



**Board of Riley County
Commissioners
Regular Meeting
Agenda
March 31, 2022**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 2 – Greg McKinley, Chair](#)

[District 3 – Kathryn Focke, Vice Chair](#)

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Business Meeting

3. Authorize Chairman to Sign CDBG-CV Grantee's Release Form for Close-out
4. Sign Riley County Personnel Action Form(s)

Review Minutes

5. Board of Riley County Commissioners - Regular Meeting - Mar 28, 2022 8:30 AM

Review Tentative Agenda

6. Tentative Agenda

Press Conference Topics

7. Discuss Press Conference

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

8. Administrative Work Session

9:20 AM

John Ellermann, Public Works Director

9. Public Safety Headquarters

9:35 AM

Cory Meyer, IT/GIS Director

10. Microsoft Office 365 Licensing Renewal
11. Microsoft Server Licensing Purchase, True-Up

9:50 AM

John Ellermann, Public Works Director

12. Request to fill an open Mechanic Technician II Position

10:00 AM

Russel Stukey, Emergency Management Director

13. Authorization to make offer on used equipment / truck.

Adjournment

In order to comply with provisions of the Americans with Disabilities Act (ADA), Riley County will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact the Division of Human Resources at (785) 537-6303 (voice and TTY) for assistance.



PLANNING & DEVELOPMENT
Grant

Amanda Webb
Planning/Special Projects
Director
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6332

COMMISSION AGENDA REPORT

FROM: Amanda Webb, Planning Director

MEETING: March 31, 2022

SUBJECT: Authorize Chairman to Sign CDBG-CV Grantee's Release Form for Close-out

PRESENTER: Amanda Webb, Planning Director

BACKGROUND

In August 2020, Riley County was awarded \$167,000 through the Kansas State Department of Commerce CDBG-CV program to assist businesses impacted by COVID-19 and to assist area meal programs. Of that, the County distributed \$145,448.59 to eligible businesses and meal programs. The grant period closed July 31, 2021 and staff has been working with Commerce to provide the required documentation and data to officially close out the grant.

DISCUSSION

Commerce staff reviewed the submitted documentation and indicated everything should be in place and all requirements are met. They did note one signature still required for the Grantee Closeout Form which is included in your packet for Chair signature. This should be the final step necessary to officially close out the grant with the state.

POSSIBLE MOTIONS

Move to authorize Chairman to sign CDBG-CV Grantee's Release Form.

Enclosures:

- CDBG-CV Grantee Release Form (PDF)

Form 1

GRANTEE'S RELEASE FORM

1 Pursuant to the terms on Grant Agreement Number 20-CV-109 and in consideration of
 2 the sum of one hundred forty-five thousand four hundred forty eight dollars and fifty nine cents
 3 (\$145,448.59) which has been
 4 or is to be paid under the said contract to Riley County,
 5 grantee upon payment of the said sum by the State of Kansas, Department of Commerce, hereinafter
 6 called the grantor, does remise, release, and discharge the grantor, its officers, agents and employees
 7 of and from all liabilities, obligations, claims, and demands whatsoever under or arising from the
 8 said contract.

8 IN WITNESS WHEREOF, this release has been executed this ____ day of
 9 _____, _____.

10 Signature of Authorized Elected Official: _____

11 Typed Name and Title: Greg McKinley, Chairman, Riley County Board of Commissioners

ATTEST AND SEAL

12 _____

13 _____

(Rev. 2-2018)

Attachment: CDBG-CV Grantee Release Form (12022 : CDBG Close out paperwork)



COUNTY CLERK & ELECTIONS
Personnel

Rich Vargo
County Clerk
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

COMMISSION AGENDA REPORT

FROM: Elizabeth Ward, Human Resource Manager

MEETING: March 31, 2022

SUBJECT: Sign Riley County Personnel Action Form(s)

PRESENTER: Elizabeth Ward, Human Resource Manager

Enclosures:

- 2022-03 PW B Erikson(green) (PDF)

RILEY COUNTY PERSONNEL ACTION FORM

☒ Add ☐ Change	Supervisor: Darin Nelson Dept Head: John Ellermann	Fill Request Date: 03/31/2022 Employee #
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☐ New Hire	☐ Rehire	☐ Transfer	☐ Promotion	☒ Separation from
☐ Step Change	☐ Status Change	☐ Demotion	☐ Other	County Service

☒ Full Time	☒ Regular	☐ As-Needed	☐ Seasonal
☐ Part Time	☐ Grant Funded	☐ Intern	☐ Temporary

Erickson	Bruce		
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Name: Last First Middle Home Phone

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Address: Street City State Zip

Mechanic Technician II	Public Works/Operations	001-040
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Position Title Department Fund

03/31/2022	☐	☒		☒ Yes	☐ No
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Effective Date Exempt Non-Exempt Ending Date For Temporary Is this a budgeted position?

L	17	\$32.91	☒ Hour	\$	☐ Bi-weekly	☒ 40	☐
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Grade/Step Pay Rate Hours Per Workweek

Approvals:

Department: John Ellermann Date: 3-24-2022

Personnel: John Ellermann 3/25/2022

BOCC

Chairman: _____

Member: _____

Member: _____



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
April 04, 2022**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 2 – Greg McKinley, Chair](#)

[District 3 – Kathryn Focke, Vice Chair](#)

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Proclamation for National Public Health Week
2. Proclamation for Child Abuse Prevention Month 2022
3. Proclamation for National County Government Month
4. Plaza Reservation Request for Kansas Science Fest for Downtown Manhattan, Inc.

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

5. Administrative Work Session

9:20 AM

Alvin Perez, PW Operations and Fleet Manager

6. Bid opening for 2022 asphalt seal oil

9:25 AM

Alvin Perez, PW Operations and Fleet Manager

7. Bid opening for 2022 crushed/washed limestone chip

9:30 AM

Press Conference

8. Downtown Manhattan update - Gina Synder (3-5 minutes)
9. RCPD update - Captain Josh Kyle (3-5 minutes)
10. Public Notice - Alvin Perez (1-2 minutes)
11. Presentation of National Public Health Week Proclamation - Greg McKinley and Julie Gibbs (3 minutes)

Attachment: 04-04-22 tentative agenda (11647 : Tentative Agenda)

12. Presentation of Child Abuse Prevention Month 2022 Proclamation - Greg McKinley and Julie Gibbs (3 minutes)
13. Presentation of National County Government Month Proclamation - Greg McKinley and Vivienne Uccello (3 minutes)

10:00 AM**Russel Stukey, Emergency Management Director**

14. Staff update

10:15 AM**Amanda Webb, Planning/Special Projects Director**

15. Agreement creating restrictive covenants at 2956 Marlatt

Adjournment

In order to comply with provisions of the Americans with Disabilities Act (ADA), Riley County will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact the Division of Human Resources at (785) 537-6303 (voice and TTY) for assistance.

Attachment: 04-04-22 tentative agenda (11647 : Tentative Agenda)



**Board of Riley County
Commissioners
Regular Meeting
TENTATIVE Agenda
April 07, 2022**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 2 – Greg McKinley, Chair](#)

[District 3 – Kathryn Focke, Vice Chair](#)

[District 1 – John Ford, Member](#)

8:30 AM

Call to Order

Pledge of Allegiance

Public Comment

Commission Comments

Business Meeting

1. Approve payroll/accounts payables (when completed)

Review Minutes

Review Tentative Agenda

Press Conference Topics

9:00 AM

Evan McMillan, Assistant County Engineer

2. Bid opening for 2022 asphalt overlays

9:15 AM

Michael Boller, Noxious Weed Director

3. Staff update

9:30 AM

Danny Williams, Interim County Appraiser

4. Staff update

9:55 AM

Break

10:00 AM

Amanda Webb, Planning/Special Projects Director

5. Staff update

10:15 AM

Clancy Holeman, Counselor/Director of Administrative Services

6. Administrative Work Session

10:35 AM

**Scott Carmichael, Riley County Conservation District Director and
Michael Bartmess, the Acting District Conservationist for Riley and**

Attachment: 04-07-22 tentative agenda (11647 : Tentative Agenda)

Geary Counties

7. Riley County Conservation District update

10:45 AM**Clancy Holeman, Counselor/Director of Administrative Services**

8. Riley County Zoom Legislative Conference

Adjournment

In order to comply with provisions of the Americans with Disabilities Act (ADA), Riley County will make reasonable efforts to accommodate the needs of persons with disabilities. Please contact the Division of Human Resources at (785) 537-6303 (voice and TTY) for assistance.

Attachment: 04-07-22 tentative agenda (11647 : Tentative Agenda)



PUBLIC WORKS
Agreement

John Ellermann
Public Works
Director/County Engineer
6215 Tuttle Creek Blvd
Manhattan, KS 66503
Phone: 785-537-6330

COMMISSION AGENDA REPORT

FROM: John Ellermann, Public Works Director

MEETING: March 31, 2022

SUBJECT: Public Safety Headquarters

PRESENTER: John Ellermann

BACKGROUND

The Board of County Commissioners approved Archimages to perform the site/space needs study and design of the new Public Safety Headquarters to house the EMS, EM, EOC, Rural Fire and a 911 dispatch center. Phase 1 includes the site/space needs study to size the new headquarters building and determine the location of the 911 dispatch center.

