

BOARD OF COUNTY COMMISSION AGENDA



October 28th, 2025

CALL TO ORDER 9:00 AM

PLEDGE OF ALLEGIANCE TO THE FLAG & INVOCATION

APPROVE OF AGENDA

CONSENT AGENDA

Approval of Minutes

PUBLIC COMMENT

Members of the general public are provided an opportunity to address the Board of County Commissioners in a civil and respectful manner. Those planning to address the Board should check in with the Clerk upon arrival. Speakers are generally allotted up to five minutes to speak. No formal actions shall be taken.

*****NOTE: Public comment may begin to be taken at any time after 9:00 AM and it will be ended as soon as all members of the public that have identified themselves to speak at the time public comment is opened have spoken in accordance with the policy stated above.*****

BUSINESS ITEMS

1. Procurement Policy

- A copy of the proposed procurement policy is included as Exhibit 1 to this Agenda
- It is in a form that included necessary items for the spending of federal grant funds.
- The most important points of decision relate to the discretionary spending for department heads and the County Administrator.
- We have left this out for consideration for several weeks and we need to get this wrapped up soon so that we can push forward some additional ARPA fund direct spending requests.
- The County Administrator/County Counselor will go over key points for the adoption of the policy at the meeting.

- Action Item: Motion to approve the procurement policy with the amendments to the draft document requested by the Commission.

2. County EMS Building

- One of the projects for which funds must be committed before the end of 2025 is for the construction of the EMS building.
- Actions have been taken to place the site of the into a future buildable state. We have completed initial environmental review and the site is obviously ready to accept a facility
- No decisions concerning construction or contracting are even up for consideration today.
- The discussion needs to identify the ultimate buildout scope of the facility.
- While it is primarily intended for EMS usage, there are potential future needs for some additional space usage that can most economically be achieved when added onto this existing facility.
- Specifically, in the unfortunate event of a potential future disaster (such as a tornado response which the County Administrator has previously worked through with other communities) there are certain facility usage points that might be very helpful to have in place for emergency management. Co locating them with the EMS facility (because of some facility resources that should be available – such as a large generator for reserve power – make a lot of sense).
- Options for inclusion should be identified and explored for the site.
- Potential items for consideration to include in the facility are as follows:
 - A large meeting room space with facilities that have ongoing backup power in the event of a significant catastrophic event in the county.
 - There are great humanitarian disaster response teams that will assist onsite, but having power and a meeting hall is important for them to link into.
 - Also, plenty of water connectivity and backup power connections are important.
 - Some more limited kitchen facilities to address meeting needs (nothing too expensive but helpful in the event of small gatherings) are potentially important.
 - More important are some flexible office space that have power (and likely Starlink) to keep the county and its residents connected would be ideal.

- This does not replace the Pioneer Building next door whatsoever. These spaces are flexible and can be used by county staff and members of the community when desired.
 - However, in the event of a disaster, there is a need for a facility from which basic operations can be continued by each department when the other facilities (such as the Courthouse and the Pioneer Building) are not really capable of being properly operated (i.e. – the area will have power, internet and air conditioning/heating throughout the disaster).
 - Also, the meeting room can be used by several groups (including seniors and activity organizations) on a more routine basis.
 - Finally, the larger room can be properly technologically configured for larger meetings of the Commission and other organizations who may need an additional flexible space with better technology access.
 - Again, the resources required to address these needs are far less when combined with the primary use of the building – EMS – and should be considered.
- No action items are anticipated to come from this meeting
 - The desired result is to identify the elements and sizing of the facility and come back with a defined scope for facility bidding by the first meeting in November.

3. Discussion Concerning Nemaha County Community Center

- Review of the Nemaha County Community Center shows that there are obvious facility needs and upgrades that are required to bring this facility back up into fully functional shape.
- For example, there are leaks in some areas of the building that need to be addressed, as well as some structural issues.
- The community center is only 11,798 square feet and contains several elements that need to be continued
 - Nutrition Commercial Kitchen
 - Nutrition and Senior Services Offices
- There are other flexible spaces that may have great utility in their current or an amended flexible format.
 - A concrete floor gym space that doubles for display of fair items, etc.

- Storage of equipment for the fair and other community activities.
- This facility has also been expanded over several decades and these add-ons are not optimally functioning at this time.
- Several options moving forward will be discussed with the Commission.
- **Again, no action item will be considered or taken on this item at this meeting.**

4. Equipment and Salt Storage for Road and Bridge

- Significant discussion has been given to making sure that equipment is properly enclosed from the elements adjacent to the fairgrounds.
- It is the understanding of the County Administrator/County Counselor that significant progress towards cleaning up the Seneca site has occurred over the past several years.
- However, additional work can and should be completed in this regard over the next twelve (12) months.
- Options for the storage of salt and equipment will be discussed and explored with the Commission.
- **Again, no action item will be considered or taken on this item at this meeting.**

5. Clothing Allowance for Road and Bridge

- Several bids were obtained from local vendors for county employees to obtain proper clothing for the worksite.
- There are specific requirements and needs (such as protective footwear and reflective clothing/clothing for cold/hot weather) that must be specifically and specially addressed by County Road and Bridge employees. While these requirements are not as significant as uniform requirements for law enforcement, they are nonetheless more stringent than those for office-based work.
- In the next few weeks, requirements related to personal appearance on the job will be explored and enforced.
- To aid in the enforcement of upgraded standards for work appearance, a clothing allowance is being proposed for Road and Bridge.
- The clothing bids obtained by Adam and previously provided are included as Exhibit 2 with this Agenda
- It is recommended that employees are given an allowance to assist in compliance with upgraded worksite apparel requirements (developed in accordance with recommended requirements from our insurers) to be spent with local firms.

