

Osage County, MO Procurement Policy

Approved and Adopted by the
Osage County Commission
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ARTICLE 1-GENERAL PROVISIONS

Part A--Purpose and Application

§1-101 Purpose.

The purpose of this Policy is to provide for the fair and equitable treatment of all persons involved in public purchasing by the County of Osage, hereinafter referred to as County, to maximize the purchasing value of public funds in procurement, and to provide safeguards for maintaining a procurement system of quality and integrity.

§1-102 Application.

This Policy applies to contracts for the procurement of supplies, and services, entered into by the County after the effective date of this Policy, unless the parties agree to its application to contracts entered into prior to the effective date. It shall apply to every expenditure of public funds by all Administrative Authorities irrespective of the source of the funds. When the procurement involves the expenditure of federal assistance or contract funds, the procurement shall be conducted in accordance with any mandatory applicable federal law and regulations. Nothing in this Policy shall prevent any public agency from complying with the terms and conditions of any grant, gift, or bequest that is otherwise consistent with law.

Part B--Definitions

§1-201 Definitions.

(1) *Addendum.* – An addition or supplement to a document, for example, items or information added to a procurement document (i.e. bid).

(2) *Elected Official / Department Head.* Any Elected County Official or Department Head or a person designated by them to authorize procurement and the expenditure of County funds pursuant to this Policy.

(3) *Amendment.* A revision or change to a document, generally the contract; often used to correct a solicitation.

(4) *Architect-Engineer and Land Surveying Services.* Those professional services within the scope of the practice of architecture, professional engineering, or land surveying as defined by the laws of the State of Missouri Section 8.285 RSMo.

(5) *Blind Trust.* An independently managed trust in which the employee-beneficiary has no management rights and in which the employee-beneficiary is not given notice of alterations in, or other dispositions of, the property subject to the trust.

(6) *Or Equal Specification.* A specification limited to one or more items by manufacturers' names or catalogue numbers to describe the standard of quality, performance, and other salient characteristics needed to meet Osage County requirements, and which provides for the submission of equivalent products.

(7) *Brand Name Specification.* A specification limited to one or more items by manufacturers' names or catalogue numbers.

(8) *Business.* Any corporation, partnership, individual, sole proprietorship, joint stock company, joint venture, or any other private legal entity.

(9) *Cash.* Cash is any coin, currency, check, money order, or credit card transaction

(10) *Cardholder Data Environment (CDE)*. The Cardholder Data Environment consists of the networks, websites, devices, processes, and individuals who directly interact with Credit Card Data or with consumers submitting Credit Card Data for processing.

(11) *Change Order*. A written alteration to a contract, initiated by the purchasing agent and signed by the Osage County Commission, in accordance with the terms of the contract, unilaterally directing the contractor to make changes.

(12) *Contract Modification* (bilateral change). Any written alteration to any provision of the contract (i.e. specifications, delivery point, rate of delivery, period of performance, price, quantity, or other provisions of any contract) accomplished by mutual action of the parties to the contract.

(13) *Confidential Information*. Any information which is available to an employee only because of the employee's status as an employee of the County and is not a matter of public knowledge or available to the public on request.

(14) *Construction*. The process of building, altering, repairing, improving, or demolishing any public structure or building, or other public improvements of any kind to any public real property. It does not include the routine operation, routine repair, or routine maintenance of existing structures, buildings, or real property.

(15) *Contract*. All types of Osage County agreements, regardless of what they may be called, for the procurement or disposal of supplies, services or construction.

(16) *Contractor*. Any person having a contract with the County or an Elected Official / Department Head thereof.

(17) *Cost Analysis*. The evaluation of cost data for the purpose of arriving at costs actually incurred or estimates of costs to be incurred, prices to be paid, and costs to be reimbursed.

(18) *Cost Data*. Factual information concerning the cost of labor, material, overhead, and other cost elements which are expected to be incurred or which have been actually incurred by the contractor in performing the contract.

(19) *Cost-Reimbursement Contract*. A contract under which a contractor is reimbursed for costs which are allowable and allocable in accordance with the contract terms and the provisions of this Policy, and a fee or profit, if any.

(20) *Credit Card Data (CCD)*: Full magnetic stripe data from the credit card or the Primary Account Number (PAN), plus any of the following: cardholder name, expiration date, or security code

(21) *Disadvantaged Business*. A small business which is owned or controlled by a majority of persons, not limited to members of minority groups, who have been deprived of the opportunity to develop and maintain a competitive position in the economy because of social disadvantages.

(22) *Employee*. An individual drawing a salary or wages from the County, whether elected or not; any non-compensated individual performing personal services for the County or any department, agency, commission, council, board, or any other entity established by the executive or legislative branch of the County; and any non-compensated individual serving as an elected official of the County.

(23) *Financial Interest*.

- a) Ownership of any interest for involvement in any relationship from which, or as a result of which, a person within the past fiscal year has received , or is presently or in the future entitled to receive, more than \$1,000 per year, or its equivalent;
- b) Ownership of 10% of any property or business; or

- c) Holding a position in a business such as officer, director, trustee, partner, employee, or the like, or holding any position of management.

gratuities – Gratuities include any material goods or services offered with the intent of, or providing the potential for, influencing the buying decision. As such, gratuities may be offered to the purchaser, or to other persons involved in purchasing decisions (or members of their immediate family).

(24) *Immediate Family*. A spouse, children, parents, brothers, and sisters.

(25) *Invitation for Bid*. A formal request to prospective vendors soliciting bids; contains, or incorporates by reference, the specifications or scope of work and all contractual terms and conditions. Osage County Purchasing initiates Invitation for Bids for disposal of surplus property.

(26) *Payment Card Industry Data Security Standard (PCI DSS)*: A proprietary information security standard for organizations that handle branded credit cards from the major card companies including Visa, Master Card, American Express, and Discover. The standard was created to increase controls around cardholder data and to reduce credit card fraud via exposure of that data.

(27) *Person*. Any business, individual, union, committee, club, other organization, or group of individuals.

(28) *Price Analysis*. The evaluation of price data, without analysis of the separate cost components and profit as in cost analysis, which may assist in arriving at prices to be paid and costs to be reimbursed.

(29) *Pricing Data*. Factual information concerning prices for items substantially similar to those being procured. Prices in this definition refer to offered or proposed selling prices, historical selling prices and current selling prices. The definition refers to data relevant to both prime and subcontract prices.

(30) *Procurement*. The buying, purchasing, renting, leasing, or otherwise acquiring of any supplies or services. It also includes all functions that pertain to the obtaining of any supply, or service, including description of requirements, selection, and solicitation of sources, preparation and award of contract, and all phases of contract administration.

(31) *Public Agency*. A public entity subject to or created by the County.

(32) *Purchase*. The term “purchase” as used in this policy refers to the procurement of any and all supplies, materials, equipment, contractual services or articles and shall include the rental or leasing of any equipment or articles as described and required in this policy. A purchase is defined as the value of one transaction, regardless of the number or type of items acquired or ordered in that transaction.

(33) *Qualified Products List*. An approved list of supplies, services, or items described by model or catalogue numbers, which, prior to competitive solicitation, the County has determined will meet the applicable specification requirements.

(34) *Request for Quotation (RFQ)*. An informal solicitation or request for information, where oral or written quotes are obtained from vendors, without formal advertising or receipt of sealed bids. Used only where statutes do not require formal sealed bids, such as small or emergency purchases, but price competition is desired.

(35) *Request for Bid*. A formal request to prospective vendors soliciting bids; contains, or incorporates by reference, the specifications or scope of work and all contractual terms and conditions.

(36) *Request for Proposal*. All documents, whether attached or incorporated by reference, utilized for soliciting proposals. A bid solicitation method used for requirements exceeding

authorized limits when it is expected that negotiations with one or more bidders may be required with respect to any aspect of the requirements, or other factors will be considered in the selection of the contractor in addition to price, or only one source is being solicited.

(37) *Responsible Bidder or Offeror.* A person who has the capability in all respects to perform fully the contract requirements, and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment, and credit which will assure good faith performance.

(38) *Responsive Bidder.* A person who has submitted a bid which conforms in all material respects to the requirements set forth in the invitation for bids.

(39) *Services.* The furnishing of labor, time, or effort by a contractor, not involving the delivery of a specific end product other than reports which are merely incidental to the required performance. This term shall not include employment agreements or collective bargaining agreements.

(40) *Small Business.* A United States business which is independently owned and which is not dominant in its field of operation or an affiliate or subsidiary of a business dominant in its field of operation.

(41) *Specification.* Any description of the physical or functional characteristics or of the nature of a supply or service. It may include a description of any requirement for inspecting, testing, or preparing a supply, or service for delivery.

(42) *Supplies.* All property, including but not limited to equipment, materials, printing, insurance, and leases of real property, excluding land or a permanent interest in land.

Part C--Public Access to Procurement Information

§1-301 Public Access to Procurement Information. Procurement information shall be a public record to the extent provided in Section 610.10 and 109.180 RSMo and shall be available to the public as provided in such statute.

ARTICLE 2-- PURCHASING AGENT BY OFFICE/DEPARTMENT

§2-101 Authority and Duties.

