STATE OF MISSOURI ea.

March Session of the January Adjourned

Term. 20 11

County of Boone

In the County Commission of said county, on the

1st

day of March

20 11

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

Now on this day the County Commission of the County of Boone does hereby adopt revisions to Boone County Zoning Regulations Section 22, known as the "Floodplain Management Ordinance."

Done this 1st day of March, 2011.

ATTEST:

Wendy S. Noren

Clerk of the County Commission

Edward H. Robb

Presiding Commissioner

Karen M. Miller

District-I Commissioner

Skin Elkin

FLOODPLAIN MANAGEMENT ORDINANCE BOONE COUNTY, MISSOURI

Note: Definitions of words and phases used throughout this ordinance can be found in Article 8.

ARTICLE 1. STATUTORY AUTHORIZATION, FINDINGS OF FACT, AND PURPOSES

SECTION A. STATUTORY AUTHORIZATION

The Legislature of the State of Missouri has in Chapter 64.850 of the Revised Statutes of the State Missouri (RSMo) delegated the responsibility to local governmental units to adopt floodplain management regulations designed to protect the health, safety, and general welfare. Therefore, the County Commission of Boone County, Missouri ordains as follows:

SECTION B. FINDINGS OF FACT

1. Flood Losses Resulting from Periodic Inundation

The special flood hazard areas of Boone County, Missouri are subject to inundation which results in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base; all of which adversely affect the public health, safety and general welfare.

General Causes of the Flood Losses

These flood losses are caused by (1) the cumulative effect of development in any delineated floodplain causing increases in flood heights and velocities; and (2) the occupancy of flood hazard areas by uses vulnerable to floods, hazardous to others, inadequately elevated, or otherwise unprotected from flood damages.

3. Methods Used To Analyze Flood Hazards

The Flood Insurance Study (FIS) that is the basis of this ordinance uses a standard engineering method of analyzing flood hazards which consist of a series of interrelated steps.

a. Selection of a base flood that is based upon engineering calculations which permit a consideration of such flood factors as its expected frequency of occurrence, the area inundated, and the depth of inundation. The base flood selected for this ordinance is

representative of large floods which are characteristic of what can be expected to occur on the particular streams subject to this ordinance. It is in the general order of a flood which could be expected to have a one percent chance of occurrence in any one year as delineated on the Federal Insurance Administrator's FIS, and illustrative materials dated March 17, 2011 as amended, and any future revisions thereto.

- b. Calculation of water surface profiles are based on a standard hydraulic engineering analysis of the capacity of the stream channel and overbank areas to convey the regulatory flood.
- c. Computation of a floodway required to convey this flood without increasing flood heights more than one (1) foot at any point.
- d. Delineation of floodway encroachment lines within which no development is permitted that would cause any increase in flood height.
- e. Delineation of flood fringe, i.e., that area outside the floodway encroachment lines, but still subject to inundation by the base flood.

SECTION C. STATEMENT OF PURPOSE

It is the purpose of this ordinance to promote the public health, safety, and general welfare; to minimize those losses described in Article 1, Section B (1); to establish or maintain the community's eligibility for participation in the National Flood Insurance Program (NFIP) as defined in 44 Code of Federal Regulations (CFR) 59.22(a)(3); and to meet the requirements of 44 CFR 60.3(d) by applying the provisions of this ordinance to:

- 1. Restrict or prohibit uses that are dangerous to health, safety, or property in times of flooding or cause undue increases in flood heights or velocities;
- 2. Require uses vulnerable to floods, including public facilities that serve such uses, be provided with flood protection at the time of initial construction; and
- 3. Protect individuals from buying lands that are unsuited for the intended development purposes due to the flood hazard.

ARTICLE 2. GENERAL PROVISIONS

SECTION A. LANDS TO WHICH ORDINANCE APPLIES

This ordinance shall apply to all lands within the jurisdiction of Boone County identified as numbered and unnumbered A zones, AE, AO and AH Zones, on the Flood Insurance

Rate Map (FIRM) for Boone County Index Panel 29019CIND0A dated March 17, 2011 as amended, and any future revisions thereto. In all areas covered by this ordinance, no development shall be permitted except through the issuance of a floodplain development permit, granted by the County Commission or its duly designated representative under such safeguards and restrictions as the County Commission or the designated representative may reasonably impose for the promotion and maintenance of the general welfare, health of the inhabitants of the community, and as specifically noted in Article 4.

SECTION B. FLOODPLAIN ADMINISTRATOR

The Director of Resource Management is hereby designated as the Floodplain Administrator under this ordinance.

SECTION C. COMPLIANCE

No development located within the special flood hazard areas of this community shall be located, extended, converted, or structurally altered without full compliance with the terms of this ordinance and other applicable regulations.

SECTION D. ABROGATION AND GREATER RESTRICTIONS

It is not intended by this ordinance to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this ordinance imposes greater restrictions, the provisions of this ordinance shall prevail. All other ordinances inconsistent with this ordinance are hereby repealed to the extent of the inconsistency only.

SECTION E. INTERPRETATION

In their interpretation and application, the provisions of this ordinance shall be held to be minimum requirements, shall be liberally construed in favor of the governing body, and shall not be deemed a limitation or repeal of any other powers granted by State statutes.

SECTION F. WARNING AND DISCLAIMER OF LIABILITY

The degree of flood protection required by this ordinance is considered reasonable for regulatory purposes and is based on engineering and scientific methods of study. Larger floods may occur on rare occasions or the flood heights may be increased by man-made or natural causes, such as ice jams and bridge openings restricted by debris. This ordinance does not imply that areas outside the floodway and flood fringe or land uses permitted within such areas will be free from flooding or flood damage. This ordinance shall not create a liability on the part of Boone County, any officer or employee thereof, for any flood damages that may result from reliance on this ordinance or any administrative decision lawfully made thereunder.

SECTION G. SEVERABILITY

If any section, clause, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court of appropriate jurisdiction, the remainder of this ordinance shall not be affected thereby.

ARTICLE 3. ADMINISTRATION

SECTION A. FLOODPLAIN DEVELOPMENT PERMIT (REQUIRED)

A floodplain development permit shall be required for all proposed construction or other development, including the placement of manufactured homes, in the areas described in Article 2, Section A. No person, firm, corporation, or unit of government shall initiate any development or substantial-improvement or cause the same to be done without first obtaining a separate floodplain development permit for each structure or other development.

SECTION B. DESIGNATION OF FLOODPLAIN ADMINISTRATOR

The Director of Resource Management is hereby appointed to administer and implement the provisions of this ordinance.

SECTION C. DUTIES AND RESPONSIBILITIES OF FLOODPLAIN ADMINISTRATOR

Duties of the Director of Resource Management shall include, but not be limited to:

- 1. Review of all applications for floodplain development permits to assure that sites are reasonably safe from flooding and that the floodplain development permit requirements of this ordinance have been satisfied;
- 2. Review of all applications for floodplain development permits for proposed development to assure that all necessary permits have been obtained from Federal, State, or local governmental agencies from which prior approval is required by Federal, State, or local law;
- 3. Review all subdivision proposals and other proposed new development, including manufactured home parks or subdivisions, to determine whether such proposals will be reasonably safe from flooding;
- 4. Issue floodplain development permits for all approved applications;

- 5. Notify adjacent communities and the State Emergency Management Agency (SEMA) prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Emergency Management Agency (FEMA);
- 6. Assure that maintenance is provided within the altered or relocated portion of any watercourse so that the flood-carrying capacity is not diminished; and
- 7. Verify and maintain a record of the actual elevation (in relation to mean sea level) of the lowest floor, including basement, of all new or substantially improved structures;
- 8. Verify and maintain a record of the actual elevation (in relation to mean sea level) that the new or substantially improved non-residential structures have been floodproofed;
- 9. When floodproofing techniques are utilized for a particular non-residential structure, the Director of Resource Management shall require certification from a registered professional engineer or architect.

SECTION D. APPLICATION FOR FLOODPLAIN DEVELOPMENT PERMIT

To obtain a floodplain development permit, the applicant shall first file an application in writing on a form furnished for that purpose. Every floodplain development permit application shall:

- 1. Describe the land on which the proposed work is to be done by lot, block and tract, house and street address, or similar description that will readily identify and specifically locate the proposed structure or work;
- 2. Identify and describe the work to be covered by the floodplain development permit;
- 3. Indicate the use or occupancy for which the proposed work is intended;
- 4. Indicate the assessed value of the structure and the fair market value of the improvement;
- 5. Specify whether development is located in a designated flood fringe or floodway;
- 6. Identify the existing base flood elevation and the elevation of the proposed development;
- 7. Give such other information as reasonably may be required by the Director of Resource Management;
- 8. Be accompanied by plans and specifications for proposed construction; and

9. Be signed by the permittee or his authorized agent who may be required to submit evidence to indicate such authority.

ARTICLE 4. PROVISIONS FOR FLOOD HAZARD REDUCTION

SECTION A. GENERAL STANDARDS

- 1. No permit for floodplain development shall be granted for new construction, substantial-improvements, and other improvements, including the placement of manufactured homes, within any numbered or unnumbered A zones, AE, AO, and AH zones, unless the conditions of this section are satisfied.
- 2. All areas identified as unnumbered A zones on the FIRM are subject to inundation of the 100-year flood; however, the base flood elevation is not provided. Development within unnumbered A zones is subject to all provisions of this ordinance. If Flood Insurance Study data is not available, the community shall obtain, review, and reasonably utilize any base flood elevation or floodway data currently available from Federal, State, or other sources.
- 3. Until a floodway is designated, no new construction, substantial improvements, or other development, including fill, shall be permitted within any unnumbered or numbered A zones, or AE zones on the FIRM, unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the community.
- 4. All new construction, subdivision proposals, substantial-improvements, prefabricated structures, placement of manufactured homes, and other developments shall require:
- a. Design or adequate anchorage to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy;
- b. Construction with materials resistant to flood damage;
- c. Utilization of methods and practices that minimize flood damages;
- d. All electrical, heating, ventilation, plumbing, air-conditioning equipment, and other service facilities be designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding;
- e. New or replacement water supply systems and/or sanitary sewage systems be designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters, and on-site waste disposal systems be located so as to avoid impairment or contamination; and

- f. Subdivision proposals and other proposed new development, including manufactured home parks or subdivisions, located within special flood hazard areas are required to assure that:
 - (1) all such proposals are consistent with the need to minimize flood damage;
 - (2) all public utilities and facilities, such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage;
 - (3) adequate drainage is provided so as to reduce exposure to flood hazards; and
 - (4) all proposals for development, including proposals for manufactured home parks and subdivisions, of five (5) acres or fifty (50) lots, whichever is lesser, include within such proposals base flood elevation data.
- 5. Storage, material, and equipment
- a. The storage or processing of materials within the special flood hazard area that are in time of flooding buoyant, flammable, explosive, or could be injurious to human, animal, or plant life is prohibited.
- b. Storage of other material or equipment may be allowed if not subject to major damage by floods, if firmly anchored to prevent flotation, or if readily removable from the area within the time available after a flood warning.
- 6. Structures used solely for agricultural purposes in connection with the production, harvesting, storage, drying, or raising of agricultural commodities, including the raising of livestock, may be constructed at-grade and wet-floodproofed provided there is no human habitation or occupancy of the structure; the structure is of single-wall design; there is no permanent retail, wholesale, or manufacturing use included in the structure; a variance has been granted from the floodplain management requirements of this ordinance; and a floodplain development permit has been issued.
- 7. Structures used solely for parking and limited storage purposes, not attached to any other structure on the site, of limited investment value, and not larger than 700 square feet, may be constructed at-grade and wet-floodproofed provided there is no human habitation or occupancy of the structure; the structure is of single-wall design; a variance has been granted from the standard floodplain management requirements of this ordinance; and a floodplain development permit has been issued.
- 8. A structure, or the use of a structure or premises that was lawful before the passage or amendment of the ordinance, but which is not in conformity with the provisions of this ordinance, may be continued subject to the following conditions:

- a. If such structure, use, or utility service is discontinued for 12 consecutive months, any future use of the building shall conform to this ordinance.
- b. If any nonconforming use or structure is destroyed by any means, including flood, it shall not be reconstructed if the cost is more than 50 percent of the pre-damaged market value of the structure. This limitation does not include the cost of any alteration to comply with existing state or local health, sanitary, building, safety codes, regulations or the cost of any alteration of a structure listed on the National Register of Historic Places, the State Inventory of Historic Places, or local inventory of historic places upon determination.

SECTION B. SPECIFIC STANDARDS

- 1. In all areas identified as numbered and unnumbered A zones, AE, and AH Zones, where base flood elevation data have been provided, as set forth in Article 4, Section A(2), the following provisions are required:
- a. New construction or substantial-improvement of any residential structures, including manufactured homes, shall have the lowest floor, including basement, elevated to or above base flood elevation.
- b. New construction or substantial-improvement of any commercial, industrial, or other non-residential structures, including manufactured homes, shall have the lowest floor, including basement, elevated to or above the base flood elevation or, together with attendant utility and sanitary facilities, be floodproofed so that below the base flood elevation the structure is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. A registered professional engineer or architect shall certify that the standards of this subsection are satisfied. Such certification shall be provided to the Floodplain Administrator as set forth in Article 3, Section C(9).
- c. Require, for all new construction and substantial-improvements, that fully enclosed areas below lowest floor used solely for parking of vehicles, building access, or storage in an area other than a basement and that are subject to flooding shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or meet or exceed the following minimum criteria:
 - (1) A minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided; and

(2) The bottom of all openings shall be no higher than one foot above grade. Openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.

SECTION C. MANUFACTURED HOMES

- 1. All manufactured homes to be placed within all unnumbered and numbered A zones, AE, and AH zones, on the community's FIRM shall be required to be installed using methods and practices that minimize flood damage. For the purposes of this requirement, manufactured homes must be elevated and anchored to resist flotation, collapse, or lateral movement. Methods of anchoring may include, but are not limited to, use of over-the-top or frame ties to ground anchors.
- 2. Require manufactured homes that are placed or substantially improved within unnumbered or numbered A zones, AE, and AH zones, on the community's FIRM on sites:
- a. Outside of a manufactured home park or subdivision;
- b. In a new manufactured home park or subdivision;
- c. In an expansion to an existing manufactured home park or subdivision; or
- d. In an existing manufactured home park or subdivision in which a manufactured home has incurred substantial-damage as the result of a flood;
- to be elevated on a permanent foundation such that the lowest floor of the manufactured home is elevated to or above the base flood elevation and be securely attached to an adequately anchored foundation system to resist flotation, collapse, and lateral movement.
- 3. Require that manufactured homes to be placed or substantially improved on sites in an existing manufactured home park or subdivision within all unnumbered and numbered A zones, AE and AH ones, on the community's FIRM, that are not subject to the provisions of Article 4, Section C(2) of this ordinance, be elevated so that either:
- a. The lowest floor of the manufactured home is at or above the base flood elevation; or
- b. The manufactured home chassis is supported by reinforced piers or other foundation elements of at least equivalent strength that are no less than thirty-six (36) inches in height above grade and be securely attached to an adequately anchored foundation system to resist flotation, collapse, and lateral movement.

SECTION D. AREAS OF SHALLOW FLOODING (AO and AH zones)

Located within the areas of special flood hazard as described in Article 2, Section A are areas designated as AO zones. These areas have special flood hazards associated with base flood depths of one (1) to three (3) feet where a clearly defined channel does not exist and where the path of flooding is unpredictable and indeterminate. The following provisions apply:

1. AO Zones

- a. All new construction and substantial-improvements of residential structures, including manufactured homes, shall have the lowest floor, including basement, elevated above the highest adjacent grade at least as high as the depth number specified in feet on the community's FIRM (at least two feet if no depth number is specified).
- b. All new construction and substantial-improvements of any commercial, industrial, or other non-residential structures, including manufactured homes, shall have the lowest floor, including basement, elevated above the highest adjacent grade at least as high as the depth number specified in feet on the community FIRM (at least two feet if no depth number is specified) or together with attendant utilities and sanitary facilities be completely floodproofed to that so that the structure is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy.
- c. Adequate drainage paths shall be required around structures on slopes, in order to guide floodwaters around and away from proposed structures.

2. AH Zones

- a. The specific standards for all areas of special flood hazard where base flood elevation has been provided shall be required as set forth in Article 4, Section B.
- b. Adequate drainage paths shall be required around structures on slopes, in order to guide floodwaters around and away from proposed structures.

SECTION E. FLOODWAY

Located within areas of special flood hazard established in Article 2, Section A are areas designated as floodways. Since the floodway is an extremely hazardous area due to the velocity of flood waters that carry debris and potential projectiles, the following provisions shall apply:

1. The community shall select and adopt a regulatory floodway based on the principle that the area chosen for the regulatory floodway must be designed to carry the waters of

the base flood without increasing the water surface elevation of that flood more than one foot at any point.

- 2. The community shall prohibit any encroachments, including fill, new construction, substantial-improvements, and other development within the adopted regulatory floodway unless it has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachment would not result in any increase in flood levels within the community during the occurrence of the base flood discharge.
- 3. If Article 4, Section E(2) is satisfied, all new construction and substantial-improvements shall comply with all applicable flood hazard reduction provisions of Article 4.
- 4. In unnumbered A zones, the community shall obtain, review, and reasonably utilize any base flood elevation or floodway data currently available from Federal, State, or other sources as set forth in Article 4, Section A(2).

SECTION F. RECREATIONAL VEHICLES

- 1. Require that recreational vehicles placed on sites within all unnumbered and numbered A zones, AO, AE, and AH zones on the community's FIRM either:
- a. Be on the site for fewer than 180 consecutive days, and be fully licensed and ready for highway use*; or
- b. Meet the permitting, elevating, and the anchoring requirements for manufactured homes of this ordinance.

ARTICLE 5. FLOODPLAIN MANAGEMENT VARIANCE PROCEDURES

SECTION A. ESTABLISHMENT OF APPEAL BOARD

The Boone County Zoning Board of Adjustment as established by Boone County shall hear and decide appeals and requests for variances from the floodplain management requirements of this ordinance.

^{*} A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick-disconnect type utilities and security devices, and has no permanently attached additions.

SECTION B. RESPONSIBILITY OF APPEAL BOARD

Where an application for a floodplain development permit or request for a variance from the floodplain management regulations is denied by the Director of Resource Management, the applicant may apply for such floodplain development permit or variance directly to the Appeal Board, as defined in Article 5, Section A.

The Zoning Board of Adjustment shall hear and decide appeals when it is alleged that there is an error in any requirement, decision, or determination made by the Director of Resource Management in the enforcement or administration of this ordinance.

SECTION C. FURTHER APPEALS

Any person aggrieved by the decision of the Zoning Board of Adjustment or any taxpayer may appeal such decision to the Circuit Court as provided in Chapter 64.870 RSMo.

SECTION D. FLOODPLAIN MANAGEMENT VARIANCE CRITERIA

In passing upon such applications for variances, the Zoning Board of Adjustment shall consider all technical data and evaluations, all relevant factors, standards specified in other sections of this ordinance, and the following criteria:

- 1. The danger to life and property due to flood damage;
- 2. The danger that materials may be swept onto other lands to the injury of others;
- 3. The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner;
- 4. The importance of the services provided by the proposed facility to the community;
- 5. The necessity to the facility of a waterfront location, where applicable;
- 6. The availability of alternative locations, not subject to flood damage, for the proposed use;
- 7. The compatibility of the proposed use with existing and anticipated development;
- 8. The relationship of the proposed use to the comprehensive plan and floodplain management program for that area;
- 9. The safety of access to the property in times of flood for ordinary and emergency vehicles:

- 10. The expected heights, velocity, duration, rate of rise and sediment transport of the flood waters, if applicable, expected at the site; and,
- 11. The costs of providing governmental services during and after flood conditions, including maintenance and repair of public utilities and facilities such as sewer, gas, electrical, and water systems; streets; and bridges.

SECTION E. CONDITIONS FOR APPROVING FLOODPLAIN MANAGEMENT VARIANCES

- 1. Generally, variances may be issued for new construction and substantial-improvements to be erected on a lot of one-half acre or less in size contiguous to and surrounded by lots with existing structures constructed below the base flood level, providing items 2 through 6 below have been fully considered. As the lot size increases beyond the one-half acre, the technical justification required for issuing the variance increases.
- 2. Variances may be issued for the reconstruction, rehabilitation, or restoration of structures listed on the National Register of Historic Places, the State Inventory of Historic Places, or local inventory of historic places upon determination.
- 3. Variances shall not be issued within any designated floodway if any significant increase in flood discharge would result.
- 4. Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
- 5. Variances shall only be issued upon (a) a showing of good and sufficient cause, (b) a determination that failure to grant the variance would result in exceptional hardship to the applicant, and (c) a determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.
- 6. A community shall notify the applicant in writing over the signature of a community official that (1) the issuance of a variance to construct a structure below base flood elevation will result in increased premium rates for flood insurance and (2) such construction below the base flood elevation increases risks to life and property. Such notification shall be maintained with the record of all variance actions as required by this ordinance.

SECTION F. CONDITIONS FOR APPROVING VARIANCES FOR AGRICULTURAL STRUCTURES

Any variance granted for an agricultural structure shall be decided individually based on a case by case analysis of the building's unique circumstances. Variances granted shall meet the following conditions as well as those criteria and conditions set forth in Article 5, Sections D and E of this ordinance.

In order to minimize flood damages during the 100-year flood and the threat to public health and safety, the following conditions shall be included for any variance issued for agricultural structures that are constructed at-grade and wet-floodproofed.

- 1. All agricultural structures considered for a variance from the floodplain management regulations of this ordinance shall demonstrate that the varied structure is located in wide, expansive floodplain areas and no other alternate location outside of the special flood hazard area exists for the agricultural structure. Residential structures, such as farm houses, cannot be considered agricultural structures.
- 2. Use of the varied structures must be limited to agricultural purposes in zone A only as identified on the community's Flood Insurance Rate Map (FIRM).
- 3. For any new or substantially damaged agricultural structures, the exterior and interior building components and elements (i.e., foundation, wall framing, exterior and interior finishes, flooring, etc.) below the base flood elevation, must be built with flood-resistant materials in accordance with Article 4, Section A (4)(b) of this ordinance.
- 4. The agricultural structures must be adequately anchored to prevent flotation, collapse, or lateral movement of the structures in accordance with Article 4, Section A (4)(a) of this ordinance. All of the building's structural components must be capable of resisting specific flood-related forces including hydrostatic, buoyancy, and hydrodynamic and debris impact forces.
- 5. Any mechanical, electrical, or other utility equipment must be located above the base flood elevation or floodproofed so that they are contained within a watertight, floodproofed enclosure that is capable of resisting damage during flood conditions in accordance with Article 4, Section A (4)(d) of this ordinance.
- 6. The agricultural structures must meet all National Flood Insurance Program (NFIP) opening requirements. The NFIP requires that enclosure or foundation walls, subject to the 100-year flood, contain openings that will permit the automatic entry and exit of floodwaters in accordance with Article 4, Section B (1)(c) of this ordinance.
- 7. The agricultural structures must comply with the floodplain management floodway encroachment provisions of Article 4, Section E(2) of this ordinance. No variances may be issued for agricultural structures within any designated floodway, if any increase in flood levels would result during the 100-year flood.

- 8. Major equipment, machinery, or other contents must be protected from any flood damage.
- 9. No disaster relief assistance under any program administered by any Federal agency shall be paid for any repair or restoration costs of the agricultural structures, equipment, machinery or other contents.
- 10. A community shall notify the applicant in writing over the signature of a community official that (1) The issuance of a variance to construct a structure below base flood elevation will result in increased premium rates for flood insurance and (2) such construction below the base flood elevation increases risks to life and property. Such notification shall be maintained with the record of all variance actions as required by this ordinance.
- 11. Wet-floodproofing construction techniques must be reviewed and approved by the community and a registered professional engineer or architect prior to the issuance of any floodplain development permit for construction.

SECTION G. CONDITIONS FOR APPROVING VARIANCES FOR ACCESSORY STRUCTURES

Any variance granted for an accessory structure shall be decided individually based on a case by case analysis of the building's unique circumstances. Variances granted shall meet the following conditions as well as those criteria and conditions set forth in Article 5, Sections D and E of this ordinance.

In order to minimize flood damages during the 100-year flood and the threat to public health and safety, the following conditions shall be included for any variance issued for accessory structures that are constructed at-grade and wet-floodproofed.

