavailable, the 3-day time period is extended until it is again operational in order to accommodate the Employer's attempting, in good faith, to make inquiries during the period of unavailability. In all cases, the Employer must use the SSA verification procedures first, and use DHS verification procedures and photo screening tool only after the SSA verification response has been given. Employers may initiate verification by notating the Form I-9 in circumstances where the employee has applied for a Social Security Number (SSN) from the SSA and is waiting to receive the SSN, provided that the Employer performs an E-Verify employment verification query using the employee's SSN as soon as the SSN becomes available.
  
8. The Employer agrees not to use E-Verify procedures for pre-employment screening of job applicants, in support of any unlawful employment practice, or for any other use not authorized by this MOU. Employers must use E-Verify for all new employees, unless an Employer is a Federal contractor that qualifies for the exceptions described in Article II.D.1.c. Except as provided in Article II.D, the Employer will not verify selectively and will not verify employees hired before the effective date of this MOU. The Employer understands that if the Employer uses E-Verify procedures for any purpose other than as authorized by this MOU, the Employer may be subject to appropriate legal action and termination of its access to SSA and DHS information pursuant to this MOU.
  
9. The Employer agrees to follow appropriate procedures (see Article III. below) regarding tentative nonconfirmations, including notifying employees of the finding, providing written referral instructions to employees, allowing employees to contest the finding, and not taking

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adverse action against employees if they choose to contest the finding. Further, when employees contest a tentative nonconfirmation based upon a photo non-match, the Employer is required to take affirmative steps (see Article III.B. below) to contact DHS with information necessary to resolve the challenge.

10. The Employer agrees not to take any adverse action against an employee based upon the employee's perceived employment eligibility status while SSA or DHS is processing the verification request unless the Employer obtains knowledge (as defined in 8 C.F.R. § 274a.1(l)) that the employee is not work authorized. The Employer understands that an initial inability of the SSA or DHS automated verification system to verify work authorization, a tentative nonconfirmation, a case in continuance (indicating the need for additional time for the government to resolve a case), or the finding of a photo non-match, does not establish, and should not be interpreted as evidence, that the employee is not work authorized. In any of the cases listed above, the employee must be provided a full and fair opportunity to contest the finding, and if he or she does so, the employee may not be terminated or suffer any adverse employment consequences based upon the employee's perceived employment eligibility status (including denying, reducing, or extending work hours, delaying or preventing training, requiring an employee to work in poorer conditions, refusing to assign the employee to a Federal contract or other assignment, or otherwise subjecting an employee to any assumption that he or she is unauthorized to work) until and unless secondary verification by SSA or DHS has been completed and a final nonconfirmation has been issued. If the employee does not choose to contest a tentative nonconfirmation or a photo non-match or if a secondary verification is completed and a final nonconfirmation is issued, then the Employer can find the employee is not work authorized and terminate the employee's employment. Employers or employees with questions about a final nonconfirmation may call E-Verify at 1-888-464-4218 or OSC at 1-800-255-8155 or 1-800-237-2515 (TDD).

11. The Employer agrees to comply with Title VII of the Civil Rights Act of 1964 and section 274B of the INA by not discriminating unlawfully against any individual in hiring, firing, or recruitment or referral practices because of his or her national origin or, in the case of a protected individual as defined in section 274B(a)(3) of the INA, because of his or her citizenship status. The Employer understands that such illegal practices can include selective verification or use of E-Verify except as provided in part D below, or discharging or refusing to hire employees because they appear or sound "foreign" or have received tentative nonconfirmations. The Employer further understands that any violation of the unfair immigration-related employment practices provisions in section 274B of the INA could subject the Employer to civil penalties, back pay awards, and other sanctions, and violations of Title VII could subject the Employer to back pay awards, compensatory and punitive damages. Violations of either section 274B of the INA or Title VII may also lead to the termination of its participation in E-Verify. If the Employer has any questions relating to the anti-discrimination provision, it should contact OSC at 1-800-255-8155 or 1-800-237-2515 (TDD).

12. The Employer agrees to record the case verification number on the employee's Form I-9 or to print the screen containing the case verification number and attach it to the employee's Form I-9.

13. The Employer agrees that it will use the information it receives from SSA or DHS pursuant to E-Verify and this MOU only to confirm the employment eligibility of employees as

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authorized by this MOU. The Employer agrees that it will safeguard this information, and means of access to it (such as PINS and passwords) to ensure that it is not used for any other purpose and as necessary to protect its confidentiality, including ensuring that it is not disseminated to any person other than employees of the Employer who are authorized to perform the Employer's responsibilities under this MOU, except for such dissemination as may be authorized in advance by SSA or DHS for legitimate purposes.

14. The Employer acknowledges that the information which it receives from SSA is governed by the Privacy Act (5 U.S.C. § 552a(i)(1) and (3)) and the Social Security Act (42 U.S.C. 1306(a)), and that any person who obtains this information under false pretenses or uses it for any purpose other than as provided for in this MOU may be subject to criminal penalties.

15. The Employer agrees to cooperate with DHS and SSA in their compliance monitoring and evaluation of E-Verify, including by permitting DHS and SSA, upon reasonable notice, to review Forms I-9 and other employment records and to interview it and its employees regarding the Employer's use of E-Verify, and to respond in a timely and accurate manner to DHS requests for information relating to their participation in E-Verify.

#### **D. RESPONSIBILITIES OF FEDERAL CONTRACTORS**

1. The Employer understands that if it is a Federal contractor subject to the employment verification terms in Subpart 22.18 of the FAR it must verify the employment eligibility of any "employee assigned to the contract" (as defined in FAR 22.1801) in addition to verifying the employment eligibility of all other employees required to be verified under the FAR. Once an employee has been verified through E-Verify by the Employer, the Employer may not reverify the employee through E-Verify.

a. Federal contractors not enrolled at the time of contract award: An Employer that is not enrolled in E-Verify as a Federal contractor at the time of a contract award must enroll as a Federal contractor in the E-Verify program within 30 calendar days of contract award and, within 90 days of enrollment, begin to use E-Verify to initiate verification of employment eligibility of new hires of the Employer who are working in the United States, whether or not assigned to the contract. Once the Employer begins verifying new hires, such verification of new hires must be initiated within 3 business days after the date of hire. Once enrolled in E-Verify as a Federal contractor, the Employer must initiate verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.

b. Federal contractors already enrolled at the time of a contract award: Employers enrolled in E-Verify as a Federal contractor for 90 days or more at the time of a contract award must use E-Verify to initiate verification of employment eligibility for new hires of the Employer who are working in the United States, whether or not assigned to the contract, within 3 business days after the date of hire. If the Employer is enrolled in E-Verify as a Federal contractor for 90 calendar days or less at the time of contract award, the Employer must, within 90 days of enrollment, begin to use E-Verify to initiate verification of new hires of the contractor who are working in the United States, whether or not assigned to the contract. Such verification of new hires must be initiated within 3 business days after the date of hire. An Employer enrolled as a Federal contractor in E-Verify must initiate verification of each employee assigned to the

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contract within 90 calendar days after date of contract award or within 30 days after assignment to the contract, whichever is later.

c. *Institutions of higher education, State, local and tribal governments and sureties:* Federal contractors that are institutions of higher education (as defined at 20 U.S.C. 1001(a)), State or local governments, governments of Federally recognized Indian tribes, or sureties performing under a takeover agreement entered into with a Federal agency pursuant to a performance bond may choose to only verify new and existing employees assigned to the Federal contract. Such Federal contractors may, however, elect to verify all new hires, and/or all existing employees hired after November 6, 1986. The provisions of Article II.D, paragraphs 1.a and 1.b of this MOU providing timeframes for initiating employment verification of employees assigned to a contract apply to such institutions of higher education, State, local and tribal governments, and sureties.

d. *Verification of all employees:* Upon enrollment, Employers who are Federal contractors may elect to verify employment eligibility of all existing employees working in the United States who were hired after November 6, 1986, instead of verifying only those employees assigned to a covered Federal contract. After enrollment, Employers must elect to do so only in the manner designated by DHS and initiate E-Verify verification of all existing employees within 180 days after the election.

e. *Form I-9 procedures for Federal contractors:* The Employer may use a previously completed Form I-9 as the basis for initiating E-Verify verification of an employee assigned to a contract as long as that Form I-9 is complete (including the SSN), complies with Article II.C.5, the employee's work authorization has not expired, and the Employer has reviewed the information reflected in the Form I-9 either in person or in communications with the employee to ensure that the employee's stated basis in section 1 of the Form I-9 for work authorization has not changed (including, but not limited to, a lawful permanent resident alien having become a naturalized U.S. citizen). If the Employer is unable to determine that the Form I-9 complies with Article II.C.5, if the employee's basis for work authorization as attested in section 1 has expired or changed, or if the Form I-9 contains no SSN or is otherwise incomplete, the Employer shall complete a new I-9 consistent with Article II.C.5, or update the previous I-9 to provide the necessary information. If section 1 of the Form I-9 is otherwise valid and up-to-date and the form otherwise complies with Article II.C.5, but reflects documentation (such as a U.S. passport or Form I-551) that expired subsequent to completion of the Form I-9, the Employer shall not require the production of additional documentation, or use the photo screening tool described in Article II.C.5, subject to any additional or superseding instructions that may be provided on this subject in the E-Verify User Manual. Nothing in this section shall be construed to require a second verification using E-Verify of any assigned employee who has previously been verified as a newly hired employee under this MOU, or to authorize verification of any existing employee by any Employer that is not a Federal contractor.

2. The Employer understands that if it is a Federal contractor, its compliance with this MOU is a performance requirement under the terms of the Federal contract or subcontract, and the Employer consents to the release of information relating to compliance with its verification responsibilities under this MOU to contracting officers or other officials authorized to review the Employer's compliance with Federal contracting requirements.

### ARTICLE III

#### REFERRAL OF INDIVIDUALS TO SSA AND DHS

##### A. REFERRAL TO SSA

1. If the Employer receives a tentative nonconfirmation issued by SSA, the Employer must print the tentative nonconfirmation notice as directed by the automated system and provide it to the employee so that the employee may determine whether he or she will contest the tentative nonconfirmation.
2. The Employer will refer employees to SSA field offices only as directed by the automated system based on a tentative nonconfirmation, and only after the Employer records the case verification number, reviews the input to detect any transaction errors, and determines that the employee contests the tentative nonconfirmation. The Employer will transmit the Social Security Number to SSA for verification again if this review indicates a need to do so. The Employer will determine whether the employee contests the tentative nonconfirmation as soon as possible after the Employer receives it.
3. If the employee contests an SSA tentative nonconfirmation, the Employer will provide the employee with a system-generated referral letter and instruct the employee to visit an SSA office within 8 Federal Government work days. SSA will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary. The Employer agrees to check the E-Verify system regularly for case updates.
4. The Employer agrees not to ask the employee to obtain a printout from the Social Security Number database (the Numident) or other written verification of the Social Security Number from the SSA.

