

**REGULAR MEETING OF CITY COUNCIL
OCTOBER 19, 2023 – 5:30 PM
MUNICIPAL COURTROOM
2222 HIGHMARKET STREET
GEORGETOWN, SOUTH CAROLINA
AND LIVESTREAM:**



<https://www.facebook.com/cityofgtown/>

**Notice of this meeting has been made in accordance with the
South Carolina Code of Laws as amended.**

- 1. CALL TO ORDER**
- 2. ANNOUNCEMENT CONCERNING ELECTRONIC DEVICES**
- 3. INVOCATION & PLEDGE OF ALLEGIANCE**
- 4. PUBLIC COMMENTS ON CURRENT AGENDA ITEMS**
- 5. INTRODUCTION OF NEW EMPLOYEES**
- 6. PLANNING AND COMMUNITY DEVELOPMENT**
 - A. Motion to approve a Resolution approving the draft Strategic and Marketing plans of the Arts and Cultural Commission as part of the City of Georgetown's application to the South Carolina Arts Commission to become a State of South Carolina Cultural District.**

Attachments:

- 1 Strategic Plan Draft
- 2 Arts and Cultural Commission Marketing Plan
- 3 Resolution for State Cultural District with map

- B. Motion to Approve Complaint Petition and Notice of Hearing on a Dwelling Unfit for Habitation for 216 Wood Street.**

Attachments:

- 1 216 Wood Street complaint petition
- 2 Initial Contact Letter
- 3 Photographs of 216 Wood Street
- 4 ARB September 11, 2023 - Approved minutes
- 5 216 Wood Street - Photo

- C. Motion to approve Complaint Petition and Notice of Hearing on a Dwelling Unfit for Habitation for 212 Wood Street.**

Attachments:

- 1 212 Wood Street complaint petition
- 2 Photographs of 212 Wood Street
- 3 Initial Contact Letter for 212 Wood Street

- 4 ARB September 11, 2023 - Approved minutes
- 5 212 Wood Street Photo

D. Motion to approve Complaint Petition and Notice of Hearing on a Dwelling Unfit for Habitation for 208 Wood Street.

Attachments:

- 1 208 Wood Street Complaint Petition
- 2 Photographs of 208 Wood Street
- 3 ARB September 11, 2023 - Approved minutes
- 4 208 Wood Street pictures
- 5 Initial contact letter - 208 Wood Street

7. FINANCE

A. Motion to approve first reading of an ordinance to amend Article I of Chapter 22 by adding Section 22-4 titled Equalized Monthly Utility Payment and ratify previous actions the City of Georgetown took regarding the Budget Billing program.

Attachments:

- 1 Equalized Monthly Utility Payment Ordinance
- 2 Equalized Monthly Payment Agreement

B. Motion to approve first reading of an ordinance to amend the fiscal year 2023/2024 [FY 2024] budget for the city of Georgetown, South Carolina, to increase the General Fund budget by \$163,365.84 and prescribe purposes for which certain earmarked funds supplemental appropriation shall be expended.

Attachments:

- 1 FY 2024 2nd Budget Amendment General Fund Increase
- 2 SCDPS GPD In-car video cameras grant award letter
- 3 SCDPS GPD Body-worn cameras grant award letter

8. ENGINEERING

A. Motion to approve a contract in the amount of \$454,500 and to award contract to North American Construction Company for the Wastewater Treatment Plant (WWTP) Grit Removal System Replacement Project #1822.

Attachments:

- 1 Notice of Intent to Award to North American Construction Company (PDF)
- 2 Certified Bid Table for Project #1822
- 3 Bid Form
- 4 RFB

B. Motion to approve a contract in the amount of \$1,223,000 for two projects: 1) Sewer Force Main Replacement (#1820) and Sewer Pump Station #11 Replacement (#1821) and to award an engineering contract to WK Dickson & Co. Inc. under the South Carolina Infrastructure Investment Program (SCIIP) grant.

Attachments:

- 1 Notice of Intent to Award
- 2 Summary of Ranking
- 3 WK DICKSON SOQ
- 4 RFQ final
- 5 Addendum I
- 6 Exhibit C- PS #11 Site Map
- 7 Exhibit D-20-in. Sewer Force Main Replacement Site Map
- 8 WK Dickson Agreement
- 9 2023-10-06 - WKD PS 11 and FM Replacement Scope Schedule Fee Proposal

9. ELECTRIC UTILITIES

- A. Motion to approve the first amendment to the service agreement between City of Georgetown and the South Carolina Public Service Authority for Wholesale Power Supply and authorize the city administrator to execute the amendment.**

Attachments:

- 1 First Amendment to Georgetown Service Agreement
- 2 Georgetown Service Agreement 2013 - Executed Version

- B. Motion to approve a contract in the amount of \$688,931.22 for the Front Street Underground Electric System Upgrade project and award contract to Sumter Utilities Inc.**

Attachments:

- 1 Summary Memo Front St Upgrade - Phase 2
- 2 Ph 2 Construction Bid Evaluation
- 3 1 RFB- Front St Underground Infrastructure T3 Upgrade

10. ADMINISTRATION

- A. Motion to approve an Opioid Settlement Resolution prescribing the expenditures of the Opioid Settlement Funds awarded to the city under the Guaranteed Political Subdivision SubFund of the South Carolina Opioid Recovery Fund Board and authorize the city administrator to execute a memorandum of understanding with the Georgetown County Alcohol and Drug Abuse Commission to implement the State's approved programs and strategies to address opioid issues in the City of Georgetown.**

Attachments:

- 1 Opioid Resolution
- 2 City of Georgetown and GC Alcohol and Drug Abuse Commission Opioid Program Memorandum of Understanding

- B. Motion to ratify employment agreement between the City of Georgetown and Scott Whittier who was appointed city administrator by motion of City Council on September 28, 2023, and authorize the mayor to execute the agreement.**

11. CITY ADMINISTRATOR REPORT

12. MINUTES

- A. Motion to approve minutes of September 14, 21, and 28, 2023 Council Meetings.**

13. OLD BUSINESS

14. NEW BUSINESS

15. DEPARTMENT MONTHLY REPORTS

- A. Electric Department Monthly Report**

Attachments:

- 1 Electric Department September 2023 Report

- B. Engineering Department Monthly Report**

Attachments:

- 1 Engineering Department September 2023 Report

- C. Fire Department Monthly Report**

Attachments:

- 1 Fire Department September 2023 Report

- D. Fleet Service Monthly Report**

Attachments:

- 1 Fleet Services September 2023 Report

- E. Human Resources Department Monthly Report**

Attachments:

- 1 Human Resources Department September 2023 Report

- F. Municipal Court Monthly Report**

Attachments:

- a Municipal Court September 2023 Report

- G. Planning & Community Development Monthly Report**

Attachments:

- 1 Planning and Community Development September 2023 Report
Statistics

- 2 Planning and Community Development September 2023 Monthly
Report

- H. Police Department Monthly Report**

Attachments:

- 1 Police Department September 2023 Report

- 2 Police Department September 2023 Report Statistics

- I. Public Works Monthly Report**

Attachments:

- 1 Public Works September 2023 Report

- J. Risk Management Monthly Report**

Attachments:

- 1 Risk Management September 2023 Report

- K. Water Utilities Monthly Report**

Attachments:

- 1 Water Utilities Department September 2023 Report

- L. Finance and IT Department Monthly Report**

Attachments:

- 1 Finance Department Current Project September 2023 Listing
- 2 Finance Department GovDeal September 2023 Report
- 3 Finance Department Open PO September 2023 Report
- 4 Finance Department Budget Performance August 2023 Report
- 5 Finance Department Grant Summary September 2023 Report
- 6 Finance Department Active Businesses September 2023 Report
- 7 Finance and IT Department September 2023 Report

16. PUBLIC COMMENTS ON CITY SERVICES, BUSINESS, OR OTHER CITY MATTERS NOT ON THE AGENDA

17. EXECUTIVE SESSION

- A. Motion to adjourn Regular Meeting and enter into Executive Session pursuant to Section 30-4-70(a)(1) (2) to receive quarterly legal update from the city attorney on pending cases and cases adjudicated since last update and to discuss appointments/reappointments to the City Boards/Commissions and Georgetown Housing Authority.
- B. Motion to adjourn Executive Session and reconvene Regular Meeting.
- C. NO FORMAL ACTION WAS TAKEN IN EXECUTIVE SESSION.
- D. City Council may take action on items discussed in Executive Session.

18. APPOINTMENTS

19. ADJOURNMENT

- A. Motion to adjourn the Regular Meeting of City Council.



120 North Fraser Street • Georgetown, SC 29440 • (843) 545-4000

RESOLUTION

DOC ID: 3944

Council Meeting Date:	19 October 2023
Department:	Planning and Community Development
Issue Under Consideration:	Motion to approve a Resolution approving the draft Strategic and Marketing plans of the Arts and Cultural Commission as part of the City of Georgetown's application to the South Carolina Arts Commission to become a State of South Carolina Cultural District.
Amount Requested:	
Is Item in Current Budget?	
If no, please explain:	
Financial Impact:	
Points to Consider:	
Options:	
Staff Recommendations:	

Reviews:

Robert Cox Skipped 10/11/2023 9:51 AM

Robert is out of office

City Attorney Completed 10/12/2023 9:49 AM

Sandra E. Yudice Ph.D. Completed 10/12/2023 9:53 AM

Stephanie Buccione Completed 10/12/2023 12:07 PM

Georgetown City Council Pending 10/19/2023 5:30 PM

Attachments:

1. 1 Strategic Plan Draft (PDF)
2. 2 Arts and Cultural Commission Marketing Plan (PDF)
3. 3 Resolution for State Cultural District with map (PDF)

**MOTION TO APPROVE A RESOLUTION APPROVING THE DRAFT STRATEGIC AND
MARKETING PLANS OF THE ARTS AND CULTURAL COMMISSION AS PART OF THE
CITY OF GEORGETOWN'S APPLICATION TO THE SOUTH CAROLINA ARTS
COMMISSION TO BECOME A STATE OF SOUTH CAROLINA CULTURAL DISTRICT.**

DRAFT

City of Georgetown Arts and Cultural Commission Strategic Plan

Table of Contents

I. Executive Summary

A. Vision Statement B. Mission Statement C. Values D. Goals E. Key Initiatives

II. Situational Analysis

A. SWOT Analysis (Strengths, Weaknesses, Opportunities, Threats) B. Current Arts Ecosystem Assessment C. Stakeholder Analysis

III. Vision, Mission, and Values

I. Executive Summary

A. Vision Statement To become a vibrant artistic and cultural hub that nurtures creativity, diversity, and excellence in the arts, enriching the lives of our residents and visitors.

B. Mission Statement The Arts and Cultural Commission is created to (a) enrich and improve the quality of life of residents;(b) attract visitors to the City of Georgetown;(c) promote visual, performing,culinary and literary arts;(d) foster the city's cultural heritage; and (e) improve tourism and economic development by advising and assisting the city with the provision of public art place making and recommending artistic and cultural events, projects or initiatives in the city.

C. Values

1. Creativity: Embrace and celebrate artistic expression in all its forms.
2. Inclusivity: Promote diversity, equity, and accessibility for all through the arts.
3. Excellence: Strive for the highest standards of artistic quality and innovation.
4. Collaboration: Partner with artists, organizations, and the community to achieve shared goals.
5. Stewardship: Responsibly manage resources and support sustainable arts practices.

D. Goals

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1. **Artistic Excellence:** Elevate the quality of artistic productions and support artists in reaching their full potential.
2. **Accessibility:** Ensure that all community members have equitable access to arts experiences.
3. **Engagement:** Foster increased community participation and interaction with the arts.
4. **Advocacy:** Be a vocal advocate for the arts, influencing policies and funding.
5. **Sustainability:** Establish financial stability and long-term sustainability for the Arts Commission.
6. **Innovation:** Encourage experimentation and innovation in the arts.
7. **Cultural Equity:** Promote diversity, inclusivity, and representation in all artistic endeavors.

E. Key Initiatives

1. Establish an Arts Education Program to provide arts education and training to underserved populations.
2. Create a Public Art Program that enhances the community's visual landscape and cultural identity.
3. Strengthen partnerships with local businesses, schools, and government entities to promote arts engagement.
4. Develop an Artist Residency Program to support emerging and established artists.
5. Advocate for increased public funding for the arts at local, state, and national levels.
6. Take advantage of all grant opportunities for artistic and cultural projects.
7. Implement a comprehensive diversity and inclusion policy for all Arts Commission activities.

II. Situational Analysis

A. SWOT Analysis

• Strengths:

- Enhance the already established reputation in the community.
- Strong network of local artists and organizations.
- Exceptional support from local government and civic organizations
- Engaged and supportive board members.

• Weaknesses:

- Limited funding and resources.
- Insufficient outreach to underserved communities.
- Lack of technological infrastructure.

• Opportunities:

- Growing interest in the arts within the community.
- Potential for increased public funding.
- Collaborative opportunities with local businesses, civic organizations and schools.
- Collaboration with existing arts and cultural entities already established in the county.

• Threats:

- Economic downturns affecting arts funding.

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- Competition for audiences and resources.
- Public apathy or disengagement from the arts.

B. Current Arts Ecosystem Assessment

- We have identified arts and cultural assets, key arts organizations, venues, and artists in the community.
- Assess the demand for various art forms and cultural experiences.
- Analyze the impact of the arts on the local economy and community well-being.

C. Stakeholder Analysis

- Continue to identify and prioritize stakeholders, including artists, patrons, funders, and community members.
- Understand the needs, expectations, and interests of each stakeholder group.
- Develop strategies for engaging and collaborating with stakeholders.

III. Vision, Mission, and Values

Reiterate the Arts Commission's vision, mission, and values, emphasizing their importance in guiding all strategic initiatives.

IV. Strategic Initiatives

A. Artistic Excellence

- Develop mentorship programs for emerging artists.
- Create an artist-in-residence program to support artists in developing new works.
- Offer grants and scholarships to artists for professional development.

B. Accessibility

- Expand outreach to underserved communities through community-based programming.
- Partner with local schools and the school district to provide arts education opportunities for students.

C. Engagement

- Organize community events, festivals, and exhibitions.
- Implement audience development strategies, including targeted marketing and audience feedback mechanisms.
- Offer interactive workshops and classes for community members of all ages.

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D. Advocacy

- Develop a public awareness campaign highlighting the economic and cultural benefits of the arts.

E. Sustainability

- Diversify funding sources, including grants, individual donations, and corporate partnerships.
- Create a long-term sustainability plan that outlines financial goals and strategies.

F. Cultural Equity

- Develop and implement a diversity and inclusion policy for all Arts Commission programs and initiatives.
- Provide training and resources for artists and organizations to promote cultural equity.

V. Implementation Plan

- Define responsible parties for each initiative.
- Create a timeline with specific milestones and deadlines.
- Allocate resources, including budget and staff, to support each initiative.
- Establish metrics and Key Performance Indicators (KPIs) to measure progress and success.

VI. Monitoring and Evaluation

- Regularly assess progress toward goals and adjust strategies as needed.
- Collect and analyze data on audience engagement, financial performance, and community impact.
- Solicit feedback from stakeholders to inform ongoing improvements.

VII. Conclusion

The City of Georgetown Arts and Cultural Commission is committed to realizing its vision and mission, highlighting the importance of the strategic plan in guiding its efforts. We will emphasize the collaborative and dynamic nature of the plan, which will evolve over time to address changing circumstances and opportunities.

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Arts and Cultural Commission Marketing Plan

Executive Summary

The Arts and Cultural Commission aims to promote and celebrate the rich tapestry of art and culture within our community. This marketing plan outlines a comprehensive strategy to increase awareness, engagement, and support for the commission's initiatives.

Table of Contents

1. Introduction	- Overview of the Arts and Cultural Commission - Mission and objectives
2. Target Audience	- Identifying key demographics and psychographics - Understanding audience needs and preferences
3. SWOT Analysis	Analyzing the commission's Strengths, Weaknesses, Opportunities, and Threats
4. Marketing Goals and Objectives	- Defining measurable goals and objectives - Aligning with the commission's mission and vision
5. Marketing Strategy	- Identifying marketing channels - Crafting a unique value proposition - Budget allocation
6. Implementation Plan	- Creating a content calendar - Assigning responsibilities - Setting deadlines
7. Measurement and Analytics	- Defining key performance indicators (KPIs) - Using analytics tools to track progress - Making data-driven adjustments

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8. Budget

- Allocating funds for marketing activities
- Monitoring and adjusting the budget as needed

9. Conclusion

- Summarizing the marketing plan
- Emphasizing the importance of flexibility and adaptability

Introduction

Overview of the Arts and Cultural Commission

The Arts and Cultural Commission is a government-sponsored organization dedicated to nurturing, preserving, and promoting the arts and culture within our community. We are responsible for organizing events, exhibitions, performances, and educational programs that enrich the lives of our residents and visitors.

Mission and Objectives

Mission: To foster a vibrant arts and culture scene that enhances the quality of life and cultural identity of our community.

Objectives:

1. Increase community engagement in arts and cultural activities.
2. Enhance public awareness of the commission's programs and initiatives.
3. Secure additional funding and sponsorship opportunities to sustain and expand our activities.

Target Audience

Identifying Key Demographics and Psychographics

Our primary target audience includes:

- Residents of all ages within our community
- Local artists and creatives
- Tourists and visitors interested in cultural experiences
- Businesses and potential sponsors

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Understanding Audience Needs and Preferences

We will conduct surveys and focus groups to gather insights into the specific interests and needs of our target audience. This data will inform our content and programming decisions.

SWOT Analysis

Strengths

- Established reputation within the community
- Dedicated and passionate team
- Access to local artists and cultural resources

Weaknesses

- Limited funding and resources
- Limited digital presence
- Competition from neighboring cultural institutions

Opportunities

- Collaborations with local businesses and organizations
- Leveraging digital platforms for outreach
- Grant opportunities for arts and culture initiatives

Threats

- Economic challenges affecting funding
- Changing demographics and interests within the community
- Natural disasters or unforeseen events disrupting events and programming

Marketing Goals and Objectives

Goals

1. Increase the overall awareness of the Arts and Cultural Commission.
2. Increase our social media engagement and online followers.

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Objectives

1. Focus on cultural and artistic initiatives and events, with a focus on diversity and community involvement.
2. Work with our city marketing firm to help push our message out to residents and visitors.
3. Establish partnerships with local businesses and organizations to support and co-promote our initiatives.

Marketing Strategy

Identifying Marketing Channels

1. **Digital Presence:** Create a Facebook page and look into a dedicated website for the Arts and Cultural Commission.
2. **Traditional Media:** Collaborate with our established marketing team, local newspapers, magazines, and radio stations for coverage.
3. **Community Engagement:** Attend local community meetings and events to connect with our target audience.
4. **Partnerships:** Collaborate with local businesses, schools, and other cultural institutions for cross-promotion.

Crafting a Unique Value Proposition

Position Georgetown as the hub for artistic and cultural experiences, emphasizing our commitment to inclusivity, community involvement, and the celebration of local talent.

Budget Allocation

Allocate funds to:

- Website development and maintenance
- Social media advertising
- Print materials and promotional merchandise
- Event production and promotion

Implementation Plan

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Creating a Content Calendar

Develop a detailed content calendar that outlines the timing and themes for each marketing activity, ensuring a consistent and relevant presence throughout the year. Share this calendar with other entities such as our local business association, Chamber of Commerce and Discover Georgetown, which is the website for our Designated Marketing Organization (DMO).

Assigning Responsibilities

Assign clear roles and responsibilities to team members and volunteers for content creation, social media management, event planning, and community outreach.

Setting Deadlines

Establish deadlines for each marketing activity and monitor progress regularly to ensure timely execution.

Measurement and Analytics

Defining Key Performance Indicators (KPIs)

1. Website traffic and engagement (page views, time on site)
2. Social media metrics (followers, likes, shares, comments)
3. Event attendance and participation rates
4. Sponsorship and funding acquisition

Using Analytics Tools to Track Progress

Utilize web analytics, social media insights, and event attendance data to evaluate the success of marketing efforts and make data-driven adjustments.

Making Data-Driven Adjustments

Regularly review performance data to identify areas for improvement and adapt marketing strategies accordingly.

Budget

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Allocate an initial budget for the first year, with a focus on digital marketing, event production, and website development. Monitor expenses closely and adjust the budget as needed to maximize ROI.

Conclusion

The Arts and Cultural Commission's marketing plan outlines a comprehensive strategy to increase awareness, engagement, and support for our mission. By focusing on our target audience, utilizing various marketing channels, and consistently delivering engaging content, we aim to achieve our goals and strengthen our presence within the community. Flexibility and adaptability will be key as we navigate the evolving landscape of arts and culture promotion.

STATE OF SOUTH CAROLINA	)	RESOLUTION OF COUNCIL
	)	TO APPLY FOR DESIGNATION AS
CITY OF GEORGETOWN	)	A STATE CULTURAL DISTRICT

WHEREAS, the City of Georgetown is a municipal corporation organized under the laws of the State of South Carolina and possessing all general powers granted to such public entities; and

WHEREAS, on November 17, 2022, Mayor and Council of the City of Georgetown established the City Arts and Cultural Commission, recognizing the importance of the arts and culture to the economy, preservation of history, promotion of tourism, and quality of life; and

WHEREAS, in 2014, the South Carolina General Assembly passed and the Governor signed into law Act 232, providing for the establishment of State-Designated Cultural Districts by the South Carolina Arts Commission; and

WHEREAS, the City of Georgetown is the third oldest city in South Carolina and has a long rich history of vibrant cultures, cultural facilities, creative enterprises, arts and artisans, musicians, and arts and music venues; and

WHEREAS, the Mayor and Council desire to support and encourage both public and private promotion of the City's cultural assets, which attract visitors, artists, and entrepreneurs to the City, encourage economic development and local cultural development, and celebrate the unique cultural identity of Georgetown; and

WHEREAS, based on research of the history of Georgetown, the current arts scene, on April 17, 2023, the City Arts and Culture Commission created an Inventory of Cultural Assets, the City Arts and Culture Commission proposed an area to be designated as the cultural district, as illustrated in the attached "Cultural District Designation Map" (ref. attached map); and

WHEREAS, on May 3, 2023, the City Arts and Culture Commission voted to support the application for the designation of a State Cultural District, and will serve as the designated partner organization to manage the proposed District; and

WHEREAS, on June 15, 2023, the City Council held a Public Hearing on the proposed designation of a State Cultural District in the City;

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Georgetown, in a meeting duly assembled as follows:

1. The Mayor and Council of the City of Georgetown support the designation of a State Cultural District in the City of Georgetown as shown on the attached map; and

2. The Mayor is authorized to sign the City's application for submission to the South Carolina Arts Commission for the designation of a State Cultural District in the City of Georgetown; and

3. All resolutions or parts thereof inconsistent with the provisions of this Resolution are repealed to the extent of conflict or inconsistency.

AND IT IS SO RESOLVED

DONE AND RATIFIED this ____ day of _____ 2023.

ATTEST:

CITY OF GEORGETOWN
a Municipal Corporation

Stephanie Buccione
City Clerk

Carol Jayroe
Mayor

APPROVED AS TO FORM:

Elise F. Crosby
City Attorney





Cultural Assets

1. Chamber of Commerce Visitors Center
2. Free Little Libraries
3. Georgetown County Museum
4. Georgetown Library
5. Gullah Museum
6. Kaminski House Museum
7. Maritime Museum
8. Mitney Project
9. Provost Gallery in the Rice Museum
10. West End Heritage Center



Visual & Performance Art

11. Howard Center
12. Strand Theater
13. Winyah Auditorium



Public Art / Cultural Displays

14. Charters of Freedom display
15. Harriet Tubman Sculpture
16. Front St Fire Mural by Asher Robinson
17. Doodlebugs Mural by Ruth Cox
18. Winyah Wings Mural by Asher Robinson
19. National Humane Alliance Fountain



Art Related Businesses

20. Art Harbor Gallery
21. Brewed Awakening
22. City Farmers & Craft Market
23. Georgetown Art Gallery
24. Purr & Pour Cat Café
25. Rice Birds
26. The Cottage



Live Music & Concerts

27. Between the Antlers
28. Buzz's Roost Restaurant
29. Corner Tavern Restaurant
30. Gator Grill Restaurant
31. Georgetown Theater Orchestra*
32. Indigo Choral Society*
33. Kaminski House
34. Music in the Park
35. Singing Christmas Tree
36. SoCo Grill
37. The George Hotel
38. Varna International*

*Not marked on map performances at different locations throughout the cultural district



Festivals & Events

(Not Marked on map - Multiple Locations in the Cultural District)

- A. Art and Wine Walk - Front St.
- B. Busking - Front St. Parks
- C. Cattails and Cocktails - County Museum
- D. Cinco de Mayo – East Bay Park
- E. Food Beer and Wine Festival – Front St.
- F. Plein-air Art Events - Front St
- G. Wooden Boat Show - Front St.



Georgetown
SOUTH CAROLINA

Cultural District Map



120 North Fraser Street • Georgetown, SC 29440 • (843) 545-4000

ACTION ITEM

DOC ID: 3945

Council Meeting Date:	19 October 2023
Department:	Planning and Community Development
Issue Under Consideration:	Motion to Approve Complaint Petition and Notice of Hearing on a Dwelling Unfit for Habitation for 216 Wood Street.
Amount Requested:	
Is Item in Current Budget?	
If no, please explain:	
Financial Impact:	
Points to Consider:	
Options:	
Staff Recommendation:	

Reviews:

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 Robert is out of office
 City Attorney Skipped 10/11/2023 2:50 PM
 per Elise doesn't need to review
 Sandra E. Yudice Ph.D. Completed 10/11/2023 3:31 PM
 Stephanie Buccione Completed 10/11/2023 5:04 PM
 Georgetown City Council Pending 10/19/2023 5:30 PM

Attachments:

1. 1 216 Wood Street complaint petition (PDF)
2. 2 Initial Contact Letter (PDF)
3. 3 Photographs of 216 Wood Street (PDF)
4. 4 ARB September 11, 2023 - Approved minutes (PDF)
5. 5 216 Wood Street - Photo (PDF)

**COMPLAINT PETITION
CITY OF GEORGETOWN**

IN THE MATTER OF:

Tax Map No: 05-0026-045-00-00

[Owner of Record]:

Willette H. Williams

[Other Party in Interest]:

Willie Fred Harrison Jr.

Lot _____ Block _____, City

Street Address:

216 Wood Street

**COMPLAINT PETITION
AND NOTICE OF HEARING
ON A DWELLING UNFIT FOR
HABITATION**

IT APPEARS the owner(s) of record and parties in interest above-captioned may have an ownership interest in the above-referenced real property, upon which is located a structure designated as a dwelling unfit for human habitation by the City of Georgetown pursuant to § 5-96 *et. seq.*, City of Georgetown Code of Ordinances.

LEGAL AUTHORITY

The following findings are made and notice issued pursuant to the authority vested in the Building Official and City Council under § 5-96 *et. seq.*, City of Georgetown Code of Ordinances and Section 31-15-10 *et. seq.*, S.C. Code of Laws.

1. The Mayor and City Council of the City of Georgetown are charged with governing the municipality and protecting its citizens from conditions unsafe, unsanitary, dangerous, unsafe, or otherwise inimical to the welfare of the residents of the city;

2. The Mayor and City Council have designated the Building Official responsible for making an initial determination that a dwelling is unfit for human habitation due to dilapidation, defects increasing the hazards of fire, accidents, or other calamities, lack of ventilation, light, or sanitary facilities, or other conditions rendering those dwellings unsafe or unsanitary, dangerous, or detrimental to the health, safety or morals, or otherwise inimical to the residents of the city;
3. The above-referenced property is located within the city limits of the City of Georgetown, South Carolina.
4. The undersigned Building Official (or designee) has determined the above-referenced property is unfit for human habitation under the City Code.
5. On _____, 20____, at a regular publicly noticed meeting of City Council, such findings were presented to City Council. On that date, the City Council of the City of Georgetown, pursuant to § 5-98, 5-99, approved the building official to proceed regarding the above-referenced property designated as a dwelling unfit for human habitation. § 5-96 *et. seq.* (City of Georgetown Code of Ordinances);
6. It appears the owner(s) of record and parties with an interest in the above-referenced property may include Willette H. Williams and Willie Fred Harrison Jr..
7. Any party so minded may file an answer and APPEAR BEFORE THE CITY OF GEORGETOWN CONSTRUCTION BOARD OF APPEALS to give testimony or otherwise answer on _____, 20____, at _____ o'clock a.m./p.m. at the Georgetown City Council Chambers, _____ Street, Georgetown, S.C., and then and there to be prepared to show cause why, if any, the City should not proceed under of § 5-101, *et seq.*, Georgetown Code of Ordinances, and § 31-15-10, *et seq.*, S.C. Code of Laws.

BY: _____

Building Official
City of Georgetown
P.O. Drawer 939
Georgetown, S.C. 29442

_____, 20____,

MAYOR
CAROL JAYROE

CITY ADMINISTRATOR
SANDRA E. YUDICE, Ph.D.

CITY CLERK
STEPHANIE BUCCIONE



COUNCIL MEMBERS
JIM CLEMENTS
MAYOR PRO TEMPORE

JONATHAN ANGNER
HOBSON H. MILTON
JIMMY MORRIS
CLARENCE SMALLS
TAMIKA WILLIAMS-OBENG

Housing and Community Development
Office: (843) 545-4010
Fax: (843) 546-5435

08/09/2023

Willette Williams / Willie Fred Harrison Jr.,

On or around the month of April 2023 I, Ryan Call, Building Official, received a complaint about the safety of a structure located at 216 Wood Street (TMS# 05-0026-045-00-00). Upon arrival I inspected the outside of the structure. The following items were found during that inspection:

1. Windows were open and unsecure.
2. The doors were unsecure, and some were open.
3. Siding and fascia were missing in several areas and were allowing the elements to reach structural components.
4. The porch ceiling and floor system were failing. This could potentially fall and pose a safety hazard.
5. The roof covering appeared to be aged. It appeared from google earth that there was a hole in the roof which would allow rain and moisture to enter the home and damage the structure even further. I could not confirm based on the height of the roof.
6. Mechanical systems appeared that they had parts and elements missing.

Based on the condition it is considered to be an unsafe structure. A placard will be placed on the home marking it as unsafe. Please see photographs that are attached to this letter. I believe that this home poses a life safety threat to the public and neighbors. This structure has obvious and continued neglect by the property owner/owners with no maintenance resulting in a lack of protection against weather, vagrants, and vermin. It is my professional opinion that this structure be demolished due to the continued neglect and the cost of it to be brought up to today's habitable standards. For the City of Georgetown not to pursue demolition a building permit must be pulled, and stabilization repairs commenced within 45 days and completed within 90 days. I would require a structural engineer to evaluate this structure and prepare documents for this building permit. I know we have spoken on the phone in the past with preliminary plans of demo or renovations. This is now my official letter and the first step moving forward with the nuisance abatement process. Please feel free to reach out if you have any questions or concerns.

Thanks,

R. Call

rcall@georgetownsc.gov
(843)545-4014

Drawer 939
Georgetown, SC 29442

Attachment: Initial Contact Letter (3945 : Complaint Petition for 216 Wood Street)



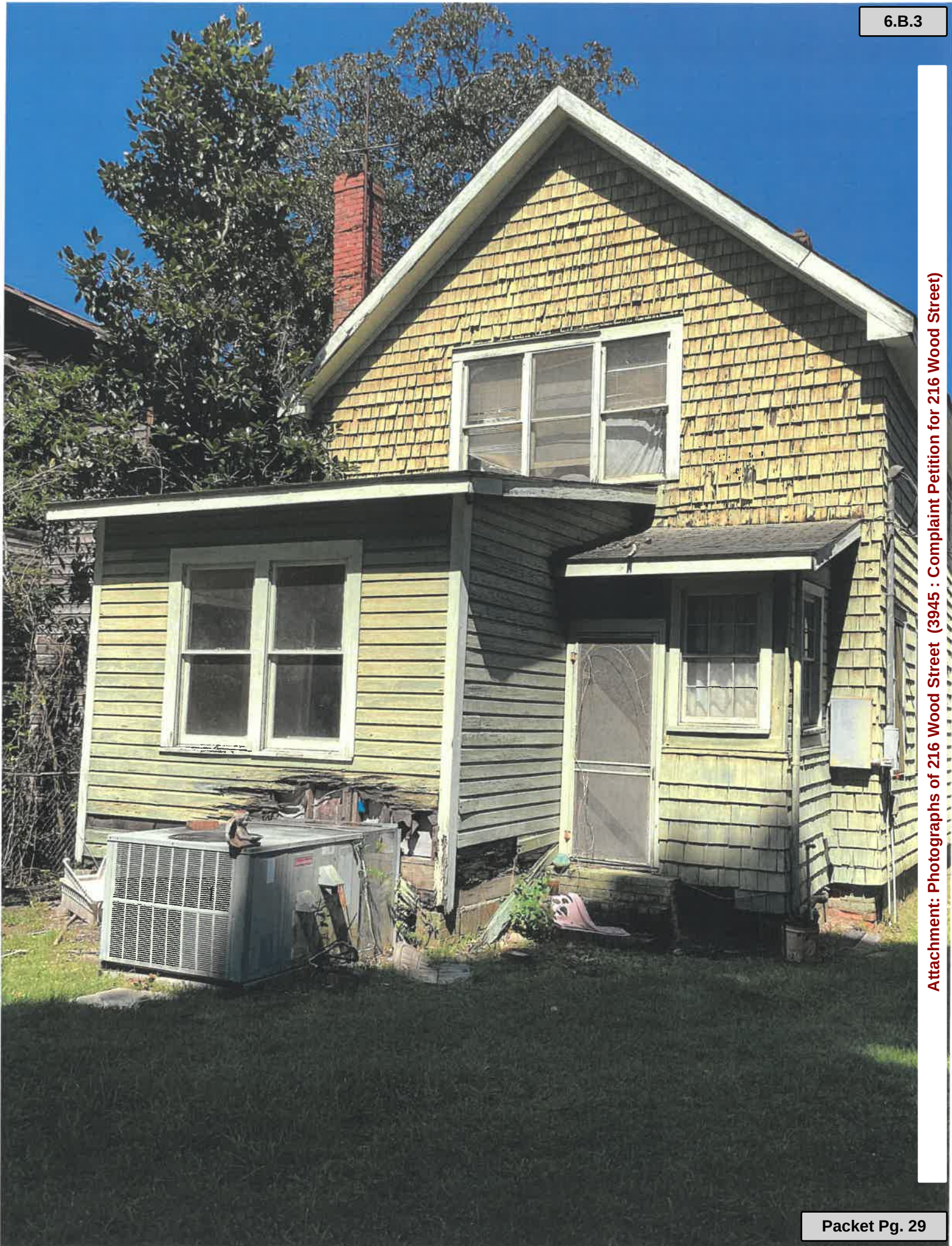
Attachment: Photographs of 216 Wood Street (3945 : Complaint Petition for 216 Wood Street)

216 Wood St.



Attachment: Photographs of 216 Wood Street (3945 : Complaint Petition for 216 Wood Street)





Attachment: Photographs of 216 Wood Street (3945 : Complaint Petition for 216 Wood Street)



Attachment: Photographs of 216 Wood Street (3945 : Complaint Petition for 216 Wood Street)

Architectural Review Board September 11, 2023

MEMBERS PRESENT: Lee Padgett, Debra Smalls, Dwayne Vernon, Kristina McManus, & Lynn Robb

MEMBERS ABSENT: Sally Gillespie & Kevin Jayroe

OTHERS PRESENT: Peter Gaytan

- I. **Call to Order** "Notice of this meeting has been made in accordance with the South Carolina Code of Laws as Amended"
- II. **Approval of Minutes for July 10, 2023;** Lynn Robb made a motion to approve the minutes as presented; seconded by Dwayne Vernon; the motion carried unanimously.
- III. **Public Input:** None
- IV. **Old Business:** Demolition Request 2023-21: 212 Wood St., Georgetown, SC; Demolition Request 2023-22: 216 Wood St., Georgetown, SC; Demolition Request 2023-23: 208 Wood St., Georgetown, SC

Peter Gaytan: Board Members were provided with the letters sent out by the City Building Official to all property owners in regards to the City's demolition requests. The letter gives property owners forty five days to start or make repairs and stabilizations. The letters were sent out on August 9, 2023. The City has not received any responses to the letters yet nor have any permits been issued.

Lee Padgett: As Board Chair, I would like to see a vote one way or another on these properties. It has taken years to get to this point and we have been discussing these properties since July 10th. Each member has a motion template in the center of each table that provides a condition. At the last meeting, Ryan said that it would take the City six months to complete its paperwork trail in order to get the City to the point of being able to demolish and I think if we are going to allow the applicants any more time other than what is stated in this letter, that six months is sufficient to complete a real estate contract, devise a stabilization process with the code enforcer or find their own alternative for demolition. Collectively it is a total of nine months that the homeowners will have to do something with their property. Any other Board discussion?

Lynn Robb: Does the City have contacts that could possibly get these people a grant or some type of help in stabilizing the properties?

Peter Gaytan: The City does not have any grants but if the structures were contributing resources, then the property owners could look into applying to the State's Historic Preservation Society to maybe receive some tax credits.

Lynn Robb: Are the owners capable of doing that type of research?

Peter Gaytan: I cannot answer that. It has already been difficult to try to reach them already.

Lee Padgett: One of the homeowners is a schoolteacher so she should have some resources to be able to research some options.

Lynn Robb: We might suggest to the owners that they try to do this. I would hate to see these houses torn down. Six to nine months should give them enough time to do it.

Peter Gaytan: We have not heard any responses back and the letters were sent out over 40 days ago. If they were to contact me, I would suggest that they look into these options, but we haven't had any contact.

Lee Padgett: The Rhue house has a "For Sale" with two phone numbers on it. I know someone that has reached out to one of the numbers twice but has not received any information back as far as what a sales price would be or that type of thing.

Peter Gaytan: I had a person from Charleston call me today that has also tried to call that number with no response.

Lee Padgett: As bad as it is to lose a historic resource, I just don't see how we can continue to let that street deteriorate. Even though I would like to save every historic structure we can, there is also an aesthetic look to the City that needs to be preserved and we only have so much power.

Kristina McManus: Plus, there are the safety concerns.

Lee Padgett: Any other discussion? Would anyone like to make a motion?

Motion made by Lynn Robb to approve the demolition requests for 208 Wood St., citing Chapter 11 Demolition, Section 46.0 Overall Approach with an optional condition. Motion subject to the following conditions: Demolition will be approved for six months from September 11, 2023. If the owner works with staff to enact an approved stabilization plan and/or places the house on the market and submits a copy of the real estate contract to the code enforcer, it will stay the demolition until the expiration of the contract. Second by Kristina McManus. The motion was carried 5 to 1 by a roll call vote.

Lee Padgett: Would anyone like to make a motion regarding 212 Wood Street?

Motion made by Kristina McManus to approve the demolition requests for 212 Wood St., citing Chapter 11 Demolition, Section 46.0 Overall Approach with an optional condition. Motion subject to the following conditions: Demolition will be approved for six months from September 11, 2023. If the owner works with staff to enact an approved stabilization plan and/or places the house on the market and submits a copy of the real estate contract to the code enforcer, it will stay the demolition until the expiration of the contract. Second by Lynn Robb. The motion was carried 5 to 1 by a roll call vote.

Lee Padgett: Does anyone want to make a motion on 216 Wood Street?

Motion made by Lynn Robb to approve the demolition requests for 216 Wood St., citing Chapter 11 Demolition, Section 46.0 Overall Approach with an optional condition. Motion subject to the following conditions: Demolition will be approved for six months from September 11, 2023. If the owner works with staff to enact an approved stabilization plan and/or places the house on the market and submits a copy of the real estate contract to the code enforcer, it will stay the

demolition until the expiration of the contract. Second by Kristina McManus. The motion was carried 5 to 2 by a roll call vote.

Lee Padgett: By a majority vote, each house has been approved for demolition with a condition giving the homeowners time to stabilize or begin the sale of the property should they wish to do so. I'd like to put this one record, if any of the property owners take issue with our vote and want to come next month and ask for a motion for reconsideration, then the Board will make a motion to take a vote on the reconsideration and they can come back with any new information they have regarding the demolition process and why it should not be taking place.

V. Board Discussion: Board Chair Lee Padgett wants the record to show that should another issue regarding the language in a Certificate of Appropriateness come before the planning department and they find unclear language and an Applicant challenges the findings, then we request those that work with the Applicant to advise them to challenge in Circuit Court as called for by law or approach the Board for a Reconsideration Motion like what was just discussed and that be the only two options. I am asking that staff be advocates for the Board or not for Applicants to allow the legal process to play out as it's called for and let us fight the fight that is ours. That leads me to the foundation of 315 Screven Street. That was taken from us because some attorney claimed we had no jurisdiction over anything 10 inches or less above grade. Unless my math is off, that foundation is approximately 4 feet or taller. I have questions regarding it and how they are going to get mixed concrete in those piers.

Peter Gaytan: I'm not sure, we would need to ask Robert and Ryan since they are overseeing that project.

Lee Padgett: Another thing would be the staircase, if it is not the brick with the stucco overlay then that needs to come back before the Board. That was not the original staircase by any means but that is what existed when they moved it.

Peter Gaytan: I know there were discussions of it being wood.

Lee Padgett: That needs to come back before the Board. Any idea who is in charge of the cleanup of that jobsite?

Peter Gaytan: I know that we require that the lot be graded and seeded. Robert again would be the person to ask.

NEXT

Lee Padgett: In regards to revisions to the Guidelines, I received feedback from Dwayne and I am also picking up some feedback from Sally this evening. Anyone else have any feedback, changes, corrections, additions to that before I try to push this before the City Council this month?

Dwayne Vernon: I thought this was pretty well thought out. You had some things in there that are good.

Lee Padgett: I thought it best to have a plan in place for possible elevated structures along our riverfront and be ahead of the game as far as having something that justifies decisions we make regarding a home.

Lynn Robb: Sally Gillespie and I have done a survey of all the houses in the Historic District, and we have taken pictures of those that are beginning to deteriorate. I am putting it together with the Assessor's information and we would like to give that to somebody at the City, would that be you?

Peter Gaytan: Yes, give it to me and then I can draft a letter to send out to those property owners to let them know the state of their property. I have also reached out to Brad Stalls(?) to see if we can get our historic resource survey updated. Ours is coming up on the ten-year mark. Grants open in the fall around October and he said we should be able to get that done sometime around March or April and hopefully we can get some more homes added to that list for our district.

Lee Padgett: Did you have the same take away about expanding the period from 50 years to 100? That was not going to happen?

Peter Gaytan: Probably not. He said the period of significance is not one set date, so anything before 1920 was the date of the historic district, so I think we have to keep to that.

VI. Adjournment: With there being no further business the meeting was adjourned.

Submitted By:

Brittany Powell

Board Secretary



Attachment: 216 Wood Street - Photo (3945 : Complaint Petition for 216 Wood Street)



120 North Fraser Street • Georgetown, SC 29440 • (843) 545-4000

ACTION ITEM

DOC ID: 3946

Council Meeting Date:	19 October 2023
Department:	Planning and Community Development
Issue Under Consideration:	Motion to approve Complaint Petition and Notice of Hearing on a Dwelling Unfit for Habitation for 212 Wood Street.
Amount Requested:	
Is Item in Current Budget?	
If no, please explain:	
Financial Impact:	
Points to Consider:	
Options:	
Staff Recommendation:	

Reviews:

Robert Cox Skipped 10/11/2023 9:51 AM
 Robert is out of office
 City Attorney Skipped 10/11/2023 2:49 PM
 per Elise doesn't need to review
 Sandra E. Yudice Ph.D. Completed 10/11/2023 3:29 PM
 Stephanie Buccione Completed 10/11/2023 5:03 PM
 Georgetown City Council Pending 10/19/2023 5:30 PM

Attachments:

1. 1 212 Wood Street complaint petition (PDF)
2. 2 Photographs of 212 Wood Street (PDF)
3. 3 Initial Contact Letter for 212 Wood Street (PDF)
4. 4 ARB September 11, 2023 - Approved minutes (PDF)
5. 5 212 Wood Street Photo (PDF)

**COMPLAINT PETITION
CITY OF GEORGETOWN**

IN THE MATTER OF:

Tax Map No: 05-0026-044-00

[Owner of Record]:

Robert H Rhue HRS

[Other Party in Interest]:

Jackson Dentley Hermenia

Lot___ Block___, City

Street Address:

_212 Wood Street

**COMPLAINT PETITION
AND NOTICE OF HEARING
ON A DWELLING UNFIT FOR
HABITATION**

IT APPEARS the owner(s) of record and parties in interest above-captioned may have an ownership interest in the above-referenced real property, upon which is located a structure designated as a dwelling unfit for human habitation by the City of Georgetown pursuant to § 5-96 *et. seq.*, City of Georgetown Code of Ordinances.

LEGAL AUTHORITY

The following findings are made and notice issued pursuant to the authority vested in the Building Official and City Council under § 5-96 *et. seq.*, City of Georgetown Code of Ordinances and Section 31-15-10 *et. seq.*, S.C. Code of Laws.

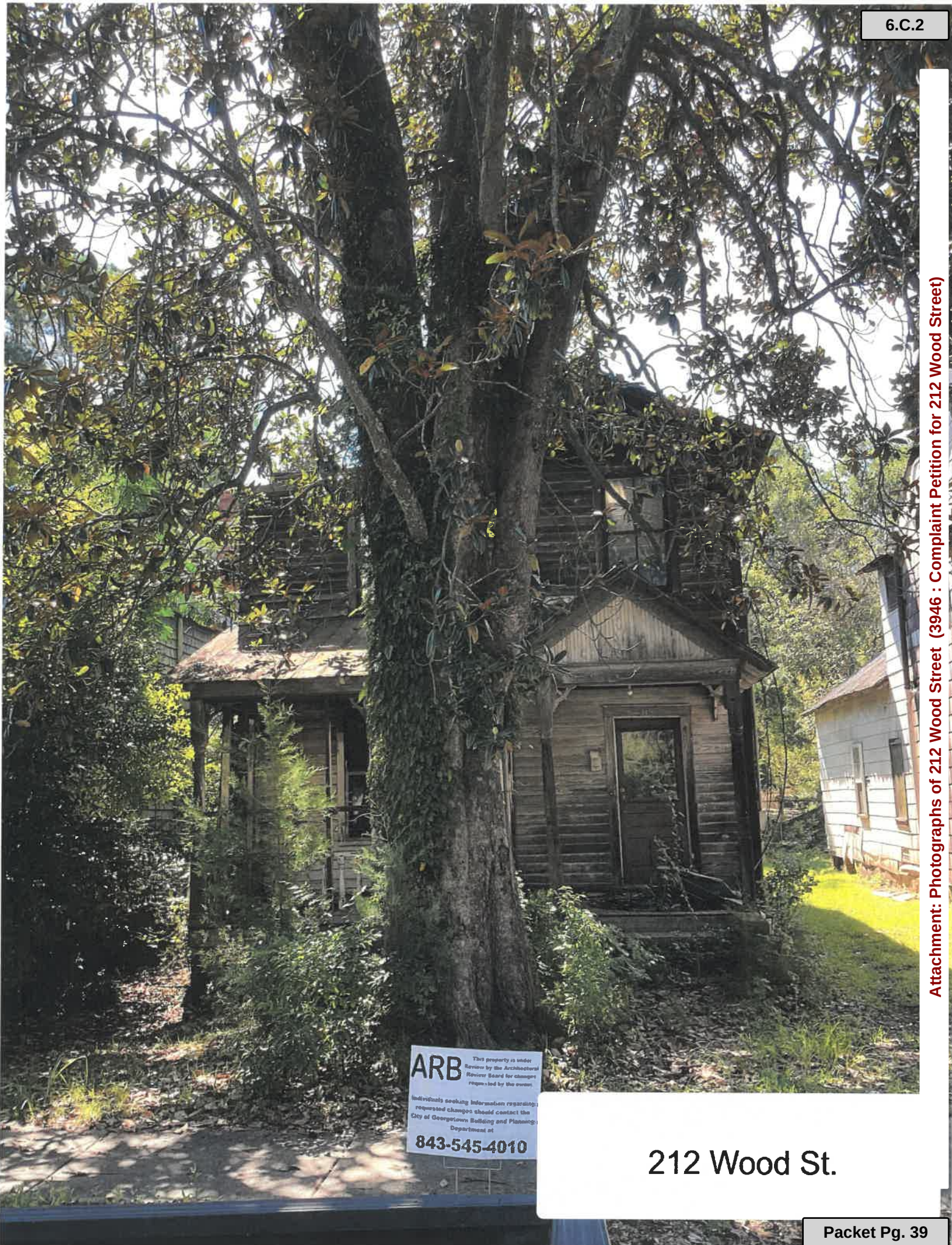
1. The Mayor and City Council of the City of Georgetown are charged with governing the municipality and protecting its citizens from conditions unsafe, unsanitary, dangerous, unsafe, or otherwise inimical to the welfare of the residents of the city;

2. The Mayor and City Council have designated the Building Official responsible for making an initial determination that a dwelling is unfit for human habitation due to dilapidation, defects increasing the hazards of fire, accidents, or other calamities, lack of ventilation, light, or sanitary facilities, or other conditions rendering those dwellings unsafe or unsanitary, dangerous, or detrimental to the health, safety or morals, or otherwise inimical to the residents of the city;
3. The above-referenced property is located within the city limits of the City of Georgetown, South Carolina.
4. The undersigned Building Official (or designee) has determined the above-referenced property is unfit for human habitation under the City Code.
5. On _____, 20____, at a regular publicly noticed meeting of City Council, such findings were presented to City Council. On that date, the City Council of the City of Georgetown, pursuant to § 5-98, 5-99, approved the building official to proceed regarding the above-referenced property designated as a dwelling unfit for human habitation. § 5-96 *et. seq.* (City of Georgetown Code of Ordinances);
6. It appears the owner(s) of record and parties with an interest in the above-referenced property may include Robert H. Rhue and Jackson Dentley Hermenia.
7. Any party so minded may file an answer and APPEAR BEFORE THE CITY OF GEORGETOWN CONSTRUCTION BOARD OF APPEALS to give testimony or otherwise answer on _____, 20____, at _____ o'clock a.m./p.m. at the Georgetown City Council Chambers, _____ Street, Georgetown, S.C., and then and there to be prepared to show cause why, if any, the City should not proceed under of § 5-101, *et seq.*, Georgetown Code of Ordinances, and § 31-15-10, *et seq.*, S.C. Code of Laws.

BY: _____

Building Official
City of Georgetown
P.O. Drawer 939
Georgetown, S.C. 29442

_____, 20____



ARB This property is under
review by the Architectural
Review Board for changes
requested by the owner.
Individuals seeking information regarding
requested changes should contact the
City of Georgetown Building and Planning
Department at
843-545-4010

212 Wood St.

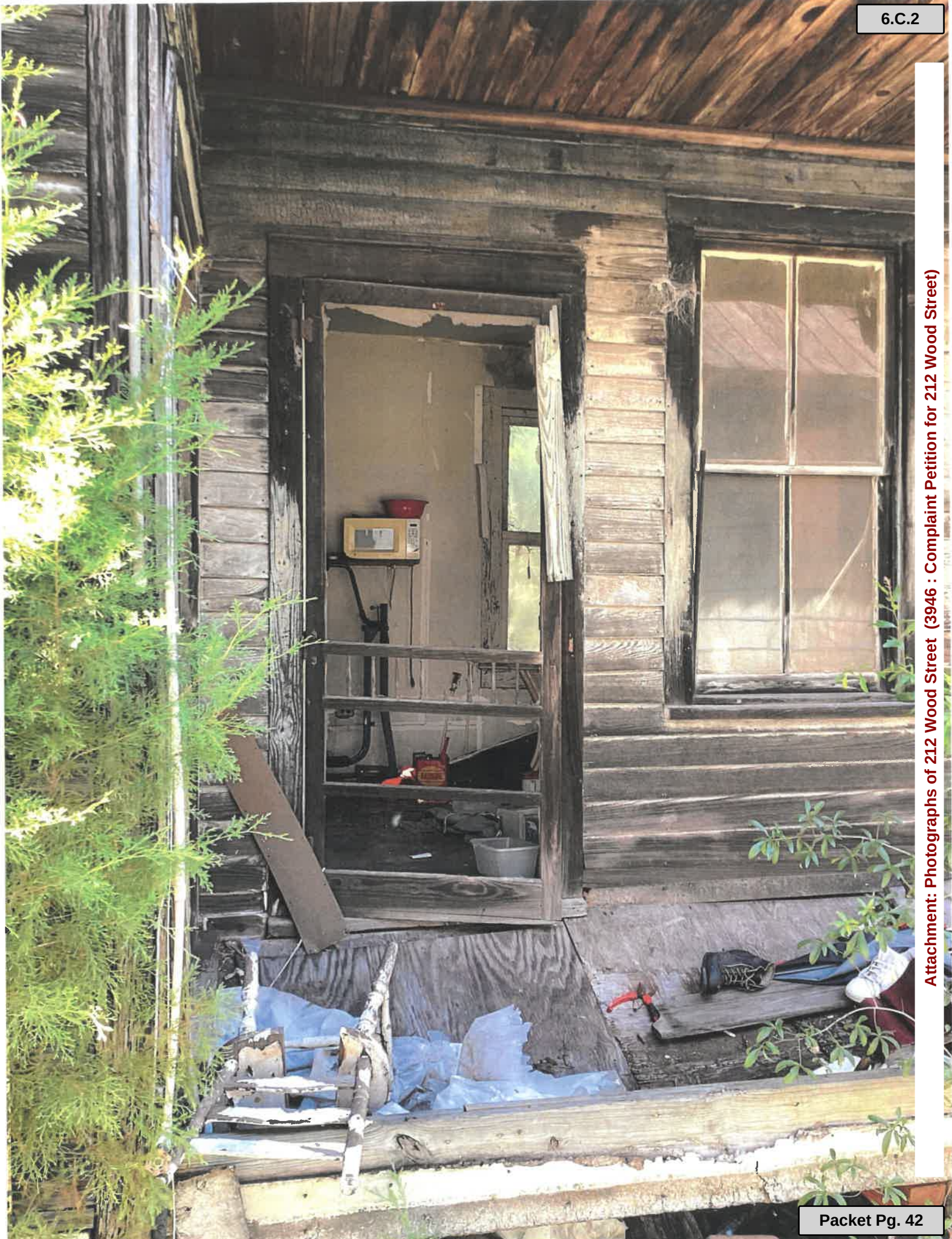
Attachment: Photographs of 212 Wood Street (3946 : Complaint Petition for 212 Wood Street)



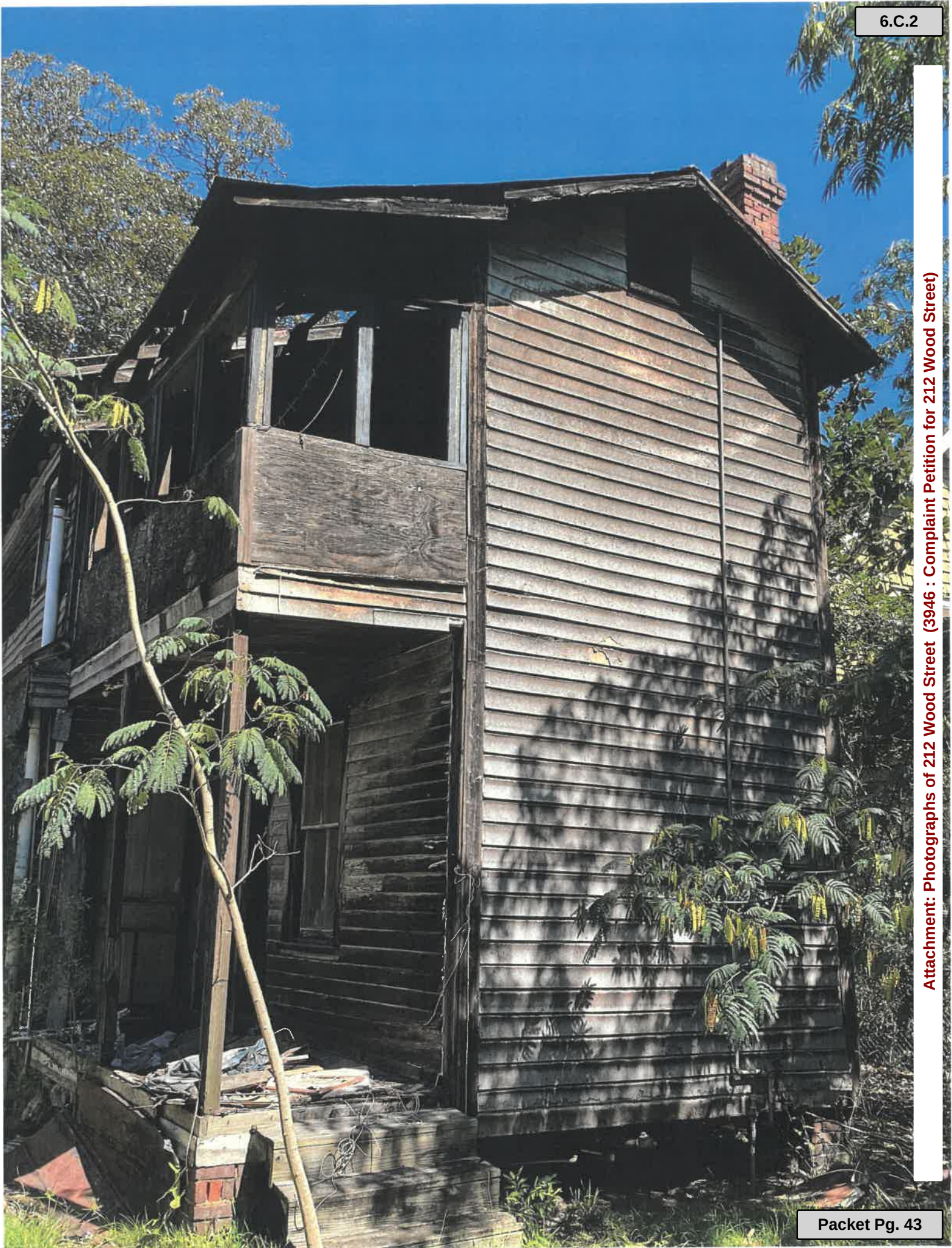
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MAYOR
CAROL JAYROE

CITY ADMINISTRATOR
SANDRA E. YUDICE, Ph.D.

CITY CLERK
STEPHANIE BUCCIONE



COUNCIL MEMBERS
JIM CLEMENTS
MAYOR PRO TEMPORE

JONATHAN ANGNER
HOBSON H. MILTON
JIMMY MORRIS
CLARENCE SMALLS
TAMIKA WILLIAMS-OBENG

Housing and Community Development
Office: (843) 545-4010
Fax: (843) 546-5435

08/09/2023

Robert H. Rhue HRS,

On or around the month of April 2023 I, Ryan Call, Building Official, received a complaint about the safety of a structure located at 212 Wood Street (TMS# 05-0026-044-00-00). Upon arrival I inspected the outside of the structure. The following items were found during that inspection:

1. The doors were unsecure, and some were falling in.
2. Siding was missing in several areas and was allowing the elements to reach structural components.
3. The porch floor system was failing.
4. It appeared that the foundation to the home was failing in locations.
5. The roof ceiling system had failed in an area and “caved in”. This allows rain and moisture to enter the home and damage the structure even further.
6. Mechanical systems appeared that they were missing and elements missing.

Based on the condition it is considered to be an unsafe structure. A placard will be placed on the home marking it as unsafe. Please see photographs that are attached to this letter. I believe that this home poses a life safety threat to the public and neighbors. This structure has obvious and continued neglect by the property owner/owners with no maintenance resulting in a lack of protection against weather, vagrants, and vermin. It is my professional opinion that this structure be demolished due to the continued neglect and the cost of it to be brought up to today’s habitable standards. For the City of Georgetown not to pursue demolition a building permit must be pulled, and stabilization repairs commenced within 45 days and completed within 90 days. I would require a structural engineer to evaluate this structure and prepare documents for this building permit. This is my official investigation letter and the first step moving forward with the nuisance abatement process. Please feel free to reach out if you have any questions or concerns.

Thanks,

R. Call

rcall@georgetownsc.gov
(843)545-4014

Architectural Review Board

September 11, 2023

MEMBERS PRESENT: Lee Padgett, Debra Smalls, Dwayne Vernon, Kristina McManus, & Lynn Robb

MEMBERS ABSENT: Sally Gillespie & Kevin Jayroe

OTHERS PRESENT: Peter Gaytan

- I. **Call to Order** "Notice of this meeting has been made in accordance with the South Carolina Code of Laws as Amended"
- II. **Approval of Minutes for July 10, 2023;** Lynn Robb made a motion to approve the minutes as presented; seconded by Dwayne Vernon; the motion carried unanimously.
- III. **Public Input:** None
- IV. **Old Business:** Demolition Request 2023-21: 212 Wood St., Georgetown, SC; Demolition Request 2023-22: 216 Wood St., Georgetown, SC; Demolition Request 2023-23: 208 Wood St., Georgetown, SC

Peter Gaytan: Board Members were provided with the letters sent out by the City Building Official to all property owners in regards to the City's demolition requests. The letter gives property owners forty five days to start or make repairs and stabilizations. The letters were sent out on August 9, 2023. The City has not received any responses to the letters yet nor have any permits been issued.

Lee Padgett: As Board Chair, I would like to see a vote one way or another on these properties. It has taken years to get to this point and we have been discussing these properties since July 10th. Each member has a motion template in the center of each table that provides a condition. At the last meeting, Ryan said that it would take the City six months to complete its paperwork trail in order to get the City to the point of being able to demolish and I think if we are going to allow the applicants any more time other than what is stated in this letter, that six months is sufficient to complete a real estate contract, devise a stabilization process with the code enforcer or find their own alternative for demolition. Collectively it is a total of nine months that the homeowners will have to do something with their property. Any other Board discussion?

Lynn Robb: Does the City have contacts that could possibly get these people a grant or some type of help in stabilizing the properties?

Peter Gaytan: The City does not have any grants but if the structures were contributing resources, then the property owners could look into applying to the State's Historic Preservation Society to maybe receive some tax credits.

Lynn Robb: Are the owners capable of doing that type of research?

Peter Gaytan: I cannot answer that. It has already been difficult to try to reach them already.

Lee Padgett: One of the homeowners is a schoolteacher so she should have some resources to be able to research some options.

Lynn Robb: We might suggest to the owners that they try to do this. I would hate to see these houses torn down. Six to nine months should give them enough time to do it.

Peter Gaytan: We have not heard any responses back and the letters were sent out over 40 days ago. If they were to contact me, I would suggest that they look into these options, but we haven't had any contact.

Lee Padgett: The Rhue house has a "For Sale" with two phone numbers on it. I know someone that has reached out to one of the numbers twice but has not received any information back as far as what a sales price would be or that type of thing.

Peter Gaytan: I had a person from Charleston call me today that has also tried to call that number with no response.

Lee Padgett: As bad as it is to lose a historic resource, I just don't see how we can continue to let that street deteriorate. Even though I would like to save every historic structure we can, there is also an aesthetic look to the City that needs to be preserved and we only have so much power.

Kristina McManus: Plus, there are the safety concerns.

Lee Padgett: Any other discussion? Would anyone like to make a motion?

Motion made by Lynn Robb to approve the demolition requests for 208 Wood St., citing Chapter 11 Demolition, Section 46.0 Overall Approach with an optional condition. Motion subject to the following conditions: Demolition will be approved for six months from September 11, 2023. If the owner works with staff to enact an approved stabilization plan and/or places the house on the market and submits a copy of the real estate contract to the code enforcer, it will stay the demolition until the expiration of the contract. Second by Kristina McManus. The motion was carried 5 to 1 by a roll call vote.

Lee Padgett: Would anyone like to make a motion regarding 212 Wood Street?

Motion made by Kristina McManus to approve the demolition requests for 212 Wood St., citing Chapter 11 Demolition, Section 46.0 Overall Approach with an optional condition. Motion subject to the following conditions: Demolition will be approved for six months from September 11, 2023. If the owner works with staff to enact an approved stabilization plan and/or places the house on the market and submits a copy of the real estate contract to the code enforcer, it will stay the demolition until the expiration of the contract. Second by Lynn Robb. The motion was carried 5 to 1 by a roll call vote.

Lee Padgett: Does anyone want to make a motion on 216 Wood Street?

Motion made by Lynn Robb to approve the demolition requests for 216 Wood St., citing Chapter 11 Demolition, Section 46.0 Overall Approach with an optional condition. Motion subject to the following conditions: Demolition will be approved for six months from September 11, 2023. If the owner works with staff to enact an approved stabilization plan and/or places the house on the market and submits a copy of the real estate contract to the code enforcer, it will stay the

demolition until the expiration of the contract. Second by Kristina McManus. The motion was carried 5 to 2 by a roll call vote.

Lee Padgett: By a majority vote, each house has been approved for demolition with a condition giving the homeowners time to stabilize or begin the sale of the property should they wish to do so. I'd like to put this one record, if any of the property owners take issue with our vote and want to come next month and ask for a motion for reconsideration, then the Board will make a motion to take a vote on the reconsideration and they can come back with any new information they have regarding the demolition process and why it should not be taking place.

V. Board Discussion: Board Chair Lee Padgett wants the record to show that should another issue regarding the language in a Certificate of Appropriateness come before the planning department and they find unclear language and an Applicant challenges the findings, then we request those that work with the Applicant to advise them to challenge in Circuit Court as called for by law or approach the Board for a Reconsideration Motion like what was just discussed and that be the only two options. I am asking that staff be advocates for the Board or not for Applicants to allow the legal process to play out as it's called for and let us fight the fight that is ours. That leads me to the foundation of 315 Screven Street. That was taken from us because some attorney claimed we had no jurisdiction over anything 10 inches or less above grade. Unless my math is off, that foundation is approximately 4 feet or taller. I have questions regarding it and how they are going to get mixed concrete in those piers.

Peter Gaytan: I'm not sure, we would need to ask Robert and Ryan since they are overseeing that project.

Lee Padgett: Another thing would be the staircase, if it is not the brick with the stucco overlay then that needs to come back before the Board. That was not the original staircase by any means but that is what existed when they moved it.

Peter Gaytan: I know there were discussions of it being wood.

Lee Padgett: That needs to come back before the Board. Any idea who is in charge of the cleanup of that jobsite?

Peter Gaytan: I know that we require that the lot be graded and seeded. Robert again would be the person to ask.

NEXT

Lee Padgett: In regards to revisions to the Guidelines, I received feedback from Dwayne and I am also picking up some feedback from Sally this evening. Anyone else have any feedback, changes, corrections, additions to that before I try to push this before the City Council this month?

Dwayne Vernon: I thought this was pretty well thought out. You had some things in there that are good.

Lee Padgett: I thought it best to have a plan in place for possible elevated structures along our riverfront and be ahead of the game as far as having something that justifies decisions we make regarding a home.

Lynn Robb: Sally Gillespie and I have done a survey of all the houses in the Historic District, and we have taken pictures of those that are beginning to deteriorate. I am putting it together with the Assessor's information and we would like to give that to somebody at the City, would that be you?

Peter Gaytan: Yes, give it to me and then I can draft a letter to send out to those property owners to let them know the state of their property. I have also reached out to Brad Stalls(?) to see if we can get our historic resource survey updated. Ours is coming up on the ten-year mark. Grants open in the fall around October and he said we should be able to get that done sometime around March or April and hopefully we can get some more homes added to that list for our district.

Lee Padgett: Did you have the same take away about expanding the period from 50 years to 100? That was not going to happen?

Peter Gaytan: Probably not. He said the period of significance is not one set date, so anything before 1920 was the date of the historic district, so I think we have to keep to that.

VI. Adjournment: With there being no further business the meeting was adjourned.

Submitted By:

Brittany Powell

Board Secretary



Attachment: 212 Wood Street Photo (3946 : Complaint Petition for 212 Wood Street)



120 North Fraser Street • Georgetown, SC 29440 • (843) 545-4000

ACTION ITEM

DOC ID: 3954

Council Meeting Date:	19 October 2023
Department:	Planning and Community Development
Issue Under Consideration:	Motion to approve Complaint Petition and Notice of Hearing on a Dwelling Unfit for Habitation for 208 Wood Street.
Amount Requested:	
Is Item in Current Budget?	
If no, please explain:	
Financial Impact:	
Points to Consider:	
Options:	
Staff Recommendation:	

Reviews:

Robert Cox Skipped 10/11/2023 9:50 AM
 Robert is out of office
 City Attorney Skipped 10/11/2023 2:45 PM
 per Elise doesn't need to review
 Sandra E. Yudice Ph.D. Completed 10/11/2023 3:26 PM
 Stephanie Buccione Completed 10/11/2023 5:03 PM
 Georgetown City Council Pending 10/19/2023 5:30 PM

Attachments:

1. 1 208 Wood Street Complaint Petition (PDF)
2. 2 Photographs of 208 Wood Street (PDF)
3. 3 ARB September 11, 2023 - Approved minutes (PDF)
4. 4 208 Wood Street pictures (PDF)
5. 5 Initial contact letter - 208 Wood Street (PDF)

**COMPLAINT PETITION
CITY OF GEORGETOWN**

IN THE MATTER OF:

Tax Map No: 05-0026-043-00-00

[Owner of Record]:

Willette H. Williams

[Other Party in Interest]:

Willie Fred Harrison Jr.

Lot___ Block___, City

Street Address:

208 Wood Street

**COMPLAINT PETITION
AND NOTICE OF HEARING
ON A DWELLING UNFIT FOR
HABITATION**

IT APPEARS the owner(s) of record and parties in interest above-captioned may have an ownership interest in the above-referenced real property, upon which is located a structure designated as a dwelling unfit for human habitation by the City of Georgetown pursuant to § 5-96 *et. seq.*, City of Georgetown Code of Ordinances.

LEGAL AUTHORITY

The following findings are made and notice issued pursuant to the authority vested in the Building Official and City Council under § 5-96 *et. seq.*, City of Georgetown Code of Ordinances and Section 31-15-10 *et. seq.*, S.C. Code of Laws.

1. The Mayor and City Council of the City of Georgetown are charged with governing the municipality and protecting its citizens from conditions unsafe, unsanitary, dangerous, unsafe, or otherwise inimical to the welfare of the residents of the city;
2. The Mayor and City Council have designated the Building Official responsible for making an initial determination that a dwelling is unfit for human habitation due to dilapidation, defects increasing the hazards of fire, accidents, or other calamities, lack of ventilation, light, or sanitary facilities, or other conditions rendering those dwellings unsafe or unsanitary, dangerous, or detrimental to the health, safety or morals, or otherwise inimical to the residents of the city;
3. The above-referenced property is located within the city limits of the City of Georgetown, South Carolina.

4. The undersigned Building Official (or designee) has determined the above-referenced property is unfit for human habitation under the City Code.
5. On _____, 20__, at a regular publicly noticed meeting of City Council, such findings were presented to City Council. On that date, the City Council of the City of Georgetown, pursuant to § 5-98, 5-99, approved the building official to proceed regarding the above-referenced property designated as a dwelling unfit for human habitation. § 5-96 *et. seq.* (City of Georgetown Code of Ordinances);
6. It appears the owner(s) of record and parties with an interest in the above-referenced property may include Willette H. Williams and Willie Fred Harrison Jr..
7. Any party so minded may file an answer and APPEAR BEFORE THE CITY OF GEORGETOWN CONSTRUCTION BOARD OF APPEALS to give testimony or otherwise answer on _____, 20__, at _____ o'clock a.m./p.m. at the Georgetown City Council Chambers, _____ Street, Georgetown, S.C., and then and there to be prepared to show cause why, if any, the City should not proceed under of § 5-101, *et seq.*, Georgetown Code of Ordinances, and § 31-15-10, *et seq.*, S.C. Code of Laws.

BY: _____

Building Official
City of Georgetown
P.O. Drawer 939
Georgetown, S.C. 29442

_____, 20__



Attachment: Photographs of 208 Wood Street (3954 : Complaint Petition for 208 Wood Street)

208 Wood St.



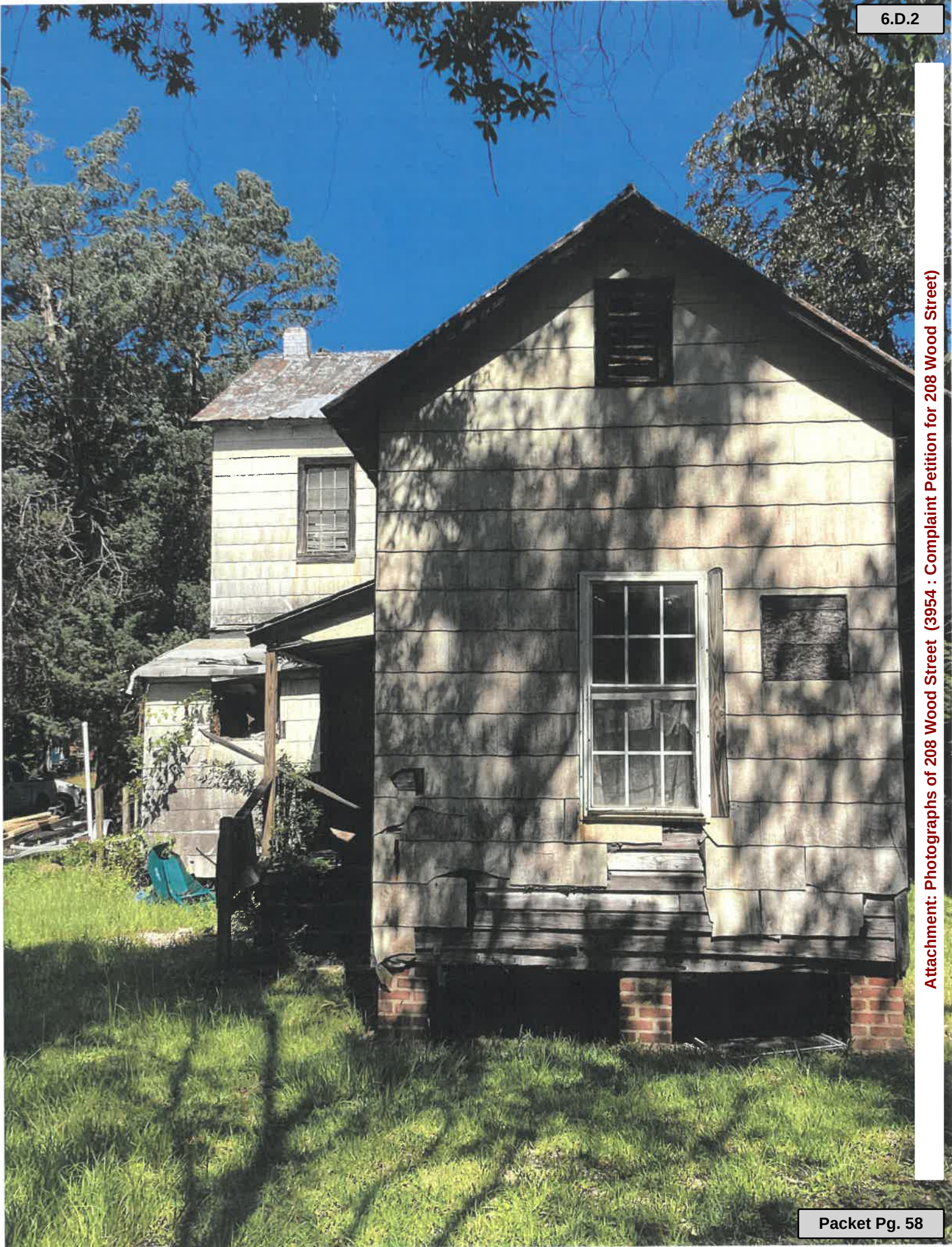
Attachment: Photographs of 208 Wood Street (3954 : Complaint Petition for 208 Wood Street)



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Attachment: Photographs of 208 Wood Street (3954 : Complaint Petition for 208 Wood Street)

Architectural Review Board

September 11, 2023

MEMBERS PRESENT: Lee Padgett, Debra Smalls, Dwayne Vernon, Kristina McManus, & Lynn Robb

MEMBERS ABSENT: Sally Gillespie & Kevin Jayroe

OTHERS PRESENT: Peter Gaytan

- I. **Call to Order** "Notice of this meeting has been made in accordance with the South Carolina Code of Laws as Amended"
- II. **Approval of Minutes for July 10, 2023;** Lynn Robb made a motion to approve the minutes as presented; seconded by Dwayne Vernon; the motion carried unanimously.
- III. **Public Input:** None
- IV. **Old Business:** Demolition Request 2023-21: 212 Wood St., Georgetown, SC; Demolition Request 2023-22: 216 Wood St., Georgetown, SC; Demolition Request 2023-23: 208 Wood St., Georgetown, SC

Peter Gaytan: Board Members were provided with the letters sent out by the City Building Official to all property owners in regards to the City's demolition requests. The letter gives property owners forty five days to start or make repairs and stabilizations. The letters were sent out on August 9, 2023. The City has not received any responses to the letters yet nor have any permits been issued.

Lee Padgett: As Board Chair, I would like to see a vote one way or another on these properties. It has taken years to get to this point and we have been discussing these properties since July 10th. Each member has a motion template in the center of each table that provides a condition. At the last meeting, Ryan said that it would take the City six months to complete its paperwork trail in order to get the City to the point of being able to demolish and I think if we are going to allow the applicants any more time other than what is stated in this letter, that six months is sufficient to complete a real estate contract, devise a stabilization process with the code enforcer or find their own alternative for demolition. Collectively it is a total of nine months that the homeowners will have to do something with their property. Any other Board discussion?

Lynn Robb: Does the City have contacts that could possibly get these people a grant or some type of help in stabilizing the properties?

Peter Gaytan: The City does not have any grants but if the structures were contributing resources, then the property owners could look into applying to the State's Historic Preservation Society to maybe receive some tax credits.

Lynn Robb: Are the owners capable of doing that type of research?

Peter Gaytan: I cannot answer that. It has already been difficult to try to reach them already.

Lee Padgett: One of the homeowners is a schoolteacher so she should have some resources to be able to research some options.

Lynn Robb: We might suggest to the owners that they try to do this. I would hate to see these houses torn down. Six to nine months should give them enough time to do it.

Peter Gaytan: We have not heard any responses back and the letters were sent out over 40 days ago. If they were to contact me, I would suggest that they look into these options, but we haven't had any contact.

Lee Padgett: The Rhue house has a "For Sale" with two phone numbers on it. I know someone that has reached out to one of the numbers twice but has not received any information back as far as what a sales price would be or that type of thing.

Peter Gaytan: I had a person from Charleston call me today that has also tried to call that number with no response.

Lee Padgett: As bad as it is to lose a historic resource, I just don't see how we can continue to let that street deteriorate. Even though I would like to save every historic structure we can, there is also an aesthetic look to the City that needs to be preserved and we only have so much power.

Kristina McManus: Plus, there are the safety concerns.

Lee Padgett: Any other discussion? Would anyone like to make a motion?

Motion made by Lynn Robb to approve the demolition requests for 208 Wood St., citing Chapter 11 Demolition, Section 46.0 Overall Approach with an optional condition. Motion subject to the following conditions: Demolition will be approved for six months from September 11, 2023. If the owner works with staff to enact an approved stabilization plan and/or places the house on the market and submits a copy of the real estate contract to the code enforcer, it will stay the demolition until the expiration of the contract. Second by Kristina McManus. The motion was carried 5 to 1 by a roll call vote.

Lee Padgett: Would anyone like to make a motion regarding 212 Wood Street?

Motion made by Kristina McManus to approve the demolition requests for 212 Wood St., citing Chapter 11 Demolition, Section 46.0 Overall Approach with an optional condition. Motion subject to the following conditions: Demolition will be approved for six months from September 11, 2023. If the owner works with staff to enact an approved stabilization plan and/or places the house on the market and submits a copy of the real estate contract to the code enforcer, it will stay the demolition until the expiration of the contract. Second by Lynn Robb. The motion was carried 5 to 1 by a roll call vote.

Lee Padgett: Does anyone want to make a motion on 216 Wood Street?

Motion made by Lynn Robb to approve the demolition requests for 216 Wood St., citing Chapter 11 Demolition, Section 46.0 Overall Approach with an optional condition. Motion subject to the following conditions: Demolition will be approved for six months from September 11, 2023. If the owner works with staff to enact an approved stabilization plan and/or places the house on the market and submits a copy of the real estate contract to the code enforcer, it will stay the

demolition until the expiration of the contract. Second by Kristina McManus. The motion was carried 5 to 2 by a roll call vote.

Lee Padgett: By a majority vote, each house has been approved for demolition with a condition giving the homeowners time to stabilize or begin the sale of the property should they wish to do so. I'd like to put this one record, if any of the property owners take issue with our vote and want to come next month and ask for a motion for reconsideration, then the Board will make a motion to take a vote on the reconsideration and they can come back with any new information they have regarding the demolition process and why it should not be taking place.

V. Board Discussion: Board Chair Lee Padgett wants the record to show that should another issue regarding the language in a Certificate of Appropriateness come before the planning department and they find unclear language and an Applicant challenges the findings, then we request those that work with the Applicant to advise them to challenge in Circuit Court as called for by law or approach the Board for a Reconsideration Motion like what was just discussed and that be the only two options. I am asking that staff be advocates for the Board or not for Applicants to allow the legal process to play out as it's called for and let us fight the fight that is ours. That leads me to the foundation of 315 Screven Street. That was taken from us because some attorney claimed we had no jurisdiction over anything 10 inches or less above grade. Unless my math is off, that foundation is approximately 4 feet or taller. I have questions regarding it and how they are going to get mixed concrete in those piers.

Peter Gaytan: I'm not sure, we would need to ask Robert and Ryan since they are overseeing that project.

Lee Padgett: Another thing would be the staircase, if it is not the brick with the stucco overlay then that needs to come back before the Board. That was not the original staircase by any means but that is what existed when they moved it.

Peter Gaytan: I know there were discussions of it being wood.

Lee Padgett: That needs to come back before the Board. Any idea who is in charge of the cleanup of that jobsite?

Peter Gaytan: I know that we require that the lot be graded and seeded. Robert again would be the person to ask.

NEXT

Lee Padgett: In regards to revisions to the Guidelines, I received feedback from Dwayne and I am also picking up some feedback from Sally this evening. Anyone else have any feedback, changes, corrections, additions to that before I try to push this before the City Council this month?

Dwayne Vernon: I thought this was pretty well thought out. You had some things in there that are good.

Lee Padgett: I thought it best to have a plan in place for possible elevated structures along our riverfront and be ahead of the game as far as having something that justifies decisions we make regarding a home.

Lynn Robb: Sally Gillespie and I have done a survey of all the houses in the Historic District, and we have taken pictures of those that are beginning to deteriorate. I am putting it together with the Assessor's information and we would like to give that to somebody at the City, would that be you?

Peter Gaytan: Yes, give it to me and then I can draft a letter to send out to those property owners to let them know the state of their property. I have also reached out to Brad Stalls(?) to see if we can get our historic resource survey updated. Ours is coming up on the ten-year mark. Grants open in the fall around October and he said we should be able to get that done sometime around March or April and hopefully we can get some more homes added to that list for our district.

Lee Padgett: Did you have the same take away about expanding the period from 50 years to 100? That was not going to happen?

Peter Gaytan: Probably not. He said the period of significance is not one set date, so anything before 1920 was the date of the historic district, so I think we have to keep to that.

VI. Adjournment: With there being no further business the meeting was adjourned.

Submitted By:

Brittany Powell

Board Secretary



Attachment: 208 Wood Street pictures (3954 : Complaint Petition for 208 Wood Street)

MAYOR
CAROL JAYROE

CITY ADMINISTRATOR
SANDRA E. YUDICE, Ph.D.

CITY CLERK
STEPHANIE BUCCIONE



COUNCIL MEMBERS
JIM CLEMENTS
MAYOR PRO TEMPORE

JONATHAN ANGNER
HOBSON H. MILTON
JIMMY MORRIS
CLARENCE SMALLS
TAMIKA WILLIAMS-OBENG

Housing and Community Development
Office: (843) 545-4010
Fax: (843) 546-5435

08/09/2023

Willette Williams / Willie Fred Harrison Jr.,

On or around the month of April 2023 I, Ryan Call, Building Official, received a complaint about the safety of a structure located at 208 Wood Street (TMS# 05-0026-043-00-00). Upon arrival I inspected the outside of the structure. The following items were found during that inspection:

1. Several windows were busted and unsecure.
2. The doors were unsecure, and some were falling in.
3. Siding was missing in several areas and was allowing the elements to reach structural components.
4. The porch floor system was failing.
5. It appeared that the foundation to the home was failing in locations.
6. The roof ceiling system had failed in an area and "caved in". This allows rain and moisture to enter the home and damage the structure even further.
7. Mechanical systems appeared that they had parts and elements missing.

Based on the condition it is considered to be an unsafe structure. A placard will be placed on the home marking it as unsafe. Please see photographs that are attached to this letter. I believe that this home poses a life safety threat to the public and neighbors. This structure has obvious and continued neglect by the property owner/owners with no maintenance resulting in a lack of protection against weather, vagrants, and vermin. It is my professional opinion that this structure be demolished due to the continued neglect and the cost of it to be brought up to today's habitable standards. For the City of Georgetown not to pursue demolition a building permit must be pulled, and stabilization repairs commenced within 45 days and completed within 90 days. I would require a structural engineer to evaluate this structure and prepare documents for this building permit. I know we have spoken on the phone in the past with preliminary plans of demo or renovations. This is now my official letter and the first step moving forward with the nuisance abatement process. Please feel free to reach out if you have any questions or concerns.

Thanks,

R. Call

rcall@georgetownsc.gov
(843)545-4014

Drawer 939
Georgetown, SC 29442

Attachment: Initial contact letter - 208 Wood Street (3954 : Complaint Petition for 208 Wood Street)



120 North Fraser Street • Georgetown, SC 29440 • (843) 545-4000

ORDINANCE

DOC ID: 3949

Council Meeting Date:	19 October 2023
Department:	Finance
Issue Under Consideration:	Motion to approve an ordinance to amend Article I of Chapter 22 by adding Section 22-4 titled Equalized Monthly Utility Payment and ratify previous actions the City of Georgetown took regarding the Budget Billing program.
Amount Requested:	N/A
Is Item in Current Budget?	N/A
If no, please explain:	N/A
Financial Impact:	N/A
Points to Consider:	The Equalized Utility Payment or Budget Billing program is established for residential utility customers. This program is offered as a customer service, to help remove seasonal variations in monthly utility bills, making them more predictable. Customers enrolled in Budget Billing will be billed an equal amount each month based on the prior 12 months' consumption.
Options:	Approve/Deny
Staff Recommendations:	Approve

Reviews:

Kathy Vermeland Completed 10/09/2023 9:51 AM

City Attorney Completed 10/09/2023 12:41 PM

Sandra E. Yudice Ph.D. Completed 10/09/2023 12:48 PM

Stephanie Buccione Completed 10/10/2023 4:30 PM

Georgetown City Council Pending 10/19/2023 5:30 PM

Attachments:

1. 1 Equalized Monthly Utility Payment Ordinance (PDF)
2. 2 Equalized Monthly Payment Agreement (PDF)

**MOTION TO APPROVE AN ORDINANCE TO AMEND ARTICLE I OF CHAPTER 22 BY
ADDING SECTION 22-4 TITLED EQUALIZED MONTHLY UTILITY PAYMENT AND RATIFY
PREVIOUS ACTIONS THE CITY OF GEORGETOWN TOOK REGARDING THE BUDGET
BILLING PROGRAM.**

**AN ORDINANCE TO AMEND ARTICLE I OF CHAPTER 22 BY ADDING SECTION 22-4 TITLED
EQUALIZED MONTHLY UTILITY PAYMENT**

- WHEREAS,** Section 5-7-30 of the South Carolina Code of Laws confers municipalities the power to enact regulations, resolutions, and ordinances, not inconsistent with the Constitution and general law of the State; and
- WHEREAS,** Section 1-9 of the Code of Ordinances of the City of Georgetown allows for the amendment of the Code of Ordinances from time to time; and
- WHEREAS,** In 2007, City staff published an advertisement indicating “The City of Georgetown has established an Equalized Payment Program for use by its residential utility customers;” and
- WHEREAS,** Historical City Council minutes do not show City Council formally adopted the Equalized Monthly Payment program (known as “Budget Billing”); and
- WHEREAS,** The City Council desires to establish the Equalized Monthly Payment or Budget Billing program officially to continue assisting residential utility customers who could benefit by Budget Billing.

NOW, THEREFORE BE IT ORDAINED by the Mayor and City Council of the City of Georgetown, South Carolina, that the City of Georgetown Code of Ordinances be amended as follows, by adding Section 22-4, previously reserved, as follows:

22-4 Equalized Monthly Utility Payment

1. Purpose. The Equalized Utility Payment or Budget Billing program is established for residential utility customers. This program is offered as customer service, to help remove seasonal variations in monthly utility bills, making them more predictable. Customers enrolled in Budget Billing will be billed an equal amount each month based on the prior 12 months’ consumption.
2. Eligibility. To be eligible to enroll in the program, utility customers must comply with the following:
 - (a) Residential property must be owner-occupied; and
 - (b) Have been at the same location for more than 12 months to establish consumption history; and
 - (c) Be in good standing and have a satisfactory payment record with the city; and
 - (d) Have not requested an extension or deferment to pay the utility bill; and
 - (e) Have not had a payment returned for insufficient funds; and
 - (f) Have not had penalties or late fees applied to the account.
3. Enrollment. Enrollment shall be by application on an Agreement form prescribed by the City of Georgetown Finance Department, to contain terms for enrollment and continuing participation.
4. Program Maintenance. Budget Billing accounts shall be monitored, audited, and re-calculated on an annual basis consistent with the City of Georgetown fiscal year, regardless of enrollment

date. At the end of the fiscal year, Budget Billing accounts shall be trued up and the bill for the month ending the fiscal year shall reflect the variance in usage averages and reflected as a credit or outstanding balance, with notice of the new monthly billing amount.

5. Discontinuance/Remedies. Participants or the City may discontinue the program or participation with one month's notice, to be delivered to the Finance Department (if to the City) or by customer bill (if to the participant.) Balance or credit shall be applied under Section 4, above, except in the case of a closed account, for which balances shall be billed. Any claim against the City of Georgetown for credit must be brought within twelve (12) months of the date of the utility bill containing the recalculation or be forever barred.

BE IT FURTHER ORDAINED, City Council ratifies previous actions the City of Georgetown took regarding the Budget Billing program and directs the city administrator and finance director to update the Equalized Monthly Payment Agreement and develop an efficient process for residential utility customers to follow it, in the best interest of the city.

ATTEST:

Stephanie Buccione, City Clerk

Carol Jayroe, Mayor

First Reading: _____

Approved as to Form:

Second Reading: _____

Elise F. Crosby, City Attorney



Equalized Monthly Payment Agreement (Budget Billing)

Date: _____

Customer Name: _____

Account Number: _____

Service Address: _____

Telephone Number: _____ Email: _____

The City of Georgetown Equalized Monthly Payment program (known as "Budget Billing") allows utility customers to pay an equal amount each month based on the prior 12-months consumption. This program helps with removing seasonal variations in monthly utility bills making them more predictable. To be eligible for this program, utility customer accounts must comply with the following eligibility criteria:

- (a) Residential property must be owner occupied; and
- (b) Have been at the same location for more than 12 months to establish consumption history; and
- (c) Be in good standing and have a satisfactory payment record with the city; and
- (d) Have not requested an extension or deferment to pay the utility bill; and
- (e) Have not had a payment returned for insufficient funds; and
- (f) Have not had penalties or late fees applied to the account.

By placing my initials besides the following statements, I acknowledge that I read and understood my obligations under the Equalize Monthly Payment Agreement requirements:

_____ I am, hereby, applying for equalized payment for the purpose of paying utility services provided by the City of Georgetown, as set forth in a separate Application for Residential Utility Service.

_____ I understand the equalized payment amount is based on the past 12 months of utility services received at the location above, which is based on my consumption.

_____ I understand the city will audit and true up my account each year based on my consumption. At renewal, each year, the Finance Department will review my energy usage for the previous 12 months. If needed, the Finance Department will adjust the next year's equal payment amount up or down from the previous year's equalized amount.

_____ I understand that if I owe a balance after the true up audit, I will pay the balance at once or request the city to prorate the balance over the next 12 months and add it to my new budget billing amount (see example on next page).

_____ I understand that if the city owes me a balance after the true up audit, the city will credit my account and deduct my new budget billing amount from the credit until it is depleted. Then, I will begin making monthly payments by the due date to the city based on the new budget billing amount (see example on next page).

_____ I understand that my equalized payment amount must be paid by the due date each month, as noted on my utility bill. Failure to pay by the due date will terminate this Equalized Payment Agreement immediately and a settlement balance will be billed or credited to my account and applied to my next month's bill.

_____ I understand my account must remain in good standing and no payment extensions or deferments can be made while on equalized payment.

I also understand that if my bank returns a check or payment due to insufficient funds or if I have penalties or late fees on my account, this agreement will terminate immediately, and I will not be eligible for the program in the future.

I understand the City of Georgetown may terminate this Agreement for convenience and will notify me 30 days in advance of its termination.

I understand that I may opt to have my budget billing amount drafted from my bank account each month and, by initializing this option, I must provide the city with my bank account information.

I understand that my actual consumption will be noted in my monthly bill to track any balance I will owe to the city or a credit I will receive to my account at the end of the budget billing period.

I understand that any claim against the City of Georgetown for credit must be brought within twelve (12) months of the date of the utility bill containing the recalculation or be forever barred.

Customer Name

Customer Signature

Date

FOR OFFICIAL USE ONLY

Revenue Manager Name

Revenue Manager Signature

Date

Equalized Payment Amount: \$ _____

This agreement must be signed in ink or electronically by the utility account holder and submitted to the Finance Department located at City Hall, mailed to the address shown below, or emailed to utilitybilling@georgetownsc.gov

Examples of Audited Accounts (True Up)

Balance owed to city after true up

- Budget billing payment before true up is \$250/month
- True up audit based on actual consumption:
 - New budget billing amount is \$280.00
 - Balance owed to city from previous 12 months consumption: \$213.27
 - Option 1: pay balance at once to continue paying \$280/month
 - Option 2: pay balance over next 12 months: \$17.77/month
 - Add \$17.77 to current budget billing amount of \$280 = \$297.77
 - New budget billing payment for next 12 months with balance prorated:
 - \$297.77

Credit to customer after true up

- Budget billing payment before true up
 - \$320/month
- True up audit based on actual consumption
 - Balance is a credit to customer \$916.38
 - New budget billing payment \$330/month
 - \$330 will be deducted each month from credit until depleted
 - Once credit is depleted, customer begins to pay new budget billing payment of \$330/month

Attachment: Equalized Monthly Payment Agreement (3949 : Equalized Monthly Utility Payment)



120 North Fraser Street • Georgetown, SC 29440 • (843) 545-4000

ORDINANCE

DOC ID: 3957

Council Meeting Date:	19 October 2023
Department:	Finance
Issue Under Consideration:	Motion to approve an ordinance to amend the fiscal year 2023/2024 [FY 2024] budget for the city of Georgetown, South Carolina, to increase the General Fund budget by \$163,365.84 and prescribe purposes for which certain earmarked funds supplemental appropriation shall be expended.
Amount Requested:	\$163,365.84
Is Item in Current Budget?	No
If no, please explain:	The grant award letter was not received prior to 2 nd reading of the FY2023/ 2024 budget.
Financial Impact:	Grant funded
Points to Consider:	Increases the ability to prosecute cases, decreases complaints and they are required by state law.
Options:	Approve/Deny
Staff Recommendations:	Approve

Reviews:

Kathy Vermeland Completed 10/09/2023 4:34 PM

City Attorney Completed 10/10/2023 6:13 PM

Sandra E. Yudice Ph.D. Completed 10/11/2023 9:20 AM

Stephanie Buccione Completed 10/11/2023 5:07 PM

Georgetown City Council Pending 10/19/2023 5:30 PM

Attachments:

1. 1 FY 2024 2nd Budget Amendment General Fund Increase (PDF)
2. 2 SCDPS GPD In-car video cameras grant award letter (PDF)
3. 3 SCDPS GPD Body-worn cameras grant award letter (PDF)

MOTION TO APPROVE AN ORDINANCE TO AMEND THE FISCAL YEAR 2023/2024 [FY 2024] BUDGET FOR THE CITY OF GEORGETOWN, SOUTH CAROLINA, TO INCREASE THE GENERAL FUND BUDGET BY \$163,365.84 AND PRESCRIBE PURPOSES FOR WHICH CERTAIN EARMARKED FUNDS SUPPLEMENTAL APPROPRIATION SHALL BE EXPENDED.

**AN ORDINANCE TO AMEND THE FISCAL YEAR 2023/2024 [FY 2024]
BUDGET FOR THE CITY OF GEORGETOWN, SOUTH CAROLINA, TO
INCREASE THE GENERAL FUND BUDGET AND PRESCRIBE PURPOSES
FOR WHICH CERTAIN EARMARKED FUNDS SUPPLEMENTAL
APPROPRIATION SHALL BE EXPENDED**

WHEREAS, Section 2-41(3) (Ordinances required for certain actions) of the City of Georgetown Code of Ordinances authorizes the City Council of the City of Georgetown to appropriate public funds for public purposes and adopt a budget; and

WHEREAS, Section 2-41(10) of the City of Georgetown Code of Ordinances authorizes the City Council of the City of Georgetown to amend or repeal any ordinance; and

WHEREAS, By ordinance dated June 15, 2023, the City Council of the City of Georgetown, under its authority as the governing body of the municipal corporation, enacted the Fiscal Year 2023-2024 Budget for the City of Georgetown ("FY 2024"); and

WHEREAS, on September 21, 2023, the Mayor, and City Council desired to move forward with reimbursing The Hotel George developer the cost of repairing and improving the sidewalk in front of the hotel on Front Street with an amount up to Eighty Thousand 00/100 dollars (\$80,000.00), specifically finding this expenditure has a public purpose including facilitating tourism and public infrastructure improvement that outweighs the incidental benefit to the private entity; and

WHEREAS, On September 21, 2023, the City held a public hearing regarding the First Budget Amendment supplemental appropriation; and

WHEREAS, on October 2, 2023, the South Carolina Department of Public Safety (SCDPS) notified the City of Georgetown it had awarded grants to purchase In-Car Video Cameras (\$113,444.61) and Body-Worn Cameras (\$49,921.23) pursuant to the SCDPS' budget proviso 63.8.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Georgetown that the FY 2024 Budget be amended to accept the SCDPS grants, which will increase the FY 2024 General Fund budget by \$163,365.84 (Ex. A), and spend the funds as required by the grant awards.

ATTEST:

Stephanie Buccione, City Clerk

Carol Jayroe, Mayor

First Reading: _____

Approved as to Form:

Second Reading: _____

Elise F. Crosby, City Attorney

Public Hearing: _____

Ex. A

FY 2024 BUDGET WITH SECOND SUPPLEMENTAL APPROPRIATION

	Original Appropriations	First Supplemental Appropriation	Second Supplemental Appropriation	Total Amended Fund Budget
General Fund	\$13,705,866.00	\$0.00	\$163,365.84	\$13,869,231.84
Debt Service	\$180,000.00	\$0.00	\$0.00	\$180,000.00
Capital Projects Reserve Fund	\$2,421,277.00	\$0.00	\$0.00	\$2,421,277.00
TIF District	\$91,612.00	\$0.00	\$0.00	\$91,612.00
State and Local Grants	\$12,000.00	\$0.00	\$0.00	\$12,000.00
State Accommodations Tax	\$160,500.00	\$0.00	\$0.00	\$160,500.00
Local Hospitality/Accommodations Tax	\$2,344,513.00	\$80,000.00	\$0.00	\$2,424,513.00
Electric Fund	\$14,131,705.00	\$0.00	\$0.00	\$14,131,705.00
Water Fund	\$4,019,638.00	\$0.00	\$0.00	\$4,019,638.00
Wastewater Fund	\$4,708,192.00	\$0.00	\$0.00	\$4,708,192.00
Stormwater Fund	\$1,497,374.00	\$0.00	\$0.00	\$1,497,374.00
Waste Management Fund	\$1,280,169.00	\$0.00	\$0.00	\$1,280,169.00
	\$44,552,846.00	\$80,000.00	\$163,365.84	\$44,796,211.84

Attachment: FY 2024 2nd Budget Amendment General Fund Increase (3957 : Ordinance to amend the fiscal year 2023/2024)



south carolina
DEPARTMENT of PUBLIC SAFETY
 PROTECT. EDUCATE. SERVE.

**Office of Highway Safety
 and Justice Programs**

10311 WILSON BLVD.
 BLYTHEWOOD, SC 29016

September 22, 2023

Chief Bill Pierce
 Georgetown Police Department
 2222 Highmarket Street
 Georgetown, South Carolina 29440

Dear Chief Pierce:

I am pleased to provide you with a Cash Award in the amount of \$113,444.61 for In-Car Video Cameras (ICVC), supporting item costs and ICVC-related maintenance and/or storage costs. This funding is being provided pursuant to South Carolina Department of Public Safety Proviso 63.8 and may be applied to the initial purchase of expenditures as indicated in your agency's ICVC Request for Financial Support document. To complete the contract for this award, it is necessary for you, as the Official Authorized to Sign, to return the signed award within 30 days from the date of this notification.

The Office of Highway Safety and Justice Programs (OHSJP) offers awardees the option to use electronic or digital signatures to execute OHSJP award documents. The signed Cash Award document affirms your acceptance of the award and your understanding of the conditions for receiving and using the funds. Your signed documents can be emailed to DavidGarcia@SCDPS.gov, or mailed to the address below:

South Carolina Department of Public Safety
 Office of Highway Safety and Justice Programs
 ATTN: Mr. David Colorado Garcia
 Post Office Box 1993
 Blythewood, South Carolina 29016

Thank you for your prompt attention to this matter. Should you have any questions, please do not hesitate to contact Mr. David Colorado Garcia, who serves as our ICVC Grant Program Coordinator, at 803-896-0754. Congratulations on your agency's award! Our staff looks forward to working with you.

Sincerely,

Phil Riley
 Director

cc: David Colorado Garcia

Attachments

RECEIVED
 OCT - 2 2023
 CITY HALL
 ADMINISTRATION

Attachment: SCDPS GPD In-car video cameras grant award letter (3957 : Ordinance to amend the fiscal year 2023/2024)

SOUTH CAROLINA DEPARTMENT OF PUBLIC SAFETY
OFFICE OF HIGHWAY SAFETY AND JUSTICE PROGRAMS
P. O. BOX 1993
BLYTHEWOOD, SOUTH CAROLINA 29016

IN-CAR VIDEO CAMERA GRANT PROGRAM

CASH AWARD

Award Recipient: Georgetown Police Department
Date of Award: September 22, 2023
Amount of Award: **\$113,444.61**
Award Period: July 1, 2023 – June 30, 2024

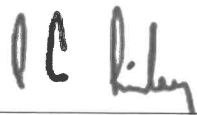
Pursuant to the SCDPS Proviso 63.8, the South Carolina Public Safety Coordinating Council (SCPSCC) has been given oversight of the funding and disbursement of the "In-Car Video Camera (ICVC) Fund." The legislation states that the SCPSCC "...shall oversee the fund...and disburse the funds in a fair and equitable manner, taking into consideration the DUI enforcement activity of the law enforcement agencies, with priority given to those law enforcement agencies who prioritize DUI enforcement activity." In accordance with the above, your agency is receiving a cash award for the purchase of **in-car video cameras, supporting item costs, and ICVC-related maintenance and/or storage during the grant period July 1, 2023 – June 30, 2024.**

This agreement shall become effective as of the Date of Award, contingent upon the return of this form to the Office of Highway Safety and Justice Programs, signed by the Chief/Sheriff/Director (Official Authorized to Sign) in the space provided below. This award must be returned to the Office of Highway Safety and Justice Programs within 30 days of the Date of Award.

ACCEPTANCE OF THE SUBGRANTEE

ACCEPTANCE FOR THE SFA

Signature of Official Authorized to Sign



Phil Riley, Director
Office of Highway Safety and Justice Programs

THIS AWARD IS SUBJECT TO THE ATTACHED CONDITIONS.

Attachment: SCDPS GPD In-car video cameras grant award letter (3957 : Ordinance to amend the fiscal year 2023/2024)

IN-CAR VIDEO CAMERA GRANT PROGRAM
CASH AWARD CONDITIONS

AWARDED AGENCY: Georgetown Police Department

AWARD DATE: September 22, 2023

AWARD PERIOD: July 1, 2023 – June 30, 2024

AUTHORIZED SIGNATURE ON THE IN-CAR VIDEO CAMERA GRANT PROGRAM CASH AWARD DOCUMENT IS INDICATIVE OF THE AWARDED AGENCY UNDERSTANDING AND AGREEING TO THE STATED CONDITIONS BELOW.

* * * * *

- 1) This award is contingent upon approval and availability of funds from the state funding source.
- 2) **Your agency can only use the awarded funds as follows: \$72,799.22 for In-Car Video Cameras (ICVC); \$15,695.39 for supporting item costs; \$24,950.00 for ICVC-related maintenance and/or storage costs.**
- 3) Documentation of the purchase of in-car video cameras, supporting item costs, and ICVC-related maintenance and/or storage during the grant period of July 1, 2023 – June 30, 2024 must be submitted, after all items have been ordered, received, and paid, to the Office of Highway Safety and Justice Programs (OHSJP), as soon as possible, but no later than June 30, 2024. Documentation must demonstrate clearly that any and all procurement procedures operative within your agency have been followed. Funds may not be held by an agency and carried forward into the following fiscal year. **Funds not expended by June 30, 2024 are subject to be returned to the SC Department of Public Safety.**
- 4) Funds awarded to the agency may only be used for the intended purpose (i.e., purchase of in-car video cameras, supporting item cost, and ICVC-related maintenance, and/or storage costs) of the award. Funds awarded are subject to audit by the awarding agency.
- 5) Any proceeds received from the disposal of previously purchased in-car video cameras and/or equipment (i.e., sale or trade-in agreements) must be used for the agency’s In-Car Video Camera Program.
- 6) Any and all items purchased with ICVC Grant Program funds not authorized for the In-Car Video Camera Grant Program will be the responsibility of the awarded agency.
- 7) The signed In-Car Video Camera (ICVC) Grant Program Cash Award document may be mailed to the OHSJP, or emailed to David Colorado Garcia at DavidGarcia@SCDPS.gov within 30 days of the Date of Award specified on the Cash Award document.
- 8) The Georgetown Police Department is encouraged to participate in the 15th Circuit Law Enforcement Network
- 9) Funds shall not be used to purchase printers or laptops.

* * * * *

FOR OHSJP USE ONLY

* * * * *

Cleared by: _____ Date: _____

Attachment: SCDPS GPD In-car video cameras grant award letter (3957 : Ordinance to amend the fiscal year 2023/2024)



south carolina
DEPARTMENT of PUBLIC SAFETY
 PROTECT. EDUCATE. SERVE.

**Office of Highway Safety
 and Justice Programs**

10311 WILSON BLVD.
 BLYTHEWOOD, SC 29016

September 22, 2023

Chief Bill Pierce
 Georgetown Police Department
 2222 Highmarket Street
 Georgetown, South Carolina 29440

RECEIVED
 OCT - 2 2023
 CITY HALL
 ADMINISTRATION

Dear Chief Pierce:

I am pleased to provide you with a Cash Award in the amount of \$49,921.23 for Body-Worn Cameras (BWC), equipment, and BWC-related maintenance and/or storage costs. This funding is being provided pursuant to SC Code of Laws §23-1-240 and may be applied to the initial purchase or reimbursement of expenditures as indicated in your agency's BWC Request for Financial Support document. To complete the contract for this award, it is necessary for you, as the Official Authorized to Sign, to return the signed award within 30 days from the date of this notification.

The Office of Highway Safety and Justice Programs (OHSJP) offers awardees the option to use electronic or digital signatures to execute OHSJP award documents. The signed Cash Award document affirms your acceptance of the award and your understanding of the conditions for receiving and using the funds. Your signed documents can be emailed to JohnAPrice@SCDPS.gov, or mailed to the address below:

South Carolina Department of Public Safety
 Office of Highway Safety and Justice Programs
 ATTN: Mr. Johnny Price
 Post Office Box 1993
 Blythewood, South Carolina 29016

Thank you for your prompt attention to this matter. Should you have any questions, please do not hesitate to contact Mr. Johnny Price, who serves as our BWC Grant Program Coordinator, at 803-896-7789. Congratulations on your agency's award! Our staff looks forward to working with you.

Sincerely,

Phil Riley
 Director

cc: Johnny Price

Attachments

Attachment: SCDPS GPD Body-worn cameras grant award letter (3957 : Ordinance to amend the fiscal year 2023/2024)

SOUTH CAROLINA DEPARTMENT OF PUBLIC SAFETY
OFFICE OF HIGHWAY SAFETY AND JUSTICE PROGRAMS
P. O. BOX 1993
BLYTHEWOOD, SOUTH CAROLINA 29016

BODY-WORN CAMERA GRANT PROGRAM

CASH AWARD

Award Recipient: Georgetown Police Department

Date of Award: September 22, 2023

Amount of Award: **\$49,921.23**

Pursuant to the SC Code of Laws §23-1-240, the South Carolina Public Safety Coordinating Council (SCPSCC) has been given oversight of the funding and disbursement of the "Body-Worn Cameras (BWC) Fund." The legislation states that the SCPSCC "...shall oversee the fund...and disburse the funds in a fair and equitable manner, taking into consideration priorities in funding." In accordance with the above, your agency is being awarded funding to be used for the purchase of body-worn cameras, equipment, and BWC-related maintenance and/or storage costs.

This agreement shall become effective as of the Date of Award, contingent upon the return of this form to the Office of Highway Safety and Justice Programs, signed by the Chief/Sheriff/Director (Official Authorized to Sign) in the space provided below. This award must be returned to the Office of Highway Safety and Justice Programs within 30 days of the Date of Award.

ACCEPTANCE FOR THE SUBGRANTEE

ACCEPTANCE FOR THE SFA

Signature of Official Authorized to Sign



 Phil Riley, Director
 Office of Highway Safety and Justice Programs

THIS AWARD IS SUBJECT TO THE ATTACHED CONDITIONS.

Attachment: SCDPS GPD Body-worn cameras grant award letter (3957 : Ordinance to amend the fiscal year 2023/2024)

BODY-WORN CAMERA GRANT PROGRAM CASH AWARD CONDITIONS

AWARDED AGENCY: Georgetown Police Department

AWARD DATE: September 22, 2023

AUTHORIZED SIGNATURE ON THE BODY-WORN CAMERA (BWC) GRANT PROGRAM CASH AWARD DOCUMENT IS INDICATIVE OF THE AWARDED AGENCY UNDERSTANDING AND AGREEING TO THE STATED CONDITIONS BELOW.

* * * * *

- 1) This award is contingent upon approval and availability of funds from the state funding source.
- 2) **Your agency can only use the awarded funds as follows: \$30,000.00 for Body-Worn Cameras; \$7,280.50 for BWC equipment costs; and \$12,640.73 for BWC-related maintenance and/or storage costs.**
- 3) Documentation of purchases for body-worn cameras, equipment, and BWC-related maintenance, and/or storage, whether initial purchase or reimbursement, must be submitted, after all items have been ordered, received, and paid, to the Office of Highway Safety and Justice Programs (OHSJP) as soon as possible. Documentation must demonstrate clearly that any and all procurement procedures operative within your agency have been followed.
- 4) Funds awarded to the agency may only be used for the intended purpose (i.e., purchase of body-worn cameras, equipment, and BWC-related maintenance, and/or storage costs) of the award. Funds awarded will be monitored by the awarding agency.
- 5) Any proceeds received from the disposal of previously purchased body-worn cameras and/or equipment (i.e., sale or trade-in agreements) must be used for the agency's Body-Worn Camera Program.
- 6) Any and all items purchased with BWC Grant Program funds not authorized for the BWC Grant Program will be the responsibility of the awarded agency.
- 7) The signed BWC Grant Program Cash Award document may be mailed to the OHSJP, or emailed to Johnny Price at JohnAPrice@SCDPS.gov within 30 days of the Date of Award specified on the Cash Award document.
- 8) Funds shall not be used to purchase printers or laptops.

* * * * *

FOR OHSJP USE ONLY

* * * * *

Cleared by: _____

Date: _____



120 North Fraser Street • Georgetown, SC 29440 • (843) 545-4000

ACTION ITEM

DOC ID: 3935

Council Meeting Date:	19 October 2023
Department:	Engineering
Issue Under Consideration:	Motion to approve a contract in the amount of \$454,500 and to award contract to North American Construction Company for the Wastewater Treatment Plant (WWTP) Grit Removal System Replacement Project #1822.
Amount Requested:	\$454,500
Is Item in Current Budget?	Yes
If no, please explain:	
Financial Impact:	None
Points to Consider:	The city received only one bid. City staff advertised in SCBO, the newspaper, and city's website. Staff solicited directly to three different companies. The project is funded with city's Wastewater Enterprise Fund.
Options:	Approve/Deny
Staff Recommendation:	Approve

Reviews:

Scott Whittier Completed 10/09/2023 1:11 PM
 Finance Completed 10/09/2023 2:08 PM
 City Attorney Completed 10/10/2023 6:12 PM
 Sandra E. Yudice Ph.D. Completed 10/11/2023 9:24 AM
 Stephanie Buccione Completed 10/11/2023 5:12 PM
 Georgetown City Council Pending 10/19/2023 5:30 PM

Attachments:

1. 1 Notice of Intent to Award to North American Construction Company (PDF)
2. 2 Certified Bid Table for Project #1822 (PDF)
3. 3 Bid Form (PDF)
4. 4 RFB (PDF)



NOTICE OF INTENT TO AWARD

OWNER: City of Georgetown
P.O. Box 939
Georgetown, SC 29442

PROJECT DESCRIPTION: WWTP Grit Removal System Replacement

PROJECT NO.: 1822

TO ALL BIDDERS:

This is to notify all bidders that it is the intent of the Owner to award a contract as follows:

NAME OF BIDDER: North American Construction Company

DATE BIDS WERE RECEIVED: September 27, 2023 at 2:00 PM

AMOUNT OF BASE BID: \$454,500

ALTERNATE(S) ACCEPTED: # \$ N/A

TOTAL AMOUNT OF BASE BID WITH ALTERNATE(S): \$454,500

The Owner has determined that the above named Bidder is responsible, responsive and has submitted the lowest bid. The Owner may enter into a contract with this Bidder subject to the approval of City Council.

Orlando Arteaga, P.E.
(Print or Type Name)

Orlando
Arteaga

(Signature)

Digitally signed by Orlando Arteaga
DN: cn=Orlando Arteaga, o=City of
Georgetown, ou=Engineering,
email=oartega@georgetownsc.gov,
c=US
Date: 2023.09.29 09:29:38 -04'00'

City Engineer
(Award Authority Title)

9/29/2023

(Date Posted)

CERTIFIED BID TABULATION SHEET

PROJECT: WWTP Grit Removal System Replacement

PROJECT #: 1822

Bid Date: Wednesday, September 27, 2023

Time: 2:00 PM

				North American Construction Company			
No.	Description	Quantity	Unit	Unit Price	Cost	Unit Price	Cost
1	General Conditions: Submittals, Bonds, Insurance, Supervision	1	LS	\$30,000.00	\$30,000.00		
2	Mobilization	1	LS	\$18,180.00	\$18,180.00		
3	Crane Rental	1	LS	\$4,170.00	\$4,170.00		
4	Selective Phased Demolition of Grit Equipment and Piping	1	LS	\$41,000.00	\$41,000.00		
5	Install Grit Pumps with all accessories	2	EA	\$11,150.00	\$22,300.00		
6	Install Vortex Grit Trap Equipment with all accessories	2	EA	\$13,375.00	\$26,750.00		
7	Install Main Control Panel	1	EA	\$2,400.00	\$2,400.00		
8	Furnish and Install 4-in DIP, fittings, and valves.	1	LS	\$14,000.00	\$14,000.00		
9	Furnish and Install pipe supports	7	EA	\$600.00	\$4,200.00		
10	Painting	1	LS	\$4,500.00	\$4,500.00		
11	Electrical Work	1	LS	\$57,000.00	\$57,000.00		
12	Field Testing, Training, and Commissioning	1	LS	\$5,000.00	\$5,000.00		
13	Cash Allowance- Miscellaneous Steel Repairs	1	LS	\$25,000.00	\$25,000.00		
14	Equipment Allowance- Grit Removal Equipment and Accessories	1	LS	\$200,000.00	\$200,000.00		
TOTAL BID AMOUNT					\$454,500.00		

Note 1 North American acknowledged Addendum no. 1

Note 2 North American provided Bid Bond

Note 3 North American provided Mandatory Vendor Submittal Form.

Note 4 There was only one bid received.

**Orlando
Arteaga**

Digitally signed by Orlando Arteaga
DN: cn=Orlando Arteaga, o=City of
Georgetown, ou=Engineering,
email=orarteaga@georgetownsc.gov
, c=US
Date: 2023.09.29 08:15:11 -04'00'

9/29/2023

Certified by: Orlando Arteaga, P.E.