(1) *Principal Public Purchasing Official,* the elected official or department head shall be the purchasing agent, and shall be responsible for the procurement of supplies and services in accordance with this Policy, as well as the management and disposal of supplies and fixed assets.

(2) *Duties.* In accordance with this Policy, and subject to the supervision of the Osage County Commission, the purchasing agent of each office shall:

- a) Procure or supervise the procurement of all supplies and services needed by the County; (50.755 RSMo)
- b) Sell, trade, or otherwise dispose of surplus supplies and fixed assets belonging to the County and
- c) Establish and maintain programs for specifications development, contract administration and inspection and acceptance, in cooperation with the public agencies using the supplies and services.

(3) *Operational Procedures.* Consistent with this Policy, the purchasing agent for each office may adopt operational procedures relating to the execution of its duties within that particular office.

ARTICLE 3--SOURCE SELECTION AND CONTRACT FORMATION

Part A--Methods of Source Selection

(For purchases exceeding \$6,000 pursuant to a contract or for purchases exceeding \$4,500 in a 90 day period)

§3-101 Competitive Sealed Bidding.

(1) *Conditions for Use.* All contracts of the County shall be awarded by competitive sealed bidding except as otherwise provided in Sections 3-102 (Competitive Sealed Proposals), 3-103 (Contracting for Designated Professional Service), 3-104 (Small Purchases), 3-104 (Sole Source Procurement), or 3-105 (Emergency Procurements) of this Policy.

(2) *Invitation for Bids and Request for Bids.* An Invitation for Bids and Request for Bids shall be issued and shall include specifications, and all contractual terms and conditions applicable to the procurement.

(3) *Public Notice.* All public notices of the Invitation for Bids and Request for Bids shall be given a reasonable time, not less than thirty (30) calendar days prior to the date set forth therein for the opening of bids. Such notice may include publication in a newspaper of general circulation of at least five hundred copies per issue a reasonable time prior to bid opening. (50.660 RSMo). The public notice shall state the place, date, and time of bid opening. When time is of the essence, the County's emergency procurement procedure should be implemented (See 3-105)

(4) *Bid Opening.* Bids shall be opened publicly in the presence of one or more witnesses at the time and place designated in the Invitation for Bids or Request for Bids. The amount of each bid, and such other relevant information as the purchasing agent deems appropriate, together with the name of each bidder shall be recorded; the record and each bid shall be open to public inspection. All bids shall be opened in a scheduled Commission meeting.

(5) *Bid Award Recommendations.* The Commission bid award recommendations shall be in two scheduled commission meetings for all contract awards except for bid award recommendations for bids opened in scheduled Commission meetings which may be approved by County Commission during the first reading following the public bid opening.

(6) *Bid Acceptance and Bid Evaluation.* Bids shall be unconditionally accepted without alteration or correction, except as authorized in this Policy. Bids shall be evaluated based on the requirements set forth in the Invitation for Bids or Request for Bids, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery, and suitability for a particular purpose. Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measurable, such as discounts, transportation costs, and total or life cycle costs. The Invitation for Bids or Request for Bids will set forth the evaluation criteria to be used.

(7) *Correction or Withdrawal of Bids; Cancellation of Awards.* Correction or withdrawal of inadvertently erroneous bids before or after bid opening, or cancellation of awards or in such circumstances, may be permitted where appropriate. Mistakes discovered before bid opening may be modified or withdrawn by written notice received in the office designated in the Invitation for Bids or Request for Bids prior to the time set for bid opening. After bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of the County or fair competition shall be permitted. In lieu of bid correction, a low bidder alleging a material mistake of fact may be permitted to withdraw its bid if:

- a) the mistake is clearly evident on the face of the bid document but the intended correct bid is not similarly evident; or
- b) the bidder submits evidence which clearly and convincingly demonstrates that a mistake was made. All decisions to permit the correction or withdrawal of bids, or to cancel awards or contracts based on bid mistakes, shall be supported by a written determination made by the purchasing agent.

(8) *Award.* The contract shall be awarded with reasonable promptness by appropriate written notice to the lowest and best bidder whose bid meets the requirements and criteria set forth in the Invitation for Bids or Request for Bids. In the event the lowest and best bid for a construction project exceeds available funds as certified by the Osage County Commission, and such bid does not exceed such funds by more than [five] percent, the purchasing agent is authorized, when time or economic considerations preclude re-solicitation of work of a reduced scope, to negotiate an adjustment of the bid price with the low responsive and responsible bidder, in order to bring the bid within the amount of available funds. Any such negotiated adjustment shall be based only upon eliminating independent deductive items specified in the Invitation for Bids or Request for Bids.

(9) *Multi-Step Sealed Bidding.* When it is considered impractical to prepare initially a purchase description to support an award based on price, an Invitation for Bids or Request for Bids may be issued requesting the submission of un-priced offers to be followed by an Invitation for Bids or Request for Bids limited to those bidders whose offers have been determined to be technically acceptable under the criteria set forth in the first solicitation.

§3-102 Competitive Sealed Proposals (Design and Build).

(1) *Conditions for Use.* When the purchasing agent determines in writing that the use of competitive sealed bidding is either not practicable or not advantageous to the County, a contract may be entered into by use of the competitive sealed proposals method.

(2) *Request for Proposals.* Proposals shall be solicited through a Request for Proposals.

(3) *Public Notice.* Adequate public notice of the Request for Proposals shall be given in the same manner as provided in Section 3-101(3) (Competitive Sealed Bidding, Public Notice); provided, the minimum time shall be thirty (30) calendar days. When time is of the essence, the County's emergency procurement procedure should be implemented (see 3-106)

(4) *Receipt of Proposals.* No proposals shall be handled so as to permit disclosure of the contents of any proposal to competing offeror's during the process of negotiation. A register of proposals shall be prepared containing the name of each offeror, the number of modifications received, if any, and a description sufficient to identify the item offered. The register of proposals shall be open for public inspection only after contract award (610.021 RSMo).

(5) *Evaluation Factors.* The Request for Proposals shall state the relative importance of price and other evaluation factors.

(6) *Discussion with Responsible Offerors and Revisions to Proposals.* As provided in the Request for Proposals, discussions may be conducted with responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and conformance to, the solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no

disclosure of any information derived from proposals submitted by competing offerors.

(7) *Award.* Award shall be made to the responsible offeror whose proposal is determined in writing to be the most advantageous to the County, taking into consideration price and the evaluation factors set forth in the request for proposals. No other factors or criteria shall be used in the evaluation. The contract file shall contain the basis on which the award is made.

§3-103 Contracting for Designated Professional Services.

(1) *Authority.* For the purpose of procuring professional services as defined by the laws of the State of Missouri, any Elected Official/Department Head Elected Official/Department Head requiring such services may procure them on its own behalf. **No contract for professional services may be awarded without the approval of the Osage County Commission.** The Osage County Commission recommends that the following selection procedures be followed in these instances.

(2) Selection Procedure.

- a) *Obtain Statement of Qualifications.* Persons engaged in providing the designated types of professional services may submit statements of qualification and expressions of interest in providing such professional services. An Elected Official / Department Head using such professional services may specify a uniform format for statements of qualifications. Persons may amend these statements at any time by filing a new statement. (See sample Exhibit A)
- b) *Provide adequate Public Announcement and Form of Request for Proposals.* Adequate public notice of the Request for Proposals shall be given in the same manner as provided in Section 3-102(3) (Competitive Sealed Proposals, Public Notice); provided the minimum time shall be thirty (30) calendar days. The Request for Proposals shall describe the services required, list the types of information and data required of each offeror, and state the relative importance of particular qualifications. Refer to paragraph 3-102 for competitive sealed proposals' procedures.
- c) *Conduct Discussions.* The Elected Official / Department Head procuring the required professional services may conduct discussions with any offeror who has submitted a proposal to determine such offeror's qualifications for further consideration. Discussions shall not disclose any information derived from proposals submitted by other offerors.
- d) *Award.* A written award shall be made to the offeror selected by the Elected Official / Department Head procuring the required professional services. The award will be based on the evaluation factors set forth in the request for proposals. If compensations cannot be agreed upon with the best qualified offeror, then negotiations will be formally terminated with the selected offeror. If proposals were submitted by one or more other offerors determined to be qualified, negotiations may be conducted with such other offeror or offerors, in the order of their respective qualification ranking, and the contract may be awarded to the offeror then ranked best qualified if the amount of compensations is determined to be fair and reasonable.

§3-104 Sole Source Procurement.

A contract of a value in excess of \$6,000 may be awarded without competition when the Commission finds that there is only one feasible source for the required supply, or service item. The

requesting department must complete a Sole Source Request Form and submit it to the Commission. (See attached Exhibit B). The Commission shall keep and maintain, and provide upon request of the Elected Official / Department Head documentation, after conducting a good faith review of available sources, that there is only one feasible source for the required supply or service. The purchasing agent shall conduct negotiations as to price, delivery, and terms as appropriate under the circumstances. The Elected Official / Department Head shall also advertise the requesting department's intent to make a sole source purchase of a value in excess of \$6000 in at least one daily and one weekly newspaper of general circulation in such places as are most likely to reach prospective bidders or offerors. Except for regulated utility services, a record of sole source procurements shall be maintained as a public record with the Commission and Elected Official / Department Head and it shall list each contractor's name, the amount and type of each contract, a listing of the item(s) procured under each contract, and the identification number of each contract file. The Elected Official / Department Head will review the record of sole source providers yearly in December, and submit the list of renewals for approval for the next fiscal year to the commissioners in regular session.

