

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

December Session of the October Adjourned

Term. 20 11

County of Boone

In the County Commission of said county, on the

22nd

day of

December

20

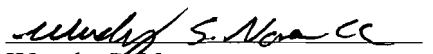
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the following, among other proceedings, were had, viz:

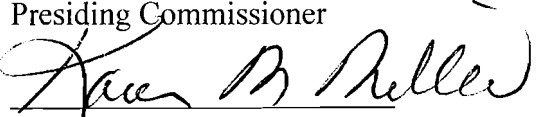
Now on this day the County Commission of the County of Boone does hereby approve the utilization of OSCA cooperative contract 11-029-00 – Drug/ Alcohol Testing Equipment and Service with Global Drug Testing Services. It is further ordered the Presiding Commissioner is hereby authorized to sign said contract.

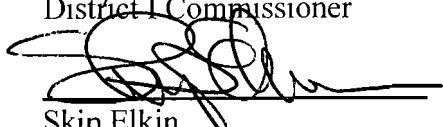
Done this 22nd day of December, 2011.

ATTEST:


Wendy S. Noren
Clerk of the County Commission


Daniel K. Atwill
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

COPY

TO: Boone County Commission
FROM: Melinda Bobbitt, CPPB
DATE: October 24, 2011
RE: Cooperative Agreement: OSCA 11-029-00 – Drug/Alcohol Testing
Equipment & Service

Kathy Lloyd of Court Administration requests permission to utilize the Office of State Courts Administrator cooperative contract for Drug/Alcohol Testing Equipment & Service with Global Drug Testing Services of Midwest, LLC of Edwardsville, Illinois..

The initial term is through June 30, 2013 with four, one-year renewal options. Invoices will be paid from department 2904 – ALT Sentencing PGMS – LE Sales Tax and 2830 – Circuit Drug Court, accounts 71100 – Outside Services and 86300 – Testing..

cc: Kathy Lloyd, Court Administration
Contract File

**PURCHASE AGREEMENT FOR
DRUG/ALCOHOL TESTING EQUIPMENT & SERVICE**

THIS AGREEMENT dated the 22 day of December 2011 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Global Drug Testing Services of Midwest, LLC** herein "Contractor."

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

1. **Contract Documents** - This agreement shall consist of this Purchase Agreement for **Drug/Alcohol Testing Equipment & Service** in compliance with all proposal specifications and any addendum issued for the Office of State Courts Administrator Contract **OSCA 11-029-00**, Boone County Insurance Requirements, Work Authorization Certification, Debarment Certification, Boone County Standard Terms and Conditions as well as the Contractor's proposal response dated February 23, 2011. All such documents shall constitute the contract documents which are incorporated herein by reference. Service or product data, specification and literature submitted with proposal response may be permanently maintained in the County Purchasing Office and/or Office of State Courts Administrator proposal file for this contract if not attached. In the event of conflict between any of the foregoing documents, this Purchase Agreement, Boone County Standard Terms and Conditions and the Office of State Courts Administrator Contract **OSCA 11-029-00** shall prevail and control over the contractor's proposal response.

2. **Purchase** - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County with Drug/Alcohol Testing Equipment & Service on an as needed basis. In addition, the following requirements shall apply to this contract:

2.1. Drug Test Pricing shall be \$8.30 per test for Drug Court, On-Track, DWI, and Mental Health. In addition to the per test fee, Contractor may charge a labor fee of \$384.50 per week. Breathalyzer only pricing shall be \$2.00 per test.

2.2. Contractor shall collect the defendant's co-pay amount if applicable at time of testing and reduce the County's per test cost on invoice accordingly. Co-pay amounts may vary (e.g. \$0.00; \$1.00; \$2.00; \$3.00).

2.3. Defendants may be required to pay for certain tests in full and collection of these fees will be handled by Contractor with no cost invoiced to the State or County.

2.4. Costs for GC/MS confirmations, and synthetic stimulants are per the State contract. Defendants may be charged for these tests or they may be paid for from budgeted allocations. GC/MS confirmation pricing shall be \$25.00 per test and pricing for synthetic stimulants shall be \$25.00 per synthetic marijuana test, \$30.00 per Bath Salts test, and \$50.00 per test for synthetic marijuana and Bath Salts.

2.5. Frequency of drug tests to be determined by the County.

2.6. Each test is comprised of a 5 panel or Etg + Drug of Choice test with an alcohol breathalyzer. Assays shall be rotated on a random basis or specified with advance notice.

- 2.7. Precludes hair testing, GC/MS confirmations, and synthetic stimulants. Participants will pay for hair and GC/MS confirmations.
- 2.8. Testing hours to be determined based on testing and court needs, and may consist of up to eight (8) hours per week day and up to three (3) hours per day on weekends and holidays.
- 2.9. Pricing within contract reserved exclusively for the Boone County Drug Court, On-track, DWI, and Mental Health treatment courts.
- 2.10. Contractor shall work with other programs (e.g. Family Court, Juvenile, Children's Division) to determine appropriate pricing.

