

**CITY OF FAIRHOPE
CITY COUNCIL AGENDA**

MONDAY, 24 JUNE 2019 - 6:00 P.M. - CITY COUNCIL CHAMBER

Invocation and Pledge of Allegiance

1. Approve minutes of 10 June 2019 Regular City Council Meeting, minutes of 10 June 2019 Work Session, and minutes of 10 June 2019 Agenda Meeting.
2. Report of the Mayor
3. Public Participation – Agenda Items – (3 minutes maximum)
4. Council Comments
5. Resolution – That Mayor Karin Wilson is hereby authorized to execute a contract with Volkert, Inc. to perform Professional Engineering Services (CE&I) for Rehabilitation of Wastewater Collection System for the Sewer Department (RFQ No. PS011-19) with a not-to-exceed amount of \$40,000.00.
6. Resolution – That Mayor Karin Wilson is hereby authorized to execute a contract for Extension No. 1 of Bid Number 020-18, Disaster Debris Removal and Disposal 2018, with CrowderGulf, LLC for an additional one year, as per the terms and conditions of the original contract; and based on per unit cost as specified in Bid Tabulation.
7. Resolution – That Mayor Karin Wilson is hereby authorized to execute a contract for Extension No. 2 of RFQ No. 003-17, Hydrofluorosilicic Acid for the Water Department, with Water and Waste Specialties, LLC, for an additional one year, as per the terms and conditions of the original contract. The cost is \$330.00 per 55-gallon drum.
8. Resolution – That Mayor Karin Wilson is hereby authorized to execute Extension No. 2, Zinc Orthophosphate and TKKP Chemicals for the Water Department, with Thornton Musso Bellemin, Inc., for an additional one year, as per the terms and conditions of the original contract. The cost is \$1.03 per pound for Zinc Orthophosphate and \$1.34 per pound for TKKP Chemicals; with a total annual cost not to exceed \$51,000.00.
9. Resolution – To Award Bid for Employee Uniforms (Bid No. 015-19) to Riverbend Enterprises, Inc., with a total bid proposal of approximately \$135,200.00.
10. Resolution – That the City of Fairhope has voted to purchase SCADA System Annual Software Support/Maintenance Agreement for the Electric, Water, and Gas Departments, from Survalent Technology as Sole Source Distributor; and authorizes procurement based on the option allowed by the Code of Alabama 1975, Section 41-16-51(13): “Contractual services and purchases of commodities for which there is only one vendor or supplier and contractual services and purchases of personal property which by their very nature are impossible to award by competitive bidding.” The cost will be \$21,630.00.

11. Resolution – That the City of Fairhope approves the procurement of FY 2019 Inventory Supply of Gas Tubing (21k feet) for the Gas Department with a cost of \$16,590.00.
12. Resolution – That the City of Fairhope approves the procurement of a Remote Methane Leak Detector for the Gas Department, to be purchased from Heath Consultants Incorporated, as Sole Source Provider in the State of Alabama; and are exempt from formal bid pursuant to Code of Alabama 1975, Section 41-16-51(13) with a cost not-to-exceed of \$15,350.00.
13. Resolution – That the City of Fairhope approves the procurement of Neptune Gas Meter ERTS (R900G) for the Gas Department for inventory to be purchased from Consolidated Pipe & Supply Co., Inc. as Sole Source Provider in the State of Alabama for Neptune Technology Group, Inc. The units must fit into our existing standardized system; and are exempt from formal bid pursuant to Code of Alabama 1975, Section 41-16-51(b)(7). The estimated number of units is 450 ERTS at \$88.00 per unit at a cost of \$39,600.00.
14. Resolution – That the City of Fairhope approves the procurement of Gas Meters with Connections and Regulators for the Gas Department for inventory to be purchased from Ed Young Sales, Inc. as Sole Source Provider for Elster American Meter Company, LLC in the State of Alabama. The units must fit into our existing standardized system; and are exempt from formal bid pursuant to Code of Alabama 1975, Section 41-16-51(b)(7). The estimated number of units is 448 Gas Meters and accessories at a cost of \$73,952.24.
15. Resolution – That the City Council, pursuant to Section 7.01 of the City of Fairhope Personnel Rules, Policies and Procedures grants July 5, 2019 as a City Holiday for this fiscal year; and will be observed by all City personnel. Emergency and on-call employees will report to work as needed.
16. Resolution – That the City Council hereby authorizes Council President to execute a Conservation Easement Agreement between the City of Fairhope and Weeks Bay Foundation, Inc. for two conservation easements for the properties known collectively as the Dyas/Triangle property and to outline the terms of the easement transaction. The total cost of the conservation easement, due diligence, and closing fees for the property shall be \$39,025.00.
17. Resolution – That the City Council approves the selection of the Government & Economic Development Institute (GEDI) with Auburn University for Professional Consulting Services for First Phase of the Auburn Personnel System Project which includes updating all job descriptions, grades, making them compliant with Federal Law and more; and hereby authorizes Mayor Karin Wilson to execute a contract with a not to exceed \$60,000.00.
18. Resolution – That the Compensation and Job Classification Plan along with the Grade Order Sheet be amended and approved to Add the Job Positions of Community Development Supervisor (Grade 23) and Project Coordinator Grade 20); and the Job Descriptions and Grades of Pay for same; and Delete the position of Director of Economic and Community Development (Grade 28); and amend the budget to reflect these changes.
19. Resolution – That the Compensation and Job Classification Plan and Grade Order Sheet be amended and approved for the Job Description and Title from Tourism and Events Coordinator to Tourism and Events Manager.

20. Appointment – Airport Authority
21. Request – Brandon Goertz - Location Manager with I Still Believe, LLC – Requesting the approval to place scissor lift and small (low wattage) lights at Fairhope Docks near boat slips for filming on June 25, 2019 in the area, i.e. Sunset Pointe Restaurant.
22. Public Participation – (3 minutes maximum)
23. Adjourn

**City Council Work Session - 4:30 p.m.
on Monday, June 24, 2019 – Council Chambers**

**City Council Agenda Meeting - 5:30 p.m.
on Monday, June 24, 2019 – Council Chambers**

Next Regular Meeting – Monday, July 8, 2019 - Same Time and Place

**CITY OF FAIRHOPE
CITY COUNCIL WORK SESSION AGENDA**

MONDAY, 24 JUNE 2019 – 4:30 P.M. – COUNCIL CHAMBER

1. K-1 Update Community Engagement – Mayor Wilson
2. Presentation – Set of Plans of the Transit Hub and Alley Project – Christian Preus with CPLA
3. Committee Updates
4. Department Head Updates/Grant Updates

Next Regular Meeting – Monday, July 8, 2019 - Same Time and Place

STATE OF ALABAMA)
 :
COUNTY OF BALDWIN)

The City Council, City of Fairhope, met in regular session at 6:00 p.m., Fairhope Municipal Complex Council Chamber, 161 North Section Street, Fairhope, Alabama 36532, on Monday, 10 June 2019.

Present were Council President Pro Tempore Jay Robinson, Councilmembers: Jimmy Conyers, Robert Brown, and Kevin Boone, City Attorney Marcus E. McDowell, and City Clerk Lisa A. Hanks. Council President Jack Burrell and Mayor Karin Wilson were absent.

There being a quorum present, Council President Pro Tempore Robinson called the meeting to order. The invocation was given by Councilmember Kevin Boone and the Pledge of Allegiance was recited.

Council President Pro Tempore Robinson announced that Agenda Items Number 8, Number 9, and Number 12 have been pulled from the Agenda.

Councilmember Conyers moved to approve minutes of the 29 May 2019, regular meeting; minutes of the 29 May 2019, work session; and minutes of the 29 May 2019, agenda meeting. Seconded by Councilmember Boone, motion passed unanimously by voice vote.

Lynn Maser addressed the City Council and gave the Mayor’s Report. Ms. Maser mentioned Glow in the Park with Mary Poppins Returns; and Men’s Health Month with PSA Screenings and Colorectal Kits at the James P. Nix Center on June 12, 2019.

Councilmember Conyers recognized the City of Fairhope’s Junior City Council members in attendance. He also announced Auburn being in the College World Series; and said, “War Eagle.”

Councilmember Conyers moved for final adoption of Ordinance No. 1650, an ordinance to amend Zoning Ordinance No. 1253 and to zone the property of The Teachers’ Retirement Systems of Alabama to Tourist Resort (TR) concurrent with annexation into the City of Fairhope. This property is generally located west of S. Section Street and the south side of Twin Beech Road, Fairhope, Alabama. PPIN Numbers: 5499, 20948, 286294, and 63314. The property to be known as Colony at the Grand with parcel containing 99.15 acres, more or less. (Introduced at the May 29, 2019 City Council Meeting) Seconded by Councilmember Brown, motion for final adoption passed by the following voice votes: AYE – Robinson, Conyers, Brown, and Boone. NAY - None.

10 June 2019

Councilmember Conyers moved for final adoption of Ordinance No. 1651, an ordinance to amend Zoning Ordinance No. 1253; Article III Zoning Districts, Section B. Allowed Uses, Table 3-1: Use Table be hereby amended to show Restaurants in the M-1 Light Industrial District and Section D. Special Conditions to include Restaurants and Accessory Bars in the M-1 Light Industrial District; and Article IX, Section C. Defined Terms to include the definition of Caterer. (Introduced at the May 29, 2019 City Council Meeting) Seconded by Councilmember Boone, motion for final adoption passed by the following voice votes: AYE – Robinson, Conyers, Brown, and Boone. NAY - None.

Councilmember Brown moved for final adoption of Ordinance No. 1652, an ordinance to amend Zoning Ordinance No. 1253; Article IX, Section C. Defined Terms to include the following revised and new definitions: Front Lot Line, Front Yard, Frontage Rear Yard, and Waterfront Lot. (Introduced at the May 29, 2019 City Council Meeting) Seconded by Councilmember Conyers, motion for final adoption passed by the following voice votes: AYE – Robinson, Conyers, Brown, and Boone. NAY - None.

Councilmember Conyers introduced in writing, and moved for the adoption of the following resolution, a resolution that Mayor Karin Wilson is hereby authorized to execute the Agreements between the City of Fairhope and the State of Alabama, acting by and through the Alabama Department of Transportation, for the maintenance and operation costs for the traffic signals on the Greeno Road Corridor with the State billing the City for the costs: U. S. 98 (SR-42) at Twin Beech Road (CR-44); U. S. 98 (SR-42) at Middle Street/Spring Run Drive; U. S. 98 (SR-42) at Nichols Avenue; U. S. 98 (SR-42) at Morphy Avenue (CR-46); U. S. 98 (SR-42) at Fairhope Avenue (CR-48); U. S. 98 (SR-42) at Gayfer Avenue (CR-30); U. S. 98 (SR-42) at Parker Road; and U. S. 98 (SR-42) at Rock Creek Parkway. Seconded by Councilmember Brown, motion passed unanimously by voice vote.

RESOLUTION NO. 3438-19

WHEREAS, The City of Fairhope shall enter into an agreement with the State of Alabama, acting by and through the Alabama Department of Transportation for the installation and/or operation and/or maintenance of traffic signals and/or roadway lighting for the following intersections:

- U. S. 98 (SR-42) at Twin Beech Road (CR-44)
- U. S. 98 (SR-42) at Middle Street/Spring Run Drive
- U. S. 98 (SR-42) at Nichols Avenue
- U. S. 98 (SR-42) at Morphy Avenue (CR-46)
- U. S. 98 (SR-42) at Fairhope Avenue (CR-48)
- U. S. 98 (SR-42) at Gayfer Avenue (CR-30)
- U. S. 98 (SR-42) at Parker Road
- U. S. 98 (SR-42) at Rock Creek Parkway

10 June 2019

WHEREAS, The Adaptive System Upgrade part of Project #STPOA-0042(529) in 2018/2019 funded by the Eastern Shore MPO; and

WHEREAS, The Maintenance and Operation costs for the traffic signals and adaptive signal system is the responsibility of the City of Fairhope; and
10 June 2019

WHEREAS, The Maintenance and Operation work will be performed by ALDOT and billed to the City of Fairhope.

BE IT RESOLVED, by the City Council of Fairhope, Alabama that Mayor Karin Wilson is hereby authorized to execute the Agreements between the City of Fairhope and the State of Alabama, acting by and through the Alabama Department of Transportation, for the maintenance and operation costs for the traffic signals on the Greeno Road Corridor listed above with the State billing the City for the costs.

Adopted and Approved this 10th day of June, 2019

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

Councilmember Boone introduced in writing, and moved for the adoption of the following resolution, a resolution that the City of Fairhope hereby approves and amends the Franchise Agreement for granting franchises to install, maintain and operate a business on the City's public rights-of-ways or public property as presented; and a copy is on file in the Office of the City Clerk; and that Resolution No. 2909-17 is hereby repealed. Seconded by Councilmember Brown, motion passed unanimously by voice vote.

*

*

10 June 2019

RESOLUTION NO. 3439-19

NOW THEREFORE BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that the City of Fairhope hereby approves and amends the Franchise Agreement for granting franchises to install, maintain and operate a business on the City's public rights-of-ways or public property as presented; and a copy is on file in the Office of the City Clerk; and that Resolution No. 2909-17 is hereby repealed.

DULY ADOPTED THIS 10TH DAY OF JUNE, 2019

Karin Wilson, Mayor

ATTEST:

Lisa A. Hanks, MMC
City Clerk

Council President Pro Tempore Robinson stated that the City Council are not able to waive fees; and that the City Council has agreed to pay the \$100.00 park fee. After further discussion of whether to vote or table the item; Christopher Miller, member of the Fairhope Junior City Council moved to withdraw Agenda Item Number 13: City of Fairhope's Junior City Council requesting the use of Founder's Park on June 22, 2019 from 9:30 a.m. until 4:30 p.m. for a Kick-Ball Tournament to benefit the Fairhope Rotary Youth Club; and the fees to be waived.

Councilmember Conyers moved to grant the request of Elise Poche', Location Coordinator with I Still Believe, LLC, requesting the use of South Beach Park in Fairhope, Alabama as a filming location for our production on June 24, 2019; and to reserve parking spaces for equipment trucks and necessary vehicles. The parking spaces would be marked with cones the night prior. Seconded by Councilmember Brown, motion passed unanimously by voice vote.

Councilmember Conyers moved to grant the request of Amy DePriest with the Fairhope Rotary Youth Club requesting permission to build playground equipment at 19128 Young Street which is owned by the City of Fairhope; and requesting a letter from the City giving them explicit permission to build the playground at this site. The letter is needed to apply for a Kaboom Grant; and if awarded need to have permission to put on City property. Seconded by Councilmember Boone, motion passed unanimously by voice vote.

10 June 2019

City Council reviewed an application for a Beer and Wine On/Off Premises License by Johnny W. Barranco for Coastal Sunrise Market Group, LLC d/b/a The Fairhope Market, located 101 S. Greeno Road, Fairhope, Alabama. Councilmember moved to approve the issuance of the license. Seconded by Councilmember Brown, motion passed unanimously by voice vote.

Councilmember Brown moved to adjourn the meeting. Seconded by Councilmember Boone, motion passed unanimously by voice vote.

There being no further business to come before the City Council, the meeting was duly adjourned at 6:26 p.m.

Jay Robinson,
Council President Pro Tempore

Lisa A. Hanks, MMC
City Clerk

Wednesday, 29 May 2019

Page -2-

The consensus of the City Council was to allow for the lease mechanism which is buying vehicle from the bank; and to go forward with reduction of interest if possible.

- Councilmember Conyers gave an update on the following: Historic Preservation Committee was the presentation we just heard; Library Board met earlier this month, mentioned Maker's Space and 3-D printer, and repairs are doing well; and Fairhope Environmental Advisory Board will meet Friday.
- Councilmember Brown commented that the Pedestrian and Bicycle Committee did not meet this month; and the Education Advisory Committee will move forward with steps for Special Tax District after the Baldwin County Commission votes on it.
- Councilmember Boone said the Personnel Board held two meetings and discussed the proposed new job descriptions for Community Development Department and the Compensation Plan.
- Water and Sewer Superintendent Jay Whitman addressed the City Council regarding the contract with Volkert expired in April and the need for CE&I for the cured in pipe until the end of the year. He commented this item would be on the next agenda with a not-to-exceed cost of \$40,000.00.
- Interim Planning Director Buford King addressed the City Council and thanked the citizens at the last Work Session and Planning Commission for their input on the first draft of the Greeno Road Overlay District. Mr. King stated they are working on and revising the ordinance to simplify; and should be addressed at the next Planning Commission scheduled for July 1, 2019.
- Mr. King said he would briefly explain City Council Agenda Items Number 5, 6, and 7; and would address the questions brought up at the last meeting regarding sewer infrastructure.

There being no further business to come before the City Council, the meeting was duly adjourned at 5:10 p.m.

Jay Robinson,
Council President Pro Tempore

Lisa A. Hanks, MMC
City Clerk

STATE OF ALABAMA)
 :
COUNTY OF BALDWIN)(

The City Council met in an Agenda Meeting at 5:30 p.m.,
Fairhope Municipal Complex Council Chamber,
161 North Section Street, Fairhope, Alabama 36532,
on Monday, 10 June 2019.

Present were Council President Pro Tempore Jay Robinson, Councilmembers: Jimmy Conyers, Robert Brown, and Kevin Boone, City Attorney Marcus E. McDowell, and City Clerk Lisa A. Hanks. Council President Jack Burrell and Mayor Karin Wilson were absent.

Council President Pro Tempore Robinson called the meeting to order at 5:10 p.m. The City Council reviewed and discussed the agenda for their meeting to be held today at 6:00 p.m. Agenda Item Number 13 was briefly explained by Council President Pro Tempore Robinson and stated that no fees can be waived by the City Council. He stated that the Fairhope City Council will pay the \$100.00 park fee for the Junior City Council to use Founders Park for their fundraiser. He mentioned that all funds are being given to the Fairhope Rotary Youth Club.

There being no further business to come before the City Council, the meeting was duly adjourned at 5:14 p.m.

Jay Robinson,
Council President Pro Tempore

Lisa A. Hanks, MMC
City Clerk

RESOLUTION NO. _____

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that Mayor Karin Wilson is hereby authorized to execute a contract with Volkert, Inc. to perform Professional Engineering Services (CE&I) for Rehabilitation of Wastewater Collection System for the Sewer Department (RFQ No. PS011-19) with a not-to-exceed amount of \$40,000.00.

DULY ADOPTED THIS 24TH DAY OF JUNE, 2019

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

City of Fairhope
Project Funding Request

Issuing Date: 6/12/2019

Please return this Routing Sheet to Treasurer by: ASAP

Project Name: Authorization to Sign Contract for Prof Svcs re RFQ PS0011-19 CE&I for Rehabilitation WW Coll Services

6/13/2019
ZAH

Project Location: Waste Water System

Presented to City Council: 6/24/2019

Resolution # :
Approved _____

Funding Request Sponsor: Richard Peterson, Operational Director
Jay Whitman, Water and Sewer Superintendent

Changed _____

Rejected _____

Project Cash Requirement Requested:
Cost: \$40,000.00 (Not to Exceed)

\$ -

Vendor: Volkert, Inc.

Project Engineer: Volkert, Inc.

Order Date: n/a

Lead Time: n/a

Department Funding This Project

General	Gas	Electric	Water	SewerXXX	Gas Tax	Cap Proj	Impact
<u>Department of General Fund Providing the Funding</u>							
Admin-10 Fac Maint-45	Bldg-13 Golf-50	Police-15 Golf Grounds-55	Fire-20	ECD-24	Rec-25 Debt Service-85	Civic-26	Street-35 Sanitation-40

Project will be:

Expensed XXX
Capitalized _____
Inventoried _____

Funding Source:

Operating Expenses _____
Budgeted Capital _____
Unfunded XXX

Expense Code: 004020-50290
G/L Acct Name: Professional Services

Grant: _____ Federal - not to exceed amount
_____ State
_____ City

Project Budgeted: \$0.00
Balance Sheet Item-
Included in projected
cash flow _____

Over (Under) budget amount: \$40,000.00

Bond: _____ Title _____ Year _____
Loan: _____ Title _____ Year _____

Comments: CE&I work initiated in RFQ No. PS013-18 CE&I for Rehabilitation of Wastewater Collection Services 2018. The year one contract expired on April 26, 2019

Capital Lease: _____ Payment _____ Term _____

City Council Prior Approval/Date? No

City Treasurer

Finance Director

Mayor

Purchasing Memo Date: 6/10/2019

Purchasing Memo Date: 6/10/2019

Delivered To Date: 6/13/2019

Request Approved Date: 6/12/2019

Request Approved Date: 6/13/19

Approved Date: 6/13/19

Signatures: Kim Creech
Kim Creech

Jill Cabaniss, MBA
Jill Cabaniss, MBA

Mayor Mark Wilson
Mayor Mark Wilson



MEMO

Karin Wilson
Mayor

To: Kimberly Creech, Treasurer

From:

Delores A Brandt
Delores A Brandt, Purchasing Manager

Date: June 10, 2019

Re: Council to authorize Mayor to sign contract for **RFQ PS011-19 CE&I for Rehabilitation of Wastewater Collection Services 2019**

Council Members:

Kevin G. Boone
Robert A. Brown
Jack Burrell, ACOMO
Jimmy Conyers
Jay Robinson

Lisa A. Hanks, MMC
City Clerk

Kimberly Creech
Treasurer

The City hired a professional engineering firm to complete the CE&I work initiated in **RFQ No. PS013-18 CE&I for Rehabilitation of Wastewater Collection Services 2018**. The Mayor selected **Volkert, Inc** for this RFQ (Request for Qualifications) for the project. The RFQ was issued, the response received and evaluated, and the fee was negotiated for presentation to City Council authorizing the Mayor to execute the associated contract. The Not-to-Exceed amount for this RFQ is **THIRTY-FIVE THOUSAND DOLLARS (\$35,000.00)**.

The year one contract expired on April 26, 2019. It was determined that a continuation of the work of the RFQ, with **Volkert Inc.**, was needed after that expiration date. The request is to contract again with Volkert, Inc, through the end of the year to Dec 31, 2019, to accommodate the extension of the contract for the Project SEW001-16 Rehabilitation of Collection System-- Bid No 027-16 Cured in Place Pipe for Sanitary Sewer Mains--Extension #2 which expires on December 31, 2019. The negotiated not to exceed amount requested by Water Superintendent Jay Whitman to complete this work is **FORTY-THOUSAND DOLLARS (\$40,000.000)**

Please move this procurement of professional services forward to the City Council for approval of the Mayor to execute the contract for the professional services.