- Action Item: Motion to approve a one-time clothing allowance of up to _____ for each member of the road and bridge crew that is required to be spent with local firms to obtain clothing and footwear to comply with upgraded worksite apparel requirements (developed in accordance with recommended requirements from our insurers).

STAFF REPORTS

County Clerk (As Needed)

County Counselor/County Administrator

Road and Maintenance

- Fixing bridges around the county
- Putting in tubes
- Have received the titles for the new pickups
- Crew is hauling dirt from the landfill to the Seneca shop to have for a stockpile
- Bridge K-23 needs to be replaced due to a combine or tractor breaking it down. It is closed to the public as of now. Materials needed are on hand to put in this year if we have time.
- Covered the C&D pit for the 120-day cover

BOARD GOVERNANCE

Upcoming Meetings and Events

COMMISSIONER REPORTS

Reports of recent engagements and activities.

ADJOURNMENT

NOTE: Please call the Nemaha County Administrator's office at 785-369-8664 to make an appointment.

Nemaha County, Kansas Procurement Policy

Approved: October __, 2025

1. Purpose

Policy Statement

This policy provides a written set of guidelines and fundamental principles for the purpose of acquiring goods and services at the lowest possible cost consistent with the quality required to maintain efficient operations of County departments.

The acquisition of all goods and/or services made by or on behalf of Nemaha County, its agencies, departments, officials, and authorized agents shall be made in accordance with purchasing procedures outlined in this policy providing for the most efficient and economical expenditures of County funds.

Purpose Defined

1. Increase public confidence in the procedures followed in public purchasing.
2. Ensure fair and equitable treatment of all persons who encounter the County's purchasing system.
3. Maximize the purchasing value of public monies for the County.
4. Provide increased economy in the County procurement activities
5. Foster effective broad-based competition within the free enterprise system.
6. Provide safeguards for the integrity of the procurement system.
7. Allow departments to purchase materials and services in a timely manner to improve efficiency.
8. Place responsibility and accountability on Department Heads.
9. Recognize that larger one-time purchases need Commission approval.
10. Help prevent waste, conflict and corruption.
11. Provide for equal access and opportunity.
12. Avoid acquisition of unnecessary or duplicative items.

2. Purchasing Thresholds:

Employees: All employees, other than department heads, are allowed purchasing authority of \$250.

Department Heads: Department heads are allowed purchasing authority of \$2,500. The department head will be responsible for ensuring fair and competitive prices are sought and ensuring that budget authority and revenues are available to pay for the items. If a purchase is not a routine expense of the department, the department head should obtain at least two (2) quotes (verbal, informal, or written) or options for purchase, if feasible, to obtain the best available product for the best price.

County Administrator: The County Administrator is allowed purchasing authority of \$10,000. The County Administrator will be responsible for ensuring fair and competitive prices are sought and ensuring that budget authority and revenues are available to pay for the items. The County Administrator should obtain at least two (2) quotes (verbal, informal, or written) or options for purchases, if feasible, to obtain the best available product for the best price. The County Administrator may authorize purchases based on factors other than lowest price, including but not limited to, previous performance of vendor, understanding of the requested work, references from previous jobs, or timetable for work to begin or be completed.

County Commission: Purchases exceeding \$10,000 shall be approved by the County Commission, except as authorized herein.

3. **Budget Authority:** In all instances, employees must ascertain that budget authority exists for any expenditure.
4. **Major Purchases:** Unless otherwise authorized herein, the following procedures shall be followed for major purchases:
 - a. *Purchases \$10,001 to \$50,000:* All purchases totaling \$10,001 to \$50,000 must be submitted for informal competitive bids to at least three (3) vendors. Staff or consultants performing services for the County will prepare written specifications required for the item/service to be purchased and submit these to the vendors to obtain quotes. These quotes/bids shall be directly received from the vendor and may be sent by fax, mail, or email. The quote/bid must include a timeframe in which the quote will be honored by the vendor. At least three (3) quotes/bids shall be presented to the County Commission for review and approval. If for any reason it is impossible to obtain the required number of quotes/bids, a reason must be provided. The County Commission has the option to waive the requirement of informal competitive quotes/bids if it is not practical or advantageous by taking action in an open meeting. The County Commission reserves the right to reject any and all quotes/bids or select quotes/bids based on factors other than lowest price, including but not limited to, previous performance of vendor, understanding of the requested work, references from previous jobs, or timetable for work to begin or be completed.
 - b. *Purchases Over \$50,000:* Purchases estimated to exceed \$50,000 shall be awarded by formal procurement process. If it desires, the County Commission may take action in an open meeting to waive the formal bid process if it is not practical or advantageous. The County Commission reserves the right to reject any and all bids or select bids based on factors other than lowest price, including but not limited to,

previous performance of vendor, understanding of the requested work, references from previous jobs, or timetable for work to begin or be completed.

5. *Formal Procurement Process:* Unless otherwise exempted pursuant to this policy or state law, contracts exceeding \$50,000 shall be awarded by the County Commission through formal procurement process, unless it is determined by the County Administrator that this method is not practical.

The following formal methods of procurement can be used for the formal procurement process.

a. **Sealed Bids.** A procurement method in which 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.

