



# COUNTY COMMISSION

Monday, March 9, 2015

5:00 PM

Ellis County Administrative Center, 718 Main St., Hays

## Order of Business

### I. Opening

- A. Call to Order
- B. Pledge of Allegiance
- C. Clerk Calls the Roll
- D. Order of Business
  - Consideration of Amendments

### II. Prior Minutes

### III. Consent Agenda

- A. Approval of Employee Status Changes as presented
- B. Approval of Refunding Warrants as presented
- C. Approval of Tax Roll Adjustments as presented
- D. Approval of Escape Tax Orders as presented
- E. Approval of Adds and Abates as presented
- F. Approval of Accounts Payable and Payroll as presented

**IV. Issues from Persons Not on the Order of Business**

**V. Public Requests/Presentations/Reports Agenda**

- A. Monthly Extension Report – Susan Schlichting**  
Report/Discussion

**VI. Action Items Agenda**

- A. KDOT Grant – Intersection of 230<sup>th</sup> Ave/55<sup>th</sup> Street**  
**Enclosure** page 6  
Consideration of Accepting Grant

- B. CIC-RVI Data Conversion Proposal** **Enclosure** page 7  
Consideration of Proposal

- C. Schibi Lease for 1205 Fort St., Hays** **Enclosure** page 14  
Consideration of conversion to month to month lease

**VII. Issue Introduction/Report Agenda**

**A. County Administrator**

- 1. Open Employment Positions**  
Report/Discussion

- 2. Purchasing Policy – Change Orders** **Enclosure** page 15  
Report/Discussion

**B. County Commission**

- 1. Commissioner Reports**

- C. Executive Session**  
Non-elected Employee Issue

**VIII. Adjournment**



# Meeting Memo

**To:** County Commission  
**From:** Greg Sund  
**CC:** Order of Business Recipients  
**Date:** 3/5/2015  
**Re:** Order of Business for March 9, 2015 Regular Meeting

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## IV. Public Requests/Presentations/Reports Agenda

- A. **Monthly Extension Report – Susan Schlicting** – This is Ms. Schlicting’s month to present the report.

## V. Action Items Agenda

- A. **KDOT Grant – Intersection of 230<sup>th</sup> Ave/55<sup>th</sup> Street** – As Mr. Graf reported during the last meeting, KDOT is offering a grant of \$1.5 million to reconstruct the intersection of the two roads plus a distance east on 55<sup>th</sup> Street and also a distance north on 230<sup>th</sup> Ave. Because the grant is for \$1.5 million and Mr. Graf has an estimated cost of \$2.0 million to reconstruct the intersection and east past Doonan Truck and north about 1,000 feet, the grant will not be sufficient to span that entire distance. Also, as Mr. Graf wrote in a letter to Michael Moriarty of KDOT, the County needs to know the stipulations of receiving the grant, what it can be used for, and whether it requires the County to perform additional work. I am hoping we have this information by Monday, March 9. Because the decision on the grant was tabled on March 2 due to fact the full Commission was not present for the meeting, a decision on the grant needs to be made during this meeting.

**Suggested Motion:** To notify the Kansas Department of Transportation that Ellis County accepts the grant of \$1.5 million to reconstruct the 230<sup>th</sup> Ave/55<sup>th</sup> Street intersection and further accepts the stipulations associated with the grant.

- B. CIC-RVI Data Conversion Proposal** – This was missed on the last Order of Business, so I put it on this one. I have added to the enclosure a breakdown of the original costs for the CIC software and installation. In looking it over, I noticed an area on the breakdown labeled, “Indexing/Imaging.” I wrote to the person with CIC I have been working with to get an explanation of what this area means. I said there is still considerable belief here that we have paid for data conversion of RVI images. I hope to have an answer from her before the meeting. If not, I will report what I have learned at that point.

**Suggested Motion:** To approve a contract with Computer Information Concepts (CIC) to convert develop a new database to organize County images from our AS-400 based RVI Software at a cost of \$21,465.00.

- C. Schibi Lease – 1205 Fort** – As discussed earlier, Mr. Schibi is amenable to changing the lease to month to month from annual, but as Mr. Jeter explained, he requested an increase in the monthly amount. Based on what Mr. Jeter reported during a recent meeting, the cost adjustment appears reasonable. For this reason, I ask the Commission to consider approving the lease amendment drawn up by Mr. Jeter that is in the packet.

