

COUNTY COUNCIL OF BEAUFORT COUNTY

ADMINISTRATION BUILDING
100 RIBAUT ROAD
POST OFFICE DRAWER 1228
BEAUFORT, SOUTH CAROLINA 29901-1228
TELEPHONE: (843) 255-2180

D. PAUL SOMMERVILLE
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STEWART H. RODMAN
VICE CHAIRMAN

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FAX: (843) 255-9401
www.bcgov.net

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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, February 18, 2013

Executive Conference Room

Administration Building, Government Center
100 Ribaut Road, Beaufort

Staff Support

David Starkey, Chief Financial Officer
Alicia Holland, Comptroller

1. CALL TO ORDER – 2:00 P.M.
2. CONSENT AGENDA – CONTRACTS
 - A. \$75,000 sole source purchase for the Munis permits and building code enforcement module to be utilized in Beaufort County's Community Development Office ([backup](#))
 - B. \$58,946.90 contract to purchase a public health insecticide from ADAPCO, Inc. for Mosquito Control Department ([backup](#))
 - C. \$58,603 contract to purchase one 2012 Ford F-550 Crew Cab Truck for the County's EMS Department from the South Carolina State Contract ([backup](#))
 - D. \$35,344.65 contract purchase from a sole source vendor one new Lifepak 15 Monitor/Defibrillator for Beaufort County's Regional Medical Assistance Tea ([backup](#))
 - E. \$19,575 per Month Term for Ten Years Sole Source Purchase for Fiber Installation Services and Support with Hargray, Inc. for Beaufort County's E911 Infrastructure ([backup](#))
3. REFINANCING OF THE COUNTY'S FY 2012 AND FY 2013 BOND ANTICIPATION NOTES/REFINANCING OF THE COUNTY'S 2006A AND 2006B BONDS/BORROWING OF UP TO \$25 MILLION IN RURAL & CRITICAL LANDS REFERENDUM BONDS ([backup](#))
4. CONSIDERATION OF A RESOLUTION AUTHORIZING THE BLUFFTON TOWNSHIP FIRE DISTRICT TO PARTICIPATE IN THE SOUTH CAROLINA DEFERRED COMPENSATION PROGRAM ([backup](#))
5. DISCUSSION OF HIGHWAY FUNDING – 3:00 P.M.
 - A. Bluffton Parkway 5A and 5B
6. REPRESENTATION OF THE TRANSFER STATION ANALYSIS
7. PRESENTATION / TREASURER'S OFFICE ACCOMPLISHMENTS
8. CONSIDERATION OF REAPPOINTMENTS AND REAPPOINTMENTS
 - A. Accommodations Tax Board
 - B. Airports Board
9. DISCUSSION
 - A. Open Financial Issues
10. 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 Stewart H. Rodman, Chairman, Finance Committee
FROM: Dave Thomas, Purchasing Director *DJT*
SUBJ: Request a Sole Source Purchase for the MUNIS Permits and Building Code Enforcement Module to be utilized in Beaufort County's Community Development Office
DATE: February 14, 2013

BACKGROUND. The Purchasing Department received a request from the Building Codes Director to purchase the Permits and Building Code Enforcement module within our existing MUNIS Software. MUNIS permitting and inspections software is a configurable system that will support the unique needs of Beaufort County's One-Stop-Shop permitting, zoning, and business license customer service initiative and field operations. This software will provide a seamless platform for interdepartmental workflow while also integrating secondary information systems that are critical to the community development process. In addition, the MUNIS systems property master file feature will increase employee efficiency by allowing staff to approve projects concurrently and track prerequisite component approvals within the software system.

The remote use and citizen self-service portions of this software system will allow our inspections staff to enter onsite inspection data in real-time while automatically notifying the permit holder of inspection results via text message or email. Internally, inspections scheduling will be automated and management staff will have the ability to track field operation productivity in real time. The implementation of this new software system will support our immediate need to upgrade our existing permitting system and allows for expansion when the need arises in the future.

The price below includes the purchase of the software, including the installation, consulting, training and conversion required to implement the software and make it ready for use by the Beaufort County Community Development Office.

VENDOR INFORMATION

Munis – Tyler Technologies

COST

\$75,365

FUNDING: The funding for this purchase will be provided by 2005 General Obligation Bonds, account number 4004011-54113. We have approximately \$200,000 set aside for Munis improvements.

RECOMMENDATION: The Finance Committee approves the purchase of the Permits and Code Enforcement Module from Munis – Tyler Technologies. In addition to the one-time cost above, there will be an annual maintenance cost of \$3,559 that will be funded within Building Codes general fund budget each year.

CC: Gary Kubic, County Administrator *GK/uh*
Bryan Hill, Deputy Administrator *BH*
David Starkey, Chief Financial Officer *DS*
Dan Morgan, MIS Director *DM*
Charles Atkinson, Building Codes Director *CA*
Richard Dimont, Contract Specialist

Att: Price Quote, Non-Competitive Purchase Form



Quoted By: Lee Horne
Date: 10/10/2012
Quote Expiration: 11/30/2012
Quote Name: Permits, CSS, Maplink, Permit Library
Quote Number: 42402

Sales Quotation For:

Joanne Romine
 Beaufort County
 P. O. Drawer 1228
 Beaufort, SC 29901-1228

Phone: (843) 255-7010
Fax: (843) 255-9402
Email: joanner@bcgov.net

1 Software

Model #	Description	Quantity	Price	Extended Price	Discount	Software Total
OF-MAP-SW-D	Maplink GIS Integration - Software - D	1.00	\$8,500.00	\$8,500.00	\$850.00	\$7,650.00
RB-CP-SW-D	Central Property File - Software - D	1.00	\$2,200.00	\$2,200.00	\$2,200.00	\$0.00
RB-PI-SW-D	Permits Code Enforce - Software - D	1.00	\$22,000.00	\$22,000.00	\$2,200.00	\$19,800.00
WEB-MSH-CR-SW-C	Citizen Self Service - Software - C	1.00	\$6,600.00	\$6,600.00	\$660.00	\$5,940.00
Total:						\$5,910.00
Total:						\$33,390.00

2 Services

Model #	Description	Quantity	Price	Extended Price	Discount	Services Total
OF-MAP-INST	Maplink GIS Integration Installation	1.00	\$500.00	\$500.00	\$0.00	\$500.00
TF-PL-SVC-D	Tyler Forms Permits Library - D	1.00	\$3,000.00	\$3,000.00	\$0.00	\$3,000.00
Total:						\$0.00
Total:						\$3,500.00

Consulting

Model #	Description	Quantity	Price	Extended Price	Discount	Consulting Total
RB-PI-CS-D	Permits Code Enforce - Consulting - D	3.00	\$1,275.00	\$3,825.00	\$0.00	\$3,825.00
Total:						\$3,825.00

Training

Model #	Description	Quantity	Price	Extended Price	Discount	Training Total
OF-MAP-TR-D	Maplink GIS Integration - Training - D	1.00	\$1,175.00	\$1,175.00	\$0.00	\$1,175.00
RB-CP-TR-D	Central Property File - Training - D	1.00	\$1,175.00	\$1,175.00	\$0.00	\$1,175.00
RB-PI-TR-D	Permits Code Enforce - Training - D	15.00	\$1,175.00	\$17,625.00	\$0.00	\$17,625.00
WEB-MSH-CR-TR-C	Citizen Self Service - Training - C	1.00	\$1,175.00	\$1,175.00	\$0.00	\$1,175.00
Total:						\$21,150.00

Conversion

Model #	Description	Quantity	Price	Extended Price	Discount	Conversion Total
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CV-PI-OP1-D	Permits and Code Enforcement - Option 1 - D	1.00	\$4,500.00	\$4,500.00	\$0.00	\$4,500.00
CV-PI-OP2-D	Permits and Code Enforcement - Option 2 - D	1.00	\$3,000.00	\$3,000.00	\$0.00	\$3,000.00
CV-PI-OP3-D	Permits and Code Enforcement - Option 3 - D	1.00	\$3,000.00	\$3,000.00	\$0.00	\$3,000.00
CV-PI-STD-D	Permits and Code Enforcement - Standard - D	1.00	\$3,000.00	\$3,000.00	\$0.00	\$3,000.00
						Total: \$13,500.00
		Total Other Services:	Total Consulting:	Total Training:	Total Conversion Services:	Total Services:
		\$3,500.00	\$3,825.00	\$21,150.00	\$13,500.00	\$41,975.00
					Total Training Days: 18	Total Consulting Days: 3

3 Maintenance

Model #	Description	Quantity	Price	Extended Price	Discount	Maintenance Total
OF-MAP-SP-D	Maplink GIS Integration - Support - D	1.00	\$1,530.00	\$1,530.00	\$765.00	\$765.00
RB-PI-SP-D	Permits Code Enforce - Support - D	1.00	\$4,400.00	\$4,400.00	\$2,200.00	\$2,200.00
WEB-MSH-CR-SP-C	Citizen Self Service - Support - C	1.00	\$1,188.00	\$1,188.00	\$594.00	\$594.00
					Total:	Total:
					\$3,559.00	\$3,559.00

Summary

	Fees	Maintenance
Total Software	\$33,390.00	\$3,559.00
Total Services	\$41,975.00	
Summary Total	\$75,365.00	\$3,559.00

Comments

Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the size and scope of your project. The actual amount of services depends on such factors as your level of involvement in the project and the speed of knowledge transfer.

Prices submitted in the quote do not include travel expenses incurred in accordance with Tyler's then-current Business Travel Policy.

Tyler's prices do not include applicable local, city or federal sales, use, excise, personal property or other similar taxes or duties, which you are responsible for determining and remitting.

In the event Client cancels services less than two (2) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyler on Client's behalf; and (ii) daily fees associated with the canceled services if Tyler is unable to re-assign its personnel.

Conversion prices are based on a single occurrence of the database. If additional databases need to be converted, these will need to be quoted.

