

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

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

1. Dyas Triangle Discussion
2. Committee Updates
3. Department Head Updates

**Next Regular Meeting – Monday, December 13, 2021 - Same Time and Place**

## **DYAS TRIANGLE – RECOMMENDED DEED PROHIBITIONS**

***Mission:*** To preserve and protect the property known as the Dyas Triangle to be used as public parkland for the enjoyment of the community in a natural state and with protection of the environment, natural resources, and animal habitat as the priority.

***Prohibitions:*** In accordance with the mission, we suggest the following prohibitions:

1. Any commercial or industrial use of the property.
2. The placement or construction of any buildings other than restroom facilities.
3. Removing, destroying, or cutting of trees, shrubs or other vegetation, except as required for a) fire breaks, b) maintenance of designated trails and habitat, or c) prevention or treatment of disease.
4. Disposal or dumping of waste, refuse, or debris on property.
5. The above-ground installation of communication towers, antennas, and related facilities unless constructed in a manner to preserve the environmental aesthetic.
6. The exploration for, or development and extraction of, any minerals and hydrocarbons by any mining or extraction method.
7. Any alteration of the surface of the land including excavation or removal of soil, sand, gravel, rock, etc. unless directly tied to habitat or watershed restoration and management.
8. Any use or activity that causes or is likely to cause significant soil degradation or erosion or significant pollution of any surface or subsurface waters.
9. Any maintenance of the property that is inconsistent with the mission and environmental management plan established for the property.
10. Use of motorized and/or battery powered vehicle on the property other than mobility devices for disabled individuals, with the exception of maintenance vehicles and emergency services.
11. The placement of any above ground utility infrastructure larger than a total of 0.25 acres. Minor utility infrastructure less than 0.25 acres must be located adjacent to exterior boundaries/ concentrated in the right-of-way and must be obscured and constructed in a manner to preserve the environmental aesthetic.
12. The introduction of any non-native vegetation to the property.
13. Manipulating, impounding, or altering of the natural watercourse of Fly Creek unless associated with watershed restoration.
14. The permanent installation of artificial lighting anywhere on the property except in parking lot and restroom facilities.

## Sherry Sullivan

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**From:** Sherry Sullivan  
**Sent:** Wednesday, October 13, 2021 1:16 PM  
**To:** Jack Burrell; Jay Robinson; Jimmy Conyers; Corey Martin  
**Cc:** Amy Paulson  
**Subject:** Fwd: Dyas Triangle - Recommended Deed Prohibitions  
**Attachments:** Dyas Triangle\_Recommended Deed Prohibitions.pdf

Please see the attached deed restrictions and my notes below. I am copying Amy Paulson and Michelle Melton with FEAB so they can also offer feedback.

1. Ok
2. What about a nature center, kiosk, additional restrooms?
3. Do not agree, should say with permission of City horticulturalist or tree committee.
4. What about clean-up and putting debris out for pick-up?
5. Ok
6. Ok
7. What about construction of trails?
8. Same as #7
9. Ok
10. Ok
11. Ok
12. Ok
13. Ok
14. No, what about security lights throughout property if necessary.

Please send me your feedback by Monday. We really need to move on this.

Thanks,  
Sherry

## Sherry Sullivan

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**From:** amy.paulson@yahoo.com  
**Sent:** Sunday, October 17, 2021 9:45 PM  
**To:** Sherry Sullivan; Jack Burrell; Jay Robinson; Jimmy Conyers; Corey Martin; jburrell26@bellsouth.net  
**Cc:** Gary Gover; Ben Frater; Michelle Melton  
**Subject:** Re: Dyas Triangle - Recommended Deed Prohibitions

**SENT FROM AN EXTERNAL ADDRESS**

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Good Afternoon!

We did make some of these prohibitions broad - at one point we started listing everything we didn't want to see in there, but then realized we were running the risk of leaving something out. So we then decided to focus on defining compatibility with the mission statement and philosophy of the designated land use. The specificity of each and every allowed/disallowed use and how the park will be run would be hashed out in the Park's Ecosystem and Recreation Management Plan.

So, in answer to some of your comments regarding the recommended deed prohibitions, please see below in bold type...

1. Ok (define commercial, is hosting a wedding at a garden a commercial venture if they rent the space?)  
**We assume that COF Ordinance 1575 (COF Park Usage) covers rules related to gatherings, fees, and required permits in public spaces and does not need to be restated here. The intent of this prohibition is to keep the area "natural," nuisance-free, and public, whereby no commercial entity can make money off of community property and people can enjoy a free space. If an outdoor pavilion is constructed, the Park Ecosystem and Recreation Management Plan can define specific, non-commercial uses for that pavilion and the protocol by which to attain/schedule them.**
2. What about a nature center, kiosk, additional restrooms? (I agree, we might have a visitors entrance/center in the future)  
**The mission of the park is to provide park space "in a natural state with protection of the environment, natural resources, and animal habitat as the priority" for the People of Fairhope. We assumed that a developed bathroom facility would be placed at the parking lot and no other buildings would be permitted as to preserve that natural space/feeling of nature. We defined a building as a roof with walls; thus, a kiosk with trail, natural resources, and other information is not a building and would be located at the parking area as well. We do not recommend that a "nature center" facility is needed here as there are several already existing in the area (Weeks Bay, Pelican's Nest) and, ultimately, this is not a large space. The size of this location requires that a Park Ecosystem and Recreation Management Plan take a hard look at compatibility between uses and we caution using this space to be too many things.**
3. Do not agree, should say with permission of City horticulturalist or tree committee. (or a trail, bike trail, ped trail, picnic area)  
**If necessary, we recommend the following addition: "All vegetation management will be performed as prescribed in the Park Ecosystem and Recreation Management Plan and enacted by qualified agents operating under the guidance of that Plan." However, this notion is covered in prohibition 9, which explicitly states that all actions within the park link back to the mission and Management Plan prescribed for this location. The intent of this prohibition is to ensure that it maintains as a natural area, showcasing species that are native and appropriate for this region/location, and that no collecting, harvesting, or other commercial venture be allowed.**
4. What about clean-up and putting debris out for pick-up? (does placing trash in a receptacle fit that definition?)  
**This prohibition deals with illegal dumping. Likewise it was envisioned to ensure that it did not become a**

**dump or staging area (especially as a holding area for storm debris) that may damage or hinder the effectiveness of the ecosystem restoration and watershed function. Certainly trash and debris pickup is necessary at this location and pickup process would be incorporated into the final design.**

5. Ok

6. Ok

7. What about construction of trails? (what you said!)

**That is a good point. However, it is not anticipated that trail construction should require excavation. May want to add, "Minimal ground disturbance is anticipated during initial trail development as identified in the Park Development Plan or ongoing maintenance as prescribed in Park Ecosystem and Recreation Management Plan."**

8. Same as #7

**This prohibition is SPECIFICALLY written to apply to the construction of trails. Considering that this location is directly adjacent to Fly Creek and has highly erodible soils, it is crucial that all trails are designed, constructed, and used in a manner that does NOT promote or accelerate soil degradation or erosion.**

9. Ok

10. Ok

11. Ok

12. Ok

13. Ok

14. No, what about security lights throughout property if necessary. (I think the elimination of lights except for parking lot precludes the use after dark, and I'm okay with that)

**The FEAB previously had robust discussion on this topic and we agree with the recommendation that the park close at dusk to preclude the need for security lighting. Persistent lighting will negatively impact this ecosystem and is contrary to the mission of this park.**

Please send me your feedback by Monday. We really need to move on this.

Thanks,

Sherry

## Sherry Sullivan

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**From:** Corey Martin  
**Sent:** Wednesday, October 13, 2021 4:17 PM  
**To:** Sherry Sullivan  
**Subject:** RE: Dyas Triangle - Recommended Deed Prohibitions

1. Yes for commercial if it means intended to make a profit. Movies weddings etc...
2. We already have a house that was donated on the property I thought that we can convert to a learning center ;restrooms are a given.
3. Professional only in which would manage the triangle. Agreed
4. Agreed no one should be dumping debris on this prop[erty].
5. Sounds good
6. Agreed
7. Not sure about these trails ;should be natural not created. The board seems to think trails are compatible with the land scape.
8. Agreed
9. Redundant but agreed again
10. Agreed
11. Agreed
12. Management of property(professional)
13. EWP only agreed
14. Worried about liability here to have access at night , security etc. enough light to decrease liability.

**From:** Sherry Sullivan <sherry.sullivan@fairhopeal.gov>  
**Sent:** Wednesday, October 13, 2021 2:07 PM  
**To:** jburrell26@bellsouth.net; Jack Burrell <Jack.Burrell@fairhopeal.gov>; Jay Robinson <jay.robinson@fairhopeal.gov>; Jimmy Conyers <jimmy.conyers@fairhopeal.gov>; Corey Martin <corey.martin@fairhopeal.gov>  
**Cc:** 'Amy Paulson' <amy.paulson@yahoo.com>  
**Subject:** Re: Dyas Triangle - Recommended Deed Prohibitions

Thank you!

Get [Outlook for iOS](#)

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**From:** [jburrell26@bellsouth.net](mailto:jburrell26@bellsouth.net) <[jburrell26@bellsouth.net](mailto:jburrell26@bellsouth.net)>  
**Sent:** Wednesday, October 13, 2021 2:03:43 PM  
**To:** Sherry Sullivan <[sherry.sullivan@fairhopeal.gov](mailto:sherry.sullivan@fairhopeal.gov)>; Jack Burrell <[Jack.Burrell@fairhopeal.gov](mailto:Jack.Burrell@fairhopeal.gov)>; Jay Robinson <[jay.robinson@fairhopeal.gov](mailto:jay.robinson@fairhopeal.gov)>; Jimmy Conyers <[jimmy.conyers@fairhopeal.gov](mailto:jimmy.conyers@fairhopeal.gov)>; Corey Martin <[corey.martin@fairhopeal.gov](mailto:corey.martin@fairhopeal.gov)>  
**Cc:** 'Amy Paulson' <[amy.paulson@yahoo.com](mailto:amy.paulson@yahoo.com)>  
**Subject:** RE: Dyas Triangle - Recommended Deed Prohibitions

**SENT FROM AN EXTERNAL ADDRESS**

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My comments in red type

## Sherry Sullivan

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To: Amy Paulson  
Subject: RE: Dyas Triangle - Recommended Deed Prohibitions

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**SENT FROM AN EXTERNAL ADDRESS**

My comments in red type

Jack's comments

From: Sherry Sullivan <[sherry.sullivan@fairhopeal.gov](mailto:sherry.sullivan@fairhopeal.gov)>  
Sent: Wednesday, October 13, 2021 1:16 PM  
To: Jack Burrell <[Jack.Burrell@fairhopeal.gov](mailto:Jack.Burrell@fairhopeal.gov)>; Jay Robinson <[jay.robinson@fairhopeal.gov](mailto:jay.robinson@fairhopeal.gov)>; Jimmy Conyers <[jimmy.conyers@fairhopeal.gov](mailto:jimmy.conyers@fairhopeal.gov)>; Corey Martin <[corey.martin@fairhopeal.gov](mailto:corey.martin@fairhopeal.gov)>  
Cc: Amy Paulson <[amy.paulson@yahoo.com](mailto:amy.paulson@yahoo.com)>  
Subject: Fwd: Dyas Triangle - Recommended Deed Prohibitions

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Please send me your feedback by Monday. We really need to move on this.

Thanks,  
Sherry

**CITY OF FAIRHOPE  
CITY COUNCIL AGENDA**

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

**Invocation and Pledge of Allegiance**

1. Approve minutes of 15 November 2021 Regular City Council Meeting, minutes of 15 November 2021 Work Session, and minutes of 15 November 2021 Agenda Meeting.
2. Report of the Mayor
3. Public Participation – Agenda Items – (3 minutes maximum)
4. Council Comments
5. Ordinance – An Ordinance amending Ordinance No. 1510 known as the Personnel Rules, Policies and Procedures Ordinance by adding Section 6.10. Longevity Pay to Chapter VI. Employee Benefits.
6. Resolution – Authorizing signees of all City of Fairhope Accounts
7. Resolution – That the City of Fairhope approves the selection of J & M Displays for Professional Consultant for the Design and Production of the Fireworks Displays for FY2022 events for the Community Affairs Department (RFQ No. PS002-22), pursuant to Code of Alabama, “Pyrotechnic Shooter Law”; and hereby authorizes Mayor Sherry Sullivan to negotiate a fee schedule and establish a not-to-exceed limit with this firm.
8. Resolution – That the City Council approves the selection of Thompson Engineering, Inc. to perform Professional Engineering Services for Lift Station and Force Main Improvements for the Sewer Department (RFQ No. PS003-22); and hereby authorizes Mayor Sherry Sullivan to execute a Contract with a not to exceed of \$269,000.00. This work will take place near the intersection of State Highway 181 and State Highway 104.
9. Resolution – That Mayor Sherry Sullivan is hereby authorized to execute a Contract for the Holiday Luncheon for City Employees between the City of Fairhope and Oak Hollow Farm Inc., at the “Barn” on Friday, December 17, 2021, from 12:00 p.m. to 3:30 p.m., with a cost not-to-exceed of \$10,000.00.
10. Resolution – That Mayor Sherry Sullivan is hereby authorized to execute Change Order No. 1 for New Scanning Services for converting paper files to digital for the Building Department, to complete the scanning of archive plats and construction plans, with an increased cost in the amount of \$10,639.81; and awards the Change Order to MCCI, LLC.
11. Resolution – That the City Council hereby authorizes Mayor Sherry Sullivan to execute an “In Aid of Construction” Agreement with Baldwin County Electric Membership Corporation for the installation of 22 Tradionaire LED streetlights for White Grove Subdivision with an estimated cost of \$34,457.59 (Work Order #2105874).



12. Resolution – That the City of Fairhope has voted to procure the Palo Alto Renewal of Firewall Support/Subscription for the IT Department; and the renewal is available for direct procurement through the OMNIA Partners Contract which has been nationally bid through their bid proves; and therefore, does not have to be let out for bid. The cost will be \$45,088.60.
13. Resolution – That the City of Fairhope has voted to purchase One 1000kVA ERMCO Pad Mount Transformer and Six 50 kVA Pad Mount Transformers for the Electric Department from Gresco Utility Supply, Inc.; and authorizes procurement without formal bid based on the option allowed by the Code of Alabama 1975, Section 41-16-51(b)(7). The cost will be \$51,089.18; and authorizes a budget transfer from Plant Maintenance to Capital System Improvements (\$51,090.00).
14. Resolution – That City of Fairhope has voted to procure Custom Carriage Style Swing Doors and Frame at the Museum for the Community Affairs Department; and awards the project to Bailey Door, Inc. in the amount of \$28,826.00.
15. Resolution – That the City of Fairhope has voted to procure Five (5) Solar Powered Speed Guardian Speed Display Signs for the Police Department from MPH Industries, Inc. as Sole Source Provider for The SpeedView™ Analysis Software which is used to analyze traffic data that is compatible with existing equipment and software used by the Police Department. The total cost for the Speed Display Signs is \$17,260.00.
16. Resolution – That the City of Fairhope has voted to purchase a 2021 Ford F350 Extended Cab 4x2 Pickup Truck or Equivalent for the Public Works 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 with a total not-to-exceed cost of \$54,558.00.
17. Resolution – That the City of Fairhope has voted to purchase a 2021 Chevrolet 3500HD Silverado Truck or Equivalent 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 with a total not-to-exceed cost of \$50,281.70.
18. Resolution – That the Compensation and Job Classification Plan along with the Grade Order Sheet be amended and approved to Add the Licensed Electrician Job Position; approve the Job Description and Pay Grade of 26; and to fill with appropriate person within the Paygrade.
19. Resolution – That Mayor Sherry Sullivan is hereby authorized to execute contract between the City of Fairhope and Thomas Hospital for use of the City facilities (rental and cleaning fees), including streets and parks, depending on availability and permission from the Rental Facilities Manager; but they would be responsible for any incidentals, damages, or security if necessary.
20. Public Participation –(3 minutes maximum)
21. Executive Session – Discuss pending and potential litigation
22. Adjourn

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

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

**Next Regular Meeting – Monday, December 13, 2021 - Same Time and Place**

STATE OF ALABAMA                    )  
  :  
COUNTY OF BALDWIN                )(

The City Council, City of Fairhope, met in regular session at 6:00 p.m., Fairhope Municipal Complex Council Chamber, 161 North Section Street, Fairhope, Alabama 36532, on Monday, 15 November 2021.

Present were Council President Jack Burrell, Councilmembers: Corey Martin, Jimmy Conyers, Jay Robinson, and Kevin Boone, Mayor Sherry Sullivan, Attorney Marion E. “Tut” Wynne, City Attorney Marcus E. McDowell (Arrived at 6:25 p.m.), and City Clerk Lisa A. Hanks.

There being a quorum present, Council President Burrell called the meeting to order. The invocation was given by Pat Davey, Assistant Pastor of Eastern Shore Presbyterian 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 26: a request by Lee Walker, Fairhope Sunset Rotary Club Foundation, requesting permission the use of the City streets for a fundraising event that will benefit the Fairhope-Point Clear Rotary Youth Club on Saturday, January 15, 2022 for the Annual 0.5K Charity Run in Fairhope from 3:00 p.m. to 3:30 p.m.

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

Council President Burrell stated the next item on the agenda is the election for a Council President and Council President Pro Tempore. Council President opened the floor for Council President nominations. Councilmember Martin nominated Councilmember Conyers. Seconded by Councilmember Robinson and no other nominations were made. The floor for nominations was then closed. Councilmember Conyers was elected Council President unanimously by voice vote.

Council President Conyers took the presider’s seat. The floor was then opened for Council President Pro Tempore nominations. Councilmember Burrell nominated Councilmember Robinson. Seconded by Councilmember Martin and no other nominations were made. The floor for nominations was then closed. Councilmember Robinson was elected Council President Pro Tempore unanimously by voice vote.

Councilmember Martin moved to approve minutes of the 25 October 2021, regular meeting; minutes of the 25 October 2021, work session; and minutes of the 25 October 2021, agenda meeting. Seconded by Councilmember Boone, motion passed unanimously by voice vote.

15 November 2021

Mayor Sullivan addressed the City Council and presented the 2021 Veteran of the Year to Doug Mansmann. She said the former Veterans of the Year make up the Committee that chose Mr. Mansmann; and hopefully some are in the audience tonight. She said this award is voted by his peers. Mr. Mansmann thanked the Committee for choosing him for this award.

Mayor Sullivan recognized Joanne Brown who made wreaths for the Police Department, Fairhope Volunteer Fire Department, and our Healthcare Workers. She presented the Mayor with a wreath with all three color ribbons for each category mentioned above. Mayor Sullivan mentioned the following other items: Junior City Council; Tree Lighting Celebration; Movie in the Streets; Open House this weekend; and Christmas Parade on December 3, 2021.

Special Projects and Grant Manager Jessica Walker addressed the City Council and presented this year's Junior City Council. Mayor Sullivan said they are working on many projects for the City.

Chief Stephanie Hollinghead addressed the City Council and presented the Police Department's Officer of the Quarter to Tyler Sellers who is a third generation Police Officer and has been an Officer for 12 years. Chief Hollinghead mentioned Officer Sellers being a Traffic Homicide Investigator who is a dedicated employer and full of compassion. She said this is the third quarter for the Officer of the Quarter.

Councilmember Burrell said he was excited about sitting here now. He thanked the City Council for allowing him to serve nine years. Councilmember Burrell said he has heard rumors that he was stepping down; but stated he was not resigning.

Councilmember Martin commented Councilmember Burrell has done an outstanding job; and should be given kudos for his time and commitment. Councilmember Martin stated his service was a job well done.

Councilmember Robinson echoed Councilmember Martin's comments. He said this position takes heat from citizens and others more than other positions. Councilmember Robinson thanked Councilmember Burrell for his service as Council President.

Councilmember Boone said he greatly appreciates a job well done for nine years.

Council President Conyers said he has big shoes to fill; and he has known Councilmember Burrell for 20 years. He thanked Councilmember Burrell for his service and said he did a tremendous job. Council President Conyers said that the Burrell family are known for their community service.

15 November 2021

Councilmember Robinson moved for final adoption of Ordinance No. 1733, an ordinance to amend Zoning Ordinance No. 1253 and to rezone the property of Anthony Tkae and Kristin Kalmbacher from R-4 Low Density Multi-Family Residential District to R-3 TH High Density Single-Family Townhouse Residential District. The property generally located at the east terminus of Gaston Avenue and on the east sided of South Section Street, at 211 South Section Street, Fairhope, Alabama. PPIN Number: 41038. Introduced at the October 25, 2021 City Council Meeting) Seconded by Councilmember Martin, motion for final adoption passed by the following voice votes: AYE – Burrell, Martin, Conyers, Robinson, and Boone. NAY - None.

Councilmember Robinson introduced in writing, and moved for the adoption of the following resolution, a resolution that the City Council hereby authorizes submission of an FY22 ATRIP-II Grant to ALDOT requesting grant funds to construct dedicated left and right turn lanes on Volanta Avenue at the intersection with Greeno Road (U.S. Highway 98), acceleration/deceleration lanes on US Hwy 98 and signalize the intersection; and authorizes the Mayor to sign all required grant application documents on behalf of the City. The grant is being submitted as an 80/20 match with an estimated project cost of \$1,364,903.00: Grant will fund \$1,109,903.00 and the City will fund the preliminary Engineering Design, ALDOT PE Review, and Utility Relocation Cost (Fees estimated to be \$255,000.00). Seconded by Councilmember Burrell, motion passed unanimously by voice vote.

**RESOLUTION NO. 4264-21**

**AUTHORIZING THE SUBMISSION OF AN  
FY 2022 ALABAMA TRANSPORTATION REHABILITATION AND  
IMPROVEMENT PROGRAM- II (ATRIP-II) GRANT APPLICATION**

**WHEREAS**, the Alabama Department of Transportation (ALDOT) is accepting applications from municipal governments for Fiscal Year 2022 Alabama Transportation Rehabilitation and Improvement Program- II (ATRIP-II) Grants; and

**WHEREAS**, the City of Fairhope has identified the need to construct dedicated left and right turn lanes on Volanta Avenue at the intersection with Greeno Road (U.S. Highway 98), acceleration/deceleration lanes on US Hwy 98 and signalize the intersection; and

**WHEREAS**, the total project cost is estimated to be \$1,364,903.00, and, if funded, the grant will pay for 100% of Construction and CE&I Cost at an estimated \$1,109,903.00 and the City would cover 100% of the Preliminary Engineering, ALDOT PE Review and Utility Relocation Cost at an estimated \$255,000.00; resulting in an approximate 81.3/18.7 project cost share; and

15 November 2021

**WHEREAS**, if funded, the City will see this project through to completion and will be responsible for providing long-term maintenance of the new facilities;

**NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE**, IN REGULAR SESSION ASSEMBLED, that the City of Fairhope authorizes submission of an FY22 ATRIP-II Grant to ALDOT requesting grant funds to construct dedicated left and right turn lanes on Volanta Avenue at the intersection with Greeno Road (U.S. Highway 98), acceleration/deceleration lanes on US Hwy 98 and signalize the intersection.

**BE IT FURTHER RESOLVED**, that the City Council authorizes the Mayor to sign all required grant application documents on behalf of the City.

DULY ADOPTED THIS 15TH DAY OF NOVEMBER, 2021

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James Reid Conyers, Jr.  
Council President

Attest:

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Lisa A. Hanks, MMC  
City Clerk

Councilmember Boone introduced in writing, and moved for the adoption of the following resolution, a resolution that certain items are 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] receiving bids for such property (via GovDeals) 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; [2] sold for scrap or recycle at the highest offered value; [3] or disposal via landfill. Seconded by Councilmember Robinson, motion passed unanimously by voice vote. Council President Conyers mentioned that in the last four years, the City has collected approximately \$1,000,000.00 from selling surplus items.

