



Christian County Commission

100 West Church St, Room 100
Ozark, MO 65721

<http://ChristianCountyMO.iqm2.com>

October Term

~ Minutes ~

Thursday, November 12, 2015

8:50 AM

The Christian County Courthouse

I. Convene

The meeting was called to order at 8:50 AM by Presiding Commissioner Ray Weter

A. Roll Call

Attendee Name	Title	Status	Arrived
Ray Weter	Presiding Commissioner	Present	8:50 AM
Bill Barnett	Western Commissioner	Absent	
Sue Ann Childers	Eastern Commissioner	Present	8:50 AM
Kay Brown	County Clerk	Present	8:50 AM
Cheryl Mitchell	Assistant	Present	8:50 AM

II. Agenda

Motion/Vote - 8:50 AM Christian County Commission

Discussion - Approve Agenda

The meeting was attended by Commission Secretary Cheryl Mitchell, and Deputy Clerk Nikki Thiessen.

Commissioner Barnett is absent today, recovering from surgery.

Presiding Commissioner Ray Weter entertained a motion to approve today's agenda.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sue Ann Childers, Eastern Commissioner
SECONDER:	Ray Weter, Presiding Commissioner
AYES:	Ray Weter, Sue Ann Childers
ABSENT:	Bill Barnett

Motion/Vote - 8:55 AM Kay Brown-County Clerk

Minutes & Financials Approval - Minutes & Financials

The meeting was attended by Commission Secretary Cheryl Mitchell, and Deputy Clerk Nikki Thiessen.

Presiding Commissioner Ray Weter entertained a motion to approve the minutes for November 5, 2015. There are no financials to approve.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ray Weter, Presiding Commissioner
SECONDER:	Sue Ann Childers, Eastern Commissioner
AYES:	Ray Weter, Sue Ann Childers
ABSENT:	Bill Barnett

Motion/Vote - 9:00 AM Christian County Commission

Bid Decision - Bid Renewal-Employee Screening Services

The meeting was attended by Commission Secretary Cheryl Mitchell, Deputy Clerk Nikki Thiessen, Hal Johnson, Judy Dollarhite, County Road Engineer Miranda Beadles, and Common 2 Road District Supervisor Brent Young.

The County Commission discussed the bid renewal for Employee Screening Services. The contract has a renewal option of up to 6 years.

Presiding Commissioner Ray Weter entertained a motion to approve the Employee Screening Services contract with the option to exercise the renewal option.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sue Ann Childers, Eastern Commissioner
SECONDER:	Ray Weter, Presiding Commissioner
AYES:	Ray Weter, Sue Ann Childers
ABSENT:	Bill Barnett

Motion/Vote - 9:15 AM Glenn Pace-HR

Discussion - Employee Transfer Policy

The meeting was attended by Commission Secretary Cheryl Mitchell, Deputy Clerk Nikki Thiessen, Judy Dollarhite, County Road Engineer Miranda Beadles, Common 2 Road District Supervisor Brent Young, Pat and Bob Hackett, and Human Resources Consultant Glenn Pace, Deputy Assessor Barbara Stogner, Treasurer Karen Matthews, Auditor Lacey Hart, and Mary Argiso.

The County Commission discussed the Employee Transfer Policy amendment, created and presented by Glenn Pace for the Employee Handbook. Mr. Pace reviewed the policy with John Housley and was approved.

Presiding Commissioner Ray Weter entertained a motion to table policy until Thursday, November 19, 2015.

RESULT:	TABLED [UNANIMOUS]
MOVER:	Sue Ann Childers, Eastern Commissioner
SECONDER:	Ray Weter, Presiding Commissioner
AYES:	Ray Weter, Sue Ann Childers
ABSENT:	Bill Barnett

Motion/Vote - 9:45 AM John Crockroft-Citizen

Presentation - Book Presentation

The meeting was attended by Commission Secretary Cheryl Mitchell, Deputy Clerk Nikki Thiessen, Judy Dollarhite, County Road Engineer Miranda Beadles, Brent Young, Common 2 Road District Supervisor, Pat and Bob Hackett, Treasurer Karen Matthews, and John and Andrea Cockroft.

The County Commission met with John Cockroft regarding his authored book, "Unlikely Friend". Mr. Cockroft asked the County Commission to present his book or business card to any groups or persons that would benefit from his message of friendship.

Motion/Vote - 10:15 AM Chrisitan County Commission

Discussion - Amended Purchasing Policy Adoption

The meeting was attended by Commission Secretary Cheryl Mitchell, Deputy Clerk Nikki Thiessen, Treasurer Karen Matthews, Auditor Lacey Hart, and Mary Argiso.