1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. The description may include a statement of the qualitative nature of the material, product or service to be procured, and when necessary, describe those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use.

2. Specification and pertinent attachments defining the items or services will be included, but detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equal to” description may be used as a means to design the performance or other salient requirements of procurement. The specific features of the named brand which must be met by bidders or must be clearly stated.

3. Identify all requirements that the bidders must fulfill and all other factors to be used in evaluating bids or proposals.

4. Bids must be solicited from an adequate number of qualified sources, providing them sufficient response time prior to the date set for opening the bids.

5. **Bid Opening-** Bids shall be opened by the County Administrator or designee in the presence of one or more witnesses. The amount of each bid and other relevant information shall be recorded along with the name of each bidder.

6. **Bid Evaluation -** Bids shall be evaluated based on requirements set forth in the Bid request, which may include criteria to determine acceptability, such as inspection, testing, quality, and suitability for a particular purpose. No criteria may be used in bid evaluation that are not set forth in the Invitation to Bid.

7. **Award –** The bids will be submitted as an agenda item to the County Commission for approval. The contract shall be awarded or rejected with reasonable promptness. Award shall be made to the lowest responsible bidder who submits a responsive bid which is most advantageous to the County, taking into consideration conformity with the specifications, discounts, terms of delivery and transportation costs, timeliness of completion, life cycle costs and other conditions.

8. All purchases or service contracts shall be accompanied by staff recommendation for award.

- b. Requests for Proposals/Requests for Qualifications:** Depending upon the situation, the County may issue a Request for Proposals (RFP) or a Request for Qualifications (RFQ) as a step for acquiring professional services or a contractor

for specific projects. In the event that projected costs for the services, or a combination of the services and any follow-on project, exceed \$10,000, County Commission approval shall be required. The selection of a vendor, contractor, or service provider should be based on qualifications and the best proposal for the project.

Generally accepted guidelines for procurement by RFQ include:

1. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. A RFP may be posted on the County's website, and vendors who have previously signed up for notification will receive an email alert of the posting. RFP's may be posted on the County's website at least 10 days in advance of the due date for submission of bids. Items requiring publication in the newspaper shall also be published at least 10 days in advance of the due date for submission of bids. Notice shall be filed with the County Clerk and shall be open to public inspection.
 2. Proposals must be solicited from an adequate number of qualified offerors. Any response to publicized requests for proposals must be considered to the maximum extent practical;
 3. Technical evaluations will be defined within the RFP
 4. Evaluation - Proposals shall be evaluated based on requirements set forth in the RFP, which may include criteria to determine acceptability, such as inspection, testing, quality, and suitability for a particular purpose. No criteria may be used in the evaluation that are not set forth in the RFP.
 5. Award – The RFPs will be submitted as an agenda item to the County Commission for approval. The contract shall be awarded or rejected with reasonable promptness. Award shall be made to the lowest responsible bidder who submits a responsive bid which is most advantageous to the County, taking into consideration conformity with the specifications, terms of delivery, timeliness of completion and other conditions imposed in the RFP.
- A. **Equipment Repairs:** Repairs needed for heavy equipment, vehicles, machinery, or other equipment necessary for the proper operation of County services may be approved by the County Administrator in excess of \$10,000 provided the extent of repairs cannot be determined, preparation of specifications is not practical, repairs are needed to perform an essential service, or repairs are of an emergency nature.
- B. **Operational Purchases:** Purchases of goods, services, and/or commodities that are related to the routine operation of essential municipal services through the normal course of business in excess of \$10,000 may be approved by the County Administrator. Examples include, but are not limited to, commodities used by the Road and Bridge Department such as road salt, gravel, asphalt and bulk concrete, County Health Department, County Nutrition Department, and other maintenance items for public works.
- C. **Split Purchasing or Order Splitting Prohibited:** The deliberate practice of splitting a transaction, order, or project into two or more smaller parts to keep the purchase beneath the purchaser's approved spending authority is expressly prohibited.

- D. **Sole Source Purchases:** A contract may be awarded or a purchase made without competition when, after conducting a good faith review of available sources, it is determined that there is only one source for the required product. The County Administrator or department head may then conduct negotiations, as appropriate, as to price, delivery, and terms.

Circumstances that require a sole source purchase may include, but are not limited to, the following:

- a. No competitive product exists or the item is only available from one supplier
- b. The purchase of a component or replacement part for which there is no commercially available product and can only be obtained from the manufacturer
- c. The purchase of an item where compatibility is the overriding consideration, such as to maintain standardization or compatibility with existing items or to match materials already in use to produce visual harmony
- d. A continuation of an existing project or continuity of similar services in which past performance is considered acceptable and knowledge of specific work has been demonstrated
- e. The purchase of a used item
- f. The purchase of a product for trial or testing

Sole source can refer to supplier as well as a product or service. Thus, the ability to meet a delivery date or to provide on-call repairs can create a sole supplier condition. Justification for a sole source purchase depends on a needed item being available from only a single source under the prevailing conditions.

- E. **Professional Services:** The County may retain professional services such as architects, engineers, attorneys, auditors, etc. without entering into a competitive bidding process. However, the County may choose to require a request for proposals (RFP) or a request for qualifications (RFQ) for such services. Approval of such services will be pursuant to the general purchasing limits set forth in this policy.