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15 November 2021

**RESOLUTION NO. 4265-21**

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:

[SEE ATTACHED LIST OF EQUIPMENT]

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”). 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.
- b. Sold for scrap or recycle at the highest offered value.
- c. Disposal via landfill.

ADOPTED AND APPROVED THIS 15TH DAY OF NOVEMBER, 2021

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James Reid Conyers, Jr.,  
Council President

ATTEST:

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Lisa A. Hanks, MMC  
City Clerk





15 November 2021

**RESOLUTION NO. 4266-21**

**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 Well No. 11 Development for the Water Department (Bid Number 041-21).

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

Please see attached Bid Tabulation for  
Well No. 11 Development  
for the Water Department

[3] After evaluating the bid proposals with the required bid specifications, Griner Drilling Services, Inc. with total bid proposal of \$861,000.00, is now awarded the bid for Well No. 11 Development for the Water Department.

Adopted on this 15th day of November, 2021

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James Reid Conyers, Jr.  
Council President

Attest:

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Lisa A. Hanks, MMC  
City Clerk

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15 November 2021

WRENS ENGINEERING, INC  
 2100 Riverchase Drive  
 Birmingham, AL 35244  
 205-887-7611



BID NO.: 041-21  
 CITY OF FAIRHOPE PROJECT NO.: WAH11-21  
 DRESS AND NO.: 24096  
 DATE: October 12, 2021 @ 2:00 PM, Local Time  
 OWNER: City of Fairhope, Alabama  
 DESCRIPTION: Bid No. 041-21 Well No. 11 Development

TEST WELL BID				Oliver Drilling Service, Inc. 11300 Hwy 88 N Spanish Fort, AL 36527	Morrow Water Technologies, Inc. 7049 Cahaba Valley Rd Birmingham, AL 35242	
Item No.	Approximate Quantities	Description of Item	Unit Price	Total Price for Item	Unit Price	Total Price for Item
1	Complete	Mobilization/Demobilization (maximum of \$20,000)	LS	\$20,000.00	LS	\$20,000.00
2	480 LF	Drill 6-inch pilot bore and geotechnically log to lower aquifer and as described in the Contract Documents	\$130.00	\$62,400.00	\$128.00	\$61,250.00
3	25 LF	Drill hole to accommodate 10" nominal diameter surface casing and screen	\$900.00	\$22,500.00	\$875.00	\$21,875.00
4	480 LF	Drill hole to accommodate 12" nominal diameter lap pipe and screen	\$150.00	\$67,500.00	\$139.00	\$66,720.00
5	450 LF	Drill hole to accommodate 8" nominal diameter lap pipe	\$100.00	\$45,000.00	\$94.00	\$42,300.00
6	25 LF	Furnish and install 10" nominal diameter surface casing pipe	\$100.00	\$2,500.00	\$85.00	\$2,125.00
7	400 LF	Furnish and install 12" nominal diameter lap pipe	\$100.00	\$40,000.00	\$75.00	\$30,000.00
8	400 LF	Furnish and install 8" nominal diameter lap pipe	\$125.00	\$50,000.00	\$20.00	\$8,000.00
9	30 LF	Furnish, install, and gravel pack screen	\$750.00	\$22,500.00	\$910.00	\$27,300.00
10	24 Hr	Development Pumping of Completed Test Well	\$750.00	\$18,000.00	\$350.00	\$8,400.00
11	1 Ea.	Set up and Preparation for Extended Capacity Test	\$15,000.00	\$15,000.00	\$3,500.00	\$3,500.00
12	88 Hr	Running Extended Capacity Test and Observing Recovery	\$200.00	\$17,600.00	\$185.00	\$16,280.00
13	1 Ea.	Surface Completion of Completed Test Well	\$750.00	\$750.00	\$1,500.00	\$1,500.00
14	25 LF	Graveling Surface Casing	\$500.00	\$12,500.00	\$48.00	\$1,200.00
15	Lump Sum	Water Quality Testing	LS	\$1,500.00	LS	\$1,500.00
<b>TOTAL AMOUNT OF TEST WELL BID</b>				<b>\$438,250.00</b>		<b>\$407,305.00</b>

PRODUCTION WELL BID				Oliver Drilling Service, Inc. 11300 Hwy 88 N Spanish Fort, AL 36527	Morrow Water Technologies, Inc. 7049 Cahaba Valley Rd Birmingham, AL 35242	
Item No.	Approximate Quantities	Description of Item	Unit Price	Total Price for Item	Unit Price	Total Price for Item
1	114 LF	Drill hole to accommodate 24" nominal diameter surface casing pipe	\$390.00	\$44,340.00	\$380.00	\$43,320.00
2	200 LF	Drill hole to accommodate 10" nominal diameter lap pipe	\$450.00	\$90,000.00	\$475.00	\$95,000.00
3	114 LF	Furnish and install 24" nominal diameter surface casing pipe	\$100.00	\$11,400.00	\$175.00	\$20,000.00
4	200 LF	Furnish and install 10" nominal diameter lap pipe	\$150.00	\$30,000.00	\$450.00	\$90,000.00
5	50 LF	Furnish and install 10" stainless steel screen	\$750.00	\$37,500.00	\$1,100.00	\$55,000.00
6	24 Hr	Development Pumping of Completed Production Well	\$750.00	\$18,000.00	\$350.00	\$8,400.00
7	1 Ea.	Set up and performance of equalizer test	\$15,000.00	\$15,000.00	\$5,000.00	\$5,000.00
8	1 Ea.	Set up and Preparation for Extended Capacity Test	\$15,000.00	\$15,000.00	\$1,500.00	\$1,500.00
9	88 Hr	Running Extended Capacity Test and Observing Recovery	\$200.00	\$17,600.00	\$185.00	\$16,280.00
10	1 Ea.	Casing of Completed Production Well	\$2,500.00	\$2,500.00	\$7,500.00	\$7,500.00
11	230 LF	Graveling Casing	\$150.00	\$34,500.00	\$45.00	\$10,350.00
12	Lump Sum	Water Quality Testing	LS	\$1,500.00	LS	\$1,500.00
<b>TOTAL AMOUNT OF TEST WELL BID</b>				<b>\$432,790.00</b>		<b>\$406,335.00</b>
<b>TOTAL BID AMOUNT (PRODUCTION WELL + TEST WELL)</b>				<b>\$865,040.00</b>		<b>\$813,640.00</b>

"I hereby certify that this is a true tabulation of bids received by the City of Fairhope, Alabama on October 12, 2021 @ 2:00 PM, Local time for Well No. 11 Development."

*Mike Lee*  
 \_\_\_\_\_  
 Mike Lee, PE



Councilmember Burrell introduced in writing, and moved for the adoption of the following resolution, a resolution that the City of Fairhope approves the procurement for after-the-fact Sewage Mitigation for the Roy C. White Fire Station that was damaged from the rain event on or about October 4, 2021 with an unbudgeted cost of \$32,186.28 from SERVPRO of Baldwin County. An insurance claim has been filed. Seconded by Councilmember Martin, motion passed unanimously by voice vote.

15 November 2021

**RESOLUTION NO. 4267-21**

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA,** That the City of Fairhope approves the procurement for after-the-fact Sewage Mitigation for the Roy C. White Fire Station that was damaged from the rain event on or about October 4, 2021 with an unbudgeted cost of \$32,186.28 from SERVPRO of Baldwin County. An insurance claim has been filed.

Adopted on this 15th day of November, 2021

\_\_\_\_\_  
James Reid Conyers, Jr.  
Council President

Attest:

\_\_\_\_\_  
Lisa A. Hanks, MMC  
City Clerk

Councilmember Burrell introduced in writing, and moved for the adoption of the following resolution, a resolution that the City of Fairhope has voted to procure Potting Soil (51027.CFL002.8P-MM830-F3B RSI) for the Public Works Department from Sungro Horticulture, Inc. as Sole Source Distributor; and authorizes procurement based on the option allowed by the Code of Alabama 1975, Section 41-16-51(13). The estimated cost will be \$57,025.00. Seconded by Councilmember Martin, motion passed unanimously by voice vote.

**RESOLUTION NO. 4268-21**

**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 Potting Soil (51027.CFL002.8P-MM830-F3B RSI) for the Public Works Department from Sungro Horticulture, Inc. as Sole Source Distributor; and authorizes procurement based on the option allowed by the Code of Alabama 1975, Section 41-16-51(13). The estimated cost will be \$57,025.00. [5 truckloads (\$11.75 per 50 lb. bag plus \$125.00 per truckload)].

Adopted on this 15th day of November, 2021

\_\_\_\_\_  
James Reid Conyers, Jr.  
Council President

Attest:

\_\_\_\_\_  
Lisa A. Hanks, MMC  
City Clerk

15 November 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 19 Lenovo ThinkPads for the Police Department; and the equipment is available for direct procurement through the OMNIA Partners Contract which has been nationally bid; and therefore, does not have to be let out for bid. The cost will be \$23,999.85. Seconded by Councilmember Robinson, motion passed unanimously by voice vote.

**RESOLUTION NO. 4269-21**

**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 19 Lenovo ThinkPads for the Police Department; and the equipment is available for direct procurement through the OMNIA Partners Contract which has been nationally bid; and therefore, does not have to be let out for bid. The cost will be \$23,999.85.

Adopted on this 15th day of November, 2021

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James Reid Conyers, Jr.  
Council President

Attest:

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Lisa A. Hanks, MMC  
City Clerk

Councilmember Burrell introduced in writing, and moved for the adoption of the following resolution, a resolution that the City of Fairhope has voted to procure a Caterpillar D5 LGP Waste Handler Arrangement or Equivalent for the Public Works (Sanitation) Department; and the equipment is available for direct procurement through the Sourcewell Purchasing Co-op Contract which has been nationally bid; and therefore, does not have to be let out for bid. The total cost is \$354,585.00 (equivalent not to exceed budgeted amount of \$379,585.00). Seconded by Councilmember Martin, motion passed unanimously by voice vote. Councilmember Burrell thanked Mr. Johnson for the hard work with this item.

15 November 2021

**RESOLUTION NO. 4270-21**

**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 Caterpillar D5 LGP Waste Handler Arrangement or Equivalent for the Public Works (Sanitation) Department; and the equipment is available for direct procurement through the Sourcewell Purchasing Co-op Contract which has been nationally bid; and therefore, does not have to be let out for bid. The total cost is \$354,585.00 (equivalent not to exceed budgeted amount of \$379,585.00).

Adopted on this 15th day of November, 2021

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James Reid Conyers, Jr.  
Council President

Attest:

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Lisa A. Hanks, MMC  
City Clerk

Councilmember Burrell introduced in writing, and moved for the adoption of the following resolution, a resolution that the City of Fairhope has voted to procure a Caterpillar 305E2 (5 Metric Ton Mini Excavator) or Equivalent for the Water Department; and the equipment is available for direct procurement through the Sourcewell Purchasing Co-op Contract which has been nationally bid; and therefore, does not have to be let out for bid. The total cost is \$59,995.00 (equivalent not to exceed budgeted amount of \$60,000.00). Seconded by Councilmember Boone, motion passed unanimously by voice vote.

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15 November 2021

**RESOLUTION NO. 4271-21**

**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 Caterpillar 305E2 (5 Metric Ton Mini Excavator) or Equivalent for the Water Department; and the equipment is available for direct procurement through the Sourcewell Purchasing Co-op Contract which has been nationally bid; and therefore, does not have to be let out for bid. The total cost is \$59,995.00 (equivalent not to exceed budgeted amount of \$60,000.00).

Adopted on this 15th day of November, 2021

---

James Reid Conyers, Jr.  
Council President

Attest:

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Lisa A. Hanks, MMC  
City Clerk

Councilmember Robinson introduced in writing, and moved for the adoption of the following resolution, a resolution that the City of Fairhope has voted to procure a Caterpillar 305 E2 Cab Unit or Equivalent for the Public Works (Street) Department; and the equipment is available for direct procurement through the Sourcewell Purchasing Co-op Contract which has been nationally bid; and therefore, does not have to be let out for bid. The total cost is \$71,397.00 (equivalent not to exceed budgeted amount of \$74,624.00). Seconded by Councilmember Martin, motion passed unanimously by voice vote.

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15 November 2021

**RESOLUTION NO. 4272-21**

**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 Caterpillar 305E2 Cab Unit or Equivalent for the Public Works (Street) Department; and the equipment is available for direct procurement through the Sourcewell Purchasing Co-op Contract which has been nationally bid; and therefore, does not have to be let out for bid. The total cost is \$71,397.00 (equivalent not to exceed budgeted amount of \$74,624.00).

Adopted on this 15th day of November, 2021

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James Reid Conyers, Jr.  
Council President

Attest:

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Lisa A. Hanks, MMC  
City Clerk

Councilmember Burrell introduced in writing, and moved for the adoption of the following resolution, a resolution that the City of Fairhope has voted to purchase two (2) 2021 Chevrolet 2500HD Silverado Trucks with Service Bodies or Equivalent for the Gas 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 with a total estimated cost of \$99,900.90 (equivalent not to exceed budgeted amount of \$128,000.00). Seconded by Councilmember Boone, motion passed unanimously by voice vote.

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15 November 2021

**RESOLUTION NO. 4273-21**

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

[1] That the City of Fairhope has voted to purchase Two (2) 2021 Chevrolet 2500HD Silverado Trucks with Service Bodies or Equivalent for the Gas 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: T193A

(2) 2021 Chevrolet 2500HD Silverado      **Cost is \$49,950.45 each**  
with Utility Body      **(Total estimated Cost of \$99,900.90)**

or Equivalent not to exceed budgeted amount of \$128,000.00

Adopted on this 15th day of November, 2021

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James Reid Conyers, Jr.  
Council President

Attest:

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Lisa A. Hanks, MMC  
City Clerk

Councilmember Burrell introduced in writing, and moved for the adoption of the following resolution, a resolution that the City of Fairhope has voted to purchase a 2021 Chevrolet 3500HD Silverado Truck with Service Body or Equivalent for the Water 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 with a total estimated cost of \$50,280.70 (equivalent not to exceed budgeted amount of \$70,000.00). Seconded by Councilmember Martin, motion passed unanimously by voice vote.



15 November 2021

**RESOLUTION NO. 4274-21**

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

[1] That the City of Fairhope has voted to purchase a 2021 Chevrolet 3500HD Silverado Truck with Service Body or Equivalent for the Water 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: T193A

2021 Chevrolet 3500HD Silverado Estimated Cost is **\$50,281.70**  
with Utility Body

or Equivalent not to exceed budgeted amount of \$70,000.00

Adopted on this 15th day of November, 2021

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James Reid Conyers, Jr.  
Council President

Attest:

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Lisa A. Hanks, MMC  
City Clerk

Councilmember Robinson introduced in writing, and moved for the adoption of the following resolution, a resolution that the City of Fairhope approves the procurement of Annual Flower Plantings for the fiscal year 2022 for the Public Works Department for landscaping throughout the City. The Flower Plantings will be procured from C. J. Ruigrok & Sons; and Billy Harris & Associates with a total amount estimated at \$105,957.72 (not-to-exceed budgeted amount of \$125,000.00). Seconded by Councilmember Martin, motion passed unanimously by voice vote.

15 November 2021

**RESOLUTION NO. 4275-21**

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

[1] That the City of Fairhope approves the procurement of Annual Flower Plantings for the fiscal year 2022 for the Public Works Department for landscaping throughout the City. The Flower Plantings will be procured from C. J. Ruigrok & Sons and Billy Harris & Associates with a total amount estimated at \$105,957.72 (not-to-exceed budgeted amount of \$125,000.00).

Adopted on this 15th day of November, 2021

\_\_\_\_\_  
James Reid Conyers, Jr.  
Council President

Attest:

\_\_\_\_\_  
Lisa A. Hanks, MMC  
City Clerk

Councilmember Burrell introduced in writing, and moved for the adoption of the following resolution, a resolution that the City of Fairhope has voted to procure "793" - 95-gallon Bar Cart Garbage Cans and Lids for the Public Works Department. The total estimated cost of will be \$45,690.54 which includes freight (not to exceed budgeted cost of \$70,000.00. Seconded by Councilmember Robinson, motion passed unanimously by voice vote.

**RESOLUTION NO. 4276-21**

**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 "793" - 95-gallon Bar Cart Garbage Cans and Lids for the fiscal year 2021 for the Public Works Department; and the items are available for direct procurement through the Houston Galveston Area Council ("H-GAC") Purchasing Cooperative which has been nationally bid; and therefore, does not have to be let out for bid. The total estimated cost of will be \$45,690.54 which includes freight (not to exceed budgeted cost of \$70,000.00).

Adopted on this 15th day of November, 2021

\_\_\_\_\_  
James Reid Conyers, Jr.  
Council President

Attest:

\_\_\_\_\_  
Lisa A. Hanks, MMC  
City Clerk

15 November 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 the Renewal Adobe Acrobat Standard DC for Teams, Adobe Creative Cloud for Teams, and Adobe Sign for Enterprise for IT Department; and the items are available for direct procurement through the OMNIA Purchasing Group which has been nationally bid; therefore, does not have to be let out for bid. The total cost will be \$18,800.40. Seconded by Councilmember Burrell, motion passed unanimously by voice vote.

**RESOLUTION NO. 4277-21**

**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 the Renewal Adobe Acrobat Standard DC for Teams, Adobe Creative Cloud for Teams, and Adobe Sign for Enterprise for IT Department; and the items are available for direct procurement through the OMNIA Purchasing Group which has been nationally bid; therefore, does not have to be let out for bid. The total cost will be \$18,800.40.

Adopted on this 15th day of November, 2021

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James Reid Conyers, Jr.  
Council President

Attest:

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Lisa A. Hanks, MMC  
City Clerk

Councilmember Burrell introduced in writing, and moved for the adoption of the following resolution, a resolution that the City of Fairhope authorizes the Procurement of a New Five (5) Ton Air Package and the Labor to Remove Old Unit and Install New Unit at 10 North Summit Street formerly the USA Building for the Public Works Department from Wittichen Supply Company (\$3,793.73 Air Pack Unit) and Bishop Air Conditioning and Heating (Labor \$4,200.00) for Procurement of a New Five (5) Ton Air Package and Labor to Remove Old Unit and Install New Unit at 10 North Summit Street formerly the USA Building for the Public Works Department for a total cost of \$7,993.73. Seconded by Councilmember Robinson, motion passed unanimously by voice vote.

15 November 2021

**RESOLUTION NO. 4278-21**

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA**, That the City of Fairhope authorizes the Procurement of a New Five (5) Ton Air Package and the Labor to Remove Old Unit and Install New Unit at 10 North Summit Street formerly the USA Building for the Public Works Department from Wittichen Supply Company (\$3,793.73 Air Pack Unit) and Bishop Air Conditioning and Heating (Labor \$4,200.00) for Procurement of a New Five (5) Ton Air Package and Labor to Remove Old Unit and Install New Unit at 10 North Summit Street formerly the USA Building for the Public Works Department for a total cost of \$7,993.73.

Adopted on this 15th day of November, 2021

\_\_\_\_\_  
James Reid Conyers, Jr.  
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 of Mcwane Pipe ranging from 6" to 12" to replenish Inventory for the Water Department with a total not-to-exceed amount of \$150,000.00 pursuant to Code of Alabama 1975, Section 41-16-51(b)(7). Seconded by Councilmember Martin, motion passed unanimously by voice vote.

**RESOLUTION NO. 4279-21**

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

[1] That the City of Fairhope approves the procurement of Mcwane Pipe ranging from 6" to 12" to replenish Inventory for the Water Department with a total not-to-exceed amount of \$150,000.00 pursuant to Code of Alabama 1975, Section 41-16-51(b)(7).

Adopted on this 15th day of November, 2021

\_\_\_\_\_  
James Reid Conyers, Jr.  
Council President

Attest:

\_\_\_\_\_  
Lisa A. Hanks, MMC  
City Clerk

15 November 2021

Councilmember Burrell introduced in writing, and moved for the adoption of the following resolution, a resolution that the City of Fairhope, as Airport Sponsor for H. L. "Sonny" Callahan Airport (KCQF), does hereby approve of and accept grant funds in the amount of \$59,000.00 under the FAA Airport Rescue Grant Program( as authorized by the American Rescue Plan Act 2021, Pub. Law. 117-2; and the Mayor (or Council President) is hereby authorized to execute an appropriate Application for Federal Assistance (OMB SF-424), together with any other required documentation necessary to apply for these funds, and to deliver the Application to the FAA not later than the application deadline of November 30, 2021. Seconded by Councilmember Boone, motion passed unanimously by voice vote.

**RESOLUTION NO. 4280-21**

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA**, as Airport Sponsor for H. L. Sonny Callahan Airport (KCQF), does hereby approve of and accept grant funds in the amount of \$59,000.00 under the FAA Airport Rescue Grant Program (as authorized by the American Rescue Plan Act 2021, Pub. Law. 117-2), with such funds to be expended according to the FAA regulations for expenditure of Airport Rescue Grant funds (costs related to operations, personnel, cleaning, sanitization, janitorial services, combating the spread of pathogens at the airport, and debt service payments).

The Mayor (or Council President) is hereby authorized to execute an appropriate Application for Federal Assistance (OMB SF-424), together with any other required documentation necessary to apply for these funds, and to deliver the Application to the FAA not later than the application deadline of November 30, 2021.

Adopted this the 15th day of November, 2021

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James Reid Conyers, Jr.,  
Council President  
City of Fairhope, Alabama

ATTEST:

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Lisa A. Hanks, MMC  
City Clerk

15 November 2021

City Council reviewed an application for a Restaurant Liquor License by William Sams for Avenue Public House, LLC d/b/a Pearl, located at 334 Fairhope Avenue, Fairhope, Alabama. Councilmember Martin moved to approve the issuance of the license. Seconded by Councilmember Robinson, motion passed unanimously by voice vote.

City Council reviewed an application for a Beer/Wine Off Premises License by AHI Foods, LLC d/b/a AHI Seafood Market, located at 18874 South Section Street, Fairhope, Alabama. Councilmember Martin moved to approve the issuance of the license. Seconded by Councilmember Burrell, motion passed unanimously by voice vote.

Councilmember Boone moved to grant the request of Lee Walker, Fairhope Sunset Rotary Club Foundation, requesting permission the use of the City streets for a fundraising event that will benefit the Fairhope-Point Clear Rotary Youth Club on Saturday, January 15, 2022 for the Annual 0.5K Charity Run in Fairhope from 3:00 p.m. to 3:30 p.m. Seconded by Councilmember Burrell, motion passed unanimously by voice vote.

The following individual spoke during Public Participation for Non-Agenda Items:

- 1) Rian Hamby, citizen in Baldwin County, addressed the City Council and commented he was in the 33rd District and began discussing Lawrence Road and the proposed town homes. He said this is going to be a bus and school disaster. Mr. Hamby said they are trying to get zoning out there; and the character of Fairhope is being destroyed. He stated these are going to be high density rentals that will impact water, gas, police, and schools. Mr. Hamby said these are a crisis; and we love the City. He said something has to change.

Council President Conyers told Mr. Hamby that he had been heard and said this is a challenge. Councilmember Burrell said that we run into issues with unzoned property. He said the Police Jurisdiction is not being pulled back by the City of Fairhope but by Senate Bill 107 and the County Commission. Councilmember Burrell told him there are advantages being annexed into the City of Fairhope; and said he sympathizes with the citizens.

At the request of the City Attorney, Marcus E. McDowell, the City Council will rise from the meeting to go into Executive Session on Section 36-25A-7(a)(3) to discuss pending and potential litigation. The approximate time to be in Executive Session is 1 hour and 30 minutes. Councilmember Burrell moved to go into Executive Session. Seconded by Councilmember Martin, motion passed unanimously by voice vote.

Exited the dais at 6:58 p.m. Returned at 8:27 p.m.