The County agrees to the following provisions:

- 2.12. Alternative Sentencing Center will be used only for court and county testing (i.e. no corporate testing).
- 2.13. County will grant Contractor sufficient access to lower level of Alternative Sentencing Center.
- 2.14. County will not charge for rent or utilities.
- 2.15. Collection and analysis space (lab) will be included in the renovation. Input on the design may be provided by Contractor.
- 2.16. Contractor staff will be issued electronic keycards/fobs which will allow them access to the lab as needed.
- 2.17. Contractor staff will be allowed to park two vehicles in the alley to the East of the Alternative Sentencing Center.

3. **Contract Duration** - This agreement shall commence on **date of award and extend through June 30, 2013** subject to the provisions for termination specified below. This contract may renew by order of the County for four (4) additional one-year periods subject to the pricing clauses in the Contractor's proposal response and thereafter on a month to month basis in the event the County is unable to re-bid and/or award a new contract prior to the expiration date after exercising diligent efforts to do so or not..

4. **Billing and Payment** - All billing shall be invoiced to the respective ordering Boone County Department/office and billings may only include the prices listed in the contract. No additional fees for paper work processing, labor, or taxes shall be included as additional charges in excess of the charges in the contract. The County agrees to pay all Monthly Statements within thirty days of receipt. 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.

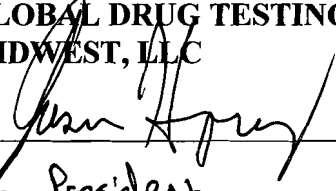
5. **Binding Effect** - This agreement shall be binding upon the parties hereto and their successors and assigns for so long as this agreement remains in full force and effect.

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

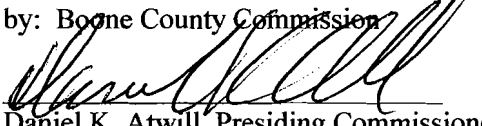
- a. County or Contractor may terminate this agreement without cause with a 30 day notification of intent to terminate, or
- b. If appropriations are not made available and budgeted for any calendar year.

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

**GLOBAL DRUG TESTING SERVICES OF
MIDWEST, LLC**

by 
title President

BOONE COUNTY, MISSOURI

by: Boone County Commissioner

Daniel K. Atwill, Presiding Commissioner

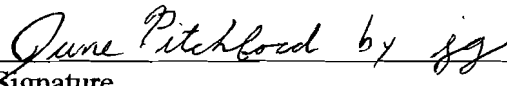
APPROVED AS TO FORM:


County Counselor

ATTEST:


Wendy S. Noren, County Clerk

In accordance with RSMo 50.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) arising from this contract. (Note: Certification of this contract is not required if the terms of this contract do not create a measurable county obligation at this time.)

 by jj 12/12/2011 2904 / 2830 / 71100 / 86300
Signature Date Appropriation Account

Term & Supply - No encumbrance required

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.

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 bid.
7. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
8. In case of default by the Contractor, the County of Boone will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.
9. Failure to deliver as guaranteed may disqualify Bidder from future bidding.
10. Prices must be as stated in units of quantity specified, and must be firm. Bids qualified by escalator clauses may not be considered unless specified in the bid specifications.
11. No bid transmitted by fax machine or **e-mail** will be accepted. **U.S. mail only.**
12. The County of Boone, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
13. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms.
14. The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are incorporated herein by reference. These clauses can generally be found in the Federal Transit Administration’s Best Practices Procurement Manual – Appendix A. Any questions regarding the applicability of federal clauses to a particular bid should be directed to the Purchasing Department prior to bid opening.
15. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.

Boone County Purchasing

Melinda Bobbitt, CPPB
Director



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

INSTRUCTIONS FOR COMPLIANCE WITH HOUSE BILL 1549

House Bill 1549 addresses the Department of Homeland Security's and the Social Security Administration's E-Verify Program (Employment Eligibility Verification Program) that requires the County to verify "lawful presence" of individuals when we contract for work/service; verify that contractor has programs to verify lawful presence of their employees when contracts exceed \$5,000; and a requirement for OSHA safety training for public works projects.

The County is required to obtain certification that the bidder awarded the attached contract participates in a federal work authorization program. To obtain additional information on the Department of Homeland Security's E-Verify program, go to:

http://www.dhs.gov/xprevprot/programs/gc_1185221678150.shtm

Please complete and return form *Work Authorization Certification Pursuant to 285.530 RSMo* if your contract amount is in excess of \$5,000. **Attach to this form the E-Verify Memorandum of Understanding that you completed when enrolling.** The link for that form is:

<http://www.uscis.gov/files/nativedocuments/save-mou.pdf>

Additional information may be obtained from:

<http://www.uscis.gov/files/nativedocuments/MOU.pdf>

If you are an Individual/Proprietorship, then you must return the attached *Certification of Individual Bidder*. On that form, you may do one of the three options listed. Be sure to attach any required information for those options as detailed on the *Certification of Individual Bidder*. If you choose option number two, then you will also need to complete and return the attached form *Affidavit*.

