

**DAWSON COUNTY BOARD OF COMMISSIONERS  
WORK SESSION AGENDA - THURSDAY, OCTOBER 26, 2017  
DAWSON COUNTY GOVERNMENT CENTER ASSEMBLY ROOM  
4:00 PM**

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**NEW BUSINESS**

1. Presentation of 2017-2018 Georgia Emergency Management Agency (GEMA) K-9 Grant Application- Director of Emergency Services Lanier Swafford
2. Presentation of SPLOST VI Apparatus Replacement Proposal- Director of Emergency Services Lanier Swafford
3. Presentation of Second Surplus Asset Disposal- Fleet Director Shannon Harben
4. Presentation of IFB #300-17 Tires for Dawson County Equipment/Vehicles- Fleet Director Shannon Harben/Purchasing Manager Melissa Hawk
5. Presentation of IFB #298-17 On-Call Electrical Services- Facilities Director James Tolbert/Purchasing Manager Melissa Hawk
6. Presentation of IFB #297-17 On-Call Plumbing Services- Facilities Director James Tolbert/Purchasing Manager Melissa Hawk
7. Presentation of FY18 Legacy Link Addendum #1- Senior Services Director Dawn Pruett
8. Presentation of County-Wide Phone Replacement System- Facilities Director James Tolbert
9. Presentation of 2018 Payroll and Holiday Calendar- CFO Vickie Neikirk for HR Director Danielle Yarbrough
10. Presentation of 2018 Board of Commissioners Meeting Schedule- Chairman Billy Thurmond
11. County Manager Report
12. County Attorney Report

**EXECUTIVE SESSION**

**Backup material for agenda item:**

1. Presentation of 2017-2018 Georgia Emergency Management Agency (GEMA) K-9 Grant Application- Director of Emergency Services Lanier Swafford



## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Emergency Services

Work Session: 26 October 2017

Prepared By: Lanier Swafford

Voting Session: 2 November 2017

Presenter: Lanier Swafford

Public Hearing: Yes \_\_\_\_\_ No X

Agenda Item Title: 2017 K9 Grant Application

**Background Information:**

For the past several years (since 2009) DCES has operated a K9 Rescue Team that now expanded to provide support to state resources such as the Georgia Search & Rescue through the Georgia Emergency Management Agency. This funding helps cover the majority of operational cost of the team, thereby providing Dawson County with a great resource for little to no cost,

**Current Information:**

This year the base award for the DHS K9 Grant is \$12,750.00. This is a 100% Grant and requires no local match. The grant is used to cover equipment, training for K9's and handlers, veterinary care, and food.

Budget Information: Applicable: X Not Applicable: \_\_\_\_\_ Budgeted: Yes X No \_\_\_\_\_

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
General	EMA		\$12,750.00		0	

Recommendation/Motion: Motion to approve the 2017-2018 K9 Grant application as presented.

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Department Head Authorization: Lanier Swafford

Date: 17 Oct. 2017

Finance Dept. Authorization: Vickie Neikirk

Date: 10/17/17

County Manager Authorization: DH

Date: 10/17/2017

County Attorney Authorization: \_\_\_\_\_

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

**Comments/Attachments:**

Application is attached.

**GEORGIA EMERGENCY MANAGEMENT AGENCY  
HOMELAND SECURITY**

**NATHAN DEAL**  
GOVERNOR



**HOMER BRYSON**  
DIRECTOR

October 5, 2017

Honorable Billy Thurmond  
Chairman  
Dawson County Board of Commissioners  
25 Justice Way, Suite 2313  
Dawsonville, Georgia 30534

Dear Commissioner Thurmond:

On behalf of Governor Nathan Deal, it is my pleasure to inform you the State of Georgia has awarded the Dawson County Emergency Services a subgrant funded from the federal FY17 Homeland Security Grant Program. The amount of the grant is \$12,750.00 to build and enhance your community's capabilities in Homeland Security.

The grant funding can be used only for the purposes specified and authorized by a Recipient-Subrecipient Agreement, so no action can be undertaken until the agreement has been finalized. Please review, complete and return the grant agreement you will receive from the Georgia Emergency Management and Homeland Security Agency (GEMA/HS) containing specific information regarding your grant.

Thank you for your commitment to protect Georgia citizens and assets. I appreciate your efforts to ensure Georgia remains a safe place for us to live and raise our families. By working together, we can continue to be prepared for the challenges that may face us.

Sincerely,

  
Homer Bryson

HB:SH  
cc: Chief Lanier Swafford  
Dawson County Emergency Services

**GEORGIA EMERGENCY MANAGEMENT AGENCY  
HOMELAND SECURITY**

**NATHAN DEAL**  
GOVERNOR



**HOMER BRYSON**  
DIRECTOR

October 5, 2017

RE: GAN #EMW-2017-SS-00015-S01  
SHO17-027  
Dawson County Emergency Services

Honorable Billy Thurmond  
Chairman  
Dawson County Board of Commissioners  
25 Justice Way, Suite 2313  
Dawsonville, Georgia 30534

Dear Commissioner Thurmond:

It's my pleasure to award your agency with a FY2017 Homeland Security sub grant from the Department of Homeland Security (DHS). Enclosed is the Recipient-Subrecipient Agreement for funding awarded to your agency by the Georgia Emergency Management and Homeland Security Agency (GEMA/Homeland Security). This agreement governs the use of funding provided by DHS to help your agency to build and enhance capabilities to prevent, protect against, respond to, and recover from terrorist attacks, major disasters and other emergencies in accordance with the goals and objectives of the State Strategic Plan.

The amount of this agreement is \$12,750.00. You may not exceed in either quantity nor total dollar amount the items expressly approved for you to purchase, as shown on the accompanying detailed budget worksheet(s). The funds can only be applied to equipment found on the Authorized Equipment List (AEL), and as approved by your GEMA/Homeland Security Program Manager. **This grant award expires October 31, 2018. All program activities must be completed by this date. Extensions will be granted only under extraordinary circumstances.**

Attached to the Recipient-Subrecipient Agreement are Exhibits A through M. Please review all materials, and then return signed originals of the Recipient-Subrecipient Agreement along with **completed and signed** originals of Exhibits A - F to our office, Attention: Preparedness Grants Division, Post Office Box 18055, Atlanta, Georgia 30316 **by close of business November 15, 2017**. A copy of the fully executed agreement will be returned to you for your files. **Please note that program activities and equipment purchases cannot begin until both parties have signed this agreement.**

If you require further information as to the grantee package, please contact Lee Brown, Grant Unit Supervisor, at 404-635-7013. Thank you for your work on behalf of the citizens of Georgia.

Sincerely,

Joe McKinney  
Manager of Preparedness  
Grants and Programs

JM/SH  
Enclosures  
cc: Chief Lanier Swafford  
Dawson County Emergency Services

# GEORGIA EMERGENCY MANAGEMENT AND HOMELAND SECURITY AGENCY

(AREAS SHADED GRAY ARE FOR GEMA/HS USE ONLY)

## DETAILED BUDGET WORKSHEET

*For use with HSGP: State Homeland Security Program, Urban Area Security Initiative; Non-Profit Security Grant Program*

Law Enforcement Terrorism Prevention Award? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	State on Behalf of Locals: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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<b>GAN#:</b> EMW-2017-SS-00015-S01	<b>Grant Number:</b> SHO17-027	<b>Revision#:</b>	<b>Area:</b> 6
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<b>DATE:</b> 3/8/2017	<b>SUBRECIPIENT NAME:</b> Dawson County Emergency Services	<b>FEID:</b> 58-6011882	<b>COUNTY:</b> Dawson
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<b>CONTRACT CONTACT:</b>	<b>NAME/TITLE:</b> Billy Thurmond/BOC Chairman	<b>ADDRESS:</b> 25 Justice Way, Suite 2313, Dawsonville, Ga. 30534
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<b>PHONE:</b> 706-344-3501	<b>EMAIL:</b> <a href="mailto:chairman@dawsoncounty.org">chairman@dawsoncounty.org</a>
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<b>PROGRAM CONTACT:</b>	<b>NAME/TITLE:</b> Tim Satterfield/Deputy Chief	<b>ADDRESS:</b> 393 Memory Lane Dawsonville, Ga. 30534
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<b>PHONE:</b> 678-776-5577	<b>EMAIL:</b> <a href="mailto:tsatterfield@dawsoncounty.org">tsatterfield@dawsoncounty.org</a>
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Specify the Investment Justification associated with the project to be funded. Choose one from the drop-down list below:

Investment Justification: 5. Sustain, Maintain, and Enhance Public Safety Response Teams Equipment

Specify Discipline on this line: Fire, Law Enforcement (LE), EMS, EMA, 911, Other. Choose one from the drop-down list below:

Discipline: Fire

### COST ESTIMATE

ITEM	CATEGORY	ITEM	AEL #	QUANTITY	UNIT PRICE	TOTAL COST
001	SAR	06CP-03-PRAC Equipment		5	\$250.00	\$ 1,250.00
002	SAR	03SR-04-DOGS Veterinary expenses		5	\$600.00	\$ 3,000.00
003	SAR	03SR-04- DOGS Food for K9's		5	\$700.00	\$ 3,500.00
004	SAR	03SR-04-DOGS Training for K9's and handlers		5	\$1,000.00	\$ 5,000.00
005						\$ -
006						\$ -
007						\$ -
008						\$ -
009						\$ -
010						\$ -
011						\$ -
012						\$ -
013						\$ -
014						\$ -
015						\$ -
016						\$ -
017						\$ -
018						\$ -
019						\$ -
020						\$ -
<b>GEMA/HS Program Manager:</b> Ronnie Register		<b>Program:</b> GSAR			<b>TOTAL</b>	<b>\$ 12,750.00</b>
<b>Prepared By:</b> Ronnie Register		<b>Title:</b> Fire Services Coordinator				

Category - The above chart must indicate a category with each line. Choose one from the drop-down list.

- |   |                                     |                                   |                         |
|---|-------------------------------------|-----------------------------------|-------------------------|
| 1. Personal Protective Equipment (PPE)        | 8. Decontamination (DECON)          | 15. Inspection and Screening (IS) | 22. Training (TRG)      |
| 2. EOD  | 9. Medical (MED)                    | 16. Animal and Plants (A&P)       | 23. Exercise (EX)       |
| 3. CBRNE Operational & Search & Rescue (SAR)  | 10. Power (POW)                     | 17. Watercraft (WC)               | 24. Planning (PLG)      |
| 4. Information Technology (IT)                | 11. CBRNE Reference Materials (REF) | 18. Aviation (AIR)                | 25. Citizen Corps (CCP) |
| 5. Cyber Security (CS)                        | 12. CBRNE Response Vehicles (VEH)   | 19. CBRNE Logistical Support (LS) |                         |
| 6. Interoperable Communications (Inter. Ops.) | 13. Terrorism Prevention (TP)       | 20. Intervention (INT)            |                         |
| 7. Detection (DET)                            | 14. Physical Security (PS)          | 21. Other Authorized (O)          |                         |



**FISCAL YEAR 2017  
HOMELAND SECURITY GRANT PROGRAM**

**AGREEMENT BETWEEN  
THE STATE OF GEORGIA  
GEORGIA EMERGENCY MANAGEMENT AND  
HOMELAND SECURITY AGENCY**

**AND**

**DAWSON COUNTY EMERGENCY SERVICES**

**GRANT NO: SHO17-027**

The United States Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), approved the application and awarded grant funding from the Fiscal Year (FY) 2017 Homeland Security Grant Program to the Georgia Emergency Management Agency and Homeland Security Agency (GEMA/HS) on behalf of the State of Georgia, in accordance with *The Homeland Security Act of 2002* (Public Law 107-296), *as amended by section 101 of the Implementing Recommendations of the 9/11 Commission Act of 2007* (Public Law 110-53). The Catalog of Federal Domestic Assistance (CFDA) number for this grant is 97.067.