##### B. REFERRAL TO DHS

1. If the Employer receives a tentative nonconfirmation issued by DHS, the Employer must print the tentative nonconfirmation notice as directed by the automated system and provide it to the employee so that the employee may determine whether he or she will contest the tentative nonconfirmation.
2. If the Employer finds a photo non-match for an employee who provides a document for which the automated system has transmitted a photo, the employer must print the photo non-match tentative nonconfirmation notice as directed by the automated system and provide it to the employee so that the employee may determine whether he or she will contest the finding.
3. The Employer agrees to refer individuals to DHS only when the employee chooses to contest a tentative nonconfirmation received from DHS automated verification process or when the Employer issues a tentative nonconfirmation based upon a photo non-match. The Employer will determine whether the employee contests the tentative nonconfirmation as soon as possible

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after the Employer receives it.

4. If the employee contests a tentative nonconfirmation issued by DHS, the Employer will provide the employee with a referral letter and instruct the employee to contact DHS through its toll-free hotline (as found on the referral letter) within 8 Federal Government work days.

5. If the employee contests a tentative nonconfirmation based upon a photo non-match, the Employer will provide the employee with a referral letter to DHS. DHS will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary. The Employer agrees to check the E-Verify system regularly for case updates.

6. The Employer agrees that if an employee contests a tentative nonconfirmation based upon a photo non-match, the Employer will send a copy of the employee's Form I-551 or Form I-766 to DHS for review by:

- Scanning and uploading the document, or
- Sending a photocopy of the document by an express mail account (furnished and paid for by DHS).

7. The Employer understands that if it cannot determine whether there is a photo match/non-match, the Employer is required to forward the employee's documentation to DHS by scanning and uploading, or by sending the document as described in the preceding paragraph, and resolving the case as specified by the Immigration Services Verifier at DHS who will determine the photo match or non-match.

## ARTICLE IV

### SERVICE PROVISIONS

SSA and DHS will not charge the Employer for verification services performed under this MOU. The Employer is responsible for providing equipment needed to make inquiries. To access the E-Verify System, an Employer will need a personal computer with Internet access.

## ARTICLE V

### PARTIES

A. This MOU is effective upon the signature of all parties, and shall continue in effect for as long as the SSA and DHS conduct the E-Verify program unless modified in writing by the mutual consent of all parties, or terminated by any party upon 30 days prior written notice to the others. Any and all system enhancements to the E-Verify program by DHS or SSA, including but not limited to the E-Verify checking against additional data sources and instituting new verification procedures, will be covered under this MOU and will not cause the need for a supplemental MOU that outlines these changes. DHS agrees to train employers on all changes made to E-Verify through the use of mandatory refresher tutorials and updates to the E-Verify User Manual. Even without changes to E-Verify, DHS reserves the right to require employers to take

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mandatory refresher tutorials. An Employer that is a Federal contractor may terminate this MOU when the Federal contract that requires its participation in E-Verify is terminated or completed. In such a circumstance, the Federal contractor must provide written notice to DHS. If an Employer that is a Federal contractor fails to provide such notice, that Employer will remain a participant in the E-Verify program, will remain bound by the terms of this MOU that apply to non-Federal contractor participants, and will be required to use the E-Verify procedures to verify the employment eligibility of all newly hired employees.

B. Notwithstanding Article V, part A of this MOU, DHS may terminate this MOU 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. The Employer understands that if it is a Federal contractor, termination of this MOU by any party for any reason may negatively affect its performance of its contractual responsibilities.

C. 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 necessary. By separate agreement with DHS, SSA has agreed to perform its responsibilities as described in this MOU.

D. 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.

E. 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.

F. 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, determinations of compliance with Federal contractual requirements, and responses to inquiries under the Freedom of Information Act (FOIA).

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

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

Company ID Number: 266672

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

Employer **DaCom Corporation**

**Diane Thorpe**

Name (Please Type or Print)

Title

*Electronically Signed*

Signature

**10/21/2009**

Date

Department of Homeland Security – Verification Division

**USCIS Verification Division**

Name (Please Type or Print)

Title

*Electronically Signed*

Signature

**10/21/2009**

Date

Company ID Number: 266672

## Information Required for the E-Verify Program

Information relating to your Company:

Company Name: DaCom Corporation

Company Facility Address: 5317 Knights of Columbus Dr

St Louis, MO 63119

Company Alternate  
Address:

County or Parish: SAINT LOUIS

Employer Identification

Number: 430737942

North American Industry  
Classification Systems

Code: 532

Parent Company: DaCom Corporation

Number of Employees: 20 to 99

Number of Sites Verified

for: 1

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

- MISSOURI 1 site(s)

Company ID Number: 266672

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

Name:	Diane M Thorpe	Fax Number:	(314) 442 - 2876
Telephone Number:	(314) 442 - 2800 ext. 303		
E-mail Address:	dianet@da-com.com		



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
2/7/2012

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).

PRODUCER NEC Insurance Inc 308 Noonan Drive P.O. Box 537 Pacific MO 63069	CONTACT NAME: Jill Politte	
	PHONE (ACC. No. Ext): (636) 271-2481	FAX (ACC. No.): (636) 271-6956
	E-MAIL ADDRESS: jillp@necins.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Travelers Casualty Insurance	38130
	INSURER B: The Charter Oak Fire Insurance	25615
	INSURER C: The Travelers Indemnity Compan	25658
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: CL119804758 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	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			I680409R438APHX	9/1/2011	9/1/2012	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY			BA-4594W272-11-SEL	9/1/2011	9/1/2012	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
							Underinsured motorist BI single \$ 1,000,000
C	<input checked="" type="checkbox"/> UMBRELLA LIAB			ISFCUP409R4587IND08	9/1/2011	9/1/2012	EACH OCCURRENCE \$ 4,000,000
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$ 4,000,000
	DED <input checked="" type="checkbox"/> RETENTION \$ 5,000						
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			IKUB409R4606	9/1/2011	9/1/2012	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	N/A				E.L. EACH ACCIDENT \$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 500,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
County of Boone is named as additional insured for general liability with respect to work performed by named insured only when this additional insured coverage is required by a signed contract between the insured and additional insured.

**CERTIFICATE HOLDER**

(573) 886-4390

County of Boone  
613 E. Ash Street  
Room 110  
Columbia, MO 65201

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

W Dunnegan/JPOLIT

# 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 12th 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 Purchasing Department to dispose of the attached list of surplus PC & Peripheral equipment through the MRC Recycling Center. Information Technology will remove all hard-drives for destruction prior to Purchasing receiving the equipment for disposal. It is further ordered the Presiding Commissioner is hereby authorized to sign the Request for Disposal forms.

Done this 12<sup>th</sup> day of March, 2013

ATTEST:

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

Daniel K. Atwill  
Daniel K. Atwill  
Presiding Commissioner

Karen M. Miller  
Karen M. Miller  
District I Commissioner

Janet M. Thompson  
Janet M. Thompson  
District II Commissioner

Boone County Purchasing  
David Eagle  
Office Specialist



118-2013  
613 E. Ash St.  
Columbia, MO 65201  
Phone: (573) 886-4394

---

**MEMORANDUM**

TO: Boone County Commission  
FROM: David Eagle  
RE: Computer and Peripheral Surplus Disposal  
DATE: March 7, 2013

The Purchasing Departments requests permission to dispose of the following list of surplus PC & Peripheral equipment through MRC Recycling Center. MRC Recycling will pick up our surplus at no charge. They are a State of Missouri, DNR Level Four recycling center. No computer items are land-filled. Purchasing will obtain a Certificate of Destruction, and we will let them know that we want everything recycled, not reused so nothing ends up in the landfill.

Prior to Computer surplus coming to Purchasing for disposal, Information Technology has removed the hard-drives for destruction by their department.

MRC Recycling Center certifies that they have picked up the following items and that all items will be recycled, not reused, so nothing ends up in the landfill.

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

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

	Asset #	Description	Make & Model	Department	Condition of Asset	Serial #
1.	13777	17" CRT MONITOR	DELL E772P	I.T.	UNKNOWN	
2.	14181	15" LCD MONITOR	VIEWSONIC VE155	I.T.	UNKNOWN	
3.	15592	PC WORKSTATION	HP DC7600	I.T.	UNKNOWN	
4.	14812	PC WORKSTATION	HP DC7100	I.T.	UNKNOWN	
5.	15484	PC WORKSTATION	HP DC7600	I.T.	UNKNOWN	
6.	15483	PC WORKSTATION	HP DC7600	I.T.	UNKNOWN	

7.	15481	PC WORKSTATION	HP DC7600	I.T.	UNKNOWN	
8.	13210	LASER FAX MACHINE	CANON CLASS 9000L	ASSESSOR	UNKNOWN	
9.	13779	17 " CRT MONITOR	DELL E772P	I.T.	UNKNOWN	
10.	14488	PC WORKSTATION	HP D530	I.T.	UNKNOWN	
11.	14589	PC WORKSTATION	HP D530	I.T.	UNKNOWN	
12.	14809	PC WORKSTATION	HP DC7100	I.T.	UNKNOWN	
13.	14886	PC WORKSTATION	HP DC7100	I.T.	UNKNOWN	
14.	14887	PC WORKSTATION	HP DC7100	I.T.	UNKNOWN	
15.	15429	PC WORKSTATION	HP DC7600	I.T.	UNKNOWN	
16.	15486	PC WORKSTATION	HP DC7600	I.T.	UNKNOWN	
17.	15590	PC WORKSTATION	HP DC7600	I.T.	UNKNOWN	
18.	15591	PC WORKSTATION	HP DC7600	I.T.	UNKNOWN	
19.	15596	PC WORKSTATION	HP DC7600	I.T.	UNKNOWN	
20.	14881	PC WORKSTATION	HP DC7100	I.T.	UNKNOWN	
21.	13090	LASER PRINTER	HP LASERJET 2200DN	I.T.	UNKNOWN	
22.	13886	PRINTER	HP/LASERJET 4200N	CIRCUIT COURT	UNKNOWN	

23.	16700	19" LCD MONITOR	HP/L1959G	CIRCUIT COURT	UNKNOWN	
24.	NO TAG	17" LCD MONITOR	HP170	CIRCUIT COURT	UNKNOWN	
25.	NO TAG	17" LCD MONITOR	HP/1702	CIRCUIT COURT	UNKNOWN	
26.	NO TAG	17" LCD MONITOR	HPL1706	CIRCUIT COURT	UNKNOWN	
27.	NO TAG	17" MONITOR	NORCENT/LM-763	CIRCUIT COURT	UNKNOWN	
28.	NO TAG	17" LCD MONITOR	VISION/EZ17F	CIRCUIT COURT	UNKNOWN	
29.	NO TAG	19" LCD MONITOR	HPL1906	CIRCUIT COURT	UNKNOWN	
30.	13005	DESKTOP PC	COMPAQ/DESKPRO EN	CIRCUIT COURT	UNKNOWN	
31.	13711	DESKTOP PC	HP/SERIES E	CIRCUIT COURT	UNKNOWN	
32.	14016	TOWER PC	HP/EVO	CIRCUIT COURT	UNKNOWN	
33.	14010	TOWER PC	HP/COMPAQ EVO	CIRCUIT COURT	UNKNOWN	
34.	14017	TOWER PC	COMPAQ/EVO	CIRCUIT COURT	UNKNOWN	
35.	15507	DESKTOP PC	HP/COMPAQ DC5100	CIRCUIT COURT	UNKNOWN	
36.	14934	DESKTOP PC	HP DC5000SFF	CIRCUIT COURT	UNKNOWN	
37.	NO TAG	DESKTOP PC	HP	CIRCUIT COURT	UNKNOWN	
38.	14943	TOWER PC	HP/COMPAQ DC5100	CIRCUIT COURT	UNKNOWN	

