

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

MONDAY, 22 MARCH 2021 – 4:30 P.M. – COUNCIL CHAMBER

1. Working Waterfront Team Presentation – Updated Scope of Work
2. Fairhope Single Tax Corporation – Lee Turner
3. Discussion of HMGP Grant Funding and Letter of Intent – Jessica Walker
4. Discussion of NRCS Projects – Richard Johnson
5. Committee Updates
6. Department Head Updates
7. Review of City Council Agenda

Next Regular Meeting – April 12, 2021 - Same Time and Place

**CITY OF FAIRHOPE
CITY COUNCIL AGENDA**

MONDAY, 22 MARCH 2021 - 6:00 P.M. - CITY COUNCIL CHAMBER

Invocation and Pledge of Allegiance

1. Approve minutes of 8 March 2021 Regular City Council Meeting, minutes of 8 March 2021 Work Session, and minutes of 8 March 2021 Agenda Meeting.
2. Report of the Mayor
3. Public Participation – Agenda Items – (3 minutes maximum)
4. Council Comments
5. Ordinance – Annexation – Mark William Mathias and Sherry Dawn Mathias property located at 103 Alsway Court, Fairhope, Alabama. Tax Parcel 43-09-43-0-000-015.001.
6. Resolution – That the Fairhope City Council hereby approves and accepts the Living Memorial of “The Eagle with Flag” that will be dedicated to all those and their families who serve to protect our Safety and Freedom from Bob Weltlich with the stipulation that he provide and/or raise the funds for the statue; and is to be placed in front of the City’s Justice Center.
7. Resolution – That the City Council hereby authorizes and selects Mayor Sherry Sullivan to be the Voting Delegate and Jack Burrell (Council President) to be the 1st Alternate Voting Delegate during the annual meeting of the Alabama League of Municipalities.
8. Resolution – That the Fairhope Volunteer Fire Department (“FVFD”) is hereby authorized and directed to dispose of the personal property purchased by the City of Fairhope, Alabama for the “FVFD”, 1-¾” Hose, by donating such property to a Fire Department or Fire Departments in need that could use the equipment.
9. Resolution – That the City Council hereby establishes the City of Fairhope Junior City Council and the following rules are set forth to govern its operation in proposed resolution.
10. Resolution – That the City Council hereby approves and authorizes the Fairhope Junior City Council to move forward with their Sunset Staircase Proposal with an estimated cost of \$226.00. The Public Works Department has agreed to assist with some materials and base paint.
11. Resolution – To Award Bid for City Sketches Newsletter Printing for the Community Affairs Department (Bid No. 016-21) to Nystrom Publishing Company, Inc. with a total not-to-exceed bid proposal of \$20,000.00.
12. Resolution – That the City of Fairhope hereby terminates the contract titled Natural Gas Distribution Pipeline Compliance between the City of Fairhope and Payne Pipeline Services pursuant to Item 58: Termination for Convenience and due to an overlap and addition to existing services in a proposed new contract; and authorizes Mayor Sullivan to sign the necessary paperwork for said termination.

13. Resolution – That the City of Fairhope hereby terminates the contract titled Six Overhead Doors for Fire Station #3 (Bid No. 013-20) between the City of Fairhope and Bailey Door, Inc. for Termination for Convenience clause found in Standard Terms and Conditions Item #58 and due to bid being placed on hold last year due to COVID-19; and authorizes Mayor Sullivan to sign the necessary paperwork.
14. Resolution – That the City Council approves the selection of O'Donnell & Associates, Inc. to perform Professional Geologic Consulting Services for New Well #11 at Wellfield #3 for the Water Department; and hereby authorizes Mayor Sherry Sullivan to negotiate a fee schedule and establish a not-to-exceed limit with this firm.
15. Resolution – That Mayor Sherry Sullivan is hereby authorized to execute a contract with Thompson Engineering to perform Professional Engineering Services for the Replacement of Wells #2 and #9 with a not-to-exceed amount of \$18,300.00.
16. Resolution – That the City of Fairhope has voted to procure a John Deere 4044 Compact Utility Tractor for the Recreation Department; and the equipment is available for direct procurement through the Sourcewell Grounds Maintenance Contract which has been nationally bid; and therefore, does not have to be let out for bid. The cost will be \$30,074.31.
17. Resolution – That the City of Fairhope has voted to procure Two John Deere 1550 TerrainCut Commercial Front Mowers with Fastback Rear Discharge Decks for the Public Works Department; and the equipment is available for direct procurement through the Sourcewell Grounds Maintenance Contract which has been nationally bid; and therefore, does not have to be let out for bid. The cost will be \$47,421.36.
18. Resolution – That the City of Fairhope has voted to purchase a 2021 Dodge Ram 3500 Crew Cab and Chassis 4x4 for the Sewer Department; and the type of vehicle needed is on the Alabama State Department of Purchasing bid list and therefore does not have to be let out for bid. The cost will be \$37,440.00.
19. Resolution – That the City of Fairhope has voted to procure a 2021 Kubota L2501 HST Tractor for the Sewer Department; and the equipment is available for direct procurement through the Sourcewell Utility Tractors & Mowers Contract which has been nationally bid; and therefore, does not have to be let out for bid. The cost will be \$19,339.68.
20. Resolution – That the City of Fairhope has voted to purchase Three Chevrolet PPV Tahoes and One Silverado 1500 Truck for the Police Department; and the type of vehicle needed is on the Alabama State Department of Purchasing bid list and therefore does not have to be let out for bid. The total delivered cost with options for all four vehicles will be \$175,263.59.
21. Resolution – That the City of Fairhope has voted to procure unbudgeted Scanning Software, Laserfiche, to convert paper files to digital; and approves Mayor Sullivan to execute Addendum No. 1 to Master Services Agreement No. 19570; and the software is available for direct procurement through the NCPA (National Cooperative Purchasing Alliance) which has been nationally bid; and therefore, does not have to be let out for bid. The total cost will be \$30,835.25.

22. Resolution – That the City Council approves and adopts the following items:
 - [1] a Temporary Job Position, the Job Description, and Grade of Pay for a Purchasing Manager Trainee (24S). The position will sunset on the date of the current Purchasing Manager’s retirement, but no longer than eight (8) months, whichever occurs first; and
 - [2] 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: Add a Planning Clerk (22H) and Delete the Administrative Assistant for Planning (20H).
23. Resolution – That the City Council approves the recommendations from the Street and Traffic Control Committee’s Task Force for the crosswalk at Nichols Avenue at Hope Farm and Fairhope Brewing. The total cost for the crosswalk, labor, LED light, and lighted pedestrian sign is estimated at \$5,214.00.
24. Public Participation – (3 minutes maximum)
25. Adjourn

**City Council Work Session - 4:30 p.m.
on Monday, March 22, 2021 – Council Chambers**

**City Council Agenda Meeting - 5:30 p.m.
on Monday, March 22, 2021 – Council Chambers**

Next Regular Meeting – Monday, April 12, 2021 - Same Time and Place

STATE OF ALABAMA)(
 :
COUNTY OF BALDWIN)(

The City Council met in a Work Session
at 4:30 p.m., Fairhope Municipal Complex Council Chamber,
161 North Section Street, Fairhope, Alabama 36532,
on Monday, 8 March 2021.

Present were Council President Jack Burrell, Councilmembers: Corey Martin, Jimmy Conyers, and Kevin Boone, Mayor Sherry Sullivan, City Attorney Marcus E. McDowell, and City Clerk Lisa A. Hanks.

Council President Burrell called the meeting to order at 4:30 p.m.

The following topics were discussed:

- The first item on the Agenda was the Presentation by the Fairhope Junior City Council. Special Projects and Grant Manager Jessica Walker addressed the City Council and said they were here to present their revised bylaws and a project proposal. President Isabella Tran and New Members Coordinator Grayson McKean addressed the City Council and explained the revisions in their bylaws. Council President Burrell told them that the Junior City Council could reach out to the City Councilmembers for help or questions any time. Mayor Sullivan commented she wants the Junior City Council to understand City Government.

The Project Sunset Staircase was discussed next by Ms. Tran and Ms. McKean. They explained this will be an art project for the staircase at Henry George Park. (See attached Power Point Presentation) They told the City Council the Junior City Council will be the ones painting; and this was an art collaboration between both of us. Public Works Director Richard Johnson said the base color will be Fairhope Blue. The consensus of the City Council was to move forward with the project and put this on the next City Council agenda.

- The Discussion of a Living Memorial dedicated to all those and their families who serve to protect our Safety and Freedom was next on the Agenda. Mayor Sullivan explained the proposed memorial; and said Mr. Weltlich would take care of the funding. She said the ideal place would be out front of the Police Department building. Council President Burrell commented he would support this if they raised the funds. Councilmembers Martin, Conyers, and Boone all agreed if they provide the funding. Mayor Sullivan reiterated that Mr. Weltlich would provide it all. The consensus of the City Council was to move forward with the memorial and put this on the next City Council agenda.
- Public Works Director Richard Johnson addressed the City Council regarding the need for a Horticulturalist due to Paul Merchant's intention to retire after 30 years of service to the City of Fairhope. (See attached Memo that explains the details of and reasons for the position) Council President Burrell stated this job description is temporary.

Monday, March 8, 2021

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Mr. Johnson replied it would sunset once the upon Supervisor's retirement and not to exceed eight months. He said the Department propagates plants, tend the plants, all of mowing in rights-of-ways and greenspaces, trees, and landscape development reviews; and needs technical plant knowledge and supervisory knowledge. The consensus of the City Council was to moved forward; and add to tonight's City Council agenda with the sunset clause for the temporary position.

- Councilmember Conyers announced that the Museum Advisory Board and the Recycling Committee have received applications for vacancies; and will be bringing back to the City Council for approval soon.
- Council President Burrell gave an update on the Fairhope Airport Authority and explained Agenda Items Number 8: the Refinancing of Bond Series 2021; and Number 19: the hiring of URG Consulting for the Airport on a trial basis for six months at \$2,500.00 per month (total amount \$15,000.00). Council President Burrell commented the company will be seeking revenue and grants for the Airport. Councilmember Martin explained the purpose for the consultant and stated his resume speaks for itself. Council President Burrell mentioned 20 T-Hangers being built for a source of revenue.
- Public Works Director Richard Johnson addressed the City Council and explained the status of the following Projects: Church Street Drainage; basketball court at Rotary Youth Club; Sanitation with more South customers than North; and Roofs always on agenda since December.

Council President Burrell gave a shout out to Public Works Director Richard Johnson and Water and Sewer Superintendent Jason Langley for the Municipal Pier Repairs Project. He said they can take on this project which will save over \$200,000.00; and a job well done.

- City Treasurer Kim Creech addressed the City Council and said the audit has completed; and the process has been lessened. She said it will be presented at the second meeting in April.
- Planning and Zoning Manager addressed the City Council regarding "Family Subdivisions" and they are looking for solutions. He said the Planning Department was pausing due to the State Legislature looking into these.
- Mayor Sullivan welcomed Golf Professional Bobby Hall back to Fairhope.
- Mr. Hall addressed the City Council regarding the Yamaha 4-year warranty; and single riders due to COVID-19. He mentioned upcoming tournaments and the possibility of getting card dividers for Golf. Mr. Hall gave a golf update and welcome to everyone; and said he was happy to be back. (See Report for Golf Update)
- Human Resources Manager Traveis Cunningham addressed the City Council and thanked everyone for all of the warm welcomes. Mr. Cunningham said he was reviewing the processes being used in his department.

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- Gas Superintendent Terry Holman addressed the City Council and gave an update on the new services; and commented sidewalks will need to be repaired. He said they have finalized the new Service Agreement and will need to work on the process for same. Council President suggested putting gas service to homes when being developed; and in new subdivisions.
- Fire Chief Chris Ellis addressed the City Council and stated they held a ceremony for the new fire truck this past weekend. He said the fire truck was outside under the awning for viewing. Council President Burrell said after a meeting last week, the City may have to spend some impact fees and looking at next year too.
- Police Chief Stephanie Hollinghead addressed the City Council and said they post statistics on Social Media such as burglaries. She said we have had zero residential, zero commercial, and only one vehicle. She said her number one complaint is traffic issues; and now there are two officers focused on just our Traffic Division. Chief Hollinghead told the City Council about a Traffic Grant they receive annually from ADECA that pays for 130 hours. Mayor Sullivan thanked Chief Hollinghead and Lieutenant Nolte for walking downtown and visiting with merchants.
- Water and Sewer Superintendent Jason Langley addressed the City Council and mentioned his water crews who handle leaks and new services; and well crews who maintain the sewer treatment plant. Mr. Langley told the City Council that he lost another employee; and we need to look at salaries. He said his employees are dedicated and care about this City. He said that the sewer crew is four employees working 81 wells and gravity lines. He commented that the clay pipe needs to be lined.
- Special Projects and Grant Manager Jessica Walker addressed the City Council and said the City's App is a valuable tool. She said we need to promote this App. She commented we are developing policies City wide. Ms. Walker stated we are working with Michael Stonehouse and Micheal Johnson to get all employees CPR Certified. Ms. Walker said she has been working on grants for SSOs; and working with Jason Langley on this project.
- Building Director Erik Cortinas addressed the City Council regarding the new Publix Store and needing to use the International Code Council for this plan review. He said this is a pass through cost to the developer. Mr. Cortinas said that he met with Mayor Sullivan and County Commission at Hollowbrook Subdivision and explained the process for unzoned property. He mentioned Hermitage Court and Blue Island; the demolish for property directly across the street from City Hall; and they are in 3 figures for permitting generators.
- Community Affairs Director Paige Crawford addressed the City Council regarding the James P. Nix Center; and next Friday at 10:00 a.m. they will have Bingo. She mentioned the Museum, on March 18, 2021, having the Dogwood Display.
- Recreation Director Pat White addressed the City Council and welcomed back Bobby Hall. He announced softball opened this past weekend; and next weekend will be Youth baseball and soccer.

Monday, March 8, 2021

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Mr. White stated that the pool will open March 15, 2021; and his crew has been helping with hardscaping and landscaping at Quail Creek. He said the ADA Project at the stadium has been put on hold until after graduation on May 19, 2021. Mr. White said the roofs are being replaced at the parks; and the pickleball court dividers has been installed and the courts should reopen soon.

There being no further business to come before the City Council, the meeting was duly adjourned at 5:55 p.m.

Jack Burrell, Council President

Lisa A. Hanks, MMC
City Clerk

Sunset Staircase Proposal

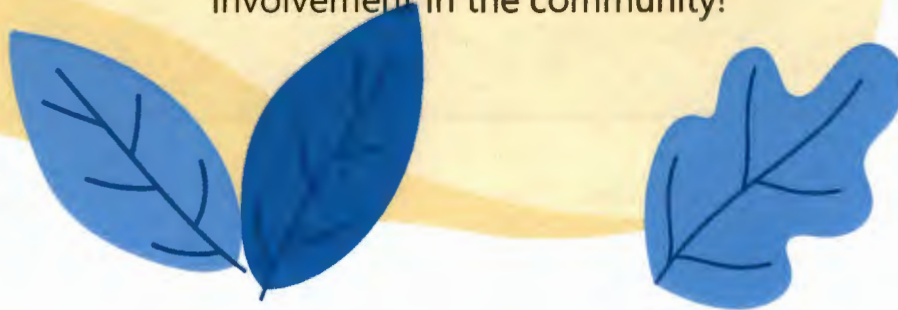
Fairhope Junior City Council



FJCC Introduction & Goals

The Fairhope Junior City Council exists to provide youth outreach and serve as the youth's voice in the City of Fairhope.

With this project we hope to beautify our city and bay area with a vibrant work of art created by the youth. It leaves our mark as the FJCC and demonstrates youth involvement in the community!



01

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Details of
the Project



Location of the Staircase: Henry George Park



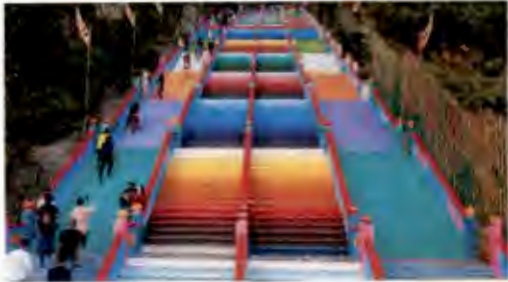
Henry George Park is a staple part of Fairhope sightseeing and is always busy with tourists and locals alike having picnics, walking their dogs, enjoying concerts or plays, and most importantly, watching the sunset.



Current State of the Staircase



Inspiration



Staircase Design



Original Drawing

Digital Drawing



Staircase Statistics and Color Scheme

Description

Number of Treads: 28

→ ~84 sq ft

Top Plank

→ 24 sq ft

Bottom Planks

→ 30 sq ft

Railing

→ ~35 sq ft

TOTAL: ~173 sq ft

Color Scheme

SW 6981
Passionate Purple
[View Details](#)

SW 6585
Coming up Roses
[View Details](#)

SW 6868
Real Red
[View Details](#)

SW 6892
Carnival
[View Details](#)

SW 6811
Honorable Blue
[View Details](#)

SW 6801
Regale Blue
[View Details](#)

SW 6950
Calypso
[View Details](#)

SW 6910
Daisy
[View Details](#)

1 Gallon = 200 sq feet
So, about 1 gallon for the base coat and 8 quarts per color.



Staircase Materials List

Paints

- 8 quarts of paint in the colors previously shown
- Pack of 30 gallon black trash bags
- 5 large paint brushes, 5 medium sized paint brushes
- Paper plates
- Paper towels



The Estimated Cost for the Project is:
About ~\$175-226

Other

- The staircase will need to be spray painted in a royal blue color before the design is applied (one gallon of paint should be needed for this).

Estimated Costs Details

- Paintbrushes and tarp offered by Public Works so long as specific types and measurements are given
- Paper plates ~\$4.40 (for 55)
- Trash Bags ~\$6.28 (for 40)
- Paint ~\$48-65 per gallon
→ 3 gallons total: \$144-195
- Wipes ~\$9.97 (for 3 Lysol bins)
- Paper Towels ~\$9.98 (for 6 double rolls)

TOTAL: ~\$175-226



What We Have Accomplished So Far

- On February 24, a quorum was held with five FJCC members to come up with ideas for the staircase project.
- On February 25, the final design for the staircase was voted on by the rest of the FJCC members at an official meeting with the presence of Jessica Walker, The City of Fairhope's Special Projects and Grants Manager.
- On March 5, the design was further discussed and finalized by The City of Fairhope Public Works Director Richard Johnson, Jessica Walker, and two other FJCC members.

- Previous experience includes the mural painting at the Fairhope Community Park in 2019.



The Day of Painting

- April 10th is the target workday for the painting of the stairs.
- Only the members of the FJCC (nine members in total) will be painting the stairs.
- Jessica Walker will be overwatching the painting process.
- After the workday is done the left over materials will be cleaned up and brought to a desired location.
- The stairs will take an estimated 3 days to paint.



Timeline



Planning

February-
March



Painting

Target Date for
Work Day: April
10



End

Target End
Date for
Project:
April 18



CREDITS: This presentation template was created by **Slidesgo**, including icons by **Flaticon**, infographics & images by **Freepik** and illustrations by **Stories**

Thanks



Do you have any questions?

fairhopejcc@gmail.com

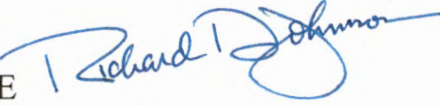


Sherry Sullivan
Mayor



Richard D. Johnson, PE
Public Works Director

Memorandum

From: Richard D. Johnson; PE 
To: Mayor Sherry Sullivan
CC: Finance; HR; PW Horticulture; File
Date: November 5, 2020
Subject: FY2021 Budget - Personnel – Horticulture Department, Public Works

Mayor Sullivan:

Mr. Paul Merchant, Supervisor, Public Works Horticulture Department has announced his intention to retire after 30-years of service to the City of Fairhope, effective August 1, 2021. In his capacity as Supervisor he has also served as the City's Horticulturist and Arborist. His experience, skill sets, talents, passion and dedication to the City's Landscape Brand will be missed.

Paul and I have been working on a succession plan for this Department concerning his retirement. There is no current employee within the Horticulture Department that has demonstrated the acumen or expressed the desire to be considered for his position. Secondly, I believe we can identify and hire a talented individual with a solid combination of education and experience in the propagation, maintenance and landscape of plants and flowers. However, we can not hire corporate knowledge. A key part of the Fairhope Flower Program success is not the plants – it is the logistics. Our means and methods have been perfected over the last three decades. It cannot be hired; it must be learned.

Attached is a Uniform Job Description for a City Horticulturist. This is a new position that has been reviewed by the Personnel Board. My recommendation that this position be budgeted immediately so we can advertise and hire a trained and experienced Horticulturist to work alongside Paul up and through his retirement. The objective of this move would be to hire a candidate with all necessary skills to move into Paul's vacated Supervisor position. Once the promotion was complete, then the vacated horticulturist position could be defunded from the budget. I believe this six to eight-month training period is necessary to insure a successful leadership transition and Horticulture program.

The midpoint of a Grade 24-Salary position is \$60,943.8' and a maximum 8-month salary budget impact would be **\$40,630.00** plus benefits and overhead. I am requesting immediate Council consideration to allow the filling of this position by the first of the new calendar year.

Yours, RDJ

Fairhope Public Works Department
555 South Section St P.O. Drawer 429 Fairhope, Alabama 36533
Phone: (251) 928-8003 Fax: (251) 928-6776



CITY OF FAIRHOPE

Uniform Job Description

Position Title:	Horticulturalist	Pay Range:	\$46,879.85 - \$60,943.81- \$75,007.76
Department:	Public Works	Pay Grade:	24S
Reports To:	Horticulture Supervisor	Effective Date:	
Supervises:	Horticulture Staff	Supersedes:	New Position

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

I BASIC PURPOSE OF THE POSITION

Performs a variety of technical and administrative tasks related to growing and maintaining plants for all landscaped areas of the City. To supervise the daily plant propagation, planting, landscaping and maintenance operations of the Horticulture Division of the Public Works Department; will also involve planning, budgeting, procurement, scheduling, planting and maintaining the City's flowerbeds, boxes, and rose gardens.

II DISTINGUISHING CHARACTERISTICS OF THIS POSITION

This is a highly responsible position that requires extensive education, knowledge, talent and experience in landscape planting and maintenance, employee management, communication, organization and administration skills as well as education in herbicide and pesticide applications. This position requires extensive organizational skills and an ability to give attention to details concerning the overall aesthetic of the City.

III ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Planning and Ordering of required plant material to meet growth and planting cycles
- Budget planning and controls
- Planting and directing others in the planting of landscape materials;

- Detecting and treating fungus or insect growth on flowers and shrubs
- Pruning and care of roses on a regular basis
- Designing flower beds and other Landscape features
- Mixing and applying chemicals
- Applying herbicides and grass, shrubs and beds
- Trimming trees in a manner approved by the International Society of Arboriculture
- Planting trees, shrubs and flowers at correct depths
- Detecting imperfections in the landscape, such as litter, improper grass mowing, improper pruning, etc.
- Replacing soil in beds when needed
- Loading, unloading equipment, debris and material
- Driving vehicles to and from job sites
- Ensuring that plants do not have dead leaves, flowers or stalks in beds
- Dead heading plants
- Assuring plants are watered
- Proper maintenance of small tools
- Operating various kinds of landscaping equipment, such as weed eaters, edgers, blowers, hedge trimmers, pole saws and chainsaws, etc.
- Pruning shrubs at correct and appropriate heights
- Assuring work areas are clean
- Respond to Tree trimming and tree removal applications
- Answer and return phone calls
- Meet with business owners and residents concerning tree care
- Inspecting trees on city owned property and organizing work to be performed
- Diagnosing and treating diseased or damaged trees, plants and shrubs

IV OTHER DUTIES AND RESPONSIBILITIES

- Attend City Council meetings and present horticulture plans and budget recommendations as necessary.
- Perform related duties and responsibilities as required.
- Remain subject to recall to work during hurricane or other emergency incidents
- Assisting with Special events, as needed
- Assist other duties of the public works department including sanitation, streets and construction
- Public Outreach and Education – serve on volunteer committees, work with schools, speak with Civic Organizations, etc.
- Other duties, as assigned

V REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge in the application and use of chemical herbicides and pesticides
- Extensive knowledge of the proper planting techniques for various landscape materials
- Extensive knowledge of soils and plant reactions to proper soil, water levels, light, chemicals
- Ability to read maps and apply city's tree ordinance if necessary
- Ability to correctly apply mulch
- Ability to determine appropriate watering of plants
- Knowledge of city streets, rights of way, parks and property
- Ability to prune different types of plants at appropriate points (depending upon species)
- Knowledge of plant maturity heights and levels of growth
- Knowledge of plant setting
- Ability to recognize plant diseases and insects
- Ability to diagnose and treat plant diseases and insects
- Ability to measure chemicals correctly
- Ability to drive a vehicle
- Knowledge of the city tree and landscape ordinance and how it affects commercial buildings, private property, and building permits

VI ACCEPTABLE EDUCATION, EXPERIENCE AND TRAINING

The minimum requirement for a position as horticulturist is a bachelor's degree in botany, plant science or a related field and three or more years of experience in commercial or public horticulture work environment, preferably in an Alabama municipal setting, or an equivalent combination of education and experience to provide sufficient evidence of the successful performance of the essential elements of the job such as those listed above.

Possession and maintenance of a valid Alabama Drivers' License is required.

VII EXTENT OF PUBLIC CONTACT

- An employee in this position must be able to communicate effectively with fellow City of Fairhope employees, outside vendors, contractors and the general public.
- He or she must be comfortable in addressing groups and making presentations to the City Council meetings.
- Occasional contact with the public educating on flowers, shrubs, trees.
- General questions about landscaping

VIII PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

While performing the duties of this job, the employee is regularly required to use hands to handle, feel or operate objects, tools, or controls; reach and stretch with hands and arms. The employee frequently is required to sit, stand, walk, talk and hear. The employee is occasionally required to balance, stoop, kneel, or crouch.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Employees in this position must have:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to permit the employee to communicate effectively and to understand department rules and regulations;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to permit the employee to read and scan a wide variety of materials in electronic or hardcopy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to permit the employee to operate a personal computer, typewriter, telephone, copier, and other similar or related office equipment;
- Sufficient strength, personal mobility and physical reflexes, with or without reasonable accommodation, to permit the employee to sit, walk, stand and talk in order to perform required tasks.

IX WORKING CONDITIONS AND ENVIRONMENT

The work environment characteristics described herein are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. Working conditions may include, but not be limited to:

- Work in an office environment; sustained posture in a seated position; answering of phones; work at public counter; repeatedly rise, sit and bend in a confined area in order to retrieve and replace files; work with computer equipment for prolonged periods of time; deal with unfriendly citizens in a courteous manner.
- Must be able to work early morning and/or late-night shifts (flexible shifts)
- Must be able to work in cold, hot and rainy weather

Job Description

Effective:

Horticulturist

- Must be accustomed to working in the field – greenhouses, parks, landscape beds, green spaces, etc.

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.

GOLF REPORT

To: Mayor, Sherry Sullivan

From: Bobby Hall, PGA Professional

Date: 3-2-2021

Subject: Covid-19 concerning golf cart rentals with similar Municipal Golf Operations

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Copied from: GOLF NOW SURVEY ARTICLE 2020 on the internet.:

The 2021 outlook is generally positive based on the survey results, despite some stumbling blocks in certain segments. Two-thirds of the respondents are “very optimistic” that golf will be able to capitalize on the surge of interest and newcomers to the game. Roughly 51 percent of respondents agree, at least somewhat, that the pandemic is a new “silver lining” for the game of golf, and 46 percent of respondents disagreed with the statement that the new interest in golf will be “short-lived.”

“We remain positive for the future and we have learned a lot in 2020,” reads a comment from one survey participant. “The golf industry will have a great year in 2021. I am convinced with the generation of 25/35 (year-olds) who have just discovered golf. Our industry will do well.”

That cheery outlook is being fueled by the more than 81 percent of facilities that reported rounds increased year to date (through September), including 36 percent where revenue was up more than 25 percent during the peak summer season. More golfers meant big summer revenue gains in many categories compared to last year – green fees (77%), cart fees (70%), pro shop (36%), on-course F&B (34%), instruction/lessons (26%) and clubhouse F&B (22%).

Not every part of the business is thriving, however. Unfortunately, for those with wedding/events businesses, 74 percent have virtually seen their bookings vanish. The group/outing business was down 86 percent at all facilities. Resort courses, which rely on traveling golfers staying in hotels, are not feeling a sunny 2021 forecast: 31% are not at all optimistic.

More than half of the respondents (54%) spent the spring and summer without their second-biggest asset – the clubhouse. Roughly 69 percent had reduced F&B operations. 75 percent of courses began to offer grab-and-go choices to boost sales, with one operator noting that building a new snack “shack” at the turn was an innovative way to solve the problem.

“Keeps people from going inside,” the anonymous comment read. “They like it and cannot miss it (drive right past it). Keeps pace of play moving also. No bar open and beer sales are up 20% this year. Partly due to more players, but mostly due to making it easy for people to grab it before they start and at the turn.”

With an eye toward the future, more facilities may begin utilizing technology more than ever before. Pre-COVID, only 4 percent of facilities said technology investment was important. That number nearly tripled to 11 percent. Almost half (47%) now believe technology is a priority, up from 27 percent pre-pandemic.

Some facilities went to prepaid tee times to promote “contactless” check-in, with 31 percent saying it will become a standardized feature moving forward. 54 percent are still undecided.

Although in-person check-in (96%) and in-person credit card payments (89%) remain standard procedures, online (85%) and mobile (81%) tee time bookings are outpacing in-person bookings (74%).

How to distribute carts while keeping riders safe has been a polarizing issue from the onset. 71 percent of facilities went to single-rider carts, a trend worth keeping an eye on. Players with their own carts have loved what amounts to a bump in pace-of-play, but the practice puts a strain on facilities that only have a limited supply available. The extra cart traffic is hard on the turf, as well.

QUAIL CREEK – Current policy continues to allow single riders. Couples and family members under “one roof, can ride double. The strain is certainly on upkeep, cleaning and sanitizing costs. Employees now spend more time and more supplies on cleaning, sanitizing and preparing carts to be returned to the course for use. Quail Creek Golf Course is a narrow course with limited width of fairways and a tremendous root issue from pine trees.

- 18-holes x Average of One Group Per hole = 4 carts x 18 = 72 carts. (Currently using 70 carts in the fleet).
- Wear and tear on the cart’s equipment will increase. Golf cart compaction rate on the course turf will be stressful through the winter and into spring.
- Current Golf cart Fleet = 70 Yamaha Electric carts. Cycle rounds that each cart can make being a new cart = 36-holes.
- There are NO Private Carts allowed on the course at Quail Creek.
(I do not recommend allowing private carts! Compaction rate will go up more and result in loss of revenue, even if a trail fee is charged. Liability issue will arise.)
- Every cart needs approximately 6-8 hours for a complete “re-charge” before going back out for 36 holes.

POSITIVES:

- Quail Creek is busy each day that weather permits. According to the current staff “*We are busy every day weather permits*”.
- League Play is steady.
 1. Nix Center average 40-50 players
 2. Ladies Day Players 8 – 16 players
 3. Wednesday Men’s Seniors Averaging 60 players
 4. Wednesday Afternoon Bull Pen averaging 30-45 players.
 5. Saturday Bull Pen averaging 60-80 players every Saturday morning.

- There are more groups playing on Tuesday and Thursday than ever before.
- Each Sunday is full on tee times until 12:30 PM

NEGATIVES:

- 70 CARTS X \$19.00 (1-rider) = \$1,330.00 Gross revenue (Loss of Revenue)
- 70 CARTS X \$38.00 (2-riders) = \$2,660.00 Gross revenue
- Supplies, sanitizers, employee time washing and returning safely has increased in labor time and using more staff to complete needed tasks.
- Compaction on the turf increase's each day and with the tremendous amount of cold weather and low temperatures, Bermuda will not grow until the nights become 80 degrees +. Quail Creek is a narrow golf course and with impaction rate increasing, the quality of turf grass will diminish.
- Landing areas for golf shots will be reduced and quality of play will be lacking in some areas.
- Cart paths are not in the best of shape and players will often drive on turf instead of the designated cart path, to receive a smoother ride and avoid bumps!
- Checking in League Play and Shotgun Starts takes more time with only one (1) persona allowed in the golf shop. *(Understandable with Covid-19 and safety first for all individuals!)*
- Limited space in clubhouse and seating, certainly affects Food and Beverage Revenue. (There will be an increase in the warmer months as beverage sales will increase). The New and improved Outside seating area is an advantage as the weather improves! Staff will need to utilize this space in the spring and summer for outside dining and socializing.
- It is difficult for the staff to ask two players to join another two players they are not familiar during Covid-19. There are more singles and twosomes on the course at this time and can slow down the pace of play!
- Driving range rental is up and causing more divots and worn out spots on the range because of more use! Good Problem to have, but turf is really stressed!
 - 1. Suggest looking at artificial turf hitting area/matts on the back of the hitting area for future improvements.**
 - 2. Suggest allowing the golf professional to begin asking players to double up if they feel safe with another player/fellow competitor riding together and of course at the consent of both players.**
 - 3. Invest in the new protective shields that are clear, detachable, weatherproof barrier that fits between the two riders in a golf cart. The most impressive aspect about the barrier is its ability to be cleaned with a sanitizing solution or disinfectant between use. This device drastically reduces the chances of any droplet exposure from a fellow golfer sitting next to you in the same golf cart. As an infectious disease physician, I would use this device along with the recommended precautions (mask, hand hygiene) when sharing a golf cart with another individual.**

AZALEA CITY GOLF COURSE – MOBILE, AL:

- No private carts are allowed.
- Single Riders are allowed. Family members under one roof, may ride together.

- Staff comments that they hope to go back to double riders soon as Covid-19 restrictions decrease. They do allow players to “double up” in golf carts if the player’s consent.
- Azalea City did increase cart revenues \$10 more than the normal \$19.00 if the player used a cart as a single, however the decision was rescinded later back to the 18-Hole regular rate.
- Azalea City currently has 80 electric carts in their fleet.

BALLANTRAE GOLF CLUB – PELHAM, AL:

- Single Riders are allowed. Family members under one roof, may ride together.
- Private carts are not allowed.
- Staff will allow players to “double up” in golf carts if the player’s consent.
- Ballantrae currently has 80 electric carts in their fleet.
- Carts are currently using a “Poly/Clear shield” with bungee straps, between the driver of the cart and the rider.

BOBBY HALL

3-2-2021

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, 8 March 2021.

Present were Council President Jack Burrell, Councilmembers: Corey Martin,
Jimmy Conyers, and Kevin Boone, Mayor Sherry Sullivan, City Attorney Marcus E.
McDowell, and City Clerk Lisa A. Hanks.

Due to the Work Session Agenda Items needing more time for an extensive
discussion, the Agenda Meeting was not held.

Jack Burrell, Council President

Lisa A. Hanks, MMC
City Clerk

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, 8 March 2021.

Present were Council President Jack Burrell, Councilmembers: Corey Martin, Jimmy Conyers, Jay Robinson, and Kevin Boone, Mayor Sherry Sullivan, City Attorney Marcus E. McDowell, and City Clerk Lisa A. Hanks.

There being a quorum present, Council President Burrell called the meeting to order at 6:02 p.m. The invocation was given by Reverend Forbes Sirmon, Associate Priest at St. James Episcopal Church, and the Pledge of Allegiance was recited.

Council President Burrell stated there was a need to add on an agenda item after Agenda Item Number 24: a resolution that the City Council approves the following Temporary Job Position, the Job Description, and Grade of Pay for Horticulturalist (24S). The position will sunset on the date of the current Horticulturalist Supervisor's retirement, but no longer than eight (8) months, whichever occurs first.

Councilmember Boone moved to add on the above-mentioned item not on the printed agenda. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

Council President Burrell said the next item on the agenda is the appointment for Councilmember Place 4. He explained the process for the appointment and asked for nominations from the City Council. Councilmember Boone nominated Jay Robinson. Council President Burrell asked if there were any other nominations. There being no other nominations, Council President Burrell closed the nominations. He then asked for a motion to appoint Jay Robinson to Council Place 4.

Councilmember Boone moved to appoint Jay Robinson to Council Place 4. The motion was seconded by Councilmember Conyers. Councilmember Martin said Jay Robinson is a good man and somebody qualified for the position, if not, overqualified; and the City will be well represented by him. Councilmember Conyers said he was excited to have him back, but sorry to see Robert Brown go. He commented that Jay Robinson was the most popular and liked Councilmember. Councilmember Boone said we are in a very good position to have the number one member in this spot. Council President Burrell said he hated to lose Robert Brown, but Jay Robinson is a great person for the position. Council President Burrell said he was contacted by five to seven people who were interested. He said a vacancy was declared at the last meeting; and he considered people for the office who ran but lost.

8 March 2021

He commented that if Jay Robinson would have run for reelection, he would have won by a landslide. He said we have the most qualified person for this office. Council President Burrell said the State of Alabama gives the City Council the authority to appoint a person when there is a vacancy. After further discussion, motion passed unanimously by voice vote.

The Honorable Jody W. Bishop, Circuit Court Judge, 28th Judicial Circuit of the State of Alabama, gave the Oath of Office to newly appointed Jay Robinson (Place #4). (Signed Oath inserted at end of these minutes.) Councilmember Robinson took his seat on the dais and continued with business.

Councilmember Conyers moved to approve minutes of the 22 February 2021, regular meeting; minutes of the 22 February 2021, work session; and minutes of the 22 February 2021, agenda meeting. Seconded by Councilmember Martin, motion passed unanimously by voice vote.

Mayor Sullivan addressed the City Council and first recognized Joe McEnerney for his 16 years of service on the Airport Authority; and being the chair since 2015. Mr. McEnerney thanked everyone who allowed him to serve.

Mayor Sullivan also recognized our Code Enforcement Officer Kim Burmeister who won one of the eight Mobile Bay Magazine's 2021 Watershed Awards; and called her the Environmental Nazi. Mobile Bay named her the "Standard Bearer." Mayor Sullivan read Ms. Burmeister's quote from the magazine: "At the end of the day, I think all of us want the same thing. Clean water to drink and to play in and creeks that remain wild and beautiful."

Mayor Sullivan said that the Mayors and the Baldwin County Commission met together; and Baldwin County Commission will be applying for a GOMESA grant for Recycling Facility. She said they want Towns/Cities to endorse this concept, so I will be bringing something back to the City Council in the near future.

Chief Stephanie Hollinghead presented the following awards and explained these are for exceptional service to the Community. Officer Trent Coley was presented the Life Saving Award for his heroic actions for cardiac arrest response and continued CPR until ambulance arrived. Officer Coley is an advanced EMT and serves on the Fairhope Volunteer Fire Department. Officer Kevin Conroy was presented the Life Saving Award for his response to a major vehicle accident with a vehicle on fire. Officer Conroy pulled the victim from the burning vehicle. Chief Hollinghead commended both Officers.

8 March 2021

The following individuals spoke during Public Participation for Agenda Items:

- 1) Francis Ripp, 22985 High Ridge Road, "The Ripp Report" addressed the City Council regarding Robert Brown and said he knew he was leaving. Mr. Ripp said no notice was given and his house was purchased before the 2020 election. Mr. Ripp said Jack Burrell made this decision.
- 2) Gina Littlepage addressed the City Council on behalf of the Baldwin County Trailblazers regarding Agenda Item Number 22: Chalk the Walk fundraiser to raise awareness for Baldwin County Trailblazers.
- 3) Joshua Gammon, 20545 Lowry Drive, addressed the City Council and stated that Robert Brown did an honest thing by resigning. He said it is unfortunate that Public Participation was after the appointment. Mr. Gammon commented the citizens should be engaged in dialogue with all issues.
- 4) Patrick Brindle, 358 Greeno Road South, addressed the City Council regarding Agenda Item Number 21: application for a Wine Wholesaler License and Wine Importer License; and said he was there if the City Council had any questions.

Councilmember Martin said before he was elected; and was only a citizen he could see it was so easily to stir the pot. He commented we followed the Constitution; and you need to get your ducks in a row before you do so. Councilmember Martin stated that everything we do is by the book. He said: "If you are not part of the solution, you are part of the problem."