**Suggested Motion:** To approve and authorize signatures on an amendment to the lease as submitted with Bob Schibi regarding the property located on 1205 Fort changing the lease from an annual arrangement to a month to month arrangement.

## **VI. Issue Introduction/Report Agenda**

### **A. County Administrator**

- 1. Staff Hiring Process** – During the last couple meetings, Mr. Graf has asked the Commission for more information regarding the Commission’s intent regarding replacing staff when positions come open. A few weeks ago, Mr. Graf was told that it might be best to hold off hiring until we can engage in discussions regarding anticipated revenue reductions in the upcoming budget process. Mr. Graf has expressed concern about the lack of specificity in these statements because he has lost a couple people to resignation and retirement recently, which based on the statements is starting to eat into his staffing levels. As I explained during the last Commission meeting, I consider it good management to review each and every position when they come open and determine whether the operation can survive without the position. If the department head engages in this process and determines the position is necessary, I am okay with filling or at least attempting to fill it. If the Commission wants to discuss the hiring process as part of 2016 budget development, I believe we should

schedule the next meeting between the Commission and management staff sooner than I originally planned so we can concentrate on this subject and possible changes to the County's operations. In fact, I would like to schedule it in March if possible. I put this issue on this order of business under my area because Mr. Graf indicated he will be out of town at the time of this meeting.

**2. Purchasing Policy – Change Orders** - I put this issue on the March 2 Order of Business seeking clarification of the Commission's intent in regard to project change orders. As Commissioners can read in the excerpt from the current purchasing policy, I am authorized to approve change orders valued up to 10% of a project's value. However because of Commission objections to consideration of any change orders in recent months, I have not been following the policy. Instead, I have been bringing each proposed change order to the Commission for consideration. As was pointed out during the last meeting, using this method of considering change orders has resulted in delays of our projects in several cases. In fact, I was not even clear as to whether I have the authority to approve a no cost change order. I request some guidance of whether the Commission is supportive of the current policy or whether I should work up an amendment.

**B. Executive Session** - The reason for the proposed executive session is for the purpose of conducting my annual performance evaluation.

**230th & 55th**

**Michael D Graf** to: mikemor

Cc: Greg Sund, Curt Hoffman, Rick Rupp

03/04/2015 02:23 PM

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TO: Mike Moriarty  
KDOT

Mike,

I was hoping to get back to you sooner but time got away this week. I discussed the \$1.5 million funding opportunity for the 55th St. / 230th Ave. intersection project with the County Commission on Monday night and explained to them the funding commitment required of Ellis County. There were only 2 of 3 commissioners in attendance Monday night and they both expressed support in proceeding with the project, however, although not required to, they chose to wait to finalize their approval until the 3rd commissioner was present and could express his perspective on the project. They plan on having a formal response to KDOT result from a March 9th meeting.

I will be out of the office for an un-specified time beginning March 9th, so I will be asking County Administrator Greg Sund to provide Ellis County's response to the offer. Please copy me your correspondence with him so I can follow-up with comments and input either remotely or when I return.

Pending Ellis County favorably responding to the KDOT partnership, I would also ask that if you provide a formal letter that commits and locks-in the funds for Ellis County, would you be able to note any stipulations on fund usage, timetables, or any other stipulation or requirements associated with the funding. As with the current state budget, local infrastructure project funding is tight and therefore completion of the intersection project may take a few years. Improvements to the balance of 55th Street and 230th Avenue would be at some point that as of yet has not been determined.

Thanks for your assistance. I will be monitoring my e-mail and will try to respond to any questions or issues that may arise.

