

**A G E N D A**

**JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS**

**County Government Center Board Room**

**Date July 23, 2013**

**7:00 P.M.**

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- A. CALL TO ORDER**
- B. ROLL CALL**
- C. CONSENT CALENDAR**
  - 1. Minutes –
    - a. June 25, 2013, Regular Meeting
  - 2. Contract Award – CCTV Inspection of Gravity Sanitary Sewer Pipes Services
- D. PUBLIC HEARING**
- E. BOARD CONSIDERATIONS**
- F. BOARD REQUESTS AND DIRECTIVES**
- G. ADJOURNMENT – to 7 p.m. on August 13, 2013**

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**AT A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE JAMES CITY SERVICE AUTHORITY, JAMES CITY COUNTY, VIRGINIA, HELD ON THE 25TH DAY OF JUNE 2013, AT 7:00 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.**

**A. CALL TO ORDER**

Mr. McGlennon stated that Mr. Kennedy would be joining the meeting by phone, due to a health issue. As such, Mr. Icenhour would be conducting the meeting.

**B. ROLL CALL**

James G. Kennedy, Chairman  
James O. Icenhour, Jr., Vice Chairman  
Mary K. Jones  
John J. McGlennon  
M. Anderson Bradshaw

Robert C. Middaugh, Secretary to the Board  
Lola R. Perkins, Assistant County Attorney  
Larry M. Foster, General Manager

**ADOPTED**

**JUL 23 2013**

**Board of Supervisors  
James City County, VA**

**C. CONSENT CALENDAR**

1. Minutes –
  - a. May 28, 2013, Regular Meeting
2. Emergency Purchase Order Change Order - Groundwater Treatment Facility - Pump and Motor Assembly Retrieval, Removal, and Reinstallation - \$101,547

Ms. Jones requested that Item No. 2 be pulled from the Consent Calendar. She requested that Mr. Foster give a brief explanation of Item No. 2.

Mr. Foster gave a brief description of the memorandum included in the Agenda Packet. He stated that there have been extra efforts necessary to extract the pump and motor assembly that fell 800 feet below surface level. He stated that the effort to retrieve has resulted in extra costs.

Mr. McGlennon made a motion to approve the Consent Calendar.

The motion passed by a unanimous voice vote.

**RESOLUTION**

**EMERGENCY PURCHASE ORDER CHANGE ORDER -**

**GROUNDWATER TREATMENT FACILITY - PUMP AND MOTOR ASSEMBLY**

**RETRIEVAL, REMOVAL, AND REINSTALLATION - \$101,547**

WHEREAS, Emergency Purchase Order 313041 was issued to A.C. Schultes of Maryland, Inc. in the amount of \$49,700 for the removal and reinstallation of the pump and motor assembly in LP 1; and

WHEREAS, the purchase order required a \$101,547 change order that included additional time for the prime contractor, additional crane rentals, additional TV inspections, and specialized sub-contracted retrieval services; and

WHEREAS, purchasing regulations require Board approval for any change order greater than \$50,000 to Emergency Purchase Order 313041.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby approves the change order for LP 1 Pump and Motor Assembly Retrieval, Removal, and Reinstallation to A.C. Schultes of Maryland, Inc. in the amount of \$101,547.

**D. PUBLIC HEARING – None**

**E. BOARD CONSIDERATIONS – None**

**F. BOARD REQUESTS AND DIRECTIVES – None**

**G. ADJOURNMENT – to 7 p.m. on July 23, 2013**

Ms. Jones made a motion to adjourn.

The motion passed by a unanimous voice vote.

At 7:08 p.m., Mr. Icenhour adjourned the Board.

  
Robert C. Middaugh  
Secretary to the Board

**AT A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE JAMES CITY SERVICE AUTHORITY, JAMES CITY COUNTY, VIRGINIA, HELD ON THE 24TH DAY OF JUNE 2013, AT 7:00 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.**

**A. CALL TO ORDER**

Mr. McGlennon stated that Mr. Kennedy would be joining the meeting by phone, due to a health issue. As such, Mr. Icenhour would be conducting the meeting.

**B. ROLL CALL**

James G. Kennedy, Chairman  
James O. Icenhour, Jr., Vice Chairman  
Mary K. Jones  
John J. McGlennon  
M. Anderson Bradshaw

Robert C. Middaugh, Secretary to the Board  
Lola R. Perkins, Assistant County Attorney  
Larry M. Foster, General Manager

**C. CONSENT CALENDAR**

1. Minutes –
  - a. May 28, 2013, Regular Meeting
2. Emergency Purchase Order Change Order - Groundwater Treatment Facility - Pump and Motor Assembly Retrieval, Removal, and Reinstallation - \$101,547

Ms. Jones requested that Item No. 2 be pulled from the Consent Calendar. She requested that Mr. Foster give a brief explanation of Item No. 2.

Mr. Foster gave a brief description of the memorandum included in the Agenda Packet. He stated that there have been extra efforts necessary to extract the pump and motor assembly that fell 800 feet below surface level. He stated that the effort to retrieve has resulted in extra costs.

Mr. McGlennon made a motion to approve the Consent Calendar.

The motion passed by a unanimous voice vote.

**RESOLUTION**

**EMERGENCY PURCHASE ORDER CHANGE ORDER -**

**GROUNDWATER TREATMENT FACILITY - PUMP AND MOTOR ASSEMBLY**

**RETRIEVAL, REMOVAL, AND REINSTALLATION - \$101,547**

WHEREAS, Emergency Purchase Order 313041 was issued to A.C. Schultes of Maryland, Inc. in the amount of \$49,700 for the removal and reinstallation of the pump and motor assembly in LP 1; and

WHEREAS, the purchase order required a \$101,547 change order that included additional time for the prime contractor, additional crane rentals, additional TV inspections, and specialized sub-contracted retrieval services; and

WHEREAS, purchasing regulations require Board approval for any change order greater than \$50,000 to Emergency Purchase Order 313041.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby approves the change order for LP 1 Pump and Motor Assembly Retrieval, Removal, and Reinstallation to A.C. Schultes of Maryland, Inc. in the amount of \$101,547.

**D. PUBLIC HEARING** – None

**E. BOARD CONSIDERATIONS** – None

**F. BOARD REQUESTS AND DIRECTIVES** – None

**G. ADJOURNMENT** – to 7 p.m. on July 23, 2013

Ms. Jones made a motion to adjourn.

The motion passed by a unanimous voice vote.

At 7:08 p.m., Mr. Icenhour adjourned the Board.

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Robert C. Middaugh  
Secretary to the Board

**MEMORANDUM COVER**

**Subject:** Contract Award – Closed Circuit Television (CCTV) Inspection of Gravity Sanitary Sewer Pipes Services

**Action Requested:** Shall the Board approve a contract for CCTV services for inspection of gravity sanitary sewer pipes?

**Summary:** A Request for Proposal (RFP) was solicited from qualified firms to provide CCTV Inspection Services of the gravity sanitary sewer pipes, as determined necessary by the James City Service Authority (JCSA). This CCTV work is an integral part of the JCSA’s compliance of its Consent Order with The Department of Environmental Quality.

Eight firms submitted proposals with three firms being interviewed by a team represented by the JCSA and James City County Purchasing Division. The firm selected for contract award is as follows:

- Prism Contractors & Engineers, Inc.

Upon Board approval, the contracts have an initial term of two years with the option of four additional one-year terms.

Staff recommends approval of the attached resolution.

**Fiscal Impact:** N/A

**FMS Approval, if Applicable:** Yes  No

**Assistant County Administrator**

Doug Powell \_\_\_\_\_

**County Administrator**

Robert C. Middaugh \_\_\_\_\_

**Attachments:**

1. Memorandum
2. Resolution

**Agenda Item No.:** C-2

**Date:** July 23, 2013

**MEMORANDUM**

DATE: July 23, 2013

TO: The Board of Directors

FROM: Larry M. Foster, General Manager, James City Service Authority

SUBJECT: Contract Award – CCTV Inspection of Gravity Sanitary Sewer Pipes Services

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A Request for Proposal (RFP) was solicited from qualified firms to provide CCTV inspection of gravity sanitary sewer pipes services, as determined necessary by the James City Service Authority (JCSA). This CCTV work is an integral part of the JCSA's compliance of its Consent Order with The Department of Environmental Quality.

The RFP process was used to identify the best vendors and product match, which will ensure superior video resolution and quality of work to enable the JCSA to make determinations regarding the integrity and condition of the pipes before structural problems emerge, thereby incurring an overall lower cost to maintain and clean the pipe system. The contract is also in place to ensure compliance with the Department of Environmental Quality consent order.

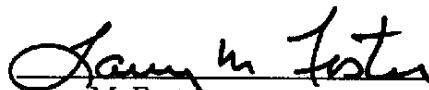
It was determined by the review team that the best value will be obtained from a contractor(s) with proven experience inspecting and cleaning gravity sanitary sewer pipes offered at a fair and reasonable price.

Eight firms responded to the RFP by describing their interest, qualifications, project approach, and experience in performing similar work. A team of staff members representing the JCSA and the James City County Purchasing Division evaluated the proposals submitted by eight firms and selected the three top-ranked firms to continue the evaluation process. One firm was selected to be awarded a contract. The contract has an initial term of two years with the option of up to four one-year renewals. The RFP included cooperative procurement provisions allowing other entities to use the contracted firms if they so choose.

The firm selected and recommended for contract award is as follows:

- Prism Contractors & Engineers, Inc.

Staff recommends approval of the attached resolution awarding a contract to the firm listed above.

  
Larry M. Foster

LMF/gb  
CA\_CCTV\_mem

Attachment

**RESOLUTION**

**CONTRACT AWARD – CCTV INSPECTION OF**

**GRAVITY SANITARY SEWER PIPES SERVICES**

WHEREAS, a Request for Proposals (RFP) has been advertised and evaluated for CCTV Inspection services; and

WHEREAS, this CCTV work is an integral part of the James City Service Authority’s compliance of its Consent Order with The Department of Environmental Quality; and

WHEREAS, the firm listed below was determined to be the best qualified to provide the required CCTV inspection services:

- Prism Contractors & Engineers, Inc.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby awards the contract for CCTV inspection of gravity sanitary sewer pipe services to the firm listed above.

\_\_\_\_\_  
James G. Kennedy  
Chairman, Board of Directors

ATTEST:

\_\_\_\_\_  
Robert C. Middaugh  
Secretary to the Board

	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
MCGLENNON	___	___	___
JONES	___	___	___
KENNEDY	___	___	___
ICENHOUR	___	___	___
BRADSHAW	___	___	___

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 23rd day of July, 2013.

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