15 November 2021

City Attorney read the following resolution to be added onto the City Council Agenda: Be it resolved by the Governing Body of the City of Fairhope, Alabama, that the Counsel of Record is hereby authorized to resolve pending claims related to the case of Carl Black versus the City of Fairhope. Pending claims against the City have been resolved by the Court and Counsel is authorized to dismiss litigation without prejudice.

Councilmember Robinson introduced in writing, and moved for the adoption of the following resolution as stated above by City Attorney McDowell related to the case of Carl Black versus the City of Fairhope. Seconded by Councilmember Martin, motion passed unanimously by voice vote.

**RESOLUTION NO. 4281-21**

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA**, that the Counsel of Record is hereby authorized to resolve pending claims related to the case of Carl Black versus the City of Fairhope. Pending claims against the City have been resolved by the Court and Counsel is authorized to dismiss litigation without prejudice.

Adopted on this 15th day of November, 2021

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James Reid Conyers, Jr.,  
Council President

Attest:

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Lisa A. Hanks, MMC  
City Clerk

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

There being no further business to come before the City Council, the meeting was duly adjourned at 8:29 p.m.

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James Reid Conyers, Jr.,  
Council President

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Lisa A. Hanks, MMC  
City Clerk





Monday, 15 November 2021

Page -2-

- Water and Sewer Superintendent Jason Langley addressed the City Council regarding the fusion machine being down; and the several agenda items on the City Council Agenda tonight. Mr. Langley stated when we request items, it is because there is a dire need. He said we must move forward with the Vac Truck. Mr. Langley addressed Agenda Items Number 10, 15, 18, and 23. He commented there was a typo on Item 23 and it should be 6 inch pipe not 1 inch pipe. Mr. Langley addressed Agenda Item Number 11 and said his department is going to put a grinder pump on this system for the Fire Station; and it should eliminate future issues.
- Gas Superintendent Terry Holman addressed the City Council regarding the letter from the Alabama Public Service Commission. He said there are still issues on Church Street while project continues. He addressed Agenda Item Number 17.
- Assistant Superintendent Jeremy Morgan addressed the City Council regarding the following: Tree Lighting; Substation Project ready to begin installation; Solar Canopy in parking lot; and Parking Deck Project (PVs).
- Police Chief Stephanie Hollinghead addressed the City Council regarding the Citizen Academy and mentioned they are still taking applications through November 30, 2021.
- Community Affairs Director Paige Crawford addressed the City Council and thanked Councilmember Martin and Mayor Sullivan for attending the Veterans Day Parade. She thanked Councilmember Boone for attending the Sunset Prayer. Ms. Crawford said we will be honoring Doug Mansmann who was nominated as our 2021 Veteran of the Year. She mentioned a flyer in the back with all of the activities beginning Thursday.
- Public Works Director Richard Johnson addressed the City Council regarding the following: Dredging Project underway; Twin Beech is now open; and ALDOT paperwork received for MPO Project regarding Gayfer Road. He said over past four year with Surplus Items on GovDeals, we have received over one million back for the City. Mr. Johnson addressed Agenda Items Number 8, 9, 12, 14, 16, 19, 20, and 22.

Potting Soil was questioned by Council President Burrell. Mr. Johnson replied the soil is in bags on pallets and easier to handle in bags; and it is a supercharged potting soil.

There being no further business to come before the City Council, the meeting was duly adjourned at 5:34 p.m.

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Jack Burrell, Council President

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Lisa A. Hanks, MMC  
City Clerk

STATE OF ALABAMA            )  
  :  
COUNTY OF BALDWIN        )

The City Council met in an Agenda Meeting at 5:30 p.m.,  
Fairhope Municipal Complex Council Chamber,  
161 North Section Street, Fairhope, Alabama 36532,  
on Monday, 15 November 2021.

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

Council President Burrell called the meeting to order at 5:34 p.m. The City Council reviewed and discussed the agenda for their meeting to be held today at 6:00 p.m. He mentioned the need to add on an agenda item for the request of the Fairhope Sunset Rotary Club Foundation and their annual .5k Charity Run.

There being no further business to come before the City Council, the meeting was duly adjourned at 5:36 p.m.

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Jack Burrell, Council President

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Lisa A. Hanks, MMC  
City Clerk

ORDINANCE NO. \_\_\_\_

AN ORDINANCE AMENDING ORDINANCE NO. 1510  
KNOWN AS THE PERSONNEL RULES, POLICIES  
AND PROCEDURES ORDINANCE

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF FAIRHOPE ALABAMA, as follows:

Section 1. The ordinance known as the Personnel Rules, Policies, and Procedures Ordinance (No. 1510), adopted 14 April 2014, together with the Personnel Handbook of the City of Fairhope, be and the same hereby is changed and altered in respect to the certain sections below:

Add the following to:

**VI. EMPLOYEE BENEFITS**

**SECTION 6.10. LONGEVITY PAY**

The City provides longevity pay for regular full-time employees who have completed the required probationary period and for full-time appointed officials. Employees are eligible for longevity pay each year based on the employee's years of service from the *last* hire date. Employees must be actively employed by the City to accumulate longevity pay and do not accumulate longevity pay while on unpaid leave of absence in excess of thirty (30) days.

Employees are eligible for longevity pay as follows:

<b>Years of Service as of October 1st</b>	<b>Payment</b>
One Year to Four Years	\$250.00
Five Years to Fourteen Years	\$500.00
Fifteen Years plus	\$1,000.00

Longevity Pay will be paid to full-time employees and full-time appointed officials in December.

Section 2. The sections, paragraphs, sentences, clauses and phrases of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional by a court of competent jurisdiction, then such ruling shall not affect any other paragraphs and sections, since the same would have been enacted by the municipality council without the incorporation of any such unconstitutional phrase, clause, sentence, paragraph or section.

Section 3. This Ordinance shall take effect immediately upon its due adoption and publication as required by law.

Adopted this 22nd Day of November, 2021

\_\_\_\_\_  
James Reid Conyers, Jr.,  
Council President

Attest:

\_\_\_\_\_  
Lisa A. Hanks, MMC  
City Clerk

Adopted this 22nd Day of November, 2021

\_\_\_\_\_  
Sherry Sullivan, Mayor

**RESOLUTION NO. \_\_\_\_\_**

**WHEREAS**, two signatures are required on all monetary transactions of the City of Fairhope; and

**WHEREAS**, travel is sometimes required of the Mayor and of the Treasurer and provisions should be made to cover monetary requirements of the City in the absence of one or both; THEN, THEREFORE

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, FAIRHOPE, ALABAMA**, that all Financial Depositories where monies of the City are deposited, whether in checking, savings, or other type accounts, currently or in the future; be and hereby are advised that **any two of the following signees** are authorized to sign any monetary transaction between said Depositories and the City of Fairhope, Alabama. Attached is a list of all Depositories for the City of Fairhope;

\_\_\_\_\_ Sherry Sullivan, Mayor  
\_\_\_\_\_ James Reid Conyers, Jr., Council President  
\_\_\_\_\_ Lisa A. Hanks, City Clerk  
\_\_\_\_\_ Kimberly W. Creech, City Treasurer

**BE IT FURTHER RESOLVED** that the City Council authorizes to use computer generated signatures for routine checks under Ten Thousand Dollars (\$10,000.00). All monetary transactions over \$10,000.00 must have at least one true signature.

Sample:

**BE IT FURTHER RESOLVED** that a certified copy of this resolution be sent to all Depositories as authorization of and as a record of above signee signatures.

ADOPTED THIS 22ND DAY OF NOVEMBER, 2021

\_\_\_\_\_  
James Reid Conyers, Jr.,  
Council President

Attest:

\_\_\_\_\_  
Lisa A. Hanks, MMC  
City Clerk

-----  
I certify this to be a true and correct copy of Res. No. \_\_\_\_\_ as adopted by the Governing Body in regular session on November 22, 2021.

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Date

**CITY OF FAIRHOPE DEPOSITORIES**

**Truist Bank  
PNC Bank  
Centennial Bank  
Regions Bank**

RESOLUTION NO. \_\_\_\_\_

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

[1] That the City of Fairhope approves the selection of J & M Displays for Professional Consultant for the Design and Production of the Fireworks Displays for FY2022 events for the Community Affairs Department (RFQ No. PS002-22), pursuant to Code of Alabama, "Pyrotechnic Shooter Law"; and hereby authorizes Mayor Sherry Sullivan to negotiate a fee schedule and establish a not-to-exceed limit with this firm.

Adopted on this 22nd day of November, 2021

\_\_\_\_\_  
James Reid Conyers, Jr.,  
Council President

Attest:

\_\_\_\_\_  
Lisa A. Hanks, MMC  
City Clerk

Rec. 11/10/2021  
LHH



MEMO

To: **Lisa A Hanks, MMC, City Clerk**  
**Kimberly Creech, City Treasurer**

Sherry Sullivan  
Mayor

From:   
Cory Pierce, Purchasing Manager

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

Date: November 10, 2021

Lisa A. Hanks, MMC  
City Clerk

Re: **Council approval to Award RFQ PS002-22 Professional Consultant for the Design and Production of the Fireworks Displays for FY2022**

Kimberly Creech  
City Treasurer

The Director of Community Development, Paige Crawford, have need to hire a professional consulting firm for RFQ PS002-22 Professional Consultant for the Design and Production of the Fireworks Display for FY2022. This will include the New Year's Eve and July 4, 2022, events. This professional service will include a lead shooter who shall have an Alabama Pyrotechnic Shooter licenses issued by the State of Alabama's Fire Marshal' office. To obtain this license, one must shoot under an Alabama licensed shooter for six shows and provide verification of experience for each show.

Per the City's "Procedure for Procuring Professional Services for Projects under \$100K, the Director of Community Development and I routed a short list of firms from which the Mayor was to choose, and she selected J&M Displays.

**Please place on the next available City Council Agenda this request for City Council to approve the selection by the Mayor for RFQ PS002-22 Professional Consultant for the Design and Production of the Fireworks Displays for FY2022 events and allow the Mayor to negotiate the not-to-exceed fee to be approved by Council.**

Cc: file; Paige Crawford

161 North Section Street  
PO Drawer 429  
Fairhope, Alabama 36533

251-928-2136

251-928-6776 Fax  
[www.fairhopeal.gov](http://www.fairhopeal.gov)

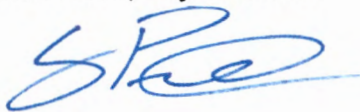


Received 11/10/2021  
LMA

**MEMO**

To: Lisa Hanks, City Clerk  
Kim Creech, City Treasurer

Sherry Sullivan  
Mayor

From:   
Cory Pierce, Purchasing Manager

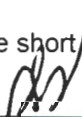
Date: November 10, 2021

Re: RFQ PS002-22 Professional Consultant for the Design and Production of Fireworks Displays for FY2022

The Director of Community Affairs Paige Crawford requests the hiring of a professional consultant for RFQ No. PS002-22 Professional Consultant for the Design and Production of Fireworks Displays for FY2022. This will include the New Year's Eve and the July 4, 2022 events. Per our Procedure for Procuring Professional Services the Director of Community Affairs and I are routing this short list through you, to the Mayor for selection of a professional service provider.

The purpose for hiring the company is to perform professional engineering services for design and production of Fireworks display for the New Year's Eve and July 4, 2022, events.

The short list is:

 11, 10, 21 J & M Displays  
Dothan AI 36301

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_ None. Submit another list

Cc: file, Paige Crawford

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

Lisa A. Hanks, MMC  
City Clerk

Kimberly Creech  
Treasurer

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

251-928-2136 (p)





**J&M  
DISPLAYS**

**J&M Displays**

2083 Helms Road Dothan, AL 36301

866-535-PYRO

251-725-7975

[www.jandmdisplays.com](http://www.jandmdisplays.com)

**WE'RE JUST YOUR AVERAGE  
FIREWORK LOVING  
CRYOGENIC  
BLASTING  
FLAME FIRING  
CONFETTI POPPING COMPANY**

**WHAT CAN WE DO FOR YOU!**

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**J&M Displays**

2083 Helms Road Dothan, AL 36301  
866-535-PYRO  
[www.jandmdisplays.com](http://www.jandmdisplays.com)



# COMPANY OVERVIEW

MEMBERS OF APA, PGII, IPA, NFA, IAFE, NACA, IMTA, BBB



## BACKGROUND

Founded in 1980 by brothers, James and Michael Oetken, as a way to pay for their fireworks hobby, J&M Displays, Inc. has grown to become the largest shipper of fireworks in Iowa. J&M Displays, Inc. can supply displays throughout the United States and has supplied to China, Bahamas, South Africa, Hong Kong, Belize, and St. Thomas in the Caribbean.

## MANAGEMENT

**Chief Executive Officer**  
- James J. Oetken

## WORK FORCE

J&M Displays, Inc. currently employs a full-time office and plant maintenance staff of 13, a sales force of over 40, and a reserve of over 2000 trained pyrotechnicians.

## PLANT FACILITIES

Sitting on 106 acres in Southeastern Iowa, J&M Displays, Inc. consists of over 50 on-site permanent storage bunkers, pack house, retail Class C consumer fireworks building, assembly building, and five support buildings. J&M Displays, Inc. also supports four regional offices around the country as well as satellite bunkers located throughout the USA.

## PRODUCT LINE

A full line of 1.3G and 1.4G pyrotechnics, firing equipment, mortars, racks, safety equipment, indoor pyrotechnics, close proximity fireworks, non-pyrotechnic confetti and streamers, and flame effect equipment.

## CONTACT INFORMATION

Office hours are Monday - Friday 9:00 am to 4:00 pm  
May 16th - July 5th hours are 8:30 am to 5:30 pm  
**Sunday by Appointment Only**  
Toll Free Number (866) 535-7976

**SAFETY FIRST**

**J&M  
DISPLAYS**

Although brilliant fireworks and incredible effects are always a top goal, at J&M we never compromise safety. The safety of the audience, your staff, and our technicians is always our number one concern.

Fireworks are regulated by the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF). Federal rules and safety guidelines are constantly evolving and becoming more stringent to ensure safety. J&M Displays is dedicated to staying current on these rules and guidelines as they change. The professional development of our staff is also a top priority.

Our show operators and pyrotechnicians are the most knowledgeable and highly trained in the industry. We oversee the production of high-quality products and use the best firing systems and technology available. We store, deliver, set-up and maintain a safe and secure shoot site and shoot products using the best practices in the industry.

When considering a company for your event, safety should be an equally important factor as budget, show length, date, and venue. If your display company does not adhere to National Fire Protection Association (NFPA) standards as well as comply with constantly evolving State and Federal (ATF) regulations, it could invalidate the company's liability insurance.

Trust J&M Displays with the safety of your patrons while we deliver spectacular effects and dazzling displays for an unforgettable experience!

## Why **J&M**

J&M Displays is a leader in the industry due to our focus on safety and customer satisfaction. These are the ingredients that have made us a leader in our industry. Each project is customized to your specific occasion, to surprise and impress your audience. And, we work hard to impress you, our customer. From the initial planning, set-up, tear down and cleanup, J&M Displays offers a professional, quality, hassle-free experience that gives you more "bang" for your buck!

Call us and let's make magic!

**Years of Experience.  
Passion. Innovation. Service.**



# OUR EXPERIENCE

MEMBERS OF APA, PGI, IPA, NFA, IAFE, NACA, IMTA, BBB



## OUR EXPERIENCE YOUR SUCCESS

For over 35 years, millions of people around the world have been entertained with first class, full production pyrotechnics developed by J&M Displays.

J&M Displays currently produces hundreds of displays a year and each one receives the same level of detail from our staff no matter the budget.

We've produced events for entertainment, municipal, corporate, and private venues...and our results are always spectacular!

When your event needs to go beyond "WOW", then call the people who understand just what that means!

## PROFESSIONAL

We are at the top of our industry because of our professionalism and passion for the craft. We simply love what we do. We put the same high level of energy, creativity and efficiency into each and every production.

# OUR LOCATIONS

**J&M**  
DISPLAYS



#### QUALITY

Not only in our superior fireworks, each manufactured to the highest specifications and strict quality control, you'll also experience exceptional service from our professional staff and sales representatives.

#### SERVICE

At J&M Displays, we design each display specifically to suit your audience, venue and budget.

#### EXPERIENCE

We can aid with navigating the numerous permits each city and state may require as well as ever-changing federal regulations.

#### EXCITEMENT

Our staff and display operators are passionate about what they do. From the design of the display until the finale is complete, you'll work with a partner who shares the same great joy in seeing adults with the same smiling wide-eyed faces as their children.

#### SAFETY

At J&M, safety is our number one concern. Our experienced pyrotechnicians use the latest technology, the highest quality product and precision planning to ensure the professional and safe execution of your show.

# OPENING

MEMBERS OF APA, PCII, IPA, NFA, IAFF, NACA, IMTA, BBB

**J&M  
DISPLAYS**



**Celebrate your event with colorful brilliance and chest-pounding thunderous salutes. A modest teaser for what's about to come. May I have your attention... the show has just begun! The modest opener will contain a barrage of assorted colors and effects of shells and multi-shot aerial devices launched from several different positions.**

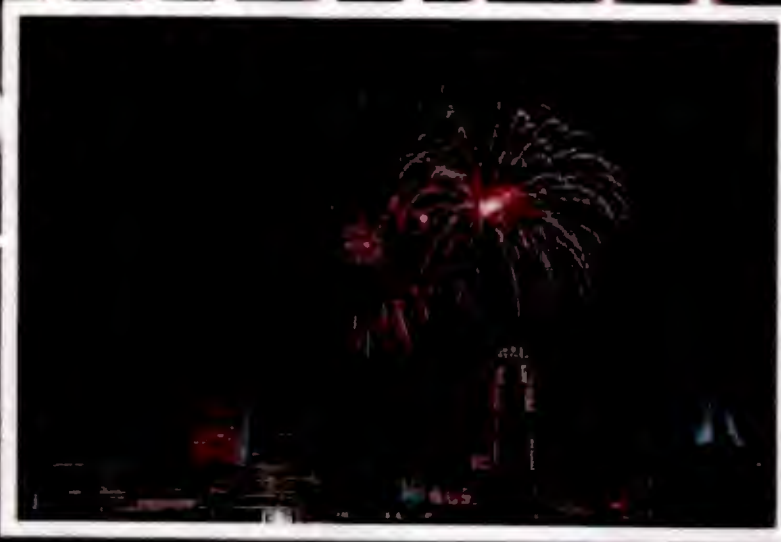




# MAIN BODY

MEMBER OF APA, IFA, IFA, IAFF, NCA, IMTA, IBE

# J&M DISPLAYS



**"Oohs and Ahhs" will help start your event off with a bang. The body of your show will be a high intensity aerial spectacular full of various colors, patterns, sounds and effects. It will contain an assortment of J&M brand shells; the highest quality shells available in the industry, all manufactured to our exacting specifications. This means higher altitude, bigger breaks, brighter colors, more noise and unique effects.**



# GRAND FINALE

MEMBERS OF APA, PGII, IPA, NFA, IAFE, NACA, IMTA, BBB

**...and it will be GRAND! The  
Pièce de résistance.**

J&M Displays understands that people will most likely remember the grand finale more than anything else during the show. We will design a finale that your crowd will talk about for months! J&M is known in the industry for shooting some of the most spectacular Grand Finales. Just wait...

We think you will agree!



**J&M  
DISPLAYS**



# AERIAL SHELL INFORMATION



## THE BIGGER THE BOOM,

The larger the break! In the fireworks industry the shell size determines how high a shell will travel and the size of the break. Below we have illustrated a visual reference used in calculating a general height and diameter break of shells in a fireworks show.

As you can see the size and break of a 10" shell is much larger than that of a 3" shell.

We have also included the safety distance we use when considering what size shells to use in your show.

AVERAGE BREAK ALTITUDE (FEET)



**1" SHELL**  
90' BURST DIAMETER

**2" SHELL**  
270' BURST DIAMETER

**3" SHELL**  
435' BURST DIAMETER

**4" SHELL**  
450' BURST DIAMETER

**5" SHELL**  
180' BURST DIAMETER

**6" SHELL**  
450' BURST DIAMETER

**8" SHELL**  
375' BURST DIAMETER

**10" SHELL**  
450' BURST DIAMETER

**12" SHELL**  
450' BURST DIAMETER



# YOUR EVENT TEAM



**James J. Oetken**  
President and CEO  
1-800-648-3890  
main@jandmdisplays.com

Unlike many CEOs, Jim has a very hands on and client-focused approach to doing business. He is happy to discuss both compliments and concerns with clients. Jim will promptly reply to phone calls received. His concern is complete client satisfaction.

**Charles K. McKinley**  
Southeast Regional Manager  
1-866-535-7976  
1-251-725-7975  
Charlesm@jandmdisplays.com

With over 20 years experience in the Fireworks and Special Effects industry; Charles supervises the servicing of client accounts, making sure your show produces memories that will last a lifetime.

**Danielle McWhorter**  
Southeast Regional  
Administrator  
1-866-535-7976  
dmcwhorter@jandmdisplays.com

Danielle acts as the administrative liaison between the regional sales staff and the operations team at J&M. She assists with processing shows from contracts and permitting to packing and shipments.

**Hugh C. McWhorter**  
Safety & Logistics  
Theodore, AL  
1-866-535-7976  
mack@jandmdisplays.com

Mack is in charge of our safety & training programs. He also works in tandem with sales and operations to make sure every aspect of our logistics process runs smoothly.

**Shaun P. Hoard**  
Show Producer  
1-866-535-7976  
Shaunh@jandmdisplays.com

**Jonathan Barhite**  
Show Producer  
1-866-535-7976  
Jbarhite@jandmdisplays.com

Shaun and Jonathon service client accounts, making sure all aspects of your show are completed in a timely manner.





*Thank  
You!*

**J&M Displays**

2083 Helms Road Dothan, AL 36301

866-535-PYRO

251-725-7975

[www.jandmdisplays.com](http://www.jandmdisplays.com)

**RESOLUTION NO. \_\_\_\_\_**

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA,** that the City Council approves the selection of Thompson Engineering, Inc. to perform Professional Engineering Services for Lift Station and Force Main Improvements for the Sewer Department (RFQ No. PS003-22); and hereby authorizes Mayor Sherry Sullivan to execute a Contract with a not to exceed of \$269,000.00. This work will take place near the intersection of State Highway 181 and State Highway 104.