GEMA/HS will maintain overall responsibility and accountability to the federal government for the duration of the program. GEMA/HS, as Recipient, has awarded the amount of **\$12,750.00** to **DAWSON COUNTY EMERGENCY SERVICES** as Subrecipient, in accordance with the Fiscal Year 2017 Homeland Security Grant Program (HSGP), State Homeland Security Program (SHSP), and/or Urban Area Security Initiative (UASI).

Under this Agreement, GEMA/HS will execute the interests and responsibilities of the Recipient. The individual designated to represent the State is **Homer Bryson, Authorized Recipient Official**. The State has designated **Mark Sexton** as the **Program Manager** of this program. The Subrecipient's Authorized Official has authority to legally bind the Subrecipient and will execute the interests and responsibilities of the Subrecipient. The Subrecipient's Authorized Official is the person whose name and signature appear on page twelve (12) of this agreement.

**PURPOSE:** The Subrecipient agrees to use allocated funds only as approved; to comply with the terms, conditions and guidelines, as stated within this agreement; and to request reimbursement only for expenditures made in accordance with the Approved Budget Worksheet (Exhibit L). Any modification to the Budget Worksheet must be requested in writing by the Subrecipient and must be approved by the Program Manager prior to the execution of that modification.

After all approved items on the approved Budget Worksheet have been reimbursed to the Subrecipient, this Subrecipient Agreement shall be terminated. Any remaining funds shall be forfeited by the Subrecipient, and deobligated and reallocated by GEMA/HS.

**PERIOD OF PERFORMANCE:** This Agreement shall become **effective** on October 1, 2017, or on the date when the Agreement has been signed by all parties and returned to GEMA/HS, whichever is later, and shall continue through October 31, 2018. No modifications to the Budget Worksheet can be made after the termination date, October 31, 2018, or when all funds have been used.

Spending of grant funds, may not commence until this Agreement is **effective**. The Subrecipient agrees that all purchases and expenditures authorized under this program must be completed by the effective end date. Extensions are at the discretion of GEMA/HS and will only be granted for cause when requested in writing at least 30 days prior to the end date of this Agreement.

**Caveat:** DHS/FEMA has reserved the right to change the FY17 HSGP grant; including shortening the performance period and/or grant end date. Any change in the grant and/or performance period of the FY17 HSGP award will be passed through to the Subrecipient by GEMA/HS.

**EXHIBITS:** Exhibits are attached or attainable via the internet and made a part of this agreement by reference:

- Exhibit A Standard Assurances – Standard Form 424B (Non-Construction) or Standard Form 424D (Construction), as applicable  
**(COMPLETE, SIGN AND RETURN WITH AGREEMENT)**
- Exhibit B National Incident Management System (NIMS) Compliance Form  
**(COMPLETE, SIGN AND RETURN WITH AGREEMENT)**
- Exhibit C Certifications Regarding Lobbying; Debarment, Suspension And Other Responsibility Matters; And Drug-Free Workplace Requirements  
**(COMPLETE, SIGN AND RETURN WITH AGREEMENT)**
- Exhibit D Federal Financial Funding Accountability and Transparency Act (FFATA) form  
**(COMPLETE, SIGN AND RETURN WITH AGREEMENT)**
- Exhibit E Program Information Form  
**(COMPLETE, SIGN AND RETURN WITH AGREEMENT)**
- Exhibit F GEMA/HS Risk Assessment Survey  
**(COMPLETE, SIGN AND RETURN WITH AGREEMENT)**
- Exhibit G Payment Request Form (KEEP FOR REFERENCE)
- Exhibit H Quarterly Financial Status Report (FSR) Reporting Form (KEEP FOR REFERENCE)
- Exhibit I Tangible Property Report (KEEP FOR REFERENCE)
- Exhibit J Acknowledgment Form for Receipt of Goods or Services Paid for by the State on Behalf of Subrecipient (KEEP FOR REFERENCE)



- Exhibit K U.S. Department of Homeland Security, HSGP, Grant Agreement Number EMW-2017-SS-00015-S01, Agreement Articles (KEEP FOR REFERENCE)
- Exhibit L Approved Budget Worksheet(s) (KEEP FOR REFERENCE)
- Exhibit M DHS/FEMA Fiscal Year 2017 HSGP Notice of Funding Opportunity Announcement (DHS/FEMA NOFO), located\_at:  
  
[https://www.fema.gov/media-library-data/1496691855715-4d78d65ebb300900ce6c945931eff2c6/FY\\_2017\\_HSGP\\_NOFO\\_20170601v2014\\_605.pdf](https://www.fema.gov/media-library-data/1496691855715-4d78d65ebb300900ce6c945931eff2c6/FY_2017_HSGP_NOFO_20170601v2014_605.pdf)

**PURCHASES, REIMBURSEMENT, AND REPORTING REQUIREMENTS:**

- A. Purchasing:** Subrecipient must follow federal, state and local procurement guidance and regulations as standards for purchasing or acquiring equipment and services. All spending or purchases must be made in accordance with the agreed spending plan as outlined in the Budget Worksheet (Exhibit L) and all equipment purchases must be in accordance with the Department of Homeland Security Authorized Equipment List (DHS/AEL) located on the internet at:  
  
<https://www.fema.gov/media-library/assets/documents/101566>
- B. Payment Request Forms:** Payments to the Subrecipients will be made only upon presentation of the approved Payment Request Form (Exhibit G). Reimbursements from invoices and applicable proof of payment (or other justifying documentation) will only be made for eligible equipment, materials, expenses, and costs upon approval of the Program Manager. Omission of pertinent documentation will constitute justification for non-payment of any amounts submitted on the Payment Request Forms.
- C. State Purchases on behalf of Subrecipient:** GEMA/HS may, with the written consent of the Subrecipient, retain and expend grant funding on behalf of the Subrecipient. Before the State will make purchases on behalf of local jurisdictions, the Subrecipient must provide justification, receive approval from GEMA/HS and provide GEMA/HS with a Memorandum of Understanding authorizing GEMA/HS to expend these funds. If GEMA/HS does agree to retain and expend grant funding on behalf of the Subrecipient, the Subrecipient is required to submit documentation to verify receipt and acceptance of the goods or services on the Acknowledgment Form (Exhibit J) and provide any other documentation or information requested by GEMA/HS. If the Acknowledgment Form is not returned to GEMA/HS in a timely manner, the Subrecipient will be held accountable for payment to the vendor. The Subrecipient is still accountable for submitting the Quarterly Financial Status Reports (FSR) (Exhibit H) on a timely basis according to the guidelines in the section below.
- D. Quarterly Financial Status Report (FSR):** The disposition of grant funds, including all obligations and expenditures, must be reported to GEMA/HS on a quarterly basis through the FSR, which is due within 30 days of the end of each calendar quarter. A copy of the FSR report form is attached as Exhibit H to this agreement.

The following reporting periods and due dates apply:

- First Quarter                      October 1 – December 31                      Due January 31
- Second Quarter                      January 1- March 31                      Due April 30

- Third Quarter                      April 1 – June 30                      Due July 31
- Fourth Quarter                      July 1 – September 30                      Due October 31

FAILURE TO HAVE A CURRENT FSR ON FILE AT GEMA/HS WILL RESULT IN WITHHOLDING OF REIMBURSEMENT UNTIL THE FSR IS RECEIVED.

- E. Biannual Strategy Implementation Reports (BSIR):** The Subrecipient shall complete and submit any other reports as requested by GEMA/HS and cooperate and assist GEMA/HS in complying with the DHS tracking and reporting requirements. Specifically, without limitation, Subrecipient shall submit information at the request of GEMA/HS to assist in the submission of the BSIR, and any other reports, as required
- F. Grant Closeout Report:** The Subrecipient shall submit a final program report detailing all accomplishments throughout the project with the final FSR. After both of these reports have been reviewed and approved by GEMA/HS, a Closeout Report will be generated indicating the project has closed and listing any remaining funds to be deobligated.

**MONITORING AND AUDITS:** The Subrecipient shall permit persons duly authorized by GEMA/HS access to inspect and copy all records, books papers, documents, facilities, goods, and services related to this Agreement, and to interview clients, employees, and subcontractors of the Subrecipient concerning the performance of this Agreement. If the Subrecipient fails to provide access to such materials, GEMA/HS may terminate this Agreement.

**LAWS, REGULATIONS, FINANCIAL AND ADMINISTRATIVE REQUIREMENTS, AND PROGRAM GUIDANCE:** The Subrecipient shall comply with all applicable federal and state laws, regulations, and financial and administrative requirements. A non-exclusive list of regulations is listed below. Code of Federal Regulations (CFR) sections may be accessed online at <http://www.ecfr.gov/>.

**A. Administrative Requirements**

2 CFR Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments

2 CFR Part 200, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations

**B. Cost Principles**

2 CFR Part 200, Subpart E, Cost Principles for State, Local and Indian Tribal Governments

2 CFR Part 200, Subpart E, Cost Principles for Education Institutions

2 CFR Part 200, Subpart E, Cost Principles for Non-Profit Organizations

48 CFR 31.2, Federal Acquisition Regulations (FAR) Contracts with Commercial Organizations

- C. Organizational Audit Requirements:** The Subrecipient agrees to comply with the organizational audit requirements of 2 CFR Part 200, Subpart F, Audits of States, Local Governments, and Non-Profit Organizations.

Subrecipients that expend \$750,000.00 or more of federal funds during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the Government Accountability Office's (GAO's) Government Auditing Standards, which may be accessed online at <http://www.gao.gov/govaud/ybk01.htm>, and in accordance with 2 CFR §200.514 Scope of Audit. Audit reports are currently due to the Federal Audit Clearinghouse no later than nine months after the end of the recipient's fiscal year.

In addition, Subrecipients must submit the audit report to the State of Georgia, by sending a copy to the Georgia Department of Audits and Accounts, Nonprofit and Local Governments Audits, 270 Washington Street, SW, Room I-156, Atlanta, Georgia 30334-8400.

If required to submit an audit report under the requirements of 2 CFR Part 200, Subpart F, the Subrecipient shall provide GEMA/HS with written documentation showing that it has complied with the single audit requirements. Such documentation shall be returned to GEMA/HS with this signed Agreement. The Subrecipient shall immediately notify GEMA/HS in writing at any time that it is required to conduct a single audit and provide documentation within a reasonable time period showing compliance with the single audit requirement.

- D. Selected Items of Cost:** The Subrecipient agrees to comply with the requirements of OMB 2 CFR Part 225, Selected Items of Cost. Physical inventories must be taken at least once every two years to ensure that assets received through this Agreement exist, and are in use. Governmental units will manage and maintain equipment in accordance with State laws and procedures.
- E. Data Universal Numbering System (DUNS) Number Requirement:** No entity may receive a subgrant under this award unless GEMA/HS has received the DUNS number for the prospective Subrecipient.
- F. Accounting System:** The Subrecipient agrees to maintain an accounting system integrated with adequate internal fiscal and management controls to capture and report grant data with accuracy, providing full accountability for revenues, expenditures, assets, and liabilities. This system shall provide reasonable assurance that the Subrecipient is managing federal and state financial assistance programs in compliance with all applicable laws and regulations
- G. Retention and Maintenance of Records:** The Subrecipient shall maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices which sufficiently and properly reflect all revenues and expenditures of grant funds. All such records must be retained by the Subrecipient for a minimum of three years from the date that the DHS closes the State of Georgia's 2017 HSGP grant. GEMA/HS will notify the Subrecipient in writing when the retention period begins.
- H. Withholding and Repayment of Funds:** In addition to any other remedies provided by law or the terms of this Agreement, if the Subrecipient fails to comply with any of the terms or conditions of this Agreement, including all exhibits hereto, or with any applicable federal or state law or regulation, GEMA/HS may withhold or require repayment of grant funds in connection with which the violation occurred. In addition, GEMA/HS may withhold or require repayment of all or any portion of the financial award which has been or is to be made available to the Subrecipient. Specifically, without limitation, GEMA/HS will be entitled to payment from the Subrecipient for any funds paid by the State or that the State is responsible to pay on behalf of the Subrecipient for which GEMA/HS is unable to receive payment or required to repay due to the Subrecipient's failure to cooperate in providing the required documentation showing receipt of the goods or services, completing and returning the Acknowledgment Form to GEMA/HS in the

time required, purchasing of equipment in the time required, submitting request for reimbursement with complete supporting documents, or any other activity that GEMA/HS deems a failure by the Subrecipient under this Agreement.

