464-2019

## CERTIFIED COPY OF ORDER

STATE OF MISSOURI

October Session of the October Adjourned

Term. 20 19

**County of Boone** 

ea.

In the County Commission of said county, on the

29th

day of

October

**20** 19

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

Now on this day, the County Commission of the County of Boone does hereby approve the request by Todd and Michelle Werts to rezone from R-S (Single-Family Residential) to A-R (Agriculture Residential) on Tract 1 of 24.66 acres and from C-G (General Commercial) to A-R (Agriculture Residential) on Tract 2 of 4.50 acres, located at 6767 N Farrar Road, Columbia, Missouri.

Done this 29th day of October 2019.

ATTEST:

Brianna L. Lennon

Clerk of the County Commission

Daniel K. Atwill

Presiding Commissioner

Fred J. Parry

District I Commissioner

Janet M. Thompson

# **CERTIFIED COPY OF ORDER**

STATE OF MISSOURI

October Session of the October Adjourned

Term. 20 19

**County of Boone** 

ea.

In the County Commission of said county, on the

29th

day of

October

**20** 19

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

Now on this day, the County Commission of the County of Boone does hereby approve the request by M E L Oetting Family's Legacy LLC to rezone from A-1 (Agriculture) to A-2 (Agriculture) on 4.0 acres, more or less, located at 6750 E Hwy AB, Columbia, Missouri.

Done this 29th day of October 2019.

ATTEST:

Brianna L. Lennon

Clerk of the County Commission

Daniel K. Atwill

Presiding Commissioner

Fred I Parry

District I Commissioner

Janet M. Thompson

# **CERTIFIED COPY OF ORDER**

**STATE OF MISSOURI** 

October Session of the October Adjourned

Term. 20 19

County of Boone

ea.

In the County Commission of said county, on the

29th

day of

October

**20** 19

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

Now on this day, the County Commission of the County of Boone does hereby approve the request by Fred Overton Development, Inc. to approve a Final Development Plan for Perche Ridge Planned Development on 17.0 acres, more or less, located at 6001 W Gillespie Bridge Road, Columbia, Missouri.

Done this 29th day of October 2019.

ATTEST:

Brianna L. Lennon

Clerk of the County Commission

Daniel K. Atwill

Presiding Commissioner

Fred J. Parky

District I Commissioner

Janet M. Thompson

# 467-2019

# **CERTIFIED COPY OF ORDER**

STATE OF MISSOURI

**County of Boone** 

} ea.

October Session of the October Adjourned

Term. 20 19

In the County Commission of said county, on the

29th

day of

October

**20** 19

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

Now on this day, the County Commission of the County of Boone does hereby approve the request by RML Investment Properties to approve a Final Development Plan for Mobility Worldwide P.E.T. Mobility Center on 2.13 acres located at 4901 E Meyer Industrial Drive, Columbia, Missouri.

Done this 29th day of October 2019.

ATTEST:

Brianna L. Lennon

Clerk of the County Commission

Daniel K. Atwill

Presiding Commissioner

Fred J. Parry

District I Commissioner

Janet/M. Thompson

## **CERTIFIED COPY OF ORDER**

STATE OF MISSOURI

October Session of the October Adjourned

Term. 20 19

**County of Boone** 

ea.

In the County Commission of said county, on the

29th

day of

October

20 19

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

Now on this day, the County Commission of the County of Boone does hereby receive and accept the following subdivision plats and authorizes the Presiding Commissioner to sign them:

- Quisenberry. S23-T50N-R12W. R-S. Shirley D. Quisenberry and Kathryn M. Quisenberry Family Trust, owner. Donald E. Bormann, surveyor.
- Arrowhead Lake Estates Plat No. 2-A. S9-T47N-R13W. A-2. 3WT Properties LLC, owner. David T. Butcher, surveyor.
- Starting Five. S16-T46N-R12W. A-2. Starting Five LLC, owner. David T. Butcher surveyor.

Done this 29th day of October 2019.

ATTEST:

Brianna L. Lennon

Clerk of the County Commission

Daniel K. Atwill

Presiding Commissioner

Fred J. Parry

District I Commissioner

Janet M. Thompson

## **CERTIFIED COPY OF ORDER**

469-2019

STATE OF MISSOURI

October Session of the October Adjourned

Term. 2019

**County of Boone** 

ea.

In the County Commission of said county, on the

29th

day of

October

**20** 19

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 grant application by Boone County Emergency Management Operations for the State of Missouri Application for Federal/State Public Assistance.

It is further an ordered the Presiding Commissioner is hereby authorized to sign said Grant Application.

Done this 29th day of October 2019.

ATTEST:

Brianna L. Lennon

Clerk of the County Commission

Daniel K. Atwill

Presiding Commissioner

Fred J. Payry

District I Commissioner

Janet M. Thompson

### STATE OF MISSOURI APPLICATION FOR FEDERAL/STATE PUBLIC ASSISTANCE (PL 93-288 AS AMENDED/RSMo. CHAPTER 44)

1. DATE SUBMITTED:	3. (APPLICANT) SUB- RECIPIENT ID NUMBER:	4. DECLARATION NU	MBER AND DATE:	
2. DATE RECEIVED:	30 8	FEMA - 4451 - DR - M	O Dated: 9 JULY 2019	
5. (APPLICANT) SUB-RECIPIENT INFORMATION:	6. TYPE OF (APPLICANT) SUB-RECIPIENT: Check appropriate box or boxes [x]			
A. Legal Name: (NNM of BOOME	A. State Agency [ ] B. County [ X]			
•	C. City	D. Township	[ ]	
B. FEIN#: 43- U000249	E. Special District	F. Private Non-Pro	otit [ ]	
C. DUNS#: 013755911	G. Other [ ] (Specify)			
D. (Applicant's) Sub-recipient's Fiscal Year:	FROM: 1/1/2019	TO: 12/31/20	19	
E. Address (St./POB/City/State/Zip):	7. INCIDENT PERIOD:	APRIL 29 to JULY 5, 2019	·	
801. E. WAINUT	8 State Agency to Receiv	ve Request: State Emergen	cy Management Agency	
Columbia, Mo	g. State rigolog to recor		2302 Militia Drive	
	14	Jefferson City,		
U6201	·	Phone: 573-52	26-9234	
9. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION IS TRUE AND CORRECT, THE DOCUMENT HAS BEEN TRULY AUTHORIZED BY THE GOVERNING BODY OF THE (APPLICANT) SUB-RECIPIENT AND THE (APPLICANT) SUB-RECIPIENT WILL COMPLY WITH ALL ASSURANCES IF THE ASSISTANCE IS AWARDED.				
A. Name of Authorized Representative	B. Title:	C. Telepho	ne Number (Include Area	
(Typed or Printed):	NINGLAND		3.664.1001	
Chad Martin	DIRECTOR	VII	7) 1717 1001	
D. Signature of Authorized Representative:	E. Date Signed: 1/19			
BE	LOW THIS LINE FOR SE	EMA USE ONLY	·	
FUNDING REQUEST:	BUNDLE #:			
8 3 8	SA # and Version #:	SA # and Version #:		
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A. Federal:	B. State:	C. Total:		
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	O OFMA DE ///	70/		
9. SEMA REVIEW				
PREPARED BY:		7 V N X		
Signature:		Title:	Date of Approval:	
	<sup>14</sup>	Alternate GAR		
4	₩			

## DR - 4451

VENDOR INPUT/ACH-EFT APPLICATION	*REQUIRED FIELDS
NAME/ADDRESS AS SHOWN ON FEDERAL TAX RETURN COUNTY OF BOONE - MISSOURI	*FEDERAL TAX ID NUMBER OR SOCIAL SECURITY NUMBER 45-6000349
BOLE WALNUT RM 205	TYPE OF ENTITY  ☐ Corporation ☐ Sole Proprietor ☐ Individual ☐ State Employee  ▼ Other COUNTY GOVERNMENT
COLUMBIA MO 65201	DATE OF CHANGE
REMIT TO NAME/ADDRESS IF DIFFERENT THAN ABOVE	PREVIOUS FEDERAL TAX ID NUMBER OR SOCIAL SECURITY NUMBER
REMIT TO NAME/ADDRESS IF DIFFERENT THAN ABOVE	
	PREVIOUS NAME
	PREVIOUS ADDRESS
	COMMENTS
PURCHASE ORDER NAME/ADDRESS IF DIFFERENT THAN ABOVE	
TO BE COMPLETED BY FINANCIAL INSTITUTION  NAME/ADDRESS OF FINANCIAL INSTITUTION  CENTRAL BANK OF BOONE COUNTY  720 E. BROADWAY P.O.BOX 678	I (We) hereby authorize the State of Missouri, to initiate credit entries to my (our) account at the depository financial institution named and to credit the same such account. I (We) acknowledge that the origination of ACH transactions to my (our) account must comply with the provision of U.S. law.  This authorization is to remain in full force and effect until the State
COLUMBIA MO 65205-0678  DEPOSITOR ROUTING NUMBER  O81500859  DEPOSITOR ACCOUNT NUMBER	of Missouri, Office of Administration, has received written notification from me (us) of its termination in such time and in such manner as to afford the State of Missouri and the financial institution a reasonable opportunity to act on it.
128506160 NAME ON ACCOUNT	☐ I (We) hereby cancel my (our) ACH/EFT authorization.
MAIN CHECKING TYPE OF ACCOUNT	*VENDOR SIGNATURE  X / / / / / / / / / / / / / / / / / /
CHECKING SAVINGS SIGNATURE OF REPRESENTATIVE OF FINANCIAL INSTITUTION	*PRINT NAME
Bornie Lauler	TOM DARROUGH
BONNIE LAWLER	TREASORER
TITLE AVP	tdarrough & boone county MD. org
TELEPHONE NUMBER 573 874 8501  DATE 10/301	TOATE
CERTIFICATION FOR INTERNAL REVENUE SERVICE (IRS) Under penalties of perjury, I certify that: I. The number shown on this form is my correct taxpayer identification number (or II. I am not subject to backup withholding because: (a) I am exempt from backup v backup withholding as a result of a failure to report all interest or dividends, or (c) III. I am a U.S. person (including a U.S. resident alien). Certification instructions. You must cross out item II above if you have been notificative that the contributions on your tax return. For all real estate transactions, item II do	withholding, or (b) I have not been notified by the internal Revenue Service (IRS) that I am subject to
MO 300-1489 (7-10)	

#### VENDOR INPUT FORM INSTRUCTIONS

The purpose of this form is to add a vendor record or to make changes to a vendor record. A vendor is a person or business being paid by the State of Missouri.

### THESE FIELDS ARE REQUIRED TO BE COMPLETED FOR ALL CIRCUMSTANCES. (SHADED FIELDS)

Enter NAME/ADDRESS AS SHOWN ON FEDERAL TAX RETURN.

Enter the FEDERAL TAX ID NUMBER OR SOCIAL SECURITY NUMBER that is used for income taxes for the name entered.

Check the correct TYPE OF ENTITY.

Signature is required at VENDOR SIGNATURE along with PRINT NAME, TITLE, TELEPHONE, and DATE.

#### CONDITIONAL FIELDS

If payments are to be sent to a different address, enter a REMIT TO NAME/ADDRESS.

If purchase orders are to be sent to a different address, enter a PURCHASE ORDER NAME/ADDRESS.

If you are making a change to your vendor record, fill out these additional fields:

DATE OF CHANGE is the effective date of the change in business structure/activity

PREVIOUS FEDERAL TAX ID NUMBER OR SOCIAL SECURITY NUMBER

PREVIOUS NAME

PREVIOUS ADDRESS

COMMENTS are for additional information that may be helpful including reason for the change.

# TO SET UP OR TO CHANGE DIRECT DEPOSIT INFORMATION, FILL IN THE FOLLOWING, INCLUDING THE REQUIRED FIELDS FROM ABOVE.

NAME/ADDRESS OF FINANCIAL INSTITUTION where you want the money to be deposited. A representative from the financial institution must complete and sign this section.

Check appropriate box for electronic deposits.

If changing bank account information, fill in DATE OF CHANGE.

### CERTIFICATION FOR INTERNAL REVENUE SERVICE (IRS)

This certifies that the Taxpayer Identification Number (TIN) on this form is the correct number and whether backup withholding applies.

# State of Missouri **Public Assistance Grant Certifications Form**

The individuals identified below are hereby authorized to execute and file Application for Public Assistance on behalf of the designated jurisdiction for the purpose of obtaining and administering available state and federal financial assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, (Public Law 93-288 as amended) or otherwise available. These individuals are authorized to represent and act for this jurisdiction in all dealings with the State of Missouri for all matters pertaining to such disaster assistance required by the agreements and assurances listed on FEMA Form 20-16, the SEMA Public Assistance Program Checklist, and the SEMA Audit Compliance Requirements Checklist. By signing this certification we are verifying that we have read and understand the information and requirements listed on the three documents mentioned above. We further understand that we remain responsible for compliance with all other pertinent federal, state, and local policies and procedures in the administration of Public Assistance funds received as a result of this application. Failure to comply with these requirements will result in the de-obligation of federal/state funds associated with that non-compliance.

COUNTY of BOONe

Jurisdiction (County/City/District)

Mailing Address:

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	Columbia, Mo	2
g	Uh201	
: ::::::::::::::::::::::::::::::::::::	7 "	**
Senior Elected Official	Chief Financial Officer	<b>Authorized Representative</b>
Daniel K. Atwill Presiding Commissioner Name & Title Signature	Name & Title Signature	Name & Title Signature
には、そので、4301 Telephone Number	Telephone Number	Telephone Number
datwill@boonecountymo.org Email	tage folign @ boone countymb. org Email	CMartin@bornecounty mo. org Email
Fax Number	Fax Number	Fax Number

# MISSOURI STATE EMERGENCY MANAGEMENT AGENCY (SEMA) PUBLIC ASSISTANCE PROGRAM CHECKLIST

- 1. The (applicant) sub-recipient must identify and report all Disaster related damage within sixty days of their Scoping meeting with FEMA. Damages identified after FEMA has conducted the (applicant) sub-recipient exit briefing must be reported to SEMA.
- 2. (Project Worksheets/PWs/SA's) Sub-award's are written to restore disaster damaged eligible facilities to their pre-disaster condition and function.
- 3. Codes and Standards which change the pre-disaster construction of a facility are eligible for consideration only if they are in writing and they were formally adopted by the (applicant) sub-recipient **PRIOR** to the disaster declaration date or if they are a legal Federal or State requirement applicable to the type of restoration.
- 4. (Applicants) Sub-recipients must follow the Scope of Work (SOW) in the approved (PW/SA) sub-award. Work not identified in the scope of work is ineligible. The (applicant) sub-recipient is responsible for informing SEMA of any condition(s) that create a need to change the Scope of Work **BEFORE** incurring costs or proceeding with the work.
- All project work must be completed by the project completion deadline assigned to the applicable (PW/SA) sub-award. Only costs incurred up to the approved completion date will be considered for reimbursement. If additional time is needed, due to circumstances beyond the control of the (applicant) sub-recipient, a written request must be sent to SEMA **PRIOR** to the existing completion date.
- 6. The (applicant) sub-recipient <u>MUST</u> submit a written request for an Improved or Alternate project to SEMA and receive a written approval prior to starting construction.
- 7. An (applicant) sub-recipient may submit an appeal for additional small project funding if the actual cost for <u>ALL</u> small projects exceeds the approved project amount for <u>ALL</u> small projects by 15% or more. The written appeal must be submitted to SEMA no later than 60 days after the last small project work was completed. The appeal must include cost documentation for ALL small projects.
- 8. The FEMA Project Completion and Certification Report P.4 must be completed, signed and returned to SEMA once the project work of the (PWs/SAs) sub-awards on the P.4 is completed.
- 9. Suspended (PWs/SAs) sub-awards will not receive funding until **ALL** the requirements identified in the comments section of the (PW/SA) sub-award are met.
- 10. (Applicants) Sub-recipients with large (PWs/SAs) sub-awards must submit a project cost summary and all associated invoices to SEMA following the completion of each large project. The project cost summary must list all labor, equipment, materials, and contract costs associated with the (PW's/SA's) sub-award's scope of work.
- 11. The (applicant) sub-recipient understands and accepts responsibility under the Code of Federal Regulations (CFR) Section 13.21 to minimize the time elapsing between the transfer of funds to us and the disbursement of those funds.
- 12. The (applicant) sub-recipient shall promptly, but at least quarterly, remit interest earned to SEMA for return to FEMA.

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- 13. The Missouri State Prevailing Wage Laws are applicable for all public works construction that would have previously been covered. The Governor will determine the applicability of the Missouri State Prevailing Wage Laws for each disaster.
- The (applicant) sub-recipient certifies that they will not contract with any entity identified on the General Services Administration System for Award Management (SAM), <a href="https://www.sam.gov/portal/SAM/#1">https://www.sam.gov/portal/SAM/#1</a>, Excluded Parties List (Debarred List) or the Missouri State Attorney General's Know MO web link, <a href="https://ago.mo.gov/app/search">https://ago.mo.gov/app/search</a>.
- The (applicant) sub-recipient certifies they will adhere to Revised Statutes of Missouri (RSMo) Sections 285.525 through 285.555 regarding the hiring of Illegal Immigrants by the (applicant) sub-recipient or any contractor or subcontractor. We understand that failure to comply with this requirement will subject us to the penalties described in the references mentioned above.
- 16. The (applicant) sub-recipient is required to submit quarterly reports to SEMA on all projects that have not received final payment.
- 17. The (applicant) sub-recipient may appeal any determination previously made by FEMA or SEMA. The (applicant's) sub-recipient's appeal must be made in writing and submitted to SEMA within sixty (60) days after receipt of notice of the action which is being appealed.
- 18. If an (applicant) sub-recipient expends \$750,000.00 or more in total Federal financial assistance in one (applicant) sub-recipient fiscal year (including **ALL** Federal funds, not just disaster assistance) a copy of the Single Audit or Program Audit (as required by the Single Audit Act of 1984) must be submitted to SEMA.
- Complete records and cost documents for all approved work and reimbursements must be maintained for at least three (3) years from the date the last project was completed or from the date the final payment was received, whichever is later. During this time, all approved (PWs/ SA's) sub-awards are subject to State and Federal audit review.
- 20. No payments will be made on projects requiring a Corps of Engineers permit or Missouri Department of Natural Resources 401 permit until the approved permits are received at SEMA.
- The (applicant) sub-recipient will immediately notify SEMA if/when they receive any other funds (insurance, CDBG, DNR, USACE, donations, etc.) that will be applied to the (PW/SA) sub-award Scope of Work or non-Federal share.
- 22. Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms. The (applicant) sub-recipient must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. See 2 CFR §200.321 for additional details.

# Missouri State Emergency Management Agency (SEMA) Audit Compliance Requirements Checklist

As a result of recent decisions by the U.S. Department of Homeland Security Office of the Inspector General (OIG) it has become necessary to obtain additional certification of each Public Assistance (applicants') subrecipients' understanding of federal requirements associated with the receipt and expending of federal grants.

(IMPORTANT: Approval of your procurement procedures, cost documentation, source documents, etc..., by representatives of the Federal Emergency Management Agency (FEMA) does <u>NOT</u> provide any assurance that the U.S. Department of Homeland Security OIG auditors will not require that you return disaster grant funds should they (OIG) disagree with those procedures.)

These procedures have been implemented as a direct result of U.S. DHS OIG audit reports and to prevent the potentially devastating effects of having to return federal funds following a disaster.

The State Emergency Management Agency reserves the right (as the (grantee) recipient for federal disaster funds) to conduct periodic records reviews of any (subgrantees') sub-recipient's records and to cease payments to any (subgrantee) sub-recipient found to be non-compliant with these requirements.

The following items <u>must be read and understood</u> by each (applicant) sub-recipient **BEFORE** signing the certification. **NO** payments will be made on any (project worksheet) sub-award until this and all other required documents/forms have been completed, signed, and provided to Missouri SEMA.

- 1. The (applicant's) sub-recipient's accounting practices must identify the application of federal funds or account for costs by specific project as required by federal regulations and FEMA guidelines. The Code of Federal Regulations (CFR) 44 13.20(b) states that (subgrantees) sub-recipients must maintain records that adequately identify the source and application of funds for financially assisted activities.
- 2. Effective control and accountability must be maintained for all (grant) award and (subgrant) sub-award cash, real and personal property, and other assets.
- 3. The (applicant) sub-recipient must establish a project file (or site file for multiple-site projects) containing the corresponding (project worksheet/PW) sub-award and all documentation pertaining to the project (or site).
- 4. The (applicant) sub-recipient must follow the same or more stringent internal controls when accounting for and expending disaster grant funds as it does for its annual operating revenue.
- 5. The (applicant) sub-recipient must maintain documentation by project, reconcile source documentation to invoices, and determine the validity of all project invoices before filing claims.
- 6. The (applicant) sub-recipient must follow federal procurement standards as set forth in Code of Federal Regulations (CFR) 44 and 2 CFR Part 200, to include:
  - a. Performance of procurement transactions in a manner providing full and open competition except under certain circumstances.
  - b. (Subgrantees) Sub-recipients must maintain records sufficient to detail the significant history of the procurement, including rationale for the method of procurement, the basis of contractor selection, and basis for the contract price.

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- c. (Subgrantees) Sub-recipients must document a cost or price analysis in connection with every procurement action including contract modifications.
- d. Time and material type contracts are prohibited unless no other contract is suitable and the contract includes a ceiling price that the contractor exceeds at its own risk. FEMA also generally limits these contracts to seventy (70) hours.
- e. The (subgrantee) sub-recipient must negotiate profits as a separate element for contracts lacking price competition and in all cases where cost analyses are performed.
- f. The (subgrantee) sub-recipient must take the affirmative steps, as established in 2 C.F.R. § 200.321(a).
- 7. The (applicant) sub-recipient understands that improperly contracted work will result in the total ineligibility for the project.
- 8. This checklist is NOT all inclusive and each (subgrantee) sub-recipient should be familiar with the requirements of Code of Federal Regulation (2 CFR Part 200 and 44 CFR). Particularly important are Part 13 (Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments) and Part 206 (Federal Disaster Assistance for Disasters Declared On or After November 23, 1988).

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## Assurance of Compliance with 2 CFR 200.317 – 200.326

This Assurance of Compliance form (SEMA-PA-4) satisfies the requirements of 2 CFR 200.331 which stipulates that SEMA, as a pass-through entity, provide required information related to, but not limited to, procurement as follows:

(2) All requirements imposed by the pass-through entity on the sub-recipient so that the Federal award is used in accordance with Federal statutes, regulations and the terms and conditions of the Federal award;

(3d) Monitor the activities of the sub-recipient as necessary to ensure that the sub-award is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the sub-award; and that sub-award performance goals are achieved.

- 1. Review your Procurement Policy for compliance with Federal Procurement Policy Standards and 2 CFR 200.317 200.326 and submit your Jurisdictional Review to SEMA;
- 2. Submit a copy of your Procurement Policy to SEMA, with the submission of State Forms, for review of compliance.
- 3. SEMA will review your **Procurement Policy**, in accordance with your **Jurisdictional Review**, for compliance and will recommend solutions for any issue(s) which may cause risk to the preservation of eligibility.

### Common issues for consideration include, but are not limited to:

- 1. 200.318 (a) The non-Federal entity must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in this section.
- 2. 200.320 (b) Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
- 3. 200.320 (c) Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in paragraph (c)(1) of this section apply.
- 4. 200.320 (f) Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

(1) The item is available only from a single source;

(2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

- (3) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
- (4) After solicitation of a number of sources, competition is determined inadequate.
- 5. 200.321 (a) The non-Federal entity must take all necessary <u>affirmative steps</u> to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

6. 200.321 (b) Affirmative steps must include:

- (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises:
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

We, the responsible parties of the Sub-Recipient, hereby certify full compliance with 2 CFR 200.317 - 200.326, as applicable to our Procurement Policy, with the intention of preserving the eligibility of funding as obligated by the Federal Public Assistance grant.

**Applicant Jurisdiction:** 

Applicant surfiction.			
Authorized Representative		Senior Jurisdictional Authority *	
Print Name	Chad Martin	Print Name	Dan Atwill
Title	DIRECTOR, OEM	Title	Presiding Commissioner
Signature	Clad I	Signature	Nauf Mital
Date	10-21-19	Date	16.29.19
Phone Number	Б73 · ББ4 · 1001	Phone Number	513.884.4307
Email Address	cmartin@ boone county mo . org	Email Address	datwill@boonecountymo.org

\* If the Authorized Representative also holds the position of Senior Jurisdictional Authority please include the signature and contact information of another jurisdictional authority who can certify compliance. (Example: county clerk, fiscal manager, etc.)

SEMA - PA 4 FORM

# U.S. DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY SUMMARY SHEET FOR ASSURANCES AND CERTIFICATIONS

DR - 4451

O.M.B. No. 1660-0025 Expires July 31, 2007

FOR	CA FOR (Name of Recipient)		
FY			
This summary sheet includes Assurances and Certifications that must be read, signed, and submitted as a part of the Application for Federal Assistance.			
An applicant must check each item to	that they are certifying to:		
Part I FEMA Form 20-16A, Assurances-Nonconstruction Programs			
Part II FEMA Form 20-16B, Assurances-Construction Programs			
Part III FEMA Form 20-16C, Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements			
Part IV SF LLL, Disclosure of Lobbying Activities (If applicable)			
As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the identified attached assurances and certifications.			
Typed Name of Authorized Representative  Director, Office of Emergency Management Title			
Plant 5 10-21-19			
Signature of Author	izėd Representative	Date Signed	

NOTE: By signing the certification regarding debarment, suspension, and other responsibility matters for primary covered transaction, the applicant agrees that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by FEMA entering into this transaction.

The applicant further agrees by submitting this application that it will include the clause titled "Certification Regarding Debament, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the FEMA Regional Office entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. (Refer to 44 CFR Part 17.)

#### Paperwork Burden Disclosure Notice

Public reporting burden for this form is estimated to average 1.7 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing, reviewing, and maintaining the data needed, and completing and submitting the form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to; Information Collections Management, U.S. Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington DC 20472. You are not required to complete this form unless a valid OMB control number is displayed in the upper corner on this form. Please do not send your completed form to the above address.

#### U.S DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY

2. 我们就要用的原理,不是一个人,这个人,就不是一个人的人,我们就会回答,我们就会的人们要们的一种,我们也会被做什么。""这一样,我们就会

DR - 4451

O.M.B. No. 1660-0025 Expires July 31, 2007

ASSURANCES-NONCONSTRUCTION PROGRAMS

Paperwork Burden Disclosure Notice
Paperwork reporting burden for this form is estimated to average 1.7 hours per response. The burden estimate includes the time for reviewing Instructions, searching existing data sources, gathering and maintaining the data needed, and completing, reviewing, and submitting the form. You are not required to respond to this collection of information unless a valid OMB control number appears in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden estimate to: Information Collection Management, U. S. Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472. NOTE: Do not send your completed form to the above address.

NOTE

Certain of these assurances may not be applicable to your project or program. If you have any questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

- Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
- 2. Will give the awarding agency, the comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal gain.
- Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- 5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. Section 4727-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statues or regulations specified in Appendix A of OPM's Standards for Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
- 6. Will comply with all Federal statues relating to nondiscrimination. These Include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P. L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IV of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. Sections 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970,) P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) Sections 523 and 527 of the Public Health Service Act of 1912, (42 U.S.C. 290-dd-3 and 290 ee-3), as amended, relating to confidentially of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Acts of 1968 (42 U.S.C. Section 3601 et. seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provision in the specific statue(s) under which application for Federal assistance is being made; and (i) the requirements of any other nondiscrimination statue(s) which may apply to the application.
- 7. Will comply, or has already complied, with the requirements of Title II and III of the Uniformed Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or Federally assisted programs. These requirements apply to all interest in real property acquired for project purposes regardless of Federal participation in purchase.
- Will comply with provisions of Hatch Act (5 U.S.C. Sections 1501-1508 and 7324-7328) which limit the political activities of employees whose principle employment activities are funded in whole or in part with Federal funds.

- Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. Sections 276a to 276a-7) the Copeland Act (40 U.S.C. Section 276c and 18 U.S.C. Sections 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. Sections 327-333), regarding labor standards for federally assisted construction subagreements.
- 10. Will comply, if applicable with flood insurance purchase requirements of Section 102a of the Flood Disaster Protection Act of 1973 (P.L., 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- 11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16) U.S.C. Sections 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176 (c) of the Clear Air Act of 1955, as amended (42 U.S.C. Section et seq.); (g) protection underground sources of drinking water under Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
- 12. Will comply with the wild and Scenic Rivers Act of 1968 (16 U.S.C. Sections 1271 et seq.) related to protecting components of the national wild and scenic rivers systems.
- 13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-et seq.).
- 14. Will comply with P.L 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- 15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
- 16. Will comply with the Lead-Based Paint Poising Prevention Act. (42 U.S.C. Sections 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
- 17. Will cause to be performed the regulred financial and compliance audits in accordance with the Single Audit Act of 1984,
- 18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.
- 19. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act (29 U.S.C. 201), as they apply to employees of institutions of higher education, hospitals, and other non-profit organizations.

#### U. S. DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY ASSURANCES-CONSTRUCTION PROGRAM

DR - 4451

O.M.B. No. 1660-0025 Expires July 31, 2007

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#### PAPERWORK BURDEN DISCLOSURE NOTICE

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#### NOTE'

Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain federal assistance awarding agencies may require applicants to certify additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

- Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal Share of project cost) to ensure proper planning, management, and completion of the project described in this application.
- 2. Will give the awarding agency, the comptroller General of the United States, and if appropriate, the States, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a paper accounting system in accordance with generally accepted accounting standards or agency directives.
- 3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.
- 4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
- 5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or state.
- 6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- 7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict to interest, or personal gain.
- 8. Will comply with intergovernmental Personnel Act of 1970 (42 U.S.C. Sections 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statues or regulations specified in Appendix A of OPM's standards for a Merit System of Personnel Administration (5 C.F.R. 900-subpart F).
- Will compty with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. Sections 4801-et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.

- 10. Will comply with all Federal statues relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1683, and 1685-1686) which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Sections 794) which prohibits discrimination on the basis of; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. Sections .8101-61-7) which prohibits discrimination on the basis of age; (e) the Drug Abuse Office Treatment Act of 1972 (P.L. 93-255), as amended, relating to non-discrimination on the bases of abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970
- (P.L. 91-616), as armended, relating to nondiscrimination on the bases of alcohol abuse or alcoholism; (g) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290.ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. Sections at seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing; (f) and other non-discrimination provisions in the specific statutes(s) under which application for Federal assistance is being made, and (f) the requirements on any other non-discrimination Statutes(s) which may apply to the application.
- 11. Will comply, or has already complied, with the requirements of Title II and III of the Uniform Relocation Assistance and Real Property Acquisition policies Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and Federally assisted programs. These requirements apply to all interest in real property acquired for project purpose regardless of Federal participation in purchases.
- 12. Will comply with the provisions of the Hatch Act (5 U.S.C. Sections 1501-1508 and 7324-7328) which limit the political activities of employment activities are funded in whole or impart with Federal funds.
- 13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. Sections 27a to 276a-7), the Copeland Act (40 U.S.C. Section 276c and 18 U.S.C. Section 874), the Contract Work Hours and Safety Standards Act (40 U.S.C. Sections 327-333) regarding labor standards for Federally assisted construction subagreements.

14. Will comply with the flood Insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance in the total cost of insurable construction and acquisition is \$ 10,000 or more.

- 15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (E.O.) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management programs developed under the Coastal Zone Management Act of 1973 (16 U.S.C. Sections 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementations Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. Section 7401et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); (H) Protection of Endangered species Act of 1973, as amended, (P.L. 93-205).
- 16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. Sections 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- 17. Will assist the awarding agency in assuring compliance with. Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and preservation of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 46s-1 et seq.).
- 18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
- 19: Will comply with all applicable requirements of all other Federal laws, Executive Orders, regulations and policies governing this program.
- 20. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act (29.U.S.C. 201), as they apply to employees of institutions of higher education, hospitals, and other non-profit organizations.
- 21. It will obtain approval by the appropriate Federal agencies of the final working drawings and specifications before the project is advertised or placed on the market for bidding; that it will construct the project, or cause it to be constructed, to final completion in accordance with the application and approved plans and specifications; that it will submit to the appropriate Federal agency for prior approval changes that alter the cost of the project, use of space, or functional layout; that it will not enter into a construction contract(s) for the project or undertake other activities until the conditions of the construction grant program(s) have been met.
- 22. It will operate and maintain the facility in accordance with the minimum standards as may be required or prescribed by the applicable Federal, State, and focal agencies for the maintenance and operation of such facilities.

- 23. It will require the facility to be designed to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by, the Physically Handicapped," Number A117-1961, as modified (41CFR 101-17.703). The applicant will be responsible for conducting inspections to ensure compliance with these specifications by the contractor.
- 24. If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the applicant, this assurance shall obligate the applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.
- 25. In making subgrants with nonprofit institutions under this Comprehensive Cooperative Agreement, it agrees that such grants will be subject to OMB Circular A-122, "Cost Principles for Non-profit Organization" including but not limited to, the "Lobbying Revision" published in vol 49, Federal Register, pages 18260 through 18277 (April 27, 1984).

#### U. S. DEPARTMENT OF HOMELAND SECURITY

### DR - 4451

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS O.M.B. No. 1560-0025 Expires July 31, 2007

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#### PAPERWORK BURDEN DISCLOSURE NOTICE

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Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 44 CFR Part 18, "New Restrictions on Lobbying" and 28 CFR Part 17, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)..." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Federal Emergency Management Agency (FEMA) determines to award the transaction, grant, or cooperative agreement.

#### 1. LOBBYING

As required by section 1352, Title 31 of the U.S. Code, and implemented at 44 CFR Part 18, for persons entering into a grant or cooperating agreement over \$ 100,000, as defined at 44 CFR Part 18, the applicant certifies that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.
- (b) If any other funds than Federal appropriated funds have been paid or will be paid to any other person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or an employee of Congress, or employee of a member of Congress in connection with this Federal Grant or cooperative agreement, the undersigned shall complete and submit Stand Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all liers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.
- Standard Form-LLL "Disclosure of Lobbying Activities" attached (This form must be attached to certification if nonappropriated funds are to be used to influence activities.)

#### 2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 44 CFR Part 67, for prospective participants in primary covered transactions, as defined at 44 CFR Part 17, Section 17,510-A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of a or had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or perform a public a public (Federal ,State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

- (c) Are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause of default: and
- B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

#### 3. DRUG-FREE WORKPLACE (GRANTEE OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 44 CFR Part 17: Subpart F, for grantees, as defined at 44 CFR Part 17.615 and 17.620-

- A. The applicant certifies that it will continue to provide a drug-free workplace by;
- (a) Publishing a statement notifying employees that the unlawful manufacture, distributions
- (b) Establishing an on-going drug free awareness program to inform employees about-
  - (1) The dangers of drug abuse in the workplace;
  - (2) The grantee's policy of maintaining a drug-free workplace;
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant to be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-
  - (1) Abide by the term of the statement; and
  - (2) Notify the employee in writing of his or her conviction for a violation of a criminal drug statute occurring ion the workplace no later than five calendar days after such convections;
- (e) Notifying the agency, in writing, with 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position, title, to the applicable FEMA awarding office, i.e., regional office or FEMA office.

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is convicted-

the contraction of the state of

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation act of 1973, as amended; or
- (2) Requiring such an employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a),(b),(c),(d),(e) and (f).
- B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, City, County, State, Zip code)

see attached.

Check If there are workplaces on file that are not identified here.

Section 17.630 of the regulations provide that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for FEMA funding. States and State agencies may elect to use a state wide certification.

Address/Location	Start Point	End Point	Type of Infrastructure
Hartsburg Bottom Road	38.6587853225034, -92.2567498142231	38.6602994997308, -92.2564224578777	Chip Seal Road
River Road	38.7389604633512, -92.3668930986517	38.7391277765442, -92.3666073980627	Culvert
River Road	38.7621242955645, -92.3865296511936	38.7514344217667, -92.3748000680244	Gravel Road
West Harold Cunnigham Road	38.7900528426554, -92.3532260512928	38.7900528426554, -92.3532260512928	Signs and Barricades
E Soft Pit Hill Road	38.682691907878, -92.2870185450808	38.628691907878, -92.2870185450808	Signs and Barricades
100 Pike Street, Rocheport	38.9780805074608, -92.5620897610634	38.9780805074608, -92.5620897610634	
W Club House Rd, Wilton	38.7517615999789, -92.373986845213	38.7517615999789, -92.373986845213	
W Maint Street, McBaine	38.8873398186484, -92.4474485432034	38.8873398186484, -92.4474485432034	
51 N Center Street, Hartsburg	38.6957024247853, -92.3107273957028	38.6957024247853, -92.3107273957028	
Rippeto Road	38.7344842575052, -92.3603588090113	38.7344842575052, -92.3603588090113	Gravel Road
Sign and Barricade Placement	38.885004, -92.264150		Signs and Barricades
Hartsburg Bottom Road	38.6806451396457, -92.2922866062631	38.6731125070054, -92.2849775123803	Gravel Road
Bush Landing Road	38.6891112519999, -92.3118033644308	38.6804864381087, -92.3119941574523	Gravel Road
Easley River Road	38.802943733318, -92.3772252215415	38.8029443738872, -92.3772261019245	Gravel Road
Harold Cunningham Road	38.7907962959654, -92.3599707374902	38.7897614364708, -92.3731915387014	Gravel Road
Hartsburg Bottom Road	38.6823006462057, -92.3329460926068	38.6804864381087, -92.3119941574523	Gravel Road
Hartsburg Bottom Road	38.6823006462057, -92.3329460926068	38.6823006462057, -92.3119941574523	Gravel Road
Hartsburg Bottom Road	38.6667875360505, -92.2753486379557	38.6587853225034, -92.2567498142231	Gravel Road
Hartsburg Bottom Road	38.6731121592443, -92.2849772176147	38.6667875360505, -92.2567498142231	Gravel Road
Hartsburg Bottom Road	38.6823006462057, -92.3329460926068	38.6804864381087, -92.3119941574523	Gravel Road
Hartsburg Bottom Road	38.6823006462057, -92.3329460926068	38.6804864381087, -92.3119941574523	Gravel Road
Rippeto Road	38.7902968851598, -92.3730206081404	38.7902971947421, -92.3730204705857	Gravel Road
Rippeto Road	38.8016837362673, -92.3762524163252	38.793050282298, -92.3718102036839	Gravel Road
River Road	38.7176384606879, -92.3431073805329	38.7033250609928, -92.3368651094198	Gravel Road
River Road	38.7514344217667, -92.3748000680244	38.7402491093041, -92.3680183400916	Gravel Road
River Road	38.6957477501149, -92.3324034979965	38.6917502163316, -92.3138265144839	Gravel Road
Smith Hatchery Road	38.823079807696, -92.3844809477354	38.8282380949123, -92.3840887182712	Gravel Road
Smith Hatchery Road	38.823079807696, -92.3844809477354	38.8282380949123, -92.3840887182712	Gravel Road
Soft Pit Hill Road	38.6806451396457, -92.2922866062631	38.6837046550858, -92.285013333461	Gravel Road
Harold Cunningham Road	38.7897392398425, -92.3731418196106	38.7897392398426, -92.3731418196106	Gravel Road/Levee

## CERTIFIED COPY OF ORDER

STATE OF MISSOURI

October Session of the October Adjourned

Term. 20 19

**County of Boone** 

ea.

In the County Commission of said county, on the

29th

day of

October

**20** 19

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

Now on this day, the County Commission of the County of Boone does hereby award Contract 33-22AUG19 – Credit-Debit Card Processing Services to Municipal Services Bureau (MSB) of Austin, Texas.

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

Done this 29th day of October 2019.

ATTEST:

Brianna L. Lennon

Clerk of the County Commission

Daniel K. Atwill

Presiding Commissioner

Fred J. Parry

District I Commissioner

Janet M. Thompson

# **Boone County Purchasing**

Melinda Bobbitt, CPPB
Director



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

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#### **MEMORANDUM**

TO:

**Boone County Commission** 

FROM:

Melinda Bobbitt, CPPB

DATE:

October 23, 2019

RE:

RFP Award Recommendation: 33-22AUG19 - Credit-Debit Card

**Processing Services** 

Request for Proposal for 33-22AUG19 - Credit-Debit Card Processing Services closed on August 22, 2019. Six proposal responses were received.

The evaluation committee consisted of the following:

Christy Blakemore, Boone County Circuit Clerk
Tom Darrough, Boone County Treasurer
Captain Gary German, Sheriff Department
Keeley Rippeto, Traffic/Account Supervisor, Circuit Clerk
Julia Lutz, Application Developer and Support Manager, Information Technology
Bonnie Adkins, Office Administrator, Prosecuting Attorney

The evaluation committee recommends award to Municipal Services Bureau (MSB) of Austin, Texas per their attached Evaluation Report.

The following fees will be paid by the constituent users:

Credit Cards:

2.19% (minimum \$1.00) per item fee

Debit Cards:

1.79% (minimum \$1.00) per item fee

ACH eChecks

\$0.15 (fixed for all amounts) per item fee

Pay-By-Text

\$0.03 to \$0.05 per text, based on volume

Miscellaneous transaction fees:

Charge Backs Credit Cards

\$15.00

NSF Check Returns

\$15.00

ATT:

**Evaluation Report** 

cc:

Proposal File / Evaluation Committee

#### **Evaluation Report for Request for Proposal**

#### 33-22AUG19 - Credit-Debit Card Processing Services

#### OFFEROR #1: MSB

\_X\_ It has been determined that MSB has submitted a responsive RFP response meeting the requirements set forth in the original Request for Proposal.

\_\_\_\_ It has been determined that MSB has submitted a non-responsive proposal.

#### Experience, Expertise and Reliability of Offeror

#### Strengths:

- They have a support location in Missouri (pg. 1).
- 99.7% customer retention rate (pg. 2).
- 99.99% uptime in the past 10 years (pg. 2).
- PCI Level-1 certified (pg. 2).
- MSB has never experienced a successful security breach since its inception (pg. 2).
- Have served over 1176 public entities across 50 states since their inception in 1991 (pg.
   5).
- A+ rating with the Better Business Bureau (pg. 5).
- Provided references for counties in other states plus Osage County, Missouri (pg. 8 & Exhibit C).
- FIPS 140-2 compliant encryption.
- Presentation: Vendor has never had a breach. They will provide a written warranty addendum that they take 100% liability if they do suffer a breach.

#### Concerns

#### Method of Performance

#### Strengths:

- Can build a website from scratch at no cost to the County to have the webpage look just like ours or they can simply act as a 3<sup>rd</sup> party processing gateway. Not proposed in in any other proposal.
- Good reporting capabilities. Easy to understand reports. Can input any type of parameter
  for reconciliation and their system can deliver that report in real time (pg. 11). During
  the presentation, vendor said a report can be created by any parameter we choose. If they
  don't already have the report, they can create it for us at no charge.

- Presentation: There is no custom work charge (except on Kiosks).
- Their fees are lower than other vendors
- · Accept Apple Pay, GooglePay, AndroidPay, PayPal Prepaid cards, eCheck & ACH.
- Has a bilingual payment center. Can assist customers in a multitude of languages including Vietnamese, Chinese, Arabic, Spanish, Polish, French, and many more (pg. 32).
- Ability to accept partial payments, one-time payments, recurring payments, budget payments and to defer payments.
- Provides funds the next day.
- A single vendor able to service and manage real-time electronic payments environment (pg. 1). Certified Government PayFac so are the sole merchant of record for all contracts with their government clients (pg. 15).
- Users can set up a recurring payment portal (pg. 4).
- They do not our-source technical service. Administrative and technical support available 24/7/365 (pg. 31). Accepts payments on a toll-free number (pg. 26). Support personnel will be available 24/7/365 (pg. 84).
- The Interactive Voice Response IVR) module will be completely custom made for the County and it will have custom submenus for each individual department of the County pg. 23).
- Equipment and maintenance offered free for the duration of the contract (pg. 30, 49).
- System has no limit to historical data. Can generate reports from any date, any year (pg. 35).
- 11:59 p.m. for next day funding. Transaction settled after 11:59 p.m. are deposited the following day (pg. 35).
- Training options include in-person, webinar, manuals (pg. 38, 85).
- Have user text alerts
- · Their log-in portal was user friendly
- On page 27, user friendly web site, could act as 3<sup>rd</sup> party processing gateway
- Will absorb all chargeback liability (pg. 43).
- Reports are available in HTML, Excel, PDF, XML (pg. 41).
- Cutting edge TTD/TTY phone support device for the hearing-impaired customers (pg. 24)
- Own their own network from inception to settlement, so making a change is instant. For example, adding a new employee can be done on-line by the County administrator.
- Presentation: End users receive instant refunds no waiting 3-4 days to get in their account.

#### Concerns:

- Want to make sure they can provide the reports and actual receipts that we need.
  - Yes, per clarification response #1.
- After hours is on-call basis versus service center being open (pg. 88).
  - Reference check said this provides fantastic customer service

#### OFFEROR #2: PayGov

X\_\_\_ It has been determined that PayGov has submitted a responsive RFP response meeting the requirements set forth in the original Request for Proposal.

\_\_\_\_ It has been determined that PayGov has submitted a non-responsive proposal.

Note: Processed within 24-48 hours

#### Experience, Expertise and Reliability of Offeror

#### Strengths:

- Provided references for a Circuit Clerks and Sheriff Department (although none in Missouri) (page 1).
- 2,600 government clients in the U.S. (page 2)
- In the past two years have added 700 accounts (not sure if all government)

#### Concerns:

#### Method of Performance

#### Strengths:

- They will provide in-person training.
- County is indemnified of chargeback liability (page 11).
- Provide equipment, other than pc, at no cost and replacement at no cost (page 13).
- Maintain 24/7 Help Desk for ongoing training and support (page 13).
- National banks settled the next day.
- · Mobile App can be downloaded for customers to make payments on their phones
- Can register for 1-time payments or future payments with reminders
- · Good reporting capability

#### Concerns:

It's hard to know for sure if this vendor is meeting all the requirements of our RFP since
they did not follow our required paragraph 4.1.4.7., of our RFP which states "The method
by which the proposed method of performance is written will be left to the discretion of
the Offeror. However, the Offeror should address each specific paragraph and

subparagraph of the Specifications by paragraph and page number as an item for discussion. Immediately below these numbers, write descriptions of how, when, by whom, with what, to what degree, why, where, etc, the requirements will be satisfied."

They did make a general statement acknowledging at the beginning of their RFP response that they do meet all requirements, but they should have followed our outline above.

- Besides in-person training, not sure what other training they offer...webinars? Manuals? (Page 10)
- Local & small banks may take up to 48 hours to process
- Have varied fees which make it difficult to explain to end users.
- Do their reports and actual receipts meet our requirements?
  - o Yes, per clarification #1.
- Do they provide multi-lingual customer service for user and in what languages? And provide TTY and TDD?
  - Per clarification 1, they do not provide multi-lingual customer service by phone and do not provide TTY or TDD services. Hearing impaired may email and contact form support option available online. Payments can be made online and via the mobile application. Customer support can be provided for all languages through the online contact form and email using Google translate.
- Need to confirm if they provide 24/7/365 customer service for the consumer.
  - o Yes, per clarification 1.

#### OFFEROR #3: nCourt

\_\_X\_\_ It has been determined that uCourt has submitted a responsive RFP response meeting the requirements set forth in the original Request for Proposal.

\_\_ It has been determined that nCourt has submitted a non-responsive proposal.

#### Experience, Expertise and Reliability of Offeror

#### Strengths:

- 1,900 government clients in 33 states (page 2).
- Founded in 2002 (page 32).
- Have added 200 public agencies in the past two years (page 33).
- · Provided references for courts and city

#### Concerns:

#### Method of Performance

#### Strengths:

- Payments can be made 24/7 by IVR system. They provide fully capable on-site payment processing solutions including EMV-enabled hardware and the latest software (page 23).
- Hardware and software provided by vendor free including upgrades (page 23, 29, 30, 31).
- System up 99.9% of the time (page 23).
- Training options include in-person, webinar and training materials (page 25).
- Card readers become the property of the County upon delivery (page 30).
- Support services will be available in English and Spanish via nCourt's toll-free line.
   nCourt's back-end telephone credit card processing system will provide the ability for a
   caller to opt out and speak to a live operator at their payment center. nCourt can also
   provide the ability to re-route the caller to the County's call center during the County's
   normal business hours, if desired.
- nCourt's system is compatible with Teletypewriter and Telecommunications Device for the Deaf (TTY and TDD).

#### Concerns:

 When giving their overall statement of understanding on page 2, they say "...collect more revenue with minimum risk..." Per paragraph 1.2.3. of our RFP, it states "The County seeks to keep service fees and/or costs as low as reasonable as possible for the cardholders".

- Does not appear as though payments can be made 24/7 by live agent per paragraph 22 which says Monday -Friday from 7 am 7 p.m. and 9 am 1 pm, Saturday and Sunday. Closed on Thanksgiving Day and Christmas Day. This would be an issue for the Sheriff Department. Want to clarify is their payment center open 24/7 with a live agent?
  - Per clarification #1, not with a live agent, but can make payment with IVR, web/mobile (via personalized website).
- Cannot meet requirement in paragraph 1.2.9. of administrative and technical support available 24/7/365. It is only available weekdays (page 24). Although on page 25, it says client support team is available 24 hours a day, 365 days per year.
  - Per clarification #1 response, live agents work 7:00 a.m. 7:00 p.m. A dedicated account representative can be called outside those hours if the system is down.
- If card readers are damaged, County responsible for a percentage of them up through year 5 (page 31). 1st year following warranty expiration 25%. 2nd year following warranty expiration 50%. 3rd year following warranty expiration 75%. 4th year following warranty expiration and beyond 100%.
- Need the backup page for E-Verify.
- Refunds and voids take a long time.
  - o Credit/Debit 3-7 business days for refund 2-3 for voids.
  - o Amex 3-7 business days for refund 3-5 for voids
  - o Prepaid Cards Two weeks for refunds or voids
  - o 2 business days to settle
  - o Delay in funds compared to other vendors
- 7% phone charge. For the Circuit Clerk's office, over 50% of their users pay by phone.
   Their differing fee schedule would be difficult to explain to each end user.
- Transaction reporting and actual receipts meet County needs?
  - Per clarification #1 response, yes.

#### OFFEROR #4: CourtMoney

\_\_\_X\_ It has been determined that CourtMoney has submitted a responsive RFP response meeting the requirements set forth in the original Request for Proposal.

\_\_\_\_ It has been determined that CourtMoney has submitted a non-responsive proposal.

Note: Small company compared to others

Takes 48 hours to receive funds

## Experience, Expertise and Reliability of Offeror

#### Strengths:

- Been in existence for 15 years processing cash bail transactions by credit/debit card.
   Have served Boone Circuit Clerk since 2010. Also served Boone County Sheriff and Prosecuting Attorney (since 2013).
- Prosecuting Attorney office: Have been very responsive to PA's office needs. PA has
  never had an issue that wasn't resolved in a timely manner. CourtMoney is prompt and
  dependable with their payments. No issues have gone unresolved.
- Currently have 100 Circuit Clerks in Missouri along with hundreds of municipalities and Sheriff's offices in the state of MO.
- Have added 10 Circuit Clerks in Illinois over the past two years.
- Provided relevant references for other Missouri Counties for Circuit Clerks, Prosecuting Attorneys, and Sheriff Departments,
- Located in Marion, IL. Able to have face-to-face meetings when needed.
- Current provider, already in place, no transition period.

#### Concerns:

 All vendors are PCI Level 1 certified except CourtMoney who is PCI Level 2 certified (which we believe to be less secure).

#### Method of Performance

#### Strengths:

- Meets the requirement that payments can be processed multiple ways, 24/7/365, by both
  phone and online (pg. 25). The operators have been trained on each specific need for
  each office and in the event of questions, the operators have access to a corporate officer
  24/7 (pg. 29). Technical support is available 24/7/365 (pg. 23).
- Their web site has been accessible for processing 99.9% of the time.
- Training can be done in-person, besides webinars and training manuals.
- CourtMoney guarantees all transactions against Chargebacks and disputes.

- Reporting the specific information relative to the transaction is reported
- All hardware, updates, upgrades, and fixes provided free to County (other than Kiosk).
   County held harmless for the replacement of any equipment damaged or destroyed by clientele. They will provide, if have not already provided, enough card swipes for any office that needs them and will also provide extra devices for immediate install in the event one breaks (2.9.8.3.)
- Easy to understand fee schedule. No cost to County Cardholder pays fee.

#### Concerns:

- "Fee schedule can be amended by CourtMoney at any time with written notice to the client". That is not acceptable. Our requirement on page 18 of our RFP states "The Offeror shall provide a firm, fixed price for the Original Contract Period"
- Fee schedule is high for the cost to the consumer.
- Having to redirect a payment, stop a payment or adjust an entered amount, you have to make a phone call rather than logging in to do this.
- · We are not able to run comprehensive long-term reports.
- Access to historical data is important. What is our access to this?
- Call center transactions can add \$5.00. When would this happen?
- Can they provide multi-lingual customer service for user and in what languages? Do they provide TTY and TDD?
  - Per clarification 1 response, yes for multi-lingual customer service. They use a third-party service that offers over 240 languages. Yes, they provide TTY and TDD services.

#### OFFEROR #5: LexisNexis

\_X\_\_ It has been determined that LexisNexis has submitted a responsive RFP response meeting the requirements set forth in the original Request for Proposal.

It has been determined that LexisNexis has submitted a non-responsive proposal.

#### Experience, Expertise and Reliability of Offeror

#### Strengths:

- · Large company that has been in business for many years.
- Member of Mastercard Government Services Group. Meet often and provide input into government initiatives and payment processes
- Meet regularly with VISA & American Express department heads.
- PCI Level 1 compliant
- Provided a Sheriff and Clerk reference (although not Missouri)
- Provides payment solutions for over 2,800 government agencies (pg. 20).
- Founded in 1987 (pg. 29).
- Provided Missouri counties, state agencies and city references (pg. 30).
- Added 33 public agencies in 2017 and 29 in 2018 (pg. 31).

#### Concerns:

#### Method of Performance

#### Strengths:

- · Real-time authorization
- Same-day settlement processing on all transactions before 6:00 pm; Transactions after 6:00 pm will be processed the next day.
- No cardholder information stored on any County Device
- A certified PAYFAC, so has a refined merchant onboarding process, assumes financial
  risk for processed transactions, manages the chargeback and retrieval process and
  responsible for PCI compliancy and data breach protection (pg. 4).
- 24/7/365 available for consumers to make payments, technical support & maintenance, and administrative and technical support available (pg. 9-10). A toll-free number is available for consumers to make payments 24/7/365 (pg. 9).
- All hardware and software provided to County at no cost and they are responsible for the maintenance and repair on any supplied equipment and will facilitate any necessary returns or replacements (pg. 26).

- Training includes WebEx, "train the trainer" classes, manuals and onsite training (pg. 39).
- · Lower fees than some of the other Offerors.
- · They manage the inquiries on guaranteed payments.

#### Concerns:

- Can they provide transaction level reporting and meet the needs of the County for actual receipts?
  - o Yes, per clarification 1 response.
- They attached Terms and Conditions that would need to be reviewed by our Legal department. At a minimum, their paragraph to indemnify them needs to be deleted. Not sure about paragraph 15 that we agree to promote the use of the Service, they can cancel in 30 days' notice, and if we cancel, we may be responsible for their costs to implement the service (Exhibit A).
- Do they provide multi-lingual customer servce for user and in what languages? Do they
  provide TTY and TDD?
  - Per clarification 1 response, they provide 24/7 bilingual customer service by live operator for English and Spanish. Current IVR does not support TTY and TDD.
- Chargebacks guarantees funds for up to \$5,000 per transaction. If more than that, do
  they not guarantee chargebacks beyond \$5,000?
  - Per clarification 1 response, they only limit to \$5,000 to guarantee for per transaction chargebacks
- Price seems high for bonds at 5.75%.

#### OFFEROR #6: CSG Forte Payments

It has been determined that CSG Forte Payments has submitted a responsive RFP response meeting the requirements set forth in the original Request for Proposal.

X It has been determined that CSG Forte Payments has submitted a non-responsive proposal.

#### Experience, Expertise and Reliability of Offeror

#### Strengths:

- Past successful experience with Boone County as the electronic payment processor for the Boone County Collector, Recorder and Resource Management since 2011. (page ii)
- 20 years' experience with online credit card processing serving governments (page v).
- Added 600 new government customers in the past two years (page 21).
- Level 1 PCI Compliant

#### Concerns:

 Provided no references for court, law enforcement, etc. Only provided references for County Collectors (page right before Attachment A).

#### **Method of Performance**

#### Strengths:

- Dependable service 99.9% system uptime (page v)
- Has an on-line admin tool to view transactions in real time.
- Has self-service Kiosks
- Transactions before 7:00 pm will fund within 24 hours; Transactions after 7:00 pm will fund in 48 hours
- · Real-time viewing of payments

#### Concerns:

- Support team available 7 am 7 pm CTS. What happens outside those hours for the Sheriff Department? (page 7). But then on page 8, it says (Forte also maintains after hours and weekend support, including holidays).
- Could not tell from the 2.2.10. reporting response if adequate information regarding case number is reported (page 8).
- Will not absorb all chargeback liability (page 12) (non-responsive proposal)

- Top of page 18 refers to "automatically capture payment details such as property tax number, cashier ID, water bill number, ticket number, etc". Those examples make me question whether they understand the scope of this RFP.
- Paragraph 2.10.1.B. do not guarantee payment (page 21). (non-responsive proposal)
- Paragraph 2.10.2.B. support desk respond within 24 hours this could be a problem for the County if unable to get an immediate resolution (page 23).
- Paragraph 2.10.4.C. will not offer a lower price guarantee (page 27).
- More complicated fee schedule than other companies. Forte has a lot of add-on fees
  which would be hard to tie-it to specific customer transactions and difficult to explain to
  end users (page 29).
- Did not provide the backup page for the E-Verify
- RFP response includes
- "Our customer service staff will assist the County staff and its customers and will be available during operational hours". However, it says there will be a toll-free number that can be accessed 24/7/365

## **SUMMARY:**

The initial evaluation committee met on September 4, 2019. Following this meeting, the evaluation committee decided to not move forward evaluating Forte. Forte does not absorb chargeback liability and has therefore submitted a non-responsive proposal. Clarification was submitted to the other five Offerors.

The committee met again on September 13, 2019. They reviewed the clarification responses, then scored the Offerors. Following scoring, the Committee decided to receive a presentation from MSB.

MSP presented on October 15, 2019. Following presentation, the committee decided to check references on MSB.

Following a favorable reference check, the committee decided to move forward with MSB for scoring the highest on County Evaluation Form, proposing the most competitive fees, and providing excellent customer service (references).

Recommendation for Award: Municipal Services Bureau (MSB)

#### **EVALUATION REPORT FORM**

#### PURCHASING DEPARTMENT - BOONE COUNTY - MISSOURI

#### REQUEST FOR PROPOSAL (RFP) # 33-22AUG19 - Credit-Debit Card Processing Services

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

					For Purc	hasing Use Only
	NAME OF OFFEROR	METHOD OF PERFORMANCE (30 Points)	EXPERIENCE & EXERTISET (20 points)	TOTAL SUBJECTIVE POINTS (50 points)	COST POINTS (50 points)	TOTAL POINTS (Max 100 points)
1	MSB	27	19	46	50	96
2	PayGov	20	16	36	37	73
3	nCourt	23	17	40	26	66
1	CourtMoney	22	16	38	16	54
5	LexisNexis	18	17	35	37	72

We hereby attest that the subjective points assigned to each offeror above were scored pursuant to the established evaluation criteria and represent our best judgement of the subjective areas of the offerors' proposals. We have attached a brief nearative which highlights some, but not necessarily all, of the reasons for our evaluation of the proposals as indicated by the scores above. Our comments represent our opinions only and do not represent the position of the Purchasing Department of Boone County, Missouri, or any other party.

Christy	Dalema	9/13/19	Circuit Cleve			
Signatures  Sounce	alkins	Date 9/13/19	Title Office Adminis	Dept.	PROSCENSI	Allozac
Evaluator's Signatures	es	Date	Title	Dept.		U
[Jonny Evaluator's]	Lun	9-13-19	Captain	Sheris	ffs Dept.	
Signatures	Dem A	Date 9-/3-/9	TREASURER.	Dept.		
Evaluator's Signatures	^	Date	Title	Dept.	01	
Eyasúator s Signatures		9-13-19 Date	Traffic Acet Superi	Dept.	clenc	

33-22AUG19 - Debit-Credit Card Processing	avisa	ParyGove	nCourt	CourtMoney	LexisNexis	CSG Forte Payments
S.I. PEES						
Convenience fee & other fees	Per Item fise charged on all instituted on all instituted on all instituted transaction. Credit Cardis: 2.1.9% (Inhimitum 5.1.00); aCH-a Chiedata 50.15 (Fissed five Achiedata 51.5.00); PSF Chiedata 50.00 (Fissed five Achiedata 50.00); Psy by Tearts 50.00 (Fissed	35, or a minimum of \$1 for any asyment under \$32), IVE shore Service: 4,93% or a minimum of \$4,95	Counter: 3N; Web. 4N; Phone: 7N, 52.90 mn/mm; Matterforn ODR services additional	Carsh ball: 7%; Add- on the for call center transaction: 55.00; flave and other flare; 50 - 55:0; 52:00; 55:0.01. It Up: 54.0%	\$2,50 or 2,95% of the transaction value. Bond, Out	See below
		Call Di		DODGE DE		me is Yi wa
Forte Option 1						Service fee of 2.30%, minimum fee of \$1.95. County purchases equipment
Forte Option 2						Service fee of 3.00%, minimum fee of \$2.00. Vendor provides equipment
Porte Service (convenience) Fée Pricing Opsion - Elecsonic Checks						Fer transaction: 50.00 to \$50,000. \$1.75 w/verification; 550,000.01 to \$75,000: \$3.00 w/ verification; \$75,000.01 to \$100,000.56.00 w/verification; \$100,000.01 to \$150,000: \$10.00 w/verification; \$150,000.01 to \$150,000: \$15.00 w/verification
Forte Processing Costs						Vira, Master Cerd, Discover: pass dru pricing + 50,154 - 40 hptly/familation, American aspress: pass thru pricing + 50,15/vensection; Forte Protect 50.10/changeback; ACH Fee- ciebts/cendit: 0,25 Wo Forte Verify/cransaction; ACH Return Fee: 52,00/chargeback Return Fee: 52,00/ch

(4) (4) (4)

	470-2019
Commission Order #	

## CONTRACT AGREEMENT FOR Credit-Debit Card Processing Services for Boone County offices of Circuit Clerk, Sheriff, Prosecuting Attorney

THIS AGREEMENT dated the	29th	day of	2019 is made
between Boone County, Missouri, a polit	ical sul	bdivision of the State of	Missouri through the
Boone County Commission, herein "Cou	nty" ar	nd Gila, LLC, dba Mu	nicipal Services Bureau
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 Contract Agreement for Credit-Debit Card Processing Services for Circuit Clerk, Sheriff and Prosecuting Attorney, Boone County Request for Proposal with Addendums #1-#6 for Credit-Debit Card Processing Services, proposal number 33-22AUG19, Clarification #1 with Contractor's response dated September 5, 2019, as well as the Contractor's proposal response dated August 21, 2019, executed by Elye Sackmary on behalf of the Contractor. All such documents shall constitute the contract documents, which are attached hereto and incorporated herein by reference. Service or product data, specification and literature submitted with proposal response may be permanently maintained in the County Purchasing Office proposal file for this proposal if not attached. In the event of conflict between any of the foregoing documents, the terms, conditions, provisions and requirements contained in this Agreement shall prevail and control over the Contractor's Proposal and Clarification responses.
- 2. **Purchase** The County agrees to purchase from the Contractor and the Contractor agrees to supply the County, Credit-Debit Card Processing Services as identified and responded to in the Contractor's Proposal Response and Clarification response. Service shall be provided as required in the proposal specifications and in conformity with the contract documents for the prices set forth in the contractor's clarification and RFP responses as needed and as ordered by the County.

Additional detail about the pricing below is provided in the Contractor's RFP response (attached).

## **Transaction Type**

Credit Cards: Visa, MasterCard, Discover, American Express

Debit Cards: Visa, MasterCard, Discover

ACH eChecks

## Convenience Fee Rate

2.19% (minimum purchase of \$1.00) per item fee charged on all settled transactions 1.79% (minimum purchase of \$1.00) per item fee charged on all settled transactions \$0.15 (fixed for all amounts) per item fee charged on all settled transactions

## Miscellaneous transaction fees:

• EMV/PCI compliant terminals: Included (no additional fee)

Charge Backs (credit cards)
 NSF Check Returns (paid by constituent)
 Credits (refunds)
 Non-NSF Check Returns
 Funding/Deposits - Daily ACH
 ACH Fund Transfer
 \$15.00
 Included (no additional fee)
 Included (no additional fee)
 Included (no additional fee)
 Included (no additional fee)

## Other miscellaneous fees:

•	Setup fee	Waived
•	Customization Fees	Included (no additional fee)
•	Implementation Fees	Included (no additional fee)
•	Training Fees	Included (no additional fee)
•	Maintenance and Support Fees	Included (no additional fee)
•	VRU/ARU (Automated Response Unit)	\$0 per operator-assisted call
•	AVS (Address Verification Service)	Included (no additional fee)
•	Pay-by-text	\$0.03 to \$0.05 per text, based
		on volume
•	Documentation Fees	Included (no additional fee)
•	Monthly Minimum Fee	Included (no additional fee)

- 3. Contract Duration The contract duration shall extend from date of award through August 31, 2020. The contract shall have five, one-year optional renewal periods following the completion of the initial contract term. Renewal options will be subject to contract performance, technological advancements, etc. If vendor is not renewing or has a different fee structure, they MUST notify County a minimum of 90 days prior to expiration date.
- 4. **Binding Effect** This agreement shall be binding upon the parties hereto and their successors and assigns for so long as this agreement remains in full force and effect.
- 5. **Entire Agreement** This agreement constitutes the entire agreement between the parties and supersedes any prior negotiations, written or verbal, and any other bid or bid specification or contractual agreement. This agreement may only be amended by a signed writing executed with the same formality as this agreement.
- 6. *Termination by County* 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 key personnel providing services are changed such that in the opinion of the Boone County delivery of services are or will be delayed or impaired, or if services are otherwise not in conformity with proposal specifications, or if services are deficient in quality in the sole judgment of County, or
- c. County may terminate this agreement for convenience by providing the Contractor with 60 days written notice. Any transaction initiated prior to the ending date of the term of service, for which a material amount of time or expense has been incurred, will be completed by the Contractor although the closing might occur following the end of the term of service.

Signature

d. If appropriations are not made available and budgeted for any calendar year to fund this agreement.

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

	PAL SERVICES BUREA	U BOONE COUNTY, MISSOURI
by		by: Boone County Commission
title President		DocuSigned by:  Daniel K. Atwill  BA4B934CED6E4EB.
		Presiding Commissioner
APPROVED AS TO FORM:		ATTEST:
DocuSigned by: Clarks 1 I Have by Louis		Brianna L Lennon by Mt
County Counselor		County Clerk
exists and is available to satisfy t	0, I hereby certify that a sufficiency the obligation(s) arising from	tient unencumbered appropriation balance this contract. (Note: Certification of this te a measurable county obligation at this
DocuSigned by:  GUNCE PUTALONE by The  EB91DB24AAAC49D	10/23/2019	Term and Supply

Date

Appropriation Account



#### **BOONE COUNTY - MISSOURI**

PROPOSAL NUMER AND DESCRIPTION: 33-22AUG19 - Credit-Debit Card Processing

## **CLARIFICATION FORM #1**

This Clarification is issued in accordance with the Instructions to Offeror and is hereby incorporated into and made a part of the Request for Proposal Documents. Offeror is reminded that receipt of this Clarification must be acknowledged and submitted by e-mail to <a href="mailto:mbobbitt@boonecountymo.org">mbobbitt@boonecountymo.org</a>.

## I. CLARIFICATION – please provide a response to the following requests.

- 1) Daily Transaction Reporting: The County desires transaction level detail that includes case number/ticket number, defendant's name, amount, etc. Can you provide this detail?
- 2) Actual Receipt: The County desires that the case number/ticket number, defendant's name, amount, what it is for, transaction type (CCW, permit, filing fee, restitution), text box for notes be provided on receipt. Can you provide this detail?





www.MuniServ.com

September 5, 2019

SENT VIA EMAIL

8325 TUSCANY WAY **BUILDING 4** 

Director of Purchasing 613 E. Ash Street, Room 110 Columbia, MO 65201 **AUSTIN, TEXAS** Mbobbitt@boonecountymo.org

78754

800.568.7004

RE:

Melinda Bobbitt, CPPO, CPPB

512.371.9995

Fax 512.371.9994

Clarification #1 to 33-22AUG19 - Credit-Debit Card Processing Services

Dear Ms. Bobbitt,

Please accept this letter as our acknowledgement of receipt of the above referenced Clarification from Boone County. We at Gila LLC (d/b/a Municipal Services Bureau or 'MSB') are grateful to be considered for this procurement opportunity and our responses to the clarification questions are below.

1. Daily Transaction Reporting: The County desires transaction level detail that includes case number/ticket number, defendant's name, amount, etc. Can you provide this detail?

With MSB's payment system, the County gains access to our SaaS cloud hosted reporting platform (the 'Nexus'). This reporting platform is available to authorized County users via web session and no thin client or thick client needs to be installed on any County computer.

The Nexus will provide detail for daily transaction reporting related to any field we capture during the transaction process. For example, when we construct the user interface for constituents, we would have fields which capture the case number and/or ticket number, the defendants' names, amount paid, as well as other information such as the type of credit card used, time of payment down to the second, the cardholder's name (which will differ from the defendant periodically), etc.

The County can produce these reports in Nexus by calendar day, a multi-day or week reporting period, and personnel can export these reports in .pdf, .csv, and .xls.

Below is an excerpt of one such report.



In the Nexus excerpt above, you can see the column headers for reporting which will include among other items, the information requested in the Clarification letter. In addition to standard column headers, we also have six variable fields that can capture specific information for a client or even for a specific client department that rolls up under the master agreement. Each department can have its own

custom fields in this case. The 'View Details' link on the left allows an authorized County user to review all of the transaction details for a specific transaction if needed for research / audit purposes.

2. Actual Receipt: The County desires that the case number/ticket number, defendant's name, amount, what it is for, transaction type (CCW, permit, filing fee, restitution), text box for notes be provided on receipt. Can you provide this detail?

MSB is able to assign field values on our receipts based on client specifications. This means that not only can our clients define 'which' information is presented on a receipt (or not presented), but also which fields on the receipt contain that information. As an example, the County could choose to have case number/ticket number be the field on the top left or bottom right.

Below is an example of a test server receipt for reference. Each of the fields on top of the receipt can be moved around in terms of title and which information is associated. Additionally, the text box referenced in the clarification question is an optional field (populated below and preceded by \*\*).

Transaction Date: Sep-05-2019 02:27:24 PM	Reference: 1	2345678
Name: Mickey Mouse	Payment Id:	123ABC
Payment Method: VISA	Amount:	\$34.00
Last 4 of Acct: 1234	Vendor Fee:	\$0.00
City/State/Zip: 07424	Total Payment:	\$34.00
Phone Number:		
THANK YOU FOR YOUR PAYMENT		
**Please allow up to 2 business days for pro- does not reflect the 14 day check hold period for the payment to clear or otherwise recon- responsibility for any time lapse or delay payment(s) as a result of this check hold or p	od that may be needed cile your account(s). On by the County in	ed by the County, in order Sila LLC/MSB assumes no
does not reflect the 14 day check hold period for the payment to clear or otherwise recon- responsibility for any time lapse or delay	od that may be needed cile your account(s). On by the County in	ed by the County, in order Sila LLC/MSB assumes no
does not reflect the <b>14 day check hold perio</b> for the payment to clear or otherwise recon- responsibility for any time lapse or delay payment(s) as a result of this check hold or p Respectfully,	od that may be needed cile your account(s). On by the County in	ed by the County, in order Sila LLC/MSB assumes no
does not reflect the 14 day check hold period for the payment to clear or otherwise reconcessonsibility for any time lapse or delay payment(s) as a result of this check hold or payment(s).  Respectfully,  Gila LLC/MSB  P.O. Box 16755	od that may be needed cile your account(s). On by the County in	ed by the County, in order Sila LLC/MSB assumes no
does not reflect the 14 day check hold period for the payment to clear or otherwise recon- responsibility for any time lapse or delay payment(s) as a result of this check hold or p Respectfully, Gila LLC/MSB P.O. Box 16755 Austin, Texas 78761	od that may be needed cile your account(s). On by the County in	ed by the County, in order Sila LLC/MSB assumes no
does not reflect the 14 day check hold period for the payment to clear or otherwise recon- responsibility for any time lapse or delay payment(s) as a result of this check hold or p Respectfully, Gila LLC/MSB	od that may be needed cile your account(s). On by the County in	ed by the County, in order Sila LLC/MSB assumes no

Please let me know if additional clarification / information is needed and thank you again for your consideration of our proposal.

Sincerely,

Elye Sackmary, CPM President & CEO

Gila LLC d/b/a Municipal Services Bureau (MSB)

(512) 619-5262 (Mobile)

Elye.Sackmary@Gilacorp.com

## **Boone County Purchasing**

Melinda Bobbitt, CPPO, CPPB Director of Purchasing

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

E-mail: mbobbitt@boonecountymo.org

September 5, 2019

Gila LLC d/b/a Municipal Services Bureau Attn: Elye Sackmary, President and CEO 8325 Tuscany #4

Austin, TX 78754

E-mail: elye.sackmary@gilacorp.com

RE: Clarification #1 to 33-22AUG19 - Credit-Debit Card Processing Services

Dear Mr. Sackmary:

Following review of your proposal response, the evaluation committee has identified questions for clarification. The attached Clarification Form includes any changes being made to the RFP as a result of this request. The Form must be completed, signed by an authorized representative of your organization, and returned with your detailed Clarification response. You are requested to provide written response by 2:00 p.m. September 13, 2019 by e-mail to mbobbitt@boonecountymo.org

You are reminded that pursuant to Section 610.021 RSMo, proposal documents are considered closed records and shall not be divulged in any manner until after a contract is executed or all proposals are rejected. Furthermore, you and your agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all questions or comments regarding the RFP, the evaluation, etc., to the buyer of record. Neither you nor your agents may contact any other County employee or evaluation committee member regarding any of these matters during the negotiation and evaluation process. Inappropriate contacts or release of information about your proposal response(s) are grounds for suspension and/or exclusion from specific procurements.

If you have any questions regarding this Clarification request, please call (573) 886-4391 or e-mail <a href="Mbobbitt@boonecountymo.org">Mbobbitt@boonecountymo.org</a>. I sincerely appreciate your efforts in working with Boone County - Missouri to ensure a thorough evaluation of your proposal.

Sincerely,

Melil, B. Ka Melinda Bobbitt, CPPO, CPPB

Director of Purchasing

cc: Evaluation Committee Members / Proposal File

### **BOONE COUNTY - MISSOURI**

PROPOSAL NUMER AND DESCRIPTION: 33-22AUG19 - Credit-Debit Card Processing

## **CLARIFICATION FORM #1**

This Clarification is issued in accordance with the Instructions to Offeror and is hereby incorporated into and made a part of the Request for Proposal Documents. Offeror is reminded that receipt of this Clarification must be acknowledged and submitted by e-mail to <a href="mailto:mbobbitt@boonecountymo.org">mbobbitt@boonecountymo.org</a>.

## I. CLARIFICATION – please provide a response to the following requests.

- 1) **Daily Transaction Reporting:** The County desires transaction level detail that includes case number/ticket number, defendant's name, amount, etc. Can you provide this detail?
- 2) **Actual Receipt:** The County desires that the case number/ticket number, defendant's name, amount, what it is for, transaction type (CCW, permit, filing fee, restitution), text box for notes be provided on receipt. Can you provide this detail?

# Proposal for Boone County, MO



# Proposal to Provide Credit-Debit Card Processing Services



## **ORIGINAL**

Submitted By: Elye Sackmary, President & CEO 512.323.4223 direct 866.283.6484 fax

<u>Elye.Sackmary@GilaCorp.com</u> www.MuniServ.com

Due: Thursday August 22<sup>nd</sup>, 2019 at 2:30 P.M. CST



Boone County, Missouri RFP#33-22Aug19, Credit-Debit Card Processing Services August 22,2019

In compliance with this Request for Proposal and subject to all the conditions thereof, the Offeror agrees to furnish the services/equipment/supplies requested and proposed and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of this proposal and is authorized to contract on behalf of the firm named below.

Company Name:Gila LLC d/b/a Municipal Services Bureau						
Address: 8325 Tuscany #4, Austin, TX 78754						
Telephone: <u>(512) 323-4223</u>	Fax:(512) 371-9994					
Print Name: <u>Elye Sackmary</u>	Title: President and CEO					
Signature:	Date: <u>August 22, 2019</u>					

Note: This form must be signed. All signatures must be original and not photocopies.

The Offeror shall provide a firm, fixed price for the Original Contract Period. All costs associated with the required services/equipment shall be included in the prices. All deliveries shall be made FOB Destination with freight charges fully included and prepaid. The seller pays and bears the freight charges.

In the event of any decrease in processing fees charge to taxpayers, either by market change or if the contractor shall charge a lower price to other customers, Boone County shall be notified promptly, and the citizens of Boone County shall receive such decreases. Implementation of any changes in fees will be coordinated by the County and the processor.

### **FEES**

- (a.) Provide the fee schedule that would apply to this account. All fees MUST be listed.
- (b.) Identify any expenses that would not be covered through this fee structure and would be required in order to implement the firm's program
- (c.) If applicable, please clearly identify reductions in fees that would occur in years 2, 3, 4 & 5 if a contract were awarded and extended by the County.
- (d.) Describe any additional available equipment/supplies for purchase with pricing (e.g. terminal/printer, reader(s):

## **ADDENDA**

MSB has received all addenda and has included in the following pages per RFP instructions.





## **BOONE COUNTY, MISSOURI**

Request for Proposal #: 33-22AUG19 – Credit-Debit Card Processing Services for the Boone County, Missouri Offices of Circuit Clerk, Sheriff, and Prosecuting Attorney

## ADDENDUM #1 - Issued July 18, 2019

This addendum is issued in accordance with the RFP Response Page in the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal Documents. Offerors are reminded that receipt of this addendum <u>should be acknowledged</u> and submitted with Offeror's *Response Form*.

Specifications for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect.

- I. The attached usage report for the Boone County Circuit Clerk is attached for informational purpose.
- II. The County received the following questions and is providing a response:
  - 1. Paragraph 2.2.11. Is "48" hours to mean business days?

Response: Business days.

2. Paragraph 2.4.1. – Does "multiple payors and assemble a payment over multiple accounts" mean multiple card holders or multiple offices taking payments?

Response: Multiple offices taking payments.

3. Paragraph 2.9.1. – Equipment: earlier in the RFP it mentions the offeror is required to provide computers, printers, faxes, and other equipment for the use of Credit/Debit Cards. How will an Offeror provide such equipment when all equipment for the county is purchased by the county on the county network to county specifications and kept up to date by the county? 2.9.8 mentions hardware. Is the Offeror required to place the hardware for each office or will the county's computers, printers, faxes be used for the processing of credit/debit cards?

Response: Delete paragraphs 2.9.8.1., 2.9.8.2. and 2.9.8.4. The Contractor will not be required to provide computers, printers or faxes. Any other paragraphs referencing hardware shall mean Card Reader Devices.

Offeror shall outline clearly in their proposal response any hardware needed to be used whether County owned, or Vendor owned that is needed to successfully handle credit-debit card processing.

4. Are the County's phone lines over VOIP or standard land lines?

Response: The County has both available including analog and digital on the standard land lines. Our preference for phones is VOIP, our preference for data is analog land lines.

By:

Melinda Bobbitt, CPPO, CPPB

**Director of Purchasing** 

OFFEROR has examined Addendum #1 to Request for Proposal# 33-22AUG19 - Credit-Debit Card Processing Servcies receipt of which is hereby acknowledged:

Company Name:

Gila LLC d/b/a Municipal Services Bureau

Address:

8325 Tuscany Way #4, Austin, TX 78754

Phone Number: \_\_\_\_512-323-4223

Fax Number: 512-371-9994

E-mail: \_\_elye.sackmary@gilacorp.com

Authorized Representative Signature:

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

Authorized Representative Printed Name: \_\_Elye Sackmary

## Boone County Circuit Clerk – previous usage

	Judicial			Total Per
2017	Costs	Bail	At Home	Month
Jan	\$28,158.86	\$4,980.50	\$1,879.67	\$35,019.03
Feb	\$35,075.93	\$23,897.50	\$2,288.01	\$61,261.44
Mar	\$41,360.68	\$33,038.50	\$1,936.57	\$76,335.75
Apr	\$31,198.48	\$21,857.50	\$2,643.70	\$55,699.68
May	\$34,784.55	\$14,194.50	\$1,277.45	\$50,256.50
Jun	\$30,427.14	\$26,040.00	\$1,848.16	\$58,315.30
Jul	\$26,088.99	\$24,511.00	\$2,673.41	\$53,273.40
Aug	\$34,498.23	\$17,951.50	\$1,716.00	\$54,165.73
Sep	\$36,180.85	\$9,868.00	\$2,004.04	\$48,052.89
Oct	\$29,760.88	\$19,360.00	\$1,140.50	\$50,261.38
Nov	\$27,816.91	\$8,337.00	\$1,262.00	\$37,415.91
Dec	\$29,807.05	\$19,137.84	\$1,721.00	\$50,665.89
Total	\$385,158.55	\$223,173.84	\$22,390.51	\$630,722.90

2018	Judicial Costs	Bail	At Home	Total Per Month
Jan	\$30,733.78	\$11,396.50	\$308.50	\$42,438.78
Feb	\$41,279.11	\$25,930.00	\$1,444.00	\$68,653.11
Mar	\$39,026.84	\$18,985.50	\$1,497.50	\$59,509.84
Apr	\$41,290.25	\$15,896.00	\$995.50	\$58,181.75
May	\$34,406.42	\$12,305.50	\$1,596.00	\$48,307.92
Jun	\$36,161.34	\$8,267.50	\$955.00	\$45,383.84
Jul	\$37,648.97	\$6,580.00	\$1,430.50	\$45,659.47
Aug	\$43,380.09	\$8,203.50	\$2,631.00	\$54,214.59
Sep	\$32,614.20	\$18,293.00	\$2,235.50	\$53,142.70
Oct	\$41,139.23	\$33,456.50	\$4,408.83	\$79,004.56
Nov	\$36,854.50	\$7,964.00	\$4,003.65	\$48,822.15
Dec	\$30,734.88	\$26,953.17	\$3,307.73	\$60,995.78
Total	\$445,269.61	\$194,231.17	\$24,813.71	\$664,314.49



## **BOONE COUNTY, MISSOURI**

Request for Proposal #: 33-22AUG19 – Credit-Debit Card Processing Services for the Boone County, Missouri Offices of Circuit Clerk, Sheriff, and Prosecuting Attorney

## ADDENDUM #2 - Issued July 22, 2019

This addendum is issued in accordance with the RFP Response Page in the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal Documents. Offerors are reminded that receipt of this addendum <u>should be acknowledged</u> and submitted with Offeror's Response Form.

