

25 -2025

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

January Session of the January Adjourned

Term. 20 25

County of Boone

} ea.

In the County Commission of said county, on the 16th day of January 20 25

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

Now on this day, the County Commission of the County of Boone does hereby approve the recommendation from the Job Classification Committee for a request contained within the attached "Recommendation from the Job Classification Committee for the First Quarter of Budget Year 2025" memo dated January 14, 2025.

Done this 16th day of January 2025.

ATTEST:

*Brianna L. Lennon*

Brianna L. Lennon  
Clerk of the County Commission

*Kip Kendrick*  
Kip Kendrick  
Presiding Commissioner

*Justin Aldred*  
Justin Aldred  
District I Commissioner

*Janet M. Thompson*  
Janet M. Thompson  
District II Commissioner

# Boone County Human Resources & Risk Management

Angela Wehmeyer  
Director, Human Resources  
& Risk Management  
awehmeyer@boonecountymo.org



613 E. Ash Street  
Columbia, MO 65201  
Phone: (573) 886-4405  
Fax: (573) 886-4444

January 14, 2025

## **Recommendation from the Job Classification Committee for the First Quarter of Budget Year 2025**

The Job Classification Committee met in person on to review and discuss a request for a new job classification for a Director of the Public Safety Childcare Center, which is planned to begin construction in 2025. The Committee voted by email from December 17 through December 23, 2024, to make the following recommendation for new classification for a position to be implemented in the 2025 budget.

- **Create a new classification of Director of Public Safety Childcare Center, exempt, on Range 60.**

The job description for the new classification is attached hereto.

*Angela Wehmeyer*

Angela Wehmeyer  
Director of Human Resources  
& Risk Management



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> Director, Boone County Public Safety Childcare Center	<b>NEW:</b> X	<b>REVISED:</b> _____
		(Please check one)
<b>REPORTS TO:</b> Boone County Commission	<b>FLSA:</b> Exempt	<b>DATE:</b> 1/12/25
<b>DEPARTMENT:</b> _____	<b>JOB CODE:</b> 100	

**SUMMARY:**

The Director of the Public Safety Childcare Center (Center) manages and leads the daily operations and administration of the Center and provides oversight of the infant-toddler and preschool programs of the Center.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Directs, leads, and administers the operation of the Boone County Public Safety Childcare Center, including establishing Center policies, procedures, budgets, organizational structure, and strategic initiatives to maintain a safe, successful childcare program while meeting all regulatory requirements. Provides specific leadership and management of the infant-toddler and/or preschool programs as needed.

Leads and creates a positive working environment by developing competent and effective staff by recruiting, retaining, and managing an enthusiastic and qualified team; and providing consistent, compliant, and continuing education and training on all programs and department policies and procedures. Manages, conducts, and documents staff meetings. Facilitates a work environment that encourages knowledge of, respect for, and development of skills to engage with those of diverse ages, customs, cultures, and backgrounds. Leads by example, with a desire to achieve personal and classroom goals.

Provides financial management of the Center by establishing and maintaining a balanced, approved annual budget; setting and monitoring fees and payment schedules; monitoring fee

collection; managing expenditures and revenues within budget constraints; overseeing the purchasing of supplies, services, and vendor contracts; and seeking grant opportunities and collaborating on grant proposals.

Develops and maintains positive relations and communicates regularly and effectively with children, families, employees, members of the Boone County community and surrounding area, stakeholders and partners in the greater public safety community, and other related agencies while maintaining a safe, high quality childcare center. Manages food and supply ordering to ensure a healthy, safe environment that remains in compliance with state licensing regulations.

Ensures compliance with local and state rules and regulations by taking responsibility for the administration of licensing compliance as the director of record for the Center; working with appropriate licensing and childcare regulators; responding promptly to any feedback or needed changes as directed; promptly communicating and addressing the results of all evaluation visits to the County Commission; and maintaining detailed and legally compliant records on all regulatory assessments and responses. Adheres to all regulations and state and local guidelines.

Maintains a competency of current and changing regulations and best practices through self-directed professional development, professional reading, developing professional contacts with colleagues, and attendance at professional development courses, conferences and/or training courses.

