



RICHLAND COUNTY COUNCIL

ADMINISTRATION AND FINANCE COMMITTEE

Kit Smith	Greg Pearce	Joyce Dickerson, Chair	Kelvin Washington	Valerie Hutchinson
District 5	District 6	District 2	District 10	District 9

**APRIL 28, 2009
6:00 PM**

**2020 Hampton Street
Council Chambers**

CALL TO ORDER

APPROVAL OF MINUTES

1. March 24, 2009: Regular Meeting

ADOPTION OF AGENDA

ITEMS FOR ACTION

2. Request to approve a contract in the amount of \$1,466,434.19 to ABL Food Service for food service management at the Alvin S. Glenn Detention Center
3. Request to approve a contract in the amount of \$3,571,090.93 to Correct Care Solutions for prison

health services at the Alvin S. Glenn Detention Center

4. Request to approve a contract in the amount of \$259,201.00 to Honeywell, Inc. for full maintenance coverage on the fire and security system at the Alvin S. Glenn Detention Center
5. Request to approve a contract with PayTel Communication for inmate telephone services at the Alvin S. Glenn Detention Center
6. Request to approve a contract in the amount of \$143,748.00 to W.B. Guimarin & Company for heating and air conditioning system maintenance at the Alvin S. Glenn Detention Center
7. Request to approve funding from undesignated Hospitality Tax funds for repairs to the Hampton-Preston Mansion
8. Request to approve a contract with Palmetto Posting, Inc. for the purpose of posting properties with delinquent ad valorem property taxes
9. Request to authorize the County Administrator to proceed with negotiations for the purchase of a 17,000 square foot public safety facility on 2.89 acres on Pineview Drive
10. Request to approve a construction contract with the lowest responsive bidder for renovation of the Township Auditorium
11. Request to approve a budget revision to the VAWA Criminal Domestic Violence Grant

ADJOURNMENT



Richland County Council Request of Action

Subject

March 24, 2009: Regular Meeting

Purpose

Background / Discussion

Financial Impact

Alternatives

- 1.
- 2.
- 3.
- 4.
- 5.

Recommendation

Recommended By:

Department:

Date:

Reviews

MINUTES OF



RICHLAND COUNTY COUNCIL ADMINISTRATION AND FINANCE COMMITTEE TUESDAY, MARCH 24, 2009 6:00 P.M.

In accordance with the Freedom of Information Act, a copy of the agenda was sent to radio and TV stations, newspapers, persons requesting notification, and was posted on the bulletin board located in the lobby of the County Administration Building.

=====

MEMBERS PRESENT

Chair: Joyce Dickerson
Member: Valerie Hutchinson
Member: L. Gregory Pearce, Jr.
Member: Kit Smith
Member: Kelvin E. Washington, Sr.

ALSO PRESENT: Paul Livingston, Damon Jeter, Bill Malinowski, Gwendolyn Davis Kennedy, Michielle Cannon-Finch, Milton Pope, Tony McDonald, Sparty Hammett, Roxanne Matthews, Joe Cronin, Larry Smith, Jennifer Dowden, Tamara King, Rodolfo Callwood, Michelle Onley

CALL TO ORDER

The meeting started at approximately 6:03 p.m.

APPROVAL OF MINUTES

February 24, 2009 (Regular Session) – Ms. Hutchinson moved, seconded by Mr. Washington, to approve the minutes as submitted. The vote in favor was unanimous.

ADOPTION OF AGENDA

Mr. Washington moved, seconded by Mr. Pearce, to adopt the agenda as distributed. The vote in favor was unanimous.

ITEMS FOR ACTION

A Resolution to allocate \$54,100.30 in Military Forest Funds – Mr. Pearce moved, seconded by Ms. Hutchinson, to forward to Council a recommendation for approval of

option #1 (50% dedicated to public schools and 50% dedicated to public roads). The vote in favor was unanimous.

A Resolution in support of the issuance by the South Carolina Jobs-Economic Development Authority of its Economic Development Revenue Bonds (Lexington-Richland Alcohol and Drug Abuse Council, Inc. Project) Series 2009, pursuant to the provisions of Title 41, Chapter 43, of the Code of Laws of South Carolina 1976, as amended, in the aggregate principal amount of not exceeding \$4,500,000 – Mr. Pearce moved, seconded by Mr. Washington, to forward this item to Council with a recommendation for approval. The vote in favor was unanimous.

Request to develop a working plan for establishing public-private partnerships for county projects and initiatives – Ms. Smith moved, seconded by Mr. Pearce, to recommend that Council encourage public-private partnerships for county projects and initiatives on a case-by-case basis. The vote in favor was unanimous.

Request to approve an intermediate contract with Lowcountry Billing Services – Ms. Smith moved, seconded by Mr. Pearce, to recommend that Council negotiate an intermediate contract with Lowcountry Billing Services. The vote in favor was unanimous.

A Resolution affirming Richland County's commitment to fair housing – Ms. Smith moved, seconded by Ms. Hutchinson, to forward this item to Council with a recommendation for approval. The vote in favor was unanimous.

POINT OF PERSONAL PRIVILEGE – Mr. Washington presented Ms. J's African American Centered Family Institute from Columbia, Missouri with a proclamation.

ADJOURNMENT

The meeting adjourned at approximately 6:23 p.m.

Submitted by,

Joyce Dickerson, Chair

The minutes were transcribed by Michelle M. Onley

Richland County Council Request of Action

Subject

Request to approve a contract in the amount of \$1,466,434.19 to ABL Food Service for food service management at the Alvin S. Glenn Detention Center

Purpose

Background / Discussion

Financial Impact

Alternatives

- 1.
- 2.
- 3.
- 4.
- 5.