Specifications for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect.

I. The attached usage reports for the Boone County Prosecuting Attorney and Sheriff are attached for informational purpose. The County was unable to obtain the 2018 4<sup>th</sup> quarter usage. Note that there may be some cross over with this data and the Circuit Clerk's data (from addendum #1) reports on the Bond money.

By:

Melinda Bobbitt, CPPO, CPPB

**Director of Purchasing** 

OFFEROR has examined Addendum #2 to Request for Proposal# 33-22AUG19 - Credit-Debit Card Processing Servcies receipt of which is hereby acknowledged:

Company Name:	Gila LLC d/b/a Munic	ipal Services Bure	eau 				
Address:	8325 Tuscany #4, Austin, TX 78754						
Phone Number: 512- E-mail: elye.sackmar	323-4223 y@gilacorp.com	Fax Number:	512-371-9994				
Authorized Representative Signature:  Authorized Representative Printed Name:  Elye Sackmary							
Aumonzeu Representa	Authorized Representative Finned Name.						

## **Boone County Prosecuting Attorney**

	at PA	at Home	TOTALS		# at Home		
January 17	\$1,217.61	\$716.00	\$1,933.61	5			
February 17	\$1,649.66	\$5,256.97	\$6,906.63	5			
March 17	\$1,019.57	\$3,698.96	\$4,718.53	9			
Apr 17	\$805.00	\$2,117.00	\$2,922.00	8			
May 17	\$5.00	\$1,469.70	\$1,474.70	1			
June 17	\$798.09	\$770.00	\$1,568.09	6			
July 17	\$1,155.00	\$2,395.00	\$3,550.00	6		,	
August 17	\$110.00	\$2,599.00	\$2,709.00	1			
September 17	\$964.87	\$2,193.80	\$3,158.67	8			
October 17	\$460.00	\$2,417.00	\$2,877.00	5			
November 17	\$0.00	\$1,799.20	\$1,799.20	0			
December 17	\$200.00	\$2,023.00	\$2,223.00	1			
TOTALS 2017			\$35,840.43	55	162	217 users for 2017	
January 18	\$2,311.58	\$2,663.39	\$4,974.97	11	. 15		
February 18	\$1,444.35	\$6,881.64	\$8,325.99	6			
March 18	\$175.00	\$3,676.00	\$3,851.00	3	14		
Apr 18	\$716.43	\$3,270.00	\$3,986.43	5	15		
May 18	\$3,877.88	\$3,877.88	\$7,755.76	7	14		
June 18	\$424.99	\$4,163.03	\$4,588.02	3	19		
July 18	\$212.00	\$1,239.50	\$1,451.50	3	3 14		
August 18		\$3,912.39	\$3,912.39		23	August + at pro	есі
September 18		\$6,628.25	\$6,628.25		27	& Home	
October 18		\$12,938.67	\$12,938.67		30		
November 18		\$12,938.67	\$12,938.67		29		
December 18		\$5,369.55	\$5,369.55		34		
TOTALS 2018			\$76,721.20	38	3 256	294 users for 2018	
January 19			\$5,123.62		26		
February 19			\$4,096.15		30		
March 19			\$5,321.16		35		
Apr 19			\$4,082.32		25		
May 19			\$5,930.83		31		
June 19			\$4,251.01		29		
TOTAL TO DATE			\$28,805.09		176	176 users so far fo	20:

**Boone County Sheriff** 

County S	nerm		. 1	ı ı	1
Boone Co	unty Concea	l & Carry			
1st qtr	2nd qtr	3rd qtr	4th qtr		
\$36,386.00	\$21,029.82	\$13,972.50	\$6,420.00	total	\$77,808.32
\$3,172.00	\$2,292.00	\$4,215.00	\$3,757.00	total	\$13,436.00
\$4,989.00	\$4,740.00	\$1,123.00	\$0.00	total	\$10,852.00
Boone County Sheriff Fees					
	2nd qtr	3rd qtr	4th qtr		
The second liverage of	\$183.91	\$121.10	\$146.20	total	\$575.88
	\$79.78	\$133.97	\$165.22	total	\$492.41
	\$262.55	\$78.98	\$0.00	total	\$678.91
Out	of County B	ond <u>s</u>			
-	2nd qtr	3rd qtr	4th qtr		
		\$7,263.00	\$5,766.50	total	\$35,373.90
	\$8,895.49	\$3,733.64	\$7,873.00	total	\$30,572.13
	\$9,985.00	\$1,730.00	\$0.00	total	\$26,774.00
, , , , , , , , , , , , , , , , , , ,					
Boo	ne County B	onds			
	2nd qtr	3rd qtr	4th qtr		
	The second secon	\$45,990.50	\$50,602.62	total	\$200,941.12
\$56,416.50	\$62,092.00	\$52,330.50	\$46,834.84	total	\$217,673.84
\$56,312.00	\$34,969.00	\$6,580.00	\$0.00	total	\$97,861.00
	Boone Co 1st qtr \$36,386.00 \$3,172.00 \$4,989.00  Boone 1st qtr \$124.67 \$113.44 \$337.38  Out 1st qtr \$10,692.00 \$10,070.00 \$15,059.00  Boo 1st qtr \$64,686.50 \$56,416.50	1st qtr       2nd qtr         \$36,386.00       \$21,029.82         \$3,172.00       \$2,292.00         \$4,989.00       \$4,740.00         Boone County Sher         1st qtr       2nd qtr         \$124.67       \$183.91         \$113.44       \$79.78         \$337.38       \$262.55         Out of County Bound qtr         \$10,692.00       \$11,652.40         \$10,070.00       \$8,895.49         \$15,059.00       \$9,985.00         Boone County Bound qtr         \$64,686.50       \$39,661.50         \$56,416.50       \$62,092.00	Boone County Conceal & Carry         1st qtr       2nd qtr       3rd qtr         \$36,386.00       \$21,029.82       \$13,972.50         \$3,172.00       \$2,292.00       \$4,215.00         \$4,989.00       \$4,740.00       \$1,123.00         Boone County Sheriff Fees         1st qtr       2nd qtr       3rd qtr         \$13.44       \$79.78       \$133.97         \$337.38       \$262.55       \$78.98         Out of County Bonds         1st qtr       2nd qtr       3rd qtr         \$10,692.00       \$11,652.40       \$7,263.00         \$10,070.00       \$8,895.49       \$3,733.64         \$15,059.00       \$9,985.00       \$1,730.00         Boone County Bonds         1st qtr       2nd qtr       3rd qtr         \$64,686.50       \$39,661.50       \$45,990.50         \$56,416.50       \$62,092.00       \$52,330.50	Boone County Conceal & Carry         1st qtr       2nd qtr       3rd qtr       4th qtr         \$36,386.00       \$21,029.82       \$13,972.50       \$6,420.00         \$3,172.00       \$2,292.00       \$4,215.00       \$3,757.00         \$4,989.00       \$4,740.00       \$1,123.00       \$0.00         Boone County Sheriff Fees         1st qtr       2nd qtr       3rd qtr       4th qtr         \$124.67       \$183.91       \$121.10       \$146.20         \$113.44       \$79.78       \$133.97       \$165.22         \$337.38       \$262.55       \$78.98       \$0.00         Out of County Bonds         1st qtr       2nd qtr       3rd qtr       4th qtr         \$10,692.00       \$11,652.40       \$7,263.00       \$5,766.50         \$10,070.00       \$8,895.49       \$3,733.64       \$7,873.00         \$15,059.00       \$9,985.00       \$1,730.00       \$0.00         Boone County Bonds         1st qtr       2nd qtr       3rd qtr       4th qtr         \$64,686.50       \$39,661.50       \$45,990.50       \$50,602.62         \$56,416.50       \$62,092.00       \$52,330.50       \$46,834.84	Boone County Conceal & Carry         1st qtr       2nd qtr       3rd qtr       4th qtr         \$36,386.00       \$21,029.82       \$13,972.50       \$6,420.00       total         \$3,172.00       \$2,292.00       \$4,215.00       \$3,757.00       total         \$4,989.00       \$4,740.00       \$1,123.00       \$0.00       total         Boone County Sheriff Fees         1st qtr       2nd qtr       3rd qtr       4th qtr         \$124.67       \$183.91       \$121.10       \$146.20       total         \$113.44       \$79.78       \$133.97       \$165.22       total         \$337.38       \$262.55       \$78.98       \$0.00       total         Out of County Bonds         1st qtr       2nd qtr       3rd qtr       4th qtr         \$10,692.00       \$11,652.40       \$7,263.00       \$5,766.50       total         \$10,070.00       \$8,895.49       \$3,733.64       \$7,873.00       total         \$15,059.00       \$9,985.00       \$1,730.00       \$0.00       total         Boone County Bonds         1st qtr       2nd qtr       3rd qtr       4th qtr         \$64,686.50       \$39,661.50       \$45,990.5



## **BOONE COUNTY, MISSOURI**

Request for Proposal #: 33-22AUG19 – Credit-Debit Card Processing Services for the Boone County, Missouri Offices of Circuit Clerk, Sheriff, and Prosecuting Attorney

## ADDENDUM #3 - Issued July 25, 2019

This addendum is issued in accordance with the RFP Response Page in the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal Documents. Offerors are reminded that receipt of this addendum <u>should be acknowledged</u> and submitted with Offeror's Response Form.

Specifications for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect.

The County received the following questions and is providing a response below:

1) Provide the transaction count for the Circuit Clerk and Sheriff offices. This information will assist bidders in providing the most competitive pricing to the County.

Response: See attached spreadsheet for the Circuit Clerk and Sheriff Department.

2) Regarding the Sheriff, how many transactions were there in 2017 which totaled the \$262,173? Can the number of transactions be broken down by Conceal and Carry, Sheriff Fees, Out of Bounty Bonds, and Boone County Bonds?

Response: See attached spreadsheet for the Sheriff Department.

3) How many of these transactions were from home versus in person for the Sheriff Department?

Response: For the Sheriff Department, they mainly do in-person transactions or people can call current provider CourtMoney and post bail over the phone. There were no "At Home" transactions in 2019. We were not able to check "At Home" prior to 2019.

4) The Circuit Court in 2018 had \$664, 314 in volume, what are the number of transactions which accounted for this total? Can the number of transactions be broken down by Conceal Carry, Sherriff fees, Out of County Bonds and Boone County Bonds?

Response: See attached spreadsheet for the Circuit Clerk and Sheriff Department.

5) How many of these transactions for the Circuit Court were from home versus in person?

Response: See attached spreadsheet for the Circuit Clerk.

6) Do each office of the Circuit Clerk, Sheriff Department, and Prosecuting Attorney have Internet access?

Response: Yes

7) How many chargebacks did the Circuit Court, Sheriff, and Prosecuting Attorney experience in 2017 or 2018?

Response: Current provider guarntees all payments and we are not always made aware of a chargeback. Current provider assumes all the risk for chargebacks, and that is not passed on to the County.

8) Which of these "products" Out of County Bonds, Boone County Bonds, or the Circuit Courts product "Bail", is currently at 7%?

Response: All of the above

By:

Melinda Bobbitt, CPPO, CPPB

**Director of Purchasing** 

OFFEROR has examined Addendum #3 to Request for Proposal# 33-22AUG19 - Credit-Debit Card Processing Servcies receipt of which is hereby acknowledged:

Company Name:

Gila LLC d/b/a Municipal Services Bureau

Address:

8325 Tuscany Way #4, Austin, TX 78754

Phone Number: 512-323-4223

Fax Number: \_ 512-371-9994

E-mail: elye.sackmary@gilacorp.com

Authorized Representative Signature:

Date: 08-21-2019

Authorized Representative Printed Name: Elye Sackmary

2017	Judicial Costs	Transaction Count	Bail	Transaction Count	At Home	Transaction Count	Total Per Month	Total Transaction Count
Jan	\$28,158.86	239	\$4,980.50	9	\$1,879.67	18	\$35,019.03	266
Feb	\$35,075.93	281	\$23,897.50	26	\$2,288.01	20	\$61,261.44	327
Mar	\$41,360.68	325	\$33,038.50	30	\$1,936.57	20	\$76,335.75	375
Apr	\$31,198.48	247	\$21,857.50	28	\$2,643.70	16	\$55,699.68	291
May	\$34,784.55	237	\$14,194.50	14	\$1,277.45	11	\$50,256.50	262
Jun	\$30,427.14	257	\$26,040.00	28	\$1,848.16	15	\$58,315.30	300
Jul	\$26,088.99	206	\$24,511.00	20	\$2,673.41	24	\$53,273.40	250
Aug	\$34,498.23	269	\$17,951.50	30	\$1,716.00	12	\$54,165.73	311
Sep	\$36,180.85	253	\$9,868.00	17	\$2,004.04	12	\$48,052.89	282
Oct	\$29,760.88	103	\$19,360.00	25	\$1,140.50	10	\$50,261.38	138
Nov	\$27,816.91	256	\$8,337.00	12	\$1,262.00	7	\$37,415.91	275
Dec	\$29,807.05	240	\$19,137.84	24	\$1,721.00	13	\$50,665.89	277
Total	\$385,158.55	2913	\$223,173.84	263	\$22,390.51	178	\$633,898.90	3354

2018	Judicial Costs	Transaction Count	Bail	Transaction Count	At Home	Transaction Count	Total Per Month	Total Transaction Count
Jan	\$30,733.78	247	\$11,396.50	25	\$308.50	4	\$42,438.78	276
Feb	\$41,279.11	311	\$25,930.00	28	\$1,444.00	12	\$68,653.11	351
Mar	\$39,026.84	303	\$18,985.50	23	\$1,497.50	10	\$59,509.84	336
Apr	\$41,290.25	310	\$15,896.00	27	\$995.50	8	\$58,181.75	345
May	\$34,406.42	286	\$12,305.50	22	\$1,596.00	11	\$48,307.92	319
Jun	\$36,161.34	264	\$8,267.50	17	\$955.00	16	\$45,383.84	297
Jul	\$37,648.97	284	\$6,580.00	14	\$1,430.50	13	\$45,659.47	311
Aug	\$43,380.09	316	\$8,203.50	16	\$2,631.00	24	\$54,214.59	356
Sep	\$32,614.20	254	\$18,293.00	23	\$2,235.50	26	\$53,142.70	303
Oct	\$41,139.23	314	\$33,456.50	33	\$4,408.83	38	\$79,004.56	385
Nov	\$36,854.50	257	\$7,964.00	14	\$4,003.65	34	\$48,822.15	305
Dec	\$30,734.88	251	\$26,953.17	29	\$3,307.73	22	\$60,995.78	302
Total	\$445,269.61	3397	\$194,231.17	271	\$24,813.71	218	\$664,314.49	3886

		CourtMo	ney.com				
		Boone C	ounty Conceal	& Carry			
Year	Transactions	1st qtr	2nd qtr	3rd qtr	4th qtr		
2016	994	\$36,386.00	\$21,029.82	\$13,972.50	\$6,420.00	total	\$77,808.32
2017	157	\$3,172.00	\$2,292.00	\$4,215.00	\$3,757.00	total	\$13,436.00
2018	221	\$4,989.00	\$4,740.00	\$1,123.00	\$6,604.00	total	\$17,456.00
grand total	1372					grand total	\$108,700.32
	Boone County Sheriff Fees						
Year		1st qtr	2nd qtr	3rd qtr	4th qtr		
2016	124	\$124.67	\$183.91	\$121.10	\$146.20	total	\$575.88
2017	100	\$113.44	\$79.78	\$133.97	\$165.22	total	\$492.41
2018	148	\$337.38	\$262.55	\$78.98	\$231.17	total	\$910.08
grand total	372					grand total	\$1,978.37
		Out	of County Bor	nds			
Year		1st qtr	2nd qtr	3rd qtr	4th qtr		
2016	101	\$10,692.00	\$11,652.40	\$7,263.00	\$5,766.50	total	\$35,373.90
2017	117	\$10,070.00		\$3,733.64	\$7,873.00	total	\$30,572.13
2018	115	\$15,059.00	\$9,985.00	\$1,730.00	\$32,648.50	total	\$59,422.50
grand total	333					grand total	\$125,368.53
		Boo	one County Bor	<u>ıds</u>			
Year		1st qtr	2nd qtr	3rd qtr	4th qtr		
2016	258	\$64,686.50	\$39,661.50	\$45,990.50	\$50,602.62	total	\$200,941.12
2017	261	\$56,416.50	\$62,092.00	\$52,330.50	\$46,834.84	total	\$217,673.84
2018	231	\$56,312.00		\$6,580.00	\$68,373.67	total	\$166,234.67
grand total	750					grand total	\$584,849.63



## **BOONE COUNTY, MISSOURI**

Request for Proposal #: 33-22AUG19 - Credit-Debit Card Processing Services for the Boone County, Missouri Offices of Circuit Clerk, Sheriff, and Prosecuting Attorney

## ADDENDUM #4 - Issued August 6, 2019

This addendum is issued in accordance with the RFP Response Page in the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal Documents. Offerors are reminded that receipt of this addendum <u>should be acknowledged</u> and submitted with Offeror's *Response Form*.

Specifications for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect.

1) Delete the following paragraph from the RFP: 2.4.2. - Demonstrated ability to increase release rates through facilitating cash bail payments.

The County received the following questions and is providing a response below:

2) To clarify, each of the departments assess a service fee for use of the card. Is that to cover the cost/expense of the transaction or is it a revenue stream for the County?

Response: It's to cover the cost of transactions.

3) Does your current provider add that fee to each transaction, or do you collect the fine and the fee to cover both expenses?

Response: We show the total that they owe the Court, then tell them the fee. Their card is charged the total of those two added together. Our current provider handles taking out the fee.

By:

Melinda Bobbitt, CPPO, CPPB

**Director of Purchasing** 

OFFEROR has examined Addendum #4 to Request for Proposal# 33-22AUG19 - Credit-Debit Card Processing Servcies receipt of which is hereby acknowledged:

Company Name:

Gila LLC d/b/a Municipal Services Bureau

Address:

8325 Tuscany Way#4, Austin, TX 78754

Fax Number: 512-371-9994

E-mail: elye.sackmary@gilacorp.com

Authorized Representative Signature:

Date: 08-14-2019

Authorized Representative Printed Name: Elye Sackmary



## **BOONE COUNTY, MISSOURI**

Request for Proposal #: 33-22AUG19 – Credit-Debit Card Processing Services for the Boone County, Missouri Offices of Circuit Clerk, Sheriff, and Prosecuting Attorney

## ADDENDUM #5 - Issued August 12, 2019

This addendum is issued in accordance with the RFP Response Page in the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal Documents. Offerors are reminded that receipt of this addendum **should be acknowledged** and submitted with Offeror's **Response Form**.

Specifications for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect.

The County received the following questions and is providing a response below:

1. What was the single highest bail payment made in 2018? (looking for the maximum single transaction size)

Response: \$10,000

2. On page 4, paragraph two, "A flat service fee of 7% is charged to the cardholder for cash bail". Are they charged 7% even if they want to pay with cash currency?

Response: No, this only applies if they are using a card. For cash currency, there is no charge.

By:

Melinda Bobbitt, CPPO, CPPB

**Director of Purchasing** 

OFFEROR has examined Addendum #5 to Request for Proposal# 33-22AUG19 - Credit-Debit Card Processing Servcies receipt of which is hereby acknowledged:

Company Name:

Gila LLC d/b/a Municipal Services Bureau

Address:

8325 Tuscany Way #4, Austin, TX 78754

Phone Number: 512-323-4223

Fax Number: \_\_\_\_\_512-371-9994

E-mail: \_elye.sackmary@gilacorp.com

Authorized Representative Signature: \_

Date: \_\_\_\_\_08-16-18

Authorized Representative Printed Name: \_\_\_\_\_ Elye Sackmary



## **BOONE COUNTY, MISSOURI**

Request for Proposal #: 33-22AUG19 – Credit-Debit Card Processing Services for the Boone County, Missouri Offices of Circuit Clerk, Sheriff, and Prosecuting Attorney

## ADDENDUM #6 - Issued August 13, 2019

This addendum is issued in accordance with the RFP Response Page in the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal Documents. Offerors are reminded that receipt of this addendum **should be acknowledged** and submitted with Offeror's **Response Form**.

Specifications for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect.

The County received the following questions and is providing a response below:

1. Would the County consider the development of one IVR setup to process payments for the Sheriff, Clerk, and Prosecuting Attorney's offices for when the defendant calls into the IVR (phone)? (i.e. press one for Sheriff, press two for Clerks office)

Response: Please describe this as an option in your RFP response with additional information so the County can learn more about it.

2. How is your current provider allowed to charge a 7% fee? This rate exceeds Visa's fee limit.

Response: The Visa fee is 2.3%. The remaining 4.7% is to the current provider for functionality provided.

3. Can you explain home payments from section 2.8.3? Will the County allow for delayed settlement or manual settlement to accomplish the delayed ACH file?

Response: At home is when the defendant goes online or calls the vendor to make a payment (not speaking to a court or county employee). These need to be separate from all other electronic money coming in so that the court can tell the difference. The court needs the information ahead of receiving the ACH to ensure it in fact does belong to us. (People think they owe it to Boone County when actually it is a City of Columbia ticket. We need to review these before we get the money so if it is not ours then we can contact the vendor and let them know the money does not belong to us.)

4. Would the inability to provide 24/7/365 support automatically disqualify an Offeror?

Response: Yes. Our jail is included in this service and they are ea 24/7/365 facility.

5. In addendum #3 question #7; a question was asked of the number of chargebacks, in which the County responded, "Current provider guarantees all payments and we are not always made aware of a chargeback. Current provider assumes all the risk for chargebacks, and that is not passed on to the County." In the best interest of the County as regards to the lowest rate to its constituents, can the County ask incumbent vendor how many chargebacks occurred in 2018, and what the respective dollars amounts were?

Response: Our current vendor says "We don't keep records that way. Once the case if finalized, it is removed from our processor".

By:

Melinda Bobbitt, CPPO, CPPB

**Director of Purchasing** 

OFFEROR has examined Addendum #6 to Request for Proposal# 33-22AUG19 - Credit-Debit Card Processing Servcies receipt of which is hereby acknowledged:

Company Name:

Gila LLC d/b/a Municipal Services Bureau

Address:

8325 Tuscany Way #4, Austin, TX 78754

Phone Number: \_ 512-323-42223

Fax Number: \_\_\_\_512-371-9994

E-mail: elye.sackmary@gilacorp.com

Authorized Representative Signature:

Date: 08-16-19

Authorized Representative Printed Name: Elye Sackmary



## Fee Structure

MSB is pleased to offer an opportunity for transforming billing and payments environment with an end-to-end electronic payments' solution.

We design our design pricing to allow the lowest cost of acceptance on each and every transaction. Given our extensive experience in processing transactions exclusively for government entities for more than two decades, it is our professional opinion that a Convenience Fee pricing method would be best suited for your environment. We are prepared to deliver a world-class solution that will propel future growth at enhanced margins. From our platforms to our customer service, every pricing facet of our company is designed to support your processing needs

All credit card, debit card and electronic check (ACH) transactions will be accepted throughout entire Continental United States regardless of the State in which they are initiated.

Transaction Type	Convenience Fee Rate (Paid by Constituent)
Credit cards (Visa, MasterCard, Discover and American Express)	*2.19% (minimum Purchase of \$1.00) per item fee charged on all settled transactions
Debit cards (Visa, MasterCard and Discover)	*1.79% (minimum Purchase of \$1.00) per item fee charged on all settled transactions
ACH eChecks	\$0.15 (fixed for all amounts) per item fee charged on all settled transactions

### Miscellaneous transaction fees:

	EMV/PCI	compliant '	terminals:	Included (	(no additional	fee)
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	Charge Backs (credit cards)	\$15.00
•	NSF Check Returns (paid by constituent)	\$15.00
•	Credits (refunds)	Included (no additional fee)

Non-NSF Check Returns	Included (no additional fee)
Funding/Deposits – Daily ACH	Included (no additional fee)
ACH Fund Transfer	Included (no additional fee)
	Funding/Deposits – Daily ACH

#### Other miscellaneous fees

Oti	ier miscenaneous rees.	
•	Setup fee	Waived (regularly \$5750)
•	Customization Fees	Included (no additional fee)
•	Implementation Fees	Included (no additional fee)
•	Training Fees	Included (no additional fee)
•	Maintenance and Support Fees	Included (no additional fee)
•	VRU/ ARU (Automated Response Unit)	\$0.00 per operator-assisted call
•	AVS (Address Verification Service)	Included (no additional fee)
•	Pay-by-text	\$0.03 to \$0.05 per text message, based on volume
•	Documentation Fees	Included (no additional fee)
•	Monthly Minimum Fee	Included (no additional fee)



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Boone County, Missouri RFP#33-22Aug19, Credit-Debit Card Processing Services August 22,2019

August 22, 2019

Melinda Bobbitt Boone County Purchasing Office Boone County Annex Building 613 E. Ash Street, Room 110 Columbia, MO 65201

Re: RFP#33-22AUG19, CREDIT-DEBIT CARD PROCESSING SERVICES

Gila LLC dba Municipal Services Bureau (MSB) is pleased to present our response for **Credit-Debit Processing Services for Boone County, Missouri (the County).** Founded in 1991, MSB is headquartered in Austin, Texas with support centers in Tennessee, Colorado, New Jersey, Florida, Missouri, and Pennsylvania.

The foundation of our proposal is MSB Payments, an electronic payment and merchant services platform designed for state and local government. MSB Payments involves a High Value Comprehensive Payment Solution ready for use. MSB has reviewed the primary objectives for this project and is able to provide the required Enterprise Electronic Payment Processing solution. Our implementation offers an integrated process and system solution to include on-line and point of sale transactions. Our solution allows constituents to conveniently make payments on all bills, fees, and summonses, ensuring fees owed to the County are returned at no additional cost to the County.

We are a single vendor able to service and manage your real-time electronic payments environment. Since we own the process from inception from payment through settlement, all new clients boarded onto our platform are automatically PCI compliant. Our response will remain firm for 180 days after submission.

We look forward to further discussion of next steps with your County Officials. Should you have any questions regarding this proposal, please do not hesitate to contact the following:

Dragos C. Enea, MBA, CPP 8325 Tuscany Way, Bldg. 4 Austin, TX 78754 314..413.2828 Direct Dragos.Enea@GilaCorp.com

Respectfully,

Elye Sackmary
President and CEO





## **Executive Summary**

MSB is pleased to submit our proposal to Boone County, Missouri (the County) in response to your Request for Proposal for **Credit-Debit Processing Services**. We are confident that our solution will not only meet but exceed the County's key business requirements now and in the future. The key bullet points in our enclosed response include but are not limited to:

- To provide a seamless and convenient 24-hour online payment service to your constituents so that they can pay their fees using credit cards, debit cards and electronic checks.
- To offer the best possible pricing scenario for both the County and its citizens.
- To share our extensive 28 years of experience in the Government Payment Processing arena.
- To offer improved service and convenience to the County.
- To ensure a PCI compliant and highly secure payment service to the County;
- To offer a solution that will initially support the County, and subsequently to be available for other departments in the County.

What makes MSB unique is that a single vendor can provision, service and manage your entire real time e-payments environment end-to-end, including funds deposits and revenue flows. We offer complete payment processing services, collections, and call center services to governmental entities nationwide. MSB empowers talented employees with advanced technology, data management tools, and leading-edge business practices to exceed the expectations of its clients.

Recognized as one of the "Best government payment processing companies in North America", MSB strives to maintain 100% customer reference-ability and is proud to have a 99.7% retention rate since opening our doors. MSB currently works with more than 1176 clients in all states nationwide and is licensed for collections throughout the United States.

MSB is well positioned to execute the **Scope of Services** required by the County for its payment services. In the following pages, we will demonstrate how MSB will provide an easy-to-use, yet powerful platform for all the County's citizens. They will appreciate using a world class system that supports all payment channels and all payment methods - IVR, web, mobile/tablet and agent-assisted counter payments. The County's customers can make a one-time or recurring payment without logging in or pay through a secure customer portal. We also support dynamic e-bills and ad-hoc messages sent to customers via email or to mobile devices using SMS or IVR. MSB is proud to maintain a stellar track record of 99.99% uptime in the past 10 years. As a **PCI Level-1 certified solution**, we are equally proud to state that **MSB has never experienced a successful security breach since its inception!** 

MSB offers business process outsourcing focusing on revenue enhancement services. MSB services state governments, transportation authorities, municipal government entities and other public entities, using a technology platform that delivers exceptional customer service. MSB empowers talented employees with advanced technology, data management tools and leading-edge business practices to exceed the expectations of our clients.







MSB can provide a comprehensive end-to-end payment processing suite for Visa (credit/debit), MasterCard (credit/debit), Discover, and American Express credit cards. **MSB** offers the entire suite of payment processing options, including:

- 1. **Web payments** Our seamless integration allows for the continuation of payments from customers without interruption and provides your customers verification of payment.
- 2. **Face-to-face, point of sale transactions** MSB provides stand-alone or integrated credit card terminals to support in-person payments. These on-site payment terminals coupled with our fully encrypted process ensures the highest level of security for your customers and reduces employee exposure to sensitive card holder information.
- 3. **IVR** MSB offers and hosts the telephone auto-attendant. In addition to dramatically reducing cost of service, our auto-attendant allows your customers to call the automated phone system to make payments using credit/debit cards and e-checks with the same instant approvals and authorization as our online session. Customers will find business streamlined as they obtain the information they seek. If needed, customers can switch to live agent-assisted service to receive personalized service.
- 4. **ACH/E-checks** Paper checks are also accepted as a payment type and are converted to an ACH e-check at the point-of-sale. Customers may choose to make an e-check payment over all payment channels including walk-up counter, IVR, mobile, web, and text.
- 5. E-billing and statement mailing Using information and data provided through system integration or batch processing (at your discretion), MSB can create PDF e-bill images for individuals to download or have emailed at specified intervals. The e-Bill feature is directly tied into our payment engine, allowing a true one-stop-shop for the entire payment experience.
- 6. Pay-by-Text A state-of-the-art module that will enable the County to capture payments from its constituents via text. It will also enable the County to "push" any payment, bills due, balance inquiry and/or court date notifications to its constituents through its world class multi-channel communication system.
- 7. **Pay by mobile** Offers the ability to pay via any mobile device or tablet regardless of the carrier platform.
- 8. Pay by mobile (via apps) Offers the ability to pay via mobile apps.



Boone County, Missouri RFP#33-22Aug19, Credit-Debit Card Processing Services August 22,2019

- 9. Recurring payment portal MSB currently deploys what is considered the gold standard in recurring payments modules. Users will have the ability to login or initiate the "Create an Account" process, reset password, all payment activities associated with a specific user are populated with all pertinent details, the portal can create custom recurring payment schedules by designated frequencies, etc.
- **10. Custom and Tablet Payment Kiosks** The most advanced payment kiosks designed to increase your revenue collection and productivity.



## 1.0 Offeror Experience

4.1.4.1. Experience and reliability of the Offeror's organization are considered subjectively in the evaluation process. Therefore, the Offeror is advised to submit any information, which documents successful and reliable experience in past performances, especially those performances related to the requirements of this RFP.

## Response:



Since our inception in 1991, MSB has offered products and services exclusively for government entities for over 28 years.

MSB offers business process outsourcing that focuses on revenue enhancement services including payment processing and collections. We work exclusively with government entities and serve over 1176 state governments, transportation authorities, municipalities, and other public entities across 50 states. We attribute our success to our experience, execution, and ethics. Every project is aligned with the following guiding principles.

- 1. **Experience** Our systems have been continuously reshaped over the years based on feedback from our government clients and the constituents they serve. As a result, we can deliver the most reliable, user-friendly payment processing systems available for point of sale transactions, phone-in payments, and the internet.
- 2. Execution We set ourselves apart by executing on the premise of reliability, security, and service. We subscribe to Six Sigma philosophies for defect rates and understand that an unplanned outage or security breach could have a devastating impact on you (and for this reason, is why we offer the 99.99% uptime guarantee at no cost or risk to you). We will work closely with you to implement the necessary policies and procedures to ensure a seamless transition from any incumbent provider.
- 3. **Ethics** We have designed our training, quality monitoring, and escalation hand-offs to maximize compliance with the law and minimize disputes. Every process has an ethics control including an anonymous ethics hotline that is anonymous available 24 hours a day, every day. We also maintain an A+ rating with the Better Business Bureau (which we have maintained since the Better Business Bureau instituted a grading system in 2009).

The County will always have the access to support and information needed throughout the duration of the contract.

- We will be 100% transparent and will provide the County with all information required (most of which can be accessed through self-servicing).
- We welcome on-site, announced or unannounced audits, and will provide a secure, secluded area for auditors to work.
- We provide extensive reporting which allows the County to obtain a comprehensive view of daily operations.





# **Expertise in Government Services**

We take pride in our accomplishments, talented people and award-winning technology. Our advanced technology, data management tools and leading-edge business practices are designed to exceed the expectations of our clients.

We also pride ourselves on our ability to execute based on our high ethical standards, experience and compliance with industry, government and accounting certifications including:

- Maintains an A+ rating with the Better Business Bureau
- SSAE 16 SOC 1 Type II compliant service organization
- MSB applications are PCI-DSS Level 1 Compliant
- Credit bureau reporting
- Record 100% of all inbound and outbound client service calls
- Compliance with all federal, state and local laws
- Fully licensed, insured and bonded
- Initial and ongoing employee background checks
- Confidentiality agreements signed by all employees
- Client audits and site visits available at any time

MSB has an annual audit conducted by outside, independent auditors that meets all Generally Accepted Accounting Principles (GAAP). The audit includes reviews of internal controls and other operating procedures. Current and past audited financial statements have been issued with clean opinions.

MSB is committed to ensuring our clients have the accesses they need to confirm our assertions, anytime they want, for the duration of a contract. To this end, MSB commits the following to the County:

- We will be 100% transparent.
- MSB will provide all information to our clients' auditors upon request, or at a designated interval requested by the client.
- MSB welcomes on-site audits and will provide a secure, secluded area for our clients' auditors to work.
- MSB provides extensive reporting which allows our clients to obtain a full 360° view of the operation daily.

MSB also has reshaped and continuously molded its reporting modules to suit the changing needs of government entities, based on feedback from our clients as well as changes within the payment acceptance industry. While the provision of a reliable and cost-effective payment system is at the core of our service offering, MSB provides unparalleled levels of service and support. We have worked for 28 years with our government partners and we understand the budgetary constraints that often present themselves. To this end, MSB endeavors to customize its own processes to suit our clients' needs so that our clients are not faced with hard budgetary decisions on how to allocate IT and other technology resources during implementation of our systems or redesign later in a contract.

MSB has a long history in payments, stemming from its origin in 1991 in debt recovery, later evolving to toll collection payments in 2007 and payments processing in 2010. MSB processes a wide range of payment volumes, from small rural courts to large government entities from state agencies like the







mobility authorities like the Central Texas Regional Mobility Authority, and the North East Texas Regional Mobility Authority.

MSB is processing a daily average of 9.7 million transactions on the MSB Payments platform, designed to process high volumes with no limit of capacity.

The size of our clients varies from a low of \$500,000 in processing volume to a high of \$275,000,000. Some of our notable project implementations include:

- New Mexico State Magistrate Courts with \$12.8 million in processing volume.
- Nashville, TN Metro with \$47 Million in processing volume
- Sedgwick County, KS with 56 Million in processing volume
- State of New Jersey surcharge program with \$112 Million in processing volume
- And ... of course, large Federal programs such US Department of Education, US Department of Homeland Security, etc., who process close to \$1 Billion in annual transactions combined.

In addition to MSB Payments, MSB's toll collection and payment services has grown to operate one of the largest toll collection services programs in North America, processing over 200 million transactions a year for mobility authorities including:

- Central Texas Regional Mobility Authority with 24 million transactions and \$33.3 million in dollar volume.
- North East Texas Regional Mobility Authority with 4 million transactions and \$7.4 million processing volume.

# **Meeting the Boone County Expectations and Technical Specifications**

MSB asserts that, based on the business and technical requirements set forth in the RFP, we have the expertise, experience, skilled resources, performance plans, implementation plans and management to support the County's payments processing project.





# 2.0 Previous – Current Services and Contracts

4.1.4.2. The Offeror should provide the following information related to previous and current services/contracts performed by the Offeror's organization and any proposed subcontractors which are similar to the requirements of this RFP (This information may be shown on the form attached as Exhibit C to this RFP or in a similar manner):

- a. Name, address, and telephone number of client/contracting agency and a representative of that client/agency who may be contacted for verification of all information submitted;
- b. Dates and locations of the service/contract; and
- c. A brief, written description of the specific prior services performed and requirements thereof.

#### Response:

MSB has provided references within Exhibit C of this response document.

#### References we provided were for:

- Sedgwick County, KS;
- Douglas County, CO Treasurer
- Douglas County, CO Building & Permits
- Washington County, MO Collector
- Osage County, MO
- Outagamie County, WI



# 3.0 Licenses - Certifications

4.1.4.3. The Offeror should submit a copy of all licenses, certifications, accreditation, and/or permits, which may be required by state, federal, and/or local law, statute, or regulation in the course of conduct of the Offeror's business. If not submitted with the proposal, the County reserves the right to request and obtain a copy of any license or certification required to perform the defined services prior to contract award.

#### Response:

MSB has extensive experience delivering payment processing solutions exclusively to government entities throughout the United States and are confident that our solution will meet your business requirements and exceed your expectations.

Figure 2: Professional Memberships and Credentials

Security Standards Council	MSB's payment solution is PCI Level 1 certified, which is inclusive of web applications, web services via telephone IVR, and standalone point-of-sale terminals.
ACCREDITED BUSINESS	MSB is a Better Business Bureau (BBB) accredited business. We received an A+ rating for our ability to quickly respond to and resolve complaints. It is a testament to our quality standards that we maintain the highest rating granted by the BBB.
N A C M	The National Association for Court Management (NACM) is an organization of court management professionals dedicated to the improvement of courts and the development of court managers. NACM has been a leader in advancing the profession and MSB is a long-standing supporter.
SSAE 16 TYPE II COMPLIANT	Statement on Auditing Standards (SSAE) No. 16, Service Organizations, is a widely recognized auditing standard developed by the American Institute of Certified Public Accountants (AICPA). A service auditor's examination performed in accordance with SSAE No. 16 ("SSAE 16 Audit") means MSB has been through an in-depth audit of our control objectives and control activities, which often include controls over information technology and related processes.
Oldentis Paris	MSB completed the Red Flag identity theft program and is certified Red Flag Compliant in accordance with the FTC Fair and Accurate Credit Transactions Act #114. This policy helps to identify, respond to, and mitigate identity theft from each area of the company. All individual departments at MSB have completed a Red Flag policy, and our corporate Red Flag Compliance is reviewed annually.



Boone County, Missouri RFP#33-22Aug19, Credit-Debit Card Processing Services August 22,2019



The Electronic Transaction Association (ETA) is the leading trade association for the payments industry, representing nearly 500 companies worldwide involved in electronic transaction processing products and services. The purpose of ETA is to influence, monitor, and shape the payments industry by providing leadership through education, advocacy, and the exchange of information.

Within Appendix A, we have provided copies of licenses/certifications by which we do business.

#### These include:

- Gila LLC Certificate of Incorporation
- Gila LLC Certificate of Business Organization Name
- Gila LLC Certificate of Conversion
- MSB Certificate of Good Standing in Missouri
- E-Verify Certificate
- Card Safe Breach Guarantee



# 4.0 Scope of Services (RFP Section 2)

4.1.4.4. Proposals will be subjectively evaluated based on the Offeror's distinctive plan for performing the requirements of the RFP. Therefore, the Offeror should present a written narrative, which demonstrates the method or manner in which the Offeror proposes to satisfy these requirements. The language of the narrative should be straightforward and limited to facts, solutions to problems, and plans of action.

#### Response:

MSB proposes our MSB Payments Processing Service which is an electronic payment platform designed specifically for city, county, and state government agencies for payment processing with multi-channel support including web, IVR, mobile, kiosk, pay-by-text, over-the-counter, lockbox, and operator-assisted call center.

MSB provides a transaction **reporting suite** that operates in real time for settlement and ad hoc reporting. The reporting portal can reconcile by department, merchant ID#, sub-department, etc. Essentially, you can input any type of parameter for reconciliation and our system can deliver that report in real time.

Daily **settlement** occurs at 11:59 PM, Central Time, each business day with funds available the following business day. You will have on-line access to all reports pertaining to merchant accounts, ACH processing accounts deposits, and transfers to your bank accounts. We provide custom reporting to ensure the County's required batch close-out reports reflect the desired reconciliation process

# **High Value Comprehensive Solution Package**

The foundation of our solution is a **High Value Comprehensive Solution Package** (the provisioning of our complete service that is ready to be deployed for the County's use). Our **implementation** plan allows the County to address billing and payment needs without having to allocate funds for an enterprise electronic payment solution.

With our high value, comprehensive implementation, the County receives the following premium valued payment solutions:

Figure 3: MSB High Value Comprehensive Solution Package

BUSINESS SUCCESS		
Feature	Solution	Benefit
Consolidated platform for multi-channel payments	Support for credit card, debit card, e-Check, manual checks, and cash payments with 99.99% uptime across web, counter, operator, IVR, mobile, kiosk, and text channels	Increases success of client's business performance management
Real-time analytics and reporting	Premium-class, real-time reporting, both scheduled and ad hoc	Allows the client to continue to make thoughtful and informed decisions



No-risk guarantee	A promise of total satisfaction with all MSB deliverables.	Ensures complete satisfaction with our solutions or ability to terminate agreement at any time without penalty	
Card-safe breach warranty	MSB assumes all liability and responsibility for data security	Provides improved compliance, faster detection and threat remediation, and reduced fraud, theft, and data leakage.	
	EASE OF USE		
Feature	Solution	Benefit	
Tailored user interface	Direct integration with client's back-end billing systems	Reduces staffing needs and facilitates reporting	
Back-end system integration	Loosely coupled, tightly integrated options with back-end systems, via standard two-way APIs	Delivers real-time connectivity between Client's systems and MSB payment network.	
Electronic bill presentment and recurring payments	Uniformed presentation of billing details, integration with back-end systems, and support for single and recurring payments	Enables full automation and integration across the client's supply chain.	
24/7/365 client and	Access to multilingual technical	Our Gateway is an E-commerce	
technical support	support teams and a managed transaction flow via our Gateway	app that simplifies card acceptance, authorization process and web-based payments providing high customer satisfaction and geographic flexibility.	
	COST CONTAINMENT		
Feature	Solution	Benefit	
Flexible pricing options and a "no incidental fee" approach	Options for convenience fees and merchant-funded interchange rates, plus pricing models with no incidental fees	Ensures the client receives quality service at the best value without overpaying	
No-cost training	Onsite and web-based training options	We provide training to as many facilities and staff as needed to empower the Client to be self-sufficient and knowledgeable about the solution.	
Low-cost POS terminals	Low-cost hardware that is fully EMV compliant and has dual interface capabilities (contact and contactless)	Provides painless procurement, maintenance, and repair	
Low-cost servicing	All account servicing for chargebacks, reversals, and NSFs is included at low cost	Minimizes the client's out-of- pocket and total service costs	



In addition to offering software as a service (SaaS), implementation includes the ability to:

- Void transactions online.
- Batch reconciliation.
- Process ACH, credit cards, EFT, pay by text, and IVR.
- Set up EBPP, auto pay, scheduled/recurring payments, and one-time payments.
- Perform Client communication and email reminders.
- Set up automatic account linking and real-time integration with your billing system

## **MSB** Responsibilities:

MSB confirms that we will be responsible for each of the following tasks:

- Implementing a new payment portal.
- Providing a project plan for all phases of the payment portal project.
- Providing a staging site to run and test the application prior to launch.
- Ongoing maintenance and update plan.
- Installing any machines, equipment and software and make any necessary arrangements so
  that the County will remain operational for merchant card transactions starting on a
  mutually agreed date and time to be established.
- Providing training to administrators and staff.
- Providing any additional information which will be beneficial in the evaluation process.

## What sets MSB Apart?

MSB distinguishes itself based on its brand: Experience, Execution and Ethics.

#### MSB Payment Processing provides the following advantages:

- Customization MSB will customize payment service to your requirements at no additional charge. Whether On-line portals, receipts or reports, it will allow your messaging and design to present your agency to its best advantage and ensure your constituents understand that they are partnering with you.
- **Ecosystem** Our robust, cloud-based processing network provides the security you expect and the ease of use for you and your constituents. It is designed to remove the PCI burdens from your plate.
- **Flexibility** We do not offer cookie cutter solutions. We design our systems around your requirements, instead of dictating how your system will work. This ensures that your payment system is providing the constituents with the experience you envision ensuring they process their payments when needed.
- **Settlement and Funding** As the merchant of record, we provide your funds the next day. We close batches according to your timeline and fight on your behalf in chargeback situations.
- Client Servicing Responsive and timely direct line access for your support team, guaranteeing you are up and running when your constituents need to process a payment

In closing, MSB's Payment Processing Service ensures our ability to provide the solution that the County requires. As you move forward with this project, please feel free to contact us with any questions. We do recommend that we schedule a face-to-face meeting to discuss the solution in full detail at your earliest convenience.





# 2. Scope of Services – Bail & Fine Payment Processor-Mandatory Requirements

# 2.1. Card Acceptance and Compliance:



Our payments system supports authorization and settlement of transaction over industry-accepted networks.

2.1.1. Accept major credit, debit and prepaid cards: Visa, MasterCard, American Express, Discover.

#### Response:

MSB complies. For networks within the United States and Canada, our payment platform accepts credit and debit card transactions for

- 1. Visa
- 2. MasterCard
- 3. Discover
- 4. American Express
- 5. ACH/e-check

Our platform can be easily integrated with multiple existing platforms. We can help identify which platform will best suit your needs based on performance and cost.

Figure 4: Forms of Payments Processed by MSB



Through the Nexus portal, our customers can define each registered user function level permissions.



## 2.1.2. Card association recognized as "merchant of record" for processing cash bail payments.

#### Response:

Since we are one of the only five truly certified Government PayFac organizations in United States, we are the sole merchant of record for all contracts we enter into with our Government clients. Therefore, we hold the highest level of compliance when it comes to daily depository times. We also offer the highest level of protection against chargebacks due to our PayFac designation.

#### 2.1.3. Compliant with all applicable card association rules.

#### Response:

MSB fully complies with this requirement.

The Card Associations (e.g. Visa, MasterCard, American Express, and Discover) publish and regularly update their operating regulations and card-acceptance policies and procedures. American Express, for example, updates its two-hundred pages Merchant Regulations at least twice a year. All merchants are required to follow these rules in order to accept card payments. Platforms caught factoring, face serious penalties, including the termination of their merchant account, and/or hefty fines. MSB follows these rules. Not only must payment facilitators adhere to the operating regulations, they must force their users to adhere as well.

#### 2.1.4. Compliant with Payment Card Industry Data Security Standards (PCI DSS).

#### Response:

MSB fully complies with this requirement.

The Payment Card Industry Data Security Standard (PCI DSS) is a set of requirements designed to ensure that all companies that process, store, or transmit credit card information adequately protect cardholder data. The PCI DSS is administered and managed by the Payment Card Industry Security Standards Council (PCI SSC), a non-governmental regulatory body established by the Card Associations.

We have provided a copy of our Report of Compliance within Appendix A of our response document.

# **PCI DSS Level 1 Compliance**

We actively work to ensure that you are compliant with the industry PCI DSS Level 1, and certify all hardware supplied is PCI PED (PIN Entry Device) approved. We also offer a best in class data security solution that can significantly reduce the risk of data compromise. We have direct contact with the card brands, who establish the rules, and provide additional guidance to support your needs.

Personnel focusing on internal and external measures proactively enforce, monitor, update, and communicate card brand rules and regulations internally. Specifically, our Risk Management team consists of:

1. **Credit Portfolio Management** – Performs credit risk evaluation and supports growth initiatives while managing acceptable risk levels.







- 2. **Transaction Risk** Develops risk strategies, policies, systems, tools and metrics; ensures merchant compliance, understanding, and protection.
- 3. **Regulatory Risk** Implements end-to-end regulatory risk and compliance programs for applicable laws, driving adherence, application, and awareness. A recent change in the regulatory sphere is the new Consumer Financial Protection Bureau (CFPB).
- 4. **Industry Relations** Coordinates sponsorship and compliance teams, manages agent registration process approving sponsorship and ensures sponsorship requirements are met.

We will notify you immediately upon detecting non-compliance with Visa/MasterCard regulations or PCI security regulations. Notification is conducted via phone (direct line) and email by your Account Executive. A certified letter is also sent within 24 hours. If the Account Executive is not available, you will be notified by the next project manager included in the Escalation Roster provided upon award of contract.

We have not experienced non-compliance. However, a few reasons for non-compliance are:

- 1. Non-protection of the point-of-sale card holder data
- 2. Non-secure network and wireless access routers
- 3. Non-secure payment card data storage and transmission
- 4. Non-secure internal servers, online payment applications or shopping carts
- 5. Slow or non-responsive for one or all chargeback retrieval requests received from the issuing bank that initiated the chargeback
- 6. Inconsistent refund methods and procedures.
- 7. Processing transactions that fall outside of your designated MCC code

There is a 30-day grace period from the first day of notification to become compliant. Our compliance department manages these types of issues and regularly monitors the security and processing activity. This ensures that you are always compliant. If you become non-compliant, we will assist you with creating a plan on how to become compliant and include an allotted timeframe.

All new clients boarded onto our platform are automatically compliant since we own the transaction from inception to settlement. Even if you are not currently compliant, you will become compliant once the data migration is completed.

## **Security Assessments**

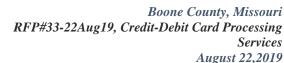
We are periodically subjected to penetration tests by internal personnel and certified third-party assessors. This ensures proper configuration of protective systems and safeguarding of data.

On an annual basis, we are subject to review and certification by independent third-party assessors who are approved by either the Accounting Institute of Certified Public Accountants (AICPA) or the applicable card brands. These ongoing, independent reviews and certifications provide you with the assurance that transaction activity, cardholder data, and customer information is properly protected.

**SSAE 16 SOC 1Type II Independent Service Auditors Report** is used to validate the integrity of our internal controls. (We are currently in the process of obtaining SSAE 18.)

This review provides assurance on the effectiveness and efficiency of the processes surrounding transaction-processing, settlement, card issuance, and various regulatory requirements – all critical





Services



operational activities used to support the services we provide. This review also ensures that an independent auditor verifies that we do what we say we do.

# Payment Card Industry Data Security Standard (PCI DSS) Certification

This certification validates business control effectiveness surrounding the infrastructure used to protect cardholder information at the highest security level in all instances where information is stored, processed or transmitted. Monthly information system scans are performed to provide added assurance of the security of our information technology infrastructure. This compliance program is also a proactive security initiative to ensure that we adequately protect our information technology infrastructure against hacker intrusions and account data compromises. We employ a "defense-in-depth" methodology to ensure that data transmitted to MSB is secure and safe. Our most recent PCI-DSS certification is included with our response as Appendix A.

# **Cardholder Data Storage for PCI compliance Purposes**

MSB will store all credit card information (obtained through the life of the contract plus any extensions) on its own servers, eliminating the need for the County to store this data and minimize the County's exposure to PCI related issues.

#### 2.1.5. Minimum possible PCI DSS burden on County

#### Response:

We actively work to ensure that our clients are compliant with the industry PCI DSS Level 1, and certify all

hardware supplied is PCI PED (PIN Entry Device) approved. We also offer a best in class data security solution that can significantly reduce the risk of data compromise. We have direct contact with the card brands, who establish the rules, and provide additional guidance to support the County's needs.

Personnel focusing on internal and external measures proactively enforce, monitor, update, and communicate card brand rules and regulations internally. Specifically, our Risk Management team consists of:

**JUST THE FACTS LEVEL 1 COMPLIANCE** 

MSB's payment application is PCI Level 1 compliant. We have never failed to meet PCI DSS compliance criteria, nor faced a successful breach.

- 1. Credit Portfolio Management Performs credit risk evaluation and supports growth initiatives while managing acceptable risk levels.
- 2. Transaction Risk Develops risk strategies, policies, systems, tools and metrics; ensures merchant compliance, understanding, and protection.
- 3. Regulatory Risk Implements end-to-end regulatory risk and compliance programs for applicable laws, driving adherence, application, and awareness. A recent change in the regulatory sphere is the new Consumer Financial Protection Bureau (CFPB).
- 4. Industry Relations Coordinates sponsorship and compliance teams, manages agent registration process approving sponsorship and ensures sponsorship requirements are met.





# Disaster Recovery Plan, Network Ownership, Overflow Capacity, Redundancy, and Performance

MSB maintains a comprehensive disaster recovery plan. Highlighted in this plan include data backups and server availability. Tape backups of all corporate data are performed on a daily basis and are shipped weekly to Iron Mountain for secure offsite data storage. Server availability is maintained by providing redundant servers for the company's most critical application. Through a 15-member peer group of which we are a member, reciprocal recovery efforts are guaranteed in the event there is a loss due to fire or an act of God. MSB maintains an Agility partnered solution for a fully operational processing center within 48 hours of a natural disaster.

MSB's payment system has greater than 99.99% up-time and can handle thousands of simultaneous transactions per second with no emergence of latency against the server or end-user system(s). Furthermore, MSB's transaction burst capacity has no upward threshold.

MSB's servers reside in its on-site datacenter which is monitored 24/7 by our network engineers. The datacenter itself is accessible only by authorized IT personnel, IT management, and two of MSB's corporate officers. In the event of any anomalous event in the datacenter (e.g. room temperature rises by one-degree Fahrenheit outside of allowed tolerances or an unusual volume of transaction activity outside of norms for a given hour / day), an alert is broadcast by text and email to all network engineers and IT senior management staff so the situation can be addressed prior to the emergence of a system outage.

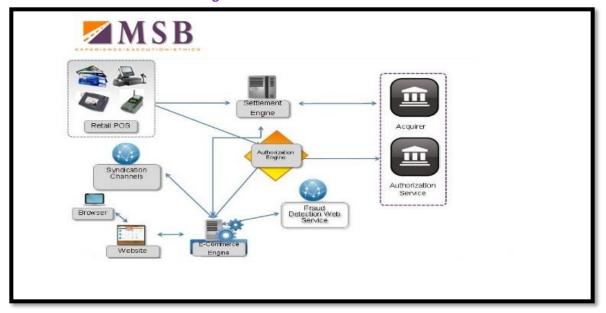
The datacenter itself is also protected by an automated fire-retardant system which will remove oxygen from the room if conditions favorable for a fire are detected.

In the event of an outage (e.g. natural disaster) at MSB's primary datacenter, MSB will switch its system functionality to one of two off site facilities (both more than one thousand miles from MSB's location and more than 700 miles from one another). In the case of an outage for any reason however, MSB relies upon its Business Continuity and Disaster Recovery Plan for next steps and processes. In this plan, to ensure redundancy of operations, a clear succession line of decision makers is listed, as well as primary, secondary, and tertiary back-up procedures.

Redundant datacenters have the same physical security measures in place as the primary datacenter. Please see redundant center diagram following:



Figure 5: Redundant Datacenter



# **Service Interruption**

MSB employs a formal methodology for measuring and evaluating systems health and planning capacity. Given the breadth of systems that are encompassed by our services, the procedures for gathering statistics vary (e.g. network device throughput data is captured via different tools and at different logical intervals than server infrastructure). However, a common and rigorous process of quarterly evaluations includes the following assessment protocol:

- Availability- minimum 99.99% to 100%
- Performance customer experience/impacts as primary gauge
- Release Management currency as standard
- Capacity minimum of 18 months growth plus a defined margin over peak
- Disaster Recovery tests examined versus both frequency as well as efficiency standards
- Data Retention purge and schedule automation criteria

Systems are sized and all capacity-planning efforts are geared toward having sufficient capacity so that any single system outage will not affect the performance of the environment or the response times experienced by our customers during the peak hour of the peak day with significant compounded growth forecasts considered.

Capacity planning efforts are further validated using test and production systems to ensure that no capacity issues exist in the environment.

MSB has engineered its real-time, online systems to ensure that backup has been provided for all critical system components. The intent and design have been to ensure that no single component failure can adversely affect the service being offered. Essential elements of this comprehensive contingency engineering strategy include alternate data centers for front and back end services and redundant Authorization Transaction Routing systems.



# 2.2. Transaction Options and Services:



We have extensive experience delivering payment processing through the entire supply chain.

#### 2.2.1. All Internet-based, card-not-present processing technology.

#### Response:

MSB complies. Our systems are designed to accommodate every need that the County might have when it comes to processing a transaction. That is to say, we can process transactions for the County` in a CNP (Card Not Present) environment, via web, over the phone, via IVR, via text, key-entered, etc. We can also process the transactions in a face-to-face, fully EMV and PCI compliant environment (swiped, chip enabled). Another modality is E-Commerce environment (shopping cart situations, recurring payment modules, card on file situations, etc.)

We authorize via secure SSL/TSL IP connection. It offers the fastest, most reliable conduit for authorization of electronic transactions. It also provides the perfect medium for properly encrypting the card holder data, especially in today's current chip enabled environment.

The County will also be happy to know that MSB is the only Government processor to employ the latest cutting-edge technology when it comes to offline authentication: the coveted DDA-CDA encryption. This is by far the most advanced technology to date when it comes to offline transaction authentication in an EMV, chip-enabled environment.

Please see below some examples of full transaction flow diagrams for card present, card-not-present environment.



Figure 5 – End-to-End Card Not Present Transaction Flow Diagram

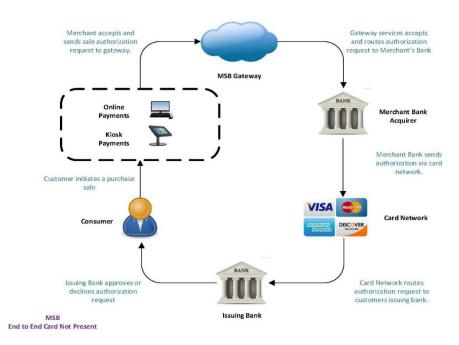
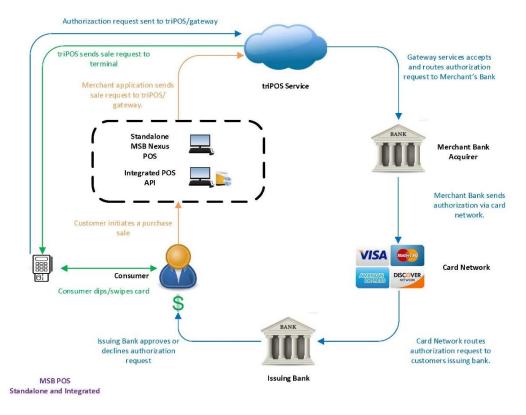


Figure 6: Standalone and Integrated





#### 2.2.2. Online-real-time card authorization communicated to County.

#### Response:

MSB fully complies with this requirement as well. All of our payments are processed in real time. The authorizations are done instantaneously, and we settle in our own platform as required by the County.

#### 2.2.3. Accept payments via Phone, Web, and on-site.

#### Response:

MSB complies. Services provided under this proposal include a complete credit and debit card acceptance for Visa, MasterCard, Discover Card and American Express, as well as debit cards from all the standard debit networks available in United States. MSB's IVR system is backed by industry veteran Interactive Intelligence Incorporated (I3). This acceptance is supported 24 hours a day, 7 days a week, 365 days per year for card payments through all point-of-sale services desired by the County.

Service also includes the ability to manually accept credit card processing data in an on-site environment or over the telephone should there be a power or system disruption with subsequent processing when the service is restored. All functions for processing are included such as the charging of a card, voiding a transaction and issuance of a credit or a return. Each transaction type can be secured by allowing access to that function through password or access rights when working through the internet gateway.

MSB's Processing Segments will include:

#### **Counter Module**

The Counter Module provides constituents with the ability to make payments face-to-face with County personnel using a payment device/processing terminal. MSB's software will issue unique confirmation numbers to citizens who have completed a payment transaction using the Counter Module. The Counter Module allows County Staff the ability to access reports via the web. MSB has already changed the payments landscape with the introduction to our client base of the newest technology in the EMV/NFC equipment. The traditional countertop "magnetic-stripe" readers were the revolution of this industry card, now with the EMV (Euro-Pay MasterCard Visa) enabled devices; we are ahead of the process with our advanced technological products and offerings.

MSB offers all pertinent County locations a Uniform Placement Program with the advance EMV products as well full access to 'The Nexus,' our robust Payment Center. We attest that transactions will be faster and more secure. All of our terminals, countertop, wireless, or plug-in peripheral, are fully EMV compliant with dual-interface capabilities (contact and contactless). MSB has established connections with virtually all terminal manufacturers and can support almost any terminal option.

All of our countertop, world class terminals are equipped with the standard capability of contactless ApplePay, GooglePay and AndroidPay.

**MSB also supports the entire spectrum of debit network payment options** for the County to select from during the program design process including but not limited to:

MasterCard-debit	Alaska Option	Pulse

Visa-debit Credit Union 24 Money Station

Discover-debit Interlink Tyme
Accel Maestro Shazam
AFFN NYCE STAR





Service also includes the ability to manually accept credit card processing data in an on-site environment or over the telephone should there be a power or system disruption with subsequent processing when the service is restored. All functions for processing are included such as the charging of a card, voiding a transaction and issuance of a credit or a return. Each transaction type can be secured by allowing access to that function through a password or access rights when working through the internet gateway.

#### **Web Module**

The Web Module provides citizens the ability to make payments online using a payment device via a secure website hosted by the MSB secure server. We provide a link from the respective County department's website to our hosted website for citizens to submit payments. Unique confirmation numbers shall be issued to citizens that have completed a payment transaction using the Web Module.

The Nexus is MSB's own gateway and contains a full set of robust electronic payment features and capabilities. Through the Nexus, clients have access to typical features in a payment gateway, including a virtual payment processing terminal for card and ACH transactions, automated recurring payment functionality, stored profile and tokenization options, and a robust set of e-commerce options such as hosted web payment forms, shopping carts, and secure checkout forms. In addition, there are several distinguishing features of the Nexus that enhance the overall value to the client.

# Interactive Voice Response: (IVR) Module

The Interactive Voice Response: Module will be completely custom made for the County and it will have custom submenus for each individual department within the County. MSB's world class IVR system will also provide the constituents with the ability to make payments over the phone using a payment device. The taxpayer calls a designated toll-free phone number provided by and managed by MSB. The voice Response: module will provide instructions and recognize taxpayer instructions through making a payment; the phone key will then be used to enter payment devise numbers. Unique confirmation numbers will be issued to citizens that have completed a payment transaction using the IVR Module.

MSB's IVR module has the basic capabilities required to process payments as described above. As part of our value proposition, we also allow for our clients to customize various aspects of the IVR to suit the needs of its constituents (or if applicable), constituents serviced by different departments for our clients. Customization comes with a unique toll-free number specific to each client/department which needs it, as well as custom recordings specific to each client's geographic region or policies. For example, if a client was to request custom language during a special event or disaster, MSB can add such a recording to the system which precedes the payment interface. As an additional optional service, MSB can establish an entire auto-attendant menu separate and aside from payments to facilitate additional constituent self-servicing options.

MSB's IVR flow is very intuitive for constituents, but also is designed to maximize the constituent's propensity to embrace self-service and also to remit the payment period. Standard design schema such as minimizing options on each menu, having all options no more than two menus deep, and selecting the voice for the audio prompts are part and parcel to our methodology. Beyond this, MSB can add auto-attendant prompts to the call flow that is unique to provide constituents the ability to use credit cards and e-checks online to make payments for various fines and fees.

MSB's IVR system will also offer any of the County's staff an automated outbound communications tool. This unique system was developed to address requests from our government clients to be able to send





out automated communications to customers to alleviate time and cost incurred by sending out late notices and having any County department customer service staff make outbound calls to constituents for reasons such as payment reminders, interruption messaging and emergency messaging. Messages can be targeted to the specific type of constituent so that you can help influence customer behavior.

In conclusion, MSB's IVR system will provide users with:

- a. Toll-free number to system; system can be directly accessible through the County's phone system.
- b. Cutting edge TTD/TTY phone support device for the hearing-impaired customers.
- c. Choice of options including type of transaction and method of payment.
- d. Clear and precise instructions to users in four different languages.
- e. Confirmation of all information entered into the system.
- f. Voice Response: system presents user with confirmation of payment.
- g. 7/24/365 availability.
- h. Outbound Communication Portal at no cost to the County.
- i. Customer service assistance and live operator is provided at no cost.

# 1. Point of Sale (POS)

MSB's Point of Sale electronic check conversion allows our Government clients to eliminate paper checks by turning them into electronic transactions at the cash register. After a customer gives a merchant a paper check, MSB immediately converts the paper check into an electronic transaction safely, securely and quickly.

The citizen signs a receipt authorizing the transaction, the paper check is stamped "void" and returned to the consumer. An image of the paper check is uploaded to MSB via our world class Nexus portal via secure file transfer.

- MSB uses the normal Automated Clearing House (ACH) network and other processes to settle the transaction.
- Funds are deposited directly into our client's bank account generally Next Day.

With MSB's electronic check service, our Government clients can reduce bank fees and improve cash flow. Our clients can choose to add MSB's Check Verification and Collection services to reduce risk, or MSB's Check Guarantee\* service can be added to virtually eliminate receiving bounced checks altogether.

#### **Benefits of Point of Sale Check Conversion:**

- Reduced Bank Fees, processing costs and fewer trips to the bank
- Improved Cash Flow
- Service Fee Revenue
- Minimized risk of fraud and returned checks
- Access to MSB's extensive negative Databases and risk assessment
- Immediate and extremely accurate online reporting through our Nexus Portal





# 2. Check Conversion/Remote Deposit Capture (RDC)

MSB's Remote Deposit Capture solutions enable our clients to deposit checks remotely to any bank account at any institution right from their department's location.

Checks are scanned in through one of our approved and certified devices and then (depending on the type of checks received) are either converted into ACH transactions or are sent directly to the bank for clearing, just as if you were to make a deposit at the teller.

Our clients experience faster availability of funds, convenience, business process efficiencies, improved carbon footprint (from reduced trips to the bank, deposit slips, envelopes), and improved risk mitigation. Utilizing MSB's Remote Deposit Capture solution will revolutionize your department's efficiency by providing valuable data that can be intelligently fed into internal programs and applications, giving your streamlined access to the information you need to make business decisions.

## What Is Remote Deposit Capture?

Remote Deposit Capture refers to the process of making bank deposits without having to go to the bank. With Remote Deposit Capture technology any and all checks, money orders, or coupons can be safely and securely deposited right from your preferred location; Home, Office, Retail POS, Back Office, Billing/Collection Department, etc.

Items are scanned into the system using an approved document scanner, their images are captured and



automatically converted into the appropriate file type. Information from the check is automatically pulled into the device or software program and is then submitted to be processed.

All items run through for deposit can be viewed in a cloud-based secure online environment where you can: view transactions, see the status of your deposits, and also extract the information for bulk upload into a preferred accounting system.

Because our solution is bank agnostic, we make it possible for you to use your existing bank account. Simply set up an MSB Merchant Account and give us your existing account information. All checks scanned through your check scanning device will be deposited directly into your preferred bank account. MSB is the simplest way for your department(s) to start utilizing a Remote Deposit Capture solution that also provides your business with a complete arsenal of diversified payment processing and reporting capabilities.





# **MSB RDC Advantages:**

#### a. Work with Any Financial Institution:

Many of our competitors do not offer an RDC solution for their Government clients, with MSB RDC solution, we make RDC possible for any client!

#### b. No Certification Costs

The few competitors that do offer RDC typically charge a hefty certification cost in order to utilize their remote deposit capture solution, we have already gone through an extensive certification process, so you do not have to!

#### c. Dynamic Real-Time Reporting

View transaction and deposit details 24/7. Generate various standard and customizable reports. Export information for bulk entry into most accounting systems through our Nexus portal.

**NSF items** will be identified to the County in the daily report. Should the County request Guarantee services, these items will be automatically reinitiated two times and then referred to our dedicated collection department. Otherwise, the County will have the opportunity to reinitiate transactions according to their preferred business processes.

**Administrative returns** will also be identified to the County in a daily report. Typically, these items require contacting the taxpayer for updated information. Items which were approved as part of the check guarantee process will be paid to the County. Items which did not receive an authorization will be the responsibility of the County.

These figures vary by capture method (manual entry vs. MICR scan), SIC code, average ticket and region of the country. Administrative returns will vary based on whether or not a check verification service is used. Industry averages are in the 2% range. The average collection rate also varies based on respective vertical markets, and services elected by our clients.

The County department(s) can have the option of receiving a bcc copy of all payments from our E-Check portal solution. In addition, ACH payment transactions can be viewed in real time through our secure interface. The State department(s) can run ad hoc reports as needed through the online portal, or schedule reports to be delivered automatically.

#### 2.2.4. Toll-free telephone number available 24/7/365.

#### Response:

MSB complies. MSB understands that payment processing issues require urgent resolution, and to this effect, all clients are provided with a toll-free number as well as direct extensions to multiple escalation points to ensure we provide the most rapid response possible. Each one of our Government clients gets their own Relationship Management Team composed of four (4) highly trained and specialized professionals with many years of experience in the industry. Each member of the team alternates one weekend in order to deliver a truly concierge level customer service experience.

#### 2.2.5. User-friendly web site.

#### Response:

MSB complies. MSB Payments processing center will be accessible via a customized Web portal seamlessly integrated with your web site and back-end systems. We will provide various methods of interfacing







with our system and verification of a transaction, including but not limited to:

- An interface we develop and host that allows a state agency to do branding or customizations for the look of the site.
- An Application Program Interface (API) that provides documentation on how a state agency would pass the required information over HTTPS to their system and then receive back a Response: or payment confirmation.
- A web service that interfaces with existing state agency systems.

Our web site will be accessible as a "click-through" from the state agency's web site when the customer is ready to pay. We will **confirm payment** by e-mailing and/or texting users verification of payment.

Part of our comprehensive solution to our government partners is to provide a full web portal build out, if so desired. We can provide the County two different web solutions:

#### a. Option1:

MSB will build the website from scratch to replicate the "look and feel" of the County official site. We will also host the webpage, support the entire infrastructure of the application, be responsible for the data security and tokenization and be responsible for all PCI compliance requirements. This is the solution most of our clients choose.

#### b. Option2:

MSB will simply act as the third-party processing gateway. Once the customer is on the County official website, they will choose the payment button and they will be directed to our MSB gateway site. Needless to say, a message will be displayed prior to being transferred to our site informing them of the fact that they are in fact processing the transaction via a third party. Needless to say, in this scenario MSB will also host the webpage and support the entire infrastructure of the application.

Either option is built fully at MSB's cost. No IT resources or funds will be required from the County.

The customer access to the web interface will be done seamlessly via a Microsoft Windows Platform. Unless instructed by the County differently, MSB will build the interface so that the customer has a seamless experience. Our web interface is fully configurable, and our solution supports enrollment from our on-demand web interface.

Please see the following examples of web portals we've built and screen shots of our work:



Figure 7:Screenshot showing Douglas County website for customer login (http://www.msbpay.com/DouglasCounty/Treasury/CustomerLogin.aspx)



Please see below screen shots for some of our other work in customizing the official sites to meet the current systems in the respective Cities, Counties:

Figure 8: City of Portland, TX official website



Helpful Links

Portland Courts | About SSL



Figure 9: Texas Department of Public Safety Official Website



2.2.6. On-site payment processing capability with minimal downtime, support, or equipment needs.

#### Response:

MSB fully complies with this requirement. As previously discussed, the Counter Module provides constituents with the ability to make payments face-to-face, on-site with County personnel using a payment device/processing terminal. MSB's software will issue unique confirmation numbers to citizens who have completed a payment transaction using the Counter Module. The Counter Module allows County Staff the ability to access reports via the web. MSB has already changed the payments landscape with the introduction to our client base of the newest technology in the EMV/NFC equipment. The traditional countertop "magnetic-stripe" readers were the revolution of this industry card, now with the EMV (Euro-Pay MasterCard Visa) enabled devices; we are ahead of the process with our advanced technological products and offerings.

MSB offers all pertinent County locations a Uniform Placement Program with the advance EMV products as well full access to 'The Nexus,' our robust Payment Center. We attest that transactions will be faster and more secure. All of our terminals, countertop, wireless, or plug-in peripheral, are fully EMV compliant with dual-interface capabilities (contact and contactless). MSB has established connections with virtually all terminal manufacturers and can support almost any terminal option.

All of our countertop, world class terminals are equipped with the standard capability of contactless ApplePay, GooglePay and AndroidPay.





**MSB** also supports the entire spectrum of debit network payment options for the County to select from during the program design process including but not limited to:

MasterCard-debit Alaska Option Pulse

Visa-debit Credit Union 24 Money Station

Discover-debit Interlink Tyme
Accel Maestro Shazam
AFFN NYCE STAR

Service also includes the ability to manually accept credit card processing data in an on-site environment or over the telephone should there be a power or system disruption with subsequent processing when the service is restored. All functions for processing are included such as the charging of a card, voiding a transaction and issuance of a credit or a return. Each transaction type can be secured by allowing access to that function through a password or access rights when working through the internet gateway.

All of our equipment is <u>ALREADY capable</u> to process contactless transactions via all smart phones (**ApplePay, GooglePay, AndroidPay**, etc.). Our solution is turn-key. We will be ready to install these devices fully operational at the time of the Award notice across all State footprints.

We offer our equipment free of any additional cost. **The maintenance is provided 100% at no cost to the State for the entire duration of the contract**. Please see additional details in the pricing section.

Our world class TriPOS solution does not require any supplies. There is no thermal paper involved, there is no ink, there are no supplies needed. All receipts are printed from the normal printer that is currently used in every office (8" X 11.5" paper). This solution also allows for a whole range of receipt customization that normally is not available when standard stand-alone terminals are used.

MSB will offer all pertinent State department(s) locations a *Uniform Placement Program* with the advance EMV products as well full access to 'The Nexus,' our robust Payment Center. Our systems offer a fully automated authorization process that requires no human voice communication for either sending or receiving transaction authorizations.

#### 2.2.7. Email receipt and confirmation available for County and Payors.

#### Response:

MSB complies. We will issue a **confirmation receipt** number to each customer for each completed transaction. We will **confirm payment** by e-mailing and/or texting users verification of payment.

#### 2.2.8. Agency initiated payment Acceptance or Denial capability (fax, email, etc.).

### **Response:**

MSB complies. Services provided under this Web portal include credit and debit card acceptance for Visa, MasterCard, Discover, American Express, and debit cards from all standard debit networks available in United States. Acceptance is supported 24 hours a day, every day for card payments through point-of-sale services.





## 2.2.9. Administrative and Technical Support available 24/7/365.

#### Response:

MSB complies. We fully understand that client service call centers have the power to improve rapport between you and your customers. Our client support staffs an entire department of technical support level employees that specifically manage transaction flow, gateway integration and web-based payment processing. Client Help Desk Support is available 24/7/365. Clients can use a live operator assisted transaction processing if needed by dialing a designated toll-free phone number assigned to your project.

#### **Client Service Personnel**

MSB understands payment processing issues require urgent resolution. As such, all Clients are provided with a toll-free number as well as direct extensions to multiple escalation points of contact to ensure the most rapid response possible.

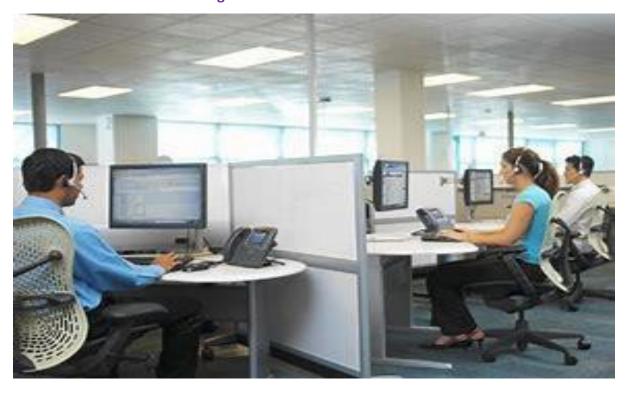


Figure 10: Client Service Call Center

Our Client Service Department currently staffs three shifts. In addition to ensuring all time zones are sufficiently covered, fun activities are organized monthly for our employees to celebrate diversity and learn about coworkers.

#### **Client Care**

MSB has a best-in-class, 100% in-house, US based Client Care team that will provide your staff and your customers with assistance in both making payments and any payments inquiries. MSB provides support with general payment questions and issues. Our client service agents also offer complete training for your



customers on use of the self-service web, IVR and mobile channels, simplifying and enhancing their next transaction experience. This service is provided at no additional charge to you and your customers.

Our client service department provides no less than seven separate language desks. We can assist our customers in a multitude of languages including Vietnamese, Chinese, Arabic, Spanish, Polish, French and many more.

## **Number of Accounts Handled by Each Representative**

MSB utilizes call load balancing technology to manage call volumes and work queues to minimize call wait times and achieve an above-average call center service level. Service level refers to the percentage of calls received by call center and support team that are answered by a human agent within a certain time frame. Our target metric is to have 80% of calls answered in 20 seconds. Although related to the service level, this benchmark also considers all the calls that are not answered within 20 seconds. Our objective is to answer these calls within 28 seconds. We staff accordingly to achieve better rates than these performance metrics.

MSB understands that payment processing issues require urgent resolution, and to this effect, all Clients are provided with a toll-free number as well as direct extensions to multiple escalation points to ensure we provide the most rapid response possible. Support personnel will be available 24/7/365.

**JUST THE FACTS CLIENT SERVICE CENTER OPERATIONS** Unlimited Line capacity: Average automatic call Over 100,000 monthly calls for all lines of business distributor volume: Maximum call Volume: No limit; 10,000 is the highest recorded call volume during a single business day. Average hold times and 68 seconds peak hold times: 3:1 Average agen t availability: Average first >99% This is measured by determining the originating ANI and call qualification code and if the same resolution rate: ANI/account in system if MSB maintains the account have had a call within the past 30 days about the same subject matter. If not, it is considered first call resolution.

**Figure 11: Client Service Center Operations Table** 

#### 2.2.10. Automated reporting capabilities including ad hoc reports.

#### Response:

MSB complies. MSB provides a transaction **reporting suite** that operates in real time for settlement and ad hoc reporting. The reporting portal can reconcile by department, merchant ID#, sub-department, etc.





Essentially, you can input any type of parameter for reconciliation and our system can deliver that report in real time.

Our transaction reporting system provides the requested data and much more. Our search options also include the below which returns the dataset with the web application for review. There are also canned reports to export the returned dataset into xlsx, CSV, and summary PDF formats:

- Confirmation Code
- Last 4 of CC or ACH Account
- Consumer Name (first and last)
- Date Range
- Initiated By
- Start/End Time
- Department/Channel Filter (MID)

The reports generated through the MSB reporting tool include both transaction and payment information. MSB will provide daily electronic file transmissions of settled transactions for upload into various County Department systems. MSB is extremely familiar with the wide-range of file format requirements for Government clients and will work with the County to meet their needs. In addition to the daily file format requirements, MSB will provide reports to the County in an agreed upon format including a minimum of the payer name, payer address, payer account number, number of payments received, amount of each payment, total amount received, payment location, and the payment source. This report will be emailed daily to the designated individuals provided by the County for the prior day's transactions. The data in the reports will match the settlement dollars to the Boone County as well as the data file. MSB is extremely flexible in providing automated daily reports.

Real-time online reports are available via MSB's online system. An administrative account will be created to have the capability of adding and editing user's rights. Daily client defined custom reports are provided and automated by MSB via email in the format requested by the County. This cooperative reporting solution is utilized by several large entities such as the Indiana Department of Administration.

All reports are populated with "real-time" information – providing clients with up-to-the-minute views of all activity within the MSB platform. Reports are available in the following formats:

- HTML
- Excel
- PDF
- XML (MSB's Nexus portal)

The same formats apply for the remittance of incoming files. The County has a plethora of options in remitting the files to MSB. MSB will accept the County's current format or format of choice.

In conclusion, here is the summary outline for the items requested:

Data transmission of reports: --Real Time
Data transmission of raw data: --Real Time

Remote access to reports: --Real Time via designated link

Software for automated updates: --Provided Free of Cost. Automatic Updates
Archival Capabilities: --Unlimited. No Time limit on archived data

Ability to provide reports on diskette --MSB fully complies

Ability to access reports through the internet --MSB fully complies.





The reports that are available for the County include but are not limited to:

- Daily Activity Report provides a summary of credit, debit, EBT, gift and rewards transactions for a terminal on the selected day. Quickly review transactions for a single terminal.
- Deposit Summary provides information of deposits by MSB and 3rd parties and fees paid.
   Reconcile your accounts to your bank statement. Unmatched Return Summary- lists of sales transactions less the return transactions are a negative total. Watch for possible fraudulent transactions.
- Transaction Summary offers history of transaction card type processing for a selected date range. Includes Gift Cards and Loyalty Cards. Quickly review store volume, totals, etc.
- Card Fee Summary details of discount, item and processing fees per card type. Includes Gift Cards and Loyalty Cards. Analyze fees and income.
- **Billing Fees Summary -** Summarized history (breakout) of monthly fees incurred, not associated with processing fees. You can review monthly fees by fee type.
- Monthly Statement Online version of MSB Merchant Processing Statement which is a financial statement of your business showing the details of sales, adjustments, processing and other types of fees, and deposits for a given month. Review previous monthly statement details.
- Card Fee Summary details of discount, item and processing fees per card type. Includes Gift Cards and Loyalty Cards (where applicable). Analyze fees and income.
- Transaction Lookup Transaction details for a particular sale, card number, or amount. You
  are able to retrieve and investigate single or multiple transactions.
- **Retrieval Request Summary -** of first and second retrieval requests by location and retrieval fulfillment dates. This report provides the ability to track retrieval request status.
- Chargeback Details Detail history of chargeback disputes by terminal, location and customer. Track chargeback status.
- Chargeback Summary Summary of chargeback's by reason. You are capable of reviewing chargeback items by reason.
- Downgrade Summary Report Lists any transactions that were downgraded due to their interchange level. Provides the ability to review items that were downgraded.
- Banking Report Will Summarize the deposits as well as fees, chargebacks, Gift Cards (where applicable), and adjustments data for any customer, merchant, or terminal.
- Exporting Report Allows many of the previously mentioned reports to be exported in excel or data files.







