

COUNTY COUNCIL OF BEAUFORT COUNTY

ADMINISTRATION BUILDING
100 RIBAUT ROAD
POST OFFICE DRAWER 1228
BEAUFORT, SOUTH CAROLINA 29901-1228
TELEPHONE: (843) 255-2180
FAX: (843) 255-9401
www.bcgov.net

WM. WESTON J. NEWTON
CHAIRMAN

D. PAUL SOMMERVILLE
VICE CHAIRMAN

COUNCIL MEMBERS

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GARY KUBIC
COUNTY ADMINISTRATOR

BRYAN J. HILL
DEPUTY COUNTY ADMINISTRATOR

JOSHUA A. GRUBER
COUNTY ATTORNEY

SUZANNE M. RAINEY
CLERK TO COUNCIL

AGENDA FINANCE COMMITTEE

2:00 p.m.

Monday, September 17, 2012

Conference Room, Building 2, Beaufort Industrial Village
102 Industrial Village Road, Beaufort

Committee Members:

Stu Rodman, Chairman
Rick Caporale, Vice Chairman
Steven Baer
Brian Flewelling
William McBride
Paul Sommerville
Jerry Stewart

Staff Support

Bryan Hill, Deputy County Administrator
David Starkey, Chief Financial Officer
Alicia Holland, Comptroller

1. CALL TO ORDER – 2:00 P.M.
2. CONSENT AGENDA - CONTRACTS
 - A. \$1,426,234 renewal of Motorola Public Safety Communications Maintenance Service Contract for Emergency Management Department ([backup](#))
 - B. \$55,339 renewal of Motorola E911 Service Agreement Contract for Emergency Management Department ([backup](#))
 - C. \$126,000 renewal of Verizon Wireless Contract for Beaufort County ([backup](#))
 - D. \$110,000 renewal of HDPE Pipe Contract with Ferguson Enterprises for Public Works Department ([backup](#))
 - E. \$64,000 renewal of Uniform Contract with Rental Uniform Service of Florence for Public Works Department ([backup](#))
 - F. \$50,000 renewal of Uniform Contract with Wright Johnston for Sheriff's Office ([backup](#))
 - G. \$27,510 contract award with Cassidian Communications for Annual Maintenance Software Services for Emergency Management Department ([backup](#))
 - H. \$26,484 renewal of Landscaping Contract with Brickman Landscaping for Hilton Head Island Airport ([backup](#))
 - I. Employee insurance benefits 2013 recommendation
3. 2013 ACCOMMODATIONS TAX BOARD RECOMMENDATIONS ([backup](#))
4. BLUFFTON HISTORICAL PRESERVATION SOCIETY / REQUEST TO UTILIZE 2006 COUNTY ACCOMMODATIONS TAX FUNDS GRANT FOR ROOF PROJECT ([backup](#))
5. TERMINATION OF LEASE / BUY BACK OF LIBRARY SPACE AT ST. HELENA ELEMENTARY SCHOOL ([backup](#)) - 3:00 P.M.
6. COUNCIL RETREAT GOALS
7. ADJOURNMENT

Open and Priority Retreat Items
Transfer Station Analysis
Road Financing
Burton Wells Regional Park Financing
Sports Complex Economic Analysis

2013 Budget Cycle
Business License Fees
2014 Millage Policy
Joint Use of School Facilities
Airport Business Plan





**COUNTY COUNCIL OF BEAUFORT COUNTY
PURCHASING DEPARTMENT**

Building 2, 102 Industrial Village Road
Post Office Drawer 1228, Beaufort, SC 29901-1228
Phone: (843) 255-2353 Fax: (843) 255-9437

TO: Councilman Stewart H. Rodman, Chairman, Finance Committee

VIA: Gary Kubic, County Administrator
Bryan Hill, Deputy Administrator
David Starkey, Chief Financial Officer *DS*
Phillip Foot, Public Safety Director *PF 749*
Todd Ferguson, Emergency Management Director *TF*

FROM: Dave Thomas, Purchasing Director *DT*

SUBJ: Request to Renew the Motorola Public Safety Communications Maintenance Service Agreement Contract with Motorola for Beaufort County's Emergency Management Department

DATE: September 5, 2012

BACKGROUND. The Purchasing Department received a request from the Emergency Management Director to renew the annual contract for communications equipment with Motorola and Motorola's authorized service vendor, Savannah Communications. The annual service contract is needed in order to provide maintenance services in support of communication equipment used for dispatching emergency services to citizens of Beaufort County. Support is provided twenty four hours a day, seven days a week for three hundred and sixty-five days per year. The contract term will cover the current fiscal year and expire on July 31, 2013.

VENDOR INFORMATION

Motorola, Schaumburg, IL

COST

\$1,426,234

FUNDING: Account 23150-51110 Communications, Maintenance Contracts.