§3-105 Emergency Procurements.

Notwithstanding any other provisions of this Policy, and by direction of the Commission, the Elected Official/Department Head, may make or authorize others to make emergency procurements of supplies, services, or construction items when there exists a threat to public health, welfare, or safety; provided that such emergency procurements shall be made with such competition as is practicable under the circumstances. In the case of a major disaster affecting County operations caused by weather, terrorism, war, accidents, explosions, Acts of God, etc. the Commission or Elected Official / Department Head could enact the emergency purchasing policy to cover whatever goods or services may be necessary to stabilize the County's operations. A written determination of the basis for the emergency and for the selection of the particular contractor shall be documented on the *Emergency Procurement Form* and submitted to the Commission by the requesting department. (See attached Exhibit C) As soon as practicable, a record of each emergency procurement shall be made and maintained with the Commission and Elected Official / Department Head and shall set forth the contractor's name, the amount and type of the contract, a listing of the item(s) procured under the contract, and the identification number of the contract file. If normal invoice procedures are not possible, emergency purchases may be made with a county credit card.

§3-106 Cancellation of Request for Bid or Request for Proposal.

A request for bid, a request for proposal, or other solicitation may be canceled, or any or all bids or proposals may be rejected in whole or in part as may be specified in the solicitation, when it is for good cause and in the best interests of the County. The reasons therefor shall be made part of the bid file. Each solicitation issued by the County shall state that the solicitation may be canceled and that any bid or proposal may be rejected in whole or in part for good cause when in the best interests of the County. Notice of cancellation shall be sent to all businesses solicited. The notice shall identify the solicitation, explain the reason for cancellation and, where appropriate, explain that an opportunity will be given to compete on any re-solicitation or any future procurement of similar items. Reasons for rejection shall be provided upon request by unsuccessful bidders or offerors.

§3-107 Non-Competitive Negotiations.

A contract may be awarded without competition when the Elected Official / Department Head, and in the absence of an assigned liaison Commissioner, it shall be the Presiding Commissioner, agree that the required supply, or service item falls under a non-competitive negotiation. Used in those specific instances where competition is nonexistent; or to satisfy certain proprietary conditions caused by the existence of patents, copyrights, secret processes; or the purchase of captive replacement parts, original equipment manufacturer parts or components for equipment, as well as the technical services related to such equipment; as long as governmental policy, rules and regulations do not prohibit them.

Part B--Qualifications and Duties of Bidders and Offerors

§3-201 Responsibility of Bidders and Offerors.

Determination of Non-responsibility. Following the bid award, if a bidder or offeror who otherwise would be awarded a contract is found non-responsible, a written determination of non-responsibility, setting forth the basis of the finding, shall be prepared by the Elected Official / Department Head and retained in the bid file. The unreasonable failure of a bidder or offeror to promptly supply information in connection with an inquiry with respect to responsibility may be grounds for a determination of non-responsibility with respect to such bidder or Offeror. The final determination shall be made part of the bid file and be made a public record.

§3-202 Cost or Pricing Data in Capital Projects.

(1) *Required Submissions Relating to the Award of Contracts.* A prospective contractor shall submit cost or pricing data when the contract is expected to exceed \$100,000 and is to be awarded by competitive sealed proposals (Section 3-102; Competitive Sealed Proposals), or by sole source procurement authority (Section 3-104; Sole Source Procurement).

(2) *Exceptions.* The submission of cost or pricing data relating to the award of a contract is not required when:

- (a) the contract price is based on adequate price competition;
- (b) the contract price is based on established catalogue prices or market prices;
- (c) the contract price is set by law or regulation; or
- (d) it is determined at the direction of the Osage County Commission, that the

requirements of Section 3-202(1) (Cost or Pricing Data; Required Submissions Relating to the Award of Contracts) may be waived, and the determination states the reasons for such waiver (i.e. Emergency 3-105).

(3) *Required Submissions Relating to Change Orders or Contract Modifications.* A contractor shall submit cost or pricing data prior to the pricing of any change order or contract modification, including adjustments to contracts awarded by competitive sealed bidding, whether or not cost or modification involves aggregate increases or aggregate decreases in costs plus applicable profits that are expected to exceed \$100,000.

(4) *Exceptions.* The submission of cost or pricing data relating to the pricing of a change order or contract modification is not required when:

- a) unrelated and separately priced adjustments for which cost or pricing data would not be required are consolidated for administrative convenience; or
- b) it is determined, as approved by the Osage County Commission, that the

requirements of Section 3-202(3) (Cost or Pricing Data; Required Submissions Relating to Change Orders or Contract Modifications) may be waived, and the determination states the reasons for such waiver.

(5) *Certification Required.* A contractor, actual or prospective, required to submit cost or pricing data in accordance with this Section, shall certify that, to the best of its knowledge and belief, the cost or pricing data submitted was accurate, complete, and current as of a mutually specified date prior to the award of the contract or the pricing of the change order or contract modification.

(6) *Price Adjustment Provision Required.* Any contract award, change order, or contract modification under which the submission and certification of cost or pricing data are required shall contain a provision stating that the price to the County, including profit or fee, shall be adjusted to exclude any significant sums by which the County finds that such price was increased because the contractor-furnished cost or pricing data was inaccurate, incomplete, or not current as of the date agreed upon between the County and the contractor.

§3-203 Cost or Price Analysis.

A cost analysis or price analysis, as appropriate, shall be conducted prior to award of the contract other than one awarded under Section 3-101 (Competitive Sealed Bidding). A written record of such cost analysis or price analysis shall be made a part of the contract file.

§3-204 Bid and Performance Bonds on Supply or Service Contracts.

Bid and performance bonds or other security may be requested for supply contracts or service contracts as the Purchasing Agent or Elected Official / Department Head deems advisable to protect the County's interests. The Commission generally requests bonds and securities for contracts greater than \$25,000, however the Purchasing Agent or Elected Official / Department Head has the discretion to request bonds or other security for contracts less than \$25,000. Any such bonding requirements shall be set forth in the solicitation. Bid or performance bonds shall not be used as a substitute for a determination of a bidder or offeror's responsibility. (Bidders submit Bid Bond – in the amount of 5% of bid. Then Contractor submits a Performance Bond and a Labor & Material Bond for full amount of contract amount)).

Part C--Types of Contracts and Contract Administration

§3-301 Types of Contracts.

(1) *General Authority.* Subject to the limitations of this Section, any type of contract which is appropriate to the procurement and which will promote the best interests of the County may be used. A cost-plus-a-percentage-of-cost contract is prohibited. A cost reimbursement contract may be used only when a determination is made in writing that such contract is likely to be less costly to the County than any other type of contract, or that it is impracticable to obtain the supply, service, or construction item required except under such a contract.

(2) *Multi-Term Contracts.*

(a) *Specified Period.* Unless otherwise provided by law, a contract for supplies or services may be entered into for any period of time deemed to be in the best interests of the County, provided the term of the contract and conditions of renewal or extension, if any, are included in the solicitation and funds are available for the first fiscal period at the time of contracting. Payment and performance obligations for succeeding fiscal periods shall be

subject to the availability and appropriation of funds.

(b) *Determination Prior to Use.* Prior to the utilization of a multi-term contract, it shall be determined in writing by the requesting Elected Official / Department Head:

(i.) that estimated requirements cover the period of the contract and are reasonably firm and continuing; and

(ii) that such a contract will serve the best interests of the County by encouraging effective competition or otherwise promoting economies in Osage County procurement.

(c) *Cancellation Due to Unavailability of Funds in Succeeding Fiscal Periods.*

When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the contract shall be canceled and the contractor shall be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of the supplies or services delivered under the contract. The cost of cancellation may be paid from any appropriations available for such purposes.

(3) *Multiple Source Contracting.*

(a) *General.* A multiple source award is an award of an indefinite quantity contract for one or more similar supplies or services to more than one bidder or offeror. The obligation to order the County's actual requirements is limited by the provisions of Uniform Commercial Code Section 2-306(1).

(b) *Limitations on Use.* A multiple source award may be made when award to two or more bidders or offerors for similar products is necessary for adequate delivery, service, or product compatibility. Any multiple source award shall be made in accordance with the provisions of Section 3-101 (Competitive Sealed Bidding), Section 3-102 (Competitive Sealed Proposals), and Section 3-105 (Emergency Procurements), as applicable. Multiple source awards shall not be made when a single award will meet the County's needs without sacrifice of economy or service. Awards shall not be made for the purpose of dividing the business, making available product or supplier selection to allow for user preference unrelated to utility or economy, or avoiding the resolution of tie bids. Any such awards shall be limited to the least number of suppliers necessary to meet the valid requirements.