DULY ADOPTED THIS 22ND DAY OF NOVEMEER, 2021

\_\_\_\_\_  
James Reid Conyers, Jr.,  
Council President

Attest:

\_\_\_\_\_  
Lisa A. Hanks, MMC  
City Clerk

City of Fairhope  
Project Funding Request

NOV 15 '21 PM 2:34

Issuing Date: 11/15/2021

Please return this Routing Sheet to Treasurer by: ASAP

Project Name: Approval of negotiated fees for RFQ PS003-22 Professional Engineering Services for Lift Station and Force Main Improvements

Project Location: Near 181 & 104 Intersection

Presented to City Council: 11/22/2021

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

Resolution # :  
Approved \_\_\_\_\_  
Changed \_\_\_\_\_  
Rejected \_\_\_\_\_

Project Cash Requirement Requested:  
Cost: \$ 269,000.00 (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**  Sanitation  Cap Project  Impact  Gas Tax  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  Meter-19  IT-16   
Fleet-46  Golf-50  Golf Grounds-55  Museum-27  NonDept/Fac-75  Debt Service-85  Marina-34  Plan/Zone-12  Adult Rec-30

Project will be:

Expensed \_\_\_\_\_   
Capitalized XXX   
Inventoried \_\_\_\_\_

Funding Source:

Operating Expenses \_\_\_\_\_   
Budgeted Capital XXX   
Unfunded \_\_\_\_\_

Expense Code: 004020-59501  
G/L Acct Name: System Improvement-Lift Stations

Grant: \_\_\_\_\_ Federal - not to exceed amount  
\_\_\_\_\_ State  
\_\_\_\_\_ City  
\_\_\_\_\_ Local

Project Budgeted: \$ 269,000.00  
Balance Sheet Item-  
Included in projected  
cash flow

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

Bond: \_\_\_\_\_ Title \_\_\_\_\_ Year \_\_\_\_\_  
Loan: \_\_\_\_\_ Title \_\_\_\_\_ Year \_\_\_\_\_

Comments:

Topographic Survey \$49,100 ; Lift Station Design \$61,200 ; Force Main Design \$67,800 ; CE&I \$90,900

Capital Lease: \_\_\_\_\_ - Payment \_\_\_\_\_ Term \_\_\_\_\_

City Council Prior Approval/Date? \_\_\_\_\_

Senior Accountant

City Treasurer

Mayor

Purchasing Memo Date: 11/15/2021

Purchasing Memo Date: 11/15/2021

Delivered To Date: 11/15/2021

Request Approved Date: 11/15/2021

Request Approved Date: 11/15/2021

Approved Date: 11/15/2021

Signatures: Aislinn Stone

Signatures: Kyle Creech

Signatures: Mayor Sherry Sullivan



## MEMO

To: Lisa A Hanks, MMC, City Clerk  
Kimberly Creech, City Treasurer

Sherry Sullivan  
Mayor

From:   
Cory Pierce, Purchasing Manager

Date: November 15, 2021

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

Re: **Approval of negotiated fees for budgeted professional services for RFQ PS003-22 Professional Engineering Services for Lift Station and Force Main Improvements**

Lisa A. Hanks, MMC  
City Clerk

The Superintendent of the Water and Sewer Department, Jason Langley, is requesting the hiring of a professional consulting for RFQ PS003-22 Lift Station and Force Main Improvements. This work will take place near the intersection of State Road 181 and State Road 104.

Kimberly Creech  
City Treasurer

Mayor Sullivan has selected Thompson Engineering for this project. The estimated fee schedule is listed below.

TASK I Topographic Survey - \$49,100.00  
TASK II Lift Station Design - \$61,200.00  
TASK III Force Main Design - \$67,800.00  
TASK IV CE&I - \$90,900.00

The negotiated Not-to-Exceed fee is Two Hundred Sixty-Nine Thousand Dollars (\$269,000.00) for Lift Station and Force Main Improvements.

Please place on the Council Agenda this request for approval of negotiated not-to-exceed amount of \$269,000.00 for this project and allow the Mayor to execute a contract.

161 North Section Street  
PO Drawer 429  
Fairhope, Alabama 36533

251-928-2136

Cc: file; S Sullivan, Jason Langley

251-928-6776 Fax  
[www.fairhopeal.gov](http://www.fairhopeal.gov)





November 9, 2021

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

**Subject: Scope and Fee Proposal for Lift Station and Force Main Improvements  
Thompson Proposal No. 21-2130-35**

Jason,

Thompson Engineering, Inc. (Thompson) is pleased to provide this proposal to provide engineering design and construction administration services for the above referenced project. The proposal herein addresses the services to be provided by Thompson and proposed fee required to complete the scope of work.

### **Project Understanding**

On November 2, 2021, Thompson Engineering (Scott Hardy, Dave Upton, and Matt Rogers) met with the City of Fairhope (Jason Langley, Curtis Cooper, and Tim Manuel) to discuss a proposed sanitary sewer lift station to be located near the intersection of SR-181 and SR-104 at the new commercial development. This lift station will discharge into a new force main located along SR-181 and will flow south to SR-104, then west along SR-104 to CR-13, then south along CR-13 to Fairhope Avenue, and then west along Fairhope Avenue to Bishop Road where it will connect to the existing system. An additional force main will be provided along Fairhope Avenue from SR-181 to CR-13 to provide future capacity for a planned development near the intersection of Fairhope Avenue and SR-181.

### **Scope of Work**

We understand this is a time-sensitive project. Due to an increased lead time for materials, we recommend constructing these improvements in two phases in order to meet this accelerated schedule. The first phase will include the design and construction of a sanitary sewer lift station. In accordance with our conversation, this will be a three-pump system with variable frequency drive. The second phase will include the design and construction of a sanitary sewer force main as described above. During the construction phase, we will assist the City with the bidding and contract award portion of this project. We will also provide Construction Engineering and Inspection Services (CEI) for the duration of construction (estimated to be approximately 120 days).

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

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



thompson  
ENGINEERING

### Estimated Fees

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 a not to exceed amount of \$269,000.00.

Professional Service	Fee
Task 1 – Topographic Survey	\$49,100.00
Task 2 – Lift Station Design	\$61,200.00
Task 3 – Force Main Design	\$67,800.00
Task 4 – CEI	\$90,900.00
<b>Total</b>	<b>\$269,000.00</b>

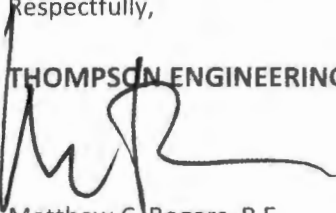
### Work Schedule

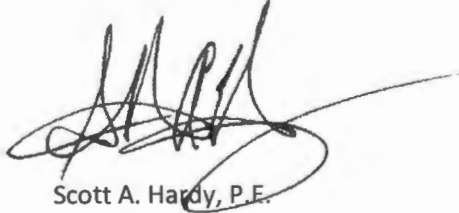
Services shall commence immediately upon receipt of authorization to proceed.

We are thankful for the opportunity to submit this proposal and we look forward to continuing our relationship with the City of Fairhope.

Respectfully,

**THOMPSON ENGINEERING, INC.**

  
Matthew C. Rogers, P.E.  
Municipal & Utility Team Leader

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

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 Summary

Lift Station and Force Main Improvements  
Fairhope Public Utilities  
Fairhope, Alabama  
Proposal No. 21-2130-35  
Revision No. 1  
November 5, 2021



<b>Professional Services:</b>	<b>Fee:</b>
Task 1 - Topographic Survey	\$ 49,100.00
Task 2 - Lift Station Design	\$ 61,200.00
Task 3 - Force Main Design	\$ 67,800.00
Task 4 - Construction Engineering & Inspection (CEI)	\$ 90,900.00
<b>PROFESSIONAL SERVICES TOTAL =</b>	<b>\$ 269,000.00</b>

# Fee Proposal For Professional Services

Task 1 - Topographic Survey  
 Lift Station and Force Main Improvements  
 Fairhope Public Utilities  
 Fairhope, Alabama  
 Proposal No. 21-2130-35  
 Revision No. 1  
 November 5, 2021



Description		Unit	Estimated Quantity	Unit Fees	Subtotal
Task 1 - Topographic Survey	Professional Land Surveyor II	Hour	32	\$134.00	\$4,288.00
	Project Specialist	Hour	4	\$103.00	\$412.00
	Surveyor, Party Chief	Hour	160	\$93.00	\$14,880.00
	2 Man Field Crew	Hour	160	\$155.00	\$24,800.00
<b>SUB-TOTAL =</b>					<b>\$44,380.00</b>

Description		Unit	Estimated Quantity	Unit Fees	Subtotal
Subcontractors					\$0.00
					\$0.00
					\$0.00
				+ 10% Markup	\$0.00
<b>SUB-TOTAL =</b>					<b>\$0.00</b>

Description		Unit	Estimated Quantity	Unit Fees	Subtotal
Travel Expenses	Travel	Mile	1200	\$0.565	\$678.00
	Survey Mobilization	LS	1	\$4,000.000	\$4,000.00
<b>SUB-TOTAL =</b>					<b>\$4,678.00</b>

**TOTAL FEE FOR TASK 1 = \$49,100.00**

# Fee Proposal For Professional Services

Task 2 - Lift Station Design  
 Lift Station and Force Main Improvements  
 Fairhope Public Utilities  
 Fairhope, Alabama  
 Proposal No. 21-2130-35  
 Revision No. 1  
 November 5, 2021



Description		Unit	Estimated Quantity	Unit Fees	Subtotal
Task 2 - Lift Station Design	Senior Principal Engineer	Hour	16	\$268.00	\$4,288.00
	Senior Engineer	Hour	172	\$155.00	\$26,660.00
	Project Engineer	Hour	64	\$124.00	\$7,936.00
	Engineering Associate II	Hour	64	\$103.00	\$6,592.00
	Engineering Associate I	Hour	120	\$93.00	\$11,160.00
	Project Specialist	Hour	16	\$103.00	\$1,648.00
	Level I Technician	Hour	56	\$52.00	\$2,912.00
<b>SUB-TOTAL =</b>					<b>\$61,196.00</b>

Description		Unit	Estimated Quantity	Unit Fees	Subtotal
Subcontractors					\$0.00
					\$0.00
					\$0.00
				+ 10% Markup	\$0.00
<b>SUB-TOTAL =</b>					<b>\$0.00</b>

Description		Unit	Estimated Quantity	Unit Fees	Subtotal
Travel Expenses	Travel	Mile	60	\$0.565	\$33.90
					0.00
<b>SUB-TOTAL =</b>					<b>\$33.90</b>

**TOTAL FEE FOR TASK 1 = \$61,200.00**

# Fee Proposal For Professional Services

Task 3 - Force Main Design  
 Lift Station and Force Main Improvements  
 Fairhope Public Utilities  
 Fairhope, Alabama  
 Proposal No. 21-2130-35  
 Revision No. 1  
 November 5, 2021



Description		Unit	Estimated Quantity	Unit Fees	Subtotal
Task 3 - Force Main Design	Senior Principal Engineer	Hour	32	\$268.00	\$8,576.00
	Senior Engineer	Hour	172	\$155.00	\$26,660.00
	Project Engineer	Hour	56	\$124.00	\$6,944.00
	Engineering Associate II	Hour	96	\$103.00	\$9,888.00
	Engineering Associate I	Hour	120	\$93.00	\$11,160.00
	Project Specialist	Hour	24	\$103.00	\$2,472.00
	Level I Technician	Hour	40	\$52.00	\$2,080.00
<b>SUB-TOTAL =</b>					<b>\$67,780.00</b>

Description		Unit	Estimated Quantity	Unit Fees	Subtotal
Subcontractors					\$0.00
					\$0.00
					\$0.00
				+ 10% Markup	\$0.00
<b>SUB-TOTAL =</b>					<b>\$0.00</b>

Description		Unit	Estimated Quantity	Unit Fees	Subtotal
Travel Expenses	Travel	Mile	60	\$0.565	\$33.90
					0.00
<b>SUB-TOTAL =</b>					<b>\$33.90</b>

**TOTAL FEE FOR TASK 1 = \$67,800.00**

# Fee Proposal For Professional Services

Task 4 - Construction Engineering & Inspection (CEI)  
 Lift Station and Force Main Improvements  
 Fairhope Public Utilities  
 Fairhope, Alabama  
 Proposal No. 21-2130-35  
 Revision No. 1  
 November 5, 2021



Description		Unit	Estimated Quantity	Unit Fees	Subtotal
Task 4 - Construction Engineering & Inspection (CEI)	Senior Engineer	Hour	48	\$155.00	\$7,440.00
	Project Engineer	Hour	24	\$124.00	\$2,976.00
	Engineering Associate II	Hour	16	\$103.00	\$1,648.00
	Engineering Associate I	Hour	24	\$93.00	\$2,232.00
	Project Specialist	Hour	16	\$103.00	\$1,648.00
	Senior Technician	Hour	920	\$77.00	\$70,840.00
			0		
<b>SUB-TOTAL =</b>					<b>\$86,784.00</b>

Description		Unit	Estimated Quantity	Unit Fees	Subtotal
Subcontractors					\$0.00
					\$0.00
					\$0.00
				+ 10% Markup	\$0.00
<b>SUB-TOTAL =</b>					<b>\$0.00</b>

Description		Unit	Estimated Quantity	Unit Fees	Subtotal
Travel Expenses	Travel	Mile	7200	\$0.565	\$4,068.00
					0.00
<b>SUB-TOTAL =</b>					<b>\$4,068.00</b>

**TOTAL FEE FOR TASK 1 = \$90,900.00**



**MEMO**

To: Lisa Hanks, City Clerk  
Kim Creech, Treasurer

Sherry Sullivan  
Mayor

From:   
Cory Pierce, Purchasing Manager

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

Date: November 15, 2021

Re: **RFQ PS003-22 Lift Station and Force Main Improvements**


Lisa A. Hanks, MMC  
City Clerk

The Superintendent of the Water and Sewer Department, Jason Langley, is requesting the hiring of a professional consulting firm for RFQ PS003-22 Professional Engineering Services for a sanitary sewer lift station to be located near the intersection of State Road 181 and State Road 104.

Kimberly Creech  
Treasurer

Per our Procedure for Procuring Professional Services, over \$100,000.00, Jason Langley and I are providing this list of firms for the Mayor to select from for the work. The work to be performed is for the topographic survey, lift station design, force main design, and CE&I.

Please move this procurement of professional services forward to the Mayor for the selection of a professional service provider.

- The short list is:
-  11/15/21 Thompson Engineering
  - \_\_\_\_\_ / / \_\_\_\_\_ GMC
  - \_\_\_\_\_ / / \_\_\_\_\_ JADE Consulting
  - \_\_\_\_\_ / / \_\_\_\_\_ Sawgrass Consulting, LLC
  - \_\_\_\_\_ / / \_\_\_\_\_ 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



**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 for the Holiday Luncheon for City Employees between the City of Fairhope and Oak Hollow Farm Inc., at the “Barn” on Friday, December 17, 2021, from 12:00 p.m. to 3:30 p.m., with a cost not-to-exceed of \$10,000.00.

DULY ADOPTED THIS 22ND DAY OF NOVEMBER, 2021

\_\_\_\_\_  
James Reid Conyers, Jr.,  
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 Mayor Sherry Sullivan is hereby authorized to execute Change Order No. 1 for New Scanning Services for converting paper files to digital for the Building Department, to complete the scanning of archive plats and construction plans, with an increased cost in the amount of \$10,639.81; and awards the Change Order to MCCI, LLC.

Adopted on this 22nd day of November, 2021

---

Jimmy Conyers,  
Council President

Attest:

---

Lisa A. Hanks, MMC  
City Clerk

City of Fairhope  
Project Funding Request

Issuing Date: 11/15/2021

Please return this Routing Sheet to Treasurer by: ASAP

*ZSM*

Project Name: Change Order to complete scanning of archive plats and construction plans

Project Location: Building Dept

Presented to City Council: 11/22/2021

Funding Request Sponsor: Erik Cortinas, Building Department Director

Resolution # :  
Approved \_\_\_\_\_  
Changed \_\_\_\_\_  
Rejected \_\_\_\_\_

Project Cash Requirement Requested:  
Cost: \$ 10,639.81

Vendor: MCCI, LLC

Project Engineer: n/a

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

Department Funding This Project

General  Gas  Electric  Water  Sewer  Sanitation  Cap Project  Impact  Gas Tax  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  Meter-19  IT-16   
Fac Maint-45  Golf-50  Golf Grounds-55  Museum-27  NonDeptFac-75  Debt Service-85  Marine-34  Plan/Zone-12  Adult Rec-30

Project will be:

Expensed XXX   
Capitalized   
Inventoried

Funding Source:

Operating Expenses   
Budgeted Capital   
Unfunded

Expense Code: 001130-50290  
G/L Acct Name: Professional Services

Grant: \_\_\_\_\_ Federal - not to exceed amount  
\_\_\_\_\_ State  
\_\_\_\_\_ City  
\_\_\_\_\_ Local

Project Budgeted: \$ 45,000.00  
Balance Sheet Item-  
Included in projected  
cash flow

Over (Under) budget amount: \$ (34,360.19)

Bond: \_\_\_\_\_ Title \_\_\_\_\_ Year \_\_\_\_\_  
Loan: \_\_\_\_\_ Title \_\_\_\_\_ Year \_\_\_\_\_

Comments:

The City had more physical documents and images than estimated in the original agreement.  
Original scanning order cost \$35,861.87 ; Project total after change order \$46,501.68  
Total paid in FY2021 \$31,527.35

Capital Lease: \_\_\_\_\_ - Payment \_\_\_\_\_ Term \_\_\_\_\_

City Council Prior Approval/Date? \_\_\_\_\_

Senior Accountant

City Treasurer

Mayor

Purchasing Memo Date: 11/3/2021

Purchasing Memo Date: 11/3/2021

Delivered To Date: 11/15/2021

Request Approved Date: 11/15/2021

Request Approved Date: 11/15/2021

Approved Date: 11/15/2021

Signatures: Aislin Stone  
Aislin Stone

Kim Creech  
Kim Creech

Sherry Sullivan  
Mayor Sherry Sullivan



## MEMO

Sherry Sullivan  
Mayor

To: **Aislinn Stone, Senior Accountant**  
**Kimberly Creech, Treasurer**

*Council Members:*  
Kevin G. Boone  
Jack Burrell, ACOMO  
Jimmy Conyers  
Corey Martin  
Jay Robinson

From:   
Cory Pierce, Purchasing Manager

Date: November 3, 2021

Lisa A. Hanks, MMC  
City Clerk

Re: **Green Sheet and City Council Approval of budgeted procurement  
under \$15,000 for Scanning of Archive Plats and Construction Plans**

Kimberly Creech  
Treasurer

Erik Cortinas of the Building Department is requesting purchase scanning solutions for scanning physical documents/images of archive plats and construction plans.

This would be a change order (attached) from the original agreement to complete the services provided by MCCi, LLC. The City of Fairhope had more physical documents and images than estimated on the original agreement. The remaining images to be processed are approximately 7,724 at \$1.45/per scan/image. These services have been previously negotiated through the NCPA buying group (Contract 11-26). The cost for the additional work will cost Eleven Thousand One Hundred Ninety-Nine Dollars and Eighty Cents (\$11,199.80). With the NCPA discount of Five Hundred Fifty-Nine Dollars and Ninety-Nine Cents the City will be obliged to pay Ten Thousand Six Hundred Thirty-Nine Dollars and Eighty-One Cents (\$10,639.81).

**Please compose a Green Sheet and place on the next available City Council Agenda this request to approve this change order for \$10,639.81.**

CC file, Erik Cortinas, Clint Steadham

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

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

**CHANGE ORDER NUMBER 01  
To The Order Document Scanning Solution**

This is Change Order Number 01 ("CO") to the Order Document Scanning Solution ("Order") dated 07/01/2020 by and between MCCI, LLC ("MCCI") and City of Fairhope ("Client.") MCCI and Client may be referred to individually as a "Party" or collectively as the "Parties". Capitalized terms used and not otherwise defined herein shall have the meaning ascribed to them in the Order.

The Parties desire to amend the Order as follows:

Order Date	Document Title	Summary	Financial Impact
07/01/2020	Document Scanning Solution	Scanning Order	\$35,861.87
09/22/2021	Change Order 01	Client has more physical documents/images than estimated on the original order. This CO authorizes the completion of the additional work.  Remaining Images to be processed: 7,724 images x \$1.45/per image= \$11,199.80  NCPA Discount of \$559.99 applies.	\$10,639.81
<b>Cumulative Totals</b>			<b>\$46,501.68</b>

All other terms to the Order remain unchanged.

IN WITNESS WHEREOF, the parties have caused this CO be signed by their respective duly authorized representatives as of the date last written below:

**MCCI, LLC**

**CITY OF FAIRHOPE**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



**CITY OF FAIRHOPE  
PURCHASING DEPARTMENT  
REQUEST FORM**

Name: Erik Cortinas

Date: October 29, 2021

Department: Building Department

Expenditure Threshold	Distinctions	Quotes Required	Approval	Green Sheet	Resolution
Under \$5,000	No restrictions	Not Required	N/A	N/A	N/A
\$5,001 and greater	Operational <b>NON</b> -Budgeted	Three	Council	Required	Required
\$5,001 – 7,500	Operational Budgeted	Three	Treasurer	N/A	N/A
\$7,501 - \$15,000	Operational Budgeted	Three	Finance/Treasurer/ Mayor	N/A	N/A

**QUOTES**

Vendor Name	Vendor Quote
1. MCCi, LLC	\$ 10,639.81
2. Click or tap here to enter text.	\$
3. Click or tap here to enter text.	\$

Check any applicable boxes:  State Contract     ALDOT     Purchasing Group  
 Sole Source (Attach Sole Source Justification)

**ITEM OR SERVICE INFORMATION**

- What item or service do you need to purchase? Completion of scanning of archive plats and construction plans
- What is the total cost of the item or service? \$10,639.81
- How many do you need? Lump sum for remaining documents
- Item or Service Is:  New     Used     Replacement     Annual Request
- Vendor Name (Lowest Quote): MCCi, LLC
- Vendor Number: 5885

*If you do not have a Vendor Number, please go to the City of Fairhope page: [www.FairhopeAL.gov](http://www.FairhopeAL.gov), Departments, Purchasing, Vendor Registration, and complete the required information.*

**BUDGET INFORMATION**

- Is it budgeted?  Yes     No     Emergency Request
- If budgeted, what is the budgeted amount? NTE \$45,000.00 for FY
- Budget code: 50290

**Email completed form with quotes and other supporting documentation to  
[Cory.Pierce@FairhopeAL.gov](mailto:Cory.Pierce@FairhopeAL.gov) and [Rhonda.Cunningham@FairhopeAL.gov](mailto:Rhonda.Cunningham@FairhopeAL.gov).**

## CONTRACT INFO

**Awarded Vendor:**

MCC

**Contract Awarded:**

Document and Records Management

**Contract Number:**

11-26

**Lead Agency:**

Region 14 ESC

**Contract Term:**

4 year term, April 2, 2018 to April 30, 2022

\*Option to renew for one (1) additional one (1) year periods.

**RESOLUTION NO. \_\_\_\_**

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA,** That the City Council hereby authorizes Mayor Sherry Sullivan to execute an “In Aid of Construction” Agreement with Baldwin County Electric Membership Corporation for the installation of 22 Tradionaire LED streetlights for White Grove Subdivision with an estimated cost of \$34,457.59 (Work Order #2105874).

Adopted on this 22nd day of November, 2021

---

James Reid Conyers, Jr.,  
Council President

Attest:

---

Lisa A. Hanks, MMC  
City Clerk



City of Fairhope  
Project Funding Request

NOV 15 2021 10:21:35

*JAM*

Issuing Date: 11/15/2021

Please return this Routing Sheet to Treasurer by: ASAP

Project Name: Procure 22 Tradonaire LED Streetlights

Project Location: White Grove Subdivision

Presented to City Council: 11/22/2021

Resolution #: Approved \_\_\_\_\_

Funding Request Sponsor: Jeremy Morgan, Assistant Electric Superintendent

Changed \_\_\_\_\_

Rejected \_\_\_\_\_

Project Cash Requirement Requested:  
Cost: \$ 34,457.59

\$ \_\_\_\_\_

Vendor: Baldwin County EMC

Project Engineer: n/a

Order Date: n/a

Lead Time: n/a

Department Funding This Project

General  Gas  **Electric**  Water  Sewer  Sanitation  Cap Project  Impact  Gas Tax  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  Meter-19  IT-16   
Fac Maint-45  Golf-50  Golf Grounds-55  Museum-27  NonDeptFac-75  Debt Service-85  Marine-34  Plan/Zone-12  Adult Rec-30

Project will be:

Expensed \_\_\_\_\_   
Capitalized XXX   
Inventoried \_\_\_\_\_

Funding Source:

Operating Expenses \_\_\_\_\_   
Budgeted Capital \_\_\_\_\_   
Unfunded XXX

Expense Code: 003-59500  
G/L Acct Name: Capital System Improvements

Grant: \_\_\_\_\_ Federal - not to exceed amount  
\_\_\_\_\_ State  
\_\_\_\_\_ City  
\_\_\_\_\_ Local

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

Over (Under) budget amount: \$ 34,457.59

Bond: \_\_\_\_\_ Title \_\_\_\_\_ Year \_\_\_\_\_  
Loan: \_\_\_\_\_ Title \_\_\_\_\_ Year \_\_\_\_\_

Comments:

This agreement includes the contributions for streetlight supplying lighting to residents of the White Grove Subdivision.