**I. National Initiatives:**

1. The Subrecipient agrees to comply with all applicable terms and conditions of the FY 2017 Homeland Security Grant Program (HSGP) Notice of Funding Opportunity Announcement (NOFO) (Exhibit M), including without limitation, adoption and implementation of the National Incident Management System (NIMS). Refer to NOFO, page 5, "NIMS Implementation section." Other NIMS resources are at the following locations:

<https://www.fema.gov/resource-management-mutual-aid>

<http://www.fema.gov/nims-doctrine-supporting-guides-tools>

2. In order to assure compliance with NIMS requirements, all terms and conditions of this agreement are predicated and conditional upon the Subrecipient's assurance by completing and signing the NIMS Compliance Form (Exhibit B) and returning the completed and signed form to GEMA/HS with the original signed Agreement.
3. The Subrecipient agrees to institutionalize the use of the Incident Command System (ICS) as required by Georgia law and the NIMS minimum compliance requirements.
4. The Subrecipient agrees that any exercises conducted with grant funds will be managed and executed in compliance with the Homeland Security Exercise and Evaluation Program (HSEEP). All exercises are to be planned, conducted, and evaluated with the implementation of improvement in accordance with the guidance from the HSEEP, available at <http://www.fema.gov/national-exercise-program>
  - a. Any exercises implemented with grant funds must be threat and performance-based and should evaluate performance of critical tasks required to respond to the exercise scenario.
  - b. All funded exercises are encouraged to be posted in the Multiyear Exercise Plan calendar, added to the National Exercise Schedule, located at <https://www.fema.gov/exercise> and must be preapproved by the GEMA/HS Exercise Program Manager.
  - c. The Subrecipient must report to the GEMA/HS Exercise Program Director prior to conducting scheduled exercises and provide the Program Director with an After Action Report (AAR) and Improvement Plan for each exercise conducted within 90 days following completion of the exercise in accordance with the FY17 HSGP DHS/FEMA NOFO (Exhibit M, page 40).
  - d. Exercises conducted using HSGP funding must be NIMS compliant, as defined by the current NIMS compliance matrices. Further information is available on the NIMS Integration Center Web site at <http://www.fema.gov/national-incident-management-system>.

5. The Subrecipient agrees to coordinate with GEMA/HS to maintain and update the Threat and Hazard Identification and Risk Assessment (THIRA) and agrees to provide GEMA/HS any information and access to records upon request.

**FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA):** All new subawards under this grant of \$25,000 or more are subject to FFATA reporting requirements. The Subrecipient is responsible for providing any information requested by GEMA/HS to complete the required report.

- A. Unless exempt, the Subrecipient shall report the names and total compensation of its five most highly compensated executives for its preceding completed fiscal year. This report is only required if:
  1. In the Subrecipient's preceding fiscal year, the Subrecipient received 80 percent or more of its annual gross revenues from federal procurement contracts and subcontracts and federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
  2. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 61104 of the Internal Revenue Code of 1986.
  3. Additional information regarding the FFATA requirements can be found at <http://www.fema.gov/pdf/government/grant/bulletins/info350.pdf>, [www.USAspending.gov](http://www.USAspending.gov), and [www.fsr.gov](http://www.fsr.gov)

**SPECIAL CONDITIONS:**

- A. The Subrecipient agrees to use all grant funding awarded from the Fiscal Year 2017 Homeland Security Grant Program (HSGP) for costs related to preparedness activities associated with implementing the findings of State Preparedness Report, including goals and objectives, and any Urban Areas Security Initiative strategies.
- B. The Subrecipient agrees that all allocations and use of funds under this grant will be in accordance with the FY 2017 HSGP DHS/FEMA NOFO (Exhibit M), and to comply with all DHS/FEMA requirements and cooperate with GEMA/HS to comply with federal and state requirements related to the grant funding.
- C. The Subrecipient understands and agrees that any allocations and use of grant funding must support and may only be used to fund the investments identified in the Fiscal Year 2017 HSGP grant application submitted by GEMA/HS to DHS/FEMA and to use grant funding only for projects pre-approved by GEMA/HS.
- D. The Subrecipient agrees to comply with the FY 2017 Homeland Security Grant Program Agreement Articles, included with this agreement as Exhibit K. References in the exhibit to "recipient" apply to the Subrecipient's requirements as subrecipient. The Subrecipient agrees to sign and comply with the terms and conditions of GEMA/HS's Statewide Mutual Aid and Assistance Agreement and to render mutual aid for a suspected or real attack or in the case of weapons of mass destruction or other event, as determined by GEMA/HS. The Subrecipient shall sign any other Mutual Aid Agreements GEMA/HS or DHS/FEMA shall deem necessary in order to assure the Subrecipient will fulfill its obligations to render mutual aid.

- E. Any Subrecipient receiving funding for purposes of explosive ordnance disposal (EOD) agrees to contact the Georgia Bureau of Investigation (GBI) by telephone immediately whenever responding outside of its jurisdiction.
- F. The Subrecipient will maintain an inventory of all grant funded equipment and provide a copy to GEMA/HS at the end of the grant performance period. The Subrecipient will submit an updated inventory every year thereafter or as equipment is disposed of. Equipment must be used for the intended purpose for the life of the equipment. GEMA/HS must be given a written disposition plan for any equipment that has a value of \$5,000 or more at the end of its useful life. Non-Supplanting Requirement: The Subrecipient agrees that federal grant funds received under this award will not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources. Applicants or Recipients may be required to demonstrate if a reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds. The Subrecipient will be expected to demonstrate how these funds will be used to supplement, but not supplant, state or local funds for the same purposes.
- G. The Subrecipient agrees to cooperate with any assessments, national evaluation efforts, requests for information or data collection, including, but not limited to, the provision of any information regarding any activities within this agreement that may be required for the assessment or evaluation.
- H. Federal funds under this grant program are provided through reimbursement of all eligible expenditures. The Subrecipient shall follow procurement standards as stated in federal and state laws and regulations.
- I. Sole Source Procurement: The Subrecipient's procurement procedures and regulations must conform to federal procurement laws and standards. All procurement transactions without regard to dollar value, whether negotiated or through competitive bid process shall be conducted in such a manner as to provide maximum open and free competition.
- J. Should the Subrecipient elect to award a non-competitive proposal, justification must be provided and include a description of the program and why it is necessary to enter into non-competitive agreement. All sole-source procurements as defined in 2 CFR §200.320(f) must receive prior written approval from GEMA/HS.
- K. The Subrecipient understands and agrees that compensation for individual consultant services is to be reasonable and consistent and should represent fair market value for services. Time and effort reports for consultant services are required, and competitive bidding is encouraged, as explained in 2 CFR §200.317-326.
- L. The Subrecipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification, or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of GEMA/HS and DHS.
- M. No elected or appointed official or employee of the Subrecipient shall be admitted to any share or part of any benefit, directly or indirectly, from this agreement or grant award. This provision shall not be construed to extend to any contract made with a corporation for its general benefit.
- N. If the Subrecipient is found to be in violation of any of the conditions of this agreement, including any exhibits hereto, or of applicable federal and state laws or regulations, in addition to any other

recourse available, GEMA/HS shall notify the Subrecipient that additional funds in connection with which the violation occurred will be withheld until such violation has been corrected to the satisfaction of GEMA/HS. In addition, GEMA/HS may withhold or require repayment of any portion of the financial award which has been or is to be made available to the Subrecipient, or retained and obligated or expended on behalf of the Subrecipient, for other projects under this program until adequate corrective action is taken.

- O. The Subrecipient understands and agrees that for any copyrightable work based on or containing data first produced under this Agreement, the Subrecipient shall grant the government a royalty-free, nonexclusive and irrevocable license to reproduce, display, distribute, perform, disseminate, or prepare derivative works, and to authorize others to do so, for government purposes on all such copyrighted works. The Subrecipient shall affix the applicable copyright notices of 17 U.S.C. §401 or 402 and an acknowledgement of government sponsorship, including the grant award number, to any work first produced under this grant award.

P. Environmental Historical Preservation (EHP)

1. The Subrecipient shall comply with all applicable federal, state, and local environmental and historic preservation (EHP) requirements and shall provide any information requested by FEMA or GEMA/HS to ensure compliance with applicable laws and regulations, including: Federal EHP regulations, laws and Executive Orders; National Environmental Policy Act; National Historic Preservation Act; Endangered Species Act; and Executive Orders on Floodplains (11988), Wetlands (11990), and Environmental Justice (12898). Failure of the Subrecipient to meet federal, state, and local EHP requirements and obtain applicable permits may jeopardize federal funding. The Subrecipient shall not undertake any project having the potential to impact EHP resources without prior approval from FEMA, through GEMA/HS, including but not limited to communications towers, physical security enhancements, new construction, modifications to buildings, and replacement of facilities. The Subrecipient shall coordinate with GEMA/HS regarding any activities using grant funding that require specific documentation of compliance with federal laws and/or regulations.
2. The Subrecipient shall provide any information requested by GEMA/HS or FEMA to ensure compliance with applicable federal EHP requirements. Any change to the approved project or scope of work will require re-evaluation for EHP compliance. If ground disturbing activities may occur during project implementation, the Subrecipient must ensure monitoring of ground disturbance, and, if any potential archeological resources are discovered, the recipient will immediately cease construction in that area and notify GEMA/HS, and the Georgia Department of Natural Resources, Georgia State Historic Preservation Division.
3. The Subrecipient shall not undertake any project using HSGP funding to which the National Environmental Policy Act (NEPA) requirements are applicable without first obtaining written approval from FEMA, through GEMA/HS. The Subrecipient shall coordinate with GEMA/HS regarding any activities using grant funding that require specific documentation of NEPA compliance. Any construction activities initiated prior to the full environmental and historic preservation review and evaluation will result in a non-compliance finding and will not be eligible for HSGP funding.

For more information regarding FEMA's EHP requirements, the Subrecipient should refer to the DHS/FEMA FY17 NOFO (Exhibit M) and FEMA's Information Bulletins 329, 345, 356, 371, and 404 available on the internet at <http://www.fema.gov/grant-programs-directorate-information-bulletins>

- Q. The Subrecipient agrees to cooperate with GEMA/HS in assuring that any training using HSGP funds is reported through the Training Information Reporting System (“Web-Forms”) located at <https://www.firstrespondertraining.gov/admin/main.jsp>
- R. The Subrecipient agrees that funds from the FY 2017 HSGP utilized to establish or enhance state and local fusion centers will be used in compliance with the requirements and restrictions in the DHS/FEMA NOFO (Exhibit M), pages 39-40 and with FEMA’s Information Bulletins 281 and 288. Specifically without limitation, the Subrecipient receiving funding to be used for costs related to a fusion center agree to comply with the following:
1. To use such funds to support the development of a statewide fusion process that corresponds with the Global Justice/Homeland Security Advisory Council (HSAC) Fusion Center Guidelines and the National Strategy for Information Sharing, and achievement of a baseline level of capability as defined by Global’s *Baseline Capabilities for State and Major Urban Area Fusion Centers*, a supplement to the Fusion Center Guidelines, located at <http://www.it.ojp.gov/documents/baselinecapabilitiesa.pdf>
  2. To use such funds to support achievement of baseline levels of capability as defined in the fusion capability planning tool.
  3. The Subrecipient shall provide GEMA/HS with certification stating that the Subrecipient will assume responsibility for supporting the costs of any hired analysts following the three-year federal funding period or the termination of the Subrecipient Agreement, whichever occurs first.
  4. The Subrecipient shall provide GEMA/HS with certificates of completion of training for each intelligence analyst hired with grant funding to enable information/intelligence sharing capabilities in accordance with Global’s *Minimum Criminal Intelligence Training Standards for Law Enforcement and Other Criminal Justice Agencies in the United States*, as required under the DHS/FEMA FY17 NOFO (Exhibit M) and Information Bulletin 288.
  5. All Subrecipients leveraging FY 2017 HSGP funds in support of information sharing and intelligence fusion and analysis centers must leverage available federal information sharing systems, including Law Enforcement Online (LEO) and the Homeland Security Information Network (HSIN) and comply with 28 CFR 23.
- S. Any Subrecipient receiving HSGP grant funding for purchasing or upgrading a mobile communication vehicle (MCV), equipment for an MCV, or other MCV related costs, agrees to comply with the following requirements:
1. Each agency receiving an MCV funded with HSGP funding will be required to participate with the MCV in at least one regional GEMA/HS sponsored MCV exercise annually and at least one GEMA/HS sponsored statewide MCV exercise biennially. Any agency who cannot meet this compliance requirement due to an unforeseen event in any year must request approval from GEMA/HS, providing a reasonable justification for failing to remain in compliance.
  2. Each agency receiving an HSGP funded MCV will provide GEMA/HS with updated vehicle equipment capability and inventory data as requested.