Company ID Number: 470991

**E-VERIFY
CORPORATE COMPANY**

**If you have any questions, contact E-Verify at
888-464-4218.**

**INFORMATION REQUIRED
FOR E-VERIFY**

Information relating to your Company:

Company Name: Global Drug Testing Services of the Midwest, LLC

Company Facility Address: 112 North Kansas
Edwardsville, IL 62025

County or Parish: MADISON

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

Name: **Jason Herzog**
Telephone Number: **(804) 955 - 5246** Fax Number: **(888) 617 - 9594**
E-mail Address: **jherzog@globaldrugtestingservices.com**

Name: **Bryce Maples**
Telephone Number: **(618) 692 - 9055** Fax Number: **(618) 692 - 9066**
E-mail Address: **bmaples@globaldrugtestingservices.com**

Name: **Jeanne Maples**
Telephone Number: **(618) 692 - 9055** Fax Number: **(618) 692 - 9066**
E-mail Address: **jmaples@globaldrugtestingservices.com**

(Please complete and return with Contract)

Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Jason Herzog, President

Name and Title of Authorized Representative

Signature

Date

12/7/2011

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/6/2011

PRODUCER Aon Private Risk Management - New York 199 Water Street New York NY 10038 (212) 441-2112	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	INSURERS AFFORDING COVERAGE	NAIC #
INSURED Global Drug Testing Services 6800 Paragon Pl Ste 234 Richmond VA 23230	INSURER A: Hartford Insurance Company of	37478
	INSURER B: Hartford Casualty Insurance Co	29424
	INSURER C: Property and Casualty Ins Co o	34690
	INSURER D:	
	INSURER E:	

COVERAGES

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

INSR	ADD'L	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS							
B	X	X	GENERAL LIABILITY	10SBAZM4297	12/10/2011	12/10/2012	EACH OCCURRENCE	\$ 1,000,000						
			COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000						
							CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	MED EXP (Any one person)	\$ 10,000					
							PERSONAL & ADV INJURY	\$ 1,000,000						
							GENERAL AGGREGATE	\$ 2,000,000						
			GEN'L AGGREGATE LIMIT APPLIES PER:								PRODUCTS - COMP/OP AGG	\$ 2,000,000		
							<input checked="" type="checkbox"/> POLICY	<input type="checkbox"/> PRO-JECT	<input type="checkbox"/> LOC				Hired/Non-Owned Auto Liab	1,000,000
			C						AUTOMOBILE LIABILITY	10UECKK4492	1/12/2012	1/12/2013	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
ANY AUTO	BODILY INJURY (Per person)	\$												
ALL OWNED AUTOS	BODILY INJURY (Per accident)	\$												
<input checked="" type="checkbox"/> SCHEDULED AUTOS	PROPERTY DAMAGE (Per accident)	\$												
	<input checked="" type="checkbox"/> HIRED AUTOS													
	<input checked="" type="checkbox"/> NON-OWNED AUTOS													
			GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	\$						
			ANY AUTO				OTHER THAN EA ACC	\$						
							AUTO ONLY: AGG	\$						
C	X	X	EXCESS/UMBRELLA LIABILITY	10SBAZM4297	12/10/2011	12/10/2012	EACH OCCURRENCE	\$ 1,000,000						
			OCUR <input checked="" type="checkbox"/> CLAIMS MADE <input type="checkbox"/>				AGGREGATE	\$ 1,000,000						
			DEDUCTIBLE					\$						
			<input checked="" type="checkbox"/> RETENTION \$ 10,000					\$						
A			WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	10WECZS8914	12/10/2011	12/10/2012	<input checked="" type="checkbox"/> WC STATUTORY LIMITS	OTH-ER						
			ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT	\$ 1,000,000						
			If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000						
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000						
B			OTHER PROPERTY	10SBAZM4297	12/10/2011	12/10/2012	BPP - \$15,700							

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

County of Boone is added as an additional insured.

CERTIFICATE HOLDER County of Boone 601 E. Walnut, Rm 208 Columbia, MO 65201	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE <i>Aon Private Risk Management Insurance Agency, Inc.</i>
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IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

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

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

EPLS

Excluded Parties List System



Search - Current Exclusions

- > Advanced Search
- > Multiple Names
- > Exact Name and SSN/TIN
- > MyEPLS
- > Recent Updates
- > Browse All Records

View Cause and Treatment Code Descriptions

- > Reciprocal Codes
- > 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 : Global Testing
State : MISSOURI

As of 24-Oct-2011 3:58 PM EDT

Save to MyEPLS

Your search returned no results.

[Back](#) [New Search](#) [Printer-Friendly](#)

Resources

- > Search Help
- > Advanced Search Tips
- > Public User's Manual
- > FAQ
- > Acronyms
- > Privacy Act Provisions
- > News
- > System for Award Management (SAM)

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

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

December Session of the October Adjourned

Term. 20 11

County of Boone

In the County Commission of said county, on the

22nd

day of December

20 11

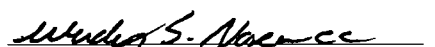
the following, among other proceedings, were had, viz:


Now on this day the County Commission of the County of Boone does hereby approve the following budget revision to purchase a washing machine:

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
1242	91300	Juvenile Justice Center	Machinery & Equipment	78.00	
1242	92301	Juvenile Justice Center	Replace Computer Hardware	279.00	
1242	60200	Juvenile Justice Center	Equipment Repair	592.00	
1242	92300	Juvenile Justice Center	Replacement Machinery & Equip.		949.00

Done this 22nd day of December, 2011.