Councilmember Conyers said we welcome back Jay Robinson, yet hate to lose Robert Brown.

Councilmember Boone said he was rather glad Jay Robinson is sitting on his right. He commented we did the best for Fairhope.

Councilmember Robinson thanked the City Council for considering him for this opportunity; and looks forward to the next three and a half years moving the City in the right direction. Councilmember Robinson thanked Robert Brown for his 4 years of service for the City.

He told the City Council and the audience, if you go back to July of 2020, there was a lot going on. We were in the middle of a pandemic; my wife was pregnant with our fourth child; and my wife has a history of health scares. There was a lot for me to contemplate at that time; and there were so many uncertainties at that time. I did not feel comfortable making the commitment at that time. It has been eight months since then and, in that time, I have a healthy and gorgeous 5-month-old girl, a healthy and happy wife, and we have adjusted to life as a family of six. We have a very comfortable work-family balance. Councilmember Robinson said he looks forward to serving and finish Robert Brown's term.

8 March 2021

Council President Burrell stated he did not know Robert Brown purchased property prior to election; and he is a builder and turns homes. Council President Burrell said there were a lot of uncertainties; and Councilmember Brown resigned when he saw fit. He said Jay Robinson is the best person for Council.

Councilmember Conyers moved for final adoption of Ordinance No. 1705, an Ordinance to amend Ordinance No. 1266 and to repeal and replace Ordinance No. 1608. Fairhope Code of Ordinances: Article VI, Garbage and Trash Collection and Disposal, Section 21-75: Rates. (Introduced at the February 22, 2021 City Council Meeting) Seconded by Councilmember Boone, motion for final adoption passed by the following voice votes: AYE – Burrell, Martin, Conyers, and Boone. NAY - None. ABSTAIN - Robinson.

Councilmember Boone introduced in writing Ordinance No. 1706, an Ordinance relating to the Issuance of the Fairhope Airport Authority's Improvement Refunding Bond, Series 2021; and authorizing Mayor Sherry Sullivan, the City Treasurer, or any other officer of the City to execute, seal, attest and deliver on behalf of the City: The Funding Agreement and other documents as may be necessary and appropriate in connection with sale by the Authority of the Series 2021 Bond. Preston Bolt explained the refinancing Bond Series 2021 to the City Council and answered any questions regarding. In order to take immediate action, Councilmember Conyers moved for immediate consideration. Seconded by Councilmember Martin, motion for immediate consideration passed unanimously by the following voice votes: AYE – Burrell, Martin, Conyers, Robinson, and Boone. NAY - None. Councilmember Martin then moved for final adoption of Ordinance No. 1706. Seconded by Councilmember Conyers, motion for final adoption passed by the following voice votes: AYE – Martin, Conyers, Robinson, and Boone. NAY - None. ABSTAIN – Burrell.

Councilmember Martin introduced in writing, and moved for the adoption of the following resolution, a resolution authorizing Mayor Sherry Sullivan to execute a Contract between the City of Fairhope and the Baldwin County Trailblazers for an appropriation of \$5,000.00 to support the Smart Walks and the Walking School Bus Program. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

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8 March 2021

RESOLUTION NO. 4012-21

WHEREAS, a contract shall be executed between the City of Fairhope and the Baldwin County Trailblazers, making an appropriation of \$5,000.00 to help people shape their communities to be vigorous, healthy, and flourishing for generations to come by implementing a model Walking School Bus program that can positively reduce the soaring rate of childhood obesity by giving parents a supportive solution for assisting their children with walking to school instead of taking a bus or riding in a car.

WHEREAS, Baldwin County Trailblazers will continue its monthly Smart Walks to area schools that involves over 100 students and an equal number of parents and grandparents. The Smart Walk program has been a success.

WHEREAS, the outcome the program will achieve is to have a significant percentage of students participate in the daily Walking School Program and to be a model for use with other schools.

WHEREAS, the term of said contract shall be for one (1) year, beginning 1 October 2020 and ending 30 September 2021; but the contract shall be cancelled at any time upon notice.

WHEREAS, payment shall be made in the amount of \$5,000.00 from the City of Fairhope.

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, That Mayor Sherry Sullivan is hereby authorized to sign a contract between the City of Fairhope and the Baldwin County Trailblazers.

DULY ADOPTED THIS 8TH DAY OF MARCH, 2021

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

8 March 2021

Councilmember Boone introduced in writing, and moved for the adoption of the following resolution, a resolution to Reject all Bids for Municipal Pier Utility Tray Repairs Rebid for the Public Works Department (Bid No. 015-21) pursuant to the Code of Alabama 1975, Section 41-16-57-2(d); and to allow staff to make the needed repairs by establishing a Force Account project for reinstalling the needed Utilities. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

RESOLUTION NO. 4013-21

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 Municipal Pier Utility Tray Repairs Rebid damaged by Hurricane Zeta for the Public Works Department (Bid Number 015-21) at 555 South Section Street in the City of Fairhope offices, Fairhope, Alabama.

[2] Bid No. 015-21 was sent to twenty-eight (28) contractors, fifty-one (51) ALDOT pre-qualified contractors, as well as multiple State agencies for MBE and DEB consideration. The City received one quote from Harris Contracting Services, Inc. and one No Bid.

[3] After evaluating the bid proposals with the required bid specifications, we request that all bids be rejected for Bid No. 015-21 Municipal Pier Utility Tray Repairs Rebid for the Public Works Department pursuant to the Code of Alabama 1975, Section 41-16-57-2(d); and allow staff to make the needed repairs by establishing a Force Account project for reinstalling the needed Utilities.

Adopted on this 8th day of March, 2021

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

8 March 2021

Councilmember Conyers introduced in writing, and moved for the adoption of the following resolution, a resolution that the City Council approves the selection of International Code Council to perform Construction Plan Review of the proposed Publix site at the corner of State Highway 181 and State Highway 104 for the Building Department (RFQ No. PS011-21), and hereby authorizes Mayor Sherry Sullivan to execute a contract with a not to exceed \$9,784.99. Seconded by Councilmember Martin, motion passed unanimously by voice vote.

RESOLUTION NO. 4014-21

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

[1] That the City Council approves the selection of International Code Council to perform Construction Plan Review of the proposed Publix site at the corner of State Highway 181 and State Highway 104 for the Building Department (RFQ No. PS011-21), and hereby authorizes Mayor Sherry Sullivan to execute a contract with a not to exceed \$9,784.99.

DULY ADOPTED THIS 8TH DAY OF MARCH, 2021

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

Councilmember Martin introduced in writing, and moved for the adoption of the following resolution, a resolution that the City Council approves the selection of Warren Averitt Technology Group to perform Professional IT Network Consulting Services; and hereby authorizes procurement of these services with a cost of \$23,100.00 pursuant to Code of Alabama 1975 Section 41-16-51. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

8 March 2021

RESOLUTION NO. 4015-21

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

[1] That the City Council approves the selection of Warren Averitt Technology Group to perform Professional IT Network Consulting Services; and authorizes procurement of these services with a cost of \$23,100.00 pursuant to Code of Alabama 1975 Section 41-16-51.

DULY ADOPTED THIS 8TH DAY OF MARCH, 2021

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

Councilmember Conyers introduced in writing, and moved for the adoption of the following resolution, a resolution that the 2016 Caterpillar 236D Skid Steer is declared surplus and the Mayor and City Treasurer are hereby authorized and directed to dispose of personal property owned by the City of Fairhope by one of the following methods: [1] accepting FMV Trade-In of \$17,000.00 from Thompson Tractor Company, Inc. as part of a Replacement Purchase of a new 279D3 and PC206B (recommended) or [2] receiving bids for such property (via GovDeals) sold to the highest bidder (reserve price to be set at \$16,999.00); provided, however, that the City Council shall have the authority to reject all bids, when, in its opinion, it deems the bids to be less than adequate consideration for the personal property. The motion was seconded by Councilmember Boone. Council President Burrell stated to post for two weeks with reserve at \$16,999.00; and to do Section B and the followed Section A. After further discussion, motion passed unanimously by voice vote.

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8 March 2021

RESOLUTION NO. 4016-21

WHEREAS, the City of Fairhope, Alabama, has certain items of personal property which are no longer needed for public or municipal purposes; and

WHEREAS, Section 11-43-56 of the Code of Alabama of 1975 authorizes the municipal governing body to dispose of unneeded personal property;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF FAIRHOPE, ALABAMA, AS FOLLOWS:

SECTION 1. That the following personal property owned by the City of Fairhope, Alabama, is not needed for public or municipal purposes, and hereby declared surplus:

2016 Caterpillar 236D Skid Steer (Equipment to be replaced)

SECTION 2. That the Mayor and City Treasurer are hereby authorized and directed to dispose of the personal property owned by the City of Fairhope, Alabama, described in Section 1, above, by one of the following methods:

- a. Receiving bids for such property ("via GovDeals") for two weeks. All such property shall be sold to the highest bidder, provided, however, that the City Council shall have the authority to reject all bids when, in its opinion, it deems the bids to be less than adequate consideration for the personal property with reserve price set at \$16,999.00 to insure receipt of FMV.
- b. Accepting FMV Trade-In of \$17,000.00 from Thompson Tractor Company, Inc. as part of a Replacement Purchase of a new 279D3 and PC306B.

ADOPTED AND APPROVED THIS 8TH DAY OF MARCH, 2021

Jack Burrell, Council President

ATTEST:

Lisa A. Hanks, MMC
City Clerk

8 March 2021

Councilmember Martin introduced in writing, and moved for the adoption of the following resolution, a resolution that the City of Fairhope has voted to procure a CAT279D3 XPS-High Flow Compact Track Loader (Skid Steer) and a 24" Caterpillar PS306B Cold Planer for the Public Works Department and Utilities; and the equipment is available for direct procurement through the Sourcewell Contract which has been nationally bid; and therefore, does not have to be let out for bid. The cost will be \$96,655.00, or \$79,655.00 with trade-in. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

RESOLUTION NO. 4017-21

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

[1] That the City of Fairhope has voted to procure a CAT279D3 XPS-High Flow Compact Track Loader (Skid Steer) and a 24" Caterpillar PS306B Cold Planer for the Public Works Department and Utilities; and the equipment is available for direct procurement through the Sourcewell Contract which has been nationally bid; and therefore, does not have to be let out for bid. The cost will be \$96,655.00 or \$79,655.00 with trade-in.

Adopted on this 8th day of March, 2021

Jack Burrell, Council President

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 approves the procurement for New Roof for Office Wing of Pecan Street Building for the Public Works Department. RFQ #011-21 was sent to twenty-three (23) contractors, was posted on the City website, and in the Public Utilities Building Lobby. The City received three responses; and awards the project to Roof Doctors of Alabama in the amount of \$38,500.00. Seconded by Councilmember Robinson, motion passed unanimously by voice vote.

8 March 2021

RESOLUTION NO. 4018-21

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

[1] That the City of Fairhope approves the procurement for New Roof for Office Wing of Pecan Street Building for the Public Works Department. RFQ #011-21 was sent to twenty-three (23) contractors, was posted on the City website, and in the Public Utilities Building Lobby. The City received three responses; and awards the project to Roof Doctors of Alabama in the amount of \$38,500.00.

DULY ADPOTED ON THIS 8TH DAY OF MARCH, 2021

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

Councilmember Conyers introduced in writing, and moved for the adoption of the following resolution, a resolution that the City of Fairhope has voted to procure One unbudgeted Industrial Size Hot Water Heater to replace Failed Unit for the Recreation Department; and the item is available for direct procurement through the NCPA (National Cooperative Purchasing Alliance) which has been nationally bid; and therefore, does not have to be let out for bid. The total cost will be \$9,775.00 which includes delivery. Seconded by Councilmember Martin, motion passed unanimously by voice vote.

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8 March 2021

RESOLUTION NO. 4019-21

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

[1] That the City of Fairhope has voted to procure One unbudgeted Industrial Size Hot Water Heater to replace Failed Unit for the Recreation Department; and the item is available for direct procurement through the NCPA (National Cooperative Purchasing Alliance which has been nationally bid; and therefore, does not have to be let out for bid. The total cost will be \$9,775.00 which includes delivery.

Adopted on this 8th day of March, 2021

Jack Burrell, Council President

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 has voted to procure Lexipol Solutions Policy Software for the Police Department from Lexipol, LLC as Sole Source Distributor; and authorizes procurement based on the option allowed by the Code of Alabama 1975, Section 41-16-51(13). The cost will be \$47,198.70. The motion was seconded by Councilmember Robinson. Chief Hollinghead explained the software; and said the policies are backed by research. She said the policies are labor intensive to write; and these are all inclusive with State and Federal guidelines as well as Fairhope policies. Chief Hollinghead said there is an annual subscription of \$14,000.00 that will allow the Police Department to seek consultants on a daily basis if needed. She said these will be online and the Officers will be tested on the policies. After further discussion, motion passed unanimously by voice vote.

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8 March 2021

RESOLUTION NO. 4020-21

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

[1] That the City of Fairhope has voted to procure Lexipol Solutions Policy Software for the Police Department from Lexipol, LLC as Sole Source Distributor; and authorizes procurement based on the option allowed by the Code of Alabama 1975, Section 41-16-51(13). The cost will be \$47,198.70.

Adopted on this 8th day of March, 2021

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

Councilmember Boone introduced in writing, and moved for the adoption of the following resolution, a resolution to award the Procurement of an Enduro Utility Tray and Incidental Hardware for the Repair of Damage of Utilities at the Municipal Pier cause by Hurricane Zeta to Mathes of Alabama Electric Supply Company with a total unbudgeted cost of \$31,568.36 (with a not-to-exceed price of \$50,000.00); and to proceed with the work being done under a Force Account Project. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

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8 March 2021

RESOLUTION NO. 4021-21

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

[1] That the City of Fairhope did request and solicit Quotes for an Enduro FRP Cable Management System and Incidental Hardware for Repair of Damage of Utilities caused by Hurricane Zeta; and to proceed with the work being done under a Force Account Project.

[2] After evaluating the Quotes with the required specifications, Mathes of Alabama Electric Supply Company is now awarded the procurement for an Enduro FRP Cable Management System and Incidental Hardware for Repair of Damage of Utilities caused by Hurricane Zeta with a total cost of \$31,568.36 (not to exceed \$50,000.00) which is unbudgeted.

Adopted on this 8th day of March, 2021

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

Councilmember Martin introduced in writing, and moved for the adoption of the following resolution, a resolution that City Council hereby authorizes a one-time appropriation of fifteen thousand dollars (\$15,000.00) paid in six monthly installments starting March 9, 2021 for the exclusive use of the Fairhope Airport Authority to enter into a professional services agreement with URG Consulting, LLC (Jason Wilson consultant). The scope of professional services provided by URG to the Airport Authority shall include, but not be limited to, airport management (marketing airport and properties, business development, community relations and stakeholder representation), aviation support (local police, airport rescue, and firefighting coordination, FBO development); and fiscal management (budgeting/forecasting capital program funding (FAA/ALDOT) alternative funding opportunities (grants) insurance, risk management). Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

8 March 2021

RESOLUTION NO. 4022-21

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, that City Council hereby authorizes a one-time appropriation of fifteen thousand dollars (\$15,000.00) paid in six monthly installments starting March 9, 2021 for the exclusive use of the Fairhope Airport Authority to enter into a professional services agreement with URG Consulting, LLC (Jason Wilson consultant). The scope of professional services provided by URG to the Airport Authority shall include, but not be limited to, airport management (marketing airport and properties, business development, community relations and stakeholder representation), aviation support (local police, airport rescue, and firefighting coordination, FBO development); and fiscal management (budgeting/forecasting capital program funding (FAA/ALDOT) alternative funding opportunities (grants) insurance, risk management).

ADOPTED THIS 8TH DAY OF MARCH, 2021

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

Councilmember Conyers introduced in writing, and moved for the adoption of the following resolution, a resolution that City Council hereby authorizes Mayor Sherry Sullivan to enter into a two month rental agreement with Eastern Shore Parents Aquatic Foundation, Inc. (ESPAF) dba S.W.A.T. for certain limited use of the City's municipal pool facility. The limited use shall be for five contiguous swim lanes from 3:30 p.m. to 5:15 p.m. and four contiguous lanes from 5:15 p.m. to 7:00 p.m. Mondays through Fridays beginning either March 15, 2021 or March 22, 2021. The monthly rental fee shall be \$500.00, and each swimmer shall have a Fairhope municipal pool membership. ESPAFA shall name the City as an additional insured on its policy and shall execute a hold harmless/indemnity agreement with the City. Any and all recreation department activities shall take priority over any ESPAFA use of the facility. The recreation department shall endeavor to provide a 48 hour notice to ESPAFA of any potential use conflict. Mayor Sullivan is authorized to agree and execute up to four, one month extensions of the agreement, at the same terms and conditions, without further approval by Council. Seconded by Councilmember Martin, motion passed unanimously by voice vote.

8 March 2021

RESOLUTION NO. 4023-21

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, That City Council hereby authorizes Mayor Sherry Sullivan to enter into a two month rental agreement with Eastern Shore Parents Aquatic Foundation, Inc. (ESPAF) dba S.W.A.T. for certain limited use of the City's municipal pool facility. The limited use shall be for five contiguous swim lanes from 3:30 p.m. to 5:15 p.m. and four contiguous lanes from 5:15 p.m. to 7:00 p.m. Mondays through Fridays beginning either March 15, 2021 or March 22, 2021. The monthly rental fee shall be \$500.00, and each swimmer shall have a Fairhope municipal pool membership. ESPAFA shall name the City as an additional insured on its policy and shall execute a hold harmless/indemnity agreement with the City. Any and all recreation department activities shall take priority over any ESPAFA use of the facility. The recreation department shall endeavor to provide a 48 hour notice to ESPAFA of any potential use conflict. Mayor Sullivan is authorized to agree and execute up to four, one month extensions of the agreement, at the same terms and conditions, without further approval by Council. Council President Burrell commented the Recreation Board is working on rental agreements with other groups.

DULY ADOPTED THIS 8TH DAY OF MARCH, 2021

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

City Council reviewed an application for a Wine Wholesaler License (Table Wine Only) and Wine Importer License by Patrick Brindle d/b/a East Hill Distributors, LLC located at 358 Greeno Road South, Fairhope, Alabama. Councilmember Boone moved to approve the issuance of the license. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

8 March 2021

Councilmember Boone moved to grant the request of Molly Spain requesting permission to use the parking lot and sidewalk near Orange Street for a Baldwin County Trailblazer event: Chalk Art Event along the sidewalks on April 24, 2021 with a backup rain date of April 25, 2021 from 8:00 a.m. to 12:00 p.m. It is mainly an awareness event to get people out on the trails. (April 24, 2021 is National Trails Day). Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

Councilmember Conyers moved to grant the request of Marisa Gill requesting permission for Eddie Gill and the Journey for a Cause Initiative to use one of the Fairhope Docks slips for an evening (one day) as the group passes through Fairhope. This initiative was launched in order to support diversity and inclusion in boating, fishing, and outdoor industries. The anticipated date of arrival is yet to be determined. Seconded by Councilmember Boone, motion passed unanimously by voice vote.

Councilmember Robinson moved to appoint Lee Shelton and to reappoint Vince Boothe, Frank "Chip" Groner, and Jack Burrell to the Airport Authority for a six-year term. Shelton's and Burrell's term will expire March 31, 2027; Boothe's term will expire March 31, 2023; and Groner's term will expire March 31, 2025. Seconded by Councilmember Conyers, motion passed unanimously by voice vote. Council President Burrell told the City Council that Mr. Shelton flew the SR71 Blackbird.

Councilmember Conyers introduced in writing, and moved for the adoption of the following resolution, a resolution that the City Council approves the following Temporary Job Position, the Job Description, and Grade of Pay for Horticulturalist (24S). The position will sunset on the date of the current Horticulturalist Supervisor's retirement, but no longer than eight (8) months, whichever occurs first. Seconded by Councilmember Boone, motion passed unanimously by voice vote.

*

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8 March 2021

RESOLUTION NO. 4024-21

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that the City Council approves the following Temporary Job Position, the Job Description, and Grade of Pay for same:

Addition:	Job Positions	Grade of Pay
	Horticulturalist	24S

The position will sunset on the date of the current Horticulturalist Supervisor's retirement, but no longer than eight (8) months, whichever occurs first.

ADOPTED THIS 8TH DAY OF MARCH, 2021

Jack Burrell, Council President

ATTEST:

Lisa A. Hanks, MMC
City Clerk

Council President Burrell recognized Joe McEnerney for his service on the Airport Authority; and thanked him for serving.

Councilmember Martin moved to adjourn the meeting. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

There being no further business to come before the City Council, the meeting was duly adjourned at 7:19 p.m.

Jack Burrell, Council President

Lisa A. Hanks, MMC
City Clerk

ORDINANCE NO. ____

WHEREAS, MARK WILLIAM MATHIAS AND SHERRY DAWN MATHIAS, the owners of the hereinafter described property, did, in writing, petition the City of Fairhope, a municipal corporation, for annexation under Section 11-42-21 of the Code of Alabama, 1975, as amended; and

WHEREAS, a map of said property is attached to said Petition as an exhibit; NOW, THEREFORE

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that the following described property, lying contiguous to the corporate limits of the City of Fairhope, Alabama; and not within the corporate limits or the police jurisdiction of any other municipality; be and the same is hereby annexed to the City of Fairhope, Alabama, to-wit:

Property is located at 103 Alsway Court, Fairhope, Alabama.

LEGAL DESCRIPTION:

TAX PARCEL 43-09-43-0-000-015.001

Lot 2, The Pleiades Subdivision, as recorded on Slide 1338-A in the Office of the Judge of Probate, Baldwin County, Alabama.

SUBJECT, HOWEVER, TO THE FOLLOWING:

1. Building setback lines, drainage and utility easements, terms, conditions and restrictions as set out on recorded plat of said subdivision.
2. Restrictive covenants, conditions, restrictions rules, liens, changes, and easements of The Pleiades as recorded in Miscellaneous Book 71, page 1231.
3. The By-laws, rules, and regulations of The Pleiades Property Owner's Association, Inc.

The recording references refer to the records in the Office of the Judge of Probate of Baldwin County, Alabama, unless otherwise indicated.

This property shall be zoned R-1, Low Density Single-Family Residential District.

BE IT FURTHER ORDAINED that a certified copy of this Ordinance, with a copy of the Petition and the exhibit, be recorded in the Office of the Probate Judge, Baldwin County, Alabama.

This Ordinance shall take effect immediately upon its due adoption and publication as required by law.

Adopted and approved this 22nd day of March, 2021.

By: _____
Jack Burrell, Council President

Attest:

By: _____
Lisa A. Hanks, MMC
City Clerk

Adopted and approved this 22nd day of March, 2021.

By: _____
Sherry Sullivan, Mayor



CITY OF FAIRHOPE
P.O. DRAWER 429
FAIRHOPE, AL 36533
251/928-2136

PETITION FOR ANNEXATION

STATE OF ALABAMA)(
COUNTY OF BALDWIN)(

We, the undersigned PETITIONER(S), owner(s) of the lands in fee simple described in the attached EXHIBIT A, such property being without the Corporate Limits of the City of Fairhope, Alabama, but being contiguous to the said Corporate Limits; and such property not lying within the corporate limits or police jurisdiction of any other municipality, do, by these presents, hereby petition the City of Fairhope, a municipal corporation, that said property be annexed into the City of Fairhope, Alabama.

The subject land is delineated on the map attached hereto as EXHIBIT B.

This petition is filed under authority of Section 11-42-21, Code of Alabama, 1975, as amended.

[X] This petition is for R-1 Zoning

[] The condition of the Petition is that zoning be established as Concurrent with Annexation. (Zoning Request)

Is this property colony property Yes [] No [X] If this property is colony property the Fairhope Single Tax Office must sign as a petitioner.

[Signature]
Signature of Petitioner

MARK W. MATHIAS
Print petitioner's name

[Signature]
Signature of Petitioner

SHERRY D. MATHIAS
Print petitioner's name

Signature of Petitioner

Print petitioner's name

Physical Address of property being annexed: 103 ALSWAY CT., FAIRHOPE, AL 36532

Petitioner's Current Physical Address: 103 ALSWAY CT., FAIRHOPE AL

Petitioner's Current Mailing Address: 103 ALSWAY CT., FAIRHOPE AL

Telephone Number(s): 251-928-9065 Home

MARK CELL: 251-622-2780 Work

County Tax Parcel Number: 43-09-43-0-000-015.001

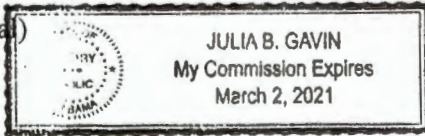
U.S JUSTICE DEPARTMENT INFORMATION

- Size of property (acres or square feet) 0.5 ACRES
 - If property is occupied, give number of housing units 1
 - Number of Persons residing in each unit, and their race 2 CAUCASIAN
 - If property is unoccupied, give proposed use _____
 - If property is being developed as a subdivision, give subdivision name _____
-
- Number of lots within proposed subdivision _____

I, Julia B. Gavin a Notary Public in and for said State and County, hereby certify that Mark W. Mathias whose name(s) is/are signed to the forgoing Petition and who is/are known to me, this day appeared before me and, being first duly sworn, acknowledge that he/she/they have voluntarily executed this Petition on this day same bears date.

Given under my Hand and Seal this 1 day of March, 2021,

(Seal)



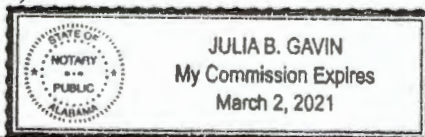
Julia B. Gavin
Notary Public

My commission expires 3/2/2021

I, Julia B. Gavin a Notary Public in and for said State and County, hereby certify that Sherry D. Mathias whose name(s) is/are signed to the forgoing Petition and who is/are known to me, this day appeared before me and, being first duly sworn, acknowledge that he/she/they have voluntarily executed this Petition on this day same bears date.

Given under my Hand and Seal this 1 day of March, 2021,

(Seal)



Julia B. Gavin
Notary Public

My commission expires 3/2/2021

I, _____ a Notary Public in and for said State and County, hereby certify that _____ whose name(s) is/are signed to the forgoing Petition and who is/are known to me, this day appeared before me and, being first duly sworn, acknowledge that he/she/they have voluntarily executed this Petition on this day same bears date.

Given under my Hand and Seal this _____ day of _____, 20____,

(Seal)

Notary Public

My commission expires _____

Proposed Annexation into the City of Fairhope

NORTH



The proposed parcel with a PPIN Number of 110539 is at the address of:
103 Alsway Street.

103 Alsway Street is contiguous to zoned property by the surrounding zoned R-1 parcels into the City of Fairhope. Site is in blue outline.

03/08/2021

RESOLUTION NO. _____

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, That the Fairhope City Council hereby approves and accepts the Living Memorial of “The Eagle with Flag” that will be dedicated to all those and their families who serve to protect our Safety and Freedom from Bob Weltlich with the stipulation that he provide and/or raise the funds for the statue; and is to be placed in front of the City’s Justice Center.

Adopted on this 22nd day of March, 2021

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

EAGLE WITH FLAG. \$5,995

72" H 57" W 39" LONG. 24" BASE DIAMETER
WITHOUT FLAG \$4,695.

EAGLE BELOW ON 26" x 26" x 6" h. BASE \$7,695

EAGLE BELOW (CLIMB ON SQUARE BASE) \$7,345



RESOLUTION NO. _____

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that the City Council hereby authorizes and selects Mayor Sherry Sullivan to be the Voting Delegate and Jack Burrell (Council President) to be the 1st Alternate Voting Delegate during the annual meeting of the Alabama League of Municipalities.

ADOPTED THIS 22ND DAY OF MARCH, 2021

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

Gregory D. Cochran, CAE
Executive Director



Mayor Leigh Dollar, Guntersville
League President

*The voice of Alabama's
municipalities since 1935*

DATE: February 18, 2021
TO: Mayors
FROM: Gregory D. Cochran, Executive Director
SUBJECT: Voting Delegate, Annual Business Session
ENCLOSURE: Voting Delegate Authorization Form

The Annual Convention of the Alabama League of Municipalities will be held on May 12 - 15, 2021, in Huntsville. The membership's Annual Business Meeting will be held at 3:30 p.m. on May 14 at the Von Braun Convention Center.

The League Constitution contains the following provision pertaining to voting powers of member municipalities at the Business Meeting:

"Each member municipality shall have one vote on any issue voted on during the annual meeting of the League membership, and that vote may only be cast by the delegate authorized by the governing body of the member municipality."

Enclosed is the official Voting Delegate Authorization Form to be returned to the League. The City or Town Council is charged with designating your municipality's official voting delegate and alternates who will be eligible to cast the municipality's vote during the business meeting. An additional copy is being sent to each municipal clerk, but only one completed form should be returned by each League member municipality.

Please put this on your council meeting agenda at your earliest convenience so that the council may vote. The completed form must be returned to the League by April 23 so that your municipality will be eligible to cast its vote at the Convention.

We look forward to you joining us in Huntsville.



VOTING DELEGATE AUTHORIZATION FORM

The City or Town Council must select the voting delegates and this form must be completed and returned to the **Alabama League of Municipalities** on or before **April 23** in order for the municipality named below to be eligible to have its designee cast a vote at the **Annual Business Meeting of the League on Friday, May 14 at 3:30 p.m.**

The League Constitution REQUIRES that Voting Delegates and Alternates be Elected Municipal Officials and they must be selected by a vote of the City or Town Council.

Deadline to submit completed form is April 23

The following person(s) is authorized to cast the municipality's vote at the business session of the Annual Convention of the Alabama League of Municipalities on May 14.

Please print the requested information

1. **Voting Delegate:** Name: Sherry Sullivan
Title: Mayor

2. **1st Alternate Voting Delegate:** Votes only in absence of Voting Delegate
Name: Jack Burrell
Title: City Council President

3. **2nd Alternate Voting Delegate:** Votes only in absence of Voting Delegate & 1st Alternate
Name: _____
Title: _____

Voted on by the City or Town Council on this the _____ day of _____, 2021

Form Completed by: _____
(Please Print) Name Title

City/Town Date

Return form to: Alabama League of Municipalities
P.O. Box 1270, Montgomery, Alabama 36102 or by Fax to (334) 263-0200

RESOLUTION NO. _____

WHEREAS, the City of Fairhope, Alabama, has a certain item of personal property which is no longer needed for public or municipal purposes; and

WHEREAS, Section 11-43-56 of the Code of Alabama of 1975 authorizes the municipal governing body to dispose of unneeded personal property;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF FAIRHOPE, ALABAMA, AS FOLLOWS:

SECTION 1. That the following personal property owned by the City of Fairhope, Alabama, is not needed for public or municipal purposes, and hereby declared surplus:

1-3/4" Hose

SECTION 2. That the Fairhope Volunteer Fire Department ("FVFD") is hereby authorized and directed to dispose of the personal property purchased by the City of Fairhope, Alabama for the "FVFD", described in Section 1, above, by donating such property to a Fire Department or Fire Departments in need that could use the equipment.

ADOPTED AND APPROVED THIS 22ND DAY OF MARCH, 2021

Jack Burrell, Council President

ATTEST:

Lisa A. Hanks, MMC
City Clerk

Lisa A. Hanks, MMC

From: Fire Chief
Sent: Monday, March 15, 2021 12:09 PM
To: Lisa A. Hanks, MMC
Subject: Surplus Hose

Good Afternoon Lisa,

The Fire Department received an Assistance to firefighters grant (AFG) last year for hose and nozzles. We have received the equipment and would like to give our old inch and three quarter hose to a fire department or fire departments in need. I believe we'd need the Councils blessing to do this. Could you put this on the council agenda. Thanks

Respectfully,
Chris Ellis
Fire Chief
Fairhope Volunteer
Fire Department

Get [Outlook for iOS](#)

RESOLUTION NO. _____

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that the City Council hereby establishes the City of Fairhope Junior City Council and the following rules are set forth to govern its operation:

ARTICLE 1. NAME

The name of the Council is the City of Fairhope Junior City Council.

ARTICLE 2. PURPOSE AND DUTIES

The Fairhope Junior City Council, "FJCC," exists to serve as the youth's voice in the City of Fairhope while introducing members to City government and its processes.

Members of the FJCC are expected to attend City Council meetings where necessary to observe government in action. The FJCC also makes various presentations to the City Council during work sessions each year.

FJCC also serves as a youth outreach arm of the City's government, engaging youth through projects throughout the City.

ARTICLE 3. MEMBERSHIP

The Junior City Council is composed of ten (10) members appointed by the Mayor and a committee of community and City professionals.

Junior City Council members serve for a term of two (2) years beginning September 1st on the year of appointment.

An individual Junior City Council member may not act in an official capacity except through the action of the Junior City Council.

Junior City Council member who is absent for three (3) consecutive meetings or one-third (1/3) of all regular meetings on a 'rolling' twelve-month period automatically vacates the member's position. This does not apply to an absence due to illness or injury of the Junior City Council member or an illness or injury of a Junior City Council member's immediate family. The Junior City Council member must notify the Junior City Council president of the reason for the absence no later than the date of the next regular meeting of the board. Failure to notify the president by one week before the date of the next regular meeting of the Junior City Council will result in an unexcused absence.

A member who seeks to resign from the Junior City Council shall submit a written resignation to the president of the Junior City Council. If possible, the resignation should allow for a thirty (30) day notice so the Junior City Council can have a replacement appointed.

ARTICLE 4. OFFICERS

The officers of the Junior City Council shall consist of a president, president pro tempore, a secretary, a media manager, a programs manager and a new member coordinator.

Resolution No. _____

Page -2-

Officers shall be elected annually by a majority vote of the Junior City Council members at the first regular meeting after August 1st. In the event a current officer becomes ineligible to serve as an officer, the Junior City Council may hold an emergency election as needed.

The term of office shall be one (1) year beginning September 1st and ending August 30th. An officer may continue to serve until a successor is elected. A person may not serve as an officer in a designated position of the Junior City Council for more than two (2) consecutive one-year terms.

A member may not hold more than one office at a time.

ARTICLE 5. DUTIES OF OFFICERS

The president shall preside at Junior City Council meetings. In the absence of the president, the president pro tempore shall perform all duties of the president.

The vice president shall oversee Junior City Council committees.

The secretary shall take minutes at all regularly scheduled meetings of the Junior City Council as well as any special called meetings of the Junior City Council.

The media manager shall preside over the Junior City Council's social media that adheres to the social media policy set forth by the City of Fairhope Liaison.

The programs manager shall preside over all Junior City Council events and programs.

The new members coordinator shall preside over assistance of new members.

ARTICLE 6. AGENDAS

Two or more Junior City Council members may place an item on the agenda by oral or written request to the secretary at least five days before the meeting. After first consulting with and receiving approval from the president, the agenda shall be approved by the president as the final meeting agenda.

The secretary shall send the agenda to all Junior City Council members via email.

The secretary shall send the meeting agenda to the City of Fairhope City Clerk 10 days in advance of the meeting so it can be publicly announced and posted in accordance with Alabama Open Meetings Act.

ARTICLE 7. MEETINGS

Junior City Council meetings shall be governed by Robert's Rules of Order.

The Junior City Council may not conduct a closed meeting.

The Junior City Council shall meet monthly.

Resolution No. _____

Page -3-

In September of each year, the Junior City Council shall adopt a schedule of the meetings for the upcoming year, including makeup meeting dates for holidays and canceled meetings.

The president may call a special meeting, and the president shall call a special meeting if requested by four (4) or more members. The call shall state the purpose of the meeting.

Six (6) members constitute a quorum.

If a quorum for a meeting does not convene within one-half hour of the posted time for the meeting, then the meeting may not be held.

To be effective, a Junior City Council must be adopted by an affirmative vote of the number of members necessary to provide a quorum (6).

If only a quorum is present at a meeting, a Junior City Council action is adopted by the affirmative vote of two-thirds of the quorum present.

The president does not vote except to break a tie.

The Junior City Council shall allow citizens to address the Junior City Council on agenda items and during a period of time set aside for citizen communications. The president may limit the speaker to three minutes.

The secretary shall prepare the board minutes. The minutes of each board meeting must include the vote of each member on each item before the board and indicate whether a member is absent or failed to vote on an item.

The secretary shall retain agendas approved minutes, internal review reports and bylaws.

The secretary shall send copies of agendas, approved minutes, internal reviews and reports and bylaws to the FJCC City Liaison and the City Clerk of the City of Fairhope.

ARTICLE 8. WORKING GROUPS

The Junior Council may form working groups to achieve a goal established by majority vote of the Junior City Council.

A working group may designate a chair, with the members' consent, but is not required to do so.

Quorum requirements do not apply to working groups.

Each working group shall make a Junior City Council liaison.

Each working group shall make a report to the Junior City Council at its regularly scheduled meetings.

Resolution No. _____
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ARTICLE 9. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order shall govern the Junior City Council in all cases to which they are applicable.

ARTICLE 10. AMENDMENT OF BYLAWS

A bylaw amendment is not effective unless approved by the majority members of the Junior City Council.

These bylaws were approved by the Fairhope Junior City Council at their meeting held on September 28, 2020.

ADOPTED ON THIS 22ND DAY OF MARCH, 2021

Jack Burrell, Council President

ATTEST:

Lisa A. Hanks, MMC
City Clerk

RESOLUTION NO. _____

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, That the City Council hereby approves and authorizes the Fairhope Junior City Council to move forward with their Sunset Staircase Proposal with an estimated cost of \$226.00. The Public Works Department has agreed to assist with some materials and base paint.

Adopted on this 22nd day of March, 2021

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

Sunset Staircase Proposal

Fairhope Junior City Council



Staircase Design



Original Drawing

Digital Drawing



Estimated Costs Details

- Paintbrushes and tarp offered by Public Works so long as specific types and measurements are given
- Paper plates ~\$4.40 (for 55)
- Trash Bags ~\$6.28 (for 40)
- Paint ~\$48-65 per gallon
→ 3 gallons total: \$144-195
- Wipes ~\$9.97 (for 3 Lysol bins)
- Paper Towels ~\$9.98 (for 6 double rolls)

TOTAL: ~\$175-226



Timeline



Planning

February-
March



Painting

Target Date for
Work Day: April
10



End

Target End
Date for
Project:
April 18



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 City Sketches Newsletter Printing for the Community Affairs Department (Bid Number 016-21).

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

Please see attached Bid Tabulations for
City Sketches Newsletter Printing
for the Community Affairs Department.

[3] After evaluating the bid proposals with the required bid specifications, Nystrom Publishing Company, Inc., with a total not-to-exceed bid proposal of \$20,000.00, is now awarded the bid for City Sketches Newsletter Printing for the Community Affairs Department.

Adopted on this 22nd day of March, 2021

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

3/12/21 2:26
[Signature] 1913

COF Project No.

City of Fairhope
 Project Funding Request

Issuing Date: 3/10/2021

Please return this Routing Sheet to Treasurer by: ASAP

Project Name: Award Bid No 016-21 City Sketches Newsletter Printing

Project Location: Citywide

Presented to City Council: 3/22/2021

Funding Request Sponsor: Paige Crawford, Director of Community Affairs

Resolution # :
 Approved _____
 Changed _____
 Rejected _____

Project Cash Requirement Requested:
 Cost: \$ 20,000.00 (not to exceed)

Vendor: Nystrom Publishing Company, Inc.