RECOMMENDATION: The Finance Committee approves and recommends to County Council the annual contract renewal with Motorola to provide communication equipment services for the Emergency Management Department in the amount of \$1,426,234. The contract term will cover the current fiscal year and expire on July 31, 2013.

cc: Elizabeth Wooten, Richard Dimont
Att: Price Quote



SERVICES AGREEMENT

Attn: National Service Support/MLH II
 1301 East Algonquin Road
 (800) 247-2346

Contract Number: S00001016398
 Contract Modifier: RN02-APR-12 06:16:59

Date: 06/14/2012

Company Name: Beaufort County Council
 Attn:
 Billing Address: P O Drawer 1228
 City, State, Zip: Beaufort, SC, 29901
 Customer Contact:
 Phone:

Required P.O.: Yes
 Customer #: 1000078738
 Bill to Tag #: 0001
 Contract Start Date: 07/01/2012
 Contract End Date: 06/30/2013
 Anniversary Day: Jun 30th
 Payment Cycle: MONTHLY
 PO #: N/A

QTY	MODEL/OPTION	SERVICES DESCRIPTION	MONTHLY EXT	EXTENDED AMT
		Technical Support Dispatch Network Monitoring On Site Response NICE Logger Support Infrastructure Repair/Adv Rep - P25 Microwave Infrastructure Repair Paging Detention Infrastructure Repair Conventional Infrastructure Repair Moto Bridge SUA Generator Maintenance A/C Maintenance Asset Mgt AeroFlex Maintenance Subscriber Maintenances		
SPECIAL INSTRUCTIONS - ATTACH STATEMENT OF WORK FOR PERFORMANCE DESCRIPTIONS		Subtotal - Recurring Services	\$118,852.87	\$1,426,234.44
		Subtotal - One-Time Event Services	\$.00	\$.00
		Total	\$118,852.87	\$1,426,234.44
		Taxes	-	-
		Grand Total	\$118,852.87	\$1,426,234.44
<small>THIS SERVICE AMOUNT IS SUBJECT TO STATE AND LOCAL TAXING JURISDICTIONS WHERE APPLICABLE, TO BE VERIFIED BY MOTOROLA.</small>				

[Signature] AUTHORIZED CUSTOMER SIGNATURE *Deputy County ADM* TITLE *6/29/12* DATE

Beaufort County Council CUSTOMER (PRINT NAME)

[Signature] MOTOROLA REPRESENTATIVE(SIGNATURE) *MISSIE UP + DIRECTOR* TITLE *6/29/12* DATE

Larry Smith MOTOROLA REPRESENTATIVE(PRINT NAME) *864-246-3023* PHONE

Company Name: Beaufort County Council
Contract Number: S00001004571
Contract Modifier: RN01-APR-12 16:56:54
Contract Start Date: 07/01/2012
Contract End Date: 06/30/2013



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Phone: (843) 255-2353 Fax: (843) 255-9437

TO: Councilman Stewart H. Rodman, Chairman, Finance Committee

VIA: Gary Kubic, County Administrator
Bryan Hill, Deputy Administrator
David Starkey, Chief Financial Officer
Phillip Foot, Public Safety Director
Todd Ferguson, Emergency Management Director

FROM: Dave Thomas, Purchasing Director

SUBJ: Request to Renew the Motorola E911 Service Agreement Contract with Motorola for Beaufort County's Emergency Management Department

DATE: September 5, 2012

BACKGROUND. The Purchasing Department received a request from the Emergency Management Director to renew the annual contract for E911 equipment with Motorola and Motorola's authorized service vendor, Savannah Communications. The annual service contract is needed in order to provide maintenance services in support of E911 dispatch equipment. Support is provided twenty four hours a day, seven days a week for three hundred and sixty-five days per year. The contract term will cover the current fiscal year and expire on July 31, 2013.

VENDOR INFORMATION

Motorola, Schaumburg, IL

COST

\$55,339

FUNDING: Account 23205-51110 E911 Fund, Maintenance Contracts.

RECOMMENDATION: The Finance Committee approves and recommends to County Council the annual contract renewal with Motorola to provide E911 maintenance services for the Emergency Management Department in the amount of \$55,339. The contract term will cover the current fiscal year and expire on July 31, 2013.

cc: Elizabeth Wooten, Richard Dimont
Att: Price Quote



SERVICES AGREEMENT

Attn: National Service Support/4th fl
 1301 East Algonquin Road
 (800) 247-2346

Contract Number: S00001004571
 Contract Modifier: RN01-APR-12 16:58:54

Date: 05/30/2012

Company Name:	Beaufort County Council
Attn:	
Billing Address:	P O Drawer 1228
City, State, Zip:	Beaufort, SC, 29901
Customer Contact:	
Phone:	

Required P.O.: No
 Customer # : 1000076738
 Bill to Tag # : 0001
 Contract Start Date: 07/01/2012
 Contract End Date: 06/30/2013
 Anniversary Day: Jun 30th
 Payment Cycle: MONTHLY
 PO # :

QTY	MODEL/OPTION	SERVICES DESCRIPTION	MONTHLY EXT	EXTENDED AMT
		***** Recurring Services *****		
2	SVC01SVC1102C	DISPATCH SERVICE	\$206.02	\$2,472.24
2	SVC242AE	ENH: PLANT EQUIPMENT 911		
2	SVC455AE	ENH: DISPATCH SITE		
2	SVC01SVC1104C	TECHNICAL SUPPORT SERVICE	\$309.00	\$3,708.00
2	SVC142AF	ENH: PLANT EQUIPMENT 911		
2	SVC455AE	ENH: DISPATCH SITE		
2	SVC01SVC1413C	ONSITE INFRASTRUCTURE RESPONSE SERVICE - PREMIER OPTION	\$4,096.56	\$49,158.72
2	SVC455AE	ENH: DISPATCH SITE		
4	SVC990AB	PLANT 911 (2 - 10 POSITIONS)		
13	SVC990AC	PLANT 911 (11 - 25 POSITIONS)		
SPECIAL INSTRUCTIONS - ATTACH STATEMENT OF WORK FOR PERFORMANCE DESCRIPTIONS			Subtotal - Recurring Services	\$4,611.58
			Subtotal - One-Time Event Services	\$.00
			Total	\$4,611.58
			Taxes	-
			Grand Total	\$4,611.58
This agreement can be cancelled when the equipment is removed from service. This agreement will supply 24x7 coverage for response only.			THIS SERVICE AMOUNT IS SUBJECT TO STATE AND LOCAL TAXING JURISDICTIONS WHERE APPLICABLE. TO BE VERIFIED BY MOTOROLA.	
Subcontractor(s)			City	State
MOTOROLA SYSTEM SUPPORT CTR-CALL CENTER D0086			SCHAUMBURG	IL
MOTOROLA SYSTEM SUPPORT-TECHNICAL SUPPORT D0088			SCHAUMBURG	IL
SAVANNAH COMMUNICATIONS INC			BEAUFORT	SC
SAVANNAH COMMUNICATIONS INC			BEAUFORT	SC