ATTEST:


Wendy S. Noren
Clerk of the County Commission


Daniel K. Atwill
Presiding Commissioner


Karen M. Miller
District I Commissioner


Skip Elkin
District II Commissioner

BOONE COUNTY, MISSOURI REQUEST FOR BUDGET REVISION

12/12/11

EFFECTIVE DATE

FOR AUDITORS USE

(Use whole \$ amounts)

Dept	Account	Fund/Dept Name	Account Name	Transfer From Decrease	Transfer To Increase
1242	91300	Juvenile Justice Center	Machinery & Equipment	78	
1242	92301	Juvenile Justice Center	Replace Computer Hardware	279	
1242	60200	Juvenile Justice Center	Equipment Repair	592	
1242	92300	Juvenile Justice Center	Replacement Machinery & Equip.		949
				949	949

Describe the circumstances requiring this Budget Revision. Please address any budgetary impact for the remainder of this year and subsequent years. (Use an attachment if necessary):

Request the transfer of fund to Replacement Machinery and Equipment to purchase new Washing Machine. Current washing machine is in need of repairs costing \$901.42. New machine will cost \$949.00 with a one year warranty. There is \$48.00 difference between the place of repair and purchase of new machine.

Do you anticipate that this Budget Revision will provide sufficient funds to complete the year? YES or NO
If no, please explain (use an attachment if necessary):

Kathy [Signature]

Requesting Official

TO BE COMPLETED BY AUDITOR'S OFFICE

- A schedule of previously processed Budget Revisions/Amendments is attached
- Unencumbered funds are available for this budget revision.
- Comments: *Unbudgeted Class 9 Item*

Agenda



[Signature]

Auditor's Office
PRESIDING COMMISSIONER

[Signature]

DISTRICT I COMMISSIONER


[Signature]

DISTRICT II COMMISSIONER

Regarding budgetary impact for the remainder of 2011, we do not anticipate any. All fixed assets that were budgeted have been purchased and the access funds, \$357.00, are being transferred to purchase the washing machine. The remaining funds are being transferred from Equipment Repair. There will be budgetary impact for subsequent year, in that we will not need to budget to replace this washing machine in 2013, which is what was anticipated. Anticipated useful life of this washing machine is five (5) years.

ROBERT L. PERRY JUVENILE JUSTICE CENTER
Memorandum

TO: June Pitchford, Auditor and County Commissioners

FROM: Kathy Lloyd 

DATE: December 14, 2011

IN RE: Washing Machine

15
BOONE COUNTY AUDITOR

The washing machine that was purchased in January, 2006 is in need of repair. The cost of the repair is \$901.42. A bid for a new washing machine was issued on November 29, 2011. Four bids were received, bids and analysis are attached. The lowest quote is \$949.00 with a one year parts and labor warranty.

Therefore, we are requesting to purchase a replacement washing machine for \$949.00 with a one year parts and labor warranty.

KSL:as12/14/2011

Bid Analysis for Front Loading Washing Machine

Specifications included: one year warranty parts and labor, plus delivery

Columbia Appliance - \$949.00

Ennis Appliance - \$969.95

Menards - \$999.00

Downtown Appliance - \$1,288.50

No Bids:

Home Depot

Lowe's

Recommend purchasing new Washing Machine for \$949.00 from Columbia Appliance.

:as 12/12/11

15. FOB DESTINATION AND INSIDE DELIVER TO:

ROBERT L. PERRY JUVENILE JUSTICE CENTER
5665 N. ROGER WILSON DRIVE
COLUMBIA, MO 65202

Specifications: 4.3 cu foot stainless steel wash basket, Front Load Washer, 1400 RPM
Maximum Spin Speed. One year warranty. Equivalent to Whirlpool WFW94HEX
Delivery should be included in price

#1 Rated

-1 year parts & labor

Bid Price 949⁰⁰ ON WFW94HEX W Whirlpool

Price shall be good until December 31, 2011

Bids are due by December 8, 2011 at 5:00 p.m... Please mail, fax or deliver bid(s) to:

Ann Schnell
Robert L. Perry Juvenile Justice Center
5665 N. Roger Wilson Memorial Drive
Columbia, MO 65202
Phone Number: 573-886-4450
Fax Number: 573-886-4461

The undersigned hereby offers to furnish and deliver the articles or services as specified at the price and terms stated and in strict accordance with the specifications, instructions, and general conditions of bidding which have been read and understood, and all of which are made a part of this order.

SIGNATURE *Ricky Fontenot*

Delivery will be 7
number of days after receipt
of order.

