

TENTATIVE AGENDA
WASHINGTON COUNTY BOARD OF SUPERVISORS
COURTHOUSE
222 W MAIN ST.
WASHINGTON, IOWA

The Board reserves the right to discuss and take formal action on any or all agenda items.

Remote access and participation in the meeting can be gained as follows:
<https://zoom.us> Meeting ID: 726 335 628 Password: 800802
For telephone audio access dial (312) 626-6799

TUESDAY, MARCH 30, 2021, 9:00 A.M.

(as of Thursday, March 25, 2021 @ 7:01 p.m.)

1. APPROVAL OF AGENDA

2. PUBLIC COMMENT

Comment limited to agenda items only and limited to 3 minutes per individual

3. NEW BUSINESS

Statement of Understanding with Louisa County and SEIL Region for the use of member county employees and/or SEIL Region employees to provide services to the SEIL Region and to staff the needs of the SEIL Region

Personnel change request – Office of Sheriff

Personnel change request – Washington County Ambulance Service

Washington County Procurement Policy review

COVID-19 update

4. OPEN DISCUSSION

Items as approved by Board Chairperson with public comment limited to agenda items only and 3 minutes per citizen

5. ADJOURN

cc: All departments
Media



REPORT OF PERSONNEL CHANGE

Department/Position Washington County Jail

Employee Name Victor Rico

New Employee

Select classification of employment, per handbook

- Full-time
- Regular part-time
- Casual part-time
- Temporary, enter expected duration of employment _____
- On-call, enter expected duration of employment _____

(also select whether Fair Labor Standards Act exempt or non-exempt)

- exempt
- non-exempt

Select status of pre-employment physical

- Required – enter date scheduled/completed 03/17/21
- Not required for selected employee classification

Enter date of hire 03/30/21
(no earlier than next board meeting)

Enter recommended pay rate \$18.27 / hourly

Employment Classification Change

Enter date of change _____
(no earlier than next board meeting)

Enter class change from _____ / _____ to _____ / _____

Enter pay rate change from _____ / _____ to _____ / _____

Pay Rate Change

Enter pay rate change from _____ / _____ to _____ / _____

Enter date of change _____
(no earlier than next board meeting)

Termination of Employment

Enter date of last day worked _____

Employee will be listed as an insured driver on county policy? Yes or No

Remarks:

Effects of the action indicated above have been explained by the department head to me and I understand my class of employment and benefits as adopted by the Board of Supervisors and that payment of salary may not commence until the Board of Supervisors authorizes the County Auditor to issue pay (checks or ACH) without it's prior audit.

Victor Rico
(signature of employee)

3-23-21
(date)

[Signature]
(signature of department head)

03/23/2021
(date)

(signature of Board of Supervisors)

(date)



REPORT OF PERSONNEL CHANGE

Department/Position Ambulance - EMT

Employee Name Nicole Stout

New Employee

Select classification of employment, per handbook

- Full-time
- Regular part-time
- Casual part-time
- Temporary, enter expected duration of employment _____
- On-call, enter expected duration of employment _____

(also select whether Fair Labor Standards Act exempt or non-exempt)

- exempt
- non-exempt

Select status of pre-employment physical

- Required – enter date scheduled/completed _____
- Not required for selected employee classification

Enter date of hire _____
(no earlier than next board meeting)

Enter recommended pay rate _____ / _____

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Employment Classification Change

Enter date of change April 5, 2021
(no earlier than next board meeting)

Enter class change from regular part-time / non-exempt to full-time / non-exempt

Enter pay rate change from \$18.55 / hourly to \$18.55 / hourly

Pay Rate Change

Enter pay rate change from _____ / _____ to _____ / _____

Enter date of change _____
(no earlier than next board meeting)

Termination of Employment

Enter date of last day worked _____

Employee will be listed as an insured driver on county policy? Yes or No

Remarks:

Effects of the action indicated above have been explained by the department head to me and I understand my class of employment and benefits as adopted by the Board of Supervisors and that payment of salary may not commence until the Board of Supervisors authorizes the County Auditor to issue pay (checks or ACH) without it's prior audit.

