

# REQUEST FOR BOARD ACTION / CONTRACT CONTROL FORM

**Tracking Number:** 4.

**Date of Request:** July 1, 2008

**Date Request Received:** July 1, 2008

**Board Meeting Date Requested:** July 7, 2008

**Board Meeting Date Assigned:** July 7, 2008

**Short Title:** Resolution To Approve Floor Maintenance Contract And P.O. Execution To Scott's Floor Shine: \$19,572

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

**Background:** Scott's Floor Shine was awarded a contract for floor maintenance in FY: 06-07. It is recommended that Scott Bishop continue to provide a full service contract for FY: 08-09. This service will include: one service a month for ten (10) buildings including sweeping, mopping and buffing, two (2) services a month for five (5) buildings, scrub and recoats during the year, and any strip and wax services as needed. This contract will bring a total of twenty (20) services on a monthly basis. This floor maintenance program will improve the overall appearance of the buildings, as well as, keep up the floor's appearance by extending the life of the wax. It will also reduce future floor maintenance costs by maintaining the floor's cleanliness and the floor's shiny appearance. Special attention is given to hard to reach areas such as corners and edges. Scott's Floor Shine will provide all supplies and labor used for the previously disclosed services. There was an increase in cost due to additional services needed for the Mobile Dental Health unit.

*(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:** Approve Scott's Floor Shine for floor maintenance contract effective July 1, 2008.

**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: \_\_\_\_\_

Requested by: James Fields  
 Department: Public Works  
 Title:  
 Contact Phone: 910.259.1228  
 Contact Fax:

**FINANCE** Sufficient Funds  Available  Not Available  
 Date Rec'd:  Budget Amendment Necessary  
 Budgeted Amendment is Attached  
 Comments on Reverse

Date Sent: \_\_\_\_\_  
 Signed: \_\_\_\_\_

**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.

DP  
INITIALS

**RESOLUTION: NOW, THEREFORE, BE IT RESOLVED** by the Pender County Board of Commissioners that a purchase order is authorized to Scott's Floor Shine for an annual full-service floor maintenance contract in the amount of \$19,572. Invoice for payment will be submitted monthly after services are performed. The Chairman/County Manager is authorized to execute the Purchase Order and any document necessary to implement this resolution.

**Account #500-404500 - \$19,572**

**AMENDMENTS:**

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ UNANIMOUS \_\_\_\_\_

YEA VOTES: Rivenbark \_\_\_ Blanchard \_\_\_ Brown \_\_\_ Tate \_\_\_ Williams \_\_\_

\_\_\_\_\_  
J. David Williams, Jr., Chairman      07-07-08  
Date

\_\_\_\_\_  
Attest                      07-07-08  
Date