DISCUSSION

The proposed services for Phase 1 has 5 parts.

New Headquarters Facility: The new Public Safety Headquarters facility will replace the existing EMS station at Claflin and Charles Little Rd. It will house a training room/Emergency Operations Center, offices for EMS, EM and Rural Fire. The size of the new building will be dependant on the space needs of each division.

911 Dispatch: A study to determine space needs and recommendation of location of dispatch. Depending on the results of the study, dispatch may be located in the new headquarters building.

Site Study: There are a couple of options to locate the new headquarters on County owned property. The site study will include reconfiguring existing parking lots, confirming number of required parking spaces and making a recommendation for the site.

Budgeting: From information gathered in parts 1-3 a conceptual budget will be developed with cost projections based on building size and available. Budget will include construction costs as well as furniture, equipment and other "soft" cost.

Project Delivery Method: Determine if Design-Bid-Build or Construction Manager at Risk (CM@R) is the best delivery method for our project. If CM@R is selected Archimages

will assist in developing the Request for Proposal and in the evaluation process of the contractor.

FISCAL IMPACT

The fee proposal for phase 1 of the Public Safety Headquarters Project \$87,150.00 plus up to approximately \$9,000 for reimbursable expenses. There is an optional \$23,150.00 fee if we need Fitch & Associates to make a site visit and present to County Commission in person. Expenses for this project are planned to come from ARPA funding.

RECOMMENDATION(S)

The project committee recommends the Board approve the Phase 1 agreement with Archimages.

POSSIBLE MOTION(S)

Move to approve the chairman sign the agreement for planning services with Archimages for the Public Services Headquarters.

Move to deny the agreement for planning services with Archimages for the Public Services Headquarters.

Move to modify the agreement for planning services with Archimages for the Public Services Headquarters.

Move to table

Enclosures:

- 2022-03-10 PROPOSAL (PDF)
- Archimages.CPA-KRMsigned (PDF)



DATE: March 10, 2022

Riley County, Kansas
Public Works Department
6215 Tuttle Creek Blvd
Manhattan, KS 66503
Attn: John Ellermann, Director of Public Works

**RE: RILEY COUNTY PUBLIC SAFETY HEADQUARTERS
Project #K21518**

This agreement authorizes **Archimages, Inc.** to provide Architectural, and Planning Services for the project named above. The general Scope of Work and Fee basis is as described below. Consultant's Fees and Fee advance requirements are included only as specified.

Archimages is pleased to present our proposal for planning services for a new public safety headquarters for Riley County.

Project Scope:

New Headquarters Facility: A new public safety headquarters facility will be developed on county-owned property on the south side of Claflin Road at Charles Little Road, replacing the existing EMS facility. It will also house a training room that can double as a county emergency operations center, offices for Emergency Management, Emergency Medical Services, Rural Fire Department.

PSAP/ 911 Dispatch: The 911 dispatch center may also be included in the new building. Currently, the County's emergency communications center (ECC) provides services for law enforcement, fire, and emergency medical services (EMS) ambulance services. The services described below will include analysis and recommendations to help the county decide where the dispatch center should be located.

Site Study: The land that is owned by the county, approximately 11 acres in total, will be studied to consider options for siting the new building and its parking/drives. Options will be considered to include reconfiguring existing parking lots, confirming required the number of required parking spaces, and possible road vacation with the study resulting in a recommendation for site selection.

Proposed Services:

Part One – Space needs Study: Archimages will visit the existing locations of the various components to be included in the project and meet with staff members as designated by the county. The meeting agenda will be targeted at learning about the operations, staffing, equipment, and technology needs. Our findings and projections will be reviewed in draft form with staff, prior to finalizing the document. The resulting deliverable will be a report that describes detailed space needs, security requirements, public access, and internal adjacencies. Technology and equipment need of each space will be described as well. Once the location of the PSAP/911 is determined, the space needs for that facility will be included in the report. This study will provide an overall projection of the size of the building as well as the needs for each individual space in the building.

Part Two – Dispatch Study: Fitch and Associates will assist Archimages, Inc. in analysis of space need requirements for a proposed public safety communications center for Riley County, including options for backup/alternative Public Safety Answering Point (PSAP). Fitch will provide a data analysis that will allow the county to decide if it is optimal to maintain the dispatch center in the current location. To achieve that Fitch will evaluate existing workload demands and associated staffing requirements. Fitch will analyze existing computer-aided dispatch, 911 telephone, and radio data to assess and model the required ECC current and future staffing requirements to define space needs and broad spatial relationships needed for a future and backup ECC.

Component 1 — Data Collection and Baseline Assessment: Fitch will provide a data request that addresses key items outlined in the assessment process. The data requested will include the necessary Computer Aided Dispatch (CAD) data, and to the degree required telephony and radio data, to appropriately assess the required time on task for each component of the 911 call intake and dispatch process, assess the correct number of intake/outgoing infrastructures, and to measure performance. Quantitative statistical analyses will be utilized to assess capabilities, technology, infrastructure, staffing, and current performance. We are allowing two weeks in our schedule for the county to collect and provide the necessary data.

Component 2 — Workload Statistics, Future Demands, and Future Staffing Requirements: In this component, Fitch will undertake descriptive statistics on current demand levels, project future anticipated workload over the next three decades, and compare the current design and performance of the dispatch center to those recommended standards and practices. National standards that could impact design requirements, space needs, and influence spatial orientations within the ECC will be consulted.

The report that Fitch will provide gives the number of personnel, which drives the discussion of whether there is enough space available for them to stay in the Police building. It will provide facts for the discussion on size for the communication center but does not include a recommendation from Fitch as to location. In this basic proposal option, Fitch is analyzing data, but is not visiting the site. If the data analysis supports the idea of moving the PSAP from its current location, they you might want to have Fitch continue their services with a site visit and more detailed recommendation of the preferred location for the PSAP. Pricing for this option is provided below.

Part Three – Site Layout Options: If a current land survey is not available in time to start our work, publicly available GIS information will be used to prepare a base map for site study. The general location of existing utilities (e.g., gas and electricity) that are not available in the GIS information will be determined, if possible, through discussion with the utility providers and approximately shown on the base map.

Square footage from Parts 1 and 2 will be used to develop basic blocks of required space. These blocks can then be used to consider options for the building layout as it may impact the footprint on the site (e.g., number of stories).

Parking needs for the existing buildings on site will be analyzed and compared to existing parking count and zoning requirements. Proposed modifications to the parking count may be discussed with the planning department to consider opportunities for shared parking and overall parking reduction.

Archimages will prepare site study alternatives for discussion. The studies will illustrate, in preliminary form, potential building locations, and modification to paved areas. The studies will show alternatives for reconfiguring drives and parking, along with potential required relocation of utilities and/or changes to existing roadways. Initially the options will be draw in sketch form. The finally selected option will be rendered in more detail but will remain as a conceptual drawing.

Part Four – Budgeting: The information developed in Parts One, Two, and Three will be used to help the County project the overall project budget requirement. This will be a conceptual budget, as at this point there will be no project design documents to estimate from. Cost projections will be based on the

anticipated building size and land are to be involved in the project. The budget projection will include construction costs as well as line items for furniture, equipment, and “soft” costs.

Part Five – Construction Manager at Risk (CMAR) Selection: Archimages will assist the County with preparation of the Request for Proposal. This assistance will endeavor to provide guidance regarding important items that should be requested of the interested firms. Archimages will then assist with the evaluation of proposals, developing a “short list” for interview, and will be a non-voting participant in the interviews.

Services not included in this proposal:

Some of the services listed below may be required as the project progresses, after the initial study phase. If any of these services become necessary, we will provide you with the additional cost of those services under a separate proposal.

- Professional design services, beyond the preliminary work described above, to fully design the facility. A fee proposal for the required services will be provided by Archimages following the work included in this proposal.
- Condition survey of existing utility infrastructure.
- Traffic engineering study. City planning has indicated, thus far, that it is not needed.
- Land survey, platting, street vacation, encroachment documentation.
- Development plan submission and rezoning may be required as part of the design process following the services included in this proposal.
- An environmental assessment may be required when seeking federal financial assistance for the project. These services should be secured from a firm that specializes in this type of work.
- Analysis of the existing buildings, beyond the required parking counts.

Fee:

Archimages will perform the services outlined in this proposal under a **guaranteed maximum (GM)** fee format. If at the end of the process, we have not utilized the entire fee it will result in a cost savings to the owner.

Part One – Space needs Study:	\$33,875.00
Part Two – Dispatch Study:	18,500.00
Part Three – Site Layout Options:	29,200.00
Part Four – Budgeting:	2,725.00
Part Five – CMAR Selection:	2,850.00
Total	<u>\$87,150.00</u>

Optional site visit and recommendations from Fitch add:	\$23,150.00
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Reimbursable expenses will be an additional charge of cost plus 10% and include, but are not limited to, printing, mileage, courier, plots, and artist renderings. For the services in this proposal, we suggest a budget of \$9,000.00 for reimbursable expenses.