Helps to ensure the success of the Center by performing all other essential duties as assigned.

**KNOWLEDGE AND SKILL:**

1. Must be able to speak, understand, and effectively communicate in the English language to carry out essential functions of the job.
2. Must possess effective oral and written communication skills.
3. Must possess self-directed initiative and effective problem-solving skills.
4. Must possess and maintain a valid driver's license.
5. Must have flexibility, personal integrity, and the ability to function independently and ethically.
6. Must possess the ability to develop and maintain budgets, coordinate expenditures and revenues, and perform and understand accounting functions.
7. Must possess the ability to interact effectively with public media and conduct effective public relations communication and programs.
8. Must possess and maintain knowledge of relevant federal and state rules and regulations and the ability to assure compliance with the same.
9. Must possess the ability to evaluate, revise, recommend, and implement changes and improvements to standard operating procedures and policies.
10. Must possess the ability to develop and implement effective programs, policies, and procedures to meet local needs.
11. Must possess the ability to act and direct operations quickly and calmly in emergency situations.

12. Must possess the ability to maintain confidentiality and discretion regarding sensitive information, personnel matters, and records.
13. Must possess the ability to establish and maintain effective working relationships with governmental agencies, officials, staff, volunteers, and the general public.
14. Must possess the technical knowledge of operating personal computers, office equipment, and the ability to learn software and programs required for operating the Center.
15. Must possess the ability to use discretion and make independent decisions.
16. Must possess the ability to plan, direct, and supervise the work of all employees within the department.
17. Must meet all Missouri state licensing requirements.

**PHYSICAL DEMANDS:**

A significant portion of the work is performed in a professional office setting as well as in a childcare facility with indoor and outdoor components. Must possess vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone; the ability to taste and smell; and the ability to operate a motor vehicle.

Position requires CONTINUOUS upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate a keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils and other tools. FREQUENT side-to-side turning of neck, walking, standing, sitting, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 35 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing up to 50 lbs. from below waist to above shoulders and transporting distances up to 50 yards; and performing work in unusual and sometimes difficult positions.

**WORK ENVIRONMENT:**

Work is performed in an indoor and outdoor setting, with moderate exposure to noise, dust, odors, and all types of weather and temperature conditions. Professional attire is required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, filing cabinets and fax machines. This position is routinely in contact with children, the public, other Boone County employees, elected officials, and members of other entities.

**MINIMUM QUALIFICATIONS:**

Five years of progressively responsible experience in the administration of a licensed childcare facility, or an equivalent combination of education and experience; three or more years of supervisory and employee management experience; two or more years of budgeting experience; and policy writing, development, and enforcement experience, . Must be able to obtain and maintain Missouri childcare director certification through the Department of Elementary and Secondary Education. Must maintain a valid driver's license and pass a background check as required by applicable federal, state, and Boone County policies and regulations.

**PREFERRED QUALIFICATIONS:**

A bachelor's degree in management, early childhood education, childhood development, or other related field, or an equivalent combination of education and experience.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

January Session of the January Adjourned

Term. 20 25


In the County Commission of said county, on the 16th day of January 20 25

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

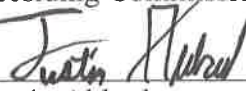
Now on this day, the County Commission of the County of Boone does hereby approve a contract amendment with City of Centralia for Centralia Sewer Lining. The terms of the contract amendment are set out in the attached contract amendment and the Presiding Commissioner is authorized to sign the same.

Done this 16th day of January 2025.

ATTEST:

  
Brianna L. Lennon  
Clerk of the County Commission

  
Kip Kendrick  
Presiding Commissioner

  
Justin Aldred  
District I Commissioner

  
Janet M. Thompson  
District II Commissioner

# Boone County Purchasing

Melinda Bobbitt, CPPO, CPPB  
Director of Purchasing



5551 S. Tom Bass Road  
Columbia, MO 65201  
Phone: (573) 886-4391

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## MEMORANDUM

TO: Boone County Commission  
FROM: Melinda Bobbitt, CPPO, CPPB  
DATE: December 31, 2024  
RE: Amendment # 1 to ARPA Funded contract: *C000720 – Centralia Sewer Lining* with City of Centralia

ARPA Funding contract *C000720 – Centralia Sewer Lining* was approved by commission for award to City of Centralia, Missouri on February 8, 2024, commission order # 62-2024.

