



## Atchison County Commission Meeting

Atchison County Courthouse  
Lower Level

423 North 5th St  
Atchison, KS 66002

March 1, 2022

REGULAR MEETING AGENDA

Starting at 1:00 pm

Chairman Eric Noll, 2nd District

Commissioner Jack Bower, 1st District

Commissioner Casey Quinn, 3rd District

1. 1:00 P.M. ZOOM MEETING ID # 816 5973 5142
2. Call To Order  
The County Commission is called to order by the Chairman
3. Pledge Of Allegiance
4. Public Comment
5. Reading And Approval Of Minutes  
Approval of Minutes from Last commission meeting
- 5.1. Approved 03/01/2022 Atchison County Commission Meeting Minutes  
Documents:  
[03-01-2022.PDF](#)
6. Commissioner Comments And Committee Reports
7. Reports Of Elected Officials And Department Heads
8. New Business Before The Board
- 8.1. Joe Snyder, Road & Bridge Superintendent  
Bid Opening for Road Oil  
Documents:  
[20220301 INVITATION TO BID FOR OIL.PDF](#)
- 8.2. Michelle Phillips, County Clerk  
Appropriations Approval

9. Old Or Unfinished Business Before The Board
10. County Counselor Updates
11. Executive Sessions ( Time Reserved For Executive Sessions)
12. Presentation And Approval Of Claims
13. Presentation Of Petitions, Memorials, And Remonstrances
14. Introduction And Consideration Of Resolutions
- 14.1. Mark Wilson, Project Manager  
Resolution for Uniform Guidance
15. Notices And Communications
16. Public Comment
17. Adjournment
18. Zoom Details

**Atchison County will be limiting public access to all Atchison County departments and offices to take preventative measures designed to reduce the spread of the Coronavirus illness. We are making arrangements to adjust services to be in the best interest of the employees and citizens of Atchison County and following the interim guidance as provided by KDHE and the CDC. The Atchison County Board of County Commission meetings will be utilizing Zoom to meet the Kansas Open Meetings Act. Members of the public can connect to the meetings via smart phone, or computer connections. The meeting ID number will be listed on the corresponding agenda. Members of the public can attend the BOCC meeting in-person; however, we urge and encourage all citizens to take active steps to prevent the spread of COVID-19. If you have any symptoms similar to the flu, including fever, cough or shortness of breath, please do not attend until symptoms have subsided and you have been fever-free for 24 hours. |**

**Tuesday, March 1, 2022**

Pursuant to the law, the Atchison County Commission Board met in Regular Session at 1:00 PM at the Atchison County Courthouse, Lower Level, 423 N 5<sup>th</sup> St., Atchison, KS. A link to the meeting was made available to the public prior to the meeting. In addition, public attendance was available for the Commission meeting at the Atchison County Courthouse, Lower Level, 423 N 5<sup>th</sup> St., Atchison, KS. Chairman Eric Noll called the meeting to order with Commissioner Casey Quinn, Commissioner Jack Bower, and County Counselor Patrick Henderson present for the meeting. Michelle Phillips, County Clerk recorded the minutes.

The Board recited the pledge of allegiance to start the meeting.

**\*Public Comment:**

Dan Brox appeared before the Board to talk about a bridge located on his property. Mr. Brox feels the bridge is too narrow for farm equipment to travel across in order to properly farm his property. Bill Falk, Shannon Township Treasurer, appeared to speak on behalf of Mr. Brox. The Board told both Mr. Brox, and Mr. Falk that the County has a priority to fix all the structure critical bridges in the County prior to replacing or adding on to bridges that are in better shape. Commissioner Quinn offered assistance to help find a solution to the issue. Joe Snyder, Road and Bridge Superintendent, also offered help in finding a solution and will would look into a couple options to get back with the Board. Commissioner Quinn mentioned; that at this time, she would not look at spending County money on bridges that are in good shape since there are so many that need attention.

**\*Reading and Approval of Minutes:**

Minutes of the February 22, 2022 meeting were reviewed with no corrections noted. Commissioner Quinn made the motion to approve the minutes as presented. Commissioner Bower seconded the motion. Chairman Noll called for a vote, all voted aye. The motion passed 3-0.

**\*Commissioner Comments and Committee Reports**

Commissioner Bower asked everyone to continue to pray for those ravaged by the war in Ukraine.