- 1. Use of the accessory structures must be solely for parking and limited storage purposes in zone A only as identified on the community's Flood Insurance Rate Map (FIRM).
- 2. For any new or substantially damaged accessory structures, the exterior and interior building components and elements (i.e., foundation, wall framing, exterior and interior finishes, flooring, etc.) below the base flood elevation, must be built with flood-resistant materials in accordance with Article 4, Section A (4)(b) of this ordinance.
- 3. The accessory structures must be adequately anchored to prevent flotation, collapse, or lateral movement of the structure in accordance with Article 4, Section A (4)(a) of this ordinance. All of the building's structural components must be capable of resisting specific flood-related forces including hydrostatic, buoyancy, and hydrodynamic and debris impact forces.

- 4. Any mechanical, electrical, or other utility equipment must be located above the base flood elevation or floodproofed so that they are contained within a watertight, floodproofed enclosure that is capable of resisting damage during flood conditions in accordance with Article 4, Section A (4)(d) of this ordinance.
- 5. The accessory structures must meet all National Flood Insurance Program (NFIP) opening requirements. The NFIP requires that enclosure or foundation walls, subject to the 100-year flood, contain openings that will permit the automatic entry and exit of floodwaters in accordance with Article 4, Section B (1)(c) of this ordinance.
- 6. The accessory structures must comply with the floodplain management floodway encroachment provisions of Article 4, Section E (2) of this ordinance. No variances may be issued for accessory structures within any designated floodway, if any increase in flood levels would result during the 100-year flood.
- 7. Equipment, machinery, or other contents must be protected from any flood damage.
- 8. No disaster relief assistance under any program administered by any Federal agency shall be paid for any repair or restoration costs of the accessory structures, equipment, machinery or other contents.
- 9. A community shall notify the applicant in writing over the signature of a community official that (1) The issuance of a variance to construct a structure below base flood elevation will result in increased premium rates for flood insurance and (2) such construction below the base flood elevation increases risks to life and property. Such notification shall be maintained with the record of all variance actions as required by this ordinance.
- 10. Wet-floodproofing construction techniques must be reviewed and approved by the community and registered professional engineer or architect prior to the issuance of any floodplain development permit for construction.

SECTION H. CONDITIONS FOR APPROVING VARIANCES FOR TEMPORARY STRUCTURES

Any variance granted for a temporary structure shall be decided individually based on a case by case analysis of the building's unique circumstances. Variances granted shall meet the following conditions as well as those criteria and conditions set forth in Article 5, Sections D and E of this ordinance.

- 1. A temporary structure may be considered for location within the 100-year floodplain only when all of the following criteria are met:
- a. Use of the temporary structure is unique to the land to be developed and cannot be located outside of the floodplain nor meet the NFIP design standards;

- b. Denial of the temporary structure permit will create an undue hardship on the property owner:
- c. The community has adopted up-to-date NFIP and building regulations to direct placement and removal of the temporary structure; and,
- d. The community has sufficient staff to monitor the placement, use, and removal of the temporary structure throughout the duration of the permit.
- 2. Once all of the above conditions are met, an application for a special use permit must be made to the County Commission. The County Commission shall consider all applications for special use permits for a temporary structure based on the following criteria:
- a. The placement of any temporary structure within the special flood hazard areas as shown on the community's adopted Federal Emergency Management Agency /National Flood Insurance Program map shall require an approved conditional use permit. The special use permit shall be valid for a period not to exceed 180 days.
- b. Conditional use permit applications, for a temporary structure to be located in special flood hazard areas, shall conform to the standard public hearing process prior to any community action on the permit request.
- c. An emergency plan for the removal of the temporary structure that includes specific removal criteria and time frames from the agency or firm responsible for providing the manpower, equipment, and the relocation and disconnection of all utilities shall be required as part of the conditional use permit application for the placement of any temporary structure.
- d. On or before the expiration of the end of the 180 day conditional use permit period, the temporary structure shall be removed from the site. All utilities, including water, sewer, communication, and electrical services shall be disconnected.
- e. To ensure the continuous mobility of the temporary structure for the duration of the permit, the temporary structure shall retain its wheels and tires, licenses, and towing appurtenance on the structures at all times.
- f. Under emergency flooding conditions, the temporary structure shall be removed immediately or as directed by the community and as specified in the emergency removal plan.
- g. Location of any temporary structure within the regulatory floodway requires the provision of a "no-rise" certificate by a registered professional engineer.

- h. Violation of or non-compliance with any of the stated conditions of the conditional use permit during the term thereof, shall make the permit subject to revocation by resolution of the governing body of the community. Issuance of permit revocation notice shall be made to the landowner, the occupant of the land, and to the general public.
- I. Any deviation from the approved site plan shall be deemed a violation of the conditional use permit approval and the uses allowed shall automatically be revoked. The subsequent use of the land shall be as it was prior to the conditional use permit approval. In event of any violation, all permitted conditional uses shall be deemed a violation of this ordinance and shall be illegal, non-conforming uses and shall be summarily removed and abated.
- j. If the temporary structure is to be returned to its previously occupied site, the process for issuing a special use permit must be repeated in full. Any subsequent permit shall be valid for 180 days only.

ARTICLE 6. PENALTIES FOR VIOLATION

Violation of the provisions of this ordinance or failure to comply with any of its requirements (including violations of conditions and safeguards established in connection with granting of variances) shall constitute a misdemeanor. Any person who violates this ordinance or fails to comply with any of its requirements shall, upon conviction thereof, be punished as provided by law. Each day such violation continues shall be considered a separate offense. Nothing herein contained shall prevent the County Commission or other appropriate authority from taking such other lawful action as is necessary to prevent or remedy any violation.

ARTICLE 7. AMENDMENTS

The regulations, restrictions, and boundaries set forth in this ordinance may from time to time be amended, supplemented, changed, or appealed to reflect any and all changes in the National Flood Disaster Protection Act of 1973, provided, however, that no such action may be taken until after a public hearing in relation thereto, at which parties of interest and citizens shall have an opportunity to be heard. Notice of the time and place of such hearing shall be published in a newspaper of general circulation in the County. At least 20 days shall elapse between the date of this publication and the public hearing. A copy of such amendments will be provided to the Region VII office of the Federal Emergency Management Agency (FEMA) and to the State Emergency Management Agency (SEMA). The regulations of this ordinance are in compliance with the National Flood Insurance Program (NFIP) regulations.

ARTICLE 8. DEFINITIONS

Unless specifically defined below, words or phrases used in this ordinance shall be interpreted so as to give them the same meaning they have in common usage and to give this ordinance its most reasonable application.

- "Agricultural Structure" means any structure used exclusively in connection with the production, harvesting, storage, drying, or raising of agricultural commodities.
- "Appeal" means a request for review of the Floodplain Administrator's interpretation of any provision of this ordinance or a request for a variance.
- "Appurtenant Structure" means a structure that is on the same parcel of property as the principle structure to be insured and the use of which is incidental to the use of the principal structure.
- "Area of Shallow Flooding" means a designated AO or AH zone on a community's Flood Insurance Rate Map (FIRM) with a one percent or greater annual chance of flooding to an average depth of one (1) to three (3) feet where a clearly defined channel does not exist, where the path of flooding is unpredictable and where velocity flow may be evident. Such flooding is characterized by ponding or sheet flow.
- "Area of Special Flood Hazard" is the land in the floodplain within a community subject to a one percent or greater chance of flooding in any given year.
- "Base Flood" means the flood having a one percent chance, of being equaled or exceeded in any given year.
- "Basement" means any area of the structure having its floor subgrade (below ground level) on all sides.

[&]quot;100-year Flood" see "base flood."

[&]quot;Accessory Structure" means the same as "appurtenant structure."

[&]quot;Actuarial Rates" see "risk premium rates."

[&]quot;Administrator" means the Federal Insurance Administrator.

[&]quot;Agency" means the Federal Emergency Management Agency (FEMA).

[&]quot;Agricultural Commodities" means agricultural products and livestock.

"Building" see "structure."

"Chief Executive Officer" or "Chief Elected Official" means the official of the community who is charged with the authority to implement and administer laws, ordinances, and regulations for that community.

"Community" means any State or area or political subdivision thereof, which has authority to adopt and enforce floodplain management regulations for the areas within its jurisdiction.

"Development" means any man-made change to improved or unimproved real estate, including but not limited to buildings or other structures, levees, levee systems, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials.

"Elevated Building" means for insurance purposes, a non-basement building which has its lowest elevated floor raised above ground level by foundation walls, shear walls, posts, piers, pilings, or columns.

"Eligible Community" or "Participating Community" means a community for which the Administrator has authorized the sale of flood insurance under the National Flood Insurance Program (NFIP).

"Existing Construction" means for the purposes of determining rates, structures for which the "start of construction" commenced before the effective date of the FIRM or before January 1, 1975, for FIRMs effective before that date. "Existing construction" may also be referred to as "existing structures."

"Existing Manufactured Home Park or Subdivision" means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before the effective date of the floodplain management regulations adopted by a community.

"Expansion to an Existing Manufactured Home Park or Subdivision" means the preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

"Flood" or "Flooding" means a general and temporary condition of partial or complete inundation of normally dry land areas from (1) the overflow of inland and/or (2) the unusual and rapid accumulation or runoff of surface waters from any source.

- "Flood Boundary and Floodway Map (FBFM)" means an official map of a community on which the Administrator has delineated both special flood hazard areas and the designated regulatory floodway.
- "Flood Elevation Determination" means a determination by the Administrator of the water surface elevations of the base flood, that is, the flood level that has a one percent or greater chance of occurrence in any given year.
- "Flood Elevation Study" means an examination, evaluation and determination of flood hazards.
- "Flood Fringe" means the area outside the floodway encroachment lines, but still subject to inundation by the regulatory flood.
- "Flood Hazard Boundary Map (FHBM)" means an official map of a community, issued by the Administrator, where the boundaries of the flood areas having special flood hazards have been designated as (unnumbered or numbered) A zones.
- "Flood Insurance Rate Map (FIRM)" means an official map of a community, on which the Administrator has delineated both the special flood hazard areas and the risk premium zones applicable to the community.
- "Flood Insurance Study (FIS)" means an examination, evaluation and determination of flood hazards and, if appropriate, corresponding water surface elevations.
- "Floodplain" or "Flood-prone Area" means any land area susceptible to being inundated by water from any source (see "flooding").
- "Floodplain Management" means the operation of an overall program of corrective and preventive measures for reducing flood damage, including but not limited to emergency preparedness plans, flood control works, and floodplain management regulations.
- "Floodplain Management Regulations" means zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances (such as floodplain and grading ordinances) and other applications of police power. The term describes such state or local regulations, in any combination thereof, that provide standards for the purpose of flood damage prevention and reduction.
- "Floodproofing" means any combination of structural and non-structural additions, changes, or adjustments to structures that reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, or structures and their contents.
- "Floodway" or "Regulatory Floodway" means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the

Floodplain Management Ordinance

base flood without cumulatively increasing the water surface elevation more than one foot.

"Floodway Encroachment Lines" means the lines marking the limits of floodways on Federal, State and local floodplain maps.

"Freeboard" means a factor of safety usually expressed in feet above a flood level for purposes of floodplain management. "Freeboard" tends to compensate for the many unknown factors that could contribute to flood heights greater than the height calculated for a selected size flood and floodway conditions, such as bridge openings and the hydrological effect of urbanization of the watershed.

"Functionally Dependent Use" means a use that cannot perform its intended purpose unless it is located or carried out in close proximity to water. This term includes only docking facilities and facilities that are necessary for the loading and unloading of cargo or passengers, but does not include long-term storage or related manufacturing facilities.

"Highest Adjacent Grade" means the highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

"Historic Structure" means any structure that is (a) listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register; (b) certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district; (c) individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or (d) individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either (1) by an approved state program as determined by the Secretary of the Interior or (2) directly by the Secretary of the Interior in states without approved programs.

"Lowest Floor" means the lowest floor of the lowest enclosed area, including basement. An unfinished or flood-resistant enclosure, usable solely for parking of vehicles, building access, or storage, in an area other than a basement area, is not considered a building's lowest floor, provided that such enclosure is not built so as to render the structure in violation of the applicable floodproofing design requirements of this ordinance.

"Manufactured Home" means a structure, transportable in one or more sections, that is built on a permanent chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term "manufactured home" does not include a "recreational vehicle."

"Manufactured Home Park or Subdivision" means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

"Map" means the Flood Hazard Boundary Map (FHBM), Flood Insurance Rate Map (FIRM) or the Flood Boundary and Floodway Map (FBFM) for a community issued by the Federal Emergency Management Agency (FEMA).

"Market Value" or "Fair Market Value" means an estimate of what is fair, economic, just and equitable value under normal local market conditions.

"Mean Sea Level" means, for purposes of the National Flood Insurance Program (NFIP), the North American Vertical Datum of 1988 (NAVD88), to which base flood elevations shown on a community's Flood Insurance Rate Map (FIRM) are referenced.

"New Construction" means, for the purposes of determining insurance rates, structures for which the "start of construction" commenced on or after the effective date of an initial FIRM or after December 31, 1974, whichever is later, and includes any subsequent improvements to such structures. For floodplain management purposes, "new construction" means structures for which the "start of construction" commenced on or after the effective date of the floodplain management regulations adopted by a community and includes any subsequent improvements to such structures.

"New Manufactured Home Park or Subdivision" means a manufactured home park or subdivision for which the construction of facilities for servicing the lot on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after the effective date of floodplain management regulations adopted by the community.

"(NFIP)" means the National Flood Insurance Program (NFIP).

"Participating Community" also known as an "eligible community," means a community in which the Administrator has authorized the sale of flood insurance.

"Person" includes any individual or group of individuals, corporation, partnership, association, or any other entity, including Federal, State, and local governments and agencies.

"Principally Above Ground" means that at least 51 percent of the actual cash value of the structure, less land value, is above ground.

"Recreational Vehicle" means a vehicle which is (a) built on a single chassis; (b) 400 square feet or less when measured at the largest horizontal projections; (c) designed to be self-propelled or permanently towable by a light-duty truck; and (d) designed primarily

not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

"Remedy A Violation" means to bring the structure or other development into compliance with Federal, State, or local floodplain management regulations; or, if this is not possible, to reduce the impacts of its noncompliance.

"Repetitive Loss" means flood-related damages sustained by a structure on two separate occasions during a 10-year period for which the cost of repairs at the time of each such flood event, equals or exceeds twenty-five percent of the market value of the structure before the damage occurred.

"Risk Premium Rates" means those rates established by the Administrator pursuant to individual community studies and investigations which are undertaken to provide flood insurance in accordance with Section 1307 of the National Flood Disaster Protection Act of 1973 and the accepted actuarial principles. "Risk premium rates" include provisions for operating costs and allowances.

"Special Flood Hazard Area" see "area of special flood hazard."

"Special Hazard Area" means an area having special flood hazards and shown on an FHBM, FIRM or FBFM as zones (unnumbered or numbered) A, AO, AE, or AH.

"Start of Construction" includes substantial-improvements, and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition placement, or other improvements were within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slabs or footings, the installation of piles, the construction of columns, any work beyond the stage of excavation, or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling, the installation of streets and/or walkways, excavation for a basement, footings, piers, foundations, the erection of temporary forms, nor installation on the property of accessory structures, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial-improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

"State Coordinating Agency" means that agency of the state government, or other office designated by the governor of the state or by state statute at the request of the Administrator to assist in the implementation of the National Flood Insurance Program (NFIP) in that state.

"Structure" means, for floodplain management purposes, a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a

Floodplain Management Ordinance

manufactured home. Structure, for insurance purposes, means a walled and roofed building, other than a gas or liquid storage tank, that is principally above ground and affixed to a permanent site, as well as a manufactured home on a permanent foundation. For the latter purpose, the term includes a building while in the course of construction, alteration or repair, but does not include building materials or supplies intended for use in such construction, alteration or repair, unless such materials or supplies are within an enclosed building on the premises.

"Substantial-Damage" means damage of any origin sustained by a structure whereby the cost of restoring the structure to pre-damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred. The term includes Repetitive Loss buildings (see definition).

"Substantial-Improvement" means any reconstruction, rehabilitation, addition, or other improvement of a structure, taking place during the life of the building, in which the cumulative percentage of improvement equals or exceeds 50 percent of the market value of the structure before "start of construction" of the improvement. This term includes structures which have incurred "repetitive loss" or "substantial-damage," regardless of the actual repair work performed. The term does not, however, include either (1) any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications that have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions, or (2) any alteration of a "historic structure," provided that the alteration will not preclude the structure's continued designation as a "historic structure."

"Temporary Structure" means a structure permitted in a district for a period not to exceed 180 days and is required to be removed upon the expiration of the permit period. Temporary structures may include recreational vehicles, temporary construction offices, or temporary business facilities used until permanent facilities can be constructed, but at no time shall it include manufactured homes used as residences.

"Variance" means a grant of relief by the community from the terms of a floodplain management regulation. Flood insurance requirements remain in place for any varied use or structure and cannot be varied by the community.

"Violation" means the failure of a structure or other development to be fully compliant with the community's floodplain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required by this ordinance is presumed to be in violation until such time as that documentation is provided.

"Water Surface Elevation" means the height, in relation to the North American Vertical Datum (NAVD88) of floods of various magnitudes and frequencies in the floodplain.

ARTICLE 9. CERTIFICATE OF ADOPTION

This Floodplain Management Ordinance for Boone County, Missouri

ADOPTED AND APPROVED by the Governing Body of Boone County, Missouri.

This First day of March, 2011.

Edward H. Robb, Presiding Commissioner

ATTEST:

Wendy S. Noren, County Clerk

ADOPTED AND APPROVED by the Governing Body of Boone County, Missouri.

This First day of March, 2011.

Edward H. Robb, Presiding Commissioner

ATTEST:

Wendy S. Noren, County Clerk

STATE (OF MISSOUR	I]	
		}	ea.

March Session of the January Adjourned

Term. 20 11

County of Boone

In the County Commission of said county, on the

1st

day of March

20 11

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

Now on this day the County Commission of the County of Boone does hereby adopt revisions to the Boone County Flood Insurance Rate Maps (FIRM) as prepared by the Federal Emergency Management Agency. The revised FIRM will become effective on March 17, 2011.

Done this 1st day of March, 2011.

ATTEST:

Wendy S. Noren

Clerk of the County Commission

Edward H. Robb

Presiding Commissioner

Karen M. Miller

District I Commissioner

Skip Elkin

ADOPTED AND APPROVED by the Governing Body of Boone County, Missouri.

This First day of March, 2011.

Edward H. Robb, Presiding Commissioner

ATTEST:

Wendy S. Noren, County Clerk

STATE OF MISSOURI ea.

March Session of the January Adjourned

Term. 20 11

County of Boone

In the County Commission of said county, on the

 1^{st}

day of March

o 11

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 Gary and Rhonda Wilson for the Final Development Plan for Silver Creek Subdivision on 19.21 acres, more or less, located at 5450 E. Hwy 124, Hallsville with zoning change from A-2 to A-RP (Planned Agriculture- Residential).

Done this 1st day of March, 2011.

ATTEST:

Wendy S. Noren

Clerk of the County Commission

Edward H. Robb
Presiding Commissioner

Karen M. Miller

District I Commissioner

Skip Elkin

STATE OF MISSOURI

March Session of the January Adjourned

Term. 20 11

County of Boone

In the County Commission of said county, on the

 1^{st}

day of March

11 20

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 Henry J. Waters III for Turkey Creek Estates, on 30.21 acres, more or less, located at 5130 E. Deer Park Rd., Columbia. There is no zoning change associated with this Final Development Plan.

Done this 1st day of March, 2011.

ATTEST:

Clerk of the County Commission

Presiding Commissioner

Karen M. Miller

District I Commissioner

Skip Elkin

STATE OF MISSOURI

March Session of the January Adjourned

Term. 20 11

County of Boone

In the County Commission of said county, on the

1st

day of March

11 20

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

Now on this day the County Commission of the County of Boone does hereby receive and accept the following subdivision plats and authorize the presiding commissioner to sign them:

- Turkey Creek Estates Plat 2. S15-T47N-R12W. A-1P. Henry J. Waters III, owner. David T. Butcher, surveyor.
- Brookfield Estates Plat 4. S24-T47N-R13W. A-2. Janet and Michael Kelly, owners. Jay Gebhardt, surveyor.
- Kabler Estates. S35-T50N-R13W. A-2. Wes and Sandy Kabler, owners. J. Daniel Brush, surveyor. NOTE - this plat was previously approved under Commission Order # 602-2010 but due to a scrivener's error has been resubmitted.

Done this 1st day of March, 2011.

ATTEST:

Clerk of the County Commission

Edward H. Robb

Presiding Commissioner

Karen M. Miller

District I Commissioner

Skip Elkin

STATE OF MISSOURI

March Session of the January Adjourned

Term. 20 11

County of Boone

In the County Commission of said county, on the

 1^{st}

day of March

11

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

Now on this day the County Commission of the County of Boone does hereby approve the proposal to transfer above the authorized transfer salary for Christopher Lester, into the position of Investigator position # 577 at 104% of Mid-Point.

Done this 1st day of March, 2011.

ATTEST:

Clerk of the County Commission

Presiding Commissioner

Karen M. Miller

District I Commissioner

REQUEST TO TRANSFER ABOVE "ATS" (Authorized Transfer Salary) BOONE COUNTY Commission Order 146-2006

<u>Description of form:</u> To request approval to transfer above "ATS" (authorized transfer salary). <u>Procedure:</u>

- 1. The Administrative Authority or designee completes the form and prepares a schedule that demonstrates that funding is available within the salary and wage appropriation (account #10100) and calculates the amount for a budget revision, if needed. The Administrative Authority submits the form, the schedule, and the budget revision (if needed) to the Auditor for certification of funds availability.
- 2. The Auditor certifies funds availability, approves budget revision (if applicable), returns original form to the Administrative Authority and forwards a copy to Human Resource Director.
- 3. The Human Resource Director reviews the request and provides recommendation to the Administrative Authority.
- 4. The Administrative Authority will schedule the request for approval by the Commission and provide the Commission with the HR Director's recommendation.
- 5. The County Commission will review all requests for a starting salary above the "ATS" and will either approve or deny the request. After approval/denial, the County Commission will return this form to the Administrative Authority.
- 6. The Administrative Authority will attach a copy of this approved form to the Personnel Action Form.

Name of prospective employee:Christopher Lester	Department:Sheriff - Operations
Position Title:Investigator Pos	ition No.: <i>577</i>
Proposed Starting Salary (complete one only) Annual: OR Hourly: \$21.36 No. of employees in this job classification within your Department? 10	% of Mid-Point: % of Mid-Point: <i>10</i> *%
Justification (Describe the prospective employee's education and/or work compensation level). Corporal Lester went through the application, interview Lester has been with our department since March of 2003 when he started as a His experience as a Deputy and Corporal will benefit him in this position as he	ew, and selection process for this position. Corporal a Deputy then promoted to Corporal in July of 2008.
If proposed salary exceeds what other employees in the same job classific employee's background exceeds others working in the same job classification higher salary than Chris due to their time with the department	
What effect, if any, will this proposal have on salary relationships with other post <i>This promotion should not affect any other employee.</i>	sitions in your office and/or positions in other offices?
Additional comments: \$1.21 105 har previous investigator Administrative Authority's Signature:	•
Auditor's Certification: Funds are available within the existing departrum Funds are not available within the existing departrum Funds are not available within the existing departrum Funds are not available within the existing departrum Funds are not available within the existing available within the existing are not available within the existing available within the existin	partmental salary and wage appropriation (#10100);
	BOONE COUNTY AUDI
Human Resource Director's Recommendations: Alcommend	approval
Human Resource Director's Signature: Setty Suchveir	Date: 2-24-1/
County Commission Approve Deny Comment(s):	
Presiding Commissioner's Signature:	Date: 3 -(-
District I Commissioner's Signature:	Date:
District II Commissioner's Signature:	Date: 3 - (- 1)
(Hr/forms/Request to Transfer Above "ATS" (Authorized Transfer	Salary) 04/20/06 RECEIVED
	FEB 2 4 2011

BOONE COUNTY CLERK

BOONE COUNTY PERSONNEL ACTION FORM

(Submit to County Auditor At Least **ONE WEEK** Prior to Pay Day)

	Date Submitted 2-22-11
General Information	
Name Christopher Lester	Sex (M/F) Marital Status (M/S)
Address	City Zip
Birth Date	Social Security No. Department Number [25]
Birth Date Ist Department Name Short AS	Department Number 251
2nd Department Name	Department Number
New Hire	
Start Date Previously Employed by B	Boone County YesNo
Position Number Position Title	Range Rate \$ /hr
Temporary (Y/N) Benefited (Y/N)	Range Rate \$ /hr
Check One: Check One: Full-Time Exempt _	% of Midpoint
Part-Time Non-Exe	
<u> </u>	
Change of Position Old Position End Date 3-1-11	New Position Start Date 31211
Position Number 42 Department Number 2901 Range 34	
Position Title Orpora	Position Title Invistant ranner 225 Range 7
From: Current Rate \$ 20.19 /hr % of Midpoint 100	
From: Full-time Part-time	To: Full time / Part time
Temporary (Y/N) N	Temporary (Y/N) N Benefited (Y/N) Y Fyempt (Y/N) N 33
Explanation: Example Organized dudge V	Benefited (Y/N) Y Exempt (Y/N) N
Temporary (Y/N) N Benefited (Y/N) Y Explanation: Employee Promoted during in	111111111111111111111111111111111111111
Change of Salary	
Old Salary End Date	New Salary Start Date
Old Salary End Date Position Number Position Title	/hr % of Midpoint Position Range
Current Rate: \$	<u>/hr</u> % of Midpoint
Increase Up to Midpoint or (Decrease): \$	/hr
Increase Beyond Midpoint or (Decrease): \$ New Rate: \$	/hr (from Merit Pool) /hr % of Midpoint
New Rate: \$	7111 76 Of Mildpoint
Termination ————	
Effective Date	· · · · · · · · · · · · · · · · · · ·
Position Number Position Title	
Reason:	
Employee Signature/Date Admin. Authority Signature/Date	Auditor Signature/Date County Commission Signature
White Copy-County Clerk Payroll Yellow Copy-Auditor's Office	
	RECEIVED Golden Golden Grant G
	FEB 2 2 2011 FEB 2 4 2011

AN AFFIRMATIVE ACTION/EQUABOONE COUNTY AUDITOR

BOONE COUNTY CLERK

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

ea.