The amendment changes the expense incurred deadline to December 31, 2025 in the contract and the ARPA funding certification.

No additional encumbrance is required for this amendment from department 2983 – American Rescue Plan Act, account 84200 – Other Contracts.

cc: Contract File



Commission Order #: 26-2025 Date: 01.163.2025

**CONTRACT AMENDMENT NUMBER ONE**  
**Centralia Sewer Lining**

The Agreement, Boone County Contract **C000720** dated February 8, 2024 made by and between Boone County, Missouri and **City of Centralia** approved in Commission Order 62-2024, for and in consideration of the performance of the respective obligations of the parties set forth herein, is amended as follows:


1. CHANGE the expense incurred deadline to December 31, 2025 in the contract and the ARPA funding certification.
2. Except as specifically amended hereunder, all other terms, conditions and provisions of the original agreement shall remain in full force and effect.

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

**CITY OF CENTRALIA**

**BOONE COUNTY, MISSOURI**

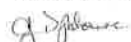
By: Boone County Commission

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 By \_\_\_\_\_  
 Tara Strain, City Administrator

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 Kip, Kendrick, Presiding Commissioner

APPROVED AS TO FORM:

ATTEST:

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 CJ Dykhouse, County Counselor

Signed by:  
  
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 Brianna L. Lennon, County Clerk

**AUDITOR CERTIFICATION**

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

DocuSigned by:  #C24BD84EE7A483...	1/7/2025	
_____ Signature	_____ Date	_____ Appropriation Account

27 -2025

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

January Session of the January Adjourned

Term. 20 25

County of Boone

In the County Commission of said county, on the 16th day of January 20 25

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

Now on this day, the County Commission of the County of Boone does hereby approve a contract amendment with City of Centralia for Critical Park Infrastructure. The terms of the contract amendment are set out in the attached contract amendment and the Presiding Commissioner is authorized to sign the same.

Done this 16th day of January 2025.

ATTEST:

*Brianna L. Lennon*

Brianna L. Lennon  
Clerk of the County Commission

*Kip Kendrick*  
Kip Kendrick  
Presiding Commissioner

*Justin Aldred*  
Justin Aldred  
District I Commissioner

*Janet M. Thompson*  
Janet M. Thompson  
District II Commissioner

# Boone County Purchasing

**Melinda Bobbitt, CPPO, CPPB**  
Director of Purchasing



5551 S. Tom Bass Road  
Columbia, MO 65201  
Phone: (573) 886-4391

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## MEMORANDUM

**TO:** Boone County Commission  
**FROM:** Melinda Bobbitt, CPPO, CPPB  
**DATE:** December 31, 2024  
**RE:** Amendment # 1 to ARPA Funded contract: *C000793 – Critical Park Infrastructure with City of Centralia*

ARPA Funding contract *C000793 – Critical Park Infrastructure* was approved by commission for award to City of Centralia on June 25, 2024, commission order # 299-2024.

The amendment changes the expense incurred deadline to December 31, 2025 in the contract and the ARPA funding certification.

No additional encumbrance is required for this amendment from department 2983 – American Rescue Plan Act, account 84200 – Other Contracts.

cc: Contract File

Commission Order #: 27-2025 Date: 01.16.2025

**CONTRACT AMENDMENT NUMBER ONE**  
**Centralia Critical Park Infrastructure Project**

The Agreement, Boone County Contract **C000793** dated June 25, 2024 made by and between Boone County, Missouri and **City of Centralia** approved in Commission Order 299-2024, for and in consideration of the performance of the respective obligations of the parties set forth herein, is amended as follows:

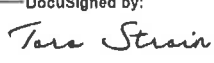
1. CHANGE the expense incurred deadline to December 31, 2025 in the contract and the ARPA funding certification.
2. Except as specifically amended hereunder, all other terms, conditions and provisions of the original agreement shall remain in full force and effect.