The main advantage of our POS system is its sophisticated data retrieval capability, which includes payment tracking and reporting. The flexibility of the POS system and its ability to handle multiple payment types from one location increases efficiency by reducing the time needed to handle accounting tasks. All MSB services provide a customer receipt that has only the last four (4) digits of the credit card number and does not show the expiration date.

We are also proud to say that our system is the only system in United States with <u>no limit to historical data.</u> Our reporting tool can generate reports from any date, any year. All in a PCI compliant environment!

2.2.11. Electronic funds settlement to user facility accounts within 48 hours.

#### Response:

MSB complies. The standard settlement cut off time is 11:59 p.m. CST for next day funding. Transactions settled after 11:59 p.m. CST are deposited the following day. We associate each deposit to its designated MID#. If different settlement times are required for specific departments, just let us know. Nexus can be configured to accommodate a time that is best for you.

All County revenue will be segregated from the convenience fee both on the customer receipt as well as daily reconciliation reports generated for all County departments. Our convenience fee pricing model is described in detail further below in the RFP response.

MSB will be fully responsible for all transaction costs, Interchange costs and all other miscellaneous costs related to credit/debit and ACH processing. Since MSB owns its entire processing platform and network, there are no restrictions whatsoever on the transaction size.

# **Settlement Capabilities and Timing**

- a) Funds for MasterCard, Visa, Discover and all ACH transactions are deposited into the bank of choice for each County account within 24 hours (daily) along with all American Express transactions.
- b) All debit transactions are processed at the lowest possible Interchange level (corresponding to the respective debit network). This is in cases where Interchange Plus pricing is used. For Boone County, we will deploy a Convenience Fee Model, which already includes the best possible Interchange levels for both debit and credit transactions (it's a Blend).
- c) Each card deposit is separated by Merchant ID (MID) and that specific MID is reported on the bank deposit statement for ease of settlement. Typically, each department within the County will receive its own unique MID for higher levels of reporting and reconciliation. While not required, this approach is recommended.
- d) Daily batches are deposited in their entirety with no deductions. The County will collect 100% of the payers' obligation(s) to the County. Chargebacks are sent as separate entries with the corresponding MID for quick identification. If fees are assessed (No Fees when deploying a convenience fee model), they are billed once monthly for the prior month's activity and the corresponding MID is present on each bank entry.
- e) All transactions regardless of size are processed and deposited within the normal timeframes. MSB does not partition small balance transactions, as is a common practice in the industry, as we know that holding settlement across months can create reconciliation issues for government entities, particularly at the end of a fiscal year.





# 2.3. Set-Up and Training



We leverage our own Project Management Office to map the overall scope, allocate resources towards completion of this project including training your staff on our process.

2.3.1. Ability to implement services within 30 calendar days after contract signing.

#### Response:

MSB fully comply with this requirement.

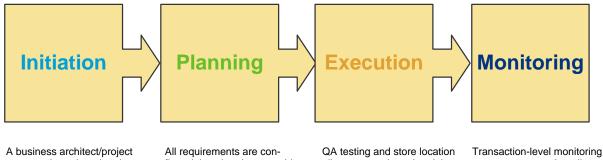
# **Implementation Team Methodology**

The Implementation Team will assign a dedicated AE to guide the County's team through the conversion process for your location(s). Each project manager has more than 10 years of industry and project management experience and is supported by a dedicated team. Prior to implementation, the County's staff will meet with the project manager and MSB's team to ensure a smooth conversion. The project manager will walk your team step-by-step through the conversion process. During the testing process, every piece of data is verified and returned to the merchant system for comparison.

As a standard practice, our Implementation team oversees all initiatives related to the successful completion of the client conversion process including:

- Coordinating/managing the overall project schedule
- Configuring the merchant profile
- Collaborating with network operations to provision communications
- Collaborating with third-party providers to implement software and/or services
- Managing customization initiatives
- Injecting/swapping PIN pad key

MSB (Gila) utilizes the following four-phase project management methodology:



A business architect/project manager is assigned and a detailed client due diligence is conducted.

All requirements are confirmed, location demographics are compiled and the overall schedule is finalized. QA testing and store location pilots are conducted and the rollout schedule is executed. Transaction-level monitoring occurs to ensure that all locations are processing and qualifying as expected.



# **Project Plan**

MSB will work closely with the County to develop a project plan to migrate from your current service provider, with a goal of minimizing disruptions at the location level.

Steps that may be included in the plan are:

- Conduct due diligence and publish scope of services outlining all aspects of County's technical and operational requirements.
- Identify project stakeholders.
- Develop project plan in coordination with the County.
- Develop and schedule conversion.
- Acquire new certifications (software/hardware), develop software enhancements or modify internal applications.
- Communicate project status formally and regularly with the County and MSB staff.
- Initiate County's build on MSB's customer platform.
- Determine and develop reporting hierarchy.
- Schedule testing, as needed. Validate demographic information and processing options built by MSB; supply reports to the County to review and approve.
- Ship equipment, as needed.

In conclusion, MSB will have you complete an account setup worksheet upon declaration of intent to partner with our firm. Through this worksheet and meetings, your needs will be assessed, and a detailed project proposal will be drafted. MSB will not start development until this project proposal passes your approval. Implementation timeline will be deployed as follows:

Figure 12: High Level Implementation Plan

Week	Activity	Resources Required
Week 1	MSB Relationship Manager works with the client to confirm implementation requirements	MSB, County staff
Week 2	Project kick-off meeting is conducted	MSB, County staff
Week 3	MSB project manager finalizes technical requirements and project development cycle begins	MSB, County staff
Week 4	MSB project development cycle continues	MSB, County staff
Week 5	MSB project development cycle concludes; Internal testing is conducted	MSB
Week 6	The client conducts testing.	MSB, County staff
Week 6	Training session	MSB, County staff
Week 6-7	Launch Date	MSB



Resources required from the Boone County staff during implementation:

- Business Project Manager who understands the full business requirement
- IT Personnel for CIF file, posting file specification and SFTP setup, etc.
- County staff who will be using the system for testing and training before going live

Upon request, we can provide a proposed day-by-day implementation plan. We have provided a Sample Implementation Plan within Appendix A of this document.

#### 2.3.2. Training options: in-person, webinar, manuals

#### Response:

MSB complies. Our client support staffs an entire department of technical support level employees that specifically manage transaction flow, gateway integration and web-based payment processing. Client Help Desk Support is available 24/7/365. Clients can use a live operator assisted transaction processing if needed by dialing a designated toll-free phone number assigned to your project. Please review for an example of our Training Plan. Once services are awarded, our Project Team with input from the County will finalize and obtain approval so training can be scheduled.

#### 2.3.3. 24/7/365 Client Service Support

#### Response:

MSB complies. MSB has a best-in-class, 100% in-house, US based Client Care team that will provide your staff and your customers with assistance in both making payments and any payments inquiries. MSB provides support with general payment questions and issues. Our client service agents also offer complete training for your customers on use of the self-service web, IVR and mobile channels, simplifying and enhancing their next transaction experience. This service is provided at no additional charge to you and your customers.

Our client service department provides no less than seven separate language desks. We can assist our customers in a multitude of languages including Vietnamese, Chinese, Arabic, Spanish, Polish, French and many more.

Our Client Service Department currently spans across three shifts. In addition to ensuring all time zones are sufficiently covered, fun activities are organized monthly for our employees to celebrate diversity and learn about coworkers.

**Figure 13: Client Service Center Operations** 

JUST THE FACTS CLIENT SERVICE CENTER OPERATIONS		
Line capacity:	Unlimited	
Average automatic call distributor volume:	Over 100,000 calls per month for all lines of business	
Maximum call Volume:	No limit; 10,000 is the highest recorded call volume during a single business day.	





Average hold times and peak hold times:	68 seconds
Average agent availability:	3:1
Average first call resolution rate:	>99% This is measured by determining the originating ANI and call qualification code and if the same ANI/account in system if MSB maintains the account have had a call within the past 30 days about the same subject matter. If not, it is considered first call resolution.

# 2.4. Additional Capabilities



Our Goal is to develop long-term partnerships with our clients.

2.4.1. Work with multiple payors and assemble a payment over multiple accounts. County needs the ability for money to go to different bank accounts as well as have the ability to differentiate from services from each office/location. For instance, each office would have a different login that gave them the specific forms unique to that office. For example, the Circuit Clerk's office would have a specific form for fine/court costs that the Sheriff Department would not have. The Sheriff Department would have Conceal and Carry Permit fees that the Circuit Clerk office would not occur. The Prosecutor's Office would have a form for restitution payments.

#### Response:

MSB fully complies with this requirement. Since we are one of the only true Government PayFac organizations in United States, we are able to segregate deposits not only by respective departments within an organization, but also as granularly as sending deposits associated by each station, delimitated by different services from each office/location. **Our firm is very unique in providing this type of service**.

2.4.2. Demonstrated ability to increase release rates through facilitating cash bail payments.

#### Response:

N/A. This question was deleted from the RFP as a result of Addendum #4.

2.4.3. No integrating required but provide ability to integrate with user facility financial, accounting and cashiering systems.

#### Response:

MSB complies. The Nexus Payment Portal Application is your window to your department(s)' payment activity. Nexus easily integrates with any billing system and provides automated updates with accurate reconciliations. Integration is fast, straightforward, and we won't tie up your business resources with







complex data integration projects. We are completely responsible for most of the integration efforts.

We currently integrate with several systems across multiple departments.

MSB will bear all integration costs with the County's current software systems. No IT resources whatsoever will be required from the County.

MSB's state of the art payment portal will be able to provide all data files that include user defined parameters on a custom-made basis. Our government client(s) can choose to extract as much or as little user defined data as they deem necessary for proper integration with current CMS software. Our portal will migrate all possible user defined data to the system. From there, we will then customize the final data file that will be transmitted to your County Systems.

This solution provides a seamless interface with a given software system (in-house or 3rd party host) in real-time. After a constituent opts to make a payment, his or her payment and demographic associated information is posted to the payment screen in real-time. The constituent completes the transaction and the transaction data returns back to your system in real-time or via a daily flat file via SFTP; PDF file; Excel file; or 24/7 direct online access.

MSB's Nexus portal will update all payment information in real time unless specified differently by the existing Case Management System provider. Most of the time, MSB's custom built systems will update the payment receipt information by "Rapid Batch Update" method (usually every 10-15 seconds or every 1 minute). With that in mind, there are two methods for integration we will adopt: The first is via batch and the second is via a bi-directional exchange of information. The type of connection between our system and our clients' is generally dictated by the 3rd party provider of those systems and relates to their willingness and capability to do one or the other. MSB can accommodate either. Here is a summary of how both methods would work:

- a) Batch Updates (The more commonly preferred from systems providers): Each day, usually between 5pm to midnight client local time, the system of record produces a data extract that contains pertinent account data constituents will use for payments. This data is uploaded to MSB's secure FTP where it is incorporated into a database against which web services queries when the website is used by the constituents. The records allow for authentication of the user and for display of non-sensitive (or partially masked sensitive) information on the screens subsequent to authentication so the constituent can determine if contact information is correct, the account number(s), the amount(s) owed, etc. MSB then aggregates each day's payments into a report (in the schema required by the existing County system in this case) which is then sent back via FTP to the County and uploaded directly to that particular system to process the updates.
- **b) Bi-directional**: As opposed to a batch update, MSB will query information from the current systems on a per user request basis (e.g. each time a constituent accesses the website), and then provide payment data (if applicable) back to the County systems upon conclusion of the web application. The reason 3rd party providers often are reticent to pursue this option is that it involves granting MSB 'write' access to the software, which is sometimes perceived to be a threat to confidentiality of proprietary code and trade secrets. Different companies view this type of interaction differently.

There are no restrictions on the amount of data that can be uploaded to the County's systems on daily basis.





#### 2.4.4. Ability to reconcile daily/weekly/monthly charges online.

#### Response:

MSB complies. MSB provides a transaction **reporting suite** that operates in real time for settlement and ad hoc reporting. The reporting portal can reconcile by department, merchant ID#, sub-department, etc. Essentially, you can input any type of parameter for reconciliation and our system can deliver that report in real time.

MSB is proud to announce that our fully integrated payment processing solution has full automation capability for reconciliation services. Our system can provide any report for any type of transaction, deposit, return, refund, void, reversal and or/charge back.

Everything is done in real time. The Nexus portal can also reconcile per department, merchant ID#, sub-department, etc. Essentially, your staff can input any type of parameter for reconciliation and our system can deliver that report in real time. We are also proud to say that our system is the only system in United States with no limit to historical data. Our reporting tool can generate reports from any date, any year. All in a PCI compliant environment!

All reports are populated with "real-time" information – providing clients with up-to-the-minute views of all activity within the MSB platform. Reports are available in the following formats:

- HTML
- Excel
- PDF
- XML (MSB's Nexus portal)

The same formats apply for the remittance of incoming files. The County has a plethora of options in remitting the files to MSB. MSB will accept the County's current format or format of choice.

#### In conclusion, here is the summary outline for the items requested:

Data transmission of reports: --Real Time
 Data transmission of raw data: --Real Time

Remote access to reports: --Real Time via designated link

Software for automated updates: --Provided Free of Cost. Automatic Updates

Archival Capabilities: --Unlimited. No Time limit on archived data

Ability to provide reports on diskette --MSB fully complies

Ability to access reports through the internet --MSB fully complies.

#### 2.4.5. Provide payment to the County daily via ACH or check for transactions approved.

#### **Response:**

MSB complies. The standard settlement cut off time is 11:59 p.m. CST for next day funding. Transactions settled after 11:59 p.m. CST are deposited the following day.





2.4.6. The system shall provide detailed daily transaction logs/reports that meet the requirements of the County. Monthly, quarterly and yearly summary reports are required.

# Response:

MSB complies. MSB provides a transaction **reporting suite** that operates in real time for settlement and ad hoc reporting. At any time, reporting is available for retrieval via the Nexus platform by County employees.

2.4.7. There must be timely deposits and settlements of funds to the assigned account. Anything up to midnight that day must show for that day on the reports.

# Response:

MSB complies. The standard settlement cut off time is 11:59 p.m. CST.

2.4.8. The transaction file shall contain all of a day's transactions up to an agreed upon time (e.g. 5:00p.m.). All transaction after that agreed upon time shall appear in the next day's transaction file. Offeror shall make the transaction file available to the County no later than 8:00a.m. central time on the following day.

# Response:

MSB's systems fully comply with this requirement.

# 2.5. Pricing and Liability Coverage



Every facet of our company is designed to support your processing needs.

2.5.1. No service fees paid by County. Cardholders pay all fees.

### Response:

# **Convenience Fee Transactions**

MSB's solution fully complies with this requirement. All County revenue will be segregated from the convenience fee both on the customer receipt as well as daily reconciliation reports generated for all Township departments. Our convenience fee pricing model is described in detail in Fee Structure at the beginning of this response document.

MSB will be fully responsible for all transaction costs, Interchange costs and all other miscellaneous costs related to credit/debit and ACH processing. Since MSB owns its entire processing platform and network, there are no restrictions whatsoever on the transaction size.





2.5.2. Absorb all chargeback liability. Awarded Contractor shall guarantee their money and if there are questions to fraud, Contractor shall deal with all the communication with cardholder and the credit card company.

## Response:

MSB will fully comply with this requirement as well. We will absorb all chargeback liability. We have an entire department that will deal with all incoming chargebacks.

2.5.3. Handle all cardholder inquiries regarding payment status, errors, and claims.

# Response:

MSB complies. Our client support staffs an entire department of technical support level employees that specifically manage transaction flow, gateway integration and web-based payment processing. Client Help Desk Support is available 24/7/365. Clients can use a live operator assisted transaction processing if needed by dialing a designated toll-free phone number.

# 2.6. History and References



From rural courts to large state agencies, we have a successful track record of processing a wide range of payment volumes.

2.6.1. History of working with law enforcement and correctional agencies.

## Response:

MSB has a long history of serving Government clients and most importantly, the law enforcement agencies. Some of our law enforcement clients include but are not limited to:

- 1. Osage County, MO Sheriff Dept. and Jail
- 2. LaPlata County, CO Sheriff Dept. and Jail
- 3. Outagamie, WI Sheriff Dept.
- 4. Logan County Sheriff Dept.
- 5. Knox County Sheriff Dept.

# 2.7. Process Used



We are confident that our Payment Process Solution will meet your business requirements and expectations.

2.7.1. Describe if you have the potential for future linking/interfacing with County software in a





format acceptable to the County (i.e. csv).

### Response:

As part of our solution, MSB will work with the County to implement and customize any appropriate software required by the County into our Payment Processing. Our world class portal will be able to generate all formats possible for integration to the County's software (XML, CSV, etc.)

2.7.2. State the responsibilities of the County for facilitating the use of a credit or debit card.

### Response:

When a business accepts credit cards, it is agreeing to abide by the rules and regulations of those cards. It is also agreeing to the terms and conditions set by the agreement between the Government entity and the processor. By following these rules, an organization ensures it does not run into compliance issues.

Since we are a certified Government PayFac, as a client of MSB, you will not need to open up a merchant account. We are in fact the **Merchant of Record**, we issue our own MID#'s and designate the proper descriptors for each client and for each department.

Following are some of the items required from the County:

# **Merchant Account Checklist:**

- 1. Merchant Application/Info MSB will require some basic business requirements document to be completely filled out. Leaving any required fields blank will only delay the process.
- 2. Copy of Voided Check or ACH Standard form Supply a copy of a check for the bank account you will be using to receive your deposits and/or debits. If not providing a check or an ACH Standard Form (supplied by an MSB Project Manager), you can have the bank write up a letter stating the same information a check would on their letter head. This includes your organization name, account & routing number.

We plan to mutually work with you to deliver quality services We do not just want to be a contractor, we want to be a partner. Based on our extensive experience with government sector clients, we have learned this approach is beneficial to both our clients and to MSB.

2.7.3. State the responsibilities of the cardholder for using a credit or debit card.

### Response:

As a borrower, the cardholder has certain **responsibilities** to the companies issuing the cardholder **credit**. Upholding these **responsibilities** is the cardholder obligation to creditors and also helps the cardholder maintain a good **credit** score. A **credit card** is a revolving line of **credit** that allows the cardholder to make charges at any time up to the amount of a specific **credit** limit, then it is the responsibility of the cardholder to either pay their balances in full every month or make monthly payments as required by the issuing card issuer. MSB Payment Processing Service facilitates those payments for the card issuer.





# 2.7.4. State the responsibilities of the Offeror for the credit/debit card system.

# Response:

MSB complies. MSB confirms that we will be responsible for each of the following tasks:

- Implementing a new payment portal.
- Providing a project plan for all phases of the payment portal project.
- Providing a staging site to run and test the application prior to launch.
- Ongoing maintenance and update plan.
- Installing any machines, equipment and software and make any necessary arrangements so
  that the County will remain operational for merchant card transactions starting on a
  mutually agreed date and time to be established.
- Providing training to administrators and staff.
- Providing any additional information which will be beneficial in the evaluation process.

# 2.7.5. List any forms, reconciliation process, etc. to be used with the system.

### Response:

Our world class Nexus payment portal does not require any special forms or reconciliation process from the County staff. While this portal is extremely advanced in its capabilities, it is also extremely easy to use and simple to reconcile on daily basis. There are no additional tasks, forms or reconciliation processes required from the County.

2.7.6. State the process of transferring any funds collected in this system to the County (i.e. any time requirements, costs, etc.).

### Response:

Funds for MasterCard, Visa, Discover, American Express, and ACH transactions are deposited daily into the bank of choice for each account as early as the next day following payment settlement.

Each card deposit is separated by the merchant identification number (MID#). That MID# is reported on the bank deposit statement for ease of settlement. Typically, each department receives its own MID#; this allows for higher levels of reporting and reconciliation. We highly recommend using this approach.

Daily batches are deposited in their entirety with no deductions. You collect 100% of the payers' obligation. Chargebacks are sent as separate entries with the corresponding MID# for quick identification.



# 2.8. Reporting Requirements:



Real-time reports are available through Nexus to accurately view every transaction, payment, and reconciliation with the associated bank deposit.

2.8.1. Should include automated generation of periodic reports from vendor website. In addition, reports should be available in Microsoft Word or Excel format.

# Response:

MSB complies. Our payment processing solution has automation capability for reconciliation services. The system can provide a report for any transaction, deposit, return, refund, void, reversal, and chargeback.

Nexus can also reconcile by department, MID#, sub-department, etc. You can input any type of parameter and Nexus can deliver the report in real time, including:

- Transaction
- Payment date
- Amount due
- Balance
- Amount paid
- Name of customer

The **Automated Reporting Module** includes coding which provides you with a selection of pre-built automated reports. The coding allows you to select a report then use this input to initiate a pre-built database query to extract the appropriate data in response to your selection.

The **Manual Reporting Module** includes coding which provides you with the ability to modify various reporting criteria such as search dates, locations, sites, systems, and serial numbers. User inputs then initiate the database query to execute the desired search algorithm.

We have included Nexus Reports Screen Shots within Appendix A.

2.8.2. Reports shall include all. cash transaction information derived from each department / office.

# Response:

MSB complies. Please review our response to 2.8.1 and **Appendix A** for screenshots.







2.8.3. For the Circuit Clerk, home payments need to be separated so the County can tell they are at home. This needs to be provided ahead of time so that we can review the payments before the ACH comes through to ensure it is ours and does not belong to a different court. It also needs to be separated from bail and filing fees.

# Response:

MSB fully complies with this requirement.

# 2.9. Equipment



We provide a uniform Placement Program with Euro-Pay Master Card-Visa (EMV) products.

2.9.1. Offeror shall provide all external equipment/hardware needed for the process including forms and marketing supplies. Offeror shall indicate what type of equipment/hardware is needed for the proposed system and how such equipment will be maintained during the term of the agreement.

# Response:

Our world class solution is a cloud-based system called TriPOS, with terminals that will communicate via Ethernet directly to our network <u>without touching the County's network</u>. All transactions are processed in a completely PCI and EMV compliant environment. The proposed terminal is the state of the art Verifone Mx915. Transaction is initiated from any computer in the department (or anywhere else for that matter), the card holder inserts the card and the transaction is approved or declined directly by our network. Please see below a complete transaction flow diagram as well as a full spec sheet for the hardware proposed. Currently, this is the most cutting-edge technology available to Government clients.

We are currently the only institution in America that can offer this solution.





Figure 14: Flat File Processing-TriPOS Authorization flow (image 1)

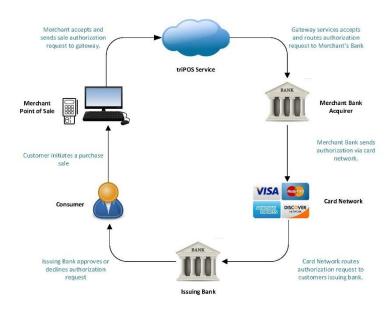


Figure 15: Flat File Processing – TriPOS Authorization Flow (image 2)

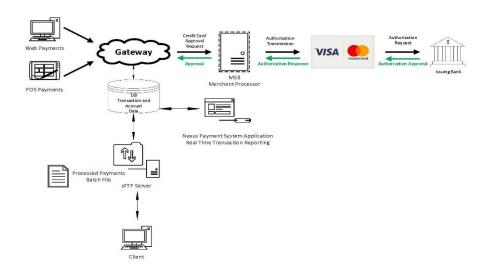
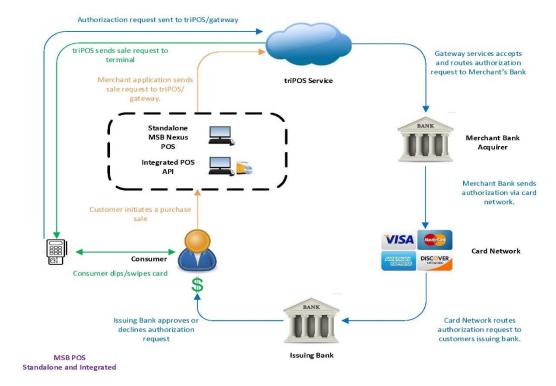




Figure 16: Transaction Flow-Standalone and Integrated POS



The beauty of our solution is that little or no IT resources are required from the County when implementing our TriPOS system. All we require is a live, working Ethernet connection at the site of each terminal. For the card-not-present environment as well as E-Commerce, we support all browsers, the most updated versions of I.E. and/or Chrome are preferred.

For all pin-based transactions, we have no specific requirements. Our TriPOS solution supports all chip enabled, pin-based transactions directly through our MX915 terminal without the need of an external peripheral PinPad.

The TriPOS solution does not require any supplies. There is no thermal paper involved, there is no ink, there are no supplies needed. All receipts are printed from the normal printer that is currently used in every office (8" X 11.5" paper). This solution also allows for a whole range of receipt customization that normally is not available when standard stand-alone terminals are used.

MSB hereby certifies that the maintenance is provided by MSB 100% at no cost to the County for the entire duration of the contract. Please see additional details in the pricing section



Proposed Hardware Solution: the coveted TriPOS cloud-based terminal: Verifone MX915:

**MULTIMEDIA HARDWARE VERIFONE MX 915** 

VERIFONE.COM

# **MX 915 MAXIMUM** PERFORMANCE. IINIMUM SPACE.

Verifone's MX 915 delivers a rich media experience with a brilliant, 4.3" color display, powerful processor and generous memory. This elegantly designed, sleek and space-saving unit is NFC/contactless enabled and supports full motion video - driving new revenue opportunities while enhancing customer interaction.

#### SOPHISTICATED, YET FLEXIBLE AND SECURE

- 4.3" display area efficiently accommodates optional signature capture along with scrolling account activity, branding and promotional offers
- · Integrated, tactile, backlit keypad speeds customers through lanes
- . Ideal platform for a variety of value-added services, such as administering loyalty schemes, gift card issuance and top-up services
- · NFC/contactless enabled to support electronic wallets
- . Linux-based OS and application development environment offers powerful and simple development options

### SPECIFICATIONS

Processor	400 MHz   ARM11 32-bit RISC processor
Memory	512MB (256MB Flash, 256MB SDRAM), Flash is field upgradable via USB or SD memory devices
Display	4.3" (480 x 272)   capacitive touch screen   Coming® Gorilla® Glass technology
Operating System	Embedded Linux with Veritione security enhancements
Connectivity	Connect I/O with Ethemet 10/100BaseT, USB host/device, serial interfaces RS-22, RS 48) IBM Taligate   WH-FI   bluetoeth optional   competible with arkiting MX 800 Series cabling solutions
Audio	Single speaker, line out port available to drive externally powered speakers
Card Readers	Triple track bi-directional MSR   landed smart card
Contactiess	ISO14443 A&B   MiFare   ISO18092 capable   EMVCo L1 and L2 certification   supports major NFC/contactions schemes
Applications	Form Agent   IBM EFT   NCR EFT
Other Standard Features	Up to 3 SAM slots   software controllable prompts   stylus – field replaceable   built-in graphical processor
Security	PCI PTS 4.0 approved
Power	Power pack output requirements: 12W, 12-24VDC, power pack input requirements: 100-240VAC, 50/60Hz.
Environmental	0" to 40" C (32" to 104" F) operating temperature   -18" to +66" C (0" to 150" F) storage temperature   15% to 95% relative humidity, non-condensing
Physical	56mm (2.2in) H x 182mm (7.2in) W x 225mm (8.9in) D; 0.6kg (1.3ibs) weight













2.9.2. All necessary hardware and software (including upgrades) shall be provided at no cost to the Circuit Clerk, Sheriff and Prosecuting Attorney's Offices. All hardware will be returned to the vendor at the completion of the contract.

# Response:

MSB fully complies with this requirement. We will provide all hardware, supplies and all necessary marketing materials free of any cost to the County.

2.9.3. Any external equipment/hardware intended to link directly to the Boone County's network must meet the user department and Boone County Information Technology Department's approval for make, model, use of anti-virus/anti-spam software, etc.

### Response:

MSB complies. We provide a Uniform Placement Program with EMV (Euro-Pay MasterCard Visa) products and access to the MSB Payments processing center, a customized Web portal seamlessly integrated with your Web site and back-end systems.

The **Web Module** provides customers the option to pay online via a secure website hosted by us. We will provide a link from your website for customers. A confirmation number is issued for completed payment transactions. For full integration with the Web-based reporting tools, we recommend Verifone MX 915. The MX 915 is PCI Vermont Systems, Inc. software.

The **Counter Module** provides customers with the option to make payments face-to-face using a payment device or terminal. A confirmation number is issued to anyone who completes a payment transaction and is available to you through the web.

We will provide the most update-to-date, dual-communication, PCI/EMV compliant Verifone terminals at no additional cost to you. All terminals (countertop, wireless, and plug-in peripheral) are EMV compliant with dual-interface capabilities. This technology can support most terminal options and is PCI PED approved.

We can provide electronic swipe devices for over-the-counter transactions. The magnetic swipe captures all available customer card details and automatically populates card information directly into MSB Payments. Employees are only required to enter the payment amount and customer account number. This fully encrypted process ensures the highest level of compliance and security and reduces employee exposure to sensitive card holder information.

Figure 17 – Various Verifone 915 Models





These devices plug into the USB port on any computer and interact with the Web-based MSB Payments portal. Designed to meet PCI DSS requirements to secure card holder data, the approved swipe devices employ the industry's best Triple DES encryption.

The tablet is now part of our mainstream lives with many conveniences, especially for point-of-sale checkout with its ease-of-use. MSB believes that the tablet kiosk will eventually become the norm for most point-of-sale check-out equipment, which is why the tablet kiosk is now replacing more and more the traditional credit card terminal.

As part of the MSB High Value Comprehensive Implementation, we now include low-cost tablet kiosks with every implementation, which means consistent usability for both your pay station operators and customers alike.

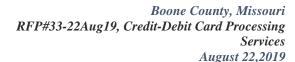
The MSB ePayment kiosk can be installed at front counters and in the back-office for your staff and payment operators, offering a convenient and dedicated line for accepting payments with the touch of a finger. The MSB ePayment kiosk is also available as a standalone payment's portal installed in your lobby and reception areas, providing ease-of-use and convenience for customers making payments without having to wait in line for an operator.

Whether you utilize the MSB ePayments kiosk for your pay station operators and staff or as a standalone payment's kiosk located in your lobby for customer payments, you will realize many benefits including:

- Customers will be able to make payments without engaging your staff, freeing your staff to focus on other impactful work streams.
- Kiosk payments will lower the cost of in-person payments while increasing customer satisfaction.
- Dedicated MSB ePayments tablet kiosks at the front counter will allow your staff and operators to leverage the benefits of a PC with the sleekness and small space profile of a card terminal.
- Your payments environment will become simpler without having to rely on complex point-of-sale applications. A single, integrated MSB payments platform can be deployed across all channels, whether it's on the MSB ePayment tablet kiosk, a desktop PC, laptop or IVR.



Figure 18: Low Cost Table Kiosk





2.9.4. The County does not currently have a Kiosk but might be interested in the future. In case of a Kiosk, Offeror will work with the County on acceptable placement. The County will provide electricity and any necessary telephone/modem data port.

## Response:

MSB complies. We are the largest customized payment kiosk manufacturer and provider in the United States, which allows us to provide you with kiosk solutions at a fraction of the price of our competitors. In addition to pricing, we differ from other payment kiosks vendors.

Few items differentiate MSB from the rest of the payment kiosk vendors:

- MSB fully controls the manufacturer process from inception all the way to Installation. We do not use third party vendors or sub-contractors. <u>We own</u> the manufacturing process of the payment kiosks!
- MSB fully controls the Quality Control process
- MSB completes on-site training and installation and offers all subsequent training at no cost to the client!

The emergence of the payment kiosk demand for the government sector almost a decade ago, offered MSB the opportunity to acquire the manufacturing process at the ground level. Ever since, we have been able to refine this product and service to a world class level. Nobody in the industry can come close to our expertise in the payment kiosk field.

The most popular payment option for Cities and Counties across the nation is payments via custom made kiosks. We are very happy to say that we are one of the largest and most robust kiosk payment providers in United States. We own the entire manufacturing and distributing process therefore we can provide our government clients with exceptional kiosk solutions at a fraction of the price of our competitors. Please see below for detailed photos and pricing.

Your constituents will be able to make every type of payment via our kiosk solution: cash, credit card, debit card, checks, gift cards and stubs (acct# on stubs, barcode on stubs, scans front and back).

The parameters by which customers can identify themselves will be completely customized per County's request. They can literally enter any type of identifying parameter and our systems will be able to validate that particular customer accordingly. Not to mention, our Kiosks take an instant photograph of the person attempting the transaction for further identification.

On the same token, the customer can obtain any and all information the County deems pertinent. Our kiosk solution can also be customized to accept payments from a multitude of departments within the County, each one with their own custom menus and parameters. Example: Municipal Court payments, Engineering Department, Utility payments, Tax payments, Police (bail payments), etc.

Upon award of contract, MSB's world class Kiosk solution will be customized with the proper menus to give the Boone County customers a great and friendly user experience.

Our Kiosk solution can be configured to accept a multitude of scripts and voice commands.





There are no additional interfaces needed from the County in order to integrate with existing case management systems.

Our Kiosk solution integrates with pretty much every Billing Application Company out there:

- Harris Software (Cayenta, Northstar)
- Tyler Technologies (Incode)
- PC Charge and PC Charge Pro
- Cardinal Tracking
- Sungard Public Sector (HTE)
- STW
- UDS
- USTI
- New World

and many others ...

Here are the most important highlights and benefits/advantages of the payment kiosks:

- The Kiosk is Economical, it operates for at least 15 years for less than \$1.00 per hour;
   Huge ROI for a very small investment; Long term savings, immediate accrual of Benefits and collecting revenue;
- The Kiosk is incredibly convenient: it's opened 24/7, accepts cash, checks, credit cards, money orders, updates account with successful payment, prints transaction receipt indoor or outfacing models available;
- The Kiosk is always professional, it has no moods, no sick leave, no excuses, always polite, it completely eliminates your rush hour lines!
- The Kiosk is multi-lingual; it can serve up to 19 departments in one kiosk! It can serve the utility departments, the Courts, Treasury, permits, Jails, etc.
- The Kiosk offers you real time reporting and updating of all payments to the respective
   Case Management Systems in each department;
- The Kiosk integrates with any Billing Software Applications;
- The Kiosk can be customized, installed and operational free of charge from the client by employing a convenience fee model or "per transaction" fee model.

Hereby below are some of the important facts about our Kiosks:





# Important Factors For A Successful MSB Kiosk Implementation

- Customized turnkey development
- ·Software / Hardware / Installation / Support.
- Online real time reporting, monitoring and alerting.

### Integrates with Billing Application Companies,

Harris Software
Tyler Technologies (Incode / Munis)
Cardinal Tracking
Sungard Public Sector (HTE)
STW
UDS
USTI
New World
Denison Software
Ventyx

They may charge API fees.





# Here are some of our very happy customers across the nation:

MetroPCS - 270 Kiosks - LIVE
Dallas County, TX - 24 Kiosks - LIVE
Mihuillier Money Transfer - LIVE
Anna, TX - LIVE
Madison, TN - LIVE
Freeport, TX - LIVE
East Valley Water District, CA - LIVE
Tecumssh, OK - ON ORDER
Center, TX - LIVE
Beeville, TX - LIVE
Beeville, TX - LIVE
Beeville, TX - LIVE
Moneygram - LIVE
Moneygram - LIVE
BurkBurnett, TX - LIVE
BurkBurnett, TX - LIVE
BurkBurnett, TX - LIVE
BurkBurnett, TX - LIVE
EVELOW - LIVE
Lachary, LA - LIVE
Sand Springs, OK - LIVE
Lake Charles, LA - LIVE
Lake Charles, LA - LIVE
Kinston, NC - LIVE
Water Authority of Dickson County, TN - LIVE
Carrollton, TX - LIVE
South Padre Island, Birding Center - LIVE
Wichita Falls, TX - LIVE
Conroe, TX - LIVE

Coming Soon Winnsborn, TX Ottawa, KS Palmdale, CA Navajo Tribal Utility Authority, CA

# Everyone's getting a kiosk

Utility Companies
Phone Companies
Jails
Courts
Cable Providers





# **Kiosk Functionality, Tech Specs and Pricing for Features**

We use a basic model cabinet to start with and can customize from there. We have a listing below of features in "a la carte" format that the County of Boone team can review for selection. A sample kiosk image is below. The pricing assumes a basic cabinet model and the features are added from there. There really is no limit to what we can do with the cabinet, but the customization has its own price point. A basic unit to accept payments (including software) with a credit card on-site will be ~\$6k. Other features can be added.



SAMPLE (Dual screen unit with most bells and whistles)

Here are the Boone County, MO Special Pricing Discounts:

1. Basic kiosk unit (no cabinet customization) with touch screen, credit card reader, receipt printer, and secure steel powder coating with locking mechanisms.

Normal Price: \$7,395 Price for County: \$6,957

2. Bill Acceptor Add-On: An added function of the kiosk that allows constituents to pay with cash

as well as credit card

Normal Price: \$1,050 Price for County: \$900

3. Bill Dispenser Add-On: Two denominations (Usually \$20 and \$50). Can hold 400 bills of each. This is ATM functionality in essence.

Normal Price: \$3,800

Price for County: \$2,800 (optional)

4. Additional Display: In the image above, this is the second screen that is mounted above the screen used for the payment interface. The purpose of this display is to provide information to constituents at a distance and is usually set up as a marquee rotating different information relevant to the kiosk's environment.

Normal Price: \$1.350

Price for County: \$1,200 (optional)







5. Check Imager / Reader: This allows constituents to pay obligations using checks. The unit attempts to read the check and will have the constituent confirm the amount if the system is not 100% confident in its assessment. This works for money orders as well.

Normal Price: \$2,915

Price for County: \$2,390 (optional)

6. Base Kiosk Software to accept cash, credit card, and check payments: Same software installed regardless of which payment methods are ultimately incorporated through the hardware.

Normal Price: \$3,000 Price for County: \$2,500

7. Advanced Kiosk Software: Allows for real-time payment updates to the connected case management system. This is in lieu of a daily flat file being generated by MSB and transmitted the following business day to Shelby in a batch payment update.

Normal Price: \$4,750 Price for County: \$4,500

8 EMV: While this is available, the technology is still relatively expensive as an add-on to the credit card reader. No discount is available yet.

Normal Price: \$850

County Cost: \$850 (optional)

9 Denomination Coin Manager: Allows users to pay with and receive exact change outside of bills (if payments require values in cents other than \$.00)

Normal Price: \$1,489

Price for County: \$1,400 (optional)

10 Security Cameras: Installed in both the safe and outfacing to payer.

Normal Price: \$1,200

Price for County: \$1,143 (optional)

11 Annual Remote Support: Includes remote support, alerts, and monitoring

20% of total cost of kiosk (annual)
Price for County: Same

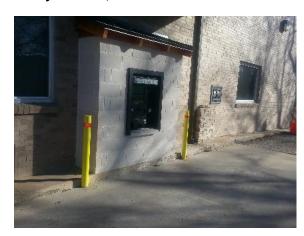
12 Onsite setup, configuration, training:

Normal Price: \$1200 Price for County: \$1200

<u>Please see the following actual photos of some of the customized payment kiosks we installed almost in every state across United States:</u>



# County of Anna, TX











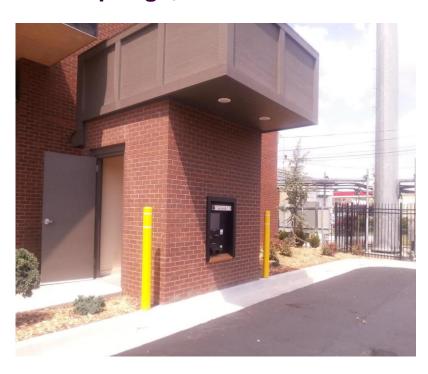
# Asheboro, NC



Accepts Cash, Checks and Credit Cards for five separate departments!



# **Sand Springs, OK**







# La Porte, TX



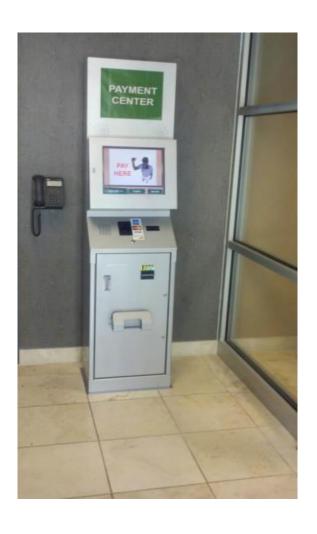




# 24 HOURS PAYMENTS FOR INMATE RELEASE & COURT FINES



Accepts Cash, Credit Cards. Gives Back Change





# Reno, NV - Water and Court Payments





**Back of the Kiosk** 

Accepts Cash, Checks and Credit Cards. Gives Back Change



# MetroPCS Prepaid Cellular



Installed in a glass front

**Accepts Cash, Credit Cards Gives back Change** 







**Indoor Utility Payments** 



Indoor Court Payments





- 1. We control the manufacturing process from inception to installation.
- For tablet kiosks, we use Android Tablet products with only 5-star history for reliability and longevity. For upright kiosk solutions, we partner with the firm AdComp Systems to manufacture the hardware and embed our applications onto the internal drives.
- 3. We manage the quality control process.
- 4. We complete on-site training and installation at no cost.

Customers can make every type of payment including cash, credit/debit card, check, card network branded gift card, and stubs (account number and barcode on the stub, scans front and back).

The payer is also identified based on parameters set by you. Our system accepts any type of identifying parameter and can be customized to accept payments from multiple departments; each one with its own customized menus and parameters. Other features of kiosks include:

#### **KIOSK BENEFITS**

- Economical Kiosks operate for at least 15 years for less than \$1.00 per hour; this provides a huge return for a small investment; long term savings, immediate accrual of benefits, and collecting revenue.
- Convenience Kiosks are open 24 hours a day and accepts cash, checks, credit cards, money orders, updates account with successful payment, prints transaction receipt indoor or outfacing models available.
- 3. **Multiple Departments** Kiosks can serve up to 19 departments.
- 4. **Reporting** Kiosks offer real time reporting and updating of all payments to the case management system.
- 5. **Integration** Kiosks integrate with any billing software application.
- Accepts a multitude of scripts and voice commands
- Additional interfaces are not needed to integrate with existing case management systems
- Integration with almost every billing application company, whether the technology is leading edge or originated over 20 years in the past. Our universal port, what we refer to as Mach 10, allows us to build connections to systems with SOAP, API, Post Back, and other schema.

2.9.5. Any equipment intended for use in the detention center or lobby area or public areas in the Courthouse, should be of a rugged construction to withstand potential abuse by clientele. The County shall not be held liable for any damage, either intended or from normal use, to any equipment placed in public areas of the facilities.

### Response:

MSB fully complies with this requirement. Our state-of-the-art terminals are built and designed for rugged and prolonged usage. For the law enforcement clients, the Mx915 terminals can be mounted on the wall with specialized wall mounts designed to withstand heavy duty use.

2.9.6. Offeror shall provide a re-ordering procedure for forms and marketing supplies.

### Response:

MSB fully complies with this requirement. The County does not have to worry about filling out any reorder forms. A simple email of request to your assigned Relationship Manager it's all that is needed.





2.9.7. Offeror shall make additional equipment available at the County's request to expand the service provided under this contract to other departments if needed.

### Response:

MSB complies. We will work with the County as payment processing expands to other departments to ensure the additional, appropriate equipment is received for use.

- 2.9.8. Hardware items shall include:
- 2.9.8.1. Computer (if our system isn't capable)
- 2.9.8.2. Printers (specific to the vendor's needs)
- 2.9.8.3. Card Reader devices
- 2.9.8.4. Fax-Contractor shall have the ability to fax a receipt when internet is down.
  - a) Circuit Clerk's office -five (5) each
  - b) Sheriff's Department —seven (7) each: Four (4) in the Information Center (currently have MSR-90 readers), and three (3) card readers for the Jail.
  - c) Prosecuting Attorney -two (2) card readers

# Response:

MSB will fully comply with this requirement.

# 2.10. Additional Information



We are excited to highlight our company, and our staff.

Offeror shall provide the following information in their proposal response:

### 2.10.1. Organization

A. Describe your organization, including date founded, ownership, and any subsidiary relationships or relationships with other financial institutions.

# Response:

Founded in 1991, Municipal Services Bureau (MSB) offers business process outsourcing focusing on revenue enhancement services including payment processing and collections. We serve state governments, transportation authorities, municipal government entities and other public entities, using a technology platform that delivers exceptional client service. MSB services over 1176 clients across all states.

Our parent company, Navient (NASDAQ: NAVI) is a Fortune 500 company that provides asset management and business processing solutions to education, healthcare and government clients at the federal, state, and local levels. Headquartered in Wilmington, Delaware, Navient employs 7,000 team members in Western New York (Perry and Arcade), Northeastern Pennsylvania, Indiana, Tennessee, Texas, Virginia,





and other locations. With nearly \$300 billion assets and more than 12 million customers. Navient was formed in 2014 by the split of Sallie Mae into two distinct entities, Sallie Mae Bank and Navient.

Figure 19: At a Glance

Municipal Service Bureau At-A-Glance Overview

Address	8325 Tuscany Way, Bldg. 4	
, tuaress	Austin, Texas 78754	
Telephone number	512-371-9995	
Website	www.gilacorp.com	
Name(s) of owners and/or	Gila LLC is a wholly owned subsidiary of Navient Corporation.	
principle officers		
Number of employees	MSB employs more than 450 employees. Our parent company,	
	Navient, employees more than 7,000 employees.	
3-year merger and	Navient Corporation acquired Duncan Solutions in 2017, which is a	
acquisition history	full-service parking management company and a leading provider of	
	parking management services to municipal and commercial clients	
	worldwide, founded in1936, Duncan serves more than 2,000 clients	
	with more than 250 employees	
Our Mission		
	innovative solutions and insights with compassion and personalized	
	service.	
Our Vision	, , , , , , , , , , , , , , , , , , , ,	
O Wil o	anticipate and solve our customers' unique and complex needs.	
Our Values	Our values reflect who we are and where we're going. By living them	
	daily, we stay on course toward our goals for ourselves, our customers,	
	our communities, and our shareholders.	
	We strive to be the best. By relentlessly pursuing the right solutions,	
	we deliver on our promises to each other and those we serve.	
	We're stronger together. We succeed because we're inclusive and	
	authentic, and we know good ideas can come from anywhere and	
	anyone.	
	We earn the trust of our customers and colleagues. We hold each	
	other accountable and act with integrity.	
	We innovate always and everywhere. We empower each other to	
	think differently, develop ourselves and grow our company.	

# **Locations and Hours of Operation**

MSB is headquartered in Austin, Texas with support centers in Colorado, Tennessee, Pennsylvania, New Jersey, Missouri, and Florida. Our support hours are from 8:00 a.m. to 10:00 PM for all time zones, and





we are open every day except for the following holidays: New Year's, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas.

Centralizing all our human, technical and financial resources allows us to offer a superior payment processing solution to the Township. By utilizing a toll-free telephone number, e-mail, an online client web portal, and daily electronic file transfer, we provide immediate client service and coordination with the County.

MSB resides in a 50,000+ square foot world class facility, built from the ground up and specifically designed to maximize our services. Our facility provides the following suite of capabilities:

- Dual dialer hubs and VOIP allow MSB to place hundreds of thousands of calls daily while supporting agents for inbound call volume.
- Dual diesel power generators allow MSB to maintain its collection operations with a power outage up to 36 hours.
- Green operations including paper, plastic, and metal recycling and motion sensor activated area office lighting (which shuts off if no motion is detected after a few minutes).



Figure 20: MSB Office Austin, Texas

# **Strong Company Financials**

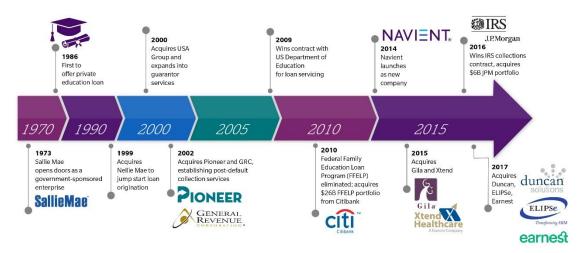
MSB, is the most well-capitalized firm in the receivables management industry through the affiliation of our parent company, Navient Corporation (Nasdaq: NAVI), a multi-billion-dollar market cap S&P company with \$104 billion in assets. The Comptroller will have a partner in MSB that can withstand economic downturns and provide consistent, predictable, and reliable recovery performance and customer service.

In 2015 Navient acquired Gila Group/MSB. Our sister company Pioneer was acquired in 2002.





Figure 21: Navient History



# **Navient History**

Navient Corporation (Nasdaq: NAVI) is the successor company to SLM Corporation, commonly known as Sallie Mae. As part of a corporate reorganization implemented on May 1, 2014, Sallie Mae's consumer lending business separated from the remainder of the company, now known as Navient. Navient retained more than 85 percent of the combined 7,000 staff, greater than 90 percent of the assets, and all the critical technology systems and process expertise. Navient delivers collections, loan management, and business processing solutions for education, healthcare, and government clients at the federal, state and local levels. The company helps its clients and millions of Americans achieve financial success through services and support. Navient is a \$3 billion market cap S&P company with \$104 billion of balance sheet assets, \$300 billion in servicing assets, and \$26 billion of non-performing debt under its custodial care.

### **Future Growth**

We are experiencing considerable growth across all lines of business and are currently hiring additional staff to handle the increased volume of accounts attributed to our growing client base for our three lines of government services:

- 1. Payment Processing/Merchant Services
- 2. Debt Recovery
- 3. Electronic Toll Collection

In addition to these lines of service, we recently acquired Duncan Solutions, a firm that specializes in onstreet and off-street parking, to complement our electronic toll collection system business.

B. Describe experience of the firm in providing credit card verification and guaranteed payment service for public agencies.

### Response:

Since our inception in 1991, MSB has provided products and services exclusively for government entities. Municipal Services Bureau (MSB) offers business process outsourcing that focuses on revenue







enhancement services including payment processing and collections. We work exclusively with government entities and serve over 1172 state governments, transportation authorities, municipalities, and other public entities across 50 states. We attribute our success to our experience, execution, and ethics. Every project is aligned with the following guiding principles.

- 1. **Experience** Our systems have been continuously reshaped over the years based on feedback from our government clients and the constituents they serve. As a result, we can deliver the most reliable, user-friendly payment processing systems available for point of sale transactions, phone-in payments, and the internet.
- 2. Execution We set ourselves apart by executing on the premise of reliability, security, and service. We subscribe to Six Sigma philosophies for defect rates and understand that an unplanned outage or security breach could have a devastating impact on you (and for this reason, is why we offer the 99.99% uptime guarantee at no cost or risk to you). We will work closely with you to implement the necessary policies and procedures to ensure a seamless transition from any incumbent provider.
- 3. **Ethics** We have designed our training, quality monitoring, and escalation hand-offs to maximize compliance with the law and minimize disputes. Every process has an ethics control including an anonymous ethics hotline that is anonymous available 24 hours a day, every day. We also maintain an A+ rating with the Better Business Bureau (which we have maintained since the Better Business Bureau instituted a grading system in 2009).

You will always have the access to support and information you need throughout the duration of the contract.

- We will be 100% transparent and will provide you with all information you need (most of which can be accessed through self-servicing).
- We welcome on-site, announced or unannounced audits, and will provide a secure, secluded area for auditors to work.
- We provide extensive reporting which allows you to obtain a comprehensive view of daily operations.

# **Expertise in Government Services**

We take pride in our accomplishments, talented people and award-winning technology. Our advanced technology, data management tools and leading-edge business practices are designed to exceed the expectations of our clients.

We also pride ourselves on our ability to execute based on our high ethical standards, experience and compliance with industry, government and accounting certifications including:

- Maintains an A+ rating with the Better Business Bureau
- SSAE 16 SOC 1 Type II compliant service organization
- MSB applications are PCI-DSS Level 1 Compliant
- Credit bureau reporting
- Record 100% of all inbound and outbound client service calls
- Compliance with all federal, state and local laws
- Fully licensed, insured and bonded
- Initial and ongoing employee background checks





- Confidentiality agreements signed by all employees
- Client audits and site visits available at any time

MSB has an annual audit conducted by outside, independent auditors that meets all Generally Accepted Accounting Principles (GAAP). The audit includes reviews of internal controls and other operating procedures. Current and past audited financial statements have been issued with clean opinions.

MSB is committed to ensuring our clients have the accesses they need to confirm our assertions, anytime they want, for the duration of a contract. To this end, MSB commits the following to your agency:

- We will be 100% transparent.
- MSB will provide all information to our clients' auditors upon request, or at a designated interval requested by the client.
- MSB welcomes on-site audits and will provide a secure, secluded area for our clients' auditors to work.
- MSB provides extensive reporting which allows our clients to obtain a full 360° view of the operation daily.

MSB also has reshaped and continuously molded its reporting modules to suit the changing needs of government entities, based on feedback from our clients as well as changes within the payment acceptance industry. While the provision of a reliable and cost-effective payment system is at the core of our service offering, MSB provides unparalleled levels of service and support. We have worked for 28 years with our government partners and we understand the budgetary constraints that often present themselves. To this end, MSB endeavors to customize its own processes to suit our clients' needs so that our clients are not faced with hard budgetary decisions on how to allocate IT and other technology resources during implementation of our systems or redesign later in a contract.

C. Provide a list of relevant public sector client references including contact persons and telephone numbers. Relevant would include clients with similar types of jurisdictions and transaction size. Please list any Missouri counties to which you currently provide services. *Exhibit C – Prior Experience* may be used.

# Response:

We have provided references within **Section 2.0** of this response.

D. How many on-line credit card/debit card public agencies has the firm added in the last two years? How many of these customers has the firm lost in the past two years, and why?

### Response:

Over the past 24 months, MSB is proud to announce that we have fully implemented and brought to fruition (full operational speed) 7 projects each one with multiple departments and some with extremely complex integrations and custom work.

MSB has not lost any clients during that same 24 months period.





E. Describe the type and amount of insurance coverage the firm maintains with respect to credit card and e-check activities. Include Commercial General Liability, Automobile Liability, Umbrella Liability (if applicable), Workers Compensation and Employers' Liability, Cyber Liability/E&O.

# Response:

MSB will comply with all insurance requirements. We have provided copies of our certificates of insurance reflecting required coverage limits within **Appendix A** of this response document.

### 2.10.2. Personnel

A. Identify the key personnel who would be directly involved in providing services under the engagement. Describe their relationship with the firm, the role they would play in this engagement, their experience (specifically with public sector), and their years of service to the firm.

### Response:

# **Team Qualifications**

# Dragos Enea, MBA, CPP - Vice President Payment Processing Division



As an Account Executive, Dragos Enea is a primary point of contact for information, co-ordination of new projects, and as an escalation point for unresolved issues. Dragos has the requisite product and industry experience which are necessary to meet your needs. In addition, he is cross-trained on the intricacies of our full Client portfolio to ensure that there is no service degradation while he is on vacation or leave. Although Dragos works with other Clients, he has the bandwidth to provide full relationship requirements.

Based in St. Louis - Missouri, Dragos acts as the primary liaison between MSB and your staff. He ensures all ongoing project items are completed

and provisioned consistent with your expectations. Dragos is the Account Executive de-facto and facilitates periodic project update calls funneling information between entities to ensure all communications remain streamlined.

Dragos holds a degree in mathematics from the University of Milan, Italy and an MBA in Business Management and International Finance from University of Missouri, Columbia. Dragos also possesses several coveted industry certifications (Level III processing certification, CPP certification). He is an active member of the PCI Standards Security Council Advisory Board and is fluent in three languages; English, Italian and Romanian.

In his tenure in the Government payment processing industry, Dragos supervised and directly managed 86 State, County and Municipal online payment processing applications and interfaces with a multitude of existing CMS systems. In addition, Dragos also served as a senior project manager for large government payment processing projects such as: State of New Mexico Magistrate Courts, San Joaquin County Courts in California and Orange County Court system.

Dragos' previous 21 years' experience in the payment processing industry include senior management roles at First Data, NPC/Vantiv and Bank of America. His broad experience in both issuing and acquiring segments of the industry brings advantage and insight to our team as well as our Government Clients.





Name:	Dragos C. Enea, MBA, CPP
Title:	Vice President, Payment Processing Division
Proposed project role:	Sales / Relationship Owner
% of time committed to project:	35

# **Education, certifications, and other distinctions:**

Degree, certification, or other distinctions	Institution	Date
Management & International Finance	University of Milano, Italy	1992
Research Assistantship, Elias Saab	Royal Academy of Mathematics, London	1993
MBA, International Business	University of Missouri, Columbia	1996
Level III Processing Certification	Visa	2004
ETA CPP Certification	ETA	2010

# **Employment history:**

Organization	Role	Dates
MSB	VP, Payment Processing Division	04/13-Present
POS Consultants	VP, Merchant Services Division	07/09-04/13
Bank of America, FDMS	AVP, Merchant Services Division	12/02-06/09
Visa, New York	Product Analyst, Global Issuing Platform	05/98-01/02

# Specific experience relevant to project:

Topic Years of Brief description of relevant		Brief description of relevant experience (e.g., specific	
	experience	projects; previous employment)	
E-Payment Services		Please see attached detailed bio sheet for full experience in the field  • Powering technology and payments value through developing strategic plan, while enhancing efficiencies to drive revenue for Government partner growth.  • Oversee internal cross functional teams to support government partner's requirements.  • Develop pricing, with consideration for market forces, competition and financial objectives.  • Develop the company's value proposition to include strategic bundled offers/marketing of products, services and solutions to promote government partner value.	
		<ul> <li>Develop marketing strategy, based upon market size and Net Present Value.</li> <li>Manage life cycle of partner to include:</li> </ul>	
		implementation, marketing campaigns, as well as both simplistic and complex government agency on-boarding tools.	
		<ul> <li>Identify and understand market trends that will affect planning process;</li> </ul>	





		<ul> <li>Complete Market Plans and Forecast on an annual basis and present to senior management and Board of Directors.</li> <li>Complex RFP proposal preparation, industry conference presence and registration.</li> <li>Monitor and evaluate productivity levels and profit opportunities for the division;</li> <li>Attain or exceed the annual forecast sales volume and gross profit targets for assigned call load accounts by effectively qualifying account potential and focusing on those accounts that or represent the greatest opportunity for growth;</li> <li>Develop sales campaigns and plans to develop target accounts (quantity and quality and ideas presented to senior management);</li> <li>Coordinate and implement general projects for marketing areas including customer acquisition, retention, and maintenance.</li> <li>Previous project experiences include: 91 State, County and Municipal online payment processing applications and interfaces. State of New Mexico Magistrate Courts, San Joaquin County Courts, California, etc.</li> </ul>
Customer Service	17 yrs.	Starting with 2002, every position and role I have held, encapsulated a large amount of customer service duties and responsibilities.
Account Management	15 yrs.	Started managing regional, State and Government accounts in 2004.
Data Management	9 yrs.	Started managing data and preparing detailed reports based on innovative analytics since 2009. Initially we looked at big data parameters but as technology progressed, the need of pure data mining increased along with it in order to transform the analytics into usable intelligence for our sales force and business objectives.
General Management	8 yrs.	Managed project teams at Bank of America and POS Consultants for both business development efforts as well as national account management tasks.



# **Orlando Sandoval, Project Coordinator**

Name:	Orlando Sandoval
Title:	Project Coordinator
Proposed project role:	Project Implementation Overview
% of time committed to project:	20

# Education, certifications, and other distinctions:

Degree, certification, or other distinctions	Institution	Date
B.S Business Management	Concordia University	2009

# **Employment history:**

Organization	Role	Dates
Gila LLC d/b/a Municipal	Project Coordinator	2015-Present
Services Bureau	Project Manager	
	Account Executive	
One West Bank	Customer Contact Manager	2011-2015
	Loan Counselor – Team Lead	2007-2015
PRC Verizon Telemarketing	Quality Analyst and System Team Lead	2005-2007
MCI Communications	Senior Sales Manager	2004-2005

Other experience or background information: Please review following Curriculum Vitae for Orlando Sandoval.

# **Orlando Sandoval**

# **Summary of Qualifications**

- Versatile and Highly-skilled administrative leader with nearly 6 years of valuable, hands on experience.
- Strong background working with others, as well as independently, to coordinate and plan projects and training.
- Excellent verbal communication skills working with others to resolve problems and implement solutions.
- Detailed oriented, with strong time management, organizational and analytical skills.
- Demonstrated ability to build and maintain positive relationships with clients, colleagues, vendors and others.
- Strong communication skills, with proven ability to work well independently as well as part of a team.



Boone County, Missouri RFP#33-22Aug19, Credit-Debit Card Processing Services August 22,2019

### **Professional Experience:**

### Account Executive/Project Manager in Toll Division, Gila MSB

April 2015 – Present

- Manage relationship with 4 RMA's in the state of Texas. (CTRMA, CCRMA, CRRMA, NETRMA)
- Build and Maintain client relationships to meet and exceed goals.
- Responsible for the pre-court program for all 4 clients in the state of Texas.
- Provide weekly and monthly statistics of payments, call volume and toll bill volume.
- Review all bankruptcy cases as well as exempt plates from the toll roads in the state of Texas.
- Work directly with call center staff and management for training and developing of agents
- Implementation of new systems and toll rates as well maintenance of all client payment websites.
- Manage all enhancements with Toll systems, website and payment IVR for call center.

### **Achievements:**

- Promoted to Project Manager within 6 months on current role.
- Received 2 contract extensions from 2 different clients

### Customer Contact Manager, One West Bank April 2011 – March 2015

- Responsible for the success of the customer contact center portfolio loan management.
- ASA and Service level goals, Achievement of KPI's and hourly, shift, daily, and weekly basis.
- Managed main call center queue and forecast to ensure excellent customer service at all times.
- Recognized employees for their outstanding performance and promoted individuals to higher positions.
- Motivated and coached employees to meet and exceed quarterly goals.

### **Achievements:**

- Training and development of new process and staff
- Achieved investor goals and internal goals of completion and productivity.
- Obtained my first promotion after 6 months of starting my role and a year later obtained a senior training role with my department
- Short sale, bankruptcy, foreclosure and financial specialist.

### Loan Counselor Team leader, One West Bank September 2007 – April 2011

- Counseling and prequalifying customers in forbearance and pr- foreclosure programs.
- Respond to customer inquiries as well as lenders and legal representatives.
- Process of foreclosure action against bank property and legal action when required.
- Serviced a portfolio of 10K loans for different investors such as Freddie Mac, Fannie Mae and other government and individual investors.
- Take inbound and outbound collection calls, analyzed and conducted research to resolve payment collection issues and utilize the most current collection and financial procedures.





### **Achievements:**

- Developed and trained all new material for our team's specific duties.
- Team lead specialist and foreclosure and short sales.
- Employee of the month 6 consecutive months.

## Quality Analyst & Senior Team lead, PRC Verizon Telemarketing Jan 2005 – Oct 2007

- Certified bilingual quality monitor analyst.
- Coaching and training specialist for all departmental changes and procedures.
- Managed metric database to measure agent's stats and department goals.
- Managed the outbound call dialer with delinquent portfolio.

### **Achievements:**

- Trained all new quality monitors and trainers.
- Employee of the month 8 consecutive months.

## Senior Sales Manager, MCI Communications INC. Jan 2004- Oct 2005

- Managed all inquiries about business sales for company products.
- Advertised and promoted new products and programs along with service for the south Texas region.
- Implemented new procedures for sales and marketing in residential areas.

### **Achievements:**

- Successfully trained 11 new analysts on all procedures and policies.
- Created policies and procedures for departmental review and strategies.
- Employee of the month 3 quarters in a row and employee of the year in 2004

### **Summary of Qualifications:**

- Bilingual (Fluent Spanish)
- Experienced in Leadership roles.
- Excellent communication skills
- Excellent customer service skills.
- Well Organized
- Quick learner
- Thrive on problem solving
- System experience: Salesforce, Vizio, MSP/ Fidelity, Web Extender, MIPS, Mosaix, CIC , AVAYA.
- Proficient in Microsoft office: Project, Excel, PowerPoint, Word, Outlook.





### **Education:**

- Anderson High School, Graduated in 2005
- Concordia University at Austin TX. Business Management, 2009

B. Describe the 'firm's organizational structure of personnel available as our customer account representatives, for training and to assist and resolve problems.

Strong leadership skills and people management are essential at MSB because people are the source of our energy. This philosophy is fundamental to the way we work, and it governs how we relate to each other.

The following are MSB personnel who are dedicated to the services outlined in this response:

### **Account Executive Support**

The Account Executive is assigned as your primary point of contact for information, co-ordination of new projects, and as an escalation point for unresolved issues. He has the requisite product and industry experience which are necessary to meet your needs. In addition, he is cross-trained on the intricacies of our full client portfolio to ensure that there is no service degradation while the primary client contact is on vacation or leave.

You will be provided with an Escalation Roster to include both office and mobile contact information for your Account Executive and his back-up(s). While standard contact support hours are 8:00 a.m. through 5:00 p.m. Monday through Friday Central Time, your Account Executive is available by mobile phone afterhours, on weekends, and on holidays for urgent issues. After hours support contacts will be designated on the Escalation Roster.

Lastly, you will have direct contact information for a member of Senior Management who is assigned to the account. This Manager (Vice President or above) is responsible for the overall efficacy of the contract and will ensure that your needs are being met through the relationship management process.

### Senior Management

### **Elye Sackmary, President and CEO**



As President and CEO, Elye is responsible for the success of operations within the Payment Processing division. One aspect of his role is to oversee resources allocated to the project. This helps ensure the successful implementation and client satisfaction throughout the duration of the contract. Elye is also a direct point of contact if the assigned Senior Manager is not available.

Additional responsibilities include managing:

- State surcharge contracts
- Toll road ARM operations
- Back-office payment processing







- Lockbox functions
- MSB Contact Centers

Elye has significantly contributed to growing MSB by more than 300% since joining the team in early 2004. He received a bachelor's degree from Texas State University and is currently pursuing a Master of Science in Accounting and Information Technology. Elye graduated with 'great distinction' from BAI Graduate School of Retail Banking and was recognized as a Certified Public Manager by former Texas Governor Rick Perry.

Elye is active in the community as a professional life member and sponsor for the Future Business Leaders of America, is a member of the American Society for Public Administration and is a life member of the American Academy of Certified Public Managers.

### **Project Team**

MSB's goal is to maximize benefits from standardizing project management policies, processes, and methods. We will work with you to identify, define, and maintain the standards of project management to accommodate your business requisites. Throughout the integration process, we will attentively communicate with you regarding the status of project activities, problems, and requirements.

A brief description of the project team with individual biographies follow:

### **Lori Martinez, Director of Client Operations**



Lori manages client operations and business relationships. She is the point of contact for production issues or concerns. She is additionally responsible for maintaining client operations excellence and delivering outstanding client service. Lori holds a bachelor's degree and has more than 20 years of experience in relationship management exclusively with government clients.

Lori is involved in managing numerous projects from initiation through delivery; coordinating cross-functional teams through meetings and progress measurement activity. Lori managed and oversaw the implementation of the 2012 state legislative changes that included extended installment plans, continuous installment plan re-entry, reduction of minimum payment amounts, and the military deferral program for the state of Texas. She integrated CTI (Computer telephony integration) with the CRM (Customer Relationship Management tool) system over a global platform with quarterly savings of \$4,000,000 for our clients.

Lori managed the migration of over 400 state, county, and local governments' online payment applications and interfaced to a new enterprise payment processing solution on schedule and within budget.



### **Suzy Tanksley, Director of Payment Operations**



Suzy has over 20 years of experience in the banking industry; 16 years in a supervisory role. Her current responsibilities include:

- Ensuring all physical payments received are posted in a timely and accurate manner along with payment files.
- Ensuring efficient and accurate deposits.
- Managing a staff of approximately 60 employees.

Suzy's department maintains a 99.99% rate of payment posting accuracy within 48 hours of receipt, 100% security of all entrusted funds, and 100% rate key account Client correspondence responses within 5 business days. Suzy has also worked with clients to create, decide, and record reduction applications for special programs.

### Amber Fawver, Systems Development Manager



Amber is a hands-on leader for a team of ETL and SQL developers responsible for developing all inbound file processing, and automated client and internal reports and files using Pervasive, SQL Server Reporting Services (SSRS) and SQL Server Integration Services (SSIS). Reports are imported and delivered according to client specifications in various formats such as csv, text, pdf, xlsx, dat, docx, etc. She designs, develops, and supports backend data integration between SQL Server and Salesforce instances. Amber manages day to day DBA activities including SQL Job Agent configurations, role

and permissions administration, database notifications, performance tuning, and maintenance plan monitoring. She prioritizes, and delegates report requests and report related incidents along with maintaining and administering automated file and FTP/SFTP transfers.

### **Archana Sunder, Senior Software Developer**



As a Senior Software Developer, Archana's primary focus is payment processing development. Her role involves gathering requirements, architecting, and developing websites for clients to process payments and create a reporting tool for payments with various metrics and other dimensions. Along with the UI development, payment processing development also includes creating a payment engine for processing payments and providing other functionalities such as reversal, authorization, refund.

Environment: ASP.NET 2015, SQL Server 2014, C# 6.0, Jquery, WEB API, Entity Framework, AngularJs, Restful API, XML, Web forms, MVC, Agile methodology, HTML



### **Orlando Sandoval, Project Coordinator**



As a Project Coordinator, Orlando brings over six years of valuable, hands-on project management experience. He possesses a strong background working with others, as well as independently, to coordinate and plan projects and training. His detailed-oriented, time management, organizational and analytical skills have demonstrated his ability to build and maintain positive relationships with clients, colleagues, vendors and team members.

Orlando's system experience includes: System experience: Salesforce, Visio, MSP/Fidelity, Web Extender, MIPS, Mosaix, CIC, AVAYA and is proficient in Microsoft office: Project, Excel, Power point, word, outlook. Orland is also bilingual (Spanish fluency). Orlando graduated from Concordia University at Austin TX. - Business Management.

### **Amanda Nguyen, Project Coordinator**



Amanda Nguyen comes to MSB with a background in television and journalism. Her passion is in building and nurturing client partnerships, providing impeccable user experiences, and delivering seamless program implementations. She has 10+ years of in program and project management, event coordination and account management. Amanda is currently working towards her PMP and Product Owner certification.

### Heather Goertz, Business Systems Analyst (Product Owner)

Successful Business Analyst and Certified Scrum Product Owner (CSPO) that possess a positive and professional presence with well-developed interpersonal skills. Over 6 years of experience with business analysis and IT/software solutions.

Proficient in coordinating product backlog, development prioritization, user story grooming, incident replication and resolution, working with cross-functional software development groups. Team Player who demonstrates the ability to take charge in situations, problem solve, balance priorities, and meet tight deadlines.

B. Describe the firm's organizational structure of personnel available as our customer account representatives, for training and to assist and resolve problems.

#### Response:

Please review previous question and answer to review the project team.

Our client support staffs an entire department of technical support level employees that specifically manage transaction flow, gateway integration and web-based payment processing. Client Help Desk Support is available 24/7/365. Clients can use a live operator assisted transaction processing if needed by dialing a designated toll-free phone number assigned to your project.





### **Client Service Personnel**

MSB understands that payment processing issues require urgent resolution, and to this effect, all Clients are provided with a toll-free number as well as direct extensions to multiple escalation points to ensure we provide the most rapid response possible. Support personnel will be available 24/7/365.



Figure 22: Client Care

MSB has a best-in-class, 100% in-house, US based Client Care team that will provide your staff and your customers with assistance in both making payments and any payments inquiries. MSB provides support with general payment questions and issues. Our client service agents also offer complete training for your customers on use of the self-service web, IVR and mobile channels, simplifying and enhancing their next transaction experience. This service is provided at no additional charge to you and your customers.

MSB utilizes call load balancing technology to manage call volumes and work queues to minimize call wait times and achieve an above-average call center service level. Service level refers to the percentage of calls received by call center and support team that are answered by a human agent within a certain time frame. Our target metric is to have 80% of calls answered in 20 seconds. Although related to the service level, this benchmark also considers all the calls that are not answered within 20 seconds. Our objective is to answer these calls within 28 seconds. We staff accordingly to achieve better rates than these performance metrics.

MSB understands that payment processing issues require urgent resolution, and to this effect, all Clients are provided with a toll-free number as well as direct extensions to multiple escalation points to ensure we provide the most rapid response possible. Support personnel will be available 24/7/365.



### 2.10.3. Reporting Capabilities

A. Submit samples of reports which would be provided and describe their frequency and purpose.

### Response:

We have provided Nexus Report Snapshots of reports within **Appendix A** of this response.

B. Describe the process the firm would go through to assist in identifying fee reduction opportunities, if applicable.

### Response:

We employ the most exquisite software designed to constantly "scrub" all transactions flowing through the system to make sure they qualify at the best possible Interchange levels. We also start by making sure that all MID's are set up under the absolute best MCC code for that particular Emerging Public Sector category. We also employ very stringent AVS controls as well as entering all required data for Level II and Level III transactions (where applicable).

MSB has an entire department dedicated to ensuring that our Government clients qualify for the best Interchange levels for all transactions. We perform client audits once every 90 days and we will report our findings usually during a client visit, on a face-to-face basis.

#### 2.10.4. Other Considerations

A. Describe any assistance the firm would provide in the set-up process if necessary.

#### Response:

MSB will conduct all installation and set-up in person. We do not implement our projects via webinar or "train the trainer" method.

MSB offers on-site training to all County staff and employees in the operation and function of the point of sale systems and products. All elements of the payments environment are addressed in the training including the operation of the various systems to accept all credit and debit card transactions, the proper process and procedures for the additional functions at the point of sale that may occur and the point of contact for any troubleshooting or technical issues.

The systems training will also include the "back office" elements for supervisory levels that include reporting, statement reconciliation, management of accounts and related processes. This training is provided at the establishment of the account as well as in an "as-needed" basis beyond the initial installation.

Training for the Nexus (MSB's Payment Gateway), IVR, and reporting for all modules is conducted remotely via webinar in a 'train the trainer' format. However, MSB can provide on-site training for these services as well if MSB is already on-site training County staff in the use of POS hardware.



### B. Describe the training and education services that would be provided to staff.

#### Response:

All training provided by MSB will be provided at no cost to the County. The County shall not be required to set aside any budgetary resources for training location, training hours, etc.

MSB offers on-site training to all County staff and employees in the operation and function of the point of sale systems and products. All elements of the payments environment are addressed in the training including the operation of the various systems to accept all credit, debit card and ACH transactions, the proper process and procedures for the additional functions at the point of sale that may occur and the point of contact for any troubleshooting or technical issues.

The systems training will also include the "back office" elements for supervisory levels that include reporting, statement reconciliation, management of accounts and related processes. This training is provided at the establishment of the account as well as in an "as-needed" basis beyond the initial installation.

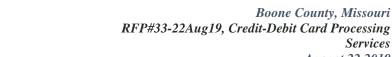
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Each member of the County staff will be provided with an Escalation Roster to include both office and mobile contact information for the assigned Account Executive(s) and back-up(s). While standard contact support hours are 8:00 a.m. through 6:00 p.m. Monday through Friday CST, Account Executives are available by mobile phone after-hours, on weekends, and on holidays for urgent issues. After hours support contacts will be designated on the Escalation Roster.

Minor issues are resolved within less than thirty minutes. <u>The maximum wait time for any given customer is less than one minute (43 seconds to be exact).</u>

Minor issues are resolved within less than thirty minutes. MSB has had only one major issue in the past decade which resulted in a system outage of two hours. The maximum wait time for any given customer is less than one minute (43 seconds to be exact).

- While we do not anticipate down time and our historic up time at 99.99% is amongst the best in the industry, we do support back up procedures that are available through cell/telephone processing where access is available 24/7 365. MSB can supply the County and corresponding departments with a kit that contains 24/7 customer service numbers. These contact numbers are also clearly displayed on the payment gateway and the official website.
- Internet transactions are supported through a variety of gateway relationships in addition to the Nexus gateway. MSB has relationships with several other gateway providers such as Authorize.net should those relationships need to be brought to bear for the County as a back-up.



Services August 22,2019



C. Describe how a void and a refund would be handled for each of the following and the length of time before the customer receives their funds or the funds are released:

a credit card/debit card payment

### Response:

Our system is able to issue the refunds on both e-checks and on credit/debit cards the same day as the authorization. Since we own the entire network, an e-check refund will take no more than 48 hours to appear in the constituent's bank account.

For the credit/debit cards, we can issue a reversal and the refund will be immediate (within minutes). If the refund occurs the next day, the funds will be available in the cardholder's account in 24-48 hours depending on the issuing bank.

A big differentiator in our solution is the fact that we are only one of the few organizations in United States who can issue instant refunds on all debit cards through all debit/ATM networks instead of the credit card rails! That means that the funds will be available in customer's account almost instantaneously instead of the customer having to wait 3-5 business days for that amount to come off the temporary balance hold. This is a huge advantage and convenience you can offer to your customers!

D. Provide a schedule of when funds will be deposited into County's accounts once a transaction has been completed for each payment type - credit card or debit card. And, describe how funds will be identified in County's accounts.

#### Response:

Same Day Settlement (we will deposit all base amounts – segregated from the convenience fees)

Settlement Schedule – 24 Hour Settlement Close prior to 12:00 A.M.CST	ACH Initiated Same Business Day as Close
Close after 12:00 A.M. Central Time	ACH Initiated Following Business Morning

- Settlement and Funding As the merchant of record, we provide your funds the next day. We close batches according to your timeline and fight on your behalf in chargeback situations.
- Daily settlement occurs at 11:59 PM, Central Time, each business day with funds available the following business day. You will have on-line access to all reports pertaining to merchant accounts, ACH processing accounts deposits, and transfers to your bank accounts. We provide custom reporting to ensure The County's required batch close-out reports reflect the desired reconciliation process

You'll be happy to know that we are one of the only Government PayFac organizations that can guarantee your State next morning deposits regardless of the settlement time from previous business day transactional data!





Please see the following for a sample of our Settlement Table SLA (comprised).

Batch Submitted By:	ACH Credit Posted to the Authority's Account (If account is with your bank)	ACH Credit Posted to the Authority's Account (If account is at third-party bank)
Monday @ 12:00 AM CT midnight	Tuesday	Wednesday
Tuesday @ 12:00 AM CT midnight	Wednesday	Thursday
Wednesday @ 12:00 AM CT midnight	Thursday	Friday
Thursday @ 12:00 AM CT midnight	Friday	Monday
Friday @ 12:00 AM CT midnight	Monday	Tuesday

We are proud to say that we have met our depository deadlines 100% of the times in the past 12 months.

E. Describe any online websites to assist County offices with tracking real-time payment information, voids, credits, reporting, payment transaction processing, etc.

#### Response:

Our Nexus portal will provide the County staff with all the real time data they will need. Nexus is a web-based payment gateway/portal, easily accessible from anywhere in the world where Internet is present.

F. Describe how transactions will be identified in public's accounts. Will there be one transaction that includes the processing fee? Or, will there be a separate transaction for the bail, fee, restitution payment, etc. and a separate transaction for the processing fee?

#### Response:

Since we're a certified PayFac, we can aggregate the transactions in one single authorization along with the convenience fee. The constituents will only see one single transaction in their bank account.

Our systems will segregate the convenience fee (processing fee) from the base amount in the backend and we will deposit the base amounts in the County's respective bank account(s).

G. Provide a schedule of available customer service hours for both County offices and the public user of the service (if different).

### **Response:**

Each one of the County offices will be provided with an Escalation Roster to include both office and mobile contact information for the assigned Account Executive(s) and back-up(s). While standard contact support hours are 8:00 a.m. through 6:00 p.m. Monday through Friday CST, Account Executives are available by mobile phone after-hours, on weekends, and on holidays for urgent issues. After hours support contacts will be designated on the Escalation Roster.





Boone County, Missouri RFP#33-22Aug19, Credit-Debit Card Processing Services August 22,2019

Lastly, all Customers will have direct contact information for a member of Senior Management who is assigned to the account. This Manager (Vice President or above) is responsible for the overall efficacy of the contract and will ensure that each of his/her Customers' needs are being met through the relationship management process.

### **Customer Service and Commitment to Diversity for your Constituents**

MSB's customer service department is an amazing organism. It has been hailed by the industry watch dogs as one of the most exquisite customer service departments in the country. Here are some very interesting FACTS:

- Our customer service department fields at any given time of the day or night 282 people spanning in three shifts. Nobody in the industry comes even close to that level of service.
- Our customer service department has no less than seven separate language desks. We can assist our customers in a multitude of languages including Vietnamese, Chinese, Arabic, Spanish and many more.
- We organize monthly fun activities for all employees in which we celebrate diversity and learning about our fellow workers. Our last major party was organized in celebration of the Soccer World Cup. Our employee base is composed of folks from 12 different countries across the Globe.
- Our customer service department boasts a cutting-edge predictive dialer system that enables us to reach an average response time of less than 28 seconds!

Our 24/7 customer service help desk is available for your constituents during all 365 days of the year including Holidays.

#### 2.10.5. Other Information

### A. Provide proof of state registration.

#### Response:

We have provided Certificate of Good Standing from the State of Missouri within **Appendix A** of this response.

### B. Provide verification of PCI compliance.

### Response:

MSB complies as Gila LLC is as an enterprise PCI 1 compliant. We have provided a copy of our Report of Compliance within **Appendix A** of our response document.

C. Lower Price Guarantee: Should the service be offered with a lower transaction fee to any other public agency.

#### Response:

MSB hereby certifies that should the service be offered with a lower transaction fee to any other Public Agency, we will match that offer under our <u>Meet or Beat Guarantee Program</u>. This Program essentially guarantees our Government clients that if a better transactional cost is presented by a competitor, outside of our executed agreement, we will Meet or Beat that rate. The condition is that the competing proposal has to be in writing from the competing firm and it has to be accompanied by the associated cost comparison data (processing statements and cost analysis).