Ricky Fontenot

Business Name, Address and Phone Number

BY Columbia Appliance 573-814-2244
1805 Westfall Dr Columbia MO 65202

Please type or print above signed name

Date 11-29-11

ENNIS APPLIANCE CENTER, INC.
 16 BUSINESS LOOP 70 EAST
 COLUMBIA, MO 65203
 573-442-1117 FAX 573-442-1118

E S T I M A T E

INVOICE NUMBER	ACCOUNT NUMBER	SALES #	DEPT. #	LOCATION
9000000232	8864450	KE		W

SOLD TO:

JUVENILE JUSTICE CENTER
 5665 ROGER WILSON
 MEMORIAL DRIVE
 COLUMBIA MO 65203
 (573)-886-4450

SHIP TO:

DON RODDY

INVOICE DATE	PO NUMBER	TERMS	PAY METHOD
11/28/2011		DUE ON RECEIP	ESTIMATE

QTY	MAKE	PRODUCT	DESCRIPTION	PRICE	EXTENSION
1		SER # PENDING ASSIGNMENT	5.0 CU FT FRONT WASH	969.95	969.95
		MAKE: WPL	MODEL# WFW94HEXW		

SUB TOTAL	TAX	DELIVERY	DISCOUNT	TOTAL
969.95				969.95

NO RETURNS ON ELECTRICAL PARTS
 NO RETURNS ON SPECIAL ORDER PARTS

T H A N K Y O U

15. FOB DESTINATION AND INSIDE DELIVER TO:
ROBERT L. PERRY JUVENILE JUSTICE CENTER
5665 N. ROGER WILSON DRIVE
COLUMBIA, MO 65202

Specifications: 4.3 cu foot stainless steel wash basket, Front Load Washer, 1400 RPM
Maximum Spin Speed. One year warranty. Equivalent to Whirlpool WFW94HEX
Delivery should be included in price

Bid Price FOR WFW94HEXW \$999 for 1-4 \$978 for 5-8

Price shall be good until December 31, 2011 \$949 for 9+

Bids are due by December 8, 2011 at 5:00 p.m... Please mail, fax or deliver bid(s) to: DELIVERY IS
39.95 PER ADDRESS

Ann Schnell
Robert L. Perry Juvenile Justice Center
5665 N. Roger Wilson Memorial Drive
Columbia, MO 65202
Phone Number: 573-886-4450
Fax Number: 573-886-4461

The undersigned hereby offers to furnish and deliver the articles or services as specified at the price and terms stated and in strict accordance with the specifications, instructions, and general conditions of bidding which have been read and understood, and all of which are made a part of this order.

SIGNATURE _____

Delivery will be Approx. 12 Days
number of days after receipt
of order.

Business Name, Address and Phone Number

BY MENARDS 573-474-1385
3340 VANDIVER DR. COLUMBIA MO 65202

Please type or print above signed name

Date _____

If Questions Call Braden @ 573-474-1385

15. FOB DESTINATION AND INSIDE DELIVER TO:

ROBERT L. PERRY JUVENILE JUSTICE CENTER
5665 N. ROGER WILSON DRIVE
COLUMBIA, MO 65202

Specifications: 4.3 cu foot stainless steel wash basket, Front Load Washer, 1400 RPM
Maximum Spin Speed. One year warranty. Equivalent to Whirlpool WFW94HEX
Delivery should be included in price Samsung WFS01ANW


Bid Price \$1239.00 + \$49.50 Delivery = \$1288.50 Total

Price shall be good until December 31, 2011

Bids are due by December 8, 2011 at 5:00 p.m... Please mail, fax or deliver bid(s) to:

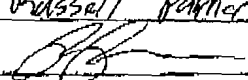
Ann Schnell
Robert L. Perry Juvenile Justice Center
5665 N. Roger Wilson Memorial Drive
Columbia, MO 65202
Phone Number: 573-886-4450
Fax Number: 573-886-4461

The undersigned hereby offers to furnish and deliver the articles or services as specified at the price and terms stated and in strict accordance with the specifications, instructions, and general conditions of bidding which have been read and understood, and all of which are made a part of this order.

SIGNATURE 
Downtown Appliance Home Center
1104 E. Broadway
Columbia, MO 65201

Delivery will be 5
number of days after receipt
of order.

Business Name, Address and Phone Number

BY Russell Palmer


Please type or print above signed name

Date 11/29/11

ENNIS APPLIANCE CENTER, INC.
 16 BUSINESS LOOP 70 EAST
 COLUMBIA, MO 65203
 573-442-1117 FAX 573-442-1118

E S T I M A T E

Repair

INVOICE NUMBER	ACCOUNT NUMBER	SALES #	DEPT. #	LOCATION
9000000231	8864450	KE		W

SOLD TO:

JUVENILE JUSTICE CENTER
 5665 ROGER WILSON
 MEMORIAL DRIVE
 COLUMBIA MO 65203
 (573)-886-4450

SHIP TO:

DON RODDY

INVOICE DATE	PO NUMBER	TERMS	PAY METHOD
11/28/2011		DUE ON RECEIP	ESTIMATE

QTY	MAKE	PRODUCT	DESCRIPTION	PRICE	EXTENSION
1	WPL	285984	TUB-OUTER	227.89	227.89
1	WPL	W10250573	BASKET	357.54	357.54
1	WPL	285982	TUB-OUTER	165.99	165.99
1	LAB	LAB7	FREIGHT	150.00	150.00

SUB TOTAL	TAX	DELIVERY	DISCOUNT	TOTAL
901.42				901.42

NO RETURNS ON ELECTRICAL PARTS
 NO RETURNS ON SPECIAL ORDER PARTS

C O P Y

12/19/2011

FY 2011
Budget Amendments/Revisions
Juvenile Justice Center (1242)