- F. **Emergency Purchases:** An emergency purchase is a purchase made when delaying the purchase would threaten (1) the functioning of County government, (2) the preservation or protection of property, machinery, or equipment, (3) the health or safety of any person or (4) to increase costs to the County. In case of an emergency as defined above, the County Administrator may waive all provision for competitive bidding. Emergency needs shall be purchased by informal open market procedure or negotiated.

Emergency Purchase Procedures

- 1) During normal business hours, the department shall notify the County Administrator of the emergency situation and request verbal approval to proceed with the emergency purchase. The department shall provide the following:
 - a. The nature of the emergency.
 - b. The estimated cost of the services/goods required.
 - c. The vendor recommended to receive the order.

- 2) In the event of an emergency during non-working hours, the highest authority personnel on hand to make a responsible decision may purchase directly any supplies whose immediate procurement is essential as described above. For expenditures of \$5,000 or less, the department head or designee shall submit by close of business the next work day a written report to the County Administrator explaining the circumstances of the emergency.
- 3) When expenditures are \$5,001 or more, a report of the purchase and the circumstances necessitating the emergency action shall be presented to the County Commission at its next available meeting.

G. **Purchase Cards:** Gasoline cards and credit cards are provided to certain employees in cases where such cards are needed to perform essential duties. All employees shall submit receipts to their respective department head or the County's Accounts Payable Department within two (2) days after purchase to allow reconciliation with monthly statements. The fund responsible to pay for the purchase should be written on the receipt. Purchase card balances are to be paid in full at each payment interval so as not to incur any additional debt to the County beyond the item(s) purchased.

H. **Charge Accounts:** The County maintains charge accounts at several local vendors. If necessary, the employee should inform the vendor at time of purchase which County department is responsible for the charge. Employees who make charges on said accounts shall submit receipts to their respective department head or the County's Accounts Payable Department within two (2) days after purchase to allow reconciliation with monthly statements. The fund responsible to pay for the purchase should be written on the receipt. Charge account balances are to be paid in full at each payment interval so as not to incur any additional debt to the County beyond the item(s) purchased.

I. **Regular Monthly Bills:** The County Clerk shall be authorized to pay regular, monthly bills such as those for utilities, telephone, internet, insurance premiums, and credit cards prior to County Commission approval in order to avoid assessment of late charges.

J. **Sales Tax Exemption:** As a general rule, all County purchases are exempt from imposition of sales tax. All employees shall make sure that proper sale tax exemption forms are provided to vendors so that the County is not charged sales tax on purchases. These forms are available from the accounts payable clerk.

K. **Contract Review:** All contracts, rentals, or lease/purchase agreements less than \$10,000 for goods and services shall be reviewed and approved by the department head and County Administrator. Unless stated otherwise herein, contracts in excess of \$10,000 shall be reviewed by the County Administrator and approved by the County Commission.

L. **Receiving and Payment of Goods and Services:**

- a. Upon receipt of goods, all shipment contents shall be reviewed by the responsible employee or department head to ensure that the item(s) meet the specifications of the order and the corresponding shipping receipt.
- b. The invoice for the item(s) shall also be verified by the responsible employee or department head to ensure proper charges have been assessed. If problems arise, the responsible employee or department head shall notify the vendor to resolve the situation.
- c. Invoices shall be forwarded to the County's Accounts Payable Department within two (2) days after receipt. Each invoice should be properly coded with the fund responsible for the payment.
- d. The County's Accounts Payable Department is responsible for checking the invoices against the vendor statement and checking the mathematical accuracy of the invoice, including sales tax.
- e. In order to have an invoice placed in the bills payable for an upcoming County Commission meeting, it must be received no later than the Thursday before the meeting on the following Monday.
- f. The County Commission shall review and approve bills payable at each regularly scheduled meeting.

- M. **Surplus Property:** In the event the County has equipment, supplies, or materials that have become surplus, or are being replaced, the County Administrator may deem the items surplus and authorize the sale or disposal of such goods. The County Administrator shall determine how the items will be disposed of.

Disposal of surplus goods may be as follows:

- a. Transfer to another County department if need is determined
- b. Sale to the general public by sealed bid or placed up for auction (either live or through an online auction site)
- c. Junking when no longer of value or a safety risk
- d. Trade-in toward new equipment

Disposal of all interests in real property, both leasehold and fee interest, shall require County Commission approval.

Any technology equipment sold, donated, or recycled shall be property cleansed to ensure any data or personal information is removed from memory and all storage devices.

N. **FEDERAL FUNDS**

Contracts funded with federal grant funds must be procured in a manner that conforms with all applicable Federal laws, policies, and standards. Contracts will be awarded to the most responsible contractors and will not be awarded to federally debarred bidders, verified on sam.gov. The County will be solely responsible for settling all contract disputes and claims. Geographical preferences and brand name specs without equal alternatives are prohibited.

Full and open competition will be maintained. Contractors who help with design specifications for a project cannot bid on the contract.

- O. **Approved Project Documents and Change Orders:** The County Administrator shall be authorized to sign documents necessary to carry out a decision, project, purchase, contract, or acquisition of services that has been approved by the County Commission. The County Administrator shall also be authorized to approve change orders to approved projects or purchases where the requested change is less than 10% of the maximum awarded amount or \$10,000, whichever is greater. In such circumstances, the County Administrator shall notify the County Commission of the action.

P. OTHER

Purchases requiring a signed agreement or contract will be reviewed by the County Administrator prior to signing. Oversight of the contract will be maintained by the Departments Head associated with the project and the County Administrator to ensure contractor performance is in accordance to terms, conditions and specifications of contract during pre-award, performance, and close-out phases.