Mike Graf  
Public Works Director  
Ellis County, KS  
785-623-0500

**Annual Peopleware Agreement by and between Computer Information Concepts, Inc. (CIC) and Ellis County, Kansas, dated February 2014**

**PRODUCTS / SERVICES TO BE PROVIDED:**

<u>Description</u>	<u>Qty</u>	<u>Net</u>
Custom Programming – RVI Image Conversion – System D, Treasurers Daily Accounting (Hours)	4	\$600.00
Custom Programming – RVI Image Conversion – System H, Commission Minutes (Hours)	4	600.00
Custom Programming – RVI Image Conversion – System K, KSCama System (Hours)	42	6,300.00
Custom Programming – RVI Image Conversion – System N, Tax Rolls, (Hours)	3	450.00
Custom Programming – RVI Image Conversion – System O, Oil Renditions (Hours)	16	2,400.00
Custom Programming – RVI Image Conversion – System P, Personal Property (Hours)	24	3,600.00
Custom Programming – RVI Image Conversion – System R, Tax Receipts (Hours)	32	4,800.00
Custom Programming – RVI Image Conversion – System T, Tax Statements (Hours)	34	5,100.00
<b>CIC GOOD CUSTOMER DISCOUNT – Effective Through February 27, 2015</b>	1	<b>(2,385.00)</b>
<b>TOTAL PRODUCTS / SERVICES NET PRICE</b>		<b><u>\$21,465.00</u></b>

**EXPENSES**

Miscellaneous Expenses, i.e. travel, mileage, lodging, meals, etc., at cost, will be paid by Customer upon receipt of a separate CIC invoice.

**ACCEPTANCE / PAYMENT TERMS:**

To complete the ordering process, please:

Mail a signed copy of this Exhibit along with your initial payment of \$10,732.50 to 2843 31st Avenue, Greeley, Colorado 80631.

Your final payment of \$10,732.50 will then be due and payable upon our satisfactory delivery of the Products / Services.

Exhibit – B#292-15-01  
Page 2 of 2

Annual Peopleware Agreement by and between Computer Information Concepts, Inc.  
(CIC) and Ellis County, Kansas, dated February 2014

**SCHEDULED DELIVERY:**

It is anticipated the Products / Services will be delivered / provided within ninety (90) days after  
CIC's receipt of the signed Exhibit and initial payment.

**Failure to execute within twenty (20) days will render this Exhibit null and void.**

By: Robert C. Mant  
Computer Information Concepts, Inc.

2/9/15  
Exhibit Date

By: \_\_\_\_\_  
Customer

\_\_\_\_\_  
Acceptance Date

# Ellis County, Kansas

## Purchase

P.O. Box 720

Hays, Kansas 67601

Phone: 785-628-9410 Fax: 785-628-9413

Population: 26,767 Size: II - Medium



2843 31<sup>st</sup> Avenue  
Greeley, CO 80631  
(800) 437-7457

### Computer Information Concepts

February 26, 2013

Description	Qty	Price	
		Retail	Net
<b>Hardware/Supplies</b>			
(1) Server Farm - Remote Backup / Disaster Recovery (Includes 10.8 Mbps Committed Information Rate (CIR) Access) - Annual Lease	(1)		
(2) Maximum Disk Storage (40GB)	(1)	12,150.00	2,160.00
(3) Initial Data Replication - 100% Remote (2 Hours)	(1)	3,890.00	190.00
(4) Installation / Training - 95% Remote (4 Hours)	(1)	2,190.00	390.00
(5) Initial / Annual Disaster Recovery "Readiness" Testing - 95% Remote (4 Hours)	(1)	2,520.00	390.00
(6) Support	(1)	1,215.00	220.00
		<u>\$21,965.00</u>	<u>\$3,350.00</u>
<b>Software/Transition</b>			
Tax Administration Solution - Appraisal, Assessment and Collection Modules (Real Estate, Personal Property, Oil, Gas, Severed Minerals, State Assessed Utilities, Intangibles, Special Assessments, Neighborhood Revitalization, 16/20M Trucks and Motor Vehicle, Rental Excise, Antique Auto, RV's, Lienholder & QMAS)			
(1) Software	(1)	\$741,040.00	\$49,920.00
(2) Data Translation - 100% Remote (108 Hours)	(1)	30,780.00	10,260.00
(3) Installation / Training - 30% Remote (180 Hours)	(1)	56,600.00	22,140.00
(4) Enhancements	(1)	51,880.00	4,495.00
(5) Support	(1)	74,110.00	12,730.00
Tax Administration Solution - Application Software Modifications			
(6) Escrow Function Interface to the EasyPay Program / Process (Hours)	(20)	3,100.00	2,700.00
(7) Provide for Mock Distribution of Pending Exemptions and Abatements (Hours)	(32)	4,960.00	4,320.00
(8) Include the Name of the Purchaser on Oil and Gas Statements and Receipts (Hours)	(4)	620.00	540.00
(9) Custom Courtesy Notice to Show the Interest Rate, Amount Paid and Balance Due on Specified Dates (Hours)	(16)	2,480.00	2,160.00
(10) New Add / Abate / Escape Type - Exemptions for Oil and Gas (Hours)	(20)	3,100.00	2,700.00
(11) Custom Receipt to Include the Total Amount Paid (Hours)	(6)	930.00	810.00
(12) Tax Administration Solution Application Software Modifications - CIC Enhancements - No Charge (Hours)	(-98)	(15,190.00)	(13,230.00)