Date

City Engineer

Attachment: Certified Bid Table for Project #1822 (3935 : WWTP Grit Removal System Replacement Bid Approval)

Exhibit A
BID FORM
WWTP Grit Removal System Replacement
For the City of Georgetown, SC
Project #1822

Date: 9/27/23

PROPOSAL OF

North American Construction Company

(hereinafter called "Bidder or Contractor"), a South Carolina (State)

corporation/~~partnership/individual~~ (Strike out inapplicable terms) doing business as

North American Construction Company

TO: City of Georgetown, SC

The Bidder, in compliance with the Request for Bids (RFB) for WWTP Grit Removal System Replacement Project #1822, having examined the drawings and specifications with related documents and the site of the proposed Work, and being familiar with all of the conditions surrounding the construction of the proposed project, including the availability of materials and labor, hereby proposes to furnish all labor, materials, and supplies, and to construct the project in accordance with the Contract Documents, within the time set forth therein, for the Lump Sum of:

Four hundred fifty four thousand five hundred Dollars \$ (\$454,500.00 ~~454,000~~)

The lump-sum price indicated above shall include all labor, materials, equipment, overhead, profit, insurance, taxes, business license, construction permit fees, etc., to cover all expenses incurred in performing the Work required under the Contract Documents, of which this proposal is a part.

The Bidder hereby agrees to commence Work under this contract on or before a date to be specified in the written "Notice to Proceed" of the Owner and to fully complete the project within **THREE HUNDRED (300)** consecutive calendar days after the specified date on the Notice to Proceed.

The specifications and addenda are complementary, and what is called for by one shall be as binding as if called for by all. If the Bidder discovers a conflict between any of the above, the problem shall be referred to the Owner as soon as possible for resolution by the Owner. Should a conflict occur which is not resolved before bid time, it shall be the Bidder's responsibility to price and bid the more expensive method to comply with mandatory requirements (i.e., codes, ordinances, etc.).

Bidder acknowledges receipt of the following addendum:

No.: 1 Dated: 9/22

No.: Dated:

No.: Dated:

Bidder understands that the Owner reserves the right to reject any or all bids and to waive any informality in the bidding.

The Bidder agrees that this Bid shall be valid for sixty (60) calendar days after the scheduled bid date.

The undersigned declares that his firm is (delete those not applicable): A corporation organized and existing under the laws of the State of South Carolina

A partnership consisting of:

The undersigned declares that the person or persons signing this proposal is fully authorized to sign the Bid on behalf of the firm listed and to fully bind the firm listed to all the conditions and provisions thereof.

It is agreed that no person or persons or company other than the firm listed below or as otherwise indicated hereinafter has any interest whatsoever in this proposal or the contract that may be entered into as a result thereof, and that in all respects the proposal is legal and fair, submitted in good faith, without collusion or fraud.

Respectfully Submitted:

Contractor

(SEAL – if bid is by a Corporation)

By: Michael Williamson

(Type Name)

Vice President (Title)

124 W McIver Rd (Street Address)
Florence, SC 29502 (City, State, Zip Code)
843-667-0244 (Telephone)
mwilliamson@naccdb.com (Email)

S.C. General Contractor's License No. G11257

FID No.: 57-0707312

BID ITEMS SCHEDULE OF VALUES

No.	Description	Qty.	Unit	Cost (\$)
1	General Conditions: Submittals, Bonds, Insurance, Supervision	1	LS	30,000
2	Mobilization	1	LS	18,180
3	Crane Rental	1	LS	4,170
4	Selective Phased Demolition of Grit Equipment and Piping	1	LS	41,000
5	Install Grit Pumps with all accessories	2	EA	22,300
6	Install Vortex Grit Trap Equipment with all accessories	2	EA	26,750
7	Install Main Control Panel	1	EA	2,400
8	Furnish and Install 4-in DIP, fittings, and valves.	1	LS	14,000
9	Furnish and Install pipe supports	7	EA	4,200
10	Painting	1	LS	4,500
11	Electrical Work	1	LS	57,000
12	Field Testing, Training, and Commissioning	1	LS	5,000
13	Cash Allowance- Miscellaneous Steel Repairs	1	LS	\$25,000.00
14	Equipment Allowance- Grit Removal Equipment and Accessories	1	LS	\$200,000.00
TOTAL BID AMOUNT				454,500.00

The above bid item prices shall include all labor, material, equipment, overhead, profit, insurance, bonds, taxes, business license and construction permit fees, etc. to cover the Work called for.

Attachment: Bid Form (3935 : WWTP Grit Removal System Replacement Bid Approval)



REQUEST FOR BID (RFB)

REQUESTOR: City of Georgetown
1134 North Fraser Street
Georgetown, SC 29440
Contact: Nereo Parreno, Purchasing Agent
Email: nparreno@georgetownsc.gov
Phone: 843.545.4046

PROJECT NAME: Grit Removal System Replacement

SITE: Regional Wastewater Treatment Plant

PROJECT NO: 1822

DATE OF ISSUE: Wednesday, August 30, 2023

DUE DATE: **On or before 2:00 PM EST (local time) Wednesday, September 27, 2023**

Bids must be submitted electronically through the City's website, www.georgetownsc.gov. The City will not accept proposals by hard copy, fax, or email.

For instructions on how to submit your quote electronically, please refer to the City's website, [click here](#) for a direct link.

 Initials

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 Initials

Important hyperlinks and email addresses:

1. [City of Georgetown website](#)
2. [City of Georgetown Public Facebook](#)
3. [City of Georgetown Purchasing Ordinance in its entirety.](#)
4. [All available project documents](#)
5. All questions must be in writing and emailed to: purchasing@georgetownsc.gov.

Communication

It is the policy of the City of Georgetown to commit to transparency, ensure impartiality, and complete procurement processes free of internal and external influences. To accomplish this policy, ex parte communication about the bid, between the time of commencement of preparation of the solicitation document and the bid award (written or oral), is prohibited. Therefore, potential respondents and/or respondents submitting proposals, bids, qualifications, quotes, etc. shall not engage in communication with any City employee, including elected officials, except the City official(s) designated as the contact in the Solicitation Document.

Any communication outside the one between the designated City contact in the Solicitation Document and respondents shall be considered ex parte communication and shall not be relied upon. The City shall disqualify any potential respondent and/or respondent's proposal if the City discovers that the potential respondent and/or respondent engaged in ex parte communication.

City employees and/or elected officials shall neither initiate nor engage in ex parte communication with the potential respondent and/or respondents.

Background

The City of Georgetown (City) is an incorporated municipality with nearly 9,000 residents. The City is located 60 miles north of Charleston and 36 miles south of Myrtle Beach. It is the area's endpoint commonly known as "The Grand Strand." The Winyah Bay borders the City to the east and the Sampit River to the south. Tourism is a significant economic driver in the area and local industries, such as International Paper and Tideland Hospital. The City is the county seat and operates under the Mayor-Council form of government as outlined in the State of South Carolina Code Chapter II, Article I, Section 2-1. Additional information is available on our website at www.georgetownsc.gov.

Purpose

The City of Georgetown, South Carolina is seeking bids from qualified and licensed general contractors to replace the grit removal system at the City's Wastewater Treatment Plant (WWTP) located at 123 Ridge Street, Georgetown, SC.

Contractors shall be licensed as a General Contractor with a Water & Sewer Plant (WP) Classification by the South Carolina Contractor's Licensing Board.



Initials

Scope of Work

The Contractor shall be responsible for removing the existing grit removal equipment and to replace with a new system including the associated piping and valving work.

Work items include:

1. Both pumps and vortex units will be removed and replaced simultaneously.
2. Provide mobile crane and place it next to structure for the removal and reinstallation of equipment.
3. Selectively demolish two (2) grit trap systems, two (2) grit pumps, two (2) motors, and three (3) control panels. Save pumps, motors, and control panels for turnover with the owner.
4. Remove Ductile Iron Pipe (DIP) and pipe supports up to flange connection of grit classifier. All removed piping and pipe supports shall be disposed of by contractor.
5. Furnish and install new 4-in. DIP piping and pipe supports. Pipe size to match the existing. The piping work includes both suction and discharge piping from new grit pumps to the existing grit classifier. Routing of pipe of pipe to be similar to existing piping but may be modified to suit field conditions. All DIP shall be cement lined. DIP to utilize mega flanges on straight pipe sections. Include all fittings, bolt/gasket kits.
6. Furnish and install two (2) 4-in. flanged check valves.
7. Furnish and install seven (7) pipe stanchion supports. Supports to be installed similar to existing layout.
8. Paint new piping with epoxy paint. All ferrous surfaces (except stainless steel) shall be coated with a pre-primer, primer, and a topcoat. Utilize different colors for each application. Colors shall be identified in the submittals.
9. Furnish and install two (2) new Hydra-Dyne grit trap equipment existing concrete grit tank.
10. Furnish and install two (2) new grit pumps to adjacent grit tanks, including all pump accessories, motor(s), and gearbox(s), epoxy-coated base frames, belt guard, and v-belt.
11. Furnish and install one (1) 1-in. brass body solenoid valve and two (2) 1-in. manual isolation valve.

Page 4 of 17 12. Furnish and install two (2) grit pump metal stands and anchor to supports. One grit Initials

Attachment: RFB (3935 : WWTP Grit Removal System Replacement Bid Approval)

pump will need to be located on support beams due to location. The other pump will need to be mounted on concrete. Field verify pump mounting locations.

13. Furnish and install new main control panel. Include electrical terminations, conductor installation, and new wiring to equipment.
14. Install all equipment per manufacture's recommendations.
15. Mount new control panel in existing location.
16. Pull and terminate new wire for grit equipment and pumps.
17. Metal grating to be modified as needed for permanent pump equipment installation.
18. Provide grit removal factory testing and pump factory testing certification reports.
19. Arrange for Manufacturer's field training with Owner's plant staff.
20. Include one (1) trip and two (2) eight-hour days for field training, testing, commissioning, and certifications of Hydro-Dyne Engineering.
21. Include all equipment electrical and mechanical testing, startup, and commissioning.

Owner's Responsibilities:

1. Provide access to the WWTP plant and equipment.
2. Provide a laydown area for material storage.
3. Owner will isolate the grit system before selective demolition.
4. Owner will remove sludge and grit from vortex tanks before selective demolition.
5. Pay the contractor for all satisfactory work put in place.

Site Visit

Site Address: 126 Ridge Road, Georgetown, SC

Bidders shall visit the site prior to submitting their bid.

Submittal of bid implies that the contractor is familiar with the plant surrounding conditions, site access, plant storage availability, and plant hours of operation.

 Initials

Specifications

- Grit Removal Equipment Manufacturer: Hydro-Dyne Engineering -See Exhibit C
2 EA – Vortex Grit Trap
1 EA – Main Control Panel
- Pump Manufacturer: Gorman Rupp
-Gorman Rupp 4” Super T-Series model, T4A71S-B with 4” flanged suction and discharge connections
-10HP, 1800RPM, 460V, TEFC Motor
-Vertical v-belt fabricated base frame – Epoxy Coated
-Belt guard and v-belt
- Ductile Iron Pipe Manufacturer: American, US Pipe, or approved equal.
Cement lined.
- Valves Manufacturer: Muller or approved equal.
- Coatings Manufacturer: Sherwin Williams or approved equal.
- Walkway- See Exhibit D
36-in wide walkway/support bridge (304 ss) w/ aluminum grating.

Submittals

The contractor shall submit shop drawings to the City Engineer for review as specified herein. Drawings will be for the exact material or equipment to be supplied or installed and shall be clearly marked to show specific model and any options or modifications. Drawings shall be submitted within 15 days after receipt of Purchase Order. Shop drawings are required for the following items:

1. Pumps
2. Vortex Grit Trap
3. Main Control Panel
4. Piping
5. Valves
6. Pipe Fittings
7. Epoxy Paint
8. Walkway Grating
9. Grit Pump Supports

The contractor is fully responsible for field verify dimensions for the proper fitting of the grit removal system.

Drawings and data submitted shall be fully completed and certified by the contractor to be in compliance with the requirements of these specifications.

 Initials

The Engineer's review of drawings will cover only general conformity of the data to the requirements of this specification, external connections, interfaces with equipment and materials furnished under separate specifications, and dimensions. The Engineer's review does not indicate a thorough review of all dimensions, quantities, and details of the equipment, material device, or item indicated, or the accuracy of the information submitted; nor shall review by the Engineer be construed as relieving the successful bidder from any responsibility for errors or deviations from the requirements of these specifications. The Engineer will review submitted drawings in a timely fashion.

No material or equipment shall be ordered, shipped, or installed prior to submission and review of manufacturer's drawings. Any material or equipment installed prior to submission and review of drawing shall be removed, replaced, or reinstalled at the City's option.

Letters of transmittal shall accompany all submittals of engineering data.

Deliveries

The equipment shall be delivered freight on board (FOB) to the WWTP site, at 126 Ridge Street, Georgetown, South Carolina, by truck shipment and unloaded by the contractor. Coordinate with Owner for location of staging area.

The contractor shall inspect and verify that all equipment was delivered per specifications and free of defects or damage. Contractor shall report any damage or missing components to the Manufacturer and the Owner with 72 hours of receipt of shipment. Contractor shall submit to the Owner copies of shipping notices describing each piece of equipment.

Plant deliveries can take place between 7 a.m. and 2 p.m. Monday through Friday.

All materials and equipment delivered shall be suitably protected to prevent damage and loss during shipment.

Warranties

The contractor shall warranty the work for a period of twelve (12) months commencing on the date of final acceptance by the Owner.

Process

Submission of bid indicates acceptance by the Bidder of the conditions contained in this RFB.

The City will conduct the selection in the following manner:

1. The RFB documents will be available on the City's [website](#).
2. Bids will be received and evaluated as described in this RFB.
3. The lowest responsive and responsible bid will be presented to the Georgetown City Council or City Administrator for approval, as required.
4. The City reserves the right to award the contract in the aggregate, by individual items, or any combination, whichever is in the best interest of the city.

Award

The City shall have the sole discretion in determining the lowest responsive and responsible bid. The City may choose to award materials to multiple suppliers. In addition to the fee, the City, shall consider:

- A. The ability, capacity, and skill of the bidder to perform the contract to provide the service required;
- B. Whether the bidder can perform or provide the service promptly, or within the time specified, without delay or interference;
- C. The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
- D. The quality of performance of previous contracts or services similar to services being sought in this RFB;
- E. The previous and existing compliance by the bidder with laws and ordinances relating to the contract or services;
- F. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
- G. The quality, availability, and adaptability of the supplies or contractual services to the particular use required;
- H. The ability of the bidder to provide services for the nature of the requirements of an awarded contract as required in the RFB; and
- I. Whether the bidder has met the criteria of the RFB specifications, terms and conditions of the RFB.

Protest Procedure

In accordance with the City's Procurement Ordinance, any protest or objection to this RFB award process must be submitted in writing to the City of Georgetown, Attn: Nereo Parreno, Purchasing Agent, PO Drawer 939, Georgetown, SC 29440, within ten (10) calendar days of the notification of award posted to the City's website.

Questions

No answers will be given over the phone.

Questions regarding this RFB should be submitted in writing and emailed to purchasing@georgetownsc.gov, no later than 2:00 PM EST (local time), Wednesday, September 20, 2023. For questions regarding the City's Request for Bids process, please contact purchasing@georgetownsc.gov, no later than the aforementioned deadline.

Please note - if you do not receive consideration from the City that your email was received before the deadline, it is the sole responsibility of the bidder to contact the purchasing agent at 843.545.4046.

No questions will be accepted after the aforementioned deadline. All submittals shall include the following in the subject line: **Grit System Replacement Project # 1822.**

Answers to questions or Addenda will be posted on the City's website as an Addendum no later than 2:00 PM EST (local time), Friday, September 22, 2023.

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 Initials

Schedule of Events

No.	MILESTONE EVENT	DATE	TIME EST (LOCAL TIME)
1	Request for Bids (RFB) Release Date	Wednesday, August 30, 2023	
2	Site Visit and Pre-Bid Conference	Wednesday, September 13, 2023	10:30 AM
3	Deadline for written questions - emailed to: purchasing@georgetownsc.gov	Wednesday, September 20, 2023	2:00 PM
4	Deadline for addenda to be posted to the City's website, www.georgetownsc.gov	Friday, September 22, 2023	2:00 PM
5	Bids due date	Wednesday, September 27, 2023	2:00 PM
6	Bid Approval by City Council (Tentative)	October 19, 2023	
7	Issue Notice of Award (Tentative)	October 20, 2023	
8	Equipment Procurement Start Date	November 06, 2023	
9	Grit Equipment Delivery (280 days)	August 12, 2024	
10	Start Work	August 13, 2024	
11	Finish Work (20 days after start date)	September 02, 2024	

When the Procurement Division is closed due to force majeure, bid openings will be postponed to the same time on the next official business day. The vendor is responsible for obtaining information regarding bid submittals directly from the [City's website](#).

Procurement procedures are subject to the City's procurement policies as outlined in Section 2-185 of the City's Municipal Code (Chapter (Administration), Article IV (Procurement)). The City's Procurement Ordinance can be found in its entirety on the [City's website](#).

The City reserves the right to change the project schedule as it deems necessary. In the event of a major date change, the City will post such notice on the City's website and notify known participants. The City reserves the right to issue addenda to this RFB up to two (2) days before the RFB due date as needed to clarify the City's desires or to make corrections or changes to the RFB document or submittal process.

 Initials

The City reserves the right to request additional information from any and all prospective bidders or individuals deemed necessary by the City to evaluate the bids. However, this process may not be used as an opportunity to submit missing documentation, missing information, or to make substantive revisions to the original bid.

The City reserves the right to cancel or reissue the RFB and/or revise the schedule at any time.

The City reserves the right to award the contract in the aggregate, by individual location, or any combination, whichever is in the best interest of the city.

The City also reserves the right to accept or reject any or all bids deemed in its best interest and to accept all or part of the scope of work herein as its project timeline and/or budget allows.

All information will be updated and posted on the [City's website](#)

It is the bidder's sole responsibility to obtain the information directly from the [City's website](#) regarding this project.

The bidder will acknowledge receipt of all issued addenda in their submittals, if applicable.

No: _____ Dated: _____

No: _____ Dated: _____

No: _____ Dated: _____

Submittal Instructions

The bid price shall be valid for a period of 60 calendar days from the date of bid opening.

Bid proposals must be signed by a legal duly authorized officer of the bidder submitting the Bid.

By initialing the bottom of each page of this RFB document, the bidder represents that (1) their representatives have read and understood the solicitation and (2) their bid is made in compliance with this solicitation. The bidder's representatives are expected to examine this RFB thoroughly and request an explanation of any ambiguities, discrepancies, errors, omissions, or conflicting statements. Failure to do so will be at their risk.

All procurement procedures are subject to the City's procurement policies as outlined in Section 2-187 of the City's municipal code.

The City's Purchasing Ordinance can be found in its entirety on the [City's website](#).

It is the sole responsibility of the bidder to have their quotes delivered to the City before the closing hour and date. The City assumes no responsibility **for technological failure in submitting bids electronically**. It is the sole responsibility of the bidder to consider that their quote was submitted on time, and that their PDF file/files are not corrupt.

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 Initials

Submittals may be rejected if deemed non-responsive. To be considered responsive, interested parties **must** submit the following no later than the aforementioned deadline:

The City **WILL NOT** accept bids by:

Hard copy

Fax

Email

To be considered responsive, interested parties **must** comply with the following:

1. Submit quote electronically through the City's website, www.georgetownsc.gov.
[Click here to submit electronically.](#)

Submittal package must include **all** of the following items. The PDF file upload limit is 4. If more than one PDF file is uploaded, each PDF file should be clearly labeled with the name of the respondent the corresponding number below:

1. Bid Form – Exhibit A
 2. Bid Bond
 3. Complete Initialed copy of this RFB document - (Place the responsible person's initials on each page)
 4. Complete Mandatory Vendor Submittal Form – Local Vendor Preference Option Exhibit B
2. The City reserves the right to waive any minor informalities and irregularities of submittals that do not affect price, quantity, quality, or delivery. Minor informalities to include: failing to initial the quote, failing to acknowledge addenda, will not, by themselves result in a submittal being deemed non-responsive. The City will request that any and all bidders correct the minor informality or irregularity within the same specified time.
 3. Bid must be received electronically through the City's website, www.georgetownsc.gov, no later than the aforementioned deadline. Quotes will be publicly opened and read aloud via the City's public Facebook page, <https://www.facebook.com/Cityofgtown/>. **It is the sole responsibility of the bidder to have their quotes delivered to the City before the closing hour and date. The City assumes no responsibility for technological failure in submitting quotes electronically. It is the sole responsibility of the bidder to consider that their quote was submitted on time, and that their PDF file/files are not corrupt.** Late quotes will not be accepted nor considered. The official clock shall be that of the City's Purchasing Agent, or designee. The City reserves the right to accept or reject any or all quotes and to waive any informalities and technicalities in the quote process. No

additional fees, costs, or any other reimbursable expenses will be allowed.

4. This solicitation does not commit the City to award a contract. The City reserves the right to waive any technicalities or informalities and to accept or reject any and/or all submissions as deemed by its sole judgment to be in its best interest. The City also reserves the right to terminate the selection process without notice, to waive any irregularities in any submittal, and to request additional information from any of the bidders submitting a bid.
5. Any bidder may withdraw their bid only by written request, at any time prior to the scheduled opening of responses. Partial or incomplete bids may be rejected.
6. All costs incurred in preparing the bid, or costs incurred in any other manner by the bidder in responding to this RFB, will be wholly the responsibility of the bidder. All materials and documents submitted by the bidder in response to this RFB become the property of the City and will not be returned.
7. Any proprietary information contained in the bid should be so indicated as follows:

Vendor Disclosure

Notice of SC Freedom of Information Act

"The parties acknowledge that all material submitted may be subject to release under the South Carolina Freedom of Information Act (FOIA) and will be released to the public unless exempt from disclosure under the FOIA."

We discourage you from including any information you consider propriety or trade secret, as this material is subject to the FOIA once it's in the City's possession. If you must include any such information in your submission, please identify it by color, labeling, and/or bold font as "PROPRIETARY INFORMATION" so that it can be readily recognized. In the event the City receives a request for this material, the City will notify those parties who have identified information they believe is proprietary or trade secret of the request. The City has a ten (10) day deadline to respond to the request. This is your window to file an action challenging the release. Please be on notice that if the City is not served with such an action, the information will be released.

8. Bids must be made in the official name of the company or individual under which business is conducted (showing official business address) and must be signed in ink by a person duly authorized to legally bind the person, partnership, company or corporation submitting the bid. Bids having any erasures or corrections must be initialed in ink by the vendor.
9. Disqualification and Rejection of Bid – The City reserves the right to reject any bid from a bidder who has failed to perform satisfactorily, or complete on time, or in a manner consistent with the RFB documents, contract of similar nature, or to reject the bid from a bidder who is not in a position to perform such a contract satisfactorily. The City expressly reserves the right to award the contract to the bidder that best meets the requirements as set forth herein.
10. Assignment of Contract – Assignment to the selected bidder of any contract to be entered into in accordance with this RFB will not be recognized by the City unless such assignment

has prior written approval of the City.

11. Insurance Provisions - The selected proposer will be required to provide and maintain proof of insurance throughout the contract term and as required at point of contract negotiation by the City's Risk Manager as follows:

Commercial General Liability:

Each Occurrence \$1,000,000

General Aggregate \$2,000,000

Automobile Liability:

Combined Single Limit \$1,000,000

Workers' Compensation:

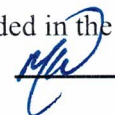
Statutory Limits

The City of Georgetown is to be named as "Additional Insured" on the above insurance coverage as respect to the City's interest under the contract. Certificates showing proof of insurance shall be submitted to the City prior to commencement of services under the Agreement. Further, it shall be an affirmative obligation upon the bidder to advise the City's Risk Management Department within two (2) days of the cancellation herein at one of the following options below:

- Email – dgrant@georgetownsc.gov
- Fax - 843.527.6173
- Mailing address - PO Box 939, Georgetown, SC 29442 or
- Physical address - 1134 N. Fraser Street, Georgetown, SC, 29440

Failure to do so shall be construed to be a breach of the agreement:

12. Indemnification - The selected bidder agrees to indemnify, defend and hold harmless the City and their authorized officers, employees, agents, and volunteers from any and all claims, actions, losses damages, and/or liabilities arising from their acts, errors, or omissions and for any costs or expenses incurred by the City therefore under an agreement.
13. Compliance With Law – The selected bidder and its agents and employees shall be bound and comply with all federal, state and local laws, ordinance rules and regulations, as well as all other governing bodies having legal jurisdiction with respect to the area where such work is performed.
14. City Business License and Permits – The selected bidder shall be required to obtain all applicable City permits and business licenses prior to work commencing. Contact Revenues Manager, or 843.545.4041, for business license information. Contact the Planning & Community Development Department at 843.545.4017 for permitting information. These expenses shall be included in the total bid

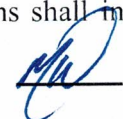
 Initials

cost.

15. Payment terms – payment will be made after equipment is delivered to the City's yard and warranty letter and start-up test reports have been provided.
16. Bid Security - In an amount equal to or at least five percent (5%) of the amount of the bid shall be required for all competitive bidding for construction contracts exceeding \$100,000. Bid security shall be a legitimate bid bond provided by a surety company authorized to do business in South Carolina or the equivalent in cash, certified check, cashiers check, or money order. The City, at its option, may require bid bonds on construction contracts under \$100,000 when the circumstances warrant. Noncompliance with this provision mandates that the City reject the bid. Bid Security will be returned to the unsuccessful bidders upon contract award by the Purchasing Agent.
17. Payment and Performance (P & P) Bonds - When a construction contract is awarded in excess of one hundred thousand dollars (\$100,000) the following bonds or security shall be delivered by the successful bidder to the City and shall become binding on the parties upon execution of the contract. Bid or performance bonds shall not be used in substitution for determination of bidder's responsibility.
 - (a) A Performance Bond shall be in an amount equal to one hundred percent (100%) of the contract amount; and
 - (b) A Payment Bond for the protection of all persons supplying labor and material to the contractor or its subcontractors for the performance of the work shall be in an amount equal to one hundred percent (100%) of the contract amount.

General Contractual Requirements

1. Force Majeure - The bidder shall not be liable for any excess costs if the failure to perform the contract arises out of causes beyond the control and without the fault or negligence of the bidder. Such causes may include, but are not limited to acts of God or of the public enemy, acts of Governments in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restriction, strikes, freight embargoes, and unusually severe weather; but in every case the failure to perform must be beyond the control and without the fault or negligence of the bidder.
2. Governing Law - Except to the extent that this agreement may be governed by any federal law, including federal bankruptcy law, this Agreement shall be governed by, constructed and interpreted under, and enforced exclusively in accordance with the laws of the State of South Carolina, and the courts in the State of South Carolina shall have jurisdiction with respect to any dispute arising hereunder.
3. Bidder Qualifications – The bidder must, upon request of the City, furnish satisfactory evidence of its ability to furnish products and/or services in accordance with the terms and conditions of this RFB. The City reserves the right to make the final determination as to the bidder's ability to provide the services herein.
4. Bidder Responsibility – Each bidder shall fully acquaint him/herself with conditions relating to the scope and restrictions attending the execution of the work under the conditions of this RFB. It is expected that this will sometimes require on-site observation. The failure or omission of the bidder to acquaint him/herself with existing conditions shall in no way

 Initials

relieve him/her of any obligation with respect to this RFB or to a contract.

5. Affirmative Action - The bidder will take affirmative action in complying with all federal and state requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees without regard or discrimination by reason of race, color, religion, sex, national origin or physical handicap.
6. Women and Minority Business Enterprise (WMBE) Statement - It is the policy of the City to provide minorities, and women equal opportunity for participating in all aspects of the City's contracting and procurement programs, including but not limited to employment, construction projects, and lease agreements consistent with the laws of the State of South Carolina. It is the policy of the City to prohibit discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex, age, handicap, or veteran status. It is further the policy of the City to conduct its contracting and procurement programs so as to prevent such discrimination and to resolve any and all claims of such discrimination.
7. Termination - Subject to the following provisions, any contract resulting from this request for bids may be terminated by the City provided a thirty (30) day advance notice in writing by the City Administrator, or his designee, is given to the bidder:
 - 7.1 Non-Appropriations - Funds for this contract are payable from local appropriations. If sufficient appropriations are not made to pay the charges under the contract it shall terminate without any obligation to the City.
 - 7.2. Convenience - In the event that a contract is terminated or canceled upon request and for the convenience of the City without the required thirty (30) day advance written notice, then the City shall negotiate reasonable termination costs, if applicable.
 - 7.3 Cause - Termination by the City for the cause, default or negligence on part of the bidder, shall be excluded from the foregoing provisions; termination costs, if any shall not apply. The thirty (30) day advance notice requirement is waived and the default provision herein shall apply.
 - 7.4 Default - In case of default by the bidder, the City reserves the right to purchase any and all items/services in default in open market, charging bidder with any excessive costs. SHOULD SUCH CHARGE BE ASSESSED, NO SUBSEQUENT BIDS OF THE DEFAULTING BIDDER WILL BE CONSIDERED UNTIL THE ASSESSED CHARGE HAS BEEN SATISFIED.
8. Prime Bidder Responsibilities - The bidder will be required to assume sole responsibility for the complete effort as required by this RFB. The City will consider the bidder to be the sole point of contact with regard to all contractual matters.
9. Subcontracting - If any part of the work covered by this RFB is to be subcontracted, the bidder shall identify the subcontracting organization and the contractual arrangements made therewith at the time of the offer. All subcontractors must be approved by the City. The successful bidder will also furnish the corporate or company name and the names of the officers of any subcontractors engaged by the bidder.

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10. Ownership of Material – All materials and documents submitted by the bidder in response to this RFB become the property of the City and will not be returned to the bidder.
11. Compliance with City, State, and Federal Requirements – State and Federal requirements that are more restrictive than these set forth herein shall be followed by the bidder.
12. Contract Amendments – Amendments to any agreement between the City and the bidder must be reviewed and approved in writing by the City Administrator or his/her designee.
13. Assignment - No contract or its provisions may be assigned, sublet, or transferred without the written consent of the City Finance Department.
14. Records Retention and Right to Audit – The City shall have the right to audit the books and records of the bidder as they pertain to this contract. Such books and records shall be maintained for a period of three (3) years from the date of final payment under contract.
15. The City may conduct performance audits of the bidder, as determined necessary by the City. Pertaining to all audits, the bidder shall make available to the City, access to its computer files containing the history of the contract performance and all other documents related to the audit. Additionally, any software used by the bidder shall be made available for auditing purposes at no cost to the City.
16. Independent Contractor Status - The parties hereby agree that the contractor is an independent contractor of the City and that nothing in an agreement with the City shall be deemed to place the parties in a relationship of employer/employee, partners, or joint ventures. Neither party shall have the right to obligate or bind the other in any manner. Each party agrees and acknowledges that it will not hold itself out as an authorized agent with the power to bind the other party in any manner. Each party shall only be responsible for any withholding taxes, payroll taxes, disability insurance payments, unemployment taxes, or other similar taxes or charges with respect to its activities in relation to the performance of its obligations of an agreement.
17. Representations of Bidder – **Bidder** represents, warrants, and covenants that:
 - (a) In providing the services bidder shall utilize the care and skill used by members of the bidder's profession practicing under similar circumstances at the same time and in the same locality.
 - (b) All employees provided by the bidder to the City shall have the qualifications, skills, and experience necessary to perform his/her job in accordance with the requirements of the agreement. The City may request removal of any employee for good cause.
 - (c) Bidder is a business, validly existing and in good standing under the Laws of the State of South Carolina.
18. Indemnity Provisions - Bidder agrees to and shall indemnify and hold the City harmless from and against all liability, loss, damages or injury, and all costs and expenses (Including attorney fees and costs of any suit related thereto) suffered or incurred by the City, arising from or related to the terms of this project, or bidder's performance thereunder.
19. City Business License and permits –The selected bidder shall be required to obtain all applicable City permits and business licenses prior to work commencing. Contact Revenues Manager, or 843.545.4041, for business license information. Contact the Planning & Community Development Department at 843.545.4017 for permitting information. These expenses shall be included in the total bid cost.


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Exhibits

- A) Bid Form
- B) Mandatory Vendor Submittal Form
- C) Hydro Dyne Engineering Specifications
- D) Existing Equipment Layout
- E) Contract Sample



120 North Fraser Street • Georgetown, SC 29440 • (843) 545-4000

ACTION ITEM

DOC ID: 3943

Council Meeting Date:	19 October 2023
Department:	Engineering
Issue Under Consideration:	Motion to approve a contract in the amount of \$1,223,000 for two projects: 1) Sewer Force Main Replacement (#1820) and Sewer Pump Station #11 Replacement (#1821) and to award an engineering contract to WK Dickson & Co. Inc. under the South Carolina Infrastructure Investment Program (SCIIP) grant.
Amount Requested:	\$1,223,000
Is Item in Current Budget?	Yes
If no, please explain:	
Financial Impact:	None
Points to Consider:	1. The Project Review Committee (PRC) selected WK Dickson as the most qualified consultant. 2. The work includes surveying, engineering and architectural (A/E) services, and construction management services for two projects: 1) 20-in. sewer force main replacement and pump station replacement at former City Hall site (PS #11). 3. Council approved a revenue bond to pay for non-construction related costs on these two projects as the local match for the SCIIP grant.
Options:	Approve or Not Approve
Staff Recommendation:	Approve

Reviews:

Scott Whittier Completed 10/11/2023 5:04 PM
 Finance Completed 10/11/2023 5:20 PM
 City Attorney Completed 10/11/2023 6:11 PM
 Sandra E. Yudice Ph.D. Completed 10/12/2023 8:47 AM
 Stephanie Buccione Completed 10/12/2023 12:09 PM
 Georgetown City Council Pending 10/19/2023 5:30 PM

Attachments:

1. 1 Notice of Intent to Award (PDF)
2. 2 Summary of Ranking (PDF)
3. 3 WK DICKSON SOQ (PDF)
4. 4 RFQ final (PDF)
5. 5 Addendum I (PDF)
6. 6 Exhibit C- PS #11 Site Map (PDF)
7. 7 Exhibit D-20-in. Sewer Force Main Replacement Site Map (PDF)

Updated: 10/11/2023 5:19 PM by Sandra E. Yudice Ph.D. (Page 1)

8. 8 WK Dickson Agreement (PDF)
9. 9 2023-10-06 - WKD PS 11 and FM Replacement Scope Schedule Fee Proposal (PDF)



NOTICE OF INTENT TO AWARD

To: All participating consultants

Date: Wednesday, August 30, 2023

RE: PROJECT #1: Sewer Force Main Replacement Project #1820
PROJECT #2: Sewer Pump Station #11 Replacement Project #1821

GRANT: SCIIP GRANT AWARD #A-23-C079

Issued Date: Monday, July 24, 2023

The following consultants submitted responses to the above solicitation:

1. Bolton & Menk Southeast LLC
2. Mattern & Craig
3. MRB Group
4. Rowe Professional Services Company
5. The Wooten Company
6. Weston & Sampson Engineers Inc
7. WK Dickson & Co. Inc.

The Selection Committee evaluated the submittals according to the criteria stated in the solicitation. Award to the following is pending, and is subject to approval by City Council:

WK Dickson & Co. Inc

The successful consultant is instructed not to begin work, purchase materials, or enter into subcontracts relating to the project until a contract is fully executed.

To view the City's Procurement Ordinance, including protest procedures, please click on the hyperlink below:

[Procurement Ordinance](#)

We would like to thank each consultant for the time and effort in preparing a response to this solicitation. We appreciate your interest in doing business with the City of Georgetown.

Sincerely,
Nereo Parreno
Purchasing Agent

E-Mail:
purchasing@georgetownsc.gov

City of Georgetown
Post Office Drawer 939 * 1134 N Fraser Street
Georgetown, SC 29442
www.georgetownsc.gov

Administration Telephone:
843.545.4001



E-Mail:
purchasing@georgetownsc.gov

City of Georgetown
Post Office Drawer 939 * 1134 N Fraser Street
Georgetown, SC 29442
www.georgetownsc.gov

Administration Telephone:
843.545.4001

Sewer Force Main Replacement Project #1820 & Sewer Pump Station #11
Replacement Project #1821 SCIIP GRANT AWARD #A-23-C079

Proposals received: August, 17 2023

Summary of Ranking

Monday, August 28, 2023

WK Dickson & Co., Inc.	1
Weston & Sampson Engineers, Inc.	2
Bolton & Menk Southeast, LLC	3
The Wooten Company	4
Mattern & Craig	5
ROWE Professional Services Company	6
MRB Group	7



Response to Request for Qualifications

ENGINEERING SERVICES FOR

SEWER FORCE MAIN REPLACEMENT #1820

SEWER PUMP STATION # 11 REPLACEMENT #1821

August 17, 2023

Attachment: WK DICKSON SOQ (3943 : Approval of engineering contract with WK Dickson for SCIP projects)



August 17, 2023

Ms. Nereo Parreno, Purchasing Agent
City of Georgetown
1134 North Fraser Street
Georgetown, SC 29440

Re: RFQ For Sewer Force Main Replacement Project #1820 and Sewer Pump Station #11 Replacement Project #1821

Dear Ms. Parreno:

WK Dickson is committed to continuing to provide high-quality engineering services to the City of Georgetown. As shown by our project efforts with the City over the last several years, we have provided trusted advice and successful project execution through three wastewater treatment plant upgrades, three drinking water system projects, and stormwater master planning and design of improvements in three high-priority areas of the city. We will provide the same trusted advice and engineering with the Sewer Force Main and Pump Station #11 Replacement Projects. **Why is WK Dickson is the best choice for the City of Georgetown?**

Complex Project Delivery and Proven Experience. The improvements required must provide reliable wastewater pumping and transmission from the former City Hall area to the wastewater treatment plant. Because we have completed several similar projects in the South Carolina Lowcountry, we have local knowledge and experience that we will apply to efficiently navigate and successfully deliver this project. Above all, project challenges and solutions will be discussed with City staff, and communication will be regular, clear, and detailed. The familiarity we already have with your staff, facilities and processes will ensure seamless transition from concept to construction plans.

Grant Funding Administration. In addition to receiving a design that incorporates our engineering experience and skills as established by numerous efforts, the City will receive grant funding experience from our firm through our Director of Strategic Funding & Regulatory Affairs, Angie Mettlen. Angie will ensure that all South Carolina Infrastructure Investment Program (SCIIP) requirements are met and the South Carolina Rural Infrastructure Authority (SCRIA) is pleased with the progress and results of this investment.

Partnerships with Local, Woman and Minority Business Enterprises. We have developed many partnerships and mentoring programs through years of working with local firms, including WMBE's. Our engineering partner for this project is Infrastructure Systems Management, LLC (ISM). ISM is a minority owned, small business enterprise with an office in Georgetown, and with whom we have partnered for several engineering projects in Georgia and South Carolina. Other subconsultant partners who have worked with us on past City of Georgetown projects include K&P Engineering (structural engineering), Red Bay Environmental (wetlands delineation and permitting), ECS (geotechnical investigations and engineering) and Bowman and Cornerstone (surveying). We believe it is important to offer participation to a broad spectrum of local and WMBE firms, while carefully selecting partners to match individual talents and experience with the needs of the specific project.

Please do not hesitate to call if you have any questions. We are eager to serve you.

Sincerely,

WK Dickson & Co. Inc.

William H. Young, PE
Vice President | Charleston Operations Manager

2. SUMMARY OF QUALIFICATIONS

SUMMARY OF QUALIFICATIONS

WK Dickson is a community infrastructure consulting firm specializing in the growth of communities since 1929.

Our core practice areas include Water and Wastewater Services, Watershed and Stormwater Services, Site/Civil Engineering, and Aviation Services. Our land planning, GIS, funding and environmental permitting staff support those key practices with innovative and emerging solutions to address the ever-changing demands of our clientele. The firm has maintained the policy of providing the highest quality of professional engineering services to our clients for more than three-quarters of a century. With over 215 individuals on staff, WK Dickson maintains 12 branch offices in Georgia, North Carolina, South Carolina, Tennessee and Virginia.

Each branch office is made up of project managers, project engineers, CAD designers, and supporting personnel. Some offices have specialists such as soil scientists, geographic information technicians, and planners.

At WK Dickson we believe the best water and sewer projects are invisible, and our goal is to develop solutions that integrate seamlessly within the communities we serve. When you turn the tap without a second thought about where the water comes from or where it goes when it drains away, we know that we have done our job well. We work closely with our clients to plan, fund, design, and construct infrastructure projects that are reliable, sustainable, and mindful of the impacts they may have on their surroundings. By staying abreast of changing legislation and industry standards, our engineers are able to work in partnership with our clients and regulators to deliver critical upgrades and improvements where they are needed most. Over the years, our team of funding experts has secured over a billion dollars in grants and loans for our clients, providing upgrades to water and wastewater treatment plants, sewer collection system rehabilitation and repair, and system expansions to stimulate economic growth.

WK DICKSON is a community infrastructure consulting firm specializing in the growth of communities for over 94 years.

TRUSTED FUNDING EXPERTISE

WK Dickson's expertise in obtaining funding for a wide variety of infrastructure projects, from water, wastewater and stormwater systems, to parks, streetscapes, and airports, is a part of what has made WK Dickson so successful over the last 94 years. In just the last decade alone, we have successfully secured funding from a variety of state and federal programs and other project specific sources approaching \$3 billion for our clients throughout the Carolinas, Tennessee, and Georgia.



Angie Mettlen leads our group of funding experts that can assist our clients in maximizing the potential to utilize all of these various funding sources and others to address the many needs that they have. Angie has over 30 years of experience with creating funding plans for communities in the Southeast, assisting them in obtaining grant funds, and assisting them with the funds that our team helped secure. She has assisted many WK Dickson clients in evaluating how to identify and best position projects for potential ARPA funding and future additional grant funds, as well as how to administer these funds once they are in place. Collectively, our team has over 80 years of infrastructure funding experience with all of the previous and new funding options that are available to our clients.

But securing the funds is just the beginning of the process. Once funding is awarded, effectively managing those funds and the agency requirements is where the rubber meets the road and where we can provide significant value to our clients. Because we have a wealth of experience with major state and federal funding programs, our funding team is particularly well-suited to help our clients and internal project teams navigate the intricacies of programmatic requirements through the life of a project. Failure to meet these requirements can result in anything from formal letters of deficiencies to loss of funding, to not being considered for future opportunities. This is why funding administration support is so critical and why you need the WK Dickson experts on your team.

Attachment: WK DICKSON SOQ (3943 : Approval of engineering contract with WK Dickson for SCIP projects)

SUMMARY OF QUALIFICATIONS

SUBCONSULTANT PARTNERS



Whether a large water treatment plant or a parcel acquisition, utilizing qualified surveyors to identify and understand field conditions provides greater design accuracy, minimizes cost impacts and helps to ensure successful project delivery. With more than 100 fully-equipped field survey crews across the nation, Bowman understands the complexities and changing demands of evolving markets, and rises to the challenge with the best and brightest professionals and multi-disciplinary teams. From routine boundary surveys to complicated aerial surveys utilizing the latest drone technology, Bowman's surveying teams are experts who recognize the importance of comprehensive professional land surveying services for our communities' growth and development.



Cornerstone Surveying & Engineering, Inc. (Cornerstone) began the professional practice of land surveying and engineering in May of 1990. Cornerstone is composed of a select group of professionals with differing areas of expertise in land services. They are recognized as leaders among their peers for thorough, complete, and conscientious work habits. Cornerstone has performed boundary, topographic and engineering survey work, in South Carolina, North Carolina, and Georgia. **Cornerstone is a Small Disadvantaged American Indian Owned firm and is certified by the SBA and SCDOT.**



Knobeloch and Padgett Engineering, Inc., (K&P) is a structural engineering firm with over 60 years of combined engineering and construction experience. K&P Engineering provides structural engineering and design services, and their experience covers a wide range of tank, foundations, basins and building types. Their projects have encompassed both bid projects and design-build, and have included new construction as well as renovation projects. K&P has extensive experience in the design of municipal infrastructure facilities. The firm uses state of the art engineering and CAD software to complement their designs and provide clients with clear, concise contract documents and designs



Engineering Consulting Services (ECS) is one of the largest and most rapidly growing engineering and consulting companies in the United States. Founded in 1988, ECS is a leader in geotechnical, environmental, construction materials and facilities engineering. They are currently ranked 61 in Engineering News-Record's Top 500 Design Firms (April 2023) and number two in Zweig Group's 2023 Hot Firms (June 2023).

ECS CORE SERVICES

- Geotechnical
- Construction Materials
- Environmental
- Facilities



Red Bay Environmental

Red Bay Environmental is a natural resources consulting firm with a primary focus on its strength of providing superior wetland and waters delineations, permitting, mitigation, habitat assessments and protected species surveying and reporting services for both public and private projects throughout South Carolina and the southeast. Founded in 2006 and located in Mount Pleasant, South Carolina, the firm puts 20-plus years of direct experience in South Carolina behind every project in applying an innovative approach of team cooperation and regulatory coordination to guide each project from concept to permit issuance in the timeliest and most efficient manner possible.

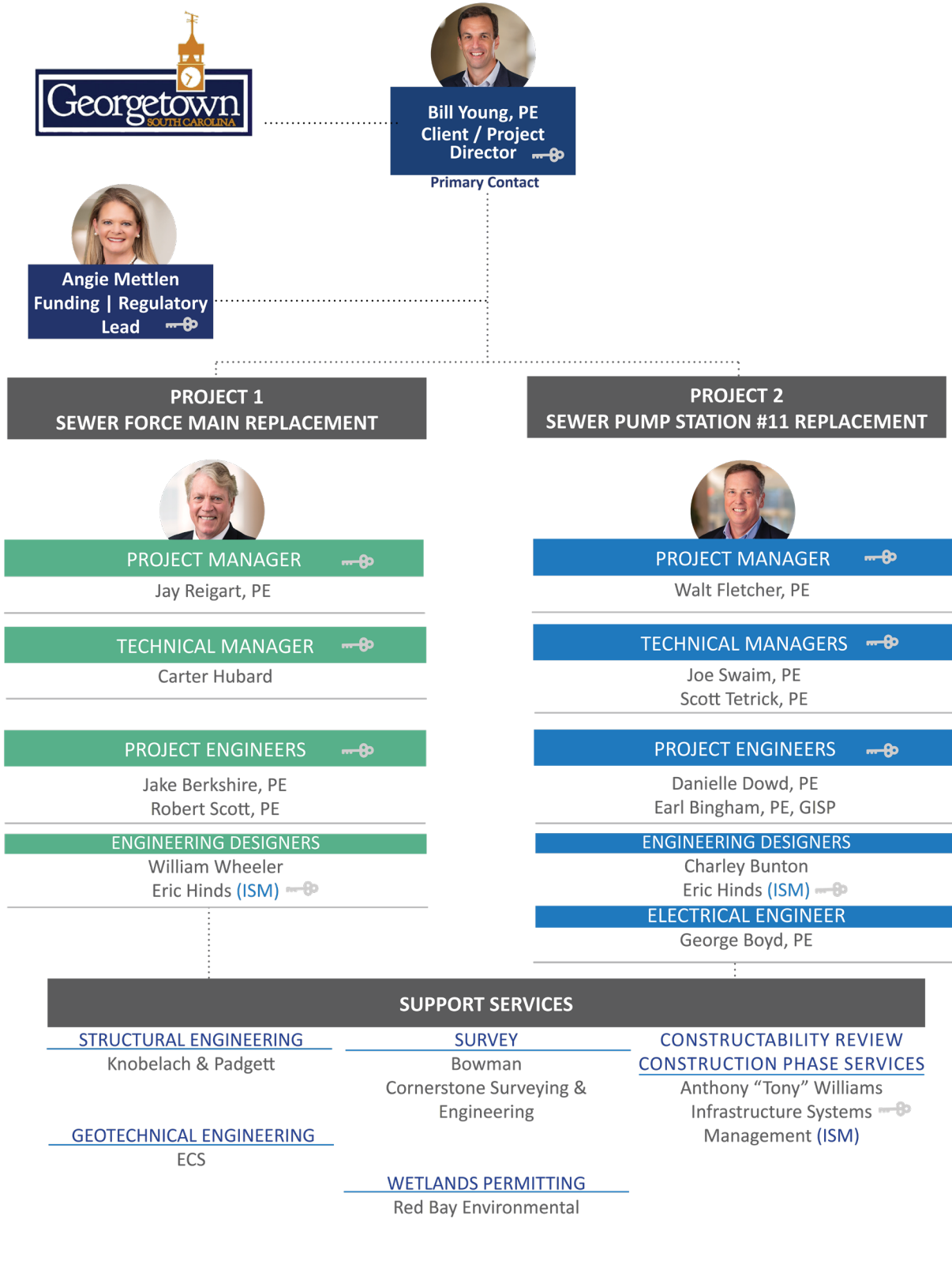


Infrastructure System Management, LLC (ISM, LLC) is a civil and construction engineering company that specializes in heavy-civil infrastructure life-cycles. It includes planning, design, construction, and maintenance services for Department of Transportation(s) (DOTs), municipalities, landfills and privately owned companies (i.e., transportation and water sectors, developers, etc.). ISM, LLC members are licensed Professional Engineers in Alabama, Georgia, Iowa, North Carolina and South Carolina.

ISM has over 30 years of experience operating within heavy-civil infrastructure life-cycles. **ISM is a SCDOT DBE Certified business.**

SUMMARY OF QUALIFICATIONS

KEY PERSONNEL



WK Dickson staff unless otherwise noted

Key Staff

Attachment: WK DICKSON SOQ (3943 : Approval of engineering contract with WK Dickson for SCIP projects)

SUMMARY OF QUALIFICATIONS

AVAILABILITY

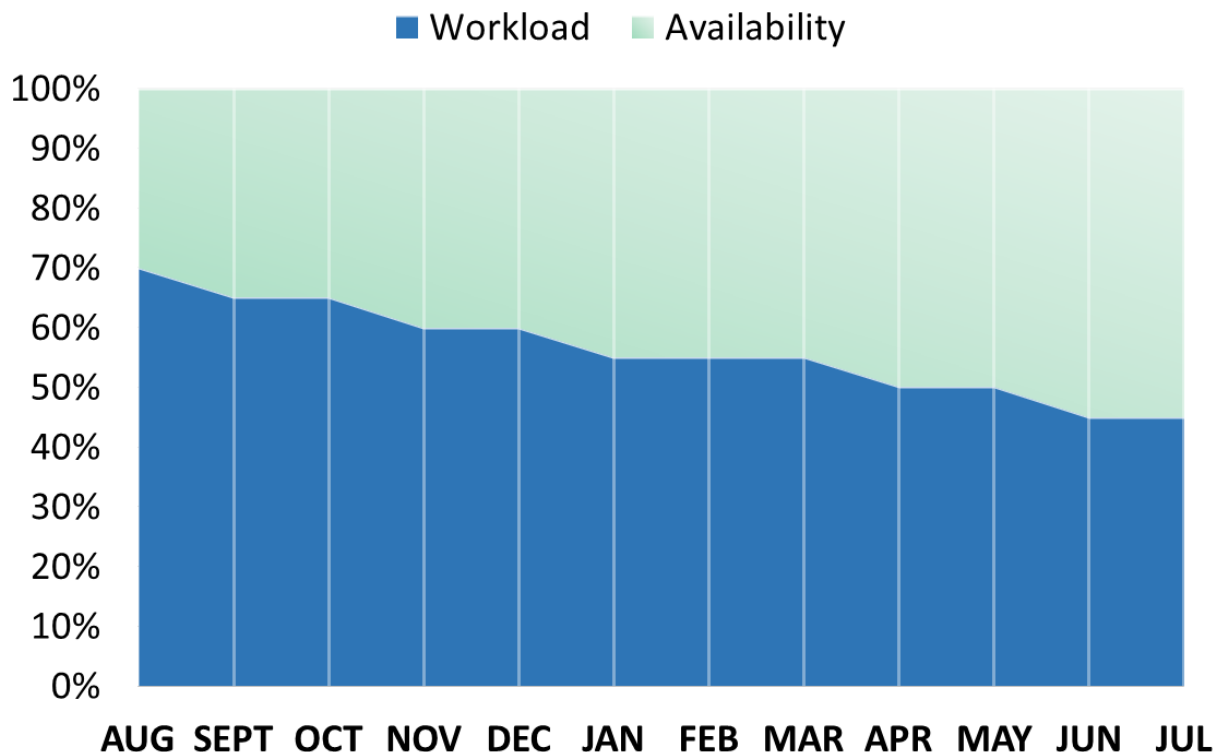
FIRM WORKLOAD

The WK Dickson team is dedicated to a successful project for the City and we have developed our team specifically for this project as shown in the Organizational Chart to be responsive to the City's needs. Bill Young will dedicate approximately 15% of his time to serve as Client / Project Director, and in this role he will work closely with the City and our project teams to ensure that the right resources are assigned and we are delivering a high quality project that is on time and within budget. We have two dedicated project managers in Jay Reigart and Walt Fletcher who will drive concurrent project teams to assure success. While Jay and Walt will both have approximately 35% of their time available to dedicate to the City, they are also backed up by multiple technical managers, project engineers, and designers whose availabilities range from 25% to 85% of their time to drive individual work tasks under the supervision of our project managers. This concurrent management structure will allow the greatest flexibility as well as a robust team of resources to ensure timely project delivery.

Additionally, our Regulatory and Funding expertise will be available to City throughout the project and led by Angie Mettlen. Angie will be available to guide and support City staff in maintaining compliance with the SC RIA's guidelines, as she is doing for many of our clients across the state. Having a specific focus on funding and regulatory matters allows our team a level of experience and ongoing knowledge with numerous SCIIP funded projects that will pay dividends for the City in the successful execution of this project.

WK Dickson is committed to providing the staff and resources necessary for the smooth operation of this project. The City of Georgetown needs an extension of its staff that it can rely on to proactively develop solutions and clearly communicate with your team – and be available when you need us to be. Using our proprietary system of projecting backlog and staff availability 90-180 days out, and with the aid of extensive support staff in our multiple offices, we can assure you that the staff identified in this proposal will be available to you for the duration of the project. Our team's current capacity is more than adequate to meet schedules of all tasks as part of this project. In addition to our proposed team, staff throughout the firm can be allocated as necessary to meet aggressive schedules and deadlines. The chart below illustrates more than adequate resources available.

Based on our current project and workload forecast from iAccess, the graph shows the availability of our key team members in the near-term.



SUMMARY OF QUALIFICATIONS

KEY PERSONNEL

NAME TITLE	EXPERIENCE QUALIFICATIONS
 Bill Young, PE Client/Project Director Point of Contact byoung@wkdickson.com t: 843.261.3811	29 years of experience Professional Engineer: SC, NC MBA, Georgia State University; MS Civil Engineering, State University of New York; BS Civil Engineering, University of Connecticut Bill will provide project management and resource allocation oversight for the project team. Bill is a registered professional engineer with 29 years of experience in all facets of the planning, design, permitting, construction and management of water and wastewater treatment facilities as well as distribution and conveyance systems. As branch manager of WK Dickson's Charleston office, Bill oversees complex utility projects throughout the state. He has guided the development of numerous engineering reports and alternatives analysis to help clients find the best and most economical long term solutions for their utility management needs.
 Angie Mettlen Funding Regulatory Lead	32 years of experience NASSCO, NCDEQ Certified BS BioScience/Bioengineering, Clemson University Angie brings over three decades of engineering, grant writing and administration, project management, and regulatory permitting experience throughout the Carolinas and Tennessee. She is an expert in regulatory and governmental issues regarding environmental quality and utility planning. Angie has become an expert in grant and funding for infrastructure projects and has assisted units of government throughout the Southeast. She has worked closely with regional Councils of Government the state Departments of Commerce (CDBG and economic development programs), the US Economic Development Administration, the US Rural Development Administration, the US Environmental Protection Agency and other state and federal funding agencies. In this capacity, Angie has aided clients in the writing, preparation, and administration of grant and loan applications
 Jay Reigart, PE Project Manager Sewer Force Main	36 years of experience Professional Engineer: SC, GA TN NASSCO Certified BS Civil Engineering, University of South Carolina; BS Marine Biology, University of South Carolina Jay has more than 36 years of engineering experience in the state of South Carolina. Over the course of his career, he has managed, designed or assisted in designing numerous projects, including pump station, force main, and gravity sewer design for new, rehabbed, and replacement facilities; small and large-bore cured-in-place-pipe (CIPP) rehabilitations; system-wide studies of municipal, water, wastewater, and drainage systems with modeling, capital improvement planning, and design; analysis and design of particular problem areas for municipalities; water distribution design and project management of facilities of a wide range of size and capacity; hydraulic analysis and design of bridge and culvert road crossings; and floodplain management and design of drainage projects within floodplains and flood ways, some requiring Letters of Map Revision (LOMRS).
 Walt Fletcher, PE Project Manager Sewer Pump Station	20 years of experience Professional Engineer: SC NASSCO Certified MS Civil Engineering NC State University; BA Chemistry The Citadel Walt is a registered professional engineer with 20 years of experience in the study, design, permitting, bidding and construction of, water and wastewater pumping and conveyance systems. His experience includes water/ wastewater hydraulic modeling, system rehabilitation, pump station and pipeline design, system planning, program/project management, and commissioning and start-up of facilities.
 Carter Hubbard, PE Technical Manager Sewer Force Main	28 years of experience Professional Engineer: NC NASSCO Certified MS Civil Engineering Villanova University; BS Civil Engineering, Virginia Military Institute Carter has served as a technical manager for multiple sewer force main projects. He has water and wastewater engineering experience spanning system rehabilitation, pipeline planning and permitting, hydraulic analysis, route analysis, trenchless pipeline design, and construction. He also has specific expertise in coastal, regulatory, and permitting requirements.
 Joe Swaim, PE Technical Manager Sewer Pump Station	15 years of experience Professional Engineer: SC, NC, VA NASSCO Certified BS Civil Engineering, North Carolina State University Joe has more than 15 years of progressive experience in practicing civil engineering and management in water distribution, wastewater, and underground infrastructure rehabilitation. He recently joined WK Dickson after serving as a senior project manager for the City of Charleston. Prior to his role for the City of Charleston, he served as a condition assessment and rehabilitation specialist. He has been responsible for initiating and managing multiple Capital Improvement projects, including developing or overseeing major pump stations, basin studies, budgeting potential capital projects, and performing gravity sewer condition assessment utilizing PACP inspection databases and public GIS data.

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SUMMARY OF QUALIFICATIONS

KEY PERSONNEL

NAME TITLE	EXPERIENCE QUALIFICATIONS
 Scott Tetrick, PE Technical Manager <i>Sewer Pump Station</i> 	17 years of experience Professional Engineer: SC MBA, Charleston Southern; BS Civil Engineering, The Citadel Scott is a professional engineer and has over 17 years of experience. His expertise includes water transmission, wastewater collection, water treatment, and wastewater treatment projects. Scott has overseen projects through the complete life cycle from concept creation, design, construction, and into operation.
 Jake Berkshire, PE Project Engineer <i>Sewer Force Main</i> 	13 years of experience Professional Engineer: SC, NC MS Civil Engineering and BS Civil Engineering, University of North Carolina With over 13 years of experience, Jake has proven himself to be a valuable asset in the management and development of design plans, profiles, technical specifications, and permitting packages. His project experience spans a variety of designs including water treatment and distribution, wastewater collection and pumping, as well as system evaluations and rehabilitation. His expertise also includes monitoring project budgets, permitting coordination, production of reports and GIS maps, contract documents, and construction administration.
 Robert Scott, PE Project Engineer <i>Sewer Force Main</i> 	6 years of experience Professional Engineer: SC BS Civil Engineering, University of South Carolina Robert is a professional engineer with over six years of experience and has worked on a variety of engineering projects in the Carolinas. His experience includes developing plans, details, technical specifications, and project cost estimates. He has provided expertise and support for a wide variety of water and wastewater infrastructure projects, ranging from transmission lines to site civil design, permitting and hydraulic modeling.
 Danielle Dowd, PE Project Engineer <i>Sewer Pump Station</i> 	7 years of experience Professional Engineer: SC NASSCO Certified BS Civil Engineering, University of South Carolina Danielle serves as project engineer supporting our team of project managers and developers to develop and refine project plans with an eye for detail, precision, and accuracy. Her experience has included developing plans, profiles, details, cross-sections, technical specifications, and project cost estimates. This experience includes knowledge of computer aided design software including AutoCad and Civil 3D. Danielle has recently provided support for a wide variety of water and sewer infrastructure projects.
 Earl Bingham, PE, GISP Project Engineer <i>Sewer Pump Station</i> 	13 years of experience Professional Engineer: SC, GA, NC Geographic Information Professional BS Civil Engineering, North Carolina State University As project engineer, Earl provides design and permitting support, coupled with GIS analysis and database management in support of water distribution and sewer collection projects. His expertise spans wastewater collection system evaluation, condition assessment, asset management, and design support for pipeline rehabilitation. Earl's proficiency with ESRI ArcGIS products enables him to provide in-depth support for the development of customized mobile and web-based GIS applications used to document and prioritize sewer system attributes.
 George Boyd, PE Electrical Engineering 	34 years of experience Professional Engineer: SC, GA, NC, TN, VA, MS, FL, LA, TX, AL BS Electrical Engineering, Georgia Institute of Technology George has worked as an electrical engineer since 1990 providing design and construction phase support services for a wide range of municipal, industrial and transportation projects. George's experience includes power distribution, power generation, lighting, other special and control systems. He has completed specialized courses in protective relaying, standby power generation and lighting design methods. Typical projects designed over the years include municipal water and wastewater pumping and treatment facilities, military support facilities, industrial plants and roadway lighting.
 Eric Hinds Pump Station and Force Main Design 	17 years of experience BS Mathematics and Physics, Augusta State University Eric's experience includes water utility engineering, inspections, and construction of projects in close coordination with other departments. He has provided expertise in design, costing, and forecasting expansion for water and sewer needs. In addition, he has served in the private sector as a staff engineer working on various civil-based projects ranging from surveying, complete design, and plan preparation to water modeling.
 Anthony Williams Constructability Review & Construction Phase Services 	41 years of experience Professional Registration and Certification Level II Certified Plan Reviewer, Level 1B Certified Inspector Diploma Civil Engineering, Savannah Vocation Technical School Tony has 41 years in the public and private sector including two years as the Assistant Director of Engineering for the Maintenance Division, ten years as the Construction Manager, and nine years as a Civil Engineer IV for Augusta, GA. He is currently responsible for utility coordination, QA/QC, plan review, and construction management for the firm's infrastructure projects.

Attachment: WK DICKSON SOQ (3943) : Approval of engineering contract with WK Dickson for SCIP projects)

SUMMARY OF QUALIFICATIONS

RELEVANT EXPERIENCE

PUMP STATION AND FORCE MAIN REHABILITATION PROGRAM

Dorchester County Water and Sewer, SC

Dorchester County Water & Sewer Department (DCWS) and WK Dickson have worked together for nearly a decade to evaluate and design critically needed improvements to their network of wastewater pump stations and force mains. These projects have included many submersible pump station designs with PVC force mains of a variety of sizes. Our team has provided evaluations, modeling, and designed many of the largest pump station and force main rehabilitation and replacement projects in DCWS's system, including pump station capacities up to 11 MGD and force main diameters up to 30-inches. Some of these projects have been completed on aggressive schedules due to the emergency nature and criticality of the infrastructure. In total, the program includes over \$20M in capital costs.

The projects have included critical infrastructure such as pump stations with a variety of configurations and capacities up to 11 MGD, emergency back-up power provided by permanent on-site generators, force mains up to 30-inches in diameter, utility relocations associated with road widening projects, and environmental impacts including trenchless design to protect sensitive areas and avoid wetland impacts.

Project challenges have included obtaining easements and routing pipelines through congested corridors, wetlands, highway and railroad crossings, aggressive schedules, coordination and working with Stakeholders including the SCDOT, local communities, towns/cities, and the County.

Improvements within this program have included:

Pump Station 4 and Force Main: Utility design, permitting, bidding assistance, and construction administration and observation services for the upgrade of Pump Station 4 to 7,900 GPM and over 18,300 LF of 24- and 30-inch PVC force main.



Pump Station 5: Demolition of the existing pump station and replacement with a 2.3 MGD submersible pump station, and installation of 15,800 LF of 16-inch PVC force main and 1,000 LF of 30-inch gravity line.

Pump Station 7 and Force Main: Capacity upgrade from 0.5 MGD to 1.5 MGD. Upgrades included new pumps, control panel, piping, and top slab. The project also included the design of approximately 19,000 LF of new 12-inch force main along a new route and discharge location. The force main design included open cut, bore and jack, and horizontal directional drill pipeline installation methods.

Pump Station 9 and Force Main Evaluation: New pumps and control panels to increase the pump station's firm capacity from 3.84 to 4.75 MGD; new variable frequency drives, structural improvements, a new stand-by generator, and the addition of a magnetic flow meter on the force main leaving the station. The project also included modeling the station and others pumping into the 30- to 36-inch force main from Pump Station #1 using SewerGEMS® to ensure that the upgrade to PS#9 would not adversely impact the other stations' operation.



KEY STAFF:

Bill Young
Walt Fletcher
Jay Reigart
William Wheeler
Charley Bunton
George Boyd
Robert Scott
Earl Bingham
Scott Tetrick
Angie Mettlen
Red Bay Environmental
ECS
K&P Engineering

Attachment: WK DICKSON SOQ (3943 : Approval of engineering contract with WK Dickson for SCIIP projects)

SUMMARY OF QUALIFICATIONS

RELEVANT EXPERIENCE

NORTH GREENVILLE UPDATES AND CONVEYANCE PROGRAM

Renewable Water Resources, SC

WK Dickson has served as a trusted partner with Renewable Water Resources in the upstate of South Carolina since 2014. We have provided engineering and environmental studies, planning, and design for gravity and force main systems incorporating numerous pump station upgrades and gravity sewer and force main designs. The Travelers Rest regionalization and planning project began with preliminary engineering to determine the feasibility to construct a regional system to take 4 or more pump stations offline in the Tubbs Mountain area, with the siting and construction of a larger regional station to be known as the Traveler's Rest North Pump Station.

As a separate project, WK Dickson performed an evaluation of the options to take the North Greenville University WWTP offline. This evaluation included multiple routing options, cost estimations and environmental considerations. Following the routing study, WK Dickson was asked to perform a feasibility study for the implementation of a new wastewater treatment facility to serve the North Greenville area, which at this time is the preferred option.

WK Dickson has worked closely with ReWa staff to continue to update our project goals on these two projects to ensure a long-term, sustainable solution is provided to ReWa. Our project teams designed the Traveler's Rest North PS, upgrades to the Traveler's Rest East PS, and collection system improvements to convey wastewater from the North Greenville collection system to the future WWTP site. In total, these projects include the design and permitting of 17,500 LF of 8- to 24-inch gravity sewer and 10,500 LF of 14- to 16-inch force main.

**KEY STAFF:**

Bill Young
Jay Reigart
Walt Fletcher
Earl Bingham
Danielle Dowd
William Wheeler



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SUMMARY OF QUALIFICATIONS

RELEVANT EXPERIENCE

WASTEWATER LIFT STATION CONVERSIONS

Town of Sullivan's Island, SC

WK Dickson provided survey, design, permitting, bidding, and construction phase services to convert five 1960s era wastewater lift stations from suction lift to submersible pump stations. The overall goal for the conversion was to make the pump stations more resilient to flooding. In addition to the necessary modifications to retrofit the stations from the existing suction-lift pumps to non-clog submersible pumps, additional improvements included raising electrical equipment above the 100-year flood elevation, installing new, deeper wet wells with flood resistant hatches, and miscellaneous site improvements.



KEY STAFF:

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Red Bay Environmental
Bowman Consulting

NOISETTE AND FILBIN CREEK PUMP STATION REHABILITATIONS

North Charleston Sewer District, SC

North Charleston's Noisette and Filbin Creek pump stations were constructed in 1968 and were in need of significant upgrades and rehabilitation.

By 2016, the Noisette pump station had become the largest pump station in the Sewer District's system (30 MGD). WK Dickson was hired to provide design, bidding, and construction services for the project. Services included the removal of existing wetwell lining system and installation of a new cementitious and polymer resin lining systems. The project also included installation of a new automatic transfer switch and generator electrical feed, new reduce voltage soft starters (RVSS), PLC logic for use of variable frequency drives, structural rehabilitation of influent screening structure, new flow control gates and influent screening station, and new station piping, valves, and flowmeter. Bypass pumping and other appurtenant activities were also included. The project design was fast tracked, as required by the District, and was completed on time during the five week period. The project was successfully constructed with no design-related change orders.

By 2018, the Filbin Creek pump station was also in need of additional upgrades and rehabilitation. WK Dickson provided design bidding, and construction services for the upgrades. The project included the installation of a new electrical main disconnect switch, replacement of the automatic transfer switch, new flow control gates and rehabilitation of the influent screens, removal of the existing wetwell lining system and installation of new cementitious and polymer resin lining systems, and new station piping, valves, and flowmeter. Bypass pumping and other appurtenant activities were also included.



KEY STAFF:

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K&P Engineering

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SUMMARY OF QUALIFICATIONS

RELEVANT EXPERIENCE

GREAT SWAMP EFFLUENT FORCE MAIN

Beaufort-Jasper Water Sewer Authority, SC

Beaufort Jasper Water and Sewer Authority (BJWSA) is expanding the Cherry Point Water Reclamation Facility (CPWRF) and Great Swamp discharge in phases from 7.5 MGD to 11.25 MGD and eventually 15 MGD. Two existing 16-inch transmission mains currently convey CPWRF effluent approximately 22,000 LF from the CPWRF Effluent Pump Station to 16- and 24-inch distribution headers into the Great Swamp Effluent Management Area (EMA). WK Dickson recently designed a new 24-inch parallel transmission main to convey flows from the planned CPWRF expansion(s) to the existing Great Swamp EMA distribution headers.

In addition to engineering design services, WK Dickson is providing permitting, bidding, and construction administration assistance for the new transmission main. The improvements include approximately 22,000 linear feet of 24-inch PVC transmission main within road rights-of-way and easements, horizontal directional drills under wetlands, and bore and jack of steel casings under SCDOT roads



KEY STAFF:

Bill Young
 Scott Tetrick
 Robert Scott
 Jay Reigart
 William Wheeler
 Charley Bunton
 ECS
 Bowman Consulting

HISTORIC DISTRICT STORMWATER SYSTEM IMPROVEMENTS

City of Georgetown, SC

WK Dickson provided design and permitting services for the first three projects identified in the Stormwater Master Plan (completed by WK Dickson). The Historic District Stormwater System Improvements will allow the City of Georgetown to address the capacity of an old and undersized stormwater system, improve the safety of its citizens and ensure the historic district can continue to develop as a key draw for economic development in the city.

The three projects collectively include design of more than 5,500 LF of storm drainage pipes with catch basins, manholes, outlet structures, tidal gate valves, and a 210-foot marine bulkhead. Each project requires new concrete sidewalks, curb and gutter and asphalt restoration with traffic and pedestrian control. We developed complete design plans and technical specifications for construction, including comprehensive site surveys, geotechnical investigations, H&H modeling, permitting, and design of all infrastructure, curb and gutter, concrete sidewalks, and asphalt paving in accordance with SCDOT and city standards. We provided bidding services for construction and will be performing construction administration tasks for the City in the near future.



KEY STAFF:

Bill Young
 Jay Reigart
 Scott Tetrick
 Robert Scott
 Charley Bunton
 Earl Bingham



SUMMARY OF QUALIFICATIONS

RELEVANT EXPERIENCE

WASTEWATER TREATMENT FACILITIES MODIFICATIONS

City of Georgetown, SC

The City of Georgetown entered into a Consent Order with SCDHEC following numerous violations of their NPDES permit at the 12 MGD wastewater treatment facility. To address the conditions of the Consent Order and meet the mandated effluent discharge limits, our team prepared and submitted a preliminary engineering report (PER) to evaluate and identify potential solutions for bringing the plant into compliance. The PER included an evaluation of the headworks, SBR basins, sludge holding and dewatering systems, and alternative disinfection options. A corrective action plan was included and accepted by SCDHEC as part of the Consent Order. The WK Dickson team completed design, permitting, bidding, and construction services for three projects (phases) on budget and ahead of schedule to meet the conditions of the Consent Order.

The first phase of the work involved improvements to the headworks, including replacement of the bubbler level control systems for the mechanical bar screens with ultrasonic level control systems, replacement of the screenings conveyor, addition of a screenings press, and replacement of the grit classifier and concentrator. The improvements also included the addition of valves and piping to divert "off-spec" influent wastewater to a holding pond. The second and third phases included modifications to the Sequencing Batch Reactors No. 2 and 3 to improve mixing and decanting by the addition of floating mechanical mixers, replacement of the floating decanters with trough decanters, addition of decanter access platforms, and electrical and control system upgrades. Improvements were prioritized to resolve operation and maintenance issues, improve plant performance, reduce the risk of future violations, and improve energy efficiency.



KEY STAFF:

Bill Young
William Wheeler
Walt Fletcher
George Boyd
K&P Engineering

GEORGETOWN WATER TREATMENT PLANT IMPROVEMENTS

City of Georgetown, SC

The City of Georgetown's 6 MGD Water Treatment Plant (WTP) had an existing 150 kW generator that was not adequately sized to provide emergency backup power for the entire facility. The City also had one high service pump with a variable frequency drive (VFD), and two high service pumps with constant speed drives. WK Dickson provided engineering services to design, bid, and construct a new generator and automatic transfer switch (ATS) sized to power the entire facility, and to install VFDs on two of the high service pumps.

Our team sized the new engine-generator at 250 kW to power the entire WTP, and it was located outdoors with a weatherproof enclosure on top of a sub-base diesel fuel storage tank. The high service pump system improvements included the installation of new VFDs on two 150 HP high service pumps, demolition of the existing high service motor control center (MCC), and installation of a new 480V distribution panel, step-down transformer and 208/120V panelboard. The construction was completed while maintaining one high service pump (at a minimum) operational at all times, and with minimal power interruption for connections between the utility company transformer, ATS and existing plant main switchgear.

WK Dickson also provided evaluation, design, permitting, and bidding services to add a second flocculation / sedimentation basin at the WTP. The project serves to increase resiliency and reliability while providing redundancy in the critical process of converting raw water into domestic drinking water for the citizens of Georgetown. The work includes new flocculators, plate settlers, site piping and valves, electrical work, and SCADA modifications.



KEY STAFF:

Bill Young
William Wheeler
Charley Bunton
George Boyd
Cornerstone Surveying and Engineering



SUMMARY OF QUALIFICATIONS

RELEVANT EXPERIENCE

PUMP STATION 22 AND 4 REPLACEMENT

Berkeley County Water and Sanitation Authority, SC

WK Dickson recently provided design and permitting services to convert Pump Station (PS) No. 22 from a suction lift to a 900 gpm submersible wastewater pump station, and completely replace (with exception of the wet well) PS 4 as a 1,500 gpm submersible wastewater pump station. The overall goal for the project is to replace the pump stations to improve maintenance and operations, and to make the stations more reliable and resilient. PS 22 and PS 4 are being designed to conform with the Berkeley County's wastewater pump station standards. As a regional station, PS 4 also includes variable frequency drives and a magnetic flow meter. Both pump stations include generators and automated transfer switches for emergency backup power. In addition to design and permitting services, WK Dickson will provide bidding and construction administration and observation services.

**KEY STAFF:**

Bill Young
Walt Fletcher
Charley Bunton
George Boyd
Scott Tetrick
William Wheeler
K&P Engineering
ECS
Bowman Consulting

FORCE MAIN REHABILITATION PROGRAM

North Charleston Sewer District, SC

Due to our team's success in providing on-time and within budget engineering services to North Charleston Sewer District's (NCSD) sewer rehabilitation program, which encompassed over 50,000 LF of 18- to 60-inch in diameter sewers, WK Dickson was again entrusted by NCSD to partner with them on their force main rehabilitation program.

Our team provided design, plans and specifications, permitting, bidding and award, construction administration and resident project representation for a Cured-in-Place Pipe (CIPP) rehabilitation program of four separate force mains in the NCSD collection system.

These force mains carry flow from the following four pump stations: Ingleside, Northwoods, Turkey Creek, and Noisette. The Ingleside force main is approximately 9,015 LF of 20-inch ductile iron pipe (DIP). The Northwoods Force Main is approximately 5,050 LF of 30-inch DIP. The Turkey Creek force main is 2,250 LF of 30-inch prestressed concrete cylinder pipe (PCCP). The portion of the Noisette force main being rehabilitated is approximately 3,240 LF of 30-inch cast iron pipe.

**KEY STAFF:**

Bill Young
Jay Reigart
William Wheeler
Charley Bunton
Scott Tetrick
Jake Berkshire
Red Bay Environmental
Bowman Consulting

Attachment: WK DICKSON SOQ (3943 : Approval of engineering contract with WK Dickson for SCIP projects)

SUMMARY OF QUALIFICATIONS

RELEVANT EXPERIENCE

PUMP STATION 290 BASIN ANALYSIS

Georgetown County Water and Sewer District, SC

The Georgetown County Water and Sewer District (GCWSD) requested an evaluation of six wastewater pump stations and their associated force mains located in Pawley's Island that convey flow to Pump Station 290. Some of the pump stations are configured so that they re-pump or "piggy back" the flow from the upstream stations, while others have force mains that are manifolded together. Pump Station 290 pumps wastewater from the basin directly to Pawley's Island WWTP.

The goal of this project was to develop a hydraulic model to analyze the existing system and provide recommendations to GCWSD for utilization in improving the overall efficiency and performance of the six pump stations upstream of Pump Station 290. WK Dickson provided evaluation services and recommendations for improvements that were implemented by GCWSD.

KEY STAFF:

Bill Young
Walt Fletcher
Earl Bingham

FAYETTEVILLE SEWER IMPROVEMENTS

Fayetteville Public Works Commission, NC

For over a decade, WK Dickson has been a steadfast partner to Fayetteville Public Works Commission (PWC), contributing as an on-call engineering consultant and playing a crucial role in significant utility improvements. This collaboration has included intricate challenges such as utility line routing, urban congestion mitigation, and accelerated project timelines. Our team's success stems from meticulous planning, community engagement, and dedication to enduring solutions.

Notable projects have included the Annexation Area Sewer Extensions, spanning ten zones with 170,000 LF of sewer extensions throughout the city, and the U-4900 Murchison Road Utility Coordination project, which showcases our expertise in preliminary engineering, data analysis, conflict resolution, and utility relocation. Additional successful projects include Raeford Road Water & Sewer Improvements, Big Rockfish Outfall, Gillis Hill Road Utility Coordination, Chicken Foot Road Water Main, and Market House Water Main Replacement.

These projects demonstrate our successful ability to synchronize utilities, enhance reliability, and adapt through innovative design-build approaches, all emblematic of our enduring commitment to navigating challenges, fostering collaboration, and engineering sustainable utility solutions.



KEY STAFF:

Bill Young
William Wheeler
Charley Bunton
Angie Mettlen

3. PROPOSED PROJECT APPROACH

Attachment: WK DICKSON SOQ (3943 : Approval of engineering contract with WK Dickson for SCIP projects)

PROJECT APPROACH

WHY SELECT THE WK DICKSON TEAM?

- **Knowledge, experience and familiarity of our team with the city's system and relationships with your staff.** This means we will hit the ground running to maximize the benefits of the SCIP Grant funds by ensuring schedule and budget integrity for the Sewer Pump Station #11 and Force Main Replacement projects.
- **Our collaborative project approach, which incorporates members of the City of Georgetown and WK Dickson staff.** We will facilitate workshops and site visits to clearly understand your critical project drivers and define the scope of work to deliver these projects from preliminary design through completion of construction and SCIP Grant closeout.
- **Our team's experience with the South Carolina Rural Infrastructure Authority (SC RIA) and SCIP Funding.** We have worked directly for the SC RIA in successfully developing South Carolina's Utility Sustainability Assessment and have aided our clients in successfully obtaining hundreds of millions of dollars through the SCIP funding program.
- **Dedication of resources for the city's success.** We understand the need to remain on schedule in utilizing the SCIP funding program. To ensure this success, we have dedicated multiple project teams directed by Bill Young, PE and led by Jay Reigart, PE and Walt Fletcher, PE.

Additional details associated with our team's approach to each project task are provided in the Request for Qualifications (RFQ) Scope of Work and the following sections.

Task 1 - Preliminary Engineering Report (PER)

The City has provided a design concept with the RFQ and SCIP Grant Application that includes approximately 11,000 linear feet (LF) of 20-inch sewer force main (Project #1) and a new sewer pump station (Project #2) located on city-owned land adjacent to the intersection of Front Street and Dozier Street. As described in the RFQ, the force main will be replaced with a new parallel main inside the existing road right-of-ways from the new pump station site to the wastewater treatment plant (WWTP) influent pump station. Alternative force main sizes, materials, routes and installation methods will be evaluated with comparable cost estimates during the preliminary engineering phase of the project. The RFQ also provides a design concept for the pump station, which includes three new submersible pumps (12,000 gpm each) with variable frequency drives (VFDs) in a new wet well, electrical/control building, generator and automatic transfer switch (ATS). Near term and future buildout average and peak hour flows will be estimated and modeled with the proposed force main system to appropriately size and design the new pump station.

Preliminary engineering for the force main system is needed to verify the size (diameter) and materials. Based upon the pump station capacity described in the RFQ (three 12,000 gpm pumps), an increase in force main size to an approximate diameter of 36-inch (to be verified during preliminary engineering) would be necessary. A basin-wide study of the existing and projected new contributory flows in the near and long-term future will be used to determine the basis of design. Analysis of the pump station design flow requirements with hydraulic modeling of the pump station and force main system is needed to further evaluate, size and specify the new submersible pumps and force main. The force main must be properly sized for the capacity range selected for the pump station, as determined in the BOD. Feedback from the city's maintenance staff indicate severe corrosion of the existing cast iron force main that



City staff have made several costly emergency repairs to the severely corroded force main, including this location on Front Street. The new force main will be designed with materials to reduce and prevent issues associated with corrosion and include isolation valves to allow for future maintenance.

PROPOSED PROJECT APPROACH



Pump Station #11 will be relocated and completely replaced with a submersible pump station with VFDs sized for near-term and future build-out to improve the City's wastewater conveyance system reliability and resiliency.

was installed in the 1960's, isolation valves do not exist, and only two air release/vacuum valves exist and may be inoperable. Consideration will be given to selecting and designing the pipe, valves and fittings to minimize internal and external corrosion, allow for force main isolation (ie. if a segment must be isolated for maintenance or repair), and prevent issues (including breaks and sanitary sewer overflows) associated with surges, air release and vacuum pressures.

An important part of any force main replacement project includes a thorough evaluation of alternatives for the force main route and method(s) of installation. The proposed force main route will include crossings under U.S. Highway 17 and CSX Railway (up to three potential crossings), which will require encroachment permits and trenchless construction methods (ie. bore and jack of steel casings with carrier pipe). Crossing International Paper's 42-inch raw water main and installing force main under wetlands and through congested areas may involve trenchless installation methods (ie. horizontal directional drill (HDD)). Alternative force main routes to that proposed in the RFQ may involve other roads that parallel Front Street (ie. Prince Street, etc.), and obtaining approval from CSX Railways to encroach and parallel the railway to reduce the number of crossings (from three to one). Additional alternatives that may be considered include cured-in-place pipe rehabilitation of the existing 30-inch gravity sewer in West Front Street, West Street and Ridge Street to the WWTP influent pump station, and termination of the new force main at a new discharge manhole that connects to the 30-inch sewer in West Front Street. The estimated capacity of the rehabilitated 30-inch gravity sewer must be evaluated first to determine if this would be a viable alternative, and if utilized it would eliminate a CSX Railway crossing and reduce the force main length by approximately 3,500 LF. Pipe bursting segments of the existing force main may also be an alternative for consideration in congested areas. Force main design alternatives will be identified and reviewed with the city early in the Preliminary Engineering phase of the project, and then selected for further evaluation

and comparison based upon cost, schedule, environmental and community impacts, and other important considerations as determined by the city and our team.

Using the design concept included in the RFQ and information provided by the city, a hydraulic model will be created with SewerGEMS software. To create the hydraulic model, WK Dickson will utilize the most current GIS database files for the wastewater basin from the city. Additional information provided by the city will be the pump station and force main record drawings, the last year's daily flow meter records, and any information utilized to establish the current average and peak design flows for Pump Station #11. Our team will analyze this information to develop projected near-term and future build-out average and peak hourly flows for the pump station. With this and various route alternatives, the hydraulic model will be built and run to analyze the various scenarios being considered. The model results and alternatives analyses, including opinions of probable costs, will be presented in a workshop with the city with our recommendations. Based on the city's feedback, the chosen alternative and final calculations will become the basis of design.

The final portion of the preliminary engineering effort will involve drafting the PER to address requirements for the SCDHEC and SCIIP in an efficient and cost-effective manner. A discussion of the existing system, project need, alternatives considered, design parameters, and cost estimate for the selected alternative will be the primary focus. We will provide information to the SCDHEC and the SCRIA (SCIIP) Program Manager and coordinate to meet all requirements and obtain timely approvals.

Task 2 – Surveying and Subsurface Exploration

With the basis of design completed and during the PER phase, a topographical survey, wetlands delineations, and geotechnical investigations will be completed by subconsultants who have partnered with WK Dickson on

PROPOSED PROJECT APPROACH

many projects in coastal South Carolina. The survey team will perform the topographic survey for the proposed pump station site and force main route, including the entire right-of-way width along the selected route and integration of the existing utility locates (Subsurface Utility Engineering (SUE) Quality Level B) and wetlands delineations. A jurisdictional wetlands/Waters of the U.S. delineation will be completed for verification by the U.S. Army Corps of Engineers. We anticipate that the new pump station and force main will be designed so that wetlands are not disturbed and wetland permitting and mitigation services will not be necessary. Geotechnical investigation services will be performed for the project as needed for design of the pump station wet well, building foundation, and trenchless installations of the force main. Geotechnical investigation findings will be summarized in a report along with recommendations for design and construction as certified by a geotechnical engineer.

Task 3 – Schematic and Final Design

Detailed design completion is within the critical path schedule for meeting the SCIP milestone to advertise for bids by July 2024 and close-out the grant by July 2026 (SCIP milestone; federal requirement is December 2026).

Once the basis of design is confirmed with the city and the survey and environmental work is completed during Preliminary Engineering, our plan is to expedite detailed design by continuing design development while the PER is being finalized and under review by SCDHEC. A workshop will be held with the city upon completing 50% and 90% designs. We will continue with the detailed design process to complete the plans and specifications required for cost estimating, permitting and construction bidding. Internal discipline coordination meetings will be held before release of the issued-for-construction drawings and specifications to assure that proper QA/QC is performed on the deliverables. These stamped, issued-for-construction documents will be assembled and delivered to SCDHEC for review, approval and issuance of the construction permit.

As with the other phases of this project, detailed design will be managed and performed from WK Dickson's Charleston office with assistance from key staff in other offices and subconsultants. WK Dickson will perform all civil and electrical design for the project, and subconsultants will be utilized for constructability reviews (by ISM, a local MBE) and structural design services (ie. wet well and building foundation) with firms we have partnered with for many years on similar efforts. Additionally, we have had success

with specifying pre-engineered buildings that are economical and functional with a variety of architectural finishes for pump station electrical/control buildings. Provisions will be included for the addition of an odor control system, should that become necessary. Fencing, including architectural screening, will be incorporated as required by the city.



The existing force main includes just two air release valves that may be inoperable. Our team will design the force main with combination air/vacuum valves as needed to prevent excessive surge, air binding and vacuum pressures which can cause breaks and sanitary sewer overflows.

Task 4 – Bidding, Permitting and Procurement

Under the current regulatory framework, the Pump Station #11 and Force Main Replacement Project will require permits from multiple agencies including the following:

- **SCDHEC Construction Permit** - With our long-term professional relationships with SCDHEC Domestic Wastewater Facilities Section staff, compliance with all standards, regulations and policies will be efficiently achieved. Because the construction permit receipt is in the critical schedule path, we will engage SCDHEC in the detailed design process to expedite the review and

PROPOSED PROJECT APPROACH

approval process once documents and the construction permit application are submitted.

- **SCDHEC OCRM** - All land-disturbing activities will be identified as a basis for the SCDHEC OCRM Coastal Zone Consistency Certification. Based upon our review of maps and other information available for the pump station site and force main route, we plan to design the facilities so that land disturbing activities will not impact wetlands.
- **U.S. Army Corps of Engineers (USACE) Nationwide Permit** – We will perform the wetlands delineation and verification with USACE prior to the route survey. Based upon our review of the route, we plan to design the facilities so that land-disturbing activities will not impact the existing wetlands. However, should wetlands impacts become unavoidable, we will obtain the additional services of a subconsultant to work with our team to provide wetlands jurisdictional determinations as a basis for submittal of a Joint Permit Application / Pre-Construction Notifications (PCN).
- **Georgetown County Stormwater Permit** – Georgetown County is an MS4. We will submit the Notice of Intent (NOI) for coverage under EPA's NPDES General Permit for Stormwater Discharges from Construction Activities. Included with the NOI will be the Stormwater Pollution Prevention Plan (SWPPP). Once approved by Georgetown County, we will send the NOI and approval letter to SCDHEC for issuance of the permit.
- **SCDOT Encroachment Permit** - The SCDOT requires an Encroachment Permit for any work inside its right-of-way. As the force main will cross Highway 17 and will be installed in other SCDOT right-of-ways, an SCDOT Encroachment Permit will be necessary. We will meet with the local SCDOT Engineering District Office during the design phase to coordinate efficient permit review and approval.
- **CSX Railroad Permit** – Railroad crossings with bore and jack of a steel casing and any encroachments in the CSX right-of-way will require a utility encroachment permit. As the CSX permit receipt is in the critical path schedule, we will discuss the project with the local CSX representative early during the design phase and submit the permit application before final design is completed to coordinate efficient and timely permit review and approval.

Engineering assistance will be provided for a construction bid with two divisions of work (ie. Division 1 – Pump Station #11 Replacement; Division 2 – Force Main Replacement). Bidders will have the option of bidding either division or both divisions of work to help ensure that the city is getting qualified bidders and competitive pricing. WK Dickson has successfully provided bid assistance for many projects with the City's Procurement staff, integrating the city's "front-end" bid documents with our bid form, measurement and payment, construction sequencing, and technical specifications. We have also developed specification sections that include all SCIP requirements, and will integrate these sections into the contract documents. Our team will coordinate with the city to conduct a pre-bid meeting. Bidding questions and clarifications will be addressed in writing and incorporated into addenda. WK Dickson will attend and participate in the bid opening with the city, and review and tabulate bids received with a recommendation of award based on bids received and information available on the low, responsive bidder. We will also conform addenda and bid data from the low bidder into final documents for contract execution and construction phase purposes.

Task 5 – Construction

WK Dickson offers a full range of construction administration and observation services with "seasoned" professionals. We have and are assisting many of our clients with both traditional and alternate delivery approaches, with a focus on delivering value. We will work with the city to deliver a high quality project on schedule and within budget.

WK Dickson will provide engineering assistance during the construction period as identified in the project schedule in the RFQ with one or two contractors (based on bidding and award). During construction, WK Dickson will perform the following tasks:

- Contractor Schedules - Review Contractor's schedule of values and construction schedule.
- Pre-Construction Conference - Conduct a pre-construction conference. Prepare and distribute minutes.
- Shop Drawings - Review Shop Drawings.
- Monthly Progress Meetings - Conduct monthly construction progress meetings during active onsite construction. Issue minutes of these meetings.
- Review Schedule Updates - Review monthly updates of construction schedule.

PROPOSED PROJECT APPROACH

- f. Requests for Information (RFIs) - Respond to Contractor RFIs.
 - g. Pay Request Review - Review monthly contractor pay requests and make recommendations for payment by the City.
 - h. Change Order – Prepare change orders for changes to the contract.
 - i. SCADA integration services and any testing services (ie. soils and concrete tests) are typically provided by a third party selected by the City and paid under an allowance in the construction contract.
 - j. Construction observation services will be performed using a resident project representative from our Charleston office experienced in the lowcountry of South Carolina with the construction of wastewater pump stations and force mains during active onsite construction as required by the RFQ.
- successful transition to owner operation of the pump station and force main system. Our team's services include:
- a. Project Conformance - Perform reviews of the project for substantial completion, conformance with the contract documents and to prepare punch list for the Contractor(s). Conduct final inspections to verify project completion.
 - b. Testing, Start-up and Training – Coordinate final testing, start-up and training services with the City and Contractor(s) to ensure the installation meets the requirements of the contract documents and the City is prepared to take ownership of the new facilities.
 - c. Closeout Submittals - Review test reports and operation and maintenance (O&M) manuals for conformance with the contract documents.
 - d. Record Drawings - Prepare project record drawings incorporating changes made during construction based on information furnished by the Contractor(s).
 - e. Certify the project and obtain the SCDHEC Permit to Operate.
 - f. Provide assistance with SCIIP Grant closeout.

Task 6 – Closeout

WK Dickson understands the importance of finishing strong and providing excellent service (as proven from our past experiences with the City) throughout the project and including closeout services. Closeout assistance will be provided during the completion of construction with



SC RIA is promoting bid alternates to ensure budgets are met and grant funds are fully utilized. Our team will work with the City to identify bid alternates and funding opportunities that may include additional improvements such as those needed at the WWTP Influent Pump Station.

4. REFERENCES

Dorchester County Water and Sewer
Larry Harper, PE
Director
t: 843-832-0061
lharper@dorchestercountysc.gov

Dorchester County
Water & Sewer
Department (DCWS)
and WK Dickson have
worked together for

nearly a decade to evaluate and design critically needed improvements to their network of wastewater pump stations and force mains. These projects have included many submersible pump station designs with PVC force mains of a variety of sizes. Our team has provided evaluations, modeling, and designed many of the largest pump station and force main rehabilitation and replacement projects in DCWS's system, including pump station capacities up to 11 MGD and force main diameters up to 30-inches. Some of these projects have been completed on aggressive schedules due to the emergency nature and criticality of the infrastructure. In total, the program includes over \$20M in capital costs. Improvements have included:

Pump Station 4 and Force Main: Utility design, permitting, bidding assistance, and construction administration and observation services for the upgrade of Pump Station 4 to 7,900 GPM and over 18,300 LF of 24- and 30-inch PVC force main.

Environmental challenges included wetlands and sensitive areas in the project area.

KEY STAFF

Jay Reigart, Bill Young, Scott Tetrick, Walt Fletcher, Earl Bingham, Robert Scott, William Wheeler, Charley Bunton, George Boyd, ECS, K&P Engineering



Berkeley County Water & Sanitation Authority
Richard Marchand
Water & Sewer Director
t: 843.719.2337
richard.marchand@berkeleycountysc.gov

WK Dickson recently provided design and permitting services to convert Pump Station (PS) No. 22 from a suction lift to a 900 gpm submersible wastewater pump station, and completely replace (with exception of the wet well) PS 4 as a 1,500 gpm submersible wastewater pump station.

The overall goal for the project is to replace the pump stations to improve maintenance and operations, and to make the stations more reliable and resilient. PS 22 and PS 4 were designed and permitted to conform with the Berkeley County's wastewater pump station standards. As a regional station, PS 4 also includes variable frequency drives and a magnetic flow meter. Both pump stations include generators and automated transfer switches for emergency backup power. Design and permitting services are complete, and WK Dickson will provide bidding and construction administration and observation services.

KEY STAFF

Walt Fletcher, Bill Young, Scott Tetrick, Charley Bunton, William Wheeler, George Boyd, ECS, Bowman Consulting, K&P Engineering

Fayetteville Public Works Commission
Misty Manning
Engineering Manager
t: 910.223.4736
misty.manning@faypwc.com

WK Dickson has proudly partnered with PWC for more than a decade, as an on-call engineering consultant and a key contributor to large-scale utility projects. We've undertaken pivotal projects such as **Annexation Area Sewer**

Extensions, which encompassed over ten project zones with a cumulative 170,000 LF of sewer extensions throughout the city of Fayetteville.

The Chicken Foot Road Water Main included hydraulic modeling and detailed design work. **The Market House Water Main Replacement** project highlights our adaptability through a design-build approach, collaborating with Sanford Contractors to replace aged waterlines beneath Fayetteville's historic Market House

The U-4900 Murchison Road Utility Coordination, included preliminary engineering, data analysis, conflict resolution, and utility relocation planning. Our team is currently providing utility coordination, conducting in-depth investigations, and providing expert design to realign existing water and sewer utilities in harmony with the project.

Our experience also includes the **Raeform Road Water & Sewer Improvements** project, which consisted of relocating 31,675 LF of existing water mains and addressing sewer conflicts along a bustling highway corridor. This includes distribution main looping, transmission main reinforcement, and the replacement of 12,650 LF of cast iron mains.

The Big Rockfish Outfall project also showcases WK Dickson's expertise in large-scale gravity sewer installation, where it required 35,000 LF of outfall for Areas 32 and 34, alongside intricate sewer and water main extensions.

KEY STAFF

Joe Swaim, Angie Mettlen, William Wheeler

5. INITIALED RFQ AND ADDENDA

Attachment: WK DICKSON SOQ (3943 : Approval of engineering contract with WK Dickson for SCIP projects)



REQUEST FOR QUALIFICATIONS (RFQ) FOR ENGINEERING SERVICES

REQUESTOR: City of Georgetown
1134 North Fraser Street
Georgetown, SC 29440
Contact: Nereo Parreno, Purchasing Agent
Email: nparreno@georgetownsc.gov
Phone: 843.545.4048

PROJECT #1: Sewer Force Main Replacement Project #1820

PROJECT #2: Sewer Pump Station #11 Replacement Project #1821

GRANT: SCIIP GRANT AWARD #A-23-C079

DATE OF ISSUE: Monday, July 24, 2023

DUE: **On or before 2:00 PM EST (local time), August 17, 2023**

Proposals must be submitted electronically through the City's website, www.georgetownsc.gov. The City will not accept proposals by hard copy, fax, or email.

For instructions on how to submit your proposal electronically, please refer to the City's website, [click here](#) for a direct link.

 Initials

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Important hyperlinks and email addresses:

1. [City of Georgetown website](#)
2. [City of Georgetown Public Facebook](#)
3. [City of Georgetown Purchasing Ordinance in its entirety.](#)
4. [All available project documents](#)
5. All questions must be in writing and emailed to: purchasing@georgetownsc.gov.

Communication

It is the policy of the City of Georgetown to commit to transparency, ensure impartiality, and complete procurement processes free of internal and external influences. To accomplish this policy, ex parte communication about the bid, between the time of commencement of preparation of the solicitation document and the bid award (written or oral), is prohibited. Therefore, potential respondents and/or respondents submitting proposals, bids, qualifications, quotes, etc. shall not engage in communication with any City employee, including elected officials, except the City official(s) designated as the contact in the solicitation document.

Any communication outside the one between the designated City contact in the solicitation document and respondents shall be considered ex parte communication and shall not be relied upon. The City shall disqualify any potential respondent and/or respondent's proposal if the City discovers that the potential respondent and/or respondent engaged in ex parte communication.

City employees and/or elected officials shall neither initiate nor engage in ex parte communication with the potential respondent and/or respondents.

Background

The City of Georgetown (Owner) is an incorporated municipality with a population of nearly 9,000 residents. The City is located 60 miles north of Charleston and 36 miles south of Myrtle Beach. It is the endpoint of the area commonly known as "The Grand Strand." The Winyah Bay borders the City to the east and the Sampit River to the south. Tourism is a significant economic driver in the area and local industries, such as International Paper and Tidelands Hospital. The City is the county seat and operates under the Mayor-Council form of government as outlined in the State of South Carolina Code Chapter II, Article I, Section 2-1. Additional information is available on our website at www.georgetownsc.gov.

South Carolina Infrastructure Investment Program (SCIIP) Requirements

This project is being funded in whole or in part by the South Carolina Infrastructure Investment Program (SCIIP), which is administered by the South Carolina Rural Infrastructure Authority (RIA) and funded by federal State and Local Fiscal Recovery Funds (SLFRF) through the American Rescue Plan Act (ARPA). All federal SLFRF requirements and SCIIP requirements will apply to the contract. All consultants, contractors and subcontractors are required to be registered in the federal System for Award Management (SAM) and may not be debarred from doing business with the federal government. The successful respondent will be required to comply with all applicable federal regulations, including those outlined in Exhibit A. More information about program requirements can be found in the SCIIP Project Management Procedures found at ria.sc.gov/resources/forms-documents.

INTRODUCTION

The City of Georgetown is issuing this Request for Qualifications (RFQ) to identify a qualified civil engineer to provide a full range of wastewater engineering services to support the implementation of the **City of Georgetown Sewer Improvement Projects: 1) Pump Station #11 Replacement and 2) Sewer Force Main Replacement**. These services will be provided under contract with the City of Georgetown with funding provided by the South Carolina Rural Infrastructure Authority (RIA) through the South Carolina Infrastructure Investment Program (SCIIP) under SCIIP Grant #A-23-C079.

Method of Procurement

This is a qualifications-based selection. Award will be given to the most responsible, responsive and most highly-qualified engineering firm based on the factors outlined in Section 5, SELECTION CRITERIA. Cost is NOT a factor in the ranking of firms to provide services herein. DO NOT include any reference to consultant costs in the RFQ response. Any RFQ response with any discussion of cost will be disqualified. Contract fees will be negotiated after selection based on the project scope. A general scope of work is outlined below.

Firms are advised that this evaluation and selection process is a competition and not simply a prequalification. It is the intent of the City of Georgetown to award the contract to a single firm or two firms, one for each project.

Project Description

The SCIIP funding will be used to complete two projects:

1) Sewer Pump Station #11 Replacement

This project includes the complete replacement and upgrades of the existing pump station facility. Pump Station #11 is located at the former City Hall site on Dozier Street between Front and Prince Streets.

2) Sewer Force Main Replacement

The force main installation will consist of open-cut trenching or trenchless technology such as horizontal directional drilling (HDD) or a combination of both.

The pipe will need to cross the CSX Railroad Company's right of way in the three (3) specified locations: Hazard Street, Front Street, and Ridge Street.

The jack and bore method will need to be utilized at the railroad crossing.

The selected consultant will need to contact CSX and apply for an encroachment permit early in the design process to avoid unexpected delays.

The force main will have isolation plug valves and air vacuum valves with manholes. Street and sidewalk restoration will be required in the areas of open-cut trenching.

The application for SCIIP funding and grant award information can be found in the City's website under the Engineering tab:

https://www.georgetownsc.gov/governmental_services/departments/engineering.php

SCOPE OF WORK

To support this project, the City of Georgetown is requesting full engineering services to include the following scope of work:

The engineer shall prepare design documents and provide construction management and inspection services for Project 1-Pump Station #11 Replacement and Project 2- Sewer Force Main Replacement. The City may procure construction bids for the two projects separately but concurrently, under three possible bidding options: 1) Two separate construction contracts, one for Pump Station #11 and another for the Force Main Replacement 2) One contract as Division 1-PS #11 Replacement and Division 2-Force Main Replacement; or 2) One contract: Division 1 with an Alternate: Division 2.

The details of the contracting method will be selected at a later date under the advice of the selected consulting engineer.

Task 1-PER

- Conduct kick-off meeting with Owner
- Prepare Preliminary Engineering Reports (PER) for both projects.
- Prepare preliminary cost estimates for both projects.
- Become acquainted with federal and SCIIP grant procurement guidelines
- Become acquainted with the SCIIP project management requirements.
- Pump Station #11 will need to be relocated across the street on another parcel owned by the City. No land easement and acquisitions are anticipated.
- The design of Pump Station #11 has an architectural component as the station will need to be housed under one building structure.
- The City will consider the use of a pre-fabricated precast building structure to house the new pumps.
- Explore option for force main installation of open cut vs. horizontal direction drilling
- Conduct cost analysis and recommend new pipe material for the new force main

Task 2 –Surveying and Subsurface Exploration

- Site surveying for Pump Station #11
- Route survey for existing sewer force main
- Submit certified surveys in both CAD and PDF formats
- Perform soil and subsurface investigation along force main route (Four drill locations min.)
- Perform soil and subsurface investigation at PS #11 site (Two drill locations min.)
- Submit geotechnical reports in PDF format

 Initials

Task 3-Schematic and Final Design

- The design must comply with AWWA, DHEC and SCDOT standards
- Prepare engineering drawings at 50% and 90% design stage
- Conduct design reviews with Owner and other pertinent agencies
- Prepare traffic control plans
- Prepare technical specifications
- Incorporate Owner's front-end documents and all SCIIP grant related contract documentation into bid final bid documents.
- File for all necessary permit applications and obtain agency approvals
- Revise drawings in response to directives from governmental authorities as needed
- Complete final 100% construction bid documents
- Prepare final construction cost estimate
- Submit monthly status reports along with invoice
- All final drawings and specifications must be signed and sealed by a South Carolina PE in good standing
- Provide Owner with AutoCAD and PDF construction documents (documents become property of the City)
- Provide three sets of final bid drawings

Task 4-Bidding, Permitting, and Procurement

- File application permits with DHEC, CSX, DOT and others
- Obtain all the necessary permits for the Owner
- Prepare bidding documents and revise as needed
- Respond to bidder's questions
- Assist Owner in bidding the project and negotiating with contractors
- Attend and chair pre-bid meeting and write meeting minutes
- Compile contract documents and participate in the pre-construction conference
- Review bids and prepare bid tabulation signed and sealed by a South Carolina PE
- Prepare award recommendation letter
- Publish any necessary addenda
- Provide conformed construction documents
- Include value engineering in both projects

Task 5-Construction

- Perform construction management duties representing the Owner


 Initials

- Chair pre-construction conference and write meeting minutes
- Conduct monthly progress meetings (allow for a total of 16 site meetings including round trips)
- Prepare meeting agenda and minutes, distribute to project stakeholders.
- Review and approve submittals
- Respond to RFIs
- Review pay requests
- Review change orders and make recommendations of approval
- Prepare change order documents for Owner and RIA approval
- Provide construction observation and inspection reports (allow for on trip per week for 60 weeks)

Task 6- Close-out

- Conduct a preliminary and a final inspections for each project
- Prepare and issue punch list items
- Review and approve Contractor's closeout submittals
- Review Contractor's final as-built drawings
- Prepare record drawings stamped by SC PE
- Prepare certificates of substantial and final completion
- Assist Owner with grant close-out procedures
- Obtain DHEC's approval to operate

Note 1: The selected firm shall comply with all federal, state, and City procurement and project management grant requirements, including but not limited to the 2CFR 200.

Note 2: The City of Georgetown will become the owner of all design documents and shall have exclusive rights for using them, provided they are employed in the projects described above.

SITE VISIT

A site visit is not mandatory, but selected consultants are highly encouraged to visit the existing and proposed pump station sites and study the force main route.

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PROJECT SCHEDULE

Timely completion of the project is a key requirement, as delays could result in the loss of grant funding.

MILESTONE EVENTS	DATES
Release RFQ	Monday, July 24, 2023
Pre-Proposal Conference (via Go to Meeting) - Non-Mandatory Meeting at 2 PM	Tuesday, August 1, 2023
Deadline for written questions - emailed to: purchasing@georgetownsc.gov	Tuesday, August 8, 2023
Deadline for addenda to be posted to the City's website, www.georgetownsc.gov	Friday, August 11, 2023
RFQ Submittal Date by 2 PM	Thursday, August 17, 2023
Completion of Selection Committee Review and Recommendation	Thursday, August 31, 2023
Submit Fee Proposals	Thursday, September 7, 2023
Contract Approval by City Council and RIA	Thursday, September 21, 2023
Issue Notice of Award-Design	Monday, October 2, 2023
Execution of Design Contract	Thursday, October 12, 2023
Start Design Services (NTP date)	Friday, October 13, 2023
Finish Design Services (210 calendar days from NTP date)	Friday, May 10, 2024
Acquisition of Permits (Allow for 60 calendar days after final design)	Tuesday, July 9, 2024
Advertise for Bids	Tuesday, July 9, 2024
Open Bids (31 days after bid release date)	Friday, August 9, 2024
Construction Contract Approval by City Council and RIA	Thursday, September 19, 2024
Issue Notice of Award -Construction	Friday, September 20, 2024
Start Construction (NTP date)	Monday, October 21, 2024
Finish Construction (540 calendar days from NTP date)	Tuesday, April 14, 2026
Grant Closeout (90 calendar days after final construction date)	Monday, July 13, 2026

SUBMITTAL INSTRUCTIONS

The City of Georgetown is hereby issuing this Request for Qualifications (RFQ) to engineering firms that have the capability and interest in undertaking and performing the scope of work described in this RFQ. The RFQ will be publicly advertised in accordance with the SCIIP procurement guidelines.

The OFFICIAL CONTACT for this solicitation is:

Name: Nereo Parreno
 Title: Purchasing Agent
 City of Georgetown: City of Georgetown
 Phone: 843-545-4046
 Email: nparreno@georgetownsc.gov

Note: Submit all qualification statements electronically.

Submitting a proposal does not necessarily qualify the proposer or proposal as responsive or responsible. Failure to provide specific information, as requested, for use in the evaluation may cause the proposal to be non-responsive.

The consultant proposal price shall be valid for a period of ninety (90) calendar days from the date of the proposal opening. Do not submit fee proposals at this time.

Proposals must contain a cover letter on the firm's letterhead and signed by a legal duly authorized officer of the firm offering the proposal.

By initialing the bottom of each page of this RFQ document, the Consultant represents that (1) their representatives have read and understood the solicitation and (2) their proposal is made in compliance with this solicitation. The Consultant's representatives are expected to examine this RFQ thoroughly and request an explanation of any ambiguities, discrepancies, errors, omissions, or conflicting statements. Failure to do so will be at their risk.

All procurement procedures are subject to the City's procurement policies as outlined in the City's municipal code.

The City's Purchasing Ordinance can be found in its entirety on the City's website.

It is the sole responsibility of the Consultant to have their Proposals delivered electronically to the City before the closing hour and date.

The City assumes no responsibility for technological failure in submitting Proposals electronically. It is the firm's sole responsibility to consider that their proposal was submitted on time and that their PDF file/files are not corrupt.

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Respondents interested in providing the services outlined in this RFQ must prepare and submit a statement of qualifications that must not be more than the equivalent of 15 single sided 8 ½ by 11-inch pages in length (not counting the front and back covers, section dividers that contain no information, and any required forms). The submission must include the following, in the order listed:

Submittals may be rejected if deemed non-responsive. To be considered, interested parties must submit the following no later than the aforementioned deadline:

The City WILL NOT accept Proposals by:

Hard copy
Fax
Email

To be considered responsive, interested parties must comply with the following:

Submit proposal electronically through the City's website, www.georgetownsc.gov.

1. Submittal package must include all of the following items. The PDF file upload limit is 6, excluding this RFQ document. If more than one PDF file is uploaded, each PDF file should be clearly labeled with the Vendor name and corresponding number below:
 1. Cover Letter - 1 Page
 2. Summary of Qualifications, Experience, and Availability – 4 to 6 Pages
 3. Proposed Project Approach - 4 to 6 Pages
 4. Three Professional References (Within 5 Years) - 1 Page
 5. Complete Initialed copy of this RFQ document –
(Place the responsible person's initials on each page)
 6. Complete Mandatory Vendor Submittal Form – Local Vendor Preference Option (Exhibit B)

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Cover Letter

The response should contain a cover letter signed by a person authorized to commit the respondent to perform the work described in this RFQ. It should identify all sub-consultants proposed as part of the consulting engineer's team RFQ.

Firm Qualifications

Provide relevant information about the firm including the following:

- Organization/company overview as it relates to the requirements of the RFQ
- Organization/company overview of all sub-consultants as it relates to the requirements of the RFQ
- Number of years the firm has been providing the requested services with a brief description of recently performed projects that indicate the past performance and abilities of the proposed team. More detail on specific projects should be included in the Relevant Experience section.

Key Personnel

Provide a proposed project management structure that identifies the project manager and all personnel who will be assigned to work on this project, including a description of their abilities, qualifications (including education and licensure), and experience. Identify the proposed project manager who will be the sole point of contact for the City of Georgetown during day-to-day operations and include their contact information. Include resumes for all key individuals (including sub-consultants) who will be completing a portion of the scope of work.

Relevant Experience

Provide descriptions of similar infrastructure projects that the organization and/or key personnel have completed, including tasks involved, timeframes, and outcomes. Include any relevant experience with federal requirements or grant-funded projects and/or experience with wastewater pump stations and force main infrastructure to be improved. Also, include any relevant work performed in a nearby jurisdiction or in the City of Georgetown's jurisdiction.

Firm Workload

Describe the recent, current, and projected workload of the respondent and any sub-consultants related to how it might impact the respondent's ability to meet the project's schedule requirements.

References

Provide three (3) client references for relevant projects within the last 5 years that indicate the past performances and abilities of the proposed team. Include a key client contact person for each project with their current daytime phone number and email address.

2. The City reserves the right to waive any minor informalities and irregularities of submittals that do not affect price, quantity, quality, or delivery. Minor informalities are matters of form rather than substance evident from the response or insignificant mistakes that can be waived or corrected without prejudice to other vendors. Minor informalities to include: failing to initial the proposal, failing to acknowledge addenda, will not, by themselves result in a submittal being deemed non-responsive. The City will request that any and all firms correct the minor informality or irregularity within the same specified time. The City may waive such informalities or allow the vendor to correct them depending on which is in the best interest of the City.
3. Proposal must be received electronically through the City's website, www.georgetownsc.gov, no later than the aforementioned deadline. Proposals will be publicly opened with only the proposer's names read aloud via the City's public Facebook page, <https://www.facebook.com/Cityofgtown/>. It is the sole responsibility of the firm to have their Proposals delivered to the City before the closing hour and date. The City assumes no responsibility for technological failure in submitting Proposals electronically. It is the sole responsibility of the firm to confirm that their proposal was submitted on time, and that their PDF file/files are not corrupt. Late Proposals will not be accepted nor considered. The official clock shall be that of the City's Purchasing Agent, or designee. The City reserves the right to accept or reject any or all Proposals and to waive any informalities and technicalities in the proposal process. No additional fees, costs, or any other reimbursable expenses will be allowed.
4. This solicitation does not commit the City to award a contract. The City reserves the right to waive any technicalities or informalities and to accept or reject any and/or all submissions as deemed by its sole judgment to be in its best interest. The City also reserves the right to terminate the selection process without notice, to waive any irregularities in any submittal, and to request additional information from any of the firms submitting a proposal.
5. Any consultant may withdraw their proposal only by written request, at any time prior to the scheduled opening of responses. Partial or incomplete proposals may be rejected.
6. All costs incurred in preparing the proposal, or costs incurred in any other manner by the firm in responding to this RFQ, will be wholly the responsibility of the firm. All materials and documents submitted by the firm in response to this RFQ become the property of the City and will not be returned.



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7. Any proprietary information contained in the proposal should be so indicated as follows:

Vendor Disclosure

Notice of SC Freedom of Information Act

"The parties acknowledge that all material submitted may be subject to release under the South Carolina Freedom of Information Act (FOIA) and will be released to the public unless exempt from disclosure under the FOIA."

We discourage you from including any information you consider propriety or trade secret, as this material is subject to the FOIA once it's in the City's possession. If you must include any such information in your submission, please identify it by color, labeling, and/or bold font as "PROPRIETARY INFORMATION" so that it can be readily recognized. In the event the City receives a request for this material, the City will notify those parties who have identified information they believe is proprietary or trade secret of the request. The City has a ten (10) day deadline to respond to the request. This is your window to file an action challenging the release. Please be on notice that if the City is not served with such an action, the information will be released.

8. Proposals must be made in the official name of the company or individual under which business is conducted (showing official business address) and must be signed in ink by a person duly authorized to legally bind the person, partnership, company or corporation submitting the proposal. Proposals having any erasures or corrections must be initialed in ink by the vendor.

9. Disqualification and Rejection of Proposal – The City reserves the right to reject any proposal from a firm who has failed to perform satisfactorily, or complete on time, or in a manner consistent with the RFQ documents, contract of similar nature, or to reject the proposal from a firm who is not in a position to perform such a contract satisfactorily. The City expressly reserves the right to award the contract to the firm that best meets the requirements as set forth herein.

10. Assignment of Contract – Assignment to the selected firm of any contract to be entered into in accordance with this RFQ will not be recognized by the City unless such assignment has prior written approval of the City.

11. Insurance Provisions - The selected proposer will be required to provide and maintain proof of insurance throughout the contract as follows:

Commercial General Liability:

Each Occurrence \$1,000,000

General Aggregate \$2,000,000

Automobile Liability:

Combined Single Limit \$1,000,000

Workers' Compensation:

Statutory Limits

Professional Liability Insurance: Errors and Omissions

Each Claim 2,000,000

Aggregate 2,000,000

The City is to be named as "Additional Insured" on the above insurance coverage as respect to the City's interest under the contract. Certificates showing proof of insurance shall be submitted to the City prior to commencement of services under the agreement. Further, it shall be an affirmative

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obligation upon the firm to advise the City's Risk Management Department within two (2) days of the cancellation herein at one of the following options below:

- Email - purchasing@georgetownsc.gov
- Fax - 843.527.6173
- Mailing address - PO Box 939, Georgetown, SC 29442 or
- Physical address - 1134 N. Fraser Street, Georgetown, SC, 29440

Failure to do so shall be construed to be a breach of the agreement:

12. Indemnification - The selected firm agrees to indemnify, defend and hold harmless the City and their authorized officers, employees, agents, and volunteers from any and all claims, actions, losses damages, and/or liabilities arising from their acts, errors, or omissions and for any costs or expenses incurred by the City therefore under an agreement.