Recommendation

**Recommended
By:**

Department:

Date:

Reviews

Richland County Council Request of Action

Subject: Food Service Management

A. Purpose

County Council is requested to approve the expenditure for \$1,466,434.19 for food service.

B. Background/Discussion

This is annual renewal for food service for the Alvin S. Glenn Detention Center. ABL has provided the Detention Center with quality food service for the past year. ABL Food Service is responsible to provide the inmates housed at the detention facility a nutritious meal. This also includes special diets for medical and religious purposes. ABL will service approximately 1,225,400 meals for FY 09/10.

C. Financial Impact

The estimated expenditure is \$1,466,434.19 of the \$5,051,525.00 requested in Account # 2100-5265, Professional Service. Also, additional cost would be incurred if the population exceeds 1150 on any given day.

D. Alternatives

1. Renew the ABL Food Service Management Contact.
2. Do not renew contract

E. Recommendation

It is recommended that Council approve the negotiations and renew the contract to ABL Food Service Inc for the approximate amount of \$1,466,434.19

Recommended by: Ronaldo D. Myers **Department:** Detention Center **Date:** 3/21/2009

F. Reviews

Finance

Reviewed by: Daniel Driggers

Date:

- Recommend Approval
- Recommend Denial
- No Recommendation

Comments: Recommendation contingent upon inclusion and approval in the FY10 budget.

Procurement

Reviewed by: Rodolfo Callwood

Date: 4-9-09

Recommend Approval

Recommend Denial

No Recommendation

Comments:

Legal

Reviewed by: Larry Smith

Date:

Recommend Approval

Recommend Denial

No Recommendation

Comments:

Administration

Reviewed by: Sparty Hammett

Date:

Recommend Approval

Recommend Denial

No Recommendation

Comments:

Richland County Council Request of Action

Subject

Request to approve a contract in the amount of \$3,571,090.93 to Correct Care Solutions for prison health services at the Alvin S. Glenn Detention Center

Purpose

Background / Discussion

Financial Impact

Alternatives

- 1.
- 2.
- 3.
- 4.
- 5.

Recommendation

**Recommended
By:**

Department:

Date:

Reviews

Richland County Council Request of Action

Subject: Renew Contract with Correct Care Solution Detention Center Medical Services

A. Purpose

The Detention Center requests for County Council renew the medical contract with Correct Care Solutions (CCS). The renewal is for \$3,571,090.93 for FY 09/10 with Correct Care Solutions for inmate medical services.

B. Background / Discussion

In September 2005, County Council decided to terminate its inmate services medical contract with Prison Health Service. After a formal procurement process, County Council elected to award CCS the inmate medical service contract for the Detention Center in March 2006. This is the second year on this medical contract.

This is an annual process for budget items over \$100,000.00 to be taken before Council for approval. The Detention Center is satisfied with the vendor service, and any issue that have come up, we have been able to resolve them quickly.

C. Financial Impact

The estimated expenditure is \$3,571,090.93 of the \$5,051,525.00 requested in account # 2100-5265, Professional Services.

D. Alternatives

1. Approve the request to renew the contract with Correction Care Solutions.
2. Do not approve renewal.

E. Recommendation

The Department recommends that Council approve the request to renew the medical contract with CCS.

Recommended by: Ronaldo D. Myers **Department:** Detention Center **Date:** 3/21/2009

F. Reviews

Finance

Reviewed by: Daniel Driggers

Date: 4-9-09

Recommend Approval

Recommend Denial

No Recommendation

Comments: Recommendation based on inclusion and approval in the FY10 budget process.

Procurement

Reviewed by: Rodolfo Callwood

Date: 4-9-09

Recommend Approval

Recommend Denial

No Recommendation

Comments:

Legal

Reviewed by: Larry Smith

Date: 4-10-09

Recommend Approval

Recommend Denial

No Recommendation

Comments:

Administration

Reviewed by: Sparty Hammett

Date: 4-10-09

Recommend Approval

Recommend Denial

No Recommendation

Comments:

Richland County Council Request of Action

Subject

Request to approve a contract in the amount of \$259,201.00 to Honeywell, Inc. for full maintenance coverage on the fire and security system at the Alvin S. Glenn Detention Center

Purpose

Background / Discussion

Financial Impact

Alternatives

- 1.
- 2.
- 3.
- 4.
- 5.

Recommendation

**Recommended
By:**

Department:

Date:

Reviews

Richland County Council Request of Action

Subject: Honeywell Inc.

A. Purpose

County Council is requested to approve the expenditure in the amount of \$259,201.00 for full maintenance coverage on the fire and security system for the Bluff Road Facility.

B. Background / Discussion

Honeywell, Inc. provides full coverage on the fire and security systems. This request was first made during the 94-95 FY budget process. Council has renewed the Honeywell, Inc. contract each year since 94-95 FY. Funding for the contract has been requested in the FY 08-09 budget. This vender has provided excellent service for FY 08/09

Honeywell provide service to the security and fire system to the facility. The security system consists of motion detectors, cameras, door alarms, and control panels. The fire system consists of the sprinklers, smoke evacuators, and detectors.

C. Financial Impact

The estimated expenditure is \$259,201.00 of the \$489,954.00 requested in Account #2100-5226, Service Contracts.

D. Alternatives

1. Approve the request to renew the contract to Honeywell, Inc. for \$259,201.00 for FY 08-09.
2. Do not approve contract for the expenditure of maintenance coverage on the fire and security system for the Bluff Road Facility.