# Ellis County, Kansas

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### Computer Information Concepts

February 26, 2013

Description	Qty	Price	
		Retail	Net
<b>Software/Transition (continued)</b>			
Budgetary / Fund Accounting (Budget Preparation, Purchasing, Accounts Payable, Capital Assets, General Ledger, Taxes Payable Interface, Banking & Investments, Daily Statement Balancing, Cash Receipting, Project / Grant Reporting plus Local / State / Federal Reporting)			
(13) Software	(1)	518,730.00	34,945.00
(14) Data Translation - 100% Remote (76 Hours)	(1)	21,660.00	7,220.00
(15) Installation / Training - 30% Remote (126 Hours)	(1)	39,700.00	15,500.00
(16) Enhancements	(1)	25,945.00	2,450.00
(17) Support	(1)	51,890.00	8,915.00
Budgetary / Fund Accounting - Application Software Modifications			
(18) Provide Interface to Accounts Payable Purchase Cards and Accounts Payable Online Cards (Hours)	(8)	1,240.00	1,080.00
(19) Custom Cash Requirements Report to Include PR / HC / MD Checks (Hours)	(16)	2,480.00	2,160.00
(20) Receipting - Additional Site Parameter for a Refund Amount Threshold (Cash Refunds under \$150.00) (Hours)	(24)	3,720.00	3,240.00
(21) Budgetary / Fund Accounting Application Software Modifications - CIC Enhancements - No Charge (Hours)	(-48)	(7,440.00)	(6,480.00)
Indexing / Imaging - Unlimited Seats			
(22) Software	(1)	111,160.00	7,490.00
(23) Installation / Training - 30% Remote (22 Hours)	(1)	7,860.00	2,710.00
(24) Enhancements	(1)	5,565.00	525.00
(25) Support	(1)	11,125.00	1,910.00
INSTANT Sharing / Seat			
(26) Software & Installation / Training - 100% Remote	(25)	1,875.00	1,125.00
(27) Support	(25)	1,875.00	1,125.00
Payroll / Personnel			
(28) Software	(1)	214,905.00	14,480.00
(29) Data Translation - 100% Remote (32 Hours)	(1)	8,980.00	3,040.00
(30) Installation / Training - 30% Remote (54 Hours)	(1)	16,510.00	6,645.00
(31) Enhancements	(1)	10,750.00	1,015.00
(32) Support	(1)	21,495.00	3,695.00
Records Management / Imaging - Kansas			
(33) Software	(1)	229,725.00	15,480.00
(34) Data Translation - 100% Remote (28 Hours)	(1)	8,100.00	2,660.00
(35) Installation / Training - 30% Remote (32 Hours)	(1)	8,400.00	3,940.00
(36) Enhancements	(1)	11,490.00	1,085.00
(37) Support	(1)	22,975.00	3,950.00

**Ellis County, Kansas**

**Purchase**

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**Computer Information Concepts**