Please place on the next available City Council Agenda this request for City Council to accept the not to exceed amount of \$40,000, and authorize the Mayor to execute the associated contract for RFQ PS011-19 CE&I for Rehabilitation of Wastewater Collection Services 2019

161 North Section
St.
PO Drawer 429
Fairhope, AL 36533

Cc: file, J Whitman, R. Peterson

251-928-2136 (p)
251-928-6776 (f)
www.fairhopeal.gov

**GENERAL ENGINEERING SERVICES FOR THE CITY OF FAIRHOPE
VOLKERT 2018 FEE SCHEDULE
2/23/18**

<u>CLASSIFICATION</u>	<u>HOURLY BILLING RATE</u>
Principal.....	\$230.00
Manager.....	\$215.00
Supervisor.....	\$200.00
Senior Project Manager.....	\$ 195.00
Project Manager.....	\$170.00
Staff 2 Professional.....	\$135.00
Staff 1 Professional.....	\$100.00
Senior Designer.....	\$135.00
Designer.....	\$120.00
Technician.....	\$105.00
Drafter 2.....	\$60.00
Drafter 1.....	\$50.00
Survey Manager.....	\$140.00
Senior Surveyor.....	\$100.00
Construction Manager.....	\$155.00
Construction Project Manager.....	\$100.00
Resident Project Representative 2.....	\$85.00
Resident Project Representative 1.....	\$60.00
Bridge Inspector 2.....	\$125.00
Bridge Inspector 1.....	\$70.00
Survey Crew (2 Man).....	\$120.00
Survey Crew (3 Man).....	\$160.00
Survey Crew (4 Man).....	\$200.00
Survey Crew (5 Man).....	\$240.00
Project Administrator.....	\$105.00
Clerical.....	\$75.00

OTHER

Non-routine or special services such as out of town travel, professional printing services, specialized computer services, etc. shall be billed as reimbursable expenses.

Extension #2

CONTRACT DOCUMENTS
BID FORM AND SPECIFICATIONS
FOR

Bid No 027-16 Cured-In-Place Pipes (CIPP)

for

City of Fairhope

Karen Wilson, Mayor

Jack Burrell, Council President

Set No. /

City of Fairhope
Extension No. 2 of Contract for

Bid No 027-16 Cured-In-Place-Pipe (CIPP)

This EXTENSION NO. 2 OF CONTRACT ("Extension") is made this 29th day of January, 2019 for the purpose of extending the Contract known as Bid No. 027-16 Cured-In-Place Pipe (CIPP), dated August 12, 2016, ("Original Bid") between the City of Fairhope, and SUNCOAST INFRASTRUCTURE, INC. of Florence, MS, the ("Parties").

1. The Original Awarded Bid, which is attached hereto as a part of this Extension, is described below:

Bid No. 027-16 Cured-In-Place Pipe (CIPP),

and was to end on December 31, 2017 at 11:59 p.m.

2. The Parties agreed to extend the Original Contract for an additional period (Extension #1), which began immediately upon the expiration of the Original time period, December 31, 2017 and will end on December 31, 2018, at 11:59 p.m.

3. The Parties agreed to extend the Original Contract and first extension, for a second and final period, which will begin immediately upon the expiration of the first extension time period, December 31, 2018, and will end on December 31, 2019, at 11:59 p.m.

4. This Extension binds and benefits both Parties and any successors or assigns. This document, including the attached Original Awarded bid, is the entire agreement between the Parties. All other terms and conditions of the Original Awarded Bid, including pricing, remain unchanged.

IN WITNESS WHEREOF, the parties hereto have executed this Extension #2 as of the day and year first above written.

THE CITY OF FAIRHOPE, ALABAMA


BY: Karin Wilson, Mayor

ATTEST:


BY: Lisa A. Hanks, MMC
City Clerk

NOTARY FOR THE CITY

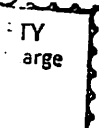
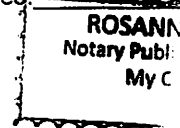
STATE OF ALABAMA}
COUNTY OF BALDWIN}

I, the undersigned authority in and for said State and County, hereby certify that KARIN WILSON as Mayor of the City of Fairhope whose name is signed to the foregoing document and who is known to me, acknowledged before me on this day, that, being informed of the contents of the document he executed the same voluntarily on the date the same bears date.

Given under my hand and Notary Seal on this 29th day of January, 2019

Notary Public 

My Commission Expires: 07/11/2020



CONTRACTOR

If Corporation, Partnership, or Joint Venture

Suncoast Infrastructure, Inc.
Name of Corporation, Partnership, or Joint Venture

BY: Richard A. Rula
(Signature of Officer Authorized to sign Bids
and Contracts for the Firm)

President
(Position or Title)

P.O. Box 397
(Business Mailing Address)

Florence, MS 39073
(City, State, Zip Code)

25002
(GENERAL CONTRACTOR'S LICENSE NUMBER)

919-136
Foreign Corporation Registration
(Required of out-of-state-vendors)

THIS MUST BE NOTARIZED!

STATE OF MS)
COUNTY OF Franklin) ss:

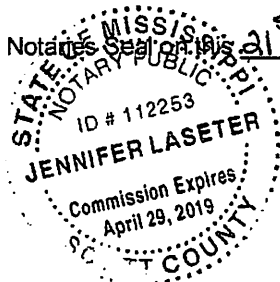
I, the undersigned authority in and for said State and County, hereby certify that

Richard A. Rula, as President
(Type or Print name of bid signer here) (Type or Print bid signers Title here)

respectively, of Suncoast Infrastructure, Inc.
(Type or Print company name here)

whose name is signed to the foregoing document and who is known to me, acknowledged before me on this day, that, being informed of the contents of the document they executed the same voluntarily on the day the same bears date.

Given under my hand and Notary Seal on this 21st day of Dec., 2018



Notary Public Jennifer Laseter

My Commission Expires 4/29/19

P.O. Box 397
Florence, MS 39073



Phone: 601-420-9682
Fax: 601-420-9300

November 21, 2018

Ms. Dee Dee Brandt
Purchasing Manager
City of Fairhope
P.O. Drawer 429
Fairhope, AL 36533

RE: Extension of Contract No. SEW003-16/Bid No. 027-1

Dear Ms. Brandt,

Suncoast Infrastructure, Inc. agrees to Extension No. 2 for Contract No. SEW003-16/Bid No. 027-1, Cured-in-Place Pipe (CIPP) for Sanitary Sewer Mains, with all terms and conditions of the bid award, including pricing, remaining the same.

Please feel free to contact us if you have any questions.

Very Respectfully,

SUNCOAST INFRASTRUCTURE, INC.

A handwritten signature in black ink, appearing to read "Richard A. Rula", written over the printed name.

Richard A. Rula, P.E.
President

RESOLUTION NO. 3259-18

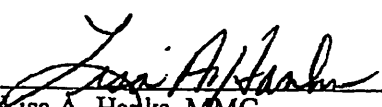
BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that Mayor Karin Wilson is hereby authorized to execute a contract for Extension No. 2 of Bid No. 027-17, Cured-In-Place Pipe (CIPP) for Sanitary Sewer Mains for an additional one year as per the terms and conditions of the original contract. The annual bid for unit prices as listed on attached schedule with a not to exceed amount of \$341,350.00.

Adopted on this 10th day of December, 2018



Karin Wilson, Mayor

Attest:



Lisa A. Hanks, MMC
City Clerk

RESOLUTION NO. _____

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that Mayor Karin Wilson is hereby authorized to execute a contract for Extension No. 1 of Bid Number 020-18, Disaster Debris Removal and Disposal 2018, with CrowderGulf, LLC for an additional one year, as per the terms and conditions of the original contract; and based on per unit cost as specified in Bid Tabulation.

Adopted on this 24th day of June, 2019

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

City of Fairhope
Project Funding Request

Issuing Date: 6/12/2019

Please return this Routing Sheet to Treasurer by: ASAP

Project Name: Award Extension #1 to Crowder Gulf, LLC for Bid No 020-18 Disaster Debris Removal and Disposal 2018

Project Location: City-Wide

Presented to City Council: 6/24/2019

Funding Request Sponsor: Richard Johnson, PW Director

Resolution # : _____

Approved _____

Changed JUN 13 2019

Rejected _____

ZAJ

Project Cash Requirement Requested:

Cost: \$0.00 To be Determined as time of Disaster

Vendor: Crowder Gulf, LLC

Project Engineer: n/a

Order Date: n/a

Lead Time: n/a

Department Funding This Project

General	Gas	Electric	Water	Sewer	Gas Tax	Cap Proj	Impact
<u>Department of General Fund Providing the Funding</u>							
Admin-10 Fac Maint-45	Bldg-13 Golf-50	Police-15 Golf Grounds-55	Fire-20	ECD-24	Rec-25 Debt Service-85	Civic-26	Street-35 XXX Sanitation-40

Project will be:

Funding Source:

Expensed XXX
Capitalized _____
Inventoried _____

Operating Expenses XXX
Budgeted Capital _____
Unfunded _____

Expense Code: To be Determined
G/L Acct Name: Disaster Costs

Grant: FEMA Federal - not to exceed amount
State _____
City _____

Project Budgeted: \$0.00
Balance Sheet Item-
Included in projected
cash flow _____

Over (Under) budget amount: n/a

Bond: _____ Title _____ Year _____
Loan: _____ Title _____ Year _____

Comments: The original Contract allows two such extensions.

Capital Lease: _____ Payment _____ Term _____

City Council Prior Approval/Date? No

City Treasurer

Finance Director

Mayor

Purchasing Memo Date: 6/11/2019

Purchasing Memo Date: 6/11/2019

Delivered To Date: 6/13/2019

Request Approved Date: 6/12/2019

Request Approved Date: 6/13/19

Approved Date: 6/13/19

Signatures: Kim Creech
Kim Creech

Jill Cabanis
Jill Cabanis, MBA

Mayor Karim Wilson
Mayor Karim Wilson



MEMO

Karin Wilson
Mayor

Council Members:
Kevin G. Boone
Robert A. Brown
Jack Burrell, ACOMO
Jimmy Conyers
Jay Robinson

Lisa A. Hanks, MMC
City Clerk

Kimberly Creech
Treasurer

To: Kimberly Creech, Treasurer

From: 
Delores A Brandt, Purchasing Manager

Date: June 11, 2019

Re: **Council Approval to award Extension #1 to Crowder Gulf, LLC for Bid No 020-18 Disaster Debris Removal and Disposal 2018**

The Public Works Dept has requested Extension #1 of Bid No 020-18 **Disaster Debris Removal and Disposal 2018** for one additional year. The original Contract allows two such extensions. If approved, All existing terms and conditions, including pricing, will remain the same as the original contract.

Extension #1 will be with the awarded vendor, Crowder Gulf, LLC, of Theodore, AL. The vendor is in agreement with the extension (see attached).

Please place on the next available City Council agenda this request to approve Extension #1 for Bid No. 020-18 Disaster Debris Removal and Disposal 2018, and authorize the mayor to execute the contract extension with Crowder Gulf, LLC.

Cc: file, R Johnson, John Saraceno

161 North Section
St.
PO Drawer 429
Fairhope, AL 36533

251-928-2136 (p)
251-928-6776 (f)
www.fairhopeal.gov

CrowderGulf

Disaster Recovery and Debris Management

5435 Business Parkway
Theodore, Alabama 36582

Office: (800) 992-6207
Fax: (251) 459-7433

May 8, 2019

Mr. John Saraceno
Emergency Management Coordinator
City of Fairhope
161 N Section Street
Fairhope, AL 36532

via email: john.saraceno@fairhopeal.gov

Re: Contract Renewal for Disaster Debris Removal and Disposal

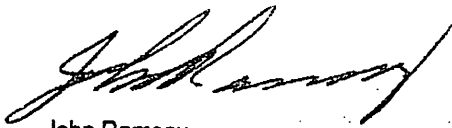
Dear Mr. Saraceno:

CrowderGulf has been providing the City of Fairhope Disaster Debris Removal and Disposal per the agreement executed on August 07, 2018. The term of the Contract shall be for a period of one (1) year from the signing date of Contract, with the option to renew bid or Contract for two (2) additional years thereafter in one (1) year increments if terms and conditions, including pricing remain the same, and both parties are in agreement.

If the City of Fairhope is in agreement to renew the existing contract please sign the renewal acceptance below and return to CrowderGulf. Upon execution of this acknowledgement the contract will continue under the same terms and conditions until its new expiration date of August 08, 2020.

We appreciate the opportunity to renew this contract and stand ready to respond immediately in the event the City of Fairhope requests our services. If you have any questions or if we can be of any further assistance please do not hesitate to contact me or Ashley Ramsay-Naile at 800-992-6207 or by e-mail jramsay@crowdergulf.com.

Best regards,



John Ramsay
President

RENEWAL ACCEPTANCE – City of Fairhope, AL

Signature

Name/Title

Date

THE GRAY INSURANCE COMPANY

The below coverages apply if the corresponding policy number is indicated on the previous page.

A. Commercial General Liability

General Liability Policy Includes:

Blanket Waiver of Subrogation when required by written contract.

Blanket Additional Insured (CGL Form# CG 20 10 11 85) when required by written contract.

Primary Insurance Wording Included when required by written contract.

Broad Form Property Damage Liability including Explosion, Collapse and Underground (XCU).

Premises/Operations

Products/Completed Operations

Contractual Liability

Sudden and Accidental Pollution Liability

Occurrence Form

Personal Injury

"In Rem" Endorsement

Cross Liability

Severability of Interests Provision

"Action Over" Claims

Independent Contractors coverage for work sublet

Vessel Liability - Watercraft exclusion has been modified by the vessels endorsement on scheduled equipment.

General Aggregate applies per project or equivalent.

B. Automobile Liability Policy Includes:

Blanket Waiver of Subrogation when required by written contract.

Blanket Additional Insured when required by written contract.

C. Workers Compensation Policy Includes:

Blanket Waiver of Subrogation when required by written contract.

U.S. Longshoremen's and Harbor Workers Compensation Act Coverage

Outer Continental Shelf Land Act

Jones Act (including Transportation, Wages, Maintenance, and Cure),

Death on the High Seas Act & General Maritime Law.

Maritime Employers Liability Limit: \$1,000,000

Voluntary Compensation Endorsement

Other States Insurance

Alternate Employer/Borrowed Servant Endorsement

"In Rem" Endorsement

Gulf of Mexico Territorial Extension

D. Excess Liability Policy Includes:

Coverage is excess of the Auto Liability, General Liability, Employers Liability, & Maritime Employers Liability policies

Blanket Waiver of Subrogation when required by written contract.

Blanket Additional Insured when required by written contract.



Disaster Recovery & Debris Management

Contact Information

DISASTER ADMINISTRATION OFFICE (DAO)
5435 BUSINESS PARKWAY
THEODORE, ALABAMA 36582
24 Hours / 7 Days a Week
800-992-6207 Phone
251-459-7433 Fax

**In the event of activation please contact the Disaster
Administration Office (DAO) first 800-992-6207
Please ask for Ashley Ramsay-Naile.**

Official Notices should be sent to
DAO address, DAO fax or jramsay@crowdergulf.com

John Ramsay
President – Director
jramsay@crowdergulf.com

Ashley Ramsay-Naile
Chief Operating Officer/Senior VP.
646-872-1548 Cell
aramsay@crowdergulf.com

Reid Loper
Vice President
678-477-3755 Cell
rloper@crowdergulf.com

Leigh Anne Ryals
Sr. Manager
251-751-8660 Cell
lryals@crowdergulf.com

City of Fairhope
Extension No. 1 of Contract
for
Bid No 020-18 Disaster Debris Removal 2018

This EXTENSION NO.1 OF CONTRACT ("Extension") is made this ____ day of _____, 2019, for the purpose of extending the contract known as **Bid No. 020-18 Disaster Debris Removal and Disposal 2018** dated, **August 8, 2019**, ("Original Contract") between the **City of Fairhope and Crowder Gulf, LLC** (the "Parties").

1. The Original Contract, hereto as a part of this **Extension #1**, is described below:

Bid No. 020-18 Disaster Debris Removal and Disposal 2018

and will end on August 8, 2019.

2. The Parties agree to extend the Original Contract for an additional period, with **Extension #1**, which will begin immediately upon the expiration of the original time period, and will end on **August 8, 2020**
3. This Extension binds and benefits both Parties and any successors or assigns. This document, including the attached Original Contract, is the entire agreement between the Parties. All other terms and conditions of the Original Contract, including pricing, remain unchanged.

IN WITNESS WHEREOF, the parties hereto have executed this Contract Extension as of the day and year first above written.

THE CITY OF FAIRHOPE, ALABAMA

ATTEST:

BY: **Karin Wilson, Mayor**

BY: **Lisa A. Hanks, MMC**
City Clerk

NOTARY FOR THE CITY

STATE OF ALABAMA}
COUNTY OF BALDWIN}

I, the undersigned authority in and for said State and County, hereby certify that Karin Wilson, as Mayor of the City of Fairhope, whose name is signed to the foregoing document and who is known to me, acknowledged before me on this day, that, being informed of the contents of the document she executed the same voluntarily on the date the same bears date.

Given under my hand and Notary Seal on this ____ day of _____, 2019

Notary Public _____

My Commission Expires: _____

If Corporation, Partnership, or Joint Venture

Name of Corporation, Partnership, or Joint Venture

BY: _____
(Signature of Officer Authorized to sign Bids and Contracts for the Firm) (Position or Title)

(Business Mailing Address)

(Business Mailing Address)

(City, State, Zip Code) Phone

(General Contractor's License Number)

Foreign Corporation Entity ID
(Required of out-of-state-vendors)

THIS MUST BE NOTARIZED!

STATE OF _____ }
COUNTY OF _____ } ss:

I, the undersigned authority in and for said State and County, hereby certify that_

_____, as _____
(Type or Print name of bid signer here) (Type or Print bid signers Title here)

respectively, of _____
(Type or Print company name here)

whose name is signed to the foregoing document and who is known to me, acknowledged before me on this day, that, being informed of the contents of the document they executed the same voluntarily on the day the same bears date.

Given under my hand and Notaries Seal on this _____ day of _____, 2019

Notary Public _____

My Commission Expires ___/___/___

RESOLUTION NO. _____

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that Mayor Karin Wilson is hereby authorized to execute a contract for Extension No. 2 of RFQ No. 003-17, Hydrofluorosilicic Acid for the Water Department, with Water and Waste Specialties, LLC, for an additional one year, as per the terms and conditions of the original contract. The cost is \$330.00 per 55-gallon drum.

Adopted on this 24th day of June, 2019

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

City of Fairhope
Project Funding Request

Issuing Date: 6/13/2019

Please return this Routing Sheet to Treasurer by: ASAP

Project Name: Hydrofluorosilicic Acid - Contract Extension #2 of RFQ 033-17 (From 7/31/19-7/31/20)

JUN 14 2019 10:57

Project Location: WW Dept

Presented to City Council: 6/24/2019

Resolution # :
Approved _____

Funding Request Sponsor: Richard Peterson, Operational Director
Jay Whitman, Water and Sewer Superintendent

Changed _____

Rejected _____

Project Cash Requirement Requested:

Cost: \$330.00 (per 55-gal drum)

\$ _____

Vendor: Water & Waste Specialties, LLC

Project Engineer: n/a

Order Date: n/a

Lead Time: n/a

Department Funding This Project

General	Gas	Electric	Water XXX	Sewer	Gas Tax	Cap Proj	Impact
<u>Department of General Fund Providing the Funding</u>							
Admin-10 Fac Maint-45	Bldg-13 Golf-50	Police-15 Golf Grounds-55	Fire-20	ECD-24	Rec-25 Debt Service-85	Civic-26	Street-35 Sanitation-40

Project will be:

Expensed XXX
Capitalized _____
Inventoried _____

Funding Source:

Operating Expenses XXX
Budgeted Capital _____
Unfunded _____

Expense Code: 004010-53010
G/L Acct Name: Chemicals & Testing

Grant: _____ Federal - not to exceed amount
_____ State
_____ City

Project Budgeted: \$26,000.00 (included in operating budget)
Balance Sheet Item-
Included in projected
cash flow \$0.00

Over (Under) budget amount: n/a

Bond: _____ Title _____ Year _____
Loan: _____ Title _____ Year _____

Comments: Extension #2, the final extension, was extended to the vendor, Water and Waste Specialties, LLC. The vendor has agreed to the extension, with all terms and conditions of the bid award, including pricing, remaining the same.

Capital Lease: _____ Payment _____ Term _____

City Council Prior Approval/Date? No

City Treasurer

Finance Director

Mayor

Purchasing Memo Date: 6/7/2019

Purchasing Memo Date: 6/7/2019

Delivered To Date: 6/13/2019

Request Approved Date: 6/13/2019

Request Approved Date: 6/13/19

Approved Date: 6/13/19

Signatures: Kim Creech
Kim Creech

Jill Cabaniss, MBA
Jill Cabaniss, MBA

Mayor Karin Wilson
Mayor Karin Wilson



MEMO

Karin Wilson
Mayor

To: Kimberly Creech, Treasurer
From: *Delores A Brandt*
Delores A Brandt, Purchasing Manager

Date: June 11, 2019

Re: Requesting City Council award contract **Extension #2** of RFQ 003-17
Hydrofluorosilicic Acid

Council Members
Kevin G. Boone
Robert A. Brown
Jack Burrell, ACOMO
Jimmy Conyers
Jay Robinson

Contract was executed on July 31, 2017 for **RFQ 003-17 Hydrofluorosilicic Acid** and awarded to **Water & Waste Specialties, LLC**, to terminate as of **July 31, 2018**. The Sewer Department requested that the City exercise the option of extending the bid one additional year **Ext #1 to terminate on July 31, 2019**.

Lisa A. Hanks, MMC
City Clerk

Extension #2, the final extension, was extended to the vendor, Water and Waste Specialties, LLC. The vendor has agreed to the extension, with all terms and conditions of the bid award, including pricing, remaining the same (see attached letter from **Water & Waste Specialties, LLC**). The price is **\$6.00 per gallon in 55 gallon containers for a cost of \$330.00 per 55 gal drum**.

Michael V. Hinson, CPA
City Treasurer

Please place on the next available City Council Agenda this request to extend for one additional and final year the award of Extension #2, RFQ 003-17 Hydrofluorosilicic Acid with all terms and conditions, including pricing, remaining the same, to Water & Waste Specialties, LLC

Cc: file; J. Whitman, R Peterson, C Cooper, J Whitman

161 North Section Street
PO Drawer 429
Fairhope, Alabama 36533

251-928-2136

251-928-6776 Fax
www.fairhopeal.gov



Water and Waste Specialties LLC

Prepared for:

Dee Dee Brandt
Purchasing Manager
City of Fairhope
P.O. Drawer 429
Fairhope, Al 36532

June 12, 2019

Prepared by:

Derek O. Gillis
President/ Owner
Water & Waste Specialties LLC

Description

Contract extension

Contract for Bid No. RFQ 003-17 Hydrofluorosilicic Acid, is set to expire

Water & Waste Specialties LLC agree to extend the contract for an additional one-year period, with all terms and conditions including pricing remaining unchanged. This letter correctly sets forth the understanding of both parties.

