

A G E N D A
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
July 11, 2017
5:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. CONSENT CALENDAR

1. Minutes Adoption - June 13, 2017 Regular Meeting
2. Contract Award - Water Storage Tank Maintenance and Repair

D. PUBLIC HEARING(S)

E. BOARD CONSIDERATION(S)

1. Closed Session: Consideration of the disposition of publicly held property pursuant to Section 2.2-3711 (A)(3) of the Code of Virginia

F. BOARD REQUESTS AND DIRECTIVES

G. GENERAL MANAGER'S UPDATE

H. ADJOURNMENT

1. Adjourn until 5 p.m. on August 8, 2017 for the Regular Meeting

ITEM SUMMARY

DATE: 7/11/2017
TO: The Board of Directors
FROM: Teresa J. Fellows, Administrative Coordinator
SUBJECT: Minutes Adoption - June 13, 2017 Regular Meeting

ATTACHMENTS:

	Description	Type
▣	061317 Minutes	Cover Memo

REVIEWERS:

Department	Reviewer	Action	Date
Economic Development Authority	Fellows, Teresa	Approved	7/5/2017 - 11:44 AM

MINUTES
JAMES CITY SERVICE AUTHORITY BOARD OF DIRECTORS
REGULAR MEETING
County Government Center Board Room
101 Mounts Bay Road, Williamsburg, VA 23185
June 13, 2017
5:00 PM

A. CALL TO ORDER

B. ROLL CALL

John J. McGlennon, Roberts District
P. Sue Sadler, Vice Chairman, Stonehouse District
Michael J. Hipple, Powhatan District
Kevin D. Onizuk, Jamestown District
Ruth M. Larson, Chairman, Berkeley District

Bryan J. Hill, Secretary to the Board
Adam R. Kinsman, County Attorney
M. Douglas Powell, General Manager

C. CONSENT CALENDAR

1. Minutes Adoption - May 9, 2017, Regular Meeting

A motion to Approve was made by Michael Hipple and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Hipple, McGlennon, Onizuk, Sadler, Larson

D. PUBLIC HEARING(S)

E. BOARD CONSIDERATION(S)

F. BOARD REQUESTS AND DIRECTIVES

None at this time.

G. GENERAL MANAGER'S UPDATE

None at this time.

H. ADJOURNMENT

1. Adjourn until 5 p.m. on July 11, 2017, for the Regular Meeting

A motion to Approve was made by Michael Hipple and the motion result was Passed.

AYES: 5 NAYS: 0 ABSTAIN: 0 ABSENT: 0
Ayes: Hipple, McGlennon, Onizuk, Sadler, Larson

At 7:27 p.m., Ms. Larson adjourned the Board

Bryan J. Hill
Secretary to the Board

ITEM SUMMARY

DATE: 7/11/2017

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager

SUBJECT: Contract Award - Water Storage Tank Maintenance and Repair

ATTACHMENTS:

	Description	Type
▣	Memo	Cover Memo
▣	Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
James City Service Authority	Powell, Doug	Approved	6/13/2017 - 3:55 PM
Publication Management	Burcham, Nan	Approved	6/13/2017 - 3:56 PM
Legal Review	Kinsman, Adam	Approved	6/21/2017 - 11:34 AM
Board Secretary	Fellows, Teresa	Approved	6/23/2017 - 1:27 PM
Board Secretary	Purse, Jason	Approved	7/5/2017 - 7:48 AM
Board Secretary	Fellows, Teresa	Approved	7/5/2017 - 8:17 AM

MEMORANDUM

DATE: July 11, 2017
TO: The Board of Directors
FROM: M. Douglas Powell, General Manager, James City Service Authority
SUBJECT: Contract Award – Water Storage Tank Maintenance and Repair

A Request for Proposals (RFP) was publicly advertised for qualified and experienced firms to perform maintenance services for James City Service Authority’s (JCSA) water storage tanks and related buildings. The work under this contract consists of maintenance and repair activities at 26 water storage facilities ranging in size from 5,000 to 1.25 million gallons. The tanks under this contract include two elevated storage tanks, 21 ground storage tanks and 16 hydro-pneumatic storage tanks. Two hydro-pneumatic storage tanks support County Parks & Recreation activities.

