

REQUEST FOR BOARD ACTION / CONTRACT CONTROL FORM

Tracking Number: 10a.

Date of Request: June 18, 2007

Date Request Received: June 18, 2007

Board Meeting Date Requested: July 9, 2007

Board Meeting Date Assigned: July 9, 2007

Short Title: Resolution Approving A Purchase Order To Pitney Bowes For Lease Of A Mail Processing Machine For Fiscal Year 2007-08 For \$8,000 And A Purchase Order To Pitney Bowes Purchase Power For \$30,000 To Cover Postage For Fiscal Year 2007-08.

Request Status:
 Request is proceeding to Board of Commissioners
 More information is needed – see attached
 Request on hold – no further information needed
 Other:

Background: Pender County Department of Social Services evaluated the benefits of leasing a mail machine from Pitney Bowes and found it to be cost effective. The lease covers maintenance and service calls. Supplies are billed as ordered.

(Administrative Use Only)

Specific Action Requested: The Board of Commissioners is requested to authorize purchase orders to Pitney Bowes and Pitney Bowes Purchase Power.

CONTRACT TYPE

Requested by: Dr. Reta M. Shiver
Department: Social Services
Title: Director
Contact Phone: 910.259.1240
Contact Fax: 910.259.1418

Renewal
 For Service(s)
 Intergovernmental – County as Grantee
 Federal Grantor
 State Grantor
 County as Grantor
 County Funds
 Other Funds
 Revision
 For Equipment

PURCHASING Budgeted Item: Yes No
Date Rec'd: Reviewed and Approved
 Comments on Reverse

Date Sent: Signed:

ATTORNEY Reviewed and Approved
Date Rec'd: Legal Problem(s)
 Comments on Reverse

Date Sent: Signed:

FINANCE Sufficient Funds Available
Date Rec'd: Not Available
7/12/07 Budget Amendment Necessary
 Budgeted Amendment is Attached
 Comments on Reverse

Date Sent: 7/12/07 Signed: *Dr. Reta M. Shiver*

CLERK Signature(s) Required:
 Board Chairman/County Manager
 Other:

Date Rec'd Approved by Board: Yes No
At meeting on

MANAGER'S RECOMMENDATION:

Respectfully recommend approval.

INITIALS

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Pender County Board of Commissioners that

a purchase order be issued to Pitney Bowes for the lease of a mail machine for FY 07-08 for \$8,000 and to Pitney Bowes Purchase Power for \$30,000 for postage for 06-07 (100-401200). The County Manager is authorized to execute any/all documents necessary to implement the resolution.

AMENDMENTS

MOVED _____ SECONDED _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Rivenbark _____ Blanchard _____ Brown _____ Tate _____ Williams _____

F.D. Rivenbark, Chairman 7/09/07
Date

Attest 7/09/07
Date

REQUEST FOR BOARD ACTION / CONTRACT CONTROL FORM

Tracking Number: 10b.

Date of Request: June 18, 2007

Date Request Received:

Board Meeting Date Requested: July 2, 2007

Board Meeting Date Assigned: July 2, 2007

Short Title: Resolution Authorizing The Issuance Of A Purchase Order To North Carolina Department Of Juvenile Justice For Fiscal Year 2007-2008: \$70,000.

- Request Status:**
- Request is proceeding to Board of Commissioners
 - More information is needed – see attached
 - Request on hold – no further information needed
 - Other:

Background: When juveniles from Pender County are placed in detention facilities the cost of their stay is charged to the county. A line item is included in the DSS budget to cover the cost of services provided to the youth of Pender County. Pender County receives monthly bills covering services for youth detained in Juvenile Detention Facilities. The bills are forwarded to DSS for payment.

(Administrative Use Only)

Specific Action Requested: Authorize a purchase order to NC Department of Juvenile Justice for \$70,000 to cover detention fees for FY 2007-2008.

CONTRACT TYPE

Requested by: Dr. Reta M. Shiver
Department: Social Services
Title: Director
Contact Phone: 910.259.1240
Contact Fax: 910.259.1418

- Renewal
- For Service(s)
- Intergovernmental – County as Grantee
 - Federal Grantor
 - State Grantor
 - Grantor
- County as Grantor
 - County Funds
 - Other Funds:
- Revision
- For Equipment

PURCHASING Budgeted Item: Yes No
Date Rec'd: Reviewed and Approved
 Comments on Reverse

Date Sent: Signed:

ATTORNEY Reviewed and Approved
Date Rec'd: Legal Problem(s)
 Comments on Reverse

Date Sent: Signed:

FINANCE Sufficient Funds Available Not Available
Date Rec'd: Budget Amendment Necessary
7/1/07 Budgeted Amendment is Attached
 Comments on Reverse

Date Sent: 7/1/07 Signed: *D. W. J. M. C. W. L.*

CLERK Signature(s) Required:
 Board Chairman/County Manager
 Other:

Date Rec'd Approved by Board: Yes No
At meeting on

MANAGER'S RECOMMENDATION:

Respectfully recommend approval.