Presiding Commissioner Ray Weter entertained a motion to approve the amended Purchasing Policy to be immediately applied.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sue Ann Childers, Eastern Commissioner
SECONDER:	Ray Weter, Presiding Commissioner
AYES:	Ray Weter, Sue Ann Childers
ABSENT:	Bill Barnett

III. Adjournment

The meeting was closed at 10:18 AM

Motion/Vote -

Adjourn

The County Commission completed today's scheduled meeting. The Commission will resume session on Thursday, November 19th, 2015.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Sue Ann Childers, Eastern Commissioner
SECONDER:	Ray Weter, Presiding Commissioner
AYES:	Ray Weter, Sue Ann Childers
ABSENT:	Bill Barnett



Ray Weter

Presiding Commissioner, Ray Weter


Bill Barnett

Western Commissioner, Bill Barnett



Sue Ann Childers

Eastern Commissioner, Sue Ann Childers



CHRISTIAN COUNTY COMMISSION

100 W Church Street, Room 100
Ozark, Missouri 65721
Phone: 417-582-4300 • Fax: 471-581-5924

Ray Weter
Presiding Commissioner

Bill Barnett
Western Commissioner

Sue Ann Childers
Eastern Commissioner

November 12th, 2015

John Throckmorton
Employee Screening Services
2055 South Stewart Suite A
Springfield, MO 65804

Dear Mr. Throckmorton,

The Christian County Commission voted to award the Drug Screening Services to Employee Screening Services for the year 2016. The Commissioners requested bids for this service in 2012 with the option to renew the contract for an additional six years. The Commission will review this option year by year.

We appreciate the service you have provided Christian County and look forward to our continued business relationship.

Sincerely,

Bill Barnett
Western Commissioner

Ray Weter
Presiding Commissioner

Sue Ann Childers
Eastern Commissioner

Attachment: 2016 contract Employee Screening Service (2597 : Bid Renewal-Employee Screening Services)

TRANSFER

A Transfer is one of the following three personnel actions:

- 1) An individual is moved laterally from one County department to another, at the person's request. In a lateral transfer, the rate of pay stays the same and all benefit accruals remain the same.
- 2) An individual is moved down from one position to another at a reduced level of pay. The employee requests such an action, understanding pay will be reduced but benefit accrual remains the same.
- 3) An individual terminates employment with the County, but returns to employment in a different department within six (6) months of termination. Such an action will occur only if the employee is eligible for re-hire. Rate of pay will be determined at the time of hire, but benefit accrual will continue as a regular employee.

In parts (1) and (2) above, the elected officials in both departments must agree to the transfer. Any employee terminated for cause shall not be eligible for re-hire in the future in part (3) above.

A separate re-hire situation could occur, where a former employee returns to employment in the same department where they previously worked. Such action is not a transfer, but rather a re-hire.

Effective January 2, 2015, any previous employee who is re-hired within six (6) months of their resignation will continue to accrue benefits without completing a probationary period. Conversely, any employee re-hired after six (6) months has transpired will begin work as a probationary employee and accrue benefits only after completion of the probationary period.



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Ray Weter
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To All County Officials,

The Commission addressed the Christian County Purchasing Policy proposed additions in our meeting agenda of October 29, 2015 and November 9, 2015. These are the points that came up and were decided upon.

Please refer to Section J in the enclosed copy of the Purchasing Policy. All requisitions that hold items you wish to purchase for your office will be given to the Auditor. The Auditor will then verify the availability of funds, the Commissioners will then sign off on the request and you will receive the pink copy for you to go ahead with your purchase. We have decided that these requests will be reviewed in a timely fashion, brought to the Commission, and returned to you as quickly as possible.

Accounts payable will then wait for your invoices, receipts, whatever is appropriate, and then Accounts Payable will process the purchase for payment.

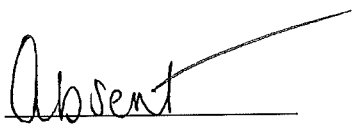
We need all available invoices, etc. turned in to Accounts Payable **before** the Friday prior to check writing day on Tuesdays. Please understand that checks will be written each Tuesday, however turning in receipts, invoices, etc. on Friday may mean that it will not be processed and paid on the following Tuesday. So it is preferable that you turn in these documents as quickly as you receive them so that we can assure our vendors that we are actively trying to pay for their services.

Checks written on Tuesday shall be processed and mailed on Friday of the same week.

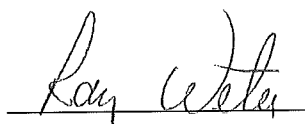
Other changes to the Policy were made in Section B-11 regarding Federal Funds and the use of those funds to make purchases. Also there is a change in Section C regarding competitive bids' accountability.

These policy changes have been reviewed by our outside Auditor and Legal Counsel and approved. A copy of the purchasing policy is attached.

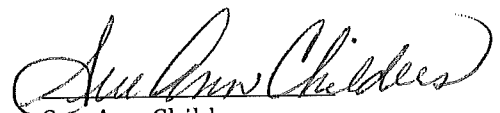
I realize that there is a learning curve associated with these new policies and we will do the best we can to answer any questions that you may have regarding these new procedures.