E. Recommendation

It is recommended that Council approve the request to renew the contract for Honeywell, Inc. for \$259,201.00 for FY 09/10 .

Recommended by: Ronaldo D. Myers **Department:** Detention Center **Date:** 3/21/2009

F. Reviews

Finance

Reviewed by: Daniel Driggers

Date: 4-9-2009

- Recommend Approval
- Recommend Denial
- No Recommendation

Comments: Recommendation is contingent upon the inclusion and approval in the FY10 budget process.

Procurement

Reviewed by: Rodolfo Callwood

Date: 4-9-09

Recommend Approval

Recommend Denial

No Recommendation

Comments:

Legal

Reviewed by: Larry Smith

Date: 4-10-2009

Recommend Approval

Recommend Denial

No Recommendation

Comments:

Administration

Reviewed by: Sparty Hammett

Date: 4-10-2009

Recommend Approval

Recommend Denial

No Recommendation

Comments:

Richland County Council Request of Action

Subject

Request to approve a contract with PayTel Communication for inmate telephone services at the Alvin S. Glenn Detention Center

Purpose

Background / Discussion

Financial Impact

Alternatives

- 1.
- 2.
- 3.
- 4.
- 5.

Recommendation

**Recommended
By:**

Department:

Date:

Reviews

Richland County Council Request of Action

Subject: PayTel Extension

A. Purpose

County Council is requested to grant the Inmate Telephone System a contract to the most responsive vendor, Paytel Communication Inmate Telephone systems.

B. Background / Discussion

After an extensive RFP process the Detention Center chose PayTel Communication to continue to be its service provider for the Inmate Telephone System.

The County has had a long relationship with Paytel Communication. PayTel was one of the first company in the state of South Carolina to offer an inmate telephone system.

The Inmate Telephone System generates annual revenue of approximately \$300,000 to the general funds. Additionally, this has been very responsive concerning any modification to the inmate telephone system.

The phone system allows the Detention Center and Sheriff Department to monitor and record calls, trace and block telephone numbers. PayTel Communication maintains the information at their service center located in Greenville, SC. When the information is needed it is readily available, and can be downloaded to the RCSD or ASGDC

C. Financial Impact

There is no financial impact associated with this request.

D. Alternatives

1. Approve the request for a two-year extension for PayTel Communication.
2. Do not approve

E. Recommendation

Recommend Council to approve the two-year extension for PayTel Communication:
Alternatives #1

Recommended by: Ronaldo D. Myers **Department:** Detention Center **Date:** 3/26/2009

F. Reviews

Finance

Reviewed by: Daniel Driggers

Date: 4/09/09

✓ Recommend Approval

- Recommend Denial
 - No Recommendation
- Comments:

Procurement

Reviewed by: Rodolfo Callwood

Date: 4-9-09

- Recommend Approval
- Recommend Denial
- No Recommendation

Comments: Five companies responded to our solicitation Request for Proposal RC-003-P-0708; all five companies were evaluated by an appointed Evaluation Team. Pay Tel was evaluated as responsive, responsible and most advantageous to the County.

Legal

Reviewed by: Larry Smith

Date: 4-10-09

- Recommend Approval
- Recommend Denial
- No Recommendation

Comments:

Administration

Reviewed by: Sparty Hammett

Date: 4-20-09

- Recommend Approval
- Recommend Denial
- No Recommendation

Comments:

Richland County Council Request of Action

Subject

Request to approve a contract in the amount of \$143,748.00 to W.B. Guimarin & Company for heating and air conditioning system maintenance at the Alvin S. Glenn Detention Center

Purpose

Background / Discussion

Financial Impact

Alternatives

- 1.
- 2.
- 3.
- 4.
- 5.

Recommendation

**Recommended
By:**

Department:

Date:

Reviews

Richland County Council Request of Action

Subject: W.B. Guimarin & Company, Inc.

A. Purpose

County Council is requested to approve the expenditure for \$143,748.00 on maintenance for the Bluff Road Facility Housing and Energy Plant.

B. Background / Discussion

W.B. Guimarin & Company Inc. is not the only company that can service the equipment, but is a preference as the original installer. Other companies can provide service, but at a higher rate and must learn the system. This request was first made during the 94-95 FY budget process. Council has renewed the W.B. Guimarin & Company contract each year since the 94-95 FY. Funding for the contract has been requested in the FY 09-10 budget.

The company provides services to heating ventilation, air conditions (HVAC) system at the Detention Center. The service is needed to ensure the environment is a climate control. This aids the officers in managing the inmate population.

C. Financial Impact

The estimated expenditure is \$143,748.00 of the \$--489,954.00 requested in Account #2100-5226, Service Contracts.

D. Alternatives

1. Approve the request to renew the contract to W. B. Guimarin & Company in the amount of \$143,748.00 for FY 08-09.
2. Do not approve contract for the expenditure of maintenance to the Bluff Road Housing and Energy Plant from W.B. Guimarin & Company in the amount of \$143,748.00 for FY 09-10.

E. Recommendation

It is recommended that Council approve the request to renew the contract for W.B. Guimarin & Company in the amount of \$143,748.00.

Recommended by: Ronaldo D. Myers **Department:** Detention Center **Date:** 3/20/2009

F. Reviews

Finance

Reviewed by: Daniel Driggers

Date: 4/09/09

✓ Recommend Approval

- Recommend Denial
- No Recommendation

Comments: Recommendation contingent upon the inclusion and approval in the FY10 budget process.