T. In the event that the Subrecipient uses subcontractors or contractors, the Subrecipient shall use small, minority, women-owned or disadvantaged business concerns and contractors or subcontractors to the extent practicable as prescribed by applicable Federal and State laws.

U. The Subrecipient understands that any public contracts and subcontracts funded by the HSGP must comply with the requirements of O.C.G.A. §13-10-90, et seq., and Georgia Department of Labor Rules 300-10-1, et seq., to verify the contractor's or subcontractor's new employees' work eligibility through a federal work authorization program. The Subrecipient shall utilize the U.S. DHS E-Verify System to verify the employment eligibility of all persons hired during the Agreement term.

**CHANGES TO AGREEMENT:** The Subrecipient understands and agrees that, in addition to the provisions in the "Termination" section below, GEMA/HS shall have the right to make unilateral changes, cancel or terminate this agreement in the event that FEMA and/or DHS makes changes to the FY17 HSGP grant awarded to GEMA/HS. With the exception of termination or changes included in this agreement, there shall be no other changes to this Agreement unless mutually agreed upon by all parties to the Agreement.

**EMPLOYMENT:** The employment of unauthorized aliens by the Subrecipient Agency is considered a violation of Section 274A(e) of the Immigration and Nationality Act. If the Subrecipient Agency knowingly employs unauthorized aliens, such violation shall cause the unilateral cancellation of the Agreement. Any services performed by any such unauthorized aliens shall not be paid.

The Subrecipient Agency shall utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of all persons hired during the Agreement term.

**TERMINATION:** This agreement may be terminated for any or all of the following reasons:

- A. Cause/Default: This agreement may be terminated for cause, in whole or in part, at any time by the State of Georgia for failure of the Subrecipient to perform any of the provisions or to comply with any of the terms and conditions herein. If the State exercises its right to terminate this agreement under the provisions of this paragraph, the termination shall be accomplished in writing and specify the reason and termination date. The Subrecipient will be required to submit the final invoice no later than 30 days after the effective date of written notice of termination. Upon termination of this agreement, the State shall not incur any new obligations after the effective date of the termination and shall cancel outstanding obligations, as possible. The above remedies are in addition to any other remedies provided by law or the terms of this agreement.
- B. Notwithstanding and without waiving any other remedies available for the Subrecipient's failure to comply with the terms and conditions of this agreement, if the Subrecipient fails to meet its obligations, voluntarily or otherwise, as part of a GEMA/HS program, GEMA/HS will have the right, privilege and option to immediately terminate this Agreement. Failure to exercise the right of termination for previous occurrences or omissions will not act as a waiver for future noncompliance by the Subrecipient. Should GEMA/HS exercise the right, privilege and option to terminate this Agreement, the Subrecipient shall immediately transfer ownership of any HSGP grant funded vehicle(s) and related equipment purchased under this agreement to GEMA/HS or to whomever GEMA/HS shall designate, including the transfer of title, tag and related documents, and shall deliver and turn over possession and title of said vehicle(s) and related equipment, without cost, as directed by GEMA/HS.

- C. Convenience: This agreement may be cancelled or terminated by either of the parties without cause; however, the party seeking to terminate or cancel this agreement must give written notice of its intention to do so to all other parties at least 30 days prior to the effective date of cancellation or termination.
- D. Non-Availability of Funding: Notwithstanding any other provision of this agreement, in the event that either of the sources of funding for reimbursement under this agreement (appropriations from the General Assembly of the State of Georgia or the Congress of the United States of America) no longer exist, in the event the sum of all obligations of GEMA/HS incurred under this and all other agreements entered into for this program exceeds the balance of such funding, then this agreement shall immediately terminate without further obligation of GEMA/HS. The certification by the Director of GEMA/HS of the occurrence of either of the events stated above shall be conclusive.

IN WITNESS WHEREOF, the **GEORGIA EMERGENCY MANAGEMENT AND HOMELAND SECURITY AGENCY** and **DAWSON COUNTY EMERGENCY SERVICES** have executed this Agreement:

GEORGIA EMERGENCY MANAGEMENT AND  
HOMELAND SECURITY AGENCY

SUBRECIPIENT

*J. Mark Sexton*  
Signature

\_\_\_\_\_  
Signature, Authorizing or Highest Official

Mark Sexton, Assistant Director

\_\_\_\_\_  
Printed Name and Title of Signatory

\_\_\_\_\_  
Printed Name and Title of Signatory

10 / 05 / 2017  
Date of Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Agency FEID (XX-XXXXXXX)

\_\_\_\_\_  
Agency DUNS Number (XXXXXXXXXX)

**Backup material for agenda item:**

2. Presentation of SPLOST VI Apparatus Replacement Proposal- Director of Emergency Services Lanier Swafford



## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Emergency Services

Work Session: 26 October 2017

Prepared By: Lanier Swafford

Voting Session: 2 November 2017

Presenter: Lanier Swafford

Public Hearing: Yes \_\_\_\_\_ No X

Agenda Item Title: SPLOST 6 Apparatus Replacement Proposal

**Background Information:**

Dawson County Emergency Services budgeted to replace Engine 7 during the 2018 budget proposals. Engine 7 the highest hours and mileage engine in our fleet and in the last year alone repair cost approached \$10,000.00. During annual pump testing earlier this month a catastrophic failure occurred within the pump. Estimates to repair approach \$15,000.00. Options of repair, purchasing used or purchasing new were explored by senior staff, who decided the best option was

**Current Information:**

The BOC approved Cooperative Purchasing within the updated Purchasing Policy Ordinance on February 2, 2017. Fire and Purchasing worked from the Florida Sheriff's Association Contract #FSA16-VEF12.0 through Ten-8 (contracted vendor for Pierce) in obtaining pricing for two different pumper truck models. The maximum cost is \$75,034.06 per year for seven years. Currently a demo model exists with 5,000 miles. If approved by the BOC to make this purchase, I will work with

Budget Information: Applicable: X Not Applicable: \_\_\_\_\_ Budgeted: Yes X No \_\_\_\_\_

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
SPLOST 6	Fire	324-3500-542200	1.75 million	1.35 million	75,034.06 for 7 years or \$505,945.00	844,055.00

Recommendation/Motion: Motion to approve the lease purchase plan with Ten 8 Fire and Emergency Equipment, with funding provided through BB&T as presented with a maximum annual payment for seven years, not to exceed \$75,035.00 at an interest rate of 2.44% with the first payment not due until 12 months after delivery and no delivery will be accepted prior to 2 January 2018.

Department Head Authorization: Lanier Swafford

Date: 17 Oct. 2017

Finance Dept. Authorization: Vickie Neikirk

Date: 10/19/2017

County Manager Authorization: DH

Date: 10/19/2017

County Attorney Authorization: \_\_\_\_\_

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

**Comments/Attachments:**

Application is attached.

**MEMORANDUM**

**TO: Dave Headley  
Vickie Neikirk  
David McKee  
Lanier Swafford  
Melissa Hawk**

**FROM: M. L. Frey III**

**DATE: October 4, 2017**

**RE: SPLOST VI Acquisition of Fire Engine**

To follow up on the discussion we were having this morning, I wanted to let you know that I have checked to see if ACCG had anything new on the SPLOST issue of procurement by way of a lease purchase agreement. I discovered there is a new version of the guidebook David had from 2013, the new one being a 2016 Sixth Edition in case you want to download it. The meat of the guidebook section on our question has not changed and their comment remains that lease purchase agreements are a common way to finance SPLOST projects.

I've looked at the case the guidebook cites, Bauerband v. Jackson County, a Georgia Supreme Court case decided in 2004, where the county had entered a lease purchase agreement to finance and construct a new courthouse through ACCG (though it is not a SPLOST case per se). Citizens challenged the arrangement on grounds that it violated the prohibition on incurring debt without a referendum and violated the prohibition on one governing authority binding its successor. The Supreme Court upheld the authority to enter such an arrangement under OCGA §36-60-13, noting that the obligation was not considered "debt" for purposes of the prohibition, and that the successor board was free to terminate the lease even though it might leave them scrambling for new quarters for its courts. I checked to make sure the case had not been overruled or modified (it had not) and also checked annotations to the lease purchase statute to be sure there were no changes to it or negative treatments in court decisions (there were not).

My view is that it is appropriate to move ahead with the discussion Lanier has been having with the vendor so that Melissa can firm up the details. Once that is done it can be put on an agenda for presentation to, and consideration by, the Board of Commissioners.

Please advise of anything I can do to assist in the handling of all this.

MLF

## Tax Exempt Lease Purchase

10/12/2017

<b>SALES ORGANIZATION:</b>	<b>Ten-8 – Guy Binion</b>	Contact information:
<b>LESSEE:</b>	Dawson County	Michele Zitko
<b>TYPE OF EQUIPMENT:</b>	(1) Pierce Saber Pumper	Locator: B4-B230-05-07
<b>EQUIPMENT COST:</b>	\$460,000.00 (includes equipment)	155 East Broad St
<b>CUSTOMER DOWNPAYMENT:</b>	\$0.00	Columbus, OH 43215
<b>TRADE-IN:</b>	\$0.00	Ph: (800) 820-9041 ext. 2
<b>DELIVERY TIME:</b>	November 2017	Fax: (866) 221-7894
<b>PAYMENT MODE:</b>	Annual In Arrears	michele.zitko@pnc.com
<b>FIRST PAYMENT DUE DATE:</b>	1 Year After Lease Commencement	
<b>LEASE COMMENCEMENT DATE:</b>	Upon contract signing with Pierce	

Term	2 years	4 years	7 years
Number of Payments	2 Annual	4 Annual	7 Annual
Payment Amount	\$240,505.50	\$124,137.38	\$75,034.06

**NOTE:** All lease documents must be fully executed within 14 days of the date of this proposal. Failure to receive completed documents may alter the final payment schedule due to changes in rates and/or discounts.

**PERFORMANCE BOND:** To utilize the prepay program, a performance bond is required. Said performance bond shall be paid for directly to Pierce Manufacturing or financed by PNC Equipment Finance as part of the transaction

**ESCROW FUNDING OPTION:** At lease closing, if all of the equipment has not yet been delivered, Lessor will fund an escrow account from which disbursements will be made to the equipment provider(s) upon receipt of a Requisition Request and Certificate of Acceptance from Lessee. Escrow agent will either be Lessor or third-party provider selected by Lessor and approved by Lessee. All escrow earnings will be for the benefit of Lessee. The escrow agent will assess a \$250.00 account set up fee payable at closing.