March Session of the January Adjourned

Term. 20 | |

County of Boone

In the County Commission of said county, on the

 1^{st}

day of March

20 11

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 to increase CCW (Conceal and Carry Weapons) expenditure budget for LEIM (Law Enforcement Information Management) conference:

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
2550	37200	CCW Sheriff Revolving Fund Activity	Seminar/Conf/Meet		400.00
2550	37230	CCW	Meals/Lodging		920.00
2550	37220	CCW	Travel		500.00

Done this 1st day of March, 2011.

ATŢEST:

Vendy S. Noren

Clerk of the County Commission

Edward H. Ro

Presiding Commissioner

Karen M. Miller

District I Commissioner

Skip Elkin

District II Commissioner

REQUEST FOR BUDGET AMENDMENT

BOONE COUNTY, MISSOURI

02-9-11 EFFECTIVE DATE

FEB 1 0 2011

BOONE COUNTY AUDITOR

FOR AUDITORS USE

									DOOM: (AUDIM) HUDI		(Use whole	\$ amounts)
D	epai	rtme	nt		Ac	COL	ınt		Department Name	Account Name	Decrease	Increase
2	5	5	0	3	7	2	0	0	CCW Sherift Revolving	Seminar/Conf/Meet		400.00
2	5	5	0	3	7	2	3	0	ccw	Meals/Lodging		920.00
2	5	5	0	3	7	2	2	0	ccw	Travel		500.00
									·			

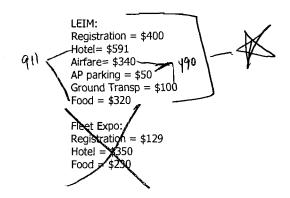
Describe the circumstances requiring the for the remainder of this year and substances expenditure budget for LEIM conference (Law Enforce)	equent years. (Use attachment if ne	cessary): To increase CCW
(4/2)		
Requesting Official		
\	BE COMPLETED BY AUDITOR'S OFF d Budget Revisions/Amendments is ned.	
Auditor's Office		Solden
PRESIDING COMMISSIONER	DISTRICT I COMMISSIONER	DISTRICT II COMMISSIONER

BUDGET AMENDMENT PROCEDURES

County Clerk schedules the Budget Amendment for a first reading on the commission agenda. A copy of the Budget Amendment and all attachments must be made available for public inspection and review for a period of at least 10 days commencing with the first reading of the Budget Amendment.

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- 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.



INTERNATIONAL ASSOCIATION of CHIEFS of POLICE global leadership in policing

35th Annual IACP LEIM Training Conference & Exposition June 13-15, 2011 San Diego, CA

Online Registration is now open, so mark your calendars and plan to attend the 35th Annual IACP Law Enforcement Information Management (LEIM) Training Conference & Exposition in San Diego, CA, June 13-15, 2011. Take advantage of our Early Bird Discount and register by February 28, 2011. Save even more if you are an IACP Member!

The LEIM Conference hosts law enforcement chief executives, commanders, operational practitioners, technical developers, and industry representatives to share leading practices and lessons learned in the innovative application of technology to improve officer and public safety, enhance the efficiency and effectiveness of operations, and build enterprise-wide information sharing capabilities.

Quick Links

- Conference Registration
- Call for Presentations
- **LEIM Conference Scholarship Application** (PDF)
- IACP/iXP Excellence in Technology Award Nominations
- Exhibitor Booth and Sponsorship Sales

Call for Presentations

The IACP LEIM Section has opened the Call for Presentations and is now inviting law enforcement professionals to submit proposals for workshop presentations at the 2011 LEIM Conference. Concurrent workshop sessions (one hour duration) will be held throughout the conference, together with plenary sessions addressing universal topics. Workshops are designed to enhance the skills, expand the knowledge, broaden the perspective, and support the professional development of conference attendees.

Workshop topics should address current and emerging information management and technology issues across four primary tracks: 1) Executive, 2) Operational, 3) Technical, and 4) Communications & Interoperability.

Page 2 of 3

We are particularly interested in receiving proposals for presentations on the following key topical categories: 1) Automated License Plate Recognition, 2) Biometrics, Identity Management & Identification Technologies, 3) Communications & Interoperability, 4) Cyber Crime & Digital Evidence, 5) Information Sharing, Analysis & Fusion, 6) IT Standards & Architecture, 7) Mobile & Handheld Technologies for Law Enforcement, 8) Predictive Policing & Technology, 9) Privacy: Policy, Practice & Technology, 10) Social Media & Law Enforcement, 11) Strategic Planning & Project Management, 12) Suspicious Activity Reporting & Situational Awareness, and 13) Traffic Incident Management & Intelligent Transportation.

The IACP LEIM Section will peer-review all proposals, assessing the relevance of the topic to the conference program and law enforcement practitioners, the objectives of the presentation and the timeliness of the topic, and the overall quality and completeness of the proposal. Marketing and promotional submissions will not be considered. Speakers will receive a complimentary 2011 LEIM Conference registration.

To submit a proposal for a workshop presentation, please complete the **2011 LEIM Call for Presentations form**. You will receive an e-mail confirmation of your submission. Workshop proposals will be accepted until January 7, 2011 and selection decisions will be announced and speakers will be notified by January 28, 2011.

For more information, please contact David Roberts, Senior Program Manager, IACP Technology Center, and LEIM Liaison at 800-843-4227, ext. 315.

IACP/iXP Excellence in Technology Award Program

Each year the IACP and iXP Corporation host an awards program to recognize superior achievement and innovation in three critical technology fields: 1) Response to Computer Related Crime, 2) Excellence in Law Enforcement Communications and Interoperability, and 3) Innovation in Information Technology. The program is an international competition that is open to local, tribal, state, provincial, federal, and multi-jurisdictional law enforcement agencies.

To submit a nomination for the 2011 IACP/iXP Excellence in Technology Award Program, please complete the **on-line application**. Applications must be completed and submitted by February 1, 2011. Technology Award Winners will be notified by March 15, 2011 and will be recognized at the 2011 LEIM Conference in San Diego, California.

2011 LEIM Conference Exhibitor Booths & Sponsorships

An integral component of the annual LEIM Conference is the Technology Exposition Hall, which features Industry-Leading Solution Providers. The Exposition Hall affords attendees the opportunity of discovering new and emerging

2011 Conference Page 3 of 3

technologies, products, and services to meet their expanding needs. In addition, the Exposition Hall enables solution providers to develop contacts and establish relationships with law enforcement executives, managers and commanders, operational practitioners, IT professionals, and procurement officials who are actively seeking world class technology and services. Exhibitors/Sponsors can register online and identify their preferred booth locations. Don't miss this exclusive opportunity to showcase your products and services to key decisionmakers in a technology-focused international conference. *Register* today! More detail regarding costs, opportunities, and conditions are provided in the Exhibitor/Sponsor Prospectus (PDF).

2011 LEIM Conference Scholarships

With budgets shrinking, many potential conference attendees have expressed concern that they will not be able to attend the annual IACP LEIM Conference. To address this concern, the LEIM Board of Officers intends to offer up to five (5) Full Conference Scholarships to attend the 2011 IACP LEIM Conference in San Diego, CA for a representative from a law enforcement agency without adequate funding to attend the conference. Full Conference Scholarships cover expenses associated with travel, lodging, and conference registration.

To qualify, applicants must be a member of the IACP, a sworn or civilian employee of an official law enforcement agency, and able to establish financial need (see quidelines in the application package). Priority will be given to applicants who are first-time LEIM conference attendees. More detailed information regarding eligibility and procedures is found in the **LEIM Conference Scholarship** Application (PDF). Deadline to Apply: March 1, 2011

Conference Hotel

The Hilton San Diego Bayfront Hotel will host the 35th Annual LEIM Conference. The hotel is adjacent to the San Diego Convention Center, across the street from PETCO Park, home of the San Diego Padres, and minutes from the San Diego International Airport (SAN). It is a short walk to downtown's Gaslamp Quarter and its many entertainment and recreational amenities, as well as worldclass shopping and dining...

Make Hotel Reservations on-line directly through the Hilton San Diego Bayfront Hotel. Conference room rates (from \$169 USD/night) are available both before and following the LEIM Conference (June 8 - 19, 2011), so extend your visit and explore lovely San Diego!

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Created by Matrix Group International, Inc.

Fund Statement - Sheriff Revolving Fund 255 (Nonmajor)

		2009 Actual	1	2010 Budget	P	2010 rojected		2011 Budget
REVENUES:		_						
Property Taxes	\$	-	\$	-	\$	-	\$	-
Assessments		-		-		-		-
Sales Taxes Franchise Taxes		-		-		-		-
Licenses and Permits		58,702		- 76,284		51,608		46,058
Intergovernmental		36,702		70,204		31,000		40,036
Charges for Services		-		-		-		-
Fines and Forfeitures		_		-				-
Interest		401		389		1,915		1,915
Hospital Lease		-		_		· •		· -
Other		<u>-</u>		-				
Total Revenues		59,103		76,673		53,523		47,973
EXPENDITURES:								
Personal Services		- 		-		-		-
Materials & Supplies		5,436		3,870		3,870		-
Dues Travel & Training		4,525		-		-		1,820
Utilities		-		•		-		_
Vehicle Expense		•		-		-		-
Equip & Bldg Maintenance Contractual Services		19,617		30,012		18,662		13,559
Debt Service (Principal and Interest)		19,017		50,012		10,002		13,339
Emergency		_		_		_		_
Other		_		-		42		-
Fixed Asset Additions		14,389		53,974		53,974		-
Total Expenditures		43,967		87,856		76,548		15,379
REVENUES OVER (UNDER) EXPENDITURES		15,136		(11,183)		(23,025)		32,594
OTHER FINANCING SOURCES (USES):								
Transfer In		-		-		-		-
Transfer Out		-		-		-		-
Proceeds of Sale of Capital Assets/Insurance Claims/Capital Lease		-		-		-		-
Proceeds of Long-Term Debt		-		-		-		-
Retirement of Long-Term Debt Total Other Financing Sources (Uses)		-				-		
REVENUES AND OTHER SOURCES OVER (UNDER)								
EXPENDITURES AND OTHER USES (BUDGET BASIS)		15,136		(11,183)		(23,025)		32,594
FUND BALANCE (GAAP), beginning of year		54,031		75,706		75,706		52,681
Less encumbrances, beginning of year		-		(6,539)		(6,539)		(6,539)
Add encumbrances, end of year		6,539		6,539		6,539		6,539
FUND BALANCE (GAAP), end of year		75,706		64,523	\$	52,681	<u>\$</u>	85,275
FUND BALANCE RESERVES AND DESIGNATIONS, end of year								
Reserved: Loan Receivable (Street NIDS/Levy District)	\$	_	\$	_	\$	_	\$	_
Prepaid Items/Security Deposits/Other Reserves	J	_	Φ	_	Φ	-	Ф	-
Debt Service/Restricted Assets				_		_		-
Prior Year Encumbrances		6,539		6,539		6,539		6,539
Designated:		-,,		J,= JJ		2,223		2,223
Capital Project and Other		-		-		-		-
Total Fund Balance Reserves and Designations, end of year		6,539		6,539		6,539		6,539
TUDID DAY ANOT CALLS		## #0 ¢		C 1 #==		#2 (24		0# 5=#
FUND BALANCE, end of year		75,706		64,523		52,681		85,275
FUND BALANCE RESERVES/DESIGNATIONS, end of year		(6,539)		(6,539)		(6,539)		(6,539)
UNRESERVED/UNDESIGNATED FUND BALANCE, end of year	\$	69,167	<u>\$</u>	57,984	<u> </u>	46,142		78,736

FY 2011 Budget Amendments/Revisions Sheriff Revolving Fund Activity (2550)

Index #	Date Recd	Dept	Account	Dept Name	Account Name	\$Increase	\$Decrease	Reason/Justification Comments
1	2/10/2011	2550	37200 37230 37220	Sheriff Revolving Fund Sheriff Revolving Fund Sheriff Revolving Fund	Seminars/Conferences/Meetings Meals/Lodging Travel	400 920 500		budget for Law Enforcement Info Mgmt Conference

CERTIFIED COPY OF ORDER

STATE OF MISSOURI ea.	March Session of the January A	Adjourned	Term. 20	11
County of Boone				
In the County Commission of said county, o	the 1 st	day of March	20	11

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

Now on this day the County Commission of the County of Boone does hereby approve the Job Classification Committee's recommendation for the Benefit/Risk Analyst positions in the County Clerk's Office. These recommendations include:

- 1) Change one Benefit/Risk Analyst position on pay range 33 to a Benefit/Risk Management Manager on pay range 36
- 2) Change the other, currently vacant Benefit/Risk Analyst position on pay range 33 to a Benefits/ Risk Management Assistant on pay range 28

Details of these changes are stipulated in the attached memorandum.

Done this 1st day of March, 2011.

ATTEST:

Wendy S. Nor¢n

Clerk of the County Commission

Edward H. Robb

Presiding Commissioner

Karen M. Miller

District I Commissioner

Skip Elkin

District II Commissioner

Boone County Human Resources

BETTY DICKNEITE

Director



601 E. Walnut-Room 211 Columbia, MO 65201 (573) 886-4395

February 24, 2011

TO: Ed Robb, Presiding Commissioner

Karen Miller, District 1 Commissioner Skip Elkin, District 2 Commissioner

FROM: Betty Dickneite, Chairperson

Job Classification Committee

RE: Recommendations from Job Classification Committee – Benefit/Risk positions

The Job Classification Committee met on February 7, 2011 to review and discuss the proposed changes in job duties of the Benefit/Risk Analyst positions in the County Clerk's Office.

The Job Classification Committee members* agreed to bring forward the following recommendations to the Commission:

- 1) Change one Benefit/Risk Analyst position on pay range 33 to a Benefit/Risk Management Manager on pay range 36; and
- 2) Change the other, currently vacant Benefit/Risk Analyst position on pay range 33 to a Benefits/Risk Management Assistant on pay range 28.

CJ Dykhouse, Legal Counsel, has reviewed the Position Description Questionnaires and has forwarded his opinion "that the **Risk-Benefit Manager position is exempt under the FLSA** and that the **Risk-Benefit Assistant position is non-exempt under the FLSA.**". (CJ's email is attached).

The Auditor's Office will de-activate the existing position of Benefit/Risk Analyst with a class code of 1032, which is on pay range 33.

We are proposing establishment of new class codes/job titles for the above-listed positions:

- 1) Establish a new position classification titled Benefit/Risk Management Manager on pay range 36 with a new class code of 1033; and
- 2) Establish a new position classification titled Benefit/Risk Management Assistant on pay range 28 with a new class code of 1035.

Should you have any questions, please let me know.

*Job Classification Committee Members present – Ed Robb, June Pitchford, Wendy Noren, Dwayne Carey and Betty Dickneite. Wendy Noren abstained from voting on these recommendations.

Good morning. After review, I am of the opinion that the **Risk-Benefit Manager position is exempt under the FLSA** and that the **Risk-Benefit Assistant position is non-exempt under the FLSA**. The Assistant position does not meet the tests for exemption, and I have not outlined my analysis of that as I believe that is fairly evident from the clerical nature of the position that said position would be a non-exempt, hourly position. I have analyzed the Risk-Benefit Manager position below.

It should be noted that the position's exempt status under the FLSA does not prevent the County from obtaining reimbursement for additional compensation paid to the employee who holds this position, at whatever rate is set by the County Clerk, for working on election-related duties, as the *primary duties* of the position would still properly be considered exempt under the FLSA.

Here is the FLSA analysis on the Risk-Benefit Manager position:

To be exempt under the FLSA, a position must meet both the (1) Salary Test and (2) Duties Test. This position meets the Salary Test, as the contemplated pay range is in excess of \$455/week (the minimum necessary to meet the Salary Test).

My analysis of the Duties Test follows:

- 1. Executive: The PDQ provides that this position will provide the primary supervision for two employees. It is possible that the position is, therefore, exempt under this test. As my opinion is that the position is clearly exempt under the Administrative test, however, I do not analyze this test in detail, although I am of the opinion that this test may well be met by the description in the PDQ.
- 2. Outside sales -- Not met by definition.
- 3. Computer Professional -- Not met by definition.
- 4. Professional -- There are 3 recognized categories (learned professional, creative professional, teacher). This position does not qualify as a learned professional in my opinion, which typically relates to licensed professionals like lawyers and engineers.
- 5. Administrative -- There are two elements to this test: (a) primary duty must be performance of office or non-manual work directly related to management or general business operation of employer and (b) primary duty includes exercise of discretion and independent judgment with respect to matters of significance. This is the most likely exemption applicable as set forth below:
 - 1. The employee's primary duties are the performance of office or non-manual work.
 - 2. The employee's duties would, in my opinion based upon the job duties, relate to the general business operations of the County in assisting the County Clerk in the discharge of her statutory duties, including risk management, management of retirement compensation programs, management of worker's compensation programs, liaison to the Health & Dental Trust, administer the benefits programs with direction from the Health & Dental Trust, and supervision of payroll.
 - 3. The employee's primary duties would, in my opinion based upon the job duties, involve discretion and independent judgment (Questionnaire states that this position is supervised only on a limited basis by the County Clerk, indicating independent judgment is essential to the position; also, this position is the primary interface between the County's employees and their benefits system, which requires much discretion and judgment on the part of the Risk-Benefit Manager in those interactions and the related activities.)

4. The employee's judgment and discretion does impact matters of significance, in my opinion. (The matters considered as part of the position's primary responsibilities relates to the county as a whole in the benefit administration and loss control.)

Please let me know if I can be of any further assistance in this matter, and I'll stand by. Thanks.

CJ

CJ Dykhouse County Counselor Boone County, Missouri 601 E. Walnut, Ste. 207 Columbia, Missouri 65201 573-886-4414

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REQUEST FOR NEW PAY RANGE BOONE COUNTY

Description of form:	to reassign a	current po	osition pay i	range withii	n the departme	nt.
Describer						

Procedure:

- 1. The Administrative Authority or designee completes the form and attaches a completed **Position Description Questionnaire** as supporting documentation and submits both forms to Human Resources.
- 2. Human Resources reviews the information and submits it to the Job Classification Committee.
- 3. Job Classification Committee reviews the request and forwards their recommendation to the Boone County Commission for a decision.

Current Position Title Risk Management Analyst (2 positions) – change one to Benefits/Risk Management Manager and one to Benefits/Risk Management Assistant	Present Pay Range 133	Proposed Pay Range 36 – position 147 28 for position 544		
Department 1131 County Clerk	Position Number(s) 147 & 544	xFull TimePart Time		

Reason(s) for requested pay range (Attach additional sheets if necessary.) This position was originally classified when there was one position in a job sharing situation – duties and responsibilities were fairly equally divided although one person was lead on risk management functions and one person was lead on employee benefit functions.

Since that time we have had increased this position to 2 full time positions to handle increased workload and taken on additional functions (i.e. self insuring workers compensations) It has become increasingly difficult to manage all of the functions of these positions without having one of the two people as supervising/managing. I have revised this job description of these positions for one to take on supervisory/management responsibility for payroll, risk management and employee benefits. The bulk of the clerical functions in position 147 are being move to position 544 and the oversight & management functions of position 544 are being transferred them to position 147. I have also added supervisory responsibility for payroll processing to position 147. The payroll clerk position will remain the same but will be supervised by position 147 (currently formalizing an informal situation but want to make sure this is clear to any new employee).

I intend this to be a revenue neutral request. The goal is to better allocate skill sets between two positions rather than having significant clerical functions in both positions that interfered with management/oversight responsibility in both positions. This issue has been apparent to me for several years but I was unsure whether it was a personnel or a structural issue. I have discussed this at length with Susan Wells (currently in position 147) and she and I both feel that this is a need restructuring to insure. We discussed this the last time the position was vacant (2009) but agreed to fill it under current structure. In evaluating this again when the position became vacant it is clear we need to allocate the duties differently and make the position 544 subordinate to position 147.

I would like to reques	st that positioi	<u>1 147 go to 2%</u>	above the mi	<u>apoint ana fi</u>	<u>II the vacant</u>	position 34	<u> 14</u>
sufficiently below mi	dpoint to insu	ire revenue neu	<u>ıtrality.</u>				
					_	_	
				_			

In This Classification: What is the number of present vacancies: What is the total number of positions: 2 In the last 12 months, how many employees have separated due to: Resignation: Dismissal: Transfer: Promotion:
Recruitment Efforts Describe recent recruitment efforts for this position: county HR recruiting – we had numerous applicants last time for position 544

Equity What effect, if any, will this proposal have on salary relationships with other positions in your office and/or positions in other offices?

Implementation If approved, what is the plan for implementation? (Attach additional sheets if necessary.) We would like to post position 544 by Februray 1. We decided not to fill the position through the end of
2010 because it placed too much of a burden on Susan Wells to train new employee at same time trying
to do all of the year-end renewals, employee benefit meetings. Last time we did that it cause more work than help.

Provide salary data showing competitive pay rate infornecessary.) I have attached City of Columbia	
scale.	
	-
·	
· ·	
Attach the Position Description Questionnaire	e for this position giving details of
assigned duties.	you were positive governing weeking of
ussigned duties.	
Administrative Authority's Signature	Date

POSITION DESCRIPTION QUESTIONNAIRE BOONE COUNTY

Description of form: to review a current position for appropriate classification Procedure:

- 1. Employee completes Section 1, signs and dates the form and forwards it to their immediate supervisor.
- 2. Immediate supervisor completes Section 2, signs and dates the form and submits it to their Administrative Authority. (If the employee reports directly to the Administrative Authority, the Administrative Authority would complete Section 2.)
- 3. Administrative Authority reviews the information, completes Section 3, signs the form and submits it to Human Resources.
- 4. Human Resources reviews the information and submits it to the Job Classification Committee.
- 5. Job Classification Committee reviews the request and forwards their recommendation to the Boone County Commission for a decision.

SECTION 1: TO BE COMPLETED BY EMPLOYEE

Name: Susan Wells Date: <u>January 12, 2011</u>

Job Title: Risk/Benefit Manager Dept: 1132

Work Schedule (indicate days and hours you work – explain rotating shifts, on-call duties or other unusual work schedules): Monday – Friday, 8:00 am – 5:00 pm; hours may vary based on work volume

throughout the year.

Immediate Supervisor: Wendy Noren Location: County Clerk's Office

Salary: \$\frac{\text{regular} - 37,252 \text{ currently at temporary increase}}{\text{during vacancy of other position at 39,852}} **Total Annual Compensation:** \$\frac{\text{Support}}{\text{currently at temporary increase}}}{\text{Total Annual Compensation:}}

A. General Responsibilities (Summarize the primary duties and responsibilities of your position.): With limited supervision, manages Boone County's employee benefits plans, retirement and deferred compensation plans, workers compensation program, loss control program and general liability insurance. Performs a variety of statistical, claims and data analysis and provides verbal and written reports to the County Clerk.

B. Your Duties: Describe in detail your permanent duties and responsibilities. List your most important duties first. Indicate time spent on each duty (approximately what percentage of your time is spent on each task, total amount of time for this job must add up to 100%). Attach additional sheet(s) if necessary.

