



GREENE COUNTY COMMISSION

HAROLD BENGSCHE
COMMISSIONER 1ST DISTRICT

BOB CIRTIN
PRESIDING COMMISSIONER

ROSEANN BENTLEY
COMMISSIONER 2ND DISTRICT

PLEASE CHECK & RETURN

PC
CC
CC

MINUTES

Daily Briefing August 17, 2016
Greene County Commission Office
9:00 a.m.

Three documents were submitted and are attached herein as Exhibits A, B and C.

Presiding Commissioner Bob Cirtin called the meeting of August 17, 2016 to order.

Roll Call – Upon roll call the following Commissioners were present:

Present: Bob Cirtin, Harold Bengsch, and Roseann Bentley

Absent: None

Others Present: Chris Coulter, Jess Kerr, Chris Mericle, Jennifer McClure, Kate Morris and Marilyn Elsass.

Items for Consideration and Action by the Commission

(None)

Informational Items

Information Systems—Jess Kerr

Jeff reviewed campus security with the Commission. There is a camera on the south side of the steps of the Historic Courthouse. The Public Safety Center (PSC) camera system is being replaced within the next two weeks. Phase I of the camera system at the jail is almost complete.

Jennifer McClure complemented IS on the help she has received with the revision of the Greene County newsletter, the "Rotunda" and computer updates.

Purchasing—Chris Mericle

Chris submitted a written monthly project report to the Commission (Exhibit A). Chris also mentioned the Highway Department warehouse floor project and gave a bid update.

Chris gave an update on the Cox Tower project and stated that Kevin Barnes and Dan Patterson, Prosecuting Attorney, are coordinating the move of the Prosecuting Attorney's office.

Chris stated he is working on a rebid of the temporary jail and has contacted one vendor in an attempt to obtain a reduction of construction cost. There was a discussion of the ceiling height and placement of utilities. The Commission instructed Chris to continue to explore possibilities of revising construction to lower the cost.

Chris reported on the Collector's Office remodel of new cabinets and clerk stands. The funding would come from the Collector's funds. Any unused funds would eventually roll over into the General Revenue; however, some funds are restricted.

Chris gave an update of bids for supplies and Juvenile health services. Chris stated Greene County shows a savings on the roof bids for the Judicial Courthouse and the Historic Courthouse.

Chris gave general information to the Commission regarding the bid process (Exhibit B).

There was a discussion of debris removal with regard to FEMA regulations.

Chris gave an update on supply purchases.

Jennifer McClure

Jennifer did not have any items to bring before the Commission.

Other Items

Kate Morris presented the Commission with a schedule for the Team Greene volunteer group that will be located at the information desks of the Judicial Courthouse and the Historic Courthouse (Exhibit C).

Commissioner Cirtin adjourned.



County of **GREENE** State of Missouri

GREENE COUNTY COMMISSION

933 N. Robberson - Top Floor
SPRINGFIELD, MO 65802

FAX (417) 868-4188
(417) 868-4012

Office of
PURCHASING DIRECTOR

August 18th, 2016

To: Greene County Commission

Re: Purchasing Department - Monthly Status Report for August 2016

Formal Bids

(New)

1. Move to Cox Tower - Prosecutor
2. Temporary Jail - Jail
3. Collector's Office Remodel – Collector

(In Process)

1. Inmate Supplies/ Mattresses – Jail
2. Juvenile Health Services – Juvenile

(Complete)

1. Justice Center Roof - Jail
2. Historic Courthouse Roof - Res. Mgt.

Special Projects

1. FEMA Procedure
2. Trash Bags

Purchase Orders (YTD) 1,650

FEMA-Governed Procedures for the Formal Bid Process

DISADVANTAGED BUSINESS ENTITIES (DBEs)

DBEs can be described as vendors which are majority-owned-and-operated by minorities, labor surplus, or women (CFR 13.36(e)(1)). FEMA (Federal Emergency Management Administration) regulations state DBEs must be solicited to and be “qualified” according to CFR 13.36(e)(i). For the purposes of this procedure “qualified” shall mean the business is certified by a state entity and/ or the federal government.