Bill Barnett
Western Commissioner



Ray Weter
Presiding Commissioner



Sue Ann Childers
Eastern Commissioner

Purchasing Policy Christian County Government

A. County Purchases-All contracts for the purchase or lease of supplies, materials, equipment, or services, except as to personal and professional services, and as otherwise provided by law, shall be accomplished through the office of the County Commission. It shall be the intent whenever practicable, contracts and purchases shall be to the lowest and best bidder after due opportunity for competition.

B. County Commission, Powers and Duties-In addition to any powers and duties conferred by law, the County Commission shall have the following powers and duties:

B.1. Power to Promulgate-The County Commission shall promulgate rules and regulations necessary to insure the operation and intent of purchasing procedures. Any such rules and regulations shall be approved as to form by the County Counselor and shall be effective ten days after written approval by the County Commission.

B.2. Recommend disqualification of bidders-The County Commission may recommend or declare those vendors who default on their quotations or services, be disqualified from receiving any business from Christian County for a stated period of time.

B.3. Maintain list of bidders and suppliers-The County Commission shall maintain a bidders' and suppliers' list which shall list all persons, firms and corporations which have applied for that listing. The County Commission has no legal obligation to send an "invitation to bid" to every bidder and supplier. In addition, the County Commission advertises in the local paper as required by statute when letting bids, as its official notification form.

B.4. Transfer of Surplus or Obsolete County Property-The Christian County Commission may transfer any surplus, obsolete, or unused supplies, materials, or equipment from one office, department, recycling center, or agency to another on the written approval of the office holder, departments, or agencies concerned, and the written approval of the auditor.

B.5. Annual Purchasing Report-In February of each year the County Commission shall provide a performance based annual report regarding formal competitive bids to the County Auditor and the County Counselor. The report will describe procedures in place to ensure compliance with Missouri Purchasing Statutes.

B.6. Purchase contrary to this section-No County officer or employee shall have the authority to make a purchase, lease, or contract other than through the office of the County Commission; The officer or employee must first obtain an authorized requisition or signatures of the County Auditor and a majority of the County Commissioners, to make such purchase, lease, or contract. The County shall not be bound by any purchase, lease, or contract made contrary to the provisions of this policy. If any officer purchases materials or contractual services without first obtaining written approval or a requisition and unless approval be given, such requisition shall not be filled and any such requisition filled without such approval shall not be paid for out of county funds. The county shall not be liable for any debts except debts contracted through Commission approval. See section 50.790 RSM

B.7. Tax Clearance Required-No person, firm or corporation, resident in Christian County or otherwise legal within the taxing jurisdiction of the County, shall be eligible to provide contractual services, unless that person, firm, or corporation is duly listed and assessed on the County tax rolls, and is in no way delinquent on any tax payable to the County. Further, no person, firm or corporation, regardless of state of residency, shall be eligible to provide, or contractual services if that person, firm or corporation is in any way delinquent on any taxes payable to any local government entity with which Christian County has entered into an "Intergovernmental Agreement" with.

B.8. Lowest Bidder Ineligible, Procedure-When the apparent lowest and best bidder for a given purchase order is ineligible under this section, the County Commission may, when time is of the essence to the County, notify the bidder and allow three (3) days for the bidder to correct the deficiency or pay any delinquency involved. If the bidder fails after the notice, to comply within three (3) days after such notice, or, if the Commission deems time to be of the essence, the Commission shall consider the lowest and best bidder void and consider for award the remaining bids that were submitted.

B.9. Conflict of Interest-No contract shall be let to any person, firm or corporation unless it has submitted an affidavit to the County stating that no officer or employee of the County, whether elected or appointed, shall in any manner whatsoever be interested in or receive any benefit from the profits or emoluments of any contract, job, work, or services for the County.

B.10. Vendor Drafting Bid Specifications-No contract shall be awarded to any person, firm, or corporation, who has, for any valuable consideration, provided any services in connection with the development of the contract bid specification, unless upon recommendation of the Auditor and a finding by the County Commission that such award is in the County's best interest.

B.11. Missouri products to be purchased by officers-Every county officer, agent or any governing body of the county in this state authorized to make purchases for use of their county shall purchase and use only the materials, products, supplies, provisions and other needed articles produced, manufactured, compounded, mined or grown within the state of Missouri, when they are found in marketable quantities in the state and are of quality suited to the purpose intended, and can be secured without additional cost over foreign products; provided, however, that quality and fitness of articles shall be considered in purchasing products of other states; provided, however, that quality and fitness of articles shall be considered in purchasing letting contracts for articles herein mentioned. See chapter 50 section 750 RSMo. This Section does not apply to purchases made with Federal Funds.