(c) *Contract and Solicitation Provisions.* All eligible users of the contract shall be named in the solicitation, and it shall be mandatory that the actual requirements of such users that can be met under the contract be obtained in accordance with the contract, provided that:

(i) the County shall reserve the right to take bids separately if a particular quantity requirement arises which exceeds its normal requirement or an amount specified in the contract; and

(ii) the County shall reserve the right to take bids separately if the purchasing agent approves a finding that the supply or service available under the contract will not meet a non-recurring special need of the County.

(d) *Intent to Use.* If a multiple source award is anticipated prior to issuing a solicitation, the County shall reserve the right to make such an award and the criteria for award shall be stated in the solicitation.

(e) *Determination Required.* The purchasing agent shall make a written

determination setting forth the reasons for a multiple source award, which shall be made a part of the official record.

§3-302 Contract Clauses and Their Administration.

(1) *Contract Clauses.* All County contracts for supplies, services, and construction shall include provisions necessary to define the responsibilities and rights of the parties to the contract. The purchasing agent, after consultation with the Osage County Counselor, may issue clauses appropriate for supply, service, or construction contracts, addressing among others the following subjects:

- a) the unilateral right of the County to order in writing changes in the work within the scope of the contract;
- b) the unilateral right of the County to order in writing temporary stopping of the work or delaying performance that does not alter the scope of the contract;
- c) variations occurring between estimated quantities of work in contract and actual quantities;
- d) defective pricing;
- e) liquidated damages;
- f) specified excuses for delay of nonperformance;
- g) termination of the contract for default;
- h) termination of the contract in whole or in part for the convenience of the County of Osage;
- i) suspension of work on a construction project ordered by the County; and
- j) site conditions differing from those indicated in the contract, or ordinarily encountered, except that a differing site conditions clause need not be included in a contract:
 - i. when the contract is negotiated
 - ii. when the contractor provides the site or design; or
 - iii. when the parties have otherwise agreed with respect to the risk of differing site conditions.

(2) *Price Adjustments.*

(a) Adjustments in price resulting from the use of contract clauses required by Subsection (1) of this Section shall be computed in one or more of the following ways:

- i. by agreement on a fixed price adjustment before commencement of the pertinent performance or as soon thereafter as practicable;
- ii. by unit prices specified in the contract or subsequently agreed upon;
- iii. by the costs attributable to the events or situations under such clauses with adjustment of profit or fee, all as specified in the contract or subsequently agreed upon;
- iv. in such other manner as the contracting parties may mutually agree; or
- v. in the absence of agreement by the parties, by a unilateral determination by the County of the costs attributable to the events or situations under such clauses with adjustment of profit or fee as computed by the County, as accounted for in accordance with generally accepted accounting practices and subject to the provisions

of Article 9 (Appeals and Remedies).

(b) A contractor shall be required to submit cost or pricing data if any adjustment in contracting price is subject to the provisions of Section 3-202 (Cost or Pricing Data).

(3) *Standard Clauses and Their Modification.* The purchasing agent, after consultation with the Osage County Counselor, may establish standard contract clauses for use in Osage County contracts. If the purchasing agent establishes any standard clauses addressing the subjects set forth in Subsection (1) of this Section, such clauses may be varied provided that any variations are supported by a written determination that states the circumstances justifying such variations, and provided that notice of any such material variation be stated in the invitation for bids or request for proposals.

§3-303 Contract Administration.

A contract administration system designed to insure that a contractor is performing in accordance with the solicitation under which the contract was awarded, and the terms and conditions of the contract, shall be maintained by the Elected Official / Department Head.

§3-304 Right to Inspect Plant/Place of Business/Work Site.

The County may, at reasonable times, inspect the part of the plant, place of business, or work site of a contractor or subcontractor at any tier which is pertinent to the performance of any contract awarded or to be awarded by the County.

§3-305 Right to Audit Records.

(1) *Audit of Cost or Pricing Data.* The County may at reasonable times and places audit the books and records of any contractor who has submitted cost or pricing data pursuant to Section 3-202 (Cost or Pricing Data) to the extent that such books, documents, papers, and records are pertinent to such cost or pricing data. Such books and records shall be maintained by the contractor for a period of five (5) years from the date of final payment under the subcontract or as otherwise provided by laws of the State of Missouri.

(2) *Contract Audit.* The County shall be entitled to audit the books and records of a contractor or a subcontractor at any tier under any negotiated contract or subcontract other than a firm fixed-price contract to the extent that such books, documents, papers, and records are pertinent to the performance of such contract or subcontract. Such books and records shall be maintained by the contractor for a period of five (5) years from the date of final payment under the subcontract or as otherwise provided by laws of the State of Missouri.

§3-306 Reporting of Anti-competitive Practices.

When for any reason collusion or other anti-competitive practices are suspected among any bidders or offerors, a notice of the relevant facts shall be transmitted to the state Attorney General and Osage County Counselor.

§3-307 County Procurement Records.

(1) *Retention of Procurement Records.* All procurement records shall be retained and disposed of by the Osage County Clerk for the County in accordance with records retention guidelines and schedules approved by the Missouri Secretary of State.

ARTICLE 4--SPECIFICATIONS

§4-101 Maximum Practicable Competition.

All specifications shall be drafted so as to promote overall economy for the purposes intended and encourage competition in satisfying the County's needs, and shall not be unduly restrictive. The policy enunciated in this Section applies to all specifications including but not limited to, those prepared for the County by architects, engineers, designers, and draftsmen.

§4-102 Brand Name or Equal Specification.

(1) *Use.* Brand name or equal specifications may be used when the purchasing agent determines in writing that:

- a) no other design or performance specification or qualified products list is available;
- b) time does not permit the preparation of another form of purchase description, not including a brand name specification;
- c) the nature of the product or the nature of the County's requirements makes use of a brand name or equal specification suitable for the procurement; or
- d) use of a brand name or equal specification is in the County's best interests.

(2) *Designation of Several Brand Names.* Brand name or equal specifications shall seek to designate three, or as many different brands as are practicable, as "or equal" references and shall further state that substantially equivalent products to those designated will be considered for award.

(3) *Required Characteristics.* Unless the purchasing agent determines in writing that the essential characteristics of the brand names included in the specifications are commonly known in the industry or trade, brand name or equal specifications shall include a description of the particular design, functional, or performance characteristics which are required.

(4) *Nonrestrictive Use of Brand Name or Equal Specifications.* Where a brand name or equal specification is used in a solicitation, the solicitation shall contain explanatory language that the use of a brand name is for the purpose of describing the standard of quality, performance, and characteristics desired and is not intended to limit or restrict competition.

§4-103 Brand Name Specification

(1) *Use.* Since use of a brand name specification is restrictive of product competition, it may be used only when the purchasing agent makes a written determination that only the identified brand name item or items satisfy the County's needs.

(2) *Competition.* The purchasing agent shall seek to identify sources from which the designated brand name item or items can be obtained and shall solicit such sources to achieve whatever degree of price competition is practicable. If only one source can supply the requirement, the procurement shall be made under Section 3-104 (Sole Source Procurement).

ARTICLE 5 - POLICY FOR CONTRACTING FOR ARCHITECTURAL, ENGINEERING, AND LAND SURVEYING SERVICES

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

§5-101 GENERAL QUALIFICATIONS – Only persons, firms, partnerships, corporations or other legal entities providing architectural, engineering and land surveying services (referred to in this policy as “Consultants”) that are licensed or registered with their respective governmental agencies and are in good standing shall be permitted to contract with the County. In addition, all Consultants that contract with the County for professional services shall be required to maintain professional liability insurance and other standard business insurance coverages customarily maintained by businesses offering these professional services in such amounts and with such coverage as the County may from time-to-time determine necessary to assure the responsible performance of work and to protect the County and Consultants.

§5-102 COUNTY REGISTRY OF CONSULTANTS – The Osage County Road and Bridge Department (the “Department”) shall maintain a registry classified by category of Consultants interested in performing architectural, engineering and land surveying services for the County. Consultants may be listed in the County registry upon filing a statement of qualifications as prescribed in this policy.

§5-103 STATEMENT OF QUALIFICATION – Each Consultant desiring to be considered for contracting with the County for architectural, engineering and land surveying services, exceeding six thousand dollars (\$6,000), shall provide the following items prior to any work being commenced on said project:

(1) Content of Statement of Qualifications – Each statement of qualifications shall contain the following:

(a) Registration and Licensing – Contain evidence of professional registration or licensing with the state of Missouri and, in the case of business entities which must be registered with the Secretary of State, current copies of registration and statements of good standing.

(b) Work History – Contain a listing of all government agencies for which work was performed within the preceding two years and nature of services. In the event the Consultant seeking registry has not performed professional services for governmental entities, then the Consultant shall provide a listing of institutional or business clients for whom work has been performed in the preceding two years. If references are unavailable, then the Consultant seeking registration shall provide a detailed explanation of why references are not available.

(c) Subcontractors – Contain a listing of sub-consultants or subcontractors normally retained by Consultant to perform work not customarily performed by the Consultant. Relevant descriptions of expertise of subcontractors should be included when appropriate.

(d) Project Listing – Contain a listing of completed and pending projects in which the consultant was or is the primary provider of professional services or manager of the project.