Project Engineer: n/a

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

Department Funding This Project									
General	Gas	Electric	Water	Sewer	Gas Tax	Cap Project	Impact	Health	Fed Grant
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	Museum-70		Debt Service-85	Marine-34	Plan/Zone		

Project will be:

Expensed XXX
 Capitalized _____
 Inventoried _____

Funding Source:

Operating Expenses XXX
 Budgeted Capital _____
 Unfunded _____

Expense Code: 001240-50570
 G/L Acct Name: Advertising and Promotion

Project Budgeted: \$ 20,000.00
 Balance Sheet Item-
 Included in projected
 cash flow _____

Over (Under) budget amount: \$ -

Comments:

Grant: _____ Federal - not to exceed amount
 _____ State
 _____ City
\$0.00 Local

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

Capital Lease: _____ - Payment _____ Term _____

City Council Prior Approval/Date? _____

<u>Finance Manager</u>	<u>City Treasurer</u>	<u>Mayor</u>
Purchasing Memo Date: <u>3/10/2021</u>	Purchasing Memo Date: <u>3/10/2021</u>	Delivered To Date: <u>3/10/2021</u>
Request Approved Date: <u>3/10/2021</u>	Request Approved Date: <u>3/10/2021</u>	Approved Date: _____
Signatures: <u>Jill Cabaniss, MBA</u>	<u><i>Kim Creech</i></u> Kim Creech	<u><i>Sherry Sullivan</i></u> Mayor Sherry Sullivan



MEMO

To: Jill Cabaniss, Finance Manager
Kimberly Creech, Treasurer

From: Delores A Brandt
Delores A Brandt, Purchasing Manager

Sherry Sullivan
Mayor

Date: March 17, 2021

Re: Requesting Greensheet and City Council approval to award **Bid No. 016-21 City Sketches Newsletter Printing**

Council Members

Kevin G. Boone
Jay Robinson
Jack Burrell, ACOMO
Jimmy Conyers
Corey Martin

Lisa A. Hanks, MMC
City Clerk

Kimberly Creech
City Treasurer

The Director of Economic and Community Development, Paige Crawford, has need for the turnkey pricing of a periodic newsletter. The newsletter will be distributed throughout the City and mailed to customers.

Bid No. 016-21 City Sketches Newsletter Printing was issued on February 11, 2021 to multiple vendors and opened on March 4, 2021, 10:00 AM. 33 vendors received the Invitation to Bid and the City received 6 responses-- three from out of state and three local. The bid was properly advertised, emailed and listed on the City's website.

A Tabulation and Recommendation was composed (see attached). The Director of Economic and Community Development recommends award be made to **Nystrom Publishing Company Inc.**, the lowest bidder of those who responded. See attached.

Please construct a greensheet and place on the next City Council Agenda this request to award Bid No. 016-21 City Sketches Newsletter to Nystrom Publishing Company Inc. for the amounts listed in their bid response.

Cc: file, Page Crawford

161 North Section Street
PO Drawer 429
Fairhope, Alabama 36533

251-928-2136

251-928-6776 Fax
www.fairhopeal.gov

City of Fairhope Tabulation
BID 016-21 City Sketches Printing Re-Bid
Bid Opening: March 4, 2021, 10:00 a.m.

Option One: print and mail

Option Two: print and send to utility billing mailhouse

	Executed Bid Documents	Addenda (3)	OPTION 1 Glossy Not Recycled Per Copy 16000-17000	OPTION 1 Matte Not Recycled Per Copy 16000-17000	OPTION 1 Glossy Recycled Per Copy 16000-17000	OPTION 1 Matte Recycled Per Copy 16000-17000	OPTION 2 Glossy Not Recycled Per Copy 16000-17000	OPTION 2 Matte Not Recycled Per Copy 16000-17000	OPTION 2 Glossy Recycled Per Copy 16000-17000	OPTION 2 Matte Recycled Per Copy 16000-17000
SMW, INC dba Postmark Ink	YES	YES	\$ 0.4516	\$ 0.4516	\$ 0.4516	\$ 0.4516	\$ 0.1552	\$ 0.1552	\$ 0.1552	\$ 0.1552
Artcraft Press Inc	YES	YES	\$ 0.6186	\$ 0.6186	no response	no response	no response	no response	no response	no response
Bay Graphics, Inc. Dba Nail Printing	YES	YES	\$ 0.6100	\$ 0.6100	\$ 0.6200	\$ 0.6200	\$ 0.27	\$ 0.27	\$ 0.275	\$ 0.275
Nystrom Publishing Company, Inc.	yes	no	\$ 0.3143	\$ 0.3143	\$ 0.3143	\$ 0.3143	\$ 0.089	\$ 0.089	\$ 0.089	\$ 0.089
THE PLOT SHOP--Fairhope	YES	YES	\$ 0.481677	\$ 0.481677	paper not available	paper not available	\$ 0.173061	\$ 0.173061	paper not available	paper not available
Malltopolis dba We Are Kymera	YES	YES	\$ 0.5125	\$ 0.4692	\$ 0.5275	\$ 0.4739	\$ 0.2681	\$ 0.2248	\$ 0.2831	\$ 0.2340
Birmingham Printing & Publishing Inc	no response									
Calagaz Printing	no response									
Copy Products Company	no response									
Cotten Printing	no response									
Data Supplies, Inc.	no response									
Form Solutions Inc	no response									
FSI Group (Forms Systems, Inc)	no response									
Griffice Printing Co	no response									
Gulf Coast Office Products (Gcop)	no response									
Gwin'S Commercial Printing & Engraving	no response									
Howell Printing	no response									
Independent Graphic Service	no response									
Integra Business Forms & Designs Inc	no response									
Interstate Printing	no response									
Jubilee Print & Design Team	no response									
Municode Advantage- Mcca Npc, Inc	no response									
Office Max Store #1082	no response									
Office Solutions & Innovations	no response									
Port City Printing	no response									
Print-N-Press	no response									
Quality Business Systems	no response									
Rocky Heights Print And Binding	no response									
Southeastern Press Inc	no response									
The Ups Store #1918	no response									
The Ups Store #2350	no response									
Underwood Printing Inc.	no response									

RECOMMENDATION:

Award bid to Nystrom Publishing Company, Inc.

 03/10/2020
 Paige Crawford Date

Economic and Community Development Director

DeLores Brandt Date
 Purchasing Manager

**ITEM V
BID RESPONSE FORM**

Date: 03/01/2021

Bid 016-21 City Sketches Newsletter Printing—RE-BID

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.

Base bid will include all labor, materials, equipment, shipping and postage, overhead, profit, insurance, and all other costs necessary to provide the complete services outlined within this contract and scope of work, on a per unit basis. Show quantity / price breaks.

The city agrees to provide the following materials: NONE

The Bid Form must be filled out completely.

OPTION 2:

**INCLUDES SHIPPING TO
MAILHOUSE & CITY**

City Sketches Newsletter Printing

Number of Copies	GLOSSY NOT RECYCLED PAPER Printed and Mailed Price Per Copy	MATTE NOT RECYCLED PAPER Printed and Mailed Price Per Copy	GLOSSY RECYCLED PAPER Printed and Mailed Price Per Copy	MATTE RECYCLED PAPER Printed and Mailed Price Per Copy
16,000 to 17,000	\$.089	\$.089	.089	.089
17,001 to 18,000	\$.088	\$.088	.088	.088
18,001 to 19,000	\$.086	\$.086	.086	.086
19,001 to 20,000	\$.084	\$.084	.084	.084

Receipt of the following Addenda to these documents is hereby acknowledged by the undersigned (bidder to complete below):

ADDENDUM NO
1
2

DATE ISSUED
2/15/21
2/18/21

ADDENDUM NO.
3

DATE ISSUED
2/23/2021

Each proposal must give the full business address of the proposer and must be signed by him / her with his / her usual signature. Proposals 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. Proposals 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 proposal 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 proposer 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 Request for Proposal, 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. as described in the bid documents and specifications. The undersigned also affirms he/she has not been in any agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid at a fixed price or to refrain from bidding or otherwise.

Section 41-16-5, Code of Alabama 1975, requires that public contracts over \$15,000 include the following language:

By signing this Contract, Nystrom Publishing Co. represents and
COMPANY NAME

agrees that it is not currently engaged in, nor will it engage in, any boycott of a person or entity based in or doing business with a jurisdiction with which the State of Alabama can enjoy open trade

WITNESS our hands this 1st day of March, 2021.

IF CORPORATION, PARTNERSHIP, OR JOINT VENTURE

Nystrom Publishing Co.
Name of Corporation, Partnership, or Joint Venture

AL
State of Incorporation

Company Representative

Lynn Reemtsma
Print Name of Representative Authorized to Sign
Contracts for the firm

Office Manager
Position or Title

Lynn Reemtsma
Signature of Representative Authorized to Sign
Contracts for the firm

Print Name(s) of Others if a Partnership

Address

**ITEM V
BID RESPONSE FORM**

Date: March 3, 2021

Bid 016-21 City Sketches Newsletter Printing—RE-BID

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.

Base bid will include all labor, materials, equipment, shipping and postage, overhead, profit, insurance, and all other costs necessary to provide the complete services outlined within this contract and scope of work, on a per unit basis. Show quantity / price breaks.

The city agrees to provide the following materials: NONE

The Bid Form must be filled out completely.

City Sketches Newsletter Printing

Number of Copies	GLOSSY/NOT RECYCLED PAPER Printed and Mailed Price Per Copy	MATTE/NOT RECYCLED PAPER Printed and Mailed Price Per Copy	GLOSSY RECYCLED PAPER Printed and Mailed Price Per Copy	MATTE RECYCLED PAPER Printed and Mailed Price Per Copy
16,000 to 17,000	Opt. I \$0.4516 Opt. II \$0.1552	\$ Opt. I \$0.4516 Opt. II \$0.1552	opt. I \$0.4516 opt. II \$0.1552	opt. I \$0.4516 opt. II \$0.1552
17,001 to 18,000	Opt. I \$0.4489 Opt. II \$0.1525	\$ Opt. I \$0.4489 Opt. II \$0.1525	opt. I \$0.4489 opt. II \$0.1525	opt. I \$0.4489 opt. II \$0.1525
18,001 to 19,000	Opt. I \$0.4475 Opt. II \$0.1508 1511	\$ Opt. I \$0.4475 Opt. II \$0.1511	opt. I \$0.4475 opt. II \$0.1511	opt. I \$0.4475 opt. II \$0.1511
19,001 to 20,000	Opt. I \$0.4458 Opt. II \$0.1494	\$ Opt. I \$0.4458 Opt. II \$0.1494	opt. I \$0.4458 opt. II \$0.1494	opt. I \$0.4458 opt. II \$0.1494

Receipt of the following Addenda to these documents is hereby acknowledged by the undersigned (bidder to complete below):

ADDENDUM NO.
1
2

DATE ISSUED
2/15/2021
2/18/2021

ADDENDUM NO.
3

DATE ISSUED
2/23/2021

755 Middle St.
Address

Fairhope, AL 36532
City, State, Zip Code

251-928-1095
Phone Number

251-928-1057
Fax Number

mwoodrow@postmarkink.com
Primary E-mail Address

AL General Contractor License No. (Attach Copy, If Required)

AL General Contractor License Major Categories (If Required)

AL General Contractor Specialties (If Required)

AL Foreign Corporation Entity ID (Required of Out of State Vendors)

NOTARY FOR INDIVIDUAL, PARTNERSHIP, CORPORATION, OR LLC

STATE OF Alabama }
COUNTY OF Baldwin }

I, the undersigned authority in and for said State and County, hereby certify that J. Mark Woodrow

As President respectively SMW Resources Inc.
Title Company Name

Name of Bid Signer

Whose name is signed in the foregoing document and who is known to me, acknowledged before me on this day, 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 3 day of March, 2021



NOTARY PUBLIC Virginia Holder

MY COMMISSION EXPIRES May 17, 2023

**ITEM V
BID RESPONSE FORM**

Date: 2/24/2010

Bid 016-21 City Sketches Newsletter Printing—RE-BID

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.

Base bid will include all labor, materials, equipment, shipping and postage, overhead, profit, insurance, and all other costs necessary to provide the complete services outlined within this contract and scope of work, on a per unit basis. Show quantity / price breaks.

The city agrees to provide the following materials: NONE

The Bid Form must be filled out completely.

City Sketches Newsletter Printing

Number of Copies	GLOSSY NOT RECYCLED PAPER Printed and Mailed Price Per Copy	MATTE NOT RECYCLED PAPER Printed and Mailed Price Per Copy	GLOSSY RECYCLED PAPER Printed and Mailed Price Per Copy	MATTE RECYCLED PAPER Printed and Mailed Price Per Copy
16,000 to 17,000	\$.6186	\$.6186	/	/
17,001 to 18,000	\$.5923	\$.5923		
18,001 to 19,000	\$.5908	\$.5908		
19,001 to 20,000	\$.5904	\$.5904		

Receipt of the following Addenda to these documents is hereby acknowledged by the undersigned (bidder to complete below):

<u>ADDENDUM NO</u> <u>1</u>	<u>DATE ISSUED</u> <u>2/23/2021</u>	<u>ADDENDUM NO.</u> <u>3</u>	<u>DATE ISSUED</u> <u>2/23/2021</u>
<u>2</u>	<u>2/23/2021</u>		

Each proposal must give the full business address of the proposer and must be signed by him / her with his / her usual signature. Proposals 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. Proposals 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 proposal 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 proposer 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 Request for Proposal, 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. as described in the bid documents and specifications. The undersigned also affirms he/she has not been in any agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid at a fixed price or to refrain from bidding or otherwise.

Section 41-16-5, Code of Alabama 1975, requires that public contracts over \$15,000 include the following language:

By signing this Contract, ARTCRAFT Press INC represents and
COMPANY NAME
agrees that it is not currently engaged in, nor will it engage in, any boycott of a person or entity based in or doing business with a jurisdiction with which the State of Alabama can enjoy open trade

WITNESS our hands this _____ day of _____, 2021.

IF CORPORATION, PARTNERSHIP, OR JOINT VENTURE

ARTCRAFT Press INC ALABAMA
Name of Corporation, Partnership, or Joint Venture State of Incorporation

Company Representative

John Todd Nicholas Owner / Manager
Print Name of Representative Authorized to Sign Position or Title
Contracts for the firm

[Signature]
Signature of Representative Authorized to Sign
Contracts for the firm

Print Name(s) of Others if a Partnership

12 TACON St
Address

**ITEM V
BID RESPONSE FORM**

Date: 3/1/21

Bid 016-21 City Sketches Newsletter Printing—RE-BID

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.

Base bid will include all labor, materials, equipment, shipping and postage, overhead, profit, insurance, and all other costs necessary to provide the complete services outlined within this contract and scope of work, on a per unit basis. Show quantity / price breaks.

The city agrees to provide the following materials: NONE

The Bid Form must be filled out completely.

City Sketches Newsletter Printing

Option 1

Number of Copies	GLOSSY NOT RECYCLED PAPER Printed and Mailed Price Per Copy	MATTE NOT RECYCLED PAPER Printed and Mailed Price Per Copy	GLOSSY RECYCLED PAPER Printed and Mailed Price Per Copy	MATTE RECYCLED PAPER Printed and Mailed Price Per Copy
16,000 to 17,000	\$.61	\$.61	.62	.62
17,001 to 18,000	\$.61	\$.61	.62	.62
18,001 to 19,000	\$.61	\$.61	.62	.62
19,001 to 20,000	\$.61	\$.61	.62	.62

Receipt of the following Addenda to these documents is hereby acknowledged by the undersigned (bidder to complete below):

ADDENDUM NO
1
2

DATE ISSUED
2/15/21
2/18/21

ADDENDUM NO.
3

DATE ISSUED
2/23/21

**ITEM V
BID RESPONSE FORM**

Date: 3/1/21

Bid 016-21 City Sketches Newsletter Printing—RE-BID

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.

Base bid will include all labor, materials, equipment, shipping and postage, overhead, profit, insurance, and all other costs necessary to provide the complete services outlined within this contract and scope of work, on a per unit basis. Show quantity / price breaks.

The city agrees to provide the following materials: NONE

The Bid Form must be filled out completely.

City Sketches Newsletter Printing

Option 2

Number of Copies	GLOSSY NOT RECYCLED PAPER Printed and Mailed Price Per Copy	MATTE NOT RECYCLED PAPER Printed and Mailed Price Per Copy	GLOSSY RECYCLED PAPER Printed and Mailed Price Per Copy	MATTE RECYCLED PAPER Printed and Mailed Price Per Copy
16,000 to 17,000	\$.27	\$.27	.275	.275
17,001 to 18,000	\$.27	\$.27	.275	.275
18,001 to 19,000	\$.27	\$.27	.275	.275
19,001 to 20,000	\$.27	\$.27	.275	.275

Receipt of the following Addenda to these documents is hereby acknowledged by the undersigned (bidder to complete below):

ADDENDUM NO.
1
2

DATE ISSUED
2/15/21
2/18/21

ADDENDUM NO.
3

DATE ISSUED
2/23/21

Each proposal must give the full business address of the proposer and must be signed by him / her with his / her usual signature. Proposals 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. Proposals 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 proposal 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 proposer 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 Request for Proposal, 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. as described in the bid documents and specifications. The undersigned also affirms he/she has not been in any agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid at a fixed price or to refrain from bidding or otherwise.

Section 41-16-5, Code of Alabama 1975, requires that public contracts over \$15,000 include the following language:

By signing this Contract, Bay Graphics, Inc dba Mail Printing &
COMPANY NAME
agrees that it is not currently engaged in, nor will it engage in, any boycott of a person or entity based in or doing business with a jurisdiction with which the State of Alabama can enjoy open trade

WITNESS our hands this 12th day of March, 2021.

IF CORPORATION, PARTNERSHIP, OR JOINT VENTURE

Bay Graphics, Inc dba Mail Printing Alabama
Name of Corporation, Partnership, or Joint Venture State of Incorporation

Company Representative

Owen H. Byrd President
Print Name of Representative Authorized to Sign Position or Title
Contracts for the firm

Owen H. Byrd
Signature of Representative Authorized to Sign
Contracts for the firm

Print Name(s) of Others if a Partnership

360 Commercial Park Dr, Fairhope, AL 36532
Address

**ITEM V
 BID RESPONSE FORM**

Date: 04 March, 2021

Bid 016-21 City Sketches Newsletter Printing—RE-BID

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.

Base bid will include all labor, materials, equipment, shipping and postage, overhead, profit, insurance, and all other costs necessary to provide the complete services outlined within this contract and scope of work, on a per unit basis. Show quantity / price breaks.

The city agrees to provide the following materials: NONE

The Bid Form must be filled out completely.

City Sketches Newsletter Printing – OPTION 1

Number of Copies	GLOSSY NOT RECYCLED PAPER	MATTE NOT RECYCLED PAPER	GLOSSY RECYCLED PAPER	GLOSSY RECYCLED PAPER
	Printed and Mailed Price Per Copy	Printed and Mailed Price Per Copy	Printed and Mailed Price Per Copy	Printed and Mailed Price Per Copy
16,000 to 17,000	\$0.481677	\$0.481677	Paper not available.	Paper not available.
17,001 to 18,000	\$0.481350	\$0.481350	Paper not available.	Paper not available.
18,001 to 19,000	\$0.481058	\$0.481058	Paper not available.	Paper not available.
19,001 to 20,000	\$0.480796	\$0.480796	Paper not available.	Paper not available.

City Sketches Newsletter Printing – OPTION 2

Number of Copies	GLOSSY NOT RECYCLED PAPER	MATTE NOT RECYCLED PAPER	GLOSSY RECYCLED PAPER	GLOSSY RECYCLED PAPER
	Printed and Mailed Price Per Copy	Printed and Mailed Price Per Copy	Printed and Mailed Price Per Copy	Printed and Mailed Price Per Copy
16,000 to 17,000	\$0.173061	\$0.173061	Paper not available.	Paper not available.
17,001 to 18,000	\$0.172866	\$0.172866	Paper not available.	Paper not available.
18,001 to 19,000	\$0.172691	\$0.172691	Paper not available.	Paper not available.
19,001 to 20,000	\$0.172534	\$0.172534	Paper not available.	Paper not available.

Speed and Convenience---Where Customer Service is Second to None!

Receipt of the following Addenda to these documents is hereby acknowledged by the undersigned (bidder to complete below):

<u>ADDENDUM NO</u>	<u>DATE ISSUED</u>	<u>ADDENDUM NO.</u>	<u>DATE ISSUE</u>
<u>#1</u>	<u>2/15/2021</u>	<u>#2</u>	<u>2/18/2021</u>
<u>#3</u>	<u>2/23/2021</u>		

Each proposal must give the full business address of the proposer and must be signed by him / her with his / her usual signature. Proposals 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. Proposals 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 proposal 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 proposer 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 Request for Proposal, 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. as described in the bid documents and specifications. The undersigned also affirms he/she has not been in any agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid at a fixed price or to refrain from bidding or otherwise.

Section 41-16-5, Code of Alabama 1975, requires that public contracts over \$15,000 include the following language:

By signing this Contract, The Plot Shop LLC (COMPANY NAME) represents and agrees that it is not currently engaged in, nor will it engage in, any boycott of a person or entity based in or doing business with a jurisdiction with which the State of Alabama can enjoy open trade

WITNESS our hands this 4th day of March, 2021.

IF CORPORATION, PARTNERSHIP, OR JOINT VENTURE

The Plot Shop LLC
Name of Corporation, Partnership, or Joint Venture

Alabama
State of Incorporation

Company Representative

Joseph H Comer

Member

Speed and Convenience----Where Customer Service is Second to None!

**ITEM V
BID RESPONSE FORM**

Date: 3/3/2021

Bid 016-21 City Sketches Newsletter Printing—RE-BID

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.

Base bid will include all labor, materials, equipment, shipping and postage, overhead, profit, insurance, and all other costs necessary to provide the complete services outlined within this contract and scope of work, on a per unit basis. Show quantity / price breaks.

The city agrees to provide the following materials: NONE

The Bid Form must be filled out completely.

City Sketches Newsletter Printing

Number of Copies	GLOSSY NOT RECYCLED PAPER Printed and Mailed Price Per Copy	MATTE NOT RECYCLED PAPER Printed and Mailed Price Per Copy	GLOSSY RECYCLED PAPER Printed and Mailed Price Per Copy	MATTE RECYCLED PAPER Printed and Mailed Price Per Copy
16,000 to 17,000	\$0.2681 Print & Deliver	\$0.2248 Print & Deliver	\$0.2831 Print & Deliver	\$0.2340 Print & Deliver
	\$0.5125 Print & Mail	\$0.4692 Print & Mail	\$0.5275 Print & Mail	\$0.4784 Print & Mail
17,001 to 18,000	\$0.2651 Print & Deliver	\$0.2218 Print & Deliver	\$0.2801 Print & Deliver	\$0.2310 Print & Deliver
	\$0.5113 Print & Mail	\$0.4679 Print & Mail	\$0.5262 Print & Mail	\$0.4771 Print & Mail
18,001 to 19,000	\$0.2602 Print & Deliver	\$0.2167 Print & Deliver	\$0.2751 Print & Deliver	\$0.2259 Print & Deliver
	\$0.5091 Print & Mail	\$0.4656 Print & Mail	\$0.5241 Print & Mail	\$0.4748 Print & Mail
19,001 to 20,000	\$0.2581 Print & Deliver	\$0.2145 Print & Deliver	\$0.2730 Print & Deliver	\$0.2237 Print & Deliver
	\$0.5082 Print & Mail	\$0.4647 Print & Mail	\$0.5231 Print & Mail	\$0.4739 Print & Mail

Receipt of the following Addenda to these documents is hereby acknowledged by the undersigned (bidder to complete below):

<u>ADDENDUM NO.</u>	<u>DATE ISSUED</u>	<u>ADDENDUM NO.</u>	<u>DATE ISSUED</u>
<u>1</u>	<u>2/15/2021</u>	<u>3</u>	<u>2/23/2021</u>
<u>2</u>	<u>2/18/2021</u>	_____	_____

Each proposal must give the full business address of the proposer and must be signed by him / her with his / her usual signature. Proposals 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. Proposals 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 proposal 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 proposer 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 Request for Proposal, 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. as described in the bid documents and specifications. The undersigned also affirms he/she has not been in any agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid at a fixed price or to refrain from bidding or otherwise.

Section 41-16-5, Code of Alabama 1975, requires that public contracts over \$15,000 include the following language:

By signing this Contract, Mailtropolis d.b.a. We Are Kymera _____ represents and
COMPANY NAME

agrees that it is not currently engaged in, nor will it engage in, any boycott of a person or entity based in or doing business with a jurisdiction with which the State of Alabama can enjoy open trade

WITNESS our hands this 3 day of March, 2021.

IF CORPORATION, PARTNERSHIP, OR JOINT VENTURE

Mailtropolis d.b.a. We Are Kymera
Name of Corporation, Partnership, or Joint Venture

Florida
State of Incorporation

Company Representative

Christopher G. Liese
Print Name of Representative Authorized to Sign
Contracts for the firm

Business Development Manager
Position or Title


Signature of Representative Authorized to Sign
Contracts for the firm

Print Name(s) of Others if a Partnership

10219 General Drive
Address

RESOLUTION NO. _____

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

1] That on October August 9, 2021 the City of Fairhope entered into a contract with Payne Pipeline Services for Professional Engineering Services (RFQ PS012-19).

[2] That the City of Fairhope hereby terminates the contract titled Natural Gas Distribution Pipeline Compliance between the City of Fairhope and Payne Pipeline Services due to Item 58 Termination for Convenience and due to an overlap and addition to existing services in a proposed new contract; and authorizes Mayor Sullivan to sign the necessary paperwork.

Adopted on this 22nd day of March, 2021

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk



MEMO

3/10/21
TAM

To: Kimberly Creech, Treasurer

From: Delores A Brandt
Delores A. Brandt, Purchasing Manager

Date: March 10, 2021

Re: **Terminating Contract RFQ PS012-19 Natural Gas Distribution Pipeline Compliance**

Per terms and conditions of the contract dated August 9, 2021 between the City of Fairhope, Alabama and Payne Pipeline Service, specifically Terms and Conditions, Item 58, Termination for Convenience:

Item 58 Termination for Convenience: Any Contract / Agreement / Purchase Order may be terminated for convenience by the City of Fairhope, in whole or in part, by written notification to the awarded vendor.

Due to an overlap and addition to existing services in a proposed new contract with Payne Pipeline Service, the City of Fairhope wishes to cancel the current contract related to RFQ PS012-19 Natural Gas Distribution Pipeline Compliance.

Please place before City Council this request to terminate the remainder of the three-year contract titled RFQ PS012-19 Natural Gas Distribution Pipeline Compliance, between the City of Fairhope and Payne Pipeline Service, dated August 9, 2019 with an effective termination date of April 30, 2021.

Cc: File, Terry Holman, Wes Boyett

Sherry Sullivan
Mayor

Council Members:
Kevin G. Boone
Jack Burrell, ACOM
Jimmy Conyers
Corey Martin

Lisa A. Hanks, MMC
City Clerk

Kimberly Creech
City Treasurer

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

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

Dee Dee Brandt

From: Jennifer Bush
Sent: Wednesday, March 10, 2021 12:34 PM
To: Dee Dee Brandt
Subject: FW: Payne Contract

Jennifer Bush

251-279-6231

From: Wes Boyett <wes.boyett@fairhopeal.gov>
Sent: Monday, March 8, 2021 2:36 PM
To: Dee Dee Brandt <deedee.brandt@fairhopeal.gov>; Jennifer Bush <jennifer.bush@fairhopeal.gov>; Terry Holman <Terry.Holman@fairhopeal.gov>; Jeremy Little <jeremy.little@fairhopeal.gov>
Subject: Payne Contract

After reviewing the contract dated July 22, 2019 RFQ No. PS012-19 there will be some over lapping services. This contract will need to be voided and the new contract implemented. I'm confident Payne will support this. Let me know how to proceed. Thanks

Wes Boyett

Regulatory Compliance

555 S. Section St. Fairhope, AL 36532

Work: (251) 928-8003

Cell: (251) 331-4310

CITY OF FAIRHOPE PURCHASING DEPARTMENT REQUEST FORM

Name: Terry Holman

Date: 3/5/2021

Department: Gas

ITEM OR SERVICE INFORMATION

1. **What item or service do you need to purchase?** Compliance Package
2. **What is the total cost of the item or service?** \$53,160.00
3. **Where will the item or service be physically located?** Gas Department
4. **What is the primary function of the item or service?** To meet and stay in compliance with the Public Service Commissioner.
5. **How many do you need?** One
6. **Item or Service Is:** New Used Replacement Annual Request
7. **When do you anticipate implementation?** ASAP
8. **Additional Information or Comments:** Click or tap here to enter text.
9. **Vendor Name:** Payne Pipeline Services
10. **Vendor Number:** 3272

BUDGET INFORMATION

1. **Is it budgeted?** Yes No Emergency Request
2. **If budgeted, what is the budgeted amount?** \$54,000.00
3. **What is the Capital Project Name or Operating Budget Code:** 50290
4. **Check any applicable boxes:** State Contract ALDOT Purchasing Group
 Sole Source (Attach Sole Source Justification)

Email completed form with quotes and other supporting documentation to deedee.brandt@fairhopeal.gov and jennifer.bush@fairhopeal.gov.

RESOLUTION NO. 3465-19

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that the City Council approves the selection of Payne Pipeline Services for Professional Engineering Services for the Natural Gas Distribution Pipeline Compliance for RFQ No. PS012-19; and hereby authorizes Mayor Karin Wilson to execute a three-year contract with a cost not-to-exceed \$11,400.00 annually.

DULY ADOPTED THIS 22ND DAY OF JULY, 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, as follows:

[1] That on February 10, 2020 the City of Fairhope did award Bailey Door, Inc. (Bid No. 013-20) for Six Overhead Doors for Fire Station #3.

[2] That the City of Fairhope hereby terminates the contract titled Six Overhead Doors for Fire Station #3 (Bid No. 013-20) between the City of Fairhope and Bailey Door, Inc. for Termination for Convenience clause found in Standard Terms and Conditions Item #58 and due to bid being placed on hold last year due to COVID-19; and authorizes Mayor Sullivan to sign the necessary paperwork.

Adopted on this 22nd day of March, 2021

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk



9 25 11 5 11 2021
LAW

MEMO

To: Lisa Hanks, MMC, City Clerk
From: Delores A Brandt
Delores A Brandt, Purchasing Manager

Sherry Sullivan
Mayor

Date: March 11, 2021

Council Members
Kevin G. Boone
Jack Burrell, ACMO
Jimmy Conyers
Corey Martin
Jay Robinson

Re: **Request the City Council Rescind Resolution 3649-20 for Bid No 013-20 Six (6) Overhead Doors and repeal award of the bid to Bailey Doors**

On February 10, 2020 the City Council awarded **Bid 013-20 Six (6) Overhead Doors** to Bailey Door Inc. A PO for \$34,076.00 was written on February 18, 2020, and was not liquidated as a **Hold** was put on the project, due to occurrence of Covid-19. Bailey Door contacted the Fire Maintenance Supervisor on February 26, 2021 regarding the bid and its status.

Please place on the next available City Council Agenda this recommendation to Rescind Resolution 3640-20 and Bid No 013-20 Six (6) Overhead Doors, and bid again as it has been more than a year.

Lisa A. Hanks, MMC
City Clerk

Kim Creech,
City Treasurer

CC: file, J Saraceno, R Weaver

.61 North Section Street
PO Drawer 429
airhope, Alabama 36533

251-928-2136
251-928-6776 Fax
www.fairhopeal.gov

RESOLUTION NO. 3649-20

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 Six Overhead Doors for Fire Station #3 (Bid Number 013-20).

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

Please see attached Bid Tabulation for
Six Overhead Doors for Fire Station #3

[3] After evaluating the bid proposals with the required bid specifications, Bailey Door, Inc., with a total bid proposal of \$38,076.00, is now awarded the bid for Six Overhead Doors for Fire Station #3.

Adopted on this 10th day of February, 2020

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 City Council approves the selection of O'Donnell & Associates, Inc. to perform Professional Geologic Consulting Services for New Well #11 at Wellfield #3 for the Water Department; and hereby authorizes Mayor Sherry Sullivan to negotiate a fee schedule and establish a not-to-exceed limit with this firm.

DULY ADOPTED THIS 22ND DAY OF MARCH, 2021

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk



3/15/2021
Received
LMA

MEMO

To: **Jill Cabaniss, Finance Manager**
Kimberly Creech, Treasurer

Sherry Sullivan
Mayor

From: *Delores A Brandt*
Delores A Brandt, Purchasing Manager

Date: March 15, 2021

Re: **City Council Approval of Mayor's choice of professional service provider RFQ No. PS016-21 Professional Geologic Consulting Services for New Well #11 at Wellfield #3 for the Water Department. This is a budgeted item for FY2021 and FY2022**

The Water Department needs to hire a professional Consulting firm for **RFQ PS016-21 Professional Geologic Consulting Services for New Well #11 at Wellfield #3**. Mayor Sullivan chose **O'Donnell and Associates, Inc.** to perform the professional service. The project, development of WELL #11, is expected to take 24 months to complete. It will include testing, and development of bid documents for the installation of the well.

Please move this request forward for City Council to approve the Mayor's selection of O'Donnell & Associates, Inc for RFQ PS016-21 Professional Geologic Consulting Services for New Well #11 at Wellfield #3 and approve the Mayor to negotiate the not-to-exceed fee.

Cc: file, Jason Langley,

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

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



MEMO

To: Lisa Hanks, City Clerk
Kim Creech, Treasurer

From: *Delores A Brandt*
Delores A Brandt, Purchasing Manager

Sherry Sullivan
Mayor

Date: March 10, 2021

Re: RFQ PS016-21 Professional Geologic Consulting Services for New #11 Well at Wellfield #3

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

The Superintendent of the Water and Sewer Dept., Jason Langley, is requesting the hiring of a professional consulting firm for RFQ No. PS016-21 Professional Geologic Consulting Services for New #11 Well at Wellfield #3. Per our Procedure for Procuring Professional Services, for projects over \$100,000, Jason Langley and I are providing this list of firms from which the Mayor may select to receive the RFQ. Please move this procurement of professional services forward to the Mayor for selection of a professional service provider.

Lisa A. Hanks, MMC
City Clerk

Kimberly Creech
Treasurer

The purpose for hiring the company is to perform geologic consulting services for the development of the new well #11 at well field #3, and assist the City in developing the Bid specs and letting of the bid, and provide other consultations as needed.

The short list is:

sh 3 / 10 / 21

O'Donnell & Associates, Inc.

_____ / / _____

Sovereign Consulting, Inc.

_____ / / _____

Southern Earth Sciences

_____ / / _____

Mott- MacDonald

_____ / / _____

None. Submit another list

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

251-928-2136 (p)

Cc: file, Jason Langley, Mayor Sherry Sullivan

PROJECT REQUEST FORM

Project Owner: Jason Langley Department: Water and Sewer

Bid Number and Name: RFQ PS016-21 Geologic Consulting Service for New Well 11 at Wellfield 3

Budget Amount: \$1,000,000 total Budget Code: 004010-59500

Anticipated Start Date: Upon Executed Contract Project Duration: 24 months

Bid Duration: N/A Engineer of Record: N/A

Pre-Bid Meeting: No Yes Date: N/A Mandatory Non-Mandatory

Scope of Work Provided By: O'Donnell & Associates, Inc. Contract Extensions: No Yes

Project Administered: Internally Externally By: N/A

Bidders List Review: No Yes By: N/A

Tax Exempt Project: No Yes Insurance Requirements: Minimum Maximum

Bonds: Bid Performance Labor & Materials Contract: Standard Construction Professional

Related Bids/RFs: TBD Bid Opening: N/A

Force Account Project: No Yes Estimated Amount: _____ Budget Code: _____

Notes: This consulting service is for the new well head at Wellfield 3. OAI be responsible for testing and bid documents for drilling test well will and preparing bid information for actual well installation. The overall project budget is \$1,000,000 and the consulting portion is a NTE of \$50,000.

SIGNATURES

Requestor: *Jason Langley*
Jason Langley (Mar 10, 2021 10:33 CST)

Finance Director: *Jill Cabaniss*

City Treasurer: *Kimberly Creech*
Kimberly Creech (Mar 10, 2021 10:39 CST)

Mayor: *Sherry Sullivan*
Sherry Sullivan (Mar 10, 2021 13:19 CST)

TASK AGREEMENT**TASK NO. 12****Development of a New Well at the City of Fairhope's Wellfield #3****SCOPE OF WORK**

Generally, this task will involve providing professional geologic services to the City of Fairhope including but not limited to planning, testing and development of a new well at Wellfield #3. The scope of work and estimated fees associated with this task are budgeted based upon completion of one monitoring well and, if conditions are favorable, a third new production well at Wellfield #3. The scope of work includes:

- **Step 1-Project Consultation.** This step begins with recommending an engineer experienced with the development and permitting public supply wells in southwest Alabama. OAI will forward the name of the engineer to Fairhope for their review and acceptance of the engineer for the project. Once the engineer is approved, OAI will work with Fairhope personnel and the engineer through the completion of the permitting process for the new well. Project management fees include preliminary site evaluation and selection meetings and coordination of drilling activities with Fairhope personnel, the drilling contractor, the engineer and the Alabama Department of Environmental Management (ADEM), as necessary to complete the project. This item also includes follow-up meeting between the City and ADEM associated with ADEM's susceptibility analysis and their required public awareness meetings.

The work planned with Fairhope and their engineer will allow for a "stepped" approach to this project. Each Step of the project will, if favorable, lead to the next step and toward the ultimate completion and permitting of the new well. In the event of unfavorable conditions are found at any step, the project will be halted to allow Fairhope to evaluate whether or not it is in their interest to continue.

- **Step 2-Monitoring Well Solicitation, Completion and Testing*.** Step 2 involves OAI's development of a Request for Quote (RFQ) package for the completion of a PVC monitoring well in the immediate vicinity of the proposed production well. OAI will submit the RFQ package to Fairhope for comments prior to sending it out to the drilling contractors. Once approved, this RFQ package will be sent to a minimum of two local drilling firms specializing in PVC constructed wells.

OAI will evaluate and recommend award of the monitoring well work to the lowest qualified drilling firm. Upon authorization to proceed, OAI will be present on site during the drilling, completion and testing of the monitoring well. OAI will review the results of the test well and sample results obtained by the drilling contractor and issue a written report on whether or not to move forward with the production well.

** Use of a "monitoring well" installed as proposed instead of a test well will allow sampling the aquifer's groundwater at the proposed location at a fraction of the expense of what a "test well" typically costs. The design of the well will allow for additional sampling of the lower aquifer's groundwater at a later date.*

- **Step 3-Production Well Specifications, Drilling, Completion and Testing.** Step 3 involves various services associated with the ultimate development of the production well. OAI will work with the engineer in preparing the well's specifications, provide wellsite and construction management service as the well is drilled, completed, developed and tested.

- **Step 4 Source Water Assessment Services.** Step 4 involves completion of services associated with source water assessment regulations to permit the well as a public supply well. Included in this Step are aquifer testing on the new production well, groundwater modeling and conducting a contaminant inventory of the delineated area source water assessment areas and public awareness meeting coordination. A great deal of information required under this step will be obtained during Steps 2 and 3 and/or from previous work completed by OAI at Wellfield #3 during the development of Well #10.
- **Step 5-Reporting.** Step 5 will consist of preparing hydrogeologic reports which outline the work performed during this project. The reports will include:
 - **Baseline Assessment Report*.** This item involves preparing and delivering to Fairhope four signed and sealed source water Baseline Assessment Reports. The report will summarize information of the area geology, show the delineated source water assessment areas and show the results of the contaminant inventories, as required. Two of the reports should be submitted to ADEM via certified mail requesting they schedule the susceptibility analysis at their earliest convenience. The other two will be for your records.

* The reports will be prepared and sealed by OAI's professional geologist **Daniel J. O'Donnell**, PG, Alabama License #49.

RESPONSIBILITY OF FAIRHOPE

Prior to initiating the scope of work, we request the following:

- Authorization to begin the project. Please authorize by executing and returning a copy of this Task Agreement and or a Purchase Order referencing this Task Agreement. Please retain the original for your records.
- Coordination of the initial meetings between Fairhope and their engineer to discuss the project in detail and to outline the project in its entirety.
- Access to the site to complete the work.

FEE

The fee for services completed under Task 12 will be billed on a time and materials basis in accordance with our 2020 Fee Schedule, attached, and this Task Agreement for the not to exceed total of \$50,000.

SCHEDULE

Work under this task will be initiated immediately upon notification to proceed with the monitoring well activities (Step 2). OAI would initially proceed with OAI expects to complete the delivery of the reports within 60 days of completing the aquifer testing required under the regulations.