C. Competitive Bid Not Required

C.1. When Competitive bids are not required-The officer may accomplish the following purchases without competitive bidding, and with the County Commissioners approval except as specifically provided in this section:

C.2. Sole Source-The County Commission may waive the requirement of competitive bids or proposals for supplies when the County Commission has determined in writing and entered into the minutes that there is only a single feasible source for the supplies. A single feasible source exists when: Supplies are proprietary and only available from the manufacturer or a single distributor; or based on past procurement experience, it is determined that only one distributor services the region in which the supplies are needed; or supplies are available at a discount from a single distributor for a limited period of time. Before a purchase is made which has a purchase price of over three thousand dollars (\$3,000), the County Commission shall post notice of the proposed purchase. Where the estimated expenditure is forty-five hundred dollars (\$4,500) or over, the County Commission shall also advertise the Commission's intent to make such purchase in at least one daily newspaper of general circulation in such places as are most likely to reach prospective bidders or offerors and may provide such information through an electronic medium available to the general public at least ten days before the contract is to be let. Auditor shall submit said purchases to the Commission for approval and the purchase shall only be effective upon the approval of the County Commission. If competitive bids are not sought, the reason shall be sent out to the Auditor & Commission prior to approval of the requisition & if required, entered into the Commission minutes. See Chapter 50.783 RSMo.

C.3. Acquisition From other Government-Competitive bidding shall not be required when the items to be purchased can be obtained from another government, at a price below that quoted by a private vendor. Before a purchase is made pursuant to this subsection which has a purchase price of over forty-five hundred dollars (\$4,500), the Auditor shall submit said purchase to the County Commission for approval and the purchase shall only be effective upon Commission approval. If competitive bids are not sought, the reason shall be sent out to the Auditor & Commission prior to approval of the requisition & if required, entered into the Commission minutes. See Chapter 50.783 RSMo.

C.4. Emergency Purchase-The County Commission may waive the requirement of competitive bids or proposals for supplies when the Commission has determined that there exists a threat to life, property, public health or public safety or when immediate expenditure is necessary for repairs to county property in order to protect against further loss of, or damage to, county property, to prevent or minimize serious disruption in county services or to ensure the integrity of county records. Emergency procurements shall be made with as much competition as is practicable under the circumstances. After an emergency procurement is made by the county commission, the nature of the emergency and the vote approving the procurement shall be noted in the minutes of the next regularly scheduled meeting. See Chapter 50 Section 780 subsection(2).

C.5. Fixed Price Contractual Documents-Competitive bidding shall not be required when the items purchased are the subject of existing and current federal, state, or local government fixed price contractual documents, if the prices quoted in those documents are more advantageous to the County than local market prices for like items. Before a purchase is made pursuant to this subsection which has a purchase price in excess of twenty thousand dollars (\$25,000), the Auditor shall submit the purchase to the County Commission for approval and the purchase shall only be effective upon Commission approval. If competitive bids are not sought, the reason shall be sent out to the Auditor & Commission prior to approval of the requisition & if required, entered into the Commission minutes. See Chapter 50.783 RSMo.

C.6. Purchases of \$4,500 or less-Competitive bidding shall not be required on any purchase in the amount of forty-five hundred dollars (\$4,500) or less made from any one person, firm, or corporation. Cumulative purchases of the same or similar products or services from one vendor in an amount in excess of forty-five hundred dollars (\$4,500) in any 90 day period shall utilize the informal competitive bid procedure.

C.7. Tax Exempt Organizations and Agencies-Competitive bidding shall not be required when funds are appropriated and a contract for services is or will be awarded by resolution or ordinance of the County Legislature to an organization or agency which is exempt from Federal Income Taxation.

D. Informal Competitive Bid

D.1. Informal Competitive Bid Procedure-The Commission may use the informal competitive bid procedure described in this section for purchases of less than four thousand five-hundred dollars (\$4,500), in lieu of procedures described in sections C1 through C5 for award of formal contracts.

D.2. Solicitation of Bids-The County Commission shall solicit bids from prospective vendors by means at the Commission's discretion, including but not limited to, telephone, media and public notice posted on bulletin boards of the county campus buildings in Ozark, Missouri.

D.3. Three Competitive Bids-The County Commission will solicit interested vendors to bid on products and materials. The Commission reserves the right to re-bid products and materials to acquire the necessary number of bids to achieve competition.

D.4. Lowest and Best Bidder-Purchases shall be awarded to the bidder providing the best products and/or services that are available for the lowest price consistent with the standards set forth in section E11.

D.5. Records-The Commission shall keep a written or electronic record of all purchases accomplished under this section and all bids submitted in competition for those purchases, and those records shall be open to the public for inspection. Each such record shall describe the means by which the bid was received and any special considerations or conditions attached to the bid and/or product or service.

