

# REQUEST FOR BOARD ACTION / CONTRACT CONTROL FORM

**Tracking Number:** 3.

**Date of Request:** October 13, 2008

**Date Request Received:** October 14, 2008

**Board Meeting Date Requested:** October 20, 2008

**Board Meeting Date Assigned:** October 20, 2008

**Short Title:** Resolution Authorizing The Issuance Of A Purchase Order To Security Plus Electrical To Install And Run Electrical And Network Cabling To Allow County Staff Access To County Systems (Phone/Data) At The New Hampstead Annex Location: \$8,800.

**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 Information Technology Services (ITS) Department will have to move existing services that will enable the County to do business at the new Hampstead Annex. County ITS has surveyed the location to determine what would be needed to allow County departments to continue to provide services. During the site evaluation we verified that the building was not network ready. We will have to contract with Security Plus Electrical to install 2 electrical receptacles, run CAT 5 cabling/jacks, and conduit from road to building to allow County staff access to County systems. In addition, the conduit Security Plus Electrical runs will allow AT&T to transfer their circuits/services (Fax lines and Metro Ethernet).

*(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 purchase order to Security Plus Electrical in the amount of \$8,800.00. This amount is will be taken from the following line items:

60-407405-6064

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

Requested by: Erik Harvey  
Department: Information Technology Department  
Title: Information Technology Director  
Contact Phone: 910-259-0222  
Contact Fax: 910-259-1503

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.

\_\_\_\_\_  
Initials

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

a purchase order is authorized to be executed by the County Manager to Security Plus Electrical in the amount of \$8,800.00 for conduit, electrical receptacles, and network cabling/jacks. The Chairman and/or County Manager are authorized to execute any documents necessary to implement this resolution.

**Account #: 60-407405-6064**

**AMENDMENTS:**

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

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

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

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

10/20/08  
DATE

\_\_\_\_\_  
Attest

10/20/08  
DATE