Sections “I” and “II” of this document are designed as a tool to ensure compliance with FEMA regulations detailed in CFR 13.36(e) regarding DBEs.

I. DBE Requirements for New Bids/ Contracts:

- A. Regardless of whether DBEs are identified or not, ensure the six statutes detailed in CFR 13.36(e) are followed.
- B. Search no less than the websites in “I.B.i-iv” for potential DBE vendors.
 - i. <https://apps1.mo.gov/mwbcertifiedfirms/>
 - ii. <https://www.sam.gov/portal/SAM/#1#1>
 - iii. <http://www.mwbe.com/dir/directory.htm>
 - iv. http://www.modot.org/business/contractor_resources/External_Civil_Rights/mrcc.htm
- C. After utilizing the websites in “I.B.i-iv,” explore whether there are any DBE vendors identified to solicit. There may be additional resources (such as word of mouth, phone calls, and/ or advertising) which identify such vendors. In such cases it is essential to ensure that those said vendors are “qualified” (CFR 13.36(e)(i)).
 - i. If DBE vendors are NOT identified to solicit: Document findings (by attaching a scanned printout, or PDF, to the bid (if there will be/ is one) or contract (if this is a cooperative source) in the ERP system, evidencing no such DBE vendors were located.
 - ii. If DBE vendors are identified to solicit:

- a. Before bidding out to DBEs contact those vendors identified to verify they are able to provide the product/ service, since it's possible their services and/ or products available will not specifically meet the County's requirements. If they don't address the County's needs refer to bullet point "I.C.i."
 - b. Should "I.C.ii.a." be fulfilled then proceed with bidding requests as outlined in departmental procedures, policies, templates, and guidelines. Assure bidding requests are made in accordance with all state and federal guidelines, statutes, and directives including, but not limited to, CFR 13.36, the Clean Water Act, and the Clean Air Act.
 - c. Print out, or create a PDF of, *the list of any DBE vendors selected* from the sources available and input them into the ERP system. Specifically, this will go in the bid and/ or contract (depending on which are appropriate) module (by creating a contract and/ or bid for this purchase). This allows users of the ERP system to verify DBE vendors were solicited at a later time.
 - d. Administer a screen shot of the email, *showing all vendors the bid document is sent to*. Print out, or create a PDF of, the email and input it into the bid and/ or contract module (whichever is appropriate) in the ERP system for *documentation of which vendors the bid request was distributed to*.
- D. Ensure ALL pertinent documentation is retained and entered into the ERP system for a period of no less than five years.

II. DBE Requirements for Existing Bids/ Contracts:

- A. Regardless of whether DBEs are identified or not, ensure the six statutes detailed in CFR 13.36(e) are followed.
- B. Search no less than the websites in "I.B.i-iv" for potential DBE vendors. Other sources may be employed as well such as word of mouth, phone calls, and/ or advertising. Whatever method is utilized it is imperative that the vendors are "qualified" (CFR 13.36(e)(i)).
 - i. If there are NOT any DBEs, or any within a reasonable area by which to service the County's needs given the requirements it has, on the websites above or other resources; do not re-bid the product/ service.
 - a. Exceptions to this rule include, but are not limited to, non-compliance with another section of CFR 13.36.