E. Formal Competitive Bid Procedure

E.1. Formal Competitive Bid Procedure-Except as provided in sections C and D of this policy, any purchase or acquisition of supplies, materials, equipment, services, when the estimated cost exceeds forty-five hundred dollars (\$4,500) shall be purchased under formal written contract with the bidder providing the best products and services that are available for the lowest price observing the following formal procedures.

E.2. Formal Competitive Bids, Notice Inviting-Notice inviting bids shall be provided in the manner and utilizing such media as the County Commission or his or her designee deems most appropriate to the subject matter of the bid and the applicable time line available with the objective of encouraging fair and unbiased competition. The notice shall be designed to secure a reasonable distribution and a competitive bidding process and may include

direct mail, electronic mail, on-line listing services, newspaper advertisements, and/or such other means as the Commission may deem appropriate. In addition to any other solicitation, all purchases, leases, or sales shall also be advertised by notices posted on the public bulletin boards in the county campus buildings.

E.3. Notice of Solicitation, Content, Timing-The notice inviting competitive bids shall be distributed and/or posted at least five (5) business days preceding the last day for receipt of bids or proposals and shall include a general description of the products or services to be leased or purchased and state where bid forms and specifications may be obtained and the time and place for submission and opening of bids.

E.4. Bidders and Suppliers List-The Commission shall review the bidders and suppliers list for prospective bidders and shall solicit bids from as many such bidders as is necessary to assure a reasonable distribution of bid solicitation and adequate competition.

E.5. Bid Security Deposits or Surety Bid Bonds-When deemed necessary by the Commission, bid security deposits or surety bid bonds, or both, shall be prescribed in the "invitation to bid".

E.6. Returned Bid Security Deposit-An unsuccessful bidder who stands ready to perform according to the terms of its bid shall be entitled to the return of its bid surety deposit.

E.7. Enforcement of Surety Bid Bond-The County shall seek enforcement of a surety bid bond according to the terms.

E.8. Surety Bid Bonds, Listing in Federal Register-All surety bid bonds must be with companies listed in the Department of Treasury, Federal Register as surety companies acceptable on federal bonds.

E.9. Performance, Labor, and Material Payment Bonds-Where the nature of the contract is such that the Commission deems a performance bond necessary, or where the contract is for public works and requires compliance with section 107.170 RSMo., the notice of invitation for bids shall specify the amount of the bond that is required. The notice shall also specify that any bid submitted pursuant to said solicitation will be presumed to include the cost of the required bond.

E.10. Surety Performance Bonds, Listing in Federal Register-All Surety performance bonds and surety labor and material bonds must be with companies listed in the Department of Treasury, Federal Register, as surety companies acceptable on federal bonds.

E.11. Procedure for Receiving and Opening Bids-The following applies to bids submitted under the formal competitive bid procedure. All bids shall be submitted in a sealed envelope to County Commission and shall be identified as bids on the envelope.

E.12. Bid Opening-Bids shall be opened and read aloud publicly by the Christian County Commission in the presence of the Clerk of the County Commission in the Courthouse, office of the County Commission 1010 Church Street, Room 100, Ozark, MO 65721.

E.13. Bids Recorded-The Clerk of the County Commission shall record in writing the bids opened and read by the County Commission.

E.14. Bids Evaluated and Recommendations-The Department head shall evaluate the bids submitted and refer or her recommendations to the County Commission, who shall within the shortest practicable time, confirm the recommended award or submit objections and suggestions to the Department head. Such objections and suggestions shall include specific reference to the manner in which the Commission believes an alternate complies with the provisions of Missouri Statutes.

E.15. Rejections of Bids-The Commission shall have the authority to reject, as often as he or she deems necessary, all bids, parts of all bids for any one or more supplies or contractual services included in the proposed contract, failure to comply with the requirements of the invitation for bids or when the public interest will be served thereby, and require the solicitation of new bids.

E.16. Recommend Award-The Department head shall recommend to the County Commission the award of contract to the lowest and/or best bidder, unless all bids have been rejected as authorized in subsection E.15 of this section.

E.17. Factors which shall be considered when determining lowest and best bidder-The following factors shall be considered in determining the bidder that provides the best products and or services that are available for the lowest price:

E.17.a. Cost and Future Maintenance-The point of purchase cost of the product or service, anticipated cost of maintenance or service (including applicable warranties), the ability of bidder to provide future maintenance and service, the longevity of the product or service, and the cost of disposal;

E.17.b. Ability to Perform-The ability, capacity, skill, or financial resources of the bidder to perform the contract or provide the service required;

E.17.c. Timely Performance-Whether the bidder can perform the contract or provide the service promptly or within the time specified without delay or interference;

E.17.d. Character and Reputation-The character, integrity, reputation, judgment, experience, and efficiency of the bidder;

E.17.e. Quality of Prior Performance-The quality of the bidder's performance of previous contracts or services;

E.17.f. Compliance with Laws-The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;

E.17.g. Quality and Availability-the quality, availability and adaptability of the supplies or contractual services to the particular use required;

E.17.h. Conditions on Bid-The number and scope of conditions attached to the bid;

E.17.i. Compliance with bid specifications-Whether the bid as submitted fully complies with the minimum requirements of the bid specifications.