(e) Insurance – Contain evidence of insurance coverages and amounts carried by the Consultant as required by the general qualifications for County Consultants.

(f) Quality Controls – Contain a description of internal quality control and assurance procedures used to verify accuracy and reliability of work product.

(2) Registry Information – The Registry of Consultants shall be open to the public for inspection. Consultants which do not annually update statements of qualifications may remain on the registry at the discretion of the Department but need not be considered nor have the right to make claim of entitlement to be considered for performing contract work with the County. It shall be the responsibility of each Consultant to maintain a current statement of qualifications.

§5-104 SELECTION OF CONSULTANTS – Consultants shall be selected for ongoing general consulting services on an “as needed” basis, for planning, feasibility studies, surveys, cost estimating, and other related work not currently designated or funded for capital improvement expenditures and for professional services on specific projects which are designated or funded for current or future capital improvements. Consultants shall be selected for each category in the following manner:

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

(2) Capital Improvement Project Consultant Services – For professional services on specific projects for which the fees are estimated to exceed \$60,000, the Consultant shall be selected in the following manner: the Department shall contact a sufficient number of Consultants from the County Registry of Consultants in order to identify Consultants both qualified and available to perform needed work and to insure that two (2) or more written proposals will be received for the proposed project. The Department shall send written requests for proposals to all of those Consultants who, in the opinion of the Department, possess the necessary qualifications, capacity and ability to perform the professional services required by the County in an efficient and timely manner and who are available to perform such services. Consultant proposals to the County shall be returned to the County no later than 30 days from receipt and shall include, at a minimum, the following information to the extent not included in the Consultant’s current statement of qualifications on file with the County:

- (a) Experience – The professional experience and technical competence with respect to the type of services required.
- (b) Performance Ability – The ability and capacity to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project.
- (c) Past Performance Record – The Consultant’s past record of performance with

respect to such factors of cost, quality of work, and ability to meet schedules.

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

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

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

§5-105 PROPOSAL EVALUATIONS – A selection committee consisting of the Elected Official / Department Head, the County Commission, and the Department’s Project Engineer will review the proposals that exceed \$60,000 for the Capital Improvement Projects. The Committee shall investigate and evaluate the proposals received and may conduct screening interviews or conferences in person or by telephone to make a shortlist of Consultants with whom contract negotiations may be conducted. Preference may be given to Consultants who have previously performed work in connection with the proposed project. On the basis of the Committee’s investigation and evaluation of the proposals, the Department will list the Consultants in order of qualifications and ability to perform the desired work at a fair and reasonable price in order to negotiate a mutually satisfactory contract for professional services.

§5-106 CONTRACT NEGOTIATIONS – Regardless of the nature of services sought, the first selected Consultant shall be requested to interview with the Committee to define the scope of services to be provided and to establish the compensation as well as other elements or requirements for the work. The Consultant’s fees and expenses for the work shall also be negotiated on the basis of what amounts are mutually agreed upon to be fair and reasonable. The committee will make its recommendation to the Department director. A contract shall be prepared on the basis of these discussions and negotiations by either the Department or County Counselor which, once finalized, shall be submitted to the County Commission for award and final approval. If after reasonable effort as determined by the Department a contract cannot be negotiated, the negotiations with the first designated Consultant shall be terminated and negotiations shall be started with the next selected Consultant meeting the County’s requirement.

§5-107 CONTRACT AWARDS – If the Department is able to successfully negotiate the terms and conditions of a contract with the Consultant it shall recommend award of the contract to the Consultant by the County Commission which shall be the contracting party. In the event the County Commission declines award to the recommended Consultant, the Department shall negotiate a contract and recommend award to the next succeeding qualified Consultant until contract is awarded.

§5-108 WAIVER OF POLICY REQUIREMENTS – The County Commission may in its sole discretion waive any of the procedural requirements set forth in this policy in cases of emergency, exigent circumstances or other circumstances warranting waiver as long as the reasons for waiver

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

§5-109 CONSULTANT DISQUALIFICATION – Any Consultant which in the opinion of the Department is not qualified to perform work for the County, or is not financially solvent or responsible, or which violates any term or condition of this policy or substantially or repeatedly fails to perform any term or condition of a contract with the County deemed material by the Department may be disqualified from contracting with the County and will be notified of such disqualification in writing. Any Consultant aggrieved by any decision of the Department disqualifying the Consultant from contracting with the County may appeal such decision to the County Commission within ten (10) days of the rendition of such decision.

ARTICLE 6--DEBARMENT OR SUSPENSION

§6-101 Authority to Debar or Suspend.

After reasonable notice to the person involved and reasonable opportunity for that person to be heard, the purchasing agent, after consulting with the Osage County Counselor, is authorized to debar a person for cause from consideration for award of contracts. The debarment shall be for a period of not more than three years. After consultation with the Osage County Counselor, the purchasing agent is authorized to suspend a person from consideration for award of contracts if there is probable cause to believe that the person has engaged in any activity which might lead to debarment. The suspension shall be for a period not to exceed three months. The causes for debarment include:

- (a) conviction for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract;
- (b) conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating lack of business integrity or business honesty which currently, seriously, and directly affects responsibility as a County contractor;
- (c) conviction under state or federal antitrust statutes arising out of the submission of bids or proposals;
- (d) violation of contract provisions, as set forth below, of a character which is regarded by the purchasing agent to be so serious as to justify debarment action:
 - (i.) deliberate failure without good cause to perform in accordance with the specifications or within the time limit provided in the contract; or
 - (ii) a recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts, provided that failure to perform or unsatisfactory performance caused by acts beyond the control of the contractor shall not be considered to be a basis for debarment;
- (e) any other cause the purchasing agent determines to be so serious and compelling as to affect responsibility as a Osage County contractor, including debarment by another governmental entity for any cause listed in this Policy; and
- (f) for violation of the ethical standards set forth in Article 12 (Ethics in Public Contracting).

§6-102 Decision to Debar or Suspend.

The purchasing agent shall issue a written decision to debar or suspend. The decision shall state the reasons for the action taken and inform the debarred or suspended person involved of its rights concerning judicial or administrative review.

§6-103 Notice of Decision.

A copy of the decision required by Section 6-102 (Decision of Debar or Suspend) shall be mailed or otherwise furnished immediately to the debarred or suspended person.

§6-104 Finality of Decision.

A decision under Section 6-102 (Decision to Debar or Suspend) shall be final and conclusive, unless fraudulent, or the debarred or suspended person within 10 days after receipt of the decision takes an appeal to the Osage County Commission or commences a timely action in court in accordance with applicable law.

ARTICLE 7--APPEALS AND REMEDIES

§7-101 Bid Protests.

(1) *Right to Protest.* Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the Osage County Commission. Protesters are urged to seek resolution of their complaints initially with the purchasing agent. A protest with respect to an invitation for bids or request for proposals shall be submitted in writing prior to the opening of bids or the closing date of proposals, unless the aggrieved person did not know and could not have known of the facts giving rise to such protest prior to bid opening or the closing date for proposals. The protest shall be submitted within ten calendar days after such aggrieved person knows or should have known of the facts giving rise thereto.

(2) *Stay of Procurements During Protests.* In the event of a timely protest under Subsection 1 of this Section, the purchasing agent will not proceed further with the solicitation or award of the contract until all administrative and judicial remedies have been exhausted or until the Osage County Commission makes a determination on the record that the award of a contract without delay is necessary to protect substantial interests of the County.

§7-102 Contract Claims.

(1) *Decision of the County Commission.* All claims by a contractor against the County relating to a contract, except bid protest, shall be submitted in writing to the County Commission for a decision. The contractor may request a conference with the purchasing agent on the claim. Claims include, without limitation, disputes arising under a contract, and those based upon breach of contract, mistake, misrepresentation, or other cause for contract modification or revision.

(2) *Notice to the Contractor of the County Commission's Decision.* The decision of the County Commission will be promptly issued in writing and mailed or otherwise furnished to the contractor. The decision will state the basis for the decision, and will inform the contractor of its appeal rights under Subsection (3) of this Section.

(3) *Finality of the County Commission's Decision; Contractor's Right to Appeal.* The purchasing agent's decision will be final and conclusive unless, within ten (10) calendar days from the date of receipt of the decision, the contractor mails or otherwise delivers a written appeal to the Osage County Commission or commences an action in a court of competent jurisdiction.

§7-103 Authority of the Purchasing Agent to Set the Bid Protests and Contract Claims.

The purchasing agent is authorized to settle any protest regarding the solicitation or award of a County of Osage contract, or any claim arising out of the performance of a County contract, prior to an appeal to the Osage County Commission or the commencement of an action in a court of competent jurisdiction.

§7-104 Remedies for Solicitations or Awards in Violation of Law.

(1) *Prior to Bid Opening or the Closing Date for Receipt of Proposals.* If prior to the bid opening or the closing date for receipt of proposals, the purchasing agent, after consultation with the Osage County Counselor, determines that a solicitation shall be canceled or revised to comply with applicable law.

(2) *Prior to Award.* If after bid opening or the closing date for receipt of proposals, the purchasing agent, after consultation with the Osage County Counselor, determines that a solicitation or a proposed award of a contract is in violation of federal, state, or municipal law, then the solicitation or proposed award will be canceled.