I received Statements of Work that describe the services provided on this Agreement. Motorola's Service Terms and Conditions, a copy of which is attached to this Service Agreement, is incorporated herein by this reference.

[Signature] AUTHORIZED CUSTOMER SIGNATURE Deputy Const. ADM. TITLE 6/29/12 DATE

Beaufort County Council
CUSTOMER (PRINT NAME)

[Signature] MOTOROLA REPRESENTATIVE(SIGNATURE) CSM TITLE 6/29/2012 DATE

Larry Smith MOTOROLA REPRESENTATIVE(PRINT NAME) 864-246-3023 PHONE

Company Name: Beaufort County Council
Contract Number: S00001004571
Contract Modifier: RN01-APR-12 16:56:54
Contract Start Date: 07/01/2012
Contract End Date: 06/30/2013



**COUNTY COUNCIL OF BEAUFORT COUNTY
PURCHASING DEPARTMENT**

102 Industrial Village Road, Building 3
Post Office Drawer 1228, Beaufort, SC 29901-1228
Phone: (843) 255-2350 Fax: (843) 255-9437

TO: Councilman Stewart H. Rodman, Chairman, Finance Committee

VIA: Gary Kubic, County Administrator
Bryan Hill, Deputy County Administrator
David Starkey, Chief Financial Officer
Dan Morgan, MIS Director

FROM: Dave Thomas, CPPO, Purchasing Director

DATE: September 13, 2012

SUBJ: **Contract# 835557 Wireless Communication Services for Beaufort County**

BACKGROUND: Beaufort County issued a request for a one year continuance with wireless cell phone service and equipment with Verizon Wireless Corporation. Verizon Wireless received the highest ranking by the review committee in 2010, due to offering the lowest price, record of excellent customer service, overall best cell phone coverage testing results, their emergency preparedness plan, and their implementation plan. The contract includes cellular service for 248 phones and accessories (excluding Sheriff Department). For more information, please see original agreement for a detailed review of the committee's findings.

FUNDING: Services are paid from each department's telephone account 51050.

RECOMMENDATION: The Finance Committee approves and recommend to County Council to extend the contract with Verizon Wireless for a one-year period effective August 21, 2012 to August 21, 2013.

Total cost for 2011 was \$125,555.97. The anticipated cost for 2012 is \$126,000. Additionally, there are three optional annual renewals to this contract that are subject to County Council for approval. The total anticipated cost for five years is \$882,970.

cc: Richard Dimont
Mary Heyward



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TO: Councilman Stewart H. Rodman, Chairman, Finance Committee

VIA: Gary Kubic, County Administrator
Bryan Hill, Deputy County Administrator
Robert McFee, Director of Engineering and Infrastructure
David Starkey, Chief Financial Officer
Eddie Bellamy, Director of Public Works
Dan Ahern, Stormwater Manager

MCTB 9/14

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FROM: Dave Thomas, CPPO, Purchasing Director

SUBJ: Request for Contract Renewal of the HDPE Pipe Contract with Ferguson Enterprises for the Public Works Department

DATE: September 14, 2012

BACKGROUND: The Purchasing Department received a requisition over \$25,000 from the Beaufort County Public Works Department requesting to renew the annual contract with Ferguson Enterprises for HDPE pipe supplies in support of the County's Storm Water Department operations. The County's intent is to continue the annual contract for the purchase of HDPE pipe supplies and take advantage of the volume buying cost savings. Beaufort County received the following three (3) bids from qualified HDPE pipe suppliers in support of our County's Stormwater Department's operations on November 8, 2010:

- | | |
|---|-----------|
| 1. Ferguson Enterprises, Bluffton, SC | \$144,230 |
| 2. HD Supply Waterworks, Charleston, SC | \$167,784 |
| 3. Atlantic Supply & Equipment, Augusta, GA | \$171,972 |

Note: Last year the department spent \$46,912.

FUNDING: Account 13531-52370, which currently has an account balance of \$110,000.

MCTB

RECOMMENDATION: The Finance Committee approves and recommends to County Council the HDPE pipe contract award to Ferguson Enterprises in the amount of \$110,000 for the third contract term of a one (1) year with two (2) additional one (1) year contract renewal periods all subject to the approval of Beaufort County.

CC: Richard Dimont, Lori Sexton



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TO: Councilman Stewart H. Rodman, Chairman, Finance Committee

VIA: Gary Kubic, County Administrator
Bryan Hill, Deputy County Administrator
David Starkey, Chief Financial Officer *DS*
Eddie Bellamy, Director of Public Works *MCB 9/14*

FROM: Dave Thomas, CPPO, Purchasing Director *DT*

SUBJ: Request to Renew the Uniform Rental and Cleaning contract with Rental Uniform Services of Florence for the Beaufort County Public Works Department.