The Maintenance fee set forth above reflects six (6) months from delivery waived. Tyler will prorate the subsequent Maintenance fee to coincide with Client's annual Maintenance Agreement.

Customer Approval: _____
Print Name: _____

Date: _____
P.O. #: _____



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 1987 SS 12-19 Sec. 2-52B 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) All company credit cards (11) Articles for commercial sale by all governmental bodies

Code 1982 SS 12-24 Ord. No. 2000-T S 1, 2-1-0-2000 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 1987 SS 12-20 Sec. 2-519 Emergency procurements

Requesting Department: Building Codes Requested Account Code: 40040011-54113

Description of Requested Services:
Munis Permits and Code Enforcement Module

Please provide a listing of the items purchased, if additional pages are necessary please attach to this form:
See quote from Munis included with this documentation

Cost of Requested Services: \$75,365

Requested Vendor Name: Munis - Tyler

Requested Vendor Address: PO BOX 203556, DALLAS, TX 75320-3556

Requested Vendor Phone Number: 800-772-2260 Requested Vendor Email Address: LEE.HORNE@TYLERTECH...

Type of Service Requested (Please check one) Construction Service 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.

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: Chuck Atkinson Requester Signature:  Date: 2/14/2013

Department Head Name: Chuck Atkinson Department Head Signature:  Date: 2/14/2013



Non-Competitive Purchases Form

For Purchasing Completion only:

Date Received in Purchasing Department: 02/14/13

Reviewed by Purchasing Department for completeness

Date: 02/14/13

Reviewed by: [Signature]

Verified that this is the only source: Yes No

Comments: _____

Purchasing Director or His Designee Approval Signature: [Signature]

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 *GKubic*
Bryan Hill, Deputy County Administrator *BHill*
David Starkey, Chief Financial Officer *DStarkey*
Phil Foot, Public Safety Director *PFoot*
Gregg Hunt, Mosquito Control Director *GHunt*

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

SUBJ: Request to Purchase a Sole Source Item over \$25,000 from Approved Vendor for Beaufort County Mosquito Control.

DATE: February 5, 2013

BACKGROUND: The Purchasing Department received a requisition over \$25,000 from Mosquito Control Department requesting to purchase a public health insecticide from a Sole Source vendor.

The request is to purchase a public health insecticide used to treat at least 19,000 catch basins for mosquito breeding and, subsequently, reduce the risk of West Nile Virus. This purchase will be for 97 cases (200 units per case) of FourStar Briquets.

<u>STATE CONTRACT/COMPETITIVE/NON-COMPETITIVE VENDOR:</u>	<u>Cost FY13</u>	<u>Project</u>
1. ADAPCO, Inc., Sanford, FL	\$58,946.90*	FourStar Briquets

* A manufacturer's 7.5% rebate (\$4,421.02) will be offered after purchase

FUNDING:

1. FourStar Briquets, Account # 43190-52320, Public Health Products. Total: \$58,946.90

RECOMMENDATION: The Purchasing Department recommends that the Finance Committee approve and recommend to County Council the purchase of a public health insecticide from the aforementioned vendor for a total amount of \$58,946.90

cc: Richard Dimont



February 4, 20113

To: Mr. Gregg Hunt
Beaufort County Mosquito Control

Prepared By: Trey English 229-300-0091

ADAPCO is pleased to provide the following quotation to Beaufort County ;

Description	Qty	Unit Price	Sub-Total
Foustar 180 day briquets 200 briquets /case	97 cases	\$607.70	\$58,946.90
Manufacturer rebate 7.5% form attached			
Free shipping on this order.			

All prices are good through *December 31 2013* Terms net 30 days. Please feel free to visit our web site at www.myadapco.com where you can view MSDS, Labels, and much more.

Should you have any questions or immediate needs, please contact me at (229)300-0091. I look forward to hearing from you.

Best wishes,

Trey English
ADAPCO
S.C. Sales Representative

>>> get a jump on mosquito season with the 2013 Early Order Rebate

When you buy Altosid[®], Zenivex[®] and other professional mosquito control products from Central Life Sciences between February 1st and March 31st, you can gain cost savings by taking advantage of our 2013 Early Order Rebate. Place a minimum order of \$9,000 with your distributor and save 7.5% via our immediate rebate offer.

No need to wait for your rebate.

Simply submit your Early Order Rebate during the program period and get paid early. In addition, all purchases made under this program can also be included in the 2013 All Clear Rebate[™] program from Central Life Sciences covering your total Central Life Sciences calendar year purchases.

Protect the community and your budget.

Rebates will be settled directly from Central Life Sciences with your choice of a check or "free" product. All rebate claims can be submitted at any time during this program but must be submitted no later than April 30, 2013. Help protect your community from West Nile Virus and give your budget a boost at the same time – order Altosid[®], Zenivex[®] and other professional mosquito control products from Central Life Sciences early this year.

All orders must be placed with a Central Life Sciences authorized distributor. To learn more about Altosid[®], Zenivex[®] and other professional mosquito control products from Central Life Sciences visit CentralMosquitoControl.com or call 1.800.248.7763.

How Altosid[®] larvicide works

Altosid[®] larvicide targets mosquitoes where they breed to prevent larvae from developing into breeding, biting adults. The multiple formulations that make Altosid[®] larvicide perfect for a variety of standing water applications include:

- 30-day Briquets & XR Briquets
- Liquid Larvicide (SR-5)
- Liquid Larvicide Concentrate (SR-20)
- Pellets & Pellets WSP
- Altosid SBG[®] Granules & Altosid XR-G[®] Granules



How Zenivex[®] adulticide works

Zenivex[®] adulticide provides permanent knockdown and reliable control of adult mosquito populations. Designed for use in Ultra Low Volume (ULV) applications, Zenivex[®] adulticide has the following advantages:

- No Piperonyl Butoxide (PBO); no synergist
- Quick, permanent knockdown
- Low usage rates
- Reduced risk classification



To learn more about Altosid[®], Zenivex[®] and other professional mosquito control products from Central Life Sciences visit www.CentralMosquitoControl.com or call 800-248-7763.

*This program is separate and in addition to the 2013 All Clear Rebate. All qualifying purchases made under this program can also be submitted as qualifying purchases under the 2013 All Clear program. Visit CentralMosquitoControl.com to download a brochure.

Rebate Form

FULL NAME _____

TITLE _____

COMPANY _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE NUMBER _____

EMAIL _____

Total dollar value of Central Life Sciences professional mosquito products purchased (excluding taxes) between February 1, 2013 and March 31, 2013:

\$ _____ x 7.5% = \$ _____
Rebate Amount

1. Fill out form completely and cut on the dotted line.
2. Attach all relevant invoice copies (important!)
3. Place in envelope with required postage.

Please select your rebate offer:

Check

Free Product*

*Please contact John Nebetz at 847-333-5385 or jnebez@central.com to specify your free product request.

Send to:

Central Life Sciences
2013 Early Order Rebate
1501 East Woodfield Rd. Suite 200 W
Schaumburg, IL 60173

Must be postmarked by April 30, 2013 to be eligible. One rebate submission per customer. Allow 2-3 weeks for processing.

Questions? Call 800-248-7763.

Wellmark International
DBA Central Life Sciences
1501 E. Woodfield Road, Suite 200 West
Schaumburg, IL 60173
647 330 5300

January 1, 2013

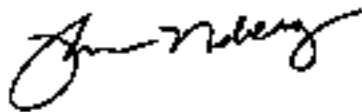
To Whom It May Concern:

Please use this letter as confirmation that ADAPCO, Inc. is the sole exclusive US distributor of Central Life Sciences' **Fourstar®** products.

During calendar year 2013, Adapco, Inc. is authorized by Central Life Sciences to advertise, promote, solicit and sell **Fourstar®** products in the US.

Central Life Sciences is the sole U.S. manufacturer of Bti / BS -based **Fourstar®** products used for larval mosquito control.

Regards,



John Neberz
Business Manager

JN/smc



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: MOSQUITO CONTROL Requested Account Code: 43190-52320

Description of Requested Services
Fourstar® briquets – a product used to control immature mosquitoes in catch basins.

Please provide a listing of the items purchased, if additional pages are necessary please attach to this form:
Fourstar® briquets – a product used to control immature mosquitoes in catch basins.

Cost of Requested Services: \$58,946 .90*
 * A manufacturer's 7.5% rebate will be offered after purchase

Requested Vendor Name: Adapco

Requested Vendor Address: 550 Aero Lane, Sanford FL 32771-6342

Requested Vendor Phone Number: 1-800-367-0659 Requested Vendor Email Address: tenglish@e-adapco.com

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



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: Gregg J. Hunt Requester Signature:  Date: 2/5/2013

Dept. Head Name: Gregg J. Hunt Department Head Signature:  Date: 2/5/2013



Non-Competitive Purchases Form

For Purchasing Completion only:

Date Received in Purchasing Department: 2/5/17

Reviewed by Purchasing Department for completeness

Date: 2/5/13

Reviewed by: [Signature]

Verified that this is the only source: Yes No

Comments: _____

Purchasing Director or His Designee Approval Signature: [Signature]

Associated Purchase Orders Number: _____

Associated Contract Number: _____



**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 Stewart H. Rodman, Chairman, Finance Committee

VIA: Gary Kubic, County Administrator *GKubic*
Bryan Hill, Deputy County Administrator *BHill*
David Starkey, Chief Financial Officer *DStarkey*
Phillip Foot, Public Safety Director *PFoot*
Donna Ownby, Director of EMS *DOwnby*

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

SUBJ: Request to Purchase One (1) 2012 Ford F-550 Crew Cab Truck for the County's EMS Department from the South Carolina State Contract

DATE: February 12, 2013

BACKGROUND: Beaufort County's EMS Department would like to purchase (1) new 2013 Ford Super Duty Truck, with utility in order to enhance the response capabilities of the Lowcountry Regional Medical Assistance Team (RMAT). The RMAT vehicle will be used to tow equipment trailers, carry personnel and equipment to incident sites. This vehicle will greatly enhance the response capabilities of the Lowcountry RMAT hosted by Beaufort County's EMS Department.