E.17.j. Environmental Preference-The environmentally preferable nature of the product or service compared with competing products or services that serve the same or similar purposes. This comparison shall include consideration of raw materials acquisition, products, manufacturing, packaging, distribution, and disposal.

operation, transportation of the product to the County from its point of origin, maintenance, and/or disposal of the product.

E.17.k. Social Responsibility-The socially responsible nature of the product or service which shall include, but not limited to, products or services that create meaningful work, encourage diversity, include women-owned and minority-owned enterprises, provide fair wages, or otherwise promote social equity.

E.17.l. Local Preference-A bidder domiciled in Christian County or whose products and services were manufactured, created, or have points of origin within Christian County will be given a preference and a local bidder (a business in close proximity to Christian County) will be given a secondary preference, when all other considerations are equal and the bidder is compliant with all provisions of this policy.

E.18. Analysis When Service Contracts are Bid-Notwithstanding any other provision of this policy, when a contract for services is to be awarded under the competitive bidding provisions of this policy the office holder shall perform an analysis of the respective bids submitted and shall submit such analysis to the Commission for its consideration.

E.19. Authorization to Purchase-In accordance with sections E 14 through E 18 of this policy, the purchase may be authorized by the affirmative vote of a majority of the members of the board of County Commissioners.

F. Construction Projects, Bid Process

F.1. Construction Project-Except as otherwise provided by law, the Highway Engineer shall solicit bids and let contracts for construction projects in the same manner as the Commissioners solicit bids and let contracts for other County purchases, all of which shall seek the best products and/or services that are available for the lowest price. The Commission shall cooperate with the Highway Engineer in the preparation of specifications, solicitation of bids, and bid analysis on construction projects.

F.2. Construction Projects, Wages and Benefits-Christian County affirms its policy that no less than the prevailing hourly rate of wages shall be paid to all workers performing work on construction projects on behalf of Christian County. As a condition of eligibility to bid for or perform work on any Christian County construction project fully or in whole or in part by the County, producers or suppliers of dirt, sand, rock, asphalt, fly ash and/or concrete shall pay their delivery employees no less than the prevailing rate of wages for work associated with the construction project as defined by section 290.210 (5), RSMo., and the occupational titles listed in 8 CSR 30-3.020 (Z). Wage rates for delivery employees shall be derived from the Missouri Annual Wage Order incorporated in the bid for the construction work. Delivery employees are covered under this section when delivering from a site location or designated site location to the work site as outlined under 8 CSR-30-3.020 (1) and (2).

F.3. Construction Projects, Compliance Review Officer-In addition to the duties set forth in subsection F1, it shall be the duty of the Highway Engineer to monitor the producers or suppliers of the commodities enumerated in this section awarded County contracts to insure compliance with the prevailing rate of wages.

Attachment: 11-2015 Revised Purchasing Policy (2600 : Amended Purchasing Policy Adoption)

G. Insurance Bids

G.1. Insurance Bids-The County Commission shall solicit bids and perform bid analysis on Health, Property and Liability, and Workman's Comp Insurance for the County. The Auditor, County Clerk and other office holders shall cooperate with the County Commission in regards to compiling all data to prepare the specifications.

H. Office Supplies

H.1. Advertisement-It shall be the duty of the Commissioners if there is no purchasing agent appointed pursuant to section 50.753 RSMo., on or before the first day of February of each year, to estimate the kind and quantity of supplies, including any advertising or printing which the county may be required to do, required by law to be paid for out of the county funds, which will be necessary for the use of county offices of such county for the following year, and to advertise for sealed bids and contract with the lowest and best bidder for such supplies.

H.2. Public Notice-Before letting any such contract or contracts the commission shall cause notice that it will receive sealed bids for such supplies to be given by advertisement in some newspaper of general circulation published in the county, such notice to be published once per week for three consecutive weeks, the last insertion of which shall not be less than ten days before the date in said advertisement fixed for the letting of such contract or contracts, which shall be let on the first Monday in March, or on such other day and date as the commission may fix between the first Monday of March and the first Saturday after the second Monday in March following the publication of such notice. All contracts and purchases shall be let to the lowest and best bidder after due opportunity for competition. All bids for any contract or purchase may be rejected and new contracts advertised for.

I. Liability of certain officers

I.1. Personal Liability-The accounting officer is personally liable on his/her bond for the amount of any obligation incurred by his erroneous certification as to the sufficiency of an appropriation or of a cash balance, or for a warrant drawn when there is not a sufficient amount unencumbered in the appropriation or a sufficient unencumbered cash balance in the fund to pay the warrant, or for the payment of any amount not legally owing to the county. Any officer purchasing any supplies, materials or equipment is liable personally and on his bond for the amount of any obligation he incurs against the county without first securing the proper certificate from the accounting officer.