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

**CITY OF CENTRALIA**

**BOONE COUNTY, MISSOURI**

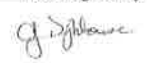
By: Boone County Commission


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 By \_\_\_\_\_  
 Tara Strain, City Administrator

DocuSigned by:  
  
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 Kip, Kendrick, Presiding Commissioner

APPROVED AS TO FORM:

ATTEST:

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 CJ Dykhouse, County Counselor

Signed by:  
  
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 Brianna L. Lennon, County Clerk

**AUDITOR CERTIFICATION**

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

DocuSigned by:  8C24BD84EE7A463...	1/7/2025	
Signature	Date	Appropriation Account

28 -2025

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

January Session of the January Adjourned

Term. 20 25

In the County Commission of said county, on the 16th day of January 20 25

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

Now on this day, the County Commission of the County of Boone does hereby approve an agreement with Marco Technologies, LLC. for Contract C000956 (030321-SEC) for a copier for the Boone County Circuit Clerk. The terms of the agreement are set out in the attached contract and the Presiding Commissioner is authorized to sign the same.

Done this 16th day of January 2025.

ATTEST:

*Brianna L. Lennon*  
Brianna L. Lennon  
Clerk of the County Commission

*Kip Kendrick*  
Kip Kendrick  
Presiding Commissioner

*Justin Aldred*  
Justin Aldred  
District I Commissioner

*Janet M. Thompson*  
Janet M. Thompson  
District II Commissioner

# Boone County Purchasing

**Melinda Bobbitt, CPPO, CPPB**  
Director of Purchasing



5551 S. Tom Bass Road  
Columbia, MO 65201  
Phone: (573) 886-4391

---

## MEMORANDUM

**TO:** Boone County Commission  
**FROM:** Melinda Bobbitt, CPPO, CPPB  
**DATE:** January 7, 2025  
**RE:** Cooperative Contract Award: C000956 (Sourcewell cooperative contract 030321-SEC) – Copier for Boone County Circuit Clerk – Family Court with Marco Technologies, LLC

The Boone County Circuit Clerk – Family Court requests permission to utilize the Sourcewell cooperative contract 030321-SEC with Marco Technologies, LLC. The county contract number is C000956.

Circuit Clerk: 1221-92000 / \$7,387.85 (\$8,000 budgeted)

Purchasing is seeking permission to dispose of the Circuit Clerk's existing copier by trade for a \$0.00 value.

Canon IR6255  
Fixed Asset 20021

Marco Technologies, LLC. will haul off and recycle the surplus copier at the time they install the new copier. The hard drive will be removed and left with our Information Technology department.

cc: Contract File

01/03/25

RQST  
DATE

# PURCHASE REQUISITION BOONE COUNTY, MISSOURI

15326

VNDR #

March Technologies, LLC

VENDOR NAME

030321-SEC

BID #

Ship to Dept #: 6500

Bill to Dept #: 6500

Dept	Account	Item Description	Qty	Unit Price	Amount
1221	92000	Sharp BP-70M55 Copier	1	\$7,387.85	\$7,387.85
					\$0.00
		See contract for details			\$0.00
		<i>Contract C090956</i>			\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
GRAND TOTAL:					<u>7,387.85</u>

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

*[Signature]*

Approving Official

PU

*[Signature]*

Prepared By

Auditor Approval

**PURCHASE AGREEMENT FOR  
PHOTOCOPIER WITH MAINTENANCE  
FOR BOONE COUNTY CIRCUIT CLERK – FAMILY COURT**

**THIS AGREEMENT, C000956**, dated the 16th day of January 2025 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein “County” and **Marco Technologies, 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 a Term and Supply contract for a **Photocopier with Maintenance** in compliance with Sourcwell Contract **030321-SEC**, Marco’s quote dated December 20, 2024, issued by Michael Rohr, Boone County Insurance Requirements, and Boone County Standard Terms and Conditions. All such documents shall constitute the contract documents which are incorporated herein by reference. Service or product data, specifications 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 the Sourcwell contract 030321-SEC shall prevail and control over the vendor’s quote response.

2. **Purchase** - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County with the following equipment:

**Boone County Circuit Clerk – Family Court** – Attn: Kayla Turley, 705 E. Walnut Street, 2<sup>nd</sup> Floor, Columbia, MO 65201.