Invoices are sent monthly and due upon receipt.

While the fee may be incorporated into a future contract, should the project not proceed or should a more comprehensive contract not be achieved, this agreement will be valid for work performed until the delivery of written notice of termination by either party.

Charges will be due within thirty (30) days of the invoice date. Interest will be charged on unpaid balances at the rate of one and one-half percent (1-1/2%) per month compounded monthly.

Thank you for allowing us the opportunity to submit this proposal. Please do not hesitate to call with any questions.

OWNER:

Riley County, Kansas
110 Courthouse Plaza
Manhattan, KS 66502-1025

ARCHITECT:

Archimages, Inc.
14205 W. 95th Street
Lenexa, KS 66215

By:

Date:



By: Kile R. Morrison, AIA

Date: March 10, 2022

NOTICE TO OWNER:

FAILURE OF THIS CONTRACTOR TO PAY THOSE PERSONS SUPPLYING MATERIAL OR SERVICES TO COMPLETE THIS CONTRACT CAN RESULT IN THE FILING OF A MECHANIC'S LIEN ON THE PROPERTY WHICH IS THE SUBJECT OF THIS CONTRACT. TO AVOID THIS RESULT, YOU MAY ASK THIS CONTRACTOR FOR "LIEN WAIVERS" FROM ALL PERSONS SUPPLYING MATERIAL OR SERVICES FOR THE WORK DESCRIBED IN THIS CONTRACT. FAILURE TO SECURE LIEN WAIVERS MAY RESULT IN YOUR PAYING FOR LABOR AND MATERIALS TWICE.

Attachment: 2022-03-10 PROPOSAL (12021 : Public Safety Headquarters)

Attachment to “Contract” Between Riley County, KS (hereinafter “County”), and Archimages (hereinafter “Architect”).

The undersigned parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof.

1. **TERMS HEREIN CONTROLLING PROVISIONS.** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in the contract and any other document relating to and a part of the contract in which this attachment is incorporated. All terms hereof survive termination of the contract.
2. **AGREEMENT WITH KANSAS LAW.** It is agreed by and between the undersigned that all disputes and matters whatsoever arising under, in connection with or incident to the contract shall be litigated, if at all, in and before a state Court located in the State of Kansas, County of Riley, or if in Federal Court, at a Federal Court located in Topeka, Kansas, to the exclusion of the Courts of any other states or country. All contractual promises shall be subject to, governed by, and construed according to the laws of the State of Kansas, without reference to its conflict of laws principles. Both parties submit to venue and jurisdiction in these courts. In the event an action or claim arises outside of the exclusive jurisdiction specified herein which names County as a party, Architect agrees to initiate, consent to and/or cooperate with any and all efforts to remove the matter to the exclusive jurisdiction named herein and otherwise to take any and all reasonable actions to achieve County’s objectives of this provision.
3. **COMPLIANCE WITH APPLICABLE LAWS, SERVICE STANDARDS AND REQUIRED PROCEDURES.**
 - 3.1. **Service Standards and Procedures.** Architect shall perform the services set forth in the Contract in compliance with applicable standards and procedures specified in the Contract.
 - 3.2. **Compliance with Law.** Architect shall comply with all applicable local, state and federal laws and regulations, in carrying out the Contract, regardless of whether those legal requirements are specifically referenced in the Contract.
4. **CASH BASIS AND BUDGET LAWS.** The right of the County to enter into the Contract is subject to the provisions of the Cash Basis Law (K.S.A. 10-1112 and 10-1113), the Budget Law (K.S.A. 79-2935), and other laws of the State of Kansas. Any Contract for a term of more than one year shall be interpreted by the parties to provide County the sole option to renew that Contract before the end of each one year term.
5. **TERMINATION DUE TO LACK OF FUNDING APPROPRIATION.** If, in the judgment of the Riley County Commissioners, after consultation with their Budget and Finance Officer or other county officials, sufficient funds are not appropriated to continue

the function performed in the contract and for the payment of the charges hereunder, County may terminate the contract at the end of its current fiscal year. Termination shall be effective 30 days after County mails written notice to Architect. In the event of such termination, County agrees to give written notice of termination to Architect. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the County or the Architect.

6. **ANTI-DISCRIMINATION CLAUSE.**

- 6.1. In carrying out the Contract, Architect shall comply with K.S.A. 44-1001 *et seq.*
- 6.2. Architect shall observe the provisions of the Kansas act against discrimination and the Kansas age discrimination in employment act, and shall not discriminate against any person in the performance of work under the Contract because of race, religion, color, sex, disability, national origin, ancestry, or age.
- 6.3. In all solicitations or advertisements for employees, Architect shall include the phrase "equal opportunity employer" or a similar phrase to be approved by the Kansas Human Rights Commission.
- 6.4. If Architect fails to comply with the provisions of K.S.A. 44-1031, requiring reports to be submitted to the Kansas Human Rights Commission when requested by that Commission, Architect shall be deemed to have breached the Contract and it may be canceled, terminated or suspended, in whole or in part, by County.
- 6.5. If Architect is found guilty of a violation of the Kansas act against discrimination under a decision or order of the Kansas Human Rights Commission which has become final, Architect shall be deemed to have breached the Contract and it may be canceled, terminated or suspended, in whole or in part by County.
- 6.6. Architect shall include the provisions of paragraphs 6.1 through 6.5 inclusively of this section in every subcontract or purchase order so that such provisions will be binding upon such subcontractor of Architect.
- 6.7. Parties to the contract understand that this paragraph number 6 is not applicable if Architect employs fewer than four employees or if Architect's contracts with the County cumulatively total \$5,000 or less during the County's fiscal year.

7. **ACCEPTANCE OF CONTRACT.** The contract shall not be considered accepted, approved or otherwise effective until the required approvals and certifications have been given and this Contractual Provisions Attachment is signed by the Board of County Commissioners of Riley County, Kansas.

8. **ARBITRATION, DAMAGES, WARRANTIES.** Notwithstanding any language to the contrary, no interpretation shall be allowed to find the County has agreed to binding arbitration, or the payment of damages or penalties upon the occurrence of a contingency. Further, the County does not agree to pay attorney fees and late payment charges; and no provisions will be given effect that attempts to exclude, modify, disclaim or otherwise attempt to limit implied warranties of merchantability and fitness for a particular purpose.

9. **REPRESENTATIVE'S AUTHORITY TO CONTRACT/REQUIRED**

DOCUMENTATION. By signing the Contract, the representative of Architect thereby represents that such person is duly authorized by Architect to execute the document on behalf of Architect and Architect agrees to be bound by the provisions thereof. Architect shall furnish evidence of authority to transact business in Kansas, in the form of a certificate signed by the Kansas Secretary of State.

10. **RESPONSIBILITY FOR TAXES.** The County shall not be responsible for, nor indemnify Architect for, any federal, state or local taxes that may be imposed or levied upon the subject matter of the contract.

11. **NO INSURANCE PROVIDED BY COUNTY.** The County shall not be required to purchase, any insurance against loss or damage to any personal property to which the contract relates, nor shall the contract require the County to establish a "self-insurance" fund to protect against any such loss or damage. Subject to any applicable provisions of the Kansas Tort Claims Act (K.S.A. 75-6101 *et seq.*), Architect shall bear the risk of any loss or damage to any personal property to which Architect holds title.

12. **TERM AND TERMINATION.**

12.1. **Term.** This Contractual Provisions Attachment shall be effective as of its date of execution by the parties and shall remain in effect during the term of the Contract, or until terminated either for convenience, breach or default, as set out herein. Thirty (30) days written notice to the breaching party is required.

12.2. **Termination for Cause.** If Architect shall fail to fulfill in a timely and proper manner its obligations under the Contract, or if Architect shall violate any of the terms, covenants, conditions, or stipulations of the Contract, County shall thereupon have the right to terminate the Contract by promptly giving written notice to Architect of such termination and specifying the reasons for the termination and the effective date thereof. A breach shall include, but not be limited to, failure to comply with any or all items contained in the Contract and any appendices, exhibits or amendments thereto, if any.

12.3. Notwithstanding the above, Architect shall not be relieved of liability to County by virtue of any breach of the Contract by Architect.

12.4. **Termination for Convenience.** County may terminate the Contract in whole or in part, upon thirty (30) days written notice to Architect, stating the effective date of the termination for convenience.

12.5. **Payment Calculation upon Termination.** In the event of termination under the Contract by either party, any amount owed Architect will be calculated based solely upon payment for fair value of acceptable services provided by Architect to the point of termination, which fair value is not the subject of a good faith dispute. That determination of fair value of acceptable services shall be made solely by County.

13. **INDEPENDENT CONTRACTOR RELATIONSHIP.** It is agreed that the legal relationship between Architect and County is of a contractual nature. Both parties assert

and believe that Architect is acting as an independent contractor in providing the services and performing the duties required by County hereunder. Architect is at all times acting as an independent contractor and not as an officer, agent, or employee of County. As an independent contractor, Architect, and employees of Architect, will not be within the protection or coverage of County's worker's compensation insurance, nor shall Architect, and employees of Architect, be entitled to any current or future benefits provided to employees of County. Further, County shall not be responsible for withholding of social security, federal, and/or state income tax, or unemployment compensation from payments made by County to Architect. Architect shall supply all labor, equipment, supplies and materials necessary to complete the required services, at Architect's sole expense.