TASK NO. 12 accepted and authorized by:

For Fairhope

Date

Fairhope Public Utilities Water Treatment Plants

Well Field / Treatment Plant	Number of Wells	Well Number	Total Output (GPM)	Well Field Treatment Plant Address
TP 1	3	1-1, 1-7, 1-8	2100	8675 Fairhope Avenue
TP 2	2	2-2, 2-9	1800	10335 County Road 48
TP 3	2	3-3, 3-10	1150	18440 County Road 33
TP 4	1	4-4	750	17550 S. Section Street
TP 5	1	5-5	800	8150 County Road 32
TP 6	1	6-6	850	8347 Manley Road

Total Flow (GPM) 7450 10.6 MGD

RESOLUTION NO. _____

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that Mayor Sherry Sullivan is hereby authorized to execute a contract with Thompson Engineering to perform Professional Engineering Services for the Replacement of Wells #2 and #9 with a not-to-exceed amount of \$18,300.00.

DULY ADOPTED THIS 22ND DAY OF MARCH, 2021

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

City of Fairhope
Project Funding Request

Issuing Date: 3/9/2021

Please return this Routing Sheet to Treasurer by: ASAP

Project Name: Approve negotiated fee for RFQ PS006-21 engineering services for replacement of wells #2 and 9 contract and approve Mayor to execute contract

Project Location: Wells #2 and 9

Presented to City Council: 3/22/2021

Funding Request Sponsor: Jason Langley, Water & Sewer Superintendent
Sherry Sullivan, Mayor

Resolution # : _____
Approved _____
Changed _____
Rejected _____

Project Cash Requirement Requested:
Cost: \$ 18,300.00 not to exceed _____
\$ _____

Vendor: Thompson Engineering

Project Engineer: n/a

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

Department Funding This Project

General Gas Electric **Water** Sewer Gas Tax Cap Project Impact Health Fed Grant

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 Museum-70 Debt Services-85 Marine-34 Plan/Zone

Project will be: Expensed Capitalized XXX Inventoried

Funding Source: Operating Expenses Budgeted Capital XXX Unfunded

Expense Code: 004-16050
G/L Acct Name: Water System Improvements

Grant: _____ Federal - not to exceed amount
_____ State
_____ City
\$0.00 Local

Project Budgeted: \$ 170,000.00
Balance Sheet Item- Included in projected cash flow

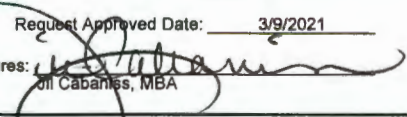
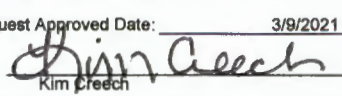
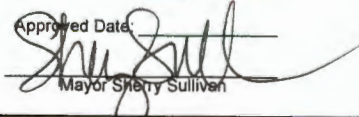
Over (Under) budget amount: \$ (151,700.00)

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

Capital Lease: _____ - Payment _____ Term _____

Comments: _____

City Council Prior Approval/Date? _____

Finance Manager	City Treasurer	Mayor
Purchasing Memo Date: <u>3/5/2021</u>	Purchasing Memo Date: <u>3/5/2021</u>	Delivered To Date: <u>3/9/2021</u>
Request Approved Date: <u>3/9/2021</u>	Request Approved Date: <u>3/9/2021</u>	Approved Date: _____
Signatures: 	 Kim Creech	 Mayor Sherry Sullivan



MEMO

Sherry Sullivan
Mayor

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

Lisa A. Hanks, MMC
City Clerk

Kim Creech
Treasurer

To: Jill Cabaniss, Finance Manager
Kim Creech, Treasurer

From: Delores A Brandt
Delores A Brandt, Purchasing Manager

Date: March 5, 2021

Re: **Request for City Council to approve negotiated fee for RFQ PS006-21 Engineering Services for Replacement of Wells #2 and #9 Contract, and approve Mayor to execute Contract**

Per **Resolution 3952-21** of January 25, 2021, the City Council approved the selection of Thompson Engineering for **RFQ PS006-21 Engineering Services for Replacement of Wells #2 and #9** and authorized the negotiations of the proposed fees. The Utilities Superintendent, Mayor Sherry Sullivan, and Water and Wastewater Superintendent, Jason Langley, seek Council approval of the Not -to-Exceed fee of EIGHTEEN THOUSAND THREE HUNDRED DOLLARS (\$18,300.00) presented in the proposal attached.

Please place on the next available City Council Agenda this recommendation to approve the negotiated fees for RFQ PS006-21 and authorize the Mayor to sign the contract with Thompson Engineering for a Not-to-Exceed amount of \$18,300.00.

Cc: file, Mayor Sullivan, Jason Langley,

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

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


RESOLUTION NO. 3952-21

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, That the City Council approves the selection of Thompson Engineering to perform Professional Engineering Services for the Replacement of Wells #2 and #9; and hereby authorizes Mayor Sherry Sullivan to negotiate a fee schedule and establish a not-to-exceed limit with this firm.

DULY ADOPTED THIS 25TH DAY OF JANUARY, 2021


Jack Burrell, Council President

Attest:


Lisa A. Hanks, MMC
City Clerk



thompson
ENGINEERING

February 25, 2021

Jason Langley
Water/Wastewater Superintendent
City of Fairhope
555 South Section Street
Fairhope, Alabama 36533

**Subject: Fee Estimate for Amendment to Engineering Contract PS006-012 for
Rehabilitation of Wells 2 and 9
Thompson Proposal No. 21-9076-0015**

Jason,

Thompson Engineering, Inc. (Thompson) is pleased to provide this proposal to provide Engineering Design and Construction Administrative Services associated with rehabilitating Wells 2 and 9 in the City of Fairhope, Alabama.

Introduction

On February 10, 2021, Matt Rogers and David Upton of Thompson Engineering met with Mr. Jason Langley of the Water and Sewer Department to discuss the rehabilitation of Wells 2 and 9 that provide water for the City of Fairhope. It is our understanding that the City wishes to remove and replace the pumping equipment in each of the wells. We understand that there are indications that this equipment appears to be losing some capacity due to age and that the City of Fairhope wants to ensure that these wells are in peak condition before the summer season arrives when demand is at its highest. We also understand that the wells are to be videotaped to document their condition in the event that additional work is required to ensure optimal operation. It is understood that the equipment to be replaced is to be replaced with similar capacity equipment.

In January 1992, Griner Well Drilling Service, Inc. (Griner) replaced the pumping equipment in Well 2. Originally designed for 750 gpm, this well currently produces approximately 800 to 815 gpm. The original pump was replaced with a 3-stage, 11" pump, Model 11M rotating at 1770 rpm. It is planned to replace this pump with one of similar capacity and size. The well is to be cleaned and then videotaped to document its condition to determine if additional work will be required. After videotaping, new equipment will be installed that is similar in capacity as the existing equipment.

In February 2004, Griner completed the construction of Well 9. This well has a capacity of approximately 1,000 gpm and is equipped with a 2-stage 12-inch pump rotating at 1770 rpm. As

Alabama | Florida | Georgia | Louisiana | Mississippi | North Carolina | Tennessee | Texas



thompson
ENGINEERING

with Well 2, the pump will be removed, the well cleaned and videotaped, and the pump replaced with one of similar size and capacity.

Scope of Work

We understand that the City of Fairhope wishes Thompson Engineering to prepare specifications necessary to bid, award, and construct this project, as well review proposals for accuracy and to provide a recommendation on an acceptable contractor. After award, the project engineer will review contractor invoices, and attend necessary meetings. The senior engineer will provide technical assistance as well as attend pre-bid and pre-construction meetings. The materials specialist will be responsible for periodic inspections as deemed necessary by the engineer to ensure a quality product.

We anticipate that we will need to be on the site for a few hours when the Contractor is working and during the videotaping of the well and screen. Four hours of inspection per day, including mileage and travel time from the Mobile Office is anticipated and it is estimated that the construction will take approximately 6 days on the site for each well.

Thompson Engineering appreciates the opportunity to be of continued service to City of Fairhope. If additional information is needed, do not hesitate to contact us.

Estimated Fees and Schedule

Professional fees for performance of the scope of services are based on a Time & Materials basis in accordance with our Standard Fee Schedule and are estimated at \$18,300 (estimate attached). This estimate consists of site inspections, mileage, and administrative oversight. After further discussion, these costs may be changed as the scope of services is negotiated and if additional inspections are required.

THOMPSON ENGINEERING, INC.

Scott A. Hardy, P.E.
Principal – Chief Engineer

Matthew C. Rogers, P.E.
Senior Engineer

ATTACHMENTS: As Stated

Alabama | Florida | Georgia | Louisiana | Mississippi | North Carolina | Tennessee | Texas

2970 Cottage Hill Rd. Ste. 190 Mobile, AL 36606
thompsonengineering.com | 251.666.2443

Fee Proposal For Professional Services

Rehabilitation of Wells 2 and 9
 Fairhope Public Utilities
 Fairhope, Alabama
 Revision No. 1
 February 25, 2021



Description		Unit	Estimated Quantity	Unit Fees	Subtotal
Design Review	Senior Engineer	Hour	24	\$155.00	\$3,720.00
	Project Engineer	Hour	4	\$124.00	\$496.00
	Engineering Associate I	Hour	0	\$93.00	\$0.00
	Level IV Technician	Hour	0	\$72.00	\$0.00
	Level II Assistant	Hour	1	\$57.00	\$57.00
SUB-TOTAL =					\$4,273.00

Description		Unit	Estimated Quantity	Unit Fees	Subtotal
Preparation of Plans and Specifications	Senior Engineer	Hour	24	\$155.00	\$3,720.00
	Project Engineer	Hour	4	\$124.00	\$496.00
	Engineering Associate I	Hour	24	\$93.00	\$2,232.00
	Level IV Technician	Hour	0	\$72.00	\$0.00
	Level II Assistant	Hour	1	\$57.00	\$57.00
SUB-TOTAL =					\$6,505.00

Description		Unit	Estimated Quantity	Unit Fees	Subtotal
Bid Assistance	Senior Engineer	Hour	8	\$155.00	\$1,240.00
	Project Engineer	Hour	2	\$124.00	\$248.00
	Engineering Associate I	Hour	0	\$93.00	\$0.00
	Level IV Technician	Hour	0	\$72.00	\$0.00
	Level II Assistant	Hour	1	\$57.00	\$57.00
SUB-TOTAL =					\$1,545.00

Fee Proposal For Professional Services

Rehabilitation of Wells 2 and 9
 Fairhope Public Utilities
 Fairhope, Alabama
 Revision No. 1
 February 25, 2021



Description		Unit	Estimated Quantity	Unit Fees	Subtotal
Construction Observation	Senior Engineer	Hour	4	\$155.00	\$620.00
	Project Engineer	Hour	2	\$124.00	\$248.00
	Engineering Associate I	Hour	4	\$93.00	\$372.00
	Level IV Technician	Hour	56	\$72.00	\$4,032.00
	Level II Assistant	Hour	1	\$57.00	\$57.00
SUB-TOTAL =					\$5,329.00

Description		Unit	Estimated Quantity	Unit Fees	Subtotal
Travel Expenses	Travel (60 miles round trip)	Mile	720	\$0.565	\$406.80
	Expenses	Each	12	20.00	240.00
SUB-TOTAL =					\$646.80

TOTAL FEE = \$18,300.00

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 procure a John Deere 4044 Compact Utility Tractor for the Recreation Department; and the equipment is available for direct procurement through the Sourcewell Grounds Maintenance Contract which has been nationally bid; and therefore, does not have to be let out for bid. The cost will be \$30,074.31.

Adopted on this 22nd day of March, 2021

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

City of Fairhope
Project Funding Request

Issuing Date: 2/18/2021

Please return this Routing Sheet to Treasurer by: ASAP

Project Name: Procurement of one (1) John Deere 4044 Compact Utility Tractor for the Recreation Department

Project Location: Volanta Ball Park

Presented to City Council: 3/8/2021

Funding Request Sponsor: Pat White, Recreation Director

Resolution # :
Approved _____
Changed _____
Rejected _____

MAR 8 '21 PM 5:58
ZAH

Project Cash Requirement Requested:
Cost: \$ 30,074.31

Vendor: Beard Equipment Company

Project Engineer: n/a

Order Date: n/a Lead Time: 90 days ARO

Department Funding This Project

General Gas Electric Water Sewer Gas Tax Cap Project Impact Health Fed Grant

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 Museum-70 Debt Service-85 Marina-34 Plan/Zone

Project will be:

Expensed XXX
Capitalized XXX
Inventoried _____

Funding Source:

Operating Expenses XXX
Budgeted Capital XXX
Unfunded _____

Expense Code: 001250-50470
G/L Acct Name: Capital Purchases V&E

Grant: _____ Federal - not to exceed amount
_____ State
_____ City
\$0.00 Local

Project Budgeted: \$ 30,000.00
Balance Sheet Item-
Included in projected
cash flow _____

Over (Under) budget amount: \$ 74.31

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

Comments:

Capital Lease: _____ - Payment _____ Term _____

City Council Prior Approval/Date? _____

Finance Manager

City Treasurer

Mayor

Purchasing Memo Date: 2/16/2021

Purchasing Memo Date: 2/16/2021

Delivered To Date: 2/18/2021

Request Approved Date: 2/18/2021

Request Approved Date: 2/18/2021

Approved Date: _____

Signatures: *Jill Capaniss*
Jill Capaniss, MBA

Kim Creech
Kim Creech

Sherry Sullivan
Mayor Sherry Sullivan



MEMO

Date: February 16, 2021

Sherry Sullivan
Mayor

To: Jill Cabaniss, Finance Manager
Kim Creech, Treasurer

From: Delores A Brandt
Delores A Brandt, Purchasing Manager

Council Members
Kevin G. Boone
Robert A. Brown
Jack Burrell, ACOMO
Jimmy Conyers
Corey Martin

Lisa A. Hanks, MMC
City Clerk

Kim Creech
City Treasurer

Re: Request Green Sheet and City Council approvals for procurement of one (1) new FY21 John Deere 4044 Compact Utility Tractor at Volanta Ball Park for the Recreation Department.

The Director of Parks and Recreation, Pat White, is requesting the budgeted procurement of One (1) new John Deere 4044 Compact Utility Tractor with turf tires and front-end loader, as quoted by Beard Equipment Company, through **the Sourcewell Grounds Maintenance Contract #062117—DAC (PG NB CG 70)**.

The cost is estimated at THIRTY THOUSAND SEVENTY-FOUR DOLLARS AND THIRTY-ONE CENTS (\$30,074.31) plus delivery charges. The local vendor is **Beard Equipment Company**, of Mobile, AL (see attached quotation).

Lead time is: Approximately 2 to 6 weeks, ARO. F.O.B. delivered.

Please compose a greensheet and move forward for Council approval, this budgeted procurement request for one (1) new John Deere 4044 Compact Utility Tractor, in the estimated total amount of \$30,074.31 through the SOURCEWELL Buying group, from Beard Equipment Company of Mobile, AL.

Cc, file, Pat White, Clint Steadham

151 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

Name: Pat White

Date: 2/16/2021

Department: Parks and Recreation

ITEM OR SERVICE INFORMATION

1. What item or service do you need to purchase? John Deere 4044 Utility tractor w/ turf tires and front-end loader.
2. What is the total cost of the item or service? \$ 30,074.31
3. Where will the item or service be physically located? Volanta Ballpark
4. What is the primary function of the item or service? Aerification, grading, handling material, etc
5. How many do you need? 1
6. Item or Service Is: New Used Replacement Annual Request
7. When do you anticipate implementation? ASAP
8. Additional Information or Comments: New item, not replacing. Impact Fee

BUDGET INFORMATION

1. Is it budgeted? Yes No Emergency Request
2. If budgeted, what is the budgeted amount? \$ 29,500
3. What is the Capital Project Name or Operating Budget Code:
4. Check any applicable boxes: State Contract ALDOT Purchasing Group
 Sole Source (Attach Sole Source Justification)

Email completed form with quotes or other supporting documentation to deedee.brandt@fairhopeal.gov and jennifer.bush@fairhopeal.gov.

PURCHASING USE ONLY

Vendor Name: Beard Equipment

Vendor Number: Click or tap here to enter text.

Current Business License: Yes No



YOUR CONTRACT. YOUR QUOTE. YOUR HELP REQUESTED.

**Ensure your equipment arrives with no delay.
Issue your Purchase Order or Letter of Intent.**

To expedite the ordering process, please include the following information in Purchase Order or Letter of Intent:

- Shipping address
- Billing address
- Vendor: John Deere Company
- 2000 John Deere Run Cary,
NC 27513
- Contract name and/or number
- Signature
- Tax exempt certificate, if applicable

For any questions, please contact:

Brad Rounsaville

Beard Equipment Company
2480 E 165 Service Road N
Mobile, AL 36617

Tel: 800-848-8563

Fax: 251-452-2309

Email: brounsaville@beardequipment.com

The John Deere Government Sales Team



ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):
 Deere & Company
 2000 John Deere Run
 Cary, NC 27513
 FED ID: 36-2382580; DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:
 Beard Equipment Company
 2480 E 165 Service Road N
 Mobile, AL 36617
 800-848-8563
 JohnDeereEmails@beardequipment.com

Quote Summary

Prepared For:
 CITY OF FAIRHOPE REC DEPT
 PO BOX 429
 FAIRHOPE, AL 36533
 Business: 251-928-2136

Delivering Dealer:
 Beard Equipment Company
 Brad Rounsaville
 2480 E 165 Service Road N
 Mobile, AL 36617
 Phone: 800-848-8563
 brounsaville@beardequipment.com

Quote ID: 23659488
Created On: 11 February 2021
Last Modified On: 11 February 2021
Expiration Date: 31 March 2021

Equipment Summary	Suggested List	Selling Price	Qty	Extended
JOHN DEERE 4044M Compact Utility Tractor (33 PTO hp) Contract: Sourcewell Grounds Maintenance 062117-DAC (PG NB CG 70) Price Effective Date: February 10, 2021	\$ 36,675.99	\$ 30,074.31 X	1 =	\$ 30,074.31
Equipment Total				\$ 30,074.31

Quote Summary

Equipment Total	\$ 30,074.31
Trade In	
SubTotal	\$ 30,074.31
Est. Service Agreement Tax	\$ 0.00
Total	\$ 30,074.31
Balance Due	\$ 30,074.31

Salesperson : X _____

Accepted By : X _____

Confidential



Selling Equipment

Quote Id: 23659468

Customer Name: CITY OF FAIRHOPE REC DEPT

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):
 Deere & Company
 2000 John Deere Run
 Cary, NC 27513
 FED ID: 36-2382580; DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:
 Beard Equipment Company
 2480 E 165 Service Road N
 Mobile, AL 36617
 800-848-8563
 JohnDeereEmails@beardequipment.com

JOHN DEERE 4044M Compact Utility Tractor (33 PTO hp)

Hours: Suggested List *
 Stock Number: \$ 36,875.99
 Contract: Sourcewell Grounds Maintenance 062117-DAC Selling Price *
 (PG NB CG 70) \$ 30,074.31
 Price Effective Date: February 10, 2021

* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
0319LV	4044M Compact Utility Tractor (33 PTO hp)	1	\$ 29,298.00	18.00	\$ 5,273.28	\$ 24,022.72	\$ 24,022.72
Standard Options - Per Unit							
0202	United States	1	\$ 0.00	18.00	\$ 0.00	\$ 0.00	\$ 0.00
0409	English Operator's Manual and Decal Kit	1	\$ 0.00	18.00	\$ 0.00	\$ 0.00	\$ 0.00
1381	12F/12R PowrReverser	1	\$ 0.00	18.00	\$ 0.00	\$ 0.00	\$ 0.00
1701	Factory Installed Loader with Bucket	1	\$ 6,480.00	18.00	\$ 1,166.40	\$ 5,313.60	\$ 5,313.60
2000	Open Station with Standard Seat	1	\$ 0.00	18.00	\$ 0.00	\$ 0.00	\$ 0.00
4081	Less iMatch™ Quick Hitch Category 1	1	\$ 0.00	18.00	\$ 0.00	\$ 0.00	\$ 0.00
5090	Less Wheel Spacer	1	\$ 0.00	18.00	\$ 0.00	\$ 0.00	\$ 0.00
5243	44x18-20 (4PR, R3 Turf, 1 Position)	1	\$ -497.00	18.00	\$ -89.46	\$ -407.54	\$ -407.54
6243	27x10.50-15 (4PR, R3 Turf, 2 Position)	1	\$ 0.00	18.00	\$ 0.00	\$ 0.00	\$ 0.00
Standard Options Total			\$ 5,983.00		\$ 1,076.94	\$ 4,906.06	\$ 4,906.06
Dealer Attachments/Non-Contract/Open Market							
BLV10844	Tractor Drawbar Assembly	1	\$ 309.31	18.00	\$ 55.68	\$ 253.63	\$ 253.63
BLV10767	Electrohydraulic Third SCV Kit with Rear Tubing	1	\$ 1,087.88	18.00	\$ 195.78	\$ 891.90	\$ 891.90
Dealer Attachments Total			\$ 1,396.99		\$ 251.46	\$ 1,145.53	\$ 1,145.53
Value Added Services Total			\$ 0.00			\$ 0.00	\$ 0.00
Total Selling Price			\$ 36,875.99		\$ 6,601.68	\$ 30,074.31	\$ 30,074.31

Confidential

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 procure Two John Deere 1550 TerrainCut Commercial Front Mowers with Fastback Rear Discharge Decks for the Public Works Department; and the equipment is available for direct procurement through the Sourcewell Grounds Maintenance Contract which has been nationally bid; and therefore, does not have to be let out for bid. The cost will be \$47,421.36.

Adopted on this 22nd day of March, 2021

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

City of Fairhope
Project Funding Request

Issuing Date: 2/18/2021

Please return this Routing Sheet to Treasurer by: ASAP

Project Name: Procurement of two (2) John Deere 1550 TerrainCut commercial front mowers with fastback rear discharge decks

Project Location: Street Department

Presented to City Council: 3/8/2021

Funding Request Sponsor: Paul Merchant, Supervisor Horticulture

Resolution # :
Approved _____
Changed _____
Rejected _____

MAR 8 '21 PM 3:59
[Handwritten Signature]

Project Cash Requirement Requested:
Cost: \$ 47,421.36

Vendor: Beard Equipment Company

Project Engineer: n/a

Order Date: n/a Lead Time: 8-10 weeks ARO

Department Funding This Project

General Gas Electric Water Sewer Gas Tax Cap Project Impact Health Fed Grant

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 Museum-70 Debt Service-85 Marine-34 Plan/Zone

Project will be:

Expensed XXX
Capitalized XXX
Inventoried _____

Funding Source:

Operating Expenses XXX
Budgeted Capital XXX
Unfunded _____

Expense Code: 001350-60470
G/L Acct Name: Capital Purchases V&E

Grant: _____ Federal - not to exceed amount
_____ State
_____ City
\$0.00 Local

Project Budgeted: \$ 48,000.00 remaining after truck purchase
Balance Sheet Item-
Included in projected
cash flow _____

Over (Under) budget amount: \$ (578.64)

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

Comments:

Capital Lease: _____ - Payment _____ Term _____

City Council Prior Approval/Date? _____

Finance Manager

City Treasurer

Mayor

Purchasing Memo Date: 2/15/2021

Purchasing Memo Date: 2/15/2021

Delivered To Date: 2/18/2021

Request Approved Date: 2/18/2021

Request Approved Date: 2/18/2021

Approved Date: _____

Signatures: *[Signature]*
Jill Cabaniss, MBA

[Signature]
Kim Creech

[Signature]
Mayor Sherry Sullivan



MEMO

Date: February 15, 2021

Sherry Sullivan
Mayor

To: Jill Cabaniss, Finance Manager
Kim Creech, Treasurer

From: Delores A Brandt
Delores A Brandt, Purchasing Manager

Council Members
Kevin G. Boone
Robert A. Brown
Jack Burrell, ACO
Jimmy Conyers
Corey Martin

Re: Request Green Sheet and City Council approvals for procurement of TWO (2) FY21 Budgeted **Commercial Front Mower** for the Horticulture Division of Public Works Department.

Lisa A. Hanks, MMC
City Clerk

The Horticulture Division of Public Works Department is requesting the budgeted procurement of TWO (2) Mowers from **John Deere**-- 1550 TerrainCut Commercial Front Mowers at \$19,622.75 each and TWO (2) Commercial Rear Discharge Decks from **John Deere** at \$4087.93 each as quoted through the Sourcewell buying group contract with the State of Alabama.

Kim Creech
City Treasurer

Commercial Front Mowers and Commercial Rear Discharge Decks are to be purchased through the **Sourcewell Grounds Maintenance Contract #062117—CIAC (PG NBCG70)**. The total amount for two (2) mowers and two (2) rear charge decks through **SOURCEWELL is estimated at FORTY SEVEN THOUSAND, FOUR HUNDRED TWENTY-ONE DOLLARS AND THIRTY-SIX CENTS (\$47,421.36) plus delivery charges.** The local vendor is Beard Equipment Company, of Mobile, AL (see attached quotation).

	<u>Discounted price:</u>
TWO (2) J Deere 1550 TerrainCut Commercial Front Mowers (less deck)	\$19,622.76 each
TWO (2) J Deere 72" Fastback Commercial Rear Discharge Decks	\$ 4,087.93 each

Lead time is: Approximately 90 days, ARO. F.O.B. delivered.

Please compose a greensheet and move forward for Council approval, this budgeted procurement request for TWO (2) John Deere 1550 TerrainCut Commercial Front Mowers plus two (2) 72" Fastback Commercial Rear Discharge Decks, in the estimated total amount of \$47,421.36 through the SOURCEWELL Buying group, from Beard Equipment Company of Mobile, AL.

161 North Section
Street PO Drawer
429
Fairhope, Alabama
36533

Cc, file, P. Merchant, Clint Steadham

251-928-2136
251-928-6776 Fax
www.fairhopeal.gov

CITY OF FAIRHOPE PURCHASING DEPARTMENT REQUEST FORM

Name: Paul Merchant

Date: 2/15/2021

Department: Click or tap here to enter text.

ITEM OR SERVICE INFORMATION

1. **What item or service do you need to purchase?** 2 Out front mowers
2. **What is the total cost of the item or service?** 47,421.36
3. **Where will the item or service be physically located?** 555 S Section St
4. **What is the primary function of the item or service?** Cut grass on ROW
5. **How many do you need?** 2
6. **Item or Service Is:** New Used Replacement Annual Request
7. **When do you anticipate implementation?** ASAP
8. **Additional Information or Comments:** Click or tap here to enter text.
9. **Vendor Name:** Beard Equipment
10. **Vendor Number:** 28277

BUDGET INFORMATION

1. **Is it budgeted?** Yes No Emergency Request
2. **If budgeted, what is the budgeted amount?** 48,000.00
3. **What is the Capital Project Name or Budget Code:** 50470
4. **Check any applicable boxes:** State Contract ALDOT Purchasing Group
 Sole Source (Attach Sole Source Justification)

Email completed form with quotes and other supporting documentation to deedee.brandt@fairhopeal.gov and jennifer.bush@fairhopeal.gov.



JOHN DEERE

YOUR CONTRACT. YOUR QUOTE. YOUR HELP REQUESTED.

**Ensure your equipment arrives with no delay.
Issue your Purchase Order or Letter of Intent.**

To expedite the ordering process, please include the following information in Purchase Order or Letter of Intent:

For any questions, please contact:

- Shipping address
- Billing address
- Vendor: John Deere Company
- 2000 John Deere Run Cary,
NC 27513
- Contract name and/or number
- Signature
- Tax exempt certificate, if applicable

Brad Rounsaville

Beard Equipment Company
2480 E 165 Service Road N
Mobile, AL 36617

Tel: 800-848-8563

Fax: 251-452-2309

Email: brounsaville@beardequipment.com

The John Deere Government Sales Team

**ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):**

Deere & Company
 2000 John Deere Run
 Cary, NC 27513
 FED ID: 36-2382580; DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

Beard Equipment Company
 2480 E 165 Service Road N
 Mobile, AL 36617
 800-848-8563
 JohnDeereEmails@beardequipment.com

Quote Summary**Prepared For:**

CITY OF FAIRHOPE
 550 S SECTION ST
 FAIRHOPE, AL 36532
 Business: 251-574-8613

Delivering Dealer:

Beard Equipment Company
 Brad Rounsaville
 2480 E 165 Service Road N
 Mobile, AL 36617
 Phone: 800-848-8563
 brounsaville@beardequipment.com

Quote ID: 23659508
Created On: 11 February 2021
Last Modified On: 11 February 2021
Expiration Date: 31 March 2021

Equipment Summary	Suggested List	Selling Price	Qty	Extended
JOHN DEERE 1550 TerrainCut Commercial Front Mower (Less Mower Deck) Contract: Sourcewell Grounds Maintenance 062117-DAC (PG NB CG 70) Price Effective Date: February 10, 2021	\$ 25,484.10	\$ 19,622.75 X	2 =	\$ 39,245.50
JOHN DEERE 72 In. Fastback Commercial Rear Discharge Deck Contract: Sourcewell Grounds Maintenance 062117-DAC (PG NB CG 70) Price Effective Date: February 10, 2021	\$ 5,309.00	\$ 4,087.93 X	2 =	\$ 8,175.86
Equipment Total				\$ 47,421.36

Quote Summary

Equipment Total	\$ 47,421.36
Trade In	
SubTotal	\$ 47,421.36
Est. Service Agreement Tax	\$ 0.00
Total	\$ 47,421.36
Balance Due	\$ 47,421.36

Salesperson : X _____

Accepted By : X _____



Selling Equipment

Quote Id: 23659508 Customer Name: CITY OF FAIRHOPE

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580; DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

Beard Equipment Company
2480 E 165 Service Road N
Mobile, AL 36617
800-848-8563
JohnDeereEmails@beardequipment.com

JOHN DEERE 1550 TerrainCut Commercial Front Mower (Less Mower Deck)

Hours:	Suggested List *
Stock Number:	\$ 25,484.10
Contract: Sourcewell Grounds Maintenance 062117-DAC (PG NB CG 70)	Selling Price *
	\$ 19,622.75

Price Effective Date: February 10, 2021

* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
2400TC	1550 TerrainCut Commercial Front Mower (Less Mower Deck)	2	\$ 20,399.00	23.00	\$ 4,691.77	\$ 15,707.23	\$ 31,414.46
Standard Options - Per Unit							
001A	United States and Canada	2	\$ 0.00	23.00	\$ 0.00	\$ 0.00	\$ 0.00
1019	23x10.50-12 4PR Turf Drive Tires	2	\$ 0.00	23.00	\$ 0.00	\$ 0.00	\$ 0.00
1191	Four Wheel Drive (Full Time or On Demand)	2	\$ 2,913.00	23.00	\$ 669.99	\$ 2,243.01	\$ 4,486.02
2010	Deluxe Comfort Seat with Armrests	2	\$ 0.00	23.00	\$ 0.00	\$ 0.00	\$ 0.00
Standard Options Total			\$ 2,913.00		\$ 669.99	\$ 2,243.01	\$ 4,486.02
Dealer Attachments/Non-Contract/Open Market							
BTC10334	4-Post Rollover Protective Structure (ROPS) Conversion Kit with Canopy	2	\$ 1,830.77	23.00	\$ 421.08	\$ 1,409.69	\$ 2,819.39
BTC10594	Beacon Light	2	\$ 341.33	23.00	\$ 78.51	\$ 262.82	\$ 525.65
Dealer Attachments Total			\$ 2,172.10		\$ 499.58	\$ 1,672.51	\$ 3,345.04
Value Added Services Total			\$ 0.00			\$ 0.00	\$ 0.00
Total Selling Price			\$ 25,484.10		\$ 5,861.34	\$ 19,622.76	\$ 39,245.52

JOHN DEERE 72 In. Fastback Commercial Rear Discharge Deck



JOHN DEERE



Selling Equipment

Quote Id: 23659508 Customer Name: CITY OF FAIRHOPE

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580; DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

Beard Equipment Company
2480 E 165 Service Road N
Mobile, AL 36617
800-848-8563
JohnDeereEmails@beardequipment.com

Equipment Notes:

Hours:

Suggested List *

\$ 5,309.00

Stock Number:

Selling Price *

Contract: Sourcewell Grounds Maintenance 062117-DAC
(PG NB CG 70)

\$ 4,087.93

Price Effective Date: February 10, 2021

* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
0553TC	72 In. Fastback Commercial Rear Discharge Deck	2	\$ 5,309.00	23.00	\$ 1,221.07	\$ 4,087.93	\$ 8,175.86
Standard Options - Per Unit							
001A	United States and Canada	2	\$ 0.00	23.00	\$ 0.00	\$ 0.00	\$ 0.00
Standard Options Total			\$ 0.00		\$ 0.00	\$ 0.00	\$ 0.00
Total Selling Price			\$ 5,309.00		\$ 1,221.07	\$ 4,087.93	\$ 8,175.86

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 a 2021 Dodge Ram 3500 Crew Cab and Chassis 4x4 for the Sewer Department; and the type of vehicle needed is on the Alabama State Department of Purchasing bid list and therefore does not have to be let out for bid; and

[2] The following is the Alabama State Department of Purchasing contract information:

Bid Number: T193-A

2021 Dodge Ram 3500 Crew Cab and Chassis **Cost is \$37,440.00**

Adopted on this 22nd day of March, 2021

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

City of Fairhope
Project Funding Request

Issuing Date: 3/9/2021

Please return this Routing Sheet to Treasurer by: ASAP

Project Name: Procurement of (1) one 2021 Dodge Ram Crew Cab and Chassis

Project Location: Wastewater Department

Presented to City Council: 3/22/2021

Funding Request Sponsor: Jason Langley, Water & Sewer Superintendent
Sherry Sullivan, Mayor

Resolution #: 3649-20
Approved _____
Changed _____
Rejected _____

MAR 10 '21 PM 5:20

YAH

Project Cash Requirement Requested:
Cost: \$ 37,440.00

Vendor: Tallassee Automotive Inc

Project Engineer: n/a

Order Date: n/a Lead Time: 12-14 weeks ARO

Department Funding This Project

General Gas Electric Water Sewer Gas Tax Cap Project Impact Health Fed Grant

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 Museum-70 Debt Service-85 Marine-34 Plan/Zone

Project will be:

Expensed
Capitalized XXX
Inventoried

Funding Source:

Operating Expenses
Budgeted Capital XXX
Unfunded

Expense Code: 004-16030
G/L Acct Name: Capital Purchases-Vehicles and Equipment

Grant: _____ Federal - not to exceed amount
_____ State
_____ City
\$0.00 Local

Project Budgeted: \$ 40,000.00
Balance Sheet Item-
included in projected
cash flow _____

Over (Under) budget amount: \$ (2,560.00)

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

Comments:

Capital Lease: _____ - Payment _____ Term _____

City Council Prior Approval/Date? _____

Finance Manager

City Treasurer

Mayor

Purchasing Memo Date: 3/8/2021

Purchasing Memo Date: 3/8/2021

Delivered To Date: 3/9/2021

Request Approved Date: 3/9/2021

Request Approved Date: 3/9/2021

Approved Date: _____

Signatures: Jill Cabaniss, MBA

Signatures: Kim Creech
Kim Creech

Signatures: Sherry Sullivan
Mayor Sherry Sullivan



MEMO

To: Jill Cabaniss, Finance Manager
Kimberly Creech, Treasurer

From: Delores A Brandt
Delores A Brandt, Purchasing Manager

Sherry Sullivan
Mayor

Date: March 08, 2021

Council Members:

Kevin G. Boone
Robert A. Brown
Jack Burrell, ACO
Jimmy Conyers
Corey Martin

Re: Greensheet --CC Approval procurement of budgeted, over \$10,000, request for ONE (1) 2021-- RAM 3500 CREW Cab & Chassis, gas 4X4 for the Wastewater Department

Lisa A. Hanks, MMC
City Clerk

The Water and Sewer Department Superintendent, Jason Langley, and the Superintendent of Utilities, Mayor Sherry Sullivan, are requesting procurement of ONE (1) 2021) -- RAM 3500 CREW Cab & Chassis, gas , 4X4. The proposed wastewater budgeted amount is \$40,000 . The best pricing is from the State of Alabama, Vehicle Contract T193-A MA999 200000000116.

The quote for ONE (1)) 2021-- RAM 3500 CREW Cab & Chassis, gas 4X4 includes delivery fee of \$300. The estimated cost for the 2021 3500 Crew Cab plus required options is THIRTY-SEVEN THOUSAND FOUR HUNDRED FORTY DOLLARS (\$37,440.00).

The State contract vendor is TALLASSEE AUTOMOTIVE INC.

NOTES:

See Attached Vendor CUT-SHEET printout for details.
Delivery/pickup Approximately 12-14 weeks ARO

161 North Section
Street PO Drawer 429
Fairhope, Alabama
36533

Please compose a greensheet and place on the next available City Council Agenda this request to approve budgeted procurement for one (1) 2021-- RAM 3500 CREW Cab & Chassis, gas, 4X4, Tallassee Automotive Inc. through the State of Alabama Bid T193 A for the Wastewater Dept for \$37,440.00.

251-928-2136

251-928-6776 Fax
www.fairhopeal.gov

CC file, Jason Langley, Sherry Sullivan, Tim Bung

CITY OF FAIRHOPE PURCHASING DEPARTMENT REQUEST FORM

Name: Jason S Langley

Date: 3/6/2021

Department: Water & Sewer

ITEM OR SERVICE INFORMATION

- 1. What item or service do you need to purchase?** Ram 3500 Crew Cab Chassis
- 2. What is the total cost of the item or service?** \$37,440.00
- 3. Where will the item or service be physically located?** 555 S. Section Street
- 4. What is the primary function of the item or service?** Truck to be utilized for the maintenance and operation of the Water and Sewer System
- 5. How many do you need?** One
- 6. Item or Service Is:** New Used Replacement Annual Request
- 7. When do you anticipate implementation?** Once ordered be 12-14 wks
- 8. Additional Information or Comments:** This truck is budgeted Sewer- accounts- vehicles and equipment -2021-1-320 one ton 4 door truck chassis \$40,000
- 9. Vendor Name:** TALLASSEE Automotive Inc.
- 10. Vendor Number:** Click or tap here to enter text.

BUDGET INFORMATION

- 1. Is it budgeted?** Yes No Emergency Request
- 2. If budgeted, what is the budgeted amount?** \$40,000.00
- 3. What is the Capital Project Name or Budget Code:** 004-16300
- 4. Check any applicable boxes:** State Contract ALDOT Purchasing Group
 Sole Source (Attach Sole Source Justification)

Email completed form with quotes and other supporting documentation to deedee.brandt@fairhopeal.gov and jennifer.bush@fairhopeal.gov.

TO : CITY OF FAIRHOPE UTILITIES
ATTN : JASON LANGLEY

01 / 19 / 21'

FROM : TALLASSEE AUTOMOTIVE , INC
BRUCE BROWN @ 1-800-255-5650 or bbrown@tallasseautomotive.com

STATE OF ALABAMA – DIVISION OF PURCHASING 11 / 03 / 20'
REF. VEHICLE CONTRACT # MA 999 20000000116 T 193 A 2021' MODEL YEAR

OPTIONS FOR RAM 3500 CREW CAB & CHASSIS LOT # 6
EQUIPMENT INCLUDED : 60" CA , DUAL REAR WHEELS , 13,500# GVWR , 6.7L I-6 CUMMINS DIESEL ENGINE
. 6 SPD AUTOMATIC TRANSMISSION , AIR COND , TINTED GLASS w DK TINT REAR GLASS , AM/FM RADIO ,
4 WHL DISC & ABS BRAKES , DUAL AIR BAGS , 180 AMP ALTERNATOR , TRAILER TOW MIRRORS ,
SPARE TIRE & WHEEL , LT235/801RX17E BSW A/S TIRES , ANTI-SPIN REAR DIFFERENTIAL , 52 GAL AFT
AXLE FUEL TANK , ROOF CLEARANCE LAMPS , POWER WINDOWS – MIRRORS – LOCKS , CRUISE
CONTROL , TILT STEERING WHEEL , DAY TIME RUNNING LAMPS , U-CONNECT HANDS FREE PHONE
CAPABILITY , DASH MTD AUX SWITCHES , FUEL LINE KIT .