Commissioner Quinn mentioned that Martha Smith and Pat Toby of Northeast Kansas Environmental Services appeared before the Board during the work session. Martha introduced Pat, as the new Environmental Health Specialist. Martha spoke of the process all nuisance cases go through, and gave an update on some of the most recent cases.

Chairman Noll reminded everyone that Severe Weather Awareness Week is March 7-11. Chairman Noll wanted everyone to stay informed and get your radios ready for severe weather.

**\*New Business Before the Board:**

Joe Snyder, Road & Bridge Superintendent, appeared before the Board to open bids for CRS-1HP Road Oil for the 2022 year. There were two bids submitted to the County Clerk prior to the deadline. The bids were as follows:

Name of Bidding Agent	City	Product	Cost
Vance Brothers	Kansas City, MO	CRS-1HP	\$ 2.39 per gallon
Ergon Asphalt & Emulsions, Inc.	Kansas City, KS	CRS-1HP	\$ 2.78 per gallon

Superintendent Snyder mentioned this bid would be approximately 170,000 gallons of CRS-1HP that would cover approximately 30 miles of chip and seal. Superintendent Snyder mentioned that both bids had some type of pump charge and freight associated with it; however, recommended approving the low bid from Vance Brothers. Commissioner Bower made a motion to approve the bid from Vance Brothers of Kansas City, MO. Commissioner Quinn seconded the motion. Chairman Noll called for a vote, all voted aye. The motion passed 3-0.

Chairman Noll mentioned that Michelle Phillips, County Clerk, presented the Board with the first payment of the County appropriations. These were approved during the 2022 Budget approval.

**\*County Counselor Updates:**

There were no County Counselor updates.

**\*Public Comment:**

There were no public comments.

Chairman Noll stated that the Resolution for Uniform Guidance that was on the agenda will be moved to next Tuesday, March 8, 2022, to allow the Board to review the document.

Add, abate, escapes for real estate and personal property taxes were presented to be approved.

Bills were presented to be signed.

Commissioner Bower made the motion to adjourn at 1:56 pm. Commissioner Quinn seconded the motion. Chairman Noll called for a vote, all voted aye. The motion passed 3-0.

\*Note: Once approved these minutes will be the official minutes of the Board of County Commissioners. Regular meetings of the Board of County Commissioners are video-recorded. The video of these meeting is generally available for supplementation of the minutes. The videos can be located under the Government tab at [www.atchisoncountyks.org](http://www.atchisoncountyks.org).

Attest: Michelle Phillips, County Clerk



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## Invitation to Bid

### Oil 2022

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February 15, 2022

Atchison County, Kansas (hereinafter referred to as "County") is seeking to obtain bids from qualified vendors to provide oil for the County's annual requirements. Carefully review this Invitation to Bid. It provides specific technical information necessary to aid participating firms in formulating a thorough response. Should you elect to participate, submit your sealed bid to:

**Atchison County Clerk**  
**423 N. Fifth St.**  
**Atchison, KS 66002**

Bids are due NO LATER THAN February 28th, at 5:00 P.M. Delivered responses should be sealed and clearly labeled "**Atchison County 2022 Oil**". Electronic bid responses, late bid responses or incomplete bid responses will not be accepted and will not receive consideration for final award. Bid responses will be acknowledged and read into record at bid opening which will occur on March 1st, 2022 during Atchison County Commission meeting.

**Oil to be supplied:**

CRS-1HP (approx. 170,000 gallons)

Price will include delivery of CRS-1HP to jobsite in Atchison County, Kansas.

Price will include four (4) hours free unload time and include pump charge.

Accepted oil bid pricing shall be good from January 1, 2022 until September 30, 2022.

**BID CONDITIONS:**

In submitting a response to this Invitation to Bid, vendors hereby understand and agree to the following:

1. The Vendor shall make delivery of the product as requested by County. All deliveries shall be made within 48 hours after the order is placed. If deliveries cannot be made within the needed time requirement, the County reserves the right to purchase oil on the open or spot market, at Vendor's expense.
2. Oil deliveries will be made to various points throughout Atchison County. Materials must include freight and pump off charges to Atchison County and trucks must be equipped with pumps to transfer to County's tanker. Prices will be good through September 30, 2022.
3. The Vendor shall have an established, ongoing, oil spill prevention plan and procedure to follow in the event there is an accidental spill. In case of a spill or over fill, the firm's employee shall immediately verbally notify a County employee at the site and call the superintendent, 913-804-6120. In addition, a written follow-up root cause investigation report shall be delivered to County within 48 hours. This report shall contain preventative measures implemented to avoid such events in the future.
4. Vendor will provide a Material Safety Data Sheet for all oils bid.
5. All oil products shall be guaranteed against causing any damage to equipment resulting from proper use of the product.