STATE CONTRACT VENDOR: Dick Smith Ford, Columbia, SC, price \$58,603.

FUNDING: Account # 27140011-54000, Vehicle Purchases, Department of Homeland Security Grant for the Regional Medical Assistance Team. The current balance is \$60,050.

RECOMMENDATION: The Finance Committee approves the purchase and recommends to County Council approval of the purchase from the aforementioned vendor for a total of \$58,603.

cc: Rickard Dimont, Howell Youmans
att: State Contract Pricing

Cheryl Patrick, Procurement Manager
E-Mail: cpatrick@mimo.sc.gov
Telephone: (803) 737-5717

Materials Management Office
1201 Main St – Ste 600
Columbia, SC 29201

Section: V
Page: 7
Date: 11/01/12

TRUCK, CAB/CHASSIS, 15,000 GVWR (MIN), DIESEL ENGINE

Contract No: 4400004331

Current Contract Term: 11/01/11 - 10/31/13

Model: Ford F-450 *SR 550*

Commodity Code: 0705110100

Contractor: Dick Smith Ford
2800 Two Notch Road
Columbia, SC 29204

Contact Person: Adam Gaffney

E-Mail: adamgaffney@DickSmith.com

Telephone: (803) 309-0052

Fax: (803) 376-6237

Base Price: \$ 32,040 ✓

Delivery: 75 Days ARO

ADDS:

Truck Shop Manual For all components – CD or DVD preferred	\$ 145
Truck Owner/Operation Manual	STD
4-Door Crew Cab – 84" CA	\$ 3,119
Limited-slip differential	\$ 300
Cruise Control W/Tilt Steering	\$ 200
Ambulance Package	\$ 750
Ambulance Package	\$ 765
Operator Training (ref. "Training" in Terms & Conditions – Special (VII.B))	STD
Repair Technician Training (ref. "Training" in Terms & Conditions – Special (VII.B))	STD
Body Installation Fee*	\$ 275

*The Body Installation Fee is a charge based on the dealer arranging for bodies to be installed on this cab & chassis from the State contract vendor.

NOTE: PLEASE CONTINUE DOWN FOR MORE INFORMATION!

Cheryl Patrick, Procurement Manager
E-Mail: cpatrick@mmo.sc.gov
Telephone: (803) 737-5717

Materials Management Office
1201 Main St - Ste 600
Columbia, SC 29201

Section: V
Page: 8
Date: 11/01/12

Deduct:

60" CA (Reduce from \$4")	\$ 165
Step Bar - Entry/Egress	\$ 250
Change from Diesel to Gasoline Engine	\$ 6,042

Options requiring the additions of other options as well as those which are included as part of another:

Shop Manual not available in CD or DVD

Click link below for an itemized listing of items included in the "Base Price":

TRUCK, CAB/CHASSIS, 15,000 GVWR (MIN), DIESEL ENGINE

[Link to "Cab/Chassis Index"](#)

Thomas, Dave

From: Youmans, Howell
Sent: Tuesday, February 12, 2013 8:29 AM
To: Thomas, Dave
Subject: EMS

From: Adam Gaffney [<mailto:adamgaffney@DickSmith.com>]
Sent: Tuesday, January 22, 2013 9:15 AM
To: Youmans, Howell
Subject: RE: Beaufort County EMS RMAT

State Contract #4400004331

Base price	\$32,040
Add Crew cab with 84" CA for 11' body	\$ 3,119
Add XLT Décor Pkg to include all std's listed: Cloth seat with fold down arm rest, Aluminum wheels, Full power group with keyless entry & theft pkg, A/C, cruise, power steering, tilt wheel, intermittent Wipers, fold-away mirrors power glass, bright front Bumper, floor mats, cd player, 6" molded running boards, Includes block heater	\$ 6,885
Add dual alternators 357 total	\$ 364
Add Knapheide body 11'	\$12,435
Add 10K lb front winch	\$ 1,990
Add led lights	\$ 95
Add led compartment lights	\$ 650
Add rear vision camera	\$ 450
Add body installation fee	\$ 275

	\$58,303
Tax	300

Total	\$58,603

Thanks,
Adam



**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 Stewart H. Rodman, Chairman, Finance Committee

VIA: Gary Kubic, County Administrator *GKubic*
Bryan Hill, Deputy County Administrator *BHill*
David Starkey, Chief Financial Officer *DStarkey*
Phillip Foot, Public Safety Director *Foot*
Donna Ownby, Director of EMS *Ownby*

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

SUBJ: Request to Purchase from a Sole Source Vendor One (1) new Lifepak 15 Monitor/Defibrillator for Beaufort County's Regional Medical Assistance Team

DATE: February 12, 2013

BACKGROUND: Beaufort County's EMS Department would like to purchase a new Lifepak 15 Monitor/Defibrillator and equipment from Physio-Control, a sole source vendor. This purchase will allow EMS to use this Cardiac Monitor and Defibrillator within the Department and with the Regional Medical Assistance Team (RMAT). This purchase is 100 % reimbursable under the South Carolina Homeland Security Grant.

SOLE SOURCE VENDOR: Physio-Control, Redmond, WA, price \$35,344.65.

FUNDING: Account # 27140011-54200, Specialized Capital Equipment, Department of Homeland Security Grant for the Regional Medical Assistance Team. The current balance is \$43,316.37.

RECOMMENDATION: The Finance Committee approves the contract award for one (1) new Lifepak 15 Monitor/Defibrillator in the amount of \$35,344.65 to Physio-Control.

cc: Rickard Dimont, Howell Youmans
att: Vendor Pricing and Sole Source Letter



Physio-Control, Inc.
 11811 Wilcox Road NE
 P.O. Box 87823
 Redmond, VA 80073-0723 U.S.A
 www.physio-control.com
 tel: 800.442.1142
 fax: 800.732.0836

To: Howell Youmans
 Beaufort County EMS
 2727 Depot Road
 BEAUFORT, SC 29902
 Phone: (843) 255-1000
 howelhy@bcgpcr.net

Quote#: 1-250184726
 Rev#: 2
 Quote Date: 12/28/2012
 Sales Consultant: Jeff Collett
 800-442-1142 x 72234
 FOB: Redmond, VA

Terms: All quotes subject to med'l approval and the following terms & conditions

Contract: None

Exp Date: 03/26/2013

Line	Quantity	Description	UoM	Price	Unit Price	Trade In	Unit Price	Est Total
1	1	9877-001218 - LP16 v2 MONITOR/DEPIB, CPR, Pace, to 360, SPO2/CO, 1% GL, NIBP, CO2, Trend, BT, TMP INCLUDED AT NO CHARGE: 2 PAIR QUIK-COMBO ELECTRODES PER UNIT - 11998-000091, TEST LOAD - 21330-001305, IN-SERVICE DVD - 21330-001408 (one per order), SERVICE MANUAL CD- 21300-008084 (one per order) and SHIPGL - (PC Cable) 41877-000108 INCLUDED. HARD PADDLES, BATTERIES, CARRYING CASE NOT INCLUDED.	1	\$34,349.00	\$3,218.10	\$0.00	\$28,328.00	\$39,329.00
2	3	21330-001178 - LI-ION BATTERY 6.7 AMP HOUR CAPACITY RECHARGEABLE LITHIUM-ION, WITH FUEL GAUGE	3	\$480.00	\$72.00	\$0.00	\$328.00	\$864.00
3	1	11148-000072 - LP16 AC Power Supply	1	\$1,437.00	\$254.00	\$0.00	\$1,178.04	\$1,178.04
4	1	11140-000086 - CABLE-EXTERNAL POWER, EXTENSION CABLE-EXTERNAL POWER, EXTENSION	1	\$258.00	\$38.70	\$0.00	\$219.30	\$219.30
5	1	11140-000018 - AC POWER CORD	1	\$69.00	\$10.38	\$0.00	\$68.66	\$68.66
6	1	11171-000049 - RAINBOW OXIADT RELIABLE SENSOR, REF 2896 RAINBOW OXIADT RELIABLE SENSOR, REF 2896	1	\$773.00	\$118.95	\$0.00	\$657.05	\$657.00
7	1	11677-000002 - LIFEPAK 16 Basic Carry Case w/ right & left pouches Includes shoulder strap 11877-009001	1	\$269.00	\$40.20	\$0.00	\$227.80	\$227.80
8	1	11320-006028 - Top Pouch Storage for sensors and electrodes. Insert in place of sensor pouches.	1	\$48.00	\$7.20	\$0.00	\$40.80	\$40.80
9	1	11360-000039 - LP16 Rear Pouch for carrying case	1	\$89.00	\$10.35	\$0.00	\$68.66	\$68.66
10	1	61C999-001085-1 - POB - 1 YEAR. On-site repair and on-site inspection per year. Price per unit.	1	\$1,003.00	\$0.00	\$0.00	\$1,003.00	\$1,003.00

**RMAT
GRANT**

Quote# 1-250184729
 Rev# 2
 Quote Date: 12/26/2012

Quote Products (continued)

Qty	Part #	Description	Unit Price	Trade In	List Price	Est. Total
11	88988-008118	ZONE TRAVEL CHARGE- ZONE 2	\$75.00	\$0.00	\$0.00	\$75.00

SUB TOTAL \$32,858.48
 ESTIMATED TAX \$2,300.16
 ESTIMATED SHIPPING & HANDLING \$185.00
GRAND TOTAL \$35,344.65

Pricing Summary Totals
 List Price: \$39,776.00
 Cash Discounts: - \$6,919.51
 Tax + S&H: + \$2,488.16

GRAND TOTAL FOR THIS QUOTE \$35,344.65

**TO PLACE AN ORDER, PLEASE FAX A COPY OF THE QUOTE AND PURCHASE ORDER TO:
 # 800-732-0958, ATTN: REP SUPPORT**

PHYSIO-CONTROL, INC. REQUIRES WRITTEN VERIFICATION OF THIS ORDER. A PURCHASE ORDER IS REQUIRED ON ALL ORDERS \$10,000 OR GREATER BEFORE APPLICABLE FREIGHT AND TAXES. THE UNDERSIGNED IS AUTHORIZED TO ACCEPT THIS ORDER IN ACCORDANCE WITH THE TERMS AND PRICES DENOTED HEREIN. SIGN TO THE RIGHT:

CUSTOMER APPROVAL (AUTHORIZED SIGNATURE)

 NAME

 TITLE

 DATE

Ref. Code: MHD2083002/1-44YBRC

Notes:

Taxes, shipping and handling fees are estimates only and are subject to change at the time of order. Shipping and handling applies to ground shipment only. Physio-Control will assess a \$10 handling fee on any order less than \$200.00.