(3) *After Award.* If, after an award, the purchasing agent, after consultation with the Osage County Counselor, determines that a solicitation or award of a contract was in violation of applicable law, then:

- (a) if the person awarded the contract has not acted fraudulently or in bad faith:
 - i. the contract may be terminated and the person awarded the contract shall be compensated for the actual costs reasonably incurred under the contract, plus a reasonable profit, prior to the termination; or
- (b) if the person awarded the contract has acted fraudulently or in bad faith the contract may be declared null and void or voidable, if such action is in the best interests of the County.

ARTICLE--8 ETHICS IN PUBLIC CONTRACTING

§8-101 Criminal Penalties.

To the extent that violations of the ethical standards of conduct set forth in this Article constitute violations of the criminal laws of the State of Missouri, they shall be punishable as provided therein. Such penalties shall be in addition to the civil sanctions set forth in this Part. Criminal, civil, and administrative sanctions against employees or non-employees which are in existence on the effective date of this Policy shall not be impaired.

§8-102 Employee Conflict of Interest.

It shall be unethical for any Osage County employee to participate directly or indirectly in a procurement contract when the Osage County employee knows that:

- (a) the Osage County employee or any member of the Osage County employee's immediate family has a financial interest pertaining to the procurement contract; or
- (b) any other person, business, or organization with whom the Osage County employee or any member of a Osage County employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement contract. A Osage County employee or any member of a Osage County employee's immediate family who holds a financial interest in a disclosed blind trust shall not be deemed to have a conflict

of interest with regard to matters pertaining to that financial interest.

§8-103 Gratuities and Kickbacks.

(1) *Gratuities.* It shall be unethical for any person to offer, give, or agree to give any Osage County employee or former Osage County employee, or for any Osage County employee or former Osage County employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefor.

(2) *Kickbacks.* It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

(3) *Contract Clause.* The prohibition against gratuities and kickbacks prescribed in the Section shall be conspicuously set forth in every contract and solicitation therefor.

§8-104 Prohibition Against Contingent Fees.

It shall be unethical for a person to be retained, or to retain a person, to solicit or secure a County contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business.

§8-105 Contemporaneous Employment Prohibited.

It shall be unethical for any Osage County employee who is participating directly or indirectly in the procurement process to become or to be, while such a Osage County employee, the employee of any person contracting with the governmental body by whom the employee is employed.

§8-106 Waivers from Contemporaneous Employment Prohibition and Other Conflicts of Interest.

The Osage County Commission may grant a waiver from the employee conflict of interest provision (Section 8-102; Employee Conflict of Interest) or the contemporaneous employment provision (Section 8-105; Contemporaneous Employment Prohibited) upon making a written determination that:

- (a) the contemporaneous employment or financial interest of the Osage County employee has been publicly disclosed;
- (b) the Osage County employee will be able to perform its procurement functions without actual or apparent bias or favoritism; and
- (c) the award will be in the best interest of the County.

§8-107 Use of Confidential Information.

It shall be unethical for any employee or former employee knowingly to use confidential

information for actual or anticipated personal gain, or for the actual or anticipated personal gain of any other person.

§8-108 Sanctions.

(1) *Employees.* The Osage County Commission may recommend to the employees' Elected Official / Department Head any one or more of the following sanctions on a Osage County employee for violations of the ethical standards in this Article:

- a) oral or written warnings or reprimands;
- b) suspension with or without pay for specified periods of time; or
- c) termination of employment.

(2) *Non-employees.* The Osage County Commission may impose any one or more of the following sanctions on a non-employee for violations of the ethical standards:

- a) written warnings or reprimands;
- b) termination of contracts; or
- c) debarment or suspension as provided in Section 6-101 (Authority to Debar or Suspend).

§8-109 Recovery of Value Transferred or Received in Breach of Ethical Standards.

(1) *General Provisions.* The value of anything transferred or received in breach of the ethical standards of this Policy by a Osage County employee or a non-employee may be recovered from both Osage County employee and non-employee.

(2) *Recovery of Kickbacks by the County.* Upon a showing that a subcontractor made a kickback to a prime contractor or a higher tier subcontractor in connection with the award of a subcontract or order thereunder, it shall be conclusively presumed that the amount thereof was included in the price of the subcontract or order and ultimately borne by the County and will be recoverable hereunder from the recipient. In addition, that amount may also be recovered from the subcontractor making such kickbacks. Recovery from one offending party shall not preclude recovery from other offending parties.

ARTICLE--9 PERSONAL PROPERTY INVENTORY

§9-101 Personal Property Inventory.

(1) Every year on or before the 10th day of October, all offices shall submit s personal property inventory to the County Clerk pursuant to Section 49.093, RSMo.

ARTICLE—10 DISPOSAL OF SURPLUS

§10-101 Disposal of Surplus

(1) Disposal of surplus is managed by the direction of the County Commission.
(2) Exhibit D includes procedures for County Departments for request for Transfer/Disposal of County Property.

ARTICLE—11 DEPOSITS AND CASH ON HAND

§11-101 Individual Accountability. Any monies taken in by any office shall be accompanied by a

receipt issued by said department to the company/individual making said payment.

(1) Immediately upon receipt, cash collected by a County employee must be recorded through the use of pre-numbered cash receipt book, hand written log, cash registers, computer system data entry terminal, or other device.

(2) Said receipt shall be issued from a numbered receipt book kept by each department.

(3) The identity of the individual receiving the cash must also be included.

(4) Cash collected must be kept in a secure location out of public view during business hours. The degree of security provided by the storage facility should be commensurate with the amounts being stored.

(5) Records of the cash received should be stored in a location separate from the storage of the cash.

(6) Written procedures for cash handling should be provided to all employees with cash handling responsibilities.

§11-102 Refunds and Voids.

(1) Cash register voids and currency refunds made out of cash receipts should be reviewed and approved by someone other than the employee creating the transaction.

(2) Refunds should also be supported by the name and signature of the person receiving the refund.

§11-103 Cash Depositing

(1) Each department shall make a Deposit, or those departments that deposit with the county Treasurer, shall make such a deposit every day that monies are received.

(2) Cash receipts should be deposited daily.

(3) Appropriate cautions should be taken when transporting cash.

(4) Other than transporting small amounts in locked bags, mail services should not be used.

(5) Cash receipts must be deposited intact. Depositing intact means that the deposit must consist of the same checks and/or money orders and the same amount of currency and coins as indicated in the receipts for the deposit.

(6) Cash receipts should never be used to replenish petty cash funds or change drawers.

§11-104 Safeguarding Cash

(1) Persons responsible for cash should be instructed to maintain confidentiality of safe combinations and locations of keys.

(2) Cash collected must be kept in a locked and secure location during non-business hours. Keys should be restricted to the minimum possible number of employees. A written record of office keys should be maintained and it is the responsibility of the terminated or transferred employee's supervisor to ensure that keys are returned by terminated or transferred employees

§11-105 Reconciliations

(1) Reconciliation of cash collected to cash receipt records must be done on a timely basis by someone other than the employee who collected the cash. Any significant differences should be investigated and reported when appropriate.

(2) Reconciliations should be dated and signed.

§11-106 Misappropriation or Theft

(1) The Department Head /Elected Official should be notified immediately if misappropriation of cash by an employee is suspected.

(2) The proper law enforcement authorities should be notified as appropriate if theft is suspected.

ARTICLE—12 CREDIT CARDS

§12-101 Credit Card. All credit cards and card limits shall be approved by the County Commission based on the department's needs. Individual purchase limits shall be set at \$3,000 and any purchase that exceeds that limit shall be approved by the Commission prior to that purchase.

§12-102 Devices and Web Sites

(1) Per the Credit Card Payment Policy, the County Commission must approve all credit card processing proposals prior to entering into any contract, purchasing services or equipment, adding Merchant Accounts or installing, moving or permanently disconnecting any credit card devices. This shall apply regardless of the transaction method, such as online processing, swipe terminals, desktop/laptop computers or mobile devices and whether wired or wireless.

(2) Inventory labels must be affixed to all credit card processing devices (e.g., asset tag or other label to identify Osage County) to verify that the device is a legitimate county device.

(3) All unnecessary accounts, services, and other functionality must be removed from or disabled on systems and desktop/laptop computers before they are used to process or store CCD.

(4) Credit card PANs must not be entered into the web page of a server hosted on Osage County networks. PANs should only be entered onto the web page provided by an approved credit card processing vendor.

(5) All credit card processing devices must be programmed to print out only the last four or first six characters of a credit card number.

§12-103 Handling and Processing Credit Cards

(1) In Person (Standard and mobile terminals)

a) When possible, do not handle the credit card. Ask the customer to swipe the credit card and to show you the credit card if needed. If handling the credit card is required due to the location of the credit card device or other factors, keep the credit card in view of the customer at all times.

b) If the credit card is not signed, ask the customer for a photo ID.

c) Process the transaction immediately.

d) If the customer needs to give you the credit card to be swiped, do not give the credit card back to the customer until the payment is approved. When possible, avoid the need to handle the credit card.

e) Once the transaction is completed, compare the signature on the receipt to the back of the credit card. If the credit card is not signed, compare the signature against the signature on a photo ID.

f) If the credit card is declined, request another form of payment.