Duties

Manage the County's benefit plans including but not limited to, health, dental, life and

20%

Manage the County's benefit plans including but not limited to, health, dental, life and voluntary life, prescription, long-term disability insurance, and cafeteria plan. Manage enrollments, changes in enrollments and terminations of coverage for employees. Review weekly, bi-weekly, and monthly claims reports and invoices for current eligibility and accuracy. Create and monitor systems used for reconciliation of invoices with premiums withheld. Oversee training and implementation of these systems by payroll clerk and risk management assistant. Review routine invoices prepared by assistant for payment. Develop

and implement payroll monitor system to insure all deductions and appropriate premiums are withheld. Collect, compile, analyze and/or prepare reports related to the County's benefits plans.

Develop spreadsheets and design systems for moving clerical portions of functions to risk benefit assistant and payroll clerk

Evaluate Third Party Administrators for compliance, accuracy and	
B. Duties cont.	% of Time
Liaison to the Boone County Health & Dental Trust. Coordinate and schedule meetings of the Health & Dental Trust. Attend meetings, prepare agendas, review minutes prepared by assistant and various reports as requested or necessary. Implement all actions of the Trust. Manage third party administrators and coordinate with employees.	10%
Manage the County's workers compensation program. Oversee the filing of workers compensation claims and other paperwork required. Review claim files to ensure paperwork has been completed. Follow up with departments for further paperwork or more details as required. Analyze accident/injury reports for trends or other significant findings and prepare reports for County Clerk and safety committee. Insure all required reporting has been completed and is accurate. Advise County Clerk on settlement authority, manage third party administrator.	15%
Manage the County's loss control and liability insurance programs. Oversee monthly building inspections. Review and analyze building inspections for trends or other significant findings and prepare reports for County Clerk. Monitor vehicle and equipment schedules on a continuing basis to ensure accurate insurance coverage. Oversee the filing of vehicle, liability and other claims against the County. Review liability or other claim files to ensure paperwork has been completed. Follow up with departments for further paperwork or more details as required. Process claims and insurance invoices. Review and analyze vehicle, liability and other claims against the County for trends or other significant findings and prepare reports for County Clerk. Liaison to the Boone County Work Comp Advisory Committee; attend meetings; provide information as requested or necessary. Coordinate and schedule loss control training and education.	20%
Manage the County's retirement programs. Oversee enrollment and eligibility. Prepare benefit calculations for the retirement plan and deferred compensation programs. Monitor payroll deductions. Collect and/or compile data relating to County retirement programs. Generate reports as necessary or requested. Point of contact for CERF administrators.	10%
Manage COBRA/Early Retiree Benefits Plans. Coordinate enrollment in the County's COBRA or Early Retiree Benefit Plans. Monitor enrollment eligibility, generate invoices if necessary and track payments.	5%
Communicate with employees about benefits/payroll; Coordinate new hire meetings as needed and new employee orientation on a quarterly basis; Facilitate claims resolution; respond to inquiries by employees regarding benefits and coverage questions or issues. Liaison to employee benefits consultants and administrators of benefits, deferred compensation, retirement, liability and insurance plans. Provide information, answer questions, and resolve problems as needed. Respond to requests for information or other inquiries from administrators of benefits, deferred compensation, retirement, work comp and liability insurance plans, as well other municipalities and the public.	20%

Act as go-between for employees when problems arise with third-party administrator	<u></u>
pharmacies etc.	
Monitor health insurance, workers comp reform measures and advise Clerk/trustees of	<u>of</u>
impact	
C. List any special tasks you perform less frequently (example: special monthly	reports, etc.)
Task	How Often
County Clerk Office functions: serve as back up to other Deputy County Clerks,	As Needed
answer telephones, provide information and assistance to the public.	
Pre-Election Day & Election Day duties as assigned	Surrounding Elections
	- As Needed
Assist with open records requests	As Needed
Oversee Clerk's Office functions of Care Leave Program	As Needed
Cafeteria Plan Enrollment	Annually
Maintain procedures manual for payroll and benefits positions; create/update	As Needed
procedures as necessary or oversee creation and update of procedures as necessary.	
Review and update departmental forms for the various benefits, retirements and	
insurance plans.	

D. Contacts: Explain if an important part of your work is contact with others; describe purpose and frequency and mode of communication such as in-person, telephone, correspondence, etc.

Contact with others is an essential part of this position. Interact daily with employees regarding benefits and retirement programs, answering questions or addressing coverage or other issues via telephone, mail, email or in person. Develop protocols for new hire meetings, annual enrollment meetings, new employee orientation. Communicate daily or weekly with employee benefits consultants, third party and other benefits administrators, pension and deferred compensation plan administrators. Supervise 1.5 employees and convey policy and procedure expectations to each. Monitor performance of employees and recommend areas of improvement and/or concern.

E. Physical Effort: Describe physical effort required such as lifting, standing, walking, etc.

Sitting, talking, hearing, sight, walking, bending, lifting, standing, use of hands/arms for computer and other office machine use.

1	purpose and frequency of travel and w	•
	nonthly or more often - during the day of	
	to conferences or meetings within Misso	ouri. Annual PRIMA Conference
out of state if budget allows.		
G. Supervision of Others (If r	one, skip to H. Materials and Eq	uipment.)
1. Number of Employees dir	ectly under the supervision of this posi	ition.
<u>Name</u>	<u>Title</u>	FT or PT (if PT, # of hours)
Vacant	Risk Benefit Assistant	FT
Julie Crouch	Payroll Clerk	PT - 30 hr per week
<u> </u>		
		
		
		
		
		I ———
2. Percentage of time spent of	on supervision and related duties:	_
3. As a supervisor, do you:		
a. Make daily assignn	nents	x Yes No
b. Approve and disap		x Yes No
c. Reassign job duties		x Yes No
d. Interview and mak	e hiring recommendations	x Yes No
e. Recommend discip	linary actions	$\mathbf{x} $ Yes No
f. Prepare and condu	ct performance evaluations	Yes x No
4. Is the primary emphasis of employees?	of your work the technical skill used or	the supervision of other
x Technical	☐ Supervisory	
H. Materials and Equipment		

1. What are the principle materials and products that you handle such as incoming mail,
computer reports, purchase orders, applications, etc. Various computer reports, incoming mail,
benefit enrollment and termination forms, work comp and liability insurance claim forms and related
paperwork, invoices, journal entries, payment requisitions, employee files.

2. List the equipment used in your work such as computer, calculator, copy machine, etc.

Computer, telephone, fax machine, calculator, copy machine, tape recorder, digital camera, typewriter.

I. Source of Instruction

Describe your source of instruction (oral, written, etc.) <u>Verbal or written instruction from the County Clerk or Health & Dental Trust.</u> <u>Statutory guidelines, state agency written regulations, third party administrator guidance/training on their policies/procedures.</u> <u>Monitor HHS, Department of Workers Compensation publications for requirements.</u> Review industry publications and litigation to monitor trends/issues

J. Decisions

What decisions do you have to make without consulting your supervisor? Make decisions daily in order to perform work in an efficient manner. Coverage questions for employees and third party administrators. Claims handling and disposal. Supervisory – employee workload, review of materials for accuracy/completeness and if necessary for redoing.

K. Records and Reports

1. What records and reports do you personally prepare? How do others use these reports? COBRA tracking reports, various payroll and benefit reports, special reports for Trustees, claims reports and reviews. Review reports prepared by assistant for accuracy and completeness.

2. What is the source of data for these reports? As400 software, third party administrator software, special request to TPA and IT, self designed spreadsheets.
 L. Checking of Your Work and Training 1. How is your work inspected, checked, or verified? Most of it is independent, some payment oversight by Auditor, responsible for notifying clerk on any questionable issues. Review actions with County Clerk on ad hoc basis.
2. Who inspects, checks, or verifies your work? See above
3. How long would it take to train a person to perform your job at an acceptable level or proficiency? Three months for most functions; may take longer for functions performed on a less frequent basis.
M. Working Conditions Describe any conditions where you work that you would consider unfavorable or disagreeable such as noise, dust, fumes, etc
N. Qualifications What qualifications do you believe are necessary to perform your job adequately (educational level, specific mental or physical abilities, experience on specific equipment, etc.)? College degree in public administration, business administration or accounting. Some emphasis in one or more areas: human resources, risk management, benefit management. May substitute direct work experience for some emphasis requirements.
O. Comments

Please use the space below to make any comments or suggestions about your position. Also, note any significant problems that you experience with the position.
Employee Signature Date
SECTION 2: TO BE COMPLETED BY IMMEDIATE SUPERVISOR
A. Are the statements of the employee accurate and complete? (Indicate inaccuracies and incomplete
items.) yes
B. Position Salary Range: requesting increase from 33 to 36
C. Does Overtime Apply? x Yes No
D. Identify the essential duties and responsibilities of the position. *You may want to label all essential
duties by placing an asterisk (*) in front of the listed duties/responsibilities on the preceding pages.
Responsible for management of employee benefit and risk management programs and oversee payroll
of Boone County. Must utilize knowledge, analysis, data, employee interaction, supervisory skills,
technical design to insure that all programs are managed in the most cost effective fashion to provide
maximum benefits to employees at lowest cost to taxpayers, These are critical components of
accomplishing this:
<u>Develops internal operation procedures, forms and systems</u> delegate work duties
allocate use of available resources
monitor and assist staff with work progress
evaluate current business processes and systems
plan and implement procedures and systems to maximize operating efficiency
establish and maintain controls
formulate department/unit policies and practices
co-ordinate financial and budget activities for maximum operational efficiency
facilitate the preparation and analysis of reports
review performance data (financial, claims, and activity reports) to monitor and measure productivity,
goal progress and activity levels
responsible for the achievement of department/division/unit productivity and quality goals
organize and manage business meetings
implement procedural and policy changes to improve operational efficiency
Conduct complex independent analytical studies in administrative and fiscal areas and projects and advise management regarding finances and other business activities under general direction.
auvise management regarding mances and other business activities under general un ection.

Supervise maintenance of detailed financial and statistical records to supplement general financial information.
E. Do you believe this position is correctly classified? Yes x No If no, please explain: we have revised this job to decrease the clerical aspects and increase supervisory/ analysis aspects
F. Does the employee exercise discretion and independent judgment with respect to matters of significance? No If yes, describe how: Benefit coverage questions, loss control recommendations, implements policies without oversight, supervises third party administrators.
G. Does this position involve office or non-manual work?
H. Supervision provided to this position: Close General x Administrative or Policy Directed How closely is this position supervised? I rely on this position to work independently without supervision and notify me of any items that need my attention
I. Identify any units, sections or division within the agency that the employee is responsible for managing: Employee benefits, risk management and payroll
J. Regularly supervises $\underline{1}$ full-time employees and $\underline{1}$ part-time employees.
K. If recommendations are made regarding the hiring, firing, advancement or other change in employment status of employees, how often are recommendations followed: <u>routinely</u>
L. Describe the employee's involvement in the following activities:
1. Interviewing, selecting and hiring employees: Does pre-selection and interviewing and recommends top candidates to clerk. Advises clerk on final selection
2. Training employees: 95% of risk/benefit management assistant, 70% of payroll clerk
3. Setting and adjusting rates of pay for employees: Not yet determined – has been consulted in past

	4. Setting employee's hours of work: Insured work product completed within timeframes required
	Insures work product completed within timeframes required
	5. Directing, planning and assigning work:
	Monitors all activities are completed in timely and accurate fashion
	6. Evaluating employees:
	Consult with clerk
	7. Promoting and/or rewarding employees:
17	Consult with clerk
	8. Handling employee grievances/complaints:
	General ones this position handles independently more complicated/severe will consult with clerk
	9. Disciplining employees:
	Consult with clerk
	10. Maintaining production records for use in supervision or control:
	Monitors all acitivity to insure accurate and complete
	11. Determining the manner in which the work is performed:
	Designs spreadsheets, develops new processing to improve productivity
	12. Determining the type of materials or supplies to be bought, stocked or sold:
	Designs booklets, brochures supplies etc
	13. Controlling the flow and distribution of materials and supplies:
	Insures adequate materials are developed and distributed for all functions including employee benefit
	materials, personnel packets, safety materials,
	14. Providing for the safety of employees and the employer's property:
	Manages the county's safety programs, designs policy and procedure manuals.
N.F. TT	
	is any discipline been imposed on this position which results in a loss of pay? \square Yes $x\square$ No describe the length (i.e. 1 hour, 1 day) and type of discipline (i.e. suspension, pay reduction, etc.).
N. Is t	his position subject to a reduction in pay for less than a full workday? x Yes No
O. Su	mmarize the job skills and abilities necessary to perform the duties of this position.
Strong	analytical skills, excellent communication skills, ability to design and implement spreadsheets. Strong
	f maintaining employee privacy. Must have demonstrated ability to supervise employees, work and translate to employees.

 P. Does the position require a specific college or graduate degree or a secourses in a recognized field of science or learning? x Yes No courses required, or the equivalent combination of work experience and This was detailed in requirements sections Q. Does the position primarily involve computer systems analysis to desystem functional specifications, or design, development, documentation medication of computer systems, programs or operating systems? Those duties. Design of spreadsheets used as databases, employee benefit syby programmers R. Does the position primarily involve artistic work requiring invention recognized field of artistic endeavor (i.e., music, writing, theater, graph No If yes, describe the artistic work: S. Additional information and comments (additional sheets may be attempted to the position is responsible for multiple mission critical components and a least specific components. 	If yes, identify the degrees or d instructional experience. Extermine hardware, software, or n, analysis, creation, testing or Yes No If yes, describe ystem design requirements for use n, imagination, or talent in a ic arts, etc.)? Yes x
Coordinates a broad range of programs that require acquisition of specialize independence and ability to evaluate risks. Critical to maintaining viability rely on this position to review other entities for new trends, ideas and programs that require acquisition of specialize independence and ability to evaluate risks. Critical to maintaining viability rely on this position to review other entities for new trends, ideas and programs that require acquisition of specialize independence and ability to evaluate risks.	ed knowledge. High degree of of self insured programs. Also
Supervisor's Signature	Date
SECTION 3: TO BE COMPLETED BY ADMINISTR Additional information and comments (additional sheets may be attach Same as above	
Administrative Authority or Designee's Signature	Date

POSITION DESCRIPTION QUESTIONNAIRE BOONE COUNTY

Description of form: to review a current position for appropriate classification Procedure:

- 1. Employee completes Section 1, signs and dates the form and forwards it to their immediate supervisor.
- 2. Immediate supervisor completes Section 2, signs and dates the form and submits it to their Administrative Authority. (If the employee reports directly to the Administrative Authority, the Administrative Authority would complete Section 2.)
- 3. Administrative Authority reviews the information, completes Section 3, signs the form and submits it to Human Resources.
- 4. Human Resources reviews the information and submits it to the Job Classification Committee.
- 5. Job Classification Committee reviews the request and forwards their recommendation to the Boone County Commission for a decision.

SECTION 1: TO BE COMPLETED BY EMPLOYEE

Name: Vacant Date: January 18, 2011

Job Title: Benefits/Risk Assistant Dept: 1131

Work Schedule (indicate days and hours you work – explain rotating shifts, on-call duties or other unusual work schedules): Monday – Friday, 8:00 am – 5:00 pm; hours may vary as assigned or necessary

due to work volume.

Immediate Supervisor: Susan Wells Location: County Clerk's Office

Salary: \$\frac{vacant - current minimum/midpoint: 29,428/}{\tag{700}} \tag{700} \tag{7

36,785

A. General Responsibilities (Summarize the primary duties and responsibilities of your position.):

With general supervision, provides clerical and specialized support for the employee benefits and risk management functions of the County Clerk's Office. Conduct with new employee meetings, enroll employees in various benefits plans, answer employee questions related to benefits plans. Submit claims for workers compensation, liability, and other insurances. Maintain various spreadsheets, documents and other files related to employee benefit plans, pension plan, deferred compensation plans, workers compensation, loss control and risk management,

B. Your Duties: Describe in detail your permanent duties and responsibilities. List your most important duties first. Indicate time spent on each duty (approximately what percentage of your time is spent on each task, total amount of time for this job must add up to 100%). Attach additional sheet(s) if necessary.

<u>Process enrollments coverage changes address changes or other employee changes in 30%</u>

*Process enrollments, coverage changes, address changes or other employee changes in benefits, pension and deferred compensation plans. *Respond to employee questions related to benefits or payroll and provide employees with appropriate forms as needed. *Assist with new hire meetings. *Maintain various spreadsheets, documents and files related to benefits, pension and deferred compensation plans and claims

-1-

*Prepare and submit claims for workers compensation, liability, and other insurances. *Maintain files and spreadsheets for all claims. *Assist with accident investigations ar	15% nd/or
follow up on claims as requested or needed. Advise County Clerk when requested for	
evaluation on settlements. Maintain payments ledgers and track annual costs/deductible	les.
*Submit changes to vehicle and equipment schedules to insurance. Submit property ch	
to insurance as needed or requested. Maintain various spreadsheets, documents and file related to vehicle, equipment and property insurance.	es
related to vehicle, equipment and property insurance.	
Review contracts for coverage enforcement (i.e. certificates of insurance)	
*Assist with various projects such as annual benefits meetings, annual driver license reconduct new employee orientations, training and other tasks or projects as assigned or	
needed. *Data entry, file, copy, collate as assigned or needed. *Assist with putting tog various employee packets.	getner
Schedule and conduct monthly building inspections and maintain spreadsheet, documend other files related to building inspections. Make recommendations for improvement	
implement improvements where no cost involved.	iits
Assist with scheduling and preparing for various meetings. *Type minutes for meetings(Health Trust and Safety).	7%
C. List any special tasks you perform less frequently (example: special monthly re	eports, etc.) How Often
County Clerk Office functions: serve as back up to other Deputy County Clerks,	As Needed
nswer telephones, provide information and assistance to the public.	
Pre-Election Day & Election Day duties as assigned.	Surrounding Election
	– As Needed
Assist with Cafeteria Plan Enrollment	Annually
Create/update procedures as needed or assigned.	As Needed

frequency and mode of communica Contact with others is an essential paretirement programs, answering que	tant part of your work is contact with tion such as in-person, telephone, correspond to this position. Interact daily with extrement of this position. Interact daily with extreme or addressing coverage issues view, annual enrollment meetings, new empired frequently throughout the day.	espondence, etc. mployees regarding benefits and ia telephone, mail, email or in
	cal effort required such as lifting, standing, bending, lifting, standing, use of han	Ç,
<u>Travel to various County offices - n</u>	purpose and frequency of travel and we nonthly or less often — during the day on to conferences or meetings within Misson	just prior to shift starts or just
G. Supervision of Others (If n	one, skip to H. Materials and Eq	uipment.)
1. Number of Employees dir <u>Name</u>	ectly under the supervision of this posi <u>Title</u>	tion. <u>FT or PT (if PT, # of hours)</u>
		
		
·		
		
		
		
2. Percentage of time spent of	on supervision and related duties:	

c. Reassign job d. Interview an	d disapprove leave reques o duties on permanent ba nd make hiring recommen	sis	 ☐ Yes ☐ Yes ☐ Yes ☐ Yes 	□ No□ No□ No□ No
	disciplinary actions conduct performance ev	aluations	☐ Yes ☐ Yes	No No
4. Is the primary empemple of the complex of the co	ohasis of your work the t	technical skill used or the s	upervision of oth	er
	Technical	Supervisory		
computer reports, pui	ciple materials and production received in the control of the cont	ucts that you handle such a ons, etc. Various computer recomp and liability claim form	eports, incoming m	
	•	as computer, calculator, copy machine, tape recorder, o	* •	
**************************************				,
I. Source of Instruction				
Describe your source of instr excel/word	uction (oral, written, etc	e.) written policies, statutes, s	supervisor, training	g in
J. Decisions				

	decisions do you have to make without consulting your supervisor? Safety violations, routine it questions, recommendations for risk improvements that do not involve expenditure for funds
K. F	1. What records and reports do you personally prepare? How do others use these reports? Property coverage documents, claims investigations, multiple reports for state filingis (ie. Workers comp reports to state), minutes for Health Trust and Safety committee, status reports on claims
	Reports are used for decision making by others and/or for meeting legal obligations. Coverage documents are used to determine county's coverage eligibility
	2. What is the source of data for these reports?ts from Third party administrator, claims filed, as 400 queries, payroll reports, other offices inventory s. Meetings (minutes).
·•.	
L. C	hecking of Your Work and Training 1. How is your work inspected, checked, or verified? some is idependent, other verified by supervisor/auditor/state agency. Some reports are closely checked by mulitiple sources (i.e. coverage submissions) others are filed independently (i.e. self insured surcharge payments reports)
	2. Who inspects, checks, or verifies your work? Supervisor, auditor's office, TPA's, state agency

3. How long would it take to train a person to perform your job at an acceptable level or proficiency? One month for most functions; may take longer for functions performed on a least section.	ess
frequent basis.	
M. Working Conditions Describe any conditions where you work that you would consider unfavorable or disagreeable such noise, dust, fumes, etc. on property inspections will need to go into some areas that are not office space jail, old warehouses etc)	
N. Qualifications What qualifications do you believe are necessary to perform your job adequately (educational lev specific mental or physical abilities, experience on specific equipment, etc.)? College degree in public or business administrations, preferably with coursework one or more areas: huresources, risk management, benefits accounting. May substitute direct experience in these areas for coursework. Strong background in spreadsheets.	
O. Comments Please use the space below to make any comments or suggestions about your position. Also, note a significant problems that you experience with the position.	any
, *·	
Employee Signature Date	
SECTION 2: TO BE COMPLETED BY IMMEDIATE SUPERVISOR	
A. Are the statements of the employee accurate and complete? (Indicate inaccuracies and incompitems.) yes	olete
B. Position Salary Range: requested range 28	
C. Does Overtime Apply? x Yes No	

D. Identify the essential duties and responsibilities of the position. *You may want to label all essential duties by placing an asterisk (*) in front of the listed duties/responsibilities on the preceding pages. * added to essential duties
E. Do you believe this position is correctly classified? Yes x No If no, please explain
F. Does the employee exercise discretion and independent judgment with respect to matters of significance? Yes x No If yes, describe how
G. Does this position involve office or non-manual work? x Yes No If yes, describe the work: Data entry, phones etc
H. Supervision provided to this position: Close x General Administrative or Policy Directed How closely is this position supervised? Fairly close initially, supervision decreases over time as policies are learned
I. Identify any units, sections or division within the agency that the employee is responsible for managing: $\underline{n/a}$
J. Regularly supervises <u>0</u> full-time employees and part-time employees.
K. If recommendations are made regarding the hiring, firing, advancement or other change in employment status of employees, how often are recommendations followed: $\underline{n/a}$
L. Describe the employee's involvement in the following activities:
1. Interviewing, selecting and hiring employees:
2. Training employees:

3. Setting and adjusting rates of pay for employees:
4. Setting employee's hours of work:
5. Directing, planning and assigning work:
6. Evaluating employees:
7. Promoting and/or rewarding employees:
8. Handling employee grievances/complaints:
9. Disciplining employees:
10. Maintaining production records for use in supervision or control:
11. Determining the manner in which the work is performed:
12. Determining the type of materials or supplies to be bought, stocked or sold:
13. Controlling the flow and distribution of materials and supplies:
14. Providing for the safety of employees and the employer's property:
M. Has any discipline been imposed on this position which results in a loss of pay? Yes x No If yes, describe the length (i.e. 1 hour, 1 day) and type of discipline (i.e. suspension, pay reduction, etc.).
N. Is this position subject to a reduction in pay for less than a full workday? x Yes No

O. Summarize the job skills and abilities necessary to perform the du		
Strong background with excel spreadsheets, good with tracking numbers a	ccurately, good people skills,	
descreet with access to privileged/private information		
P. Does the position require a specific college or graduate degree or a courses in a recognized field of science or learning? x Yes No courses required, or the equivalent combination of work experience as identified in requirements	o If yes, identify the degrees or	
Q. Does the position primarily involve computer systems analysis to determine hardware, software, or system functional specifications, or design, development, documentation, analysis, creation, testing or medication of computer systems, programs or operating systems? Yes x No If yes, describe those duties.		
R. Does the position primarily involve artistic work requiring invention recognized field of artistic endeavor (i.e., music, writing, theater, grap No If yes, describe the artistic work:	<u> </u>	
S. Additional information and comments (additional sheets may be at	tached.)	
S. Additional information and comments (additional sheets may be at Supervisor's Signature	Date	
Supervisor's Signature	Date	
Supervisor's Signature SECTION 3: TO BE COMPLETED BY ADMINIST	Date RATIVE AUTHORITY	
Supervisor's Signature	Date RATIVE AUTHORITY	
Supervisor's Signature SECTION 3: TO BE COMPLETED BY ADMINIST	Date RATIVE AUTHORITY	
Supervisor's Signature SECTION 3: TO BE COMPLETED BY ADMINIST	Date RATIVE AUTHORITY	
Supervisor's Signature SECTION 3: TO BE COMPLETED BY ADMINIST	Date RATIVE AUTHORITY	
Supervisor's Signature SECTION 3: TO BE COMPLETED BY ADMINIST	Date RATIVE AUTHORITY	

CERTIFIED COPY OF ORDER

STATE OF MISSOURI **County of Boone**

March Session of the January Adjourned

Term. 20 11

In the County Commission of said county, on the

 1^{st}

day of March

11

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

Now on this day the County Commission of the County of Boone does hereby approve the sole source vendor First Christian Church, for Sole Source # 102-123111SS Parking Lot Rental. It is further ordered the Presiding Commissioner is hereby authorized to sign said contract.

Done this 1st day of March, 2011.

ATTEST:

Clerk of the County Commission

Presiding Commissioner

Karen M. Miller

District I Commissioner

Skip Elkin

District II Commissioner

Boone County Purchasing

Melinda Bobbitt, CPPB Director



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

MEMORANDUM

TO: Boone County Commission

FROM: Melinda Bobbitt, CPPB DATE: February 20, 2011

RE: Sole Source Purchase – 102-123111SS – Parking Lot Rental – First

Christian Church

The Commission Office requests permission to lease parking lot spaces from the First Christian Church which is located in close proximity to the Boone County Government Center.

Attached is the sole source request form for signature. This sole source was advertised in the Columbia Missourian and the Columbia Daily Tribune on February 22, 2011.

ATT Sole Source Request

cc: Monica Kuster, Commission

Bid File

2010 Commission Order: 585-210

Boone County Purchasing

Melinda Bobbitt, CPPB Director



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

SOLE SOURCE/NO	SUBSTITUTE FA	CT SHEET
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Originating Office	Commission
Person Requesting	Monica Kuster
Date Requested	2/9/11
Contact Phone	886-4305
Number	
FURCHASING DEPAR' SOLE SOURCE NUMB: Assigned by Purchasing MMISSION APPRO	Signature Date Date VAL: Signature Date
Expiration Date: Decen	aber 31, 2015 through On-Going One Time Purchase (check)
Expiration Date: Decen	First Christian Church
-	
Vendor Name	First Christian Church 101 North Tenth Street Phone - 573 449 7265
Vendor Name Vendor Address	First Christian Church 101 North Tenth Street Phone - 573-449-7265 Parking Let Spaces lessed by the Church for Boone County Employees
Vendor Address Vendor Phone ar	First Christian Church 101 North Tenth Street Phone - 573-449-7265 Parking Let Spaces lessed by the Church for Boone County Employees

The following is a list of questions that must be answered when making sole source requests. This is a formal document for submission to the County Commission. If a question is not applicable, please indicate N/A. Use layman's terms and avoid jargon and the use of acronyms.

- 1. Please check the reason(s) for this sole request:
 - Only Known Source-Similar equipment or material not available from another vendor
 - Equipment or materials must be compatible with existing Equipment
 - Immediate purchase necessary to correct situation threatening life/property
 - Lease Purchase Exercise purchase option on lease
 - Medical device or supply specified by physician
 - Used Equipment Within price set by one/two appraisal(s) by disinterested party(ies)

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

March Session of the January Adjourned

Term. 20 11

County of Boone

In the County Commission of said county, on the

1st

day of March

11 20

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

Now on this day the County Commission of the County of Boone does hereby approve the utilization of the State of Texas cooperative contract DIR-SDD-509 Photocopier and Maintenance with Data Comm of Columbia, MO. It is further ordered the Presiding Commissioner is hereby authorized to sign said contract.

Done this 1st day of March, 2011.

ATTEST:

Clerk of the County Commission

Edward H. Robb

Presiding Commissioner

District I Commissioner

District II Commissioner

Boone County Purchasing

Melinda Bobbitt, CPPB
Director



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

Fax: (573) 886-4390

MEMORANDUM

TO: Boone County Commission FROM: Melinda Bobbitt, CPPB

DATE: February 28, 2011

RE: DIR-SDD-509 – Photocopier and Maintenance (Purchasing & Legal)

Purchasing and Legal request permission to utilize the State of Texas cooperative contract DIR-SDD-509 with Data Comm of Columbia, Missouri. Purchases will be as follows:

1) Canon IRC5051 Digital Copier for Purchasing for \$13,469.00 less \$1,000 trade-in of existing Canon IR5000 for a total of \$12,469.00 from department 1118 – Purchasing, account 92000 - Replacement Office Equipment.

Maintenance is \$625.00 for 125,000 copies (pro-rated through December 31, 2011) with overage billed at \$0.005/copy and color copies billed at \$0.055/copy. Invoices will be paid from account 60050 – Equipment Service Contract, departments 1118 Purchasing, 1115 Human Resources, 6100 Facilities & Grounds Maintenance, 1126 County Counselor.

 Canon IRC5045 Digital Copier for County Counselor for \$9,303.00 and will be paid from department 4010 Admin/Building Construction, account 71231 Owner Costs.

Maintenance is \$0.005 / black & white copy and \$0.055 / color copy, billed quarterly in arrears.

Purchasing is seeking permission to dispose of the non-functioning copier located in the Circuit Clerk's office, asset tag 13097 by allowing Data Comm to pick up and haul off free of charge. Past experience has taught us it costs us more to move the copier to surplus then to sell it on GovDeals. In addition, we seek permission to dispose of the copier in the Johnson Building, asset tag 13493 by trade-in. Attached for signature is the Request for Disposal form for the Circuit Clerk's copier and the Johnson Building copier.

cc: Contract File / CJ Dykehouse, Legal / Rosa Ditiker, Circuit Clerk

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 1/27/11	FIXED ASSET TAG NUMBER: 13493
DESCRIPTION: Canon Image Runner 500	00 Copier
REQUESTED MEANS OF DISPOSAL:	Trade-in
OTHER INFORMATION:	
	requently. Must carry maintenance to keep it running and even then, we cannot ys when waiting for it to be fixed (there is no other copier in our building).
REASON FOR DISPOSITION: Johnson E	Building is getting a new copier.
COUNTY / COURT IT DEPT. (circle one) OWN USE (this item is applicable to comp	DOES /DOES NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS outer equipment only)
DESIRED DATE FOR ASSET REMOVA	L TO STORAGE: Data Com puck up when motall new one in Johnson Brolding
	HOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.
DEPARTMENT: 1118 - Purcho	ery SIGNATURE Melil 625
AUDITOR ORIGINAL PURCHASE DATE 6/2	7/2002 RECEIPT INTO 1190-3835
ORIGINAL COST 14, 115.0	GRANT FUNDED (Y/N)
ORIGINAL FUNDING SOURCE	GRANI NAME
ASSET GROUP	AGENCY
COUNTY COMMISSION / COUNTY COUNTY	
APPROVED DISPOSAL METHOD:	
TRANSFER DEPARTMENT	NAME: NUMBER:
LOCATION WI	THIN DEPARTMENT:
INDIVIDUAL	
TRADEAUCTION	SEALED BIDS
OTHER EXPLAIN	
commission order number $_{\Delta}$?	2-2011
DATE APPROVED 3: 1 2011	- ,
SIGNATURE LOCAL OF THE	

BOONE COUNTY

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

DATE: 1/27/11	FIXED ASSET TAG NU	MBER: 13097	7		
DESCRIPTION: MINOLTA DI450 Copies	- SN 331712746			. !	
REQUESTED MEANS OF DISPOSAL:	TUNK				
OTHER INFORMATION: THIS MACHIN MACHINE IS WORTH	E IS BROKEN AND THE	E PART TO RE	PLACE COST M	ORE	THAN THE
CONDITION OF ASSET: BROKEN					
REASON FOR DISPOSITION: BROKEN	AND REPLACING WIT	H A USED MA	CHINE	· ;	
COUNTY / COURT IT DEPT. (circle one) OWN USE (this item is applicable to compu		le one) WISH 7	TO TRANSFER	rhis	ITEM FOR ITS
DESIRED DATE FOR ASSET REMOVAL	TO STORAGE: ASAP				
DEPARTMENT: BOONE COUNTY CIRC CLERK'S OFFICE	CUIT SIGNATURE _	Chric	ty Blak	am	ae
AUDITOR ORIGINAL PURCHASE DATE ///	12001	RECEIPT IN	ro <u>1/9</u> 0	7-38	35
ORIGINAL COST 7,759.	00			1.]
ORIGINAL FUNDING SOURCE 2 ASSET GROUP 16	731	TRANSFER	CONFIRMED	- i)
COUNTY COMMISSION / COUNTY CLERK					
APPROVED DISPOSAL METHOD:TRANSFER DEPARTMENT NAI	ме	NUMBE	R	!:	:
LOCATION WITHIN	DEPARTMENT	A			
INDIVIDUAL,	•	 .		: :- :	
TRADE DO DA AUCTION	SEALHO BIDS	had of	(for no		here
COMMISSION ORDER NUMBER 90 - 2	Oll	100 01	1.0		X .
DATE APPROVED _ 3-1301	<u>~, </u>				1
SIGNATURE ZOLOGIA	_ _			: :: ::	
CC: MELINDA BORRITT				# 	İ

Commission Order # 90-20 V

PURCHASE AGREEMENT FOR CANON PHOTOCOPIER AND MAINTENANCE

THIS AGREEMENT dated the	day of _	March	2011 is made between Boone
County, Missouri, a political subdivision of the	ne State of Mis	ssouri through the	Boone County Commission,
herein "County" and Data Comm, Inc. herein	n "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 Photocopier and Maintenance in compliance with State of Texas Contract DIR-SDD-509, Data Comm quotes for Purchasing Department and County Counselor Department, Boone County Missouri 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. **Purchase** The County agrees to purchase from the Contractor and the Contractor agrees to supply the County with the following equipment and maintenance:

<u>Purchasing Department</u> – 601 E. Walnut Street, Room 208, Columbia, MO 65201.

<u>Copier</u>: One (1) Canon iRC5051 Digital Color Copier / Network Color Printer / Network Color Scanner (\$13,105.00) with searchable PDF Kit (OCR to PDF for \$364.00) less trade-in of Canon IR5000, Serial #MPL19261 (-\$1,000.00) for a contract total of \$12,469.00. New Photocopier includes the following:

- 51 ppm Black/White & Color
- 150 Sheet Single Pass Duplexing Document Feeder
- Duplex Unit for 2-sided copies and prints
- Network Printing via PCL
- Network Color Scanning to file, e-mail, scan to HDD
- Single Line Fax Kit
- 2 GB RAM
- 80GB HDD (Hard Drive)
- Stapling Finisher
- 2/3 Hole Punch
- 4 Paper Cassettes @ 2,200 Total Sheets Up to Ledger sized paper
- Bypass Tray @ 100 Sheets Up to Ledger sized paper
- Large Capacity Cabinet @ 2,500 Letter Sheets
- 25 400% Enlargement/Reduction Range
- Digital Collating/Rotate Sorting

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

Maintenance: shall be provided for the copier for 125,000 black and white prints per year for a cost of \$625.00. Maintenance may be renewed yearly at the option of the County for up to six (6) years with a

5% increase annually. Black and white overage shall be billed at a cost of \$0.005 per page. Color pages shall be billed at \$0.055 per page, billed quarterly (March 31, June 30, September 30, December 31).

First year of maintenance shall be pro-rated through December 31, 2011. Maintenance thereafter shall begin on January 1. 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.

Delivery and Installation: Contractor agrees to deliver, setup, connect and provide training of copier to the Johnson Building within 10 days after receipt of Purchase Order. Contractor shall remove the trade-in photocopier the same day the new copier is installed. Contractor agrees to erase any images stored on the hard drive of the trade-in copier, and any images shall be kept confidential and inaccessible

Contractor further agrees to move, set-up and connect copier from the initial installation site (Johnson Building) to the future site (Old Johnson Paint Building) during summer 2011 at no additional charge.

County Counselor Department: 801 E. Walnut Street, Room 211, Columbia, MO 65201.

<u>Copier</u>: One (1) Canon iRC5045 Digital Color Copier / Network Color Printer / Network Color Scanner (\$8,939.00) with searchable PDF Kit (OCR to PDF for \$364.00) for a contract total of \$9,303.00. Photocopier includes the following:

- 45 ppm Black/White & Color
- 150 Sheet Single Pass Duplexing Document Feeder
- Duplex Unit for 2-sided copies and prints
- Network Printing via PCL
- Network Color Scanning to file, e-mail, scan to HDD
- 2 GB RAM
- 80GB HDD (Hard Drive)
- Internal Stapling Finisher
- 2 Paper Cassettes @ 1,100 Total Sheets Up to Ledger sized paper
- Bypass Tray @ 100 Sheets Up to Ledger sized paper
- Large Capacity Cabinet @ 2,500 Letter Sheets
- 25 400% Enlargement/Reduction Range
- Digital Collating/Rotate Sorting

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

Maintenance: Maintenance shall be provided for the copier for \$0.005 per page (no minimum) and shall be billed quarterly (March 31, June 30, September 30, December 31). Maintenance pricing of

\$0.005 per page is firm through December 31, 2012. Maintenance may be renewed yearly at the option of the County for up to six (6) years with a 5% increase annually. Color pages shall be billed at \$0.055 per page, billed quarterly.

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.

Delivery and Installation: Contractor agrees to deliver, setup, connect and provide training of copier to the Boone County Government Center, 801 E. Walnut, within 10 days after request for delivery from the County Counselor, which is anticipated to occur in mid-May, 2011. The delivery schedule is dependent on the availability of the remodeled County Counselor office, suite 211, in the Boone County Government Center, which is currently being remodeled. Contractor understands that delivery of this copier will not be requested until mid-May, 2011, at the earliest, and further agrees to invoice County per this Agreement after the copier has been delivered.

- 3. *Trial Period:* All purchases from this contract are contingent upon a successful three (3) day trial period.
- 4. **Billing and Payment** All billing shall be invoiced to the appropriate Office / Department 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
 - 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.

BOONE COUNTY, MISSOURI DATA COMM INC. by: Boone County Commission Edward H. Robb, Presiding Commissioner APPROVED AS TO FORM: ATTEST: BUDGET OVERSIGHT (Legal's copier):

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.

60050 Copier: 1118-92000 / \$12,469.00 Maintenance (\$625 pro-rated through 12/31/11): 1118/23050; 1115/23050; 6100/23000; 1126/23000; (Purchasing: 49%; HR: 35%;

Facilities: 7%; Legal 9%) + color copies billed at

\$0.055/copy/department

Copier: 4010-71231 / \$9,303.00 Maintenance: 1126 / 23000 / copies at \$0.005/copy + overage @

\$0.005/copy and color copies at \$0.055/copy

Signature Pitchford by KP Appropriation Account

STANDARD TERMS AND CONDITIONS - CONTRACT WITH 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
- 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. 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.
- 12. 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.
- 13. 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.
- 14. In the event of a discrepancy between a unit price and extended line item price, the unit price shall govern.

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.

Datalcomm

New Equipment Proposal - Canon iRC5051

Digital Color Copier / Network Color Printer / Network Color Scanner

Features

- → Duplex Unit for 2-sided copies and prints
- Network Printing via PCL
- Network Color Scanning to file, email, scan to HDD
- ♣ Single Line Fax Kit
- 80GB HDD
- ♣ Stapling Finisher
- ♣ 2/3 Hole Punch
- ♣ 4 Paper Cassettes @ 2,200 Total Sheets Up to Ledger sized paper
- ♣ Bypass Tray @ 100 Sheets Up to Ledger sized paper

- ➡ Digital Collating/Rotate Sorting

Unique Product/Service Offering

- Delivery, setup and training provided at no additional cost
- ♣ Canon has been the No. 1 Brand for 12+ years

Maintenance Agreement Coverage

- Parts, Labor, Travel Time, Toners, Drums and all other consumables
- → 7 Year Product Replacement Guarantee
- ♣ Performance Guarantee w/Loaner Program
- ♣ Factory Parts re-stocked Daily, Factory Trained Technicians
- ♣ Non-stop, Continuous Training / Unlimited Service Calls

Investment Analysis

 Purchase Price:
 \$13,105.00

 Canon iR5000 Trade-in:
 -\$1,000.00

Purchase Price: \$12,105.00 Fax Line 2: \$336.00

Fax Line 2: \$336.00 Fax Line 3 & 4: \$672.00

B/W Service (125,000 b/w prints/year, overages billed at \$0.005): \$625.00 (\$156.25/qtr) Color pages billed at: \$0.055/page Quarterly

Service Increase: After year 1, service will increase 5% Annually

Searchable PDF Kit: \$364.00

#DIR-SDD-509

Canon USA, Inc

Color imageRUNNER

Calor InsugaPRINIER 1022 23000001AL \$ 3,086.00 \$ 2,253.71 SPN \$ 66.52 \$ 77.57 SPN \$ 66	Color imageRUNNER								
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AA PROX V2.0 Starter Package 5105B001AA \$ 599.00 \$ 419.30 30% \$ 13.96 \$ 11.70 \$	AA PROX V2.0 Starter Package	5105B003AA	+3	599.00					
AA PROX V2.0 Starter Package 5105B001AA \$ 599.00 \$ 419.30 30% \$ 13.96 \$ 11.70 \$ Super G3 FAX Board-AH1 \$ 3780B002AA \$ 800.00 \$ 508.11 36% \$ 16.92 \$ 14.18 \$									
Super G3 2nd Line FAX Board-AH1 3781B002AA \$ 500.00 \$ 310.00 38% \$ 10.32 \$ 8.65 \$			_						
Remote Fax Kit-A1 3679B002AA \$ 400.00 \$ 232.00 42% \$ 7.73 \$ 6.47 \$									

mit E2) 14288002AA 14288002AA 8690A002BC 1,200,00 8,1,200,00 8,1,200,00 8,2,188,08 8,200,00 8,2,188,08 8,200,00 8,2,100	Color imageRUNNER Secure Watermark-B1 Wireless LAN Board-B1 USB Device Port-B1 Multimedia Reader/Writer-A1 Data Enes Kit-C1 HDD Data Encryption and Mirroring Kit-C3 Removable HDD Kit-AE1 IPSec Board-B2 Expansion Bus Board-F2 Voice Operation Kit-C2 Expansion Bus Board-F2 Voice Operation Kit-C2 CIRC2360 CIRC3080 (DADF-L1 standard) CIRC3480 CIRC3480 CIRC3480 CIRC3480 CIRC3480 CIRC3480 (DADF-L1 standard)	Item Code 1082B006AA 3680B001AA 3720B001AA 3721B001AA 3721B001AA 3721B001AA 3731B001AA 3791B001AA 2905B002AA 2905B002AA 2905B002AA 2905B002AA 2461B002AA 2469B003AA 2469B003AA 2469B003AA 2459B003AA 3652A003AA 4421B002AA 9669A003AA			Discount off MSRP MSRP 31% 31% 32% 42% 42% 42% 42% 42% 43% 443% 43% 448% 43% 448% 43% 43% 448% 43% 43% 43% 43% 448% 43% 43% 43% 43% 43% 43% 43% 43% 43% 43	36 months 5 22.64 5 11.59 5 7.72 5 11.59 5 11.59 5 13.78 5 13.78 5 13.78 5 140.13 5 192.68 5 207.28 5 25.40 5 23.61 5 23.61 5 3.61 5 3.61 5 3.61	
Inculues Burner Pass Unit-22) 142960072AA 5, 40,000 5, 2185.08 45% \$ 172.68 \$ 1458600712A 5, 550.00 5, 43.97 45% \$ 1,44.8 \$ 1,44.8 \$	ฟudes Buffer Pass Unit-E2)	1430B002AA 1428B002AA		**	43% 38% 37%	₩	₩₩
Britis CD Drawer 13.4)	12 Set (includes buller Pass	1429B002AA 8690A002BC 1858B001AA		₩ ₩ ₩	45% 48% 38%	₩	w w
BRITICAL	Replacement for Drawer 1) Replacement for Drawer 2, 3,	8733A001BB 8732A001AB		**	32% 32%	\$ \$	\$ \$
Section Sect	Envelope resuer Ausonment-CZ Copy Tray-11 Document Tray-11	8697A002AA 8815A001AB		***	35% 36%	9 8	9 69
DECOMPTION DEC	Card Reader Kit-B1	9005A001AB	Ш	÷ 40 4	30% 30%	* **	A 49 4
	Basic Card Set Copy Card Set 1 (1-30)	0500A002AC 0499A004AB		€9 €9	28% 30%	\$ \$	₩ ₩
TREBOOTAA S BOLOO S CREEN S	Copy Card Set 2 (31-100) Copy Card Set 3 (101-200) Port Connection Kit-A1	0499A005AA 0499A006AA 2290R001AA		A 49 49	28% 28% 28%	\$ \$	0 00 00
7518A003AA \$ 35.00 \$ 104.86 25% \$ 1.02 \$ 1095B001AA \$ 139.00 \$ 104.86 25% \$ 3.49 \$ 104.86 25% \$ 3.49 \$ 104.86 25% \$ 3.49 \$ 104.86 25% \$ 3.49 \$ 104.86 25% \$ 3.49 \$ 104.86 25% \$ 3.49 \$ 104.86 25% \$ 3.49 \$ 104.86 25% \$ 3.49 \$ 104.86 25% \$ 3.49 \$ 104.86 25% \$ 3.49 \$ 104.86 25% \$ 3.49 \$ 104.86 25% \$ 3.49 \$ 104.86 25% \$ 3.00.00 \$ 204.12 33% \$ 6.80 \$ 146.80 \$ 146.8005AA \$ 800.00 \$ 494.11 38% \$ 16.45 \$ 146.8005AA \$ 800.00 \$ 494.11 38% \$ 16.45 \$ 108.8005AA \$ 800.00 \$ 230.26 42% \$ 17.65 \$ 128.8005AA \$ 400.00 \$ 230.26 42% \$ 17.67 \$ 1298002AB \$ 1,000.00 \$ 230.26 42% \$ 13.78 \$ 13.	Serial Interface Kit-G1 Key Switch Unit-A2	1782B001AA 8203A002AA		(28%	eo eo	\$ 60
1348957 \$ 300.00 \$ 204.12 32% \$ 6.80 \$	Braille Label Kit-E1 ADF Access Handle-A1	7518A003AA 1095B001AA		A 4A 4	12%	A 69	n 45
1462B005AA \$ 800.00 \$ 494.11 38% \$ 10.45 \$ 2612B001AA \$ 800.00 \$ 230.26 42% \$ 7.67 \$ 2612B001AA \$ 800.00 \$ 230.26 42% \$ 7.67 \$ 2612B001AA \$ 800.00 \$ 230.26 42% \$ 7.67 \$ 2612B001AA \$ 800.00 \$ 230.26 42% \$ 7.67 \$ 2612B001AA \$ 800.00 \$ 286.85 36% \$ 9.55 \$ 268.85 36% \$ 9.55 \$ 2612B001AA \$ 800.00 \$ 413.95 448% \$ 13.78 \$ 2612B001AA \$ 800.00 \$ 413.95 448% \$ 13.78 \$ 2612B001AA \$ 3.950.00 \$ 2.779.42 30% \$ 92.55 \$ 2612B001AA \$ 250.00 \$ 2.779.42 30% \$ 92.55 \$ 2612B001AA \$ 250.00 \$ 261.33 22% \$ 13.74 \$ 268.85 362.55 \$ 24.00 \$ 270.82 26% \$ 24.00 \$ 270.82 26% \$ 24.00 \$ 270.82 26% \$ 24.00 \$ 270.82 26% \$ 22.00 \$ 270.82 26% \$ 270.00 \$ 270.82 26% \$ 270.00 \$ 270.82 26% \$ 270.00 \$ 270.82 26% \$ 270.00 \$ 270.82 26% \$ 270.00 \$ 270.82 26% \$ 270.00 \$ 270.82 26% \$ 27	Convenience Stapler - A1 PCI Printer Kit-O3	1348V957	$\ \ $	· ·	32%	9 69 6	₩ 4
2612B001AA \$ 400.00 \$ 230.26 42% \$ 7.67 \$ 1337B002AB \$ 450.00 \$ 286.85 36% \$ 9.55 \$ 9.41A001AA \$ 800.00 \$ 413.95 48% \$ 13.78 \$ 1329B002AB \$ 1,000.00 \$ 518.39 48% \$ 17.26 \$ 0878B005AA \$ 3,950.00 \$ 2,779.42 30% \$ 92.55 \$ 13.00 \$ 2408A007AA \$ 500.00 \$ 2,794.2 30% \$ 92.55 \$ 13.00 \$ 0448A028AA \$ 250.00 \$ 141.69 43% \$ 4.72 \$ 0123B002AB \$ 980.00 \$ 720.82 26% \$ 24.00 \$ 1245B001AA \$ 2,450.00 \$ 1,878.41 23% \$ 62.55 \$ 124.58	PS Printer Kit-Q3	1462B005AA		49 44	38%	4	\$
132/B002AB	1200dpi Print Expansion Board-A1 Find Print Software C1	2612B001AA		\$	42%	\$	69
1329B002AB 1,000.00 518.39 48% 517.26 5	Barcode Printing Kit-A1	9941A001AA		\$ ₩	36% 48%	₩ ₩	\$
(1) 8408A007AA \$ 500.00 \$ 2,175.42 30.00 \$ 13.03 \$ 13.04 (1) 8408A007AA \$ 500.00 \$ 391.53 22% \$ 13.04 \$ 13.04 \$ 13.04 \$ 14.69 43% \$ 4.72 \$ 14.69 43% \$ 4.72 \$ 12.00 \$ 14.69 43% \$ 24.00 \$ 20.00	Web Access Software-E1	1329B002AB		**	48%	9	*
0448A028AA \$ 250.00 \$ 141.69 43% \$ 4.72 \$ 0123B002AB \$ 980.00 \$ 720.82 26% \$ 24.00 \$ 6596A035AA \$ 2,450.00 \$ 1,878.41 23% \$ 62.55 \$ 1245B001AA \$ 900.00 \$ 637.31 29% \$ 21.22 \$	Open Interface Board (for imagePASS-J1)	8408A007AA		€9 €	22%	49 4	49 4
6596A035AA \$ 2,450,00 \$ 1,878.41 23% \$ 62.55 \$ 1245B001AA \$ 900,00 \$ 637.31 29% \$ 21.22 \$	Zowinb Option Memory(imagePASS J1) Hot Folders V2.0 for ImagePass J1	0448A028AA 0123B002AB		A 40	43%	\$	9 49
1245B001AA \$ 900.00 \$ 637.31 29% \$ 21.22 \$	SeeQuence Impose	6596A035AA		40	23%	\$	€9 €
	X-Rite Eye-One (for imagePASS-J1)	1245B001AA 8002A004AA	\$ 900.00	A 69	29%	\$	A 69

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Color imageRUNNER							
Product	Item Code	MSRP	DIR Price	Discount off	36 months		
Universal Send PDF Advanced Feature Set-A1	1323B002AA	00.00	687.04	49	22.88		_
Universal Send PDF Security Feature Set-A1	1324B002AA	900.00	t I	49	19.40	\$ 16.25	
Authorized Send Kit V4.1.2 (1 License)	3194B013AA	\$ 1,100.00 \$	5 708 11	44% \$	20.34	-	
Authorized Send Kit V4.1.2 (100 License)	3194B015AA	105,000.00	- 1	69 6	1,930.77	4) م	
Digital User Signature PDF Kit-A1	1326B002AA	1,000.00		49	17.22	⇔ €	↔
Super G3 FAX Board-W1	1431B010AA	800.00		\$	16.92	\$ 14.18	\$ 12.09
Workflow Composer-B4	2275R00844		- 1	n 40	47 75	A 69	A 64
Wireless Network Interface Adapter NB-W1	9599A004AA	650.00	- 1	9 4	13.75	۳	4
Access Management System Kit-B1	1642B002AB			48% \$	10.35	4	4
Secure Watermark -A1	1082B002AA	1,000.00		₩.	21.12	\$ 17.69	↔
IR 512MB Expansion RAM-C1	0529B002AA	250.00		60	5.78	\$ 4.84	₩
HDD Data Francisco Kit R1	1360B002AA	325.00		29% \$	7.72	\$ 6.47	*
CiR3480 Removable Hard Disk Drive Kit-R1	3076B000AAA	325.00		, 44	7.72	\$ 6.47	*
Remote Operator Software Kit-A2	0115B009AA	300.00		A	54.97	\$ 29.30	٩
Voice Guidance Kit-B1	9598A006AA		- 1	4	13.78	\$ 11.55	\$ €
Voice Operation Kit-A1	1455B002AA	1,800.00		44	31.00	\$ 25.98	\$ 22.16
ImageRUNNER ADVANCE C5030 Essentials	3647B036AC				275 70		•
imageRUNNER ADVANCE C5035 Essentials	3616B027AC	14,800.00		40% \$	295.70	\$ 247.75	6
imageRUNNER ADVANCE C5045 Essentials	3615B026AC				387.61	\$ 324.76	₩.
imageRUNNER ADVANCE CROS I DADE included	3614B026AC			40% \$	417.58	\$ 349.87	*
imageRUNNER ADVANCE C5036 (DADF included)	3616B023AC		ļ		34 2 VC	\$ 3/8,11	٧
imageRUNNER ADVANCE C5045 (DADF included)	3615B023AC	\$ 17,000.00		42% \$	328.34	\$ 275.09	١
ImageRUNNER ADVANCE C5061 (DADF Included)	3614B023AC			40%	389.63	\$ 209.69	•
imagerUNNER ADVANCE COOS Printer	361/B024AC			45% \$	175.82	\$ 147.31	*
imageRUNNER ADVANCE C5045 Printer	3615B024AC			44%	241 76	\$ 200.65	ب ۱
imageRUNNER ADVANCE C5051 Printer	3614B024AC	\$ 14,700.00 \$	8,526.00	42% \$	283.92	\$ 237.88	\$ 202.92
Cassene reeding Unit-AUT	3654B001AA	1,450.00	١.		24.14	\$ 20.23	\$
Paper Deck Unit-B1	3655B001AA	3 100.00		37% \$	-	\$ 3577	9 69
Inner 2way Tray-F1	3661B001AA	100.00			_	1 59	<u>ه</u> ا
Inner Finisher-A1	3658B001AA	\$ 1,200.00				20.76	↔
Stanle Finisher Cd (include Botton Doce 1 lott Cd)	3662B001AA	200.00					₩
Booklet Finisher-C1 (include Buffer Pass Unit-G1)	3657B002AA	\$ 4,700.00		35%		\$ 47.46	\$ 40.48
External 2/3 Hole Puncher-B1	3660B002AA	_				1	64
FL Cassette-AG1	3663B001AA	110.00			_		\$
Envelope Feeder Attachment-D1	3665R001AA	\$ 200.00		32% \$	_	\$ 2.09	* **
Tab Feeding Attachment Kit-B1	6793A004AA	160.00			_		69 6
Hills Took Ad	8815A001AB	\$ 45.00 \$		36% \$	_	Н	4
USB Keyboard (Cherry)	1266VA26	10.00			_	l	*
Key Switch Unit-A2	8203A002AA				_	ł	٨
Card Reader-C1	6575A001AB	306.00		30% \$			¥0 €
Copy Card Reader Attachment Kit-B1	3684B001AA	80.00		38% \$			\$
Conv Card Set 1 (1.30)	0500A002AC	167.00		_	1		€\$
Copy Card Set 2 (31-100)	04994004AB	153.00	l	23% \$	_		*
Copy Card Set 3 (101-200)	0499A006AA	\$ 448.00 \$	357 09	_	11 77		6.27
Braille Label Kit-F1	7518A004AA	35.00	1	_			€ 6
ADF Access Handle-A1	1095B001AA			Н		\$ 2.93	₩.
Conv Control Interface Kii-A1	3725B001AA	150.00		40% \$			\$
PCL Printer Kit-AE1	3670B001AA			32% \$	1.13	\$ 0.95	9 49
	201 0000 17 0 1	000.00		_	_		1

#DIR-SDD-509 Canon USA, Inc

Product	Item Code		MSRP	DIR Price	Discount off MSRP	36 months	48 months	60 months
PS Printer Kit-AE1	3671B002AA	\$	1,200.00	\$ 696.00	42%	\$ 23.18	\$ 19.42	\$ 16.56
Direct Print Kit (for PDF/XPS)-H1	3674B002AA	\$	550.00		40%		\$ 9.21	\$ 7.85
Encrypted Secure Print-D1	1337B006AA	\$	450.00		36%			
Barcode Printing Kit-D1	3999B001AA	\$		\$ 41 <u>3.95</u>	48%		\$11.55	\$ 9.85
Veb Access Software-H1	2738B006AA	\$		\$ 518.39	48%		\$ 14.46	\$ 12.34
Jniversal Send Advanced Feature Set-D1	3405B002AA	. \$	1,100.00		38%		\$ 19.17	
Jniversal Send Security Feature Set-D1	3406B002AA	\$		\$ 582.60	35%			
Jniversal Send Digital User Signature Kit-C1	1326B010AA	\$	1,000.00		48%			
Jniversal Send Searchable PDF/XPS Kit-D1e	0634B022AA	\$		\$ 357.50	35%			
Universal Send PDF Encryption Kit-D1e	0633B018AA	\$		\$ 292.50	35%			
AA PROX V2.0	5105B003AA	\$	449.00		30%			
AA PROX V2.0 Starter Package	5105B001AA	\$	599.00		30%			
Super G3 FAX Board-AE1	3675B002AA	\$	800.00		36% 38%			
Super G3 2nd Line Fax Board-AE1	3676B002AA	\$	500.00					
Super G3 3rd/4th Line Fax Board-AE1	3677B002AA	\$	1,000.00					
Remote FAX Kit-A1 Secure Watermark-B1	3679B002AA 1082B006AA	\$	400.00 1,000.00					
Nireless LAN Board-B1	3680B001AA	\$	650.00					
JSB Device Port-B1	3720B001AA	\$	200.00					
Multimedia Reader/Writer-A1	3721B001AA	* -	600.00					
Additional memory Type B (512MB)	3668B001CA	* \$	250.00					
Document Scan Lock Kit-A1	3840B002AA	- \$	2,500.00					
Data Erase Kit-C1	4002B002AA	\$	325.00					
HDD Data Encryption and Mirroring Kit-C1	3718B002AA	 *	500.00					
Removable HDD Kit-AC1	3715B001AA	 \$	1,000.00					
2.5inch/80GB HDD-C1	3713B001BA	\$	350.00					
2.5inch/250GB HDD-D1	3714B001AA	1 \$	750.00					
PSec Board-B2	2906B002AA	<u> </u>	600.00					
Expansion Bus Board-F1	2905B001AA	\$	250.00					
/oice Guidance Kit-F1	3681B001AA	\$	800.00					
Voice Operation Kit-C1	3682B002AA	\$	1,800.00					
Remote Operator's Software Kit-B1	4001B002AA	\$	300.00	\$ 170.02				
magePASS-B1	3394B001AA	\$	4,950.00	\$ 3,343.62	32%	\$ 111.34	\$ 93.29	\$ 79.58
Hot Folders Version 2.0 (For imagePASS-J1)	0123B002AB	\$	980.00	\$ 720.82	26%	\$ 24.00	\$ 20.11	\$ 17.16
Secure Erase V1.1 (for imagePASS-A1)	1245B002AA	\$	900.00	\$ 637.31	29%	\$ 21.22	\$ 17.78	\$ 15.17
512MB Option Memory (for imagePASS-A1)	0448A030BA	\$	250.00	\$ 170.00	32%	\$ 5.66	\$ 4.74	\$ 4.05
ColorPASS-GX300	3489B001BA	\$	20,000.00	\$ 13,000.00	35%	\$ 432.90	\$ 362.70	\$ 309.40
SeeQuence Impose	6596A035AA	\$	2,450.00	\$ 1,878.41	23%	\$ 62.55	\$ 52.41	\$ 44.71
SeeQuence Compose	2351B003AA	\$	1,100.00					
SeeQuence Suite	6596A037AA	\$	3,000.00	\$ 2,100.00			\$ 58.59	\$ 49.98
mpose, v.2.7 Roman x1	_6596A029AB	\$	2,450.00					
Removable Hard Disk Drive Kit-B1	0134B003AA	\$	1,950.00					
Graphic Arts Package, Premium Edition, V.2.2	7752A022AA	\$	6,200.00					
X-Rite Eye-One Color Spectrophotometer	8002A004AA	\$	1,300.00					
ntegrated Interface & Stand-A1	1099V652	\$	3,150.00					
mageRUNNER ADVANCE Essentials V1.0 (Desktop 5L, WFC w/connectors, Tracker)	7494A687AA	\$	3,000.00					
mageRUNNER ADVANCE Desktop Additional 5L with 3 yrs Software Maintenance	7494A688AA	\$	1,400.00					
mageRUNNER ADVANCE Essentials Lite (Desktop 1L, WFC w/connectors, Tracker)	7494A727AA	- \$	1,300.00					
mageRUNNER ADVANCE Desictop 5L with 3yrs Software Maintenance	7494A728AA	\$	1,400.00					
mageRUNNER ADVANCE Desktop 20L with 3yrs Software Maintenance	7494A729AA	\$	4,000.00					
Workflow Composer w/ MEAP Connectors 5L	7494A737AA	\$	4,000.00					
Workflow Composer w/ MEAP Connectors 20L	7494A738AA	\$	15,000.00					
mageRUNNER ADVANCE Tracker 5L	7494A739AA	- \$	4,000.00	\$ 2,800.00				
mageRUNNER ADVANCE Tracker 20L	7494A740AA	- 1 \$	15,000.00					
AA PROX V2.0 with Essentials Lite	5105B004AA	\$	1,749.00					
AA PROX V2.0 with WFC & MEAP Connectors	5105B005AA	\$	1,449.00					
AA PROX V2.0 with Tracker	5105B006AA	\$	1,449.00					
mageWARE Document Server V1.0E 1L & DT 5L with 3 yrs Software Maintenance imageRUNNER ADVANCE Desktop 5L 1 yr Software Maintenance Extension	7494A733AA 7494A689AA	\$	4,200.00 200.00					
	. //0/////			\$ 130.00			767	\$ 3.09

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Color imageRUNNER							
Product	Item Code	MSRP	DIR Price	Discount off MSRP		48 months	60 months
	3028B002AA	1,000.00	843.63	4	28.09	\$ 23.54	\$ 20.08
Color Coil 44-Hole Bunch LTR-A1	3028B003AA	\$ 1,000.00	\$ 843.63	69 44	28.09	\$ 23.54	\$ 20.08
Velo Bind 11-Hole Punch LTR-A1	3028B005AA	1,000.00	- 1	16% \$	28.09	\$ 23.54	\$ 20.08
Loose Leaf 3-Hole Punch LTR-A1	3028B006AA	1,000.00	, ,	49	28.09	\$ 23.54	\$ 20.08
Pro Click 32-Hole Punch LTR-A1	3028B021AA	1,000.00	1	9149	28.09	\$ 23.54	\$ 20.08
Document Insertion Linit-H1	3708B002AA	\$ 5,300,00	\$ 3.627.59	ыlы	120.80	\$ 101.21	\$ 86.34
Paper Folding Unit-G1	3711B001AA	12,000.00	 	leal	287.71	\$ 241.06	\$ 205.63
Copy Tray-P1	3700B001AA	200.00		4140	4.80	\$ 4.02	\$ 3.43
Rasic Card Set	0500A002AC			21% \$	4.39	3.68	\$ 3.14
Copy Card Set 1 (1-30)	0499A004AB	153.00	\$ 117.57	23% \$	3.92	3.28	\$ 2.80
Copy Card Set 2 (31-100)	0499A005AA	336.00			8.77	7.35	\$ 6.27
Copy Card Set 3 (101-200)	7518A004AA	35.00		21% \$	102	0.86	\$ 0.38
Utility Trav-A1	3723B001AA	60.00		32% \$	1.36	1.14	\$ 0.97
USB Keyboard (Cherry)	1266V426	110.00		15% \$	3.11	2.61	\$ 2.23
Key Switch Unit-B1	3873B001AA	50.00		31%	1.15	0.96	0.82
Copy Card Reader Attachment Kit-A1	3730B001AA			38% \$	1.65	\$ 1.38	\$ 1.18
ADF Access Handle-A1	1095B001AA	\$ 139.00		25% \$	3.49	\$ 2.93	\$ 2.50
Serial Interface Kit-X1	3725B001AA	\$ 150.00	\$ 90.00		3.00	\$ 2.51	\$ 2.14
PCL Printer Kit-AD1	3736B001AA			38% \$	20.65	\$ 17.30	\$ 14.76
PS Printer Kit-AD1	3737B002AA			37% 9	29.37	\$ 24.61	\$ 20.99
Encounted Secure Print-C1	13378006AA	\$ 450.00		36% 9	9.55	8.00	\$ 683
Barcode Printing Kit-D1	3999B001AA	$\ $		48% \$	13.78	\$ 11.55	\$ 9.85
Web Access Software-H1	2738B006AA			48%	17.26	\$ 14.46	\$ 12.34
Universal Send Security Feature Set-D1	3406B002AA	\$ 90.00		35%	19.40	\$ 16.25	\$ 13.87
Universal Send Digital User Signature Kit-C1	1326B010AA	\$ 1,000.00		48% \$	17.22	\$ 14.43	\$ 12.31
Universal Send Searchable PDF/XPS Kit-D1e	0634B022AA			35% \$	11.90	\$ 9.97	\$ 8.51
AA DECAY V/2 0	0633B018AA	\$ 450.00		35%	10.47	\$ 8.77	5 7 48
AA PROX V2.0 Starter Package	5105B001AA			30% \$	13.96	\$ 11.70	\$ 9.98
Super G3 FAX Board-AD1	3732B002AA			36% \$	16.92	\$ 14.18	\$ 12.09
Super G3 2nd Line Fax Board-AD1	3733B002AA			38%	10.32	\$ 8.65	\$ 7.38
Remote FAX Kit-A1	3679B002AA	\$ 400.00		42%	7.73	\$ 6.47	
Secure Watermark-B1	1082B006AA	П		32% \$	22.64	\$ 18.97	
Wireless LAN Board-B1	3680B001AA	\$ 650.00	\$ 448.50	31% \$	14.94	\$ 12.51 \$	\$ 10.67
Multimedia Reader/Writer-A1	3721B001AA			42%	11.59	\$ 9.71	
Additional memory Type B (512MB)	3668B001BA	Н		32%	5.66	\$ 4.74	
Dota Frank Kil-01	3840B002AA	\$ 2,500.00	\$ 1,500.00	20%	49.95 7.70	\$ 41.85	
HDD Data Encryption and Mirroring Kit-C1	3718B002AA			32%	11.32	\$ 9.49	- 1
Removable HDD Kit-AB1	3741B001AA			32%	22.64	\$ 18.97	
3.5inch80GB HDD-A1	3739B001AA		\$ 227.50	35%	7.58	\$ 6.35	
IPSec Board-B2	2906B002AA	600.00		42%	11.59	\$ 9.71	
Expansion Bus Board-F1	2905B001AA			32%	5.66	\$ 4.74	
Voice Guidance Kit-F1	3681B001AA			48%	13.78	\$ 11.55	
Pomoto Operation Kit-C1	3682B002AA			48%	31.00	\$ 25.98	
imagePASS-A1	3393B001AA	\$ 7,000,00	\$ 4 340 00	38%	144.52	\$ 121.09	
Secure Erase V1.1 (for imagePASS-A1)	1245B002AA			29%	21.22	\$ 17.78	r .
512MB Option Memory (for imagePASS-A1)	0448A030BA	\$ 250.00	$\ \ $	32%	5.66	\$ 4.74	- 1 1

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Color imageRUNNER

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Product	Item Code	MSRP		DIR Price	Discount off MSRP	36 months	48 months	60 months
ColorPASS-GX300	3489B001BA	\$ 20,000.00	გ \$	13,000.00	35%	\$ 432.90	\$ 362.70	\$ 309.40
Impose, v.2.7 Roman x1	6596A029AB	\$ 2,450.00	-	1,878.41		\$ 62.55	€9	
Removable Hard Disk Drive Kit-B1	0134B003AA		გ \$	1,391.45			\$	
Graphic Arts Package, Premium Edition, V.2.2	77520A22AA	\$ 6,200.00	გ \$	4,531.76	27%	\$ 150.91	€9	\$ 107.86
Compose 1, V.2.0	2351B001AB	\$ 5,600.00	გ \$	3,808.00	32%	\$ 126.81		\$ 90.63
X-Rite Eye-One Color Spectrophotometer	8002A004AA	\$ 1,300.00	۵ \$	1,054.87	19%	\$ 35.13	\$ 29.43	\$ 25.11
X-Rite i1 Process Control Software for iR ADV C9075 PRO/ C9065 PRO/ C7065/ C7055	3438B020AA	\$ 900.00	о \$	630.00	30% \$		\$ 17.58	
X-Rite i1 iO Automated Scanning Table	3438B013AA	\$ 1,995.00	۵0 \$	1,396.50	30% \$	\$ 46.50	\$ 38.96	\$ 33.24
Integrated Interface & Stand-A1	1099V652	\$ 3,150.00	30 \$	2,530.79	20%	\$ 84.28	\$ 70.61	\$ 60.23
imageRUNNER ADVANCE Essentials V1.0 (Desktop 5L, WFC v/connectors, Tracker)	7494A687AA	\$ 3,000.00	30	1,950.00	35%	\$ 64.94	\$ 54.41	\$ 46.41
imageRUNNER ADVANCE Desktop Additional 5L with 3 yrs Software Maintenance	7494A688AA	\$ 1,400.00	о \$	910.00		\$ 30.30	\$	\$ 21.66
imageRUNNER ADVANCE Essentials Lite (Desktop 1L, WFC w/connectors, Tracker)	7494A727AA	\$ 1,300.00	30	910.00		\$ 30.30	\$ 25.39	\$ 21.66
imageRUNNER ADVANCE Desktop 5L with 3yrs Software Maintenance	7494A728AA	\$ 1,400.00	о \$	980.00	30%	\$ 32.63	\$ 27.34	\$
imageRUNNER ADVANCE Desktop 20L with 3yrs Software Maintenance	7494A729AA	\$ 4,000.00	00 \$	2,800.00	30%	\$ 93.24	\$ 78.12	\$
Workflow Composer w/ MEAP Connectors 5L	7494A737AA	\$ 4,000.00	\$	2,800.00	30% \$		\$ 78.12	\$
Workflow Composer w/ MEAP Connectors 20L	7494A738AA	\$ 15,000.00	DO \$	10,500.00	30%	\$ 349.65	\$ 292.95	\$ 249.90
imageRUNNER ADVANCE Tracker 5L	7494A739AA	\$ 4,000.00	-	2,800.00	30%	\$ 93.24	\$ 78.12	
imageRUNNER ADVANCE Tracker 20L	7494A740AA	\$ 15,000.00	DO \$	10,500.00		\$ 349.65	\$ 292.95	\$ 249.90
AA PROX V2.0 with Essentials Lite	5105B004AA	\$ 1,749.00	00 \$	1,224.30	30%	\$ 40.77	\$ 34.16	\$ 29.14
AA PROX V2.0 with WFC & MEAP Connectors	5105B005AA	\$ 1,449.00	90	1,014.30		\$ 33.78	\$	\$
AA PROX V2.0 with Tracker	5105B006AA	\$ 1,449.00	00 \$	1,014.30	30%	\$ 33.78	\$ 28.30	\$
imageWARE Document Server V1.0E 1L & DT 5L with 3 yrs Software Maintenance	7494A733AA	\$ 4,200.00	90 \$	2,940.00	30%	\$ 97.90	\$ 82.03	\$
imageRUNNER ADVANCE Essentials V1.0 (Desktop 5L, WFC w/connectors, Tracker)	7494A687AA	\$ 3,000.00	00 \$		35%	\$ 64.94	\$	\$
irrageRUNNER ADVANCE Desktop Additional 5L with 3 yrs Software Maintenance	7494A688AA	\$ 1,400.00	00 \$	910.00	35%	\$ 30.30	\$ 25.39	\$ 21.66
imageRUNNER ADVANCE Desktop 5L 1 yr Software Maintenance Extension	7494A689AA	\$ 200.00	90 \$	130.00	35%	\$ 4.33	\$ 3.63	\$ 3.09
MEAP Connector for SharePoint Server (1 Device)	7494A693AA	\$ 900.00	00 \$	585.00		\$ 19.48	\$ 16.32	\$ 13.92
imageWARE Document Server V1.0E 1L with 3 yrs Software Maintenance	7494A695AA	\$ 2,800.00	00 \$	1,820.00	35%	\$ 60.61	\$	\$
imageWARE Document Server V1.0EFS 1L 1 yr Software Maintenance Extension	7494A696AA	\$ 400.00	\$			\$ 8.66	\$	€
imageWARE Scan Manager DS V1.0E 1L with 3 yrs Software Maintenance	7494A698AA	\$ 2,400.00	90 \$	1,560.00	35%	\$ 51.95	\$ 43.52	\$ 37.13
imageWARE Scan Manager DS V1.0EFS 1L 1 yr Software Maintenance Extension	7494A699AA	\$ 350.00	-	227.50	35%	\$ 7.58 \$	6.35	\$ 5.41
Stamp Unit-B1	1858B001AA	\$ 55.00	8	35.75	35% \$	\$ 1.19 \$	1.00	\$ 0.85