Above pricing valid only if all items in quote are purchased (optional items not required).

To receive a trade-in credit, Buyer agrees to return the trade-in device(s) within 30 days of receipt of the replacement device(s) to Physio-Control's place of business or to an authorized Physio-Control representative. Physio-Control will provide instructions for returning the device(s) and will pay for the associated shipping cost.

In the event that trade-in device(s) are not received by Physio-Control within the 30-day window, Buyer acknowledges that this quote shall constitute a purchase order and agrees to be invoiced for the amount of the trade-in discount. Invoice shall be payable upon receipt.

Items listed above at no charge are included as part of a package discount that involves the purchase of a bundle of items. Buyer is solely responsible for appropriately allocating the discount awarded on the bundle when fulfilling any reporting obligations it might have.

If Buyer is ordering service, Buyer agrees, reading and accepts the terms of the Physio-Control, Inc. Technical Service Support Agreement which is available from your sales representative or <http://www.physio-control.com/uploadedFiles/products/service-pulse/TechnicalServiceAgreement.pdf>

**RMAT
 GRANT**

TERMS OF SALE

General Terms

Physio-Control, Inc.'s acceptance of the Buyer's order is expressly conditioned on product availability and the Buyer's assent to the terms set forth in this document and its attachments. Physio-Control, Inc. agrees to furnish the goods and services ordered by the Buyer only on these terms, and the Buyer's acceptance of any portion of the goods and services covered by this document shall confirm their acceptance by the Buyer. These terms constitute the complete agreement between the parties and they shall govern any conflicting or ambiguous terms on the Buyer's purchase order or on other documents submitted to Physio-Control, Inc. by the Buyer. These terms may only be revised or amended by a written agreement signed by an authorized representative of both parties.

Pricing

Unless otherwise indicated in this document, prices of goods and services covered by this document shall be Physio-Control, Inc. standard prices in effect at the time of delivery. Prices do not include freight insurance, freight forwarding fees, taxes, duties, import or export permit fees, or any other similar charge of any kind applicable to the goods and services covered by this document. Sales or use taxes on domestic (USA) deliveries will be levied in addition to the price of the goods and services covered by this document unless Physio-Control, Inc. receives a copy of a valid exemption certificate prior to delivery. Please forward your tax exemption certificate to the Physio-Control, Inc. Tax Department P.O. Box 97006, Redmond, Washington 98073-9706.

Payment

Unless otherwise indicated in this document or otherwise confirmed by Physio-Control, Inc. in writing, payment for goods and services supplied by Physio-Control, Inc. shall be subject to the following terms:

- Domestic (USA) Sales - Upon approval of credit by Physio-Control, Inc., 100% of invoice due thirty (30) days after invoice date.
- International Sales - Sight draft or acceptable (confirmed) irrevocable letter of credit.

Physio-Control, Inc. may change the terms of payment at any time prior to delivery by providing written notice to the Buyer.

Delivery

Unless otherwise indicated in this document, delivery shall be FOB Physio-Control, Inc. point of shipment and title and risk of loss shall pass to the Buyer at that point. Partial deliveries may be made and partial invoices shall be permitted and shall become due in accordance with the payment terms. In the absence of shipping instructions from the Buyer, Physio-Control, Inc. will obtain transportation on the Buyer's behalf and for the Buyer's account.

Delays

Delivery dates are approximate. Physio-Control, Inc. will not be liable for any loss or shortage of any kind due to delays in delivery or non-delivery resulting from any cause beyond its reasonable control, including but not limited to, acts of God, labor disputes, the requirements of any governmental authority, war, civil unrest, terrorist acts, delays in manufacturing, obtaining any required license or permit, and Physio-Control, Inc. inability to obtain goods from its usual sources. Any such delay shall not be considered a breach of Physio-Control, Inc. and the Buyer's agreement and the delivery dates shall be extended for the length of such delay.

Inspection and Returns

Claims by the Buyer for damage to or shortages of goods delivered shall be made within thirty (30) days after shipment by providing Physio-Control, Inc. with written notice of any deficiency. Payment is not contingent upon immediate correction of any deficiencies and Physio-Control, Inc. prior approval is required before the return of any goods to Physio-Control, Inc. Physio-Control, Inc. reserves the right to charge a 15% restocking fee for returns. The Physio-Control Returned Product Policy is located at http://www.physio-control.com/uploads/Files/support/ReturnedPolicy_3308529_A.pdf.

Service Terms

All device service will be governed by the Physio-Control, Inc. Technical Service Support Agreement which is available from your sales representative or <http://www.physio-control.com/uploads/Files/products/service-plans/TechnicalServiceAgreement.pdf>. All devices that are not under Physio-Control Limited Warranty or a current Technical Service Support Agreement must be inspected and repaired (if necessary) to meet original specifications at then-current list prices prior to being covered under a Technical Service Support Agreement. If Buyer is ordering service, Buyer affirms reading and accepts the terms of the Technical Service Support Agreement.

Warranty

Physio-Control, Inc. warrants its products in accordance with the terms of the standard Physio-Control, Inc. product warranty applicable to the product to be supplied. Physio-Control, Inc. warrants services and replacement parts provided in performing such services against defects in accordance with the terms of the Physio-Control, Inc. service warranty set forth in the Technical Service Support Agreement. The remedies provided under such warranties shall be the Buyer's sole and exclusive remedies. Physio-Control, Inc. makes no other warranties, express or implied, including, without limitation, NO WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, AND IN NO EVENT SHALL PHYSIO-CONTROL, INC. BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL, SPECIAL OR OTHER DAMAGES.

Patent & Infringement

Upon receipt of prompt notice from the Buyer and with the Buyer's authority and assistance, Physio-Control, Inc. agrees to defend, indemnify and hold the Buyer harmless against any claim that the Physio-Control, Inc. products covered by this document directly infringe any United States of America patent.

Miscellaneous

a) The Buyer agrees that products purchased hereunder will not be reshipped or resold to any persons or places prohibited by the laws of the United States of America. b) Through the purchase of Physio-Control, Inc. products, the Buyer does not acquire any interest in any testing, drawings, design information, computer programming, patents or copyrighted or confidential information related to said products, and the Buyer expressly agrees not to reverse engineer or decompile such products or related software and information. c) The rights and obligations of Physio-Control, Inc. and the Buyer related to the purchase and sale of products and services described in this document shall be governed by the laws of the State of Washington, United States of America. All costs and expenses incurred by the prevailing party related to enforcement of its rights under this document, including reasonable attorneys fees, shall be reimbursed by the other party.



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 whenever, after conducting a good faith search of available sources, that there is no other source that can provide the required goods, services, or construction items at a price that is appropriate. (b) Price, delivery, and service conditions shall be maintained for each contract. (c) The name of the vendor shall be maintained for each contract. (d) The County shall not use items from the emergency contract list. (e) The County shall not use items from the emergency contract list if the using agency recommends purchase. (f) Condition of the purchase shall be maintained. (g) The County shall not use items from the emergency contract list if the using agency recommends purchase when the following factors are considered: (a) new acquisition (b) value (c) resiliency

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 to the Code. The following services shall be exempt from the purchasing procedures required in this division: (1) Works of art for museums and public buildings (2) Purchased books, library books, maps, periodicals, brochures, pamphlets (3) Copyrighted educational films, filmstrips, slides and transparencies (4) Music, tapes and periodicals (5) Professional fees, including fees and similar registration fees (6) Medicine and drugs (7) Utilities including gas, electric, water and sewer (8) Advertisements in professional publications (9) Fresh fruits, vegetables, meats, fish, milk, bread and eggs (10) Government credit cards (11) Articles for consumption of governmental bodies

Code 1982 SS 12-14 Ord. No. 2000-1 S 1, 1-1-0-2000 Sec. 2-524 Exemption from procedures

The County Council may by resolution, exempt specific supplies or services from the purchasing procedures required to the Code. The following services shall be exempt from the purchasing procedures required in this division: (1) Works of art for museums and public buildings (2) Purchased books, library books, maps, periodicals, brochures, pamphlets (3) Copyrighted educational films, filmstrips, slides and transparencies (4) Music, tapes and periodicals (5) Professional fees, including fees and similar registration fees (6) Medicine and drugs (7) Utilities including gas, electric, water and sewer (8) Advertisements in professional publications (9) Fresh fruits, vegetables, meats, fish, milk, bread and eggs (10) Government credit cards (11) Articles for consumption of governmental bodies

Code 1982 SS 12-14 Ord. No. 2000-1 S 1, 1-1-0-2000 Sec. 2-524 Exemption from procedures

Requesting Department: Emergency Medical Service Requested Account Code: 27140011-54000

Description of Requested Services
Physio-Control Life Pak 15 Cardiac Monitor and Defibrillator

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

Physio-Control Life Pak 15 Cardiac Monitor and Defibrillator, 12 ECG, Pulse Oximeter, Cannography, temperature batteries, battery charger, Finger Probe, ECG Trunk Cable, ECG Precordial Attachment for 12 Lead ECG, and ECG paper

Cost of Requested Services: \$35,344.65

Requested Vendor Name: Physio-Control

Requested Vendor Address: PO Box 97006 Redmond, WA 98073-9706

Requested Vendor Phone Number: 800-442-1142 Requested Vendor Email Address: _____

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



Non-Competitive Purchases Form

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

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.