Two firms, Superior Industrial Maintenance Company and Mitchell Sandblasting & Painting, LLC, responded to the RFP by describing their qualifications, experience in performing similar work, methodology, financial responsibility, proposed schedule and proposed pricing. A team of staff members representing JCSA and the James City County Purchasing Division evaluated the proposals. Based on the criteria listed in the RFP, the Evaluation Committee selected Superior Industrial Maintenance Company as the most fully qualified firm that best met JCSA’s needs as defined in the RFP. Superior Industrial Maintenance Company has previously completed satisfactory tank maintenance work for JCSA.

An initial one-year contract term was negotiated with Superior Industrial Maintenance Company for \$165,050. The contract contains the option for five additional one-year renewals. In addition to standard maintenance activities, pricing for Fiscal Year 2019 includes a large structural repair and pricing for Fiscal Year 2021 includes a full recoating of a 500,000 gallon ground storage tank. The proposed fee schedule is as follows:

Year	JCSA	JCC	Total
FY 18	\$ 165,050.00		\$ 165,050.00
FY 19	\$ 617,110.00		\$ 617,110.00
FY 20	\$ 136,728.50	\$10,597.00	\$ 147,325.50
FY 21	\$ 564,128.50		\$ 564,128.50
FY 22	\$ 114,380.00		\$ 114,380.00
FY 23	\$ 143,374.50	\$10,506.00	\$ 153,880.50
Total	\$1,740,771.50	\$21,103.00	\$1,761,874.50

Staff recommends adoption of the attached resolution authorizing award of the Water Storage Tank Maintenance contract to Superior Industrial Maintenance Company.

MDP/gt
CA-WtrStorTk-mem

Attachment

RESOLUTION

CONTRACT AWARD – WATER STORAGE TANK MAINTENANCE – \$165,050

WHEREAS, a Request for Proposals (RFP) has been advertised and evaluated for Water Storage Tank Maintenance; and

WHEREAS, two firms submitted proposals and Superior Industrial Maintenance Company was determined to be the most fully qualified firm that best met the James City Service Authority’s needs as defined in the RFP.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the James City Service Authority, James City County, Virginia, hereby awards the Water Storage Tank Maintenance contract to Superior Industrial Maintenance Company in the amount of \$165,050 for the initial one-year term with the option to renew the contract for five additional years at a total cost of \$1,761,874.50.

Ruth M. Larson
Chairman, Board of Directors

ATTEST:

Bryan J. Hill
Secretary to the Board

	VOTES		
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>
MCGLENNON	___	___	___
SADLER	___	___	___
HIPPLE	___	___	___
ONIZUK	___	___	___
LARSON	___	___	___

Adopted by the Board of Directors of the James City Service Authority, James City County, Virginia, this 11th day of July, 2017.

CA-WtrStorTk-res

ITEM SUMMARY

DATE: 7/11/2017

TO: The Board of Directors

FROM: M. Douglas Powell, General Manager

SUBJECT: Closed Session: Consideration of the disposition of publicly held property pursuant to Section 2.2-3711 (A)(3) of the Code of Virginia

REVIEWERS:

Department	Reviewer	Action	Date
James City Service Authority	Powell, Doug	Approved	6/23/2017 - 8:32 AM
Publication Management	Trautman, Gayle	Approved	6/23/2017 - 8:43 AM
Legal Review	Kinsman, Adam	Approved	6/26/2017 - 11:08 AM
Board Secretary	Fellows, Teresa	Approved	6/30/2017 - 12:52 PM
Board Secretary	Purse, Jason	Approved	7/5/2017 - 7:49 AM
Board Secretary	Fellows, Teresa	Approved	7/5/2017 - 8:16 AM

AGENDA ITEM NO. H.1.

ITEM SUMMARY

DATE: 7/11/2017
TO: The Board of Directors
FROM: Teresa J. Fellows, Administrative Coordinator
SUBJECT: Adjourn until 5 p.m. on August 8, 2017 for the Regular Meeting

REVIEWERS:

Department	Reviewer	Action	Date
Board Secretary	Fellows, Teresa	Approved	7/5/2017 - 11:42 AM