Capital Lease: \_\_\_\_\_ - Payment \_\_\_\_\_ Term \_\_\_\_\_

City Council Prior Approval/Date? \_\_\_\_\_

Senior Accountant

City Treasurer

Mayor

Purchasing Memo Date: 11/3/2021

Purchasing Memo Date: 11/3/2021

Delivered To Date: 11/15/2021

Request Approved Date: 11/15/2021

Request Approved Date: 11/15/2021

Approved Date: 11/15/2021

Signatures:

*Aislinn Stone*  
Aislinn Stone

*Kim Creech*  
Kim Creech

*Sherry Sullivan*  
Mayor Sherry Sullivan



## MEMO

Sherry Sullivan  
Mayor

*Council Members:*  
Kevin G. Boone  
Jack Burrell, ACOMO  
Jimmy Conyers  
Corey Martin  
Jay Robinson

Lisa A. Hanks, MMC  
City Clerk

Kimberly Creech  
Treasurer

To: **Aislinn Stone, Senior Accountant**  
**Kimberly Creech, Treasurer**

From:   
Cory Pierce, Purchasing Manager

Date: November 3, 2021

Re: **Green Sheet and City Council Approval of procurement over \$15,000 to Replace 22 Tradionaire LED Streetlights**

The Electric Department is requesting approval to enter into an agreement with Baldwin County Electric Membership Corporation (EMC) to replace Twenty-Two (22) Tradionaire LED Streetlights, Work Order #2105874 (Attached).

This agreement includes the contributions for streetlights supplying lighting to residents of the White Grove Subdivision. This agreement will include the cost to replace Twenty-Two (22) Tradionaire LED streetlights. The cost of this agreement with EMC will be Thirty-Four Thousand Four Hundred Fifty-Seven Dollars and Fifty-Nine Cents (\$34,457.59)

**Please compose a Green Sheet and place on the next available City Council Agenda this request to approve this agreement with EMC for \$34,457.59.**

CC file, Jeremy Morgan, Clint Steadham

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

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

**BALDWIN COUNTY ELECTRIC MEMBERSHIP CORPORATION**  
**CONTRIBUTION IN AID OF CONSTRUCTION**

NAME: White Grove Subdivision DATE: 10/5/2021

I hereby request the electric lines necessary to provide service to the following address or location:

\_\_\_\_\_

Work Order # 2105874

I also hereby acknowledge that I am required to pay in advance \$34,457.59  
for this electrical service and have attached such payment. I further  
acknowledge that this contribution in aid of construction carries no interest/ownership  
in the service and/or the plant/property of Baldwin County EMC.

CONTRIBUTION IN AID of CONSTRUCTION:	<u>\$34,457.59</u>
MEMBERSHIP FEE and/or ACCOUNT FEE:	_____
DEPOSIT FOR SERVICE:	_____
IMPACT FEE:	<u>\$0.00</u>
OTHER FEE: _____	_____
OTHER FEE: _____	_____
TOTAL: (Estimate is good for 60 days from date above.)	<u>\$34,457.59</u>

Additional Comments: This ATC includes the cost to install (22) Tradiinaire LED streetlights.  
It does not include the deposits or other associated fees.

Property Owner's Name: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_

Address: \_\_\_\_\_

  
\_\_\_\_\_  
BALDWIN COUNTY E.M.C. REPRESENTATIVE

  
\_\_\_\_\_  
BALDWIN COUNTY E.M.C. REPRESENTATIVE  
(Required if C.I.A.C. is over \$750)

**BALDWIN COUNTY ELECTRIC MEMBERSHIP CORPORATION**

**RATE PS-1**

**PUBLIC STREET/HIGHWAY LIGHTING SERVICE**

**SINGLE PHASE**

**APPLICABILITY**

Applicable to all governmental members and for uses associated with street or highway illumination, subject to the established rules and regulations of the Seller.

**CHARACTER OF SERVICE**

A non-metered service, single phase, 60 hertz, at secondary voltages and operated automatically during non-daylight hours. Service shall not be resold or shared with others.

All lighting facilities shall be owned, maintained, and operated by the Seller. Normal maintenance and replacement of lamps shall be made during working days and hours.

**MONTHLY RATES**

Charge per each unit:

50	LED	\$ 5.37
175	Mercury Vapor	\$ 9.40
400	Mercury Vapor	\$ 16.46
100	Sodium	\$ 6.90
150	Sodium	\$ 8.43
250	Sodium	\$ 11.14
400	Sodium	\$ 15.80
LED Acorn		\$ 7.83
LED Traditionaire		\$ 6.80
LED Large Street Light		\$ 11.02

**ADJUSTMENTS TO BILLING**

- A. 1. Power Cost Adjustment (P.C.A.) – The Board may periodically increase or decrease the monthly billing by the amount that the Seller's estimated annual purchase power cost per kilowatt hour (KWH) sold for the 12 months of the current calendar year exceeds, or is less than, 56.0 mills per kilowatt hour (KWH).
2. Adjustment to Power Cost Adjustment (P.C.A.) as computed by formula A. 1. above may be made by the Board if purchased power cost or other operating expense is unlikely to be recovered by the existing rate during a period of time as determined by the Board to be reasonable.
3. The P.C.A. shall also be increased or decreased by an amount that will recover the estimated annual cost of the Centsible Power Load Management Program.
- B. Taxes – Any taxes apportioned to the Cooperative by any legal entity shall be passed on to the member/consumer on a pro-rated basis as may be applicable.

**TERMS OF PAYMENT**

The above charges are net and due when rendered. Any bill not paid before the delinquent date will be assessed either a \$6.00 charge or one and one-half (1½%) percent of the un-paid balance, whichever is greater.

# CITY OF FAIRHOPE PURCHASING DEPARTMENT REQUEST FORM

**Name:** Jeremy Morgan  
**Department:** Electric

**Date:** 10/29/2021

## ITEM OR SERVICE INFORMATION

- 1. What item or service do you need to purchase?** White Grove Street Lights
- 2. What is the total cost of the item or service?** \$34,457.59
- 3. Where will the item or service be physically located?** White Grove Subdivision
- 4. What is the primary function of the item or service?** Supply lighting to residents of White Grove and to allow Baldwin EMC to maintain lights
- 5. How many do you need?**
- 6. Item or Service Is:**  New  Used  Replacement  Annual Request
- 7. When do you anticipate implementation?** As soon as received
- 8. Additional Information or Comments:** Subdivision is out of electric service territory and city Will have top ay monthly usage to BEMC

## BUDGET INFORMATION

- 1. Is it budgeted?**  Yes  No  Emergency Request
- 2. If budgeted, what is the budgeted amount?** Click or tap here to enter text.
- 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](mailto:deedee.brandt@fairhopeal.gov) and [jennifer.bush@fairhopeal.gov](mailto:jennifer.bush@fairhopeal.gov).*

## PURCHASING USE ONLY

**Vendor Name:** Click or tap here to enter text.

**Vendor Number:** Click or tap here to enter text.

**Current Business License:**  Yes  No

**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 the Palo Alto Renewal of Firewall Support/Subscription for the IT Department; and the renewal is available for direct procurement through the OMNIA Partners Contract which has been nationally bid through their bid proves; and therefore, does not have to be let out for bid. The cost will be \$45,088.60.

Adopted on this 22nd day of November, 2021

\_\_\_\_\_  
James Reid Conyers, Jr.,  
Council President

Attest:

\_\_\_\_\_  
Lisa A. Hanks, MMC  
City Clerk

City of Fairhope  
Project Funding Request

Issuing Date: 11/15/2021

Please return this Routing Sheet to Treasurer by: ASAP

APPROVED  
11/15/2021  
ZMA

Project Name: Annual Renewal of Firewall Support/Subscriptions

Project Location: IT

Presented to City Council: 11/22/2021

Funding Request Sponsor: Jeff Montgomery, Director of Information Technology

Project Cash Requirement Requested:  
Cost: \$ 45,088.60

Vendor: SHI International Corp

Project Engineer: n/a

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

Resolution # :  
Approved \_\_\_\_\_  
Changed \_\_\_\_\_  
Rejected \_\_\_\_\_

Department Funding This Project

General  Gas  Electric  Water  Sewer  Sanitation  Cap Project  Impact  Gas Tax  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  Meter-19  IT-16   
 Fleet-46  Golf-50  Golf Grounds-55  Museum-27  NonDeptFac-75  Debt Service-85  Marine-34  Plan/Zone-12  Adult Rec-30

Project will be:

Expensed XXX   
 Capitalized   
 Inventoried

Expense Code: 001160-50300  
 G/L Acct Name: Computer Expense

Project Budgeted: \$ 45,000.00  
 Balance Sheet Item Included in projected cash flow

Over (Under) budget amount: \$ 88.60

Comments: The renewal is with SHI International Corp through the OMNIA Partners Public Sector Contract #2018011-02

Funding Source:

Operating Expenses   
 Budgeted Capital   
 Unfunded

Grant: \_\_\_\_\_ Federal - not to exceed amount  
 \_\_\_\_\_ State  
 \_\_\_\_\_ City  
 \_\_\_\_\_ Local

Bond: \_\_\_\_\_ Title \_\_\_\_\_ Year \_\_\_\_\_  
 Loan: \_\_\_\_\_ Title \_\_\_\_\_ Year \_\_\_\_\_

Capital Lease: \_\_\_\_\_ - Payment \_\_\_\_\_ Term \_\_\_\_\_

City Council Prior Approval/Date? \_\_\_\_\_

<p>Senior Accountant</p> <p>Purchasing Memo Date: <u>11/8/2021</u></p> <p>Request Approved Date: <u>11/15/2021</u></p> <p>Signatures: <u>Aislinn Stone</u> Aislinn Stone</p>	<p>City Treasurer</p> <p>Purchasing Memo Date: <u>11/8/2021</u></p> <p>Request Approved Date: <u>11/15/2021</u></p> <p>Signatures: <u>Kiri Creech</u> Kiri Creech</p>	<p>Mayor</p> <p>Delivered To Date: <u>11/15/2021</u></p> <p>Approved Date: <u>11/15/2021</u></p> <p>Signatures: <u>Sherry Sullivan</u> Mayor Sherry Sullivan</p>
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## MEMO

To: **Aislinn Stone, Senior Accountant**  
**Kimberly Creech, Treasurer**

Sherry Sullivan  
Mayor

From:   
Cory Pierce, Purchasing Manager

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

Date: November 8, 2021

Lisa A. Hanks, MMC  
City Clerk

Re: **Request for Green Sheet and City Council Approval for annual renewal of Firewall Support/Subscriptions**

Kimberly Creech  
Treasurer

The Director of the IT Department, Jeff Montgomery, requests approval to procure the annual renewal of support/subscriptions for the firewall. **The renewal is with SHI International Corp through the OMNIA Partners Public Sector contract # 2018011-02.** The proposed budgeted amount for this procurement is \$45,000.00 and the quoted amount for the support/subscriptions is **FORTY-FIVE THOUSAND EIGHTY-EIGHT DOLLARS AND SIXTY CENTS (\$45,088.60).**

This procurement is allowed by Code of Alabama 1975, Section 41-16-51-(a)-11:

*(11) Purchases of computer and word processing hardware when the hardware is the only type that is compatible with hardware already owned by the entity taking bids and custom software.*

See attached quotation for details.

**Please compose a Green Sheet and present to City Council for approval this proposed budgeted procurement of Firewall Support/Subscriptions for the I.T. Department, at a cost of \$45,088.60 from SHI International Corp.**

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

CC file, Jeff Montgomery, Clint Steadham

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



Hello,

Thank you for reaching out to SHI on this opportunity. Attached is a PDF copy of the price quote you requested. Please send all purchase orders directly to SoutheastTeam@shi.com. Let me know if you have any questions and if there is anything else I can assist with!

Thanks!  
James Tsipas



**Pricing Proposal**

**Quotation #:** 21207633

**Description:** Palo Alto

**Created On:** Nov-01-2021

**Valid Until:** Nov-26-2021

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**City of Fairhope**

**Jeff Montgomery**

555 South Section street  
P.O. Drawer 429  
Fairhope, AL 36533  
UNITED STATES  
Phone: (251) 990-0135  
Fax:  
Email: jeff.montgomery@fairhopeal.gov

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**Inside Account Manager**

**James Tsipas**

290 Davidson Ave  
Somerset, NJ 08873  
Phone: 800-715-3197  
Fax: 732-868-6055  
Email: James\_Tsipas@shi.com

[Click here to order this quote](#)

All Prices are in US Dollar(USD)

Product	Qty	Your Price	Total
1 Premium support renewal, PA-3250 Palo Alto Networks - Part#: PAN-SVC-PREM-3250-R Contract Name: Omnia Partners - IT Solutions Contract #: 2018011-02 Serial #: 016301005633 Coverage Term: Jan-02-2022 – Jan-01-2023	1	\$5,100.00	\$5,100.00
2 WildFire subscription for device in an HA pair renewal, PA-3250 Palo Alto Networks - Part#: PAN-PA-3250-WF-HA2-R Contract Name: Omnia Partners - IT Solutions Contract #: 2018011-02 Serial #: 016301005633 Coverage Term: Jan-02-2022 – Jan-01-2023	1	\$3,488.86	\$3,488.86
3 DNS Security subscription for device in an HA pair renewal, PA-3250 Palo Alto Networks - Part#: PAN-PA-3250-DNS-HA2-R Contract Name: Omnia Partners - IT Solutions Contract #: 2018011-02 Serial #: 016301005688 Coverage Term: Jan-02-2022 – Jan-01-2023	1	\$3,488.86	\$3,488.86
4 PANDB URL filtering subscription for device in an HA pair renewal, PA-3250 Palo Alto Networks - Part#: PAN-PA-3250-URL4-HA2-R Contract Name: Omnia Partners - IT Solutions Contract #: 2018011-02 Serial #: 016301005688 Coverage Term: Jan-02-2022 – Jan-01-2023	1	\$3,488.86	\$3,488.86
5 WildFire subscription for device in an HA pair renewal, PA-3250 Palo Alto Networks - Part#: PAN-PA-3250-WF-HA2-R	1	\$3,488.86	\$3,488.86

Contract Name: Omnia Partners - IT Solutions  
Contract #: 2018011-02  
Serial #: 016301005688  
Coverage Term: Jan-02-2022 – Jan-01-2023

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6	GlobalProtect subscription for device in an HA pair renewal, PA-3250 Palo Alto Networks - Part#: PAN-PA-3250-GP-HA2-R Contract Name: Omnia Partners - IT Solutions Contract #: 2018011-02 Serial #: 016301005633 Coverage Term: Jan-02-2022 – Jan-01-2023	1	\$3,488.86	\$3,488.86
7	GlobalProtect subscription for device in an HA pair renewal, PA-3250 Palo Alto Networks - Part#: PAN-PA-3250-GP-HA2-R Contract Name: Omnia Partners - IT Solutions Contract #: 2018011-02 Serial #: 016301005688 Coverage Term: Jan-02-2022 – Jan-01-2023	1	\$3,488.86	\$3,488.86
8	PANDB URL filtering subscription for device in an HA pair renewal, PA-3250 Palo Alto Networks - Part#: PAN-PA-3250-URL4-HA2-R Contract Name: Omnia Partners - IT Solutions Contract #: 2018011-02 Serial #: 016301005633 Coverage Term: Jan-02-2022 – Jan-01-2023	1	\$3,488.86	\$3,488.86
9	Premium support renewal, PA-3250 Palo Alto Networks - Part#: PAN-SVC-PREM-3250-R Contract Name: Omnia Partners - IT Solutions Contract #: 2018011-02 Serial #: 016301005688 Coverage Term: Jan-02-2022 – Jan-01-2023	1	\$5,100.00	\$5,100.00
10	DNS Security subscription for device in an HA pair renewal, PA-3250 Palo Alto Networks - Part#: PAN-PA-3250-DNS-HA2-R Contract Name: Omnia Partners - IT Solutions Contract #: 2018011-02 Serial #: 016301005633 Coverage Term: Jan-02-2022 – Jan-01-2023	1	\$3,488.86	\$3,488.86
11	Threat prevention subscription for device in an HA pair renewal, PA-3250 Palo Alto Networks - Part#: PAN-PA-3250-TP-HA2-R Contract Name: Omnia Partners - IT Solutions Contract #: 2018011-02 Serial #: 016301005688 Coverage Term: Jan-02-2022 – Jan-01-2023	1	\$3,488.86	\$3,488.86
12	Threat prevention subscription for device in an HA pair renewal, PA-3250 Palo Alto Networks - Part#: PAN-PA-3250-TP-HA2-R Contract Name: Omnia Partners - IT Solutions Contract #: 2018011-02 Serial #: 016301005633 Coverage Term: Jan-02-2022 – Jan-01-2023	1	\$3,488.86	\$3,488.86
			Total	\$45,088.60

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#### Additional Comments

Palo Alto has a no returns policy.

Please note, if Emergency Connectivity Funds (ECF) will be used to pay for all or part of this quote, please let us know as we will need to ensure compliance with the funding program.

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date set above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.  
TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

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*The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.*

# PURCHASING DEPARTMENT REQUEST FORM

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Requestor: Jeff Montgomery Department: IT

Project Name: Firewall Renewal

Brief Project Description: Yearly Firewall Renewal - \$45088.60

Project Category:  Item  Bid  Professional Service  Other

Budget Amount: \$45,000 Budget Code: 50300

## BID USE ONLY

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Anticipated Start Date: \_\_\_\_\_ Project Duration: \_\_\_\_\_

Bid Duration: \_\_\_\_\_ Engineer of Record: \_\_\_\_\_

Pre-Bid Meeting:  No  Yes Date: \_\_\_\_\_  Mandatory  Non-Mandatory

Scope of Work Provided By: \_\_\_\_\_ Contract Extensions:  No  Yes

Project Administered:  Internally  Externally By: \_\_\_\_\_

Bidders List Review:  No  Yes By: \_\_\_\_\_

Tax Exempt Project:  No  Yes Insurance Requirements:  Minimum  Maximum

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

Related Bids/RFs: \_\_\_\_\_ Bid Opening: \_\_\_\_\_

## FORCE ACCOUNT INFORMATION ONLY

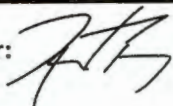
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Force Account Project:  No  Yes Estimated Amount: \_\_\_\_\_ Budget Code: \_\_\_\_\_

Notes: \_\_\_\_\_

## SIGNATURES

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Requestor: 

Senior Accountant:

City Treasurer:

Mayor:

**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 One 1000kVA ERMCO Pad Mount Transformer and Six 50 kVA Pad Mount Transformers for the Electric Department from Gresco Utility Supply, Inc.; and authorizes procurement without formal bid based on the option allowed by the Code of Alabama 1975, Section 41-16-51(b)(7). The cost will be \$51,089.18; and authorizes a budget transfer from Plant Maintenance to Capital System Improvements (\$51,090.00).

Adopted on this 22nd day of November, 2021

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James Reid Conyers, Jr.,  
Council President

Attest:

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Lisa A. Hanks, MMC  
City Clerk

City of Fairhope  
 Project Funding Request

Issuing Date: 11/15/2021

Please return this Routing Sheet to Treasurer by: ASAP

Project Name: Procure one (1) 1000KVA ERMCO 3 Phase Pad Transformer & six(6) 50 KVA Pad Mounted Transformers

Project Location: The Reserve

Presented to City Council: 11/22/2021

Funding Request Sponsor: Jeremy Morgan, Assistant Electric Superintendent

Resolution #: Approved \_\_\_\_\_  
 Changed \_\_\_\_\_  
 Rejected \_\_\_\_\_

Project Cash Requirement Requested: \$30,404.00 GRESKO  
 Cost: \$ 51,089.18 \$20,685.18 PPI

Vendor: GRESKO Utility Supply, Inc & PPI

Project Engineer: n/a

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

Department Funding This Project

General  Gas  **Electric**  Water  Sewer  Sanitation  Cap Project  Impact  Gas Tax  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  Meter-19  IT-16   
 Fac Maint-45  Golf-50  Golf Grounds-55  Museum-27  NonDeptFac-75  Debt Service-85  Marina-34  Plan/Zone-12  Adult Rec-30

Project will be:

Expensed \_\_\_\_\_  
 Capitalized XXX   
 Inventoried \_\_\_\_\_

Funding Source:

Operating Expenses \_\_\_\_\_  
 Budgeted Capital \_\_\_\_\_  
 Unfunded XXX

Expense Code: 003-59500  
 G/L Acct Name: Capital System Improvements

Grant: \_\_\_\_\_ Federal - not to exceed amount  
 \_\_\_\_\_ State  
 \_\_\_\_\_ City  
 \_\_\_\_\_ Local

Project Budgeted: \$ 51,089.18 Budgeted in 50365-Plant Maint.  
 Balance Sheet Item- Included in projected cash flow

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

Comments: Transformers to be used at the new development The Reserve.  
Budget transfer from Plant Maint (50365) to Capital System Improvements (59500) to be completed (\$51,090)

Bond: \_\_\_\_\_ Title \_\_\_\_\_ Year \_\_\_\_\_  
 Loan: \_\_\_\_\_ Title \_\_\_\_\_ Year \_\_\_\_\_

Capital Lease: \_\_\_\_\_ Payment \_\_\_\_\_ Term \_\_\_\_\_

City Council Prior Approval/Date? \_\_\_\_\_

Senior Accountant: \_\_\_\_\_ City Treasurer: \_\_\_\_\_ Mayor: \_\_\_\_\_

Purchasing Memo Date: 11/8/2021 Purchasing Memo Date: 11/8/2021 Delivered To Date: 11/15/2021

Request Approved Date: 11/15/2021 Request Approved Date: 11/15/2021 Approved Date: 11/15/2021

Signatures: Aislinn Stone Kim Creech Mayor Sherry Sullivan



## MEMO

Sherry Sullivan  
Mayor

To: **Aislinn Stone, Senior Accountant**  
**Kimberly Creech, Treasurer**

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

From:   
Cory Pierce, Purchasing Manager

Date: November 3, 2021

Lisa A. Hanks, MMC  
City Clerk

Re: **Green Sheet and City Council Approval for procurement over \$15,000  
for Pad Mount Transformers for The Reserve**

Kimberly Creech  
Treasurer

The Electric Department is requesting approval to procure a 1000 KVA ERMCO 3 Phase Pad Transformer and six (6) 50 KVA Pad Mounted Transformers for The Reserve.

Three (3) companies were asked to quote this purchase and only two (2) potential vendors responded. The 1000 KVA ERMCO 3 Phase Pad Transformer will be purchased from GRESCO Utility Supply, Inc. This will cost Thirty Thousand Four Hundred Four Dollars and No Cents (\$30,404.00). The six (6) 50 KVA Pad Mounted Transformer will be purchased from PPI for Twenty Thousand Six Hundred Eighty-Five Dollars and Eighteen Cents (\$20,685.18). Anixter did not quote these transformers.

**Please compose a Green Sheet and place on the next available City Council Agenda this request to approve this procurement of Pad Mounted Transformers for Fifty-One Thousand Eighty-Nine Dollars and Eighteen Cents (\$51,089.18).**

CC file, Jeremy Morgan, Clint Steadham

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

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

CUSTOMER COPY QUOTE # 633861-00  
 QUOTED DATE 9/27/21

BILL TO:  
 GRESKO UTILITY SUPPLY, INC.  
 1135 RUMBLE ROAD

SHIP TO:  
 CITY OF FAIRHOPE  
 PO DRAWER 429  
 555 SOUTH SECTION ST

ATTN= ACCOUNTS PAYABLE  
 FORSYTH GA31029

FAIRHOPE AL36532

DESCRIPTION	PRODUCT NUMBER	QTY	UNIT PRICE	EXT PRICE
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TRANSFORMER LOSS DATA IS BASED ON ANSI C57.12.00:

LOSS GRT: AVE VOLT% : 100

NL TEMP BASIS: 85 LL TEMP BASIS: 85

FOB FAIRHOPE, AL. FREIGHT PREPAID AND ALLOWED.