Physio-Control is the manufacturer for Life-Pak Cardiac Monitor/Defibrillators and their accessories.

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: James Thomas Requester Signature:  Date: 1/20/05



Non-Competitive Purchases Form

Department Head Name: Donna Ownby Department Head Signature: Donna Ownby Date: 1/29/13

For Purchasing Completion only:

Date Received in Purchasing Department: 02/05/13

Reviewed by Purchasing Department for completeness

Date: 02/12/13

Reviewed by: [Signature]

Verified that this is the only source: Yes No

Comments: _____

Purchasing Director or His Designee Approval Signature: _____

Associated Purchase Orders Number: _____

Associated Contract Number: _____

SOUTH CAROLINA LAW ENFORCEMENT DIVISION

NICKI R. BAILEY
Governor



MARK A. KEEL
Chief

January 24, 2013

Ms. Donna Ownby, Director
Beaufort County EMS
Post Office Drawer 1228
Beaufort, South Carolina 28501

Re: State Homeland Security Grant 11SHSP80
Low Country Regional Medical Assistance Team

Dear Ms. Ownby:

We have reviewed and approved your request on the sole source purchase of a cardiac monitor/defibrillator and accessories for \$35,344.65 from Physio-Control Inc.

Your commitment to addressing the homeland security needs in your community and throughout South Carolina is appreciated. If you have any questions in the future about the grant, please call me at (803) 896-7021.

Sincerely,

Bob Connell
Bob Connell, Program Manager
Homeland Security Program Office

Cc: Grant File



**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 Stewart H. Rodman, Chairman, Finance Committee
FROM: Dave Thomas, Purchasing Director *DT*
SUBJ: **Request Approval of a Sole Source Purchase for Fiber Installation Services and Support with Hargray, Inc for Beaufort County's E911 Infrastructure.**
DATE: February 15, 2013

BACKGROUND. The Purchasing Department received a request from the Emergency Management Director to purchase fiber optic services for the E911 system supporting Beaufort County. This point to point fiber installation is necessary to meet the network specification for the installation of the Patriot System.

The pricing information below includes the purchase of fiber, installation, and maintenance support required to implement the E911 system backup for Beaufort County's Emergency Management Department.

VENDOR INFORMATION:

Hargray, Beaufort, SC

*This is a ten (10) year fiber lease for a total of \$2,349,000.

COST

\$19,575/Month Term is 120 Months*

FUNDING: Account # 23205-54142 Regional 911

RECOMMENDATION: The Finance Committee approves the purchase of fiber services from Hargray, Inc with a total contract cost of \$2,349,000 that will be funded within the E911 fund budget.

CC: Gary Kubic, County Administrator
Bryan Hill, Deputy Administrator
David Starkey, Chief Financial Officer
Dan Morgan, MIS Director
Phil Foot, Public Safety Director
Todd Ferguson, Director EMD
Richard Dimont, Contract Specialist

Att: Price Quote and Map



December 7, 2012

Hargray PSAP Scope and Action Plan Summary:

- Pricing from 1 GB Metro Ethernet Service will be \$9787.50 for each of two circuits. The circuits will consist of a southern route and northern route and be physically diverse, as outlined in the fiber route maps. Term is 120 months.
- Fiber route map has been provided.

Phase 1:

- Two southern routes (i.e. Route A and Route B) will be provided; due to fiber constraints they will share a single sheath.
 - Route A will be \$9787.50/month with a 120 month term; PO#20121207001
 - Route B will be \$4893.75/month with no term; PO#20121207003
 - We can turn up service 30 days from receipt of executed Sales Orders.

Phase 2:

- Construction of northern route is estimated at 180 days from receipt of sales orders. The necessary permitting and procurement of materials etc will begin as soon as we obtain the executed sales orders.
- Route B of southern route will be converted to the northern route when construction is completed. When northern route is activated the county has two fully diverse fiber paths.
- Route B invoicing will cease when northern route is activated.
- Northern route invoicing will commence at the rate to \$9787.50; PO#20121207002

Jason Carnes
Hargray Communications
Strategic Accounts Manager
Jason.carnes@htc.hargray.com
843-706-1858



**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*
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 or 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: *[Signature]* 09-4-12

Associated Purchase Orders Number: _____

Associated Contract Number: _____



Beaufort County, South Carolina

Proposed Bond Borrowings/Refinancing



Presentation Outline

- ❖ \$2.5 and \$5 Million Bond Anticipation Note (BAN) Refinancing
- ❖ Proposed Partial Refunding of the County 2006 A and 2006 B Bonds
- ❖ Proposed Rural & Critical Lands Referendum Borrowing
- ❖ Conclusion
- ❖ Questions



\$2.5 Million & \$5 Million BAN Refinancing

- ❖ \$2.5 Million was borrowed in May 2012
 - ❖ Projects funded:
 - ❖ Myrtle Park purchase
- ❖ \$5,000,000 was borrowed in October 2012
 - ❖ Projects funded:
 - ❖ Courthouse reskin project
 - ❖ Coroner's facility renovations
 - ❖ Myrtle Park renovations



\$2.5 Million & \$5 Million BAN Refinancing

- ❖ Both BANs mature in May 2013
- ❖ Short-term financing originally used
 - ❖ Uncertainty of courthouse reskin project
 - ❖ Very low short-term interest rates
- ❖ Need to refinance into long-term 20-year bonds



2006A Bonds

- ❖ \$17.5 Million borrowed in November 2006
- ❖ Balance currently due: \$13,650,000
- ❖ Interest rates: 3.5% - 8.0%
- ❖ Call date: March 1, 2017
- ❖ Major projects for funds borrowed:
 - ❖ \$5.2 Million for DSN admin building and homes
 - ❖ \$5 Million for the original St. Helena Library borrowing
 - ❖ \$1.2 Million for the Technical College of the Lowcountry
 - ❖ \$6.1 Million for various County buildings, related land, and renovations to existing buildings



2006B Bonds

- ❖ \$30 Million borrowed in December 2006
- ❖ Balance currently due: \$25,500,000
- ❖ Interest rates: 4.0% - 6.75%
- ❖ Call date: March 1, 2017
- ❖ All proceeds went to construct sections of the Bluffton Parkway



2006A and 2006B Bonds Partial Refunding Proposal

- ❖ Borrow refinancing proceeds now to lock in historically low interest rates
 - ❖ Rates currently estimated between .3% - 2.33%
 - ❖ To be held in escrow until call dates
- ❖ Payoff higher interest 2006 A-B bonds upon March 1, 2017 call date
- ❖ Estimated present value of cost savings over last 10 years of bonds' lives = \$1,467,355



Rural & Critical Lands Borrowing

- ❖ Latest Rural & Critical Lands borrowing referendum passed in November 2012
- ❖ Permitted Borrowing:
 - ❖ \$25 Million
 - ❖ Restricted to 1 mil per year charge
 - ❖ \$25 Million is currently what 1 mil per year would approximately cover
- ❖ Previously borrowed monies currently on hand not enough to cover planned purchases/projects



Conclusion

- ❖ Combine all borrowings for savings on issuance costs
- ❖ County needs to permanently finance BANs
- ❖ Take advantage of low interest rates
- ❖ Rural & Critical Lands referendum program needs will not be covered by monies currently on hand



Questions?

APPLICATION FOR PARTICIPATION:

AN APPLICATION TO BRING THE Bluffton Township Fire District COUNTY OF Beaufort, STATE OF SOUTH CAROLINA, INTO THE SOUTH CAROLINA DEFERRED COMPENSATION PROGRAM, AS AN EMPLOYER, UNDER THE PROVISIONS OF S.C. CODE ANNOTATED SECTIONS 8-23-10 *et seq.* (the "Code").

WHEREAS, UNDER THE "Code" any person whether appointed or elected providing services as an employee for the State or any political subdivision thereof for which compensation is paid on a regular basis, is eligible to participate in the South Carolina Deferred Compensation Program, which includes the Salary Deferral [401(k)] and Savings Profit Sharing Plan and the Public Employee 457 Deferred Compensation Plan and Trust.

WHEREAS, Bluffton Township Fire District Commission of the Bluffton Township Fire District County of Beaufort (Governing Body) (Political Subdivision), State of South Carolina, desires to make participation in the Plan available to all of its employees eligible to participate therein and desires that the Commission administer for it the investment, distribution and other handling of deferrals made by its participating employees, and

WHEREAS, Bluffton Township Fire District will / [] will not allow Roth contributions into the Salary Deferral [401(k)] and Savings Profit Sharing Plan, and

WHEREAS, Bluffton Township Fire District will / [] will not allow Roth contributions into the Public Employee 457 Deferred Compensation Plan and Trust, and

WHEREAS, the following persons and their respective successors in office have been authorized, empowered, and ordered to make the agreed-upon deferrals from the compensation of employees and to transmit such deferrals plus all information required with respect thereto to the Commission or its designee.

John Thompson, Lynn Wiltse

NOW, THEREFORE, be it Resolved, for itself and all persons dealing in its behalf with the Commission or it's designee, that Bluffton Township Fire District desires to participate in the South Carolina Deferred Compensation Program, [x] will / [] will not allow Roth contributions into the Salary Deferral [401(k)] and Savings Profit Sharing Plan, [x] will / [] will not allow Roth contributions into the Public Employee 457 Deferred Compensation Plan and Trust and will comply with the "Code" and rules, regulations and requirements promulgated by the Commission thereunder as in effect from time to time, until a delivery to the Commission or it's designee a certified copy of a resolution to the contrary.