39.	15519	DESKTOP PC	HP/COMPAQ DC5100	CIRCUIT COURT	UNKNOWN	
40.	15073	15" NOTEBOOK COMPUTER	HP/COMPAQ NC6000	CIRCUIT COURT	UNKNOWN	
41.	15849	15" NOTEBOOK COMPUTER	HP/COMPAQ NC6320	CIRCUIT COURT	UNKNOWN	

cc: Caryn Ginter, Auditor  
Surplus File

# BOONE COUNTY

RECEIVED

FEB 25 2013

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE : February 13, 2013

FIXED ASSET TAG NUMBER: 00013777

DESCRIPTION DELL E772P  
MONITOR CRT 17 INCH

REQUESTED MEANS OF DISPOSAL: SELL

OTHER INFORMATION:

CONDITION OF ASSET: PURCHASED 2003 - POOR

REASON FOR DISPOSITION: REPLACEMENT

COUNTY/COURT IT DEPT. (circle one) DOES/DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: *As soon as possible - In IT Printer Room*

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO  
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: COUNTY COMMISSION 1121

SIGNATURE



**AUDITOR**

ORIGINAL PURCHASE DATE 3/6/2003  
ORIGINAL COST 1.00  
ORIGINAL FUNDING SOURCE 2731  
ASSET GROUP 1603

RECEIPT INTO 1190-3835  
TRANSFER CONFIRMED \_\_\_\_\_

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

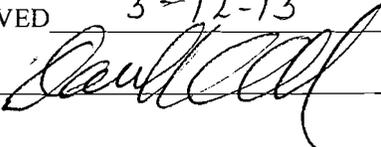
INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_ AUCTION \_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 118-2013

DATE APPROVED 3-12-13

SIGNATURE 

# BOONE COUNTY

RECEIVED

FEB 25 2013

BOONE COUNTY AUDITOR

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : February 13, 2013

FIXED ASSET TAG NUMBER: 00014181

DESCRIPTION VIEWSONIC VE155  
MONITOR LCD 15 INCH

REQUESTED MEANS OF DISPOSAL: SELL

OTHER INFORMATION:

CONDITION OF ASSET: PURCHASED 2003 - POOR

REASON FOR DISPOSITION: NON-WORKING

COUNTY/COURT IT DEPT. (circle one) DOES/DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: *As soon as possible - In IT Printer Room*

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO  
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: COLLECTOR 1150 SIGNATURE *Judy*

### AUDITOR

ORIGINAL PURCHASE DATE 9/23/2003 RECEIPT INTO 2110-3835  
ORIGINAL COST 300.49  
ORIGINAL FUNDING SOURCE 2788 TRANSFER CONFIRMED \_\_\_\_\_  
ASSET GROUP 1603

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_  
LOCATION WITHIN DEPARTMENT \_\_\_\_\_  
INDIVIDUAL \_\_\_\_\_  
\_\_\_\_ TRADE \_\_\_\_ AUCTION \_\_\_\_ SEALED BIDS  
\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 118-2013

DATE APPROVED 3-12-13

SIGNATURE *[Signature]*

# BOONE COUNTY

RECEIVED

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

FEB 25 2013

BOONE COUNTY AUDITOR

DATE : February 13, 2013

FIXED ASSET TAG NUMBER: 00015592

DESCRIPTION HP DC7600  
PC WORKSTATION

REQUESTED MEANS OF DISPOSAL: SELL

OTHER INFORMATION:

CONDITION OF ASSET: MEMORY/HARD DRIVE REMOVED

REASON FOR DISPOSITION: REPLACEMENT

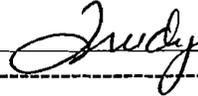
COUNTY/COURT IT DEPT. (circle one) DOES/DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: As soon as possible - In IT Printer Room

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO  
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: SHERIFF 1251

SIGNATURE



### AUDITOR

ORIGINAL PURCHASE DATE 8/24/2006  
ORIGINAL COST 984.00  
ORIGINAL FUNDING SOURCE 2731  
ASSET GROUP 1603

RECEIPT INTO 1190-3835  
TRANSFER CONFIRMED \_\_\_\_\_

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

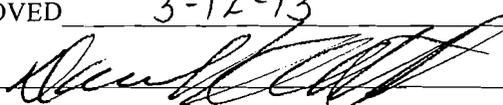
INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_ AUCTION \_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 118-2013

DATE APPROVED 3-12-13

SIGNATURE 

# BOONE COUNTY

RECEIVED

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

FEB 25 2013

DATE : February 13, 2013

FIXED ASSET TAG NUMBER: 00014812

BOONE COUNTY AUDITOR

DESCRIPTION HP DC7100  
PC WORKSTATION

REQUESTED MEANS OF DISPOSAL: SELL

OTHER INFORMATION:

CONDITION OF ASSET: MEMORY/HARD DRIVE REMOVED

REASON FOR DISPOSITION: REPLACEMENT

COUNTY/COURT IT DEPT. (circle one) DOES/DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: *As soon as possible - In IT Printer Room.*

WAS ASSET PURCHASED WITH GRANT FUNDING? YES  NO   
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: SHERIFF 1251

SIGNATURE



**AUDITOR**

ORIGINAL PURCHASE DATE 976.00  
ORIGINAL COST 4/20/2005  
ORIGINAL FUNDING SOURCE 2731  
ASSET GROUP 1603

RECEIPT INTO 1190-3835  
TRANSFER CONFIRMED \_\_\_\_\_

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_ AUCTION \_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 118-2013

DATE APPROVED 3-12-13

SIGNATURE 

# BOONE COUNTY

RECEIVED

FEB 25 2013

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE : February 13, 2013

FIXED ASSET TAG NUMBER: 00015484

DESCRIPTION HP DC7600  
PC WORKSTATION

REQUESTED MEANS OF DISPOSAL: SELL

OTHER INFORMATION:

CONDITION OF ASSET: MEMORY/HARD DRIVE REMOVED

REASON FOR DISPOSITION: REPLACEMENT

~~COUNTY/COURT~~ IT DEPT. (circle one) ~~DOES/DOES NOT~~ (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: *As soon as possible - In IT Printer Room*

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO  
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: SHERIFF *1251* SIGNATURE *Judy*

**AUDITOR**

ORIGINAL PURCHASE DATE 5/22/2006 RECEIPT INTO 1190-3835  
ORIGINAL COST 1,095.00  
ORIGINAL FUNDING SOURCE 2731 TRANSFER CONFIRMED \_\_\_\_\_  
ASSET GROUP 1603

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_  
LOCATION WITHIN DEPARTMENT \_\_\_\_\_  
INDIVIDUAL \_\_\_\_\_  
\_\_\_\_ TRADE \_\_\_\_ AUCTION \_\_\_\_ SEALED BIDS  
\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 118-2013

DATE APPROVED 3-12-13

SIGNATURE *[Signature]*

# BOONE COUNTY

RECEIVED

FEB 25 2013

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE : February 13, 2013

FIXED ASSET TAG NUMBER: 00015483

DESCRIPTION HP DC7600  
PC WORKSTATION

REQUESTED MEANS OF DISPOSAL: SELL

OTHER INFORMATION:

CONDITION OF ASSET: MEMORY/HARD DRIVE REMOVED

REASON FOR DISPOSITION: REPLACEMENT

COUNTY/COURT IT DEPT. (circle one) DOES/DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: *As soon as possible - In IT Printer Room.*

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO  
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: SHERIFF *1251*

SIGNATURE



### AUDITOR

ORIGINAL PURCHASE DATE 5/22/2006  
ORIGINAL COST 1,095.00  
ORIGINAL FUNDING SOURCE 2731  
ASSET GROUP 1603

RECEIPT INTO 1190-3835  
TRANSFER CONFIRMED \_\_\_\_\_

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

\_\_\_ TRADE \_\_\_ AUCTION \_\_\_ SEALED BIDS

\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 118-2013

DATE APPROVED 3-12-13

SIGNATURE



# BOONE COUNTY

RECEIVED

FEB 25 2013

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE : February 13, 2013

FIXED ASSET TAG NUMBER: 00015481

DESCRIPTION HP DC7600  
PC WORKSTATION

REQUESTED MEANS OF DISPOSAL: SELL

OTHER INFORMATION:

CONDITION OF ASSET: MEMORY/HARD DRIVE REMOVED

REASON FOR DISPOSITION: REPLACEMENT

COUNTY/COURT IT DEPT. (circle one) DOES/DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: *As soon as possible - In IT Printer Room*

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO  
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: SHERIFF *1251* SIGNATURE *Judy*

**AUDITOR**

ORIGINAL PURCHASE DATE	<u>5/22/2006</u>	RECEIPT INTO	<u>1190-3835</u>
ORIGINAL COST	<u>1,095.00</u>	TRANSFER CONFIRMED	_____
ORIGINAL FUNDING SOURCE	<u>2731</u>		
ASSET GROUP	<u>1603</u>		

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

TRANSFER      DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_  
 LOCATION WITHIN DEPARTMENT \_\_\_\_\_  
 INDIVIDUAL \_\_\_\_\_  
 TRADE       AUCTION       SEALED BIDS  
 OTHER      EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 918-2013

DATE APPROVED 3-12-13

SIGNATURE *[Signature]*

RECEIVED

JAN 28 2013

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 1/28/13

FIXED ASSET TAG NUMBER: 13210

DESCRIPTION: Canon Fax Machine Laser Class 9000L

REQUESTED MEANS OF DISPOSAL: don't want in our office

OTHER INFORMATION:

CONDITION OF ASSET: works

REASON FOR DISPOSITION: Contracted Co no longer in business & machine is so old parts won't be accessible.