Data Comm

New Equipment Proposal – Canon iRC5045

Digital Color Copier / Network Color Printer / Network Color Scanner

Features

- ♣ 45ppm Black/White & Color
- Duplex Unit for 2-sided copies and prints
- ♣ Network Color Scanning to file, PDF, email, scan to HDD
- ♣ 80GB HDD (Hard Drive)
- Internal Stapling Finisher
- → Bypass Tray @ 100 Sheets Up to Ledger sized paper
- Digital Collating/Rotate Sorting



Unique Product/Service Offering

- ♣ Delivery, setup and training provided at no additional cost
- Canon has been the No. 1 Brand for 12+ years

Maintenance Agreement Coverage

- Parts, Labor, Travel Time, Toners, Drums and all other consumables
- → 7 Year Product Replacement Guarantee
- ♣ Performance Guarantee w/Loaner Program
- ♣ Factory Parts re-stocked Daily, Factory Trained Technicians
- ♣ Non-stop, Continuous Training / Unlimited Service Calls

Investment Analysis

Purchase Price:

Quantity Discount (must be on same PO as C5051 for Purchasing):

-\$750.00

Purchase Price:

\$8,939.00

Coop Pricing:

\$11,235.00

Searchable PDF Kit:

\$364.00

B/W pages billed at: \$0.005/page quarterly
Color pages billed at: \$0.055/page quarterly
Service Increase: After year 1, service will increase 5% Annually

#DIR-SDD-509

Canon USA, Inc

				Discount off		
Product	Item Code	MSRP	DIR Price	MSRP	36 months	48 months
olor imageRUNNER 1022	2330B001AA	\$ 3,495.00 \$	\$ 2,254.71	35% \$	75.08	\$ 62.91 \$
olor ImageRUNNER 1022i	2330B00ZAA			35% \$	85.82	11.91
CCESSOTIES	AATOROOTAA	\$ 500.00		44%	9.36	7.84
assene Feeding Unit -AB1	2339B001AA 3325B001AA	180.00	\$ 152.91	15% \$	5.09	\$ 4.27 \$
andset11	2821B001AA	120.00		38%	2.48	2.07
ard Reader - E1	7782A001AA	306.00		23%	7.83	6.56
	3103B001AA	90.00		38% \$	1.86	1.56
Basic Card Set	0500A002AC	167.00		21% \$	4.39	3.68
Copy Card Set 1 (1-30)	0499A004AB	153.00		23%	3.92	3.28
opy Card Set 2 (31-100)	0499A005AA	336.00		22%	8.77	7.35
Copy Card Set 3 (101-200)	0499A006AA	\$ 448.00		21% \$	11.72	9.82
Braille Label Kit-E1	7518A003AA	\$ 35.00		12% \$	1.02	0.86
Convenience Stapler - A1	1348V957	300.00		32%	6.80	5.70
olor Send Kit - W1	2831B001AA	360.00	l	38%	1.43	5.42
Super G3 Fax Board - AB1	2822B001AA	300.00		35%	0.51	2,40
CL Trinler KII - YI	2725B0010A	350.00		20°C	0.44	4.07
System Upgrade Kww - A 1	2087800100	20.00		45%	14 67	12 26
arcode Printing Kit - CT	298/B00/AA	\$ 000.00		#3%	14.07	12.23
olor imageRUNNER Advance C2020	3612B003AA	\$ 6.300.00		33%	140.13	117.41
Color imageRUNNER Advance C2030	3613B003AA	9,200.00	\$ 4,912.88	47% \$	163.60	\$ 137.07 \$
assette Feeding Unit-Af1	3755B001AA	1,450.00	₩.	50%	23.96	20.08
àbinet Type D	5153B001AA	137.00	❖	50%	2.28	1.91
nner 2way Tray-F1	3661B001AA	100.00	\$	43%	1.89	\$ 1.58
nner Finisher-C1	3756B001AA	1,200.00	\$	38%	24.60	20.61
nner Finisher Additional Tray-A1	3662B001AA	\$ 200.00	\$	32%	4.53	3.79
	3759B001AA	110.00	₩		2.50	\$ 2.09
L Cassette-AM1	3760B001AA	110.00	64	32%	2.50	2.09
nvelope Feeder Attachment-D1	3665B001AB	200.00	*	30%	4.56	3.91
Sopy (ray-J)	2722700A	45.00	*	32%	0.90	100
Julity I ray-A2	3/23B00ZAA	60.00	*	32%	1.30	2004
JSB Reyboard (Cherry)	6575000100	306.00	₽ 4		7.17	2.01
varu Reader-C1	3684800340	0000	٩	30%	1 65	4 38
copy Card Reader Attachment-bz	3696002AA	453.00	9 4	30%		3.30
copy Card Set 1 (1-30)	0489400446	336.00	A 4	2070		\$ 735
Conv. Cord. Set 3 (404-200)	OASSONS	\$ 448.00	₽	21%		980
Resille Label Kit-F1	7518400444	35 00	¥ا∻	12%		0.86
TE Access Handle-A1	1095B001AA	\$ 139.00	﴾ احد	25%		2.92
Conv Control Interface Kit-A1	3726B001AA	50.00	ۍ امخ	32%		0.95
Convenience Stanler-A1	1348V957	300.00	نه ا		6.80	\$ 5.70 \$
PCI Printer Kit-AG1	3775B001AA		• احد	38%	l	13.84
CL Printer Kit-AG1e	3775B005AA	\$ 800.00	₩.	38%		13.84
S Printer Kit-AG1	3779B002AA		€\$	42%	\$ 23.18	19.42
S Printer Kit-AG1e	3779B006AA		*	42%		19.42
Direct Print Kit (for PDF/XPS)-H1	3674B002AA		↔	40%		9.21
Encrypted Secure Print-D1	1337B006AA	\$ 450.00	↔	36%	\$ 9.55	8.00
Sarcode Printing Kit-D1	3999B001AA		↔	48%		11.55
Web Access Software-H1	2738B006AA		↔	48%		14.46
Jniversal Send Advanced Feature Set-E1	3405B006AA		↔	38%		19.17
Jniversal Send Security Feature Set-D1	3406B002AA	\$ 900.00	₩.	35%	\$ 19.40	16.25
Universal Send Digital User Signature Kit-C1	1326B010AA		69	48%		14.43
AA PROX V2.0	5105B003AA		69	30%		8.77
AA PROX V2.0 Starter Package	5105B001AA	\$ 599.00	5 4	30%	\$ 13.96	11.70
Super G3 FAX Board-AH1	3780B002AA		\$	36%		14.18
Siner G3 2nd I ine FAX Board-AH1	3781B002AA		€4	38%		8.65
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Color imageRUNNER		1						
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Product Product	Item Code	A .	MSRP	DIR Price	MSRP	36 months		60 months
Wireless LAN Board-B1	3680B001AA	\$ 6	650.00	\$ 448.50		14.94		\$ 10.67
USB Device Port-B1	3720B001AA	₩.	200.00	\$ 136.00	32%	4.53		
Multimedia Reader/Writer-A1	3721B001AA	\$	600.00	\$ 348.00	42%	11.59	_	
Data Erase Kit-C1	4002B002AA	\$	325.00	\$ 231.91	29%	7.72	_	
HDD Data Encryption and Mirroring Kit-C3	3/1/B002AA	A 4	1 000 00	\$ 580.00	42%	\$ 19.31	_	\$ 13.80
IPSec Board-B2	2906B002AA	\$	_	\$ 348.00	42%	11.59	_	
Expansion Bus Board-F2	2905B002AA	\$	250.00	\$ 170.00	32%	5.66		
Voice Guidance Kit-F2	3681B003AA	**	800.00	\$ 413.95	48%		-	
Voice Operation Kit-C2	3682B004AA	, 4	_		48%	31.00	_	
Remote Operator's Software Kit-B1	4001B00ZAA	4			43%	5.66	_	
CIRC2550	2461B021AA	•	8,000.00	\$ 4,208.20	47%	140.13		\$ 100.16
CIRC3080	2460B003AA	₩	9,000.00	\$ 4,912.88	45% \$	163.60	\$ 137.07	\$ 116.93
CiRC3080i (DADF-L1 standard)	2460B048AA	, .,		\$ 6,222.98	43%	207.23	\$ 173.62	9
CIRCUASO	2459B003AA	•			4/%	192.68	161.44	* *
Accessories	WWW.	ŀ	10,000.00		0/ tets	200.01	4 60.100	4 1.00
DADF-L1	8439A002AA	❖	1,200.00	\$ 762.80			\$ 21.28	\$ 18.15
Platen Cover Type H	8684A001AB	€9	100.00		31%	2.31	\$ 1.94	*
Cabinat D1	AMCOUNCEDO	٩	_			20.90	303	A
Paper Deck-Z1	1421B002AA	\$	_			44.04	36.90	\$ 31.48
Inner 2 way tray-D1	9562A001AA	\$	_			\$ 1.89	\$ 1.58	€\$
Finisher-Z1 Set (includes Buffer Dass (Init-F2)	1430B002AA	A 45	1,200.00	\$ 738.62	38%	24.60	\$ 20.61	\$ 17.58
Saddle Finisher - Y2 Set (includes Buffer Pass Unit-E2)	1429B002AA	es é	_	N .		72.86	\$	\$
I≥I	8690A002BC	\$	_	\$ 439.74			₩.	\$
Clamp Unit-61	1858B001AA	9 69	_				*	4
FL Cassette-Y1 (Replacement for Drawer 2, 3, 4)	8732A001AB	\$	_			\$ 2.50	₩ 4	69 6
Envelope Feeder Attachment-C2	8697A002AA	\$	160.00				₩.	\$
Copy Tray-J1	8815A001AB	₩	45.00				↔	\$
Document Tray-J1	8065A001AD	4	55.00		_		9 69	49
Card Reader Kit-B1	9005A001AB	₩	44 00			\$ 0.97	₩ 4	\$ €
Basic Card Set	0500A002AC	€\$	167.00	\$			€9	↔
Copy Card Set 1 (1-30)	0499A004AB	\$	153.00	*			49	\$
Conv Card Set 3 (101-200)	0499400544	^	448.00	*		\$ 10.74	≯	≯ 4
Port Connection Kit-A1	2290B001AA	\$ €	50.00	\$	28%		↔ ←	\$
Serial Interface Kit-G1	1782B001AA	₩	80.00	\$			₩.	↔
Reville Lobel K# E1	8203A002AA	4 64	42.00	9		\$ 0.96	9 69	4
ADF Access Handle-A1	1095B001AA	⇔ €	139.00	€ 6			€9 €	\$ €
Convenience Stapler - A1	1348V957	\$	300.00	₩.			₩.	€\$
PCL Printer Kit-Q3	1461B003AA	€9	800.00	\$			↔	\$
PS Printer Kit-Q3	1462B005AA	+	800.00	*			*	*
Finguriad Secure Print Software-C1	1337B002AB	A 4	450.00	٩		0.57	A 4	A
Barcode Printing Kit-A1	9941A001AA	69 4	800.00	69 K		\$ 13.78	69 €	69 E
Web Access Software-E1	1329B002AB	₩.	1,000.00	\$			₩.	\$
imagePASS-J1	0878B005AA	₩	3,950.00	\$			₩	\$
Open Interface Board (for imagePASS-J1)	8408A007AA	4 49	500.00	9 69	22%		0	4
Hot Folders V2.0 for ImagePass J1	0123B002AB	59 6	980.00		26%		\$	₩
SeeQuence Impose	6596A035AA	₩,	2,450.00	\$ 1,878.41	23%	\$ 62.55	₩.	\$
Secure Erase V1.0 (for imagePASS J1)	1245B001AA	49	900.00	\$ 637.31	29%		49	€\$
X-Xile tye-One (for imager AUS-U1)	8002A004AA	49	1,300.00	\$ 1,054.87	19%	\$ 35.13	_	49

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Color imageRUNNER Product Universal Send PDF Advanced Feature Set-A1 Universal Send PDF Security Feature Set-A1 Authorized Send Kit V4.1.2 (1 License) Authorized Send Kit V4.1.2 (10 License)	Item Code 13238002AA 1324B002AA 1324B002AA 3194B013AA 3194B014AA	0 W W W	MSRP 1,100.00 \$ 900.00 \$ 1,000.00 \$	DIR Price 687.04 582.60 610.69 5.798.10	Discount off MSRP 38% 35% 44% 45%	36 months \$ 22.88 \$ 19.40 \$ 20.34 \$ 193.03 \$ 193.07	8 months 19.17 16.25 17.04 161.77	60 months \$ 16.35 \$ 13.87 \$ 14.53 \$ 1379.99
Authorized Send Kit V4.1.2 (100 License) Digital User Signature PDF Kit-A1	3194B015AA 1326B002AA	& &	Н			\$ 1,930.77 \$ \$ 17.22 \$	1,617.67 14.43	
Super G3 FAX Board-W1 Super G3 Multi-Line FAX Board-J2	1431B010AA 1432B016AA	49 49	-	\$ 674.88	_		18.83	
Workflow Composer-B4 Wireless Network Interface Adapter NB-W1	22/5B008AA 9599A004AA	49 49	_			\$ 13.75	11.52	
Access Management System Kit-B1	1642B002AB	43	600.00	Н		Н	8.67	
Secure Watermark -A1	1082B002AA	A 49		\$ 634.18	37%	\$ 21.12	17.69 4.84	
HDD Data Erase Kit-A1	1360B002AA	\$				$\ \cdot \ $	6.47	_
1 1	1362B002AA	*				l	6.47	_
CiR3480 Removable Hard Disk Drive Kit-B1 Remote Operator Software Kit-A2	0115B009AA	44	300.00		43%			1
Voice Guidance Kit-B1	9598A006AA	₩			48%		\$ 11.55 \$	\$ 9.85
Voice Operation Kit-A1	1455B002AA	€\$			48%	\$ 31.00		\$ 22.16
ImageRUNNER ADVANCE C5030 Essentials	3617B026AC	\$			40%	\$ 275.72	Н	\$ 197.06
imagerunner advance coust essentials	3615B026AC	~			40%	\$ 387.61	\$ 324.76	*
imageRUNNER ADVANCE C5051 Essentials	3614B026AC	n 45	20,900.00	ľ	40%	\$ 417.58		^ *
imageRUNNER ADVANCE C5035 (DADF included)	3616B023AC	\$		\$ 7,440.00	40%	\$ 247.76	\$ 207.58	
imageRUNNER ADVANCE C5046 (DADF Included)	3615B023AC	\$	18,500.00		42%	328.34 369.63	\$ 309.69	\$ 264.18
imageRUNNER ADVANCE C5030 Printer	3617B024AC	•	9,600.00	П	45%	\$ 175.82	П	
imagerUnner ADVANCE C5045 Printer	3615B024AC	49 4	13,200.00	÷	45%	\$ 241.76	\$ 202.55	*
imageRUNNER ADVANCE C5051 Printer	3614B024AC	A 44	14,700.00		42%	\$ 283.92	1	^ •
Cabinet Type 8	4364B001AA	\$	_	П	55%	\$ 4.50	\$ 3.77	*
Paper Deck Unit-B1	3655B002BA	9			37%	\$ 44.06		*
Inner Finisher-A1	3658B001AA	49 4	_	\$ 744.00	38%	\$ 24.78	\$ 20.76	⇔
Inner Finisher Additional Tray-A1	3662B001AA	\$			32%	\$ 4.53		*
Staple Finisher-C1 (include Buffer Pass Unit-G1) Booklet Finisher-C1 (include Buffer Pass Unit-G1)	3656B002AA	∞ ••	2,700.00		35%	\$ 56.64	\$ 47.46	<u>م</u>
External 2/3 Hole Puncher-B1	3660B002AA	\$	_	\$ 442.00	48%	\$ 14.72	Ш	₩.
FL Cassette-AG1	3663B001AA	• ↔	_		32%	n (4)	\$ 2.09	ه ا⊶
Envelope Feeder Attachment-D1	3665B001AA	&	200.00		30%	\$ 4.66	П	₩.
Tab Feeding Attachment Kit-B1	6793A004AA	A 64	_		36%	\$ 3.20		*
Utility Tray-A1	3723B001AA	\$	_		32%	\$ 1.36	\$ 1.14	₩
USB Keyboard (Cherry)	1266V426	n 40	_	\$ 93.50	15%	Α		A 69
Card Reader-C1	6575A001AB	€9 €			30%	₩.	\$ 6.01	
Copy Card Reader Attachment Kit-B1	3684B001AA	9 49			38%	*		مام
Copy Card Set 1 (1-30)	0499A004AB	⇔ €			23%	\$ 3.92	\$ 3.28	⇔
Copy Card Set 2 (31-100)	0499A005AA	9 49			22%	*	*	*
Copy Card Set 3 (101-200) Braille Label Kit-F1	7518A004AA	60 4			12%	₩ ₩	₩ 4	₩ 4
ADF Access Handle-A1	1095B001AA	\			25%	÷ 49	\$	\$
Copy Control Interface Kit-A1	3726B001AA	\$	50.00	\$ 34.00	32%		\$ 0.95	49 4
PCL Printer Kit-AE1	3670B001AA	\$			38%	€9	49	

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Canon USA, Inc

Color imageRUNNER			1					
Product	Item Code	MSRP		DIR Price	Discount off MSRP	36 months		
	3671B002AA	1	-	ŝ	42%	\$ 23.18		\$ 16.56
Direct Print Kit (for PDF/XPS)-H1	3674B002AA	A 45	450.00 \$	330.00	36%	9.55		_
Barcode Printing Kit-D1	3999B001AA		_	413.95	48%	\$ 13.78		€9
Web Access Software-H1	2738B006AA		_	518.39	48%	\$ 17.26		₩
Universal Send Advanced Feature Sel-D1	3405B002AA		,100.00	687.04	38%	\$ 22.88	*	•
Universal Send Security Feature Set-D1	3406B002AA	A 44		582.60	48%	\$ 1722		_
Universal Send Searchable PDF/XPS Kit-D1e	0634B022AA		_	357.50	35%		€	\$
Universal Send PDF Encryption Kit-D1e	0633B018AA			292.50	35%	\$ 9.74	\$	\$
AA PROX V2.0	5105B003AA			314.30	30%		*	49
AA PROX V2.0 Starter Package	5105B001AA		\$ 00.66	419.30	30%		\$ 11.70	**
Super G3 FAX Board-AE1	3675B002AA		_	508.11	36%		\$ 14.18	A 44
Super G3 3rd/4th Line Fax Board-AE1	3677R002AA	9 4	9	620,00	38%	\$ 20.65	\$ 17.30	\$
Remote FAX Kit-A1	3679B002AA		400.00	232.00	42%		↔ ←	€9 €
Secure Watermark-B1	1082B006AA			680.00	32%		\$	❖
Wireless LAN Board-B1	3680B001AA		_	448.50	31%		\$ 12.51	A 64
Minimodic Books Antiber A1	3721B001AA	9	200.00 200.00	348.00	42%	\$ 11.59	\$ 971	<u>+</u>
Additional memory Type B (512MB)	3668B001CA		_	170.00	32%		\$ 4.74	↔
Document Scan Lock Kit-A1	3840B002AA			1,500.00	40%		\$ 41.85	₩
Data Erase Kit-C1	4002B002AA		325.00	231.91	29%	\$ 7.72	\$ 6.47	A 44
Removable HDD Kit. AC1	3715R001AA		_	580.00	42%		\$ 16.18	6
2.5inch/80GB HDD-C1	3713B001BA		350.00 \$	227.50	35%	\$ 7.58	\$ 6.35	\$ 5.41
2.5inch/250GB HDD-D1	3714B001AA		-	457.50	39%		\$ 12.76	4
IPSec Board-82	2906B002AA		250.00 4	348.00	42%	11.59	\$ 9.71	∌ 4
Voice Guidance Kit-F1	3681B001AA	***	\$ 00.00	413.95	48%	1	\$ 11.55	₩.
Voice Operation Kit-C1	3682B002AA		_	931.07			\$ 25.98	↔
Remote Operator's Software Kit-B1	4001B002AA			170.02		\$ 5.66	\$ 4.74	*
ImagePASS-81	3394B001AA		950.00	3,343.62	l		30.11	A 4
Secure Erase V1.1 (for imagePASS-A1)	1245B002AA	S 4	_	637.31	29%	\$ 21.22	\$ 17.78	€9 €
512MB Option Memory (for imagePASS-A1)	0448A030BA	1	_	170.00	32%		\$ 4.74	\$
ColorPASS-GX300	3489B001BA		-	13,000.00	35%	Ш	\$ 362.70	\$
SeeQuence Impose	6596A035AA	9 45 1 N	-	7,8/8,41	23%		52.41	٨
SeeQuence Suite	6596A037AA	es €	3.000.00	2.100.00		\$ 69.93	\$ 58.59	\$ €
Impose, v.2.7 Roman x1	6596A029AB	\$ 2,	_	1,878.41	23%		\$ 52.41	\$
Removable Hard Disk Drive Kil-B1	0134B003AA		1,950.00 \$	1,391.45	29%		\$ 38.82	₩
Graphic Arts Package, Premium Edition, V.2.2	7752A022AA		200.00	4,531.76	27%		\$ 126.44	*
X-Xite Eye-One Color Spectrophotometer	1000/652	A 4	_	7,054.87	%6L	\$ 35.13	\$ 29.43	A 4
imageRUNNER ADVANCE Essentials V1.0 (Desktop 5L, WFC w/connectors, Tracker)	7494A687AA		-	1,950.00	35%		\$ 54.41	↔
imageRUNNER ADVANCE Desktop Additional 5L with 3 yrs Software Maintenance	7494A688AA		400.00	910.00			\$ 25.39	❖
imageRUNNER ADVANCE Essentials Life (Desktop 1L, WFC w/connectors, Tracker)	7494A727AA		1,300.00 \$	910.00			\$ 25.39	49
ImageRUNNER AUVANCE Desktop 5L with 3yrs Software Maintenance	7494A/28AA	ľ	-	380.00		32.63	A 45	9 44
Workflow Composer w/ MEAP Connectors 51	7494A737AA	4 4	\$ 00,000	2,800.00	30%		es e	69 4
Workflow Composer w/ MEAP Connectors 20L	7494A738AA		_	10,500.00	30%		↔	₩.
imageRUNNER ADVANCE Tracker 5L	7494A739AA	$\ \ $	_	2,800.00		\$ 93.24	↔	↔
imageRUNNER ADVANCE Tracker 20L	7494A740AA	ļ	-	10,500.00		l	49	₩
AA DROX V2.0 with Essentials Life	5105B004AA		_	1,224.30	30%		A 64	A 45
AA PROX V2.0 with Tracker AA PROX V2.0 with Tracker	5105B006AA	<u>ه</u>	449.00	1.014.30	30%	\$ 33.78	es e	69 6
	7494A733AA		4,200.00 \$	2,940.00	30%		₩.	€\$
imageRUNNER ADVANCE Desktop 5L 1 yr Software Maintenance Extension	7494A689AA	49		130.00	35%		*	*
INICAP CONTINUOUS INTERPORT Server (1 Device)	7494A093AA		\$100.00	200.00	33%	3.40	¥	4