IN WITNESS WHEREOF, by authority granted by the Bluffton Township Fire District the undersigned has duly completed and executed the within Application in the name of and on behalf of the Bluffton Township Fire District County of Beaufort, State of South Carolina, this 9th day of January, 2012.

T. E. Reynolds
Name and Title
CHAIRMAN
Entity and County
State of South Carolina

RESOLUTION:

At a meeting of the _____ of the _____, County of _____, State of South Carolina, held at _____ on the _____ day of _____, 20____, the following RESOLUTION was offered:

RESOLVED, That the _____ of the _____, County of _____, State of South Carolina, approved the inclusion of the employees of the _____, in the South Carolina Deferred Compensation Program under provisions of S.C. Code Annotated Sections 8-23-10 *et seq.* (the "Code"), as amended from time to time, known as the Salary Deferral [401(k)] and Savings Profit Sharing Plan and Public Employee 457 Deferred Compensation Plan and Trust, [] will / [] will not allow its employees to make Roth Contributions to the Salary Deferral [401(k)] and Savings Profit Sharing Plan, [] will / [] will not allow its employees to make Roth Contributions to the Public Employee 457 Deferred Compensation Plan and Trust, and agrees to comply with the requirements of said Code and Rules and Regulations of the Deferred Compensation Commission, as may be amended from time to time. This action is to become effective on the _____ day of _____, 20____.

The above RESOLUTION was passed by the _____ of the _____.

STATE OF SOUTH CAROLINA
COUNTY OF _____

I, _____ of the _____
(Name) (Title)

County of _____ State of South Carolina, do hereby certify that I have compared the foregoing with the original RESOLUTION passed by the _____ of the _____ County of _____ State of South Carolina, at a meeting held on the _____ day of _____, 20____, on file in this office and duly recorded in the minute book, and that the same is a true copy thereof and whole of said original. I further certify that the full _____ of the _____ consists of _____ duly elected members, and that, as above stated, _____ of said duly elected members voted in favor of the above RESOLUTION. IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the _____ on the day of _____, 20____.

Name and Title

Entity and County
State of South Carolina



Retire from work, not life.



The South Carolina Deferred Compensation Program

PROGRAM FEATURES AND HIGHLIGHTS

The South Carolina Deferred Compensation Program (Program) is a powerful tool to help you reach your retirement dreams. As a supplement to other retirement benefits or savings that you may have, this voluntary Program allows you to save and invest extra money for retirement through before-tax and after-tax contributions in a 401(k) and/or 457¹ plan!

Not only do you have a choice of before-tax or after-tax contributions, but through the Program you may build extra savings consistently and automatically, select from a variety of investment options, and learn more about saving and investing for your financial future.

Read these highlights to learn more about your Program and how simple it is to enroll. If there are any discrepancies between this document and the Plan Document, the Plan Document will govern.

GETTING STARTED

Why should I participate in the Program?

You may want to participate in the Program if you are interested in saving and investing additional money for retirement and/or reducing the amount of current state and federal income tax you pay each year. Your South Carolina Deferred Compensation Program can be an excellent tool to help make your future more secure.

You may also qualify for the IRS "Saver's Credit," formally known as the Retirement Savings Contributions Credit. If you contribute to the Program, you may be eligible for this credit based on the amount of your contributions and your current tax rate. A tax credit of up to 50 percent of the first \$2,000 you contribute during the year is available—a maximum credit of \$1,000. To be eligible for the credit in 2012, your adjusted gross income cannot exceed \$57,500 for joint filers; \$43,125 for head of household filers; and \$28,750 for single filers.

For more information about this tax credit, please contact your Great-West Retirement Services® (Great-West) education counselor.²

Is there any reason why I should not participate in the Program?

Participating may not be advantageous if you are experiencing financial difficulties, have excessive debt or do not have an adequate emergency fund (typically in an easy-to-access account).

Who is eligible to enroll?

All current full and part-time employees of agencies, departments, and institutions of higher education of the state of South Carolina are immediately eligible to participate in the Program. All employees of municipalities, counties or other political subdivisions of the state of South Carolina which have entered into participation agreements with the South Carolina Deferred Compensation Commission are also immediately eligible to participate. Independent contractors of the state or its political subdivisions are not eligible to participate in the Program.

How do I enroll?

Complete the enrollment form available online at www.southcarolinadcp.com or from your local Great-West education counselor. Indicate the amount you wish to contribute, your investment option selection(s), and your beneficiary designation(s), and return the completed form to Great-West. If you are already enrolled in the 401(k) or the 457 and wish to make Roth contributions, call KeyTalk® at (877) 457-6263 or visit the website.³

What is a 401(k) plan?

A 401(k) plan is a retirement savings plan designed to allow eligible employees to supplement any existing

- ¹ All references to the 457 plan are to a governmental 457(b) plan.
- ² Representatives of GWPS Equities, Inc. are not registered investment advisers and cannot offer financial, legal or tax advice. Please consult with your financial planner, attorney and/or tax adviser as needed.
- ³ Access to KeyTalk and the website may be limited or unavailable during periods of peak demand, market volatility, systems upgrades/maintenance or other reasons. Transfer requests made via the website or KeyTalk received on business days prior to close of the New York Stock Exchange (4:00 p.m. Eastern Time or earlier on some holidays or other special circumstances) will be initiated at the close of business the same day the request was received. The actual effective date of your transaction may vary depending on the investment option selected.

South Carolina Deferred Compensation Program



retirement and pension benefits by saving and investing before-tax or after-tax dollars through voluntary contributions. Roth contributions are made with after-tax dollars as opposed to the before-tax dollars you contribute to a traditional 401(k). In other words, with the Roth option, you've already paid taxes on the money you contribute. The 401(k) plan gives you the flexibility to designate all or part of your 401(k) elective deferrals as before-tax contributions or as Roth contributions.

Upon reaching age 59½, distributions are not subject to a federal early withdrawal tax penalty even if you are still working for a participating employer.

What is a 457(b) deferred compensation plan?

A governmental 457(b) deferred compensation plan (457 plan⁴) is a retirement savings plan available to state and local governments that allows eligible employees to supplement any existing retirement and pension benefits by saving and investing before-tax or after-tax Roth dollars through a voluntary salary deferral. Similar to the 401(k), contributions and any earnings on before-tax contributions are tax-deferred until money is withdrawn. After-tax contributions are made to a Roth account, which means you may be eligible to withdraw these contributions and earnings tax- and penalty-free.

Unlike a 401(k) plan, the early withdrawal penalty does not apply to eligible 457 plan withdrawals of contributions and earnings. This means that when you separate from service from a participating employer in

the Program, you do not have to wait until you are 59½ to take a penalty-free distribution.^{4,5}

CONTRIBUTIONS

What are the contribution limits for the 401(k) plan?

In 2012, the maximum contribution amount to a 401(k) plan is 100 percent of your includible compensation⁶ or \$17,000, whichever is less. Participants turning age 50 or older in 2012 may contribute an additional \$5,500 as a catch-up contribution.

What are the contribution limits for the 457 plan?

In 2012, the maximum contribution amount to a 457 plan is 100 percent of your includible compensation⁶ or \$17,000, whichever is less.

Participants in the 457 plan have two different opportunities to catch up and contribute more if they meet certain requirements. "Special Catch-Up" allows participants in the three calendar years prior to normal retirement age⁷ to contribute more to the 457 plan (up to twice the annual contribution limit – \$34,000 in 2012). The additional amount that you may be able to contribute under the Special Catch-Up option will depend upon the amounts that you were able to contribute in previous years but did not. You cannot use the Special Catch-Up option in the calendar year you reach your normal retirement age as provided under the 457 plan.

Also, participants turning age 50 or older in 2012 may contribute an additional \$5,500. You may not use the Special Catch-Up provision and the Age 50+ Catch-Up provision in the same year.

What are the contribution limits if I participate in the 401(k) plan and the 457 plan?

If you participate in both the 401(k) and 457 plans, you can contribute up to \$17,000 in each plan, for a possible total of \$34,000, plus catch-up (if applicable).

⁴ If you separate from service or retire from a participating employer and are then rehired by a participating employer, you will not qualify for a distribution for reason of "separation from service" while you are employed.

⁵ Distribution of earnings from your Roth 457 account may be subject to ordinary income tax if made before you reach 59½ or before you meet the five-year period of participation requirement in the Roth account.

⁶ Includible compensation includes salary and wages, overtime, bonuses, and accrued sick, vacation or other leave paid within 2.5 months following termination.

⁷ Normal retirement age for the 457 plan is 65. Other provisions may apply. Please check the plan document for details.

Program Features and Highlights



What are the contribution limits if I participate in the 401(k) plan and the State Optional Retirement Program (State ORP), a 401(a) plan?

In 2012, if you participate in both the State ORP and the 401(k) plan, the total contributions made to both plans, when added together, cannot exceed 100 percent of compensation or \$49,000 (plus catch-up), whichever is less.

INVESTMENT OPTIONS

What are my investment options?

A wide array of core investment options is available through your Program. Each option is explained in further detail in your Program's fund overviews located on the website at www.southcarolinadcp.com or through your local office. Investment option information is also available through KeyTalk, toll free, at (877) 457-6263. The website and KeyTalk are available 24 hours a day, seven days a week.⁷ The Program offers access to investment advisory tools called Reality Investing[®] Advisory Services (Advisory Services). See the Investment Assistance section on page 6 for more details.

In addition to the core investment options, a self-directed brokerage (SDB) account is available. The SDB account allows you to select from numerous investment options outside of the core investments offered by the Program. These securities are not offered through GWFS Equities, Inc., and they are not under the oversight of the South Carolina Deferred Compensation Commission. The SDB account is intended for knowledgeable investors who acknowledge and understand the risks associated with the investments contained in the SDB account. There are additional fees for participants who wish to utilize the SDB account.

