

# REQUEST FOR BOARD ACTION / CONTRACT CONTROL FORM

Tracking Number: 12

Date of Request: August 11, 2008

Date Request Received:

Board Meeting Date Requested: August 18, 2008

Board Meeting Date Assigned:

**Short Title:** Resolution Authorizing A Purchase Order To Tim's Heating & Air Conditioning, Inc., To Replace One (1) 5 Ton Trane RTU Heat Pump At The Howard Holly Building: \$11,146.00

**Request Status:**

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

**Background:** Tim's Heating & Air has made numerous repairs to the existing unit. The existing unit was installed when the Howard Holly Building was constructed in 1977. After our evaluation it was determined that the existing unit needs replacement due to mechanical problems with the compressor. Mechanical permit, electrical permit, crane fees, material and labor is included. Due to the emergency nature bids could not be obtained. Tim's Heating & Air, Inc. is a local reputable company that Pender County has contracted HVAC servicing for a number of years. When they have participated in any bidding process their pricing has always been competitive.

(Administrative Use Only)

**CONTRACT TYPE**

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

**Specific Action Requested:** The Board of Commissioners is requested to approve the replacement on the existing heat pump unit at the Howard Holly Building.

**PURCHASING**

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

Requested by: Paul Parker/Jimmy Fields  
Department: Assistant County Manager  
Title:  
Contact Phone: 910.259.1200  
Contact Fax:

Date Sent:

Signed:

**ATTORNEY**

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

Date Sent:

Signed:

**FINANCE**

Date Rec'd: Sufficient Funds  Available  
 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.

RB  
INITIALS

RESOLUTION: NOW, THEREFORE, BE IT RESOLVED by the Pender County Board of Commissioners that a purchase order is authorized to Tim's Heating & Air Conditioning, Inc., in the amount of \$11,146.00 to replace one (1) 5 Ton Trane RTU Heat Pump at the Howard Holly Building. The Chairman/County Manager is authorized to execute any documents necessary to implement this resolution.

Account # 60-407405-6064

**AMENDMENTS:**

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

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

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

\_\_\_\_\_  
David Williams, Chairman

08-18-08  
Date

\_\_\_\_\_  
Attest 08-18-08  
Dae