YOUR COST : \$38,361.00

“ ITEMS INDICATED ARE RECOMMENDED FIOR YOUR APPLICATION “

DOWNGRADE TO 6.4L GAS ENGINE	#GAS < \$7,770 >
KEYLESS ENTRY	#GXM \$382
UPGRADE TO 4WD MODEL	#4WD \$3,617
ELECTRIC SHIFT TRANSFER CASE	#DK3 \$286
TRACTION TREAD TIRES	#TTT \$243
SKID PLATES & TOW HOOKS	#XEF \$145
BLACK OVAL CAB STEPS	#MRU \$495
INTEGRATED ELECTRIC BRAKE CONTROL	#XHC \$359
115 v / 400 watt DASH MTD P/OUTLET	#JKV \$197
220 AMP ALTERNATOR	#BAJ \$236
CARGO LAMP BACK OF CAB	#LPE \$94
REAR VIEW CAMERA KIT shpd loose for bdy co mtng	#XAC \$495
* POST PRODUCTION OPTIONS *	
DELIVERY TO YOUR LOCATION	#DLV \$300

TOTAL COST : \$37,440.00

COLOR : W7 WHITE TRIM # TXX8 BLACK / DIESEL GRAY VINYL

;

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 procure a 2021 Kubota L2501 HST Tractor for the Sewer Department; and the equipment is available for direct procurement through the Sourcewell Utility Tractors & Mowers Contract which has been nationally bid; and therefore, does not have to be let out for bid. The cost will be \$19,339.68.

Adopted on this 22nd day of March, 2021

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

City of Fairhope
Project Funding Request

Issuing Date: 3/10/2021

Please return this Routing Sheet to Treasurer by: ASAP

Project Name: Procurement of (1) one 2021 Kubota L2501 HST Tractor

Project Location: Wastewater Treatment Plant

Presented to City Council: 3/22/2021

Funding Request Sponsor: Jason Langley, Water & Sewer Superintendent
Sherry Sullivan, Mayor

Resolution #: MAR 12 '21 4:26
Approved _____
Changed _____
Rejected _____

Project Cash Requirement Requested:
Cost: \$ 19,339.68

Vendor: Baldwin Tractor & Equipment

Project Engineer: n/a

Order Date: n/a Lead Time: 12-14 weeks ARO

Department Funding This Project

General Gas Electric Water **Sewer** Gas Tax Cap Project Impact Health Fed Grant

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 Museum-70 Debt Service-85 Marina-34 Plan/Zone

Project will be:

Expensed _____
Capitalized XXX
Inventoried _____

Funding Source:

Operating Expenses _____
Budgeted Capital XXX
Unfunded _____

Expense Code: 004-16030
G/L Acct Name: Capital Purchases-Vehicles and Equipment

Grant: _____ Federal - not to exceed amount
_____ State
_____ City
\$0.00 Local

Project Budgeted: \$ 30,000.00
Balance Sheet Item-
Included in projected
cash flow _____

Over (Under) budget amount: \$ (10,660.32)

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

Comments:

Capital Lease: _____ - Payment _____ Term _____

City Council Prior Approval/Date? _____

Finance Manager

City Treasurer

Mayor

Purchasing Memo Date: 3/10/2021

Purchasing Memo Date: 3/10/2021

Delivered To Date: 3/10/2021

Request Approved Date: 3/10/2021

Request Approved Date: 3/10/2021

Approved Date: _____

Signatures:

Kim Creech

Mayor Sherry Sullivan



MEMO

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

Sherry Sullivan
Mayor

Date: **March 10, 2021**

Council Members:
Kevin G. Boone
Robert A. Brown
Jack Burrell, ACO
Jimmy Conyers
Corey Martin

Re: **Greensheet --CC Approval procurement of budgeted, over \$10,000, request for ONE (1) 2021 KUBOTA L2501 HST Tractor for Wastewater Department**

Lisa A. Hanks, MMC
City Clerk

The Water and Sewer Department Superintendent, Jason Langley, and the Superintendent of Utilities, Mayor Sherry Sullivan, are requesting procurement of ONE (1) KUBOTA L2501 HST. The proposed wastewater budgeted amount is \$30,000 . The best pricing is from the SOURCEWELL Utility Tractors & Mowers contract #06211, at a discount from retail of \$4,959.90.

Three quotes were obtained (see attached). The lowest quote is for **ONE (1)) 2021) KUBOTA L2501 HST**, and includes dealer assembly, pre-delivery inspection and delivery fees of \$1,754.58. The quote from **Baldwin Tractor & Equipment** through the SOURCEWELL contract, is **NINETEEN THOUSAND THREE HUNDRED THIRTY-NINE DOLLARS and SIXTY-EIGHT CENTS (\$19,339.68).**

NOTES: See Attached Vendor CUT-SHEET printout for details.
Delivery/pickup Approximately 12-14 weeks ARO

161 North Section
Street PO Drawer 429
Fairhope, Alabama
36533

Please compose a greensheet and place on the next available City Council Agenda this request to approve budgeted procurement for one (1)) 2021) KUBOTA L2501 HST from Baldwin Tractor & Equipment through the Sourcwell purchasing group, for the Wastewater Dept for \$ 19,339.68.

251-928-2136

251-928-6776 Fax
www.fairhopeal.gov

CC file, Jason Langley, Sherry Sullivan, Tim Bung

CITY OF FAIRHOPE PURCHASING DEPARTMENT REQUEST FORM

Name: Jason S Langley

Date: 3/6/2021

Department: Water & Sewer

ITEM OR SERVICE INFORMATION

1. What item or service do you need to purchase? Kubota L2501 HST
2. What is the total cost of the item or service? 1,9339.68
3. Where will the item or service be physically located? 555 S. Section Street
4. What is the primary function of the item or service? Wastewater Treatment Facility
5. How many do you need? One
6. Item or Service Is: New Used Replacement Annual Request
7. When do you anticipate implementation? Soon as possible
8. Additional Information or Comments: This Tractor is in the 2021 approved Budget. Will be used to handle sludge and general maintenance for the WWTP and system as needed. Replacing a 1980s model tractor.
9. Vendor Name: Baldwin Tractor Company
10. Vendor Number: Click or tap here to enter text.

BUDGET INFORMATION

1. Is it budgeted? Yes No Emergency Request
2. If budgeted, what is the budgeted amount? \$30,000.00
3. What is the Capital Project Name or Budget Code: 004-16300
4. Check any applicable boxes: State Contract ALDOT Purchasing Group
 Sole Source (Attach Sole Source Justification)

Email completed form with quotes and other supporting documentation to deedee.brandt@fairhopeal.gov and jennifer.bush@fairhopeal.gov.



Utility Tractors & Mowers - 062117
 CE and AG - 040319
 NJPA Arkansas 4600041718
 NJPA Delaware GSS-17673
 Nebraska 14777 (DC)
 Mississippi (CE Only) 820036654

L2501HST WEB QUOTE #1916370

Date: 2/23/2021 6:22:57 AM

- Customer Information -

Langley, Jason

City of Fairhope Utilities

jason.langley@fairhopeal.gov

251-928-8003

Quote Provided By
 BALDWIN TRACTOR & EQUIPMENT
 Blaine Price
 22463 STATE HWY. 59 S.
 ROBERTSDALE, AL 36567
 email: blaine@baldwintractor.com
 phone: 2519474171

- Standard Features -

- Custom Options -



L Series

L2501HST

*** EQUIPMENT IN STANDARD MACHINE ***

DIESEL ENGINE

Mdoel # D1703-M-DI-E4-LB1
 Direct Injection
 Mechanical Throttle
 3 Cyl. 100.47 cu. in.
 + 24.8 Gross Eng. HP
 + 23.9 Net Eng. HP
 + 19.0 PTO HP/HST
 @ 2200 Eng. rpm
 12V - 490 CCA Battery
 Charging Output 40 Amps

DASH INSTRUMENTS

Tachometer
 Fuel Gauge
 Temperature Gauge
 Hour Meter

HYDRAULICS

Open Center - Gear Type
 Tandem Pump
 5.2 gpm Remote/3 Pt. Hitch
 3.1 gpm for Power Steering
 8.3 Total gpm
 Cat I 3-point Hitch
 At lift Point 1918 lb.
 24" Behind 1389 lb.

FLUID CAPACITY

Fuel Tank 10.0 gal.
 Cooling System 6.3 qts.
 Crankcase 6.0 qts.
 Transmission and 6.2 gal.
 Hydraulics
 Front Axle 4.8 qts.

DIMENSIONS

Overall Height w/ROPS 91.7"
 Overall Length w/3pt 114.8" 4wd
 Wheel Base 63.3"
 Crop Clearance 13.6"

FRONT AXLE

Integral Power Steering
 Bevel Gear, 4WD
 Cast Iron
 Tread Spacing, Nonadjustable

POWER TAKE OFF

Live Continuous Running with
 Over-running Clutch
 540 Rear PTO - 1 Speed
 Speed - 540 @ 2106 Eng. Rpm/HST
 SAE Std 1 3/8" Six Spline

SAFETY EQUIPMENT

Foldable ROPS w/ Retractable Seat
 Belt
 PTO Shield
 Safety Start Switches
 Turn Signals / Hazard Lights
 Mechanical Wet Disc Brakes
 Parking Brakes
 SMV Sign
 Electric Key Shut-off
 Operator Presence Control System

DRIVE TRAIN

Hydrostatic Drive
 3 Speed L-M-H
 Multiple Wet Disc Brakes
 Clutch - Dry Type Single
 Stage
 Differential Lock
 Rear Axle - Spur Gear

OPERATOR STATION

Color Coded Controls
 Wide Platform Steps
 High Back Seat with Adjustable
 Suspension
 Tool Box
 Cup Holder
 Left Hand Fender Grip

SELECTED TIRES

FRONT - 27x8.50-15 R4 Titan Trac Loader TL
 REAR - 15-19.5 R4 Titan Trac Loader 3.6"offset

L2501HST Base Price: \$17,491.00

(1) 66" QUICK ATTACH SQUARE BACK BUCKET	\$633.00
L2256-66" QUICK ATTACH SQUARE BACK BUCKET	
(1) HEAVY DUTY FRONT LOADER W/2-LEVER STYLE COUPLER	\$4,421.00
LA525-HEAVY DUTY FRONT LOADER W/2-LEVER STYLE COUPLER	
Configured Price:	\$22,545.00
Sourcewell Discount:	(\$4,959.90)
SUBTOTAL:	\$17,585.10
Dealer Assembly:	\$304.58
Freight Cost:	\$600.00
PDI:	\$250.00
Dealer discount	(\$200.00)
Construction Attachment 48" Forks	\$800.00

Total Unit Price: \$19,339.68

Quantity Ordered: 1

Final Sales Price: \$19,339.68

**Purchase Order Must Reflect
 the Final Sales Price**

To order, place your Purchase Order directly with the quoting dealer

*All equipment specifications are as complete as possible as of the date on the quote. Additional attachments, options, or accessories may be added (or deleted) at the discounted price. All specifications and prices are subject to change. Taxes are not included. The PDI fees and freight for attachments and accessories quoted may have additional charges added by the delivering dealer. These charges will be billed separately. Prices for product quoted are good for 60 days from the date shown on the quote. All equipment as quoted is subject to availability.



JOHN DEERE

YOUR CONTRACT. YOUR QUOTE. YOUR HELP REQUESTED.

**Ensure your equipment arrives with no delay.
Issue your Purchase Order or Letter of Intent.**

To expedite the ordering process, please include the following information in Purchase Order or Letter of Intent:

For any questions, please contact:

- Shipping address
- Billing address
- Vendor: John Deere Company
- 2000 John Deere Run Cary,
NC 27513
- Contract name and/or number
- Signature
- Tax exempt certificate, if applicable

Tripp Blackmon

SunSouth LLC
14733 State Highway 59
Foley, AL 36535

Tel: 251-943-5091

Fax: 251-943-5093

Email: tblackmon@sunsouth.com

The John Deere Government Sales Team



JOHN DEERE

Selling Equipment

Quote Id: 23782410 Customer Name: CITY OF FAIRHOPE

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):
Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580; DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:
SunSouth LLC
14733 State Highway 59
Foley, AL 36535
251-943-5091
lblackmon@sunsouth.com

JOHN DEERE 3025E Compact Utility Tractor

Hours:	Suggested List *
Stock Number:	\$ 24,804.50
Contract: Sourcewell Grounds Maintenance 062117-DAC	Selling Price *
(PG NB CG 70)	\$ 20,339.69
Price Effective Date: March 2, 2021	

* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
1359LV	3025E Compact Utility Tractor	1	\$ 18,879.00	18.00	\$ 3,398.22	\$ 15,480.78	\$ 15,480.78
Standard Options - Per Unit							
0202	United States	1	\$ 0.00	18.00	\$ 0.00	\$ 0.00	\$ 0.00
0409	English Operator's Manual and Decal Kit	1	\$ 0.00	18.00	\$ 0.00	\$ 0.00	\$ 0.00
1701	Factory Installed Loader with Bucket	1	\$ 5,404.00	18.00	\$ 972.72	\$ 4,431.28	\$ 4,431.28
4061	Less iMatch™ Quick Hitch Category 1	1	\$ 0.00	18.00	\$ 0.00	\$ 0.00	\$ 0.00
4110	Draft Links - Flat Bar (Standard)	1	\$ 0.00	18.00	\$ 0.00	\$ 0.00	\$ 0.00
5210	15-19.5 6PR R4 Industrial	1	\$ 157.00	18.00	\$ 28.26	\$ 128.74	\$ 128.74
6210	25x8.50-14 6PR R4 Industrial	1	\$ 62.00	18.00	\$ 11.16	\$ 50.84	\$ 50.84
Standard Options Total			\$ 5,623.00		\$ 1,012.14	\$ 4,610.86	\$ 4,610.86
Dealer Attachments/Non-Contract/Open Market							
BW15073	Ballast Box	1	\$ 302.50	18.00	\$ 54.45	\$ 248.05	\$ 248.05
Dealer Attachments Total			\$ 302.50		\$ 54.45	\$ 248.05	\$ 248.05
Value Added Services							
	SunSouth Service Guarantee	1	\$ 0.00			\$ 0.00	\$ 0.00
Value Added Services Total			\$ 0.00			\$ 0.00	\$ 0.00
Total Selling Price			\$ 24,804.50		\$ 4,464.81	\$ 20,339.69	\$ 20,339.69

Frontier AP12F Fixed Pallet Fork for Current 200/300/400/500 Series Carrier



JOHN DEERE

Selling Equipment

Quote Id: 23782410 Customer Name: CITY OF FAIRHOPE

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):
Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580; DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:
SunSouth LLC
14733 State Highway 59
Foley, AL 36535
251-943-5091
lblackmon@sunsouth.com

Equipment Notes:							Suggested List *
Hours:							\$ 1,203.00
Stock Number:							Selling Price *
Contract: Sourcewell Grounds Maintenance 062117-DAC							\$ 986.46
(PG NB CG 70)							
Price Effective Date: March 2, 2021							
* Price per item - includes Fees and Non-contract items							
Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
2153XF	AP12F Fixed Pallet Fork for Current 200/300/400/500 Series Carrier	1	\$ 1,160.00	18.00	\$ 208.80	\$ 951.20	\$ 951.20
Standard Options - Per Unit							
1010	48 In. Pallet Tine	1	\$ 43.00	18.00	\$ 7.74	\$ 35.26	\$ 35.26
Standard Options Total			\$ 43.00		\$ 7.74	\$ 35.26	\$ 35.26
Total Selling Price			\$ 1,203.00		\$ 216.54	\$ 986.46	\$ 986.46



JOHN DEERE

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580; DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

SunSouth LLC
14733 State Highway 59
Foley, AL 36535
251-943-5091
lblackmon@sunsouth.com

Quote Summary

Prepared For:
CITY OF FAIRHOPE
161 N SECTION ST
FAIRHOPE, AL 36532

Delivering Dealer:
SunSouth LLC
Tripp Blackmon
14733 State Highway 59
Foley, AL 36535
Phone: 251-943-5091
tblackmon@sunsouth.com

Quote ID: 23782410
Created On: 03 March 2021
Last Modified On: 03 March 2021
Expiration Date: 02 April 2021

Equipment Summary	Suggested List	Selling Price	Qty	Extended
JOHN DEERE 3025E Compact Utility Tractor	\$ 24,804.50	\$ 20,339.69 X	1 =	\$ 20,339.69
SunSouth Service Guarantee		\$ 0.00 X	1 =	\$ 0.00
Contract: Sourcewell Grounds Maintenance 062117-DAC (PG NB CG 70)				
Price Effective Date: March 2, 2021				
Frontier AP12F Fixed Pallet Fork for Current 200/300/400/500 Series Carrier	\$ 1,203.00	\$ 986.46 X	1 =	\$ 986.46
Contract: Sourcewell Grounds Maintenance 062117-DAC (PG NB CG 70)				
Price Effective Date: March 2, 2021				
Equipment Total				\$ 21,326.15

* Includes Fees and Non-contract items

Quote Summary

Equipment Total	\$ 21,326.15
Trade In	
SubTotal	\$ 21,326.15
Est. Service Agreement Tax	\$ 0.00
Total	\$ 21,326.15
Down Payment	(0.00)
Rental Applied	(0.00)

Salesperson : X _____

Accepted By : X _____



JOHN DEERE

**ALL PURCHASE ORDERS MUST BE MADE OUT
TO (VENDOR):**

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580; DUNS#: 60-7690989

**ALL PURCHASE ORDERS MUST BE SENT
TO DELIVERING DEALER:**

SunSouth LLC
14733 State Highway 59
Foley, AL 36535
251-943-5091
lblackmon@sunsouth.com

Balance Due

\$ 21,326.15

Salesperson : X _____

Accepted By : X _____

Confidential

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 Three Chevrolet PPV Tahoes and One Silverado 1500 Truck for the Police Department; and the type of vehicle needed is on the Alabama State Department of Purchasing bid list and therefore does not have to be let out for bid; and

[2] The following is the Alabama State Department of Purchasing contract information:

Bid Number: T191L

2021 Chevrolet PPV Tahoe (2) **Cost is \$46,176.26 (each)**

2021 Chevrolet PPV Tahoe **Cost is \$44,442.97**

2021 Chevrolet Silverado 1500 Truck **Cost is \$38,468.10**

Total Delivered Cost with options for all Four Vehicles \$175,263.59

Adopted on this 22nd day of March, 2021

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

City of Fairhope
Project Funding Request

Issuing Date: 3/9/2021

Please return this Routing Sheet to Treasurer by: ASAP

MAR 10 '21 FWB:20

JAH

Project Name: Procurement of 3 Tahoes and 1 Silverado 1500 truck

Project Location: Police Department

Presented to City Council: 3/22/2021

Funding Request Sponsor: Stephanie Hollinghead, Chief of Police

Resolution # :
Approved _____
Changed _____
Rejected _____

Project Cash Requirement Requested:
Cost: \$ 175,263.59

Vendor: Donohoo Chevrolet

Project Engineer: n/a

Order Date: n/a Lead Time: 6 months ARO

Department Funding This Project

General Gas Electric Water Sewer Gas Tax Cap Project Impact Health Fed Grant

Department of General Fund Providing the Funding

Admin-10 Bldg-13 Fire-20 ECD-24 Rec-25 Civic-26 Street-35 Sanitation-40
Fac Maint-45 Golf-50 Golf Grounds-55 Museum-70 Debt Services-85 Marina-34 Plan/Zone

Project will be:

Expensed XXX
Capitalized XXX
Inventoried _____

Funding Source:

Operating Expenses _____
Budgeted Capital XXX
Unfunded _____

Expense Code: 001160-50470
G/L Acct Name: Capital Purchases - Vehicles and Equipment

Grant: _____ Federal - not to exceed amount
_____ State
_____ City
\$0.00 Local

Project Budgeted: \$ 208,722.69
Balance Sheet Item-
Included in projected
cash flow _____

Over (Under) budget amount: \$ (33,459.00)

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

Comments:

Capital Lease: _____ - Payment _____ Term _____

City Council Prior Approval/Date? _____

Finance Manager

City Treasurer

Mayor

Purchasing Memo Date: 3/3/2021

Purchasing Memo Date: 3/3/2021

Delivered To Date: 3/9/2021

Request Approved Date: 3/9/2021

Request Approved Date: 3/9/2021

Approved Date: _____

Signatures: *Jil Cabanis*
Jil Cabanis, MBA

Kim Creech
Kim Creech


Sherry Sullivan
Mayor Sherry Sullivan



MEMO

Sherry Sullivan
Mayor

To: Jill Cabaniss, Finance Manager
Kim Creech, Director of Treasury

From: 
Delores A Brandt, Purchasing Manager

Date: March 3, 2021

Council Members
Kevin G. Boone
Robert A. Brown
Jack Burrell, ACOMO
Jimmy Conyers
Corey Martin

Re: **Green Sheet – Council Approval of request for BUDGETED ITEM over \$10,000:
Procurement of 3 Tahoes and 1 Silverado 1500 Truck**

Lisa A. Hanks, MMC
City Clerk

The Police Department is requesting to purchase three (3) Tahoes and one (1) Silverado 1500 truck. The current cost summary for a Patrol Rated Police Tahoe PPV, 2-Wheel drive and for a Silverado SSV, 4-Wheel drive is attached. The best pricing is from the State of Alabama Bid Number T191L, including specifications and options determined by the Fairhope Police Department.

Kimberly Creech,
City Treasurer

- **Two (2) each**, Chevrolet Tahoe, Vehicle, Full-Size SUV, Law Enforcement, 2-Wheel Drive (Police Rated) delivered cost with options **per unit is: Forty-Six Thousand One Hundred Seventy-Six Dollars and Twenty-Six cents, (\$46,176.26);**
- **One (1)**, Chevrolet Tahoe, Vehicle, Full-Size SUV, Law Enforcement, 2-Wheel Drive (Police Rated) delivered cost with options **per unit is: Forty-Four Thousand Four Hundred Forty-Two Dollars and Ninety-Seven cents, (\$44,442.97);**
- **One (1) each**, Chevrolet Silverado 1500 Vehicle, Full-Size Truck, Law Enforcement, 4-Wheel Drive delivered cost with options **per unit is: Thirty-Eight Thousand Four Hundred Sixty-Eight Dollars and Ten cents, (\$38,468.10)**

For a total cost for the four units of **One Hundred Seventy-Five Thousand Two Hundred Sixty-three Dollars and Fifty-Nine Cents (\$175,263.59)**. The State contract vendor is Donohoo Chevrolet of Fort Payne, AL.

NOTES:

See Attached Vendor CUT-SHEET from AL State Contract T191 L for details.

- Delivery Approximately 6 months ARO

161 North Section
Street PO Drawer 429
Fairhope, Alabama
36533

Please compose a greensheet and place on the next available City Council Agenda this request to approve this procurement for the Fairhope Police Department of four Police Units: (3) Chevrolet PPV Tahoes and (1) Chevrolet Silverado for a total of \$175,263.59 from Donohoo Chevrolet.

251-928-2136
251-928-6776 Fax
www.fairhopeal.gov

CC: file; T. Hoskins; D. White



Fairhope Police Department

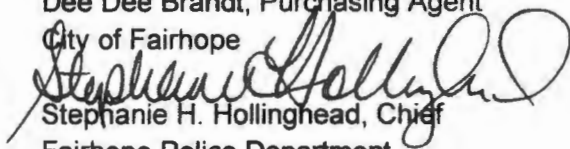
Stephanie H. Hollinghead
Chief of Police

"On Beautiful Mobile Bay"

107 N. Section St.
Fairhope, AL 36532
(251) 928-2385
Fax (251) 990-0158

DATE: March 2, 2021

TO: Dee Dee Brandt, Purchasing Agent
City of Fairhope

FROM: 
Stephanie H. Hollinghead, Chief
Fairhope Police Department

SUBJECT: Three 2021 Tahoes and One 2021 Silverado – Vehicles, Equipment, and Installation

Please find attached pricing information from Donohoo Chevrolet for the purchase of three (3) 2021 Tahoes and one (1) 2021 Silverado 1500, along with equipment and installation. The vehicles are listed under Alabama State Law Enforcement contract #T191L. The equipment and installation are also included under contract #T191L as miscellaneous parts, options, and accessories. The pricing information is as follows:

ITEM	QUANTITY	COST	TOTAL
2021 Tahoe	3	\$ 33,563.00	\$ 100,689.00
Optional Equipment	2	\$ 1,857.26	\$ 3,714.52
Optional Equipment	1	\$ 898.97	\$ 898.97
Equipment & Lighting Package	2	\$ 10,225.00	\$ 20,450.00
Equipment & Lighting Package	1	\$ 9,450.00	\$ 9,450.00
Delivery Fee	3	\$ 531.00	\$ 1,593.00
			\$ 136,795.49

ITEM	QUANTITY	COST	TOTAL
2021 Silverado 1500	1	\$ 28,698.00	\$ 28,698.00
Optional Equipment	1	\$ 3,819.10	\$ 3,819.10
Equipment & Lighting Package	1	\$ 5,420.00	\$ 5,420.00
Delivery Fee	1	\$ 531.00	\$ 531.00
			\$ 38,468.10

The purchase of these vehicles were previously approved in the 2021 budget in the total amount of \$208,722.59, which includes all equipment and installation. This purchase from Donohoo Chevrolet for the 3 Tahoes and 1 Silverado amounts to \$175,263.59. An additional \$16,962.00 will be used to purchase equipment not provided by Donohoo (Radar, Camera, and Cradle Point) for a complete total of \$192,225.59, which brings us under budget by \$16,497.00 for the purchase of four (4) vehicles, equipment, and installation.

Please prepare the necessary paperwork for this item to be placed on the next City Council agenda. Let me know if you need additional paperwork or have any questions.

SHH/tdh

CITY OF FAIRHOPE PURCHASING DEPARTMENT REQUEST FORM

Name: Chief Stephanie Hollinghead

Date: 03/02/2021

Department: Police Department

ITEM OR SERVICE INFORMATION

1. **What item or service do you need to purchase?** 3 Chevy Tahoes & 1 Silverado 1500
2. **What is the total cost of the item or service?** \$175,263.59
3. **Where will the item or service be physically located?** Police Department
4. **What is the primary function of the item or service?** Patrol the City of Fairhope
5. **How many do you need?** Three (1) Tahoes and One (1) Silverado 1500
6. **Item or Service Is:** New Used Replacement Annual Request
7. **When do you anticipate implementation?** 09/01/2021
8. **Additional Information or Comments:**

BUDGET INFORMATION

1. **Is it budgeted?** Yes No Emergency Request
2. **If budgeted, what is the budgeted amount?** \$208,722.59
3. **What is the Capital Project Name or Operating Budget Code:** 50470 – Purchases of Vehicles and Equipment
4. **Check any applicable boxes:** State Contract ALDOT Purchasing Group
 Sole Source (Attach Sole Source Justification)

Email completed form with quotes or other supporting documentation to deedee.brandt@fairhopeal.gov and jennifer.bush@fairhopeal.gov.

PURCHASING USE ONLY

Vendor Name: Donohoo Chevrolet

Vendor Number: 3001

Current Business License: Yes No

**FAIRHOPE POLICE DEPARTMENT
CHEVY TAHOES
2021 STATE BID WORKSHEET**

Contract: T191L
State Bid Contract & Line#: Line #1 Donohoo Chevrolet 9921*43 VC000049701

	EACH	Qty	TOTAL
BID PURCHASE PRICE:	\$33,563.00	3	\$100,689.00

STANDARD EQUIPMENT:

Vehicle, full size SUV, Law Enforcement, 2 Wheel Drive (Patrol Related)
5.3L ECOTEC V8 with Active Fuel Management
10 Speed Automatic Transmission with Rear Axle, 3.23 Rotation
Heavy Duty Police rated suspension
AM/FM Radio
Full size spare tire
Interior: Jet Black
Exterior: Black

OPTIONAL EQUIPMENT:

Code:

GBA	Black Exterior	\$0.00	3	\$0.00
9C1	Identifier for Police Vehicle	\$0.00	3	\$0.00
6J3	Wiring, Grille Lamps and Siren Speakers	\$83.72	3	\$251.16
ATD	Seat Delete Third Row Passenger	\$0.00	3	\$0.00
6C7	Lighting, Red, and White Front Aux Dome	\$154.70	3	\$464.10
9U3	Driver/Passenger Front Seats in Cloth	\$0.00	3	\$0.00
6J4	Wiring, horn and siren circuit	\$50.05	3	\$150.15
6J7	Flasher System, headlamp & taillamp	\$45.50	3	\$136.50
6N5	Switches rear windows inoperative	\$51.87	2	\$103.74
6N6	Door locks and handles in rear inoperative	\$56.42	2	\$112.84
VPV	Ship thru	\$125.00	3	\$375.00
ARG	Whelen Argos Spotlight with flood	\$850.00	2	\$1,700.00
	Extra Key Programmed			
	Extra Fob Programmed	\$440.00	3	<u>\$1,320.00</u>
SUBTOTAL FOR OPTIONS:				\$4,613.49
	Complete Equipment & Lighting Package	\$10,225.00	2	\$20,450.00
	Complete Equipment & Lighting Package	\$9,450.00	1	\$9,450.00
	Delivery Fee	\$531.00	3	<u>\$1,593.00</u>
SUBTOTAL FOR OPTIONS:				\$31,493.00

TOTAL PURCHASE PRICE FROM DONOHO:

\$136,795.49

ADDITIONAL EQUIPMENT NEEDED FOR PATROL UNIT:

Radar - MPH Industries	\$1,266.00	2	\$2,532.00
In-Car Camera - Watchguard	\$5,005.00	2	\$10,010.00
Cradle Point	\$1,105.00	3	\$3,315.00
Mobile Radio- Motorola	\$3,596.33	0	\$0.00

\$15,857.00

TOTAL FOR FULLY EQUIPPED PATROL UNIT

\$152,652.49



Donohoo Chevrolet, LLC

Jake Harris | (256) 273-4889 | jharris@donohoochevrolet.com

City of Fairhope

Prepared For: DJ White

(251) 408-7879

donald.white@cofairhope.com

2021 Tahoe PPV 2WD for City of Fairhope

Selected Model and Options

MODEL

CODE	MODEL	Invoice
CC10706	2021 Chevrolet Tahoe 2WD 4dr Commercial	

COLORS

CODE	DESCRIPTION
GAZ	Summit White

OPTIONS

(† Denotes a Custom Equipment Option)

CODE	DESCRIPTION	Invoice
Z56	Suspension Package, heavy-duty, police-rated Full independent suspension with monotube dampers, linear coil springs, 35mm solid front stabilizer bar and 32mm hollow rear stabilizer bar (Included and only available with (9C1) Police Vehicle.)	Inc.
FE9	Emissions, Federal requirements	\$0.00
L84	Engine, 5.3L EcoTec3 V8 with Dynamic Fuel Management, Direct Injection and Variable Valve Timing, includes aluminum block construction (355 hp [265 kW] @ 5600 rpm, 383 lb-ft of torque [518 Nm] @ 4100 rpm) (STD)	\$0.00
MQC	Transmission, 10-speed automatic electronically controlled with overdrive, includes Traction Select System including tow/haul (STD)	\$0.00
C5Z	GVWR, 7200 lbs (3266 kg) (Included and only available with (9C1) Police Package, 2WD model only.)	Inc.
GU5	Rear axle, 3.23 ratio	\$0.00
1FL	Commercial Preferred Equipment Group includes standard equipment	\$0.00
PXT	Wheels, 20" x 9" (50.8 cm x 22.9 cm) steel (Included and only available with (9C1) Police Vehicle.)	Inc.



Donohoo Chevrolet, LLC

Jake Harris | (256) 273-4889 | jharris@donohoochevrolet.com

Vehicle: [Fleet] 2021 Chevrolet Tahoe (CC10706) 2WD 4dr Commercial (Complete)

OPTIONS

([†] Denotes a Custom Equipment Option)

CODE	DESCRIPTION	Invoice
XCS	Tires, 275/55R20SL all-season, blackwall, Firestone Firehawk Pursuit (Included and only available with (9C1) Police Vehicle.)	Inc.
GAZ	Summit White	\$0.00
AZ3	Seats, front 40/20/40 split-bench (STD)	\$0.00
H1T	Jet Black, cloth seat trim (Requires (9C1) Police Vehicle.)	\$0.00
IOR	Audio system, Chevrolet Infotainment 3 system, 8" diagonal color touchscreen AM/FM stereo. Additional features for compatible phones include: Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Apple CarPlay and Android Auto capable. (STD)	\$0.00
9C1	Identifier for Police Package Vehicle includes. (K47) heavy-duty air filter, (KX4) 250 amp high output alternator, (K6K) 760 cold-cranking amps auxiliary battery, electrical power & vehicle signals for customer connection located at the center front floor. Auxiliary battery circuit for customer connection located in the rear cargo area, (Z56) heavy-duty, police-rated suspension, (XCS) 275/55R20SL all-season tires, (RAV) P275/55R20 all-season spare tire, Police brakes, (RC1) front skid plate, (PXT) 20" steel wheels, Certified speedometer, SEO (5J3) Surveillance Mode interior lighting calibration, SEO (UT7) blunt cut cargo area and blunt cut console area ground wires, (V53) delete luggage rack side rails, (ATD) third row seat delete, (NP0) active single-speed transfer case (4WD only).	Inc.
V03	Cooling system, extra capacity (Included and only available with (9C1) Police Vehicle or (NHT) Max Trailing Package. Not included when (LM2) Duramax 3.0L Turbo-Diesel I6 engine is ordered.)	Inc.
K6K	Battery, auxiliary, 760 cold-cranking amps with 70 amp hour rating (packaged behind left rear cargo area panel) (Included and only available with (9C1) Police Vehicle.)	Inc.
K3W	Battery, 900 cold-cranking amps with 95 amp hour rating (Included and only available with (9C1) Police Vehicle.)	Inc.
KX4	Alternator, 220 amps (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	Inc.
RC1	Skid plate, front (Included and only available with (9C1) Police Vehicle.)	Inc.
J55	Brake system, heavy duty with front Brembo calipers and 16" front rotors (Included and only available with (9C1) Police Vehicle.)	Inc.
—	Capless Fuel Fill (Included and only available with (9C1) Police Vehicle.)	Inc.
RNQ	Wheel, full-size spare, matching 20" (50.8 cm) steel wheel without center cap (Included and only available with (9C1) Police Vehicle.)	Inc.
RAV	Tire, spare P275/55R20 all-season, blackwall, Firestone Firehawk Pursuit (Included and only available with (9C1) Police Vehicle.)	Inc.
WUA	Fascia, front high-approach angle (Included and only available with (9C1) Police Vehicle.)	Inc.
V53	Luggage rack side rails, delete (Included with (9C1) Police Vehicle.) *CREDIT*	Inc.

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Data Version: 12090. Data Updated: Oct 14, 2020 12:07:00 AM PDT.