February 26, 2013

Description	Qty	Price	
		Retail	Net
<b>Software/Transition (continued)</b>			
Remote Access / Printing Service w/CIC State Wide Software License			
(38) Software	(1)	37,060.00	2,500.00
(39) CIC State Wide Software License "100% CREDIT"	(1)	(37,060.00)	(2,500.00)
(40) Installation / Training - 30% Remote (4 Hours)	(1)	600.00	495.00
(41) Enhancements	(1)	1,855.00	175.00
(42) Support	(1)	3,705.00	640.00
(43) "10% Integrated Solution Discount" on CIC's Budgetary / Fund Accounting, Payroll / Personnel, Tax Appraisal, Assessment and Collection Modules & Records Management / Imaging Software, if all four (4) applicatons are purchased within a six (6) month period or "5% Integrated Solution Discount" on all Software purchased later to complete CIC's four (4) application integration. Once qualified, the same "% Integrated Solution Discount" shall also apply to all subseqent Public Works & Weed Management Software purchases.	(1)		(11,475.00)
Time / Attendance w/ Enterprise Suite & Interface to Payroll / Personnel			
(44) Annual Lease 100 to 499 (Minimum of 100 Employee Licenses)	(250)	7,500.00	5,487.50
(45) Installation - 100% Remote / Training - On-Site (24 Hours)	(1)	3,500.00	3,240.00
(46) Interface Enhancements / Support	(250)	1,500.00	1,097.50
		<u>\$2,323,785.00</u>	<u>\$239,110.00</u>
<b>Essential Skills Process (ESP) PEOPLEWARE</b>			
(1) Miscellaneous Expenses, i.e. travel, mileage, lodging, meals, etc., at cost, will be paid by Customer upon receipt of a separate CIC invoice. <i>Billed Monthly based on services requested</i>	(1)		
		<u>\$0.00</u>	<u>\$0.00</u>
<b>Total Hardware/Software/PEOPLEWARE</b>		<u>\$2,345,750.00</u>	<u>\$242,460.00</u>

This proposal represents our latest available information; however, rapidly evolving technology requires the execution of price protection documents to finalize costs.

Further, the information contained in this proposal and in all attachments is confidential, privileged and/or proprietary and intended for the exclusive use of the addressee(s). Any unauthorized review, use, disclosure, replication or distribution is strictly prohibited.

**Ellis County, Kansas**

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**Computer Information Concepts**

**February 26, 2013**

Description	Qty	First Year	Subs. Years
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**On-going Cost Analysis:**

**Purchase Option**

CIC Initial Hardware / Software / PEOPLEWARE Agreement	\$242,460.00	\$0.00
CIC Annual PEOPLEWARE Enhancement / Support Agreement	Included	51,675.00
<b>Total Hardware/Software/PEOPLEWARE</b>	<b>\$242,460.00</b>	<b>\$51,675.00</b>

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**Ellis County, Kansas**

**Purchase**

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**Computer Information Concepts**

February 12, 2013

Description	Qty	Price		
		Retail	Net	
<b>Software/Transition (continued)</b>				
Public Works - NEW Windows/SQL Based 100% Image Enabled				
Fourth (4th) Generation, (Integrated w/CIC's Budgetary / Fund				
Accounting, Payroll / Personnel, Imaging and Interfaced w/County's				
GPS & GIS)				
(39)	Software	(1)	6,300.00	3,675.00
(40)	Data Translation - 100% Remote (8 Hours)	(1)	1,080.00	760.00
(41)	Installation / Training - 30% Remote (16 Hours)	(1)	2,400.00	1,970.00
(42)	Enhancements	(1)	445.00	305.00
(43)	Support	(1)	1,010.00	690.00
Records Management / Imaging - Kansas				
(44)	Software	(1)	229,725.00	15,480.00
(45)	Data Translation - 100% Remote (28 Hours)	(1)	8,100.00	2,660.00
(46)	Installation / Training - 30% Remote (32 Hours)	(1)	8,400.00	3,940.00
(47)	Enhancements	(1)	11,490.00	1,085.00
(48)	Support	(1)	22,975.00	3,950.00
Remote Access / Printing Service w/CIC State Wide Software License				
(49)	Software	(1)	37,060.00	2,500.00
(50)	CIC State Wide Software License "100% CREDIT"	(1)	(37,060.00)	(2,500.00)
(51)	Installation / Training - 30% Remote (4 Hours)	(1)	600.00	495.00
(52)	Enhancements	(1)	1,855.00	175.00
(53)	Support	(1)	3,705.00	640.00
Weed Management - NEW Windows / SQL Based 100% Image				
Enabled (Integrated w/CIC's Budgetary / Fund Accounting, Payroll /				
Personnel, and Interfaced w/County's GPS & GIS)				
(54)	Software	(1)	5,515.00	3,150.00
(55)	Data Translation - 100% Remote (10 Hours)	(1)	1,680.00	950.00
(56)	Installation / Training - 65% Remote (12 Hours)	(1)	2,260.00	1,310.00
(57)	Enhancements	(1)	160.00	85.00
(58)	Support	(1)	580.00	300.00