(2) Paper Transactions

a) It is strongly recommended that credit card information not be written down at

any time, including having credit card information submitted via paper mail. An alternate credit card payment methods such as online or automated voice systems would be strongly recommended.

- b) If credit card devices or systems are not working and preventing credit card information from being directly entered into a credit card terminal or website, it is recommended that the customer be asked to come back when the system is up. If a payment must be accepted under these conditions, follow the procedures outlined in the remainder of this section.
- c) If the Department Head/Elected Official gives approval to accept and/or store CCD on paper, the business justification and approval must be documented and kept in a secured location.
- d) Write down the customer's PAN, expiration date, phone number, name, billing address and ZIP code.
- e) Store all written sensitive data in a secured location, such as a locked cabinet or closet, until the device or system is back online.
- f) Once the device or system is back online, immediately enter the credit card information and shred the paper documentation.
- g) If a credit card is declined, call the customer immediately and make a note on the customer's account if services were already rendered.
- h) Print receipts for the customer and the county; mail the customer a copy of the receipt and store the county copy in a secured location.

(3). Telephone Transactions

- a). It is recommended that credit card information not be accepted by telephone. Alternate credit card payment methods such as online or automated voice systems is strongly recommended..
- b). If credit card information must be accepted over the telephone with the customer, immediately process the credit card information while on the phone by entering it directly into a credit card device. Do not write down or save the CCD in an electronic file on a computer. While on the phone, ask the customer to repeat the credit card number and expiration date back to you; do not repeat the credit card information back to the customer.
- c). Ask for a return phone number.
- d). Keep the customer on the phone until the transaction has been approved.
- e). Print a receipt/invoice for county records and mail a copy to the customer.
- f). If you had to write down any CCD, shred the information once the transaction has been completed and the appropriate documentation has been printed and filed in a secured location.
- g). Calls involving CCD should not be forwarded to anyone except another Authorized Employee, in your Department/Elected Official Office.
- h). Three-way calling should never be used if the call involves CCD.

(4). Fax Transactions

- (a). It is strongly recommended that credit card information not be accepted by Fax at any time.
- (b). If the Department Head/Elected Officials gives approval to accept and/or store CCD on paper, the business justification and approval must be documented and kept in a secured location, such as a locked cabinet or closet.
- (c). If credit card devices or systems are not working preventing credit card

information from being directly entered into a credit card device or website, it is recommended that the customer be asked to call back when the devices or system is working. If a fax payment must be accepted under these conditions, follow the procedures outlined in the remainder of this section.

- (d). Ensure the fax machine is located in a secure environment that can only be accessed by Authorized Employees.
 - (e). Ask the customer to include the PAN, expiration date, phone number, name, billing address and ZIP code on the fax.
 - (f). Store all written CCD in a secured location, such as a locked cabinet or closet, until the devices or system is working.
 - (g). Once the system is working, immediately enter the information and shred the fax/paper documentation.
 - (h). If a credit card is declined, call the customer immediately and make a note on the customer's account if services were already rendered.
 - (i) Print receipts for the customer and the county; mail the customer a copy of the receipt and store the county copy in a secured location, such as a locked cabinet or closet.
- (5). Email Transactions
- (a). Never send or ask to receive CCD using unencrypted end-user messaging technologies, such as instant messaging, email, text message, etc.
 - (b). Encrypted email systems such as Proofpoint or Barracuda may be used to send or receive CCD, but such messages should never be stored on a computer.
 - (c). If a customer sends CCD in this way, immediately enter the CCD in to a credit card device or system, securely delete the message and shred any paper printout of the message. This can be accomplished by first deleting the email and then opening your "Deleted Items" folder and again deleting the email from that folder. Notify the customer of alternate ways of paying by credit card. Never include any CCD in replies to the customer.
- (6). Internet Transactions. Ensure that any websites that offer credit card payment are secured.
- (7). Recurring Payment Transactions should not be allowed.

§12-104 CCD Storage and Transmission

(1) Regardless of how credit card payments are made, the following actions are prohibited:

- (a). Storing any CCD, including the following, in paper or electronic format:
 - i. The full magnetic stripe data or equivalent on a chip
 - ii. The personal identification number (PIN) or PIN block
 - iii. The 3-digit or 4-digit Security Code value found on the back or front of the credit card
- (b). Electronically storing the full 16-digit PAN and any CCD, including cardholder name, expiration date and Security Code, along with the PAN. Electronic storage includes, but is not limited to, databases, spreadsheets, documents, scanned images, tweets, voicemails, voice recordings, received emails, sent emails, and email attachments. Only the credit card type and last four or first six digits of the PAN may be stored electronically.

- (c). Storing credit card information on paper, except in cases in which it is critical to business needs. In such cases, paper transaction receipts and records must be:
 - i. Locked in a secure location, such as a locked cabinet or closet. The keys to the secure location need to be stored in a secure location.
 - ii. Properly labeled and destroyed according to state retention policy and guidelines.
 - iii. Securely shredded when no longer needed.
 - iv. Displaying the full PAN. All digits except the last four or the first six must be masked.
- (d). CCD must be securely disposed of when no longer needed for reconciliation, business, or legal purposes. In no instance shall this exceed 120 days, and it should be limited whenever possible to only three business days. Secured destruction of paper documents must be via shredding either in-house or with a third-party provider with certificate of disposal.

§12-105 Storage Media

- (1). Although it's preferred that CCD is not stored at any time, if any CCD is stored in any physical media (e.g., receipts, reports, CDs, USB memory devices, hard drives, etc.), ensure that it is physically secured in a locked cabinet or stored in a secured offsite facility.
- (2) Media must be destroyed when it is no longer needed for business or legal reasons by shredding, incineration, secure disk wiping, degaussing, or grinding.

§12-106 Display and Masking of PAN

The display of PANs must be masked, and the viewing of PANs must be limited to only Authorized Employees with a legitimate need. A properly masked number will show only the first six. PANs will also be masked in all log repositories, databases, spreadsheets, data stores, removable media, portable digital media, computer screens, credit card receipts, faxes, and paper reports.

§12-107 Mobile Devices Used for Credit Card Transactions (smartphones, tablets, laptops)

- (1). Conduct mobile transactions only on devices owned and managed by Osage County.
- (2). Use only Point-to-Point Encryption (P2PE or E2EE) solutions to accept credit card payments through mobile devices.
- (3). Avoid use of mobile applications allowing keyboard entry of CCD.
- (4). Ensure that any mobile device used for transactions is not “rooted” or “jail broken.”
- (5). Ensure that any mobile device used for transactions is running the latest version of the operating system.
- (6). Ensure that any mobile device used for transactions is managed by the county’s mobile device management software.
- (7). Require any mobile device used for transactions to be locked with a secure PIN.
- (8). Enable encryption on all mobile devices used to process CCD. Check the help pages for your mobile device vendor for instructions about how to enable encryption. Do not store credit card data on any mobile device.
- (9). Mobile devices used for credit card transactions should be locked in a secure location when not in use.

§12-108 Computer Security

- (1). Departments Heads/Elected Officials shall not develop or purchase software that processes CCD on Osage County information technology resources without the approval of the County Commissions.
- (2). Employees must not disclose private IP addresses and routing information to external entities.

§12-109 Physical Security for the CDE

- (1). Ensure that credit card readers, desktop/laptop workstations and other computer equipment used for handling credit card information are locked in a secure area, or are not easily accessible to visitors, especially after business hours.
- (2). Review locked locations where physical credit card numbers are stored on a weekly basis to ensure that no forms have been missed or gone unprocessed.
- (3). All CDE media must be physically secure. This includes computers, removable electronic media, paper receipts, paper reports, and faxes.

§12-110 Access Control Measures for CCD and the CDE

- (1). Access to CCD must be restricted by business need to know as determined by the appropriate Department Heads/Elected Official.
- (2). Personnel who assign access to CCD and the CDE must be aware of the risk of associating incorrect access to individuals.
- (3). All personnel operating within the CDE must be aware of the access control measures.
- (4). CDE identity and access management procedures must be clearly documented and followed.
- (5). CDE access must be revoked immediately if an employee leaves the county, their role no longer requires access, or if any malicious or unnecessary action by a user has taken place.
- (6). Require that all computers and applications prompt for a password in order to log on, and that the passwords and screensavers comply with current standards and procedures.
- (7). At no time will group, shared, or generic IDs and passwords be used. Service provider employees with remote access to the CDE (e.g., for support of point-of-sale systems or servers) must use a unique authentication credential such as a password/phrase for each customer.
- (8). Each Department Head/Elected Official accepting credit card payments must ensure that a copy of the written agreement with their credit card process vendor is stored in a secured location.

§12-111 Security Awareness

- (1). All employees must confirm that they will adhere to the following before starting work with a Department/Elected Official's Office that accepts credit card payments:
 - (a). Verify the identity of anyone claiming to be repair or maintenance personnel.
 - (b). Do not install, replace, move or disconnect devices without approval from the Department Head/Elected Official.
 - (c). Be aware of suspicious behavior around devices and computers used to process CCD.
 - (d). Report suspicious behavior to their Department Head/Elected Official.