14. **PERSONNEL.**

- 14.1. **Qualified Personnel.** Architect represents that it has, or shall secure at its own expense, all personnel required in performing the services under the Contract. Such personnel shall not be employees of or have any other contractual relationship with County. All personnel engaged in the work shall be fully qualified according to the laws of the State of Kansas and the provisions of this Contract.
- 14.2. **Minimum Wages.** Architect will comply with the minimum wage and maximum hour's provisions of the Federal Fair Labor Standards Act.
- 14.3. **Employee Conflict of Interest.** Architect shall establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

15. **PROHIBITION OF CONFLICTS OF INTEREST.**

- 15.1. **Interest of Public Officials and Others.** No officer or employee of Riley County, no member of its governing body, and no other public official who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of the Contract shall participate in any decision relating to the Contract which affects such person's personal interest or the interest of any corporation, partnership, or association in which such person is directly or indirectly interested; nor shall any officer or employee of Riley County or any member of its governing body or other public official have any interest, direct or indirect, in the Contract or the proceeds thereof.
- 15.2. **Interest of Architect.** Architect covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under the Contract.
- 15.3. **Notice to Bidders.** Requests for proposal or invitations for bid issued by Architect to implement the Contract will provide notice to prospective bidders that Riley County's conflict of interest provision is applicable and that prospective bidders who develop or draft specifications, requirements, statements of work and/or RFPs for a proposed procurement shall be excluded from bidding

or submitting a proposal to compete for the award of such procurement.

16. **ASSIGNMENT.** Neither the Contract nor any rights or obligations hereunder shall be assigned or otherwise transferred by either party without the prior written consent of the other.

17. **SUBCONTRACTING.** None of the work or services covered by the Contract shall be subcontracted without the prior written approval of County. All approved subcontracts must conform to all terms set forth in the Contract and the Contractual Provisions Attachment.

18. **RECORDS, REPORTS AND INSPECTION.**

18.1. **Documentation of Costs.** All costs incurred by Architect for which Architect purports to be entitled to reimbursement under the express terms of the Contract shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers, or other official documentation evidencing in proper detail the nature and propriety of charges. All checks, payrolls, invoices, contracts, vouchers, orders or other accounting documents pertaining in whole or in part to the Contract shall be clearly identified and readily accessible to both parties to the Contract.

18.2. **Maintenance of Records.** Except as otherwise authorized by County, Architect shall retain such documentation for a period of three (3) years after receipt of any applicable final expenditure report under the Contract, unless action, including but not limited to litigation or audit resolution proceedings, necessitate maintenance of records beyond this three (3) year period.

18.3. **Reports.** During the term of this contract, Architect shall furnish to County, in such form, as County may require, such statements, records, reports, data and information as County requests pertaining to matters covered by this contract. Payments to Architect will be withheld by County if Architect fails to provide all required reports in a timely and accurate manner, until such time as all reports are furnished to County. Incomplete reports may be considered a breach of this contract.

18.4. **Availability of Records.** Upon advance written notice Architect agrees to make any and all of its records, books, papers, documents and data available to County, or the authorized representative of a State agency with statutory oversight authority, for the purpose of assisting in litigation or pending litigation, or making audits, examinations, excerpts, copies and transcriptions at any time during the terms of this contract and for a three (3) year period following final payment under the terms of this contract.

19. **METHOD OF BILLING AND PAYMENT.**

19.1. **Billing Procedures.** Architect agrees that billings and payments under the Contract shall be processed in accordance with established budgeting, purchasing and accounting procedures of Riley County, Kansas. Subject to the maximum

amount of compensation prescribed herein, payment shall be made after receipt of billing, and the amount of payment shall not exceed the maximum amount allowed by the Contract.

- 19.2. **Support Documentation.** Billing shall be supported with documentation required by the County including, but not necessarily limited to, that documentation described in paragraph 18, above.
 - 19.3. **Reimbursement Restrictions.** Payments shall be made to Architect only for items and services provided to support the Contract purpose when such items and services are specifically authorized by the Contract. County reserves the right to disallow reimbursement for any item or service billed by Architect if County believes that such item or service was not provided to support the Contract purpose, or was not authorized by the Contract.
 - 19.4. **Pre-disbursement Requirements.** Architect must provide to County the documentation required pursuant to the Contract prior to any disbursements being made by County to Architect.
 - 19.5. **Mailing Address.** Payments shall be mailed to Architect's address as set forth herein.
20. **LICENSES AND PERMITS.** Architect shall maintain all licenses, permits, certifications, bonds, and insurance required by federal, state or local authority for carrying out the Contract. Architect shall notify County immediately if any required license, permit, bond or insurance is canceled, suspended or is otherwise ineffective. Such cancellation, suspension, or other ineffectiveness may form the basis for immediate revocation or cancellation of the Contract by County, in County's sole discretion.
 21. **PUBLIC DOCUMENTS.** It is agreed that the Contract, and all subsequent agreed amendments or addenda thereto are public documents which will be filed with the Riley County Clerk, and will be open to public inspection.
 22. **LIMITATION OF LIABILITY.** It is agreed that notwithstanding any language in the Contract to the contrary, County waives no defense, immunity or limitation of liability otherwise available to County under the terms of the Kansas Tort Claims Act or other applicable law.
 23. **MERGER/SALE/TRANSFER OF ARCHITECT ASSETS.** Architect will notify County in writing at least thirty (30) calendar days in advance of Architect's merger with any other business entity, or of any sale or other transfer of Architect's assets to any other business entity. In the event of any such merger, sale or other transfer of Architect assets, Architect will reasonably cooperate with County in assuring that provision of all products and services under this Contract are not disrupted before, during and after such merger, sale or other transfer of Architect assets. After such merger, sale or other transfer of Architect assets, Architect will reasonably cooperate with County in providing any documents or information necessary to establish any prior payments made by County to Architect under this Contract.

24. **LIABILITY INSURANCE.** Architect agrees to maintain the minimum limits of insurance coverage throughout the term of the agreement, as outlined in the Request for Proposal and/or the contract or agreement to which this is attached. Liability insurance coverage must be considered as primary and not as excess insurance (excluding Workers' Compensation and Professional Liability). Architect shall furnish a certificate evidencing such coverage, with County named as an additional insured (excluding Workers' Compensation and Professional Liability), which shall be delivered to the Office of the Riley County Counselor for approval.
25. **REMOVAL OF REPRESENTATIVE.** Should County reasonably object to an individual employed or engaged by Architect to perform the services hereunder, Architect agrees to promptly replace that person with an individual approved by County.
26. **MODIFICATION.** This agreement may not be modified except in writing signed by the parties hereto.
27. **SURVIVABILITY.** All terms of this Contractual Provisions Attachment shall survive termination of the Contract.

ARCHIMAGES

BOARD OF COUNTY COMMISSIONERS OF
RILEY COUNTY, KANSAS

By: 
Kile R. Morrison, Managing Director

By: _____
Greg McKinley, Chairman

Date

Date

(seal)

ATTEST:

Rich Vargo, County Clerk

Approved as to Form

By: _____
Clancy Holeman
Riley County Counselor

Date: _____

Attachment: Archimages.CPA-KRMSigned (12021 : Public Safety Headquarters)



IT/GIS
Purchase > \$10K

Cory Meyer
IT/GIS Director
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6305

COMMISSION AGENDA REPORT

FROM: Cory Meyer
MEETING: March 31, 2022
SUBJECT: Microsoft Office 365 Licensing Renewal
PRESENTER: Cory Meyer

BACKGROUND

Riley County currently has an MSEA (Microsoft Enterprise Agreement) with Microsoft, our vendor for various software including desktop/laptop O/S, Server O/S, the Office Suite of products, SQL, Exchange, Client Access licenses, etc.

The current MSEA expires on 3/31/2022. Microsoft licensing has changed and now that we are using Office 365, we will have subscription-based licensing. The licensing will be renewed on a yearly basis so that the IT staff can review our license type usage and adjust as needed.

DISCUSSION

I am providing the 2022-2023 CSP pricing to the BOCC for discussion/approval. The pricing and request are for approval with the vendor ConvergeOne. In the past we have had an agreement with SHI. The change in agreement type will provide a significant savings to Riley County.

FISCAL IMPACT

The necessary funds for this purchase exist in the 2022 IT/GIS budget to cover the \$76,765.40 renewal cost.

RECOMMENDATION(S)

The IT/GIS Director and staff recommend that the BOCC approve the purchase of the Microsoft Office 365 Licensing Renewal through ConvergeOne.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 03292022 MS License O365 Renewal (PDF)

RILEY COUNTY

PURCHASE AUTHORIZATION NO _____

Department IT/GIS Date 3-29-2022Estimated Cost \$76,765.40 Fund 2430Description Microsoft Office 365 License RenewalNew ☒ Replacement ☐

Procurement Type

☐ Competitive Sealed Bid, Board of County Commission opens☐ Competitive Proposal submitted to Board of County Commission☒ Sole Source (exempt) by Department Head☐ Emergency by Department Head☐ Used Equipment (exempt) by Department Head

2.204 Small Purchases.

(1) Any non-office technology related procurement valued at less than \$10,000.00 may be made in accordance with small purchase procedures, provided, however, that procurement requirements shall not be artificially divided so as to constitute a small purchase under this Section. Small purchase procedures require the Department Head to approve any purchase ranging in size from no cost, to \$10,000.00. Competitive bidding is not required for small purchases, but the purchaser will attempt to purchase the least expensive item available.