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Color imageRUNNER		\neg			Discount off			
Product	Item Code	Г	—	ı	_	36 months	48 months	60 months
Removable HDD Kit-AB1	3741B001AA	en en	_	\$ 227.50		7.58	6.35	\$ 541
3.5inch/1TB HDD-B1	3740B001AA	€	1,300.00		42% \$	25.11	21.04	\$ 17.95
IPSec Board-B2	2906B002AA	€9	_		42%	11.59	9.71	\$ 8.28
Expansion Bus Board-F1	2905B001AA	A 4A	250.00			\$ 5.55	-	9.05
Voice Galidatice NR-T I	3682B002AA	\$ 6	_	\$ 931.07		31.00	\$ 25.98	\$ 22.16
Remote Operator's Software Kit-B1	4001B002AA	€\$	300.00			5.66	4.74	
imagePASS-A1	3393B001AA	*	-	4,340.00		144.52	121.09	\$ 103.29
Secure crase V1.1 (for imagePASS-A1)	0448A030BA	د و	_	1	32%	5.66	_	\$ 4.05
ColorPASS-GX300	3489B001BA	⇔	20,000.00		35%	432.90	362.70	
SeeQuence Impose	6596A035AA	A 64	_	\$ 1,878.41	23% 20%	_		\$ 17.80
SeeQuence Suite	6596A037AA	\$	_		30%	69.93	58.59	
Removable Hard Disk Drive Kit-B1	0134B003AA	\$	_	Ħ	29%		38.82	П
Graphic Arts Package, Premium Edition, V.2.2	7/52A022AA	^ 4·	_	\$ 4,531.76	10%	35.13		ı
X-Rite i1 Process Control Software for iR ADV C9075 PRO/ C9065 PRO/ C7065/ C7055	3438B020AA	\$	-		30%	_	17.58	\$ 14.99
X-Rite i1 iO Automated Scanning Table	3438B013AA	69	-		30%	46.50	38.96	l
Integrated Interace & Stand-A1 ImageRUNNER ADVANCE Essentials V1.0 (Desktop 5L, WFC w/connectors, Tracker)	7494A687AA	s 4	3,000,00	\$ 1,950,00	35%	\$ 64.94		\$ 46.41
imageRUNNER ADVANCE Desktop Additional 5L with 3 yrs Software Maintenance	7494A688AA	₩.		$\ \ $	35%	30.30	25.39	
imageRUNNER ADVANCE Essentials Lite (Desktop 1L, WFC w/connectors, Tracker)	7494A727AA	n 40	1,300.00	\$ 910.00	30%	\$ 30.30		\$ 21.66
imageRUNNER ADVANCE Desktop 20L with 3vrs Software Maintenance	7494A729AA	\$	_	1	30%	93.24	78.12	1
Workflow Composer w/ MEAP Connectors 5L	7494A737AA	₩.	_		30%	93.24	78.12	П
Workflow Composer w/ MEAP Connectors 20L	7494A738AA	•	15,000.00		30%	349.65		\$ 249.90
imageRUNNER ADVANCE Tracker 20L	7494A740AA	\$	_	\$ 10.500.00	30%	349.65	292.95	ı
AA PROX V2.0 with Essentials Lite	5105B004AA	49	1,749.00		30%	\$ 40.77		\$ 29.14
AA PROX V2.0 with WFC & MEAP Connectors	5105B005AA	n 49	_		30%	33.78	28.30	1
imageWARE Document Server V1.0E 1L & DT 5L with 3 yrs Software Maintenance	7494A733AA	\$ €	_	\$ 2,940.00	30%	97.90	82.03	
imageRUNNER ADVANCE Essentials V1.0 (Desktop 5L, WFC w/connectors, Tracker)	7494A687AA	₩	-	\$ 1,950.00	35%	\$ 64.94	\$ 54.41	\$ 46.41
imageRUNNER ADVANCE Desktop 5L 1 vr Software Maintenance Extension	7494A689AA	se 6	_	\$ 130.00	35%	4.33	3.63	ı
MEAP Connector for SharePoint Server (1 Device)	7494A693AA	\$	900.00		35%		16.32	\$ 13.92
imageWARE Document Server V1.0E 1L with 3 yrs Software Maintenance	7494A695AA	e &	-		35%	60.61	50.78	ı
imageWARE Scan Manager DS V1.0E 1L with 3 yrs Software Maintenance	7494A698AA	€9 €	_		35%	51.95		
imageWARE Scan Manager DS V1.0EFS 1L 1 yr Software Maintenance Extension	7494A699AA	49	┅	\$ 227.50	35%		6.35	\$ 5.41
Stamp Unit-B1	1858B001AA	€9	55.00	\$ 35.75	35%	1.19	\$ 1.00	
imageRUNNER ADVANCE C9065 PRO Essentials	3619B012AC	\$			40%	847.15	\$ 709.78	П
imageRUNNER ADVANCE COOSE BBO (DADE Individual)	3618B017AC	• 45	52,400.00	\$ 31,440.00	40%	1,046.95	\$ 877.18	\$ 748.27
imageRUNNER ADVANCE C9075 PRO (DADF included)	3618B014AC	~		1	41%		\$ 823.05	
ImageRUNNER ADVANCE C9065 PRO Printer	3619B010AC	45		П	41%	691.57	\$ 579.43	
ImageRUNNER ADVANCE C9075 PRO Printer	3618B015AC	9 69	45,200.00	l	40%	903.10	\$ 756.65	Ĺ
POD Deck Lite-A1	3692B002AA	\$ 6	3,900,00	1	35%		\$ 70.73	ı
Mutti-drawer Paper Deck-A1	3699B002AA	\$	-		35%	190.48	\$ 159.59	\$ 136.14
Double Feed Detection Kit -A1(For Side paper Deck)	3111B001AA	\$	_			11.24	\$ 9.41	l
Booklet Finisher-A1	3703B002AA	A 44	9,000.00	\$ 5,780.00			\$ 163.22	1
Inner Booklet Trimmer-A1	2988B001AA	\$ €	_	1		168.56	\$ 141.22	1
Puncher Unit-BF1	2895B002AA	₩	_	ΙÍ	16%	22.47	\$ 18.83	Н
Professional Puncher-C1 (Inct. Integration Unit-B1)	3842B004AA	9 69	15,000.00	\$ 12,654.38		\$ 421.39	\$ 353.06	\$ 301.17
Figure Comp. (4-10) Figure 14-701	2000000	é	-		10/8		40.02	١



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win Loop 21-Hole Punch LTR-A1	<u>item Code</u> 3028B002AA		DIR Price MSR \$ 843.63	nt off	36 months 28.09	48 months \$ 23.54
32-Hole Punch L	3028B003AA	1,000.00	\$ 843.63	16%	\$ 28.09	
Color Coil 44-Hote Punch LTR-A1	3028B004AA	_		16%	28.09	
oose Leaf 3-Hole Punch LTR-A1	3028B006AA			16%	28.09	
Pro Click 32-Hole Punch LTR-A1	3028B021AA	_		16%	28.09	
oose Leaf 5-Hole Punch LTR-A1	3028B022AA	\$ 1,000.00		3) 30%	\$ 28.09	
Paper Folding Unit-G1	3711B001AA	_		28%	287.71	
Copy Tray-P1	3700B001AA	200.00		28%	4.80	
Tab Feeding Attachment Kit-B1	6793A004AA		\$ 96.00	40%	3.20	
Basic Card Set	0500A002AC	167.00			4.39	
Copy Card Set 1 (1-30)	0499A004AB	153.00		23%	3.92	
Copy Card Set 2 (31-100)	0499A005AA	336.00		22%	8.77	, (
Copy Card Set 3 (101-200)	7518A004AA	35.00		13/8/2	102	A 4
Statile Cabel NI-F1	3723B001AA			32%	1.36	\$
JSB Keyboard (Cherry)	1266V426	110.00		15%	3.11	\$
Key Switch Unit-B1	3873B001AA	50.00		31%	1.15	\$
Card Reader-C1	6575A001AB	306.00		30%	7.17	\$
Copy Card Reader Attachment Kit-A1	3730B001AA	80.00		38%	1.65	A 69
Serial Interface Kit-K1	3725B001AA	\$ 150.00	90.00	40%	3.00	\$
Copy Control Interface Kit-A1	3726B001AA			32%	1.13	₩.
PCL Printer Kit-AD1	3736B001AA			38%	20.65	\$
PS Printer Kit-AD1	3737B002AA		\$ 882.00	37%	29.37	€\$
Direct Print Rit (for PDT/XPS)-H1	3674B002AA	١		45%	53.0 66.0L	9 60
Barnode Printing Kit-D1	3999B001AA	\$ 800.00		48%	13.78	59 6
Web Access Software-H1	2738B006AA		\$ 518.39	48%	17.26	49
Universal Send Advanced Feature Set-D1	3405B002AA		\$	38%	22.88	49
Universal Send Security Feature Set-D1	3406B002AA		A 49	35%	19.40	A 49
Universal Send Searchable PDF/XPS Kit-D1e	0634B022AA	\$ 550.00	↔	35%	11.90	\$
Universal Send PDF Encryption Kit-D1e	0633B018AA		₩	35%	9.74	₩
AA PROX V2.0	5105B003AA	\$ 449.00	•	30%	10.47	₩.
AA PROX V2.0 Stater Package	3732B002AA		4	36%	16.02	٠
Super G3 2nd Line Fax Board-AD1	3733B002AA	\$ 500.00	<u>ب</u>	38%	10.32	69
Super G3 3rd/4th Line Fax Board-AE1	3677B002AA		₩.	38%	20.65	\$
Remote FAX Kit-A1	3679B002AA		\$	42%	7.73	\$
Secure Watermark-B1	1082B006AA		9 69	32%	22.64	9 69
Wilejess LAN Dodic-DI	3738B001AA	\$ 100.00	به به	32%	\$ 2.26	89 69
Multimedia Reader/Writer-A1	3721B001AA	\$ 600.00	₩.	42%	11.59	↔
Additional memory Type B (512MB)	3668B001BA		₩	32%	5.66	\$
Document Scan Lock Kit-A1	3840B002AA	l	*	868	49.95	* 45
United Engagetion and Mirroring Kit C1	4002B002AA	ļ	۴	%cc %67	11.72	4
HUU Data Encryption and willronng Kit-Cit	3/18B002AA	l	9 64	32%	11.32	9 64
3 Sinch/80GB HDD-A1	3739R001AA		\$ 227.50	35%		~ +
3.5inch/1TB HDD-B1	3740B001AA	\$ 1,300,00	₩.	42%		
IPSec Board-B2	2906B002AA		↔	42%		
Expansion Bus Board-F1	2905B001AA		₩.	32%		
Voice Guidance Kit-F1	36818001AA		₩.	48%		
Voice Operation Kit-C1	3682B002AA	\$ 1,800.00	\ \			
Remote Operator's Software Kil-B1	3383B001AA		\$ 170.02		5.66	A 45
Secure Erase V1.1 (for imagePASS-A1)	1245B002AA	\$ 900.00	⇔			
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Color imageRUNNER

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Product	Item Code	MSRP		DIR Price	MSRP	36 months	48 months	60 months
ColorPASS-GX300	3489B001BA	\$ 20,000.00	\$	13,000.00	35% \$		\$ 362.70 \$	\$ 309.40
Impose, v.2.7 Roman x1	6596A029AB		\$	1,878.41	23% \$			
Removable Hard Disk Drive Kil-B1	0134B003AA		\$	1,391.45	29% \$		38.82	↔
Graphic Arts Package, Premium Edition, V.2.2	7752A022AA	\$ 6,200.00	\$	4,531.76	27% \$	\$ 150.91	\$ 126.44	\$ 1
Compose 1, V.2.0	2351B001AB	\$ 5,600.00	\$	3,808.00	32% \$		\$ 106.24	\$
X-Rite Eye-One Color Spectrophotometer	8002A004AA	\$ 1,300.00	\$	1,054.87	19% \$	\$ 35.13	\$ 29.43	\$
X-Rite i1 Process Control Software for iR ADV C9075 PRO/ C9065 PRO/ C7065/ C7055	3438B020AA	\$ 900.00	\$	630.00	30% \$		\$ 17.58	\$
X-Rite i1 iO Automated Scanning Table	3438B013AA	\$ 1,995.00	\$	1,396.50	30% \$		\$	\$
Integrated Interface & Stand-A1	1099V652	\$ 3,150.00	\$	2,530.79	20% \$		\$ 70.61	€\$
imageRUNNER ADVANCE Essentials V1.0 (Desktop 5L, WFC w/connectors, Tracker)	7494A687AA	\$ 3,000.00	\$	1,950.00	35% \$		54.41	\$
imageRUNNER ADVANCE Desktop Additional 5L with 3 yrs Software Maintenance	7494A688AA	\$ 1,400.00	\$	910.00	35% \$	\$ 30.30 \$	25.39	\$
imageRUNNER ADVANCE Essentials Lite (Desktop 1L, WFC w/connectors, Tracker)	7494A727AA	\$ 1,300.00	\$	910.00	30% \$			
imageRUNNER ADVANCE Desktop 5L with 3yrs Software Maintenance	7494A728AA		\$	980.00	30% \$			€\$
imageRUNNER ADVANCE Desktop 20L with 3yrs Software Maintenance	7494A729AA	\$ 4,000.00	\$	2,800.00	30% \$		78.12	\$
Workflow Composer w/ MEAP Connectors 5L	7494A737AA	\$ 4,000.00	0 \$	2,800.00	30% \$	\$ 93.24 \$	\$ 78.12	\$
Workflow Composer w/ MEAP Connectors 20L	7494A738AA	\$ 15,000.00	0 \$	10,500.00	30%			\$ 249.90
imageRUNNER ADVANCE Tracker 5L	7494A739AA	\$ 4,000.00	0 \$	2,800.00	30% \$		78.12	\$
imageRUNNER ADVANCE Tracker 20L	7494A740AA	\$ 15,000.00	\$	10,500.00	30% \$		292.95	\$
AA PROX V2.0 with Essentials Lite	5105B004AA	\$ 1,749.00	0 \$	1,224.30	30% \$		34.16	\$
AA PROX V2.0 with WFC & MEAP Connectors	5105B005AA	\$ 1,449.00	\$	1,014.30	30% \$		28.30	↔
AA PROX V2.0 with Tracker	5105B006AA	\$ 1,449.00	\$	1,014.30	30% \$			€9
imageWARE Document Server V1.0E 1L & DT 5L with 3 yrs Software Maintenance	7494A733AA	\$ 4,200.00	0 \$	2,940.00	30% \$		82.03	\$
imageRUNNER ADVANCE Essentials V1.0 (Desktop 5L, WFC w/connectors, Tracker)	7494A687AA	\$ 3,000.00	0 \$	1,950.00	35%		\$ 54.41	\$ 46.41
imageRUNNER ADVANCE Desktop Additional 5L with 3 yrs Software Maintenance	7494A688AA	\$ 1,400.00	0 \$	910.00		\$ 30.30	\$ 25.39	\$
imageRUNNER ADVANCE Desktop 5L 1 yr Software Maintenance Extension	7494A689AA	\$ 200.00	\$	130.00	35%	\$ 4.33	↔	\$
MEAP Connector for SharePoint Server (1 Device)	7494A693AA	\$ 900.00	\$	585.00	35% \$		\$ 16.32	€\$
imageWARE Document Server V1.0E 1L with 3 yrs Software Maintenance	7494A695AA	\$ 2,800.00	0 \$	1,820.00	35% \$	\$ 60.61	\$ 50.78 \$	\$
imageWARE Document Server V1.0EFS 1L 1 yr Software Maintenance Extension	7494A696AA	\$ 400.00	0 \$	260.00	35% \$	\$ 8.66	\$ 7.25 \$	\$ 6.19
imageWARE Scan Manager DS V1.0E 1L with 3 yrs Software Maintenance	7494A698AA	\$ 2,400.00	0 \$	1,560.00	35% \$	\$ 51.95	\$ 43.52 \$	
imageWARE Scan Manager DS V1.0EFS 1L 1 yr Software Maintenance Extension	7494A699AA	\$ 350.00	0 \$	227.50	35%	\$ 7.58	\$	
Stamp Unit-B1	1858B001AA	\$ 55.00	\$	35.75	35%	\$ 1.19	\$ 1.00	\$ 0.85



Melinda Bobbitt - RE: Copiers

From: John Knipfel <jknipfel@datacomminc.com>

To: Melinda Bobbitt <mbobbitt@boonecountymo.org>

Date: 2/16/2011 9:53 AM

Subject: RE: Copiers

Melinda,

Please see our quote below in red:

Also, I just noticed that you had already sent me the serial number, so sorry for making you chase that down again this morning. :(

Let me know if this quote is good.

John

From: Melinda Bobbitt [mbobbitt@boonecountymo.org]

Sent: Tuesday, February 15, 2011 10:06 AM

To: John Knipfel Subject: Copiers

John,

I was ready to route my contracts for the Commission agenda on Thursday, then found out that we have a surplus copier located in Pednet (the building next door) that is no longer needed by Pednet. It's only three years old, so our Circuit Clerk would rather have that one then the Canon 5000 that I'm replacing.

I need to change my contracts where we'll accept the \$1,000 trade on our Canon 5000 (and you'll pick it up when you install our new one), and we'd like for you the same day to move the copier from Pednet and set it up for the Circuit Clerk in the Courthouse (next door to Pednet). We'll still want you to haul off the Clerk's non-working equipment.

Could you please provide a maintenance quote for the copy at Pednet that will be moved to the Circuit Clerk? Canon IR3030, serial #MUF03579/C10027366

It was purchased on 9/11/07.

Provide a quote for the following fiscal years, January 1 - December 31

2011: 125k allowance @ \$750.00, overages billed at .006/page

2012: 125k allowance @ \$787.50, overages billed at .0063/page

2013: 125k allowance @ \$826.87, overages billed at .0067/page 2014: 125k allowance @ \$868.21, overages billed at .0071/page

2015: 125k allowance @ \$911.62, overages billed at .0075/page

Also, this copier does not have the stapling function. How much would it cost to add that?

As soon as you get that to me, I'm just going to e-mail you the Contract Agreement to get signed, then when it's signed, I'll run and pick it up if you call me.

Thanks, Melinda

Melinda Bobbitt, CPPB Director of Purchasing Boone County Purchasing



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- > Procurement Codes
- > Nonprocurement Codes

Agency & Acronym Information

- > Agency Contacts
- > Agency Descriptions
- > State/Country Code Descriptions

OFFICIAL GOVERNMENT USE ONLY

- > Debar Maintenance
- > Administration
- > Upload Login

EPLS Search Results

Search Results for Parties Excluded by

Firm, Entity, or Vessel : Data Comm State : MISSOURI As of 27-Jan-2011 10:57 AM EST Save to MyEPLS

Your search returned no results.

Back New Search Printer-Friendly

Resources

- > Search Help
- > Public User's Manual
- > FAQ
- > Acronyms
- > Privacy Act Provisions
- > News

Reports

- > Advanced Reports
- > Recent Updates
- > Dashboard

Archive Search - Past Exclusions

- > Advanced Archive Search
- > Multiple Names
- > Recent Updates
- > Browse All Records

Contact Information

> For Help: Federal Service Desk

AFFIDAVIT OF PARTICIPATION IN WORK AUTHORIZATION PROGRAM AND VERIFICATION OF EMPLOYMENT ELIGIBILITY PURSUANT TO 285.530.2 RSMo (FOR CONTRACTS IN EXCESS OF \$5,000.00)

County of <u>Cole</u>) State of <u>Missouri</u>) ss
Now on this 27th day of September, 20 10 the undersigned, being first duly sworn, hereby makes the following statements under oath:
• I am more than 18 years of age.
I make this Affidavit from my personal knowledge of the facts stated herein or upon information and facts
available to me as a duly authorized owner, partner, corporate of LLC office or Human Relations Director of
Data Conn, Inc. (name of
corporation, LLC, sole proprietorship or partnership).
• I state and affirm that
business entity, same as above) is enrolled and participates in E-Verify, a federal work authorization program or
another equivalent electronic verification or work authorization program operated by the U.S. Department of
Homeland Security for all employees working in conjunction with the contracted services provided to Boone
County Family Resources.
• Further, Data Comm, Inc. (name of
business entity, same as above) does not knowingly employ any person that is an unauthorized alien in
conjunction with the contracted services.
 Any and all subcontractors working on this contract shall be required to provide a similar affidavit to the
contractor or subcontractor at the time the subcontractor is hired.
I certify under penalty of perjury that the statements above are complete, true and accurate to the best of my knowledge and belief.
Authorized Agent, Partner, Owner, Officer or Date Human Relations Director Brian D. Ridenhoun Printed Name
Subscribed and sworn to before me this 29 MARMARKINANTISSNET expires: 4/31/301 3 Notary Public Notary Seal STATE OF MISSOURI Commissioned for Osage County My Commission # 09483219

Section 285.530 Revised Statutes of Missouri

Employment of unauthorized aliens prohibited--federal work authorization program, requirements for participation in--liability of contractors and subcontractors.

- 285.530. 1. No business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri.
- 2. As a condition for the award of any contract or grant in excess of five thousand dollars by the state or by any political subdivision of the state to a business entity, or for any business entity receiving a state-administered or subsidized tax credit, tax abatement, or loan from the state, the business entity shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Every such business entity shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.
- 3. All public employers shall enroll and actively participate in a federal work authorization program.
- 4. An employer may enroll and participate in a federal work authorization program and shall verify the employment eligibility of every employee in the employer's hire whose employment commences after the employer enrolls in a federal work authorization program. The employer shall retain a copy of the dated verification report received from the federal government. Any business entity that participates in such program shall have an affirmative defense that such business entity has not violated subsection 1 of this section.
- 5. A general contractor or subcontractor of any tier shall not be liable under sections 285.525 to 285.550 when such general contractor or subcontractor contracts with its direct subcontractor who violates subsection 1 of this section, if the contract binding the contractor and subcontractor affirmatively states that the direct subcontractor is not knowingly in violation of subsection 1 of this section and shall not henceforth be in such violation and the contractor or subcontractor receives a sworn affidavit under the penalty of perjury attesting to the fact that the direct subcontractor's employees are lawfully present in the United States.

(L. 2008 H.B. 1549, et al.) Effective 1-01-09

CERTIFIED COPY OF ORDER

STATE OF MISSOURI	1	
County of Rooms	}	e

March Session of the January Adjourned

Term. 20 11

In the County Commission of said county, on the

1st

day of March

11 20

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

Now on this day the County Commission of the County of Boone does hereby approve the appointment of Josh Campbell to the Building Code Commission effective 3/1/2011 and expiring on 3/1/2013.

Done this 1st day of March, 2011.

ATTEST:

Wendy S. Noren

Clerk of the County Commission

Presiding Commissioner

Karen M. Miller

District I Commissioner

Skip Elkin

District II Commissioner

Ken Pearson, Presiding Commissioner Karen, M. Miller, District I Commissioner Skip Elkin, District II Commissioner



Boone County Government Center 801 E. Walnut, Room 245 Columbia, MO 65201 573-886-4305 • FAX 573-886-4311 E-mail: commission@boonecountymo.org

Boone County Commission

BOONE COUNTY BOARD OR COMMISSION APPLICATION FORM * 8/31/10 3 Board or Commission: Building Code Commission Current Township: Missouri Todays's Date: 10/19/2010 Name: Josh Campbell _____ Zip Code: 65203 Home Address: 4404 W. Rockhampton Cir. Business Address: 1108 Business Loop 70 E Zip Code: 65203 Work Phone: 314-651-0214 Home Phone: 573-446-0957 Fax: E-mail: Josh.Campbell.Law@gmail.com 573-441-2271 Qualifications: 1 am licensed to practice law in Missouri, receiving my J.D. from the University of Missouri-Kansas City with Pro Bono & Public Service Honors and an emphasis in Urban, Land Use and Environmental Law. My academic emphasis provided me with the opportunity to gain a strong foundation for administrative process and need for strong and clear local government. Past Community Service: Most recently I have served as a volunteer for the Ozark Regional Land Trust and the Autism Legislation Project. I have also served on the board of the Georgetown Neighborhood Association and on the Our Lady of Lourdes Parish Council References: v. MO 65102 3800 E Christian School Rd Overclor of Missouri Department of Natural Resources sievemabliciomail com I have no objections to the information in this application being made public. To the best of my knowledge at this time I can serve a full term if appointed. I do hereby certify that the above information is true and accurate. Applicant Signature

Return Application To: Boone County Commission Office

Boone County Government Center 801 East Walnut, Room 245

Columbia, MO 65201 Fax: 573-886-4311

92-2011

CERTIFIED COPY OF ORDER

STATE OF MISSOURI	1	March Session of the January Adjourned				11
County of Boone	} ea.					
In the County Commissio	n of said county, o	n the	1 st	day of March	20	11

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

Now on this day the County Commission of the County of Boone does hereby approve the appointment of Eva Trumbower to the Community Services Advisory Commission effective 3/1/2011 and expiring on 3/1/2015.

Done this 1st day of March, 2011.

ATTEST:

Wendy S. Noren

Clerk of the County Commission

Edward H. Robb

Presiding Commissioner

Karen M. Miller

District I Commissioner

Skip Elkin

District II Commissioner

Ken Pearson, Presiding Commissioner **Karen, M. Miller,** District I Commissioner **Skip Elkin,** District II Commissioner



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E-mail: commission@boonecountymo.org

Boone County Commission

BOONE COUNTY BOARD OR COMMISSION APPLICATION FORM

						3/./3
Board or Comm	nission:	Community Services Ad	visory Commis	ssion		Term: 1/3/2011
Current Townsh	hip: C	olumbia		_ Too	days's Date:	1/3/2011
Name: Eva	Trumb	ower				
Home Address:	1901	Chapel Ridge Road			_ Zip Code:	65203
Business Addre	ess: N	Α	· 		_ Zip Code:	NA
Home Phone:			Work Phone:	NA		
Fax:	<u>573-447-</u>	1027		trumb	ower1901@gma	ail.com
Past Communit	y Servic	e: <u>NA</u>				
		i. Peters, Jr. ny Thornburg				
-	is time		-	reby c		-
Return Applicat	ion To:	Boone County Commission Boone County Government				

Outstanding Applicant

801 East Walnut, Room 245

Columbia, MO 65201

Fax: 573-886-4311