Boone County, Missouri RFP#33-22Aug19, Credit-Debit Card Processing Services August 22,2019

### Exhibit A - Work Authorization Certification

County of Travis

)

Exhibit A

# WORK AUTHORIZATION CERTIFICATION PURSUANT TO 285.530 RSMo (FOR ALL AGREEMENTS IN EXCESS OF \$5,000.00)

)ss		
State of )		
My name is Elye Sackma	ry . I am an authorized a	agent of Gila LLC d/b/a
Municipal Services Bureau (Bidder). T	his business is enrolled and parti	icipates in a federal
work authorization program for all	employees working in connecti	on with services
provided to the County. This busi	ness does not knowingly employ	any person that is an
unauthorized alien in connection v	vith the services being provided.	Documentation of
participation in a federal work autl	norization program is attached h	ereto.
Furthermore, all subcontra-	ctors working on this contract sh	nall affirmatively state
in writing in their contracts that th	ey are not in violation of Section	n 285.530.1, shall not
thereafter be in violation and subn	nit a sworn affidavit under penal	ty of perjury that all
employees are lawfully present in	the United States.	
		8/20/19
	Affiant	Date
	Elye Sackmary	
	Printed Name	
Subscribed and sworn to before m	e this 20 day of August.	20 19.
Subscribed and sworm to before in	o time vio and or your transfer,	1 .
TINA FURNIS	Mar 7	Turnis
Notary Public, State of Te Comm. Expires 02-20-20	xas Notary Public 21	;
Notary ID 131011625		

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



Approved by:



Company ID Number; 32855 Client Company ID Number; 219865 •

Employer Sallie Mac. Inc.	
Theresa Ridderhoff	Senior Director, Talent Management
Name (Pieces Tyge or Pilot)	Tille
shiring Kirder half	August 6, 8000
Signature	Dote
Designated Agent ADP	
James A. Brown, Jr.	General Manager / DVP
Name (Please Type or Phill)	Tille
Name (Place Type of Print) for Jin Brown	8/17/09
Signature	Dild
Department of Homeland Security - Verification Division	Dearty Branch Chelle
Roberton Green	01-010
Name (Please (Viologi Pilni)	2/11/10
9lgmature	Date
	1



Services



### Exhibit B - Certification: Debarment, Suspension, Ineligibility, Voluntary Exclusion

Exhibit B

### (Please complete and return with Proposal Response)

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, <u>Federal Register</u> (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.

Elye Sackmary, President and CEO	
Name and Title of Authorized Representative	
MAM	8/20/19
Signature	Date



### Exhibit C - References

### **PUBLIC SECTOR EXPERIENCE**

Please provide a minimum of three customers currently using your service. Please provide at least one Missouri County to which you provide services. The County reserves the right to ask for additional information.

### 1. Services Performed for:

Company	Sedgwick County, KS
Address	Department of Finance; 525 N. Main, Ste. 823; Wichita, KS 67203
Contact Name	Brandi Baily, Principal Accountant
Telephone Number	316-660-7132
Date of Contract	2018
Length of Contract	3 – 5 years
<b>Description of Services</b>	In September 2018, MSB became the sole payments provider for the County of
	Sedgwick and all of its affiliate departments in the State of Kansas. MSB currently
	serves 23 individual departments under this contract. At the beginning of 2019,
	MSB signed an additional contract with the County to perform payment
	processing services for the Lake Afton Park & Recreation locations which required
	complicated and exquisite custom kiosks. In July of this year, MSB will sign yet
	another contract for the entire DMV department in the State of Kansas to provide
	comprehensive custom payment kiosks across the County and State.

### 2. Services Performed for:

Company	Washington County, Missouri Collector/Treasury
Address	102 N. Missouri Street, Ste. A; Potosi, MO 63664;
Contact Name	Carla Zettler, Chief Treasurer
Telephone Number	573-438-7701
Date of Contract	February 2019
Length of Contract	5 years
<b>Description of Services</b>	Payment processing services to accept payments for fines and taxes. Face-to-
	face and web/online. Full integration with DevNet software.

### 3. Services Performed for:

Company	Douglas County Treasury Department
Address	100 Third Street, Ste 120; Castle Rock, CO 80104
Contact Name	Pat Neef
Telephone Number	303-663-6219
Date of Contract	2018
Length of Contract	5+ years
Description of Services	Full real time integration with Tyler Technology Eagle Treasurer software,



credit card, debit card and E-check processing. Both online/web transactions as well as IVR and face-to-face transactions. We built the online site and portal custom made.

### 4. Services Performed for:

Company	Douglas County Building Permits and Engineering
Address	100 Third Street, Ste 120; Castle Rock, CO 80104
Contact Name	Terry Lyons
Telephone Number	303-663-6219
Date of Contract	2018
Length of Contract	5+ years
<b>Description of Services</b>	Full real time integration with Tyler Technology and Computronix software,
	credit card, debit card and E-check processing. Both online/web transactions as
	well as IVR and face-to-face transactions. We built the online site and portal
	custom made

### 5. Services Performed for:

Company	Osage County, MO Sheriff Dept
Address	106 E. Main St.; Linn, Mo 65051
Contact Name	Mike Bonham – County Sheriff
Telephone Number	573-897-3927
Date of Contract	March 2019 - Present
Length of Contract	5+ years
<b>Description of Services</b>	Full POS services with online and face-to-face capability for credit, debit and e-
	check transactions. We also installed the world class Tri-POS system for the
	entire department.

### 6. Services Performed for:

Company	Osage County, MO Jail
Address	106 E. Main St.; Linn, Mo 65051
Contact Name	Lt. Tiffaney Hernon
Telephone Number	573-897-5750
Date of Contract	March 2019 - Present
Length of Contract	5+ years
Description of Services	Full spectrum of electronic payments capability both online and face-to-face transactions. Credit, debit and e-check. We also installed the world class Tri-POS
	system for the entire Jail. Wall mounted and connected directly to the Navient
	Cloud, this system is quite unique and offers the Sheriff department a
	convenience and state-of-the-art technology never before encountered.



### 7. Services Performed for:

Company	Outagamie County Wisconsin
Address	410 S. Walnut Street; Appleton WI
Contact Name	Trenten Woelfol
Telephone Number	920-832-5067920-832-5067
Date of Contract	2018
Length of Contract	5+ years
<b>Description of Services</b>	Provide a fully customized payment solution for multiple departments county
	wide, including bill presentment, payment portals and over the counter payments.



## Appendix A – MSB Documentation

The following documentation is provided as compliance for noted response document sections:

Section Required	Document		
Section 3.0	Gila LLC Certificate of Incorporation		
Section 3.0	Gila LLC Certificate of Conversion		
Section 3.0	Gila LLC Business Organization Name		
Section 3.0	MSB Certificate of Good Standing in Missouri		
Section 3.0	E-Verify Documentation		
Section 3.0	100% Uptime Guarantee		
Section 3.0	Card Safe Breach Warranty		
Section 4.0	Training Plan for The County		
Section 4.0	Gila LLC PCI DSS Attestation		
Section 4.0	Nexus Reports Screen Shots		
Section 4.0	Certificate of Insurance		
Section 4.0	Certificate of Good Standing – State of Missouri		
Section 4.0	Merchant Application		
Section 4.0	ACH Client Agreement		
Section 4.0	Business Requirements		
Section 4.0	Document Checklist		
Section 4.0	Sample Implementation Plan		



### Office of the Secretary of State

## CERTIFICATE OF FILING OF

Gila LLC File Number: 801299522

The undersigned, as Secretary of State of Texas, hereby certifies that a Certificate of Formation for the above named Domestic Limited Liability Company (LLC) has been received in this office and has been found to conform to the applicable provisions of law.

ACCORDINGLY, the undersigned, as Secretary of State, and by virtue of the authority vested in the secretary by law, hereby issues this certificate evidencing filing effective on the date shown below.

The issuance of this certificate does not authorize the use of a name in this state in violation of the rights of another under the federal Trademark Act of 1946, the Texas trademark law, the Assumed Business or Professional Name Act, or the common law.

Dated: 07/29/2010

Phone: (512) 463-5555

Prepared by: Delores Moore

Effective: 08/01/2010 12:01 am



Hope Andrade Secretary of State

TID: 10306

Dial: 7-1-1 for Relay Services Document: 318036610001



### Office of the Secretary of State

### **CERTIFICATE OF CONVERSION**

The undersigned, as Secretary of State of Texas, hereby certifies that a filing instrument for

**GILA CORPORATION** File Number: 119148800

Converting it to

Gila LLC File Number: 801299522

has been received in this office and has been found to conform to law. ACCORDINGLY, the undersigned, as Secretary of State, and by virtue of the authority vested in the secretary by law, hereby issues this certificate evidencing the acceptance and filing of the conversion on the date shown below.

Dated: 07/29/2010

Phone: (512) 463-5555

Prepared by: Delores Moore

Effective: 08/01/2010 12:01 am



Hope Andrade Secretary of State



BUSINESS ORGANIZATIONS INQUIRY - VIEW ENTITY 801299522

FEIN:

Entity Type: Domestic Limited Liability Company (LLC)

Entity Status: In existence

Perpetual

Gila LLC

July 29, 2010

May 2, 1991

17426059089

8325 TUSCANY WAY, BLDG, 4

AUSTIN, TX 78754 USA

REGISTERED AGENT

1999 Bryan St., Ste. 900 Dallas, TX 75201-3136 USA

NAMES

MANAGEMENT

ASSUMED NAMES

**Inactive Date** 

ASSOCIATED ENTITIES

FILING HISTORY

Address

Name

Return to Search

C T Corporation System



Filing Number:

Formation Date:

Tax ID:

Duration: Name:

Address:

Original Date of Filing:



STATE OF MISSOURI



### John R. Ashcroft Secretary of State

## CORPORATION DIVISION CERTIFICATE OF GOOD STANDING

I, JOHN R. ASHCROFT, Secretary of State of the STATE OF MISSOURI, do hereby certify that the records in my office and in my care and custody reveal that

Gila LLC

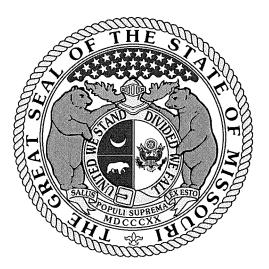
using in Missouri the name

Gila LLC FL1089088

a TEXAS entity was created under the laws of this State on the 30th day of September, 2010, and is Active, having fully complied with all requirements of this office.

IN TESTIMONY WHEREOF, I hereunto set my hand and cause to be affixed the GREAT SEAL of the State of Missouri. Done at the City of Jefferson, this 4th day of June, 2019.

Certification Number: CERT-06042019-0006





Approved by:



Company ID Number; 32855 Client Company ID Number; 219865 •

Employer Sallie Mac. Inc.	
Theresa Ridderhoff	Senior Director, Talent Management
Name (Pieces Tyge or Pilot)	Tille
shiring Kirder half	August 6, 8000
Signature	Dote
Designated Agent ADP	
James A. Brown, Jr.	General Manager / DVP
Name (Please Type or Phill)	Tille
Name (Place Type of Print) for Jin Brown	8/17/09
Signature	Dild
Department of Homeland Security - Verification Division	Dearty Branch Chelle
Roberton Green	01-010
Name (Please (Viologi Pilni)	2/11/10
9lgmature	Date
	1



## **100% Uptime Guarantee**

If at any time during the contract term, a department is not able to accept payments due to a system impairment or unscheduled outage that is attributable to MSB, we will remit to our Government Client an amount of money equal to normal hourly revenue for each department which is impacted.

This type of guarantee is unique in United States and it's a testament to our confidence in the reliability of our systems.





- MSB takes on responsibility for data security and tokenization with a PCI-DSS Level 1 compliant environment for a highly secure payment service.
- Guarantees against any fraudulent activity or security breaches.
- In the event of a breach, we take care of incurred costs including the financial impact to your customers.
- MSB has not encountered a breach through our entire operating history and we use the latest cutting-edge military grade encryption technology to keep it





# Proposed Training Plan



### **Revision History**

A letter in the "Revision #" column represents edits applied in a draft version. A number in the "Revision #" column represents draft edits that were applied and are now part of the official document.

**Table 1: Revision History** 

Revision #	Version #	Date	Ву	Reason for Revision
1	1.3	05/01/19	Dragos C. Enea	Initial draft



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### **Glossary of Terms/Abbreviations**

The following table has been provided to establish a mutual understanding of the meaning of various words used throughout this document. This table may be updated periodically.

**Table 2: Glossary** 

Term/Abbreviation	Definition
Contract	The formal agreement between The County and Gila, LLC d/b/a MSB that allows MSB to perform services for the County's Credit and Debit Card Processing Services
RFP	Request for Proposal
First Phase	Go-Live Estimated around 08-15-19
MSB	Gila LLC d/b/a Municipal Services Bureau (MSB)
Client	The County
NATO Phonetic Alphabet	The International Radiotelephony Spelling Alphabet, is the most widely used radiotelephonic spelling alphabet. where code words are assigned acrophonically to the letters of the English alphabet, so that critical combinations of letters and numbers can be pronounced and understood by those who exchange voice messages by radio or telephone regardless of language barriers or the quality of the communication channel. [1]
NEXUS	MSB's World Class Payment and Reconciliation System
CSC	Client Service Center
CSR	Client Service Representative
BOS	Back Office System



### Introduction

The project undertaken by Gila LLC d/b/a Municipal Services Bureau ("MSB") to support requirements under the County's RFP and its scope of work document that requires that MSB submit deliverable credit card processing products and services to The County which are consistent with requirements listed in the RFP.

Deliverables are delineated based upon requirements of attestation and requirements of delivery. Additionally, there is one distinct phase to the project and within one or more project tranches of tasks. These tranches determine deliverable due dates.

### **Purpose**

This *Training Plan* has been developed to assure that the implementation work of MSB's Payment Processing Solution, as defined in our Solution Overview conforms to The County's RFP requirements.

### **Project Overview**

MSB has an established and extensive training program for The County staff covering every phase of our Payment Solution (the operation). Training includes a review of policies and procedures, PC-based exercises and overview of the back-office system. MSB's training program is geared toward empowering our Client's staff with the soft skills they need to raise customer satisfaction levels, reduce conflict, improve teamwork and manage their service effectively. MSB is to provide contact center services, administrative support, and a litany of other functions as defined by the RFP herein.

To ensure that MSB can both maintain existing operations and in a parallel path, develop and deploy system and operational enhancements consistent with requirements of the RFP, MSB must be able to communicate with one or more of the County's systems in which data is received from The County's systems and processed by MSB or information is provided by MSB to The County and processed/digested by The County's systems.

#### **Audience**

- Project team members perform tasks specified in this document and provide input and recommendations on this document.
- MSB Project Manager and Project Coordinators plan for the training activities in the overall project schedule, review the document(s), track the performance of the training per the tasks herein specified, approve the document(s), and are accountable for the results.
- Business analysts will provide their inputs on functional changes.



 The County's Contract Administrator will affirm and provide approval for all methodologies listed in this document before MSB is able to initiate execution of said methodologies.



### **Training Strategy**

### **Objectives**

The purpose of the training is to instruct MSB, The County, and third-party staff (if and when applicable) on various elements of our product and service offering pertinent to the respective business need and job function. This training will enable MSB, The County, and any applicable third parties to be in the best position possible to ensure that Payment Services are launched seamlessly with no down-time or other operational encumbrances generated through a transition process for effectuation by personnel.

### **Assumptions**

To create this training plan, the following assumptions were made:

- 1. Training facilities (where applicable) are fully operational
- 2. Trainer/s are available as scheduled
- 3. There are sufficient number of trainees for the training

### **Data Strategy**

All data is handled in a manner consistent with data management requirements set forth in the contract between MSB and The County. The training environment will be a partial replication of the production environment and will contain demo data. Trainees (The County staff members) will be exposed to training data for academic purposes and then real-data for account and call simulations all the way at the end of the training.

#### **Timeline and Resources**

The following table highlights the type of resources needed to implement this training plan and provided a timeline for each task that must be performed.

**Table 3: Timeline and Resources** 

Task Name	Duration	Start	Finish	Resource Names
	1 Day	TBD	TBD	Dragos C. Enea
Nexus System Training				Orlando Sandoval
				Amanda Nguyen
/erifone Mx 915 Use Training (depends upon size of staff to be trained)		TBD	TBD	Dragos C. Enea



Reporting Tools Portal Training	3-4 hours (same day as Nexus training)	TBD	TBD	Dragos C. Enea
<ol> <li>Recurring Payment Portal</li> <li>E-Bill Presentment</li> <li>Report Scheduler</li> <li>Pay-by-Text</li> </ol> Training	1 Day These Modules to be trained only if applicable to the scope and/or requested by The County	TBD	TBD	Dragos C. Enea Orlando Sandoval Amanda Nguyen

The tasks above are known enhancements to be trained by MSB once approved by The County and are not an all-inclusive list. As additional enhancements are proposed and approved by The County, similar timelines will be established for each project.

### **Systems Training for The County**

MSB will provide training on Nexus to the County staff users, as outlined below. We will coordinate the schedule of training sessions with The County's Administrator.

### **Systems Training Topics**

The trainer will cover logging into the client portal to gain access to The County and/or customer accounts. The trainer will introduce The County staff to the new features and capabilities of the Nexus upgrade.

Trainees will be introduced to the revised Nexus Reporting Tools, Chargeback mitigation tools, including how these programs acknowledge The County and industry-specific regulations before continuing, what the County Specialist sees when they are speaking with a customer (see the Nexus screenshots on the following page), and how the County Specialist inputs information into Nexus, which becomes part of the permanent documentation on the account record. Examples will include updating customer contact information, note-taking on conversations with the customers, recording payments including documenting a future date promise to pay or payment schedule, reviewing correspondence, and much more.



**Figure 1: Nexus Introduction** 

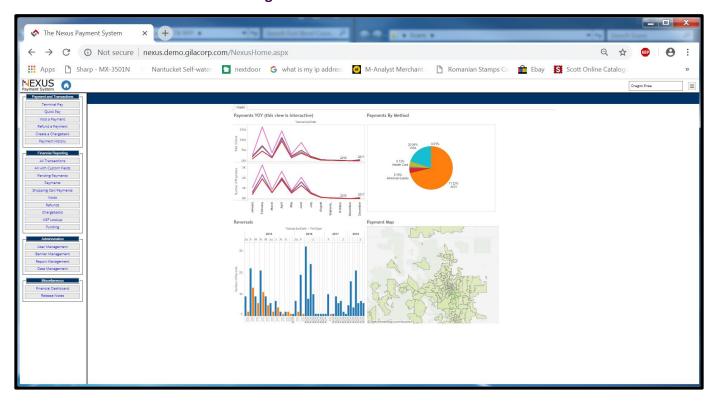


Figure 2: Real Time Reversal Screen Shot

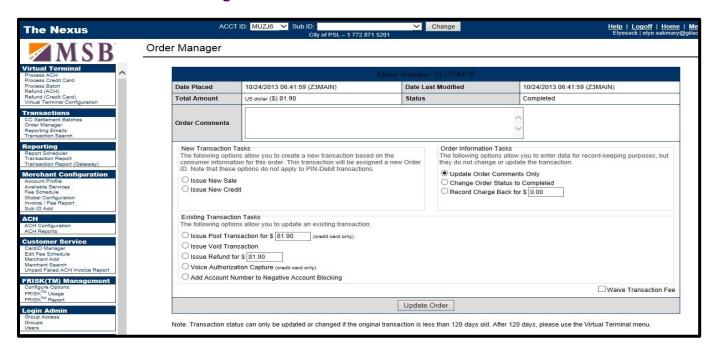




Figure 3: Report Scheduler includes same interface as the real-time report but allows Customers to design a report to be delivered on a regular interval (daily, weekly, monthly). Report can be customized to include only certain data points or be comprehensive

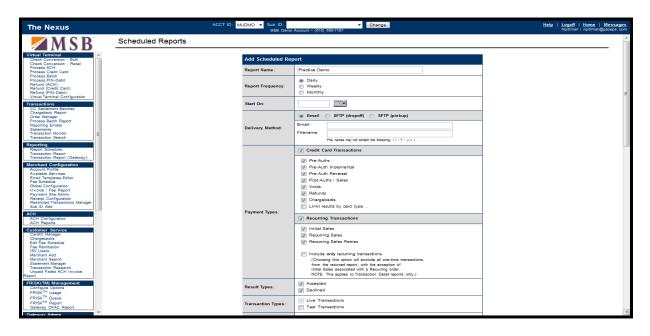


Figure 43: Deposits Overview Screenshot

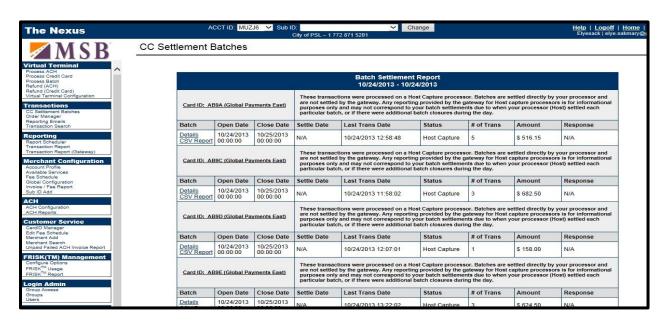
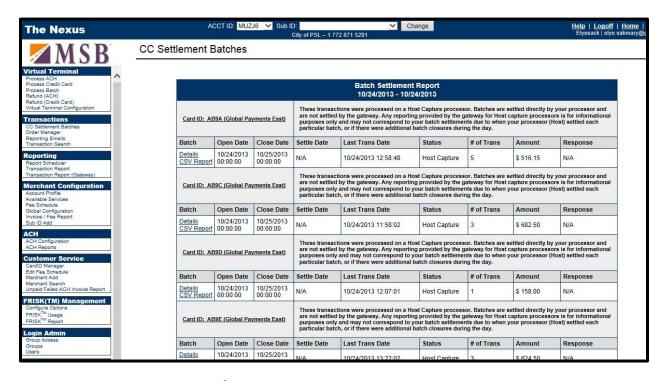
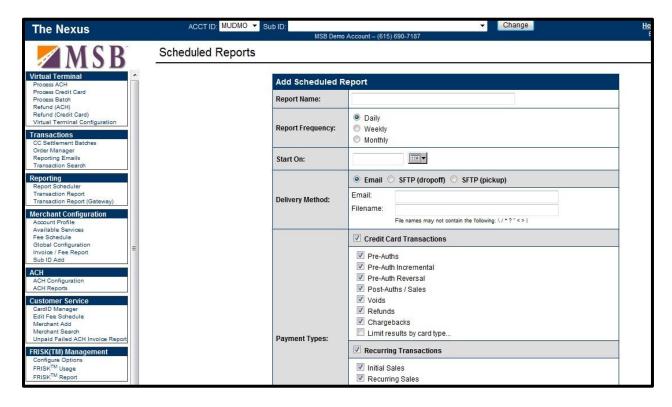




Figure 5: Real Time Charge Back Reporting Tool



**Figure 6: Recurring Report Configuration** 





## **Execution Strategy**

#### Scope

The County Staff members will undergo the following training:

- Nexus Portal Usage
- Reporting Tool Module(s)
- Verifone Mx915 terminal operations and procedures
- Daily Settlement and Reconciliation procedures
- PCI Compliance, Regulations and Data Security
- EBPP Module (E-Bill Presentment and Payment) if applicable
- Report Scheduler Module if applicable
- Recurring Payment Module if applicable
- Quick Reference Guide
- We will provide all marketing materials, signage and supplies.

#### **Training Resources**

There are no resources whatsoever required from The County. MSB will provide all human resources as well as software, hardware and facilities (where applicable) necessary for a complete and comprehensive training.

MSB will provide the training demo MX 915 units. When the production units arrive, the only hardware required from The County are the Ethernet cables that will plug into the router and into the terminals.

#### **Materials**

MSB will provide all marketing materials, signage and QRG's (Quick Reference Guides), cheat sheets, procedure manuals and complete contact info for all supporting MSB staff.

### **Staffing**

MSB offers on-site training to all The County staff and employees in the operation and function of the point of sale systems and products. All elements of the payments environment are addressed in the training including the operation of the various systems to accept all credit and debit card transactions, the proper process and procedures for the additional functions at the point of sale that may occur and the point of contact for any troubleshooting or technical issues.





The systems training will also include the "back office" elements for supervisory levels that include reporting, statement reconciliation, management of accounts and related processes. This training is provided at the establishment of the account as well as in an "as-needed" basis beyond the initial installation.

#### **Problem Management**

The log of defects/issues discovered during Training will be maintained and communicated to the Testing team and Production Support resource by the Project Manager/Operations Manager.

The report will include:

- Date and time
- Issue reporter
- Problem description
- Apparent cause
- Assigned resource
- Resolution
- Test results

Each member of the County staff will be provided with an Escalation Roster to include both office and mobile contact information for the assigned Account Executive(s) and back-up(s). While standard contact support hours are 8:00 a.m. through 6:00 p.m. Monday through Friday CST, Account Executives are available by mobile phone after-hours, on weekends, and on holidays for urgent issues. After hours support contacts will be designated on the Escalation Roster.

Minor issues are resolved within less than thirty minutes. <u>The maximum wait time for any given customer is less than one minute (43 seconds to be exact).</u>

#### **Exit Criteria**

When the County trainee(s) can demonstrate fundamental understanding of the material and subject matters for which training was provided. Such understanding can be demonstrated by the trainee showing they can autonomously perform the function or through, formal testing on all MSB systems and hardware.



## **Training Management Process**

### **Training Management Methodology**

To accomplish the learning objectives of MSB's training, training will consist of a two-three (2-3) business day block of instruction and will include various training materials and scenarios. Tests will be administered throughout the training with the final test being one determining factor as to whether The County employees are confident in operating the cloud-based terminals and navigate freely through the reporting tools. Training materials will include QRG's, procedure manuals and a slide PowerPoint presentation, handouts on the various Nexus elements as well as acknowledgements of policies.

The instructor(s) will teach the Payment initiation concepts, voids, refunds, chargebacks, etc. They will also conduct thorough training on all the reporting tools and reconciliation activities the County staff will need on daily basis. At various intervals during training, the County Staff will utilize the MSB systems at their workstations which are fully loaded with the Nexus demo portal that emulates the actual portal used on the daily basis in all respects. This portal will contain only 'dummy' information during the academic portion of training and for navigational review.

However, The County Staff members will on a per call basis be given access to the actual system of record (NEXUS Production) to assist customers/cardholders during live call training. There will be ample opportunity built into the class for questions and answers as well. Supplemental handouts and Quick Reference Guides will be provided to all trainees which cover the concepts reviewed on any given training day. The informal preliminary testing will be administered at the end of the final day of training. The testing will consist of thirty (30) minutes of continued use of the NEXUS Production system followed by a Systems familiarity test and a live call test. To pass, a The County staff trainee must answer 28 questions correctly and demonstrate familiarity with the system interface and ancillary system reporting capabilities as applicable.

## **MSB Training Environment and Tools**

The training will occur at The County's site.

In an effort to make the training as efficient as possible, The County staff members will be kindly discouraged from answering emails and phone calls on their mobile devices while training is being conducted or having the mobile device visible at all except in case of emergency situations. The County members must leave the training room and move to a designated area of the facility to address such emergencies. Frequent and adequate breaks will be granted at all times. The County Trainees will have adequate time during such breaks to check emails and make phone calls throughout the two days of training.



#### **Ongoing Approach**

MSB will hold 'train the trainer' on-site meetings at all The County departments in which any changes to the system will impact existing procedures. In such case as the County wishes end users to participate in such training sessions in lieu of trainers, this is acceptable.

MSB will also provide The County users with instructions, guides, and online help utilities to assist with procedural changes for those The County employees who are unable to attend training or not hired or assigned to the project prior to the training being scheduled. Due to the variable needs of the County departments involved with the project listed in the attached RFP and the disparate degrees of involvement, MSB will tailor the training sessions on a per agency basis, or per department basis.

#### **Risks and Contingency Plan**

The following table shows the risks we have identified for this training plan and how we will mitigate each risk identified.

**Table 4: Risk and Mitigation** 

		_
No.	Risk	Mitigation
1.	Trainer not available	Backup trainer identified within MSB staff
2.	A County staff member is unable to attend	Additional class scheduled as needed to supplement within the same time period
3.	Trainee is not successful in completing the training	Trainer will continue to provide training and instruction until everyone in the respective department is comfortable in operating all systems.



## **Roles and Responsibilities**

The following table identifies the responsibilities of each person on the project team.

**Table 5: Roles and Responsibilities** 

Name of Resource	Role	Responsibility
Dragos C. Enea	VP, Business Development Training Manager	Responsible for managing the Training program for this project. Also, the Account Manager de-facto.
Orlando Sandoval	Project Manager, II	Responsible for providing the training other than Training Manager – back up resource.
Heather Goertz	Product Owner	Responsible for supervising all back up resources and will also conduct training if needed.
Amanda Nguyen	Project Manager, Client Operations	Responsible for training. Back-up resource.
Kellie Brewer	Project Manager, Client Operations	Responsible for training. Back-up resource.



## **Appendix A: Training Plan Approval**

The undersigned acknowledge they have reviewed the Credit/Debit Card Processing Services Program **Training Plan** and agree with the approach it presents. Changes to this **Training Plan** will be coordinated with and approved by the undersigned or their designated representatives.

Signature:		Date:	
Print Name:		<del></del>	
Title:	(i.e. Business Steward)	<del></del>	
Role:		<del></del>	
Signature:		Date:	
Print Name:			
Title:	(i.e. Implementation Manager)		
Role:			
Signature:		Date:	
Print Name:			
Title:	(i.e. Project Sponsor)		
Role:			
Signature:		Date:	
Print Name:		<del>_</del>	
Title:	(i.e. Contract Administrator)	<del></del>	
Role:			



# **Security Professional Services:**

2019 Payment Card Industry Data Security Standard Attestation of Compliance for Onsite Assessments –

Service Providers

## **Prepared For:**

GILA, LLC

## **Provided By:**

Specialized Security Services, Inc.

June 4, 2019



Version 3.2.1

June 2018



## **Section 1: Assessment Information**

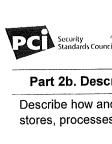
#### Instructions for Submission

This Attestation of Compliance must be completed as a declaration of the results of the service provider's assessment with the *Payment Card Industry Data Security Standard Requirements and Security Assessment Procedures (PCI DSS).* Complete all sections: The service provider is responsible for ensuring that each section is completed by the relevant parties, as applicable. Contact the requesting payment brand for reporting and submission procedures.

Part 1a. Service Provide	r Organization Info	rmation					
Company Name:	Gila, LLC		DBA (doing business as):	1	MSB Municipal Services Bureau Gila Group		
Contact Name:	George Romo Title: Sr. Manager Delivery		er IT S	r IT Service			
Telephone:	(517) 323-4286 E-mail:			George.Ro	George.Romo@GilaCorp.com		
Business Address:	8325 Tuscany Way, Bldg. 4 City: Austin						
State/Province:	Texas Country: USA			Zip:	78754		
URL:	www.gilacorp.com						
Part 1b. Qualified Securi	ity Assessor Comp	any Inform	ation (if applic	able)			
Company Name:	Specialized Secur	ity Services	, Inc.				
Lead QSA Contact Name:	Albert Rwehumbiz	а	Title:	VP, Compli	VP, Compliance & Security		
Telephone:	(972) 378-5554 x418		E-mail:	arwehumbiza@s3security.com		Bsecurity.co	
Business Address:	4975 Preston Park Blvd. West Tower, Ste. 510		City:	Plano			
State/Province:	TX	Country:	USA		Zip:	75093	
URL:	www.s3security.com						

Part 2. Executive Summary					
Part 2a. Scope Verification					
Services that were INCLUDE	D in the scope of the PCI DSS As	sessment (check all that apply)			
Name of service(s) assessed: Nexus Payment System (The Nexus)					
Type of service(s) assessed:	<u> </u>				
Hosting Provider:  Applications / software  Hardware  Infrastructure / Network  Physical space (co-location)  Storage  Web  Security services  3-D Secure Hosting Provider  Shared Hosting Provider  Other Hosting (specify):	Managed Services (specify):  Systems security services  IT support Physical security Terminal Management System Other services (specify):	Payment Processing:			
	☐ Fraud and Chargeback	☑ Payment Gateway/Switch			
□ Back-Office Services	☐ Issuer Processing	☐ Prepaid Services			
⊠ Billing Management	☐ Loyalty Programs	☐ Records Management			
☐ Clearing and Settlement		☐ Tax/Government Payments			
☐ Network Provider					
Others (specify): N/A					

rvice provider but were hat apply): Applicable  ed Services (specify): ems security services apport sical security hinal Management System er services (specify):	Payment Processing:  POS / card present Internet / e-commerce MOTO / Call Center ATM Other processing (specify):
ed Services (specify): ems security services apport sical security ninal Management System	☐ POS / card present ☐ Internet / e-commerce ☐ MOTO / Call Center ☐ ATM
ems security services ipport sical security ninal Management System	☐ POS / card present ☐ Internet / e-commerce ☐ MOTO / Call Center ☐ ATM
ems security services ipport sical security ninal Management System	☐ POS / card present ☐ Internet / e-commerce ☐ MOTO / Call Center ☐ ATM
	,
	Payment Gateway/Switch
er Processing	☐ Prepaid Services
alty Programs	Records Management
chant Services	☐ Tax/Government Payments
	ad and Chargeback er Processing alty Programs chant Services



#### Part 2b. Description of Payment Card Business

Describe how and in what capacity your business stores, processes, and/or transmits cardholder data.

Gila, LLC accepts credit card payments through POS, IVR / MOTO and Web payment channels. Gila, LLC transmits Track 1 and Track 2 cardholder data as a registered ISO of Fifth Third Bank to card associations inclusive of Visa, MasterCard, Discover, and American Express. Gila, LLC does not store cardholder data. Gila, LLC does access cardholder data using tokenization for research and if applicable chargeback purposes. Gila, LLC's merchant acquirer (Vantiv Corporation) and merchant acquiring bank (Fifth Third) facilitate card processing and storage. All cardholder data is transmitted using https / TLS encryption protocols for card not present, and through either https / TLS or EMV closed loop transactions for card present payments, depending upon whether a client has elected to use a virtual terminal or standalone terminal for card present.

Describe how and in what capacity your business is otherwise involved in or has the ability to impact the security of cardholder data.

Gila, LLC receives and transmits cardholder data, and stores customer and payment method tokens on behalf for their clients if contractual obligated.

#### Part 2c. Locations

List types of facilities (for example, retail outlets, corporate offices, data centers, call centers, etc.) and a summary of locations included in the PCI DSS review.

Type of facility:	Number of facilities of this type	Location(s) of facility (city, country):
Headquarters/ Call Center	1	Austin, TX, USA

#### Part 2d. Payment Applications

Does the organization use one or more Payment Applications? ☐ Yes ☐ No

Provide the following information regarding the Payment Applications your organization uses:

Payment Application	Version	Application	Is application	PA-DSS Listing Expiry date (if applicable)
Name	Number	Vendor	PA-DSS Listed?	
The Nexus (custom application)	N/A	Gila Custom Application	☐ Yes ⊠ No	N/A

#### Part 2e. Description of Environment

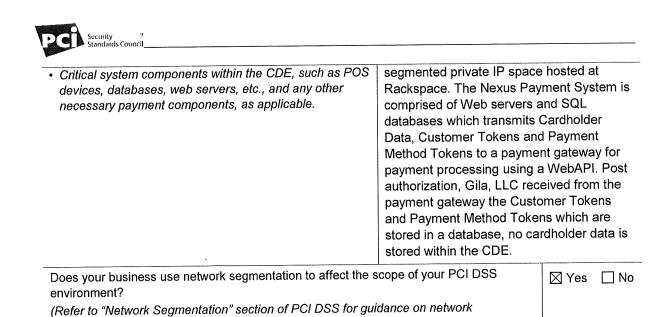
Provide a <u>high-level</u> description of the environment covered by this assessment.

For example:

• Connections into and out of the cardholder data environment (CDE).

Gila LLC's Nexus Payment Process was covered as a part of this assessment. The process includes receiving cardholder data from client owned card-interactive devices, e-commerce websites, an IVR system, and a Customer Call Center where the cardholder data is transmitted to a

segmentation)



Part 2f. Third-Party Service	Providers				
		ified Integrator & Pasaller (OIP) for			
the purpose of the services be		ified Integrator & Reseller (QIR) for	☐ Yes 🖾 N		
If Yes:			,		
Name of QIR Company:					
QIR Individual Name:					
Description of services provide	ed by QIR:				
example, Qualified Integrator F	Resellers (QIR), gatev nosting companies, a	more third-party service providers (for ways, payment processors, payment irline booking agents, loyalty program alidated?	⊠ Yes □ N		
If Yes:					
Name of service provider:	Description of services provided:				
USAePay	Payment Gateway/Switch				
	Payment Processing: Internet / e-commerce				
	Payment Processir	g: POS / card present			
WorldPay, Inc. (FKA, Vantiv)	Payment Gateway/	Switch			
	Payment Processir				
	Payment Processir	Processing: Other processing			
Fifth Third Bank	Merchant Acquiring	g Bank			
Rackspace Limited	Hosting Provider: Hardware				
	Hosting Provider: In	nfrastructure / Network			
	Hartima Dunidan F				
	Hosting Provider: F	Trystoat opaco (co tocation)			
	Hosting Provider: 9	•			
	1	Security services			



#### Part 2g. Summary of Requirements Tested

For each PCI DSS Requirement, select one of the following:

- **Full** The requirement and all sub-requirements of that requirement were assessed, and no sub-requirements were marked as "Not Tested" or "Not Applicable" in the ROC.
- Partial One or more sub-requirements of that requirement were marked as "Not Tested" or "Not Applicable" in the ROC.
- None All sub-requirements of that requirement were marked as "Not Tested" and/or "Not Applicable" in the ROC

For all requirements identified as either "Partial" or "None," provide details in the "Justification for Approach" column, including:

- Details of specific sub-requirements that were marked as either "Not Tested" and/or "Not Applicable" in the ROC
- Reason why sub-requirement(s) were not tested or not applicable

**Note:** One table to be completed for each service covered by this AOC. Additional copies of this section are available on the PCI SSC website.

Name of Service Assessed:		Gila Payment Nexus (The Nexus)				
		<u> </u>	Details of Requirements Assessed			
PCI DSS Requirement Full		Partial None		Justification for Approach (Required for all "Partial" and "None" responses. Identify which sub-requirements were not tested and the reason.)		
Requirement 1:				<ul> <li>1.2.3 Not Applicable – Gila, LLC has no wireless networks directly connected to the CDE.</li> <li>1.3.6 Not Applicable – Gila, LLC does not store cardholder data in the scope of this assessment.</li> </ul>		
Requirement 2:				<ul> <li>2.1.1 Not Applicable – Glia, LLC has no wireless technologies connected to the CDE.</li> <li>2.6 Not Applicable – Gila, LLC is not a shared hosting provider.</li> </ul>		
Requirement 3:				3.1.c Not Applicable – Gila, LLC, has no Cardholder Data stored within the CDE.  3.2 (a, b, c, d) Not Applicable – Gila, LLC is not an issuer.  3.4, 3.4.1 (all) 3.5 (all), 3.6 (all) Not Applicable – Gila, LLC has no Cardholder Data stored within the CDE.		
Requirement 4:				<ul> <li>4.1.1 Not Applicable – Gila, LLC's Cardholder Data is not transmitted using wireless technologies.</li> <li>4.2.a Not Applicable – Gila, LLC does not send PANs via end-user messaging technologies.</li> </ul>		

$\boxtimes$			
$\boxtimes$			
$\boxtimes$			
			8.1.5 Not Applicable – Gila, LLC does not have third parties that access, support, or maintain system components via remote access.
			8.5.1 Not Applicable – Gila, LLC does not have remote access to customer premises.
			8.6 Not Applicable – Gila, LLC does not use any additional authentication mechanisms.
		-	8.7 Not Applicable – Gila, LLC does not have databases that contain cardholder data.
	$\boxtimes$		9.1.2 Not Applicable – Gila, LLC does not have publicly accessible facilities.
			9.5.1, 9.6, 9.6.1, 9.6.2, 9.6.3, 9.7 Not Applicable – Gila, LLC does not store, transport or distribute media that contains cardholder data.
			9.8 (ALL) – Gila, LLC does not store hard-copy or electronic media with cardholder data.
		description on	9.9, 9.9.1, 9.9.2, 9.9.3 Not Applicable – Gila, LLC does not maintain any card-interaction devices
$\boxtimes$			
$\boxtimes$			
	$\boxtimes$		A1 (ALL) Not Applicable – Gila, LLC is not a shared hosting provider.
	$\boxtimes$		A2.1 Not Applicable – Gila, LLC does not have POS/POI terminals in the CDE.
	7		A2.2, A2.3 (ALL) Not Applicable – Glia, LLC has no instances of SSL/early TLS observed in the CDE.

Security Standards Council		
Section 2: Report on Compliance		
This Attestation of Compliance reflects the results of an onsite assessment, which i accompanying Report on Compliance (ROC).	s documented	d in an
The assessment documented in this attestation and in the ROC was completed on:	May 20, 20	19
Have compensating controls been used to meet any requirement in the ROC?	☐ Yes	⊠ No
Were any requirements in the ROC identified as being not applicable (N/A)?	⊠ Yes	☐ No
Were any requirements not tested?	☐ Yes	⊠ No

Were any requirements in the ROC unable to be met due to a legal constraint?

⊠ No

☐ Yes

	ion 3. Vandation and	Attestation Details								
Part	3. PCI DSS Validation									
	OC is based on results noted i									
арр	sed on the results documented in blicable, assert(s) the following coneck one):	the ROC noted above, the signatories identified in Parts 3b-3d, as empliance status for the entity identified in Part 2 of this document								
$\boxtimes$	Compliant: All sections of the resulting in an overall COMPLI. the PCI DSS.	PCI DSS ROC are complete, all questions answered affirmatively, <b>ANT</b> rating; thereby <i>Gila, LLC</i> has demonstrated full compliance with								
	<b>Non-Compliant:</b> Not all sections of the PCI DSS ROC are complete, or not all questions are answered affirmatively, resulting in an overall <b>NON-COMPLIANT</b> rating, thereby (Service Provider Company Name) has not demonstrated full compliance with the PCI DSS.									
	Target Date for Compliance:									
	An entity submitting this form with a status of Non-Compliant may be required to complete the Action Plan in Part 4 of this document. Check with the payment brand(s) before completing Part 4.									
	Compliant but with Legal exception: One or more requirements are marked "Not in Place" due to a legal restriction that prevents the requirement from being met. This option requires additional review from acquirer or payment brand.									
	If checked, complete the following:									
	Affected Requirement	Details of how legal constraint prevents requirement being met								

- The ROC was completed according to the PCI DSS Requirements and Security Assessment Procedures, Version 3.2.1 and was completed according to the instructions therein.
- All information within the above-referenced ROC and in this attestation fairly represents the results of my assessment in all material respects.
- I have confirmed with my payment application vendor that my payment system does not store sensitive authentication data after authorization.
- I have read the PCI DSS and I recognize that I must maintain PCI DSS compliance, as applicable to my environment, at all times.
- If my environment changes, I recognize I must reassess my environment and implement any additional PCI DSS requirements that apply.

lcable	Seconty Standard Council
Part	3a. Acknowledgen
$\boxtimes$	No evidence of full transaction authorize
$\boxtimes$	ASV scans are bein 3702-01-13
Part	3b. Service Provid
	- X-

nent of Status (continued)

- rack data1, CAV2, CVC2, CID, or CVV2 data2, or PIN data3 storage after allon was found on ANY system reviewed during this assessment.
- g completed by the PCI SSC Approved Scanning Vendor Trustwave Holdings, Inc.

er Attestation

Signature of Service Provider Executive Officer A

Service Provider Executive Officer Name: Steve Hauber

Date:

Title: EVP & Chief Risk & Compliance

Officer

### Part 3c. Qualified Security Assessor (QSA) Acknowledgement (if applicable)

If a QSA was involved or assisted with this assessment, describe the role performed:

Specialized Security Services, Inc. performed the security assessment and prepared the Report on Compliance in accordance with the PCI DSS 3.2.1 Guidelines

Signature of QSA's Executive Officer ተ

QSA's Executive Officer Name: Mitchelle Schanbaum

Date.

QSA Company: Specialized Security Services, Inc.

Signature of QSA 个

QSA Name: Albert Rwehumbiza

OSA Company: Specialized Security Services. inc.

#### Part 3d. Internal Security Assessor (ISA) Involvement (If applicable)

If an ISA(s) was involved or assisted with this assessment, identify the ISA personnel and describe the role performed:

Not Applicable

Data encoded in the magnetic stripe or equivalent data on a chip used for authorization during a card-present transaction. Entities may not retain full track data after transaction authorization. The only elements of track data that may be retained are primary account number (PAN), expiration date, and cardholder name.

The three- or four-digit value printed by the signature panel or on the face of a payment card used to verify card-not-present transactions.

Personal identification number entered by cardholder during a card-present transaction, and/or encrypted PIN block present within the transaction message.

## Reporting

Our fully integrated payment processing solution has automation capability for reconciliation services. The system can provide any report for any type of transaction, deposit, return, refund, void, reversal, and chargeback.

Nexus can also reconcile by department, MID#, sub-department, etc. You can input any type of parameter for reconciliation and our system can deliver the report in real time.

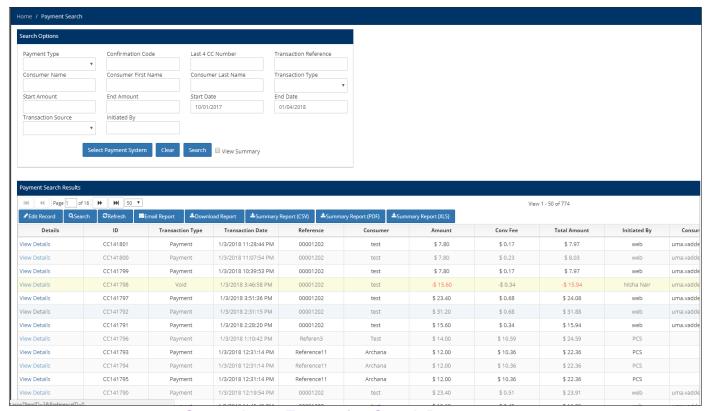
## Reporting Modules

The **Automated Reporting Module** includes coding which provides you with a selection of pre-built automated reports. The coding allows you to select a report then use this input to initiate a pre-built database query to extract the appropriate data in response to your selection.

The **Manual Reporting Module** includes coding which provides you with the ability to modify various reporting criteria such as search dates, locations, sites, systems, and serial numbers. User inputs then initiate the database query to execute the desired search algorithm.

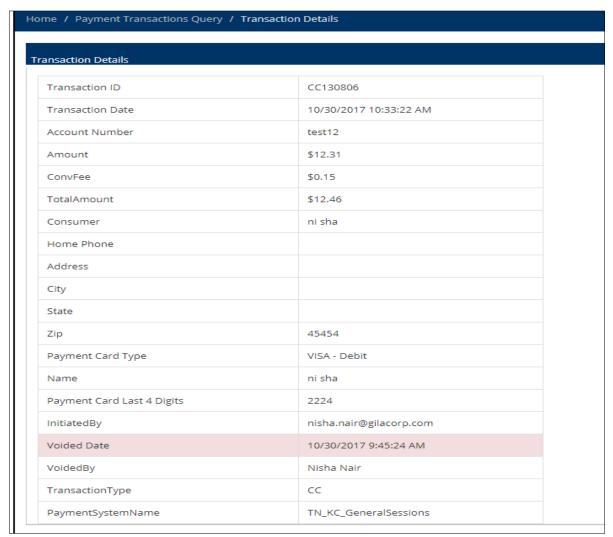
We have included screen shots on the following pages for some of the reporting models.

Screenshot 1: Transaction Search Report displays all the activity that has occurred in each transaction category.



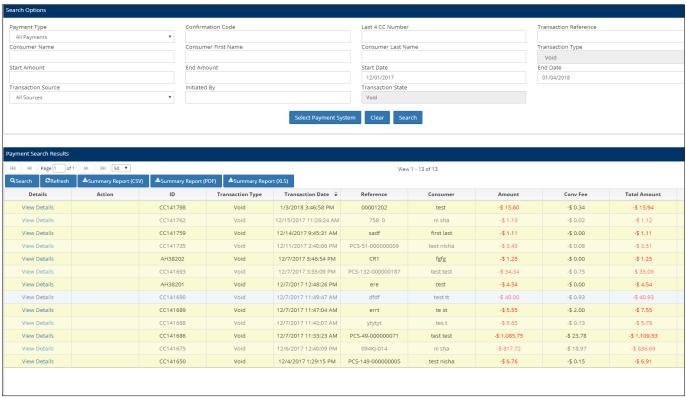
**Screenshot 1: Transaction Search Report** 

Screenshot 2: Transaction Details Report displays all the activity in the category selected (in this case, completed transactions/payments), including custom fields you may have added.



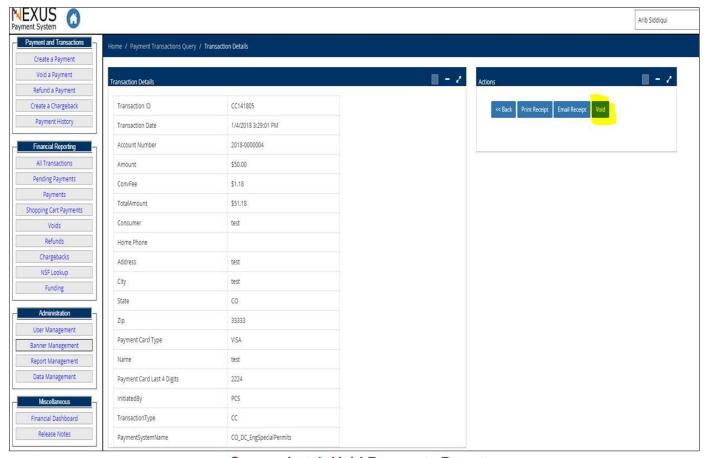
**Screenshot 2: Transaction Details Report** 

Screenshot 3: Voided Payments Search allows you to search for all payments that have been voided.



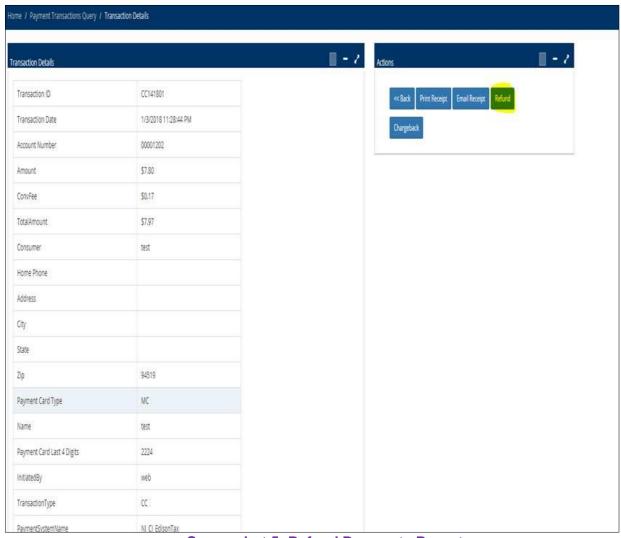
Screenshot 3: Voided Payments Search

The Void Payments Report in Screenshot 4 allows you to take specific actions such as void transaction. The transaction history corresponding to this specific card is also presented.



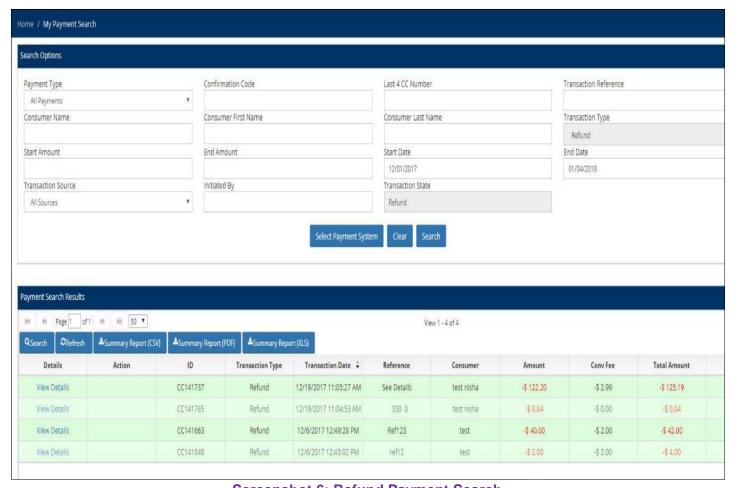
**Screenshot 4: Void Payments Report** 

The Refund Payments Report in Screenshot 5 allows you to take specific actions such as refund a transaction.



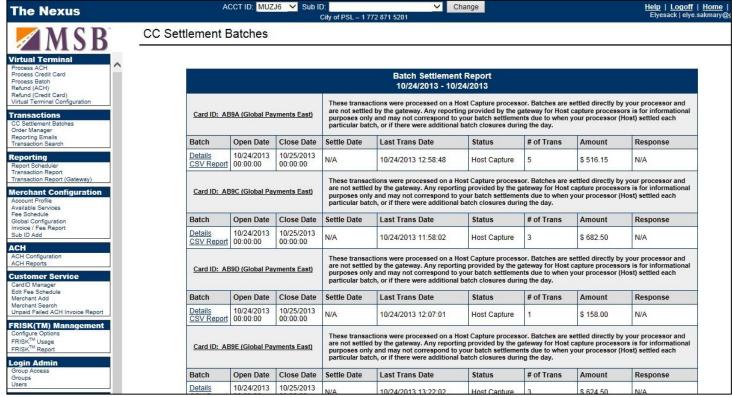
**Screenshot 5: Refund Payments Report** 

Screenshot 6: Refund Payments Search allows you to search for all transactions that have been refunded to the customer.



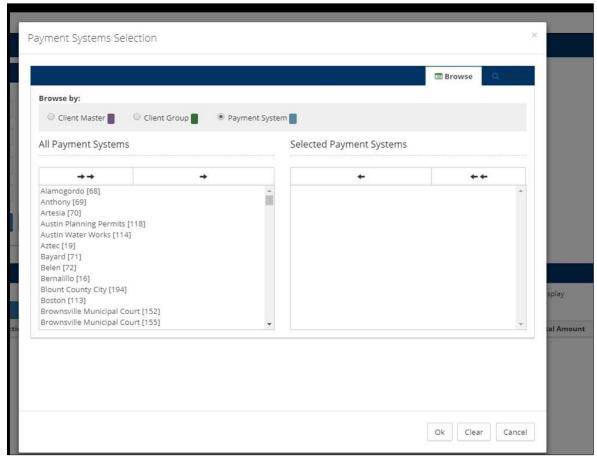
**Screenshot 6: Refund Payment Search** 

The following screenshot of Screenshot 7: Chargebacks Search allows you to search for all chargebacks.



**Screenshot 7: Chargebacks Search** 

### Screenshot 8 is a screenshot of the Filter Transaction with Payment System.



**Screenshot 8: Filter Transaction with Payment System** 

## Screenshot 9 is a screenshot of the Transaction Report available in an Excel file.

			- 0			G			-			
Payment Transactions - Alamogordo												
1/2/2018												
Transaction ID	Reference Number	Consumer	Tran Type			Total Amount		Card Type			Chargeback Reason	Consumer Email
CC141783	sdf	first last	Payment	\$1.00	\$0.00	\$1.00	Stephen Czajkowski	VISA	1111	1/2/2018 7:51		
Totals		Payments		1 \$1.00	\$0.00	\$1.00						
		Transactions		1 \$1.00	\$0.00	S1.00						
Payment Transactions - Del Rio Golf												
11/15/2017												
					Committee Committee	*	1. M					6
Transaction ID	Reference Number	Consumer				Total Amount		Card Type	Payment Account		Chargeback Reason	Consumer Email
CC131544	775765	Fred Flinstone	Void	\$75.67				VISA	2224	11/15/2017 23:26		
Totals		Payments		0 \$0.00								
		Transactions		0 \$0.00	\$0.00	\$0.00						
		Voids		1 \$75.67	\$0.00	\$75.67						
		1		V1.5461	70101	01200						
Payment Transactions - Douglas County Building Internal												
10/23/2017			-		*****		4.60 - 400					
Transaction ID	Reference Number	Consumer	Tran Type			Total Amount		Card Type	Payment Account		Chargeback Reason	Consumer Email
CC130656	jsb-10212017-20	CanAm	Payment	\$15.00				VISA	7892	10/23/2017 17:12		
CC130657	jsb-10212017-25	Test	Payment	\$15.00	\$0.35	\$15.35	PCS	VISA	7892	10/23/2017 17:28		
CC130658	jsb-10212017-26	Test	Payment	\$15.00	\$0.35	\$15.35	PCS	VISA	7892	10/23/2017 17:32		
Totals		Payments		3 \$45.00	\$1.05	\$ \$46.05						
		Transactions		3 \$45.00								
		Homocomy		, ,,,,,,,	9210.	71000						
Payment Transactions - Douglas County Building Internal												
10/25/2017					************							
Transaction ID	Reference Number	Consumer	Tran Type	Amount		Total Amount		Card Type			Chargeback Reason	Consumer Email
CC130712	g17-10-g00033	test	Payment	\$15.00				VISA	7892	10/25/2017 14:30		
CC130713	g17-10-g00034	CanAm Test	Payment	\$15.00	\$0.35	\$15.35	PCS	VISA	7892	10/25/2017 14:32		
Totals		Payments		2 \$30.00	\$0.70	\$30.70						
		Transactions		2 \$30.00	\$0.70	\$30.70						
					7.00							
Payment Transactions - Douglas County Building Internal												
10/28/2017			-			_			_			
Transaction ID	Reference Number	Consumer	Tran Type			Total Amount		Card Type	Payment Account		Chargeback Reason	Consumer Email
CC130794	jsb-10292017-9	Test	Payment	\$15.00				VISA	7892	10/28/2017 22:30		
CC130795	17-10-00447	Andrew Langemann	Payment	\$2,462.50				VISA	7892	10/28/2017 22:34		
Totals		Payments		2 \$2,477.50	\$58.22	\$2,535.72						
		Transactions		2 \$2,477.50	\$58.22	\$2,535.72						
Payment Transactions - Douglas County Building Internal												
10/29/2017												
	Reference Number	Francisco	Toron Tor	Amount	Carry Far	Total face	telefored Dec	Coul To	Daymont Av.	Tone DataTin	Champhack Pa	Common Empli
Transaction ID	Reference Number	Consumer	Tran Type			Total Amount		Card Type	Payment Account		Chargeback Reason	Consumer Émail
CC130796	17-10-00449	Andrew Langemann	Payment	\$23.00				VISA	7892	10/29/2017 0:39		
CC130797	17-10-00450	Andrew Langemann	Payment	\$233.00				VISA	7892	10/29/2017 0:42		
CC130798	17-10-00451	Andrew Langemann	Payment	\$233.00	\$5.48	\$238.48	PCS	VISA	7892	10/29/2017 0:42		
CC130799	17-10-00453	Andrew Langemann	Payment	\$260.00	\$6.11	5266.11	PCS	VISA	7892	10/29/2017 2:17		
				4 \$749.00	\$17.61	\$766.61						
Totals		Payments										
Totals		Transactions		4 \$749.00								

**Screenshot 9: Transaction Report** 



#### CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 04/27/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confor rights to the certificate holder in lieu of such endorsement(s).

this certificate does not confer rights to the	certificate holder in lieu of su	uch endorsement(s   CONTACT	).					
PRODUCER MARSH USA INC.		NAME:						
1050 CONNECTICUT AVENUE, SUITE 700		PHONE (A/C, No, Ext):		FAX {A/C, No}:				
WASHINGTON, DC 20036-5386		E-MAIL ADDRESS:						
Attn: CSS, TELEPHONE 202-263-7600		INS	NAIC	C#				
115014-GILA-GL+-18-19		INSURER A : Federal ins	20281					
INSURED		เพรบละล ธ : Vigilant Ins	urance Co		20397			
GILA LLC DBA MUNICIPAL SERVICES BUREAU & GILA GROUP		INSURER C : American C	Buarantee & Liabi	lity Ins Co	26247			
8325 TUSCANY WAY, BUILDING 4		INSURER D :						
AUSTIN, TX 78754		INSURER E :						
		INSURER F:						
	ATE NUMBER:	CLE-006104920-14		REVISION NUMBER: 4				
THIS IS TO CERTIFY THAT THE POLICIES OF IN INDICATED. NOTWITHSTANDING ANY REQUIRE CERTIFICATE MAY BE ISSUED OR MAY PERTA EXCLUSIONS AND CONDITIONS OF SUCH POLIC	EMENT, TERM OR CONDITION IN, THE INSURANCE AFFORDI IES. LIMITS SHOWN MAY HAVE	OF ANY CONTRACT ED BY THE POLICIE BEEN REDUCED BY	OR OTHER I S DESCRIBEI PAID CLAIMS.	DOCUMENT WITH RESPEC	r to which t	THIS		
INSR TYPE OF INSURANCE INSD \	NUBR AVD POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS				
A X COMMERCIAL GENERAL LIABILITY	3597-08-27	04/30/2018	04/30/2019	EACH OCCURRENCE S	; 1,	000,000		
CLAIMS-MADE X OCCUR	1	·		DAMAGE TO RENTED PREMISES (Ea occurrence)	; 1,	000,000		
				MED EXP (Any one person)	3	10,000		
				PERSONAL & ADV INJURY	1,	000,000		
GEN'L AGGREGATE LIMIT APPLIES PER:			;	GENERAL AGGREGATE	2,	000,000		
POLICY PRO- X LOC				PRODUCTS - COMP/OP AGG	; 2,	000,000		
OTHER:					5			
A AUTOMOBILE LIABILITY	7358-87-40	04/30/2018	04/30/2019	COMBINED SINGLE LIMIT (Ea accident)	1,	000,000		
X ANY AUTO				BODILY INJURY (Per person)	\$			
OWNED SCHEDULED AUTOS ONLY AUTOS				BODILY INJURY (Per accident)	5			
HIRED NON-OWNED AUTOS ONLY				PROPERTY DAMAGE (Per accident)	<b></b>			
AUTOS ONLY					}			
C X UMBRELLALIAB X OCCUR	AUC 9820020-04	04/30/2018	04/30/2019	EACH OCCURRENCE	5,	000,000		
EXCESS LIAB CLAIMS-MADE				AGGREGATE	5,	000,000		
DED RETENTION\$					5			
B WORKERS COMPENSATION	7174-06-33	04/30/2018	04/30/2019	X PER OTH-				
AND EMPLOYERS' LIABILITY  ANYPROPRIETOR/PARTNER/EXECUTIVE  TO SHARE THE PROPERTY OF THE PROPER				E.L. EACH ACCIDENT	1,	000,000		
ANYPROPRIETOR/PARTNER/EXECUTIVE N N / A (Mandatory in NH)				E.L. DISEASE - EA EMPLOYEE	1,	000,000		
If yes, describe under DESCRIPTION OF OPERATIONS below				E.L. DISEASE - POLICY LIMIT	1,	000,000		
DEGOM HONOR OF ENVIRONMENT								
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) EVIDENCE OF INSURANCE								
CERTIFICATE HOLDER		CANCELLATION						
GILA LLC DBA MSB 8325 TUSCANY WAY, BUILDING 4 AUSTIN, TX 78754			N DATE TH	ESCRIBED POLICIES BE CA EREOF, NOTICE WILL BI Y PROVISIONS.				
		AUTHORIZED REPRESE of Marsh USA Inc.	NTATIVE	***************************************				
1		Manashi Mukherjee Manashi Mukenerjee						



#### CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 05/24/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER. AND THE CERTIFICATE HOLDER.

REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER. IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s). CONTACT NAME: PRODUCER MARSH USA INC PHONE (A/C, No. Ext): E-MAIL ADDRESS: 1050 CONNECTICUT AVENUE, SUITE 700 WASHINGTON, DC 20036-5386 INSURER(S) AFFORDING COVERAGE NAIC# 22276 115014-GILA-E&O-18-19 INSURER A: Berkshire Hathaway Specialty Insurance Company INSURED GILA LLC INSURER B: DBA MUNICIPAL SERVICES BUREAU & GILA GROUP INSURER C: 8325 TUSCANY WAY, BUILDING 4 INSURER D : **AUSTIN, TX 78754** INSURER E : INSURER F **COVERAGES CERTIFICATE NUMBER:** CLE-005570313-12 **REVISION NUMBER: 8** THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. ADDL SUBR INSD WVD POLICY EFF POLICY EXP TYPE OF INSURANCE LIMITS POLICY NUMBER COMMERCIAL GENERAL LIABILITY **EACH OCCURRENCE** DAMAGE TO RENTED CLAIMS-MADE OCCUR PREMISES (Ea occurrence) \$ \$ MED EXP (Any one person) PERSONAL & ADV INJURY \$ GEN'L AGGREGATE LIMIT APPLIES PER: \$ GENERAL AGGREGATE POLICY Loc PRODUCTS - COMP/OP AGG \$ \$ OTHER: COMBINED SINGLE LIMIT **AUTOMOBILE LIABILITY** (Ea accident) ANY AUTO BODILY INJURY (Per person) \$ OWNED SCHEDULED **BODILY INJURY (Per accident)** \$ AUTOS ONLY HIRED AUTOS ONLY AUTOS NON-OWNED PROPERTY DAMAGE (Per accident) \$ AUTOS ONLY \$ **UMBRELLA LIAB EACH OCCURRENCE** \$ OCCUR **EXCESS LIAB** CLAIMS-MADE AGGREGATE \$ DED RETENTION \$ WORKERS COMPENSATION OTH-PER STATUTE AND EMPLOYERS' LIABILITY ANYPROPRIETORIPARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) E.L. EACH ACCIDENT Ν N/A E.L. DISEASE - EA EMPLOYER \$ lf yes, describe under DESCRIPTION OF OPERATIONS below E.L. DISEASE - POLICY LIMIT PROFESSIONAL LIABILITY 06/01/2018 06/01/2019 10,000,000 47-EPF-301336-04 ERRORS AND OMISSIONS SIR 25,000,000 DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedute, may be attached if more space is required) EVIDENCE OF INSURANCE **CERTIFICATE HOLDER** CANCELLATION GILA LLC SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE DBA MUNICIPAL SERVICES BUREAU & GILA GROUP THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. 8325 TUSCANY WAY, BUILDING 4 AUSTIN, TX 78754 **AUTHORIZED REPRESENTATIVE** of Marsh USA Inc.

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Marrooni Mucchenfee

Manashi Mukherjee

RECEIVED MAY 2 9 2018

DATE (MM/DD/YYYY) 05/24/2018

# ACORÉ

#### CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES

BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER. IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s). CONTACT NAME: PRODUCER MARSH USA INC. FAX (A/C, No): PHONE 1050 CONNECTICUT AVENUE, SUITE 700 (A/C, No. Ext): WASHINGTON, DC 20036-5386 ADDRESS: NAIC# INSURER(S) AFFORDING COVERAGE 115014-finpr-CYBER-18-19 41718 INSURER A: Endurance American Specialty Insurance Company INSURED GILA LLC INSURER B: DBA MUNICIPAL SERVICES BUREAU & GILA GROUP INSURER C: 8325 TUSCANY WAY, BUILDING 4 INSURER D: AUSTIN, TX 78754 INSURER E : INSURER F **COVERAGES** CLE-006188681-06 **CERTIFICATE NUMBER: REVISION NUMBER: 5** THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS ADDL SUBR INSD WVD POLICY EFF POLICY EXP INSR TYPE OF INSURANCE POLICY NUMBER LIMITS **COMMERCIAL GENERAL LIABILITY** EACH OCCURRENCE \$ DAMAGE TO RENTED CLAIMS-MADE OCCUR \$ PREMISES (Ea occurrence) MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GEN'L AGGREGATE LIMIT APPLIES PER: GENERAL AGGREGATE \$ PRO-JECT POLICY PRODUCTS - COMP/OP AGG \$ \$ OTHER: COMBINED SINGLE LIMIT (Ea accident) **AUTOMOBILE LIABILITY** \$ ANY AUTO BODILY INJURY (Per person) \$ OWNED AUTOS ONLY HIRED SCHEDULED **BODILY INJURY (Per accident)** \$ AUTOS NON-OWNED PROPERTY DAMAGE (Per accident) \$ AUTOS ONLY AUTOS ONLY \$ UMBRELLA LIAB OCCUR **EACH OCCURRENCE** \$ **EXCESS LIAB CLAIMS-MADE** AGGREGATE \$ DED **RETENTION \$** \$ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY STATUTE ANYPROPRIETOR/PARTNER/EXECUTIVE E.L. EACH ACCIDENT 2 N/A OFFICER/MEMBEREXCLUDED? (Mandatory in NH) E.L. DISEASE - EA EMPLOYER If yes, describe under DESCRIPTION OF OPERATIONS below E.L. DISEASE - POLICY LIMIT 10,000,000 Α Cyber 06/01/2018 PRV10009785402 06/01/2019 Limit SIR 5,000,000 DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) EVIDENCE OF INSURANCE **CERTIFICATE HOLDER CANCELLATION** SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE DBA MUNICIPAL SERVICES BUREAU & GILA GROUP THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN 8325 TUSCANY WAY, BUILDING 4 ACCORDANCE WITH THE POLICY PROVISIONS. AUSTIN, TX 78754 AUTHORIZED REPRESENTATIVE of Marsh USA inc. Manashi Mukherjee Harrager Muserwise

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#### CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 05/24/2018

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REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER. IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s). CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL PRODUCER MARSH USA INC. FAX (A/C, No): 1050 CONNECTICUT AVENUE, SUITE 700 WASHINGTON, DC 20036-5386 ADDRESS: INSURER(S) AFFORDING COVERAGE NAIC# 115014-GILA-Crime-18-19 36940 INSURER A: Indian Harbor Insurance Company INSURED GILA LLC INSURER B : DBA MUNICIPAL SERVICES BUREAU & GILA GROUP INSURER C: 8325 TUSCANY WAY, BUILDING 4 INSURER D: AUSTIN, TX 78754

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									INSURE					
COVERAGES CERTIF					TIFIC	CATE	E NUMBER:	CLE-	005569811-12		REVISION NUMBER: 13			
	INDICATED. NOTWITHSTANDING ANY RE					QUIF	REME AIN,	NT, TERM OR CONDITION OF	OF ANY	CONTRACT	OR OTHER I	ED NAMED ABOVE FOR THE POLICY PERIOD DOCUMENT WITH RESPECT TO WHICH THIS ED HEREIN IS SUBJECT TO ALL THE TERMS,		
ı	NSR LTR		TYPE OF INSU	JRANC	CE		SUBR WVD			POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMIT	S	
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l	_		OWNED AUTOS ONLY	ALL	HEDULED TOS							BODILY INJURY (Per accident)	\$	
l	L		HIRED AUTOS ONLY		N-OWNED TOS ONLY							PROPERTY DAMAGE (Per accident)	\$	
L				Щ.		<u> </u>							\$	
l			UMBRELLA LIAB		OCCUR	}						EACH OCCURRENCE	\$	
۱			EXCESS LIAB		CLAIMS-MADE							AGGREGATE	\$	
L			DED RETENT			<u> </u>	ļ						\$	
l			RKERS COMPENSATIO EMPLOYERS' LIABILIT		Y/N							PER OTH- STATUTE ER		
l		ANYI	PROPRIETOR/PARTNEI CER/MEMBEREXCLUD	R/EXE	CUTIVE N	N/A						E.L. EACH ACCIDENT	\$	
l	- 1	Man	idatory in NH)		لنا							E.L. DISEASE - EA EMPLOYEE	\$	
L	_	DES	s, describe under CRIPTION OF OPERAT	IONS	below	ļ	ļ					E.L. DISEASE - POLICY LIMIT	\$	
ı	A	CRI	VIE.			Ì		ELU155563-18		06/01/2018	06/01/2019	LIMIT		10,000,000
١												Deductible:		1,000,000
L														
1				/ LOCA	ATIONS / VEHIC	LES (/	ACORE	) 101, Additional Remarks Schedule	e, may be	attached if mor	e space is requir	ed)		
1	Evidence of insurance.  Crime policy includes Fidelity - Employee Theft and ERISA Fidelity coverage.													
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L														
_	CER	TIF	ICATE HOLDER	<u> </u>					CANC	ELLATION				
ı	CII.		^					<b>!</b>						

CERTIFICATE HOLDER	CANCELLATION
Gila LLC DBA Municipal Services Bureau & Gila Group 8325 Tuscany Way, Building 4 Austin, TX 78754	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE of Marsh USA Inc.
	Manashi Mukherjee Manaoni Mukeridei

STATE OF MISSOURI



## John R. Ashcroft Secretary of State

# CORPORATION DIVISION CERTIFICATE OF GOOD STANDING

I, JOHN R. ASHCROFT, Secretary of State of the STATE OF MISSOURI, do hereby certify that the records in my office and in my care and custody reveal that

Gila LLC

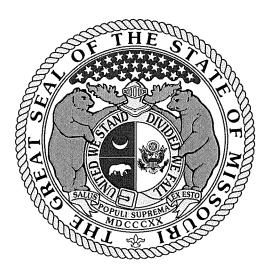
using in Missouri the name

Gila LLC FL1089088

a TEXAS entity was created under the laws of this State on the 30th day of September, 2010, and is Active, having fully complied with all requirements of this office.

IN TESTIMONY WHEREOF, I hereunto set my hand and cause to be affixed the GREAT SEAL of the State of Missouri. Done at the City of Jefferson, this 4th day of June, 2019.

Certification Number: CERT-06042019-0006





### **Merchant Application**

The following information will be used to help us obtain a new Merchant ID number and ensure you are in the correct merchant category. Please complete each field and mail the completed application to the address provided in Section 4.

Section 1: Business Information			
Business Legal Name (must match name on business tax return)		_	Contact Name
Business Name (DBA)		_	Email of Contact
Business Location Address		-	Business Billing Address (if different)
City, State, Zip		_	City, State, Zip
Phone No.	Fax No.		Website
Section 2: Business Profile			
Ownership (Corporation, Partnership, LLC	C, Government)	_	Federal Tax ID No.
SIC No.	ype of Merchandise / Services		
First Location MID		Type of Cards Accepted (Visa, MC, American Express, Discover)	
Section 3: Merchant Acknowledgem	ents and Signature		
been made to the printed text of the Me	rchant Agreement and that the partie poses. Merchant acknowledges and a	s may pro	Merchant acknowledges that no handwritten changes have roduce and rely on a copy or electronically stored image of at the Merchant Agreement shall not be altered by any prior,
Authorized Signature		_	Date
Name (printed)		-	
Section 4: Return Application			
Please mail the completed application to	: Municipal Services Bureau (N Attn: Merchant Application 8325 Tuscany Way, Building Austin, TX 78754	·	

FM0004g Rev. 8/10/18



## **ACH Credit/Debit Vendor – Client Agreement**

The following information is needed for EFT purposes. To ensure there is not a delay in funding, please complete each field.

Client Agreement is being completed fo	or anew client or	current client change.
Client Name		Federal Tax ID No.
Address, City, State, Zip Code		
Contact Person (Name)		Telephone No.
Email Address		
Signature		Date
thorize MSB tocredit and/or	debit the below financi	ial institution.
credit and/or	debit the below illiant.	iai iiistitutioii.
inancial Institution		
Address, City, State, Zip Code		
Routing Number	Acc	count Number
ype of accountchec	kingsavings	other
	kingsavings nit payments electronically via ACH. Th	other e vendor will credit/debit the client's account u
rized Signature	Name (print)	Date
rized Signature	Name (print)	Date
e send completed agreement to:	Municipal Services Bureau (MSB) 8325 Tuscany Way, Building 4, Al	
act/authorized representative:	Bradley Glenn, Sr. Mgr. – Accou	
matic email notifications:	msbinvoicing@gilacorp.com	

FM0001g Rev. 7/3/19



### **Onboarding Form**

The following information will help us ensure a smooth transition. Please complete each field to the best of your knowledge

Client Details				
Client (Name)		Department nar	ne	
Phone No.	Fax			Customer Service Phone No.
Mailing Address				
Billing Address				
Current Website Address		Curre	ent Payment Websi	te Address
Contact Information				
Primary Contact (Name)			Title	
Email Address			Phone No.	
Primary Contact 2 (Name)			Title	
Email Address			Phone No.	
Client Profile				
Fees (contractual fees to be transposed)				
Convenience Fee	Merchant Absorbed			
Fee Per card Type (Y or N)				
	MasterCard	Disco	over	American Express
			_	
Visa Debit	MasterCard Debit			
ACH				
Please provide a 18-character bank descript			dit card statements	<b>.</b>
MSB*				
Please provide a bank deposit descriptor. The	nis will appear on you	r ACH accounts	from MSB credits a	nd debits.



### **Onboarding Form**

If th	e following box is check, please submit with	this document.
	W9	ACH Form
Whi	ch party will absorb charged convenience fe	es
	Client	Customer
If cli	ent will absorb convenience fees, please sel	ect preferred deduction:
	Invoiced (monthly)	Deducted from funding
	Direct Debit (please advise if i	t is the same as the funding account or a separate ACH account)
POS	6 Channel	
Type	e of Payments (e.g. Tax Payments, Citations)	(this will dictate the MCC code the consumer sees on the credit card statement)
		POS Integration (requires development with Vendor)
Hard	dware Type	
	Verifone MX915qty li	ngenico ISMP4qty NA (Circle NA if you wish to manually key in payment data)
The	rmal Printer	
	Epson Network Printerqty	Bluetooth qty
Onli	ne Payments	
	ne Payments  Will the client require a Web Portal?	
Onli	ne Payments  Will the client require a Web Portal? Yes	No
1.	Will the client require a Web Portal? Yes	No
	Will the client require a Web Portal?	No E-check
1.	Will the client require a Web Portal? Yes  Payment methods accepted:Credit Card	
1. 2.	Yes  Payment methods accepted:  Credit Card  Integration Type:	
1. 2.	Will the client require a Web Portal?  Yes  Payment methods accepted: Credit Card  Integration Type: Standalone (generic interfate)	E-check
1. 2. 3.	Will the client require a Web Portal?  Yes  Payment methods accepted: Credit Card  Integration Type: Standalone (generic interfative) **Please provide the vendor	E-check ace)Batch File (vendor integration) API (vendor integration)
1. 2. 3.	Will the client require a Web Portal?  Yes  Payment methods accepted: Credit Card  Integration Type: Standalone (generic interfative) **Please provide the vendor	E-check  ace) Batch File (vendor integration) API (vendor integration)  r point of contact information to begin discussions on integration effort, cost, etc.**
1. 2. 3.	Will the client require a Web Portal?  Yes  Payment methods accepted: Credit Card  Integration Type: Standalone (generic interfative) **Please provide the vendor	E-check  ace)Batch File (vendor integration)API (vendor integration)  r point of contact information to begin discussions on integration effort, cost, etc.**  al working session to understand payment flow. Timelines may change dependent on effort needed**
1. 2. 3.	Will the client require a Web Portal? Yes  Payment methods accepted: Credit Card  Integration Type: Standalone (generic interfate)  **Please provide the vendone  Website requirements will need an addition	E-check  ace)Batch File (vendor integration)API (vendor integration)  r point of contact information to begin discussions on integration effort, cost, etc.**  al working session to understand payment flow. Timelines may change dependent on effort needed**
1. 2. 3.	Will the client require a Web Portal?  Yes  Payment methods accepted:  Credit Card  Integration Type:  Standalone (generic interfative)  **Please provide the vendor  Website requirements will need an addition  ractive Verification Response (IVR) Payme  Will the client require IVR services?	E-check  ace)Batch File (vendor integration)API (vendor integration)  r point of contact information to begin discussions on integration effort, cost, etc.**  al working session to understand payment flow. Timelines may change dependent on effort needed**
1. 2. 3.	Will the client require a Web Portal?  Yes  Payment methods accepted:  Credit Card  Integration Type:  Standalone (generic interfative)  **Please provide the vendor  Website requirements will need an addition  ractive Verification Response (IVR) Payme  Will the client require IVR services?	E-check  ace)Batch File (vendor integration)API (vendor integration)  r point of contact information to begin discussions on integration effort, cost, etc.**  al working session to understand payment flow. Timelines may change dependent on effort needed**



#### **Document Checklist**

Please complete the required documents contained within the Welcome Package and return to MSB at the address provided below.

MSB Attn: New Client Required Forms 8324 Tuscany Way, Building 4 Austin, TX 78754

### **Required Documents**

1. Business Requirements Form
2. Merchant Application
3. ACH Credit / Debit Vendor – Client Agreement
4. W-9

FM0003 8/21/2018



For a very detailed day-by-day plan, please see the following *SAMPLE Implementation Timeline* which addresses a specific segment of the proposed implementation plan including Web application design, preproduction, and data flow. (A customized timeline will be provided upon award.)

The plan assumes that tasks are performed by various implementation team members simultaneously by various implementation teams. Each task does not necessarily depend each step being completed before another task is being worked.

#### Sample Plan assumes contract effective date of <a>November 1, 2019</a>\_:

ID	NAME	START	FINISH	WHO
	Client/ MSB Contract Signing	11/01/19	11/01/19	Client
1	MSB / Client Sample Project Plan	11/04/19	11/06/19	MSB/Client
2	MSB / Client Kick-Off Meeting	11/05/19	11/05/19	MSB/Client
3	Initiate and Finalize Business Requirements	11/05/19	11/11/19	MSB/Client
4	Submit Web Payment Application Including Business Rules	11/05/19	11/11/19	Client
5	Initial Comments on Web Payment Application	11/11/19	11/12/19	MSB
6	Revise and Re-Submit Final Web Payment Application	11/11/19	11/12/19	Client
7	Approve Web Payment Application	11/14/19	11/14/19	Client
8	Process and Data Flow Schematic	11/14/19	11/18/19	MSB
9	Submit Process and Data Flow Schematic	11/14/19	11/14/19	MSB
10	Provide Initial Comments on Process and Data Flow Schematic	11/14/19	11/18/19	MSB
11	Revise and Re-Submit Process and Data Flow Schematic	11/14/19	11/18/19	Client
12	Approve Process and Data Flow Schematic	11/18/19	11/18/19	Client
13	Submit Comments and Suggestions on Daily/Monthly/Quarterly Reports	11/18/19	11/19/19	Client
14	Provide Initial Comments on Reports	11/21/19	11/21/19	MSB
15	Revise and Re-Submit Reports	11/22/19	11/25/19	Client
16	Approve Final Format Reports	11/25/19	11/25/19	Client
17	Complete and Execute Merchant Application	11/19/19	11/19/19	Client
18	Merchant ID/Sub-ID Issuance	11/18/19	11/19/19	MSB
19	Order & Ship Terminals	11/21/19	11/25/19	MSB
20	Monthly Status Updates Schedule	11/18/19	11/19/19	MSB
21	Development and Code Script	11/14/19	11/19/19	MSB
22	Integrate Code, Prompts, Database	11/20/19	11/22/19	MSB
23	Web Application and Coding	11/20/19	11/22/19	MSB
24	Create Look and Feel (Graphics)	11/18/19	11/22/19	MSB
25	Testing	11/27/19	11/29/19	MSB/Client
26	Web Application Testing	11/27/19	11/29/19	MSB
27	Report Results	11/28/19	11/29/19	MSB
29	Approve Web Application Testing	11/30/19	12/02/19	MSB/Client
29	Daily/Monthly/Quarterly Reporting Testing	11/30/19	12/02/19	MSB



				1
30	Report Results	12/03/19	12/05/19	MSB
31	Fix Daily/Monthly/Quarterly Reporting Testing	12/03/19	12/05/19	MSB
32	Approve Daily/Monthly/Quarterly Reporting Testing	12/03/19	12/05/19	Client
33	External Testing	12/03/19	12/05/19	MSB/Client
34	Connectivity Testing	12/03/19	12/05/19	MSB/Client
35	Training for Client	12/06/19	12/10/19	MSB
39	Pre-Implementation Testing	12/06/19	12/10/19	MSB
37	Put Applications into Production and Test \$1.00 Through	12/10/19	12/11/19	MSB
	Web and POS (and Kiosk if applicable)			
39	Complete Pre-Production Checklist and Receive	12/11/19	12/11/19	MSB
	Executive Sign-off			
39	Train Client Service Representatives	12/06/19	12/11/19	MSB
40	Production Implementation	12/10/19	12/10/19	MSB
41	Implement applications into production and provide	12/11/19	12/12/19	Client
	Hyperlink from the Client web site to MSB			

**Sample of a Project Plan:** MSB's Project Manager will provide a customized Dane County Implementation Project Plan that is mutually approved.