- b. Instead, print out, or create a PDF of, *the proof there are no DBEs available* and input it into the existing bid and/ or contract (whichever is appropriate) in the ERP system.
- ii. If there are DBEs in the sources attained, re-bidding the service/ product instead of renewing the contract, may be necessary.
 - a. Considerations regarding the choice to re-bid include, but are not limited to: the scope, bidding thresholds, federal and/ or state exigency, the amount of time available, and should the vendors identified be able to provide the services and/ or products needed.
 - i. Understand the scope of the agreement. Should the scope be either too narrow or too broad to be utilized for a FEMA reimbursement, then re-bidding should be considered.
 - ii. Consider whether it's anticipated cost of purchase will exceed established state guidelines for purchases requiring a bid.
 - iii. Examine if a federal exigency, or emergency, order may be utilized in the 72 hours after the event.
 - iv. Determine if a state directed emergency order exists per RSMO 50.780.
 - v. Also to be considered is if there is a possibility of re-bidding the business out under non-exigency circumstances (If a bid could be re-bid in an adequate amount of time during a nationally declared emergency that is FEMA funded, in whole or in part, but non-exigent scenario).
 - vi. Before re-bidding contact DBE vendors identified to verify they are able to provide the product/ service, since it's possible their services and/ or products available will not specifically meet the County's requirements. If they don't address the County's needs refer to bullet point "II.B.i" and sub-points "II.B.i.a-b."
 - b. If no factors in "II.B.ii.a.i-vi." are detrimental to deciding whether to re-bid, then proceed with requesting a bid.
 - i. Follow established departmental procedures, guidelines, directives, and utilize existing templates (as needed).

- ii. Assure the new bid complies with CFR 13.36 and any other applicable laws, legal guidelines, and statutory directives.

C. Ensure ALL pertinent documentation is retained and entered into the ERP system for a period of no less than five years.

SOLE SOURCES

A sole source can be described as a singular vendor that produces and/ or solicits product and/ or service in a reasonable geographical area relative to Greene County (RSMO 50.783). No other vendor is able to make and/ or distribute that product and/ or service in a relatively proximate area, necessitating the use of the unique vendor.

Sections "III" and "IV" of this document are designed as a tool to ensure compliance with FEMA regulations regarding sole source purchases detailed in CFR 13.36(d).

III. Sole Source Requirements for New Bids/ Contracts:

- A. Regardless of whether a sole source situation is identified or not, ensure the statutes detailed in CFR 13.36 are followed.
- B. Research whether any additional vendors are identified by way of conducting online searches, posting advertisements and/ or notices (See RSMO 50.783.2-3.), through word of mouth, etc.
 - i. If additional vendors are NOT identified to solicit: Document findings by attaching a scanned printout, or PDF, to the bid (if there will be/ is one) or contract (if this is a cooperative source, or if a contract is created specifically for the purpose of this purchase) in the ERP system, evidencing no such other vendors were located.
 - ii. If other vendors are identified to solicit:
 - a. Before soliciting out to other vendors contact those vendors identified to verify they are able to provide the product/ service, since it's possible their services and/ or products available will not specifically meet the County's requirements. If they don't address the County's needs refer to bullet point "III.B.i."
 - b. Should "III.B.ii.a." be fulfilled then proceed with solicitation requests (or sole source letter) as outlined in departmental procedures, policies, templates, and guidelines. Assure such requests (or sole source letter) are made in accordance with all state and federal guidelines, statutes, and directives including, but not limited to, CFR 13.36, the Clean Water Act, and the Clean Air Act.

- c. Print out, or create a PDF of, *the list of any additional vendors selected* from the sources available and input them into the ERP system. Specifically, this will go in the bid and/ or contract (depending on which are appropriate) module (by creating a contract and/ or bid for this purchase). This allows users of the ERP system to verify other vendors were solicited at a later time.
 - d. Administer a screen shot of the email, *showing all vendors the bid document is sent to*. Print out, or create a PDF of, the email and input it into the bid and/ or contract module (whichever is appropriate) in the ERP system for *documentation of which vendors the bid request was distributed to*.
- C. Ensure ALL pertinent documentation is retained and entered into the ERP system for a period of no less than five years.