(2) All office technology related purchases, to include, but not be limited to all hardware, software, and peripheral devices shall be ordered and purchased by the Information Systems Department. Purchases made from funds other than the General Fund shall be approved and ordered by the Information Systems Department, with the actual purchase being paid out of the appropriate funds. The Information Systems Department shall coordinate these office technology-related purchases to ensure that uniform, standardized, and necessary equipment is purchased, to obtain competitive pricing, and schedule installation of the new equipment. Exceptions to this requirement include cables, printer cartridges, and other consumable goods, which the Information Systems Department will assist with, if the Department Head so wishes.

4.402 Professional Services.

(1) Applicability. Professional services shall be procured as provided in this Section except when the cost of such services is less than \$10,000 or when a state of emergency exists.

Requested by:

Cory J. Meyer, County Engineer

Approved by:

Chairman, Board of County Commissioners

ATTEST:

Member_____
County Clerk_____
Member_____
Date

Attachment: 03292022 MS License 0365 Renewal [Revision 1] (12025 : Microsoft Office 365 Licensing Renewal)

Date: 3/29/2022

Page #: 1 of 2

Documents #: OP-000661046
SO-000750016

Solution Name: GCC Microsoft Lic & Support
Quote

Customer: RILEY COUNTY

Solution Summary

GCC Microsoft Lic & Support Quote

Customer: RILEY COUNTY	Primary Contact: Cory Meyer
Ship To Address: 110 COURTHOUSE PLZ MANHATTAN, KS 66502	Email: cmeyer@rileycountyks.gov
Bill To Address: 110 COURTHOUSE PLZ MANHATTAN, KS 66502	Phone: (785) 537-6307
Customer ID: AOSRILEY003	National Account Manager: Anthony Carpenter
Customer PO:	Email: ACarpenter@convergeone.com
	Phone: +19133072348

Solution Summary	Current Due	Next Invoice	Due	Remaining	Total Project
Software	\$0.00		One-Time		\$0.00
Software	\$76,765.40		Annual		\$76,765.40
Project Subtotal	\$76,765.40				\$76,765.40
Estimated Tax	NOT INCLUDED				
Estimated Freight	NOT INCLUDED				
Project Total	\$76,765.40				\$76,765.40

This Solution Summary summarizes the document(s) that are attached hereto and such documents are incorporated herein by reference (collectively, this "Order"). Customer's signature on this Order (or Customer's issuance of a purchase order in connection with this Order) shall represent Customer's agreement with each document in this Order and acknowledgement that such attached document(s) are represented accurately by this Solution Summary.

Unless otherwise specified in this Order, this Order shall be subject to the following terms and conditions (the "Agreement"): (i) the Master Sales Agreement or other applicable master agreement in effect as of the date hereof between ConvergeOne, Inc. and/or its subsidiaries and affiliates (collectively, "C1" or "ConvergeOne" or "Seller") and Customer; or (ii) if no such master agreement is currently in place between C1 and Customer, the Online General Terms and Conditions currently found on the internet at: <https://www.convergeone.com/online-general-terms-and-conditions/>. If Customer's Agreement is a master agreement entered into with one of ConvergeOne, Inc.'s predecessors, affiliates and/or subsidiaries ("Legacy Master Agreement"), the terms and conditions of such Legacy Master Agreement shall apply to this Order, subject to any modifications, located at: <https://www.convergeone.com/online-general-terms-and-conditions/>. In the event of a conflict between the terms and conditions in the Agreement and this Order, the order of precedence shall be as follows: (i) this Order (with the most recent and specific document controlling if there are conflicts between the Solution Summary and any applicable supporting document(s) incorporated into this Order), (ii) Attachment A to the Agreement (if applicable), and (iii) the main body of the Agreement.

This Order may include the sale of any of the following to Customer: (a) any hardware, third party software, and/or Seller software (collectively, "Products"); (b) any installation services, professional services, and/or third party provided support services that are generally associated with the Products and sold to customers by Seller (collectively, "Professional Services"); (c) any Seller-provided vendor management services, software release management services, remote monitoring services and/or, troubleshooting services (collectively, "Managed Services"); and/or (d) any Seller-provided maintenance services ordered by Customer to maintain and service Supported Products or Supported Systems at Supported Sites to ensure that they operate in conformance with their respective documentation and specifications (collectively, "Maintenance Services"). For ease of reference only, Professional Services, Managed Services and Maintenance Services may be referred to collectively as "Services." Unless otherwise defined herein, capitalized terms used herein will have the same meanings as set forth in the Agreement.

Products and/or Services not specifically itemized are not provided hereunder. This Order will be valid for a period of thirty (30) days following the date hereof. Thereafter, this Order will no longer be of any force and effect.

This Order is a configured order and/or contains software.

Special Comment to Solution Summary:

Date: 3/29/2022

Page #: 2 of 2

Documents #: OP-000661046
SO-000750016

Solution Name: GCC Microsoft Lic & Support
Quote

Customer: RILEY COUNTY

MICROSOFT ONLINE SERVICES AND AMAZON WEB SERVICES ADDITIONAL TERMS. Based on the service(s) ordered, fees for Microsoft Online Services and Amazon Web Services (the "Services") listed on this Order are provided on either a fixed fee or consumption basis and invoiced monthly or annually, as indicated, during the Term specified on the Order. Consumption based Services will be billed monthly in arrears based on actual usage regardless of any usage estimates that might have been provided in any proposal or on this Order. Unless a different term is specified on the Order, Seller will provide the Services for a term of one (1) year ("Initial Term"). Renewal. At the end of the Initial Term the Services will automatically renew for successive one (1) year periods (each a "Renewal Term" and together with the Initial Term, the "Term") at the rate(s) then in effect unless at least thirty (30) days prior to the expiration of the then current Term, Customer or Seller provides the other with written notice of its intent not to renew. Cancellation. Customer may cancel the Services at any time during the Term by providing Seller thirty (30) days advance written notice of the requested date of termination ("Termination Date") and shall be liable as follows: (i) For Services that are billed monthly in advance, payment of the full monthly amount for the month in which notice was provided, plus one full additional month; (ii) For Services that are billed monthly in arrears by consumption, payment for actual usage up through the Termination Date; and, (iii) For Services that are billed annually in advance, Customer is not entitled to a refund of the fee paid for the current Term.

ACCEPTED BY:

BUYER: _____ DATE: _____ SELLER: _____ DATE: _____

TITLE: _____ TITLE: _____

Solution Quote

#	Item Number	Description	Term	Qty	Unit Price	Extended Price
Legacy - GCC Annual						
1	CSP-ELIT-D54F7A54CE8E-12MO	OFFICE 365 G3 GCC		280	\$259.70	\$72,716.00
2	CSP-ELIT-B9F131FFBF3D-12MO	OFFICE 365 F3 GCC		85	\$47.64	\$4,049.40
DLT Support						
3	DLT-CSS	1 year (12 mos.) Confirmed Stateside Support for the following for Riley County, MO (To be invoiced in full at beginning of POP)		1	\$0.00	\$0.00

- (5) **Bid Acceptance and Bid Evaluation.** Bids shall be unconditionally accepted without alteration or correction, except as authorized in this Code. Bids shall be evaluated based on the criteria set forth in the Advertisement 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 Advertisement for Bids shall set forth the evaluation criteria to be used. No criteria may be used in bid evaluation that are not set forth in the Advertisement for Bids.
- (6) **Correction or Withdrawal of Bids; Cancellation of Awards.** Correction or withdrawal of inadvertently erroneous bids before or after award, or cancellation of awards or contracts based on such bid mistakes, shall be permitted as decided by the Board of County Commissioners. After bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of Riley County or fair competition shall be permitted. Except as otherwise provided, all decisions to permit the correction of bids, the withdrawal of bids, or to cancel awards or contracts based on bid mistakes, shall be supported by a written determination made by the Purchasing Department Head and approval by the Board of County Commissioners.
- (7) **Award.** The contract shall be awarded with reasonable promptness by written notice to the lowest and best bidder whose bid meets the requirements and criteria set forth in the Advertisement for Bids. In the event all bids for a construction project exceed available funds as certified by the Riley County Treasurer, and the lowest responsive and responsible bid does not exceed such funds by more than five percent, the Board of County Commissioners may in situations where time or economic considerations preclude resolicitation of work of a reduced scope to negotiate an adjustment of the bid price, including changes in the bid requirements, with the low responsive and responsible bidder, in order to bring the bid within the amount of available funds.
- (8) **Multi-step Sealed Bidding.** When it is considered impractical to initially prepare a purchase description to support an award based on price, an Advertisement for Bids may be issued requesting the submission of unpriced offers to be followed by an Advertisement for Bids limited to those bidders whose offers have been qualified under the criteria set forth in the first solicitation.