DATE: September 13, 2012

BACKGROUND: The Purchasing Department received a requisition over \$25,000 from the Beaufort County Public Works Department requesting to renew the annual contract with Rental Services of Florence for rental uniforms and cleaning. This uniform service contract provides uniforms, cleaning, delivery, and pickup for approximately 192 Public Works employees. Additionally, the Public Facilities Department and Mosquito Control uses this vendor as well. This is the third annual renewal year of the contract which will end on June 30, 2013. There will be two more annual renewals subject to Beaufort County Council approval. Total estimated cost of the contract items are based on unit pricing and is estimated at \$64,000 annually.

<u>CONTRACTED VENDOR:</u>	<u>Cost</u>
1. Rental Uniform Services of Florence, SC	\$64,000

FUNDING

1. Funding from account 33020-52050 through 33398-52050 General Revenue and Storm Water Enterprise Fund 13530-52050 through 13531-52050. Mosquito Control account 43190-52050 uniforms.

RECOMMENDATION: The Purchasing Department recommends that the Finance Committee approves and recommends to County Council the contract award renewal for uniform rental and cleaning services from the aforementioned vendor for a total amount of \$64,000.

cc: Doug Baker, Gregg Hunt, Richard Dimont



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Phone: (843) 255-2353 Fax: (843) 255-9437

TO: Councilman Stewart H. Rodman, Chairman, Finance Committee

VIA: Gary Kubic, County Administrator
Bryan Hill, Deputy County Administrator
David Starkey, Chief Financial Officer *DS*
Michael Hatfield, Beaufort County Sheriff's Office *MH*

FROM: Dave Thomas, CPPO, Purchasing Director *DT*

SUBJ: **Request to Purchase Uniforms over \$25,000 from Wright Johnston Uniforms, LLC for the Beaufort County's Sheriff's Office.**

DATE: September 13, 2012

BACKGROUND: The Purchasing Department received a requisition over \$25,000 from the Beaufort County Sheriff's Office requesting to purchase uniforms from Wright Johnston Uniforms, LLC. Beaufort County currently has a contract with Wright Johnston to provide these uniform items for the Sheriff's Office. The contract will expire on March 31, 2013 and the total cost of the contract items is \$50,000.

CONTRACTED VENDOR:

	<u>Cost</u>
1. Wright Johnston Uniforms, LLC, Columbia, SC	\$50,000

FUNDING AND COST BREAKDOWN:

The funding will be taken from account numbers 21051-52050 and 21052-52050, which have a total available balance of \$81,111.

RECOMMENDATION: The Purchasing Department recommends that the Finance Committee approve the purchase of uniform items from the aforementioned vendor for a total amount of \$50,000.

cc: Suzanne Cook, Richard Dimont



**COUNTY COUNCIL OF BEAUFORT COUNTY
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Building 2, 102 Industrial Village Road
Post Office Drawer 1228, Beaufort, SC 29901-1228
Phone: (843) 255-2353 Fax: (843) 255-9437

TO: Councilman Stewart H. Rodman, Chairman, Finance Committee

VIA: Gary Kubic, County Administrator
Bryan Hill, Deputy Administrator
David Starkey, Chief Financial Officer *DS*
Phillip Foot, Public Safety Director *PF*
Todd Ferguson, Emergency Management Director *TF*

FROM: Dave Thomas, Purchasing Director *DT*

SUBJ: Request to Contract with Cassidian Communications for Annual Maintenance Software Services for Beaufort County's Emergency Management Department

DATE: September 5, 2012

BACKGROUND. The Purchasing Department received a request from the Emergency Management Director to renew a services contract with Cassidian Communications for software support services. This service agreement supports the Communicator NXT system which provides emergency notifications via phone calls, emails, and fax. This service also provides an HC Mass Call system, which allows for additional phone lines above and beyond the County's phone line capacity in case of an emergency. Additionally, the service covers the maintenance and the bulletin boards for the County's 1-800 numbers. The contract term will cover the current fiscal year and expire on July 31, 2013.

VENDOR INFORMATION

Cassidian Communications, Franklin, TN

COST

\$27,510

FUNDING: Account 23140-51050 Emergency Telephone

RECOMMENDATION: The Finance Committee approves the annual contract renewal with Cassidian Communications to provide emergency communication software maintenance support services for the Emergency Management Department in the amount of \$27,510. The contract term will cover the current fiscal year and expire on July 31, 2013.

cc: Elizabeth Wooten, Richard Dimont
Att: Price Quote, Non-Competitive Purchase Form



Dialogic Communications Corporation
dba Cassidian Communications

PLEASE REMIT TO:
117 Seaboard Lane, Suite D-100
Franklin, TN 37067
PH. 1.800.723.3201 x 0222 Kathy Richter
Fax 615.435.4873
kathy.richter@cassidiancommunications.com
OUR ADDRESS HAS CHANGED

INVOICE

Invoice Date 5/10/2012
Invoice No. S116113
Customer No. 1161
Sales Person Donna Aubry

BILL TO:
Beaufort County Emergency Management Dept
Attn: E911 Systems Administrator
2001 Duke Street LEC Bldg - 2nd Floor
Beaufort County, SC 29902

SHIPPED TO:
Service Only

PURCHASE ORDER NO.	SHIP VIA	TERMS
	Best Way	Net 30

A PO is not required to be on file for this annual service.