I.2. Unlawful acts-50.760. to 50.790 RSMo., It shall hereafter be unlawful for the commissioners of the county or commission of any county of state to which section 50.760 to 50.790 apply to draw, or authorize the drawing of any check or county warrant, or other order for the payment of money for any supplies for any county office which an order or requisition has not first been obtained as in sections 50.760 to 50.790. The officer shall not apply to and obtain from the County Commission an order in writing and under the official seal of the County Commission for the purchase of such supplies, and in all cases where the supplies requested by such officer have been

Attachment: 11-2015 Revised Purchasing Policy (2600 : Amended Purchasing Policy Adoption)

contracted for by the county commission as provided in sections 50.760 to 50.790, the order shall be in the form of a requisition by said officer addressed to the person, firm, company or corporation with whom or which the county commission has made a contract for such supplies, and presented to the county commission for approval or disapproval; and unless approval be given such requisition shall not be filled and any such requisition filled without such approval shall not be paid for out of county funds. The County shall not be liable for any debts for supplies except debts contracted as provided in sections 50.760 to 50.790.

J.3. Surety bond-The other officers, as the County Commission requires, shall each give surety bond in an amount fixed by order of the County Commission for the faithful performance of his duties and for a correct accounting of all moneys and other property in his custody. The sufficiency of the sureties shall be approved by the County Commission. Any premium on the bonds shall be paid by the county.

J. Requisitions

J.1 Requisition Procedures-Requisitions are the official form to request approval for the purchasing of supplies. A separate one page similar document shall serve as warrants. The requisition form must be filled out completely, signed by the authorized person, and turned into the County Auditor's office. Once the form has been received by the Auditor's Office, the office will, in a timely fashion, process and present to the County Commissioners for approval to purchase. Please take into consideration holidays and weekends.

Once your requisition is approved, the requisition number will become your purchase order number and a copy will be returned to the authorized person to place the order. All orders must be placed with a purchase order number, which must be documented on the invoice from the vendor. The invoice is what the Accounts Payable clerk uses to pay the vendor. The Accounts Payable clerk references the purchase order number on all invoices.

Prices must be filled out on the requisition. If the cost needs to be estimated, please fill out your requisition with the estimated cost so that it may still be processed.

J.2 Repairs & Maintenance items-It is expected that emergencies occur and purchases must be made without having a signed requisition, such as vehicle repairs and the reasonable care of county buildings and property. Each receipt or invoice for an emergency repair or maintenance item received after the purchase must be accompanied by a requisition and an explanation of why the purchase was made before obtaining a signed requisition.

J.3 Requisition Copies-The Commission office will receive the white, yellow, and pink copy. After a requisition has been signed by the Auditor and the Commissioners, the white copy will be forwarded to Accounts Payable. The yellow copy will be kept on file in the Commission Office. The pink copy will be returned to the authorized person requesting the supplies. The authorized person can then place the order.

J.4 Packing slips-Orders should be delivered to the department requesting the supplies. When an order received, the packing slip should be verified that all items were received. If all items are received, the person accepting the shipment should sign off on the packing slip with their name and the date received. If an item is not received, a notation should be made on the packing slip. The packing slip should then be forwarded to Accounts Payable for proof of receipt.

J.5 Invoices-Any invoices received at any county offices, should be forwarded to the County Clerk's Office along with a warrant soon after receipt. Bills cannot be paid in a timely manner if the Accounts Payable department receives them late.

J.6 Accounts Payable Procedure-Warrant requests-after the Accounts Payable office has received all of the necessary completed paperwork, the warrant will be processed. Checks will be written on Tuesday of each week or the next working day after a Tuesday holiday, dated for the Friday immediately following the check writing date. Checks will then proceed, following our policy, to the Auditor and the Treasurer for completion.
**Emergency requests for payment of any kind will go immediately to the Auditor to begin the processing of the request.

J.7 Credit Card Purchases-Occasionally, it is necessary to purchase supplies with a credit card. On occasions, the use of any county credit card must be pre-approved by the County Commission Office. The original credit card receipt and a copy of the signed requisition, must be turned into the Commission Office. The Commission Office will maintain a record of all credit card purchases. It will then be forwarded to Accounts Payable for payment. Credit card purchases are not for personal use.

J.8 Contracts-The County Commission shall be responsible for the signing of all contracts for the acquisition of goods, services, and all items. All contracts will be given to the county counselor John Housley for review and approval. Then the Auditor will sign off certifying there are funds to cover the purchase. Finally, in open session the Commissioners and County Clerk will sign and execute the contract.