Donohoo Chevrolet, LLC

Jake Harris | (256) 273-4889 | jharris@donohoochevrolet.com

Vehicle: [Fleet] 2021 Chevrolet Tahoe (CC10706) 2WD 4dr Commercial (Complete)

OPTIONS

(† Denotes a Custom Equipment Option)

CODE	DESCRIPTION	Invoice
—	Exterior ornamentation delete (front & rear Chevrolet bowties will remain) (Included and only available with (9C1) Police Vehicle.)	Inc.
ATD	Seat delete, third row passenger (Deletes rear storage compartment.) *CREDIT*	Inc.
VZ2	Speedometer calibration (Included and only available with (9C1) Police Vehicle.)	Inc.
—	Instrumentation, analog with certified 140 mph speedometer, odometer with trip odometer, engine hour meter, fuel level, voltmeter, engine temperature, oil pressure and tachometer (Included and only available with (9C1) Police Vehicle.)	Inc.
AX2	Key, unique (Included and only available with (9C1) Police Vehicle.)	Inc.
—	Theft-deterrent system, vehicle, PASS-Key III (Included and only available with (9C1) Police Vehicle.)	Inc.
—	Power supply, 50-amp, power supply, auxiliary battery passenger compartment wiring harness (Included and only available with (9C1) Police Vehicle.)	Inc.
—	Power supply, 100-amp, auxiliary battery, rear electrical center (Included and only available with (9C1) Police Vehicle.)	Inc.
—	Power supply, 120-amp, (4) 30-amp circuit, Primary battery relay controlled, passenger compartment harness wiring (Included and only available with (9C1) Police Vehicle.)	Inc.
—	Seat belts, 3-point, all seating positions (Included and only available with (9C1) Police Vehicle.)	Inc.
—	Lane Keep Assist Delete	Inc.
VXT	Incomplete vehicle (Included and only available with (9C1) Police Vehicle. Included and only available with (ATZ) rear seat delete.)	Inc.
—	Protected idle allows vehicle engine to remain idling and vehicle immobilized while FOB is outside vehicle (Included and only available (9C1) Police Vehicle.)	Inc.
5J3	Calibration, Surveillance Mode interior lighting (Included and only available with (9C1) Police Vehicle.)	Inc.
5J9	Calibration taillamp flasher, Red/White (Included and only available with SEO (6J7) headlamp and taillamp flasher system. Requires (9C1) Police Vehicle.)	Inc.
5LO	Calibration taillamp flasher, Red/Red (Included and only available with SEO (6J7) headlamp and taillamp flasher system. Requires (9C1) Police Vehicle.)	Inc.
5T5	Seats, front cloth and second row vinyl (Not available with (A50) front bucket seats.)	\$0.00
5Y1	Front center seat (20% seat) delete power driver and passenger bucket seats in base cloth trim. Derived from RPO (AZ3) 40/20/40 split-bench seat with the 20% section removed, which also removes the auxiliary power outlet, USB port and input jack for audio system. Does not include a floor console. All exposed floor area will remain untrimmed. (Requires (B65) Black rubberized vinyl floor covering. Not available with (A50) front bucket seats or (B30) color-keyed carpeting floor covering.)	\$0.00

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Donohoo Chevrolet, LLC

Jake Harris | (256) 273-4889 | jharris@donohoochevrolet.com

Vehicle: [Fleet] 2021 Chevrolet Tahoe (CC10706) 2WD 4dr Commercial (Complete)


OPTIONS

(† Denotes a Custom Equipment Option)

CODE	DESCRIPTION	Invoice
6C7	Lighting, red and white front auxiliary dome Red and white LED auxiliary dome lamp is located on headliner between front row seats. The auxiliary lamp is wired independently from standard dome lamp (Requires (9C1) Police Vehicle.)	\$154.70
6J3	Wiring, grille lamps and siren speakers (Requires (9C1) Police Vehicle.)	\$83.72
6J4	Wiring, horn and siren circuit (Requires (9C1) Police Vehicle.)	\$50.05
6J7	Flasher system, headlamp and taillamp, DRL compatible with control wire (Requires (9C1) Police Vehicle. Includes SEO (5J9) taillamp flasher calibration, Red/White and SEO (5LO) taillamp flasher calibration, Red/Red.)	\$45.50
6N5	Switches, rear window inoperative (rear windows can only operate from driver's position.) (Requires (9C1) Police Vehicle.)	\$51.87
6N6	Door locks and handles, inside rear doors inoperative (door can only be opened from outside) (Requires (9C1) Police Vehicle.)	\$56.42
AAC	Parts shipped loose (Included and only available with (5Y1) front center seat (20% seat) delete.)	Inc.
T66	Wiring provision, for outside mirrors and cargo side mirrors (Included and only available with (9C1) Police Vehicle.)	Inc.
UT7	Ground wires, blunt cut cargo area and blunt cut console area (Included and only available with (9C1) Police Vehicle.)	Inc.
VPV	Ship Thru, Produced in Arlington Assembly and shipped to Kerr Industries and onto Arlington Assembly (Requires a Fleet or Government order type.) (Included with SEO (6C7) red and white front auxiliary dome lighting, SEO (6N6) door locks and handles, SEO (7X2) left- and right-hand spotlamps, SEO (7X3) left-hand spotlamp, SEO (T53) alternate flashing Red & Blue rear compartment lid warning lamps, SEO (UN9) Radio Suppression Package, SEO (6J3) grille lamps and siren speakers wiring, SEO (6J4) horn and siren circuit wiring and SEO (WX7) auxiliary speaker wiring.)	\$125.00
ARG†	Whelen Agres Spotlight w/ Flood†	\$850.00
Options Total		\$1,417.26

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PART NUMBER	DESCRIPTION	LOCATION	Net	TOTALS	QTY
ENFWB00EP8	NFORCE INTERIOR VISOR BAR (BLUE/WHITE)	VISOR BAR	\$652.58	\$652.58	1.00
EMPS25TS4E	mpower* 4 Fascia Light w/ Stud Mount 18" hard wire w/ sym option SAE Class J & CA Title 19, 9-32 Vdr. Black Housing, 12 LED, Dual Color - Blue/White	2 IN GRILLE & 4 IN FOG LAMPS	\$81.99	\$491.57	6.00
TFOGBKT	TAHOE FOG LAMP BRACKET	FOG LAMPS	\$22.00	\$22.00	1.00
EMPS25TS4E	mpower* 4 Fascia Light w/ Stud Mount 18" hard wire w/ sym option SAE Class J & CA Title 19, 9-32 Vdr. Black Housing, 12 LED, Dual Color - Blue/White	ROCKER PANELS (2 PER SIDE)	\$81.99	\$327.71	4.00
RBBKT	RUNNING BOARD S BRACKET	ROCKER PANELS (2 PER SIDE)	\$9.35	\$37.40	4.00
EMPS25TS4E	mpower* 4 Fascia Light w/ Stud Mount 18" hard wire w/ sym option SAE Class J & CA Title 19, 9-32 Vdr. Black Housing, 12 LED, Dual Color - Blue/White	REAR QUARTER GLASS (2 PER SIDE)	\$81.99	\$327.71	4.00
PMPZWSDOB	Dual Window Shroud Kit for 4 Light w/ Stud Mount - Black	REAR QUARTER GLASS	\$10.45	\$20.90	2.00
EMFTCDXL208	NFORCE REAR TRAFFIC STRIP (BLUE/AMBER)	REAR CARGO ROOF	\$569.32	\$569.32	1.00
ELUC3H010E	UNDERCOVER INSERTS - BLUE/WHITE	REVERSE LIGHTS	\$58.52	\$117.04	2.00
EMPS2QM5SRBW	mpower* 4 Fascia Light w/ Stud Mount 18" hard wire w/ sym option SAE Class J & CA Title 19, 9-32 Vdr. Black Housing, 18 LED, Tri-color - Red/Blue/White	REAR D PILLAR & BUMPER	\$90.71	\$362.82	4.00
ECVDMLTST2	Interior Cargo/Dome Light, Flush Surface Mount 7" x 3" White LEDs w/ Toggle Switch	REAR CARGO ROOF & REAR HATCH	\$27.32	\$54.65	2.00
ETSS100J5	100 Series Composite Speaker w/ Universal Ball Bracket 100 watt	IN FRONT OF HEAT SHIELD	\$127.80	\$127.80	1.00
C-V5-1012-TAH-W	HAVIS WIDE BODY CONSOLE	CENTER OF FRONT SEATS	\$478.50	\$478.50	1.00
C-ARM-102	EXTERNAL SIDE MOUNTED ARM REST	CONSOLE	\$50.80	\$101.79	2.00
CUP2-1001	HAVIS SELF ADJUSTING DOUBLE CUP HOLDER	CONSOLE	\$42.90	\$42.90	1.00
C-HDM-204	TELESCOPING MOUNT	CONSOLE	\$126.50	\$126.50	1.00
UT-1004	UNIVERSAL LAPTOP MOUNT	CONSOLE	\$209.00	\$209.00	1.00
C-MD-112	SLIDE OUT LOCKING SWING ARM	CONSOLE	\$226.60	\$226.60	1.00
C-AP-0325	3" ACCESSORY POCKET, 2.5" DEEP	CONSOLE	\$33.00	\$33.00	1.00
14.0553	SHO ME ACCESSORY PLUG	CONSOLE	\$18.70	\$18.70	1.00
VHPM-8PJ	LEM BROTHER POCKETJET HEADREST PRINTER MOUNT	PASSENGER SEAT HEADREST	\$186.95	\$186.95	1.00
BPCON	BLUEPRINT ELECTRONICS PLATE	BOTTOM OF CONSOLE	\$440.00	\$440.00	1.00
ENGCCD1249	100 AMP CENTRAL CONTROLLER	IN CONSOLE	\$231.23	\$231.23	1.00
ENGNK01	CENTRAL CONTROLLER HARNESS KIT	CENTRAL CONTROLLER	\$99.00	\$99.00	1.00
ENGCPI8001	REMOTE CONTROL PANEL	DN CONSOLE	\$103.46	\$103.46	1.00
ENGNDO4101	REMOTE NODE	UNDER HOOD & BESIDE REAR POWER PANEL	\$129.95	\$259.91	2.00
ENGNK02	REMOTE NODE HARNESS KIT	REMOTE NODE	\$99.00	\$198.00	2.00
ENGA07152	BLUEPRINT 4B2 200W AMPLIFIER/SWITCH	ELECTRONICS PLATE	\$244.30	\$244.30	1.00
ENGLNK004	bluePRINT Link Module for Chevrolet Express & GMC Savana Vans 2009-2017 Tahoe (2014-2017); Silverado & Sierra Pickup Truck (2014-2017); Suburban & Yukon (2015-2017)	SERIAL DATA PORT	\$216.48	\$216.48	1.00
ENGSYMD01	bluePRINT Sync Module	IN CONSOLE	\$199.65	\$199.65	1.00
MMSU-1	MAGNETIC MIC CLIP	ON CONSOLE	\$28.88	\$57.75	2.00
MMSUBKT	MAGNETIC MIC BRACKET (SET OF 2)	ON CONSOLE	\$16.50	\$16.50	1.00
SHD281	H-PM Series MANT/MIDI Fused Power Distribution Block with Satin Chrome Finish (2) 100A FUSES AND (2) 30A FUSES	UNDER HOOD	\$55.00	\$55.00	1.00
RADIO PREWIRE	16GA RED AND BLACK RAN TO ELECTRONICS PLATE FOR RADIO INSTALLATION		\$0.00	\$0.00	1.00
35-10065	WESTIN DEFENDER FRONT PARTITION	BEHIND FRONT SEATS	\$858.00	\$858.00	1.00
35-12065	WESTIN DEFENDER REAR PARTITION	BEHIND SECOND ROW SEAT	\$357.50	\$357.50	1.00
GK10942UHKSSCAXL	SETINA DUAL T RAIL W/2 UNIVERSAL XL LOCKS H/C KEY OVERRIDE		\$350.90	\$350.90	1.00
RADAR INSTALL	INSTALLATION OF RADAR IN VEHICLE		-	-	1.00
RADIO INSTALL	INSTALLATION OF RADIO IN VEHICLE		-	-	1.00
			TOTAL PARTS	\$8,222.91	95.00
			SHOP SUPPLIES	\$122.09	
			FREIGHT:	\$350.00	
			LABOR HOURS:	34.00	\$1,530.00
			TOTAL:	\$10,225.00	
VEHICLE TYPE/QTY:	2021 TAHOE - SUCTOP PATROL				
CUSTOMER:	CITY OF FAIRHOPE				



Donohoo Chevrolet, LLC

Jake Harris | (256) 273-4889 | jharris@donohoochevrolet.com

Vehicle: [Fleet] 2021 Chevrolet Tahoe (CC10706) 2WD 4dr Commercial (Complete)

Price Summary

PRICE SUMMARY

T191L

Invoice

Base Price	\$33,563.00
Total Options	\$1,417.26
BluePRINT Slicktop Patrol Package	\$10,225.00
2 Extra Keys/Fobs	\$440.00
Delivery	\$531.00
Grand Total	\$46,176.26

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Data Version: 12090. Data Updated Oct 14, 2020 12:07:00 AM PDT.



Donohoo Chevrolet, LLC

Jake Harris | (256) 273-4889 | jharris@donohoochevrolet.com

Vehicle: [Fleet] 2021 Chevrolet Tahoe (CC10706) 2WD 4dr Commercial (Complete)

Standard Equipment

Mechanical

Engine, 5.3L EcoTec3 V8 with Dynamic Fuel Management, Direct Injection and Variable Valve Timing, includes aluminum block construction (355 hp [265 kW] @ 5600 rpm, 383 lb-ft of torque [518 Nm] @ 4100 rpm) (STD)

Transmission, 10-speed automatic electronically controlled with overdrive, includes Traction Select System including tow/haul (STD)

Rear axle, 3.23 ratio

Suspension Package, Premium Smooth Ride (STD)

GVWR, 7400 lbs. (3357 kg) (2WD models only.) (STD)

Automatic Stop/Start (Not available with (9C1) Police Vehicle.)

Engine control, stop/start system disable button, non-latching

Engine air filtration monitor

Fuel, gasoline, E15

Differential, mechanical limited-slip

Rear wheel drive

Air filter, heavy-duty

Cooling, external engine oil cooler, heavy-duty air-to-oil integral to driver side of radiator

Cooling, auxiliary transmission oil cooler, heavy-duty air-to-oil

Battery, 800 cold-cranking amps with 80 amp hour rating

Alternator, 220 amps

Trailer equipment includes trailering hitch platform, 7-wire harness with independent fused trailering circuits mated to a 7-way connector and 2" trailering receiver

Trailer sway control

Hitch Guidance

Suspension, front coil-over-shock with stabilizer bar

Suspension, rear multi-link with coil springs

Steering, power

Brakes, 4-wheel antilock, 4-wheel disc with DURALIFE rotors

Exhaust, single system, single-outlet

Mechanical Jack with tools

Exterior

Wheels, 18" x 8.5" (45.7 cm x 21.6 cm) Bright Silver painted aluminum (STD)

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Data Version: 12090. Data Updated Oct 14, 2020 12:07:00 AM PDT.



Donohoo Chevrolet, LLC

Jake Harris | (256) 273-4889 | jharris@donohoochevrolet.com

Vehicle: [Fleet] 2021 Chevrolet Tahoe (CC10706) 2WD 4dr Commercial (Complete)

Exterior

Tires, 265/65R18SL all-season, blackwall (Standard with (PZX) 18" Bright Silver painted aluminum wheels only.) (STD)

Wheel, full-size spare, 17" (43.2 cm) steel

Tire, spare P265/70R17 all-season, blackwall

Tire carrier, lockable outside spare, winch-type mounted under frame at rear

Active aero shutters, upper

Fascia, front

Luggage rack side rails, roof-mounted, Black

Assist steps, Black with chrome accent strip

Headlamps, LED

Lamps, stop and tail, LED

Mirrors, outside heated power-adjustable, manual-folding, body-color

Mirror caps, body-color

Glass, deep-tinted (all windows, except light-tinted glass on windshield and driver- and front passenger-side glass)

Glass, acoustic, laminated

Glass, windshield shade band

Windshield, solar absorbing

Wipers, front intermittent, Rainsense

Wiper, rear intermittent with washer

Door handles, body-color

Liftgate, rear manual

Entertainment

Audio system, Chevrolet Infotainment 3 system, 8" diagonal color touchscreen AM/FM stereo. Additional features for compatible phones include: Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Apple CarPlay and Android Auto capable. (STD)

Audio system feature, 6-speaker system

SiriusXM Radio delete

Infotainment display, 8" diagonal touchscreen

Bluetooth for phone personal cell phone connectivity to vehicle audio system

Wireless Apple CarPlay/Wireless Android Auto

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Vehicle: [Fleet] 2021 Chevrolet Tahoe (CC10706) 2WD 4dr Commercial (Complete)

Entertainment

4G LTE Wi-Fi Hotspot capable (Standard with (UE1) OnStar only. Terms and limitations apply. See onstar.com or dealer for details.)

Interior

Seats, front 40/20/40 split-bench (Not available with (D07) center floor console and (USR) USB data ports.) (STD)

Keyless start, push button

Seat adjusters, 8-way power includes 6-way power front passenger seat with 2-way power lumbar

Seat adjusters, 10-way power includes 8-way power driver seat with 2-way power lumbar

Seats, second row 60/40 split-folding bench, manual

Seats, third row 60/40 split-folding bench, manual (Not available with (9C1) Police Vehicle.)

Floor covering, Black rubberized vinyl (Deleted when (B30) floor covering is ordered.)

Electronic Precision Shift

Steering column, lock control, electrical

Steering column, manual tilt and telescopic

Steering wheel, urethane

Steering wheel controls, mounted audio, Driver Information Center, cruise control and Forward Collision Alert following gap button (if equipped) (left backside Seek/Scan steering wheel radio buttons are inoperable; these 2 buttons can be repurposed for aftermarket emergency equipment)

Driver Information Center, 4.2" diagonal color display includes driver personalization

Rear Seat Reminder

Door locks, power programmable with lockout protection and delayed locking (When ordered with (9C1) Police Vehicle or (5W4) Special Service Vehicle, Auto Lockout is disabled on driver door.)

Keyless Open includes extended range Remote Keyless Entry

Cruise control, electronic with set and resume speed

Theft-deterrent system, content, electrical, unauthorized entry

USB charging-only ports, 4, (2) located on rear of center console and (2) in 3rd row (1 left and 1 right side below quarter glass side window) (When ordered with (9C1) Police Vehicle, (2) type-C ports are moved to the rear of center seat base and (2) type-C are moved to the cargo area. Deleted when (A50) front bucket seats are ordered.)

Window, power with driver Express-Up/Down

Window, power with front passenger Express-Up/Down

Windows, power with rear Express-Down

Air conditioning, tri-zone automatic climate control with individual climate settings for driver, right front passenger and rear seat occupants

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Vehicle: [Fleet] 2021 Chevrolet Tahoe (CC10706) 2WD 4dr Commercial (Complete)

Interior

Air conditioning, rear

Defogger, rear-window electric

Power outlets, 2, 120-volt, located on the rear of the center seat and rear cargo area

Power outlet, front auxiliary, 12-volt, located in the center stack of instrument panel

Mirror, inside rearview manual day/night

Visors, driver and front passenger illuminated vanity mirrors, sliding

Assist handles, overhead, driver and front passenger, located in headliner

Assist handles, front passenger A-pillar and second row outboard B-pillar (Deleted when SEO (7X2) left- and right-hand spotlamps or SEO (7X3) left-hand spotlight are ordered.)

Lighting, interior with dome light, driver- and passenger-side door switch with delayed entry feature, cargo lights, door handle or Remote Keyless Entry-activated illuminated entry and map lights in front and second seat positions. On Police/Special Service vehicles, the control switch is located in the roof console in lieu of the driver - and passenger-side door switch with delayed entry feature.

Cargo management system

Chevrolet Connected Access capable (Subject to terms. See onstar.com or dealer for details.)

Safety-Mechanical

Automatic Emergency Braking

Hill Start Assist

StabiliTrak, stability control system with brake assist, includes traction control

Safety-Exterior

Daytime Running Lamps, reduced intensity low beam

Safety-Interior

Teen Driver a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to help encourage safe driving behavior. It can limit certain available vehicle features, and it prevents certain safety systems from being turned off. An invehicle report card gives you information on driving habits and helps you to continue to coach your new driver

Airbags, Frontal airbags for driver and front outboard passenger; Seat-mounted side-impact airbags for driver and front outboard passenger; Head-curtain airbags for all rows in outboard seating positions (Included and only available with (9C1) Police Vehicle. Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

Front outboard Passenger Sensing System for frontal outboard passenger airbag (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

OnStar and Chevrolet connected services capable (Terms and limitations apply. See onstar.com or dealer for details.)

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Vehicle: [Fleet] 2021 Chevrolet Tahoe (CC10706) 2WD 4dr Commercial (Complete)

Safety-Interior

Rear Park Assist

Following Distance Indicator

HD Rear Vision Camera

Front Pedestrian Braking

Lane Keep Assist with Lane Departure Warning

Forward Collision Alert

Door locks, rear child security, manual

LATCH system (Lower Anchors and Tethers for CHildren), for child restraint seats lower anchors and top tethers located in all second-row seating positions (Deleted when (ATZ) second row seat delete is ordered.)

Tire Pressure Monitoring System auto learn, includes Tire Fill Alert (does not apply to spare tire)

Warning tones headlamp on, driver and right-front passenger seat belt unfasten and turn signal on

WARRANTY

Warranty Note: <<< Preliminary 2021 Warranty >>>

Basic Years: 3

Basic Miles/km: 36,000

Drivetrain Years: 5

Drivetrain Miles/km: 60,000

Drivetrain Note: Qualified Fleet Purchases: 5 Years/100,000 Miles

Corrosion Years (Rust-Through): 6

Corrosion Years: 3

Corrosion Miles/km (Rust-Through): 100,000

Corrosion Miles/km: 36,000

Roadside Assistance Years: 5

Roadside Assistance Miles/km: 60,000

Roadside Assistance Note: Qualified Fleet Purchases: 5 Years/100,000 Miles

Maintenance Note: 1 Year/1 Visit

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City of Fairhope

Prepared For: DJ White

(251) 408-7879

donald.white@cofairhope.com

2021 Tahoe PPV 2WD for City of Fairhope

Selected Model and Options

MODEL

CODE	MODEL	Invoice
CC10706	2021 Chevrolet Tahoe 2WD 4dr Commercial	

COLORS

CODE	DESCRIPTION
GAZ	Summit White

OPTIONS

(† Denotes a Custom Equipment Option)

CODE	DESCRIPTION	Invoice
Z56	Suspension Package, heavy-duty, police-rated Full independent suspension with monotube dampers, linear coil springs, 35mm solid front stabilizer bar and 32mm hollow rear stabilizer bar (Included and only available with (9C1) Police Vehicle.)	Inc.
FE9	Emissions, Federal requirements	\$0.00
L84	Engine, 5.3L EcoTec3 V8 with Dynamic Fuel Management, Direct Injection and Variable Valve Timing, includes aluminum block construction (355 hp [265 kW] @ 5600 rpm, 383 lb-ft of torque [518 Nm] @ 4100 rpm) (STD)	\$0.00
MQC	Transmission, 10-speed automatic electronically controlled with overdrive, includes Traction Select System including tow/haul (STD)	\$0.00
C5Z	GVWR, 7200 lbs (3266 kg) (Included and only available with (9C1) Police Package. 2WD model only.)	Inc.
GU5	Rear axle, 3.23 ratio	\$0.00
1FL	Commercial Preferred Equipment Group includes standard equipment	\$0.00
PXT	Wheels, 20" x 9" (50.8 cm x 22.9 cm) steel (Included and only available with (9C1) Police Vehicle.)	Inc.



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Vehicle: [Fleet] 2021 Chevrolet Tahoe (CC10706) 2WD 4dr Commercial (Complete)

OPTIONS

(† Denotes a Custom Equipment Option)

CODE	DESCRIPTION	Invoice
XCS	Tires, 275/55R20SL all-season, blackwall, Firestone Firehawk Pursuit (Included and only available with (9C1) Police Vehicle.)	Inc.
GAZ	Summit White	\$0.00
AZ3	Seats, front 40/20/40 split-bench (STD)	\$0.00
H1T	Jet Black, cloth seat trim (Requires (9C1) Police Vehicle.)	\$0.00
IOR	Audio system, Chevrolet Infotainment 3 system, 8" diagonal color touchscreen AM/FM stereo. Additional features for compatible phones include: Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Apple CarPlay and Android Auto capable. (STD)	\$0.00
9C1	Identifier for Police Package Vehicle includes, (K47) heavy-duty air filter, (KX4) 250 amp high output alternator, (K6K) 760 cold-cranking amps auxiliary battery, electrical power & vehicle signals for customer connection located at the center front floor. Auxiliary battery circuit for customer connection located in the rear cargo area, (Z56) heavy-duty, police-rated suspension, (XCS) 275/55R20SL all-season tires, (RAV) P275/55R20 all-season spare tire, Police brakes, (RC1) front skid plate, (PXT) 20" steel wheels, Certified speedometer, SEO (5J3) Surveillance Mode interior lighting calibration, SEO (UT7) blunt cut cargo area and blunt cut console area ground wires, (V53) delete luggage rack side rails, (ATD) third row seat delete, (NP0) active single-speed transfer case (4WD only).	Inc.
V03	Cooling system, extra capacity (Included and only available with (9C1) Police Vehicle or (NHT) Max Trailing Package. Not included when (LM2) Duramax 3.0L Turbo-Diesel I6 engine is ordered.)	Inc.
K6K	Battery, auxiliary, 760 cold-cranking amps with 70 amp hour rating (packaged behind left rear cargo area panel) (Included and only available with (9C1) Police Vehicle.)	Inc.
K3W	Battery, 900 cold-cranking amps with 95 amp hour rating (Included and only available with (9C1) Police Vehicle.)	Inc.
KX4	Alternator, 220 amps (Included and only available with (9C1) Police Vehicle or (5W4) Special Service Vehicle.)	Inc.
RC1	Skid plate, front (Included and only available with (9C1) Police Vehicle.)	Inc.
J55	Brake system, heavy duty with front Brembo calipers and 16" front rotors (Included and only available with (9C1) Police Vehicle.)	Inc.
---	Capless Fuel Fill (Included and only available with (9C1) Police Vehicle.)	Inc.
RNQ	Wheel, full-size spare, matching 20" (50.8 cm) steel wheel without center cap (Included and only available with (9C1) Police Vehicle.)	Inc.
RAV	Tire, spare P275/55R20 all-season, blackwall, Firestone Firehawk Pursuit (Included and only available with (9C1) Police Vehicle.)	Inc.
WUA	Fascia, front high-approach angle (Included and only available with (9C1) Police Vehicle.)	Inc.
V53	Luggage rack side rails, delete (Included with (9C1) Police Vehicle.) *CREDIT*	Inc.

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OPTIONS

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CODE	DESCRIPTION	Invoice
—	Exterior ornamentation delete (front & rear Chevrolet bowties will remain) (Included and only available with (9C1) Police Vehicle.)	Inc.
ATD	Seat delete, third row passenger (Deletes rear storage compartment.) *CREDIT*	Inc.
VZ2	Speedometer calibration (Included and only available with (9C1) Police Vehicle.)	Inc.
—	Instrumentation, analog with certified 140 mph speedometer, odometer with trip odometer, engine hour meter, fuel level, voltmeter, engine temperature, oil pressure and tachometer (Included and only available with (9C1) Police Vehicle.)	Inc.
AX2	Key, unique (Included and only available with (9C1) Police Vehicle.)	Inc.
—	Theft-deterrent system, vehicle, PASS-Key III (Included and only available with (9C1) Police Vehicle.)	Inc.
—	Power supply, 50-amp, power supply, auxiliary battery passenger compartment wiring harness (Included and only available with (9C1) Police Vehicle.)	Inc.
—	Power supply, 100-amp, auxiliary battery, rear electrical center (Included and only available with (9C1) Police Vehicle.)	Inc.
—	Power supply, 120-amp, (4) 30-amp circuit, Primary battery relay controlled, passenger compartment harness wiring (Included and only available with (9C1) Police Vehicle.)	Inc.
—	Seat belts, 3-point, all seating positions (Included and only available with (9C1) Police Vehicle.)	Inc.
—	Lane Keep Assist Delete	Inc.
VXT	Incomplete vehicle (Included and only available with (9C1) Police Vehicle. Included and only available with (ATZ) rear seat delete.)	Inc.
—	Protected idle allows vehicle engine to remain idling and vehicle immobilized while FOB is outside vehicle (Included and only available (9C1) Police Vehicle.)	Inc.
5J3	Calibration, Surveillance Mode interior lighting (Included and only available with (9C1) Police Vehicle.)	Inc.
5J9	Calibration taillamp flasher, Red/White (Included and only available with SEO (6J7) headlamp and taillamp flasher system. Requires (9C1) Police Vehicle.)	Inc.
5LO	Calibration taillamp flasher, Red/Red (Included and only available with SEO (6J7) headlamp and taillamp flasher system. Requires (9C1) Police Vehicle.)	Inc.
5T5	Seats, front cloth and second row vinyl (Not available with (A50) front bucket seats.)	\$0.00
5Y1	Front center seat (20% seat) delete power driver and passenger bucket seats in base cloth trim. Derived from RPO (AZ3) 40/20/40 split-bench seat with the 20% section removed, which also removes the auxiliary power outlet, USB port and input jack for audio system. Does not include a floor console. All exposed floor area will remain untrimmed. (Requires (BG9) Black rubberized vinyl floor covering. Not available with (A50) front bucket seats or (B30) color-keyed carpeting floor covering.)	\$0.00

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Vehicle: [Fleet] 2021 Chevrolet Tahoe (CC10706) 2WD 4dr Commercial (Complete)

OPTIONS

(† Denotes a Custom Equipment Option)

CODE	DESCRIPTION	Invoice
6C7	Lighting, red and white front auxiliary dome Red and white LED auxiliary dome lamp is located on headliner between front row seats. The auxiliary lamp is wired independently from standard dome lamp (Requires (9C1) Police Vehicle.)	\$154.70
6J3	Wiring, grille lamps and siren speakers (Requires (9C1) Police Vehicle.)	\$83.72
6J4	Wiring, horn and siren circuit (Requires (9C1) Police Vehicle.)	\$50.05
6J7	Flasher system, headlamp and taillamp, DRL compatible with control wire (Requires (9C1) Police Vehicle. Includes SEO (5J9) taillamp flasher calibration, Red/White and SEO (5LO) taillamp flasher calibration, Red/Red.)	\$45.50
AAC	Parts shipped loose (Included and only available with (5Y1) front center seat (20% seat) delete.)	Inc.
T66	Wiring provision, for outside mirrors and cargo side mirrors (Included and only available with (9C1) Police Vehicle.)	Inc.
UT7	Ground wires, blunt cut cargo area and blunt cut console area (Included and only available with (9C1) Police Vehicle.)	Inc.
VPV	Ship Thru, Produced in Arlington Assembly and shipped to Kerr Industries and onto Arlington Assembly (Requires a Fleet or Government order type.) (Included with SEO (6C7) red and white front auxiliary dome lighting, SEO (6N6) door locks and handles, SEO (7X2) left- and right-hand spotlamps, SEO (7X3) left-hand spotlamp, SEO (T53) alternate flashing Red & Blue rear compartment lid warning lamps, SEO (UN9) Radio Suppression Package, SEO (6J3) grille lamps and siren speakers wiring, SEO (6J4) horn and siren circuit wiring and SEO (WX7) auxiliary speaker wiring.)	\$125.00

Options Total **\$458.97**

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PART NUMBER	DESCRIPTION	LOCATION	Net	TOTALS	QTY
ENFW00EP8	NFORCE INTERIOR VISOR BAR (BLUE/WHITE)	VISOR BAR	\$652.58	\$652.58	1.00
EMPS2ST54E	mpower* 4 Fascia Light w/ Stud Mount, 18" hard wire w/ sync option, SAE Class 1 & CA Title 13 9 32 Vdr, Black Housing, 12 LED, Dual Color - Blue/White	2 IN GRILLE & 4 IN FOG LAMPS	\$81.99	\$491.57	6.00
TFOGBKT	TAHOE FOG LAMP BRACKET	FOG LAMPS	\$22.00	\$22.00	1.00
EMPS2ST54E	mpower* 4 Fascia Light w/ Stud Mount, 18" hard wire w/ sync option, SAE Class 1 & CA Title 13 9 32 Vdr, Black Housing, 12 LED, Dual Color - Blue/White	ROCKER PANELS (2 PER SIDE)	\$81.99	\$327.71	4.00
R88KT	RUNNING BOARD S BRACKET	ROCKER PANELS (2 PER SIDE)	\$9.35	\$37.40	4.00
EMPS2ST54E	mpower* 4 Fascia Light w/ Stud Mount, 18" hard wire w/ sync option, SAE Class 1 & CA Title 13 9 32 Vdr, Black Housing, 12 LED, Dual Color - Blue/White	REAR QUARTER GLASS (2 PER SIDE)	\$81.99	\$327.71	4.00
PMP2W5DD8	Dual Window Shroud Kit for 4 Light w/ Stud Mount, Black	REAR QUARTER GLASS	\$10.45	\$20.90	2.00
ENFTCDK51208	NFORCE REAR TRAFFIC STICK (BLUE/AMBER)	REAR CARGO ROOF	\$569.32	\$569.32	1.00
ELUC3H010E	UNDERCOVER INSERTS, BLUE/WHITE	REVERSE LIGHTS	\$58.52	\$117.04	2.00
ECVDM1T5T2	Interior Cargo/Dome Light, Flush Surface Mount, 7 x 3 White LEDs w/ Toggle Switch	REAR CARGO ROOF & REAR HATCH	\$27.32	\$54.65	2.00
ETS5100S	100 Series Composite Speaker w/ Universal Ball Bracket, 100 watt	IN FRONT OF HEAT SHIELD	\$127.60	\$127.60	1.00
C-V5-1012-TAH-W	HAVIS WIDE BODY CONSOLE	CENTER OF FRONT SEATS	\$478.50	\$478.50	1.00
C-ARM-102	EXTERNAL SIDE MOUNTED ARM REST	CONSOLE	\$50.90	\$101.79	2.00
CUP2-1001	HAVIS SELF ADJUSTING DOUBLE CUP HOLDER	CONSOLE	\$42.90	\$42.90	1.00
C-AP-0825	3" ACCESSORY POCKET, 2.5" DEEP	CONSOLE	\$33.00	\$33.00	1.00
14.0553	SHO-ME ACCESSORY PLUG	CONSOLE	\$18.70	\$18.70	1.00
BPC0N	BLUEPRINT ELECTRONICS PLATE	BOTTOM OF CONSOLE	\$440.00	\$440.00	1.00
ENGCC01243	100 AMP CENTRAL CONTROLLER	IN CONSOLE	\$281.23	\$281.23	1.00
ENGHNK01	CENTRAL CONTROLLER HARNESS KIT	CENTRAL CONTROLLER	\$99.00	\$99.00	1.00
ENGCP15001	HANDHELD REMOTE CONTROL PANEL	ON CONSOLE	\$109.46	\$109.46	1.00
ENGND04101	REMOTE NODE	UNDER HOOD & BESIDE REAR POWER PANEL	\$129.95	\$259.91	2.00
ENGHNK02	REMOTE NODE HARNESS KIT	REMOTE NODE	\$99.00	\$198.00	2.00
ENGSA07152	BLUEPRINT 482 200W AMPLIFIER/SWITCH	ELECTRONICS PLATE	\$244.30	\$244.30	1.00
ENGLNK004	bluePRINT Link™ Module for Chevrolet Express & GMC Savana Vans (2008-2017), Tahoe (2014-2017), Silverado & Sierra Pickup Truck (2014-2017), Suburban & Yukon (2015-2017)	SERIAL DATA PORT	\$216.48	\$216.48	1.00
ENGSYMD01	bluePRINT Sync™ Module	IN CONSOLE	\$199.65	\$199.65	1.00
MMSU-1	MAGNETIC MIC CLIP	ON CONSOLE	\$28.88	\$57.75	2.00
MMSUBKT	MAGNETIC MIC BRACKET (SET OF 2)	ON CONSOLE	\$16.50	\$16.50	1.00
SHD281	HPM Series MANU/AMD Fused Power Distribution Block with Satin Chrome Finish (2) 100A FUSES AND (2) 30A FUSES	UNDER HOOD	\$55.00	\$55.00	1.00
RADIO PREWIRE	10GA RED AND BLACK RAN TO ELECTRONICS PLATE FOR RADIO INSTALLATION	-	\$0.00	\$0.00	1.00
TK0841TAH21	SETINA CARGO BOX	REAR CARGO AREA	\$1,193.50	\$1,193.50	1.00
TPA9289	SETINA CARGO BOX SLIDING RADIO TRAY	REAR CARGO AREA	\$302.50	\$302.50	1.00
TK023TAH15	SETINA FREE STANDING CARGO BOX KIT	REAR CARGO AREA	\$82.50	\$82.50	1.00
PI1000S	Stanley PI1000S 1000-Watt Power-It Inverter	SETINA BOX	\$137.50	\$137.50	1.00
WIRE KIT	WIRE & TERMINALS FOR INVERTER	FROM BATTERY TO INVERTER	\$55.00	\$55.00	1.00
ANL FUSE HOLDER	FUSE PANEL	UNDER HOOD	\$55.00	\$55.00	1.00
TINT	20% FRONT WINDOWS W/ 5% WINDSHIELD STMP	WINDOWS	\$80.00	\$80.00	1.00
RADIO INSTALL	INSTALLATION OF RADIO IN VEHICLE		-	-	1.00
CRADLE POINT INSTALL	INSTALLATION OF CRADLE POINT IN VEHICLE		-	-	1.00



TOTAL PARTS	\$7,450.64	\$9.00
SHOP SUPPLIES	\$119.36	
FREIGHT:	\$350.00	
LABOR HOURS:	34.00	\$1,530.00
TOTAL:	\$9,450.00	

VEHICLE TYPE/QTY:	2021 TAHOE - INVESTIGATOR
CUSTOMER:	CITY OF FAIRHOPE



Donohoo Chevrolet, LLC

Jake Harris | (256) 273-4889 | jharris@donohoochevrolet.com

Vehicle: [Fleet] 2021 Chevrolet Tahoe (CC10706) 2WD 4dr Commercial (. Complete)

Price Summary

PRICE SUMMARY

T191L

Invoice

Base Price	\$33,563.00
Total Options	\$458.97
BluePRINT Slicktop Patrol Package	\$9,450.00
2 Extra Keys/Fobs	\$440.00
Delivery	\$531.00
Grand Total	\$44,442.97

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 Data Version: 12090. Data Updated: Oct 14, 2020 12:07:00 AM PDT.



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Vehicle: [Fleet] 2021 Chevrolet Tahoe (CC10706) 2WD 4dr Commercial (. Complete)

Standard Equipment

Mechanical

Engine, 5.3L EcoTec3 V8 with Dynamic Fuel Management, Direct Injection and Variable Valve Timing, includes aluminum block construction (355 hp [265 kW] @ 5600 rpm, 383 lb-ft of torque [518 Nm] @ 4100 rpm) (STD)

Transmission, 10-speed automatic electronically controlled with overdrive, includes Traction Select System including tow/haul (STD)

Rear axle, 3.23 ratio

Suspension Package, Premium Smooth Ride (STD)

GVWR, 7400 lbs. (3357 kg) (2WD models only.) (STD)

Automatic Stop/Start (Not available with (9C1) Police Vehicle.)

Engine control, stop/start system disable button, non-latching

Engine air filtration monitor

Fuel, gasoline, E15

Differential, mechanical limited-slip

Rear wheel drive

Air filter, heavy-duty

Cooling, external engine oil cooler, heavy-duty air-to-oil integral to driver side of radiator

Cooling, auxiliary transmission oil cooler, heavy-duty air-to-oil

Battery, 800 cold-cranking amps with 80 amp hour rating

Alternator, 220 amps

Trailer equipment includes trailering hitch platform, 7-wire harness with independent fused trailering circuits mated to a 7-way connector and 2" trailering receiver

Trailer sway control

Hitch Guidance

Suspension, front coil-over-shock with stabilizer bar

Suspension, rear multi-link with coil springs

Steering, power

Brakes, 4-wheel antilock, 4-wheel disc with DURALIFE rotors

Exhaust, single system, single-outlet

Mechanical Jack with tools

Exterior

Wheels, 18" x 8.5" (45.7 cm x 21.6 cm) Bright Silver painted aluminum (STD)

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Vehicle: [Fleet] 2021 Chevrolet Tahoe (CC10706) 2WD 4dr Commercial (Complete)

Exterior

Tires, 265/65R18SL all-season, blackwall (Standard with (PZX) 18" Bright Silver painted aluminum wheels only.) (STD)

Wheel, full-size spare, 17" (43.2 cm) steel

Tire, spare P265/70R17 all-season, blackwall

Tire carrier, lockable outside spare, winch-type mounted under frame at rear

Active aero shutters, upper

Fascia, front

Luggage rack side rails, roof-mounted, Black

Assist steps, Black with chrome accent strip

Headlamps, LED

Lamps, stop and tail, LED

Mirrors, outside heated power-adjustable, manual-folding, body-color

Mirror caps, body-color

Glass, deep-tinted (all windows, except light-tinted glass on windshield and driver- and front passenger-side glass)

Glass, acoustic, laminated

Glass, windshield shade band

Windshield, solar absorbing

Wipers, front intermittent, Rainsense

Wiper, rear intermittent with washer

Door handles, body-color

Liftgate, rear manual

Entertainment

Audio system, Chevrolet Infotainment 3 system, 8" diagonal color touchscreen AM/FM stereo. Additional features for compatible phones include: Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Apple CarPlay and Android Auto capable. (STD)

Audio system feature, 6-speaker system

SiriusXM Radio delete

Infotainment display, 8" diagonal touchscreen

Bluetooth for phone personal cell phone connectivity to vehicle audio system

Wireless Apple CarPlay/Wireless Android Auto

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Vehicle: [Fleet] 2021 Chevrolet Tahoe (CC10706) 2WD 4dr Commercial (Complete)

Entertainment

4G LTE Wi-Fi Hotspot capable (Standard with (UE1) OnStar only. Terms and limitations apply. See onstar.com or dealer for details.)

Interior

Seats, front 40/20/40 split-bench (Not available with (D07) center floor console and (USR) USB data ports.) (STD)

Keyless start, push button

Seat adjusters, 8-way power includes 6-way power front passenger seat with 2-way power lumbar

Seat adjusters, 10-way power includes 8-way power driver seat with 2-way power lumbar

Seats, second row 60/40 split-folding bench, manual

Seats, third row 60/40 split-folding bench, manual (Not available with (9C1) Police Vehicle.)

Floor covering, Black rubberized vinyl (Deleted when (B30) floor covering is ordered.)

Electronic Precision Shift

Steering column, lock control, electrical

Steering column, manual tilt and telescopic

Steering wheel, urethane

Steering wheel controls, mounted audio, Driver Information Center, cruise control and Forward Collision Alert following gap button (if equipped) (left backside Seek/Scan steering wheel radio buttons are inoperable; these 2 buttons can be repurposed for aftermarket emergency equipment)

Driver Information Center, 4.2" diagonal color display includes driver personalization

Rear Seat Reminder

Door locks, power programmable with lockout protection and delayed locking (When ordered with (9C1) Police Vehicle or (5W4) Special Service Vehicle, Auto Lockout is disabled on driver door.)

Keyless Open includes extended range Remote Keyless Entry

Cruise control, electronic with set and resume speed

Theft-deterrent system, content, electrical, unauthorized entry

USB charging-only ports, 4, (2) located on rear of center console and (2) in 3rd row (1 left and 1 right side below quarter glass side window) (When ordered with (9C1) Police Vehicle, (2) type-C ports are moved to the rear of center seat base and (2) type-C are moved to the cargo area. Deleted when (A50) front bucket seats are ordered.)

Window, power with driver Express-Up/Down

Window, power with front passenger Express-Up/Down

Windows, power with rear Express-Down

Air conditioning, tri-zone automatic climate control with individual climate settings for driver, right front passenger and rear seat occupants

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Vehicle: [Fleet] 2021 Chevrolet Tahoe (CC10706) 2WD 4dr Commercial (Complete)

Interior

Air conditioning, rear

Defogger, rear-window electric

Power outlets, 2, 120-volt, located on the rear of the center seat and rear cargo area

Power outlet, front auxiliary, 12-volt, located in the center stack of instrument panel

Mirror, inside rearview manual day/night

Visors, driver and front passenger illuminated vanity mirrors, sliding

Assist handles, overhead, driver and front passenger, located in headliner

Assist handles, front passenger A-pillar and second row outboard B-pillar (Deleted when SEO (7X2) left- and right-hand spotlamps or SEO (7X3) left-hand spotlamp are ordered.)

Lighting, interior with dome light, driver- and passenger-side door switch with delayed entry feature, cargo lights, door handle or Remote Keyless Entry-activated illuminated entry and map lights in front and second seat positions. On Police/Special Service vehicles, the control switch is located in the roof console in lieu of the driver - and passenger-side door switch with delayed entry feature.

Cargo management system

Chevrolet Connected Access capable (Subject to terms. See onstar.com or dealer for details.)