Description	UNIT	QUANTITY			UNIT PRICE	EXTENDED PRICE
		ORDERED	BACKORDERED	SHIPPED		
Communicator NXT	EA	1			\$ 9,510.00	\$ 9,510.00
HC MassCall, HC Stand Alone Bulletin Board, HC SRP	EA	1			\$ 18,000.00	\$ 18,000.00
Software Support for the period of 7/1/12-6/30/13						

Instructions for processing electronic payments to DCC
Bank: Wachovia
Address: 2030 Mallory Lane
Franklin, TN 37067
Contact: Reggie Smith-Service Manager Ph.615.771.6061
DUNS # 107063141
DCC's Federal Tax ID # 62-1152478

DCC's Bank Account # 2000046043016
ACH Routing # 064003768

DCC now accepts VISA, Mastercard,
Discover, American Express, and
Gov't P-Cards

WIRES:
For Domestic Wires, please use ABA Routing # 111025013
For International Wire transfers, please use Swift Code: PNBPU33

Questions regarding your invoice? Contact Kathy Richter @ 1.800.723.3207	Sales Tax 0.00
	TOTAL \$ 27,510.00



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: EMD Requested Account Code: _____

Description of Requested Services

Emergency notifications systems maintenance agreement for 07/01/12-06/30/13 ⁽¹³⁾

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

Cost of Requested Services: \$27,510.00

Requested Vendor Name: CASSIDIAN

Requested Vendor Address: 117 SEABOARD LANE, SUITE D-100 FRANKLIN, TN 37067

Requested Vendor Phone Number: 615.790.2882 Requested Vendor Email Address:

Kathy.richter@cassidiancommunications.com

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):

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):

Requester Name: DAVID ZEOLI, DEPUTY DIRECTOR Requester Signature: Date: 8/21/12

Department Head Name: Tom Feccom Department Head Signature: Date: 8/21/12



Non-Competitive Purchases Form

For Purchasing Completion only:

Date Received in Purchasing Department: 08-27-12

Reviewed by Purchasing Department for completeness

Date: 09-3-12

Reviewed by: Devell Thomas

Verified that this is the only source: Yes No

Comments: _____

Purchasing Director or His Designee Approval Signature:  09-4-12

Associated Purchase Orders Number: _____

Associated Contract Number: _____



**COUNTY COUNCIL OF BEAUFORT COUNTY
PURCHASING DEPARTMENT**

Building 2, 102 Industrial Village Road
Post Office Drawer 1228, Beaufort, SC 29901-1228
Phone: (843) 255-2353 Fax: (843) 255-9437

TO: Councilman Stewart H. Rodman, Chairman, Finance Committee

VIA: Gary Kubic, County Administrator
Bryan Hill, Deputy County Administrator
David Starkey, Chief Financial Officer *DS*
Paul Andres, Director of Airports *PA*

FROM: Dave Thomas, CPPO, Purchasing Director *DT*

SUBJ: **Request to Renew the Landscaping Contract with Brickman Landscaping for the Hilton Head Island Airport.**

DATE: September 13, 2012

BACKGROUND: The Purchasing Department received a requisition over \$25,000 from the Beaufort County Director of Airports requesting to renew the annual contract with Brickman Landscaping for services for the Hilton Head Island Airport. This landscaping service contract provides mowing of grass, pruning/trimming trees and shrubs, mulching, pine strawing twice a year, and litter control for the airport facilities. This is the last year of the contract which will end on October 1, 2013.

<u>CONTRACTED VENDOR:</u>	<u>Cost</u>
1. Brickman Landscaping, Bluffton, SC	\$26,484

FUNDING

1. Funding from account 13580-51110 Hilton Head Airport Maintenance Contracts. Available budget is \$32,386.

RECOMMENDATION: The Purchasing Department recommends that the Finance Committee approves the contract award renewal for landscaping services from the aforementioned vendor for a total amount of \$26,484.

cc: Richard Dimont

2013 ATAX Tax Board Recommendations-ATax Distribution

	Organization	Event/Project	Amount Reqd	Amount Recom.	Last Year	Notes	%of Ask
1	Harbour Town Merchants	4th of July Fireworks	\$10,000	\$0		Operations-Sea Pines makes up diff.	0.0%
2	Historic Beaufort	Festival of Homes and Gardens0	\$6,804	\$3,200	\$3,200	Advertising	47.0%
3	Daufuskie Historical Found.	Historic Trails travel guides	\$3,000	\$2,000		Guides	66.7%
4	Comm. Foundation of L/C	Public Art Exhibit	\$20,000	\$12,000	\$10,000	Advertising	60.0%
5	Keep Bft County Beautiful	Clean Waterways Project	\$3,800	\$2,800		Kayaks	73.7%
6	Blft Historical Preservation	Heyward House	\$25,000	\$20,000	\$10,000	Operations & Mrktg.	80.0%
7	HHI Symphony	TV ads-Jan-May 2013	\$10,000	\$4,000	\$4,000	TV ads.	40.0%
8	Coastal Discovery Museum	Cultural and Eco Tourism	\$28,500	\$20,000	\$8,500	Web and rack cards	70.2%
9	Beaufort Arts Assoc	Magazine ads for Spring Show	\$2,480	\$1,400	\$500	Two half page ads	56.5%
10	Original Gullah Festival	Gullah festival	\$30,000	\$17,500		Web and advertising	58.3%
11	Concourse d'Elegance	Car show	\$20,000	\$12,000	\$9,000	Time Warner-Clt & Col.	60.0%
12	Bluffton Self Help	Red Apron Chili Cook-off	\$6,000	\$1,000		Ads-No Budget for expenditures	16.7%
13	Society of Bluffton Artists	Marketing	\$6,000	\$1,000		On line and some rack cards	16.7%
14	SC Repertory Co.	New Marketing efforts	\$14,050	\$2,500		Web site	17.8%
15	St. Peter's Catholic Church	Home for the Holidays tour	\$4,200	\$0		Already profitable	0.0%
16	Main St. Beaufort	Tourism ad campaign	\$35,316	\$20,000	\$9,200	Web; Preservation; So. Living + racks	56.6%
17	Sandlewood Food Pantry	Feeding the hungray/diabetes education	\$5,000	\$0		Not tourism related	0.0%
18	Art League of HHI	Fine Arts Craft Guild Show	\$4,000	\$2,000	\$1,000	Craft magazine	50.0%
19	BC Black Chamber	Cultural tourism marketing	\$75,000	\$60,000	\$25,000	PRT Match + digital marketing	80.0%
38	Carolina Cups	Loco Motion walk	\$8,000	W/D			78.8%
20	Heritage Library Foundation	Fort Mitchel	\$4,400	W/D	\$2,500		0.0%
21	Exchange Club of Bft/CAPA L/C Golf Course Owners Assoc	Ghost tours	\$3,000	\$1,500	\$1,150	On line, cards, radio	50.0%
22		Golf broadcast campaign Marketing 30th Heritage Celebration/50th School Reunion	\$25,000	\$18,000		TV spots	72.0%
23	Penn Center		\$20,000	\$16,000	\$10,000	Ads-No Budget for expenditures	80.0%
24	HHI Chamber	Destination marketing/Visitor Center	\$41,000	\$33,500	\$30,000	Cyber Nooks + 2 videos	81.7%
25	Shelter Cove Harbour Co.	July 4 fireworks	\$10,000	\$0		Fireworks	0.0%