The petty cash fund may be used to reimburse miscellaneous small items or supplies under the supervision of the Accounts Payable Department and the County Administrator.

The County is tax exempt from federal excise taxes and state sales tax with the exception of certain items.

It is the County's policy not to endorse or in any way permit an employee's name, position or the County's name to be used in advertising or supporting a product or vendor. Requests for references will be handled, if received in writing and will be limited to actual performance as it related to customer service, delivery or product efficiency.

Purchases for employees by the County are prohibited. County employees are also prohibited from using the County's name or the employee's position to obtain special consideration in personal purchases.

The County Clerk shall maintain documentation regarding procurement history, which may include price quotes, contract type, contractor selection process, list of reviewers, basis for contract price, for the period prescribed in the Record Retention Policy.

Q. Ethical Standards:

General Standards of Ethical Conduct

General Ethical Standard for Employees: Any attempt to realize personal gain through County employment by conduct inconsistent with the proper discharge of an employee's duties is a breach of public trust. Employees must comply with all conduct requirements as set forth in the Personnel Policy Manual. General Ethical Standard for Non-Employees: Any effort to influence County employees to breach the standards set forth in this Chapter is also a breach of ethical standards.

Employee Conflict of Interest

Pursuant to K.S.A 75-4304, no County employee in his or her capacity as a County employee shall make or participate in the making of a contract with any person or business by which he or she is employed or in which he or she has a substantial interest. A County officer or employee does not make or participate in the making of a contract if he or she abstains from **any** action in regard to the contract. Department heads and County Administrator should be notified of situations where a conflict of interest may exist prior to the bid request. The County Administrator should consult with the County Commission to address any concerns.

This section shall not apply to the following:

1. Contracts let after competitive bidding has been advertised by published notice.
2. Contracts for property or services for which the price or rate is fixed by law.

Employee Disclosure Requirements

An employee or elected official who has or obtains any benefit from any County contract with a business in which the employee or elected official has a substantial financial interest shall report such benefit to the County Administrator or the Conflict of Interest Disclosure Form (*Appendix I*) Any employee who knows or should have known of such benefit and fails to report such benefit to the County Administrator is in breach of ethical standards.

Gratuities and Kickbacks

1. Gratuities. No vendor shall offer or give any employee or former employee a gratuity or an offer of employment in connection with a purchasing decision. It shall be a breach of ethical standards for any employee or former employee to solicit or accept a gratuity, favors, or anything of monetary value, or an offer of employment in connection with any County purchasing decision. Gratuities shall not include business gifts of nominal value such as pens, calendars, or other novelty items used for advertising purposes, or occasional meals. Employees are expected to comply with all requirements of the Personnel Policy Manual.
2. Kickbacks. It shall be a breach of ethical standards for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor as an inducement for award of a subcontract or order.

Use of Confidential Information

It shall be a breach of ethical standards for any employee or public official to knowingly use confidential information for actual or anticipated personal gain.

Remedies for Breach of Ethical Standards

Remedies against Employees

In accordance with the Personnel Policy, employees who violate the ethical guidelines will be subject to the following:

1. Oral or written warnings or reprimands.
2. Suspension with or without pay for specified periods of time.
3. Termination of employment.

Remedies against Non-Employees

Violations of ethical guidelines by non-employees involved in purchasing transactions with the County may result in any of the following:

1. Written warnings.
2. Termination of transactions.
3. Disbarment or suspension from contracting with the County.

Recovery of Value Transferred or Received

The County reserves the right to pursue recovery of the value of anything transferred or received in breach of the ethical standards laid out in this policy from both employees and non-employees.

Criminal Sanctions

To the extent that a violation of the ethical standards of conduct set forth in this section also constitutes a violation of federal, state, or County law, it shall be punishable as provided therein. Such sanctions shall be in addition to the remedies set forth in this policy.

R. EQUAL OPPORTUNITY IN PUBLIC CONTRACTING

Equal Opportunity

Nemaha County shall comply with all applicable state and federal laws, executive orders, and rules and regulations that govern equal employment opportunity and affirmative action in public contract, and shall only do business with contractors and vendors who also comply.

Kansas Act Against Discrimination

The State of Kansas requires that all contracts entered into with the state or any political subdivision of the state for construction, alteration or repair of any public building or public work or for acquisition of materials, equipment, supplies or services shall contain provisions by which the contractor agrees to observe provisions of the Kansas Acts Against Discrimination. The Kansas Acts Against Discrimination (K.S.A. 44-1030, *et seq.*) requires that those entering into contracts with governmental entities shall not discriminate against any person because of race, religion, color, sex, disability, national origin or ancestry. Vendors subject to these statutes are those:

- that employ four or more employees during the term of such contract; and
- whose contracts with Nemaha County cumulatively total more than \$5,000 during the County's fiscal year.

Failure to Comply

Failure to comply with federal or state statutes and regulations governing equal opportunity and non-discrimination in public contracting shall be a material breach of contract. In addition, unless otherwise noted, failure to comply with state or federal provisions shall be a breach of the contract for which the County may suspend further performance under the contract or terminate the contract in whole or in part.

This policy repeals previously adopted conflicting policies.

Adopted this __ day of September, 2025 by the Board of Commissioners of Nemaha County, Kansas.