### **CERTIFIED COPY OF ORDER**

STATE OF MISSOURI

} ea.

October Session of the October Adjourned

Term. 2019

**County of Boone** 

In the County Commission of said county, on the

29th

day of

October

**20** 19

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 Perpetual License Agreement between Boone County and Time clock Plus for Contract 65-123119C – Timeclock Plus Perpetual License Agreement.

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

Done this 29th day of October 2019.

ATTEST:

Brianna I. Lennon

Clerk of the County Commission

Daniel K. Atwill

Presiding Commissioner

Fred V Parry

District I Commissioner

Janet M. Thompson

District II Commissioner

## **Boone County Purchasing**

Melinda Bobbitt, CPPO Director of Purchasing



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

Fax: (573) 886-4390

#### **MEMORANDUM**

TO:

**Boone County Commission** 

FROM:

Melinda Bobbitt, CPPO, CPPB

DATE:

October 22, 2019

RE:

Purchase Agreement: 65-123119C - Timeclock Plus Perpetual License

Agreement

Attached for signature is contract # 65-123119C - Timeclock Plus Perpetual License Agreement. Time keeping with Timeclock Plus was included in the Superion contract previously approved in Commission, commission order # 308-2019. Timeclock Plus, LLC is partnered with Superion (Central Square Technology) as the third-party tool application that collects time reporting. This software will replace payroll requisitions and timesheets. County staff will enter time into Timeclock Plus which will advance for supervisor approval through the system. Once approved this information will push into the payroll module.

Cost of Timeclock Plus that includes maintenance was included in the Superion contract for \$51,720. All the funds have been encumbered with a purchase order issued to Superion from department 1170 - Information Technology, account 92302 - Replacement Computer Software.

cc: Contract File

County Contract #: 65-12319C

## TIMECLOCK PLUS PERPETUAL LICENSE AGREEMENT ("EULA")

#### **Terms and Conditions**

10/30/2019

between TimeClock Plus, L Time Clock Drive, San Angel	.LC, a Delaware limited liability company with its I	_ ("Effective Date"), by and principal office located at <u>1</u>
Boone County, Missour	•	, with
its principal office located at	801 E Walnut Street, Columbia, MO 6520	01 ("Client").
WHEREAS, TCP and Client services by TCP to Client, as	(the "Parties") desire to enter into this Agreement provided herein.	for the provision of hosted
NOW THEREFORE in asia		

NOW, THEREFORE, in reliance on the mutual covenants and promises, representations and agreements set forth herein, the parties agree as follows:

1. REPRESENTATIONS OF CUSTOMER. By signing the End User Licensing Agreement governed by the Global Data Privacy Policy located at www.timeclockplus.com/privacy, collectively the agreement ("Agreement"), you represent, warrant and certify that (a) you are 18 years of age or older; (b) you are authorized to bind the company or organization named above under this Agreement, (c) you are authorized to use the payment method specified to engage in transactions relating to TimeClock Plus Services provided by TCP, including any recurring payment information and (d) you have read, understand and agree to the terms and conditions of this Agreement and TCP's Global Data Privacy Policy found at www.timeclockplus.com/privacy, which may be amended from time-to-time to adhere to changing data protection legislation.

#### 2. DEFINITIONS.

- 2.1 "Active Employee" means a Client Employee who is not marked suspended or terminated. For purposes of Employee Licensing Fees, an active employee is one who has been marked as active within the TimeClock Plus system on any date, no matter the duration of being marked active, and such employee will be subject to the Employee License requirements.
- 2.2 "Employee" means Client's employee, agent or contractor for whom Client has agreed to pay an Employee Licensing Fee under this Agreement.
- 2.3 "Services" means the right to access and use TimeClock Plus Software, our website, or the User website interface provided by TCP; including, but not limited to, update servers, mobile apps, knowledge base, and support communities.
- 2.4 "Employee Licensing Fee" means TCP's then current fee for each of Client's Employees to access and use the Services as outlined on the Master Service Order Form.
- 2.5 "Software" means the TimeClock Plus Software and associated modules authorized for Client access and use under this Agreement.
- "User" means Client Employees who are not added to the TimeClock Plus Software database as an Employee, but *are* physically added as Users within the Software with management rights. Users will not be considered Employees and will not incur Employee Licensing Fees, except Users who are added to the database as Employees <u>as well as Users</u>, who are effectively considered Employees and an Employee Licensing Fee will be assessed for each.

- 2.7 "Overages" means the Employee Licensing Fee due as a result of an Active Employee added to the Services in excess of those outlined on the Master Service Order Form. Client is responsible for reporting such Overages for which you will be charged the applicable Employee Licensing Fee.
- 2.8 "Personal Data" means any information that can be used to identify, locate or contact an Employee or User.
- 2.9 "Global Data Privacy Policy" means the then current TCP privacy policy published at www.timeclockplus.com/privacy.aspx. This privacy policy governs all TCP agreements in regards to the controlling, processing, and transferring of Personal Data.
- 2.10 "Employee License" means the Active Employee license of the Software required for a single Employee to use the Services pursuant to this EULA.
- 3. USE AND ACCESS. TCP grants Client a nonexclusive, non-transferable, royalty-free license to access and use the Services, where the maximum number of Active Employees in the TimeClock Plus Software does not exceed the number of Employee Licenses purchased in conjunction with Services as reflected on the Master Service Order Form, for the limited purpose of providing collection, management, and disbursement of Client's accumulated data as specified below, all solely within and subject to the terms, conditions, and limitations herein.

Client may install the Software on a single server, and the Software may be accessed via a web browser by the number of Employees equal to or less than the number of Employee Licenses purchased in conjunction with the Software license.

Client will use the Software and Services only for its internal business operations and will not permit the Services to be used by or for the benefit of anyone other than Client. Client will not have the right to relicense or sell rights to access and/or use the Services, except as expressly provided herein. Client will not transmit or share identification or password codes to persons other than authorized TimeClock Plus Employees or Users nor permit the identification or password codes to be cached in proxy servers and accessed by individuals who are not authorized Users. Client will be responsible for all equipment and software required for Client to access the Internet including, without limitation, a web browser compatible with the Services. Client acknowledges that TCP is not responsible for any use or misuse of the Services by Client or its employees or contractors.

- 3.1 Client's Responsibilities. Client agrees to act as the Data Controller and Data Processor, and appoint TCP as Subprocessor, of information entered by its authorized Employees and Users. Client agrees to impose similar data protection-related terms that will not be less protective than those imposed on TCP by this Agreement and the Global Data Privacy Policy.
- 3.2 Subprocessors. Under this perpetual licensing agreement, TCP will only process Personal Data for the purposes of supporting the Services and will not have any access to Personal Data unless provided by Client for the purposes of technical support. TCP has appointed additional third party data Subprocessors for the purposes of hosting and security services. These Subprocessors may process Personal Data in accordance with the terms of this agreement and the Global Data Privacy Policy. The Subprocessor agreements impose similar data protection-related processing terms on the third party Subprocessor that are not less protective than those imposed on TCP in this Agreement and the TCP Privacy Policy for Client Data Processing Services. TCP has publish an overview of the categories of Subprocessors involved in the performance of the relevant Services which can be found at www.timeclockplus.com/privacy.aspx.
- 4. FUNCTIONALITY. The Software is capable of providing the functionality found in TCP's official product documentation. Differing versions of TimeClock Plus Software, such as Small Business Edition,

Professional Edition, Enterprise Edition as well as future Products may have differing functionality as specified in their product documentation.

- 5. TECHNICAL SUPPORT. TCP will make available to Client access to TCP's standard instructional materials that TCP generally makes available to Clients for the Software. There may be a charge for any additional assistance or support requested by Client, including telephone and chat support. All Support is for TCP's Products and Services only, excluding third party payroll software, operating platforms, networking, Client's hardware or anything not originally created and sold by TCP to Client unless expressly agreed upon otherwise. TCP is not responsible for providing maintenance, support or assistance related to Client's operating systems, network, communications, hardware or other Client specific matters. If Client desires additional ongoing assistance, a Support Agreement must be separately negotiated and agreed to for an additional price.
- 6. SOFTWARE UPGRADES. From time to time TCP will release new reversions of TimeClock Plus Software. TCP will provide Client, under the terms of this Agreement, with access to updates to the Software as TCP generally makes such updates available to other similar clients. Software updates are minor additions, enhancements, or fixes to the Software. Updates do not include upgrades to newer versions of the Software. TCP will provide updates as revisions to the current version of the TimeClock Plus Software, until such time as the purchased version is deemed end-of-support or end-of-life. Future versions of TimeClock Plus Software can be purchased by Client for an additional fee.
- 7. HARDWARE MIGRATION, TESTING, AND BACKUPS: Client shall install the Software on a single production server. However, Client may change the particular production server in which Client is authorized to use the Software to another production server within Client's immediate business organization if the Software is no longer used on any former production server. Client may install up to three (3) copies of the Software on additional servers for backup and testing purposes only.
- 8. PAYMENT. Customer shall pay all fees or charges in accordance with the fees, charges, and billing terms in effect at the time a fee or charge is due and payable. Customer agrees to all correct invoices within forty-five (45) days of receipt. In the event of a billing dispute Customer reserves the right to withhold payment on the disputed amount. If the billing dispute is resolved in TCP's favor, Customer agrees to pay interest at 9% per annum on disputed amounts withheld commencing from the last date that payment was due.
- 9. FEES & CHARGES. Client may add additional Employee Licenses at any time, by paying the Employee Licensing Fees. Employees added in excess of the Employee Licenses purchased by Client require the purchase of an Employee License. Client is responsible for reporting these Overages and purchasing the necessary Employee Licenses for all Active Employees. If TCP is required by law to pay or collect any federal, state, local, or value-added tax on any fees charged under this Agreement, or any other similar taxes or duties levied by any governmental authority, excluding taxes levied on TCP's net income, then such taxes and/or duties will be billed to and paid by Client immediately upon Client's receipt of TCP's invoice and supporting documentation for the taxes or duties charged.
- 9.1 Initial Product. The fees to be paid by Client to TCP for the Product (Software and Hardware, if any) which Client is obtaining from TCP pursuant to this EULA are specified on the Master Service Order Form or Invoice Prices for software include the licensing for the Software as well as a number of Employee Licenses.
- 9.2 Additional Product. The fees to be paid by Client to TCP for additional Product (Software and Hardware, if any) which Client does not obtain from TCP at this time shall billed at the then current fees for Product. Prices for Product may be changed from time to time by TCP without notice to Client until the Client's new order is accepted by TCP.
- 9.3 Software Updates. TCP currently makes certain Software updates accessible to qualified Clients at no cost. If TCP elects in the future to charge for such updates, the fees to be paid by Client to TCP for Software updates shall be TCP's standard client level prices, as they may be changed from time

to time by TCP. TCP will provide updates as revisions to the current version of the TimeClock Plus Software, until such time as the purchased version is deemed end-of-support or end-of-life. Future versions of TimeClock Plus Software can be purchased by Client for an additional fee.

#### 10. TERM.

- 10.1 Perpetual Licenses. Client's license to use the Software is delivered to Client pursuant to this EULA is perpetual, unless sooner terminated in accordance with the provisions hereof.
- 10.2 Other Items. Access to Software updates, receipt of support and services from TCP, purchase of Hardware and other Products or goods from TCP and all other additional tangible and intangible things or rights beyond Client's license to use the Software delivered to Client pursuant to this EULA may be conditioned upon future new and additional agreements and payments. TCP will provide updates as revisions to the current version of the TimeClock Plus Software, until such time as the purchased version is deemed end-of-support or end-of-life. Enhancements that materially add functionality to the TimeClock Plus Software and future versions of TimeClock Plus Software can be purchased by Client for an additional fee.

#### 11. TERMINATION.

- 11.1 Mutual Cancellation. This EULA may be terminated by mutual agreement between TCP and Client, by both parties' mutual consent in writing to such a cancellation. Termination pursuant to mutual agreement shall have the same effect as termination generally except to the extent that the parties may otherwise agree in a signed writing.
- 11.2 Termination. Client may terminate this Agreement at any time by notifying TCP in writing thirty (30) days prior to the termination date. TCP may only terminate this Agreement for cause, including, without limitation, failing to pay fees when due to TCP, failing to protect TCP's proprietary rights to the Software, or Client's failure to comply with any term of this Agreement, or without limitation, any of the guidelines, requirements, or monetary terms incorporated here by reference, or Client becomes insolvent or bankrupt or ceases to do business, or TCP choosing to cease offering to license the Software to Client's class of clients in Client's county. After 120 days notice to Client. If Client commits acts which, in TCP's good faith determination, substantially adversely aftect the parties' relationship after Client has been warned in writing concerning same; such as documented repeated abuse of TCP's staff, repeated publication of statements hostile to TCP or derogatory concerning the Software, or a pattern of repeated breaches of this Agreement, then TCP may terminate this Agreement.
- 11.3 Effect of Termination. In the event of termination, Client will, before or upon the effective date of termination, discontinue all use of the Software and remove and return all versions and copies (digital, paper, or otherwise) and all associated materials to TCP and deliver to TCP Client's unconditional verification that this has been completed. Termination does not affect any right to fees earned prior to the termination. Without limiting the general survivability of terms which, by their nature, survive termination, the provisions herein concerning confidentiality and proprietary rights, ownership, and limitations of warranties and liability, Intellectual Property, dispute resolution, and all other obligations which, by their terms imply that they are intended to survive termination, expressly survive termination. TCP is not liable for any termination compensation whether based on goodwill, investments made, or otherwise. If a notice of termination or a notice of intent to terminate is given by TCP, then no communication from TCP except a written communication issued directly by TCP's President is effective to delay, waive, modify, revoke, or otherwise change the notice or its effect.

#### 12. OPERATIONS

12.1 Independent Businesses. This EULA does not create an agency, partnership or joint venture. Neither party will represent itself as an agent, representative or partner of the other. All restrictions and requirements TCP imposes on Client herein or elsewhere solely concern the relationship

between TCP and Client. Day-to-day conduct of business by Client and Client's employees including, without limitation, employee relations and safety, payment of salary, overtime, bonuses, taxes and other liabilities, work performed for customers, goods delivered to customers, Personal Data confidentiality, applicable data subject rights, etc., shall be controlled solely by Client and not by TCP. TCP has no power to instruct Client or Client's employees to do or not do any specific thing or practice except as set forth herein. The standards and restrictions herein relate solely to the parties' rights with respect to each other and do not control Client's actions or failure to act with respect to Client's customers, employees, or other third parties. Client may not use TCP's name, trademarks, or logos in a way which implies to the public, suppliers, creditors or others that Client's business is an agent for TCP or has any association with TCP beyond having a legal right to use the Software. Neither party will make any promises or representations concerning the other, or its goods or services, except as expressly authorized in writing. Each party is an independent entity solely responsible for its own management, safety, legal compliance, data protection, employee relations, taxes, hiring, firing, operations, goods, services, etc. Every contractual duty herein is subservient to the parties' obligation to the public to do all things necessary for public and employee safety and to comply with all applicable laws. Neither party is liable under any circumstance for any act, omission, contract, debt, or other obligation of the other.

- 12.2 Standards. Client shall comply with all applicable laws and regulations relating in any way to Client's use of the Product; keep the original Software media and all copies in Client's possession and direct control; not engage in any activity which results or may reasonably be anticipated to result in harm to the reputation of TCP or TCP's Products or litigation against or public criticism of TCP or TCP's Products; never threaten to breach the EULA or indicate to any entity that Client is not bound by it; not allow or engage in unlawful, unsafe, or unethical practices; rely solely on Client's own attorney's advice in these regards; and obtain all necessary governmental approvals and licenses for all acts taken by Client under or relating to this EULA and deliver copies of the same to TCP upon TCP's request. Client will ensure that Client's relationship with TCP is conducted in strict compliance with this EULA. Client will not enter into agreements that conflict with Client's obligations to TCP.
- 12.3 Data Protection and GDPR Compliance. TCP has adopted the provisions contained in the Global Data Privacy Policy for dealing with Personal Data in accordance with GDPR and other applicable data protection laws.
  - 12.3.1 Instructions. TCP, as Subprocessor, will process certain categories and types of Personal Data only upon Client's instructions and in accordance with applicable data protection laws (e.g. GDPR). Client is responsible for ensuring those who provide instructions are authorized to do so and agrees that TCP will only perform processing activities that are necessary and relevant to support the Software. Under this perpetual licensing agreement, TCP will only process Personal Data for the purposes of supporting the Services and will not have any access to Personal Data unless provided by Client for the purposes of technical support.
  - 12.3.2 Requests. Client will have sole responsibility for the accuracy, quality, and legality of Personal Data and the means by which is was obtained. Client agrees to adopt a balanced and reasonable policy for managing Subject Access Requests (SARs) and 3rd party disclosures which safeguard the rights of all data subjects and respects the original purpose of the data collection. Client, as both Data Controller and Data Processor, will be responsible for receiving, investigating, documenting, and responding to all data subject requests for inspection or erasure of Personal Data.
  - 12.3.3 Assistance. Should Client receive a request from a data subject for the exercise of the data subject's rights under applicable data protection laws, and the correct and legitimate reply to such a request necessitates TCP's assistance, TCP shall assist the Client by providing the necessary information and documentation. TCP shall be given reasonable time to assist the Client with such requests in accordance with the applicable law.
  - 12.3.4 Confidentiality. TCP shall treat all Personal Data as strictly confidential information that may not be copied, transferred, or otherwise processed without the instruction of

the Client. Transfer of Personal Data to another data controller or data processor (e.g. HRIS or Payroll application) is at the sole discretion of the Client and shall comply with applicable data protection laws.

12.3.5 Acknowledgement. Client acknowledges that TCP may not know the applicable data protection rights of any given Employee and, to the extent permitted by law, agrees to indemnify and hold harmless TCP from any and all direct claims, damages and demands, including reasonable attorney's fees, arising out of Client's violation of applicable data protection laws. Nothing in this Agreement relieves TCP of its own direct responsibilities and liabilities under the applicable data protection laws.

Further information about TCP's use of data and data retention policies can be found in the Global Data Privacy Policy at: www.timeclockplus.com/privacy.aspx.

- 13. WARRANTY AND DISCLAIMER. EXCEPT AS EXPRESSLY STATED HEREIN, TCP EXPRESSLY DISCLAIMS ALL REPRESENTATIONS, WARRANTIES OR CONDITIONS OF ANY KIND, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT, ACCURACY OF ANY INFORMATIONAL CONTENT OR THOSE ARISING BY STATUTE, OF CONFORMITY TO ANY REPRESENTATIONS OR DESCRIPTIONS NOT CONTAINED HEREIN, OR OTHERWISE IN LAW OR FROM COURSE OF DEALING OR USAGE OF TRADE. WITHOUT LIMITING THE FOREGOING, TCP DOES NOT WARRANT THAT ANYTHING WILL MEET CUSTOMER'S REQUIREMENTS, WILL BE UNINTERRUPTED, SECURE, RELIABLE, ACCURATE OR ERROR-FREE. TCP HAS NO OBLIGATIONS CONCERNING PRODUCTS OR SERVICES USED OUTSIDE THE U.S.A. UNLESS THEY ARE STATED IN WRITING BY TCP TO BE EXPORT PROGRAM PRODUCTS AND ARE ISSUED AN EXPORT PROGRAM WARRANTY. TCP'S OBLIGATIONS, IF ANY, ARE CONDITIONAL ON CUSTOMER PROMPTLY COMPLYING WITH ALL OF THIS AGREEMENT'S TERMS AND CONDITIONS. CUSTOMER ACCEPTS SERVICES "AS IS" AND WITH ALL FAULTS. THE LIMITED WARRANTIES AND REMEDIES IN THIS AGREEMENT ARE THE SOLE AND EXCLUSIVE WARRANTIES AND REMEDIES CONCERNING ANY GOODS, SERVICES, OR INTANGIBLES, NOW OR IN THE FUTURE.
- 14. LIABILITY LIMITATION. IN NO EVENT SHALL TCP BE LIABLE FOR ANY INDIRECT, INCIDENTAL, EXEMPLARY, PUNITIVE, SPECIAL OR CONSEQUENTIAL DAMAGES OR REMEDIES RELATING TO SERVICES OR ANY TCP PRODUCTS, GOODS, OR INTANGIBLES (EXCLUDED DAMAGES INCLUDE. WITHOUT LIMITATION, FOR LOST PROFITS, BUSINESS INTERRUPTION, COSTS OF DELAY, FAILURE OF DELIVERY, REVENUE, GOODWILL, LOST OR DAMAGED DATA, DOCUMENTATION OR EQUIPMENT, LOSS OF BUSINESS INFORMATION, COST OF REMOVAL OR INSTALLATION OF ANYTHING, INTERCEPTIONS, DEFECTS, VIRUSES, DELAYS, OR FAILURE OF PERFORMANCE, OTHER LOSS ARISING OUT OF USE, OR INABILITY TO USE SERVICES, LIABILITIES TO THIRD PARTIES, INABILITY TO USE TIMECLOCK PLUS ONDEMAND SERVICES, ERRORS IN THE SOFTWARE, MALFUNCTIONS OR ERRONEOUS DATA, PAYMENTS TO THIRD PARTIES WHICH ARE TOO SMALL, TOO LARGE, TOO LATE OR ARE OTHERWISE IMPROPER), EVEN IF TCP HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES AND REGARDLESS OF THE FORM OF ACTION (INCLUDING, WITHOUT LIMITATION, CONTRACT, TORT, WARRANTY, ETC.), ANY ASSERTED TCP BREACH OF PROMISE OR WARRANTY; ANY ACT OR FAILURE TO ACT; OR ANY CLAIM MADE AGAINST CUSTOMER BY ANY OTHER PARTY. WITHOUT LIMITING THE FOREGOING, IN NO EVENT SHALL TCP'S LIABILITY (FOR ALL CAUSES OF ACTION), EXCEED THE AMOUNT PAID BY CUSTOMER TO TCP FOR TOTAL FEES PAID TO TCP FOR THE PRECEDING TWELVE (12) MONTHS FROM THE DATE OF THE INCIDENT. THESE LIMITATIONS ARE INDEPENDENT AND APPLY REGARDLESS OF THE BASIS OF THE CLAIM, INCLUDING, BUT NOT LIMITED TO, A FINDING THAT A WARRANTY, CONDITION, OR REMEDY HAS FAILED ITS ESSENTIAL PURPOSE, BREACH OF CONTRACT (INCLUDING, BUT NOT LIMITED TO, FUNDAMENTAL BREACH), TORT, (INCLUDING, BUT NOT LIMITED TO, NEGLIGENCE OR MISREPRESENTATION), BREACH OF STATUTORY DUTY, OR OTHER LEGAL OR EQUITABLE THEORY. ANY CAUSE OF ACTION CUSTOMER MAY HAVE



AGAINST TCP, ITS AFFILIATES, OFFICERS AND AGENTS MUST BE COMMENCED WITHIN ONE YEAR AFTER THE CLAIM OR CAUSE OF ACTION ARISES OR SHALL BE FOREVER BARRED. TCP'S MAXIMUM AGGREGATE LIABILITY SHALL NEVER EXCEED THE AMOUNT PAID BY CUSTOMER FOR THE PRODUCTS DURING THE TWELVE (12) MONTHS IMMEDIATELY PRIOR TO THE DATE OF THE CLAIM. THIS LIMITATION OF LIABILITY SHALL APPLY REGARDLESS OF THE BASIS OF THE CLAIM.

- 15. INTELLECTUAL PROPERTY. The TimeClock Plus Software is licensed to Client, not sold. This EULA does not convey to Client any interest in or to the Software or Services, but only a limited right of use, revocable in accordance with the terms of this EULA. All rights not expressly granted in this EULA are reserved by TCP. All title and copyrights in and to the Software, Product, related materials and copies thereof are always only owned by TCP. All rights not specifically granted to Client under this EULA are reserved by TCP. Client will be the owner of all data or information created by Client and stored on TCP's database servers.
- 16. CONFIDENTIALITY. Client acknowledges that the Services and TimeClock Plus Software contain valuable confidential information that is proprietary and valuable to TCP. Client will safeguard its access to Services and Software installed on Client's servers using the same standard of care that Client uses for its own confidential information. TCP agrees to hold Client's data and information as confidential and it will not, without the prior written consent of Client and in accordance with applicable data protection laws, be disclosed or be used for any purposes other than the performance of this Agreement. TCP will safeguard the confidentiality of such data or information using the same standard of care that TCP uses for its own confidential information as governed by the Global Data Privacy Policy. All pricing terms are confidential, and you agree not to disclose them to any third party.
- 17. GOVERNING LAW. THIS AGREEMENT IS SOLELY GOVERNED BY THE LAWS OF THE STATE OF MISSOURI. EACH OF THE PARTIES HERETO IRREVOCABLY AGREES TO EXCLUSIVE JURISDICTION BY THE COURTS LOCATED IN MISSOURI.
- 18. U.S. GOVERNMENT RESTRICTED RIGHTS. If Client is acquiring the Software on behalf of any unit or agency of the United States Government, the following provision applies: It is acknowledged that the Software and the documentation were developed at private expense and that no part is in the public domain and that the Software and documentation are provided with RESTRICTED RIGHTS. Use, duplication, or disclosure by the Government is subject to restrictions as set forth in subparagraph (C)(1)(ii) of the Rights in Technical Data and Computer Software clause at DFARS 252.227-7013 or subparagraphs c (1) and (2) of the Commercial Computer Software-Restricted Rights at 48 CFR 52.227-19, as applicable.
- 19. DISPUTE RESOLUTION. For any dispute, controversy or claims arising out of or relating to this Agreement or the breach, termination, interpretation or invalidity thereof or any Invoice, or Order Form, the parties shall endeavor for a period of two (2) weeks to resolve the Dispute by negotiation. This period may be extended by mutual agreement of the Parties. In the event the Dispute is not successfully resolved, the parties agree to submit the Dispute to litigation in a court of competent jurisdiction.
- 19.1 WAIVER OR JURY TRIAL. EACH PARTY IRREVOCABLY AND UNCONDITIONALLY WAIVES, TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, ANY RIGHT IT MAY HAVE TO A TRIAL BY JURY IN ANY LEGAL ACTION, PROCEEDING, CAUSE OF ACTION, OR COUNTERCLAIM ARISING OUT OF OR RELATING TO THIS AGREEMENT, INCLUDING ANY EXHIBITS, SCHEDULES, AND APPENDICES ATTACHED TO THIS AGREEMENT, OR THE TRANSACTIONS CONTEMPLATED HEREBY. EACH PARTY CERTIFIES AND ACKNOWLEDGES THAT (A) NO REPRESENTATIVE OF THE OTHER PARTY HAS REPRESENTED, EXPRESSLY OR OTHERWISE, THAT THE OTHER PARTY WOULD NOT SEEK TO ENFORCE THE FOREGOING WAIVER IN THE EVENT OF A LEGAL ACTION, (B) IT HAS CONSIDERED THE IMPLICATIONS OF THIS WAIVER, (C) IT MAKES THIS WAIVER KNOWINGLY AND VOLUNTARILY, AND (D) IT HAS BEEN INDUCED TO ENTER INTO THIS AGREEMENT BY, AMONG OTHER THINGS, THE MUTUAL WAIVERS AND CERTIFICATIONS IN THIS SECTION.

- 19.2 CLASS ACTION WAIVER. THE PARTIES WAIVE ANY RIGHT TO ASSERT ANY CLAIMS AGAINST THE OTHER PARTY AS A REPRESENTATIVE OR MEMBER IN ANY CLASS OR REPRESENTATIVE ACTION, EXCEPT WHERE SUCH WAIVER IS PROHIBITED BY LAW OR DEEMED BY A COURT OF LAW TO BE AGAINST PUBLIC POLICY. TO THE EXTENT EITHER PARTY IS PERMITTED BY LAW OR COURT OF LAW TO PROCEED WITH A CLASS OR REPRESENTATIVE ACTION AGAINST THE OTHER, THE PARTIES AGREE THAT: (I) THE PREVAILING PARTY SHALL NOT BE ENTITLED TO RECOVER ATTORNEYS' FEES OR COSTS ASSOCIATED WITH PURSUING THE CLASS OR REPRESENTATIVE ACTION (NOT WITHSTANDING ANY OTHER PROVISION IN THIS AGREEMENT); AND (II) THE PARTY WHO INITIATES OR PARTICIPATES AS A MEMBER OF THE CLASS WILL NOT SUBMIT A CLAIM OR OTHERWISE PARTICIPATE IN ANY RECOVERY SECURED THROUGH THE CLASS OR REPRESENTATIVE ACTION.
- 20. ASSIGNMENT. This Agreement shall not be assigned by either party without the prior written consent of the other party, which shall not be unreasonably withheld; provided, however, that either party may, without the prior consent of the other, assign all of its rights under this Agreement to (i) such party's parent company or a subsidiary of such party, (ii) a purchaser of all or substantially all assets related to this Agreement, or (iii) a third party participating in a merger, acquisition, sale of assets or other corporate reorganization in which either party is participating. This Agreement shall bind and insure to the benefit of the parties and their respective successors and permitted assigns.
- WAIVERS. Client shall make a timely written request to TCP whenever this Agreement requires approval. TCP's approval must be in writing to be effective and relied upon by Client. TCP assumes no liability or obligation and makes no representation or warranty by denying, granting, or providing any waiver, approval, advice, consent or suggestions to Client or for any neglect, delay or denial of any requests therefore. Failure of TCP to exercise any right, power or option or to insist on strict compliance with the terms hereof will not comprise a waiver with respect to any other or subsequent breach of the same or different nature nor a waiver of TCP's right to at any time require exact and strict compliance with all terms hereof and declare any breach or default. No custom or practice waives TCP's right to demand exact compliance with this Agreement. TCP's rights and remedies herein are cumulative with any other rights or remedies which may be granted by law or equity. It is expressly agreed that the description of any breach or default in any notice by TCP, including, without limitation, a notice of termination, will not preclude the later assertion of other additional defaults or breaches, whether known or unknown at the time of the notice. Subsequent acceptance by TCP of any payments or performance is not a waiver of any preceding breach by Client. TCP reserves the right, from time to time, to waive observance or performance of the whole or any part of an obligation imposed on Client by this Agreement. No waiver of any default of any term, proviso, covenant or condition of this Agreement by TCP constitutes a waiver by TCP of any prior, concurrent or subsequent default of the same or any other term, proviso, covenant or condition hereof.

#### 22. Intentionally Removed

23. SAVINGS CLAUSE. This Agreement shall be construed, interpreted and reformed to avoid violating any applicable law, and to preserve its intent to the fullest possible extent. If any statute, law, by-law, ordinance or regulation promulgated by any competent authority with jurisdiction over any part of this Agreement or Client's Business or any court order pertaining to this Agreement requires a longer or different notice period than that specified herein, the notice period herein shall automatically be deemed to be amended so as to conform with the minimum requirements of such statute, law, by-law, ordinance, regulation or court order. The unenforceability of any part, segment, or clause hereof will not affect the validity of the remaining portions hereof as the parties would have executed the remaining portions of this Agreement without such portions as may be invalid except that if any portions relating to restrictions on Client or Client's payments to TCP are finally determined to be unenforceable, TCP may elect to terminate this Agreement.

 DISCLOSURES. Client has reviewed or had an opportunity to review TCP's website or documentation relevant to the chosen Products and conducted an independent review of all relevant matters, and decided that the same meet Client's expectations. Client accepts sole responsibility for (i) Client's Products configuration, design, and requirements, (ii) selection of the specific Products to achieve Client's intended results, (iii) any modifications or changes to the Products, and (iv) all intended interfacing between and usefulness, if any, of TCP's Products and any non-TCP software. hardware. inputs, output, personnel, or Client's requirements. TCP does not promise or represent that Client will be able to open or continue a business, or that Client's business will be successful. TCP's technical support consists of general guidelines concerning TCP's standard methods, procedures, and guidelines. TCP's technical support is not tailored to any Client's specific circumstances and is not promised or represented to provide any specific benefit or result. TCP does not promise or represent that TCP will repurchase anything from Client. No one at TCP has authority to make representations or promises which are contrary to or which modify, or extend anything stated in this Agreement except pursuant to a writing signed by TCP's President or a designated representative. Client acknowledges that it has had ample opportunity to seek legal counsel and analyze and negotiate the various provisions herein and to review, compare and analyze all aspects and characteristics of the Products.

#### 25. Intentionally Removed

- 26. ACCEPTANCE. Client's acceptance of this Agreement is indicated by Client's execution of this Agreement or the Master Service Order Form, or installing or using any part of the Software, or downloading or installing any part of an update, module, fix, or revision to the Software which has been made available by TCP. Client's acceptance of the then-current EULA as then currently posted on TCP's website is made and reaffirmed each time Client performs any of these actions.
- 27. ENTIRE AGREEMENT. This document in conjunction with the Master Service Order Form make up this complete Agreement, and it is solely the exclusive, complete, and entire Agreement between the parties superseding all prior representations or other agreements concerning its subject matter and supersedes any and all prior communications, proposals, advertising, discussions, representations, and understandings.
- 28. SEVERABILITY. If any term of this Agreement is found to be unenforceable or contrary to law, the remaining portions of this Agreement will remain in full force and effect.

Agreed By:  Signature of Sel without a series of the selection of the sele	
Signature of Authorized Representative	Dated
Name of Representative	-
Signature of Authorized Data Management Inc.	/0-/6-/9 Dated
Authorized Representative	54.04
Derek L McIntyne  Name of Representative	_

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

County of	(Tombreen)	
State of	Texas	)s )

My name is Grant Woodring. I am an authorized agent of TimeClock Plus, LLC (Bidder). This business is enrolled and participates in a federal work authorization program for all employees working in connection with services provided to the County. This business does not knowingly employ any person that is an unauthorized alien in connection with the services being provided. Documentation of participation in a federal work authorization program is attached to this affidavit.

Furthermore, all subcontractors working on this contract shall affirmatively state in writing in their contracts that they are not in violation of Section 285.530.1, shall not thereafter be in violation and submit a sworn affidavit under penalty of perjury that all employees are lawfully present in the United State

Date

Printed Name

Subscribed and sworn to before me this day of OCTOBER, 20

LISA K. PARKER Notary ID #131686380 Commission Expires August 16, 2022

Attach to this form the first and last page of the E-Verify Memorandum of Understanding that you completed when enrolling.





Company ID Number: 741484

# THE E-VERIFY MEMORANDUM OF UNDERSTANDING FOR EMPLOYERS

## ARTICLE I PURPOSE AND AUTHORITY

The parties to this agreement are the Department of Homeland Security (DHS) and the TimeClock Plus, LLC (Employer). The purpose of this agreement is to set forth terms and conditions which the Employer will follow while participating in E-Verify.

E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of Form I-9, Employment Eligibility Verification (Form I-9). This Memorandum of Understanding (MOU) explains certain features of the E-Verify program and describes specific responsibilities of the Employer, the Social Security Administration (SSA), and DHS.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). The Federal Acquisition Regulation (FAR) Subpart 22.18, "Employment Eligibility Verification" and Executive Order 12989, as amended, provide authority for Federal contractors and subcontractors (Federal contractor) to use E-Verify to verify the employment eligibility of certain employees working on Federal contracts.

## ARTICLE II RESPONSIBILITIES

#### A. RESPONSIBILITIES OF THE EMPLOYER

- 1. The Employer agrees to display the following notices supplied by DHS in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system:
  - a. Notice of E-Verify Participation
  - b. Notice of Right to Work
- 2. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted about E-Verify. The Employer also agrees to keep such information current by providing updated information to SSA and DHS whenever the representatives' contact information changes.
- 3. The Employer agrees to grant E-Verify access only to current employees who need E-Verify access. Employers must promptly terminate an employee's E-Verify access if the employer is separated from the company or no longer needs access to E-Verify.





Company ID Number: 741484

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

Name Mary Anne Socha Phone Number (325) 223 - 7563

Fax Number (325) 949 - 3604

Email Address mary.socha@timeclockplus.com

Name Debbie 9 Phone Number (325) 223

Debbie Constancio (325) 223 - 9500 ext. 7583

Fax Number

(325) 949 - 3604

Email Address

debra.constancio@timeclockplus.com

Name Phone Number Grant Woodring (325) 223 - 9500 (325) 949 - 3604

Fax Number Email Address

gwoodring@timeclockplus.com

Name

Marsha Nichols (325) 223 - 9500

Phone Number Fax Number

(325) 2

Email Address

marsha.nichols@timeclockplus.com

Commission Order #
County Contract #: 65-123119C

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

TIMECLOCK PLUS, LLC	BOONE	COUNTY, MISSOURI
by: Devik Multyre Signature of Representative	Docusign Daniel	e County Commission  M. Atwill  CED6E4EB  Commissioner
APPROVED AS TO FORM:	ATTEST	
Docusigned by:  County Counselor	7D82DA98	a l lennon by Mt
AUDITOR CERTIFICATION In accordance with RSMo 50.660, I he exists and is available to satisfy the obcontract is not required if the terms of	oligation(s) arising from this	unencumbered appropriation balance contract. (Note: Certification of this
DocuSigned by:  Jose & Polithoful by on the Eventhania Ryman'	10/22/2019	1170-92302
Signature Signature	Date	Appropriation Account

## 472-2019

### CERTIFIED COPY OF ORDER

STATE OF MISSOURI

October Session of the October Adjourned

Term. 2019

**County of Boone** 

ea.

In the County Commission of said county, on the

29th

day of

October

20 19

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

Now on this day, the County Commission of the County of Boone does hereby approve the request by the Purchasing Department to dispose of the following:

One (1) 2000 Interstate Trailer (no asset tag), by auction on GovDeals

One (1) 2003 Chevrolet Impala, fixed asset tag 14151, by auction with Missouri Auto Auction

It is further ordered the Presiding Commissioner is hereby authorized to sign said Request for Disposal Forms.

Done this 29th day of October 2019.

ATTEST:

Brianna L. Lennon

Clerk of the County Commission

Daniel K. Atwill

Presiding Commissioner

Fred J. Parity

District Commissioner

Jane M. Thompson

District II Commissioner

## **Boone County Purchasing**

Melinda Bobbitt, CPPO, CPPB Director of Purchasing



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

TO:

**Boone County Commission** 

FROM:

Melinda Bobbitt, CPPO, CPPB

Director of Purchasing

DATE:

October 22, 2019

RE:

Surplus Disposal - Interstate Trailer & Impala

Following is a 2000 Interstate Trailer that is surplus. It was originally obtained from the Department of Public Safety. All lettering and logos will be removed from trailer prior to selling on GovDeals.

The Sheriff Department is also disposing of a 2003 Chevrolet Impala through the Missouri Auto Auction. Our contract with MO Auto Auction is 15-24APR15 – Auction Services for Surplus Vehicles.

Year	Description	VIN#	Condition
2000	Interstate Trailer	1UK500D28Y1031290	Poor
2003	Chevrolet Impala Sedan	2G1WF52E139396490	Fair

cc:

Disposal File; Captain Gary German, Leasa Quick, Sheriff; Greg Edington, PW; Angela Wehmeyer, HR Risk Manager; Heather Acton, Auditor

## **BOONE COUNTY**

## Request for Disposal/Transfer of County Property Complete, sign, and return to Auditor's Office

Date: 09-26-2019	Fixed Asset	Tag Numbe	r: NON	E		
Description of Asset: 2000 Interstate tra	iler					
Requested Means of Disposal: Sell [Other Information (Serial number, etc.): Condition of Asset: Poor Reason for Disposition: See attached door	VIN: 1UK50	,		Other, Explain	RECTIV OCT 212	ED 019
Location of Asset and Desired Date for R		torage: 09-2	6-2019		BOONE COUNT AUDITOR	
Was asset purchased with grant funding? If "YES", does the grant impose res If yes, attach documentation dem Dept Number & Name: 1251 Sheriff En	triction and/ nonstrating co	☑NO or requiremon ompliance w	ents perta ith the ag Signatu	ency's restrictions	and/or requirem	ents. 9/26/2
***************************************						
To be Completed by: AUDITOR Original Acquisition Date	NA		G/L Ac	count for Proceed	s <u>1190-3836</u>	HO
Original Acquisition Amount Original Funding Source Account Group						
To be Completed by: COUNTY COM	IMISSION	/ COUNT	Y CLER	<u>RK</u>		
Approved Disposal Method:		9				
Transfer Department Nat  Location within				Number_	(0	
Individual						
TradeAuction	-	_Sealed Bids				
Other Explain						
1 00 10	2-2019	<del>)</del>				
Date Approved 10 2919 Signature						

## MICHAEL L. PARSON Governor

SANDRA K. KARSTEN
Director



Lewis & Clark State Office Bldg. Mailing Address: P.O. Box 749 Jefferson City, MO 65101-0749 Telephone: 573-751-4905

Fax: 573-751-5399

## STATE OF MISSOURI DEPARTMENT OF PUBLIC SAFETY OFFICE OF THE DIRECTOR

April 12, 2019

Lt. Britt Shea Boone County Sheriff's Office 2121 E. County Drive Columbia, MO 65202

RE: Donation of Clan Lab Trailer

Dear Lieutenant Shea,

It is my understanding that your agency is in possession of a Clandestine Lab Response Unit trailer that has been identified as being purchased with state funds nearly 20 years ago. The Department of Public Safety is donating such property to your agency at no cost and is thus relinquishing ownership of such property. The Department of Public Safety will have no further entitlement or responsibility to the property.

If your agency desires to dispose of the property, the Missouri Department of Public Safety respectfully requests that you remove or cover the Missouri Department of Public Safety name from the property prior to disposition.

If you have any questions, please contact me at (573) 751-1318.

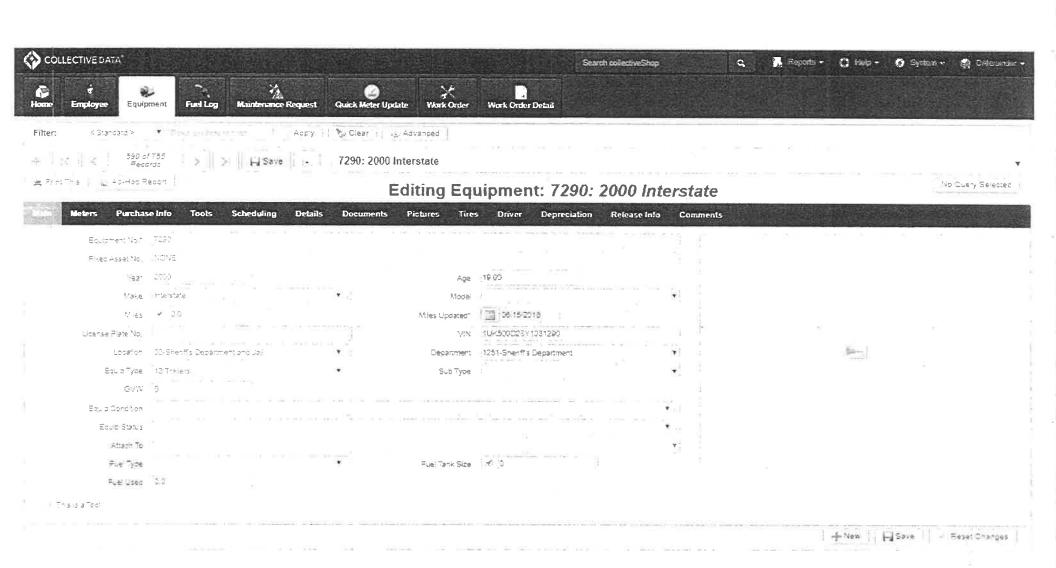
Sincerely,

Heather Haslag

CJ/LE Program Manager

cc: File





290: 2000 Interstate		ħ	VIN: 1U Viles: 0.0		8Y103129	License Pl	ate:	
	Recall:	Loca Campa	ation: 02- aign#	-Sheriff's	3	Departm D	ent: ate:	
<b>WO #</b> 19677	Open Date 01/26/2004	Close Date 01/26/2004	2	Status Closed		Downtime 0.00	Acc	ident
Detail WIPER BLADES 30-22 (2.000) Miscellaneous		Discounts	Parts <b>\$14.22</b> \$14.22		Labor \$0	<u>Tires</u>	Other \$0.00	<u>Total</u> \$14.22
Miscellaneous Other			**		\$0		\$0	
		\$0	\$14.22		\$0	\$0	\$0	<u>\$14.22</u>
90: 2000 Interstate			VIN: 1U Miles: 0.0		8Y10312\$	License Pl	ate:	
	Recall:		ation: '02-		<b>;</b>	Departm D	ent:	
<b>WO #</b> 19678	Open Date 04/26/2004	Close Date 04/26/2004	2	Status Closed		Downtime 0.00		ident
Detail OIL FILTER PH820 (1.000) Miscellaneous		Discounts	Parts \$2.45 \$2.45		Labor \$0	Tires	Other \$0.00	Tota \$2.45
Miscellaneous Other			**		\$0		\$0	
MOA 110 (1.000) Miscellaneous			<b>\$5.50</b> \$5.50 \$0	20	\$0		\$0.00	\$5.50
Miscellaneous i Other	Labor				\$0		\$0	
ENG OIL SYNTHE 5W20 (6.000) Miscellaneous			<b>\$9.48</b> \$9.48 \$0		\$0		\$0.00	\$9.48
Miscellaneous I Other	Labor				\$0		\$0	
K2206 (1.000) Miscellaneous	Parts		<b>\$27.10</b> \$27.10 \$0		\$0		\$0.00	\$27.10
Miscellaneous   Other	Labor				\$0		\$0	
FILTER G6593 (1.000) Miscellaneous	Parts		<b>\$3.78</b> \$3.78 \$0		\$0		\$0.00	\$3.78
Miscellaneous					\$0		<b>CO</b>	
Other DRUM GREASE S DRUM GREAS Miscellaneous	E (1.000)		<b>\$0.14</b> \$0.14 \$0		\$0		\$0 <b>\$0.00</b>	\$0.14
Miscellaneous I Other			ΨΟ		\$0		\$0	
WIPER BLADES 31-22 (2.000) Miscellaneous	Parts		<b>\$9.98</b> \$9.98 \$0		\$0		\$0.00	\$9.98
Miscellaneous l Other			75		\$0		\$0	
		\$0.00	\$58.43		\$0	\$0	\$0	\$58.43

7290: 2000 Interstate		Mi	iles: 0.0	)	8Y103129	License Pl		
	Recall:	Locat Campai	ion: 02	-Sheriff's	3	Departm	ent: ate:	
<b>WO #</b> 19679	Open Date 11/12/2004	Close Date 11/12/2004	gii #	Status Closed		Downtime 0.00		ccident
Detail FILTER G6593 (1.000) Miscellaneous Pa		Discounts	Parts \$3.67 \$3.67		Labor \$0	<u>Tires</u>	Other \$0.00	<u>Total</u> \$3.67
Miscellaneous La Other	abor				\$0		\$0	
INJ CLEANER 44K (1.000) Miscellaneous Pa	arte		<b>\$13.19</b> <b>\$1</b> 3.19 <b>\$</b> 0		\$0		\$0.00	\$13.19
Miscellaneous La			ΨΟ		\$0		Φ.	
Other WIPER BLADES 30-22 (2.000) Miscellaneous Pa	arts		<b>\$14.26</b> \$14.26 \$0		\$0		\$0 <b>\$0.00</b>	\$14.26
Miscellaneous La Other			,		\$0		\$0	
		\$0.00	\$31.12	×	\$0	\$0	\$0	<u>\$31.12</u>
7290: 2000 Interstate		Mi	les: 0.0		8Y103129	License Pla		H OSSET RESID
	Recall:	Locat Campai	ion: 02- gn#	Sheriff's		Departme Da	ent: ate:	
<b>WO #</b> 20025	Open Date 02/23/2005	Close Date 02/23/2005	<b>U</b>	Status Closed		Downtime 0.00	Ac	cident
Detail		iscounts	Parts		Labor	<u>Tires</u>	Other	<u>Total</u>
IND CLEAN 2909 (1.000) Miscellaneous Pa			<b>\$26.45</b> \$26.45 \$0		\$0		\$0.00	\$26.45
Miscellaneous La Other	abor				\$0		\$0	
ENG OIL SYNTHET 5W20 (6.000) Miscellaneous Pa			<b>\$9.48</b> \$9.48 \$0		\$0		\$0.00	\$9.48
Miscellaneous La Other	abor				\$0		\$0	
OIL FILTER PH820 (1.000) Miscellaneous Pa	arts		<b>\$2.39</b> \$2.39 \$0		\$0		\$0.00	\$2.39
Miscellaneous La Other			*-		\$0		\$0	
PWS ATC 310 (1.000) Miscellaneous Pa	arts		<b>\$7.98</b> \$7.98 \$0		\$0		\$0.00	\$7.98
Miscellaneous La	ıbor				\$0		Φ0	
Other MOA 110 (1.000) Miscellaneous Pa	net a		<b>\$6.14</b> \$6.14		\$0		\$0 <b>\$0.00</b>	\$6.14
Miscellaneous La			\$0		\$0		<b>@</b> 0	
Other DRUM GREASE SU	PER		\$0.14		\$0		\$0 <b>\$0.00</b>	\$0.14

e		VIN: 1UK50	0D28Y103129	License Pla	ate:	
	\$0.00	\$94.29	\$0	\$0	\$0	\$94.29
			*-		\$0	
Labor		ΨΟ	\$0			
Parts						
		\$14.30	\$0		\$0.00	\$14.30
			ΨΟ		\$0	
		<b>⊅</b> ∪	- \$0			
000)		\$79.99	\$0		\$0.00	\$79.99
	Discounts	Parts	Labor	Tires	Other	Total
12/22/2005	12/22/2005			0.00	Acci	<u>uem</u>
Recall:			atue	D	ate:	dont
58.	Loca	tion: 02-She	eriff's	Departm	ent:	
e			00D28Y103129	License Pl	ate:	
g	\$0	\$9.48	\$0	\$0	\$0	<u>\$9.48</u>
					\$0	
Labor		**	\$0			
Parts		ъэ.46 \$0				
		\$9.48	\$0		\$0.00	\$9.48
					Other	Total
Open Date	Close Date	Sta		Downtime	AND DESCRIPTION OF THE PARTY OF	ident
Recall			eriff's	-		
e		liles: 0.0		License Plate:		
	₩					\$102.23
	¢Λ	¢102 22	<b>ድ</b> ስ	¢o	¢Λ	£400.00
s Labor			<b>\$</b> 0		\$0	
s Parts		\$0	<b>#</b> 2			
00)		<b>\$3.08</b> \$3.08	ÞU		\$0.00	\$3.08
		<b>¢2.00</b>	***		\$0	<b>#0.0</b> 0
s Labor		ΨΟ	\$0			
		\$3.67	\$0		\$0.00	\$3.67
			ΨΟ		\$0	
s Parts s Labor		\$0	\$0			
		\$42.90				
		\$42.90	\$0		\$0.00	\$42.90
			\$0		\$0	
s Labor			N.I 1			
	Parts Copen Date 09/28/2005  Recall: Open Date 09/28/2005  Recall: Open Date 12/22/2005	s Parts s Labor  Parts s Labor  O0) s Parts s Labor  \$0  e  Recall: Campa Open Date O9/28/2005  Discounts  Parts s Labor  \$0  \$0  Campa Close Date O9/28/2005  Discounts  Parts Labor  \$0  \$0  \$0  \$0  Parts 12/22/2005  Discounts  \$0  \$0  \$0  \$0  \$0  \$0  \$0  \$0  Parts 12/22/2005  Parts Labor  \$0  \$0  \$0  \$0  \$0  \$0  \$0  \$0  \$0  \$	### 15.000) ### SParts	15,000   \$42,90   \$0   \$0   \$0   \$0   \$0   \$0   \$0	15.000   \$42.90   \$0   \$0   \$0   \$0   \$0   \$0   \$0	15.000   \$42.90   \$0   \$0   \$0   \$0   \$0   \$0   \$0

	Recall	Loc	Miles: 0.0 ation: 02-She	eriff's		ient: 1251-Sl ate:	neriff's
<b>WO #</b> 25828	Open Date 06/12/2014	Close Date 06/12/2014	e <u>Sta</u>	atus sed	Downtime 0.00		ident
	Comments	: not performed	because of ho	ousing evidenc	e		
<u>Detail</u> Trailer Inspection		Discounts	<u>Parts</u>	Labor	Tires	Other	Total
Brakes Miscellaneous I			<b>\$0</b> \$0	<b>\$0</b>		\$0.00	\$0.00
Miscellaneous I			***	\$0		\$0	
Grease Miscellaneous F	Parts		<b>\$0</b> \$0	\$0		\$0.00	\$0.00
Miscellaneous I Other			ΨΟ	\$0		\$0	
Light Check	Work Comments	u not porformed	\$0	\$0		\$0.00	\$0.00
Brake Lights:Pa Headlights:Pas Miscellaneous I Miscellaneous I	ass s ⊃arts	Dashboard Lig Reverse Lights	hts:Pass	Dome	e. Light:Pass ignals:Pass		
Other	_aboi			φυ		\$0	
		\$0	\$0	\$0	\$0	\$0	\$0.00
	Grand Total:	\$0.00	\$309.77	\$0.00	\$0.00	\$0.00	\$309.77



# BOONE COUNTY Capital Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date: 10/18/19	Fixed Asse	et Tag Number: /l	1151	RECEIVED
Description of Asset: '03' Ch	evy Impala			OCT 21 2019  BOONE COUNTY AUDITOR
Requested Means of Disposal:	Sell Trade-In	Recycle/Tras	sh Other, Explain:	
Other Information (Serial numbe			=139396490	
Condition of Asset: Fair	129 K M			
Reason for Disposition: Tradition	ng for nower	· vechicle.		
Location of Asset and Desired De	ate for Removal to	Storage: TTC	ASAP	
Was asset purchased with grant for If "YES", does the grant im If yes, attach documentate	pose restriction and tion demonstrating	I/or requirements j compliance with th	ne agency's restrictions ar	nd/or requirements.
Dept Number & Name: 124	2 50 6	Sig	nature YV CC (1)	
To be Completed by: AUDITO Original Acquisition Date	OR 6/17/200	3 G/L Acc	count for Proceeds	:42-3835 F
Original Acquisition Amount	\$ 16,101.00	=		
Original Funding SourceZ	731			
Account Group 1605				
To be Completed by: COUNT	Y COMMISSION	L / COUNTY C	LERK	
Approved Disposal Method:				
Transfer Departn	nent Name		Number	
Location	n within Departmen	ıt		
Individu	nal			
TradeAuc	ction	Sealed Bids		
Other Explain				
Commission Order Number_	472-2019			
Date Approved 16	29.19	-1		
Signature Many	- AN			

H:\JJC\_WP\Administration\Forms\Fixed Asset Forms\Fixed Asset Disposal.docx Revised: September 2016

**CERTIFICATE OF TITLE** 

04276CK571

ORIGINAL



TITLE NUMBER

PH642982

2G1WF52E139396490

PREVIOUS STATE

CHEV MILEAGE AT TIME OF TRANSFER 17\*

TAX PURCHASE DATE EX 08 05/06/01

MODEL

FODOR DATE ISSUED

06/24/03

OWNER BOONE COUNTY JUSTICE CENTER 5665 N ROGER I WILSO COLUMBIA MO 65202

MAIL TO

BOONE COUNTY JUSTICE CENTER 5665 N ROGER I WILSO COLUMBIA MO 65202

VEHICLE SUBJECT TO FOLLOWING LIEN(S)

FIRST LIEN

SECOND LIEN

LIEN DATE

DATE RELEASED: NAME OF FIRM

NAME OF FIRM

SIGNATURE OF AUTHORIZED AGENT

SIGNATURE OF AUTHORIZED AGENT

DATE RELEASED:

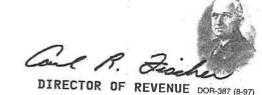
BUYER ON REVERSE SIDE MUST TITLE IN 30 DAYS TO AVOID PENALTY

MILEAGE STATEMENT

\*ACTUAL MILEAGE.

ANNUAL ODOMETER UPDATES MAY BE AVAILABLE FROM THE DEPARTMENT OF REVENUE.

мо 880-0331 (8-97) СЗ5260560



### CERTIFIED COPY OF ORDER

STATE OF MISSOURI

October Session of the October Adjourned

Term. 2019

**County of Boone** 

In the County Commission of said county, on the

29th

day of

October

**20** 19

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

Now on this day, the County Commission of the County of Boone does hereby approve the request by the Purchasing Department to dispose of the following list of Computer and Peripheral Surplus through MRC Recycling Center.

It is further ordered the Presiding Commissioner is hereby authorized to sign said Request for Disposal Forms.

Done this 29th day of October 2019.

ATTEST:

Brianna L. Lennon

Clerk of the County Commission

Daniel K. Atwill Presiding Commissioner

District I Commissioner

Janet M. Thompson

District II Commissioner

## Boone County Purchasing David Eagle Purchasing Assistant



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

#### **MEMORANDUM**

TO:

**Boone County Commission** 

FROM:

David Eagle

RE:

Computer and Peripheral Surplus Disposal

DATE:

October 22, 2019

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

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

Once all the data is copied or recovered for the user, IT removes the hard drive and memory from the PC. The memory is held to be used for upgrading other PCs at the county that can benefit. IT sometimes removes parts that can be used as spare if the model is current enough. (ie Power Supplies, Video Cards, etc.) The hard drive is held for a minimum of 30 days in case a user identifies something is missing. After 30 days IT may reuse the hard drive in other county PCs if there are failures. If a hard drive goes unused or fails and IT needs to physically dispose of it, they drill a 5/8" hole through the drive and the data platters. Once IT has collection of "drilled" drives, they deliver them to PC recycling vendor, MRC Recycling Center.

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

Signature	ignature:				Date:			
	Asset #	Description	Make & Model	Department	Condition of	Ser		

	Asset #	Description	Make & Model	Department	Condition of Asset	Serial #
1,	NO TAG	AIR CONDITIONER	GE	B.C.J.C.	BROKEN	RECYCLE WITH ELECTRONICS
2.	NO TAG	AIR CONDITIONER	GE	B,C,J.C.	BROKEN	RECYCLE WITH ELECTRONICS
3.	NO TAG	AIR CONDITIONER	GE	B.C.J.C.	BROKEN	RECYCLE WITH ELECTRONICS

						DEGVOLE MUT
4.	NO TAG	AIR CONDITIONER	GE	B.C.J.C.	BROKEN	RECYCLE WITH ELECTRONICS
5.	NO TAG	AIR CONDITIONER	GE	B.C.J.C.	BROKEN	RECYCLE WITH ELECTRONICS
6.	NO TAG	AIR CONDITIONER	GE	B.C.J.C.	BROKEN	RECYCLE WITH ELECTRONICS
7.	14207	15" LCD MONITOR	NEC ASLCD51VM	COLLECTOR	UNKNOWN	
8.	15050	15" LCD MONITOR	NEC ASLCD51VM	COLLECTOR	UNKNOWN	
9.	15044	15" LCD MONITOR	NEC ASLCD51VM	COLLECTOR	UNKNOWN	
10.	17998	PC WORKSTATION	HP COMPAQ 6200	COUNTY CLERK	UNKNOWN	
11,	18272	LAPTOP	LENOVO W530 THINKPAD W530	COUNTY COUNSELOR	UNKNOWN	
12.	18893	PC WORKSTTION	HP PRO 4300	COUNTY CLERK	UNKNOWN	.551
13.	19387	PC WORKSTASTION	HP SB 800	COUNTY CLERK	UNKNOWN	
14.	19418	PC WORKSTATION	HP PRODESK 400	COUNTY CLERK	UNKNOWN	
15.	19414	PC WORKSTATION	HP PRODESK 400	COUNTY CLERK	UNKNOWN	
16.	17579	PC WORKSTATION		SHERIFF	UNKNOWN	
17.	16385	PC WORKSTATION	INTEL DUAL CORE	SHERIFF	UNKNOWN	
18.	16243	19" LCD MONITOR	INGRAM V7 900P	SHERIFF	UNKNOWN	
19.	16279	19" LCD MONITOR	ACER AL 1916	SHERIFF	UNKNOWN	
20.	19422	SWITCH ETHERNET	CISCO CATALYST 2960	INFORMATION TECHNOLOGY	UNKNOWN	

21.	15646	SWITCH ETHERNET	CISCO CATALYST 2960	PROSECUTING ATTORNEY	UNKNOWN	
22.	13638	SWITCH ETHERNET	CISCO CATALYST 2960	PROSECUTING ATTORNEY	UNKNOWN	_
23.	NO TAG	ASSORTED MONITOR CABLES AND STANDS		INFORMATION TECHNOLOGY	UNKNOWN	
24.	NO TAG	ASSORTED MONITOR CABLES AND STANDS		INFORMATION TECHNOLOGY	UNKNOWN	*
25.	18161	19" LCD MONITOR	HP LE 1911	COUNTY CLERK	UNKNOWN	
26.	16976	19" LCD MONITOR	HP LE 1910	COUNTY CLERK	UNKNOWN	
27.	15928	17" LCD MONITOR	HP L1740	COUNTY CLERK	UNKNOWN	ii ii
28.	15927	17" LCD MONITOR	HP L1740	COUNTY CLERK	UNKNOWN	
29.	15925	17" LCD MONITOR	HP L1740	COUNTY CLERK	UNKNOWN	У.
30.	15929	17" LCD MONITOR	HP L1740	COUNTY CLERK	UNKNOWN	
31.	18820	BACKUP APPLIANCE	UNITRENDS RECOVERY-824	INFORMATION TECHNOLOGY	UNKNOWN	#2 12
32.	18821	BACKUP APPLIANCE	UNITRENDS RECOVERY-824	INFORMATION TECHNOLOGY	UNKNOWN	
33.	18822	BACKUP APPLIANCE	UNITRENDS RECOVERY-824	INFORMATION TECHNOLOGY	UNKNOWN	
34.	19445	PC WORKSTATION	HP ELITEDESK 800	COUNTY CLERK	UNKNOWN	14
35.	19042	PC WORKSTATION	HP PRODESK 400	COUNTY CLERK	UNKNOWN	
36.	NO TAG	MICRO FILM MACHINE		CIRCUIT CLERK	UNKNOWN	
37.	18451	LAPTOP NOTEBOOK	PANASONIC TOUGHBOOK CF31	SHERIFF	UNKNOWN	
38.	18450	LAPTOP NOTEBOOK	PANASONIC TOUGHBOOK CF31	SHERIFF	UNKNOWN	

39.	18449	LAPTOP NOTEBOOK	PANASONIC TOUGHBOOK	SHERIFF	UNKNOWN	
40,	18448	LAPTOP NOTEBOOK	CF31 PANASONIC TOUGHBOOK	SHERIFF	UNKNOWN	
41.	18447	LAPTOP	CF31 PANASONIC	SHERIFF	UNKNOWN	
7)		NOTEBOOK	TOUGHBOOK CF31			
42.	18443	LAPTOP NOTEBOOK	PANASONIC TOUGHBOOK CF31	SHERIFF	UNKNOWN	
43.	18445	LAPTOP NOTEBOOK	PANASONIC TOUGHBOOK CF31	SHERIFF	UNKNOWN	
44.	18403	LAPTOP NOTEBOOK	PANASONIC TOUGHBOOK CF31	SHERIFF	UNKNOWN	
45.	18446	LAPTOP NOTEBOOK	PANASONIC TOUGHBOOK CF31	SHERIFF	UNKNOWN	*
46.	18444	LAPTOP NOTEBOOK	PANASONIC TOUGHBOOK CF31	SHERIFF	UNKNOWN	
47.	17142	SERVER NETWORK	HP PROLIANT DL 160	INFORMATION TECHNOLOGY	UNKNOWN	
48.	NO TAG	PORTABLE RADIO		RADIO NETWORK OPERATIONS	UNKNOWN	
49.	NO TAG	PORTABLE RADIO	76)	RADIO NETWORK OPERATIONS	UNKNOWN	
50.	19416	PC WORKSTATION	HP PRODESK 400	COLLECTOR	UNKNOWN	
51.	18851	PC WORKSTATION	HP PRO 4300	COLLECTOR	UNKNOWN	
52.	19129	PC WORKSTATION	HP PRODESK 400	COLLECTOR	UNKNOWN	2
53.	18330	PC WORKSTATION	HP COMPAQ 6300	PLANNING & ZONING	UNKNOWN	
54.	18346	PC WORKSTATION	HP COMPAQ 6300	RECORDER	UNKNOWN	
55.	NO TAG	UPS	APC PS250	INFORMATION TECHNOLOGY	UNKNOWN	
56.	NO TAG	MULTIMODEM II	MT5600BA	INFORMATION TECHNOLOGY	UNKNOWN	
57.	14588	17" LCD MONITOR	HP L1730	COUNTY CLERK	UNKNOWN	

58.	14825	17" LCD MONITOR	HP L 1702	SHERIFF	UNKNOWN	
59.	18896	PC WORKSTATION	HP PRO 4300	SHERIFF	UNKNOWN	
60.	18864	PC WORKSTATION	HP PRO 4300	SHERIFF	UNKNOWN	
61.	18260	PC WORKSTATION	HP PRO 6300	COMMISSION	UNKNOWN	
62.	18844	PC WORKSTATION	HP PRO 4300	PURCHASING	UNKNOWN	
63.	18841	PC WORKSTATION	HP PRO 4300	SHERIFF	UNKNOWN	
64.	18853	PC WORKSTATION	HP PRO 4300	SHERIFF	UNKNOWN	
65.	17871	25" LCD MONITOR	HANNSPREE 25"	SHERIFF	UNKNOWN	1
66.	18861	PC WORKSTATION	HP PRO 4300	SHERIFF	UNKNOWN	9
67.	18862	PC WORKSTATION	HP PRO 4300	SHERIFF	UNKNOWN	
68.	18865	PC WORKSTATION	HP PRO 4300	SHERIFF	UNKNOWN	
69.	19021	PC WORKSTATION	HP PRODESK 400	COLLECTOR	UNKNOWN	
70.	17856	PC WORKSTATION	DELL OPTIPLEX 740MT	SHERIFF	UNKNOWN	
71.	17857	17" LCD MONITOR	CS9000212 SCM17EG1-R	SHERIFF	UNKNOWN	
72.	17858	LASER MONOCHROME PRINTER	LEXMARK T650DN	SHERIFF	UNKNOWN	
73.	NO TAG	UPS	APC	INFORMATION TECHNOLOGY	UNKNOWN	
74.	13857	19" LCD MONITOR	DELL ULTRASHARP	FACILITES SECURITY	UNKNOWN	18
75.	16646	LASER FAX	SAMSUNG SF- 560	COUNSELOR	UNKNOWN	
76.	18599	FAX MACHINE	SAMSUNG SCX- 5935 FN	PUBLIC ADMINISTRATOR	UNKNOWN	

77.	528	CALCULATOR	SHARP	COUNTY CLERK	UNKNOWN	
78.	NO TAG	CALCULATOR	SHARP	COUNTY CLERK	UNKNOWN	
79.	18278	DESKTOP PC	Z220 SFF	JJC	UNKNOWN	<del>2011                                   </del>
80.	18497	PC TOWE3R	A220 CMT	JURY SERVICES AND COURT COSTS	UNKNOWN	
81.	18498	PC TOWE3R	A220 CMT	JURY SERVICES AND COURT COSTS	UNKNOWN	
82.	18976	PC TOWE3R	A220 CMT	JURY SERVICES AND COURT COSTS	UNKNOWN	
83.	18977	PC TOWE3R	A220 CMT	JURY SERVICES AND COURT COSTS	UNKNOWN	- H
84.	19000	PC TOWE3R	A220 CMT	JURY SERVICES AND COURT COSTS	UNKNOWN	
85.	18906	12" TABLET COMPUTER	ELITEBOOK REVOLVE 810 G1	CIRCUIT COURT	UNKNOWN	
86.	18428	16" NOTEBOOK COMPUTER	PROBOOK 6570B	JUVENILE OFFICE	UNKNØWN	
87.	18587	17" NOTEBOOK COMPUTER	PROBOOK 6570B	CIRCUIT CLERK	UNKNOWN	į
88.	NO TAG	17" LCD MONITOR	AL1715	CIRCUIT COURT	UNKNOWN	
89.	NO TAG	17" LCD MONITOR	AL1715	CIRCUIT COURT	UNKNOWN	
90.	NO TAG	TELEPHONE AMPLIFIER SYSTEM	DUOFONE	CIRCUIT COURT	UNKNOWN	-
91.	NO TAG	DVD-ROM / DUDIN	HP	CIRCUIT COURT	UNKNOWN	
92.	NO TAG	DVD-ROM / DUDIN	HP	CIRCUIT COURT	UNKNOWN	
93.	NO TAG	DVD-ROM / DUDIN	HP	CIRCUIT COURT	UNKNOWN	
94.	NO TAG	FAX	BROTHER MFC 8220	CIRCUIT COURT	UNKNOWN	
95.	NO TAG	ADAPTERS		CIRCUIT COURT	UNKNOWN	

96.	NO TAG	POWER CORDS		CIRCUIT COURT	UNKNOWN	
97.	NO TAG	IPAD COVER KEYBOARDS		CIRCUIT COURT	UNKNOWN	
98.	NO TAG	IPAD COVER		CIRCUIT COURT	UNKNOWN	
99.	NO TAG	MICE		CIRCUIT COURT	UNKNOWN	
100.	NO TAG	KEYBOARDS		CIRCUIT COURT	UNKNOWN	
101.	NO TAG	SMART PHONE		JUVENILE OFFICE	UNKNOWN	5
102.	16196	NETWORK PRINTER	LASERJET 4250	JJC %	UNKNOWN	
103.	16197	NETWORK PRINTER	LASERJET 4250	JJC	UNKNOWN	
104.	17742	NETWORK PRINTER	LASERJET P4014	CIRCUIT CLERK	UNKNOWN	
105.	18628	TOWER PC	Z220 CMT	JURY SERVICES & COURT COSTS	UNKNOWN	
106.	13314	DIGITAL VIDEO CAMERA	TRV17	JUDICAL GRANTS/CONTRACTS	UNKNOWN	
107,	10672	MICROPHONE STAND		CIRCUIT COURT	UNKNOWN	
108.	8207	VHF FM TRANSCEIVER	FTH-2009	CIRCUIT COURT	UNKNOWN	
109.	16763	PRINTER	DESKJET 6940	CIRCUIT COURT	UNKNOWN	140
110.	NO TAG	COMPUTER CABINET		SHERIFF	UNKNOWN	
111.	15575	NETWORK SERVER	DELL POWEREDGE SC430	COUNTY CLERK	UNKNOWN	
112.	19005	PC WORKSTATION	HP PRODESK 400	PLANNING & ZONING	UNKNOWN	
113.	18849	PC WORKSTATION	HP PRO 4300	ASSESSOR	UNKNOWN	
114.	19036	PC WORKSTATION	HP PRO 400	ASSESSOR	UNKNOWN	

115.	18873	PC WORKSTATION	HP PRO 4300	DESIGN & CONSTRUCTION	UNKNOWN	
116.	18857	PC WORKSTATION	HP PRO 4300	PLANNING & ZONING	UNKNOWN	
117.	19010	PC WORKSTATION	HP PRO 400	DESIGN & CONSTRUCTION	UNKNOWN	
118.	19006	PC WORKSTATION	HP PRO 400	PLANNING & ZONING	UNKNOWN	
119.	17660	PC WORKSTATION	HP Z600	PLANNING & ZONING	UNKNOWN	
120.	19017	PC WORKSTATION	HP PRO 400	PLANNING & ZONING	UNKNOWN	
121.	19007	PC WORKSTATION	HP PRO 400	PLANNING & ZONING	UNKNOWN	У.
122.	19011	PC WORKSTATION	HP PRO 400	PLANNING & ZONING	UNKNOWN	#7
123.	18858	PC WORKSTATION	HP PRO 4300	DESIGN & CONSTRUCTION	UNKNOWN	
124.	19057	PC WORKSTATION	HP PRO 400	PLANNING & ZONING	UNKNOWN	
125.	19018	PC WORKSTATION	HP PRO 400	PLANNING & ZONING	UNKNOWN	*
126.	19035	PC WORKSTATION	HP PRO 400	PLANNING & ZONING	UNKNOWN	
127.	19038	PC WORKSTATION	HP PRO 400	ASSESSOR	UNKNOWN	
128.	19037	PC WORKSTATION	HP PRO 400	ASSESSOR	UNKNOWN	
129.	17659	PC WORKSTATION	HP Z600	ASSESSOR	UNKNOWN	
130.	18848	PC WORKSTATION	HP PRO 4300	ASSESSOR	UNKNOWN	ش ج
131.	19048	PC WORKSTATION	HP PRO 400	PLANNING & ZONING	UNKNOWN	
132.	8577	LASER MONOCHROME PRINTER	HP LASERJET 4SI	COUNTY CLERK	UNKNOWN	
133.	15475	17" LCD MONITOR	HP L1740	SHERIFF	UNKNOWN	

134.	15440	17" LCD MONITOR	HP L1740	PROSECUTING ATTORNEY	UNKNOWN	
135.	18892	PC WORKSTATION	HP PRO 4300	INFORMATION TECHNOLOGY	UNKNOWN	
136.	18885	PC WORKSTATION	HP PRO 4300	INFORMATION TECHNOLOGY	UNKNOWN	
137.	18863	PC WORKSTATION	HP PRO 4300	INFORMATION TECHNOLOGY	UNKNOWN	
138.	18878	PC WORKSTATION	HP PRO 4300	INFORMATION TECHNOLOGY	UNKNOWN	
139.	18879	PC WORKSTATION	HP PRO 4300	INFORMATION TECHNOLOGY	UNKNOWN	
140.	18890	PC WORKSTATION	HP PRO 4300	INFORMATION TECHNOLOGY	UNKNOWN	
141.	18891	PC WORKSTATION	HP PRO 4300	INFORMATION TECHNOLOGY	UNKNOWN	
142.	18883	PC WORKSTATION	HP PRO 4300	INFORMATION TECHNOLOGY	UNKNOWN	(3)
143.	18882	PC WORKSTATION	HP PRO 4300	INFORMATION TECHNOLOGY	UNKNOWN	<u>*</u>
144.	18606	PC WORKSTATION	HP COMPAQ 6300	INFORMATION TECHNOLOGY	UNKNOWN	
145.	15916	PROJECTOR	SANYO X16	ASSESSOR	UNKNOWN	4
146.	19039	PC WORKSTATION	HP PRO 400	ASSESSOR	UNKNOWN	5 TO 11 TO 1 TO 1 TO 1 TO 1 TO 1 TO 1 TO
147.	18876	PC WORKSTATION	HP PRO 4300	DESIGN & CONSTRUCTION	UNKNOWN	
148.	19034	PC WORKSTATION	HP PRODESK 400	ASSESSOR	UNKNOWN	
149.	19419	PC WORKSTATION	HP PRODESK 400	DESIGN & CONSTRUCTION	UNKNOWN	
150.	19361	NETWORK SERVER	CYBERNETIC ISAN 2108	INFORMATION TECHNOLOGY	UNKNOWN	9
151.	16719	BACKUP APPLIANCE	CYBERNETIC CYMISAND8	INFORMATION TECHNOLOGY	UNKNOWN	
152.	14845	NETWORK SERVER	HP PROLIANT DL360	INFORMATION TECHNOLOGY	UNKNOWN	

153.	19362	NETWORK SERVER	CYBERNETIC ISAN 2108	INFORMATION TECHNOLOGY	UNKNOWN	T.
154.	15956	DVR WITH ACCESSORIES	RT SENTRY	FACILITIES SECURITY	UNKNOWN	

cc: Heather Acton, Auditor Surplus File

# Request for Disposal/Transfer of County Property Complete, sign, and return to Auditor's Office

Date: 5-22-19	Fixed Asset Tag Number:	NONE	RECEIVE
Description of Asset: 6. E. WINDS BIC	5 2 2	312 DCBM	MAY 2 2 2019
Requested Means of Disposal: Sell	Trade-In Recycle/Tr	ash Other, Explain:	BOONE COUNT AUDITOR
Other Information (Serial number, etc.):	SER/TH291	4505 11	FR 10/0
	COMPRESSO	1 - 1	1 12 10/0
Location of Asset and Desired Date for R			
Was asset purchased with grant funding? If "YES", does the grant impose rest If yes, attach documentation demo	criction and/or requirements onstrating compliance with	the agency's restrictions and	ES DNO
Dept Number & Name: PODGER	SCHLIONK SI	gnature ( )	
To be Completed by: AUDITOR Original Acquisition Date	<u>/A</u>	L Account for Proceeds <u>H</u>	70-3836 NG
Original Acquisition Amount			
Original Funding Source	<u> </u>		
Account Group	V		
To be Completed by: COUNTY COMI	MISSION / COUNTY O	CLERK	
Approved Disposal Method:			
Transfer Department Nam	ne	Number	
Location within I	Department		
Individual			
TradeAuction	Sealed Bids		
Other Explain	<u></u>		
Commission Order Number 473	3-2019		
Date Approved	16.29.19		
Signature Comy of allery			

K:\All Things COUNTY\County forms\Fixed Asset Disposal Form 2017.docx Revised: September 2016

# Request for Disposal/Transfer of County Property Complete, sign, and return to Auditor's Office

Date: 05-23-19	Fixed Asset Tag Number:	
Description of Asset: 6. E. WNDOW A/C	mod/AJCS BDCBM	(8
Requested Means of Disposal: Sell	Trade-In Recycle/Trash Other, E.	xplain:
Was asset purchased with grant funding If "YES", does the grant impose	MFR 10/2005  POR BAD  FOR Removal to Storage: SIDE WALK AT  MRS MRS MRS DE MALK AT  MRS MRS MRS MRS DE MALK AT  MRS MRS MRS MRS DE MALK AT  MRS	MAY 24 2019  BOONE COUNTY AUDITOR  THE WES  R AT THE ECC  Dosal? YES NO
To be Completed by: AUDITOR	/	2020 410
Original Acquisition Date Original Acquisition Amount Original Funding Source Account Group	G/L Account for Pro	oceeds 1190-3836 HQ
To be Completed by: COUNTY CO	OMMISSION / COUNTY CLERK	
Approved Disposal Method:		
Transfer Department	Name Nun	nber
Location with Individual	hin Department	
TradeAuction	Sealed Bids	
Other Explain		-
Commission Order Number 47	13-2019	
Date Approved 10 Signature	29.19	

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Revised: September 2016

#### **BOONE COUNTY** RECEIVED MAY 24 2019

# Request for Disposal/Transfer of County Property Complete, sign, and return to Auditor's Office

Date: 5/24/19 Fixed Asset Tag Number: No +ag
C. E. WIHDOW ALC MODIATES 12 DERMO
Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain:
Other Information (Serial number, etc.):  SER/LM 343876  MAY 282019  Reason for Disposition:  Reason for Disposition:  Location of Asset and Desired Date for Removal to Storage:  Was asset purchased with grant funding?  If "YES", does the grant impose restriction and/or requirements pertaining to disposal?  If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.  Dept Number & Name Polices  CHANK BTC Signature
To be Completed by: AUDITOR Original Acquisition Date  Original Acquisition Amount  Original Funding Source  Account Group
To be Completed by: COUNTY COMMISSION / COUNTY CLERK
Approved Disposal Method:
Transfer Department NameNumber
Location within Department
TradeAuctionSealed Bids
Other Explain
Commission Order Number 473-2019
Date Approved
Signature Complete Attivity

K:\All Things COUNTY\County forms\Fixed Asset Disposal Form 2017.docx Revised: September 2016

## Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

RECEIVED

Date: 08/22/2019

Fixed Asset Tag Number: NON E

AUG 2 2 2019

Description of Asset: 6. E. AIR CONDISTONER

BOONE COUNTY

AGBITOR
Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain:
Other Information (Serial number, etc.): MOD/AJCS 12DCB M2
Reason for Disposition: BROKE SER/LM 343186
Location of Asset and Desired Date for Removal to Storage: WEST SIDEWACK AREA AT
Was asset purchased with grant funding? TYES TO WEST BASEMENT DOOP. EC  If "YES", does the grant impose restriction and/or requirements pertaining to disposal? TYES TO  If yes, attach documentation demonstrating compliance with the agency's restrictions and/or requirements.
Dept Number & Name: RODGER CHLINK Signature Collaboration Signature
To be Completed by: AUDITOR Original Acquisition Date
Original Acquisition Amount
Original Funding Source
Account Group
To be Completed by: COUNTY COMMISSION / COUNTY CLERK
Approved Disposal Method:
Transfer Department NameNumber
Location within Department
Individual
TradeSealed Bids
Other Explain
Commission Order Number 473-2019
Date Approved 16.29 19

Revised: September 2016

# Request for Disposal/Transfer of County Property Complete, sign, and return to Auditor's Office PFO

RECEIVED

Date: 09/22/201	9 Fixed Asset Tag N	umber:	AUG 2 2 2019
Description of Asset: 6	E AIR CONDITIONER		BOONE COUNTY AUDITOR
Requested Means of Dis		cycle/Trash Other, Explain:	
Other Information (Seria	al number, etc.): MOD/A	ITCS12OCBM2	
Condition of Asset: U	SED SER/BE	57114	
Reason for Disposition:	1350KF		· les somether makes
Location of Asset and D	esired Date for Removal to Storage:	WESTSIDEWACK	AREA AT
If "YES", does the If yes, attach do	h grant funding? TYES NO grant impose restriction and/or requirementation demonstrating complian	nce with the agency's restrictions at	YES \_NO
Dept Number & Name:	PODGER SCHEINK	Signature C	
To be Completed by: A Original Acquisition Date	/// /	G/L Account for Proceeds	1190-3836 F
Original Acquisition Am	ount		
Original Funding Source	·		
Account Group			ng mai sai ka kinga gal an sai Sai san man mang sai sai san man man man man man man man man man m
To be Completed by:	COUNTY COMMISSION / CO	UNTY CLERK	
Approved Disposal Met	hod:		
Transfer	Department Name	Number	
	Location within Department		
	Individual		
Trade	AuctionSealed	l Bids	
Other Exp	lain		
Commission Order Nu			
Date Approved	hr 24-11 10.29.1	9	
Clony	I ASWEY		