**Copier:** One (1) Sharp BP-70M55 Copier  
New Photocopier includes the following:

- |   |            |
|---|------------|
| Sharp BP-70M55 Copier                           | \$7,387.85 |
| 55 Black and White Pages per Minute             |            |
| 100 Sheet Bypass Tray                           |            |
| (2) 550 Sheet Paper Tray                        |            |
| (1) 2,000 Tandem Paper Drawer                   |            |
| Reduction Enlargement Capabilities              |            |
| 150 Sheet Reversing Single Pass Document Feeder |            |
| Automatic Duplexing                             |            |
| Network Printing                                |            |
| Network Scanning                                |            |
| 50 Sheet Booklet Finisher                       |            |
| 2/3 Hole Punch                                  |            |
| Scan to E-Mail/Network Folder                   |            |
| Fax   |            |

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

3. **Maintenance** – Maintenance includes all parts, labor, drums, toner, staples, and developer; only paper is excluded. **Maintenance pricing remains firm through December 31, 2030. Thereafter, maintenance may increase by no more than 5% annually.**

**All black and white prints included per year: 39,564 for \$360/year with overage at \$0.0091  
Billed annually.**



- **(5) Year Replacement Guarantee on equipment through 12/31/30**
- Average response time is 4 hours or less
- Performance Guarantee with Loaner Program
- Factory parts re-stocked daily, factory trained technicians
- Non-stop continuous training
- Unlimited service calls

Contractor's on-site maintenance for copier 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 through December 31, 2030.**

4. **Trade-in Copier:** Contractor shall remove the following trade-in copier with a \$0.00 value the same day the new copiers are installed and shall recycle equipment. Contractor agrees to remove the hard drive of the trade-in copier and leave with the Boone County Information Technology department.

Canon iR Advance 6255, serial #NMU24608, fixed asset tag 20021

5. **Delivery and Installation:** Contractor agrees to deliver, set-up, connect and provide training of copier to the **Boone County Circuit Clerk** within 15 days after receipt of Purchase Order (barring any supplies issues). Boone County Circuit Clerk, Attn: Kayla Turley, 705 E. Walnut Street, 2<sup>nd</sup> Floor, Columbia, MO 65201. To schedule installation, call (573) 886-4033.

6. **Billing and Payment** - All billing shall be invoiced to the **Boone County Circuit Clerk – Family Court** 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 the 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.

7. **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.

8. **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.

9. **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. Termination for Convenience – County may terminate this Agreement for any reason or for no reason upon sixty (60) days' written notice to contractor, or
- d. 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.

**MARCO TECHNOLOGIES LLC**

**BOONE COUNTY, MISSOURI**

by: Boone County Commission

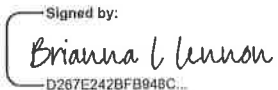
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 by \_\_\_\_\_  
 Technology Advisor  
 title \_\_\_\_\_

DocuSigned by:  
  
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 Kip Kendrick Presiding Commissioner

APPROVED AS TO FORM:

ATTEST:

DocuSigned by:  
  
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 CJ Dykhous, County Counselor

Signed by:  
  
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 \_\_\_\_\_  
 Brianna L. Lennon, County Clerk

AUDITOR CERTIFICATION

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

Copier: 1221-92000 / \$7,387.85  
 Term & Supply: Copier Maintenance: 1221-60050:  
 \$360/year/39,564 copies with overage at \$0.0091

DocuSigned by:  
  
 B8BFE1148A274E1...  
 \_\_\_\_\_  
 Signature

1/9/2025

Date

Appropriation Account

# BOONE COUNTY

## Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date: 12/20/2024

Fixed Asset Tag Number: 20021

Description of Asset: Canon IR6255

Requested Means of Disposal:  Sell  Trade-In  Recycle/Trash  Other, Explain:

Other Information (Serial number, etc.): NMU24608

Condition of Asset: Fair.

Reason for Disposition: End of life.

Location of Asset and Desired Date for Removal to Storage: 1<sup>st</sup> Floor Family Division. Date of removal is dependant upon date of delivery of new copier. This will take place no earlier than January 2025.