BR #	Index #	Date Recd	Dept	Account	Dept Name	Account Name	\$Increase	\$Decrease	Reason/Justification
11022	1	4/20/2011	1242	91301 92301	Juvenile Justice Center Juvenile Justice Center	Computer Hardware Replacement Computer Hardware	196	196	transfer from replacement to new for monitor for DVR camera system
11025	2	5/10/2011	1192 1140 1200 1210 1242	10600 10600 10600 10600 10600	Employee Benefits Treasurer Public Administrator Circuit Court Services Public Administrator	Unemployment Unemployment Unemployment Unemployment Unemployment	200 75 1,959 76	2,310	1st Quarter 2011 Unemployment
11058	3	6/21/2011	1242 1242	3880 23050	Juvenile Justice Center Juvenile Justice Center	Contributions Other Supplies	500 500		Establish budget for Wal-Mart Foundation grant - will be used for garden plants and activity supplies
	4	8/17/2011	1192 1132 1140 1150 1242 1251 1255	10600 10600 10600 10600 10600 10600 10600	Employee Benefits Election/VR Treasurer Collector JJC Sheriff Corrections	Unemployment Unemployment Unemployment Unemployment Unemployment Unemployment Unemployment	208 600 190 19 1,920 1,650	4,587	2nd Quarter 2011 Unemployment
11077	5	9/21/2011	1242 1243 1243	71100 91300 23050	Juvenile Justice Center Judicial Grants and Contracts Judicial Grants and Contracts	Contractual Services Equipment Other Supplies		235 211 24	To transfer funds to cover county contribution portion for FY11-12 JABC Grant
	6	12/19/2011	1242 1242 1242 1242	91300 92301 60200 92300	Juvenile Justice Center Juvenile Justice Center Juvenile Justice Center Juvenile Justice Center	Machinery & Equipment Replace Computer Hardware Equipment Repair Repl. Machinery & Equip		78 279 592 949	Transfer funds to replace Washing Machine

CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

December Session of the October Adjourned

Term. 20 11

County of Boone

In the County Commission of said county, on the

22nd

day of

December

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 attached revisions to Article 5 of the Boone County Purchasing Policy Manual, Policy for Contracting for Architectural, Engineering, and Land Surveying Services.

Done this 22nd day of December, 2011.

ATTEST:

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

Daniel K. Atwill
Daniel K. Atwill
Presiding Commissioner

Karen M. Miller
Karen M. Miller
District I Commissioner

Skip Elkin
Skip Elkin
District II Commissioner



Boone County Resource Management

ROGER B. WILSON BOONE COUNTY GOVERNMENT CENTER
801 E. WALNUT ROOM 315 COLUMBIA, MO 65201-7730
(573) 886-4480 FAX (573) 886-4340

STAN SHAWVER, DIRECTOR

PLANNING – INSPECTIONS – ENGINEERING

DERIN CAMPBELL, PE; CHIEF ENGINEER

To: Boone County Commission

From: Stan Shawver, Director of Resource Management

Date: Tuesday, December 20, 2011

Re: Revisions to Article 5, Policy for Contracting for Architectural, Engineering and Land Surveying Services, of the Boone County Purchasing Policy Manual.

The changes made are highlighted in the attached document and consist of: 1) changing the Department name from Public Works to Resource Management, 2) changing section 5 to be applicable to all County Departments and 3) minor punctuation and grammatical changes.

Also attached is a copy of the e-mail from Melinda Bobbitt, Director of Purchasing verifying that these changes to the Boone County Purchasing Policy Manual have her approval.

Kelle Westcott - Re: Qualifications-Based Selection -- possible edits to purchasing policy -- ATTORNEY-CLIENT PRIVILE

From: Melinda Bobbitt
To: Kelle Westcott
Date: 12/14/2011 1:23 PM
Subject: Re: Qualifications-Based Selection -- possible edits to purchasing policy -- ATTORNEY-CLIENT PRIVILE
CC: Derin Campbell; Stan Shawver

Kelle,
That looks fine. Resource Management can go ahead and put that on the commission agenda. (David Mink did the original one). Then send me a copy with the commission number and date and I'll insert that back in the Purchasing Policy Manual.

That was never originally in the Purchasing manual, but I had asked Dave for a copy of it since I get asked about it periodically.
Thanks,
Melinda

>>> Kelle Westcott 12/14/2011 11:59 AM >>>
Hi Melinda,

I have attached both the "Old" version (green highlights) of the consultant policy and the "Proposed New" version (yellow highlights). You previously said you were okay with the change if I removed the land appraisers, which I have done. I did make one more change to item #5 based on the reality that someone other than our department might contract with someone on the consultant list.

Please let me know what you think of this revision and if we need to schedule to be on the Commission agenda for a policy revision.

Thank you,
Kelle

Kelle Westcott
Administrative Assistant
573-886-4480

>>> Melinda Bobbitt 12/7/2011 2:17 PM >>>
Kelle,
Yes those changes look good except that I agree with C.J. that QBS is for architects and engineers.