[Signature]
(signature of employee)

3/25/21
(date)

[Signature]
(signature of department head)

3/18/2021
(date)

(signature of Board of Supervisors)

(date)

STATEMENT OF UNDERSTANDING

FY 2022

According to the SEIL 28E:

6. Chief Executive Officer (CEO) and Staff

6.3 General functions and responsibilities of staff

The Chief Executive Officer will utilize member county employees and/or SEIL region employees to provide services to the Region and to staff the needs of the Region; however, the terms of all employment or contracts for staff shall be approved by the respective county board of supervisors and/or SEIL Governing Board. Staff shall include one or more coordinators of disability services, hired either directly by the Region or provided to the Region by member Counties. Coordinators must at a minimum meet state requirements.

The Region Intends to utilize administrative staff of the member counties and/or SEIL region employees for the following functions and responsibilities:

- a) Public Relations, CEO;
- b) Operations, Resource and Referral, training & HIPAA;
- c) Provider development, performance based contracting, Evidence Based Practices, and quality assurance;
- d) Policies, procedures, strategic plan development, grievances and appeals;
- e) Budget planning, risk management and financial reports;
- f) Data management, Intake and Eligibility, Claims Administration, reports & CSN;
- g) Coordinator of Disability Services (CDS) and Children's Behavioral Health Coordinator (CBHC)

The Governing Board reserves the right to amend this list on its own motion without member approval as a non-substantive amendment as provided for in Section 8.1.

This document serves as the Statement of Understanding between Louisa and Washington County and SEIL for the following positions:

Employee(s)	Position/Assigned Duties	% of wages and benefits Washington	% of wages and benefits Louisa
Bobbie Wulf	Coordinator of Disability Service	66%	34%
	Risk Management, Financial Reports, and Claims Administration		
Cyndi Mears	Support Staff	18%	42%

Begin Date 7/1/2021

The costs of that FTE, including salary, benefits and other expenses shall be paid using regional funds currently held by Louisa and/or Washington County in their County Fund 10. These forms shall be updated each fiscal year or as mutually agreed upon.

Signature _____

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Printed Name
Chair, Washington County Board of Supervisors

Date _____

Signature Randy Griffin

Signature Randy Griffin

Printed Name
Chair, Louisa County Board of Supervisors

Date _____

Signature Rick Larkin

Signature Rick Larkin

Printed Name
Chair, SEIL

Date 3-5-21

Washington County Procurement Policy



PURPOSE AND APPLICATION

The purpose of a procurement policy is to ensure that sound judgement is utilized in procurement transactions, that supplies, equipment, construction and services are obtained efficiently and economically, in compliance with applicable federal, state, and local laws, and to ensure that all procurement transactions are conducted in a manner that provides full and open competition. These procedures will ensure that all solicitations incorporate clear, accurate descriptions of the technical requirements for the goods and services being procured, and is applicable to the procurement of all supplies, equipment, and construction and services of and for Washington County (County).

State of Iowa requirements are applicable. For federally funded programs, procurement will be done in accordance with the Uniform Grant Guidance in Title 2 Code of Federal Regulation (C.F.R.) Grants and Agreements, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

When federal, state, and/or local requirements conflict, the most restrictive requirement will be followed.

Standards of Conduct

The County will maintain written standards of conduct covering conflicts of interest in public contracts defined in Iowa Administrative Code fraud, bribery, and gratuity violations, and must provide for disciplinary action to be applied for violations of such standards.

County officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or subcontractors.

To the extent permitted by federal, state, or local law or regulations, violation of these standards may cause penalties, sanctions, or other disciplinary actions to be taken against County's officers, employees, or agents.

PROCEDURE

Determine if the work is considered "construction, reconstruction, or improvement"; or if it is considered "maintenance or repair".

