

REQUEST FOR BOARD ACTION / CONTRACT CONTROL FORM

Tracking Number: 15a.

Date of Request: June 25, 2007

Date Request Received: June 25, 2007

Board Meeting Date Requested: July 9, 2007

Board Meeting Date Assigned: July 9, 2007

Short Title: Resolution Authorizing A Purchase Order For The Administrative Duties For The Juvenile Crime Prevention Council For Fiscal Year 2007-08: \$5,950.

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

Background: The JCPC is a state mandated county board tasked with overseeing the distribution of state funds for programs serving youth who are currently in the juvenile justice system or are at-risk of entering it. The administrative duties of this board became so much for a volunteer to handle that three years ago the JCPC Board voted to contract out the work. Mrs. Wendy DuBose has been doing the admisitrative work since that time. She is very familiar with the paperwork required to be submitted to the state. The Pender County JCPC board has received praise from our area consultant since Mrs. DuBose has taken over these duties due to the timely and orderly matter in which paperwork has been submitted by her.

(Administrative Use Only)

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: Authorize a Purchase Order to Wendy DuBose for the Administrative Duties for the JCPC for FY07-08.

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

Requested by: Dee Turner
Department: Juvenile Crime Prevention Council
Title: Chairperson
Contact Phone: 259-1330
Contact Fax: 259-0655

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: *David J. McCull*

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 Wendy DuBose in the amount of \$5,950 for administrative work for the Pender County Juvenile Crime Prevention Council for FY07-08. The Chairman and/or County Manager is authorized to execute any/all agreements necessary to implement the resolution.

Account # 684-419101

AMENDMENTS:

MOVED _____ SECONDED _____

APPROVED _____ DENIED _____ UNANIMOUS _____

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

F.D. Rivenbark, Chairman

07/09/07
Date

ATTEST

07/09/07
Date

REQUEST FOR BOARD ACTION / CONTRACT CONTROL FORM

Tracking Number: 156.

Date of Request: June 25, 2007

Date Request Received: June 25, 2007

Board Meeting Date Requested: July 9, 2007

Board Meeting Date Assigned: July 9, 2007

Short Title: Resolution Authorizing A Purchase Order To J C Lawncare For Lawn Mowing Services Contract For Fiscal Year 2007-08: \$18,000

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

Background: The lawn mowing services contract was bidded out last year and was awarded to JC Lawncare for a two year period with an option to renew.

(Administrative Use Only)

Specific Action Requested: Authorize Purchase Order to JC Lawncare for Lawn Mowing Services Contract for FY07-08 for \$18,000.

CONTRACT TYPE

Requested by: Dee Turner
Department: Parks And Recreation
Title: Director
Contact Phone: 259-1330
Contact Fax: 259-0655

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

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
7/3/07 Budget Amendment Necessary
 Budgeted Amendment is Attached
 Comments on Reverse

Date Sent: 7/3/07 Signed: Dee Turner

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 JC Lawncare in the amount of \$18,000 for lawn mowing services for FY07-08. The Chairman and/or County Manager is authorized to execute any/all agreements necessary to implement the resolution.

Account # 665-404540

AMENDMENTS:

MOVED _____ SECONDED _____

APPROVED _____ DENIED _____ UNANIMOUS _____

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

F.D. Rivenbark, Chairman

07/09/07
Date

ATTEST

07/09/07
Date

Lawn Mowing Services Specifications

The County facilities listed below comprise the lawn mowing services contract. The facilities are as follows:

- Pender County Courthouse Complex
- Pender County Library-Burgaw
- Pender County Library-Hampstead
- Pender County Jail Facility
- Howard Holly Building Complex
- Law Enforcement Center Complex
- Walker Street Governmental Complex
- Department of Social Services Complex
- Hampstead Annex Complex
- NC Probation and Parole Offices (includes White House's Property)
- York Building

Work Elements

- Mow grass to height as directed by County staff at each facility
- Trim and edge sidewalks, buildings, trees, landscaping areas, parking areas (asphalt and gravel)
- Rake, vacuum, or collect excessive (as determined by County staff) grass trimmings and dispose off-site
- Sweep or mechanically clean off all sidewalks, porches, or entrance areas of grass trimmings
- Mow, trim, cut, or chemically treat to stunt growth, all vegetation in drainage ditches along roadways or on the property
- During the autumn months, as directed by County staff, rake or mechanically vacuum leaves and dispose off-site

Frequency of Work Elements Performed

- Work elements will be performed as per a schedule provided to the contractor by County staff
- Work elements may be requested at any time during the contract period; however, it can be anticipated that work elements will be requested from March through December throughout the contract period
- Work elements in excess of 12 per 6 months will be performed at the same unit price as in the bid.

Payment for Work Elements Performed

- Payment for work elements performed will be on a monthly basis after the work is performed. Invoices properly and correctly submitted by the 5th of a month will be paid by the 15th of a month. Payment will be for the frequency of the work elements performed in the previous month.

Schedule of Work Elements

- A mowing schedule will be developed by County staff and provided to the Contractor
- The Contractor is not to deviate from the schedule unless agreed upon by County staff
- County staff reserves the right to deviate from the schedule for weather or special events by giving the Contractor a minimum of 24 hours notice.

Interruption of Schedule Due to Weather or Equipment Breakdown

- Deviation from the mowing schedule due to weather is to be approved by County staff.
- Deviation from the mowing schedule due to equipment breakdown is not allowed. The Contractor is expected to have backup equipment that can be brought in to replace broken down equipment. The Contractor is expected to makeup lost time within a day due to equipment breakdown by working extended hours if necessary.

Contract Period for Pender County Facilities

- The contract period for mowing Pender County facilities shall run from August 1, 2006 through June 2008. **The contract may be extended for two(2) one (1) year terms by mutual consent of the parties.**