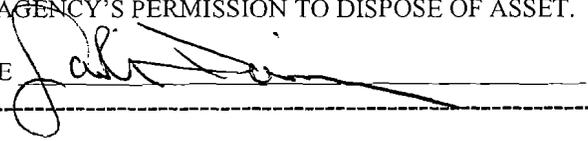
COUNTY / COURT IT DEPT. (check one)  DOES /  DOES NOT (check one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: 1/28/13

WAS ASSET PURCHASED WITH GRANT FUNDING?  YES  NO  
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: 2010

SIGNATURE



**AUDITOR**

ORIGINAL PURCHASE DATE	<u>12/27/2001</u>	RECEIPT INTO	<u>2010-3835</u>
ORIGINAL COST	<u>1,461.00</u>	GRANT FUNDED (Y/N)	<u>N</u>
ORIGINAL FUNDING SOURCE	<u>2743</u>	GRANT NAME	_____
		% FUNDING	_____
		AGENCY	_____
ASSET GROUP	<u>1601</u>	DOCUMENTATION ATTACHED (Y/N)	_____
		TRANSFER CONFIRMED	_____

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER      DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

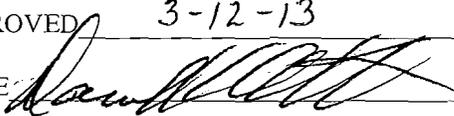
INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE      \_\_\_\_ AUCTION      \_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER      EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 118-2013

DATE APPROVED 3-12-13

SIGNATURE 

# BOONE COUNTY

RECEIVED

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY FEB 27 2013

DATE : February 25, 2013

FIXED ASSET TAG NUMBER: 00013779

BOONE COUNTY AUDITOR

DESCRIPTION DELL E772P  
MONITOR CRT 17 INCH

REQUESTED MEANS OF DISPOSAL: SELL

OTHER INFORMATION:

CONDITION OF ASSET: *Purchased 2003- Poor*

REASON FOR DISPOSITION: REPLACEMENT

COUNTY/COURT IT DEPT: (circle one) DOES/DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: *As soon as possible - In IT Printer Room*

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO  
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: COUNTY COMMISSION *1121*

SIGNATURE *Judy*

**AUDITOR**

ORIGINAL PURCHASE DATE 3/6/2003  
ORIGINAL COST 1.00  
ORIGINAL FUNDING SOURCE 2731  
ASSET GROUP 1603

RECEIPT INTO 1190-3835  
TRANSFER CONFIRMED \_\_\_\_\_

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_\_ AUCTION \_\_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 118-2013

DATE APPROVED 3-12-13

SIGNATURE *[Signature]*

# BOONE COUNTY

RECEIVED

FEB 27 2013

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE : February 25, 2013

FIXED ASSET TAG NUMBER: 00014488

DESCRIPTION HP D530  
PC WORKSTATION

REQUESTED MEANS OF DISPOSAL: SELL

OTHER INFORMATION:

CONDITION OF ASSET: HARD DRIVE/MEMORY REMOVED

REASON FOR DISPOSITION: REPLACEMENT

COUNTY/COURT-IT DEPT. (circle one) DOES/DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: *As soon as possible - In IT Printer Room*

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO  
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: COUNTY COMMISSION 1121 SIGNATURE *Judy*

### AUDITOR

ORIGINAL PURCHASE DATE 7/2/2004 RECEIPT INTO 1190-3835  
ORIGINAL COST 1532.00  
ORIGINAL FUNDING SOURCE 2731 TRANSFER CONFIRMED \_\_\_\_\_  
ASSET GROUP 1603

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

\_\_\_ TRADE \_\_\_ AUCTION \_\_\_ SEALED BIDS

\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 118-2013

DATE APPROVED 3-12-13

SIGNATURE *[Signature]*

# BOONE COUNTY

RECEIVED

MAR - 1 2013

BOONE COUNTY AUDITOR

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE : February 28, 2013

FIXED ASSET TAG NUMBER: 00014589

DESCRIPTION HP D530  
PC WORKSTATION

REQUESTED MEANS OF DISPOSAL: SELL

OTHER INFORMATION:

CONDITION OF ASSET: HARD DRIVE/MEMORY REMOVED

REASON FOR DISPOSITION: REPLACEMENT

COUNTY/COURT IT DEPT. (circle one) DOES/DOES NOT (circle one) WISH TO ~~TRANSFER~~ THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: *As soon as possible - In IT Printer Room*

WAS ASSET PURCHASED WITH GRANT FUNDING? YES  NO   
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: SHERIFF 1251

SIGNATURE

*Judy*

### AUDITOR

ORIGINAL PURCHASE DATE 9/24/2004  
ORIGINAL COST 1,077.00  
ORIGINAL FUNDING SOURCE 2744  
ASSET GROUP 1603

RECEIPT INTO 1190-3835  
TRANSFER CONFIRMED \_\_\_\_\_

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_ AUCTION \_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 118-2013

DATE APPROVED 3-12-13

SIGNATURE

*Ronald [Signature]*

# BOONE COUNTY

RECEIVED

MAR - 1 2013

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE : February 28, 2013

FIXED ASSET TAG NUMBER: 00014809

DESCRIPTION HP DC7100  
PC WORKSTATION

REQUESTED MEANS OF DISPOSAL: SELL

OTHER INFORMATION:

CONDITION OF ASSET: HARD DRIVE/MEMORY REMOVED

REASON FOR DISPOSITION: REPLACEMENT

COUNTY/COURT IT DEPT. (circle one) DOES/DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: *As soon as possible - In IT Printer Room*

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO  
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: SHERIFF 1251

SIGNATURE



### AUDITOR

ORIGINAL PURCHASE DATE 4/20/2005  
ORIGINAL COST 976.00  
ORIGINAL FUNDING SOURCE 2731  
ASSET GROUP 1603

RECEIPT INTO 1190-3835  
TRANSFER CONFIRMED \_\_\_\_\_

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_\_ AUCTION \_\_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 118-2013

DATE APPROVED 3-12-13

SIGNATURE 

# BOONE COUNTY

RECEIVED

MAR - 1 2013

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY BOONE COUNTY AUDITOR

DATE : February 28, 2013

FIXED ASSET TAG NUMBER: 00014886

DESCRIPTION HP DC7100  
PC WORKSTATION

REQUESTED MEANS OF DISPOSAL: SELL

OTHER INFORMATION:

CONDITION OF ASSET: HARD DRIVE/MEMORY REMOVED

REASON FOR DISPOSITION: REPLACEMENT

COUNTY/COURT IT DEPT. (circle one) DOES/DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS-  
OWN USE (this item is applicable to computer equipment only) \_\_\_\_\_

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: *As soon as possible - In IT Printer Room*

WAS ASSET PURCHASED WITH GRANT FUNDING? YES  NO  
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: SHERIFF 1251 SIGNATURE *Judy*

**AUDITOR**

ORIGINAL PURCHASE DATE 4/20/2005 RECEIPT INTO 1190-3835  
ORIGINAL COST 976.00  
ORIGINAL FUNDING SOURCE 2731 TRANSFER CONFIRMED \_\_\_\_\_  
ASSET GROUP 1603

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_  
LOCATION WITHIN DEPARTMENT \_\_\_\_\_  
INDIVIDUAL \_\_\_\_\_  
\_\_\_\_ TRADE \_\_\_\_\_ AUCTION \_\_\_\_\_ SEALED BIDS  
\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 118-2013

DATE APPROVED 3-12-13

SIGNATURE *Roger B. Wilson*

# BOONE COUNTY

RECEIVED

MAR - 1 2013

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE : February 28, 2013

FIXED ASSET TAG NUMBER: 00014887

DESCRIPTION HP DC7100  
PC WORKSTATION

REQUESTED MEANS OF DISPOSAL: SELL

OTHER INFORMATION:

CONDITION OF ASSET: HARD DRIVE/MEMORY REMOVED

REASON FOR DISPOSITION: REPLACEMENT

COUNTY/COURT IT DEPT. (circle one) DOES/DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: *As soon as possible - In IT Printer Room*

WAS ASSET PURCHASED WITH GRANT FUNDING? YES  NO  
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: SHERIFF 1251

SIGNATURE



### AUDITOR

ORIGINAL PURCHASE DATE 4/20/2005  
ORIGINAL COST 976.00  
ORIGINAL FUNDING SOURCE 2731  
ASSET GROUP 1603

RECEIPT INTO 1190-3835  
TRANSFER CONFIRMED \_\_\_\_\_

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

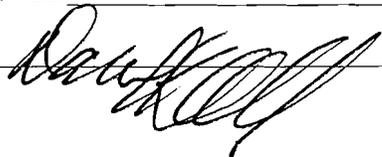
INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_\_ AUCTION \_\_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 118-2013

DATE APPROVED 3-12-13

SIGNATURE 

# BOONE COUNTY

RECEIVED

MAR - 1 2013

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE : February 28, 2013

FIXED ASSET TAG NUMBER: 00015429

DESCRIPTION HP DC7600  
PC WORKSTATION

REQUESTED MEANS OF DISPOSAL: SELL

OTHER INFORMATION:

CONDITION OF ASSET: HARD DRIVE/MEMORY REMOVED

REASON FOR DISPOSITION: REPLACEMENT

COUNTY/COURT IT DEPT. (circle one) DOES/DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: *As soon as possible - In IT Printer Room.*

WAS ASSET PURCHASED WITH GRANT FUNDING? YES  NO  
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: TREASURER 1140

SIGNATURE



### AUDITOR

ORIGINAL PURCHASE DATE 5/5/2006  
ORIGINAL COST 1,091.00  
ORIGINAL FUNDING SOURCE 2731  
ASSET GROUP 1603

RECEIPT INTO 1190-3835  
TRANSFER CONFIRMED \_\_\_\_\_

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

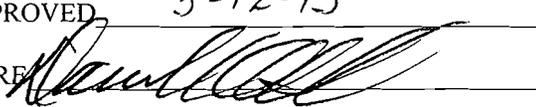
INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_ AUCTION \_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 118-2013

DATE APPROVED 3-12-13

SIGNATURE 

RECEIVED

MAR - 1 2013

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY TO BOONE COUNTY AUDITOR

DATE : February 28, 2013

FIXED ASSET TAG NUMBER: 00015486

DESCRIPTION HP DC7600  
PC WORKSTATION

REQUESTED MEANS OF DISPOSAL: SELL

OTHER INFORMATION:

CONDITION OF ASSET: HARD DRIVE/MEMORY REMOVED

REASON FOR DISPOSITION: REPLACEMENT

COUNTY/COURT IT DEPT. (circle one) DOES/DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: As soon as possible - In IT Printer Room

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO  
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: SHERIFF 1251

SIGNATURE Judy

### AUDITOR

ORIGINAL PURCHASE DATE 5/22/2006  
ORIGINAL COST 1,095.00  
ORIGINAL FUNDING SOURCE 2731  
ASSET GROUP 1003

RECEIPT INTO 1190-3835  
TRANSFER CONFIRMED \_\_\_\_\_

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_\_ AUCTION \_\_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 118-2013

DATE APPROVED 3-12-13

SIGNATURE [Signature]

# BOONE COUNTY

RECEIVED

MAR - 1 2013

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY BOONE COUNTY AUDITOR

DATE : February 28, 2013

FIXED ASSET TAG NUMBER: 00015590

DESCRIPTION HP DC7600  
PC WORKSTATION

REQUESTED MEANS OF DISPOSAL: SELL

OTHER INFORMATION:

CONDITION OF ASSET: HARD DRIVE/MEMORY REMOVED

REASON FOR DISPOSITION: REPLACEMENT

COUNTY/COURT IT DEPT. (circle one) DOES/DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only) DOES

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: As soon as possible - In IT Printer Room

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO  
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: SHERIFF 1251

SIGNATURE



### AUDITOR

ORIGINAL PURCHASE DATE 8/24/2006  
ORIGINAL COST 984.00  
ORIGINAL FUNDING SOURCE 2731  
ASSET GROUP 1603

RECEIPT INTO 1190-3835  
TRANSFER CONFIRMED \_\_\_\_\_

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_ AUCTION \_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 118-2013

DATE APPROVED 3-12-13

SIGNATURE 

RECEIVED

MAR - 1 2013

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE : February 28, 2013

FIXED ASSET TAG NUMBER: 00015591

DESCRIPTION HP DC7600  
PC WORKSTATION

REQUESTED MEANS OF DISPOSAL: SELL

OTHER INFORMATION:

CONDITION OF ASSET: HARD DRIVE/MEMORY REMOVED

REASON FOR DISPOSITION: REPLACEMENT

COUNTY/COURT IT DEPT. (circle one) DOES/DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: *As soon as possible - In IT Printer Room*

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO  
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: SHERIFF 1251 SIGNATURE *Judy*

**AUDITOR**

ORIGINAL PURCHASE DATE 8/24/2006 RECEIPT INTO 1190-3835  
ORIGINAL COST 984.00  
ORIGINAL FUNDING SOURCE 2731 TRANSFER CONFIRMED \_\_\_\_\_  
ASSET GROUP 1603

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_ AUCTION \_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 118-2013

DATE APPROVED 3-12-13

SIGNATURE *[Signature]*

RECEIVED

MAR - 1 2013

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY BOONE COUNTY AUDITOR

DATE : February 28, 2013

FIXED ASSET TAG NUMBER: 00015596

DESCRIPTION HP DC7600  
PC WORKSTATION

REQUESTED MEANS OF DISPOSAL: SELL

OTHER INFORMATION:

CONDITION OF ASSET: HARD DRIVE/MEMORY REMOVED

REASON FOR DISPOSITION: REPLACEMENT

COUNTY/COURT IT DEPT. (circle one) DOES/DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: *As soon as possible - In IT Printer Room*

WAS ASSET PURCHASED WITH GRANT FUNDING? YES  NO  
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: SHERIFF *1257* SIGNATURE *Judy*

### AUDITOR

ORIGINAL PURCHASE DATE	<u>8/24/2006</u>	RECEIPT INTO	<u>1190-3835</u>
ORIGINAL COST	<u>984.00</u>	TRANSFER CONFIRMED	_____
ORIGINAL FUNDING SOURCE	<u>2731</u>		
ASSET GROUP	<u>1603</u>		

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE      \_\_\_\_ AUCTION      \_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER      EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 118-2013

DATE APPROVED 3-12-13

SIGNATURE *[Signature]*

RECEIVED

FEB 27 2013

# BOONE COUNTY

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY BOONE COUNTY AUDITOR

DATE : February 27, 2013

FIXED ASSET TAG NUMBER: 00014881

DESCRIPTION HP DC7100  
PC WORKSTATION

REQUESTED MEANS OF DISPOSAL: SELL

OTHER INFORMATION:

CONDITION OF ASSET: HARD DRIVE/MEMORY REMOVED

REASON FOR DISPOSITION: REPLACEMENT

COUNTY/COURT IT DEPT. (circle one) DOES/DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only) NO

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: As soon as possible - In IT Printer Room

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO  
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: SHERIFF 1251 SIGNATURE Judy

**AUDITOR**

ORIGINAL PURCHASE DATE	<u>4/21/2005</u>	RECEIPT INTO	<u>1190-3835</u>
ORIGINAL COST	<u>976.00</u>	TRANSFER CONFIRMED	_____
ORIGINAL FUNDING SOURCE	<u>2731</u>		
ASSET GROUP	<u>1603</u>		

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

TRANSFER      DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_  
 LOCATION WITHIN DEPARTMENT \_\_\_\_\_  
 INDIVIDUAL \_\_\_\_\_  
 TRADE       AUCTION       SEALED BIDS  
 OTHER      EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 118-2013

DATE APPROVED 3-12-13

SIGNATURE [Signature]

# BOONE COUNTY

RECEIVED

FEB 27 2013

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE : February 27, 2013

FIXED ASSET TAG NUMBER: 00013090

DESCRIPTION HP LASERJET 2200DN  
PRINTER LASER

REQUESTED MEANS OF DISPOSAL: SELL

OTHER INFORMATION:

CONDITION OF ASSET: PURCHASED 2001 - POOR

REASON FOR DISPOSITION: REPLACEMENT

COUNTY/COURT IT DEPT. (circle one) ~~DOES/DOES NOT~~ (circle one) ~~WISH TO TRANSFER THIS ITEM FOR ITS OWN USE~~ (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: *As soon as possible - In IT Printer Room*

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO  
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: PROSECUTING ATTORNEY *1261* SIGNATURE *Judy*

### AUDITOR

ORIGINAL PURCHASE DATE 7/19/2001 RECEIPT INTO 1190-3835  
ORIGINAL COST 1,334.61  
ORIGINAL FUNDING SOURCE 2731 TRANSFER CONFIRMED \_\_\_\_\_  
ASSET GROUP 1603

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_  
LOCATION WITHIN DEPARTMENT \_\_\_\_\_  
INDIVIDUAL \_\_\_\_\_  
\_\_\_\_ TRADE \_\_\_\_ AUCTION \_\_\_\_ SEALED BIDS  
\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 118-2013

DATE APPROVED 3-12-13

SIGNATURE *[Signature]*

# BOONE COUNTY

RECEIVED

JAN 15 2013

BOONE COUNTY AUDITOR

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 01/14/13

FIXED ASSET TAG NUMBER: 13886

DESCRIPTION: PRINTER

REQUESTED MEANS OF DISPOSAL: Surplus

OTHER INFORMATION: See Attached List

CONDITION OF ASSET: Poor

REASON FOR DISPOSITION: Outdated/No longer works

COUNTY / COURT IT DEPT. (circle one) DOES / DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: Immediately

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO  
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: Circuit Court 1210

SIGNATURE

**AUDITOR**

ORIGINAL PURCHASE DATE 2/11/2003

RECEIPT INTO 1190-3835

ORIGINAL COST 1,481.00

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2787

GRANT NAME \_\_\_\_\_

% FUNDING \_\_\_\_\_

AGENCY \_\_\_\_\_

ASSET GROUP 1603

DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_

TRANSFER CONFIRMED \_\_\_\_\_

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_\_ AUCTION \_\_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 118-2013

DATE APPROVED 3-12-13

SIGNATURE

# BOONE COUNTY

RECEIVED

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

JAN 15 2013  
BOONE COUNTY AUDITOR

DATE: 01/14/13

FIXED ASSET TAG NUMBER: 16700

DESCRIPTION: 19" LCD MONITOR

REQUESTED MEANS OF DISPOSAL: Surplus

OTHER INFORMATION: See Attached List

CONDITION OF ASSET: Poor

REASON FOR DISPOSITION: Outdated/No longer works

COUNTY / COURT IT DEPT. (circle one) DOES / DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: Immediately

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO  
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: Circuit Court 1221

SIGNATURE

**AUDITOR**

ORIGINAL PURCHASE DATE 10/21/2008

RECEIPT INTO 1190-3835

ORIGINAL COST 233.72

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2731

GRANT NAME

% FUNDING

AGENCY

DOCUMENTATION ATTACHED (Y/N)

TRANSFER CONFIRMED

ASSET GROUP 1603

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME NUMBER

LOCATION WITHIN DEPARTMENT

INDIVIDUAL

TRADE AUCTION SEALED BIDS

OTHER EXPLAIN

COMMISSION ORDER NUMBER 118-2013

DATE APPROVED 3-12-13

SIGNATURE

# BOONE COUNTY

RECEIVED

JAN 15 2013

BOONE COUNTY AUDITOR

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 01/14/13

FIXED ASSET TAG NUMBER: NONE

DESCRIPTION: 17" LCD MONITOR

REQUESTED MEANS OF DISPOSAL: Surplus

OTHER INFORMATION: See Attached List

CONDITION OF ASSET: Poor

REASON FOR DISPOSITION: Outdated/No longer works

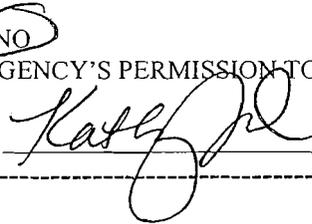
COUNTY / COURT IT DEPT. (circle one) DOES / DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: Immediately

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO  
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: Circuit Court

SIGNATURE



**AUDITOR**

ORIGINAL PURCHASE DATE \_\_\_\_\_ RECEIPT INTO \_\_\_\_\_

ORIGINAL COST \_\_\_\_\_ GRANT FUNDED (Y/N) \_\_\_\_\_

ORIGINAL FUNDING SOURCE \_\_\_\_\_ GRANT NAME \_\_\_\_\_

% FUNDING \_\_\_\_\_

AGENCY \_\_\_\_\_

DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_

ASSET GROUP \_\_\_\_\_ TRANSFER CONFIRMED \_\_\_\_\_

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

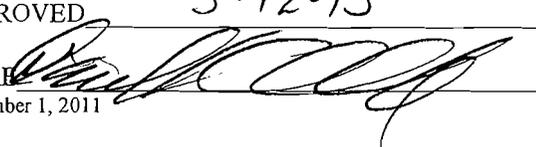
INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_\_ AUCTION \_\_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 118-2013

DATE APPROVED 3-12-13

SIGNATURE 

Revised September 1, 2011

# BOONE COUNTY

RECEIVED

JAN 15 2013

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE: 01/14/13

FIXED ASSET TAG NUMBER: NONE

DESCRIPTION: 17" LCD MONITOR

REQUESTED MEANS OF DISPOSAL: Surplus

OTHER INFORMATION: See Attached List

CONDITION OF ASSET: Poor

REASON FOR DISPOSITION: Outdated/No longer works

COUNTY / COURT IT DEPT. (circle one) DOES / DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: Immediately

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO  
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: Circuit Court

SIGNATURE

**AUDITOR**

ORIGINAL PURCHASE DATE \_\_\_\_\_ RECEIPT INTO \_\_\_\_\_

ORIGINAL COST \_\_\_\_\_ GRANT FUNDED (Y/N) \_\_\_\_\_

ORIGINAL FUNDING SOURCE \_\_\_\_\_ GRANT NAME \_\_\_\_\_

% FUNDING \_\_\_\_\_

AGENCY \_\_\_\_\_

ASSET GROUP \_\_\_\_\_ DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_

TRANSFER CONFIRMED \_\_\_\_\_

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_ AUCTION \_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 118-2013

DATE APPROVED 3-12-13

SIGNATURE \_\_\_\_\_

# BOONE COUNTY

RECEIVED

JAN 15 2013

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE: 01/14/13

FIXED ASSET TAG NUMBER: : NONE

DESCRIPTION: 17" LCD MONITOR

REQUESTED MEANS OF DISPOSAL: Surplus

OTHER INFORMATION: See Attached List

CONDITION OF ASSET: Poor

REASON FOR DISPOSITION: Outdated/No longer works

COUNTY / COURT IT DEPT. (circle one) DOES / DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: Immediately

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO  
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: Circuit Court

SIGNATURE

AUDITOR

ORIGINAL PURCHASE DATE \_\_\_\_\_ RECEIPT INTO \_\_\_\_\_

ORIGINAL COST \_\_\_\_\_ GRANT FUNDED (Y/N) \_\_\_\_\_

ORIGINAL FUNDING SOURCE \_\_\_\_\_ GRANT NAME \_\_\_\_\_

ASSET GROUP \_\_\_\_\_ % FUNDING \_\_\_\_\_

AGENCY \_\_\_\_\_

DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_

TRANSFER CONFIRMED \_\_\_\_\_

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_\_ AUCTION \_\_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 118-2013