13. Compliance With Law – The selected firm and its agents and employees shall be bound and comply with all federal, state and local laws, ordinance rules and regulations, as well as all other governing bodies having legal jurisdiction with respect to the area where such work is performed.

14. City Business License and Permits – The selected firm shall be required to obtain all applicable City permits and business licenses prior to work commencing. Contact Victoria Knox, Revenues Manager, vknox@georgetownsc.gov or 843.545.4041, for business license information. Contact the Planning & Community Development Department at 843.545.4017 for permitting information. These expenses shall be included in the total proposal cost.

15. Payment terms – A monthly itemized billing statement must be submitted in a form specified by the City for services performed. The City will remit full payment on all undisputed invoices within thirty (30) days from receipt of the invoice by the appropriate person(s) (to be designated at the time of contract).

PROPRIETARY/CONFIDENTIAL INFORMATION

All materials and written qualifications submitted pursuant to this RFQ shall become the property of the City of Georgetown and will not be returned. All respondents must visibly mark as "CONFIDENTIAL" each part of their submission that they consider to contain proprietary information the release of which would constitute an unreasonable invasion of privacy. All unmarked pages will be subject to release in accordance with law. Marked pages will not be disclosed if they are deemed to meet the requirements under the South Carolina Freedom of Information Act, S.C. Code Section 30-4-10, *et seq.* Respondents should be prepared, upon request, to provide justification of why such materials should not be disclosed in accordance with the South Carolina Freedom of Information Act.

QUESTIONS/REQUESTS FOR CLARIFICATION

All questions and/or requests for clarification regarding this RFQ should be provided in writing to **Purchasing Agent** no later than **August 2, 2023**. All questions submitted and their answers will be posted on the City of Georgetown's website as an addendum to this RFQ. No telephone inquiries will be accepted.

ADDENDA

If it becomes necessary to revise any part of this RFQ, a written addendum will be issued. All addenda issued by the City of Georgetown will become part of the official RFQ and will be posted on the City of Georgetown website, www.georgetownsc.gov. Receipt of all addenda must be acknowledged in the response to this RFQ.

CONTACT POLICY

No direct or indirect contact regarding this solicitation may be made with any representatives of the City of Georgetown other than the official contact identified in this RFQ. If such contact is made, the City of Georgetown reserves the right to reject a submission by that respondent. All questions and/or requests for clarification must be provided in accordance with Section 2.5 of the RFQ. This contact policy applies to site visits and requests for technical information. Any technical information needed from the City of Georgetown to prepare a submission should be coordinated through the Questions/Requests for Clarification process outlined in Section 2.4.

ACCEPTANCE AND REJECTION OF SUBMISSIONS

Any submissions that do not conform to the essential requirements of the RFQ shall be rejected. The City of Georgetown reserves the right to waive informalities and minor irregularities in submittals and reserves the sole right to determine what constitutes informalities and minor irregularities. The City of Georgetown also reserves the right to accept or reject any or all submissions received in response to this RFQ. The City of Georgetown is not obligated to enter into any contract on the basis of any submittal in response to this RFQ. The City of Georgetown reserves the right to request additional information from any firm submitting under this RFQ if such information is necessary to clarify the submission.

CANCELLATION/REJECTION

The City of Georgetown may cancel this RFQ in whole or in part at any time if it is determined to be in the best interest of the City of Georgetown. The City of Georgetown may reject any or all submissions in whole or in part if it is determined to be in the best interest of the City of Georgetown.

CONFLICT OF INTEREST

Respondents shall promptly notify the City of Georgetown in writing of all potential conflicts of interest for any prospective business association, interest, or other circumstance, which may influence or appear to influence the respondent's judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest, or circumstance, the nature of work that such a person may undertake, and request an opinion of the City of Georgetown as to whether the association, interest, or circumstance would, in the opinion of the City of Georgetown, constitute a conflict of interest. By responding to this solicitation, the respondent certifies that it has no conflict of interest with any employee, agent, elected official or officer of the City of Georgetown or any other conflict as may be set forth herein.

COLLUSION

More than one submission from an individual, firm partnership, corporation, association or related parties under the same or different names will not be considered. If the City of Georgetown believes that collusion exists among respondents, all submissions from the suspected firms will be rejected. "Related parties" means respondents or the principals thereof, which have a direct or indirect City of Georgetown ship or profit-sharing interest in another respondent.

Respondents shall comply with all local, state, and federal directives, orders, and laws applicable to this RFQ and any resulting contract.

By responding to this RFQ, respondents certify that the response is made without previous understanding, agreement, or connection with any person, firm or corporation making a submission for the same item, and they certify the knowledge that this would constitute an illegal action.

EVALUATION AND AWARD PROCESS

Selection Committee

The City of Georgetown will conduct a formal selection process to determine the best qualified respondent. This process will include the formation of a selection committee and the appointment of other technical advisors as needed to review all of the submissions and score them based on the established selection criteria outlined herein. The award will be made to the highest rated and ranked respondent based on the cumulative scores of the selection committee.

The City of Georgetown reserves the right to contact a firm to obtain written clarification of information submitted and to contact references to obtain information regarding performance, reliability, and integrity. After evaluating the submitted Statements of Qualifications, the selection committee may choose to interview a short list of at least three

firms prior to ranking the respondents. If interviews will be conducted, short-listed respondents will be notified at least ten (10) business days prior to the interview date.

The committee will identify the most qualified firm to provide a fee proposal based on the scope of work identified in this RFQ and in the SCIIP grant application and award documents. It is the responsibility of each selected candidate firm to become fully informed on the SCIIP grant project scope and project management requirements.

Notice of Intent to Award

The selection committee's recommendation for award will be presented to the City of Georgetown's governing council and RIA SCIIP grant manager for consideration. If approved, a notice of "Intent to Award" will be posted on the City of Georgetown's website. A notice will also be emailed to all respondents informing them of the committee's recommendation.

Protested Solicitations and Awards

Any respondent who is aggrieved in connection with the solicitation or award of a contract may protest according to the procedures in the City's Procurement Ordinance, any protest or objection to this RFP award process must be submitted in writing to the City of Georgetown, Attn: Nereo Parreno, Purchasing Agent, PO Drawer 939, Georgetown, SC 29440, within ten (10) calendar days of the notification of award posted to the City's website.

Contract Negotiations/ Award of Contract

After the close of the appeal period, if no appeals were received or successfully granted, the highest rated respondent identified in the "Intent to Award" will be invited to enter into contract negotiations with City of Georgetown to finalize the scope of work, personnel, hours, hourly rates, use of sub-consultants, and other direct costs that will be required to complete the agreement between the City of Georgetown and the selected respondent. If an agreement cannot be reached with the top ranked firm, the City of Georgetown will select the next highest ranked responsive and qualified firm and the negotiation phase will be repeated. This process will continue until an agreement is reached with a qualified firm that can provide the required scope of services within the project budget. Any contracts awarded as a result of this procurement process will be between the respondent and the City of Georgetown.

Per RIA SCIIP guidelines, any contract negotiated as a result of this procurement process will require approval from RIA prior to award/execution. Once a draft contract is negotiated, the City of Georgetown will submit it to RIA for approval. Once approval is granted, the City of Georgetown and the selected respondent may enter into the contract. Failure to adhere to this policy could result in disallowed grant costs and the cancellation of this solicitation.

SELECTION CRITERIA

The selection criteria and their relative importance in making the selection are:

Qualifications of Firm/Personnel (25%)

Technical expertise and competence, including education, registration, and years of experience of individuals who will be assigned to this project.

Related Experience on Similar Projects (25%)

Extent of relevant experience with infrastructure projects of a similar nature, including experience with federally-funded grants and/or RIA state-funded grants.

Past Performance and local knowledge and proximity to site (25%)

Performance recommendations with regard to work quality, schedule, budget, communication and coordination of related projects in coastal areas.

Consultants should provide any information related to past work experience with the City's Water Utilities Department.

Preference will be given to consultants located within a 1.5 hour to 3 hour travel distance to better service the client and to minimize traveling costs.

Recent, Current, and Projected Workload (20%)

Workload of the firm and key personnel related to how it might impact the respondent's ability to meet the project's schedule requirements. Firm commitment for the company to complete the design work within the allotted time frame.

Identify a list of currently committed projects with other agencies for the next two years.

Local Vendor Preference Option (5%)

1. A vendor shall be deemed a Local Georgetown City/County vendor for the purposes of this Section if such vendor is an individual, partnership, association or corporation that is authorized to transact business within the State, maintains an office in Georgetown County, and maintains a representative inventory or commodities within the City/County on which the bid is submitted, and has paid all taxes and business license fees duly assessed.
2. This option allows the lowest local bidder whose bid is within five -percent (5%) of the lowest non-local bidder to match the bid submitted by the non-local bidder and, thereby, be awarded the contract. This preference shall apply only when (a) the total dollar purchase is \$10,000 or more; (b) the vendor has a physical business address located and operating within the limits of Georgetown County and has been doing business in the City/County for a period of twelve (12) months or more; and (c) the vendor provides proof of payment of all applicable Georgetown City/County taxes, business license and fees if so requested.
3. Should the lowest responsible and responsive Georgetown City/County bidder not exercise its right to match the bid as granted herein, the next lowest qualified Georgetown City/County bidder shall have that right and so on. The right to match the non-Georgetown City/County bidder's bid shall be exercised within 24 hours of notification.
4. In order to qualify for the local preference authorized by this Section, the vendor seeking same shall be required to submit with the bid a statement containing relevant information which demonstrates compliance with the provisions of this Section. This statement shall be on the LOCAL VENDOR PREFERENCE OPTION SUBMITTAL FORM (Exhibit A) included in the bid document. Failure to provide such affidavit at the time the bidder submits its bid shall constitute a waiver of any claim for preference.
5. For all contracts for architecture, professional engineering, or other professional services governed by Section 2-187, Professional and Construction Management Services, Design-Build Services, Turnkey Management, the City shall include the local business status of a firm among the factors considered when selecting which firms are "most highly qualified." In determining which firm is the "most qualified" for purposes of negotiating a satisfactory contract, preference shall be given to a local business where all other relevant factors are equal.

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6. Local preference shall not apply to the following categories of contracts:

- (a) Goods or services provided under a cooperative purchasing agreement or similar "piggyback" contract;
- (b) Contracts for professional services except as provided for in Section 2-187;
- (c) Purchases or contracts which are funded, in whole or in part, by a governmental or other funding entity, where the terms and conditions of receipt of the funds prohibit the preference;
- (d) Purchases or contracts made pursuant to a noncompetitive award process, unless otherwise provided by this section, or
- (e) Any bid announcement which specifically provides that the general local preference policies set forth in this section are suspended due to the unique nature of the goods or services sought, the existence of an emergency as found by either City Council or City Administrator, or where such suspension is, in the opinion of the City Attorney, required by law.

GENERAL CONTRACTUAL REQUIREMENTS

1. Force Majeure - The firm shall not be liable for any excess costs if the failure to perform the contract arises out of causes beyond the control and without the fault or negligence of the firm. Such causes may include, but are not limited to acts of God or of the public enemy, acts of Governments in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restriction, strikes, freight embargoes, and unusually severe weather; but in every case the failure to perform must be beyond the control and without the fault or negligence of the firm.
2. Governing Law - Except to the extent that this agreement may be governed by any federal law, including federal bankruptcy law, this Agreement shall be governed by, constructed and interpreted under, and enforced exclusively in accordance with the laws of the State of South Carolina, and the courts in the State of South Carolina shall have jurisdiction with respect to any dispute arising hereunder.
3. Firm Qualifications - Firm must, upon request of the City, furnish satisfactory evidence of its ability to furnish products and/or services in accordance with the terms and conditions of this RFQ. The City reserves the right to make the final determination as to the firm's ability to provide the services herein.
4. Firm Responsibility – Each firm shall fully acquaint him/herself with conditions relating to the scope and restrictions attending the execution of the work under the conditions of this RFQ. It is expected that this will sometimes require on-site observation. The failure or omission of the firm to acquaint him/herself with existing conditions shall in no way relieve him/her of any obligation with respect to this RFQ or to a contract.
5. Affirmative Action - The firm will take affirmative action in complying with all federal and state requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees without regard or discrimination by reason of race, color, religion, sex, national origin or physical handicap.
6. Women and Minority Business Enterprise (WMBE) Statement - It is the policy of the City to

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provide minorities, and women equal opportunity for participating in all aspects of the City's contracting and procurement programs, including but not limited to employment, construction projects, and lease agreements consistent with the laws of the State of South Carolina. It is the policy of the City to prohibit discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex, age, handicap, or veteran status. It is further the policy of the City to conduct its contracting and procurement programs so as to prevent such discrimination and to resolve any and all claims of such discrimination.

7. Termination - Subject to the following provisions, any contract resulting from this request for Proposals may be terminated by the City provided a thirty (30) day advance notice in writing by the City Administrator, or his designee, is given to the firm:
 - 7.1 Non-Appropriations - Funds for this contract are payable from local appropriations. If the sufficient appropriations are not made to pay the charges under the contract it shall terminate without any obligation to the City.
 - 7.2. Convenience - In the event that a contract is terminated or canceled upon request and for the convenience of the City without the required thirty (30) day advance written notice, then the City shall negotiate reasonable termination costs, if applicable.
 - 7.3 Cause - Termination by the City for the cause, default or negligence on part of the firm, shall be excluded from the foregoing provisions; termination costs, if any shall not apply. The thirty (30) day advance notice requirement is waived and the default provision herein shall apply.
 - 7.4 Default - In case of default by the firm, the City reserves the right to purchase any and all items/services in default in open market, charging firm with any excessive costs. SHOULD SUCH CHARGE BE ASSESSED, NO SUBSEQUENT PROPOSALS OF THE DEFAULTING FIRM WILL BE CONSIDERED UNTIL THE ASSESSED CHARGE HAS BEEN SATISFIED.
8. Prime Firm Responsibilities - The firm will be required to assume sole responsibility for the complete effort as required by this RFQ. The City will consider the firm to be the sole point of contact with regard to all contractual matters.
9. Subcontracting - If any part of the work covered by this RFQ is to be subcontracted, the firm shall identify the subcontracting organization and the contractual arrangements made therewith at the time of the offer. All subcontractors must be approved by the City. The successful firm will also furnish the corporate or company name and the names of the officers of any subcontractors engaged by the firm.
10. Ownership of Material - All materials and documents submitted by the firm in response to this RFQ become the property of the City and will not be returned to the firm.
11. Compliance with State and Federal Requirements - State and Federal requirements that are more restrictive than these set forth herein shall be followed by the Contractor.
12. Contract Amendments - Amendments to any agreement between the City and the firm must be reviewed and approved in writing by the City Administrator or designee.
13. Assignment - No contract or its provisions may be assigned, sublet, or transferred without the written consent of the City Finance Department.
14. Records Retention and Right to Audit - The City shall have the right to audit the books and records of the firm as they pertain to this contract. Such books and records shall be maintained for a period of three (3) years from the date of final payment under contract.
15. The City may conduct performance audits of the firm, as determined necessary by the City. Pertaining to all audits, the firm shall make available to the City, access to its computer files containing the history of the contract performance and all other documents related to the audit. Additionally, any software used by the firm shall be made available for auditing purposes at no cost to the City.
16. Independent Contractor Status - The parties hereby agree that the Contractor is an independent contractor of the City and that nothing in an agreement with the City shall be deemed to place the parties in a relationship of employer/employee, partners, or joint ventures. Neither party shall have the right to obligate or bind the other in any manner. Each party agrees and acknowledges that it



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will not hold itself out as an authorized agent with the power to bind the other party in any manner. Each party shall only be responsible for any withholding taxes, payroll taxes, disability insurance payments, unemployment taxes, or other similar taxes or charges with respect to its activities in relation to the performance of its obligations of an agreement.

17. Representations of Firm - Firm represents, warrants, and covenants that:
 - (a) In providing the services firm shall utilize the care and skill used by members of firm's profession practicing under similar circumstances at the same time and in the same locality.
 - (b) All employees provided by the firm to the City shall have the qualifications, skills, and experience necessary to perform his/her job in accordance with the requirements of the agreement. The City may request removal of any employee for good cause.
 - (c) Firm is a business, validly existing and in good standing under the Laws of the State of South Carolina.
18. Indemnity Provisions - Firm agrees to and shall indemnify and hold the City harmless from and against all liability, loss, damages or injury, and all costs and expenses (Including attorney fees and costs of any suit related thereto) suffered or incurred by the City, arising from or related to the terms of this project, or firm's performance thereunder.

ADDITIONAL TERMS AND CONDITIONS

The following terms and conditions will be incorporated into the contract for this work:

1. Termination for Cause and Convenience

The contract may be terminated in whole or in part as follows:

- i. By the Grantee, if a contractor fails to comply with the terms and conditions of the SCIIP award;
- ii. By the Grantee, to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities;
- iii. By the Grantee with the consent of the Contractor, in which case the two parties must agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated;
- iv. By the Grantee upon written notification setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, if the Grantee determines in the case of partial termination that the reduced or modified portion of the contract will not accomplish the purposes for which the contract was made, the Grantee may terminate the contract in its entirety; or
- v. By the Grantee pursuant to termination provisions included in the SCIIP award.

2. Administrative, Contractual, and Legal Remedies¹

In addition to any of the remedies described elsewhere in the contract, if the Contractor materially fails to comply with the terms and conditions of this contract, including any federal or state statutes, rules or regulations, applicable to this contract, RIA or the Grantee may take one or more of the following actions:

- i. Temporarily withhold payments pending correction of the deficiency by the Contractor;
- ii. Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance;
- iii. Wholly or partly suspend or terminate this contract; and
- iv. Take other remedies that may be legally available.

The remedies identified above, do not preclude the Contractor from being subject to debarment and suspension under Presidential Executive Orders 12549 and 12689. The Grantee shall have the right to demand a refund, either in whole or part, of the funds provided to the Contractor for noncompliance with the terms of this contract.

3. Equal Opportunity Clause

During the performance of this contract, the Contractor agrees as follows:

- i. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:
 - a. Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state

¹ This provision is required only for contracts in excess of \$150,000.

 Initials

that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

- ii. The Contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the Contractor's legal duty to furnish information.
- iii. The Contractor will send to each labor union or representative of workers with which he has a collective bargaining contract or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- iv. The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- v. The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- vi. In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

 Initials

4. Debarment and Suspension (Executive Orders 12549 and 12689)

- i. The Contractor certifies that it is not listed on the government-wide exclusions in SAM, in accordance with the OMB guidelines at 2 CFR 180 and 2 CF 1200 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension."

EXHIBITS

- A) Professional Services Agreement – Blank
B) Mandatory Local Vendor Submittal form
C) Pump Station #11 site plan
D) Force Main site plan
E) SCIIP Grant Application, www.georgetownsc.gov
F) SCIIP Grant Award, www.georgetownsc.gov

 Initials



**Request for Qualifications
(RFQ)
Engineering Services**

ADDENDUM I

August 11, 2023

Project #1: Sewer force main replacement project #1820
Project #2: Sewer pump station #11 replacement project #1821
Grant: SCIIP GRANT AWARD #A-23-C079

Answers to Questions

1. Page 10, Submittal Package, Item 2. includes 4 to 6 pages for a Summary of Qualifications, Experience, and Availability. Will the City consider allowing additional pages so that abbreviated resumes and relevant project experience summaries can be included?

**Answer: Item 2-Qualifications (25%) & Related Experience (25%).
Do not exceed 16 pages.**

2. Page 10, Submittal Package, Item 3. requires a proposed project approach, but no information is provided on the requirements for this section on Page 11 or the scoring on Page 18.

**Answer: Item 3-Proposed Project Approach: Past Performance, Local Knowledge, and Site Proximity (25%) & Recent, Current, and Project Workload (20%).
Do not exceed 16 pages.**

3. Item 1 on Page 10 of the RFQ mentions a "PDF file upload limit is 6." Is this 6 MB?

Answer: Six (6) items, one for each requested document.



4. The SCIIP Application references new 12,000-GPM VFD Pumps at PS No. 11 as well as the new Force Main being 20-Inches. The flow in this 20-Inch Force Main would have a velocity of 12 Feet per Second, which is much higher than typical design values. The velocity in the existing 20-Inch Force Main with the 3,860 GPM flow rate is closer to 4 Feet per Second. Was a larger Force Main size considered during the SCIIP Application process?

Answer: Yes, a larger force main and a higher capacity sewer pump station were considered. The analysis and recommendation for the increased capacity is part of the Preliminary Engineering phase.

Attachment: WK DICKSON SOQ (3943 : Approval of engineering contract with WK Dickson for SCIIP projects)

6. VENDOR SUBMITTAL FORM

Attachment: WK DICKSON SOQ (3943 : Approval of engineering contract with WK Dickson for SCIP projects)



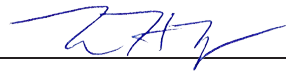
MANDATORY VENDOR SUBMITTAL FORM

The City's Procurement Ordinance to include the Local Vendor Preference Option, can be found in its entirety on the City's [website](#).

SECTION 2-185 COMPETITIVE SEALED PROPOSAL DING LOCAL VENDOR PREFERENCE

☐ I certify that [Company Name] _____ is a **Resident Bidder** of Georgetown City/County as defined in the City of Georgetown Ordinance Chapter 2 Administration, Article IV Procurement, Section 2-185, and our principal place of business is _____ [City and State].

☒ I certify that [Company Name] W.K. Dickson & Co, Inc. is a **Non-Resident Bidder** of Georgetown City/County as defined in the City of Georgetown Ordinance Chapter 2 Administration, Article IV Procurement, Section 2-185, and our principal place of business is North Charleston, SC [City and State].

(X) 
Signature of Company Officer

(X) August 17, 2023
Date



REQUEST FOR QUALIFICATIONS (RFQ) FOR ENGINEERING SERVICES

REQUESTOR: City of Georgetown
1134 North Fraser Street
Georgetown, SC 29440
Contact: Nereo Parreno, Purchasing Agent
Email: nparreno@georgetownsc.gov
Phone: 843.545.4048

PROJECT #1: Sewer Force Main Replacement Project #1820

PROJECT #2: Sewer Pump Station #11 Replacement Project #1821

GRANT: SCIIP GRANT AWARD #A-23-C079

DATE OF ISSUE: Monday, July 24, 2023

DUE: **On or before 2:00 PM EST (local time), August 17, 2023**

Proposals must be submitted electronically through the City's website, www.georgetownsc.gov.
The City will not accept proposals by hard copy, fax, or email.

For instructions on how to submit your proposal electronically, please refer to the City's website, [click here](#) for a direct link.

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Important hyperlinks and email addresses:

1. [City of Georgetown website](#)
2. [City of Georgetown Public Facebook](#)
3. [City of Georgetown Purchasing Ordinance in its entirety.](#)
4. [All available project documents](#)
5. All questions must be in writing and emailed to: purchasing@georgetownsc.gov.

Communication

It is the policy of the City of Georgetown to commit to transparency, ensure impartiality, and complete procurement processes free of internal and external influences. To accomplish this policy, ex parte communication about the bid, between the time of commencement of preparation of the solicitation document and the bid award (written or oral), is prohibited. Therefore, potential respondents and/or respondents submitting proposals, bids, qualifications, quotes, etc. shall not engage in communication with any City employee, including elected officials, except the City official(s) designated as the contact in the solicitation document.

Any communication outside the one between the designated City contact in the solicitation document and respondents shall be considered ex parte communication and shall not be relied upon. The City shall disqualify any potential respondent and/or respondent's proposal if the City discovers that the potential respondent and/or respondent engaged in ex parte communication.

City employees and/or elected officials shall neither initiate nor engage in ex parte communication with the potential respondent and/or respondents.

Background

The City of Georgetown (Owner) is an incorporated municipality with a population of nearly 9,000 residents. The City is located 60 miles north of Charleston and 36 miles south of Myrtle Beach. It is the endpoint of the area commonly known as "The Grand Strand." The Winyah Bay borders the City to the east and the Sampit River to the south. Tourism is a significant economic driver in the area and local industries, such as International Paper and Tideland Hospital. The City is the county seat and operates under the Mayor-Council form of government as outlined in the State of South Carolina Code Chapter II, Article I, Section 2-1. Additional information is available on our website at www.georgetownsc.gov.

South Carolina Infrastructure Investment Program (SCIIP) Requirements

This project is being funded in whole or in part by the South Carolina Infrastructure Investment Program (SCIIP), which is administered by the South Carolina Rural Infrastructure Authority (RIA) and funded by federal State and Local Fiscal Recovery Funds (SLFRF) through the American Rescue Plan Act (ARPA). All federal SLFRF requirements and SCIIP requirements will apply to the contract. All consultants, contractors and subcontractors are required to be registered in the federal System for Award Management (SAM) and may not be debarred from doing business with the federal government. The successful respondent will be required to comply with all applicable federal regulations, including those outlined in Exhibit A. More information about program requirements can be found in the SCIIP Project Management Procedures found at ria.sc.gov/resources/forms-documents.

INTRODUCTION

The City of Georgetown is issuing this Request for Qualifications (RFQ) to identify a qualified civil engineer to provide a full range of wastewater engineering services to support the implementation of the **City of Georgetown Sewer Improvement Projects: 1) Pump Station #11 Replacement and 2) Sewer Force Main Replacement**. These services will be provided under contract with the City of Georgetown with funding provided by the South Carolina Rural Infrastructure Authority (RIA) through the South Carolina Infrastructure Investment Program (SCIIP) under SCIIP Grant #A-23-C079.

Method of Procurement

This is a qualifications-based selection. Award will be given to the most responsible, responsive and most highly-qualified engineering firm based on the factors outlined in Section 5, SELECTION CRITERIA. Cost is NOT a factor in the ranking of firms to provide services herein. DO NOT include any reference to consultant costs in the RFQ response. Any RFQ response with any discussion of cost will be disqualified. Contract fees will be negotiated after selection based on the project scope. A general scope of work is outlined below.

Firms are advised that this evaluation and selection process is a competition and not simply a prequalification. It is the intent of the City of Georgetown to award the contract to a single firm or two firms, one for each project.

Project Description

The SCIIP funding will be used to complete two projects:

1) Sewer Pump Station #11 Replacement

This project includes the complete replacement and upgrades of the existing pump station facility. Pump Station #11 is located at the former City Hall site on Dozier Street between Front and Prince Streets.

2) Sewer Force Main Replacement

The force main installation will consist of open-cut trenching or trenchless technology such as horizontal directional drilling (HDD) or a combination of both.

The pipe will need to cross the CSX Railroad Company's right of way in the three (3) specified locations: Hazard Street, Front Street, and Ridge Street.

The jack and bore method will need to be utilized at the railroad crossing.

The selected consultant will need to contact CSX and apply for an encroachment permit early in the design process to avoid unexpected delays.

The force main will have isolation plug valves and air vacuum valves with manholes. Street and sidewalk restoration will be required in the areas of open-cut trenching.

The application for SCIIP funding and grant award information can be found in the City's website under the Engineering tab:

https://www.georgetownsc.gov/governmental_services/departments/engineering.php

SCOPE OF WORK

To support this project, the City of Georgetown is requesting full engineering services to include the following scope of work:

The engineer shall prepare design documents and provide construction management and inspection services for Project 1-Pump Station #11 Replacement and Project 2- Sewer Force Main Replacement. The City may procure construction bids for the two projects separately but concurrently, under three possible bidding options: 1) Two separate construction contracts, one for Pump Station #11 and another for the Force Main Replacement 2) One contract as Division 1-PS #11 Replacement and Division 2-Force Main Replacement; or 2) One contract: Division 1 with an Alternate: Division 2.

The details of the contracting method will be selected at a later date under the advice of the selected consulting engineer.

Task 1-PER

- Conduct kick-off meeting with Owner
- Prepare Preliminary Engineering Reports (PER) for both projects.
- Prepare preliminary cost estimates for both projects.
- Become acquainted with federal and SCIIP grant procurement guidelines
- Become acquainted with the SCIIP project management requirements.
- Pump Station #11 will need to be relocated across the street on another parcel owned by the City. No land easement and acquisitions are anticipated.
- The design of Pump Station #11 has an architectural component as the station will need to be housed under one building structure.
- The City will consider the use of a pre-fabricated precast building structure to house the new pumps.
- Explore option for force main installation of open cut vs. horizontal direction drilling
- Conduct cost analysis and recommend new pipe material for the new force main

Task 2 –Surveying and Subsurface Exploration

- Site surveying for Pump Station #11
- Route survey for existing sewer force main
- Submit certified surveys in both CAD and PDF formats
- Perform soil and subsurface investigation along force main route (Four drill locations min.)
- Perform soil and subsurface investigation at PS #11 site (Two drill locations min.)
- Submit geotechnical reports in PDF format

Task 3-Schematic and Final Design

- The design must comply with AWWA, DHEC and SCDOT standards
- Prepare engineering drawings at 50% and 90% design stage
- Conduct design reviews with Owner and other pertinent agencies
- Prepare traffic control plans
- Prepare technical specifications
- Incorporate Owner's front-end documents and all SCIIP grant related contract documentation into bid final bid documents.
- File for all necessary permit applications and obtain agency approvals
- Revise drawings in response to directives from governmental authorities as needed
- Complete final 100% construction bid documents
- Prepare final construction cost estimate
- Submit monthly status reports along with invoice
- All final drawings and specifications must be signed and sealed by a South Carolina PE in good standing
- Provide Owner with AutoCAD and PDF construction documents (documents become property of the City)
- Provide three sets of final bid drawings

Task 4-Bidding, Permitting, and Procurement

- File application permits with DHEC, CSX, DOT and others
- Obtain all the necessary permits for the Owner
- Prepare bidding documents and revise as needed
- Respond to bidder's questions
- Assist Owner in bidding the project and negotiating with contractors
- Attend and chair pre-bid meeting and write meeting minutes
- Compile contract documents and participate in the pre-construction conference
- Review bids and prepare bid tabulation signed and sealed by a South Carolina PE
- Prepare award recommendation letter
- Publish any necessary addenda
- Provide conformed construction documents
- Include value engineering in both projects

Task 5-Construction

- Perform construction management duties representing the Owner

- Chair pre-construction conference and write meeting minutes
- Conduct monthly progress meetings (allow for a total of 16 site meetings including round trips)
- Prepare meeting agenda and minutes, distribute to project stakeholders.
- Review and approve submittals
- Respond to RFIs
- Review pay requests
- Review change orders and make recommendations of approval
- Prepare change order documents for Owner and RIA approval
- Provide construction observation and inspection reports (allow for on trip per week for 60 weeks)

Task 6- Close-out

- Conduct a preliminary and a final inspections for each project
- Prepare and issue punch list items
- Review and approve Contractor's closeout submittals
- Review Contractor's final as-built drawings
- Prepare record drawings stamped by SC PE
- Prepare certificates of substantial and final completion
- Assist Owner with grant close-out procedures
- Obtain DHEC's approval to operate

Note 1: The selected firm shall comply with all federal, state, and City procurement and project management grant requirements, including but not limited to the 2CFR 200.

Note 2: The City of Georgetown will become the owner of all design documents and shall have exclusive rights for using them, provided they are employed in the projects described above.

SITE VISIT

A site visit is not mandatory, but selected consultants are highly encouraged to visit the existing and proposed pump station sites and study the force main route.

PROJECT SCHEDULE

Timely completion of the project is a key requirement, as delays could result in the loss of grant funding.

MILESTONE EVENTS	DATES
Release RFQ	Monday, July 24, 2023
Pre-Proposal Conference (via Go to Meeting) - Non-Mandatory Meeting at 2 PM	Tuesday, August 1, 2023
Deadline for written questions - emailed to: purchasing@georgetownsc.gov	Tuesday, August 8, 2023
Deadline for addenda to be posted to the City's website, www.georgetownsc.gov	Friday, August 11, 2023
RFQ Submittal Date by 2 PM	Thursday, August 17, 2023
Completion of Selection Committee Review and Recommendation	Thursday, August 31, 2023
Submit Fee Proposals	Thursday, September 7, 2023
Contract Approval by City Council and RIA	Thursday, September 21, 2023
Issue Notice of Award-Design	Monday, October 2, 2023
Execution of Design Contract	Thursday, October 12, 2023
Start Design Services (NTP date)	Friday, October 13, 2023
Finish Design Services (210 calendar days from NTP date)	Friday, May 10, 2024
Acquisition of Permits (Allow for 60 calendar days after final design)	Tuesday, July 9, 2024
Advertise for Bids	Tuesday, July 9, 2024
Open Bids (31 days after bid release date)	Friday, August 9, 2024
Construction Contract Approval by City Council and RIA	Thursday, September 19, 2024
Issue Notice of Award -Construction	Friday, September 20, 2024
Start Construction (NTP date)	Monday, October 21, 2024
Finish Construction (540 calendar days from NTP date)	Tuesday, April 14, 2026
Grant Closeout (90 calendar days after final construction date)	Monday, July 13, 2026

Attachment: RFQ final (3943 : Approval of engineering contract with WK Dickson for SCIP projects)

SUBMITTAL INSTRUCTIONS

The City of Georgetown is hereby issuing this Request for Qualifications (RFQ) to engineering firms that have the capability and interest in undertaking and performing the scope of work described in this RFQ. The RFQ will be publicly advertised in accordance with the SCIIP procurement guidelines.

The OFFICIAL CONTACT for this solicitation is:

Name: Nereo Parreno
 Title: Purchasing Agent
 City of Georgetown: City of Georgetown
 Phone: 843-545-4046
 Email: nparreno@georgetownsc.gov

Note: Submit all qualification statements electronically.

Submitting a proposal does not necessarily qualify the proposer or proposal as responsive or responsible. Failure to provide specific information, as requested, for use in the evaluation may cause the proposal to be non-responsive.

The consultant proposal price shall be valid for a period of ninety (90) calendar days from the date of the proposal opening. Do not submit fee proposals at this time.

Proposals must contain a cover letter on the firm's letterhead and signed by a legal duly authorized officer of the firm offering the proposal.

By initialing the bottom of each page of this RFQ document, the Consultant represents that (1) their representatives have read and understood the solicitation and (2) their proposal is made in compliance with this solicitation. The Consultant's representatives are expected to examine this RFQ thoroughly and request an explanation of any ambiguities, discrepancies, errors, omissions, or conflicting statements. Failure to do so will be at their risk.

All procurement procedures are subject to the City's procurement policies as outlined in the City's municipal code.

The City's Purchasing Ordinance can be found in its entirety on the City's website.

It is the sole responsibility of the Consultant to have their Proposals delivered electronically to the City before the closing hour and date.

The City assumes no responsibility for technological failure in submitting Proposals electronically. It is the firm's sole responsibility to consider that their proposal was submitted on time and that their PDF file/files are not corrupt.

Respondents interested in providing the services outlined in this RFQ must prepare and submit a statement of qualifications that must not be more than the equivalent of 15 single sided 8 ½ by 11-inch pages in length (not counting the front and back covers, section dividers that contain no information, and any required forms). The submission must include the following, in the order listed:

Submittals may be rejected if deemed non-responsive. To be considered, interested parties must submit the following no later than the aforementioned deadline:

The City WILL NOT accept Proposals by:

Hard copy
Fax
Email

To be considered responsive, interested parties must comply with the following:

Submit proposal electronically through the City's website, www.georgetownsc.gov.

1. Submittal package must include all of the following items. The PDF file upload limit is 6, excluding this RFQ document. If more than one PDF file is uploaded, each PDF file should be clearly labeled with the Vendor name and corresponding number below:
 1. Cover Letter - 1 Page
 2. Summary of Qualifications, Experience, and Availability – 4 to 6 Pages
 3. Proposed Project Approach - 4 to 6 Pages
 4. Three Professional References (Within 5 Years) - 1 Page
 5. Complete Initialed copy of this RFQ document –
(Place the responsible person's initials on each page)
 6. Complete Mandatory Vendor Submittal Form – Local Vendor Preference Option (Exhibit B)

Cover Letter

The response should contain a cover letter signed by a person authorized to commit the respondent to perform the work described in this RFQ. It should identify all sub-consultants proposed as part of the consulting engineer's team RFQ.

Firm Qualifications

Provide relevant information about the firm including the following:

- Organization/company overview as it relates to the requirements of the RFQ
- Organization/company overview of all sub-consultants as it relates to the requirements of the RFQ
- Number of years the firm has been providing the requested services with a brief description of recently performed projects that indicate the past performance and abilities of the proposed team. More detail on specific projects should be included in the Relevant Experience section.

Key Personnel

Provide a proposed project management structure that identifies the project manager and all personnel who will be assigned to work on this project, including a description of their abilities, qualifications (including education and licensure), and experience. Identify the proposed project manager who will be the sole point of contact for the City of Georgetown during day-to-day operations and include their contact information. Include resumes for all key individuals (including sub-consultants) who will be completing a portion of the scope of work.

Relevant Experience

Provide descriptions of similar infrastructure projects that the organization and/or key personnel have completed, including tasks involved, timeframes, and outcomes. Include any relevant experience with federal requirements or grant-funded projects and/or experience with wastewater pump stations and force main infrastructure to be improved. Also, include any relevant work performed in a nearby jurisdiction or in the City of Georgetown's jurisdiction.

Firm Workload

Describe the recent, current, and projected workload of the respondent and any sub-consultants related to how it might impact the respondent's ability to meet the project's schedule requirements.

References

Provide three (3) client references for relevant projects within the last 5 years that indicate the past performances and abilities of the proposed team. Include a key client contact person for each project with their current daytime phone number and email address.

2. The City reserves the right to waive any minor informalities and irregularities of submittals that do not affect price, quantity, quality, or delivery. Minor informalities are matters of form rather than substance evident from the response or insignificant mistakes that can be waived or corrected without prejudice to other vendors. Minor informalities to include: failing to initial the proposal, failing to acknowledge addenda, will not, by themselves result in a submittal being deemed non-responsive. The City will request that any and all firms correct the minor informality or irregularity within the same specified time. The City may waive such informalities or allow the vendor to correct them depending on which is in the best interest of the City.
3. Proposal must be received electronically through the City's website, www.georgetownsc.gov, no later than the aforementioned deadline. Proposals will be publicly opened with only the proposer's names read aloud via the City's public Facebook page, <https://www.facebook.com/Cityofgtown/>. It is the sole responsibility of the firm to have their Proposals delivered to the City before the closing hour and date. The City assumes no responsibility for technological failure in submitting Proposals electronically. It is the sole responsibility of the firm to confirm that their proposal was submitted on time, and that their PDF file/files are not corrupt. Late Proposals will not be accepted nor considered. The official clock shall be that of the City's Purchasing Agent, or designee. The City reserves the right to accept or reject any or all Proposals and to waive any informalities and technicalities in the proposal process. No additional fees, costs, or any other reimbursable expenses will be allowed.
4. This solicitation does not commit the City to award a contract. The City reserves the right to waive any technicalities or informalities and to accept or reject any and/or all submissions as deemed by its sole judgment to be in its best interest. The City also reserves the right to terminate the selection process without notice, to waive any irregularities in any submittal, and to request additional information from any of the firms submitting a proposal.
5. Any consultant may withdraw their proposal only by written request, at any time prior to the scheduled opening of responses. Partial or incomplete proposals may be rejected.
6. All costs incurred in preparing the proposal, or costs incurred in any other manner by the firm in responding to this RFQ, will be wholly the responsibility of the firm. All materials and documents submitted by the firm in response to this RFQ become the property of the City and will not be returned.

7. Any proprietary information contained in the proposal should be so indicated as follows:

Vendor Disclosure

Notice of SC Freedom of Information Act

"The parties acknowledge that all material submitted may be subject to release under the South Carolina Freedom of Information Act (FOIA) and will be released to the public unless exempt from disclosure under the FOIA."

We discourage you from including any information you consider propriety or trade secret, as this material is subject to the FOIA once it's in the City's possession. If you must include any such information in your submission, please identify it by color, labeling, and/or bold font as "PROPRIETARY INFORMATION" so that it can be readily recognized. In the event the City receives a request for this material, the City will notify those parties who have identified information they believe is proprietary or trade secret of the request. The City has a ten (10) day deadline to respond to the request. This is your window to file an action challenging the release. Please be on notice that if the City is not served with such an action, the information will be released.

8. Proposals must be made in the official name of the company or individual under which business is conducted (showing official business address) and must be signed in ink by a person duly authorized to legally bind the person, partnership, company or corporation submitting the proposal. Proposals having any erasures or corrections must be initialed in ink by the vendor.

9. Disqualification and Rejection of Proposal – The City reserves the right to reject any proposal from a firm who has failed to perform satisfactorily, or complete on time, or in a manner consistent with the RFQ documents, contract of similar nature, or to reject the proposal from a firm who is not in a position to perform such a contract satisfactorily. The City expressly reserves the right to award the contract to the firm that best meets the requirements as set forth herein.

10. Assignment of Contract – Assignment to the selected firm of any contract to be entered into in accordance with this RFQ will not be recognized by the City unless such assignment has prior written approval of the City.

11. Insurance Provisions - The selected proposer will be required to provide and maintain proof of insurance throughout the contract as follows:

Commercial General Liability:

Each Occurrence \$1,000,000

General Aggregate \$2,000,000

Automobile Liability:

Combined Single Limit \$1,000,000

Workers' Compensation:

Statutory Limits

Professional Liability Insurance: Errors and Omissions

Each Claim 2,000,000

Aggregate 2,000,000

The City is to be named as "Additional Insured" on the above insurance coverage as respect to the City's interest under the contract. Certificates showing proof of insurance shall be submitted to the City prior to commencement of services under the agreement. Further, it shall be an affirmative

obligation upon the firm to advise the City's Risk Management Department within two (2) days of the cancellation herein at one of the following options below:

- Email - purchasing@georgetownsc.gov
- Fax - 843.527.6173
- Mailing address - PO Box 939, Georgetown, SC 29442 or
- Physical address - 1134 N. Fraser Street, Georgetown, SC, 29440

Failure to do so shall be construed to be a breach of the agreement:

12. Indemnification - The selected firm agrees to indemnify, defend and hold harmless the City and their authorized officers, employees, agents, and volunteers from any and all claims, actions, losses damages, and/or liabilities arising from their acts, errors, or omissions and for any costs or expenses incurred by the City therefore under an agreement.

13. Compliance With Law – The selected firm and its agents and employees shall be bound and comply with all federal, state and local laws, ordinance rules and regulations, as well as all other governing bodies having legal jurisdiction with respect to the area where such work is performed.

14. City Business License and Permits – The selected firm shall be required to obtain all applicable City permits and business licenses prior to work commencing. Contact Victoria Knox, Revenues Manager, vknox@georgetownsc.gov or 843.545.4041, for business license information. Contact the Planning & Community Development Department at 843.545.4017 for permitting information. These expenses shall be included in the total proposal cost.

15. Payment terms – A monthly itemized billing statement must be submitted in a form specified by the City for services performed. The City will remit full payment on all undisputed invoices within thirty (30) days from receipt of the invoice by the appropriate person(s) (to be designated at the time of contract).

PROPRIETARY/CONFIDENTIAL INFORMATION

All materials and written qualifications submitted pursuant to this RFQ shall become the property of the City of Georgetown and will not be returned. All respondents must visibly mark as "CONFIDENTIAL" each part of their submission that they consider to contain proprietary information the release of which would constitute an unreasonable invasion of privacy. All unmarked pages will be subject to release in accordance with law. Marked pages will not be disclosed if they are deemed to meet the requirements under the South Carolina Freedom of Information Act, S.C. Code Section 30-4-10, *et seq.* Respondents should be prepared, upon request, to provide justification of why such materials should not be disclosed in accordance with the South Carolina Freedom of Information Act.

QUESTIONS/REQUESTS FOR CLARIFICATION

All questions and/or requests for clarification regarding this RFQ should be provided in writing to **Purchasing Agent** no later than **August 2, 2023**. All questions submitted and their answers will be posted on the City of Georgetown's website as an addendum to this RFQ. No telephone inquiries will be accepted.

ADDENDA

If it becomes necessary to revise any part of this RFQ, a written addendum will be issued. All addenda issued by the City of Georgetown will become part of the official RFQ and will be posted on the City of Georgetown website, www.georgetownsc.gov. Receipt of all addenda must be acknowledged in the response to this RFQ.

CONTACT POLICY

No direct or indirect contact regarding this solicitation may be made with any representatives of the City of Georgetown other than the official contact identified in this RFQ. If such contact is made, the City of Georgetown reserves the right to reject a submission by that respondent. All questions and/or requests for clarification must be provided in accordance with Section 2.5 of the RFQ. This contact policy applies to site visits and requests for technical information. Any technical information needed from the City of Georgetown to prepare a submission should be coordinated through the Questions/Requests for Clarification process outlined in Section 2.4.

ACCEPTANCE AND REJECTION OF SUBMISSIONS

Any submissions that do not conform to the essential requirements of the RFQ shall be rejected. The City of Georgetown reserves the right to waive informalities and minor irregularities in submittals and reserves the sole right to determine what constitutes informalities and minor irregularities. The City of Georgetown also reserves the right to accept or reject any or all submissions received in response to this RFQ. The City of Georgetown is not obligated to enter into any contract on the basis of any submittal in response to this RFQ. The City of Georgetown reserves the right to request additional information from any firm submitting under this RFQ if such information is necessary to clarify the submission.

CANCELLATION/REJECTION

The City of Georgetown may cancel this RFQ in whole or in part at any time if it is determined to be in the best interest of the City of Georgetown. The City of Georgetown may reject any or all submissions in whole or in part if it is determined to be in the best interest of the City of Georgetown.

CONFLICT OF INTEREST

Respondents shall promptly notify the City of Georgetown in writing of all potential conflicts of interest for any prospective business association, interest, or other circumstance, which may influence or appear to influence the respondent's judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest, or circumstance, the nature of work that such a person may undertake, and request an opinion of the City of Georgetown as to whether the association, interest, or circumstance would, in the opinion of the City of Georgetown, constitute a conflict of interest. By responding to this solicitation, the respondent certifies that it has no conflict of interest with any employee, agent, elected official or officer of the City of Georgetown or any other conflict as may be set forth herein.

COLLUSION

More than one submission from an individual, firm partnership, corporation, association or related parties under the same or different names will not be considered. If the City of Georgetown believes that collusion exists among respondents, all submissions from the suspected firms will be rejected. "Related parties" means respondents or the principals thereof, which have a direct or indirect City of Georgetown ship or profit-sharing interest in another respondent.

Respondents shall comply with all local, state, and federal directives, orders, and laws applicable to this RFQ and any resulting contract.

By responding to this RFQ, respondents certify that the response is made without previous understanding, agreement, or connection with any person, firm or corporation making a submission for the same item, and they certify the knowledge that this would constitute an illegal action.

EVALUATION AND AWARD PROCESS

Selection Committee

The City of Georgetown will conduct a formal selection process to determine the best qualified respondent. This process will include the formation of a selection committee and the appointment of other technical advisors as needed to review all of the submissions and score them based on the established selection criteria outlined herein. The award will be made to the highest rated and ranked respondent based on the cumulative scores of the selection committee.

The City of Georgetown reserves the right to contact a firm to obtain written clarification of information submitted and to contact references to obtain information regarding performance, reliability, and integrity. After evaluating the submitted Statements of Qualifications, the selection committee may choose to interview a short list of at least three

firms prior to ranking the respondents. If interviews will be conducted, short-listed respondents will be notified at least ten (10) business days prior to the interview date.

The committee will identify the most qualified firm to provide a fee proposal based on the scope of work identified in this RFQ and in the SCIIP grant application and award documents. It is the responsibility of each selected candidate firm to become fully informed on the SCIIP grant project scope and project management requirements.

Notice of Intent to Award

The selection committee's recommendation for award will be presented to the City of Georgetown's governing council and RIA SCIIP grant manager for consideration. If approved, a notice of "Intent to Award" will be posted on the City of Georgetown's website. A notice will also be emailed to all respondents informing them of the committee's recommendation.

Protested Solicitations and Awards

Any respondent who is aggrieved in connection with the solicitation or award of a contract may protest according to the procedures in the City's Procurement Ordinance, any protest or objection to this RFP award process must be submitted in writing to the City of Georgetown, Attn: Nereo Parreno, Purchasing Agent, PO Drawer 939, Georgetown, SC 29440, within ten (10) calendar days of the notification of award posted to the City's website.

Contract Negotiations/ Award of Contract

After the close of the appeal period, if no appeals were received or successfully granted, the highest rated respondent identified in the "Intent to Award" will be invited to enter into contract negotiations with City of Georgetown to finalize the scope of work, personnel, hours, hourly rates, use of sub-consultants, and other direct costs that will be required to complete the agreement between the City of Georgetown and the selected respondent. If an agreement cannot be reached with the top ranked firm, the City of Georgetown will select the next highest ranked responsive and qualified firm and the negotiation phase will be repeated. This process will continue until an agreement is reached with a qualified firm that can provide the required scope of services within the project budget. Any contracts awarded as a result of this procurement process will be between the respondent and the City of Georgetown.

Per RIA SCIIP guidelines, any contract negotiated as a result of this procurement process will require approval from RIA prior to award/execution. Once a draft contract is negotiated, the City of Georgetown will submit it to RIA for approval. Once approval is granted, the City of Georgetown and the selected respondent may enter into the contract. Failure to adhere to this policy could result in disallowed grant costs and the cancellation of this solicitation.

SELECTION CRITERIA

The selection criteria and their relative importance in making the selection are:

Qualifications of Firm/Personnel (25%)

Technical expertise and competence, including education, registration, and years of experience of individuals who will be assigned to this project.

Related Experience on Similar Projects (25%)

Extent of relevant experience with infrastructure projects of a similar nature, including experience with federally-funded grants and/or RIA state-funded grants.

Past Performance and local knowledge and proximity to site (25%)

Performance recommendations with regard to work quality, schedule, budget, communication and coordination of related projects in coastal areas.

Consultants should provide any information related to past work experience with the City's Water Utilities Department.

Preference will be given to consultants located within a 1.5 hour to 3 hour travel distance to better service the client and to minimize traveling costs.

Recent, Current, and Projected Workload (20%)

Workload of the firm and key personnel related to how it might impact the respondent's ability to meet the project's schedule requirements. Firm commitment for the company to complete the design work within the allotted time frame.

Identify a list of currently committed projects with other agencies for the next two years.

Local Vendor Preference Option (5%)

1. A vendor shall be deemed a Local Georgetown City/County vendor for the purposes of this Section if such vendor is an individual, partnership, association or corporation that is authorized to transact business within the State, maintains an office in Georgetown County, and maintains a representative inventory or commodities within the City/County on which the bid is submitted, and has paid all taxes and business license fees duly assessed.
2. This option allows the lowest local bidder whose bid is within five -percent (5%) of the lowest non-local bidder to match the bid submitted by the non-local bidder and, thereby, be awarded the contract. This preference shall apply only when (a) the total dollar purchase is \$10,000 or more; (b) the vendor has a physical business address located and operating within the limits of Georgetown County and has been doing business in the City/County for a period of twelve (12) months or more; and (c) the vendor provides proof of payment of all applicable Georgetown City/County taxes, business license and fees if so requested.
3. Should the lowest responsible and responsive Georgetown City/County bidder not exercise its right to match the bid as granted herein, the next lowest qualified Georgetown City/County bidder shall have that right and so on. The right to match the non-Georgetown City/County bidder's bid shall be exercised within 24 hours of notification.
4. In order to qualify for the local preference authorized by this Section, the vendor seeking same shall be required to submit with the bid a statement containing relevant information which demonstrates compliance with the provisions of this Section. This statement shall be on the LOCAL VENDOR PREFERENCE OPTION SUBMITTAL FORM (Exhibit A) included in the bid document. Failure to provide such affidavit at the time the bidder submits its bid shall constitute a waiver of any claim for preference.
5. For all contracts for architecture, professional engineering, or other professional services governed by Section 2-187, Professional and Construction Management Services, Design-Build Services, Turnkey Management, the City shall include the local business status of a firm among the factors considered when selecting which firms are "most highly qualified." In determining which firm is the "most qualified" for purposes of negotiating a satisfactory contract, preference shall be given to a local business where all other relevant factors are equal.

6. Local preference shall not apply to the following categories of contracts:

- (a) Goods or services provided under a cooperative purchasing agreement or similar "piggyback" contract;
- (b) Contracts for professional services except as provided for in Section 2-187;
- (c) Purchases or contracts which are funded, in whole or in part, by a governmental or other funding entity, where the terms and conditions of receipt of the funds prohibit the preference;
- (d) Purchases or contracts made pursuant to a noncompetitive award process, unless otherwise provided by this section, or
- (e) Any bid announcement which specifically provides that the general local preference policies set forth in this section are suspended due to the unique nature of the goods or services sought, the existence of an emergency as found by either City Council or City Administrator, or where such suspension is, in the opinion of the City Attorney, required by law.

GENERAL CONTRACTUAL REQUIREMENTS

1. Force Majeure - The firm shall not be liable for any excess costs if the failure to perform the contract arises out of causes beyond the control and without the fault or negligence of the firm. Such causes may include, but are not limited to acts of God or of the public enemy, acts of Governments in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restriction, strikes, freight embargoes, and unusually severe weather; but in every case the failure to perform must be beyond the control and without the fault or negligence of the firm.
2. Governing Law - Except to the extent that this agreement may be governed by any federal law, including federal bankruptcy law, this Agreement shall be governed by, constructed and interpreted under, and enforced exclusively in accordance with the laws of the State of South Carolina, and the courts in the State of South Carolina shall have jurisdiction with respect to any dispute arising hereunder.
3. Firm Qualifications - Firm must, upon request of the City, furnish satisfactory evidence of its ability to furnish products and/or services in accordance with the terms and conditions of this RFQ. The City reserves the right to make the final determination as to the firm's ability to provide the services herein.
4. Firm Responsibility – Each firm shall fully acquaint him/herself with conditions relating to the scope and restrictions attending the execution of the work under the conditions of this RFQ. It is expected that this will sometimes require on-site observation. The failure or omission of the firm to acquaint him/herself with existing conditions shall in no way relieve him/her of any obligation with respect to this RFQ or to a contract.
5. Affirmative Action - The firm will take affirmative action in complying with all federal and state requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees without regard or discrimination by reason of race, color, religion, sex, national origin or physical handicap.
6. Women and Minority Business Enterprise (WMBE) Statement - It is the policy of the City to

provide minorities, and women equal opportunity for participating in all aspects of the City's contracting and procurement programs, including but not limited to employment, construction projects, and lease agreements consistent with the laws of the State of South Carolina. It is the policy of the City to prohibit discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex, age, handicap, or veteran status. It is further the policy of the City to conduct its contracting and procurement programs so as to prevent such discrimination and to resolve any and all claims of such discrimination.

7. Termination - Subject to the following provisions, any contract resulting from this request for Proposals may be terminated by the City provided a thirty (30) day advance notice in writing by the City Administrator, or his designee, is given to the firm:
 - 7.1 Non-Appropriations - Funds for this contract are payable from local appropriations. If the sufficient appropriations are not made to pay the charges under the contract it shall terminate without any obligation to the City.
 - 7.2. Convenience - In the event that a contract is terminated or canceled upon request and for the convenience of the City without the required thirty (30) day advance written notice, then the City shall negotiate reasonable termination costs, if applicable.
 - 7.3 Cause - Termination by the City for the cause, default or negligence on part of the firm, shall be excluded from the foregoing provisions; termination costs, if any shall not apply. The thirty (30) day advance notice requirement is waived and the default provision herein shall apply.
 - 7.4 Default – In case of default by the firm, the City reserves the right to purchase any and all items/services in default in open market, charging firm with any excessive costs. SHOULD SUCH CHARGE BE ASSESSED, NO SUBSEQUENT PROPOSALS OF THE DEFAULTING FIRM WILL BE CONSIDERED UNTIL THE ASSESSED CHARGE HAS BEEN SATISFIED.
8. Prime Firm Responsibilities - The firm will be required to assume sole responsibility for the complete effort as required by this RFQ. The City will consider the firm to be the sole point of contact with regard to all contractual matters.
9. Subcontracting - If any part of the work covered by this RFQ is to be subcontracted, the firm shall identify the subcontracting organization and the contractual arrangements made therewith at the time of the offer. All subcontractors must be approved by the City. The successful firm will also furnish the corporate or company name and the names of the officers of any subcontractors engaged by the firm.
10. Ownership of Material – All materials and documents submitted by the firm in response to this RFQ become the property of the City and will not be returned to the firm.
11. Compliance with State and Federal Requirements – State and Federal requirements that are more restrictive than these set forth herein shall be followed by the Contractor.
12. Contract Amendments - Amendments to any agreement between the City and the firm must be reviewed and approved in writing by the City Administrator or designee.
13. Assignment - No contract or its provisions may be assigned, sublet, or transferred without the written consent of the City Finance Department.
14. Records Retention and Right to Audit – The City shall have the right to audit the books and records of the firm as they pertain to this contract. Such books and records shall be maintained for a period of three (3) years from the date of final payment under contract.
15. The City may conduct performance audits of the firm, as determined necessary by the City. Pertaining to all audits, the firm shall make available to the City, access to its computer files containing the history of the contract performance and all other documents related to the audit. Additionally, any software used by the firm shall be made available for auditing purposes at no cost to the City.
16. Independent Contractor Status - The parties hereby agree that the Contractor is an independent contractor of the City and that nothing in an agreement with the City shall be deemed to place the parties in a relationship of employer/employee, partners, or joint ventures. Neither party shall have the right to obligate or bind the other in any manner. Each party agrees and acknowledges that it

will not hold itself out as an authorized agent with the power to bind the other party in any manner. Each party shall only be responsible for any withholding taxes, payroll taxes, disability insurance payments, unemployment taxes, or other similar taxes or charges with respect to its activities in relation to the performance of its obligations of an agreement.

17. Representations of Firm - Firm represents, warrants, and covenants that:

- (a) In providing the services firm shall utilize the care and skill used by members of firm's profession practicing under similar circumstances at the same time and in the same locality.
- (b) All employees provided by the firm to the City shall have the qualifications, skills, and experience necessary to perform his/her job in accordance with the requirements of the agreement. The City may request removal of any employee for good cause.
- (c) Firm is a business, validly existing and in good standing under the Laws of the State of South Carolina.

18. Indemnity Provisions - Firm agrees to and shall indemnify and hold the City harmless from and against all liability, loss, damages or injury, and all costs and expenses (Including attorney fees and costs of any suit related thereto) suffered or incurred by the City, arising from or related to the terms of this project, or firm's performance thereunder.

ADDITIONAL TERMS AND CONDITIONS

The following terms and conditions will be incorporated into the contract for this work:

1. Termination for Cause and Convenience

The contract may be terminated in whole or in part as follows:

- i. By the Grantee, if a contractor fails to comply with the terms and conditions of the SCIIP award;
- ii. By the Grantee, to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities;
- iii. By the Grantee with the consent of the Contractor, in which case the two parties must agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated;
- iv. By the Grantee upon written notification setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, if the Grantee determines in the case of partial termination that the reduced or modified portion of the contract will not accomplish the purposes for which the contract was made, the Grantee may terminate the contract in its entirety; or
- v. By the Grantee pursuant to termination provisions included in the SCIIP award.

2. Administrative, Contractual, and Legal Remedies¹

In addition to any of the remedies described elsewhere in the contract, if the Contractor materially fails to comply with the terms and conditions of this contract, including any federal or state statutes, rules or regulations, applicable to this contract, RIA or the Grantee may take one or more of the following actions:

- i. Temporarily withhold payments pending correction of the deficiency by the Contractor;
- ii. Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance;
- iii. Wholly or partly suspend or terminate this contract; and
- iv. Take other remedies that may be legally available.

The remedies identified above, do not preclude the Contractor from being subject to debarment and suspension under Presidential Executive Orders 12549 and 12689. The Grantee shall have the right to demand a refund, either in whole or part, of the funds provided to the Contractor for noncompliance with the terms of this contract.

3. Equal Opportunity Clause

During the performance of this contract, the Contractor agrees as follows:

- i. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:
 - a. Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state

¹ This provision is required only for contracts in excess of \$150,000.

that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

- ii. The Contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the Contractor's legal duty to furnish information.
- iii. The Contractor will send to each labor union or representative of workers with which he has a collective bargaining contract or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- iv. The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- v. The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- vi. In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

4. Debarment and Suspension (Executive Orders 12549 and 12689)

- i. The Contractor certifies that it is not listed on the government-wide exclusions in SAM, in accordance with the OMB guidelines at 2 CFR 180 and 2 CF 1200 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension."

EXHIBITS

- A) Professional Services Agreement – Blank
- B) Mandatory Local Vendor Submittal form
- C) Pump Station #11 site plan
- D) Force Main site plan
- E) SCIIP Grant Application, www.georgetownsc.gov
- F) SCIIP Grant Award, www.georgetownsc.gov



**Request for Qualifications
(RFQ)
Engineering Services**

ADDENDUM I

August 11, 2023

Project #1: Sewer force main replacement project #1820
Project #2: Sewer pump station #11 replacement project #1821
Grant: SCIP GRANT AWARD #A-23-C079

Answers to Questions

1. Page 10, Submittal Package, Item 2. includes 4 to 6 pages for a Summary of Qualifications, Experience, and Availability. Will the City consider allowing additional pages so that abbreviated resumes and relevant project experience summaries can be included?

**Answer: Item 2-Qualifications (25%) & Related Experience (25%).
Do not exceed 16 pages.**

2. Page 10, Submittal Package, Item 3. requires a proposed project approach, but no information is provided on the requirements for this section on Page 11 or the scoring on Page 18.

**Answer: Item 3-Proposed Project Approach: Past Performance, Local Knowledge, and Site Proximity (25%) & Recent, Current, and Project Workload (20%).
Do not exceed 16 pages.**

3. Item 1 on Page 10 of the RFQ mentions a “PDF file upload limit is 6.” Is this 6 MB?

Answer: Six (6) items, one for each requested document.

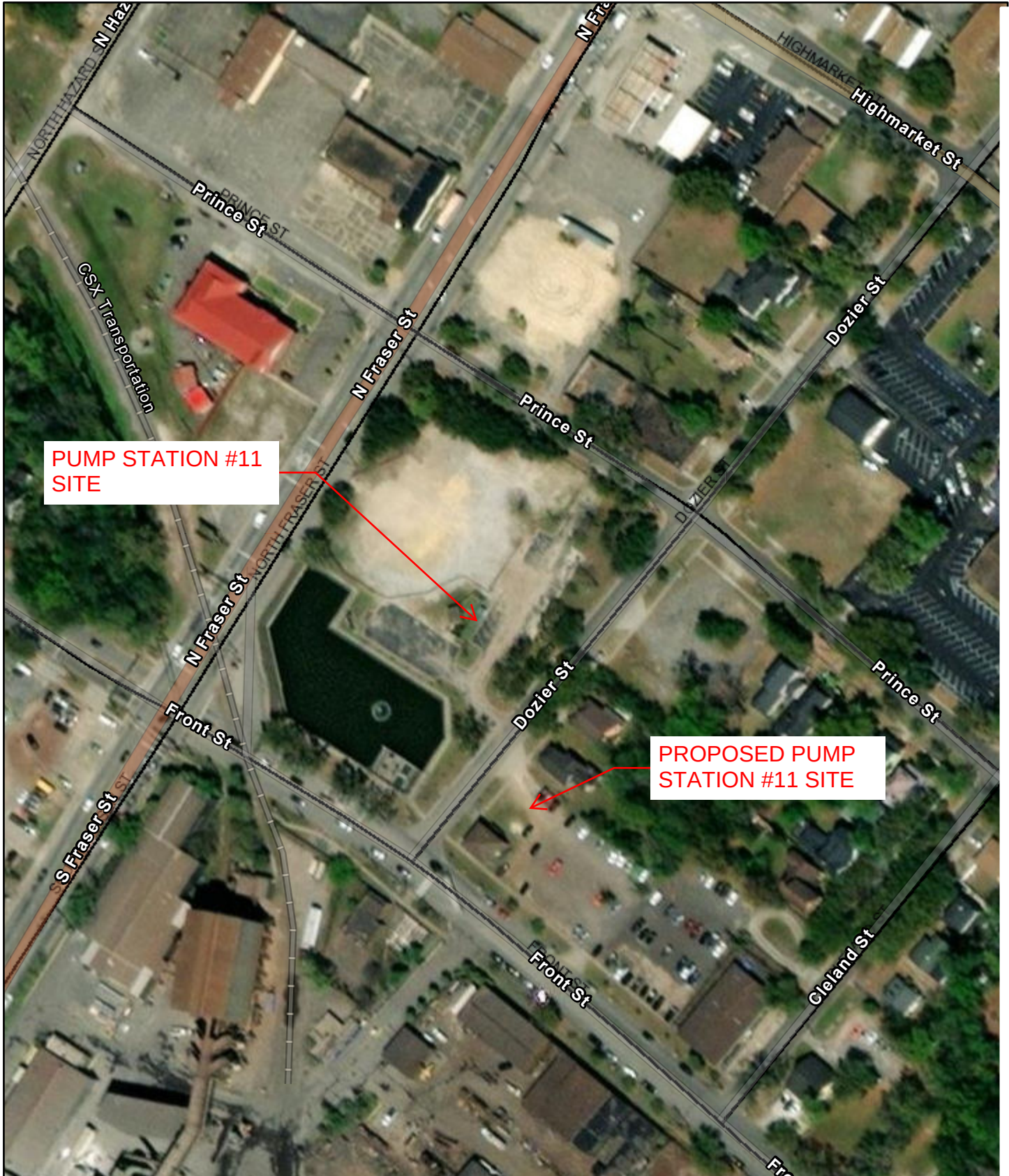


4. The SCIIP Application references new 12,000-GPM VFD Pumps at PS No. 11 as well as the new Force Main being 20-Inches. The flow in this 20-Inch Force Main would have a velocity of 12 Feet per Second, which is much higher than typical design values. The velocity in the existing 20-Inch Force Main with the 3,860 GPM flow rate is closer to 4 Feet per Second. Was a larger Force Main size considered during the SCIIP Application process?

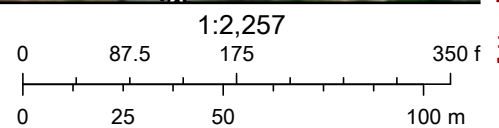
Answer: Yes, a larger force main and a higher capacity sewer pump station were considered. The analysis and recommendation for the increased capacity is part of the Preliminary Engineering phase.

City of Georgetown- P.S. #11 Site Map

8.B.6



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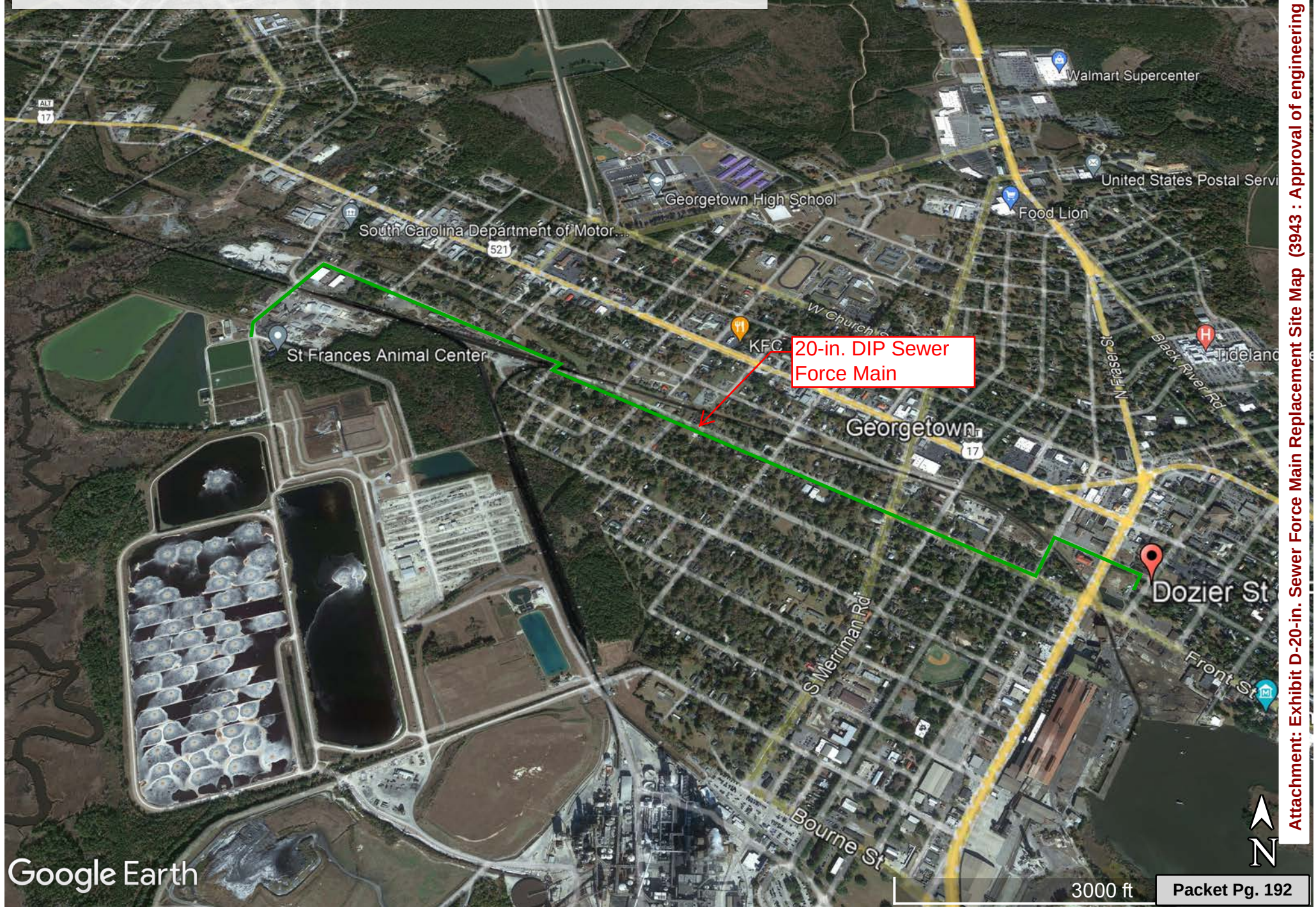


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Sewer Force Main from City Hall PS #11 to WWTP

Force Main Length: 10,965 LF

8.B.7



Attachment: Exhibit D-20-in. Sewer Force Main Replacement Site Map (3943 : Approval of engineering

AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES

STATE OF SOUTH CAROLINA

COUNTY OF GEORGETOWN

THIS AGREEMENT, entered into this _____ day of _____, 20 23 and effective Immediately between WK Dickson & Co. Inc. (hereinafter called the "CONSULTANT") and the City of Georgetown, a duly organized and validly existing politic body of the State of South Carolina (hereinafter called "CITY"),

WITNESSETH THAT

WHEREAS, The CITY desires to engage the services of a professional consultant for the purpose of Sewer Force Main (#1820) and Pump Station #11 Replacement ^(#1821), hereinafter referred to as "Project"; and,

WHEREAS, The CITY has solicited proposals for same by that certain Request for Qualifications for Consultant Services, hereinafter referred to as "^{RFQ}~~RFQ~~", a copy of which is attached hereto for all purposes as **EXHIBIT "1"**; and,

WHEREAS, The Consultant has represented to CITY that it has the qualifications, experience, expertise, training, and personnel to timely perform the Project for CITY; and,

WHEREAS, The Consultant has expressed its desire to do so by their proposal, dated October 6, 2023, hereinafter referred to as "Proposal", a copy of which is attached hereto for all purposes as **EXHIBIT "2"**; and,

WHEREAS, the parties desire to enter in an agreement for the Consultant to perform the Project for CITY per all the terms and conditions more particularly set out herein below;

NOW, THEREFORE, for and in consideration of the foregoing, and of other good and valuable consideration as described, the adequacy of which is acknowledged, the parties hereto agree as follows:

Attachment: WK Dickson Agreement (3943 : Approval of engineering contract with WK Dickson for SCIP projects)

(1) **SCOPE OF SERVICES:**

- a. CONSULTANT hereby agrees to perform the tasks and services as outlined in the Scope of Work, which is part of the ~~RFP~~ RFQ.
- b. CITY may, from time to time require changes in the WORK of the CONSULTANT to be performed hereunder. Such changes, which are mutually agreed upon by and between CITY and the CONSULTANT, shall be incorporated by written amendment to this Agreement.
- c. CONSULTANT is obligated to comply with applicable standards of normal engineering care in the performance of the services and covenants that the services will be performed in accordance with the specifications set forth in the statement of work. Written notice of non-conforming services must be promptly given by the CITY to CONSULTANT. Consultant's obligations arising from non-conforming services as set forth in this paragraph shall extend compliant with the applicable statute of limitations in the South Carolina Code of Laws, as amended. CONSULTANT hereby disclaims all other warranties both express and implied.

(2) **COMPENSATION:**

- a. CITY agrees to pay CONSULTANT a sum not-to-exceed:
One Million Two Hundred and Twenty-Three Thousand 00/100-----
dollars (\$ 1,223,000.00) in accordance with the Proposal, incorporated into this Agreement as Exhibit 2, and hereinafter referred to as "Compensation";
- b. CONSULTANT shall submit monthly invoices for work completed to CITY by the fifth day of the month following the month in which such work is done. Such invoices shall reference the contract number, and shall be accompanied by a monthly progress report and/or any reasonably required supporting materials and/or data.
- c. CITY shall pay the CONSULTANT for such invoice within thirty (30) days thereafter, provided same has been reviewed and approved by CITY, which review shall be without undue delay.

- d. If CITY approves payment in an amount less than that submitted by CONSULTANT in the invoice, then the unpaid portion of such invoice shall be retained until approved by CITY, as set out herein; and the parties hereto shall work in good faith to resolve such discrepancy within five (5) days thereafter.
- e. COMPENSATION shall not be made for WORK which is not part of the original Scope of Services or is not amended in writing as set forth in Article 1b.
- f. In the event funds are not appropriated or become non-appropriated for an included fiscal year by CITY, it is agreed by the parties that this Agreement will become null and void and the CITY's obligations cannot extend beyond the date of non-appropriation.

(3) **SCHEDULE OF SERVICES:**

- a. The WORK to be performed by the CONSULTANT shall begin upon the date in the CITY's Notice to Proceed letter to the CONSULTANT, incorporated into this Agreement as **ATTACHMENT "A"**, and hereinafter referred to as "NTP"
- b. The WORK shall be completed in accordance with the Schedule, incorporated into this Agreement as **ATTACHMENT "B"**, and hereinafter referred to as "Schedule".
- c. Modifications to the SCHEDULE may be required. Such modifications, which are mutually agreed upon by and between CITY and the CONSULTANT shall be incorporated by written amendment to this Agreement

(4) **PERSONNEL:**

- a. The CONSULTANT shall supply the necessary personnel required to perform the services under this Agreement. A list of key personnel supplied by the CONSULTANT under this AGREEMENT are noted on the Personnel List, incorporated into this Agreement as **ATTACHMENT "C"**, and hereinafter referred to as "PERSONNEL";
- b. The Personnel List shall include the name, title and hourly billing rate of each entry on the list.

- c. All of the services required hereunder will be performed by the CONSULTANT or under CONSULTANT'S supervision, and all personnel engaged in the work shall be qualified to perform such services.
- d. The CITY reserves the right to request the substitution of CONSULTANT'S personnel, whether listed or not listed in PERSONNEL, assigned to this Agreement.

(5) **INDEPENDENT CONTRACTOR**

- a. The CONSULTANT shall at all times be considered an independent contractor hereunder, and neither CONSULTANT nor its employees, agents or representatives shall, under any circumstances, be considered employees of CITY.
- b. The CITY shall not be legally responsible for negligence or other wrong-doing, either intentional or unintentional, by CONSULTANT or CONSULTANT's employees, agents or representatives.
- c. The CITY shall not deduct from payment to CONSULTANT any federal or state unemployment taxes, federal or state income taxes, Social Security tax, or any other amounts for benefits to CONSULTANT.
- d. The CITY shall not provide to CONSULTANT any insurance coverage or other benefits, including Workers Compensation, normally provided by CITY for CITY's employees

(6) **SERVICES AND MATERIALS TO BE FURNISHED BY CITY:**

- a. CITY shall furnish the CONSULTANT with any available information, data, and material pertinent to the execution of this Agreement.
- b. CITY shall cooperate with the CONSULTANT in carrying out the work herein and shall provide adequate staff for liaison with the CONSULTANT.

(7) **TERMINATION:**

- a. CITY may terminate this Agreement upon seven (7) days written notice to CONSULTANT for CONSULTANT's failure to provide services hereunder to CITY's sole reasonable satisfaction.
- b. CITY may terminate this Agreement for any reason as CITY in its sole discretion shall decide upon fifteen (15) days written notice to CONSULTANT.
- c. Termination of this Agreement shall not relieve either party of any obligation incurred one to the other prior to said termination. Specifically, CITY agrees to pay CONSULTANT for all work performed hereunder and all reasonable costs incurred prior to said termination.

(8) **FORCE MAJEURE:**

- a. Force majeure includes acts of God, acts of other branches of government in either their sovereign or contractual capacities, or any similar cause beyond the reasonable control of the parties.
- b. Any delays in or failure of performance by either party that are caused by a Force Majeure shall not constitute breach of this AGREEMENT.
- c. In the event that any event of force majeure, as herein defined occurs, both parties shall be entitled to a reasonable extension of time for performance of its WORK.

(9) **PERMITS, CERTIFICATES AND/OR LICENSES:**

- a. CONSULTANT shall comply with all applicable federal, state, county and City laws and ordinances, in effect as of the date of this agreement in the performance of its obligations hereunder.
- b. CONSULTANT shall procuring and maintain all permits and license(s) required to perform the WORK, including any necessary business license(s).

(10) NOTICES:

- a. Any notices, bills, invoices, or reports required by this Agreement shall be sufficient if sent by the parties in the United States mail, postage paid, to the addresses noted below:

CITY

City Administrator
 c/o City Engineer
 City of Georgetown
 Post Office Box 939
 Georgetown, SC 29440
 Phone: (843) 545-4500

CONSULTANT

WK Dickson & Co. Inc.
 Address
 4105 Faber Place Drive, Suite 410
 North Charleston, SC 29405
 Phone: 843-416-5560

(11) DOCUMENTS:

- a. The CITY shall be deemed as the owner of all work produced under this Agreement, including but not limited to drawings, specifications, reports, field data, notes, and other documents whether handwritten, typed or in electronic form.
- b. The CITY may use, reuse, copy, distribute and disseminate any and all work produced under this Agreement and rely on the accuracy of the CONSULTANT, so long as the documents remain unaltered, and only for the purpose for which the work product was originally intended under this Agreement.
- c. The CITY may modify any and all work produced under this Agreement as it sees fit; however, any modification shall also relieve the CONSULTANT of responsibility as to the work product and/or any modification thereof.

(12) INFORMATION OF REPORTS:

- a. The CONSULTANT shall, at such time and in form as CITY may require, furnish such periodic reports concerning the status of the project, such statements, and copies of proposed and executed plans and other information relative to project as may be requested by CITY.

- b. The CONSULTANT shall furnish CITY, upon request, with copies of all documents and other material prepared or developed in relation with or as part of project.

(13) RECORDS AND INSPECTIONS:

- a. CONSULTANT shall maintain full and accurate records with respect to all matters covered under this Agreement for a period of one year after the completion of the project.
- b. CITY shall have free access at all proper times to such records, and the right to examine and audit the same and to make transcripts there from, and to inspect all program data, documents, proceedings, and activities.

(14) INSURANCE:

- a. CONSULTANT shall procure and maintain insurance for the duration of this Agreement against any and all claims for injuries to persons or damages to property of third parties which may in any way arise from, or in connection with, the negligent performance of the work hereunder by CONSULTANT, its agents, representatives or employees.
- b. Such insurance shall contain a provision stating that coverage thereunder shall not be canceled or reduced without thirty (30) days prior written notice to CITY, and shall be in the following minimum amounts:

Minimum Coverages and Limits:

- | | | |
|----|------------------------------|----------------------------|
| a. | Commercial General Liability | \$1,000,000 per occurrence |
| | | \$2,000,000 aggregate |
| b. | Worker's Compensation | Statutory Limits |
| c. | Automobile Liability | \$1,000,000 per occurrence |
| d. | Professional Liability | \$1,000,000 per claim made |
- c. Certificates showing proof of such insurance shall be submitted to CITY prior to commencement of services under this Agreement.
- d. The Commercial General Liability policy is to contain or be endorsed to name CITY, its officers, officials, agents and employees as additional insured as respects the liability arising out of the activities negligently performed under this Agreement. Such coverage shall be primary as to CONSULTANT'S negligence

and shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

- e. CONSULTANT shall maintain Workers Compensation Insurance for all of CONSULTANT's employees who are in any way connected with the performance under this Agreement. Such insurance shall comply with all applicable state laws and provide a waiver of subrogation against the CITY, its officers, officials, agents and employees.
- f. CONSULTANT and/or its insurers are responsible for payment of any liability arising out of Workers Compensation, unemployment or employee benefits offered to its employees.
- g. Insurance is to be placed with insurers with a current A.M. Best's rating of not less than A: VII and authorized to do business in the State of South Carolina, unless otherwise approved by CITY.
- h. CONSULTANT shall not self-insure in satisfaction of any insurance requirement set out herein without the express, written approval of CITY.

(15) COMPLETENESS OF AGREEMENT:

- a. This Agreement and any additional or supplementary document or documents incorporated herein by specific reference contain all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind any of the parties hereto
- b. This Agreement is entered into with full understanding and awareness of such requirement.
- c. CITY shall be allowed to rely upon the representations of CONSULTANT as set out in the Proposal.
- d. With the exception of the foregoing, this Agreement constitutes the entire agreement between the parties hereto and may not be modified or amended except in writing signed by both parties hereto.

(16) **CONFLICTS:**

- a. In the case of any conflict between the terms and conditions of this Agreement and the terms of any other agreement between the parties hereto, the terms of this Agreement shall control.
- b. If there is a conflict between the CONSULTANTS's Proposal and this Agreement, then this Agreement shall control.
- c. If there is a conflict between the CITY's Request for Proposal and the CONSULTANT's Proposal, the CITY'S RFP shall control.
- d. Both parties agree that all conflicts arising under this Agreement that cannot be settled between the parties shall be resolved in the Georgetown County Court of Common Pleas (Non-Jury)

(17) **SEVERABILITY:**

- a. If any part or provision of this Agreement is held invalid or unenforceable under applicable law, such invalidity or unenforceability shall not in any way affect the validity or enforceability of the remaining parts and provisions of this Agreement.

(18) **NONWAIVER:**

- a. The waiver by CITY or CONSULTANT of a breach of this Agreement shall not operate as a waiver of any subsequent breach, and no delay in acting with regard to any breach of this Agreement shall be construed to be a waiver of the breach.
- b. In no event shall the making of any payment by CITY to the CONSULTANT constitute or be construed as a waiver by CITY of any breach of covenant, or any default which may exist on the part of the CONSULTANT
- c. The making of any such payment by CITY while any such breach or default shall exist in no way impairs or prejudices any right or remedy available to CITY in respect to such breach or default

(19) **GOVERNING LAW:**

- a. This Agreement and the rights, obligations and remedies of the parties hereto, shall in all respects be governed by and construed in accordance with the laws of the State of South Carolina.

(20) **RESPONSIBILITY:**

- a. Each party shall be responsible for its own acts as provided under the law of South Carolina and will be responsible for all damages, costs, fees and expenses which arise out of the performance of this Agreement which are due to that party's own negligence, tortious acts and other unlawful conduct and the negligence, tortious action and other unlawful conduct of its respective agents, officers and employees.
- b. The foregoing notwithstanding, and excluding CONSULTANT'S liability for bodily injury or property damage of third parties, the total aggregate liability of CONSULTANT arising out of the performance or breach of this Agreement shall not exceed the greater of the compensation paid to CONSULTANT hereunder or \$500,000.00. Notwithstanding any other provision of this Agreement, neither party shall have liability to the other for contingent, consequential, or other indirect damages including, without limitation, damages for loss of use, revenue or profit; operating costs and facility downtime, however the same may be caused. The limitations and exclusions of liability set forth herein shall apply regardless of the fault, breach of contract, tort (including negligence), strict liability or otherwise of the parties, including their respective employees, or sub consultants.

(21) **INDEMNIFICATION:**

- a. Notwithstanding anything herein to the contrary, CONSULTANT shall indemnify and hold CITY, its employees, officers, officials, and/or representatives, free and harmless from and against any and all liabilities, losses, claims, demands, suits,

judgments, causes of action and/or expenses, of any kind including, but not limited to the payment of reasonable attorney's fees, resulting from property damage and/or personal injury, including death, resulting from the negligence, errors, omissions, and/or willful misconduct of CONSULTANT, if any, arising out of the performance of its duties hereunder.

- b. Such losses, liabilities, expenses, damages and/or claims shall include, but not be limited to, civil or criminal fines or penalties, a taking, whether direct, indirect or inverse, or for loss of use and/or service, personal injury, death, libel, slander, and reasonable attorney's fees in the underlying action through all levels of appeals.
- c. Should CITY be named in any suit, action or claim under the terms hereof, then, to the extent of, and in proportion to, its indemnification obligation, CONSULTANT shall appear and defend CITY at CONSULTANT's cost and expense, provided that CITY shall always have the option to appear and defend such action or claim on its own behalf.
- d. The foregoing indemnity shall survive the expiration or termination of this Agreement.

(22) **FREEDOM OF INFORMATION ACT (FOIA)**

- a. The parties acknowledge that all documents are subject to release under the South Carolina Freedom of Information Act (FOIA) and will be released to the public unless exempt from disclosure under the FOIA.
- b. If CONSULTANT contends a document is exempt from disclosure under the FOIA, it shall mark any such documents plainly, and seek protection from disclosure by filing an appropriate action in Circuit Court and shall bear the cost of the action and any monetary or attorney's fees awarded to the person or entity making the FOIA request.
- c. If CONSULTANT objects to release and litigation is commenced against the CITY under the FOIA, CITY agrees to promptly notify CONSULTANT, who shall move to intervene as a party.

- d. CONSULTANT agrees to hold CITY harmless from and indemnify for all costs (including plaintiff's attorney's fees if awarded by the Court) incurred by the CITY in defending the lawsuit and the funds necessary to satisfy any judgment and all costs on appeal, if any.

(23) ASSIGNABILITY:

- a. The parties hereby agree that CONSULTANT may not assign, convey or transfer its interest, rights and duties in this Agreement without the prior written consent of CITY.

(24) THIRD PARTY OBLIGATIONS:

- a. Neither party shall be obligated or liable to any party other than the second party to this Agreement.

(25) RESTRICTIONS ON LOBBYING:

- a. CONSULTANT shall comply with all requirements of Section 1352, Title 31 of the U.S. Code, which prohibits all recipients of federal funds from using appropriated monies for lobbying activities.

(26) SUCCESSORS AND ASSIGNS:

- a. The rights and obligations herein shall inure to and be binding upon the successors and assigns of the parties hereto.

IN WITNESS WHEREOF, CITY and the CONSULTANT have executed this agreement as of the date first written above.

CITY OF GEORGETOWN

CONSULTANT

By: _____

By: _____

Title: City Administrator

Title: Principal/Owner

CITY OF GEORGETOWN, SC
PROJECT #1: SEWER FORCE MAIN REPLACEMENT #1820
PROJECT 2: SEWER PUMP STATION #11 REPLACEMENT #1821
SCIIP GRANT AWARD #A-23-C079

The City of Georgetown, SC (OWNER) plans to replace the existing Pump Station (PS) #11 and approximately 11,000 linear feet (LF) of 20-inch force main between the station and the OWNER's wastewater treatment plant. W.K. Dickson & Co., Inc. (CONSULTANT) will provide the following engineering services (Tasks) as described in the OWNER's Request for Qualifications for Engineering Services, dated July 24, 2023, for Project #1: Sewer Force Main Replacement Project #1820 and Project #2: Sewer Pump Station #11 Replacement Project #1821 funded under South Carolina Infrastructure Investment Program (SCIIP) Grant Award #A-23-C079. The OWNER will be responsible for completing all SCIIP communications, reporting and coordination with the South Carolina Rural Infrastructure Authority (SC RIA) with assistance from the CONSULTANT as may be requested for review and input.

A. Scope of Services.

The scope of work consists of the following tasks:

Task 1 – Preliminary Engineering / Report (PER)

This task includes:

- a. CONSULTANT will request compile and review existing data on the projects, then schedule and conduct a kickoff meeting with the OWNER and prepare meeting minutes.
- b. Following the kick-off meeting, the CONSULTANT will request any additional data identified as pertinent and available, and review information provided by the OWNER to project near-term and future average and peak hour design flows.
- c. CONSULTANT shall perform a site visit (one day) with the OWNER to evaluate the existing pump station, proposed pump station site, and force main route. The force main route shall be within the right-of-ways parallel to the existing force main between Pump Station #11 and the Wastewater Treatment Plant Influent Pump Station.
- d. CONSULTANT will perform hydraulic calculations to determine the force main diameter and material, and to determine pump size with pump selections for the triplex station. CONSULTANT will evaluate open cut and trenchless installation methods.
- e. CONSULTANT will complete a preliminary engineering report (PER) with basis

of design information for the pump station and force main. CONSULTANT will review the PER with the OWNER, revise and finalize the report with the OWNER's input. The final PER will be submitted to SCDHEC for approval.

Task 2 – Surveying and Subsurface Exploration

This task includes:

- a. CONSULTANT shall perform a topographic survey of the existing and proposed pump station sites and the selected force main route. The route survey will be completed for the corridor inside the existing right-of-way for the entire length of the route as required to generate an AutoCAD drawing file with one-foot contour intervals (datum NAVD 1988 and State Plane Coordinates). Subsurface Utility Engineering (SUE) Level B services will be provided to locate underground utilities prior to conducting the field survey. Should SUE Level A services be necessary, potholes will be completed by the OWNER and surveyed by CONSULTANT's surveyor using the SUE Level A Survey Allowance identified in Section C. Compensation. The SUE Level A Survey Allowance will be adjusted as needed under a scope change amendment.
- b. CONSULTANT shall provide geotechnical investigation services for the PS #11 site and along the selected force main route at up to six (6) locations. Each location will include one (1) seismic cone penetration test (CPT) sounding advanced to 50 feet depth or refusal, and one (1) shallow hand auger boring (HAB) advanced to 4 feet depth or refusal. A subsurface investigation report summarizing the investigations, analyses and recommendations for design will be completed by a professional geotechnical engineer (as a subconsultant to the CONSULTANT).
- c. No land and easement acquisitions are anticipated for the execution of the project, but can be added if necessary under a scope change amendment.
- d. No wetlands delineation or wetlands permitting services are anticipated for the execution of the project, but can be added if necessary under a scope change amendment.

Task 3 – Schematic and Final Design

Design of PS #11 will include a triplex submersible pump station in a epoxy-lined pre-cast concrete or cast-in-place concrete wet well with piping, valves, and flow meter. The pumps will include variable frequency drives (VFDs) and emergency power will be provided by a diesel-fueled generator located outside in an all-weather, sound attenuating enclosure with automatic transfer switch. Electrical and controls will be

located inside an air-conditioned electrical room inside a new building designed by an architect (as a subconsultant to CONSULTANT) as one-story and meet the OWNER's Building Department and Urban Core Design Guidelines. The generator will be located adjacent to the building and surrounded by walls designed by CONSULTANT's architect. No bridge crane, monorail, or hoisting equipment is included, but can be added under a scope change amendment.

The force main route will follow the route identified in the RFQ. The force main diameter and material will be determined during Task 1. Crossings under CSX Railways and U.S. Highway 17 will be performed by bore and jack of a steel casing. Most of the route will be installed using open cut methodology with horizontal directional drill (HDD) used where necessary to avoid wetlands and cross under congested areas.

This task includes:

- a. Prepare plan and profile drawings of the new force main. Prepare plans for the new pump station and demolition plans for the existing pump station.
- b. Prepare specifications using the OWNER's front-ends (Division 0 and 1) and the CONSULTANT's technical specifications (Division 2 and higher). CONSULTANT will supplement OWNER's front-ends with the bid form, measurement and payment, project requirements, and supplemental conditions (including SCIP requirements). One set of contract documents will be provided with two divisions of work (Div. 1 – PS #11; Div. 2 – Force Main).
- c. Prepare project milestone reviews with the OWNER to be held at the 50% and 90% design levels. An opinion of probable construction cost will accompany each review. The opinion of probable construction cost will be updated to match the design stage and will be revised as the design progresses.
- d. Any SCADA integration and testing services (ie. concrete and soils compaction tests) will be provided by a third party selected by the OWNER and paid under an allowance in the construction contract.

Task 4 – Bidding, Permitting and Procurement

Engineering assistance will be provided for one construction bid. CONSULTANT will provide bid documents to the OWNER for review with SC RIA prior to bid advertisement. Tasks include the following:

- a. Finalize contract documents for bidding.
- b. Prepare and submit SCDHEC Construction Permit, SCDHEC Stormwater Notice of Intent (NOI) and Stormwater Pollution Prevention Plan (SWPPP), OCRM

Coastal Zone Consistency, and SCDOT Encroachment Permit applications. A preliminary coordination meeting with the SCDOT is included prior to submittal of the encroachment permit application. All permit application fees will be paid by the OWNER.

- c. Bid Advertisement - Prepare invitations for construction bid for OWNER's use in its legal advertisement of the project.
- d. Document Distribution – OWNER will provide contract documents to interested contractors and suppliers.
- e. Bidding Questions - Respond to questions from equipment suppliers, construction contractors and material suppliers during the bid phase of the project and draft up to two Addenda. OWNER will post addenda.
- f. Pre-Bid Meeting – Conduct one pre-bid meeting and draft meeting minutes.
- g. Bid Opening - Attend and participate in the Bid Opening (virtual).
- h. Review/Tabulation of Bid submittals - Review and evaluate bid packages, prepare and distribute tabulation of bids received.
- i. Recommendation of Award - Provide recommendation of award based on bids received and information available on the low bidder(s). Recommendation of award to be provided by the OWNER to the SC RIA for review and approval prior to execution.
- j. Conform Documents - Conform Addenda and bid data from the low bidder(s) into final documents for contract execution and construction phase purposes.

Task 5 - Construction

Engineering assistance will be provided during the construction period (total 18 months) for one or two construction contracts. If two contractors are awarded construction contracts, construction administration services will be performed on the same schedule with joint meetings and observation services occurring on the same date. Once approval from SC RIA and OWNER are received to proceed with construction, the CONSULTANT will perform the following tasks:

- a. Organize and conduct one Pre-Construction Conference and record minutes for distribution to attendees (including the OWNER, Contractor(s) and applicable regulatory contacts).
- b. The OWNER's instructions to the Contractor shall be issued through the CONSULTANT who shall have the authority to act on behalf of the OWNER in dealings with Contractor to the extent provided in this Contract

for Services and Construction Contract Standard General Conditions.

- c. Review shop drawings, samples and other data which Contractor is required to submit, but only for conformance with the design concept of the Project and compliance with the information given in the Contract Documents. Such reviews or other action shall not include means, methods, techniques, sequences, or procedures of construction or safety programs and precautions incident thereto.
- d. Conduct progress meetings and site visits during periods of active construction to observe as an experienced and qualified design professional the progress and quality of the Work and to determine in general if the Work is proceeding in accordance with the Contract Documents. However, the CONSULTANT's inspections shall not be intended to involve work beyond the responsibility specifically assigned to the CONSULTANT in this Contract for Services and the Contract Documents. On the basis of on-site observations, the CONSULTANT shall keep the OWNER informed of the progress and quality of the Work and shall alert the OWNER to defects and deficiencies observed in the Work of the Contractor. Up to sixteen (16) joint meetings / site visits have been budgeted for the Contract. The CONSULTANT shall issue meeting minutes.
- e. Make recommendations to the OWNER concerning the disapproval or rejection of Contractors' Work while it is in progress if the CONSULTANT believes that such Work does not produce a completed Project that conforms to the Contract Documents or that it will prejudice the integrity of the design concept of the Project as reflected in the Contract Documents. The CONSULTANT shall have access to the Work at all times wherever it is in preparation or progress.
- f. The CONSULTANT shall issue necessary clarifications and interpretations of the Contract Documents as appropriate to the orderly completion of the Work. Such clarifications and interpretations will be consistent with the intent of and reasonably inferable from the Contract Documents. The CONSULTANT may issue Field Orders authorizing minor variations from the requirements of the Contract Documents. Field Orders shall not involve change in Contract Price or Time. The CONSULTANT has budgeted for two (2) responses per month of the construction duration for the Contract.
- g. Act as initial interpreter of the requirements of the Contract Documents,

judge the acceptability of the Work and make decisions on all claims of the OWNER and Contractor relating to the acceptability of the Work or the interpretation of the requirements of the Contract Documents pertaining to the execution and progress of the Work. In rendering such decisions, the CONSULTANT shall be fair and not show partiality to the OWNER or Contractor and not be liable for the results of any such interpretations or decisions rendered in good faith.

- h. Determine the amount owed to the Contractor based on the CONSULTANT's and the OWNER's observations and inspections at the site and the data comprising the Application for Payment, and the accompanying data and schedules, and recommend in writing payments to Contractor in such amounts. Such recommendations of payment will constitute a representation to the OWNER that the Work has progressed to the point indicated and that, to the best of the CONSULTANT's and the OWNER's representative knowledge, information and belief, the quality of the Work is in accordance with the Contract Documents. The issuance of a recommendation will further constitute a representation that the Contractor is entitled to payment in the amount certified. However, the issuance of a recommendation for payment will not be a representation that the CONSULTANT is responsible for construction means, methods, techniques, sequences or procedures or has ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Price. The CONSULTANT has budgeted for review of eighteen (18) payment applications, one being the final adjusting payment, for each Contractor.
- i. Recommend Change Orders and Work Change Directives to the OWNER as appropriate, and the CONSULTANT shall prepare Change Orders and Work Change Directives as required. The CONSULTANT shall not issue such Change Orders and Work Change Directives until the OWNER has approved and accepted Contractor's cost and schedule change to implement such Change Orders and Work Change Directives. The CONSULTANT has budgeted for preparation of up to four (4) Owner-Directed Change Orders or Work Change Directives and one (1) final adjusting Change Order for each Contractor.
- j. The CONSULTANT shall have a construction observer provide part time construction observation services for up to 8 hours per week during active construction (not to exceed sixty (60) trips and four hundred eighty (480) total man-hours) to monitor construction by the Contractor(s).

- k. The construction observer will call to the attention of the Contractor any deficient work noted in the field and, through the assistance of the CONSULTANT's project manager, interpret the plans and specifications when questions arise.

Task 6 – Close-out

The OWNER will coordinate project close-out approvals through the SC RIA. This task includes:

- a. Following notice from Contractor that Contractor considers the entire work ready for its intended use, the CONSULTANT's Observer and the OWNER, accompanied by Contractor, shall conduct a one-day inspection to determine if the work is substantially and satisfactorily complete. If such work is determined by the CONSULTANT to be substantially complete, the CONSULTANT shall provide a notice of substantial completion to the OWNER and Contractor. If work is not deemed suitable, the CONSULTANT shall provide in writing a list of deficiencies to be corrected before the work can be deemed Substantially Complete. The CONSULTANT's Observer shall re-inspect the work one time when the Contractor provides in writing a statement that all deficiencies have been corrected.
- b. Debrief with the OWNER's and the CONSULTANT's Observer to determine if the completed Work is acceptable to the OWNER so that the CONSULTANT may recommend, in writing, final payment to Contractor and may give written notice to the OWNER and Contractor that the Work is acceptable. Accompanying the recommendation for final payment, the CONSULTANT shall indicate that the work is acceptable to the best of the CONSULTANT's knowledge, information and belief and based on the extent of the services performed and furnished by the CONSULTANT and the OWNER under this Agreement. After determining that the completed Work is acceptable, issue a written Notice of Acceptance to the Contractor. Notice shall establish the completion date.
- c. Receive, review and approve Contractor's final payment request.
- d. Following construction and acceptance, the CONSULTANT shall submit to the OWNER and SCDHEC one copy of a certificate of completion to indicate that construction was performed in substantial accordance with the approved construction documents and the appropriate regulations.
- e. Prepare a "Record Drawing" of the completed project using Contractor,

OWNER's and construction observer's observation of changes made during construction. These Record Drawings shall be prepared and the electronic files submitted to the OWNER. The CONSULTANT will also distribute one (1) paper set to SCDHEC for the Permit to Operate.

- f. It is assumed that construction of the Project will not exceed 540 consecutive calendar days.

B. Schedule.

It is estimated that the Scope of Services described above will completed as follows (review and approval by SC RIA timeframe for each step may impact schedule):

- Task 1 and 2 – 90 days from Notice to Proceed (NTP by 10/30/23)
- Task 3 – 180 days from Notice to Proceed
- Task 4 – 120 days from completion of Task 3, with Bid Advertisement by 07/01/24.
- Task 5 and 6 – 540 days from Award of Construction Contract

C. Compensation.

Compensation to the CONSULTANT for services outlined in Paragraph A above shall be provided on an hourly plus expenses basis as detailed in the rate schedule below. The total fees for Basic Services shall not exceed the sum of one million two hundred twenty-three thousand dollars (\$1,223,000.00) with the following breakdown:

Task	Fee
1	\$ 67,000
2	\$ 89,000
(Add. Survey Allow.)	\$ 5,000
3	\$ 580,000
4	\$ 83,000
5	\$ 360,000
6	\$ 39,000
Total	\$ 1,223,000

- | | |
|----|---|
| 1. | Sewer Force Main Replacement (Project 1820) - \$604,000 |
| 2. | Sewer Pump Station #11 Replacement (Project 1821) - \$619,000 |

W.K. DICKSON & CO., INC. 2023 RATE SCHEDULE

LABOR

2023

Principal	\$263.00 /hr.
Senior Consultant	\$242.00 /hr.
Senior Electrical Engineer	\$231.00 /hr.
Senior Engineering Manager	\$231.00 /hr.
Project Manager	\$200.00 /hr.
Engineering Manager	\$200.00 /hr.
Senior Project Engineer	\$179.00 /hr.
Project Engineer	\$168.00 /hr.
Senior Scientist	\$158.00 /hr.
Scientist	\$144.00 /hr.
Senior Planner	\$191.00 /hr.
Planner	\$146.00 /hr.
Senior Engineering Designer	\$152.00 /hr.
Engineering Designer	\$139.00 /hr.
Senior GIS Analyst	\$163.00 /hr.
GIS Analyst	\$140.00 /hr.
GIS Technician	\$118.00 /hr.
Senior Construction Observer	\$140.00 /hr.
Construction Observer	\$118.00 /hr.
Project Administrator	\$86.00 /hr.

EXPENSES

Reproductions	Cost
Mileage	IRS Rate
Telephone, Postage	Cost
Travel (Meals/Lodging)	Cost
Subconsultants	Cost + 10%

Note: The above rates are effective January 1, 2023. WK Dickson reserves the right to revise to reflect inflationary increases.



120 North Fraser Street • Georgetown, SC 29440 • (843) 545-4000

ACTION ITEM

DOC ID: 3941

Council Meeting Date:	19 October 2023
Department:	Electric
Issue Under Consideration:	Motion to approve the first amendment to the service agreement between City of Georgetown and the South Carolina Public Service Authority for Wholesale Power Supply and authorize the city administrator to execute the amendment.
Amount Requested:	Dependent on power supply requirements, this agreement will determine the monthly rate of the wholesale power supply.
Is Item in Current Budget?	Yes
If no, please explain:	N/A
Financial Impact:	Selection of the lowest qualified bidder for the wholesale provider will directly affect the impact of cost to the city's electric customers
Points to Consider:	• The City of Georgetown obtained Utility Technology Engineers Consultant (UTEC) to assist the city with obtaining proposals, evaluating bids and developing a new wholesale electric power supply contract. • UTEC obtained three bids from qualified wholesale providers. After an extensive analysis and review, UTEC recommended the South Carolina Public Service Authority (Santee Cooper) as the best option. • Council had approved a motion at the December 15, 2022, meeting to have UTEC complete the final negotiations. • The City of Georgetown and South Carolina Public Service Authority currently have an agreement ending November 2023. To extend this agreement, an amendment has been drafted with the negotiated changes. • The extension is for seven years with a monthly credit from the Authorities' municipal light and power rate and provides the ability to install additional generation if the city decides to do so in the future.
Options:	Approve/Deny
Staff Recommendation:	Staff recommends approval of the amendment to the service agreement

Reviews:

Scott Whittier Completed 10/09/2023 11:52 AM
 Finance Completed 10/09/2023 12:01 PM
 City Attorney Completed 10/09/2023 12:39 PM
 Sandra E. Yudice Ph.D. Completed 10/09/2023 1:38 PM

Updated: 10/9/2023 1:22 PM by Sandra E. Yudice Ph.D. (Page 1)

Stephanie Buccione Completed 10/10/2023 10:08 AM
Georgetown City Council Pending 10/19/2023 5:30 PM

Attachments:

1. 1 First Amendment to Georgetown Service Agreement (PDF)
2. 2 Georgetown Service Agreement 2013 - Executed Version (PDF)

FIRST AMENDMENT TO THE SERVICE AGREEMENT**BETWEEN****CITY OF GEORGETOWN, SOUTH CAROLINA****AND****SOUTH CAROLINA PUBLIC SERVICE AUTHORITY****DATED NOVEMBER 21, 2013**

THIS FIRST AMENDMENT ("First Amendment") to the Service Agreement Between CITY OF GEORGETOWN, GEORGETOWN, SOUTH CAROLINA ("City") and SOUTH CAROLINA PUBLIC SERVICE AUTHORITY ("Authority") dated November 21, 2013 (the "Service Agreement") is made and effective as of the ____ day of October 2023 ("First Amendment Effective Date") by and between the City and Authority. The City and Authority may hereinafter be referred to individually as a "Party" or collectively as the "Parties".

FACTUAL RECITALS

WHEREAS, in the Service Agreement, City agreed to purchase from Authority, and Authority agreed to provide to City full requirements service supply for the Term of the Service Agreement; and

WHEREAS, the Initial Term of the Service Agreement ends October 31, 2023 and remains in effect until either Party terminates the Service Agreement upon 24 months advance written notice (Term); and

WHEREAS, the Parties have agreed to a 7-year extension of the Initial Term of the Service Agreement and have agreed to a discounted Monthly Demand Rate during the extended Initial Term, subject to the conditions of this Agreement; and

WHEREAS, the Parties desire to amend the Service Agreement to reflect the agreements noted above.

NOW THEREFORE, in consideration of the premises aforesaid and the mutual agreements, covenants and obligations herein set forth, the Parties agree and bind themselves, their successors and assigns as follows:

1) DEFINITIONS

Capitalized terms used in this First Amendment shall have the meanings given such terms in the caption and Factual Recitals hereto and in other Sections hereof. Capitalized terms used herein that are not defined within this First Amendment shall have the meaning set forth in the Service Agreement. All references to the plural herein shall also mean the singular and to the singular shall also mean the plural unless the context otherwise requires.

2) EFFECT OF FIRST AMENDMENT: INTENT OF THE PARTIES

It is the intent of the Parties by entering into this First Amendment to effectuate a change to the Initial Term and Monthly Demand Rate. Except as expressly amended, supplemented, or clarified by this First Amendment, the Service Agreement remains in full force and effect and the rights and obligations of Authority and City remain unchanged.

3) **AMENDMENT OF SERVICE AGREEMENT: SECTION 1. TERM AND TERMINATION**

- a) The phrase in the first sentence of the second paragraph of Section 1, “shall remain in effect for an Initial Term of ten (10) Contract Years,” is hereby replaced with the following phrase: “shall remain in effect for an Initial Term of seventeen (17) Contract Years”.
- b) The phrase in the first sentence of the third paragraph of Section 1, “if the Monthly Demand Charge under Schedule ML, exclusive of the Demand Sales Adjustment Clause, exceeds \$23.50 per kilowatt,” is hereby replaced with the following phrase: “if the Monthly Demand Charge under Schedule ML, exclusive of the Demand Sales Adjustment Clause but inclusive of the Monthly Demand Rate credit allowed for under Section 5.4, exceeds \$23.50 per kilowatt.”.

4) **AMENDMENT OF SERVICE AGREEMENT: SECTION 4. EFFECTIVE USE OF RESOURCES**

- a. The first sentence of Section 4 is hereby replaced with the following sentence: “The Parties agree that the City may install and operate up to 5.4 MW of load-side generation to operate in parallel with the City’s electric distribution system for the purposes of coincident peak demand reduction.”.
- b. The following sentence will be inserted as a second paragraph to Section 4: “The Parties agree that the City may install and operate up to 5 MW of renewable generation.”.

5) **AMENDMENT OF SERVICE AGREEMENT: SECTION 5.4. MONTHLY DEMAND RATE**

Section 5.4 shall be amended by inserting at the end of such Section the following two new paragraphs:

“Beginning January 1, 2025 and through October 31, 2030, the Monthly Demand Rate will equal the Monthly Demand Charge established in the then-current Schedule ML, less a \$1.34/kW/month credit. Should the City install any additional generation (in accordance with Section 4(a) or 4(b)) after the Effective Date, then the \$1.34/kW/month credit will not apply to the Monthly Demand Charge.

Beginning November 1, 2030, the Monthly Demand Rate will equal the Monthly Demand Charge established in the then-current Schedule ML.”

6) MISCELLANEOUS

- a) This First Amendment is governed by and construed in accordance with the laws of the State of South Carolina, without regard to the conflict of laws provisions of such State.
- b) This First Amendment shall inure to the benefit of and be binding upon each of the Parties and each of their respective permitted successors and permitted assigns.
- c) The headings in this First Amendment are for reference only and do not affect the interpretation of this First Amendment.
- d) This First Amendment may be executed in counterparts, each of which is deemed an original, but all of which constitute one and the same agreement. Delivery of an executed counterpart of this First Amendment electronically shall be effective as delivery of an original executed counterpart of this First Amendment.
- e) This First Amendment constitutes the sole and entire agreement between the Parties with respect to the subject matter contained herein, and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, with respect to such subject matter.

First Amendment to Georgetown Service Agreement (2023)

Remainder of page left intentionally blank.

IN WITNESS WHEREOF, the Parties hereto have caused this First Amendment to the Service Agreement to be executed as of the First Amendment Effective Date.

CITY OF GEORGETOWN

By: _____
Name: _____
Title: _____

SOUTH CAROLINA PUBLIC SERVICE AUTHORITY

By: _____
Jimmy D. Staton
President and Chief Executive Officer

SERVICE AGREEMENT
BETWEEN
CITY OF GEORGETOWN, SOUTH CAROLINA
AND
SOUTH CAROLINA PUBLIC SERVICE AUTHORITY

THIS SERVICE AGREEMENT ("Service Agreement") is made and entered into this 21st day of November 2013, by and between the CITY OF GEORGETOWN, GEORGETOWN, SOUTH CAROLINA ("City") and the SOUTH CAROLINA PUBLIC SERVICE AUTHORITY, ("Authority"), (referred to collectively as the "Parties").

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FACTUAL RECITALS

WHEREAS, the Authority is a body corporate and politic created by the laws of South Carolina which, among other things, authorize the Authority to produce, transmit, distribute, and sell electric power; and

WHEREAS, the City is a public body and body corporate and politic organized and existing under the laws of the State of South Carolina; and

WHEREAS, the Authority and the City terminated a contract dated April 21, 1977 and replaced it with a new contract dated December 29, 2000; and

WHEREAS, the Authority owns, operates and maintains certain transmission and distribution facilities used solely to serve the City's power and energy requirements, the cost of which are recovered through the Authority's rates and charges; and

WHEREAS, the City wishes to continue to use the aforementioned facilities owned by the Authority to serve its power and energy requirements in lieu of building its own, transmission, and distribution facilities; and

WHEREAS, the Authority and the City wish to terminate the contract dated December 29, 2000 and replace it with this Service Agreement.

NOW THEREFORE, in consideration of the premises aforesaid and the mutual agreements, covenants and obligations herein set forth, the Parties hereto do agree and bind themselves, their successors and assigns as follows:

Capitalized terms used in this Service Agreement and in the Exhibits hereto shall have the meanings given such terms in the caption and Factual Recitals hereto and in other Sections hereof. Capitalized terms used herein that are not defined within this Service Agreement shall have the meaning set forth in the Authority's applicable rate schedule. All references to the plural herein shall also mean the singular and to the singular shall also mean the plural unless the context otherwise requires.

The following terms shall have the following meanings when used in this Service Agreement and in the Exhibits hereto:

DEFINITIONS

Authority shall have the meaning set forth in the introductory paragraph.

Billing Demand shall have the meaning set forth in Section 5.2.

Billing Energy shall have the meaning set forth in Section 5.6.

City shall have the meaning set forth in the introductory paragraph.

Contract Demand shall have the meaning set forth in Section 5.3.

Contract Year shall be the period beginning at 12:01 a.m. November 1 and ending at 12:00 midnight the following October 31 for the duration of the Term.

Delivery Points shall have the meaning set forth in Section 2.

Delivery Voltage shall have the meaning set forth in Section 3.

Effective Date shall be the date specified in Section 1 of this Service Agreement.

Excess Demand Charge shall have the meaning set forth in Schedule ML.

Initial Term shall mean the period of time specified in Section 1.

Measured Demand shall have the meaning set forth in Section 5.1.

Minimum Billing Demand shall have the meaning set forth in Section 5.2.

Monthly Customer Charge shall have the meaning set forth in Section 5.5.

Monthly Demand Rate shall have the meaning set forth in Section 5.4.

Parties shall have the meaning set forth in the introductory paragraph.

Schedule ML shall have the meaning set forth in Section 5.

SEPA shall mean the Southeastern Power Administration.

Service Agreement shall have the meaning set forth in the introductory paragraph.

Term shall have the meaning set forth in Section 1.

[End of Definitions]

SECTION 1. TERM AND TERMINATION

The Service Agreement between the City and the Authority dated December 29, 2000, for the supply of electric power and energy shall terminate upon the effective date of this Service Agreement; provided, however, that nothing herein contained shall in any way bar the right of the Authority to collect any sums due it for services rendered under the old contract as of the date of its termination.

This Service Agreement shall become effective on November 1, 2013, (the "Effective Date") and shall remain in effect for an Initial Term of ten (10) Contract Years, and thereafter shall remain in effect unless and until terminated by 24 months advance written notice of such intention from either Party to the other ("Term"). Each Party hereto agrees to use due diligence in providing the facilities necessary for providing service hereunder.

The City has the right to terminate this Service Agreement, provided that no such termination shall become effective prior to November 1, 2023, if the Monthly Demand Charge under Schedule ML, exclusive of the Demand Sales Adjustment Clause, exceeds \$23.50 per kilowatt. To be effective, written notice of early termination in accordance with this Section 1 must be given within 12 months after the effective date of the modified rates. The City's failure to give notice after a rate increase does not prevent the City from filing notices of termination on subsequent rate increases.

SECTION 2. POINTS OF DELIVERY AND OWNERSHIP OF FACILITIES

Electric power and energy shall be furnished at three (3) points of delivery, ("Delivery Points"). These Delivery Points shall be:

1. Authority's 115 kV substation within the City limits of Georgetown at the point where the City's conductors connect to the 12.47 kV bus of the Authority;
2. Authority's 115 kV Maryville substation at the point where the City's conductors connect to the 12.47 kV bus of the Authority; and
3. Redundant power source located at the 34.5 kV line extending from International Paper to the City of Georgetown's Wastewater Treatment Plant 34.5 kV transformer bushings.

The City shall provide to the Authority at least 24 months written notice for the establishment of an additional delivery point(s) or for modification to the Delivery Points. If the City determines that a reduced notice period is required, the City may request such a reduction. The Authority shall allow such requested notice period unless the Authority reasonably determines that the reduced notice period will not provide the Authority with adequate time to complete the requested modifications.

The City shall furnish, install, and maintain all facilities on the City's side of the point of delivery and be responsible for any damages to equipment caused by any increase or fluctuation of the City's load.

SECTION 3. CHARACTER, AMOUNT, DEMAND, AND KIND OF POWER AND ENERGY

Electrical energy to be delivered by the Authority hereunder shall be standard three-phase, unregulated, 60 Hertz power at a nominal potential of 12,470 volts at the City's Delivery Points 1 and 2 above, and 34,500 volts at the City's Delivery Point 3 above, or such other voltages as the parties may agree ("Delivery Voltage").

The City shall buy from the Authority and the Authority shall provide to the City all the power and energy required to serve the loads of the City's electric power customers, except for power and energy purchased from the Southeastern Power Administration ("SEPA") and power and energy needs generated in accordance with Section 4 herein.

The Authority shall schedule and deliver SEPA power and energy to the City in accordance with the agreement between the Authority and SEPA dated September 13, 1985, which was extended and amended under Supplemental Agreement No. 7, dated September 27, 1995, or such successor agreements.

SECTION 4. EFFECTIVE USE OF RESOURCES.