- Maintenance or repairs may be performed by County forces and are not subject to the bid or quote thresholds, regardless of the estimated costs.
- If the work cannot be accomplished by County forces, the County must follow either the competitive bid or competitive quote process, as applicable, based on the estimated cost of the work.

Iowa Code establishes three procedures for bidding public construction:

- 1 The Competitive Bidding Process
- 2 The Competitive Quotation Process
- 3 The Informal Contracting Process

For construction, reconstruction, or improvement work estimated to exceed the current competitive bid threshold, the County will follow the procedures in Iowa Code.

Horizontal infrastructure: Any publicly owned road, bridge or culvert. For horizontal infrastructure, these terms are as defined in the Iowa Administrative Code.

Vertical infrastructure: For vertical infrastructure, these terms are encompassed by the term, "public improvement", as defined in Iowa Code and in Iowa Administrative Code.

Iowa Code establishes horizontal and vertical bid threshold subcommittees that meet at least every other year to adjust the bid and quote thresholds for city and county projects.

These thresholds become effective on **January 1 of each year** listed in the table. The table below shows the bid and quote thresholds through December 31, 2020. *Check website below for annually updated thresholds.

*https://iowadot.gov/local_systems/Bid-and-quote-thresholds

Year Effective	Threshold	Horizontal Infrastructure		Vertical Infrastructure			
		Cities		Counties	Cities or other governmental entities		Counties
		≤ 50,000 pop.	> 50,000 pop.		< 50,000 pop.	≥ 50,000 pop.	
2020	Competitive bid	\$50,000	\$72,000	\$93,000	Unchanged at this time		
	Competitive quote	N/A	N/A	N/A	Unchanged at this time		
2019	Competitive bid	\$48,000	\$69,000	\$89,000	\$139,000	\$139,000	\$139,000
	Competitive quote	N/A	N/A	N/A	\$57,000	\$77,000	\$103,000

*https://iowadot.gov/local_systems/Bid-and-quote-thresholds (Updated thresholds posted on this website)

1. The thresholds shown above apply to construction, reconstruction, or improvement projects. Repair or maintenance projects are not subject to these thresholds.
2. Competitive quote procedures are not required for horizontal infrastructure.

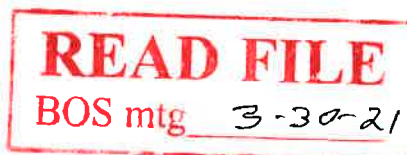
Competitive Bids for Public Improvement Contracts.

1. If the estimated total cost of a public improvement exceeds the competitive bid threshold the County shall:
 - Advertise for sealed bids for the proposed public improvement by posting a notice to bidders per State of Iowa requirements
 - In a relevant contractor plan room service with statewide circulation,
 - In a relevant construction lead generating service with statewide circulation, and
 - On an internet site sponsored by either the County or a statewide association that represents the County.
 - If circumstances beyond the control of the County cause a scheduled bid letting to be postponed and there are no changes to the project's contract documents:
 - A notice to bidders of the revised date shall be posted per State of Iowa requirements for filing bids:
 - In a relevant contractor plan room service with statewide circulation,
 - In a relevant construction lead generating service with statewide circulation, and
 - On an internet site sponsored by either the County or a statewide association that represents the County.
2. The County shall have an engineer licensed, a landscape architect licensed, or an architect licensed, per State of Iowa requirements, prepare plans and specifications, and calculate the estimated total cost of a proposed public improvement.
 - The County shall ensure that a sufficient number of paper copies and, if available, electronic and digital copies of the project's contract documents, including all drawings, plans, specifications, and estimated total costs of the proposed public improvement are made available for distribution at no charge to prospective bidders, subcontractor bidders, suppliers, and plan room services.
 - If a deposit is required as part of a paper contract documents distribution policy by the public owner, the deposit shall not exceed two hundred fifty dollars (\$250) per set which shall be refunded upon return of the contract documents within fourteen (14) days after award of the project.
 - If the contract documents are not returned in a timely manner and in a reusable condition, the deposit shall be forfeited.
 - The County shall reimburse the landscape architect, architect, or professional engineer for the actual costs of preparation and distribution of plans and specifications.



