

TERM OF COMMISSION: February Session of the January Adjourned Term

PLACE OF MEETING: Roger B. Wilson Boone County Government Center
Chambers

PRESENT WERE: Presiding Commissioner Dan Atwill
District I Commissioner Fred Parry
District II Commissioner Janet Thompson
County Counselor CJ Dykhouse
Director Purchasing Melinda Bobbitt
Deputy County Clerk Michelle Thompson

The meeting was called to order at 9:30 a.m.

Road & Bridge

1. First Reading; Collective Bargaining Agreement for Road & Bridge Employees for 2020-2022

CJ Dykhouse explained this Collective Bargaining Agreement with the Road & Bridge employees is for three years. The tentative CBA has been made available on the County's website beginning Thursday, February 13th and will be available on the website until after the scheduled public hearing and second reading on the matter, which will be Tuesday, February 25th. The management negotiation team consisted of Road & Bridge Director Greg Edington, Human Resources Director Jenna Redel, as well as himself. This was a collaborative effort and Edington and Redel did a lot of work. This agreement came out well and it was a cordial negotiation. The Union had some logistics getting started as the Union is going through some transitions at the Union Hall, but it ended strong and he believes this is going to be a positive agreement for the employees. The substantive changes have to do with the special wage provisions for 2020 and 2021 and the changes to how crew leaders are handled primarily. There are other small changes, but those are the main substantive changes.

Commissioner Atwill thanked them all for their hard work with this.

There were no more comments or questions from the Commission.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

Purchasing

2. 2019 Annual Report

Melinda Bobbitt presented the 2019 Purchasing Department Annual Report to the Commission. That report is included at the end of these minutes.

3. First Reading; Vehicle Surplus Disposal

Melinda Bobbitt read the following memo:

Following are vehicles that will be replaced. The Sheriff's Department requests Commission approval for disposal through the Missouri Auto Auction. Our contract with MO Auto Auction is 15-24APR15 – Auction Services for Surplus Vehicles.

AUCTION THROUGH MISSOURI AUTO AUCTION				
Year	Description	Approximate Mileage	VIN #	Condition
2013	Ford Interceptor Utility (18460)	117,000	1FM5K8AR2DGC3644	Poor. PTU leaking, front wheel hubs and brakes are bad, left right shock is leaking. Not a candidate for transfer to other office.
2016	Ford Interceptor Sedan (20114)	76,804	1FM5K8AR9GGC91834	Vehicle totaled in crash. Totaled by insurance carrier.

There were no comments or questions from the Commission.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

4. Second Reading; Contract Award: 01-06JAN20 – Law Enforcement Dogs (Term and Supply) for the Sheriff’s Department (1st read 2-11-20)

Commissioner Parry moved now on this day, the County Commission of the County of Boone does hereby award Contract 01-06JAN20 – Law Enforcement Dogs (Term and Supply) for the Sheriff’s Department to Shallow Creek Kennels, Inc. of Sharpsville, Pennsylvania.

Terms of the award are stipulated in the attached Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Purchase Agreement.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #81-2020**

5. Second Reading; Cooperative Contract: R142215 – Furniture with Related Accessories and Services (Omnia Partners/NJPA) (1st read 2-11-20)

Commissioner Thompson moved now on this day, the County Commission of the County of Boone does hereby approve the utilization of the Omnia Partners/NJPA Cooperative Contract R142215 for Furniture with Related Accessories and Services with Bradford Systems by the Purchasing Department.

The terms of the cooperative contract are stipulated in the attached Agreement. It is further

ordered the Presiding Commissioner is hereby authorized to sign said Purchase Agreement. Commissioner Parry seconded the motion.

The motion carried 3 to 0. **Order #82-2020**

6. Second Reading; Cooperative Contract: Sourcewell Contract #062117-BAN – Grounds Maintenance Equipment, Attachments, Accessories, and Related Services (1st read 2-11-20)

Commissioner Parry moved now on this day, the County Commission of the County of Boone does hereby approve the utilization of the Sourcewell Cooperative Contract 062117-BAN – Grounds Maintenance Equipment, Attachments, Accessories, and Related Services by the Road & Bridge Department to purchase one (1) Intimidator 18XP Brush Bandit from K & K Supply, Inc., as well as the disposal of one (1) 2006 Morbark Hurricane 18 Chipper, fixed asset tag 15566 by sale.