DATE APPROVED 3-12-13

SIGNATURE

# BOONE COUNTY

RECEIVED

JAN 15 2013

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE: 01/14/13

FIXED ASSET TAG NUMBER: NONE

DESCRIPTION: 17" MONITOR

REQUESTED MEANS OF DISPOSAL: Surplus

OTHER INFORMATION: See Attached List

CONDITION OF ASSET: Poor

REASON FOR DISPOSITION: Outdated/No longer works

COUNTY / COURT IT DEPT. (circle one) DOES / DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: Immediately

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO  
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: Circuit Court

SIGNATURE

**AUDITOR**

ORIGINAL PURCHASE DATE \_\_\_\_\_

RECEIPT INTO \_\_\_\_\_

ORIGINAL COST \_\_\_\_\_

GRANT FUNDED (Y/N) \_\_\_\_\_

ORIGINAL FUNDING SOURCE \_\_\_\_\_

GRANT NAME \_\_\_\_\_

% FUNDING \_\_\_\_\_

AGENCY \_\_\_\_\_

DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_

ASSET GROUP \_\_\_\_\_

TRANSFER CONFIRMED \_\_\_\_\_

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_\_ AUCTION \_\_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 118-2013

DATE APPROVED 3-12-13

SIGNATURE

# BOONE COUNTY

RECEIVED

JAN 15 2013

BOONE COUNTY AUDITOR

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 01/14/13

FIXED ASSET TAG NUMBER: NONE

DESCRIPTION: 17" LCD MONITOR

REQUESTED MEANS OF DISPOSAL: Surplus

OTHER INFORMATION: See Attached List

CONDITION OF ASSET: Poor

REASON FOR DISPOSITION: Outdated/No longer works

COUNTY / COURT IT DEPT. (circle one) DOES / DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: Immediately

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO  
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: Circuit Court

SIGNATURE

**AUDITOR**

ORIGINAL PURCHASE DATE \_\_\_\_\_

RECEIPT INTO 1190-3835

ORIGINAL COST \_\_\_\_\_

GRANT FUNDED (Y/N) \_\_\_\_\_

ORIGINAL FUNDING SOURCE \_\_\_\_\_ ?

GRANT NAME \_\_\_\_\_

% FUNDING \_\_\_\_\_

AGENCY \_\_\_\_\_

ASSET GROUP \_\_\_\_\_

DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_

TRANSFER CONFIRMED \_\_\_\_\_

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_ AUCTION \_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 118-2013

DATE APPROVED 3-12-13

SIGNATURE

# BOONE COUNTY

RECEIVED

JAN 15 2013

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE: 01/14/13

FIXED ASSET TAG NUMBER: NONE

DESCRIPTION: 19" LCD MONITOR

REQUESTED MEANS OF DISPOSAL: Surplus

OTHER INFORMATION: See Attached List

CONDITION OF ASSET: Poor

REASON FOR DISPOSITION: Outdated/No longer works

COUNTY / COURT IT DEPT. (circle one) DOES / DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: Immediately

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO  
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: Circuit Court

SIGNATURE

**AUDITOR**

ORIGINAL PURCHASE DATE \_\_\_\_\_ RECEIPT INTO 1190-3835

ORIGINAL COST \_\_\_\_\_ 7 GRANT FUNDED (Y/N) \_\_\_\_\_

ORIGINAL FUNDING SOURCE \_\_\_\_\_ GRANT NAME \_\_\_\_\_

% FUNDING \_\_\_\_\_

AGENCY \_\_\_\_\_

DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_

ASSET GROUP \_\_\_\_\_ TRANSFER CONFIRMED \_\_\_\_\_

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

TRADE AUCTION SEALED BIDS

OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 118-2013

DATE APPROVED 3-12-13

SIGNATURE

# BOONE COUNTY

RECEIVED

JAN 15 2013

BOONE COUNTY AUDITOR

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 01/14/13

FIXED ASSET TAG NUMBER: 13005

DESCRIPTION: Desktop PC

REQUESTED MEANS OF DISPOSAL: Surplus

OTHER INFORMATION: See Attached List SN 6115dyszb711

CONDITION OF ASSET: Poor

REASON FOR DISPOSITION: Outdated/No longer works

COUNTY / COURT IT DEPT. (circle one) DOES / DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: Immediately

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO  
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: Circuit Court 1210

SIGNATURE

**AUDITOR**

ORIGINAL PURCHASE DATE 5/10/2001

RECEIPT INTO 1190-3835

ORIGINAL COST 1,343.01

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2731

GRANT NAME

% FUNDING

AGENCY

ASSET GROUP 1603

DOCUMENTATION ATTACHED (Y/N)

TRANSFER CONFIRMED

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME NUMBER

LOCATION WITHIN DEPARTMENT

INDIVIDUAL

TRADE AUCTION SEALED BIDS

OTHER EXPLAIN

COMMISSION ORDER NUMBER 118-2013

DATE APPROVED 3-12-13

SIGNATURE  
Revised September 1, 2011

# BOONE COUNTY

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## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

JAN 15 2013

BOONE COUNTY AUDITOR

DATE: 01/14/13

FIXED ASSET TAG NUMBER: 13711

DESCRIPTION: Desktop PC

REQUESTED MEANS OF DISPOSAL: Surplus

OTHER INFORMATION: See Attached List SN 00 29256742

CONDITION OF ASSET: Poor

REASON FOR DISPOSITION: Outdated/No longer works

COUNTY / COURT IT DEPT. (circle one) DOES / DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: Immediately

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO  
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: Circuit Court 1210

SIGNATURE

**AUDITOR**

ORIGINAL PURCHASE DATE 12/31/2002

RECEIPT INTO 1190-3835

ORIGINAL COST 894.00

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2731

GRANT NAME

% FUNDING

AGENCY

DOCUMENTATION ATTACHED (Y/N)

ASSET GROUP 1603

TRANSFER CONFIRMED

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME NUMBER

LOCATION WITHIN DEPARTMENT

INDIVIDUAL

TRADE AUCTION SEALED BIDS

OTHER EXPLAIN

COMMISSION ORDER NUMBER 118-2013

DATE APPROVED 3-12-13

SIGNATURE

# BOONE COUNTY

RECEIVED

JAN 15 2013

BOONE COUNTY AUDITOR

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 01/14/13

FIXED ASSET TAG NUMBER: 14016

DESCRIPTION: Tower PC

REQUESTED MEANS OF DISPOSAL: Surplus

OTHER INFORMATION: See Attached List

CONDITION OF ASSET: Poor

REASON FOR DISPOSITION: Outdated/No longer works

COUNTY / COURT IT DEPT. (circle one) DOES / DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: Immediately

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO  
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: Circuit Court 1210

SIGNATURE

**AUDITOR**

ORIGINAL PURCHASE DATE 4/10/2003

RECEIPT INTO 1190-3835

ORIGINAL COST 821.00

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2731

GRANT NAME

% FUNDING

AGENCY

ASSET GROUP 1603

DOCUMENTATION ATTACHED (Y/N)

TRANSFER CONFIRMED

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME NUMBER

LOCATION WITHIN DEPARTMENT

INDIVIDUAL

TRADE AUCTION SEALED BIDS

OTHER EXPLAIN

COMMISSION ORDER NUMBER 118-2013

DATE APPROVED 3-12-13

SIGNATURE

# BOONE COUNTY

RECEIVED

JAN 15 2013

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE: 01/14/13

FIXED ASSET TAG NUMBER: 14010

DESCRIPTION: TOWER PC

REQUESTED MEANS OF DISPOSAL: Surplus

OTHER INFORMATION: See Attached List

CONDITION OF ASSET: Poor

REASON FOR DISPOSITION: Outdated/No longer works

COUNTY / COURT IT DEPT. (circle one) DOES  / DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: Immediately

WAS ASSET PURCHASED WITH GRANT FUNDING? YES  NO   
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: Circuit Court 1210

SIGNATURE

**AUDITOR**

ORIGINAL PURCHASE DATE 4/10/2003

RECEIPT INTO 1190-3835

ORIGINAL COST 821.00

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2787

GRANT NAME \_\_\_\_\_

% FUNDING \_\_\_\_\_

AGENCY \_\_\_\_\_

ASSET GROUP 1603

DOCUMENTATION ATTACHED (Y/N) Y

TRANSFER CONFIRMED \_\_\_\_\_

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_ AUCTION \_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 118-2013

DATE APPROVED 3-12-13

SIGNATURE

# BOONE COUNTY

RECEIVED

JAN 15 2013

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE: 01/14/13

FIXED ASSET TAG NUMBER: 14017

DESCRIPTION: Tower PC

REQUESTED MEANS OF DISPOSAL: Surplus

OTHER INFORMATION: See Attached List

CONDITION OF ASSET: Poor

REASON FOR DISPOSITION: Outdated/No longer works

COUNTY / COURT IT DEPT. (circle one) DOES / DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: Immediately

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO  
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: Circuit Court 1210

SIGNATURE

**AUDITOR**

ORIGINAL PURCHASE DATE 4/10/2003

RECEIPT INTO 1190-3835

ORIGINAL COST 821.00

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2731

GRANT NAME

% FUNDING

AGENCY

DOCUMENTATION ATTACHED (Y/N)

ASSET GROUP 1003

TRANSFER CONFIRMED

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME NUMBER

LOCATION WITHIN DEPARTMENT

INDIVIDUAL

TRADE AUCTION SEALED BIDS

OTHER EXPLAIN

COMMISSION ORDER NUMBER 118-2013

DATE APPROVED 3-12-13

SIGNATURE

# BOONE COUNTY

RECEIVED

JAN 15 2013

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE: 01/14/13

FIXED ASSET TAG NUMBER: 15507

DESCRIPTION: DESKTOP PC

REQUESTED MEANS OF DISPOSAL: Surplus

OTHER INFORMATION: See Attached List

CONDITION OF ASSET: Poor

REASON FOR DISPOSITION: Outdated/No longer works

COUNTY / COURT IT DEPT. (circle one) DOES / DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: Immediately

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO  
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: Circuit Court 1210

SIGNATURE Kathy [Signature]

**AUDITOR**

ORIGINAL PURCHASE DATE 7/13/2006

RECEIPT INTO 1190-3835

ORIGINAL COST 807.57

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2731

GRANT NAME \_\_\_\_\_

% FUNDING \_\_\_\_\_

AGENCY \_\_\_\_\_

ASSET GROUP 1603

DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_

TRANSFER CONFIRMED \_\_\_\_\_

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

     TRANSFER      DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

     TRADE           AUCTION           SEALED BIDS

     OTHER      EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 118-2013

DATE APPROVED 3-12-13

SIGNATURE [Signature]

# BOONE COUNTY

RECEIVED

JAN 15 2013

BOONE COUNTY AUDITOR

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 01/14/13

FIXED ASSET TAG NUMBER: 14934

DESCRIPTION: DESKTOP PC

REQUESTED MEANS OF DISPOSAL: Surplus

OTHER INFORMATION: See Attached List

CONDITION OF ASSET: Poor

REASON FOR DISPOSITION: Outdated/No longer works

COUNTY / COURT IT DEPT. (circle one) DOES / DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: Immediately