2.203 Competitive Proposals.

- (1) **Conditions for Use.** When the Board of County Commissioners has determined the use of competitive proposals is advantageous to Riley County, a contract may be entered into by competitive sealed proposals. The Board of County Commissioners may provide that it is either not practicable nor advantageous to Riley County to procure specified types of supplies, services, equipment or construction by competitive sealed bidding or competitive FAX bidding.

- (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 manner as provided herein.
- (4) **Receipt of Proposals.** Proposals shall be opened so as to avoid disclosure of contents to competing offerors during the process of negotiation. A Register of Proposals shall be prepared by the Riley County Clerk and shall be open for public inspection after contract award.
- (5) **Evaluation Factors.** The Request for Proposals shall state the relative importance of price and other evaluation factors.
- (6) **Discussion with the Responsible Department Head and Revisions to Proposals.** As provided in the Request for Proposals, and under regulations promulgated by the Board of County Commissioners, the Board of County Commissioners may conduct discussions with responsible offerors. 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 Riley County, taking into consideration price and the evaluation factors set forth. No other factors or criteria shall be used in the evaluation. The contract file shall contain the basis on which the award is made.

2.204 Small Purchases.

- (1) Any non-office technology related procurement valued at \$10,000 or less may be made in accordance with small purchase procedures, provided, however, the procurement requirements shall not be artificially divided so as to constitute a small purchase under this Section. Small purchase procedures require the Department Head to approve any purchase ranging in size from no cost, to \$10,000. Small purchases including trade services valued from \$5,000- \$10,000 will require 3 quotes if feasible. Competitive bidding is not required for small purchases, but the purchaser will attempt to purchase the least expensive item available.
- (2) All office technology related purchases, to include, but not be limited to all hardware, software, and peripheral devices shall be ordered and purchased by the Information Systems Department. Purchases made from funds other than the General Fund shall be approved and ordered by the Information Systems Department, with the actual purchase being paid out of the appropriate funds. The Information Systems Department shall coordinate these office technology-related

2.402 Cost or Pricing Data.

- (1) **Contractor Certification.** A contractor shall submit cost or pricing data and shall certify that, to the best of its knowledge and belief, the costs or pricing data submitted were accurate, complete, and current as of a mutually determined specified date prior to the date of:
 - (a) the pricing of any contract awarded by competitive sealed proposals or pursuant to the sole source procurement authority where the total contract price is expected to exceed a maximum amount established by the purchasing department head; or
 - (b) the pricing of any change order or contract modification which is expected to exceed an amount established by the purchasing department head.
- (2) **Price Adjustment.** Any contract, change order, or contract modification under which a certificate is required shall contain a provision that the price to Riley County including profit or fee, shall be adjusted to exclude any significant sums by which Riley County finds that such price was increased because the contractor-furnished costs or pricing data were inaccurate, incomplete or not current as of the date agreed upon between the parties.
- (3) **Cost or Pricing Data Not Required.** The requirements of this Section need not be applied to contracts:
 - (a) where the contract price is based on adequate price competition;
 - (b) where the contract price is based on established catalog prices or market prices;
 - (c) where contract prices are set by law or regulation; or
 - (d) where it is determined in writing in accordance with regulations promulgated by the Board of County Commissioners that the requirements of this Section may be waived; and the reasons for such waiver are stated in writing.

2.403 Right to Audit Records.

- (1) **Audit of Cost or Pricing Data.** Riley County may, at reasonable times and places, audit the books and records of any person who has submitted cost or pricing data to the extent that such books and records relate to such cost or pricing data. Any person who receives a change order, or contract modification for which cost or pricing data are required, shall maintain such books and records that relate to such cost or pricing data for three years from the date of final payment under the contract, unless a shorter period is otherwise authorized in writing.
- (2) **Contract Audit.** Riley County shall be entitled to audit books and records of a contractor or any subcontractor under any negotiated contract or subcontract other than a firm fixed-price contract to the extent that such books and records relate to the performance of such contract or subcontract. Such books and records shall be maintained by the contractor for a period of three years from the date of final



IT/GIS
Purchase > \$10K

Cory Meyer
IT/GIS Director
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-537-6305

COMMISSION AGENDA REPORT

FROM: Cory Meyer

MEETING: March 31, 2022

SUBJECT: Microsoft Server Licensing Purchase, True-Up

PRESENTER: Cory Meyer

BACKGROUND

Researching our Microsoft Licensing renewal, I found we are not current with our server license count. This purchase is to true up our license count based on the number of servers that we have.

DISCUSSION

I am providing the licensing cost needed for our servers. The purchase of the licenses is from ConvergeOne who we go through for our other Microsoft licensing.

FISCAL IMPACT

The funds for this purchase exist in the 2022 IT/GIS budget to cover the \$23,271.04 purchase cost.

RECOMMENDATION(S)

The IT/GIS Director and staff recommend that the BOCC approve the purchase of the Microsoft Server Licenses through ConvergeOne.

POSSIBLE MOTION(S)

Move to approve

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- 03282022 MS Server License Purchase (PDF)

PURCHASE AUTHORIZATION NO _____

Department IT/GIS Date 3-28-2022Estimated Cost \$23,271.04 Fund 2430Description Microsoft Licensing Purchase, Additional For True-UpNew ☒ Replacement _____

Procurement Type

- _____ Competitive Sealed Bid, Board of County Commission opens
- _____ Competitive Proposal submitted to Board of County Commission
- ☒ Sole Source (exempt) by Department Head
- _____ Emergency by Department Head
- _____ Used Equipment (exempt) by Department Head

2.204 Small Purchases.

(1) Any non-office technology related procurement valued at less than \$10,000.00 may be made in accordance with small purchase procedures, provided, however, that procurement requirements shall not be artificially divided so as to constitute a small purchase under this Section. Small purchase procedures require the Department Head to approve any purchase ranging in size from no cost, to \$10,000.00. Competitive bidding is not required for small purchases, but the purchaser will attempt to purchase the least expensive item available.

(2) All office technology related purchases, to include, but not be limited to all hardware, software, and peripheral devices shall be ordered and purchased by the Information Systems Department. Purchases made from funds other than the General Fund shall be approved and ordered by the Information Systems Department, with the actual purchase being paid out of the appropriate funds. The Information Systems Department shall coordinate these office technology-related purchases to ensure that uniform, standardized, and necessary equipment is purchased, to obtain competitive pricing, and schedule installation of the new equipment. Exceptions to this requirement include cables, printer cartridges, and other consumable goods, which the Information Systems Department will assist with, if the Department Head so wishes.

4.402 Professional Services.

(1) Applicability. Professional services shall be procured as provided in this Section except when the cost of such services is less than \$10,000 or when a state of emergency exists.

Requested by:

Cory Mayer

Approved by:

Chairman, Board of County Commissioners

ATTEST:

Member_____
County Clerk_____
Member_____
Date

Attachment: 03282022 MS Server License Purchase (12026 : Microsoft Server License Purchase)

Date: 3/3/2022

Page #: 1 of 2

Documents #: OP-000661046
SO-000735661

Solution Name: Windows Server 2022
Datacenter - 2 Core

Customer: RILEY COUNTY

Solution Summary

Windows Server 2022 Datacenter - 2 Core

Customer: RILEY COUNTY	Primary Contact: Cory Meyer
Ship To Address: 110 COURTHOUSE PLZ MANHATTAN, KS 66502	Email: cmeyer@rileycountyks.gov
Bill To Address: 110 COURTHOUSE PLZ MANHATTAN, KS 66502	Phone: (785) 537-6307
Customer ID: AOSRILEY003	National Account Manager: Anthony Carpenter
Customer PO:	Email: ACarpenter@convergeone.com
	Phone: +19133072348

Solution Summary	Current Due	Next Invoice	Due	Remaining	Total Project
Software	\$23,271.04		One-Time		\$23,271.04
Project Subtotal	\$23,271.04				\$23,271.04
Estimated Tax	NOT INCLUDED				
Estimated Freight	NOT INCLUDED				
Project Total	\$23,271.04				\$23,271.04

This Solution Summary summarizes the document(s) that are attached hereto and such documents are incorporated herein by reference (collectively, this "Order"). Customer's signature on this Order (or Customer's issuance of a purchase order in connection with this Order) shall represent Customer's agreement with each document in this Order and acknowledgement that such attached document(s) are represented accurately by this Solution Summary.

Unless otherwise specified in this Order, this Order shall be subject to the following terms and conditions (the "Agreement"): (i) the Master Sales Agreement or other applicable master agreement in effect as of the date hereof between ConvergeOne, Inc. and/or its subsidiaries and affiliates (collectively, "C1" or "ConvergeOne" or "Seller") and Customer; or (ii) if no such master agreement is currently in place between C1 and Customer, the Online General Terms and Conditions currently found on the internet at: <https://www.convergeone.com/online-general-terms-and-conditions/>. If Customer's Agreement is a master agreement entered into with one of ConvergeOne, Inc.'s predecessors, affiliates and/or subsidiaries ("Legacy Master Agreement"), the terms and conditions of such Legacy Master Agreement shall apply to this Order, subject to any modifications, located at: <https://www.convergeone.com/online-general-terms-and-conditions/>. In the event of a conflict between the terms and conditions in the Agreement and this Order, the order of precedence shall be as follows: (i) this Order (with the most recent and specific document controlling if there are conflicts between the Solution Summary and any applicable supporting document(s) incorporated into this Order), (ii) Attachment A to the Agreement (if applicable), and (iii) the main body of the Agreement.