\*QUOTED PER RFQ AND REFERENCING SPECS FROM QUOTE #558028.

PRICING IS FIRM ON AN ORDER RECEIVED WITHIN 30 DAYS FROM BID DATE AND SHIPMENT WITHIN LEADTIME  
 PRICING IS SUBJECT TO ESCALATION/DESCALATION FOR ORDERS PLACED AFTER THE 30 DAY BID VALIDITY OR FOR SHIPMENTS DELAYED BEYOND THE QUOTED LEADTIME AT THE CUSTOMERS REQUEST. ESCALATION IS CALCULATED ON THE DIFFERENCE IN THE ERMCO MATERIAL COST FROM TIME OF QUOTE VERSUS REQUESTED TIME OF SHIPMENT. THE BASE INDEX FOR THIS QUOTE IS 3RD QTR 2021 MATERIAL COSTS. NOTE: LEADTIME IS SUBJECT TO CHANGE WITHOUT NOTICE! 3RD QTR INDEX 2021. FREIGHT PREPAID & ALLOWED.

ITEM 1	ERMCO 3 PHASE PAD TRANSFORMER	3PH-PAD	1	30404.00	30404.00
ITEM# :	1.00				

NL= 1120 LL= 7632 IZ=6.000 TL= 8752

OPTIONS BEGIN.....

ERMCO	ERMCO STD 3PH TRANSFORMER
1000	1000 KVA
G	GRDY
001G	12470GY/7200 95 BIL
X	H0/X0 GROUND
001	NO TAPS
112	208Y/120 LH
S5	ANSI SPECIFIC K DIM=5.0
L	LOOP FEED
000	GENERIC STD FIXED STUD WELL
G15	STD INSERT SYSTEM SELECT
000	ELBOW ARRESTERS NOT SELECTED
001	INS.STANDOFF BUSH. CP#1SB215 15KV
000	NO INS. PROTECTIVE CAP SELECTED
S	STAGGERED LV BUSHING ARRANGEMENT
506	HJ INTG 6H SPD
E58	DUAL SENSING BAYO & LINK (GENERIC)
A00	STD ISOLATION LINK BY CONFIGURATOR
000	MILD STEEL TANK & BASE



CUSTOMER COPY

QUOTE # 633861-00  
QUOTED DATE 9/27/21

BILL TO:  
GRESKO UTILITY SUPPLY, INC.  
1135 RUMBLE ROAD

SHIP TO:  
CITY OF FAIRHOPE  
PO DRAWER 429  
555 SOUTH SECTION ST

ATTN= ACCOUNTS PAYABLE  
FORSYTH GA31029

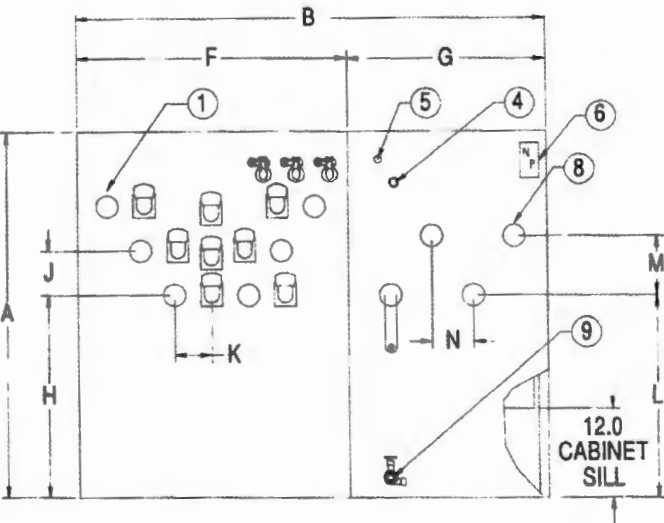
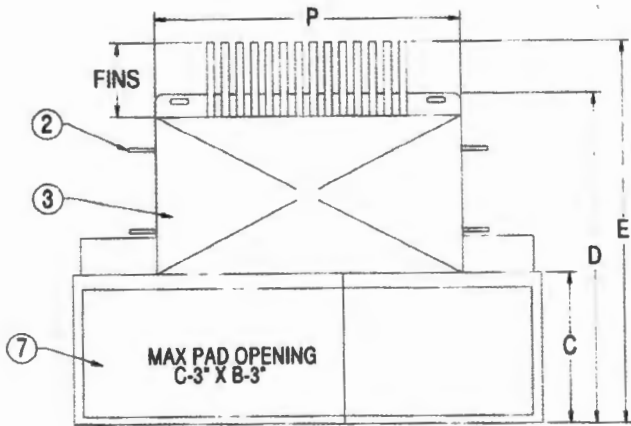
FAIRHOPE AL36532

<u>DESCRIPTION</u>	<u>PRODUCT NUMBER</u>	<u>QTY</u>	<u>UNIT PRICE</u>	<u>EXT PRICE</u>
000	MILD STEEL CABINET & SILL			
0	STD CABINET PARTITION			
0	PADMOUNT GREEN FINISH			
0	STANDARD HARDWARE.			
11	SILICON BRONZE PENTABOLT			
1	#10-1 1-WAY TIN PLATED 19-01			
1	S.S. 2HOLE GRD PAD IN PRI & SEC			
00	STANDARD AIR SPACE			
90	FR3 PRV QUAL 202-130-10T			
Z	ERMCO STD DRAIN VALVE W/ SAMPLER			
S	DRAIN IN SECONDARY COMPARTMENT			
0	1"NPT FILL PLUG			
0	NO LIQUID LEVEL GAUGE SELECTED			
0	NO VACUUM GAGE SELECTED			
0	NO TEMPERATURE GAGE SELECTED			
8	ENVIROTEMP FR3			
A	STANDARD TWO NAMEPLATES			
00	STD KVA DECAL OUTSIDE			
00	DOES NOT REQUIRE PCB DECAL.			
11	DANGER "MR OUCH" GENERIC (3-52-02)			
02	WARNING "MR OUCH" GENERIC(3-52-01)			
99	STD PRIMARY DECAL INSIDE(HV)			
00	NO SECONDARY VOLTAGE DECALS			
00	STD ERMCO "E" LOGO DECAL (3-8-151)			
2	BOLT-ON DRIP SHIELD			
0	STANDARD PALLET			
N	NO SPECIAL TEST NEEDED			

OPTIONS END.....

100% CTR @ TIME OF SHIPMENT

24 HOUR NOTICE



CUSTOMER: CITY OF FAIRHOPE

RFQ/Spec: \_\_\_\_\_

ERMCO Quote#: 633861

For detail information about the transformer, refer to the ERMCO quote documents.

Quote

Item	kVA	A	B	C	D	E	F	G	H	J	K	L	M	N
1	1000	63	66.5	24	55.5	62.5	36.5	29.5	27	6	5	46	8	6.33

STANDARD FEATURES

- 1 HV Bushing
- 2 Lifting Lugs
- 3 Bolted Cover
- 4 1" Upper Fill Plug
- 5 Pressure Relief Valve
- 6 Nameplate
- 7 Hinged Top Cabinet
- 8 LV Bushing
- 9 Drain Valve w/Sampler

Quote

Item	P	Q	Wt (lbs)	Oil (gn)
1	63	N/A	9079	351

3 Phase Quotation Drawing  
 For Dimensional Purposes Only  
 All Features and Accessories Not Shown

**ERMCO**

ISSD BY:	DATE:
MD	09/27/21
REV ISSUE DATE:	SCALE:
	NTS

IRBY

PPI

**PRICES ARE INTENDED TO BE FIRM FOR 30 DAYS;  
HOWEVER, DUE TO RAPID RAW MATERIAL CHANGES, A PRICE CHANGE MIGHT BE REQUIRED  
AT TIME OF ORDER. (CONFIRM PRICING 24 HOURS PRIOR TO ORDER)**

ITEM	QTY	PRODUCT	PRICE
6	6	P7111E50ZZUQFR3 Padmounted Transformer; 50 KVA No Load: 93 Watts at 85 degrees C; Load: 559 Watts at 85 degrees C; Total Loss: 652 Watts \$3351 Total Owning Cost 12470GY/7200 HV; 95 BIL; Aluminum HV Winding Matl 240/120 LV; 30 * 30 BIL; Non-LV Interlaced; Aluminum LV Winding Matl 60 Hz 1 Phase Transformer Weight: 869.92 lbs.; Height: 26 in.; Width: 34.00 in.; Depth: 36.00 in. Est. C/C Weight: 291.01 lbs. 65 Temp. Rise; 1 Isolation Link, Cooper, Mounted on BayONet, 3001861A02M 2 HV Bushing Well, CM, 150 BIL, Fixed Stud 3 LV Bush, PAD, 5/8 EXT STUD, 3/8 INT TERM, CM 70131561 2 Bushing Insert 15 kV CPS# LBI215 1 18x26x34x2" Tank (50 kVA and below) IFD, Type-2 40 Gal(s) of Natural Ester BIODEGRADABLE Transformer Fluid 1 0.5" Drain Valve; 0.5" Brass Plug for Oil Fill 1 IFD ORCA, 10PSI-A	\$3447.53/EA

45 WEEKS Lead Time

Item	R	X	Imp	Iexc	RegPF*	EffPU*	DOE Min	DOE Eff	DOE Met	2016 Req	2016 Met
6	1.12	1.88	2.19	0.24	0.80	100.00	99.08	99.11	YES	99.11	YES

(\*)From Customer Specifications.

National (DOE) Efficiency Standard Information.  
All the Calculated DOE Efficiencies are @ 50% Load, PF of 1, NL @ 20C & LL @ 55C.

Item	Eff@ 25%	Eff@ 50%	Eff@ 75%	Eff@ 100%	Eff@ 125%	Reg@ .8PF	Reg@ .9PF	Reg@ 1.0PF	NL@ 105%	NL@ 110%	EXI@ 105%	EXI@ 110%
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\$ 20,685.18

ABB

Qty 6 50KVA Pad \$3948.45/EA 50 - 52 Weeks after acceptance of order

**Description:**

**Type** : Liquid-Filled MTR Mini-Pak Padmounted Transformer  
**Fluid** : Natural Ester Fluid  
**Core** : Grain Oriented Steel  
**Phase** : 1 Phase  
**Frequency** : 60 Hz  
**Average Winding Rise** : 65 °C  
**Ambient Temperature** : 30 °C  
**High Voltage** : 12470GrdY/7200  
**High Voltage Taps** : No Taps  
**High Voltage BIL** : 95kV BIL  
**Low Voltage** : 240/120  
**Low Voltage BIL** : 30kV BIL  
**Feed Configuration** : Loop feed  
**Color** : Green (Munsell 7GY 3.29/1.5)

**Features (included in price):**

**TANK & CABINET**

- Dry Nitrogen Blanket
- Hold down cleats - mild steel

**BUSHINGS**

- Loadbreak inserts x 2
- Bushing wells x 2
- Stud secondary x 3

**FUSES**

- Oil retaining valve on bayonet (Flapper Valve)
- Bayonet mounted expulsion fuse + isolation link

**MONITORING**

- Internal Fault Detector (IFD)
- Pressure Relief Valve

**FITTINGS**

- Drain valve and sampler

**OTHER**

- 14" deep cabinet
- DOE Efficiency (2016)
- Scoop drip shield

Contains less-flammable biodegradable natural ester fluid with no detectable level of PCB, less than 1PPM, at the time of manufacture.

ABB

Qty 1 1000 KVA Pad \$34,722.22/EA 26-28 Weeks After Acceptance of Order  
Drawings 4-4 Weeks

**Type** : Liquid-Filled MTR Padmounted Transformer  
**Fluid** : Natural Ester Fluid  
**Core** : Grain Oriented Steel  
**Phase** : 3 Phase  
**Frequency** : 60 Hz  
**Average Winding Rise** : 65 °C  
**Ambient Temperature** : 30 °C  
**High Voltage** : 12470GrdY/7200  
**High Voltage Taps** : No Taps  
**High Voltage BIL** : 95kV BIL  
**Low Voltage** : 208Y/120  
**Low Voltage BIL** : 30kV BIL  
**Neutral** : H0X0 bushing with ground strap  
**Feed Configuration** : Loop feed  
**Color** : Green (Munsell 7GY 3.29/1.5)

**Features (Included in price):**

**TANK & CABINET**

- Dry Nitrogen Blanket
- Penta-head cabinet handle bolt

**GROUNDING**

- Three 2-hole ground pads - 2 in HV and 1 in LV x 2

**BUSHINGS**

- Loadbreak Inserts (dead front) x 6
- ANSI C57.12.34 Fig 9&11 HV bushing pattern (minimum)
- 200 amp HV bushing wells x 6
- 10-hole Integral Spade Bushings x 4
- Spade Supports
- ANSI C57.12.26 Fig 3&4a minimum stgrd LV bushing pattern

**FUSES**

- Fused bayonet with isolation link x 3
- Oil retaining valve on bayonet x 3

**MONITORING**

- Schrader valve
- Qualitrol 202-030-01 50 SCFM PRD

**FITTINGS**

- Drain valve and sampler

**OTHER**

- 9.5" x 17.5" Tank Handhole Cover
- 24" deep cabinet

GE Transformers

Qty 1 1000 KVA



\$28,614/EA 20 - 22 WEEKS  
THREE PHASE PAD TRANSFORMER  
12470 GRDY / 7200 - 480Y/277  
NO TAPS IN HV  
LOOPFEED, SIX HV BUSHING, STAGGERED LV W/RADIA  
BAYONET EXP. FUSE + PARTIAL RANGE CLF  
DEAD FRONT, MINIMUM DIMS, STAGGERED LV  
TYPE KNAN, 95 KV BIL  
20 INCH DEEP CABINET, TEMP. RISE: 65°C  
PAINT FINISH: MUNSELL 7GY 3.29/1.5 PADMOUNT GREEN  
DOE 2016 STANDARD COMPLIANT DESIGN  
STANDARD LIQUID LEVEL GAUGE VIAT  
HANDHOLE 8" X 19"  
200 AMP HV BUSHING WELL REMOVABLE STUD 35 KV  
1 STUD TYPE WITH 6 HOLES BLADE 1500A - LV BUSHING  
PRESSURE RELIEF VALVE QUALITROL 202-032-01  
THERMOMETER VIAT  
CURRENT SENSING EXPULSION FUSE  
PARTIAL RANGE CLF  
PROVISION FOR VACUUM PRESSURE GAUGE  
1 INCH DRAIN VALVE WITH 3/8 INCH SAMPLER  
95 KV BIL INSERT - 200 AMP (15 KV) - GROUNDED  
WARNING DECAL PER NEMA FIG. 1  
DANGER DECAL PER NEMA FIG. 2  
STANDARD NAMEPLATE  
FLAPPER VALVE  
PLASTIC GRD CONNECTOR PLUG  
NITROGEN BLANKET  
JACKING FACILITIES  
SCHRADER VALVE  
FR3 (ENVIROTEMP)  
HORIZONTAL BAR OF PALLET  
VERTICAL BAR OF PALLET  
NO LOAD LOSSES-1170, LOAD LOSSES-7242, TOTAL LOSSES-8412  
IZ PCT: 5.71 EXC PCT: 2  
VENDOR NAME: GE-PROLEC TRANSFORMERS, INC  
REMIT TO: GE-PROLEC TRANSFORMERS, INC  
PO BOX 281453  
ATLANTA, GA 30384-1453

PLASTIC GRD CONNECTOR PLUG  
(CONT)

# CITY OF FAIRHOPE PURCHASING DEPARTMENT REQUEST FORM

Name: Jeremy Morgan  
Department: Electric

Date: 10/29/2021

## ITEM OR SERVICE INFORMATION

1. **What item or service do you need to purchase?** Pad mount transformers for The Reserve
2. **What is the total cost of the item or service?** \$51089.18
3. **Where will the item or service be physically located?** The Reserve
4. **What is the primary function of the item or service?** Supply power to The Reserve
5. **How many do you need?** (1) 1000 kva (6) 50 kva padmounts
6. **Item or Service Is:**  New  Used  Replacement  Annual Request
7. **When do you anticipate implementation?** When project is ready
8. **Additional Information or Comments:** 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?** Click or tap here to enter text.
3. **What is the Capital Project Name or Operating Budget Code:** 50365
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  
[cory.pierce@fairhopeal.gov](mailto:cory.pierce@fairhopeal.gov).*

## PURCHASING USE ONLY

**Vendor Name:** Click or tap here to enter text.

**Vendor Number:**

**Current Business License:**  Yes  No

*Amplifier  
No Quote*

**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 and solicit quotes for Custom Carriage Style Swing Doors and Frame at the Museum for the Community Affairs Department.

[2] After evaluating the Quotes with the required specifications, Bailey Door, Inc. is now awarded the procurement of Custom Carriage Style Swing Doors and Frame at the Museum for the Community Affairs Department with a total cost of \$28,826.00.

Adopted on this 22nd day of November, 2021

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James Reid Conyers, Jr.,  
Council President

Attest:

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Lisa A. Hanks, MMC  
City Clerk



City of Fairhope  
Project Funding Request

Issuing Date: 11/15/2021

Please return this Routing Sheet to Treasurer by: ASAP

*JMS*

Project Name: Procure Custom Carriage Style Swing Doors and Frame

Project Location: Fairhope Museum

Presented to City Council: 11/22/2021

Funding Request Sponsor: Paige Crawford, Director of Community Affairs

Resolution # :  
Approved \_\_\_\_\_  
Changed \_\_\_\_\_  
Rejected \_\_\_\_\_

Project Cash Requirement Requested:  
Cost: \$ 28,826.00

Vendor: Balley Door Inc

Project Engineer: n/a

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

Department Funding This Project

General  Gas  Electric  Water  Sewer  Sanitation  Cap Project  Impact  Gas Tax  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  Meter-19  IT-16   
 Fleet-46  Golf-50  Golf Grounds-55  Museum-27  NonDeptFac-75  Debt Service-85  Marina-34  Plan/Zone-12  Adult Rec-30

Project will be:

Expensed \_\_\_\_\_   
 Capitalized XXX   
 Inventoried \_\_\_\_\_

Funding Source:

Operating Expenses \_\_\_\_\_   
 Budgeted Capital XXX   
 Unfunded \_\_\_\_\_

Expense Code: 001270-50475  
 G/L Acct Name: Capital Improvements

Grant: \_\_\_\_\_ Federal - not to exceed amount  
 \_\_\_\_\_ State  
 \_\_\_\_\_ City  
 \_\_\_\_\_ Local

Project Budgeted: \$ 28,000.00  
 Balance Sheet Item Included in projected cash flow

Over (Under) budget amount: \$ 826.00

Comments: 10'9" x 8'9" manual operation custom carriage style swing doors and frame to match exiting door.

Bond: \_\_\_\_\_ Title \_\_\_\_\_ Year \_\_\_\_\_  
 Loan: \_\_\_\_\_ Title \_\_\_\_\_ Year \_\_\_\_\_

Capital Lease: \_\_\_\_\_ - Payment \_\_\_\_\_ Term \_\_\_\_\_

City Council Prior Approval/Date? \_\_\_\_\_

Senior Accountant City Treasurer Mayor

Purchasing Memo Date: 11/9/2021 Purchasing Memo Date: 11/9/2021 Delivered To Date: 11/15/2021

Request Approved Date: 11/15/2021 Request Approved Date: 11/15/2021 Approved Date: 11/15/2021

Signatures: Aislinn Stone Kim Creech Mayor Sherry Sullivan



## MEMO

Sherry Sullivan  
Mayor

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

Lisa A. Hanks, MMC  
City Clerk

Kimberly Creech  
Treasurer

To: **Aislinn Stone, Senior Accountant**  
**Kimberly Creech, Treasurer**

From:   
Cory Pierce, Purchasing Manager

Date: November 9, 2021

Re: **Green Sheet and City Council Approval of Custom Carriage Style Swing Doors and Frame**

The Director of Community Affairs, Paige Crawford, is requesting to purchase new 10'9" x 8'9" manual operation custom carriage style swing doors and frame to match existing door. These doors and frame will be constructed from paint grade Sapele mahogany lumber.

This purchase was approved in the 2022 budget for Twenty-Eight Thousand Dollars. The total cost is Twenty-Eight Thousand Eight Hundred Twenty-Six Dollars (\$28,826.00).

**Please compose a Green Sheet and place on the next available City Council Agenda this request to approve this procurement for new custom carriage style swing doors and frame for \$28,826.00.**

CC file, Paige Crawford, Clint Steadham

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

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

# Bailey Door, Inc

16490 Pine Grove RD Ext E

Bay Minette, AL 36507

251-937-0546 Office

[baileydoorinc@gmail.com](mailto:baileydoorinc@gmail.com)

Re: Fairhope Museum

Supply and install new 10'9" x 8'9" manual operation custom carriage style swing doors and frame to match existing door. Doors and frame to be constructed from paint grade Sapele mahogany lumber. Doors to be 2 ¼" full panel T&G with 8" single rabbet out swing frame. New hinges in antique bronze finish, seals and new heavy-duty threshold. Reuse existing hardware as directed on new doors.

**Installed \$25,103.00**

*Add for motor operation: \$3,723.00*

*Price based on single shipment and install of material quoted above. All wiring by other for motor operation if motor is selected. Exterior and interior trim not included. Paint and finish by other.*

Thank You  
Sam Bailey  
251-232-7454



**CITY OF FAIRHOPE  
PURCHASING DEPARTMENT  
REQUEST FORM**

Name: Paige Crawford

Date: 11/9/2021

Department: Community Affairs

Expenditure Threshold	Distinctions	Quotes Required	Approval	Green Sheet	Resolution
Under \$5,000	No restrictions	Not Required	N/A	N/A	N/A
\$5,001 and greater	Operational <b>NON</b> -Budgeted	Three	Council	Required	Required
\$5,001 – 7,500	Operational Budgeted	Three	Treasurer	N/A	N/A
\$7,501 - \$15,000	Operational Budgeted	Three	Finance/Treasurer/ Mayor	N/A	N/A

**QUOTES**

Vendor Name	Vendor Quote
1. Bailey Door, Inc.	\$ 28,826.00
2. Ladd Architectural Door & Specialty Co., Inc	\$ No Quote
3. Brabner and Hllon	\$ No Quote

Check any applicable boxes:  State Contract     ALDOT     Purchasing Group  
 Sole Source (Attach Sole Source Justification)

**ITEM OR SERVICE INFORMATION**

- What item or service do you need to purchase? Doors and installation
- What is the total cost of the item or service? \$28,826.00
- How many do you need? 1
- Item or Service Is:  New     Used     Replacement     Annual Request
- Vendor Name (Lowest Quote): Bailey Door, Inc.
- Vendor Number: Click or tap here to enter text.  
*If you do not have a Vendor Number, please go to the City of Fairhope page: [www.FairhopeAL.gov](http://www.FairhopeAL.gov), Departments, Purchasing, Vendor Registration, and complete the required information.*

**BUDGET INFORMATION**

- Is it budgeted?  Yes     No     Emergency Request
- If budgeted, what is the budgeted amount? Click or tap here to enter text.
- Budget code: Click or tap here to enter text.