Please contact me if you have any questions or need additional information.

Sincerely,

*Derek O. Gillis
President
Water & Waste Specialties LLC*

ITEM II

QUOTATION FORM

RFQ No.: 003-17 Hydrofluorosillicic Acid

Base bid will include all labor, materials, equipment, shipping, overhead, profit, bonds, insurance and all other costs necessary to provide the complete services outlined within this contract and scope of work.

The owner agrees to provide the following materials: NONE

Bid Duration: One (1) year from signing date of contract, with the option to renew bid or contract for up to two (2) additional years if terms and conditions, including pricing remain the same, and both parties are in agreement to renewing the bid or contract.

We propose to meet or exceed the above specifications at:

Approx. order Qty

1,500 gallons \$ _____ per gallon (note: not per pound)

BULK DELIVERY

Show quantity price breaks on lines 1 – 4. Maximum order will be 4,000 gallons per delivery.

- | Quantity | Price per gallon |
|----------|---|
| 1. _____ | \$ _____ per gallon Note: not per pound |
| 2. _____ | \$ _____ per gallon Note: not per pound |
| 3. _____ | \$ _____ per gallon Note: not per pound |
| 4. _____ | \$ _____ per gallon Note: not per pound |

DELIVERY IN 55 GALLON DRUMS

Price per gallon in 55 gallon drums	\$ <u>6.⁰⁰</u>
Price per 55 Gallon drum	\$ <u>330.⁰⁰</u>

Each bid must give the full business address of the bidder and must be signed by him with his usual signature. Bids by partnerships must furnish the full names of all partners and must be signed with the partnership name by one of the members of the partnership, or by an authorized representative, followed by the signature and designation of the person signing. Bids by corporations must be signed with the legal name of the corporation followed by the name of the State of Incorporation and by the signature and designation of the president, secretary, or other person authorized to bind it in the matter. The name of each person shall also be typed or printed below the signature. A bid by a person who affixes to this signature the word "president," "secretary," "agent," or other designation without disclosing his principal, may be held to be the bid of the individual signing. When requested by the City of Fairhope, Baldwin County, Alabama, satisfactory evidence of the authority of the officer signing in behalf of the corporation shall be furnished.

The undersigned agrees to furnish the goods/services as requested by you for the City of Fairhope, Baldwin County, Alabama in your invitation to bid, and certifies that they will meet or exceed the specifications called for. The undersigned has read all information pertaining to this bid and has resolved all questions. It is also understood and agreed that all prices quoted are F.O.B. described in the bid documents and specifications.

If Individual

(Name of Individual or Partnership)

(Print Name of Representative Authorized to sign Bids and Contracts for the firm)

(Signature of Representative Authorized to sign Bids and Contracts for the firm)

(Address)

(Address)

(Address)

Phone Number () _____ Fax Number () _____

Primary e-mail address _____

Alabama Contractor's License No. _____ Foreign Corporation Entity ID _____

If Corporation or LLC

Company Water AND Waste Specialties State of Incorporation AL

Company Representative Derrick O. Gillis
(Print Name of Representative Authorized to sign Bids and Contracts for the firm)

Company Representative Derrick O. Gillis
(Signature of Representative Authorized to sign Bids and Contracts for the firm)

Address 5821 - I-10 Industrial Pky S
Theodore, AL 36590

Phone Number (251) 653-4300 Fax Number (251) 653-5300

Primary e-mail address derrick@waterandwastellc.net

Alabama Contractor's License No. 383756682 Foreign Corporation Entity ID _____

THIS MUST BE NOTARIZED!

Notary for Individual or Corporation

STATE OF Alabama }
COUNTY OF Mobile }

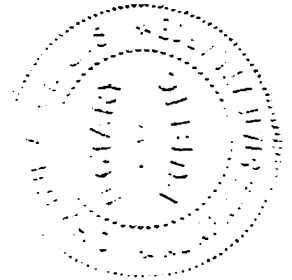
I, the undersigned authority in and for said State and County, hereby certify that Derck

Gillis as SELF of Mobile, AL, whose name is signed to the foregoing document and who is known to me, acknowledged before me on this day, that, being informed of the contents of the document they executed the same voluntarily on the day the same bears date.

Given under my hand and Notary Seal on this 13 day of June, 2017.

Notary Shirley S. Gillis

Commission expires 7/28/2018



If Corporation or LLC

Company Water And Waste Specialties State of Incorporation AL

Company Representative Derek O. Gillis

(Print Name of Representative Authorized to sign Bids and Contracts for the firm)

Company Representative Derek O. Gillis

(Signature of Representative Authorized to sign Bids and Contracts for the firm)

Address 5821 I-10 Industrial Parkway S.
Theodore, AL 36590

Phone Number (251) 653-4300 Fax Number(251) 653-5300

Primary e-mail address derek@waterandwaste.com

Alabama CONTRACTOR's License No. (If Required) _____ Foreign Corporation Entity ID _____

NOTARY FOR INDIVIDUAL OR CORPORATION

STATE OF ALABAMA }

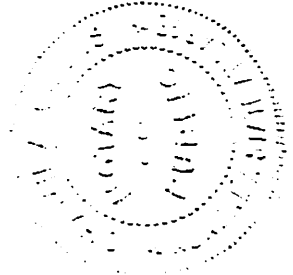
COUNTY OF Mobile }

I, the undersigned authority in and for said State and County, hereby certify that Derek O. Gillis
as President title respectively, of Water And Waste Specialties company name

whose name is signed to the foregoing document and who is known to me, acknowledged before me on this day, that, being informed of the contents of the document they executed the same voluntarily on the day the same bears date.

Given under my hand and Notary Seal on this 13 day of JUNE, 2017

Shirley S. Gill
Notary Public
My commission expires 7/28/2018



RESOLUTION NO. _____

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that Mayor Karin Wilson is hereby authorized to execute Extension No. 2, Zinc Orthophosphate and TKKP Chemicals for the Water Department, with Thornton Musso Bellemin, Inc., for an additional one year, as per the terms and conditions of the original contract. The cost is \$1.03 per pound for Zinc Orthophosphate and \$1.34 per pound for TKKP Chemicals; with a total annual cost not to exceed \$51,000.00.

Adopted on this 24th day of June, 2019

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

City of Fairhope
Project Funding Request

Issuing Date: 6/13/2019

Please return this Routing Sheet to Treasurer by: ASAP
JUN 15 10 58 AM '19

Project Name: Zinc Orthophosphate & TKPP Chemicals Contract Extension #2 (from 7/31/2019 to 7/31/2020)

Project Location: WW Dept

Presented to City Council: 6/24/2019

Funding Request Sponsor: Richard Peterson, Operational Director
Jay Whitman, Water and Sewer Superintendent

Resolution # :
Approved _____
Changed _____
Rejected _____

Project Cash Requirement Requested:
Cost - Zinc Orthophosphate: \$1.03/lb (approx \$45,000/year)
Cost - TKPP: \$1.34/lb (approx \$6,000/year)
(annual not-to-exceed amount of \$51,000)

Vendor: Thornton Musso Bellemin, Inc

Project Engineer: n/a

Order Date: n/a Lead Time: n/a

Department Funding This Project								
General	Gas	Electric	Water XXX		Sewer	Gas Tax	Cap Proj	Impact
Department of General Fund Providing the Funding								
Admin-10 Fac Maint-45	Bldg-13 Golf-50	Police-15 Golf Grounds-55	Fire-20	ECD-24	Rec-25 Debt Service-85	Civic-26	Street-35	Sanitation-40

Project will be: Expensed XXX
Capitalized _____
Inventoried _____

Funding Source: Operating Expenses XXX
Budgeted Capital _____
Unfunded _____

Expense Code: 004010-53010
G/L Acct Name: Chemicals & Testing

Project Budgeted: \$24,500.00 (included in operating budget)
Balance Sheet Item-
Included in projected
cash flow _____

Over (Under) budget amount: n/a

Comments: Contained in operating budget for the above G/L expense accounts.

Grant: _____ Federal - not to exceed amount
_____ State
_____ City

Bond: _____ Title _____ Year _____
Loan: _____ Title _____ Year _____

Capital Lease: _____ Payment _____ Term _____

City Council Prior Approval/Date? No

City Treasurer	Finance Director	Mayor
Purchasing Memo Date: <u>6/11/2019</u>	Purchasing Memo Date: <u>6/11/2019</u>	Delivered To Date: <u>6/13/2019</u>
Request Approved Date: <u>6/12/2019</u>	Request Approved Date: <u>6/13/19</u>	Approved Date: <u>6/13/19</u>
Signatures: <u>Kim Creech</u> Kim Creech	<u>Jill Cabaniss</u> Jill Cabaniss, MBA	<u>Mayor Kara Wilson</u> Mayor Kara Wilson



MEMO

Karin Wilson
Mayor

To: Kimberly Creech, Treasurer

From: 
Delores A Brandt, Purchasing Manager

Date: June 11, 2019

Re: **Council approval and authorize Mayor to sign contract Extension #2 for Contract for Supply of Zinc Orthophosphate and TKPP Chemicals**

Council Members:
Kevin G. Boone
Robert A. Brown
Jack Burrell, ACOMO
Jimmy Conyers
Jay Robinson

Contract was executed July 25, 2017 for supply of Zinc Orthophosphate and TKPP Chemicals, then Extension #1 was executed and began immediately upon end date of original contract, July 28, 2018. The Sewer Dept requests that the City of Fairhope exercise the option of extending the contract for one **last additional year, extending it to July 25, 2020.**

The vendor, has agreed to the **Extension #2**, with all terms and conditions of the original contract, including pricing, remaining the same (see attached letter from vendor, **THORNTON MUSSO BELLEMIN, INC.**)

Zinc Orthophosphate	\$1.03 per lb--approx \$45,000 per year
TKPP	\$1.34 per lb--approx \$ 6,000 per year

Estimated annual Cost, related to weather conditions: \$65,000.00

Please place on the next available City Council agenda this request to extend for one additional and last year, Extension #2, the award of Zinc Orthophosphate and TKPP Chemicals with all terms and conditions, including price, remaining the same, to THORNTON MUSS BELLEMIN, INC. with base price not-to-exceed \$1.03 per lb. for Zinc Orthophosphate and \$1.34 per lb. for TKPP

Lisa A. Hanks, MMC
City Clerk

Kimberly Creech
Treasurer

Cc: file, J Whitman, R. Peterson, Curtis Cooper

161 North Section
St.
PO Drawer 429
Fairhope, AL 36533

251-928-2136 (p)
251-928-6776 (f)
www.fairhopeal.gov

Wed 6/12/2019 6:47 AM

DeeDee,

We agree to the same conditions and pricing as our previous contract extension, for one year.

Thank you,

Casey Oliver Clayton, M.S.
Water Treatment Consultant
Thornton, Musso, and Bellemin
(850) 261-4405

City of Fairhope

**Extension No. 2 of Contract for
Supply of Zinc Orthophosphate and TKPP Chemicals**

The **EXTENSION NO. 2** of CONTRACT ("Extensions") is made this _____ day of _____, 2019 for the purpose of extending the contract known as **Supply of Zinc Orthophosphate and TKPP Chemicals**, dated **July 25, 2017** ("Original Contract") between the **City of Fairhope** and **THORTON, MUSSO, BELLEMINI, INC.** (the "Parties").

1. The Original Contract, which is attached hereto as part of this Extension is described below:

Supply of Zinc Orthophosphate and TKPP Chemicals

and will end on **July 25, 2018 at 11:59 P.M.**

2. The Parties agreed to extend the Original Contract for an additional period, **Extension #1**, which began immediately upon the expiration of the original period **July 25, 2018** and will end on **July 31, 2019 at 11:59 P.M.**
3. The Parties agree to extend the Original Contract for the second and **LAST** period, **Extension #2**, which will begin immediately upon the expiration of **Extension #1, July 31, 2019**, and will end on **July 31, 2020 at 11:59 P.M.**
4. This Extension binds and benefits both Parties and any successors or assigns. This document, including the attached Original Contract, is the entire agreement between the Parties. All other terms and conditions of the Original Contract, including pricing, remain unchanged.

IN WITNESS WHEREOF, the parties hereto have executed this Contract Extension as of the day and year first above written.

THE CITY OF FAIRHOPE, ALABAMA

By: **Karin Wilson, Mayor**

By: **Lisa A. Hanks, MMC, City Clerk**

NOTARY FOR THE CITY

I, the undersigned authority in and for said State and County, hereby certify that Karin Wilson as Mayor of the City of Fairhope whose name is signed to the foregoing document and who is known to me, acknowledged before me on this day, being informed of the contents of the document he executed the same voluntarily on the date of the same bears date.

Given under my hand and Notary Seal on this _____ day of _____, 2019

Notary Public _____
My Commission Expires _____

If Corporation, Partnership, or Joint Venture

Name of Corporation, Partnership, or Joint Venture

By: _____
Signature of Officer Authorized to Sign Bids and Contracts for the Firm Position or Title

Business Mailing Address

Business Mailing Address

City, State, Zip Code

General Contractor's License Number Foreign Corporation Entity ID
(Required of out-of-state vendors)

NOTARY

STATE OF _____ }

COUNTY OF _____ }

I, the undersigned authority in and for said State and County, hereby certify that

_____, as _____
Type or Print Name of Bid Signer Type or Print Bid Singer Title

Respectively, of _____
Type or Print Company Name

Whose name is signed to the foregoing document and who is known to me, acknowledged before me on this day, that, being of the contents of the document they executed the same voluntarily on the day the same bears date.

Given under my hand and Notary Seal on this _____ day of _____, 2019

Notary Public _____
My Commission Expires _____

RESOLUTION NO. ____

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, as follows:

[1] That the City of Fairhope did request, receive, and open bids for Employee Uniforms for the City of Fairhope (Bid Number 015-19).

[2] At the appointed time and place, the following bids were opened and tabulated as follows:

Please see attached Bid Tabulation for
Employee Uniforms

[3] After evaluating the bid proposals with the required bid specifications, Riverbend Enterprises, Inc., with a total bid proposal of approximately \$135,200.00, is now awarded the bid for Employee Uniforms for the City of Fairhope.

Adopted on this 24th day of June, 2019

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

City of Fairhope
Project Funding Request

Issuing Date: 6/13/2019

Please return this Routing Sheet to Treasurer by: ASAP

Project Name: Award bid No 015-19, Employee Uniforms to Riverbend Enterprises, Inc.

JUN 15 2019 4:58

Project Location: All Departments with uniforms

Resolution # : 2019-04
Approved _____

LAH

Presented to City Council: 6/24/2019

Changed _____

Funding Request Sponsor: Randy Weaver

Rejected _____

Project Cash Requirement Requested:
Cost: \$135,200.00

\$ -

Vendor: Riverbend Enterprises, Inc.

Project Engineer: n/a

Order Date: n/a

Lead Time: n/a

Department Funding This Project

General XXX	Gas	Electric	Water	Sewer	Gas Tax	Cap Proj	Impact
Department of General Fund Providing the Funding							
Admin-10	Bldg-13	Police-15	Fire-20	ECD-24	Rec-25	Civic-26	Street-35
Fac Maint-45	Golf-50	Golf Grounds-55			Debt Service-85		Sanitation-40

Project will be:

Expensed XXX
Capitalized _____
Inventoried _____

Funding Source:

Operating Expenses XXX
Budgeted Capital _____
Unfunded _____

Expense Code: XXX-50460
G/L Acct Name: Uniforms

Grant: _____ Federal - not to exceed amount
_____ State
_____ City

Project Budgeted: \$104,320.00 (Included in operating budget)
Balance Sheet Item-
Included in projected
cash flow _____

Over (Under) budget amount: \$30,880.00

Bond: _____ Title _____ Year _____
Loan: _____ Title _____ Year _____

Comments: **The anticipated amount for FY2020 uniforms in a approximate \$135,200.00 this an increase of approximately \$53,000.00 due in part to items being deleted by company, but for the most part due to the significant increase in need for more fire retardent uniforms for Gas and Electric Department per federal regulations.**

Capital Lease: _____ Payment _____ Term _____

City Council Prior Approval/Date? No

City Treasurer

Finance Director

Mayor

Purchasing Memo Date: 6/7/2019

Purchasing Memo Date: 6/7/2019

Delivered To Date: 6/13/2019

Request Approved Date: 6/13/2019

Request Approved Date: 6/13/19

Approved Date: 6/13/19

Signatures: *Rim Creech*
Rim Creech

Jill Cabaniss
Jill Cabaniss, MBA

Karin Wilson
Mayor Karin Wilson



MEMO

Karin Wilson
Mayor

Council Members:
Kevin G. Boone
Robert A. Brown
Jack Burrell, ACOMO
Jimmy Conyers
Jay Robinson

Lisa A. Hanks, MMC
City Clerk

Kimberly Creech
Treasurer

To: Kimberly Creech, Treasurer
From: Delores Brandt
Delores Brandt, Purchasing Manager

Date: June 7, 2019

Re: **Requesting greensheet approving Council to award Bid No. 015-19, Employee Uniforms**

An Invitation to Bid (ITB), for **Bid No. 015-19, Employee Uniforms**, was issued, with multiple addenda, to multiple vendors. Responses were received until 9:00 a.m., May 8, 2019. A bid tabulation and recommendation was composed (see attached). The recommendation is to award the bid to **Riverbend Enterprises, Inc.**, of Fairhope, AL, for their prices as listed in the Bid Tabulation and Recommendation (see attached). This is a unit price bid, from which to order by Purchase Orders on an as needed basis.

The anticipated amount for FY2020 uniforms is approximate \$135,200.00 (see attached) this an increase of approximately \$53,000 due in part to items being deleted by company, but for the most part due to the significant increase in need for more Fire Retardant uniforms for Gas and Electric Department per federal regulations. I have provided a list of typical uniform costs per department., and a copy of the uniform items that were bid.

Please place on the next City Council Agenda this request to award Bid No. 015-19, Employee Uniforms, to Riverbend Enterprises, Inc., of Fairhope, AL, in the amount of the unit bid prices listed in the Bid Tabulation and Recommendation (attached), and allow the Mayor to execute a contract for bid amounts.

161 North Section
St.
PO Drawer 429
Fairhope, AL 36533

Cc: file, Supervisors, R Weaver

251-928-2136 (p)
251-928-6776 (f)
www.fairhopeal.gov

Utilities - Spring/Summer

		Riverbend Enterprises	Eastern Shore Shoe Hospital	At Work Uniforms
Short Sleeve	CARHARTT 102417 (or equivalent) Short Sleeve Force Shirt in Asphalt, Dark Khaki Price to include City Utility logo embroidered left chest. See .jpeg file attached.	\$ 32.40	\$ 38.00	\$ 35.25
Pants	CARHARTT B151 (or equivalent) 7.5 oz. Dungaree in Tan, Midnight, Moss, Brown, Navy	\$ 35.95	\$ 35.99	\$ 39.35
Shorts	CARHARTT B144 (or equivalent) Canvas Short in Tan	\$ 27.90	\$ 26.99	\$ 41.00
TOTAL		\$ 96.25	\$ 100.98	\$ 115.60

Utilities - Fall/Winter

		Riverbend Enterprises	Eastern Shore Shoe Hospital	At Work Uniforms
Long Sleeve	CARHARTT 102418 (or equivalent) Long Sleeve Force Shirt in Asphalt, Dark Khaki Price to include City Utility logo embroidered left chest. See .jpeg file attached.	\$ 38.90	\$ 43.00	\$ 42.80
Pants	CARHARTT B11 (or equivalent) 12 oz. Dungaree in Navy, Moss	\$ 35.95	\$ 35.99	\$ 39.35
Sweatshirt	CARHARTT K121 (or equivalent) Hooded Sweatshirt in New Navy Price to include "The City of Fairhope" embroidered in white, Ariel, Bold, 34 point font left chest. See .jpeg file attached.	\$ 34.90	\$ 38.00	\$ 38.00
TOTAL		\$ 109.75	\$ 116.99	\$ 120.15

		Riverbend Enterprises	Eastern Shore Shoe Hospital	At Work Uniforms
	PER PERSON TOTAL UTILITIES	\$ 206.00	\$ 217.97	\$ 235.75

Public Works - Spring/Summer - Uniform A



		Riverbend Enterprises	Eastern Shore Shoe Hospital	At Work Uniforms
Short Sleeve	CARHARTT 102417 (or equivalent) Short Sleeve Force Shirt in Federal Blue, Asphalt, Navy Price to include "The City of Fairhope" embroidered in white, Ariel, Bold, 34 point font left chest. See .jpeg file attached.	\$ 32.40	\$ 38.00	\$ 35.25
Pants	CARHARTT B151 (or equivalent) 7.5 oz. Dungaree in Tan, Midnight, Moss, Brown, Navy	\$ 35.95	\$ 35.99	\$ 39.35
Shorts	CARHARTT B144 (or equivalent) Canvas Short in Tan	\$ 27.90	\$ 26.99	\$ 41.00
TOTAL		\$ 96.25	\$ 100.98	\$ 115.60

Public Works - Spring/Summer - Uniform B

		Riverbend Enterprises	Eastern Shore Shoe Hospital	At Work Uniforms
Short Sleeve	SANMAR ST650 (or equivalent) Short Sleeve Knit Shirt in True Royal, Iron Gray, Navy Price to include "The City of Fairhope" embroidered in white, Ariel, Bold, 34 point font left chest. See .jpeg file attached.	\$ 18.99	NO BID	\$ 20.00
Pants	CARHARTT B151 (or equivalent) 7.5 oz. Dungaree in Tan, Midnight, Moss, Brown, Navy	\$ 35.95	\$ 35.99	\$ 39.35
Shorts	CARHARTT B144 (or equivalent) Canvas Short in Tan	\$ 27.90	\$ 26.99	\$ 41.00
TOTAL		\$ 82.84	\$ 62.98	\$ 100.35

Public Works - Fall/Winter

		Riverbend Enterprises	Eastern Shore Shoe Hospital	At Work Uniforms
Long Sleeve	SANMAR ST657 (or equivalent) Long Sleeve Knit Shirt in True Royal Price to include "The City of Fairhope" embroidered in white, Ariel, Bold, 34 point font left chest. See .jpeg file attached.	\$ 20.99	NO BID	\$ 22.95
Pants	CARHARTT B11 (or equivalent) 12 oz. Dungaree in Navy, Moss	\$ 35.95	\$ 35.99	\$ 39.35
Sweatshirt	CARHARTT K121 (or equivalent) Hooded Sweatshirt in New Navy Price to include "The City of Fairhope" embroidered in white, Ariel, Bold, 34 point font left chest. See .jpeg file attached.	\$ 34.90	\$ 38.00	\$ 38.00
TOTAL		\$ 91.84	\$ 73.99	\$ 100.30