Competitive Quotations for Public Improvement Contracts.

1. Competitive quotations shall be required for a public improvement having an estimated total cost that exceeds the applicable threshold amount provided in this section, but is less than the competitive bid threshold per State of Iowa requirements.
2. Unless the threshold amounts are adjusted, found at (https://iowadot.gov/local_systems/Bid-and-quote-thresholds) the following threshold amounts, current as of December 31, 2020, shall apply:
 - a. Not Applicable (N/A) for Horizontal Infrastructure
 - b. One hundred three thousand dollars (\$103,000) for Vertical Infrastructure
3. When a competitive quotation is required, the County shall make a good faith effort to obtain quotations for the work from at least two (2) contractors regularly engaged in such work prior to letting a contract.
 - a. Good faith effort shall include advising all contractors who have filed with the County a request for notice of projects.
 - The County shall provide such notice in a timely manner so that a requesting contractor will have a reasonable opportunity to submit a competitive quotation.
 - Quotations may be obtained from contractors after the County provides a description of the work to be performed, including the plans and specifications prepared by an architect, landscape architect, or engineer, and an opportunity to inspect the work site, if required per State of Iowa requirements
 - The contractor shall include in the quotation the price for labor, materials, equipment, and supplies required to perform the work.
 - If the work can be performed by an employee or employees of the County, the County may file a quotation for the work to be performed in the same manner as a contractor.
 - If the County receives no quotations after making a good faith effort to obtain quotations from at least two (2) contractors regularly engaged in such work, the County may negotiate a contract with a contractor regularly engaged in such work.
 - b. The County shall designate the time, place, and manner for filing quotations, which may be received by mail, facsimile, or electronic mail.
 - The County shall award the contract to the contractor submitting the lowest responsive, responsible quotation subject to State of Iowa requirements, or the County may reject all of the quotations.
 - The unconditional acceptance and approval of the lowest responsive, responsible quotation shall constitute the award of a contract.
 - The County shall record the approved quotation in its meeting minutes.
 - The contractor awarded the contract shall not commence work until the contractor's performance and payment bond has been approved by the County.
 - A County may delegate the authority to award a contract, to execute a contract, to authorize work to proceed under a contract, or to approve the contractor's performance and payment bond to an officer or employee of the County.
 - A quotation approved outside a meeting of the governing body of the County shall be included in the minutes of the next regular or special meeting of the governing body.
 - c. If a public improvement may be performed by an employee of the County:
 - The amount of estimated sales and fuel tax and the premium cost for the performance and payment bond which a contractor identifies in its quotation shall be deducted from the contractor's price for determining the lowest responsive, responsible quotation.
 - If no quotations are received to perform the work, or if the County's estimated cost to do the work with its employee is less than the lowest responsive, responsible quotation received, the County may authorize its employee or employees to perform the work.



Informal Contracting Procedure for Public Improvement Projects

Informal procurement are those relatively simple methods used for securing services, supplies, or other property and shall be made by one of the following methods: (a) purchases less than \$5,000.00 (b) purchases \$5,000.00 or greater

A. Purchases Less than \$5,000.00

- i. Competitive pricing is encouraged.

B. Purchases \$5,000.00 or Greater

- i. Lowest priced, responsive, responsible, quote wins.
- ii. Purchase price \$10,000 or more, the County shall utilize a formal Request for Quote (RFQ) process for the competitive pricing of equipment, materials, and supplies.
- iii. Purchases exceeding \$20,000 shall have Board of Supervisor approval.

Local Purchasing Preference/Products and Provisions Grown and/or Produced in Iowa

Per State of Iowa requirements it shall be County's policy to consider purchasing goods or services from locally owned businesses, when cost and other considerations are relatively equal.

