

REQUEST FOR BOARD ACTION / CONTRACT CONTROL FORM

Tracking Number: 8a.

Date of Request: June 24, 2008

Date Request Received:

Board Meeting Date Requested: July 7, 2008

Board Meeting Date Assigned: July 7, 2002

Short Title: Resolution Authorizing A Purchase Order To Engineered Fluid, Inc., For Technical Support Of And Maintenance Of The Water System's Scada System: \$15,000

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

Background: Engineered Fluid, Inc., (EFI) installed and maintains the Supervisory Control and Data Acquisition (SCADA) system for the Utilities Department. This system monitors water flow in the system (pumps) and water levels in the water tower - and maintains consistent flow based on water usage. Since this system relies on antennas attached to high towers, repairs are necessitated by occasional lightning strikes.

This is the cost of the annual software technical support and some repair costs associated with lightning strikes.

(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: The Board of Directors of the Rocky Point/Topsail Water and Sewer District is requested to authorize a purchase order to Engineered Fluid, Inc., to provide technical support to and repair of SCADA system for the Utilities Department, in the amount of \$15,000

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

Requested by: Michael G. Mack
Department: Pender Utilities
Title: Director Of Utilities
Contact Phone: 910.259.1570
Contact Fax: 910.259.1579

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
 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

OBL
Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Board of Directors of the Rocky Point/Topsail Water and Sewer District, that a purchase order is authorized to Engineered Fluid, Inc., for technical support and maintenance of the SCADA System in the amount of \$15,000.00. The Chairman/District Manager is authorized to execute any document necessary to implement this resolution.

072-404526 Contracted Services \$15,000

AMENDMENTS:

MOVED _____ SECONDED _____

APPROVED _____ DENIED _____ UNANIMOUS

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

J. David Williams, Jr., Chairman 07/07/08 Date

Attest 07/07/08 Date

REQUEST FOR BOARD ACTION / CONTRACT CONTROL FORM

Tracking Number: 8b.

Date of Request: June 24, 2008

Date Request Received:

Board Meeting Date Requested: July 7, 2008

Board Meeting Date Assigned: July 7, 2008

Short Title: Resolution Authorizing A Purchase Order To Environmental Chemists (Envirochem) For Testing And Sampling: \$20,000

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

Background: : NCDENR permits to operate our water and wastewater systems require periodical monitoring and testing. The testing must be done by a state approved laboratory.

Environmental Chemists in Wilmington have provided excellent service with regard to our sampling and testing requirements, and staff recommends we continue to utilize their services.

(Contracted Services:
70-404500 - \$ 4,000
71-404500 - \$ 3,000
072-404500 \$10,000
75-404500 - \$ 3,000

Specific Action Requested: The Board of Directors of the Rocky Point/Topsail Water and Sewer District is requested to authorize a purchase order to Environmental Chemists (EnviroChem) in Wilmington to provide the required testing and sampling for the Utilities Department, in the amount of \$20,000

Requested by: Michael G. Mack
Department: Pender Utilities
Title: Director Of Utilities
Contact Phone: 910.259.1570
Contact Fax: 910.259.1579

(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

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
 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

PBJ
Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Board of Directors of both the Rocky Point/Topsail Water & Sewer District and the Maple Hill Water & Sewer District that a purchase order is authorized to Environmental Chemists in the amount of \$20,000. (Contracted Services 70-404500 - \$4,000, 71-404500 - \$3,000.00, 072-404500 - \$10,000.00, 75-404500 - \$3,000) The Chairman/District Manager is authorized to execute any documentation necessary to implement this resolution.

AMENDMENTS:

MOVED _____ SECONDED _____

APPROVED _____ DENIED _____ UNANIMOUS

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

J. David Williams, Jr., Chairman 07/07/08
Date

Attest 07/07/08
Date

REQUEST FOR BOARD ACTION / CONTRACT CONTROL FORM

Tracking Number: 8C.

Date of Request: June 24, 2008

Date Request Received:

Board Meeting Date Requested: July 7, 2008

Board Meeting Date Assigned: July 7, 2008

Short Title: Resolution Authorizing A Purchase Order To Hd Waterworks For Water Service Installation
Supplies: \$70,000.00

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

Background: : HD Waterworks (formerly known as Hughes Supply) is a major utilities supply company and has provided the supplies for water service installations and inventory materials used for system repairs since the Utilities Department was created.

(Administrative Use Only)

In an effort to be consistent and have all water services identical, staff would like continue to purchase from HD Waterworks

Supplies:
072-403308- \$70,000.00

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 Directors of the Rocky Point/Topsail Water & Sewer District is requested to authorize a purchase order to HD Waterworks, Wilmington, NC to provide supplies for water service installations and water inventory materials for repairs and other field operations for the Utilities Department in the amount of \$70,000.00.

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

Requested by: Michael G. Mack
Department: Pender Utilities
Title: Director Of Utilites
Contact Phone: 910.259.1570
Contact Fax: 910.259.1579

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
 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

PBP
Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Board of Directors of both the Rocky Point/Topsail and Maple Hill Water and Sewer Districts, that a purchase order is authorized to HD Waterworks for supplies for water service installations in the amount of \$70,000.00. (Supplies: 072-403308- \$70,000.00). The Chairman/District Manager is authorized to execute any document necessary to implement this resolution.

