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COUNTY DEPARTMENT AGENDA REQUEST

Department/Division: Public Works/Fleet Maintenance

Department Head: Phil Mallon

Presenter, if needed: Bill Lackey

Preferred Meeting Date: Thursday, March 27, 2008

Wording for the Agenda:

Approval of staff's recommendation to issue a change order for electrical upgrades and repairs to the fuel island project at the Sheriff's Department at a cost of $8,446.

Background/History/Details:

On October 25, 2007 the Board of Commissioners authorized a request to award a contract for upgrades to fuel island at the Sheriff's Department. A purchase order was issued for $51,788. and work for the project began on February 18, 2008.

During excavation for the new canopy footings, it was discovered that an electrical line was routed under the existing canopy footing. In addition, the Permits and Inspection Department discovered that electrical conduit in the electrical junction box for the fuel island components did not meet current electrical codes. An upgraded electrical panel will also need to be installed to isolate circuits for individual fuel system components. Based on these findings, the items noted will have to be corrected before construction can be completed. The same contractor is willing to do the electrical work for an additional $8,446.

What action are you seeking from the Board of Commissioners?

Transfer an additional $8,446.00 from the contingency fund to account # 40900-37540900-541210 - Project Code P7019

If this item requires funding, please describe:

$51,788.00 was budgeted for this project. The additional $8,446.00 is for electrical repairs that were not anticipated.

Has this issue come before the Commissioners in the past? Yes

If so, when? Thursday, October 25, 2007

Do you need audio-visual for the presentation? No

Back-up Material Submitted? Yes

STAFF USE ONLY

- (●) Finance Review Complete
- (●) Purchasing Review Complete
- ( ) Legal Review Complete
- (●) Administrative Staff Review Complete

Administrator's Approval Yes

Confirmed Meeting Date Thursday, March 27, 2008

( ) Recognition/ Presentation ( ) Public Hearing ( ) Old Business ( ) New Business (●) Consent ( ) Report ( ) Other

DISCUSSION OF BID AWARD TO ATLANTA PETROLEUM EQUIPMENT COMPANY FOR THE CONTRACT FOR UPGRADES TO THE FUEL ISLAND/FUEL MANAGEMENT SYSTEM AT THE SHERIFF'S DEPARTMENT IN THE AMOUNT OF $51,788:

Director of Fleet Maintenance Bill Lackey remarked that this had been an ongoing project which actually started back in Fiscal Year 2005. He said at that time they were going to try and install the fuel management portion to get the Sheriff's Department on line with the same system that was used at Public Works. He said the intent was to take money out of the Contingency Fund and for whatever reason the project was delayed. He said the next fiscal year he had submitted in his budget for capital improvements to install a fuel management system and upgrade the canopy and this was never considered during the budget hearings and was denied. He said for this Fiscal Year in the Capital Improvement Plan he did have funds approved for the upgrades. He remarked currently the fuel management system which records all of the County's transactions was not working. He said they were having to record all fuel transactions manually on a clip board that was hanging near the pump. He said the fuel dispenser was probably close to twenty years old and was transferred from the old jail to the existing location at the time the new Justice Center was built. He said every component of the fuel island was starting to fail. He said they were having trouble getting parts for the dispenser. He said they had come up with a system that was comparable with the system at Fleet Maintenance. He said the access keys for all County vehicles would be the same and if the system at the Sheriff's Department failed for whatever reason they could fill up at Fleet.

Mr. Lackey respectfully asked for the Board's consideration to award the bid to Atlanta Petroleum Equipment Company for the contract for upgrades to the fuel island/fuel management system at the Sheriff's Department in the amount of $51,788. He said the R.F.P.'s had been sent out and Atlanta Petroleum Equipment was the low bidder.

Chairman Smith said it was his understanding that there was not only a problem with the equipment but a problem with the canopy height.

Mr. Lackey replied yes, that was correct. He said the canopy had been moved from the old site and the height would not allow a large tanker truck to come in. He said this was causing them to take deliveries of 4,000 gallons or less. He said the difference in price would be 5¢ per gallon which would equate to approximately $450 per delivery. He said annually that would add up to a little over $5,000.

Chairman Smith asked what the storage capacity of the tanks was and Mr. Lackey replied that it was a 10,000 gallon tank.

Chairman Smith asked if there were any further questions. Hearing none, he asked for the Board's pleasure in this matter.

A motion was made by Commissioner Horgan and seconded by Commissioner Pfeifer to approve the bid to Atlanta Petroleum Equipment Company for the contract for upgrades to the fuel island/fuel management system at the Sheriff's Department in the amount of $51,788. The motion carried 4-0. Commissioner Frady

was absent. A copy of the request, identified as "Attachment No. 17", follows these minutes and is made an official part hereof.

DISCUSSION OF A BUDGET ADJUSTMENT TO TRANSFER $4,788 TO ACCOUNT 40900-37540900-541210 PROJECT CODE P7019 FROM THE CONTINGENCY ACCOUNT IN REGARD TO THE UPGRADES TO THE FUEL ISLAND/FUEL MANAGEMENT SYSTEM AT THE SHERIFF'S DEPARTMENT:

Chairman Smith said this was a related item to the previous discussion regarding the bid award to Atlanta Petroleum. He said the bid award in the amount of $51,788 was $4,788 more than the amount that was budgeted for this project as indicated on staff's request. A copy of the request, identified as "Attachment No. 18", follows these minutes and is made an official part hereof. He said $4,788 needed to be appropriated from the Contingency Fund to the equipment account to pay for this increase in cost for the fuel island/fuel management system. He asked for the Board's pleasure in this matter.

A motion was made by Commissioner Pfeifer and seconded by Commissioner Horgan to approve a budget adjustment to transfer $4,788 to account 40900-37540900-541210 project code P7019 from the contingency account in regard to the upgrades to the fuel island/fuel management system at the Sheriff's Department. The motion carried 4-0. Commissioner Frady was absent.