FEDERAL REQUIREMENTS

Rules for procuring with federal funds are located in Uniform Grant Guidance in Title 2 Code of Federal Regulation (C.F.R.) Grants and Agreements, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, also known as the "Uniform Guidance." For procurement, all non-Federal entities must follow 2 CFR Part 200 Subsections §200.318 General procurement standards through §200.326, and Appendix II required contract provisions. Accessible online at: https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

Cost principles govern how Non-Federal Entities may spend Federal grant funding. These cost principles are found in 2 CFR Part 200 Subpart E, accessible online at 2 CFR PART 200 SUBPART E.

STANDARDS OF CONDUCT AND CONFLICT OF INTEREST

The general procurement standards for grant management in 2 CFR Part 200, Subpart D Subsection §200.318 *require written Standards of Conduct for non-Federal entities to avoid conflicts of interest related to their Federal awards* and at a minimum govern the performance of its employees engaged in the selection, award and administration of contracts supported by Federal awards.

No employee, officer, or agent shall participate in the selection, award, or administration of a contract if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the NON-FEDERAL ENTITY shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreements except for where the financial interest is not substantial, or the gift is an unsolicited item of nominal value. Officers, employees, directors, and agents of the Board shall be subject to disciplinary actions for violations of these standards. Conflicts of interest will be avoided in the procurement of goods and services.

§200.320 Methods of procurement to be followed

The non-Federal entity must use one of the following methods of procurement.

(a) Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (§200.67 Micro-purchase). To the extent practicable, the non-Federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable.

(b) Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost

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more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.

(c) Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in paragraph (c)(1) of this section apply.

(1) In order for sealed bidding to be feasible, the following conditions should be present:

- (i) A complete, adequate, and realistic specification or purchase description is available;
- (ii) Two or more responsible bidders are willing and able to compete effectively for the business; and
- (iii) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

(2) If sealed bids are used, the following requirements apply:

- (i) Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for state, local, and tribal governments, the invitation for bids must be publically advertised;
- (ii) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
- (iii) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;
- (iv) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
- (v) Any or all bids may be rejected if there is a sound documented reason.

(d) Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

(1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;

(2) Proposals must be solicited from an adequate number of qualified sources;

(3) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;

(4) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and

(5) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

(e) Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

(1) The item is available only from a single source;

(2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

(3) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or

(4) After solicitation of a number of sources, competition is determined inadequate.

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§200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

(a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

- (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5)

Contract Pricing (200.323)

- A. The cost plus a percentage of cost and percentage of construction cost method of contracting shall not be used.
- B. The County shall perform some form of cost/price analysis for every procurement action, including contract modifications, amendments, or change orders. The County shall make an independent estimate prior to receiving a bid or proposal.
- C. The County shall negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. In determining a fair and reasonable profit, the County must consider the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance and the industry profit rates in the surrounding geographical area.

Procurement Records

The County shall maintain records sufficient to detail the significant history of a procurement, including the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

1. The County must make available, upon request of the awarding agency or pass-through entity, technical specifications on proposed procurements where the awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition.
2. The County must make available upon request, for the awarding agency pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:
 - a. A procurement is expected to be awarded without competition or only one bid or offer is received in response to a solicitation;
 - b. The proposed contract is to be awarded to other than the apparent low bidder under a sealed bid procurement; or a proposed contract modification changes the scope of a contract or increases the contract amount.
3. The County must have its purchasing/procurement/contracting system available for review.

The County will not award a contract to a party listed as debarred, suspended, or otherwise excluded in the System for Award Management (SAM). www.sam.gov

Contracts awarded shall contain the applicable contract provisions described in 2 CFR Appendix II Part 200.

Any other Local Ordinance, State of Iowa Requirement, or Federal Regulation not specified herein, shall be followed.



Passed and adopted this _____ day of _____, 2021.

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Attest:

Board of Supervisors

Auditor