Was asset purchased with grant funding?  YES  NO

If "YES", does the grant impose restriction and/or requirements pertaining to disposal?  YES  NO

If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.

Dept Number & Name: 1221 Circuit Clerk's Office

Signature



To be Completed by: AUDITOR

Original Acquisition Date 3/21/16

G/L Account for Proceeds 1190-3836 J

Original Acquisition Amount 9,698.00

Original Funding Source 2731

Account Group 1601

To be Completed by: COUNTY COMMISSION / COUNTY CLERK

Approved Disposal Method:

Transfer Department Name \_\_\_\_\_ Number \_\_\_\_\_

Location within Department \_\_\_\_\_

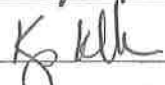
Individual \_\_\_\_\_

Trade  Auction  Sealed Bids

Other Explain \_\_\_\_\_

Commission Order Number 28-0025

Date Approved 1/16/2025

Signature 

C:\Users\turleykl\AppData\Local\Temp\notes\1E2541\Request for Disposal.docx

Revised: September 2016

RECEIVED

DEC 23 2024

BOONE COUNTY  
AUDITOR

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

January Session of the January Adjourned

Term. 20 25

County of Boone

} ea.

In the County Commission of said county, on the

16th

day of January

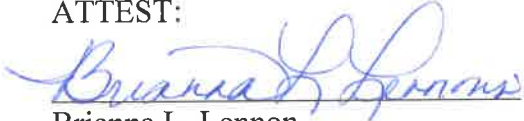
20 25

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


Now on this day, the County Commission of the County of Boone does hereby approve the award of County Contract C000969 awarded from cooperative contract CC250070007 for Law Enforcement and Public Safety Gear with G T Distributors, Inc. of Pflugerville, Texas for the Boone County Sheriff's Office. The contract is set-out in the attached and the Presiding Commissioner is authorized to sign the same.

Done this 16th day of January 2025.

ATTEST:

  
Brianna L. Lennon  
Clerk of the County Commission

  
Kip Kendrick  
Presiding Commissioner

  
Justin Aldred  
District I Commissioner

  
Janet M. Thompson  
District II Commissioner

# Boone County Purchasing

Liz Palazzolo, CPPO, C.P.M.  
Senior Buyer



5551 S. Tom Bass Road  
Columbia, MO 65201  
Phone: (573) 886-4392  
Fax: (573) 886-4390

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## MEMORANDUM

TO: Boone County Commission  
FROM: Liz Palazzolo, Senior Buyer  
DATE: January 14, 2025  
RE: Award Contract C000969 from Cooperative Contract CC250070007 –  
Law Enforcement Public Safety Gear – Term & Supply Qualified Vendors  
List (QVL) with G T Distributors for Boone County Sheriff's Office

Purchasing requests approval for the award of contract C000969 from cooperative contract CC250070007 established by the State of Missouri as a cooperative contract Qualified Vendors List (QVL) for the purchase of law enforcement and public safety gear. Consistent with the concept of a QVL, the County will need to bid each purchase. This is one of six contract that will be put in place for quick bidding when an actual purchase has been identified by the Sheriff's Office. While a good rule of thumb is to solicit at least three vendors, I have identified these 6 as the ones the County has in the past relied on for purchasing most of its law enforcement and public safety gear. The contract will be set-up in this case with G T Distributors of Plugerville, Texas. The law enforcement and public safety supply market is such that contractors are still unwilling to contract for a specific period of time with identified pricing or even a discount structure for unidentified and unquantified purchases.

The contract period will run January 01, 2025 through October 31, 2025. There are two (2) one-year renewal options available.

This is a Term and Supply contract for the Boone County Sheriff's Office. Coding that will be used on payments follows:

1251 – General Fund Sheriff Operations/23300 - Uniforms;  
1251 – General Fund Sheriff Operations/23850 – Untagged Equipment & Tools;  
1255 – General Fund Detention Operations/23300 - Uniforms;  
1255 – General Fund Detention Operations/23850 – Untagged Equipment & Tools.