The Parties agree that the City may install and operate up to 3.6 MW of load-side generation to operate in parallel with the City's electric distribution system for the purposes of coincident peak demand reduction. The parties further agree that generation developed under this section

will: (i) meet all current accepted industry and IEEE interconnection design standards, (ii) adhere to the Authority's safety design requirements, and (iii) be designed to not operate in parallel with Delivery Point 3, above.

SECTION 5. RATES AND CHARGES

The City shall receive, use and pay for service hereunder in accordance with all provisions of the Authority's Municipal Light and Power Schedule ML-12, or its successor, ("Schedule ML"), except as provided herein. A copy of Schedule ML-12 is attached hereto. Schedule ML-12, including the terms defined therein, is incorporated by reference. Schedule ML-12 may be amended or revised by the Authority from time to time. If any provision of this Service Agreement is inconsistent with any provisions of Schedule ML, the provisions of this Service Agreement shall prevail.

5.1 Measured Demand

The Measured Demand for each month shall be the City's 1-hour integrated totalized demand for all of the City's Delivery Points coincident with the Authority's total system 1-hour integrated demand. The City's Measured Demand shall be net of the City's load-side generation occurring in such hour, in accordance with Section 4 of this Service Agreement.

5.2 Billing Demand

The Billing Demand for each month shall be:

- a) The greater of (i) the City's Measured Demand for the Billing Month, or (ii) not less than 50% of the Contract Demand for such billing month, (the "Minimum Billing Demand");
- b) less the City's SEPA capacity entitlement;
- c) less any adjustment resulting from power billed in accordance with Section 10.

5.3 Contract Demand

Initially, the Contract Demand shall be 30,000 kW. Should the 1-hour integrated, totalized demand for all of the City's Delivery Points coincident with the Authority's total system peak in the current, or any previous billing month, exceed the then-current Contract Demand during

the Term of this Service Agreement, then the Parties will determine if the Contract Demand will be increased or if the City will pay Excess Demand Charges pursuant to the terms of the current Schedule ML.

5.3.1 Adjustments to Contract Demand

- a) The Contract Demand shall be adjusted appropriately for any power billing in accordance with Section 10. If the City elects to transfer existing qualifying load from service under Schedule ML to service under the Authority's Large Light and Power Rate Schedule in accordance with Section 10, the City's Contract Demand shall be adjusted to reflect such transfer.
- b) In the event retail electric power sales are deregulated in South Carolina, the City's Contract Demand shall be adjusted to reflect the loss of retail electric power customers. In making such adjustments, the reductions shall be based upon (i) actual coincident peak demands of the departing customer during the highest City load month in which the Contract Demand was established, where known, or (ii) the actual kilowatt-hour sales of the departing customer in the month in which the Contract Demand was established and a reasonable load factor for customers in the appropriate retail customer class.
- c) The City may request a reduction in its Contract Demand upon 30 days written notice, provided that the City: (i) loses a customer having a load of 200 kW or more, or (ii) is subject to a change in statutory or regulatory requirements that affects its utility service obligations or right to serve load, provided further that (i) no such reduction shall become effective before the end of the fifth Contract Year (October 30, 2018), and (ii) no such reduction shall exceed 1,000 kW for any twelve month period. The Authority shall not deny the City's reasonable request for a reduction in its Contract Demand.

5.4 Monthly Demand Rate

Beginning November 1, 2013 and continuing through October 31, 2018, the Monthly Demand Rate will be equal to the lower of (i) \$15.04 per kW or (ii) the Monthly Demand Rate established in the then-current Schedule ML.

Beginning November 1, 2018, the Monthly Demand Rate will equal the Monthly Demand Rate established in the then-current Schedule ML.

5.5 Monthly Customer Charge

The Customer Charge will equal the Customer Charge established in the then-current Schedule ML.

For purposes of calculating the Customer Charge, the Authority agrees to treat the City's Delivery Points in existence as of the effective date of this agreement as a single point of delivery.

5.6 Billing Energy

The Billing Energy for each month shall be equal to the energy metered at the Delivery Points, less the energy provided by SEPA.

SECTION 6. METERING

Power and energy deliveries to the City shall be metered on the Delivery Voltage side of the transformers or lines owned by the Authority and installed for the purpose of providing the Delivery Voltage as set out hereinbefore in Section 3.

The Authority agrees to make a good faith effort to provide the City with the Authority's instantaneous load signal every five (5) minutes. Such load data will be available through the internet and available to the City's personnel and its consultants twenty-four (24) hours per day, seven (7) days per week, 365 days per year, subject to internet availability, security requirements and other access issues that may arise.

SECTION 7. PROGRAMS AND SERVICES.

The City has the option to utilize the Authority's distribution services and renewable energy services as may be available to the Authority's retail customers from time to time, as well as the Authority's economic development services, in accordance with the Memorandum of Understanding between the Authority and the City Related to Additional Considerations to the Service Agreement, dated November 21st 2013. The Authority also offers certain demand-side

management and energy efficiency programs to retail customers, in which the costs of those programs are recovered over a period greater than ten (10) years. Should the City want to offer those programs to their customers, the Parties will negotiate and agree to the payment terms of such programs at that time.

SECTION 8. WAIVERS.

Any failure at any time by the Authority or the City to enforce a provision of Schedule ML or this Service Agreement, shall not constitute a waiver by such Party of said provision.

SECTION 9. EASEMENTS AND RIGHTS-OF-WAY.

The City hereby grants to the Authority for the term of this Service Agreement, the right to construct, operate and maintain on property owned, leased or controlled by the City, all transmission or distribution appurtenances and equipment reasonably necessary or desirable for supplying service hereunder. The Authority shall also have all rights of access to said property reasonably necessary or desirable for the aforesaid purposes and the right to remove all or any portion of the Authority's property at any time during the term of this Service Agreement or within a reasonable time thereafter. All property, structures and facilities erected or to be erected by the Authority on property of the City are recognized and agreed by the Parties to be removable trade fixtures, which shall be and remain personal property of the Authority whether affixed to the realty or not. The City shall not charge any fees for the rights granted herein for the purpose of supplying service hereunder, provided, however, that this agreement does not restrict the City's right to impose fees and charges on retail sales, as provided by law.

The City shall have the right to require the Authority's property to meet standards established by local ordinance, including, where applicable, undergrounding of future facilities. To the extent the standards established by the City exceed the standards applied by the Authority in its retail service areas, and the Authority's property is required entirely to meet the needs of the City under this Service Agreement, the City shall be responsible for payment of costs incurred in excess of the costs required to meet the Authority's normal standards.

No street, alley, bridge, right-of-way or other public place used by the Authority shall be obstructed longer than necessary during its work of construction or repair, and shall be restored to the same good order and condition as when said work was commenced. No part of any street, alley, bridge, right-of-way, or other public place, including any public drain, sewer, catch basin, water pipe, pavement or other public improvement, shall be damaged. However, should any such damage occur due to the Authority's actions, the Authority shall repair the same as promptly as possible, and, in default thereof, the City, upon written notice, may make such repairs and charge reasonable cost thereof to and collect the same from the Authority. The Authority shall save the City harmless from all liability or damage (including judgment, decrees, and legal court costs) resulting from its exercise of the privileges hereby granted or of its rights under this Section.

SECTION 10. ACCESS TO AUTHORITY'S INDUSTRIAL RATE MENU

The parties agree that the City may purchase Industrial Power from the Authority under the Authority's Large Light and Power Rate Schedule, including all riders thereto and any successor rate schedules or riders (collectively referred to herein as Schedule L) for resale directly or indirectly to existing and/or new large commercial and industrial customers that satisfy the eligibility requirements of Schedule L. Such Industrial Power includes Firm Power, Interruptible Power, Off-Peak Power, Supplemental Curtailable Power, Economy Power, and Standby Power available under such Schedule L as it may from time to time be revised or amended.

All purchases of Industrial Power under Schedule L shall be procured on an individual retail delivery point basis. The City must purchase and pay for Industrial Power under the Terms and Conditions of Schedule L including, but not limited to, availability of service, minimum bill provisions, calculation of monthly power cost, and notice provisions related to termination of service and/or conversion of service of the retail delivery point to power supplied under Schedule ML.

Nothing in this Section 10, or any other provision of this Service Agreement, shall be construed as limiting the Authority's rights and responsibilities for establishing the prices, terms and conditions for sales of Industrial Power under the applicable schedules and riders.

For purposes of billing under Schedule L, deliveries to retail delivery points shall be adjusted appropriately for losses, if any, to the Delivery Point.

SECTION 11. ELECTRIC RESTRUCTURING.

The Authority and the City recognize that restructuring of the retail electric industry may take place in South Carolina during the duration of this Service Agreement, and customers of both the Authority and the City may be allowed to select alternative power suppliers. In the event that both the Authority and the City are authorized, by law or by a State agency with competent jurisdiction, to collect stranded cost charges from retail customers which select an alternative power supplier, and the Authority elects to collect such stranded cost charges, the City will work with the Authority to determine the appropriate stranded cost charge to collect from the City's retail electric distribution customers that choose to take power from an alternative supplier.

SECTION 12. MISCELLANEOUS.

This Service Agreement may not be assigned by the Authority or City without the prior written consent of the other Party, provided, however, such consent will not be unreasonably withheld.

This agreement and the rights and duties of the parties hereunder is governed by and construed, enforced and performed in accordance with the laws of the State of South Carolina.

All notices, requests, statements or payments shall be made as specified in this Service Agreement. Notices required to be in writing shall be delivered by letter, facsimile or other documentary form. Notice by facsimile or hand delivery shall be deemed to have been received by the close of business day on which it was transmitted or hand delivered (unless transmitted or hand delivered after the close, in which case it shall be deemed received at the close of the next business day). Notice by overnight mail or courier shall be deemed to have been received two (2) business days after it was sent. A Party may change its address by providing notice of same in accordance herewith. All notices received from either Party will be promptly acknowledged as received.

Notices to the City:

City of Georgetown
Post Office Box 1146
Georgetown, South Carolina 29440
Attention: Electric Utility Manager
Fax: (843) 527-7591

Notices to the Authority:

South Carolina Public Service Authority
One Riverwood Drive
Post Office Box 2946101
Moncks Corner, South Carolina 29461-2901
Attention: Vice President, Wholesale and Industrial Services
Fax: (843) 761-7037

Subject to the provisions hereinbefore contained, this Service Agreement shall be binding upon and inure to the benefit of the successors and assigns of the Parties hereto.

IN WITNESS WHEREOF, the Parties hereto have caused this contract to be executed in duplicate original, in their corporate names and their corporate seals to be hereto affixed by their proper officers hereunto duly authorized, all as of the day and year first above written.

CITY OF GEORGETOWN

By: _____



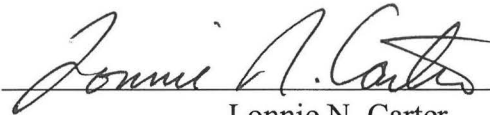
ATTEST:

Ann U. Mercer

(SEAL OF CITY OF GEORGETOWN)

SOUTH CAROLINA PUBLIC SERVICE AUTHORITY

By: _____



Lonnie N. Carter

President and Chief Executive Officer



ATTEST:

Jennifer Wadford

(SEAL OF AUTHORITY)

Rate Code: ML

ML-12

SOUTH CAROLINA PUBLIC SERVICE AUTHORITY
(SANTEE COOPER)
MUNICIPAL LIGHT AND POWER
SCHEDULE ML-12

Section 1. Availability:

- (A) Service hereunder is available at Delivery Points on or near the transmission facilities of the Authority to municipal, sales-for-resale customers having a contract demand of 1,000 kilowatts or more.
- (B) This Rate Schedule is not available for breakdown, standby, supplementary, or auxiliary service, and service hereunder shall not be used in parallel with other sources of electric power.
- (C) Prior to the provision of service hereunder at one or more Delivery Points, the Customer shall have entered into a Service Agreement, mutually agreeable to the Customer and the Authority, that shall set forth general terms and conditions of service hereunder.

Section 2. Character of Service:

(A) Electric power and energy delivered hereunder shall be unregulated, three-phase alternating current, at a frequency of approximately 60 Hertz, at one of the Authority's standard nominal voltages of 480 volts or higher. Separate supplies for the same Customer at different locations and/or at different voltages shall be considered separate Delivery Points. Multiple Delivery Points shall be separately metered and billed. Only one transformation will be provided hereunder from the available transmission voltage.

Section 3. Monthly Rates and Charges:

(A) Charges for Power Service:

- (1) Monthly Customer Charge:
A monthly charge for each Delivery Point of..... \$1,000.00
- (2) Monthly Demand Charge:
 - (a) Base Demand Charge:

For the first 1,000kW or less of Billing Demand \$15,040.00

All Additional kW of Billing Demand \$15.04
 - (b) Transformation Discount:

Whenever the Customer takes delivery at available transmission voltage (69 kV or greater) and provides the necessary transformation from the available transmission voltage, the foregoing Base Monthly Demand Charge shall be reduced by \$0.60/kW.
 - (c) Excess Demand Charge:

For each kW of the Customer's Measured Demand that is classified as Excess Demand, a charge, in addition to the Base Demand Charge, of \$9.00/kW.

Rate Code: ML

ML-12

(d) Demand Sales Adjustment:

For each kW of Billing Demand, a credit or change, if any, determined from time to time pursuant to the Authority's Demand Sales Adjustment DSC-12, or its currently applicable successor clause, if any.

(e) Economic Development Sales Adjustment:

For each kW of Firm Billing Demand, a credit, if any, determined from time to time pursuant to the Authority's Economic Development Sales Adjustment Clause (EDA-12), or its currently applicable successor clause, if any.

(3) Energy Charge:

(a) Base Energy Charge:

All kWh \$0.0389/kWh

(b) Fuel Adjustment Clause:

For each kWh, the charge per kWh determined for the month pursuant to the Authority's Fuel Adjustment Clause FAC-12, or its currently applicable successor clause, if any, with " F_b/S_b " and "K" of the formula in said clause being equal to \$0.03641/kWh and .085, respectively.

(4) Excess Reactive Demand Charge:

Each kVAr of Excess Reactive Demand \$0.82/kVAr

(B) Monthly Facilities Charges:

In the event service to the Customer requires the Authority to provide facilities in addition to, or different from, facilities normally provided by the Authority, and the Authority provides such facilities, the Customer also shall pay the Authority a Monthly Facilities Charge, in addition to all other charges hereunder. Such Monthly Facilities Charge shall be equal to 1.4% of the original installed cost of such facilities.

(C) Minimum Monthly Bill:

The minimum monthly bill shall consist of the sum of the Monthly Customer Charge, the Monthly Demand Charge, and the Monthly Facilities Charge, if any.

(D) Taxes and Other Assessments:

Amounts for "payments in lieu of taxes," as prescribed by the Code of Laws of South Carolina §58-31-80, §58-31-90, and §58-31-100, as amended, have been included in the establishment of the foregoing monthly rates and charges. The total monthly billing amount hereunder also shall be subject to all other taxes, payments in lieu of taxes, franchise fees, assessments, and surcharges imposed by any governmental authority. In addition, South Carolina Sales Tax, if any, will be added to each bill unless the Customer has furnished the Authority evidence of specific exemption secured by the Customer from the South Carolina Tax Commission or its successor.

Rate Code: ML

ML-12

Section 4. Determination of Demands:(A) Billing Demand:

(1) The Billing Demand for each Billing Month shall be the greater of (i) the Customer's Measured Demand for such Billing Month or (ii) eighty percent (80%) of the Contract Demand for such Billing Month.

(2) In the event that, during any Billing Month, the provision of service by the Authority hereunder is interrupted for a period of four (4) or more consecutive hours as a result of an occurrence of one of the circumstances set forth in Section 6(A) hereof, the Billing Demand for such Billing Month will be reduced by the proportion which the number of hours of such interruption bears to the total number of hours in the Billing Month.

(B) Measured Demand:

The Measured Demand for each Billing Month shall be the maximum 30-minute integrated kW demand of the customer during such Billing Month; provided, however, that if the Customer's load is unbalanced between phases by more than ten percent (10%), the Authority, at its sole option, may (i) require the Customer, at the Customer's expense, to make the changes necessary to correct such condition, and/or (ii) assume that the load on each phase is equal to the greatest load on any phase.

(C) Contract Demand:

(1) Except as otherwise provided herein, the Contract Demand applicable to each Delivery Point during each Billing Month shall be the maximum amount of power, in kilowatts, that the Customer shall have requested and the Authority shall have agreed to supply during such Billing Month, as evidenced in the Service Agreement between the Customer and the Authority. During the first twelve (12) months of service to a new Delivery Point, the Authority, at its sole option, may agree to adjust the Customer's Contract Demand on a month-to-month basis and/or to forego the application of Section 4 (D) hereinbelow, in order to allow the Customer and the Authority an adequate build-up or phase-in of operations; provided, however, that the Authority reserves the right to condition such agreement on such additional terms and conditions as the Authority deems appropriate for the circumstances.

(2) Except as otherwise provided herein or in the Service Agreement between the Customer and the Authority, the Customer may reduce its Contract demand for a Delivery Point, or any twelve month period and subsequent twelve month periods, to not less than 1,000 kW by providing prior written notice of such reduction to the Authority at least one year prior to the beginning of the first Period to which the notice applies, provided, however, that (i) no such reduction shall become effective before the fifth anniversary of service to the Delivery point, and provided further that (ii) the greatest amounts of such reductions shall be as follows:

- (a) For the first twelve month period to which such notice applies, the maximum reduction shall be the greater of 5,000 kW or 25% of the Contract Demand for such year.
- (b) For the second succeeding twelve month period, the maximum reduction shall be the greater of 10,000 kW or 50% of the Contract Demand for such year.
- (c) For the third succeeding twelve month period, the maximum reduction shall be the greater of 15,000 kW or 75% of the Contract Demand for such year.
- (d) For the fourth and subsequent twelve month periods, the maximum reduction shall be 100% of the respective Contract Demand(s) for such years.

Rate Code: ML

ML-12

Notices of such reductions in the Customer's Contract Demand shall be irrevocable once given.

(3) The Customer's Contract Demand, once established or reduced, may be increased only (i) pursuant to the terms of this Rate Schedule, or (ii) by mutual agreement between the Authority and the Customer. The Authority shall be under no obligation to agree to any such increase but shall give good faith consideration to each such request by the Customer. In such an event, the Authority may require additional, special terms and conditions applicable to service to the Customer.

(D) Excess Demand:

(1) The Customer's Excess Demand for each Billing Month shall be that portion of the Customer's Measured Demand for such Billing Month that exceeds 110% of the Customer's then current Contract Demand hereunder.

(2) Notwithstanding the foregoing or any other provision of this Rate Schedule to the contrary, in the event that (i) the Customer's rate or use of electricity at a Delivery Point exceeds the Customer's then current Contract Demand hereunder, and (ii) the Customer fails to comply promptly with a request by the Authority to reduce such rate of use so as not to exceed such aggregate Contract Demand, the Customer's Contract Demand(s) for such Delivery Point for the current and subsequent Billing Months, shall at the Authority's sole option, be increased, from what it otherwise would have been, by the amount of such excess. In addition, in such event, the Customer shall be liable for any damage to the Authority's facilities caused by such excess.

(3) Notwithstanding the foregoing or any other provision of this Rate Schedule, the Authority shall be under no obligation whatsoever to supply demands in excess of the Customer's Contract Demand, and nothing herein shall be construed as restricting the right of the Authority to take such steps as the Authority may deem necessary, including without limitation complete interruption of service to the Customer, to limit the Customer's demand so as not to exceed the Customer's Contract Demand.

(E) Excess Reactive Demand:

The Customer's Excess Reactive Demand for each Billing Month shall be the amount, if any, by which the Customer's maximum 30-minute integrated reactive demand, in kilovars (kVAr) during such Billing Month exceeds 48.5% of the Customer's Measured Demand, in kilowatts (kW), for such Billing Month.

Section 5. Billing:

All bills are due and payable at the offices of the Authority in Moncks Corner, South Carolina, or at such other place as the Authority may designate, within ten (10) days after the date on which the bill is mailed or otherwise rendered. If payment is not received within twenty-five (25) days after the date the bill is mailed or otherwise rendered, the amount of the bill shall be increased by the greater of (i) one hundred dollars (\$100.00), or (ii) two percent (2%) of the amount then outstanding including late payment charges. If payment is not made within thirty (30) days after the bill is mailed or otherwise rendered, the Authority may discontinue service until all past due bills are paid in full. Discontinuance of the service shall not relieve the Customer of any liability for the Agreed Minimum Bill(s) for the period(s) of time service is so discontinued.

Section 6. Interruption of Service:

(A) The Authority will make reasonable provisions to ensure satisfactory and continuous service but does not guarantee a continuous supply of electrical energy and shall not be liable for damage occasioned by interruptions of service or failure to commence delivery caused by an act of God, or the public enemy, or for any cause reasonably beyond the Authority's control, including, but not limited to, the failure or breakdown of generating or transmitting facilities, floods, fire, strikes or action or order of any agency having jurisdiction over the premises, or

Rate Code: ML

ML-12

for interruptions that the Authority deems necessary for the inspection of, repair to, or changes to the Authority's facilities.

(B) Nothing herein shall be construed as restricting in any way the Authority's right to interrupt service to the Customer as the Authority may deem necessary or appropriate to facilitate inspection of, repair to, or changes to the Authority's facilities consistent with prudent utility practice; provided, however, that the Authority shall use its reasonable best efforts, when practicable, to provide the Customer with advance notice of such interruptions and to coordinate with the Customer the times of such interruptions. In any event, failure of the Authority and the Customer to agree upon the time of such an interruption shall not restrict the Authority from proceeding therewith as the Authority deems necessary.

(C) The Customer shall provide written notification to the authority immediately of any defects, trouble or accident which may in any way affect the delivery of power by the Authority to the Customer.

(D) Notwithstanding any provisions of this Rate Schedule to the contrary, the Customer shall not be liable for any charges hereunder for any period during which he is unable to accept electric service due to strikes, fire, floods, or act of God or the public enemy.

(E) Both the Customer and the Authority shall use all due diligence in removing any causes which prevent the delivery or use of electrical power and energy hereunder.

(F) Any claims against the Authority resulting from an interruption of service shall be governed by the terms, conditions and limitations of the South Carolina Tort Claims Act, and any recovery in such claim shall not include indirect or consequential damages.

Section 7. Indemnity:

All electrical power and energy provided for hereunder shall be the property of the Customer upon passing the Delivery Point(s) and the Customer shall have sole responsibility for the use, misuse or presence of said power and energy on the Customer's side of the Delivery Point(s). The Customer will indemnify and hold the Authority harmless from all claims, loss or expense arising from, or in any way connected with, the presence, use of misuse of electrical power and energy on the Customer's side of the Delivery Point(s).

Section 8. Additional Terms and Conditions:

Service under this Rate Schedule is subject to the then currently effective Service Agreement between the Customer and the Authority.

Adopted September 11, 2012

Effective for bills rendered on or after December 1, 2012

Supersedes:

Schedule ML-09, Effective November 1, 2009



120 North Fraser Street • Georgetown, SC 29440 • (843) 545-4000

ACTION ITEM

DOC ID: 3948

Council Meeting Date:	19 October 2023
Department:	Electric
Issue Under Consideration:	Motion to approve a contract in the amount of \$688,931.22 for the Front Street Underground Electric System Upgrade project and award contract to Sumter Utilities Inc.
Amount Requested:	\$688,931.22
Is Item in Current Budget?	Yes
If no, please explain:	N/A
Financial Impact:	\$688,931.22
Points to Consider:	The Front Street Underground Electric System Upgrade project is a project in the Electric Utilities' capital improvement plan. The goal is to remove electrical components from areas of flooding. To minimize annual cost, the historic Front Street section of the city is scheduled to be implemented over several years. The first phase was completed in 2020. The current phase is located at the intersection of Front Street and Orange Street. It is necessary to have the electric facilities relocated prior to the stormwater project, which will be in the same area. The city received two bids for this project in January 2023; however, the bids exceeded the budget. City staff and Utility Technology Engineers Consultant (UTEC) negotiated with the lowest qualified bidder and was able to reduce the project by approximately \$90,000.
Options:	Approve/Deny
Staff Recommendation:	Approve motion

Reviews:

Scott Whittier Completed 10/09/2023 11:37 AM
 Finance Completed 10/09/2023 12:01 PM
 City Attorney Completed 10/09/2023 12:39 PM
 Sandra E. Yudice Ph.D. Completed 10/09/2023 12:43 PM
 Stephanie Buccione Completed 10/10/2023 4:29 PM
 Georgetown City Council Pending 10/19/2023 5:30 PM

Attachments:

1. 1 Summary Memo Front St Upgrade - Phase 2 (PDF)
2. 2 Ph 2 Construction Bid Evaluation (PDF)
3. 3 1 RFB- Front St Underground Infrastructure T3 Upgrade (PDF)

Updated: 10/9/2023 12:43 PM by Sandra E. Yudice Ph.D. (Page 1)

MEMORANDUM**UTEC**

City of Georgetown – Front St UG Electrical System Upgrade #1927
Infrastructure T3 Upgrade Project – Phase 2

Project No.220901
October 6, 2023

To: Scott Whittier
Deputy City Administrator
City of Georgetown, SC

From: Heather Sudduth

Bid proposals for Phase 2 Construction of the Front St Underground Infrastructure T3 Upgrade were received from two contractors in January of 2023:

1. Sumter Utilities, Inc
2. Lee Electrical Construction, Inc

Each bid was evaluated and the results are tabulated in the attached Phase 2 Construction Bid Evaluation spreadsheet.

The proposal requested bids for the Contractor to provide all materials and labor except the pad mounted transformers. The lowest bidder was Sumter Utilities at \$902,431.22, compared to Lee Electrical at \$1,673,858.07. Sumter Utilities' unit pricing was lower than Lee Electrical for most items, but not all. The overall cost for materials and construction was more than the City had budgeted for the project.

Georgetown determined to hold a bid negotiation meeting among UTEC, Sumter Utilities, and the City of Georgetown to discuss ways that the bid price could be reduced. After the meeting, Sumter Utilities provided a list of deductions for removing portions of the work from the Sumter scope. Below is a description of the options that the City has agreed to remove from Sumter's scope of work along with the deduction price:

Scope Description	Deduction Price
The City to provide all materials except for the conduit required for directional boring and trenching. Sumter will also provide cable tags and phase identification taping.	\$199,500.00
The City to clean up and repair areas after the existing T3 enclosure and associated equipment are removed from Constitution Park, including leveling, seeding, and restoration of pavement.	\$10,500.00

Memo: City of Georgetown – Front St UG Electrical System Upgrade #1927
Infrastructure T3 Upgrade Project – Phase 2

Date: October 6, 2023

Scope Description	Deduction Price
The City to remove the tree and restore area in the new T3 location.	\$3,500.00
Total Deductions	\$213,500.00

The revised total price for the Phase 2 Front St Underground Infrastructure T3 Upgrade construction is \$688,931.22. Sumter has agreed to maintain their initial January 2023 bid prices despite delaying construction until January 2024.

The City sent out an RFP for purchase of materials required for the project. Below is a tabulation of the materials to be purchased:

Supplier	Items	Price
Line Equipment Sales	Junction boxes, pedestal, flood seal connectors, terminal lugs, primary UG cable, single conductor cable, grounding connectors	\$63,208.53
Border States	Ground rod, fireproof tape, splices, terminal lugs, elbows, arresters, copper cable, secondary and service conductor	\$33,432.41
Fastenal	Manhole and pull box mounting channel, brackets, cable clamps, and misc mounting hardware	\$11,762.65
Total Materials		\$108,403.59

With the City purchasing the materials instead of Sumter, the City will save approximately \$91,000.00.

UTEC recommends that the City award the Front St Underground Infrastructure T3 Upgrade construction to Sumter Utilities.

City of Georgetown
Front St UG Infrastructure T3 Upgrade -
Phase 2 Construction - Project #1927

9.B.2

Bid Opening Date	1/26/23 4:00 PM			
Company	Sumter Utilities Inc		Lee Electrical Construction Inc	
Name of Bidder	Derek O'Bradovich		David Burns	
Cost Breakdown				
Mobilization	\$26,455.64		\$21,850.00	
Demolition	\$26,455.64		\$137,490.91	
Transformer T3 and Junction Cabinet	\$246,863.21		\$181,937.38	
Refurbish Manhole MHT3 and Pull Boxes PB9 and PB10	\$150,579.61		\$170,845.90	
Primary Cables and Connections	\$63,897.12		\$88,383.96	
Secondary Cables and Connections	\$129,319.02		\$384,539.15	
Directional Boring and other Conduits	\$184,674.53		\$333,172.18	
Junction Boxes JB-CP, JB-T3 and Secondary Pedestal E	\$22,497.42		\$39,512.25	
Grounding	\$7,953.47		\$30,887.47	
Safety and Traffic Control	\$27,862.18		\$225,802.50	
Electrical Testing	\$15,873.38		\$59,436.37	
Total Bid Amount	\$902,431.22		\$1,673,858.07	
Work Completed (Days)	150			
Estimated Notice to Proceed	February 6, 2023		February 6, 2023	
Estimated Completion Date	July 6, 2023			
<u>Subcontractors</u>	Down Under Directional Boring		Draw Enterprises - Concrete Foundations	
<u>Unit Prices</u>	<u>Labor & Material</u>	<u>Labor Only</u>	<u>Labor & Material</u>	<u>Labor Only</u>
Conduit trenching, machine dug, per cubic yard	\$61.50		\$272.00	
Conduit trenching, hand dug, per cubic yard	\$369.00		\$388.70	
Rock excavation, per cubic yard	\$3,100.00		\$874.00	
Cut and replace asphalt pavement (furnish all materials), per square yard	\$200.00		\$155.48	

Attachment: Ph 2 Construction Bid Evaluation (3948 : Front St UG Electric System Upgrade Phase 2)

City of Georgetown
Front St UG Infrastructure T3 Upgrade -
Phase 2 Construction - Project #1927

9.B.2

Company	Sumter Utilities Inc		Lee Electrical Construction Inc	
Cut and replace decorative concrete sidewalk (furnish all materials), per square yard	\$250.00		\$417.85	
Re-seed and mulch (furnish all materials), per square yard	\$232.00		\$23.40	
Re-sod (furnish all materials), per square yard	\$117.00		\$106.89	
Concrete for transformer pads, including reinforcing and formwork, per cubic yard	\$1,550.00		\$22,496.87	
Bore under roadway, including 4-inch conduit installation, per foot	\$39.00		\$258.75	
Setup for bore, including excavation and backfill of pit, each	\$155.00		\$920.00	
Repair lifting lug on existing pull box, each	N/A		\$1,651.97	
Conduit, including fittings and supports, installed, per foot:			\$145.76	
4 inch PVC schedule 40 direct buried	\$32.00		\$43.94	
1-1/2 inch rigid steel	\$95.00		\$54.92	
2 inch rigid steel	\$123.00		\$65.91	
2 inch flexible liquid-tight conduit	\$19.00		\$50.70	
Furnish and install 5/8 inch by 10 foot ground rod, install, test resistance, and connect to equipment with copper conductor (furnish exothermic welded connections to ground rod), each	\$250.00		\$312.50	
No. 2/0 AWG bare copper ground wire, installed, per foot	\$38.00		\$35.75	
No. 2/0 AWG copper exothermic welded connection, each	\$120.00		\$190.45	
Three No. 1/0 AWG aluminum 15 kV URD cables in conduit, installed, per foot	\$23.00		\$48.06	
600 V cable in conduit, installed, per foot:		N/A		
Four 500 kcmil and one 350 kcmil aluminum 600 V	\$74.00	N/A	\$79.62	\$27.31
Three 500 kcmil and one 350 kcmil aluminum	\$63.00	N/A	\$63.70	\$21.85
Two 500 kcmil and one 350 kcmil aluminum	\$29.00	N/A	\$52.65	\$16.38

Attachment: Ph 2 Construction Bid Evaluation (3948 : Front St UG Electric System Upgrade Phase 2)

City of Georgetown
Front St UG Infrastructure T3 Upgrade -
Phase 2 Construction - Project #1927

9.B.2

Company	Sumter Utilities Inc		Lee Electrical Construction Inc	
Three No. 4/0 AWG and one No. 1/0 AWG aluminum	\$52.00	N/A	\$45.50	\$18.40
Two No. 4/0 AWG and one No. 1/0 AWG aluminum	\$39.00	N/A	\$34.12	\$13.80
Three No. 4/0 AWG and one No. 2/0 AWG aluminum	\$52.00	N/A	\$46.80	\$18.97
Two No. 4/0 AWG and one No. 2/0 AWG aluminum	\$45.00	N/A	\$35.42	\$14.37
15 kV loadbreak elbow, installed, each	\$472.00	N/A	\$209.05	\$116.61
15 kV surge arrester, installed, each	\$263.00	N/A	\$565.72	\$228.73
15 kV cable splice, installed, each	\$190.00	N/A	\$714.87	\$485.87
600 V submersible connector, six 2-hole NEMA pad outlets with insulating sleeves, installed, each	\$1,220.00	N/A	\$2,177.99	\$108.16
600 V submersible connector, three 1-hole NEMA pad outlets with insulating sleeves, installed, each	\$1,199.00	N/A	\$2,107.11	\$108.16
Dual adapter kits for 600 V submersible connectors	\$1,200.00	N/A	\$1,059.23	\$67.60
600 V terminal lugs, installed, each:		N/A		
500 kcmil aluminum 2-hole NEMA	\$62.00	N/A	\$94.74	\$27.20
350 kcmil aluminum 2-hole NEMA	\$50.00	N/A	\$80.35	\$27.20
No. 4/0 AWG aluminum 2-hole NEMA	\$46.00	N/A	\$74.52	\$27.20
No. 2/0 AWG aluminum 2-hole NEMA	\$47.00	N/A	\$75.19	\$27.20
No. 1/0 AWG aluminum 2-hole NEMA	\$43.00	N/A	\$69.24	\$27.20
No. 10 AWG aluminum 2-hole NEMA	N/A	N/A	\$42.78	\$27.20
No. 12 AWG aluminum 2-hole NEMA	N/A	N/A	\$42.78	\$27.20
500 kcmil aluminum 1-hole NEMA	\$67.00	N/A	\$82.47	\$20.93
350 kcmil aluminum 1-hole NEMA	\$60.00	N/A	\$72.05	\$20.93
No. 4/0 AWG aluminum 1-hole NEMA	\$43.00	N/A	\$49.73	\$20.93
No. 2/0 AWG aluminum 1-hole NEMA	\$50.00	N/A	\$57.92	\$20.93
No. 1/0 AWG aluminum 1-hole NEMA	\$49.00	N/A	\$45.36	\$20.93
No. 10 AWG aluminum 1-hole NEMA	N/A	N/A	\$36.50	\$20.93
No. 12 AWG aluminum 1-hole NEMA	N/A	N/A	\$36.50	\$20.93
Cable support bracket, stainless steel slotted channel, 18" long, 1-5/8" x 1-5/8", 12 GA, installed, each	\$370.00	N/A	\$745.91	\$340.11
Cable clamp, 1-7/8", polymer, with stainless steel strap, installed, each	\$130.00	N/A	\$197.84	\$97.17
Manhole wall support, stainless steel slotted channel, 72" long, 13/16" x 1-5/8", 12 GA, installed, each	\$181.00	N/A	\$806.82	\$340.11
Pull box wall support, stainless steel slotted channel, 38" long, 13/16" x 1-5/8", 12 GA, installed, each	\$181.00	N/A	\$583.40	\$242.93
Perform dc hipot cable test on completed single phase 15 kV cable section, each	\$614.00		\$2,875.00	

Attachment: Ph 2 Construction Bid Evaluation (3948 : Front St UG Electric System Upgrade Phase 2)

City of Georgetown
Front St UG Infrastructure T3 Upgrade -
Phase 2 Construction - Project #1927

9.B.2

Company	Sumter Utilities Inc	Lee Electrical Construction Inc
Perform dc hipot cable test on completed three phase 15 kV cable section, each	\$1,300.00	\$8,625.00
Install 50 kVA single phase pad-mounted transformer, each	\$1,500.00	\$1,569.75
Install 100 kVA single phase pad-mounted transformer	\$1,500.00	\$1,794.00
Install 167 kVA single phase pad-mounted transformer	\$1,500.00	\$1,794.00
Furnish and install fireproofing tape on 15 kV URD cables, per foot	N/A N/A	\$15.54 \$13.60
Stated Exceptions to Specification	Schedule - need 150 days after NTP Construction Sequence may vary with material lead times. No lifting lug repair included in cost - will repair at cost plus 15%. Reserves the right to de-energize as necessary, work nights & weekends. Does not include red coded conductor, #10 or #12 conductor - unable to source. Does not include asphalt cutting or patching - will be on a cost plus basis.	No exceptions stated
Comments	Must negotiate mutually acceptable contract terms and conditions. Sumter proposed changes included in bid documents.	Must negotiate mutually acceptable contract terms and conditions. Lee Electrical proposed changes included in bid documents.
Total Bid Price	\$902,431.22	\$1,673,858.07
Price above low bid	\$0.00	\$771,426.85
Percent above low bid	0.00%	85%

Attachment: Ph 2 Construction Bid Evaluation (3948 : Front St UG Electric System Upgrade Phase 2)

**FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2
CITY OF GEORGETOWN**

PROJECT MANUAL

FOR

**FRONT ST UNDERGROUND
INFRASTRUCTURE T3 UPGRADE PROJECT –
PHASE 2**

PROJECT #1927

**CITY OF GEORGETOWN
SOUTH CAROLINA**

DATE OF ISSUE: THURSDAY, DECEMBER 1, 2022

REV	DATE	DESCRIPTION	BY	CHK	APR

**CITY OF GEORGETOWN
ELECTRIC UTILITIES DEPARTMENT
800 CHURCH STREET
GEORGETOWN SC 29440
(843) 545-4600**

COVER PAGE

Attachment: 1 RFB- Front St Underground Infrastructure T3 Upgrade (3948 : Front St UG Electric System Upgrade Phase 2)

**FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2
CITY OF GEORGETOWN**

**SECTION 00005
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DIVISION 00 - BIDDING INSTRUCTIONS AND CONTRACT REQUIREMENTS

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00110	Insurance Requirements
00311	Bid Form
00350	Bid Bond
00500	Contract
00600.1	Performance Bond
00601.1	Payment Bond
00601.2	Notice of Intent to Award
00602.4	Notice of Award
00604	Employment Eligibility Verification Requirements
00606	Notice to Proceed
00610	Application for Payment
00620	Contractor's Affidavit
00630	Contract Change Order
00700	General Conditions
00800	Supplementary Conditions
00900	Drawing Index
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01001	Summary of the Work
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02110	Site Preservation
02900	Seeding Disturbed Areas
03100	Concrete Formwork
03200	Concrete Reinforcement
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03400	Precast Concrete Structures
16010	Basic Electrical Requirements
16050	Basic Electrical Materials and Methods
16100	Raceways, Boxes, and Cabinets
16119	Underground Ducts & Utility Structures
16120	Wires and Cables
16124	Medium Voltage Cables
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**FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2
CITY OF GEORGETOWN**

16195	Electrical Identification
16320	Pad Mounted Transformers
16452	Grounding

APPENDIX A – Bid Table

(END OF SECTION)

**FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2
CITY OF GEORGETOWN**

**SECTION 00010
ENUMERATION OF THE DOCUMENTS**

The drawings, specifications and addenda, which form a part of this contract as set forth in Paragraph 1 of the General Conditions, Contract and Contract Documents are enumerated in Section 00005 - Table of Contents.

The order of precedence when conflicts in the documents occur is as follows:

1. Permits from other Agencies as may be required by law
2. Change Orders and/or supplemental agreements according to the latest date
3. Contract Agreement
4. Addenda
5. Bid Form or Contractor's Proposal
6. Request for Bids or Proposals
7. Bidding Instructions
8. Approved Shop Drawings
9. General and Supplemental Conditions or Requirements
10. Technical Specifications
11. Plans and Details
12. City's Standard Specifications
13. State's Standard Specifications
14. Referenced Specifications: IEEE

The figured dimensions shown on the Drawings and in the Specifications may not, in every case agree with the scale dimension. Figured dimensions take precedence over scaled dimensions and finer scaled drawings take precedence of coarser scaled drawings, i.e. one inch equals twenty feet drawings takes precedence over one inch equals fifty feet drawings.

(END OF SECTION)

ENUMERATION OF THE DOCUMENTS
00010-1

**FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2
CITY OF GEORGETOWN**

**SECTION 00015
REFERENCES**

The following reference shall be used hereinafter:

<u>Owner:</u> City of Georgetown, SC PO Box 939 Georgetown, SC 29442	The City of Georgetown hereinafter will be referred to as the “Owner” and/or the “City”.
<u>City Administrator:</u> Mrs. Sandra Yudice, Ph.D. PO Box 939 Georgetown, SC 29442	Mrs. Sandra Yudice hereinafter will be referred to as the “City Administrator”.
<u>Risk Manager:</u> Mrs. Ieshia Tucker PO Box 939 Georgetown, SC 29442	Mrs. Ieshia Tucker hereinafter will be referred to as the “Risk Manager”.
<u>Purchasing Agent:</u> Mrs. Daniella Howard 1134 North Fraser Street Georgetown, SC 29440	Mrs. Daniella Howard hereinafter will be referred to as the “Purchasing Agent”.
<u>Electric Utilities Director:</u> Mr. Scott Whittier Director of Electric Utilities	Mr. Whittier hereinafter will be referred to as the “Electric Utilities Director”.
<u>Project Manager</u> Mr. Orlando Arteaga, P.E. City Engineer	Mr. Arteaga hereinafter will be referred to as the “Project Manager”.
<u>Engineer</u> Utility Technology Engineers-Consultants	Utility Technology will be referred to as the “Engineer” or “UTEC”

(END OF SECTION)

REFERENCES
00015-1

**FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2
CITY OF GEORGETOWN**

**00020
ADVERTISEMENT FOR BIDS**

The City of Georgetown, requests sealed bids from qualified contractors for the above-referenced project.

Front St Underground Infrastructure T3 Upgrade – Phase 2, Project #1927 – Request for Bid (RFB)

Bids will be opened at **2:00 pm (EST), Wednesday, January 4, 2023.**

Bidder must make positive efforts to use women-owned or minority-owned businesses.

Bid documents including, but not limited to forms, specifications and milestone events, may be downloaded free of charge from the City website: www.georgetownsc.gov, under “Business/Bids RFPs”. You may also send an email request to purchasing@georgetownsc.gov for a direct link.

Owner: City of Georgetown.

Any prospective bidder, offeror, contractor or subcontractor who is aggrieved in connection with the solicitation of this contract may protest to Engineer (or) Owner in accordance with Section 11-35-4210 of the SC Code of Laws, within 15 days of the date of issuance of the Notice of Intent to Award.

No bid will be considered unless the bidder is legally qualified under the provisions of the South Carolina Contractor's Licensing Law (South Carolina Code of Laws as amended on April 1, 1999, Chapter 11, Sections 40-11-10 through 40-11-428).

Contractors shall have a classification of:

GENERAL CONTRACTOR-PUBLIC ELECTRICAL UTILITY (1U/2U)

No bidder may withdraw the bid within 90 days after the actual date of the opening and thereof.

Bid documents will be modified only by written addenda. It is the responsibility of the Bidder to obtain information regarding projects directly from the City’s website, www.georgetownsc.gov, under “Business/Bids/RFPs”. Bids received after the due date and specified time will not be considered for any reason.

When the Procurement Division is closed due to force majeure, bid openings will be postponed to the same time on the next official business day.

(END OF SECTION)

**FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2
CITY OF GEORGETOWN**

**00100
INFORMATION FOR BIDDERS**

1. PROJECT SUMMARY

This project is Phase 2 of Underground Electrical Upgrades along Front St. Phase 2 consists of upgrading the power distribution system associated with existing Transclosure T3 including single phase pad mounted transformers, primary and secondary cables, service cables as necessary, new electrical conduit, new junction cabinet, new electrical junction boxes and pedestals, and refurbishment of existing pull boxes and manhole.

2. RECEIPT AND OPENING OF BIDS

The City of Georgetown (hereinafter called the “Owner”) invites bids on the form (s) attached hereto, all blanks of which must be appropriately filled in.

All procurement procedures are subject to the City’s procurement policies as outlined in Section 2-187 of the City’s municipal code.

The City’s Purchasing Ordinance can be found in its entirety on the [City’s website](#).

Your bid must be submitted electronically to ensure it remains sealed until the scheduled bid opening date and time.

Submittals may be rejected if deemed non-responsive. To be considered, interested parties **must** submit the following no later than the aforementioned deadline:

It is the sole responsibility of the bidder to have their Bids delivered to the City before the closing hour and date. The City assumes no responsibility **for technological failure in submitting Bids electronically**. It is the sole responsibility of the bidder to consider that their Bid was submitted on time, and that their PDF file/files are not corrupt.

Bids **MUST BE** submitted electronically through the City of Georgetown’s website, www.georgetownsc.gov, under “Business/Bids”. As always, bids received after the due date and time will not be considered for any reason.

FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2 CITY OF GEORGETOWN

The City **WILL NOT** accept bids by:

Hard copy

Fax

Email

Bid openings will be streamed live via the City’s public Facebook page, <https://www.facebook.com/cityofgtown/>.

To be considered responsive, interested parties **must** comply with the following:

Submit bid electronically through the City website, www.georgetownsc.gov, under “Business/Bids”.

[Click here to submit electronically.](#)

1. Submittal package must include include **all** of the following items. The PDF file upload limit is 5. If more than one PDF file is uploaded, each PDF file should be clearly labeled as such:
 1. Bid Security 5%
 2. Bid Form– See Section 00311
 3. Bid Bond – See Section 00350
 4. Mandatory Vendor Submittal Form – See Section 01000
 5. Certification of Site Visit – See Section 00100
2. Electronic bid proposal must be received electronically through the City’s website, www.georgetownsc.gov, no later than the aforementioned deadline. Bids will be publicly opened and read aloud via the City’s public Facebook page, <https://www.facebook.com/cityofgtown/>. **It is the sole responsibility of the bidder to have their bid delivered to the City before the closing hour and date. The City assumes no responsibility for technological failure in submitting Bids electronically. It is the sole responsibility of the bidder to consider that their Bid was submitted on time, and that their PDF file/files are not corrupt.**

Late bids will not be accepted nor considered. The official clock shall be that of the City’s Purchasing Agent, or designee.

The City reserves the right to accept or reject any or all bids and to waive any informalities and technicalities in the bid process. No additional fees, costs, or any other reimbursable expenses will be allowed.

FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2 CITY OF GEORGETOWN

The City reserves the right to waive any technicalities or informalities and to accept or reject any and/or all submissions as deemed by its sole judgment to be in its best interest. The City also reserves the right to terminate the selection process without notice, to waive any irregularities in any submittal, and to request additional information from any of the bidders submitting a bid.

The Owner may consider informal any bid not prepared and submitted in accordance with the provisions hereof and may waive any informalities or reject any and all bids. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. Bid price shall be firm for a period of ninety (90) days

3. PREPARATION OF BID

Each bid must be submitted on the prescribed form. All blank spaces for bid prices must be filled in with ink or typewritten.

Bids that are incomplete, unbalanced, conditional or obscure, or which contain additions not called for, erasures, alterations, or irregularities of any kind, or which do not comply with the Information for Bidders, may be rejected at the option of the Owner.

The correct total amount bid for the completed work is defined as the correct sum total of the amounts bid for the individual items in the proposal. The correct amount bid for each unit price item is defined as the correct product of the quantity listed for the item by the unit price bid.

Each bid must be submitted in a sealed envelope bearing on the outside the name of the Bidder, Bidder's address, Contractor's license number, Bidder's license number, and the name of the project for which the bid is submitted. If forwarded by mail, the sealed envelope containing the bid must be enclosed in another envelope addressed as specified above.

4. SUBCONTRACTS

The bidder is specifically advised that any person, firm, or other party to whom it is proposed to award a subcontract under this contract must be acceptable to the Owner.

5. QUALIFICATION OF BIDDER AND ITS SUBCONTRACTORS

The Owner may make such investigations as is deemed necessary to determine the ability of the bidder and proposed subcontractors to perform the work, and the bidder shall furnish to the Owner all such information and data for this purpose as the Owner may request.

The Owner reserves the right to reject any bid if the evidence submitted by, or investigation of, such Bidder fails to satisfy the Owner that such bidder is properly

**FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2
CITY OF GEORGETOWN**

qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional bids will not be acceptable.

6. **BID SECURITY**

Bid security shall be a legitimate bid bond provided by a surety company authorized to do business in South Carolina, or the equivalent in, certified check, cashiers' check, or money order." A digital copy of the Bid Security must be submitted along with the electronic bid. The hard copy bid bond or check must be received by the purchasing agent within three (3) working days of the solicitation deadline. Mail or hand deliver only to:

City of Georgetown
Attn. Purchasing Agent
1134 N. Fraser Street
Georgetown, SC 29440

Each bid must be accompanied by certified check of the bidder, or a bid bond prepared on the form of bid bond attached hereto, duly executed by the bidder as principal and having as surety thereon a surety company approved by the Owner, in the amount of five percent (5%) of the bid. Checks will be returned to all except the three (3) lowest bidders within three (3) days after the opening of bids, and the remaining cash or checks will be returned promptly after the Owner and the accepted bidder have executed the contract, or, if no award has been made within ninety (90) days after the date of the opening of the bids, upon demand of the bidder at any time thereafter so long as bidder has not been notified of the acceptance of its bid.

7. **LIQUIDATED DAMAGES FOR FAILURE TO ENTER INTO CONTRACT**

The successful bidder, upon failure or refusal to execute and deliver the contract and bonds required within ten (10) days after they have received notice of the acceptance of their bid, shall forfeit to the Owner, as liquidated damages for such failure or refusal, the security deposited with the bid.

8. **TIME OF COMPLETION AND LIQUIDATED DAMAGES**

Bidder must agree to commence work on or before a date to be specified in a written "Notice to Proceed" of the Owner and to fully complete the project within the number of consecutive calendar days thereafter as indicated on the Bid Form. Bidder must agree also to pay as liquidated damages the sum indicated on the Bid Form for each consecutive calendar day thereafter as hereinafter provided in General Conditions.

9. **CONDITIONS OF WORK**

Each bidder must inform himself fully of the conditions relating to the construction of the project and the employment of labor thereon. Failure to do so will not relieve a successful bidder of the obligation to furnish all material and labor necessary to carry out the provisions of the contract.

Insofar as possible, the Contractor in carrying out the work must employ such methods

**FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2
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and means as will not cause any interruption of, or interference with, the work of any other contractor.

10. **ADDENDA AND INTERPRETATIONS**

No interpretation of the meaning of the plans, specifications, or other pre-bid documents will be made to any bidder orally. Each request for such interpretation should be in writing and addressed to the Project Manager. To be given consideration, the request must be received at least five (5) days prior to the date fixed for the opening of bids.

Any and all such interpretations and any supplemental instructions will be in the form of written addenda which, if issued, will be posted in the Project listing that is located at the City of Georgetown website <http://www.georgetownsc.gov> no later than three (3) days prior to the date fixed for the opening of bids. It shall be the bidder's responsibility to check for addenda before issuing its bid. Failure of any bidder to receive any addendum shall not relieve the bidder from any obligation under its bid as submitted. All addenda so issued shall become part of the contract documents.

11. **BID, PAYMENT AND PERFORMANCE BONDS**

When a construction contract is awarded in excess of One Hundred Thousand Dollars (\$100,000) a payment and performance bond shall be delivered by the successful bidder to the City and shall become binding on the parties upon execution of the contract.

Simultaneously with bidder's delivery of the executed contract, the Contractor shall furnish a surety bond or bonds as secured for the faithful performance of this contract and for the payment of all persons performing labor on the project under this contract, as specified in General Conditions included herein. The surety on such bond or bonds shall be a duly authorized surety company. An agent must be provided with a South Carolina license authorized to sign and execute the bond(s). Countersignature by an agent residing in South Carolina will not be required, but execution by an agent holding a South Carolina non-resident license is required. The Bid Bond shall be an amount equal to or at least five percent (5%) of the amount of the bid. The Performance Bond shall be in the amount of one-hundred and ten percent (110%) of the bid and the Payment Bond shall be in the amount of one-hundred percent (100%) of the bid.

12. **POWER OF ATTORNEY**

Attorneys-in-fact who sign bonds or contract bonds must file with each bond a certified and effectively dated copy of their power of attorney.

13. **NOTICE OF SPECIAL CONDITIONS**

Attention is particularly called to those parts of the contract documents and specifications which deal with the following:

- A. Inspection and testing of materials
- B. Insurance requirements
- C. Stated allowances
- D. Permits and Rights-of-way

FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2 CITY OF GEORGETOWN

E. Hazardous Gas Safety (Section 01060)

14. LAWS AND REGULATIONS

The Bidder's attention is directed to the fact that all applicable State laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the project shall apply to the contract throughout, and they will be deemed to be included in the contract the same as though herein written out in full.

15. METHOD OF AWARD - LOWEST QUALIFIED BIDDER

If at the time this contract is to be awarded, the lowest base bid or alternate bid submitted by a responsible bidder does not exceed the amount of funds then estimated by the Owner as available to finance the contract, the contract will be awarded on the base bid or alternate bid. If such bid exceeds such amount, the Owner may reject all bids or may award the contract on the base bid combined with such deductible alternates applied in numerical order in which they are listed in the Form of Bid, as produces a net amount which is within the available funds.

The Owner will decide which the lowest qualified bidder is, and in determining such bidder, the following elements will be considered for each bidder:

- Maintains a permanent place of business.
- Has successfully completed other work with the City
- Has adequate plant equipment and personnel to perform the Work properly and expeditiously.
- Has a suitable financial status to meet obligations incident to the work.
- Has appropriate technical experience with a minimum of five (5) years of practice.

16. RIGHT TO INCREASE OR DECREASE THE AMOUNT OF WORK

The work comprises approximately the quantities shown in the bid form which will be used as a basis for comparison of Bids and not for final estimate. The Owner does not, by expression or by implication, agree that the actual amount of work shall correspond with the estimated quantities. The Owner reserves the right to increase or decrease the amount of work under the Contract of the work contemplated, at the unit prices quoted in the Bid.

17. OBLIGATION OF BIDDER

At the time of the opening of bids, each bidder will be presumed to have inspected the site and to have read and been thoroughly familiar with the plans and contract documents, including all addenda. If a site visit is required, contact the Project Manager to schedule a date and time. The failure or omission of any bidder to examine any form, instrument, or document shall in no way relieve any bidder from any obligation with respect to its bid.

18. SITE VISIT PRIOR TO BID

At the time of bid, submit "Certification Regarding Site Visit Prior to Bid". See certification form at the end of the Section.

**FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2
CITY OF GEORGETOWN**

CERTIFICATION REGARDING SITE VISIT PRIOR TO BID

PROJECT: FRONT ST UG INFRASTRUCTURE T3 UPGRADE – PHASE 2

CITY PROJECT NO.: 1927

_____, representing the bidding contractor, visited the project (Name of Representative) site on _____, 20__ and became fully aware of all site conditions pertaining to site access and working conditions associated with the work to be performed on this project. This site condition information has been conveyed to all necessary personnel and sub-contractors preparing the bid for work on this project.

I certify that the bid for this work includes all costs associated with the site conditions, including but not limited to access, and restoration for a complete project.

Submitted by: _____
Signature

Printed Name

Title

Company

(END OF SECTION)

**FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2
CITY OF GEORGETOWN**

**SECTION 00110
CONTRACTOR'S AND SUBCONTRACTOR'S
INSURANCE REQUIREMENTS**

1. As required under Paragraph 29 of the General Conditions, the Contractor shall not commence work under this Contract until he has obtained all the insurance required under this paragraph and such insurance has been approved by the Owner, nor shall the Contractor allow any Subcontractor to commence work on his Subcontract until all similar insurance required of the Subcontractor has been so obtained and approved.
2. Unless otherwise specified in this Contract, the Contractor shall, at its sole expense, maintain in effect at all times, during the performance of work, insurance coverage with limits not less than those set forth below with insurers and under forms of policies satisfactory to Owner.
3. The Contractor shall deliver Certificates of Insurance to the Engineer no later than ten (10) days after award of the Contract but in any event, prior to execution of the Contract by the Owner and prior to commencing work on the site as evidence that policies providing such coverage and limits of insurance are in full force and effect.
 - A. Certificates shall provide not less than thirty (30) days advance notice will be given in writing to the Owner prior to cancellation, termination, or material alteration of said policies of insurance.
 - B. Certificates shall identify on their faces the project name "**FRONT ST UG T3 INFRASTRUCTURE UPGRADE – PHASE 2**" and the "**PROJECT NUMBER 1927**".
4. Additional Insured: The Commercial General Liability, Auto Liability, and Excess Liability (Umbrella) insurance policies shall be endorsed to include the Owner as an additional insured.
5. The Owner is not maintaining any insurance on behalf of the Contractor covering against loss or damage to the work or to any other property of the Contractor unless otherwise specifically stated herein and as may be described by appendix hereto. In the event the Contractor maintains insurance against physical loss or damage to the Contractor's construction equipment and tools, such insurance shall include an insurer's waiver of rights of subrogation in favor of the Owner.
6. The Contractor shall indemnify the Owner and the Engineer, as stated in Part 47 of The General Conditions.
7. Insurance Requirements:

**FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2
CITY OF GEORGETOWN**

Contractor shall provide coverage for not less than the following amounts, or greater where required by Laws and Regulations:

a. Workers' Compensation and Employer's Liability

Workers' Compensation	Statutory
Employer's Liability	
Each Accident	\$ 500,000.00
Each Employee	\$ 500,000.00
Policy Limit	\$ 500,000.00

b. Commercial General Liability

General Aggregate	\$ 2,000,000.00
Products - Completed Operations Aggregate	\$ 2,000,000.00
Personal and Advertising Injury	\$ 1,000,000.00
Bodily Injury and Property Damage—Each Occurrence	\$ 1,000,000.00

c. Automobile Liability

Combined Single Limit (Bodily Injury and Property Damage)	\$ 1,000,000.00
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d. Excess or Umbrella Liability

Per Occurrence	\$ 2,000,000.00
General Aggregate	\$ 2,000,000.00

(END OF SECTION)

**FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2
CITY OF GEORGETOWN**

**SECTION 00311
BID FORM**

FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2

Date: _____
Project No.: 1927

PROPOSAL OF _____, doing business as a corporation / a partnership / an individual (Strike out inapplicable terms), with its principal office in the City of _____, County of _____, State of _____, (hereinafter called "Bidder").

TO: City of Georgetown, SC

Gentlemen:

The Bidder, in compliance with your invitation for bids for the **Front St Underground Infrastructure T3 Upgrade – Phase 2** having examined the plans and specifications with related documents and the site of the proposed work, and being familiar with all of the conditions surrounding the construction of the proposed project, including the availability of materials and labor, hereby proposes to furnish all labor, materials, and supplies, and to construct the project in accordance with the Contract Documents, within the time set forth therein, and at the prices stated below. These prices are to cover all expenses incurred in performing the work required under the Contract Documents, of which this proposal is a part.

The bidder hereby agrees to commence work under this contract on or before a date to be specified in written "Notice to Proceed" of the Owner and to fully complete the project within **90 consecutive calendar days** thereafter as stipulated in the specifications. Bidder further agrees to pay as liquidated damages the sum of **\$500 for each consecutive calendar day** thereafter as hereinafter provided in Paragraph 19 of the General Conditions.

The plans, specifications, and addenda are complementary of each other. What is called for by one shall be as binding as if called for by all. If a conflict between any of the above is discovered by the contractor, the problem shall be referred to the Engineer as soon as possible for resolution by the Engineer. Should a conflict occur which is not resolved before bid time and/or is necessary to comply with mandatory requirements (i.e., codes, ordinances, etc.), it shall be the contractor's responsibility to price and bid the more expensive method.

Bidder acknowledges receipt of the following addendum:

No: _____ Dated: _____

No: _____ Dated: _____

No: _____ Dated: _____

Bidder agrees to perform the work as described in the specifications and shown on the plans for the following unit or lumps sum (LS) prices:

**FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2
CITY OF GEORGETOWN**

No.	Description	Qty.	Unit	Unit Price (\$)	Cost (\$)
1	Mobilization	1	LS		
2	Demolition	1	LS		
3	Transformers T3 and Junction Cabinet	1	LS		
4	Refurbish Manhole MHT3 and Pull boxes PB9 and PB10	1	LS		
5	Primary Cables and Connections	1	LS		
6	Secondary Cables and Connections	1	LS		
7	Directional Boring and other Conduits	1	LS		
8	Junction Boxes JB-CP and JB-T3 and Secondary Pedestal E	1	LS		
9	Grounding	1	LS		
10	Safety and Traffic Control	1	LS		
11	Electrical Testing	1	LS		
	TOTAL BID AMOUNT				

Amounts shall be shown in both words and figures. In case of discrepancy, the amount in words shall govern.

Base Bid Lump Sum of:

_____ Dollars \$ (_____)

The lump sum price indicated above shall include all labor, materials, equipment, overhead, profit, insurance, taxes, business license, construction permit fees, etc., to cover all expenses incurred in performing the work required under the Contract Documents, of which this proposal is a part of.

The Bidder declares that he/she understands that the quantities shown in the Proposal are subject to adjustment by either increase or decrease and that should the quantities of any of the items of the work be increased, the undersigned proposed to do the additional work at the unit prices stated herein, and should the quantities be decreased, he also understands that payment will be made on actual quantities at the unit price bid, and will make no claim for anticipated profits for any decrease in the quantities and that actual quantities will be determined upon completion of the work, at which time adjustment will be made to the contract amount by direct increase or decrease.

Bidder understands that the Owner reserves the right to reject any or all bids and to waive any informalities in the bidding.

The Bidder agrees that this bid shall be good and may not be withdrawn for a period of 90 calendar days after the scheduled closing time for receiving bids.

Upon receipt of written notice of the acceptance of this bid, Bidder will execute the formal contract attached within 10 days and deliver a Surety Bond or Bonds as required by Paragraph 30 of the General Conditions. The bid security attached in the sum of _____

_____ Dollars _____
_____ Cents (\$ _____) is to become the property of the

**FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2
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Owner in the event the contract and bond are not executed within the time above set forth, as liquidated damages for the delay and additional expense to the Owner caused thereby.

By submission of this bid, each bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, that this bid has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this bid, with any other bidder or with any competitor.

[SEAL – (If bid is by a corporation)]

Respectfully submitted:

BY: _____

(Print Name)

(Title)

(Business Address)

(Email)

(Telephone)

Attachment: 1 RFB- Front St Underground Infrastructure T3 Upgrade (3948 : Front St UG Electric System Upgrade Phase 2)

**FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2
CITY OF GEORGETOWN**

**SECTION 00350
BID BOND**

KNOW ALL MEN BY THESE PRESENT:

That we, the undersigned _____, as Principal, and _____, as Surety, are hereby held and firmly bound unto the City of Georgetown, South Carolina, as Owner, in the penal sum of (5% of total bid) _____ Dollars _____ Cents (\$ _____), for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, successors and assigns.

Signed this _____ day of _____, 20_____.

The condition of the above obligation is such that:

WHEREAS, the Principal has submitted to _____ a certain Bid, attached hereby and by reference made a part hereof, to enter into a contract in writing for the **FRONT ST UNDERGROUND INFRASTRUCTURE T3 REPLACEMENT PROJECT PHASE 2**.

NOW, THEREFORE,

- (A) If said Bid shall be rejected, or
- (B) If said Bid shall be accepted and the Principal shall execute and deliver a contract in the Form of Contract attached hereto (properly completed in accordance with said Bid) and shall furnish a Bond for faithful performance of said contract, and for the payment of all persons performing labor furnishing materials in connection therewith, and shall in all other respects perform the agreement created by the acceptance of said Bid, then this obligation shall be void; otherwise the same shall remain in force and effect - it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its Bond shall be in no way impaired or affected by an extension of the time within which the Owner may accept such Bid, and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principal and Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above.

BID BOND
00350-1

**FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2
CITY OF GEORGETOWN**

Principal

(Corporate Seal)

By : _____ (L.S)

Surety

(Corporate Seal)

By : _____ (L.S)

Important:

Surety companies executing Bonds must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the state where the project is located.

(END OF SECTION)

BID BOND
00350-2

**FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2
CITY OF GEORGETOWN**

**SECTION 00500
CONTRACT**

STATE OF SOUTH CAROLINA

COUNTY OF GEORGETOWN

THIS AGREEMENT, entered into this ____ day of _____, 20____ and effective immediately by and between _____, doing business as a (individual/partnership/corporation), with its principal office in the City of _____, _____ County, _____ State, (hereinafter called the "Contractor") and the City of Georgetown, a duly organized and validly existing politic body of the State of South Carolina (hereinafter called "City"),

WITNESSETH THAT WHEREAS, The City desires to engage the services of a professional contractor for the purpose of **Front ST Underground Infrastructure T3 Upgrade – Phase 2**, hereinafter referred to as "Project"; and,

WHEREAS, The City has solicited bids for same by that certain Request for Bids for Construction Services, hereinafter referred to as "RFB", a copy of which is attached hereto for all purposes as **EXHIBIT “1”**; and,

WHEREAS, The Contractor has represented to City that it has the qualifications, experience, expertise, training, and personnel to timely perform the Project for City; and,

WHEREAS, The Contractor has expressed its desire to do so by their bid opened _____, 2022, hereinafter referred to as "Bid", a copy of which is attached hereto for all purposes as **EXHIBIT “2”**; and,

WHEREAS, the parties desire to enter in an agreement for the Contractor to perform the Project for City per all the terms and conditions more particularly set out herein below;

NOW, THEREFORE, for and in consideration of the foregoing, and of other good and valuable consideration, the adequacy of which is hereby acknowledged, the parties hereto agree as follows:

(1) **SCOPE OF SERVICES:**

CONTRACT
00500-1

**FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2
CITY OF GEORGETOWN**

- a. Contractor hereby agrees to perform a project for the **Front St Underground Infrastructure T3 Upgrade – Phase 2** as outlined in the Project Manual, incorporated into this Agreement as **ATTACHMENT “A”** and hereinafter referred to as "Work";
- b. Contractor further agrees to commence and complete any and all extra work in connection therewith, under the terms as stated in the General and Special Conditions of the Contract; and at his/hers (it's or their) own proper cost and expense to furnish all the materials, supplies, machinery, equipment, tools, superintendents, labor, insurance, and other accessories and services necessary to complete the said project in accordance with the conditions and prices stated in the Proposal and the General Conditions, Supplemental General Conditions, and Special Provisions of the Contract, the plans, including all maps, plats, blueprints, and other drawings and printed or written explanatory matters thereof, the specifications and contract documents therefore as prepared by the Engineer, and as enumerated in Paragraph 1 of the General Conditions, all of which are made a part hereof and collectively evidence and constitute the Contract.
- c. City may, from time to time require changes in the Work of the Contractor to be performed hereunder. Such changes, which are mutually agreed upon by and between City and the Contractor, shall be incorporated by written amendment to this Agreement.

(2) **COMPENSATION:**

- a. City agrees to pay Contractor a sum not to exceed _____ dollars (\$_____.____) in accordance with the Schedule of Values, incorporated into this Agreement as **ATTACHMENT “B”** and hereinafter referred to as "Compensation";
- b. In the event funds are not appropriated or become non-appropriated for an included fiscal year by City, it is agreed by the parties that this Agreement will become null and void and the City's obligations cannot extend beyond the date of non-appropriation.

**FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2
CITY OF GEORGETOWN**

(3) PERIOD OF SERVICES:

- a. the Work to be performed hereunder by the Contractor shall begin upon the date outlined to the City's Notice to Proceed letter to the Contractor, incorporated into this Agreement as **ATTACHMENT "C"** and hereinafter referred to as "NTP"
- b. The Work shall be completed in accordance with the Schedule, incorporated into this Agreement as **ATTACHMENT "D"** and hereinafter referred to as "Schedule".
- c. Modifications to the Schedule may be required. Such modifications, which are mutually agreed upon by and between City and the Contractor shall be incorporated by written amendment to this Agreement.

(4) FORCE MAJEURE:

- a. Force majeure includes acts of God, acts of other branches of government in either their sovereign or contractual capacities, or any similar cause beyond the reasonable control of the parties.
- b. Any delays in or failure of performance by either party that are caused by a Force Majeure shall not constitute breach of this Agreement.
- c. In the event that any event of force majeure, as herein defined occurs, both parties shall be entitled to a reasonable extension of time for performance of its WORK.

(5) NOTICES:

- a. Any notices, bills, invoices, or reports required by this Agreement shall be sufficient if sent by the parties in the United States mail or electronic mail to the addresses of the Project Manager (See Section 00015)

(6) RECORDS AND INSPECTIONS:

- a. Contractor shall maintain full and accurate records with respect to all matters covered under this Agreement for a period of one year after the completion of the project.
- b. City shall have free access at all proper times to such records, and the right to examine and audit the same and to make transcripts there from, and to inspect all program data, documents, proceedings, and activities.

**FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2
CITY OF GEORGETOWN**

(7) **COMPLETENESS OF AGREEMENT:**

- a. This Agreement and any additional or supplementary document or documents incorporated herein by specific reference contain all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind any of the parties hereto
- b. This Agreement is entered into with full understanding and awareness of such requirement.
- c. City shall be allowed to rely upon the representations of Contractor as set out in the Proposal.
- d. With the exception of the foregoing, this Agreement constitutes the entire agreement between the parties hereto and may not be modified or amended except in writing signed by both parties hereto.

(8) **CONFLICTS:**

- a. In the case of any conflict between the terms and conditions of this Agreement and the terms of any other agreement between the parties hereto, the terms of this Agreement shall control
- b. If there is a conflict between the City's Requests for Bids and this Agreement, then this Agreement shall control.
- c. If there is a conflict between the City's Request for Bids and the Contractor's Proposal, the City's Request for Bids shall control.
- d. Both parties agree that all conflicts arising under this Agreement that cannot be settled between the parties shall be resolved in the Georgetown County Court of Common Pleas (Non-Jury)

(9) **SEVERABILITY:**

- a. If any part or provision of this Agreement is held invalid or unenforceable under applicable law, such invalidity or unenforceability shall not in any way affect the validity or enforceability of the remaining parts and provisions of this Agreement.

**FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2
CITY OF GEORGETOWN**

(10) **NONWAIVER:**

- a. The waiver by City or Contractor of a breach of this Agreement shall not operate as a waiver of any subsequent breach, and no delay in acting with regard to any breach of this Agreement shall be construed to be a waiver of the breach.
- b. In no event shall the making of any payment by City to the Contractor constitute or be construed as a waiver by City of any breach of covenant, or any default which may exist on the part of the Contractor.
- c. The making of any such payment by City while any such breach or default shall exist in no way impairs or prejudices any right or remedy available to City in respect to such breach or default.

(11) **GOVERNING LAW:**

- a. This Agreement and the rights, obligations and remedies of the parties hereto, shall in all respects be governed by and construed in accordance with the laws of the State of South Carolina.

(12) **RESPONSIBILITY:**

- a. Each party shall be responsible for its own acts as provided under the law of South Carolina and will be responsible for all damages, costs, fees and expenses which arise out of the performance of this Agreement which are due to that party's own negligence, tortious acts and other unlawful conduct and the negligence, tortious action and other unlawful conduct of its respective agents, officers and employees.

(13) **FREEDOM OF INFORMATION ACT (FOIA)**

- a. The parties acknowledge that all documents are subject to release under the South Carolina Freedom of Information Act (FOIA) and will be released to the public unless exempt from disclosure under the FOIA.

**FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2
CITY OF GEORGETOWN**

- b. If the Contractor contends a document is exempt from disclosure under the FOIA, it shall mark any such documents plainly, and seek protection from disclosure by filing an appropriate action in Circuit Court and shall bear the cost of the action and any monetary or attorney's fees awarded to the person or entity making the FOIA request.
- c. If the Contractor objects to release and litigation is commenced against the City under the FOIA, the City agrees to promptly notify the Contractor, who shall move in intervene as a party. The Contractor agrees to hold the City harmless from and indemnify for all costs (including plaintiff's attorney's fees if awarded by the Court) incurred by the City in defending the lawsuit and the funds necessary to satisfy any judgment and all costs on appeal, if any.

(14) **THIRD-PARTY OBLIGATIONS:**

- a. Neither party shall be obligated or liable hereunder to any party other than the second party to this Agreement.

(15) **RESTRICTIONS ON LOBBYING:**

- a. The Contractor shall comply with all requirements of Section 1352, Title 31 of the U.S. Code, which prohibits all recipients of federal funds from using appropriated monies for lobbying activities.

(16) **SUCCESSORS AND ASSIGNS:**

- a. The rights and obligations herein shall inure to and be binding upon the successors and assigns of the parties hereto.

**FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2
CITY OF GEORGETOWN**

IN WITNESS WHEREOF, City and the Contractor have executed this agreement as of the date first written above.

CITY OF GEORGETOWN, SOUTH CAROLINA
(OWNER)

(SIGNATURE)

By: _____

(SEAL)

Title: _____

(CONTRACTOR)

(SIGNATURE)

By: _____

(CORPORATE SEAL)

Title: _____

Attest:

It's Secretary

Witness

(END OF SECTION)

CONTRACT
00500-7

**FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2
CITY OF GEORGETOWN**

**SECTION 00600.1
PERFORMANCE BOND**

KNOW ALL MEN BY THESE PRESENTS THAT

(NAME OF CONTRACTOR)

(ADDRESS OF CONTRACTOR)

A Corporation Partnership, hereinafter called Principal, and

(NAME OF SURETY)

(ADDRESS OF SURETY)

Hereinafter called Surety, are held and firmly bound unto

THE CITY OF GEORGETOWN, SOUTH CAROLINA
(NAME OF OWNER)

PO BOX 939, GEORGETOWN, SC 29442
(ADDRESS OF OWNER)

hereinafter called Owner, in the penal sum of (110% of total bid)
_____ Dollars _____ Cents (\$ _____),
in lawful money of the United States, for the payment of which sum well and truly to be made,
we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally,
firmly by these present.

THE CONDITION OF THIS OBLIGATION is such that whereas the Principal entered into a certain Contract with the Owner dated the _____ day of _____, 2023, a copy of which is hereto attached and made part hereof for **FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE PROJECT PHASE 2**

NOW, THEREFORE, if the Principal shall well, truly, and faithfully perform its duties, all the undertakings, covenants, terms, conditions, and agreements of said Contract during the original term thereof, and any extensions thereof which may be granted by the Owner, with or without notice to the Surety, and if he shall satisfy all claims and demands incurred under such contract and fully indemnify and save harmless the Owner from all costs and damages which it may suffer by reason of failure to do so, and shall reimburse and repay the Owner all outlay and expense which the Owner may incur in making good any default, then this obligation shall be void; otherwise to remain in full force and effect.

PERFORMANCE BOND
00600.1-1

**FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2
CITY OF GEORGETOWN**

PROVIDED FURTHER, that the said Surety, for value received hereby stipulates and agrees that no change, extensions of time, alteration, or addition to the terms of the Contract or to the work to be performed thereunder or the specifications accompanying the same shall in any way affect its obligation on this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the Contract or to the work or to the specifications.

PROVIDED FURTHER, that no final settlement between the Owner and the Contractor shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

IN WITNESS WHEREOF, this instrument is executed in three (3) counterparts, each one of which shall be deemed an original, this the _____ day of _____, 20____.

Signed, sealed and delivered in the presence of:

(PRINCIPAL - CONTRACTOR)

(SIGNATURE)

By: _____

Title: _____

(SURETY)

(SIGNATURE)

By: _____

ATTORNEY-IN-FACT
(Power of Attorney to be attached)

As to Principal

As to Surety

PERFORMANCE BOND
00600.1-2

**FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2
CITY OF GEORGETOWN**

By: _____
(AGENT)

(AGENT COMPANY NAME)

(AGENT COMPANY ADDRESS)

(AGENT ADDRESS)

NOTES:

1. Date of Bond must not be prior to date of Contract.
2. If Contractor is a Partnership, all partners should execute Bond.
3. Surety companies executing Bonds must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the state where the project is located.

(END OF SECTION)

PERFORMANCE BOND
00600.1-3

**FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2
CITY OF GEORGETOWN**

**SECTION 00601.1
PAYMENT BOND**

KNOW ALL MEN BY THESE PRESENTS THAT

(NAME OF CONTRACTOR)

(ADDRESS OF CONTRACTOR)

A Corporation Partnership, hereinafter called Principal, and

(NAME OF SURETY)

(ADDRESS OF SURETY)

Hereinafter called Surety, are held and firmly bound unto

THE CITY OF GEORGETOWN, SOUTH CAROLINA
(NAME OF OWNER)

PO BOX 939, GEORGETOWN, SC 29442
(ADDRESS OF OWNER)

hereinafter called Owner, in the penal sum of (100% of total bid)
_____ Dollars _____ Cents (\$ _____),
in lawful money of the United States, for the payment of which sum well and truly to be made,
we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally,
firmly by these present.

THE CONDITION OF THIS OBLIGATION is such that whereas the Principal entered into a certain Contract with the Owner dated the _____ day of _____, 2021, a copy of which is hereto attached and made part hereof for **MARYVILLE SCHOOL LIFT STATION REPLACEMENT**.

NOW, THEREFORE, if the Principal shall promptly make payment to all persons, firms, subcontractors, and corporations furnishing materials for or performing labor in the prosecution of the work provided for in such contract, and any authorized extension of modification thereof, including all amounts due for materials, lubricants, oil, gasoline, coal and coke, repairs on machinery, equipment and tools, consumed or used in connection with the construction of such work, and all insurance premiums on said work, and for all labor, performed in such work whether by subcontractor or otherwise, then this obligation shall be void; otherwise to remain in full force and effect.

**PAYMENT BOND
00601.1-1**

**FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2
CITY OF GEORGETOWN**

PROVIDED FURTHER, that the said Surety, for value received hereby stipulates and agrees that no change, extensions of time, alteration, or addition to the terms of the Contract or to the work to be performed thereunder or the specifications accompanying the same shall in any way affect its obligation on this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the Contract or to the work or to the specifications.

PROVIDED FURTHER, that no final settlement between the Owner and the Contractor shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

IN WITNESS WHEREOF, this instrument is executed in three (3) counterparts, each one of which shall be deemed an original, this _____ day of _____, 20____.

Signed, sealed and delivered in the presence of:

(PRINCIPAL - CONTRACTOR)

(SIGNATURE)

As to Principal

By: _____

Title: _____

(SURETY)

(SIGNATURE)

As to Surety

By: _____

ATTORNEY-IN-FACT
(Power of Attorney to be attached)

**FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2
CITY OF GEORGETOWN**

By: _____
(AGENT)

(AGENT COMPANY NAME)

(AGENT COMPANY ADDRESS)

(AGENT ADDRESS)

NOTES:

1. Date of Bond must not be prior to date of Contract.
2. If Contractor is a Partnership, all partners should execute Bond.
3. Surety companies executing Bonds must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the state where the project is located.

(END OF SECTION)

PAYMENT BOND
00601.1-3

**FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2
CITY OF GEORGETOWN**

SECTION 00601.2

NOTICE OF INTENT TO AWARD

OWNER: City of Georgetown
800 Church St
Georgetown, SC 29440

PROJECT NO.: 1927

PROJECT DESCRIPTION: Front St Underground Infrastructure T3 Upgrade – Phase 2

TO ALL BIDDERS:

This is to notify all bidders that it is the intent of the Owner to award a contract as follows:

NAME OF BIDDER: _____

DATE BIDS WERE RECEIVED: _____

AMOUNT OF BASE BID: \$ _____

The Owner has determined that the above-named Bidder is responsible and has submitted the lowest responsive bid. The Owner may enter into a contract with this Bidder subject to the contract review and approval by the RIA and City Council.

(Print or Type Name)

(Title)

(Signature)

(Date Posted)

(END OF SECTION)

NOTICE OF INTENT TO AWARD
00601.2

**FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2
CITY OF GEORGETOWN**

**SECTION 00602.4
NOTICE OF AWARD**

TO:

PROJECT:

PROJECT NO. :

DATE:

The City of Georgetown (Owner) has considered your proposal in response to the Request for Bid (RFB) dated December 1, 2022.

You are hereby notified that Owner has approved your bid in the amount of \$_____.

You are required to provide the following documents: W-9 form, Employment Verification Affidavit, City's business license (or per-job business license), Payment and Performance bonds, and Certificate of Insurance naming the City of Georgetown as additionally insured, within ten (10) business days from the date of this notice to you. A Purchase Order and contract agreement will then be prepared once the requested documents are on hand.

Please sign and return this form in acknowledgment of this Notice of Award to the Owner.

CITY OF GEORGETOWN, SOUTH CAROLINA

By: _____

Title: _____

Acceptance of Notice

Receipt of the above Notice of Award is hereby acknowledged this _____ day of _____, 20____.

(Signature)

By: _____

Title: _____

(END OF SECTION)

NOTICE OF AWARD
00602.4

**FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2
CITY OF GEORGETOWN**

**SECTION 00604
EMPLOYMENT ELIGIBILITY VERIFICATION REQUIREMENT**

- A. Contractor is required to comply with all applicable State and Federal employment eligibility verification requirements including but not limited to the following:
1. By signing its bid or proposal, Contractor certifies that it will comply with the applicable requirements of Title 41, Chapter 8 of the South Carolina Code of Laws and agrees to provide to the City of Georgetown upon request any documentation required to establish either: (a) that Title 41, Chapter 8 is inapplicable both to Contractor and its subcontractors or sub-subcontractors are in compliance with Title 41, Chapter 8. Pursuant to Section 41-8-70, “In addition to other penalties provided by law, a person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony, and upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both. “Contractor agrees to include in any contracts with its subcontractors language requiring its subcontractors to (a) comply with the applicable requirement of Title 41, Chapter 8, and (b) include in their contracts with the sub-subcontractors language requiring the sub-subcontractors to comply with the applicable requirements of Title 41, Chapter 8.
- B. Contractor is required to complete and submit the attached affidavit along with the executed contract documents.
- C. E-Verify.
1. In addition to completing and maintaining the federal employment eligibility verification form (Form I-9), Contractor must, within three (3) business days after employing a new employee, verify the employee’s work authorization through the E-Verify federal work authorization program administered by the U.S. Department of Homeland Security. Employers may no longer confirm a new employee’s employment authorization with a driver’s license or state identification card.
 2. Contractor shall enroll in E-Verify at www.dhs.gov/e-verify.

**FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2
CITY OF GEORGETOWN**

CONTRACTOR AFFIDAVIT

SOUTH CAROLINA ILLEGAL IMMIGRATION REFORM ACT (Amended)

In accordance with the requirements of the South Carolina Illegal Immigration Reform Act, Contractor hereby certifies that it is currently in compliance with the requirements of Title 40, Chapter 8 of the S.C. Code Annotated and will remain in compliance with such requirements throughout the term of its contract with the Owner.

The Contractor hereby acknowledges that in order to comply with the requirements of S.C. Code Annotated Section 41-8-20:

- (A) All private employers in South Carolina shall be imputed a South Carolina employment license, which permits a private employer to employ a person in this State. A private employer may not employ a person unless the private employer's South Carolina employment license and any other applicable licenses as defined in Section 41-8-10 are in effect and are not suspended or revoked. A private employer's employment license shall remain in effect provided the private employer complies with the provisions of this chapter.
- (B) All private employers who are required by federal law to complete and maintain federal employment eligibility verification forms or documents must register and participate in the E-Verify federal work authorization program, or its successor, to verify the work authorization of every new employee within three business days after employing a new employee. A private employer who does not comply with the requirements of this subsection violates the private employer's licenses.
- (C) The South Carolina Department of Employment and Workforce shall provide private employers with technical advice and electronic access to the E-Verify federal work authorization program's website for the sole purpose of registering and participating in the program.
- (D) Private employers shall employ provisionally a new employee until the new employee's work authorization has been verified pursuant to this section. A private employer shall submit a new employee's name and information for verification even if the new employee's employment is terminated less than three business days after becoming employed. If a new employee's work authorization is not verified by the federal work authorization program, a private employer must not employ, continue to employ, or reemploy the new employee.
- (E) To assist private employers in understanding the requirements of this chapter, the director shall send written notice of the requirements of this section to all South Carolina employers and shall publish the information contained in the notice on its website.

EMPLOYMENT VERIFICATION

00604-2

**FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2
CITY OF GEORGETOWN**

Nothing in this section shall create a legal requirement that any private employer receive actual notice of the requirements of this chapter through a written notice from the director, nor create any legal defense for failure to receive notice.

- (F) If a private employer is a contractor, the private employer shall maintain the contact phone numbers of all subcontractors and sub-subcontractors performing services for the private employer. The private employer shall provide the contact phone numbers or a contact phone number, as applicable, to the director pursuant to an audit or investigation within seventy-two hours of the director's request.

The Contractor agrees to provide to the Owner upon request any documentation required to establish the applicability of the South Carolina Illegal Immigration Reform Act (Amended) to the contractor, subcontractor or sub-subcontractor. The Contractor further agrees that it will upon request provide the Owner with any documentation required to establish that the Contractor and any subcontractors or sub-subcontractors are in compliance with the requirements of Title 41, Chapter 8 of the S.C. Code Annotated.

Date: _____

(Signature)

By: _____

Title: _____

(END OF SECTION)

**FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2
CITY OF GEORGETOWN**

**SECTION 00606
NOTICE TO PROCEED**

TO:

OWNER: City of Georgetown, South Carolina

PROJECT:

PROJECT NUMBER:

DATE:

This is your Notice to Proceed with the Work, on the above-mentioned Project, in accordance with The Agreement dated _____, 20____. You are authorized to commence Work on _____ 20____, and you are required to complete the Work within **Ninety (90)** consecutive calendar days thereafter.

The date of final completion for all Work is therefore: _____ 20____.

Kindly return this Notice to Proceed to the Owner in acknowledgement.

CITY OF GEORGETOWN, SOUTH CAROLINA

(Signature)

By: _____

Title: _____

Acceptance of Notice

Receipt of the above Notice to Proceed is hereby acknowledged this the _____ day of _____, 20____.

(Signature)

By: _____

Title: _____

(END OF SECTION)

NOTICE TO PROCEED
00606-1

SECTION 00610 APPLICATION FOR PAYMENT

Contractor may submit other Pay Request form for Engineer's approval in lieu of the following:

Owner: City of Georgetown Contractor: _____ Contract No. _____
Pay Estimate No. _____
Period of Estimate: From _____ to _____

CONTRACT CHANGE ORDER SUMMARY

ESTIMATE

<u>No.</u>	<u>Approval Date</u>	<u>Additions</u>	<u>Deductions</u>		
				1. Original Contract	\$ _____
				2. Change Orders	\$ _____
				3. Revised Contract (1+2) ...	\$ _____
				4. Work Completed*	\$ _____
				5. Stored Materials*	\$ _____
				6. Subtotal (4+5)	\$ _____
				7. Retainage	\$ _____
				8. Previous Payments	\$ _____
				9. Amount Due (6-7-8)	\$ _____
Totals:				* Detailed breakdown attached	
Net Change:					

CONTRACT TIME

Original (days): _____ On Schedule: Yes _____ No _____
Revised: _____ Starting Date: _____
Remaining: _____ Projected Completion: _____
Contractor's Certification:

The undersigned certifies that to the best of their knowledge, information, and belief the work covered by this payment estimate has been completed in accordance with the contract documents, that all amounts due subcontractors and suppliers have been paid by the Contractor for work for which previous payment estimates were issued and payments received from the Owner, and that the current payment shown herein is now due.

(Signature): _____

By: _____

Date: _____

Engineer's Certification:

The undersigned certifies that to the best of their knowledge and belief, the quantities shown in this estimate are correct and the work has been performed in accordance with the contract documents. Based on periodic but less than full-time field representation, to the best of our information the quantities, items and schedule of values, work completed and material and equipment delivered are accurate as indicated on this request for payment. Some defects or problems with construction items may not be determined until final testing and operation of the system are performed. The Engineer cannot be held liable for approval for partial payments for the installation of these items from which the evidence of defects or problems were not determined until after the request for payment was approved.

(Signature): _____

By: _____

Date: _____

(Signature): _____

By: _____

Date: _____

Approved
by Owner:

PAY ESTIMATE NO. _____ DATE _____

Page ____ of ____

PROJECT: _____

PROJECT NUMBER: _____

Item No	Description	CURRENT CONTRACT				TOTAL THIS PERIOD		PREVIOUS TOTAL		TOTAL TO DATE		
		Quantity	Units	Unit Cost	Total Cost	Quantity	Total Cost	Quantity	Total Cost	Quantity	Total Cost	%
										0.00	\$0.00	#DIV/0!
										0.00	\$0.00	#DIV/0!
										0.00	\$0.00	#DIV/0!
										0.00	\$0.00	#DIV/0!
										0.00	\$0.00	#DIV/0!
										0.00	\$0.00	#DIV/0!
										0.00	\$0.00	#DIV/0!
										0.00	\$0.00	#DIV/0!
										0.00	\$0.00	#DIV/0!
										0.00	\$0.00	#DIV/0!
										0.00	\$0.00	#DIV/0!
										0.00	\$0.00	#DIV/0!
										0.00	\$0.00	#DIV/0!
										0.00	\$0.00	#DIV/0!
										0.00	\$0.00	#DIV/0!
	TOTALS				\$0.00		\$0.00		\$0.00		\$0.00	#DIV/0!

APPLICATION FOR PAYMENT
00610-2

SECTION 00620
CONTRACTOR'S AFFIDAVIT

The State of _____ Date: _____
 The County of _____ The City of _____
 _____ of _____
 (Officer's Name) (Officer's Title) (Contractor's Name)

being duly sworn, deposed and says that _____ has furnished
 (Contractor's Name)

Labor and materials entering into the **Front St Underground Infrastructure T3 Upgrade – Phase 2** dated _____ with the City of Georgetown, South Carolina.

_____ states further that this officer has full knowledge of all
 (Contractor's Name)
 obligations for such labor and materials which have entered into and become part of that certain project known and designated above, and that this officer further deposes and says that all debts and other obligations for such labor and materials have been fully and completely paid for in good and lawful money of the United States of America and that there are no suits for damages against them proceeding, prospective and/or that there are no suits for damages against them proceeding, prospective, or otherwise, in consequence of their operations on the above said project.

The said _____ will hold the Owner, the City of Georgetown
 (Contractor's Name)
 South Carolina, blameless of any and all mechanic's liens that may be hereafter entered or filed for record, so as to constitute a charge against said premises for work or labor done or materials furnished by them.

IN WITNESS HEREOF, this officer has heretofore put his hand and seal:

 (Officer's Name)
 I, _____, Notary Public in and for the above named County and
 State do hereby certify that _____ personally know to me to be the
 (Officer's Name)
 affiant in the foregoing Affidavit, personally appeared before me this day and, having been duly sworn, deposed and says the facts set forth in the above Affidavit are true and correct.

WITNESS my hand and seal this _____ day of _____ 20____.

 Notary Public for the State of _____
 My Commission Expires: _____

SECTION 00630
CONTRACT CHANGE ORDER

DATE: _____ PROJECT: _____
CHANGE ORDER #: _____ PROJECT #: _____

Description of and Reason for Change: _____

Itemization of Proposed Change and Basis for Payment

Original Contract Price \$ _____

Previous Change Orders \$ _____

This Change, (An Addition) (A Deduction) of \$ _____

Proposed Revised Contract Price \$ _____

Additional funds shall be provided in the following manner: _____

Extension of Contract Time Required: _____ days.

Revised Contract Completion Date: _____

Accepted by the Contractor:

By: _____ Date: _____

Recommended by the Engineer:

By: _____ Date: _____

Approved by the Owner:

By: _____ Date: _____

CONTRACT CHANGE ORDER
00630-1

SECTION 00700 GENERAL CONDITIONS

1. CONTRACT AND CONTRACT DOCUMENTS. The plans, specifications and addenda, hereinafter enumerated in Paragraph 1 of Supplemental General Conditions, shall form part of this contract and the provisions thereof shall be as binding upon the parties hereto as if they were herein fully set forth. The table of contents titles, heading, running headlines and marginal notes contained herein and in said documents are solely to facilitate reference to various provisions of the contract documents and in no way affect, limit or cast light on the interpretations of the provisions to which they refer.

Contents

1. Contract and Contract Documents	24. Construction Schedule and Payment Estimates
2. Definitions	25. Payments to Contractor
3. Additional Instructions and Detail Drawings	26. Acceptance of Work and Final Payment
4. Shop Drawings and Samples	27. Acceptance of Final Payment as Release
5. Materials, Services & Facilities	28. Payments by Contractor
6. Contractor's Title to Materials	29. Insurance
7. Inspection and Testing of Materials	30. Payment and Performance Bonds
8. "Or Equal" Clause	31. Assignments
9. Patents	32. Mutual Responsibility of Contractors
10. Surveys, Laws, and Regulations	33. Separate Contracts
11. Contractor's Obligations	34. Subcontracting
12. Weather Conditions	35. Engineer's Authority
13. Protection of Work and Property, Emergency	36. Stated Allowances
14. Interpretations	37. Use of Premises and Removal of Debris
15. Reports, Records and Data	38. Quantities of Estimate
16. Superintendence by Contractor	39. Rights-of-Way and Suspension of Work
17. Changes in Work	40. Warranty for One Year After Completion of Contract
18. Extras	41. Notice and Service Thereof
19. Time for Completion and Liquidated Damages	42. Required Provisions Deemed Inserted
20. Correction of Work	43. Protection of Lives and Health
21. Subsurface Conditions Found Different	44. Wages and Overtime Compensation
22. Claims for Extra Cost	45. Prohibited Interests
23. Right of Owner to Terminate Contract	46. Conflicting Conditions
	47. Indemnification

2. DEFINITIONS. The following terms as used in this contract are respectively defined as follows:
 - (a) Contractor. A person, firm or corporation with whom the contract is made by the Owner.
 - (b) Subcontractor. A person, firm or corporation supplying labor and materials, or only labor, for work at the site of the project for and under separate contract or agreement with the Contractor.
 - (c) Work on or at the Project. Work to be performed at the location of the project, including the transportation of materials and supplies to or from the location of the project by employees of the Contractor and any Subcontractor.
3. ADDITIONAL INSTRUCTIONS AND DETAIL DRAWINGS. The Contractor will be furnished additional instructions and detail drawings as necessary to carry out the work included in the Contract. The additional drawings and instructions thus supplied to the Contractor will coordinate with the Contract Documents and will be so prepared that they can be reasonably interpreted as part thereof. The Contractor shall carry on the work in accordance with the additional detail drawings and instructions. The Contractor and the Engineer will prepare jointly:
 - (a) A schedule fixing the dates at which special detail drawings will be required; such drawings, if any, to be furnished by the Engineer in accordance with said schedule; and
 - (b) A schedule fixing the respective dates for the submission of shop drawings, the beginning of manufacture, testing and installation of materials, supplies, and equipment, and the completion of the various parts of the work; each such schedule to be subject to change from time to time in accordance with the progress of the work.
4. SHOP DRAWINGS AND SAMPLES. The Contractor shall submit complete manufacturer's data and drawings to the Engineer for review as specified herein. Drawings will be for the exact material or equipment to be supplied or installed and shall be clearly marked to show specific model and any options or modifications. Drawings shall be submitted within 30 days after receipt of the Purchase Order.
 - 4.1 Samples. Contractor shall also submit to the Engineer for approval, all samples required by this specification. All samples will have been checked by and stamped with the approval of the Contractor, identified clearly as to material, manufacturer, any pertinent catalog numbers and the use for which intended.
 - 4.2 Deviations. At the time of each submission, Contractor shall in writing call the Engineer's attention to any deviations that the Shop Drawings or samples may have from the requirements of the Contract Document.
 - 4.3 Engineer's Review. Engineer will review and approve with reasonable promptness Shop Drawings and samples, but his review and approval shall be only for conformance with the design concept of the project and for compliance with the information given in the Contract Documents. The approval of a separate item as such will not indicate approval of the assembly in which the item functions. Contractor shall make any

corrections required by Engineer and shall return the required number of corrected copies of Shop Drawings and resubmit new samples until approved. Contractor shall direct specific attention in writing or on resubmitted Shop Drawings to revisions other than the corrections called for by Engineer on previous submissions. Contractor's stamp of approval on any Shop Drawing or sample shall constitute a representation to Owner and Engineer that Contractor has either determined and verified all quantities, dimensions, field construction criteria, materials, catalog numbers and similar data or he assumes full responsibility for doing so, and that he has reviewed or coordinated each Shop Drawing or sample with the requirements of the work and Contract Documents.

- 4.4 Contractor's Records. Where a Shop Drawing or sample submission is required by the Specifications, no related work shall be commenced until the submission has been approved by Engineer. A copy of each approved shop drawing and each approved sample shall be kept in good order by Contractor at the site and shall be available to Engineer.
- 4.5 Contractor's Responsibility. Engineer's approval of Shop Drawings or sample shall not relieve Contractor from his responsibility for any deviations from the requirements of the Contract Documents unless Contractor has in writing called the Engineer's attention to such deviation at the time of submission and Engineer has given written approval to the specific deviation, nor shall any approval by Engineer relieve Contractor from responsibility for errors or omissions in the Shop Drawings.
5. MATERIALS, SERVICES, AND FACILITIES shall be furnished by the Contractor.
 - (a) It is understood that except as otherwise specifically stated in the Contract Documents, the Contractor shall provide and pay for all materials, labor, tools, equipment, water, gas lights, power, transportation, superintendence, taxes, insurance, temporary construction of every nature, and all other services and facilities of every nature whatsoever necessary to execute, complete and deliver the work within the specified time.
 - (b) Any work necessary to be performed after regular working hours, on Sundays, or legal holidays, shall be performed without additional expense to the Owner.
6. CONTRACTOR'S TITLE TO MATERIALS. No materials or supplies for the work shall be purchased by the Contractor or by any subcontractor subject to any chattel mortgage or under a conditional sale contract or other agreement by which an interest is retained by the seller. The Contractor warrants that he has good title to all materials and supplies used by him in the work, free from all liens, claims or encumbrances.
7. INSPECTION AND TESTING OF MATERIALS. Unless otherwise specifically provided for in the specifications, the inspection and testing of material and finished articles to be incorporated in the work at the site shall be made by bureaus, laboratories, or agencies approved by the Owner. The cost of such inspection and testing shall be paid by the Contractor.
 - 7.1 Certification by Contractor. Where the detailed specifications call for certified copies of mill or shop tests to establish conformance of certain materials with the specifications, it shall be the responsibility of the Contractor to assure delivery of such certifications to the Owner. No materials or finished articles shall be incorporated in the work until such materials and finished articles have passed the required tests. The

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Contractor shall promptly segregate and remove rejected material and finished articles from the site of the work.

- 7.2 Guaranty. The testing and approval of materials by the laboratory, or laboratories, shall not relieve the Contractor of any of his obligations to fulfill his contract and guarantee of workmanship and materials as called for in paragraph entitled "General Warranty for One Year After Completion of Contract" herein. The Contractor may, at his option and at his own expense, cause such other tests to be conducted as he may deem necessary to assure suitability, strength, and durability of any material or finished article.
8. "OR EQUAL" CLAUSE. The phrase "or equal" shall be construed to mean that material or equipment will be acceptable only when, in the judgment of the Engineer, they are composed of parts of equal quality, or equal workmanship and finish, designed and constructed to perform or accomplish the desired result as efficiently as the indicated brand, pattern, grade, class, make or model. Written approval will be obtained from the Engineer prior to installation.
9. PATENTS. The Contractor shall hold and save the Owner and its officers, agents, servants, and employees harmless from liability of any nature or kind, including cost and expenses for, or on account of, any patented or unpatented invention, process, article, or appliance manufactured or used in the performance of the contract, including its use by the Owner, unless otherwise specifically stipulated in the Contract Documents. If the Contractor uses any design, device or material covered by letter, patent, or copyright, he shall provide for such use by suitable agreement with the Owner of such patented or copyrighted design, device or material. It is mutually agreed and understood that, with exception, the contract prices shall include all royalties or costs arising from the use of such design, device or materials, in any way involved in the work. The Contractor and/or his sureties shall indemnify and save harmless the Owner of the project from any and all claims for infringements by reason of the use of such patented or copyrighted design, device or materials or any trademark or copyright in connection with work agreed to be performed under this contract, and shall indemnify the Owner for any cost, expense or damage which it may be obliged to pay by reason of such infringement at any time during the prosecution of the work or after completion of the work.
10. SURVEYS, LAWS AND REGULATIONS. The Contractor shall comply with the following:
- 10.1 Construction staking shall be in accordance standard construction staking practice or with the requirements of Section 01050 entitled "Field Engineering".
- 10.2 Laws and Regulations. The Contractor shall keep himself fully informed of all laws, ordinances, and regulations of State, City and County in any manner affecting those engaged or employed in the work, or the materials used in the work, or in any way affecting the conduct of the work, and of all orders and decrees of bodies or tribunals having any jurisdiction or authority over same. If any discrepancy or inconsistency should be discovered in this contract, or in the drawings or specifications herein referred to, in relation to any such law, ordinance, regulation, order or decree, he shall forthwith report the same in writing to the Owner. He shall, at all times, himself observe and comply with all such existing and future laws, ordinances and regulations (to the extent that such requirements do not conflict with Federal laws or regulations) and shall protect and indemnify the Owner and its agents against any claims or liability arising from or based on the violation of any such law, ordinance, regulation, order or decree, whether by himself or by his employees.

11. CONTRACTOR'S OBLIGATIONS. The Contractor shall, in good workmanlike manner, do and perform all work and furnish all supplies and materials, machinery, equipment, facilities, and means, except as herein otherwise expressly specified, necessary or proper to perform and complete all the work required by this contract, within the time herein specified, in accordance with provisions of this contract and said specifications, and in accordance with the plans and drawings covered by this contract and any and all supplemental plans and drawings and in accordance with the directions of the Engineer as given from time to time during the progress of the work. He shall furnish, erect, maintain and remove such construction plant and such temporary works as may be required. The Contractor shall observe, comply with, and be subject to all terms, conditions, requirements and limitation of the contract and specifications, and shall do, carry on and complete the entire work to the satisfaction of the Engineer and the Owner.
12. WEATHER CONDITIONS. In the event of temporary suspension of work or during inclement weather, or whenever the Engineer shall direct, the Contractor will, and will cause his subcontractors to, protect carefully his and their work and materials against damage or injury from the weather. If, in the opinion of the Engineer, any work or materials shall have been damaged or injured by reason of failure on the part of the Contractor or any of his Subcontractors to so protect its work, such materials shall be removed and replaced at the expense of the Contractor.
13. PROTECTION OF WORK AND PROPERTY, EMERGENCY. The Contractor shall at all times safely guard the Owner's property from injury or loss in connection with this contract. He shall at all times safely guard and protect his own work and that of adjacent property from damage. The Contractor shall replace or make good any such damage, loss or injury unless such be caused directly by errors contained in the contract or by the Owner or by his duly authorized representatives. In case of emergency which threatens loss or injury of property and/or safety of life, the Contractor will be allowed to act, without previous instructions from the Engineer, in a diligent manner. He shall notify the Engineer immediately thereafter. Any claim for compensation by the Contractor due to such extra work shall be promptly submitted to the Engineer for approval. Where the Contractor has not taken action but has notified the Engineer of an emergency threatening injury to persons or damage to the work of any adjoining property, he shall act as instructed or authorized by the Engineer. The amount of reimbursement claimed by the Contractor on account of any emergency action shall be determined in the manner provided in paragraph entitled "Changes in Work" of these specifications.
14. INTERPRETATIONS. If any person contemplating submitting a bid for the proposed contract is in doubt as to the true meaning of any part of these proposed contract documents, he may submit to the Engineer a written request for an interpretation thereof. The person submitting the request will be responsible for its prompt and actual delivery. Any interpretation of such documents will be made only by addendum duly issued, and a copy of such addendum will be mailed or delivered to each person receiving a set of such documents. The Owner will not be responsible for any other explanation or interpretation of such documents which anyone presumes to make on behalf of the Owner before expiration of the ultimate time set for the receipt of bids.
15. REPORTS RECORDS AND DATA. The Contractor shall submit to the Owner such schedule of quantities and costs, progress schedules, payrolls, reports, estimates, records and other data as the Owner may request concerning work performed or to be performed under this contract.
16. SUPERINTENDENCE BY CONTRACTOR. The Contractor shall employ only competent and skilled men on the work. The Contractor shall have competent

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Superintendent or Foreman present at all times when the work is in progress, who shall have full authority to act for the Contractor. It is understood that such representative shall be acceptable to the Engineer and shall be one who can be continued in that capacity for the particular job involved unless he ceases to be on the Contractor's payroll. The Contractor shall, upon demand from the Engineer, immediately remove any superintendent, foreman or workman whom the Engineer may consider incompetent or undesirable.

17. CHANGES IN WORK. No changes in the work covered by the approved contract documents shall be made without having prior written approval of the Owner. Charges or credits for the work covered by the approved change shall be determined by one or more, or a combination of, the following methods:

- (a) Unit bid prices previously approved.
- (b) An agreed lump sum.
- (c) The actual cost of:
 - 1. Labor, including foremen.
 - 2. Materials entering permanently into the work.
 - 3. The ownership or rental cost of construction plant and equipment during the time of use on the extra work.
 - 4. Power and consumable supplies for the operation of power equipment.
 - 5. Insurance.
 - 6. Social security.

To the cost under (c) there shall be added a fixed fee to be agreed upon but not to exceed 10 percent of the estimated cost of the work. The fee shall be compensation to cover the cost of supervision, overhead, bond, profit and any other general expenses.

18. EXTRAS. Without invalidating the contract, the Owner may order extra work or make changes by altering, adding to or deducting from the work, the contract sum being adjusted accordingly, and the consent of the surety being first obtained where necessary or desirable. All the work of the kind bid upon shall be paid for at the price stipulated in the proposal, and no claims for any extra work or materials shall be allowed unless the work is ordered in writing by the Owner, or the Engineer acting officially for the Owner, and the price is stated in such order. Extra work shall be performed only upon the execution of authorized change orders as set forth in the preceding paragraph.

19. TIME FOR COMPLETION AND LIQUIDATED DAMAGES. It is hereby understood and mutually agreed by and between the Contractor and the Owner that the date of beginning and the time for completion as specified in the contract of the work to be done hereunder are essential conditions of this contract; and it is further mutually understood and agreed that the work embraced in this contract shall be commenced on a date to be specified in the Notice to Proceed.

- 19.1 Regular Prosecution of Work. The Contractor agrees that said work shall be prosecuted regularly, diligently and uninterruptedly at such rate of progress as will insure full completion thereof within the time specified. It is expressly understood and agreed, by and between the Contractor and the Owner, that the time for completion of the work described herein is a reasonable time for completion of same, taking into consideration the average climatic range and usual industrial conditions prevailing in this locality.

19.2 Liquidated Damages. If the Contractor shall neglect, fail, or refuse to complete the work within the time herein specified, or any proper extensions thereof granted by the Owner, then the Contractor does hereby agree, as a part consideration for the awarding of this contract, to pay to the Owner the amount specified in the contract not as a penalty but as liquidated damages for such breach of contract as hereinafter set forth, for each and every calendar day that the Contractor shall be in default after the time stipulated in the contract for completing the work. The said amount is fixed and agreed upon by and between the Contractor and the Owner because of the impracticality and extreme difficulty of fixing and ascertaining the actual damages the Owner would in such event sustain, and said amount is agreed to be the amount of damages which the Owner would sustain and said amount shall be retained from time to time by the Owner from current periodical estimates.

19.3 Extensions of Time for Completion. It is further agreed that time is of the essence of each and every portion of this contract and of the specifications wherein a definite and certain length of time is fixed for the performance of any act whatsoever; and where under the contractor an additional time is allowed for the completion of any work, the new time limit fixed by such extension shall be of the essence of this contract. Provided, that the Contractor shall not be charged with liquidated damages or any excess cost when the delay in completion of the work is due:

- (a) To any preference, priority or allocation order duly issued by the Government.
- (b) To unforeseeable cause beyond the control and without the fault or negligence of the Contractor including, but not restricted to, acts of the public enemy, acts of the Owner, acts of another contractor in the performance of a contract with the Owner; fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, hurricanes, tornadoes; and
- (c) To any delays of subcontractors or suppliers occasioned by any of the causes specified in subsections (a) and (b) of this article.

Provided, further that the Contractor shall, within seven (7) days from the beginning of such delay, unless the Owner shall grant a further period of time prior to the date of final settlement of the contract, notify the Owner in writing of the causes of delay, who shall ascertain the facts and extent of delay and notify the Contractor within a reasonable time of its decision in the matter, and grant such extension of time as the Owner shall deem suitable and just.

Normal weather conditions for the project area are taken into consideration in the time for completion of the contract; therefore, no extension of time will be extended for normal weather conditions, with the exception of hurricanes and tornadoes.

20. CORRECTION OF WORK. All work, all materials, whether incorporated in the work or not, all processes of manufacturer, and all methods of construction, shall be at all times and places subject to the inspection of the Engineer, who shall be the final judge of the quality and suitability of the work, materials, processes of manufacture, and methods of construction of the purposes for which they are used. Should they fail to meet his approval, they shall be forthwith reconstructed, made good, replaced and/or corrected, as the case may be, by the Contractor at his own

expense. Rejected material shall immediately be removed from the site. If in the opinion of the Engineer, it is undesirable to replace any defective or damaged materials or to reconstruct or correct any portion of the work injured or not performed in accordance with the contract documents, the compensation to be paid to the Contractor hereunder shall be reduced by such amount as, in the judgment of the Engineer, shall be equitable.

21. SUBSURFACE CONDITIONS FOUND DIFFERENT. Should the Contractor encounter subsurface and/or latent conditions at the site materially differing from those shown on the plans or indicated in the specifications, he shall immediately give notice to the Engineer of such conditions before they are disturbed. The Engineer will thereupon promptly investigate the conditions, and if he finds that they materially differ from those shown on the plans or indicated in the specifications, he will at once make such changes in the plans and/or specifications as he may find necessary; any increase or decrease of cost resulting from such changes to be adjusted in the manner provided in paragraph 17 of these specifications.
 - (a) Where no specific subsurface conditions are indicated or specified, no increase in cost will be considered in regards to subsurface conditions encountered.
22. CLAIMS FOR EXTRA COSTS. No claim for extra work or cost shall be allowed unless the same was done in pursuance of a written order of the Engineer, as aforesaid, and the claim presented with the first estimate after the changes or extra work is done. When work is performed under the terms of subparagraph 17(c) of these specifications, the Contractor shall furnish satisfactory bills payrolls and vouchers covering all items of cost and when requested by the Owner, give the Owner access to accounts relating thereto.
23. RIGHT OF OWNER TO TERMINATE CONTRACT. In the event that any of the provisions of this contract are violated by the Contractor or by any of his subcontractors, the Owner may serve written notice upon the Contractor and the surety of its intention to terminate the contract, such notices to contain the reasons for such intention to terminate the contract, and unless within 10 days after the serving of such notice upon the Contractor, such violation or delay shall cease and satisfactory arrangement or correction be made, the contract shall, upon the expiration of said 10 days, cease and terminate. In the event of any such termination, the Owner shall immediately serve notice thereof upon the surety and the Contractor, and the surety shall have the right to take over and perform the contract; provided, however, that if the surety does not commence performance thereof within 10 days from the date of the mailing to such surety of notice of termination, the Owner may take over the work and prosecute same to completion by the contract or by force account for the account and at the expense of the Contractor, and the Contractor and his surety shall be liable to the Owner for any excess cost occasioned thereby, and in such event the Owner may take possession of and utilize in completion the work such materials, appliances and plant as may be on the site of the work and necessary therefore. If the Contractor should die, be declared an incompetent, be declared bankrupt or insolvent, make an assignment for the benefit of creditors during the term of his contract, the Owner may terminate the contract in the manner and under the procedure set forth above with the exception that no notices to the Contractor shall be required, but in lieu thereof the Owner must make a reasonable effort to notify the estate of the Contractor, his guardian, assignee, or legal representative of the intention to terminate and fact of termination, if there is any such guardian, assignee, or legal representative at the time the Owner desires to terminate.

24. CONSTRUCTION SCHEDULE AND PAYMENT ESTIMATES. Immediately after execution and delivery of the contract and before the first partial payment is made, the Contractor shall deliver to the Owner an estimated construction progress schedule in form satisfactory to the Owner, showing the proposed dates of commencement and completion of each of the various subdivisions of work required under the contract documents and the anticipated amount of each monthly payment that will become due the Contractor in accordance with the progress schedule.

24.1 Contractor's Payment Estimate. The Contractor shall also furnish:

- (a) A detailed payment estimate, giving a complete breakdown of the contract price; and
- (b) Periodic itemized estimates of work done for the purpose of making partial payments thereon. The costs employed in making up any of these schedules will be used only for determining the basis of partial payments and will not be considered as fixing a basis for addition to or deductions from the contract price.

24.2 Equipment Delivery Schedule. The Contractor shall also prepare a schedule of anticipated shipping dates for materials and equipment. It is intended that equipment and materials be so scheduled as to arrive at the job site just prior to time for installation to prevent excessive materials on hand for inventory and the necessity for extensive storage facilities at the job site.

25. PAYMENTS TO CONTRACTOR shall be made according to the following:

- (a) Payments to the Contractor will be made within thirty (30) days upon receipt of a duly certified approved estimate of the work performed during the preceding calendar month under this contract, but to insure the proper performance of this contract, the Owner will retain a portion of each estimate until final completion and acceptance of all work covered by this contract in accordance with the following:
 - 1) Retention of up to 10% of payment claimed until construction is complete.
- (b) In preparing the payment request, the material delivered on the site and preparatory work done may be taken into consideration.
- (c) All material and work covered by partial payments shall thereupon become the sole property of the Owner, but this provision shall not be construed as relieving the Contractor from the sole responsibility for the care and protection of materials and work upon which payments have been made or the restoration of any damaged work, or as a waiver of the right of the Owner to require the fulfillment of all the terms of the contract.

25.1 Owner's Right to Withhold Certain Amounts and Make Application Thereof. The Contractor agrees that he will indemnify and save the Owner harmless from all claims growing out of the lawful demands of subcontractors, laborers, workmen, mechanics, materialmen, and furnishers of machinery and parts thereof, equipment, power tools, and all supplies, including commissary, incurred in the furtherance of the performance of this contract. The Contractor shall, at the Owner's request, furnish satisfactory evidence that all obligations of the nature hereinabove designated have been paid,

discharged, or waived. If the Contractor fails so to do, then the Owner may, after having served written notice on the contractor, either pay unpaid bills, of which the Owner has written notice, direct, or withhold from the Contractor's unpaid compensation a sum of money deemed reasonably sufficient to pay any and all such lawful claims until satisfactory evidence is furnished that all liabilities have been fully discharged whereupon payment to the Contractor shall be resumed in accordance with the terms of this contract, but in no event shall the provisions of this sentence be construed to impose any obligations upon the Owner to either the Contractor or his surety. In paying any unpaid bills of the Contractor, the Owner shall be deemed the agent of the Contractor, and any payment so made by the Owner shall be considered as a payment made under the contract by the Owner to the Contractor, and the Owner shall not be liable to the Contractor for any such payment made in good faith.

26. ACCEPTANCE OF WORK AND FINAL PAYMENT. Before final acceptance of the work and payment to the Contractor of the percentage retained by the Owner, the following requirements shall be complied with:

- (a) Final Inspection. Upon notice from the Contractor that his work is completed, the Engineer will make a final inspection of the work and shall notify the Contractor of all instances where his work fails to comply with the contract drawings and specifications, as well as any defects he may discover. The Contractor shall immediately make such alterations as are necessary to make the work comply with the contract drawings and specifications, and to the satisfaction of the Engineer.
- (b) Operating Test. After the alterations for compliance with the contract drawings and specifications have been made, and before acceptance of the whole or any part of the work, it shall be subjected to test to determine that it is in accordance with the contract drawings and specifications. The Contractor shall maintain all work in first class condition for a thirty (30) day operating period after the work has been completed as a whole, the final inspection has been made, and the Engineer has notified the Contractor in writing that the work has been finished to his satisfaction. The retained percentage as provided herein will not become due or payable to the Contractor until after the thirty (30) day operating period has expired.
- (c) Cleaning Up. Before the work is considered as complete, all rubbish and unused material due to or connected with the construction must be removed and the premises left in a condition satisfactory to the Owner. Streets, curbs, crosswalks, pavements, sidewalks, fences and other public and private property disturbed or damaged should be restored to their former condition. Final acceptance will be withheld until such work is finished.
- (d) Liens. Final acceptance of the work will not be granted and the retained percentage will not be due or payable until the Contractor has furnished the Owner proper and satisfactory evidence under oath that all claims for labor and material employed or used in the construction of the work under this contract have been settled, and that no legal claims can be filed against the Owner for such labor or material.
- (e) Final Payment. Upon completion of all cleaning up, alterations and repairs required by the final inspection or operating test, the satisfactory completion of the operating test, and upon submitting proper and satisfactory evidence to the Owner that all claims have been settled, the Contractor shall then prepare his final payment estimate. After review and approval of the final

payment estimate by the Engineer and the Owner, the payment shall then become due.