		Riverbend Enterprises	Eastern Shore Shoe Hospital	At Work Uniforms
	PER PERSON TOTAL PUBLIC WORKS - UNIFORM A	\$ 188.09	NO BID	\$ 215.90
	PER PERSON TOTAL PUBLIC WORKS - UNIFORM B	\$ 174.68	NO BID	\$ 200.65

FIRE RESISTANT - Spring/Summer - ELECTRIC

		Riverbend Enterprises	Eastern Shore Shoe Hospital	At Work Uniforms
Long Sleeve Electric Only	Bulwark SLG8 (or equivalent) Plaid Dress Shirt, 6.5 oz. in KH, HN, RK Price to include City Utilities Department logo embroidered left chest. See .jpeg file attached.	\$ 76.40	NO BID	\$ 76.30
Jeans Electric Only	Bulwark PNU8 (or equivalent) Jean Style Pant, 7.5 oz. in KH, OL, NV	\$ 119.40	NO BID	\$ 120.75
TOTAL		\$ 195.80	\$ -	\$ 197.05

FIRE RESISTANT - Fall/Winter - ELECTRIC

		Riverbend Enterprises	Eastern Shore Shoe Hospital	At Work Uniforms
Long Sleeve	Bulwark SMU2 (or equivalent) Dress Shirt, 7 oz. in KH Price to include City Utilities Department logo embroidered left chest. See .jpeg file attached.	\$ 76.90	NO BID	\$ 77.20
Jeans Electric Only	Bulwark PLU6 (or equivalent) Midweight Canvas Jean in KH, OL, NV	\$ 73.90	NO BID	\$ 73.20
Sweatshirt	Bulwark SEH4 (or equivalent) Zip Front Hooded Sweatshirt, 12.5 oz. in CH/NV Price to include City Utilities Department logo embroidered left chest. See .jpeg file attached.	\$ 169.50	NO BID	\$ 168.05
Lineman's Coat Electric Only	Bulwark JLC4 (or equivalent) Brown Duck Lineman's Coat in BD Price to include City Utilities Department logo embroidered left chest. See .jpeg file attached.	\$ 204.50	NO BID	\$ 197.05
TOTAL		\$ 524.80	\$ -	\$ 515.50

		Riverbend Enterprises	Eastern Shore Shoe Hospital	At Work Uniforms
→	PER PERSON	TOTAL ELECTRIC \$ 720.60	NO BID	\$ 712.55
	SIX SETS REQUESTED	\$ 4,323.60	NO BID	\$ 4,275.30

		Riverbend Enterprises	Eastern Shore Shoe Hospital	At Work Uniforms
→	Combined pricing for various additional items required FR items. Breakdown attached.	\$ 1,104.30	NO BID	\$ 1,043.20

FIRE RESISTANT - Spring/Summer - GAS

		Riverbend Enterprises	Eastern Shore Shoe Hospital	At Work Uniforms
Long Sleeve	Bulwark SLU4 (or equivalent) Camo Uniform Shirt, 6 oz. in KH Price to include City Utilities Department logo embroidered left chest. See .jpeg file attached.	\$ 72.25	NO BID	\$ 72.50
Cargo Pant	Bulwark PMU2 (or equivalent) Cargo Pocket Pant, 7 oz. in KH/NV	\$ 79.90	NO BID	\$ 78.50
TOTAL		\$ 152.15	\$ -	\$ 151.00

FIRE RESISTANT - Fall/Winter - GAS

		Riverbend Enterprises	Eastern Shore Shoe Hospital	At Work Uniforms
Long Sleeve	Bulwark SMU2 (or equivalent) Dress Shirt, 7 oz. in KH Price to include City Utilities Department logo embroidered left chest. See .jpeg file attached.	\$ 76.90	NO BID	\$ 77.20
Dungaree	Bulwark PLU8 (or equivalent) Dungaree in OL/NV	\$ 69.90	NO BID	\$ 68.85
Sweatshirt	Bulwark SEH4 (or equivalent) Zip Front Hooded Sweatshirt, 12.5 oz. in CH/NV Price to include City Utilities Department logo embroidered left chest. See .jpeg file attached.	\$ 169.50	NO BID	\$ 168.05
Hooded	Bulwark JLG6 (or equivalent) Insulated Brown Duck Hooded Jacket, 13 oz. in BD Price to include City Utilities Department logo embroidered left chest. See .jpeg file attached.	\$ 205.90	NO BID	\$ 198.40
TOTAL		\$ 522.20	\$ -	\$ 512.50

		Riverbend Enterprises	Eastern Shore Shoe Hospital	At Work Uniforms
→	PER PERSON	TOTAL GAS \$ 674.35	NO BID	\$ 663.50
	SIX SETS REQUESTED	\$ 4,046.10	NO BID	\$ 3,981.00

		Riverbend Enterprises	Eastern Shore Shoe Hospital	At Work Uniforms
→	Combined pricing for various additional items required FR items. Breakdown attached.	\$ 859.40	NO BID	\$ 808.55

ADDITIONAL ITEMS			Riverbend Enterprises	Eastern Shore Shoe Hospital	At Work Uniforms
Overall Electric Only	Bulwark BLN6 (or equivalent) Insulated Brown Duck Bib Overall, 13 oz. in KH, HV		\$ 244.90	NO BID	\$ 234.65
Snap on Hood	Bulwark HLH2 (or equivalent) Brown Duck Universal Fit Snap On Hood, 11 oz. in KH/NV/RB/BD		\$ 51.90	NO BID	\$ 50.55
Face Mask	Bulwark HMB2 (or equivalent) Balaclava with Face Mask, 8.75 oz. in NV		\$ 22.40	NO BID	\$ 21.00
Head Gear	Bulwark HMC4 (or equivalent) Fleece Beanie in NV		ITEM NOT FOUND	NO BID	\$ 26.90
Head Gear	Bulwark HMC2 (or equivalent) Knit Cap in BK		\$ 25.40	NO BID	\$ 29.95
Safety Vest	Bulwark VMV8 (or equivalent) HI-Visibility Mesh Safety Vest in HV		\$ 75.90	NO BID	\$ 73.50
Rain Gear	Bulwark BXNGYE (or equivalent) High Visibility Flame Resistant Rain Bib Overalls, 13 oz. in YE		\$ 143.50	NO BID	\$ 139.50
Rain Gear	Bulwark JXN6YE (or equivalent) Rain Jacket, 13 oz. in YE		\$ 188.50	NO BID	\$ 181.45
Overall	Bulwark BLF6 (or equivalent) Brown Duck Unlined Bib Overall, 13 oz. in BD/NV/KH		\$ 132.90	NO BID	\$ 127.15
Coverall	Bulwark CNBT (or equivalent) Premium Coverall with Reflective Trim, 6 oz. in RB Price to include City Utilities Department logo embroidered left chest. See .jpeg file attached.		\$ 218.90	NO BID	\$ 158.55

UTILITIES - WATER/SEWER

		RIVERBEND ENTERPRISES				EASTERN SHORE SHOE HOSPITAL				AT WORK UNIFORMS			
SHIRTS	DESCRIPTION	MANUFACTURER & ITEM NUMBER	CATEGORY 1 UNIT PRICE	CATEGORY 2 UNIT PRICE	CATEGORY 3 UNIT PRICE	MANUFACTURER & ITEM NUMBER	CATEGORY 1 UNIT PRICE	CATEGORY 2 UNIT PRICE	CATEGORY 3 UNIT PRICE	MANUFACTURER & ITEM NUMBER	CATEGORY 1 UNIT PRICE MED - 2XL	CATEGORY 2 UNIT PRICE 3XL	CATEGORY 3 UNIT PRICE 4XL
Short Sleeve	CARHARTT 102417 (or equivalent) Short Sleeve Force Shirt in Asphalt, Dark Khaki Price to include City Utility logo embroidered left chest. See .jpeg file attached.	PRICED PER DESCRIPTION	\$ 32.40	\$ 34.90	\$ 34.90	PRICED PER DESCRIPTION	\$ 38.00	\$ 40.00		CATEGORY SIZE CHANGE	\$ 35.25	\$ 39.05	\$ 39.05
Long Sleeve	CARHARTT 102418 (or equivalent) Long Sleeve Force Shirt in Asphalt, Dark Khaki Price to include City Utility logo embroidered left chest. See .jpeg file attached.	PRICED PER DESCRIPTION	\$ 38.90	\$ 41.40	\$ 41.40	PRICED PER DESCRIPTION	\$ 43.00	\$ 45.00		CATEGORY SIZE CHANGE	\$ 42.80	\$ 46.55	\$ 46.55

PUBLIC WORKS - BUILDING, GOLF, RECREATION

		RIVERBEND ENTERPRISES				EASTERN SHORE SHOE HOSPITAL				AT WORK UNIFORMS			
SHIRTS	DESCRIPTION	MANUFACTURER & ITEM NUMBER	CATEGORY 1 UNIT PRICE	CATEGORY 2 UNIT PRICE	CATEGORY 3 UNIT PRICE	MANUFACTURER & ITEM NUMBER	CATEGORY 1 UNIT PRICE	CATEGORY 2 UNIT PRICE	CATEGORY 3 UNIT PRICE	MANUFACTURER & ITEM NUMBER	CATEGORY 1 UNIT PRICE	CATEGORY 2 UNIT PRICE	CATEGORY 3 UNIT PRICE
Short Sleeve	CARHARTT 102417 (or equivalent) Short Sleeve Force Shirt in Federal Blue, Asphalt, Navy Price to include "The City of Fairhope" embroidered in white, Ariel, Bold, 34 point font left chest. See .jpeg file attached.	PRICED PER DESCRIPTION	\$ 32.40	\$ 34.90	\$ 34.90	PRICED PER DESCRIPTION	\$ 38.00	\$ 40.00		FEDERAL BLUE NOT AVAILABLE	\$ 35.25	\$ 39.05	
Short Sleeve	SANMAR ST650 (or equivalent) Short Sleeve Knit Shirt in True Royal, Iron Gray, Navy Price to include "The City of Fairhope" embroidered in white, Ariel, Bold, 34 point font left chest. See .jpeg file attached.	PRICED PER DESCRIPTION	\$ 18.99	\$ 20.99	\$ 22.99	NO BID				PRICED PER DESCRIPTION	\$ 20.00	\$21.40 (2X) \$24.30 (3X)	\$ 25.70
Long Sleeve	SANMAR ST657 (or equivalent) Long Sleeve Knit Shirt in True Royal Price to include "The City of Fairhope" embroidered in white, Ariel, Bold, 34 point font left chest. See .jpeg file attached.	PRICED PER DESCRIPTION	\$ 20.99	\$ 22.99	\$ 23.99	NO BID				PRICED PER DESCRIPTION	\$ 22.95	\$24.30 (2X) \$27.05 (3X)	\$ 28.40
Sweatshirt	CARHARTT K121 (or equivalent) Hooded Sweatshirt in New Navy Price to include "The City of Fairhope" embroidered in white, Ariel, Bold, 34 point font left chest. See .jpeg file attached.	PRICED PER DESCRIPTION	\$ 34.90	\$ 36.40	\$ 36.40	PRICED PER DESCRIPTION	\$ 38.00	\$ 40.00		PRICED PER DESCRIPTION	\$ 38.00	\$ 40.50	

PUBLIC WORKS - BUILDING, GOLF, RECREATION

PANTS	DESCRIPTION	RIVERBEND ENTERPRISES			EASTERN SHORE SHOE HOSPITAL			AT WORK UNIFORMS					
		MANUFACTURER & ITEM NUMBER	CATEGORY 1 UNIT PRICE	CATEGORY 2 UNIT PRICE	CATEGORY 3 UNIT PRICE	MANUFACTURER & ITEM NUMBER	CATEGORY 1 UNIT PRICE	CATEGORY 2 UNIT PRICE	CATEGORY 3 UNIT PRICE	MANUFACTURER & ITEM NUMBER	CATEGORY 1 UNIT PRICE	CATEGORY 2 UNIT PRICE	CATEGORY 3 UNIT PRICE
	CARHARTT B11 (or equivalent) 12 oz. Dungaree in Navy, Moss	PRICED PER DESCRIPTION	\$ 35.95	\$ 35.95	\$ 35.95	MOSS	\$ 35.99			\$ 39.35			
	CARHARTT B151 (or equivalent) 7.5 oz. Dungaree in Tan, Midnight, Moss, Brown, Navy	PRICED PER DESCRIPTION	\$ 35.95	\$ 35.95	\$ 35.95	NAVY	\$ 35.99			\$39.35 \$54.80 NOT AVAILABLE			
	CARHARTT B159 (or equivalent) Carpenter Pants in Golden Khaki, Navy	PRICED PER DESCRIPTION	\$ 35.95	\$ 35.95	\$ 35.95	PRICED PER DESCRIPTION	\$ 35.99			\$ 54.00			
SHORTS	DESCRIPTION	MANUFACTURER & ITEM NUMBER	CATEGORY 1 UNIT PRICE	CATEGORY 2 UNIT PRICE	CATEGORY 3 UNIT PRICE	MANUFACTURER & ITEM NUMBER	CATEGORY 1 UNIT PRICE	CATEGORY 2 UNIT PRICE	CATEGORY 3 UNIT PRICE	MANUFACTURER & ITEM NUMBER	CATEGORY 1 UNIT PRICE	CATEGORY 2 UNIT PRICE	CATEGORY 3 UNIT PRICE
	CARHARTT B144 (or equivalent) Canvas Short in Tan	CARHARTT B147	\$ 27.90	\$ 27.90	\$ 27.90	PRICED PER DESCRIPTION	\$ 26.99			SIZES 28-50	\$ 41.00		

FIRE RESISTANT

		RIVERBEND ENTERPRISES				EASTERN SHORE SHOE HOSPITAL				AT WORK UNIFORMS			
SHIRTS	DESCRIPTION	MANUFACTURER & ITEM NUMBER	CATEGORY 1 UNIT PRICE	CATEGORY 2 UNIT PRICE	CATEGORY 3 UNIT PRICE	MANUFACTURER & ITEM NUMBER	CATEGORY 1 UNIT PRICE	CATEGORY 2 UNIT PRICE	CATEGORY 3 UNIT PRICE	MANUFACTURER & ITEM NUMBER	CATEGORY 1 UNIT PRICE	CATEGORY 2 UNIT PRICE	CATEGORY 3 UNIT PRICE
Long Sleeve Electric Only	Bulwark SLG8 (or equivalent) Plaid Dress Shirt, 6.5 oz. in KH, HN, RK Price to include City Utilities Department logo embroidered left chest. See .jpeg file attached.	PRICED PER DESCRIPTION	\$ 76.40	\$ 89.40	\$ 89.40	NO BID				PRICED PER DESCRIPTION	\$ 76.30	\$ 90.55	
Long Sleeve Electric Only	Bulwark SEK2 (or equivalent) Tagless Mock Turtleneck in NV	PRICED PER DESCRIPTION	\$ 67.40	\$ 79.90	\$ 79.90	NO BID				PRICED PER DESCRIPTION	\$ 68.00	\$ 81.75	
Long Sleeve	Bulwark SLU4 (or equivalent) Camo Uniform Shirt, 6 oz. in KH Price to include City Utilities Department logo embroidered left chest. See .jpeg file attached.	PRICED PER DESCRIPTION	\$ 72.25	\$ 84.90	\$ 84.90	NO BID				PRICED PER DESCRIPTION	\$ 72.50	\$ 86.00	
Long Sleeve	Bulwark SMU2 (or equivalent) Dress Shirt, 7 oz. in KH Price to include City Utilities Department logo embroidered left chest. See .jpeg file attached.	PRICED PER DESCRIPTION	\$ 76.90	\$ 89.90	\$ 89.90	NO BID				PRICED PER DESCRIPTION	\$ 77.20	\$ 91.60	
Short Sleeve	Bulwark SMU4 (or equivalent) Uniform Shirt in KH Price to include City Utilities Department logo embroidered left chest. See .jpeg file attached.	PRICED PER DESCRIPTION	\$ 76.90	\$ 89.90	\$ 89.90	NO BID				PRICED PER DESCRIPTION	\$ 77.20	\$ 91.60	
Sweatshirt	Bulwark SEH4 (or equivalent) Zip Front Hooded Sweatshirt, 12.5 oz. in CH/NV Price to include City Utilities Department logo embroidered left chest. See .jpeg file attached.	PRICED PER DESCRIPTION	\$ 169.50	\$ 199.50	\$ 199.50	NO BID				PRICED PER DESCRIPTION	\$ 168.05	\$ 200.65	
Short Sleeve	Bulwark SMT6 (or equivalent) Short Sleeve Lightweight T-Shirt in KH/NV	PRICED PER DESCRIPTION	\$ 40.50	\$ 47.90	\$ 47.90	NO BID				PRICED PER DESCRIPTION	\$ 42.20	\$ 48.35	
Long Sleeve	Bulwark SMT8NV (or equivalent) Long Sleeve Lightweight T-Shirt in KH/NV/KH	PRICED PER DESCRIPTION	\$ 42.90	\$ 49.90	\$ 49.90	NO BID				PRICED PER DESCRIPTION	\$ 42.45	\$ 50.75	
PANTS	DESCRIPTION	MANUFACTURER & ITEM NUMBER	CATEGORY 1 UNIT PRICE	CATEGORY 2 UNIT PRICE	CATEGORY 3 UNIT PRICE	MANUFACTURER & ITEM NUMBER	CATEGORY 1 UNIT PRICE	CATEGORY 2 UNIT PRICE	CATEGORY 3 UNIT PRICE	MANUFACTURER & ITEM NUMBER	CATEGORY 1 UNIT PRICE	CATEGORY 2 UNIT PRICE	CATEGORY 3 UNIT PRICE
Jeans Electric Only	Bulwark PU6 (or equivalent) Midweight Canvas Jean in KH, OL, NV	PRICED PER DESCRIPTION	\$ 73.90	\$ 85.90	\$ 85.90	NO BID				PRICED PER DESCRIPTION	\$ 73.20	\$ 87.65	
Jeans Electric Only	Bulwark PN8 (or equivalent) Jean Style Pant, 7.5 oz. in KH, OL, NV	PRICED PER DESCRIPTION	\$ 119.40	\$ 144.90	\$ 144.90	NO BID				PRICED PER DESCRIPTION	\$ 120.75	\$ 144.65	
Dungaree	Bulwark PU8 (or equivalent) Dungaree in OL/NV	PRICED PER DESCRIPTION	\$ 69.90	\$ 82.40	\$ 82.40	NO BID				PRICED PER DESCRIPTION	\$ 68.85	\$ 82.40	
Cargo Pant	Bulwark PMU2 (or equivalent) Cargo Pocket Pant, 7 oz. in KH/NV	PRICED PER DESCRIPTION	\$ 79.90	\$ 93.40	\$ 93.40	NO BID				PRICED PER DESCRIPTION	\$ 78.50	\$ 94.00	

FIRE RESISTANT

		RIVERBEND ENTERPRISES				EASTERN SHORE SHOE HOSPITAL				AT WORK UNIFORMS			
JACKETS	DESCRIPTION	MANUFACTURER & ITEM NUMBER	CATEGORY 1 UNIT PRICE SMALL - XL	CATEGORY 2 UNIT PRICE 2XL - 3XL	CATEGORY 3 UNIT PRICE 4XL AND UP LONG: L - 2XL	MANUFACTURER & ITEM NUMBER	CATEGORY 1 UNIT PRICE SMALL - XL	CATEGORY 2 UNIT PRICE 2XL - 3XL	CATEGORY 3 UNIT PRICE 4XL AND UP LONG: L - 2XL	MANUFACTURER & ITEM NUMBER	CATEGORY 1 UNIT PRICE SMALL - XL	CATEGORY 2 UNIT PRICE 2XL - 3XL	CATEGORY 3 UNIT PRICE 4XL AND UP LONG: L - 2XL
Lineman's Coat Electric Only	Bulwark JLC4 (or equivalent) Brown Duck Lineman's Coat in BD Price to include City Utilities Department logo embroidered left chest. See .jpeg file attached.	PRICED PER DESCRIPTION	\$ 204.50	\$ 237.50	\$ 237.50	NO BID				PRICED PER DESCRIPTION	\$ 197.05	\$ 235.40	
Jacket Liner Electric Only	Bulwark LLS2 (or equivalent) Brown Duck Vest Jacket Liner, 11 oz. in BD Price to include City Utilities Department logo embroidered left chest. See .jpeg file attached.	PRICED PER DESCRIPTION	\$ 101.90	\$ 121.90	\$ 121.90	NO BID				PRICED PER DESCRIPTION	\$ 100.55	\$ 119.65	
Hooded	Bulwark JLR6 (or equivalent) Insulated Brown Duck Hooded Jacket, 13 oz. in BD Price to include City Utilities Department logo embroidered left chest. See .jpeg file attached.	PRICED PER DESCRIPTION	\$ 205.90	\$ 242.40	\$ 242.40	NO BID				PRICED PER DESCRIPTION	\$ 198.40	\$ 237.05	
Insulated Khaki and Navy	Bulwark JLR8 (or equivalent) Insulated Bomber Jacket, 7 oz. in KH/NV Price to include City Utilities Department logo embroidered left chest. See .jpeg file attached.	PRICED PER DESCRIPTION	\$ 216.90	\$ 254.50	\$ 254.50	NO BID				PRICED PER DESCRIPTION	\$ 210.85	\$ 252.00	
Insulated Royal Blue	Bulwark JLR8 (or equivalent) Insulated Bomber Jacket, 7 oz. in RB Price to include City Utilities Department logo embroidered left chest. See .jpeg file attached.	NAVY, GRAY, OR KHAKI	\$ 216.90	\$ 254.50	\$ 254.50	NO BID				PRICED PER DESCRIPTION	\$ 218.00	\$ 250.00	
ADDITIONAL ITEMS	DESCRIPTION	MANUFACTURER & ITEM NUMBER	CATEGORY 1 UNIT PRICE ONE SIZE	CATEGORY 2 UNIT PRICE N/A	CATEGORY 3 UNIT PRICE N/A	MANUFACTURER & ITEM NUMBER	CATEGORY 1 UNIT PRICE ONE SIZE	CATEGORY 2 UNIT PRICE N/A	CATEGORY 3 UNIT PRICE N/A	MANUFACTURER & ITEM NUMBER	CATEGORY 1 UNIT PRICE ONE SIZE	CATEGORY 2 UNIT PRICE N/A	CATEGORY 3 UNIT PRICE N/A
Overall Electric Only	Bulwark BLN6 (or equivalent) Insulated Brown Duck Bib Overall, 13 oz. in KH, HV	PRICED PER DESCRIPTION	\$ 244.90	\$ 318.90		NO BID				BROWN DUCK ONLY	\$ 234.65	\$ 281.35	
Snap on Hood	Bulwark HLH2 (or equivalent) Brown Duck Universal Fit Snap On Hood, 11 oz. in KH/NV/RB/BD	PRICED PER DESCRIPTION	\$ 51.90			NO BID				PRICED PER DESCRIPTION	\$ 50.55		
Face Mask	Bulwark HMB2 (or equivalent) Balaclava with Face Mask, 8.75 oz. in NV	Bulwark HEB2	\$ 22.40			NO BID				Bulwark HEB2	\$ 21.00		
Head Gear	Bulwark HMC4 (or equivalent) Fleece Beanie in NV	ITEM NOT FOUND	ITEM NOT FOUND			NO BID				NATIONAL SAFETY APPAREL HO1FLCAP	\$ 26.90		
Head Gear	Bulwark HMC2 (or equivalent) Knit Cap in BK	PRICED PER DESCRIPTION	\$ 25.40			NO BID				PRICED PER DESCRIPTION	\$ 29.95		

FIRE RESISTANT

		RIVERBEND ENTERPRISES				EASTERN SHORE SHOE HOSPITAL				AT WORK UNIFORMS			
Safety Vest	Bulwark VMV8 (or equivalent) Hi-Visibility Mesh Safety Vest in HV	PRICED PER DESCRIPTION	\$ 75.90	\$ 87.90	\$ 87.90	NO BID				PRICED PER DESCRIPTION	\$ 73.50	\$ 89.20	
Rain Gear	Bulwark BXN6YE (or equivalent) High Visibility Flame Resistant Rain Bib Overalls, 13 oz. in YE	PRICED PER DESCRIPTION	\$ 143.50	\$ 165.50	\$ 165.50	NO BID				PRICED PER DESCRIPTION	\$ 139.50	\$ 167.15	
Rain Gear	Bulwark JXN6YE (or equivalent) Rain Jacket, 13 oz. in YE	PRICED PER DESCRIPTION	\$ 188.50	\$ 224.90	\$ 224.90	NO BID				PRICED PER DESCRIPTION	\$ 181.45	\$ 217.55	
Overall	Bulwark BLF6 (or equivalent) Brown Duck Unlined Bib Overall, 13 oz. in BD/NV/KH	PRICED PER DESCRIPTION	\$ 132.90	\$ 132.90		NO BID				BROWN DUCK ONLY	\$ 127.15	\$ 127.15	
Coverall	Bulwark CNBT (or equivalent) Premium Coverall with Reflective Trim, 6 oz. in RB Price to include City Utilities Department logo embroidered left chest. See .jpeg file attached.	PRICED PER DESCRIPTION	\$ 218.90	\$ 254.90	\$ 254.90	NO BID				BULWARK CMBCRB	\$ 158.55	\$ 190.00	

RESOLUTION NO. _____

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, as follows:

[1] That the City of Fairhope has voted to purchase SCADA System Annual Software Support/Maintenance Agreement for the Electric, Water, and Gas Departments, from Survalent Technology as Sole Source Distributor; and authorizes procurement based on the option allowed by the Code of Alabama 1975, Section 41-16-51(13): “Contractual services and purchases of commodities for which there is only one vendor or supplier and contractual services and purchases of personal property which by their very nature are impossible to award by competitive bidding.” The cost will be \$21,630.00.