**TYPE OF FINANCING:** Tax-exempt Lease Purchase Agreement with a \$1.00 buy out option at end of lease term. Said agreement shall be a net lease arrangement whereby lessee is responsible for all costs of operation, maintenance, insurance, and taxes.

**BANK QUALIFICATION:** This proposal assumes that the lessee will not be issuing more than \$10 million in tax-exempt debt this calendar year. Furthermore, it is assumed that the lessee will designate this issue as a qualified tax-exempt obligation per the tax act of 1986.

**LEGAL TITLE:** Legal title to the equipment during the lease term shall vest in the lessee, with PNC Equipment Finance perfecting a first security interest

**AUTHORIZED SIGNORS:** The lessee's governing board shall provide PNC Equipment Finance with its resolution or ordinance authorizing this agreement and shall designate the individual(s) to execute all necessary documents used therein.

**LEGAL OPINION:** The lessee's counsel shall furnish PNC Equipment Finance with an opinion covering this transaction and the documents used herein. This opinion shall be in a form and substance satisfactory to PNC Equipment Finance.

**VOLUNTEER FIRE DEPARTMENTS:** If Lessee is a Volunteer Fire Department, a public hearing under the requirements of Section 147(f) of the Internal Revenue Code of 1986 shall be conducted to authorize this transaction. It is recommended that a notice of the public hearing be published 10 to 14 days in advance of the public hearing.

This proposal will be valid for **fourteen (14) days** from the above date and is subject to final credit approval by PNC Equipment Finance and approval of the lease documents in PNC Equipment Finance's sole discretion. To render a credit decision, lessee shall provide PNC Equipment Finance with their most recent two years' audited financial statements, copy of their most recent interim financial statement, and current budget.

**FIRE ENGINE FINANCING OPTIONS  
OCTOBER 2017**

<u>Bank</u>	<u>Term</u>	<u>Rate</u>	<u>First Payment Due</u>	<u>Total Interest</u>	<u>Principal</u>	<u>Fees</u>	<u>Total Cost</u>
BB&T	4 years	2.17%	11/10/2018	25,222.84	460,000.00		\$ 485,222.84
	7 years	2.44%	11/10/2018	45,944.78	460,000.00		\$ 505,944.78
Regions	6 years	2.2341%	12 months	36,632.10	460,000.00		\$ 496,632.10
United Community *estimated rates	4 years	2.00%	11/1/2018	23,227.70	460,000.00	TBD	\$ 483,227.70
	7 years	2.50%	11/1/2018	47,135.28	460,000.00	attorney fee would apply	\$ 507,135.28
Wells Fargo	4 years	no response			460,000.00		\$ 460,000.00
	7 years				460,000.00		\$ 460,000.00
Ten 8 (PNC Bank)	2 years	3.03%	11/1/2018	21,011.00	460,000.00		\$ 481,011.00
	4 years	3.13%	11/1/2018	36,549.52	460,000.00		\$ 496,549.52
	7 years	3.43%	11/1/2018	65,238.42	460,000.00		\$ 525,238.42
Bank of the Ozarks	1 year	2.27%	11/1/2018			\$ 500.00	
	4 years	2.45%	11/1/2018	28,515.93	460,000.00	\$ 500.00	\$ 489,015.93
	7 years	2.71%	11/1/2018	51,196.54	460,000.00	\$ 500.00	\$ 511,696.54

**Backup material for agenda item:**

3. Presentation of Second Surplus Asset Disposal- Fleet Director Shannon Harben





## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Fleet

Work Session: 10/26/2017

Prepared By: Shannon Harben \_\_\_\_\_

Voting Session: 11/2/2017 \_\_\_\_\_

Presenter: Shannon Harben

Public Hearing: Yes \_\_\_\_\_ No  X

Agenda Item Title: Surplus Asset Disposal 2

**Background Information:**

Vehicles were identified as exceeding service life. These vehicles were replaced when a batch of new vehicles were purchased by Dawson County BOC and the Sheriff's Office in 2017. The vehicles exceeding service life now need to be disposed of.

**Current Information:**

Fleet is asking for the Board of Commissioners to approve the disposal of the listed surplus assets listed (list is attached). This is the 2<sup>nd</sup> surplus list approval for 2017.

Budget Information: Applicable: \_\_\_\_\_ Not Applicable:  X Budgeted: Yes \_\_\_\_\_ No \_\_\_\_\_

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: To dispose of surplus assets

Department Head Authorization: Shannon Harben

Date: 10/13/2017

Finance Dept. Authorization: Vickie Neikirk

Date: 10/19/2017

County Manager Authorization: DH

Date: 10/19/2017

County Attorney Authorization: \_\_\_\_\_

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

**Comments/Attachments:**

Attached are a power point presentation and current surplus asset list.

**2017 Surplus Sales List #2**

Year	Make	Model	Miles	Vin #	Notes
2003	Ford	Crown Victoria	234,581	2FAFP71W73X198220,	Runs and drives.
2006	Ford	Crown Victoria	200,000	2FAFP71W26X118925	Runs and drives, odometer does not work.
2008	Ford	Expedition	185,000	1FMFU16598LA47217	There is deer damage on the front grill, some dents and dings are on the body, transmission is failing, has 4 good tires.
2004	Ford	F-150	183,347	1FTPW145X4KC35220	There are holes in the fenders from light removal, clear coat on the body is peeling and there is a dent in the right lower doors.
2003	Ford	Crown Victoria	181,413	2FAFP71W93X198218	Electrical issue, and the harness shorted in rear of the car.
2008	Ford	Crown Victoria	175,000	2FAFP71V88X144097	Odometer does not operate and left front window switch is missing.
2003	Ford	Crown Victoria	151,645	2FAFP71WO3X104890	Running, driving when parked.
2001	Ford	Ranger	137,112	1FTYR11U61PA34808	Runs and drives. There is some paint peeling.
1998	Jeep	Cherokee	135,000	1J4FJ28S1WL130170	Runs and drives, has miss in cylinder # 5 and has signs of leaking in the head gasket.
2006	Ford	Taurus	130,000	1FAFP53U76A212342	Transmission is acting up, shifting hard and blowing fluid out.
1986	Chevrolet	Blazer	75,000	1G8E1HJ8J2T198059	Diesel engine is low on compression/failing, the body has some dents and dings.
	Manitowoc	Q270	n/a	n/a	ice machine for parts
	Misc obsolete parts				disguarded car cages, old radios, and such equipment.

# Presentation of Surplus Asset Disposal

## 2



# Presentation of Surplus Asset Disposal

## 2

- Current surplus assets were accumulated from 2017 vehicle purchases by Dawson County and Dawson County Sheriff's Office.
- Some assets are obtained from department surplus no longer needed or that are obsolete, but still retain value to others who may need parts. For example, some obsolete items are cages from Ford Crown Victoria police cars. Crown Victoria's are no longer in production and they are being phased out of our Fleet. We have excess cages, but they are no longer any use to us.

# Presentation of Surplus Asset Disposal

## 2

- Surplus assets for disposal:
  - ❑ 11- total passenger cars and trucks
  - ❑ 1- ice maker for parts
  - ❑ 1- lot of surplus items/parts, cages, discarded engine parts
  - ❑ 1-lot of failed and/or old technology radio/lighting equipment

# Presentation of Surplus Asset Disposal

## 2

<b>2017 Surplus Sales List #2</b>				
Year	Make	Model	Miles	Vin #
2003	Ford	Crown Victoria	234,581	2FAFP71W73X198220,
2006	Ford	Crown Victoria	200,000	2FAFP71W26X118925
2008	Ford	Expedition	185,000	1FMFU16598LA47217
2004	Ford	F-150	183,347	1FTPW145X4KC35220
2003	Ford	Crown Victoria	181,413	2FAFP71W93X198218
2008	Ford	Crown Victoria	175,000	2FAFP71V88X144097
2003	Ford	Crown Victoria	151,645	2FAFP71WO3X104890
2001	Ford	Ranger	137,112	1FTYR11U61PA34808
1998	Jeep	Cherokee	135,000	1J4FJ28S1WL130170
2006	Ford	Taurus	130,000	1FAFP53U76A212342
1986	Chevrolet	Blazer	75,000	1G8E1HJ8J2T198059
	Manitowoc	Q270	n/a	n/a
	Misc obsolete parts			

# Presentation of Surplus Asset Disposal

## 2

- Staff respectfully ask the Board of Commissioners for approval to dispose of the current surplus assets.

QUESTIONS???



**Backup material for agenda item:**

4. Presentation of IFB #300-17 Tires for Dawson County Equipment/Vehicles- Fleet  
Director Shannon Harben/Purchasing Manager Melissa Hawk



## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Fleet Maintenance

Work Session: 10/26/17

Prepared By: Melissa Hawk/ Shannon Harben

Voting Session: 11/2/17

Presenter: Shannon Harben/Melissa Hawk

Public Hearing: Yes  No

Agenda Item Title: IFB #300-17 Tires for Dawson County Equipment and Vehicles Award

Background Information:

The Dawson County Purchasing Policy Ordinance mandates sealed solicitations are released for products and services received annually of \$25,000 and greater. The Dawson County Fleet Maintenance has expensed an average of \$61,323.97 annually on tires for equipment and vehicles. A contract was approved effective August 21, 2014. All renewals have been exhausted; therefore, an Invitation for Bids for tires was released on September 11, 2017.

Current Information:

The IFB document contained 28 of the most commonly purchased tires by the Dawson County Fleet Department. 6 responses were received; request to award to 4 vendors based on durability, experience and need of each tire submitted.

Budget Information: Applicable:  Not Applicable:  Budgeted: Yes  No

**Tires Cos of Goods Sold - 2018**

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
615	4910	531526			\$70,500.00	

Recommendation/Motion: To accept prices received IFB #300-17 Tires for Dawson County Equipment and Vehicles and to award a contract to xxx and xxx as submitted to begin January 1, 2018.

Department Head Authorization: Shannon Harben

Date: 10/13/17

Finance Dept. Authorization: Vickie Neikirk

Date: 10/17/2017

County Manager Authorization: DH

Date: 10/17/2017

County Attorney Authorization: \_\_\_\_\_

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

Comments/Attachments:

Power Point Presentation, Color Coded Award Tabulation Sheet

#300-17 Tires for Dawson County Equipment/Vehicles

Bid Tabulation Sheet

Bid Open Date: 9/26/2017

ITEM	DESCRIPTION	UNIT OF MEASURE
<b>TRAILER TIRES</b>		
1	205/75R14 Power King TL Premium 6ply	EA
2	235/75R17.5 Sumitomo ST727 20ply	EA
3	235/85R16 Hercules H-901 Commercial LT 14ply	EA
<b>PASSENGER/LIGHT TRUCK TIRES</b>		
4	225/60/16 Goodyear RSA	EA
5	235/55/17 Goodyear RSA	EA
6	225/60/18 Goodyear RSA	EA

Jim Whitehead's Best-One Tire		Southern
COST	VENDOR MODEL/BRAND /PART NUMBER	COST
No Bid	No Bid	\$42.00
No Bid	No Bid	\$295.00
No Bid	No Bid	\$92.66
No Bid	No Bid	\$97.00
No Bid	No Bid	\$111.00
No Bid	No Bid	\$129.00

7	245/55/18 Goodyear RSA	EA	No Bid	No Bid	\$130.00
8	235/70/16 Kumho Crugen HT 51	EA	No Bid	No Bid	\$103.00
9	255/70/16 Kumho Crugen HT 51	EA	No Bid	No Bid	\$114.00
10	225/75/16 BF Goodrich Commercial T/A 10ply	EA	No Bid	No Bid	\$109.00
11	235/85/16 Goodyear Trail Runner A/T 10ply	EA	No Bid	No Bid	\$115.00
12	265/70/17 Goodyear Trail Runner A/T	EA	No Bid	No Bid	\$131.00
13	265/70/17 Continental Conti Cross Contact LX20 black wall	EA	No Bid	No Bid	\$135.00
14	275/65/18 Goodyear Trail Runner A/T 10ply	EA	No Bid	No Bid	\$142.00
15	275/70/18 Goodyear Trail Runner A/T 10ply	EA	No Bid	No Bid	\$71.00
<b>HEAVY TRUCK TIRES</b>					