IV. Sole Source Requirements for Existing Bids/ Contracts:

- A. Regardless of whether a sole source situation is identified or not, ensure statutes detailed in CFR 13.36 are followed.
- B. Research whether any additional vendors are identified by way of conducting online searches, posting advertisements/ notices (See RSMO 50.783.2-3.), through word of mouth, etc.
 - i. If there are NOT any other vendors within a reasonable area by which to service the County's needs given the requirements; do not re-solicit the product/ service.
 - a. Exceptions to this rule include, but are not limited to, non-compliance with another section of CFR 13.36.
 - b. Instead, print out, or create a PDF of, *the proof there are no other vendors available* and input it into the existing bid and/ or contract (whichever is appropriate) in the ERP system.
 - ii. If there are other vendors, re-soliciting the product/ service instead of renewing the contract may be necessary.
 - a. Considerations regarding the choice to re-solicit include, but are not limited to: the scope, cost of purchase, federal and/ or state exigency, the amount of time available, and should the vendors identified be able to provide the products and/ or services needed.

- i. Understand the scope of the agreement. Should the scope be either too narrow or too broad to be utilized for a FEMA reimbursement, then re-bidding should be considered.
 - ii. Consider whether the anticipated cost of purchase warrants a sole source procurement.
 - iii. Examine if a federal exigency, or emergency, order may be utilized in the 72 hours after the event.
 - iv. Determine if a state directed emergency order exists per RSMO 50.780.
 - v. Also to be considered is if there is a possibility of re-soliciting the business out under non-exigency circumstances (If a solicitation could be re-solicited in an adequate amount of time during a nationally declared emergency that is FEMA funded, in whole or in part, but non-exigent scenario).
 - vi. Before re-soliciting contact any other vendors selected, verifying they are able to provide the product/ service, since it's possible their services/ products available will not specifically meet the County's requirements. If they don't address the County's needs refer to bullet point "IV.B.i." and sub-points "IV.B.i.a-b."
- b. If no factors in "IV.B.ii.a.i-vi." are detrimental to deciding whether to re-solicit, then proceed with requesting a bid.
- i. Follow established departmental procedures, guidelines, directives, and utilize existing templates (as needed).
 - ii. Assure the new bid complies with CFR 13.36 and any other applicable laws, legal guidelines, and statutory directives.
- C. Ensure ALL pertinent documentation is retained and entered into the ERP system for a period of no less than five years.

REFERENCES

1. **44 CFR: Ch. 1: 13.36** [<https://www.gpo.gov/fdsys/pkg/CFR-2013-title44-vol1/pdf/CFR-2013-title44-vol1-sec13-36.pdf>]
2. **RSMO 50** [<http://www.moga.mo.gov/mostatutes/chapters/chapText050.html>]

Teame Greene Schedule

H.C. = Historic Courthouse

J.C. = Judicial Center

MONDAYS

	8:00 AM	9:00 AM	10:00 AM	11 AM - 12 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	TOTAL
Ortendahl					J.C.	J.C.	J.C.	J.C.	J.C.	4

TUESDAYS

	8:00 AM	9:00 AM	10:00 AM	11 AM - 12 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	TOTAL
Thacker	H.C.	H.C.	H.C.	H.C.						4
Hohimer					H.C.	H.C.	H.C.	H.C.	H.C.	4
Ortendahl					J.C.	J.C.	J.C.	J.C.	J.C.	4
Amos					H.C.	H.C.	H.C.	H.C.	H.C.	4
Caldwell	H.C.	H.C.	H.C.	H.C.						4

WEDNESDAYS

	8:00 AM	9:00 AM	10:00 AM	11 AM - 12 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	TOTAL
Hohimer	H.C.	H.C.	H.C.	H.C.						
David					J.C.	J.C.	J.C.	J.C.	J.C.	4

THURSDAYS

	8:00 AM	9:00 AM	10:00 AM	11 AM - 12 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	TOTAL
Ortendahl					J.C.	J.C.	J.C.	J.C.	J.C.	4
Amos					H.C.	H.C.	H.C.	H.C.	H.C.	4

FRIDAYS

	8:00 AM	9:00 AM	10:00 AM	11 AM - 12 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	TOTAL
David					J.C.	J.C.	J.C.	J.C.	J.C.	4