§12-112 Support Documentation

Detailed supporting documentation must accompany each invoice when submitted for payment.

§12-113 Unauthorized Purchases

Any purchase made on any county credit cards that are found to be for non-county related purposes shall subject the user to discipline, termination, prosecution and said user must reimburse the non-county related amount.

ARTICLE—13 PROCUREMENTS MADE UNDER FEDERAL/STATE GRANTS

§13-101 Federal/State Grants

Any procurement made under any Federal/State grant the following procedures shall be followed:

- 1) Said purchase shall comply with all the terms of this policy
- 2) Any contract entered into under this provision shall comply with Section 50.660 RSMo and 2 C.F.R Sections 200.317-326
- 3) Said procurement must meet any specific guidelines outlined pursuant to said grant
- 4) Shall be approved by the County Commission

STATEMENT OF BIDDER'S QUALIFICATIONS

(File with Bid Form in separate envelope appropriately designated.)

1. Number of years in business: _____ If not under present firm name, list previous firm names and types of organizations.

2. Contracts on hand: (Complete the following schedule)

Item	Purchaser	Amount of Contract	% Completed
------	-----------	--------------------	-------------

3. General type of product sold and manufactured:

4. There has been no default in any contract completed or un-completed except as noted below:

(a) Number of contracts on which default was made: _____

(b) Description of defaulted contracts and reason therefore:

5. List banking references:

6. Will you file a detailed confidential financial statement within 3 days upon request?

Yes _____ No _____

Dated at _____

this _____ day of _____, 200_____.

Name of Organization(s)

By (Signature)

Title (of person signing)

Osage County Purchasing

SOLE SOURCE/NO SUBSTITUTE FACT SHEET

Originating Office	_____
Person Requesting	_____
Date Requested	_____
Contact Number	_____

UPON COMPLETION OF THIS FORM, PLEASE SUBMIT TO THE COMMISSION.

COMMISSION APPROVAL:

Signature Date

COMMISSION APPROVAL:

Signature Date

COMMISSION APPROVAL:

Signature Date



Vendor _____

Name _____

Vendor _____

Address _____

Vendor _____

Phone and _____

Fax _____

Product Description _____

<i>Estimated Cost: \$</i>

This is a formal document for submission to the County Commission when making sole source requests. It must accompany Exhibit B. If a question is not applicable, please indicate N/A. Attach additional pieces of paper as needed.

1. Please check the reason(s) for this sole request:
 - Only Known Source-Similar equipment or material not available from another vendor
 - Equipment or materials must be compatible with existing Equipment
 - Immediate purchase necessary to correct situation threatening life/property
 - Lease Purchase - Exercise purchase option on lease
 - Medical device or supply specified by physician
 - Used Equipment - Within price set by one/two appraisal(s) by disinterested party(ies)
 - Other - List (attach additional sheets if necessary)
2. Briefly describe the commodity/material you are requesting and its function.
3. Describe the unique features/compatibility of the commodity/material that precludes competitive bidding.
4. What research has been done to verify this vendor as the only known source?
5. Does this vendor have any distributors, dealers, resellers, etc. that sell the commodity/material?
 - Yes (please attach a list of known sources)
 - No
6. Must this commodity/material be compatible with present inventory/equipment, or in compliance with the manufacturer's warranty or existing service agreement? If yes, please explain.
7. If this is an initial purchase, what are the future consequences of the purchase? That is, once this purchase is approved and processed, what additional upgrades/additions/supplies/etc. are anticipated/projected over the useful life of this product?
8. If this is an upgrade/add-on/supply/repair/etc. to existing equipment, how was the original equipment purchased (sole source or competitive bid)? What additional, related, sole source purchases have occurred since the initial purchase? Please state previous purchase order number(s).
9. How has this commodity/material been purchased in the past? (Sealed Bid, Sole Source, RFP, other) Please provide document numbers.
10. What are the consequences of not securing this specific commodity/material?
11. List any other information relevant to the acquisition of this commodity/material (additional sheets may be attached, if necessary).
12. How long is sole source approval necessary for this type of purchase? Is this a one-time purchase or is there an identified time period needed?

Osage County Purchasing

Osage County Emergency Procurement Policy:

Notwithstanding any other provisions of this Policy, and by direction of the Commission, the Elected Official/Department Head, may make or authorize others to make emergency procurements of supplies, services, or construction items when there exists a threat to public health, welfare, or safety; provided that such emergency procurements shall be made with such competition as is practicable under the circumstances. In the case of a major disaster affecting County operations caused by weather, terrorism, war, accidents, explosions, Acts of God, etc. the Commission or Elected Official / Department Head could enact the emergency purchasing policy to cover whatever goods or services may be necessary to stabilize the County's operations. A written determination of the basis for the emergency and for the selection of the particular contractor shall be documented on the Emergency Procurement Form and submitted to the Commission by the requesting department. As soon as practicable, a record of each emergency procurement shall be made and maintained with the Commission and Elected Official / Department Head and shall set forth the contractor's name, the amount and type of the contract, a listing of the item(s) procured under the contract, and the identification number of the contract file. If normal invoice procedures are not possible, emergency purchases may be made with a county credit card.

REQUEST FOR EMERGENCY PROCUREMENT

Originating Office, Dept. # & Account #	_____
Person	_____
Phone	_____

UPON COMPLETION OF THIS FORM, PLEASE SUBMIT TO THE COMMISSION.

COMMISSION APPROVAL: _____ Date _____
Signature

COMMISSION APPROVAL: _____ Date _____
Signature

COMMISSION APPROVAL: _____ Date _____
Signature

Note: Attach One (1) Sheet for Each Vendors

Vendor(s) Name: _____

Vendor(s): _____

Address: _____

Vendor(s): _____

Phone and Fax: _____

Product Description: _____

Estimated Cost:

The following is a list of questions that must be answered when making emergency procurement requests. This is a formal document for submission to the Commission for the requesting department. This must accompany Exhibit C

1. Please describe the reason for the request of emergency procurement with respect to the threat to public health, welfare, or safety:

2. Describe anticipated consequences of not procuring immediately:

3. Describe and attach any quotes received:

4. Is this a one-time purchase? ___Yes___No

5. If not, detail the anticipated future purchases with anticipated acquisition dates:

REQUEST FOR DISPOSAL/TRANSFER OF COUNTY PROPERTY

1. ITEM TO BE DISPOSED OF: _____ ORIGINAL COST: _____

Detailed Description of property: _____

2. FIXED ASSET NUMBER: _____ 3. PURCHASE DATE: _____

3. REASON FOR DISPOSITION: _____

4. MEANS OF DISPOSAL: _____

5. DATE OF DISPOSAL: _____

6. DEPARTMENT HEAD DOES /DOES NOT (circle one) WISH TO TRANSFER THIS ITEM.

If so, to which department? _____

Reason for transfer: _____

7. WAS ASSET PURCHASED WITH GRANT FUNDING? YES _____ NO _____

***IF YES, ATTACH DOCUMENTATION SHOWING FUNDING AGENCY'S PERMISSION TO DISPOSE OF ASSET.

DISPOSING DEPT APPROVAL: _____
Signature Date

RECEIVING DEPT APPROVAL: _____
Signature Date

COMMISSION APPROVAL: _____
Signature Date

COMMISSION APPROVAL: _____
Signature Date

COMMISSION APPROVAL: _____
Signature Date

COMMISSION APPROVAL: _____
Signature Date

1. Requesting department must complete *Request for Disposal/Transfer of County Property Form* for fixed asset tagged and non-tagged items. No item can be moved from the original department without the completed disposal form.
2. The requesting Elected Official / Department Head obtains a **detailed** description of the property, including condition, serial number (if applicable), and fixed asset tag number and completes the top section of the *Request for Disposal/Transfer of County Property Form* and forwards it to the Elected Official / Department Head.
3. The Elected Official / Department Head completes Exhibit D and forwards the form to the Commission. The Elected Official / Department Head will not move item(s) without the authorization of the Commission.
4. If another department requests the surplus item, the Elected Official / Department Head completes the *transfer section* of the *Request for Disposal/Transfer of County Property Form* and forwards it to the County Commission. If approved, The Elected Official / Department Head updates the fixed asset records to reflect the new location of the item. Item(s) will then be scheduled to be moved to the requesting department.
5. If the County Commission authorizes disposal of the property, they complete the bottom section of each form and forwards the originals to the Elected Official / Department Head. The County Clerk's Office retains a copy. When a vehicle is surplus, the County Clerk is responsible for removing said property from the County's insurance policy.
6. Vehicles are usually either picked up by the auction company or by the individual buyer. The Elected Official / Department Head will coordinate the pickup. Notify the County Commission and County Clerk once the surplus has been removed from County property. Advise the County Treasurer if the property was purchased so a receipt of the sale can be completed.
7. The Elected Official / Department Head updates the inventory records to reflect the disposal.
8. Each Elected Official / Department Head shall be responsible for insuring that any computer equipment be disposed of properly, in that any and all sensitive or confidential information is adequately and permanently removed from said device.