/lp

c: Contract File

**PURCHASE AGREEMENT  
FOR  
LAW ENFORCEMENT PUBLIC SAFETY GEAR**

**THIS AGREEMENT**, County Contract #C000969 awarded from cooperative contract CC250070007 dated the 16th day of January 2025 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **G T Distributors, Inc.** herein "Vendor."

**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 **Law Enforcement Public Safety Gear**, in compliance with all bid specifications and any addenda issued for the **State of Missouri Contract CC250070007**, and Boone County Standard Terms and Conditions. All such documents shall constitute the contract documents which are incorporated herein by reference. Service or product data, specification and literature submitted with the bid response may be permanently maintained in the County Purchasing Office contract file if not attached. In the event of conflict between any of the foregoing documents, this Purchase Agreement, the State of Missouri Contract **CC250070007**, and Boone County Standard Terms and Conditions shall prevail and control over the vendor's bid response.

2. **Purchase** - The County agrees to purchase from the Vendor and the Vendor agrees to supply the County with law enforcement public safety gear, as specified in State of Missouri's contract **CC250070007** and as specifically quoted for the ordering Boone County office or department.

3. **Contract Term** - This agreement shall commence on **January 01, 2025 through October 31, 2025** subject to the provisions for termination specified below. This agreement may be renewed for up to two (2) additional one-year periods.

4. **Billing and Payment** - All billing shall be invoiced to the ordering Boone County Department or Office and billings may only include pricing consistent with the terms of contract and as specified in the County quote. The County agrees to pay all invoices within thirty days of receipt following successful performance of service; 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** - The County may terminate this agreement upon thirty (30) calendar days advance written notice for any of the following reasons or under any of the following circumstances:

- a. The County may terminate this agreement due to a material breach of any term or condition of this agreement, or
- b. The County may terminate this agreement if in the opinion of the Boone County Commission if delivery of products is delayed or products delivered are not in conformity with bidding specifications or variances authorized by the County, or

- c. Termination for Convenience – The county may terminate this Agreement for any reason or no reason upon sixty (60) days' written notice to the contractor, or
- d. 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.

**G T DISTRIBUTORS, INC.**

**BOONE COUNTY, MISSOURI**

By David Curtis  
DocuSigned by:  
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 Title BIDS MANAGER

By: Boone County Commission  
DocuSigned by:  
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[Signature]  
 Presiding Commissioner

**APPROVED AS TO FORM:**

[Signature]  
DocuSigned by:  
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 County Counselor

**ATTEST:**

Brianna L. Linnon  
Signed by:  
D267E242BFB948C...  
 County Clerk

**AUDITOR CERTIFICATION**

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

1251/23300; 1251/23850; 1255/23300; 1255/23850 -Term & Supply

[Signature]  
DocuSigned by:  
8E8FE1148A274E1...

1/10/2025

Signature

Date

Appropriation Account

30 -2025

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

January Session of the January Adjourned

Term. 20 25

County of Boone

} ea.

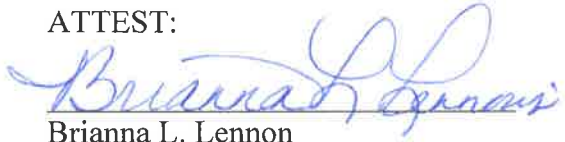
In the County Commission of said county, on the 16th day of January 20 25

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

Now on this day, the County Commission of the County of Boone does hereby approve a contract amendment with Central Missouri Community Action for Providence Landing. The terms of the agreement are set out in the attached contract and the Presiding Commissioner is authorized to sign the same.

Done this 16th day of January 2025.


ATTEST:



Brianna L. Lennon  
Clerk of the County Commission

  
Kip Kendrick  
Presiding Commissioner

  
Justin Aldred  
District I Commissioner

  
Janet M. Thompson  
District II Commissioner



# Boone County Purchasing

**Melinda Bobbitt, CPPO, CPPB**  
Director of Purchasing



5551 S. Tom Bass Road  
Columbia, MO 65201  
Phone: (573) 886-4391

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## MEMORANDUM

TO: Boone County Commission  
FROM: Melinda Bobbitt, CPPO, CPPB  
DATE: December 31, 2024  
RE: Amendment # 1 to ARPA Funded contract: *C000790 – Providence Landing Affordable Housing Project* with Central Missouri Community Action

ARPA Funding contract *C000790 – Providence Landing Affordable Housing Project* was approved by commission for award to Central Missouri Community Action for *Providence Landing Affordable Housing Project* on June 18, 2024, commission order # 291-2024.

The amendment changes the expense incurred deadline to December 31, 2025 in the contract and the ARPA funding certification.

No additional encumbrance is required for this amendment from department 2983 – American Rescue Plan Act, account 84200 – Other Contracts.

cc: Contract File

**CONTRACT AMENDMENT NUMBER ONE**  
**Providence Landing Affordable Housing Project**

The Agreement, Boone County Contract **C000790** dated June 18, 2024 made by and between Boone County, Missouri and **Central Missouri Community Action** was approved on June 18, 2024, Commission Order 291-2024, for and in consideration of the performance of the respective obligations of the parties set forth herein, is amended as follows:

1. CHANGE the expense incurred deadline to December 31, 2025 in the contract and the ARPA funding certification.
2. Except as specifically amended hereunder, all other terms, conditions and provisions of the original agreement shall remain in full force and effect.

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

**CMCA**

**BOONE COUNTY, MISSOURI**

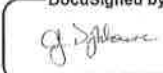
By: Boone County Commission

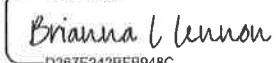
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 By \_\_\_\_\_  
 Darin Preis

DocuSigned by:  
  
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 \_\_\_\_\_  
 Kip, Kendrick, Presiding Commissioner

APPROVED AS TO FORM:

ATTEST:

DocuSigned by:  
  
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 \_\_\_\_\_  
 CJ Dykhouse, County Counselor

Signed by:  
  
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 \_\_\_\_\_  
 Brianna L. Lennon, County Clerk

**AUDITOR CERTIFICATION**

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

DocuSigned by:  
  
 9C24BD84EE7A483...  
 \_\_\_\_\_  
 1/7/2025

Signature

Date

Appropriation Account

31 -2025

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

January Session of the January Adjourned

Term. 20 25


In the County Commission of said county, on the 16th day of January 20 25

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

Now on this day, the County Commission of the County of Boone does hereby approve the award of County Contract C000961 awarded from cooperative contract CS244555037 for Temporary Clerical and Laborer Personnel Services as a Countywide Term & Supply contract to Superior Blessings LLC of Columbia, Missouri. The contract is set-out in the attached and the presiding Commissioner is authorized to sign the same.

Done this 16th day of January 2025.

ATTEST:

  
Brianna L. Lennon  
Clerk of the County Commission

  
Kip Kendrick  
Presiding Commissioner

  
Justin Aldred  
District I Commissioner

  
Janet M. Thompson  
District II Commissioner

# Boone County Purchasing

Liz Palazzolo, CPPO, C.P.M.  
Senior Buyer



5551 S. Tom Bass Road  
Columbia, MO 65201  
Phone: (573) 886-4392  
Fax: (573) 886-4390

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## MEMORANDUM

TO: Boone County Commission  
FROM: Liz Palazzolo, Senior Buyer  
DATE: January 02, 2025  
RE: Award Contract C000961 from Cooperative Contract CS242555037 –  
QVL - Temporary Clerical and Laborer Personnel Term & Supply –  
Countywide with Superior Blessings LLC

Purchasing requests approval for the award of contract C000961 from contract CS242555037 established by the State of Missouri as a cooperative contract Qualified Vendors List (QVL) for the purchase of temporary clerical and laborer personnel services. Consistent with the concept of a QVL and allowing for the County to have three specific vendors from whom to obtain quotes as opposed to all 43 contractors on the state's QVL, the County is establishing three contracts to be used for specific project quotes at the time a county office or department determines it needs clerical or labor support. The County will contract with a Missouri firm, Superior Blessings LLC of Columbia, Missouri. The labor market is such that contractors are unwilling to contract for a specific period of time for any as-yet-to-be-determined clerical or labor support project at fixed pricing.

The contract period will run January 01, 2025 through November 30, 2025. There are two (2) one-year renewal options available.

This is a Countywide Term and Supply contract.

/lp

c: Contract File