*Remove*

*Remove*

(Handwritten circle around Net column values for items 39-43)

(Handwritten circle around Net column values for items 54-58)

**AMENDMENT TO LEASE AGREEMENT**

This Amendment to Lease Agreement is made and entered into this \_\_\_ day of \_\_\_\_\_, 2015, by and between **Robert J. Schibi**, "Lessor" and the **Board of County Commissioners of Ellis County, Kansas**, "Lessee",

WHEREAS, Lessor and Lessee entered into a Lease Agreement dated April 23, 2007, concerning office space located at 1203 and 1205 Fort Street, Hays, Kansas, and

WHEREAS, Lessor and Lessee have agreed to modify the Lease as hereinafter set forth;

NOW THEREFORE, for good and valuable consideration, the Receipt and sufficiency of which is hereby acknowledged, Lessor and Lessee agree as follows:

1. **Term.** Effective June 1, 2015, the Lease Agreement shall become month to month subject to thirty (30) days written notice of termination.

2. **Rental.** Beginning June 1, 2015, Lessee agrees to pay Lessor the sum of One Thousand Six Hundred Fifty Dollars (\$1,650.00) per month payable on the first day of each month and a like amount due and payable on the first day of each month thereafter.

3. All other terms, conditions and obligations of the Lease Agreement dated April 23, 2007 shall remain in full force and effect.

IN WITNESS WHEREOF, Lessor and Lessee have executed this Amendment to Lease Agreement as of the day and year first above written.

**LESSOR:**

\_\_\_\_\_  
Robert J. Schibi

**LESSEE:**

Board of County Commissioners of  
Ellis County, Kansas

By \_\_\_\_\_  
Martha L. McClelland, Chair

6.	One department provides a reimbursable service to another department	Budget Credit to the department providing the service and expenditure to the department receiving the service.
7.	The County spends money on insured damage to a County building, vehicle, etc... and later is paid by the insurance company regardless whether the insurance company is the County's insurance or another company.	Budget Credit if insurance payment is received in the same calendar year as the loss Revenue if received after the calendar year of the loss
8.	The County receives a payment from a vendor for the unused portion of a maintenance contract.	Budget credit if the original payment on the maintenance contract was made in the same calendar year as the reimbursement. Revenue if reimbursement is received in a later calendar year.
9.	An employee in the course of their work is a member of a board that reimburses for mileage for use of a County vehicle.	Revenue.
10.	The County purchases and sells herbicides through the County Noxious Weed Control Office	Revenue until sales exceed the revenue budget. Budget Credit for dollars collected exceeding the revenue budget.
11.	People applying for Passports seek quick service and pay the County to mail the application.	Revenue. Although in principle, this cost would be reimbursable, the County will strive to cover typical costs like this through the budgeting process and therefore count it as revenue.
12.	A County office charges for photocopies.	Revenue

**XI. Project Codes**

Project codes are a string of numbers in an account number extending after the object code. Departments are encouraged to use project codes to keep track of revenues and expenditures associated with one or more object codes. The current accounting system allows for project codes up to six digits in length. In order clearly identify a project code with the department that requested it, the first two digits in the project code description will be a department number.

Example of an account number without project code: 001-25-1381

Example of an account number with project code: 001-25-1381-301

Example of use of department identifier in project code without description: 55 Vehicle #9049

Example of project code with department identifier in description: 550 17 WIC

**XII. Formal Competitive Acquisition Process**

This process is applicable to all purchases of goods and services \$5,000 or greater, not subject to the exemptions in Section VI A.