For Request for Proposals, we do not award on qualifications only. Price will be considered, typically at 50%, Method of Performance 30% and Expertise and Experience 20%. Those percentages can be changed a little. I would think we could do a Term and Supply contract for 2012 for appraisers, and they would list their different categories of positions with the hourly rate, then every time you had a job, you could have the awarded contractor provide you a quote based on that pricing. We would do that as a proposal rather than a bid.

How have you purchased services for appraisers in the past? I can't recall doing a RFP before.
Thanks,
Melinda

>>> Kelle Westcott 12/7/2011 2:03 PM >>>
Melinda - here are the attachments being discussed.

services.

Insurance Coverage – Evidence of current professional liability insurance coverage's and amounts of coverage unless specific insurance requirements are specified in the request for proposal, in which case evidence that these requirements are satisfied.

5. **PROPOSAL EVALUATIONS** – A selection committee consisting of the **Department Director, Project Manager, and other staff members as appropriate** will review the proposals that exceed \$60,000 for the Capital Improvement Projects. The Committee shall investigate and evaluate the proposals received and may conduct screening interviews or conferences in person or by telephone to make a short list of Consultants with whom contract negotiations may be conducted. Preference may be given to Consultants who have previously performed work in connection with the proposed project. On the basis of the Committee's investigation and evaluation of the proposals, the Department will list the Consultants in order of qualifications and ability to perform the desired work at a fair and reasonable price in order to negotiate a mutually satisfactory contract for professional services.
6. **CONTRACT NEGOTIATIONS** – Regardless of the nature of services sought, the first selected Consultant shall be requested to interview with the Committee to define the scope of services to be provided and to establish the compensation as well as other elements or requirements for the work. The Consultant's fees and expenses for the work shall also be negotiated on the basis of what amounts are mutually agreed upon to be fair and reasonable. The committee will make its recommendation to the Department director. A contract shall be prepared on the basis of these discussions and negotiations by either the Department or County Counselor which, once finalized, shall be submitted to the County Commission for award and final approval. If after reasonable effort as determined by the Department a contract cannot be negotiated, the negotiations with the first designated Consultant shall be terminated and negotiations shall be started with the next selected Consultant meeting the County's requirement.
7. **CONTRACT AWARDS** – If the Department is able to successfully negotiate the terms and conditions of a contract with the Consultant it shall recommend award of the contract to the Consultant by the County Commission which shall be the contracting party. In the event the County Commission declines award to the recommended Consultant, the Department shall negotiate a contract and recommend award to the next succeeding qualified Consultant until contract is awarded.
8. **WAIVER OF POLICY REQUIREMENTS** – The Department may in its sole discretion waive any of the procedural requirements set forth in this policy in cases of emergency, exigent circumstances or other circumstances warranting waiver as long as the reasons

current fiscal year. Written proposals from such consultants shall contain information necessary to evaluate the Consultant's current ability to efficiently deliver required services in a timely manner. Proposals shall include the following information consistent with the general consultant services agreement: a written proposal responsive to the Department's request for services or proposal with the same or greater level of specificity required by the request for services or proposal. The Consultant shall specifically identify services which are included as basic services and those services which are excluded from basic services, time or schedule for completion, the cost of services, and the basis of billing. After evaluation on the basis of the foregoing criteria and any other information which the Department has gathered, the Department shall negotiate a contract for services and forward to the County Commission its recommendation for selection of a Consultant for general service and the applicable contract for the specific work. The County Commission may also procure general consulting services in the manner prescribed by this policy.

- 4.2 Capital Improvement Project Consultant Services – For professional services on specific projects for which the fees are estimated to exceed \$60,000, the Consultant shall be selected in the following manner: the Department shall contact a sufficient number of Consultants from the County Registry of Consultants in order to identify Consultants both qualified and available to perform needed work and to insure that two (2) or more written proposals will be received for the proposed project. The Department shall send written requests for proposals to all of those Consultants who, in the opinion of the Department, possess the necessary qualifications, capacity and ability to perform the professional services required by the County in an efficient and timely manner and who are available to perform such services. Consultant proposals to the County shall be returned to the County no later than 3 weeks from receipt and shall include, at a minimum, the following information to the extent not included in the Consultant's current statement of qualifications on file with the County:

- 4.2.1 Experience – The professional experience and technical competence with respect to the type of services required.

Performance Ability – The ability and capacity to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project.

Past Performance Record – The Consultant's past record of performance with respect to such factors of cost, quality of work, and ability to meet schedules.

Proposal – The Consultant's proposal for doing the work, including description of included and excluded services, in accordance with the criteria established in the request for proposal.

Fees and Expenses – A fee proposal including estimates of professional fees, the basis for the proposed fees, proposed schedule for payment, and identification and estimate of reimbursable expenses and other costs associated with proposed

include the number of ancillary staff with job descriptions or titles and relevant experience available for assignment.

