

DEPARTMENTAL REQUEST FOR BUDGET ACTION

Prepared by: Caleb Sinclair
Date: 2/2/2022
Reviewed: _____

[illegible]



ROWAN COUNTY CONTRACT MEMORANDUM

TO: Aaron Church, Rowan County Manager
FROM: Caleb Sinclair
DEPT: Environmental Management (Recycling Division)
DATE: June 24, 2021
SUBJECT: Recycling Grant Acceptance Request

PURPOSE OF CONTRACT:

This is a grant which has been awarded to the Rowan County Dept. of Environmental Management and is to be used for recycling center infrastructure improvements. Grant Amount: not-to-exceed \$25,000.00 with a Rowan County cash match of: not-to exceed \$5,000.00. Cash match obligation will be satisfied using monies from the Landfill Enterprise Fund. This grant will be used to purchase equipment and infrastructure at select solid waste and recycling convenience centers. Items to be purchased: one stationary materials compactor and one motor fluids collection station (Installed).

CONTRACT CERTIFICATION

By submitting this memorandum, I agree that I have:

- 1. Read and understand the terms of the contract.***
- 2. To the best of my knowledge the terms, amount and activities surrounding this contract are compliant with North Carolina General Statutes, the Rowan County Purchasing Policy and any applicable regulations.***
- 3. I have secured and attached in MUNIS the Certificate of Insurance.***

A handwritten signature in black ink, appearing to read "Caleb Sinclair", is written over a horizontal line.

Signature of Director

6-24-2021

DATE

DEPARTMENTAL REQUEST FOR BUDGET ACTION

[illegible]

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[illegible]

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DEPARTMENTAL REQUEST FOR BUDGET ACTION

[illegible]

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[illegible]

ROWAN COUNTY

DEPARTMENTAL REQUEST FOR BUDGET ACTION

TO: Jim Howden, Finance Director

FROM: Melissa J. Oleen, Library Director

EXPLANATION IN DETAIL: The Rowan Public Library has received a gift from the Friends of RPL in the amount of \$15,000. We would like to move these funds in order to purchase children's furnishings and equipment for the West Branch Library.

BUDGET INFORMATION:

Prepared by: P. Nance
Date: 2/8/2022

[illegible]

DEPARTMENTAL REQUEST FOR BUDGET ACTION

Requesting the use of Article 46 Sales Tax - Committed for Public Safety within Rowan County's current Fund Balance to be used to purchase defibrillators for every fire department.

[illegible]

Per Email.

ЗНН

Howden, James M

From: Cress, Allen
Sent: Thursday, February 10, 2022 3:36 PM
To: Howden, James M; Bevis, Lisa F
Cc: Brown, TJ; Church, Aaron; Bumgarner, Anna R
Subject: FW: Money for AEDs

Jim,

I met with Aaron and 2 Commissioners and a Fire Chief Tuesday. Part of the discussion was the purchase of defibrillators to replace what is in the fire departments now. These defibs would be the same brand as the monitors we are buying. As you can see below, Anna thinks we can be on the 2/21 meeting. This money would come from the ¼ cent sales tax if approved. Let mem know if you have any questions. A projected price is \$210,000.00.

*Allen Cress
Chief
Rowan County Emergency Services
EM, EMS and Fire Divisions
2727 Old Concord Rd
9-1-1 Division
1090 Corporate Center Dr
Salisbury, NC 28146
(W) 704-216-8510
(C) 704-239-5267*

www.rowancountync.gov

Live simply, love generously, care deeply, speak kindly, leave the rest to God. – Ronald Reagan

From: Brown, TJ
Sent: Thursday, February 10, 2022 3:11 PM
To: Cress, Allen <Allen.Cress@rowancountync.gov>
Subject: Money for AEDs

I'm working on the quote for the AED's. Anna thinks we can have it all on the meeting for 2/21. We will need to get with Jim/Lisa for the money or else we will have to wait for the first March meeting.

Thanks,

TJ Brown
EM Division Chief | EMS Division Chief-Acting
Emergency Services
2727 Old Concord Rd, Suite E, Salisbury, NC, 28146-8388
[p] 704-216-8918 [c] 704-798-3881 [f] 704-216-7994
www.rowancountync.gov/es

DEPARTMENTAL REQUEST FOR BUDGET ACTION

ДМН

3) Reevaluate the VEU cost. This cost was lower than expected because the VEU values were high:

Answer- Aside from reduction to a part-time clerk/admin, we are also able to remove parts from transit vehicles no longer being in scope.