Procurement

Reviewed by: Rodolfo Callwood

Date: 4-9-09

- Recommend Approval
- Recommend Denial
- No Recommendation

Comments:

Legal

Reviewed by: Larry Smith

Date: 4-10-2009

- Recommend Approval
- Recommend Denial
- No Recommendation

Comments:

Administration

Reviewed by: Sparty Hammett

Date: 4-10-2009

- Recommend Approval
- Recommend Denial
- No Recommendation

Comments:

Richland County Council Request of Action

Subject

Request to approve funding from undesignated Hospitality Tax funds for repairs to the Hampton-Preston Mansion

Purpose

Background / Discussion

Financial Impact

Alternatives

- 1.
- 2.
- 3.
- 4.
- 5.

Recommendation

Recommended
By:

Department:

Date:

Reviews

Richland County Council Request of Action

Subject: Repair of Hampton-Preston Mansion

A. Purpose

The purpose of this report is to request the County Council's consideration of funding needed repairs to the Hampton-Preston Mansion.

B. Background / Discussion

The Hampton-Preston Mansion is one of two historic homes owned by Richland County, the second being the Woodrow Wilson Home. By written agreement, both properties are operated and managed by the Historic Columbia Foundation. The County has retained the responsibility for all capital improvements.

County Administration was recently notified by Historic Columbia that an extensive roof leak has caused significant damage to the interior of the Hampton-Preston Mansion, and, if allowed to continue, could threaten the structural integrity of the building.

In order to address the problem, a two-phase approach is recommended. The first and most immediate phase would be the sealing of the roof to stop the water infiltration. Once this has been completed, the second phase would be undertaken, to include an assessment and repair of the damaged interior.

C. Financial Impact

The estimated cost of phase one, or the sealing of the roof, is \$15,000. While the cost of phase two cannot be accurately determined until a formal assessment has been completed, a preliminary estimate suggests that the repair of the interior damage will cost between \$50,000 and \$100,000. It is proposed that funding be addressed as follows:

1. An immediate appropriation of \$15,000 from budgeted, undesignated funds from the Hospitality Tax (requires one vote of Council) to make the immediate repairs necessary to stop the water infiltration.
2. An appropriation from Hospitality Tax fund balance (requires three readings) to correct the damage caused by the water infiltration, at an estimated cost of between \$50,000 and \$100,000.

D. Alternatives

The following alternatives exist with respect to this request:

1. Approve the proposed funding plan as outlined above, to include an immediate appropriation of \$15,000 for roof repairs and a future appropriation for interior damage.

2. Approve the funding for roof repairs only, at a cost of \$15,000, and do not approve funds for repairing the interior damage, in which case the water infiltration would be stopped but the interior damage would not be addressed.
3. Do not approve any funding for this project.

E. Recommendation

Recommend approval of the funding plan as outlined under the Financial Impact section, i.e., an immediate appropriation of \$15,000 (one vote) from Hospitality Tax undesignated budgeted funds for roof repairs, and first reading of a budget amendment appropriating between \$50,000 and \$100,000 from Hospitality Tax fund balance for repair of interior damage.

Recommended by: Tony McDonald **Department:** Administration **Date:** 3/2/09

F. Reviews

Finance

Reviewed by: Daniel Driggers

Date: 4/13/09

Recommend Approval

Recommend Denial

No Recommendation

Comments: Council discretion on funding decision. If approved using hospitality tax funds, Council has the latitude to approve the complete funding with one vote since funds are appropriated but not designated for a specific use. No budget amendment is required.

Legal

Reviewed by: Larry Smith

Date:

Recommend Approval

Recommend Denial

No Recommendation

Comments: Recommend approval of the funding to repair the roof to protect the County's assets. However, I would recommend that the County receive a firm appraisal of the cost of repairing the interior before appropriating funds for that project.

Administration

Reviewed by: Tony McDonald

Date: 4/13/09

Recommend Approval

Recommend Denial

No Recommendation

Comments:



**Hampton-Preston Mansion
Physical Needs Assessment
April 2009**

Overview

The following information documents physical conditions within the Hampton-Preston Mansion at 1616 Blanding Street that necessitate capital repairs to prevent further structural damage and the deterioration of this circa-1818 masonry structure's interior plasterwork.

Water Penetration

Prior repairs to the structure's copper roof components have reached the end of their life expectancy. Suggested course of action to eliminate failure of breached system was supplied by Western Waterproofing Company, a Charlotte, North Carolina firm that has performed masonry repairs on the Seibels House, Robert Mills House, and the Hampton-Preston Mansion within the past ten years. The company's plan for addressing the current issue plaguing the Hampton-Preston Mansion's roof is as follows:

- ❖ Install a 3-part coating membrane system (Epoxy Metal Primer/Decothane SP/Reemat Premium/Decothane SP) to entire affected surface ensuring uniform application.
- ❖ Cost of treatment – \$15,000.00
- ❖ Course of action will prevent further exterior damage noticeable in figures 1 & 2, which illustrate the extent to which these leaks have saturated both the low-fired porous bricks and their stucco treatment.
- ❖ Suggested treatment will halt interior damage that has occurred within both second-story south-facing rooms and first-story southwest and northeast rooms, all of whose plaster ceilings suffer from varying levels of powdering and flaking paint (see figures 3 & 4).
- ❖ Repairs of copper roof/gutter system will prevent further rot, which has begun in key areas of wood trim where saturation from rain has been greatest.
- ❖ Repairs will prevent the expected growth of mold within collections storage and period display rooms found within both the second and first stories.