6. Vendor will be at all times acting as an independent contractor and not as an officer, agent, or employee of the County. As an independent contractor, contractor and any employees of the contractor will not be within the protection of coverage of County's workers' compensation insurance, nor shall contractor, and employees of contractor, be entitled to any current or future benefits provided to employees of the 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 contractor.
7. Atchison County reserves the right to reject any and/or all bids and responses to these and/or related documents, to accept any item(s) in the bids, to waive any irregularity in the bids, and further if determined to be non-responsive in any form, or if determined to be in the best interest of Atchison County.
8. Alternate bids (two or more bids submitted) will be considered for an award. Atchison County reserves the right to make the final determination of actual equivalency or suitability of such bids with respect to requirements outlined herein. The bids submitted, and any further information acquired through interviews, will become and is to be considered a part of the final completed contract. If there is any variance or conflict, the bid specifications will control.
9. Bids may not be withdrawn for a period of 30 days immediately following the opening of this Request for Bid.
10. The bidder will certify and warrant that goods, personal property, chattels, and equipment sold and delivered are free and clear of any and all liens, or claims of liens, for materials or services arising under, and by virtue of the provisions of K.S.A. Sections 58-201, et seq., and any other lien, right, or claim of any nature or kind whatsoever.
11. Each bidder is informed that portions (potentially all) of their bid may become public record at any time after receipt of bids. All confidential or proprietary information should be clearly denoted in bid responses and responders should understand this information will be considered prior to release, however no guarantee is made that information will be withheld from public view.
12. County reserves the right to enter into agreements 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). Agreements shall be construed and interpreted so as to ensure that the County shall at all times stay in conformity with such laws, and as a condition of agreements the County reserves the right to unilaterally sever, modify, or terminate agreements at any time if, in the opinion of its legal counsel, the Agreement may be deemed to violate the terms of such law.



13. All project participants, consultants, engineers, contractors and subcontractors, must comply with all applicable Federal, State and County laws pertaining to contracts entered into by governmental agencies. All participants must comply with the Americans with Disabilities Act (ADA), including the 2008 ADA Amendments Act, and 2010 ADA Standards for Accessible Design.
14. Unless specified elsewhere in the document, all prices quoted must be F.O.B. Destination, Freight Prepaid and Allowed, which will include all delivery, handling, and any other charges related to delivery including surcharges.
15. It will be understood that any bid and any and/or all referencing information submitted in response to this Invitation to Bid will become the property of Atchison County, and will not be returned. As a governmental entity, Atchison County is subject to making records available for disclosure after Board of County Commission approval of the recommendation.
16. Atchison County will not be responsible for any expenses incurred by any vendor in the development of a response to this Invitation to Bid including any onsite (or otherwise) interviews and/or presentations, and/or supplemental information provided, submitted, or given to Atchison County and/or its representatives. Further, Atchison County will reserve the right to cancel the work described herein prior to issuance and acceptance of any contractual agreement/purchase order by the recommended vendor even if the Board of County Commissioners has formally accepted a recommendation.
17. Each bidder certifies that he or she: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and will not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of bidder's services, or (2) benefit from an award resulting in a "Conflict of Interest". A "Conflict of Interest" will include holding or retaining membership, or employment, on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by the Atchison County Board of County Commissioners. Bidders will identify any interests, and the individuals involved, on separate paper with the response and will understand that the County, at the discretion of the Purchasing Director in consultation with the County Counselor, may reject their bid/quotation. The bidder certifies that this bid is submitted without collusion, fraud or misrepresentation as to other bidders, so that all bids for the project will result from free, open and competitive bidding among all vendors.



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## 2022 OIL BID FORM

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NAME AND ADDRESS OF BIDDER:

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PERSON AUTHORIZED TO BID:

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The undersigned hereby certifies that he or she is authorized to execute this document on behalf of the Bidder, has carefully examined all of the documents for the project, has carefully and thoroughly reviewed this Invitation to Bid, has inspected the location of the project (if applicable), and understands the nature and scope of the work to be done; and that this bid is based upon the terms, specifications, requirements, and conditions of the Invitation to Bid documents.

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BIDDING AGENT

CRS-1HP

\$\_\_\_\_\_ per gallon