

REQUEST FOR BOARD ACTION / CONTRACT CONTROL FORM

Tracking Number: 7.

Date of Request: October 3, 2008

Date Request Received: October 3, 2008

Board Meeting Date Requested: October 10, 2008

Board Meeting Date Assigned: October 10, 2003

Short Title: Resolution Authorizing Purchase Orders To Mcclamrock Business Forms And Professional Mail Services, Inc., For Printing And Mailing Of 2009 Solid Waste Stickers: \$5,000 And \$8,500 Respectively

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

Background: In 2008 the County implemented an annual sticker program to better control access and use of the County's twelve (12) Convenience Centers. After the old stickers expired and the new ones became a requirement, the Tax Assessor's office estimates that they discovered 1,700 new solid waste fees, generating approximately \$170,000 in additional income for the Solid Waste Program.

(Administrative Use Only)

The 2008 stickers will expire on December 31, 2008 and new ones must be provided to our solid waste fee payers. McClamrock Business Forms is the printer and Professional Mail Services, Inc., is the mail handling service. They both handled the 2008 project and are familiar with the uniqueness of our mailout since owners paying multiple fees must receive multiple stickers.

CONTRACT TYPE

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

The next round of stickers will be mailed out during the week of 10/27/08.

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

These costs were budgeted for in this fiscal year's budget. Staff recommends approval of this resolution.

Date Sent: _____
Signed: _____

Specific Action Requested: The Board of Commissioners is requested to authorize Purchase Orders To McClamrock Business Forms And Professional Mail Services, Inc., For Printing And Mailing Of 2009 Solid Waste Stickers: \$5,000 And \$8,500 Respectively

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

Date Sent: _____
Signed: _____

Requested by: Melinda Knoerzer
Department: Utilities
Title: Administrative Assistant
Contact Phone: 910.259.1521
Contact Fax: 910.259.1579

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.



Initials

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

a purchase order to McClamrock Business Forms is approved in the amount of \$5,000 for printing of the solid waste stickers for 2009 and a purchase order to Professional Mail Services, Inc. is approved in the amount of \$8,500 for postage and mailing services. The Chairman and/or County Manager is authorized to execute any documentation necessary to implement this resolution:

75-40330	Supplies & Materials	\$ 5,000
75-401200	Postage	\$ 7,000
75-404500	Contracted Services	<u>\$ 1,500</u>
		\$13,500

AMENDMENTS:

MOVED _____ SECONDED _____

APPROVED _____ DENIED _____ UNANIMOUS

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

J. David Williams, Jr., Chairman 10/10/08
Date

Attest 10/10/08
Date