Safety-Mechanical

Automatic Emergency Braking

Hill Start Assist

StabiliTrak, stability control system with brake assist, includes traction control

Safety-Exterior

Daytime Running Lamps, reduced intensity low beam

Safety-Interior

Teen Driver a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to help encourage safe driving behavior. It can limit certain available vehicle features, and it prevents certain safety systems from being turned off. An invehicle report card gives you information on driving habits and helps you to continue to coach your new driver

Airbags, Frontal airbags for driver and front outboard passenger; Seat-mounted side-impact airbags for driver and front outboard passenger; Head-curtain airbags for all rows in outboard seating positions (Included and only available with (9C1) Police Vehicle. Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

Front outboard Passenger Sensing System for frontal outboard passenger airbag (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

OnStar and Chevrolet connected services capable (Terms and limitations apply. See onstar.com or dealer for details.)

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Vehicle: [Fleet] 2021 Chevrolet Tahoe (CC10706) 2WD 4dr Commercial (Complete)

Safety-Interior

Rear Park Assist

Following Distance Indicator

HD Rear Vision Camera

Front Pedestrian Braking

Lane Keep Assist with Lane Departure Warning

Forward Collision Alert

Door locks, rear child security, manual

LATCH system (Lower Anchors and Tethers for CHildren), for child restraint seats lower anchors and top tethers located in all second-row seating positions (Deleted when (ATZ) second row seat delete is ordered.)

Tire Pressure Monitoring System auto learn, includes Tire Fill Alert (does not apply to spare tire)

Warning tones headlamp on, driver and right-front passenger seat belt unfasten and turn signal on

WARRANTY

Warranty Note: <<< Preliminary 2021 Warranty >>>

Basic Years: 3

Basic Miles/km: 36,000

Drivetrain Years: 5

Drivetrain Miles/km: 60,000

Drivetrain Note: Qualified Fleet Purchases: 5 Years/100,000 Miles

Corrosion Years (Rust-Through): 6

Corrosion Years: 3

Corrosion Miles/km (Rust-Through): 100,000

Corrosion Miles/km: 36,000

Roadside Assistance Years: 5

Roadside Assistance Miles/km: 60,000

Roadside Assistance Note: Qualified Fleet Purchases: 5 Years/100,000 Miles

Maintenance Note: 1 Year/1 Visit

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**FAIRHOPE POLICE DEPARTMENT
CHEVY SILVERADO 1500 TRUCK
2021 STATE BID WORKSHEET**

Contract: T191L
State Bid Contract & Line#: Line #1 Donohoo Chevrolet 9921*43 VC000049701

	EACH	Qty	TOTAL
BID PURCHASE PRICE:	\$28,698.00	1	\$28,698.00

STANDARD EQUIPMENT:

Vehicle, full size SUV, Law Enforcement, 2 Wheel Drive (Patrol Related)
5.3L ECOTEC V8 with Active Fuel Management
6 Speed Automatic Transmission Electronically Controlled STD
AM/FM Radio
Full size spare tire
Interior: Jet Black
Exterior: White

OPTIONAL EQUIPMENT:

Code:

GAZ	White Exterior	\$0.00	1	\$0.00	
PZX	Wheels 18"X8 1/2" Bright Silver Painted Aluminum	\$591.50	1	\$591.50	
R30	Tires LT275/65R 18C	\$450.45	1	\$450.45	
Z71	Off-Road Package	\$859.95	1	\$859.95	
Z82	Trailer Package with Hitch	\$359.45	1	\$359.45	
UF2	LED Cargo Lighting in Pickup Bed	\$113.75	1	\$113.75	
AKO	Tinted Glass	\$262.00	1	\$262.00	
SJ3	Calbration, Surveillance Mode Interior/Exterior Lighting	\$0.00	1	\$0.00	
-	Spray-in Liner	\$420.00	1	\$420.00	
-	Toolbox	\$600.00	1	\$600.00	
	Extra Fob Programmed	\$162.00	1	\$162.00	
SUBTOTAL FOR OPTIONS:					\$3,819.10

Complete Equipment & Lighting Package	\$5,420.00	1	\$5,420.00	
Delivery Fee	\$531.00	1	\$531.00	\$5,951.00

SUBTOTAL FOR OPTIONS:

TOTAL PURCHASE PRICE FROM DONOHOO:

\$38,468.10

ADDITIONAL EQUIPMENT NEEDED FOR PATROL UNIT:

Radar - MPH Industries	\$1,266.00	0	\$0.00	
In-Car Camera - Watchguard	\$5,005.00	0	\$0.00	
Cradle Point	\$1,105.00	1	\$1,105.00	
Mobile Radio- Motorola	\$3,596.33	0	\$0.00	
				\$1,105.00

TOTAL FOR FULLY EQUIPPED PATROL UNIT

\$39,573.10



Donohoo Chevrolet

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Prepared For: 2021 Silverado SSV Stock Unit

Vehicle: [Fleet] 2021 Chevrolet Silverado 1500 (CK10543) 4WD Crew Cab 147" Work Truck

Selected Model and Options

MODEL

CODE	MODEL	Invoice
CK10543	2021 Chevrolet Silverado 1500 4WD Crew Cab 147" Work Truck	

COLORS

CODE	DESCRIPTION	Invoice
GAZ	Summit White	\$0.00

OPTIONS

CODE	DESCRIPTION	Invoice
FE9	Emissions, Federal requirements	\$0.00
L82	Engine, 5.3L EcoTec3 V8 with Active Fuel Management, (355 hp [265 kW] @ 5600 rpm, 383 lb-ft of torque [518 Nm] @ 4100 rpm)	Inc.
MYC	Transmission, 6-speed automatic, electronically controlled (STD)	\$0.00
C5Y	GVWR, 7100 lbs. (3221 kg) (Requires Crew Cab 4WD model with (L82) 5.3L EcoTec3 V8 engine.)	Inc.
GU6	Rear axle, 3.42 ratio	\$0.00
1WT	Work Truck Preferred Equipment Group includes standard equipment	\$0.00
PZX	Wheels, 18" x 8.5" (45.7 cm x 21.6 cm) Bright Silver painted aluminum (Requires Crew or Double Cab model, (Z71) Z71 Off-Road Package and (R3O) 265/70R18SL maximum traction tires.)	\$591.50
R3O	Tires, LT275/65R18C MT blackwall Goodyear Wrangler DuraTrac (Requires Crew Cab or Double Cab model, (Z71) Z71 Off-Road Package and (PZX) 18" Bright Silver painted aluminum wheels.)	\$450.45
XCQ	Tire, spare 265/70R17SL all-season, blackwall (Requires (QDV) 265/70R17 all-terrain blackwall tires or all 18" wheels and tires.)	Inc.
GAZ	Summit White	\$0.00
A52	Seats, front 40/20/40 split-bench (STD)	\$0.00



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Vehicle: [Fleet] 2020 Chevrolet Silverado 1500 (CK10543) 4WD Crew Cab 147" Work Truck (Complete)

OPTIONS

CODE	DESCRIPTION	Invoice
H2G	Jet Black, Vinyl seat trim	\$0.00
IOR	Audio system, Chevrolet Infotainment 3 system 7" diagonal color touchscreen, AM/FM stereo. Additional features for compatible phones include: Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Apple CarPlay and Android Auto capable. (STD)	\$0.00
Z71	Z71 Off-Road Package includes (Z71) Off-Road suspension, (JHD) Hill Descent Control, (NZZ) skid plates and (K47) high-capacity air filter (Requires Crew Cab or Double Cab 4WD model, (Z82) Trailing Package and AT or MT tires. Includes Z71 hard badge, (G80) locking differential and (NQH) 2-speed transfer case.)	\$859.95
ZLQ	WT Fleet Convenience Package includes (AQQ) Remote Keyless Entry, (QT5) EZ Lift power lock and release tailgate, (K34) cruise control, (DLF) power mirrors; (When ordered with (PQA) WT Safety Package, (DLF) power mirrors include (UKC) Lane Change Alert with Side Blind Zone Alert and (DP6) high-gloss mirror caps.	Inc.
5W4	Special Service Package includes (K47) high-capacity air filter, (KW5) 220-amp alternator, (K14) 120-volt power outlet, (KC9) 120-volt bed-mounted power outlet, (5J1) Calibration, keyless remote panic button exterior lights/horn disable, (5J3) Calibration and Surveillance Mode Interior & Exterior Lighting (Requires Crew Cab model, (L82) 5.3L EcoTec3 V8 engine and either (PCV) WT Convenience Package or (ZLQ) WT Fleet Convenience Package.)	Inc.
Z82	Trailing Package includes trailer hitch, 7-pin and 4-pin connectors and (CTT) Hitch Guidance (Included with (PEB) WT Value Package.)	\$359.45
JHD	Hill Descent Control (Included and only available with (Z71) Z71 Off-Road Package.)	Inc.
NQH	Transfer case, two-speed electronic Autotrac with rotary dial control (4WD models only) (Included and only available with (Z71) Z71 Off-Road Package. Free flow requires Regular Cab model.)	Inc.
G80	Differential, heavy-duty locking rear (Included with (Z71) Z71 Off-Road Package.)	Inc.
KNP	Cooling, auxiliary external transmission oil cooler (Included and only available with V8 engines.)	Inc.
K47	Air cleaner, high-capacity (Included and only available with (BAQ) Work Truck Package, (Z71) Z71 Off-Road Package, (VYU) Snow Plow Prep Package or (5W4) Special Service Package on Fleet or Government order types. Available free flow as a SEO.)	Inc.
—	Battery, heavy-duty 720 cold-cranking amps/80 Amp-hr, maintenance-free with rundown protection and retained accessory power (Included and only available with (L82) 5.3L EcoTec3 V8 engine.)	Inc.
KW5	Alternator, 220 amps (Included with (VYU) Snow Plow Prep Package, (5W4) Special Services Package, (PEF) Work Truck 2.7L Fleet Package or (L3B) 2.7L Turbo engine. Free flow requires (L82) 5.3L EcoTec3 V8 engine.)	Inc.
NZZ	Skid Plates (Included with (BAQ) Work Truck Package, (Z71) Z71 Off-Road Package or (VYU) Snow Plow Prep Package.)	Inc.
UF2	LED Cargo Area Lighting located in pickup bed, activated with switch on center switch bank or key fob	\$113.75

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Vehicle: [Fleet] 2020 Chevrolet Silverado 1500 (CK10543) 4WD Crew Cab 147" Work Truck (Complete)

OPTIONS

CODE	DESCRIPTION	Invoice
DLF	Mirrors, outside heated power-adjustable (Included and only available with (PCV) WT Convenience Package or (ZLQ) WT Fleet Convenience Package. When (PQA) WT Safety Package is ordered, includes (DP6) high gloss Black mirror caps.)	Inc.
AKO	Glass, deep-tinted (Included with (PCV) WT Convenience Package.)	\$182.00
QT5	Tailgate, gate function manual with EZ Lift, includes power lock and release (Included and only available with (PCV) WT Convenience Package or (ZLQ) WT Fleet Convenience Package.)	Inc.
AQQ	Remote Keyless Entry, with 2 transmitters (Included and only available with (PCV) WT Convenience Package or (ZLQ) WT Fleet Convenience Package.)	Inc.
K34	Cruise control, electronic with set and resume speed, steering wheel-mounted (Included with (PCV) WT Convenience Package or (ZLQ) WT Fleet Convenience Package.)	Inc.
KI4	Power outlet, instrument panel, 120-volt (400 watts shared with (KC9) bed mounted power outlet) (Requires (ZLQ) WT Fleet Convenience Package, (PCV) WT Convenience Package or (5W4) Special Service Package. Included with (PEF) Work Truck 2.7L Fleet Package.)	Inc.
KC9	Power outlet, bed mounted, 120-volt (400 watts shared with (KI4) instrument panel mounted power outlet) (Included and only available with (KI4) Power outlet. Not available with (ZW9) pickup bed delete.)	Inc.
CTT	Hitch Guidance (Included and only available with (Z82) Trailering Package.)	Inc.
5J1	Calibration, keyless remote panic button exterior lights/horn disable (Requires C*10*43 model and included and only available with (5W4) Special Service Vehicle.)	Inc.
5J3	Calibration, Surveillance Mode Interior & Exterior Lighting Calibration to disable interior & exterior automatic lighting. Feature is activated by adding wire connection to the BCM by customer/upfitter. (Requires C*10*43 model and included and only available with (5W4) Special Service Vehicle.)	Inc.
	Spray- In Liner	\$420.00
Options Total		\$2,977.10

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Vehicle: [Fleet] 2020 Chevrolet Silverado 1500 (CK10543) 4WD Crew Cab 147" Work Truck (Complete)

Price Summary

PRICE SUMMARY

	Invoice
Base Price	\$28,698.00
Total Options	\$2,977.10
Window Tint (20% Front Windows, 5% Windshield Strip)	\$80.00
Camlocker Toolbox (Low Profile, Matte Black)	\$600.00
Extra Key & Fob	\$162.00
Delivery	\$531.00
Grand Total	\$33,048.10
Light & Equipment Package (see attached sheet)	\$5,420.00
Total :	<u>38,468.10</u>

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Exterior

Headlamps, halogen reflector with halogen Daytime Running Lamps

Lamps, cargo area, cab mounted integrated with center high mount stop lamp, with switch in bank on left side of steering wheel

Taillamps, with incandescent tail, stop and reverse lights

Mirrors, outside manual, Black

Glass, solar absorbing, tinted

Door handles, Black

Tailgate and bed rail protection cap, top

Tailgate, locking utilizes same key as ignition and door (Upgraded to (QT5) EZ Lift power lock and release tailgate when (ZLQ) WT Fleet Convenience Package or (PCV) WT Convenience Package is ordered.)

Tailgate, gate function manual, no EZ Lift

Entertainment

Audio system, Chevrolet Infotainment 3 system 7" diagonal color touchscreen, AM/FM stereo. Additional features for compatible phones include: Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Apple CarPlay and Android Auto capable. (STD)

Audio system feature, 6-speaker system (Requires Crew Cab or Double Cab model.)

Bluetooth for phone, connectivity to vehicle infotainment system

Interior

Seats, front 40/20/40 split-bench (STD)

Seat trim, Vinyl

Seat adjuster, driver 4-way manual

Seat adjuster, passenger 4-way manual

Seat, rear 60/40 folding bench (folds up), 3-passenger (includes child seat top tether anchor) (Requires Crew Cab or Double Cab model.)

Floor covering, rubberized-vinyl (Not available with LPO floor liners.)

Steering wheel, urethane

Steering column, Tilt-Wheel, manual with wheel locking security feature

Instrument cluster, 6-gauge cluster featuring speedometer, fuel level, engine temperature, tachometer, voltage and oil pressure

Driver Information Center, 3.5" diagonal monochromatic display

Exterior Temperature Display located in radio display

Rear Seat Reminder (Requires Crew Cab or Double Cab model.)

Window, power front, drivers express up/down (Standard on Crew Cab and Double Cab models.)

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Vehicle: [Fleet] 2020 Chevrolet Silverado 1500 (CK10543) 4WD Crew Cab 147" Work Truck (Complete)

Standard Equipment

Mechanical

Durabed, pickup bed

Engine, 4.3L EcoTec3 V6 with Active Fuel Management, (285 hp [212 kW] @ 5300 rpm, 305 lb-ft of torque [413 Nm] @ 3900 rpm) (STD)

Transmission, 6-speed automatic, electronically controlled (STD)

Rear axle, 3.42 ratio

GVWR, 7000 lbs. (3175 kg) (STD) (Requires Crew Cab or Double Cab 4WD model and (LV3) 4.3L EcoTec3 V6 engine or (L3B) 2.7L Turbo engine.)

Transfer case, single speed electronic Autotrac with rotary dial control (4WD models only)

Four wheel drive

Cooling, external engine oil cooler (Not available with (L3B) 2.7L Turbo engine.)

Battery, heavy-duty 730 cold-cranking amps/70 Amp-hr, maintenance-free with rundown protection and retained accessory power (Included and only available with (LV3) 4.3L EcoTec3 V6 engine.)

Alternator, 170 amps

Frame, fully-boxed, hydroformed front section

Steering, Electric Power Steering (EPS) assist, rack-and-pinion

Brakes, 4-wheel antilock, 4-wheel disc with DURALIFE rotors

Brake lining wear indicator

Capless Fuel Fill

Exhaust, single outlet

Exterior

Wheels, 17" x 8" (43.2 cm x 20.3 cm) Ultra Silver painted steel (STD)

Tires, 255/70R17 all-season, blackwall (STD)

Tire, spare 255/70R17 all-season, blackwall (STD) (Included with (QBN) 255/70R17 all-season, blackwall tires.)

Tire carrier lock, keyed cylinder lock that utilizes same key as ignition and door

Bumpers, front, Black (semi-gloss)

Bumpers, rear, Black (semi-gloss)

CornerStep, rear bumper

Recovery hooks, front, frame-mounted, black (Included with 4WD models or on 2WD models with (PQA) WT Safety Package. Available free flow on 2WD models.)

Cargo tie downs (12), fixed rated at 500 lbs per corner

Grille (Black bars and mesh inserts.)

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Data Version: 10609. Data Updated: Mar 24, 2020 10:03:00 PM PDT.



Donohoo Chevrolet

Chad Johnson | 256-845-3525 Ext. 3 | cjohnson@donohoochevrolet.com

Vehicle: [Fleet] 2020 Chevrolet Silverado 1500 (CK10543) 4WD Crew Cab 147" Work Truck (Complete)

Interior

Window, power front, passenger express down (Standard on Crew Cab and Double Cab models.)

Windows, power rear, express down (Not available with Regular Cab models.)

Door locks, power (Standard on Crew Cab and Double Cab models.)

Power outlet, front auxiliary, 12-volt

USB port, located on instrument panel

Air conditioning, single-zone

Air vents, rear, heating/cooling (Not available on Regular Cab models.)

Mirror, inside rearview, manual tilt

Assist handles front A-pillar mounted for driver and passenger, rear B-pillar mounted

Safety-Mechanical

StabiliTrak, stability control system with Proactive Roll Avoidance and traction control, includes electronic trailer sway control and hill start assist

Safety-Exterior

Daytime Running Lamps with automatic exterior lamp control

Safety-Interior

Airbags, dual-stage frontal airbags for driver and front outboard passenger; Seat-mounted side-impact airbags for driver and front outboard passenger; Head-curtain airbags for front and rear outboard seating positions; Includes front outboard Passenger Sensing System for frontal outboard passenger airbag (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)

Rear Vision Camera

Teen Driver a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to help encourage safe driving behavior. It can limit certain available vehicle features, and it prevents certain safety systems from being turned off. An in-vehicle report card gives you information on driving habits and helps you to continue to coach your new driver

Tire Pressure Monitoring System with Tire Fill Alert (does not apply to spare tire)

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Chad Johnson | 256-845-3525 Ext. 3 | cjohnson@donohoochevrolet.com

Vehicle: [Fleet] 2020 Chevrolet Silverado 1500 (CK10543) 4WD Crew Cab 147" Work Truck (Complete)

WARRANTY

Warranty Note: <<< Preliminary 2020 Warranty Note >>>

Basic Years: 3

Basic Miles/km: 36,000

Drivetrain Years: 5

Drivetrain Miles/km: 60,000

Drivetrain Note: HD Duramax Diesel: 5 Years/100,000 Miles; Qualified Fleet Purchases: 5 Years/100,000 Miles

Corrosion Years (Rust-Through): 6

Corrosion Years: 3

Corrosion Miles/km (Rust-Through): 100,000

Corrosion Miles/km: 36,000

Roadside Assistance Years: 5


Roadside Assistance Miles/km: 60,000

Roadside Assistance Note: HD Duramax Diesel: 5 Years/100,000 Miles; Qualified Fleet Purchases: 5 Years/100,000 Miles

Maintenance Note: 1 Year/1 Visit

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Data Version: 10609. Data Updated: Mar 24, 2020 10:03:00 PM PDT.

PART NUMBER:	DESCRIPTION:	LOCATION:	Net	TOTALS:	QTY:
ENFWB001PY	NFORCE INTERIOR - BLUE/WHITE	VISOR BAR	\$652.58	\$652.58	1.00
EMPS25TS4E	mpower® 4" Fascia Light w/ SCREW Mount. 18" hard wire w/ sync option. SAE Class 1 & CA Title 13, 9 32 Vdc. Black Housing. 12 LED. Dual Color - Blue/White	GRILLE (2 TOP & 2 BOTTOM)	\$81.93	\$327.71	4.00
GRBKT	GRILLE MPOWER BRACKET	GRILLE (2 TOP & 2 BOTTOM)	\$16.50	\$39.00	2.00
EMPS803C1-1	4" MPOWER ARROW KIT (3 MODULES PER SIDE, 6 MODULES TOTAL) - BLUE/AMBER/WHITE	REAR SPOILER	\$90.71	\$544.24	6.00
EMPAKKT01	mpower® Arrow Harness Kit, includes 12" Breakout Box Harness, (2) Distribution Harnesses and (1) Power/Control Harness	ARROW KIT	\$171.38	\$171.38	1.00
SILSPBKT	19+ SILVERADO REAR SPOILER MPOWER BRACKET	REAR CARGO ROOF	\$50.00	\$50.00	1.00
ELUC3H010E	UNDERCOVER INSERTS - BLUE/WHITE	REVERSE LIGHTS	\$58.52	\$117.04	2.00
ETSS100J5	100J Series Composite Speaker w/ Universal Bail Bracket - 100 watt	GRILLE	\$127.60	\$127.60	1.00
EMPS25TS4E	mpower® 4" Fascia Light w/ SCREW Mount. 18" hard wire w/ sync option. SAE Class 1 & CA Title 13, 9 32 Vdc. Black Housing. 12 LED. Dual Color - Blue/White	ROCKER PANELS	\$81.93	\$327.71	4.00
PMP28K0GAJ	90 Degree Deck/Grille Adjustable Bracket Kit for mpower® 4" Fascia Light w/ Stud Mount - Black	ROCKER PANELS	\$5.02	\$20.06	4.00
BPCDN	BLUEPRINT ELECTRONICS PLATE (PREWIRED)	UNDER 2ND ROW SEAT	\$440.00	\$440.00	1.00
ENGCC01243	100 AMP CENTRAL CONTROLLER	IN CONSOLE	\$231.23	\$231.23	1.00
ENGHNK01	CENTRAL CONTROLLER + HARNESS KIT	CENTRAL CONTROLLER	\$88.00	\$88.00	1.00
ADBPBAR1	CENTRAL CONTROLLER HARNESS EXTENSION	CENTRAL CONTROLLER HARNESS	\$22.00	\$22.00	1.00
ENGCP15001	bluePRINT® Handheld Control Panel - 15 Programmable Buttons	ON RADIO BRACKET IN FLOOR	\$103.46	\$103.46	1.00
ENGS07152	BLUEPRINT 487 200W AMPLIFIER/SWITCH	ELECTRONICS PLATE	\$244.30	\$244.30	1.00
ENGLNK004	bluePRINT Link™ Module for Chevrolet Express & GMC Savana Vans 2008-2017; Tahoe (2014-2017); Silverado & Sierra Pickup Truck (2014-2017); Suburban & Yukon (2015-2017)	SERIAL DATA PORT	\$216.48	\$216.48	1.00
MMSU-1	MAGNETIC MIC CLIP	CUSTOMER ADVISED	\$28.88	\$57.75	2.00
SHD281	HPM Series MANI/MIDI Fused Power Distribution Block with Satin Chrome Finish (2) 100A fuses + (2) 30A Fuses	UNDER HOOD	\$55.00	\$55.00	1.00
RADIO	INSTALLATION OF RADIO IN VEHICLE	IN FLOOR IN FRONT OF OEM CONSOLE	\$0.00	\$0.00	1.00
			TOTAL PARTS	\$3,829.53	37.00
			SHOP SUPPLIES	\$95.47	
			FREIGHT:	\$235.00	
			LABOR HOURS:	28.00	\$1,260.00
			TOTAL:	\$5,420.00	
VEHICLE TYPE/QTY:	2021 SILVERADO ADMIN				
CUSTOMER:					

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 procure unbudgeted Scanning Software, Laserfiche, to convert paper files to digital; and approves Mayor Sullivan to execute Addendum No. 1 to Master Services Agreement No. 19570; and the software is available for direct procurement through the NCPA (National Cooperative Purchasing Alliance) which has been nationally bid; and therefore, does not have to be let out for bid. The total cost will be \$30,835.25.

Adopted on this 22nd day of March, 2021

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

City of Fairhope
Project Funding Request

Issuing Date: 3/9/2021

Please return this Routing Sheet to Treasurer by: ASAP

Project Name: Procurement of scanning service software, Laserfiche, converting paper files to digital and approve Mayor to sign Amendment #1 to MSA19570

Project Location: _____

Presented to City Council: 3/22/2021

Funding Request Sponsor: Jeff Montgomery, Director of Information Technology

Resolution #: MAR 12 '21 PM 2:25
Approved _____
Changed _____
Rejected _____

JAM

Project Cash Requirement Requested:
Cost: \$ 30,835.25

Vendor: MCCI, (NCPA contract #11-26)

Project Engineer: n/a

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

Department Funding This Project

General Gas Electric Water Sewer Gas Tax Cap Project Impact Health Fed Grant

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 Museum-70 Debt Service-85 Marine-34 Plan/Zone

Project will be:

Expensed XXX
Capitalized
Inventoried

Funding Source:

Operating Expenses
Budgeted Capital
Unfunded

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

Grant: _____ Federal - not to exceed amount
_____ State
_____ City
\$0.00 Local

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

Over (Under) budget amount: \$ 30,835.25

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

Comments:

This is the 2nd part to a scanning service that started in 2020.

Capital Lease: _____ - Payment _____ Term _____

City Council Prior Approval/Date? _____

Finance Manager

City Treasurer

Mayor

Purchasing Memo Date: 3/5/2021

Purchasing Memo Date: 3/5/2021

Delivered To Date: 3/9/2021

Request Approved Date: 3/9/2021

Request Approved Date: 3/9/2021

Approved Date: _____

Signatures: [Signature]
Jill Cabaniss, MBA

[Signature]
Kim Cisech

[Signature]
Mayor Sherry Sullivan



MEMO

Sherry Sullivan
Mayor

Council Members:
Kevin G. Boone
Robert A. Brown
Jack Burrell, ACMO
Jimmy Conyers
Corey Martin

Lisa A. Hanks, MMC
City Clerk

Kimberly Creech
Treasurer

To: Jill Cabaniss, Finance Manager
Kim Creech, Treasurer

From: Delores A Brandt
Delores A Brandt, Purchasing Manager

Date: March 5, 2021

Re: **Greensheet/City Council approval for unbudgeted procurement of scanning service software, Laserfiche, to convert paper files to digital as Addendum #1 to MSA 19570 for MCCi and NCPA group contract**

The IT Department is requesting the procurement of Part 2 of Scanning service project with MCCi, **by Amendment #1 to MSA 19570**, the document management software that allows us to view/add scanned images, and can be used by all departments as a document repository. This unbudgeted software is available at a cost of **THIRTY THOUSAND EIGHT HUNDRED THIRTY-FIVE DOLLARS and TWENTY-FIVE CENTS (\$30,835.25)**, from MCCi through the purchasing cooperative, NCPA, National Cooperative Purchasing Alliance contract #11-26, which is active from 04-18 through 04-21 (see attached Quote). One-time Service charges of \$24,679.25 are included.

Please compose a greensheet and obtain City Council approval for the procurement of this additional software at a cost of \$30,835.25, from MCCi through the purchasing cooperative, NCPA and allow the Mayor to sign Amendment #1 to MSA.

Cc: file, Jeff Montgomery, Randy Weaver, Clint Steadham

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

251-928-2136 (p)

CITY OF FAIRHOPE PURCHASING DEPARTMENT REQUEST FORM

Name: Jeff Montgomery

Date: 2/15/2021

Department: IT

ITEM OR SERVICE INFORMATION

1. **What item or service do you need to purchase?** Laserfiche Software for Scanning Project - Part 2 of scanning Project. See Additional Comments
2. **What is the total cost of the item or service?** 30835.25
3. **Where will the item or service be physically located?**
4. **What is the primary function of the item or service?** View/Edit/Add scanned documents
5. **How many do you need?** Click or tap here to enter text.
6. **Item or Service Is:** New Used Replacement Annual Request
7. **When do you anticipate implementation?** June
8. **Additional Information or Comments:** This is the second part of the scanning project with MCCi. This is the document management software that allows us to view/add scanned images. All departments will be able to utilize software as a document repository. One time fees = 24,679.25.

BUDGET INFORMATION

1. **Is it budgeted?** Yes No Emergency Request
2. **If budgeted, what is the budgeted amount?** \$47,000
3. **What is the Capital Project Name or Operating Budget Code:** ALL - 50290
4. **Check any applicable boxes:** State Contract ALDOT Purchasing Group
 Sole Source (Attach Sole Source Justification)

Email completed form with quotes or other supporting documentation to deedee.brandt@fairhopeal.gov and jennifer.bush@fairhopeal.gov.

PURCHASING USE ONLY

Vendor Name: MCCI

Vendor Number: 5885

Current Business License: Yes No

Location:
401 Adams Avenue, Suite 280
Montgomery, AL 36104-4338



Mailing Address:
P.O. Box 302251
Montgomery, AL 36130-2251
Telephone (334) 242-9200
Fax (334) 242-1775
www.examiners.alabama.gov

Rachel Laurie Riddle
Chief Examiner

October 30, 2019

Act 2018-413 provides for certain exceptions to the Alabama Public Works Law. NCPA's contract for air conditioning and heating units and systems, which was awarded to Johnson Controls, Inc. (#02-55), has been approved for use under the provisions of Act 2018-413. This approval does **not** authorize installation or labor related thereto, which must be bid in compliance with Title 39.

Alabama Community College System
Alabama County Commissions
Alabama Municipalities
City and County Boards of Education
Other Entities subject to §§ 16-13B-1, et seq. and 41-16-50, et seq., *Ala. Code* 1975

To Whom It May Concern,

In accordance with Sections 16-13B-2(a)(13) and 41-16-51(a)(16), *Ala. Code* 1975, the Department has reviewed the competitive bidding process used by the National Cooperative Purchasing Alliance ("NCPA"), a national, governmental purchasing cooperative, for the contracts awarded as of the date of this letter. The Department did not identify any matters that were contrary to proper purchasing procedures or routine governmental procurement practices. Each contract was awarded by NCPA pursuant to the competitive bid laws of the State of Texas.

Based on the Department's review, the competitive bid process used by NCPA is approved for use through **December 31, 2020**. This approval authorizes the **purchase** of certain goods or services, other than voice or data wireless communication services, when certain statutory conditions are fulfilled. See Sections 16-13B-2(a)(13) and 41-16-51(a)(16), *Ala. Code* 1975. This approval does **not** apply to State Public Four-Year Universities within the State of Alabama.

Prior to utilizing NCPA, each governmental entity must verify that the goods or services to be purchased are not at the time available on the state purchasing program or are not available at a price equal to or less than that on the state purchase program. *Id.* Further, any such purchases must be made through a participating Alabama vendor holding an Alabama business license if such vendor exist. *Id.*

Should the Department receive notice that NCPA or its awarded vendors are allowing Alabama governmental entities to make unauthorized purchases or other unlawful business transactions, NCPA's competitive bid process approval will subject to immediate revocation by the Department.

If the Department can be of further assistance, please let us know.

Sincerely,

Rachel Laurie Riddle
CHIEF EXAMINER

RLR/jcp

ADDENDUM NO. 1 TO MASTER SERVICES AGREEMENT NO. 19570

LASERFICHE AVANTE ORDER

Pursuant to Master Services Agreement No. 19570 ("**Agreement**"):

This Laserfiche Avante Order, designated as Addendum No. 1 is entered into as of _____, 2021 ("**Addendum Effective Date**"), by and between MCCi and Client and is hereby incorporated into the Agreement and made a part thereof. If there is any conflict between a provision of the Agreement and this Addendum, the Agreement will control. Any capitalized terms not otherwise defined herein shall have the meaning set forth in the Agreement. This Order supersedes any previous quote or proposals received.

IN WITNESS WHEREOF, the Parties hereto have caused this Addendum No. 1 to be executed by their respective duly authorized representatives as of the Addendum Effective Date.

MCCi, LLC

CITY OF FAIRHOPE ("Client")

Signed: _____

Signed: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

PRICING: LASERFICHE AVANTE



3717 Apalachee Parkway, Suite 201
 Tallahassee, FL 32311
 850.701.0725
 850.564.7496 fax

Ship/Bill to: Jeff Montgomery
jeff.montgomery@cofairhope.com

Client Name: Fairhope, AL
Quote Number: 18984
Quote Type: Net New

Quote Date: March 03, 2021

Product Description:

CONTENT SERVICES SOFTWARE LICENSING FOR AVANTE

	Qty.	Unit Cost	NCPA 11-26	Total
<input checked="" type="checkbox"/> Laserfiche Avante Server for SQL Express with Workflow	1	\$1,500.00	\$1,395.00	\$1,395.00
<input checked="" type="checkbox"/> Laserfiche Avante Named Full User with Web Client	15	\$600.00	\$558.00	\$8,370.00
<input checked="" type="checkbox"/> Laserfiche Avante Starter Audit Trail	15	\$50.00	\$46.50	\$697.50
Laserfiche Software Subtotal				\$10,462.50

GRAND TOTAL - ONE-TIME SOFTWARE

\$10,462.50

Product Description:

LASERFICHE ANNUAL SOFTWARE SUPPORT - BASIC

	Qty.	Unit Cost	NCPA 11-26	Annual Total
<input checked="" type="checkbox"/> Laserfiche Avante Server for SQL Express with Workflow	1	\$300.00	\$270.00	\$270.00
<input checked="" type="checkbox"/> Laserfiche Avante Named Full User with Web Client	15	\$120.00	\$108.00	\$1,620.00
<input checked="" type="checkbox"/> Laserfiche Avante Starter Audit Trail	15	\$10.00	\$9.00	\$135.00
<input checked="" type="checkbox"/> Laserfiche Avante ScanConnect	1	\$100.00	\$90.00	\$90.00
Laserfiche Annual Recurring Software Support Subtotal				\$2,115.00

MCCI ANNUAL SUBSCRIPTION

<input checked="" type="checkbox"/> Training Center for Laserfiche (10-24 Users)	1	\$1,620.00	\$1,620.00	\$1,620.00
<input checked="" type="checkbox"/> MCCi SLA for Laserfiche (11-24 Users)	1	\$1,150.00	\$1,035.00	\$1,035.00
MCCi Annual Recurring Subscription Subtotal				\$2,655.00

MCCI SUPPLEMENTAL SUPPORT SERVICES SUBSCRIPTION

<input checked="" type="checkbox"/> Managed Support Services for Laserfiche <i>Client needs are estimated based on the current components provided herein: up to 10 hours that will expire at the end of your renewal term.</i>	1	\$1,386.00	\$1,386.00	\$1,386.00
MCCi Supplemental Support Services Annual Recurring Subscription Subtotal				\$1,386.00

GRAND TOTAL - RECURRING ANNUAL SUPPORT/SUBSCRIPTION

\$6,156.00

For budgetary purposes, the Client should include \$6,156.00 annually for renewal of the items above. If you subscribe to MCCi's Training Center or SLA, additional user licenses may increase its cost at the time of your next annual renewal. Sales tax will be invoiced where applicable and is not included above.

Service Description:	Qty.	Unit Cost	NCPA 11-26	Total
MCCi SERVICE PACKAGES				
<input checked="" type="checkbox"/> Implementation Services Package <i>Cost is based on the current components provided herein. MCCi's certified personnel will administer these services to assist Client with implementing the software/subscription components purchased.</i>	1	\$2,460.00	\$2,337.00	\$2,337.00
<input checked="" type="checkbox"/> Laserfiche Installation Package for Avante	1	\$5,125.00	\$4,868.75	\$4,868.75
<input checked="" type="checkbox"/> Laserfiche Filing Workflow Configuration <i>Up to 15 Document Types.</i>	1	\$4,100.00	\$3,895.00	\$3,895.00
<input checked="" type="checkbox"/> Laserfiche Training Services, Remote Per Day <i>Workflow training and installation excluded.</i>	2	\$1,640.00	\$1,558.00	\$3,116.00
Service Packages Subtotal				\$14,216.75
GRAND TOTAL - ONE-TIME SERVICES				\$14,216.75
TOTAL LASERFICHE PROJECT COST				\$30,835.25

All Quotes Expire in 30 Days

This is NOT an invoice. Please use this confirmation to initiate your purchasing process.

RECURRING SERVICES

The Recurring Services portion of this Order will be based on the pricing at the time of renewal. It will systematically renew unless written notice of termination has been provided per the master agreement. In the event that a manufacturer increases its prices for recurring annual services, the increase will be passed along to the Client. No more than once per year, MCCi may adjust its recurring annual services to coincide with current U.S. inflation rates; any increase will not exceed the cumulative increase in the Consumer Price Index (CPI) occurring since the last price increase.

SALES TAX

Sales tax will be invoiced where applicable and is not included in the fee quote above.

REMOTE SERVICES

All service packages include remote time due to COVID-19. If circumstances change to allow onsite services to be performed, a new quote must be requested.

PRODUCT ORDER & BILLING TERMS

PRODUCT ORDER

MCCi will process Product Orders as follows:

Product/Service Description	Timing of Product Order
All Software, Recurring Annual Support/Subscription, and Supplemental Support Services	Post Project Kick-Off.

BILLING

MCCi will invoice Client as follows:

Product/Service Description	Timing of Billing
All Software, Recurring Annual Support/Subscription, and Supplemental Support Services	<ul style="list-style-type: none">▪ Initial Sale: Upon delivery of software or activation of the subscription.▪ Annual Renewal: 75 days in advance of expiration date.
Service Packages	Upon delivery completion and Client acceptance.

MCCi shall not send any invoices nor claim payment for any fees or expenses incurred by MCCi until both parties authorize this Order. Sales tax will be included where applicable and NOT included in the Pricing section.

SUPPLEMENTAL SUPPORT & ANNUAL SUBSCRIPTION PACKAGES

As your first-tier solution provider, MCCi provides multiple options for technical support. Your annual renewal covers application break/fix support, version downloads, and continued educational resources. MCCi offers supplemental support packages to cover remote training, basic configuration services, and maintenance of existing business processes. MCCi Managed Support Services (MSS) or Process Administration Support Services (PASS) packages are strongly encouraged to be included with every renewal.

LASERFICHE

	Managed Support Services
Description	MSS
Easy access to our team of Certified Technicians for application break/fix support issues (i.e. error codes, bug fixes, etc.)*	■
Remote access support through GoToMeeting+	■
Access to product update version and hotfixes (Client Download)+	■
24/7 access to the Laserfiche Support Site and Laserfiche Answers discussion forums+	■
Software/support credit eligible for Laserfiche platform changes**	■
Additional Remote Basic Training	■
Additional System Settings Consultation	■
Assistance with Implementation of Version Updates	■
Annual Review of Administration Settings	■
Priority Offering of Laserfiche CPPs & Laserfiche Empower Registration Scholarships	■
Configuration and maintenance of <i>basic</i> business processes and MCCi packaged solution utilizing Laserfiche Forms and Workflow	
Configuration of Laserfiche Quick Fields sessions	
Basic Records Management Module Overview Training	
Administration Configuration Services	
Dedicated Certified Professional	
Proactive recurring consultation calls upon the Client's request	
Annual Review of business process configurations	
Institutional Knowledge of Your Solution	
Maintenance of MCCi/Client configured <i>complex</i> business processes	
Ability to schedule after-hours migrations/upgrades Monday-Friday 8 am to 10 pm EDT and Saturday-Sunday from 12 pm to 4 pm EDT	
Basic JavaScript, CSS, and Calculators for Laserfiche Forms*	

* Client's Support/Subscription Renewal includes these benefits, regardless of whether a supplemental package is owned.

* Excludes the development of new integrations, large-scale development projects, and SQL queries.

** **Hours:** MCCi allows clients to use their hours for a multitude of services, as long as a request will not start a service that cannot be completed. None of the packages listed above are intended to be utilized to configuration a new *complex* business process. In those instances, a separate SOW is required.