Please consider the investment objectives, risks, fees and expenses carefully before investing. For this and other important information, you may obtain mutual fund prospectuses and disclosure documents from your registered representative. Read them carefully before investing. For prospectuses related to investments in your SDB account, contact Charles Schwab at (888) 393-7272.

DISTRIBUTIONS

When can I receive a distribution from my 401(k) accounts?⁸

Qualifying before-tax account distribution events are as follows:

- Severance of employment from a participating employer in the Program⁴
- Permanent disability
- Financial hardship as defined by the Program's provisions

- Attainment of age 59½
- Death (upon which your beneficiary receives your benefits)

Each before-tax distribution from the 401(k) plan is subject to ordinary income tax.

Tax-free distributions from your Roth account may be made after the five-year period beginning with your first Roth contribution and your:

- Permanent disability
- Attainment of age 59½
- Death (upon which your beneficiary receives your benefits)

See the Taxes section for a general explanation of the effect a distribution of your account will have on your taxes.

When can I receive a distribution from my 457 accounts?

Qualifying before-tax account distribution events are as follows:

- Severance of employment from a participating employer in the Program⁴
- Unforeseeable emergency as defined by the Program's provisions
- Attainment of age 70½
- Death (upon which your beneficiary receives your benefits)

Each before-tax distribution from the 457 plan is subject to ordinary income tax.

Tax-free distributions from your Roth account may be made after the five-year period beginning with your first Roth contribution and one of the following:

- Attainment of age 59½ and separation from service
- Permanent disability
- Death (upon which your beneficiary receives your benefits)

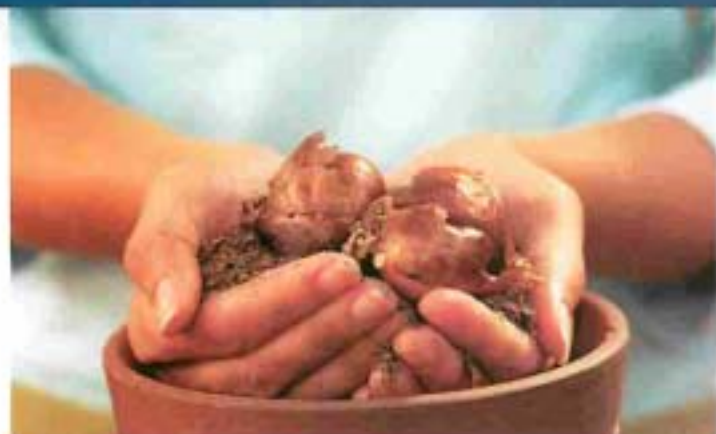
See the Taxes section for a general explanation of the effect a distribution of your account will have on your taxes.

What are my distribution options?

1. Leave the value of your account in the Program until a future date.
2. Receive a full or partial lump-sum distribution.

⁸ Tax penalties may apply. See Taxes section on page 5.

South Carolina Deferred Compensation Program



Charles Schwab. Charles Schwab will send you a monthly statement if you have account activity in any given month.

How do I make investment option changes?

Use your Personal Identification Number¹⁰ (PIN) and Username to access the website at www.southcarolinadcp.com, or you can use your Social Security number and PIN to access KeyTalk.⁹ You can move all or a portion of your existing balances among investment options and change how your payroll contributions are invested.

How do I make contribution changes?

You can increase, decrease or stop your contributions at any time via the website or KeyTalk. You will need your Username and PIN. For the 401(k), it will take approximately two pay periods for the changes to take effect. For the 457, changes will be effective the following month.

ROLLOVERS

May I roll over my account from my former employer's plan?

401(k) rollovers:

The 401(k) plan will accept participant rollover contributions of eligible rollover distributions from a 401(a), 401(k), 403(a), 403(b) or eligible governmental 457(b) plan or a non-Roth Individual Retirement Account (IRA).

Rollovers from a designated Roth 401(k) or Roth 403(b) account to your Program's designated Roth 401(k) account are allowed. However, your Roth IRA may not be rolled into your designated Roth account under the Program.

Teacher and Employee Retention Incentive (TERI) program participants can roll their TERI account funds into the 401(k) plan at termination of the TERI period. If you do not already have a 401(k) account, you must enroll by contacting a Great-West education counselor or visiting www.southcarolinadcp.com³ for the appropriate enrollment forms. The money rolled into your Program account from your TERI account will not affect the maximum contribution limits for that year.

457 rollovers:

The 457 plan will only accept participant rollover contributions of eligible rollover distributions from other 457 and Roth 457 accounts.

May I roll over my accounts if I leave employment with my current employer?

If you separate from service from your current employer, you may roll over your 401(k) and 457 account balances to another 401(a), 401(k), 403(b) or eligible governmental 457(b) plan if your new employer's plan accepts such rollovers. You may also roll over your account balances to an IRA.

3. Receive installment payments in the following forms:

- A fixed period of time
- A fixed dollar amount until the account is exhausted
- Throughout the member's or co-payee's⁹ life expectancy

When am I required to take a distribution from my 401(k) and 457 accounts?

You are required to begin to receive a minimum distribution no later than April 1 of the calendar year following the later of the calendar year in which you reach age 70½ or the calendar year in which you retire. If you continue to work for a participating employer of the Program after age 70½, the minimum distribution must begin the calendar year in which you separate from service from that participating employer. A Great-West education counselor will work with you to determine the minimum amount you must receive.

What happens to my accounts when I die?

Your designated beneficiary will receive the remaining value of your account, if any. If you do not have a beneficiary on file, the remaining value of your account will be paid to your estate. Your beneficiary or the executor of your estate must contact Great-West to request a distribution.

MANAGING YOUR ACCOUNTS

How do I keep track of my accounts?

Great-West will mail you a quarterly account statement showing your account balances and activity. You can also check your account balances and move money among investment options on the website at www.southcarolinadcp.com or by calling KeyTalk at (877) 457-6263.³ You will also receive quarterly statements on your SDB account from your SDB provider,

⁹ Co-payee is a designated beneficiary other than the participant whose life expectancy could be used for periodic payment calculation.

¹⁰ The account owner is responsible for keeping the assigned PIN confidential. Please contact Great-West Retirement Services immediately if you suspect any unauthorized use.

Program Features and Highlights



Your Roth 401(k) can be rolled over into a Roth IRA or 401(k) plan or 403(b) plan if the plan has a designated Roth account and accepts rollovers.

Please keep in mind that if you roll over your before-tax 457 plan balance to a 401(k), 403(b) or 401(a) plan or an IRA, distributions taken before age 59½ may also be subject to the 10 percent early withdrawal federal tax penalty. Please contact your Great-West education counselor for more information.

VESTING

When am I vested in the 401(k) and 457 plans?

Vesting refers to the percentage of your account you are entitled to receive from the Program upon the occurrence of a distributable event. Your contributions to the Program and any earnings generated are always 100 percent vested (including rollovers from previous employers and employer matches).

SERVICE CREDITS

Can I purchase service credits?

South Carolina Retirement Systems (Retirement Systems) will accept a lump-sum payment from the South Carolina Deferred Compensation Program to pay for retirement service credit. Include a copy of the invoice for service purchase from the Retirement Systems with your completed Purchase of Service Credit form.

FEES

Are there any recordkeeping or administrative fees to participate in the plans?

There is an annual administrative fee of 0.11 percent of your account balance to participate in the Program. This fee is calculated and deducted from your account quarterly.

Are there any fees for the investment options?

Each investment option has an investment management fee that varies by investment option. These fees are deducted by each investment option's management company before the daily price or performance is calculated. Fees pay for trading individual securities in the underlying investment options and other management expenses.¹¹

There are additional quarterly fees and/or transaction fees to participate in the SDB account option, as well as the Managed Account service with Advisory Services.

Are there any distribution fees?

There are no fees for distributions.

TAXES

How does my participation in the Program affect my taxes?

Before-tax 401(k) contributions:

Because your contributions are taken out of your paycheck before taxes are calculated, you pay less in current income tax. You do not report current earnings or losses on your accounts on your current income tax return, either. Your accounts are tax-deferred until you withdraw money, usually at retirement.

Distributions are taxable as ordinary income during the years in which they are distributed or made available to you or to your beneficiary.

Qualifying distributions from your 401(k) before-tax account, as described on pages 3-4, may be subject to a 10 percent federal early withdrawal tax penalty if the distribution is taken before age 59½. The 10 percent federal early withdrawal tax penalty does not apply if you are taking a qualifying distribution and one or more of the following applies:

- You directly roll the distribution to another tax-deferred account
- You separate from service in the year in which you reach age 55 or after
- You separate from service and elect payments to be made throughout your life expectancy (and your co-payee's).
- You die
- You become disabled

Roth 401(k) contributions:

Contributions are taken out of your paycheck after the money is taxed. You do not report current earnings or losses on your accounts on your current income tax return. Earnings from your Roth account may be withdrawn tax and penalty-free if your Roth contribution account has been established for at least five tax years and one of the following applies:

- You are at least age 59½
- You die
- You become disabled

Any other distribution of earnings from your Roth account is subject to ordinary taxes and a 10 percent federal early

¹¹ Funds may impose redemption fees, and/or transfer restrictions, on certain transfers, redemptions or exchanges if assets are held for less than the period stated in the fund's prospectus or other disclosure documents. For more information, please refer to the fund's prospectus and/or disclosure documents.

South Carolina Deferred Compensation Program



withdrawal tax penalty unless the distribution is directly rolled over to another Roth account.

Before-tax 457 plan contributions:

Because your contributions are taken out of your paycheck before taxes are calculated, you pay less in current income tax. You do not report current earnings or losses on your accounts on your current income tax return. Your accounts are tax-deferred until you withdraw money, usually at retirement.

Distributions are taxable as ordinary income during the years in which they are distributed or made available to you or to your beneficiary.