	Organization	Event/Project	Amount Reqd	Amount Recom.	Last Year	Notes	%of Ask
26	Bft Film Society Blft. Seafood and Arts	International Film Festival	\$20,000	\$15,000	\$5,000	PR and ads + TV	75.0%
27	Festival	Festival	\$5,000	\$5,000	\$2,500	Southern Living ad all year	100.0%
28	Yemassee Revitalization	L/C Cook Off	\$2,500	\$1,000		Billboard and online ads	40.0%
29	Sandbox	Summer fun series/tourist programs	\$10,500	\$4,700	\$2,000	Programs	44.8%
30	Mitchelville Preservation	Marketing	\$25,000	\$10,000	\$10,000	Website enhancements	40.0%
31	Daufuskie Island foundation	Daufuskie Day	\$10,000	\$0	\$1,500	Does not have 501©3 status	0.0%
32	Arts Council of BC	2nd Story Telling Festival	\$25,372	\$20,000	\$6,150	Ads and marketing	78.8%
33	Beaufort Chamber	Tourism marketing	\$120,000	\$95,000	\$50,000	Travel writer/online/billboard/social mec	79.2%
34	Main St. Youth Theater	Bye Bye Birdie	\$5,000	\$1,500	\$1,500	Ops	30.0%
35	BC Historical Society	Historic markers	\$9,000	\$5,000	\$4,000	2 markers + upkeep	55.6%
36	Arts Center	Tourism marketing	\$20,000	\$9,000	\$8,000	Reg. and printing	45.0%
37	Experience Green	Greening golf	\$5,000	\$2,500	\$0	Ads	50.0%
39	HHI Choral Society	Degital and Social marketing	\$5,000	\$2,000	\$1,200	Launch, manage Facebook	40.0%
40	HHI Aquatics	Alphanumeric scoreboard-Rec Cntr	\$12,500	\$0			0.0%
41	Lt. Dan-2012	Lt. Dan	\$15,000	\$15,000	\$0		100.0%
41-2	Lt. Dan-2013	Lt Dan	\$15,000	\$13,900	\$15,000	Operations	92.7%

Totals:

\$725,422 \$450,000 \$230,900

49.6%

Amount Total Allowed:

\$450,000

Total Remaining

\$0

The BLUFFTON HISTORICAL PRESERVATION SOCIETY, Inc.

A TAX-EXEMPT, NOT-FOR-PROFIT ORGANIZATION

August 24, 2012

Dear Westin,

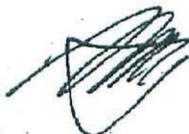
I am writing you today about the County A-tax funds that we received in 2006 for the Heyward House bathroom project. These funds are held in a restricted account at our bank and we would appreciate your help in releasing them to use immediately for roof repair.

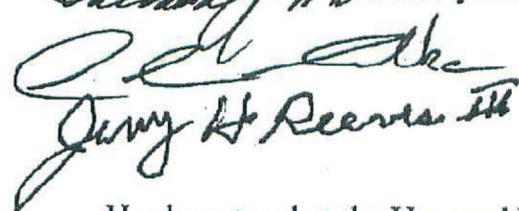
Two years ago, we partnered with the Town of Bluffton and took on a necessary roof restoration project at the Heyward House which is partially funded by a Federal Historic Preservation Grant administered through the State Historic Preservation Office. Project costs which began at \$13,000 have now reached \$53,000.

The State has approved \$12,500 for the project and the Town has approved \$23,000. We have recently requested \$5,000 in Beaufort County A-tax funds to use specifically for this project, but even that being approved still leaves us \$10,000 short.

Thank you for your time and consideration.