Jason Koch, Chairman

Attest:

Mary Kay Schultejans, County Clerk

(Appendix I)

CONFLICT OF INTEREST DISCLOSURE FORM (HRSA template)

Per 2 CFR 200.112, the non-federal entity must disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity in accordance with applicable Federal awarding agency policy.

A potential or actual conflict of interest exists when commitments and obligations are likely to be compromised by material interests, or relationships (especially economic), particularly if those interests or commitments are not disclosed.

This Conflict of Interest Form should indicate whether _____ (staff working with/directing a grant, pass-through entity staff choosing subrecipient, etc.) has an economic interest in, or acts as an officer or a director of, any outside entity whose financial interests would reasonably appear to be affected by his/her participation in _____ (subrecipient selection process, grant program, procurement process).

Any personal, business, or volunteer affiliations that may give rise to a real or apparent conflict of interest should be disclosed. Relevant Federal and organizationally established regulations and guidelines in financial conflicts must be abided by. Individuals with a conflict of interest should refrain from _____ (participating in subrecipient selection, participating in the grant, participating in procurement decisions).

Date	
Name	
Position	

Check appropriate box below, and please describe any relationships, transactions, positions you hold (volunteer or otherwise) or circumstances that you believe could contribute to a conflict of interest.

☐	I have no conflict of interest to report.
☐	I have the following conflict(s) of interest to report. (Specify other non-profit boards you or your spouse sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and any businesses you or a family member own.)

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Signature	
Date	

Source: hrsa.gov

(Appendix I)

CONFLICT OF INTEREST DISCLOSURE FORM (HRSA template)

Per 2 CFR 200.112, the non-federal entity must disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity in accordance with applicable Federal awarding agency policy.

A potential or actual conflict of interest exists when commitments and obligations are likely to be compromised by material interests, or relationships (especially economic), particularly if those interests or commitments are not disclosed.

This Conflict of Interest Form should indicate whether the nominator(s) has an economic interest in, or acts as an officer or a director of, any outside entity whose financial interest would reasonably appear to be affected by the addition of the nominated condition to the screen panel. The nominator(s) should also disclose any personal, business, or volunteer affiliations that may give rise to a real or apparent conflict of interest. Relevant Federal and organizationally established regulations and guidelines in financial conflicts must be abided by. Individuals with a conflict of interest should refrain from nominating a condition for screening.

Date	
Name	
Position	

Check appropriate box below, and please describe any relationships, transactions, positions you hold (volunteer or otherwise) or circumstances that you believe could contribute to a conflict of interest.

☐	I have no conflict of interest to report.
☐	I have the following conflict(s) of interest to report. (Specify other non-profit boards you or your spouse sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and any businesses you or a family member own.)

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Signature	
Date	

Source: hrsa.gov

Exhibit 2

The items from KEY have the prices wrote on them. Jeans from Ariat will most probably run between \$50 - \$60 depending which ones you go with. There are too many styles to give exact quote. I'm still waiting on pricing for shirts from Ariat but best guess is probably between \$25 - \$40 again depending on what you want and whether it is a polo or regular pocket tee.

I will be able to give you more accurate quote when I know exactly what you are looking at.

Sheryl Heinen

Boots \$200- \$250 depending on style

Ariat pocket SS T shirt approx \$17

Foreman Polo SS approx. \$40

They didnt have a long sleeved T shirt that doesnt have Ariat down the sleeve what I can find but I'll keep looking.



822 BLENDED TEE

- Weight 5 oz.
- 80% Cotton / 20% Polyester
- 60% Cotton / 40% Garnet Maroon Heather, Vermillion Orange Heather, Xanadu Gray Heather
- Left Chest Pocket
- Taped Seams (Shoulder, Back and Neck)
- Stitched Sides to Eliminate Torque
- Crew Neck
- Heat Transfer Tag

The KEY Blended T-Shirt is designed with comfort and hard work in mind. This blended fabric is designed to outperform both in fit and colorfastness. A left chest pocket allows for essentials to be kept right at your fingertips and features, such as taped seams, stitched sides and a heat transfer tag have been added to enhance comfort. The KEY Blended Tee is offered in a variety of colors and pairs nicely with any of our 5-pocket jeans.



822	S	M	L	XL	2XL	3XL	4XL
Regular							
Tall							

N/A

BASE

+10%

15.00

16.00

TOPS

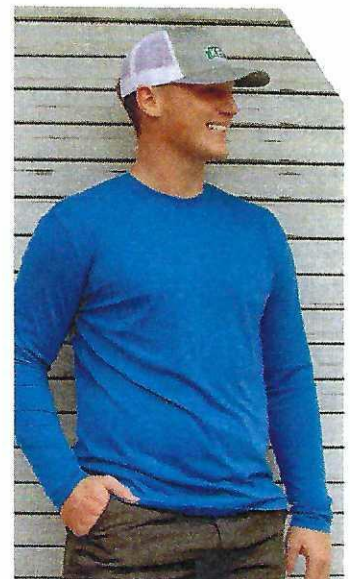


NEW 803 LEGENDARY LONG SLEEVE TEE

- Weight 4 oz, 50% Polyester / 25% Cotton / 25% Rayon
- Taped Seams (Shoulder and Back of Collar)
- Weathered Colors for Trendy Vintage Look
- Stitched Sides to Eliminate Torque
- Unisex Tri-Blend Crew Tee
- Superior Soft Fabric



Elevating comfort to a whole new level with the long sleeve addition of our Legendary Tee collection. Just like our classic short sleeve Legendary Tee, this shirt comes with the same combination of polyester, cotton, and rayon that delivers extreme softness and comfort. The long sleeves bring added utility while maintaining the signature features of stitched sides to prevent torque and taped seams around the shoulders and back for effortless movement. Feel legendary while wearing our latest and greatest Legendary Tee.