**Email completed form with quotes and other supporting documentation to  
[Cory.Pierce@FairhopeAL.gov](mailto:Cory.Pierce@FairhopeAL.gov) and [Rhonda.Cunningham@FairhopeAL.gov](mailto:Rhonda.Cunningham@FairhopeAL.gov).**

**From:** [Paige Crawford](#)  
**To:** [Cory Pierce](#)  
**Subject:** FW: Quote for Fairhope Museum of History  
**Date:** Tuesday, November 9, 2021 11:20:36 AM

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**From:** Gabriel Gold-Vukson <[gabriel.gold-vukson@fairhopeal.gov](mailto:gabriel.gold-vukson@fairhopeal.gov)>  
**Sent:** Tuesday, November 9, 2021 10:46 AM  
**To:** Paige Crawford <[Paige.Crawford@fairhopeal.gov](mailto:Paige.Crawford@fairhopeal.gov)>  
**Subject:** FW: Quote for Fairhope Museum of History

Gabriel Gold-Vukson  
Director, Fairhope Museum of History  
(251) 929-1472

**From:** Ladsco Accounting <[accounting@ladsco.com](mailto:accounting@ladsco.com)>  
**Sent:** Friday, November 05, 2021 10:24 AM  
**To:** Gabriel Gold-Vukson <[gabriel.gold-vukson@fairhopeal.gov](mailto:gabriel.gold-vukson@fairhopeal.gov)>  
**Subject:** RE: Quote for Fairhope Museum of History

**SENT FROM AN EXTERNAL ADDRESS**

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Good Morning,

We appreciate the opportunity to quote however, this replicate style door is not something we can offer. Custom mill works in Fairhope should be able to assist.

Please reach out for any future dooring needs.

Thank you,

*Sharon*  
LADSCO  
Ladd Architectural Door & Specialty Co., Inc.  
Phone: 251-452-1220

Fax: 251-452-5778

**From:** Gabriel Gold-Vukson <[gabriel.gold-vukson@fairhopeal.gov](mailto:gabriel.gold-vukson@fairhopeal.gov)>  
**Sent:** Friday, November 5, 2021 10:13 AM  
**To:** [joiwright@ladsco.com](mailto:joiwright@ladsco.com)  
**Subject:** FW: Quote for Fairhope Museum of History

Gabriel Gold-Vukson  
Director, Fairhope Museum of History  
(251) 929-1472

**From:** Gabriel Gold-Vukson  
**Sent:** Tuesday, November 02, 2021 2:09 PM  
**To:** [jamoladd@ladsco.com](mailto:jamoladd@ladsco.com)  
**Subject:** Quote for Fairhope Museum of History

Good afternoon Jamo,

The Fairhope Museum of History (located at 24 North Section St, Fairhope AL) would like to please request a quote for the supply and install of two large, wood, carriage-style, swing doors and frame at our location. The total dimensions of both doors is 10' 9" x 8' 9". The doors will need to closely replicate the originals in appearance, and can include reusing some existing hardware, but will need new hinges and new threshold. We are also interested in adding motor operation to the doors. Please include a quote for the installation of the doors (as manual) as well as a quote for the addition of motor operation.

An interior and exterior picture of the doors is attached for quick reference, but please feel free to come be the museum if needed for measurements, etc. Additionally, please feel free to call me at the number below or email me back for any additional information. Thank you for your time,

Gabriel Gold-Vukson  
Director, Fairhope Museum of History  
(251) 929-1472

**From:** [Paige Crawford](#)  
**To:** [Cory Pierce](#)  
**Subject:** FW: Fairhope Museum of History fire bay doors  
**Date:** Tuesday, November 9, 2021 11:20:28 AM

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**From:** Gabriel Gold-Vukson <[gabriel.gold-vukson@fairhopeal.gov](mailto:gabriel.gold-vukson@fairhopeal.gov)>  
**Sent:** Tuesday, November 9, 2021 10:46 AM  
**To:** Paige Crawford <[Paige.Crawford@fairhopeal.gov](mailto:Paige.Crawford@fairhopeal.gov)>  
**Subject:** FW: Fairhope Museum of History fire bay doors

Gabriel Gold-Vukson  
Director, Fairhope Museum of History  
(251) 929-1472

**From:** Kenrick Daily <[kenrick@brabnerhollon.com](mailto:kenrick@brabnerhollon.com)>  
**Sent:** Wednesday, November 03, 2021 2:07 PM  
**To:** Gabriel Gold-Vukson <[gabriel.gold-vukson@fairhopeal.gov](mailto:gabriel.gold-vukson@fairhopeal.gov)>  
**Subject:** RE: Fairhope Museum of History fire bay doors

**SENT FROM AN EXTERNAL ADDRESS**

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Hey Gabriel, this is Kenrick with Brabner and Hollon, I received your voicemail. However, we do not provide this kind of door but I can refer you to another company that could probably help you with that sort of door. The company is called Gulf Coast Specialties and their number is 251-478-1799. If you guys ever need any solid Hollow Metal Doors or Solid Wood doors please give us a shout. Have a blessed rest of your day. Thanks.

Kenrick Dailey  
[Kenrick@brabnerhollon.com](mailto:Kenrick@brabnerhollon.com)  
Cell 251-465-0121  
251-479-5408 EXT 115  
251-479-5403 FAX

**From:** Gabriel Gold-Vukson <[gabriel.gold-vukson@fairhopeal.gov](mailto:gabriel.gold-vukson@fairhopeal.gov)>  
**Sent:** Wednesday, November 3, 2021 9:31 AM  
**To:** Kenrick Daily <[kenrick@brabnerhollon.com](mailto:kenrick@brabnerhollon.com)>  
**Subject:** Fairhope Museum of History fire bay doors

Good morning Kenrick,

Thanks for returning my call this morning. The dimensions of one of the doors is 5'4" x 8'9" and the dimensions of the other door is 5'3" x 8'9". Pictures are attached. Thank you for your time,

Gabriel Gold-Vukson  
Director, Fairhope Museum of History  
(251) 929-1472



**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 Five (5) Solar Powered Speed Guardian Speed Display Signs for the Police Department from MPH Industries, Inc. as Sole Source Provider for The SpeedView™ Analysis Software which is used to analyze traffic data that is compatible with existing equipment and software used by the Police Department. The total cost for the Speed Display Signs is \$17,260.00.

Adopted on this 22nd day of November, 2021

\_\_\_\_\_  
James Reid Conyers, Jr.,  
Council President

Attest:

\_\_\_\_\_  
Lisa A. Hanks, MMC  
City Clerk

City of Fairhope  
Project Funding Request

Issuing Date: 11/15/2021

Please return this Routing Sheet to Treasurer by: ASAP

NOV 15 '21 4:23:35

*ZMW*

Project Name: Procure five (5) solar powered Speed Guardian speed display signs

Project Location: Police Dept

Presented to City Council: 11/22/2021

Funding Request Sponsor: Stephanie Hollinghead, Chief of Police

Resolution # :  
Approved \_\_\_\_\_  
Changed \_\_\_\_\_  
Rejected \_\_\_\_\_

Project Cash Requirement Requested:  
Cost: \$ 17,260.00

Vendor: MPH Industries, Inc

Project Engineer: n/a

Order Date: n/a

Lead Time: n/a

Department Funding This Project

General  Gas  Electric  Water  Sewer  Sanitation  Cap Project  Impact  Gas Tax  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  Meter-19  IT-16   
Fac Maint-45  Golf-50  Golf Grounds-55  Museum-27  NonDeptFac-75  Debt Service-85  Marina-34  Plan/Zone-12  Adult Rec-30

Project will be:

Expensed XXX   
Capitalized \_\_\_\_\_   
Inventoried \_\_\_\_\_

Funding Source:

Operating Expenses \_\_\_\_\_   
Budgeted Capital \_\_\_\_\_   
Unfunded \_\_\_\_\_

Expense Code: 001150-50435  
G/L Acct Name: Small Equipment

Grant: \_\_\_\_\_ Federal - not to exceed amount  
\_\_\_\_\_ State  
\_\_\_\_\_ City  
\_\_\_\_\_ Local

Project Budgeted: \$ 17,110.00  
Balance Sheet Item Included in projected cash flow

Bond: \_\_\_\_\_ Title \_\_\_\_\_ Year \_\_\_\_\_  
Loan: \_\_\_\_\_ Title \_\_\_\_\_ Year \_\_\_\_\_

Over (Under) budget amount: \$ 150.00

Comments:

This is a sole source purchase due to MPH being the only distributor of Speed Guardian equipment that is compatible with existing equipment and software used by the police department.

Capital Lease: \_\_\_\_\_ - Payment \_\_\_\_\_ Term \_\_\_\_\_

City Council Prior Approval/Date? \_\_\_\_\_

Senior Accountant

City Treasurer

Mayor

Purchasing Memo Date: 11/8/2021

Purchasing Memo Date: 11/8/2021

Delivered To Date: 11/15/2021

Request Approved Date: 11/15/2021

Request Approved Date: 11/15/2021

Approval Date: 11/15/2021

Signatures: *Aislinn Stone*  
Aislinn Stone

Signatures: *Kyle Creech*  
Kyle Creech

Signatures: *Sherry Sullivan*  
Mayor Sherry Sullivan



## MEMO

Sherry Sullivan  
Mayor

*Council Members:*  
Kevin G. Boone  
Jack Burrell, ACOMO  
Jimmy Conyers  
Corey Martin  
Jay Robinson

Lisa A. Hanks, MMC  
City Clerk

Kimberly Creech  
Treasurer

To: **Aislinn Stone, Senior Accountant**  
**Kimberly Creech, Treasurer**

From:   
Cory Pierce, Purchasing Manager

Date: November 8, 2021

Re: **Green Sheet and City Council Approval of Solar Powered Speed Guardian Speed Display Signs**

The Chief of Fairhope Police Department, Stephanie Hollinghead, is requesting procurement of five (5) solar powered Speed Guardian speed display signs. These signs will be mounted in high-traffic areas and can be relocated as needed. They will also assist in providing information for traffic studies.

This purchase was approved in the 2022 budget for Seventeen Thousand One Hundred and Ten Dollars (\$17,100.00). The total cost is Seventeen Thousand Two Hundred Sixty Dollars (\$17,260.00). This includes shipping and the cost to designate the speed on each sign. This purchase will be made from MPH Industries, Inc. and is a sole source distributor for the Speed Guardian signs.

NOTES:

See Attached Vendor quote for details.

**Please compose a Green Sheet and place on the next available City Council Agenda this request to approve this procurement for five (5) solar powered Speed Guardian speed display signs for \$17,260.00.**

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

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

CC file, Stephanie Hollinghead| Clin: Steadham

MPH Industries, Inc.  
 316 East 9th Street  
 Owensboro KY 42303  
 Phone: 888-689-9222  
 Fax: 270-685-6288

Date: 11/5/2021  
 Expires: 1/4/2022  
 Reference:  
 Terms: NET 30 DAYS



Sales Person: Toni Thompson  
 Phone: 888-689-9222  
 Fax: 270-685-6288  
 Email: tctompson@mphindustries.com

**QUOTE: 20311**

<b>Quote To:</b> Fairhope Police Dept, PO Box 429 555 S. Section St Fairhope AL 36533-0429 USA  Phone:            Fax: Email: Customer #: 101436	<b>Ship To:</b> Fairhope Police Dept, PO Box 429 555 S. Section St Fairhope, AL 36533-0429 USA  Phone #:    Fax #: Email: Ship Via: Best Way GND
--	--

Chief Stephanie Hollinghead (251)928-2385 stephanie.hollinghead@fairhopeal.gov

Special pricing for 5 signs

USD

Line	Part	Description	Rev
1	SPDGD-SOLAR	Speed Guardian speed display with two-digit speed display, solar power option, pole mounting bracket, tuning fork, and manual	-

**Sales Kit**

Kit Components					
Kit Seq.	Part Number	Description	Qty Per		
1.001	990918	MANUAL, OPERATOR, CR	1	EA	
1.002	991051	GUARDIAN, SPEED, inFin	1	EA	
1.003	990857	DISPLAY	1	EA	
1.004	910828	RADAR, DRU3 W/CABLE	1	EA	
1.005	903389	FORK, TUNING, 35MPH K	1	EA	
1.006	951449	SOLAR, 80W, SIDE	1	EA	
1.007	951285	BRKT ASSY, POLE, SPEED	1	EA	
<b>Quantity</b>			5	EA	
<b>Unit Price</b>			3,422.00		
<b>Ext Price:</b>			17,110.00		

Line	Part	Description	Rev
9	951770	SPEDVEW, INTGRAT, TRAFFIC DATA COLL. SOFTWARE	-

SPECIAL - FREE VALUE \$833

Quantity 5 EA Unit Price Ext Price:

Line	Part	Description	Rev
10	951783G01	BLUETOOTH ASSY, DISPLAY	ND

SPECIAL - FREE VALUE \$155

Quantity 5 EA Unit Price Ext Price:

Line	Part	Description	Rev
11	951447	SIGN, YOUR SPEED, GUARDIAN	ND

Quantity 5 EA Unit Price 30.00 Ext Price: 150.00

Line	Part	Description	Rev
13	550001	CHARGE, SHIPPING, RADAR	ND

Quantity 5 EA Unit Price 60.00 Ext Price: 300.00

Total: 17,560.00

Plus shipping and any applicable taxes

Thank you for an opportunity to quote.



To whom it may concern:

MPH Industries, Inc. is the sole source for the SpeedView™ Analysis Software – an easy-to-use application to analyze traffic data which can be downloadable via an on-board USB port or via a Bluetooth® option.

The SpeedView™ Analysis Software enables the user to quickly analyze traffic data from a SpeedView traffic data collector for verification of speeding complaints, best times to deploy officers for traffic enforcement, grant applications and determining peak road usage times.

The SpeedView™ application layout screen is broken into multiple tabs with the default tab being the Configure Traffic Collector. The tabs that can be accessed are 1) Configure SpeedView 2) Study Files, 3) Data Converter, 4) Sign Configuration, 5) Current Study Settings, and 6) Current Study Analysis. The directional traffic data to view can also be selected from approaching and receding, approaching only, or receding only.

If you have any questions regarding this laser package, please do not hesitate to contact MPH at (888) 689-9222.

Sincerely,

Eric L. Ruud  
National Sales Manager



**CITY OF FAIRHOPE  
PURCHASING DEPARTMENT  
REQUEST FORM**

Name: Stephanie Hollinghead

Date: November 5, 2021

Department: Police

Expenditure Threshold	Distinctions	Quotes Required	Approval	Green Sheet	Resolution
Under \$5,000	No restrictions	Not Required	N/A	N/A	N/A
\$5,001 and greater	Operational <b>NON</b> -Budgeted	Three	Council	Required	Required
\$5,001 – 7,500	Operational Budgeted	Three	Treasurer	N/A	N/A
\$7,501 - \$15,000	Operational Budgeted	Three	Finance/Treasurer/ Mayor	N/A	N/A

**QUOTES**

Vendor Name	Vendor Quote
1. MPH Industries, Inc.	\$ <b>\$17,560.00</b>
2. Click or tap here to enter text.	\$
3. Click or tap here to enter text.	\$

Check any applicable boxes:  State Contract     ALDOT     Purchasing Group  
 Sole Source (Attach Sole Source Justification)

**ITEM OR SERVICE INFORMATION**

- What item or service do you need to purchase? Speed Guardian Display Signs – Solar Powered
- What is the total cost of the item or service? \$17,560.00 (\$3,452 each plus \$300.00 shipping)
- How many do you need? 5 (Five)
- Item or Service Is:  New     Used     Replacement     Annual Request
- Vendor Name (Lowest Quote): MPH Industries, Inc.
- Vendor Number: 129  
*If you do not have a Vendor Number, please go to the City of Fairhope page: [www.FairhopeAL.gov](http://www.FairhopeAL.gov), Departments, Purchasing, Vendor Registration, and complete the required information.*

**BUDGET INFORMATION**

- Is it budgeted?  Yes     No     Emergency Request
- If budgeted, what is the budgeted amount? \$17,110.00
- Budget code: 50435 – Small Equipment

*Email completed form with quotes and other supporting documentation to  
[Cory.Pierce@FairhopeAL.gov](mailto:Cory.Pierce@FairhopeAL.gov) and [Rhonda.Cunningham@FairhopeAL.gov](mailto:Rhonda.Cunningham@FairhopeAL.gov).*



# Fairhope Police Department

*"On Beautiful Mobile Bay"*

**Stephanie H. Hollinghead**  
Chief of Police

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

DATE: November 5, 2021

TO: Cory Pierce, Purchasing Agent  
City of Fairhope

FROM: *Stephanie H. Hollinghead / SHH*  
Stephanie H. Hollinghead, Chief  
Fairhope Police Department

SUBJECT: Speed Guardian Speed Display Signs

Please find attached pricing information from MPH Industries, Inc. for the purchase of five (5) solar powered Speed Guardian speed display signs. These signs will be mounted in high-traffic areas and can be relocated as needed. They will also assist in providing information for traffic studies. MPH Industries, Inc. is the sole source distributor for the Speed Guardian signs; therefore, no other quotes were obtained.

This purchase was approved in the 2022 budget in the amount of \$17,110.00. The total cost is \$17,560.00: \$17,260 plus \$300.00 for shipping. The extra \$150 represents the cost to designate the speed on each sign. This cost was omitted in error. 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

**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 Ford F350 Extended Cab 4x2 Pickup Truck or Equivalent for the Public Works 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: T193A

2021 Ford F350 Extended Cab      **Cost is not-to-exceed - \$54,558.00**  
or Equivalent

Adopted on this 22nd day of November, 2021

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James Reid Conyers, Jr.,  
Council President

Attest:

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Lisa A. Hanks, MMC  
City Clerk



City of Fairhope  
Project Funding Request

Issuing Date: 11/15/2021

Please return this Routing Sheet to Treasurer by: ASAP

*JAA*

Project Name: Procure one (1) Ford F-350 or Equivalent

Project Location: Public Works

Presented to City Council: 11/22/2021

Funding Request Sponsor: George Ladd, Assistant Public Works Director  
Tim Bung, Supervisor Vehicle mechanics

Resolution # :  
Approved \_\_\_\_\_  
Changed \_\_\_\_\_  
Rejected \_\_\_\_\_

Project Cash Requirement Requested:  
Cost: \$ 54,558.00 (Not-to-Exceed)

Vendor: Stivers Ford Lincoln

Project Engineer: n/a

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

Department Funding This Project

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

Department of General Fund Providing the Funding

Admin-10  Bldg-13  Police-15  Fire-20  ECD-24  Rec-25  Civic-26  Street-36  Meter-19  IT-16   
Fleet-46  Golf-50  Golf Grounds-55  Museum-27  NonDept/Fac-75  Debt Service-85  Marine-34  Plan/Zone-12  Adult Rec-30

Project will be:

Expensed   
Capitalized XXX   
Inventoried

Funding Source:

Operating Expenses   
Budgeted Capital XXX   
Unfunded

Expense Code: 001350-50470  
G/L Acct Name: Purchases Vehicles & Equipment

Grant: \_\_\_\_\_ Federal - not to exceed amount  
\_\_\_\_\_ State  
\_\_\_\_\_ City  
\_\_\_\_\_ Local

Project Budgeted: \$ 42,000.00  
Balance Sheet Item- Included in projected cash flow

Over (Under) budget amount: \$ 12,558.00

Bond: \_\_\_\_\_ Title \_\_\_\_\_ Year \_\_\_\_\_  
Loan: \_\_\_\_\_ Title \_\_\_\_\_ Year \_\_\_\_\_

Capital Lease: \_\_\_\_\_ Payment \_\_\_\_\_ Term \_\_\_\_\_

Comments: This purchase should include a crew chassis cab, 6.7L V8 Diesel Engine, 10 speed auto transmission, 4.10 ratio limited slip axled, heavy service suspension package, rear view camera, tow command integrated trailer brake controller, power equipment group, rear backup alarm, platform running boards, and a spare tire.

City Council Prior Approval/Date? \_\_\_\_\_

<u>Senior Accountant</u>	<u>City Treasurer</u>	<u>Mayor</u>
Purchasing Memo Date: <u>11/15/2021</u>	Purchasing Memo Date: <u>11/15/2021</u>	Delivered To Date: <u>11/15/2021</u>
Request Approved Date: <u>11/15/2021</u>	Request Approved Date: <u>11/15/2021</u>	Approved Date: <u>11/15/2021</u>
Signatures: <i>Aislinn Stone</i> Aislinn Stone	<i>Kim Creech</i> Kim Creech	<i>Sherry Sullivan</i> Mayor Sherry Sullivan

*Note - replacing Dooley 350 - need to pull panicked. want to purchase this truck and will give up an F150.*



## MEMO


Sherry Sullivan  
Mayor

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

Lisa A. Hanks, MMC  
City Clerk

Kimberly Creech  
Treasurer

To: Aislinn Stone, Senior Accountant  
Kimberly Creech, Treasurer

From:   
Cory Pierce, Purchasing Manager

Date: November 15, 2021

Re: **Green Sheet and City Council Approval of budgeted over \$15,000 request for one (1) Ford F-350 or equivalent**

The Assistant Director of Public Works, George Ladd, is requesting procurement of one (1) 2021 Ford F-350 or equivalent. This purchase should include a crew chassis cab, 6.7L V8 Diesel Engine, 10 Speed Auto Transmission, 4.10 Ratio Limited Slip Axle, Heavy Service Suspension Package, Rear View Camera, Tow Command Integrated Trailer Brake Controller, Power Equipment Group, Rear Backup Alarm, Platform Running Boards, and a Spare Tire.

The quote for one (1) Ford F-350 with options is estimated at a total of Fifty-Four Thousand Five Hundred Fifty-Eight Dollars (\$54,558.00). This type of vehicle that is needed is on the State of Alabama Division of Purchasing contract number T193A and therefore does not have to be let out for bid.

### NOTES:

See Attached Vendor CUT-SHEET printout for details.

Please compose a Green Sheet and place on the next available City Council agenda this request to approve this procurement for one (1) 2021 Ford F-350 or equivalent for a not to exceed budgeted amount \$54,558.00.

