



# County Commission

400 East Locust Street, Room 201  
Union, MO 63084

## Working Session

<http://www.franklinmo.org/>

### ~ Agenda ~

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Thursday, May 07, 2020

1:00 PM

Commission Conf. Room

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## I. Call to Order

| Attendee Name | Title                        | Status | Arrived |
|---------------|------------------------------|--------|---------|
| Dave Hinson   | Second District Commissioner |        |         |
| Tim Brinker   | Presiding Commissioner       |        |         |
| Todd Boland   | First District Commissioner  |        |         |

## II. Commission Workshop

- a. Discussion with Navigate Building Solutions and FGM Architects for the additions and renovation to existing Franklin County Sheriff Station, Jail, and Communication Center
- b. Discussion with Human Resources regarding the Employee Personnel Policy for designated employees of the County of Franklin, Missouri

## III. Action Items

### a. Commission Order 2020-197 In the Matter of Accepting the Estimate from Ziglin Signs for Protective Shield Units

| b. Voter Name                            | Motion | Second | Aye                                 |
|------------------------------------------|--------|--------|-------------------------------------|
| Second District Commissioner Dave Hinson |        |        | <input checked="" type="checkbox"/> |
| Presiding Commissioner Tim Brinker       |        |        | <input checked="" type="checkbox"/> |
| First District Commissioner Todd Boland  |        |        | <input checked="" type="checkbox"/> |

## IV. Adjournment



# COMMISSION ORDER

STATE OF MISSOURI  
County of Franklin

} ss.

Thursday, May 7, 2020  
Contract/Agreement

## IN THE MATTER OF ACCEPTING THE ESTIMATE FROM ZIGLIN SIGNS FOR PROTECTIVE SHIELD UNITS

**WHEREAS**, the County of Franklin, Missouri, is being impacted by the worldwide spread of COVID-19; and

**WHEREAS**, the President of the United States and the governor of the State of Missouri, have both declared States of Emergency; and

**WHEREAS**, on March 17, 2020 the County Commission of the County of Franklin, Missouri declared a State of Emergency in Franklin County, Missouri; and

**WHEREAS**, the Franklin County Clerk's Office is in need of one hundred twenty (120) protective shield units for the 2020 elections; and

**WHEREAS**, the protective shield units are to help prevent the spread of COVID-19; and

**WHEREAS**, by direction of the County Commission the Purchasing Agent 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 as shown in Section 3-106 of the Franklin County Purchasing Department Policy Manual attached hereto and incorporated by reference herein; and

**WHEREAS**, Ziglin Signs has submitted an estimate to Franklin County for one hundred twenty (120) protective shield units for a total cost of \$13,986.00 requiring a \$6,993.00 deposit; and

**IT IS THEREFORE ORDERED** by the Franklin County Commission that the estimate submitted by Ziglin Signs is hereby accepted and approved and that Tim Brinker, Presiding Commissioner, is authorized to execute the Contract on behalf of Franklin County.

**IT IS FURTHER ORDERED** that a copy of this Order and an executed copy of the quote be provided to Ziglin Signs; Jane Luechtefeld, Voter Registration; Tim Baker, County Clerk; Lynne Maloney, Accounts Payable; and Ann Struttman, Purchasing Director.

\_\_\_\_\_  
Presiding Commissioner

\_\_\_\_\_  
Commissioner of 1<sup>st</sup> District

\_\_\_\_\_  
Commissioner of 2<sup>nd</sup> District



# FRANKLIN COUNTY

COUNTY CLERK



400 EAST LOCUST STREET  
ROOM 201

UNION, MISSOURI 63084

CLERK: (636) 583-6355

VOTER REGISTRATION: (636) 583-6364

FAX: (636) 583-7320

[www.franklinmo.org](http://www.franklinmo.org)

TIM BAKER  
County Clerk  
[tbaker@franklinmo.net](mailto:tbaker@franklinmo.net)

May 5, 2020

JEANNINE STEVENS  
Chief Deputy  
[jstevens@franklinmo.net](mailto:jstevens@franklinmo.net)

To Presiding and Associate Commissioners:

JANE LUECHTEFELD  
Director of Elections  
[jluechtefeld@franklinmo.net](mailto:jluechtefeld@franklinmo.net)

I am writing to request 120 shields to be used for the three remaining 2020 elections. The shields are to help prevent the spread of COVID19. I am requesting that Franklin County purchase these guards from Ziglin Signs in Washington, Mo. I would like the Commission to use the Emergency Procurement 3-106 on page 8 of the current purchasing policy. Total price is attached.

Respectfully,

Tim Baker

(1) The requesting department shall verify with the Purchasing Agent that the County hasn't expended in excess of \$6,000 in a 90-day period with the vendor.

(2) For any purchase totaling \$3,000 - \$6,000 the requesting department shall obtain at least three quotes from the Purchasing Agent.

(3) The requesting department shall initiate a purchase order and obtain approval from the department head or Administrative Agent. The purchase order shall be delivered to the Auditor for certification of available funds. The purchase order will then be delivered to the Purchasing Agent.

(4) The Purchasing Agent may require the requesting department to obtain quotes from multiple vendors for any purchase including all purchases under \$6,000.