This Order may include the sale of any of the following to Customer: (a) any hardware, third party software, and/or Seller software (collectively, "Products"); (b) any installation services, professional services, and/or third party provided support services that are generally associated with the Products and sold to customers by Seller (collectively, "Professional Services"); (c) any Seller-provided vendor management services, software release management services, remote monitoring services and/or, troubleshooting services (collectively, "Managed Services"); and/or (d) any Seller-provided maintenance services ordered by Customer to maintain and service Supported Products or Supported Systems at Supported Sites to ensure that they operate in conformance with their respective documentation and specifications (collectively, "Maintenance Services"). For ease of reference only, Professional Services, Managed Services and Maintenance Services may be referred to collectively as "Services." Unless otherwise defined herein, capitalized terms used herein will have the same meanings as set forth in the Agreement.

Products and/or Services not specifically itemized are not provided hereunder. This Order will be valid for a period of thirty (30) days following the date hereof. Thereafter, this Order will no longer be of any force and effect.

This Order is a configured order and/or contains software.

Special Comment to Solution Summary:

MICROSOFT ONLINE SERVICES AND AMAZON WEB SERVICES ADDITIONAL TERMS. Based on the service(s) ordered, fees for Microsoft Online Services and Amazon Web Services (the "Services") listed on this Order are provided on either a fixed fee or consumption basis and invoiced monthly or annually, as indicated, during the Term specified on the Order. Consumption based Services will be billed monthly in arrears based on actual usage regardless of any usage estimates that might have been provided in any proposal or on this Order. Unless a different term is specified on the Order, Seller will provide the Services for a term of one (1) year ("Initial Term"). Renewal. At the end of the Initial Term the Services will automatically renew for successive one (1) year periods (each a "Renewal Term") and together with the Initial Term, the "Term") at the rate(s) then in effect unless at least thirty (30) days prior to the expiration of the then current Term, Customer or Seller provides the other with written notice of its intent not to renew. Cancellation. Customer may cancel the Services at any time during the Term by providing Seller thirty (30) days advance written notice of the requested date of termination ("Termination Date") and shall be liable as follows: (i) For Services that are billed monthly in advance, payment of the full monthly amount for the month in which notice was provided, plus one full additional month; (ii) For Services that are billed monthly in arrears by consumption, payment for actual usage up through the Termination Date; and, (iii) For Services that are billed annually in advance, Customer is not entitled to a refund of the fee paid for the current Term.

CONFIDENTIAL AND PROPRIETARY INFORMATION OF CONVERGEONE, INC.

Date: 3/3/2022

Page #: 2 of 2

Documents #: OP-000661046
SO-000735661

Solution Name: Windows Server 2022
Datacenter - 2 Core

Customer: RILEY COUNTY

ACCEPTED BY:

BUYER: _____ DATE: _____ SELLER: _____ DATE: _____

TITLE: _____ TITLE: _____

Solution Quote

#	Item Number	Description	Term	Qty	Unit Price	Extended Price
1	CSP-DG7GMGF0D65N-0003	WINDOWS SERVER 2022 DATACENTER - 2 CORE		32	\$727.22	\$23,271.04

Attachment: 03282022 MS Server License Purchase (12026 : Microsoft Server License Purchase)



PUBLIC WORKS
Personnel

John Ellermann
Public Works
Director/County Engineer
6215 Tuttle Creek Blvd
Manhattan, KS 66503
Phone: 785-537-6330

COMMISSION AGENDA REPORT

FROM: John Ellermann, Public Works Director

MEETING: March 31, 2022

SUBJECT: Request to fill an open Mechanic Technician II Position

PRESENTER: John Ellermann

BACKGROUND

We are here today to request approval to fill this budgeted open position in the Public Works Department/Operations Division. The position is open because the employee is retiring from Riley County.

The Mechanic Technician II is responsible for the inspection, diagnosis, maintenance, and repair of all county equipment, such as automotive vehicles, emergency equipment and heavy construction equipment.

This employee works under the direction of the Shop Supervisor but may be contacted directly by emergency management officials to make critical repairs after normal working hours. Supervision is provided by the Supervisor through consultations and review of the work performed.

DISCUSSION

Discuss filling the Mechanic Technician II position within the Public Works Department/Operations Division.

FISCAL IMPACT

This is a current budgeted position within the Public Works Department.

RECOMMENDATION(S)

Current staff does not have the capacity within their workload to absorb these additional duties. Therefore, staff recommends filling this position.

POSSIBLE MOTION(S)

Move to approve the Public Works Department to refill the open Mechanic Technician II position.

Move to deny

Move to modify

Move to table

No action required.

The Board agreed by consensus to

Enclosures:

- Public Works Mechanic Technician II position description (PDF)
- 2022-03 PW Mech Tech II(Gold) (PDF)

RILEY COUNTY, KANSAS JOB DESCRIPTION

Job Title:	MECHANIC TECHNICIAN II	
Department:	Public Works	Division: Fleet Services
Reports To:	Shop Supervisor or Operations Manager	
Pay Grade:	L	Status: Full time
FLSA Status:	Non-Exempt	

Position Summary:

Employees in this class perform skilled mechanical work and are responsible for the inspection, diagnosis, maintenance, and repair of all county equipment such as automotive vehicles, emergency equipment, and heavy construction equipment in accordance with established practices of the mechanics trade.

An employee in this class performs work under the general supervision of the Shop Supervisor but is may contacted directly by emergency management officials to make critical repairs after normal hours. A person in this position may be designated to assume responsibility for record keeping, scheduling and project supervision in the Shop Supervisor's absence.

This employee exercises considerable discretion in carrying out work details and works independently with limited supervision and is required to maintain an Automotive Service Excellence (ASE) Master Mechanic certification.

Essential Functions:

- Ensures duties are carried out in accordance with County and Departmental policies and guidelines.
- Ensures time management on projects is sufficient.
- Provides for regular and punctual attendance and fosters a cooperative work environment.
- Inspects, trouble-shoots, maintains, repairs and reconditions county vehicles and equipment.
- Operates electronic test and diagnostic equipment to make complex technical equipment repairs.
- Diagnoses, tests, replaces, and/or repairs equipment components.
- Performs all types of external and internal engine repairs.
- Assists with vehicle body repair, painting, and glass replacement.
- Supervises the planning and scheduling of repair requests in the absence of the Shop Supervisor.
- Provides for regular and punctual attendance and fosters a cooperative work environment.
- Assists with the maintenance of repair orders and service lists to organize work by priority and time schedule for economy and efficiency.
- Recommends purchases and orders parts, materials and supplies to make fleet maintenance repairs].
- Prepares invoices and receipts to record parts usage, outside repairs, and commodity distribution to originate accounting entries for accounts receivable.
- Performs research to locate suppliers, prepare cost estimates, and determine availability of products and services.
- Responds to all requests from Public Works, Emergency Medical Services, Emergency Management, Fire District #1 officials and other county officials for the repair of emergency equipment.

- Operates arc and mig welders, acetylene torches, plasma cutter, and other metal fabrication tools.
- Maintains daily labor, equipment, and material used to complete repair order records.
- Charges out materials used on projects and commodities used on equipment.

Secondary Functions:

- Secures and supervises maintenance of tools, shop equipment, shop facilities, and material inventory.
- Operates any job related equipment as necessary.
- Assists with storing, organizing and inventorying large stocks of parts, supplies and other commodities in a major repair facility and storage yard.
- Assists with annual property inventory.
- Assists in determining stocking levels for parts and supply inventories.
- Researches and develops methods to improve repair practices.
- Makes recommendations for purchase of new types of equipment and replacement or modification of existing equipment.
- Mounts new tires.
- Cleans the shop area and stores tools.
- Washes and waxes cars and trucks.
- Picks-up and delivers parts, supplies, and other commodities. Occasionally transports road and bridge equipment to and from repair facilities.
- Operates two-way radio, telephones, and other communications equipment such as facsimile machines and direct computer links by modem to transmit and receive data. Relays messages, and receives complaints which are detailed, complex, and sometimes of an emergency nature.
- Participates in staff meetings, safety meetings and other related activities.
- Position may require occasional overtime that will be outside normal work hours which may include weekends.
- May be required to perform related work as required during and after hours, any day of the week, including holidays.
- Perform other duties as assigned.

Position Requirements:

Any satisfactory equivalent combination of experience, education and training which provides the required knowledge, skills and abilities listed below will be accepted.

- This position requires the employee to provide and carry a personal cell phone and will be reimbursed as per the County's Cell Phone Policy. The cell phone is to be utilized to carry out county related functions in accordance with Departmental Policies and Procedures.