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Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

RECEIVED

Date: 5-22-19	Fixed Asset Tag Numbe	14	MAY <b>2 2 2019</b>
Description of Asset: 6.E. WINAGU A	16 MOD/A	AJCS 121	JC BMI
Requested Means of Disposal: Sell		Trash Other, Expl	ain:
Other Information (Serial number, et	c.): SER/TH	362639	MFR 10/0
Condition of Asset: Reason for Disposition:	1-BDD comp	<del>-</del>	, , , , , ,
Location of Asset and Desired Date f		OUTSIDE L	
Was asset purchased with grant funding If "YES", does the grant impose If yes, attach documentation.  Dept Number & Name:	ng? TYES NO e restriction and/or requirement demonstrating compliance with the complia	th the agency's restriction	PYES NO
To be Completed by: AUDITOR Original Acquisition Date	N/A	G/L Account for Proce	eds 1190-3836 Na
Original Acquisition Amount	17 5	4	
	1		
Original Funding Source  Account Group		<sub>30</sub> 501	2 2
To be Completed by: COUNTY C	OMMISSION / COUNT	Y CLERK	
Approved Disposal Method:	F:		,
Transfer Department	Name	Numbe	er
Location wit	thin Department		
Individual_	n r		7/2 · · · · · · · · · · · · · · · · · · ·
TradeAuction	Sealed Bids	e a	KG.
Other Explain	X 8		1
Commission Order Number 4	73-2019		se
Date Approved	16-29-19		97
Signature Cong/ Col	will		

K:\All Things COUNTY\County forms\Fixed Asset Disposal Form 2017.docx Revised: September 2016

DATE: 04/11/2019	1	FIXED ASSE	Г TAG NUMBER:
DESCRIPTION:	NEC ASLCD51VM MONITOR LCD 15 INCH	· · · · · · · · · · · · · · · · · · ·	
REQUESTED MEAN	S OF DISPOSAL:		RECEIVED
OTHER INFORMATI	ON:		APR 1 2 2019
CONDITION OF ASS	ET: PURCHASED IN 2003		BOONE COUNTY AUDITOR
REASON FOR DISPO	SITION: REPLACEMENT		
DESIRED DATE FOR	ASSET REMOVAL TO STORAGE	: ASAP in GC 12	3
IF YES, ATTACH DO		DING AGENCY'S	PERMISSION TO DISPOSE OF ASSET.
DEPARTMENT: CO	LLECTOR 1150 SIGNA	rure: <del>Jew</del>	ufer Reggins
<u>AUDITOR</u>			
ORIGINAL ACQUISI	TION DATE 2003/10/21	G/L A0	CCOUNT FOR PROCEEDS 1190-3836 HC
ORIGINAL ACQUIS	ITION AMOUNT 314.81		
ORIGINAL FUNDING	G SOURCE 2788	<del></del>	
ACCOUNT GROUP	1603		
COUNTY COMMIS	SION / COUNTY CLERK		
APPROVED DISPOS	AL METHOD:		
TRANSFER	DEPARTMENT NAME		NUMBER
	LOCATION WITHIN DEPART	MENT	
	INDIVIDUAL		
TRADE	AUCTIONSI	EALED BIDS	
OTHER E	EXPLAIN		
COMMISSION ORDI	er number <u>473-2619</u>	===	
DATE APPROVED_	ER NUMBER 473-2619	29.19	
SIGNATURE	yla allery		

DATE: 04/11/2019	FIXED A	ASSET TAG NUMBER: 00015050
DESCRIPTION:	NEC ASLCD51VM MONITOR LCD 15 INCH	—; =>
REQUESTED MEANS	OF DISPOSAL:	RECEIVED
OTHER INFORMATIO	N:	
CONDITION OF ASSE	T: PURCHASED IN 2005	
REASON FOR DISPOS	SITION: REPLACEMENT	BOONE COUNTY AUDITOR
DESIRED DATE FOR	ASSET REMOVAL TO STORAGE: ASAP in G	GC 123
IF YES, ATTACH DO	SED WITH GRANT FUNDING? YES CONTROL OF SECUMENTATION SHOWING FUNDING AGEN	
DEPARTMENT: COL	LECTOR 1150 SIGNATURE: Qu	wife Riggins
AUDITOR		0 00
ORIGINAL ACQUISIT	TION DATE 2005/06/22 G	/L ACCOUNT FOR PROCEEDS $1190-3836$ W
ORIGINAL ACQUISI	TION AMOUNT 250.74	9
ORIGINAL FUNDING	SOURCE 2731	
ACCOUNT GROUP 1	603	
COUNTY COMMISS	ION / COUNTY CLERK	
APPROVED DISPOSA	L METHOD:	
TRANSFER	DEPARTMENT NAME	NUMBER
	LOCATION WITHIN DEPARTMENT	
	INDIVIDUAL	
TRADE	AUCTIONSEALED BIDS	
OTHER EX	KPLAIN	
COMMISSION ORDED  DATE APPROVED  SIGNATURE	R NUMBER 473-2619 10-29-19	

DATE: 04/11/2019		FIXED ASSET TAG NU	MBER: 00015044
DESCRIPTION:	NEC ASLCD51VM MONITOR LCD 15 INCH		
REQUESTED MEANS O	OF DISPOSAL:	<del></del>	
OTHER INFORMATION	I:		RECEIVED
CONDITION OF ASSET	: PURCHASED IN 2005		
REASON FOR DISPOSI	TION: REPLACEMENT		APR 1 2 2019
DESIRED DATE FOR A	SSET REMOVAL TO STORAGE: A	SAP in GC 123	AUDITOR
IF YES, ATTACH DOC	ED WITH GRANT FUNDING? YES	G AGENCY'S PERMISS	
DEPARTMENT: COLL	ECTOR 1150 SIGNATUR	E: Jeunfer	Riggins
<u>AUDITOR</u>			202611
ORIGINAL ACQUISITI	ON DATE 2005/06/22	G/L ACCOUNT I	FOR PROCEEDS 1190-3836 H
ORIGINAL ACQUISITI	ON AMOUNT <u>250.74</u>		
ORIGINAL FUNDING	SOURCE 2731		
ACCOUNT GROUP 16	03		
COUNTY COMMISSION	ON / COUNTY CLERK		
APPROVED DISPOSAL	METHOD:		
TRANSFER	DEPARTMENT NAME		NUMBER
	LOCATION WITHIN DEPARTMENT	NT	
	INDIVIDUAL		
TRADE	AUCTIONSEAL	ED BIDS	
OTHER EXI	PLAIN		
COMMISSION ORDER  DATE APPROVED  SIGNATURE	NUMBER 473-2619 16:29:19		

DATE: 04/11/2019		FIXED ASSET TAG NUMBER	₹: 00017998
DESCRIPTION;	HP COMPAQ 6200 PRO PC WORKSTATION		
REQUESTED MEAN	S OF DISPOSAL:	-	RECEIVED
OTHER INFORMATI	ON:		APR <b>1 2 2019</b>
CONDITION OF ASS	ET: REMOVE MEMORY AND HA	ARD DRIVE	BOONE COUNTY
REASON FOR DISPO	SITION: REPLACEMENT		AUDITOR
DESIRED DATE FOR	ASSET REMOVAL TO STORAGE	3: ASAP in GC 123	
WAS ASSET PURCH IF YES, ATTACH DO	ASED WITH GRANT FUNDING? OCUMENTATION SHOWING FUNUATION CLERK 1132 SIGNA	YES OO IDING AGENCY'S PERMISSION T	O DISPOSE OF ASSET.
DEPARTMENT: CO	ONT CLLIN (I'm SIGNA	TORE. Gettinger Te	agga vs
AUDITOR			1101-2020 XI
ORIGINAL ACQUISI	TION DATE 2012/05/24	G/L ACCOUNT FOR PI	ROCEEDS 1190-3836 HG
ORIGINAL ACQUIS	TION AMOUNT 576.02		
ORIGINAL FUNDING	G SOURCE <u>2731</u>	_	
ACCOUNT GROUP	1603		
COUNTY COMMIS	SION / COUNTY CLERK		
APPROVED DISPOS	AL METHOD:		
TRANSFER	DEPARTMENT NAME	NUMI	BER
	LOCATION WITHIN DEPART	MENT	
	INDIVIDUAL		
TRADE	S	EALED BIDS	
OTHER E	XPLAIN		
COMMISSION ORDED DATE APPROVED SIGNATURE	ER NUMBER 473-2619		
- 1/4	my in thirt	==/	

DATE: 04/11/2019		FIXE	D ASSET TAG	NUMBER: 00018272
	LENOVO W530 LAPTOP THINKPAD W53	30		
REQUESTED MEANS O	F DISPOSAL:			RECEIVED
OTHER INFORMATION	:			APR 1 2 2019
CONDITION OF ASSET	: REMOVE MEMORY AND	D HARD DRIV	E	BOONE COUNTY
REASON FOR DISPOSIT	NON: REPLACEMENT			AUDITOR
DESIRED DATE FOR A	SSET REMOVAL TO STOR	AGE: ASAP in	GC 123	
IF YES ATTACH DOCU	ED WITH GRANT FUNDIN UMENTATION SHOWING 1126 TY COUNSELOR O SIG	FUNDING AG	ency's permi	SSION TO DISPOSE OF ASSET.
AUDITOR			•	- 00
ORIGINAL ACQUISITIO	ON DATE 2013/02/22		G/L ACCOUN	r for proceeds <u>1190 -383</u> 6 H
ORIGINAL ACQUISITI	ON AMOUNT <u>1,427.08</u>			
ORIGINAL FUNDING S	SOURCE 2731			
ACCOUNT GROUP 160	03			
COUNTY COMMISSIO	ON / COUNTY CLERK			
APPROVED DISPOSAL	METHOD:			
TRANSFER	DEPARTMENT NAME			NUMBER
	LOCATION WITHIN DEP	ARTMENT		
	INDIVIDUAL			
TRADE	AUCTION	SEALED BI	DS	
OTHER EXP	LAIN			
COMMISSION ORDER  DATE APPROVED  SIGNATURE	NUMBER 473-20 16-29-19	519		

DATE: 04/11/2019	-	FIXED ASSET TAG N	UMBER: 00018893
DESCRIPTION;	HP PRO 4300 PC WORKSTATION		
REQUESTED MEANS	OF DISPOSAL:		RECEIVE
OTHER INFORMATION	N:		APR <b>1 2 201</b> 9
CONDITION OF ASSE	T: REMOVE MEMORY AND HAR	D DRIVE	BOONE COUNT
REASON FOR DISPOS	SITION: REPLACEMENT		AUDITOR
DESIRED DATE FOR	ASSET REMOVAL TO STORAGE:	ASAP in GC 123	
IF YES, ATTACH DO	ASED WITH GRANT FUNDING? YES	NG AGENCY'S PERMIS	SION TO DISPOSE OF ASSET.
DEPARTMENT: COL	INTY CLERK 113   SIGNATU	RE: perenger	Kuggins
AUDITOR			
ORIGINAL ACQUISIT	TON DATE 2014/02/28	G/L ACCOUNT	FOR PROCEEDS 1190-3836+42
ORIGINAL ACQUISI	110N AMOUNT 608.58	<b>7</b> /.	
ORIGINAL FUNDING	SOURCE 2731		
ACCOUNT GROUP 1	603	=:	
COUNTY COMMISS	ION / COUNTY CLERK		700
APPROVED DISPOSA	L METHOD:		
TRANSFER	DEPARTMENT NAME		_NUMBER
	LOCATION WITHIN DEPARTMI	ENT	
	INDIVIDUAL		
TRADE	SEA	LED BIDS	
OTHER EX	KPLAIN		
COMMISSION ORDE	R NUMBER 473-2619		
DATE APPROVED	9 / 16-29-191	•	
SIGNATURE	my le attirly	-	

DATE: 04/11/2019		FIXED ASS	SET TAG NUMBER: 00019	387
DESCRIPTION:	HP SB 800 PC WORKSTATION			
REQUESTED MEANS	OF DISPOSAL:			RECEIVED
OTHER INFORMATIO	N:			APR 1 2 2019
CONDITION OF ASSE	T: REMOVE MEMORY AND	HARD DRIVE		BOONE COUNTY
REASON FOR DISPOS	ITION: REPLACEMENT			AUDITOR
DESIRED DATE FOR	ASSET REMOVAL TO STORA	GE: ASAP in GC	123	
IF YES, ATTACH DO	SED WITH GRANT FUNDING CUMENTATION SHOWING FU	INDING AGENCY		SE OF ASSET.
DEPARTMENT: COU	NTY CLERK 1131 SIGN	IATURE: <del>Jeu</del>	rifer Riggins	)
AUDITOR		3.44	0	
ORIGINAL ACQUISIT	ION DATE 2014/10/03	G/L .	ACCOUNT FOR PROCEEDS	S1190-3836 H
ORIGINAL ACQUISIT	TON AMOUNT <u>862.47</u>			
ORIGINAL FUNDING	SOURCE 2731	<del></del>		
ACCOUNT GROUP 16	603			
COUNTY COMMISSI	ON / COUNTY CLERK			
APPROVED DISPOSA	L METHOD:			
TRANSFER	DEPARTMENT NAME		NUMBER	
	LOCATION WITHIN DEPAR	RTMENT		
	INDIVIDUAL			
TRADE	AUCTION	SEALED BIDS		
OTHER EX	PLAIN			=======================================
COMMISSION ORDER DATE APPROVED SIGNATURE	NUMBER 473-2619 16-29-19 my L. Altinelf	7		

DATE: 04/12/2019		FIXED ASSET TAG NUMBER: C	)0019418
DESCRIPTION:	HP PRODESK 400 PC WORKSTATION		
REQUESTED MEANS	S OF DISPOSAL:		RECEIVED
OTHER INFORMATI	ON:		APR 1 2 2019
CONDITION OF ASS	ET: REMOVE MEMORY AND HARD	DRIVE	BOONE COUNTY AUDITOR
REASON FOR DISPO	SITION: REPLACEMENT		7.22.1
DESIRED DATE FOR	ASSET REMOVAL TO STORAGE: A	SAP in GC 123	
IF YES, ATTACH DO	ASED WITH GRANT FUNDING? YES OCUMENTATION SHOWING FUNDIN	NG AGENCY'S PERMISSION TO L	DISPOSE OF ASSET.
DEPARTMENT: COL	JNTY CLERK 1131 SIGNATUI	RE: Gennefer Kiggs	uno
AUDITOR			
ORIGINAL ACQUISI	TION DATE 2014/12/31	G/L ACCOUNT FOR PROC	CEEDS 1190-3836 N
ORIGINAL ACQUISI	TION AMOUNT 641.69		
ORIGINAL FUNDING	G SOURCE <u>2731</u>		
ACCOUNT GROUP _	1603		
COUNTY COMMISS	SION / COUNTY CLERK		
APPROVED DISPOSA	AL METHOD:		
TRANSFER	DEPARTMENT NAME	NUMBER	<b>\</b>
	LOCATION WITHIN DEPARTME	NT	
	INDIVIDUAL		
TRADE	AUCTIONSEAL	LED BIDS	
OTHER E	XPLAIN		
COMMISSION ORDED DATE APPROVED SIGNATURE	R NUMBER 473-2619		

DATE: 04/12/2019		FIXED ASSET TA	G NUMBER: 00019414
DESCRIPTION;	HP PRODESK 400 PC WORKSTATION		RECEIVED
REQUESTED MEANS	S OF DISPOSAL:		APR 1 5 2019
OTHER INFORMATI	ON:		BOONE COUNTY AUDITOR
CONDITION OF ASS	ET: REMOVE MEMORY AND	HARD DRIVE	200 Per 200 C (200 C 200
REASON FOR DISPO	SITION: REPLACEMENT		
DESIRED DATE FOR	ASSET REMOVAL TO STOR	AGE: ASAP in GC 123	
WAS ASSET PURCH. IF YES, ATTACH DO	ASED WITH GRANT FUNDIN OCUMENTATION SHOWING F	G? YES OO FUNDING AGENCY'S PER	MISSION TO DISPOSE OF ASSET.
DEPARTMENT: COL	JNTY CLERK 1132 SIG	SNATURE Jeunfler	Kiggins
AUDITOR			×
ORIGINAL ACQUISI	TION DATE <u>2014/12/31</u>	G/L ACCOU	INT FOR PROCEEDS 1190-3836 HR
ORIGINAL ACQUISI	TION AMOUNT 641.69		
ORIGINAL FUNDING	G SOURCE <u>2731</u>		
ACCOUNT GROUP	1603		
COUNTY COMMISS	SION / COUNTY CLERK		
APPROVED DISPOSA	AL METHOD:		
TRANSFER	DEPARTMENT NAME		NUMBER
	LOCATION WITHIN DEPA	ARTMENT	
	INDIVIDUAL		
TRADE	AUCTION	SEALED BIDS	
OTHER E	XPLAIN		
COMMISSION ORDE	er number 47 <i>3-261</i>	9	
DATE APPROVED_	9 / 10.29 19	9	
SIGNATURE	my le Affinef	<del></del>	

DATE: <u>04/16/2019</u>	FIXED ASSET TAG NUMBER: 00017579
DESCRIPTION: PC WORKSTATION	
REQUESTED MEANS OF DISPOSAL:  OTHER INFORMATION:  CONDITION OF ASSET: REMOVE MEMORY AND HA  REASON FOR DISPOSITION: REPLACEMENT  DESIRED DATE FOR ASSET REMOVAL TO STORAGE  WAS ASSET PURCHASED WITH GRANT FUNDING?	RECEIVED  APR 16 2019  BOONE COUNTY AUDITOR  ASAP in GC 123  E NO DING AGENCY'S PERMISSION TO DISPOSE OF ASSET.
AUDITOR ORIGINAL ACQUISITION DATE 2010/12/31	G/L ACCOUNT FOR PROCEEDS N/A HR
ORIGINAL ACQUISITION AMOUNT 10,349.00  ORIGINAL FUNDING SOURCE 2744  ACCOUNT GROUP 1603	
COUNTY COMMISSION / COUNTY CLERK	
	NUMBER
TRADEAUCTIONSE	EALED BIDS
COMMISSION ORDER NUMBER 473-2619  DATE APPROVED 16-29-19  SIGNATURE Comments of the state of the	

## PROPERTY DISPOSITIO

16385- 2007

- Subrecipients are expected to use the approved equipment for t which it was acquired as long as needed.
  - If a SCCG-funded project ceases and there is still value in the property, I property be made available for re-authorization to another SCCG-funde

16243 -Do 2007 WOLK 16279 - 2007

- Replacement: May use the equipment to be replaced as a trade-in, or may sell the
  equipment and use the proceeds to offset the cost of the replacement equipment.
  - Purchase of replacement property must take place soon enough after the sale of property to show that the sale and the purchase are related.
- Disposition: When original or replacement equipment acquired under an award is no longer needed for the original project, may dispose of the personal nonexpendable property.
  - Items with a current per unit fair market value of less than \$5,000 may be retained, sold, or
    otherwise disposed of with no further obligation to DPS.
  - Items with a current per unit fair market value of \$5,000 or more may be retained or sold, but DPS shall have a right to an amount calculated by multiplying the current market value or proceeds from the sale by DPS' share of the equipment.
    - The seller is eligible for limited sale and handling costs of \$500 or 10% of the proceeds, whichever is less.
- Records for non-expendable property acquired with grant funds shall be retained for five (5) years after final disposition of property.

DATE: 04/16/2019		FIXED ASSET TAG NUMI	3ER: 00016385
	L DUAL CORE ORKSTATION		
REQUESTED MEANS OF DISI	POSAL:		RECEIVED
OTHER INFORMATION:			APR 16:2019
CONDITION OF ASSET: REM	OVE MEMORY AND HAR	D DRIVE	BOONE COUNTY AUDITOR
REASON FOR DISPOSITION:	REPLACEMENT	1	AGDITOR
DESIRED DATE FOR ASSET I	REMOVAL TO STORAGE:	ASAP in GC 123	
WAS ASSET PURCHASED WI IF YES, ATTACH DOCUMEN	TATION SHOWING FUNDI	NG AGENCY'S PERMISSION	N TO DISPOSE OF ASSET.
DEPARTMENT: SHERIFF	125 <sup>3</sup> SIGNATU	JRE: Jeunfer K	iggins
AUDITOR		, 0	0
ORIGINAL ACQUISITION DA	TE 2007/10/05	G/L ACCOUNT FOR	R PROCEEDS N/A HA
ORIGINAL ACQUISITION AM	1,378.00	_	
ORIGINAL FUNDING SOURCE	E_2731	_	
ACCOUNT GROUP 1603		<b>-</b> a	
COUNTY COMMISSION / C	OUNTY CLERK		
APPROVED DISPOSAL METH	IOD:		
TRANSFER DEPA	RTMENT NAME	NU	MBER
LOCA	ATION WITHIN DEPARTM	ENT	<u> </u>
INDI	VIDUAL		
TRADEA	UCTIONSEA	LED BIDS	
OTHER EXPLAIN_			<del></del>
COMMISSION ORDER NUMB  DATE APPROVED  SIGNATURE	er 473-2619 10-29199		

## PROPERTY DISPOSITIO

2007

- Subrecipients are expected to use the approved equipment for t which it was acquired as long as needed.
  - If a SCCG-funded project ceases and there is still value in the property, I property be made available for re-authorization to another SCCG-funde

Do 2007 WORK - 2007

16243

- Replacement: May use the equipment to be replaced as a trade-in, or may sell the
  equipment and use the proceeds to offset the cost of the replacement equipment.
  - Purchase of replacement property must take place soon enough after the sale of property to show that the sale and the purchase are related.
- Disposition: When original or replacement equipment acquired under an award is no longer needed for the original project, may dispose of the personal nonexpendable property.
  - Items with a current per unit fair market value of less than \$5,000 may be retained, sold, or
    otherwise disposed of with no further obligation to DPS.
  - Items with a current per unit fair market value of \$5,000 or more may be retained or sold, but DPS shall have a right to an amount calculated by multiplying the current market value or proceeds from the sale by DPS' share of the equipment.
    - The seller is eligible for limited sale and handling costs of \$500 or 10% of the proceeds, whichever is less.
- Records for non-expendable property acquired with grant funds shall be retained for five (5) years after final disposition of property.

DATE: 04/16/2019	FIXED .	ASSET TAG NUMBER: 00016243
DESCRIPTION:	INGRAM V7 900P MONITOR LCD 19 INCH	
REQUESTED MEAN	S OF DISPOSAL:	RECEIVED
OTHER INFORMATI	ON:	APR 16 2019
CONDITION OF ASS	RECEIVED IN 2007	BOONE COUNTY AUDITOR
REASON FOR DISPO	OSITION: REPLACEMENT	
DESIRED DATE FOR	R ASSET REMOVAL TO STORAGE: ASAP in C	GC 123
WAS ASSET PURCH IF YES, ATTACH DO	ASED WITH GRANT FUNDING? YES NO OCUMENTATION SHOWING FUNDING AGEN	
DEPARTMENT: SH	ERIFF 1253 SIGNATURE:	unifer Kiggins
AUDITOR	,	U
ORIGINAL ACQUIS	TTION DATE 2007/05/01	N/A $ACCOUNT FOR PROCEEDS N/A ACCOUNT FOR PROCEEDS N/A$
ORIGINAL ACQUIS	ITION AMOUNT 199.00	
ORIGINAL FUNDIN	G SOURCE <u>2731</u>	
ACCOUNT GROUP	1603	
COUNTY COMMIS	SION / COUNTY CLERK	
APPROVED DISPOS	AL METHOD:	
TRANSFER	DEPARTMENT NAME	NUMBER
	LOCATION WITHIN DEPARTMENT	
	INDIVIDUAL	
TRADE	AUCTIONSEALED BIDS	}
OTHER I	EXPLAIN	
COMMISSION ORDI	er NUMBER 473-2619	
DATE APPROVED_	1 102919	
SIGNATURE	any le affirely	

State Cybers Grant Money

17579- 12/2010

## PROPERTY DISPOSITIO

16385- 2007

- Subrecipients are expected to use the approved equipment for t which it was acquired as long as needed.
  - If a SCCG-funded project ceases and there is still value in the property, I property be made available for re-authorization to another SCCG-funde

16243 -Do 2007 work 16279 - 2007

- Replacement: May use the equipment to be replaced as a trade-in, or may sell the
  equipment and use the proceeds to offset the cost of the replacement equipment.
  - Purchase of replacement property must take place soon enough after the sale of property to show that the sale and the purchase are related.
- Disposition: When original or replacement equipment acquired under an award is no longer needed for the original project, may dispose of the personal nonexpendable property.
  - Items with a current per unit fair market value of less than \$5,000 may be retained, sold, or
    otherwise disposed of with no further obligation to DPS.
  - Items with a current per unit fair market value of \$5,000 or more may be retained or sold, but DPS shall have a right to an amount calculated by multiplying the current market value or proceeds from the sale by DPS' share of the equipment.
    - The seller is eligible for limited sale and handling costs of \$500 or 10% of the proceeds, whichever is less.
- Records for non-expendable property acquired with grant funds shall be retained for five (5) years after final disposition of property.

DATE: 04/16/2019		FIXED ASSET TAG NUMBER: 00016279
DESCRIPTION:	ACER AL1916 MONITOR LCD 19 INCH	
	MONITOR CCD 19 INCH	RECEIVED
REQUESTED MEANS O	OF DISPOSAL:	
OTHER INFORMATION	N:	APR <b>1 6 2019</b>
CONDITION OF ASSET	RECEIVED IN 2007	BOONE COUNTY AUDITOR
REASON FOR DISPOSIT	TION: REPLACEMENT	
DESIRED DATE FOR A	SSET REMOVAL TO STORAGE: <u>F</u>	SAP in GC 123
IF YES, ATTACH DOC		NG AGENCY'S PERMISSION TO DISPOSE OF ASSET.
DEPARTMENT: SHER	IFF 1253 SIGNATU	re: Gernfer Riggins
<u>AUDITOR</u>		0
ORIGINAL ACQUISITIO	ON DATE 2007/06/26	G/L ACCOUNT FOR PROCEEDS N/A HQ
ORIGINAL ACQUISITION	ON AMOUNT 159.98	e
ORIGINAL FUNDING S	SOURCE <u>2731</u>	
ACCOUNT GROUP 160	03	
COUNTY COMMISSIO	ON / COUNTY CLERK	
APPROVED DISPOSAL	METHOD:	
TRANSFER	DEPARTMENT NAME	NUMBER
	LOCATION WITHIN DEPARTME	NT
	INDIVIDUAL	
TRADE	AUCTIONSEAI	LED BIDS
OTHER EXP	PLAIN	
COMMISSION ORDER I DATE APPROVED SIGNATURE	NUMBER 473-2019 10-29-19	

PROPERTY DISPOSITIO

16385- 2007

 Subrecipients are expected to use the approved equipment for t which it was acquired as long as needed.

If a SCCG-funded project ceases and there is still value in the property, I property be made available for re-authorization to another SCCG-fundε

16279 - 2007

MOCK

- Replacement: May use the equipment to be replaced as a trade-in, or may sell the
  equipment and use the proceeds to offset the cost of the replacement equipment.
  - Purchase of replacement property must take place soon enough after the sale of property to show that the sale and the purchase are related.
- Disposition: When original or replacement equipment acquired under an award is no longer needed for the original project, may dispose of the personal nonexpendable property.
  - Items with a current per unit fair market value of less than \$5,000 may be retained, sold, or
    otherwise disposed of with no further obligation to DPS.
  - Items with a current per unit fair market value of \$5,000 or more may be retained or sold, but DPS shall have a right to an amount calculated by multiplying the current market value or proceeds from the sale by DPS' share of the equipment.
    - The seller is eligible for limited sale and handling costs of \$500 or 10% of the proceeds, whichever is less.
- Records for non-expendable property acquired with grant funds shall be retained for five (5) years after final disposition of property.

DATE: 04/19/2019		FIXED ASSET TAG NUMBER: 00019422		
DESCRIPTION:	CISCO CATALYST 2960 SWITCH ETHERNET			
REQUESTED MEANS	S OF DISPOSAL:		RECEIVED	
OTHER INFORMATION	ON:	,	APR 2 2 2019	
CONDITION OF ASS	ET: PURCHASED IN 2014		LOONE COUNTY AUDITOR	
REASON FOR DISPO	SITION: REPLACEMENT			
DESIRED DATE FOR	ASSET REMOVAL TO STORAGE:	ASAP- in GC Room 123		
IF YES, ATTACH DO	ASED WITH GRANT FUNDING? YID CUMENTATION SHOWING FUND 110 ORMATION TECHNOL SIGNAT	ING AGENCY'S PERMISSION TO L	DISPOSE OF ASSET.	
AUDITOR		, 0	-	
ORIGINAL ACQUISI	TION DATE 2014/06/20	G/L ACCOUNT FOR PROC	CEEDS 1190-3836 N	
ORIGINAL ACQUISI	TION AMOUNT <u>751.10</u>		v	
ORIGINAL FUNDING	G SOURCE 2731	<u>Lar</u>		
ACCOUNT GROUP	1603	_		
COUNTY COMMISS	SION / COUNTY CLERK			
APPROVED DISPOSA	AL METHOD:			
TRANSFER	DEPARTMENT NAME	NUMBER	R	
	LOCATION WITHIN DEPARTM	IENT		
	INDIVIDUAL			
TRADE	AUCTIONSE	ALED BIDS		
OTHER E	XPLAIN			
COMMISSION ORDE	er number <u>473-<i>26</i>19</u>	=		
DATE APPROVED	10:29:19	=	9	
SIGNATURE Con	afte aliver	-		

DATE: 04/19/2019		FIXED ASSET TAG NUM	BER: 00015646
DESCRIPTION:	CISCO CATALYST 2960 SWITCH ETHERNET		
•	OF DISPOSAL:		RECEIVED
OTHER INFORMATION	N:		ADD 6 9 2010
CONDITION OF ASSET	Γ: PURCHASED IN 2006		APR <b>2 2 2019</b>
REASON FOR DISPOSI	TION: REPLACEMENT		AUDITOR
DESIRED DATE FOR A	ASSET REMOVAL TO STORAGE:	ASAP- in GC Room 123	
IF YES, ATTACH DOC	SED WITH GRANT FUNDING? YE CUMENTATION SHOWING FUND	ING AGENCY'S PERMISSIO	· .
DEPARTMENT: PROS	(26) SECUTING ATTORNI SIGNAT	URE Jeunfu F	Eugguns
AUDITOR		, ,	0.0
ORIGINAL ACQUISITI	ON DATE 2006/09/21	G/L ACCOUNT FO	R PROCEEDS 1190-3836 NA
ORIGINAL ACQUISIT	ION AMOUNT 2,965.84		
ORIGINAL FUNDING	SOURCE 2782	<del></del> :	
ACCOUNT GROUP 16	03	=	
COUNTY COMMISSION	ON / COUNTY CLERK		
APPROVED DISPOSAL	METHOD:		
TRANSFER	DEPARTMENT NAME	NU	JMBER
	LOCATION WITHIN DEPARTM	IENT	
	INDIVIDUAL		
TRADE	AUCTIONSE	ALED BIDS	
OTHER EX	PLAIN		
COMMISSION ORDER  DATE APPROVED  SIGNATURE	NUMBER 473-2619 16-29-19		

DATE: 04/19/2019		FIXED ASSET TAG NUMBER: 00013638
DESCRIPTION:	CISCO CATALYST 2950 SWITCH ETHERNET	
REQUESTED MEANS C	F DISPOSAL:	
OTHER INFORMATION	I:	
CONDITION OF ASSET	: PURCHASED IN 2002	
REASON FOR DISPOSI	ΠΟΝ: REPLACEMENT	
DESIRED DATE FOR A	SSET REMOVAL TO STORAGE:	ASAP- in GC Room 123
IF YES, ATTACH DOC		NG AGENCY'S PERMISSION TO DISPOSE OF ASSET.
DEPARTMENT: PROS	126 V ECUTING ATTORNI SIGNATU	RE: Glimber Kiggins
AUDITOR		
ORIGINAL ACQUISITIO	ON DATE 2002/11/26	G/L ACCOUNT FOR PROCEEDS 1190-3836 NO
ORIGINAL ACQUISITI	ON AMOUNT <u>622.27</u>	
ORIGINAL FUNDING S	SOURCE 2731	8
ACCOUNT GROUP 160	)3	
COUNTY COMMISSIO	N / COUNTY CLERK	
APPROVED DISPOSAL	METHOD:	
TRANSFER	DEPARTMENT NAME	NUMBER
	LOCATION WITHIN DEPARTMI	ENT
	INDIVIDUAL	
TRADE	AUCTIONSEA	LED BIDS
OTHER EXP	LAIN	
COMMISSION ORDER  DATE APPROVED  SIGNATURE	NUMBER 473-2019 10-29-19	

# Request for Disposal/Transfer of County Property Complete, sign, and return to Auditor's Office

		Compiete, sign, and	CIMITI TO 2 INGITOT.	Syfice	
Date: 04/17/2019		Fixed Asset Tag	Number: N/A		RECEIVED
Description of Asset: Assorted Monitor Cables and Stands					APR 1 8 2019
Requested Means of	Disposal: Sell	☐Trade-In ☐]	Recycle/Trash	⊠Other, Explain:	•
Other Information (S	Serial number, etc.	) <b>:</b>			
Condition of Asset:					
Reason for Dispositi	on: No Longer Ne	eded			
Location of Asset an	d Desired Date fo	r Removal to Storag	e: ASAP - GC	Room 123	
If yes, attach  Dept Number & Nas	the grant impose a documentation documentation documentation documentation documents.	restriction and/or re emonstrating compl nation Technology	quirements per iance with the a Signat	taining to disposal?  YE gency's restrictions and/o	r requirements.
To be Completed b	y: AUDITOR N	o Data		nt for Proceeds <u>1190-383</u>	36 4PZ
Original Acquisition	Amount				
Original Funding So	arce				
Account Group			e e e e e e e e e e e e e e e e e e e		
To be Completed b	y: COUNTY CC	MMISSION / C	OUNTY CLE	<u>RK</u>	
Approved Disposal I	Method:				
Transfer	Department l	Vame		Number	
	Location with	in Department			<u>~</u>
	Individual				
Trade	Auction	Seal	ed Bids		
Other I	Explain	Access ones artest			
Commission Order	Number 4	13-2019			
Date Approved	9 × 10	29 199 Tirill	<del></del>		
Signature	A - 67	V			

S:\all\AUDITOR\Accounting Forms\Fixed Asset Disposal.docx Revised: September 2016

## Request for Disposal/Transfer of County Property Complete, sign, and return to Auditor's Office

Date: 04/17/2019 Fixed Asset Tag Number: N/A
Description of Asset: Assorted Monitor Cables and Stands
Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Explain: RECEIVE
Other Information (Serial number, etc.):  APR 1 8 2019
Condition of Asset:  BOONE COUNTAINTERNAL AUDITOR
Reason for Disposition: No Longer Needed
Location of Asset and Desired Date for Removal to Storage: ASAP - GC Room 123
Was asset purchased with grant funding?
Dept Number & Name: 1170 - Information Technology Signature Quite Ruggin
To be Completed by: AUDITOR Original Acquisition Date  G/L Account for Proceeds 1190-3836
Original Acquisition Amount
Original Funding Source
Account Group
To be Completed by: COUNTY COMMISSION / COUNTY CLERK
Approved Disposal Method:
Transfer Department NameNumber
Location within Department
Individual
TradeAuctionSealed Bids
Other Explain
Commission Order Number 473-2019
Signature Conglis attentif

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Revised: September 2016

DATE: 04/19/2019	· ·	FIXED ASSET TAG NUMBER	00018161
DESCRIPTION:	HP LE1911 MONITOR LCD 19 INCH		
REQUESTED MEANS	OF DISPOSAL:		
OTHER INFORMATIO	N:		RECEIVE
CONDITION OF ASSE	T: PURCHASED IN 2012		APR 1 9 2019
REASON FOR DISPOS	ITION: REPLACEMENT		BOONE COUNTY AUDITOR
DESIRED DATE FOR	ASSET REMOVAL TO STORAGE	E: ASAP - GC Room 123	
IF YES, ATTACH DO		DING AGENCY'S PERMISSION TO	
DEPARTMENT: COU	NTY CLERK 1132 SIGNA	TURE: Cleunifer Kigge	$n^{\circ}$
AUDITOR		(d) <b>(F</b> )	
ORIGINAL ACQUISIT	ION DATE 2012/11/02	G/L ACCOUNT FOR PR	OCEEDS 1190-3836 440
ORIGINAL ACQUISIT	TION AMOUNT 124.54		
ORIGINAL FUNDING	SOURCE 2731		
ACCOUNT GROUP 16	603		
COUNTY COMMISSI	ON / COUNTY CLERK		=
APPROVED DISPOSA	L METHOD:		
TRANSFER	DEPARTMENT NAME	NUMB	ER
	LOCATION WITHIN DEPART	MENT	
	INDIVIDUAL		15
TRADE	AUCTIONSI	EALED BIDS	
OTHER EX	PLAIN		
COMMISSION ORDER  DATE APPROVED  SIGNATURE	NUMBER 473-2019 16:29:199 White Attention		1

DATE: 04/19/2019		FIXED ASSET TAG NUMBER: 00016976
DESCRIPTION:	HP L1910 MONITOR LCD 19 INCH	
REQUESTED MEANS	S OF DISPOSAL:	RECEIVE
OTHER INFORMATI	ON:	APR 1 9 2019
CONDITION OF ASS	ET: PURCHASED IN 2009	BOONE COUNT
REASON FOR DISPO	SITION: REPLACEMENT	AUDITOR
DESIRED DATE FOR	ASSET REMOVAL TO STORAGE	3: ASAP - GC Room 123
IF YES, ATTACH DO		DING AGENCY'S PERMISSION TO DISPOSE OF ASSET.
DEPARTMENT: CO	UNTY CLERK 1132 SIGNA	TURE: Genifee Riggins
AUDITOR		. 0
ORIGINAL ACQUISI	TION DATE 2009/08/19	G/L ACCOUNT FOR PROCEEDS 1190-3836 NO
ORIGINAL ACQUISI	TION AMOUNT 134.78	
ORIGINAL FUNDING	G SOURCE 2731	<u>,</u>
ACCOUNT GROUP_	1603	
COUNTY COMMISS	SION / COUNTY CLERK	
APPROVED DISPOSA	AL METHOD:	
TRANSFER	DEPARTMENT NAME	NUMBER
	LOCATION WITHIN DEPART	MENT
	INDIVIDUAL	
TRADE	AUCTIONSI	EALED BIDS
OTHER E	XPLAIN	<del></del>
COMMISSION ORDE	er number <u>473-2019</u>	
DATE APPROVED	16:39.19	
SIGNATURE_	my to affinely	

DATE: 04/19/2019		FIXED ASSET TAG NUMBER: 00015928
DESCRIPTION:	HP L1740 MONITOR LCD 17 INCH	
DECLIEGED MEANIC		RECEIVED
	OF DISPOSAL:	APR <b>1 9 2019</b>
OTHER INFORMATIC	)N:	BOONE COUNTY
CONDITION OF ASSE	T: PURCHASED IN 2007	AUDITOR
REASON FOR DISPOS	SITION: REPLACEMENT	
DESIRED DATE FOR	ASSET REMOVAL TO STORAGE: A	SAP - GC Room 123
IF YES, ATTACH DO		G AGENCY'S PERMISSION TO DISPOSE OF ASSET.
DEPARTMENT: COU	INTY CLERK 1131 SIGNATUR	E: Germfer Kiggins
AUDITOR		, 0
ORIGINAL ACQUISIT	TION DATE 2007/03/09	G/L ACCOUNT FOR PROCEEDS 1190-3836 HQ
ORIGINAL ACQUISIT	TION AMOUNT 188.00	
ORIGINAL FUNDING	SOURCE 2731	
ACCOUNT GROUP 1	603	
COUNTY COMMISS	ION / COUNTY CLERK	
APPROVED DISPOSA	L METHOD:	
TRANSFER	DEPARTMENT NAME	NUMBER
	LOCATION WITHIN DEPARTMENT	NT
	INDIVIDUAL	
TRADE	AUCTIONSEAL	ED BIDS
OTHER EX	XPLAIN	
COMMISSION ORDED  DATE APPROVED  SIGNATURE	R NUMBER 473-2619 16-29-19 my Latenty	

DATE: 04/19/2019		FIXED ASSET TAG NUMBER: 00015927
DESCRIPTION:	HP L1740 MONITOR LCD 17 INCH	
REQUESTED MEANS	S OF DISPOSAL:	RECEIVED
OTHER INFORMATION	ON:	APR 1 9 2019
CONDITION OF ASS	ET: PURCHASED IN 2007	BOONE COUNTY
REASON FOR DISPO	SITION: REPLACEMENT	AUDITOR
DESIRED DATE FOR	ASSET REMOVAL TO STORAGE	3: ASAP - GC Room 123
IF YES, ATTACH DO		IDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.
DEPARTMENT: COL	JNTY CLERK 1131 SIGNA	TURE: Jennyler Kiggins
AUDITOR		, ,
ORIGINAL ACQUISI	TION DATE 2007/03/09	G/L ACCOUNT FOR PROCEEDS 1190-3836
ORIGINAL ACQUISI	TION AMOUNT 188.00	
ORIGINAL FUNDING	G SOURCE <u>2731</u>	
ACCOUNT GROUP	1603	
COUNTY COMMISS	SION / COUNTY CLERK	
APPROVED DISPOSA	AL METHOD:	
TRANSFER	DEPARTMENT NAME	NUMBER
	LOCATION WITHIN DEPART	MENT
	INDIVIDUAL	
TRADE	AUCTIONSI	EALED BIDS
OTHER E	XPLAIN	
COMMISSION ORDE	er number <u>473-261</u>	7
DATE APPROVED	2 / 16.29 199	_
SIGNATURE LA	my to assulf	

DATE: 04/19/2019		FIXE	D ASSET TAG NUMI	BER: 00015925
DESCRIPTION:	HP L1740 MONITOR LCD 17 INCH			
REQUESTED MEANS C	F DISPOSAL:			RECEIVED
OTHER INFORMATION	l;			
CONDITION OF ASSET	: PURCHASED IN 2007			APR <b>1 9 2019</b>
REASON FOR DISPOSI	TION: REPLACEMENT			BOONE COUNTY AUDITOR
DESIRED DATE FOR A	SSET REMOVAL TO STOR	AGE: ASAP -	GC Room 123	
IF YES, ATTACH DOC	ED WITH GRANT FUNDIN UMENTATION SHOWING	FUNDING AGI	1	N TO DISPOSE OF ASSET.
DEPARTMENT: COUN	TY CLERK 1131 SIG	GNATURE:	jerrefer 6	liggins
AUDITOR		•		00
ORIGINAL ACQUISITION	ON DATE 2007/03/09		G/L ACCOUNT FOR	PROCEEDS 1190-3836 HQ
ORIGINAL ACQUISITI	ON AMOUNT <u>188.00</u>	<u> </u>		
ORIGINAL FUNDING S	SOURCE 2731			
ACCOUNT GROUP 160	03			
COUNTY COMMISSIO	ON / COUNTY CLERK			
APPROVED DISPOSAL	METHOD:			
TRANSFER	DEPARTMENT NAME		NU	MBER
	LOCATION WITHIN DEPA	ARTMENT		3.
	INDIVIDUAL			
TRADE	AUCTION	SEALED BI	DS	
OTHER EXF	PLAIN			
COMMISSION ORDER  DATE APPROVED  SIGNATURE	NUMBER 473-20	9		

DATE: 04/19/2019		FIXED ASSET TAG NUMBER	R: 00015929
DESCRIPTION:	HP L1740 MONITOR LCD 17 INCH		
REQUESTED MEAN	S OF DISPOSAL:	<del></del>	RECEIVE
OTHER INFORMATI	ON:		APR <b>1 9 2019</b>
CONDITION OF ASS	ET: PURCHASED IN 2007		BOONE COUNT
REASON FOR DISPO	SITION: REPLACEMENT		AUDITOR
DESIRED DATE FOR	R ASSET REMOVAL TO STORAGE	3: ASAP - GC Room 123	2
IF YES, ATTACH DO	ASED WITH GRANT FUNDING? NOCUMENTATION SHOWING FUN	DING AGENCY'S PERMISSION T	O DISPOSE OF ASSET.
DEPARTMENT: CO	UNTY CLERK 1131 SIGNA	TURE Jeunse Puc	guns
<u>AUDITOR</u>	**	, ,	
ORIGINAL ACQUISI	TION DATE 2007/03/09	G/L ACCOUNT FOR PI	ROCEEDS 1190-3836 410
ORIGINAL ACQUIS	ITION AMOUNT 188.00		
ORIGINAL FUNDING	G SOURCE 2731		
ACCOUNT GROUP	1603		
COUNTY COMMISS	SION / COUNTY CLERK		
APPROVED DISPOSA	AL METHOD:		
TRANSFER	DEPARTMENT NAME	NUME	BER
	LOCATION WITHIN DEPART	MENT	
	INDIVIDUAL		
TRADE	AUCTIONSI	EALED BIDS	
OTHER E	XPLAIN		
COMMISSION ORDE	er number <u>473-2019</u>	_	
DATE APPROVED	1 6.29.191	_	
SIGNATURE	my to allowly		¥3

DATE: 04/17/2019		FIXE	D ASSET TAG NUMBER	: 00018820
DESCRIPTION:	UNITRENDS RECOVERY- BACKUP APPLIANCE	-824		DEOFWER
DECLIESTED MEANS	OF DISPOSAL:			RECEIVED
•				APR 1 8 2019
	N:	19		BOONE COUNTY AUDITOR
CONDITION OF ASSE	T: HARDDRIVES/MEMORY	REMOVED		and the second s
REASON FOR DISPOS	ITION: REPLACEMENT			
DESIRED DATE FOR	ASSET REMOVAL TO STORA	GE: ASAP -	In GC Room 123.	
IF YES, ATTACH DOO	SED WITH GRANT FUNDING CUMENTATION SHOWING FI	UNDING AG	ENCY'S PERMISSION TO	DISPOSE OF ASSET.
DEPARTMENT: INFO	RMATION TECHNOL SIGN	NATURE:	Sudy	
AUDITOR			U	
ORIGINAL ACQUISIT	ION DATE 2013/12/31		G/L ACCOUNT FOR PR	OCEEDS 1190-3835 44
ORIGINAL ACQUISIT	TON AMOUNT <u>9,675.50</u>			
ORIGINAL FUNDING	SOURCE 2731			
ACCOUNT GROUP 16	603			
COUNTY COMMISSI	ON / COUNTY CLERK			
APPROVED DISPOSA	L METHOD:			
TRANSFER	DEPARTMENT NAME		NUMB	ER
	LOCATION WITHIN DEPA	RTMENT		
	INDIVIDUAL			***
TRADE	AUCTION	_SEALED BI	DS	
OTHER EX	PLAIN			
COMMISSION ORDER  DATE APPROVED  SIGNATURE	NUMBER 473-2619	9_		

DATE: 04/17/2019		FIXED ASSET TAG NUMBER: 00	0018821
DESCRIPTION:	UNITRENDS RECOVERY-824 BACKUP APPLIANCE		
REQUESTED MEANS C	F DISPOSAL:	r	RECEIVED
OTHER INFORMATION	I:		APR 1 8 2019
CONDITION OF ASSET	: HARDDRIVE/MEMORY REMOV	/ED	BOONE COUNTY AUDITOR
REASON FOR DISPOSI	TION: REPLACEMENT		
DESIRED DATE FOR A	SSET REMOVAL TO STORAGE: _	ASAP - In GC Room 123.	
IF YES, ATTACH DOC	ED WITH GRANT FUNDING? YES UMENTATION SHOWING FUND (170 RMATION TECHNOL SIGNATU	NO AGENCY'S PERMISSION TO DI	SPOSE OF ASSET.
DEPARTMENT: INFOF	RMATION TECHNOL SIGNATU	RE: Study	
AUDITOR		U,	
ORIGINAL ACQUISITION	ON DATE 2013/12/31	G/L ACCOUNT FOR PROCI	EEDS 1190-3835
ORIGINAL ACQUISITI	ON AMOUNT 9,675.50	2	
ORIGINAL FUNDING S	SOURCE 2731	R	
ACCOUNT GROUP 160	03	e .	
COUNTY COMMISSIO	ON / COUNTY CLERK		
APPROVED DISPOSAL	METHOD:		
TRANSFER	DEPARTMENT NAME	NUMBER_	
	LOCATION WITHIN DEPARTME	ENT	
	INDIVIDUAL		
TRADE	AUCTIONSEA	LED BIDS	
OTHER EXF	PLAIN	<u> </u>	<del></del>
COMMISSION ORDER  DATE APPROVED  SIGNATURE	NUMBER 473-2619 16-29-19		

DATE: 04/17/2019		FIXED ASSET TAG NUMBER: 00018822
DESCRIPTION:	UNITRENDS RECOVERY-824 BACKUP APPLIANCE	RECEIVED
REQUESTED MEANS	OF DISPOSAL:	
OTHER INFORMATIO	N;	- COUNTY
CONDITION OF ASSE	T: HARDDRIVE/MEMORY REM	
REASON FOR DISPOS	ITION: REPLACEMENT	
DESIRED DATE FOR	ASSET REMOVAL TO STORAGE:	ASAP - In GC Room 123.
IF YES, ATTACH DOO	SED WITH GRANT FUNDING? Y CUMENTATION SHOWING FUND	DING AGENCY'S PERMISSION TO DISPOSE OF ASSET.
DEPARTMENT: INFO	NATION TECHNOL SIGNAT	URE: Judy
AUDITOR		0
ORIGINAL ACQUISIT	ION DATE 2013/12/31	G/L ACCOUNT FOR PROCEEDS 1190-3835 44
ORIGINAL ACQUISIT	ION AMOUNT 9,675.50	
ORIGINAL FUNDING	SOURCE 2731	_
ACCOUNT GROUP 16	603	<del></del>
COUNTY COMMISSI	ON / COUNTY CLERK	
APPROVED DISPOSA	L METHOD:	
TRANSFER	DEPARTMENT NAME	NUMBER
	LOCATION WITHIN DEPARTM	MENT
	INDIVIDUAL	
TRADE	AUCTIONSE	ALED BIDS
OTHER EX	PLAIN	
COMMISSION ORDER  DATE APPROVED  SIGNATURE	NUMBER 473-2019	
DIGITALI OILL	N . C. V	

DATE: 04/30/2019	FIXED ASSET TAG N	10MBER: 00019445
DESCRIPTION:	HP ELITEDESK 800 PC WORKSTATION	
REQUESTED MEANS	OF DISPOSAL:	
OTHER INFORMATIO	N:	RECEIVED
CONDITION OF ASSET	T: REMOVE MEMORY AND HARD DRIVE	APR 3 0 2019
REASON FOR DISPOSE	ITION: REPLACEMENT	BOONE COUNTY AUDITOR
DESIRED DATE FOR A	ASSET REMOVAL TO STORAGE: ASAP - GC Room 123	
IF YES, ATTACH DOO	SED WITH GRANT FUNDING? YES (1) CUMENTATION SHOWING FUNDING AGENCY'S PERMIS	SSION TO DISPOSE OF ASSET.
DEPARTMENT: COU	NTY CLERK 1131 SIGNATURE:	1 Kiggins
AUDITOR	. 0	• 0
ORIGINAL ACQUISITI	ON DATE 2014/12/18 G/L ACCOUNT	FOR PROCEEDS 1190-3836 NG
ORIGINAL ACQUISIT	ION AMOUNT 1,013.89	
ORIGINAL FUNDING	SOURCE 2731	
ACCOUNT GROUP 16	603	
COUNTY COMMISSI	ON / COUNTY CLERK	
APPROVED DISPOSAL	L METHOD:	
TRANSFER	DEPARTMENT NAME	NUMBER
	LOCATION WITHIN DEPARTMENT	
	INDIVIDUAL	
TRADE	AUCTIONSEALED BIDS	
OTHER EX	PLAIN	
COMMISSION ORDER  DATE APPROVED  SIGNATURE	NUMBER 473-2619 16.29.19	

DATE: 05/02/2019		FIXED ASSET TAG NUM	MBER: 00019042
DESCRIPTION:	HP PRODESK 400 PC WORKSTATION		
REQUESTED MEANS	OF DISPOSAL:		RECEIVED
OTHER INFORMATION	ON:		MAY 0 3 2019
CONDITION OF ASSI	ET: REMOVE MEMORY AND HARD	DRIVE	BOONE COUNTY AUDITOR
REASON FOR DISPO	SITION: REPLACEMENT	¥ 	
DESIRED DATE FOR	ASSET REMOVAL TO STORAGE: A	ASAP - GC Room 123	-
IF YES, ATTACH DO	ASED WITH GRANT FUNDING? YES CUMENTATION SHOWING FUNDING	NG AGENCY'S PERMISSI	ON TO DISPOSE OF ASSET.
DEPARTMENT: COL	JNTY CLERK 113 \ SIGNATU	referrifer	King
AUDITOR			•
ORIGINAL ACQUISI	ΓΙΟΝ DATE <u>2014/05/07</u>	G/L ACCOUNT FO	OR PROCEEDS 1190-3836 H
ORIGINAL ACQUISI	TION AMOUNT 601.45		
ORIGINAL FUNDING	S SOURCE <u>2731</u>		
ACCOUNT GROUP _1	603		42
COUNTY COMMISS	SION / COUNTY CLERK		ş:
APPROVED DISPOSA	AL METHOD:		18
TRANSFER	DEPARTMENT NAME		NUMBER
	LOCATION WITHIN DEPARTME	ENT	
	INDIVIDUAL		
TRADE	AUCTIONSEAI	LED BIDS	
OTHER E	XPLAIN		
COMMISSION ORDE	R NUMBER 473-2019		
DATE APPROVED_	1 /10.29.19		
SIGNATURE	Young It Stirlf		

## Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date: 5/1/19	Fixed Asset	Tag Number: NA		RECEIVED
Description of Asset: Old Micro Film	Machine from	before 1995		MAY 0 1 2019
Requested Means of Disposal: Sell	Trade-In	Recycle/Trash	Other, Explain:	BOONE COUNTY AUDITOR
Other Information (Serial number, etc.	):		,	
Condition of Asset: old				
Reason for Disposition: no longer use				
Location of Asset and Desired Date for	r Removal to S	Storage: Johnson Blo	lg .	
Was asset purchased with grant fundin If "YES", does the grant impose If yes, attach documentation d Dept Number & Name: 1221 Circuit	restriction and, lemonstrating o	or requirements per compliance with the	ngency's restrictions and	YES NO
To be Completed by: AUDITOR Original Acquisition Date	N/A	G/L A	account for Proceeds _	1190-3836 HQ.
Original Acquisition Amount				
Original Funding Source				
Account Group				****
To be Completed by: COUNTY CO	OMMISSION	/ COUNTY CLE	CRK	
Approved Disposal Method:				
Transfer Department	Name		Number	<del> </del>
Location with	nin Departmen	t		
Individual				
Auction	_	_Sealed Bids	39	
Other Explain				
Commission Order Number 4	73-2019	9		
Date Approved 1 10	5.29.19 int/			

H:\CC Admin\Disposal of County Property send to HEATHER ACTON\Fixed Asset Disposal 2017.docx Revised: September 2016

DATE: 05/10/2019	FIXED	ASSET TAG NUMBER: 00018451
DESCRIPTION:	PANASONIC TOUGHBOOK CF31 LAPTOP NOTEBOOK	
REQUESTED MEANS	OF DISPOSAL:	RECEIVED
OTHER INFORMATION	DN:	MAY 1 0 2019
CONDITION OF ASSI	ET: REMOVE MEMORY AND HARD DRIVE	BOONE COUNTY AUDITOR
REASON FOR DISPO	SITION: REPLACEMENT	
DESIRED DATE FOR	ASSET REMOVAL TO STORAGE: ASAP in	GC - Room 123
IF YES, ATTACH DO		NCY'S PERMISSION TO DISPOSE OF ASSET.
DEPARTMENT: SHE	riff signature: $Q$	umferking
AUDITOR		
ORIGINAL ACQUISI	TION DATE 2013/06/28	G/L ACCOUNT FOR PROCEEDS 1190-3836 440
ORIGINAL ACQUISI	TION AMOUNT <u>3,570.62</u>	
ORIGINAL FUNDING	SOURCE 2731	
ACCOUNT GROUP _1	603	
COUNTY COMMISS	ION / COUNTY CLERK	
APPROVED DISPOSA	AL METHOD:	
TRANSFER	DEPARTMENT NAME	NUMBER
	LOCATION WITHIN DEPARTMENT	
	INDIVIDUAL	
TRADE	AUCTIONSEALED BID	S
OTHER E	XPLAIN	
COMMISSION ORDE	r NUMBER 473-2019	
DATE APPROVED_	16.29.19	
SIGNATURE_	muff Affirth	

DATE: 05/10/2019		FIXED ASSET TAG NUMBER: 00018450
DESCRIPTION:	PANASONIC TOUGHBOOK CF:	31
	OF DISPOSAL:	RECEIVEL
OTHER INFORMATIO	N:	MAY 1 0 2019
CONDITION OF ASSE	T: REMOVE MEMORY AND HARD	D DRIVE BOONE COUNTY
REASON FOR DISPOS	ITION: REPLACEMENT	AUDITOR
DESIRED DATE FOR	ASSET REMOVAL TO STORAGE: 💆	ASAP in GC - Room 123
WAS ASSET PURCHA IF YES, ATTACH DOO	SED WITH GRANT FUNDING? YES CUMENTATION SHOWING FUNDI	NG AGENCY'S PERMISSION TO DISPOSE OF ASSET.
DEPARTMENT: SHE	RIFF SIGNATU	RE: Cleunfer King
AUDITOR		
ORIGINAL ACQUISIT	ION DATE 2013/06/28	G/L ACCOUNT FOR PROCEEDS 1190-3836
ORIGINAL ACQUISIT	TION AMOUNT 3,570.62	e e
ORIGINAL FUNDING	SOURCE 2731	t e
ACCOUNT GROUP 16	603	
COUNTY COMMISSI	ION / COUNTY CLERK	
APPROVED DISPOSA	L METHOD:	
TRANSFER	DEPARTMENT NAME	NUMBER
	LOCATION WITHIN DEPARTME	ENT
	INDIVIDUAL	
TRADE	AUCTIONSEAT	LED BIDS
OTHER EX	PLAIN	
COMMISSION ORDER  DATE APPROVED  SIGNATURE	NUMBER 473-2019 10-29-19	

DATE: 05/10/2019		FIXED ASSET TAG NUMBER: 00018449	_
DESCRIPTION;	PANASONIC TOUGHBOOK CF31 LAPTOP NOTEBOOK		
REQUESTED MEAN	S OF DISPOSAL:		
OTHER INFORMATI	ON:	RECEIVE	)
CONDITION OF ASS	ET: REMOVE MEMORY AND HARD	DRIVE MAY 1 0 2019	
REASON FOR DISPC	SITION: REPLACEMENT	BOONE COUNT AUDITOR	Υ
DESIRED DATE FOR	ASSET REMOVAL TO STORAGE: AS	SAP in GC - Room 123	
IF YES, ATTACH DO		G AGENCY'S PERMISSION TO DISPOSE OF ASSET.	
DEPARTMENT: SHE	ERIFF SIGNATUR	E: Gerufer Kings	_
AUDITOR			
ORIGINAL ACQUISI	TION DATE 2013/06/28	G/L ACCOUNT FOR PROCEEDS 1190-3836	45
ORIGINAL ACQUIS	TION AMOUNT 3,570.62		
ORIGINAL FUNDING	G SOURCE <u>2731</u>		
ACCOUNT GROUP	1603		
COUNTY COMMISS	SION / COUNTY CLERK		
APPROVED DISPOSA	AL METHOD:		
TRANSFER	DEPARTMENT NAME	NUMBER	
	LOCATION WITHIN DEPARTMEN	TT	
	INDIVIDUAL		
TRADE		ED BIDS	
OTHER E	XPLAIN		
COMMISSION ORDE	R NUMBER 473-2019		
DATE APPROVED	1 10.39.19		
SIGNATURE	Kony the aline		

DATE: 05/10/2019		FIXED ASSET TAG NUMI	BER: 00018448
DESCRIPTION:	PANASONIC TOUGHBOOK C LAPTOP NOTEBOOK	F31	
REQUESTED MEANS	S OF DISPOSAL;		RECEIVED
OTHER INFORMATION	ON:		MAY 1 0 2019
CONDITION OF ASSI	ET: REMOVE MEMORY AND HA	RD DRIVE	BOONE COUNTY
REASON FOR DISPO	SITION: REPLACEMENT	- I - I - I - I - I - I - I - I - I - I	Довитель
DESIRED DATE FOR	ASSET REMOVAL TO STORAGE:	ASAP in GC - Room 123	
IF YES, ATTACH DO	ASED WITH GRANT FUNDING? Y CUMENTATION SHOWING FUND	DING AGENCY'S PERMISSIO	N TO DISPOSE OF ASSET.
DEPARTMENT: SHE	RIFF (25) SIGNAT	URE: Jeune 9	ang.
AUDITOR			20.70 41
ORIGINAL ACQUISI	TION DATE 2013/06/28	G/L ACCOUNT FOR	R PROCEEDS 1190-3836 H
ORIGINAL ACQUISI	TION AMOUNT 3,570.62	<b>→</b>	
ORIGINAL FUNDING	SOURCE 2731	<del>-</del> -0	
ACCOUNT GROUP 1	603	<del></del>	
COUNTY COMMISS	SION / COUNTY CLERK		
APPROVED DISPOSA	AL METHOD:		
TRANSFER	DEPARTMENT NAME	NU	MBER
	LOCATION WITHIN DEPARTM	MENT	
	INDIVIDUAL		
TRADE	AUCTIONSE	ALED BIDS	
OTHER E	XPLAIN		
COMMISSION ORDE	r number 473 - 2019	_	
DATE APPROVED_	10.29.19	_	
SIGNATURE_	my/ Latiniff		

DATE: 05/10/2019		FIXED ASSET TAG NUMBER: 00018447
DESCRIPTION:	PANASONIC TOUGHBOOK CF31 LAPTOP NOTEBOOK	
REQUESTED MEANS	OF DISPOSAL:	
OTHER INFORMATIO	N:	RECEIVE
CONDITION OF ASSE	T: REMOVE MEMORY AND HARD	DRIVE MAY 1 0 2019
REASON FOR DISPOS	TION: REPLACEMENT	BOCKTOCHE
DESIRED DATE FOR A	ASSET REMOVAL TO STORAGE: AS	AP in GC - Room 123
IF YES, ATTACH DOO	SED WITH GRANT FUNDING? YES (CUMENTATION SHOWING FUNDING)	G AGENCY'S PERMISSION TO DISPOSE OF ASSET
DEPARTMENT: SHEF	RIFF 1251 SIGNATUR	3: Cheufle Kings
AUDITOR		
ORIGINAL ACQUISIT	ON DATE 2014/01/31	G/L ACCOUNT FOR PROCEEDS 1190-3836 He
ORIGINAL ACQUISIT	ION AMOUNT <u>3,570.62</u>	
ORIGINAL FUNDING	SOURCE 2731	
ACCOUNT GROUP 16	03	
COUNTY COMMISSI	ON / COUNTY CLERK	4
APPROVED DISPOSA	METHOD:	
TRANSFER	DEPARTMENT NAME	NUMBER
	LOCATION WITHIN DEPARTMEN	Т
	INDIVIDUAL	
TRADE	AUCTIONSEALE	D BIDS
OTHER EX	PLAIN	· · · · · · · · · · · · · · · · · · ·
COMMISSION ORDER DATE APPROVED SIGNATURE	NUMBER 473-2019 10-29-19	

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

**RECEIVED** 

DATE: 04/30/2019		FIXED ASSET TAG NUMBER	00018443	MAY 1 UZ
DESCRIPTION:	PANASONIC TOUGHBOOK CF3			BOONE COU AUDITOR
REQUESTED MEANS	S OF DISPOSAL:	:e. 		
OTHER INFORMATI	ON;	<del></del>	RECE	EIVED
CONDITION OF ASS	ET: REMOVE MEMORY AND HARD	DRIVE	APR 3	0.2019
REASON FOR DISPO	SITION: REPLACEMENT		BOONE (	COUNTY
DESIRED DATE FOR	ASSET REMOVAL TO STORAGE: A	SAP- GC Room 123	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
IF YES, ATTACH DO	ASED WITH GRANT FUNDING? YES OCUMENTATION SHOWING FUNDIN	NG AGENCY'S PERMISSION TO		ASSET.
DEPARTMENT: SHE	ERIFF 1251 SIGNATUR	REGerrefer Riggi	ca	
AUDITOR		, , , , , , ,		
ORIGINAL ACQUISI	TION DATE 2013/06/28	G/L ACCOUNT FOR PR	OCEEDS 119	0-3836 Na
ORIGINAL ACQUISI	TION AMOUNT 3,570.62			15
ORIGINAL FUNDING	S SOURCE 2731	*		
ACCOUNT GROUP_1	603			10
COUNTY COMMISS	SION / COUNTY CLERK			
APPROVED DISPOSA	AL METHOD:			
TRANSFER	DEPARTMENT NAME	NUMBI	ER	
	LOCATION WITHIN DEPARTMENT	NT		
	INDIVIDUAL	1		
TRADE	AUCTIONSEAL	ED BIDS		
OTHER E	XPLAIN			
COMMISSION ORDE	r NUMBER 473-2019			
DATE APPROVED	0 110 29 19			
signature <i>D</i>	Some of affire			

DATE: 04/30/2019	FIXED ASSET TAC	NUMBER: 00018445 MAY 1 0 20
DESCRIPTION:	PANASONIC TOUGHBOOK CF31  LAPTOP NOTEBOOK	BOONE COU AUDITOR
REQUESTED MEAN	S OF DISPOSAL:	RECEIVED
OTHER INFORMATI	ON:	APR 3 0 2019
CONDITION OF ASS	ET: REMOVE MEMORY AND HARD DRIVE	POONE COUNTY
REASON FOR DISPO	SITION: REPLACEMENT	AUDITOR
DESIRED DATE FOR	R ASSET REMOVAL TO STORAGE: ASAP- GC Room 123	}
IF YES, ATTACH DO	ASED WITH GRANT FUNDING? YES NO COMENTATION SHOWING FUNDING AGENCY'S PERM	
DEPARTMENT: SHE	ERIFF 1251 SIGNATURE: Junife	i Kliggins
AUDITOR	<b>V</b>	22.70.710
ORIGINAL ACQUISI	TION DATE 2014/01/31 G/L ACCOUNT	NT FOR PROCEEDS 1190-3836 HQ
ORIGINAL ACQUISI	ITION AMOUNT 3,570.62	
ORIGINAL FUNDING	G SOURCE 2731	
ACCOUNT GROUP	1603	
COUNTY COMMISS	SION / COUNTY CLERK	
APPROVED DISPOSA	AL METHOD:	
TRANSFER	DEPARTMENT NAME	NUMBER
	LOCATION WITHIN DEPARTMENT	
	INDIVIDUAL	200
TRADE	AUCTIONSEALED BIDS	
OTHER E	XPLAIN	
COMMISSION ORDED  DATE APPROVED  SIGNATURE	WARDER 473-2619  WARDER 16-29-19	
e	Comple attiriff	

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

RECEIVED FIXED ASSET TAG NUMBER: 00018403 DATE: 04/30/2019 MAY 1 0 2019 PANASONIC TOUGHBOOK CF31 DESCRIPTION: BOONE COUNTY AUDITOR LAPTOP NOTEBOOK RECEIVED REQUESTED MEANS OF DISPOSAL: APR 3 0 2019 OTHER INFORMATION: CONDITION OF ASSET: REMOVE MEMORY AND HARD DRIVE BOONE COUNTY AUDITOR REASON FOR DISPOSITION: REPLACEMENT DESIRED DATE FOR ASSET REMOVAL TO STORAGE: ASAP- GC Room 123 WAS ASSET PURCHASED WITH GRANT FUNDING? YES(NO IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET. DEPARTMENT: SHERIFF 1251 SIGNATURE! **AUDITOR** G/L ACCOUNT FOR PROCEEDS 2901-3836 Na ORIGINAL ACQUISITION DATE 2013/04/11 ORIGINAL ACQUISITION AMOUNT 3,815.25 ORIGINAL FUNDING SOURCE 2787 ACCOUNT GROUP 1603 COUNTY COMMISSION / COUNTY CLERK APPROVED DISPOSAL METHOD: DEPARTMENT NAME\_ TRANSFER LOCATION WITHIN DEPARTMENT INDIVIDUAL \_\_AUCTION \_\_\_\_ SEALED BIDS TRADE OTHER EXPLAIN COMMISSION ORDER NUMBER DATE APPROVED

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

RECEIVED

DATE: 05/01/2019	FIXED ASSET TAG NUMBER: 0001	MAY 1 0 2019
-	PANASONIC TOUGHBOOK CF31	BOONE COUNT AUDITOR
DESCRIPTION:	LAPTOP NOTEBOOK	DEOENIED
REQUESTED MEAN	S OF DISPOSAL:	RECEIVED
OTHER INFORMATI	ION:	MAY 0 2 2019
CONDITION OF ASS	SET: REMOVE MEMORY AND HARD DRIVE	BOONE COUNTY AUDITOR
REASON FOR DISPO	OSITION: REPLACEMENT	
DESIRED DATE FOR	R ASSET REMOVAL TO STORAGE: ASAP - GC Room 123	
IF YES, ATTACH D	IASED WITH GRANT FUNDING? YES NO OCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPO	OSE OF ASSET.
DEPARTMENT: SH	ERIFF 1251 SIGNATURE: CHUMPEL KUND	
AUDITOR		
ORIGINAL ACQUIS	ITION DATE 2014/01/31 G/L ACCOUNT FOR PROCEED	DS 1190-3836 HO
ORIGINAL ACQUIS	SITION AMOUNT 3,570.62	
ORIGINAL FUNDIN	G SOURCE 2731	
ACCOUNT GROUP	1603	
COUNTY COMMIS	SION / COUNTY CLERK	
APPROVED DISPOS	SAL METHOD:	
TRANSFER	DEPARTMENT NAMENUMBER	( <del>f</del>
	LOCATION WITHIN DEPARTMENT	
	INDIVIDUAL	*
TRADE	AUCTIONSEALED BIDS	
OTHER I	EXPLAIN	
got b wageout of a	er number_ 473-2619	
	016 00 101 -	
DATE APPROVED		
SIGNATURE COM	WI G. WILLIAM	

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

RECEIVED

DATE: 04/30/2019		FIXED ASSET TAG NUMBER:	00018444 WAT 1 U
DESCRIPTION:	PANASONIC TOUGHBOOK CF31		BOONE CO AUDIT
REOUESTED MEANS	OF DISPOSAL:		RECEIVED
	on:		APR 3 0 2019
	T: REMOVE MEMORY AND HARD		BOONE COUNTY AUDITOR
REASON FOR DISPOS	SITION: REPLACEMENT		
DESIRED DATE FOR	ASSET REMOVAL TO STORAGE: AS	SAP- GC Room 123	€.
IF YES, ATTACH DO	SED WITH GRANT FUNDING? YES I CUMENTATION SHOWING FUNDING RIFF 1251 SIGNATURI	G AGENCY'S PERMISSION TO	
AUDITOR			
ORIGINAL ACQUISIT	ION DATE 2013/06/28	G/L ACCOUNT FOR PRO	CEEDS 1190-3836 HQ
ORIGINAL ACQUISI	TION AMOUNT 3,570.62		
ORIGINAL FUNDING	SOURCE 2731		
ACCOUNT GROUP 1	603		
COUNTY COMMISS	ION / COUNTY CLERK		
APPROVED DISPOSA	L METHOD:		
TRANSFER	DEPARTMENT NAME	NUMBE	R
	LOCATION WITHIN DEPARTMEN	TT	
	INDIVIDUAL		
TRADE	AUCTIONSEALE	ED BIDS	
OTHER EX	TPLAIN	14	
COMMISSION ORDER  DATE APPROVED  SIGNATURE	16.29.19		

DATE: 12/10/2018	FIXED ASSET TAG NUMBER: 00017142
DESCRIPTION: HP PROLIANT DL160 SERVER NETWORK	
REQUESTED MEANS OF DISPOSAL:	RECEIVED
OTHER INFORMATION:	DEC 1 1 2018
CONDITION OF ASSET: HARD DRIVES/MEMORY REM	OVED BOONE COUNTY AUDITOR
REASON FOR DISPOSITION: REPLACEMENT	
DESIRED DATE FOR ASSET REMOVAL TO STORAGE:	ASAP - In GC Room 123.
WAS ASSET PURCHASED WITH GRANT FUNDING YES, ATTACH DOCUMENTATION SHOWING FUND	
DEPARTMENT: INFORMATION TECHNOL SIGNATU	RE: Judy
AUDITOR	11 0
ORIGINAL ACQUISITION DATE 2010/06/18	G/L ACCOUNT FOR PROCEEDS N/A Ha
ORIGINAL ACQUISITION AMOUNT 3,051.00	-
ORIGINAL FUNDING SOURCE 2744	•
ACCOUNT GROUP 1603	
COUNTY COMMISSION / COUNTY CLERK	
APPROVED DISPOSAL METHOD:	
TRANSFER DEPARTMENT NAME	NUMBER
LOCATION WITHIN DEPARTME	ENT
INDIVIDUAL	
TRADEAUCTIONSEA	LED BIDS
OTHER EXPLAIN	<u>, A.</u>
COMMISSION ORDER NUMBER 473-2619  DATE APPROVED 10.8	29-19

#### Appendix C: Glossary

retention - TRGP hiring grants. Addendum to COPS Office retention policy on retention exemptions for recipients of the Tribal Resources Grant Program hiring grants (TRGP-Hiring): When a TRGP-Hiring grantee is not able to retain their grant-funded position(s), the TRGP-Hiring grantee may apply for a retention exemption and the COPS Office will conduct a standard compliance review of the retention requirement. If the TRGP-Hiring grantee is exempted from the retention requirement, they will be notified of the opportunity to apply for continuation funding for the exempted grant position(s) through the next TRGP announcement in the Coordinated Tribal Assistance Solicitation (CTAS). The eligibility for tribal grantees seeking a continuation of TRGP-Hiring grant funding will only be for the positions that were exempted, and if the tribal grantee is approved for continuation funding, this funding will only be allowed on a one-time basis per grantee. If the tribal grantee has successfully demonstrated qualification for a retention exemption and is denied continuation funding, the one-year restriction from applying for and being awarded new grant funded positions with retention requirements will remain in effect per current compliance protocol. If the tribal grantee cannot demonstrate qualification for an exemption from the retention requirement, per current compliance protocol, the tribal grantee will be ineligible to apply for or receive any COPS Office grant funding for three years from the date of the notice of noncompliance for failure to retain, and the tribal grantee will also be ineligible for consideration for continuation funding.

retention of equipment/equipment disposition. Each grantee must use any equipment funded through a COPS Office award for approved grant-related purposes and must retain the equipment for the life of the grant. After the conclusion of the grant period, property records must be maintained by the grantee. The records should include a description of the property; a serial number or other identification number; the source of the property; the name of the person or entity that holds the title; the acquisition date and cost of the property; the percentage of federal participation in the cost of the property; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposal and sale price of the property. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property.

When the grant has expired and original or replacement equipment obtained under the grant is no longer needed for the original project or for other activities currently or previously supported by a federal agency, disposition of the equipment shall be made as follows:

- Items of equipment with a current per-unit fair market value of less than \$5,000 may be retained, sold, or otherwise disposed of with no further obligation to the awarding agency.
- Items of equipment with a current per-unit fair market value in excess of \$5,000 may be retained or sold and the awarding agency shall have a right to an amount calculated by multiplying the current market value or proceeds from sale by the awarding agency's share of the equipment.

For more information, please see 28 C.F.R. Part 66.32 or 28 C.F.R. Part 70.34, as applicable.