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO  
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: Circuit Court 1210

SIGNATURE

**AUDITOR**

ORIGINAL PURCHASE DATE 4/26/2005

RECEIPT INTO 1190-3835

ORIGINAL COST 1,025.00

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2731

GRANT NAME

% FUNDING

AGENCY

DOCUMENTATION ATTACHED (Y/N)

ASSET GROUP 1603

TRANSFER CONFIRMED

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME NUMBER

LOCATION WITHIN DEPARTMENT

INDIVIDUAL

TRADE AUCTION SEALED BIDS

OTHER EXPLAIN

COMMISSION ORDER NUMBER 118-2013

DATE APPROVED 3-12-13

SIGNATURE

# BOONE COUNTY

RECEIVED

JAN 15 2013

BOONE COUNTY AUDITOR

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 01/14/13

FIXED ASSET TAG NUMBER: NONE

DESCRIPTION: DESKTOP PC

REQUESTED MEANS OF DISPOSAL: Surplus

OTHER INFORMATION: See Attached List

CONDITION OF ASSET: Poor

REASON FOR DISPOSITION: Outdated/No longer works

COUNTY / COURT IT DEPT. (circle one) DOES / DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: Immediately

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO  
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: Circuit Court

SIGNATURE

**AUDITOR**

ORIGINAL PURCHASE DATE \_\_\_\_\_ RECEIPT INTO \_\_\_\_\_

ORIGINAL COST \_\_\_\_\_ GRANT FUNDED (Y/N) \_\_\_\_\_

ORIGINAL FUNDING SOURCE \_\_\_\_\_ GRANT NAME \_\_\_\_\_

% FUNDING \_\_\_\_\_

AGENCY \_\_\_\_\_

ASSET GROUP \_\_\_\_\_ DOCUMENTATION ATTACHED (Y/N) \_\_\_\_\_

TRANSFER CONFIRMED \_\_\_\_\_

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

\_\_\_\_ TRANSFER DEPARTMENT NAME \_\_\_\_\_ NUMBER \_\_\_\_\_

LOCATION WITHIN DEPARTMENT \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_

\_\_\_\_ TRADE \_\_\_\_\_ AUCTION \_\_\_\_\_ SEALED BIDS

\_\_\_\_ OTHER EXPLAIN \_\_\_\_\_

COMMISSION ORDER NUMBER 118-2013

DATE APPROVED 3-12-13

SIGNATURE

# BOONE COUNTY

RECEIVED

JAN 15 2013

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE: 01/14/13

FIXED ASSET TAG NUMBER: 14943

DESCRIPTION: TOWER PC

REQUESTED MEANS OF DISPOSAL: Surplus

OTHER INFORMATION: See Attached List

CONDITION OF ASSET: Poor

REASON FOR DISPOSITION: Outdated/No longer works

COUNTY / COURT IT DEPT. (circle one) DOES / DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: Immediately

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO  
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: Circuit Court 1210

SIGNATURE

**AUDITOR**

ORIGINAL PURCHASE DATE 4/26/2005

RECEIPT INTO 1190-3835

ORIGINAL COST 1,025.00

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2731

GRANT NAME

% FUNDING

AGENCY

ASSET GROUP 1603

DOCUMENTATION ATTACHED (Y/N)

TRANSFER CONFIRMED

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME NUMBER

LOCATION WITHIN DEPARTMENT

INDIVIDUAL

TRADE AUCTION SEALED BIDS

OTHER EXPLAIN

COMMISSION ORDER NUMBER 118-2013

DATE APPROVED 3-12-13

SIGNATURE

# BOONE COUNTY

RECEIVED

JAN 15 2013

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE: 01/14/13

FIXED ASSET TAG NUMBER: 15519

DESCRIPTION: DESKTOP PC

REQUESTED MEANS OF DISPOSAL: Surplus

OTHER INFORMATION: See Attached List

CONDITION OF ASSET: Poor

REASON FOR DISPOSITION: Outdated/No longer works

COUNTY / COURT IT DEPT. (circle one) DOES / DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: Immediately

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO  
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: Circuit Court 1221

SIGNATURE

AUDITOR

ORIGINAL PURCHASE DATE 7/13/2006

RECEIPT INTO 1190-3835

ORIGINAL COST 807.57

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2731

GRANT NAME

% FUNDING

AGENCY

ASSET GROUP 1603

DOCUMENTATION ATTACHED (Y/N)

TRANSFER CONFIRMED

COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME NUMBER

LOCATION WITHIN DEPARTMENT

INDIVIDUAL

TRADE AUCTION SEALED BIDS

OTHER EXPLAIN

COMMISSION ORDER NUMBER 118-2013

DATE APPROVED 3-12-13

SIGNATURE

# BOONE COUNTY

RECEIVED

JAN 15 2013

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

BOONE COUNTY AUDITOR

DATE: 01/14/13

FIXED ASSET TAG NUMBER: 15073

DESCRIPTION: 15" NOTEBOOK COMPUTER

REQUESTED MEANS OF DISPOSAL: Surplus

OTHER INFORMATION: See Attached List

CONDITION OF ASSET: Poor

REASON FOR DISPOSITION: Outdated/No longer works

COUNTY / COURT IT DEPT. (circle one) DOES / DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: Immediately

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO  
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: Circuit Court 1210

SIGNATURE

**AUDITOR**

ORIGINAL PURCHASE DATE 5/6/2005

RECEIPT INTO 1190-3835

ORIGINAL COST 1625.00

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2787

GRANT NAME

% FUNDING

AGENCY

DOCUMENTATION ATTACHED (Y/N)

TRANSFER CONFIRMED

ASSET GROUP 1603

**COUNTY COMMISSION / COUNTY CLERK**

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME NUMBER

LOCATION WITHIN DEPARTMENT

INDIVIDUAL

TRADE AUCTION SEALED BIDS

OTHER EXPLAIN

COMMISSION ORDER NUMBER 118-2013

DATE APPROVED 3-12-13

SIGNATURE

Revised September 1, 2011

# BOONE COUNTY

RECEIVED

JAN 15 2013

BOONE COUNTY AUDITOR

## REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 01/14/13

FIXED ASSET TAG NUMBER: 15849

DESCRIPTION: 15" Notebook Computer

REQUESTED MEANS OF DISPOSAL: Surplus

OTHER INFORMATION: See Attached List

CONDITION OF ASSET: Poor

REASON FOR DISPOSITION: Outdated/No longer works

COUNTY / COURT IT DEPT. (circle one) DOES / DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS OWN USE (this item is applicable to computer equipment only)

DESIRED DATE FOR ASSET REMOVAL TO STORAGE: Immediately

WAS ASSET PURCHASED WITH GRANT FUNDING? YES NO  
IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DEPARTMENT: Circuit Court 1241

SIGNATURE

### AUDITOR

ORIGINAL PURCHASE DATE 12/31/2006

RECEIPT INTO 1190-3835

ORIGINAL COST 1,109.90

GRANT FUNDED (Y/N) N

ORIGINAL FUNDING SOURCE 2731

GRANT NAME

% FUNDING

AGENCY

DOCUMENTATION ATTACHED (Y/N)

TRANSFER CONFIRMED

ASSET GROUP 1603

### COUNTY COMMISSION / COUNTY CLERK

APPROVED DISPOSAL METHOD:

TRANSFER DEPARTMENT NAME NUMBER

LOCATION WITHIN DEPARTMENT

INDIVIDUAL

TRADE AUCTION SEALED BIDS

OTHER EXPLAIN

COMMISSION ORDER NUMBER 118-2013

DATE APPROVED 3-12-13

SIGNATURE

Revised September 1, 2011

# 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 12th 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 OSCA funding through the Annie E. Casey Foundation for Juvenile Detention Alternatives to fund a two (2) day site visit in Greene County, including lodging and meals; host a collaborative team meeting once each quarter; host a site visit, which includes a meal, drinks, and snacks for the participants. The grant runs from 1/28/13 through 9/30/13.

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
1243	03451	Judicial Grants	State Reimbursement		1,000
1243	37230	Judicial Grants	Meals/Lodging		1,000

Done this 12th 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

2013

To: County Clerk's Office  
Comm Order # 119-2013  
Return to Auditor's Office  
Please do not remove staple.

REQUEST FOR BUDGET AMENDM

BOONE COUNTY, MISSOURI  
RECEIVED

FEB 08 2013

2/6/13  
EFFECTIVE DATE

FOR AUDITORS USE

BOONE COUNTY AUDITOR

Department				Account					Department Name	Account Name	(Use whole \$ amounts)	
											Decrease	Increase
1	2	4	3	0	3	4	5	1	Judicial Grants	State Reimb.		1,000.00
1	2	4	3	3	7	2	3	0	Judicial Grants	Meals/Lodging		1,000.00

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) OSCA funding through the Annie E. Casey Foundation for Juvenile Detention Alternatives to fund the 2 day Site Visit in Greene County, including lodging and meals; host a collaborative team meeting once each quarter; host a site visit, which includes a meal, drinks, and snacks for the participants. This grant runs from 1/28/13 through 9/30/13.

*Kathy J...*  
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 - Equal Rev/Exp.

Agenda

*JP*  
Auditor's Office

*Donald...*  
PRESIDING COMMISSIONER

*Ken...*  
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.



**SUPREME COURT OF MISSOURI**  
**OFFICE OF STATE COURTS ADMINISTRATOR**

**GREGORY LINHARES**  
ADMINISTRATOR

2112 Industrial Drive  
P.O. Box 104480  
Jefferson City, Missouri  
65110

PHONE (573) 751-4377  
FAX (573) 522-6152

January 28, 2013

The Honorable Jodie Capshaw Asel  
Presiding Judge  
13<sup>th</sup> Judicial Circuit  
705 E. Walnut Street  
Columbia, MO 65201

Dear Judge Asel:

On behalf of the Annie E. Casey Foundation, I am pleased to announce the award of funding for the Juvenile Detention Alternatives Initiative (JDAI) Program. The 13<sup>th</sup> Judicial Circuit has been awarded \$1,000.00.

Funds are available to your court per the terms of the attached contract award form. OSCA Contracts Unit requests the contract award form be signed and returned to us for filing with the award documentation.

The following OSCA staff have been designated to assist you and your court staff with any additional information you may need related to this program. They may be reached by telephone through the OSCA Help Desk at 888-541-4894 or via e-mail as indicated below:

Jay Rodieck, Program Administration – [jay.rodieck@courts.mo.gov](mailto:jay.rodieck@courts.mo.gov)  
Melissa Kampeter, Fiscal Matters – [melissa.kampeter@courts.mo.gov](mailto:melissa.kampeter@courts.mo.gov)

Congratulations on your award!

Sincerely,

A handwritten signature in black ink that reads "Gregory J. Linhares".