Sincerely,


N.T. Maxim

Cheryl M. Tucker

Jerry H. Reeves III

Headquartered at the Heyward House Historic Center
70 Boundary St., P.O. Box 742 • Bluffton, South Carolina 29910
PHONE (843) 757-MAYE • www.heywardhouse.org • FAX (843) 706-2938

1. The School agrees at its own cost and expense to provide the following:
 - (a) Adequate space and furniture for a school and public library at the St. Helena Elementary School, St. Helena Island, South Carolina, except as specified in Section 3.
 - (b) Necessary year-round maintenance and custodial care at a level similar to that provided at other schools, utilities, and operation of security measures such as vandal alarm system, window and door locks, and exterior lighting connection to said facility, in accordance with budgetary practices of the School except as specified in Section 3.
 - (c) Adequate insurance for the library facilities and its contents at a replacement cost not to exceed One Hundred Million Five Hundred Thousand and No/100 Dollars (\$100,500,000).
 - (d) Liability insurance not to exceed Five Hundred Thousand and No/100 Dollars (\$500,000) to cover students and school personnel while using the library during the school day.
 - (e) Trained media personnel to meet the specific needs of a school media center.
2. The School further agrees to provide an annual media budget which will adequately serve the curricular needs of the students and staff of the St. Helena Elementary

School. This budget will endeavor to provide at least the district's annual local educational media program per pupil allocation times the total number of elementary students enrolled in kindergarten through grade five (5) yearly, for the purchase of print and non-print materials, audiovisual equipment, and supplies.

3. The Library agrees at its own cost and expense to provide:

- (a) An initial payment of One Hundred Fifty Thousand and No/100 Dollars (\$150,000) applied toward construction cost of the St. Helena Elementary School.
- (b) Library materials and specialized equipment to the combined school/public library housed in the St. Helena Elementary School.
- (c) Communication access via direct telephone line to school/public library facility for public library purposes.
- (d) Liability insurance to cover public library patrons and personnel during hours the library is open to the public.
- (e) Trained library personnel to serve the community patrons during the hours the library is open to the public.
- (f) Machine readable bibliographic data in diskette format compatible with the school library

INITIAL:



SCHOOL DIRECTOR



LIBRARY DIRECTOR

Page 3 of 8

management system for all public library acquisitions.

4. The Library further agrees:

(a) To provide an annual library budget which will adequately provide materials and services to meet the needs of the community in compliance with "General Statement of Purpose" and Materials Collection Development Policy of the Beaufort County Library System.

b. To adhere to the School District's building operation policies.

5. It is mutually agreed by the parties as follows:

(a) The library materials collections shall be fully integrated with the public and school data records interfiled in the online catalog. Ownership will be indicated in the collection's database and on the material and equipment.

(b) All instructional audiovisual materials and equipment owned by the St. Helena Elementary School may be used by all patrons within the library but may not be taken from the building.

(c) All audiovisual materials owned by the Beaufort County Public Library may be circulated to registered borrowers according to the County Library circulation policy. The South Carolina State Library's audiovisual collection may not be lent for school use.

- (d) Monies received in trust or as gifts either by the School or Library, for library use, shall be considered over and above their annual library budget. Such funds shall be administered by the receiving institution.
- (e) School and Library staffs will jointly develop a mutually satisfactory procedures manual for use in the Library Media Center Facility. The School staff shall be in charge of making final decisions regarding the use of the physical site.
- (f) The School Library Media Center staff and the Public Library staff shall work cooperatively in processing, maintaining, and inventorying the integrated collection. This shall include allocating sufficient shelving space for school and public collections.
- (g) The School Library Media Center staff and the Public Library staff shall conduct programs of public relations to enable the students and community patrons to cooperatively use the combined School/Public Library in a courteous, reasonable manner, showing respect for all users and materials.
- (h) All students and teachers are automatically registered with the School Library media center as borrowers. Materials circulated through this registration will be covered by the provisions of

7. Terms of this agreement shall be for two (2) years commencing on October 15, 1992, and shall be annually renewed automatically thereafter unless written notice is given by the party seeking to terminate or revise such Agreement to the other party at least ninety (90) days prior to the termination of the two (2) year period as herein provided.

8. In the event of termination of the Agreement or in the event that subsequent Agreements entered into between the parties are terminated, it is agreed between the parties as follows:

(a) All materials, equipment, and furnishings purchased by the School shall remain the property of the School.

(b) All materials and equipment purchased by the Library shall remain the property of the Library. After a minimum of two (2) year occupancy by the Library, the Beaufort County Board of Education will, at the time the Library leaves, buy back the space from the County Council of Beaufort County for the initial contribution of One Hundred Fifty Thousand and No/100 Dollars (\$150,000) with no interest owed.

INITIAL:


Beaufort County


Contractor

9. This Agreement may be amended at any time by mutual written consent of the parties hereto.

ATTEST:

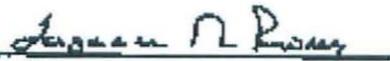
BEAUFORT COUNTY BOARD OF EDUCATION

BY


York L. Glover, Chairman

ATTEST:

COUNTY COUNCIL OF BEAUFORT COUNTY, SC



BY


W. R. "Skeet" Von Harten, Chairman

WITNESSES:

TUPPER, GRIMSLEY & DEAN, P.A.
ATTORNEYS AT LAW
POST OFFICE BOX 2055
611 BAY STREET
BEAUFORT, SOUTH CAROLINA 29901-2055

RALPH E. TUPPER * **
JAMES A. GRIMSLEY, III *
ERIN D. DEAN
STACEY PATTERSON-CANAAN

* MEMBER N.Y. BAR
* CERTIFIED CIRCUIT COURT MEDIATOR
* CERTIFIED CIRCUIT COURT ARBITRATOR
* CERTIFIED FEDERAL DISTRICT COURT MEDIATOR

TELEPHONE
(843) 524-1116
FACSIMILE
(843) 524-1463
INTERNET
tgd@tgdpl.com

December 13, 2004

Mr. W. Zaryczny
Beaufort County Library
310 Scott Street
Beaufort, SC 29902

Re: St. Helena Elementary School

Dear Mr. Zaryczny:

Enclosed is the original signed Lease Agreement regarding the above matter.