Adopted on this 24th day of June, 2019

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

City of Fairhope
Project Funding Request

Issuing Date: 6/7/2019

Please return this Routing Sheet to Treasurer by: ASAP

Project Name: Electric Dept SCADA System Annual Software Support/Maintenance Agreement

JUN 18 19 2:45 PM

Project Location: Electric Systems

Presented to City Council: 6/24/2019

Funding Request Sponsor: Richard Peterson, Operational Director
Michael Allison, Electric Superintendent

Resolution # : 2114
Approved _____
Changed _____
Rejected _____

Project Cash Requirement Requested:
Cost: \$ 21,630.00

Vendor: Survalent Technology Corporation

Project Engineer: n/a

Order Date: n/a Lead Time: n/a

Department Funding This Project								
General	Gas	Electric XXX	Water		Sewer	Gas Tax	Cap Proj	Impact
Department of General Fund Providing the Funding								
Admin-10	Bldg-13	Police-15	Fire-20	ECD-24	Rec-25	Civic-26	Street-35	Sanitation-40
Fac Maint-45	Golf-50	Golf Grounds-55			Debt Service-85			

Project will be:

Expensed _____
Capitalized _____
Inventoried XXX

Expense Code: 002-, 003-, 004-, 16035
G/L Acct Name: SCADA Capital Purchases
(1/3 to each Utility Fund)

Project Budgeted: \$21,630.00
Balance Sheet Item-
Included in projected
cash flow _____

Over (Under) budget amount: \$ -

Funding Source:

Operating Expenses XXX _____
Budgeted Capital _____
Unfunded _____

Grant: _____ Federal - not to exceed amount
_____ State
_____ City

Bond: _____ Title _____ Year _____
Loan: _____ Title _____ Year _____

Capital Lease: _____ Payment _____ Term _____

Comments: Contained in operating budget for the above G/L expense accounts.

City Council Prior Approval/Date? No

City Treasurer: Kim Creech Finance Director: Jill Cabaniss, MBA Mayor: Karin Wilson

Purchasing Memo Date: 6/5/2019 Purchasing Memo Date: 6/5/2019 Delivered To Date: 6/10/2019

Request Approved Date: 6/7/2019 Request Approved Date: 6/10/19 Approved Date: 6/10/19

Signatures: Kim Creech Jill Cabaniss, MBA Mayor Karin Wilson



MEMO

To: Kimberly Creech, Treasurer

Karin Wilson
Mayor

From: Dee Dee Brandt
Dee Dee Brandt, Purchasing Manager

Date: June 5, 2019

Council Members
Kevin G. Boone
Robert A. Brown
Jack Burrell, ACOMO
Jimmy Conyers
Jay Robinson

Re: Council approval to award the budgeted over \$10,000.00 procurement of SCADA Annual Maintenance Agreement for Utilities

Lisa A. Hanks, MMC
City Clerk

The maintenance agreement for the SCADA system for the Electric Department is expiring. The Electric Department is requesting replacement of the procurement of the maintenance agreement in the amount of **TWENTY-ONE THOUSAND SIX HUNDRED THIRTY DOLLARS (\$21,630.00)** (see attached quotation). This product is solely available from Survalent Technology Corporation (see attached sole source letter). There is a cost increase of \$630.00 over the expiring maintenance agreement.

Kimberly Creech
City Treasurer

Code of Alabama, 1975 makes provision for procurements of this nature as outlined in Section 41-65-51-13:

Contracts for which competitive bidding is not required

(13) Contractual services and purchases of commodities for which there is only one vendor or supplier and contractual services and purchases of personal property which by their very nature are impossible to award by competitive bidding.

Please place on the next City Council Agenda this budgeted, over \$10,000.00 request to approve the \$21,630.00 procurement of the SCADA system annual software support / maintenance agreement for the Electric Department, from the sole source distributor, Survalent Technology Corporation.

Cc: file: M. Allison, J. Morgan; T. Holman; J. Whitman, *J. Montgomery*

161 North Section Street
PO Drawer 429
Fairhope, Alabama 36533

251-928-2136

251-928-6776 Fax
www.fairhopeal.gov

CITY OF FAIRHOPE PURCHASING DEPARTMENT REQUEST FORM

Date: 6/5/2019

Name: Mike Allison **Department:** Electric

ITEM OR SERVICE INFORMATION

What item or service do you need to purchase? Software support for SCADA System

Where will it be located? Warehouse

What is the purpose of the item or service? Support for our SCADA System

How many do you need? 1

Item or Service Is: New Used Replacement Annual Request

When do you anticipate implementation? 6/30/2019

Additional Information or Comments: See attached document

BUDGET INFORMATION

What is the total cost of the item or service? ?

Is it budgeted? Yes No Emergency Request

If budgeted, what is the budgeted amount? ? - \$ in each utility budget? If not 10000 in Electric Budget.

State Contract ALDOT

Purchasing Group Purchasing Group Name: Click or tap here to enter text.

Sole Source Sole Source Justification: Vendor for our SCADA System

Email completed form with quotes or other supporting documentation to deedeeb@cofairhope.com and jennifer.bush@fairhopeal.gov.

Survallent.



Quotation:

Fairhope Electric Department

Platinum Support Renewal 2019-06

Quotation No. M19_4_63148

May 30, 2019

Attention: Jeremy Morgan

Survalent.

Survalent Technology Inc.
 1967 Wehrle Drive, Suite 1, PMB 122
 Buffalo, New York • USA 14221
 T +1-905-826-5000 • F +1-905-826-7144
 survalent.com

Item	Qty	Description	Price (USD)
Survalent Professional Services			
001	1	<p>Platinum SCADA Support Plan [1 Year] Support Period: 29-Jun-2019 through 28-Jun-2020</p> <p>The Platinum SCADA Support Plan provides the following:</p> <p>a) Access to the latest software releases of the delivered SurvalentONE software components, effectively providing an extended warranty on all software components and providing access to the latest product features.</p> <p>b) Access to the Survalent Support Portal which includes the ability to create and track support cases, and provides access to software downloads, product documentation, knowledge base articles, live chat, and support forums.</p> <p>c) 24x7 access to priority, telephone emergency support from the Survalent Support Team. Cases will be treated on a first-come, first serve basis.</p> <p>d) 3 Global User Conference training passes and conference passes per year.</p> <p>e) 25 hours (not more than 8 hours per day) per year of Remote Support Services. All services will be performed by Survalent staff from Survalent offices. Any hours not used during the support period will expire.</p> <p>f) Access to a Survalent System Engineer on-site to provide technical assistance with software updates, assess system health and performance, perform system tuning, and any other technical assistance desired. Duration is 2 days for single and dual redundant configurations, 3 days for tri-redundant configurations, and 5 days for quad-redundant configurations. Site visit is once per year, and must be used during the support period.</p>	
Total Survalent Professional Services			\$21,630

End User: Fairhope Electric Department

Shipping Terms: EXW Ontario, Canada

Shipment approximately 1 To 2 weeks from receipt of purchase order.

Please send purchase order to stcorder@survalent.com

Prices do not include applicable state, provincial, federal or other local taxes.

This quote is valid for 60 days from date of issue and is based on Survalent Standard Terms and Conditions of Sale.

Survalent.

Survalent Technology Inc.
1967 Wehrle Drive, Suite 1, PMB 122
Buffalo, New York • USA 14221
T +1-905-826-5000 • F +1-905-826-7144
survalent.com

Item	Qty	Description	Price (USD)
------	-----	-------------	-------------

Note 1: Maintenance price is based on Dual Server configuration.

Note 2: Free test environment license is included; customers who were previously on platinum level support will continue to receive the test environment license as long as they maintain their support at the platinum level.

This quotation is not valid unless signed by an authorized representative of Survalent.

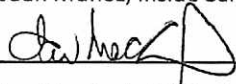
Prepared By: _____



Digitally signed by Juan
DN: cn=Juan, o=Survalent, ou, email=jmunoz@survalent.com,
c=CA
Date: 2019.04.09 14:42:19 -04'00'

Juan Munoz, Inside Sales

Approved By: _____



Ian MacCuaig, VP Customer Success

Survalent[®]

7965 Heritage Road
Brampton, Ontario
L6Y 0B3 Canada
tel: 905-826-5000
fax: 905-826-7144

www.survalent.com

May 10, 2018

Daniel P. Ames
Purchasing Manager
City of Fairhope
P.O. Drawer 429
Fairhope, AL 36533

Dear Mr. Ames,

Survalent Technology is the sole manufacturer and provider of your SCADA software and also is the sole supplier of support and maintenance services for this product. SCADA software is a complex proprietary product used for the monitoring and control of electric, gas, and water distribution systems. Help desk support, product upgrades, and web support materials for your SCADA system are only available from Survalent Technology.

If you have any questions or concerns, please feel free to contact me at your convenience.

Sincerely,

Richard Auerweck
Regional Sales Manager, Eastern USA
Survalent

1967 Wehrle Drive, Suite 1 PMB 122 • Buffalo, New York USA • 14221

M 919-272-0915 • survalent.com

RESOLUTION NO. _____

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, as follows:

[1] That the City of Fairhope approves the procurement of FY 2019 Inventory Supply of Gas Tubing (21k feet) for the Gas Department with a cost of \$16,590.00.

Adopted on this 24th day of June, 2019

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

City of Fairhope
Project Funding Request

Issuing Date: 5/24/2019

Please return this Routing Sheet to Treasurer by: ASAP

Project Name: Procurement of Gas Tubing (21K feet) for inventory JUN 11 '19 AM 10:58

Project Location: _____

Presented to City Council: 6/10/2010 Resolution # : _____ Approved _____

Funding Request Sponsor: Richard Peterson, Operational Director Changed _____
Terry Holman, Gas Superintendent Rejected _____

Project Cash Requirement Requested:
Cost: \$ 16,590.00

Vendor: Consolidated Pipe & Supply Co. Inc.

Project Engineer: n/a

Order Date: n/a Lead Time: n/a

Department Funding This Project								
General	Gas .XXX	Electric	Water	Sewer	Gas Tax	Cap Proj	Impact	
Department of General Fund Providing the Funding								
Admin-10	Bldg-13	Police-15	Fire-20	ECD-24	Rec-25	Civic-26	Street-35	Sanitation-40
Fac Maint-45	Golf-50	Golf Grounds-55			Debt Service-85			

Project will be: Expensed _____
Capitalized _____
Inventoried XXX

Funding Source: Operating Expenses _____
Budgeted Capital _____
Unfunded _____

Expense Code: 002-14015 Grant: _____ Federal - not to exceed amount
G/L Acct Name: Inventory State _____
City _____

Project Budgeted: balance sheet item
Balance Sheet Item-
Included in projected
cash flow _____

Over (Under) budget amount: n/a

Bond: _____ Title _____ Year _____
Loan: _____ Title _____ Year _____

Capital Lease: _____ Payment _____ Term _____

Comments: Although inventory is not budgeted, Gas Department's expected budgeted cash flow significant enough for funding

City Council Prior Approval/Date? No

City Treasurer	Finance Director	Mayor
Purchasing Memo Date: <u>5/23/2019</u>	Purchasing Memo Date: <u>5/23/19</u>	Delivered To Date: <u>5/24/2019</u>
Request Approved Date: <u>5/24/2019</u>	Request Approved Date: <u>5/30/19</u>	Approved Date: _____
Signatures: <u>Kim Creech</u> Kim Creech	<u>Jill Cabaniss</u> Jill Cabaniss, MBA	<u>Mayor Kahn Wilson</u> Mayor Kahn Wilson



MEMO

Date: May 23, 2019

Karin Wilson
Mayor

To: Kimberly Creech, Treasurer

From:

Delores A Brandt
Delores A Brandt, Purchasing Manager

Council Members:

Kevin G. Boone
Robert A. Brown
Jack Burrell, ACOMO
Jimmy Conyers
Jay Robinson

Re: Placing on City Council agenda to approve budgeted procurement for over \$10,000 of TUBING (pipe) for inventory for the Gas Department 2019FY

Lisa A. Hanks, MMC
City Clerk

The Gas Department has need to procure gas TUBING, this fiscal year 2019, for inventory. The units must fit into our existing, standardized system. These units are exempt from formal bidding per Code of Alabama 1975, Section 41-16-51(b)(7), which states:

Kimberly Creech
Treasurer

The purchase of equipment, supplies, or materials needed, used, and consumed in the normal and routine operation of any waterworks system, sanitary sewer system, gas system, or electric system, or any two or more thereof, that are owned by municipalities, counties, or public corporations, boards, or authorities that are agencies, departments, or instrumentalities of municipalities or counties and no part of the operating expenses of which system or systems have, during the then current fiscal year, been paid from revenues derived from taxes or from appropriations of the state, a county, or a municipality.

161 North Section St.
PO Box 429
Fairhope, AL 36533

Four Quotes were obtained for TUBING 2 IPS PE2708 6500 SDR11 in 500' lengths (see of units for **this order is 21,000 feet** and is itemized on the attached quotation From **Consolidated Pipe & Supply Co., Inc.**, of Mobile, AL. as the lowest quote. The **cost of this procurement will be SIXTEEN THOUSAND FIVE HUNDRED NINETY DOLLARS (\$16,590.00)**, including freight, which is over the \$10,000.00 City Council approval limit.

251-928-2136 (p)

251-928-6776 (f)

www.fairhopeal.gov

Please compose a greensheet, and move forward to the next available City Council agenda, this procurement approval request for gas tubing for inventory, at a cost of \$16,590.00, for inventory for 2019FY proposed budget item.

CC: file, Terry Holman, Clint Steadham



Bill To
City of Fairhope
P.O. Drawer 429

Fairhope, AL
36533

Requisition 00004785-00 FY 2019

Acct No:
002 -000-000-14015 -
Review:
Buyer: clint
Status: Allocated

Page 1

Vendor
CONSOLIDATED PIPE & SUPPLY CO, INC
P.O. BOX 2153
DEPT 3147

BIRMINGHAM, AL 35287-3147

Ship To
MAIN WAREHOUSE
555 SOUTH SECTION STREET

FAIRHOPE, AL 36532

Date Ordered	Vendor Number	Date Required	Ship Via	Terms	Department
05/23/19	000019				Purchasing Department
LN Description / Account	Qty	Unit Price	Net Price		
001 TUBING 2 IPS PE 2708 6500 SDR11 500 DRISCOPEX Inventory Item/Loc 965 GAS	21000.00 EACH	0.79000	16590.00		
1 002 -000-000-14015 -			16590.00		
<u>Requisition Link</u>			Requisition Total	16590.00	
***** General Ledger Summary Section ***** Account 002 -000-000-14015 - Gas Fund				Amount	Remaining Budget
				16590.00	

CONSOLIDATED PIPE AND SUPPLY CO., INC.
CUSTOMER QUOTE

4180 Hall Mill Road
PO Box 191057
Mobile AL 36619
0029 - MICHA LAMBERT
Office 251-666-6691
WATS 800-699-6691
Fax 251-666-5311

Quote Nbr: 223861 000
Quote Date: 5/21/2019
Job: 2" GAS PIPE
Engineer: FAIRHOPE
Bid Date: 5/21/2019

Page 1

350133 - FAIRHOPE CITY OF
WATER & SEWER
P O BOX 429
FAIRHOPE AL 36533

Good Until: 6/21/2019
To: MICHA
Email: MLAMBERT@CONSOLIDATEDPIPE.COM

Qty	Size/Wall/Description	Price	Extended Price
21000.0	2 DRISPLX SDR11 PE2708 6500 GAS PIPE 500 **** TRUCKLOAD QUANTITY ONLY PRICE FOR 21,000 FT ****	0.79 FT	16,590.00
Total:			16,590.00

REQ
4785
STATUS #4
ALLOCATED
RAA

City Of Fairhope

555 S. Section Street Fairhope, AL. 36532 P.O. Box 429

VENDOR Irby Utilities

Department: Gas

Requisition #	
Date	5/20/19

ITEM DESCRIPTION	ETA	QTY (BX/CS)	EACH	TOTAL
# 965 Tubing 2" IPS 2708 PE DR 11 Driscoplex	Stock	21,000	\$.816	\$17,136
Quoting Duraline #10000054				
FREIGHT	FFA			
TOTAL QUOTE	\$ 17,136			

Date Needed: By Thursday morning 5/23/19

Price Good Until: 5/28/19

Quote furnished by: Zach Place

PORT CITY PIPE, INC.
P.O. BOX 850356 36685
921 DYKES ROAD SOUTH 36608
MOBILE, AL
US

Voice: 251-633-6921
Fax: 251-607-0358

QUOTATION

Quote Number: 052119-NB857
Quote Date: May 21, 2019
Page: 1

Quoted To:
FAIRHOPE GAS DEPT, CITY OF P.O. BOX 429 FAIRHOPE, AL 36532

Customer ID	Good Thru	Payment Terms	Sales Rep
FAIRHOPE GAS DEPT	6/20/19	Net 30 Days	NICK

Quantity	Item	Description	Unit Price	Amount
21,000.00	GP-2-2406-500	2 IPS GAS TUBE PE 2406 X 500 FT ROLL ****PRICE IS DELIVERED TO FAIRHOPE****LEAD TIME 2-3 DAYS****	0.82	17,220.00
			Subtotal	17,220.00
			Sales Tax	
			Freight	
			TOTAL	17,220.00

City Of Fairhope

555 S. Section Street Fairhope, AL. 36532 P.O. Box 429

VENDOR M.T. Deason
Birmingham, AL
 Department: Gas

Requisition #	
Date	5/20/19

ITEM DESCRIPTION	ETA	QTY (BX/CS)	EACH	TOTAL
# 965 Tubing 2" IPS 2708 PE DR II Driscoplex		21,000	.83 foot	\$17,430.00
Manufacturer: Polypipe				
Delivery: 3-4 weeks ARD				
FREIGHT	FOB : Fairhope, AL			
TOTAL QUOTE				

Date Needed: By Thursday morning 5/23/19
 Price Good Until: 5.31.19
 Quote furnished by: Kenny Click M.T. Deason Co.

City Of Fairhope

555 S. Section Street Fairhope, AL. 36532 P.O. Box 429

VENDOR _____

Department: Gas

Requisition #	
Date	5/20/19

ITEM DESCRIPTION	ETA	QTY (BX/CS)	EACH	TOTAL
# 965 Tubing 2" IPS 2708 PE DR 11 Driscoplex		21,000		
FREIGHT				
TOTAL QUOTE				

Date Needed: By Thursday morning 5/23/19

Price Good Until:

Quote furnished by:

RESOLUTION NO. _____

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, as follows:

[1] That the City of Fairhope approves the procurement of a Remote Methane Leak Detector for the Gas Department, to be purchased from Heath Consultants Incorporated, as Sole Source Provider in the State of Alabama; and are exempt from formal bid pursuant to Code of Alabama 1975, Section 41-16-51(13):

Contractual services and purchases of commodities for which there is only one vendor or supplier and contractual services and purchases of personal property which by their very nature are impossible to award by competitive bidding.

The total cost with a not-to-exceed of \$15,350.00.

Adopted on this 24th day of June, 2019

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

City of Fairhope
Project Funding Request

Issuing Date: 6/13/2019Please return this Routing Sheet to Treasurer by: ASAPProject Name: Procurement of a Remote Methane Leak Detactor for the Gas DepartmentProject Location: Gas DepartmentPresented to City Council: 6/24/2019Resolution # :
Approved _____Funding Request Sponsor: Richard Peterson, Operational Director
Terry Holman, Gas Superintendent

Changed _____

Rejected _____

Project Cash Requirement Requested:

Cost: \$15,350.00 (Not to Exceed)

\$.