Trim and Finish Repairs

Following repairs to the structure's failing copper roof/gutter system areas of damaged woodwork and plasterwork will need to be addressed. Areas affected will include:

- ❖ Fascia boards, lower right corner of south pediment (repair, prime, and paint)
- ❖ Ceiling, first-story south hallway [south aspect] (scrape, prime, and paint)
- ❖ Ceiling, first-story southwest parlor [southwest corner] (scrape, prime, and paint)
- ❖ Ceiling, first-story northeast dining room [northeast corner] (scrape, prime, and paint)
- ❖ Ceiling, second-story, southwest storage room [southwest and northwest aspects] (scrape, prime, and paint)
- ❖ Ceiling & wall, second-story, southeast storage room [south wall] (repair, scrape, prime, and paint)



Figure 1 – Image illustrates active leak within copper roof/gutter system that has allowed rainwater to saturate the solid masonry wall of the structure's south façade to the point that stucco is weeping.



Figure 2 – Image illustrates water infiltration experienced at the southeast corner of structure's second story. Saturation of stucco surface is consistent with damage discovered with the building's second-story southeast collections storage room.

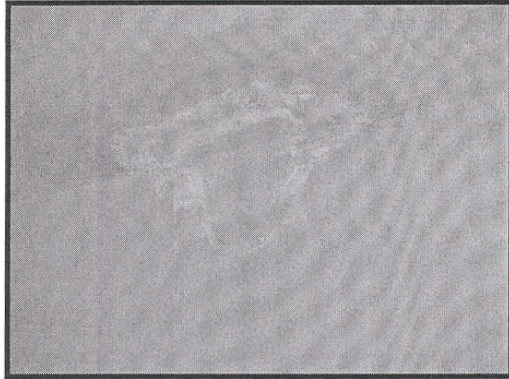


Figure 3 – Image illustrates plaster discoloration and powdering experienced within structure’s second-story southeast collections storage room ceiling and south wall. Damage trails are consistent with areas of saturation illustrated in Figure 1.



Figure 4 – Southwest second-story collections storage room has experienced damage to both its ceiling and floor along the west well. This image illustrates damage caused when water penetrated the room’s floor after having saturated over fifteen feet of masonry wall. Damage incurred included damage to (1) historic coverlet, which had been stored on rack in foreground and discoloration of wood trim and floorboards. Left untreated, original historic wood trim will continue to decay and mold growth will accelerate.

Collections Impact

Left unchecked, the following conditions will not only accelerate the deterioration of the site’s greatest artifact – the 1818 mansion, they will most immediately imperil thousands of artifacts stored within the structure’s second-story rooms. Many of these artifacts, namely textiles, paper-based items such as historic documents, and furnishings are highly susceptible to moisture-related damage and mold growth, which will occur if the roof/gutter breach is not remedied. As Historic Columbia Foundation has no alternative storage venue for the care of these items, and those that comprise the historic property’s period rooms, time is of the essence in addressing the situation.

Future Concerns

Future capital improvements will need to address the deterioration of the structure’s south portico floor joists, some of which exhibit rot and old termite damage. Currently, conditions require careful monitoring to ensure deterioration does not accelerate.

Historic Columbia Foundation



Fig 2



Fig 3

Larry W Grubbs
Director of Properties and Grounds

Page 2



Fig 4

Figs 6,7, and 8 show water penetration in attic directly below fiberglass seam (fig2). Fig 5 shows the area in attic where the water penetrates. Allen Moore from Western Waterproofing said he looked at this problem back in 1999 and said they did not install the excising seams. After talking with John Sherrer he informed me that Stanick Roofing Co. installed the fiberglass seams. From the looks of the damage this has been an on going problem for at least 6years if not longer and is getting worst every time it rains.



Fig 5



Fig 6



Fig 7

Larry W Grubbs
Director of Properties and Grounds

Page 4

Item# 7

Attachment number 1
Page 8 of 9

Historic Columbia Foundation



Fig 8

Everywhere these fiberglass seams are located (east side) there is a water problem. Fig 9 shows the seams on the SE corner and fig 10 shows the water penetration.



Fig 9

Larry W Grubbs
Director of Properties and Grounds

Page 5

Richland County Council Request of Action

Subject

Request to approve a contract with Palmetto Posting, Inc. for the purpose of posting properties with delinquent ad valorem property taxes

Purpose

Background / Discussion

Financial Impact

Alternatives

- 1.
- 2.
- 3.
- 4.
- 5.

Recommendation

**Recommended
By:**

Department:

Date:

Reviews

Richland County Council Request of Action

Subject: Contract Approval with Palmetto Posting, Inc.

A. Purpose

County Council is requested to approve a contract with Palmetto Posting, Inc., for the purpose of posting of property, per state law, in Richland County on which delinquent ad valorem property taxes are due. County Council is requested to approve an expenditure of \$20.00 per property posting. Total charges for postings of Richland County Properties are estimated to result in an expenditure of funds over \$100,000.

B. Background / Discussion

Palmetto Posting, Inc. provided property posting services in a timely, efficient and cost effective manner for the prior tax year. Palmetto Posting, Inc. possesses the unique and singularly available capacity to meet the County's requirements for posting of delinquent properties for this tax year according to statute.

C. Financial Impact

There is no financial impact to the County's General Fund. All monies expended for the posting of properties come from the Tax Sale Account, 7510, a revenue fund that can only be used for services and notices related to delinquent property taxes.

It is anticipated that the financial impact of this request will be no more than \$130,000.00 to account 7510. This amount has been requested as part of the County Treasurer's authorized budget for Fiscal Year 09-10.