16	225/70/19.5 Toyo M143 14ply Load G	EA	No Response	No Response	\$215.00
17	225/70/19.5 Bridgestone M729F 14ply A/T	EA	\$313.29	227023	\$295.00
18	11R22.5 Firestone 561 Steer 16ply	EA	\$319.50	248324	\$304.00
19	11R22.5 Firestone FD663 Traction 16ply	EA	\$343.00	211206	\$328.00
20	11R24.5 Firestone 561 Steer 16ply	EA	\$336.00	248375	\$321.00
21	11R24.5 Firestone FD663 Traction 16ply	EA	\$361.50	293733	\$346.00
22	12R22.5 Bridgestone M799 Traction 16 ply	EA	\$551.49	233602	\$533.00
23	315/80R22.5 Bridgestone M860A steer 20ply	EA	\$431.73	244329	\$413.00

24	425/65/22.5 Goodyear G296 MSA 20ply	EA
<b>EQUIPMENT TIRES</b>		
25	14.00R24 Bridgestone VKT Grader Tire	EA
26	18.4R34 BKT TR-135 8ply	EA
27	480/80R38 Nokian TRI 2	EA
28	440/80R24 Nokian TRI 2	EA
29	Bidder's Delivery Fee	
30	Discount Percentage of Non-Contract Tires	EA
31	Bidder's Order Processing Delivery Time	
32	Proposed Delivery Schedule - attach if needed	
<b>PLEASE CIRCLE THE APPROPRIATE ANSWER</b>		
33	Bidder has ability to order online?	Yes/No
34	Bidder will accept credit card payment?	Yes/No

No Response	No Response
No Bid	No Bid
\$1,054.00	263354
No Bid	No Bid
No Bid	No Bid
No Delivery Fee	
No Response	
24-48 or as needed	
once/week or as needed	
No	
Yes	

\$461.00
\$975.00
\$569.00
\$1,784.00
\$1,071.00
No D
See Atta Breakd
4
4
Yes

35	Bidder will accept invoice payment of net 30 days?	Yes/No

Yes


Awarded To: Not awarded at this time.  
Award Date:

**Bid Under Review**

NOTE - STS  
catalog  
discoun  
includ  
specificati  
will prc  
spreadst

1 Tire Mart, LLC	Atlanta Commercial Tire		NexTire Commercial, INC		BestDrive HTG Group		Goodyear Cc Servic
VENDOR MODEL/BRAND /PART NUMBER	COST	VENDOR MODEL/BRAND /PART NUMBER	COST	VENDOR MODEL/BRAND /PART NUMBER	COST	VENDOR MODEL/BRA ND /PART NUMBER	COST
Power King #PK38320754C	No Response	No Response	\$49.00	As Spec or Carlisle 6 ply 6H04551	\$45.95	As Spec	\$96.25
Toyo #520540 M1430	No Response	No Response	No Bid	No Bid	\$189.44	As Spec	\$300.00
Gladiator QR-25 #GL1942003865	No Response	No Response	\$139.00	91212	\$109.09	Sailon 637	\$222.36
Firestone Firehawk PV41 #067911	No Response	No Response	\$86.00	732354500	\$93.98	As Spec	\$90.00
Firestone Firehawk GTZ Pursuit #003874	No Response	No Response	\$101.00	732002500	\$112.27	As Spec	\$105.00
Firestone Firehawk PVS #077376	No Response	No Response	\$107.00	732312500	\$111.38	As Spec	\$111.27



Firestone Firehawk GTZ Pursuit #000177	No Response	No Response	\$119.00	732026500	\$130.41	As Spec	\$123.00
Firestone Destination LE 2 #097759	No Response	No Response	\$107.00	As Spec	\$101.74	General Grabber HTS	\$107.50
Firestone Destintion LE 2 #097844	\$114.11	Dest LE 2/FST/ #097844	\$99.00	2183143	\$102.00	General Grabber HTS	\$115.63
Firestone Transforce HT #189752	\$114.34	Trans AT/FST/ #0189667	\$108.00	As Spec	\$112.00	General Grabber HD	\$110.00
Firestone Transforce AT 2 #000179	\$119.96	Trans AT/FST/ #0189633	\$114.00	742745681	\$132.85	General Grabber AT	\$116.00
Firestone Destination AT#026784	\$137.39	Trans AT 2/FST/ #000187	\$134.00	742661681	\$166.61	General Grabber AT	\$136.00
Bridgestone Dueler H/L Alenza Plus #000439	\$112.82	Dest LE 2/FST/ #097912	\$139.00	15490900000	\$133.00	As Spec	\$136.00
Firestone Transforce AT 2 #000190	\$149.70	Trans AT 2/FST/ #000190	\$146.00	742965680	\$181.05	General Grabber AT	\$149.00
Firestone Transforce AT 2 #000189	\$186.81	Trans AT 2/FST/ #000189	\$153.00	74246680	\$172.09	General Grabber AT	\$156.00

Firestone FS560 Plus #227057	\$232.14	FS561/FST/ #248426	\$229.00	As Spec or Goodyear G 0647RSS/ #139172053	\$190.00	Continental H53 Hyrbid	\$209.56
Bridgestone M729F #227023	\$312.29	M729/BST/ #227023	\$233.00	As Spec or Goodyear G G622 #139172205	\$232.00	Continental HD3 Hyrbird	\$236.15
Firestone FS561 #248324	\$291.68	561/FST/ #248324	\$285.00	As Spec	\$265.00	General RA	\$289.00
Firestone FD663 #211206	\$333.62	663/FST/ #211206	\$295.00	As Spec	\$275.00	General RD	\$300.00
Firestone FS561 #248375	\$309.50	561/FST/ #248375	\$305.00	As Spec	\$309.00	General RA	\$310.00
Firestone FD663 #293733	\$353.10	663/FST/ #293733	\$325.00	As Spec	\$339.00	General RD	\$330.00
Bridgestone M799 #233602	\$550.49	M725/BST/ #233602	\$390.00	As Spec	\$449.00	Continental HDR 2	\$405.00
Bridgestone M860A #244329	\$431.73	M860/BST/ #001741	\$392.00	As Spec or Goodyear G28966H #756141613	\$359.00	Continental HA3	\$407.08

Firestone FS818 #241235	\$703.52	M860/BST/ #001741	\$475.00	As Spec	\$595.00	Continental HTC-1	\$485.00
Bridgestone VKT #263354	\$1,938.51	BST/VKT/ #188205	\$1,100.00	As Spec or Goodyear G-2 #152712409	X	No Bid	\$1,100.00
BKT #94003839	\$570.00	BKT/TR	No Bid	No Bid	X	No Bid	No Bid
Nokian #T7445377	\$1,270.00	FST/RAO AT/ #36241	No Bid	No Bid	X	No Bid	No Bid
Nokian #T445385	\$1,550.00	FST/PERFORM/ #381551	No Bid	No Bid	X	No Bid	No Bid
Delivery Fee	\$0.00		None		0		No charge with of fo
Attached Discount own - *NOTE*	15%		20%		38%		See N
8 hours	7:00 am - 5:30 pm, Mon-Fri		24 hours		1 day		7 business da manufact &av
8 hours	Deliver when needed		24 hours from time of order		No Response		Weekly exce o
- *NOTE*	No		Yes		Yes		
No	Yes		Yes		Yes		

Yes

Yes

Yes

Yes


forwarded a tire  
with applied  
ts for tires not  
ed in the IFB  
ions. NOTE - STS  
vide an Excel  
heet for orders.

Note for Disco  
Mdse Group  
Mdse Group  
Mdse Group  
Mdse Group  
Mdse Group  
Mdse Group  
Mdse Group  
Select Pr  
All Farm Tires :

Commercial Tire & Service Centers
VENDOR MODEL/BRAND /PART NUMBER
Goodyear Endurance ST
Goodyear Regional RHS
Goodyear G614
Goodyear Eagle RSA
Goodyear Eagle RSA
Goodyear Eagle RSA

Goodyear Eagle RSA
Goodyear WRL Fortitude
Goodyear WRL SRA
Goodyear WRL HT
Goodyear WRL TrailRunner
Goodyear WRL TrailRunner
Goodyear WRL TrailRunner
Goodyear WRL TrailRunner
Goodyear WRL TrailRunner

Dunlop SP348
Goodyear G622
Dunlop SP348
Dunlop SP431
Dunlop SP348
Dunlop SP431
Goodyear G622
GoodyearG289

Goodyear G296

Goodyear SG2B

No Bid

No Bid

No Bid

With minimum order  
on our tires

Note Below

Days ARO subject to  
supplier's supply  
availability

Option for emergency  
orders

No

Yes



Yes

Unit	% Off Factor	% On Factor
7905	0.50	0.50
7925	0.45	0.55
7941	0.45	0.55
1170	0.51	0.49
7955	0.51	0.49
7961	0.28	0.72
7962	0.28	0.72
Price Schedule	1/1/2017	

are quoted net price.

# Tires for Dawson County Equipment and Vehicles IFB #300-17

WORK SESSION OCTOBER 26, 2017



# Background

- ▶ The Dawson County Fleet Maintenance Department expenses an average of \$61,323.97 annually.
- ▶ Current contracts with NexTire and Atlanta Commercial Tire expire on December 31, 2017 with all renewal option years exhausted.
- ▶ A list was compiled by the Dawson County Fleet Maintenance Department consisting of 28 most commonly purchased tires.
- ▶ Bid according to policy.
- ▶ Standard Product Contract
  - ▶ Term – January 1, 2018 through December 31, 2018
  - ▶ Two (2) renewal option years
  - ▶ No guaranteed minimum/maximum value for the contract.

# Scope of Work

- ▶ The awarded contractor(s) shall:
  - ▶ Supply the Dawson County Fleet Maintenance Department with requested tires at the contracted price no later than seventy-two (72) hours upon receipt of order.
  - ▶ Ensure delivery tickets are signed by a Dawson County employee.

# Acquisition Strategy & Methodology

- ▶ Advertised in Legal Organ
- ▶ Posted on County Website
- ▶ Posted on GLGA Marketplace
- ▶ Posted on Georgia Procurement Registry (GPR)
- ▶ Emailed notification through Vendor Registry (VR)
- ▶ Notification through County's Facebook and Twitter accounts
- ▶ **6 bids received**

# Cost Proposals

#	Company Name	Number of Items per Lowest Bidder
1	NexTire Commercial	18
2	Best Drive HTG Group	5
3	Southern Tire Mart	4
4	Atlanta Commercial Tire	1
5	Good Year Commercial	0
6	Jim Whitehead's Best-One Tire	0

# Recommendation

Staff respectfully requests the Board to accept responses received for IFB #300-17 Tires for Dawson County Equipment and Vehicles and award a contract to each lowest, responsible bidder as submitted.

**Backup material for agenda item:**

5. Presentation of IFB #298-17 On-Call Electrical Services- Facilities Director James Tolbert/Purchasing Manager Melissa Hawk





## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Facilities

Work Session: 10/26/17

Prepared By: Melissa Hawk/ James Tolbert

Voting Session: 11/2/17

Presenter: James Tolbert/Melissa Hawk

Public Hearing: Yes  No

Agenda Item Title: IFB #298-17 On-Call Electrical Services Award

Background Information:

An Invitation for Bids solicitation for on-call electrical services was released on September 7, 2017 with the intent to contract for these services on an as-needed basis with annual renewal options.

Current Information:

The IFB document contained, but not limited to, 11 of the most common services required by the Dawson County Facilities Department. Responses were received from Capital City Electrical and Indent Electric.

Budget Information: Applicable:  Not Applicable:  Budgeted: Yes  No

### Electrical Repairs and Maintenance

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
Various	Various	Various				

Recommendation/Motion: To accept prices received IFB #298-17 On-Call Electrical Services and to award a contract to Indent Electric as submitted to begin January 1, 2018.

Department Head Authorization: James Tolbert

Date: 10/13/17

Finance Dept. Authorization: Vickie Neikirk

Date: 10/17/2017

County Manager Authorization: DH

Date: 10/17/2017

County Attorney Authorization: \_\_\_\_\_

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

Comments/Attachments:

Power Point Presentation.

# On-Call Electrical Services

## IFB #298-17

WORK SESSION OCTOBER 26, 2017



# Background

- ▶ Bid according to policy.
- ▶ Standard Service Contract
  - ▶ Term – January 1, 2018 through December 31, 2018
  - ▶ Up to four (4) renewal option years
  - ▶ No guaranteed minimum/maximum value for the contract.

# Scope of Work

- ▶ Services shall consist of but, not limited to:
  - ▶ Panel board, control panels upgrades and repairs
  - ▶ Troubleshooting and testing
  - ▶ Electrical conduit and wiring
  - ▶ Electrical installation and repairs
  - ▶ Lighting systems, to include park lights, luminaries and lighting control systems, where applicable – Access to a 60' Lift will be necessary
  - ▶ Electrical metering and/or distribution switchboards
  - ▶ Unitized emergency lighting equipment
  - ▶ Electrical vault cleaning
  - ▶ Lighting fixtures in general convenience outlets, opens, short circuits and grounds
  - ▶ Defective conductors
  - ▶ Motors and controls

# Acquisition Strategy & Methodology

- ▶ Advertised in Legal Organ
- ▶ Posted on County Website
- ▶ Posted on GLGA Marketplace
- ▶ Posted on Georgia Procurement Registry (GPR)
- ▶ Emailed notification through Vendor Registry (VR)
- ▶ Notification through County's Facebook and Twitter accounts
- ▶ Notified previous vendors
- ▶ **2 bids received**

# Cost Proposals

		Capital City Electrical Services	Indent Electric
	Unit of Measure (UOM)	Price per UOM	Price per UOM
Electrician Trade			
Master Electrician (Regular Hours)	Hour	\$85.00	\$29.00
Master Electrician (Overtime/Holidays/Weekends)	Hour	\$127.50	\$43.50
Electrician Labor/Helper (Regular Hours)	Hour	\$65.00	\$18.00
Electrician Labor/Helper (Overtime/Holidays/Weekends)	Hour	\$97.50	\$27.00
Equipment Operator (Regular Hours)	Hour	\$65.00	\$22.00
Equipment Operator (Overtime/Holidays/Weekends)	Hour	\$97.50	\$33.00
Journeyman Electrician (Regular Hours)	Hour	\$75.00	\$27.00
Journeyman Electrician (Overtime/Holidays/Weekends)	Hour	\$112.50	\$40.50
	Unit of Measure (UOM)	Price per UOM	Price per UOM
Equipment			
60' Lift	Hour	\$95.00	\$75.00
Bucket Truck	Hour	\$45.00	\$55.00
Line Truck	Hour	N/A	\$65.00
Trencher/Digger	Hour	\$70.00	\$40.00
Scissor Lift 30'	Hour	N/A	\$35.00
Mini Excavator	Hour	N/A	\$50.00
Service Truck	Hour	N/A	\$7.00

# Cost Proposals

		Capital City Electrical Services	Indent Electric
Services	Unit of Measure (UOM)	Price per UOM	Price per UOM
Service Call - Normal Working Hours	Each	\$85.00	\$55.00
Service Call - After Hours	Hour	\$127.50 - NOTE	\$70.00
Emergency	Hour	\$0.00	\$70.00
Weekends	Hour	\$0.00	\$70.00
Holidays	Hour	\$0.00	\$70.00
	Hour	\$0.00	\$70.00
Parts and Materials Markup	Unit of Measure (UOM)	Price per UOM	Price per UOM
Parts and Materials Markup by Vendor over Cost	Percent	10% over trade services guidelines	10%
Response Time	Unit of Measure (UOM)	Number of Hours	Number of Hours
List response time for service calls from County during normal working hours	Hour	2-3 hours; after 2:00 pm will go to next day	Within 2 hours
List response time for Emergency service calls from County during normal working hours	Hour	2 hours	Within 2 hours
List response time for Emergency service from County calls outside of working hours	Hour	2 hours	Within 2 hours
		1 year warranty on parts & labor on all materials, except lamps and ballasts.	1 year on all services (Performed by us)

Note for Capital City -

After hours require a 3 hour minimum.  
After Hours price for emergency, weekends and Holidays.

# Recommendation

Staff respectfully requests the Board to accept responses received for IFB #298-17 On-Call Electrical Services and award a contract to Indent Electric as submitted.



**Backup material for agenda item:**

6. Presentation of IFB #297-17 On-Call Plumbing Services- Facilities Director James Tolbert/Purchasing Manager Melissa Hawk



## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Facilities

Work Session: 10/26/17

Prepared By: Melissa Hawk

Voting Session: 11/02/17

Presenter: James Tolbert/Melissa Hawk

Public Hearing: Yes  No

Agenda Item Title: #297-17 On-Call Plumbing Services

**Background Information:**

The Dawson County Facilities Department maintains an On-call plumbing services contract. Current contractor has been the lowest, most responsive and responsible bidder for multiple solicitations and has provided service very satisfactorily. Current contract to expire December 31, 2017 with all renewal options exhausted.

**Current Information:**

Purchasing Policy Ordinance was followed for this solicitation. 1 bid was received. This bid is from the current contractor, Townley Construction Company, Inc.

Budget Information: Applicable:  Not Applicable:  Budgeted: Yes  No

**Multiple County Departments –Repairs & Maintenance**

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
Various	Various	Various	Various	Various	Various	Various

Recommendation/Motion: To approve a service maintenance contract with Townley Construction Company, Inc. for the initial contract term of January 1, 2018 – December 31, 2018 with 2 possible additional terms.

Department Head Authorization: James Tolbert

Date: 10/13/17

Finance Dept. Authorization: Vickie Neikirk

Date: 10/17/2017

County Manager Authorization: DH

Date: 10/17/2017

County Attorney Authorization:       

Date:       

**Comments/Attachments:**

# IFB #297-17 ON-CALL PLUMBING SERVICES

WORK SESSION OCTOBER 26, 2017



# Background

- ▶ Dawson County Facilities Department maintains an On-Call Plumbing Services contract.
- ▶ Current Contractor has been the lowest, most responsive and responsible bidder for multiple solicitations and has provided service very satisfactorily.
- ▶ Current contract to expire December 31, 2017, with all renewals exhausted.
- ▶ Fiscal year 2015 – 2017 contract annual expense average is approximately \$25,627.42.
- ▶ To remain in compliance with the Purchasing Policy Ordinance, an Invitation for Bids was released on August 4, 2017.

# Acquisition Strategy & Methodology

- ▶ Advertised in Legal Organ
- ▶ Posted on County Website
- ▶ Posted on GLGA Marketplace
- ▶ Posted on Georgia Procurement Registry
- ▶ Emailed notification through vendor registry
- ▶ Notified previous vendors
- ▶ County received 1 submission

# #297-17 On-Call Plumbing Services Bid Proposal

Townley Construction Company, Inc.

Item	Plumber Trade	Unit of Measure (UOM)	Price per UOM
1	Plumber Master (Regular Hours)	Hour	<u>\$75.00</u>
2	Plumber Master (Overtime/Holidays/Weekends)	Hour	<u>\$112.50</u>
3	Plumber Labor/Helper (Regular Hours)	Hour	<u>\$38.50</u>
4	Plumber Labor/Helper (Overtime/Holidays/Weekends)	Hour	<u>\$57.75</u>
5	Equipment Operator (Regular Hours)	Hour	<u>\$45.00</u>
6	Equipment Operator (Overtime/Holidays/Weekends)	Hour	<u>\$67.50</u>
7	Backflow Testing (Test per Device)	Each	<u>\$95.00</u>
8	Backflow Repair Services	Hour	<u>\$113.50</u>
9	Journeyman Plumber (Regular Hours)	Hour	<u>\$60.00</u>
10	Journeyman Plumber (Overtime/Holidays/Weekends)	Hour	<u>\$90.00</u>

Item	Equipment	Unit of Measure (UOM)	Price per UOM
1	Service Van/CCTV	Hour	<u>\$125.00</u>
2	Service Van/Smoke Test	Hour	<u>\$125.00</u>
3	Service Van/Line Cleaning (Sewer Auger)	Hour	<u>\$125.00</u>
4	Track Hoe/Back Hoe (with Operator)	Hour	<u>\$125.00</u>
5	Dump Truck (with Operator)	Hour	<u>\$75.00</u>
6	Septic Pumping Truck (with Operator)	Hour	<u>\$110.00</u>
7	Electronic Line Locator	Hour	<u>\$50.00</u>
Item	Services	Unit of Measure (UOM)	Price per UOM
1	Trencher Services (with Operator)	Hour	<u>\$85.00</u>
2	Pipe Fitter	Hour	<u>\$75.00</u>
3	Hydro Jetting	Hour	<u>\$125.00</u>
4	Boring Service (2" lines)	Hour	<u>\$200.00</u>
5	Boring Services (4" lines)	Hour	<u>\$250.00</u>
6	Boring Services (6" lines)	Hour	<u>\$275.00</u>

70

Item	Parts and Materials Markup	Unit of Measure (UOM)	Price per UOM
1	Parts and Materials Markup by Vendor over Cost	Percent	<u>5%</u>
Item	Response Time	Unit of Measure (UOM)	Number of Hours
1	List response time for service calls from County during normal working hours	Hour	<u>3</u>
2	List response time for Emergency service calls from County during normal working hours	Hour	<u>1</u>
3	List response time for Emergency service from County calls outside of working hours	Hour	<u>1.5</u>
4	Trip Cost	Call	<u>\$50.00</u>

# Recommendation

Staff respectfully requests the Board to accept the bid received from Townley Construction Company, Inc., based in Dawsonville, GA, for IFB #297-17 On-Call Plumbing Services and award a contract for as needed on-call plumbing services as submitted effective January 1, 2018 through December 31, 2018.

**Backup material for agenda item:**

7. Presentation of FY18 Legacy Link Addendum #1- Senior Services Director Dawn Pruett





## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Senior Center

Work Session: 10-26-2017

Prepared By: Dawn Pruett

Voting Session: 11-2-2017

Presenter: Dawn Pruett

Public Hearing: Yes \_\_\_\_\_ No X

Agenda Item Title: Request to approve 2018 Legacy Link Contract Amendment #1.

**Background Information:**

Legacy Link receives an increase or decrease in funding during the contract year that changes original contract amounts.

**Current Information:**

Amendment #1 makes the following changes: The federal compensation will increase by \$7,886 and our local match will decrease by \$7,886.

Budget Information: Applicable: Not Applicable: Budgeted: Yes X No \_\_\_\_\_

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
	5520					

Recommendation/Motion: Approve FY18 application and sign contract documents when received.

Department Head Authorization: Dawn Pruett

Date: 10-2-2017

Finance Dept. Authorization: Vickie Neikirk

Date: 10-17-17

County Manager Authorization: DH

Date: 10/17/2017

County Attorney Authorization: \_\_\_\_\_

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

**Comments/Attachments:**



August 29, 2017

Mr. Mike Berg, Chairman  
Dawson County Board of Commissioners  
25 Justice Way Suite 2313  
Dawsonville, GA 30534

Dear Mr. Berg:

Enclosed are two (2) original copies of the FY-2018 Addendum #1 Contract between The Legacy Link, Inc. and the Dawson County Commission for Nutrition Program Services. This Addendum is for the contract period of July 1, 2017 - June 30, 2018.

After the Addendums have been reviewed and approved, **please sign and notarize both copies and return both copies** to The Legacy Link, Inc.. Mrs. Pat V. Freeman, Chief Executive Officer of The Legacy Link, Inc. will also sign them. A fully executed copy will then be returned to your office.

Please let me know if you have any questions about the enclosed. My phone number is (678) 677-8511 or e-mail at [lgearls@legacylink.org](mailto:lgearls@legacylink.org).

Sincerely,

A handwritten signature in blue ink that reads "Linda Earls Clark".

Linda Earls Clark  
AIMS Financial Specialist

Cc: Contract File

Enclosure

ADDENDUM NO. 1  
TO  
AGREEMENT

BETWEEN THE LEGACY LINK, INC., AND DAWSON COUNTY COMMISSION  
FOR  
THE PROVISION OF Nutrition program and entered into on the first day  
Of July, 2017.

Said agreement is amended to read as follows.

5. Compensation.

(b) The total compensation paid by the Legacy to the  
Contractor for nutrition site operation pursuant to this Agreement  
Shall not exceed Sixty Three Thousand Two Hundred Twenty One Dollars  
(\$63,221.00).

6. Non-Federal Funds.

The minimum cash requirement for the term of the Agreement being  
Twenty One Thousand Thirty Four Dollars (\$21,034.00) for congregate  
meals and Seventy Thousand Four Hundred Sixty Four Dollars  
(\$70,464.00) for home-delivered meals.

The Contractor shall provide the necessary non-match local  
resources required for the provision of the services listed in  
Paragraph two (2) of this contract, this amount being Two Hundred  
Ninety Nine Thousand Four Hundred Nine Dollars (\$299,409.00).

All other terms and conditions of this agreement remain  
unchanged.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and affixed their seals the day and year first above written.

THE LEGACY LINK, INC.

By: \_\_\_\_\_  
Chief Executive Officer

Subscribed and sworn to  
in our presence:

\_\_\_\_\_  
Notary Public

CONTRACTOR:  
DAWSON COUNTY COMMISSION

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

Subscribed and sworn to  
in our presence:

\_\_\_\_\_  
Notary Public

Dawson County  
 Legacy Link Contract Analysis  
 7/1/2015-6/30/2016

	Federal/State	Local Match
Budgeted Amount	75,194.00	241,089.00
FY 2015	61,181.00	267,361.00
FY 2015 w/ Addendums	77,760.00	239,116.00
FY 2016	89,207.00	233,999.00
FY 2016 w/ Addendums	85,901.00	233,999.00
FY 2015 vs FY 2016	28,026.00	(33,362.00)
	more in funding	less in match
FY 2016 v. budget	14,013.00	(7,090.00)
	overbudget	underbudget
Historical Actuals		
2015	92,762.68	170,109.56
2014	69,869.20	172,943.73
2013	77,098.33	175,493.16

Dawson County  
 Legacy Link Contract Analysis  
 7/1/2016-6/30/2017

	Federal/State	Local Match
Budgeted Amount	93,359.00	237,582.00
FY 2016	89,207.00	233,999.00
FY 2016 w/ Addendums	85,901.00	233,999.00
FY 2017	85,901.00	240,348.00
FY 2017 w/ Addendum #1	83,042.00	240,914.00
FY 2017 w/ Addendum #2	82,970.00	240,986.00
FY 2016 vs FY 2017	(3,306.00)	6,349.00
	less in funding	more in match
FY 2017 v. budget	(7,458.00)	2,766.00
	underbudget	overbudget
Historical Actuals		
2016	86,495.85	213,234.13
2015	92,762.68	170,109.56
2014	69,869.20	172,943.73

Dawson County  
 Legacy Link Contract Analysis  
 7/1/2017-6/30/2018

	Federal/State	Local Match
Budgeted Amount	99,032.00	307,295.00
FY 2017	85,901.00	240,348.00
FY 2017 w/ Addendums	82,970.00	240,986.00
FY 2018	99,032.00	307,295.00
FY 2018 w/ Addendum #1	106,918.00	299,409.00
FY 2018 vs FY 2018 Addendum	7,886.00	(7,886.00)
	more in funding	less in match

**Backup material for agenda item:**

8. Presentation of County-Wide Phone Replacement System- Facilities Director James Tolbert





## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: IT

Work Session: 26th

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

Voting Session: X

Presenter: James Tolbert

Public Hearing: Yes X No \_\_\_\_\_

Agenda Item Title: Phone Upgrade

Background Information:

County Phone System Replacement

Current Information:

Phone Replacement Locations:  
Government Center, Sheriff Office, Fire Stations 1, 2, & 7, Rock Creek, Veterans Memorial Park, Transfer Station, Road Department, Senior Center, Transit, KH Long Building and Voter Registration.

Budget Information: Applicable: \_\_\_\_\_ Not Applicable: \_\_\_\_\_ Budgeted: **Capital** No \_\_\_\_\_

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining
350	1535	542100	\$250,000		\$128,000	

Recommendation/Motion: X

Department Head Authorization: X

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

Finance Dept. Authorization: Vickie Neikirk

Date: 10/17/17

County Manager Authorization: DH

Date: 10/17/2017

County Attorney Authorization: \_\_\_\_\_

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

Comments/Attachments:

# DAWSON COUNTY

## Information Technology

### Department

26<sup>TH</sup> October 2017, Thursday

**JAMES TOLBERT**  
IT Director



**INFORMATION  
TECHNOLOGY**

# COUNTY WIDE TELEPHONE SYSTEM

## Phone Replacement Locations –

- Government Center
- Sheriff Office
- Fire Stations 1, 2, & 7
- Rock Creek
- Veterans Memorial Park
- Transfer Station
  - Road Department
- Senior Center
  - Transit
- KH Long Building
- Voter Registration



# COUNTY WIDE TELEPHONE SYSTEM

- Initial Cost Projection \$250,000
- Cost reduction due to:
  - Reallocation of Government Center phones
  - Programming & Purchasing of Network Equipment implemented by IT Dept.





# COUNTY WIDE TELEPHONE SYSTEM

- REQUESTING BOARD APPROVAL
- QUESTIONS



**Backup material for agenda item:**

9. Presentation of 2018 Payroll and Holiday Calendar- CFO Vickie Neikirk for HR Director Danielle Yarbrough



## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Human Resources

Work Session: 10/26/2017

Prepared By: Danielle Yarbrough

Voting Session: 11/02/2017

Presenter: Vickie Neikirk for Danielle Yarbrough

Public Hearing: Yes \_\_\_\_\_ No X

Agenda Item Title: Presentation of 2018 Dawson County Holiday and Payroll Calendar

Background Information:

Current Information:

Budget Information: Applicable: \_\_\_\_\_ Not Applicable: X Budgeted: Yes \_\_\_\_\_ No \_\_\_\_\_

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: Motion to accept the 2018 Dawson County Holiday & Payroll Calendar as presented

Department Head Authorization: Danielle Yarbrough

Date: 10/16/17

Finance Dept. Authorization: Vickie Neikirk

Date: 10/17/17

County Manager Authorization: DH

Date: 10/17/2017

County Attorney Authorization: \_\_\_\_\_

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

Comments/Attachments:

2018 Dawson County Holiday & Payroll Calendar



## PAYROLL CALENDAR FOR 2018

PAY PERIOD BEGIN DATE	PAY PERIOD END DATE	CHECK DATE	MONTH	PAY PERIOD # FOR YEAR
12/16/2017	12/29/2017	1/5/2018	JANUARY	1
12/30/2017	1/12/2018	1/19/2018		2
1/13/2018	1/26/2018	2/2/2018	FEBRUARY	3
1/27/2018	2/9/2018	2/16/2018		4
2/10/2018	2/23/2018	3/2/2018	MARCH	5
2/24/2018	3/9/2018	3/16/2018		6
3/10/2018	3/23/2018	<b>3/30/2018</b>		7
3/24/2018	4/6/2018	4/13/2018	APRIL	8
4/7/2018	4/20/2018	4/27/2018		9
4/21/2018	5/4/2018	5/11/2018	MAY	10
5/5/2018	5/18/2018	5/25/2018		11
5/19/2018	6/1/2018	6/8/2018	JUNE	12
6/2/2018	6/15/2018	6/22/2018		13
6/16/2018	6/29/2018	7/6/2018	JULY	14
6/30/2018	7/13/2018	7/20/2018		15
7/14/2018	7/27/2018	8/3/2018	AUGUST	16
7/28/2018	8/10/2018	8/17/2018		17
8/11/2018	8/24/2018	<b>8/31/2018</b>		18
8/25/2018	9/7/2018	9/14/2018	SEPTEMBER	19
9/8/2018	9/21/2018	9/28/2018		20
9/22/2018	10/5/2018	10/12/2018	OCTOBER	21
10/6/2018	10/19/2018	10/26/2018		22
10/20/2018	11/2/2018	11/9/2018	NOVEMBER	23
11/3/2018	11/16/2018	<b>11/23/2018</b>		24
11/17/2018	11/30/2018	12/7/2018	DECEMBER	25
12/1/2018	12/14/2018	12/21/2018		26
12/15/2018	12/28/2018	1/4/2019	JANUARY	1

### 2018 HOLIDAY SCHEDULE

<b>New Year's Day</b>	Monday 1/1/2018	<b>Veteran's Day</b>	Monday 11/12/2018
<b>MLK Day</b>	Monday 1/15/2018	<b>(Observed)</b>	
<b>President's Day</b>	Monday 2/19/2018	<b>Thanksgiving</b>	Thursday 11/22/2018
<b>Memorial Day</b>	Monday 5/28/2018	<b>Day after</b>	Friday 11/23/2018
<b>Independence Day</b>	Wednesday 7/4/2018	<b>Thanksgiving</b>	11/23/2018
<b>Labor Day</b>	Monday 9/3/2018	<b>Christmas Eve</b>	Monday 12/24/2018
		<b>Christmas Day</b>	Tuesday 12/25/2018

**Floating Holiday (8 Hrs)** -may be taken at employee's discretion during the year

**No insurance deductions withheld**

**Date falls on Holiday - Check processing will be adjusted to 11/21/2018**

**Backup material for agenda item:**

10. Presentation of 2018 Board of Commissioners Meeting Schedule- Chairman Billy Thurmond



## DAWSON COUNTY BOARD OF COMMISSIONERS AGENDA FORM

Department: Board of Commissioners

Work Session: 10/26/2017

Prepared By: Danielle Yarbrough

Voting Session: 11/02/2017

Presenter: Chairman Thurmond

Public Hearing: Yes  No

Agenda Item Title: Presentation of 2018 Board of Commissioners Meeting Calendar

Background Information:

Current Information:

Budget Information: Applicable:  Not Applicable:  Budgeted: Yes  No

Fund	Dept.	Acct No.	Budget	Balance	Requested	Remaining

Recommendation/Motion: Motion to accept the 2018 Board of Commissioners Meeting Calendar as presented

Department Head Authorization: Billy Thurmond

Date: 10/16/17

Finance Dept. Authorization: \_\_\_\_\_

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

County Manager Authorization: DH

Date: 10/16/2017

County Attorney Authorization: \_\_\_\_\_

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

Comments/Attachments:

2018 Board of Commissioners Meeting Calendar

**Dawson County Board of Commissioners  
Approved Meeting Calendar 2018**

<b>Voting Session</b>	<b>Work Session</b>
	01/11/18
01/18/18	01/25/18
02/01/18	02/08/18
02/15/18	02/22/18
03/01/18	03/08/18
03/15/18	03/22/18
04/05/18	04/12/18
04/19/18	04/24/18 Tuesday *
05/03/18	05/10/18
05/17/18	05/24/18
06/07/18	06/14/18
06/21/18	06/28/18
07/05/18	07/12/18
07/19/18	07/26/18
08/02/18	08/09/18
08/16/18	08/23/18
09/06/18	09/13/18
09/20/18	09/27/18
10/04/18	10/11/18
10/18/18	10/25/18
11/01/18	11/08/18
11/15/18	11/20/18 Tuesday *
12/06/18	12/13/18
12/20/18	