Vector Fleet Management lowered the annual cost by the following:

- Year 1- Reduced by (\$61,005.91)
- Year 2- Reduced by (\$62,531.05)
- Year 3-Reduced by (\$64,094.32)
- 3-Year Total Reduction- (\$187,631.28)
- Parts Cost Reduced by (\$34,424)
- Reduced Parts Markup (1.5%)
- Total VEU Count Reduced by (466.8)

Reduction of our Non-Target parts mark-up from our proposed amount of 10% to 8.5%.

DIX D COST PROPOSAL FORMS		TARGET COST PROPOSAL				
Vendor: Vector Fleet Management		Year One	Year Two	Year Three	3 Yr Total	
Wages and Salary	First Year 662,340.00 Monthly 55,195.000 * 55,195.000 x	\$ 70,351	\$ 72,109	\$ 73,912	\$ 216,372	
	12 * Administrative	\$ 130,651	\$ 133,917	\$ 137,265	\$ 401,833	
		\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	
		\$ 201,002	\$ 206,027	\$ 211,177	\$ 618,205	
Fringe Benefits	3 * Administrative Apr-June 165,585.000 * 165,585.000 + Start Up 17,250.000 +	\$ 30,150	\$ 30,904	\$ 31,677	\$ 92,731	
		\$ 55,993	\$ 57,393	\$ 58,828	\$ 172,214	
		\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	
		\$ 86,144	\$ 88,297	\$ 90,505	\$ 264,945	
Parts & Supplies	002 182,835.000 *	\$ 207,576	\$ 212,765	\$ 218,085	\$ 638,426	
Subcontractor Sen		\$ 40,000	\$ 41,000	\$ 42,025	\$ 123,025	
Overhead	182,835.000 +	\$ 77,943	\$ 79,892	\$ 81,889	\$ 239,724	
Corp. & Admin. Fee	Unknown 17,165.000 + 002 200,000.000 *	\$ 49,676	\$ 50,918	\$ 52,191	\$ 152,785	
		\$ 662,340.01	\$ 678,898.51	\$ 695,870.98	\$ 2,037,109.51	

Notes:

1. Provide age, as required.
2. Explain changes from year-to-year on a separate page, as required.
3. Provide number or personnel in each staffing category for wages, salaries and fringe benefits

Management and Administrative	1.5
Mechanics	2.5
Parts Personnel	
Other Personnel	

Question 3 Cont'd:

Answer- Vector Fleet Management was able to lower several cost components once the Transit vehicles were removed.

- Annual associated cost reduced by (\$27,453)
- Regular Time Labor rate reduced by (\$6.27/hour)

NON TARGET COST PROPOSAL			
Total Target Cost for Year 1	\$676,142		
Number of mechanics (does not have to be a whole number)	2.5		
Expected annual direct labor hours per mechanic (for example, 1500)	1750		
Total labor hours	4375	calculation	
% of business activity expected to be associated with shop labor (i.e. not parts, fuel, or subcontractors)	45%		
Annual associated cost (% x target budget)	\$304,264	calculation	
Regular time labor rate	\$69.55	calculation	← See Proposal narrative
% of business activity expected to be associated with parts management	10%		
Annual associated cost (% x target budget)	\$67,614	calculation	
Estimated annual parts cost (based on target budget, VEUs and contractor experience)	\$207,576		
Estimated markup on parts	8.5%	calculation	
% of business activity expected to be associated with management of subcontracted services	12%		
Annual associated cost (% x target budget)	\$81,137	calculation	
Estimated annual cost of subcontractor services (based on target budget, VEUs and contractor experience)	\$68,000		
Estimated markup on subcontracted services	5%	calculation	
% of business activity expected to be associated with fuel management services	3%		
Annual associated cost (% x target budget)	\$16,904	calculation	
Estimated annual fuel cost (based on County's 2022 budget)	\$1,727,197		
Estimated markup on fuel services	1.0%	calculation	← See Proposal narrative
% of business activity expected to be associated with fleet management services	30%		
Annual associated cost (% x target budget)	\$202,843	calculation	
Total VEUs (from Fleet List tab)	687.20		
Estimated annual fleet management fee per VEU	\$295.17	calculation	← See Proposal narrative
	100%	calculation (check of %s)	
TRANSITION COST PROPOSAL			
Item Description			
Staff training/payroll prior to contract start	\$10,500.00		
Safety materials	\$2,000.00		
Corporate travel for shop set-up/training	\$4,750.00		
Total	\$17,250.00		