Vendor: Heath Consultants IncorporatedProject Engineer: n/aOrder Date: n/a Lead Time: n/aDepartment Funding This Project

General	Gas XXX	Electric	Water	Sewer	Gas Tax	Cap Proj	Impact
<u>Department of General Fund Providing the Funding</u>							
Admin-10 Fac Maint-45	Bldg-13 Golf-50	Police-15 Golf Grounds-55	Fire-20	ECD-24	Rec-25 Debt Service-85	Civic-26	Street-35 Sanitation-40

Project will be:

Funding Source:

Expensed _____
Capitalized XXX
Inventoried _____Operating Expenses _____
Budgeted Capital _____
Unfunded XXXExpense Code: 002-16030
G/L Acct Name: Vehicles & EquipmentGrant: _____ Federal - not to exceed amount
_____ State
_____ CityProject Budgeted: \$80,000.00 (See Note)
Balance Sheet Item-
Included in projected
cash flow _____Over (Under) budget amount: (\$64,650.00)Bond: _____ Title _____ Year _____
Loan: _____ Title _____ Year _____

Comments: **Project Lowering Creek Crossing \$80,000.00 will not be completed this year. Funds are available to purchase Leak detector due to not completing this project. This equipment is needed to meet Public Service Commislon's 2nd leak survey deadline this year. Gas Department request to take funds from Lowering Creek Crossing project.**

Capital Lease: _____ Payment _____ Term _____

City Council Prior Approval/Date? NoCity TreasurerFinance DirectorMayorPurchasing Memo Date: 6/5/2019Purchasing Memo Date: 6/5/2019Delivered To Date: 6/13/2019Request Approved Date: 6/13/2019Request Approved Date: 6/13/19Approved Date: 6/13/19Signatures: Kim Creech
Kim CreechSignatures: Jill Cabaniss
Jill Cabaniss, MBASignatures: Karin Wilson
Mayor Karin Wilson



MEMO

Karin Wilson
Mayor

To: Kimberly Creech, Treasurer

From: Dee Dee Brandt
Dee Dee Brandt, Purchasing Manager

Council Members
Kevin G. Boone
Robert A. Brown
Jack Burrell, ACOMO
Jimmy Conyers
Jay Robinson

Date: June 5, 2019

Lisa A. Hanks, MMC
City Clerk

Re: **Council approval to award the unbudgeted over \$10,000.00 procurement of a Remote Methane Leak Detector for the Gas Department**

Kimberly Creech
City Treasurer

The Gas Department is requesting the procurement of a remote Methane Leak Detector for use in compliance with requirements of the Public Service Commission. The City had a third party to conduct a leak detection survey in the current year at a cost in excess of \$90,000. The Public Service Commission has required a 2nd leak survey for this year. The purchase of this equipment will allow the City 's gas department to conduct the annual surveys in a timely manner and negate the need for a third party to conduct a survey. The Gas Department is requesting procurement of the equipment in the amount of **FIFTEEN THOUSAND THREE HUNDRED FIFTY DOLLARS (\$15,350.00)** (see attached quotation). This product is solely available from Heath Consultants Inc. (see attached sole source letter).

Code of Alabama, 1975 makes provision for procurements of this nature as outlined in Section ~~41-5-143~~: 41-16-51(13) LAM

Contracts for which competitive bidding is not required

(13) Contractual services and purchases of commodities for which there is only one vendor or supplier and contractual services and purchases of personal property which by their very nature are impossible to award by competitive bidding.

Please place on the next City Council Agenda this unbudgeted, over \$10,000.00 request to approve the \$15,350.00 procurement of the remote Methane Leak Detector for the Gas Department, from the sole source distributor, Heath Consultants Incorporated

161 North Section Street
PO Drawer 429
Fairhope, Alabama 36533

Cc: file: T. Holman; R Peterson

251-928-2136

251-928-6776 Fax
www.fairhopeal.gov

CITY OF FAIRHOPE PURCHASING DEPARTMENT REQUEST FORM

Date: 6/3/2019

Name: Terry Holman **Department:** Gas

ITEM OR SERVICE INFORMATION

What item or service do you need to purchase? Remote Methane Leak Detector (RMLD-CS)

Where will it be located? Gas Department

What is the purpose of the item or service? To perform Leak Survey on our Gas System

How many do you need? One

Item or Service Is: New Used Replacement Annual Request

When do you anticipate implementation? ASAP

Additional Information or Comments: This equipment is needed to meet Public Service Commission's 2nd Leak Survey Deadline this Year. Jill will take out of Lowering Creek Crossing fund.

BUDGET INFORMATION

What is the total cost of the item or service? \$15,350.00 plus shipping

Is it budgeted? Yes No Emergency Request

If budgeted, what is the budgeted amount? Will come out of Capital Line, Lower Gas Mains Creek Crossings \$80,000

State Contract ALDOT

Purchasing Group Purchasing Group Name: Click or tap here to enter text.

Sole Source Sole Source Justification: Letter Included



9030 Monroe Rd
Houston, TX 77061
Toll-Free (800)-HEATHUS (432-8487) or (713) 844-1300
Fax: 713-844-1309
www.heathus.com



Quote Date 3/11/2019 Expiration Date 4/11/2019

Contact Name Terry Holman Quote Number 00008156

Email terry.holman@cofairhope.com Ship To Name Fairhope Public Utilities

Bill To Name Fairhope Public Utilities Ship To PO Box 429

Bill To PO Box 429 555 South Section Street Fairhope,AL 36533

Phone (251) 928-8003 Fax (251) 990-0388

Heath Consultants Incorporated would like to thank you for your recent inquiry into our product(s). We look forward to your order. Below are the products and any recommended value added items if applicable.

Product	Product Code	Product Description	Quantity	Sales Price	Total Price
RMLD CS - Battery Pack	105384	ASSY, BATTERY,LI-ION,2.6AH,10.8V - RMLD CS	1.00	\$350.00	\$350.00
RMLD-CS	105301	Heath RMLD - Complete Solution (RMLD-CS) with Bluetooth	1.00	\$15,000.00	\$15,000.00

Grand Total \$15,350.00

Price(s) quoted are valid for 30 days from the date of this letter and orders are shipped F.O.B. Houston, TX. Applicable tax and shipping are not included in grand total.

Once again, thank you for the opportunity to work with your company. If you have any questions or choose to place an order, feel free to contact me or visit our website at www.heathus.com to see the full line of Heath products.

Sincerely,

Qamar Abdilahi
International/Midstream and Upstream – Customer Service
Heath Consultants Incorporated
9030 Monroe Road
Houston, TX 77061
713-844-1251
(713) 844-1309
q.abdilahi@heathus.com
www.heathus.com

Terms & Conditions

GENERAL TERMS AND CONDITIONS FOR PRODUCT SALES

1. Offer and Acceptance: Heath Consultants Incorporated (“Heath”) offers to sell and deliver products in accordance with the terms and conditions set forth herein. Acceptance of this offer is expressly limited to such terms. Heath hereby objects to and rejects any additional or different terms proposed by Buyer,



RMLD CS™

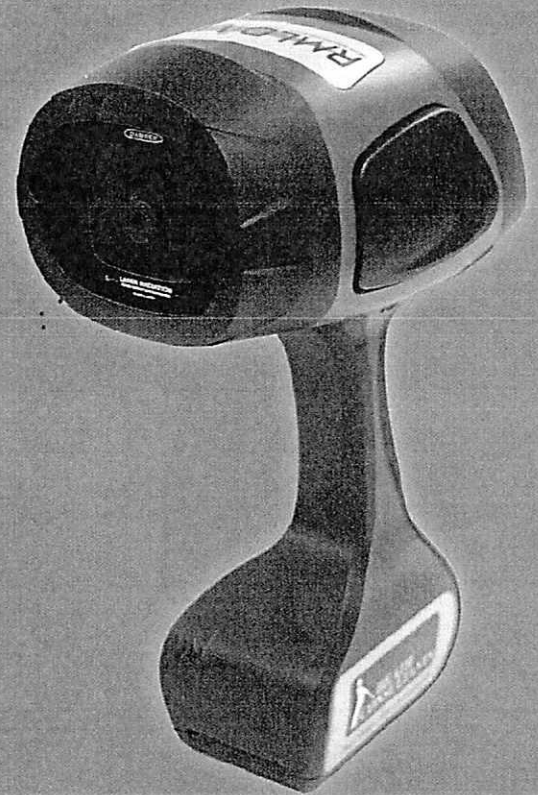
Remote Methane Leak Detector Complete Solution

Recognize the potential for increased safety, significant productivity gains and time-savings with the new RMLD-CS. Remote detection allows utility services personnel and first responders to quickly scan an area for suspected gas leaks at a safe distance.

The HEATH Remote Methane Leak Detector - Complete Solution (RMLD-CS) is a highly advanced technology, capable of detecting methane leaks from a remote distance utilizing the same TDLAS (tunable diode laser absorption spectroscopy) technology as the current RMLD. This instrument eliminates the separate receiver and transceiver, combining them into one hand-held instrument that is lightweight, portable and field rugged. The RMLD-CS makes it possible to detect leaks without having to walk the full length of the pipe line, thus creating safer surveys in areas that may be difficult to reach such as busy roadways, yards with dogs, fenced off areas and other hard to access places. It operates under a variety of field conditions including a wide temperature range, light rain and fog. Its rugged design will stand up to normal field use and operating conditions and its sensitivity or range is not affected by reasonable amounts of dust on the instrument's window.

The RMLD-CS includes many new features including:

- ➔ Rechargeable and replaceable battery
- ➔ Dual battery charger
- ➔ Mobile App support
- ➔ Ergonomic housing
- ➔ Lightweight
- ➔ Graphical user interface
- ➔ Internal data logging
- ➔ WiFi
- ➔ GPS
- ➔ Bluetooth BLE
- ➔ Color camera
- ➔ Color display



Your Safety...Our Commitment

9030 Monroe Road, Houston, TX 77061
www.heathus.com PH:713.844.1300

Heath Consultants Incorporated operates under a continual product improvement program and reserves the right to make improvements and/or changes without prior notification.

SPECIFICATIONS

Detection Method	Tunable Diode Laser Absorption Spectroscopy (TDLAS)
Measurement Range	0 to 99,999 ppm-m
Sensitivity	5 ppm-m at distances from 0 to 50 ft (15m)
Detection Distance	100ft (30m) nominal. Actual distance may vary due to background type and conditions.
Beam Size	Conical in shape with a 22" diameter at 100 ft (55 cm at 30 m)
Detection Alarms Modes	Digital Methane Detection(DMD): Audible tone relative to concentration when detection threshold exceeded Adjustable Detection Alarm Level 1 to 999 Real Time(RT): Continuous audio chirp relative to concentration.
System Fault Warning	Unique audible pitch and indication on the display.
Self Test & Calibration	Built-in Self Test and Calibration function verifies operation and adjusts laser wavelength for maximum sensitivity. Calibration results are stored on the device and can be downloaded by the user. Test gas cell integrated within carrying case.
Compliance	EMC (EN61000-6-2, EN6100-6-4)
Intrinsic Safety	Pending
Laser Eye Safety	IR Laser: Class I, Spotter : Class IIIa Do not stare into beam or view directly with optical instrument.
Communications	Bluetooth 4.2 BLE, WiFi, USB Dual Mode
Display	3.5" LCD
Operating Temperature	0° to +122° F (-17° to 50° C)
Humidity	5 to 95% RH, non-condensing
Enclosure (Inst.)	IP54 (Water Splash and Dust Resistant)
Instrument Weight	≈ 3 lbs.
Battery	Removable, rechargeable, Li ion battery pack, 12-15 VDC
Battery Run Time	8 hours at 32° F
Battery Charging	External, in-line, 110-240 Vac, 50/60 hertz, international
Charge Time, Maximum	2 - 3 hours
Charging Indicator	Integrated into dual battery charger
Survey Vest	Designed for Class 2, with multiple pockets, adjust-ability for both sides.

ORDERING DETAILS



RMLD-CS - HPN 105301
Includes carry strap, case, battery charger, power supply, USB cable, two battery packs, gas calibration test cell, survey vest.



Battery Pack - HPN 105384
Li-Ion replacement battery.



Battery Charger - HPN 105358
Charges two batteries at a time.



Survey Vest - HPN 105384 (M/L)
Survey Vest - HPN 105406 (L/XXL)
Class 2, multiple pockets for equipment, maps or water pack.

Heath Consultants Incorporated operates under a continual product improvement program and reserves the right to make improvements and/or changes without prior notification.



Your Safety...Our Commitment

9030 Monroe Road, Houston, TX 77061
www.heathus.com PH:713.844.1300



Your Safety...Our Commitment



January 18, 2019

To Whom It May Concern,

Heath Consultants Incorporated is the manufacturer and sole source supplier of the following specialty gas leak detection instruments:

- Remote Methane Leak Detector (RMLD -IS)
- Detecto Pak-Infrared (DP-IR)
- Optical Methane Detector (OMD)
- Odorator and Odorator 2

The above products are manufactured and serviced at our Houston, Texas Production Facility with an exceptional level of quality, pride and craftsmanship that has been passed along for over a half century. For deliveries in the United States of America, you can only purchase these products directly from Heath Consultants Incorporated in Houston, Texas.

Please contact us if you have any questions related to performance or operation of any product you currently own or are considering the purchase of.

Sincerely,

Milton W. Heath III
Director of Customer Service
713-844-1304
milt.heath3@heathus.com

RESOLUTION NO. _____

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, as follows:

[1] That the City of Fairhope approves the procurement of Neptune Gas Meter ERTS (R900G) for the Gas Department for inventory to be purchased from Consolidated Pipe & Supply Co., Inc. as Sole Source Provider in the State of Alabama for Neptune Technology Group, Inc. The units must fit into our existing standardized system; and are exempt from formal bid pursuant to Code of Alabama 1975, Section 41-16-51(b)(7). The estimated number of units is 450 ERTS at \$88.00 per unit at a cost of \$39,600.00.

Adopted on this 24th day of June, 2019

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

City of Fairhope
Project Funding Request

Issuing Date: 6/13/2019

Please return this Routing Sheet to Treasurer by: ASAP

Project Name: Procure Neptune R900G Automatic Meter Reader for gas meters

Project Location: Meter Department

Presented to City Council: 6/24/2019

Resolution # :
Approved _____

Funding Request Sponsor: Richard Peterson, Operational Director
Terry Holman, Gas Superintendent

Changed _____

Rejected _____

Project Cash Requirement Requested:

Cost: \$39,600.00 450 @ \$88.00 Each

\$ _____

Vendor: Consolidated Pipe & Supply Co., Inc

Project Engineer: n/a

Order Date: n/a

Lead Time: 40+ Weeks

Department Funding This Project

General	Gas XXX	Electric	Water	Sewer	Gas Tax	Cap Proj	Impact
<u>Department of General Fund Providing the Funding</u>							
Admin-10	Bldg-13	Police-15	Fire-20	ECD-24	Rec-25	Civic-26	Street-35
Fac Maint-45	Golf-50	Golf Grounds-55			Debt Service-85		Sanitation-40

Project will be:

Funding Source:

Expensed _____
Capitalized _____
Inventoried XXX

Operating Expenses _____
Budgeted Capital _____
Unfunded _____

Expense Code: 002-14015
G/L Acct Name: Inventory

Grant: _____ Federal - not to exceed amount
_____ State
_____ City

Project Budgeted: \$0.00 (included in operating budget)
Balance Sheet Item-
Included in projected
cash flow \$39,600.00

Over (Under) budget amount: \$0.00

Bond: _____ Title _____ Year _____
Loan: _____ Title _____ Year _____

Comments: Although Inventory is not budgeted, \$39,600.00 will be projected cash flow during FY2020 budget process.

Capital Lease: _____ Payment _____ Term _____

City Council Prior Approval/Date? No

City Treasurer

Finance Director

Mayor

Purchasing Memo Date: 6/7/2019

Purchasing Memo Date: 6/7/2019

Delivered To Date: 6/13/2019

Request Approved Date: 6/13/2019

Request Approved Date: 6/13/19

Approved Date: 6/13/19

Signatures: Kim Creech

Signatures: Jill Cabaniss, MBA

Signatures: Mayor Karin W. W. W.



MEMO

Date: June 7, 2019

Karin Wilson
Mayor

To: Kimberly Creech, Treasurer
From: Delores A Brandt
Delores A Brandt, Purchasing Manager

Council Members:
Kevin G. Boone
Robert A. Brown
Jack Burrell, ACOMO
Jimmy Conyers
Jay Robinson

Re: Placing on City Council agenda approval to procure inventory of Automatic Meter Reader (AMR) for gas meters for the Gas Department, for over \$10,0000 operational budgeted inventory item

Lisa A. Hanks, MMC
City Clerk

Kimberly Creech
Treasurer

The Gas Department has need to procure **Neptune R900g AMRs (Automatic Meter Reader)** for gas meters. Terry Holman, Superintendent for Gas Department requested this procurement with the information from the company that it will be 40+ weeks before delivery of the meters that are also being ordered. These AMRs must be dropped shipped BEFORE the order for the meters can begin production. The units must fit into our existing, standardized system. These units are exempt from formal bidding per Code of Alabama 1975, Section 41-16-51(b)(7), which states:

The purchase of equipment, supplies, or materials needed, used, and consumed in the normal and routine operation of any waterworks system, sanitary sewer system, gas system, or electric system, or any two or more thereof, that are owned by municipalities, counties, or public corporations, boards, or authorities that are agencies, departments, or instrumentalities of municipalities or counties and no part of the operating expenses of which system or systems have, during the then current fiscal year, been paid from revenues derived from taxes or from appropriations of the state, a county, or a municipality.

The estimated number of units for this order, **FOUR HUNDRED FIFTY (450)** at **\$88.00** each, is itemized on the attached quotation from Consolidated Pipe & Supply Co., Inc., of Mobile, AL, the sole-source distributor for the Neptune AMRs. **The cost of this procurement will be estimated at \$39,600.00**, plus freight. This is over the \$10,000.00 City Council approval limit.

Please compose a greensheet, and move forward to the next available City Council agenda, this procurement approval request for 450 budgeted AMRs for gas meters, at a cost of \$39,600.00.

161 North Section
Street PO Drawer 429
Fairhope, Alabama
36533

251-928-2136

251-928-6776 Fax
www.fairhopeal.gov

CC: file, T Holman, Richard Peterson

Inventory

CITY OF FAIRHOPE PURCHASING DEPARTMENT REQUEST FORM

Date: 6/6/2019

Name: Terry Holman **Department:** Gas

ITEM OR SERVICE INFORMATION

What item or service do you need to purchase? Neptune R900g AMR's for gas meters. *Reader*

Where will it be located? Gas Department

What is the purpose of the item or service? Auto meter read

How many do you need? Estimated 450

Item or Service Is: New Used Replacement Annual Request

When do you anticipate implementation? ASAP

Additional Information or Comments: These will be installed on the new gas meters.

BUDGET INFORMATION

What is the total cost of the item or service? Estimated \$39,600.00 Plus Shipping

Is it budgeted? Yes No Emergency Request

If budgeted, what is the budgeted amount? This will be Inventory

State Contract ALDOT

Purchasing Group Purchasing Group Name: Click or tap here to enter text.

Sole Source Sole Source Justification: Consolidated Pipe, Letter Attached.

CONSOLIDATED PIPE AND SUPPLY CO., INC.
CUSTOMER QUOTE

4180 Hall Mill Road
PO Box 191057
Mobile AL 36619
0029 - MICHA LAMBERT
Office 251-666-6691
WATS 800-699-6691
Fax 251-666-5311

Quote Nbr: 225221 000
Quote Date: 6/06/2019

Page 1

Job: R900G TO AMERICAN PLANT

Engineer: FAIRHOPE

350133 - FAIRHOPE CITY OF
WATER & SEWER
P O BOX 429
FAIRHOPE AL 36533

Good Until: 7/06/2019

To: MICHA

Email: MLAMBERT@CONSOLIDATEDPIPE.COM

Qty	Size/Wall/Description	Price	Extended Price
450.0	NEPTUNE R900G AMER 250/425/AC630/12750-000	88.00 EA	39,600.00
Total:			39,600.00

January 2, 2019

To Whom It May Concern:

At this time Consolidated Pipe and Supply Co. is the only Neptune distributor authorized in the state of Alabama to sell RF meter reading equipment and Neptune water meters and parts. Consolidated Pipe and Supply is authorized by Neptune to submit an offer for Neptune water meters and related products.

Neptune Technology Group is the only manufacturer of Neptune meters. Our headquarters and manufacturing facility is located in Tallahassee, Alabama. Additional company information can be found at our website www.neptunetg.com.



Thank you for your interest in Neptune products. If you have any questions, please contact your local Consolidated Pipe & Supply representative, Micha Lambert 251-533-5239 or your local Neptune representative, Kevin Smith at 334-799-3760.

Regards,

A handwritten signature in black ink that reads "Chris Knapp". The signature is written in a cursive, flowing style.

Chris Knapp
Field Support Manager

NEPTUNE
TECHNOLOGY GROUP INC.

1600 Alabama Highway 229, Tallahassee, AL 32308 • 334.283.6555 • www.neptunetg.com

RESOLUTION NO. _____

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, as follows:

[1] That the City of Fairhope approves the procurement of Gas Meters with Connections and Regulators for the Gas Department for inventory to be purchased from Ed Young Sales, Inc. as Sole Source Provider for Elster American Meter Company, LLC in the State of Alabama. The units must fit into our existing standardized system; and are exempt from formal bid pursuant to Code of Alabama 1975, Section 41-16-51(b)(7). The estimated number of units is 448 Gas Meters and accessories at a cost of \$73,952.24.

Adopted on this 24th day of June, 2019

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

City of Fairhope
Project Funding Request

Issuing Date: 6/13/2019

Please return this Routing Sheet to Treasurer by: ASAP

Project Name: Procure gas meters with connections and regulators for the Gas department

Project Location: Gas Department

Presented to City Council: 6/24/2019

Funding Request Sponsor: Richard Peterson, Operational Director
Terry Holman, Gas Superintendent

Project Cash Requirement Requested:
Cost: \$73,952.24 448 Meters and accessories

Vendor: Ed Young Sales, Inc.