INITIALS

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Pender County Board of Commissioners that

a purchase order is authorized to NC Department of Juvenile Justice for youth detention fees for FY 07-08 for \$70,000 (100088-462519). The County Manager is authorized to execute any/all documents necessary to implement the resolution.

AMENDMENTS

MOVED _____ SECONDED _____

APPROVED _____ DENIED _____ UNANIMOUS

YEA VOTES: Rivenbark _____ Blanchard _____ Brown _____ Tate _____ Williams _____

F.D. Rivenbark, Chairman 7/09/07
Date

Attest 7/09/07
Date

REQUEST FOR BOARD ACTION / CONTRACT CONTROL FORM

Tracking Number: 10c.

Date of Request: June 15, 2007

Date Request Received: June 15, 2007

Board Meeting Date Requested: July 9, 2007

Board Meeting Date Assigned: July 9, 2007

Short Title: Resolution Approving Contracts And Authorizing Purchase Orders For Fiscal Year 2007-08: Mega Force: \$60,000; Attorney Regina Davis For Legal Services: \$62,500.

Request Status:
 Request is proceeding to Board of Commissioners
 More information is needed – see attached
 Request on hold – no further information needed
 Other:

Background: Compared to the number of Hispanic clients we serve, DSS has a shortage of bi-lingual staff. In July 2003 the Pender County Department of Social Services contracted with Mega Force for bi-lingual staff to assist at the front desk and serve as interpreters to fill a necessary language-barrier-void.

(Administrative Use Only)

Attorney Regina Floyd-Davis has acted as DSS Attorney since December 1998. During August 2001 DSS advertised for an attorney to handle CPS and APS cases. One letter of interest was received from Attorney Davis asking that we consider her request to continue as Attorney for DSS.

CONTRACT TYPE

- Renewal
- For Service(s)
- Intergovernmental – County as Grantee
 - Federal Grantor
 - State Grantor
 - Grantor
- County as Grantor
 - County Funds
 - Other Funds:
- Revision
- For Equipment

Specific Action Requested: The Board of Commissioners is requested to approve the contracts and authorize purchase orders to Mega Force and Attorney Regina Floyd-Davis.

PURCHASING Budgeted Item: Yes No
 Date Rec'd: Reviewed and Approved
 Comments on Reverse

Requested by: Dr. Reta M. Shiver
 Department: Social Services
 Title: Director
 Contact Phone: 910.259.1240
 Contact Fax: 910.259.1418

Date Sent: _____
 Signed: _____

ATTORNEY Reviewed and Approved
 Date Rec'd: Legal Problem(s)
 Comments on Reverse

Date Sent: _____
 Signed: _____

FINANCE Sufficient Funds Available Not Available
 Date Rec'd: 7/13/07
 Budget Amendment Necessary
 Budgeted Amendment is Attached
 Comments on Reverse

Date Sent: 7/13/07
 Signed: [Signature]

CLERK Signature(s) Required:
 Board Chairman/County Manager
 Other:

Date Rec'd Approved by Board: Yes No
 At meeting on _____

MANAGER'S RECOMMENDATION:

Respectfully recommend approval.

INITIALS

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Pender County Board of Commissioners that

the County Manager is authorized to execute a Contract with Mega Force for FY 07-08 for bi-lingual staff for the Department of Social Services with a total contract of \$60,000 and a purchase order in the amount of \$60,000 is authorized to Mega Force; and a contract to Attorney Regina Floyd-Davis at an hourly rate of \$125.00 (state rate) with a total contract of \$62,500 and a purchase order in the amount of \$62,500 authorized to Attorney Regina Floyd Davis (100-404500). The County Manager is authorized to execute any/all documents necessary to implement the resolution.

AMENDMENTS

MOVED _____ SECONDED _____

APPROVED _____ DENIED _____ UNANIMOUS _____

YEA VOTES: Rivenbark _____ Blanchard _____ Brown _____ Tate _____ Williams _____

F.D. Rivenbark, Chairman 7-09-07
Date

Attest 7-09-07
Date