Do not come in Tall

803	XS	S	M	L	XL	2XL	3XL	4XL
Regular								

N/A

BASE

+10%

20.00

21.50

821

**PERFORMANCE COMFORT
SHORT SLEEVE POCKET
T-SHIRT**

- 100% Polyester Performance Comfort Knit
- Moisture Wicking Performance Weave
- Taped Seams (Shoulder, Back and Neck)
- Hemmed Sleeves and Bottom
- Stitched Sides to Eliminate Torque
- Left Chest Pocket
- Crew Neck



Stay cool in the KEY Performance Comfort Short Sleeve Pocket T-Shirt! This light polyester is perfect to wear during warm temperatures and the moisture wicking weave promotes dryness. Stitched sides and taped seams provide added comfort and the left chest pocket lets you keep all your essentials right at your fingertips. Whether you are at work or play on a hot day, the KEY Performance Comfort Tee is what you need!



821	M	L	XL	2XL	3XL	4
Regular						
Tall						

N/A

BASE

+10%

15.00

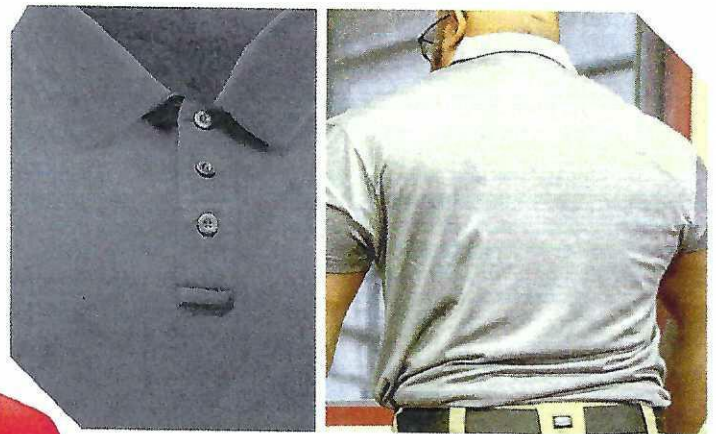
16.50

851 VICTORY POLO

- 5.5 oz 96% Polyester, 4% Spandex
- Athletic Fit
- Same-Fabric Collar
- 3-Button Placket
- Stitched Sides to Eliminate Torque
- Taped Neck
- Heat Transfer Tag



The KEY Victory Polo is an essential part of any successful wardrobe. The polyester/spandex blend is perfect for active lifestyles, as it facilitates movement and keeps you cool all day long. With an athletic fit, a 3-button placket and a same-fabric collar, this shirt is not just functional, but looks sharp too. Whether you are at work or play, choose the KEY Victory Polo for the win.



851	S	M	L	XL	2XL	3XL	4XL
Regular							
Tall							

N/A



BASE



+10%



25.50

27.50



860 HEAVYWEIGHT LONG SLEEVE POCKET T-SHIRT

- Weight 5 oz.
- 80% Cotton / 20% Polyester
- 60% Cotton / 40% Polyester
- Garnet Maroon Heather
- Xanadu Gray Heather
- Left Chest Pocket
- Taped Shoulder, Neck and Back Seams
- Hemmed Knit Cuff and Bottom
- Crew Neck
- Heat Transfer Tag

811 LIBERTY LONG SLEEVE TEE

- Weight 4.5 oz.
- Cotton, 50% Polyester
- Stitched Sides to Eliminate Torque
- Heat Transfer Tag
- Taped Seams
- Crew Neck



comfort or style; the Key Sportsman
and breathable design for fall and
fit neck and cuffs fit snugly, while its
insures insulation without overheating.
comes with a stylish crew neck
texture to stand out from smooth-
e worn alone or layered with other
ds.

The KEY Heavyweight Long Sleeve Pocket T-Shirt is designed with
comfort and hard work in mind. The cotton fabric is sturdy, yet soft
the touch for your comfort. The left chest pocket allows for essential
to be kept right at your fingertips. Additional features, such as taped
seams, hemmed sleeves and a heat transfer tag have been added to
enhance comfort. This KEY Long Sleeve Tee is offered in a variety of
colors and pairs nicely with any KEY Dungaree.

The KEY Liberty Long Sleeve T
cotton blend, you get the
comfort of cotton. Made with
durability and comfort. This te
Make sure you have all th



M	L	XL	2XL	3XL	4XL

860	M	L	XL	2XL	3XL	4XL
Regular						
Tall						

BASE ☐ +10% ☐

N/A ☐ BASE ☐ 21.00 +10% ☐ 23.00

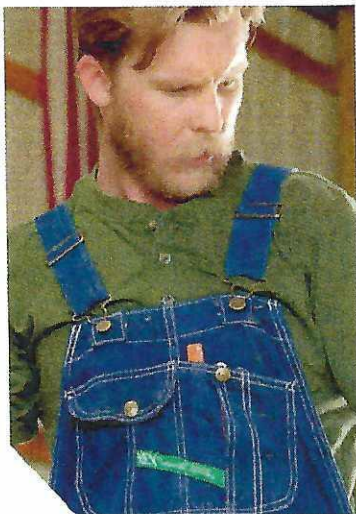
825

**HEAVYWEIGHT SHORT
SLEEVE 3-BUTTON
HENLEY POCKET
T-SHIRT**

- Weight 5 oz.
- 80% Cotton / 20% Polyester
- Taped Shoulder, Back and Neck Seams
- Hemmed Sleeves and Bottom
- Bone-Colored Buttons
- Left Chest Pocket
- Heat Transfer Tag