Project Engineer: n/a

Order Date: n/a Lead Time: 40+ Weeks

Resolution #: JUN 13 '19 4:57
Approved _____
Changed _____
Rejected _____

Department Funding This Project								
General	Gas XXX	Electric	Water		Sewer	Gas Tax	Cap Proj	Impact
Department of General Fund Providing the Funding								
Admin-10 Fac Maint-45	Bldg-13 Golf-50	Police-15 Golf Grounds-55	Fire-20	ECD-24	Rec-25 Debt Service-85	Civic-26	Street-35	Sanitation-40

Project will be: Expensed _____ Capitalized _____ Inventoried XXX

Expense Code: 002-14015
G/L Acct Name: Inventory

Project Budgeted: \$0.00 (included in operating budget)
Balance Sheet Item- Included in projected cash flow \$73,952.24

Over (Under) budget amount: \$0.00

Funding Source: Operating Expenses _____ Budgeted Capital _____ Unfunded _____

Grant: _____ Federal - not to exceed amount
_____ State
_____ City

Bond: _____ Title _____ Year _____
Loan: _____ Title _____ Year _____

Capital Lease: _____ Payment _____ Term _____

Comments: Although inventory is not budgeted, \$73,952.24 will be projected cash flow during FY2020 budget process.

City Council Prior Approval/Date? No

<p>City Treasurer</p> <p>Purchasing Memo Date: <u>6/10/2019</u></p> <p>Request Approved Date: <u>6/13/2019</u></p> <p>Signatures: <u>Kim Crech</u> Kim Crech</p>	<p>Finance Director</p> <p>Purchasing Memo Date: <u>6/10/2019</u></p> <p>Request Approved Date: <u>6/13/19</u></p> <p>Signatures: <u>Jill Cabaniss</u> Jill Cabaniss, MBA</p>	<p>Mayor</p> <p>Delivered To Date: <u>6/13/2019</u></p> <p>Approved Date: <u>6/13/19</u></p> <p>Signatures: <u>Mayor Karin Wilson</u> Mayor Karin Wilson</p>
--	---	--



MEMO

To: Kimberly Creech, Treasurer
From: Delores A Brandt
Delores A Brandt, Purchasing Manager

Karin Wilson
Mayor

Date: June 10, 2019

Re: **Greensheet/City Council approval to procure additional gas meters w/connections and regulators as inventory for the Gas Department, budgeted and over \$10,000**

Council Members:

Kevin G. Boone
Robert A. Brown
Jack Burrell, ACOMO
Jimmy Conyers
Jay Robinson

Lisa A. Hanks, MMC
City Clerk

Kimberly Creech
Treasurer

The Gas Dept has need to procure **additional inventory** of gas meters w/ connections and regulators. Terry Holman, Superintendent for Gas Department requested this procurement with the information from the company that it will be 40+ weeks before delivery. The AMRs for these meters have to be dropped shipped for the meter order to start. The estimated amount of SEVENTY-THREE THOUSAND NINE HUNDRED FIFTY-TWO DOLLARS AND TWENTY-FOUR CENTS (\$73,952.24) plus shipping for **448 meters** w/ connections and regulators an inventory item, will be obtained through **Ed Young Sales, Inc.**, sole Source Distributor for **Elster American Meter Co**, in Alabama(see attached quotes sheets). The units must fit into our existing, standardized system and are exempt from formal bidding per Code of Alabama 1975, Section 41-16-51(b)(7), which states:

The purchase of equipment, supplies, or materials needed, used, and consumed in the normal and routine operation of any waterworks system, sanitary sewer system, gas system, or electric system, or any two or more thereof, that are owned by municipalities, counties, or public corporations, boards, or authorities that are agencies, departments, or instrumentalities of municipalities or counties and no part of the operating expenses of which system or systems have, during the then current fiscal year, been paid from revenues derived from taxes or from appropriations of the state, a county, or a municipality.

The estimated cost of this procurement will be **\$73,953.24**. This is over the \$10,000.00 City Council approval limit.

Please compose a greensheet, and move forward to the next available City Council agenda, this procurement approval request for 448 gas meters and accessories for inventory at an estimated cost of \$73,953.24.

161 North Section
Street PO Drawer 429
Fairhope, Alabama
36533

Cc: file, Terry Holman, R. Peterson

251-928-2136

251-928-6776 Fax
www.fairhopeal.gov

CITY OF FAIRHOPE PURCHASING DEPARTMENT REQUEST FORM

Date: 6/6/2019

Name: Terry Holman **Department:** Gas

ITEM OR SERVICE INFORMATION

What item or service do you need to purchase? Gas Meters and Regulators for Inventory

Where will it be located? Gas Department

What is the purpose of the item or service? Inventory for new services

How many do you need? 448 Gas meters and 448 regulators

Item or Service Is: New Used Replacement Annual Request

When do you anticipate implementation? ASAP

Additional Information or Comments: These items have a 40 week wait and need to be ordered in order to have delivered before inventory runs out.

BUDGET INFORMATION

What is the total cost of the item or service? Estimated \$73,952.24 Plus Shipping.

Is it budgeted? Yes No Emergency Request

If budgeted, what is the budgeted amount? This will be Inventory

State Contract ALDOT

Purchasing Group Purchasing Group Name: Click or tap here to enter text.

Sole Source Sole Source Justification: Elster American Meter. Letter Attached

Meters and Regulators needed in inventory for the Gas Department

350----	2# AC-250 gas meters at 92.83 each.....	\$32,490.50
350----	Tariff charge for AC-250 meters at \$1.57 each.....	\$ 549.50
50----	4oz. AC-250 gas meters at \$92.83 each.....	\$ 4,641.50
50----	Tariff charge for AC-250 meters at \$1.57 each.....	\$ 78.50
400----	#1 Spr connections for 250 meters at &9.60 each.....	\$ 3,840.00
24----	2# AL-425 gas meters at \$233.98 each.....	\$ 5,615.52
24----	Tariff charge for AL-425 gas meters at \$2.66 each.....	\$ 63.84
24----	2# AC-630 gas meters at \$530.29 each.....	\$ 12,726.96
24----	Tariff Charge for AC-630 gas meters at \$2.66 each.....	\$ 63.84
48----	30LT connections for AL-425 and AC630 gas meters at \$17.61.....	\$ 845.28
400----	2# Regulators 1813C ¾" x ¾" at \$29.10 each.....	\$ 11,640.00
48----	4oz Regulators 1813C ¾" x ¾" at \$29.10 each.....	\$ 1,396.80
448	Gas Meters and Regulators	Total \$ 73,952.24

Plus Shipping

Reference: 2019 Pricing
 Quote #: 2019 - Fairhope
 Act #: 0

DATE: 22-Mar-19

TO: City of Fairhope
 PO Drawer 429
 Fairhope, AL 36532-0429
 0

Elster American Meter Company, LLC
 A Honeywell International Inc. Company
 2221 Industrial Rd
 Nebraska City, NE 68410
 (402) 873-8200

Payment Terms: NET CASH, 30 DAYS
 Freight Terms: Origin, Freight Prepaid (PAB)
 Term & Conditions: Attached
 Pricing Validity: Pricing valid for product shipped on or before:
 12/31/2019


SHIPPING POINTS:
 Meters: Nebraska City, NE
 Industrial Regulators: Nebraska City, NE
 Residential Regulators: Laredo, TX
 Refurbished Meters: Cartersville, GA

CONFIDENTIAL & PROPRIETARY

Quote #: 2019 - Fairhope

ITEM	QTY.	DESCRIPTION	PRICE (USD)	
			Each	Extended
1	400	AC250 5# REG w/AMR installed	\$92.83	\$37,131.66
2	400	#1 GMI, (2) Ins [AC250]	\$9.60	\$3,840.00
3	24	AC630 25# REG w/AMR Installed	\$530.29	\$12,726.96
4	500	1813C, 3/4" or 1" NPT, 180 Degree	\$29.10	\$14,550.00
5	12	AL425 10# REG w/AMR installed	\$233.98	\$2,807.76
6	36	1.25" GMI, (2) Ins [AL425_AC630]	\$17.61	\$633.79
7	400	AC250 Tariff Surcharge	\$1.57	\$628.00
8	12	AL425 Tariff Surcharge	\$2.66	\$31.92
9	24	AC630 Tariff Surcharge	\$2.66	\$63.84
10	500	Residential Regulator Tariff Surcharge	\$0.27	\$135.00

SUPPLEMENTAL COMMENTS	
1	Elster Standard Terms and Conditions
2	Elster Standard Warranty and Performance Guarantee
3	Elster American Meter Company, LLC, A Honeywell International Inc. Company, submits this bid contingent upon the parties' mutual agreement to a contract document that will govern this sale.

BY: 
 Scott K. Miller
 Honeywell Sales Representative

NOTICE OF TARIFF-RELATED SURCHARGE

Re: Tariff-Related Surcharge

Dear Valued Customer:

As a result of recent tariffs imposed on materials imported into the United States, Elster American Meter Company's cost to manufacture gas metering and regulating products has increased significantly.

We are attempting to mitigate the impact of these new tariffs on our customers and had hoped to avoid taking this action. However, we cannot continue to completely absorb the increased tariff burden. In order to ensure our pricing remains fair and competitive long term, we must apply a tariff surcharge on a per unit basis as set forth below. These surcharges will be reviewed on an ongoing basis and will be revised or removed as dictated by changes in the trade law.

The tariff surcharge will apply to the product orders described below:

- All new orders received by American Meter after January 1st, 2019
- Existing orders that are currently scheduled to ship after March 1st, 2019
- Surcharges will show up on the order as a separate line item labeled "Tariff Surcharge"
 - Surcharges can be rolled into the unit price upon special request

Product Group	Tariff Surcharge (per unit)
AC250	\$1.57
AL425/AC630/AC800	\$2.66
AL800/AL1000	\$8.47
Residential Regulators	\$0.27
Industrial Regulators	\$3.68

Sincerely,

Scott Miller
Director of Sales

Elster American Meter Company
T +1 800-544-6344
www.honeywellsmartenergy.com

2221 Industrial Road

Nebraska City, NE 68410

Honeywell

May 31, 2019

Rene Van Kersbergen
Sales Channel Manager – Meters & Regulators
Elster American Meter Company LLC
2221 Industrial Road
Nebraska City, NE 68048
United States

T +1 (407)755-8527
Rene.vankersbergen@Honeywell.com

To Whom it May Concern:

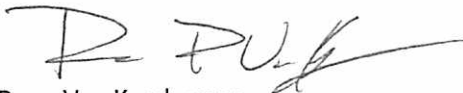
Subject: Honeywell – Agent Confirmation, Ed Young Sales

Please be advised that Ed Young Sales Company (EYSCO) is the exclusive sales representative hosting residential and commercial products for the municipal gas utility market in the states of Virginia, North Carolina, South Carolina, Georgia, Tennessee, Alabama and Mississippi. As our representative, EYSCO provides all interface from quotation request through shipment, while the customer purchase orders are direct with Elster American Meter Company LLC. (Honeywell)

To ensure that product technical specifications and applications are evaluated properly, it is our preference for municipal gas utilities to work directly through EYSCO.

Our long-standing relationship of over 20 years with Ed Young Sales has proved to be a valuable resource for both Elster American Meter Honeywell and our customers.

Sincerely,



Rene Van Kersbergen
Sales Channel Manager

RESOLUTION NO. _____

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, That the City Council, pursuant to Section 7.01 of the City of Fairhope Personnel Rules, Policies and Procedures grants July 5, 2019 as a City Holiday for this fiscal year; and will be observed by all City personnel. Emergency and on-call employees will report to work as needed.

DULY ADOPTED THIS 24TH DAY OF JUNE, 2019

Karin Wilson, Mayor

Attest

Lisa A. Hanks, MMC
City Clerk

OFFICE OF THE GOVERNOR



STATE CAPITOL
MONTGOMERY, ALABAMA 36130

KAY IVEY
GOVERNOR

(334) 242-7100
FAX: (334) 242-3282

STATE OF ALABAMA

MEMORANDUM

TO: All State Department Heads
FROM: Governor Kay Ivey *Kay Ivey*
DATE: June 12, 2019
SUBJECT: Holiday Notice

I have authorized Friday, July 5, 2019, as a holiday for state employees. All state offices will be closed on that date, except those in areas where it is essential to maintain personnel. If it is necessary for any employee to work on that day, they should be allowed time off as soon thereafter as possible.

RESOLUTION NO. _____

WHEREAS, This Conservation Easement Agreement (this “Agreement”) is made by and between the City of Fairhope, Alabama, (the “Landowner”) and Weeks Bay Foundation, Inc. (the “Organization”). This Agreement shall be effective upon the date of execution and delivery by all parties hereto (the “Effective Date”); and

WHEREAS, The purpose of this Agreement is to document that the Landowner and the Organization intend to enter into two conservation easements for the properties known collectively as the Dyas/Triangle property, (the Property) and to outline the terms of the easement transaction. (Attachment A: Map of the Property); and

WHEREAS, Per the request of the Landowner, the Organization will hold a conservation easement on the Property for the Landowner. This easement will ensure the conservation of the Property in perpetuity; and

WHEREAS, The Landowner and the Organization will work together to outline the terms of the conservation easements for the Property. They will consult with appropriate partners on the creation of the Conservation Easement Deed; and

WHEREAS, The final Conservation Easement Deed shall be approved in writing by the Landowner and the Organization before the Closing. The Conservation Easement Deed will be signed at a Closing and be recorded with the Baldwin County Probate.; and

WHEREAS, The total cost of the conservation easement, due diligence, and closing fees for the Property shall be \$39,025.

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, That the City Council hereby authorizes Council President to execute a Conservation Easement Agreement between the City of Fairhope and Weeks Bay Foundation, Inc. for two conservation easements for the properties known collectively as the Dyas/Triangle property and to outline the terms of the easement transaction. The total cost of the conservation easement, due diligence, and closing fees for the property shall be \$39,025.00.

DULY ADPOTED ON THIS 24TH DAY OF JUNE, 2019

Jack Burrell, City Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

CONSERVATION EASEMENT AGREEMENT

THIS CONSERVATION EASEMENT AGREEMENT (this “Agreement”) is made by and between the City of Fairhope, Alabama, (the “Landowner”) and Weeks Bay Foundation, Inc. (the “Organization”). This Agreement shall be effective upon the date of execution and delivery by all parties hereto (the “Effective Date”).

The purpose of this Agreement is to document that the Landowner and the Organization intend to enter into two conservation easements for the properties known collectively as the Dyas/Triangle property, (the Property) and to outline the terms of the easement transaction. (Attachment A: Map of the Property)

ARTICLE I **THE CONSERVATION EASEMENT**

1.1 The Conservation Easement Per the request of the Landowner, the Organization will hold a conservation easement on the Property for the Landowner. This easement will ensure the conservation of the Property in perpetuity.

1.2 Terms of the Easement. The Landowner and the Organization will work together to outline the terms of the conservation easements for the Property. They will consult with appropriate partners on the creation of the Conservation Easement Deed.

1.3 Execution of the Easement Deed. The final Conservation Easement Deed shall be approved in writing by the Landowner and the Organization before the Closing. The Conservation Easement Deed will be signed at a Closing and be recorded with the Baldwin County Probate.

ARTICLE II **COST OF THE EASEMENTS**

2.1 Cost of the Easements. The total cost of the conservation easement, due diligence, and closing fees for the Property shall be \$39,025. These costs will be paid by the Landowner to the Organization. Should the Landowner, or any of their agents, request additional services beyond those outlined in the proposal (Attachment B: Scope of Work Proposal), the cost of the Easement may increase. Due Diligence costs shall be paid as the work is completed and invoices are submitted. The remainder of the costs shall be paid at the Closing.

ARTICLE III **DUE DILIGENCE**

3.1 Due Diligence. The Organization will be responsible for Due Diligence activities on the Property. These activities will include Title Search Update, Phase I ESA, and Baseline Documentation Report. Due Diligence costs shall be paid as the Organization submits invoices for completed work to the Landowner.

3.2 Due Diligence Timeline. The Organization shall complete the due diligence activities within 90 days of the signing of the Agreement. If the Conservation Easement Deed has not been approved within 30 days of the completion of the Due Diligence activities, updates to these activities may be required, at additional cost to the Landowner.

3.3 Inspection and Cooperation. During the term of this Agreement, the Organization and its agents shall be entitled to enter the Property during daylight hours for the purpose of making or conducting any inspection or investigation related to the preservation of the Property.

ARTICLE IV
REPRESENTATIONS, WARRANTIES AND COVENANTS OF LANDOWNER

4.1 Representations and Warranties of Landowner. For the purpose of inducing the Organization to enter into this Agreement and to consummate the transaction contemplated hereby pursuant to the terms and conditions hereof, Landowner hereby makes the following representations and warranties to the Organization (each and all of which are true and correct as of the date hereof and shall be true and correct as of the Closing):

- (a) Except for Permitted Exceptions, if any, there are no outstanding contracts, leases, easements or other agreements, whether written or oral, recorded or unrecorded, relating to the Property or which give or purport to give any person any rights of access or use with respect to the Property or any portion thereof, including, without limitation, any outstanding timber cutting or sale contracts, any options to purchase or rights of first refusal, or any oral or written agreements giving or purporting to give or grant any access rights to any person with respect to the Property or any portion thereof.
- (b) Landowner has good, indefeasible, merchantable and marketable fee simple title to the Property, free and clear of any liens or other encumbrances. If such encumbrances exist, they will be subordinated to the conservation easement.
- (c) There are no pending or, to Landowner's knowledge, any threatened, claims, disputes, litigation, arbitration or administrative hearings before any governmental agency, or asserted by any third party, concerning or affecting the Property or its use.
- (d) To Landowner's knowledge, there are no hazardous waste, hazardous substances or hazardous materials located on the Property.
- (e) The Property are contiguous to a county road, which provides public access to the Property.

4.2 Covenants of Seller. From the date of this Agreement until the Closing, Landowner shall:

- (a) Not enter into any written or oral agreement with respect to the Property without the prior written consent of the Organization, including without limitation any timber cutting or sale contracts or agreements giving or purporting to give or grant any access rights to any person, or entity, with respect to the Properties or any portion thereof. Prior to Closing, Landowner shall not conduct timber harvest activities on the Property;
- (b) Notify Organization immediately in writing of any event or condition hereafter that Landowner becomes aware of prior to Closing that affects the Property; and
- (c) Not sell, assign, or convey any right, title or interest whatsoever in or to the Property, or grant, create or voluntarily allow the creation of, or amend, modify or change, any access easement, right-of-way, encumbrance, restriction, covenant, lease or other right affecting the Property or any part thereof, without Organization's prior written consent. Landowner may perform any curative title or perfection of title as deemed necessary.

ARTICLE V CLOSING

5.1 Closing. Provided that all of the contingencies of this Agreement have been fulfilled (or waived by the Organization), the Closing of the transaction and the recording of the Conservation Easement Deed shall be held on a date that is mutually agreed to by the Landowner and the Organization.

ARTICLE VI RISK OF LOSS

6.1 Casualty. Landowner assumes all risks and liability for damage to or injury occurring to the Properties by fire, storm, or any other casualty or cause until the Closing has been consummated. If the Properties, or any part thereof, suffers any damage prior to the Closing from fire, storm, or other casualty, the Closing Date shall be extended for thirty (30) days from the date of loss. The parties shall make a good faith effort to agree on an adjustment to the Baseline Documentation Report and Conservation Easement Deed during said 30 day period.

6.2 Condemnation. If, prior to the Closing, action is initiated or threatened to take any of the Properties by eminent domain proceedings or by deed in lieu thereof, the Organization may either (a) terminate this Agreement or (b) consummate the Closing with adjustments to the Due Diligence documents and edits to the Conservation Easement Deed.

ARTICLE VII
MISCELLANEOUS

7.1 Brokers' Commission. Neither party shall owe any commission as a result of the transaction contemplated herein.

7.2 Modification of Termination. This Agreement cannot be changed or terminated orally or in any manner other than by a written agreement executed by both parties.

7.3 Waiver. Landowner or Organization may, at any time or times, at their election, waive any of the conditions to its obligations hereunder by a written waiver expressly detailing the extent of such waiver (and no other waiver or alleged waiver by such party shall be effective for any purpose). No express or implied consent to or waiver of any breach or default by a party in the performance by such party of its obligations under this Agreement shall be deemed or construed to be a consent to or waiver of any other breach or default in the performance by such party of the same or any other obligations of such party under this Agreement.

7.4 Binding Effect. The covenants and agreements herein contained shall be binding upon and inure to the benefit of the respective parties hereto, their legal representatives, heirs, successors and assigns.

7.5 Notices. Any notice permitted or required hereby shall be made in writing as follows:

To Landowner: c/o Jack Burrell
 City Council Chairman
 City of Fairhope, AL

To Organization: c/o Yael Girard
 Executive Director
 Weeks Bay Foundation
 11401 US Highway 98
 Fairhope, AL 36532
 251-990-5004
 yael@weeksbay.org

IN WITNESS WHEREOF, each of the undersigned has hereunto set his signature as of the day and date set forth below.

**LANDOWNER:
CITY OF FAIRHOPE, ALABAMA**

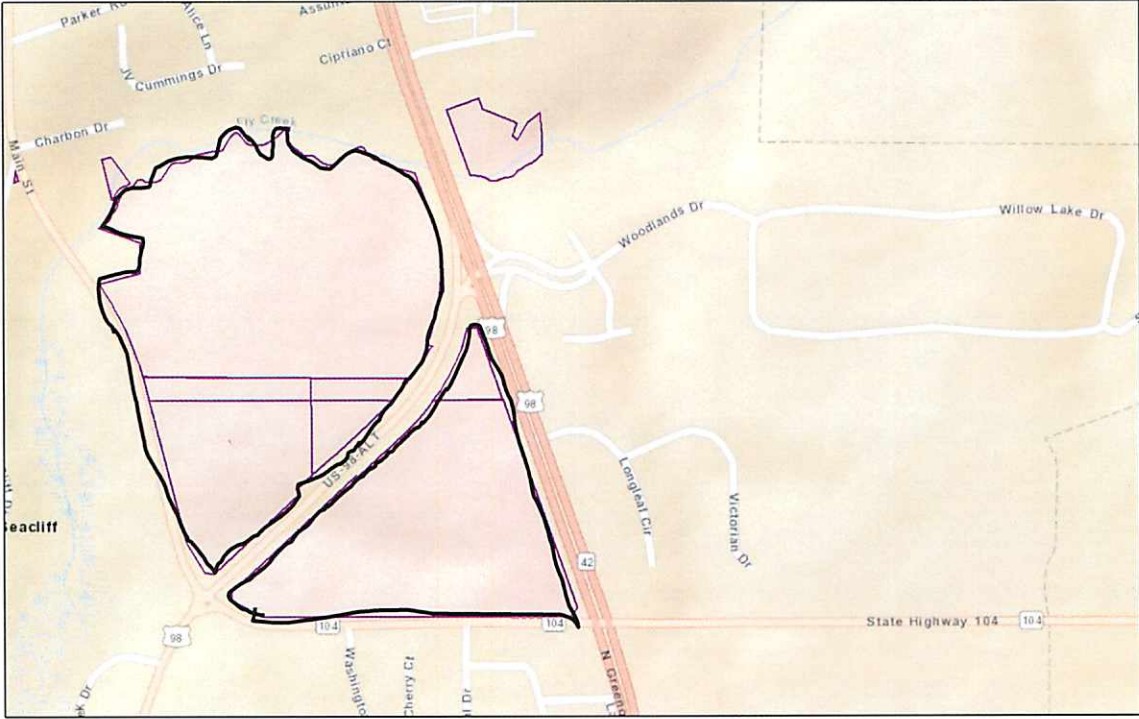
By: _____
Its: _____
Date: _____

**ORGANIZATION:
WEEKS BAY FOUNDATION, INC.**

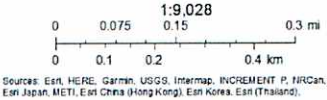
By: _____
Its: _____
Date: _____

ATTACHMENT A: Maps of the Properties
Property under consideration outlined in black.