D. Alternatives

1. Approve the request for the County to enter into a contract with Palmetto Posting, Inc., at rate and cost estimates provided, for the purpose of posting of property in Richland County on which delinquent ad valorem property taxes are due. This request will increase the speed and accuracy of the process for the county and our taxpayers, and will not impact the General Fund.
2. Do not approve.

E. Recommendation

It is recommended that Council approve the request to enter into a contract with Palmetto Posting, Inc.

Recommended by:
David A. Adams

Department:
Richland County Treasurer

Date:
April 2, 2009

F. Reviews

Finance

Reviewed by: Daniel Driggers

Date:

- Recommend Approval
- Recommend Denial
- No Recommendation

Comments:

Procurement

Reviewed by: Rodolfo Callwood

Date:

- Recommend Approval
- Recommend Denial
- No Recommendation

Comments:

Legal

Reviewed by: Larry Smith

Date:

- Recommend Approval
- Recommend Denial
- No Recommendation

Comments:

Administration

Reviewed by: Tony McDonald

Date: 4/14/09

- Recommend Approval
- Recommend Denial
- No Recommendation

Comments:



JUSTIFICATION FOR SOLE SOURCE PROCUREMENT

Definitions that should be used when determining a True Sole Source Purchases

Sole Source Procurement is when only **ONE VENDOR/CONTRACTOR** possesses unique and singularly available capacity to meet the requirements such as technical specifications and qualifications, ability to deliver at and in a particular time. When the required equipment, supplies, construction, or services are available from only one source and no other type of property or services will satisfy the need. A "**True Sole Source**" product is available from only one source, often determined by patent or copyright protection, proprietary rights and capacity of one supplier to provide superior capabilities unobtainable from any other supplier for similar products.

Sole Source must be justified with information of efforts undertaken to locate possible alternative supplier. Whenever using Sole Source rather than full and open competition, provide an explanation of the reason why specifications suitable for full and open competition could not be developed or meet your needs and **why** it is necessary and in the county best interest. The use of Sole Source addresses the source of a product or services not the item itself.

The following examples describing circumstances which could necessitate "Sole Source" procurement:

- (a) Where the compatibility of equipment, accessories, or replacement parts is the paramount consideration;
- (b) Where a sole supplier's item is needed for trial use or testing;
- (c) Where a sole source supplier's item is to be procured for resale;
- (d) Where public utility services are to be procured;
- (e) Where the item is one of a kind; and
- (f) Printed forms, pamphlets, brochures, exclusive of printing equipment.

1. **REQUIRING DEPARTMENT:** Treasurer's Office

NAME OF REQUESTOR: David Adams

TELEPHONE: 803-576-2275

2. **DESCRIPTION OF ACTION.**

- a. State if procurement is: Non-Urgent Sole Source Urgent Sole Source
- b. For sole source requests, provide the contractor name, point of contact, address and phone/fax numbers and e-mail address. If a sole source manufacturer distributes via Vendors, provide Vendors information here.

Company: Palmetto Posting

Point of Contact: Terry O'Brien

Telephone #: 864-585-8080

Fax #:

Address: 150 E. Henry Street, Suite 201 Spartanburg, SC 29306

3. **DESCRIPTION OF SUPPLIES/SERVICES, ESTIMATED DOLLAR VALUE AND DELIVERY REQUIREMENTS.** Give a short description of the item or service required, the estimated cost, and required delivery date.

Item:

4. **EXPLANATION OF SOLE SOURCE CIRCUMSTANCES.**

For Sole Source Requirements:

- (1) Explain why the item is needed and what will happen if it's not received by the Required Delivery Date (RDD). Describe impact on overhaul/availability schedules, impact to support, personnel safety issues, potential environmental damages, etc., and include the dollar value associated with late delivery.
- (2) Explain the unique features/function of the item and why only one manufacturer can provide it. Discuss why a similar product from another manufacturer will not work.
- (3) If the item can only be obtained from the OEM (Original Equipment Manufacturer), discuss the proprietary (i.e. owned by the company, not for public release) design/drawing/specification requirements.
- (4) If there is a higher order requirement mandating a particular manufacturer (Public Safety equipment, goods and services), cite the requirement and who approved or required its usage. For component repair or replacement parts, explain any compatibility requirements, including a description of the existing equipment and the interface requirements.
- (5) Provide Sole Source information requested above.

5. **PROPRIETARY INFORMATION:**

- a. If sole source is based on proprietary data, a statement to that effect is all that is required in response to this block.

The equipment and software are proprietary to:

6. **DOCUMENTATION OF REVIEW OF SPECIFICATIONS FOR SPARE AND REPAIR PARTS.** If the procurement is for spare or repair parts, include a statement that the specifications have been reviewed and meet the minimum functional requirements of the government.

CERTIFICATIONS

I CERTIFY THAT THE FACTS AND REPRESENTATIONS UNDER MY COGNIZANCE WHICH ARE INCLUDED IN THIS JUSTIFICATION ARE COMPLETE AND ACCURATE AND IS BEING PROCURED PURSUANT TO THE AUTHORITY OF RICHLAND COUNTY CODE OF ORDINANCES.

REQUESTOR

Name, Title and Signature:

David A. Adams, Treasurer

Account Code
7510-5265

Telephone
803-576-2275

Date
4/2/09

I CERTIFY THAT THE FACTS AND REPRESENTATIONS UNDER MY COGNIZANCE WHICH ARE INCLUDED IN THIS JUSTIFICATION ARE COMPLETE AND ACCURATE AND IS BEING PROCURED PURSUANT TO THE AUTHORITY OF RICHLAND COUNTY CODE OF ORDINANCES.