Gregory J. Linhares  
State Courts Administrator

GJL/hc

Enclosures  
Juvenile Detention Alternatives Initiative Contract Award  
Certificate of Compliance



# State of Missouri

Office of State Courts Administrator  
Administrative Services Division

Contract Period		Award Amount
Start Date	End Date	
1/28/13	9/30/13	\$1,000.00

## JUVENILE DETENTION ALTERNATIVES INITIATIVE - JDAI

The Office of State Courts Administrator has received funding through the Annie E. Casey Foundation for Juvenile Detention Alternatives. Up to \$1,000. is available to each JDAI site for expenses not covered by Title II or county funds. Funding is available to develop plans for the upcoming year to address expenses for site travel and meal expenses for collaboration meetings, Proposals may include expenses for personnel to visit Missouri demonstrations sites and expenses for internal training focused on the model strategies. This plan may also include anticipated expenses for supplies, minor equipment or contractual services. Funding for staff travel to model sites and conferences will be provided in a separate contract as well as additional state level training. Contact OSCA for this separate need.

Contract Number	Vendor Number	<input type="checkbox"/> Original Contract
OSCA 12-042-08	4360003490-2	<input type="checkbox"/> Contract Amendment

Federal CFDA # (if applicable):

Court/Recipient Information	Project Director	OSCA Program Contact
Honorable Jodie Capshaw Asel 13th Judicial Circuit 705 E. Walnut Street Columbia, MO 65201	Rick Gaines Juvenile Officer 705 E. Walnut Street Columbia, MO 65201	Jay Rodieck 573-522-2043
		OSCA Fiscal Contact
		Melissa Kampeter 573-522-6773

<input type="checkbox"/> Special Conditions of this award are attached.	<input type="checkbox"/> There are no special conditions of this award. Original RFP requirements only.
---	---

Funding as submitted for local and statewide implementation.

Requested Funding: \$1,000.00      Awarded Funding: \$1,000.00

### Please Sign, Date and Return by Mail to:

Office of State Courts Administrator  
Attn: Contracts Unit  
PO Box 104480  
Jefferson City, MO 65110 - 4480

In witness thereof, the parties below hereby execute this agreement.

Appointing Authority Signature 		OSCA Signature 	
Printed Name Kathy S. Lloyd	Date 2/7/13	Printed Name Gregory J. Linhares	
Presiding Judge Signature 		Title State Courts Administrator	
Printed Name JODIE C ASEL	Date 2-7-13	Date 2/1/13	

## Annie E. Casey Foundation - Juvenile Detention Alternatives Initiative

OSCA has funding through the Annie E. Casey Foundation for Juvenile Detention Alternatives. Up to \$1,000 is available to each JDAI site for expenses not covered by Title II or county funds. Funding is available to develop plans for the upcoming year to address expenses for site travel and meal expenses for collaboration meetings. Proposals may include expenses for personnel to visit Missouri demonstration sites and expenses for internal training focused on the model strategies. This plan may also include anticipated expenses for supplies, minor equipment or contractual services. \*Funding for staff travel to model sites and conferences will be provided in a separate contract as well as additional state level training. Contact OSCA for this separate need.

### Budget Request

1) Please break down your funding request:

Budget Line Item	Approximate Cost	Budget Line Item	Approximate Cost
2 Hotel Rooms for 1 night in Greene Co. for Site Visit (2 staff)	\$200.00		
4 Meals for Greene Co. Site Visit (2 staff)	\$100.00		
3 Meals for 3 Quarterly Collaborative Meetings for approx. 20 people	\$450.00		
Hosting 1 Site Visit includes meal, drinks, and snacks	\$250.00		

### Justification (attach additional sheets if necessary)

1. How will this funding enhance your courts ability to meet outcomes of juvenile detention alternatives?

The 13th Circuit Juvenile Justice System continually strives to improve on the eight core strategies of JDAI and the requested funding would assist the enhancement of detention alternatives. The funding requested would assist with sending two staff members to a two-day Site Visit in Greene County. This would allow staff to view a comparable site to explore detention alternatives, means of collecting and analyzing data, and hurdles to overcome when implementing JDAI and detention reform. Funding would additionally assist with continuing meetings with the collaborative team on a quarterly basis. Collaborative team meetings are imperative to accomplishing the JDAI work plan that addresses the reform activities to accomplish. The model site visits are a powerful way to share practical information about JDAI through peer-to-peer discussion and on-site observation.

2. Provide a timeline and description of how the funding will be used.

Greene County is hosting a JDAI site visit on March 5-6, 2013. The requested funding would be used for two staff to attend the two-day visit, including hotel accommodations and meals (lunch and dinner). The 13th Circuit Juvenile Justice System would host a collaborative team meeting once each quarter, for a total of three meetings during grant period—March, June, September. The funding would be used for providing lunch for approximately 20 collaborative team members. In addition, funding is also requested to host a site visit, which includes providing a meal, drinks and snacks for the participants. September 19-20 would be the target date for hosting the visit.

### For OSCA Internal Use Only

	Yes	No
1. Does this request fall within the scope of the Annie E. Casey Foundation approval?		
2. Does this request meet the requirements of the OSCA requirements for uses of these grant funds?		
3. Is it clear that funding will be expended and billed to OSCA by September 30, 2012?		
4. Are there any special terms or conditions attached to this award?		

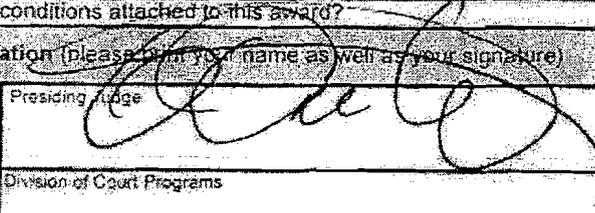
1. Does this request fall within the scope of the Annie E. Casey Foundation approval?

2. Does this request meet the requirements of the OSCA requirements for uses of these grant funds?

3. Is it clear that funding will be expended and billed to OSCA by September 30, 2012?

4. Are there any special terms or conditions attached to this award?

Authorization (Please print your name as well as your signature)

Circuit <i>13th</i>	Presiding Judge 	Date <i>1/24/13</i>
OSCA	Division of Court Programs	Date

Return to:

Office of State Courts Administrator, Contracts Section  
2112 Industrial Drive, P.O. Box 104480, Jefferson City, MO 65110

## Mike Yaquinto - Budget Amendment - Juvenile Detention Alternatives

---

**From:** Mike Yaquinto  
**To:** Kathy Lloyd  
**Date:** 2/25/2013 3:16 PM  
**Subject:** Budget Amendment - Juvenile Detention Alternatives

---

Kathy, I have received the Budget Amendment for the OSCA funding through the Annie E. Casey Foundation for Juvenile Detention Alternatives. Due to the uncertain weather conditions for tomorrow, I am scheduling this item for a 1st read on Thursday, Feb. 28 at 1:30 PM.

Deputy County Clerk  
573-886-4297

MIKE Y. :  
Kathy Lloyd is  
the contact on  
this for scheduling  
on Agenda JP

120-2013

# 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 12<sup>h</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 approve an expenditure in the amount of \$4,317.62 to Air Systems, LLC to be paid from the Capital Expenditures subsidy, appropriation account 2120-9220, within the Fairgrounds Maintenance Fund for repairs to the Heat Pump System..

Done this 12th day of March, 2013

ATTEST:

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

*[Signature]*

Daniel K. Atwill  
Presiding Commissioner

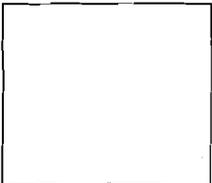
*[Signature]*

Karen M. Miller  
District I Commissioner

*[Signature]*

Janet M. Thompson  
District II Commissioner

# PAYMENT REQUISITION BOONE COUNTY, MISSOURI



03/05/2013  
REQUISITION  
DATE

03/14/2013  
VENDOR  
DUE DATE

TRANS: 2013 000888

Check Routing Instructions

008090  
VENDOR  
NO.

AIR SYSTEMS LLC  
VENDOR NAME

PROF SVCS  
BID NUMBER

Notes: RECEIVED  
MAR 05 2013

BOONE COUNTY

Fund / Dept	Account	Invoice Number	Customer Account Number	Amount
2120	92200	20463	AIR SYSTEMS PROPOSAL 1/11/13	4278.00
2120	92200	20463	FREIGHT	39.62
GRAND TOTAL :				4317.62

Fixed Asset:  
Grant Funded  
YES  NO

If yes, attached detail label

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

\_\_\_\_\_  
Approving Official

\_\_\_\_\_  
Approving Official

\_\_\_\_\_  
Approving Official

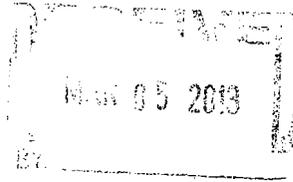
\_\_\_\_\_  
Prepared By

\_\_\_\_\_  
County Commission Approval

\_\_\_\_\_  
Auditor Approval



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



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

Website: [www.airsystemsllc.com](http://www.airsystemsllc.com)

# Invoice

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

DATE	INVOICE #
2/14/2013	20463

TERMS	P.O. NUMBER
<b>Net 30</b>	

DESCRIPTION	AMOUNT
IN ACCORDANCE WITH OUR PROPOSAL DATED 1/11/13:  INVOICE FOR INSTALLATION OF AIR VENTS AND PRESSURE GAUGES ON THE HYDRO TEMP HEAT PUMP UNITS.	4,278.00
FREIGHT	39.62

Thank you for your business.	<b>Total</b>	\$4,317.62
------------------------------	--------------	------------

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



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

**Proposal**

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

Website: [www.airsystemsllc.com](http://www.airsystemsllc.com)

Date: January 11, 2013

Location: Boone County Fair Grounds – Hydro Temp Heat Pump Units

Job Name: Install Air Vents and Pressure Gauges

Contact: Bob Davidson

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

**SCOPE OF WORK:** The current Heat Pump system does not have automatic air vents (purge systems) to allow for air to escape the loop nor does it have pressure gauges to determine line pressure. It is the manufacturer’s recommendation to install these devices as original equipment. Since these items have not been installed it is required to perform a labor intensive manual purge of each loop. It is our recommendation to install these devices to cut down on the cost of annual required maintenance to make sure the heat pump system works optimally.

1. Install 12 air vents (three per Heat Pump Unit)
2. Install 4 pressure gauges (one per Heat Pump Unit)
3. Install new seal assembly for Heat Pump #3 Floor loop Pump
4. Test system for proper operation

Notes:

- Freight is not included in this proposal.

We propose to furnish pricing to complete the above in accordance with the above mentioned specifications for the sum of: **\$4,278.00** **TERMS: Net 30 days**

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

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

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

Phil Porter (573) 808-0182

Date: 1/11/13

**ACCEPTANCE OF PROPOSAL:**

Authorized Signature: \_\_\_\_\_

Date: 1/15/13

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

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

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



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

**Proposal**

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

Website: [www.airsystemsllc.com](http://www.airsystemsllc.com)

**FILE COPY**

Date: January 11, 2013

Location: Boone County Fair Grounds – Hydro Temp Heat Pump Units

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3. Install new seal assembly for Heat Pump #3 Floor loop Pump
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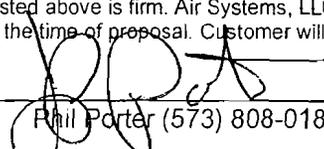
Notes:

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

Signature:  Date: 1/11/13  
 Phil Porter (573) 808-0182

**ACCEPTANCE OF PROPOSAL:**

Authorized Signature:  Date: 1/14/13

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

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

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