- 3.1.3 Registration and Licensing – evidence of professional registration or licensing with the State of Missouri and, in the case of business entities which must be registered with the Secretary of State, current copies of registration and statements of good standing.
 - 3.1.4 Work History – a listing of all government agencies for which work was performed within the preceding two years, and the nature of the services performed. In the event the Consultant seeking registry has not performed professional services for governmental entities, then the Consultant shall provide a listing of institutional or business clients for whom work has been performed in the preceding two years. If references are unavailable, then the Consultant seeking registration shall provide a detailed explanation of why references are not available.
 - 3.1.5 Subcontractors – a listing of subconsultants or subcontractors normally retained by Consultant to perform work not customarily performed by the Consultant. Relevant descriptions of expertise of subcontractors should be included when appropriate.
 - 3.1.6 Project Listing – a listing of completed and pending projects in which the consultant was or is the primary provider of professional services or manager of the project.
 - 3.1.7 Insurance – evidence of insurance coverage's and amounts carried by the Consultant as required by the general qualifications for County Consultants.
 - 3.1.8 Quality Controls – a description of internal quality control and assurance procedures used to verify accuracy and reliability of work product.
- 3.2 Registry Information – The Registry of Consultants shall be open to the public for inspection. Consultants which do not annually update statements of qualifications may remain on the registry at the discretion of the Department but need not be considered nor have the right to make claim of entitlement to be considered for performing contract work with the County. It shall be the responsibility of each Consultant to maintain a current statement of qualifications.
4. SELECTION OF CONSULTANTS – Consultants shall be selected for ongoing general consulting services on an “as needed” basis, for planning, feasibility studies, surveys, cost estimating, and other related work not currently designated or funded for capital improvement expenditures and for professional services on specific projects which are designated or funded for current or future capital improvements. Consultants shall be selected for each category in the following manner:
 - 4.1 General Consulting Services – The Department shall select, contact and solicit a written work proposal from one or more Consultant(s) listed on the County Registry of Consultants that have executed a county general consultant services agreement for the

BOONE COUNTY, MISSOURI
POLICY FOR CONTRACTING FOR ARCHITECTURAL, ENGINEERING, AND LAND
SURVEYING SERVICES
(As Revised December 2011)

It shall be the policy of Boone County, Missouri (the "County") to negotiate contracts for architectural, engineering, and land surveying on the basis of demonstrated competence and qualifications at fair and reasonable prices. In order to implement this general policy, the following policies and procedures shall be applied:

1. GENERAL QUALIFICATIONS – Only persons, firms, partnerships, corporations or other legal entities providing architectural, engineering, and land surveying services (referred to in this policy as "Consultants") that are licensed or registered with their respective governmental agencies and are in good standing shall be permitted to contract with the County. In addition, all Consultants that contract with the County for professional services shall be required to maintain professional liability insurance and other standard business insurance coverage's customarily maintained by businesses offering these professional services in such amounts and with such coverage as the County may from time-to-time determine necessary to assure the responsible performance of work and to protect the County and Consultants. The Consultants meeting these qualifications and who have shown an interest in performing services for the County, will be sent an annual General Consultant Services Agreement. (See Attachment A).
2. COUNTY REGISTRY OF CONSULTANTS – ~~The Boone County Resource Management Department~~ (the "Department") shall maintain a registry, classified by category, of Consultants interested in performing architectural, engineering, and land surveying services for the County. Consultants may be listed in the County registry upon filing a statement of qualifications as prescribed in this policy.
3. STATEMENT OF QUALIFICATION – Each Consultant desiring to be registered with the County for consideration in contracting with the County for architectural, engineering, and land surveying services shall file a new or updated statement of qualifications ~~before the close of each calendar year~~ in accordance with this policy:
 - 3a. Content of Statement of Qualifications – Each statement of qualifications shall contain the following:
 - 3.1 Business Information – basic biographical information about the firm, including firm name and former firm names, address, date established, statement of business organization, names of all owners, principles, partners and professional employees.
 - 3.1.2 Staff Information – resumes of each professional in the firm, including a description of experience, technical competence, and areas of expertise. The description should also

for waiver are documented in writing; upon timely request of any party objecting to the waiver, the waiver shall be reviewed and approved by the County Commission.

9. **CONSULTANT DISQUALIFICATION** – Any Consultant which in the opinion of the Department is not qualified to perform work for the County, or is not financially solvent or responsible, or which violates any term or condition of this policy or substantially or repeatedly fails to perform any term or condition of a contract with the County deemed material by the Department may be disqualified from contracting with the County and will be notified of such disqualification in writing. Any Consultant aggrieved by any decision of the Department disqualifying the Consultant from contracting with the County may appeal such decision to the County Commission within ten (10) days of the rendition of such decision.

CERTIFIED COPY OF ORDER

STATE OF MISSOURI }
 County of Boone } ea.

December Session of the October Adjourned

Term. 20 11

In the County Commission of said county, on the 22nd day of December 20 11

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

Now on this day the County Commission of the County of Boone does hereby authorize a closed meeting on Tuesday, December 27, 2011, at 3:00 p.m. The meeting will be held in Room 338 of the Roger B. Wilson Boone County Government Center at 801 E. Walnut, Columbia, Missouri, as authorized by 610.021(1) RSMo. to discuss legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys.

Done this 22nd day of December, 2011.

ATTEST:

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

Daniel K. Atwill
 Daniel K. Atwill

Presiding Commissioner

Karen M. Miller
 Karen M. Miller

District I Commissioner

Skip Elkin
 Skip Elkin

District II Commissioner