Triangle/Dyas



March 22, 2018
polygonLayer
Override 1



Copyright 2019

ATTACHMENT B: Scope of Work Proposal

Activity	Contractor	Cost
Title Search and Title Insurance Update	Utilizing City of Fairhope's previous title agent	\$1,500
Phase I ESA	EcoSolutions	\$2,400
Baseline Documentation Report	Wetland Resources (251)402-6055	\$5,000
Survey	Lowery Surveying	\$5,000
Drafting Conservation Easement Deed	Weeks Bay Foundation	\$3,000
Legal Review	Irby and Heard (251) 928-4555	\$2,000
Other Closing Costs	Utilizing City of Fairhope's previous closing agent	\$1,000
Stewardship and Legal Defense	Weeks Bay Foundation	\$19,125

TOTAL PROJECT COST: \$39,025

Should the City of Fairhope request different contractors, these prices may change. If there are additional services the City requests to be included in the due diligence for these conservation easements, those activities will change the total project cost.

Date of proposal: May 8, 2019

RESOLUTION NO. _____

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, That the City Council approves the selection of the Government & Economic Development Institute (GEDI) with Auburn University for Professional Consulting Services for First Phase of the Auburn Personnel System Project which includes updating all job descriptions, grades, making them compliant with Federal Law and more; and hereby authorizes Mayor Karin Wilson to execute a contract with a not to exceed \$60,000.00.

DULY ADOPTED THIS 24TH DAY OF JUNE, 2019

Karin Wilson, Mayor

Attest:

Lisa A. Hanks, MMC
City Clerk

RESOLUTION NO. _____

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, That the Compensation and Job Classification Plan along with the Grade Order Sheet be amended and approved to Add and Delete the following Job Positions; and the Job Descriptions and Grades of Pay for same; and amend the budget for positions per the following:

Addition:	Job Positions	Grade of Pay
	Community Development Supervisor	23
	Project Coordinator	20
Deletion:	Director of Economic and Community Development	28

ADOPTED THIS 24TH DAY OF JUNE, 2019


Karin Wilson, Mayor

ATTEST:

Lisa A. Hanks, MMC
City Clerk

Lisa A. Hanks, MMC

From: Mayor Karin Wilson
Sent: Tuesday, June 18, 2019 12:04 PM
To: Lisa A. Hanks, MMC; Jack Burrell
Subject: 2 positions Econ/Com Dev dept



Reminder to put the 2 new positions back on agenda.
3rd job title and grade recommended by personnel board can be added too.

I have filled Econ/Comm Dir with Jessica at a salary that overlaps supervisor. So when/if this moves forward, the only change with her will be the title. Salary is same. Tx

Mayor Karin Wilson
City of Fairhope
Karin@FairhopeAL.gov
Office: 251.990.0100
Cell: 251.422.0669

The Personnel Board met on June 3 and 5, 2019 to review the Mayor's proposal for changing the job descriptions in the Community Development Department. Mayor Wilson has proposed eliminating the position of Director of Community Development (Grade 28 with Pay Range of \$62,607. to 100,171.) and splitting the job responsibilities of this position between two new positions: Community Development Supervisor (Grade 23 with Pay Range \$43,609. to \$69,775.) and Project Coordinator (Grade 20 with Pay Range \$35,103. to \$56,166.) She has also proposed a change in job title of the Special Events Coordinator to Events and Tourism Manager and an increase in the grade from 20 to 21 with a change in pay range from \$35,103-56,166. to \$37,763.- 60,378. The HR department presented the new job descriptions, wage data for similar positions in surrounding cities, and the current listing of all City job positions with current grades and pay ranges. After discussion of all information presented, the Personnel Board recommends to the Council that the new job descriptions, pay grades and pay ranges for the Community Development Department as outlined above be adopted by the Council.

Respectively submitted,

Diane Thomas

Chairman, Personnel Board



CITY OF FAIRHOPE

Uniform Job Description

Position Title: Community Development Supervisor Pay Grade: 23
 Department: Community Development Pay Range: \$43,609.16 - \$69,774.66
 Reports To: Mayor Effective Date: 5/2019
 Supervises: _____ Supersedes: _____

Approvals: _____ Supervisor	_____ Human Resources Director
_____ Date	_____ Date
FLSA Exempt: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Safety Sensitive: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No DOT Regulated: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

I BASIC PURPOSE OF THE POSITION

The purpose of the Community Development Supervisor is to develop and conduct public relations and public informational programs for the benefit of the City of Fairhope.

II DISTINGUISHING CHARACTERISTICS OF THIS POSITION

Under the direction of the Mayor, the Community Development Supervisor coordinates and disseminates public information through a comprehensive and strategic community engagement program for the City of Fairhope. This position is required to work during and sometimes after traditional business hours and supervises all employees in the Community Development Department.

III ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Plans, promotes and maintains a viable community engagement program for citizens through contacts with all print and electronic news media;

Community Development Supervisor

Effective: 5/2019

Develops and executes varied and integrated communications products including website, print publications, newsletters, online communications, media and public relations;

Serves as a liaison between City leadership and the public, designing strategic community engagement efforts to best communicate departmental news that will affect citizens;

Monitors and maintains consistency across all City communication channels to ensure that citizens do not receive mixed messages;

Publicizes governmental programs and achievements to best serve and inform the community, including through up-to-date news releases, stories and news conferences;

Produces departmental and Mayoral position statements and speeches;

Confers with department heads and others in planning, researching and gathering data for educational and informational projects;

Cultivates and maintains strong media relations;

Researches and prepares reports on special projects;

Advises City leadership concerning media matters;

Aids supervisors or other officials in order to help expedite processes;

Serves as spokesperson for the organization both in community meetings as well as in the media in response to media and public inquiries as defined by supervisor;

Updates and monitors social media accounts and websites in order to publicize the City;

Creates and implements all social media posts on behalf of the City;

Regularly updates City website with announcements, press releases and other public engagement outreach information;

Establishes and maintains cooperative relationships with public interest groups in order to promote cooperation and coordination;

Provides disaster response outreach assistance when needed;

Photographs events using a digital camera or other devices to memorialize occasions.

IV OTHER DUTIES AND RESPONSIBILITIES

All other duties as assigned

V REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of english usage and journalism.

Thorough knowledge of Microsoft suite products.

Knowledge of internet-based skills for research, utilization of online communication.

Good knowledge of the principles, techniques and objectives of governmental affairs and public information/public relations.

Ability to direct and develop news stories, articles and speeches.

Ability to direct and present information, both orally and in writing;

Ability to meet and deal effectively with public officials, community groups, media and the general public.

Ability to meet assigned deadlines.

Ability to discuss problems and complaints tactfully, courteously and effectively.

Ability to translate complex and technical data into understandable terms for those unfamiliar with the subject matter.

Ability to establish and maintain effective working relationships with governmental officials, other employees and the general public.

Ability to develop speeches and special outreach materials as needed.

Ability to conduct small group facilitation and meetings.

Ability to coordinate/facilitate public participation.

Ability to manage oversight of several projects at one time with the ability to organize work, set priorities, follow up on assignments, and meet critical deadlines with minimal supervision.

Ability to communicate effectively with all sectors of people through both written and oral communications.

Ability to maintain professional working relationships with staff as a team member and other organizations.

Ability to work effectively with community groups and business leaders.

Ability to work independently and as a team member.

Ability to understand the planning processes; comprehensive planning, economic development, grant writing, reporting, and process; planning and economic development principles; office procedures, government operations, and relevant rules and regulations;

Ability to maintain and safeguard confidential data in accordance with appropriate state and federal regulations.

VI ACCEPTABLE EDUCATION, EXPERIENCE AND TRAINING

Attainment of a minimum of a bachelor's degree from a recognized college or university in journalism, communications or a closely related field, and a minimum of five (5) years' responsible experience in public relations, communications and governmental affairs; or a combination of education and experience equivalent to these requirements.

SPECIAL REQUIREMENT

Must have valid Driver's License.

VII EXTENT OF PUBLIC CONTACT

This position has extensive contact with the public.

VIII PHYSICAL DEMANDS

This position involves physical effort in sedentary to light work, which may include some lifting, carrying, pushing, or pulling of objects and walking, standing, and sitting.

This position is expected to travel within the Fairhope area, and attend out of the area meetings.

IX WORKING CONDITIONS AND ENVIRONMENT

This position primarily is located in an indoors office environment.

This job description does not constitute either a written or implied contract of employment. The City of Fairhope reserves the right to revise, alter and/or change this job description, as the City deems necessary.



CITY OF FAIRHOPE

Uniform Job Description

Position Title: Project Coordinator Pay Grade: 20
 Department: Community Development Pay Range: \$16.88 – \$27.00
 Reports To: Community Development Supervisor Effective Date: 5/2019
 Supervises: _____ Supersedes: _____

Approvals: _____	
Supervisor	Human Resources Director
_____	_____
Date	Date
FLSA Exempt: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Safety Sensitive: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No DOT Regulated: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

I BASIC PURPOSE OF THE POSITION

The purpose of the Project Coordinator position is to perform administrative work in the application of technical knowledge, procedures and standard practices related to grants administration for the benefit of the City of Fairhope.

II DISTINGUISHING CHARACTERISTICS OF THIS POSITION

Under supervision of the Community Development Supervisor, the Project Coordinator supports the Planning, Public Works and Utilities departments by coordinating all aspects of community programs including large grant-funded projects.

III ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Supports Community Development Supervisor with engagement programs and outreach;
 Creates and maintains internal calendar of grant proposal and report deadlines;

Project Coordinator

5/2019

Develops production timeline to all involved staff to ensure timely submission by deadlines;

Collects all components of each grant submission, ensuring that the proposal is formatted, packaged, and submitted in accordance with funders' requirements;

Assists in the design and formatting of grant proposal and report documentation;

Communicates with grant writer regarding grant submission and follow-up.

Responsible for clerical and technical duties;

Assists Community Development Supervisor with internal and external project coordination to ensure that city departments involved in projects are aware of project timelines and outreach efforts;

Supports various city departments with project related tasks as needed and assigned by Community Development Supervisor;

Coordinates efforts with Tourism & Events Coordinator when there is overlap between projects and tourism and special events;

Maintains up-to-date folders for reference documentation and previous grant proposals for the drafting of new proposals;

IV OTHER DUTIES AND RESPONSIBILITIES

All other duties as assigned

V REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of Microsoft Suite products.

Knowledge of outreach including social media and event support work.

Skill in preparing grant applications.

Skill at balancing multiple tasks simultaneously.

Skill at managing one's own time.

Skill at organization.

Skill in using social media and other internet outlets in promoting events, activities, and perceptions.

Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

Project Coordinator

5/2019

Ability to communicate both orally and in writing.

Ability to gather, compile, and analyze statistics and other data.

Ability to prepare and present reports.

Ability to work with and assist other departments and agencies.

Ability to use good judgment and decision making.

Ability to operate computers and job related software programs.

Ability to read and understand information and ideas presented in writing.

Ability to follow oral or written instructions.

Ability to attend to detail.

Ability to adapt to different situations.

Ability to work independently, without close supervision, or direction.

Ability to research and analyze information.

Ability to apply general rules to specific problems.

Ability to establish and maintain effective working relationships with public officials, other employees, and the general public.

VI ACCEPTABLE EDUCATION, EXPERIENCE AND TRAINING

Attainment of a minimum Associates degree or two (2) year's college coursework AND two (2) years related clerical experience or a combination of education equivalent to these requirements.

SPECIAL REQUIREMENT:

Must have valid driver's license.

VII EXTENT OF PUBLIC CONTACT

This position requires extensive public contact.

VIII PHYSICAL DEMANDS

This position involves physical effort in sedentary to light work, which may include some lifting, carrying, pushing, or pulling of objects and walking, standing, and sitting.

IX WORKING CONDITIONS AND ENVIRONMENT

This position is primarily located in an air-conditioned office environment.

This job description does not constitute either a written or implied contract of employment. The City of Fairhope reserves the right to revise, alter and/or change this job description, as the City deems necessary.

RESOLUTION NO. _____

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, That the Compensation and Job Classification Plan and Grade Order Sheet be amended and approved the Job Description and Title from Tourism and Events Coordinator to Tourism and Events Manager.

ADOPTED THIS 24TH DAY OF JUNE, 2019

Karin Wilson, Mayor

ATTEST:

Lisa A. Hanks, MMC
City Clerk



CITY OF FAIRHOPE

Uniform Job Description

Position Title:	Tourism and Events Manager	Pay Grade:	21
Department:	Community Development	Pay Range:	\$37,736.43- \$60,378.29
Reports To:	Community Development Supervisor	Effective Date:	5/2019
Supervises:		Supersedes:	

Approvals:	
_____ Supervisor	_____ Human Resources Director
_____ Date	_____ Date
FLSA Exempt: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Safety Sensitive: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No DOT Regulated: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

I BASIC PURPOSE OF THE POSITION

The Tourism and Events Manager is responsible for organizing and producing special event activities, liaising with civic organizations and implementing tourism outreach strategies for the City of Fairhope.

II DISTINGUISHING CHARACTERISTICS OF THIS POSITION

Under the direction of the Community Development Supervisor, the Tourism and Events Manager is responsible for coordinating special events and carrying out policies, objectives, functions and programs for the City of Fairhope. This position requires a flexible schedule, with some evening and weekend work.

III ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Supports and evaluates day-to-day operations of an assigned community development program;

Ensures compliance with applicable internal and external requirements;

Participates in the development, evaluation and implementation of program goals, objectives, activities, and program initiatives;

Assists in the assessment of consequences and outcomes of program initiatives;
Attends and participates in a variety of meetings;

Coordinates agency sponsored and co-sponsored events as assigned;

Produces agency sponsored and co-sponsored events as assigned;

Secures sponsors for special events and programs;

Acts as community resource and information source for events;

Assists in marketing and promoting programs and events;

Coordinates the onboarding of volunteers and participants for the Fairhope Welcome Center and Community Events;

Gathers information for seasonal calendar of events;

Assists in researching the needs, cost effectiveness and possible available resources for new events and festivals;

Researches services and vendors with outside sources;

Records and maintains statistical reports on events to track progress;

Implements outreach strategies for tourism initiatives;

IV OTHER DUTIES AND RESPONSIBILITIES

All other duties as assigned.

V REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of community development principles and practices.

Knowledge of program marketing principles.

Knowledge of contract management principles and practices.

Knowledge of area resources.

Skill at supporting program activities.

Skill at managing and administering contracts.

Skill at conducting outreach activities.

Skill at preparing program collateral and marketing materials.

Skill at planning, implementing, and managing program components.

Skill in identifying emerging trends, needs, and services.

Skill in ensuring compliance with applicable internal and external program requirements.

Skill at Microsoft office suite.

Skill at directing people.

Skill in reading, interpreting, applying, and explaining rules, regulations, policies, and procedures.

Skill in communicating effectively both orally and in writing.

Ability to work with a variety of individuals.

Ability to remain professional at all times.

Ability to listen, understand, and follow directions.

Ability to present ideas and findings clearly and concisely in both written and oral form.

Ability to follow directions and work independently.

Ability to provides excellent customer service to both internal and external customers.

Ability to establish and maintain an effective working relationship with city employees, citizens, and visitors and others.

VI ACCEPTABLE EDUCATION, EXPERIENCE AND TRAINING

Attainment of a minimum of a bachelor's degree from a recognized college or university in business administration, leisure services, marketing, public relations or a closely related field, AND a minimum of one (1) year of experience in special event activities, public relations or closely related area; or a combination of education and experience equivalent to these requirements.

SPECIAL REQUIREMENT:

Must have a valid driver's license

VII EXTENT OF PUBLIC CONTACT

This position spends time working independently as well as extensive public contact.

VIII PHYSICAL DEMANDS

This position is at times a sedentary office position but does require some standing, walking, and bending. This position requires the ability to lift 20 lbs. by oneself or with a hand truck.

IX WORKING CONDITIONS AND ENVIRONMENT

This position is typically indoors, but does spend time at outside events, and does use a city vehicle to visit different locations.

This job description does not constitute either a written or implied contract of employment. The City of Fairhope reserves the right to revise, alter and/or change this job description, as the City deems necessary.

AIRPORT AUTHORITY

NOMINEE (S)

6-Year Term

APPOINTMENTS

Donald “Don” Lagarde

The term shall end March 2025

REAPPOINTMENTS

CITY OF FAIRHOPE



APPLICATION FOR APPOINTMENT TO A CITY BOARD OR COMMITTEE

City Council seeks to have diversity in making appointment to boards and committees. It is the policy of the City Council to make appointments based on the needs of the City as well as the interests and qualifications of each applicant. In accordance with the Code of Alabama, all applicants must be qualified electors and taxpayers in the City, excluding the Planning Commission. All applications filed with the City Clerk will be public record.

Please return this application to the Fairhope City Clerk at City Hall, 161 North Section Street, Fairhope, Alabama 36532 or mail to City of Fairhope, Attention Fairhope City Clerk, P. O. Drawer 429, Fairhope, Alabama 36533.

PLEASE PRINT CLEARLY

Last Name: LAGARDE First Name: DONALD "DON"
Phone Number: _____ Cell: 504 251 8138 Email: donlagarde@gmail.com
Home Address: 505 ARTESIAN SPRING DR
City: FAIRHOPE State: _____ Zip: 36532
Business Address: SAME AS ABOVE
City: _____ State: _____ Zip: _____
Name of Board or Committee: FAIRHOPE AIRPORT AUTHORITY

EDUCATIONAL BACKGROUND:

B.S. TULANE UNIV.

PROFESSIONAL LICENSES AND/OR ASSOCIATIONS:

- LIFE + HEALTH INSURANCE
- PROPERTY + CASUALTY INSURANCE
- RESIDENTIAL BUILDER
- MANUFACTURED HOME RETAILER
- REAL ESTATE BROKER

PROFESSIONAL EXPERIENCE:

30+ YRS EMPLOYEE BENEFIT BROKER / CONSULTANT

CIVIC INTERESTS AND/OR SERVICE MEMBERSHIPS:

FAIRHOPE ROTARY, AVIATION

HOW WILL YOUR QUALIFICATIONS BEST SERVE THE NEEDS OF THE COMMUNITY?

TO HELP THE AIRPORT REALIZE ITS POTENTIAL

Signature: _____



Date: _____

6/18/19

You may attach a resume with this application.

DONALD E. LAGARDE, III

DONLAGARDE@GMAIL.COM

EMAIL

504-251-8138

TELEPHONE

505 ARTESIAN SPRING DR
FAIRHOPE, AL 36532

ADDRESS

LICENSES HELD

LIFE & HEALTH LICENSE FOR
LOUISIANA & ALABAMA

PROPERTY & CASUALTY LICENSE
FOR LOUISIANA & ALABAMA

REAL ESTATE PRODUCER FOR
LOUISIANA

REAL ESTATE BROKER FOR
ALABAMA

MANUFACTURED HOME
RETAILER FOR ALABAMA

PRIVATE PILOT LICENSE

FEDERAL FIREARM LICENSE

EXPERIENCE

JOB TITLE/COMPANY

January 1986-December 2006

Employee Benefit Consultant/Owner of Insurance Concepts
December 2006-August 2016

Employee Benefit Consultant for Regions Insurance Group
August 2016 to present

Cutting Edge Builders of Alabama

EDUCATION

DEGREE / DATE EARNED

Eagle Scout 1975

St Paul's School Covington, Louisiana 1978

Tulane University --Bachelor of Science in Biology 1982

Certified Employee Benefit Specialist-Wharton School of Business

VOLUNTEER WORK

United Way Board Member in St. Tammany Parish, Louisiana

St. Joseph Abbey Advisory Board Member

Boy Scouts of America Eagle Scout Board of Review

Leadership St. Tammany Graduate

Leadership St. Tammany Board President

St Scholastica Preparatory School Board President

Lisa A. Hanks, MMC

From: Brandon G <bgoertz7@gmail.com>
Sent: Monday, June 17, 2019 3:50 PM
To: Lisa A. Hanks, MMC
Cc: Jessica Walker; Elise Poche
Subject: I STILL BELIEVE - Request for Lighting equipment placement
Attachments: ISB Fairhope Docks Marina.jpg

Hello Lisa,

Thank you for taking the time to let me know about the approval from city for Fairhope Docks Marina. In my discussions with Sean Saye, he let me know it was city property. My discussions with him were to make sure anything we were planning wouldn't be an inconvenience to them. I let him know that I would need to get City approval for access / use of the property.

Please keep in mind this is minimal activity on the Marina property. It is to allow us the ability to bring in small low wattage lights for the dock area and a small scissor lift for the lighting equipment that will light the boats further down towards the bay.

Sean is comfortable with all the intended activity and placement. Also, I have been discussing similar placement with Fairhope Yacht Club (Chris) and Fly Creek Marina (Jeannie). They have both approved the minimal activity on each property for our lighting elements. All three marinas are contacting their tenants and live aboards to let them know about the intended filming and to request that they turn their lights on to add to the scene.

Please see the attached overhead for the reference for the placement of the scissor lift and the small (low wattage) lights that will be placed near the boat slips. This is very low impact to the property and residents.

I realize this is an inconvenience to receive this information after the initial proposal to City Council. However, the request was new to me this weekend. And if I did not spend my days off on Saturday and Sunday to take electricians out to discuss their needs, they would have tried to arrange this the day before. I am doing my best to pull information from a creative group in order to provide the city with accurate information. Please understand that I have done this for 15 years and make sure that all entities involved have an enjoyable process. And that we have 30+ locations on this movie that we have arranged in a few weeks.

Thank you for your consideration and understanding. Let me know if you have any questions.

Sincerely,

Brandon Goertz

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Brandon Goertz
LOCATION MANAGER - I STILL BELIEVE
Cell - (804) 894-3350
bgoertz7@gmail.com

June 25th Tuesday - FAIRHOPE DOCKS MARINA - approx 11am - 11pm



SET

SUNSET POINTE
831 N Section St
Fairhope, AL 36532