27. ACCEPTANCE OF FINAL PAYMENT AS RELEASE. The acceptance by the Contractor of final payment shall be and shall operate as a release to the owner of all claims and all liability to the Contractor for all things done or furnished in connection with this work and for every act and neglect of the Owner and others relating to or arising out of this work. No payment, final or otherwise, shall operate to release the Contractor or his sureties from any obligations under this Contract or his sureties from any obligations under this contract or the performance and payment bond.
28. PAYMENTS BY CONTRACTOR. The Contractor shall pay:
 - (a) For all transportation and utility services not later than the 20th day of the calendar month following that in which services are rendered;
 - (b) For all materials, tools, and other expendable equipment to the extent of ninety (90) percent of the cost thereof not later than the 20th day of the calendar month following that in which such materials, tools, and equipment are delivered at the site of the project, and the balance of the cost thereof not later than the 30th day following completion of that part of the work in or on which such materials, tools, and equipment are incorporated or used; and
 - (c) To each of his subcontractors not later than the 5th day following each payment to the Contractor, the respective amounts allowed the Contractor on account of the work performed by his subcontractors to the extent of each subcontractor's interest therein.
29. INSURANCE. The Contractor shall procure and shall maintain during the life of this contract, whether such operation be by himself or by a subcontractor or anyone directly or indirectly employed by either of them, such insurance as required by statute and/or ordinance to adequately protect the Owner from any claims or damages, including bodily injury or death, which may arise from them during operations under this contract.
 - 29.1 Limits of Liability. Insurance shall be obtained for not less than the limits of liability as specified in Section 00110-Insurance Requirements.
 - 29.2 Certificates of Insurance. The Contractor shall furnish the Owner, if requested, certificates showing the type, amount, class of operations covered, effective dates and dates of expiration of the policies. Such certificates shall contain substantially the following statement: "The insurance covered by this certificate will not be cancelled or materially altered except after 30 days written notice has been received by the Owner".
30. PAYMENT AND PERFORMANCE BONDS. The Contractor shall furnish a 110 percent performance bond and a 100 percent payment bond as security for the faithful performance of this contract, as security for the payment of all persons performing labor on the project under this contract and furnishing materials in connection with this contract. The performance bond and payment bond shall be in separate instruments. Before the final acceptance, each bond must be approved by the Owner.
31. ASSIGNMENTS. The Contractor shall not assign the whole or any part of this contract or any sums of money due or to become due hereunder without the written

consent of the Owner. In case the Contractor assigns all or any part of any sums of money due or to become due under this contract, the instrument of assignment shall contain a clause substantially to the effect that is agreed that the right of the assignee in and to any sums of money due or to become due to the Contractor shall be subject to prior claims of all persons, firms and corporations for services rendered or materials supplied for the performance of the work called for in this contract.

32. MUTUAL RESPONSIBILITY OF CONTRACTORS. If through acts of neglect on the part of the Contractor, any other contractor or any subcontractor shall suffer loss or damage on the work, the Contractor agrees to settle with such other contractor or subcontractor by agreement or arbitration. If such other contractor or subcontractor shall assert any claim against the Owner on account of any damage alleged to have been sustained, the Owner shall notify the Contractor, who shall indemnify and save harmless the Owner against any such claim.
33. SEPARATE CONTRACTS. The Contractor shall coordinate his operations with those of other contractors. Cooperation will be required in the arrangement for the storage of materials and in the detailed execution of the work. The Contractor, including his subcontractor, shall keep informed of the progress and the detail work of other contractors and shall notify the Engineer immediately of lack of progress or defective workmanship on the part of other contractors. Failure of a contractor to keep informed of the work progressing on the site and failure to give notice of lack of progress or defective workmanship by others shall be construed as acceptance by him of the status of the work as being satisfactory for proper coordination with his own work.
34. SUBCONTRACTING shall comply with the following:
 - (a) The Contractor may utilize the services of specialty contractors on those parts of the work that under normal contracting practices are performed by specialty subcontractors.
 - (b) The Contractor shall not award any work to any subcontractor without the prior written approval of the Owner, which approval will not be given until the Contractor submits to the Owner a written statement concerning the proposed award to the subcontractor, which statement shall contain such information as the Owner may require.
 - (c) The Contractor shall be as fully responsible to the Owner for the acts and omissions of his subcontractors, and of persons either directly or indirectly employed by them, as he is for the acts and omissions of persons employed by him.
 - (d) The Contractor shall cause appropriate provisions to be inserted in all subcontracts relative to the work to bind subcontractors to the Contractor by the terms of the General Conditions and other contract documents insofar as applicable to the work of subcontractors and to give the Contractor the same power as regards terminating any subcontract that the Owner may exercise over the Contract under any provisions of the contract documents.
 - (e) Nothing contained in this contract shall create any contractual relation between any subcontractor and the Owner.
35. ENGINEER'S AUTHORITY. The Engineer shall determine the amount, quality, acceptability and fitness of the several kinds of work and materials which are to be paid for under this contract and shall decide all questions which may arise in

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relation to said work and the construction thereof. The Engineer's estimates and decisions shall be final and conclusive, except as herein otherwise expressly provided. In case any question shall arise between the parties hereto relative to said contract or specifications, the determination or decision of the Engineer shall be a condition precedent to the right of the Contractor to receive any money or payment for work under this contract affected in any manner or to any extent by such question.

35.1 Interpretation of Drawings and Specifications. The Engineer shall decide the meaning and intent of any portion of the specifications and of any plans or drawings where the same may be found obscure or be in dispute. Any differences or conflicts in regard to their work that may arise between the Contractor under this contract and other contractors performing work for the Owner shall be adjusted and determined by the Engineer.

36. ALLOWANCES: N/A.

37. USE OF PREMISES AND REMOVAL OF DEBRIS. The Contractor expressly undertakes at his own expense:

- (a) To take every precaution against injuries to persons or damage to property.
- (b) To store his apparatus, materials, supplies, and equipment in such orderly fashion at the site of the work as will not unduly interfere with the progress of his work or the work of any other contractors.
- (c) To place upon the work or any part thereof only such loads as are consistent with the safety of that portion of the work.
- (d) To clean up frequently all refuse, rubbish, scrap materials, and debris caused by his operations, to the end that at all times the site of the work shall present a neat, orderly and workmanlike appearance.
- (e) Before final payment to remove all surplus material, falsework, temporary structures, including foundations thereof, plant of any description and debris of every nature resulting from his operations, and to put the site in a neat, orderly condition.
- (f) To effect all cutting, fitting or patching of his work required to make the same conform to the plans and specifications, and, except with the consent of the Engineer, not to cut or otherwise alter the work of any other contractor.

38. QUANTITIES OF ESTIMATE. The estimated quantities of work to be done and materials to be furnished under this contract, shown in any of the documents, including the proposal, are given for use in comparing bids, and the right is specially reserved except as herein otherwise specifically limited, to increase or diminish them as may be deemed reasonably necessary or desirable by the Owner to complete the work contemplated by this contract, and such increase or diminution shall in no way vitiate this contract, nor shall any such increase or diminution give cause for claims or liability for damages.

39. RIGHT-OF-WAY AND SUSPENSION OF WORK. The Owner shall furnish all land and rights-of-way necessary for the carrying out of this contract and the completion of the work herein contemplated, and will use due diligence in acquiring said land and rights-of-way as speedily as possible. But it is possible that all lands and rights-of-way may not be obtained as herein contemplated before construction begins, in which event the Contractor shall begin his work upon such land and rights-of-way as the Owner may have previously acquired, and no claim for

damages whatsoever will be allowed by reason of the delay in obtaining the remaining lands and rights-of-way.

Should the Owner be prevented or enjoined from proceeding with the work, or from authorizing its prosecution, either before or after the commencement, by reason of any litigation or by reason of its ability to procure any lands or rights-of-way for said work, the Contractor shall not be entitled to make or assert claim for damage by reason of said delay or to withdraw from the contract except by consent of the Owner; but time for completion of the work will be extended to such time as the Owner determines will compensate for the time lost by such delay, such determination to be set forth in writing.

40. GENERAL WARRANTY FOR ONE YEAR AFTER COMPLETION OF CONTRACT. For a period of at least one year after the completion of the contract, the Contractor warrants the fitness and soundness of all work done and materials and equipment put in place under the contract, and neither the final certificate of payment nor any provision in the Contract Documents nor partial or entire occupancy of the premises by the Owner shall constitute an acceptance of work not done in accordance with the Contract Documents or relieve the Contractor of liability in respect to any express warranties or responsibility for faulty materials or workmanship. The Contractor shall remedy any defects in the work and pay for any damage to other work resulting there from, which shall appear within a period of one year from the date of final acceptance of the work, unless a longer period is specified. The Owner will give notice of observed defects with reasonable promptness. This warranty period shall be extended as necessary to include additional warranty periods required by permitting agencies.
41. NOTICE AND SERVICE THEREOF. Any notice to any Contractor from the Owner relative to any part of this contract shall be in writing and considered delivered and the service thereof completed, when said notice is posted by registered mail to said Contractor or his authorized representative on the work or is deposited in the regular United States Mail in a sealed, postage prepaid envelope and the receipt thereof is acknowledged by the Contractor.
 - 41.1 Owner's Notice. All papers required to be delivered to the Owner shall be delivered as indicated in Section 00800 entitled Supplemental General Conditions.
42. REQUIRED PROVISIONS DEEMED INSERTED. Each and every provision of law and clause required by law to be inserted in this contract shall be deemed to be inserted herein, and the contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted or is not correctly inserted, then upon the application of either party the contract shall forthwith by physically amended to make such insertion or correction.
43. PROTECTION OF LIVES AND HEALTH. In order to protect the lives and health of his employees under the contract, the Contractor shall comply with all pertinent provisions of the "Manual of Accident Prevention in Construction" issued by the Associated General Contractors of America, Inc., and shall maintain an accurate record of all cases of death, occupational disease, and injury requiring medical attention or causing loss of time from work, arising out of and in the course of employment on work under the contract. The Contractor alone shall be responsible for the safety, efficiency and adequacy of his plant, appliances and methods, and for any damage that may result from their failure or their improper construction, maintenance or operation.
44. WAGES AND OVERTIME COMPENSATION. The Contractor and each of his subcontractors shall comply with all applicable State and local laws or ordinances

GENERAL CONDITIONS

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with respect to the hours worked by laborers and mechanics engaged in work on the project and with respect to compensation for overtime.

45. PROHIBITED INTERESTS. No official of the Owner, who is authorized in such capacity and on behalf of the Owner to negotiate, make, accept or approve or to take part in negotiating, making, accepting, or approving any architectural, engineering, inspection, construction, or material supply contract or any subcontract in connection with the construction of the project, shall become directly or indirectly interested personally in this contract or in any part hereof. No officer, employee, architect, attorney, engineer, or inspector of and on behalf of the Owner to exercise any legislative, executive, supervisory or other similar functions in connection with the construction of the project shall become directly or indirectly interested personally in this contract or in any part hereof, any material supply contract, subcontract, insurance contract, or any other contract pertaining to the project.
46. CONFLICTING CONDITIONS. Any provisions in any of the Contract Documents which may be in conflict or inconsistent with any of the paragraphs in these General Conditions shall be void to the extent of such conflict or inconsistency.
47. INDEMNIFICATION
 - 47.1 The CONTRACTOR will indemnify and hold harmless the OWNER, the ENGINEER and their agents and employees from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the performance of the WORK, provided that any such claims, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including the loss of use resulting there from; and is caused in whole or in part by any negligent or willful act of omission of the CONTRACTOR and SUBCONTRACTOR, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.
 - 47.2 In any and all claims against the OWNER or the ENGINEER, or any of their agents or employees, by an employee of the CONTRACTOR, any SUBCONTRACTOR, anyone directly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation shall not be limited in any way by limitation on the amount or type of damages, compensation or benefits payable by or for the CONTRACTOR or any SUBCONTRACTOR under workmen's compensation acts, disability benefit acts or other employee benefits acts.
 - 47.3 The obligation of the CONTRACTOR under this paragraph shall not extend to the liability of the ENGINEER, its agents or employees arising out of the preparation or approval of maps, drawings, opinions, reports, surveys, change orders, design or specifications.

(END OF SECTION)

**FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2
CITY OF GEORGETOWN**

**SECTION 00800
SUPPLEMENTARY CONDITIONS**

1. WORKING HOURS

The Contractor is allowed to work during regular working hours from 7:00 AM to 6:00 PM unless warranted due to emergency conditions.

Weekend work must be approved in advance by the Owner.

2. ELECTRICAL OUTAGES

The Contractor is advised that electrical outages will need to be scheduled with the Owner. The work must be scheduled in a manner to minimize the electric power outage time. Overnight outages are expected to perform the swap from existing transclosure T3 to new pad mounted transformers. The Contractor shall notify the Owner at least 5 days before the outage is expected to begin and at least 25 hours before the power is disconnected.

3. BUSINESS LICENSE AND PERMITS

The selected contractor shall be required to obtain a per-job city business license. Contact the Finance Department, at 843-545-4007, to obtain a City business license. Business fee is based on the total contract amount.

**FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2
CITY OF GEORGETOWN**

4. PROJECT SCHEDULE OF EVENTS

The following is the schedule of events listed in the order of occurrence, showing the major milestones from issuance of the RFB to the contract completion:

No.	PROJECT MILESTONE EVENTS	DATE	LOCAL TIME
1	Request for Construction Bid (RFB) Release	Thursday, December 1, 2022	
2	Non-mandatory Pre-Bid Meeting	N/A	
3	Deadline for questions - emailed to: purchasing@georgetownsc.gov	Friday, December 16, 2022	4:00 PM
4	Deadline for addenda to be posted to the City's website, www.georgetownsc.gov, under “Bids”	Wednesday, December 21, 2022	4:00 PM
5	Bid opening date	Wednesday, January 4, 2023	2:00 PM
6	City Council approval (Tentative)	January 19, 2023	
7	Construction Notice of Award (Tentative)	January 31, 2023	
8	Construction Notice to Proceed (Tentative)	February 3, 2023	
9	Construction Contract Completion (90 calendar days after NTP)	May 4, 2023	
10	Project Closeout (30 calendar days after completion)	June 3, 2023	

When the Purchasing Division is closed due to force majeure, bid openings will be postponed to the same time on the next official business day.

(END OF SECTION)

**FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2
CITY OF GEORGETOWN**

SECTION 00900

DRAWING INDEX

<u>TITLE</u>	<u>DRAWING NO.</u>
TITLE SHEET	G2001
OVERALL EQUIPMENT LOCATION PLAN	E2001
ELECTRICAL PLAN EXISTING	E2002
ELECTRICAL PLAN NEW	E2003
CONSTRUCTION SEQUENCE STEPS 1-5	E2004
BILL OF MATERIALS	E2005
MISCELLANEOUS DETAILS	E2011
MANHOLE T3	E2015
PULLBOX 9	E2029
PULLBOX 10	E2030
JUNCTION BOXES DETAILS	E2033
CONDUIT AND CABLE SCHEDULE	E2040
TRANSFORMER DETAILS	E2050
ONE-LINE DIAGRAM EXISTING	E2100-1
ONE-LINE DIAGRAM NEW	E2100-2
STRUCTURAL GENERAL NOTES	S2001
TRANSFORMER PAD	S2002

(END OF SECTION)

DRAWING INDEX
00900-1

Attachment: 1 RFB- Front St Underground Infrastructure T3 Upgrade (3948 : Front St UG Electric System Upgrade Phase 2)

**FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2
CITY OF GEORGETOWN**

**SECTION 01000
LOCAL VENDOR PREFERENCE OPTION –
MANDATORY VENDOR SUBMITTAL FORM**

Local Vendor Preference Option

1. A vendor shall be deemed a Local Georgetown City/County vendor for the purposes of this Section if such vendor is an individual, partnership, association or corporation that is authorized to transact business within the State, maintains an office in Georgetown County, and maintains a representative inventory or commodities within the City/County on which the bid is submitted, and has paid all taxes and business license fees duly assessed.
2. This option allows the lowest local bidder whose bid is within five-percent (5%) of the lowest non-local Bidder to match the bid submitted by the non-local Bidder and thereby be awarded the contract. This preference shall apply only when (a) the total dollar purchase is \$10,000 or more; (b) the vendor has a physical business address located and operating within the limits of Georgetown County and has been doing business in the City/County for a period of twelve (12) months or more; and (c) the vendor provides proof of payment of all applicable Georgetown City/County taxes, business license and fees if so requested.
3. Should the lowest responsible and responsive Georgetown City/County bidder not exercise its right to match the bid as granted herein, the next lowest qualified Georgetown City/County bidder shall have that right and so on. The right to match the non-Georgetown City/County bidder's bid shall be exercised within 24 hours of notification.
4. In order to qualify for the local preference authorized by this Section, the vendor seeking same shall be required to submit with its bid a statement containing relevant information which demonstrates compliance with the provisions of this Section. This statement shall be on the "MANDATORY VENDOR SUBMITTAL" form included in this bid document. Failure to provide such affidavit at the time the bidder submits its bid shall constitute a waiver of any claim for preference.
5. For all contracts for architecture, professional engineering, or other professional services governed by Section 2-187, Professional and Construction Services, the City shall include the local business status of a firm among the factors considered when selecting which firms are "most highly qualified." In determining which firm is the "most qualified" for purposes of negotiating a satisfactory contract, preference shall be given to a local business where all other relevant factors are equal.
6. Local preference shall not apply to the following categories of contracts:
 - (a) Goods or services provided under a cooperative purchasing agreement or similar "piggyback" contract;
 - (b) Contracts for professional services except as provided for in Section 2-187 above;

**FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2
CITY OF GEORGETOWN**

- (c) Purchases or contracts which are funded, in whole or in part, by a governmental or other funding entity, where the terms and conditions of receipt of the funds prohibit the preference;
- (d) Purchases or contracts made pursuant to a noncompetitive award process, unless otherwise provided by this section; or
- (e) Any bid announcement which specifically provides that the general local preference policies set forth in this section are suspended due to the unique nature of the goods or services sought, the existence of an emergency as found by either City Council or City Administrator, or where such suspension is, in the opinion of the City Attorney, required by law.

**FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2
CITY OF GEORGETOWN**



MANDATORY VENDOR SUBMITTAL FORM

☐ I certify that [Company Name] _____
is a **Resident Bidder** of Georgetown City/County as defined in the City of Georgetown Ordinance Chapter 2 Administration, Article IV Procurement, Section 2-185, and our principal place of business is _____ [City and State].

☐ I certify that [Company Name] _____
is a **Non-Resident Bidder** of Georgetown City/County as defined in the City of Georgetown Ordinance Chapter 2 Administration, Article IV Procurement, Section 2-185, and our principal place of business is _____ [City and State].

(X) _____

Signature of Company Officer

(END OF SECTION)

**LOCAL VENDOR PREFERENCE OPTION –
MANDATORY VENDOR SUBMITTAL FORM**

01000-3

FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2 CITY OF GEORGETOWN

SECTION 01001 SUMMARY OF THE WORK

Project Description

The work in this contract consists of the upgrade and replacement of the downtown Front Street electric power distribution system in Georgetown, SC; including all its appurtenances, site work, and any off-site improvement required or necessary; shown on the drawings; all in accordance with the Bidding and Contract Requirements, Specifications and the accompanying Drawings, excepting only those items specifically shown, noted or specified as not in contract.

Scope of Services

The successful candidate must be able to provide materials and labor to perform work at the Georgetown Front St electric power distribution system in Georgetown, SC. The work will be performed for the City of Georgetown, SC.

The project includes but is not limited to the below described work as indicated on the drawings and in the project specifications. Details for the sequence of work to be completed is shown in the drawings.

- Remove existing underground three phase 12.47 kV primary underground cables between existing transclosure T3 and manhole MHT3 and between transclosure T3 and existing pad-mounted transformer TF. The existing primary underground cable between MHT3 and existing transclosure T2 and existing transclosure T4 will be spliced to new cable pulled from new Junction Cabinet T3.
- Remove existing three phase 240 V and single phase 120/240 V secondary underground cables serving pull boxes PB9 and PB10 from existing transclosure T3. Existing service cables will be reused or replaced as necessary.
- Existing services directly connected inside existing transclosure T3 will need to be relocated to be served from a new junction box JCT3 installed in Constitution Park as part of this work.
- Remove existing transclosure T3, including the enclosed pole-type transformers.
- Clean up and repair areas remaining after existing equipment has been removed. Including removal of unused concrete, wood structures, or signs, leveling and grass seeding, and restoration of pavement.
- Clean and drain water out of manhole MHT3 and pull boxes PB9 and PB10. Clean and inspect manhole and pull box interior surfaces.
- Remove existing cable wall supports and cable support brackets in manholes and replace with new cable wall supports and cable support brackets. Remove existing ground wire and replace with new ground wire and rods. Make ground connections to new cable wall supports.
- Provide and install cast-in-place or precast transformer/junction cabinet foundation as indicated on the drawings. Install new pad mount transformers T3. Provide and install new junction cabinet next to transformers T3.
- Provide and install new underground conduits by directional boring as indicated on the drawings. Provide and install new underground conduits for services as required.
- Provide and install new junction boxes and pedestals in Constitution Park as shown on drawings for new service connections to customers currently served from existing transclosure T3. New junction boxes to include one at existing transclosure T3 location (JBT3) and one on the southwest side of Constitution Park (JBCP). New pedestal to be installed near JBCP.
- Provide, install, and test new three phase, 12.47 kV primary underground cables, including terminations at new transformers T3, T3 junction cabinet, and existing pad mount transformer TF, and splices to existing primary cables serving transclosures T2 and T4.
- Provide and install new three phase 240 V and single phase 120/240 V secondary underground cables from new pad-mounted transformers to existing underground services cables. Connect

SUMMARY OF THE WORK 01001-1

FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2 CITY OF GEORGETOWN

existing underground service cables to the new secondary underground cables in existing pull boxes, manholes, and new junction boxes in Constitution Park.

- Provide and install new three phase 240 V and single phase 120/240 V secondary service cables as necessary or as indicated on the drawings.
- Provide and install all ground rods, ground conductors, and connections at all equipment.
- Repair any broken lifting lugs on existing pull boxes.
- Provide and install name labels for all new pad-mounted transformers, junction cabinets, and junction boxes.
- Perform and document medium voltage cable tests as specified.
- Provide all required warning road signs, DOT traffic cones, pedestrian sidewalk safety guards etc. required to maintain a safe working environment as specified herein. Provide all traffic control as necessary.
- Provide all necessary equipment and permitting required for confined space entry.

The work must be scheduled in phases and in a manner to minimize the electric power outage time. The Contractor shall notify the Owner at least 5 days before the outage is expected to begin and at least 24 hours before the power is disconnected.

The new pad mounted transformers will be provided by the Owner. The new pad mounted transformers will be retrieved from the Owner's warehouse, transported, set in place and electrically connected by the Contractor.

Site Work will include:

- Grading levelling, sloping, seeding as required around new pad-mounted transformer, junction cabinet, and junction box installations
- Tree removal around new pad-mounted transformer, junction cabinet, and junction box installations
- Grade levelling, and seeding at underground directional boring pits.

Location of Underground Utilities

Obtain digging permits prior to start of excavation, and comply with installation requirements for locating and marking underground utilities. Verify existing utility locations indicated on contract drawings, within area of work.

Verify the elevations of existing piping, utilities, and any type of underground obstruction not indicated or specified to be removed in locations to be traversed by piping, ducts, and other work to be conducted or installed.

Owner Furnished Equipment

The City will furnish the following materials and equipment for installation by the Contractor:

- Pad mounted transformers

Salvage Material and Equipment

Items designated by the Engineer to be salvaged remain the property of the City. Segregate, itemize, deliver and off-load the salvaged property at the City designated storage area located within 5 miles of the construction site.

Provide a salvage plan, listing material and equipment to be salvaged, and their storage location. Maintain property control records for material or equipment designated as salvage. Use a system of property control

SUMMARY OF THE WORK

01001-2

**FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2
CITY OF GEORGETOWN**

that is approved by the Engineer. Store and protect salvaged materials and equipment until disposition by the Engineer.

(END OF SECTION)

Attachment: 1 RFB- Front St Underground Infrastructure T3 Upgrade (3948 : Front St UG Electric System Upgrade Phase 2)

SUMMARY OF THE WORK
01001-3

**FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2
CITY OF GEORGETOWN**

**SECTION 01002
INCORPORATION OF GENERAL CONDITIONS AND SUPPLEMENTARY
GENERAL CONDITIONS**

All requirements of the General Conditions and Supplementary General Conditions apply to all sections of the specifications and drawings for this project.

(END OF SECTION)

Attachment: 1 RFB- Front St Underground Infrastructure T3 Upgrade (3948 : Front St UG Electric System Upgrade Phase 2)

**INCORPORATION OF GENERAL CONDITIONS AND SUPPLEMENTARY
GENERAL CONDITIONS**

01002-1

**FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2
CITY OF GEORGETOWN**

**SECTION 01003
OPERATION MANUALS**

An operation manual shall be compiled by the contractor containing instructions, maintenance manuals, test reports and warranties for all material and equipment incorporated in the work.

At the completion of the work, the Contractor shall provide 5 sets of manufacturer's literature referencing specifications, operation, and maintenance for all equipment, combined in individual loose-leaf binders: 4 sets shall be provided to the CITY and 1 set shall be provided to the ENGINEER.

(END OF SECTION)

Attachment: 1 RFB- Front St Underground Infrastructure T3 Upgrade (3948 : Front St UG Electric System Upgrade Phase 2)

FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2 CITY OF GEORGETOWN

SECTION 02110 SITE PRESERVATION

GENERAL

RELATED DOCUMENTS

Drawings and general provisions of Contract, including General and Supplementary Conditions and other applicable Specification Sections, apply to this Section.

SUMMARY

This Section includes the following:

- Protection of trees
- Disposal of Undesirable Material Off-Site

Related Sections: The following Sections contain requirements that relate to this Section:

- Seeding Disturbed Areas (02900)

EXISTING CONDITIONS

Site Conditions:

- Contractor shall visit the site, familiarize himself with actual conditions and verify existing conditions in the field. Contractor shall notify the Engineer immediately upon finding any discrepancies between the existing site conditions and information shown on the plans.
- Record Information: Existing conditions are shown on the Demolition plan and are incorporated into Construction Documents.

PROTECTION

Bench Marks: Maintain carefully all bench marks, monuments and other reference points. If disturbed or destroyed, replace as directed by the Engineer.

Existing Utilities: Should any functioning underground utilities be uncovered during the work, the Contractor shall promptly notify the Engineer immediately in writing. The Contractor shall be held responsible for any damage to underground or overhead utility services and shall immediately repair and restore services at no additional cost to the Owner.

Existing Trees and Vegetation: Protect existing trees and other vegetation indicated to remain in place, against unnecessary cutting, breaking or skinning of roots, skinning and bruising of bark, smothering of trees by stockpiling construction materials or excavated materials within drip line, excess foot or vehicular traffic, or parking of vehicles within drip line. Provide temporary guards to protect trees and vegetation to be left standing. Any vegetation designated to remain which is damaged by construction work shall be replaced with new vegetation of the same kind by the contractor responsible for such damage.

EXECUTION

CLEARING AND GRUBBING

Disposition: Objects and materials to be removed shall be removed cleanly, completely, and legally disposed of offsite at the expense of the Contractor. Salvageable topsoil to be reused on this project shall be stored at a location designated on site by Owner. Excess topsoil shall be disposed of off-site at the expense of the Contractor.

SITE PRESERVATION 02110-1

FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2 CITY OF GEORGETOWN

Limits of Work: Generally, all existing trees, whether shown on the Drawings or not, shall not be removed.

Coordination: Loose sticks, roots, branches, or other debris shall not be left on the site. The Contractor shall avoid the admixture of foreign matter to the topsoil.

PROTECTION OF EXISTING TREES TO REMAIN AND UNDISTURBED AREAS

Fencing: Trees to remain shall be protected by temporary fences constructed of wood, wire mesh, and metal as required, to provide complete protection. Erect fences at perimeter of spread of trees to protect feeding roots.

Cutting: Do not cut low-hanging branches on trees to be saved, unless approved by the ENGINEER. Any such branches which must be cut to eliminate obstructions shall be pruned by experienced treemen. Any such cuts, or any accidental injuries to the bark or trunk shall be immediately and properly trimmed.

Grading: Grades surrounding trees to remain shall be warped up or down, where possible, between existing grades of root area and new finished grades. Where fills under 2' occur, the fill shall consist of broken stone or washed gravel, for a distance of 3' from the trunk in all directions, the remaining fill being of light, friable topsoil. Do not disturb root system.

Prohibited Work: Stripping of topsoil, cutting, filling, or dumping of materials, will not be permitted within the spread of branches of trees to remain. Burning of combustible material is not permitted on the OWNER'S property

PROTECTION OF EXISTING SIDEWALKS, WALKWAYS, PARKING LOTS, AND PUBLIC ROADS.

The Contractor shall take preventative measures to ensure existing concrete sidewalks within the project working area are not chipped, stained, cracked, scratched or otherwise damaged. If any concrete sidewalk is damaged, the damaged area shall be repaired as specified.

The Contractor shall take preventative measures to ensure existing walkways, parking lots and public roads within the project working area are not damaged. If any damage occurs the Contractor shall repair the damaged area as specified. This includes gravel or paved parking lots and walkways beyond the street sidewalks.

(END OF SECTION)

SITE PRESERVATION

02110-2

FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2 CITY OF GEORGETOWN

SECTION 02900 SEEDING DISTURBED AREAS

GENERAL

RELATED DOCUMENTS

Drawings and general provisions of Contract, including General and Supplementary Conditions and other applicable Specification Sections, apply to this Section.

SUMMARY

All existing grass areas which are disturbed or denuded during the project by either trenching or otherwise shall be seeded as required and as shown on the Drawings and specified.

STORAGE OF MATERIALS

Store all materials in weather proof place with care to prevent loss of effectiveness or intrusion of foreign materials.

MATERIALS

Lime: Lime shall be ground limestone (Dolomite) containing not less than 85% total carbonates and shall be ground to such fineness that 50% will pass through a 100-mesh sieve and 90% will pass through a 20-mesh sieve.

Fertilizer: Commercial fertilizers shall be 16% Nitrogen, 4% Phosphate, 8% potash, and 0-20-0 Superphosphate, and shall conform to the applicable State of South Carolina Board of Agriculture fertilizer laws. It shall be uniform in composition, dry and free flowing, and shall be delivered to the site in the original unopened containers, each bearing the manufacturer's guaranteed analysis. Any fertilizer which becomes caked or otherwise damaged will not be acceptable.

Permanent Seed: Seed shall be a 50/50 blend of Rebel and Falcon fescues and shall have a minimum purity of 98%, minimum germination of 90%, and be free of noxious weed seeds. Seed shall be delivered to the site in sealed standard size containers, showing weight, analysis, name of vendor and germination test. Seed which has become wet, moldy, or otherwise damaged will not be accepted.

Topsoil: Topsoil shall be from project stockpile and shall be prepared by the contractor as to be free of sub-soil roots, branches, stones over 2" in diameter and other extraneous material. Waste shall be disposed of offsite by the Contractor.

Water: Water shall be potable and will be provided by the Contractor.

EXECUTION

SITE CONDITIONS

Unless otherwise approved by the Engineer, all other site work required by this Contract shall be complete and in place before grassing operations are begun. Work may be completed in parts if so requested by the Contractor and approved by the Engineer.

The Contractor shall locate, or have located, all public and private underground utilities which may affect work in this Section. Any utility damaged by work under this Section shall be repaired promptly by the Contractor. Repairs shall be done to the satisfaction of the respective utility Owner and all costs shall be borne by the Contractor.

SEEDING DISTURBED AREAS 02900-1

FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2 CITY OF GEORGETOWN

PREPARATION OF AREAS TO BE SEEDED AND DENUDED AREAS

Prior to redistribution of topsoil and seeding, verify that all denuded areas are at required subgrade and scarify to a 4" depth and pulverize until the surface is smooth, friable and of a uniformly fine texture.

Remove stones and foreign material over 2" in any direction and grade for positive drainage.

Prepared topsoil shall be redistributed to a 4" minimum depth, over denuded areas to be planted with grass, ground covers, shrubs and trees. Pulverize until the surface is smooth, friable and of a uniformly fine texture.

All equipment shall be of size and type required for specified preparation of all areas to be seeded and shall be approved by the Engineer. Upon approval of the Engineer, the method of preparation may be varied by the Contractor under his responsibility to provide optimum conditions for seeding.

SEEDING AND FERTILIZATION

The following rates shall be applied:

- Lime shall be applied to all areas at the rate of 90 pounds per 1000 sq. ft.
- 16-4-0 fertilizer shall be applied to all areas at the rate of 20 pounds per 1000 sq. ft.
- 0-20-0 superphosphate shall be evenly distributed in all areas at the rate of 12 lbs. per 1000 sq. ft.

Fescue seed shall be evenly distributed over the prepared seed bed of proposed lawn areas, at the rate of 6 pounds per 1000 sq. ft. of area. Apply annual rye grass at the rate of 2 lbs. per 1000 sq. ft. only if seeded between October 15 and February 15.

Asphalt tack-coat shall be applied in the method and quantity required to hold mulch together and prevent displacement by wind or surface drainage.

All areas shall be seeded, and fertilized evenly at the rate specified, rolled once with a roller weighing not less than 100 pounds per lineal foot, tack coated as required, and watered thoroughly with a fine spray.

ACCEPTANCE

The Engineer shall be the sole judge as to whether or not the seeded areas are acceptable.

GUARANTEE FOR PERMANENT GRASS: The Contractor shall guarantee a live and vigorous stand of permanent grass at the time of acceptance of the work consisting of 90 percent coverage minimum of seeded grass. (No bare spots greater than 5 square feet, the total of which shall not exceed 2% of the lawn area).

CLEANUP: Upon completion of initial seeding work in this Section, the Contractor shall remove all equipment and materials not required for maintenance. All debris and waste material resulting from work in this Section shall be removed from the site.

(END OF SECTION)

SEEDING DISTURBED AREAS
02900-2

FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2 CITY OF GEORGETOWN

SECTION 03100 CONCRETE FORMWORK

GENERAL

RELATED DOCUMENTS

The general provisions of the Contract, including General and Supplementary Conditions and General Requirements, apply to the work specified in this Section.

DESCRIPTION OF WORK

Work Included This Section:

Work shall consist of providing all concrete formwork, form coatings and accessories required to complete the formwork for the pad mounted transformer pads as shown on the drawings.

Related Work Specified Elsewhere:

- Concrete Reinforcement (03200)
- Cast-In-Place / Ready-Mix Concrete (03300)

QUALITY ASSURANCE

Codes and Standards:

Unless otherwise shown or specified, design, construct, erect, maintain, and remove forms and related structures for cast-in-place concrete work in compliance with the American Concrete Institute Standard ACI 347, "Recommended Practice for Concrete Formwork".

MATERIALS

Forms for Exposed Finish Concrete:

Unless otherwise shown or specified, construct formwork for exposed concrete surfaces with plywood, metal, metal-framed plywood-faced or other acceptable panel type materials to provide continuous straight, smooth exposed surfaces. Furnish in largest practicable sizes to minimize number of joints and conform to joint system shown on drawings. Provide form material with sufficient thickness to withstand pressure of newly placed concrete without bow or deflection.

Plywood for formwork for smooth exterior concrete shall be plywood complying with U. S. Products Standard PS-1 "B-B High Density Overlaid Concrete Form" Class I. Plywood for all other exposed concrete formwork shall not be less than 5/8", 5-ply Douglas fir plywood especially processed to resist moisture and conforming to Plyform Class I, B-B Ext-DFPA of U. S. Product Standard PS 1-66.

Forms for Unexposed Finish Concrete:

Form concrete surfaces which will be unexposed in the finished structure with plywood, boards, metal or other acceptable material. Provide lumber that is dressed on at least 2 edges and 1 side for tight fit.

ACCESSORIES

Form Ties: Shall be reviewed by the Engineer. Spreaders or wire ties shall not be used. Snap ties will be permitted except on exposed exterior surfaces where pull ties will be required. Ties shall have a minimum working strength when fully assembled of at least 3,000 pounds and shall be adjustable in

CONCRETE FORMWORK 03100-1

FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2 CITY OF GEORGETOWN

length as to permit complete tightening of forms and of such type as to leave no metal closer than 1-1/2" to the surface. They shall not be fitted with any lugs, cones, washers or other devices to act as a spreader within the forms or for any other purpose which will leave a hole or depression larger than 7/8" in diameter or a depression in excess of 1/8" back of the exposed surface. Furnish a sample of each exposed type.

Corner Formers: Corner formers shall be plastic with 3/4" radius equivalent to "Green Streak" corner formers, manufactured by:

- Grace Construction Products
- EFCO Corp.
- Vinylex Corporation

Form Releasing Agent: Form releasing agent Commercial Formulation Compounds with a maximum VOC of 350 Mg/L shall be non-staining "Debond" as manufactured by L & M Construction Chemicals or "Nox-Crete" Form Coating by Nox-Crete Chemical Co. or approved equivalent.

STORAGE OF MATERIALS

All materials shall be properly stored and protected from damage during time of non-use.

EXECUTION

DESIGN FORMWORK

Design, erect, support, brace and maintain formwork so that it will safely support all vertical and lateral loads that might be applied until such loads can be supported by the concrete structure. Carry vertical and lateral loads to the ground by the formwork system and by the in-place construction that has attained adequate strength for that purpose.

Design formwork to be readily removable without impact, shock or damage to the Cast-In-Place concrete surfaces and adjacent materials.

Side forms of footings may be omitted and concrete placed directly against the neat excavation only when requested by the Contractor and accepted by the Engineer. When omission of forms is accepted, provide additional concrete required beyond the minimum design profiles and dimensions of the footings as detailed to maintain 3 inch cover at all sides of reinforcing steel. Earth forms shall be wetted (damp), but not muddy before concrete is placed.

FORM CONSTRUCTION

General Requirements for Form Construction:

Construct forms to the exact sizes, shapes, lines and dimensions shown, and as required to obtain accurate alignment, location, grades, level and plumb work in the finished structures. Provide for openings offsets, sinkages, keyways, recesses, moldings, rustications, reglets, chamfers, blocking, screeds, bulkheads, anchorages and insets to obtain the required finishes. Formwork shall be constructed sufficiently tight to prevent leakage of concrete; to securely brace, shore and safely support construction loads and to prevent displacements.

CONTRACTOR shall be fully responsible for adequacy of formwork units. CONTRACTOR shall also be responsible for forms in conjunction with any structural steel work. Forms shall support loads that might be applied until concrete structure can support such loads and shall maintain their dimensional and surface correctness to produce members required by drawings.

CONCRETE FORMWORK

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Provide temporary openings where interior area of formwork is inaccessible for cleanout, for inspection before concrete placement and for placement of concrete. Securely brace temporary openings and set tightly to forms to prevent the loss of concrete mortar. Locate temporary openings on forms in as inconspicuous location as possible, consistent with the requirements of the work.

Provide openings in concrete formwork to accommodate work of other trades. Size and location of openings, recesses and chases are the responsibility of the trade requiring such items. Accurately place and securely support items to be built into forms.

Carefully form intersecting planes to provide true, clean-cut corners, with edge grain of plywood not exposed as form for concrete.

Form Ties:

Provide factory fabricated, adjustable-length, removable or snap-off metal form ties, designed to prevent form deflection and to prevent spalling concrete surfaces upon removal. Ties that are to be removed from the wall shall be coated with cup grease or other approved material to facilitate removal.

The rods that are to be entirely removed from the walls shall be loosened 24 hours after the concrete is poured. All but a sufficient number of ties to hold the forms in place may be removed at that time.

Provide shores and struts with positive means of adjustment capable of taking up form work settlement during concrete placing operations, using wedges or jacks or a combination thereof. Provide trussed supports when adequate foundations for shores and struts cannot be secured.

Preparation of Form Surfaces: Coat the contact surfaces of forms with a form-coating compound before reinforcement is placed. Provide commercial formulation form-coating compounds that will not bond with, stain, nor adversely affect concrete surfaces and will not impair subsequent treatment of concrete surfaces requiring bond or adhesion, or impede the wetting of surfaces to be cured with water or curing compounds. Thin form-coating compounds only with the thinning agent of the type and in amount and under the conditions of the form-coating compound manufacturer's directions. Do not allow excess form coating material to accumulate in the forms or to come into contact with concrete surfaces or reinforcing steel against which fresh concrete will be placed. Apply in compliance with manufacturer's instructions. In no case shall the reinforcing steel and inserts be coated with this material.

INSTALLATION

Shall be in accordance with ACI 301 with particular attention being given to tolerances.

Inserts, Sleeves and Fastening Devices:

- See drawings, coordinate with all other trades and other Sections of the Specifications for extent, location, and details of materials to be embedded or placed in concrete.
- Sufficient time between erection of forms and placing of concrete shall be given to the various trades to permit the proper installation of their work. All devices installed in the forms shall be maintained in position and protected until the concrete pouring is completed.
- The installation of inserts, miscellaneous pipe sleeves, hangers, ties, angle supports, anchors, bolts, angle guards, dowels, thimbles, anchor slots, reglets blocking, nailers, and other materials for attachment of their work to concrete shall be under this Section under the supervision and at the location furnished by the trades requiring these devices. Do not install sleeves in any concrete footing, slab, or pier without Engineer's approval.

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Control Joints: See Section 03300 for treatment of control and construction joints, including wood screeds, metal keyways and sawcuts. Locate as indicated within the drawings and specifications.

Edge Forms and Screeds Strips For Slabs: Set edge forms or bulkheads and intermediate screed strips for slabs to obtain required elevations and contours in the finished slab surface. Provide and secure units to support types of screeds required.

Removal of Forms: Forms shall be removed in accordance with requirements of ACI Manual of Concrete Practice without damage to concrete and in a manner to insure complete safety to the structure. Leave shoring in place until concrete member will safely support its own weight plus any live loads that may be placed upon it or until the concrete has obtained a strength acceptable to the Engineer. Upon removal of forms, the Contractor shall notify the Engineer in order that a review of the newly stripped surfaces may be made prior to patching. Should the forms be removed sooner than 7 days after pouring, the resulting exposed surfaced shall be sprayed with the curing compound specified in Section 03300.

RESHORING

Reshoring for the purpose of early form removal, where permitted by the Engineer, shall be performed so that at no time will large areas of new construction be required to support their own weight. When reshores are required, they shall be installed not later than the end of the working day in which stripping occurs.

While reshoring is underway, no live loads shall be permitted on the new construction. Reshores shall be tightened to carry their required loads but they shall not be over tightened so that the new construction is overstressed. Reshores shall remain in place until the concrete has reached its specified 28 day strength, unless otherwise specified or permitted.

RE-USE OF FORMS

Clean and repair the surfaces of forms that are to be reused in the work, except that split, frayed, delaminated or otherwise damaged form facing material will not be acceptable. Apply new form coating compound material to all concrete contact form surfaces as specified for new formwork.

When forms are extended for successive concrete placement, thoroughly clean surfaces, remove fins and laitance and tighten forms to close all joints. Align and secure all joints to avoid offsets. Do not use "Patched" forms for exposed concrete surfaces, except as acceptable to the Engineer. Any form works deemed unacceptable by Engineer shall be rejected.

(END OF SECTION)

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SECTION 03200 CONCRETE REINFORCEMENT

GENERAL

RELATED DOCUMENTS

The general provisions of the Contract, including General and Supplementary Conditions and General Requirements, apply to the work specified in this Section.

DESCRIPTION OF WORK

Work Included This Section: Work shall include providing the following and all other items related to concrete reinforcement:

- Metal Reinforcement
- Metal Accessories
- Plastic Accessories

Related Work Specified Elsewhere:

- Concrete Formwork (03100)
- Cast-In-Place / Ready-Mix Concrete (03300)

QUALITY ASSURANCE

Standard Reference:

The Standard Reference shall be the ACI 301, hereinafter called ACI; The American Welding Society Structural Welding Code and ASTM Specifications as listed.

The current edition of the following standard reference shall apply to the work of this Section. CONTRACTOR shall be responsible for obtaining latest edition.

1. ASTM A82: Specifications for Cold Drawn Steel Wire for Concrete Reinforcement.
2. ASTM A185: Specification for Welded Steel Wire Fabric For Concrete Reinforcement.
3. ASTM A615: Specification for Deformed and Plain Billet-Steel Bars for Concrete Reinforcement.
4. ACI 301: Specifications for Structural Concrete for Buildings.
5. ACI 315: Manual for Standard Practice for Detailing Reinforced Concrete Structures.
6. ACI 318: Building Code Requirements for Reinforced Concrete.
7. AWS D1.1: Structural Welding Code.

SUBMITTALS

Shop Drawings:

Drawings shall be prepared under supervision of a registered Professional Engineer in the State of South Carolina. Shop Drawings shall show for fabrication, bending, and placement of concrete reinforcement. Comply with ACI SP-66, "ACI Detailing Manual," showing bar schedules, stirrup spacing, diagrams of bent bars, bar lists, and arrangement of concrete reinforcement. placing plans, bending details, and bar lists. Wall reinforcing shall be shown in elevation. Location and arrangement of sleeves, inserts, accessories, etc. shall be clearly indicated.

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Reinforcing bars shall not be erected or set in place before the approved shop drawings have been returned to the Contractor.

Only shop drawings completely checked by the Fabricator and General Contractor will be considered by the Designer. Approval of shop drawings is for design only. Contractor is responsible for dimensions, quantities, and coordination with other trades.

As specified and in accordance with Section 03300-1 "Cast-In-Place Concrete". Submit copies of Manufacturer's printed technical literature and performance data on the fiber reinforcing proposed for use in project.

STORAGE OF MATERIALS:

Reinforcing steel delivered to the job, and not immediately placed in forms, shall be stored under cover and protected from mud, rusting, oil, grease or distortion.

CLEANING:

At the time of placing concrete, reinforcing shall be free from rust, oil, corrosion, scale or other coatings that will destroy or reduce bond.

PRODUCTS

MATERIALS

Steel Reinforcement: Steel Reinforcement shall be deformed type bars conforming to ASTM A 615. Reinforcement shall be manufactured from new billet steel of American manufacture, and shall conform to ASTM A 615, Grade 60 with a yield strength of 60,000 psi.

Welded Wire Fabric: Welded Wire Fabric shall conform to the requirements of ASTM A 185. Size and gauge shall be as indicated on Drawings.

Steel Accessories: Include all spacers, ties, chairs, bolsters and other devices required to properly support and fasten reinforcing steel in place in accordance with the requirements of ACI 315. Chairs and other accessories shall have plastic-tipped feet. Location and types of supports shall be shown on shop drawings. Accessories and elements required by other trades shall be shown on shop drawings, furnished by those trades, and installed under this Section.

Shop Fabrication: Reinforcing steel shall be fabricated to shapes and dimensions indicated on the Drawings and in compliance with applicable provisions of ACI 315 and ACI 318. Bars shall be bent cold in the shop and no bars shall be bent in the field.

INSPECTION

The Contractor must examine the conditions under which concrete reinforcement is to be placed, and notify the Engineer in writing of unsatisfactory conditions. Do not proceed with the work until unsatisfactory conditions have been corrected in a manner acceptable to the Contractor.

INSTALLATION

Placement:

- Reinforcement shall be placed accurately in accordance with the Drawings and adequately secured in position with metal chairs, spacers with ties and other devices to properly support and fasten in accordance with ACI.

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- Steel reinforcement, at the time concrete is placed, shall be free from rust, scale, mud or other coatings that will destroy or reduce bond. Bars with kinks or bends not shown on the plans shall not be used. Steel reinforcement shall be accurately placed in accordance with the plans. Secure in position with not less than 16-gauge annealed wire or suitable clips at intersections. Hold securely the required distance from the forms by concrete or metal chairs and spacers. Nails shall not be driven into outside forms or support reinforcement.

Splicing: Splices and offsets of reinforcing shall be in accordance with ACI 318 and as shown and noted on the drawings. All reinforcing splices shall have a minimum lap of 36 bar diameters unless noted otherwise. All reinforcement shall be accurately placed in the forms and securely tied in position prior to placement of concrete.

Wire Fabric: Install as indicated on Drawings. Lap all joints 6" and wire securely. Extend mesh to within 2" of all sides and ends of slabs.

(END OF SECTION)

Attachment: 1 RFB- Front St Underground Infrastructure T3 Upgrade (3948 : Front St UG Electric System Upgrade Phase 2)

FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2 CITY OF GEORGETOWN

SECTION 03300 CAST-IN-PLACE / READY-MIX CONCRETE

GENERAL

RELATED DOCUMENTS

The general provisions of the Contract, including General and Supplementary Conditions and General Requirements, apply to the work specified in this Section.

DESCRIPTION OF WORK

Work Included This Section:

Work of this Section shall include furnishing all labor and materials required to provide all cast-in-place / ready-mix concrete.

All structural concrete work shall be done in accordance with the applicable sections of ACI 301, Specifications for Structural Concrete. The project superintendent and concrete foreman shall have a copy of the ACI Field Reference Manual, SP-15, on the Project site and shall be familiar with the contents thereof.

Related Work Specified Elsewhere:

- Concrete Formwork (03100)
- Concrete Reinforcement (03200)

CODES AND STANDARDS

Standards and Specifications: All standards and specifications mentioned in this Section refer to the latest edition, unless otherwise noted, and shall be considered as a part of the specification except where otherwise specified herein.

ASTM Standards:

- C33 Specification for Concrete Aggregates.
- C94 Specification for Ready-Mixed Concrete.
- C150 Specification for Portland Cement.
- C233 Testing Air-Entraining Admixtures for Concrete.
- C260 Specification for Air-Entraining Admixture for Concrete.
- C309 Specification for Liquid Membrane Forming Compounds for Curing Concrete.
- C494 Standard Specification for Chemical Admixtures for Concrete.

DELIVERY AND PROTECTION OF MATERIALS

Deliver ready-mixed concrete in compliance with requirements set forth in ASTM C-94, except as otherwise indicated.

Severe Weather Provisions: Protect concrete from physical damage or reduced strength due to weather extremes. In cold weather, comply with ACI 306.

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PRODUCTS

MATERIALS

Portland Cement: ASTM C150, Type 1. Use one brand of cement throughout project. No Fly Ash shall be used.

Aggregate: The maximum size of coarse aggregate for reinforced concrete shall be 3/4 the distance between bars, or 1/5 narrowest dimension between forms, or 1/3 the depth of slabs, whichever is the smallest. Provide aggregates from a single source for exposed concrete.

Normal Weight Aggregates: ASTM C33.

Water: Water shall be potable and free from deleterious amounts of oils, acids, alkalies, and organic matter. (Drinkable).

Ready-Mix Concrete: The concrete shall be mixed in accordance with the recommendations of the National Ready-Mix Concrete Association. Attention is called to Paragraph 14 of ASTM C94; the certification in its entirety, as called for by this paragraph shall be obtained by the Contractor and kept on file at the Project site.

INSPECTION OF WORK BEFORE PLACING

The Contractor shall inspect the work to receive cast-in-place concrete for deficiencies which would prevent proper execution of the finished work. Do not proceed with placing until such deficiencies are corrected. Do not place concrete on earth until the fill or excavation has been compacted as set forth under Applicable Sections of the Specifications.

Do not place concrete in forms until all foreign matter has been removed from the forms and the reinforcing steel is in proper position for the placement of concrete.

PLACEMENT OF CONCRETE

Preparation of Equipment and Place of Deposit: Before placing concrete, all equipment for mixing and transporting concrete shall be cleaned, all debris and ice removed from place to be occupied by the concrete, forms thoroughly wetted, except in freezing weather, or coated, and reinforcement thoroughly cleaned of ice or other coatings. Water shall be removed from place of deposit before concrete is placed.

Mixing: Concrete shall be mixed until uniform distribution of materials is obtained, and shall be discharged completely before the mixer is recharged. Ready-mix concrete shall be mixed and delivered in accordance with requirements set forth in the "Standard Specifications for Ready-Mixed Concrete", ASTM C94.

Conveying: Concrete shall be conveyed from mixer to place of deposit by methods which will prevent separation or loss of materials. Equipment for chute, pumping, or pneumatically conveying concrete shall be of such size and design as to assure practically a continuous flow of concrete at delivery without separation of materials.

Depositing: Concrete shall be deposited as near as practical to its final position to avoid segregation due to rehandling or flowing. Depositing shall proceed at such a rate that concrete is at all times plastic and flows readily into space between the bars. No concrete that has partially set or been contaminated by foreign material shall be deposited, nor shall retempered concrete be used. Maximum free-fall of concrete shall not exceed distance specified in ACI 301 and no deviation from the specifications will be permitted. Pouring, when once started, shall be carried on as a continuous operation until the pad is completed. The top surfaces shall be generally level. All concrete shall be thoroughly compacted by

CAST-IN-PLACE / READY-MIX CONCRETE

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suitable means during placing, and thoroughly worked around reinforcement and embedded fixtures and into corners of forms.

CURING AND PROTECTION

Concrete shall be allowed to cure for 7 days.

(END OF SECTION)

Attachment: 1 RFB- Front St Underground Infrastructure T3 Upgrade (3948 : Front St UG Electric System Upgrade Phase 2)

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SECTION 03400 PRECAST CONCRETE STRUCTURES

GENERAL

RELATED DOCUMENTS

The general provisions of the Contract, including General and Supplementary Conditions and General Requirements, apply to the work specified in this Section.

DESCRIPTION OF WORK

Work Included This Section:

Work of this Section shall include furnishing all labor and materials required to provide all precast concrete structures. Precast concrete underground structures may be provided in lieu of cast-in-place subject to the requirements specified below. Precast units must be the product of a manufacturer regularly engaged in the manufacture of precast concrete products, including precast manholes.

GENERAL

Precast concrete structures must have the same accessories and facilities as required for cast-in-place structures. Likewise, precast structures must have plan area and clear heights not less than those of cast-in-place structures. Concrete materials and methods of construction must be the same as for cast-in-place concrete construction, as modified herein.

Slope in floor may be omitted provided precast sections are poured in reinforced steel forms. Concrete for precast work must have a 28-day compressive strength of not less than 4000 psi. Structures may be precast to the design and details indicated for cast-in-place construction, precast monolithically and placed as a unit, or structures may be assembled sections, designed and produced by the manufacturer in accordance with the requirements specified.

Structures must be identified with the manufacturer's name embedded in or otherwise permanently attached to an interior wall face.

DESIGN FOR PRECAST STRUCTURES

ACI 318M. In the absence of detailed on-site soil information, design for the following soil parameters/site conditions:

Angle of Internal Friction (ϕ) = 30 degrees

Unit Weight of Soil (Dry) = 110 pcf, (Saturated) = 130 pcf

Coefficient of Lateral Earth Pressure (K_a) = 0.33

Ground Water Level = 3 feet below ground elevation

Vertical design loads must include full dead, superimposed dead, and live loads including a 30 percent magnification factor for impact. Live loads must consider all types and magnitudes of vehicular (automotive, industrial, or aircraft) traffic to be encountered. The minimum design vertical load must be for H20 highway loading per AASHTO HB-17.

Horizontal design loads must include full geostatic and hydrostatic pressures for the soil parameters, water table, and depth of installation to be encountered. Also, horizontal loads imposed by adjacent structure foundations, and horizontal load components of vertical design

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loads, including impact, must be considered, along with a pulling-in iron design load of 6000 pounds.

Each structural component must be designed for the load combination and positioning resulting in the maximum shear and moment for that particular component.

Design must also consider the live loads induced in the handling, installation, and backfilling of the manholes. Provide lifting devices to ensure structural integrity during handling and installation.

CONSTRUCTION

Structure top, bottom, and wall must be of a uniform thickness of not less than 6 inches. Thin-walled knock-out panels for designed or future duct bank entrances are not permitted. Provide quantity, size, and location of duct bank entrance windows as directed, and cast completely open by the precaster.

Size of windows must exceed the nominal duct bank envelope dimensions by at least 12 inches vertically and horizontally to preclude in-field window modifications made necessary by duct bank misalignment. However, the sides of precast windows must be a minimum of 6 inches from the inside surface of adjacent walls, floors, or ceilings.

Form the perimeter of precast window openings to have a keyed or inward flared surface to provide a positive interlock with the mating duct bank envelope. Provide welded wire fabric reinforcing through window openings for in-field cutting and flaring into duct bank envelopes.

Provide additional reinforcing steel comprised of at least two No. 4 bars around window openings. Provide drain sumps a minimum of 12 inches in diameter and 4 inches deep for precast structures.

JOINTS

Provide tongue-and-groove joints on mating edges of precast components. Shiplap joints are not allowed. Design joints to firmly interlock adjoining components and to provide waterproof junctions and adequate shear transfer.

Seal joints watertight using preformed plastic strip conforming to ASTM C990. Install sealing material in strict accordance with the sealant manufacturer's printed instructions. Provide waterproofing at conduit/duct entrances into structures, and where access frame meets the top slab, provide continuous grout seal.

(END OF SECTION)

FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2 CITY OF GEORGETOWN

SECTION 16010 BASIC ELECTRICAL REQUIREMENTS

GENERAL

RELATED DOCUMENTS

Drawings and general provisions of Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this and the other sections of Division 16.

SUMMARY

This Section includes general administrative and procedural requirements for electrical installations. The following administrative and procedural requirements are included in this Section to expand the requirements specified in Section 00700 - **Error! Reference source not found.**:

- Shop Drawings.
- Record documents.
- Operation manuals.
- Shipment.

SUBMITTALS

General: Follow the procedures specified in Section 00700, Subsection 4 - **Error! Reference source not found.**

RECORD DOCUMENTS

The Contractor shall maintain an orderly and adequate file of up-to-date copies of all Engineer's drawings and specifications, manufacturer's prints and specifications, and other contract documents and supplementary data. In addition, the Contractor shall maintain a continuous record of all field changes by means of a set of drawings marked to indicate current "as-built" conditions. This "as-built" set of drawings shall be available for check by the Engineer in order for him to ascertain that it is being kept current. At the conclusion of work, the "as-built" drawings and other engineering data, accurately and neatly marked with field changes, shall be submitted to the Engineer in the required number of copies. The "as-built" drawings and data shall include all revisions to the work made under this Contract, including those made by subcontractors. The installed conditions shall include:

- Major raceway systems underground duct banks, size and location, for both exterior and interior; locations of control devices; distribution and branch electrical circuitry; and fuse and circuit breaker size and arrangements.
- Wood Poles, Electrical Pull Boxes, Man Holes, Junction Cabinets, Junction Boxes, Pedestals, Pad-mounted Transformers, and Equipment locations (exposed and concealed), dimensioned from prominent building lines.
- Approved substitutions, Contract Modifications, and actual equipment and materials installed.
- A wiring log as described in Section 16195.

MAINTENANCE MANUALS

Prepare maintenance manuals in accordance with Section 01003 – OPERATION MANUAL. In addition to the requirements specified in Section **Error! Reference source not found.**1003, include the following information for equipment items:

FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2 CITY OF GEORGETOWN

- Description of function, normal operating characteristics and limitations, performance curves, engineering data and tests, and complete nomenclature and commercial numbers of replacement parts.
- Manufacturer's printed operating procedures to include start-up, break-in, and routine and normal operating instructions; regulation, control, stopping, shutdown, and emergency instructions; and summer and winter operating instructions.
- Maintenance procedures for routine preventative maintenance and troubleshooting; disassembly, repair, and reassembly; aligning and adjusting instructions.
- Servicing instructions and lubrication charts and schedules.

DELIVERY, STORAGE, AND HANDLING

Deliver products to the project properly identified with names, model numbers, types, grades, compliance labels, and other information needed for identification.

ROUGH-IN

Verify final locations for rough-ins with field measurements and with the requirements of the actual equipment to be connected.

Refer to equipment specifications in Divisions 2 through 16 for rough-in requirements.

ELECTRICAL INSTALLATIONS

General: Sequence, coordinate, and integrate the various elements of electrical systems, materials, and equipment. Comply with the following requirements:

- Verify all dimensions by field measurements.
- Coordinate the installation of required supporting devices and sleeves to be set in poured-in-place concrete and other structural components, as they are constructed.
- Sequence, coordinate, and integrate installations of electrical materials and equipment for efficient flow of the Work.
- Install systems, materials, and equipment to conform with approved submittal data, including coordination drawings, to greatest extent possible. Conform to arrangements indicated by the Contract Documents. Where coordination requirements conflict with individual system requirements, refer conflict to the Engineer.
- Install systems, materials, and equipment level and plumb, and parallel.
- Install electrical equipment to facilitate servicing, maintenance, and repair or replacement of equipment components. As much as practical, connect equipment for ease of disconnecting, with minimum of interference with other installations.
- The Contractor should limit all outages to customers to four (4) hours at a time wherever possible.

CUTTING AND PATCHING

Perform cutting, fitting, and patching of electrical equipment and materials required to:

1. Uncover Work to provide for installation of ill-timed Work.
2. Remove and replace defective Work.
3. Remove and replace Work not conforming to requirements of the Contract Documents.
4. Remove samples of installed Work as specified for testing.
5. Install equipment and materials in existing structures.
6. Upon written instructions from the Engineer, uncover and restore Work to provide for Engineer observation of concealed Work.

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Cut, remove, and legally dispose of selected electrical equipment, components, and materials as indicated, including but not limited to removal of electrical items indicated to be removed and items made obsolete by the new Work.

Protect the structure, furnishings, finishes, and adjacent materials not indicated or scheduled to be removed. Protection of Installed Work: During cutting and patching operations, protect adjacent installations.

Provide and maintain temporary partitions or dust barriers adequate to prevent the spread of dust and dirt to adjacent areas.

(END OF SECTION)

Attachment: 1 RFB- Front St Underground Infrastructure T3 Upgrade (3948 : Front St UG Electric System Upgrade Phase 2)

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SECTION 16050 BASIC ELECTRICAL MATERIALS AND METHODS

GENERAL

RELATED DOCUMENTS

Drawings and general provisions of Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

Requirements specified in Section 16010 "Basic Electrical Requirements" apply to this Section.

SUMMARY

This Section includes limited scope general construction materials and methods for application with electrical installations as follows:

- Selective demolition including dismantling electrical materials and equipment made obsolete by these installations.
- Excavation for underground utilities and services, including underground raceways, vaults, and equipment.
- Miscellaneous metals for support of electrical materials and equipment.

DEFINITIONS

The following definitions apply to excavation operations:

- Additional Excavation: Where excavation has reached required subgrade elevations, if unsuitable bearing materials are encountered, continue excavation until suitable bearing materials are reached. The Contract Sum may be adjusted by an appropriate Contract Modification.
- Subbase: as used in this Section refers to the compacted soil layer used in pavement systems between the subgrade and the pavement base course material.
- Subgrade: as used in this Section refers to the compacted soil immediately below the slab or pavement system.
- Unauthorized excavation consists of removal of materials beyond indicated subgrade elevations or dimensions without specific direction from the Engineer.

SUBMITTALS

General: Submit the following in accordance with General Conditions.

- Product data for the following products:
 1. 15 kV elbow connectors, arresters, splices, and terminators
 2. 600 V submersible connectors and terminal lugs
 3. 15 kV underground primary cable
 4. 600 V secondary cable
 5. Cable support brackets and cable clamps
- Shop drawings detailing fabrication and installation for metal fabrications and anchorage for electrical materials and equipment.
- Schedules indicating proposed methods and sequence of operations for selective demolition prior to commencement of Work. Include coordination for shut-off of electrical service.

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PROJECT CONDITIONS

Conditions Affecting Selective Demolition: The following project conditions apply:

- Protect adjacent materials indicated to remain.
- Locate, identify, and protect electrical services passing through demolition area and serving other areas outside the demolition limits. Maintain services to areas outside demolition limits. When services must be interrupted, install temporary services for affected areas.
- Conditions Affecting Excavations: The following project conditions apply:
 1. Maintain and protect existing building services which transit the area affected by selective demolition.
 2. Existing Utilities: Locate existing underground utilities in excavation areas. If utilities are indicated to remain, support and protect services during excavation operations.
 3. Remove existing underground utilities indicated to be removed.
 4. Uncharted or Incorrectly Charted Utilities: Contact utility owner immediately for instructions.
 5. Provide temporary utility services to affected areas. Provide minimum of 48-hour notice to Engineer prior to utility interruption.
 6. Use of explosives is not permitted.

SEQUENCE AND SCHEDULING

Coordinate the shut-off and disconnection of electrical service with the Owner and the utility company.

Notify the Engineer at least 5 days prior to commencing demolition operations.

PRODUCTS

SOIL MATERIALS

Subbase Material: Naturally or artificially graded mixture of natural or crushed gravel, crushed stone, crushed slag, or natural or crushed sand.

Drainage Fill: Washed, evenly graded mixture of crushed stone, or crushed or uncrushed gravel, with 100 percent passing a 1-1/2-inch sieve, and not more than 5 percent passing a No. 4 sieve.

Backfill and Fill Materials: Materials complying with ASTM D2487 soil classification groups GW, GP, GM, SM, SW, and SP; free of clay, rock, or gravel larger than 2 inches in any dimension; debris; waste; frozen materials; and vegetable and other deleterious matter.

EXECUTION

WORK RULES

All electrical work shall be performed in compliance with ANSI C2 "National Electrical Safety Code", Part 4. Clothing and equipment while working on or near energized lines, parts, or equipment shall be arc rated for a minimum of 4 cal/cm² incident energy.

EXAMINATION

Examine substrates, areas, and conditions for compliance with requirements for installation tolerances and other conditions affecting installation. Do not proceed with installation until unsatisfactory conditions have been corrected.

BASIC ELECTRICAL MATERIALS AND METHODS

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FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2 CITY OF GEORGETOWN

SELECTIVE DEMOLITION

General: Demolish, remove, demount, and disconnect abandoned electrical materials and equipment.

Disposal and Cleanup: Remove from the site and legally dispose of demolished materials and equipment not indicated to be salvaged.

EXCAVATION

Slope sides of excavations to comply with local codes and ordinances. Shore and brace as required for stability of excavation.

Shoring and Bracing: Establish requirements for trench shoring and bracing to comply with local codes and authorities. Maintain shoring and bracing in excavations regardless of time period excavations will be open.

Remove shoring and bracing when no longer required. Where sheeting is allowed to remain, cut top of sheeting at an elevation of 30 inches below finished grade elevation.

Install sediment and erosion control measures in accordance with local codes and ordinances.

Dewatering: Prevent surface water and subsurface or ground water from flowing into excavations and from flooding project site and surrounding area.

- Do not allow water to accumulate in excavations. Remove water to prevent softening of bearing materials. Provide and maintain dewatering system components necessary to convey water away from excavations.
- Establish and maintain temporary drainage ditches and other diversions outside excavation limits to convey surface water to collecting or run-off areas. Do not use trench excavations as temporary drainage ditches.

Material Storage: Stockpile satisfactory excavated materials where directed, until required for backfill or fill. Place, grade, and shape stockpiles for proper drainage.

- Locate and retain soil materials away from edge of excavations. Do not store within drip-line of trees indicated to remain.
- Remove and legally dispose of excess excavated materials and materials not acceptable for use as backfill or fill.
- Excavation for Underground Vaults and Electrical Structures: Conform to elevations and dimensions shown within a tolerance of plus or minus 0.10 foot; plus a sufficient distance to permit placing and removal of concrete formwork, installation of services, other construction, and for inspection.
 1. Excavate, by hand, areas within drip-line of large trees. Protect the root system from damage and dry-out. Maintain moist conditions for root system and cover exposed roots with burlap. Paint root cuts of 1 inch in diameter and larger with emulsified asphalt tree paint.
 2. Take care not to disturb bottom of excavation. Excavate by hand to final grade just before concrete reinforcement is placed.

Trenching: Excavate trenches for electrical installations as follows:

- Excavate trenches to the uniform width, sufficiently wide to provide ample working room and a minimum of 6 to 9 inches clearance on both sides of raceways and equipment.

BASIC ELECTRICAL MATERIALS AND METHODS

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FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2 CITY OF GEORGETOWN

- Excavate trenches to depth indicated or required.
- Limit the length of open trench to that in which installations can be made and the trench backfilled within the same day.
- Where rock is encountered, carry excavation below required elevation and backfill with a layer of crushed stone or gravel prior to installation of raceways and equipment. Provide a minimum of 6 inches of stone or gravel cushion between rock bearing surface and electrical installations.
- NO TRENCHES SHALL BE LEFT OPEN OVER NIGHT!

Cold Weather Protection: Protect excavation bottoms against freezing when atmospheric temperature is less than 35 deg F.

- **Backfilling and Filling:** Place soil materials in layers to required subgrade elevations for each area classification listed below, using materials specified in Part 2 of this Section.
 1. Under walks and pavements, use a combination of subbase materials and excavated or borrowed materials.
 2. Under building slabs, use drainage fill materials.
 3. Under piping and equipment, use subbase materials where required over rock bearing surface and for correction of unauthorized excavation.
 4. For raceways less than 30 inches below surface of roadways, provide 4-inch-thick concrete base slab support. After installation of raceways, provide a 4-inch thick concrete encasement (sides and top) prior to backfilling and placement of roadway subbase.
 5. Other areas, use excavated or borrowed materials.
- Backfill excavations as promptly as work permits, but not until completion of the following:
 1. Inspection, testing, approval, and locations of underground utilities have been recorded.
 2. Removal of concrete formwork.
 3. Removal of shoring and bracing, and backfilling of voids.
 4. Removal of trash and debris.

Placement and Compaction: Place backfill and fill materials in layers of not more than 8 inches in loose depth for material compacted by heavy equipment, and not more than 4 inches in loose depth for material compacted by hand-operated tampers.

Before compaction, moisten or aerate each layer as necessary to provide optimum moisture content. Compact each layer to required percentage of maximum dry density or relative dry density for each area classification specified below. Do not place backfill or fill material on surfaces that are muddy, frozen, or contain frost or ice.

Place backfill and fill materials evenly adjacent to structures, piping, and equipment to required elevations. Prevent displacement of raceways and equipment by carrying material uniformly around them to approximately same elevation in each lift.

Compaction: Control soil compaction during construction, providing minimum percentage of density specified for each area classification indicated below.

- **Percentage of Maximum Density Requirements:** Compact soil to not less than the following percentages of maximum density for soils which exhibit a well-defined moisture-density relationship (cohesive soils), determined in accordance with ASTM D 1557 and not less than the following percentages of relative density, determined in accordance with ASTM D 2049, for soils which will not exhibit a well-defined moisture-density relationship (cohesionless soils).

FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2 CITY OF GEORGETOWN

- Areas Under Structures, Building Slabs and Steps, Pavements: Compact top 12 inches of subgrade and each layer of backfill or fill material to 90 percent maximum density for cohesive material, or 95 percent relative density for cohesionless material.
- Areas Under Walkways: Compact top 6 inches of subgrade and each layer of backfill or fill material to 90 percent maximum density for cohesive material, or 95 percent relative density for cohesionless material.
- Other Areas: Compact top 6 inches of subgrade and each layer of backfill or fill material to 85 percent maximum density for cohesive soils, and 90 percent relative density for cohesionless soils.
- Moisture Control: Where subgrade or layer of soil material must be moisture conditioned before compaction, uniformly apply water. Apply water in minimum quantity necessary to achieve required moisture content and to prevent water appearing on surface during, or subsequent to, compaction operations.
- Subsidence: Where subsidence occurs at electrical installation excavations during the period 12 months after Substantial Completion, remove surface treatment (i.e., pavement, lawn, or other finish), add backfill material, compact to specified conditions, and replace surface treatment. Restore appearance, quality, and condition of surface or finish to match adjacent areas.

(END OF SECTION)

Attachment: 1 RFB- Front St Underground Infrastructure T3 Upgrade (3948 : Front St UG Electric System Upgrade Phase 2)

FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2 CITY OF GEORGETOWN

SECTION 16100 RACEWAY, BOXES, AND CABINETS

GENERAL

RELATED DOCUMENTS

Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

SUMMARY

This Section includes raceways, fittings, boxes, enclosures, and cabinets for electrical wiring.

- Raceways include the following:
 1. Rigid metal conduit
 2. Intermediate metal conduit
 3. Electrical metallic tubing (EMT)
 4. Liquidtight flexible conduit
 5. Rigid nonmetallic conduit
 6. Wireway
 7. Surface raceways
- Boxes, enclosures, and cabinets include the following:
 1. Device boxes
 2. Outlet boxes
 3. Pull and junction boxes
 4. Cabinets and hinged cover enclosures
- Related Sections: The following Sections contain requirements that relate to this Section:
 1. Section 16190 "Supporting Devices" for raceway and box supports.
 2. Section 16119 "Underground Ducts and Utility Structures."

SUBMITTALS

General: Submit the following according to the Conditions of the Contract and Division 1 Specification Sections.

Product data for surface raceway, wireway and fittings, floor boxes, hinged cover enclosures, and cabinets.

Shop drawings for nonstandard boxes, enclosures, and cabinets. Include layout drawings showing components and wiring.

QUALITY ASSURANCE

Comply with NFPA 70 "National Electrical Code" for components and installation.

Listing and Labeling: Provide products specified in this Section that are listed and labeled.

- The Terms "Listed and Labeled": As defined in the "National Electrical Code," Article 100.

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- Listing and Labeling Agency Qualifications: A "Nationally Recognized Testing Laboratory" (NRTL) as defined in OSHA Regulation 1910.7.

Comply with NECA "Standard of Installation."

Coordinate layout and installation of raceway and boxes with other construction elements to ensure adequate headroom, working clearance, and access.

PRODUCTS

MANUFACTURERS

Available Manufacturers: Subject to compliance with requirements, Manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:

Metal Conduit and Tubing:

- Monogram Co., AFC.
- Alflec Corp.
- Allied Tube and Conduit, Grinnell Co.
- Anamet, Inc., Anaconda Metal Hose.
- Anixter Brothers, Inc.
- Carol Cable Co., Inc.
- Cole-Flex Corp.
- Flexcon, Inc., Coleman Cable Systems, Inc.
- Spiraduct, Inc.
- Triangle PWC, Inc.
- Wheatland Tube Co.

Nonmetallic Tubing and Conduit:

- Anamet, Inc., Anaconda Metal Hose.
- Arnco Corp.
- Breeze-Illinois, Inc.
- Can-Tex Industries, Harsco Corp.
- Carlon.
- Certainteed Corp, Pipe & Plastics Group.
- Cole-Flex Corp.
- Condux International, Electrical Products.
- Electri-Flex Co.
- George-Ingraham Corp.
- Hubbell, Inc., Raco, Inc.
- R&G Sloan Manufacturing Co., Inc.
- Spiraduct, Inc.
- Thomas & Betts Corp.

Conduit Bodies and Fittings:

- Scott Fetzer Company, Adalet-PLM.
- American Electric, Construction Materials Group.
- Emerson Electric Co., Appleton Electric Co.
- Carlon.

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- Hubbell, Inc., Killark Electric Manufacturing Co.
- General Signal, O-Z/Gedney Unit.
- Spring City Electrical Manufacturing Co.

Wireway:

- Hoffman Engineering Co.
- Keystone/Rees, Inc.
- Square D Co.

Surface Metal Raceway:

- Airey-Thompson Co., Inc., A-T Power Systems.
- American Electric, Construction Materials Group.
- Butler Manufacturing Co., Walker Division.
- The Wiremold Co., Electrical Sales Division.

Surface Nonmetallic Raceway:

- Anixter Brothers, Inc.
- Butler Manufacturing Co., Walker Division.
- Hubbell, Inc., Wiring Device Division.
- JBC Enterprises, Inc., Enduro Fiberglass Systems.
- Panduit Corp.
- United Telecom, Premier Telecom Products, Inc.
- Thermotools Co.
- The Wiremold Co., Electrical Sales Division.

Boxes, Enclosures, and Cabinets:

- Scott Fetzer Company, Adalet-PLM.
- Butler Manufacturing Co., Walker Division.
- Cooper Industries, Midwest Electric.
- Electric Panelboard Co., Inc.
- Erickson Electrical Equipment Co.
- American Electric, FL Industries.
- Hoffman Engineering Co., Federal-Hoffman, Inc.
- Hubbell Inc., Killark Electric Manufacturing Co.
- General Signal, O-Z/Gedney.
- Oldcastle Infrastructure
- Parker Electrical Manufacturing Co.
- Racor, Inc., Hubbell Inc.
- Robroy Industries, Inc., Electrical Division.
- Spring City Electrical Manufacturing Co.
- Square D Co.
- Thomas & Betts Corp.
- Woodhead Industries, Inc., Daniel Woodhead Co.

METAL CONDUIT AND TUBING

Rigid Steel Conduit: ANSI C80.1.

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Intermediate Metal Conduit: ANSI C80.6.

Electrical Metallic Tubing and Fittings: ANSI C80.3 with set-screw or compression-type fittings.

Liquidtight Flexible Metal Conduit: Flexible steel conduit with PVC jacket.

Fittings: NEMA FB 1, compatible with conduit/tubing materials.

NONMETALLIC CONDUIT AND TUBING

Rigid Nonmetallic Conduit (RNC): NEMA TC 2, Schedule 40 or 80 PVC.

PVC Conduit and Tubing Fittings: NEMA TC 3; match to conduit or conduit/tubing type and material.

OUTLET AND DEVICE BOXES

Sheet Metal Boxes: NEMA OS 1.

Cast Metal Boxes: NEMA FB 1, type FD, cast fer alloy box with gasketed cover.

Nonmetallic Boxes: NEMA OS 2.

FLOOR BOXES

Floor Box: Cast metal, fully adjustable, rectangular.

PULL AND JUNCTION BOXES

Small Sheet Metal Boxes: NEMA OS 1.

Cast Metal Boxes: NEMA FB 1, cast aluminum with gasketed cover.

EXECUTION

EXAMINATION

Examine surfaces to receive raceways, boxes, enclosures, and cabinets for compliance with installation tolerances and other conditions affecting performance of the raceway system. Do not proceed with installation until unsatisfactory conditions have been corrected.

WIRING METHODS

Outdoors: Use the following wiring methods:

- Exposed: Rigid metal conduit.
- Concealed: Rigid or intermediate metal conduit.
- Underground, Single Run: Rigid nonmetallic conduit.
- Underground, Grouped: Rigid nonmetallic conduit.
- Connection to Vibrating Equipment (including transformers and hydraulic, pneumatic, or electric solenoid or motor-driven equipment): Liquidtight flexible metal conduit.
- Boxes and Enclosures: NEMA Type 3R.

INSTALLATION

- Install raceways, boxes, enclosures, and cabinets as indicated, according to manufacturer's written instructions.

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- Install raceways level and square and at proper elevations.
- Complete raceway installation before starting cable installation.
- Use temporary closures to prevent foreign matter from entering raceway.
- Protect stub-ups from damage where conduits rise through pads. Arrange so curved portion of bends is not visible above the finished slab.
- Make bends and offsets so the inside diameter is not reduced. Unless otherwise indicated, keep the legs of a bend in the same plane and the straight legs of offsets parallel.
- Use raceway fittings compatible with raceway and suitable for use and location. For intermediate steel conduit, use threaded rigid steel conduit fittings, except as otherwise indicated.
- Run concealed raceways with a minimum of bends in the shortest practical distance except as otherwise indicated.
- Raceways Underneath Slabs: Install below compacted stone. All 90 degree bends shall be below compacted stone with conduit penetrations of slab fully vertical.
- Transition nonmetallic tubing to rigid steel conduit before rising above floor.
- Run parallel or banked raceways together, on common supports where practical.
- Make bends in parallel or banked runs from same center line to make bends parallel. Use factory elbows only where they can be installed parallel; otherwise, provide field bends for parallel raceways.
- Join raceways with fittings designed and approved for the purpose and make joints tight.
- Make raceway terminations tight. Use bonding bushings or wedges at connections subject to vibration. Use bonding jumpers where joints cannot be made tight.
- Tighten set screws of threadless fittings with suitable tool.
- Terminations: Where raceways are terminated with locknuts and bushings, align the raceway to enter squarely, and install the locknuts with dished part against the box. Where terminations cannot be made secure with one locknut, use two locknuts, one inside and one outside the box.
- Where terminating in threaded hubs, screw the raceway or fitting tight into the hub so the end bears against the wire protection shoulder. Where chase nipples are used, align the raceway so the coupling is square to the box, and tighten the chase nipple so no threads are exposed.
- Install pull cord in empty raceways. Use 200 pound test nylon cord.
- Raceways 2-Inch Trade Size and Smaller: In addition to the above requirements, install in maximum lengths of 150 feet (45 m) and with a maximum of two 90-deg bends or equivalent. Install pull or junction boxes where necessary to comply with these requirements.
- Install raceway sealing fittings according to the manufacturer's written instructions. Locate fittings at suitable, approved, accessible locations and fill them with UL-listed sealing compound. For concealed raceways, install each fitting in a flush steel box with a blank cover plate having a finish

RACEWAY, BOXES, AND CABINETS

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similar to that of adjacent plates or surfaces. Install raceway sealing fittings at the following points and elsewhere as indicated:

- Where conduits enter or leave hazardous locations.
 - Where conduits pass from warm locations to cold locations, such as the boundaries of refrigerated spaces and air-conditioned spaces.
 - Where otherwise required by the NEC.
- Stub-Up Connections: Extend conduits through concrete pad with an adjustable top or coupling threaded inside for plugs, and set flush with the finished pad. Transition to nonmetallic conduit to ridged steel conduit before penetrating pad. Extend cables to equipment with rigid steel conduit. Where equipment connections are not made under this Contract, install screwdriver-operated threaded flush plugs flush with floor. Install grounding hubs for all conduit stub-ups.
 - Do not install aluminum conduit embedded in or in contact with concrete.
 - Provide grounding connections for raceway, boxes, and components as indicated and instructed by manufacturer. Tighten connectors and terminals, including screws and bolts, according to equipment manufacturer's published torque-tightening values for equipment connectors. Where manufacturer's torqueing requirements are not indicated, tighten connectors and terminals according to tightening torques specified in UL Standard 486A.

PROTECTION

Provide final protection and maintain conditions, in a manner acceptable to manufacturer and Installer, to ensure that coatings, finishes, and cabinets are without damage or deterioration at Substantial Completion.

Repair damage to galvanized finishes with zinc-rich paint recommended by manufacturer.

Repair damage to PVC or paint finishes with matching touch-up coating recommended by the manufacturer.

CLEANING

Upon completion of installation of system, including outlet fittings and devices, inspect exposed finish. Remove burrs, dirt, and construction debris and repair damaged finish, including chips, scratches, and abrasions.

(END OF SECTION)

FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2 CITY OF GEORGETOWN

SECTION 16119 UNDERGROUND DUCTS & UTILITY STRUCTURES

GENERAL

RELATED DOCUMENTS

Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

SUMMARY

This Section includes underground conduits and ducts, pull boxes, handholes, concrete-encased duct banks, and other underground utility structures.

Related Sections: The following Sections contain requirements that relate to this Section:

- Section 16050 Basic Electrical Materials and Methods for general requirements for excavation, backfill and related items for ducts, manholes, and handholes.
- Section 03300 “Cast-In-Place / Ready Mix Concrete” for cast-in-place concrete requirements.

DEFINITIONS

Duct: Electrical conduit and other raceway, either metallic or nonmetallic, used underground, embedded in earth or concrete.

SUBMITTALS

General: Submit the following according to Conditions of the Contract and Division 1 Specification Sections.

Product data for metal accessories for conduit and miscellaneous components.

QUALITY ASSURANCE

Comply with NFPA 70 “National Electric Code” and ANSI C2 “National Electrical Safety Code” for components and installation.

Listing and Labeling: Provide products specified in this Section that are listed and labeled.

- The Terms “Listed” and “Labeled”. As defined in the “National Electrical Code,” Article 100.
- Coordinate layout and installation of ducts with final arrangement of other utilities as determined in the field.

DELIVERY, STORAGE, AND HANDLING

Deliver ducts to site with ends capped. Store nonmetallic ducts with supports to prevent bending, warping, and deforming.

PRODUCTS

MANUFACTURERS

Available Manufacturers: Subject to compliance with requirements, manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:

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- Nonmetallic Ducts:

1. Arnco Corp.
2. Breeze-Illinois, Inc.
3. CANTEX, Inc.
4. Carlon; Lamson & Sessions Company
5. Pipe & Plastic Group; Certainteed Products Corp.
6. Cole-Flex Co.
7. Electri-Flex Co.
8. Spiraduct, Inc.

CONDUIT AND DUCT

Rigid Steel Conduit: ANSI C80.1, galvanized.

Plastic Conduit for Direct Burial and Riser Applications: EPC-40-PVC UL 651 and NEMA TC 2.

Plastic Conduit for Concrete Encasement: DB-60-PVC UL 651 and NEMA TC 6 & 8.

Manufactured Bends: Not less than 36 inch (900 mm) radius.

High Density Polyethylene (HDPE) Electrical Conduit for Directional boring. Smoothwall, approved/listed for directional boring, minimum Schedule 80 UL 651 and NEMA TC 7.

ACCESSORIES

Duct Supports: Rigid PVC spacers selected to provide minimum duct spacings.

Duct Sealing Compound: Nonhardening, safe for human skin contact, not deleterious to cable insulation, workable at temperatures as low as 35 deg F (1 deg C), withstands temperature of 300 deg F (149 deg C) without slump, and adheres to clean surfaces of plastic ducts, metallic conduits, conduit coatings, concrete, masonry, lead, cable sheaths, cable jackets, insulation materials, and the common metals.

EXECUTION

APPLICATION

Direct buried or concrete encased PVC conduit.

EXAMINATION

Examine site to receive ducts for compliance with installation tolerances and other conditions affecting performance of the underground ducts. Do not proceed with installation until unsatisfactory conditions have been corrected.

EARTHWORK

Excavation and Backfill: Conform to Section 16050, "EXCAVATION", but do not use heavy-duty, hydraulic-operated compaction equipment.

Restore surface features at areas disturbed by excavation, and re-establish original grades except as otherwise indicated. Replace removed sod as soon as possible after backfilling is completed. Restore all areas disturbed by trenching, storing of dirt, cable laying, and other work. Restore vegetation and include necessary topsoiling, fertilizing, liming, seeding, sodding, sprigging, or mulching.

UNDERGROUND DUCTS & UTILITY STRUCTURES

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FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2 CITY OF GEORGETOWN

Paving: Where cuts are made in any paving, the paving and subbase shall be restored to their original condition. South Carolina Department of Transportation (SCDOT) standards shall be followed wherever applicable.

Utilities: Where existing utilities are shown or noted on the Drawings to be altered or removed by others, or by a local utility company or municipality for installation of the new construction, give sufficient notice to applicable parties so that such alteration can be made.

CONDUIT & DUCT INSTALLATION

Install nonmetallic conduit and duct as indicated according to manufacturer's written instructions.

Depths to the top of conduits shall not be less than 24 inches for conduits with secondary and service cables and not less than 30 inches for conduits with primary cables. Conduits shall slope toward manholes or pull boxes and shall not have low points between ends.

Direct buried conduits shall be PVC schedule 40 or Schedule 80.

All underground concrete-encased conduits shall be Type DB encased in a 4,000 minimum psi concrete, to a minimum thickness of 3 inches from any conduit. Concrete encasement shall be reinforced with ½" steel rebar. The top of the encasement shall be a minimum of 21" below earth grade and a magnetically detectable tape (minimum width 1") is to be buried 6" below finished grade and following the centerline of the encasement. Conduits' outer edges within the encasement are to be spaced a minimum of 1" apart as shown on the drawings. All conduit segments are to be supplied with a nylon pull rope or ribbon of sufficient tensile strength to facilitate the installation of cables.

Rigid PVC interlocking spacers shall be used in concrete, selected to provide minimum conduit spacings and cover depths indicated while supporting conduits during concreting and backfilling; produced by the same manufacturer as the conduits.

Provisions shall be taken to prevent conduits from floating during concreting process, either by fastening spacers to trench bottom or by placing weights on entire conduit and spacer assembly. Ensure that conduits are adequately spaced to allow concrete to fill all voids between conduits.

All concrete-encased conduits shall be plugged during the concreting and backfilling processes. Duct plugs shall be manufactured from high impact plastic components and shall be corrosion proof. Duct plugs shall contain a durable elastic compressible gasket which will make it effective as a long term or temporary seal. They shall be removable and reusable. They shall meet or exceed the following mechanical requirements:

- a. Air Pressure 7.5 psi
- b. Water Head 15 ft.
- c. Pull Out 100 Kgf

Duct plugs used on spare conduits shall be equipped with a rope tie device on the back compression plate to allow the securing of a pull rope. This will allow excess rope slack to be stored within the conduit.

Curves and Bends: Use manufactured elbows for stub-ups at equipment and at building entrances. Use manufactured long sweep bends with a minimum radius of 36" both horizontally and vertically at other locations.

- Make joints in ducts and fittings watertight according to manufacturer's instructions. Stagger couplings so those of adjacent ducts do not lie in the same plane.

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CONNECTIONS TO EXISTING CONCRETE PADS

For duct bank connections to concrete pads, break an opening in the pad out to the dimensions required and preserve steel in pad. Cut the steel and extend into the duct bank envelope. Chip out the opening in the pad to form a key for the duct bank envelope.

CONNECTIONS TO EXISTING DUCTS

Where connections to existing duct banks are indicated, excavate the banks to the maximum depth necessary. Cut off the banks and remove loose concrete from the conduits before new concrete-encased ducts are installed. Provide a reinforced concrete collar, poured monolithically with the new duct bank, to take the shear at the joint of the duct banks.

DIRECTIONAL BORING

HDPE conduits must be installed below the frostline and as specified herein.

FIELD QUALITY CONTROL

Testing: Demonstrate capability and compliance with requirements upon completion of installation of underground duct and utility structures.

Duct Integrity: Rod ducts with a mandrel $\frac{1}{4}$ inch (6 mm) smaller in diameter than internal diameter of ducts. Where rodding indicates obstructions in ducts, remove the obstructions and retest.

Correct installations where possible, and retest to demonstrate compliance. Otherwise, remove and replace defective products and retest.

CLEANING

Pull brush through full length of ducts. Use round bristle brush with a diameter $\frac{1}{2}$ inch (12 mm) greater than internal diameter of duct.

(END OF SECTION)

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SECTION 16120 WIRES AND CABLES

GENERAL

RELATED DOCUMENTS

Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

SUMMARY

This Section includes wires and cables and associated splices, connectors, and terminations for wiring systems rated 600 volts and less.

Related Sections: The following Sections contain requirements that relate to this Section:

- Division 16 Section 16124 "Medium-Voltage Cables."
- Division 16 Section 16190 "Supporting Devices" for supports and anchors for fastening cable directly to building finishes.
- Division 16 Section 16195 "Electrical Identification" for insulation color coding and wire and cable markers.

SUBMITTALS

General: Submit the following according to the Conditions of the Contract and Division 1 Specification Sections.

Field test reports indicating and interpreting test results relative to compliance with performance requirements of testing standard.

Submit manufacturer's catalog descriptions of each wire, cable, or conductor for engineer's approval before ordering cable.

QUALITY ASSURANCE

Comply with NFPA 70 "National Electrical Code" for components and installation.

Listing and Labeling: Provide products specified in this Section that are listed and labeled.

The Terms "Listed and Labeled": As defined in the "National Electrical Code," Article 100.

SEQUENCING AND SCHEDULING

Coordination: Coordinate layout and installation of cable with other installations.

Revise locations and elevations from those indicated as required to suit field conditions and as approved by the Engineer.

DELIVERY, STORAGE, AND HANDLING

Deliver wire and cable according to NEMA WC-26.

FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2 CITY OF GEORGETOWN

PRODUCTS

MANUFACTURERS

Available Manufacturers: Subject to compliance with requirements, Manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:

Wires and Cables:

- American Wire Group
- Houston Wire & Cable
- Prysmian Group
- Southwire Co.
- Okonite Co.

Connectors for Wires and Cables:

- AFC, Monogram Co.
- AMP, Inc.
- Anderson, Square D Co.
- Electrical Products Division, 3M Co.
- O-Z/Gedney Unit, General Signal
- Thomas & Betts
- Burndy

LOW VOLTAGE INSULATED CONDUCTORS AND CABLES

Insulated conductors must be rated 600 volts and conform to the requirements of NFPA 70, including listing requirements, or in accordance with NEMA WC 70. Service entrance conductors must conform to UL 854, type USE.

CONNECTORS AND SPLICES

UL-listed factory-fabricated wiring connectors of size, ampacity rating, material, and type and class for application and for service indicated. Select to comply with Project's installation requirements and as specified in the below "Applications" Article. All control circuits are to be terminated with "ring tongue" insulated compression lugs.

Low voltage cables in manholes or pull boxes shall be terminated with compression NEMA spade terminals with insulated sleeves. Connectors shall be submersible insulated multi-port bus, Thomas & Betts Homac Flood-Seal, 125 Series or 175 Series as noted on the drawings, or acceptable equal.

EXECUTION

EXAMINATION

Inspect each cable reel for correct storage positions, signs of physical damage, and broken end seals prior to installation. If end seal is broken, remove moisture from cable prior to installation in accordance with the cable manufacturer's recommendations.

Examine raceways to receive wires and cables for compliance with installation tolerances and other conditions. Do not proceed with installation until unsatisfactory conditions have been corrected.

APPLICATIONS

Primary 12.47 kV distribution: Refer to Medium Voltage Cables Section 16124

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Secondary and Services: Refer to above Connectors and Splices section above.

INSTALLATION

- Install wires and cables as indicated, according to manufacturer's written instructions and the NECA "Standard of Installation."
- Pull cables into raceway simultaneously where more than one is being installed in same raceway.
- Use pulling compound or lubricant where necessary; compound used must not deteriorate cable or insulation.
- Use pulling means, including fish tape, cable, rope, and basket-weave wire/cable grips that will not damage cables or raceway.
- Install exposed cable, parallel and perpendicular to surfaces or exposed structural members, and follow surface contours where possible.
- Cable Splices: Splices are not allowed unless noted on drawings.
- Tighten connectors and terminals, including screws and bolts, according to equipment manufacturer's published torque-tightening values for equipment connectors.
- Where manufacturer's torqueing requirements are not indicated, tighten connectors and terminals according to tightening torques specified in UL Standard 486A.

FIELD QUALITY CONTROL

TESTING

Secondary or service low-voltage cable, complete with splices, shall be tested for insulation resistance after the cables are installed, in their final configuration, ready for connection to the equipment, and prior to energization. The test voltage shall be 500 volts dc, applied for one minute between each conductor and ground and between all possible combinations of conductors in the same trench, duct, or cable, with other conductors in the same trench, duct, or conduit. The minimum value of insulation shall be:

$$R \text{ in megohms} = (\text{rated voltage in kV} + 1) \times 1000 \div (\text{length of cable in feet})$$

Each cable failing this test shall be repaired or replaced. The repaired cable shall then be retested until failures have been eliminated.

PROCEDURES

Perform each visual and mechanical inspection and electrical test stated in NETA Standard ATS, Section 7.3.2. Certify compliance with test parameters.

CORRECTIONS

Correct malfunctioning products at site, where possible, and retest to demonstrate compliance; otherwise, remove and replace with new units, and retest.

(END OF SECTION)

FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2 CITY OF GEORGETOWN

SECTION 16124 MEDIUM VOLTAGE CABLES

GENERAL

RELATED DOCUMENTS

Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

SUMMARY

This Section includes cables and related splices, terminations, and accessories for electrical distribution systems rated above 2,000 volts.

This Section also includes medium voltage cable testing and acceptance requirements.

Related Sections: The following Sections contain requirements that relate to this Section:

- Division 16 Section 16190 "Supporting Devices" for cable and termination supports.
- Division 16 Section 16195 "Electrical Identification" for cable markers.

SUBMITTALS

General: Submit the following according to the Conditions of the Contract and Division 1 Specification Sections.

- Product data for cables and cable accessories, including splices and terminations including warranty statement.
- Product certificate signed by manufacturer that its products comply with the specified requirements.
- Product Test Reports: Certified reports of manufacturers' design and production tests indicating compliance of cable and accessories with referenced standards.
- Field test reports indicating and interpreting test results relative to compliance with performance requirements specified. Include certified copies of field test records.
- Maintenance Data: For cables and accessories, to be included in the "Project Manual" specified in Division 1.
- In-Service Data: Include periodic tests of cables in service.
- Provide certification of compliance with the Engineer's design requirements for each directional bore, including: HDPE conduit size and type, bend radius, elevation changes, and vertical and horizontal path deviations. Record location and depth of all directional-bore installed HDPE conduits using Global Positioning System (GPS) recording means with "resource grade" accuracy

QUALITY ASSURANCE

Installer Qualifications: Engage an experienced and certified cable splicer to install, splice, and terminate medium voltage cables.

Manufacturer Qualifications: Firm experienced in manufacturing medium voltage cable and accessories similar to those indicated for this project, with a record of successful in-service performance.

Comply with NFPA 70 "National Electric Code" for components and installation.

Listing and Labeling: Provide products specified in this Section that are listed and labeled.

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The terms “listed and labeled”: As defined in the “National Electrical Code”, Article 100.

Single-Source Responsibility: All medium voltage cable shall be the product of a single manufacturer.

DELIVERY, STORAGE & HANDLING

CABLE REELS

Deliver medium voltage cables on factory reels conforming to NEMA WC26.

The Contractor shall inspect each reel of cable upon delivery. At this time, the cable protective covering shall be inspected for damage. Any damage found shall be reported to the Engineer without delay.

Loading and unloading shall be accomplished so that the lifting equipment does not contact the cable protective wrap or the cable surface. If a crane is used, the either a cradle supporting the reel flanges or a shaft through the arbor hole shall be used. If a fork lift is used, the forks shall lift the reel at 90 degrees to the reel flanges and the fork shall be long enough to make complete lifting contact with the flanges. Under no circumstances shall the forks contact the cable surface or the protective wrap. If an inclined ramp is used, the ramp shall be at the bottom of the ramp shall be accomplished by using the reel flanges and not the surface of the cable.

Under no circumstances shall the reels be dropped from any vehicle or equipment onto the ground or any other surface.

Reels shall be stored, standing on the flange edges, on a rigid surface to ensure that the flanges do not sink into the earth and do not allow the weight of the reel and cable to rest on the cable surface. Reels shall not be stored resting on the flat side of the flanges.

Cable shall not be stored in any area where it may be contacted by vehicles, equipment, falling objects, chemicals, petroleum, or other harmful materials, or where it may be damaged by high heat.

When the cable is to be installed at ambient temperatures 32 F (0 C), it shall be stored in a heated area at least 24 hours prior to installation. The cable shall not be installed at temperatures below 14 F (-10 C).

Whenever cable reels are moved by rolling, roll in the correct direction to avoid loosening the cable on the reel. Clear the rolling area of objects which could contact or possibly damage the cable or the protective wrap.

CABLE END SEALING

All cable ends shall be sealed when in storage or when installed and temporarily not terminated.

Procedure: The cable end shall be cleanly and squarely cut off. To the cable end apply a 3 ¾ inch square section on vinyl plastic seal over the exposed tape shall be applied lengthwise over the end of the cable first, and then wrapped tightly over the length of the cable for 3 inches to completely cover the seal material. The wrapping tape shall be overlapped by at least half the tape width.

The vinyl plastic seal shall be Aqua Seal or equivalent.

PRODUCTS

MANUFACTURERS

Manufacturers: Subject to compliance with requirements, provide products by one of the following:

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- Power Cable:
 1. Cablec Corp.
 2. Hubbell Inc., The Kerite Co.
 3. The Okonite Co.
 4. Power Cable Division, Pirelli Cable Corp.
- Cable Splicing and Terminating Products and Accessories:
 1. Cooper Power Systems, Inc., RTE Components
 2. Elastimold
 3. Raychem Electrical Products Division
 4. 3M Electrical Products Division
- Separable Insulated Connector Components and Accessories:
 1. Cooper Power Systems, Inc., RTE Components
 2. Elastimold
 3. Joslyn Manufacturing Co.

CABLE

Type: MV105, Primary UD EPR cable

Conductor: Aluminum phase conductor, stranded

Conductor Stranding: Filled with water swellable agent meeting or exceeding ICEA T-31-610 water penetration resistance and ANSI/NEMA class A connectorability requirements.

Rated System Voltage Class: for 12.47 kV application: 15 kV, Primary UD

Insulation: Discharge resistant ethylene propylene rubber (EPR) conforming to ANSI/ICEA S-94-649, UL 1072, RUS 1728F-U1 and AEIC CS8. Insulation shall be of a color contrasting with the extruded semi-conducting shield. Insulation rating shall equal or exceed 100 percent of the rated system voltage class. The cable shall be heat, moisture, ozone and corona resistant, for use at 105 C conductor temperature. The insulation compound shall be compounded by the manufacturer in its own facility.

Concentric Neutral: Bare copper wires.

Jacket: Insulating linear low density polyethylene applied over the insulation shield. The jacket shall be oil, acid, alkali and sunlight resistant and meet or exceed NEMA WC74 and UL 1072.

Standards: The cable shall meet or exceed the following standards: ANSI/ICEA S-94-649, UL 1072, RUS 1728F-U1 and AEIC CS8

SPLICE KITS

Connectors: IEEE 404, compression type, as recommended by cable or splicing kit manufacturer for the application.

Splicing Products: As recommended in writing by the splicing kit manufacturer for the specific sizes, ratings, and configurations of cable conductors and splices specified. Include all components required for complete splice, with detailed instructions.

Heat-shrink splicing kit of uniform cross-section polymeric construction with outer heat-shrink jacket.

Premolded, cold-shrink rubber, inline splicing kit.

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LOAD BREAK ELBOW CONNECTORS

The molded rubber 15 kV class, fused, load break, elbow cable connector termination kits shall be designed and manufactured for terminating the specified power cables. Contractor shall coordinate with manufacturers' data to determine exact diameters. Insulation class shall be equivalent to that of the cable.

Elbow connectors shall meet ANSI and IEEE standards C37.40, C37.41, C37.47, and 386-2006. Elbow connectors shall be fully shielded and insulated capable of full range current limiting fuse protection. Molded materials shall be of high quality peroxide-cured insulating and semi-conducting EPDM rubber. Standard features shall include a copper probe adapter, copper top connector, copper load break probe with an ablative arc-follower tip and stainless steel reinforced pulling eye. Feed-thru elbow connectors shall be provided where indicated on the drawings.

CABLE TERMINATIONS

The terminations shall be Class 1 for shielded cable, meeting the latest release of IEEE Standard 48, and suitable for use outdoors on underground circuit dip poles. The terminations shall be of the molded elastomer, prestretched elastomer, or heat-shrinkable elastomer type, with multiple molded nontracking skirt modules, and compression-type connector. Terminations for shielded cables shall include a shield ground strap.

Terminations must be provided with mounting brackets suitable for the intended installation and with grounding provisions for the cable shielding. Terminations must be provided in a kit, including: skirts, stress control terminator, ground clamp, connectors, lugs, and complete instructions for assembly and installation. Terminations must be the product of one manufacturer, suitable for the type, diameter, insulation class and level, and materials of the cable terminated.

SOURCE QUALITY CONTROL

Test and inspect cables according to NEMA WC74 before shipping.

MEDIUM VOLTAGE CABLE WARRANTY

The cable manufacturer shall warrant each reel of cable to be free from defects in material, design and workmanship to provide reliable performance for a twenty-five (25) year life.

The warranty assumes the cable is installed, spliced, terminated and maintained in accordance with manufacturer's recommendations.

Prior to termination or splicing of cable, the contractor responsible for same shall submit qualifications of his personnel responsible for this work and their qualification to do same. Upon approval by the engineer in writing, contractor may proceed with this portion of the work.

Defective cable shall be replaced at no cost to the owner.

- When the manufacturer and the owner mutually determine a portion of or all the cable is defective, the cable manufacturer shall furnish replacement of said cable without charge.
- The replacement cable shall comply with these requirements and be delivered to the original delivery point free of any charge to the owner or the state of North Carolina.

Contractor shall state on his bid form the name of the cable manufacturer he intends to supply. Failure to do this places the contractor at risk of rejection of his bid.

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Cable shop drawings shall include said described warranty from the cable manufacturer properly signed, and having the manufacturer's corporate seal affixed thereto.

EXECUTION

EXAMINATION

Examine raceways to receive medium voltage cables for compliance with installation tolerances and other conditions affecting performance of the cable. Do not proceed with installation until unsatisfactory conditions have been corrected.

INSTALLATION

Install medium voltage cable as indicated, according to manufacturer's written instructions and IEEE 576.

Pull cables simultaneously where more than one cable is indicated in same raceway. Use NRTL-listed and manufacturer-approved pulling compound or lubricant where necessary. Do not exceed manufacturer's recommended maximum pulling tensions and sidewall pressure values.

Use pulling means including fish tape cable, rope, and basket-weave wire/cable grips that will not damage cables or raceways. Do not use rope hitches for pulling attachment to cable.

In manholes, handholes, pull boxes, junction boxes, and cable vaults, train cables around walls by the longest route from entry to exit and support cables at intervals adequate to prevent sag.

Install splices at pull points and elsewhere as indicated using standard kit. Conform to kit manufacturer's written instructions.

Install terminations at ends of cables and seal multiconductor cable ends with standard kits. Conform to manufacturer's written instructions. Comply with classes of terminations indicated.

GROUNDING

Ground shields of shielded cable at terminations, splices, and separable insulated connectors. Ground metal bodies of terminators, splices, cable and separable insulated connector fittings, and hardware according to manufacturer's written instructions.

IDENTIFICATION

Identify cable in accordance with Section 16195 "Electrical Identification".

FIELD QUALITY CONTROL

Testing: Upon installation of medium voltage cable and before electrical circuitry has been energized, demonstrate product capability and compliance with requirements.

Procedures: Perform each visual and mechanical inspection and electrical test stated in NETA Standard ATS, Section 7.3.3. Certify compliance with test parameters.

Correct malfunctioning units at site, where possible, and retest to demonstrate compliance, otherwise, remove and replace with new units and retest.

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PROTECTION

Provide final protection and maintain conditions in a manner acceptable to manufacturer and installer, to prevent entrance of moisture into the cable and ensure that medium voltage cable is without damage or deterioration at Substantial Completion.

TESTING AND ACCEPTANCE

After installation, prior to connection to an existing system, and before the operating test, the medium-voltage cable system shall be given a high potential test. Direct-current voltage shall be applied on each phase conductor of the system by connecting conductors at one terminal and connecting grounds or metallic shieldings or sheaths of the cable at the other terminal for each test. Prior to the test, the cables shall be isolated by opening applicable protective devices and disconnecting equipment. The method, voltage, length of time, and other characteristics of the test for initial installation shall be in accordance with IEEE 400.1 for the particular type of cable installed, and shall not exceed the recommendations of IEEE 404 for cable joints unless the cable and accessory manufacturers indicate higher voltages are acceptable for testing. Should any cable fail due to a weakness of conductor insulation or due to defects or injuries incidental to the installation or because of improper installation of cable, cable joints, terminations, or other connections, the Contractor shall make necessary repairs or replace cables as directed. Repaired or replaced cables shall be retested.

Test work method and data sheet, including test date, time, and voltages shall be submitted to and approved by the Engineer prior to test voltage being applied to cables.

If new cable is spliced into existing cable, the new cable should be tested as specified prior to splice. After completing the splice, the completed connection shall be tested at the system operating voltage.

(END OF SECTION)

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SECTION 16190 SUPPORTING DEVICES

GENERAL

RELATED DOCUMENTS

Drawings and general provisions of Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

Requirements of the following Division 16 Sections apply to this section:

- Division 16 Section 16010 "Basic Electrical Requirements."
- Division 16 Section 16050 "Basic Electrical Materials and Methods."

SUMMARY

This Section includes secure support from the building structure for electrical items by means of hangers, supports, anchors, sleeves, inserts, seals, and associated fastenings.

Related Sections: The following Sections contains requirements that relate to this Section:

- Refer to other Division 16 sections for additional specific support requirements that may be applicable to specific items.

SUBMITTALS

General: Submit the following in accordance with General Conditions.

Product data for each type of product specified.

Shop drawings indicating details of fabricated products and materials.

QUALITY ASSURANCE

Electrical Component Standard: Components and installation shall comply with NFPA 70 "National Electrical Code."

Electrical components shall be listed and labeled by UL, ETL, CSA, or other approved, nationally recognized testing and listing agency that provides third-party certification follow-up services.

PRODUCTS

MANUFACTURERS

Available Manufacturers: Subject to compliance with requirements, Manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:

- Slotted Metal Angle and U-Channel Systems:
 1. Allied Tube & Conduit
 2. American Electric
 3. B-Line Systems, Inc.
 4. Cinch Clamp Co., Inc.
 5. GS Metals Corp.
 6. Haydon Corp.

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7. Kin-Line, Inc.
 8. Unistrut Diversified Products
- Conduit Sealing Bushings:
 1. Bridgeport Fittings, Inc.
 2. Cooper Industries, Inc.
 3. Elliott Electric Mfg. Corp.
 4. GS Metals Corp.
 5. Killark Electric Mfg. Co.
 6. Madison Equipment Co.
 7. L.E. Mason Co.
 8. O-Z/Gedney
 9. Producto Electric Corp.
 10. Raco, Inc.
 11. Red Seal Electric Corp.
 12. Spring City Electrical Mfg. Co.
 13. Thomas & Betts Corp.

COATINGS

Coating: Supports, support hardware, and fasteners shall be protected with zinc coating or with treatment of equivalent corrosion resistance using approved alternative treatment, finish, or inherent material characteristic. Products for use outdoors shall be hot-dip galvanized.

MANUFACTURED SUPPORTING DEVICES

Raceway Supports: Riser clamps, conduit straps, threaded C-clamps with retainers, and spring steel clamps.

Fasteners: Types, materials, and construction features as follows:

- Expansion Anchors: Carbon steel wedge or sleeve type.
- Toggle Bolts: All steel springhead type.
- Powder-Driven Threaded Studs: Heat-treated steel, designed specifically for the intended service.

Conduit Sealing Bushings: Factory-fabricated watertight conduit sealing bushing assemblies suitable for sealing around conduit, or tubing passing through concrete floors and walls. Construct seals with steel sleeve, malleable iron body, neoprene sealing grommets or rings, metal pressure rings, pressure clamps, and cap screws.

Cable Supports for Vertical Conduit: Factory-fabricated assembly consisting of threaded body and insulating wedging plug for nonarmored electrical cables in riser conduits. Provide plugs with number and size of cable gripping holes as required to suit individual risers. Construct body of malleable-iron casting with hot-dip galvanized finish.

U-Channel Systems: 16-gage steel channels, with 9/16-inch-diameter holes, at a minimum of 8 inches on center, in top surface. Provide fittings and accessories that mate and match with U-channel and are of the same manufacture.

FABRICATED SUPPORTING DEVICES

General: Shop- or field-fabricated supports or manufactured supports assembled from U-channel components.

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Steel Brackets: Fabricated of angles, channels, and other standard structural shapes. Connect with welds and machine bolts to form rigid supports.

EXECUTION

INSTALLATION

Install supporting devices to fasten electrical components securely and permanently in accordance with NEC requirements.

Raceway Supports: Comply with the NEC and the following requirements:

- Conform to manufacturer's recommendations for selection and installation of supports.

Strength of each support shall be adequate to carry present and future load multiplied by a safety factor of at least four. Where this determination results in a safety allowance of less than 200 lbs, provide additional strength until there is a minimum of 200 lbs safety allowance in the strength of each support.

- Support individual horizontal raceways by separate pipe hangers. Use spring steel fasteners that are specifically designed for supporting single conduits or tubing.
- Space supports for raceway in accordance with NEC.
- Conduit Seals: Install seals for conduit penetrations of slabs on grade and exterior walls below grade and where indicated. Tighten sleeve seal screws until sealing grommets have expanded to form watertight seal.

(END OF SECTION)

SUPPORTING DEVICES

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SECTION 16195 ELECTRICAL IDENTIFICATION

GENERAL

RELATED DOCUMENTS

Drawings and general provisions of Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

Requirements of the following Division 16 Sections apply to this section:

- Division 16 Section 16010 "Basic Electrical Requirements."
- Division 16 Section 16050 "Basic Electrical Materials and Methods."

SUMMARY

This Section includes identification of electrical materials, equipment, and installations. It includes requirements for electrical identification components including but not limited to the following:

- Buried electrical line warnings.
- Identification labeling for raceways, cables, and conductors.
- Operational instruction signs.
- Warning and caution signs.
- Equipment labels and signs.

Related Sections: The following Sections contain requirements that relate to this Section:

- Division 16 Section 16120 "Wires and Cables" for requirements for color coding of cables for phase identification.

Refer to other Division 16 sections for additional specific electrical identification associated with specific items.

SUBMITTALS

General: Submit the following in accordance with General Conditions.

Product Data for each type of product specified.

Schedule of identification nomenclature to be used for identification signs and labels.

Samples of each color, lettering style, and other graphic representation required for identification materials; samples of labels and signs.

Cable schedule for inclusion in Project Maintenance Manual.

Proof copy of one line diagram sign for approval before production.

QUALITY ASSURANCE

Electrical Component Standard: Components and installation shall comply with NFPA 70 "National Electrical Code."

ANSI Compliance: Comply with requirements of ANSI Standard A13.1, "Scheme for the Identification of Piping Systems," with regard to type and size of lettering for raceway and cable labels.

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PRODUCTS

MANUFACTURERS

Available Manufacturers: Subject to compliance with requirements, Manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:

- American Labelmark Co.
- Calpico, Inc.
- Cole-Flex Corp.
- Emed Co., Inc.
- George-Ingraham Corp.
- Ideal Industries, Inc.
- Kraftbilt
- LEM Products, Inc.
- Markal Corp.
- National Band and Tag Co.
- Panduit Corp.
- Radar Engineers Div., EPIC Corp.
- Seton Name Plate Co.
- Standard Signs, Inc.
- W.H.Brady, Co.

ELECTRICAL IDENTIFICATION PRODUCTS

Underground Line Marking Tape: Permanent, bright-colored, continuous-printed, plastic tape compounded for direct-burial service not less than 6 inches wide by 4 mils thick. Printed legend indicative of general type of underground line below and as indicated on the drawings.

Brass or Aluminum Tags: Metal tags with stamped legend, punched for fastener. Dimensions: 2 inches by 2 inches by 19 gage.

Cable Ties: Fungus-inert, self-extinguishing, one-piece, self-locking nylon cable ties, 0.18-inch minimum width, 50-lb minimum tensile strength, and suitable for a temperature range from minus 50 deg F to 350 deg F. Provide ties in specified colors when used for color coding.

Heat Shrink Sleeves: Premanufactured heat shrinkable sleeves installed at each cable end, yellow or orange color with indelible marking.

EXECUTION

INSTALLATION

Identify Junction, Pull, and Connection Boxes: Code-required caution sign for boxes shall be pressure-sensitive, self-adhesive label indicating system voltage in black, preprinted on orange background. Install on outside of box cover. Also label box covers with identity of contained circuits. Use pressure-sensitive plastic labels at exposed locations and similar labels or plasticized card stock tags at concealed boxes.

Underground Electrical Line Identification: During trench backfilling, for exterior underground power, signal, and communications lines, install continuous underground plastic line marker, located directly above line at 6 to 8 inches below finished grade. Where multiple lines installed in a common trench or

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concrete envelope, do not exceed an overall width of 16 inches; install a single line marker. Install line marker for all underground cable and wiring, both direct-buried and in raceway.

Cable Color Coding: Provide color coding for secondary cables throughout the project secondary electrical system as follows:

- Cables connected to open-wye/open-delta transformer banks – black
- Cables connected to single phase transformers - red

Use cables with color factory-applied the entire length of the cables.

Phase Identification: Apply colored, pressure-sensitive plastic tape in half-lapped turns for a distance of 6 inches from terminal points and in boxes where splices or taps are made. Apply the last two laps of tape with no tension to prevent possible unwinding. Use 1-inch-wide tape in colors as specified. Do not obliterate cable identification markings by taping. Tape locations may be adjusted slightly to prevent such obliteration. Use red tape for Phase A, blue tape for Phase B, black tape for Phase C, and white tape for Neutral.

Power Circuit Identification: Securely fasten identifying metal tags or aluminum wraparound marker bands to cables, feeders, and power circuits in pull boxes, manholes, and transformer enclosures with 1/4-inch steel letter and number stamps with legend to correspond with designations on Drawings. If metal tags are provided, attach them with approximately 55-lb test monofilament line or one-piece self-locking nylon cable ties.

Tag or label cables as follows at the conduit entry:

- Primary and Secondary Cables – manhole, pull box, or transformer number
- Service Cables – service address

(END OF SECTION)

FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2 CITY OF GEORGETOWN

SECTION 16320 PAD MOUNTED TRANSFORMERS

GENERAL

RELATED DOCUMENTS

Drawings and general provisions of the Contract, including the General and Supplementary Conditions and Division 1 Specifications Sections, apply to this Section.

SUMMARY

This section describes the setting and installation of the Owner supplied pad mounted transformers. The use of the term “pad mounted transformer” describes all transformers to be installed with medium voltage windings on the primary and low voltage windings on the secondary.

Related Sections: The following Section contains requirements that relate to this Section.

- Division 2 Section 02110: “Site Preservation”
- Division 3 Section 03300: Cast in Place / Ready Mix Concrete for equipment pads.
- Division 16 Section 16124: “Medium Voltage Cables”

QUALITY ASSURANCE

Comply with NFPA 70, “National Electrical Code”.

EXECUTION

INSTALLATION

The Contractor shall set and anchor all owner supplied transformers as indicated on the drawings.

The Contractor shall make all medium voltage, low voltage power, neutral, and ground connections necessary for proper operation of each pad mounted transformer. This shall include the installation of all necessary underground ducts and raceways

Contractor shall install transformers and accessory items according to manufacturer’s written installation instructions and the following specifications.

IDENTIFICATION

Identify field-installed wiring and components and provide warning signs according to Division 16 Section “Electrical Identification”.

Transformer labels: Stencil the transformer number and primary phase in durable, long lasting paint on each new pad-mounted transformer and existing pad-mounted transformer. Three-phase pad-mounted transformers should be listed as ØABC.

GROUNDING

Connections: Ground transformers to grounding system as indicated on the drawings and in Division 16 “Grounding”.

CONNECTIONS

Install medium voltage, low voltage, neutral and ground connections.

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Tighten all electrical connectors and terminals according to manufacturer's published torque-tightening values. Where these values are not indicated, use those specified in UL 486A and UL 486B.

CLEANING

Inspect exterior of installed transformers. Remove paint splatters and other spots, dirt, and debris and thoroughly clean finish to restore a new appearance. Touch up scratches and mars of finish to match original finish.

Ensure transformer enclosure open and close properly with no binding or excessive force required. Ensure all enclosure safety locks and anti-tamper devices are working properly.

PROTECTION

Protect transformer finish and components during construction work by covering with tarpaulins or other appropriate cover.

(END OF SECTION)

FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2 CITY OF GEORGETOWN

SECTION 16452 GROUNDING

GENERAL

RELATED DOCUMENTS

Drawings and general provisions of Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

Requirements of the following Division 16 Sections apply to this Section:

- Division 16 Section 16010 "Basic Electrical Requirements."
- Division 16 Section 16050 "Basic Electrical Materials and Methods."

SUMMARY

This Section includes solid grounding of electrical systems and equipment. It includes basic requirements for grounding for protection of life, equipment, circuits, and systems. Grounding requirements specified in this Section may be supplemented in other sections of these Specifications.

SUBMITTALS

General: Submit the following in accordance with General Conditions.

Product data for ground rods, connectors and connection materials, and grounding fittings.

Report of field tests and observations certified by the testing organization.

QUALITY ASSURANCE

Listing and Labeling: Provide products specified in this Section that are listed and labeled. The terms "listed" and "labeled" shall be defined as they are in the National Electrical Code, Article 100.

Listing and Labeling Agency Qualifications: A "Nationally Recognized Testing Laboratory" (NRTL) as defined in OSHA Regulation 1910.7.

Field-Testing Organization Qualifications: To qualify for acceptance, the independent testing organization must demonstrate, based on evaluation of organization-submitted criteria conforming to ASTM E 699, that it has the experience and capability to conduct satisfactorily the testing indicated.

Electrical Component Standard: Components and installation shall comply with NFPA 70, "National Electrical Code" (NEC).

PRODUCTS

MANUFACTURERS

Available Manufacturers: Subject to compliance with requirements, manufacturers offering products that may be incorporated in the Work include, but are not limited to, the following:

- Anixter Bros., Inc.
- Bashlin Industries, Inc.
- Buckingham Mfg. Co.
- A.B. Chance Co.
- Dossert Corp.

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- Engineered Products Co.
- Erico Products, Inc.
- Galvan Industries, Inc.
- GB Electrical, Inc.
- General Machine Products Co., Inc.
- Hastings Fiber Glass Products, Inc.
- Ideal Industries, Inc.
- Kearney-National.
- McGill Mfg.
- O-Z/Gedney Co.
- Post Glover Resistors, Inc.
- Racor, Inc.
- Thomas & Betts Corp.
- W.H. Salisbury & Co.
- Utilco Co.
- DMC Power

GROUNDING AND BONDING PRODUCTS

Products: Of types indicated and of sizes and ratings to comply with NEC. Where types, sizes, ratings, and quantities indicated are in excess of NEC requirements, the more stringent requirements and the greater size, rating, and quantity indications govern.

Conductor Materials: Copper.

WIRE AND CABLE CONDUCTORS

General: Comply with Division 16 Section "Wires and Cables." Conform to NEC Table 8, except as otherwise indicated, for conductor properties, including stranding.

Equipment Grounding Conductor: Green insulated.

Grounding Electrode Conductor: Bare Stranded cable.

Bare Copper Conductors: Conform to the following:

- Solid Conductors: ASTM B-3.
- Assembly of Stranded Conductors: ASTM B-8.
- Tinned Conductors: ASTM B-33.

MISCELLANEOUS CONDUCTORS

Ground Bus: Bare annealed copper bars of rectangular cross section.

Braided Bonding Jumpers: Copper tape, braided No. 30 gage bare copper wire, terminated with copper ferrules.

Bonding Strap Conductor/Connectors: Soft copper, 0.05 inch thick and 2 inches wide, except as indicated.

CONNECTOR PRODUCTS

General: Listed and labeled as grounding connectors for the materials used.

Pressure Connectors: High-conductivity-plated units.

FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2 CITY OF GEORGETOWN

Bolted Clamps: Heavy-duty units listed for the application.

Exothermic Welded Connections: Provided in kit form and selected for the specific types, sizes, and combinations of conductors and other items to be connected.

Swage Compression Connections: Swage ground connection system as manufactured by DMC Power may be installed as an alternative to exothermic welded connections.

GROUNDING ELECTRODES

Ground Rods: Copper-clad steel with high-strength steel core and electrolytic-grade copper outer sheath, molten welded to core.

Size: 5/8 inch by 8 feet.

EXECUTION

APPLICATION

Install grounding at transformers in accordance with drawings. Bond transformer enclosures to the grounding system.

Install grounding in manholes and pull boxes to bond all wall support channels to existing grounding electrodes. If the existing grounding electrodes are corroded such that the copper cladding is not intact or it is not practicable to make exothermic weld connections to the ground conductors, notify the Engineer.

GROUNDING ELECTRODES

Provide cone pointed driven ground rods driven full depth plus 6 inches, installed to provide an earth ground of the appropriate value for the particular equipment being grounded.

If the specified ground resistance is not met, an additional ground rod must be provided in accordance with the requirements of NFPA 70 (placed not less than 6 feet from the first rod). Should the resultant (combined) resistance exceed the specified resistance, measured not less than 48 hours after rainfall, notify the Engineer immediately.

CONNECTIONS

General: Make connections in such a manner as to minimize possibility of galvanic action or electrolysis. Select connectors, connection hardware, conductors, and connection methods so metals in direct contact will be galvanically compatible.

Use electroplated or hot-tin-coated materials to assure high conductivity and make contact points closer in order of galvanic series.

Make connections with clean bare metal at points of contact.

Coat and seal connections involving dissimilar metals with inert material such as red lead paint to prevent future penetration of moisture to contact surfaces.

Exothermic Welded or Swage Compression Connections: Use for connections to structural steel and for underground connections. Install at connections to ground rods and plate electrodes. Comply with manufacturer's written recommendations. Welds that are puffed up or that show convex surfaces indicating improper cleaning are not acceptable.

FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2 CITY OF GEORGETOWN

Terminate insulated equipment grounding conductors for feeders and branch circuits with pressure-type grounding lugs. Where metallic raceways terminate at metallic housings without mechanical and electrical connection to the housing, terminate each conduit with a grounding bushing. Connect grounding bushings with a bare grounding conductor to the ground bus in the housing. Bond electrically noncontinuous conduits at both entrances and exits with grounding bushings and bare grounding conductors.

Tighten grounding and bonding connectors and terminals, including screws and bolts, in accordance with manufacturer's published torque tightening values for connectors and bolts. Where manufacturer's torqueing requirements are not indicated, tighten connections to comply with torque tightening values specified in UL 486A and UL 486B.

Compression-Type Connections: Use hydraulic compression tools to provide the correct circumferential pressure for compression connectors. Use tools and dies recommended by the manufacturer of the connectors. Provide embossing die code or other standard method to make a visible indication that a connector has been adequately compressed on the ground conductor.

Moisture Protection: Where insulated ground conductors are connected to ground rods or ground buses, insulate the entire area of the connection and seal against moisture penetration of the insulation and cable.

FIELD QUALITY CONTROL

Tests: Measure the resistance of each ground rod using the fall-of-potential method defined in IEEE 81. If the resistance is greater than 25 ohms, notify the Engineer. Maintain records of all resistance tests.

(END OF SECTION)

FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2 CITY OF GEORGETOWN

APPENDIX A – BID TABLE

UNIT PRICES

Unit prices quoted and accepted shall apply throughout the life of the contract, except as otherwise specifically noted. Unit prices shall be applied, as appropriate, to compute the total value of changes in the scope of the work, all in accordance with the contract documents.

The unit adjustment prices will be a major consideration in the bid evaluations.

	Unit Adjustment Price	
	Labor & Material	Labor Only
Conduit trenching, machine dug, per cubic yard		
Conduit trenching, hand dug, per cubic yard		
Rock excavation, per cubic yard		
Cut and replace asphalt pavement (furnish all materials), per square yard		
Cut and replace decorative concrete sidewalk (furnish all materials), per square yard		
Re-seed and mulch (furnish all materials), per square yard		
Re-sod (furnish all materials), per square yard		
Concrete for transformer pads, including reinforcing and formwork, per cubic yard		
Bore under roadway, including 4-inch conduit installation, per foot		
Setup for bore, including excavation and backfill of pit, each		
Repair lifting lug on existing pull box, each		
Conduit, including fittings and supports, installed, per foot:		
4 inch PVC schedule 40 direct buried		
1-1/2 inch rigid steel		
2 inch rigid steel		

APPENDIX A

A-1

**FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2
CITY OF GEORGETOWN**

	Unit Adjustment Price	
	Labor & Material	Labor Only
2 inch flexible liquid-tight conduit		
Furnish and install 5/8 inch by 10 foot ground rod, install, test resistance, and connect to equipment with copper conductor (furnish exothermic welded connections to ground rod), each		
No. 2/0 AWG bare copper ground wire, installed, per foot		
No. 2/0 AWG copper exothermic welded connection, each		
Three No. 1/0 AWG aluminum 15 kV URD cables in conduit, installed, per foot		
600 V cable in conduit, installed, per foot:		
Four 500 kcmil and one 350 kcmil aluminum 600 V		
Three 500 kcmil and one 350 kcmil aluminum		
Two 500 kcmil and one 350 kcmil aluminum, color coded red		
Three No. 4/0 AWG and one No. 1/0 AWG aluminum		
Two No. 4/0 AWG and one No. 1/0 AWG aluminum		
Three No. 4/0 AWG and one No. 2/0 AWG aluminum		
Two No. 4/0 AWG and one No. 2/0 AWG aluminum		
15 kV loadbreak elbow, installed, each		
15 kV surge arrester, installed, each		
15 kV cable splice, installed, each		
600 V submersible connector, six 2-hole NEMA pad outlets with insulating sleeves, installed, each		
600 V submersible connector, three 1-hole NEMA pad outlets with insulating sleeves, installed, each		

APPENDIX A

A-2

Attachment: 1 RFB- Front St Underground Infrastructure T3 Upgrade (3948 : Front St UG Electric System Upgrade Phase 2)

**FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2
CITY OF GEORGETOWN**

	Unit Adjustment Price	
	Labor & Material	Labor Only
Dual adapter kits for 600 V submersible connectors		
600 V terminal lugs, installed, each:		
500 kcmil aluminum 2-hole NEMA		
350 kcmil aluminum 2-hole NEMA		
No. 4/0 AWG aluminum 2-hole NEMA		
No. 2/0 AWG aluminum 2-hole NEMA		
No. 1/0 AWG aluminum 2-hole NEMA		
No. 10 AWG aluminum 2-hole NEMA		
No. 12 AWG aluminum 2-hole NEMA		
500 kcmil aluminum 1-hole NEMA		
350 kcmil aluminum 1-hole NEMA		
No. 4/0 AWG aluminum 1-hole NEMA		
No. 2/0 AWG aluminum 1-hole NEMA		
No. 1/0 AWG aluminum 1-hole NEMA		
No. 10 AWG aluminum 1-hole NEMA		
No. 12 AWG aluminum 1-hole NEMA		
Cable support bracket, stainless steel slotted channel, 18" long, 1-5/8" x 1-5/8", 12 GA, installed, each		
Cable clamp, 1-7/8", polymer, with stainless steel strap, installed, each		
Manhole wall support, stainless steel slotted channel, 72" long, 13/16" x 1-5/8", 12 GA, installed, each		
Pull box wall support, stainless steel slotted channel, 38" long, 13/16" x 1-5/8", 12 GA, installed, each		

APPENDIX A

A-3

Attachment: 1 RFB- Front St Underground Infrastructure T3 Upgrade (3948 : Front St UG Electric System Upgrade Phase 2)

FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2 **CITY OF GEORGETOWN**

	Unit Adjustment Price	
	Labor & Material	Labor Only
Perform dc hipot cable test on completed single phase 15 kV cable section, each		
Perform dc hipot cable test on completed three phase 15 kV cable section, each		
Install 50 kVA single phase pad-mounted transformer, each		
Install 100 kVA single phase pad-mounted transformer		
Install 167 kVA single phase pad-mounted transformer		
Furnish and install fireproofing tape on 15 kV URD cables, per foot		

SUBCONTRACTORS

Provide a list of all Subcontractors with name, address, and phone number. The Contractor shall not change Subcontractors without written permission of the Owner.

Contractor Name	Contact Information	Work Subcontracted

EQUIPMENT AND MATERIAL DATA

Provide name of manufacturer with part numbers selected for any materials that deviate from the supplied BOM:

- UG 15 kV primary cable _____

APPENDIX A

A-4

FRONT ST UNDERGROUND INFRASTRUCTURE T3 UPGRADE – PHASE 2
CITY OF GEORGETOWN

- UG 600 V secondary cable _____
- 15 kV elbow connectors _____
- 15 kV straight splices _____
- 15 kV cable terminations _____
- 600 V secondary connectors _____
- Grounding connectors _____

APPENDIX A



120 North Fraser Street • Georgetown, SC 29440 • (843) 545-4000

ACTION ITEM

DOC ID: 3952

Council Meeting Date:	19 October 2023
Department:	Administration
Issue Under Consideration:	Motion to approve an Opioid Settlement Resolution prescribing the expenditures of the Opioid Settlement Funds awarded to the city under the Guaranteed Political Subdivision SubFund of the South Carolina Opioid Recovery Fund Board and authorize the city administrator to execute a memorandum of understanding with the Georgetown County Alcohol and Drug Abuse Commission to implement the State's approved programs and strategies to address opioid issues in the City of Georgetown.
Amount Requested:	\$141,211.42
Is Item in Current Budget?	Yes
If no, please explain:	N/A
Financial Impact:	\$141,211.42
Points to Consider:	• Opioid settlement funds must be spent on strategies and programs approved by the South Carolina Opioid Recovery Fund Board only. • Opioid funds will continue to increase and will need to be budgeted on an annual basis. • Program and budget discussions have been held between the city and the GCADAC.
Options:	Approve/Deny
Staff Recommendation:	Approve

Reviews:

Sandra E. Yudice Ph.D. Completed 10/09/2023 2:23 PM
 City Attorney Completed 10/10/2023 6:13 PM
 Sandra E. Yudice Ph.D. Completed 10/11/2023 9:11 AM
 Stephanie Buccione Completed 10/11/2023 5:07 PM
 Georgetown City Council Pending 10/19/2023 5:30 PM

Attachments:

1. 1 Opioid Resolution (PDF)
2. 2 City of Georgetown and GC Alcohol and Drug Abuse Commission Opioid Program Memorandum of Understanding (PDF)

Updated: 10/11/2023 9:11 AM by Sandra E. Yudice Ph.D. (Page 1)

STATE OF SOUTH CAROLINA

)

**OPIOID SETTLEMENT RESOLUTION OF GEORGETOWN CITY
COUNCIL TO PARTNER WITH THE**

CITY OF GEORGETOWN

)

GEORGETOWN COUNTY ALCOHOL AND DRUG ABUSE COMMISSION

WHEREAS, In May 2022, the South Carolina Legislature, through the South Carolina Opioid Recovery Act created the South Carolina Opioid Recovery Fund Board ("SCORF Board"); and

WHEREAS, The SCORF Board administers and distributes the South Carolina Opioid Recovery Fund in accordance with the terms of settlement agreements resulting from *In re South Carolina Opioid Litigation*.

WHEREAS, Funds from the South Carolina Opioid Recovery Fund will be distributed by the SCORF Board to help address and remediate the impact of the opioid epidemic in South Carolina; and

WHEREAS, The City of Georgetown was awarded and will receive funding from the opioid settlement through the SCORF Board's Guaranteed Political Subdivision SubFund; and

WHEREAS, The mission of the City of Georgetown is to provide for the safety and general wellbeing of its residents and visitors. The City enhances the quality of life for its citizens by protecting its natural environment, fostering a vibrant and diverse economy that will create economic opportunities, ensuring orderly growth, and providing excellent services, amenities, and infrastructure. The City plays a proactive leadership role in shaping the future of the community based on input from its stakeholders.

WHEREAS, The Governing Body of the City of Georgetown believes the development and implementation of specific strategies to address the opioid crisis in the city is better administered and carried out by organizations and individuals with deep knowledge and experience on opioid, drug, and substance abuse prevention and/or treatment.

WHEREAS, Section 2-41 of the City of Georgetown Code of Ordinances authorizes City Council to act by Resolution on matters related to the City's operations not requiring an ordinance.

NOW, THEREFORE BE IT RESOLVED, the Georgetown City Council Resolves:

1. The Georgetown County Alcohol and Drug Abuse Commission (GCADAC) has deep knowledge and experience on addressing, developing, and implementing opioid, drug, and substance abuse prevention and/or treatment programs.
2. The city will provide funding from the Opioid Settlement Funds awarded to the city under the Guaranteed Political Subdivision SubFund to the GCADAC to develop and implement programs and strategies to address the opioid crisis in the City of Georgetown.
3. Part of the Opioid Settlement Funds will be used by the City to provide assistance and training to the city's first responders and purchase necessary medication to assist individuals in opioid use/abuse related cases.

Passed and approved this _____ day of _____, 202____.

ATTEST:

Stephanie Buccione, City Clerk

Carol Jayroe, Mayor

Date: _____

Date: _____

Approved as to Form:

Elise F. Crosby, City Attorney

STATE OF SOUTH CAROLINA)
)
 COUNTY OF GEORGETOWN) MEMORANDUM OF UNDERSTANDING BETWEEN
 THE CITY OF GEORGETOWN, SOUTH CAROLINA
 AND THE GEORGETOWN COUNTY ALCOHOL AND DRUG ABUSE
 COMMISSION

This Memorandum of Understanding (the "MOU") is entered into by and between the City of Georgetown, South Carolina (hereinafter referred to as "City") and the Georgetown County Alcohol and Drug Abuse Commission (hereinafter referred to as "GCADAC"), collectively they are referred to as the "Parties."

RECITALS

WHEREAS, the City of Georgetown is a municipality in the State of South Carolina; and

WHEREAS, the City was included in the Opioid Settlement Law Suit as a Participating Political Subdivision in the law suit; and

WHEREAS, the City was awarded and will receive funding from the Opioid Settlement Fund through the South Carolina Opioid Recovery Fund (SCORF) Board under the Guaranteed Political Subdivision SubFund; and

WHEREAS, the City is promotes the safety and welfare of its residents; and

WHEREAS, the City does not have staff with the appropriate skills to develop and implement programs and strategies to address opioid use and abuse in the City; and

WHEREAS, The GCADAC was established in 1973 through the South Carolina Act 301 of 1973 to deliver a variety of services addressing the community concerns surrounding the problems associated with the misuse and abuse of alcohol and other drugs of abuse; and

WHEREAS, GCADAC's vision is "to be the leading provider of the substance abuse prevention, intervention, and treatment services in the community. We have taken on the challenge to provide a visionary approach to the national problem of substance abuse/dependence;" and

WHEREAS, GCADAC's mission is "to reduce the negative health, social, and economic consequences resulting from the use of alcohol and other drugs;" and

WHEREAS, Through a variety of strategies such as prevention, intervention and treatment, the GCADAC works with different state and local agencies and organizations in an attempt to reduce and control problems related to the use of these substances; and

WHEREAS, GCADAC's goal is "to provide affordable and accessible quality services to the general public, as well as special high risk populations in an effort to create a safer and healthier environment for all citizens of Georgetown County;" and

WHEREAS, the Parties desire to memorialize a relationship between the City and the GCADAC by setting forth a series of mutual expectations; and

WHEREAS, on ____ of _____, _____, the Georgetown City Council adopted a Resolution to enter into a Memorandum of Understanding with the GCADAC to develop and implement programs and strategies to address the opioid crisis in the City of Georgetown; and

WHEREAS, funds from the SCORF must be used for one or more of the approved opioid remediation uses, which are categorized into Core Abatement Strategies and Approved Uses.

NOW THEREFORE, in consideration of the mutual covenants, promises, and commitments herein, and Parties agree as follows:

Section 1. Purpose

The purpose of this MOU is to establish a general framework for cooperation and collaboration between the City and the GCADAC. This MOU is intended to assist in defining the relationship between the Parties to ensure that the goals of each are accomplished in a mutually supportive way that promotes the safety and welfare of the City residents.

Section 2. Responsibilities of the Georgetown County Alcohol and Drug Abuse Commission

1. The GCADAC shall develop and implement strategies from the approved list the SCORF Board issued.
2. The GCADAC shall be responsible for the operational and administrative duties associated with the opioid abatement strategies.
3. The GCADAC shall submit reports to the City of Georgetown detailing program progress as required by the SCORF Board.

Section 3. Responsibilities of the City of Georgetown

1. Provide funds to GCADAC from the South Carolina Opioid Recovery Fund's Guaranteed Political Subdivision Subfund to develop and implement approved strategies.
2. Provide a letter of support should the GCADAC submits an application for funding directly from the SCORF Board's Discretionary Subfund.
3. Submit the reports to the SCORF Board, which the GCADAC will provide to the city as required by the SCORF Board.

Section 4. Effect, Modification, and Termination

1. This MOU shall become effective upon full execution by the Parties and it is understood by both Parties the MOU shall be reviewed on an annual basis as needed.
2. This MOU may be terminated by either party, effective upon written notice to the other party, thirty (30) days in advance.
3. This MOU may be reviewed from time to time at the request of the Parties. If the Parties agree, the MOU may be modified in writing at any time with proper notice.

Section 5. Notices

Any notice required or requested shall be in writing and addressed to the party being notified. Notices shall be sent to the following who are responsible for administration of this MOU:

City of Georgetown:
City Administrator
Drawer 939
Georgetown, SC 29442
(p) 843-545-4175
(e) cityadministrator@georgetownsc.gov

Copy to:
Elise Crosby, City Attorney
405 Dozier Street
Georgetown, SC 29440
(p) 843-546-3103
(e) ecrosby@crosbyfirm.com

SIGNATURES ON NEXT PAGE

The Parties hereby agree to the above MOU, terms and conditions as duly approved by the Parties' governing bodies:

CITY OF GEORGETOWN

Approved as to Form

Sandra Yúdice, Ph. D., City Administrator

Elise Crosby, City Attorney

Date

Date

Attested:

Stephanie Buccione
Municipal Clerk

Date

Georgetown County Alcohol and Drug Abuse Commission

Raphael Carr, Executive Director

Witness Signature

Date

Witness Name

Date



120 North Fraser Street • Georgetown, SC 29440 • (843) 545-4000

ACTION ITEM

DOC ID: 3933

Council Meeting Date:	19 October 2023
Department:	Administration
Issue Under Consideration:	Motion to ratify employment agreement between the City of Georgetown and Scott Whittier who was appointed city administrator by motion of City Council on September 28, 2023, and authorize the mayor to execute the agreement.
Amount Requested:	
Is Item in Current Budget?	
If no, please explain:	
Financial Impact:	
Points to Consider:	
Options:	
Staff Recommendation:	

Reviews:

Sandra E. Yudice Ph.D. Completed 09/29/2023 1:30 PM
 City Attorney Completed 09/29/2023 1:52 PM
 Sandra E. Yudice Ph.D. Completed 09/29/2023 1:57 PM
 Stephanie Buccione Completed 10/11/2023 5:03 PM
 Georgetown City Council Pending 10/19/2023 5:30 PM

Attachments:

**Georgetown City Council**

120 North Fraser Street
Georgetown, SC 29442

SCHEDULED**MONTHLY REPORT (ID # 3940)**

Meeting: 10/19/23 05:30 PM

Department: Electric

Category: Report

Prepared By: Scott Whittier

Initiator: Scott Whittier

Sponsors:

DOC ID: 3940

Electric Department Monthly Report

MAYOR
CAROL JAYROE

CITY ADMINISTRATOR
SANDRA E. YUDICE, Ph.D.

CITY CLERK
STEPHANIE BUCCIONE



COUNCIL MEMBERS
JIM CLEMENTS
MAYOR PRO TEMPORE

JONATHAN ANGNER
HOBSON H. MILTON
JIMMY MORRIS
CLARENCE SMALLS
TAMIKA WILLIAMS-OBENG

Electric Utility Department
Office: (843) 545-4600
Fax: (843) 527-7591
October 9, 2023

The following is a summary of major activities in the Electric Utility Department for September 2023:

Peak shaving was successful for the month of September. The coincidental electrical peak load, with Santee Cooper, was correctly projected and the generation plant operated during the projected hours. The electric peak load occurred on September 6, 2023, at 5:00 p.m. The generators ran two separate times totaling 6.7 hours during the month to be able to run during the correct time.

A request for proposals for the Front Street Electric Distribution Upgrade project was advertised in December 2022 and bids were received on January 26, 2023. The city received two bids, both exceeding what was budgeted. Staff along with the electrical consultant, UTEC, had assessed options to be able to move the project forward. City staff, the electric consultant and the lowest qualified bidder met to discuss different options available to cut costs, such as having the city responsible for some of the work needing to be performed and having the city supply some of the materials. Additional funds were approved for FY 23/24 to be able to complete this project. There will be savings for the city to purchase the materials rather than having the contractor purchase them. A request for bid was released in June for the materials and the bids were received in July. Only one bid was received and did not include costs for all items. Another request for bids for material was then released in August and bids were received back on September 5, 2023. This time the city received two bids, which included all necessary materials. The selecting for the contractor will be presented at the October Council meeting. It is anticipated the project will start in January 2024.

The September safety meeting was held on the 8th. The topic was "Personal Protective Equipment".

Other statistics of interest for September:

Electric Department Statistics (FY 2024)													
Description	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Totals
Cut-on – regular	165	163	140										468
Cut-off – regular	104	90	60										254
Cut-off – non-pay	115	244	156										515
Non-pay restores	89	121	101										311
Re-read orders	2,006	2,230	2,223										6,459
Miscellaneous order	5	3	3										11
Void orders	1	-											1
Total orders worked	2,483	2,851	2,683	-	-	-	-	-	-	-	-	-	8,017
PUPS locates	107	130	177										414

**Georgetown City Council**

120 North Fraser Street
Georgetown, SC 29442

SCHEDULED**MONTHLY REPORT (ID # 3942)**

Meeting: 10/19/23 05:30 PM

Department: Engineering

Category: Report

Prepared By: Orlando Arteaga

Initiator: Scott Whittier

Sponsors:

DOC ID: 3942

Engineering Department Monthly Report



**City of Georgetown
Engineering Department September 2023 Report**

Date: October 5, 2023

DESIGN

PUBLIC WORKS

1. Cleland Street Parking Lot

- CDBG Grant Award Date: 12/14/2022
- CDBG Grant Amount: \$250,000
- Engineer: Hanna Engineering
- Engineering Fee: \$22,500
- Design Notice to Proceed: April 3, 2023
- Status:
 1. Design is on hold.
 2. We need to resolve the use of adjacent 17-ft. alley due to landscaping buffer requirements.
 3. City attorney is currently working on quit claim acquisition of 17-ft alley for council approval.
 4. A CAB application for a variance of landscape buffer distances within the new parking lot will be necessary after acquisition and council approval.
 5. Dept. of Commerce has been notified that this process may take 3 to 5 months.

2. Gilbert, Hawkins, and Butts Street Sidewalk Extension Program

- Award Date: 12/8/2022
- Award from Rep. Carl Andersen Amount: \$375,000
- Engineer: Cagle Engineering
- Engineering Fee: \$44,900
- Design Notice to Proceed: March 20, 2023
- Design and Permitting: 9 to 10 months.
- Construction: 6 months from NTP
- Status:
 1. Kick-off meeting was held on 3/28/23.
 2. Surveying completed as of 6/30/23.
 3. Design is about 80% complete.
 4. Consultant is currently working on the permit set.



**City of Georgetown
Engineering Department September 2023 Report**

WATER & WASTEWATER

1. Maryville Water Distribution Improvements-Phase I (ARPA)

- Engineer: G3 Engineering & Surveying, LLC
- Notice of Award: 4/11/2023
- Fee: \$62,500.
- Status:
 1. Design is 90% complete.
 2. Consultant submitted permit set for City's review.
 3. Permit set will be submitted to DHEC and SCDOT for approval in the next coming weeks.

2. Sanitary Sewer Line and Manhole Inspections and Repairs-S. Fraser St. (ARPA)

- Engineer: Weston and Sampson Inc.
- Fee: \$100,525
- Notice of Award: 3/17/2023
- Notice to Proceed: 5/15/2023.
- Status:
 1. Design is 90% complete.
 2. Consultant submitted permit set for City's review.
 3. Permit set plans have been submitted to SCDOT for approval.
 4. Bid documents will be released once we obtain SCDOT encroachment permit.

3. SCDOT Black River Road Widening Project- Water and Sewer Relocations

- Engineer: Rowe
- Design Fee: \$36,100
- Engineering Notice of Award: 3/31/2023
- Status:

Project has been suspended.



**City of Georgetown
Engineering Department September 2023 Report**

4. Raw Water Station Electrical Upgrades (Project # 1607)

- Engineering RFP released on 10/4/23.
- Proposals are due on 10/25/23.

CONSTRUCTION

STORMWATER

1. Historic District Stormwater System Improvements-EDA Grant

- Engineer: WK. Dickson
- Contractor: Green Wave Contracting, Inc.
- Contract Amount: \$6,251,220.
- Status:
 1. Notice of Award issued on 8/31/23.
 2. Contract executed on 9/20/23.
 3. Pre-Construction Conference held on 9/28/23.
 4. Need to get all material submittals approved before construction starts.
 5. Construction Start Date: Early December (Tentative).

WATER

1. West End District Water Main Upgrades –CDBG Grant

- CDBG grant approved on 6/23/2021.
- Grant Award: \$750,000 (Amended)
- Engineer: In-house
- Contractor: ARC, Inc.
- Notice of Award: 1/23/23
- Notice to Proceed: 3/6/2023.
- Bid amount: \$1,013,380.
- Status:
 1. Contractor is still waiting for back ordered brass connectors.
 2. Remobilization date is TBD.
 3. Extension of time until April 2024 has been approved by Dept. of Commerce.



**City of Georgetown
Engineering Department September 2023 Report**

2. WTP Secondary Sedimentation Basin –EDA Grant

- EDA grant award: 6/7/2022.
- Engineer: WK Dickson
- Contractor: Consensus Construction Inc.
- Contract Amount: \$5,223,180.87
- Status:
 1. Notice of Award: 7/25/23
 2. Contract executed on: 9/1/23.
 3. Pre-Construction Conference held: 9/6/23.
 4. Administrative Notice to Proceed: 9/6/23.
 5. There are some long-lead item materials such as DIP, valves, and S.S. settler plates. An administrative Notice to Proceed was issued to allow the contractor to begin procurement, approve submittals, and secure long-lead items.
 6. Contractor mobilization date is 12/6/23 (tentative).

4. WTP SCADA System Upgrades (ARPA)

- Vendor: CITI Inc.
- PO Amount: \$160,773.00
- Status:
 1. Programming work started with panel design being 100% complete and 95% of equipment secured per WTP Manager.
 2. Field Work Start Date: 11/1/23 (Planned)
 3. Field Work Finish Date: TBD

WASTEWATER

1. WWTP Grit Removal System Replacement (#1822)

- Request for Bid issued on: 8/30/2023.
- Bid Received: 9/27/2023.
- Bid Amount: \$454,500.
- Status:

Only one bid received from North American Construction Company.
Bid will be presented at the October council meeting for approval.



**City of Georgetown
Engineering Department September 2023 Report**

2. Sewer Pump Station Generators-FEMA Grant

- FEMA grant amount: \$160,665.75
- Contractor: Melton Electric.
- Bid Amount: \$215,862
- Notice of Award: 7/26/2022
- Pre-Construction Meeting: 11/16/22.
- Project Start date: January 2024 (Anticipated)
- Status Comments:
 1. The generators are on back order due to supply chain issues.
 2. No updates for this month.

3. WWTP SCADA Upgrades

- Vendor: Aqua Aerobics
- P.O. Amount: \$184,000
- Start Date: 9/5/23.
- Finish Date: 9/15/23.

Status:

2. All electronic components arrived in July.
3. Contractor mobilized on 9/5/23.
4. WWTP Supervisor reported that all work has been completed as of 9/15/23.

PUBLIC WORKS

1. Bobby Alford Picnic Pavilion –CDBG Grant

- Architect: Rosenblum Coe
- Contractor: Pyramid Contracting LLC
- Notice of Award: April 11, 2023
- Notice to Proceed: May 30, 2023
- Bid amount: \$887,098
- CO #01: 90,091.80 (Approved)
- Status:
 1. Grant award has been amended for another: \$90,091.80 with a 90-day time extension as of 8/31/2023.
 2. The contractor plans to remobilize on: 10/9/23.



**City of Georgetown
Engineering Department September 2023 Report**

2. Duke Street Laydown Yard Site Improvements

Contractor: ARC, Inc.

Award Amount: \$60,727.50

Status:

- All trees and shrubbery are removed.
- Site is graded.
- Fence is installed, except for entrance gate.
- Entrance gate needs to be modified to 20-foot-wide roller-type gate.
- Work should be renewed by week of 10/23/23.

3. Baruch Park Bathroom

- Council Approval: 1/19/2023
- CXT Contract Amount: \$79,560.79
- Coastal Structures PO Amount: 39,016.45
- Status:
 1. Coastal Structures has completed the building pad.
 2. Prefab bathroom unit scheduled for delivery on Friday 10/13/23.
 3. Utility hookups will be completed after unit's delivery.

4. Harborwalk Deck and Pile Inspection

1. Inspections completed.
2. Collins Engineers Report submitted on 9/29/23 and staff is reviewing report.

CITY HALL BLDG.

Status:

- Request for Qualifications for Project Management services issued on: 9/6/23.
- Statement of Qualifications received on 10/4/23.
- Will fast track review and recommendation process.
- A PM firm should be identified for recommendation at the October council meeting.

MUNICIPAL COMPLEX (ELECTRIC, PUBLIC WORKS, FLEET) BLDG.

Status:

- The City is currently procuring architectural services for interior design.
- A proposal from Tyche & Walker is under consideration.



**City of Georgetown
Engineering Department September 2023 Report**

SCDOT ENCROACHMENT PERMITS PROCESSED:

- Encroachment permits processed:0.

OTHER ACTIVITIES:

- Prepared RFP documents for Raw Water Station Electrical Upgrades.
- Attended Purchasing and AP Refresher class on 9/26/23.
- Attended TRC meeting on 9/27/23 for a new proposed private development.
- Review and discussed proposed water interconnection valve system with GCWSD, City staff, and DR Horton on 9/27/23 for Phase 2&3 South Island Landing development.

Prepared by: Orlando Arteaga, P.E., City Engineer

**Georgetown City Council**

120 North Fraser Street
Georgetown, SC 29442

SCHEDULED**MONTHLY REPORT (ID # 3937)**

Meeting: 10/19/23 05:30 PM

Department: Fire Department

Category: Report

Prepared By: Amy Skidmore

Initiator: Charles W. Cribb

Sponsors:

DOC ID: 3937

Fire Department Monthly Report

The FIRE Report

A monthly report of Fire Department activities to City Council

October
2023



Fire Prevention Bureau

2023

September

Inspections	39
Violations Found	17
Buildings without Violations	33
Buildings Cleared of Violations	5
Violations Corrected	13
Violations Not Corrected	4
3rd Party Inspection Review	2
Assemblies Inspected:	0
Business Inspected:	14
Educational Buildings Inspected:	5
Factories Inspected:	0
Mobile Food Trucks	0
Hazardous Buildings Inspected	0
Institutional Inspected:	0
Mercantile Inspected:	6
Residential Inspected:	14
Storage Buildings Inspected:	0
Construction Meetings:	3
Plans Review:	1
Test Conducted:	0
Compliance Issues:	0
Complaints Reviewed:	1
Business License:	19
Citation Issued:	0

Public Education

Programs	1
Participants	50

Suppression Division

A Brief Look at Emergency Responses

September 2023

- Five Medical Calls; Three Public Service Calls
- Six Medical Calls
- Nine Medical Calls; One Structure Fire
- Seven Medical Calls; One Assist Other Agency; Two Public Service Calls
- Five Medical Calls
- Four Medical Calls; One Gas Leak
- Nine Medical Calls; One MVA; Two False Alarms
- Ten Medical Calls; One MVA
- Seven Medical Calls; One Alarm Activation
- Six Medical Calls; One Public Service
- Five Medical Calls; One False Alarm; One Detector Activation; One MVA
- Six Medical Calls; One Public Service Call
- Seven Medical Calls
- Seven Medical Calls; Two Public Service Calls
- Five Medical Calls; One MVA; One Public Service Call
- Ten Medical Calls; Two False Alarms; One Assist Other Agency; One Police Matter; One MVA; One Animal Rescue; One Public Service Call
- Four Medical Calls; One Structure Fire; One Assist Other Agency; One Animal Call
- Four Medical Calls; One MVA
- Ten Medical Calls; One CO Detector Activation; One Police Matter; Two Public Service Calls
- Two Medical Calls; Two False Alarms; One Dumpster Fire; One MVA; One Public Service Call
- Four Medical Calls; Three False Alarms
- Eight Medical Calls; Two Public Service Calls
- Six Medical Calls; One Public Service Call
- Nine Medical Calls; One Scorch Burn
- Three Medical Calls; One Water Leak
- Five Medical Calls; One Steam/Smoke Call; One Public Service Call
- Four Medical Calls; One Detector Activation; Two Public Service Call
- Four Medical Calls; Three Public Service Calls
- Seven Medical Calls; Two Detector Activations; One Brush Fire; One Public Service
- Six Medical Calls; One Structure Fire; One Alarm Activation; One Mutual Aid Call

Attachment: Fire Department September 2023 Report (3937 : Fire Department Monthly Report)



Total Call Volume	September		Year to Date	
	2023	2022	2023	2022
As defined by the National Fire Incident Report System				
Fires	8	1	44	27
Rescue Calls/EMS	190	219	1746	1810
Hazardous Conditions	1	13	34	58
Service Calls	33	51	332	317
Good Intent Calls	30	30	173	182
False Alarms	8	29	120	147
Weather/Flood	0	0	0	0
Special Incident Type	0	0	3	9
Total Calls	270	343	2452	2550

Save/Loss Analysis

	Losses	Property Values
September 2023	\$ 0	\$ 0
September 2022	\$ 150,000	\$ 175,000
Year to Date	\$ 76,879	\$ 13,832,580

Property values are estimates based on the Georgetown County Assessor's Office 2020 Market Values.

Mutual Aid Calls

	September	YTD
To Georgetown County Fire	2	7
To Midway Fire	6	11
To other Departments	0	0
From Georgetown County Fire	1	2
From Midway	3	11
From other Departments	0	0

	September	YTD
Staff Training Hours	902.50	6737.00

**Georgetown City Council**

120 North Fraser Street
Georgetown, SC 29442

SCHEDULED**MONTHLY REPORT (ID # 3939)**

Meeting: 10/19/23 05:30 PM

Department: Fleet Services

Category: Report

Prepared By: Natrona Simmons

Initiator: Isaac Williams

Sponsors:

DOC ID: 3939

Fleet Service Monthly Report

FLEET SERVICES MONTHLY REPORT (FY 23-24)

Task	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Cummulative
Repairs	54	82	56										192
Preventative Maintenance	14	19	13										46
Tires repaired or Replaced	35	20	23										78
Services Past Due	-	-											-
Monthly Totals	103	121	92	-	-	-	-	-	-	-	-	-	316

**Georgetown City Council**

120 North Fraser Street
Georgetown, SC 29442

SCHEDULED**MONTHLY REPORT (ID # 3958)**

Meeting: 10/19/23 05:30 PM

Department: Administration

Category: Report

Prepared By: Gladys Rutledge-Livingston

Initiator: Gladys Rutledge-Livingston

Sponsors:

DOC ID: 3958

Human Resources Department Monthly Report

MAYOR
CAROL JAYROE

CITY ADMINISTRATOR
SANDRA E. YUDICE, Ph.D.

CITY CLERK
STEPHANIE BUCCIONE



COUNCIL MEMBERS
JIM CLEMENTS
MAYOR PRO TEMPORE

JONATHAN ANGNER
HOBSON H. MILTON
JIMMY MORRIS
CLARENCE SMALLS
TAMIKA WILLIAMS-OBENG

Administration
Human Resources
Gladys Livingston, Consultant
Office: (843) 545.4001
Fax: (843) 527.6173

Human Resources Department September 2023 Report

New Hires:

Department	Employee Name	Position
Water Utilities	Dalton Hewitt	Water Distribution Mechanic I
Police	Geoffrey Kulzer	Police Officer I
Police	Bailey Trahey	Police Officer I
Fire	Joey Ray	Firefighter
Fire	Steven Turner	Firefighter
Electric	Matthew Bell	Meter Technician I
Public Works	Thomas Smith	Heavy Equipment Operator I

Separations: None

Department	Employee Name	Position
------------	---------------	----------

Promotions:

Department	Employee Name	Position
Finance	Gillian Davis	Revenue Manager/Business License Official

Positions Opened in September:

Department	Title
Finance	Utility Billing Technician
Police	Police Corporal
Police	Community Service Officer (Front Street)
Police	Parking Enforcement

Open Until Filled Positions:

Department	Job Title	Date Position Opened
Finance	Utility Billing Technician	September 19, 2023
Police	Police Corporal	September 18, 2023
Police	Community Service Officer (Front Street)	September 11, 2023
Police	Parking Enforcement	September 6, 2023

**Georgetown City Council**

120 North Fraser Street
Georgetown, SC 29442

SCHEDULED**MONTHLY REPORT (ID # 3936)**

Meeting: 10/19/23 05:30 PM

Department: Municipal Court

Category: Report

Prepared By: Cindy Owens

Initiator: Cindy Owens

Sponsors:

DOC ID: 3936

Municipal Court Monthly Report

Municipal Court Monthly Report (Fiscal Year 2024)

Cases Disposed	July		August		September		October		November		December	
	# of Cases Disposed	Fine Amounts	# of Cases Disposed	Fine Amounts	# of Cases Disposed	Fine Amounts	# of Cases Disposed	Fine Amounts	# of Cases Disposed	Fine Amounts	# of Cases Disposed	Fine Amounts
Paid	49	\$ 7,622.00	86	\$ 17,781.23	57	\$ 12,079.50						
Served Time	0	\$ -	7	\$ 8,035.00	6	\$ 8,392.50						
Scheduled Time Payment	5	\$ 2,295.88	9	\$ 2,888.56	21	\$ 11,418.58						
NRVC	14	\$ 2,475.25	18	\$ 5,660.00	19	\$ 9,212.50						
Tried in Absence	3	\$ 3,055.00	11	\$ 8,654.95	13	\$ 8,810.00						
Parking Tickets Paid	70	\$ 2,320.00	64	\$ 2,345.00	42	\$ 780.00						
Nolle Prosequi/Dismissed/Not Guilty	37		77		96							
Transferred to General Sessions Court	26		11		30							
Voided	18		9		8							
Fine Suspended			0		0							
Code Enforcement Tried in Absence			5	\$ 5,437.50	1	\$ 1,087.50						
Code Enforcement Fine Suspended			1	\$ 1,087.50	0							
Code Enforcement Fine Paid			0	\$ -								
Total	222	\$ 17,768.13	298	\$ 51,889.74	293	\$ 51,780.58	0	\$ -	0	\$ -	0	\$ -

Cases Disposed	January		February		March		April		May		June	
	# of Cases Disposed	Fine Amounts	# of Cases Disposed	Fine Amounts	# of Cases Disposed	Fine Amounts	# of Cases Disposed	Fine Amounts	# of Cases Disposed	Fine Amounts	# of Cases Disposed	Fine Amounts
Paid												
Served Time												
Scheduled Time Payment												
NRVC												
Tried in Absence												
Parking Tickets Paid												
Nolle Prosequi/Dismissed/Not Guilty												
Transferred to General Sessions Court												
Voided												
Fine Suspended												
Code Enforcement Tried in Absence												
Code Enforcement Fine Suspended												
Code Enforcement Fine Paid												
Total	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -

Cases Disposed	Cummulative Totals	
	# of Cases Disposed	Fine Amounts
Paid	192	\$ 37,482.73
Served Time	13	\$ 16,427.50
Scheduled Time Payment	35	\$ 16,603.02
NRVC	51	\$ 17,347.75
Tried in Absence	27	\$ 20,519.95
Parking Tickets Paid	176	\$ 5,445.00
Nolle Prosequi/Dismissed/Not Guilty	210	\$ -
Transferred to General Sessions Court	67	\$ -
Voided	35	\$ -
Fine Suspended		
Code Enforcement Tried in Absence	6	\$ 6,525.00
Code Enforcement Fine Suspended	1	\$ 1,087.50
Code Enforcement Fine Paid	0	\$ -
Total	813	\$ 121,438.45

**Georgetown City Council**

120 North Fraser Street
Georgetown, SC 29442

SCHEDULED**MONTHLY REPORT (ID # 3956)**

Meeting: 10/19/23 05:30 PM

Department: Planning and Community Development

Category: Report

Prepared By: Brittany Powell

Initiator: Robert Cox

Sponsors:

DOC ID: 3956

Planning & Community Development Monthly Report

**Planning & Community Development
Monthly Report (2023)**

Boards and Commissions Applications Heard													
Boards & Commissions	January	February	March	April	May	June	July	August	September	October	November	December	Total
Architectural Review Board	1	1	4	1	2	2	5	1	5				22
Board of Zoning Appeals	1	1	0	1	1	0	0	1	1				6
Planning Commission	0	0	2	0	2	0	0	0	0				4
Community Appearance Board	1	1	1	2	0	0	1	1	1				8
Construction Board of Appeals	0	0	0	0	0	0	0	0	0				0
Totals	3	3	7	4	5	2	6	3	7	0	0	0	40

Number of Inspections													
Inspection Type	January	February	March	April	May	June	July	August	September	October	November	December	Total
Certificates of Occupancy Issued	3	3	2		4	3	2	0	0				17
Stop Work	3	4	3	3	2	2	1	0	2				20
Inspections	129	123	148	94	104	165	109	134	135				1141
Technical Review Committee	0	0			0	0		0	0				0
Plan Review & Sign	1	0			0	0	0	0	0				1
Business Licenses	3	3	4	3	4	3	2	4	4				30
Totals	139	133	157	100	114	173	114	138	141	0	0	0	1209

Code Enforcement													
Enforcement	January	February	March	April	May	June	July	August	September	October	November	December	Total
Calls/Complaints	25	19	28	0	0	0	5	4	12				93
Site Vists	95	68	33	0	0	0	182	145	111				634
Courtesy Notices sent/In person notice	66	45	25	0	0	0	67	44	29				276
Sign Violations	16	8	53	0	0	0	1	17	25				120
Other Issues Addressed and Meetings	6	17	4	0	0	0	2	2	4				35
Totals	208	157	143	0	0	0	257	212	181	0	0	0	1158

FRIENDS OF THE KAMINSKI HOUSE REPORT – SEPTEMBER 2023

- Visitors came from 24 different states and 4 foreign countries in August. We have seen a 14% increase in house tour visitors and an 18% increase for museum shop visitors for the month and an 11% decrease in total visitors for the year-to-date.
- Volunteers put in a total of 136 hours of work in September.
- Our annual membership drive was in full swing in September and culminated with the annual meeting of the Friends of the Kaminski House on September 28th.
- Our Christmas Committee continues to be busy planning for all our events for November and December. We will once again be having a designer showcase inside the Kaminski House, as well as our annual Holiday Market, Light Up the Lawn event, several evening candlelight open houses, and a Family Night at the Museum.
- The Interior Stabilization Project (ISP) work:
 - A dehumidifier has been installed and early reports show that it is doing a good job at managing the humidity inside the KH.
 - New windows were installed in the third-floor dormers. The windows were custom made restorations.
 - A new, protective covering of tempered glass was installed over the exterior of the whole-house fan dormer on the back side of the KH. This will stop cold/hot air from entering the house and will allow us to better manage the “envelope” of the house. On an educational front, it will allow us to open the interior doors of the fan and we will be able to educate visitors on ways homes were cooled during the time of the Kaminski’s.
 - Frances Ford, a paint analyst, came to take samples in some of the Kaminski House rooms in August and her final report arrived in September.
- New sod was installed on the front lawn of the Kaminski House. Garden clean-up day was on September 21st.
- Kevin Jayroe and Douglas Waldroup hosted a fundraising party at their home on September 20th.
- Upcoming Events:
 - Oct. 14th Family fun & Literacy Day
 - October 21st (for Wooden Boat Show weekend), Commander’s Tour
 - Nov. 5th Jazz Luncheon Fundraiser
 - Nov. 6 – Dec 30 Holiday Magic, House decorated for the holidays
 - Dec. 1 & 2. Holiday Market
 - Dec. 2 Light Up the Lawn
 - Dec. 7 Candlelight Open House
 - Dec. 14 Candlelight Open House
 - Dec 16 Family Night

Robin Gabriel
Executive Director

September 2023 Main Street Report – Al Joseph, Main Street Coordinator

- Staffed the annual city A/H Tax meeting.
- Meeting with Solar United National about E/V charging stations in the city.
- First of what will be monthly Main Street interviews with GAB News
- Attended the monthly Arts and Cultural Commission meeting.
- Participated in the community meeting at Winyah Auditorium
- Attended the board and regular meetings of the GBA.
- Meeting with Dr. Yúdice, Finance and the GBA about DMO funding
- Attended the ribbon cutting for My Earthly Essentials
- Attended the ribbon cutting for Georgetown Marketplace
- Completed the 2023 A/H Tax Meeting minutes to present to council.
- Met with Blink Lighting for Christmas lighting bid.
- Interview with Channel 15 for a 10th anniversary story about the Front St. fire
- Attended full day Main Street training in Kingstree, SC
- Meeting with Town Center Associates out of Pennsylvania to discuss economic opportunities in Georgetown.
- Meeting with Chamber of Commerce and other stakeholders about a county wide arts initiative and a feasibility study
- Attended an open house at Friendship Place
- Attended the first Christmas committee planning meeting.
- Met with Ebony Hughes about electric bike and scooter rental process.
- Filmed a promotional video for the Charters of Freedom
- Formed an ad hoc subcommittee of the Arts Commission to prepare the application and supporting documentation for becoming a Cultural District. First meeting was 9/20
- Worked with Finance to prepare the competitive bid process for Christmas lighting on Front St. Bid will be advertised on 9/20 with a deadline of 9/27, winning bid will be selected on 9/28. Completion date is 11/10
- Attended the pre-construction conference for the Historic District stormwater project.
- Prepared award letters for all A/H Tax recipients based on city council approval.
- Met with Natalie Pantuso and a representative from International Paper to determine a Front St. site for the student holiday art that has been previously displayed at the IP grounds.
- Walked Front St. with Natrona Simmons to determine placement for the 10 additional planters.
- Attended 3rd anniversary celebration at Sara and Beths Gifts on Prince St

September 2023 Report – Ryan Call, Building Official

- Inspections: 135
- Stop Works: 1-2
- Business License: 3-4

September 2023 Report – Peter Gaytan, Zoning Administrator/Planner

- Comp Plan Update Meetings
- Attended Annual Planning CEU Meeting
- Attended Downtown Historic District Community Meeting
- Attended Disaster Planning Event
- Attended Georgetown County Flood Risk Meeting
- Introduced New Minute Taker to Boards
- Meet with United Solar on EV Charging Stations
- MOU Meeting with Staff
- Attended new City Hall Eveny
- Held an ARB Meeting and a CAB Meeting
- One ARB Meeting
- One CAB Meeting
- One BZA Meeting
- 4 ARB Applications
- 3 Sign Permits Issued
- 5 Encroachment Permits Issued
- One Temp Sign Permits Issued
- Five Plat Approvals
- Attended TRC Meeting for New Development in Bayview
- Followed up with SCAC for DR Horton Community
- Added the STVR Ordinance to Octobers PC Meeting
- Updated Online Forms to Fillable Ones
- Updated Fees on Applications/Forms
- Meet about doing a Zoning Re-Write

September 2023 Report – Derek Harrelson, Code Enforcement

- Calls/complaints - 12
- Site Visits - 111
- Courtesy Notices Sent - 29
- In Person Notices - 25
- Sign violations - 4 in person Warnings
- Other issues addressed and meetings:
 - Dilapidated house grant
 - Dilapidated house worksheet
 - Short Term Vacation Rentals Various Meetings
 - Short Term vacation Rental worksheet

**Georgetown City Council**

120 North Fraser Street
Georgetown, SC 29442

SCHEDULED**MONTHLY REPORT (ID # 3955)**

Meeting: 10/19/23 05:30 PM
Department: Police Department
Category: Report
Prepared By: Tenetra Sellers
Initiator: William Pierce
Sponsors:
DOC ID: 3955

Police Department Monthly Report

MAYOR
CAROL JAYROE

CITY ADMINISTRATOR
SANDRA E. YUDICE, Ph.D.

CITY CLERK
STEPHANIE BUCCIONE



COUNCIL MEMBERS
JIM CLEMENTS
MAYOR PRO TEMPORE

JONATHAN ANGNER
HOBSON H. MILTON
JIMMY MORRIS
CLARENCE SMALLS
TAMIKA WILLIAMS-OBENG

Georgetown Police Department
William Pierce, Jr, Chief of Police
Office: (843) 545-4300
Fax: (843) 520-5848

October 3, 2023

Honorable Mayor Carol Jayroe
And Members of City Council
City of Georgetown, South Carolina

Dear Mayor Carol Jayroe and Council Members:

Monday September 11th two new employees Geoffrey Kulzer and Bailey Trahey started work, both are non-certified and will be attending the South Carolina Criminal Justice Academy soon.

Wednesday September 13th, I attended the monthly 15th circuit law enforcement collaborative meeting hosted by the Loris Police Department.

September 25th Michael Toussaint, a class 1 certified officer, started work. Toussaint is a veteran officer and will be assigned to work street crimes once his field training is completed.

On Tuesday, September 26, 2023, the Georgetown City Police Department was honored to host students from several local schools interested in pursuing careers in Government, Law, and Public Safety. Students toured the facility, met with officers, and were given a firsthand look at what goes on inside our department.

Sincerely,

William Pierce,
Chief of Police

Drawer 939
Georgetown, SC 29442

Attachment: Police Department September 2023 Report (3955 : Police Department Monthly Report)

Enforcement	January	February	March	April	May	June	July	August	September	October	November	December	Total
Calls for Service	1430	1193	1513	1418	1498	1524	1458	1416	1314				12764
Incident Reports	187	161	154	151	164	180	165	192	188				1542
Arrest	42	40	68	61	62	56	46	71	66				512
Traffic Accidents													
Responded To	54	54	68	53	74	82	93	88	45				611
TR310s completed	41	32	49	39	49	48	58	66	36				418
Uniform Traffic Ticket	200	141	199	228	139	195	143	182	134				1561
Male	116	78	102	124	101	102	83	120	86				912
Female	84	63	97	104	38	93	60	62	48				649
Caucasian	97	71	90	125	59	110	78	75	71				776
African American	36	17	35	31	35	35	17	38	25				269
Hispanic	17	19	13	22	11	13	14	15	10				134
Other	50	34	61	50	34	37	34	54	28				382
Warning/Public Contact	300	198	245	183	213	174	196	179	198				1886
Male	167	102	129	88	124	106	108	93	106				1023
Female	133	90	116	98	89	68	88	89	92				863
Caucasian	166	122	143	98	119	90	106	96	104				1044
African American	120	21	29	24	79	75	32	33	26				439
Hispanic	12	4	7	7	12	8	7	6	4				67
Other	2	51	66	51	3	1	51	44	64				333
Property Check	2428	1783	1056	356	506	278	80	35	37				6559
Signal 99	69	109	58	49	33	26	29	42	17				432
Overdose	2	1	3	1	3	1	2	4	4				21
Non-death	1	1	3	1	3	1	2	4	3				19
Death	1	0	0	0	0	0	0	0	1				2
Narcan by GPD	0	0	0	0	0	0	0	0	0				0
Parking Tickets	59	42	106	130	139	130	82	66	44				798
Derelict Vehicles	2												16
Follow Up	0												0
Removed	0												0
Ticket Issued	0												0
Corrected	0												0

**Georgetown City Council**

120 North Fraser Street
Georgetown, SC 29442

SCHEDULED**MONTHLY REPORT (ID # 3938)**

Meeting: 10/19/23 05:30 PM

Department: Public Works

Category: Report

Prepared By: Natrona Simmons

Initiator: Scott Whittier

Sponsors:

DOC ID: 3938

Public Works Monthly Report

PUBLIC WORKS CURBSIDE COLLECTIONS MONTHLY REPORT (FY 2023-2024)

Division	Task	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Cummulative
Curbside Debris	Yard Waste: Leaves, Grass & Straw collected	66	90	81										237
Curbside Debris	Brown & White Goods collected (Net Tons)	84	33	5										122
Garbage Collections	Residential Solid Waste Collection (Net Tons)	348	332	316										996
Recycle Collections	Recyclables Collected (Net Tons)	11	13	12										36
	Monthly Totals (Net Tons)	509	469	413	-	-	-	-	-	-	-	-	-	1,391

PUBLIC WORKS MONTHLY WORK ORDERS REPORT (FY 2023-2024)

Division	Task	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Cummulative
Solid Waste Maintenance	# of work orders requests completed for roll-out cart repairs, new roll out cart deliveries, and/or replacements and recycle bins	67	59	58										184
Streets/Curbside Crews & Grounds Maintenance	Work Order requests/assignments completed for repairs or installations of residential street signs, curbside debris collections, pot holes and sidewalks, park maintenance, grass cutting, park and sidewalk maintenance, litter, curbside and garbage collections.	35	24	14										73
	Monthly Work Orders Totals	102	83	72	-	-	-	-	-	-	-	-	-	257

Residential Clean Sweeps completed. Next Clean Sweep will take place in October, 2023.

**Georgetown City Council**

120 North Fraser Street
Georgetown, SC 29442

SCHEDULED**MONTHLY REPORT (ID # 3934)**

Meeting: 10/19/23 05:30 PM

Department: Fire Department

Category: Report

Prepared By: Amy Skidmore

Initiator: Charles W. Cribb

Sponsors:

DOC ID: 3934

Risk Management Monthly Report

MAYOR
CAROL JAYROE

CITY ADMINISTRATOR
SANDRA E. YUDICE, Ph.D.

CITY CLERK
STEPHANIE BUCCIONE



COUNCIL MEMBERS
JIM CLEMENTS
MAYOR PRO TEMPORE

JONATHAN ANGNER
HOBSON H. MILTON
JIMMY MORRIS
CLARENCE SMALLS
TAMIKA WILLIAMS-OBENG

Georgetown City Fire Department
Charles W. Cribb, Fire Chief
Office: (843) 545-4200
Fax: (843) 527-1650

Risk Management September 2023 Report

Risk Management

Department	SCMIT/SCMIRF	Loss Description
Public Works	SCMIT – 0 SCMIRF – 1	Rock from lawnmower hit car
Water Utilities	SCMIT – 0 SCMIRF – 0	
Electric Utilities	SCMIT – 0 SCMIRF – 0	
Fleet	SCMIT – 0 SCMIRF – 0	
Finance	SCMIT – 0 SCMIRF – 0	
Fire	SCMIT – 0 SCMIRF – 0	
Administration	SCMIT – 0 SCMIRF – 0	
Engineering	SCMIT – 0 SCMIRF – 0	
Municipal Court	SCMIT – 0 SCMIRF – 0	
Planning & Community Development	SCMIT – 0 SCMIRF – 0	
Police Department	SCMIT – 0 SCMIRF – 1	Vehicle Accident

**Georgetown City Council**

120 North Fraser Street
Georgetown, SC 29442

SCHEDULED**MONTHLY REPORT (ID # 3953)**

Meeting: 10/19/23 05:30 PM

Department: Water Utilities

Category: Report

Prepared By: Chris Mullis

Initiator: Scott Whittier

Sponsors:

DOC ID: 3953

Water Utilities Monthly Report

WATER - WASTEWATER - STORMWATER UTILITY REPORT (FY 2024)

Description of Work Performed	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Cumulative
Water Treatment Plant (WTP)													
Filtered Water Total (MG)	44.021	42.946	42.493										129.46
Average Daily Flow Finished Water (MGD)	1.420	1.385	1.416										4.221
King Well (MG)	1.250	0.000	0.000										1.25
Maryville Well (MG)	2.843	0.000	0.000										2.843

Wastewater Treatment Plant (WWTP)

Influent Flow Total (MG)	102.216	113.355	112.102										327.673
Average Daily Influent Flow (MGD)	3.297	3.657	3.736										10.690
Effluent Flow Total (MG)	98.360	113.689	95.166										307.215
Average Daily Effluent Flow (MGD)	3.173	3.667	3.172										10.012
Rainfall Total (Inches)	8.010	5.870	3.030										16.910

Water Distribution

Work Orders Completed	52	65	36										153
Water Leak Repairs	16	14	16										46
Water Meter Replacements	1	0	3										4
Locates Completed	113	110	172										395

Wastewater Collection

Work Orders Completed	30	34	28										92
Backup Responses	16	17	12										45
Locates Completed	113	110	172										395

Maintenance

Work Orders Completed	22	26	24										72
Work Orders on Pump Stations Completed	3	3	3										9
Work Orders for the WWTP Completed	3	2	2										7
Work Orders for the WTP Completed	1	1	1										3

Stormwater

Work Orders Completed	2	3	10										15
Locates Completed	113	110	172										395

DRAINAGE SYSTEM INSPECTION AND MAINTENANCE LOG

ADDRESS OF INSPECTION	DATE	INSPECTED BY	PROBLEMS OBSERVED	ASSIGNED TO	ACTION TAKEN	PIPE SIZE	CLEANING FOOTAGE	COMPLETED DATE
North Merriman Rd and Legion st	9/5/23	Daniel Sumpter	Ditch need mowing	Stormwater	Mow ditch			9/5/2023
613 Elizabeth st	9/5/23	Daniel Sumpter	Ditch need mowing	Stormwater	Mow ditch			9/5/2023
Martin st	9/5/23	Daniel Sumpter	Ditch need mowing	Stormwater	Mow ditch			9/5/2023
		John Britton	Debris on/in catch basin grate/box	Stormwater	Remove debris			9/5/2023
Duke st and North Congdon st	9/5/23	John Britton	Debris on/in catch basin grate/box	Stormwater	Remove debris			9/5/2023
Duke st and Palm st	9/5/23	John Britton	Debris on/in catch basin grate/box	Stormwater	Remove debris			9/5/2023
North Congdon st and Church st	9/5/23	John Britton	Debris on/in catch basin grate/box	Stormwater	Remove debris			9/5/2023
417 Reservoir st	9/5/23	John Britton	Debris on/in catch basin grate/box	Stormwater	Remove debris			9/5/2023
Prince st and Collins st	9/5/23	John Britton	Debris on/in catch basin grate/box	Stormwater	Remove debris			9/5/2023
Prince st and Seaboard st	9/5/23	John Britton	Debris on/in catch basin grate/box	Stormwater	Remove debris			9/5/2023
Prince st and Lee st	9/5/23	John Britton	Debris on/in catch basin grate/box	Stormwater	Remove debris			9/5/2023
Winyah st and Dusenberry st	9/5/23	John Britton	Debris on/in catch basin grate/box	Stormwater	Remove debris			9/5/2023
A ave and Winyah st	9/5/23	John Britton	Debris on/in catch basin grate/box	Stormwater	Remove debris			9/5/2023
A st and Winyah st	9/5/23	John Britton	Debris on/in catch basin grate/box	Stormwater	Remove debris			9/5/2023
Winyah st and B st	9/5/23	John Britton	Debris on/in catch basin grate/box	Stormwater	Remove debris			9/5/2023
Front st and B st	9/5/23	John Britton	Debris on/in catch basin grate/box	Stormwater	Remove debris			9/5/2023
214 South Alex Alford Dr	9/5/23	John Britton	Debris on/in catch basin grate/box	Stormwater	Remove debris			9/5/2023
215 South Alex Alford Dr	9/5/23	John Britton	Debris on/in catch basin grate/box	Stormwater	Remove debris			9/5/2023
Emanuel st and Alex Alford Dr	9/5/23	John Britton	Debris on/in catch basin grate/box	Stormwater	Remove debris			9/5/2023
South Congdon st and Emanuel st	9/5/23	John Britton	Debris on/in catch basin grate/box	Stormwater	Remove debris			9/5/2023
Emanuel st and Kaminski st	9/5/23	John Britton	Debris on/in catch basin grate/box	Stormwater	Remove debris			9/5/2023
Gilbert st and Kaminski st	9/5/23	John Britton	Debris on/in catch basin grate/box	Stormwater	Remove debris			9/5/2023
South Hazard st and Emanuel st	9/5/23	John Britton	Debris on/in catch basin grate/box	Stormwater	Remove debris			9/5/2023
Front st and Kaminski st	9/5/23	John Britton	Debris on/in catch basin grate/box	Stormwater	Remove debris			9/5/2023
409 North Congdon st	9/6/23	John Britton	Debris on/in catch basin grate/box	Stormwater	Remove debris			9/6/2023
413 North Congdon st	9/6/23	John Britton	Debris on/in catch basin grate/box	Stormwater	Remove debris			9/6/2023
Bethel Apartment driveway	9/6/23	John Britton	Debris on/in catch basin grate/box	Stormwater	Remove debris			9/6/2023
Kaminski st and Butts st	9/6/23	John Britton	Debris on/in catch basin grate/box	Stormwater	Remove debris			9/6/2023
Hawkins st and Kaminski st	9/6/23	John Britton	Debris on/in catch basin grate/box	Stormwater	Remove debris			9/6/2023
329 E Bay st	9/6/23	Freddie Darby	Catch basin and line need cleaning	Stormwater	Clean CB and lines	12"		9/6/2023
1306 Richmond Dr	9/6/23	Freddie Darby	Catch basin and line need cleaning	Stormwater	Clean CB and lines	18"		9/7/2023

DRAINAGE SYSTEM INSPECTION AND MAINTENANCE LOG

ADDRESS OF INSPECTION	DATE	INSPECTED BY	PROBLEMS OBSERVED	ASSIGNED TO	ACTION TAKEN	PIPE SIZE	CLEANING FOOTAGE	COMPLETED DATE
1305 Richmond Dr	9/7/23	Freddie Darby	Catch basin and line need cleaning	Stormwater	Clean CB and Line	18"		9/11/2023
325 Orange st	9/12/23	Freddie Darby	Catch basin and line need cleaning	Stormwater	Clean CB and Line	12"		9/12/2023
316 Orange st	9/12/23	Freddie Darby	Catch basin and line need cleaning	Stormwater	Clean CB and Line	12"		9/12/2023
334 Orange st	9/12/23	Freddie Darby	Catch basin and line need cleaning	Stormwater	Clean CB and Line	12"		9/12/2023
406 Orange st	9/12/23	Freddie Darby	Catch basin and line need cleaning	Stormwater	Clean CB and Line	12"		9/12/2023
412 Orange st	9/12/23	Freddie Darby	Catch basin and line need cleaning	Stormwater	Clean CB and Line	12"		9/12/2023
414 Orange st	9/12/23	Freddie Darby	Catch basin and line need cleaning	Stormwater	Clean CB and Line	12"		9/12/2023
418 Orange st	9/12/23	Freddie Darby	Catch basin and line need cleaning	Stormwater	Clean CB and Line	12"		9/12/2023
2023 Winyah st	9/14/23	Freddie Darby	Catch basin and line need cleaning	Stormwater	Clean CB and Line	18"		9/14/2023
2025 Winyah st	9/14/23	Freddie Darby	Catch basin and line need cleaning	Stormwater	Clean CB and Line	18"		9/14/2023
2027 Winyah st	9/14/23	Freddie Darby	Catch basin and line need cleaning	Stormwater	Clean CB and Line	18"		9/14/2023
2031 Winyah st	9/14/23	Freddie Darby	Catch basin and line need cleaning	Stormwater	Clean CB and Line	18"		9/14/2023
2033 Winyah st	9/14/23	Freddie Darby	Catch basin and line need cleaning	Stormwater	Clean CB and Line	18"		9/14/2023
805 Palm st	9/15/23	John Britton	Ditch need mowing	Stormwater	Mow ditch			9/14/2023
803 Palm st	9/15/23	John Britton	Ditch need mowing	Stormwater	Mow ditch			9/15/2023
704 Elizabeth st	9/15/23	John Britton	Ditch need mowing	Stormwater	Mow ditch			9/15/2023
1011 Prince st	9/22/23	John Britton	Catch basin and line need cleaning	Stormwater	Clean CB and Line	12"		9/22/2023
1003 Prince st	9/22/23	John Britton	Catch basin and line need cleaning	Stormwater	Clean CB and Line	12"		9/22/2023
621 Duke st	9/25/23	John Britton	Catch basin hardtop lid gutter need cleaning	Stormwater	Clean CB lid gutter			9/25/2023
704 Huger Dr	9/25/23	John Britton	Catch basin hardtop lid gutter need cleaning	Stormwater	Clean CB lid gutter			9/25/2023
Landgrave st and Horry st	9/25/23	John Britton	Catch basin hardtop lid gutter need cleaning	Stormwater	Clean CB lid gutter			9/25/2023
Huger st and Lucas st	9/25/23	John Britton	Catch basin hardtop lid gutter need cleaning	Stormwater	Clean CB lid gutter			9/25/2023
914 Lucas st	9/25/23	John Britton	Catch basin hardtop lid gutter need cleaning	Stormwater	Clean CB lid gutter			9/25/2023
1117 Grimes st	9/25/23	John Britton	Catch basin hardtop lid gutter need cleaning	Stormwater	Clean CB lid gutter			9/25/2023
900 Pyatt st	9/25/23	John Britton	Catch basin hardtop lid gutter need cleaning	Stormwater	Clean CB lid gutter			9/25/2023
309 Lee st	9/25/23	John Britton	Catch basin hardtop lid gutter need cleaning	Stormwater	Clean CB lid gutter			9/25/2023
Duke st and Alex Alford Dr	9/25/23	John Britton	Catch basin hardtop lid gutter need cleaning	Stormwater	Clean CB lid gutter			9/25/2023
2004 Duke st	9/25/23	John Britton	Catch basin hardtop lid gutter need cleaning	Stormwater	Clean CB lid gutter			9/25/2023
2024 Duke st	9/25/23	John Britton	Catch basin hardtop lid gutter need cleaning	Stormwater	Clean CB lid gutter			9/25/2023
513 Sorrel st	9/25/23	John Britton	Catch basin hardtop lid gutter need cleaning	Stormwater	Clean CB lid gutter			9/25/2023
Cannon st and Front st	9/26/23	John Britton	Catch basin and line need cleaning	Stormwater	Clean CB and Line	12"		9/28/2023

**Georgetown City Council**

120 North Fraser Street
Georgetown, SC 29442

SCHEDULED**MONTHLY REPORT (ID # 3951)**

Meeting: 10/19/23 05:30 PM

Department: Finance

Category: Report

Prepared By: Kathy Vermeland

Initiator: Kathy Vermeland

Sponsors:

DOC ID: 3951

Finance and IT Department Monthly Report

CURRENT PROJECT LISTING REPORT

FOR THE PERIOD ENDING 9.30.2023

PROJ #	PO #	PROJECT NAME - DESC/COMMENTS	NOTES FROM ENGINEERS MONTHLY REPORT DATED 9.08.2023	Vendor	Cost	% Complete
2001	2001	City Hall Rebuild - RFQ for Project Management Services to be issued Wednesday, September 6, 2023		TBD		
2002	TBD	Wi-Fi in Public Parks - State CDBG Cares Act Funding - CDBG-CV1-022 - RFP Rebid issued - Bids received 6.21.2023, but were non-responsive - asked COG for guidance on how to proceed		TBD		
1220	TBD	Public Works Office Building Improvements - The city is looking at other site options at this time.		TBD		
1222	2024.095	East Bay Park Bobby Alford Pavilion - CDBG Project #CV1-019 - A/E Services - PO issued 9.08.2022	Contract is fully executed. 2. Pre-construction meeting held on May 9, 2023 3. Contractor mobilized on May 30, 2023. 4. Asbestos abatement and demolition complete as of 6/30/23. 5. Steel frame has some heavy rusting and corrosion. Steel column sections will need to be replaced via change order. Currently, contractor is pricing up the design revisions. 6. Contractor submitted a change order proposal in the amount of \$91,611.80 and is requesting a 90 calendar days of time extension. 7. Change order proposal is currently under review by A/E and City staff. - Change order #01 approved by CDBG, Friday, September 1, 2023 8.. Grant award has been amended for another \$90,091.80 with a 90 day time extension. 9. Contractor plans to remobilize on :TBD (Waiting for steel shop drawings approvals)	ROSENBLUM COE	68,000.00	0.87
1222	2024.101	East Bay Park Bobby Alford Pavilion - CDBG Project #CV1-019	Contract is fully executed. 2. Pre-construction meeting held on May 9, 2023 3. Contractor mobilized on May 30, 2023. 4. Asbestos abatement and demolition complete as of 6/30/23. 5. Steel frame has some heavy rusting and corrosion. Steel column sections will need to be replaced via change order. Currently, contractor is pricing up the design revisions. 6. Contractor submitted a change order proposal in the amount of \$91,611.80 and is requesting a 90 calendar days of time extension. 7. Change order proposal is currently under review by A/E and City staff. - Change order #01 approved by CDBG, Friday, September 1, 2023 8. Change order no 1 approved by council and SC Department of Commerce. 9. Grant award has been amended for another \$90,091.80 with a 90 day time approval. 10. Contractor plans to remobilize on:TBD (Waining for steel shop drawings approvals)	Pyramid Contracting	887,098.00	0.01
1230	2024.094	East Bay Park Boat Landing Repairs - SCPARD GRANT #2022020 - PO issued 8.26.2022 with anticipated completion date of 1.30.2023		ASSOCIATES ROOFING & CONSTRUCTION (ARC)	48,759.00	0.90

Attachment: Finance Department Current Project September 2023 Listing (3951 : Finance and IT Department Monthly Report)

CURRENT PROJECT LISTING REPORT

FOR THE PERIOD ENDING 9.30.2023

PROJ #	PO #	PROJECT NAME - DESC/COMMENTS	NOTES FROM ENGINEERS MONTHLY REPORT DATED 9.08.2023	Vendor	Cost	% Complete
1236	2024.098	Gilbert Hawkins Butts Street Sidewalk Extension - Rep Anderson Grant	Status Comments: 1. Kick-off meeting was held on 3/28/23. 2. Surveying completed as of 6/30/23. 3. Design is 60% complete. 4. 60% plan set is under City's and SCDOT's review. 5. Consultant is currently working on the permit set.	Cagle Consulting Engineers, LLC	44,900.00	0.56
1515	2023.078	West End District Water Main Improvements - drafting and engineering support	Status Comments: 1. Pre-construction meeting: 2/16/2023. 2. Contractor mobilized on 5/1/2023. 3. Work on Bourne Street is complete. 4. Waiting for additional materials (brass connectors for water services) 5. Contractor is scheduled to remobilize in September. 6. Extension of time until April 2024 has been approved by Dept. of Commerce.	Rowe	24,860.00	0.60
1515	2024.104	West End District Water Main Improvements - Construction - PO issued 2.02.2023	Status Comments: 1. Pre-construction meeting: 2/16/2023. 2. Contractor mobilized on 5/1/2023. 3. Work on Bourne Street is complete. 4. Waiting for additional materials (brass connectors for water services) 5. Contractor is scheduled to remobilize in September. 6. Extension of time until April 2024 has been approved by Dept. of Commerce.	ARC Inc.	1,013,380.00	0.15
1817	2024.107	Black River Road Water and Sewer Line Relocation - Engineering	Status: 1. Design kickoff meeting held on 4/26/2023. 2. Design is ongoing. 3. A letter was sent from the Mayor to SCDOT considering stopping or re-evaluating the project on 7/21/2023. No response from SCDOT to this date. 4. Project has been suspended	Rowe Professional Services Inc.	18,050.00	0.25
1516	2024.105	Maryville Water Distribution Improvements Phase I - Notice of Intent to Award issued 4.05.2023	Status: 1. Design is 70% complete. 2. Consultant is currently working on the permit set.	G3 Engineering	62,500.00	0.34
1606	2024.108	WTP Secondary Sedimentation Basin - Engineering Services - EDA Grant #04-79-07777		WK Dickson	428,000.00	0.69
1606	2024.085	WTP Secondary Sedimentation Basin/WTP FLOC/SED Basin No. 2 - Construction	Status: Award issued on July 25, 2023. 1. Notice of 2. Pre-Construction meeting held on September 6, 2023. 3. There are some long-lead item materials such as DIP, valves and s.s. settler plates. 4. Contractor mobilization date is TBD.	Consensus	5,223,180.87	0.00
1815	2024.114	Maryville School Lift Station Replacement Proj - SC RIA grant - Construction	Status Comments: 1. Housekeeping pad completed. 2. Generator arrived and installed on 7/13/2023. Testing and startup is pending. 3. Project substantially complete on 5/1/2023. 4. An extension of time has been approved until 9/30/2023 to allow for RIA's closeout. 5. Project was funded by RIA and ARPA grants. 6. Closeout is ongoing.	MB Kahn Inc.	403,178.00	0.93
1818	2024.109	Sanitary Sewer and Manhole Surveys - RFP for Engineering issued 1.25.2023 - proposals received 2.22.2023 - Notice of Intent to Award issued	Status: 1. Vortex mobilized on May 15th to begin CCTV sewer line inspection work. 2. CCTV work is still incomplete to this date. No activity in June and July. 3. Weston & Sampson anticipates the survey completion and submittal of plans and technical specifications by August 18th. 4. Reports and design plans submitted for the City's review and approval.	Weston & Sampson	100,525.00	0.26

Attachment: Finance Department Current Project September 2023 Listing (3951 : Finance and IT Department Monthly Report)

CURRENT PROJECT LISTING REPORT

FOR THE PERIOD ENDING 9.30.2023

PROJ #	PO #	PROJECT NAME - DESC/COMMENTS	NOTES FROM ENGINEERS MONTHLY REPORT DATED 9.08.2023	Vendor	Cost	% Complete
1822	TBD	Grit Removal System Replacement Project - RFB issued 8.30.2023				
1927	2023.120	Front St Under Ground (UG) Infrastructure Upgrade Project - Engineering		Utility Technology	102,500.00	0.55
2001	2024.034	Duke St Laydown Yard Site Improvements	Status and shrubbery are removed 3. Fence is installed except for entrance gate Entrance gate needs to be modified to 20 foot wide roller type gate additinal funding to continue with the yard improvements 1. All trees 2. Site is graded 4. 5. Waiting for	ASSOCIATES ROOFING & CONSTRUCTION (ARC)	60,727.50	0.73
2402	2024.099	Cleland Street Parking Lot - RFP for engineering	Status Comments: 1. Design is on hold 2. We need to resolve the use of adjacent 17-ft. alley due to landscaping buffer requirements. 3. City attorney needs to prepare easement acquisition documentation for council approval. 4. Need to submit a CAB application for a variance of landscape setback distances within the new parking lot.	Hanna Engineering	22,500.00	0.36
2403	2024.102	Howard School Park	Status: ▪ Per City council's direction at council meeting on 7/20/23, the project design has been suspended until further notice due to the lack of funding availability for the construction of the park. The consultants have been put on notice.	Rowe	25,000.00	0.17
3407	2024.111	WasteWater Treatment Plant SCADA Ugrades	Status: electronics components arrived in July and are in storage at WWTP. mobilized week of September 5, 2023. 1. All 2. Contractor	Auqa Aerobics	184,000.00	0.87
4015	2024.116	Stormwater System Improvements - Engineering - EDA Grant number 04-79-07494 - Change orders 1, 2 & 3 processed 2.17.2023	Status Comments: 1. Contractor: Green Wave Contracting Inc. 2. Bid Amount: \$6,251,220. 3. Notice of Intent to Award issued on May 25, 2023. 4. Council approved bid on 7/20/23. 5. City has applied for additional funding with the EDA. Approval is pending. 6. Notice of Award issued on August 31, 2023 7. PO and execution of contract is pending.	WK Dickson	567,200.00	0.47

Attachment: Finance Department Current Project September 2023 Listing (3951 : Finance and IT Department Monthly Report)

CITY OF GEORGETOWN

SALE OF ASSETS - FY24

GovDeal							
Payment	Govdeal #	Asset ID	Dept.	Description	Amount/Total Proceeds	Notations	Receipt #
				no activity	-		
				Total July	-		
				no activity			
				Total August	-		
				no activity			
				Total September	-		
				Total October	-		
				Total November	-		
				Total December	-		
				Total January	-		
				Total February	-		
				Total March	-		
				Total April	-		
				Total May	-		
				Total June	-		
				TOTAL PER G/L	-		



OPEN PURCHASE ORDER REPORT - MONTHLY

15.L.3

As of G/L Date 09/30/23

Report by Department - Purchase Order Number
Summary Listing

Department **01 Administration**

Purchase Order 2024-00000005
Description SCMIT QUARTERLY BILLING
Type Standard
Status Open **ok**
Bill To Location P-04 - Finance
Assigned To Buyer
Resolution Number SCMIT QUARTERLY BILLING

Department 01 Administration
Vendor 7475 - SCMIT
SC MUNICIPAL INSURANCE TRUST
PO BOX 12220
COLUMBIA, SC 29211-2220

G/L Date	07/01/2023	Amount	229,904
Deliver by Date	06/30/2024	Voided	
Printed Date	06/30/2023	Discounted	
Completed Date		Expensed	114,952
Expiration Date	07/30/2024	Remaining	114,952
		Encumbered	114,952

Purchase Order 2024-00000029
Description ROBERT DURANT COX DBA COMMERCIAL CONSULTANTS
Type Standard
Status Open **ok**
Bill To Location P-04 - Finance
Assigned To Buyer
Resolution Number COMMERCIAL CONSULTANT

Department 01 Administration
Vendor 19377 - COX, ROBERT DURANT

ROBERT D COX
DBA COMMERCIAL COSULTANTS
6320 CHOPPEE RD
GEORGETOWN, SC 29440

G/L Date	07/10/2023	Amount	25,000
Deliver by Date	07/30/2023	Voided	
Printed Date	07/14/2023	Discounted	
Completed Date		Expensed	11,490
Expiration Date	12/31/2023	Remaining	13,510
		Encumbered	13,510

Purchase Order 2024-00000036
Description CARAHSOFT
Type Blanket **ok**
Status Open
Bill To Location P-04 - Finance
Assigned To Buyer
Resolution Number BLANKET - COUNCIL MEETING SOFTWARE HOSTING FEES

Department 01 Administration
Vendor 16119 - CARAHSOFT TECHNOLOGY CORP
CARAHSOFT
11493 SUNSET HILLS RD SUITE 100
RESTON, VA 20190

G/L Date	07/17/2023	Amount	9,452
Deliver by Date	06/30/2024	Voided	
Printed Date	07/21/2023	Discounted	
Completed Date		Expensed	2,363
Expiration Date	07/30/2024	Remaining	7,089
		Encumbered	7,089

Purchase Order 2024-00000080
Description SET SOLUTIONS
Type Standard **ok**
Status Open
Bill To Location P-04 - Finance
Assigned To Buyer
Resolution Number PROFESSIONAL SERVICES

Department 01 Administration
Vendor 7196 - SET SOLUTIONS, LLC
SET SOLUTIONS, LLC
710 EAST MAIN STREET
LEXINGTON, SC 29072

G/L Date	08/23/2023	Amount	23,500
Deliver by Date	06/30/2024	Voided	
Printed Date	08/23/2023	Discounted	
Completed Date		Expensed	3,280
Expiration Date	07/30/2024	Remaining	20,220
		Encumbered	20,220

Purchase Order 2024-00000084
Description CARAHSOFT - DOCUSIGN
Type Blanket
Status Open **ok**
Bill To Location P-04 - Finance
Assigned To Buyer
Resolution Number SUBSCRIPTION FOR DOCUSIGN

Department 01 Administration
Vendor 16119 - CARAHSOFT TECHNOLOGY CORP
CARAHSOFT
11493 SUNSET HILLS RD SUITE 100
RESTON, VA 20190

G/L Date	08/25/2023	Amount	9,883
Deliver by Date	09/30/2023	Voided	
Printed Date	08/25/2023	Discounted	
Completed Date		Expensed	9,883
Expiration Date	06/30/2024	Remaining	
		Encumbered	

Purchase Order 2024-00000086

Department 01 Administration

G/L Date	08/15/2023	Amount	25,000
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OPEN PURCHASE ORDER REPORT - MONTHLY

15.L.3

As of G/L Date 09/30/23

Report by Department - Purchase Order Number
Summary Listing

Department 01 Administration

Description	CROSBY LAW FIRM LLC - BLANKET	Vendor	10151 - CROSBY LAW FIRM LLC	Deliver by Date	12/31/2023	Voided	
Type	Standard		CROSBY LAW FIRM LLC	Printed Date	09/01/2023	Discounted	
Status	Open		405 DOZIER STREET	Completed Date		Expensed	
Bill To Location	P-04 - Finance		GEORGETOWN, SC 29440	Expiration Date	06/30/2024	Remaining	25,000
Assigned To Buyer						Encumbered	25,000
Resolution Number	LEGAL FEES						
Purchase Order	2024-00000129	Department	01 Administration	G/L Date	09/14/2023	Amount	15,000
Description	HERITAGE LOGISTICS	Vendor	19435 - HERITAGE LOGISTICS LLP	Deliver by Date	12/31/2023	Voided	
Type	Standard		HERITAGE LOGISTICS LLP	Printed Date	09/22/2023	Discounted	
Status	Open		604 FRONT ST SUITE 104	Completed Date		Expensed	
Bill To Location	P-04 - Finance		GEORGETOWN, SC 29440	Expiration Date	06/30/2024	Remaining	15,000
Assigned To Buyer						Encumbered	15,000
Resolution Number	PROFESSIONAL SERVICES						

Department 01 Administration Totals	Purchase Orders	7	Amount	\$337,739
			Voided	\$0
			Discounted	\$0
			Expensed	\$141,968
			Remaining	\$195,771
			Encumbered	\$195,771

Department 04 Finance

Purchase Order	2023-00000276	Department	04 Finance	G/L Date	06/28/2023	Amount	5,625
Description	TYLER TECHNOLOGIES - DATABASE AND APPLICATION SERVER MIGRATION	Vendor	17506 - TYLER TECHNOLOGIES INC	Deliver by Date	07/30/2023	Voided	
Type	Standard		TYLER TECHNOLOGIES INC	Printed Date	07/21/2023	Discounted	
Status	Open		840 W LONG LAKE RD	Completed Date		Expensed	
Bill To Location	P-04 - Finance		TROY, MI 48098	Expiration Date	12/31/2023	Remaining	5,625
Assigned To Buyer						Encumbered	5,625
Resolution Number	DATABASE AND APPLICATION SERVER MIGRATION						
Purchase Order	2024-00000001	Department	04 Finance	G/L Date	07/01/2023	Amount	70,000
Description	HTC - CLOUD MANAGEMENT	Vendor	5615 - HTC COMMUNICATIONS INC	Deliver by Date	06/30/2024	Voided	
Type	Blanket		HTC COMMUNICATIONS INC	Printed Date	07/21/2023	Discounted	
Status	Open		PO BOX 1819	Completed Date		Expensed	27,650
Bill To Location	P-04 - Finance		CONWAY, SC 29528-1819	Expiration Date	07/30/2024	Remaining	42,349
Assigned To Buyer						Encumbered	42,349
Resolution Number	BLANKET - CLOUD MANAGEMENT SERVICES						
Purchase Order	2024-00000033	Department	04 Finance	G/L Date	07/20/2023	Amount	25,000

FY23 - manual close out needed



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Report by Department - Purchase Order Number
Summary Listing

Department 04 Finance

Description	ERIN BAILEY - TO REPRESENT INDIGENT DEFENDANTS	Vendor	18315 - THE LAW OFFICE OF ERIN E BAILEY LLC	Deliver by Date	06/30/2024	Voided	
Type	Blanket		THE LAW OFFICE OF ERIN E BAILEY LLC	Printed Date	07/21/2023	Discounted	
Status	Open		407 CHURCH ST SUITE G	Completed Date		Expensed	9,000
Bill To Location	P-04 - Finance		GEORGETOWN, SC 29440	Expiration Date	07/30/2024	Remaining	16,000
Assigned To Buyer						Encumbered	16,000
Resolution Number	PROFESSIONAL SERVICES						

Purchase Order	2024-00000074	Department	04 Finance	G/L Date	08/18/2023	Amount	5,975
Description	TERMINIX - ROUTINE PEST CONTROL SERVICES CITYWIDE	Vendor	1083 - TERMINIX SERVICE INC	Deliver by Date	06/30/2024	Voided	
Type	Standard		Terminix Service	Printed Date	08/21/2023	Discounted	
Status	Open		PO BOX 1301	Completed Date		Expensed	5,975
Bill To Location	P-04 - Finance		GEORGETOWN, SC 29442	Expiration Date	06/30/2024	Remaining	
Assigned To Buyer						Encumbered	
Resolution Number	ROUTINE PEST CONTROL SERVICES CITYWIDE						

Department 04 Finance Totals	Purchase Orders	4	Amount	\$106,600
			Voided	\$0
			Discounted	\$0
			Expensed	\$42,625
			Remaining	\$63,974
			Encumbered	\$63,974

Department 05 Police

Purchase Order	2023-00000126	Department	05 Police	G/L Date	10/31/2022	Amount	11,683
Description	MOBILE COMMUNICATIONS AMERICA - POLICE DEPT GO NOTE	Vendor	18200 - MOBILE COMMUNICATIONS AMERICA INC	Deliver by Date	06/30/2023	Voided	
Type	Standard		MOBILE COMMUNICATIONS AMERICA INC	Printed Date	11/03/2022	Discounted	
Status	Open		DEPT #125	Completed Date		Expensed	8,651
Bill To Location	P-05 - Police		PO BOX 37904	Expiration Date	07/30/2023	Remaining	3,032
Assigned To Buyer			CHARLOTTE, NC 28237-7904			Encumbered	3,032
Resolution Number	EQUIPMENT						

Purchase Order	2023-00000130	Department	05 Police	G/L Date	11/04/2022	Amount	16,287
Description	MOBILE COMMUNICATIONS AMERICA - VEH #638 LEASE PURCHASE	Vendor	18200 - MOBILE COMMUNICATIONS AMERICA INC	Deliver by Date	06/30/2023	Voided	
Type	Standard		MOBILE COMMUNICATIONS AMERICA INC	Printed Date	11/08/2022	Discounted	
Status	Open		DEPT #125	Completed Date		Expensed	10,181
Bill To Location	P-04 - Finance		PO BOX 37904	Expiration Date	07/30/2023	Remaining	6,106
Assigned To Buyer			CHARLOTTE, NC 28237-7904			Encumbered	6,106
Resolution Number	VEH #638 - LEASE PURCHASE						



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Department 05 Police							
Purchase Order	2023-00000154	Department	05 Police	G/L Date	12/05/2022	Amount	32,575
Description	MOBILE COMMUNICATIONS AMERICA - REP ANDERSON EARMARKED	Vendor	18200 - MOBILE COMMUNICATIONS AMERICA INC	Deliver by Date	06/30/2023	Voided	
Type	Standard		MOBILE COMMUNICATIONS AMERICA INC	Printed Date	12/22/2022	Discounted	
Status	Open	FY23-manual close out needed		DEPT #125	Completed Date	Expensed	20,487
Bill To Location	P-04 - Finance			PO BOX 37904	Expiration Date	Remaining	12,087
Assigned To Buyer				CHARLOTTE, NC 28237-7904		Encumbered	12,087
Resolution Number	REP ANDERSON EARMARKED						
Purchase Order	2023-00000168	Department	05 Police	G/L Date	01/11/2023	Amount	16,287
Description	MOBILE COMMUNICATIONS AMERICA - POLICE DEPT	Vendor	18200 - MOBILE COMMUNICATIONS AMERICA INC	Deliver by Date	04/30/2023	Voided	
Type	Standard	FY23-manual close out needed		MOBILE COMMUNICATIONS AMERICA INC	Printed Date	Discounted	
Status	Open			DEPT #125	Completed Date	Expensed	10,181
Bill To Location	P-04 - Finance			PO BOX 37904	Expiration Date	Remaining	6,106
Assigned To Buyer				CHARLOTTE, NC 28237-7904		Encumbered	6,106
Resolution Number	FY23 SCDPS SRO GRANT #SR-05-C2202-23						
Purchase Order	2024-00000006	Department	05 Police	G/L Date	07/03/2023	Amount	75,000
Description	SAINT FRANCES ANIMAL CENTER	Vendor	6700 - ST FRANCES ANIMAL CENTER	Deliver by Date	06/30/2024	Voided	
Type	Standard	ok		ST FRANCES ANIMAL CENTER	Printed Date	Discounted	
Status	Open			125 RIDGE ST	Completed Date	Expensed	18,750
Bill To Location	P-05 - Police			GEORGETOWN, SC 29440	Expiration Date	Remaining	56,250
Assigned To Buyer						Encumbered	56,250
Resolution Number	CONTRACT SERVICES - ANIMAL CONTROL						
Purchase Order	2024-00000042	Department	05 Police	G/L Date	07/11/2023	Amount	7,291
Description	MOTOROLA - FY24 SCDPS SRO GRANT #SR-033-N2202-24	Vendor	3613 - MOTOROLA SOLUTIONS INC	Deliver by Date	10/31/2023	Voided	
Type	Standard	ok		MOTOROLA SOLUTIONS INC	Printed Date	Discounted	
Status	Open			PO BOX 404059	Completed Date	Expensed	
Bill To Location	P-04 - Finance			ATLANTA, GA 30384-4059	Expiration Date	Remaining	7,291
Assigned To Buyer						Encumbered	7,291
Resolution Number	EQUIPMENT - HANDHELD RADIOS						
Purchase Order	2024-00000043	Department	05 Police	G/L Date	07/11/2023	Amount	8,722
Description	MOTOROLA - FY24 SCDPS SRO GRANT #SR-033-N2202-24	Vendor	3613 - MOTOROLA SOLUTIONS INC	Deliver by Date	10/31/2023	Voided	
Type	Standard	ok		MOTOROLA SOLUTIONS INC	Printed Date	Discounted	
Status	Open			PO BOX 404059	Completed Date	Expensed	
Bill To Location	P-04 - Finance			ATLANTA, GA 30384-4059	Expiration Date	Remaining	8,722
Assigned To Buyer						Encumbered	8,722
Resolution Number	EQUIPMENT - MOBILE RADIOS						

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Department 05 Police

Purchase Order 2024-00000050
Description VIC BAILEY FORD - POLICE DEPT ANIMAL CONTROL
Type Standard ok
Status Open
Bill To Location P-04 - Finance
Assigned To Buyer
Resolution Number REPLACES VEH #619

Department 05 Police
Vendor 745 - VIC BAILEY FORD INC
VIC BAILEY FORD INC
501 E DANIEL MORGAN
SPARTANBURG, SC 29304

G/L Date 07/20/2023 Amount 43,729
Deliver by Date 10/30/2023 Voided
Printed Date 07/21/2023 Discounted
Completed Date Expensed
Expiration Date 11/30/2023 Remaining 43,729
Encumbered 43,729

Purchase Order 2024-00000054
Description LENSLOCK INC - EQUIPMENT
Type Standard ok
Status Open
Bill To Location P-04 - Finance
Assigned To Buyer
Resolution Number REPLACEMENT OF VEHICLES

Department 05 Police
Vendor 19359 - LENSLOCK INC
LENSLOCK INC
13125 DANIELSON ST #112
POWAY, CA 92064

G/L Date 07/24/2023 Amount 20,000
Deliver by Date 10/30/2023 Voided
Printed Date 07/31/2023 Discounted
Completed Date Expensed 20,000
Expiration Date 11/30/2023 Remaining 15,000
Encumbered 15,000

Purchase Order 2024-00000055
Description K9 WORKING DOGS INTERNATIONAL
Type Standard ok
Status Open
Bill To Location P-04 - Finance
Assigned To Buyer
Resolution Number K9 WORKING DOGS

Department 05 Police
Vendor 19450 - K9 WORKING DOGS INTERNATIONAL LLC
K9 WORKING DOGS INTERNATIONAL LLC
1245 TOWNSHIP ROAD 856
ASHLAND, OH 44805

G/L Date 07/26/2023 Amount 23,853
Deliver by Date 10/30/2023 Voided
Printed Date 07/31/2023 Discounted
Completed Date Expensed
Expiration Date 11/30/2023 Remaining 23,853
Encumbered 23,853

Purchase Order 2024-00000068
Description SC DJJ
Type Standard ok
Status Open
Bill To Location P-04 - Finance
Assigned To Buyer
Resolution Number BLANKET - JUVENILE HOUSING

Department 05 Police
Vendor 4085 - SC DEPARTMENT OF JUVENILE JUSTICE
SC DEPARTMENT OF JUVENILE JUSTICE
P O BOX 21069
COLUMBIA, SC 29221

G/L Date 08/07/2023 Amount 10,000
Deliver by Date 06/30/2024 Voided
Printed Date 08/11/2023 Discounted
Completed Date Expensed
Expiration Date 07/30/2024 Remaining 10,000
Encumbered 10,000

Purchase Order 2024-00000078
Description MOBILE COMMUNICATIONS - VEH #619
Type Standard ok
Status Open
Bill To Location P-04 - Finance
Assigned To Buyer
Resolution Number REPLACEMENT OF VEH #619

Department 05 Police
Vendor 18200 - MOBILE COMMUNICATIONS AMERICA INC
MOBILE COMMUNICATIONS AMERICA INC
DEPT #125
PO BOX 37904
CHARLOTTE, NC 28237-7904

G/L Date 08/15/2023 Amount 12,859
Deliver by Date 11/30/2023 Voided
Printed Date 08/21/2023 Discounted
Completed Date Expensed
Expiration Date 12/31/2023 Remaining 12,859
Encumbered 12,859

Purchase Order 2024-00000121

Department 05 Police

G/L Date 09/06/2023 Amount 174,700



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Summary Listing

Department 05 Police

Description SANTEE AUTOMOTIVE
Type Standard
Status Open
Bill To Location P-04 - Finance
Assigned To Buyer
Resolution Number STATE CONTRACT 4400029870

Vendor 18781 - SANTEE AUTOMOTIVE
SANTEE AUTOMOTIVE
2601 PAXVILLE HIGHWAY
MANNING, SC 29102

Deliver by Date 12/31/2023
Printed Date 09/08/2023
Completed Date
Expiration Date 06/30/2024
Voided
Discounted
Expensed
Remaining 174,700
Encumbered 174,700

Department 05 Police Totals Purchase Orders 13
Amount \$452,991
Voided \$0
Discounted \$0
Expensed \$88,252
Remaining \$364,738
Encumbered \$379,738

Department 09 Housing and Community Dev.

Purchase Order 2023-00000093
Description WRCOG - CDBG GRANT #4-CE-20-007
Type Standard
Status Open
Bill To Location P-04 - Finance
Assigned To Buyer
Resolution Number PROFESSIONAL SERVICES - CDBG GRANT #4-CE-20-007

Department 09 Housing and Community Dev.
Vendor 1137 - WACCAMAW REGIONAL & PLANNING
WACCAMAW REGIONAL COUNCIL OF
GOVERNMENT
1230 HIGHMARKET ST
GEORGETOWN, SC 29440

G/L Date 09/15/2022
Deliver by Date 06/30/2023
Printed Date 09/15/2022
Completed Date
Expiration Date 07/30/2023
Amount 19,886
Voided
Discounted
Expensed 5,748
Remaining 14,137
Encumbered 14,137

Department 09 Housing and Community Dev. Totals Purchase Orders 1
Amount \$19,886
Voided \$0
Discounted \$0
Expensed \$5,748
Remaining \$14,137
Encumbered \$14,137

Department 11 Fire

Purchase Order 2023-00000204
Description RHINEHART FIRE SERVICES - SCBA FOR FIRE
DEPT USDA
Type Standard
Status Open
Bill To Location P-04 - Finance
Assigned To Buyer
Resolution Number SCBA COMPRESSOR REPLACEMENT - USDA

Department 11 Fire
Vendor 16567 - RHINEHART FIRE SERVICES
RHINEHART FIRE SERVICES
PO BOX 36
CANDLER, NC 28715

G/L Date 02/21/2023
Deliver by Date 06/30/2023
Printed Date 03/03/2023
Completed Date
Expiration Date 07/30/2023
Amount 67,146
Voided
Discounted
Expensed
Remaining 67,146
Encumbered 67,146

Purchase Order 2023-00000236 Department 11 Fire G/L Date 04/19/2023 Amount 12,804



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Department **11 Fire**

Description	MOTOROLA - FIRE DEPT RADIOS	Vendor	3613 - MOTOROLA SOLUTIONS INC	Deliver by Date	06/30/2023	Voided	
Type	Standard	FY23-manual close out needed		Printed Date	04/21/2023	Discounted	
Status	Open			Completed Date		Expensed	
Bill To Location	P-04 - Finance			Expiration Date	07/30/2023	Remaining	12,804
Assigned To Buyer						Encumbered	12,804
Resolution Number	RADIOS						
Purchase Order	2024-00000057	Department	11 Fire	G/L Date	07/26/2023	Amount	63,120
Description	COASTAL CHEVROLET - REPLACEMENT OF VEH #1131	Vendor	82 - COASTAL CHEVROLET/CADILLAC	Deliver by Date	09/30/2023	Voided	
Type	Standard		COASTAL CHEVROLET/CADILLAC	Printed Date	07/31/2023	Discounted	
Status	Open		PO BOX 9	Completed Date		Expensed	
Bill To Location	P-04 - Finance		PAWLEYS ISLAND, SC 29585	Expiration Date	10/30/2023	Remaining	63,120
Assigned To Buyer						Encumbered	63,120
Resolution Number	REPLACEMENT OF VEH #1131						
Purchase Order	2024-00000065	Department	11 Fire	G/L Date	07/31/2023	Amount	49,778
Description	MOTOROLA - FIRE DEPT	Vendor	3613 - MOTOROLA SOLUTIONS INC	Deliver by Date	12/31/2023	Voided	
Type	Standard		MOTOROLA SOLUTIONS INC	Printed Date	08/11/2023	Discounted	
Status	Open		PO BOX 404059	Completed Date		Expensed	
Bill To Location	P-04 - Finance		ATLANTA, GA 30384-4059	Expiration Date	01/30/2024	Remaining	49,778
Assigned To Buyer						Encumbered	49,778
Resolution Number	PORTABLE AND IN-CAR RADIO REPLACEMENT						
Purchase Order	2024-00000082	Department	11 Fire	G/L Date	08/11/2023	Amount	25,000
Description	SCMIRF - MONTHLY DEDUCTIBLE FOR PROPERTY/LIAB INS	Vendor	330 - SCMIRF	Deliver by Date	12/31/2023	Voided	
Type	Standard		SCMIRF	Printed Date	08/25/2023	Discounted	
Status	Open		SC MUNICIPAL INSURANCE RISK AND	Completed Date		Expensed	1,229
Bill To Location	P-04 - Finance		FINANCING FUND	Expiration Date	06/30/2024	Remaining	23,770
Assigned To Buyer			PO BOX 12220			Encumbered	23,770
Resolution Number	PROPERTY INSURANCE		COLUMBIA, SC 29211				
Purchase Order	2024-00000088	Department	11 Fire	G/L Date	08/17/2023	Amount	84,333
Description	RHINEHART FIRE SERVICES	Vendor	16567 - RHINEHART FIRE SERVICES	Deliver by Date	04/30/2024	Voided	
Type	Standard		RHINEHART FIRE SERVICES	Printed Date	09/01/2023	Discounted	
Status	Open		PO BOX 36	Completed Date		Expensed	
Bill To Location	P-04 - Finance		CANDLER, NC 28715	Expiration Date	06/30/2024	Remaining	84,333
Assigned To Buyer						Encumbered	84,333
Resolution Number	SCOTT AIR PAK REPLACEMENT						

Department 11 Fire Totals	Purchase Orders	6	Amount	\$302,183
			Voided	\$0



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Report by Department - Purchase Order Number
Summary Listing

						Discounted	\$0
						Expensed	\$1,229
						Remaining	\$300,953
						Encumbered	\$300,953
Department 12 Public Works							
Purchase Order	2023-00000105	Department	12 Public Works	G/L Date	09/26/2022	Amount	11,087
Description	THE CART GUY	Vendor	18827 - THE CART GUY LLC	Deliver by Date	12/30/2022	Voided	
Type	Standard	FY23-manual close out needed		Printed Date	10/07/2022	Discounted	
Status	Open			Completed Date		Expensed	
Bill To Location	P-04 - Finance			Expiration Date	01/30/2023	Remaining	11,087
Assigned To Buyer						Encumbered	11,087
Resolution Number	ROLL OUT CARTS						
Purchase Order	2023-00000207	Department	12 Public Works	G/L Date	02/22/2023	Amount	12,210
Description	WP LAW INC - BEN COOPER PARK SPLASH PAD REPAIRS	Vendor	8521 - WP LAW INC	Deliver by Date	05/30/2023	Voided	
Type	Standard	FY23-manual close out needed		Printed Date	03/02/2023	Discounted	
Status	Open			Completed Date		Expensed	7,760
Bill To Location	P-04 - Finance			Expiration Date	06/30/2023	Remaining	4,450
Assigned To Buyer						Encumbered	4,450
Resolution Number	BEN COOPER PARK SPLASH PAD REPAIRS						
Purchase Order	2023-00000273	Department	12 Public Works	G/L Date	06/09/2023	Amount	60,727
Description	ARC INC - PROJ #2001	Vendor	18295 - ASSOCIATES ROOFING & CONSTRUCTION INC	Deliver by Date	07/31/2023	Voided	
Type	Standard	FY23-manual close out needed		Printed Date	06/15/2023	Discounted	
Status	Open			Completed Date		Expensed	12,908
Bill To Location	P-04 - Finance			Expiration Date	08/30/2023	Remaining	47,819
Assigned To Buyer						Encumbered	47,819
Resolution Number	DUKE STREET YARD IMPROVEMENTS PROJ #2001						
Purchase Order	2023-00000280	Department	12 Public Works	G/L Date	06/26/2023	Amount	6,142
Description	DUPLICATES INK	Vendor	10243 - DUPLICATES INK	Deliver by Date	07/31/2023	Voided	
Type	Standard	FY23-manual close out needed		Printed Date	07/10/2023	Discounted	
Status	Open			Completed Date		Expensed	6,142
Bill To Location	P-04 - Finance			Expiration Date	12/31/2023	Remaining	1,175
Assigned To Buyer						Encumbered	1,175
Resolution Number	SC DHEC SOLID WASTE GRANT						
Purchase Order	2023-00000283	Department	12 Public Works	G/L Date	06/30/2023	Amount	5,700
Description	TERRACON - PROFESSIONAL SERVICES	Vendor	16360 - TERRACON CONSULTANTS INC	Deliver by Date	06/30/2023	Voided	
Type	Standard	FY23-manual close out needed		Printed Date	07/21/2023	Discounted	

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Department 12 Public Works						
Status	Open		PO BOX 959673	Completed Date		Expensed 5,700
Bill To Location	P-04 - Finance		ST LOUIS, MO 63195-9673	Expiration Date	07/30/2023	Remaining Encumbered
Assigned To Buyer						
Resolution Number	PROFESSIONAL SERVICES					
Purchase Order	2024-00000015	Department	12 Public Works	G/L Date	07/06/2023	Amount 12,990
Description	S & ME INC PROJ 1222	Vendor	1008 - S & ME INC	Deliver by Date	09/06/2023	Voided
Type	Standard		S & ME INC	Printed Date	07/10/2023	Discounted
Status	Open ok		PO BOX 277523	Completed Date		Expensed
Bill To Location	P-04 - Finance		ATLANTA, GA 30384-7523	Expiration Date	12/31/2023	Remaining 12,990
Assigned To Buyer						Encumbered 12,990
Resolution Number	BOBBY ALFORD CONTINGENCY PROJ 1222					
Purchase Order	2024-00000030	Department	12 Public Works	G/L Date	07/12/2023	Amount 37,466
Description	DESTINY BREE BUTLER	Vendor	19306 - DESTINY BREE BUTLER	Deliver by Date	08/30/2023	Voided
Type	Standard		DESTINY BREE BUTLER	Printed Date	07/14/2023	Discounted
Status	Open ok		DBA SONGBIRD NURSERY	Completed Date		Expensed
Bill To Location	P-04 - Finance		1735 RICE STREET	Expiration Date	12/31/2023	Remaining 37,466
Assigned To Buyer			GEORGETOWN, SC 29440			Encumbered 37,466
Resolution Number	FLORAL INSTALLATION & MAINTENANCE					
Purchase Order	2024-00000034	Department	12 Public Works	G/L Date	07/12/2023	Amount 60,727
Description	ARC - DUKE STREET YARD PROJ #2001	Vendor	18295 - ASSOCIATES ROOFING & CONSTRUCTION INC	Deliver by Date	08/30/2023	Voided
Type	Standard ok		ASSOCIATES ROOFING & CONSTRUCTION INC	Printed Date	07/21/2023	Discounted
Status	Open		1135 BURGESS RD	Completed Date		Expensed 44,444
Bill To Location	P-04 - Finance		MURRELLS INLET, SC 29576	Expiration Date	09/30/2023	Remaining 16,283
Assigned To Buyer						Encumbered 16,283
Resolution Number	PROJ #2001					
Purchase Order	2024-00000035	Department	12 Public Works	G/L Date	07/12/2023	Amount 7,771
Description	BELSON OUTDOORS	Vendor	18855 - BELSON OUTDOORS LLC	Deliver by Date	09/30/2023	Voided
Type	Standard ok		BELSON OUTDOORS LLC	Printed Date	07/21/2023	Discounted
Status	Open		627 AMERSALE DR	Completed Date		Expensed
Bill To Location	P-04 - Finance		NAPERVILLE, IL 60563	Expiration Date	10/30/2023	Remaining 7,771
Assigned To Buyer						Encumbered 7,771
Resolution Number	CONCRETE PLANTERS FOR FRONT STREET					
Purchase Order	2024-00000039	Department	12 Public Works	G/L Date	07/17/2023	Amount 38,400
Description	GEORGETOWN COUNTY BOARD OF DISABILITIES	Vendor	4200 - GEORGETOWN COUNTY BOARD OF DISABILITIES	Deliver by Date	06/30/2024	Voided
Type	Standard		GEORGETOWN COUNTY BOARD OF	Printed Date	07/21/2023	Discounted
Status	Open ok		& SPECIAL NEEDS	Completed Date		Expensed 6,537



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Department **12 Public Works**

Bill To Location	P-04 - Finance	PO BOX 1471	Expiration Date	07/30/2024	Remaining	31,862
Assigned To Buyer		GEORGETOWN, SC 29442			Encumbered	31,862
Resolution Number	6 MONTH BLANKET					

Purchase Order	2024-00000051	Department	12 Public Works	G/L Date	07/17/2023	Amount	71,000
Description	WRANGLER HOLDCO - DBA WASTE INDUSTRIES A GFL	Vendor	18736 - WRANGLER HOLDCO CORP	Deliver by Date	06/30/2024	Voided	
Type	Standard ok		WRANGLER HOLDCO CORP	Printed Date	07/21/2023	Discounted	
Status	Open		DBA WASTE INDUSTRIES LLC	Completed Date		Expensed	12,842
Bill To Location	P-04 - Finance		A GFL ENVIRONMENTAL COMPANY	Expiration Date	07/30/2024	Remaining	58,157
Assigned To Buyer			3301 BENSON DR SUITE 601			Encumbered	58,157
Resolution Number	BLANKET FOR 12 MONTHS OF SERVICE		RALEIGH, NC 27609				

Purchase Order	2024-00000062	Department	12 Public Works	G/L Date	07/26/2023	Amount	18,290
Description	COLLINS ENGINEERS - HARBORWALK AND KHM	Vendor	15309 - COLLINS ENGINEERS INC	Deliver by Date	09/30/2023	Voided	
Type	Standard		COLLINS ENGINEERS INC	Printed Date	08/11/2023	Discounted	
Status	Open ok		1180 SAM RITTENBURG BLVD	Completed Date		Expensed	16,461
Bill To Location	P-04 - Finance		SUITE 105	Expiration Date	10/30/2023	Remaining	1,829
Assigned To Buyer			CHARLESTON, SC 29407			Encumbered	1,829
Resolution Number	PROFESSIONAL SERVICES						

Purchase Order	2024-00000067	Department	12 Public Works	G/L Date	08/02/2023	Amount	23,927
Description	RISE ABOVE CONSULTING - WAYFINDING SIGNS	Vendor	19441 - RISE ABOVE CONSULTING LLC	Deliver by Date	06/30/2024	Voided	
Type	Standard		RISE ABOVE CONSULTING LLC	Printed Date	08/11/2023	Discounted	
Status	Open ok		7171 BRYHAWKE CIRCLE	Completed Date		Expensed	11,937
Bill To Location	P-04 - Finance		SUITE 100	Expiration Date	07/30/2024	Remaining	11,989
Assigned To Buyer			NORTH CHARLESTON, SC 29418			Encumbered	11,989
Resolution Number	WAYFINDING SIGNS						

Purchase Order	2024-00000075	Department	12 Public Works	G/L Date	07/27/2023	Amount	77,120
Description	KISHA GAMBLE - DBA RANDOLPHS KRAZY KLEANING	Vendor	19431 - KISHA GAMBLE	Deliver by Date	06/30/2024	Voided	
Type	Standard ok		KISHA GAMBLE	Printed Date	08/21/2023	Discounted	
Status	Open		DBA RANDOLPH KRAZY KLEANING SERVICES LLC	Completed Date		Expensed	7,765
Bill To Location	P-04 - Finance		793 SOUTH SANTEE RD	Expiration Date	07/30/2024	Remaining	69,355
Assigned To Buyer			MC CLELLANVILLE, SC 29458			Encumbered	
Resolution Number	JANITORIAL SERVICES						

Purchase Order	2024-00000077	Department	12 Public Works	G/L Date	08/15/2023	Amount	7,200
Description	CINTAS - SAFETY BOOTS	Vendor	6945 - CINTAS CORPORATION	Deliver by Date	05/30/2024	Voided	
Type	Standard ok		CINTAS CORPORATION	Printed Date	08/21/2023	Discounted	
Status	Open		1359 CANNON ROAD	Completed Date		Expensed	
Bill To Location	P-04 - Finance		MYRTLE BEACH, SC 29577	Expiration Date	06/30/2024	Remaining	7,200



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Department 12 Public Works

Assigned To Buyer

Resolution Number SAFETY BOOTS

Encumbered 7,200

Purchase Order 2024-00000079

Description AMICK - DOWNTOWN SANITATION DISTRICT - BLACK COLOR

Department

12 Public Works

Vendor

19 - AMICK EQUIPMENT COMPANY INC

G/L Date 08/15/2023

Deliver by Date 09/30/2023

Amount 11,453

Voided

Type Standard **ok**

Status Open

AMICK EQUIPMENT COMPANY INC

Printed Date 08/21/2023

Completed Date

Discounted

Expensed

Bill To Location P-04 - Finance

LEXINGTON, SC 29071

Expiration Date 12/31/2023

Remaining 11,453

Assigned To Buyer

Encumbered 11,453

Resolution Number DSD ROLL OUT CARTS BLACK

Purchase Order 2024-00000083

Description GRAY'S LAWN CARE LLC - PROJ 1240

Department

12 Public Works

Vendor

18915 - GRAY'S LAWN CARE LLC

G/L Date 08/18/2023

Deliver by Date 09/30/2023

Amount 8,170

Voided

Type Standard **ok**

Status Open

GRAY'S LAWN CARE LLC

Printed Date 08/25/2023

Completed Date

Discounted

Expensed

Bill To Location P-04 - Finance

20 PATRIOT COURT

Expiration Date 12/31/2023

Remaining 8,170

Assigned To Buyer

Encumbered 8,170

Resolution Number MORGAN PARK IMPROVEMENTS - PROJ 1240

Purchase Order 2024-00000087

Description THE CART GUY LLC

Department

12 Public Works

Vendor

18827 - THE CART GUY LLC

G/L Date 08/15/2023

Deliver by Date 10/30/2023

Amount 11,932

Voided

Type Standard **ok**

Status Open

THE CART GUY LLC

Printed Date 09/01/2023

Completed Date

Discounted

Expensed

Bill To Location P-04 - Finance

2929 N 215TH ST W

Expiration Date 12/31/2023

Remaining 11,932

Assigned To Buyer

Encumbered 11,932

Resolution Number ROLL OUT CARTS

Purchase Order 2024-00000091

Description COASTAL STRUCTURES - PROJ 1237

Department

12 Public Works

Vendor

6524 - COASTAL STRUCTURES CORPORATION

G/L Date 08/28/2023

Deliver by Date 09/30/2023

Amount 39,016

Voided

Type Standard **ok**

Status Open

COASTAL STRUCTURES CORPORATION

Printed Date 09/01/2023

Completed Date

Discounted

Expensed

Bill To Location P-04 - Finance

PO BOX 937

Expiration Date 12/31/2023

Remaining 39,016

Assigned To Buyer

Encumbered 39,016

Resolution Number BARUCH PARK BATHROOM - PROJ 1237

Purchase Order 2024-00000094

Description ASSOCIATES ROOFING & CONSTRUCTION INC - PROJ #1230

Department

12 Public Works

Vendor

18295 - ASSOCIATES ROOFING & CONSTRUCTION INC

G/L Date 07/17/2023

Deliver by Date 06/30/2024

Amount 5,090

Voided

Type Standard **ok**

Status Open

ASSOCIATES ROOFING & CONSTRUCTION INC

Printed Date 09/08/2023

Completed Date

Discounted

Expensed

Bill To Location P-04 - Finance

1135 BURGESS RD

Expiration Date 06/30/2024

Remaining 5,090

Assigned To Buyer

Encumbered 5,090



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Department 12 Public Works

Resolution Number EAST BAY PARK PUBLIC BOAT LANDING
IMPROVEMENT PROJ #1230

Purchase Order 2024-00000095
Description ROSENBLUM COE - EBP BOBBY ALFORD BLDG
PROJ #1222 - CV1-019
Type Standard **ok**
Status Open
Bill To Location P-04 - Finance
Assigned To Buyer
Resolution Number EAST BAY PARK IMPROVEMENTS - BOBBY
ALFORD BLDG PROJ #1222