# Request for Disposal/Transfer of County Property Complete, sign, and return to Auditor's Office

Date: 05-16-19	Fixed	Asset Tag Numb	er: na			
Description of Asset	: Portable Radio					
Requested Means of	Disposal: ⊠Sell □Trad	e-In Recycle	e/Trash	Other, Explai	in:	
Other Information (	Serial number, etc.): SN 402	2AWEF922 Z			RECEIN	/ED
Condition of Asset:	USED				MAY 2 0 2	
Reason for Dispositi	on: obsolete				BOONE COL	UNTY
Location of Asset an	d Desired Date for Remova	l to Storage: Pat	Schreiner	, ECC / ASAP	AUDITO	
If "YES", does If yes, attach	with grant funding? TYE the grant impose restriction documentation demonstration: 2704 Radio Network C	and/or requirenting compliance v	with the age	ency's restriction	YES NO	) nents.
To be Completed b	y: AUDITOR No To	ata	G/L Acc	count for Proceed	ds <u>1190-3836</u>	Ha
Original Acquisition	Amount					
Original Funding So	irce					
Account Group						
To be Completed b	y: COUNTY COMMISSI	ON / COUN	TY CLER	<u>K</u>		
Approved Disposal I	Method:			4)		
Transfer	Department Name			Number		
	Location within Depart	ment				
	Individual					
Trade	Auction	Sealed Bids	3			
Other I	Explain					
Commission Order	1/-0 01	19				
Date Approved	mille ativily	19				

## Request for Disposal/Transfer of County Property Complete, sign, and return to Auditor's Office

Date: 05-16-19	Fixed Asse	t Tag Number: na		
Description of Asset: Por	able Radio			
Requested Means of Dispo	osal: Sell Trade-In	Recycle/Trash	Other, Explain:	
Other Information (Serial:	number, etc.): SN 402AW	EF923 Z		RECEIVED
Condition of Asset: USEI				
Reason for Disposition: ob	osolete			MAY 2 0 2019
Location of Asset and Des	ired Date for Removal to	Storage: Pat Schrein	er, ECC / ASAP	BOONE COUNTY AUDITOR
	ant impose restriction and mentation demonstrating	or requirements per compliance with the		nd/or requirements.
To be Completed by: AU	DITOR NA DOTA			
To be Completed by: AU Original Acquisition Date		G/L /	Account for Proceeds	1190-3836 NC
Original Acquisition Amou	int			
Original Funding Source_				
Account Group				
To be Completed by: CC	OUNTY COMMISSION	/ COUNTY CLE	ERK	
Approved Disposal Metho	d:			
Transfer D	epartment Name		Number	
L	ocation within Departmen	t		
Iı	ndividual			
Trade	Auction	_Sealed Bids		
Other Explai	n			
Commission Order Nun	iber 473-2019	7		
Date Approved Signature	10.29.19 Latinis			

DATE: 05/28/2019	FIXE	D ASSET TAG NUMBER: 00019416
DESCRIPTION:	HP PRODESK 400 PC WORKSTATION	
REQUESTED MEAN	S OF DISPOSAL:	RECEIVE
-	ION:	MAY 2 8 2019
	SET: REMOVE MEMORY AND HARD DRIV	
	DSITION: REPLACEMENT	
	R ASSET REMOVAL TO STORAGE: ASAP	GC Room 123
WAS ASSET DURCH	IASED WITH GRANT FUNDING? YES OCUMENTATION SHOWING FUNDING AG	ENCY'S PERMISSION TO DISPOSE OF ASSET.
DEPARTMENT: CO	LLECTOR 1150 SIGNATURE:	Jenifer King
AUDITOR		7 0
ORIGINAL ACQUIS	TION DATE 2014/12/31	G/L ACCOUNT FOR PROCEEDS 1190 - 3836 NA
ORIGINAL ACQUIS	ITION AMOUNT 641.69	
ORIGINAL FUNDIN	G SOURCE 2731	
ACCOUNT GROUP	1603	
COUNTY COMMIS	SION / COUNTY CLERK	
APPROVED DISPOS	SAL METHOD:	
TRANSFER	DEPARTMENT NAME	NUMBER
	LOCATION WITHIN DEPARTMENT_	
	INDIVIDUAL	
TRADE	AUCTIONSEALED B	IDS
OTHER	EXPLAIN	
COMMISSION ORD	er number 473-2019	
DATE APPROVED_	16.29.19	
SIGNATURE	one to All of	

DATE: 05/29/2019		FIXE	ED ASSET TAG NUMB	ER: 00018851
DESCRIPTION:	HP PRO 4300 PC WORKSTATION			
REQUESTED MEANS O	OF DISPOSAL:			RECEIVED
OTHER INFORMATION	N:			MAY 29 2019
CONDITION OF ASSET	: REMOVE MEMORY	AND HARD DRIV	VE	BOONE COUNTY AUDITOR
REASON FOR DISPOSI	TION: REPLACEMENT			-
DESIRED DATE FOR A	SSET REMOVAL TO ST	TORAGE: ASAP	- GC Room 123	
	UMENTATION SHOWI	NG FUNDING AC	1 4	TO DISPOSE OF ASSET.
DEPARTMENT: COLL	ECTOR	SIGNATURE:	Jenifer Kin	9
AUDITOR		ax	, ,	
ORIGINAL ACQUISITION	ON DATE 2014/02/28		G/L ACCOUNT FOR	PROCEEDS 1190-3836 N
ORIGINAL ACQUISITI	ON AMOUNT <u>608.58</u>			
ORIGINAL FUNDING	SOURCE 2731			
ACCOUNT GROUP 16	03			
COUNTY COMMISSION	ON / COUNTY CLERE	<u> </u>		
APPROVED DISPOSAL	METHOD:			
TRANSFER	DEPARTMENT NAME	Ξ	NUM	MBER
	LOCATION WITHIN I	DEPARTMENT		
	INDIVIDUAL			
TRADE	AUCTION	SEALED B	IDS	
OTHER EXI	PLAIN			
COMMISSION ORDER  DATE APPROVED  SIGNATURE	NUMBER 473-	2019 9-19		

DATE: 05/28/2019		FIXED ASSET TAG NUMBER	t: 000 19 12 9
DESCRIPTION:	HP PRODESK 400 PC WORKSTATION		
REQUESTED MEANS	OF DISPOSAL:		DECEIVED
OTHER INFORMATIO	N:		RECEIVED
CONDITION OF ASSE	TE REMOVE MEMORY AND HARD	DRIVE	MAY 28,2019
	SITION: REPLACEMENT		BOONE COUNTY AUDITOR
	ASSET REMOVAL TO STORAGE: A	SAP - GC Room 123	
WAS ASSET PURCHA IF YES, ATTACH DO	SED WITH GRANT FUNDING? YES CUMENTATION SHOWING FUNDIN	IG AGENCY'S PERMISSION T	O DISPOSE OF ASSET.
DEPARTMENT: COL	LECTOR 1150 SIGNATUL	RE: Junifer Ke	ng
AUDITOR		V	0
ORIGINAL ACQUISIT	TION DATE 2014/04/25	G/L ACCOUNT FOR PI	ROCEEDS 1190-3836 410
ORIGINAL ACQUISI	TION AMOUNT <u>636.27</u>		
ORIGINAL FUNDING	SOURCE 2788		
ACCOUNT GROUP 1	603		
COUNTY COMMISS	ION / COUNTY CLERK		
APPROVED DISPOSA	L METHOD:		7.5
TRANSFER	DEPARTMENT NAME	NUME	BER
	LOCATION WITHIN DEPARTME	NT	
	INDIVIDUAL		ř.
TRADE	AUCTIONSEAL	ED BIDS	
OTHER EX	(PLAIN		
COMMISSION ORDE  DATE APPROVED  SIGNATURE	R NUMBER 473-2619  10-29-197		

DATE: 07/24/2018		FIXED ASSET TAG NUMBER: $\underline{0}$	0018330
DESCRIPTION:	PC WORKSTATION		
REQUESTED MEANS C	OF DISPOSAL:	<del></del>	KECEIVED
	i:		AUG 0 1 2018
CONDITION OF ASSET	: HARD DRIVES AND MEMORY	REMOVED	BUONE COUNTY AUDITOR
REASON FOR DISPOSI	TION: REPLACEMENT		Degras de des
DESIRED DATE FOR A	SSET REMOVAL TO STORAGE:	ASAP in GC Room 123	
IF YES, ATTACH DOC	ED WITH GRANT FUNDING? YES UMENTATION SHOWING FUNDI 1710	NG AGENCY'S PERMISSION TO D	
DEPARTMENT: PLAN	1710 NING & ZONING SIGNATU	re: LM	
AUDITOR			
ORIGINAL ACQUISITION	ON DATE 2013/04/25	G/L ACCOUNT FOR PROC	CEEDS 1190-3836 NO
ORIGINAL ACQUISITI	ON AMOUNT <u>589.74</u>	3	
ORIGINAL FUNDING	SOURCE 2731	e.	
ACCOUNT GROUP 16	03	-	
COUNTY COMMISSIO	ON / COUNTY CLERK		
APPROVED DISPOSAL	METHOD:	78	
TRANSFER	DEPARTMENT NAME	NUMBER	
	LOCATION WITHIN DEPARTMI	ENT	
	INDIVIDUAL		-
TRADE	AUCTIONSEA	LED BIDS	
OTHER EXI	PLAIN		
COMMISSION ORDER  DATE APPROVED  SIGNATURE	NUMBER 473-2019 18-29-19		2

DATE: 07/24/2018		FIXED ASSET T	AG NUMBER: 00018346
DESCRIPTION:	HP COMPAQ 6300 PC WORKSTATION		
REQUESTED MEAN	S OF DISPOSAL:		KECEIVEL
OTHER INFORMATI	ON:	V	AUG 0 1 2018
CONDITION OF ASS	ET: HARD DRIVES AND MEMO	DRY REMOVED	E LOGIE COURTY AUDITOR
REASON FOR DISPO	SITION: REPLACEMENT		
	ASSET REMOVAL TO STORAC	1	1 123
WAS ASSET PURCH IF YES, ATTACH DO	ASED WITH GRANT FUNDING? OCUMENTATION SHOWING FU	YES NO NDING AGENCY'S PE	RMISSION TO DISPOSE OF ASSET.
DEPARTMENT: RE	CORDER 1160 SIGN	ATURE:	
AUDITOR			
ORIGINAL ACQUISI	TION DATE 2013/04/25	G/L ACCC	DUNT FOR PROCEEDS 1190-3836 HO
ORIGINAL ACQUIS	ITION AMOUNT 589.74		
ORIGINAL FUNDIN	G SOURCE 2731		
ACCOUNT GROUP	1603		
COUNTY COMMIS	SION / COUNTY CLERK		1014 101 11 11
APPROVED DISPOS	AL METHOD:		
TRANSFER	DEPARTMENT NAME	- my	NUMBER
	LOCATION WITHIN DEPAR	TMENT	1804
	INDIVIDUAL		
TRADE	AUCTION	SEALED BIDS	
OTHER I	EXPLAIN		
COMMISSION ORD	ER NUMBER 473-26	19	9
DATE APPROVED_	1 10.39.19	4	
SIGNATURE	Comple allicely	5 ·	g g

# Request for Disposal/Transfer of County Property Complete, sign, and return to Auditor's Office

Date: 3/12/18	Fixed Asset Tag	Number No Ta	g	27
Description of Asset: APC PS250	UPS G	FI		
Requested Means of Disposal: S Other Information (Serial number,		Recycle/Trash	Other, Explain:	RECEIVED
Condition of Asset: Unknown  Reason for Disposition: No longer				MAY 3 0 2019 BOONE COUNTY AUDITOR
Location of Asset and Desired Date Was asset purchased with grant fur If "YES", does the grant important of the grant	e for Removal to Storage  dding? TYES NO  ose restriction and/or rec	quirements pertair	ning to disposal? []Y. ncy's restrictions and/	ES NO or requirements.
Dept Number & Name: Informati			7 A	
To be Completed by: AUDITOI Original Acquisition Date Original Acquisition Amount Original Funding Source Account Group	N/A		for Proceeds 1190-	3836 NA
To be Completed by: COUNTY	COMMISSION / CC	DUNTY CLERK		
Approved Disposal Method: Transfer Departme  Location v  Individual	vithin Department		Number	
TradeAuctio	onSealed	d Bids		
Other Explain				
Commission Order Number	473-2619	c		
Date Approved Signature	10 29 197 Alwilf	e - 20		

S:\all\AUDITOR\Accounting Forms\Fixed Asset Disposal.docx Revised: September 2016

## Request for Disposal/Transfer of County Property Complete, sign, and return to Auditor's Office

Date: 07/13/2018	Fixed Asso	et Tag Number: N/A		
Description of Asset:	MultiModem II MT5600BA		•	RECEIVED
-	risposal: Sell Trade-In		Other, Explain:	MAY 3 0 2019 BOONE COUNTY AUDITOR
Other Information (Se	rial number, etc.): SN: 87829	995		
Condition of Asset:				*
Reason for Disposition	n: No longer needed		- (	YO.
Location of Asset and	Desired Date for Removal to	Storage: ASAP in GO	C Room 123	
If "YES", does the	rith grant funding? TYES ne grant impose restriction and documentation demonstrating	d/or requirements per	taining to disposal?  gency's restrictions and	YES NO
Dept Number & Nam		Signat	ure	
To be Completed by Original Acquisition D	eate N/A		nt for Proceeds <u>1190</u>	-3836 Na
Account Group	V	t as		
To be Completed by	: COUNTY COMMISSION	V / COUNTY CLE	<u>RK</u>	
Approved Disposal M	ethod:			
Transfer	Department Name	**	Number	
	Location within Departmen	nt		
	Individual			-
Trade	Auction	Sealed Bids		
Other Ex	plain			
Commission Order 1	Number 473-2019	···	960	
Date Approved	6 10:29.19			
Signature Com	fle allely			

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DATE: 04/30/2019		FIXED ASSET TAG NUMBER: 00014300
DESCRIPTION:	HP L1730 MONITOR LCD 17 INCH	
REQUESTED MEANS	OF DISPOSAL:	RECEIVE
OTHER INFORMATIC	N:	APR 3 0 2019
CONDITION OF ASSE	T: PURCHASED IN 2004	BOONE COUNT AUDITOR
	ITION: REPLACEMENT	
DESIRED DATE FOR .	ASSET REMOVAL TO STORAGE:	ASAP - GC Room 123
IF YES, ATTACH DO	SED WITH GRANT FUNDING YICUMENTATION SHOWING FUND	ING AGENCY'S PERMISSION TO DISPOSE OF ASSET.
AUDITOR	The state of the s	00
	ION DATE 2004/09/24	G/L ACCOUNT FOR PROCEEDS N/A NA
ORIGINAL ACQUISIT	TION AMOUNT 411.00	
ORIGINAL FUNDING	SOURCE 2744	_
ACCOUNT GROUP 10	603	<del>_</del> .
COUNTY COMMISSI	ION / COUNTY CLERK	
APPROVED DISPOSA	L METHOD:	
TRANSFER	DEPARTMENT NAME	NUMBER
	LOCATION WITHIN DEPARTM	IENT
	INDIVIDUAL	
TRADE	AUCTIONSEA	ALED BIDS
OTHER EX	TPLAIN	
COMMISSION ORDER  DATE APPROVED  SIGNATURE	R NUMBER 473-2019 10-29-19	** -

#### **Heather Acton**

From:

Jennifer King

Sent:

Thursday, May 30, 2019 8:55 AM

To:

Heather Acton

Subject:

FW: Disposal of equipment- Tag # 14588

Heather,

Below is the information Phillip sent us regarding the grant disposal.

Thanks,



Jennifer King • Service Coordinator II

Boone County Government, Missouri
Information Technology Department
801 E Walnut, Room 220, Columbia MO 65201
tel:573-886-4329 fax:573-886-4322 jking@boonecountymo.org
http://www.showmeboone.com

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From: Phillip Koons < PKoons@boonecountymo.org>

Sent: Tuesday, May 07, 2019 4:12 PM

To: Jennifer King < jking@boonecountymo.org>

Cc: Heather Acton < HActon@boonecountymo.org>; Ryan Irish < RIrish@boonecountymo.org>

Subject: FW: Disposal of equipment

As long as we aren't trying to sell the equipment, we don't need any sort of approval for the Edward Byrne Memorial grant. It can be disposed of. Email attached below.



Phillip Koons • Systems Support Analyst
Boone County Government, Missouri
Information Technology Department
801 E Walnut, Room 220, Columbia MO 65201
tel:573-876-2136 fax:573-886-4322 pkoons@boonecountymo.org
http://www.showmeboone.com

From: "Ask.OCFO" < Ask.OCFO@usdoj.gov > Sent: Friday, June 17, 2016 3:21 PM

To: Phillip Koons < PKoons@boonecountymo.org>

Subject: RE: Disposal of equipment

Hi Mr. Koons,

Thank you for contacting the Office of Justice Program, Office of the Chief Financial Officer's grantee financial ask email box. We are providing the following response to your question (reprinted below):

We have a broken UPS that was purchased with the Edward Byrne Memorial Justice Assistance grant in 12/27/2000. We'd like to move forward with disposal but since it's grant funded, I needed approval before we can do so. Can you assist?

Are you going to sell the equipment and use the proceeds to offset the expense of replacement equipment? Those are the circumstances for which you would need written approval of the awarding agency, which in this case would be the BJA program office.

DOJ Financial Guide, Post Award Requirements III, 3.7 Property Standards, Use of Equipment p. 57: Replacement equipment. When acquiring replacement equipment, you or your subrecipients may use the equipment to be replaced as a trade-in, or may sell the equipment and use the proceeds to offset the cost of the replacement equipment, subject to the written approval of the awarding agency.

I hope this information fully answers your questions. If you have additional questions or need any additional assistance on this or any other financial aspect of your grants, please do not hesitate to contact us by telephone at 1-800-458-0786 (select option #2) or send us an email at ask.OCFO@usdoj.gov.

Frederick Becker
Financial Analyst
Grants Accounting and Customer Service Branch
Office of the Chief Financial Officer
Department of Justice, Office of Justice Programs
Tai Pedro and Associates (Contractor)
Ask OCFO@usdoj.gov

The Office of the Chief Financial Officer's goal is to provide excellent customer service. If you have any feedback on the response we have provided, please click on the following link OCFO Follow Up@usdoj.gov

From: Phillip Koons [mailto:PKoons@boonecountymo.org]

Sent: Friday, June 17, 2016 3:30 PM

To: Ask.OCFO <Service.Account17dd38@ojp.usdoj.gov>

**Subject:** Disposal of equipment

Hello,

We have a broken UPS that was purchased with the Edward Byrne Memorial Justice Assistance grant in 12/27/2000. We'd like to move forward with disposal but since it's grant funded, I needed approval before we can do so. Can you assist?

DATE: 06/10/2019		FIXED ASSET TAG NUM	MBER: 00014825
DESCRIPTION;	HP L1702 MONITOR LCD 17 INCH		
REQUESTED MEANS	OF DISPOSAL:		RECEIVED
OTHER INFORMATIO	V:		JUN 1 0 2019
CONDITION OF ASSE	r: PURCHASE IN 2005		BOONE COUNTY AUDITOR
REASON FOR DISPOS	TION: NO LONGER NEEDED		
DESIRED DATE FOR A	SSET REMOVAL TO STORAGE: $A$	SAP - GC Room 123	a
IF YES, ATTACH DOO	SED WITH GRANT FUNDING? YES CUMENTATION SHOWING FUNDIN	G AGENCY'S PERMISSI	ON TO DISPOSE OF ASSET.
DEPARTMENT: SHEF	RIFF 1251 SIGNATUR	Efficience	<del>garage</del>
AUDITOR		U	O
ORIGINAL ACQUISIT	ON DATE 2004/06/03	G/L ACCOUNT F	OR PROCEEDS_1190-3836 ₩
ORIGINAL ACQUISIT	ION AMOUNT 391.00		
ORIGINAL FUNDING	SOURCE 273		
ACCOUNT GROUP 16			
COUNTY COMMISSI	ON / COUNTY CLERK		
APPROVED DISPOSA	METHOD:		
TRANSFER	DEPARTMENT NAME	1	NUMBER
	LOCATION WITHIN DEPARTMENT	NT	
	INDIVIDUAL		
TRADE	AUCTIONSEAL	ED BIDS	
OTHER EX	PLAIN		( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( )
COMMISSION ORDER  DATE APPROVED  SIGNATURE	NUMBER 473-2619	29-19	



DATE: 06/19/2019		FIXED ASSET TAG	NUMBER: 00018896
DESCRIPTION:	HP PRO 4300 PC WORKSTATION		
REQUESTED MEANS O	OF DISPOSAL:		6
OTHER INFORMATION	V:		RECEIVE
CONDITION OF ASSET	REMOVE MEMORY AND HA	RD DRIVE	JUN 2 4 2019
REASON FOR DISPOSI	TION: REPLACEMENT		BOONE COUNT
DESIRED DATE FOR A	SSET REMOVAL TO STORAGE:	ASAP - GC Room 123	
IF YES, ATTACH DOC	SED WITH GRANT FUNDING? Y UMENTATION SHOWING FUNI SIGNAT	DING AGENCY'S PERMI	1 2
AUDITOR		1 0	0
ORIGINAL ACQUISITION	ON DATE 2014/02/28	G/L ACCOUN	T FOR PROCEEDS 1190-3836 HP
ORIGINAL ACQUISITI	ON AMOUNT <u>608.58</u>	<del>-</del>	
ORIGINAL FUNDING S	SOURCE 2731	<del>-</del> }	
ACCOUNT GROUP 160	03	==3:	
COUNTY COMMISSIO	ON / COUNTY CLERK		
APPROVED DISPOSAL	METHOD:		
TRANSFER	DEPARTMENT NAME		NUMBER
	LOCATION WITHIN DEPARTM	MENT	
	INDIVIDUAL		
TRADE	AUCTIONSE	ALED BIDS	
OTHER EXP	PLAIN		
COMMISSION ORDER	NUMBER 473-2019 16:29:19 16:29:19	=	



DATE: 06/19/2019	FIXED ASSET TAG NUMBER: 0	0018864
DESCRIPTION:	PC WORKSTATION	
	S OF DISPOSAL:	
OTHER INFORMATION	ON:	RECEIVED
CONDITION OF ASSI	ET: REMOVE MEMORY AND HARD DRIVE	JUN 2 4 2019
	SITION: REPLACEMENT	BOONE COUNTY AUDITOR
DESIRED DATE FOR	ASSET REMOVAL TO STORAGE: ASAP - GC Room 123	710D.101
TE VEC ATTACH DO	ASED WITH GRANT FUNDING? YES(NO) DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DEEP 1251  SIGNATURE: DUMPH OF THE PROPERTY OF THE PROPE	DISPOSE OF ASSET.
AUDITOR		) 2026 W.D.
ORIGINAL ACQUISI	TION DATE 2014/02/28 G/L ACCOUNT FOR PRO	CEEDS_1190-3836_A-
ORIGINAL ACQUIS	ITION AMOUNT 608.58	
ORIGINAL FUNDIN	G SOURCE <u>2731</u>	
ACCOUNT GROUP	1603	
COUNTY COMMIS	SION / COUNTY CLERK	
APPROVED DISPOS		
TRANSFER	DEPARTMENT NAMENUMBE	R
	LOCATION WITHIN DEPARTMENT	
	INDIVIDUAL	
TRADE	AUCTIONSEALED BIDS	
OTHER	EXPLAIN	
COMMISSION ORD	er number 473-2019	
DATE APPROVED_	1 6.29.19	
SIGNATURE_	my be affirely	



DATE: 06/17/2019		FIXE	D ASSET TAG NUM	BER: 00018260
DESCRIPTION:	HP COMPAQ 6300 PC WORKSTATION			
REQUESTED MEANS	OF DISPOSAL:			
	ON:			RECEIVED
CONDITION OF ASSI	ET: REMOVE MEMORY AND H	HARD DRIV	Έ	JUN <b>2</b> 4 2019
REASON FOR DISPO	SITION: REPLACEMENT			BOONE COUNT AUDITOR
DESIRED DATE FOR	ASSET REMOVAL TO STORAG	GE: ASAP -	GC Room 123	Addition
IF YES, ATTACH DO	ASED WITH GRANT FUNDINGS CUMENTATION SHOWING FU INTY COMMISSION SIGN	וטא טאונעאו	ency's permissio	ON TO DISPOSE OF ASSET.
AUDITOR			' '	9
ORIGINAL ACQUIST	TION DATE 2013/02/22		G/L ACCOUNT FO	DR PROCEEDS 1190-3836 HQ
ORIGINAL ACQUISI	TION AMOUNT 602.23	<del></del> :		
ORIGINAL FUNDING	G SOURCE 2731			
ACCOUNT GROUP	1603			
COUNTY COMMISS	SION / COUNTY CLERK	***************************************		
APPROVED DISPOSA	AL METHOD:			
TRANSFER	DEPARTMENT NAME		N	IUMBER
	LOCATION WITHIN DEPAR	RTMENT_		
	INDIVIDUAL			
TRADE	AUCTION	_SEALED BI	IDS	
OTHER E	XPLAIN			
COMMISSION ORDI	ER NUMBER 473-2019	9_		
DATE APPROVED	16.29.19			
SIGNATURE LOS	ufter attirt			



DATE: 06/14/2019	FIX	(ED ASSET TAG NUMBER: 00018844
DESCRIPTION;	HP PRO 4300 PC WORKSTATION	
REQUESTED MEANS	S OF DISPOSAL:	
OTHER INFORMATI	ON:	RECEIVED
	ET: REMOVE MEMORY AND HARD DR	U.U. 6 4 0040
REASON FOR DISPO	SITION: REPLACEMENT	BOONE COUNTY AUDITOR
DESIRED DATE FOR	ASSET REMOVAL TO STORAGE: ASAF	- GC Room 123
IF YES, ATTACH DO	.10	GENCY'S PERMISSION TO DISPOSE OF ASSET.
DEPARTMENT: PUF	RCHASING 1118 SIGNATURE	feufleding
AUDITOR		
ORIGINAL ACQUISI	TION DATE 2014/02/28	G/L ACCOUNT FOR PROCEEDS 1190-3836 HO
ORIGINAL ACQUISI	TION AMOUNT 608.58	
ORIGINAL FUNDING	G SOURCE <u>2731</u>	
ACCOUNT GROUP _	1603	
COUNTY COMMISS	SION / COUNTY CLERK	
APPROVED DISPOSA	AL METHOD:	
TRANSFER	DEPARTMENT NAME	NUMBER
	LOCATION WITHIN DEPARTMENT_	
	INDIVIDUAL	
TRADE	AUCTIONSEALED	BIDS
OTHER E	XPLAIN	
COMMISSION ORDE	R NUMBER 473-2019	
DATE APPROVED_	16.29.19	
SIGNATURE	mill ativill	



<del></del>
RECEIVED
JUN 1 9 2019
DRIVE BOONE COUNTY AUDITOR
SAP - GC Room 123
NO) G AGENCY'S PERMISSION TO DISPOSE OF ASSET. E: CILLUAGU TUOX
G/L ACCOUNT FOR PROCEEDS 1190-3836 HP
Đ)
NUMBER
VT
ED BIDS



DATE: 06/14/2019	FIXED ASSET TAG NUMBER: 00018853	
DESCRIPTION:	PC WORKSTATION	
REQUESTED MEANS	OF DISPOSAL:	D
OTHER INFORMATIO	JUN 1 9 2019	1
CONDITION OF ASSE	T: REMOVE MEMORY AND HARD DRIVE  BOONE COUNT AUDITOR	Υ
REASON FOR DISPOS	ITION: REPLACEMENT	
DESIRED DATE FOR	ASSET REMOVAL TO STORAGE: ASAP - GC Room 123	
IF YES, ATTACH DO	SED WITH GRANT FUNDING? YES NO CUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.	
DEPARTMENT: SHE	RIFF 1251 SIGNATURE: Jelly King	
AUDITOR	, ,	
ORIGINAL ACQUISIT	ION DATE 2014/02/28 G/L ACCOUNT FOR PROCEEDS 1190-3836 HQ	
ORIGINAL ACQUISIT	TON AMOUNT 608.58	
ORIGINAL FUNDING	SOURCE 2731	
ACCOUNT GROUP 16	503	
COUNTY COMMISSI	ON_ / COUNTY CLERK	
APPROVED DISPOSA	L METHOD:	
TRANSFER	DEPARTMENT NAMENUMBER	
	LOCATION WITHIN DEPARTMENT	
	INDIVIDUAL	
TRADE	AUCTIONSEALED BIDS	
OTHER EX	PLAIN	
COMMISSION ORDER DATE APPROVED SIGNATURE	NUMBER 473-2619 16-29-19	
W. Charles	and the affire	



DATE: 06/19/2019	FIXED ASSET TAG NUMBER: 00017871
DESCRIPTION: HANNSPREE 25" MONITOR LCD 25	INCH
REQUESTED MEANS OF DISPOSAL:	RECEIVED
OTHER INFORMATION:	IIIN 1 9 2019
CONDITION OF ASSET: PURCHASED IN 2	2011 BOONE COUNTY AUDITOR
REASON FOR DISPOSITION: REPLACEME	1111
DESIRED DATE FOR ASSET REMOVAL TO	STORAGE: ASAP - GC Room 123
WAS ASSET PURCHASED WITH GRANT FOR IF YES, ATTACH DOCUMENTATION SHOWN DEPARTMENT: SHERIFF 125	UNDING? YES (10) WING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.  SIGNATURE: SIGNA
AUDITOR	U
ORIGINAL ACQUISITION DATE 2011/09/2	G/L ACCOUNT FOR PROCEEDS N/A
ORIGINAL ACQUISITION AMOUNT 199.	98
ORIGINAL FUNDING SOURCE 2746	
ACCOUNT GROUP 1603	
COUNTY COMMISSION / COUNTY CLI	<u>erk</u>
APPROVED DISPOSAL METHOD:	
	MENUMBER
LOCATION WITH	IN DEPARTMENT
INDIVIDUAL	
TRADEAUCTION	SEALED BIDS
OTHER EXPLAIN	
COMMISSION ORDER NUMBER 4- DATE APPROVED 16 SIGNATURE	13-2019 -29-19



DATE: 06/13/2019		FIXE	D ASSET TAG NUN	IBER: UUU 1886 1
DESCRIPTION:	HP PRO 4300 PC WORKSTATION		<del></del>	
REQUESTED MEANS	OF DISPOSAL:			RECEIVED
OTHER INFORMATIO	N:			JUN 1 9 2019
CONDITION OF ASSE	T: REMOVE MEMORY A	ND HARD DRIV	<u>′E</u>	BOONE COUNTY
REASON FOR DISPOS	ITION: REPLACEMENT			AUDITOR
DESIRED DATE FOR A	ASSET REMOVAL TO STO	RAGE: ASAP -	GC Room 123	
IF YES, ATTACH DOC		G FUNDING AG		ON TO DISPOSE OF ASSET.
DEPARTMENT: SHEF	RIFF 1251 S	SIGNATURE:	ferenger -	king
AUDITOR		8	, ,	0
ORIGINAL ACQUISITI	ON DATE 2014/02/28		G/L ACCOUNT FO	R PROCEEDS 1190-3836 HD
ORIGINAL ACQUISIT	ION AMOUNT <u>608.58</u>			
ORIGINAL FUNDING	SOURCE 2731			
ACCOUNT GROUP 16	603			
COUNTY COMMISSI	ON / COUNTY CLERK			
APPROVED DISPOSAL	L METHOD:			
TRANSFER	DEPARTMENT NAME_		N	UMBER
	LOCATION WITHIN DE	PARTMENT		
	INDIVIDUAL			
TRADE	AUCTION	SEALED BI	DS	
OTHER EX	PLAIN			
COMMISSION ORDER  DATE APPROVED  SIGNATURE	NUMBER 473-0 16.29	2019		



DATE: 06/13/2019	FIXED A	SSET TAG NUMBER: 00018862
DESCRIPTION:	HP PRO 4300 PC WORKSTATION	
REQUESTED MEANS	OF DISPOSAL:	DECEIVED
OTHER INFORMATIC	N:	RECEIVED
CONDITION OF ASSE	T: REMOVE MEMORY AND HARD DRIVE	JUN <b>1 9 2</b> 019
REASON FOR DISPOS	ITION: REPLACEMENT	BOONE COUNTY AUDITOR
DESIRED DATE FOR	ASSET REMOVAL TO STORAGE: ASAP - GC	Room 123
IF YES, ATTACH DOO	SED WITH GRANT FUNDING? YES NO CUMENTATION SHOWING FUNDING AGENC	MACO WILLIAM ST. AV.
DEPARTMENT: SHE	RIFF 1251 SIGNATURE	ungerking
AUDITOR		0
ORIGINAL ACQUISIT	ION DATE 2014/02/28 G/L	ACCOUNT FOR PROCEEDS 1190-3836
ORIGINAL ACQUISIT	ION AMOUNT 608.58	
ORIGINAL FUNDING	SOURCE <u>2731</u>	
ACCOUNT GROUP 16	603	
COUNTY COMMISSI	ON / COUNTY CLERK	apoveniment a recommende de l'implement a militari de la compansación de l'imperior de
APPROVED DISPOSAI	L METHOD:	
TRANSFER	DEPARTMENT NAME	NUMBER
	LOCATION WITHIN DEPARTMENT	
	INDIVIDUAL	
TRADE	AUCTIONSEALED BIDS	
OTHER EX	PLAIN	
COMMISSION ORDER  DATE APPROVED  SIGNATURE	NUMBER 473-2619 16-29-19	



DATE: 06/14/2019	FIXED ASSET	TAG NUMBER: 00018865
DESCRIPTION:	HP PRO 4300 PC WORKSTATION	
REQUESTED MEANS	S OF DISPOSAL:	RECEIVED
OTHER INFORMATIO	ON:	JUN 1 9 2019
CONDITION OF ASSI	ET: REMOVE MEMORY AND HARD DRIVE	BOONE COUNTY AUDITOR
REASON FOR DISPOS	SITION: REPLACEMENT	
DESIRED DATE FOR	ASSET REMOVAL TO STORAGE: ASAP - GC Room	1 123
IF YES, ATTACH DO	ASED WITH GRANT FUNDING? YES NO CUMENTATION SHOWING FUNDING AGENCY'S PI	Λ 1
DEPARTMENT: SHE	RIFF 1251 SIGNATURE: JULIU	fee Kings
AUDITOR	, (	0
ORIGINAL ACQUISIT	TION DATE 2014/02/28 G/L ACC	OUNT FOR PROCEEDS 1190-3836 HA
ORIGINAL ACQUISIT	TION AMOUNT <u>608.58</u>	
ORIGINAL FUNDING	SOURCE 2731	
ACCOUNT GROUP 1	603	
COUNTY COMMISSI	ION / COUNTY CLERK	
APPROVED DISPOSA	L METHOD:	
TRANSFER	DEPARTMENT NAME	NUMBER
	LOCATION WITHIN DEPARTMENT	
	INDIVIDUAL	
TRADE	AUCTIONSEALED BIDS	
OTHER EX	PLAIN	
COMMISSION ORDER	NUMBER 473-2619 June 16 29.19	e .
DATE APPROVED	1 16.29.19	
SIGNATURE	any in alwest	



DATE: 06/11/2019	FIXED .	ASSET TAG NUMBER: 00019021
DESCRIPTION:	HP PRODESK 400 PC WORKSTATION	
REQUESTED MEANS	OF DISPOSAL:	RECEIVED
OTHER INFORMATION	ON:	JUN 1 9 2019
CONDITION OF ASSI	ET: REMOVE MEMORY AND HARD DRIVE	BOONE COUNTY AUDITOR
REASON FOR DISPOS	SITION: REPLACEMENT	
DESIRED DATE FOR	ASSET REMOVAL TO STORAGE: ASAP - G	C Room 123
IF YES, ATTACH DO	ASED WITH GRANT FUNDING? YES NO DECUMENTATION SHOWING FUNDING AGENTLECTOR (150 SIGNATURE:	CLUY'S PERMISSION TO DISPOSE OF ASSET.
AUDITOR		0
ORIGINAL ACQUISI	TION DATE 2014/05/07	G/L ACCOUNT FOR PROCEEDS 190-3836 44
ORIGINAL ACQUISI	TION AMOUNT 601.45	
ORIGINAL FUNDING	G SOURCE 2731	
ACCOUNT GROUP	1603	
COUNTY COMMISS	SION / COUNTY CLERK	
APPROVED DISPOS.	AL METHOD:	
TRANSFER		NUMBER
	LOCATION WITHIN DEPARTMENT	
	INDIVIDUAL	
TRADE	AUCTIONSEALED BID	S
OTHER E	EXPLAIN	
COMMISSION ORDI	er number 473-2619	
DATE APPROVED_	10.29.19	
SIGNATURE	my le attivit	



DATE: 06/27/2019	FIXED ASSET TAG NUMBER	E: 00017030
DESCRIPTION:	DELL OPTIPLEX 740MT PC WORKSTATION	
•	OF DISPOSAL:	DECEIVED
OTHER INFORMATION	N:	RECEIVED
CONDITION OF ASSET	T: REMOVE MEMORY AND HARD DRIVE	JUL 1 0 2019
	ITION: REPLACEMENT	BOONE COUNTY AUDITOR
DESIRED DATE FOR A	ASSET REMOVAL TO STORAGE: ASAP - GC Room 123	
WAS ASSET PURCHAS	SED WITH GRANT FUNDING? YES (O) CUMENTATION SHOWING FUNDING AGENCY'S PERMISSION T	O DISPOSE OF ASSET.
DEPARTMENT: SHEP	RIFF SIGNATURE: GUUGLE KIM	<u> </u>
AUDITOR	*	
ORIGINAL ACQUISITI	ON DATE 2011/07/14 G/L ACCOUNT FOR PI	ROCEEDS 2902-38365
ORIGINAL ACQUISIT	ION AMOUNT 600.00	
ORIGINAL FUNDING	SOURCE 2787	
ACCOUNT GROUP 16	803	
COUNTY COMMISSI	ON / COUNTY CLERK	
APPROVED DISPOSAL	L METHOD:	
TRANSFER	DEPARTMENT NAMENUMI	BER
27	LOCATION WITHIN DEPARTMENT	
	INDIVIDUAL	
TRADE	AUCTIONSEALED BIDS	
OTHER EX	PLAIN	
COMMISSION ORDER  DATE APPROVED  SIGNATURE	NUMBER 473-2019 2004 Laterill	



DATE: 06/26/2019		FIXED ASSET TAG NUMB	ER:
DESCRIPTION:	CS9000212 SCM17EG1-R MONITOR LCD 17 INCH	*	
REQUESTED MEANS	S OF DISPOSAL:		RECEIVE
OTHER INFORMATI	ON:		N .
CONDITION OF ASS	ET: PURCHASED IN 2011		JUL 1 0 2019
REASON FOR DISPO	SITION: REPLACEMENT		BOONE COUNT AUDITOR
DESIRED DATE FOR	ASSET REMOVAL TO STORAGE	: ASAP - GC Room 123	
IF YES, ATTACH DO	ASED WITH GRANT FUNDING? Y OCUMENTATION SHOWING FUNI	DING AGENCY'S PERMISSION	
DEPARTMENT: SHE	ERIFF SIGNAT	TURE: JUMPUS	ng
AUDITOR		, 0	0
ORIGINAL ACQUISI	ΠΟΝ DATE 2011/07/14	G/L ACCOUNT FOR	PROCEEDS 2902-3836-
ORIGINAL ACQUISI	TION AMOUNT 200.00	_	v.
ORIGINAL FUNDING	S SOURCE 2787	Â	
ACCOUNT GROUP 1	603		
COUNTY COMMISS	ION / COUNTY CLERK	A CONTRACTOR OF THE PROPERTY O	
APPROVED DISPOSA	AL METHOD:		
TRANSFER	DEPARTMENT NAME	NUN	1BER
	LOCATION WITHIN DEPARTM	MENT	
	INDIVÎDUAL		
TRADE	AUCTIONSE	ALED BIDS	
OTHER EX	XPLAIN	·	
COMMISSION ORDE	R NUMBER 473-2619	=	4
DATE APPROVED	· / 16	29.19	
SIGNATURE COM	aste alliely		



DATE: 06/27/2019		FIXED ASSET TAG NUMBER: 00017858
DESCRIPTION:	LEXMARK T650DN PRINTER LASER MONOCHROMI	E
REQUESTED MEANS	OF DISPOSAL:	RECEIVED
OTHER INFORMATIO	N:	JUL 1 0,2019
CONDITION OF ASSE	T: PURCHASED IN 2011	BOONE COUNTY
REASON FOR DISPOS	SITION: REPLACEMENT	AUDITOR
DESIRED DATE FOR	ASSET REMOVAL TO STORAGE: AS	SAP - GC Room 123
IF YES, ATTACH DO		GAGENCY'S PERMISSION TO DISPOSE OF ASSET.
DEPARTMENT: SHE	RIFF SIGNATUR	E: Jeunfer King
AUDITOR	8 8	
ORIGINAL ACQUISIT	TION DATE 2011/07/14	G/L ACCOUNT FOR PROCEEDS 2902 - 3936
ORIGINAL ACQUISIT	TION AMOUNT <u>850.00</u>	A
ORIGINAL FUNDING	SOURCE 2787	
ACCOUNT GROUP 1	603	
COUNTY COMMISS	ION / COUNTY CLERK	
APPROVED DISPOSA	L METHOD:	
TRANSFER	DEPARTMENT NAME	NUMBER
	LOCATION WITHIN DEPARTMEN	VT
	INDIVIDUAL	
TRADE	AUCTIONSEALE	ED BIDS
OTHER EX	XPLAIN	
COMMISSION ORDE	R NUMBER 473-2019	
DATE APPROVED	10.2919	
SIGNATURE_	mill Stull	

# Request for Disposal/Transfer of County Property Complete, sign, and return to Auditor's Office

Date: 07/11/2019	Fixed Asset Tag Number: N/A	
Description of Asset: APC UPS		
Requested Means of Disposal: Sell Other Information (Serial number, etc.): Condition of Asset: Used		Per Explain:  RECEIVED  JUL 1 1 2019  BOONE COUNTY AUDITOR
Reason for Disposition: Replacement		John
Location of Asset and Desired Date for	Removal to Storage: ASAP - GC - Roo	m 123 **
Was asset purchased with grant funding? If "YES", does the grant impose re If yes, attach documentation der	striction and/or requirements pertaining monstrating compliance with the agency	's restrictions and/or requirements.
Dept Number & Name: 1170 - Informa	tion Technology Signature.	Jerenfer King,
To be Completed by: AUDITOR Original Acquisition Date	N/A G/L Account for	Proceeds 1/90 - 3836
Original Acquisition Amount	<del></del>	
Original Funding Source		
Account Group		
To be Completed by: COUNTY CO	MMISSION / COUNTY CLERK	
Approved Disposal Method:		X . 1
	ame	
Location within	n Department	
Individual		
TradeAuction	Sealed Bids	
*	2 2/12	
Commission Order Number 4	13-2019	
Date Approved	16.29.19	
comy la allere	1	

S:\all\AUDITOR\Accounting Forms\Fixed Asset Disposal.docx Revised: September 2016



DATE: 07/12/2019		FIXED ASSET TAG NUMBER: 00013857			
DESCRIPTION:	DELL ULTRASHARP MONITOR LCD 19 INCH		RECEIVED		
REQUESTED MEANS	S OF DISPOSAL:	==	<u> </u>		
OTHER INFORMATI	ON:		JUL 1 5 2019		
CONDITION OF ASS	ET: PURCHASED IN 2003		BOONE COUNTY AUDITOR		
REASON FOR DISPO	SITION: REPLACEMENT				
DESIRED DATE FOR	ASSET REMOVAL TO STORAGE	: ASAP - GC Room 123			
IF YES, ATTACH DO	ASED WITH GRANT FUNDING? YOU WENTATION SHOWING FUNDERSTREET SIGNATED TO STATE OF THE STATE OF TH	DING AGENCY'S PERMISSIONITO	DISPOSE OF ASSET.		
AUDITOR		1			
ORIGINAL ACQUISI	TION DATE 2003/05/06	G/L ACCOUNT FOR PRO	OCEEDS 1190 - 38365		
ORIGINAL ACQUISI	TION AMOUNT 600.00				
ORIGINAL FUNDING	3 SOURCE <u>2731</u>				
ACCOUNT GROUP	603				
COUNTY COMMISS	SION / COUNTY CLERK	A THE HOLD METERS OF THE PROPERTY OF THE WAR WAS TO SEE THE WAR TO SEE THE WAR THE PROPERTY OF			
APPROVED DISPOSA	AL METHOD:				
TRANSFER	DEPARTMENT NAME	NUMBE	R		
	LOCATION WITHIN DEPARTM	MENT			
	INDIVIDUAL				
TRADE	AUCTIONSE	ALED BIDS			
OTHER E	XPLAIN				
COMMISSION ORDE  DATE APPROVED  SIGNATURE	R NUMBER 473-201	9			

DATE: 11/24/15 FIXED ASSET	TAG NUMBER: $16646$
DESCRIPTION: SAMBUNG LASER FAX	SF-560
REQUESTED MEANS OF DISPOSAL: Supplus	RECEIVED
OTHER INFORMATION:	NOV 30 2015
CONDITION OF ASSET: POOR FAIR	BOONE COUNTY AUDITOR
REASON FOR DISPOSITION: Replaced	PAGITE GAGIIII VADIIAI
COUNTY COURT IT DEPT. (circle one) DOES /DOES OWN USE (this item is applicable to computer equipment of	NOT (circle one) WISH TO TRANSFER THIS ITEM FOR ITS only)
LOCATION OF ASSET AND DESIRED DATE FOR ASS	ET REMOVAL TO STORAGE: 801 E. Walnut, Ste. 211  Transdictery
IF YES, ATTACH DOCUMENTATION SHOWING FUNI	DING AGENCY'S PERMISSION TO DISPOSE OF ASSET.
DEPARTMENT: COUNSELOR 1126 SIGN	ATURE Of Phleum
AUDITOR ORIGINAL PURCHASE DATE 8-5-08 ORIGINAL COST \$ 349.00	RECEIPT INTO 1190-3836 HO  GRANT FUNDED (Y/N) N
	GRANT NAME
ORIGINAL FUNDING SOURCE 2731	% FUNDINGAGENCY
ASSET GROUP 1601	DOCUMENTATION ATTACHED (Y/N) TRANSFER CONFIRMED
COUNTY COMMISSION / COUNTY CLERK	
APPROVED DISPOSAL METHOD:	
TRANSFER DEPARTMENT NAME	NUMBER
LOCATION WITHIN DEPART	MENT
INDIVIDUAL	
TRADEAUCTIONSI	EALED BIDS
OTHER EXPLAIN	
COMMISSION ORDER NUMBER 473-2019	7
DATE APPROVED 1 16.39.191	<del></del>
SIGNATURE Comple attirif	
Revised Sept2015	

#### Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

_	00/1//0010		E' I A .	T N 195	300	RECEIVED
	08/16/2019			Tag Number: 185	199	AUG 2 1 2019
Descri	ption of Asset: S	Samsung SCX-	5935FN fax ma	achine		BOONE COUNTY
Reque	sted Means of Di	sposal: Sell	Trade-In	⊠Recycle/Trash	Other, Explain:	
Other	Information (Ser	ial number, etc.	): Z2P3JFD500	00ZRL		
Condi	tion of Asset: ne	eds work				
Reason that m	n for Disposition uch money into	It was going to the because of the	o cost over \$25 e amount of fa	50.00 to get it fixed xes on it.	, aquired in 2013, sug	gested not to put
Locati	on of Asset and I	Desired Date fo	r Removal to S	torage: Public Adn	ninistor's office 1st flo	or Court House
I	If yes, attach do	e grant impose : ocumentation d	restriction and/ emonstrating c	or requirements per compliance with the	rtaining to disposal? [agency's restrictions a	nd/or requirements
Dept 1	Number & Name	: 1200 Boone (	County Public A	Adm Signa	nture Longa B	oone
					unt for Proceeds	
Origin	ial Acquisition Ar	nount	34.20			
Origin	al Funding Sourc	e 273	1			
Accou	nt Group	1601				
To be	Completed by:	COUNTY CO	MMISSION	/ COUNTY CLI	ERK	
Appro	ved Disposal Me	thod:				
-	Transfer	Department l	Name		Number_	
		Location with	nin Department			
		Individual				5.7.60
	Trade	Auction		_Sealed Bids		
	Other Exp	olain				
Comn	nission Order N	umber 4	13-2019			
Date	Approved	10.0	29.19			e e
Signa	ture Cony	la alter	<i>Y</i>			

# Request for Disposal/Transfer of County Property Complete, sign, and return to Auditor's Office

Date: 8. 20.19	Fixed Asset Tag N	lumber:	0528	RECEIVED
,				AUG 2 1 2019
Description of Asset:	PALCULATOR			BOONE COUNTY AUDITOR
Requested Means of Dispo	osal: Sell Trade-In Ro	ecycle/Trasl	n Other, Explain	ı:
Other Information (Serial	number, etc.): SHARP—	COMP	ET-05-	2187
Condition of Asset: B	LOKEN - DOESN	4 a	) ork	,
Reason for Disposition:	1 1		<del></del>	1 0/
Location of Asset and Des	ired Date for Removal to Storage:	CoCL	erks Ofc-	- ASAP!
Was asset purchased with grant of "YES", does the grant of the grant o	erant funding? [1YES [X]NO requestration demonstrating complia	uirements po	ertaining to disposal? agency's restrictions	□YES □NO
Dept Number & Name:	1131/CLERK	Sign	vature June	J. Sucremu
To be Completed by: AU Original Acquisition Date		G/L Acco	ount for Proceeds	190-3836 J
Original Acquisition Amou	int			
Original Funding Source				*
Account Group			e 2	
To be Completed by: CO	DUNTY COMMISSION / CO	UNTY CL	ERK	(9)
Approved Disposal Metho	od:		₽ ∓	2
Transfer I	Department Name		Number_	
Ι	ocation within Department			
1	ndividual			
Trade	AuctionSealed	d Bids	E	* 8
Other Explai	n		J	
Commission Order Nun	nber 473-2019	<u>-</u>		
Date Approved for	16 29 19			
Signature	ata\Local\Microsoft\Windows\INetC	∘ Sache\Conten	t.Outlook\CDLI093T\F	ixed Asset
CAUSERS/ODUCHMANN/ADDD/		20110 (00110011		

Disposal.docx

# Request for Disposal/Transfer of County Property Complete, sign, and return to Auditor's Office

Date: 8.20.19	Fixed Asset Tag	Number:	- U	DE GOT/ SURPI	T FRE
Description of Asset: CA	LLULATOR		Co	, Surp	145
Requested Means of Disposal:	,				CEI.
Other Information (Serial nun	nber, etc.): SHAR P	- EL -	1192 B	AU	<b>G 2 1</b> 2019
Condition of Asset: Bee	KEN				NE CC AUDITC
Reason for Disposition:		4		1 10	$1 \Omega$
Reason for Disposition:  Location of Asset and Desired	Date for Removal to Storag	ge: CLERK	SOFC	-/ MS)	7/~
Was asset purchased with grant If "YES", does the grant If yes, attach documen	impose restriction and/or rentation demonstrating comp	equirements perta liance with the ag	ining to disposa ency's restriction	al? YES	NO
Dept Number & Name:	31/ CLERK	Signatu	re Juan	J. / Su	
To be Completed by: AUDI Original Acquisition Date		G/L Accoun	t for Proceeds_	1190-383	6F
Original Acquisition Amount			+:		3
Original Funding Source			(9)	i: 8	
Account Group					
To be Completed by: COU	NTY COMMISSION / C	COUNTY CLEE	RK	*	*
Approved Disposal Method:		x	8	7:	100
Transfer Dep	artment Name		Numb	er	
Loca	tion within Department	ii .		15	
Indiv	vidual			v 3	
Trade	AuctionSea	led Bids	* ×		
Other Explain_					_
Commission Order Numbe	473-2019	_			
Date Approved	16.29.19			¥.	
Signature_ Cony le	allines	<del></del> )			

 $C: \label{local-windows-linet-content} C: \label{local-windows-linet-content} C: \label{local-windows-linet-content} Windows \label{local-windows-linet-content} Windows \label{local-windows-linet-content} C: \label{local-windows-linet-content} V: \label{local-windows-linet-content} V: \label{local-windows-linet-content} V: \label{local-windows-linet-content} V: \label{local-windows-linet-content} C: \label{local-windows-linet-content} V: \label{local-windows-linet-content} V: \label{local-windows-linet-content} V: \label{local-windows-linet-content} V: \label{local-windows-linet-content} V: \label{local-windows-linet-content-con$ 

Disposal.docx

Date: 08/21/2019	Fixed Asset Tag Num	ber: 182/8	RECEIVED
Description of Asset:	Desktop PC / Z220 SF	F	SEP 0.3 2019
Requested Means of Disposal	: Sell		BOONE COUNTY
Other Information:	SERIAL NUMBER: 2U	A3040GVH	AUDITOR -
Condition of Asset:	FAIR		
Reason for Disposition:	ROUTINE REPLACEM	MENT	
Location of Asset and Desired Removal To Storage:	Date for Boone County Courth Services - IMMEDIATI	ouse / Floor: 1 / Room: Technolog ELY	ру
Was Asset Purchased with Gr	ant Funding? NO	۸۸.	
DEPARTMENT: 1242-Juvenile	Justice Center SIGNATURE:	Many Sopes	
To be Completed by: AUDITO Original Acquisition Date	R 2/6/13	G/L Acct for Proceeds	70-3836 5
Original Acquisition Amount	447.54	_	
Original Funding Source	2731	=	
Account Group	1603	_	
To be Completed by : COUNT Approved Disposal Method;	Y COMMISSION / COUNTY CL	<u>ERK</u>	
Transfer		Number	
		and the state of t	
		Sealed Bids	
Trade	Auction	Sealed blus	
Other	Explain		
Commission Order Number Date Approve:	473-2619 Attrill	19	

Date: 08/21/2019	Fixed Asset Tag Number	er: 18497	TEOGIVED	
Description of Asset:	Tower PC / Z220 CMT		RECEIVED	
Requested Means of Disposa	l: Sell		SEP 0.3 2019	
Other Information:	SERIAL NUMBER: 2UA	3230YZ4	BOONE COUNTY AUDITOR	
Condition of Asset:	FAIR			
Reason for Disposition:	ROUTINE REPLACEME	ROUTINE REPLACEMENT		
Location of Asset and Desired Removal To Storage:	Date for Boone County Courthou Services - IMMEDIATEL	se / Floor: 1 / Room: Techr Y	nology	
Was Asset Purchased with Gi	rant Funding? NO			
DEPARTMENT: 1230-Jury Se	rvices and Court Costs SIGNATU	RE: May Jan	<del></del>	
To be Completed by: AUDITO Original Acquisition Date	DR 7/2/13	G/L Acct for Proceeds _	1190-3836 J	
Original Acquisition Amount	752.55			
Original Funding Source	2731			
Account Group	1603			
To be Completed by : COUN Approved Disposal Method;	TY COMMISSION / COUNTY CLE	RK		
Transfer	Department Name:	Number		
	Location within Department:			
	Individual:			
Trade	Auction	Sealed Bids		
Other	Explain			
Commission Order Number	473-2019 Mill 16-29	19		

Date: 08/21/2019	Fixed Asset Tag Numb	er: 18498	RECEIVED
Description of Asset: Tower PC / Z220 CMT			SEP 0.3 2019
Requested Means of Disposal	: Sell		BOONE COUNTY
Other Information:	SERIAL NUMBER: 2UA	A3230YZ5	AUDITOR
Condition of Asset:	FAIR		
Reason for Disposition:	ROUTINE REPLACEM	ENT	
Location of Asset and Desired Removal To Storage:	Date for Boone County Courthon Services - IMMEDIATE	use / Floor: 1 / Room: Techn LY	ology
Was Asset Purchased with Gr	ant Funding? NO	2.0	
DEPARTMENT: 1230-Jury Se	rvices and Court Costs SIGNAT	JRE: Mary Gyping	
To be Completed by: AUDITO Original Acquisition Date	7/2/13	G/L Acct for Proceeds	1190-3836 5
Original Acquisition Amount	75255		
Original Funding Source	2731		
Account Group	1603	-	
To be Completed by : COUNTApproved Disposal Method;	TY COMMISSION / COUNTY CLE	ERK	
Transfer	Department Name:		
	Location within Department:		
	Individual:		
Trade	Auction	Sealed Bids	
Other	Explain		
Commission Order Number  Date Approve:	473-2019 Minif 10:29.19	,	

Date: 08/21/2019	Fixed Asset Tag Nu	mber: 18976	RECEIVED
Description of Asset:	Tower PC / Z230 CM	1T a	
Requested Means of Disposal	: Sell		SEP 0 4 2019
Other Information:	SERIAL NUMBER: 2	2UA4101K1Q	BOONE COUNTY AUDITOR
Condition of Asset:	FAIR		
Reason for Disposition:	ROUTINE REPLACE	EMENT	
Location of Asset and Desired Removal To Storage:	Date for Boone County Court Services - IMMEDIA	thouse / Floor: 1 / Room: Technolo TELY	ogy
Was Asset Purchased with Gi	ant Funding? NO	х	
DEPARTMENT: 1230-Jury Se	rvices and Court Costs SIGN/	ATURE: May Fpi	
To be Completed by: AUDITO Original Acquisition Date	3/27/14	G/L Acct for Proceeds	1190-3836 F
Original Acquisition Amount	882.76	=	
Original Funding Source	2731		
Account Group	1603		2.1
To be Completed by : COUNTApproved Disposal Method;	TY COMMISSION / COUNTY O	CLERK	
Transfer	Department Name:	Number	
	Location within Department: _		===
	Individual:		
Trade	Auction	Sealed Bids	
Other	Explain		
Commission Order Number_ Date Approve:	473-2619 Attriff 10:20	919	

Date: 08/21/2019	Fixed Asset Tag Number: 18977	RECEIVED
Description of Asset:	Tower PC / Z230 CMT	
Requested Means of Disposal	: Sell	SEP 0 4 2019
Other Information:	SERIAL NUMBER: 2UA4101K1P	BOONE COUNTY AUDITOR
Condition of Asset:	FAIR	
Reason for Disposition:	ROUTINE REPLACEMENT	ā
Location of Asset and Desired Removal To Storage:	I Date for Boone County Courthouse / Floor: 1 / Room: Techn Services - IMMEDIATELY	ology
Was Asset Purchased with Gr	ant Funding? NO	
DEPARTMENT: 1230-Jury Se	rvices and Court Costs SIGNATURE:	-
To be Completed by: AUDITO Original Acquisition Date	G/L Acct for Proceeds _	1190-3836 J
Original Acquisition Amount	887.96	9
Original Funding Source	2731	
Account Group	1603	
To be Completed by : COUNT Approved Disposal Method;	Y COMMISSION / COUNTY CLERK	
Transfer	Department Name: Number	<del></del>
	Location within Department:	
	Individual:	
Trade	Auction Sealed Bids	
Other	Explain	
Commission Order Number	473-2619 10-29-19 10-29-19	
Signaturo Somuell	alliner	

Date: 08/21/2019	Fixed Asset Tag Number	er: 19000	
Description of Asset:	Tower PC / Z230 CMT		RECEIVED
Requested Means of Disposa	: Sell		SEP 0 4 2019
Other Information:	SERIAL NUMBER: 2UA	4101K1R	BOONE COUNTY AUDITOR
Condition of Asset:	FAIR		AUDITOR
Reason for Disposition:	ROUTINE REPLACEME	NT	
Location of Asset and Desired Removal To Storage:	Date for Boone County Courthou Services - IMMEDIATEL	se / Floor: 1 / Room: Technolog Y	y
Was Asset Purchased with Gi	ant Funding? NO		2
DEPARTMENT: 1230-Jury Se	rvices and Court Costs SIGNATU	RE: May Sps	
To be Completed by: AUDITO Original Acquisition Date	3/27/14	G/L Acct for Proceeds //	90-3836 F
Original Acquisition Amount	882.96		
Original Funding Source	2731		
Account Group	1603		
To be Completed by : COUNTApproved Disposal Method;	TY COMMISSION / COUNTY CLE	RK	
Transfer	Department Name:		
	Location within Department:		
	Individual:	Sealed Bids	
Trade	Auction	Sealed blus	
Other	Explain		
Commission Order Number	473-2619 Alinelf 16.2919		

Date: 08/21/2019	Fixed Asset Tag Numb	per: 18906	
Description of Asset:	12" Tablet Computer /	EliteBook Revolve 810 G1	RECEIVED
Requested Means of Disposal	: Sell		SEP 0.4 2019
Other Information:	SERIAL NUMBER: 2CI	E40200PC	BOONE COUNTY AUDITOR
Condition of Asset:	FAIR		T.OSTTOR
Reason for Disposition:	ROUTINE REPLACEM	ENT	
Location of Asset and Desired Removal To Storage:	Date for Boone County Courtho Services - IMMEDIATE	use / Floor: 1 / Room: Technology LY	9
Was Asset Purchased with Gr	ant Funding? NO		
DEPARTMENT: 1210-Circuit (	Court SIGNATURE:	Spin	
To be Completed by: AUDITO Original Acquisition Date	B 1/31/14	G/L Acct for Proceeds	0-3836 J-
Original Acquisition Amount	1368.34	-	
Original Funding Source	2731	-	
Account Group	1603	-	
To be Completed by : COUNT Approved Disposal Method;	Y COMMISSION / COUNTY CLI	<u>ERK</u>	
Transfer	•	Number	9
Toolo	Individual:	Sealed Bids	=
Trade	Explain	OGGICU DIUS	
Commission Order Number  Date Approve:	473-2619 Stiril 16-29-1	9	9

Date: 08/21/2019	Fixed Asset 1ag Num	per: 18428	
Description of Asset:	16" Notebook Compute	er / ProBook 6570b	RECEIVED
Requested Means of Disposa	I: Sell		SEP 0 4 2019
Other Information:	SERIAL NUMBER: 5C	B3140NX7	BOONE COUNTY AUDITOR
Condition of Asset:	FAIR		.,,,
Reason for Disposition:	ROUTINE REPLACEM	IENT	
Location of Asset and Desired Removal To Storage:	Date for Boone County Courthon Services - IMMEDIATE	ouse / Floor: 1 / Room: Technology ELY	
Was Asset Purchased with G	rant Funding? NO		
DEPARTMENT: 1241-Juvenil	e Office SIGNATURE:	- Capi	
			-
To be Completed by: AUDITO Original Acquisition Date	<u>4/25/13</u>	G/L Acct for Proceeds	10-3836 F
Original Acquisition Amount	633.45	-	
Original Funding Source	2731	-	
Account Group	1603	-	
To be Completed by : COUNTApproved Disposal Method;	TY COMMISSION / COUNTY CL	<u>ERK</u>	il
Transfer	Department Name:	Number	_
	Location within Department:		
	Individual:		
Trade	Auction	Sealed Bids	
Other	Explain		
Commission Order Number  Date Approve:	473-8019		
Signature Conny Con	alleref	*	

Date: 08/21/2019	Fixed Asset Tag Number: 18587	RECEIVED
Description of Asset:	17" Notebook Computer / ProBook 6570b	SEP 0 4 2019
Requested Means of Disposal	: Sell	BOONE COUNTY
Other Information:	SERIAL NUMBER: 5CB3300H9D	AUDITOR
Condition of Asset:	FAIR	
Reason for Disposition:	ROUTINE REPLACEMENT	
Location of Asset and Desired Removal To Storage:	Date for Boone County Courthouse / Floor: 1 / Room: Techn Services - IMMEDIATELY	ology
Was Asset Purchased with Gr	ant Funding? NO	
DEPARTMENT: 1221-Circuit C	Clerk SIGNATURE:	
To be Completed by: AUDITO Original Acquisition Date	B/28/13 G/L Acct for Proceeds_	1190-3836 J
Original Acquisition Amount	698.45	
Original Funding Source	2731	
Account Group	1603	
To be Completed by : COUNT Approved Disposal Method;	Y COMMISSION / COUNTY CLERK	,
Transfer	Department Name: Number	
	Location within Department:	
To do	Individual: Sealed Bids	
Trade Other	Explain	
Commission Order Number  Date Approve:	473-2019 Mariel 16:29.19	

# Request for Disposal/Transfer of County Property Complete, sign, and return to Auditor's Office

**RECEIVED** 

Date: 08/21/2019	Fixed Asset Tag Numb	er: <none></none>	SEP 0 4 2019
Description of Asset:	17" LCD Monitor / AL17	17" LCD Monitor / AL1715	
Requested Means of Disposa	l: Sell		AUDITOR
Other Information:	SERIAL NUMBER: ETL	.21020333510003EED00	
Condition of Asset:	POOR		
Reason for Disposition:	ROUTINE REPLACEM	ENT	
Location of Asset and Desired Removal To Storage:	d Date for Boone County Courthor Services - IMMEDIATE	use / Floor: 1 / Room: Techr LY	nology
Was Asset Purchased with G	rant Funding? NO		
DEPARTMENT:	SIGNATURE	: Many Spain	
To be Completed by: AUDITO Original Acquisition Date	DR N/A	G/L Acct for Proceeds _	1190 - 3836 5
Original Acquisition Amount Original Funding Source			
Account Group		-	
To be Completed by : COUNTApproved Disposal Method;	TY COMMISSION / COUNTY CLE	<u>ERK</u>	×
Transfer	Department Name:	Number	
	Location within Department:		
G.	Individual:		
Trade	Auction	Sealed Bids	
Other	Explain	-	
Commission Order Number	473-2019	7	8

# Request for Disposal/Transfer of County Property Complete, sign, and return to Auditor's Office

**RECEIVED** 

Date: 08/21/2019	mber: <none></none>			
Description of Asset:	17" LCD Monitor / Al	17" LCD Monitor / AL1715 Sell		
Requested Means of Disposa	l: Sell			
Other Information:	SERIAL NUMBER: E	ETL21020333510001AED00		
Condition of Asset:	POOR			
Reason for Disposition:	ROUTINE REPLACE	EMENT		
Location of Asset and Desired Removal To Storage:	d Date for Boone County County Services - IMMEDIA	thouse / Floor: 1 / Room: Tech TELY	nology	
Was Asset Purchased with G	rant Funding? NO			
DEPARTMENT:	SIGNATU	RE: Now Sp		
To be Completed by: AUDITO Original Acquisition Date	N/A	G/L Acct for Proceeds _	1190-3836 5	
Original Acquisition Amount		_	2	
Original Funding Source			*	
Account Group		_		
To be Completed by : COUN Approved Disposal Method;	TY COMMISSION / COUNTY (	CLERK		
Transfer	Department Name:	Number		
	Location within Department: _	-		
	Individual:			
Trade	Auction	Sealed Bids		
Other	Explain			
Commission Order Number	473-2019	g.19		
Signatura Commelli	attively	9		

# Request for Disposal/Transfer of County Property Complete, sign, and return to Auditor's Office

Date: 8/27/2019	Fixed Asset	Tag Number:	N/A		
Description of Asset: DUOFONE	Telephone Amp	olifier system			
Requested Means of Disposal: Sell	∏Trade-In	⊠Recycle/T	Trash [	Other, Explain	n:
Other Information (Serial number, et	c.): FCC REG N	No. AAO5G9-6	60304-SP	P-N	RECEIVED
Condition of Asset: FAIR					SEP 0 4 2019
Reason for Disposition: OUTDATE	)				BOONE COUNTY AUDITOR
Location of Asset and Desired Date	For Removal to S	Storage: IMME	EDIATE	LY	
Was asset purchased with grant fundi If "YES", does the grant impose If yes, attach documentation	e restriction and	or requiremen	its pertain	ning to disposal? ency's restrictions	YES NO and/or requirements.
Dept Number & Name: 1210 Circui	t Court		Signatur	ce /10my 2	R)
To be Completed by: AUDITOR Original Acquisition Date	N/A		G/L Acc	count for Proceed	ds 1190-3836
Original Acquisition Amount					
Original Funding Source					
Account Group	<u> </u>		- N/A NATIONAL COST SAID SAID SAID SAID SAID SAID SAID SAID	o Má são più 40 s the site site site site site site site sit	
To be Completed by: COUNTY C	OMMISSION	_/ COUNTY	CLER	<u>K</u>	
Approved Disposal Method:					
Transfer Departmen	t Name			Number	
Location w	thin Departmen	t			
Individual_					
TradeAuction	n	_Sealed Bids			
Other Explain					
Commission Order Number	473-2019				
Date Approved	5-29-19				
Signature Complete all	will	-			

H:\njorogdk\DISPOSAL\Boone - Fixed Asset Disposal DUOFONE.docx Revised: September 2016

# Request for Disposal/Transfer of County Property Complete, sign, and return to Auditor's Office

Date: 8/28/2019	Fixed Asset Tag Number: N/A	
Description of Asset: HP DVD-ROM	I/DUDIN	
Requested Means of Disposal: Sell	☐Trade-In ☐Recycle/Trash [	Other, Explain:
Other Information (Serial number, etc.	): B9BRVPB028962	RECEIVED
Condition of Asset: GOOD		SEP 0 4 2019
Reason for Disposition: REPLACEME	ENT	BOONE COUNTY AUDITOR
Location of Asset and Desired Date for	or Removal to Storage: IMMEDIATE	LY
Was asset purchased with grant funding If "YES", does the grant impose If yes, attach documentation of	g? TYES NO restriction and/or requirements pertain lemonstrating compliance with the age	ning to disposal? TYES NO
Dept Number & Name: 1210 Circuit	Court Signatur	e Many Eppin
To be Completed by: AUDITOR Original Acquisition Date	NA G/L Acc	ount for Proceeds
Original Acquisition Amount		
Original Funding Source		
Account Group		
To be Completed by: COUNTY CO	OMMISSION / COUNTY CLERY	K
Approved Disposal Method:	Ü	
Transfer Department	Name	Number
Location wit	hin Department	
Individual		
TradeAuction	Sealed Bids	
Other Explain	Lan Dan D	
Commission Order Number	173-8019	
Date Approved	2-19	
Signature Const Coll	wef	

 $H:\ \ \ Disposal\ DVDROM3.docx$ Revised: September 2016

# Request for Disposal/Transfer of County Property Complete, sign, and return to Auditor's Office

Date: 8/28/2019	Fixed Asset Tag Num	nber: N/A	
Description of Asset: H	P DVD-ROM / DUDIN		
Requested Means of Dis	posal: Sell Trade-In Recy	cle/Trash	ain:
Other Information (Seri	al number, etc.): B9BRVPB028961		RECEIVED
Condition of Asset: GC	OOD		SEP 0 4 2019
Reason for Disposition:	REPLACEMENT		BOONE COUNTY AUDITOR
Location of Asset and I	Desired Date for Removal to Storage: II	MMEDIATELY	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
If "YES" does the	th grant funding? TYES NO grant impose restriction and/or require scumentation demonstrating compliance	ements pertaining to dispose with the agency's restriction	al? [YES ]NO
Dept Number & Name	1210 Circuit Court	Signature	40.
To be Completed by: Original Acquisition Da Original Acquisition An	te	G/L Account for Proc	eeds <u>1190-3836</u> J
Original Funding Source			2
	CONTRACTOR / COL	NTV CI EDV	
	COUNTY COMMISSION / COU	NIICEERK	
Approved Disposal Me		NT 1	L
Transfer	Department Name		
	Location within Department	-	
	Individual		
Trade	AuctionSealed F	Bids	
Other Ex	olain		
Commission Order N	umber473 2019		
Date Approved	16.29.19		
Signature Congs	I attivill		

# Request for Disposal/Transfer of County Property Complete, sign, and return to Auditor's Office

Date: 8/28/2019	Fixed Ass	et Tag Number:	N/A	
Description of Asset: H	IP DVD-ROM / DUD1N			
Requested Means of Dis	posal: ⊠Sell ☐Trade-In	n Recycle/Tra	ash 🔲 Other, Explain	n:
Other Information (Seri	al number, etc.): B9BRVPB	028963		RECEIVED
Condition of Asset: GC	OOD			SEP 0.4 2019
Reason for Disposition:	REPLACEMENT			BOONE COUNTY AUDITOR
Location of Asset and D	Desired Date for Removal to	Storage: IMMEI	DIATELY	
If "VFS" does the	ch grant funding? YES c grant impose restriction an ocumentation demonstrating	d/or requirements compliance with	the agency's restrictions	YES NO and/or requirements.
Dept Number & Name:	1210 Circuit Court	S	ignature May F	<u> </u>
To be Completed by: Original Acquisition Da	AUDITOR MA	G,	/L Account for Proceed	ds <u>1190-3836</u>
Original Acquisition An	nount			
Original Funding Source	e			
Account Group				
To be Completed by:	COUNTY COMMISSIO	N / COUNTY	CLERK	
Approved Disposal Me	thod:			S
Transfer	Department Name		Number	r
	Location within Departme	ent		
	Individual			
Trade	Auction	Sealed Bids		
Other Exp	olain			
Commission Order N	umber_ 473-261	19		
Date Approved	10.29.19	ı ———		
Signature_	Il atuil			

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# Request for Disposal/Transfer of County Property Complete, sign, and return to Auditor's Office

Date: 2/7/2019	Fixed Asset Tag Number: N/A	
Description of Asset: FAX / Brother I	MFC 8220	
Requested Means of Disposal: Sell	☐Trade-In ☐Recycle/Trash ☐Other, Expl	ain:
Other Information (Serial number, etc.	.): U60995H2V549740. Not in the CT13 asset tracker	RECEIVED
Condition of Asset: FAIR		,
Reason for Disposition: ROUTINE RI	EPLACEMENT	SEP 0.4 2019 BOONE COUNTY
Location of Asset and Desired Date for	or Removal to Storage: IMMEDIATELY	AUDITOR
Was asset purchased with grant fundin If "YES", does the grant impose If yes, attach documentation d	ng? TYES NO restriction and/or requirements pertaining to disposate demonstrating compliance with the agency's restriction	IP TYES NO ns and/or requirements.
Dept Number & Name: 1210 Circuit	Court Signature Now	PP-
To be Completed by: AUDITOR Original Acquisition Date	W/A G/L Account for Proce	eeds <u>1190-3836</u>
Original Acquisition Amount		
Original Funding Source		
Account Group		
To be Completed by: COUNTY CO	OMMISSION / COUNTY CLERK	
Approved Disposal Method:		
Transfer Department	NameNumb	oer
Location wit	hin Department	
Individual		
TradeAuction	Sealed Bids	
Other Explain		
Commission Order Number	473-2019	
Date Approved	6.29.19	
Signature Comments all	inell	

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# Request for Disposal/Transfer of County Property Complete, sign, and return to Auditor's Office

Date: 8/27/2019	Fixed Asset Tag Numl	per: N/A	
Description of Asset: A	Adapters		
Requested Means of Da	isposal: ⊠Sell □Trade-In □Recycl	le/Trash	xplain:
Other Information (Ser	rial number, etc.): 3 Pieces		RECEIVED
Condition of Asset: FA	AIR		SEP 0 4 2019
Reason for Disposition	: ROUTINE REPLACEMENT		BOONE COUNTY AUDITOR
Location of Asset and	Desired Date for Removal to Storage: IM	IMEDIATELY	
If "YES" does th	ith grant funding? TYES NO  ne grant impose restriction and/or requires  locumentation demonstrating compliance	with the agency's restric	osal? TYES NO
Dept Number & Name	e: 1210 Circuit Court	Signature Many	Sep.
To be Completed by: Original Acquisition D		G/L Account for Pr	oceeds
Original Acquisition A	mount		
Original Funding Sour	ce		
Account Group	· · · · · · · · · · · · · · · · · · ·		
To be Completed by	: COUNTY COMMISSION / COUN	TY CLERK	
Approved Disposal Mo	ethod:		
Transfer	Department Name	Nu	mber
	Location within Department		
	Individual		
Trade	AuctionSealed Bi	ids	
Other Ex	xplain		
Commission Order 1	Number <u>473-2619</u>		
Date Approved	10 29 19		
Signature	my la alluly		

Revised: September 2016

# Request for Disposal/Transfer of County Property Complete, sign, and return to Auditor's Office

Date: 8/27/2019	Fixed Asset Tag Number: N/A	
Description of Asset: Power codes		
Requested Means of Disposal: S	ell	Other, Explain:
Other Information (Serial number,	etc.): 54 Pieces	RECEIVED
Condition of Asset: FAIR		SEP 0.4 2019
Reason for Disposition: ROUTINI	E REPLACEMENT	BOONE COUNTY AUDITOR
Location of Asset and Desired Dat	e for Removal to Storage: IMMEDIATELY	
Was asset purchased with grant fur If "YES", does the grant impo If yes, attach documentation	nding? TYES NO ose restriction and/or requirements pertaining on demonstrating compliance with the agency	g to disposal? TYES NO 's restrictions and/or requirements.
Dept Number & Name: 1210 Circ	ruit Court Signature _	May Epp:
To be Completed by: AUDITOI Original Acquisition Date	1////	nt for Proceeds
Original Acquisition Amount		
Original Funding Source		
Account Group		
To be Completed by: COUNTY	COMMISSION / COUNTY CLERK	
Approved Disposal Method:		
Transfer Departme	ent Name	Number
Location	within Department	
Individua	d	
TradeAuct	ionSealed Bids	
Other Explain		
Commission Order Number	473-2619	
Date Approved	10.29.19	
Signature Comple	affirely	

Revised: September 2016

## Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date: 8/27/2019	Fixed Asset Tag Number: N/A	
Description of Asset: IPad cover keybo	pards	
Requested Means of Disposal: Sell	☐Trade-In ☐Recycle/Trash ☐Other, Expl	ain:
Other Information (Serial number, etc.)	: 4 Pieces	RECEIVED
Condition of Asset: FAIR		SEP 0 4 2019
Reason for Disposition: ROUTINE RE	EPLACEMENT	BOONE COUNTY AUDITOR
Location of Asset and Desired Date for	Removal to Storage: IMMEDIATELY	
Was asset purchased with grant funding If "YES", does the grant impose r If yes, attach documentation de	PYES NO estriction and/or requirements pertaining to dispose emonstrating compliance with the agency's restriction	al? YES NO ns and/or requirements.
Dept Number & Name: 1210 Circuit C	Court Signature None	PP .
To be Completed by: AUDITOR Original Acquisition Date	N/A G/L Account for Proce	eds <u>1190-3836</u> J
Original Acquisition Amount		
Original Funding Source	· /	
Account Group	<u> </u>	
To be Completed by: COUNTY CO	MMISSION / COUNTY CLERK	
Approved Disposal Method:		
Transfer Department N	JameNumb	er
Location with	in Department	
Individual		
TradeAuction	Sealed Bids	
Other Explain		
Commission Order Number 4	73-2019	
Date Approved	29.19	£7
Signature Consult (1)		

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## Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date: 8/27/2019	Fixed Asset Tag Nur	mber: N/A	
Description of Asset: IPad Cover			×
Requested Means of Disposal: Sell	☐Trade-In ⊠Recy	vcle/Trash	r, Explain:
Other Information (Serial number, et	c.): 4 Pieces		RECEIVED
Condition of Asset: FAIR			SEP 0 4 2019
Reason for Disposition: ROUTINE I	REPLACEMENT		BOONE COUNTY
Location of Asset and Desired Date f	for Removal to Storage: I	MMEDIATELY	AUDITOR
	e restriction and/or requir demonstrating compliand	rements pertaining to one with the agency's research	disposal? TYES NO strictions and/or requirements.
Dept Number & Name: 1210 Circuit	Court	Signature	0 10
To be Completed by: AUDITOR Original Acquisition Date	N/A	G/L Account for	r Proceeds <u>1190-3836</u>
Original Acquisition Amount			
Original Funding Source			
Account Group			
To be Completed by: COUNTY C	COMMISSION / COU	NTY CLERK	
Approved Disposal Method:			
Transfer Department	t Name		Number
Location wi	thin Department		
Individual_			
TradeAuction	sealed I	Bids	
Other Explain			
Commission Order Number	473-2619		
Date Approved	16 29 19		
Signature Comment al	tivel		

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# Request for Disposal/Transfer of County Property Complete, sign, and return to Auditor's Office

Date: 8/27/2019	Fixed Asset	Tag Number: N/A	A	
Description of Asset: Mice				
Requested Means of Disposal:	ell [Trade-In	⊠Recycle/Trash	Other, E	xplain:
Other Information (Serial number,	etc.): 16 Pieces			DEOENTER
Condition of Asset: FAIR				RECEIVED
Reason for Disposition: ROUTIN	E REPLACEMEN	ľΤ		SEP 0.4 2019
Location of Asset and Desired Date	e for Removal to S	torage: IMMEDIA	ΓELY	BOONE COUNTY AUDITOR
Was asset purchased with grant fur If "YES", does the grant imp If yes, attach documentation	ose restriction and,	or requirements per	taining to disp	osal? TYES NO tions and/or requirements.
Dept Number & Name: 1210 Circ	uit Court	Signa	ture May	58
To be Completed by: AUDITO Original Acquisition Date		G/L A	Account for Pro	oceeds
Original Acquisition Amount Original Funding Source			Se	
Account Group	V	<u>-</u>	#	
To be Completed by: COUNTY	COMMISSION	/ COUNTY CLE	RK	
Approved Disposal Method:				
Transfer Departme	ent Name		Nu	mber
Location	within Departmen	t		
Individua	1		-	IC .
TradeAuct	ion	_Sealed Bids		
Other Explain				
Commission Order Number	473-2619			
Date Approved	16.29.19	2		
Signature Comple	atuil			

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# Request for Disposal/Transfer of County Property Complete, sign, and return to Auditor's Office

Date: 8/27/2019 Fixed Asset Tag Number: N/A	
Description of Asset: Keyboards	
Requested Means of Disposal: Sell Trade-In Recycle/Trash Other, Ex	plain:
Other Information (Serial number, etc.): 15 Pieces	RECEIVED
Condition of Asset: FAIR	
Reason for Disposition: ROUTINE REPLACEMENT	SEP 0.4 2019 BOONE COUNTY
Location of Asset and Desired Date for Removal to Storage: IMMEDIATELY	AUDITOR
Was asset purchased with grant funding? TYES NO  If "YES", does the grant impose restriction and/or requirements pertaining to dispose if yes, attach documentation demonstrating compliance with the agency's restrict	osal? TYES NO ions and/or requirements.
Dept Number & Name: 1210 Circuit Court Signature	P
To be Completed by: AUDITOR	ceeds <u>1190-3836</u> .
Original Acquisition Amount	
Original Funding Source	
Account Group	
To be Completed by: COUNTY COMMISSION / COUNTY CLERK	
Approved Disposal Method:	
Transfer Department NameNun	nber
Location within Department	
Individual	<u> </u>
TradeAuctionScaled Bids	
Other Explain	
Commission Order Number 473-2019	
Date Approved 10.29.19	
Signature Come Come Chill	

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Fixed Asset Tag Num	ber: <none></none>	
SmartPhone / P6030		RECEIVED
: Recycle/Trash		SEP 0 4 2019
SERIAL NUMBER: 13	2500443463	BOONE COUNTY AUDITOR
POOR		
ROUTINE REPLACE	MENT	
Date for Boone County Courth Services - IMMEDIAT	ouse / Floor: 1 / Room: Techn ELY	ology
ant Funding? NO		
Office SIGNATURE:	of Prince	
R N/A	G/L Acct for Proceeds	1190-3836 J
	_	
	<del>-</del>	
Y COMMISSION / COUNTY CL	<u>ERK</u>	
Department Name:	Number	
Location within Department:		<del></del>
Individual:		<del></del> :
Auction	Sealed Bids	
Explain		
473-2619		
	SmartPhone / P6030  : Recycle/Trash SERIAL NUMBER: 13 POOR ROUTINE REPLACEN I Date for Boone County Courth Services - IMMEDIAT ant Funding? NO POOFFICE SIGNATURE:  PY COMMISSION / COUNTY CL  Department Name: Location within Department: Individual: Auction	Recycle/Trash SERIAL NUMBER: 132500443463 POOR ROUTINE REPLACEMENT  I Date for Boone County Courthouse / Floor: 1 / Room: Technic Services - IMMEDIATELY  ant Funding? NO  Office SIGNATURE:  G/L Acct for Proceeds  Y COMMISSION / COUNTY CLERK  Department Name: Number Location within Department: Auction Sealed Bids

Date: 08/27/2019	Fixed Asset Tag	Number: 16196	
Description of Asset:	Network Printer /	_aserJet 4250	RECEIVED
Requested Means of Disposa	al: Sell		SEP 0 4 2019
Other Information:	SERIAL NUMBER	R: CNRXC93430	BOONE COLINTY AUDITOR
Condition of Asset:	FAIR		AUDITUR
Reason for Disposition:	ROUTINE REPLA	CEMENT	
Location of Asset and Desire Removal To Storage:	d Date for Boone County Co Services - IMMED	urthouse / Floor: 1 / Room: Techn NATELY	ology
Was Asset Purchased with G	rant Funding? NO	~	
DEPARTMENT: 1242-Juvenil	e Justice Center SIGNATUI	RE: May Eppi	_
To be Completed by: AUDITO Original Acquisition Date	OR 3/29/07	G/L Acct for Proceeds	1190-3836 J
Original Acquisition Amount	1103.51		
Original Funding Source	2731		
Account Group	16003		
To be Completed by : COUN Approved Disposal Method;	TY COMMISSION / COUNTY	CLERK	
Transfer	Department Name:	Number	<del></del>
	Location within Department		
	Individual:		
Trade	Auction	Sealed Bids	
Other	Explain		
O Order Norther	472-2019		
Commission Order Number	10.20.100		
Date Approve:	165-111		
Signature Complete	aller		

Date: 08/27/2019	Fixed Asset Tag Num	ber: 16197	RECEIVED
Description of Asset:	Network Printer / Lase	rJet 4250	WECEIVED
Requested Means of Disposal	: Sell		SEP 0.4 2019
Other Information:	SERIAL NUMBER: CN	IRXJ74750	BOONE COUNTY AUDITOR
Condition of Asset:	FAIR		
Reason for Disposition:	ROUTINE REPLACEM	MENT	
Location of Asset and Desired Removal To Storage:	Date for Boone County Courthon Services - IMMEDIATE	ouse / Floor: 1 / Room: Technology ELY	
Was Asset Purchased with Gr	ant Funding? NO		
DEPARTMENT: 1242-Juvenile	Justice Center SIGNATURE:	Many sp.	
To be Completed by: AUDITO Original Acquisition Date	R 3/29/07	G/L Acct for Proceeds	0-3836 J-
Original Acquisition Amount	1103.51	_	
Original Funding Source	2731	_	
Account Group	1603	-	
To be Completed by : COUNT Approved Disposal Method;	Y COMMISSION / COUNTY CL	ERK	
Transfer	•	Number	_
		Sealed Bids	
Trade	Auction Explain	Gealed blus	
Other	Explain		
Commission Order Number Date Approve: Signature	473-2019 16.39.199		

Date: 08/27/2019	Fixed Asset T	Tag Number: 17742	DECENTED
Description of Asset:	Network Print	er / LaserJet P4014	RECEIVED
Requested Means of Disposal	: Sell		SEP 0 4 2019
Other Information:	SERIAL NUM	BER: CNDX194987	BOONE COUNTY AUDITOR
Condition of Asset:	FAIR		
Reason for Disposition:	ROUTINE RE	PLACEMENT	
Location of Asset and Desired Removal To Storage:	Date for Boone County Services - IMI	y Courthouse / Floor: 1 / Room: Techn MEDIATELY	ology
Was Asset Purchased with Gr	ant Funding? NO	181 1922	
DEPARTMENT: 1221-Circuit (	Clerk SIGNATURE:	Many Eppin	
To be Completed by: AUDITO Original Acquisition Date	7/19/11	G/L Acct for Proceeds	1190-3836
Original Acquisition Amount	907.10		
Original Funding Source	2731		
Account Group	1603	<del></del>	
To be Completed by : COUNT Approved Disposal Method;	Y COMMISSION / COU	INTY CLERK	1
Transfer	Department Name:	Number	· · · ·
	Location within Departn	nent:	
	Individual:		
Trade	Auction	Sealed Bids	
Other	Explain		
Commission Order Number  Date Approve:  Signature	473-2619 Atmilf 10	<u>-</u> 29·19	

Date: 08/27/2019	Fixed Asset Tag Numb	er: 18628	RECEIVED	
Description of Asset:	Tower PC / Z220 CMT			
Requested Means of Disposal	: Sell		SEP 0.4 2019	
Other Information:	SERIAL NUMBER: 2UA	\3421CTP	BOONE COUNTY AUDITOR	
Condition of Asset:	FAIR	FAIR		
Reason for Disposition:	ROUTINE REPLACEM	ROUTINE REPLACEMENT		
Location of Asset and Desired Date for Removal To Storage:  Boone County Courthouse / Floor: 1 / Room: Technology Services - IMMEDIATELY				
Was Asset Purchased with Gr	ant Funding? NO			
DEPARTMENT: 1230-Jury Se	rvices and Court Costs SIGNAT	JRE: Way Eppin		
To be Completed by: AUDITO Original Acquisition Date	11/21/13	G/L Acct for Proceeds/	190-3836 J	
Original Acquisition Amount	772.68			
Original Funding Source	2731	a		
Account Group	1603			
To be Completed by : COUNT Approved Disposal Method;	TY COMMISSION / COUNTY CLE	ERK		
Transfer	Department Name:			
	Location within Department:			
Tools	Individual:	Sealed Bids		
Trade	Auction Explain	Octaled blas		
Commission Order Number	473-2619 16:29:19 Attril			

Date: 08/27/2019	Fixed Asset Tag Numb	Fixed Asset Tag Number: 13314			
Description of Asset:	Digital Video Camera /	Digital Video Camera / TRV17			
Requested Means of Disposa	: Sell	Sell			
Other Information:	SERIAL NUMBER: 416	SERIAL NUMBER: 416665			
Condition of Asset:	OUTDATED	)io			
Reason for Disposition:	ROUTINE REPLACEME	ENT	ĝ.		
Location of Asset and Desired Removal To Storage:	Date for Boone County Courthou Services - IMMEDIATEI	ise / Floor: 1 / Room: Technology _Y	y		
	ant Funding? YES showing funding agency's permissi ervices Grants(Juv Justice) SIGN				
DEPARTMENT: 1243-Court S	ervices Grants(Juv Justice) Sign	ATORE. TOOLS	)		
To be Completed by: AUDITO Original Acquisition Date	4/3/oz	G/L Acct for Proceeds	90-3836 J		
Original Acquisition Amount	1,099.99				
Original Funding Source	2744		¥.		
Account Group	1604				
To be Completed by : COUNT Approved Disposal Method;	Y COMMISSION / COUNTY CLE	RK	¥.		
Transfer	Department Name:	Number	_		
	Location within Department:				
	Individual:				
Trade	Auction	Sealed Bids			
Other	Explain	in			
Commission Order Number 473-2619  Date Approve: 15 April 16.29.19  Signature Communication of the Communication of					

# Request for Disposal/Transfer of County Property Complete, sign, and return to Auditor's Office

Date: 8/27/2019	Fixed Asset Tag Nun	nber: 10672		
Description of Asset: Microphone stand				
Requested Means of Disposal: Sell	_Trade-In	cle/Trash 🔲 🤇	Other, Explain:	**
Other Information (Serial number, etc.): 1	N/A			RECEIVED
Condition of Asset: FAIR				SEP 0 4 2019
Reason for Disposition: OUTDATED				BOONE COUNTY AUDITOR
Location of Asset and Desired Date for R	Lemoval to Storage: Il	MMEDIATELY		AUDITOR
Was asset purchased with grant funding?  If "YES", does the grant impose res  If yes, attach documentation dem	triction and/or requir	e with the agency	's restrictions an	YES NO
Dept Number & Name: 1210 Circuit Con	urt	Signature	Mary Zpa	<u> </u>
To be Completed by: AUDITOR Original Acquisition Date	/30/96	G/L Accour	nt for Proceeds	1190-3836
Original Acquisition Amount	2.00			
Original Funding Source 273				
Account Group	4			
To be Completed by: COUNTY COM	MISSION / COU	NTY CLERK		
Approved Disposal Method:				
Transfer Department Na	me		Number	
Location within	Department			
Individual				
TradeAuction	Sealed I	Bids		
Other Explain				
Commission Order Number 47	3-2019			
Date Approved 16 6	29.19			
Signature Comments Office				

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## Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date: 8/27/2019	Fixed Asset	Tag Number: 0820	07
Description of Asset:	VERTEX /VHF FM Transcei	ver FTH-2009	
Requested Means of I	Disposal: Sell Trade-In	⊠Recycle/Trash	Other, Explain:
Other Information (So	erial number, etc.): 3G540900		RECEIVED
Condition of Asset: E	BROKEN		SEP 0.4 2019
Reason for Dispositio	n: OUTDATED		BOONE COUNTY
Location of Asset and	l Desired Date for Removal to S	torage: IMMEDIA7	TELY
If "YES" does t	with grant funding? TYES [ he grant impose restriction and, documentation demonstrating c	or requirements per ompliance with the a	taining to disposal? TYES NO gency's restrictions and/or requirements.
Dept Number & Nam	ne: 1210 Circuit Court	Signat	ture What have
To be Completed by Original Acquisition I			account for Proceeds
Original Acquisition A	Amount 373.00		9
Original Funding Sou	rce2731		
	1604	· ·	
To be Completed by	y: COUNTY COMMISSION	/ COUNTY CLE	RK
Approved Disposal M	Method:		
Transfer	Department Name		Number
	Location within Departmen	t	
	Individual		
Trade	Auction	_Sealed Bids	
Other E	Explain		
Commission Order	Number 473-2619	<del></del> .	
Date Approved	10.29.19	<u></u>	
Signature 00	my la deliver		

 $\label{linear} H:\njorogdk\DISPOSAL\Boone - Fixed\ Asset\ Disposal\ FTH-2009.docx\ Revised:\ September\ 2016$ 

Date: 09/06/2019	Fixed Asset T	ag Number: 167	63		
Description of Asset:	Local Printer /	Local Printer / DeskJet 6940		RECEIVED	
Requested Means of Disposal	: Sell	Sell		SEP 0 9 2019	
Other Information:	SERIAL NUM	BER: MY88LCR3	39X04Q9	BOONE COUNTY	
Condition of Asset:	FAIR			AUDITOR	
Reason for Disposition:	ROUTINE RE	PLACEMENT			
Location of Asset and Desired Removal To Storage:	Date for Boone County Services - IMI	/ Courthouse / Flo MEDIATELY	oor: 1 / Room: Technology	<i>'</i>	
Was Asset Purchased with Gr	ant Funding? NO	Mr. <	7 •		
DEPARTMENT: 1210-Circuit C	Court SIGNATURE:	1 Change	<b>(</b> )		
To be Completed by: AUDITO Original Acquisition Date	12/31/200	g/L	Acct for Proceeds	70-3836	
Original Acquisition Amount 93.48					
Original Funding Source	2731	-			
Account Group	_1603				
To be Completed by : COUNT Approved Disposal Method;					
Transfer			Number		
Trade	Auction		Sealed Bids		
Other	Explain			<del></del>	
Commission Order Number  Date Approve:	473-2619 Studl	<i>89 19</i>	а		

## Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date: 6/28/2019	Fixed Asset Tag Number: N/A	
Description of Asset: Computer Cabine	t	
Requested Means of Disposal: Sell	□Trade-In □Recycle/Trash ☑Other, Explain:	
Other Information (Serial number, etc.):	S/N: SCM17EG1-R - Please see Phillip Koons for pic	k-up
Condition of Asset: Used/Worn		RECEIVED
Reason for Disposition: No longer neede	ed or used	JUN 2 8 2019
Location of Asset and Desired Date for	Removal to Storage: Sheriff's Department	BOONE COUNTY AUDITOR
If yes, attach documentation der	striction and/or requirements pertaining to disposal?  monstrating compliance with the agency's restrictions and	d/or requirements.
Dept Number & Name: Sheriff's Depar	tment 125] Signature LUWILL	Kerup_
To be Completed by: AUDITOR Original Acquisition Date	G/L Account for Proceeds 1190	)-3836 NQ
Original Acquisition Amount		
Original Funding Source		
Account Group	<u>V</u>	
To be Completed by: COUNTY COM	MMISSION / COUNTY CLERK	
Approved Disposal Method:		
Transfer Department Na	nmeNumber	
Location within	n Department	
Individual		=====;
TradeAuction	Sealed Bids	
Other Explain	0	=
Commission Order Number 4	73-2019	
Date Approved	39.19	
Signature Const aller		

Revised: September 2016

DATE: 10/02/2019	FIXED ASSET TA	AG NUMBER: 00015575
DESCRIPTION:	DELL POWEREDGE SC430 SERVER NETWORK	
REQUESTED MEANS	S OF DISPOSAL:	RECEIVED
OTHER INFORMATION	DN:	
CONDITION OF ASSI	ET: HARDDRIVES AND MEMORY REMOVED	OCT 0 4 2019
REASON FOR DISPOS	SITION: REPLACEMENT	BOONE COUNTY AUDITOR
DESIRED DATE FOR	ASSET REMOVAL TO STORAGE: ASAP - In GC Room	n 123.
WAS ASSET PURCHA IF YES, ATTACH DO	ASED WITH GRANT FUNDING: YES AHACH	RMISSION TO DISPOSE OF ASSET.
DEPARTMENT: COL	JNTY CLERK SIGNATURE:	rudy Sisher
AUDITOR		0
ORIGINAL ACQUISIT	TION DATE 2006/07/31 G/L ACCO	UNT FOR PROCEEDS 1190-3836
ORIGINAL ACQUISI	TION AMOUNT 4,187.88	
ORIGINAL FUNDING	S SOURCE <u>2744</u>	
ACCOUNT GROUP 1	603	
COUNTY COMMISS	ION / COUNTY CLERK	
APPROVED DISPOSA	L METHOD:	
TRANSFER	DEPARTMENT NAME	NUMBER
	LOCATION WITHIN DEPARTMENT	
	INDIVIDUAL	
TRADE	AUCTIONSEALED BIDS	
OTHER EX	KPLAIN	
COMMISSION ORDER  DATE APPROVED  SIGNATURE	R NUMBER 473-2019 10-29-19	
SIGNATURE COM	as le ativil	

AGSCR BOONE	Federally Funded Assets ITTRUDY 10/02/19 16:01:49
Tag Number	<u>15575</u>
Description	<u>SERVER</u> Notes Exist: <u>N</u>
Acquire Date	7312006 Acquisition Amt 4,187.88
Location	1132 ELECTION & REGISTRATION
Grant Name+	
% of Cost	Agency+
Pass	Thru Agency+
:	
SEQ# Grant /	Percent Type / Agency / Pass Agency
<u>1</u> + <u>HELP</u>	AMERICA VOTE ACT REQUIREMENTS PMTS + FEDERAL
<u>100</u> 9	+ ELECTION ASSISTANCE COMMISSION
	+ MISSOURI SECRETARY OF STATE

F3=Exit F4=Lookup(+) F5=Type Maint F6=Agency Maint F7=Pass Thru Maint F8=Notes

100

Bottom

F9=Grant Maint F11=Switch line Mode

#### **U.S. Election Assistance Commission**

#### Disposition of Equipment Purchased with HAVA Funds

The purpose of this guidance is to support states and local jurisdictions in managing the disposal of HAVA-funded Special Purpose equipment for voting, voter registration or other special purposes and General Purpose equipment (i.e. vans, forklifts, copy machines, etc.) at either the end of the equipment's useful life or the end of the HAVA award period. Equipment can be disposed of either collectively as a system or individually as components, as follows:

- 1. States and local jurisdictions can continue to use equipment purchased with HAVA funds for its original purpose for as long as needed, even if the EAC award used to purchase the equipment has been closed. Equipment may also be used for other federally-supported activities currently or previously funded by a Federal agency. Additionally, equipment can be traded-in for replacement equipment for same purposes.
- 2. Without prior approval from the EAC, equipment purchased with HAVA funds with a current per unit fair market value of less than \$5,000, may be traded-in, sold or scrapped on an as needed basis with no further obligation to the EAC beyond recording disposition in the appropriate equipment inventory log (see point 5 below for record retention requirements).
- 3. Items of equipment with a current per unit fair market value in excess of \$5,000 may be sold with the funds credited to the state/local HAVA election accounts in an amount calculated by multiplying the current market value or proceeds from sale by the HAVA (Federal and Matching Funds) share in the cost of the equipment.
- 4. In cases where the titleholder fails to take appropriate disposition actions, the EAC retains the right to direct States to take excess and disposition actions.
- 5. The final record retention period for equipment replacement or disposition begins on the date the State submits its last Federal Financial Report (FFR) to the EAC and continues for 3 years. For equipment replacement or disposal after the end of award period, the three year record retention period begins from the time the equipment is traded-in or disposed of and continues for three additional years.