Roth 457 contributions:

Contributions are taken out of your paycheck after the money is taxed. You do not report current earnings or losses on your accounts on your current income tax return. Earnings from your Roth account may be withdrawn tax and penalty-free if your Roth contribution account has been established for at least five tax years and one of the following applies:

- You are at least age 59½ and you have separated from service
- You die
- You become disabled

Any other distribution of earnings from your Roth account is subject to ordinary taxes unless the distribution is directly rolled over to another Roth account.

LOANS

May I take a loan from my account?

Yes, you are allowed a maximum of two loans across both plans at any time.

You may borrow up to 50 percent of your account balance or \$10,000, whichever is greater. The maximum loan amount is \$50,000. In addition, this \$50,000 limit will be reduced by any outstanding loan balance you already have through the Program. Keep in mind that amounts borrowed cannot exceed your account balance. To receive a loan quote, log on to the website at www.southcarolinadcp.com or call KeyTalk at (877) 457-6263.²

The minimum loan amount is \$2,500 and you have up to five years to repay your loan – up to 20 years if the money is used to purchase your primary residence. There is also a \$50 origination fee for each loan, plus an ongoing annual fee of \$25 which is charged to your account at \$6.25 per quarter.

The interest rate is the Prime Lending Rate declared in *The Wall Street Journal* on the last business day of the month in which the loan is processed plus two percent. This amount is fixed for the life of the loan. All interest payments are paid directly to the participant's account and invested in the current allocation at the time of repayment.

To initiate a loan, log on to the website at www.southcarolinadcp.com, or contact KeyTalk at (877) 457-6263.³ If you are a terminated employee or your loan is for a principal residence, you must complete a paper application, which can be requested through KeyTalk or your local Great-West education counselor.

INVESTMENT ASSISTANCE

How can I get help choosing my investment options?

Employees of Great-West cannot give investment advice. There are financial calculators and tools on the website that can help you determine which investment options might be best for you if you would like to construct your Program accounts yourself.

Program Features and Highlights



Your Program offers access to three different levels of investment advisory tools and services called Reality Investing[®] Advisory Services. You can have Advised Assets Group, LLC (AAG), an investment advisory services firm, manage your retirement account for you. Or if you prefer to manage your retirement account on your own, you can use online investment guidance and advice tools. These services provide a retirement strategy based on your investment goals, time horizon and tolerance for risk.

For more detailed information, please visit your Program's website at www.southcarolinadcp.com or call KeyTalk at (877) 457-6263 to speak to an AAG adviser representative.³

What fees do I pay to participate in Reality Investing Advisory Services?

There is no cost to use the Online Investment Guidance or Online Investment Advice tools.

If you choose to have AAG manage your account for you, an annual Managed Account fee will be assessed in quarterly installments and based on your account balance, as follows:

Participant Account Balance	Annual Managed Account Fee
Less than \$100,000	0.60%
Next \$150,000	0.50%
Next \$150,000	0.40%
Greater than \$400,000	0.30%

For example, if your account balance is \$50,000, the maximum annual fee will be 0.60 percent of the account balance. If your account balance is \$500,000, the first \$100,000 will be subject to a maximum annual fee of 0.60 percent; the next \$150,000 will be subject to a maximum annual fee of 0.50 percent; the next \$150,000 will be subject to a maximum annual fee of 0.40 percent; and any amounts over \$400,000 will be subject to a maximum annual fee of 0.30 percent.

There is no guarantee that participation in Reality Investing Advisory Services will result in a profit or that your account will outperform a self-managed portfolio.

How do I get more information?

Visit the website at www.southcarolinadcp.com or call KeyTalk, toll free, at (877) 457-6263 for more information.³ The website provides information regarding your Program and financial education, as well as financial calculators and other tools to help you manage your accounts.

Call or visit your local Great-West office at:

200 Arbor Lake Dr., Suite 115
Columbia, SC 29223
Monday through Friday
8:00 a.m. to 4:30 p.m.
(877) 457-6263³

Core securities, when offered, are offered through GWFS Equities, Inc., a wholly owned subsidiary of Great-West Life & Annuity Insurance Company.

Securities available through Schwab Personal Choice Retirement Account[®] (PCRA) are offered through Charles Schwab & Co., Inc. (Member SIPC), a registered broker-dealer. Additional information can be obtained by calling (888) 393-7272. Charles Schwab & Co., Inc. and GWFS Equities, Inc. are separate and unaffiliated. Great-West Retirement Services[®] refers to products and services provided by Great-West Life & Annuity Insurance Company and its subsidiaries and affiliates. Managed account, guidance and advice services are offered by Advised Assets Group, LLC (AAG), a federally registered investment adviser. Representatives of GWFS Equities, Inc. are not registered investment advisers and cannot offer financial, legal or tax advice. Please consult with your financial planner, attorney and/or tax adviser as needed. KeyTalk[®], Great-West Retirement Services[®] and Reality Investing[®] are registered trademarks of Great-West Life & Annuity Insurance Company. ©2011 Great-West Life & Annuity Insurance Company. All rights reserved. Not intended for Plans whose situs is in New York. Form# CB1121PH (11/11) PT# 137454



PLAN COMPARISON REFERENCE GUIDE

	401(k)	457
Minimum Contribution	\$10	
Maximum Contribution¹²	1. \$17,000 between the 401(k) (including before-tax and Roth contributions) and any 403(b) plan in 2012. 2. 100% of includible compensation or \$49,000, whichever is less, between the 401(k) (including before-tax and Roth contributions) and ORP. This limit applies to employer and employee contributions.	\$17,000 (including before-tax, Roth and any employer contributions) for 2012.
Catch-Up for Participants Age 50 or Older¹³	An additional \$5,500 for participants turning age 50 or older in 2012. Catch-up contribution is in addition to the maximum contribution described above. If you are participating in the 401(k) and a 403(b) plan, you are limited to \$5,500 between both plans.	An additional \$5,500 ¹² for participants turning age 50 or older in 2012 even if you contributed \$5,500 to the 401(k) or a 403(b) plan.
Special 457(b) Catch-Up Provision¹³	No.	In the three calendar years prior to normal retirement age, you may be able to contribute up to twice the annual contribution limit—\$34,000 in 2012. The additional amount will depend upon the amounts that you were able to contribute in previous years but did not. ¹³
Distributions While Employed	In-service withdrawals of rollover money, including TERA money, attainment of age 59½, financial hardship, death (upon which your beneficiary receives your benefits), loans.	In-service withdrawals of rollover money, unforeseen emergency withdrawals, attainment of age 70½, death (upon which your beneficiary receives your benefits), loans.
	Roth: In-service withdrawals five years after the Roth contribution account is established and one of the following applies: you are at least age 59½, you die, or you become disabled.	Roth: In-service withdrawals of rollover money or the attainment of age 70½.
Distributions After Separation from Service	Severance of employment from a participating employer, permanent disability, death (upon which your beneficiary receives your benefits), loans. NOTE: If you separate from service or retire from a participating employer and are then rehired by a participating employer, you will not qualify for a distribution for reason of "separation from service" while you are employed. See Distributions While Employed.	Severance of employment from a participating employer, death (upon which your beneficiary receives your benefits), loans. NOTE: If you separate from service or retire from a participating employer and are then rehired by a participating employer, you will not qualify for a distribution for reason of "separation from service" while you are employed. See Distributions While Employed.
	Roth: Five years after the Roth contribution account is established and one of the following applies: you are at least age 59½, you die, or you become disabled.	Roth: Five years after the Roth contribution account is established and one of the following applies: you are at least age 59½, you die, or you become disabled.
Penalty on Early Withdrawals Before Age 59½ (Severance of Employment)	A 10% federal early withdrawal tax penalty applies if the distribution is taken before age 59½ unless you directly roll the distribution to another tax-deferred account, you separate from service in the year in which you reach 55 or after, you separate from service and elect payments to be made throughout your life expectancy (and your co-payee's), you die, or you become disabled. ¹⁴	No.
	Roth: A 10% federal early withdrawal tax penalty on the earnings on Roth contributions applies unless the distribution occurs after the account has been established for at least five tax years and one of the following applies: you are at least age 59½, you die, or you become disabled. ¹⁴	Roth: The earnings on Roth contributions are subject to ordinary income tax unless the distribution occurs after the account has been established for at least five tax years and one of the following applies: you are at least age 59½ and you have separated from service, you die, or you become disabled. ¹⁴
Rollovers In	Yes, from a 401(a), 401(k), 403(a), 403(b) or eligible governmental 457(b) plan or a non-Roth IRA, or a rollover from TERA.	Yes, but only from other 457 plans.
	Roth: Yes, from a designated Roth 401(k) or Roth 403(b) account to the Program's Roth 401(k).	Roth: Yes, but only from a designated Roth 457 account to the Program's Roth 457.
Rollovers Out	Yes, to another 401(a), 401(k), 403(b) or eligible governmental 457(b) plan if your new employer's plan accepts such rollovers, or to an IRA.	Yes, but if you roll over your 457 plan balance to a 401(k), 403(b) or 401(a) plan or an IRA, distributions taken before age 59½ may also be subject to the 10% early withdrawal federal tax penalty.
	Roth: Yes, to a Roth IRA or to a Roth 401(k) or Roth 403(b) plan if the plan accepts rollovers.	Roth: Yes, to a Roth 457 if the plan accepts rollovers.
Required Minimum Distributions	A minimum distribution is required to begin no later than April 1 of the calendar year following the later of the calendar year in which you reach age 70½ or the calendar year in which you retire. If you continue to work for a participating employer after age 70½, the minimum distribution must begin the calendar year in which you separate from service from that participating employer.	

¹² The Program does not offer a 403(b) plan. Information is provided as guidance only. We encourage you to consult your tax adviser.

¹³ You may not use the Special 457(b) Catch-Up provision and the Age 50+ Catch-Up provision in the same year.

¹⁴ Public safety officers and military reservists called for duty for more than 179 days between September 11, 2001, and December 31, 2007, may avoid the 10 percent penalty.