PROCUREMENT DIRECTOR

Name and Signature

Date:

I CERTIFY THAT THE REPRESENTATIONS UNDER MY COGNIZANCE ARE BEING PROCURED PURSUANT TO THE AUTHORITY OF RICHLAND COUNTY CODE OF ORDINANCES.

ADMINISTRATOR

Name and Signature

Date:

Attachment for Sole Source Form

3. Description

County Council is requested to approve a contract with Palmetto Posting, Inc., for the purpose of posting of property, per state law, in Richland County on which delinquent ad valorem property taxes are due. County Council is requested to approve an expenditure of \$20.00 per property posting. Total charges for postings of Richland County Properties are estimated to result in an expenditure of funds over \$100,000.

4. Explanation

To perform the duties required by State Law 12-51. If this is not approved, we will not have the capacity to perform these duties.

There is no other service of this kind available currently.

MEMORANDUM

TO: Mr. Rodolfo Callwood, Procurement Director

FROM: David A. Adams, Treasurer

RE: Palmetto Posting

Attached you will find documentation relating to the County's updated contract with Palmetto Posting. Mr. Brad Farrar, Deputy County Attorney, has reviewed the updated contract for us and we are now forwarding it to you to be placed on the Administration and Finance Committee's upcoming Agenda. Their agenda deadline is Tuesday, April 14, 2009. Expenditures under this contract will exceed \$100,000 and we are seeking County Council approval to move forward as we have the last two years.

There is no financial impact to the County's General Fund. All monies expended for the posting of properties come from the Tax Sale Account, 7510, a revenue fund that can only be used for services and notices related to delinquent property taxes.

Thank you for your help. Should you have any questions or need any additional information, please contact me at 576-2275.

Richland County Council Request of Action

Subject

Request to authorize the County Administrator to proceed with negotiations for the purchase of a 17,000 square foot public safety facility on 2.89 acres on Pineview Drive

Purpose

Background / Discussion

Financial Impact

Alternatives

- 1.
- 2.
- 3.
- 4.
- 5.

Recommendation

**Recommended
By:**

Department:

Date:

Reviews

Richland County Council Request of Action

Subject: Purchase of Public Safety Facility

A. Purpose

Council is requested to approve the County Administrator to proceed with negotiations for the purchase of a public safety facility.

B. Background / Discussion

There exists a need for a facility for the Coroner and Sheriff. The Coroner's facility, currently located on Taylor Street, is undersized, old, and in disrepair, and the rent for this facility continues to increase. The Sheriff also needs additional space for operations.

A 17,000 square foot facility on 2.89 acres on Pineview Drive is available. All utilities are available at the site, and there is ample parking for employees and the public. The facility is located one-tenth (0.10) of a mile from the intersection of Garners Ferry Road and Pineview Drive, and is in close proximity to the County's EMS Station.

The Sheriff and Coroner have reviewed the facility layout, and have determined space programming needs.

C. Financial Impact

The Administrator is to receive an offer from the seller by Friday, April 24, 2009, after which time negotiations may commence.

D. Alternatives

1. Approve the County Administrator to proceed with negotiations for the purchase of the public safety facility.
2. Do not proceed with this request at this time.

E. Recommendation

It is recommended that Council approve the County Administrator to proceed with negotiations for the purchase of the public safety facility.

Recommended by: J. Milton Pope **Department:** Administration **Date:** 4-13-09

F. Reviews

Finance

Reviewed by: Daniel Driggers

Date:

- Recommend Approval
- Recommend Denial
- No Recommendation

Comments: Funds are available through the Capital Improvement Program approved by Council designated for Public Safety Facilities.

Legal

Reviewed by: Larry Smith

Date:

- Recommend Approval
- Recommend Denial
- No Recommendation

Comments:

Administration

Reviewed by: J. Milton Pope

Date: 4-23-09

- Recommend Approval
- Recommend Denial
- No Recommendation

Comments: Funds have been appropriated for this project...

Richland County Council Request of Action

Subject

Request to approve a construction contract with the lowest responsive bidder for renovation of the Township Auditorium

Purpose

Background / Discussion

Financial Impact

Alternatives

- 1.
- 2.
- 3.
- 4.
- 5.

Recommendation

**Recommended
By:**

Department:

Date:

Reviews

Richland County Council Request of Action

Subject: Township Auditorium Renovations

A. Purpose

The purpose of this report is to seek County Council's approval to enter into a construction contract with the lowest responsive bidder for the renovation of the Township Auditorium.

B. Background / Discussion

Previously, Council determined and funded a major renovation of the Township facility. There have been several updates to Council on the progress of the project up to this point. Stevens and Wilkinson was selected as the architectural firm to design and work on the Counties behalf and to insure compliance with the intent of the design during construction. The design phase has now been completed and a prebid meeting held with all interested contractors on 3/31/09. The bids are due to Procurement on 4/21/09 where S&W will review for compliance with all applicable requirements to recommend the most responsive responder.

In order to insure that the project can begin as close to the planned facility closure date of 5/30/09, staff is requesting that Council provide permission to the Procurement Director to negotiate and award the construction phase contract to the most responsive bidder. Allowing this request will greatly minimize the downtime of the facility and allow the selected contractor to begin work almost in conjunction of the facilities last show date. It is understood that no contract will be awarded that would exceed the existing budgeted funds specified for this project.

The selected bidder and contract cost information will be relayed back to Council as soon as the details are finalized.

C. Financial Impact

The financial impact with contingencies will not be allowed to exceed the funding previously allotted by Council for this project. There is currently \$11,034,532.68 remaining after the procurement of the professional services that were necessary to get us to this phase of the project. There are sufficient funds based on the architects cost estimates.

D. Alternatives

1. Approve the request to award to the lowest, responsible and responsive bidder.
2. Do not approve the request and staff will return in June with a contract recommendation and cost of the project before approval. The negative impact will be an increase in the facility closure timeline as the project will not be able to proceed until the approval process has been completed.

E. Recommendation

It is recommended that Council approve alternative #1 to award a contract with the most responsive bidder, once selected, to reduce the negative closure impact on the operations of the Township.

Recommended by: John Hixon **Department:** Facilities and Grounds **Date:** 4/1/09

F. Reviews

Finance

Reviewed by: Daniel Driggers

Date:

Recommend Approval

Recommend Denial

No Recommendation

Comments: Recommendation based on Facilities Manager. Funds are available as stated in financial impact section.

Procurement

Reviewed by: Rodolfo Callwood

Date: 4-9-09

Recommend Approval

Recommend Denial

No Recommendation

Comments: After bids are accepted and evaluated a recommendation will be brought before council to award a contract to the lowest responsive and responsible Contractor whose bid complies materially with the bid as publicized.

Legal

Reviewed by: Larry Smith

Date:

Recommend Approval

Recommend Denial

No Recommendation

Comments:

Administration

Reviewed by: Tony McDonald

Date: 4/10/09

Recommend Approval

Recommend Denial

No Recommendation

Comments: The bidder information will not be available by the time this item is before the D&S Committee but will be available by the time the item reaches the full Council. The bidder information, therefore, will be presented at that time.

Richland County Council Request of Action

Subject

Request to approve a budget revision to the VAWA Criminal Domestic Violence Grant

Purpose

Background / Discussion

Financial Impact

Alternatives

- 1.
- 2.
- 3.
- 4.
- 5.

Recommendation

Recommended By:

Department:

Date:

Reviews

Richland County Council Request of Action

Subject: VAWA Criminal Domestic Violence Grant Revision Grant

A. Purpose

County Council is requested to approve a budget revision of VAWA Criminal Domestic Violence Grant 1K08027, which is allocated in Court Administration's Victim's Assistance 1860730 08/09 FY budget. The grant supports the Centralized Criminal Domestic Violence Court (75% Federal 25% County match).

B. Background / Discussion

The current grant provides for two part-time solicitors at \$20.50 an hour. The salary is not competitive and retention of solicitors at this hourly rate has proved nearly impossible. This rate was established at \$20.00 per hour in 2002 and has only increased by fifty cents an hour. Our goal is to increase the salary to \$30.00 an hour with up to 30 hours a week for just one solicitor. The increase in salary and hours per week will aid in retention. The \$12,741.00 balance of the grant funds would be used to purchase equipment and printed materials as follows:

Equipment (over 1K):

1. Lap top for Grant Partners Sister Care and Domestic Abuse Center to aid in court participation and record keeping of cases heard in the Richland County Central Court 2@\$1267=\$2534.00
2. Motorized projector screens and mounting equipment in two courtrooms where CDV cases are tried. 2@\$1320=\$2640

Other:

1. Replacement computers for solicitor's office, originals purchased in 2002 with first grant, 3 @ \$846=\$2538.00.
2. Big and tall chair for investigator, replacement of original chair bought in 2002 1@\$635.00.
3. Color laser jet printer for printing victim's pictures for court (injuries) replaces obsolete desk jet purchased in 2002, 1@\$494.00.
4. Replacement fax for solicitor's office (old one broken, borrowing from Central Court) \$193.00.
5. Copier for solicitor's office 1@\$640.00.
6. Digital recorder to use for CDV interviews and recording case notes 1@\$165.00.

7. Printing costs for Sister Care for tear off sheets and posters in English and Spanish that inform domestic violence victims of their rights. The informational tear off sheets and posters will be placed throughout the County. \$2500.00

No other action has taken place at this time by County Council.

Court Administration has prepared the revision and has presented it to County Administration.

The funds already exist in the current budget. This revision would change the line item budget, allowing for equipment, printed materials for victims, and a more competitive salary for the prosecutor/solicitor with up to 30 hours a week.

C. Financial Impact

There is no additional financial impact with this revision as the funds are already allocated in this FY budget.

D. Alternatives

1. Approve the request to revise the budget.
2. Do not approve the request to revise the budget.

If the request is approved, the CDV program will be better prepared to retain a solicitor at a competitive hourly rate. Additionally, the balance of the grant will be used to provide much needed equipment for Richland County, Sister Care, the Domestic Abuse Center, and to provide victim rights information to the citizens.

If the request is not approved, the grant funds cannot be reallocated without an approved, authorized revision signed off by the Office of Justice Programs and the County's Grant Official/County Administrator. Richland County will lose the salary funds awarded in this grant because the County cannot retain a part-time prosecutor paid at \$20.50 an hour.

E. Recommendation

I recommend approval of the request.

Recommended by: Wanda Kelly **Department:** Court Administration **Date:** April 20, 2009

F. Reviews

Finance

Reviewed by: Daniel Driggers

Date:

Recommend Approval

Recommend Denial

No Recommendation

Comments:

Legal

Reviewed by: Larry Smith

Date:

Recommend Approval

Recommend Denial

No Recommendation

Comments:

Administration

Reviewed by: Sparty Hammett

Date:

Recommend Approval

Recommend Denial

No Recommendation

Comments: