



**CITY OF FAIRHOPE
CITY COUNCIL REGULAR AGENDA**

**Wednesday, December 20, 2023 - 2:00 PM
City Council Chamber**

Council Members

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

Invocation and Pledge of Allegiance

1. Approve minutes of December 11, 2023 Regular City Council Meeting and minutes of December 11, 2023 Work Session.
2. Report of the Mayor
3. Public Participation – Agenda Items – (3 minutes maximum)
4. Council Comments
5. **Final Adoption** - Ordinance - Annexation - Nicole Scopolites Administratrix for the Estate of James M. Scopolites, (containing 4.66 acres, more or less), property located at 8611 Gayfer Avenue Extension, Fairhope, Alabama. Tax Parcel 46-02-09-0-000-016.000 (PIN Number 43888).
6. Resolution – That Mayor Sherry Sullivan is hereby authorized to execute an Agreement between the City of Fairhope (“City”) and Local Government Services, LLC (“LGS”) to provide for Video Fee Payment Compliance Review Services. The service options chosen under this Agreement shall not exceed \$6,000.00 plus pre-approved out-of-pocket expenses if applicable.
7. Resolution - That the City of Fairhope approved the procurement of the Annual Renewal of Palo Alto Support/Subscriptions for the Firewall that is on NASPO (Contract #AR3229) with Clearwinds Technologies and therefore does not have to be let out to bid. The total amount not-to-exceed \$52,230.24.
8. Resolution - That the City of Fairhope approves the procurement of the Annual Renewal of Palo Alto Cortex XDR Pro Upgrade for 1 Endpoint that is on NASPO (Contract #AR3229) with Clearwinds Technologies and therefore does not have to be let out to bid. The total amount not-to-exceed \$10,125.00.
9. Resolution - That the City Council approves and adopts the recommendations for the Planning Department Restructuring and Reclassification as follows: Upon the retirement of one Code Enforcement Officer on December 31, 2023 reclassify one (1) Code Enforcement Officer (Grade 7) to Planning Technician (Grade 8) effective January 1, 2024.

10. Resolution - To award (Bid No. 24-010) to Osprey Initiative for GOMESA Litter Trap Project with a bid proposal not-to-exceed \$166,722.50.
11. Resolution - To award (Bid No. 24-011-2024-PWI-012) to Southern Steel Structures for Metal Building - 50' x 100' x 18' Truck Shed for City of Fairhope - Public Works with a bid proposal not-to-exceed \$131,467.00.
12. Resolution - That Mayor Sherry Sullivan is hereby authorized to execute a contract for Extension No. 1 of (Bid No. 038-22) Asphalt and Concrete Repair with JTB Construction LLC for two (2) months per the terms and conditions of the original contract.
13. Resolution - That the City of Fairhope approves the procurement of Hydrofluorosilicic Acid from Hawkins, Inc. for the Water Department and authorizes procurement based on the option allowed by the Code of Alabama 1975, Section 41-16-51(b)(7). This cost is estimated at \$50,000.00.
14. Resolution - That the City of Fairhope approves the procurement of Hydrated Lime and Chlorine Liquefied Gas from Hawkins, Inc. for the Water Department and authorizes procurement based on the option allowed by the Code of Alabama 1975, Section 41-16-51(b)(7). The cost is an estimated \$85,000 for Hydrated Lime and \$60,000.00 for Chlorine Liquefied Gas.
15. Public Participation – (3 minutes maximum)
16. Executive Session - To discuss the legal ramifications of and legal options for pending litigation, controversies not yet being litigated but imminently likely to be litigated or imminently likely to be litigated if the governmental body pursues a proposed course of action.
17. Adjourn

**Next Regular Meeting - Monday, January 8, 2024, 6:00 p.m.
City Council Chamber**



**CITY OF FAIRHOPE
AGENDA MEMORANDUM**

FROM:	Lisa Hanks, City Clerk
SUBJECT:	Approve the City Council Minutes, December 11, 2023 and Work Session Minutes, December 11, 2023
AGENDA DATE:	December 20, 2023

RECOMMENDED ACTION:

Council approval of the City Council Minutes, December 11, 2023 and Work Session Minutes, December 11, 2023.

BACKGROUND INFORMATION:

BUDGET IMPACT/FUNDING SOURCE:

<u>Account No.</u>	<u>Account Title</u>	<u>Current Budget</u>	<u>Cost</u>	<u>Available Budget</u>
		\$____	\$____	(\$____)

GRANT:

LEGAL IMPACT:

FOLLOW UP IMPLEMENTATION:

For time-sensitive follow up, select deadline date for follow up:

Individual(s) responsible for follow up:

Action required (list contact persons/addresses if documents are to be mailed or emailed):

STATE OF ALABAMA)(
 :
COUNTY OF BALDWIN)(

The City Council, City of Fairhope, met in regular session at 6:00 p.m., Fairhope Municipal Complex Council Chamber, 161 North Section Street, Fairhope, Alabama 36532, on Monday, 11 December 2023.

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

There being a quorum present, Council President Martin called the meeting to order. The invocation was given by Dr. Darren McClellan, pastor of Fairhope United Methodist Church, and the Pledge of Allegiance was recited.

Council President Martin stated there was a need to add on an agenda item after Agenda Item Number 26: a Resolution that the City of Fairhope approves the procurement of concrete and concrete forming materials for the Batting Cages. The total cost is not-to-exceed \$16,631.00.

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

Councilmember Robinson moved to approve minutes of the 27 November 2023, regular meeting; and minutes of the 27 November 2023, work session. Seconded by Councilmember Burrell, motion passed unanimously by voice vote.

Mayor Sullivan addressed the City Council and thanked the City employees for the Christmas Parade and other events during this time of the year. She told everyone it was a great event.

Mayor Sullivan addressed the City Council and introduced Boy Scout Ashton Sawyer with Pack 5087. Mr. Sawyer addressed the City Council and briefed them on his Interactive Tree Trail in North Park. He said there are 24 plaques with QR codes. He thanked the following individuals who helped him with this project: Mayor Sullivan, Jamie Rollins, George Ladd, Paige Crawford, Mae Moss Parker, Patrick Waldrop, Morgan Slay, Paul Fontenot, and the Tree Committee. Mayor Sullivan commented this is a “Legacy Project” due to the work Mike Ford did with the Tree Committee; and who is Ashton Sawyer’s grandfather.

11 December 2023

The following individuals spoke during Public Participation for Agenda Items:

- 1) Gary Gover, 300 Lincoln Street, addressed the City Council regarding Agenda Number 23: a resolution that approves Mayor Sullivan's selection of Pyro Productions, Inc. for our New Year Eve's Fireworks Display. Mr. Gover mentioned the use of Artificial Intelligence to find issues with fireworks and environmental effects. He said we should find another way to have these big displays.
- 2) William Silcox, 8351 Highway 98 in Barnwell, addressed the City Council regarding the issue with vehicles not stopping while his children are trying to get on the bus for school. He asked for help with this issue.

Councilmember Burrell thanked everyone, Mayor Sullivan, and Community Affairs Director Paige Crawford for all of their hard work to make the Christmas Parade a great event.

Councilmember Conyers congratulated Ashton Sawyer on his project; and Crystal for her festive outfit.

Councilmember Robinson thanked everyone for the Christmas Parade; and said it was a great event.

Councilmember Boone reiterated what everyone else commented; and said this is his favorite City event and best parade.

Council President Martin said he heard great comments regarding the Christmas Parade. He said good job everyone.

Council President Martin announced Agenda Item Number 5 had been pulled from the Agenda.

Councilmember Robinson introduced in writing an ordinance to annex the property of Nicole Scopolites, Administratrix for the Estate of James M. Scopolites, located at 8611 Gayfer Avenue Extension, Fairhope, Alabama. Tax Parcel 46-02-09-0-000-016.000 (PIN Number 43888), containing 4.66 acres, more or less.

Due to lack of a motion for immediate consideration, this ordinance will layover until the December 20, 2023 City Council meeting.

*

*

11 December 2023

Councilmember Robinson introduced in writing, and moved for the adoption of the following resolution, a resolution that the City of Fairhope approves the procurement of a Three-Year Lease Renewal on the Hewlett-Packard DesignJet T2600 Plotter on NAPSO Contract for a 36/month lease and Service Agreement for a total FY24 Expense not-to-exceed \$3,523.53); and to authorize Mayor Sherry Sullivan to execute the Lease Agreement and Service Agreement. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

RESOLUTION NO. 4939-23

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

[1] That the City of Fairhope approves the procurement of a Three-Year Lease Renewal on the Hewlett-Packard DesignJet T2600 Plotter under the Statewide/NAPSO Contract for \$324.19/month for a 36/month lease, (9/months of FY24 with a not-to-exceed amount of \$2,917.71); with Service Agreement of (\$201.94/quarter for 3/quarters of FY24 with a not-to-exceed amount of \$605.82); (Total FY24 Expense \$3,523.53); and to authorize Mayor Sherry Sullivan to execute the Lease Agreement and Service Agreement.

ADOPTED ON THIS 11TH DAY OF DECEMBER, 2023

Corey Martin, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

Councilmember Robinson introduced in writing, and moved for the adoption of the following resolution, a resolution that Mayor Sherry Sullivan is hereby authorized to execute a Contract with Watermark Design for Professional Architectural and Engineering Services for (RFQ PS24-004) Fairhope Municipal Pool Rehabilitation - Phase II Design Documentation with a not-to-exceed amount of \$120,000.00. Seconded by Councilmember Boone, motion passed unanimously by voice vote.

11 December 2023

RESOLUTION NO. 4940-23

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, That Mayor Sherry Sullivan is hereby authorized to execute a Contract with Watermark Design for Professional Architecture and Engineering Services for (RFQ PS24-004) Fairhope Municipal Pool Rehabilitation – Phase II Design Documentation with a not-to-exceed amount of \$120,000.00.

DULY ADOPTED THIS 11TH DAY OF DECEMBER, 2023

Corey Martin, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

Councilmember Robinson introduced in writing, and moved for the adoption of the following resolution, a resolution to award (Bid No. 23-030) Consulting Services for FEMA Public Assistance Management Services - Government Services to Royal Engineers and Consultants, LLC; and the cost of this contract will be determined if it is activated at the time of a disaster. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

RESOLUTION NO. 4941-23

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

[1] That the City of Fairhope did request, receive, and open bids to procure services for (Bid No. 23-030) Consulting Services for FEMA Public Assistance Management Services – Government Services at 555 South Section Street in the City of Fairhope offices, Fairhope, Alabama.

11 December 2023

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

AC Disaster Consulting	84
BDO USA. P.C.	59
Forvis	63
Goodwyn Mills Cawood	74
ICF Incorporated, LLC	68
Innovative Emergency Management, Inc.	79
Royal Engineers and Consultants, LLC	87

[3] After evaluating the bids with the required specifications, Royal Engineers and Consultants, LLC is now awarded (Bid No. 23-030) for Consulting Services for FEMA Public Assistance Management Services – Government Services. The cost of this contract will be determined if it is activated at the time of a disaster. The hourly rates for this firm are included in proposal.

DULY ADOPTED THIS 11TH DAY OF DECEMBER, 2023

Corey Martin, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

Councilmember Burrell introduced in writing, and moved for the adoption of the following resolution, a resolution to award (Bid No. 23-031) Consulting Services for FEMA Public Assistance Management Services - Utility's Damage Projects to Royal Engineers and Consultants, LLC; and the cost of this contract will be determined if it is activated at the time of a disaster. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

*

*

11 December 2023

RESOLUTION NO. 4942-23

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

[1] That the did request, receive, and open bids to procure services for (Bid No. 23-031) Consulting Services for City of Fairhope FEMA Public Assistance Management Services – Utility’s Damage Projects at 555 South Section Street in the City of Fairhope offices, Fairhope, Alabama.

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

AC Disaster Consulting	82
BDO USA. P.C.	63
CSA Consulting Group, LLC	79
Goodwyn Mills Cawood	77
ICF Incorporated, LLC	73
Innovative Emergency Management, Inc.	80
Royal Engineers and Consultants, LLC	90

[3] After evaluating the bids with the required specifications, Royal Engineers and Consultants, LLC is now awarded (Bid No. 23-031) for Consulting Services for FEMA Public Assistance Management Services – Utility’s Damage Projects. The cost of this contract will be determined if it is activated at the time of a disaster. The hourly rates for this firm are included in proposal.

DULY ADOPTED THIS 11TH DAY OF DECEMBER, 2023

Corey Martin, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

Councilmember Robinson introduced in writing, and moved for the adoption of the following resolution, a resolution that Mayor Sherry Sullivan is hereby authorized to execute a Contract with Watershed for Professional Architectural and Engineering Services for (RFQ PS24-008) Nature Center Building Rehabilitation with a not-to-exceed amount of \$48,000.00. Seconded by Councilmember Burrell, motion passed unanimously by voice vote. Rebecca Bryant with Watershed was present to answer questions.

11 December 2023

RESOLUTION NO. 4943-23

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, That Mayor Sherry Sullivan is hereby authorized to execute a Contract with Watershed for Professional Architectural and Engineering Services for (RFQ PS24-008) Nature Center Building Rehabilitation with a not-to-exceed amount of \$48,000.00.

DULY ADOPTED THIS 11TH DAY OF DECEMBER, 2023

Corey Martin, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

Councilmember Robinson introduced in writing, and moved for the adoption of the following resolution, a resolution that Mayor Sherry Sullivan is hereby authorized to execute a Contract with Gresham Smith for Professional Engineering Services for (RFQ PS24-009) Section Street Resurfacing in the Central Business District (CBD) with a not-to-exceed amount of \$59,517.00. Seconded by Councilmember Boone, motion passed unanimously by voice vote.

RESOLUTION NO. 4944-23

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, That Mayor Sherry Sullivan is hereby authorized to execute a Contract with Gresham Smith for Professional Engineering Services for (RFQ PS24-009) Section Street Resurfacing in the Central Business District (CBD) with a not-to-exceed amount of \$59,517.00.

DULY ADOPTED THIS 11TH DAY OF DECEMBER, 2023

Corey Martin, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

11 December 2023

Councilmember Boone introduced in writing, and moved for the adoption of the following resolution, a resolution that Mayor Sherry Sullivan is hereby authorized to execute a contract with Kimley-Horn and Associates, Inc. for Professional Engineering Services for (RFQ PS23-027) Force Sewer Main Upgrades with a not-to-exceed amount of \$530,000.00. Seconded by Councilmember Robinson, motion passed unanimously by voice vote.

RESOLUTION NO. 4945-23

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, That Mayor Sherry Sullivan is hereby authorized to execute a Contract with Kimley-Horn and Associates, Inc. for Professional Engineering Services for (RFQ PS23-027) Force Sewer Main Upgrades with a not-to-exceed amount of \$530,000.00.

DULY ADOPTED THIS 11TH DAY OF DECEMBER, 2023

Corey Martin, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

Councilmember Conyers introduced in writing, and moved for the adoption of the following resolution, a resolution that Mayor Sherry Sullivan is hereby authorized to execute a contract with Kimley-Horn and Associates, Inc. for (RFQ PS24-010) Professional Engineering Services for the Lead Service Line Inventory and Compliance - Phase 1 with a not-to-exceed amount of \$77,700.00. Seconded by Councilmember Robinson, motion passed unanimously by voice vote.

*

*

11 December 2023

RESOLUTION NO. 4946-23

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, That Mayor Sherry Sullivan is hereby authorized to execute a Contract with Kimley-Horn for (RFQ PS24-010) Professional Engineering Services for the Lead Service Line Inventory and Compliance – Phase 1 with a not-to-exceed amount of \$77,700.00.

DULY ADOPTED THIS 11TH DAY OF DECEMBER, 2023

Corey Martin, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

Councilmember Conyers introduced in writing, and moved for the adoption of the following resolution, a resolution that Mayor Sherry Sullivan is hereby authorized to execute a contract with Krebs Engineering and Associates for Professional Engineering Services for (RFQ PS23-025) Wastewater Treatment Plant Headworks Improvements with a not-to-exceed amount of \$350,000.00. Seconded by Councilmember Boone, motion passed unanimously by voice vote.

RESOLUTION NO. 4947-23

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, That Mayor Sherry Sullivan is hereby authorized to execute a Contract with Krebs Engineering for Professional Engineering Services for (RFQ PS23-025) Wastewater Treatment Plant Headworks Improvements with a not-to-exceed amount of \$350,000.00.

DULY ADOPTED THIS 11TH DAY OF DECEMBER, 2023

Corey Martin, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

11 December 2023

Councilmember Robinson introduced in writing, and moved for the adoption of the following resolution, a resolution that Mayor Sherry Sullivan is hereby authorized to execute a Temporary Construction Easement and Purchase Options between the City of Fairhope, Grantee, and Bible Way Holiness Church, Grantor, for a non-exclusive temporary construction easement. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

RESOLUTION NO. 4948-23

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, That Mayor Sherry Sullivan is hereby authorized to execute a Temporary Construction Easement and Purchase Options between the City of Fairhope, Grantee, and Bible Way Holiness Church, Grantor, for a non-exclusive temporary construction easement: one 50'x125' temporary construction easement for a pilot test well on the northwest corner of Grantor's Property for the purpose of constructing a water well pilot bore and possible construction of a permanent in-ground water well on the subject property.

Adopted on this 11th day of December, 2023

Corey Martin, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

Councilmember Robinson introduced in writing, and moved for the adoption of the following resolution, a resolution that Mayor Sherry Sullivan is hereby authorized to execute a Temporary Construction Easement and Purchase Options between the City of Fairhope, Grantee, and Baldwin County Board of Education, Grantor, for the following non-exclusive temporary construction easements. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

11 December 2023

RESOLUTION NO. 4949-23

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, That Mayor Sherry Sullivan is hereby authorized to execute a Temporary Construction Easement and Purchase Options between the City of Fairhope, Grantee, and Baldwin County Board of Education, Grantor, for the following non-exclusive temporary construction easements: one 50'x50' temporary construction easement for a pilot test well on the northeast corner of Fairhope East Elementary School ("Fairhope East"); one 15-foot easement across the northeast side of Fairhope East to the pilot test well; and one 30' x 150' temporary construction easement on the northeast side of Fairhope to Well 8B), for the purpose of constructing a water well pilot bore and possible construction of a permanent in-ground water well on the northeast corner of Fairhope East Elementary School campus.

Adopted on this 11th day of December, 2023

Corey Martin, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

Councilmember Boone Conyers introduced in writing, and moved for the adoption of the following resolution, a resolution that until further notice and until feasibility studies are completed, the City Utility Department will not issue availability certificates for sewer service to new applicants outside the corporate limits of the City of Fairhope. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

*

*

11 December 2023

RESOLUTION NO. 4950-23

WHEREAS, in recent years the explosive growth of the City of Fairhope has put heavy demands on the resources of the City to meet the sewer needs of Fairhope residents and businesses; and

WHEREAS, these demands on the City's resources, particularly the demand for sewer, have made it increasingly difficult for the City to meet the needs of Fairhope's customers while continuing with the City's policy of serving sewer customers outside Fairhope's corporate limits; and

WHEREAS, while the City is presently engaged or will be engaged in research and professional studies designed to determine adequate capacity for sewer services and potential expansion of sewer infrastructure, the success of the effort is far from certain and, in any event, the costs of securing additional infrastructure for sewer services will be substantial; and

WHEREAS, the Governing Body of the City of Fairhope finds and declares its primary purpose to be the provision of sewer service to customers located within the corporate limits of the City of Fairhope.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, That until further notice and until feasibility studies are completed, the City Utility Department will not issue availability certificates for sewer service to new applicants outside the corporate limits of the City of Fairhope. Additionally, as alternate sewer services including but not limited to septic tanks, aerobic lagoons, hydrograph lagoons, trench filters, alternate commercial services, etc., are not subject to inspection or permitting and do not meet the stringent standards of the City of Fairhope, an applicant using any of these alternate sewer types or services will not be eligible for annexation into the corporate limits of the City of Fairhope.

ADOPTED THIS 11TH DAY OF DECEMBER, 2023

Corey Martin, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

11 December 2023

Councilmember Boone introduced in writing, and moved for the adoption of the following resolution, a resolution that the City of Fairhope approves the procurement of Lights and Poles for the Greeno Road Median between Sportsman Marine to State Route 104 from Gresco for a not-to exceed cost of \$295,200.00; and authorizes procurement without formal bid based on the option allowed by the Code of Alabama 1975, Section 41-16-51(b)(7). Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

RESOLUTION NO. 4951-23

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

[1] That the City of Fairhope approves the procurement of Lights and Poles for the Greeno Road Median between Sportsman Marine to State Route 104 from Gresco for a not-to exceed cost of \$295,200.00; and authorizes procurement without formal bid based on the option allowed by the Code of Alabama 1975, Section 41-16-51(b)(7).

ADOPTED ON THIS 11TH DAY OF DECEMBER, 2023

Corey Martin, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

Councilmember Robinson introduced in writing, and moved for the adoption of the following resolution, a resolution that the City of Fairhope approves the procurement of Weathering Steel Poles from Meyer Utility Structures for a not-to-exceed cost of \$283,224.00; and authorizes procurement without formal bid based on the option allowed by the Code of Alabama 1975, Section 41-16-51(b)(7). This is a Sole Source Provider. Seconded by Councilmember Burrell, motion passed unanimously by voice vote.

*

*

11 December 2023

RESOLUTION NO. 4952-23

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, That the City of Fairhope approves the procurement of Weathering Steel Poles from Meyer Utility Structures for a not-to exceed cost of \$283,224.00; and authorizes procurement without formal bid based on the option allowed by the Code of Alabama 1975, Section 41-16-51(b)(7). This is a Sole Source Provider.

ADOPTED ON THIS 11TH DAY OF DECEMBER, 2023

Corey Martin, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

Councilmember Burrell introduced in writing, and moved for the adoption of the following resolution, a resolution to award (Bid No. 24-009) New Sherman+Reilly Bullwheel Wire Tensioner or Equivalent to SouthCon with a total bid proposal not-to-exceed \$110,709.00. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

RESOLUTION NO. 4953-23

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

[1] That the City of Fairhope did request, receive, and open bids to procure services for (Bid No. 24-009) New Sherman+Reilly Bullwheel Wire Tensioner or Equivalent at 555 South Section Street in the City of Fairhope offices, Fairhope, Alabama.

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

SouthCon	\$110,709.000
----------	---------------

[3] After evaluating the bid with the required specifications, SouthCon is now awarded (Bid No. 24-009) for New Sherman+Reilly Bullwheel Wire Tensioner or Equivalent with a bid proposal not-to-exceed \$110,709.00.

DULY ADOPTED THIS 11TH DAY OF DECEMBER, 2023

Corey Martin, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

11 December 2023

Councilmember Conyers introduced in writing, and moved for the adoption of the following resolution, a resolution that the City of Fairhope approves the procurement for contractor Bagby & Russell Electric Company, Inc. to replace the Traffic Control Cabinet at the Intersection of Fairhope Avenue and Bancroft Road for a not-to-exceed cost of \$31,350.00. Seconded by Councilmember Boone, motion passed unanimously by voice vote.

RESOLUTION NO. 4954-23

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

[1] That the City of Fairhope approves the procurement of contractor Bagby & Russell Electric Company, Inc. to replace the Traffic Control Cabinet at the Intersection of Fairhope Avenue and Bancroft Road for a not-to exceed cost of \$31,350.00.

ADOPTED ON THIS 11TH DAY OF DECEMBER, 2023

Corey Martin, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

Councilmember Conyers introduced in writing, and moved for the adoption of the following resolution, a resolution that the City of Fairhope approves Mayor Sherry Sullivan selection of Pyro Productions Inc. as Professional Consultant for (RFQ PS24-011) Design and Production of the Fireworks Display for New Year's Eve 2024, pursuant to Code of Alabama, "Pyrotechnic Shooter Law"; and authorizes the Mayor to execute a contract with an amount not-to-exceed \$12,000.00. Seconded by Councilmember Boone, motion passed unanimously by voice vote.

*

*

11 December 2023

RESOLUTION NO. 4955-23

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

[1] That the City of Fairhope approves Mayor Sherry Sullivan selection of Pyro Productions Inc. as Professional Consultant for (RFQ PS24-011) Design and Production of the Fireworks Display for New Year's Eve 2024, pursuant to Code of Alabama, "Pyrotechnic Shooter Law"; and authorizes the Mayor to execute a contract with an amount not-to-exceed \$12,000.00; and authorizes the City Treasurer to pay \$6,000.00 with the execution of contract and \$6,000.00 on December 31, 2023.

[2] This professional service is exempt from formal bidding per Code of Alabama 1975, Section 41-16-51 (a)(3).

DULY ADOPTED THIS 11TH DAY OF DECEMBER, 2023

Corey Martin, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

Councilmember Burrell introduced in writing, and moved for the adoption of the following resolution, a resolution that Mayor Sherry Sullivan is hereby authorized to execute a contract between the City of Fairhope and Music Garden to provide musical entertainment at the Fairhope New Year's Eve 2024 Celebration for a not-to-exceed amount of \$8,500.00; and authorize the City Treasurer to pay \$8,500.00 payable to Music Garden with execution of contract prior to the performance. Exempt from formal bidding per Code of Alabama 1975, Section 41-16-51 (a)(3). Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

*

*

11 December 2023

RESOLUTION NO. 4956-23

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

[1] That Mayor Sherry Sullivan is hereby authorized to execute a contract between the City of Fairhope and Music Garden to provide musical entertainment at the Fairhope New Year's Eve 2024 Celebration for a not-to-exceed amount of \$8,500.00; and authorize the City Treasurer to pay \$8,500.00 payable to Music Garden with execution of contract prior to the performance.

[2] This professional service is exempt from formal bidding per Code of Alabama 1975, Section 41-16-51 (a)(3).

ADOPTED ON THIS 11TH DAY OF DECEMBER, 2023

Corey Martin, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

Council President Martin announced Agenda Item Number 25 had been pulled from the Agenda.

Councilmember Robinson moved to grant the request of Randal Wright, on behalf of the Friends of the Fairhope Public Library, Requesting permission to serve alcohol at its annual Chocolate and Champagne Gala 2024 on Saturday, January 27, 2024, from 7:00 p.m. to 9:30 p.m. in the Fairhope Public Library. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

Councilmember Robinson introduced in writing, and moved for the adoption of the following resolution, a resolution to approve the procurement of materials for the Batting Cages for the Recreation Department with a cost not-to-exceed \$16,631.00. Seconded by Councilmember Boone, motion passed unanimously by voice vote. Recreation Director Pat White explained the two batting cages and said these would be placed behind Field 1 in the Northwest corner.

11 December 2023

RESOLUTION NO. 4957-23

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

[1] That the City of Fairhope has voted to procure Materials for the Batting Cages for the Recreation Department; and the concrete is available for direct procurement through the South Alabama Purchasing Association (“SAPA”) which has been nationally bid (\$11,700.00); and the lumber and forming materials from Creel Construction are under \$5,000.00 (\$4,931.00); therefore, do not have to be let out for bid. The total not to exceed cost is \$16,631.00 that is not budgeted.

Adopted on this 11th day of December, 2023

Corey Martin, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

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

- 1) Doug Greengard, 311 Wakefield Avenue, addressed the City Council regarding his opposition to some books in the teen section of the Fairhope Public Library. He told the Mayor and Councilmembers they had not commented on this issue; and said with no comments you must condone it. Mr. Greengard said if I handed out this material, how soon would I be arrested. Council President Martin asked Mr. Greengard has any of the authors been arrested. Councilmember Conyers responded everyone has their own opinion. Council President Martin commented there was a process, individuals read the books, and then books were reconsidered with the same result.
- 2) Charles Wilson, 489 Bartlett Avenue, addressed the City Council, and mentioned the Federal Law on Obscenity and read excerpts from it. He said the Board of Trustees approved these books without reading these. He asked City Clerk Lisa Hanks to make copies of the Federal Law on Obscenity and hand out to the Mayor, Councilmembers, and Library Board of Trustees.

11 December 2023

- 3) Carol Wilson, 489 Bartlett Avenue, addressed the City Council and mentioned a resolution for consideration that states no public building should provide a platform or distribution for obscene and objectionable materials to minors. She commented the Library Board of Trustees approved to keep the books in the teen area without a discussion. She asked the City Council to consider approving the resolution. Ms. Wilson commented on the two books she submitted for reconsideration.
- 4) Rebecca Bryant, 103 Blakeney Avenue, addressed the City Council and commented she knew about this issue but had not experienced it until tonight. Ms. Bryant said she does think there are a lot of Fairhoppers who have not attended these meetings but who support the process of the Library, support the free exchange of ideas, and deeply concerned and afraid of small subcommittee defining books (what is acceptable and what is not acceptable). Ms. Bryant said her family moved to Fairhope for the rich tradition of open exchange of ideas, and support of the arts. She said they are not welcome to limit our thoughts and what we can read.

At the request of the City Attorney, Marcus E. McDowell, the City Council will rise from the meeting to go into Executive Session based on Alabama Code § 36-25A-7(a)(6) to discuss the consideration the City is willing to offer or accept when considering the purchase, sale, exchange, lease, or market value of real property. The discussions could have a detrimental effect upon the competitive position of the City in the negotiations if the matter was discussed in public; and 36-25A-7(a)(3) to discuss controversies not yet being litigated but imminently likely to be litigated or imminently likely to be litigated if the governmental body pursues a proposed course of action. The approximate time to be in Executive Session is 45 minutes. Councilmember Robinson moved to go into Executive Session. Seconded by Councilmember Conyers, motion passed unanimously by voice vote.

Exited the dais at 7:08 p.m. Returned at 7:36 p.m.

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

There being no further business to come before the City Council, the meeting was duly adjourned at 7:37 p.m.

Corey Martin, Council President

Lisa A. Hanks, MMC
City Clerk

Council President Martin asked if we could keep B-4 and have the same recommendations; and questioned day care as a use. Councilmember Conyers questioned building beyond 10 feet. Councilmember Robinson said the goal is to enhance downtown Fairhope and maintain the charm and integrity. Councilmember Robinson said he notices the big and new buildings being built downtown. He said we need to enhance downtown; and there is global concern for downtown Fairhope.

Councilmember Conyers said we need to look at this now and for 25 years from now. Council President Martin said we must look at and give our due diligence for our zoning and comprehensive plan. Councilmember Burrell said to add “shopping centers” to the conditions we will not allow.

Mr. Simmons addressed Agenda Items No. 6 and No. 7; and answered any questions if needed.

- City Engineer Richard Johnson addressed the City Council regarding Agenda Items No. 8, No. 9, No. 10, No. 11, No. 12 and No. 22; and answered any questions if needed.
- Water and Wastewater Superintendent Daryl Morefield addressed the City Council regarding Agenda Items No. 13, No. 14, and No. 15; and answered any questions if needed.
- Gas Superintendent Wes Boyett addressed the City Council and gave an update on Phase I Cast Iron Replacement Project that began on December 4, 2023. He mentioned Cowpen Creek, D'Olive Creek line, and Highway 31 projects.
- Mayor Sherry Sullivan addressed the City Council regarding Agenda Items No. 16 and No. 17; and answered any questions if needed.
- Electric Superintendent Ben Patterson addressed the City Council regarding Agenda Items No. 19, No. 20, No. 21, and No. 22; and answered any questions if needed. City Attorney Marcus McDowell questioned why the poles were not bid out.
- Mayor Sullivan addressed the City Council regarding Agenda Items No. 23 and No. 24; and answered any questions if needed.
- City Clerk Lisa Hanks addressed the City Council regarding Agenda Item No. 26; and answered any questions if needed.

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

Corey Martin, Council President

Lisa A. Hanks, MMC
City Clerk



CITY OF FAIRHOPE
AGENDA MEMORANDUM

FROM:	Lisa Hanks, City Clerk
SUBJECT:	Annexation - Nicole Scopolites Administratrix for the Estate of James M. Scopolites, (containing 4.66 acres, more or less), property located at 8611 Gayfer Avenue Extension, Fairhope, Alabama. Tax Parcel 46-02-09-0-000-016.000 (PIN Number 43888)
AGENDA DATE:	December 20, 2023

RECOMMENDED ACTION:

Approve and Adopt Annexation of Nicole Scopolites Administratrix for the Estate of James M. Scopolites, (containing 4.66 acres, more or less), property

BACKGROUND INFORMATION:

BUDGET IMPACT/FUNDING SOURCE:

<u>Account No.</u>	<u>Account Title</u>	<u>Current Budget</u>	<u>Cost</u>	<u>Available Budget</u>
		\$____	\$____	(\$____)

GRANT:

LEGAL IMPACT:

FOLLOW UP IMPLEMENTATION:

For time-sensitive follow up, select deadline date for follow up:

Individual(s) responsible for follow up:

Action required (list contact persons/addresses if documents are to be mailed or emailed):

ORDINANCE NO. ____

WHEREAS, NICOLE SCOPOLITES ADMINISTRATRIX FOR THE ESTATE OF JAMES M. SCOPOLITES, the owner of the hereinafter described property, did, in writing, petition the City of Fairhope, a municipal corporation, for annexation under Section 11-42-21 of the Code of Alabama, 1975, as amended; and

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

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

Property is located at 8611 Gayfer Avenue Extension, Fairhope, Alabama.

LEGAL DESCRIPTION:

TAX PARCEL 46-02-09-0-000-016.000

LOT 2 OF GAYFER PLACE AS PER ITS PLAT RECORDED ON SLIDE 2731-A IN THE JUDGE OF PROBATE’S OFFICE, BALDWIN COUNTY, ALABAMA, CONTAINING 4.66 ACRES, MORE OR LESS.

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

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

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

Adopted and approved this 20th day of December, 2023.

By: _____
Corey Martin, Council President

Attest:

By: _____
Lisa A. Hanks. MMC
City Clerk

Adopted and approved this 20th day of December, 2023.

By: _____
Sherry Sullivan, Mayor



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

JUN 12 2015

PETITION FOR ANNEXATION

STATE OF ALABAMA
COUNTY OF BALDWIN

)(
)(

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

The subject land is delineated on the map attached hereto as EXHIBIT B that will be prepared by the City of Fairhope to verify property is contiguous.

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

☒ This petition is for R-1 Zoning

The condition of the Petition is that zoning be established as R-1
Concurrent with Annexation. (Zoning Request)

Is this property colony property Yes ~~XXX~~ No. If this property is colony property, the Fairhope Single Tax Office must sign as a petitioner.

Nicole Scopolites
Signature of Petitioner

NICOLE SCOPOLITES ADMINISTRATRIX
of James M. Scopolites
Print petitioner's name

Signature of Petitioner

Print petitioner's name

Signature of Petitioner

Print petitioner's name

Physical Address of property being annexed: 8611 Gayfer Avenue Ext, Fairhope, AL

Petitioner's Current Physical Address:

8611 GAYFER AVE EXT.
FAIRHOPE, AL 36532

Petitioner's Current Mailing Address:

Telephone Number(s): 251-652-8682

Home

Work

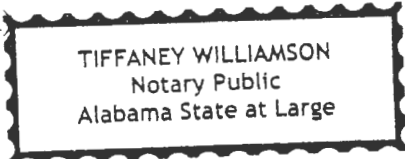
Tax Parcel ID Number: P N: 05-46-02-09-0-000-016.000
PIN: 43888

Size of Property: 4.66 +/- Acres

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

Given under my Hand and Seal this 7th day of June, 2023.

(Seal)



Tiffany Williamson
Notary Public

My Commission Expires

My commission expires November 8, 2025

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

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

(Seal)

Notary Public

My commission expires _____

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

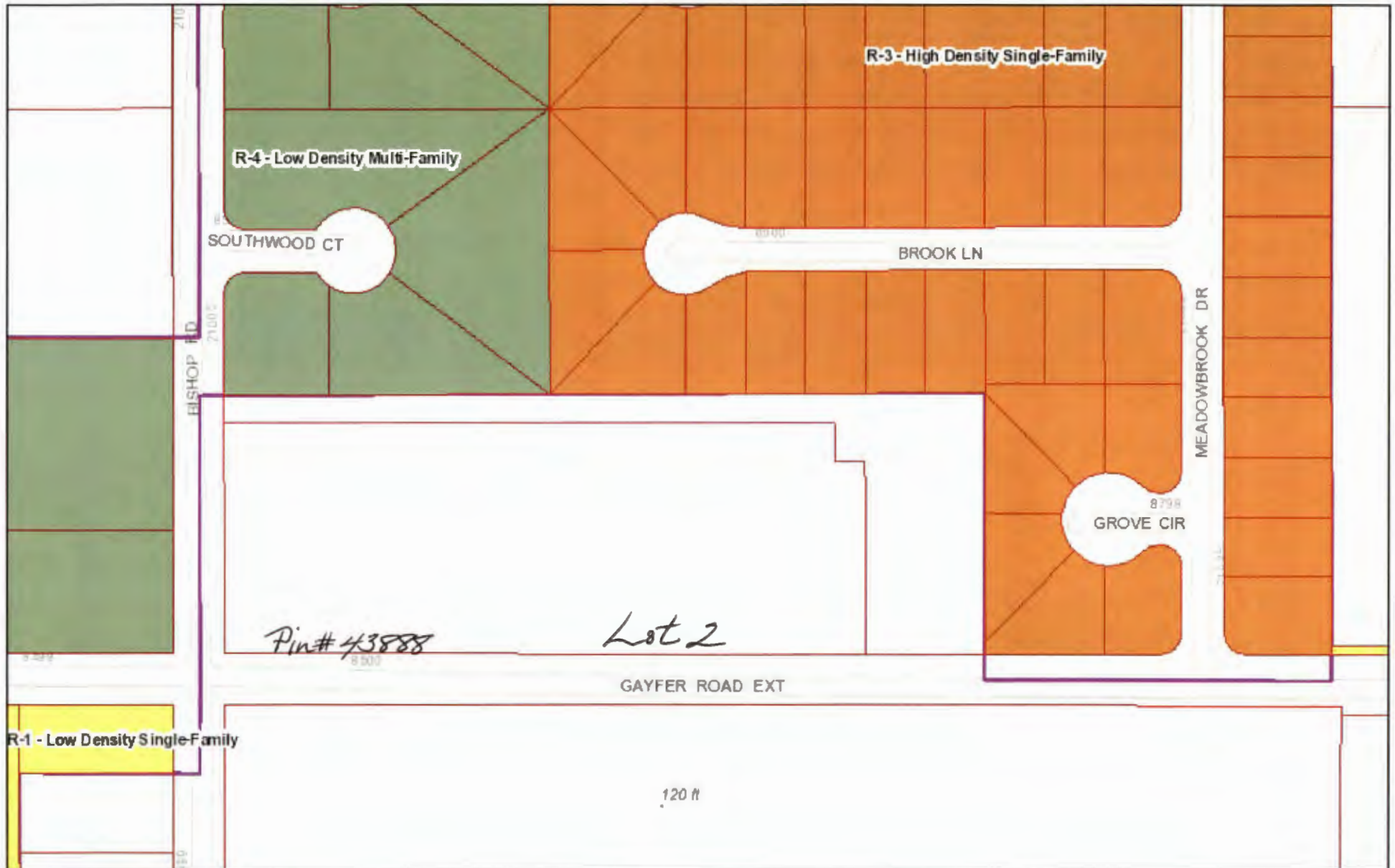
Given under my Hand and Seal this _____ day of _____, 20____,

(Seal)

Notary Public

My commission expires _____

ArcGIS Web Map



June 8, 2023

City Limits

Zoning

B-1 - Local Shopping District

B-2 - General Business District

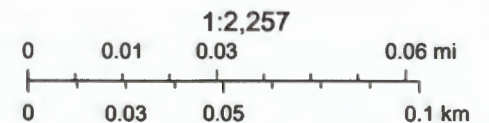
B-3a - Tourist Resort Lodging District

B-3b - Tourist Resort Commercial Service District

B-4 - Business and Professional District

HTD - Highway Transition District

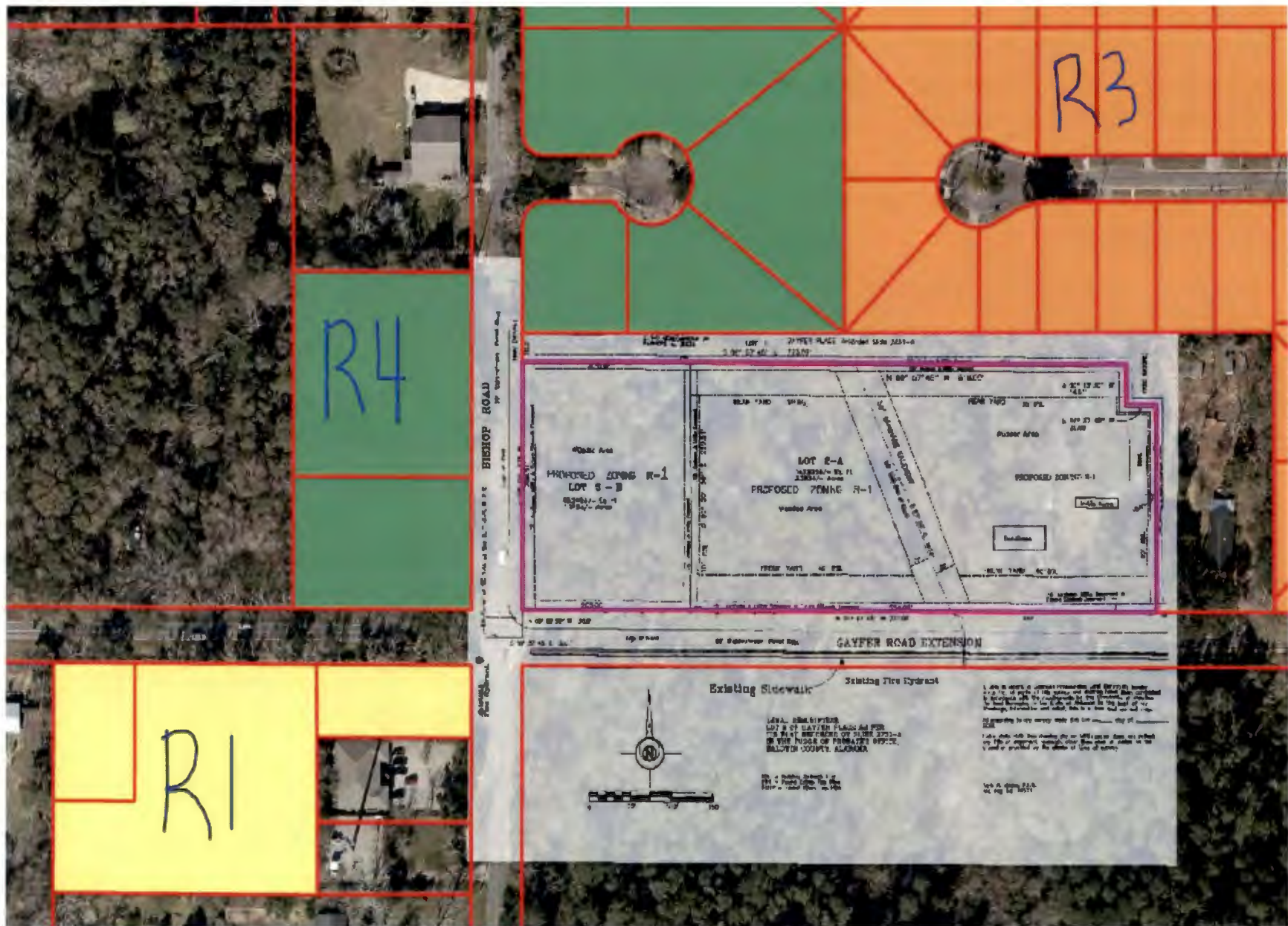
M-1 - Light Industrial District



Esri, HERE, Garmin, INCREMENT P, USGS, EPA, USDA, KCS

Existing
Fire Hydrant

Page 30 of 106



Annexation – PIN 43888



CITY OF FAIRHOPE
AGENDA MEMORANDUM

FROM:	Lisa Hanks, City Clerk
	Kim Creech, CITY TREASURER
SUBJECT:	Local Government Services, LLC ("LGS") to provide for Video Fee Payment Compliance Review Services.
AGENDA DATE:	December 20, 2023

RECOMMENDED ACTION:

Authorize Mayor Sherry Sullivan to execute an Agreement between the City of Fairhope ("City") and Local Government Services, LLC ("LGS") to provide for Video Fee Payment Compliance Review Services.

BACKGROUND INFORMATION:

Assist the City in performing a video fee payment compliance review to determine DIRECTV's compliance with the City's Agreement, for the period January 1, 2021 through December 31, 2023 related to video service fee payments. LGS shall also assist the City in enforcing the video fee payment provisions of the City's Agreement with DIRECTV.

BUDGET IMPACT/FUNDING SOURCE:

<u>Account No.</u>	<u>Account Title</u>	<u>Current Budget</u>	<u>Cost</u>	<u>Available Budget</u>
		\$ ____	\$ ____	(\$ ____)

GRANT:

LEGAL IMPACT:

FOLLOW UP IMPLEMENTATION:

For time-sensitive follow up, select deadline date for follow up:

Individual(s) responsible for follow up:

Action required (list contact persons/addresses if documents are to be mailed or emailed):

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY OF FAIRHOPE THROUGH THE CITY COUNCIL TO
AUTHORIZE THE MAYOR OF SAID CITY TO EXECUTE A VIDEO FEE PAYMENT
COMPLIANCE REVIEW SERVICE**

WHEREAS, the City of Fairhope desires to regulate and oversee the provision of video services;

WHEREAS, Local Government Services, LLC has available a video fee payment compliance review service to assist the City in such regulation offered through a Joint Service Agreement with LGS as an independent contractor of the Municipal Association of Alabama;

NOW THEREFORE BE IT RESOLVED, that the Mayor of the City of Fairhope is hereby authorized to execute a video fee payment compliance review service agreement on behalf of the City, in substantially the same form as Appendix A which is attached to and made a part of this resolution.

RESOLVED by the Mayor and City Council of the City of Fairhope this 20th day of December, 2023.

ATTEST:

By

Lisa A. Hanks, MMC
City Clerk

Corey Martin, Council President
City of Fairhope

(SEAL)

APPENDIX A
AGREEMENT BETWEEN
THE CITY OF FAIRHOPE, ALABAMA
AND
LOCAL GOVERNMENT SERVICES, LLC
FOR VIDEO FEE PAYMENT COMPLIANCE REVIEW SERVICE

WHEREAS, the City of Fairhope, Alabama (“City”) desires to provide regulation and oversight of video services being provided to the citizens of the City;

WHEREAS, Local Government Services, LLC (“LGS”) has available a video fee payment compliance review service offered through a Joint Service Agreement with LGS as an independent contractor of the Alabama League of Municipalities; and,

WHEREAS, the City has a need for such video fee payment compliance review service.

THEREFORE, THE CITY AND LGS AGREE AS FOLLOWS:

Section 1. Service options provided to the City of Fairhope, Alabama

LGS assures that its services will be accomplished in a timely manner with the cooperation and assistance of the City. In this regard, the City agrees to designate a contact whom LGS will contact and who will regularly review, discuss regarding the services provided, the time for performance of the services, and to assist in arranging meetings, conferences, and other arrangements with LGS to facilitate the performance of services by LGS and to ensure that all information and issues required for review by LGS are made available to LGS. LGS agrees to provide, directly or through its agents or subcontractors, the following services:

- a) x Assist the City in performing a video fee payment compliance review to determine DIRECTV’s compliance with the City’s Agreement, for the period January 1, 2021 through December 31, 2023 related to video service fee payments. LGS shall also assist the City in enforcing the video fee payment provisions of the City’s Agreement with DIRECTV (LGS is not responsible for cost associated with filing for court action or legal representation in a court proceeding).

In the event that the City, at a later date, desires to obtain additional services offered by LGS the parties to the agreement may execute an addendum or addenda to this agreement for the City to obtain such services

Section 2. Effective Date, Payment and Termination.

- a) This agreement shall become effective upon the signature by the parties.
- b) The total cost of the video fee compliance review service is \$6,000.00 plus pre-approved out of pocket expenses if applicable. There is an initial payment of \$3,000.00 and the final payment of \$3,000.00 applies only if LGS is required to assist City in recovering underpaid video service fees that were due for the review period. LGS shall provide to the City documentation sufficient to substantiate any out-of-pocket costs.

c) The City shall pay LGS the initial payment of the total obligation when this Agreement is executed and upon completion of the review the final payment for the option chosen above within fourteen (14) days following completion of the work performed by LGS. The City agrees to utilize whatever reasonable enforcement remedies that exist to assist LGS in obtaining the information necessary for LGS to perform the review and to recover any video service fees due. Failure of the City to enforce state law will relieve LGS from any obligations to the City.

Section 3. Hold Harmless and Indemnification.

Each party shall bear the responsibility for liability for negligence, errors or omissions of its own officers, agents, employees or subcontractors in carrying out this agreement.

Section 4. Assignment/Transfer

LGS is prohibited from assigning or transferring any of its obligations of this Agreement without obtaining prior approval of the City.

Section 5. Amendments.

This contract may be amended by future written agreements executed on behalf of the City and LGS.

Section 6. Law Applicable.

This agreement shall be construed under the laws of the State of Alabama.

EXECUTED ON BEHALF OF THE CITY OF FAIRHOPE THIS ____ DAY OF DECEMBER, 2023.

ATTEST:

Mayor:

By _____
Lisa A. Hanks, MMC
City Clerk

Sherry Sullivan,
City of Fairhope

SEAL

EXECUTED ON BEHALF OF LOCAL
GOVERNMENT SERVICES, LLC

By _____
Member



CITY OF FAIRHOPE
AGENDA MEMORANDUM

FROM:	Jeff Montgomery
SUBJECT:	The I.T. Director, Jeff Montgomery, requests approval to procure the annual renewal of support/subscriptions for the firewall.
AGENDA DATE:	December 20, 2023

RECOMMENDED ACTION:

To approve this procurement for the Annual Renewal of Firewall Support/Subscriptions at a cost of \$52,230.24.

BACKGROUND INFORMATION:

Three renewals will include Palo Alto Networks GlobalProtect Subscription - Qty: 2 (\$3,710.73 each); Palo Alto Networks DNS Security Subscription - Qty: 2 (\$3,710.73 each); Palo Alto Networks Wildfire Subscription - Qty: 2 (\$3,710.73 each); Palo Alto Networks Threat Prevention Subscription - Qty: 2 (\$3,710.73 each); Palo Alto Networks Advanced URL Filtering Subscription - Qty: 2 (\$6,472.20 each); Palo Alto Networks Premium Support Renewal - Qty: 2 (\$4,800.00 each). The total cost for the year will be Fifty-Two Thousand Two Hundred Thirty Dollars and Twenty-Four Cents (\$52,230.24).

This will be purchased through the purchasing cooperative NASPO (Contract #AR3229) with Clearwinds Technologies and therefore does not have to be let out to bid.

2023 Cost was \$50,577.16

BUDGET IMPACT/FUNDING SOURCE:

<u>Account No.</u>	<u>Account Title</u>	<u>Current Budget</u>	<u>Cost</u>	<u>Available Budget</u>
001160-50300	Computer - Palo Alto Renewal (Line 150)	\$52,230.24	\$52,230.24	\$0.00

GRANT:

N/A

LEGAL IMPACT:

N/A

FOLLOW UP IMPLEMENTATION:

For time-sensitive follow up, select deadline date for follow up: N/A

Individual(s) responsible for follow up: N/A

Action required (list contact persons/addresses if documents are to be mailed or emailed): N/A

RESOLUTION NO. _____

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

[1] That the City of Fairhope approves the procurement of the Annual Renewal of Palo Alto Support/Subscriptions for the Firewall that is on NASPO (Contract #AR3229) with Clearwinds Technologies and therefore does not have to be let out to bid. The total amount not to exceed \$52,230.24.

ADOPTED ON THIS 20TH DAY OF DECEMBER, 2023

Corey Martin, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk



We have prepared a quote for you

Palo Alto PA-3250 Renewal

Quote # 046726
Version 1

Prepared for:

City of Fairhope

Jeff Montgomery
jeff.montgomery@cofairhope.com

Software

Description	Price	Qty	Ext. Price
PAN-PA-3250-GP-HA2-R Palo Alto Networks GlobalProtect Subscription for Device in an HA Pair Renewal - PA-3250 - 1 Year Serial # - 016301005633 Coverage Dates - 2-JAN-24 thru 2-JAN-25 NASPO Contract # AR3229	\$3,710.73	1	\$3,710.73
PAN-PA-3250-DNS-HA2-R Palo Alto Networks DNS Security Subscription for Device in an HA Pair Renewal - PA-3250 - 1 Year Serial # - 016301005633 Coverage Dates - 2-JAN-24 thru 2-JAN-25 NASPO Contract # AR3229	\$3,710.73	1	\$3,710.73
PAN-PA-3250-WF-HA2-R Palo Alto Networks WildFire Subscription for Device in an HA Pair Renewal - PA-3250 - 1 Year Serial # - 016301005633 Coverage Dates - 2-JAN-24 thru 2-JAN-25 NASPO Contract # AR3229	\$3,710.73	1	\$3,710.73
PAN-PA-3250-TP-HA2-R Palo Alto Networks Threat Prevention Subscription for Device in an HA Pair Renewal - PA-3250 - 1 Year Serial # - 016301005633 Coverage Dates - 2-JAN-24 thru 2-JAN-25 NASPO Contract # AR3229	\$3,710.73	1	\$3,710.73
PAN-PA-3250-ADVURL-HA2-R Palo Alto Networks Advanced URL Filtering Subscription for Device in an HA Pair Renewal - PA-3250 - 1 Year Serial # - 016301005633 Coverage Dates - 2-JAN-24 thru 2-JAN-25 NASPO Contract # AR3229	\$6,472.20	1	\$6,472.20

Software

Description	Price	Qty	Ext. Price
PAN-SVC-PREM-3250-R Palo Alto Networks Premium Support Renewal - PA-3250 - 1 Year Serial # - 016301005633 Coverage Dates - 2-JAN-24 thru 2-JAN-25 NASPO Contract # AR3229	\$4,800.00	1	\$4,800.00
PAN-PA-3250-GP-HA2-R Palo Alto Networks GlobalProtect Subscription for Device in an HA Pair Renewal - PA-3250 - 1 Year Serial # - 016301005688 Coverage Dates - 2-JAN-24 thru 2-JAN-25 NASPO Contract # AR3229	\$3,710.73	1	\$3,710.73
PAN-PA-3250-DNS-HA2-R Palo Alto Networks DNS Security Subscription for Device in an HA Pair Renewal - PA-3250 - 1 Year Serial # - 016301005688 Coverage Dates - 2-JAN-24 thru 2-JAN-25 NASPO Contract # AR3229	\$3,710.73	1	\$3,710.73
PAN-PA-3250-WF-HA2-R Palo Alto Networks WildFire Subscription for Device in an HA Pair Renewal - PA-3250 - 1 Year Serial # - 016301005688 Coverage Dates - 2-JAN-24 thru 2-JAN-25 NASPO Contract # AR3229	\$3,710.73	1	\$3,710.73
PAN-PA-3250-TP-HA2-R Palo Alto Networks Threat Prevention Subscription for Device in an HA Pair Renewal - PA-3250 - 1 Year Serial # - 016301005688 Coverage Dates - 2-JAN-24 thru 2-JAN-25 NASPO Contract # AR3229	\$3,710.73	1	\$3,710.73

Software

Description		Price	Qty	Ext. Price
PAN-PA-3250-ADVURL-HA2-R	Palo Alto Networks Advanced URL Filtering Subscription for Device in an HA Pair Renewal - PA-3250 - 1 Year Serial # - 016301005688 Coverage Dates - 2-JAN-24 thru 2-JAN-25 NASPO Contract # AR3229	\$6,472.20	1	\$6,472.20
PAN-SVC-PREM-3250-R	Palo Alto Networks Premium Support Renewal - PA-3250 - 1 Year Serial # - 016301005688 Coverage Dates - 2-JAN-24 thru 2-JAN-25 NASPO Contract # AR3229	\$4,800.00	1	\$4,800.00

Subtotal: **\$52,230.24**

Palo Alto PA-3250 Renewal

Prepared by:

Clear Winds Technologies

Joey Hopkins
(205) 413-8323
jhopkins@clearwinds.net

Prepared for:

City of Fairhope

555 South Section St
Fairhope, AL 35632
Jeff Montgomery
(251) 990-0135
jeff.montgomery@cofairhope.com

Quote Information:

Quote #: 046726

Version: 1
Delivery Date: 12/01/2023
Expiration Date: 12/31/2023

Quote Summary

Description	Amount
Software	\$52,230.24
Total: \$52,230.24	

PRICES SUBJECT TO CHANGE - PRICES BASED UPON TOTAL PURCHASE - PRICE DOES NOT INCLUDE TAXES OR DELIVERY COSTS - ALL DELIVERY, TRAINING OR CONSULTING SERVICES TO BE BILLED AT PUBLISHED RATES FOR EACH ACTIVITY INVOLVED - SERVICE COSTS ARE ESTIMATED BASED ON OUR KNOWLEDGE OF THE PROJECT - WE SPECIFICALLY DISCLAIM ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OR WITH REGARD TO ANY LICENSED PRODUCTS. WE SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, DATA, INTERRUPTION OF BUSINESS, NOR FOR INCIDENTAL OR CONSEQUENTIAL MERCHANTABILITY OR FITNESS OF PURPOSE, DAMAGES RELATED TO THIS AGREEMENT. - ALL ACTUAL EXPENSES (INCLUDING TRAVEL, CAR RENTAL AND OTHER COMMONLY ACCEPTED EXPENSES) WILL BE INVOICED. - FIRST PAYMENT OF 50% OF TOTAL IS DUE UPON SIGNATURE. EQUIPMENT AND SOFTWARE WILL BE ORDERED WHEN THE PAYMENT IS RECEIVED. - INVOICES ARE PAYABLE ON RECEIPT. ALL SUMS NOT PAID WHEN DUE SHALL ACCRUE INTEREST DAILY AT THE ANNUAL RATE OF 18%. - MINIMUM 15% RESTOCKING FEE WITH ORIGINAL PACKAGING. - THE CLIENT AGREES NOT TO HIRE ANY CLEAR WINDS' PERSONNEL FOR A PERIOD OF EIGHTEEN MONTHS AFTER THE COMPLETION OF THIS AGREEMENT AND ANY CHANGE ORDERS WITHOUT WRITTEN CONSENT FROM CLEAR WINDS. SHOULD ANY CLEAR WINDS PERSONNEL BE HIRED BY THE CLIENT OR ANY OF ITS SUBSIDIARIES DURING THE EIGHTEEN MONTH PERIOD AFTER THE PERSON'S EMPLOYMENT ENDS AT CLEAR WINDS, THE CLIENT AGREES TO PAY 100% OF THAT EMPLOYEE'S ANNUAL INCOME TO CLEAR WINDS FOR THE COST OF REPLACING THAT EMPLOYEE. - REFERENCE THE FOLLOWING DOCUMENTS: CWT-0102 FOR ITOPS MANAGED SERVICES, CWT- 0103 FOR ITOPS ONLINE BACKUP, CWT-0104 FOR ITOPS DISASTER RECOVERY, CWT-0161 FOR VIRTUALIZATION IMPLEMENTATION AND CWT-9999 FOR NORMAL TERMS AND CONDITIONS.

Clear Winds Technologies

City of Fairhope

Signature: _____

Name: Joey Hopkins

Title: Inside Sales

Date: 12/01/2023

Signature: _____

Name: Jeff Montgomery

Date: _____

001160 -50300 -							
Computer Expense							
	2024	1	100	Microsoft 365	9,300.00	1.00	9,300.00
001160 -50315 -							
Camera Expense							
	2024	1	110	QSCEND	13,000.00	1.00	13,000.00
	2024	1	120	Website Support	14,000.00	1.00	14,000.00
001160 -50320 -							
Office Supplies							
	2024	1	130	KRONOS	2,300.00	1.00	2,300.00
001160 -50325 -							
Printers/Copiers/OE and supp							
	2024	1	140	Mimecast Privacy	2,500.00	1.00	2,500.00
	2024	1	150	Palo Alto Renwal	55,000.00	1.00	55,000.00
001160 -50330 -							



CITY OF FAIRHOPE PURCHASING DEPARTMENT PURCHASING REQUEST FORM

Name: Jeff Montgomery

Date: 12/05/23

Department: Information Technology

Expenditure Threshold**	Distinctions	Quotes Required	Approval	Green Sheet	Resolution
Under \$5,000	No restrictions	Not Required	N/A	N/A	N/A
Utilities \$5,001-\$10,000	Operational NON -Budgeted	Three	Treasurer/Mayor	N/A	N/A
Greater than: Gen Govt - \$5,001 Utilities - \$10,001	Operational NON -Budgeted	Three	Council	Required	Required
Gen Govt - \$5,001-\$15,000 Utilities - \$10,001 - \$15,000	Operational Budgeted	Three	Treasurer	N/A	N/A
Over \$15,000/\$50,000	Operational Budget*	State Bid List or Buying Group	Treasurer/Mayor	N/A	N/A
Over \$15,000/\$50,000	Operational Budgeted	Bids	Council	Required	Required
Professional Service Over \$5,000	Budgeted or Non-Budgeted	Mayor Select	Council	Required	Required

*Budgeted items that meet or are under budget may be purchased with the Mayor and/or Treasurer's approval if they are on the State Bid list or from an approved buying group. Items that are over budget must go to Council for approval and will require a green sheet and resolution.

****Expenditure Threshold is a combined total of labor and materials, including materials provided by the City. If the total amount is within \$10,000 of the listed threshold, Purchasing/Treasurer may require a formal bid due to potential materials cost increases.**

QUOTES

Vendor Name	Vendor Quote
1. <u>Clearwinds Technoloies</u>	\$ <u>52,230.24</u>
2. <u>Click or tap here to enter text.</u>	\$ _____
3. <u>Click or tap here to enter text.</u>	\$ _____

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

ITEM OR SERVICE INFORMATION

1. What item or service do you need to purchase? Firewall Renewal
2. What is the total cost of the item or service? 52,230.24
3. How many do you need? Click or tap here to enter text.
4. Item or Service Is: ☐ New ☐ Used ☐ Replacement ☒ Annual Request
5. Vendor Name (Lowest Quote): Click or tap here to enter text.
6. Vendor Number: 442

If you do not have a Vendor Number, please go to the City of Fairhope page: <http://www.fairhopeal.gov/>
www.FairhopeAL.gov, Departments, Purchasing, Vendor Registration, and complete the required information.

BUDGET INFORMATION

1. Is it budgeted? ☒ Yes ☐ No ☐ Emergency Request
2. If budgeted, what is the budgeted amount? 55000
3. Budget code: 001160-50300

Email completed form with quotes and other supporting documentation to
Erin.Wolfe@FairhopeAL.gov and Rhonda.Cunningham@FairhopeAL.gov.



CITY OF FAIRHOPE
AGENDA MEMORANDUM

FROM:	Jeff Montgomery
SUBJECT:	The I.T. Director, Jeff Montgomery, requests approval to procure the annual renewal of Palo Alto Cortex XDR Pro Upgrade for 1 Endpoint.
AGENDA DATE:	December 20, 2023

RECOMMENDED ACTION:

To approve this procurement for the Annual Renewal of Palo Alto Cortex XDR Pro for 1 Endpoint at a cost of \$10,125.00.

BACKGROUND INFORMATION:

The renewal will include Palo Alto Cortex XDR Pro for 1 Endpoint, including 30 days of alerts retention and standard success, Qty: 300 for a total cost of Ten Thousand One Hundred Twenty-Five Dollars (\$10,125.00).

This will be purchased through the purchasing cooperative NASPO (Contract #AR3229) and therefore does not have to be let out for bid.

Price Increase cost.

\$10,125.00
Budget: \$8,500
Difference: \$1,625

FIREWALL Renewal was \$52,230.24 with a budget of \$55,000 (Budget Line Item 150). Difference of \$2,769.76. We can use this money to pay the difference.

BUDGET IMPACT/FUNDING SOURCE:

<u>Account No.</u>	<u>Account Title</u>	<u>Current Budget</u>	<u>Cost</u>	<u>Available Budget</u>
001160-50300	Computer Exp (Line 190)	\$8,500.00	\$10,125.00	(\$1,625.00)

GRANT:

N/A

LEGAL IMPACT:

N/A

FOLLOW UP IMPLEMENTATION:

For time-sensitive follow up, select deadline date for follow up: N/A

Individual(s) responsible for follow up: N/A

Action required (list contact persons/addresses if documents are to be mailed or emailed): N/A

RESOLUTION NO. _____

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

[1] That the City of Fairhope approves the procurement of the Annual Renewal of Palo Alto Cortex XDR Pro Upgrade for 1 Endpoint that is on NASPO (Contract #AR3229) with Clearwinds Technologies and therefore does not have to be let out to bid. The total amount not-to-exceed \$10,125.00.

ADOPTED ON THIS 20TH DAY OF DECEMBER, 2023

Corey Martin, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk



We have prepared a quote for you

Palo Alto Cortex XDR Pro Upgrade

Quote # 046729
Version 1

Prepared for:

City of Fairhope

Jeff Montgomery
jeff.montgomery@cofairhope.com

Software

Description	Price	Qty	Ext. Price
PAN-XDR-ADV-EP Palo Alto Cortex XDR Pro for 1 Endpoint - Includes 30 days of alerts retention and standard success Coverage Dates - 3-JAN-24 thru 3-JAN-25 NASPO Contract # AR3229	\$33.75	300	\$10,125.00
Subtotal:			\$10,125.00

Palo Alto Cortex XDR Pro Upgrade

Prepared by:

Clear Winds Technologies

Joey Hopkins
(205) 413-8323
jhopkins@clearwinds.net

Prepared for:

City of Fairhope

555 South Section St
Fairhope, AL 35632
Jeff Montgomery
(251) 990-0135
jeff.montgomery@cofairhope.com

Quote Information:

Quote #: 046729

Version: 1
Delivery Date: 12/01/2023
Expiration Date: 12/31/2023

Quote Summary

Description	Amount
Software	\$10,125.00
Total: \$10,125.00	

PRICES SUBJECT TO CHANGE - PRICES BASED UPON TOTAL PURCHASE - PRICE DOES NOT INCLUDE TAXES OR DELIVERY COSTS - ALL DELIVERY, TRAINING OR CONSULTING SERVICES TO BE BILLED AT PUBLISHED RATES FOR EACH ACTIVITY INVOLVED - SERVICE COSTS ARE ESTIMATED BASED ON OUR KNOWLEDGE OF THE PROJECT - WE SPECIFICALLY DISCLAIM ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OR WITH REGARD TO ANY LICENSED PRODUCTS. WE SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, DATA, INTERRUPTION OF BUSINESS, NOR FOR INCIDENTAL OR CONSEQUENTIAL MERCHANTABILITY OR FITNESS OF PURPOSE, DAMAGES RELATED TO THIS AGREEMENT. - ALL ACTUAL EXPENSES (INCLUDING TRAVEL, CAR RENTAL AND OTHER COMMONLY ACCEPTED EXPENSES) WILL BE INVOICED. - FIRST PAYMENT OF 50% OF TOTAL IS DUE UPON SIGNATURE. EQUIPMENT AND SOFTWARE WILL BE ORDERED WHEN THE PAYMENT IS RECEIVED. - INVOICES ARE PAYABLE ON RECEIPT. ALL SUMS NOT PAID WHEN DUE SHALL ACCRUE INTEREST DAILY AT THE ANNUAL RATE OF 18%. - MINIMUM 15% RESTOCKING FEE WITH ORIGINAL PACKAGING. - THE CLIENT AGREES NOT TO HIRE ANY CLEAR WINDS' PERSONNEL FOR A PERIOD OF EIGHTEEN MONTHS AFTER THE COMPLETION OF THIS AGREEMENT AND ANY CHANGE ORDERS WITHOUT WRITTEN CONSENT FROM CLEAR WINDS. SHOULD ANY CLEAR WINDS PERSONNEL BE HIRED BY THE CLIENT OR ANY OF ITS SUBSIDIARIES DURING THE EIGHTEEN MONTH PERIOD AFTER THE PERSON'S EMPLOYMENT ENDS AT CLEAR WINDS, THE CLIENT AGREES TO PAY 100% OF THAT EMPLOYEE'S ANNUAL INCOME TO CLEAR WINDS FOR THE COST OF REPLACING THAT EMPLOYEE. - REFERENCE THE FOLLOWING DOCUMENTS: CWT-0102 FOR ITOPS MANAGED SERVICES, CWT- 0103 FOR ITOPS ONLINE BACKUP, CWT-0104 FOR ITOPS DISASTER RECOVERY, CWT-0161 FOR VIRTUALIZATION IMPLEMENTATION AND CWT-9999 FOR NORMAL TERMS AND CONDITIONS.

Clear Winds Technologies

City of Fairhope

Signature: _____

Name: Joey Hopkins

Title: Inside Sales

Date: 12/01/2023

Signature: _____

Name: Jeff Montgomery

Date: _____



CITY OF FAIRHOPE

PURCHASING DEPARTMENT

PURCHASING REQUEST FORM

Name: Jeff Montgomery

Date: 12/05/23

Department: Information Technology

Expenditure Threshold**	Distinctions	Quotes Required	Approval	Green Sheet	Resolution
Under \$5,000	No restrictions	Not Required	N/A	N/A	N/A
Utilities \$5,001-\$10,000	Operational NON -Budgeted	Three	Treasurer/Mayor	N/A	N/A
Greater than: Gen Govt - \$5,001 Utilities - \$10,001	Operational NON -Budgeted	Three	Council	Required	Required
Gen Govt - \$5,001-\$15,000 Utilities - \$10,001 - \$15,000	Operational Budgeted	Three	Treasurer	N/A	N/A
Over \$15,000/\$50,000	Operational Budget*	State Bid List or Buying Group	Treasurer/Mayor	N/A	N/A
Over \$15,000/\$50,000	Operational Budgeted	Bids	Council	Required	Required
Professional Service Over \$5,000	Budgeted or Non-Budgeted	Mayor Select	Council	Required	Required

*Budgeted items that meet or are under budget may be purchased with the Mayor and/or Treasurer's approval if they are on the State Bid list or from an approved buying group. Items that are over budget must go to Council for approval and will require a green sheet and resolution.

****Expenditure Threshold is a combined total of labor and materials, including materials provided by the City. If the total amount is within \$10,000 of the listed threshold, Purchasing/Treasurer may require a formal bid due to potential materials cost increases.**

QUOTES

Vendor Name	Vendor Quote
1. <u>Clearwinds Technoloies</u>	\$ <u>\$10,125.00</u>
2. <u>Click or tap here to enter text.</u>	\$ <u></u>
3. <u>Click or tap here to enter text.</u>	\$ <u></u>

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

ITEM OR SERVICE INFORMATION

1. What item or service do you need to purchase? End Point Protection (Antivirus)
2. What is the total cost of the item or service? 10.125.00
3. How many do you need? Click or tap here to enter text.
4. Item or Service Is: ☐ New ☐ Used ☐ Replacement ☒ Annual Request
5. Vendor Name (Lowest Quote): Click or tap here to enter text.
6. Vendor Number: 442
If you do not have a Vendor Number, please go to the City of Fairhope page: <http://www.fairhopeal.gov/>
www.FairhopeAL.gov, Departments, Purchasing, Vendor Registration, and complete the required information.

BUDGET INFORMATION

1. Is it budgeted? ☒ Yes ☐ No ☐ Emergency Request
2. If budgeted, what is the budgeted amount? 8,500
3. Budget code: 001160-50300

Email completed form with quotes and other supporting documentation to
Erin.Wolfe@FairhopeAL.gov and Rhonda.Cunningham@FairhopeAL.gov.



**CITY OF FAIRHOPE
AGENDA MEMORANDUM**

FROM:	Hannah Noonan, Human Resources Director
SUBJECT:	Planning Department Restructuring and Reclassification as follows: Upon the retirement of one Code Enforcement Officer on December 31, 2023 reclassify one (1) Code Enforcement Officer (Grade 7) to Planning Technician (Grade 8) effective January 1, 2024
AGENDA DATE:	December 20, 2023

RECOMMENDED ACTION:

City Council approves and adopts the recommendations for the Planning Department Restructuring and Reclassification as follows: Upon the retirement of one Code Enforcement Officer on December 31, 2023 reclassify one (1) Code Enforcement Officer (Grade 7) to Planning Technician (Grade 8) effective January 1, 2024.

BACKGROUND INFORMATION:

BUDGET IMPACT/FUNDING SOURCE:

<u>Account No.</u>	<u>Account Title</u>	<u>Current Budget</u>	<u>Cost</u>	<u>Available Budget</u>
		\$___	\$___	(\$___)

GRANT:

LEGAL IMPACT:

FOLLOW UP IMPLEMENTATION:

For time-sensitive follow up, select deadline date for follow up:

Individual(s) responsible for follow up:

Action required (list contact persons/addresses if documents are to be mailed or emailed):

RESOLUTION NO. _____

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, That the City Council approves and adopts the recommendations for the Planning Department Restructuring and Reclassification as follows: Reclassify one (1) Code Enforcement Officer (Grade 7) to Planning Technician (Grade 8).

ADOPTED THIS 20TH DAY OF DECEMBER, 2023

Corey Martin, Council President

ATTEST:

Lisa A. Hanks, MMC
City Clerk



CITY OF FAIRHOPE AGENDA MEMORANDUM

FROM:	Nicole Love, Grants Coordinator
SUBJECT:	The Grants Coordinator, Nicole Love, has requested hiring a contractor for the design, installation and maintenance of litter capture devices to include twelve (12) litter interceptors within the City. The Contractor will be required to perform ETAP (Escaped Trash Assessment Protocol) on 10 percent of the materials that are collected during the maintenance period of the project.
AGENDA DATE:	December 20, 2023

RECOMMENDED ACTION:

To award Bid No. 24-010 Request for Proposal - GOMESA Litter Trap Project to Osprey Initiative for the not-to-exceed cost of \$166,722.50.

BACKGROUND INFORMATION:

A Request for Proposal was issued on November 16, 2023, posted to the City of Fairhope's website, and viewed by 161 of 420 vendors who select to receive e-notifications. One (1) responsive proposal was received at the bid opening on December 5, 2023 at 2:00pm.

The proposal was evaluated by three (3) City of Fairhope staff (see attached Evaluation Score Sheet). The recommendation by the evaluation team is to award the contract to Osprey Initiative.

The proposal by Osprey Initiative includes the following fee schedule:

Year 1:

Fabrication/Installation/Maintenance \$80,322.50

Year 2:

Maintenance \$43,200.00

Year 3:

Maintenance \$43,200.00

Total Cost Proposal for Three (3) Years is One Hundred Sixty-Six Thousand Seven Hundred Twenty-Two Thousand and Fifty Cents (\$166,722.50).

This project is funded by the Gulf of Mexico Energy Security Act of 2006 (GOMESA) Grant Agreement, Alabama Department of Conservation and Natural Resources (ADCNR) and ADEM, Grant #: G-ADEMLT/21/ADEM, Subaward #ADEMLT-SA07.

BUDGET IMPACT/FUNDING SOURCE:

<u>Account No.</u>	<u>Account Title</u>	<u>Current Budget</u>	<u>Cost</u>	<u>Available Budget</u>
001350-50475	Capital Improvements	\$166,722.50	\$166,722.50	\$0.00

This project will be fully funded by the GOMESA grant.

GRANT:

GOMESA Grant # G-ADEMLT/21/ADEM Subaward #ADEMLT-SA07 for \$166,725.00

LEGAL IMPACT:

N/A

FOLLOW UP IMPLEMENTATION:

For time-sensitive follow up, select deadline date for follow up: N/A

Individual(s) responsible for follow up: N/A

Action required (list contact persons/addresses if documents are to be mailed or emailed): N/A

RESOLUTION NO. _____

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

[1] That the City of Fairhope did request, receive, and open bids to procure services for (Bid No. 24-010) Request for Proposal - GOMESA Litter Trap Project at 555 South Section Street in the City of Fairhope offices, Fairhope, Alabama.

[2] At the appointed time and place, a bid was received and tabulated as follows:

Please see attached Bid Tabulation for
Request for Proposal – GOMESA Litter Trap Project

[3] After evaluating the bid with the required specifications, Osprey Initiative is now awarded (Bid No. 24-010) Request for Proposal - GOMESA Litter Trap Project for the not-to-exceed cost of \$166,722.50.

[4] This project is funded by the Gulf of Mexico Energy Security Act of 2006 (GOMESA) Grant Agreement, Alabama Department of Conservation and Natural Resources (ADCNR) and ADEM, Grant #: G-ADEMLT/21/ADEM, Subaward #ADEMLT-SA07 for \$166,725.50.

DULY ADOPTED THIS 20TH DAY OF DECEMBER, 2023

Corey Martin, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

CITY OF FAIRHOPE EVALUATION
Bid No. 24-010

NAME: Request for Proposal
GOMESA Litter Trap Project

Opened: December 5, 2023 at 2:00 P.M.

Osprey Initiative

	Points Range	Evaluator 1	Evaluator 2	Evaluator 3
Criteria 1: Experience/ Past Performance	0-20	20	18	20
Criteria 2: Qualifications of Staff to Be Assigned	0-20	20	18	20
Criteria 3: Technical Approach/Understanding of the Scope of Work	0-30	25	25	30
Criteria 4: Location of Office Performing Work (Primary)	0-10	10	10	10
Criteria 5: Cost Proposal	0-20	10	18	20
Total Score:		85	89	100
Average Score:				91

Recommendation:

To the best of my knowledge this is an accurate Evaluation Tabulation

Signature

Nicole Love, Grants Coordinator

Signature

Erin Wolfe, Purchasing Manager



**Bid Number 24-010
Request for Proposal
GOMESA Litter Trap Project**

Submitted: December 1, 2023

Prepared for:

The City of Fairhope
555 South Section St
Fairhope, Alabama 36532

Prepared By:



2350 Halls Mill Rd.
Mobile, AL 36606



Table of Contents

1.0 Cover Letter

2.0 Project Approach and Methodology

- 2.1 Project Schedule
- 2.2 Challenges Involved
- 2.3 Approaches and Philosophy
- 2.4 Experience
- 2.5 Additional Issues
- 2.6 Cost Breakdown

3.0 Experience and Background

- 3.1 Statement of Registration
- 3.2 Statement of Project Team
- 3.3 Statement of Qualifications
- 3.4 Statement of Professional Standing
- 3.5 Past ETAP Experience
- 3.6 Statement of Local Experience
- 3.7 Statement of Adequacy and Availability
- 3.8 Statement of Sound Fiscal Standing
- 3.9 Statement of Actual Work Location

4.0 Project Team/ Level of Participation

- 4.1 Key Project Team Members
- 4.2 Percentage of Time Committed
- 4.3 DBE Qualifications
- 4.4 Organizational Chart
- 4.5 Key Personnel Commitment to the Project

5.0 Other City Ordinances and Policies

6.0 Additional Information

7.0 Fee Structure

8.0 Additional Documents

- 8.1 Cost Proposal Form
- 8.2 Contractor Information
- 8.3 Proof of Insurance
- 8.4 Bid Bond
- 8.5 Addendum I





City of Fairhope
Public Utilities
555 South Section Street
Fairhope, AL 36532

12/01/2023

RE: Bid Number 24-010 Request for Proposal- GOMESA LITTER TRAP PROJECT

To Whom it May Concern,

Please accept this letter, and the information contained within this proposal, as the official statement of interest and proof of qualifications for Osprey Initiative, LLC. to be considered for the *City of Fairhope GOMESA Litter Trap Project*. Osprey Initiative is uniquely positioned to successfully complete the scope of work and activities outlined in the Request for Proposals created by the City of Fairhope.

Osprey Initiative was formed in Fairhope, Alabama in 2017 and has since managed projects in over 18 states and 3 countries. Osprey Initiative specializes in consultation and implementation of sustainable litter collection devices through a science-driven approach. Osprey believes that while it is great to remove trash from our environment, it is even more important to collect the data necessary to understand how and why the litter arrived there in the first place.

The Osprey Initiative project team is led by Donald Bates- owner and president. Don has over 30 years of environmental engineering experience on the Gulf Coast and is a licensed geologist. Senior Project Manager, Elinor Mallon, will oversee the administrative and data collection side of the project. Field Operations Lead, Jackson Bates and Regional Field Lead, Deric Martin, will ensure that all deliverables are met and will oversee on-site logistics. All team representatives are committed to the full execution of this project and the successful completion of the terms of agreement.

We have received and acknowledged the addendum to this proposal.

Thank you for your time and consideration.

Sincerely,

Donald W. Bates

Donald W. Bates Jr.
Owner/ President





2.0 Project Approach and Methodology

2.1 Project Schedule

December 15, 2023: City Council of Fairhope Contract Approval

December 15, 2023 - February 1, 2024: Site selection for twelve (12) litter interceptors

January 1, 2024 - March 1, 2024: Fabrication of litter interceptors

March 1, 2024 - April 1, 2024: Installation of all litter interceptors

April 1, 2024 – March 31, 2026: 36-month maintenance period

April 1, 2026 – June 30, 2026: Synthesis of data collected during the project period and creation of final report.

September 1, 2026: Submission of final report for review by City of Fairhope project team

September 1, 2026 – September 15, 2026: Review period for final report. Debrief/After action meetings.

September 15, 2026: Completion of contract

2.2 Challenges Involved

Osprey Initiative does not foresee any new challenges with this project. The project team is already very familiar with the stormwater systems and waterways in Fairhope and has extensive experience working with cities and other local partners.

2.3 Approaches and Philosophy

Osprey always follows a data-driven approach and utilizes the best available science to resolve any issues that may arise during project implementation. Osprey Initiative strives to keep all project partners abreast of emerging situations, while bringing multiple options for resolution. Should any unexpected challenges occur, the project team will address them promptly and with full transparency.

2.4 Experience Dealing with Key Issues

Osprey has worked in Mobile and Baldwin Counties for over six years and has partnered with the City of Fairhope before. Osprey currently has over 15 in-stream litter devices within the City of Mobile and over 40 litter interceptors. Osprey has 3 devices within Baldwin County and works with Municipalities across the eastern shore, from Daphne to Foley. Osprey has been maintaining a Litter Boom in Fairhope, Alabama for a year at the time of this RFP. Osprey regularly handles issues of illegal dumping, flooding rivers, vandalism, and just about any other problem that one could envision when working around littered waterways.



2.5 Additional Issues Related to the Scope of Work

Osprey Initiative sees no additional issues related to the scope of work and feels comfortable with performing all required tasks in a professional manner and adhering to the project schedule laid out in Section 2.1.

2.6 Cost Breakdown

Litter Interceptor Installation/Maintenance

Year 1

Fabrication/Installation/Maintenance	\$80,322.50
--------------------------------------	-------------

Year 2

Maintenance	\$43,200.00
-------------	-------------

Year 3

Maintenance	\$43,200.00
-------------	-------------

<u>Project Total</u>	\$166,722.50
-----------------------------	---------------------

3.0 Experience and Background

3.1 Statement of Registration

Osprey Initiative, LLC. is an environmental solution company that was formed in 2017 in Fairhope, Alabama. Osprey operates a large warehouse and office in downtown Mobile, on Halls Mill Road. At the time of this proposal, Osprey retains 12 full-time employees and 30 part-time employees. The company offers a full range of services, including litter consulting, litter collection device selection, installation, and maintenance, as well as recycling collection and disposal options.

3.2 Statement of Project Team

The Osprey leadership team will be comprised of five of our full-time employees: Don Bates, Elinor Mallon, Cassandra Eldredge, Jackson Bates, and Deric Martin. This team will be supported by a range of other employees in assistive roles, including office staff, accounting staff, and field technicians.

3.3 Statement of Qualifications

Don Bates (Owner/President): Don has over 30 years of environmental engineering experience in the Gulf Coast. He is a licensed geologist. Don managed a multimillion-dollar portfolio of projects and over one hundred employees for Thompson Engineering.



Elinor Mallon (Senior Project Manager): Elinor Mallon has been with Osprey Initiative for over four years. She is currently pursuing a master's degree in wildlife, fisheries, and aquaculture. She has overseen all project data processing and financial management for the duration of her time with Osprey. Elinor is also proficient in the use of ESRI mapping products.

Cassandra Eldredge (Project Manager): Cassandra has been working with Osprey Initiative for three years. Cassandra manages projects in lower Alabama and Pensacola, Florida. Cassandra manages the ETAP data reports for each of the projects under her management.

Deric Martin (Regional Field Lead): Deric joined Osprey in 2019 after serving on the Mobile-based GulfCorps team. Since then, Deric has led the Mobile field crew in the execution of the Mobile Trash Free Waters grant and the continued maintenances contract with the City of Mobile and the City of Fairhope. Deric has spent numerous hours on the rivers and backwaters throughout Mobile and Baldwin counties and is extremely familiar with areas that are especially impacted by litter.

3.4 Statement of Professional Standing

Osprey Initiative, LLC. is of good professional standing and is not part of any pending controversies, litigations, or suits.

3.5 Past ETAP Experience

All Osprey projects have been utilizing the Escaped Trash Assessment Protocol (ETAP) since 2019. Osprey has over 50 projects that could demonstrate our experience with recording and presenting ETAP data. For the sake of this proposal, we have limited it to the following examples. Additional reference projects can be provided if requested.

1. City of Mobile Litter Abatement, November 2022 – September 2023

- 1.1 Description: Maintenance of litter collection devices throughout the Mobile area. This includes six (6) Litter Gitters within Dog River, six (6) Litter Gitters within Three-Mile Creek, one (1) Bandalong, and thirty (30) litter interceptors. All material collected is processed using the Escaped Trash Assessment Protocol (ETAP).
- 1.2 Client: City of Mobile
- 1.3 Client Reference with Name, Position, Address and Telephone Number:



Ms. Rosemary Ginn, PE
Assistant City Engineer
City of Mobile Engineering Department
205 Government Street, 2nd Floor, South Tower
Mobile, AL 36644
Phone: (251) 208-7581

1.4 Total Contract Gross Amount: \$500,000.00

1.5 Key project staff

Principal: Donald Bates
Senior Project Manager: Elinor Mallon
Field Lead: Deric Martin

1.6 Describe Proposed vs. Actual Schedule and Budget: Project proceeded according to proposed schedule and budget. No irregularities noted.

1.7 Date Completed: Ongoing

2. A Comprehensive Trash Abatement Program for Two Central Alabama Watersheds, May 2020 – June 2023

2.1 Description: The deployment and maintenance of six (6) Litter Gitter devices throughout the Cahaba and Black Warrior Rivers. All material collected is processed using the Escaped Trash Assessment Protocol (ETAP).

2.2 Client: Freshwater Land Trust

2.3 Client Reference with Name, Position, Address and Telephone Number:

Katie Holmes
Outreach and Communications Coordinator
Freshwater Land Trust
3501 1st Ave S, Birmingham, AL 35222
Phone: (205) 417-2777

2.4 Total Contract Gross Amount: \$220,000.00

2.5 Key project staff

Principal: Donald Bates
Senior Project Manager: Elinor Mallon
Field Lead: Jackson Bates

2.6 Describe Proposed vs. Actual Schedule and Budget: Project proceeded according to proposed schedule and budget. No irregularities noted.

2.7 Date Completed: June 2023



3. City of Decatur, AL Litter Gitter/Tactical Cleanup

3.1 Description: The deployment and maintenance of two (2) Litter Gitter devices throughout the Wheeler Lake Watershed. All materials collected are processed using the Escaped Trash Assessment Protocol (ETAP).

3.2 Client: City of Decatur, AL

3.3 Client Reference:

Carl Prewitt, City Engineer
City of Decatur, AL
402 Lee Street NE
Decatur, AL 35601
Phone: 256-341-4500

3.4 Total Gross Income: \$65,000.00

3.5 Key Project Staff:

Principal: Donald Bates
Senior Project Manager: Elinor Mallon
Field Lead: Jackson Bates

3.6 Describe Proposed vs. Actual Schedule and Budget: Project proceeded according to proposed schedule and budget. No irregularities noted.

3.7 Date Completed: Ongoing

Carl Prewitt, City Engineer
City of Decatur, AL
402 Lee Street NE
Decatur, AL 35601
Phone: 256-341-4500

3.6 Statement of Local Experience

Osprey Initiative has worked with the City of Mobile on six (6) projects in the last two years and one (1) project with the City of Fairhope within the last year. Osprey has maintained a Litter Gitter in Foley, Alabama for five years as well as a site in Daphne, Alabama for 4 years. The company is very familiar with local ordinances, protocols, and regulations. All projects are done in accordance and in communication with the appropriate departments within the city government. All activities meet or exceed the requirements set forth by the MS4 guidelines.



3.7 Statement of Adequacy and Availability

Osprey has adequate staff and availability to complete all other activities listed in the Scope of Work of this project. As shown in the Organizational Chart (Section 4.4), Osprey retains several other Field Leads within the area, as well as a number of Field Technicians. These resources will be available for additional support during the duration of the project schedule.

3.8 Statement of Sound Fiscal Standing

Osprey Initiative is in sound fiscal standing and has never filed for bankruptcy or government assistance due to inadequate funds. Osprey has maintained a balanced budget throughout all years of operation.

3.9 Statement of Actual Work Location

Osprey Initiative will complete all the activities outlined in the Scope of Work in Fairhope, Alabama. Osprey maintains a large warehouse and office on Halls Mill Road in Mobile. All staff working on this project are based out of this office. The equipment and supplies utilized in this project will be housed in this warehouse.

4.0 Project Team/Level of Participation

4.1 Key Project Team Members

Don Bates (Owner/President): General Project Oversight

Elinor Mallon (Senior Project Manager): Data Processing/Financial Management. Coordination with City of Fairhope.

Cassandra Eldredge (Project Manager): Data Processing and reporting. Coordination with City of Fairhope.

Jackson Bates (Field Operations Lead): Resource for installation and maintenance issues, oversight of device repairs and replacement.

Deric Martin (Regional Field Lead): Supervision of all field staff, scheduling of maintenance operations, and completion of data reporting.

4.2 Percentage of Time Committed

Based on the project budget, please review the following time commitments.

Donald Bates: 5%

Elinor Mallon: 10%

Cassandra Eldredge: 25-30%



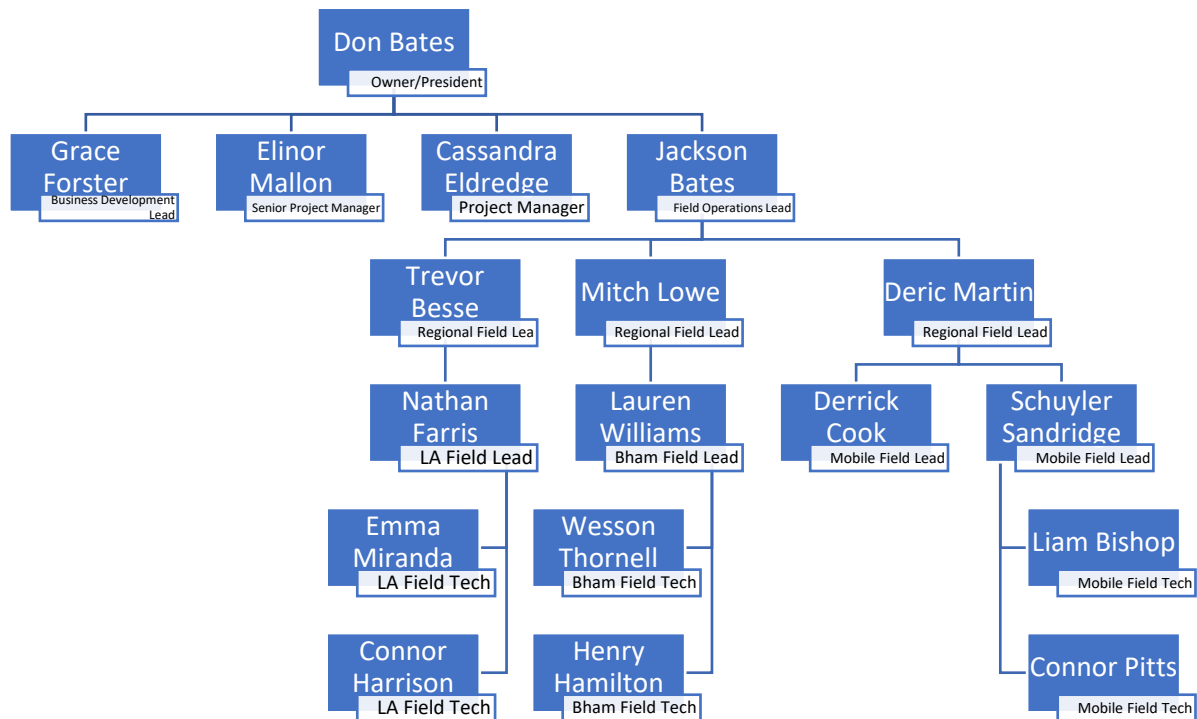


Deric Martin: 25-30%

4.3 DBE Qualifications

Osprey Initiative works closely with Ephriam and Associates Environmental Consulting, LLC. (EAEC). EAEC is a comprehensive socio-environmental company that specializes in professional, scientific, technical, and ecological site assessments. EAEC is a minority owned business, a certified HUBZone Designated Company, and an ALDOT Certified Disadvantaged Business Enterprise. Osprey will partner with EAEC to provide a 10% DBE workforce for this project.

4.4 Organizational Chart



4.5 Key Personnel Commitment to the Project

The Project Team Members listed in section 4.1 Key Project Team Members, will be assigned to this project for the term of the Agreement, and to be replaced only with the mutual consent of Osprey Initiative and the City of Fairhope.

5.0 Other City Ordinances and Policies

Osprey Initiative is familiar with many of the City of Fairhope ordinances due to partnering with the city. Osprey has completed all their previous projects in alignment with city regulations and ordinances.



6.0 Additional Information

No additional information to be added at this time.

7.0 Fee Structure

Staff Hourly Rate Schedule

<u>Job Description</u>	<u>Hourly Rate</u>
Executive Consultant/Project Manager/Scientist	\$150.00
Senior Consultant/Sr. Project Manager/Sr. Scientist	\$120.00
Consultant/Project Manager/Scientist	\$90.00
Senior Field Lead	\$75.00
Field Lead	\$60.00
Field Technician	\$50.00
Senior Admin/Clerical	\$50.00
Admin/Clerical	\$45.00

Equipment Rate Schedule

<u>Description</u>	<u>Day Rate</u>
Surface drive boat	\$300.00
Non-motorized craft (canoe/kayak)	\$50.00
Deck boat with Winch	\$500.00
Support Skiff	\$400.00
ATV (per vehicle)	\$200.00
Recycling Trailer	\$300.00
Flatbed Trailer	\$100.00
Canoe Trailer	\$100.00
Trucks (w/o mileage)	\$100.00
Mileage Reimbursement (unless specified)	\$1.00

8.0 Additional Documents

8.1 Cost Proposal Form- Please see attached

8.2 Contractor Information- Please see attached

8.3 Proof of Insurance

Osprey Initiative meets all the required insurance coverages. Please see the proof of insurance documents attached.

8.4 Bid Bond- NOT REQUIRED

8.5 Addendum I



BID INFORMATION

FORCE ACCOUNT INFORMATION

SIGNATURES

Mayor: *Sherry Sullivan*

Project Request Form_GOMESA Litter Traps

Final Audit Report

2023-09-21

Created:	2023-09-20
By:	Erin Wolfe (erin.wolfe@fairhopeal.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAix7a7Aa3xWvVjKpAKC3fm1TM3q8mIUkh

"Project Request Form_GOMESA Litter Traps" History

-  Document created by Erin Wolfe (erin.wolfe@fairhopeal.gov)
2023-09-20 - 2:20:06 PM GMT
-  Document emailed to Suzanne Doughty (suzanne.doughty@fairhopeal.gov) for signature
2023-09-20 - 2:20:39 PM GMT
-  Email viewed by Suzanne Doughty (suzanne.doughty@fairhopeal.gov)
2023-09-20 - 2:46:59 PM GMT
-  Document e-signed by Suzanne Doughty (suzanne.doughty@fairhopeal.gov)
Signature Date: 2023-09-20 - 2:47:25 PM GMT - Time Source: server
-  Document emailed to Kimberly Creech (kimberly.creech@fairhopeal.gov) for signature
2023-09-20 - 2:47:27 PM GMT
-  Email viewed by Kimberly Creech (kimberly.creech@fairhopeal.gov)
2023-09-21 - 0:12:16 AM GMT
-  Document e-signed by Kimberly Creech (kimberly.creech@fairhopeal.gov)
Signature Date: 2023-09-21 - 0:12:38 AM GMT - Time Source: server
-  Document emailed to Sherry Sullivan (sherry.sullivan@fairhopeal.gov) for signature
2023-09-21 - 0:12:40 AM GMT
-  Email viewed by Sherry Sullivan (sherry.sullivan@fairhopeal.gov)
2023-09-21 - 11:57:30 AM GMT
-  Document e-signed by Sherry Sullivan (sherry.sullivan@fairhopeal.gov)
Signature Date: 2023-09-21 - 11:58:24 AM GMT - Time Source: server
-  Agreement completed.
2023-09-21 - 11:58:24 AM GMT



CITY OF FAIRHOPE
AGENDA MEMORANDUM

FROM:	Richard Johnson, CITY ENGINEER
	George Ladd , PUBLIC WORKS DIRECTOR
SUBJECT:	The City Engineer, Richard Johnson, has requested to procure and install a 50' x 100' x 18' pre-manufactured metal truck shed for the Public Works Department at the City Services and Public Utilities Building located at 555 South Section Street.
AGENDA DATE:	December 20, 2023

RECOMMENDED ACTION:

To award Bid No. 24-011-2024-PWI-012 to Southern Steel Structures for \$131,467.00.

BACKGROUND INFORMATION:

A service bid was issued on December 1, 2023, posted to the City of Fairhope's website, and viewed by 157 of 423 vendors who select to receive e-notifications. One (1) responsive bid was received at the bid opening on December 12, 2023 at 10:30 a.m.

The City Engineer, Richard Johnson, recommends the award be made to Southern Steel Structures. The Lump Sum Cost for the 50' x 100' x 18' pre-engineered metal building installed on a foundation is One Hundred Twenty-Eight Thousand Three Hundred Fifty-Seven Dollars (\$128,357.00). The Additive Alternate Cost for Girts and Wall panels to enclose to half of the rear and sides of the shed is Three Thousand One Hundred Ten Dollars (\$3,110.00). The total bid response price was One Hundred Thirty-One Thousand Four Hundred Sixty-Seven Dollars (\$131,467.00). The City Engineer, Richard Johnson, recommends awarding to Southern Steel Structures because their total cost with the additive alternate is within 5% of the budgeted cost. The additional cost can be covered by savings with other capital project funds.

BUDGET IMPACT/FUNDING SOURCE:

<u>Account No.</u>	<u>Account Title</u>	<u>Current Budget</u>	<u>Cost</u>	<u>Available Budget</u>
001350-50475	Public Works - Capital Improvements	\$125,000.00	\$131,467.00	(\$6,467.00)

GRANT:

N/A

LEGAL IMPACT:

N/A

FOLLOW UP IMPLEMENTATION:

For time-sensitive follow up, select deadline date for follow up: N/A

Individual(s) responsible for follow up: N/A

Action required (list contact persons/addresses if documents are to be mailed or emailed): N/A

RESOLUTION NO. _____

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

[1] That the City of Fairhope did request, receive, and open bids to procure services for (Bid No. 24-011-2024-PWI-012) to Install 50' x 100' x 18' Pre-Manufactured Metal Truck Shed at 555 South Section Street in the City of Fairhope offices, Fairhope, Alabama.

[2] At the appointed time and place, one (1) bid was received and tabulated as follows:

Please see attached Bid Tabulation to
Install 50' x 100' 18' Pre-Manufactured Metal Truck Shed

[3] After evaluating the bid with required specifications, Southern Steel Structures is now awarded (Bid No. 24-011-2024-PWI-012) to Install 50' x 100' x 18' Pre-Manufactured Metal Truck Shed with a bid proposal not-to-exceed \$131,467.00.

DULY ADOPTED THIS 20TH DAY OF DECEMBER, 2023

Corey Martin, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

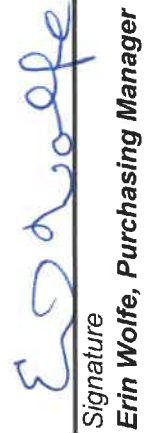
City of Fairhope Bid Tabulation
 Bid No. 24-011 Metal Building Truck Shed for Public Works
 Opened December 12, 2023 at 10:30 A.M.

Vendor	Bid Documents Signed / Notarized (Y/N)	Lump Sum Cost One 50'x100'x18' pre- engineered metal bldg, installed on a foundation, per specs provided by the winning bidder	Lump Sum Cost Girts and wall panels to enclose to half of rear and sides of 50'x100' truck shed (Up charge amount from vase bid)
Southern Steel Structures	Y/Y	\$128,357.00	\$3,110.00

Recommendation:

To the best of my knowledge this is an accurate Bid Tabulation


 Signature
 Richard Johnson, City Engineer


 Signature
 Erin Wolfe, Purchasing Manager

**ITEM III
BID RESPONSE FORM**

Date: 12/12/23

Bid No: 24-011-2024-PWI-012
Metal Building – 50'x100'x18' Truck Shed for City of Fairhope – Public Works

Bids Due: Tuesday, December 12, 2023, 10:30 A.M.

Description	Lump Sum Cost
One 50'x100'x18' pre-engineered metal building, installed on a foundation, per specifications provided by the winning bidder	128,357 ⁰⁰
Additive Alternative	
Girts and wall panels to enclose to half of rear and sides of 50'x100' truck shed (Up charge amount from base bid)	+ 3,110 ⁰⁰
Vendor Shall Provide Metal Building Specifications with Bid Submittal	

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

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

ADDENDUM NO.	DATE ISSUED	ADDENDUM NO.	DATE ISSUED
<u>Ø</u>	_____	_____	_____
_____	_____	_____	_____

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

The undersigned agrees to furnish the goods/services as requested by you for the City of Fairhope, Baldwin County, Alabama in your invitation to bid, and certifies that they will meet or exceed the specifications called for. The undersigned has read all information pertaining to this bid and has resolved all questions. It is also understood and agreed that all prices quoted are F.O.B. described in the bid documents and specifications. The undersigned also affirms he/she has not been in any CONTRACT or collusion among BIDDERS or prospective BIDDERS in restraint of freedom of competition, by CONTRACT to bid at a fixed price or to refrain from bidding or otherwise. Witness our hands and seals this _____ day of _____, 2023.

If Individual or Partnership

(Name of Individual or Partnership)

(Name of Partner Print)

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

(Name of Partner Print)

Address

Phone Number ()

Fax Number ()

E-mail address

Alabama Contractor's License No.

Foreign Entity ID (if outside of Alabama)

If Corporation or LLC

Company MAD DASH INC d/b/a SOUTHERN STEEL STRUCTURES

State of Incorporation AL

Company Representative LINDA CORNELLUS SANSON, PRES
(Representative Authorized to sign Bids and CONTRACTs for the firm Print)

Company Representative

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

Address 106 SANDY STONE LOOP
FAIR HOPE, AL 36532

Phone Number (251) 402-7318

Fax Number ()

E-mail address STEEL BLDG LADY@ALCON.COM

Contractor's License No. 38860

Foreign Vendor Id

Linda C. Gavaletz

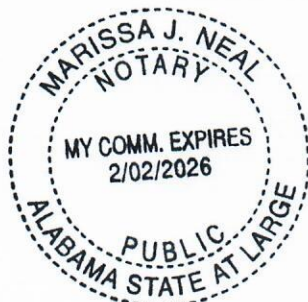
BID PROPOSAL NOTARIZATION:

STATE OF Alabama

COUNTY OF Baldwin

I, the undersigned authority in and for said State and County, hereby certify that Linda Gavaletz as Mad Dash respectively, of Mad Dash, whose name is signed to the foregoing document and who is known to me, acknowledged before me on this day, that, being informed of the contents of the document they executed the same voluntarily on the day the same bears date.

Given under my hand and Notary Seal on this 12 day of December, 2023.



NOTARY PUBLIC

MY COMMISSION EXPIRES

2/02/2026

**ITEM IV
CONTRACTOR INFORMATION**

This Section must be printed, completed, and turned in with your bid response to

Bid No. 24-011-2024-PWI-012
Metal Building – 50'x100'x18' Truck Shed for City of Fairhope – Public Works

Business Organization

Name of CONTRACTOR (exactly as it appears on W-9):

MAD DASH INC

Doing-Business-As Name of CONTRACTOR:

SOUTHERN STEEL STRUCTURES

Principal Office Address:

2210 MAIN ST, STE G

DAPHNE AL 36526

LOCAL Telephone Number: 251-625-3333 Toll-Free _____

LOCAL Fax Number: _____

Email address:

STEELBLDGLADY@AOL.COM

Website: _____

Form of Business Entity [check one ("X")]

Corporation ☒

Partnership ☐

Individual ☐

Joint Venture ☐

Other (describe): _____

Corporation Statement

If a corporation, answer the following:

Date of incorporation: 03/2016

Location of incorporation: MOBILE, AL

The corporation is held: Publicly ☐
Privately ☒

Partnership Statement

If a partnership, answer the following:

Date of organization: _____

Location of organization: _____

The partnership is: General ☐
Limited ☐

Joint Venture Statement

If a Joint Venture, answer the following:

Date of organization: _____

Location of organization: _____

JV CONTRACT recorded? Yes ☐ No ☐

Contact: LINDA CORNELIUS SANSOM Email: STEELBLDGLADY@AOL.COM

Phone: 251-402-7318

Fax: _____

END OF CONTRACTOR INFORMATION SECTION



2210 Main Street
Daphne, AL 36526
(251) 625-3333 * (251) 625-3344 fax

BID # 24-011-2024-PWI-0121
SPECIFICATIONS

SCOPE OF WORK:

SUPPLY LABOR, MATERIALS, EQUIPMENT AND SUPERVISION TO FURNISH AND INSTALL A 50' X 100' X 18' PRE-ENGINEERED STEEL BUILDING ON REINFORCED SPREAD FOOTINGS, PER DESIGN AND PLANS BY SOUTHERN STEEL STRUCTURES.

BUILDING SPECS:

- 26 GA GALVALUME PBR ROOF PANELS
- 26 GA STD COLOR WALLS AND TRIM (IF WALLS ARE SELECTED IN ALT 1)
- STD PRIME RED-OXIDE STEEL FRAMING WITH NON-EXPANDABLE END FRAMES; 5 BAYS @ 20'-0"
- ANCHOR BOLTS PER ENGINEERED PLANS
- BACK FILL AT FOOTINGS FOR GRAVEL BY OWNER
- ALL DESIGNED TO 2018 IBC; EXPOSURE B; 160 MPH
- ENGINEERED PLANS FOR PERMIT AND CONSTRUCTION ON STEEL BUILDING AND REINFORCED FOUNDATION FOOTINGS
- ALTERNATE 1 - ADD SHEETING FOR 100' SIDE AND TWO (2) 50' ENDS, FROM 9'-0" ABOVE BASE PLATE ELEV

SEALED BID



METAL BLDG – 50' X 100' X 18' TRUCK SHED
FOR PUBLIC WORKS

BID NUMBER: 24-011-2024-PWI-012

CITY OF FAIRHOPE
555 S. SECTION ST
FAIRHOPE, AL 36532

SUBMITTED BY:
SOUTHERN STEEL STRUCTURES
2210 MAIN STREET, STE G
DAPHNE, AL 36526



Requestor:	Richard D. Johnson, PE	Department:	Public Works
Project Name:	Metal Bldg. - 50 x 100 Truck Shed for City of Fairhope – Public Works		
Project Description:	New pre-engineered 100'L by 50'D – Truck Shed – Upper Walled – Open Air Below		
Project Category:	☒ Bid	☐ Professional Service	☐ Other: Bid/Quote
Budget Amount:	\$125,000.00	Budget Code:	001350-50475 Line 20
Budgeted for Current FY:	☒ Yes	☐ No	

BID INFORMATION

Bid Duration:	<u>Minimum</u>	Project Duration:	<u>120 Calendar Days</u>
Engineer of Record:	<u>RDJ</u>		
Pre-Bid Meeting:	<u>X</u> No <u> </u> Yes <u> </u> Mandatory	<u>X</u> Non-Mandatory	
Scope of Work Provided By:	<u>RDJ</u>	Contract Extensions:	<u> </u> No <u> </u> Yes
Project Manager:	<u>RDJ/John Thomas/David Thomas</u>		
Insurance Requirements:	<u>X</u> Minimum	<u> </u> Maximum	
Bonds:	<u> </u> Bid	<u>X</u> Performance	<u>X</u> Labor & Materials
Related Bids/RF's			

FORCE ACCOUNT INFORMATION

Force Account Project: ☐ No ☐ Yes **Estimated Amount:** **Budget Code:**

Notes:

SIGNATURES

Requestor: *Shirley Johnson*

Senior Accountant: *Suzanne Doughty*
Suzanne Doughty (Nov 16, 2023 15:09 CST)

City Treasurer: *Kimberly Creech*

Mayor: *Sherry Sullivan*

PUR-003 Project Request Form (PW Truck Shed)

Final Audit Report

2023-11-21

Created:	2023-11-15
By:	Erin Wolfe (erin.wolfe@fairhopeal.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAK2USqV2h6HixTbk5QgkAY4YJNlIdW-uC

"PUR-003 Project Request Form (PW Truck Shed)" History

-  Document created by Erin Wolfe (erin.wolfe@fairhopeal.gov)
2023-11-15 - 1:43:52 PM GMT
-  Document emailed to Suzanne Doughty (suzanne.doughty@fairhopeal.gov) for signature
2023-11-15 - 1:44:23 PM GMT
-  Email viewed by Suzanne Doughty (suzanne.doughty@fairhopeal.gov)
2023-11-16 - 9:07:25 PM GMT
-  Document e-signed by Suzanne Doughty (suzanne.doughty@fairhopeal.gov)
Signature Date: 2023-11-16 - 9:09:01 PM GMT - Time Source: server
-  Document emailed to Kimberly Creech (kimberly.creech@fairhopeal.gov) for signature
2023-11-16 - 9:09:02 PM GMT
-  Document e-signed by Kimberly Creech (kimberly.creech@fairhopeal.gov)
Signature Date: 2023-11-20 - 11:48:33 PM GMT - Time Source: server
-  Document emailed to Sherry Sullivan (sherry.sullivan@fairhopeal.gov) for signature
2023-11-20 - 11:48:35 PM GMT
-  Email viewed by Sherry Sullivan (sherry.sullivan@fairhopeal.gov)
2023-11-21 - 0:15:46 AM GMT
-  Document e-signed by Sherry Sullivan (sherry.sullivan@fairhopeal.gov)
Signature Date: 2023-11-21 - 0:16:12 AM GMT - Time Source: server
-  Agreement completed.
2023-11-21 - 0:16:12 AM GMT



CITY OF FAIRHOPE
AGENDA MEMORANDUM

FROM:	George Ladd , PUBLIC WORKS DIRECTOR
SUBJECT:	The Director of Public Works, George Ladd, is requesting Extension No. 1 for Bid No. 038-22 Asphalt and Concrete Repair with JTB Construction LLC.
AGENDA DATE:	December 20, 2023

RECOMMENDED ACTION:

To approve the Extension No. 1 for Bid No. 038-22 Asphalt and Concrete Repair with JTB Construction LLC for two months for the same terms and conditions as the original bid award.

BACKGROUND INFORMATION:

The original contract was executed December 7, 2022, and awarded to JTB Construction LLC. The Director of Public Works is requesting a two (2) month contract extension to allow for time to rebid the contract with revised specifications. The request for Extension No. 1 will extend the referenced contract until February 6, 2024. The original contract price is \$21.00 per square foot for labor with City providing all material.

BUDGET IMPACT/FUNDING SOURCE:

<u>Account No.</u>	<u>Account Title</u>	<u>Current Budget</u>	<u>Cost</u>	<u>Available Budget</u>
001350-50360	General Maintenance	\$	\$21.00 per sq ft of labor	\$

GRANT:

N/A

LEGAL IMPACT:

N/A

FOLLOW UP IMPLEMENTATION:

For time-sensitive follow up, select deadline date for follow up: N/A

Individual(s) responsible for follow up: Erin Wolfe, Purchasing Manager

Action required (list contact persons/addresses if documents are to be mailed or emailed): N/A

RESOLUTION NO. _____

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF FAIRHOPE, ALABAMA, that Mayor Sherry Sullivan is hereby authorized to execute a contract for Extension No. 1 of (Bid No. 038-22), Asphalt and Concrete Repair with JTB Construction LLC as per the terms and conditions of the original contract to extend Extension 1 agreement for two months, which will begin immediately upon the expiration of the original time period December 7, 2023 and will end on February 6, 2024.

ADOPTED ON THIS 20TH DAY OF DECEMBER, 2023

Corey Martin, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk

City of Fairhope
Bid No. 038-22
Asphalt and Concrete Repair
Contract Extension No. 1

This EXTENSION NO.1 of CONTRACT ("Extension") is made this _____ day of _____, 2023, for the purpose of extending the agreement known as **Bid No. 038-22 Asphalt and Concrete Repair**, dated **December 7, 2022**, ("Original Contract") between the **City of Fairhope** and **JTB Construction LLC** (the "Parties").

1. Extension 1 of this agreement, which is attached hereto as a part of this Extension, is described below:

Bid No. 038-22 Asphalt and Concrete Repair

and will end on **December 6, 2023 at midnight.**

2. The Parties agree to extend Extension 1 agreement for an additional period, which will begin immediately upon the expiration of the original time period **December 7, 2023** and will end on **February 6, 2024.**

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

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

THE CITY OF FAIRHOPE, ALABAMA

ATTEST:

BY: **Sherry Sullivan, Mayor**

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

NOTARY FOR THE CITY

STATE OF ALABAMA}
COUNTY OF BALDWIN}

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

Given under my hand and Notary Seal on this _____ day of _____, 20__.

Notary Public _____

My Commission Expires: _____

If Corporation, Partnership, or Joint Venture

Name of Corporation, Partnership, or Joint Venture

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

Email Address

Business Mailing Address

City, State, Zip Code

General Contractor's License Number

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

NOTARY

STATE OF _____ }

COUNTY OF _____ }

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

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

Respectively, of _____
Type or Print Company Name

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

Given under my hand and Notary Seal on this _____ day of _____, 20____.

Notary Public _____

My Commission Expires _____



CITY OF FAIRHOPE
AGENDA MEMORANDUM

FROM:	Daryl Morefield, WATER SUPERINTENDENT
SUBJECT:	The Assistant Superintendent of Water/Wastewater Department is requesting approval for the procurement of hydrofluorosilicic acid for water treatment.
AGENDA DATE:	December 20, 2023

RECOMMENDED ACTION:

To approve this procurement of hydrofluorosilicic acid for an estimated budgeted amount of \$50,000.00.

BACKGROUND INFORMATION:

Requests for quotes were sent to three (3) vendors. Hawkins, Inc. provided the lowest quote that met the procurement requirements. The price per unit for the hydrofluorosilicic acid is Five Dollars Thirty Cents (\$5.30) per gallon.

The chemical is exempt from formal bidding per Code of Alabama 1975, Section 41-16-51(b)(7) which states:

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

The Assistant Superintendent of Water/Wastewater Department is requesting approval for the annual purchase for an estimated annual total of \$50,000.00.

BUDGET IMPACT/FUNDING SOURCE:

<u>Account No.</u>	<u>Account Title</u>	<u>Current Budget</u>	<u>Cost</u>	<u>Available Budget</u>
004010-53011	Chemicals - Water Treatment	\$50,000.00	\$50,000.00	\$0.00

GRANT:

N/A

LEGAL IMPACT:

N/A

FOLLOW UP IMPLEMENTATION:

For time-sensitive follow up, select deadline date for follow up: N/A

Individual(s) responsible for follow up: N/A

Action required (list contact persons/addresses if documents are to be mailed or emailed): N/A

RESOLUTION NO. _____

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

[1] That the City of Fairhope approves the procurement of Hydrofluorosilicic Acid for Water Treatment for an estimated budgeted amount of \$50,000.00.

[2] Requests for quotes were sent to three (3) vendors. Hawkins, Inc. provided the lowest quote that met the procurement requirements. The price per unit for Hydrofluorosilicic Acid is Five Dollars and Thirty Cents (\$5.30) per Gallon.

[3] The chemical is exempt from formal bidding per Code of Alabama 1975, Section 41-16-51(b)(7).

ADOPTED ON THIS 20TH DAY OF DECEMBER, 2023

Corey Martin, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk



HAWKINS, INC.

HAWKINS WATER TREATMENT GROUP

December 12, 2023

To: City of Fairhope – Water Treatment Chemicals

Ref. No.: Hydrofluorosilicic Acid

Quotation Expires: 90 days.

Shipment:

Hawkins, Inc. would like to offer the following chemical quotation. We are a full-service manufacturer and distributor of all Water Treatment Chemicals and Equipment. We take pride in building a long-term partnership through excellent service.

Chemicals:

- PN 43977 – Hydrofluosilicic Acid (Fluoride) (Mini Bulk) \$5.30 per gallon

*** All pricing will hold firm for 90 days. After the 90 days we will assess pricing and if needed we will contact you in writing with the appropriate increase or decrease.**

***All deliveries will be made at least 72 hours after order is placed**

Thank you so much for the opportunity
Derek Gillis
Business Development Manager
Hawkins Inc
251-653-4300 Office
251-402-6275 Cell
derek.gillis@hawkinsinc.com

We understand that in the Municipal Industry, flows are seasonal, and emergencies do occur that are unpreventable. We can ensure that we will handle any emergency as they occur. We are available 24/7 via 1-800-330-1369.

TERMS: Net 30 days from delivery. Our pricing does not include any installation or sales/excise taxes that may apply.

QUOTATION/PROPOSAL

This quotation constitutes an offer to furnish the items listed subject to; terms and conditions stated hereon; receipt of your purchase order by Hawkins Water Treatment Group, Inc.; and written acceptance of your order by Hawkins Water Treatment Group, Inc. and/or the manufacturer(s) involved as follows.

Tim Manuel

From: Clint Steadham
Sent: Tuesday, December 12, 2023 11:49 AM
To: Tim Manuel
Subject: FW: Lime Bld

From: Joel Chandler <joel.chandler@harcros.com>
Sent: Tuesday, December 12, 2023 11:47 AM
To: Clint Steadham <Clint.Steadham@fairhopeal.gov>
Subject: Lime Bld

Hey Clint, sorry for the delay. I can do the following on the Hydrated Lime. Unfortunately, I will not be able to help you with the Chlorine gas, or the Hydro Acid.

50# Bags of Hydrated Lime Delivered to your desired Fairhope location. \$0.25/#- Minimum order of 10,000lbs per order(4 Pallets).

Please let me know if you have any questions.

Thankyou



Joel Chandler
District Manager
Mobile

E: joel.chandler@harcros.com
P: [251-457-5316](tel:251-457-5316) C: [601-624-3822](tel:601-624-3822) F: [251-457-5335](tel:251-457-5335)

Harcros Chemicals Inc.
1480 Telegraph Rd., Mobile, AL, 36610, USA
www.harcros.com



Working together, we create a positive impact & enrich the lives of others.

Tim Manuel

From: Clint Steadham
Sent: Monday, December 11, 2023 8:32 AM
To: Tim Manuel; Daryl Morefield
Subject: FW: [EXTERNAL] City of Fairhope - DPC Enterprises - PLEASE QUOTE CHEMICALS DUE 12/12/2024

From: Hilliard, Kate <khilliard@dxgroup.com>
Sent: Wednesday, December 6, 2023 4:33 PM
To: Clint Steadham <Clint.Steadham@fairhopeal.gov>
Cc: Mobile Office <mobileoffice@dxgroup.com>
Subject: RE: [EXTERNAL] City of Fairhope - DPC Enterprises - PLEASE QUOTE CHEMICALS DUE 12/12/2024

Clint,

Good afternoon! Thank you for sending this RFQ to us. Unfortunately, we will be unable to participate. We have changed our process and are no longer moving lime in the ways we used to. We also do not have an automatic pallet jack, which if we are remembering correctly, is something you require to offload the product.

Thank you again! Let us know if you have any questions. Thank you!

Kate Hilliard

Regional Sales Manager
DPC Enterprises, L.P. – Reserve, Festus, Mobile
Cell: 985.379.8609
Office: 985.536.1172
Fax: 985.536.7203
EM: khilliard@dxgroup.com



From: Clint Steadham <Clint.Steadham@fairhopeal.gov>
Sent: Monday, December 4, 2023 3:03 PM
To: brittany@aquaproductsinc.com; derek.gillis@hawkinsinc.com; Hilliard, Kate <khilliard@dxgroup.com>; joel.chandler@harcros.com
Cc: Daryl Morefield <daryl.morefield@fairhopeal.gov>; Tim Manuel <Tim.Manuel@fairhopeal.gov>; Curtis Cooper <Curtis.Cooper@fairhopeal.gov>
Subject: [EXTERNAL] PLEASE QUOTE CHEMICALS DUE 12/12/2024

[Be careful this message is not coming from the DX email servers]

Please quote lime and chlorine also quote hydrofluorsilicic acid. Quote cost delivered to the City of Fairhope. Provide the length of time the quote is for. Send two separate quotes but can be sent in the same email. DUE: 12/12/2024
ANY QUESTIONS PLEASE CONTACT TIM MANUEL

Timothy L Manuel
Fairhope Water & Wastewater
Assistant Supervisor
251-928-8003
251-620-7147 cell
251-990-0193 fax

Clint Steadham
City of Fairhope
Purchasing
Phone: 251-928-8003
Direct: 251-990-0178





CITY OF FAIRHOPE

PURCHASING DEPARTMENT

PURCHASING REQUEST FORM

Name: Timothy Manuel, Assistant Superintendent W & W

Date: 12/12/2023

Department: Water and Wastewater

Expenditure Threshold**	Distinctions	Quotes Required	Approval	Green Sheet	Resolution
Under \$5,000	No restrictions	Not Required	N/A	N/A	N/A
Utilities \$5,001-\$10,000	Operational NON -Budgeted	Three	Treasurer/Mayor	N/A	N/A
Greater than: Gen Govt - \$5,001 Utilities - \$10,001	Operational NON -Budgeted	Three	Council	Required	Required
Gen Govt - \$5,001-\$30,000 Utilities - \$10,001 - \$30,000	Operational Budgeted	Three	Treasurer	N/A	N/A
Over \$30,000	Operational Budget*	State Bid List or Buying Group	Treasurer/Mayor	N/A	N/A
Over \$30,000/\$100,000	Operational Budgeted	Bids	Council	Required	Required
Professional Service Over \$5,000	Budgeted or Non-Budgeted	Mayor Select	Council	Required	Required

*Budgeted items that meet or are under budget may be purchased with the Mayor and/or Treasurer's approval if they are on the State Bid list or from an approved buying group. Items that are over budget must go to Council for approval and will require a green sheet and resolution.

****Expenditure Threshold is a combined total of labor and materials, including materials provided by the City. If the total amount is within \$10,000 of the listed threshold, Purchasing/Treasurer may require a formal bid due to potential materials cost increases.**

QUOTES

Vendor Name	Vendor Quote
1. <u>Hawkins</u>	\$ <u>5.30/gallon</u>
2. <u>Harcros</u>	\$ <u>Unable to meet procurement requirements</u>
3. <u>DPC Enterprises</u>	\$ <u>Unable to meet procurement requirements</u>

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

ITEM OR SERVICE INFORMATION

1. What item or service do you need to purchase? Hydrofluosilicic Acid for water treatment.
2. What is the total cost of the item or service? Total \$50,000 Approximately 8,000 gallons
3. How many do you need? The amount will be dependent upon population growth, and weather conditions.
4. Item or Service Is: ☐ New ☐ Used ☐ Replacement ☒ Annual Request
5. Vendor Name (Lowest Quote): Hawkins
6. Vendor Number: 7260

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

BUDGET INFORMATION

1. Is it budgeted? ☒ Yes ☐ No ☐ Emergency Request
2. If budgeted, what is the budgeted amount? Well Chemical Budget \$350,000.00 estimated \$145,000 depending on population growth and weather
3. Budget code: 004010-53011

Email completed form with quotes and other supporting documentation to
Erin.Wolfe@FairhopeAL.gov and Rhonda.Cunningham@FairhopeAL.gov.



CITY OF FAIRHOPE AGENDA MEMORANDUM

FROM:	Daryl Morefield, WATER SUPERINTENDENT
SUBJECT:	The Assistant Superintendent of Water/Wastewater Department is requesting approval for the procurement of hydrated lime and chlorine liquefied gas for water treatment.
AGENDA DATE:	December 20, 2023

RECOMMENDED ACTION:

To approve this procurement of hydrated lime and chlorine liquefied gas for an estimate budgeted amount of \$145,000.00.

BACKGROUND INFORMATION:

Requests for quotes were sent to three (3) vendors. Hawkins, Inc. provided the lowest quote that met the procurement requirements. The price per unit for the hydrated lime is Fifteen Dollars (\$15.00) per fifty (50) pound bag. The price per unit for the chlorine liquefied gas is Two Hundred Thirty-Two Dollars and Fifty Cents (\$232.50) per One Hundred Fifty (150) pound cylinder.

The chemicals are exempt from formal bidding per Code of Alabama 1975, Section 41-16-51(b)(7) which states:

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

The Assistant Superintendent of Water/Wastewater Department is requesting approval for the annual purchase from Hawkins, Inc. for an estimated annual total of One Hundred Forty-Five Thousand Dollars (\$145,000.00).

BUDGET IMPACT/FUNDING SOURCE:

<u>Account No.</u>	<u>Account Title</u>	<u>Current Budget</u>	<u>Cost</u>	<u>Available</u>
--------------------	----------------------	-----------------------	-------------	------------------

				<u>Budget</u>
004010-53011	Chemicals-Water Treatment	\$145,000.00	\$145,000.00	(\$_____)

GRANT:

N/A

LEGAL IMPACT:

N/A

FOLLOW UP IMPLEMENTATION:

For time-sensitive follow up, select deadline date for follow up: N/A

Individual(s) responsible for follow up: N/A

Action required (list contact persons/addresses if documents are to be mailed or emailed): N/A



CITY OF FAIRHOPE

PURCHASING DEPARTMENT

PURCHASING REQUEST FORM

Name: Timothy Manuel, Assistant Superintendent W & W

Date: 12/12/2023

Department: Water and Wastewater

Expenditure Threshold**	Distinctions	Quotes Required	Approval	Green Sheet	Resolution
Under \$5,000	No restrictions	Not Required	N/A	N/A	N/A
Utilities \$5,001-\$10,000	Operational NON -Budgeted	Three	Treasurer/Mayor	N/A	N/A
Greater than: Gen Govt - \$5,001 Utilities - \$10,001	Operational NON -Budgeted	Three	Council	Required	Required
Gen Govt - \$5,001-\$30,000 Utilities - \$10,001 - \$30,000	Operational Budgeted	Three	Treasurer	N/A	N/A
Over \$30,000	Operational Budget*	State Bid List or Buying Group	Treasurer/Mayor	N/A	N/A
Over \$30,000/\$100,000	Operational Budgeted	Bids	Council	Required	Required
Professional Service Over \$5,000	Budgeted or Non-Budgeted	Mayor Select	Council	Required	Required

*Budgeted items that meet or are under budget may be purchased with the Mayor and/or Treasurer's approval if they are on the State Bid list or from an approved buying group. Items that are over budget must go to Council for approval and will require a green sheet and resolution.

****Expenditure Threshold is a combined total of labor and materials, including materials provided by the City. If the total amount is within \$10,000 of the listed threshold, Purchasing/Treasurer may require a formal bid due to potential materials cost increases.**

QUOTES

Vendor Name	Vendor Quote
1. <u>Hawkins</u>	\$ <u>15.00 Lime/bag, \$232.50 Chlorine</u>
2. <u>Harcros</u>	\$ <u>Unable to meet procurement requirements</u>
3. <u>DPC Enterprises</u>	\$ <u>Unable to meet procurement requirements</u>

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

ITEM OR SERVICE INFORMATION

- What item or service do you need to purchase? Lime & Chlorine for water treatment.
- What is the total cost of the item or service? Lime \$ 85,000 (5,500 Bags), \$60,000 (250 cylinders) Total \$145,000
- How many do you need? The amount will be dependent upon population growth, and weather conditions.
- Item or Service Is: ☐ New ☐ Used ☐ Replacement ☒ Annual Request
- Vendor Name (Lowest Quote): Hawkins
- Vendor Number: 7260

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

BUDGET INFORMATION

- Is it budgeted? ☒ Yes ☐ No ☐ Emergency Request
- If budgeted, what is the budgeted amount? Well Chemical Budget \$350,000.00 estimated \$145,000 depending on population growth and weather
- Budget code: 004010-53011

Email completed form with quotes and other supporting documentation to
Erin.Wolfe@FairhopeAL.gov and Rhonda.Cunningham@FairhopeAL.gov.



HAWKINS, INC.

HAWKINS WATER TREATMENT GROUP

December 12, 2023

To: City of Fairhope – Water Treatment Chemicals

Ref. No.: Hydrated Lime and Gas Chlorine

Quotation Expires: 90 days.

Shipment:

Hawkins, Inc. would like to offer the following chemical quotation. We are a full-service manufacturer and distributor of all Water Treatment Chemicals and Equipment. We take pride in building a long-term partnership through excellent service.

Chemicals:

- PN 56534 – 1-bag Standard Hydrated Lime - \$15.00 per bag
-
- PN 59500 – 1-Chlorine 150# Cylinder \$232.50 per cylinder

*** All pricing will hold firm for 90 days. After the 90 days we will assess pricing and if needed we will contact you in writing with the appropriate increase or decrease.**

***All deliveries will be made at least 72 hours after order is placed**

Thank you so much for the opportunity

Derek Gillis

Business Development Manager

Hawkins Inc

251-653-4300 Office

251-402-6275 Cell

derek.gillis@hawkinsinc.com

We understand that in the Municipal Industry, flows are seasonal, and emergencies do occur that are unpreventable. We can ensure that we will handle any emergency as they occur. We are available 24/7 via 1-800-330-1369.

TERMS: Net 30 days from delivery. Our pricing does not include any installation or sales/excise taxes that may apply.

QUOTATION/PROPOSAL

This quotation constitutes an offer to furnish the items listed subject to; terms and conditions stated hereon; receipt of your purchase order by Hawkins Water Treatment Group, Inc.; and written acceptance of your order by Hawkins Water Treatment Group, Inc. and/or the manufacturer(s) involved as follows.

Tim Manuel

From: Clint Steadham
Sent: Tuesday, December 12, 2023 11:49 AM
To: Tim Manuel
Subject: FW: Lime Bld

From: Joel Chandler <joel.chandler@harcros.com>
Sent: Tuesday, December 12, 2023 11:47 AM
To: Clint Steadham <Clint.Steadham@fairhopeal.gov>
Subject: Lime Bld

Hey Clint, sorry for the delay. I can do the following on the Hydrated Lime. Unfortunately, I will not be able to help you with the Chlorine gas, or the Hydro Acid.

50# Bags of Hydrated Lime Delivered to your desired Fairhope location. \$0.25/#- Minimum order of 10,000lbs per order(4 Pallets).

Please let me know if you have any questions.

Thankyou



Joel Chandler
District Manager
Mobile

E: joel.chandler@harcros.com
P: [251-457-5316](tel:251-457-5316) C: [601-624-3822](tel:601-624-3822) F: [251-457-5335](tel:251-457-5335)

Harcros Chemicals Inc.
1480 Telegraph Rd., Mobile, AL, 36610, USA
www.harcros.com



Working together, we create a positive impact & enrich the lives of others.

Tim Manuel

From: Clint Steadham
Sent: Monday, December 11, 2023 8:32 AM
To: Tim Manuel; Daryl Morefield
Subject: FW: [EXTERNAL] City of Fairhope - DPC Enterprises - PLEASE QUOTE CHEMICALS DUE 12/12/2024

From: Hilliard, Kate <khilliard@dxgroup.com>
Sent: Wednesday, December 6, 2023 4:33 PM
To: Clint Steadham <Clint.Steadham@fairhopeal.gov>
Cc: Mobile Office <mobileoffice@dxgroup.com>
Subject: RE: [EXTERNAL] City of Fairhope - DPC Enterprises - PLEASE QUOTE CHEMICALS DUE 12/12/2024

Clint,

Good afternoon! Thank you for sending this RFQ to us. Unfortunately, we will be unable to participate. We have changed our process and are no longer moving lime in the ways we used to. We also do not have an automatic pallet jack, which if we are remembering correctly, is something you require to offload the product.

Thank you again! Let us know if you have any questions. Thank you!

Kate Hilliard

Regional Sales Manager
DPC Enterprises, L.P. – Reserve, Festus, Mobile
Cell: 985.379.8609
Office: 985.536.1172
Fax: 985.536.7203
EM: khilliard@dxgroup.com



From: Clint Steadham <Clint.Steadham@fairhopeal.gov>
Sent: Monday, December 4, 2023 3:03 PM
To: brittany@aquaproductsinc.com; derek.gillis@hawkinsinc.com; Hilliard, Kate <khilliard@dxgroup.com>; joel.chandler@harcros.com
Cc: Daryl Morefield <daryl.morefield@fairhopeal.gov>; Tim Manuel <Tim.Manuel@fairhopeal.gov>; Curtis Cooper <Curtis.Cooper@fairhopeal.gov>
Subject: [EXTERNAL] PLEASE QUOTE CHEMICALS DUE 12/12/2024

[Be careful this message is not coming from the DX email servers]

Please quote lime and chlorine also quote hydrofluorsilicic acid. Quote cost delivered to the City of Fairhope. Provide the length of time the quote is for. Send two separate quotes but can be sent in the same email. **DUE: 12/12/2024**
ANY QUESTIONS PLEASE CONTACT TIM MANUEL

Timothy L Manuel
Fairhope Water & Wastewater
Assistant Supervisor
251-928-8003
251-620-7147 cell
251-990-0193 fax

Clint Steadham
City of Fairhope
Purchasing
Phone:251-928-8003
Direct:251-990-0178



RESOLUTION NO. _____

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

[1] That the City of Fairhope approves the procurement of Hydrated Lime and Chlorine Liquefied Gas for Water Treatment for an estimated budgeted amount of \$145,000.00.

[2] Requests for quotes were sent to three (3) vendors. Hawkins, Inc. provided the lowest quote that met the procurement requirements. The price per unit for Hydrated Lime is Fifteen Dollars (\$15.00) per Fifty (50) Pound Bag. The price per unit for the Chlorine Liquefied Gas is Two Hundred Thirty-Two and Fifty cents (\$232.50) per One Hundred Fifty (150) Pound Cylinder.

[3] The chemicals are exempt from formal bidding per Code of Alabama 1975, Section 41-16-51(b)(7).

ADOPTED ON THIS 20TH DAY OF DECEMBER, 2023

Corey Martin, Council President

Attest:

Lisa A. Hanks, MMC
City Clerk