Department 12 Public Works
Vendor 18750 - ROSENBLUM COE ARCHITECTS INC

ROSENBLUM COE ARCHITECTS INC
1643 MEANS ST
CHARLESTON, SC 29412

G/L Date 07/17/2023 Amount 13,949
Deliver by Date 06/30/2024 Voided

Printed Date 09/08/2023 Discounted
Completed Date Expensed 5,398
Expiration Date 06/30/2024 Remaining 8,550
Encumbered 8,550

Purchase Order 2024-00000096
Description AMICK EQUIPMENT - REPLACEMENT OF
GARBAGE TRUCK #1305
Type Standard **ok**
Status Open
Bill To Location P-04 - Finance
Assigned To Buyer
Resolution Number REPLACEMENT OF GARBAGE TRUCK #1305

Department 12 Public Works
Vendor 19 - AMICK EQUIPMENT COMPANY INC

AMICK EQUIPMENT COMPANY INC
PO BOX 1965
LEXINGTON, SC 29071

G/L Date 07/17/2023 Amount 285,483
Deliver by Date 12/31/2023 Voided

Printed Date 09/08/2023 Discounted
Completed Date Expensed
Expiration Date 06/30/2024 Remaining 285,483
Encumbered 285,483

Purchase Order 2024-00000097
Description DOBBS EQUIPMENT - 244 K WHEEL LOADER -
TRACTOR
Type Standard **ok**
Status Open
Bill To Location P-04 - Finance
Assigned To Buyer
Resolution Number 244 K WHEEL LOADER - TRACTOR

Department 12 Public Works
Vendor 19249 - DOBBS EQUIPMENT SOUTHEAST LLC

DOBBS EQUIPMENT SOUTHEAST LLC
1206 BLAYLOCK ST
ALBANY, GA 31705

G/L Date 07/17/2023 Amount 125,609
Deliver by Date 12/31/2023 Voided

Printed Date 09/08/2023 Discounted
Completed Date Expensed
Expiration Date 06/30/2024 Remaining 125,609
Encumbered 125,609

Purchase Order 2024-00000098
Description CAGLE CONSULTING - GILBERT, HAWKINS, BUTT
ST SIDEWALK PROJ #1236
Type Standard **ok**
Status Open
Bill To Location P-04 - Finance
Assigned To Buyer
Resolution Number PROJ #1236

Department 12 Public Works
Vendor 17829 - CAGLE CONSULTING ENGINEERS LLC

CAGLE CONSULTING ENGINEERS LLC
181 E EVANS ST SUITE E2
FLORENCE, SC 29508

G/L Date 07/17/2023 Amount 28,400
Deliver by Date 06/30/2024 Voided

Printed Date 09/08/2023 Discounted
Completed Date Expensed 8,500
Expiration Date 06/30/2024 Remaining 19,900
Encumbered 19,900

Purchase Order 2024-00000099
Description HANNA ENGINEERING - PROJ #2402 - CDGB #4-
SP-22-004
Type Standard **ok**

Department 12 Public Works
Vendor 18731 - HANNA ENGINEERING LLC

HANNA ENGINEERING LLC

G/L Date 07/17/2023 Amount 15,430
Deliver by Date 06/30/2024 Voided

Printed Date 09/08/2023 Discounted

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Department **12 Public Works**

Status	Open	2412 PISGAH RD	Completed Date		Expensed	1,130
Bill To Location	P-04 - Finance	FLORENCE, SC 29501	Expiration Date	06/30/2024	Remaining	14,300
Assigned To Buyer					Encumbered	14,300
Resolution Number	PROJ #2402 - CDGB #4-SP-22-004 CLELAND ST PARKING LOT					

Purchase Order	2024-00000100	Department	12 Public Works	G/L Date	07/17/2023	Amount	79,560
Description	CXT INCORPORATED - PROJ #1237	Vendor	19298 - CXT INCORPORATED	Deliver by Date	06/30/2024	Voided	
Type	Standard ok		CXT INCORPORATED	Printed Date	09/08/2023	Discounted	
Status	Open		415 HOLIDAY DR	Completed Date		Expensed	
Bill To Location	P-04 - Finance		PITTSBURGH, PA 15220	Expiration Date	06/30/2024	Remaining	79,560
Assigned To Buyer						Encumbered	79,560
Resolution Number	BARUCH PARK RESTROOMS - PROJECT #1237						

Purchase Order	2024-00000101	Department	12 Public Works	G/L Date	07/17/2023	Amount	875,951
Description	PYRAMID CONTRACTING - PROJ 1222	Vendor	19376 - PYRAMID CONTRACTING	Deliver by Date	06/30/2024	Voided	
Type	Standard ok		PYRAMID CONTRACTING	Printed Date	09/08/2023	Discounted	
Status	Open		951 WESTERN LANE	Completed Date		Expensed	
Bill To Location	P-04 - Finance		IRMO, SC 29063	Expiration Date	06/30/2024	Remaining	875,951
Assigned To Buyer						Encumbered	875,951
Resolution Number	EAST BAY PARK - BOBBY ALFORD PAVILLION PROJ #1222						

Purchase Order	2024-00000102	Department	12 Public Works	G/L Date	07/19/2023	Amount	25,000
Description	ROWE PROFESSIONAL SERVICE - PROJECT #2403	Vendor	18619 - ROWE PROFESSIONAL SERVICES COMPANY	Deliver by Date	12/30/2023	Voided	
Type	Standard ok		ROWE PROFESSIONAL SERVICES COMPANY	Printed Date	09/08/2023	Discounted	
Status	Open		540 S SAGINAW ST STE 200	Completed Date		Expensed	4,200
Bill To Location	P-04 - Finance		FLINT, MI 48502	Expiration Date	06/30/2024	Remaining	20,800
Assigned To Buyer						Encumbered	20,800
Resolution Number	HOWARD SCHOOL PARK PROJECT #2403						

Purchase Order	2024-00000103	Department	12 Public Works	G/L Date	07/19/2023	Amount	31,025
Description	GREENBERG FARROW ARCH - PROJ #2403	Vendor	19433 - GREENBERG FARROW ARCHITECTURE INC	Deliver by Date	06/30/2024	Voided	
Type	Standard ok		GREENBERG FARROW ARCHITECTURE INC	Printed Date	09/08/2023	Discounted	
Status	Open		DBA SGA NW, A GF DESIGN COMPANY	Completed Date		Expensed	3,707
Bill To Location	P-04 - Finance		1230 PEACHTREE ST NE SUITE 2900	Expiration Date	06/30/2024	Remaining	27,317
Assigned To Buyer			ATLANTA, GA 30309			Encumbered	27,317
Resolution Number	HOWARD SCHOOL PARK PROJ #2403						

Department	12 Public Works	Totals	Purchase Orders	29	Amount	\$2,006,832
					Voided	\$0
					Discounted	\$0



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						Expensed	\$155,436
						Remaining	\$1,852,572
						Encumbered	\$1,783,217
Department 14 Fleet Services							
Purchase Order	2023-00000138	Department	14 Fleet Services	G/L Date	11/29/2022	Amount	50,899
Description	ALAN JAY AUTOMOTIVE - REPLACEMENT TRUCK #1402	Vendor	19241 - ALAN JAY AUTOMOTIVE MANAGEMENT	Deliver by Date	06/30/2023	Voided	
Type	Standard		ALAN JAY AUTOMOTIVE MANAGEMENT	Printed Date	12/01/2022	Discounted	
Status	Open		DBA ALAN JAY FLEET SALES	Completed Date		Expensed	50,399
Bill To Location	P-04 - Finance		PO BOX 9200	Expiration Date	07/30/2023	Remaining	500
Assigned To Buyer			SEBRING, FL 33871-9200			Encumbered	500
Resolution Number	VEH #1402 - LEASE PURCHASE						
FY23-manual close out needed							
Department 14 Fleet Services Totals						Purchase Orders	1
						Amount	\$50,899
						Voided	\$0
						Discounted	\$0
						Expensed	\$50,399
						Remaining	\$500
						Encumbered	\$500
Department 19 Electric							
Purchase Order	2024-00000018	Department	19 Electric	G/L Date	07/05/2023	Amount	75,000
Description	BORDER STATES INDUSTRIES	Vendor	18809 - BORDER STATES INDUSTRIES INC	Deliver by Date	06/30/2024	Voided	
Type	Blanket		BORDER STATES INDUSTRIES INC	Printed Date	07/14/2023	Discounted	
Status	Open		PO BOX 603585	Completed Date		Expensed	18,642
Bill To Location	P-04 - Finance		CHARLOTTE, NC 28260-3585	Expiration Date	06/30/2024	Remaining	56,357
Assigned To Buyer						Encumbered	
Resolution Number	BLANKET INVENTORY MATERIALS						
ok							
Purchase Order	2024-00000019	Department	19 Electric	G/L Date	07/05/2023	Amount	75,000
Description	LINE EQUIPMENT SALES CO INC	Vendor	8540 - LINE EQUIPMENT SALES CO INC	Deliver by Date	06/30/2024	Voided	
Type	Blanket		LINE EQUIPMENT SALES CO INC	Printed Date	07/14/2023	Discounted	
Status	Open		ELECTRIC UTILITY SUPPLY LTD	Completed Date		Expensed	44,388
Bill To Location	P-04 - Finance		PO BOX 3269	Expiration Date	06/30/2024	Remaining	30,612
Assigned To Buyer			WEST COLUMBIA, SC 29171-3269			Encumbered	
Resolution Number	BLANKET - INVENTORY MATERIALS						
ok							
Purchase Order	2024-00000020	Department	19 Electric	G/L Date	07/05/2023	Amount	25,000
Description	WESCO DISTRIBUTION INC	Vendor	367 - WESCO DISTRIBUTION INC	Deliver by Date	06/30/2024	Voided	
Type	Blanket		WESCO DISTRIBUTION INC	Printed Date	07/14/2023	Discounted	
Status	Open		1050 CHRIS CIRCLE	Completed Date		Expensed	
Bill To Location	P-04 - Finance		WEST COLUMBIA, SC 29170	Expiration Date	06/30/2024	Remaining	25,000
Assigned To Buyer						Encumbered	
ok							

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Department **19 Electric**

Resolution Number BLANKET - INVENTORY MATERIALS

Purchase Order 2024-00000021
Description CANNON TECHNOLOGIES - METERS
Type Standard **ok**
Status Open
Bill To Location P-04 - Finance
Assigned To Buyer
Resolution Number INVENTORY

Department 19 Electric
Vendor 16312 - CANNON TECHNOLOGIES INC
CANNON TECHNOLOGIES INC
DBA EATON CORP
28370 NETWORK PLACE
CHICAGO, IL 60673-1283

G/L Date	07/05/2023	Amount	22,611
Deliver by Date	06/30/2024	Voided	
Printed Date	07/14/2023	Discounted	
Completed Date		Expensed	19,800
Expiration Date	06/30/2024	Remaining	2,811
		Encumbered	

Purchase Order 2024-00000023
Description UTILITY TRANSFORMER BROKERS
Type Blanket **ok**
Status Open
Bill To Location P-04 - Finance
Assigned To Buyer
Resolution Number INVENTORY

Department 19 Electric
Vendor 19316 - UTILITY TRANSFORMER BROKERS LLC
UTILITY TRANSFORMER BROKERS LLC
PO BOX 535
SANTAQUIN, UT 84655

G/L Date	07/05/2023	Amount	75,000
Deliver by Date	06/30/2024	Voided	
Printed Date	07/14/2023	Discounted	
Completed Date		Expensed	
Expiration Date	06/30/2024	Remaining	75,000
		Encumbered	

Purchase Order 2024-00000024
Description UTILITY TRANSFORMER BROKERS
Type Standard **ok**
Status Open
Bill To Location P-04 - Finance
Assigned To Buyer
Resolution Number INVENTORY

Department 19 Electric
Vendor 19316 - UTILITY TRANSFORMER BROKERS LLC
UTILITY TRANSFORMER BROKERS LLC
PO BOX 535
SANTAQUIN, UT 84655

G/L Date	07/05/2023	Amount	69,200
Deliver by Date	06/30/2024	Voided	
Printed Date	07/14/2023	Discounted	
Completed Date		Expensed	
Expiration Date	06/30/2024	Remaining	69,200
		Encumbered	

Purchase Order 2024-00000025
Description COASTAL STRUCTURES - CONTRACTING OF
EMPLOYEE
Type Blanket **ok**
Status Open
Bill To Location P-04 - Finance
Assigned To Buyer
Resolution Number PROFESSIONAL SERVICES

Department 19 Electric
Vendor 6524 - COASTAL STRUCTURES CORPORATION
COASTAL STRUCTURES CORPORATION
PO BOX 937
GEORGETOWN, SC 29442

G/L Date	07/05/2023	Amount	65,000
Deliver by Date	06/30/2024	Voided	
Printed Date	07/14/2023	Discounted	
Completed Date		Expensed	8,617
Expiration Date	06/30/2024	Remaining	56,382
		Encumbered	56,382

Purchase Order 2024-00000027
Description SUNBELT SOLOMON SERVICES
Type Standard **ok**
Status Open
Bill To Location P-04 - Finance
Assigned To Buyer
Resolution Number BLANKET - SOLE SOURCE

Department 19 Electric
Vendor 19074 - SUNBELT SOLOMON SERVICES LLC
SUNBELT SOLOMON SERVICES LLC
PO BOX 245
SOLOMON, KS 67480

G/L Date	07/07/2023	Amount	75,000
Deliver by Date	06/30/2024	Voided	
Printed Date	07/14/2023	Discounted	
Completed Date		Expensed	
Expiration Date	06/30/2024	Remaining	75,000
		Encumbered	

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Department **19 Electric**

Purchase Order 2024-00000049
Description UTEC - PROJ #1930

Type Blanket **OK**

Status Open
Bill To Location P-04 - Finance
Assigned To Buyer
Resolution Number PROJ #1930

Department Vendor 19 Electric
6254 - UTILITY TECHNOLOGY ENGINEERS-CONSULTANTS PLLC
UTILITY TECHNOLOGY ENGINEERS-CONSULTANTS PLLC
DBA UTILITY TECHNOLOGY
147 DUBLIN SQUARE RD
ASHEBORO, NC 27203

G/L Date	07/14/2023	Amount	33,400
Deliver by Date	06/30/2024	Voided	
Printed Date	07/21/2023	Discounted	
Completed Date		Expensed	32,393
Expiration Date	07/30/2024	Remaining	1,006
		Encumbered	1,006

Purchase Order 2024-00000064
Description KOPPERS UTILITY

Type Standard **OK**

Status Open
Bill To Location P-04 - Finance
Assigned To Buyer
Resolution Number INVENTORY

Department Vendor 19 Electric
18603 - KOPPERS UTILITY AND INDUSTRIAL PRODUCTS INC
KOPPERS UTILITY AND INDUSTRIAL PRODUCTS INC
PO BOX 746367
ATLANTA, GA 30374-6367

G/L Date	08/01/2023	Amount	11,640
Deliver by Date	09/08/2023	Voided	
Printed Date	08/11/2023	Discounted	
Completed Date		Expensed	
Expiration Date	10/30/2023	Remaining	11,640
		Encumbered	

Purchase Order 2024-00000072
Description SUMTER UTILITIES
Type Blanket **OK**
Status Open
Bill To Location P-04 - Finance
Assigned To Buyer
Resolution Number ELECTRIC DISTRIBUTION CONTRACTOR - LINE CREW ASSISTANCE

Department Vendor 19 Electric
16338 - SUMTER UTILITIES INC
SUMTER UTILITIES
PO BOX 579
SUMTER, SC 29151-0579

G/L Date	07/26/2023	Amount	445,000
Deliver by Date	06/30/2024	Voided	
Printed Date	08/11/2023	Discounted	
Completed Date		Expensed	
Expiration Date	07/30/2024	Remaining	445,000
		Encumbered	445,000

Purchase Order 2024-00000089
Description SUNBELT SOLOMON SERVICES
Type Standard **OK**
Status Open
Bill To Location P-04 - Finance
Assigned To Buyer
Resolution Number BLANKET - SOLE SOURCE

Department Vendor 19 Electric
19074 - SUNBELT SOLOMON SERVICES LLC
SUNBELT SOLOMON SERVICES LLC
PO BOX 245
SOLOMON, KS 67480

G/L Date	08/23/2023	Amount	75,000
Deliver by Date	06/30/2024	Voided	
Printed Date	09/01/2023	Discounted	
Completed Date		Expensed	
Expiration Date	06/30/2024	Remaining	75,000
		Encumbered	

Purchase Order 2024-00000090
Description BORDER STATES INDUSTRIES
Type Blanket **OK**
Status Open
Bill To Location P-04 - Finance
Assigned To Buyer

Department Vendor 19 Electric
18809 - BORDER STATES INDUSTRIES INC
BORDER STATES INDUSTRIES INC
PO BOX 603585
CHARLOTTE, NC 28260-3585

G/L Date	08/24/2023	Amount	75,000
Deliver by Date	06/30/2024	Voided	
Printed Date	09/01/2023	Discounted	
Completed Date		Expensed	
Expiration Date	06/30/2024	Remaining	75,000
		Encumbered	

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Department 19 Electric

Resolution Number BLANKET INVENTORY MATERIALS

Purchase Order 2024-00000113
Description XYLEM INC
Type Blanket **ok**
Status Open
Bill To Location P-04 - Finance
Assigned To Buyer
Resolution Number TREE CREW SERVICES CONTRACT LABOR

Department 19 Electric
Vendor 19243 - XYLEM INC
XYLEM INC
208 E PLUME ST SUITE 250
NORFOLK, VA 23510

G/L Date	08/16/2023	Amount	125,000
Deliver by Date	06/30/2024	Voided	
Printed Date	09/08/2023	Discounted	
Completed Date		Expensed	
Expiration Date	06/30/2024	Remaining	125,000
		Encumbered	125,000

Purchase Order 2024-00000124
Description UTILITY TECHNOLOGY - PROJ 1927

Type Blanket **ok**
Status Open
Bill To Location P-04 - Finance
Assigned To Buyer
Resolution Number PROFESSIONAL SERVICES

Department 19 Electric
Vendor 6254 - UTILITY TECHNOLOGY ENGINEERS-CONSULTANTS PLLC
UTILITY TECHNOLOGY ENGINEERS-CONSULTANTS PLLC
DBA UTILITY TECHNOLOGY
147 DUBLIN SQUARE RD
ASHEBORO, NC 27203

G/L Date	07/10/2023	Amount	45,839
Deliver by Date	06/30/2024	Voided	
Printed Date	09/15/2023	Discounted	
Completed Date		Expensed	
Expiration Date	06/30/2024	Remaining	45,839
		Encumbered	45,839

Purchase Order 2024-00000128
Description CANNON TECHNOLOGIES - METER INVENTORY
Type Standard **ok**
Status Open
Bill To Location P-04 - Finance
Assigned To Buyer
Resolution Number INVENTORY

Department 19 Electric
Vendor 16312 - CANNON TECHNOLOGIES INC
CANNON TECHNOLOGIES INC
DBA EATON CORP
28370 NETWORK PLACE
CHICAGO, IL 60673-1283

G/L Date	09/14/2023	Amount	24,750
Deliver by Date	03/31/2024	Voided	
Printed Date	09/22/2023	Discounted	
Completed Date		Expensed	
Expiration Date	06/30/2024	Remaining	24,750
		Encumbered	

Department 19 Electric Totals	Purchase Orders	16	Amount	\$1,317,441
			Voided	\$0
			Discounted	\$0
			Expensed	\$123,842
			Remaining	\$1,193,599
			Encumbered	\$673,227

Department 21 G & A

Purchase Order 2023-00000078
Description ROWE PROFESSIONAL SERVICE - PROJ #1515

Type Standard **FY23-manual close out needed**
Status Open
Bill To Location P-04 - Finance
Assigned To Buyer

Department 21 G & A
Vendor 18619 - ROWE PROFESSIONAL SERVICES COMPANY
ROWE PROFESSIONAL SERVICES COMPANY
540 S SAGINAW ST STE 200
FLINT, MI 48502

G/L Date	07/07/2022	Amount	10,770
Deliver by Date	06/30/2023	Voided	
Printed Date	09/01/2022	Discounted	
Completed Date		Expensed	902
Expiration Date	07/30/2023	Remaining	9,867
		Encumbered	9,867



OPEN PURCHASE ORDER REPORT - MONTHLY

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Report by Department - Purchase Order Number
Summary Listing

Department 21 G & A

Resolution Number PROJ #1515

Purchase Order 2023-00000084
Description WRCOG - ARPA
Type Standard

Department 21 G & A
Vendor 1137 - WACCAMAW REGIONAL & PLANNING
WACCAMAW REGIONAL COUNCIL OF
GOVERNMENT
1230 HIGHMARKET ST
GEORGETOWN, SC 29440

G/L Date 09/15/2022 Amount 94,308
Deliver by Date 06/30/2023 Voided
Printed Date 09/15/2022 Discounted
Completed Date Expensed 12,792
Expiration Date 07/30/2023 Remaining 81,515
Encumbered 81,515

Status Open
Bill To Location P-04 - Finance
Assigned To Buyer
Resolution Number PROFESSIONAL SERVICES

**FY23-manual close out
needed**

Purchase Order 2023-00000104
Description GREEN WAVE - PROJ 1819
Type Standard
Status Open
Bill To Location P-04 - Finance
Assigned To Buyer
Resolution Number PROJECT #1819 - ARPA 2021

Department 21 G & A
Vendor 16954 - GREEN WAVE CONTRACTING INC
GREEN WAVE CONTRACTING INC
3989 HIGHMARKET ST
GEORGETOWN, SC 29440

G/L Date 10/04/2022 Amount 413,410
Deliver by Date 06/30/2023 Voided
Printed Date 10/07/2022 Discounted
Completed Date Expensed 373,070
Expiration Date 07/30/2023 Remaining 40,340
Encumbered 40,340

**FY23-manual close out
needed**

Purchase Order 2023-00000223
Description CHLORINATOR SALES - ANNUAL SERVICE ON
CHLORINE SYSTEM
Type Standard
Status Open
Bill To Location P-04 - Finance
Assigned To Buyer
Resolution Number ANNUAL SERVICE ON CHLORINE SYSTEM

Department 21 G & A
Vendor 75 - CHLORINATOR SALES & SERVICE INC
CHLORINATOR SALES & SERVICE INC
PO BOX 549
MATTHEWS, NC 28106

G/L Date 03/30/2023 Amount 7,000
Deliver by Date 06/30/2023 Voided
Printed Date 03/30/2023 Discounted
Completed Date Expensed 2,694
Expiration Date 07/30/2023 Remaining 4,305
Encumbered 4,305

**FY23-manual close out
needed**

Purchase Order 2023-00000259
Description CP&G - BLDG MAINTENANCE AT WATER ADMIN
BUILDING
Type Standard
Status Open
Bill To Location P-04 - Finance
Assigned To Buyer
Resolution Number MAINTENANCE - WATER ADMIN BUILDING

Department 21 G & A
Vendor 19388 - PRABHAKAR MORO
PRABHAKAR MORO
DBA CP&G CONSTRUCTION LLC
829 FRONT ST SUITE B
GEORGETOWN, SC 29440

G/L Date 05/22/2023 Amount 20,945
Deliver by Date 06/30/2023 Voided
Printed Date 05/25/2023 Discounted
Completed Date Expensed 16,500
Expiration Date 07/30/2023 Remaining 4,445
Encumbered 4,445

**FY23-manual close out
needed**

Purchase Order 2023-00000275
Description PUMPS PARTS AND SERVICE
Type Standard
Status Open
Bill To Location P-04 - Finance
Assigned To Buyer

Department 21 G & A
Vendor 924 - PUMPS PARTS & SERVICE INC
PUMPS PARTS & SERVICE INC
PO BOX 538247
ATLANTA, GA 30353-8247

G/L Date 06/15/2023 Amount 59,103
Deliver by Date 09/15/2023 Voided
Printed Date 06/23/2023 Discounted
Completed Date Expensed
Expiration Date 12/31/2023 Remaining 59,103
Encumbered 59,103

**FY23-manual close out
needed**



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Summary Listing

Department **21 G & A**

Resolution Number WASTE WATER TREATMENT PUMP REPLACEMENT

Purchase Order 2024-00000007
Description PVS TECHNOLOGIES - FERRIC CHLORIDE
Type Standard
Status Open **ok**
Bill To Location P-04 - Finance
Assigned To Buyer
Resolution Number FERRIC CHLORIDE FOR WTP

Department 21 G & A
Vendor 8905 - PVS TECHNOLOGIES INC
PVS TECHNOLOGIES INC
25212 NETWORK PLACE
CHICAGO, IL 60673-1503

G/L Date	07/05/2023	Amount	75,000
Deliver by Date	06/30/2024	Voided	
Printed Date	07/10/2023	Discounted	
Completed Date		Expensed	32,294
Expiration Date	06/30/2024	Remaining	42,705
		Encumbered	42,705

Purchase Order 2024-00000008
Description JONES CHEMICALS
Type Standard
Status Open **ok**
Bill To Location P-04 - Finance
Assigned To Buyer
Resolution Number BLANKET - CHLORINE FOR WWTP

Department 21 G & A
Vendor 9909 - JONES CHEMICALS INC
JCI JONES CHEMICALS INC
PO BOX 748240
ATLANTA, GA 30374-8240

G/L Date	07/05/2023	Amount	75,000
Deliver by Date	06/30/2024	Voided	
Printed Date	07/10/2023	Discounted	
Completed Date		Expensed	15,679
Expiration Date	06/30/2024	Remaining	59,320
		Encumbered	59,320

Purchase Order 2024-00000009
Description BRENNTAG MID-SOUTH - CAUSTIC SODIUM HYDROXIDE
Type Standard
Status Open **ok**
Bill To Location P-04 - Finance
Assigned To Buyer
Resolution Number CHEMICALS

Department 21 G & A
Vendor 9902 - BRENNTAG MID-SOUTH INC
BRENNTAG MID-SOUTH INC
PO BOX 7410714
CHICAGO, IL 60674-0714

G/L Date	07/05/2023	Amount	25,000
Deliver by Date	06/30/2024	Voided	
Printed Date	07/10/2023	Discounted	
Completed Date		Expensed	12,639
Expiration Date	06/30/2024	Remaining	12,360
		Encumbered	12,360

Purchase Order 2024-00000010
Description INDUSTRIAL SOLUTIONS - CAUSTIC WTP
Type Standard
Status Open **ok**
Bill To Location P-04 - Finance
Assigned To Buyer
Resolution Number CAUSTIC FOR WTP

Department 21 G & A
Vendor 89 - INDUSTRIAL SOLUTIONS & SUPPLY
INDUSTRIAL SOLUTIONS & SUPPLY
PO BOX 1172
MARION, SC 29571

G/L Date	07/05/2023	Amount	25,000
Deliver by Date	06/30/2024	Voided	
Printed Date	07/10/2023	Discounted	
Completed Date		Expensed	12,110
Expiration Date	06/30/2024	Remaining	12,889
		Encumbered	12,889

Purchase Order 2024-00000011
Description JONES CHEMICALS
Type Standard
Status Open **ok**
Bill To Location P-04 - Finance
Assigned To Buyer
Resolution Number BLANKET - CHLORINE FOR WTP

Department 21 G & A
Vendor 9909 - JONES CHEMICALS INC
JCI JONES CHEMICALS INC
PO BOX 748240
ATLANTA, GA 30374-8240

G/L Date	07/05/2023	Amount	25,000
Deliver by Date	06/30/2024	Voided	
Printed Date	07/10/2023	Discounted	
Completed Date		Expensed	5,334
Expiration Date	06/30/2024	Remaining	19,666
		Encumbered	19,666



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Report by Department - Purchase Order Number
Summary Listing

Department 21 G & A

Purchase Order 2024-00000012
Description DUKES ROOT CONTROL
Type Standard **ok**
Status Open
Bill To Location P-04 - Finance
Assigned To Buyer
Resolution Number FOAMING ROOT CONTROL TREATMENT NEEDED FOR SEWER SERVICE

Department 21 G & A
Vendor 18582 - DUKES ROOT CONTROL INC
DUKES ROOT CONTROL INC
3983 EASTBOURNE DRIVE
SYRACUSE, NY 13206

G/L Date	07/05/2023	Amount	14,999
Deliver by Date	07/31/2023	Voided	
Printed Date	07/10/2023	Discounted	
Completed Date		Expensed	
Expiration Date	12/31/2023	Remaining	14,999
		Encumbered	14,999

Purchase Order 2024-00000016
Description PUMPS PARTS AND SERVICE
Type Standard **ok**
Status Open
Bill To Location P-04 - Finance
Assigned To Buyer
Resolution Number WASTE WATER TREATMENT PUMP REPLACEMENT

Department 21 G & A
Vendor 924 - PUMPS PARTS & SERVICE INC
PUMPS PARTS & SERVICE INC
PO BOX 538247
ATLANTA, GA 30353-8247

G/L Date	07/07/2023	Amount	59,103
Deliver by Date	12/31/2023	Voided	
Printed Date	09/08/2023	Discounted	
Completed Date		Expensed	
Expiration Date	06/30/2024	Remaining	59,103
		Encumbered	59,103

Purchase Order 2024-00000026
Description INDUSTRIAL SOLUTIONS -CHEMICALS
Type Standard **ok**
Status Open
Bill To Location P-04 - Finance
Assigned To Buyer
Resolution Number BLANKET - CHEMICALS

Department 21 G & A
Vendor 89 - INDUSTRIAL SOLUTIONS & SUPPLY
INDUSTRIAL SOLUTIONS & SUPPLY
PO BOX 1172
MARION, SC 29571

G/L Date	07/05/2023	Amount	25,000
Deliver by Date	06/30/2024	Voided	
Printed Date	07/14/2023	Discounted	
Completed Date		Expensed	6,829
Expiration Date	06/30/2024	Remaining	18,170
		Encumbered	18,170

Purchase Order 2024-00000032
Description G3 ENGINEERING & SURVEYING LLC - ALTA SURVEY
Type Standard **ok**
Status Open
Bill To Location P-04 - Finance
Assigned To Buyer
Resolution Number PROFESSIONAL SERVICES

Department 21 G & A
Vendor 19372 - G3 ENGINEERING & SURVEYING LLC
G3 ENGINEERING & SURVEYING LLC
24 COMMERCE DR
PAWLEYS ISLAND, SC 29585

G/L Date	07/14/2023	Amount	9,000
Deliver by Date		Voided	
Printed Date	07/14/2023	Discounted	
Completed Date		Expensed	
Expiration Date	12/31/2023	Remaining	9,000
		Encumbered	9,000

Purchase Order 2024-00000041
Description INDUSTRIAL REWINDING - WWTP 32.34
Type Standard **ok**
Status Open
Bill To Location P-04 - Finance
Assigned To Buyer
Resolution Number BLANKET - ELECTRIC MOTOR REPAIRS - WWTP 32.34

Department 21 G & A
Vendor 1128 - INDUSTRIAL REWINDING INC
INDUSTRIAL REWINDING INC
PO BOX 3442
MYRTLE BEACH , SC 29578

G/L Date	07/17/2023	Amount	25,000
Deliver by Date	06/30/2024	Voided	
Printed Date	07/21/2023	Discounted	
Completed Date		Expensed	4,500
Expiration Date	07/30/2024	Remaining	20,499
		Encumbered	20,499



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Report by Department - Purchase Order Number
Summary Listing

Department 21 G & A

Purchase Order 2024-00000046
Description TENCARVA - 32.34 WWTP - DECANT PUMP
Type Standard **ok**
Status Open
Bill To Location P-04 - Finance
Assigned To Buyer
Resolution Number DECANT PUMP

Department 21 G & A
Vendor 15565 - TENCARVA
TENCARVA
MACHINERY COMPANY
2460 REMOUNT ROAD
STE 107
NORTH CHARLESTON, SC 29406

G/L Date	07/18/2023	Amount	61,983
Deliver by Date	06/30/2024	Voided	
Printed Date	07/21/2023	Discounted	
Completed Date		Expensed	
Expiration Date	07/30/2024	Remaining	61,983
		Encumbered	61,983

Purchase Order 2024-00000047
Description THOMAS SUPPLY - ELECTRICAL WIRE
Type Standard **ok**
Status Open
Bill To Location P-04 - Finance
Assigned To Buyer
Resolution Number SUPPLIES - ELECTRICAL WIRE

Department 21 G & A
Vendor 356 - THOMAS SUPPLY CO INC
THOMAS SUPPLY CO INC
PO BOX 610
MARION, SC 29571

G/L Date	07/17/2023	Amount	10,000
Deliver by Date	06/30/2024	Voided	
Printed Date	07/21/2023	Discounted	
Completed Date		Expensed	
Expiration Date	07/30/2024	Remaining	10,000
		Encumbered	10,000

Purchase Order 2024-00000059
Description AQUA AEROBIC - 32.34 EQUIPMENT REPAIRS
Type Standard **ok**
Status Open
Bill To Location P-04 - Finance
Assigned To Buyer
Resolution Number EQUIPMENT REPAIRS

Department 21 G & A
Vendor 9140 - AQUA - AEROBIC SYSTEMS INC
AQUA - AEROBIC SYSTEMS INC
6306 NORTH ALPINE RD
ROCKFORD, IL 61130-0026

G/L Date	08/01/2023	Amount	6,879
Deliver by Date	06/30/2024	Voided	
Printed Date	08/11/2023	Discounted	
Completed Date		Expensed	
Expiration Date	07/30/2024	Remaining	6,879
		Encumbered	6,879

Purchase Order 2024-00000061
Description CLEARWATER - 33.34 SLUDGE PUMP
Type Standard **ok**
Status Open
Bill To Location P-04 - Finance
Assigned To Buyer
Resolution Number SLUDGE PUMP

Department 21 G & A
Vendor 5360 - CLEARWATER INC
CLEARWATER INC
PO BOX 1469
HICKORY, NC 28603

G/L Date	08/07/2023	Amount	15,943
Deliver by Date	06/30/2024	Voided	
Printed Date	08/11/2023	Discounted	
Completed Date		Expensed	
Expiration Date	07/30/2024	Remaining	15,943
		Encumbered	15,943

Purchase Order 2024-00000071
Description STONE CONSTRUCTION
Type Blanket **ok**
Status Open
Bill To Location P-04 - Finance
Assigned To Buyer
Resolution Number BLANKET - SOLE SOURCE

Department 21 G & A
Vendor 9046 - STONE CONSTRUCTION
STONE CONSTRUCTION
11191 GAPWAY RD
ANDREWS, SC 29510

G/L Date	07/31/2023	Amount	27,000
Deliver by Date	06/30/2024	Voided	
Printed Date	08/11/2023	Discounted	
Completed Date		Expensed	350
Expiration Date	07/30/2024	Remaining	26,650
		Encumbered	26,650

Purchase Order 2024-00000076
Description COASTAL ASPHALT - WATER
Type Standard

Department 21 G & A
Vendor 15796 - COASTAL ASPHALT LLC
COASTAL ASPHALT LLC

G/L Date	08/14/2023	Amount	25,000
Deliver by Date	06/30/2024	Voided	
Printed Date	08/21/2023	Discounted	



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Department 21 G & A

Status	Open	ok	2142 WINBURN ST CONWAY, SC 29527	Completed Date		Expensed	
Bill To Location	P-04 - Finance			Expiration Date	07/31/2024	Remaining	25,000
Assigned To Buyer						Encumbered	25,000
Resolution Number	BLANKET - ANNUAL CITYWIDE ASPHALT PAVING SERVICES						
Purchase Order	2024-00000081	Department	21 G & A	G/L Date	08/25/2023	Amount	5,500
Description	G3 ENGINEERING & SURVEYING LLC - PROJ 2001	Vendor	19372 - G3 ENGINEERING & SURVEYING LLC	Deliver by Date	09/30/2023	Voided	
Type	Standard		G3 ENGINEERING & SURVEYING LLC	Printed Date	08/25/2023	Discounted	
Status	Open		24 COMMERCE DR	Completed Date		Expensed	5,500
Bill To Location	P-04 - Finance		PAWLEYS ISLAND, SC 29585	Expiration Date	12/31/2023	Remaining	
Assigned To Buyer						Encumbered	
Resolution Number	PROFESSIONAL SERVICES						
Purchase Order	2024-00000085	Department	21 G & A	G/L Date	08/15/2023	Amount	5,223,180
Description	CONSENSUS CONSTRUCTION & CONSULTING - PROJ #1606	Vendor	16490 - CONSENSUS CONSTRUCTION & CONSULTING INC	Deliver by Date	08/30/2024	Voided	
Type	Standard		CONSENSUS CONSTRUCTION & CONSULTING INC	Printed Date	09/01/2023	Discounted	
Status	Open		4722-A HWY 17 BY PASS SOUTH	Completed Date		Expensed	
Bill To Location	P-04 - Finance		MYRTLE BEACH, SC 29588	Expiration Date	06/30/2024	Remaining	5,223,180
Assigned To Buyer						Encumbered	5,223,180
Resolution Number	WTP CONSTRUCTION - EDA GRANT NO 04-79-07777						
Purchase Order	2024-00000092	Department	21 G & A	G/L Date	07/07/2023	Amount	250,000
Description	COASTAL HYDRAULICS	Vendor	15064 - COASTAL HYDRAULICS	Deliver by Date	06/30/2024	Voided	
Type	Standard		COASTAL HYDRAULICS	Printed Date	09/08/2023	Discounted	
Status	Open		2251 TECHNICAL PARKWAY	Completed Date		Expensed	
Bill To Location	P-04 - Finance		NORTH CHARLESTON, SC 29406	Expiration Date	06/30/2024	Remaining	250,000
Assigned To Buyer						Encumbered	250,000
Resolution Number	REPAIRS						
Purchase Order	2024-00000093	Department	21 G & A	G/L Date	07/07/2023	Amount	160,773
Description	CITI INC - WTP SCADA SYSTEM - ARPA	Vendor	19356 - CITI INC	Deliver by Date	06/30/2024	Voided	
Type	Standard		CITI INC	Printed Date	09/08/2023	Discounted	
Status	Open		4030 YANCEY RD	Completed Date		Expensed	
Bill To Location	P-04 - Finance		CHARLOTTE, NC 28217	Expiration Date	06/30/2024	Remaining	160,773
Assigned To Buyer						Encumbered	160,773
Resolution Number	WTP SCADA SYSTEM - ARPA						
Purchase Order	2024-00000104	Department	21 G & A	G/L Date	07/25/2023	Amount	864,236
Description	ASSOCIATES ROOFING & CONST - PROJ #1515 - CDGG #4-CI-21-008	Vendor	18295 - ASSOCIATES ROOFING & CONSTRUCTION INC	Deliver by Date	06/30/2024	Voided	

Attachment: Finance Department Open PO September 2023 Report (3951 : Finance and IT Department



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Department 21 G & A

Type	Standard	ok	ASSOCIATES ROOFING & CONSTRUCTION INC	Printed Date	09/08/2023	Discounted	
Status	Open		1135 BURGESS RD	Completed Date		Expensed	
Bill To Location	P-04 - Finance		MURRELLS INLET, SC 29576	Expiration Date	06/30/2024	Remaining	864,236
Assigned To Buyer						Encumbered	864,236
Resolution Number	PROJ #1515 - CDGG #4-CI-21-008						

Purchase Order	2024-00000105	Department	21 G & A	G/L Date	07/25/2023	Amount	44,590
Description	G3 ENGINEERING & SURVEYING LLC - PROJ 1516 - ARPA	Vendor	19372 - G3 ENGINEERING & SURVEYING LLC	Deliver by Date	06/30/2024	Voided	
Type	Standard		G3 ENGINEERING & SURVEYING LLC	Printed Date	09/08/2023	Discounted	
Status	Open		24 COMMERCE DR	Completed Date		Expensed	3,269
Bill To Location	P-04 - Finance		PAWLEYS ISLAND, SC 29585	Expiration Date	06/30/2024	Remaining	41,321
Assigned To Buyer						Encumbered	41,321
Resolution Number	PROJ #1516						

Purchase Order	2024-00000106	Department	21 G & A	G/L Date	07/25/2023	Amount	13,537
Description	ROWE PROFESSIONAL SERVICE - PROJECT #1517	Vendor	18619 - ROWE PROFESSIONAL SERVICES COMPANY	Deliver by Date	06/30/2024	Voided	
Type	Standard		ROWE PROFESSIONAL SERVICES COMPANY	Printed Date	09/08/2023	Discounted	
Status	Open		540 S SAGINAW ST STE 200	Completed Date		Expensed	1,805
Bill To Location	P-04 - Finance		FLINT, MI 48502	Expiration Date	06/30/2024	Remaining	11,732
Assigned To Buyer						Encumbered	11,732
Resolution Number	PROJECT #1517						

Purchase Order	2024-00000107	Department	21 G & A	G/L Date	07/25/2023	Amount	13,537
Description	ROWE PROFESSIONAL SERVICE - PROJECT #1817	Vendor	18619 - ROWE PROFESSIONAL SERVICES COMPANY	Deliver by Date	12/31/2023	Voided	
Type	Standard		ROWE PROFESSIONAL SERVICES COMPANY	Printed Date	09/08/2023	Discounted	
Status	Open		540 S SAGINAW ST STE 200	Completed Date		Expensed	
Bill To Location	P-04 - Finance		FLINT, MI 48502	Expiration Date	06/30/2024	Remaining	13,537
Assigned To Buyer						Encumbered	13,537
Resolution Number	PROJECT #1817						

Purchase Order	2024-00000108	Department	21 G & A	G/L Date	07/25/2023	Amount	133,133
Description	WK DICKSON - PROJ #1606	Vendor	5417 - W K DICKSON & CO INC	Deliver by Date	12/31/2023	Voided	
Type	Standard		W K DICKSON & CO INC	Printed Date	09/08/2023	Discounted	
Status	Open		PO BOX 36005	Completed Date		Expensed	1,599
Bill To Location	P-04 - Finance		CHARLOTTE, NC 28236	Expiration Date	06/30/2024	Remaining	131,534
Assigned To Buyer						Encumbered	131,534
Resolution Number	PROJ #1606						

Purchase Order	2024-00000109	Department	21 G & A	G/L Date	07/31/2023	Amount	74,766
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Summary Listing

Department 21 G & A

Description	WESTON & SAMPSON ENGINEERS INC PROJ #1818	Vendor	18055 - WESTON & SAMPSON ENGINEERS INC	Deliver by Date	12/31/2023	Voided	
Type	Standard ok			Printed Date	09/08/2023	Discounted	
Status	Open		WESTON & SAMPSON ENGINEERS INC	Completed Date		Expensed	
Bill To Location	P-04 - Finance		5 CENTENNIAL DR	Expiration Date	06/30/2024	Remaining	74,766
Assigned To Buyer			PEABODY, MA 01960			Encumbered	74,766
Resolution Number	SANITARY AND MH SURVEY PROJECT #1818 ARPA						
Purchase Order	2024-00000110	Department	21 G & A	G/L Date	07/31/2023	Amount	3,669
Description	LE WOOTEN & COMPANY - PROJ #1815	Vendor	18836 - L.E WOOTEN & COMPANY	Deliver by Date	12/31/2023	Voided	
Type	Standard ok		L.E WOOTEN & COMPANY	Printed Date	09/08/2023	Discounted	
Status	Open		DBA THE WOOTEN COMPANY	Completed Date		Expensed	2,169
Bill To Location	P-04 - Finance		120 N BOYLAN AVENUE	Expiration Date	06/30/2024	Remaining	1,500
Assigned To Buyer			RALEIGH, NC 27603			Encumbered	1,500
Resolution Number	MARYVILLE SCHOOL LIFT STATION #16 PROJ #1815						
Purchase Order	2024-00000111	Department	21 G & A	G/L Date	07/31/2023	Amount	180,953
Description	AQUA AEROBIC - WWTP SCADA UPGRADE PROJ #3407	Vendor	9140 - AQUA - AEROBIC SYSTEMS INC	Deliver by Date	06/30/2024	Voided	
Type	Standard ok			Printed Date	09/08/2023	Discounted	
Status	Open		AQUA - AEROBIC SYSTEMS INC	Completed Date		Expensed	555
Bill To Location	P-04 - Finance		6306 NORTH ALPINE RD	Expiration Date	06/30/2024	Remaining	180,397
Assigned To Buyer			ROCKFORD, IL 61130-0026			Encumbered	180,397
Resolution Number	WWTP SCADA UPGRADE PROJ #3407						
Purchase Order	2024-00000114	Department	21 G & A	G/L Date	08/21/2023	Amount	114,665
Description	MB KAHN CONSTRUCTION CO - PROJ #1815 - ARPA FUNDS	Vendor	5906 - MB KAHN CONSTRUCTION CO INC	Deliver by Date	06/30/2024	Voided	
Type	Standard ok			Printed Date	09/08/2023	Discounted	
Status	Open		MB KAHN CONSTRUCTION CO INC	Completed Date		Expensed	87,938
Bill To Location	P-04 - Finance		PO BOX 578	Expiration Date	06/30/2024	Remaining	26,726
Assigned To Buyer			GREENWOOD, SC 29648-0578			Encumbered	26,726
Resolution Number	PROJ #1815 - SC RIA GRANT #S-21-1287						
Purchase Order	2024-00000115	Department	21 G & A	G/L Date	08/21/2023	Amount	215,862
Description	MELTON ELECTRIC - PUMP STATION GENERATORS	Vendor	18607 - MELTON ELECTRIC CO INC	Deliver by Date	06/30/2024	Voided	
Type	Standard ok			Printed Date	09/08/2023	Discounted	
Status	Open		MELTON ELECTRIC CO INC	Completed Date		Expensed	
Bill To Location	P-04 - Finance		111 JACOB LANE	Expiration Date	06/30/2024	Remaining	215,862
Assigned To Buyer			MYRTLE BEACH, SC 29579			Encumbered	215,862

Attachment: Finance Department Open PO September 2023 Report (3951 : Finance and IT Department



OPEN PURCHASE ORDER REPORT - MONTHLY

15.L.3

As of G/L Date 09/30/23

Report by Department - Purchase Order Number
Summary Listing

Department **21 G & A**

Resolution Number PUMP STATION GENERATORS - FEMA/SCMD
HMGP #4542 PROJ #F4-S132

Purchase Order 2024-00000116
Description W K DICKSON - PROJ #4015 - EDA GRANT #04-79-07494
Type Standard **ok**
Status Open
Bill To Location P-04 - Finance
Assigned To Buyer
Resolution Number PROJ #4015 - EDA GRANT #04-79-07494

Department 21 G & A
Vendor 5417 - W K DICKSON & CO INC

W K DICKSON & CO INC
PO BOX 36005
CHARLOTTE, NC 28236

G/L Date 08/21/2023 Amount 300,633
Deliver by Date 12/31/2023 Voided

Printed Date 09/08/2023 Discounted
Completed Date Expensed
Expiration Date 06/30/2024 Remaining 300,633
Encumbered 300,633

Purchase Order 2024-00000117
Description WRCOG - PROJ #1606 - EDA GRANT #04-79-07777
Type Standard **ok**
Status Open
Bill To Location P-04 - Finance
Assigned To Buyer
Resolution Number PROFESSIONAL SERVICES - PROJ #1606

Department 21 G & A
Vendor 1137 - WACCAMAW REGIONAL & PLANNING

WACCAMAW REGIONAL COUNCIL OF
GOVERNMENT
1230 HIGHMARKET ST
GEORGETOWN, SC 29440

G/L Date 08/21/2023 Amount 18,503
Deliver by Date 06/30/2024 Voided

Printed Date 09/08/2023 Discounted
Completed Date Expensed
Expiration Date 06/30/2024 Remaining 18,503
Encumbered 18,503

Purchase Order 2024-00000118
Description WRCOG - PROJ #1515 - CDBG #4-CI-21-008
Type Standard **ok**
Status Open
Bill To Location P-04 - Finance
Assigned To Buyer
Resolution Number PROFESSIONAL SERVICES - PROJ #1515

Department 21 G & A
Vendor 1137 - WACCAMAW REGIONAL & PLANNING

WACCAMAW REGIONAL COUNCIL OF
GOVERNMENT
1230 HIGHMARKET ST
GEORGETOWN, SC 29440

G/L Date 08/21/2023 Amount 16,699
Deliver by Date 12/31/2023 Voided
Printed Date 09/08/2023 Discounted

Completed Date Expensed
Expiration Date 06/30/2024 Remaining 16,699
Encumbered 16,699

Purchase Order 2024-00000119
Description WRCOG - PROJ #4015 - EDA GRANT #04-79-07494
Type Standard **ok**
Status Open
Bill To Location P-04 - Finance
Assigned To Buyer
Resolution Number PROFESSIONAL SERVICES - PROJ #4015

Department 21 G & A
Vendor 1137 - WACCAMAW REGIONAL & PLANNING

WACCAMAW REGIONAL COUNCIL OF
GOVERNMENT
1230 HIGHMARKET ST
GEORGETOWN, SC 29440

G/L Date 08/21/2023 Amount 14,472
Deliver by Date 12/31/2023 Voided
Printed Date 09/08/2023 Discounted

Completed Date Expensed
Expiration Date 06/30/2024 Remaining 14,472
Encumbered 14,472

Purchase Order 2024-00000120
Description RAFTELIS - STORMWATER BILLING AUDIT
Type Standard **ok**

Department 21 G & A
Vendor 19062 - RAFTELIS FINANCIAL CONSULTANTS INC
RAFTELIS FINANCIAL CONSULTANTS INC

G/L Date 08/22/2023 Amount 23,333
Deliver by Date 06/30/2024 Voided
Printed Date 09/08/2023 Discounted

Attachment: Finance Department Open PO September 2023 Report (3951 : Finance and IT Department



OPEN PURCHASE ORDER REPORT - MONTHLY

15.L.3

As of G/L Date 09/30/23

Report by Department - Purchase Order Number
Summary Listing

Department **21 G & A**

Status Open
Bill To Location P-04 - Finance
Assigned To Buyer
Resolution Number PROFESSIONAL SERVICES

DBA RAFTELIS
227 WEST TRADE ST SUITE 1400
CHARLOTTE, NC 28202

Completed Date	Expensed	21,726
Expiration Date 06/30/2024	Remaining	1,607
	Encumbered	1,607

Purchase Order 2024-00000126
Description GREEN WAVE CONTRACTING - PROJ 4015
Type Standard **ok**
Status Open
Bill To Location P-04 - Finance
Assigned To Buyer
Resolution Number HISTORIC DISTRICT STORMWATER IMPROVEMENTS

Department Vendor 21 G & A
16954 - GREEN WAVE CONTRACTING INC
GREEN WAVE CONTRACTING INC
3989 HIGHMARKET ST
GEORGETOWN, SC 29440

G/L Date	Amount	6,251,220
Deliver by Date 06/30/2024	Voided	
Printed Date 09/15/2023	Discounted	
Completed Date	Expensed	
Expiration Date 06/30/2024	Remaining	6,251,220
	Encumbered	6,251,220

Purchase Order 2024-00000127
Description BRENNTAG MID-SOUTH
Type Standard **ok**
Status Open
Bill To Location P-04 - Finance
Assigned To Buyer
Resolution Number ORTHOPOSPHATE FOR WATER FILTRATION

Department Vendor 21 G & A
9902 - BRENNTAG MID-SOUTH INC
BRENNTAG MID-SOUTH INC
PO BOX 7410714
CHICAGO, IL 60674-0714

G/L Date	Amount	14,000
Deliver by Date 06/30/2024	Voided	
Printed Date 09/15/2023	Discounted	
Completed Date	Expensed	
Expiration Date 06/30/2024	Remaining	14,000
	Encumbered	14,000

Purchase Order 2024-00000130
Description CANNON TECHNOLOGIES INC
Type Standard **ok**
Status Open
Bill To Location P-04 - Finance
Assigned To Buyer
Resolution Number WATER METER NODES

Department Vendor 21 G & A
16312 - CANNON TECHNOLOGIES INC
CANNON TECHNOLOGIES INC
DBA EATON CORP
28370 NETWORK PLACE
CHICAGO, IL 60673-1283

G/L Date	Amount	45,441
Deliver by Date 06/30/2024	Voided	
Printed Date 09/22/2023	Discounted	
Completed Date	Expensed	
Expiration Date 06/30/2024	Remaining	45,441
	Encumbered	45,441

Purchase Order 2024-00000131
Description CANNON TECHNOLOGIES
Type Standard **ok**
Status Open
Bill To Location P-04 - Finance
Assigned To Buyer
Resolution Number WATER METER NODES

Department Vendor 21 G & A
16312 - CANNON TECHNOLOGIES INC
CANNON TECHNOLOGIES INC
DBA EATON CORP
28370 NETWORK PLACE
CHICAGO, IL 60673-1283

G/L Date	Amount	14,674
Deliver by Date 12/31/2023	Voided	
Printed Date 09/22/2023	Discounted	
Completed Date	Expensed	
Expiration Date 06/30/2024	Remaining	14,674
	Encumbered	14,674

Purchase Order 2024-00000132
Description CANNON TECHNOLOGIES - WATER METER NODES
Type Standard **ok**
Status Open

Department Vendor 21 G & A
16312 - CANNON TECHNOLOGIES INC
CANNON TECHNOLOGIES INC
DBA EATON CORP

G/L Date	Amount	14,630
Deliver by Date 06/30/2024	Voided	
Printed Date 09/22/2023	Discounted	
Completed Date	Expensed	



OPEN PURCHASE ORDER REPORT - MONTHLY

15.L.3

As of G/L Date 09/30/23
Report by Department - Purchase Order Number
Summary Listing

Department **21 G & A**
Bill To Location P-04 - Finance
Assigned To Buyer
Resolution Number WATER METER NODES

28370 NETWORK PLACE
CHICAGO, IL 60673-1283
Expiration Date 06/30/2024
Remaining 14,630
Encumbered 14,630

Department 21 G & A Totals	Purchase Orders	46	Amount	\$15,122,458
			Voided	\$0
			Discounted	\$0
			Expensed	\$620,261
			Remaining	\$14,502,196
			Encumbered	\$14,502,196
Grand Totals	Purchase Orders	123	Amount	\$19,717,032
			Voided	\$0
			Discounted	\$0
			Expensed	\$1,229,763
			Remaining	\$18,488,444
			Encumbered	\$17,913,718



Budget Performance Report August 2023

15.L.4

Fiscal Year to Date 08/31/23

Exclude Rollup Accounts

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 0010 - General Fund										
REVENUE										
Department 00 - Revenue										
302.008	Opioid Recovery Program	141,211.00	.00	141,211.00	.00	.00	.00	141,211.00	0	
311.001	Property Taxes - Real	4,287,807.00	.00	4,287,807.00	34,827.58	.00	34,827.58	4,252,979.42	1	10,751
311.003	Property Taxes - Vehicles	350,000.00	.00	350,000.00	40,766.28	.00	40,766.28	309,233.72	12	33,794
311.004	Inventory Tax	132,978.00	.00	132,978.00	33,244.53	.00	33,244.53	99,733.47	25	
311.005	Prop Tax-Penalties & Cost	32,000.00	.00	32,000.00	.00	.00	.00	32,000.00	0	
311.006	Homestead Exemption Tax	148,000.00	.00	148,000.00	.00	.00	.00	148,000.00	0	
311.007	Manufacturer's Tax Reduce	60,000.00	.00	60,000.00	.00	.00	.00	60,000.00	0	
311.008	Motor Carrier Lieu of Tax	15,000.00	.00	15,000.00	4,241.33	.00	4,241.33	10,758.67	28	3,481
311.011	Boat and Motor Taxes	35,000.00	.00	35,000.00	9,189.75	.00	9,189.75	25,810.25	26	
321.001	Business Licenses	3,310,000.00	.00	3,310,000.00	119,808.34	.00	166,082.62	3,143,917.38	5	24,901
321.002	Business Lic - Penalties	6,000.00	.00	6,000.00	50,435.61	.00	61,213.62	(55,213.62)	1020	(113)
322.001	Cable TV Franchise	116,000.00	.00	116,000.00	.00	.00	.00	116,000.00	0	
322.002	S.C. Electric & Gas Co.	65,000.00	.00	65,000.00	.00	.00	.00	65,000.00	0	
323.001	Electrical Permits	5,000.00	.00	5,000.00	615.00	.00	908.00	4,092.00	18	1,031
323.002	Plumbing Permits	2,500.00	.00	2,500.00	96.00	.00	237.00	2,263.00	9	290
323.003	Gas Permits	2,500.00	.00	2,500.00	61.00	.00	108.00	2,392.00	4	134
323.004	Building Permits	110,000.00	.00	110,000.00	17,198.00	.00	25,937.50	84,062.50	24	24,571
323.005	Yard Sale Permits	50.00	.00	50.00	6.00	.00	6.00	44.00	12	1
323.006	Mobile Home Permits	500.00	.00	500.00	.00	.00	164.40	335.60	33	
323.007	Demolition & Clearance	2,000.00	.00	2,000.00	150.00	.00	150.00	1,850.00	8	900
323.008	Mechanical Permits	5,000.00	.00	5,000.00	1,300.00	.00	2,018.00	2,982.00	40	1,580
323.010	Bus Lic Inspection Fee	50.00	.00	50.00	.00	.00	.00	50.00	0	
323.013	Burning Permit	50.00	.00	50.00	.00	.00	.00	50.00	0	
323.014	Construct Parking Permit	50.00	.00	50.00	60.00	.00	60.00	(10.00)	120	10
323.015	Reinspection Fee	4,000.00	.00	4,000.00	300.00	.00	675.00	3,325.00	17	1,220
323.016	Permit Not Posted On-Site	50.00	.00	50.00	.00	.00	.00	50.00	0	
323.019	Stop Work Order Fee	1,000.00	.00	1,000.00	61.00	.00	61.00	939.00	6	481
323.020	Board of Appeals Fee	500.00	.00	500.00	.00	.00	.00	500.00	0	
323.021	Zoning Fees	7,200.00	.00	7,200.00	1,250.00	.00	2,770.00	4,430.00	38	2,300
323.022	Plan Review Fee	60,000.00	.00	60,000.00	11,793.50	.00	14,847.00	45,153.00	25	10,954
323.023	Sign Permit Fee	2,000.00	.00	2,000.00	675.00	.00	850.00	1,150.00	42	1,610
323.024	Planning Commission Fees	50.00	.00	50.00	.00	.00	.00	50.00	0	
323.025	ARB Fees	1,000.00	.00	1,000.00	30.00	.00	210.00	790.00	21	271
323.026	Plat Approval Fees	500.00	.00	500.00	80.00	.00	345.00	155.00	69	60
323.027	Special Events Permit	750.00	.00	750.00	.00	.00	635.00	115.00	85	151
323.028	Miscellaneous permits	200.00	.00	200.00	875.00	.00	875.00	(675.00)	438	
324.008	Fire Impact Fee	55,000.00	.00	55,000.00	15,819.38	.00	23,474.58	31,525.42	43	13,630
331.000	Federal Grants	375,000.00	.00	375,000.00	.00	.00	.00	375,000.00	0	

Attachment: Finance Department Budget Performance August 2023 Report (3951 : Finance and IT



Budget Performance Report August 2023

15.L.4

Fiscal Year to Date 08/31/23
Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 0010 - General Fund										
REVENUE										
Department 00 - Revenue										
332.000	State Grants	219,114.00	.00	219,114.00	.00	.00	.00	219,114.00	0	
332.008	Other Local Grants	6,100.00	.00	6,100.00	.00	.00	.00	6,100.00	0	
335.001	Local Government Fund	196,933.00	.00	196,933.00	.00	.00	.00	196,933.00	0	
344.005	SRO Reimbursement	148,000.00	.00	148,000.00	.00	.00	.00	148,000.00	0	
351.001	Police Fines	63,000.00	.00	63,000.00	.00	.00	.00	63,000.00	0	8,964
351.003	Parking Fines	9,700.00	.00	9,700.00	1,385.00	.00	2,330.00	7,370.00	24	1,771
351.007	Sunday Liquor Sales	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	
351.008	Victim's Asst. Fees-(%)	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	983
351.009	Victim's Asst. Flat Fees	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	423
351.010	Misc Police Revenue	5,000.00	.00	5,000.00	18.50	.00	32.50	4,967.50	1	934
361.001	Investment Earnings	150,000.00	.00	150,000.00	.00	.00	33,322.87	116,677.13	22	29,051
362.000	Rents and Royalties	16,478.00	.00	16,478.00	.00	.00	.00	16,478.00	0	
363.001	Fees for GIS/B&P Documents	50.00	.00	50.00	.00	.00	.00	50.00	0	
363.005	FOIA Fees	500.00	.00	500.00	.00	.00	.00	500.00	0	134
364.000	Housing Authority FILOT	45,000.00	.00	45,000.00	.00	.00	.00	45,000.00	0	
364.001	Steel Mill FILOT	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	
367.007	Donations and Promotions-Police Dept	.00	.00	.00	250.00	.00	1,407.00	(1,407.00)	+++	
368.000	Work Comp Reimbursement	41,003.00	.00	41,003.00	.00	.00	.00	41,003.00	0	
369.000	Cash Over & Short	100.00	.00	100.00	.00	.00	.00	100.00	0	
369.002	Miscellaneous Revenue	15,000.00	.00	15,000.00	75.00	.00	75.00	14,925.00	0	683
369.003	Insurance Proceeds	15,000.00	.00	15,000.00	15,363.65	.00	15,363.65	(363.65)	102	2,101
369.005	Set-off Debt Collection Fees	500.00	.00	500.00	50.00	.00	50.00	450.00	10	501
369.013	Returned Check Fees	2,000.00	.00	2,000.00	120.00	.00	330.00	1,670.00	16	334
391.001	Sale of Assets	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	
392.001	From Electric Fund	819,987.00	.00	819,987.00	.00	.00	68,332.25	751,654.75	8	121,771
392.002	From Water Fund	326,554.00	.00	326,554.00	.00	.00	27,212.83	299,341.17	8	49,211
392.003	From Accom Tax Fund	32,000.00	.00	32,000.00	.00	.00	.00	32,000.00	0	
392.005	From Wastewater Fund	338,082.00	.00	338,082.00	.00	.00	28,173.49	309,908.51	8	53,301
392.009	From Hospitality Fund	125,000.00	.00	125,000.00	.00	.00	.00	125,000.00	0	20,831
393.003	GO Bond Proceeds	250,000.00	.00	250,000.00	.00	.00	.00	250,000.00	0	
394.002	Transfer from fund balance	1,517,819.00	.00	1,517,819.00	.00	.00	.00	1,517,819.00	0	
Department 00 - Revenue Totals		\$13,705,866.00	\$0.00	\$13,705,866.00	\$360,145.45	\$0.00	\$600,526.78	\$13,105,339.22	4%	\$422,581
REVENUE TOTALS		\$13,705,866.00	\$0.00	\$13,705,866.00	\$360,145.45	\$0.00	\$600,526.78	\$13,105,339.22	4%	\$422,581
EXPENSE										
Department 01 - Administration										
400.101	Regular Pay	412,950.00	.00	412,950.00	18,722.61	.00	42,169.40	370,780.60	10	59,521
401.103	Overtime	3,000.00	.00	3,000.00	1,110.33	.00	1,764.61	1,235.39	59	1,351
401.106	Contract Labor	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	

Attachment: Finance Department Budget Performance August 2023 Report (3951 : Finance and IT



Budget Performance Report August 2023

15.L.4

Fiscal Year to Date 08/31/23

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 0010 - General Fund										
EXPENSE										
Department 01 - Administration										
405.114	FICA	31,820.00	.00	31,820.00	1,435.12	.00	3,197.39	28,622.61	10	4,571
406.116	Retirement	77,200.00	.00	77,200.00	3,658.99	.00	8,262.27	68,937.73	11	10,481
408.125	SCMIT Worker's Comp Ins.	8,500.00	.00	8,500.00	.00	2,264.58	2,264.58	3,970.84	53	1,991
410.001	Health Claims Cost	28,331.00	.00	28,331.00	2,680.38	.00	4,975.82	23,355.18	18	2,511
410.002	Health Claim Costs-Retire	.00	.00	.00	606.80	.00	1,213.60	(1,213.60)	+++	
500.101	Supplies and Materials	4,000.00	.00	4,000.00	256.48	.00	437.21	3,562.79	11	1,291
500.102	Equipment	200.00	.00	200.00	.00	.00	.00	200.00	0	931
500.105	Printing and Binding	300.00	.00	300.00	.00	.00	.00	300.00	0	
500.107	Technology Supplies	250.00	.00	250.00	.00	.00	.00	250.00	0	
610.111	Communications- Landline	6,000.00	.00	6,000.00	815.86	.00	1,098.94	4,901.06	18	1,251
610.112	Postage	500.00	.00	500.00	34.43	.00	94.09	405.91	19	61
610.1110	Communications- Wireless	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	131
620.114	Advertising	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	
640.124	Travel Expense	3,500.00	.00	3,500.00	.00	.00	.00	3,500.00	0	291
650.127	Electricity	3,552.00	.00	3,552.00	314.10	.00	642.30	2,909.70	18	531
650.128	Water	745.00	.00	745.00	.00	.00	59.30	685.70	8	161
650.129	Wastewater	800.00	.00	800.00	66.93	.00	131.94	668.06	16	111
650.130	Sanitation	1,208.00	.00	1,208.00	85.24	.00	170.48	1,037.52	14	171
650.133	Stormwater	700.00	.00	700.00	102.39	.00	102.39	597.61	15	151
650.134	Security Lights	1,900.00	.00	1,900.00	157.50	.00	315.00	1,585.00	17	311
650.1271	Electricity- Sales Tax	111.00	.00	111.00	.00	.00	10.39	100.61	9	21
660.105	COVID-19 Pandemic Expense	.00	.00	.00	.00	.00	.00	.00	+++	1,091
660.139	Fleet Services-RTA Mtce Allocation	100.00	.00	100.00	.00	.00	.00	100.00	0	151
660.145	Gasoline & Oil	500.00	.00	500.00	.00	.00	.00	500.00	0	
660.1391	Fleet Services -Departmental Expense Allocation	424.00	.00	424.00	.00	.00	.00	424.00	0	191
660.1392	Fleet Svcs- Outside Vends	500.00	.00	500.00	.00	.00	.00	500.00	0	
670.156	Equipment Rental/Lease	5,900.00	.00	5,900.00	356.94	.00	713.88	5,186.12	12	1,171
685.180	Membership Dues and Fees	2,454.00	.00	2,454.00	.00	.00	.00	2,454.00	0	211
685.182	Other Operating Expenses	3,000.00	.00	3,000.00	20.14	.00	20.14	2,979.86	1	181
685.186	Training	5,375.00	.00	5,375.00	150.00	.00	150.00	5,225.00	3	
685.1801	Subscriptions	.00	.00	.00	25.31	.00	25.31	(25.31)	+++	21
686.187	Professional Services	.00	.00	.00	7,034.95	2,358.80	15,457.65	(17,816.45)	+++	
686.195	Repair/Maint Svc Contract	2,400.00	.00	2,400.00	.00	.00	186.36	2,213.64	8	181
686.1895	Employee wellness services	3,009.00	.00	3,009.00	138.90	.00	138.90	2,870.10	5	141
687.204	Janitorial Services	6,106.00	.00	6,106.00	.00	.00	.00	6,106.00	0	
795.001	IT Internal Allocations	52,470.00	.00	52,470.00	.00	.00	936.49	51,533.51	2	4,071
795.995	GF Cost Distribution	(387,425.00)	.00	(387,425.00)	.00	.00	(32,285.42)	(355,139.58)	8	(42,990)

Attachment: Finance Department Budget Performance August 2023 Report (3951 : Finance and IT



Budget Performance Report August 2023

15.L.4

Fiscal Year to Date 08/31/23

Exclude Rollup Accounts

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 0010 - General Fund										
EXPENSE										
Department 01 - Administration										
Sub Department 02 - Mayor and Council										
400.101	Regular Pay	101,710.00	.00	101,710.00	6,137.08	.00	13,150.89	88,559.11	13	19,921
405.114	FICA	7,780.00	.00	7,780.00	398.60	.00	875.16	6,904.84	11	1,401
406.116	Retirement	18,877.00	.00	18,877.00	607.20	.00	1,376.91	17,500.09	7	2,601
408.125	SCMIT Worker's Comp Ins.	2,055.00	.00	2,055.00	.00	.00	.00	2,055.00	0	
410.001	Health Claims Cost	34,156.00	.00	34,156.00	1,960.00	.00	3,638.38	30,517.62	11	4,191
500.101	Supplies and Materials	2,000.00	.00	2,000.00	13.80	.00	35.18	1,964.82	2	41
500.102	Equipment	500.00	.00	500.00	.00	.00	.00	500.00	0	
500.105	Printing and Binding	600.00	.00	600.00	.00	.00	.00	600.00	0	
610.111	Communications- Landline	600.00	.00	600.00	177.54	.00	177.54	422.46	30	131
610.112	Postage	400.00	.00	400.00	13.20	.00	13.20	386.80	3	21
610.1110	Communications- Wireless	6,300.00	.00	6,300.00	.00	.00	.00	6,300.00	0	471
620.114	Advertising	3,000.00	.00	3,000.00	84.00	.00	84.00	2,916.00	3	
640.124	Travel Expense	19,275.00	.00	19,275.00	.00	.00	1,042.42	18,232.58	5	921
670.156	Equipment Rental/Lease	11,000.00	.00	11,000.00	787.68	8,664.48	787.68	1,547.84	86	1,511
685.180	Membership Dues and Fees	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	
685.182	Other Operating Expenses	4,800.00	.00	4,800.00	.00	.00	.00	4,800.00	0	
685.186	Training	12,305.00	.00	12,305.00	200.00	.00	725.00	11,580.00	6	841
686.187	Professional Services	.00	.00	.00	261.38	.00	261.38	(261.38)	+++	
686.1895	Employee wellness services	11,004.00	.00	11,004.00	509.31	.00	509.31	10,494.69	5	541
795.001	IT Internal Allocations	59,966.00	.00	59,966.00	.00	.00	1,070.28	58,895.72	2	4,661
Sub Department 02 - Mayor and Council Totals		\$298,328.00	\$0.00	\$298,328.00	\$11,149.79	\$8,664.48	\$23,747.33	\$265,916.19	11%	\$37,291
Department 01 - Administration Totals		\$584,208.00	\$0.00	\$584,208.00	\$48,923.19	\$13,287.86	\$76,000.35	\$494,919.79	15%	\$87,651
Department 04 - Finance										
400.101	Regular Pay	558,498.00	.00	558,498.00	26,479.79	.00	63,808.22	494,689.78	11	71,281
401.103	Overtime	3,500.00	.00	3,500.00	445.40	.00	586.32	2,913.68	17	1,351
401.106	Contract Labor	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	5,461
405.114	FICA	42,996.00	.00	42,996.00	1,952.43	.00	4,624.26	38,371.74	11	5,351
406.116	Retirement	104,308.00	.00	104,308.00	4,950.81	.00	11,849.90	92,458.10	11	12,481
408.125	SCMIT Worker's Comp Ins.	5,200.00	.00	5,200.00	.00	1,241.48	1,241.48	2,717.04	48	1,091
410.001	Health Claims Cost	56,810.00	.00	56,810.00	4,492.84	.00	8,337.24	48,472.76	15	7,051
410.002	Health Claim Costs-Retire	2,015.00	.00	2,015.00	138.80	.00	277.60	1,737.40	14	271
500.101	Supplies and Materials	5,000.00	.00	5,000.00	81.93	.00	162.03	4,837.97	3	541
500.102	Equipment	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	
500.103	Furniture	400.00	.00	400.00	.00	.00	.00	400.00	0	
610.111	Communications- Landline	3,500.00	.00	3,500.00	735.98	.00	806.75	2,693.25	23	701
610.112	Postage	6,500.00	.00	6,500.00	369.69	.00	730.76	5,769.24	11	1,141
610.1110	Communications- Wireless	750.00	.00	750.00	.00	.00	.00	750.00	0	41

Attachment: Finance Department Budget Performance August 2023 Report (3951 : Finance and IT



Budget Performance Report August 2023

15.L.4

Fiscal Year to Date 08/31/23

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 0010 - General Fund										
EXPENSE										
Department 04 - Finance										
640.124	Travel Expense	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	20%
650.127	Electricity	3,200.00	.00	3,200.00	269.23	.00	550.55	2,649.45	17	43%
650.128	Water	630.00	.00	630.00	.00	.00	50.83	579.17	8	14%
650.129	Wastewater	686.00	.00	686.00	57.36	.00	113.09	572.91	16	9%
650.130	Sanitation	1,035.00	.00	1,035.00	73.06	.00	146.12	888.88	14	14%
650.133	Stormwater	750.00	.00	750.00	91.39	.00	91.39	658.61	12	12%
650.134	Security Lights	1,750.00	.00	1,750.00	135.00	.00	270.00	1,480.00	15	27%
650.1271	Electricity- Sales Tax	200.00	.00	200.00	.00	.00	8.91	191.09	4	1%
670.156	Equipment Rental/Lease	9,000.00	.00	9,000.00	605.88	.00	1,211.76	7,788.24	13	1,95%
685.180	Membership Dues and Fees	1,800.00	.00	1,800.00	.00	.00	.00	1,800.00	0	16%
685.182	Other Operating Expenses	10,000.00	.00	10,000.00	166.37	.00	166.37	9,833.63	2	2,40%
685.184	Continuing Education	1,350.00	.00	1,350.00	.00	.00	.00	1,350.00	0	
685.186	Training	3,250.00	.00	3,250.00	170.00	.00	25.00	3,225.00	1	48%
686.189	Employee Medical	750.00	.00	750.00	.00	.00	.00	750.00	0	
686.1895	Employee wellness services	10,007.00	.00	10,007.00	463.01	.00	463.01	9,543.99	5	49%
795.001	IT Internal Allocations	52,470.00	.00	52,470.00	.00	.00	936.50	51,533.50	2	4,07%
795.995	GF Cost Distribution	(377,214.00)	.00	(377,214.00)	.00	.00	(31,434.50)	(345,779.50)	8	(63,503%
Department 04 - Finance Totals		\$521,141.00	\$0.00	\$521,141.00	\$41,678.97	\$1,241.48	\$65,023.59	\$454,875.93	13%	\$54,35%
Department 05 - Police										
Sub Department 05 - Police Staff Services										
400.101	Regular Pay	2,308,986.00	.00	2,308,986.00	101,451.32	.00	234,176.53	2,074,809.47	10	288,32%
401.103	Overtime	120,300.00	.00	120,300.00	2,171.27	.00	19,155.10	101,144.90	16	26,46%
401.105	On-call pay	6,000.00	.00	6,000.00	400.00	.00	800.00	5,200.00	13	80%
405.114	FICA	182,995.00	.00	182,995.00	7,402.35	.00	18,434.01	164,560.99	10	23,05%
406.116	Retirement	504,694.00	.00	504,694.00	18,666.63	.00	48,126.94	456,567.06	10	61,93%
408.125	SCMIT Worker's Comp Ins.	138,000.00	.00	138,000.00	.00	31,600.30	31,600.30	74,799.40	46	27,80%
410.001	Health Claims Cost	278,431.00	.00	278,431.00	23,362.26	.00	43,058.24	235,372.76	15	38,89%
410.002	Health Claim Costs-Retire	53,966.00	.00	53,966.00	5,378.53	.00	9,344.13	44,621.87	17	6,61%
500.101	Supplies and Materials	12,754.00	.00	12,754.00	1,401.75	.00	3,514.24	9,239.76	28	5,12%
500.102	Equipment	6,319.00	.00	6,319.00	811.90	.00	811.90	5,507.10	13	
500.103	Furniture	450.00	.00	450.00	.00	.00	.00	450.00	0	
501.101	Uniforms and Clothing	37,100.00	.00	37,100.00	2,989.39	.00	3,014.63	34,085.37	8	4,03%
610.111	Communications- Landline	7,000.00	.00	7,000.00	1,697.92	.00	1,931.75	5,068.25	28	1,62%
610.112	Postage	500.00	.00	500.00	9.28	.00	15.89	484.11	3	1%
610.1110	Communications- Wireless	75,484.00	.00	75,484.00	299.14	.00	2,194.38	73,289.62	3	11,98%
640.124	Travel Expense	19,234.00	.00	19,234.00	528.40	.00	367.12	18,866.88	2	2,69%
650.127	Electricity	32,082.00	.00	32,082.00	3,356.60	.00	6,677.47	25,404.53	21	5,50%
650.128	Water	4,235.00	.00	4,235.00	.00	.00	353.60	3,881.40	8	96%

Attachment: Finance Department Budget Performance August 2023 Report (3951 : Finance and IT



Budget Performance Report August 2023

15.L.4

Fiscal Year to Date 08/31/23

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 0010 - General Fund										
EXPENSE										
Department 05 - Police										
Sub Department 05 - Police Staff Services										
650.129	Wastewater	3,180.00	.00	3,180.00	261.04	.00	526.81	2,653.19	17	46%
650.130	Sanitation	2,584.00	.00	2,584.00	182.46	.00	364.92	2,219.08	14	36%
650.133	Stormwater	3,157.00	.00	3,157.00	295.78	.00	295.78	2,861.22	9	52%
650.134	Security Lights	3,720.00	.00	3,720.00	309.89	.00	619.78	3,100.22	17	61%
650.1271	Electricity- Sales Tax	954.00	.00	954.00	.00	.00	92.32	861.68	10	19%
660.103	Emergency Preparedness	.00	.00	.00	12.82	.00	12.82	(12.82)	+++	
660.105	COVID-19 Pandemic Expense	.00	.00	.00	.00	.00	.00	.00	+++	1,01%
660.133	Repairs & Maint. Services	28,000.00	.00	28,000.00	286.40	.00	931.98	27,068.02	3	11,40%
660.139	Fleet Services-RTA Mtce Allocation	32,800.00	.00	32,800.00	193.92	.00	193.92	32,606.08	1	9,85%
660.145	Gasoline & Oil	89,212.00	.00	89,212.00	8,245.06	.00	8,245.06	80,966.94	9	9,65%
660.1391	Fleet Services -Departmental Expense Allocation	34,938.00	.00	34,938.00	.00	.00	.00	34,938.00	0	8,63%
660.1392	Fleet Svcs- Outside Vends	25,500.00	.00	25,500.00	.00	.00	.00	25,500.00	0	8,52%
670.156	Equipment Rental/Lease	6,200.00	.00	6,200.00	469.30	.00	910.54	5,289.46	15	1,43%
682.1721	Prisoner Housing	70,000.00	.00	70,000.00	.00	10,000.00	.00	60,000.00	14	5,46%
685.180	Membership Dues and Fees	1,775.00	.00	1,775.00	.00	.00	300.00	1,475.00	17	30%
685.182	Other Operating Expenses	28,850.00	.00	28,850.00	25.41	23,853.67	153.23	4,843.10	83	46%
685.186	Training	8,378.00	.00	8,378.00	.00	.00	340.00	8,038.00	4	1,87%
685.187	Special Projects	2,000.00	.00	2,000.00	101.38	.00	2,255.30	(255.30)	113	1,03%
685.1801	Subscriptions	10,385.00	.00	10,385.00	1,345.55	.00	4,607.55	5,777.45	44	36%
685.1861	Law Enforce Accreditation/Policy	7,600.00	.00	7,600.00	.00	.00	3,225.19	4,374.81	42	5,20%
686.184	Technology Services	39,884.00	.00	39,884.00	38,350.00	.00	38,350.00	1,534.00	96	
686.189	Employee Medical	2,775.00	.00	2,775.00	145.00	.00	145.00	2,630.00	5	21%
686.194	Other Prof/Tech Services	75,000.00	.00	75,000.00	18,750.00	56,250.00	18,750.00	.00	100	
686.195	Repair/Maint Svc Contract	24,000.00	.00	24,000.00	1,338.60	.00	2,145.60	21,854.40	9	2,34%
686.1895	Employee wellness services	36,021.00	.00	36,021.00	1,620.52	.00	1,620.52	34,400.48	4	1,73%
687.203	Contract Services	5,500.00	.00	5,500.00	.00	.00	.00	5,500.00	0	1,31%
687.204	Janitorial Services	6,106.00	.00	6,106.00	1,170.00	.00	1,170.00	4,936.00	19	
795.001	IT Internal Allocations	59,966.00	.00	59,966.00	.00	.00	936.50	59,029.50	2	4,07%
795.010	911 Expense Billing	(1,888.00)	.00	(1,888.00)	.00	.00	(157.30)	(1,730.70)	8	(8,216%
900.4300	Other Equipment	.00	.00	.00	.00	16,014.22	.00	(16,014.22)	+++	
Sub Department 05 - Police Staff Services Totals		\$4,395,127.00	\$0.00	\$4,395,127.00	\$243,029.87	\$137,718.19	\$509,611.75	\$3,747,797.06	15%	\$574,73%
Sub Department 07 - Victim's Advocate										
400.101	Regular Pay	.00	.00	.00	.00	.00	.00	.00	+++	6,09%
401.103	Overtime	.00	.00	.00	.00	.00	.00	.00	+++	39%
405.114	FICA	.00	.00	.00	.00	.00	.00	.00	+++	47%
406.116	Retirement	.00	.00	.00	.00	.00	.00	.00	+++	1,11%
408.125	SCMIT Worker's Comp Ins.	.00	.00	.00	.00	275.88	275.88	(551.76)	+++	24%

Attachment: Finance Department Budget Performance August 2023 Report (3951 : Finance and IT



Budget Performance Report August 2023

15.L.4

Fiscal Year to Date 08/31/23

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 0010 - General Fund										
EXPENSE										
Department 05 - Police										
Sub Department 07 - Victim's Advocate										
410.001	Health Claims Cost	.00	.00	.00	.00	.00	.00	.00	+++	83%
501.101	Uniforms and Clothing	.00	.00	.00	.00	.00	.00	.00	+++	29%
610.111	Communications- Landline	.00	.00	.00	44.39	.00	44.39	(44.39)	+++	3%
610.1110	Communications- Wireless	.00	.00	.00	.00	.00	57.93	(57.93)	+++	19%
660.145	Gasoline & Oil	.00	.00	.00	.00	.00	.00	.00	+++	5%
660.1391	Fleet Services -Departmental Expense Allocation	.00	.00	.00	.00	.00	.00	.00	+++	10%
686.1895	Employee wellness services	.00	.00	.00	46.30	.00	46.30	(46.30)	+++	4%
795.001	IT Internal Allocations	.00	.00	.00	.00	.00	133.79	(133.79)	+++	58%
Sub Department 07 - Victim's Advocate Totals		\$0.00	\$0.00	\$0.00	\$90.69	\$275.88	\$558.29	(\$834.17)	+++	\$10,471
Sub Department 26 - Grants										
610.1110	Communications- Wireless	.00	.00	.00	.00	.00	115.56	(115.56)	+++	54%
660.139	Fleet Services-RTA Mtce Allocation	.00	.00	.00	.00	.00	.00	.00	+++	49%
660.145	Gasoline & Oil	.00	.00	.00	.00	.00	.00	.00	+++	14%
660.1391	Fleet Services -Departmental Expense Allocation	.00	.00	.00	.00	.00	.00	.00	+++	38%
660.1392	Fleet Svcs- Outside Vends	.00	.00	.00	.00	.00	.00	.00	+++	2,06%
685.182	Other Operating Expenses	.00	.00	.00	.00	.00	.00	.00	+++	5%
Sub Department 26 - Grants Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$115.56	(\$115.56)	+++	\$3,691
Department 05 - Police Totals		\$4,395,127.00	\$0.00	\$4,395,127.00	\$243,120.56	\$137,994.07	\$510,285.60	\$3,746,847.33	15%	\$588,901
Department 09 - Planning & Community Development										
400.101	Regular Pay	320,518.00	.00	320,518.00	19,331.77	.00	41,299.41	279,218.59	13	51,021
401.103	Overtime	2,500.00	.00	2,500.00	621.65	.00	702.66	1,797.34	28	501
401.106	Contract Labor	124,800.00	.00	124,800.00	.00	.00	.00	124,800.00	0	
405.114	FICA	24,711.00	.00	24,711.00	1,459.06	.00	3,085.18	21,625.82	12	3,821
406.116	Retirement	59,952.00	.00	59,952.00	3,820.82	.00	8,136.95	51,815.05	14	9,111
408.125	SCMIT Worker's Comp Ins.	4,500.00	.00	4,500.00	.00	1,092.04	1,092.04	2,315.92	49	961
410.001	Health Claims Cost	53,195.00	.00	53,195.00	2,200.26	.00	4,075.98	49,119.02	8	4,891
500.101	Supplies and Materials	3,220.00	.00	3,220.00	294.18	.00	392.74	2,827.26	12	761
500.102	Equipment	2,300.00	.00	2,300.00	.00	.00	2,468.60	(168.60)	107	1,651
500.103	Furniture	200.00	.00	200.00	.00	.00	.00	200.00	0	
500.105	Printing and Binding	1,820.00	.00	1,820.00	.00	.00	74.53	1,745.47	4	
610.111	Communications- Landline	1,600.00	.00	1,600.00	292.74	.00	363.54	1,236.46	23	371
610.112	Postage	2,000.00	.00	2,000.00	673.91	.00	1,223.68	776.32	61	341
610.1110	Communications- Wireless	3,600.00	.00	3,600.00	.00	.00	.00	3,600.00	0	1,071
620.114	Advertising	4,322.00	.00	4,322.00	194.25	.00	194.25	4,127.75	4	221
640.124	Travel Expense	3,399.00	.00	3,399.00	683.04	.00	683.04	2,715.96	20	
650.127	Electricity	6,100.00	.00	6,100.00	179.49	.00	367.03	5,732.97	6	291
650.128	Water	655.00	.00	655.00	.00	.00	33.88	621.12	5	91

Attachment: Finance Department Budget Performance August 2023 Report (3951 : Finance and IT



Budget Performance Report August 2023

15.L.4

Fiscal Year to Date 08/31/23

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 0010 - General Fund										
EXPENSE										
Department 09 - Planning & Community Development										
650.129	Wastewater	490.00	.00	490.00	38.24	.00	75.39	414.61	15	61
650.130	Sanitation	137.00	.00	137.00	48.70	.00	97.40	39.60	71	91
650.133	Stormwater	515.00	.00	515.00	69.33	.00	69.33	445.67	13	81
650.134	Security Lights	1,080.00	.00	1,080.00	90.00	.00	180.00	900.00	17	180
650.1271	Electricity- Sales Tax	180.00	.00	180.00	.00	.00	5.94	174.06	3	11
660.133	Repairs & Maint. Services	927.00	.00	927.00	.00	.00	.00	927.00	0	
660.139	Fleet Services-RTA Mtce Allocation	500.00	.00	500.00	.00	.00	.00	500.00	0	
660.145	Gasoline & Oil	3,867.00	.00	3,867.00	254.66	.00	254.66	3,612.34	7	391
660.1391	Fleet Services -Departmental Expense Allocation	1,400.00	.00	1,400.00	.00	.00	.00	1,400.00	0	220
660.1392	Fleet Svcs- Outside Vends	150.00	.00	150.00	.00	.00	.00	150.00	0	
670.156	Equipment Rental/Lease	7,500.00	.00	7,500.00	685.28	.00	1,340.03	6,159.97	18	2,121
685.180	Membership Dues and Fees	2,000.00	.00	2,000.00	190.00	.00	190.00	1,810.00	10	1,241
685.182	Other Operating Expenses	600.00	.00	600.00	132.97	.00	156.77	443.23	26	111
685.184	Continuing Education	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	
685.186	Training	5,219.00	.00	5,219.00	.00	.00	.00	5,219.00	0	61
686.187	Professional Services	.00	.00	.00	5,421.38	19,840.00	5,421.38	(25,261.38)	+++	
686.191	Contract Services/Studies	486,000.00	.00	486,000.00	.00	.00	.00	486,000.00	0	11,880
686.201	Main Street Coordinator Operating Expenses	14,500.00	.00	14,500.00	125.00	.00	125.00	14,375.00	1	
686.1895	Employee wellness services	5,004.00	.00	5,004.00	231.50	.00	231.50	4,772.50	5	241
795.001	IT Internal Allocations	22,487.00	.00	22,487.00	.00	.00	401.36	22,085.64	2	1,741
Department 09 - Planning & Community Development Totals		\$1,174,948.00	\$0.00	\$1,174,948.00	\$37,038.23	\$20,932.04	\$72,742.27	\$1,081,273.69	8%	\$93,531
Department 10 - Municipal Court										
400.101	Regular Pay	149,525.00	.00	149,525.00	8,224.03	.00	17,763.83	131,761.17	12	23,961
401.103	Overtime	4,500.00	.00	4,500.00	(35.52)	.00	360.33	4,139.67	8	661
401.105	On-call pay	5,200.00	.00	5,200.00	400.00	.00	800.00	4,400.00	15	801
405.114	FICA	12,180.00	.00	12,180.00	647.15	.00	666.77	11,513.23	5	1,921
406.116	Retirement	29,552.00	.00	29,552.00	1,589.48	.00	1,812.46	27,739.54	6	4,381
408.125	SCMIT Worker's Comp Ins.	3,000.00	.00	3,000.00	.00	678.22	678.22	1,643.56	45	591
410.001	Health Claims Cost	12,927.00	.00	12,927.00	497.70	.00	935.00	11,992.00	7	871
500.101	Supplies and Materials	2,500.00	.00	2,500.00	112.33	.00	319.69	2,180.31	13	381
500.102	Equipment	500.00	.00	500.00	.00	.00	.00	500.00	0	
610.111	Communications- Landline	.00	.00	.00	133.16	.00	133.16	(133.16)	+++	91
610.112	Postage	3,300.00	.00	3,300.00	459.95	.00	623.78	2,676.22	19	461
640.124	Travel Expense	900.00	.00	900.00	.00	.00	.00	900.00	0	
650.127	Electricity	6,100.00	.00	6,100.00	495.52	.00	1,113.06	4,986.94	18	1,021
650.128	Water	646.00	.00	646.00	.00	.00	53.92	592.08	8	141
650.129	Wastewater	485.00	.00	485.00	39.80	.00	80.32	404.68	17	71

Attachment: Finance Department Budget Performance August 2023 Report (3951 : Finance and IT



Budget Performance Report August 2023

15.L.4

Fiscal Year to Date 08/31/23

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 0010 - General Fund										
EXPENSE										
Department 10 - Municipal Court										
650.130	Sanitation	137.00	.00	137.00	9.67	.00	19.34	117.66	14	19
650.133	Stormwater	277.00	.00	277.00	48.96	.00	48.96	228.04	18	40
650.134	Security Lights	458.00	.00	458.00	38.11	.00	76.22	381.78	17	70
650.1271	Electricity- Sales Tax	178.00	.00	178.00	.00	.00	17.16	160.84	10	30
660.105	COVID-19 Pandemic Expense	.00	.00	.00	540.00	.00	540.00	(540.00)	+++	
660.133	Repairs & Maint. Services	2,500.00	.00	2,500.00	797.12	.00	936.46	1,563.54	37	94
660.139	Fleet Services-RTA Mtce Allocation	500.00	.00	500.00	.00	.00	.00	500.00	0	
660.145	Gasoline & Oil	350.00	.00	350.00	43.49	.00	43.49	306.51	12	5
660.1391	Fleet Services -Departmental Expense Allocation	424.00	.00	424.00	.00	.00	.00	424.00	0	60
670.156	Equipment Rental/Lease	2,300.00	.00	2,300.00	.00	.00	.00	2,300.00	0	190
685.180	Membership Dues and Fees	110.00	.00	110.00	.00	.00	.00	110.00	0	
685.182	Other Operating Expenses	3,435.00	.00	3,435.00	.00	.00	.00	3,435.00	0	690
685.186	Training	400.00	.00	400.00	.00	.00	.00	400.00	0	
686.187	Professional Services	41,350.00	.00	41,350.00	261.44	25,000.00	261.44	16,088.56	61	2,750
686.189	Employee Medical	.00	.00	.00	150.00	.00	150.00	(150.00)	+++	
686.195	Repair/Maint Svc Contract	2,200.00	.00	2,200.00	.00	.00	201.75	1,998.25	9	
686.1895	Employee wellness services	3,009.00	.00	3,009.00	138.90	.00	138.90	2,870.10	5	140
795.001	IT Internal Allocations	37,479.00	.00	37,479.00	.00	.00	668.93	36,810.07	2	2,910
Department 10 - Municipal Court Totals		\$326,422.00	\$0.00	\$326,422.00	\$14,591.29	\$25,678.22	\$28,443.19	\$272,300.59	17%	\$43,330
Department 11 - Fire										
400.101	Regular Pay	1,730,900.00	.00	1,730,900.00	71,953.50	.00	171,294.95	1,559,605.05	10	238,060
401.103	Overtime	120,000.00	.00	120,000.00	19,719.99	.00	43,709.42	76,290.58	36	32,640
402.111	Volunteer Employees	1,000.00	.00	1,000.00	30.00	.00	60.00	940.00	6	30
405.114	FICA	141,595.00	.00	141,595.00	6,649.85	.00	16,372.74	125,222.26	12	19,600
406.116	Retirement	393,131.00	.00	393,131.00	19,218.06	.00	47,764.34	345,366.66	12	49,350
408.125	SCMIT Worker's Comp Ins.	78,000.00	.00	78,000.00	3,546.11	17,254.30	20,800.41	39,945.29	49	15,180
410.001	Health Claims Cost	266,098.00	.00	266,098.00	16,309.32	.00	30,513.68	235,584.32	11	35,640
410.002	Health Claim Costs-Retire	38,225.00	.00	38,225.00	2,739.70	.00	4,879.80	33,345.20	13	5,390
500.101	Supplies and Materials	23,000.00	.00	23,000.00	3,043.21	.00	3,050.39	19,949.61	13	2,590
500.102	Equipment	34,800.00	.00	34,800.00	.00	.00	.00	34,800.00	0	170
500.103	Furniture	6,200.00	.00	6,200.00	.00	.00	.00	6,200.00	0	1,020
500.105	Printing and Binding	500.00	.00	500.00	.00	.00	.00	500.00	0	
500.107	Technology Supplies	11,440.00	.00	11,440.00	379.38	.00	379.38	11,060.62	3	640
501.101	Uniforms and Clothing	34,500.00	.00	34,500.00	.00	.00	117.40	34,382.60	0	1,450
515.121	Safety Supplies	9,000.00	.00	9,000.00	.00	.00	.00	9,000.00	0	5,220
515.128	Medical Supplies	16,500.00	.00	16,500.00	2,548.08	.00	3,006.10	13,493.90	18	2,080
531.140	Haz Mat Supplies/Equipmnt	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	4,350
610.111	Communications- Landline	6,500.00	.00	6,500.00	1,239.53	.00	1,547.33	4,952.67	24	1,590

Attachment: Finance Department Budget Performance August 2023 Report (3951 : Finance and IT



Budget Performance Report August 2023

15.L.4

Fiscal Year to Date 08/31/23

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 0010 - General Fund										
EXPENSE										
Department 11 - Fire										
610.112	Postage	1,000.00	.00	1,000.00	56.47	.00	56.47	943.53	6	21
610.1110	Communications- Wireless	33,000.00	.00	33,000.00	2,200.42	.00	3,555.41	29,444.59	11	4,171
620.114	Advertising	750.00	.00	750.00	.00	.00	.00	750.00	0	
630.121	Fire Prevention Materials	9,000.00	.00	9,000.00	266.22	.00	266.22	8,733.78	3	21
640.124	Travel Expense	5,156.00	.00	5,156.00	.00	.00	.00	5,156.00	0	721
650.127	Electricity	17,793.00	.00	17,793.00	1,513.11	.00	2,981.49	14,811.51	17	2,461
650.128	Water	4,862.00	.00	4,862.00	.00	.00	256.67	4,605.33	5	69
650.129	Wastewater	3,337.00	.00	3,337.00	272.60	.00	550.65	2,786.35	17	481
650.130	Sanitation	1,116.00	.00	1,116.00	78.76	.00	157.52	958.48	14	15
650.133	Stormwater	1,849.00	.00	1,849.00	183.70	.00	183.70	1,665.30	10	301
650.134	Security Lights	1,812.00	.00	1,812.00	151.00	.00	302.00	1,510.00	17	301
650.1271	Electricity- Sales Tax	370.00	.00	370.00	.00	.00	38.44	331.56	10	7
660.103	Emergency Preparedness	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	
660.105	COVID-19 Pandemic Expense	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	
660.133	Repairs & Maint. Services	38,000.00	.00	38,000.00	945.02	.00	3,377.66	34,622.34	9	2,131
660.139	Fleet Services-RTA Mtce Allocation	30,000.00	.00	30,000.00	2,016.46	.00	2,272.06	27,727.94	8	581
660.145	Gasoline & Oil	40,000.00	.00	40,000.00	2,738.48	.00	2,738.48	37,261.52	7	3,881
660.1391	Fleet Services -Departmental Expense Allocation	11,095.00	.00	11,095.00	.00	.00	.00	11,095.00	0	1,711
660.1392	Fleet Svcs- Outside Vends	40,000.00	.00	40,000.00	926.26	.00	926.26	39,073.74	2	
670.156	Equipment Rental/Lease	8,500.00	.00	8,500.00	551.99	.00	551.99	7,948.01	6	721
682.169	Laundry & Linen	2,000.00	.00	2,000.00	61.21	.00	61.21	1,938.79	3	111
685.180	Membership Dues and Fees	2,218.00	.00	2,218.00	75.00	.00	75.00	2,143.00	3	71
685.182	Other Operating Expenses	3,000.00	.00	3,000.00	236.59	.00	402.33	2,597.67	13	81
685.184	Continuing Education	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	
685.186	Training	19,890.00	.00	19,890.00	(23.00)	.00	46.60	19,843.40	0	1,091
685.1801	Subscriptions	13,223.00	.00	13,223.00	.00	.00	4,962.00	8,261.00	38	5,771
686.187	Professional Services	.00	.00	.00	261.38	.00	261.38	(261.38)	+++	
686.189	Employee Medical	13,800.00	.00	13,800.00	92.00	.00	92.00	13,708.00	1	261
686.195	Repair/Maint Svc Contract	69,936.00	.00	69,936.00	4,826.76	.00	6,783.71	63,152.29	10	5,131
686.1895	Employee wellness services	30,004.00	.00	30,004.00	1,389.05	.00	1,389.05	28,614.95	5	1,481
795.001	IT Internal Allocations	44,975.00	.00	44,975.00	.00	.00	802.71	44,172.29	2	3,491
Department 11 - Fire Totals		\$3,376,075.00	\$0.00	\$3,376,075.00	\$166,196.21	\$17,254.30	\$376,586.95	\$2,982,233.75	12%	\$451,291
Department 12 - Public Works										
400.101	Regular Pay	465,355.00	.00	465,355.00	21,094.03	.00	45,465.29	419,889.71	10	98,091
401.103	Overtime	25,000.00	.00	25,000.00	2,522.21	.00	2,333.32	22,666.68	9	3,671
401.106	Contract Labor	17,500.00	.00	17,500.00	.00	.00	.00	17,500.00	0	
405.114	FICA	37,181.00	.00	37,181.00	1,698.60	.00	3,372.22	33,808.78	9	7,331
406.116	Retirement	90,204.00	.00	90,204.00	4,341.27	.00	8,778.80	81,425.20	10	16,401

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Budget Performance Report August 2023

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Fiscal Year to Date 08/31/23

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 0010 - General Fund										
EXPENSE										
Department 12 - Public Works										
408.125	SCMIT Worker's Comp Ins.	35,000.00	.00	35,000.00	14.80	7,747.76	7,762.56	19,489.68	44	6,811
410.001	Health Claims Cost	87,104.00	.00	87,104.00	4,830.18	.00	9,175.03	77,928.97	11	13,901
410.002	Health Claim Costs-Retire	31,050.00	.00	31,050.00	2,400.56	.00	4,702.20	26,347.80	15	3,831
500.101	Supplies and Materials	12,000.00	.00	12,000.00	1,135.79	.00	1,149.75	10,850.25	10	1,031
500.102	Equipment	13,000.00	.00	13,000.00	116.59	.00	193.29	12,806.71	1	3,691
500.103	Furniture	1,000.00	.00	1,000.00	30.00	.00	30.00	970.00	3	351
500.105	Printing and Binding	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	
501.101	Uniforms and Clothing	16,000.00	.00	16,000.00	881.10	.00	1,127.93	14,872.07	7	2,141
513.112	Asphalt/Concrete/Gravel	17,500.00	.00	17,500.00	1,011.77	.00	1,011.77	16,488.23	6	4,321
515.121	Safety Supplies	2,750.00	.00	2,750.00	613.77	3,600.00	740.71	(1,590.71)	158	681
610.111	Communications- Landline	3,500.00	.00	3,500.00	434.19	.00	691.26	2,808.74	20	911
610.112	Postage	700.00	.00	700.00	106.39	.00	106.39	593.61	15	501
610.1110	Communications- Wireless	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	271
620.114	Advertising	150.00	.00	150.00	.00	.00	.00	150.00	0	81
640.124	Travel Expense	1,500.00	.00	1,500.00	138.54	.00	138.54	1,361.46	9	131
650.127	Electricity	1,782.00	.00	1,782.00	80.72	.00	250.04	1,531.96	14	281
650.128	Water	877.00	.00	877.00	.00	.00	71.23	805.77	8	191
650.129	Wastewater	908.00	.00	908.00	73.91	.00	147.82	760.18	16	121
650.130	Sanitation	584.00	.00	584.00	38.03	.00	76.06	507.94	13	71
650.133	Stormwater	556.00	.00	556.00	72.82	.00	72.82	483.18	13	91
650.134	Security Lights	535.00	.00	535.00	44.54	.00	89.08	445.92	17	81
650.1271	Electricity- Sales Tax	90.00	.00	90.00	.00	.00	.10	89.90	0	
660.133	Repairs & Maint. Services	10,000.00	.00	10,000.00	1,598.94	.00	2,044.46	7,955.54	20	1,331
660.139	Fleet Services-RTA Mtce Allocation	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	1,471
660.145	Gasoline & Oil	26,000.00	.00	26,000.00	2,268.82	.00	2,268.82	23,731.18	9	3,441
660.1391	Fleet Services -Departmental Expense Allocation	34,450.00	.00	34,450.00	.00	.00	.00	34,450.00	0	6,391
660.1392	Fleet Svcs- Outside Vends	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	
663.142	Street Sign Maintenance	12,000.00	.00	12,000.00	1,036.58	.00	1,036.58	10,963.42	9	641
663.148	Maintenance of Parks	.00	.00	.00	503.46	.00	503.46	(503.46)	+++	1,291
670.156	Equipment Rental/Lease	3,000.00	.00	3,000.00	569.08	.00	569.08	2,430.92	19	541
685.180	Membership Dues and Fees	600.00	.00	600.00	50.00	.00	50.00	550.00	8	231
685.182	Other Operating Expenses	1,500.00	.00	1,500.00	.00	.00	99.95	1,400.05	7	41
685.186	Training	2,000.00	.00	2,000.00	675.00	.00	675.00	1,325.00	34	591
685.187	Special Projects	95,675.00	.00	95,675.00	.00	.00	.00	95,675.00	0	181
685.192	KGB Operations	.00	.00	.00	131.39	.00	232.20	(232.20)	+++	1,141
685.1921	KGB grant expenses	.00	.00	.00	627.36	.00	627.36	(627.36)	+++	581
686.187	Professional Services	7,000.00	.00	7,000.00	1,261.28	7,332.60	1,261.28	(1,593.88)	123	491
686.189	Employee Medical	1,000.00	.00	1,000.00	90.00	.00	90.00	910.00	9	

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Budget Performance Report August 2023

15.L.4

Fiscal Year to Date 08/31/23

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 0010 - General Fund										
EXPENSE										
Department 12 - Public Works										
686.195	Repair/Maint Svc Contract	13,500.00	.00	13,500.00	388.00	.00	1,263.38	12,236.62	9	2,900
686.1895	Employee wellness services	13,996.00	.00	13,996.00	648.21	.00	648.21	13,347.79	5	690
687.203	Contract Services	.00	.00	.00	.00	.00	259.92	(259.92)	+++	500
687.204	Janitorial Services	2,458.00	.00	2,458.00	180.00	.00	180.00	2,278.00	7	400
795.001	IT Internal Allocations	14,992.00	.00	14,992.00	.00	.00	267.57	14,724.43	2	1,160
Department 12 - Public Works Totals		\$1,126,497.00	\$0.00	\$1,126,497.00	\$51,707.93	\$18,680.36	\$99,563.48	\$1,008,253.16	10%	\$188,720
Department 13 - Information Technology										
400.101	Regular Pay	95,905.00	.00	95,905.00	5,168.45	.00	11,075.25	84,829.75	12	15,310
405.114	FICA	7,340.00	.00	7,340.00	374.84	.00	732.10	6,607.90	10	1,130
406.116	Retirement	17,800.00	.00	17,800.00	957.89	.00	1,918.84	15,881.16	11	2,640
408.125	SCMIT Worker's Comp Ins.	1,200.00	.00	1,200.00	.00	275.88	275.88	648.24	46	240
410.001	Health Claims Cost	9,959.00	.00	9,959.00	918.18	.00	1,686.88	8,272.12	17	1,530
500.101	Supplies and Materials	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	200
500.102	Equipment	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	800
500.107	Technology Supplies	500.00	.00	500.00	.00	.00	.00	500.00	0	0
610.111	Communications- Landline	500.00	.00	500.00	133.16	.00	133.16	366.84	27	90
610.1110	Communications- Wireless	700.00	.00	700.00	.00	.00	.00	700.00	0	40
640.124	Travel Expense	500.00	.00	500.00	.00	.00	.00	500.00	0	0
650.127	Electricity	1,100.00	.00	1,100.00	89.75	.00	183.52	916.48	17	140
650.128	Water	209.00	.00	209.00	.00	.00	16.94	192.06	8	40
650.129	Wastewater	250.00	.00	250.00	19.12	.00	37.70	212.30	15	30
650.130	Sanitation	400.00	.00	400.00	24.35	.00	48.70	351.30	12	40
650.133	Stormwater	1,562.00	.00	1,562.00	161.64	.00	161.64	1,400.36	10	260
650.134	Security Lights	540.00	.00	540.00	45.00	.00	90.00	450.00	17	90
650.1271	Electricity- Sales Tax	45.00	.00	45.00	.00	.00	2.97	42.03	7	0
660.145	Gasoline & Oil	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	0
685.180	Membership Dues and Fees	50.00	.00	50.00	.00	.00	.00	50.00	0	0
685.182	Other Operating Expenses	7,000.00	.00	7,000.00	542.72	.00	814.08	6,185.92	12	2,700
685.1801	Subscriptions	6,000.00	.00	6,000.00	.00	.00	.00	6,000.00	0	0
686.184	Technology Services	340,488.00	.00	340,488.00	32,792.41	47,090.84	32,792.41	260,604.75	23	34,020
686.195	Repair/Maint Svc Contract	250.00	.00	250.00	.00	.00	.00	250.00	0	0
686.1895	Employee wellness services	998.00	.00	998.00	46.30	.00	46.30	951.70	5	40
795.001	IT Internal Allocations	(749,577.00)	.00	(749,577.00)	.00	.00	(13,378.56)	(736,198.44)	2	(58,281)
900.3950	Computer Software	250,000.00	.00	250,000.00	.00	.00	.00	250,000.00	0	0
900.4300	Other Equipment	.00	.00	.00	.00	.00	.00	.00	+++	5,430
Department 13 - Information Technology Totals		\$219.00	\$0.00	\$219.00	\$41,273.81	\$47,366.72	\$36,637.81	(\$83,785.53)	38358%	\$5,690
Department 14 - Fleet Services										
400.101	Regular Pay	164,559.00	.00	164,559.00	8,902.82	.00	19,077.50	145,481.50	12	25,670

Attachment: Finance Department Budget Performance August 2023 Report (3951 : Finance and IT



Budget Performance Report August 2023

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Fiscal Year to Date 08/31/23

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 0010 - General Fund										
EXPENSE										
Department 14 - Fleet Services										
401.103	Overtime	500.00	.00	500.00	.00	.00	45.11	454.89	9	
405.114	FICA	12,666.00	.00	12,666.00	649.16	.00	1,392.18	11,273.82	11	1,901
406.116	Retirement	30,728.00	.00	30,728.00	1,643.22	.00	3,573.52	27,154.48	12	4,411
408.125	SCMIT Worker's Comp Ins.	8,000.00	.00	8,000.00	.00	1,931.19	1,931.19	4,137.62	48	1,691
410.001	Health Claims Cost	24,536.00	.00	24,536.00	2,028.40	.00	3,733.68	20,802.32	15	3,761
410.002	Health Claim Costs-Retire	12,454.00	.00	12,454.00	1,308.02	.00	2,251.58	10,202.42	18	1,561
500.101	Supplies and Materials	5,600.00	.00	5,600.00	(121.89)	.00	.00	5,600.00	0	
500.102	Equipment	5,000.00	.00	5,000.00	388.76	.00	388.76	4,611.24	8	731
500.105	Printing and Binding	600.00	.00	600.00	.00	.00	.00	600.00	0	201
501.101	Uniforms and Clothing	2,700.00	.00	2,700.00	221.16	.00	279.55	2,420.45	10	361
515.121	Safety Supplies	600.00	.00	600.00	.00	.00	.00	600.00	0	
610.111	Communications- Landline	2,000.00	.00	2,000.00	82.52	.00	202.74	1,797.26	10	461
610.112	Postage	50.00	.00	50.00	.00	.00	.00	50.00	0	
610.1110	Communications- Wireless	600.00	.00	600.00	.00	.00	.00	600.00	0	41
620.114	Advertising	100.00	.00	100.00	.00	.00	.00	100.00	0	
640.124	Travel Expense	300.00	.00	300.00	.00	.00	.00	300.00	0	
650.127	Electricity	16,391.00	.00	16,391.00	714.10	.00	2,372.56	14,018.44	14	2,581
650.128	Water	877.00	.00	877.00	.00	.00	71.23	805.77	8	191
650.129	Wastewater	908.00	.00	908.00	73.91	.00	147.82	760.18	16	121
650.130	Sanitation	523.00	.00	523.00	36.92	.00	73.84	449.16	14	71
650.133	Stormwater	1,010.00	.00	1,010.00	111.78	.00	111.78	898.22	11	161
650.134	Security Lights	511.00	.00	511.00	42.57	.00	85.14	425.86	17	81
650.1271	Electricity- Sales Tax	561.00	.00	561.00	.00	.00	62.82	498.18	11	111
660.133	Repairs & Maint. Services	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	
660.139	Fleet Services-RTA Mtce Allocation	6,000.00	.00	6,000.00	.00	.00	.00	6,000.00	0	3,981
660.145	Gasoline & Oil	3,000.00	.00	3,000.00	275.92	.00	275.92	2,724.08	9	191
660.1391	Fleet Services -Departmental Expense Allocation	1,745.00	.00	1,745.00	.00	.00	.00	1,745.00	0	901
660.1392	Fleet Svcs- Outside Vends	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	
662.140	Building Repairs	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	
685.182	Other Operating Expenses	58,484.00	.00	58,484.00	.00	.00	.00	58,484.00	0	101
685.186	Training	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	
686.195	Repair/Maint Svc Contract	10,700.00	.00	10,700.00	.00	.00	5,121.00	5,579.00	48	5,601
686.1895	Employee wellness services	1,995.00	.00	1,995.00	92.60	.00	92.60	1,902.40	5	91
735.122	Services Billed	(212,130.00)	.00	(212,130.00)	.00	.00	.00	(212,130.00)	0	(45,500)
795.001	IT Internal Allocations	14,992.00	.00	14,992.00	.00	.00	267.57	14,724.43	2	1,161
Department 14 - Fleet Services Totals		\$182,060.00	\$0.00	\$182,060.00	\$16,449.97	\$1,931.19	\$41,558.09	\$138,570.72	24%	\$10,751
Department 20 - General Government										
401.106	Contract Labor	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	

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Fiscal Year to Date 08/31/23

Exclude Rollup Accounts

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 0010 - General Fund										
EXPENSE										
Department 20 - General Government										
410.002	Health Claim Costs-Retire	20,087.00	.00	20,087.00	612.53	.00	1,655.27	18,431.73	8	2,333
510.106	Cleaning & Sanitation Sup	3,000.00	.00	3,000.00	167.98	.00	167.98	2,832.02	6	394
600.110	SCMIRF Property/Liab Ins	250,368.00	.00	250,368.00	2,424.01	25,000.00	138,730.63	86,637.37	65	123,311
600.111	Retirees Health Insurance	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	
600.112	Survivors Health Ins	6,500.00	.00	6,500.00	583.20	.00	1,013.42	5,486.58	16	739
600.1051	Employee Wellness &Safety	23,100.00	.00	23,100.00	2,176.00	.00	2,501.00	20,599.00	11	2,176
600.1052	Unemployment Insurance	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	
620.114	Advertising	200.00	.00	200.00	.00	.00	.00	200.00	0	
640.124	Travel Expense	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	
650.127	Electricity	2,494.00	.00	2,494.00	230.35	.00	505.08	1,988.92	20	356
650.128	Water	282.00	.00	282.00	.00	.00	28.85	253.15	10	61
650.129	Wastewater	328.00	.00	328.00	27.31	.00	60.07	267.93	18	41
650.133	Stormwater	1,649.00	.00	1,649.00	166.51	.00	166.51	1,482.49	10	274
650.1271	Electricity- Sales Tax	218.00	.00	218.00	.00	.00	8.17	209.83	4	41
660.113	Opioid Recovery Program Expenses	141,211.00	.00	141,211.00	.00	.00	.00	141,211.00	0	
660.133	Repairs & Maint. Services	10,000.00	(10,000.00)	.00	.00	.00	428.65	(428.65)	+++	851
685.180	Membership Dues and Fees	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	
685.182	Other Operating Expenses	73,588.00	.00	73,588.00	5,543.45	.00	5,947.17	67,640.83	8	14,821
685.1822	City Hall - Temporary Locations	130,200.00	.00	130,200.00	8,652.00	.00	17,304.00	112,896.00	13	25,951
686.186	Legal Services	75,000.00	.00	75,000.00	972.25	25,000.00	972.25	49,027.75	35	20,991
686.187	Professional Services	14,500.00	.00	14,500.00	261.38	.00	261.38	14,238.62	2	11,831
686.192	Elections	10,500.00	.00	10,500.00	.00	.00	.00	10,500.00	0	
686.194	Other Prof/Tech Services	.00	.00	.00	.00	.00	1,500.00	(1,500.00)	+++	
686.195	Repair/Maint Svc Contract	2,200.00	.00	2,200.00	694.90	.00	1,089.77	1,110.23	50	211
686.196	Bank Charges/Fees	3,500.00	.00	3,500.00	.00	.00	.00	3,500.00	0	781
686.199	Internal Engineering	45,504.00	.00	45,504.00	.00	.00	.00	45,504.00	0	4,421
686.1871	Audit Services	47,000.00	.00	47,000.00	.00	.00	.00	47,000.00	0	
687.204	Janitorial Services	10,874.00	.00	10,874.00	2,400.00	.00	2,400.00	8,474.00	22	1,811
691.002	Clearing Expense Account	.00	.00	.00	10,875.00	.00	11,336.20	(11,336.20)	+++	
720.002	Unclaimed funds to the State	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	
795.995	GF Cost Distribution	(284,437.00)	.00	(284,437.00)	.00	.00	(23,703.08)	(260,733.92)	8	(53,487)
Department 20 - General Government Totals		\$615,866.00	(\$10,000.00)	\$605,866.00	\$35,786.87	\$50,000.00	\$162,373.32	\$393,492.68	35%	\$157,941
Department 21 - Debt Service										
681.100	Capital Lease Principal	23,521.00	.00	23,521.00	.00	.00	.00	23,521.00	0	
681.120	Capital Lease Interest	4,162.00	.00	4,162.00	.00	.00	.00	4,162.00	0	
Department 21 - Debt Service Totals		\$27,683.00	\$0.00	\$27,683.00	\$0.00	\$0.00	\$0.00	\$27,683.00	0%	\$0
Department 22 - Other Financing Uses										
750.134	Transfer to Storm Water	192,867.00	.00	192,867.00	.00	.00	.00	192,867.00	0	