#### §3-105 Sole Source Procurement.

A contract of a value in excess of \$6000 in a 90-day period may be awarded without competition when the Commission finds that there is only one feasible source for the required supply, or service item. The Purchasing Agent shall keep and maintain, and provide upon request of the Commission 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 Purchasing Agent 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.

#### §3-106 Emergency Procurements.

Notwithstanding any other provisions of this Policy, and by direction of the County Commission, the Purchasing Agent 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. A written determination of the basis for the emergency and for the selection of the particular contractor shall be documented and submitted to the Purchasing Department by the requesting department. As soon as practicable, a record of each emergency procurement shall be made and maintained by the Purchasing Agent and shall set forth the contractor's name, the amount and type of the contract, and a listing of the item(s) procured under the contract.

#### §3-107 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



**Ziglin Signs**  
 540 Vossbrink Drive  
 Washington, MO 63090  
 Ph: (636) 390-8455  
 FAX: (636) 390-8456  
 Web: http://www.ziglinsigns.com

**Estimate #: 29282**

|                                          |                                                            |
|------------------------------------------|------------------------------------------------------------|
| <b>Created Date:</b> 4/21/2020 4:24:31PM | <b>Prepared For:</b> Franklin County Government Center     |
| <b>Salesperson:</b> Garrett Newhouse     | <b>Contact:</b> Jane Luechtefeld, Franklin County Direct   |
| <b>Email:</b> garrettn@ziglinsigns.com   | <b>Office Phone:</b> (636) 583-6364                        |
| <b>Cell Phone:</b> (314) 941-1802        | <b>Office Fax:</b> (636) 583-7324                          |
| <b>Office Phone:</b> (636) 390-8455      | <b>Email:</b> jluechtefeld@franklinmo.net                  |
|                                          | <b>Address:</b> 400 E. Locust, Room 201<br>Union, MO 63084 |

**Description: Qty: 120 - Protective Shield units for check-in stations at election stations. Includes 32" x 34" x 1/8" thick clear lexan shield, two vertical aluminum post at 42" and two aluminum tubing base supports per unit. Fully assembled unit is 43" tall by 32" wide with a 9" clearance at the bottom and 1" x 24" base sections to hold shields/supports.**

Dear Jane Luechtefeld,  
 We appreciate the opportunity to provide this estimate to you. We hope this meets your approval and look forward to serving you in the future.

Thank you!

Garrett Newhouse

Layout will be provided after approval of estimate. Signed proof will be required before production begins. Production time is based on date of layout approval.

\*A 50% deposit, along with your signed Estimate is required to begin this project. Remainder of payment is due upon completion of order.

\*All estimates are valid 7 days from estimate date. If you have any questions or would like to get an extension, please call me at 636-390-8455.

Production time will be approximately 4-6 weeks after approval of permit and drawings.

|          |                                                                                                                                                                                                                                                                                                                                                                            | Quantity | Unit Price | Subtotal    |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------|-------------|
| <b>1</b> | <b>Product:</b> Custom Fabricated Sign                                                                                                                                                                                                                                                                                                                                     | 120      | \$97.80    | \$11,736.00 |
|          | <b>Description:</b> Qty: 120 - Protective Shield units for check-in tables at election stations. Includes 32" x 34" x 1/8" thick clear lexan shield, two vertical aluminum post at 42" and two aluminum tubing base supports per unit. Fully assembled unit is 43" tall by 32" wide with a 9" clearance at the bottom and 1" x 24" base sections to hold shields/supports. |          |            |             |
|          |                                                                                                                                                                                                                                                                                                                                                                            | Quantity | Unit Price | Subtotal    |
| <b>2</b> | <b>Product:</b> Custom Fabricated Sign                                                                                                                                                                                                                                                                                                                                     | 1        | \$1,950.00 | \$1,950.00  |
|          | <b>Description:</b> Kitting and packaging into two units per package including labor and materials. Includes cardboard boxes and foam layers for protection. These would be reusable if properly repackaged.<br>DOES NOT INCLUDE SHIPPING/DELIVERY.                                                                                                                        |          |            |             |
|          |                                                                                                                                                                                                                                                                                                                                                                            | Quantity | Unit Price | Subtotal    |
| <b>3</b> | <b>Product:</b> Shipping / Crating                                                                                                                                                                                                                                                                                                                                         | 60       | \$5.00     | \$300.00    |
|          | <b>Description:</b> Shipping/Delivery cost to get 60 packages to Franklin County designated office.                                                                                                                                                                                                                                                                        |          |            |             |

**Subtotal:** \$13,986.00  
**Total:** \$13,986.00  
**Deposit Required:** \$6,993.00

**Payment Terms:** 50% Down; Balance due in 30 days. Please Remit to: Ziglin Signs 540 Vossbrink Drive, Washington, MO 63090  
 Credit Card Payments over \$1,000 add 3% Convenience Fee. Please ask about our free ACH Payment options.

**Client Reply Request**

Estimate Accepted "As Is". Please proceed with Order.

Other: \_\_\_\_\_

Changes required, please contact me.

**SIGN:** \_\_\_\_\_ **Date:** / /