The terms of the cooperative contract are stipulated in the attached Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Purchase Agreement and Request for Disposal Form.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #83-2020**

7. Second Reading; Purchase Agreement: 10-31DEC20C – Band for the 2020 Boone County Bicentennial Celebration (1st read 2-11-20)

Commissioner Thompson moved now on this day, the County Commission of the County of Boone does hereby award Contract 10-31DEC20C – Band for the 2020 Boone County Bicentennial Celebration to John Patrick Kay, d/b/a The Kay Brothers.

Terms of the award are stipulated in the attached Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Professional Services Purchase Agreement.

Commissioner Parry seconded the motion.

The motion carried 3 to 0. **Order #84-2020**

County Counselor

8. Second Reading; Acknowledgment of receipt of the Chapter 100 Compliance Report from Dana Axle (1st read 2-11-20)

Commissioner Parry moved now on this day, the County Commission of the County of Boone does hereby acknowledge receipt of the attached Chapter 100 Compliance Report from Dana Axle for the period ending October 31, 2019.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #85-2020**

Commission

9. Public Comment

None

10. Commission Reports

None

The meeting adjourned at 9:50 a.m.

Attest:



Brianna L. Lennon
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Fred J. Parry
District I Commissioner



Janet M. Thompson
District II Commissioner

Annual Report 2019

Date: February 13, 2020

1) Purpose of the Department along with goals for the year/ongoing goals

Purpose of the Purchasing Department:

Mission Statement:

To establish formal criteria and purchasing regulations, establishing equality and protection of public interest while, at the same time, assuring that regulations are not excessive, conflicting, and do not impose undue costs. The development, content, and approval of all purchasing policies, regulations and procedures, as established by this department, shall be common among departments, where possible, and shall be consistent with commonly accepted purchasing principles. All purchasing shall acquire the benefits of competition to the maximum extent practical, through the use of formal advertising or sealed bids, where applicable, with the intent to encourage submission of bids by any and all qualified suppliers. This department shall establish and maintain ethical and impartial relations with all suppliers to enhance prestige, while achieving the goals and objectives regarding purchasing activities.

Goals for 2019:

- I. **Certified Professional Public Buyer – 100% certification of Buyers - Buyer(s)** obtain certification in field: Certified Professional Public Buyer and/or Certified Public Procurement Officer.

Objectives: Demonstration of a standard of competency in the public procurement field. The CPPB and CPPO Certifications are obtained through the Universal Public Procurement Certification Council (UPPCC) who is accredited by the International Federation of Purchasing and Supply Management.

Budgetary Impact: Buyer(s) will take 2-3 classes a year to work towards certification. Classes range in price from \$500 - \$700 each. The cost of certification is \$525 and recertification every five years is \$250.

Progress Report:

One (1) Senior Buyer and one (1) Buyer in the Purchasing Department in 2019.

Liz Palazzolo, Senior Buyer holds certification as a Certified Public Procurement Officer (since 1992) through the National Institute of Governmental Purchasing and Certified Purchasing Manager (since 2005) through the Institute of Supply Management.

Robert Wilson, Buyer will continue to take classes and attend conferences in order to meet the qualifications and to prepare for the CPPB test. He will be eligible to test in 2020. To date, he has completed the following classes:

- *Legal Aspects of Public Procurement.* Offered by the Missouri Association of Public Purchasing (MAPP) / NIGP The Institute for Public Procurement
- *Webinar – Improving the Bid.* Offered by the Missouri Association of Public Purchasing (MAPP) / NIGP The Institute for Public Procurement he Institute for Public Procurement
- *Introduction to Public Procurement.* Offered by the Missouri Association of Public Purchasing (MAPP) / NIGP The Institute for Public Procurement
- *Contract Administration in the Public Sector.* Offered by the Missouri Association of Public Purchasing (MAPP) / NIGP The Institute for Public Procurement
- *Webinar: Removing the Mystery of RFP Evaluations.* Offered by the Missouri Association of Public Purchasing (MAPP) / NIGP The Institute for Public Procurement
- *Webinar: The Challenges, Benefits, and Best Practices of Effectively Adopting ERP Systems: A Public Procurement perspective.* Offered by the Missouri Association of Public Purchasing (MAPP) / NIGP The Institute for Public Procurement

II. Purchase and implement an electronic procurement system.

Our current in-house written Purchasing system allows vendors to register by commodity code, then they receive electronic notice of bid opportunities. We wish to obtain an electronic procurement system that allows bidders to submit their bid electronically, and the system will then create a bid tabulation.

Objectives: Reduction in procurement errors, costs and paperwork; better reporting opportunities, increased productivity of staff, and increased transaction speed.

Budgetary Impact: Estimate is \$15,000 annually.

Progress Report: We have waited for five years for the Office of Administration through the State of Missouri to implement MissouriBuys. This software subscription service was supposed to be made available to all Missouri governmental agencies free of charge after all the State agencies were on-board. In November 2019, we were told by the Office of Administration that they would probably be issuing a new RFP in the next year and were not sure if other public agencies would be eligible to utilize their new subscription service.

Purchasing plans to issue a Request for Proposal for a Procurement System by subscription in 2020.

III. Implement electronic signature of contracts

Objectives: Decrease the amount of time it takes to mail contracts to and from vendors for signature resulting in increased productivity of staff, increased transaction speed, a reduction in lost contracts, and decreased costs. In addition, we will no

longer be storing multiple copies of paper contracts throughout multiple offices. The electronic contract will transfer from DocuSign to our RVI system for storage.

Budgetary Impact: Cost for five seats if \$3,202.50 annually.

Progress Report: Began utilizing DocuSign for electronic signature of our contracts first quarter 2019.

IV. Implement electronic submittal of Bid Bonds.

Once Bidders start electronically submitting their bids, they need the ability to utilize a vendor such as Surety 2000 to electronically submit their Bid Bond for construction bids.

Objectives: Decrease the amount of time to put a construction contract in place and increase a safeguard against fraud and abuse.

Budgetary Impact: One-time fee of \$250, then \$300 annually.

Progress Report: We will not implement this until we are using an electronic purchasing system.

2) Personnel in department – how many changes this year? / basic services available / internal and external focus

Personnel in Department – no changes in 2019

Melinda Bobbitt, CPPO, CPPB
Director of Purchasing
2/20/01 – Present

Liz Palazzolo, CPPO, C.P.M.
Senior Buyer
8/1/17 – Present

Robert Wilson
Buyer
5/15/17 – Present

Dave Eagle
Purchasing Assistant
2/25/08 – Present

Basic Services Available

- Procure supplies and services at a threshold of \$6,000 and above in a 90-day period with a formal Request for Bid, Request for Proposal or Request for Qualifications process. Create the resulting contract and any needed amendments. RVI, OCR and enter contracts and amendments into finance system for availability for look-up by end user. Create Purchase Requisition. Route contract, Purchase Order and Notice to Proceed to awarded vendor(s).
- Confers with County departments to define purchasing needs and specifications for bids/RFPs.
- Maintain the Sole Source list of approved vendors and handle creating a sole source contract, advertisement and placement of intent to purchase on the commission agenda.
- Maintain the Emergency Procurement list and handle creating emergency procurement contracts.
- Ensures all procurement laws and purchasing policies & procedures are observed while achieving departmental goals.
- Store and dispose of surplus property for the County.
- Provide Purchasing Policy Training to new staff at County who will be in a purchasing role for their office.
- Maintain vehicles/trailers/heavy equipment titles and spreadsheet.
- Act as a resource for vendors wanting to gain insight into doing business with the County and act as liaison between vendors and the departments, setting up meetings and conference calls to ensure all parties are communicating with regards to new products and services.
- Create contracts for Departments for their purchases less than \$6,000 that require a contract (i.e. when we need Insurance, E-Verify, and deliverables outlined).
- Provide assistance to departments with contract administration when a vendor is not meeting and performing the requirements of the contract.
- Audit Term and Supply contracts to ensure correct pricing.
- Renew or bid for 287 Term & Supply contracts annually.
- Handle and respond to Bid Protests.
- Identify and establish cooperative contracts that can be utilized by the County.
- Develops, maintains and implements Purchasing policies and procedures for the County.
- Assist the Auditor's office developing and maintaining accuracy in the Boone County vendor data base.
- Provide government transparency by posting bid opportunities, bid evaluations and contract awards.
- Ensure all County contractors are registered to do business in Missouri and are not on the federal debarment vendor list; we ensure compliance with E-Verify.
- Obtain Vendor Insurance Certificates that match the requirements of the County.

- Help departments with evaluation of the bids/proposals received to ensure vendors are responsive and responsible, and the contract award is the lowest and/or “best” for the County.

3) Major projects / accomplishments in this year

Electronic Signature of Contracts: By far our biggest accomplishment was implementing electronic signature of contracts in 2019. We started uploading contracts into DocuSign for electronic signature in January 2019. This has realized the County significant savings in terms of postage, paper and envelope costs that have been avoided, and a significant savings in time to process awards.

Using DocuSign has shaved a minimum of two weeks off the process of awarding a contract. In addition, since the County no longer mails contracts through the United States Post Office, the County has realized bid savings in postage and envelopes costs. Additionally, the County realizes cost savings using less paper – we no longer print off thousands of pages of paper. Other benefits include increased productivity of staff since we are spending less time at the copy machine, and a reduction in time chasing lost contracts that have either been lost in the mail or at the vendor’s place of business.

Boone County is a front runner with signing our procurement contracts electronically in our area. To the best of my knowledge, no other Missouri counties, the City of Columbia, or even the State of Missouri use electronic signature for their contract awards.

Surplus:

GovDeals Auctions:

Total Sales in 2019:	\$61,974.46
Commission Paid (7.95%):	(\$4,878.67)
Net Proceeds:	\$57,095.49

Purchasing had 50 listings on GovDeals in 2019. The bulk of the sale amount above was for the following: Road Sweepers (\$15,150 & \$16,050); Asphalt Roller (\$6,550); Crack Sealer with Air Compressor (\$17,050).

GovDeals Rebate:

For the period 4/1/18 – 3/31/19, we sold \$15,154.52 on GovDeals. We received our rebate check from that period for \$151.55.

Missouri Auto Auction:

We sold two pickup trucks and two dump trucks for Road & Bridge through the Missouri Auto Auction in 2019 for a net total of \$57,200. The Sheriff Department also utilizes the Missouri Auto Auction to sell their surplus vehicles.

Scrap Metal Contract 41-12OCT17:

Sold 129,160 tons x \$0.04738 = \$6,119.67

4) Budget and any significant changes this year and why

No significant changes this year other than decreasing class 3 by 13% due to our Senior Buyer unable to travel this year for conferences.

5) Plans/projects for 2020

- Certified Professional Public Buyer – 100% certification of Buyers
- Purchase and implement an electronic procurement system.
- Implement electronic submittal of Bid Bonds.
- Utilize GovSpend subscription to locate additional vendors to increase competition, verify sole source requests, and can look at other Purchase Orders for other agencies to see if we are receiving competitive pricing.

6) Challenges department is facing

Vendors need the ability to submit their bid responses electronically resulting in an electronic Bid Tabulation. Since the state of Missouri has decided not to offer their Purchasing electronic system to public agencies, our Purchasing Department will issue a Request for Proposal for a new Purchasing system as a subscription service.

7) Other

Thank you for supporting education so we can maintain our certifications (and Robert work towards certification). Only Purchasing conferences/classes count towards our certification. Below is education that we completed in 2019.

Melinda Bobbitt, CPPO, CPPB, Director of Purchasing – February 20, 2001 - Present

- *New Contract Webinar: Energy Consulting & Management Services.* Offered by U.S. Communities Cooperative.
- *MAPP Spring Conference.* Offered by the Missouri Association of Public Purchasing. Branson, MO.
- *Webinar: Amazon Business. How to Achieve Purchasing Visibility & Savings.* Offered by Omnia Partners.
- *Fraud Detection and Prevention.* Offered by CJ Dykhouse, Boone County.
- *Crisis Leadership Table-Top Exercise.* Offered by Boone County Emergency Management.

Liz Palazzolo, CPPO, CPPB– August 1, 2017 - Present

- *NIGP Virtual Conference – Procurement Fraud.* Offered by NIGP The Institute for Public Procurement

- *NIGP Virtual Conference -- V CON.* Offered by NIGP The Institute for Public Procurement
- *Webinar: Market Research Equals Better Decision Making: Learn Why and How.* Offered by NIGP The Institute for Public Procurement
- *Virtual NIGP Forum 2019 - Live from Austin, Texas.* Offered by NIGP The Institute for Public Procurement
- *Webinar: Market Volatility: Is it Impacting Your Organization.* Offered by NIGP The Institute for Public Procurement

Robert Wilson – 5/15/17 - Present

- *MAPP Spring Conference.* Offered by the Missouri Association of Public Purchasing. Branson, MO
- *Legal Aspects of Public Procurement.* Offered by NIGP The Institute for Public Procurement
- *Contract Administration in the Public Sector.* Offered by NIGP The Institute for Public Procurement
- *NIGP Annual Forum Conference.* Austin, TX. Offered by NIGP The Institute for Public Procurement.