LASERFICHE SUPPORT/SUBSCRIPTION

Client's Laserfiche Support/Subsription Renewal covers:

- **BREAK/FIX SUPPORT**
Our certified Support Technicians team will assist with break/fix issues, including the resolution of error codes, bugs, etc.
- **CONTINUED EDUCATION**
Your renewal grants you access to continued education through Webinars, User Groups, Seminars, and more!
- **REMOTE ACCESS SUPPORT**
Our Support Technicians can access your system remotely to resolve issues, saving both time and money.
- **LASERFICHE SITE ACCESS**
You have 24/7 access to the Laserfiche support site, including whitepapers, case studies, etc. You also have access to Laserfiche answers, an online discussion forum. Ask questions and gain advice for other Laserfiche users, staff, and solution providers.
- **ACCESS TO VERSION UPDATES**
Your Laserfiche renewal covers access to download the version updates for your software/subsription.
- **SOFTWARE/SUPPORT CREDIT****
When upgrading or trading in perpetual licensing, you will receive a one-time credit of the software and remaining prepaid support. When moving to Cloud/Subsription, you will receive a one-time credit of the remaining prepaid support.

PACKAGE DESCRIPTIONS

BUSINESS PROCESS DEFINITIONS

A Workflow, Forms, or Quick Fields process that automates or streamlines an organization-specific process.

- **BASIC:** A business process requiring minimal configuration and virtually no institutional knowledge, allowing an MCCi Application Support Analyst to assist with configuration, support, and maintenance of the process.
- **COMPLEX:** A large business process with an extensive configuration that is mission-critical to the organization.
 - *EXAMPLES:* Large accounts payable process with a high volume of transactions, approval steps, database lookups, etc. Complex business processes require MCCi's Application Support Analyst to have institutional/process knowledge to configure the process.
 - For new complex Forms, Workflow, and Transparent Records Management configurations, please discuss a Business Process Configuration Service with your Account Executive or Account Manager.
- **MCCi Packaged Solution:** A solution MCCi has created for a market that has a specific business process automation use.
 - *EXAMPLES:* Large accounts payable process with a high volume of transactions, approval steps, database lookups, etc. Complex business processes require MCCi's Application Support Analyst to have institutional/process knowledge to configure the process.
 - For new complex Forms, Workflow, and Transparent Records Management configurations, please discuss a Business Process Configuration Service with your Account Executive or Account Manager.

CLIENT RESPONSIBILITIES (ALL PACKAGES)

- Configuration/maintenance of backups and any general network, security, or operating system settings outside of your solution (Laserfiche, ABBYY, Blue Prism)
- Management and creation of retention policies related to Records Management Module
- Providing an IT contact (internal or third-party) for MCCi to work with as necessary

- Providing remote access capabilities as needed. If the Client requests MCCi to have unattended access, the Client assumes all responsibility for the related session(s). The Client will work with MCCi to set up user profiles, user tags, etc. to allow desired security rights/access.
- For **MSS 2, PASS & PASS 2**, create/provide process diagrams (and any other necessary paperwork/examples)

MANAGED SUPPORT SERVICES (MSS)

MCCi's **MSS** package provides additional training and assistance to the Client's administrator and users. Pricing for the advanced block of hours is based on MCCi's Support Technician hourly rate discounted by 10%. The number of hours included is based on active products and will expire on the same date as your annual renewal. **MSS** can be used for the following:

- **ADDITIONAL REMOTE TRAINING**
Additional web-based training is conducted to train new users or as refresher training for existing users.
- **ADDITIONAL SYSTEM SETTINGS CONSULTATION**
MCCi offers additional best practices consultation that includes recommendations for adding additional departments, additional types of indexing, etc.
- **REMOTE IMPLEMENTATION OF VERSION UPDATES**
While your renewal includes version updates, implementation of those updates is sometimes overlooked. With the addition of **MSS**, MCCi is at your service to directly assist with implementing software updates such as minor updates, quick fixes or point releases. Dependent on the complexity and the Client's specific configurations, major software upgrades may or may not be covered and should be discussed with your Account Management Team.
- **ANNUAL SYSTEM REVIEW & ANALYSIS**
MCCi will access your system to review how your organization uses your solution, to identify potential issues, and to make recommendations for better use of the system. This analysis may be performed annually and is an optional service that will be completed only if requested by the Client.
- **LASERFICHE CERTIFICATIONS**
Priority offering of complimentary Laserfiche certifications, based on availability.
- **LASERFICHE CONFERENCE REGISTRATION**
Priority offering of complimentary Laserfiche Empower registration, based on availability.
- **ABBYY USER, GROUP, IMPORT PROFILE, AND BATCH UPDATES**
MCCi will create or update users or groups, import profiles, or batches within your ABBYY solution.

SERVICE LEVEL AGREEMENT (SLA)

MCCi's SLAs are offered as additional options to your annual support/subscription. An SLA offers clients escalated response times depending on the severity of the support issue, as well as other additional benefits. The SLA documentation and pricing is readily available upon request. MCCi currently has two separate SLAs available:

- Infrastructure Hosting
- Application Support

THE TRAINING CENTER FOR LASERFICHE

MCCi's Training Center for Laserfiche annual subscription provides an easy, cost-effective way for all users in your organization to access over 500 Laserfiche training videos.

BENEFITS

- 24/7 access to on-demand Laserfiche training videos and other resources
- Reduction in training expenses
- Caters to all skill levels from Basic Users to Advanced System Administrators

- Unlimited access for your entire organization
 - User determined schedule and pacing
 - Reduction in internal support and increased user productivity
 - Increased efficiency through improved internal usage/adoption
 - Instant/budgeted training available in the case of employee turnover
 - Enhance your organization's internal Laserfiche training program
- *The Training Center subscription gate is based on Laserfiche full and retrieval users.*

SERVICE PACKAGES

IMPLEMENTATION SERVICES PACKAGE

MCCi's certified personnel will administer these services to assist Client with implementing the software/subscription components purchased.

MCCi DELIVERABLES

Professional Services may include any of the following for the purchased components:

- Project management associated with the proposed solution:
 - Outlining requirements
 - Setting expectations for project success
- Assistance with basic repository configuration and user account setup (Laserfiche only)
- Basic configuration of all software components and remote installation as needed
- Review of implemented solution

LASERFICHE INSTALLATION PACKAGES

CLIENT DELIVERABLES

- Install SSL/TLS Certificates
- Open necessary Firewall ports
- Grant remote server access to MCCi to perform installation

MCCi DELIVERABLES

- Install and configure one instance of each application in one environment (i.e. Test, Dev, Staging, QA, etc.) as outlined in MCCi Assumptions

EXCLUSIONS

- Installing and configuring failover clusters or load balancing
- Configuring servers in DMZs
- Training

LASERFICHE POWERPACK BY MCCi

INSTALLATION AND CONFIGURATION PACKAGE

MCCi provides installation and configuration services to assist our clients and help them quickly utilize the benefits of these powerful features.

CLIENT DELIVERABLES

- Provide IIS web server to host the Data Analytics website
- SQL Server to host Data Analytics database, which will be created during the initial configuration
- Provide server/workstation to install OCR Scheduler and Data Analytics service
- Provide Laserfiche Workflow server to install and configure custom Workflow Activities

MCCi DELIVERABLES

- Install and configure PowerPack
- Provide overview training

LASERFICHE FILING WORKFLOW CONFIGURATION

MCCi's Laserfiche Filing Workflow Configuration Services are designed to be highly collaborative. The goal is to provide a customized process that allows your organization to archive specified records in a proper format and location that

is consistent with your organization's standards. To execute, MCCi's team of expert Project Managers and System Engineers will work with Client's Project Manager to build a Business Process in Client's Laserfiche environment.

CLIENT DELIVERABLES

- Provide MCCi with a mapped out narrative and flowchart of the specified business process
- Thoroughly define each resource and activity in the business process, including any exceptions
- Respond in a timely fashion to questions posed by MCCi's Business Process Configuration team
- Appointment of Client Project Manager
- Availability of IT resources as needed and end-users for interviews and Business Process testing
- Required Laserfiche software licensing

MCCi DELIVERABLES

- Configure a Laserfiche Workflow including (Up To 15 Documents) for archival
- Provide MCCi Project Manager for consultation
-

LASERFICHE TRAINING SERVICES

Client is provided with instructor-led Laserfiche training, hands-on, or train-the-trainer.

SYSTEM ADMINISTRATION TRAINING

- | | | |
|----------------------------------|--|-------------|
| ▪ Client and Server Installation | ▪ Users and Groups – Active Directory/SAML | ▪ Volumes |
| ▪ Records Management | ▪ Document Relationships | ▪ Templates |
| ▪ System Settings | ▪ Back Up Procedures | ▪ Security |
| ▪ Troubleshooting Procedures | ▪ Technical Support Overview | ▪ Tags |

FULL USER TRAINING

- | | | |
|------------------------------|----------------------------------|------------------------|
| ▪ Introduction to Laserfiche | ▪ Folders and the Folder Browser | ▪ Document Display |
| ▪ OCR and Full Text Indexing | ▪ Searching & Annotations | ▪ Security |
| ▪ Briefcases and Migrating | ▪ Scanning and Importing | ▪ Customize Laserfiche |
| ▪ Extracting a Document | ▪ Index Card/Templates | ▪ Volumes |

MCCi ASSUMPTIONS

TECHNICAL SUPPORT

Clients may contact MCCi support via MCCi's Online Support Center, email (support@mccinnovations.com), or telephone 866-942-0464. Support is available Monday through Friday (excluding major holidays) from 8 am to 8 pm Eastern Time.

PROFESSIONAL SERVICES

CHANGE ORDER PROCESS

Any deviations from the contract will be documented in a Change Order that Client must execute.

CONFIGURATION ASSISTANCE

Many of our packages list remote configuration assistance for up to a certain number of days. This is based on total days, not business days.

TRAVEL

MCCi will schedule travel in consecutive days for most engagements unless otherwise stated or agreed upon.

SCHEDULING

All rates are based on normal business hours, Monday through Friday from 8 am to 5 pm local time. If scheduling needs to occur after business hours, additional rates may apply.

RETURN POLICY

Any product returns are reliant on Manufacturer's return policy.

LASERFICHE ASSUMPTIONS

The following assumptions are current as of the date of order. Manufacturer's terms and conditions are subject to change.

HARDWARE REQUIREMENTS & INSTALLATION

Client is responsible for ensuring they meet the recommended hardware requirements, which are available upon request. One of each of the following components will be installed as part of your Laserfiche solution by default unless your pricing, Statement of Work, or written correspondence with you states otherwise:

LASERFICHE RIO

- Laserfiche Server
- Windows Client & Administration Console
- Web Access/Client*
- Mobile
- Federated Search*
- Import Agent (if purchased)
- Directory Server (LFDS)*
- Workflow
- Forms*
- Discussions*
- Audit Trail

LASERFICHE AVANTE

- Laserfiche Server
- Windows Client & Administration Console
- Web Access/Client*
- Mobile
- Audit Trail (if purchased)
- Directory Server (LFDS)*
- Workflow
- Forms*
- Import Agent (if purchased)

LASERFICHE SUBSCRIPTION

- Laserfiche Server
- Windows Client & Administration Console
- Web Access/Client*
- Mobile
- Federated Search*
- Import Agent
- Directory Server (LFDS)*
- Records Management (Business tier)
- Workflow (Professional/Business only)
- Forms* (Professional/Business only)
- Audit Trail

*Requires SSL/TLS Certificate. Client is responsible for acquiring and installing prior to Laserfiche implementation.

Note: Configuring a test environment, setting up an external DMZ, and/or setting up failover/load balancing are not included by default and must be detailed and priced in Statement of Work to be implemented.

LASERFICHE END USER LICENSE AGREEMENT (EULA)

As part of Client's account activation process, Laserfiche requires acceptance of the Laserfiche EULA, which can be found at <https://www.laserfiche.com/eula/home/>.

- By accepting this Order, Client acknowledges Laserfiche's EULA and agrees to abide by its terms and absolve MCCi of any Laserfiche product-related liability.

LASERFICHE SOFTWARE ASSURANCE PLAN (LSAP)

MCCi acts as first-tier support and works with Laserfiche, who would provide second-tier level support when needed.

ACTIVE LSAP BENEFITS INCLUDE:

- Easy access to our team of Laserfiche Gold Certified Support Technicians
- Remote desktop support through GoToMeeting

- Free Laserfiche version downloads
 - Access to continued education through Webinars, User Groups, and Seminars
 - Continued access to your Subscription environment (if applicable)
 - 100% upgrade credit* for your existing software (in the event of a platform upgrade)
- * Excludes moves to Subscription or Cloud

LASERFICHE LATE PAYMENT POLICY

- If payment is not received before your Renewal Date, your Laserfiche support expires. Please allow up to five (5) business days after receipt of payment for MCCi to process renewal payment to Laserfiche.
- If your on-premises support expires, your access to the Laserfiche website and Laserfiche technicians will no longer be available until payment is received.
- If your Subscription (if applicable) support expires, your access to Laserfiche will be turned off after 30 days and your access to the Laserfiche website, and Laserfiche technicians will no longer be available until payment is received.
- If your support expiration is just due to a late payment, you will still be able to access MCCi Support Technicians for 30 days.
 - However, if there are support issues that require Laserfiche involvement, these issues cannot be resolved until your support is renewed.

REINSTATEMENT FEES

- After your support has been expired for 30 days, Laserfiche will move your renewal date and will apply reinstatement fees.
 - Fees = 10% of Annual LSAP Total multiplied by the number of expired months

POLICIES

- All maintenance/subscriptions are prepaid and non-refundable.
- One year of LSAP must be purchased for all new products.
- *For new systems:*
 - The support date is set 30 days after MCCi submits software order to Laserfiche.
- *For platform upgrades to Avante or Rio:*
 - The support date is set immediately upon MCCi submitting software order to Laserfiche.
 - Remaining months of LSAP can be applied toward the new purchase.
 - To receive any available software credit for existing platform software at the time of the upgrade, Client's LSAP must be active (i.e. support/maintenance has not expired).
- *For product upgrades:*
 - To receive any available software credit for existing platform software at the time of the upgrade, Client's LSAP must be active (i.e. support/maintenance has not expired) and the support date is prorated to match Client's existing support date.
- *For moves from on-premises platforms to Subscription:*
 - Credits are not available when moving to Laserfiche Subscription licensing options from an alternative Laserfiche licensing model.
- *For additional software:* the support date is prorated to match Client's existing support date.
- *For Subscription licensing renewals:*
 - The support will automatically renew unless Laserfiche is notified of intent to cancel at least 30 days prior to the renewal date.
 - If your Laserfiche Subscription invoice remains outstanding 30 days after the renewal date, the entire Laserfiche system will be deactivated.
 - The Subscription renewal invoice will be sent 75 days prior to the anniversary date.

INTEGRATIONS

Third-party Laserfiche integrations or utilities may consume one or more Laserfiche user licenses depending on how the vendor designed and coded the integration. These additional licensing needs should be verified by Client and considered in the user licensing purchased.

LASERFICHE SOLUTION PROVIDER OF RECORD

As your current Solution Provider of Record, Laserfiche's policy dictates that MCCi is the only Solution Provider that can download software licenses and activations for you. Unless you decide to cancel your contract with MCCi or work with Laserfiche to formally change your Laserfiche Solution Provider of Record, future software purchases, upgrades, and support renewals will be processed and provided solely by MCCi.

CLIENT SOLUTION CUSTOMIZATIONS

Client may also choose to customize their system internally, without MCCi's help. MCCi is not responsible for any damages caused by the user's customization of the system. MCCi will not be held responsible for correcting any problems that may occur from these customizations. Routine updates to Laserfiche may affect any customizations made by the user. If MCCi's help is required to correct/update any customizations made by Client, appropriate charges will apply.

CLIENT INFORMATION TECHNOLOGY ASSISTANCE

For MCCi to excel in providing the highest level of service, Client must provide timely access to technical resources. Client must provide adequate technical support for all MCCi installation and support services. If Client does not have "in-house" technical support, it is Client's responsibility to make available the appropriate Information Technology resources/consultant when needed.

RESOLUTION NO. _____

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that the City Council approves the following Temporary Job Position, the Job Description, and Grade of Pay for same:

Addition:	Job Positions	Grade of Pay
	Purchasing Manager Trainee	24S

The position will sunset on the date of the current Purchasing Manager's retirement, but no longer than eight (8) months, whichever occurs first.

BE IT FURTHER 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
	Planning Clerk	22H
Deletion:	Administrative Assistant for Planning	20H

ADOPTED THIS 8TH DAY OF MARCH, 2021

Jack Burrell, Council President

ATTEST:

Lisa A. Hanks, MMC
City Clerk



CITY OF FAIRHOPE

Uniform Job Description

Position Title: **Purchasing Manager Trainee** Position Number: _____
 Department: **Purchasing** Pay Grade: **24S**
\$46,879.85-\$60,943.80-\$75,007.76
 Reports To: **City Treasurer** Effective Date: _____
 Supervises: _____ Supercedes: **New Position**

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 Purchasing Manager Trainee assists in the day-to day operations of the Purchasing Department. The employee oversees the centralized purchasing functions of the city, oversees the maintenance or procurement records and files, and develops bids specifications and contracts. The employee also analyzes procurement documents and procedures to determine if adjustments and modifications are necessary. The Purchasing Manager Trainee ensures all purchasing documentation is maintained in accordance with state and federal laws and the City's policies and procedures. This job is considered security-sensitive and is subject to a pre-employment background check.

II DISTINGUISHING CHARACTERISTICS OF THIS POSITION

The Purchasing Manager Trainee works under the direct supervision of the City Treasurer and performing a variety of technical tasks relative to assigned area of responsibility, performing all the assigned duties in accordance with the City of Fairhope's ordinances and the Laws of the State of Alabama. In addition, the Purchasing Manager Trainee must develop and maintain collaborative and respectful working relationships with team members and others; and consistently provide quality service to the citizens of Fairhope.

As a key employee in disaster recovery operations, the Purchasing Manager Trainee must remain in town during hurricanes, even if evacuation orders are issued for the general population.

III ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

- Oversee the centralized purchasing functions of the City; recommend and administer policies and procedures.
- Oversee the maintenance of procurement records and files associated with the centralized procurement activity.
- Develop, review, and assist departments in developing bid specifications and contracts; consult with departments to ensure that specifications describe essential items or features.
- Assists in the preparation and processing of bid specifications and contract documents.
- Assists in coordinating schedules for Pre-Bid and Pre-Construction conferences.
- Prepare bid forms and advertise for bids; formulate bid recommendations and recommend awards; establish escrow accounts and disposition of bid bonds and security deposits; prepare bid reports.
- Assist in reviewing, evaluation and approving specification for issuing and awarding bids.
- Assists in the preparation of contract change order (s) and supplemental agreements(s).
- Assists in the close-out of project documents.
- Analyze procurement requirements and determine procurement procedures for blanket purchase arrangements, competitive bid processes and consolidated purchases.
- Review invoices covering purchases to ensure agreement with purchase orders; work with finance staff to resolve billing problems; approve and sign all purchase orders for the City.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of governmental purchasing.
- Compile information for statistical, financial, and analytical reports on budget preparation; assist departments in evaluating line items for budget preparation.
- Report status of fixed asset inventory items to appropriate staff; notify City departments of reusable items available; identify items with appropriate tags; dispose of surplus goods according to applicable laws and regulations.

- Ensures all departments comply with the City's purchasing policy and Alabama State Bid Law.
- Provide a high level of customer service at all times.
- Represents the city in a consistently professional and positive manner.
- Project and maintain a positive image on behalf of the City of Fairhope with those contacted in the course of work.
- Prepare various reports on operations and activities.
- Confer with department representatives to determine purchasing requirements and bid specifications.

IV OTHER DUTIES AND RESPONSIBILITIES

- Attend City Council meetings and present purchasing recommendations, as necessary.
- Perform related duties and responsibilities as required.
- Remain subject to recall to work during hurricane or other emergency incidents.

V REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of City rules, regulations, policies, and procedures.
- Knowledge of the City's budget and purchasing processes.
- Knowledge and application of state bid laws.
- Knowledge of effective leadership and management principles and practices.
- Knowledge of principles and practices of public purchasing, budgeting, communications, contracting, project management, records management.
- Knowledge of safety rules including accident causation and prevention.
- Skills in supervising subordinate employees.
- Skills in purchasing processes.
- Communication skills to effectively communicate internally and externally, both orally and in writing.
- Verbal skills to communicate effectively with elected officials, supervisors, co-workers, subordinate employees and public.
- Reading skills to comprehend manuals, directives, procedures, and instruction.
- Writing skills to take notes, write reports, correspondence and recommendations using correct English, grammar, punctuation, and spelling.
- Math skills to perform calculations (add, subtract, multiply, divides), work with budgets, and conduct some statistical analysis.
- Skills to conduct research on products designed to meet specifications, make comparisons, draw conclusions, and apply them to needs of the City.
- Ability to supervise others.
- Ability to maintain confidentiality.
- Ability to manage complex projects and multi-task.

- Ability to work independently and make sound decisions.
- Ability to evaluate and situations and exercise good judgment.
- Ability to use computers and office projectivity software.
- Ability to use standard office equipment.
- Ability to drive a vehicle.

VI ACCEPTABLE EDUCATION, EXPERIENCE AND TRAINING

- Possess a bachelor's degree in finance, business administration or related field from an accredited college or university.
- Minimum of four (4) years of professional work experience in an office environment working with bids and in purchasing, preferably in an Alabama municipal setting.
- Previous work experience in a government office and/or work with the public is strongly required; or any combination of education, training and experience that demonstrates the above listed knowledge, skills, and abilities commensurate with the requirements of this job.
- Posses a current and valid driver's license; must be insurable.
- Certification as a purchasing agent through a recognized purchasing organization is preferred.
- Ability to work non-standard hours.
- Ability to travel for training or other requirements.
- Ability to pass a pre-employment background check.

VII EXTENT OF PUBLIC CONTACT

An employee in this position must be able to communicate effectively with fellow City of Fairhope employees, outside vendors and the general public. He or she must be comfortable in addressing groups and making presentations to the City Council meetings.

VIII PHYSICAL DEMANDS

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting moderately heavy items such as record boxes. This work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

IX WORKING CONDITIONS AND ENVIRONMENT

The work environment characteristics described herein are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Work in an office environment; sustained posture in a seated position; continual answering of phones; work at public counter; repeatedly rise, sit, and bend in a confined area in order to retrieve and replace files; work with computer equipment for prolonged periods of time; deal with unfriendly customers in a courteous manner.

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: Planning Clerk Pay Range: 40,566.66-52,736.66-64,906.66
 Department: Planning and Zoning Pay Grade: 22
 Reports To: Planning and Zoning Manager Effective Date: _____
 Supervises: None Supercedes: _____

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

Reporting to the Planning and Zoning Manager, employee will perform work requiring clerical skills, public relations, research, records management and be able to work with minimum supervision in support of the daily activities of the Planning and Zoning Department. The position is also responsible for advertising, setting up meeting rooms, scheduling various meetings, and taking the minutes of the Planning Commission, Board of Adjustment and Appeals, and related meetings.

II DISTINGUISHING CHARACTERISTICS OF THIS POSITION

The Planning Clerk is distinguished from other Administrative Assistant and clerical positions by its relationship to the Planning and Zoning Manager, the Board of Adjustments and Appeals, and the Planning Commission. The employee must have a thorough understanding of the requirements and deadlines required by local and state laws and regulations pertaining to the development process. Employee is under the supervision of the Planning Director but must be able to exercise independent judgement and initiative to carry out duties efficiently and effectively. The employee will attend after hours meetings, review and intake development applications, record motions and minutes, draft action reports, respond to information requests, prepare public notices and advertisements, and maintain the planning department website. This position plays a vital role in ensuring public processes are transparent and open to public input.

III ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

Public Relations

- Courteously greets visitors, screens, and responds to incoming mail, e-mails, telephone calls, and routes to appropriate employee or department.
- Works with the general public, applicants, their attorneys, and representatives, to assist them with the application process.
- Prepares and disseminates information to the public, elected officials, and City Departments regarding potential and pending developments and regulations.
- Must be knowledgeable about zoning codes, policies, procedures, subdivision, and other regulations of the City, as well as various land use maps; must be able to explain same to the general public.
- Researches and responds to citizen requests in person or by phone in accordance with City policies and regulations.
- Responds to sensitive requests for information that may involve confidential matters.

Administrative Responsibilities

- Composes written documents and correspondence with the highest quality requiring independent judgment in handling format, procedure, and context.
- Reviews documents for clarity, conciseness, accuracy, and completeness.
- Assists with employee time sheets.
- Schedules appointments and maintains calendar for the Planning and Zoning Manager.
- Schedules and maintains the departmental calendar, including due dates, off days, holidays, meeting times, pre-application meetings, design review meetings, etc.
- Confers with and shares information with other City Departments for fact finding, addressing issues, and problem resolution.
- Maintains an inventory of office supplies and orders replacements as needed.
- Enters requisitions for supplies and other associated departmental expenditures.
- Transcribes correspondence, budget proposals, standard operating procedures, applications, and other documents such as draft Ordinances, Resolutions, etc.
- Retrieves and distributes department mail.
- Performs other work, as necessary.

Planning Clerk

Board and Commission Support

- Maintains calendar, prepares draft Agendas, and coordinates meeting packets for each member of the Planning Commission and Board of Adjustment and Appeals.
- Attends Planning Commission and Board of Adjustment and Appeals meetings, provides specific details to commission and board members garnered from the day-to-day handling of issues. Takes and transcribes accurate Minutes. Posts meetings and approved Minutes with the City Clerk. Receives and files extension requests to meet statutory deadlines, authorizations for parties to represent applicants, and written concerns and comments submitted by project abutters, interested parties, other City Departments, and outside agencies.
- Writes draft decisions based on compiling all submitted evidence. Responsible for all statutory requirements and monitoring of deadlines including but not limited to developing and publishing Notice of Public Hearings, statutory mailings, filing of Decisions and Notices of Decisions, etc.
- Ensures quorums are present for all public hearings; ensures Board and Commission members can access pertinent files and documents.
- Processes application fees and maintains the Planning Department's fee schedule.
- Maintains the by-laws for the Planning Commission and Board of Adjustment and Appeals, coordinates annual schedule, and assists with the appointment and training of new members.
- Maintains a community contact list used to distribute news and communication.
- Drafts Resolutions, Ordinances, Site Plan Reviews, Code Amendments and efficiently delivers to the City Clerk matters to be considered by the City Council.
- Maintains a computerized tracking system with electronic index for cross referencing files for recording all applications, decisions, and endorsements issued by the Planning Commission and Board of Adjustment and Appeals.
- Receives all applications, reviews them for conformity with the instructions, and assures that all applications have been properly filed. Responsible for time-sensitive processing.
- Maintains a comprehensive filing system within the Planning Department for pending and approved Subdivisions, Code Amendments, Site Plan Reviews, Appeals, Variances, and Administrative Approvals.
- Coordinates and schedules time-sensitive public hearings for the Planning Commission.
- Respects access to confidential information generated in Planning Commission Executive Sessions, and also in e-mails, letters, or conversations, with City Council related to proposed or ongoing litigation proceedings.

Planning Clerk

- Prepares a variety of correspondence, reports, memos, and other similar material for the Planning Commission.
- Prepares, assembles, and distributes copies of case reports to City Council, Planning Commission, Development Review Committee, Board of Adjustment and City staff.
- Coordinates pre-application meetings; receives and distributes associated preliminary sketch plats to appropriate employees and departments.
- Drafts and submits legal notices to newspapers, produces site postings and ensures postings are completed within required legal time frame.
- Notifies applicants, property owners, homeowners associations, and other entities of hearing dates, times, locations, and posts copies of hearing agendas within legal time frame.
- Purges approved/closed zoning case files.

Record Management

- Establishes electronic and hard copy files of case reports; updates and maintains planning and zoning database records system.
- Assists with the development, maintenance, and custody of the City's Comprehensive Plan.
- Coordinates graphic requirements and property owner mailing lists for each planning case.
- Ensures plats and site plans are recorded within statutory deadlines.
- Ensures Maintenance Bonds, Performance Bonds, and associated agreements and documents are approved by the responsible party in a timely manner.
- Assists with the assignment/change/update and maintenance of the address database for the City.
- Coordinates digitizing historical paper documents and ensures that are index for efficient access.

Miscellaneous Duties

- Professional development is required by attending conferences, workshops, and seminars related to job responsibilities and continuing education.
- Must be able to work with a variety of City Departments and outside agencies in a professional and friendly manner that exemplifies the values of the Planning Department.
- Must be familiar with Robert's Rules of Order to assist Board and Commission members during public hearings and meetings.
- Prepares a variety of studies, reports and related information for decision-making purposes.

Planning Clerk

- Prepares reports and surveys for Mayor, City Council, City Clerk and/or the Planning and Zoning Manager as directed.

IV OTHER DUTIES AND RESPONSIBILITIES

Perform other related duties and tasks as required.

V REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge of the principles and practices of modern public administration;
- Thorough knowledge of modern office practices and procedures including record keeping and filing;
- Thorough knowledge of data entry and data processing operations;
- Working knowledge of general and specialized computer software, including MS Office, Word, Excel, and Access;
- Knowledge and understanding of the City's political environment and sensitivities; ability to function effectively within that environment;
- Thorough knowledge of modern records management techniques, including the legal requirements for recording, retention, and disclosure;
- Knowledge of databases and spreadsheet programs utilized by the City;
- Knowledge of web-based research capabilities;
- Knowledge of electronic records management system;
- Skills in human relations, diplomacy, tact and negotiating;
- Skill in identifying emerging issues, developing, and implementing new approaches and/or refining the department's organization structure to generate desired results as efficiently as possible;
- Skill in researching complex issues and developing recommended actions; ability to conduct complex administrative studies;
- Skill in effective, clear, and persuasive oral and written communications to individuals and groups;
- Ability to format data to facilitate efficient update of the City's web page;
- Ability to anticipate and resolve problems before a problem arises;
- Ability to maintain confidences and routinely handle extremely sensitive ~~and political~~ information;
- Ability to develop and maintain professional, courteous, and productive relationships with elected officials, fellow employees, volunteers and the public;
- Ability to rapidly learn and perform tasks related to City ordinances and resolutions, State laws and regulations and City rules, policies, and procedures;
- Ability to meet deadlines, establish and maintain priorities, and work under stress;
- Ability to plan, schedule, monitor and complete complex projects and tasks;
- Ability to keep accurate written and electronic records;

Planning Clerk

- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or specialized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;

VI ACCEPTABLE EDUCATION, EXPERIENCE AND TRAINING

High School Diploma is required. Some college course work is desirable. Degree preferred; AND

Three to five years related clerical or administrative experience, preferably in a public setting; OR

Any equivalent combination of experience and training which provides the knowledge, skills, and abilities to perform the work.

Knowledge of zoning regulations, general land use development, building codes and manual and electronic record keeping is desirable. A valid driver's license is required.

Public Notary license preferred.

VII EXTENT OF PUBLIC CONTACT

An employee in this position must be able to communicate effectively with fellow City of Fairhope employees, outside vendors and the general public.

This position requires extensive contact with the public, most often in a one-on-one situation. This position will require someone who can think creatively and work well with the public as well as other City employees from various departments. Must represent the City in a pleasant, professional, and knowledgeable way.

VIII PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Employees in this position must have:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to permit the employee to communicate effectively and to understand department rules and regulations;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to permit the employee to read and scan a wide variety of materials in electronic or hardcopy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to permit the employee to operate a personal computer, typewriter, telephone, copier, and other similar or related office equipment;
- Sufficient strength, personal mobility, and physical reflexes, with or without reasonable accommodation, to permit the employee to sit, walk, stand, and talk in order to perform required tasks.

IX WORKING CONDITIONS AND ENVIRONMENT

- Work in an office environment; sustained posture in a seated position; continual answering of phones; repeatedly rise, sit, and bend in a confined area in order to retrieve and replace files; work with computer equipment for prolonged periods of time; deal with customers in a courteous manner.
- Has access to department-related confidential information including development applications and City records.
- Travel to/from meetings and various locations.
- Travel to place upcoming notification signs at project sites.
- Work after normal office hours to attend board and commission meetings.

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 City Council approves the recommendations from the Street and Traffic Control Committee's Task Force for the crosswalk at Nichols Avenue at Hope Farm and Fairhope Brewing. The total cost for the crosswalk, labor, LED light, and lighted pedestrian sign is estimated at \$5,214.00.


Adopted on this 22nd day of March, 2021

Jack Burrell, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

Lisa A. Hanks, MMC

From: Sherry Sullivan
Sent: Wednesday, March 10, 2021 2:55 PM
To: Lisa A. Hanks, MMC 
Cc: Jack Burrell
Subject: Nichols CrossWalk
Attachments: Nichols TC - Speed Table Concept 02-22-2021.pdf; PWD Cost Est 02-22-2021.pdf; Solar Powered LED Signs - Pedestrian Crossing Sign _ Emedco.pdf

Lisa,

Please see attached for approval by the Council at the March 22nd meeting . This is for the crosswalk on Nichols Avenue at Hope Farm and Fairhope Brewing.

Total cost for cross walk, labor, LED light and lighted pedestrian sign is \$5,214.00

Meeting on site included the following:

Hunter Simmons
Stephanie Hollinghead
Kevin Boone
Representatives from both businesses
Tony Wade from Tony's Towing

Any questions, let me know.

Thanks,
Sherry



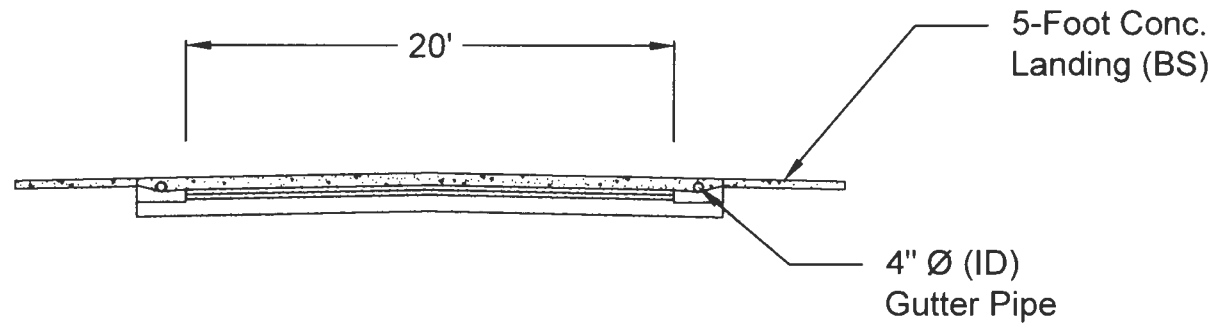
B **NICHOLS AV** B



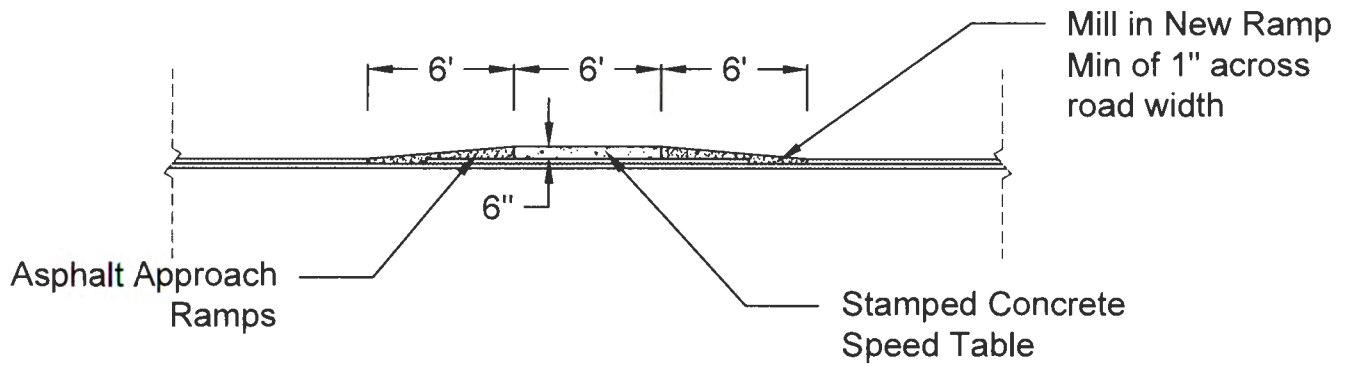
NICHOLS AVE SPEED TABLE

City of Fairhope, Public Works

Date: FEB. 22, 2021	Drawn By: R.D. Johnson, PE	Plan View
Scale: N.T.S.	2021-PWI ###	Page1 of 2



SECTION DETAIL A - A



SECTION DETAIL B - B

NICHOLS AVE SPEED TABLE		
City of Fairhope, Public Works		
Date: FEB. 22, 2021	Drawn By: R.D. Johnson, PE	CS Details
Scale: N.T.S.	2021-PWI ###	Page 2 of 2

Calculation She

Designer RDJ Date _____ Checker _____ Date 02/22/2021
 Title NICHOLS SPEED TABLE Job No. _____
 Subject TRAFFIC CALMING Sheet No. _____ of _____

ASPHALT - $2 \cdot 2 \cdot 24 = 96 \text{ CF} = 3.56 \text{ CY} \times 2 \text{ TON/CY} = 7 \text{ TONS}$

$7 \times \$60.00 / \text{TON} = \420.00

CONCRETE (DYED BRICK RED) = $60 \text{ CF} = 2.25 \text{ CY}$

$2.25 \times \$125.00 = \281.25

$7 \cdot 5 \cdot 2 \cdot \frac{4}{12} = 23.33 = 1 \text{ CY} @ \$98.00 = \$98.00$

SIGNS W/POST & HARDWARE (W17-1) $\times 2 = \$125.00$

4" ϕ (10') PIPE = USE DUCTILE IRON FROM YARD

MARKINGS / PAINT $\approx \$100.00$

FORMS AND OTHER MISC. MATERIALS = $\$175.75$

MATERIAL COST EST. = $\$1200.00$

LABOR - 3-PERSON CREW -

EQUIP OPERATOR	III	- M.P. \$18.99 / HR	}	\$64.99
CARPENTER	III	- M.P. \$25.59 / HR		
CARPENTER	II	- M.P. \$20.41 / HR		

32 CREW HOURS @ $\$64.99 = \2079.68

2 SIGN CREW HOURS @ $\$44.00 / \text{HR} = \88.00

4 PAINTER HOURS @ $\$22.00 / \text{HR} = \88.00

TOTAL LABOR = $\$2,255.68$



Solar Powered LED Signs - Pedestrian Crossing Sign

Flashing crosswalk signals are visible at distances up to 2600ft

- Highly noticeable solar LED pedestrian crossing signs create a safe crosswalk in your parking lot or across busy roadways.
- The crosswalk signs feature LED lights that flash 24/7 and are easily visible up to 2600ft away.
- Powered by an efficient lithium ion battery that provides 5-7 days of operation time on a single full charge.

\$1,249.00

Style No. 23956D

Supplied in : Piece

Estimated ship date:
[Chat](#) or call for availability

Details

Solar Powered LED Signs - Pedestrian Crossing Sign

- A power switch and 12/24 hour work switch are located on the back of the illuminated sign for real-time adjustment.
- Constructed of strong aluminum material for long-lasting outdoor durability.

Specifications

Color	Black/Yellow	Dimensions	30" H x 30" W
Enables Industry Compliance	MUTCD;UL	Height	30 in
Illumination	LED	Indoor or Outdoor Use	Outdoor Use
Material	Aluminum	Mounting Type	Mounting Holes
Pictogram Description	Pedestrian Symbol	Rated View Distance	2600 ft
Reflective Material	High-Intensity	Shape	Diamond
Supplied in	Piece	Width	30 in

Dispatch, Delivery & Returns

Need more details or have questions about this product?

We have experts on staff to answer all your questions Monday-Friday, 7:30am to 7:00pm EST

[1-800-442-3633](tel://800-442-3633) (link : tel://800-442-3633)

emedco_solutions@emedco.com (link : mailto:emedco_solutions@emedco.com)

[Live Chat](#)

Chat Now!