



## REQUEST FOR BOARD ACTION

ITEM NO. 7.

**DATE OF MEETING:** October 15, 2012

**REQUESTED BY:** Mike Taylor, Library Director/Claiburn B. Watson, Finance Officer

**SHORT TITLE:** Budget Ordinance Amendment Approving the Transfer of \$55,000 from the General Contingency Fund to the York House Renovation Project and Authorization to Issue a Contract and Purchase Order in the amount of \$101,202 to JP&J Construction for the Renovation.

**BACKGROUND:** The Board of Commissioners authorized the York House at 108 S. Cowan Street to be renovated to create the William Dallas Herring Regional Heritage Collection as an annex of the Pender County Public Library in Burgaw. County Manger Mickey Duvall put together a team which met numerous times to plan the renovation. Mr. Michael Mack agreed to compile the needs and write the RFP which was issued August 29. The RFP included painting inside and out, re-caulking of windows, all new electrical, new plumbing, install insulation, correction of drainage issues, repair of water damaged wood, renovate a bath room into a ADA compliant rest room, increase the floor support from residential to commercial load standards, along with other minor repairs and improvements.

The RFP calling for informal bids was widely disseminated. Eight contractors expressed interest and attended a mandatory pre-bid meeting. All questions and concerns expressed at that time were answered in a bid addendum issued the following week. However, only one bid was received by the Sept. 19 deadline. The county attorney was consulted. The bid was not opened at that time while the other contractors were surveyed to learn why they did not bid. If we could address the reason in an addendum, we could legally provide a new deadline. Four responded to the survey and the most common reason cited was the lack of professional blueprints. This would have required the services of an architect and the committee did not believe the expense was necessary for this renovation. The contractors believed their likelihood of a 1 in 8 chance of winning did not warrant their investment to measure, calculate and prepare a bid. Instead, they suggested an approach whereas a contractor would be selected according to qualifications and a price would be achieved by negotiation. After review of the feedback, we opened the single bid knowing we were not legally obligated to award the bid should it be deemed too high. On the contrary we were all quite pleased to receive a bid of \$101,202 by a local contractor with a good reputation for a job that had been estimated at one time to be \$180,000 or more. JP&J Construction had a good reference for their renovation of the historic Burgaw Depot.

**SPECIFIC ACTION REQUESTED:** To consider a Budget Ordinance Amendment authorizing the transfer of \$55,000 to the York House Renovation Project and authorizing a contract with JP&J Construction and issuance of a Purchase Order in the amount of \$101,202.

**COUNTY MANAGER'S RECOMMENDATION**

Respectfully recommend approval.



Initial

**RESOLUTION**

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

the FY 12-13 Annual Budget Ordinance is Amended to increase revenues and expenditures to the following Capital Project line items and hereby authorizes a purchase order to JP&J Construction in the amount of \$101,202 for the renovation of the York House.

The Chairman/County Manager is authorized to execute any/all agreements necessary to implement the resolution.

Increase Revenues

Contribution from General Contingency Fund      999-499400      \$55,000

Increase Expenditures

York House Renovation - Capital Outlay      60-407400-6090      \$55,000

**AMENDMENTS:**

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

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

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

\_\_\_\_\_  
George R. Brown, Chairman

10-15-2012  
Date

\_\_\_\_\_  
ATTEST

\_\_\_\_\_  
Date

**BUDGET ORDINANCE AMENDMENT TITLE:** Transfer of Funds from GF Contingency to York House Renovation

Introduced by: Mickey Duvall, County Manager

Date: 2012-10-15 Item #: \_\_\_\_\_

Fund: 999-499400 Department: Library Division: York House



**PENDER COUNTY, NORTH CAROLINA**

FY 2012-2013 Budget Amendment # \_\_\_\_\_ Date Approved: 2012-10-15  
 Appropriations

REVENUES		EXPENDITURES	
Increase: <input checked="" type="checkbox"/>		Decrease: <input type="checkbox"/>	
Increase: <input checked="" type="checkbox"/>		Decrease: <input type="checkbox"/>	
Account # and Title	Amount	Account # and Title	Amount (leave off \$ sign)
General Fund - Contingency	\$55,000.00	York House Renovation - Capital Outlay	\$55,000.00
Total:		Total:	
	\$55,000.00		\$55,000.00

Reason and Justification for Request:

Dept Mgr. Approval: Mike Taylor	Date: 2012-10-01	Finance Officer Approval:	Date:	Budget Officer Approval:	Date:
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Board Approval (When Applicable)    Item #    Date of Minutes