Education:

- This position requires a high school education.
- Two years of vocational level course work in a mechanics curriculum or equivalent
- Valid Class A Commercial driver's license and tanker endorsement shall be obtained within the first 90 days of employment in this position.

Certification:

- Automotive Service Excellence (ASE) Master Mechanic Certification.

Experience:

Updated 2014

- Requires five years experience repairing automotive and construction equipment.
- One year experience in welding and metal fabrication preferred.
- Two years of operating basic computer software (ie. microsoft office) is required.
- Extensive knowledge of the mechanical operation of county equipment for diagnosing and initiating efficient repairs.
- Knowledge and skill in using standard methods, practices, tools and equipment of the mechanic trade.
- Knowledge of the principles and operation of internal combustion engines, diesel engines, electrical systems, computer control systems, fuel systems, ignition systems, steering and suspension systems, transmissions and drive lines, brake systems, cooling systems, air conditioning systems, computer control systems, and hydraulic systems.
- Knowledge of computer software applications and other automated fleet systems.
- Working knowledge of applicable work safety rules and procedures.

Skills:

- Good organizational, interpersonal and communication skills are required.
- Ability to follow oral and written instruction
- Ability to express oneself clearly and concisely, orally and written
- Ability to work independently with little or no supervision.
- Ability to deal tactfully with people
- Ability to analyze and solve problems
- Ability to establish and maintain effective working relations with employees, supervisors, other government agency officials, and the general public
- Ability to understand and apply technical service and repair manuals.
- Ability to adapt available tools and repair parts to specific repair problems.
- Ability to maintain and improve mechanical diagnosis and repair skills by attending mechanical/technical schools and training events.
- Ability to operate computer hardware and software to apply systems for database, spreadsheet, word processing, and fleet applications and other information on personal computers in a local area network environment.
- Ability to operate computers, calculators, typewriters, copiers, facsimile machines, automated fuel card systems, and other equipment.
- Skill in locating, adjusting and repairing defects in automotive and construction equipment.
- Mechanical aptitude.
- Ability and willingness to work in unpleasant weather conditions.

Supervisory Control: The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices.

Supervisory Responsibility: This position does not supervise others except seasonal employees on an occasional basis.

Complexity: The work consists of duties that involve related steps and processing methods of a technical nature. The decision regarding what needs to be done involves various choices requiring the employee to recognize the existence of and differences among many related processes and methods.

This position requires the ability to research and properly apply guides and manuals containing hundreds of pages of instructions and procedures. This person must have the ability to identify and

correct safety deficiencies in equipment operated by the county. This position must know how to use sophisticated test equipment to diagnose and analyze highly technical equipment repair problems.

Daily work requires judgment to utilize equipment, tools and materials efficiently. In some cases an employee in this class can take an obvious course of action but in most situations different options must be considered and an independent decision made to successfully complete the project.

Scope & Effect of Work: The main purpose of the work is to perform vehicle and equipment service and repair activities on all county equipment for multiple departments. The services provided affect the economical use of resources, efficient utilization of county equipment, and the availability and reliability of equipment utilized by other county agencies and departments. This person must have the ability to identify and correct safety deficiencies in all equipment operated by the county.

Personal Contacts: Equipment dealerships, vendors, departmental employees, supervisors, administrators, and other government agencies.

Purpose of Contacts: Obtains, clarifies, and gives facts ranging from easily understood to highly technical information for analyzing equipment repairs and diagnosing equipment failures. Orders parts and supplies from vendors. Must have the ability to establish and maintain effective working relations with other employees and supervisors. This position involves frequent contact with other county departments and government agencies to initiate emergency equipment repairs and perform other work or services.

Physical Demands/Effort: The physical demands described here are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work encompasses primarily field work. This work requires occasional to moderate physical exertion. While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger; handle; feel; reach with hands and arms; climb or balance; stoop; kneel; crouch; crawl; talk to hear. The employee may occasionally be required to lift and/or move up to 70 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision. The work requires sufficient body flexibility and strength to access construction projects. Exposure to machinery, heights, excessive noise, corrosive solvents, hot materials, flammable liquids and work in extremes of heat, humidity, wind and cold are expected.

Work Environment/Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A portion of the work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting or training rooms. Occasionally works at heights above 6 feet while repairing large equipment. Works in hot and sometimes rainy conditions during summer months and in extreme cold snowy conditions during winter months. Exposed to several safety hazards while working with power tools, hand tools, moving equipment, heavy components, overhead lifting, corrosive solvents, petroleum fluids and other flammable liquids, paints, acids, exhaust and welding fumes, and other toxic substances and gases.

Recruiting requirements:

Riley County is accepting applications for a Mechanic Technician II who is responsible for the inspection, diagnosis, maintenance, and repair of all county equipment such as automotive vehicles, emergency equipment, and heavy construction equipment in accordance with established practices of the mechanics trade.

This position is responsible for the inspection, diagnosis, maintenance, and repair of automotive vehicles, emergency equipment, trucks, heavy equipment and miscellaneous vehicles. An employee in this class performs work under the general supervision of the Shop Supervisor, scheduling and prioritizing work schedules

Applicant shall be a high school graduate, Automotive Service Excellence (ASE) Master Mechanic certification is required, Requires five years-experience repairing automotive and construction equipment, One year experience in welding and metal fabrication preferred, Two years of operating basic computer software (ie. microsoft office) is required, extensive knowledge of the mechanical operation of county equipment for diagnosing and initiating efficient repairs, knowledge and skill in using standard methods, practices, tools and equipment of the mechanic trade knowledge of the principles and operation of internal combustion engines, diesel engines, electrical systems, computer control systems, fuel systems, ignition systems, steering and suspension systems, transmissions and drive lines, brake systems, cooling systems, air conditioning systems, computer control systems, and hydraulic systems, and a valid Class A Commercial Driver's License with a Tanker Endorsement.

Approved: _____ Date:
(Supervisor)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

RILEY COUNTY POSITION ACTION FORM

Department Public Works / Opers/Fleet Date 03/24/2022 Job Title Mechanic Technician II

☒ Full Time	☒ Regular	☐ Seasonal	☐ Grant Funded	Pay Grade <u>L</u>	Start Date <u>03/31/2022</u>	☒ Non-Exempt
☐ Part Time	☐ As Needed	☐ Intern	☐ Temporary	Hours per ☒ Week ☐ Month	End Date <u>N/A</u>	☐ Exempt

TYPE OF REQUEST

(Check one box and follow instructions in box – attach new job description if applicable)

Budgeted Position Request		Non-Budgeted Position Request	
☒ Request to hire replacement-same duties	☐ Request to change budgeted hours	☐ Request to create a new position for current fiscal year only	☐ Request to create a new position which will be included in future annual budgets
☐ Request to hire replacement-new duties	☐ Request to change position status	☐ Request for current non-budgeted position to be included in future annual budgets	
1. Name of former incumbent or current employee: <u>Bruce Erikson</u>	2. Effective date of promotion, transfer, termination, or change <u>03/31/2022</u>	1. Are there current budgeted funds available to pay for this position? ☒ Yes ☐ No ☐ Grant Funded	2. Requested hours per year: <u>2080</u>
3. If requesting a change in budgeted hours, estimated change in cost per year:	4. Would the position require re-evaluation for classification and pay grade purposes? ☐ Yes ☒ No	3. Estimated cost per year (financial impact):	4. Would the position require evaluation for classification and pay grade purposes? ☐ Yes ☒ No
5. Has this position been "On Hold?" ☐ Yes ☒ No If yes, date placed "On Hold":	6. Any special conditions regarding this position: <u>No</u>	5. If applicable, what is the ending date for the position?: <u>N/A</u>	6. Any special conditions regarding this position:

1. Why is it necessary to fill this position or change its status? Maintain normal operations of fleet

2. Is it possible to fill this position internally? If no, why not? No, Certifications Required

For hiring purposes, briefly state necessary and/or desirable education, training, and/or certification required as well as desirable experience and/or skills:

High School Graduate or equivalent required. Two years of vocational level course work in a mechanics curriculum or equivalent is required. Valid Class A Commercial License with tanker endorsement shall be obtained within the first 90 days of employment. Automotive Service Excellence (ASE) Master Mechanic Certification. Five years' experience repairing automotive and construction equipment. One year experience in welding and metal fabrication preferred. Two years of basic computer software (i.e. Microsoft office) is required.

Additional comments: Bruce Erikson, Mechanic Technician II will retire on 03/31/2022

Approval by: _____ Date: _____

Department Head: _____

Personnel: _____

CC Chairman: _____

CC Member: _____

CC Member: _____



COUNTY CLERK & ELECTIONS
Purchase > \$10K

Rich Vargo
County Clerk
110 Courthouse Plaza
Manhattan, KS 66502
Phone: 785-565-6200

COMMISSION AGENDA REPORT

FROM: Fire Chief Russel Stukey
MEETING: March 31, 2022
SUBJECT: Authorization to make offer on used equipment / truck.
PRESENTER: Russel Stukey

Requesting permission to make an offer on a used truck not to exceed \$24,500. This would allow us to replace a 50 year old truck with a 14 year old truck.

Enclosures: