

# COUNTY COUNCIL OF BEAUFORT COUNTY

ADMINISTRATION BUILDING  
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BEAUFORT, SOUTH CAROLINA 29901-1228  
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CHAIRMAN

STEWART H. RODMAN  
VICE CHAIRMAN

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DEPUTY COUNTY ADMINISTRATOR

JOSHUA A. GRUBER  
COUNTY ATTORNEY

SUZANNE M. RAINEY  
CLERK TO COUNCIL

## AGENDA COMMUNITY SERVICES COMMITTEE

Monday, August 26, 2013

2:30 p.m.

Large Meeting Room, Bluffton Branch Library  
120 Palmetto Way, Bluffton

### Committee Members:

William McBride, Chairman  
Tabor Vaux, Vice Chairman  
Rick Caporale  
Gerald Dawson  
Laura Von Harten

### Staff Support

Morris Campbell, Division Director

1. CALL TO ORDER – 2:30 P.M.
2. PRESENTATION / COMMUNITY RELATIONS DIVISION OF SC HUMAN AFFAIRS COMMISSION REVITALIZATION / CREATION PLAN
3. CONSIDERATION OF CONTRACT AWARDS
  - A. Annual Support and Maintenance of Bibliotheca for Radio Frequency Identification (RFID) at Beaufort, Bluffton Hilton Head Island, and Lobeco Library Branches ([backup](#))
  - B. Ballpark Lighting Warranty Service for Burton Wells Regional Park ([backup](#))
4. TRANSFER OF BEAUFORT COUNTY EMERGENCY ASSISTANCE OFFICE FUNCTION AND FUNDS FROM DEPARTMENT OF SOCIAL SERVICES (DSS) TO B/J ECONOMIC OPPORTUNITY COMMISSION (B/JEOC) ([backup](#))
5. CONSIDERATION OF REAPPOINTMENTS AND APPOINTMENTS
  - A. Disabilities and Special Needs Board
  - B. Library Board
  - C. Parks and Leisure Services Board
6. ADJOURNMENT





**COUNTY COUNCIL OF BEAUFORT COUNTY  
PURCHASING DEPARTMENT**

Building 3, 102 Industrial Village Road  
Post Office Drawer 1228, Beaufort, SC 29901-1228  
Phone: (843) 255-2353 Fax: (843) 255-9437

**TO:** Councilman William McBride, Chairman, Community Services Committee  
**FROM:** Dave Thomas, CPPO, Purchasing Director *DST/AT*  
**SUBJ:** **Annual Support and Maintenance with Bibliotheca for Radio Frequency Identification (RFID) at Beaufort, Bluffton, Hilton Head, and Lobeco Library Branches**  
**DATE:** August 23, 2013

**BACKGROUND:** The RFID system was installed by Bibliotheca (originally ITG which merged into Bibliotheca) and operating in Beaufort, Bluffton, Hilton Head, and Lobeco Branches by January 2012. The support and maintenance of this system, part of the original awarded contract, will help preserve the investment made by the County. The support and maintenance contract term is for the period beginning January 1, 2013 and ending December 31, 2017, with a total cost of \$256,098. This contract will provide support and maintenance for the RFID system in place at the four (4) Beaufort County library branches. Subject to County Council's approval, Bibliotheca has provided Beaufort County a total savings of \$28,455 for this five year contract as compared to the annual maintenance price. See the attached pricing information.

| <b><u>VENDOR:</u></b>        | <b><u>Total Bid</u></b> |
|------------------------------|-------------------------|
| 1. Bibliotheca, Norcross, GA | \$256,098               |

**FUNDING AND COST BREAKDOWN:**

The funding will be provided by the following account numbers and will be allocated by fiscal year according to the attached schedule.

|   |           |
|---|-----------|
| Beaufort Branch 10001621-51110 Maintenance Contracts    | \$ 77,966 |
| Bluffton Branch 10001622-51110 Maintenance Contracts    | \$ 70,459 |
| Hilton Head Branch 10001623-51110 Maintenance Contracts | \$ 73,602 |
| Lobeco Branch 10001624-51110 Maintenance Contracts      | \$ 34,071 |
| Total   | \$256,098 |

**FOR ACTION:** Community Services Committee meeting occurring on August 26, 2013.

**RECOMMENDATION:** The Purchasing Department recommends that the Community Services Committee approve and recommend to County Council approval of the contract for RFID Support and Maintenance for Beaufort, Bluffton, Hilton Head, and Lobeco Library Branches from the aforementioned vendor for a total amount of \$256,098.

**CC:** Gary Kubic, County Administrator  
Bryan Hill, Deputy Administrator *BH*  
Alicia Holland, Interim Chief Financial Officer *AH*  
Morris Campbell, Director of Community Services *MS/AH*  
Wlodek Zaryczny, Director of Libraries *WZ*  
Richard Dimont, Contract Specialist *RD*

Att: Pricing Information

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**Bibliotheca Support and Maintenance Schedule**

**Fiscal Year      Amount      Available Budget**

**Beaufort Library Branch**

|              |           |        |
|--------------|-----------|--------|
| <b>FY 13</b> | 7,796.57  | 7,844  |
| <b>FY 14</b> | 15,593.13 | 19,540 |
| <b>FY 15</b> | 15,593.13 | TBD    |
| <b>FY 16</b> | 15,593.13 | TBD    |
| <b>FY 17</b> | 15,593.13 | TBD    |
| <b>FY 18</b> | 7,796.57  | TBD    |

**TOTAL                    77,965.65**

**Bluffton Library Branch**

|              |           |        |
|--------------|-----------|--------|
| <b>FY 13</b> | 7,045.95  | 10,028 |
| <b>FY 14</b> | 14,091.90 | 19,200 |
| <b>FY 15</b> | 14,091.90 | TBD    |
| <b>FY 16</b> | 14,091.90 | TBD    |
| <b>FY 17</b> | 14,091.90 | TBD    |
| <b>FY 18</b> | 7,045.96  | TBD    |

**TOTAL                    70,459.51**

**Hilton Head Library Branch**

|              |           |        |
|--------------|-----------|--------|
| <b>FY 13</b> | 7,360.23  | 11,316 |
| <b>FY 14</b> | 14,720.45 | 20,545 |
| <b>FY 15</b> | 14,720.45 | TBD    |
| <b>FY 16</b> | 14,720.45 | TBD    |
| <b>FY 17</b> | 14,720.45 | TBD    |
| <b>FY 18</b> | 7,360.24  | TBD    |

**TOTAL                    73,602.27**

**Lobeco Library Branch**

|              |          |       |
|--------------|----------|-------|
| <b>FY 13</b> | 3,407.08 | 5,508 |
| <b>FY 14</b> | 6,814.15 | 6,900 |
| <b>FY 15</b> | 6,814.15 | TBD   |
| <b>FY 16</b> | 6,814.15 | TBD   |
| <b>FY 17</b> | 6,814.15 | TBD   |
| <b>FY 18</b> | 3,407.08 | TBD   |

**TOTAL                    34,070.76**

**Grand Total      \$ 256,098.19**



**COUNTY COUNCIL OF BEAUFORT COUNTY  
PURCHASING DEPARTMENT**

Building 3, 102 Industrial Village Road  
Post Office Drawer 1228, Beaufort, SC 29901-1228  
Phone: (843) 255-2353 Fax: (843) 255-9437

TO: Councilman William McBride, Chairman, Community Services Committee  
FROM: Dave Thomas, CPPO, Purchasing Director *DT/AT*  
SUBJ: **Musco Lighting Warranty/Maintenance Contract for Beaufort County Parks and Leisure Services (PALS) Department Ball Field Lights at the Burton Wells Facility**  
DATE: August 23, 2013

**BACKGROUND:** Beaufort County PALS is requesting to purchase a new warranty for the Burton Wells ball field lighting system. Musco Lighting installed the ball park lighting system at the Beaufort County PALS Burton Wells ball fields. This vendor is the sole source provider of the lighting system and the only company that may provide a warranty for the installed lights. The Burton Wells ball field lighting system consists of approximately 362 fixtures and provides lighting for three baseball fields, one football field, and two soccer fields. The current warranty with Musco expired in November 2012. At that time, the entire Burton Wells ball field lighting system was relamped and refurbished under the old warranty. The cost of the new warranty contract is \$70,562 and will be paid in two annual payments of \$35,281 with no interest charged by the vendor. The warranty contract term is for a ten year period beginning July 1, 2013 and ending June 30, 2023. The warranty will provide the following: all labor and materials to maintain the lighting system for a period of ten years or until the system reaches 3,000 hours, whichever comes first. This includes all parts and labor, cleaning all fixtures, replacing bulbs, re-aiming the bulbs, ensuring all fixtures work, and a one-time complete re-lamp of the facility, including lamps, labor and lift. Exclusions are vandalism, damage by major storms or lighting, unauthorized alterations, and damage due to failure of owner's electrical service.

| <u>NON-COMPETITIVE/SOLE SOURCE VENDOR:</u> | <u>COST</u> |
|--|-------------|
| Musco Lighting, Oskaloosa, IA              | \$70,562*   |

**FUNDING:** Account 10001605-51110-Maintenance Contracts, current balance is \$36,419.

\*Two annual payments of \$35,281 each will pay for the ten year warranty period. One payment will be made in August 2013 and one payment in July 2014. \$7,056 will be expensed annually beginning in FY 2014 and ending in FY 2023.

**PRIOR YEAR COST:** N/A

**FOR ACTION:** Community Services Committee meeting occurring on August 26, 2013.

**RECOMMENDATION:** The Purchasing Department recommends that the Community Services Committee approve and recommend to County Council approval of the warranty/contract from the aforementioned vendor for a total cost of \$70,562 for the next ten (10) fiscal years.

CC: Gary Kubic, County Administrator *GK/BH*  
Bryan Hill, Deputy Administrator *BH*  
Alicia Holland, Interim Chief Financial Officer *AH*  
Scott Marshall, PALS Director *SM*  
Richard Dimont, Contract Specialist

Att: Contract Pricing Information, Non-Competitive Form



100 1<sup>st</sup> Ave West • PO Box 808 • Oskaloosa, IA 52577  
Phone: (800) 825-6020 • Fax: (888) 397-8736

May 3, 2013

Beaufort County  
Attn: Shannon Loper  
PO Box 1228 1 Middleton Recreation Drive  
Burton, SC 29901

RE: "10 Club Service" Warranty Program Proposal for-Burton Wells Recreation original Musco project #65165488; # 362 Fixtures

Dear Shannon,

Thank you for your interest in Musco Lighting's "10 Club Service" Warranty Program. This quote is calculated on the 0 - 300 hour level for this particular facility. If we find that the number of annual hours exceed this estimate, then a slight price adjustment may need to be made.

Musco's "10 Club Service" includes the following:

- One complete re-lamp of your facility, including lamps, labor and lift
- All labor and materials to maintain the operation of your lighting system for a period of 10 years or until your system reaches 3000 hours, whichever comes first.
- Toll free, direct access to our Warranty Specialists.

Individual lamp outages would be repaired when the usage of the field is materially impacted. Exclusions are vandalism, major storms or lightning, failure of owner's electrical service, or unauthorized alterations.

Your quote based on 0 - 300 hours of annual usage with the following payment options:

- 2 Payments
- 1<sup>st</sup> payment due in the calendar year of 2013 in the amount of \$35,281.00
- 2<sup>nd</sup> payment due in the calendar year of 2014 in the amount of \$35,281.00
- Renewal of this proposed warranty must occur in the calendar year of 2013 to avoid a required re-lamp of this facility.

Please feel free to call me with any questions or concerns. Thanks again for your interest in Musco Lighting's "10 Club Service" Warranty Program.

Sincerely,

A handwritten signature in black ink that reads "Gene Fynaardt".

Gene Fynaardt  
Lighting Services Sales Representative  
Musco Lighting LLC  
Phone-800/825-6020  
Fax-888/397-8736



# Non-Competitive Purchases Form

This form shall be completed for any non-competitive purchase over \$2,500 that is not exempt.

(a) A County contract may be awarded without competition when the Purchasing Director determines in writing, after conducting a good faith review of available sources, that there is only one source for the required supply, service, or construction item. The Purchasing Director shall conduct negotiations, as appropriate, as to price, delivery, and terms. A record of sole source procurements shall be maintained as public record and shall list each contractor's name, the amount and type of each contract, a listing of the items procured under each contract, and the identification of each contract file.

(b) Sole source procurement of a used item from the open market may only be considered, provided that:

(1) The using agency recommends purchase; (2) condition of the item is verified by appropriate County official; and (3) price analysis justifies purchase when the following factors are considered: (a) new acquisition price; (b) current book value; and (c) maintenance costs.

Code 1982 SS 12-19 Sec. 2-518 Sole source procurement

The County Council may by resolution, exempt specific supplies or services from the purchasing procedures required in the Code. The following supplies and services shall be exempt from the purchasing procedures required in this division; however, the Purchasing Director for just cause may limit or withdraw any exemption provided for in this section. (1) Works of art for museum and public display (2) Published books, library books, maps, periodicals, technical pamphlets (3) Copyrighted educational films, filmstrips, slides and transparencies (4) Postage stamps and postal fees (5) Professional dues, membership fees and seminar registration fees (6) Medicine and drugs (7) Utilities including gas, electric, water and sewer (8) Advertisements in professional publications or newspapers (9) Fresh fruit, vegetables, meats, fish, milk, bread and eggs (10) Oil company credit cards (11) Articles for commercial sale by all governmental bodies

Code 1982 SS 12-14 Ord. No. 2000-1 S 1, 1-1-0-2000 Sec. 2-514 Exemption from procedures

Notwithstanding any other section of this division, the Purchasing Director may make or authorize others to make emergency procurements of supplies, services, or construction items when there exists a threat to the functioning of county government; for the preservation or protection of property; or for the health, welfare or safety of any person, provided that such emergency procurements shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file. As soon as practicable, a record of each emergency procurement shall be made and shall set forth the contractor's name, the amount and type of the contract, a listing of the items procured under the contract, and the identification number of the contract file.

Code 1982 SS 12-20 Sec. 2-519 Emergency procurements

Requesting Department: PALS Requested Account Code: 10001605

Description of Requested Services  
Warranty for Musco lights Burton Wells  
Field

Please provide a listing of the items purchased, if additional pages are necessary please attach to this form:

Cost of Requested Services: 35,281

Requested Vendor Name: Musco

Requested Vendor Address: 100 1st Ave West, Okaloosa, IA 52577

Requested Vendor Phone Number: 800-825-6020 Requested Vendor Email Address: \_\_\_\_\_

Type of Service Requested (Please check one) Construction  Services  Supply/Good

Please attach any documentation provided by the vendor that provides back up for the claims in this document.



## Non-Competitive Purchases Form

Please select a reason below as to why this is a non-competitive purchase and provide a brief explanation.

- It is not possible to obtain competition. There is only one source available for the supply, service, or construction item.
- The procurement is for a used item from the open market. The item may only be considered if, (1) the using agency recommends purchase, (2) condition of the item is verified by appropriate County official, (3) Price analysis justifies purchase when the following factors are considered: (a) new acquisition price; (b) current book value; and (c) maintenance costs.

The item is a single source purchase. Other sources may be available but purchases are directed to one source because of factors unique to Beaufort County. Please select an option below:

- Standardization
- Warranty
- Other, if selected please specify below.

- 
- An emergency exists that threatens the functioning of County government.
  - An emergency exists that threatens the preservation or protection of County property.
  - An emergency exists that threatens the health, welfare or safety of any person within the County.

### What steps have been taken to verify that these features are not available elsewhere?

- Other brands/manufacturers were examined (please list names and contact information, and explain why they are not suitable for use by the County-attach additional pages as necessary):  
Only Musco can provide warranty for the lights as they are musco installed
- Other vendors were contracted (please list names and contact information and explain why those contacted did not meet the needs of the County-attach additional pages as necessary):

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Requester Name: Sharon Loper Requester Signature: [Signature] Date: 7-2-13  
 Department Head Name: Scott Marshall Department Head Signature: [Signature] Date: 7/3/13



# Non-Competitive Purchases Form

For Purchasing Completion only:

Date Received in Purchasing Department: 7/30/13

Reviewed by Purchasing Department for completeness

Date: 7/30/13

Reviewed by: Dave Thomas

Verified that this is the only source: Yes  No

Comments: Musco provides the only Warranty

Purchasing Director or His Designee Approval Signature: [Signature]

Associated Purchase Orders Number: \_\_\_\_\_

Associated Contract Number: \_\_\_\_\_



## COUNTY COUNCIL OF BEAUFORT COUNTY

Multi Government Center ♦ 100 Ribaut Road  
Post Office Drawer 1228  
Beaufort, South Carolina 29901-1228  
Telephone (843) 255-6050 FAX (843) 255-9492

*Morris C. Campbell*  
Executive Director  
Community Services

DATE: August 22, 2013

TO: Honorable William L. McBride, Chairman, Community Services Committee  
Honorable Tabor Vaux, Vice-Chairman, Community Services Committee

FROM: Morris C. Campbell, ED,  Community Services

SUBJECT: Closing of the Emergency Assistance Office at DSS and request to transfer function and allocation

**BACKGROUND:** Beaufort County, in collaboration with the County Department of Social Services (DSS), for most of the past 20 years has provided funding for operation of the Emergency Assistance Office. The Office was located at DSS. The Office served as the primary "Gatekeeper" for residents seeking emergency assistance to meet the basic needs of living - food, shelter, clothing, medical prescription, transportation, etc. As the "Gatekeeper", the Office took the leadership role in coordinating with other agencies to help address emergency situations for families using available resources.

**CURRENT SITUATION:** Effective August 30, 2013, Beaufort County Department of Social Services will no longer house or operate the County Emergency Assistance Office. This action is being taken due to the lack of funds to provide staffing for operation of the office.

In the past the County provided funding to employ a full-time employee and later shared with DSS the funding for a part-time worker to operate the office and recruit volunteers. However, no funding is available for staffing this year.

The County's FY14 allocation of \$48,667.00 to DSS is designated for direct assistance to clients.

**RECOMMENDATION:** County Council authorize staff transfer the \$48,667.000 previously allocated to Beaufort County Department of Social Services for emergency assistance clients to Beaufort-Jasper Economic Opportunity Commission and the County Human Services Alliance. Beaufort-Jasper EOC will serve as the primary "Gatekeeper" of the program until another structure can be put in place.

c: Gary Kubic, County Administrator  
Bryan Hill, Deputy County Administrator  
Alicia Holland, Interim County Chief Financial Officer  
Fred Leyda, Facilitator, County Human Services Alliance