#### Special Note for Safe Dispensation

States and local jurisdictions should take care to follow state equipment disposal policies and any additional guidelines for disposition of sensitive equipment such as cleansing of electronic devices, etc.

Additional resources and practices outlining disposition of sensitive equipment will be provided by the EAC on an ongoing basis.

<sup>&</sup>lt;sup>1</sup> See Common Rule requirements for disposition of equipment purchased with Federal funds (41 CFR 105-71.132)

DATE: 10/02/2019		FIX	ED ASSET TAG NU	MBER: 00019005
DESCRIPTION:	HP PRODESK 400 PC WORKSTATION			
REQUESTED MEAN	S OF DISPOSAL:			RECEIVED
OTHER INFORMATI	ON:			OCT 0 4 2019
CONDITION OF ASS	ET: HARDDRIVE AND MEMOR	Y REMOV	/ED	BOONE COUNTY
REASON FOR DISPO	SITION: REPLACEMENT			AUDITOR
DESIRED DATE FOR	ASSET REMOVAL TO STORAG	E: ASAP	- In GC Room 123.	<u>.                                    </u>
WAS ASSET PURCH. IF YES, ATTACH DO	ASED WITH GRANT FUNDING? OCUMENTATION SHOWING FU	YES(NO NDING AC	GENCY'S PERMISS	ION TO DISPOSE OF ASSET.
DEPARTMENT: PLA	NNING & ZONING SIGNA	ATURE: _	Trud	4
AUDITOR				/
ORIGINAL ACQUISI	TION DATE 2014/05/07		G/L ACCOUNT F	OR PROCEEDS 1190-3836-
ORIGINAL ACQUISI	TION AMOUNT 681.76			
ORIGINAL FUNDING	G SOURCE <u>2731</u>			
ACCOUNT GROUP	1603			
COUNTY COMMISS	SION / COUNTY CLERK			
APPROVED DISPOSA	AL METHOD:			
TRANSFER	DEPARTMENT NAME			NUMBER
	LOCATION WITHIN DEPAR	TMENT		
	INDIVIDUAL			
TRADE	AUCTIONS	SEALED B	IDS	
OTHER E	XPLAIN			
COMMISSION ORDE	R NUMBER 473-261	9_		
SIGNATURE COM	as la money			

DATE: 10/02/2019	FIXED ASSET	TAG NUMBER: 00018849
DESCRIPTION:	HP PRO 4300 PC WORKSTATION	
REQUESTED MEANS	OF DISPOSAL:	RECEIVED
OTHER INFORMATION	DN:	OCT 0 4 2019
CONDITION OF ASSE	ET: HARDDRIVE AND MEMORY REMOVED	BOONE COUNTY AUDITOR
REASON FOR DISPOS	SITION: REPLACEMENT	Parata and artificial
DESIRED DATE FOR	ASSET REMOVAL TO STORAGE: ASAP - In GC Ro	oom 123.
	ASED WITH GRANT FUNDING? YES NO CUMENTATION SHOWING FUNDING AGENCY'S F	PERMISSION TO DISPOSE OF ASSET.
DEPARTMENT: ASS	ESSOR SIGNATURE:	udy
AUDITOR		<b>U</b>
ORIGINAL ACQUISIT	TION DATE 2014/02/28 G/L ACC	COUNT FOR PROCEEDS 2010 - 3836 F
ORIGINAL ACQUISI	TION AMOUNT <u>608.58</u>	
ORIGINAL FUNDING	SOURCE 2743	
ACCOUNT GROUP 1	603	
COUNTY COMMISS	ION / COUNTY CLERK	
APPROVED DISPOSA	L METHOD:	
TRANSFER	DEPARTMENT NAME	NUMBER
	LOCATION WITHIN DEPARTMENT	
	INDIVIDUAL	
TRADE	AUCTIONSEALED BIDS	
OTHER EX	KPLAIN	
COMMISSION ORDER	R NUMBER 473-2019	
DATE APPROVED	16:39.19	
SIGNATURE_	my the attivity	

DATE: 10/02/2019		F	XED AS	SET TAG NUI	MBER: 000190	36
DESCRIPTION:	HP PRODESK 400 PC WORKSTATION					
					RI	ECEIVED
REQUESTED MEANS (	OF DISPOSAL:		_		•	OT A 4:0040
OTHER INFORMATION	N:					CT 0 4 2019
CONDITION OF ASSET	T: HARDDRIVE AND I	MEMORY REM	OVED		ВО	ONE COUNTY AUDITOR
REASON FOR DISPOSI	TION: REPLACEMEN	NT				
DESIRED DATE FOR A	ASSET REMOVAL TO	STORAGE: ASA	P - In G	C Room 123.		
WAS ASSET PURCHAS IF YES, ATTACH DOC				-	ON TO DISPOS	E OF ASSET.
DEPARTMENT: ASSE	SSOR	SIGNATURE:	6	Sudy		
AUDITOR				0		
ORIGINAL ACQUISITION	ON DATE 2014/05/07	-(	G/L	ACCOUNT FO	OR PROCEEDS	2010-3836
ORIGINAL ACQUISITI	ON AMOUNT 601.45	i				
ORIGINAL FUNDING	SOURCE <b>2743</b>					
ACCOUNT GROUP 16	03					a =
COUNTY COMMISSION	ON / COUNTY CLER	K	ā.			
APPROVED DISPOSAL	METHOD:					
TRANSFER	DEPARTMENT NAM	E		N	IUMBER	
	LOCATION WITHIN	DEPARTMENT				
	INDIVIDUAL					
TRADE	AUCTION	SEALED	BIDS			
OTHER EXE	PLAIN					
COMMISSION ORDER  DATE APPROVED  SIGNATURE	NUMBER 473- 16.29.	2619 19				

DATE: 10/03/2019	FIXED A	SSET TAG NUMBER: 00018873
DESCRIPTION:	HP PRO 4300 PC WORKSTATION	
REQUESTED MEANS	OF DISPOSAL:	RECEIVED
OTHER INFORMATIO	N:	OCT 0 4 2019
CONDITION OF ASSET	T: HARDDRIVE AND MEMORY REMOVED	BOONE COUNTY AUDITOR
REASON FOR DISPOSE	ITION: REPLACEMENT	
DESIRED DATE FOR A	ASSET REMOVAL TO STORAGE: ASAP - In C	GC Room 123.
WAS ASSET PURCHAS IF YES, ATTACH DOO	SED WITH GRANT FUNDING? YES(NO CUMENTATION SHOWING FUNDING AGENC	1 1
DEPARTMENT: DESIGN	GN & CONSTRUCTIC SIGNATURE:	Judy
AUDITOR		U
ORIGINAL ACQUISITI	ON DATE 2014/02/28 G/I	LACCOUNT FOR PROCEEDS 2045-3836
ORIGINAL ACQUISIT	ION AMOUNT <u>608.58</u>	
ORIGINAL FUNDING	SOURCE <u>2741</u>	
ACCOUNT GROUP 16	03	
COUNTY COMMISSION	ON / COUNTY CLERK	
APPROVED DISPOSAL	METHOD:	
TRANSFER	DEPARTMENT NAME	NUMBER
	LOCATION WITHIN DEPARTMENT	
	INDIVIDUAL	
TRADE	AUCTIONSEALED BIDS	
OTHER EX	PLAIN	
COMMISSION ORDER	NUMBER 473-2619	
DATE APPROVED	1000	
SIGNATURE CO	my la affords	

DATE: 10/03/2019		FIXED ASSET TAG NUMBER:	00018857
DESCRIPTION:	HP PRO 4300		
	PC WORKSTATION		RECEIVED
REQUESTED MEANS	S OF DISPOSAL:		**
OTHER INFORMATION	ON:		OCT 0 4 2019
	ET: HARDDRIVE AND MEMORY		BOONE COUNTY AUDITOR
REASON FOR DISPO	SITION: REPLACEMENT		
DESIRED DATE FOR	ASSET REMOVAL TO STORAGE:	ASAP - In GC Room 123.	
WAS ASSET PURCHAIF YES, ATTACH DO	ASED WITH GRANT FUNDING? Y OCUMENTATION SHOWING FUND	ESNO DING AGENCY'S PERMISSION TO	DISPOSE OF ASSET.
DEPARTMENT: PLA	NNING & ZONING SIGNAT	TURE: Study	
AUDITOR			
ORIGINAL ACQUISI	TION DATE 2014/02/28	G/L ACCOUNT FOR PRO	OCEEDS 1190-3836 -
ORIGINAL ACQUISE	TION AMOUNT 608.58	<del>-</del>	
ORIGINAL FUNDING	G SOURCE <u>2731</u>		
ACCOUNT GROUP	1603		
COUNTY COMMISS	SION / COUNTY CLERK		
APPROVED DISPOSA	AL METHOD:		
TRANSFER	DEPARTMENT NAME	NUMBE	R
	LOCATION WITHIN DEPARTM	MENT	
	INDIVIDUAL		
TRADE	AUCTIONSE	ALED BIDS	
OTHER E	XPLAIN		
COMMISSION ORDE	er number 473-2619		
DATE APPROVED	16.39.19	==:	
SIGNATURE COM	my la atterly	_	

DATE: 10/08/2019		FIXED ASSET TAG NU	JMBER: 00019362
DESCRIPTION:	CYBERNETIC ISAN 2108 SERVER NETWORK		
REQUESTED MEANS	OF DISPOSAL:		RECEIVED
OTHER INFORMATIC	N;		OCT 0 8 2019
	T: HARDDRIVE AND MEMORY		BOONE COUNTY AUDITOR
REASON FOR DISPOS	ITION: REPLACEMENT		
DESIRED DATE FOR	ASSET REMOVAL TO STORAGE	E: ASAP- In GC Room 123	_
IF YES, ATTACH DO	SED WITH GRANT FUNDING? CUMENTATION SHOWING FUN	DING AGENCY'S PERMISS	SION TO DISPOSE OF ASSET.
DEPARTMENT: INFO	PRMATION TECHNOL SIGNA	TURE: Ihylt Eur	H
AUDITOR			
ORIGINAL ACQUISIT	TION DATE 2014/08/21	G/L ACCOUNT I	FOR PROCEEDS 1190-3835-
ORIGINAL ACQUISIT	TION AMOUNT 11,565.84	_	
ORIGINAL FUNDING	SOURCE 2743	===	
ACCOUNT GROUP 1	603		
COUNTY COMMISS	ION / COUNTY CLERK	H-1-17(M-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1	
APPROVED DISPOSA	L METHOD:		
TRANSFER	DEPARTMENT NAME		NUMBER
	LOCATION WITHIN DEPART	MENT	
	INDIVIDUAL		
TRADE	AUCTIONS	EALED BIDS	
OTHER EX	KPLAIN		
COMMISSION ORDER	R NUMBER 473-2619		
SIGNATURE	amille ativill	_	

CAPITAL

## **BOONE COUNTY**

## Request for Disposal/Transfer of County Property

Complete, sign, and return to Auditor's Office

Date	10-4-2019
Date:	10-4-2019

Fixed Asset Tag Number: 1595 6

Description of Asset: 1 RTSentry DVR, Monitor, keyboard, mouse, 8 analog cameras, 1 24VAC power supply, 12 521B smoke detectors, 5 hardwired motion detectors, 6 360 motion detectors, 1 wireless motion detector, 5 wireless door contacts, 2 sirens, 2 keypads, 1 8 zone expansion module, 1 GE Concord alarm panel.

		_		
Requested Means of	Disposal: Sell Trade-In	⊠Recycle/Trash	Other, Explain	RECEIVED
Other Information (S	Serial number, etc.):			OCT 0 9 2019
Condition of Asset:	Obsolete, some parts functional	and some not.		BOONE COUNTY AUDITOR
Reason for Dispositi	on: Outdated, replaced.			2.5
Location of Asset an	d Desired Date for Removal to S	Storage: Government	Center room 123	10-9-2019
If "YES", does If yes, attach	with grant funding? \(\sum YES\) [ the grant impose restriction and, documentation demonstrating of me: Facilities Security - 1171	or requirements per compliance with the a	gency's restrictions a	∑YES □NO and/or requirements
To be Completed b	y: AUDITOR	***************		50 2005 10
	Date 12-14-06		nt for Proceeds 🕕	90-3835 Ha
Original Acquisition	Amount \$11,421.60			
Original Funding Sou	Amount \$11,421.60 2731-\$1,489.93 arce 2744-\$9,951.67			
Account Group	1604			6
To be Completed b	y: COUNTY COMMISSION	/ COUNTY CLE	RK	
Approved Disposal N	Method:			
Transfer	Department Name		Number_	
	Location within Department	<u></u>		
	Individual			
Trade	Auction	_Sealed Bids		
Other E	Explain			
Commission Order	Sumber 473-2019	Date	2: 10-29.19	,

Revised: September 2016

DATE: 10/03/2019		FIXE	D ASSET TAG NUMB	ER: 00019010
DESCRIPTION;	HP PRODESK 400 PC WORKSTATION		5	RECEIVED
REQUESTED MEANS	OF DISPOSAL:			OCT 0 4 2019
OTHER INFORMATION	V:			BOONE COUNTY
CONDITION OF ASSET	: HARDDRIVE AND MEN	MORY REMOV	ED	AUDITOR
REASON FOR DISPOSI	TION: REPLACEMENT			
DESIRED DATE FOR A	SSET REMOVAL TO STO	RAGE: ASAP -	In GC Room 123.	
WAS ASSET PURCHAS	SED WITH GRANT FUNDI CUMENTATION SHOWING	ING? YE <b>SN</b> 3 FUNDING AG	1 1	TO DISPOSE OF ASSET.
DEPARTMENT: DESIG	SN & CONSTRUCTIONS	IGNATURE:	Judy	
AUDITOR				
ORIGINAL ACQUISITI	ON DATE 2014/05/07		G/L ACCOUNT FOR	PROCEEDS 2045-3836 F
ORIGINAL ACQUISIT	ION AMOUNT <u>681.76</u>			
ORIGINAL FUNDING	SOURCE 2741			
ACCOUNT GROUP 16	03			
COUNTY COMMISSION	ON / COUNTY CLERK			
APPROVED DISPOSAL	METHOD:			
TRANSFER	DEPARTMENT NAME_		NUN	MBER
	LOCATION WITHIN DE	PARTMENT		
	INDIVIDUAL			
TRADE	AUCTION	SEALED BI	IDS	
OTHER EX	PLAIN			
COMMISSION ORDER  DATE APPROVED  SIGNATURE	NUMBER 473-20 16-29-1	519		

DATE: 10/03/2019		FIXED ASSET TAG NUMBER: 000	019006
DESCRIPTION:	HP PRODESK 400 PC WORKSTATION		
REQUESTED MEANS	OF DISPOSAL:		RECEIVED
-	0N;		OCT 0 4 2019
	T: HARDDRIVE AND MEMORY R		BOONE COUNTY AUDITOR
	SITION: REPLACEMENT		
DESIRED DATE FOR	ASSET REMOVAL TO STORAGE:	ASAP - In GC Room 123.	
WAS ASSET PURCHA IF YES, ATTACH DO	SED WITH GRANT FUNDING? YE CUMENTATION SHOWING FUNDI	S(NO NG AGENCY'S PERMISSION TO DIS	SPOSE OF ASSET.
DEPARTMENT: PLAN	NNING & ZONING SIGNATU	IRE: Suedy	
AUDITOR		0	
ORIGINAL ACQUISIT	TON DATE 2014/05/07	G/L ACCOUNT FOR PROCE	EDS 1190-3836 F
ORIGINAL ACQUISIT	TION AMOUNT 681.76	-	
ORIGINAL FUNDING	SOURCE 2731		
ACCOUNT GROUP 1	603	-	
COUNTY COMMISS	ION / COUNTY CLERK		
APPROVED DISPOSA	L METHOD:		
TRANSFER	DEPARTMENT NAME	NUMBER_	
	LOCATION WITHIN DEPARTME	ENT	
	INDIVIDUAL		<del></del>
TRADE	AUCTIONSEA	LED BIDS	
OTHER EX	PLAIN		
COMMISSION ORDER	RNUMBER 473-2019		
DATE APPROVED	16.29.19		
SIGNATURE Con	with attinity		

DATE: 10/03/2019	FIXED ASSET	TAG NUMBER: 00017660
DESCRIPTION:	HP Z600 PC WORKSTATION	
REQUESTED MEAN	S OF DISPOSAL;	RECEIVED
OTHER INFORMATI	ON:	OCT 0 4 2019
CONDITION OF ASS	EET: HARDDRIVE AND MEMORY REMOVED	BOONE COUNTY AUDITOR
REASON FOR DISPO	OSITION: REPLACEMENT	
DESIRED DATE FOR	R ASSET REMOVAL TO STORAGE: ASAP - In GC Ro	om 123.
WAS ASSET PURCH IF YES, ATTACH DO	ASED WITH GRANT FUNDING? YES NO OCUMENTATION SHOWING FUNDING AGENCY'S P	2
DEPARTMENT: PLA	ANNING & ZONING SIGNATURE:	udy
AUDITOR		0
ORIGINAL ACQUISI	TION DATE 2011/05/12 G/L ACC	COUNT FOR PROCEEDS 1190-3836
ORIGINAL ACQUIS	ITION AMOUNT <u>3,445.40</u>	
ORIGINAL FUNDING	G SOURCE 2731	
ACCOUNT GROUP	1603	
COUNTY COMMIS	SION / COUNTY CLERK	
APPROVED DISPOS	AL METHOD:	
TRANSFER	DEPARTMENT NAME	NUMBER
	LOCATION WITHIN DEPARTMENT	A
	INDIVIDUAL	
TRADE	AUCTIONSEALED BIDS	
OTHER E	XPLAIN	
COMMISSION ORDE	ER NUMBER 473-2019	
DATE APPROVED	16.29.19	
SIGNATURE	Who attrill	

DATE: 10/03/2019	4	FIXED ASSET TAG NUMBER:	00019017
DESCRIPTION:	HP PRODESK 400 PC WORKSTATION	e	
REQUESTED MEANS	OF DISPOSAL:	<del></del>	RECEIVED
OTHER INFORMATIO	N:		OCT 0 4 2019
CONDITION OF ASSET	T: HARDDRIVE AND MEMORY F	REMOVED	BOONE COUNTY AUDITOR
REASON FOR DISPOS	TION: REPLACEMENT		(100)
DESIRED DATE FOR A	ASSET REMOVAL TO STORAGE:	ASAP - In GC Room 123.	
WAS ASSET PURCHAS IF YES, ATTACH DOO	SED WITH GRANT FUNDING? YE CUMENTATION SHOWING FUNDI	SNO ING AGENCY'S PERMISSION TO	DISPOSE OF ASSET.
DEPARTMENT: PLAN	NING & ZONING SIGNATU	JRE: Suedy	
AUDITOR			
ORIGINAL ACQUISITI	ON DATE 2014/05/07	G/L ACCOUNT FOR PR	OCEEDS 1190-3836 J
ORIGINAL ACQUISIT	ION AMOUNT 681.76	_	
ORIGINAL FUNDING	SOURCE 2731	=	
ACCOUNT GROUP 16	03	_	
COUNTY COMMISSI	ON / COUNTY CLERK		
APPROVED DISPOSAL	METHOD:		
TRANSFER	DEPARTMENT NAME	NUMBI	ER
	LOCATION WITHIN DEPARTM	ENT	
	INDIVIDUAL		
TRADE	AUCTIONSEA	LED BIDS	
OTHER EX	PLAIN		
COMMISSION ORDER  DATE APPROVED  SIGNATURE	NUMBER 473-2619 16:29:191	. 15:	

DATE: 10/03/2019	FIXE	D ASSET TAG NUMBER: 00019007
DESCRIPTION;	HP PRODESK 400 PC WORKSTATION	
REQUESTED MEANS	OF DISPOSAL:	RECEIVED
OTHER INFORMATION	ON:	OCT 0 4 2019
	ET: HARDDRIVE AND MEMORY REMOV	
REASON FOR DISPO	SITION: REPLACEMENT	
DESIRED DATE FOR	ASSET REMOVAL TO STORAGE: ASAP -	In GC Room 123.
WAS ASSET PURCHA	ASED WITH GRANT FUNDING? YES (0) CUMENTATION SHOWING FUNDING AG	ENCY'S PERMISSION TO DISPOSE OF ASSET.
DEPARTMENT: PLA	NNING & ZONING SIGNATURE:	Trudy
AUDITOR	!	
ORIGINAL ACQUISIT	TION DATE 2014/05/07	G/L ACCOUNT FOR PROCEEDS 1190-38363
ORIGINAL ACQUIST	TION AMOUNT 681.76	
ORIGINAL FUNDING	SOURCE <u>2731</u>	
ACCOUNT GROUP 1	603	
COUNTY COMMISS	ION / COUNTY CLERK	
APPROVED DISPOSA	AL METHOD:	
TRANSFER	DEPARTMENT NAME	NUMBER
	LOCATION WITHIN DEPARTMENT	
	INDIVIDUAL	
TRADE	AUCTIONSEALED BI	DS
OTHER E	XPLAIN	
COMMISSION ORDE	R NUMBER 473-2019	
DATE APPROVED	2 . 16.29.19	
SIGNATURE Co	my la attivity	

DATE: 10/03/2019		FIXE	ED ASSET TAG	NUMBER: 000	)19011
DESCRIPTION:	HP PRODESK 400 PC WORKSTATION		<del></del>		
DEOLIECTED MEANS	OF DISPOSAL:				RECEIVED
-					OCT 0 4 2019
	N:				BOONE COUNTY
CONDITION OF ASSE	T: HARDDRIVE AND MEMOR	RY REMOV	ED		AUDITOR
REASON FOR DISPOS	SITION: REPLACEMENT				
DESIRED DATE FOR	ASSET REMOVAL TO STORAC	BE: ASAP	In GC Room 1	23	
WAS ASSET PURCHA IF YES, ATTACH DO	SED WITH GRANT FUNDING CUMENTATION SHOWING FU	YESNO NDINO AC		Λ	POSE OF ASSET.
DEPARTMENT: PLAN	NNING & ZONING SIGN	ATURE:	Ju	udy	
AUDITOR				V	
ORIGINAL ACQUISIT	TON DATE 2014/05/07		G/L ACCOUN	T FOR PROCE	EDS_1190-3836_
ORIGINAL ACQUISIT	TION AMOUNT 681.76			¥č	
ORIGINAL FUNDING	SOURCE 2731				
ACCOUNT GROUP 1	603				
COUNTY COMMISS	ION / COUNTY CLERK				
APPROVED DISPOSA	L METHOD:				
TRANSFER	DEPARTMENT NAME			NUMBER	
	LOCATION WITHIN DEPAR	TMENT			
	INDIVIDUAL				
TRADE	AUCTION	SEALED B	IDS		
OTHER EX	TPLAIN				
COMMISSION ORDER	NUMBER 473-261	9			
SIGNATURE COM	y la alley				

DATE: 10/03/2019		FIXED ASSET TAG NUMBE	R: 00018858
DESCRIPTION:	HP PRO 4300 PC WORKSTATION		
REQUESTED MEANS	S OF DISPOSAL:		RECEIVED
	ON:		OCT 0 4 2019
			BOONE COUNTY AUDITOR
	ET: HARDDRIVE AND MEMORY	KEMOVED	Additor
	SITION: REPLACEMENT		
DESIRED DATE FOR	ASSET REMOVAL TO STORAGE	: ASAP - In GC Room 123.	â)
WAS ASSET PURCHA IF YES, ATTACH DO	ASED WITH GRANT FUNDING? Y CUMENTATION SHOWING FUNI	ES NO DING AGENCY'S PERMISSION T	TO DISPOSE OF ASSET.
DEPARTMENT: DES	SIGN & CONSTRUCTIC SIGNAT	TURE: Judy	
AUDITOR			
ORIGINAL ACQUISIT	TION DATE <u>2014/02/28</u>	G/L ACCOUNT FOR P	ROCEEDS 2045-3836
ORIGINAL ACQUISI	TION AMOUNT 608.58	_	
ORIGINAL FUNDING	S SOURCE 2741	_	
ACCOUNT GROUP 1	603		
COUNTY COMMISS	ION / COUNTY CLERK		
APPROVED DISPOSA	AL METHOD:		
TRANSFER	DEPARTMENT NAME	NUM	BER
	LOCATION WITHIN DEPARTM	MENT	
	INDIVIDUAL		
TRADE	AUCTIONSE	ALED BIDS	
OTHER EX	XPLAIN		
COMMISSION ORDE	R NUMBER 473-2619	<u></u>	
DATE APPROVED_	16.29.19	<b>→</b> *	
SIGNATURE_	my le attivité		

DATE: 10/03/2019		FIXED ASSET	TAG NUMBER: 00019057
DESCRIPTION:	HP PRODESK 400 PC WORKSTATION		
	FC WORKSTATION	11	RECEIVED
REQUESTED MEANS	S OF DISPOSAL:		RECEIVED
OTHER INFORMATION	ON:		OCT 0 4 2019
CONDITION OF ASSI	ET: HARDDRIVE AND MEMOR	RY REMOVED	BOONE COUNTY AUDITOR
REASON FOR DISPO	SITION: REPLACEMENT		
DESIRED DATE FOR	ASSET REMOVAL TO STORA	GE: ASAP - In GC R	oom 123
WAS ASSET PURCHAIF YES, ATTACH DO	ASED WITH GRANT FUNDING CUMENTATION SHOWING FU	INDING AGENCY'S	PERMISSION TO DISPOSE OF ASSET.
DEPARTMENT: PLA	NNING & ZONING SIGN	NATURE:	rudy
AUDITOR			0
ORIGINAL ACQUISIT	TION DATE 2014/05/07	G/L AC	COUNT FOR PROCEEDS 190-3836 5
ORIGINAL ACQUISI	TION AMOUNT 681.76		
ORIGINAL FUNDING	S SOURCE 2731		
ACCOUNT GROUP 1	603		
COUNTY COMMISS	ION / COUNTY CLERK		<del></del>
APPROVED DISPOSA	AL METHOD:		
TRANSFER	DEPARTMENT NAME		NUMBER
	LOCATION WITHIN DEPAR	RTMENT	
	INDIVIDUAL		
TRADE	AUCTION	SEALED BIDS	
OTHER EX	XPLAIN		
COMMISSION ORDE	r number 473-261	9_	
DATE APPROVED	9 16 29 19	9	
SIGNATURE_	my le atuil		

DATE: 10/03/2019		FIXED ASSET TAG NUMBER:	00019018
DESCRIPTION;	HP PRODESK 400 PC WORKSTATION		
REQUESTED MEANS	OF DISPOSAL:		RECEIVED
OTHER INFORMATIO	DN:		OCT 0 4 2019
CONDITION OF ASSE	ET: HARDDRIVE AND MEMORY F	REMOVED	BOONE COUNTY AUDITOR
REASON FOR DISPOS	SITION: REPLACEMENT		ADDITOR
DESIRED DATE FOR	ASSET REMOVAL TO STORAGE:	ASAP - In GC Room 123.	
WAS ASSET PURCHA IF YES, ATTACH DO	SED WITH GRANT FUNDING? YE CUMENTATION SHOWING FUND	S TO ING AGENCY'S PERMISSION TO	DISPOSE OF ASSET.
DEPARTMENT: PLA	NNING & ZONING SIGNATU	JRE: Juedy	
AUDITOR		0	
ORIGINAL ACQUISIT	TION DATE <u>2014/05/07</u>	G/L ACCOUNT FOR PRO	OCEEDS 1190-3836 J
ORIGINAL ACQUISIT	TION AMOUNT <u>681.76</u>	-	
ORIGINAL FUNDING	SOURCE 2731		
ACCOUNT GROUP 1	603	±	
COUNTY COMMISS	ION / COUNTY CLERK		
APPROVED DISPOSA	L METHOD:		
TRANSFER	DEPARTMENT NAME	NUMBI	ER
	LOCATION WITHIN DEPARTM	ENT	
	INDIVIDUAL		
TRADE	AUCTIONSEA	LED BIDS	
OTHER EX	KPLAIN		
COMMISSION ORDER	R NUMBER 473-2619	-	
SIGNATURE LL	mille attail	T)	

DATE: 10/03/2019		FIX	ED ASSET TAG NUMBER:	00019035
DESCRIPTION;	HP PRODESK 400 PC WORKSTATION			
REQUESTED MEANS	OF DISPOSAL:			RECEIVED
OTHER INFORMATIO	N:			OCT 0 4 2019
CONDITION OF ASSE	T: HARDDRIVE AND I	MEMORY REMO	VED	BOONE COUNTY AUDITOR
REASON FOR DISPOS	ITION: REPLACEMEN	NT		
DESIRED DATE FOR A	ASSET REMOVAL TO	STORAGE: ASAP	- In GC Room 123.	14
WAS ASSET PURCHAS	SED WITH GRANT FU CUMENTATION SHOW	NDING? YES NO VING FUNDING A	GENCY'S PERMISSION TO	) DISPOSE OF ASSET.
DEPARTMENT: ASSE	ESSOR	SIGNATURE: _	Judy	
AUDITOR				
ORIGINAL ACQUISIT	ION DATE 2014/05/07		G/L ACCOUNT FOR PR	OCEEDS 2010-3836
ORIGINAL ACQUISIT	TION AMOUNT 681.76	3		
ORIGINAL FUNDING	SOURCE 2743			
ACCOUNT GROUP 16	603			
COUNTY COMMISSI	ON / COUNTY CLER	<u>RK</u>		-
APPROVED DISPOSAL	L METHOD:			
TRANSFER	DEPARTMENT NAM	/IE	NUMB	ER
	LOCATION WITHIN	DEPARTMENT_		
	INDIVIDUAL			
TRADE	AUCTION	SEALED I	BIDS	
OTHER EX	PLAIN			
COMMISSION ORDER  DATE APPROVED  SIGNATURE	NUMBER 473	-2619 1199		

DATE: 10/03/2019		FD	XED ASSET TA	G NUMBER: 00019038
DESCRIPTION:	HP PRODESK 400 PC WORKSTATIO		——————————————————————————————————————	
REQUESTED MEAN	S OF DISPOSAL:		==	RECEIVED
OTHER INFORMATI	ON:			OCT 0 4 2019
CONDITION OF ASS	ET: HARDDRIVE AND	MEMORY REMO	OVED	BOONE COUNTY AUDITOR
REASON FOR DISPO	SITION: REPLACEME	ENT	-1	
DESIRED DATE FOR	R ASSET REMOVAL TO	STORAGE: ASAF	P - In GC Room	123.
WAS ASSET PURCH IF YES, ATTACH DO	ASED WITH GRANT FOO CUMENTATION SHO	UNDING? YES NO WING FUNDING A	AGENCY'S PER	MISSION TO DISPOSE OF ASSET.
DEPARTMENT: ASS	SESSOR	SIGNATURE:	Ju	dy
AUDITOR				U
ORIGINAL ACQUISI	TION DATE 2014/05/0	)7	G/L ACCOU	INT FOR PROCEEDS 2010-3836 J
ORIGINAL ACQUIS	ITION AMOUNT 601.4	45		
ORIGINAL FUNDING	G SOURCE 2743			
ACCOUNT GROUP	1603			
COUNTY COMMIS	SION / COUNTY CLE	RK		
APPROVED DISPOS	AL METHOD:			
TRANSFER	DEPARTMENT NA	ME		NUMBER
	LOCATION WITHI	N DEPARTMENT_		))
	INDIVIDUAL			
TRADE	AUCTION	SEALED	BIDS	
OTHER E	EXPLAIN			
COMMISSION ORDE	ER NUMBER 473	3-2019		
DATE APPROVED	16.2	19.19		
SIGNATURE_	my f Affin			

DATE: 10/03/2019		FIXE	O ASSET TAG NU	JMBER: 000190	37
DESCRIPTION;	HP PRODESK 400 PC WORKSTATION				
REQUESTED MEANS	OF DISPOSAL:			F	RECEIVED
OTHER INFORMATIO	N:				OCT 0 4 2019
CONDITION OF ASSE	T: HARDDRIVE AND MEMOR	RY REMOVE	ED	1	BOONE COUNTY AUDITOR
REASON FOR DISPOS	ITION: REPLACEMENT			2	
DESIRED DATE FOR A	ASSET REMOVAL TO STORAG	BE: ASAP -	In GC Room 123	F4	
WAS ASSET PURCHA IF YES, ATTACH DOO	SED WITH GRANT FUNDING? CUMENTATION SHOWING FU	YES NO NDING AG	ENCY'S PERMISS	SION TO DISPOS	E OF ASSET.
DEPARTMENT: ASSE	ESSOR SIGNA	ATURE:	Judy	<u> </u>	
AUDITOR		2			
ORIGINAL ACQUISIT	ION DATE <u>2014/05/07</u>		G/L ACCOUNT	FOR PROCEEDS	2010-3836
ORIGINAL ACQUISIT	TION AMOUNT <u>681.76</u>				
ORIGINAL FUNDING	SOURCE 2743				
ACCOUNT GROUP 16	603				
COUNTY COMMISSI	ON / COUNTY CLERK				
APPROVED DISPOSA	L METHOD:				
TRANSFER	DEPARTMENT NAME			_NUMBER	
	LOCATION WITHIN DEPAR	TMENT			
	INDIVIDUAL				
TRADE	AUCTION	SEALED BI	DS		
OTHER EX	PLAIN				
COMMISSION ORDER DATE APPROVED	R NUMBER 473-201	9			
SIGNATURE DE	my la affines				

DATE: 10/03/2019		F	IXED ASSET TA	AG NUMBER: 0001	17659
DESCRIPTION:	HP Z600 PC WORKSTATION	V	<del></del> -		
REQUESTED MEAN	S OF DISPOSAL:		_		RECEIVED
OTHER INFORMATI	ON:				OCT 0 4 2019
CONDITION OF ASS	ET: HARDDRIVE AND	MEMORY REM	IOVED		BOONE COUNTY AUDITOR
REASON FOR DISPO	SITION: REPLACEME	NT			
DESIRED DATE FOR	ASSET REMOVAL TO	STORAGE: ASA	AP - In GC Roor	m 123.	
WAS ASSET PURCH IF YES, ATTACH DO	ASED WITH GRANT FU OCUMENTATION SHOW	INDING? YES (V VING FUNDING	AGENCY'S PEI	RMISSION TO DISP	OSE OF ASSET.
DEPARTMENT: ASS	SESSOR	SIGNATURE	She	edy	
AUDITOR				0	
ORIGINAL ACQUISI	TION DATE 2011/05/12	2	G/L ACCO	UNT FOR PROCEE	DS 2010-3836
ORIGINAL ACQUIS	TION AMOUNT 3,445	.40			
ORIGINAL FUNDING	G SOURCE 2743				
ACCOUNT GROUP	1603				
COUNTY COMMISS	SION / COUNTY CLEI	RK			
APPROVED DISPOS	AL METHOD:				
TRANSFER	DEPARTMENT NAM	ME		NUMBER	
	LOCATION WITHIN	N DEPARTMENT	Γ	11	
	INDIVIDUAL				
TRADE	AUCTION	SEALEI	D BIDS		
OTHER E	XPLAIN				
COMMISSION ORDE	ER NUMBER 473	-2619			
DATE APPROVED	16.29	1.19			
SIGNATURE CO	my la affire				

DATE: 10/03/2019	FIXED ASSET TAG N	UMBER: 00018848
DESCRIPTION;	HP PRO 4300 PC WORKSTATION	
REQUESTED MEANS	S OF DISPOSAL:	RECEIVED
OTHER INFORMATION	ON:	OCT 0 4 2019
CONDITION OF ASS	ET: HARDDRIVE AND MEMORY REMOVED	BOONE COUNTY AUDITOR
REASON FOR DISPO	SITION: REPLACEMENT	
DESIRED DATE FOR	ASSET REMOVAL TO STORAGE: ASAP - In GC Room 12	3
WAS ASSET PURCHA IF YES, ATTACH DO	ASED WITH GRANT FUNDING? YES NO CUMENTATION SHOWING FUNDING AGENCY'S PERMIS	SSION TO DISPOSE OF ASSET.
DEPARTMENT: ASS	SESSOR SIGNATURE:	
AUDITOR		,
ORIGINAL ACQUISI	TION DATE 2014/02/28 G/L ACCOUNT	FOR PROCEEDS 2010 - 3836 F
ORIGINAL ACQUISI	TION AMOUNT 608.58	
ORIGINAL FUNDING	G SOURCE <u>2743</u>	
ACCOUNT GROUP_	1603	
COUNTY COMMISS	SION / COUNTY CLERK	
APPROVED DISPOSA	AL METHOD:	
TRANSFER	DEPARTMENT NAME	NUMBER
	LOCATION WITHIN DEPARTMENT	
	INDIVIDUAL	
TRADE	AUCTIONSEALED BIDS	
OTHER E	XPLAIN	
COMMISSION ORDED  DATE APPROVED  SIGNATURE	16.29.19 16.29.19	

DATE: 10/03/2019	FIXE	D ASSET TAG NUMBER: 00019	048
DESCRIPTION:	HP PRODESK 400 PC WORKSTATION	_	
REQUESTED MEANS	OF DISPOSAL:	R	ECEIVED
OTHER INFORMATIO	N:		OCT 0 4 2019
CONDITION OF ASSE	T: HARDDRIVE AND MEMORY REMOVE	:D BC	DOME COUNTY
REASON FOR DISPOS	ITION: REPLACEMENT		710317011
DESIRED DATE FOR A	ASSET REMOVAL TO STORAGE: ASAP -	n GC Room 123.	
WAS ASSET PURCHA IF YES, ATTACH DOO	SED WITH GRANT FUNDING? YES OF CUMENTATION SHOWING FUNDING AGE	ENCY'S PERMISSION TO DISPO	SE OF ASSET.
DEPARTMENT: PLAN	INING & ZONING SIGNATURE:	Judy	
AUDITOR			
ORIGINAL ACQUISIT	ION DATE 2014/05/07	G/L ACCOUNT FOR PROCEEDS	s 1190-3836
ORIGINAL ACQUISIT	TION AMOUNT 681.76		
ORIGINAL FUNDING	SOURCE <u>2731</u>		
ACCOUNT GROUP 16	603		
COUNTY COMMISSI	ON / COUNTY CLERK	d	
APPROVED DISPOSA	L METHOD:		
TRANSFER	DEPARTMENT NAME	NUMBER	1000
	LOCATION WITHIN DEPARTMENT		
	INDIVIDUAL		
TRADE	AUCTIONSEALED BII	OS	
OTHER EX	PLAIN		
COMMISSION ORDER	NUMBER 473-2619		
DATE APPROVED	16.29.19		
SIGNATURE_	mill attivity		

DATE: 10/02/2019		FIXED ASSET TAG NUM	BER: 00008577
DESCRIPTION:	HP LASERJET 4SI PRINTER LASER MONOCHR	OME	
REQUESTED MEANS	OF DISPOSAL:		RECEIVED
OTHER INFORMATIO	N:		OCT 0 4 2019
	ET: PURCHASED 1994 - POOR		BOONE COUNTY AUDITOR
REASON FOR DISPOS	SITION: REPLACEMENT		
DESIRED DATE FOR	ASSET REMOVAL TO STORAGE	ASAP - In GC Room 123.	
WAS ASSET PURCHA IF YES, ATTACH DO	SED WITH GRANT FUNDING? Y CUMENTATION SHOWING FUNI	JING AGENCY S PERMISSIO	4
DEPARTMENT: COL	INTY CLERK SIGNAT	TURE: Stud	y
AUDITOR			)
ORIGINAL ACQUISIT	TION DATE 1994/04/28	G/L ACCOUNT FO	R PROCEEDS 1190-3836
ORIGINAL ACQUISI	ΓΙΟΝ ΑΜΟUNT <u>3,642.00</u>		
ORIGINAL FUNDING	SOURCE	_	
ACCOUNT GROUP 1	603	_	
COUNTY COMMISS	ION / COUNTY CLERK		
APPROVED DISPOSA	L METHOD:		
TRANSFER	DEPARTMENT NAME	N	JMBER
	LOCATION WITHIN DEPARTI	MENT	
	INDIVIDUAL		
TRADE	AUCTIONSE	ALED BIDS	
OTHER EX	KPLAIN		
COMMISSION ORDE  DATE APPROVED  SIGNATURE	R NUMBER 473-2619		
SIGNATURE DO	and and and		

DATE: 10/02/2019		FIXE	D ASSET TAG NUM	BER: 000154/5
DESCRIPTION;	HP L1740 MONITOR LCD 17 INC	`U	<del></del>	6
	MONTOR LCD 17 INC	/I I		RECEIVED
REQUESTED MEANS (	OF DISPOSAL:			KECLIALD
OTHER INFORMATION	N:			OCT 0 4 2019
CONDITION OF ASSET	: NON-WORKING			BOONE COUNTY AUDITOR
REASON FOR DISPOSI	TION: REPLACEMENT			
DESIRED DATE FOR A	SSET REMOVAL TO ST	ORAGE: ASAP -	In GC Room 123.	
WAS ASSET PURCHAS IF YES, ATTACH DOC	SED WITH GRANT FUND CUMENTATION SHOWIN	DING? YES (6) IG FUNDING AGE	ENCY'S PERMISSIO	N TO DISPOSE OF ASSET,
DEPARTMENT: SHER	RIFF	SIGNATURE:	Jul	dy
<u>AUDITOR</u>				0
<del></del>	ON DATE 2006/05/22		G/L ACCOUNT FO	R PROCEEDS 1190-3836
ORIGINAL ACQUISITI	ION AMOUNT <u>290.00</u>			
ORIGINAL FUNDING	SOURCE 2731			
ACCOUNT GROUP 16	03			
COUNTY COMMISSION	ON / COUNTY CLERK			
APPROVED DISPOSAL	METHOD:			
TRANSFER	DEPARTMENT NAME		NI	JMBER
	LOCATION WITHIN DI	EPARTMENT		
	INDIVIDUAL			
TRADE	AUCTION	SEALED BII	OS	
OTHER EXI	PLAIN			
COMMISSION ORDER  DATE APPROVED  SIGNATURE	NUMBER 473-16-29-19	3019		

DATE: 10/02/2019		FIXED ASSET TAG NUMBER	<u>00015440</u>
DESCRIPTION:	HP L1740 MONITOR LCD 17 INCH		DECEIVED.
REQUESTED MEANS	OF DISPOSAL:		RECEIVED
OTHER INFORMATION	N:		OCT 0 4 2019
CONDITION OF ASSET	T: NON-WORKING		BOONE
REASON FOR DISPOSE	TION: REPLACEMENT		
DESIRED DATE FOR A	ASSET REMOVAL TO STORAGE	E: ASAP - In GC Room 123.	
	SED WITH GRANT FUNDING? CUMENTATION SHOWING FUNDERLY SIGNA	YES NO IDING AGENCY'S PERMISSION T TURE:	O DISPOSE OF ASSET,
AUDITOR	- 10 He		
ORIGINAL ACQUISITI	ON DATE 2006/05/05	G/L ACCOUNT FOR P	ROCEEDS 1190-38365
ORIGINAL ACQUISIT	ION AMOUNT 290.00		
ORIGINAL FUNDING	SOURCE 2731		
ACCOUNT GROUP 16	03	_	
COUNTY COMMISSI	ON / COUNTY CLERK		
APPROVED DISPOSAL	L METHOD:		
TRANSFER	DEPARTMENT NAME	NUMI	3ER
	LOCATION WITHIN DEPART	MENT	
	INDIVIDUAL		
TRADE	AUCTIONS	EALED BIDS	
OTHER EX	PLAIN		
COMMISSION ORDER  DATE APPROVED  SIGNATURE	NUMBER 473-2019		

DATE: 10/03/2019	FIXED ASSET	TAG NUMBER: 00018892
DESCRIPTION:	HP PRO 4300 PC WORKSTATION	
REQUESTED MEANS	OF DISPOSAL:	RECEIVED
OTHER INFORMATION	1:	OCT 0 4 2019
CONDITION OF ASSET	: HARDDRIVE AND MEMORY REMOVED	BOONE COUNTY
REASON FOR DISPOSI	TION: REPLACEMENT	AUDITOR
DESIRED DATE FOR A	SSET REMOVAL TO STORAGE: ASAP - In GC R	oom 123.
IF YES, ATTACH DOC	SED WITH GRANT FUNDING? YES NO UMENTATION SHOWING FUNDING AGENCY'S	PERMISSION TO DISPOSE OF ASSET.
DEPARTMENT: INFO	RMATION TECHNOL SIGNATURE:	Budy
<u>AUDITOR</u>		
ORIGINAL ACQUISITI	ON DATE <u>2014/02/28</u> G/L AC	COUNT FOR PROCEEDS 1190-3836-5
ORIGINAL ACQUISIT	ON AMOUNT <u>608.58</u>	
ORIGINAL FUNDING	SOURCE 2731	
ACCOUNT GROUP 16	03	
COUNTY COMMISSION	ON / COUNTY CLERK	
APPROVED DISPOSAL	METHOD:	
TRANSFER	DEPARTMENT NAME	NUMBER
	LOCATION WITHIN DEPARTMENT	:
	INDIVIDUAL	
TRADE	AUCTIONSEALED BIDS	
OTHER EX	PLAIN	
COMMISSION ORDER  DATE APPROVED  SIGNATURE	NUMBER 473-2619 16-29-19 Maturif	

RECEIVE!
4
OCT 0 4 2019
10.1 9 4 7003
BOONE COUNT AUDITOR
ISPOSE OF ASSET.
EEEDS 1190-3836,
<del>.</del>

DATE: 10/03/2019		FIXED ASSET TAG NUMBER: 000	118863
DESCRIPTION;	HP PRO 4300 PC WORKSTATION		
REQUESTED MEANS	OF DISPOSAL:		RECEIVED
OTHER INFORMATION	ON:		OCT 0 4 2019
CONDITION OF ASSE	ET: HARDDRIVE AND MEMORY I	REMOVED	BOONE COUNTY AUDITOR
REASON FOR DISPOS	SITION: REPLACEMENT	-	
DESIRED DATE FOR	ASSET REMOVAL TO STORAGE:	ASAP - In GC Room 123.	2
WAS ASSET PURCHAIF YES, ATTACH DO	ASED WITH GRANT FUNDING? YI CUMENTATION SHOWING FUND	ES(NO) DING AGENCY'S PERMISSION TO DIS	POSE OF ASSET.
DEPARTMENT: INFO	DRMATION TECHNOL SIGNAT	URE: Judy	
AUDITOR			
ORIGINAL ACQUISIT	TION DATE 2014/02/28	G/L ACCOUNT FOR PROCEI	EDS 1190-3836
ORIGINAL ACQUISI	TION AMOUNT 608.58		
ORIGINAL FUNDING	SOURCE 2731	=	
ACCOUNT GROUP 1	603		
COUNTY COMMISS	ION / COUNTY CLERK	,	
APPROVED DISPOSA	L METHOD:		
TRANSFER	DEPARTMENT NAME	NUMBER	
	LOCATION WITHIN DEPARTM	MENT	
	INDIVIDUAL		
TRADE	AUCTIONSEA	ALED BIDS	
OTHER EX	KPLAIN		<del>-</del>
COMMISSION ORDER  DATE APPROVED  SIGNATURE	R NUMBER 473-2619	_	

DATE: 10/03/2019	FIXED ASSET TA	G NUMBER: 00018878
DESCRIPTION:	HP PRO 4300 PC WORKSTATION	
REQUESTED MEAN	S OF DISPOSAL:	RECEIVED
OTHER INFORMATI	ON:	OCT 0 4 2019
CONDITION OF ASS	ET: HARDDRIVE AND MEMORY REMOVED	BOONE COUNTY AUDITOR
REASON FOR DISPO	SITION: REPLACEMENT	
	R ASSET REMOVAL TO STORAGE: ASAP - In GC Room	123.
WAS ASSET PURCH IF YES, ATTACH DO	ASED WITH GRANT FUNDING? YES (10) DCUMENTATION SHOWING FUNDING AGENCY'S PER	MISSION TO DISPOSE OF ASSET.
DEPARTMENT: INF	ORMATION TECHNOL SIGNATURE:	dy
AUDITOR		U
ORIGINAL ACQUISI	TION DATE 2014/02/28 G/L ACCOU	INT FOR PROCEEDS 1190-3836
ORIGINAL ACQUIS	ITION AMOUNT 608.58	
ORIGINAL FUNDING	G SOURCE 2731	
ACCOUNT GROUP	1603	
COUNTY COMMISS	SION / COUNTY CLERK	
APPROVED DISPOSA	AL METHOD:	
TRANSFER	DEPARTMENT NAME	NUMBER
	LOCATION WITHIN DEPARTMENT	
	INDIVIDUAL	
TRADE	AUCTIONSEALED BIDS	
OTHER E	XPLAIN	
COMMISSION ORDE	ER NUMBER 473-2019	
DATE APPROVED	10.29.19	
SIGNATURE_	my le affirell	

FIXED ASSET TAG NUMBER: 00018879
RECEIVED
OCT 0 4 2019
EMOVED BOONE COUNTY AUDITOR
ASAP - In GC Room 123.
NG AGENCY'S PERMISSION TO DISPOSE OF ASSET.
TRE: Study
G/L ACCOUNT FOR PROCEEDS 1190 - 3836 -
: :
_
NUMBER
ENT
LED BIDS

DATE: 10/03/2019	<del></del>	FIXE	D ASSET TAG N	UMBER: 000188	390
	HP PRO 4300 PC WORKSTATION				
REQUESTED MEANS OF	F DISPOSAL:			1	RECEIVE
OTHER INFORMATION	2-11-11-11-11-11-11-11-11-11-11-11-11-11				OCT 0 4 2019
CONDITION OF ASSET:	HARDDRIVE AND MEMORY	Y REMOV	ED	į	BOONE COUNT
REASON FOR DISPOSIT	ION: REPLACEMENT				
DESIRED DATE FOR AS	SET REMOVAL TO STORAGI	E: ASAP -	In GC Room 123	3.	
WAS ASSET PURCHASE IF YES, ATTACH DOCU	ED WITH GRANT FUNDING? MENTATION SHOWING FUN	YES 🗭 IDING AG	ENCY'S PERMIS	SION TO DISPOS	SE OF ASSET.
DEPARTMENT: INFOR	MATION TECHNOL SIGNA	TURE:	- Ju	dy	
AUDITOR				0	
ORIGINAL ACQUISITIO	N DATE 2014/02/28		G/L ACCOUNT	FOR PROCEEDS	1190-3836
ORIGINAL ACQUISITIO	N AMOUNT <u>608.58</u>				
ORIGINAL FUNDING SO	OURCE 2731				
ACCOUNT GROUP 160	3				
COUNTY COMMISSIO	N / COUNTY CLERK				
APPROVED DISPOSAL	METHOD:				
TRANSFER	DEPARTMENT NAME			_NUMBER	
	LOCATION WITHIN DEPART	MENT			
	INDIVIDUAL				
TRADE	AUCTIONS	EALED BI	DS		
OTHER EXPI	AIN				1 O
COMMISSION ORDER N	UMBER 473-2619				
DATE APPROVED	10.29.19	9-			
SIGNATURE	will Strill				

DATE: 10/03/2019	FIXED ASSET T	`AG NUMBER: 00018891
DESCRIPTION:	HP PRO 4300 PC WORKSTATION	
REQUESTED MEANS	OF DISPOSAL:	RECEIVED
OTHER INFORMATIO	N:	OCT 0 4 2019
CONDITION OF ASSET	T: HARDDRIVE AND MEMORY REMOVED	BOONE COUNTY AUDITOR
REASON FOR DISPOSE	ITION: REPLACEMENT	
DESIRED DATE FOR A	ASSET REMOVAL TO STORAGE: ASAP - In GC Roo	om 123.
WAS ASSET PURCHAS	SED WITH GRANT FUNDING? YES NO CUMENTATION SHOWING FUNDING AGENCY'S PE	ERMISSION TO DISPOSE OF ASSET.
DEPARTMENT: INFO	RMATION TECHNOL SIGNATURE:	Judy
AUDITOR		U
ORIGINAL ACQUISITI	ION DATE 2014/02/28 G/L ACCO	OUNT FOR PROCEEDS 1190-3836
ORIGINAL ACQUISIT	10N AMOUNT 608.58	
ORIGINAL FUNDING	SOURCE <u>2731</u>	
ACCOUNT GROUP 16	603	
COUNTY COMMISSION	ON / COUNTY CLERK	
APPROVED DISPOSAL	L METHOD:	
TRANSFER	DEPARTMENT NAME	NUMBER
	LOCATION WITHIN DEPARTMENT	
	INDIVIDUAL	
TRADE	AUCTIONSEALED BIDS	
OTHER EX	PLAIN	
COMMISSION ORDER	NUMBER 473-2619	
DATE APPROVED	9 66 69 19	
SIGNATURE_	my le ativille	

DATE: 10/03/2019		FIXED ASSET T	AG NUMBER: 00018883
DESCRIPTION:	HP PRO 4300 PC WORKSTATION		
REQUESTED MEANS	OF DISPOSAL:		RECEIVED
OTHER INFORMATION	ON:		OCT 0 4 2019
CONDITION OF ASSI	ET: HARDDRIVE AND MEMORY R	EMOVED	= BOONE COUNTY
REASON FOR DISPO	SITION: REPLACEMENT		AUDITOR
DESIRED DATE FOR	ASSET REMOVAL TO STORAGE:	ASAP - In GC Roo	m 123.
WAS ASSET PURCHAIF YES, ATTACH DO	ASED WITH GRANT FUNDING? YE CUMENTATION SHOWING FUNDI	S (10) NO AGENCY'S PE	RMISSION TO DISPOSE OF ASSET.
DEPARTMENT: INFO	DRMATION TECHNOL SIGNATU	JRE:	brudy
AUDITOR			$\mathcal{O}$
ORIGINAL ACQUISIT	TION DATE 2014/02/28	G/L ACCO	OUNT FOR PROCEEDS 1190-3836 F
ORIGINAL ACQUISI	TION AMOUNT 608.58	-	
ORIGINAL FUNDING	SOURCE <u>2731</u>	ž	
ACCOUNT GROUP 1	603	+	
COUNTY COMMISS	ION / COUNTY CLERK		
APPROVED DISPOSA	AL METHOD:		
TRANSFER	DEPARTMENT NAME		NUMBER
	LOCATION WITHIN DEPARTM	ENT	
	INDIVIDUAL		
TRADE	AUCTIONSEA	LED BIDS	
OTHER E	XPLAIN		
COMMISSION ORDE	r number <u>473</u> -2619		
DATE APPROVED	16.29.19		
SIGNATURE_	after affinity		

DATE: 10/03/2019		FIXED ASSET TAG NUMBER: 00018882
DESCRIPTION:	HP PRO 4300 PC WORKSTATION	
REQUESTED MEANS	S OF DISPOSAL:	RECEIVED
OTHER INFORMATION	ON;	OCT 0 4 2019
CONDITION OF ASS	$_{ m ET:}$ HARDDRIVE AND MEMORY RE	MOVED BOONE COUNTY AUDITOR
REASON FOR DISPO	SITION: REPLACEMENT	
DESIRED DATE FOR	ASSET REMOVAL TO STORAGE: A	SAP - In GC Room 123.
WAS ASSET PURCHAIF YES, ATTACH DO	ASED WITH GRANT FUNDING? YES OCUMENTATION SHOWING FUNDIN	O AGENCY'S PERMISSION TO DISPOSE OF ASSET.
DEPARTMENT: INFO	ORMATION TECHNOL SIGNATUR	RE: Sudy
<u>AUDITOR</u>		
ORIGINAL ACQUISI	TION DATE <u>2014/02/28</u>	G/L ACCOUNT FOR PROCEEDS 1190-3836
ORIGINAL ACQUISI	TION AMOUNT 608.58	
ORIGINAL FUNDING	G SOURCE <u>2731</u>	
ACCOUNT GROUP	1603	
COUNTY COMMISS	SION / COUNTY CLERK	
APPROVED DISPOSA	AL METHOD:	
TRANSFER		NUMBER
	LOCATION WITHIN DEPARTMENT	NT
	INDIVIDUAL	, , , , , , , , , , , , , , , , , , ,
TRADE	AUCTIONSEAL	ED BIDS
OTHER E	XPLAIN	
COMMISSION ORDE	16-29-19	
SIGNATURE_	my la affirely	

DATE: 10/03/2019		FIXE	D ASSET TAG NU	MBER: 00018606
DESCRIPTION:	HP COMPAQ 6300 PC WORKSTATION			
REQUESTED MEANS	OF DISPOSAL:			RECEIVED
OTHER INFORMATIO	N:			OCT 0 4 2019
CONDITION OF ASSE	T: HARDDRIVE AND MEMO	RY REMOVE	ED	BOONE CC AUDITC.
REASON FOR DISPOS	ITION: REPLACEMENT			
DESIRED DATE FOR A	ASSET REMOVAL TO STORA	AGE: ASAP -	In GC Room 123.	-
	SED WITH GRANT FUNDING CUMENTATION SHOWING F		ENCY'S PERMISSI	ON TO DISPOSE OF ASSET.
DEPARTMENT: INFO	RMATION TECHNOL SIG	NATURE:	Jruo	ly
AUDITOR				0
ORIGINAL ACQUISIT	ION DATE 2013/10/24		G/L ACCOUNT F	OR PROCEEDS 1190-3836
ORIGINAL ACQUISIT	TION AMOUNT 596.29			
ORIGINAL FUNDING	SOURCE 2731			
ACCOUNT GROUP 16	603	c		
COUNTY COMMISSI	ON / COUNTY CLERK			
APPROVED DISPOSA	L METHOD:			
TRANSFER	DEPARTMENT NAME		1	NUMBER
	LOCATION WITHIN DEPA	RTMENT		
	INDIVIDUAL			
TRADE	AUCTION	_SEALED BI	DS	
OTHER EX	PLAIN			
COMMISSION ORDER	NUMBER 473-20	19		
DATE APPROVED	10.29.19	2		
SIGNATURE_	will attitle			

DATE: 10/03/2019	FIXED ASSET TAG NUMBER: 00015916
DESCRIPTION: SANYO X16 PROJECTOR	<del></del>
REQUESTED MEANS OF DISPOSAL:	RECEIVED
OTHER INFORMATION:	
CONDITION OF ASSET: PURCHASED 2006 - POOR	OCT 0 4 2019
REASON FOR DISPOSITION: REPLACEMENT	BOONE COUNTY AUDITOR
DESIRED DATE FOR ASSET REMOVAL TO STORAGE:	ASAP - In GC Room 123.
WAS ASSET PURCHASED WITH GRANT FUNDING? YEIF YES, ATTACH DOCUMENTATION SHOWING FUNDING	NG AGENCY'S PERMISSION TO DISPOSE OF ASSET.
DEPARTMENT: ASSESSOR SIGNATU	JRE: Judy
AUDITOR	
ORIGINAL ACQUISITION DATE 2006/12/22	G/L ACCOUNT FOR PROCEEDS 1190-3835
ORIGINAL ACQUISITION AMOUNT 7,995.00	
ORIGINAL FUNDING SOURCE 2743	-
ACCOUNT GROUP 1604	
COUNTY COMMISSION / COUNTY CLERK	i
APPROVED DISPOSAL METHOD:	
TRANSFER DEPARTMENT NAME	NUMBER
LOCATION WITHIN DEPARTM	ENT
INDIVIDUAL	;
TRADEAUCTIONSEA	LED BIDS
OTHER EXPLAIN	
COMMISSION ORDER NUMBER 473-2619  DATE APPROVED 1	
DATE APPROVED C	29.19
SIGNATURE Complex Clinical	

DATE: 10/07/2019		FIX	ED ASSET TAG NU	MBER: 00019039
DESCRIPTION:	HP PRODESK 400 PC WORKSTATION	<b>J</b>	E	
REQUESTED MEAN	S OF DISPOSAL:		41	RECEIVED
OTHER INFORMATI	ON:			OCT 0 8 2019
CONDITION OF ASS	ET: HARDDRIVE AND	MEMORY REMOV	VED	BOONE COUNTY AUDITOR
REASON FOR DISPC	SITION; REPLACEME	NT		
DESIRED DATE FOR	R ASSET REMOVAL TO	STORAGE: ASAP	P- In GC 123	≝.
IF YES, ATTACH DO		VING FUNDING A	GENCY'S PERMISS	ION TO DISPOSE OF ASSET.
DEPARTMENT: ASS	BESSOR	SIGNATURE: _	My 40	ull
AUDITOR				
ORIGINAL ACQUISI	TION DATE 2014/05/07	7	G/L ACCOUNT F	OR PROCEEDS 2010 - 3836
ORIGINAL ACQUIS	ITION AMOUNT 601.4	5		· ·
ORIGINAL FUNDIN	G SOURCE 2743			
ACCOUNT GROUP	1603			
COUNTY COMMIS	SION / COUNTY CLEI	RK.	27	
APPROVED DISPOS	AL METHOD:	•		
TRANSFER	DEPARTMENT NAM	ME		NUMBER
	LOCATION WITHIN	N DEPARTMENT_		
	INDIVIDUAL			
TRADE	AUCTION	SEALED I	BIDS	
OTHER E	EXPLAIN			
COMMISSION ORDED	ER NUMBER 473	-2019 2919		
SIGNATURE	any ve Mo	7		

DATE: 10/10/2019		FIXED ASSET TAG NUMBE	:R: 00018876
DESCRIPTION:	HP PRO 4300 PC WORKSTATION		
REQUESTED MEANS (	OF DISPOSAL:		RECEIVED
OTHER INFORMATION	V:		Cay b U Kers had
CONDITION OF ASSET	: HARDDRIVE AND MEMORY	REMOVED	OCT 1 1 2019
REASON FOR DISPOSI	TION: REPLACEMENT		BOONE COLNTY AUDITOR
DESIRED DATE FOR A	SSET REMOVAL TO STORAGE	ASAP- In GC Room 123	
IF YES, ATTACH DOC	SED WITH GRANT FUNDING? Y UMENTATION SHOWING FUNI	DING AGENCY'S PERMISSION	TO DISPOSE OF ASSET.
DEPARTMENT: DESIG	SIGNAT	TURE: MY/CLANT	
AUDITOR			
ORIGINAL ACQUISITI	ON DATE 2014/02/28	G/L ACCOUNT FOR F	PROCEEDS 2045-3836
ORIGINAL ACQUISITI	ON AMOUNT <u>608.58</u>		
ORIGINAL FUNDING	SOURCE 2741		
ACCOUNT GROUP 16	03	_	
COUNTY COMMISSION	ON / COUNTY CLERK		
APPROVED DISPOSAL	METHOD:		
TRANSFER	DEPARTMENT NAME	NUM	BER
	LOCATION WITHIN DEPARTM	MENT	
	INDIVIDUAL		
TRADE	AUCTIONSE	ALED BIDS	
OTHER EXI	PLAIN		*
COMMISSION ORDER  DATE APPROVED  SIGNATURE	NUMBER 473-2019 10-29-19		

DATE: 10/10/2019		FIXED ASSET TAG NUMBER: 0	0019034
DESCRIPTION:	HP PRODESK 400 PC WORKSTATION		
REQUESTED MEANS O	OF DISPOSAL:		RECEIVED
OTHER INFORMATION	N:		OCT 1 1 2019
CONDITION OF ASSET	: HARDDRIVE AND MEMORY F	REMOVED	BOONE COUNTY
REASON FOR DISPOSI	TION: REPLACEMENT		AUDITOR
DESIRED DATE FOR A	SSET REMOVAL TO STORAGE:	ASAP- In GC Room 123	
IF YES, ATTACH DOC		ING AGENCY'S PERMISSION TO D	ISPOSE OF ASSET.
DEPARTMENT: ASSE	SSOR SIGNAT	URE: pyle Erawkl	4)
AUDITOR			
ORIGINAL ACQUISITION	ON DATE <u>2014/05/07</u>	G/L ACCOUNT FOR PROC	EEDS 2010-3836
ORIGINAL ACQUISITI	ON AMOUNT <u>601.45</u>	<del>-</del> -	
ORIGINAL FUNDING	SOURCE 2743	<b>=</b> 1	
ACCOUNT GROUP 16	03	=	
COUNTY COMMISSIO	ON / COUNTY CLERK		
APPROVED DISPOSAL	METHOD:		
TRANSFER	DEPARTMENT NAME	NUMBER	
	LOCATION WITHIN DEPARTM	ENT	
	INDIVIDUAL		
TRADE	AUCTIONSEA	ALED BIDS	
OTHER EXP	PLAIN		=11
COMMISSION ORDER  DATE APPROVED  SIGNATURE	NUMBER 473-2619 16-29-19 my L. Mintel		

DATE: 10/09/2019	-	FIXED ASSET TAG NUM	4BER: 00019419
DESCRIPTION:	HP PRODESK 400 PC WORKSTATION		
REQUESTED MEANS O	OF DISPOSAL:		RECEIVED
OTHER INFORMATION	J:		OCT 1 0 2019
CONDITION OF ASSET	: HARDDRIVE AND MEMORY F	REMOVED	BOONE COUNTY AUDITOR
REASON FOR DISPOSI	TION: REPLACEMENT		
DESIRED DATE FOR A	SSET REMOVAL TO STORAGE:	ASAP- In GC Room 123	
IF YES, ATTACH DOC	ED WITH GRANT FUNDING? YE UMENTATION SHOWING FUND	NG AGENCY'S PERMISSI	
DEPARTMENT: DESIG	SN & CONSTRUCTIC SIGNATION	JRE: hyl Court	7)/
AUDITOR		<u>V</u>	,
ORIGINAL ACQUISITION	ON DATE 2014/12/31	G/L ACCOUNT FO	OR PROCEEDS 2045-3836
ORIGINAL ACQUISITI	ON AMOUNT <u>641.69</u>	-	9
ORIGINAL FUNDING S	SOURCE 2741	2	
ACCOUNT GROUP 160	03	<b>-</b> €	
COUNTY COMMISSIO	N / COUNTY CLERK		Al-Marian Marian
APPROVED DISPOSAL	METHOD:		
TRANSFER	DEPARTMENT NAME	N	UMBER
	LOCATION WITHIN DEPARTM	ENT	<del></del>
	INDIVIDUAL		
TRADE	AUCTIONSEA	LED BIDS	
OTHER EXP	LAIN		
COMMISSION ORDER TO THE COMMISSION ORDER TO THE COMMISSION ORDER TO THE COMMISSION OF THE COMMISSION ORDER TO THE COMMISSION ORDER T	NUMBER 473-2019 10-29-19 10-29-19		

DATE: 10/08/2019		FIXED ASSET TAG NUMBER: 00019361		
DESCRIPTION:	CYBERNETIC ISAN 2108 SERVER NETWORK			
PEOLIESTED MEANS	OF DISPOSAL:	RECEIVE		
		DET D & 2010		
	N:	ROOME COUNT		
	T: HARDDRIVE AND MEMORY R	EMOVED AUDITOR		
REASON FOR DISPOS	ITION: REPLACEMENT	<u> </u>		
DESIRED DATE FOR A	ASSET REMOVAL TO STORAGE: 1	ASAP- In GC Room 123		
IF YES, ATTACH DOO		NG AGENCY'S PERMISSION TO DISPOSE OF ASSET.		
DEPARTMENT: INFO	RMATION TECHNOL SIGNATU	RE: Myle Euroll		
AUDITOR				
ORIGINAL ACQUISIT	ION DATE 2014/08/21	G/L ACCOUNT FOR PROCEEDS 1190-3435		
ORIGINAL ACQUISIT	TION AMOUNT 11,565.84			
ORIGINAL FUNDING	SOURCE 2743	6		
ACCOUNT GROUP 16	603			
COUNTY COMMISSI	ON / COUNTY CLERK			
APPROVED DISPOSA	L METHOD:			
TRANSFER	DEPARTMENT NAME	NUMBER		
	LOCATION WITHIN DEPARTME	ENT		
	INDIVIDUAL			
TRADE	AUCTIONSEA	LED BIDS		
OTHER EX	PLAIN	*		
COMMISSION ORDER  DATE APPROVED  SIGNATURE	NUMBER 473-2619 16-29-19			

DATE: 10/08/2019		FIXED ASSET TAG NUMBER: 000	016719
DESCRIPTION:	CYBERNETIC CYMISAND8 MISAN BACKUP APPLIANCE		DEOEWED
REQUESTED MEANS	OF DISPOSAL:		RECEIVED
	DN:		OCT 0 8 2019
	ET: HARDDRIVE AND MEMORY F		BOONE COUNTY AUDITOR
	SITION: REPLACEMENT		
	ASSET REMOVAL TO STORAGE:	ASAP- In GC Room 123	
WAS ASSET PURCHA IF YES, ATTACH DO	ASED WITH GRANT FUNDING? YE	SSMO ING AGENCY'S PERMISSION TO DIS	SPOSE OF ASSET.
AUDITOR			
ORIGINAL ACQUISIT	TION DATE 2009/02/09	G/L ACCOUNT FOR PROCE	eds 1190-3835-
ORIGINAL ACQUISI	ΓΙΟΝ ΑΜΟUNT <u>6,579.95</u>	<u> </u>	د.
ORIGINAL FUNDING	SOURCE 2743	=	
ACCOUNT GROUP 1	603	-	
COUNTY COMMISS	ION / COUNTY CLERK		
APPROVED DISPOSA	L METHOD:		
TRANSFER	DEPARTMENT NAME	NUMBER_	
	LOCATION WITHIN DEPARTM	ENT	
	INDIVIDUAL		
TRADE	AUCTIONSEA	LED BIDS	
OTHER EX	XPLAIN		
COMMISSION ORDER  DATE APPROVED  SIGNATURE	R NUMBER 473-2619 Constant Afterill	5 -	

DATE: 10/08/2019	FIX	ED ASSET TAG NUMBER: _	0014845
DESCRIPTION:	HP PROLIANT DL360 SERVER NETWORK		
REQUESTED MEANS OF DISPOSAL:			RECEIVE
OTHER INFORMATI	ON:		OCT 0 8 2019
CONDITION OF ASS	ET: HARDDRIVE AND MEMORY REMOV	/ED	BOONE COUNT AUDITOR
REASON FOR DISPO	SITION: REPLACEMENT		AUDITOR
DESIRED DATE FOR	ASSET REMOVAL TO STORAGE: ASAP	- In GC Room 123	
IF YES, ATTACH DO	ASED WITH GRANT FUNDING? YES <b>(O</b> OCUMENTATION SHOWING FUNDING A		DISPOSE OF ASSET.
DEPARTMENT: INF	ORMATION TECHNOL SIGNATURE:	by Cull	History De All and Transfer
AUDITOR		V	
ORIGINAL ACQUISI	TION DATE 2005/05/06	G/L ACCOUNT FOR PRO	CEEDS 1190-3835
ORIGINAL ACQUISI	TION AMOUNT <u>5,591.00</u>		9
ORIGINAL FUNDING	G SOURCE 2731		8
ACCOUNT GROUP	1603		
COUNTY COMMISS	SION / COUNTY CLERK		
APPROVED DISPOSA	AL METHOD:		
TRANSFER	DEPARTMENT NAME	NUMBER	R
	LOCATION WITHIN DEPARTMENT_		
	INDIVIDUAL		
TRADE	AUCTIONSEALED B	SIDS	
OTHER E	XPLAIN		
COMMISSION ORDE	er number 473-2619		
DATE APPROVED	10.291	9	
SIGNATURE COM	my la allery		