AMENDMENTS:

MOVED _____ SECONDED _____

APPROVED _____ DENIED _____ UNANIMOUS _____

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

J. David Williams, Jr., Chairman 07/07/08
Date

Attest 07/07/08
Date

REQUEST FOR BOARD ACTION / CONTRACT CONTROL FORM

Tracking Number: 8d.

Date of Request: June 24, 2008

Date Request Received:

Board Meeting Date Requested: July 7, 2008

Board Meeting Date Assigned: July 7, 2008

Short Title: Resolution Authorizing A Purchase Order To Utility Service Co., Inc., For Annual Maintenance Of Three (3) Elevated Water Tanks And One (1) Ground Storage Tank: \$38,863.25

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

Background: : Utility Tank Service Co., has maintained all of Rocky Point/Topsail Water Towers since the project has been constructed.

(Administrative Use Only)

This annual maintenance program includes such services as: inspections, cleanings, washouts, disinfections, repairs, paintings, renovations and emergency services.

This amount covers the elevated storage tanks at Rocky Point, Hampstead and Topsail, as well as the ground storage tank on Highway 210.

Staff is pleased with the service they provide.

CONTRACT TYPE

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

Specific Action Requested: The Board of Directors of the Rocky Point/Topsail Water and Sewer District is requested to authorize a purchase order to Utility Service Co., Inc., to continue annual maintenance of water tanks for the Utilities Department, in the amount of \$38,863.25.

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

Date Sent: Signed:

Requested by: Michael G. Mack
Department: Pender Utilities
Title: Director Of Utilities
Contact Phone: 910.259.1570
Contact Fax: 910.259.1579

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
 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

OBP
Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Board of Directors of the Rocky Point/Topsail Water and Sewer District, that a purchase order is authorized to Utility Service Co., Inc., for annual maintenance of water tanks in the amount of \$38,863.25. The Chairman/District Manager is authorized to execute any document necessary to implement this resolution.

072-404572 Water Tank \$38,863.25

AMENDMENTS:

MOVED _____ SECONDED _____

APPROVED _____ DENIED _____ UNANIMOUS

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

J. David Williams, Jr., Chairman 07/07/08
Date

Attest 07/07/08
Date

REQUEST FOR BOARD ACTION / CONTRACT CONTROL FORM

Tracking Number: 82

Date of Request: June 24, 2008

Date Request Received:

Board Meeting Date Requested: July 7, 2008

Board Meeting Date Assigned: July 7, 2008

Short Title: Resolution Authorizing A Purchase Order To Iris Redifer For Reading Meters: \$40,000.00

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

Background: : Iris Redifer has been providing meter reading services for the Utilities Department.

Iris Redifer has provided excellent service for meter readings and staff would like to continue to utilize this individual for meter readings.

(Contracted Services 072-404500 - \$40,000)

(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: The Board of Directors of the Rocky Point/Topsail Water & Sewer District is requested to authorize a purchase order to be issued to Iris Redifer to provide meter reading service for the Utilities Department, in the amount of \$40,000.00

Requested by: Michael G. Mack
Department: Pender Utilities
Title: Director Of Utilities
Contact Phone: 910.259.1570
Contact Fax: 910.259.1579

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
 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

OBP
Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Board of Directors of the Rocky Point/Topsail Water & Sewer District that a purchase order be issued to Iris Redifer to provide meter readings for the Utilities Department, in the amount of \$40,000.00. (Contracted Services 072-404500 - \$40,000). The Chairman/District Manager is authorized to execute any documentation necessary to implement this resolution.

AMENDMENTS:

MOVED _____ SECONDED _____

APPROVED _____ DENIED _____ UNANIMOUS _____

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

J. David Williams, Jr., Chairman 07/07/08
Date

Attest 07/07/08
Date

REQUEST FOR BOARD ACTION / CONTRACT CONTROL FORM

Tracking Number: 8f.

Date of Request: June 24, 2008

Date Request Received:

Board Meeting Date Requested: July 7, 2008

Board Meeting Date Assigned: July 7, 2008

Short Title: Resolution Authorizing A Purchase Order To T & D Quality Utilities For Water Service Installations: \$110,000

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

Background: T & D Quality Utilities, Inc. has been installing water services for the water district since the Phase I contractor turned the water lines over to the county. They construct water taps after the original contractor is done. Workmanship and availability have been excellent.

(Administrative Use Only)

Staff recommends approval

(Contracted Services/Taps: 072-404526 - \$110,000.00)

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 Directors of the Rocky Point/Topsail Water & Sewer District is requested to authorize a purchase order to be issued to T & D Quality Utilities, Inc. to provide water service installations for the Utilities Department, in the amount of \$110,000.

Requested by: Michael G. Mack
Department: Pender Utilities
Title: Director Of Utilities
Contact Phone: 910.259.1570
Contact Fax: 910.259.1579

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
 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

DBP
Initials

RESOLUTION: NOW THEREFORE BE IT RESOLVED by the Board of Directors of both the Rocky Point/Topsail Water & Sewer District and the Maple Hill Water & Sewer District that a purchase order is authorized to T & D Quality Utilities, Inc. to provide water service installations for the Utilities Department in the amount of \$110,000.00. (Contracted Services/Taps 072-404526 - \$110,000.00) The Chairman/District Manager is authorized to execute any documentation necessary to implement this resolution.

AMENDMENTS:

MOVED _____ SECONDED _____

APPROVED _____ DENIED _____ UNANIMOUS

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

J. David Williams, Jr., Chairman 07/07/08
Date

Attest 07/07/08
Date