J.9 Discretionary funds by Missouri State Statute-There are certain offices which submit requisition and warrant requests that have discretionary funds that may not require the prior approval of the expenditures by the County Commission or the County Auditor. However, the warrant requests submitted by the officials who have discretionary funds require the signatures of a County Commissioner, the County Clerk and the County Treasurer for checks drawn on any account pursuant to the Depository Agreement between Christian County and Ozark Bank. The signature of any County Official on a check should not be construed as an approval of any items listed on the requisition, that the expenditure of funds are within the statutory requirements for that office, nor that the expenditure was within the appropriation to which it is to be charged, unless otherwise allowed by State Statute. Notwithstanding the foregoing, an office holder's expenditure from a discretionary fund does not relieve the office holder of their duty to comply with the bidding requirements set forth in Section 50.660 RSMo., and the Christian County Purchasing Policy Manual.

K-Competitive Bidding Procedures

K.1 Regulations Governing Competitive Bidding- Any contract made shall be made only after ample competition. This procedure establishes the following dollar levels and method of competitive procurement.

K.1.A. It is not necessary to obtain bids on any purchase in the amount of forty-five hundred dollars (\$4,500.00) or less made from any one person, firm or corporation during any **period of ninety days (all offices combined)**.

K.1.B. All purchases under \$4,500.00 and over \$3,000 may be processed after obtaining **quotes** from at least (3) potential vendors able to provide the item being purchased, or fewer number of potential vendors if there are not three (3) dealing in and able to supply in accordance with the required specification. These procedures established shall ensure sound business practices, and compliance with the requirements of this manual and other applicable law, and verification of bids received.

K.1.C. The County Commission prohibits the subdivision of contracts or purchases for the purpose of evading the requirements of competitive bidding.

K.2. Formal Bids-Contracts made for purchases of goods or services, or other items exceeding \$4,500.00 shall be made only after the formal bidding process. Bid notices, invitations to bid, and formal bidding procedures shall be performed by the Commission Office. Office holders should contact the Commission office with specifications and assistance. Bids will be advertised, received, opened and voted on by the County Commission.

K.3. Bidding Methods-Formal bids exceeding \$4,500.00 may be made utilizing either of two methods:

K.3.A. Invitation to Bid-The bid documents and specifications are definite and specific. Awards shall be made to the bidder offering the lowest cost, who is responsive to the requirements of the bid documents, without material exception, and who is responsible and capable of providing the items to be purchased. Evaluation and awards are limited to cost, determination of compliance with the specifications and conditions specified in the bid documents, and the responsibility of the bidder. Negotiations are not permitted. The County Commission may use judgmental consideration to determine if the bidder's offer complies with the specifications and conditions, if such considerations can be demonstrated to be reasonable, appropriate, and fairly applied. This method does not permit comparison of relative specifications of competing bidders, but only comparison to the specifications contained in the bid documents. Multiple vendors may be designated when bid prices are similar. Multiple vendors may be designated for repair items considered expendable by the highway maintenance department.

K.3.B. Request for Proposal-This method can be used whenever detailed specifications cannot be determined whenever several possible methods may satisfy the County's requirements, or whenever the nature of the requirements is such that subjective evaluation of criteria other than cost is necessary, or when the County Commission had determined it is in the best interest of the County to have a contractor design and build a public improvement. This method can be utilized when definite specifications cannot be determined in advance when a scope of work is required which makes comparison of competing proposals relative to each other.

appropriate. This method permits negotiations and discussion with competing vendors to determine the best solution to the County's needs. Proposals may be revised or modified at the request of the County. The County may include in its solicitation for proposals a request to operate the public improvement. Nothing contained herein shall prohibit a contractor independently with an engineer, architect, or other professional to perform engineering or architectural services.

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REQUISITION FORMS

The top half of the Requisition Forms should be filled out completely before submission to the Commission Office. The following numbered items are required:

1. Office name and signature of authorized personnel for purchasing.
2. Date of requisition.
3. Vendor name.
4. Quantity of individual items being ordered
5. Number of account or fund for which purchase should be charged.
6. Description of item ordered, model number, size, color, etc.
7. Price of the item as quoted by the vendor, from their catalog, or on-line pricing.

If any of the above information is missing from the requisition, it will have to be returned to your office for completion before it can be approved.

REQUISITION FOR MATERIAL

I CERTIFY THAT THE ITEMS LISTED BELOW ARE NECESSARY FOR THE PROPER OPERATIONS OF THIS DEPARTMENT AND THAT UNENCUMBERED BALANCES ARE SUFFICIENT TO MEET THE ESTIMATED COST

OFFICE 1.

Authorizing Signature

COUNTY OF CHRISTIAN
STATE OF MISSOURI



DATE: 2.

N^o 7995

Vendor 3.

P.O. No. _____

Quantity	Fund	Description	Price
<u>4.</u>	<u>5.</u>	<u>6.</u>	<u>7.</u>
TOTAL >			

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