With the KEY Short Sleeve Henley, you will experience style and comfort. The cotton fabric is sturdy, yet soft and comfortable. The bone-colored, 3-button accent gives you style to wear out for a special occasion or can be casual enough to work in. A left chest pocket is added to conveniently store essentials and there's no irritation with the heat transfer tag. This Henley is offered in a variety of colors to suit your style!



825	S	M	L	XL	2XL	3XL	4XL
Regular							
Tall							

N/A



BASE



+10%



19.00

21.00

865 HEAVYWEIGHT LONG SLEEVE 3-BUTTON HENLEY POCKET T-SHIRT

- Weight 5 oz.
- 80% Cotton / 20% Polyester
- Taped Shoulder, Back and Neck Seams
- Hemmed Knit Cuff and Bottom
- Bone-Colored Buttons
- Heat Transfer Tag
- Left Chest Pocket

Type text here

With the KEY Heavyweight Long Sleeve 3-Button Henley Pocket T-Shirt, you will experience style and comfort. The cotton fabric is sturdy, yet soft and comfortable. The bone-colored, 3-button accent gives you style to wear out for a special occasion or can be casual enough to work in. A left chest pocket is added to conveniently store essentials and the hemmed long sleeves keep you warm during cooler temperatures. This Henley is offered in a variety of colors to suit your style!



865	M	L	XL	2XL	3XL	4XL
Regular						
Tall						

22.00
25.00

N/A



BASE



+10%



22.00

25.00

452

RING SPUN
DENIM DUNGAREE

- 100% Cotton, 12 oz. Ring Spun Denim Fabric, Enzyme Washed
- Antique Brass Button Waistband
- Reinforced Front and Back Pockets
- Double Utility Pockets on Right Leg
- Triple Needle Stitching
- Hammer Loop
- Rivets at Stress Points
- Relaxed Fit



For a hard-working, good-looking jean, get the KEY Ring Spun Denim Dungaree. Made from ring spun denim that is garment washed for softness, yet is made from a mid-weight denim to provide staying power on the job. Features like triple needle stitching, reinforced pockets and rivets at stress points enhance overall durability. Keep essentials right at your fingertips with the hammer loop and variety of pockets. With casual stitching style, this dungaree keeps you looking good while hard at work.



452	30 W	32 W	33 W	34 W	36 W	38 W	40 W	42 W	44 W	46 W	48 W	50 W	52 W	54 W
29 L														
30 L														
32 L														
34 L														
36 L														

N/A

BASE

27.25

+10%

30.25

4876 RELAXED FIT 5-POCKET DENIM JEAN

100% Cotton, 14 oz. Denim Fabric, Enzyme Washed
Antique Brass Button Waistband
Reinforced Front Pockets
Contrast Stitching
Rivets at Stress Points
Relaxed Fit



4874 TRADITIONAL FIT 5-POCKET JEAN

- 100% Cotton, 14 oz Denim Fabric
- Traditional Fit
- Antique Brass Button
- Reinforced Front Pockets
- Contrast Stitching
- Rivets at Stress Points



experience timeless style and endless reliability in the Relaxed KEY 5-Pocket Denim Jean. This heavyweight fabric is strong, yet has a soft feel from the enzyme wash. The 5-pocket styling, contrast stitching and the antique brass buttons give the jean a classic design. The relaxed fit gives you room to move and has enhanced durability with reinforced pockets and rivets at stress points. Whether at work or play, you will look and feel great in KEY!



.45 INDIGO BLUE

KEY brings you classic style and reliability with the KEY 5-Pocket Denim Jean. This heavyweight fabric is strong, yet has a soft feel. This traditional fit jean features contrast stitching and an antique brass button waistband to compliment the classic 5-pocket styling. For enhanced durability, the front pockets are reinforced and there are rivets at stress points. Whether at work or play, KEY has the jeans for you.



.43 INDIGO BLUE GARMENT WASHED

4876	30 W	32 W	34 W	36 W	38 W	40 W	42 W	44 W	46 W	48 W	50 W	52 W	54 W
29 L													
30 L													
32 L													
34 L													
36 L													

4874	29 W	30 W	31 W	32 W	33 W	34 W	36 W	38 W	40 W	42 W	44 W	46 W	48 W	50 W
29 L														
30 L														
32 L														
34 L														
36 L														

N/A BASE 24.50 +10% 27.50

N/A BASE 21.50 +10% 24.50

Jeans :

- \$33-\$60 Wrangler
- \$30-\$35 Dickies
- \$60-\$70 Ariat Rebar

Shirts:

- \$20-\$27 Ariat Rebar, short sleeve
- \$30-\$35 Ariat Rebar, long sleeve
- \$20 Carhart short sleeve

Boots:

- \$200 Geogia steel toe, lace up
- \$220 cowboy boot, composite toe
- \$160 Ariat cowboy boot, steel toe
- \$180-\$210 Durango, steel toe
- \$175 composite toe, lace up
- \$100 DeWalt steel toe, lace up