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

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

CC: Mr. George Ladd, Tim Bung, Clint Steadham

Billy Bruce  
334-613-5000  
334-613-5018 fax

**STIVERS FORD LINCOLN**  
4000 EASTERN BLVD  
MONTGOMERY, AL 36116

Dated: 10/20/2021  
Version: 22.0

<b>S694</b>	<b>2021 FORD F350 Crew 4x2</b>	<b>City of Fairhope</b>
<b>CONTRACT NUMBER:</b> MA999 20000000114 (T193A)	<b>LINE NUMBER:</b> 3	<b>CONTRACT AMOUNT:</b> \$38,181

**STATE CONTRACT PRICE (T193A)**

F350 Extended Cab 4x2 Single Rear Wheels, 179" Wheelbase	\$ 38,181	<input checked="" type="checkbox"/>
W3G Upgrade to W3G Crew Cab, 2WD, 179" Wheelbase, 60" Cab to Axle, Dual Rear Wheels	\$ 4,370	<input checked="" type="checkbox"/>
99T 6.7L V8 Diesel Engine	Included	<input checked="" type="checkbox"/>
44G 10 Speed Auto Transmission	NC	<input checked="" type="checkbox"/>
TD8 LT245 BSW A/T 17	NC	<input checked="" type="checkbox"/>
X4N 4.10 Ratio Limited Slip Axle	\$ 360	<input checked="" type="checkbox"/>
67X Heavy Service Suspension Package	\$ 125	<input checked="" type="checkbox"/>
872 Rear View Camera & Prep Kit	\$ 415	<input checked="" type="checkbox"/>
52B Tow Command Integrated Trailer Brake Controller	\$ 270	<input checked="" type="checkbox"/>
90L Power Equipment Group	\$ 1,125	<input checked="" type="checkbox"/>
76C Rear Backup Alarm	\$ 140	<input checked="" type="checkbox"/>
98R Operator Command Regen	\$ 250	<input checked="" type="checkbox"/>
18B Platform Running Boards	\$ 445	<input checked="" type="checkbox"/>
512 Spare Tire & Wheel	\$ 350	<input checked="" type="checkbox"/>
	<b>Sub-Total</b>	\$ 48,031
Z1 Exterior Color - Oxford White	NC	<input checked="" type="checkbox"/>
AS 40/20/40 Vinyl Seats - Gray ( XL )	NC	<input checked="" type="checkbox"/>
CM CM Service Body CMG11094WSS	\$ 8,527	<input checked="" type="checkbox"/>

DELIVERY - \$1.50 PER MILE ONE-WAY:

\$ -

**Total Price ( each )**

**\$ 54,558**

STATE CONTRACT TERMS:

**PAYMENT DUE AT TIME OF DELIVERY**

SIGNATURE: ( Required at time of Order )

DATE: ( Required at time of Order )

PURCHASE ORDER NUMBER: ( Required )

Quantity: ( Required )

**INFORMATION: PICKUP OR DELIVERY IS REQUIRED NO LATER THAN FIVE (5) DAYS AFTER NOTICE OF READY FOR DELIVERY**



**CITY OF FAIRHOPE  
PURCHASING DEPARTMENT  
REQUEST FORM**

Name: George Ladd

Date: 11/9/2021

Department: Public Works Streets & Facilities

Expenditure Threshold	Distinctions	Quotes Required	Approval	Green Sheet	Resolution
Under \$5,000	No Restrictions	Not Required	N/A	N/A	N/A
\$5,001 and greater	Operational <u>NON</u> Budgeted	Three	Council	Required	Required
\$5,001 – 7,500	Operational Budgeted	Three	Treasurer	N/A	N/A
\$7,501 - \$15,000	Operational Budgeted	Three	Finance/Treasurer/ Mayor	N/A	N/A

**QUOTES**

	Vendor Name	Vendor Quote
1.	Stivers Ford Lincoln	\$ 54,558
2.		\$
3.	Click or tap here to enter text.	\$

Check any applicable boxes:  State Contract     ALDOT     Purchasing Group  
 Sole Source (Attach Sole Source Justification)

**ITEM OR SERVICE INFORMATION**

1. What item or service do you need to purchase? 2021 Ford F350 Crew 4X2
2. What is the total cost of the item or service? \$54,558
3. How many do you need? One
4. Item or Service is:  New  Used  Replacement  Annual Request
5. Vendor Name (Lowest Quote): Stivers Ford Lincoln
6. Vendor Number: State contract # T1984  
*If you do not have a vendor Number, please go to the City of Fairhope page: [www.FairhopeAL.gov](http://www.FairhopeAL.gov), Departments, Purchasing, Vendor Registration, and complete the required information.*

**BUDGET INFORMATION**

1. Is it budgeted?  Yes  No  Emergency Request
2. If budgeted, what is the budgeted amount? \$55,000 - \$42,000
3. Budget code 001000-50100

**Bring completed form with quotes and other supporting documentation to  
[Cory.Pierce@FairhopeAL.gov](mailto:Cory.Pierce@FairhopeAL.gov) and [Rhonda.Cunningham@FairhopeAL.gov](mailto:Rhonda.Cunningham@FairhopeAL.gov).**

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 Chevrolet 3500HD Silverado Truck with Service Body or Equivalent 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: T193A

2021 Chevrolet 3500HD Silverado      **Cost is not-to-exceed - \$50,281.70**  
with Service Body or Equivalent

Adopted on this 22nd day of November, 2021

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James Reid Conyers, Jr.,  
Council President

Attest:

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Lisa A. Hanks, MMC  
City Clerk

City of Fairhope  
Project Funding Request

Issuing Date: 11/15/2021

Please return this Routing Sheet to Treasurer by: ASAP

Project Name: Procure one (1) Chevrolet 3500HD Diesel Silverado or Equivalent

Project Location: Sewer Dept

Presented to City Council: 11/22/2021

Resolution # :  
Approved \_\_\_\_\_  
Changed \_\_\_\_\_  
Rejected \_\_\_\_\_

Funding Request Sponsor: Jason Langley, Water & Sewer Superintendent  
Tim Bung, Supervisor Vehicle mechanics

Project Cash Requirement Requested:  
Cost: \$ 50,281.70 (Not-to-Exceed)

Vendor: Larry Puckett Chevrolet, Inc

Project Engineer: n/a

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

Department Funding This Project

General  Gas  Electric  Water  **Sewer**  Sanitation  Cap Project  Impact  Gas Tax  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  Meter-19  IT-16   
Fleet-46  Golf-50  Golf Grounds-55  Museum-27  NonDeptFac-75  Debt Service-85  Marina-34  Plan/Zone-12  Adult Rec-30

Project will be:

Expensed \_\_\_\_\_   
Capitalized XXX   
Inventoried \_\_\_\_\_

Funding Source:

Operating Expenses \_\_\_\_\_   
Budgeted Capital XXX   
Unfunded \_\_\_\_\_

Expense Code: 004020-50470  
G/L Acct Name: Purchases Vehicles & Equipment

Grant: \_\_\_\_\_ Federal - not to exceed amount  
\_\_\_\_\_ State  
\_\_\_\_\_ City  
\_\_\_\_\_ Local

Project Budgeted: \$ 48,000.00  
Balance Sheet Item-  
Included in projected  
cash flow

Over (Under) budget amount: \$ 2,281.70

Bond: \_\_\_\_\_ Title \_\_\_\_\_ Year \_\_\_\_\_  
Loan: \_\_\_\_\_ Title \_\_\_\_\_ Year \_\_\_\_\_

Comments: This purchase should include crew chassis cab, 4WD upgrade, Duramax 6.6L Turbo-Diesel Engine/Allison 10-spd automatic transmission, integrated trailer brake controller, skid plate, autotrac 2-speed transfer case, remote keyless entry, cruise control, and outside heated power-adjustable mirrors, and a Knapheide 696D54 service body -8' with hitch and backup camera.

Capital Lease: \_\_\_\_\_ - Payment \_\_\_\_\_ Term \_\_\_\_\_

City Council Prior Approval/Date? \_\_\_\_\_

Senior Accountant

City Treasurer

Mayor

Purchasing Memo Date: 11/8/2021

Purchasing Memo Date: 11/8/2021

Delivered To Date: 11/15/2021

Request Approved Date: 11/15/2021

Request Approved Date: 11/15/2021

Approved Date: 11/15/2021

Signatures: Aislinn Stone  
Aislinn Stone

Signatures: Kim Creech  
Kim Creech

Signatures: Mayor Sherry Sullivan  
Mayor Sherry Sullivan



## MEMO

Sherry Sullivan  
Mayor

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

Lisa A. Hanks, MMC  
City Clerk

Kimberly Creech  
Treasurer

To: Aislinn Stone, Senior Accountant  
Kimberly Creech, Treasurer

From:   
Cory Pierce, Purchasing Manager

Date: November 8, 2021

Re: **Green Sheet and City Council Approval of budgeted over \$15,000 request for one (1) Chevrolet 3500HD Diesel Silverado**

The Director of Water/Wastewater, Jason Langley, is requesting procurement of ONE (1) 2021 Chevrolet 3500HD Silverado or equivalent. This purchase should include a crew chassis cab, 4WD upgrade, Duramax 6.6L Turbo-Diesel Engine/Allison 10-spd automatic transmission, integrated trailer brake controller, skid plate, autotrac 2-speed transfer case, remote keyless entry, cruise control, and outside heated power-adjustable mirrors, and a Knapheide 696D54 service body – 8' w/hitch and backup camera.

The quote for one (1) Chevrolet 3500HD 4x4 Diesel Silverado with options and service body is an estimated total of **FIFTY THOUSAND TWO HUNDRED EIGHTY-ONE AND SEVENTY CENTS (\$50,281.70)**. This type of vehicle that is needed is on the State of Alabama Division of Purchasing contract number T193A and therefore does not have to be let out for bid.

### NOTES:

See attached Vendor OUT-SHEET printout for details.

Please compose a Green Sheet and place on the next available City Council Agenda this request to approve this procurement for one (1) 2021 Chevrolet 3500HD or equivalent for a not to exceed budgeted amount \$50,281.70.

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

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

CC file: Jason Langley, Tim Bung, Clint Steadham

# LARRY PUCKETT CHEVROLET, INC.

October 18, 2021

Jason Langley  
City of Fairhope

Price Quote – ON ORDER:

2021 Chevrolet 3500HD Silverado 2WD, Crew Chassis-Cab, LWB, 1WT, Vortec 6.6L Variable Valve Timing V8 SFI Engine, Power Door Locks, Power Windows, Black Vinyl seats, A/C, Outside high-visibility vertical Camper style Mirrors, Full size Spare Tire, AM/FM Radio with Bluetooth, Heavy-duty Locking Rear Differential:

State T193A Contract Prices until 1/21/21

**\$28,704.00** - Crew Chassis Cab (56" CA / Single Rear Wheel- allows for an 8' body)

**\$ 2,777.70** - 4WD Upgrade (includes Dual Rear Wheels)

**\$ 8,999.90** - Duramax Turbo-Diesel 6.6L V8 and Allison 10-spd Transmission\*

**\$ 136.50** - KI4 – 120V Electrical Receptacle In Cab

**\$ 182.00** - NQH – Transfer case: Active 2-speed Autotrac

**\$ 136.50** - NZZ – Skid Plate

**\$ 555.10** - ZLQ – Fleet Convenience Package \*\*

**\$41,491.70** - **TRUCK CHASSIS COST**

**\$ 8,790.00** - **KNAPHEIDE 696D54 SERVICE BODY W/ HITCH & BACKUP CAMERA**

**\$50,281.70** - **TOTAL TRUCK COST**

\*LSP-includes JL1 – Integrated Trailer Brake Controller

\*\*ZLQ- includes AQQ-Remote Keyless Entry; DBG-Power Heated Trailing Mirrors; K34-Cruise Control.

Thank you,

Chris Ducote  
Commercial Sales Manager  
Larry Puckett Chevrolet  
2101 Cobbs Ford Road  
Prattville, AL 36066  
[chris.ducote@larrypuckett.com](mailto:chris.ducote@larrypuckett.com)  
O: 334-285-9300 Ext. 232  
C: 334-224-5275



# CITY OF FAIRHOPE PURCHASING DEPARTMENT REQUEST FORM

Name: Jason S Large /  
Department: Water & Sewer

Date: 11/4/2021

## ITEM OR SERVICE INFORMATION

1. What item or service do you need to purchase? 15,000 GVWR Truck w/utility body
2. What is the total cost of the item or service? \$50,281.70
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? Utilized to maintain 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? Soon as possible
8. Additional Information or Comments: This truck is currently available through State Contract at Larry Puckett Chevrolet in Prattville.
9. Vendor Name: Larry Puckett
10. Vendor Number: 7135

## BUDGET INFORMATION

1. Is it budgeted?  Yes  No  Emergency Request
2. If budgeted, what is the budgeted amount? \$ 41,000 line item for one truck, using part of budget from line item \$30,000 for pickup. (Not purchasing budget line item "pickup" in 2022 Budget year). Using remainder of budget to repair existing truck per Tim Bung. (Freightliner truck adding dump body)
3. What is the Capital Project Name or Budget Code: 004010-50470
4. Check appropriate budget 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](mailto:deedee.brandt@fairhopeal.gov) and [jennifer.bush@fairhopeal.gov](mailto:jennifer.bush@fairhopeal.gov).*

RESOLUTION NO. \_\_\_\_\_

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA**, that the Compensation and Job Classification Plan along with the Grade Order Sheet be amended and approved to Add the following Job Position; the City Council approves the Job Description and Grade of Pay for same; and to fill with appropriate person within the Paygrade.

<b>Addition:</b>	<b>Job Positions</b>	<b>Grade of Pay</b>
	Licensed Electrician	26

ADOPTED THIS 22ND DAY OF NOVEMBER, 2021

\_\_\_\_\_  
James Reid Conyers, Jr.,  
Council President

ATTEST:

\_\_\_\_\_  
Lisa A. Hanks, MMC  
City Clerk

# CITY OF FAIRHOPE

## JOB DESCRIPTION

Job Title: Licensed Electrician

Department: Electric Department

FLSA: Grade: 26  
Safety Sensitive Job: Yes  
Security Sensitive Job: No

Job Description Prepared: November 2021

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

### Relationships

Reports to: Electric Supervisor

Subordinate Staff: None

Other Internal Contacts: All City Departments

External Contacts: General Public; Electric Companies; Contractors; Vendors

### Job Summary

Under the general supervision of the Electric Supervisor, the employee performs skilled duties to manage and direct the electrical maintenance and construction needs of various City buildings and facilities. The employee oversees the design, installation, and repair of electrical power systems, diagnoses electrical problems using diagrams or blueprints and installs and repairs electrical systems. The employee installs circuit breakers, connects electrical systems, and replaces conduits, wiring, and circuit breakers to ensure the safe provision of electricity. This is a senior-level position, requiring master electrician certification to City of Fairhope requirements. The employee can be responsible for less experienced employees and directs the work of less experienced employees. Employee exercises independent judgment and is given latitude in completing assigned work. Work is performed under established procedures with regular inspections during progress and final inspection of completed work. This job is

considered safety-sensitive and is subject to pre-employment background check and random drug screens.

### Essential Functions

**ESSENTIAL FUNCTIONS:** 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.

**ESSENTIAL FUNCTION: Electrical Maintenance and Monitoring. Performs skilled electrical work at the master electrician level following accepted procedures and the National Electrical Code (NEC) in order to maintain proper operation of all electrical fixtures and services throughout City facilities.**

1. Troubleshoots electrical system circuits, controls, and equipment to locate and correct failures.
2. Analyzes and repairs or replaces lighting components, electrical breakers, control boxes and wiring circuits on electrical systems and equipment, including primary and secondary power.
3. Ensures electrical conduit complies with electrical codes.
4. Connects electrical systems to powerlines to provide electricity to the building.
5. Tests electrical systems to ensure proper installation and operation.
6. Inspects electrical systems to determine whether repairs are needed.
7. Replaces conduit, wiring, and circuit breakers as needed.
8. Determines causes of failures, selects components, and makes repairs.
9. Selects replacement components and installs them.
10. Performs complex and routine work on single- and multi-phased power systems and components up to 600 volts.
11. Performs preventative and routine maintenance on City backup power generators; performs monthly generator inspections.
12. Operates, maintains, and repairs electrical portion of control systems, mechanical and electrical systems including digital and manual heating, ventilation, and air conditioning (HVAC) systems, boilers, lighting, refrigeration, power distribution equipment, fire alarm and suppression systems, electrical and water systems, and other equipment critical to the operation of the City.
13. Programs and updates control sensors, controllers, and monitoring devices.
14. Performs technical work including diagnosing motors for overload and failure; performs voltage and resistance tests.
15. Performs accurate and timely line location duties for marking electrical facilities and prevent damage.

16. Inspects, troubleshoots, and conducts tests; pinpoints problems using a range of testing devices.
17. Utilizes standard electric installation and repair equipment to perform installation, maintenance and troubleshooting procedures; uses various hand and power tools.

**ESSENTIAL FUNCTION: Electrical Installation. Performs electrical installation for new construction, remodeling, and special events for City buildings and facilities in order to maintain proper operations.**

1. Designs electrical schemes and configurations to meet customer needs.
2. Installs new services and equipment; runs conduit for fixtures, receptacles, control circuits, and lighting; selects and installs wires, accomplishes connections, and tests installation.
3. Installs code conforming electrical service and distribution components in renovated areas of City facilities.
4. Installs appropriate circuit breaker boxes and panels and lays out service and outlets/switches to meet code requirements.
5. Installs and repairs electrical wiring, systems, and fixtures in buildings; conduits and pipes to house electrical wires and cables; and circuit breakers and other electrical hardware and connects wiring to them.
6. Installs new circuits in accordance with applicable codes.
7. Selects wiring, outlets, switches, breakers, circuit protection, etc., to meet load and service demands.
8. Correctly sizes and installs electrical services for new or relocated equipment.
9. Selects conductor size, conduit or raceway, circuit protection devices and controls, and installs them according to code requirements.
10. Connects, disconnects, and maintains machinery and equipment, including HVAC units, shop equipment, fire alarm systems, elevators and City building lighting.
11. Properly connects and grounds equipment and tests electrical runs to ensure operability.
12. Installs temporary electric services to support City approved functions and events.

**ESSENTIAL FUNCTION: Planning and Estimating. Provides technical support in the planning and estimation of electrical maintenance work.**

1. Plans the layout and installation of electrical wiring, equipment, and fixtures.
2. Complies with all safety standards and regulations of the NEC.
3. Plans and estimates repair jobs.
4. Provides and acquires quotes and materials.
5. Monitors and verifies that repair work performed is completed and that work meets the system requirements for safe and efficient operation.

6. Makes cost estimates of necessary repairs to be performed by division personnel and recommends repair/replace decisions.

**NON-ESSENTIAL FUNCTION:**

1. Supports other Division personnel in maintenance work.
2. Assists with City special events such as placing barricades and barriers.
3. Responds to emergency calls during hurricanes, inclement weather, or other emergency situations.
4. Performs other job-related duties as required or assigned.

**Knowledge, Skills and Abilities**

(\* Can be acquired on the job)

1. \*Knowledge of City rules, regulations, policies, and procedures.
2. \*Knowledge of City facilities and road systems.
3. Knowledge of advanced electricity concepts, methods, and techniques.
4. Knowledge of methods and techniques of installation, maintenance, and repair related to electrical work.
5. Knowledge of electric equipment maintenance and repair procedures and troubleshooting techniques.
6. Knowledge of AC/DC electrical principles and features.
7. Knowledge of and ability to interpret and apply construction and operational codes and standards such as International Building Code (IBC), National Electrical Code (NEC), National Fire Protection Association (NFPA) and National Electrical Manufacturers (NEMA) regulations and policies that require significant electrical system experience.
8. Knowledge of the operation of commercial power systems in order to detect and identify problems.
9. Knowledge of mechanical/electrical system repair, operations, and maintenance, including HVAC, piping, plumbing, and power transmission and distribution.
10. Knowledge of troubleshooting techniques.
11. Knowledge of life safety and safety rules including accident causation and prevention.
12. Knowledge and skill in operating hand, machine, and power tools and basic industrial equipment.
13. Knowledge of local electric codes.
14. Knowledge of the procedures and methods for building, altering, repairing, and maintaining various structures, equipment, and fixtures as needed to construct and maintain properties and equipment.
15. Communication skills to effectively communicate internally and externally, both orally and in writing.
16. Verbal skills to effectively communicate with co-workers, supervisors, the general public, over the telephone and two-way radio.

17. Writing skills to prepare logs, reports, and other materials using correct English, grammar, punctuation, and spelling.
18. Reading skills to understand and interpret technical drawings, directives, procedures, and instructions.
19. Math skills to perform basic mathematical calculations.
20. Skill at operational characteristics of mechanical equipment and tools used in electrical work.
21. Ability to work with tools of electrical trade.
22. Ability to use and operate hand and power tools required for the work in a safe and efficient manner.
23. Ability to read and interpret blueprints and drawings.
24. Ability to work independently with little or no supervision.
25. Ability to understand and follow oral and written instructions.
26. Ability to read and interpret electrical codes.
27. Ability to operate line locating equipment and to discern the locations of electrical facilities that are below grade.
28. Ability to perform a variety of manual tasks for extended periods of time and under unfavorable working conditions.
29. Ability to work around energized electric systems.
30. Ability to apply good judgment and practical knowledge to resolve unusual or irregular problems in the area of electrical work.
31. Ability to establish and maintain cooperative working relations with those contacted in the course of work.
32. Ability to handle dynamic situations in a calm and courteous manner.
33. Ability to prioritize work projects and multi-task.
34. Ability to repair electrical problems in emergency situations.
35. Ability to use computers and office productivity software.
36. Ability to drive.

### Minimum Qualifications

1. Possess a high school diploma or GED is required.
2. Possess Master Electrician License.
3. Five (5) years of related work experience with systems rated at 600 volts or less and in building maintenance and construction.
4. Ability to work non-standard hours as needed.
5. Ability to travel to City locations as required.
6. Ability to pass a pre-employment background check and an initial drug screen.

### Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching, or crawling in restricted areas.

## Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., working at great heights under extreme weather conditions, or similar situations where conditions cannot be controlled.

## Approvals

_____	_____	_____
Name	Title	Date

_____	_____	_____
Name	Title	Date



**RESOLUTION NO. \_\_\_\_\_**

**WHEREAS**, Thomas Hospital serves a public purpose and the health education that the Thomas Hospital gives the City of Fairhope is a public service; and,

**WHEREAS**, We, Thomas Hospital, agree to work with the Mayor, and /or her agent(s), to promote the City of Fairhope and to contribute time, employees, and other resources putting on health related programs, meetings and programs affiliated with Thomas Hospital, throughout the year in the Fairhope community, schools or at the hospital facilities. Many events, schools, and Fairhope programs are sponsored by Thomas Hospital. The Thomas Hospital Auxiliary provides hours of service to the hospital that benefit Fairhope citizens; and

**BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA**, that Mayor Sherry Sullivan is hereby authorized to execute contract between the City of Fairhope and Thomas Hospital for use of the City facilities (rental and cleaning fees), including streets and parks, depending on availability and permission from the Rental Facilities Manager; but they would be responsible for any incidentals, damages, or security if necessary.

Adopted this 22nd day of November, 2021

\_\_\_\_\_  
James Reid Conyers, Jr.,  
Council President

ATTEST:

\_\_\_\_\_  
Lisa A. Hanks, MMC  
City Clerk



**Ormand P. Thompson III**  
**President**

November 15, 2021

Mr. Lisa Hanks  
City Clerk  
City of Fairhope  
Post Office Drawer 429  
Fairhope, Alabama 36533

Dear Ms. Hanks:

Please accept this as Thomas Hospital's request to continue our contract with the City of Fairhope for the waiver of fees associated with the Fairhope Civic Center and James P. Nix Center. Our current contract expired in September 2019. We are also requesting use of the city streets, parks, city services and security, and for use of Bay Front Bluff from Cliff Drive to Fels Avenue on Saturday, March 19, 2022 during the annual Spring Fever Chase run.

Thomas Hospital and Infirmiry Health are 501(c)3 charitable organizations. All funds raised by the Thomas Hospital Foundation are for the benefit of Thomas Hospital. Thomas Hospital continues as one of the largest employers in Baldwin County and has a large economic impact on the City of Fairhope.

Thomas Hospital and Infirmiry Health continue to contribute time, employees and other resources toward Fairhope community health related programs. In addition, the Thomas Hospital Auxiliary provides local community service hours to the hospital to the benefit of Fairhope citizens.

Thomas Hospital has always been a source of pride for Fairhope and will continue to provide the best available healthcare services for a long time to come.

Please do not hesitate to contact me if you need additional information.

Sincerely,

Ormand P. Thompson III  
President

OPT/smh

**CONTRACT**

STATE OF ALABAMA )  
  :  
COUNTY OF BALDWIN )

For and in consideration of the use of the City facilities (rental and cleaning fees), including streets and parks, depending on availability and permission from the Rental Facilities Manager; but they would be responsible for any incidentals, damages, or security if necessary. We, the THOMAS HOSPITAL, agree to work with the Mayor, and /or her agent(s), to promote the City of Fairhope and to contribute time, employees, and other resources putting on health related programs, meetings and programs affiliated with Thomas Hospital, throughout the year in the Fairhope community, schools or at the hospital facilities. Many events, schools, and Fairhope programs are sponsored by Thomas Hospital. The Thomas Hospital Auxiliary provides hours of service to the hospital that benefit Fairhope citizens.

The term of this contract is for one (1) year, beginning 1 October 2021 and ending 30 September 2022; but contract may be canceled at any time.

Signed this 23rd day of November, 2021

THOMAS HOSPITAL

By \_\_\_\_\_  
Ormand Thompson III, President

CITY OF FAIRHOPE

By \_\_\_\_\_  
Sherry Sullivan, Mayor

Attest:

\_\_\_\_\_  
Lisa A. Hanks, MMC  
City Clerk