Best regards,

Sincerely,

TUPPER, GRIMSLEY & DEAN, P.A.

James A. Grimsley [II]

cc Mr. Herman K. Gaither

STATE OF SOUTH CAROLINA)
)
COUNTY OF BEAUFORT)

AGREEMENT FOR THE OPERATION AND MAINTENANCE
OF A PUBLIC LIBRARY WITHIN THE ST. HELENA
ELEMENTARY SCHOOL BETWEEN THE BEAUFORT COUNTY
BOARD OF EDUCATION, AND THE COUNTY COUNCIL OF BEAUFORT
COUNTY, SOUTH CAROLINA

THIS AGREEMENT made and entered into this 10th day
of November, 2004, between the Beaufort County Board of
Education, Beaufort, South Carolina, hereinafter referred to as
"Board," and the County Council of Beaufort County, South
Carolina, hereinafter referred to as "Library." This agreement
enters into additional terms, conditions, and covenants to the
original agreement between the Beaufort County Board of
Education, Beaufort, South Carolina, and the County Council of
Beaufort County, South Carolina dated the 13th of October, 1992
and will continue to provide County Public Library resources at
the St. Helena Elementary School.

WITNESSETH:

WHEREAS, parties hereto desire to enter into an agreement
wherein the School shall provide certain space and facilities
for the operation of a Public Library within the St. Helena
Elementary School on St. Helena Island, South Carolina; and,

WHEREAS, the Library paid an initial payment of One Hundred
Fifty Thousand and No/100 Dollars (\$150,000) toward construction

cost of the St. Helena Elementary School in order to provide public library service; and,

WHEREAS, the parties hereto feel that a Public Library at this location will provide service for both the School and community.

NOW, THEREFORE, in consideration of mutual covenants and agreements as hereinafter recited to be performed by the parties hereto, the parties agree as follows:

1. The School agrees at its own cost and expense to provide the following:

(a) Select and assign two (2) Kindergarten Rooms with office, restroom access, separate entrance, and parking to be used exclusively for a branch of the Public Library at the St. Helena Elementary School, St. Helena Island, South Carolina, except as specified in Section 2.

(b) Necessary ~~year-round~~ maintenance and custodial care at a level similar to that provided at other schools including custodial services, maintenance, and utilities, including HVAC, and operation of security measures such as vandal alarm system, window and door locks, and exterior lighting connection to said

facility, in accordance with budgetary practices of the School. Major cleaning or maintenance operations will be coordinated in advance with public library staff in order to lessen the impact on Public Library customers.

- (c) Adequate insurance for the Library facilities and its contents at a replacement cost not to exceed five Hundred Thousand and No/100 Dollars (\$500,000).

2. The Library agrees at its own cost and expense to provide:

- (a) Library materials and specialized equipment (PCs, printers, barcode scanners, etc.) in the Public Library housed in the St. Helena Elementary School.
- (b) Direct telephone and data lines for the Public Library housed in the St. Helena Elementary School.
- (c) Specialized hardware including metal shelving, circulation desk, and other work desks including PC desks, and tables and chairs.
- (d) Liability insurance to cover Public Library patrons and personnel during hours the Library is open to the public.

- (e) Trained Library personnel to serve the community during hours the Library is open to the public.

3. The Library further agrees:

- (a) To cover the costs of any physical construction changes made with district approval to the rooms in order to facilitate their use as a Library.
- (b) To work with the School District's Building Facility manager to accomplish any changes.
- (c) To cover the costs of returning the rooms to their original state when the Library leaves the premises.
- (d) To adhere to the School District's building operation policies.
- (e) All Library equipment and furnishings shall be labeled to indicate ownership. Maintenance and repair will be the responsibility of the Library. Access to county-owned equipment by authorized county personnel for repair purposes will be allowed during school hours.

4. Terms of this agreement shall be for three (3) years commencing on July 1, 2004, and shall be annually renewed automatically thereafter unless written notice is given by

either party to terminate or revise such Agreement to either party at least ninety (90) days prior to the termination of the three (3) year period as herein provided.

5. In the event of termination of the Agreement or in the event that subsequent Agreements entered into between the parties are terminated, it is agreed between the parties as follows:

(a) All materials, equipment, and furnishings purchased by the School shall remain the property of the School.

(b) All materials and equipment purchased by the Library shall remain the property of the Library.

(c) After a minimum of two (2) year occupancy by the Library, the Beaufort County Board of Education will, at the time the Library leaves, buy back the space from the County Council of Beaufort County for the initial contribution of One Hundred Fifty Thousand and No/100 Dollars (\$150,000) with no interest owed.

6. This Agreement may be amended at any time by mutual written consent of the parties hereto.

ATTEST:

BEAUFORT COUNTY BOARD OF EDUCATION

1

BY

Earl Campbell
Earl Campbell, Chairman

ATTEST:

COUNTY COUNCIL OF BEAUFORT COUNTY

Cheryl Harris

BY

Wm. Weston J. Newton
Wm. Weston J. Newton, Chairman

WITNESSES:

Kathleen Boyd