**A. Vehicle/Equipment Purchases**

Policy	Procedures
<ul style="list-style-type: none"> <li>• If listed in the annual budget or capital plan for the year, the County Administrator may authorize advertisement.</li> <li>• If not listed in the annual budget or capital plan for the year, the County Commission must authorize advertisement.</li> <li>• Final authority to purchase lies with the County Commission.</li> </ul>	<ul style="list-style-type: none"> <li>• Benefiting department draws up specifications.</li> <li>• Bid packets may be sent to specific vendors</li> <li>• Public advertisement is required. Venues such as the official newspaper, the County website, and public bid advertisement websites may be used for the public advertisement. The advertisement shall be published when or before packets are sent out to specific vendors which must be at least ten days before the bid opening date.</li> <li>• All bids submitted must be clearly labeled with the advertised title as listed in the public advertisement.</li> <li>• All bids must hold firm for at least 30 days.</li> <li>• Any bid received after the bid opening date/time or which does not follow rules will be considered non-responsive and returned to the bidder unopened.</li> <li>• Bids are opened at the time/place advertised by the County Administrator or his/her designee.</li> <li>• A bid tabulation is put together and presented to the County Commission for consideration of bid award to the lowest responsible bidder.</li> <li>• Ellis County reserves the right to waive irregularities.</li> <li>• Ellis County also reserves the right to reject all bids.</li> <li>• The successful bidder will be notified in writing, signed by the County Administrator, that person's designee, or the appropriate County elected official.</li> <li>• The State bid will be used for the acquisition of vehicles on the list when possible.</li> </ul>

**B. Design-Bid-Build**

Policy	Procedure
<ul style="list-style-type: none"> <li>• The Design-Bid-Build process is the standard process used by the County for infrastructure and building projects.</li> <li>• The County Administrator is authorized to sign change orders for projects, which, in total result in an increase of contract price of 10% or less.</li> <li>• Any change order for a project that would result in an increase in the cost of a project by more than</li> </ul>	<ul style="list-style-type: none"> <li>• The design professional is selected through a qualification-based selection process as described in State Statute. (See Policy/Procedure below.)</li> <li>• The design professional designs the project.</li> <li>• The plans and specifications are presented to the County Commission, which authorizes advertisement.</li> <li>• Public advertisement is required and may be placed in the official newspaper, the County website, one or more public bid advertisement websites, and at least one bid exchange location and shall occur at least once at least ten days before the bid opening date.</li> <li>• A 5% bid bond is required.</li> <li>• All bids must have a separate, attached envelope containing the bid bond and any contractor's</li> </ul>

<p>10% must be approved by the County Commission.</p>	<p>license, and labeled clearly with the title of the project bid as listed in the advertisement.</p> <ul style="list-style-type: none"> <li>• All bids must hold firm for at least 30 days.</li> <li>• Any bid received after the bid opening date/time or which does not follow rules will be considered non-responsive and returned to the bidder unopened.</li> <li>• Bids are opened at the time/place advertised by the County Administrator or his/her designee.</li> <li>• A bid tabulation is put together and presented to the County Commission for consideration of bid award to the lowest responsible bidder.</li> <li>• Ellis County reserves the right to waive irregularities.</li> <li>• Ellis County also reserves the right to reject all bids.</li> <li>• The successful bidder will be notified in writing, signed by the County Administrator.</li> </ul>
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**C. Qualification Based Selection**

Policy	Procedure
<ul style="list-style-type: none"> <li>• This method of selection will be used for selection of design professionals for infrastructure and building projects costing in excess of \$20,000.</li> <li>• This process may also be used to retain other professional services when the annual cost of the service to any one vendor is anticipated to be in excess of \$20,000.</li> </ul>	<ul style="list-style-type: none"> <li>• It is permissible to hold one such process to select a design professional for a term or a single project.</li> <li>• In the case of ongoing contracts such as attorney or auditor services, the contract may run for multiple years and be allowed to automatically renew unless the contractor or County desires to end the relationship.</li> <li>• Only when the contractor for an ongoing service seeks an increase in rate more than 110% of standing contract will the contract be mandatorily be put out to a selection process.</li> <li>• The County will follow State rules that apply to qualification based selection.</li> </ul>

**EXCEPTIONS**

**A. Alternative Project Delivery Methods**

Policy	Procedure
<ul style="list-style-type: none"> <li>• If approved by the County Commission, the County Administrator may pursue an alternative project deliver method such as design/build, construction manager, or construction manager at risk as described in State Statute.</li> </ul>	<ul style="list-style-type: none"> <li>• The County will follow State rules that apply to qualification based selection.</li> <li>• Bids or proposals which arrive after an advertised bid opening or which do not conform to the bid instructions will not be opened or considered.</li> </ul>