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Budget Performance Report August 2023

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Fiscal Year to Date 08/31/23

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 0010 - General Fund										
EXPENSE										
Department 22 - Other Financing Uses										
750.140	Transfer to Capital Projects Reserve Fund	1,182,753.00	.00	1,182,753.00	.00	.00	.00	1,182,753.00	0	
Department 22 - Other Financing Uses Totals		\$1,375,620.00	\$0.00	\$1,375,620.00	\$0.00	\$0.00	\$0.00	\$1,375,620.00	0%	\$1,682,180.00
EXPENSE TOTALS		\$13,705,866.00	(\$10,000.00)	\$13,695,866.00	\$696,767.03	\$334,366.24	\$1,469,214.65	\$11,892,285.11	13%	\$1,682,180.00
Fund 0010 - General Fund Totals										
REVENUE TOTALS		13,705,866.00	.00	13,705,866.00	360,145.45	.00	600,526.78	13,105,339.22	4%	422,580.00
EXPENSE TOTALS		13,705,866.00	(10,000.00)	13,695,866.00	696,767.03	334,366.24	1,469,214.65	11,892,285.11	13%	1,682,180.00
Fund 0010 - General Fund Totals		\$0.00	\$10,000.00	\$10,000.00	(\$336,621.58)	(\$334,366.24)	(\$868,687.87)	\$1,213,054.11		(\$1,259,600.00)
Fund 0011 - Debt Service										
REVENUE										
Department 00 - Revenue										
311.002	Property Taxes -Debt Mill	180,000.00	.00	180,000.00	1,264.11	.00	1,264.11	178,735.89	1	411,000.00
Department 00 - Revenue Totals		\$180,000.00	\$0.00	\$180,000.00	\$1,264.11	\$0.00	\$1,264.11	\$178,735.89	1%	\$411,000.00
REVENUE TOTALS		\$180,000.00	\$0.00	\$180,000.00	\$1,264.11	\$0.00	\$1,264.11	\$178,735.89	1%	\$411,000.00
EXPENSE										
Department 21 - Debt Service										
681.130	GO Bond Principal	85,113.00	.00	85,113.00	.00	.00	.00	85,113.00	0	
681.140	GO Bond Interest	46,248.00	.00	46,248.00	.00	.00	.00	46,248.00	0	
750.137	Trns from/to Fund Balance	48,639.00	.00	48,639.00	.00	.00	.00	48,639.00	0	
Department 21 - Debt Service Totals		\$180,000.00	\$0.00	\$180,000.00	\$0.00	\$0.00	\$0.00	\$180,000.00	0%	\$0.00
EXPENSE TOTALS		\$180,000.00	\$0.00	\$180,000.00	\$0.00	\$0.00	\$0.00	\$180,000.00	0%	\$0.00
Fund 0011 - Debt Service Totals										
REVENUE TOTALS		180,000.00	.00	180,000.00	1,264.11	.00	1,264.11	178,735.89	1%	411,000.00
EXPENSE TOTALS		180,000.00	.00	180,000.00	.00	.00	.00	180,000.00	0%	
Fund 0011 - Debt Service Totals		\$0.00	\$0.00	\$0.00	\$1,264.11	\$0.00	\$1,264.11	(\$1,264.11)		\$411,000.00
Fund 0012 - Capital Projects Reserve Fund										
REVENUE										
Department 00 - Revenue										
331.000	Federal Grants	144,604.00	.00	144,604.00	.00	.00	.00	144,604.00	0	
331.010	Grant Revenue	595,412.00	.00	595,412.00	.00	.00	.00	595,412.00	0	
331.069	Match Revenue	33,636.00	.00	33,636.00	.00	.00	.00	33,636.00	0	
392.004	From General Fund	1,182,753.00	.00	1,182,753.00	.00	.00	.00	1,182,753.00	0	
392.015	Transfer from Capital Projects Fund	464,872.00	.00	464,872.00	.00	.00	.00	464,872.00	0	
Department 00 - Revenue Totals		\$2,421,277.00	\$0.00	\$2,421,277.00	\$0.00	\$0.00	\$0.00	\$2,421,277.00	0%	\$0.00
REVENUE TOTALS		\$2,421,277.00	\$0.00	\$2,421,277.00	\$0.00	\$0.00	\$0.00	\$2,421,277.00	0%	\$0.00

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Fiscal Year to Date 08/31/23

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 0012 - Capital Projects Reserve Fund										
EXPENSE										
Department 26 - Special Projects										
900.903	Sidewalk Program	330,000.00	.00	330,000.00	.00	.00	.00	330,000.00	0	
900.1000	Infrastructure Improvments	.00	.00	.00	.00	28,400.00	.00	(28,400.00)	+++	
900.2000	Land	.00	.00	.00	700.00	1,100.00	700.00	(1,800.00)	+++	
900.3000	Buildings & Improvements	1,175,000.00	6,880.00	1,181,880.00	20,125.00	9,900.00	20,125.00	1,151,855.00	3	
900.4100	Vehicles	339,375.00	3,120.00	342,495.00	20,000.00	86,608.23	20,000.00	235,886.77	31	
900.4300	Other Equipment	419,794.00	.00	419,794.00	861.59	134,111.99	3,233.68	282,448.33	33	53,164
900.6000	Other Improvements	157,108.00	.00	157,108.00	29,333.09	10,666.91	29,333.09	117,108.00	25	
Department 26 - Special Projects Totals		\$2,421,277.00	\$10,000.00	\$2,431,277.00	\$71,019.68	\$270,787.13	\$73,391.77	\$2,087,098.10	14%	\$53,164
EXPENSE TOTALS		\$2,421,277.00	\$10,000.00	\$2,431,277.00	\$71,019.68	\$270,787.13	\$73,391.77	\$2,087,098.10	14%	\$53,164
Fund 0012 - Capital Projects Reserve Fund Totals										
REVENUE TOTALS		2,421,277.00	.00	2,421,277.00	.00	.00	.00	2,421,277.00	0%	
EXPENSE TOTALS		2,421,277.00	10,000.00	2,431,277.00	71,019.68	270,787.13	73,391.77	2,087,098.10	14%	53,164
Fund 0012 - Capital Projects Reserve Fund Totals		\$0.00	(\$10,000.00)	(\$10,000.00)	(\$71,019.68)	(\$270,787.13)	(\$73,391.77)	\$334,178.90		(\$53,164)
Fund 0013 - TIF District										
REVENUE										
Department 00 - Revenue										
302.006	TIF Proceeds	91,612.00	.00	91,612.00	.00	.00	.00	91,612.00	0	
Department 00 - Revenue Totals		\$91,612.00	\$0.00	\$91,612.00	\$0.00	\$0.00	\$0.00	\$91,612.00	0%	\$0.00
REVENUE TOTALS		\$91,612.00	\$0.00	\$91,612.00	\$0.00	\$0.00	\$0.00	\$91,612.00	0%	\$0.00
EXPENSE										
750.137	Trns from/to Fund Balance	91,612.00	.00	91,612.00	.00	.00	.00	91,612.00	0	
EXPENSE TOTALS		\$91,612.00	\$0.00	\$91,612.00	\$0.00	\$0.00	\$0.00	\$91,612.00	0%	\$0.00
Fund 0013 - TIF District Totals										
REVENUE TOTALS		91,612.00	.00	91,612.00	.00	.00	.00	91,612.00	0%	
EXPENSE TOTALS		91,612.00	.00	91,612.00	.00	.00	.00	91,612.00	0%	
Fund 0013 - TIF District Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Fund 0014 - American Rescue Plan Act (ARP)										
REVENUE										
Department 00 - Revenue										
306.001	Investment Earnings	.00	.00	.00	.00	.00	12,879.22	(12,879.22)	+++	5,251
Department 00 - Revenue Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,879.22	(\$12,879.22)	+++	\$5,251
REVENUE TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,879.22	(\$12,879.22)	+++	\$5,251
Fund 0014 - American Rescue Plan Act (ARP) Totals										
REVENUE TOTALS		.00	.00	.00	.00	.00	12,879.22	(12,879.22)	+++	5,251
EXPENSE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	

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Exclude Rollup Accounts

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Fund 0014 - American Rescue Plan Act (ARP) Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,879.22	(\$12,879.22)		\$5,251.00
Fund 0015 - Agency Fund										
REVENUE										
Department 00 - Revenue										
361.001	Investment Earnings	.00	.00	.00	.00	.00	161.49	(161.49)	+++	111%
Department 00 - Revenue Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$161.49	(\$161.49)	+++	\$111.00
REVENUE TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$161.49	(\$161.49)	+++	\$111.00
Fund 0015 - Agency Fund Totals										
REVENUE TOTALS		.00	.00	.00	.00	.00	161.49	(161.49)	+++	111%
EXPENSE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	
Fund 0015 - Agency Fund Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$161.49	(\$161.49)		\$111.00
Fund 0018 - State and Local Grants										
REVENUE										
Department 00 - Revenue										
332.000	State Grants	12,000.00	.00	12,000.00	.00	.00	.00	12,000.00	0	
Department 00 - Revenue Totals		\$12,000.00	\$0.00	\$12,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00	0%	\$0.00
REVENUE TOTALS		\$12,000.00	\$0.00	\$12,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00	0%	\$0.00
EXPENSE										
Department 70 - State and Local Grants										
500.101	Supplies and Materials	8,000.00	.00	8,000.00	.00	.00	3,225.20	4,774.80	40	7,651.00
500.102	Equipment	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	
Department 70 - State and Local Grants Totals		\$12,000.00	\$0.00	\$12,000.00	\$0.00	\$0.00	\$3,225.20	\$8,774.80	27%	\$7,651.00
EXPENSE TOTALS		\$12,000.00	\$0.00	\$12,000.00	\$0.00	\$0.00	\$3,225.20	\$8,774.80	27%	\$7,651.00
Fund 0018 - State and Local Grants Totals										
REVENUE TOTALS		12,000.00	.00	12,000.00	.00	.00	.00	12,000.00	0%	
EXPENSE TOTALS		12,000.00	.00	12,000.00	.00	.00	3,225.20	8,774.80	27%	7,651.00
Fund 0018 - State and Local Grants Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$3,225.20)	\$3,225.20		(\$7,651.00)
Fund 0019 - Res. Utilities Round Up Program										
REVENUE										
Department 00 - Revenue										
302.007	Residential Utilities Round Up Program	.00	.00	.00	86.63	.00	168.90	(168.90)	+++	
Department 00 - Revenue Totals		\$0.00	\$0.00	\$0.00	\$86.63	\$0.00	\$168.90	(\$168.90)	+++	\$0.00
REVENUE TOTALS		\$0.00	\$0.00	\$0.00	\$86.63	\$0.00	\$168.90	(\$168.90)	+++	\$0.00
Fund 0019 - Res. Utilities Round Up Program Totals										
REVENUE TOTALS		.00	.00	.00	86.63	.00	168.90	(168.90)	+++	
EXPENSE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	
Fund 0019 - Res. Utilities Round Up Program Totals		\$0.00	\$0.00	\$0.00	\$86.63	\$0.00	\$168.90	(\$168.90)		\$0.00

Attachment: Finance Department Budget Performance August 2023 Report (3951 : Finance and IT



Budget Performance Report August 2023

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Fiscal Year to Date 08/31/23

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 0020 - State Accommodations Tax										
REVENUE										
Department 00 - Revenue										
318.001	Accommodations Tax	160,000.00	.00	160,000.00	.00	.00	.00	160,000.00	0	
361.001	Investment Earnings	500.00	.00	500.00	.00	.00	.00	500.00	0	
Department 00 - Revenue Totals		\$160,500.00	\$0.00	\$160,500.00	\$0.00	\$0.00	\$0.00	\$160,500.00	0%	\$160,500.00
REVENUE TOTALS		\$160,500.00	\$0.00	\$160,500.00	\$0.00	\$0.00	\$0.00	\$160,500.00	0%	\$160,500.00
EXPENSE										
Department 33 - State Accommodations Tax										
620.114	Advertising	100.00	.00	100.00	.00	.00	.00	100.00	0	8,000.00
683.173	Tourism Related	50,000.00	.00	50,000.00	.00	.00	.00	50,000.00	0	
683.174	Tourism Advertise/Promote	40,000.00	.00	40,000.00	.00	.00	.00	40,000.00	0	
750.124	Transfers to General Fund	32,000.00	.00	32,000.00	.00	.00	.00	32,000.00	0	
750.137	Trns from/to Fund Balance	38,400.00	.00	38,400.00	.00	.00	.00	38,400.00	0	
Department 33 - State Accommodations Tax Totals		\$160,500.00	\$0.00	\$160,500.00	\$0.00	\$0.00	\$0.00	\$160,500.00	0%	\$8,000.00
EXPENSE TOTALS		\$160,500.00	\$0.00	\$160,500.00	\$0.00	\$0.00	\$0.00	\$160,500.00	0%	\$8,000.00
Fund 0020 - State Accommodations Tax Totals										
REVENUE TOTALS		160,500.00	.00	160,500.00	.00	.00	.00	160,500.00	0%	
EXPENSE TOTALS		160,500.00	.00	160,500.00	.00	.00	.00	160,500.00	0%	8,000.00
Fund 0020 - State Accommodations Tax Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		(\$8,000.00)
Fund 0022 - Local Hospitality/ATax										
REVENUE										
Department 00 - Revenue										
324.001	Hospitality Fee	935,000.00	.00	935,000.00	124,771.31	.00	216,071.88	718,928.12	23	79,121.00
324.002	Accommodation Fees	160,000.00	.00	160,000.00	24,318.34	.00	34,383.19	125,616.81	21	23,330.00
331.000	Federal Grants	250,000.00	.00	250,000.00	.00	.00	.00	250,000.00	0	
331.069	Match Revenue	251,933.00	.00	251,933.00	.00	.00	.00	251,933.00	0	
332.015	DBA State Grant	77,060.00	.00	77,060.00	42,717.00	.00	42,717.00	34,343.00	55	42,717.00
361.001	Investment Earnings	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	
394.002	Transfer from fund balance	667,520.00	.00	667,520.00	.00	.00	.00	667,520.00	0	
Department 00 - Revenue Totals		\$2,344,513.00	\$0.00	\$2,344,513.00	\$191,806.65	\$0.00	\$293,172.07	\$2,051,340.93	13%	\$145,177.00
REVENUE TOTALS		\$2,344,513.00	\$0.00	\$2,344,513.00	\$191,806.65	\$0.00	\$293,172.07	\$2,051,340.93	13%	\$145,177.00
EXPENSE										
Department 08 - Winyah Auditorium										
650.127	Electricity	9,000.00	.00	9,000.00	926.30	.00	1,769.94	7,230.06	20	2,410.00
685.182	Other Operating Expenses	26,000.00	.00	26,000.00	.00	.00	26,000.00	.00	100	
Department 08 - Winyah Auditorium Totals		\$35,000.00	\$0.00	\$35,000.00	\$926.30	\$0.00	\$27,769.94	\$7,230.06	79%	\$2,410.00
Department 23 - Accommodation Taxes (ATAX)										
400.101	Regular Pay	129,022.00	.00	129,022.00	2,117.15	.00	6,594.55	122,427.45	5	7,170.00
401.103	Overtime	44,150.00	.00	44,150.00	1,240.90	.00	4,870.60	39,279.40	11	

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Budget Performance Report August 2023

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Fiscal Year to Date 08/31/23

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 0022 - Local Hospitality/ATax										
EXPENSE										
Department 23 - Accommodation Taxes (ATAX)										
405.114	FICA	13,248.00	.00	13,248.00	240.00	.00	919.68	12,328.32	7	52%
406.116	Retirement	35,911.00	.00	35,911.00	230.88	.00	1,226.59	34,684.41	3	1,41%
410.001	Health Claims Cost	3,615.00	.00	3,615.00	290.50	.00	581.00	3,034.00	16	58%
620.114	Advertising	150.00	.00	150.00	.00	.00	.00	150.00	0	
681.100	Capital Lease Principal	12,992.00	.00	12,992.00	.00	.00	.00	12,992.00	0	
681.120	Capital Lease Interest	2,298.00	.00	2,298.00	.00	.00	.00	2,298.00	0	
685.182	Other Operating Expenses	.00	.00	.00	.00	.00	.00	.00	+++	2%
750.124	Transfers to General Fund	125,000.00	.00	125,000.00	.00	.00	.00	125,000.00	0	20,83%
Department 23 - Accommodation Taxes (ATAX) Totals		\$366,386.00	\$0.00	\$366,386.00	\$4,119.43	\$0.00	\$14,192.42	\$352,193.58	4%	\$30,55%
Department 24 - Hospitality Taxes (HTAX)										
683.174	Tourism Advertise/Promote	194,000.00	.00	194,000.00	4,131.45	.00	14,131.45	179,868.55	7	34,94%
685.182	Other Operating Expenses	98,100.00	.00	98,100.00	359.69	24,997.32	513.41	72,589.27	26	3,36%
685.187	Special Projects	114,700.00	.00	114,700.00	1,200.00	35,849.01	1,200.00	77,650.99	32	20%
685.1871	Way-finding project	50,000.00	.00	50,000.00	11,937.70	11,989.50	11,937.70	26,072.80	48	1,50%
686.191	Contract Services/Studies	25,000.00	.00	25,000.00	.00	.00	.00	25,000.00	0	
686.195	Repair/Maint Svc Contract	56,000.00	.00	56,000.00	2,190.02	.00	3,140.02	52,859.98	6	3,91%
687.204	Janitorial Services	65,000.00	.00	65,000.00	.00	.00	.00	65,000.00	0	10,00%
900.905	Park Improvements	362,500.00	(15,017.00)	347,483.00	10,500.00	876,994.10	10,500.00	(540,011.10)	255	
900.1000	Infrastructure Improvemts	360,933.00	.00	360,933.00	.00	15,430.00	.00	345,503.00	4	
900.2000	Land	145,000.00	.00	145,000.00	.00	3,500.00	.00	141,500.00	2	
900.3000	Buildings & Improvements	24,000.00	15,017.00	39,017.00	.00	118,577.24	.00	(79,560.24)	304	
900.4100	Vehicles	53,125.00	.00	53,125.00	.00	48,100.00	.00	5,025.00	91	
900.4300	Other Equipment	69,000.00	.00	69,000.00	.00	18,730.43	3,572.97	46,696.60	32	
900.6000	Other Improvements	.00	.00	.00	9,430.18	.00	9,430.18	(9,430.18)	+++	
Department 24 - Hospitality Taxes (HTAX) Totals		\$1,617,358.00	\$0.00	\$1,617,358.00	\$39,749.04	\$1,154,167.60	\$54,425.73	\$408,764.67	75%	\$53,94%
Department 29 - Kaminski House										
600.110	SCMIRF Property/Liab Ins	23,520.00	.00	23,520.00	.00	.00	11,311.96	12,208.04	48	9,85%
650.127	Electricity	3,326.00	.00	3,326.00	216.91	.00	452.24	2,873.76	14	41%
650.133	Stormwater	1,806.00	.00	1,806.00	180.01	.00	180.01	1,625.99	10	30%
650.1271	Electricity- Sales Tax	117.00	.00	117.00	.00	.00	6.45	110.55	6	1%
687.203	Contract Services	297,000.00	.00	297,000.00	.00	.00	47,500.00	249,500.00	16	82,50%
Department 29 - Kaminski House Totals		\$325,769.00	\$0.00	\$325,769.00	\$396.92	\$0.00	\$59,450.66	\$266,318.34	18%	\$93,09%
EXPENSE TOTALS		\$2,344,513.00	\$0.00	\$2,344,513.00	\$45,191.69	\$1,154,167.60	\$155,838.75	\$1,034,506.65	56%	\$180,00%
Fund 0022 - Local Hospitality/ATax Totals										
REVENUE TOTALS		2,344,513.00	.00	2,344,513.00	191,806.65	.00	293,172.07	2,051,340.93	13%	145,17%
EXPENSE TOTALS		2,344,513.00	.00	2,344,513.00	45,191.69	1,154,167.60	155,838.75	1,034,506.65	56%	180,00%
Fund 0022 - Local Hospitality/ATax Totals		\$0.00	\$0.00	\$0.00	\$146,614.96	(\$1,154,167.60)	\$137,333.32	\$1,016,834.28		(\$34,832)

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Fiscal Year to Date 08/31/23

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 0030 - Electric Utility Fund										
REVENUE										
Department 00 - Revenue										
301.000	Sale Of Utilities	13,635,876.00	.00	13,635,876.00	1,429,480.12	.00	2,673,682.96	10,962,193.04	20	1,232,950
301.001	Revenue from Energy Efficiency Program	30,000.00	.00	30,000.00	1,486.14	.00	2,972.28	27,027.72	10	3,670
301.002	New Turn Ons	4,500.00	.00	4,500.00	380.00	.00	780.00	3,720.00	17	770
301.004	Security Lights	290,000.00	.00	290,000.00	26,853.00	.00	53,856.00	236,144.00	19	46,140
301.012	Restores	70,000.00	.00	70,000.00	8,476.95	.00	14,491.95	55,508.05	21	14,880
302.001	Penalties	120,000.00	.00	120,000.00	16,509.15	.00	25,445.34	94,554.66	21	21,460
302.002	Pole Rental	250,000.00	.00	250,000.00	.00	.00	.00	250,000.00	0	
306.001	Investment Earnings	30,000.00	.00	30,000.00	.00	.00	22,631.82	7,368.18	75	17,390
307.002	Sale Of Scrap	500.00	.00	500.00	.00	.00	.00	500.00	0	
369.002	Miscellaneous Revenue	3,000.00	.00	3,000.00	2,770.11	.00	2,770.11	229.89	92	480
371.000	Budget Balancing Account	(821,557.00)	.00	(821,557.00)	.00	.00	.00	(821,557.00)	0	
394.002	Transfer from fund balance	519,386.00	.00	519,386.00	.00	.00	.00	519,386.00	0	
Department 00 - Revenue Totals		\$14,131,705.00	\$0.00	\$14,131,705.00	\$1,485,955.47	\$0.00	\$2,796,630.46	\$11,335,074.54	20%	\$1,337,760
REVENUE TOTALS		\$14,131,705.00	\$0.00	\$14,131,705.00	\$1,485,955.47	\$0.00	\$2,796,630.46	\$11,335,074.54	20%	\$1,337,760
EXPENSE										
Department 19 - Electric										
400.101	Regular Pay	946,840.00	.00	946,840.00	34,411.81	.00	90,661.27	856,178.73	10	142,320
401.103	Overtime	17,000.00	.00	17,000.00	504.59	.00	1,951.85	15,048.15	11	2,840
401.105	On-call pay	12,000.00	.00	12,000.00	800.00	.00	1,600.00	10,400.00	13	1,600
401.106	Contract Labor	665,000.00	.00	665,000.00	4,207.50	630,792.50	4,207.50	30,000.00	95	4,140
401.107	Labor Billed	.00	.00	.00	(1,073.04)	.00	(1,073.04)	1,073.04	+++	
405.114	FICA	77,714.00	.00	77,714.00	2,547.61	.00	6,858.56	70,855.44	9	10,820
406.116	Retirement	188,543.00	.00	188,543.00	6,572.57	.00	17,681.36	170,861.64	9	25,090
408.125	SCMIT Worker's Comp Ins.	77,000.00	.00	77,000.00	680.57	19,208.48	19,889.05	37,902.47	51	16,900
410.001	Health Claims Cost	104,386.00	.00	104,386.00	7,325.96	.00	13,560.72	90,825.28	13	13,310
410.002	Health Claim Costs-Retire	36,994.00	.00	36,994.00	3,670.02	.00	6,436.73	30,557.27	17	4,480
500.101	Supplies and Materials	14,300.00	.00	14,300.00	2,086.88	.00	2,086.88	12,213.12	15	2,270
500.102	Equipment	7,500.00	.00	7,500.00	.00	.00	.00	7,500.00	0	1,510
500.103	Furniture	1,800.00	.00	1,800.00	.00	.00	.00	1,800.00	0	
500.105	Printing and Binding	600.00	.00	600.00	.00	.00	.00	600.00	0	
501.101	Uniforms and Clothing	15,900.00	.00	15,900.00	.00	.00	185.37	15,714.63	1	840
514.114	Wire Expense	35,000.00	.00	35,000.00	.00	.00	.00	35,000.00	0	6,690
514.115	Christmas Decorations	23,350.00	.00	23,350.00	2,510.72	.00	2,510.72	20,839.28	11	
514.116	Pole Line Hardware	12,000.00	.00	12,000.00	(2,235.92)	.00	(2,235.92)	14,235.92	-19	2,370
514.117	Poles & Crossarms	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	1,190
514.118	Fuel for Peak Shaving Generation	125,000.00	.00	125,000.00	.00	.00	21,043.32	103,956.68	17	33,260
515.121	Safety Supplies	300.00	.00	300.00	.00	.00	.00	300.00	0	
515.123	Special Dept Supplies	16,000.00	.00	16,000.00	.00	.00	.00	16,000.00	0	2,690

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Budget Performance Report August 2023

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Fiscal Year to Date 08/31/23

Exclude Rollup Accounts

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 0030 - Electric Utility Fund										
EXPENSE										
Department 19 - Electric										
521.128	Meter Supplies	35,000.00	.00	35,000.00	704.90	.00	704.90	34,295.10	2	9,650
523.133	Street Light Supplies	4,000.00	.00	4,000.00	.00	.00	.00	4,000.00	0	320
531.143	Security Lights	32,000.00	.00	32,000.00	.00	.00	.00	32,000.00	0	5,110
531.145	Transformer Supplies	80,000.00	.00	80,000.00	954.00	.00	954.00	79,046.00	1	
540.150	Power Purchases	7,540,000.00	.00	7,540,000.00	755,130.91	.00	755,130.91	6,784,869.09	10	1,481,790
540.153	Energy Efficiency Program	50,000.00	.00	50,000.00	1,289.67	.00	1,289.67	48,710.33	3	4,420
541.001	Santee Cooper Settlement Expenses	519,386.00	.00	519,386.00	.00	.00	.00	519,386.00	0	
600.110	SCMIRF Property/Liab Ins	101,952.00	.00	101,952.00	.00	.00	49,033.87	52,918.13	48	42,730
610.111	Communications- Landline	5,500.00	.00	5,500.00	718.77	.00	1,005.60	4,494.40	18	1,110
610.112	Postage	6,000.00	.00	6,000.00	1,964.37	.00	3,406.37	2,593.63	57	1,070
610.1110	Communications- Wireless	10,000.00	.00	10,000.00	432.22	.00	864.44	9,135.56	9	1,210
620.114	Advertising	600.00	.00	600.00	.00	.00	.00	600.00	0	70
640.124	Travel Expense	12,100.00	.00	12,100.00	.00	.00	.00	12,100.00	0	
650.127	Electricity	24,709.00	.00	24,709.00	1,583.58	.00	4,031.58	20,677.42	16	3,440
650.128	Water	2,613.00	.00	2,613.00	.00	.00	227.12	2,385.88	9	560
650.129	Wastewater	2,753.00	.00	2,753.00	223.97	.00	447.94	2,305.06	16	370
650.130	Sanitation	2,389.00	.00	2,389.00	168.66	.00	337.32	2,051.68	14	330
650.133	Stormwater	1,960.00	.00	1,960.00	193.16	.00	193.16	1,766.84	10	320
650.134	Security Lights	10,188.00	.00	10,188.00	849.00	.00	1,698.00	8,490.00	17	1,690
650.1271	Electricity- Sales Tax	470.00	.00	470.00	.00	.00	42.97	427.03	9	80
660.133	Repairs & Maint. Services	6,000.00	.00	6,000.00	.00	.00	.00	6,000.00	0	380
660.139	Fleet Services-RTA Mtce Allocation	10,000.00	.00	10,000.00	17.49	.00	17.49	9,982.51	0	2,300
660.140	Hydraulic Repair	12,000.00	.00	12,000.00	.00	.00	.00	12,000.00	0	440
660.145	Gasoline & Oil	32,000.00	.00	32,000.00	2,007.75	.00	2,007.75	29,992.25	6	4,030
660.1391	Fleet Services -Departmental Expense Allocation	19,919.00	.00	19,919.00	.00	.00	.00	19,919.00	0	3,910
660.1392	Fleet Svcs- Outside Vends	10,000.00	.00	10,000.00	526.79	.00	526.79	9,473.21	5	12,270
662.140	Building Repairs	500.00	.00	500.00	.00	.00	.00	500.00	0	
662.141	Department Repairs	123,809.00	.00	123,809.00	895.55	.00	895.55	122,913.45	1	5,520
663.145	Sub-Station Maintenance	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	
663.146	Transformers Repairs	8,000.00	.00	8,000.00	.00	.00	.00	8,000.00	0	
664.101	Community Education	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	
670.155	Building Rental	20,000.00	.00	20,000.00	.00	.00	.00	20,000.00	0	
670.156	Equipment Rental/Lease	3,800.00	.00	3,800.00	252.80	.00	502.76	3,297.24	13	950
681.100	Capital Lease Principal	34,347.00	.00	34,347.00	.00	.00	.00	34,347.00	0	
681.120	Capital Lease Interest	6,077.00	.00	6,077.00	.00	.00	.00	6,077.00	0	
682.170	Infrared Test	850.00	.00	850.00	.00	.00	.00	850.00	0	730
682.171	Safety Testing/Compliance	3,500.00	.00	3,500.00	697.17	.00	1,219.85	2,280.15	35	1,880
682.173	Tree Crew Maintenance	12,000.00	.00	12,000.00	2,924.96	.00	3,011.00	8,989.00	25	650

Attachment: Finance Department Budget Performance August 2023 Report (3951 : Finance and IT



Budget Performance Report August 2023

15.L.4

Fiscal Year to Date 08/31/23

Exclude Rollup Accounts

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 0030 - Electric Utility Fund										
EXPENSE										
Department 19 - Electric										
685.180	Membership Dues and Fees	27,219.00	.00	27,219.00	.00	.00	.00	27,219.00	0	9,981
685.182	Other Operating Expenses	50,000.00	.00	50,000.00	5,465.95	.00	6,886.48	43,113.52	14	14,111
685.183	Depreciation	858,534.00	.00	858,534.00	.00	.00	64,274.52	794,259.48	7	121,081
685.186	Training	19,950.00	.00	19,950.00	.00	.00	.00	19,950.00	0	
685.190	Landfill Fees	8,000.00	.00	8,000.00	236.90	.00	236.90	7,763.10	3	1,311
686.186	Legal Services	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	
686.187	Professional Services	10,200.00	.00	10,200.00	1,115.82	7,332.60	1,231.74	1,635.66	84	911
686.188	Architect/Engineer Servcs	50,000.00	.00	50,000.00	.00	6,241.83	.00	43,758.17	12	7,631
686.189	Employee Medical	.00	.00	.00	100.00	.00	100.00	(100.00)	+++	211
686.191	Contract Services/Studies	2,400.00	.00	2,400.00	214.73	.00	214.73	2,185.27	9	281
686.195	Repair/Maint Svc Contract	23,700.00	.00	23,700.00	349.20	.00	1,481.61	22,218.39	6	2,821
686.196	Bank Charges/Fees	19,500.00	.00	19,500.00	.00	.00	.00	19,500.00	0	3,591
686.199	Internal Engineering	22,753.00	.00	22,753.00	.00	.00	.00	22,753.00	0	2,211
686.1895	Employee wellness services	13,996.00	.00	13,996.00	648.21	.00	648.21	13,347.79	5	691
687.202	Utility Billing Services	50,000.00	.00	50,000.00	517.25	.00	13,314.16	36,685.84	27	13,401
687.204	Janitorial Services	2,495.00	.00	2,495.00	.00	.00	.00	2,495.00	0	411
702.105	Interest on Bonds	54,755.00	.00	54,755.00	.00	.00	.00	54,755.00	0	
702.110	Bond Principal	719,539.00	.00	719,539.00	.00	.00	.00	719,539.00	0	
703.1001	Agent Fees	.00	.00	.00	2,500.00	.00	2,500.00	(2,500.00)	+++	
720.001	Provision for Bad Debts	40,000.00	.00	40,000.00	.00	.00	3,333.33	36,666.67	8	6,661
750.124	Transfers to General Fund	819,987.00	.00	819,987.00	.00	.00	68,332.25	751,654.75	8	121,771
750.142	Transfer to Wastewater	89,605.00	.00	89,605.00	.00	.00	.00	89,605.00	0	
795.001	IT Internal Allocations	187,394.00	.00	187,394.00	.00	.00	3,344.64	184,049.36	2	14,571
795.995	GF Cost Distribution	505,966.00	.00	505,966.00	.00	.00	42,163.83	463,802.17	8	77,151
900.3100	Electric Distribution	2,045,000.00	.00	2,045,000.00	22,034.17	57,204.86	22,034.17	1,965,760.97	4	
900.4300	Other Equipment	61,250.00	.00	61,250.00	.00	.00	.00	61,250.00	0	
900.6000	Other Improvements	.00	.00	.00	15,110.98	5,616.52	15,110.98	(20,727.50)	+++	
7999.9999	Principal Reclassified	(615,167.00)	.00	(615,167.00)	.00	.00	.00	(615,167.00)	0	
9999.9999	Assets Reclassified	(2,106,250.00)	.00	(2,106,250.00)	.00	.00	.00	(2,106,250.00)	0	
Department 19 - Electric Totals		\$14,106,475.00	\$0.00	\$14,106,475.00	\$881,838.20	\$726,396.79	\$1,258,120.96	\$12,121,957.25	14%	\$2,244,541
Department 36 - Fiber Optics										
662.141	Department Repairs	25,000.00	.00	25,000.00	.00	.00	.00	25,000.00	0	
685.183	Depreciation	230.00	.00	230.00	.00	.00	19.11	210.89	8	31
Department 36 - Fiber Optics Totals		\$25,230.00	\$0.00	\$25,230.00	\$0.00	\$0.00	\$19.11	\$25,210.89	0%	\$31
EXPENSE TOTALS		\$14,131,705.00	\$0.00	\$14,131,705.00	\$881,838.20	\$726,396.79	\$1,258,140.07	\$12,147,168.14	14%	\$2,244,581
Fund 0030 - Electric Utility Fund Totals										
REVENUE TOTALS		14,131,705.00	.00	14,131,705.00	1,485,955.47	.00	2,796,630.46	11,335,074.54	20%	1,337,761

Attachment: Finance Department Budget Performance August 2023 Report (3951 : Finance and IT



Budget Performance Report August 2023

15.L.4

Fiscal Year to Date 08/31/23

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
EXPENSE TOTALS		14,131,705.00	.00	14,131,705.00	881,838.20	726,396.79	1,258,140.07	12,147,168.14	14%	2,244,588.00
Fund 0030 - Electric Utility Fund Totals		\$0.00	\$0.00	\$0.00	\$604,117.27	(\$726,396.79)	\$1,538,490.39	(\$812,093.60)		(\$906,821.00)
Fund 0031 - Water Utility Fund										
REVENUE										
Department 00 - Revenue										
301.000	Sale Of Utilities	4,143,439.00	.00	4,143,439.00	349,141.11	.00	695,700.17	3,447,738.83	17	363,321.00
301.002	New Turn Ons	3,500.00	.00	3,500.00	280.00	.00	625.00	2,875.00	18	530.00
301.006	Sale Of Raw Water	13,000.00	.00	13,000.00	1,209.17	.00	2,346.41	10,653.59	18	2,190.00
301.009	New Service Taps	25,000.00	.00	25,000.00	1,000.00	.00	4,100.00	20,900.00	16	6,000.00
301.013	Meter Installation	12,000.00	.00	12,000.00	450.00	.00	1,200.00	10,800.00	10	5,230.00
302.001	Penalties	26,000.00	.00	26,000.00	5,059.73	.00	8,594.77	17,405.23	33	5,870.00
306.001	Investment Earnings	.00	.00	.00	.00	.00	4,474.60	(4,474.60)	+++	3,290.00
324.020	Water Impact Fee	19,000.00	.00	19,000.00	2,850.00	.00	8,270.00	10,730.00	44	21,260.00
369.002	Miscellaneous Revenue	5,000.00	.00	5,000.00	51,430.38	.00	51,395.38	(46,395.38)	1028	1,040.00
371.000	Budget Balancing Account	(227,301.00)	.00	(227,301.00)	.00	.00	.00	(227,301.00)	0	
Department 00 - Revenue Totals		\$4,019,638.00	\$0.00	\$4,019,638.00	\$411,420.39	\$0.00	\$776,706.33	\$3,242,931.67	19%	\$408,750.00
REVENUE TOTALS		\$4,019,638.00	\$0.00	\$4,019,638.00	\$411,420.39	\$0.00	\$776,706.33	\$3,242,931.67	19%	\$408,750.00
EXPENSE										
Department 15 - Water Distribution										
400.101	Regular Pay	178,397.00	.00	178,397.00	2,884.83	.00	2,884.83	175,512.17	2	28,790.00
401.103	Overtime	17,000.00	.00	17,000.00	338.06	.00	338.06	16,661.94	2	3,580.00
401.105	On-call pay	5,200.00	.00	5,200.00	.00	.00	.00	5,200.00	0	800.00
405.114	FICA	15,348.00	.00	15,348.00	246.55	.00	246.55	15,101.45	2	2,420.00
406.116	Retirement	37,231.00	.00	37,231.00	593.33	.00	593.33	36,637.67	2	5,690.00
408.125	SCMIT Worker's Comp Ins.	18,500.00	.00	18,500.00	(884.64)	3,816.41	2,931.77	11,751.82	36	3,350.00
410.001	Health Claims Cost	23,110.00	.00	23,110.00	.00	.00	(179.12)	23,289.12	-1	3,390.00
410.002	Health Claim Costs-Retire	1,145.00	.00	1,145.00	24.12	.00	27.12	1,117.88	2	
500.101	Supplies and Materials	3,500.00	.00	3,500.00	1,475.36	.00	1,475.36	2,024.64	42	700.00
500.102	Equipment	6,000.00	.00	6,000.00	.00	.00	.00	6,000.00	0	660.00
501.101	Uniforms and Clothing	4,400.00	.00	4,400.00	.00	.00	.00	4,400.00	0	890.00
513.112	Asphalt/Concrete/Gravel	51,000.00	.00	51,000.00	.00	10,000.00	.00	41,000.00	20	4,720.00
514.110	Water Dist System Supply	70,000.00	.00	70,000.00	629.04	29,304.00	629.04	40,066.96	43	14,950.00
515.129	Permit Fees Due To Others	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	
523.136	Hydrant Replacement	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	(1,838.00)
532.148	Small Hand Tools	300.00	.00	300.00	.00	.00	.00	300.00	0	
600.110	SCMIRF Property/Liab Ins	54,048.00	.00	54,048.00	.00	.00	25,994.41	28,053.59	48	22,650.00
610.112	Postage	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	
610.1110	Communications- Wireless	2,040.00	.00	2,040.00	.00	.00	.00	2,040.00	0	70.00
620.114	Advertising	600.00	.00	600.00	.00	.00	.00	600.00	0	
640.124	Travel Expense	100.00	.00	100.00	.00	.00	.00	100.00	0	
650.127	Electricity	9,978.00	.00	9,978.00	812.95	.00	1,706.28	8,271.72	17	1,480.00



Budget Performance Report August 2023

15.L.4

Fiscal Year to Date 08/31/23

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 0031 - Water Utility Fund										
EXPENSE										
Department 15 - Water Distribution										
650.128	Water	37,706.00	.00	37,706.00	.00	.00	3,698.60	34,007.40	10	9,961
650.129	Wastewater	12,788.00	.00	12,788.00	1,216.66	.00	2,351.57	10,436.43	18	1,788
650.130	Sanitation	793.00	.00	793.00	55.96	.00	111.92	681.08	14	111
650.133	Stormwater	5,671.00	.00	5,671.00	511.30	.00	511.30	5,159.70	9	941
650.1271	Electricity- Sales Tax	279.00	.00	279.00	.00	.00	33.47	245.53	12	31
660.133	Repairs & Maint. Services	23,000.00	.00	23,000.00	.00	.00	.00	23,000.00	0	
660.139	Fleet Services-RTA Mtce Allocation	7,500.00	.00	7,500.00	.00	.00	.00	7,500.00	0	950
660.145	Gasoline & Oil	10,000.00	.00	10,000.00	370.66	.00	370.66	9,629.34	4	1,631
660.1391	Fleet Services -Departmental Expense Allocation	4,709.00	.00	4,709.00	.00	.00	.00	4,709.00	0	1,511
660.1392	Fleet Svcs- Outside Vends	3,500.00	.00	3,500.00	.00	.00	.00	3,500.00	0	3,181
670.156	Equipment Rental/Lease	500.00	.00	500.00	.00	.00	.00	500.00	0	
685.180	Membership Dues and Fees	200.00	.00	200.00	.00	.00	.00	200.00	0	
685.182	Other Operating Expenses	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	271
685.183	Depreciation	515,598.00	.00	515,598.00	.00	.00	38,203.21	477,394.79	7	75,751
685.186	Training	1,100.00	.00	1,100.00	.00	.00	.00	1,100.00	0	
686.187	Professional Services	3,700.00	.00	3,700.00	594.98	2,446.40	594.98	658.62	82	161
686.189	Employee Medical	1,500.00	.00	1,500.00	150.00	.00	150.00	1,350.00	10	
686.191	Contract Services/Studies	252,000.00	.00	252,000.00	16,203.78	25,000.00	20,840.75	206,159.25	18	281
686.196	Bank Charges/Fees	7,750.00	.00	7,750.00	.00	.00	.00	7,750.00	0	1,401
686.199	Internal Engineering	22,752.00	.00	22,752.00	.00	.00	.00	22,752.00	0	2,211
686.1895	Employee wellness services	5,004.00	.00	5,004.00	231.50	.00	231.50	4,772.50	5	241
687.202	Utility Billing Services	7,500.00	.00	7,500.00	78.23	.00	2,013.88	5,486.12	27	2,021
687.204	Janitorial Services	824.00	.00	824.00	53.34	.00	53.34	770.66	6	131
702.106	Interest- Bonds	99,372.00	.00	99,372.00	.00	.00	.00	99,372.00	0	10,251
702.110	Bond Principal	396,021.00	.00	396,021.00	.00	.00	.00	396,021.00	0	35,691
703.109	Agents Fee	8,000.00	.00	8,000.00	.00	.00	1,612.50	6,387.50	20	2,861
720.001	Provision for Bad Debts	9,000.00	.00	9,000.00	.00	.00	666.67	8,333.33	7	1,331
750.124	Transfers to General Fund	172,681.00	.00	172,681.00	.00	.00	14,390.08	158,290.92	8	26,021
795.995	GF Cost Distribution	109,190.00	.00	109,190.00	.00	.00	9,099.17	100,090.83	8	16,651
795.999	Allocation G&A Services	90,990.00	.00	90,990.00	.00	.00	.00	90,990.00	0	9,631
900.3500	Water Distribution	700,000.00	.00	700,000.00	.00	939,063.97	.00	(239,063.97)	134	
900.4100	Vehicles	40,000.00	.00	40,000.00	.00	.00	.00	40,000.00	0	
900.4300	Other Equipment	31,250.00	.00	31,250.00	.00	.00	.00	31,250.00	0	
7999.9999	Principal Reclassified	(396,021.00)	.00	(396,021.00)	.00	.00	.00	(396,021.00)	0	(35,698)
9999.9999	Assets Reclassified	(771,250.00)	.00	(771,250.00)	.00	.00	.00	(771,250.00)	0	
Department 15 - Water Distribution Totals		\$1,925,004.00	\$0.00	\$1,925,004.00	\$25,586.01	\$1,009,630.78	\$131,581.23	\$783,791.99	59%	\$261,781
Department 16 - Filtration										
400.101	Regular Pay	289,752.00	.00	289,752.00	14,799.07	.00	31,736.23	258,015.77	11	56,951

Attachment: Finance Department Budget Performance August 2023 Report (3951 : Finance and IT



Budget Performance Report August 2023

15.L.4

Fiscal Year to Date 08/31/23

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 0031 - Water Utility Fund										
EXPENSE										
Department 16 - Filtration										
401.103	Overtime	8,000.00	.00	8,000.00	36.00	.00	436.30	7,563.70	5	(851
401.105	On-call pay	5,200.00	.00	5,200.00	533.36	.00	1,066.72	4,133.28	21	960
405.114	FICA	23,176.00	.00	23,176.00	1,083.18	.00	2,359.76	20,816.24	10	4,151
406.116	Retirement	56,228.00	.00	56,228.00	2,772.40	.00	6,179.23	50,048.77	11	9,851
408.125	SCMIT Worker's Comp Ins.	13,500.00	.00	13,500.00	.00	3,437.06	3,437.06	6,625.88	51	3,021
410.001	Health Claims Cost	42,884.00	.00	42,884.00	3,863.01	.00	7,530.51	35,353.49	18	7,551
410.002	Health Claim Costs-Retire	10,925.00	.00	10,925.00	.00	.00	.00	10,925.00	0	1,121
500.101	Supplies and Materials	2,500.00	.00	2,500.00	.00	.00	107.83	2,392.17	4	101
500.102	Equipment	6,500.00	.00	6,500.00	.00	.00	.00	6,500.00	0	
501.101	Uniforms and Clothing	4,000.00	.00	4,000.00	174.79	.00	174.79	3,825.21	4	
512.108	Chemicals	352,600.00	.00	352,600.00	33,375.84	121,598.24	33,375.84	197,625.92	44	45,931
512.109	Laboratory Supplies	28,000.00	.00	28,000.00	239.55	.00	5,642.09	22,357.91	20	7,471
515.121	Safety Supplies	1,600.00	.00	1,600.00	.00	.00	.00	1,600.00	0	
515.129	Permit Fees Due To Others	23,000.00	.00	23,000.00	19,422.00	.00	20,712.00	2,288.00	90	20,421
532.148	Small Hand Tools	300.00	.00	300.00	.00	.00	.00	300.00	0	
540.151	IP Raw Water Contract-Cty	22,960.00	.00	22,960.00	2,036.72	.00	2,036.72	20,923.28	9	1,521
540.152	Raw Water Pump Maint.	65,000.00	.00	65,000.00	5,834.42	.00	11,954.10	53,045.90	18	9,821
540.157	Treated Water Purchase	200.00	.00	200.00	.00	.00	.00	200.00	0	
540.1510	IP Raw Water Contract-Stl	11,808.00	.00	11,808.00	567.17	.00	567.17	11,240.83	5	631
600.110	SCMIRF Property/Liab Ins	162,912.00	.00	162,912.00	.00	.00	78,352.61	84,559.39	48	68,291
610.111	Communications- Landline	1,500.00	.00	1,500.00	40.42	.00	162.95	1,337.05	11	201
610.112	Postage	800.00	.00	800.00	.00	.00	.00	800.00	0	
610.1110	Communications- Wireless	660.00	.00	660.00	.00	.00	.00	660.00	0	41
620.114	Advertising	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	
640.124	Travel Expense	100.00	.00	100.00	.00	.00	.00	100.00	0	
650.127	Electricity	104,948.00	.00	104,948.00	7,570.82	.00	17,276.27	87,671.73	16	14,291
650.130	Sanitation	1,056.00	.00	1,056.00	75.20	.00	150.40	905.60	14	151
650.133	Stormwater	2,860.00	.00	2,860.00	270.33	.00	270.33	2,589.67	9	471
650.134	Security Lights	1,584.00	.00	1,584.00	132.00	.00	264.00	1,320.00	17	261
650.1271	Electricity- Sales Tax	107.00	.00	107.00	.00	.00	8.07	98.93	8	11
660.133	Repairs & Maint. Services	60,000.00	.00	60,000.00	20.48	.00	20.48	59,979.52	0	5,341
660.139	Fleet Services-RTA Mtce Allocation	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	201
660.145	Gasoline & Oil	1,750.00	.00	1,750.00	.00	.00	.00	1,750.00	0	
660.1391	Fleet Services -Departmental Expense Allocation	1,464.00	.00	1,464.00	.00	.00	.00	1,464.00	0	671
660.1392	Fleet Svcs- Outside Vends	500.00	.00	500.00	.00	.00	.00	500.00	0	
670.156	Equipment Rental/Lease	500.00	.00	500.00	.00	.00	.00	500.00	0	
685.180	Membership Dues and Fees	1,100.00	.00	1,100.00	.00	.00	45.00	1,055.00	4	41
685.182	Other Operating Expenses	25,000.00	.00	25,000.00	.00	.00	.00	25,000.00	0	

Attachment: Finance Department Budget Performance August 2023 Report (3951 : Finance and IT



Budget Performance Report August 2023

15.L.4

Fiscal Year to Date 08/31/23

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 0031 - Water Utility Fund										
EXPENSE										
Department 16 - Filtration										
685.183	Depreciation	346,292.00	.00	346,292.00	.00	.00	21,764.18	324,527.82	6	48,011
685.186	Training	2,420.00	.00	2,420.00	.00	.00	290.00	2,130.00	12	11,111
686.187	Professional Services	23,300.00	.00	23,300.00	.00	.00	.00	23,300.00	0	60,606
686.189	Employee Medical	1,200.00	.00	1,200.00	.00	.00	.00	1,200.00	0	8,889
686.195	Repair/Maint Svc Contract	2,000.00	.00	2,000.00	310.40	.00	557.15	1,442.85	28	55,556
686.199	Internal Engineering	22,752.00	.00	22,752.00	.00	.00	.00	22,752.00	0	2,211
686.1895	Employee wellness services	6,001.00	.00	6,001.00	277.80	.00	277.80	5,723.20	5	29,293
687.204	Janitorial Services	2,458.00	.00	2,458.00	160.00	.00	160.00	2,298.00	7	40,404
750.124	Transfers to General Fund	153,873.00	.00	153,873.00	.00	.00	12,822.75	141,050.25	8	23,182
795.995	GF Cost Distribution	97,296.00	.00	97,296.00	.00	.00	8,108.00	89,188.00	8	14,833
795.999	Allocation G&A Services	90,990.00	.00	90,990.00	.00	.00	.00	90,990.00	0	9,633
900.3300	Water Filtration Plant	2,320,000.00	.00	2,320,000.00	.00	5,535,590.27	.00	(3,215,590.27)	239	6,233
9999.9999	Assets Reclassified	(2,320,000.00)	.00	(2,320,000.00)	.00	.00	.00	(2,320,000.00)	0	(6,233)
Department 16 - Filtration Totals		\$2,085,556.00	\$0.00	\$2,085,556.00	\$93,594.96	\$5,660,625.57	\$267,846.34	(\$3,842,915.91)	284%	\$358,671
Department 41 - General & Administrative										
400.101	Regular Pay	149,015.00	.00	149,015.00	3,746.49	.00	8,028.17	140,986.83	5	25,606
405.114	FICA	11,400.00	.00	11,400.00	261.10	.00	560.35	10,839.65	5	1,889
406.116	Retirement	27,659.00	.00	27,659.00	687.03	.00	1,490.69	26,168.31	5	4,404
408.125	SCMIT Worker's Comp Ins.	4,100.00	.00	4,100.00	.00	1,046.06	1,046.06	2,007.88	51	92,920
410.001	Health Claims Cost	18,220.00	.00	18,220.00	982.18	.00	1,803.54	16,416.46	10	2,921
500.101	Supplies and Materials	5,400.00	.00	5,400.00	380.81	.00	432.97	4,967.03	8	53,535
500.102	Equipment	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	
500.103	Furniture	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	
501.101	Uniforms and Clothing	500.00	.00	500.00	.00	.00	.00	500.00	0	
600.110	SCMIRF Property/Liab Ins	288.00	.00	288.00	.00	.00	138.51	149.49	48	12,121
610.111	Communications- Landline	4,800.00	.00	4,800.00	1,092.65	.00	1,165.00	3,635.00	24	97,970
610.112	Postage	1,500.00	.00	1,500.00	283.74	.00	501.86	998.14	33	13,131
610.1110	Communications- Wireless	660.00	.00	660.00	.00	.00	.00	660.00	0	4,444
620.114	Advertising	200.00	.00	200.00	111.00	.00	111.00	89.00	56	
640.124	Travel Expense	100.00	.00	100.00	.00	.00	.00	100.00	0	
650.127	Electricity	2,860.00	.00	2,860.00	289.54	.00	590.39	2,269.61	21	48,480
650.128	Water	411.00	.00	411.00	.00	.00	28.85	382.15	7	11,111
650.129	Wastewater	459.00	.00	459.00	60.01	.00	92.77	366.23	20	6,667
650.130	Sanitation	557.00	.00	557.00	39.33	.00	78.66	478.34	14	7,778
650.133	Stormwater	2,643.00	.00	2,643.00	251.75	.00	251.75	2,391.25	10	44,444
650.134	Security Lights	636.00	.00	636.00	53.00	.00	106.00	530.00	17	10,101
650.1271	Electricity- Sales Tax	91.00	.00	91.00	.00	.00	9.24	81.76	10	1,111
660.133	Repairs & Maint. Services	8,000.00	.00	8,000.00	.00	.00	.00	8,000.00	0	8,889

Attachment: Finance Department Budget Performance August 2023 Report (3951 : Finance and IT



Budget Performance Report August 2023

15.L.4

Fiscal Year to Date 08/31/23

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 0031 - Water Utility Fund										
EXPENSE										
Department 41 - General & Administrative										
660.139	Fleet Services-RTA Mtce Allocation	250.00	.00	250.00	.00	.00	.00	250.00	0	4:
660.145	Gasoline & Oil	2,500.00	.00	2,500.00	201.62	.00	201.62	2,298.38	8	28:
660.1391	Fleet Services -Departmental Expense Allocation	1,803.00	.00	1,803.00	.00	.00	.00	1,803.00	0	36:
660.1392	Fleet Svcs- Outside Vends	500.00	.00	500.00	.00	.00	.00	500.00	0	
670.156	Equipment Rental/Lease	3,800.00	.00	3,800.00	419.20	.00	628.80	3,171.20	17	59:
685.180	Membership Dues and Fees	1,600.00	.00	1,600.00	.00	.00	418.00	1,182.00	26	40:
685.182	Other Operating Expenses	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	5:
685.183	Depreciation	7,090.00	.00	7,090.00	.00	.00	590.84	6,499.16	8	1,18:
685.186	Training	800.00	.00	800.00	.00	.00	.00	800.00	0	
686.187	Professional Services	1,640.00	.00	1,640.00	.00	.00	822.87	817.13	50	55:
686.189	Employee Medical	500.00	.00	500.00	.00	.00	.00	500.00	0	15:
686.195	Repair/Maint Svc Contract	2,200.00	.00	2,200.00	349.20	.00	482.28	1,717.72	22	48:
686.1895	Employee wellness services	1,995.00	.00	1,995.00	92.60	.00	92.60	1,902.40	5	9:
687.204	Janitorial Services	2,472.00	.00	2,472.00	160.00	.00	160.00	2,312.00	6	41:
795.001	IT Internal Allocations	187,394.00	.00	187,394.00	.00	.00	3,344.64	184,049.36	2	14,57:
795.999	Allocation G&A Services	(454,950.00)	.00	(454,950.00)	.00	.00	.00	(454,950.00)	0	(48,177
Department 41 - General & Administrative Totals		\$3,593.00	\$0.00	\$3,593.00	\$9,461.25	\$1,046.06	\$23,177.46	(\$20,630.52)	674%	\$9,96:
Department 42 - Engineering Services										
400.101	Regular Pay	145,750.00	.00	145,750.00	7,854.09	.00	16,830.19	128,919.81	12	16,42:
405.114	FICA	11,150.00	.00	11,150.00	544.10	.00	1,174.00	9,976.00	11	1,16:
406.116	Retirement	27,052.00	.00	27,052.00	1,448.61	.00	3,158.97	23,893.03	12	2,82:
408.125	SCMIT Worker's Comp Ins.	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	
410.001	Health Claims Cost	15,504.00	.00	15,504.00	1,719.86	.00	3,175.58	12,328.42	20	2,07:
500.101	Supplies and Materials	250.00	.00	250.00	.00	.00	.00	250.00	0	18:
500.105	Printing and Binding	300.00	.00	300.00	.00	.00	81.13	218.87	27	11:
501.101	Uniforms and Clothing	600.00	.00	600.00	.00	.00	.00	600.00	0	12:
515.121	Safety Supplies	250.00	.00	250.00	.00	.00	.00	250.00	0	
515.124	Department Supplies	250.00	.00	250.00	.00	.00	.00	250.00	0	
600.110	SCMIRF Property/Liab Ins	480.00	.00	480.00	.00	.00	230.85	249.15	48	20:
610.112	Postage	50.00	.00	50.00	.00	.00	.00	50.00	0	
610.1110	Communications- Wireless	1,200.00	.00	1,200.00	.00	.00	.00	1,200.00	0	4:
640.124	Travel Expense	550.00	.00	550.00	.00	.00	.00	550.00	0	
660.1391	Fleet Services -Departmental Expense Allocation	1,803.00	.00	1,803.00	.00	.00	.00	1,803.00	0	
685.180	Membership Dues and Fees	600.00	.00	600.00	.00	.00	.00	600.00	0	
685.183	Depreciation	5,222.00	.00	5,222.00	.00	.00	435.10	4,786.90	8	87:
685.184	Continuing Education	7,500.00	.00	7,500.00	.00	.00	.00	7,500.00	0	
685.186	Training	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	
686.187	Professional Services	9,500.00	.00	9,500.00	261.38	.00	1,084.25	8,415.75	11	4,06:

Attachment: Finance Department Budget Performance August 2023 Report (3951 : Finance and IT



Budget Performance Report August 2023

15.L.4

Fiscal Year to Date 08/31/23

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 0031 - Water Utility Fund										
EXPENSE										
Department 42 - Engineering Services										
686.1895	Employee wellness services	1,995.00	.00	1,995.00	92.60	.00	92.60	1,902.40	5	91
735.122	Services Billed	(227,521.00)	.00	(227,521.00)	.00	.00	.00	(227,521.00)	0	(22,104)
Department 42 - Engineering Services Totals		\$5,485.00	\$0.00	\$5,485.00	\$11,920.64	\$0.00	\$26,262.67	(\$20,777.67)	479%	\$6,081
EXPENSE TOTALS		\$4,019,638.00	\$0.00	\$4,019,638.00	\$140,562.86	\$6,671,302.41	\$448,867.70	(\$3,100,532.11)	177%	\$636,501
Fund 0031 - Water Utility Fund Totals										
REVENUE TOTALS		4,019,638.00	.00	4,019,638.00	411,420.39	.00	776,706.33	3,242,931.67	19%	408,751
EXPENSE TOTALS		4,019,638.00	.00	4,019,638.00	140,562.86	6,671,302.41	448,867.70	(3,100,532.11)	177%	636,501
Fund 0031 - Water Utility Fund Totals		\$0.00	\$0.00	\$0.00	\$270,857.53	(\$6,671,302.41)	\$327,838.63	\$6,343,463.78		(\$227,748)
Fund 0032 - Wastewater Fund										
REVENUE										
Department 00 - Revenue										
301.000	Sale Of Utilities	3,764,324.00	.00	3,764,324.00	317,939.44	.00	629,154.71	3,135,169.29	17	326,981
301.002	New Turn Ons	3,000.00	.00	3,000.00	275.00	.00	595.00	2,405.00	20	501
301.009	New Service Taps	11,000.00	.00	11,000.00	2,700.00	.00	4,500.00	6,500.00	41	4,501
301.014	Fixed Charges - Andrews	91,946.00	.00	91,946.00	.00	.00	.00	91,946.00	0	20,231
301.015	Fixed Charges - GCWSD	174,861.00	.00	174,861.00	.00	.00	.00	174,861.00	0	38,481
301.016	Fixed Charges - COG	477,254.00	.00	477,254.00	27,651.27	.00	55,302.54	421,951.46	12	55,301
301.017	Volume Charges - Andrews	129,350.00	.00	129,350.00	11,135.94	.00	24,487.38	104,862.62	19	15,361
301.018	Volume Charges - GCWSD	333,356.00	.00	333,356.00	18,299.79	.00	45,090.90	288,265.10	14	53,271
301.019	Volume Charges - COG	851,357.00	.00	851,357.00	77,101.05	.00	151,914.31	699,442.69	18	131,301
301.026	Fixed- Elim Georgetown	(477,254.00)	.00	(477,254.00)	(27,651.27)	.00	(55,302.54)	(421,951.46)	12	(55,302)
301.029	Volume-Elim-Georgetown	(851,357.00)	.00	(851,357.00)	(77,101.05)	.00	(151,914.31)	(699,442.69)	18	(131,307)
302.001	Penalties	35,000.00	.00	35,000.00	4,796.02	.00	8,125.60	26,874.40	23	6,161
303.006	Septic Tank Dumping	35,000.00	.00	35,000.00	2,490.00	.00	5,770.00	29,230.00	16	5,151
306.001	Investment Earnings	.00	.00	.00	.00	.00	.00	.00	+++	121
324.017	Wastewater Impact Fee	19,800.00	.00	19,800.00	5,265.00	.00	10,545.00	9,255.00	53	49,851
331.000	Federal Grants	19,800.00	.00	19,800.00	.00	.00	.00	19,800.00	0	
361.001	Investment Earnings	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	
369.002	Miscellaneous Revenue	150.00	.00	150.00	.00	.00	.00	150.00	0	31
392.001	From Electric Fund	89,605.00	.00	89,605.00	.00	.00	.00	89,605.00	0	
Department 00 - Revenue Totals		\$4,708,192.00	\$0.00	\$4,708,192.00	\$362,901.19	\$0.00	\$728,268.59	\$3,979,923.41	15%	\$520,681
REVENUE TOTALS		\$4,708,192.00	\$0.00	\$4,708,192.00	\$362,901.19	\$0.00	\$728,268.59	\$3,979,923.41	15%	\$520,681
EXPENSE										
Department 18 - Wastewater Collections										
400.101	Regular Pay	243,006.00	.00	243,006.00	10,701.70	.00	25,341.23	217,664.77	10	32,431
401.103	Overtime	3,000.00	.00	3,000.00	177.12	.00	490.38	2,509.62	16	321
401.105	On-call pay	5,200.00	.00	5,200.00	533.32	.00	1,066.64	4,133.36	21	561

Attachment: Finance Department Budget Performance August 2023 Report (3951 : Finance and IT



Budget Performance Report August 2023

15.L.4

Fiscal Year to Date 08/31/23

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 0032 - Wastewater Fund										
EXPENSE										
Department 18 - Wastewater Collections										
405.114	FICA	18,655.00	.00	18,655.00	807.21	.00	1,930.93	16,724.07	10	2,387
406.116	Retirement	46,624.00	.00	46,624.00	2,050.89	.00	5,014.61	41,609.39	11	5,701
408.125	SCMIT Worker's Comp Ins.	25,000.00	.00	25,000.00	23.68	6,368.34	6,392.02	12,239.64	51	5,601
410.001	Health Claims Cost	54,006.00	.00	54,006.00	3,371.86	.00	6,628.56	47,377.44	12	6,511
410.002	Health Claim Costs-Retire	16,989.00	.00	16,989.00	1,308.02	.00	2,616.04	14,372.96	15	2,299
500.101	Supplies and Materials	5,500.00	.00	5,500.00	918.17	.00	928.75	4,571.25	17	514
500.102	Equipment	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	961
501.101	Uniforms and Clothing	5,500.00	.00	5,500.00	1,105.21	.00	1,528.53	3,971.47	28	1,161
512.108	Chemicals	5,500.00	.00	5,500.00	.00	.00	150.45	5,349.55	3	41
513.112	Asphalt/Concrete/Gravel	40,000.00	.00	40,000.00	.00	12,000.00	.00	28,000.00	30	1,541
514.111	WW Collection Syst Supply	10,000.00	.00	10,000.00	1,676.38	.00	1,834.26	8,165.74	18	1,161
515.121	Safety Supplies	900.00	.00	900.00	.00	.00	.00	900.00	0	
532.148	Small Hand Tools	300.00	.00	300.00	.00	.00	.00	300.00	0	
532.1481	Small Hand Tools - Maintenance	450.00	.00	450.00	.00	.00	.00	450.00	0	
600.110	SCMIRF Property/Liab Ins	45,984.00	.00	45,984.00	.00	.00	22,116.03	23,867.97	48	19,271
610.112	Postage	1,000.00	.00	1,000.00	256.89	.00	454.37	545.63	45	121
610.1110	Communications- Wireless	3,100.00	.00	3,100.00	.00	.00	.00	3,100.00	0	181
620.114	Advertising	500.00	.00	500.00	84.00	.00	84.00	416.00	17	71
640.124	Travel Expense	200.00	.00	200.00	.00	.00	.00	200.00	0	
650.127	Electricity	78,673.00	.00	78,673.00	7,608.49	.00	15,045.87	63,627.13	19	10,601
650.133	Stormwater	12,756.00	.00	12,756.00	1,118.58	.00	1,118.58	11,637.42	9	2,121
650.134	Security Lights	1,452.00	.00	1,452.00	121.00	.00	242.00	1,210.00	17	241
650.1271	Electricity- Sales Tax	2,185.00	.00	2,185.00	.00	.00	191.35	1,993.65	9	291
660.133	Repairs & Maint. Services	120,000.00	.00	120,000.00	594.45	.00	668.65	119,331.35	1	461
660.139	Fleet Services-RTA Mtce Allocation	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	3,451
660.145	Gasoline & Oil	23,625.00	.00	23,625.00	1,524.67	.00	1,524.67	22,100.33	6	2,051
660.1391	Fleet Services -Departmental Expense Allocation	20,513.00	.00	20,513.00	.00	.00	.00	20,513.00	0	4,611
660.1392	Fleet Svcs- Outside Vends	2,000.00	.00	2,000.00	.00	.00	.00	2,000.00	0	1,861
670.156	Equipment Rental/Lease	6,000.00	.00	6,000.00	.00	.00	.00	6,000.00	0	
681.100	Capital Lease Principal	57,000.00	.00	57,000.00	.00	.00	.00	57,000.00	0	
681.120	Capital Lease Interest	7,220.00	.00	7,220.00	.00	.00	.00	7,220.00	0	
685.180	Membership Dues and Fees	600.00	.00	600.00	45.00	.00	45.00	555.00	8	41
685.182	Other Operating Expenses	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	31
685.183	Depreciation	460,293.00	.00	460,293.00	.00	.00	33,943.31	426,349.69	7	61,691
685.186	Training	2,250.00	.00	2,250.00	.00	.00	.00	2,250.00	0	
686.187	Professional Services	6,400.00	.00	6,400.00	333.30	2,444.20	333.30	3,622.50	43	161
686.189	Employee Medical	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	61
686.191	Contract Services/Studies	2,220.00	.00	2,220.00	214.80	.00	214.80	2,005.20	10	281

Attachment: Finance Department Budget Performance August 2023 Report (3951 : Finance and IT



Budget Performance Report August 2023

15.L.4

Fiscal Year to Date 08/31/23

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 0032 - Wastewater Fund										
EXPENSE										
Department 18 - Wastewater Collections										
686.195	Repair/Maint Svc Contract	15,000.00	.00	15,000.00	.00	14,999.27	.00	.73	100	
686.196	Bank Charges/Fees	6,750.00	.00	6,750.00	.00	.00	.00	6,750.00	0	1,177
686.199	Internal Engineering	22,752.00	.00	22,752.00	.00	.00	.00	22,752.00	0	2,210
686.1895	Employee wellness services	6,998.00	.00	6,998.00	324.10	.00	324.10	6,673.90	5	340
687.202	Utility Billing Services	7,000.00	.00	7,000.00	70.83	.00	1,823.36	5,176.64	26	1,831
687.204	Janitorial Services	3,282.00	.00	3,282.00	213.33	.00	213.33	3,068.67	6	540
702.106	Interest- Bonds	29,122.00	.00	29,122.00	.00	.00	.00	29,122.00	0	6,660
702.110	Bond Principal	107,967.00	.00	107,967.00	.00	.00	.00	107,967.00	0	21,020
703.1001	Agent Fees	.00	.00	.00	.00	.00	1,612.50	(1,612.50)	+++	4,117
720.001	Provision for Bad Debts	8,000.00	.00	8,000.00	.00	.00	625.00	7,375.00	8	1,250
750.124	Transfers to General Fund	203,158.00	.00	203,158.00	.00	.00	16,929.83	186,228.17	8	32,030
795.995	GF Cost Distribution	101,342.00	.00	101,342.00	.00	.00	8,445.17	92,896.83	8	15,457
795.999	Allocation G&A Services	113,737.00	.00	113,737.00	.00	.00	.00	113,737.00	0	12,047
900.911	Sewer Improvement Projects	1,717,718.00	.00	1,717,718.00	.00	.00	.00	1,717,718.00	0	
900.3700	Wastewater Collection Sys	535,000.00	.00	535,000.00	.00	422,501.29	.00	112,498.71	79	
900.4100	Vehicles	40,000.00	.00	40,000.00	.00	.00	.00	40,000.00	0	
900.4300	Other Equipment	31,250.00	.00	31,250.00	.00	59,103.00	.00	(27,853.00)	189	
7999.9999	Principal Reclassified	(107,967.00)	.00	(107,967.00)	.00	.00	.00	(107,967.00)	0	(21,020)
9999.9999	Assets Reclassified	(2,323,968.00)	.00	(2,323,968.00)	.00	.00	.00	(2,323,968.00)	0	
Department 18 - Wastewater Collections Totals		\$1,887,742.00	\$0.00	\$1,887,742.00	\$35,183.00	\$517,416.10	\$159,877.62	\$1,210,448.28	36%	\$246,560
Department 34 - Regional Wastewater Plant										
400.101	Regular Pay	328,606.00	.00	328,606.00	16,592.13	.00	36,219.63	292,386.37	11	46,400
401.103	Overtime	11,000.00	.00	11,000.00	764.13	.00	1,917.38	9,082.62	17	1,430
401.105	On-call pay	7,000.00	.00	7,000.00	533.32	.00	1,066.64	5,933.36	15	1,060
405.114	FICA	26,513.00	.00	26,513.00	1,265.92	.00	2,834.76	23,678.24	11	3,460
406.116	Retirement	64,330.00	.00	64,330.00	3,255.02	.00	7,433.87	56,896.13	12	8,400
408.125	SCMIT Worker's Comp Ins.	6,000.00	.00	6,000.00	.00	1,379.42	1,379.42	3,241.16	46	1,210
410.001	Health Claims Cost	58,236.00	.00	58,236.00	4,853.53	.00	9,322.67	48,913.33	16	8,800
500.101	Supplies and Materials	2,500.00	.00	2,500.00	210.94	.00	636.61	1,863.39	25	570
500.102	Equipment	7,300.00	.00	7,300.00	2,028.49	.00	2,028.49	5,271.51	28	760
501.101	Uniforms and Clothing	4,000.00	.00	4,000.00	167.06	.00	167.06	3,832.94	4	390
512.108	Chemicals	151,000.00	.00	151,000.00	18,640.65	100,344.95	18,640.65	32,014.40	79	800
512.109	Laboratory Supplies	24,000.00	.00	24,000.00	2,789.14	.00	2,789.14	21,210.86	12	1,400
515.121	Safety Supplies	900.00	.00	900.00	.00	.00	.00	900.00	0	
515.129	Permit Fees Due To Others	9,700.00	.00	9,700.00	215.00	.00	5,363.98	4,336.02	55	580
532.148	Small Hand Tools	300.00	.00	300.00	122.85	.00	155.04	144.96	52	
600.110	SCMIRF Property/Liab Ins	254,208.00	.00	254,208.00	.00	.00	122,261.47	131,946.53	48	106,560
610.111	Communications- Landline	2,400.00	.00	2,400.00	152.83	.00	305.51	2,094.49	13	460

Attachment: Finance Department Budget Performance August 2023 Report (3951 : Finance and IT



Budget Performance Report August 2023

15.L.4

Fiscal Year to Date 08/31/23

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 0032 - Wastewater Fund										
EXPENSE										
Department 34 - Regional Wastewater Plant										
610.112	Postage	1,200.00	.00	1,200.00	.00	.00	.00	1,200.00	0	
610.1110	Communications- Wireless	660.00	.00	660.00	.00	.00	.00	660.00	0	61
620.114	Advertising	500.00	.00	500.00	.00	.00	.00	500.00	0	
640.124	Travel Expense	100.00	.00	100.00	.00	.00	.00	100.00	0	51
650.127	Electricity	316,710.00	.00	316,710.00	29,283.17	.00	58,833.45	257,876.55	19	41,601
650.128	Water	2,533.00	.00	2,533.00	.00	.00	255.79	2,277.21	10	581
650.130	Sanitation	3,681.00	.00	3,681.00	262.13	.00	524.26	3,156.74	14	521
650.133	Stormwater	3,353.00	.00	3,353.00	312.62	.00	312.62	3,040.38	9	551
650.134	Security Lights	4,164.00	.00	4,164.00	347.00	.00	694.00	3,470.00	17	691
650.1271	Electricity- Sales Tax	13,010.00	.00	13,010.00	.00	.00	848.27	12,161.73	7	1,951
660.133	Repairs & Maint. Services	159,586.00	.00	159,586.00	5,068.22	49,603.10	7,059.10	102,923.80	36	18,471
660.139	Fleet Services-RTA Mtce Allocation	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	251
660.145	Gasoline & Oil	3,707.00	.00	3,707.00	169.74	.00	169.74	3,537.26	5	371
660.1391	Fleet Services -Departmental Expense Allocation	955.00	.00	955.00	.00	.00	.00	955.00	0	231
660.1392	Fleet Svcs- Outside Vends	150.00	.00	150.00	.00	.00	.00	150.00	0	
670.156	Equipment Rental/Lease	1,200.00	.00	1,200.00	.00	.00	.00	1,200.00	0	
685.180	Membership Dues and Fees	425.00	.00	425.00	.00	.00	45.00	380.00	11	41
685.182	Other Operating Expenses	1,000.00	.00	1,000.00	51.00	.00	51.00	949.00	5	
685.183	Depreciation	696,881.00	.00	696,881.00	.00	.00	646.15	696,234.85	0	421
685.186	Training	2,150.00	.00	2,150.00	.00	.00	.00	2,150.00	0	281
685.190	Landfill Fees	75,000.00	.00	75,000.00	1,472.96	.00	1,472.96	73,527.04	2	10,611
686.187	Professional Services	42,775.00	.00	42,775.00	.00	.00	1,600.00	41,175.00	4	321
686.189	Employee Medical	1,100.00	.00	1,100.00	.00	.00	.00	1,100.00	0	
686.195	Repair/Maint Svc Contract	2,220.00	.00	2,220.00	698.40	.00	977.25	1,242.75	44	971
686.199	Internal Engineering	45,504.00	.00	45,504.00	.00	.00	.00	45,504.00	0	4,421
686.1895	Employee wellness services	5,004.00	.00	5,004.00	231.50	.00	231.50	4,772.50	5	241
702.106	Interest- Bonds	151,549.00	.00	151,549.00	.00	.00	.00	151,549.00	0	
702.110	Bond Principal	605,768.00	.00	605,768.00	.00	.00	.00	605,768.00	0	
703.109	Agents Fee	5,800.00	.00	5,800.00	.00	.00	.00	5,800.00	0	1,251
750.124	Transfers to General Fund	134,924.00	.00	134,924.00	.00	.00	11,243.66	123,680.34	8	21,271
795.995	GF Cost Distribution	67,305.00	.00	67,305.00	.00	.00	5,608.75	61,696.25	8	10,261
795.999	Allocation G&A Services	113,738.00	.00	113,738.00	.00	.00	.00	113,738.00	0	12,041
900.3900	Wastewater Treatment Plnt	530,000.00	.00	530,000.00	.00	180,953.00	.00	349,047.00	34	
900.4300	Other Equipment	95,000.00	.00	95,000.00	.00	77,926.68	.00	17,073.32	82	
7999.9999	Principal Reclassified	(605,768.00)	.00	(605,768.00)	.00	.00	.00	(605,768.00)	0	
9999.9999	Assets Reclassified	(625,000.00)	.00	(625,000.00)	.00	.00	.00	(625,000.00)	0	
Sub Department 17 - Wastewater Treatment										
685.183	Depreciation	2,573.00	.00	2,573.00	.00	.00	53,338.35	(50,765.35)	2073	107,321

Attachment: Finance Department Budget Performance August 2023 Report (3951 : Finance and IT



Budget Performance Report August 2023

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Fiscal Year to Date 08/31/23

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 0032 - Wastewater Fund										
EXPENSE										
Department 34 - Regional Wastewater Plant										
Sub Department 17 - Wastewater Treatment Totals		\$2,573.00	\$0.00	\$2,573.00	\$0.00	\$0.00	\$53,338.35	(\$50,765.35)	2073%	\$107,32
Department 34 - Regional Wastewater Plant Totals		\$2,820,450.00	\$0.00	\$2,820,450.00	\$89,487.75	\$410,207.15	\$356,434.17	\$2,053,808.68	27%	\$416,54
EXPENSE TOTALS		\$4,708,192.00	\$0.00	\$4,708,192.00	\$124,670.75	\$927,623.25	\$516,311.79	\$3,264,256.96	31%	\$663,11
Fund 0032 - Wastewater Fund Totals										
REVENUE TOTALS		4,708,192.00	.00	4,708,192.00	362,901.19	.00	728,268.59	3,979,923.41	15%	520,68
EXPENSE TOTALS		4,708,192.00	.00	4,708,192.00	124,670.75	927,623.25	516,311.79	3,264,256.96	31%	663,11
Fund 0032 - Wastewater Fund Totals		\$0.00	\$0.00	\$0.00	\$238,230.44	(\$927,623.25)	\$211,956.80	\$715,666.45		(\$142,430
Fund 0033 - Stormwater Utility Fund										
REVENUE										
Department 00 - Revenue										
301.000	Sale Of Utilities	1,295,007.00	.00	1,295,007.00	112,380.52	.00	215,301.96	1,079,705.04	17	185,35
302.001	Penalties	9,500.00	.00	9,500.00	1,223.74	.00	2,284.56	7,215.44	24	1,82
369.002	Miscellaneous Revenue	.00	.00	.00	221.22	.00	221.22	(221.22)	+++	
395.001	Transfer from General Fund	192,867.00	.00	192,867.00	.00	.00	.00	192,867.00	0	
Department 00 - Revenue Totals		\$1,497,374.00	\$0.00	\$1,497,374.00	\$113,825.48	\$0.00	\$217,807.74	\$1,279,566.26	15%	\$187,17
REVENUE TOTALS		\$1,497,374.00	\$0.00	\$1,497,374.00	\$113,825.48	\$0.00	\$217,807.74	\$1,279,566.26	15%	\$187,17
EXPENSE										
Department 40 - Storm Water Utility Exp.										
400.101	Regular Pay	239,535.00	.00	239,535.00	9,976.35	.00	23,071.80	216,463.20	10	37,01
401.103	Overtime	3,000.00	.00	3,000.00	.00	.00	205.07	2,794.93	7	10
401.105	On-call pay	3,000.00	.00	3,000.00	400.00	.00	800.00	2,200.00	27	50
405.114	FICA	18,937.00	.00	18,937.00	728.22	.00	1,710.75	17,226.25	9	2,68
406.116	Retirement	45,943.00	.00	45,943.00	1,907.62	.00	4,497.41	41,445.59	10	6,43
408.125	SCMIT Worker's Comp Ins.	17,000.00	.00	17,000.00	.00	4,356.68	4,356.68	8,286.64	51	3,83
410.001	Health Claims Cost	53,580.00	.00	53,580.00	2,300.92	.00	4,176.88	49,403.12	8	6,66
410.002	Health Claim Costs-Retire	610.00	.00	610.00	.00	.00	.00	610.00	0	
500.101	Supplies and Materials	2,300.00	.00	2,300.00	35.23	.00	35.23	2,264.77	2	46
500.102	Equipment	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	51
501.101	Uniforms and Clothing	5,000.00	.00	5,000.00	445.53	.00	566.76	4,433.24	11	62
513.112	Asphalt/Concrete/Gravel	7,750.00	.00	7,750.00	217.30	5,000.00	217.30	2,532.70	67	36
514.112	SW Collection Syst Supply	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	0	86
515.121	Safety Supplies	1,200.00	.00	1,200.00	.00	.00	.00	1,200.00	0	
532.148	Small Hand Tools	300.00	.00	300.00	18.54	.00	18.54	281.46	6	
600.110	SCMIRF Property/Liab Ins	61,248.00	.00	61,248.00	.00	.00	29,457.26	31,790.74	48	25,67
610.111	Communications- Landline	1,500.00	.00	1,500.00	84.37	.00	250.77	1,249.23	17	39
610.112	Postage	300.00	.00	300.00	88.59	.00	156.69	143.31	52	4
610.1110	Communications- Wireless	1,260.00	.00	1,260.00	.00	.00	.00	1,260.00	0	7

Attachment: Finance Department Budget Performance August 2023 Report (3951 : Finance and IT



Budget Performance Report August 2023

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Fiscal Year to Date 08/31/23

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 0033 - Stormwater Utility Fund										
EXPENSE										
Department 40 - Storm Water Utility Exp.										
620.114	Advertising	200.00	.00	200.00	.00	.00	.00	200.00	0	
640.124	Travel Expense	100.00	.00	100.00	.00	.00	.00	100.00	0	
650.127	Electricity	5,500.00	.00	5,500.00	31.23	.00	62.76	5,437.24	1	5
650.128	Water	470.00	.00	470.00	.00	.00	(39.14)	509.14	-8	10
650.133	Stormwater	21,875.00	.00	21,875.00	1,900.01	.00	1,900.01	19,974.99	9	3,64
650.134	Security Lights	960.00	.00	960.00	80.00	.00	160.00	800.00	17	16
650.1271	Electricity- Sales Tax	125.00	.00	125.00	.00	.00	.04	124.96	0	
660.133	Repairs & Maint. Services	72,000.00	.00	72,000.00	.00	250,000.00	.00	(178,000.00)	347	31,06
660.139	Fleet Services-RTA Mtce Allocation	12,000.00	.00	12,000.00	.00	.00	.00	12,000.00	0	7,95
660.145	Gasoline & Oil	28,000.00	.00	28,000.00	1,238.13	.00	1,238.13	26,761.87	4	2,10
660.1391	Fleet Services -Departmental Expense Allocation	21,468.00	.00	21,468.00	.00	.00	.00	21,468.00	0	4,42
660.1392	Fleet Svcs- Outside Vends	7,000.00	.00	7,000.00	.00	.00	.00	7,000.00	0	2,46
670.156	Equipment Rental/Lease	200.00	.00	200.00	.00	.00	.00	200.00	0	
681.100	Capital Lease Principal	48,061.00	.00	48,061.00	.00	.00	.00	48,061.00	0	
681.120	Capital Lease Interest	2,247.00	.00	2,247.00	.00	.00	.00	2,247.00	0	
685.180	Membership Dues and Fees	200.00	.00	200.00	.00	.00	.00	200.00	0	
685.182	Other Operating Expenses	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	42
685.183	Depreciation	571,583.00	.00	571,583.00	.00	.00	43,012.29	528,570.71	8	86,58
685.186	Training	250.00	.00	250.00	.00	.00	.00	250.00	0	
686.187	Professional Services	3,200.00	.00	3,200.00	333.30	2,444.20	333.30	422.50	87	16
686.189	Employee Medical	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	12
686.191	Contract Services/Studies	57,420.00	.00	57,420.00	.00	23,333.75	.00	34,086.25	41	
686.196	Bank Charges/Fees	2,500.00	.00	2,500.00	.00	.00	.00	2,500.00	0	39
686.199	Internal Engineering	45,504.00	.00	45,504.00	.00	.00	.00	45,504.00	0	4,42
686.1895	Employee wellness services	5,004.00	.00	5,004.00	231.50	.00	231.50	4,772.50	5	24
687.202	Utility Billing Services	3,000.00	.00	3,000.00	24.43	.00	628.75	2,371.25	21	63
687.204	Janitorial Services	824.00	.00	824.00	53.33	.00	53.33	770.67	6	13
720.001	Provision for Bad Debts	2,000.00	.00	2,000.00	.00	.00	129.17	1,870.83	6	25
795.995	GF Cost Distribution	60,725.00	.00	60,725.00	.00	.00	5,060.42	55,664.58	8	9,26
795.999	Allocation G&A Services	45,495.00	.00	45,495.00	.00	.00	.00	45,495.00	0	4,81
900.956	Stormwater System Improvements EDA #04-79-07494	2,700,000.00	.00	2,700,000.00	.00	315,105.96	.00	2,384,894.04	12	
900.4100	Vehicles	55,000.00	.00	55,000.00	.00	.00	.00	55,000.00	0	
900.4200	Heavy Equipment	450,000.00	.00	450,000.00	.00	.00	.00	450,000.00	0	
9999.9999	Assets Reclassified	(3,205,000.00)	.00	(3,205,000.00)	.00	.00	.00	(3,205,000.00)	0	
Department 40 - Storm Water Utility Exp. Totals		\$1,497,374.00	\$0.00	\$1,497,374.00	\$20,094.60	\$600,240.59	\$122,291.70	\$774,841.71	48%	\$245,69
EXPENSE TOTALS		\$1,497,374.00	\$0.00	\$1,497,374.00	\$20,094.60	\$600,240.59	\$122,291.70	\$774,841.71	48%	\$245,69

Fund 0033 - Stormwater Utility Fund Totals



Budget Performance Report August 2023

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Fiscal Year to Date 08/31/23

Exclude Rollup Accounts

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
REVENUE TOTALS		1,497,374.00	.00	1,497,374.00	113,825.48	.00	217,807.74	1,279,566.26	15%	187,171
EXPENSE TOTALS		1,497,374.00	.00	1,497,374.00	20,094.60	600,240.59	122,291.70	774,841.71	48%	245,691
Fund 0033 - Stormwater Utility Fund Totals		\$0.00	\$0.00	\$0.00	\$93,730.88	(\$600,240.59)	\$95,516.04	\$504,724.55		(\$58,513)
Fund 0035 - Waste Management Fund										
REVENUE										
Department 00 - Revenue										
344.001	Refuse Col Chge-Resident	1,089,509.00	.00	1,089,509.00	91,325.37	.00	174,963.64	914,545.36	16	140,331
344.002	Refuse Col Chge-Comm	195,840.00	.00	195,840.00	25,790.13	.00	42,627.44	153,212.56	22	23,961
344.003	Sanitation Fee Penalties	15,000.00	.00	15,000.00	1,969.04	.00	3,483.72	11,516.28	23	2,581
344.006	Brown Goods Fees	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0	
369.002	Miscellaneous Revenue	.00	.00	.00	15.00	.00	78.00	(78.00)	+++	
371.000	Budget Balancing Account	(21,680.00)	.00	(21,680.00)	.00	.00	.00	(21,680.00)	0	
Department 00 - Revenue Totals		\$1,280,169.00	\$0.00	\$1,280,169.00	\$119,099.54	\$0.00	\$221,152.80	\$1,059,016.20	17%	\$166,871
REVENUE TOTALS		\$1,280,169.00	\$0.00	\$1,280,169.00	\$119,099.54	\$0.00	\$221,152.80	\$1,059,016.20	17%	\$166,871
EXPENSE										
Department 31 - Residential Sanitation										
400.101	Regular Pay	388,867.00	.00	388,867.00	18,369.18	.00	40,039.55	348,827.45	10	43,571
401.103	Overtime	30,000.00	.00	30,000.00	562.71	.00	1,154.18	28,845.82	4	3,021
405.114	FICA	32,044.00	.00	32,044.00	1,337.20	.00	2,928.73	29,115.27	9	3,391
406.116	Retirement	77,742.00	.00	77,742.00	3,076.62	.00	6,920.31	70,821.69	9	7,971
408.125	SCMIT Worker's Comp Ins.	46,000.00	.00	46,000.00	29.60	10,977.92	11,007.52	24,014.56	48	9,651
410.001	Health Claims Cost	51,946.00	.00	51,946.00	3,746.80	.00	6,801.15	45,144.85	13	5,891
410.002	Health Claim Costs-Retire	6,841.00	.00	6,841.00	722.00	.00	1,211.76	5,629.24	18	851
500.101	Supplies and Materials	3,500.00	.00	3,500.00	.00	.00	.00	3,500.00	0	141
501.101	Uniforms and Clothing	14,100.00	.00	14,100.00	513.60	.00	727.30	13,372.70	5	1,311
515.121	Safety Supplies	5,250.00	.00	5,250.00	639.90	3,600.00	745.68	904.32	83	
600.110	SCMIRF Property/Liab Ins	4,992.00	.00	4,992.00	.00	.00	2,400.91	2,591.09	48	2,091
610.111	Communications- Landline	200.00	.00	200.00	43.77	.00	43.77	156.23	22	31
610.112	Postage	500.00	.00	500.00	179.32	.00	317.16	182.84	63	81
620.114	Advertising	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	
640.124	Travel Expense	150.00	.00	150.00	.00	.00	.00	150.00	0	
650.127	Electricity	1,782.00	.00	1,782.00	80.72	.00	250.03	1,531.97	14	281
650.128	Water	877.00	.00	877.00	.00	.00	71.25	805.75	8	191
650.129	Wastewater	1,064.00	.00	1,064.00	86.63	.00	173.26	890.74	16	151
650.130	Sanitation	523.00	.00	523.00	36.92	.00	73.84	449.16	14	71
650.133	Stormwater	68.00	.00	68.00	31.05	.00	31.05	36.95	46	11
650.134	Security Lights	527.00	.00	527.00	43.89	.00	87.78	439.22	17	81
650.1271	Electricity- Sales Tax	60.00	.00	60.00	.00	.00	.10	59.90	0	
660.136	Container Repairs	3,000.00	.00	3,000.00	.00	.00	.00	3,000.00	0	
660.139	Fleet Services-RTA Mtce Allocation	35,000.00	.00	35,000.00	.00	.00	.00	35,000.00	0	4,471
660.145	Gasoline & Oil	77,467.00	.00	77,467.00	4,618.94	.00	4,618.94	72,848.06	6	8,271

Attachment: Finance Department Budget Performance August 2023 Report (3951 : Finance and IT



Budget Performance Report August 2023

15.L.4

Fiscal Year to Date 08/31/23

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year
Fund 0035 - Waste Management Fund										
EXPENSE										
Department 31 - Residential Sanitation										
660.1362	Roll-Out Purchases	.00	.00	.00	.00	.00	.00	.00	+++	13,399
660.1391	Fleet Services -Departmental Expense Allocation	56,766.00	.00	56,766.00	.00	.00	.00	56,766.00	0	10,899
660.1392	Fleet Svcs- Outside Vends	25,000.00	.00	25,000.00	.00	.00	.00	25,000.00	0	24,000
681.100	Capital Lease Principal	41,142.00	.00	41,142.00	.00	.00	.00	41,142.00	0	
681.120	Capital Lease Interest	7,279.00	.00	7,279.00	.00	.00	.00	7,279.00	0	
685.180	Membership Dues and Fees	600.00	.00	600.00	245.00	.00	245.00	355.00	41	
685.182	Other Operating Expenses	32,892.00	.00	32,892.00	51.00	.00	51.00	32,841.00	0	
685.183	Depreciation	65,142.00	.00	65,142.00	.00	.00	4,224.11	60,917.89	6	9,270
685.186	Training	500.00	.00	500.00	.00	.00	.00	500.00	0	
685.190	Landfill Fees	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	170
686.189	Employee Medical	800.00	.00	800.00	.00	.00	.00	800.00	0	
686.196	Bank Charges/Fees	3,750.00	.00	3,750.00	.00	.00	.00	3,750.00	0	460
686.1895	Employee wellness services	7,996.00	.00	7,996.00	370.41	.00	370.41	7,625.59	5	390
687.202	Utility Billing Services	4,500.00	.00	4,500.00	49.44	.00	1,272.73	3,227.27	28	1,280
687.203	Contract Services	71,000.00	.00	71,000.00	12,842.76	58,157.24	12,842.76	.00	100	11,690
687.204	Janitorial Services	2,458.00	.00	2,458.00	180.00	.00	180.00	2,278.00	7	400
720.001	Provision for Bad Debts	1,500.00	.00	1,500.00	.00	.00	125.00	1,375.00	8	250
730.120	Recycling Labor	38,400.00	.00	38,400.00	.00	39,336.30	.00	(936.30)	102	2,940
730.122	Recycling Operating	13,700.00	.00	13,700.00	446.82	.00	446.82	13,253.18	3	1,680
795.001	IT Internal Allocations	14,992.00	.00	14,992.00	.00	.00	267.58	14,724.42	2	1,160
795.995	GF Cost Distribution	107,252.00	.00	107,252.00	.00	.00	8,937.66	98,314.34	8	16,350
900.4200	Heavy Equipment	350,000.00	.00	350,000.00	.00	411,093.14	.00	(61,093.14)	117	
900.4300	Other Equipment	105,000.00	.00	105,000.00	.00	23,386.00	.00	81,614.00	22	
9999.9999	Assets Reclassified	(455,000.00)	.00	(455,000.00)	.00	.00	.00	(455,000.00)	0	
Department 31 - Residential Sanitation Totals		\$1,280,169.00	\$0.00	\$1,280,169.00	\$48,304.28	\$546,550.60	\$108,567.34	\$625,051.06	51%	\$162,240
EXPENSE TOTALS		\$1,280,169.00	\$0.00	\$1,280,169.00	\$48,304.28	\$546,550.60	\$108,567.34	\$625,051.06	51%	\$162,240
Fund 0035 - Waste Management Fund Totals										
REVENUE TOTALS		1,280,169.00	.00	1,280,169.00	119,099.54	.00	221,152.80	1,059,016.20	17%	166,870
EXPENSE TOTALS		1,280,169.00	.00	1,280,169.00	48,304.28	546,550.60	108,567.34	625,051.06	51%	162,240
Fund 0035 - Waste Management Fund Totals		\$0.00	\$0.00	\$0.00	\$70,795.26	(\$546,550.60)	\$112,585.46	\$433,965.14		\$4,630
Fund 0081 - Governmental Cap Assets										
EXPENSE										
Department 01 - Administration										
685.183	Depreciation	.00	.00	.00	.00	.00	47,719.87	(47,719.87)	+++	96,110
900.0000	Capital Outlay Eliminatio	.00	.00	.00	.00	.00	.00	.00	+++	(58,595)
Department 01 - Administration Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$47,719.87	(\$47,719.87)	+++	\$37,520

Attachment: Finance Department Budget Performance August 2023 Report (3951 : Finance and IT



Budget Performance Report August 2023

15.L.4

Fiscal Year to Date 08/31/23

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year
Fund 0081 - Governmental Cap Assets										
EXPENSE										
Department 05 - Police										
685.183	Depreciation	.00	.00	.00	.00	.00	45,259.40	(45,259.40)	+++	64,333
Department 05 - Police Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$45,259.40	(\$45,259.40)	+++	\$64,333
Department 12 - Public Works										
685.183	Depreciation	.00	.00	.00	.00	.00	13,220.95	(13,220.95)	+++	15,680
Department 12 - Public Works Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,220.95	(\$13,220.95)	+++	\$15,680
EXPENSE TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$106,200.22	(\$106,200.22)	+++	\$117,544
Fund 0081 - Governmental Cap Assets Totals										
REVENUE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	
EXPENSE TOTALS		.00	.00	.00	.00	.00	106,200.22	(106,200.22)	+++	117,544
Fund 0081 - Governmental Cap Assets Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$106,200.22)	\$106,200.22		(\$117,544)
Fund 0086 - Seized and Forfeited										
EXPENSE										
Department 05 - Police										
660.145	Gasoline & Oil	.00	.00	.00	38.32	.00	38.32	(38.32)	+++	671
685.180	Membership Dues and Fees	.00	.00	.00	850.00	.00	850.00	(850.00)	+++	800
Department 05 - Police Totals		\$0.00	\$0.00	\$0.00	\$888.32	\$0.00	\$888.32	(\$888.32)	+++	\$1,471
EXPENSE TOTALS		\$0.00	\$0.00	\$0.00	\$888.32	\$0.00	\$888.32	(\$888.32)	+++	\$1,471
Fund 0086 - Seized and Forfeited Totals										
REVENUE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	
EXPENSE TOTALS		.00	.00	.00	888.32	.00	888.32	(888.32)	+++	1,471
Fund 0086 - Seized and Forfeited Totals		\$0.00	\$0.00	\$0.00	(\$888.32)	\$0.00	(\$888.32)	\$888.32		(\$1,471)
Grand Totals										
REVENUE TOTALS		44,552,846.00	.00	44,552,846.00	3,046,504.91	.00	5,648,738.49	38,904,107.51	13%	3,194,791
EXPENSE TOTALS		44,552,846.00	.00	44,552,846.00	2,029,337.41	11,231,434.61	4,262,937.51	29,058,473.88	35%	5,994,241
Grand Totals		\$0.00	\$0.00	\$0.00	\$1,017,167.50	(\$11,231,434.61)	\$1,385,800.98	\$9,845,633.63		(\$2,799,446)

Attachment: Finance Department Budget Performance August 2023 Report (3951 : Finance and IT

Ref	Grantor	Program	Award Amount	Match Amount	Expenditures	Balance	Award #	Status
FEDERAL GRANTS								
1	US Department of Agriculture	Fire Training Center and Equipment for Fire Station II	49,900.00	41,100.00	68,050.44	22,949.56	-	
2	US Department of Commerce	Stormwater System Improvements (EDA) Proj #4015	3,365,409.00	841,353.00	341,934.57	3,864,827.43	04-79-07494	
3	US Department of Commerce	Water Treatment Plant Improvements (EDA) Proj# 1606	3,428,000.00	857,000.00	310,516.57	3,974,483.43	04-79-07777	
4	SC Department of Commerce	Demolition of Dilapidated Units : West End (CDBG)	375,000.00	37,500.00	35,839.96	376,660.04	4-CE-20-007	
5	SC Department of Commerce	West End District Water Upgrades (CDBG) Proj #1515	750,000.00	36,628.00	184,874.44	601,753.56	4-CI-21-008	
6	SC Department of Commerce	Cleland Street Public Parking Lot (CDBG) Proj# 2402	250,000.00	110,933.00	9,377.50	351,555.50	4-SP-22-004	
7	SC Department of Commerce	Bobby Alford Pavilion (CDBG-CV1) Proj# 1222	844,298.00	150,000.00	70,438.26	923,859.74	CV1-019	
8	SC Department of Commerce	WI-Fi in Parks (CDBG-CV1)	144,604.00	-	-	144,604.00	-	
9	Federal Emergency Management Agency (FEMA)	HMGP : Pump Station Generators	192,798.90	21,422.10	-	214,221.00	4542-0004-R	
10	SC Infrastructure Investment Program (SCIIP) <i>Award \$9,733,783 Match \$1,717,718</i>	Sewer Pump Station #11 Replacement	3,888,325.00	686,175.00	-	4,574,500.00	A-23-C079	
		Sewer Force Main Replacement	5,845,413.00	1,031,543.00	-	6,876,956.00		
STATE GRANTS								
11	Municipal Association of South Carolina	Front Street Parks Improvements	25,000.00	2,500.00	25,000.00	2,500.00	-	CLOSED
12	SC Department of Public Safety	FY23 School Resource Officer Program	211,113.00	-	163,566.74	-	SR-05-C2202-23	CLOSED
13	SC Department of Public Safety	FY24 School Resource Officer Program	214,730.00	-	-	214,730.00	SR-033-C2202-24	
14	Body Armor Award Grant Program	Bulletproof Vest	11,636.00	-	4,953.87	6,682.13	1BA23077	

Ref	Grantor	Program	Award Amount	Match Amount	Expenditures	Balance	Award #	Status
<u>OTHER GRANTS</u>								
15	Palmetto Pride	Keep South Carolina Beautiful 2023	6,100.00	-	3,490.20	2,609.80	-	
16	State of South Carolina	Gilbert/Hawkins/Butts St Sidewalk Extension Program	375,000.00	-	25,000.00	350,000.00	-	
17	SC Municipal Risk & Financing	2023 Law Enforcement Liability Reduction Grant	4,000.00	4,000.00	3,225.20	4,774.80	-	
18	SC Municipal Risk & Financing	2023 Public Works Safety Grant	4,000.00	4,000.00	477.00	7,523.00	-	
19	SC Muni Insurance Trust	2023 Law Enforcement Officer Safety Grant	2,000.00	2,000.00	-	4,000.00	-	
20	SC Muni Insurance Trust	2023 Public Works Equipment Cost Sharing	4,000.00	4,000.00	1,948.30	6,051.70	-	
21	SC Muni Insurance Trust	2023 Fire Service Grant	4,000.00	4,000.00	1,805.98	6,194.02	-	
TOTAL			19,995,326.90	3,834,154.10	1,250,499.03	22,531,435.71		

Active Businesses				
Business	Type of Business	Source	Status	Last Worked
3Chords Inc	Staffing agency for school districts, clinicians, and educators	Business Requested	PAID-INITIAL	5/26/2023
3M Company	Lease Equipment	Georgetown County Business Personal Property Tax	CALCULATION SENT	9/29/2023
A American Custom Garage Door & Service	Garage door installation, repair, and service	City Vendor List	AVENUE EXHAUSTED	6/19/2024
A&A Seamless Gutters	Gutter installation and cleaning	City Vendor List	AVENUE EXHAUSTED	10/13/2027
ABM Industries dba ABM Electrical Power Services LLC	Facility Management and Cleaning	Common Business	PAID-INITIAL	2/8/2023
Active Glass and Mirror (AG&M)	Commercial and residential glass services	City Vendor List	APPLICATION-INITIAL	10/2/2023
ADP, Inc.	Payroll Processing	City Vendor List	PAID-INITIAL	12/29/2022
ADT Commercial LLC (The ADT Security Corporation)	Commercial Electronic Security Svcs.	Georgetown County Business Personal Property Tax	CALCULATION SENT	9/28/2023
Advanced Imaging Systems (AIS)	Document management services	City Vendor List	PHONE CALL	9/18/2023
AHEAD Inc	Advisory services, transformation services, managed services, FinOps services, managed IT services. Travelling sales reps	Georgetown County School Transparency List	APPLICATION-INITIAL	10/2/2023
All Source Enterprises, LLC (DBA Safe Industries)	Fire protection	Common Business	PAID-INITIAL	12/29/2022
Al-Tar	Cold storage, histology, calibration, on-site lab equipment repair, centrifuge services, lab balances	City Vendor List	APPLICATION-1ST FOLLOW UP	9/21/2023
American Builders & Contractors Supply dba ABC Supply Co	Distributor of roofing, siding, windows, gutters and more	City Vendor List	PAID-INITIAL	11/30/2022
American Greeting Corp	Greeting cards-Marketing services	Common Business	PAID-INITIAL	11/30/2022
Amplify Education	Professional School Teacher Development plan and Tech Support	Georgetown County School Transparency List	APPLICATION-1ST FOLLOW UP	10/9/2023
Another Printer Inc	Printing and binding	City Vendor List	AVENUE EXHAUSTED	1/26/2024
Apex Learning	Digital Curriculum Consulting	Georgetown County School Transparency List	APPLICATION-INITIAL	8/31/2023
Apollo Piping Design Services dba Aalberts Integrated Piping Systems	Piping design, AIPS calibration, OEM manufacturing, sales reps	City Vendor List	APPLICATION-1ST FOLLOW UP	9/7/2023
Arc3 Gases South	Welding Products and Gases, rentals and repairs	Common Business	PAID-INITIAL	10/31/2022
Ascentium Capital LLC	Finance new and used equipment	Common Business	PAID-INITIAL	4/24/2023
ATCO International	Distributor of maintenance products	City Vendor List	PAID-INITIAL	2/8/2023
At-Net Services Inc	on-site and remote managed IT services, Security system installation, structured cable installation, and cyber security	City Vendor List	AVENUE EXHAUSTED	9/25/2023
Augusta Fiberglass Coatings Inc	Engineering & Field service, repair, and maintenance	City Vendor List	AVENUE EXHAUSTED	1/26/2024
B&M Well Drilling	Well drilling services	City Vendor List	AVENUE EXHAUSTED	5/23/2025
Beckman Coulter Inc	Lease medical equipment	Common Business	PAID-INITIAL	11/30/2022
Benton Roofing Inc	Roof installation, replacement, maintenance, and repair	Georgetown County School Transparency List	AVENUE EXHAUSTED	12/7/2023
Blinswanger Enterprises, LLC	Glass & Repair	Common Business	PAID-INITIAL	11/30/2022
Blossman Gas and Appliance	Propane gas, appliance and service	Common Business	PAID-INITIAL	8/31/2023
Bobby's Appliance Center	Appliances and mattress sale. Home delivery and installation. Appliance repair	Georgetown County School Transparency List	APPLICATION-INITIAL	9/22/2023
Boston Scientific Corp	Surgical Supplies	Common Business	PAID-INITIAL	8/16/2023
Brink's Incorporated	Armored truck services	Common Business	PAID-INITIAL	5/8/2023
C&S Solutions Inc	Locating, Inspecting, & Fault Finding Utilities Equipment, on-site training and demonstration	City Vendor List	AVENUE EXHAUSTED	1/4/2024
Camden Fire Extinguishers Services	Fire Extinguishers Installation, Test, Repair, Services, and Inspections	Common Business	PAID-INITIAL	4/4/2023
Canon Financial Services Inc	Lease office equipment	Common Business	PAID-INITIAL	12/29/2022
Carolina FireMasters Inc	Fire apparatus manufacturing, on-site mobile pump testing and service	City Vendor List	AVENUE EXHAUSTED	10/17/2023
Carolina Office Systems Inc	Computer and office machine repair	Common Business	PAID-INITIAL	4/24/2023
Carolina Shine LLC	Cleaning supplies distributor, deliver via own company trucks, travelling sales reps	City Vendor List	CALCULATION SENT	8/30/2023
Carolina Turf Farms	Turf supplier, delivery via company owned fleet	City Vendor List	AVENUE EXHAUSTED	10/12/2023
Coast 2 Coast Lawns LLC	Land maintenance and lawn care	Georgetown County School Transparency List	PHONE CALL	9/6/2023
Coastal Staffing Services LLC	Staffin	City Vendor List	PAID-INITIAL	8/30/2023
Coastal Transfer and Storage	Moving/relocation services, self storage facilities	City Vendor List	AVENUE EXHAUSTED	1/26/2024
Coastal Waterworks Plumbing	Residential and commercial plumbing services	City Vendor List	APPLICATION-2ND FOLLOW UP	9/21/2023
CodeLynx	Audio visual and physical security design and installation for A/V, access control and video surveillance	Georgetown County School Transparency List	APPLICATION-INITIAL	8/31/2023
CoinCloud (Cash Cloud, Inc)	Bitcoin atm rental	Common Business	PAID-INITIAL	2/8/2023
Combs and Associates (Combs Technologies Inc)	Equipment for Water and Waterwater Treatment. Territory sales reps	City Vendor List	APPLICATION-1ST FOLLOW UP	9/21/2023
ComeBack Propane	SERVICE, INSTALL, AND SELL Propane. Have own company fleet of vehicles	Discovery	WAITING ON PROOF RESPONSE-(disco	9/5/2023
Commercial Openings	Doors and frames, door hardware, bathroom partitions and accessories. On-site installation. Have own company fleet of vehicles	City Vendor List	APPLICATION-1ST FOLLOW UP	8/31/2023
Community Design Solutions	Community Design & Planning services	City Vendor List	APPLICATION-INITIAL	8/1/2023
Complete Floor Care	Flooring services	City Vendor List	PHONE CALL	9/21/2023

ComputerPlus Sales and Service Inc	Systems maintenance, hardware contract maintenance, managed imac services, depot repair and advanced exchange, printer equipment and supplies, on-site services	City Vendor List	APPLICATION-INITIAL	9/21/2023
Conway Rental Center (CRC)	Party and equipment rental	City Vendor List	APPLICATION-1ST FOLLOW UP	10/2/2023
Core & Main LP	Maintenance & repairs	Common Business	PAID-INITIAL	4/24/2023
CR JACKSON	Asphalt repaving	City Vendor List	APPLICATION-2ND FOLLOW UP	10/6/2023
Crane 1 Services Inc	Maintenance/Repair and Training on Hoist and Cranes. Have own company fleet of vehicles.	City Vendor List	APPLICATION-INITIAL	8/31/2023
Creative Landscapes Inc	Landscape design and implementation, residential landscaping services, commercial landscaping	City Vendor List	DO NOT CONTACT	10/9/2023
CSC Leasing Company	Equipment leasing and financing	Georgetown County Business Personal Property Tax	PENDING APPLICATIONS	10/6/2023
CSC Serviceworks Inc	Lease Equipment	Common Business	PAID-INITIAL	4/24/2023
CSI Leasing	Lease Equipment	Common Business	PAID-INITIAL	10/31/2022
Culinary Depot - Columbia Office	Restaurant equipment, commercial refrigeration, smallwares, storage and transport, tabletop, disposable, furniture, janitorial supply. Installation team with own company fleet	Georgetown County School Transparency List	APPLICATION-INITIAL	8/31/2023
Custom Signs and Graphics Inc	screen printing, window graphics and store lettering, signage, vehicle wraps	City Vendor List	APPLICATION-INITIAL	8/31/2023
CWB Events and Design	Event and wedding rentals, consulting	Georgetown County School Transparency List	APPLICATION-INITIAL	10/2/2023
D&B Power Associates	Certified Service Sales Provider for APC by Schneider Electric. service contract on generators, security systems, and UPS	City Vendor List	APPLICATION-INITIAL	8/31/2023
D&W Sitework LLC	Demolition and Excavation services	City Vendor List	APPLICATION-INITIAL	8/31/2023
Daikin Applied Americas Inc.	Commercial HVAC systems for heating, ventilation and air conditioning	Common Business	PAID-INITIAL	6/27/2023
Danny's Pest Control	Pest control services	City Vendor List	APPLICATION-INITIAL	10/2/2023
Darby Electric Company Inc	In house repairs, on-site field services, testing, inverters and starters	City Vendor List	APPLICATION-INITIAL	10/2/2023
DeBORDIEU Rentals	Property management, home and vacation rentals	City Vendor List	APPLICATION-INITIAL	10/2/2023
Digitalmint Bitcoin ATM	Bitcoin ATM	Common Business	ONE AT A TIME	10/9/2023
Dish Network LLC	Satellite service provider	Georgetown County Business Personal Property Tax	CALCULATION SENT	10/2/2023
DJB Entertainment	Audio video specialist, lighting services, dj services	Georgetown County School Transparency List	APPLICATION-INITIAL	10/2/2023
D's Door Company	Garage door installation	City Vendor List	AVENUE EXHAUSTED	2/14/2024
East Coast Metal Distributors	HVAC product suppliers. Deliver via own truck	Common Business	PAID-INITIAL	2/8/2023
Eastland Pest Control	Pest control service	Georgetown County School Transparency List	2nd Phone Call	8/31/2023
Ecolab Inc	Ecolab offers water, hygiene and infection prevention solutions and services	Common Business	APPLICATION-INITIAL	10/2/2023
Event Works Rentals (Peach Tree Tents and Events LLC)	Event Rentals, Tent Set Up, Consultation and Delivery	Georgetown County School Transparency List	PAID-INITIAL	7/12/2023
Eye Shadow Photography	Wedding and event photographer	Georgetown County School Transparency List	Verifying Liability	9/11/2023
Ferrellgas LP (dba Blue Rhino)	Propane supplier	Common Business	PAID-INITIAL	11/30/2022
FujiFilm North America Corporation	Medical imaging Equipment	Common Business	PAID-INITIAL	8/16/2023
Georgetown Executive Center	Virtual office and temporary office leasing	Discovery	AVENUE EXHAUSTED	6/12/2024
GSI-Generator Services Inc	Sales, service and repair	Common Business	PAID-INITIAL	3/1/2023
GXC Inc	Armed and unarmed security personnel, metal detectors, rental services with on site setup	Georgetown County School Transparency List	2nd Phone Call	9/11/2023
H&E Equipment Services	Earthmoving, construction, industrial, material handling, and heavy equipment rental	Georgetown County School Transparency List	PAID-INITIAL	9/28/2023
Hallmark Marketing Company LLC	Greeting cards, gift wrap, ornaments & gifts	Common Business	PAID-INITIAL	10/31/2022
Hardwick's Landscaping LLC	Excavating and landscaping services	Georgetown County School Transparency List	APPLICATION-2ND FOLLOW UP	9/11/2023
Herff Jones LLC	Sells educational recognition, achievement and motivational products/materials	Common Business	PAID-INITIAL	7/13/2023
Hershey Creamery Company	Ice Cream	Common Business	PAID-INITIAL	10/31/2022
I-Leadr Inc	School development training services	Georgetown County School Transparency List	CALCULATION SENT	10/3/2023
Imperial Dade & Paper Co LLC	Supplies-Maintenance	Common Business	PAID-INITIAL	10/31/2022
Interface Security Systems LLC	Lease Equipment	Common Business	Addr Complete/Pending apps	10/3/2023
Johnson-Lambe Company	sports equipment jersey designs, trophies and awards, Sales reps in SC	Georgetown County School Transparency List	CALCULATION SENT	9/11/2023
KCI USA, Inc. dba 3M Medical Solutions	Sell and rent medical equipment	Common Business	PENDING APPLICATIONS	10/6/2023
Kelly Services Global LLC	Employment Agency	Georgetown County School Transparency List	PAID-INITIAL	10/31/2022
Kelly Services Inc	Employment Agency	Georgetown County School Transparency List	PAID-INITIAL	10/31/2022
Kelly Services USA LLC	Employment Agency	Georgetown County School Transparency List	PAID-INITIAL	10/31/2022
L&W Supply Corporation dba Acoustical & Drywall Supply (ABC Supply)	Products Supply/Delivery	Common Business	PAID-INITIAL	6/20/2023
Lake City Electric Motor Repair	Electric motor repair services. Have own company fleet of vehicles	Georgetown County School Transparency List	APPLICATION-2ND FOLLOW UP	9/11/2023
Leading Up LLC	On-site professional and personal development	Georgetown County School Transparency List	APPLICATION-2ND FOLLOW UP	8/31/2023
LiftOne, LLC	Lease Equipment	Common Business	PAID-INITIAL	10/31/2022
Live Productions	Lighting, sound, staging, entertainment, planning/management/design, equipment rentals, power management	Georgetown County School Transparency List	APPLICATION-INITIAL	10/2/2023
Loomis Armored US LLC	Armored truck services	Common Business	PAID-INITIAL	4/24/2023
Lux Vending dba Bitcoin Depot	Bitcoin atm rentals	Common Business	PAID-INITIAL	11/30/2022

Meco Inc of Florence	Petroleum refueling, technicians come on site for maintenance/repairs, have own company fleet of vehicles	City Vendor List	PAID-INITIAL	11/30/2022
Modern Turf, Inc	Sport field landscaping	Georgetown County School Transparency List	AVENUE EXHAUSTED	7/5/2026
Motorola Solutions Inc	Access control systems, video security, body worn cameras, cybersecurity services, on-site preventative maintenance, technology lifecycle management	Common Business	APPLICATION-INITIAL	10/2/2023
Nalco Company LLC	Water treatment	Georgetown County Business Personal Property Tax	PAID-INITIAL	8/22/2023
NetSource ET, LLC	Educational Technology	Georgetown County School Transparency List	PHONE CALL	9/11/2023
Nu-Idea School Supply Co.	Furniture supplier	Georgetown County School Transparency List	PAID-INITIAL	6/26/2023
Olympus America Inc	Equipment rental	Common Business	PAID-INITIAL	4/4/2023
Pawleys Island Locksmith	Locksmith services	City Vendor List	PAID-INITIAL	8/31/2023
Pitney Bowes Global Financial Services	Lease postage equipment	Georgetown County Business Personal Property Tax	CALCULATION SENT	9/29/2023
Powell's Sanitation Inc	Portable restroom and restroom trailers rental. Septic tank installation, repair, inspection, and pumping	Common Business	APPLICATION-2ND FOLLOW UP	10/6/2023
Pro Kitchen LLC	Kitchen Equipment Installation and Service/Repair	Common Business	PHONE CALL	9/8/2023
ProHelp LLC	Residential and commercial movers, packing, storage, and designer services	Georgetown County School Transparency List	PHONE CALL	10/2/2023
Pugh Lubricants, LLC dba Apollo Oil, LLC	Distributor of automotive-fleet oils and greases, oil and fuel absorbents, and car oil,fuel, air filters	Common Business	PAID-INITIAL	10/31/2022
Quest Resource Management Group	Recycling & Disposal Services and equipment rentals	Common Business	PAID-INITIAL	6/14/2023
Rentokil North America Inc dba J C Ehrlich Co, Inc	Pest control & consulting	Common Business	PAID-INITIAL	12/29/2022
Roto Rooter Plumbing and Drain Service of Myrtle Beach SC	Plumbing services	Georgetown County School Transparency List	AVENUE EXHAUSTED	11/25/2023
Royal Cup Inc	sale of coffee and tea	Common Business	PAID-INITIAL	4/24/2023
Rug Doctor LLC	Rental cleaning supplies	Common Business	PAID-INITIAL	12/29/2022
Schneider Electric USA	Electrical distribution service, critical power and cooling services, industrial automation services, building management services, maintenance services	Common Business	CALCULATION SENT	10/4/2023
Shutterfly Lifetouch, LLC (Previously Lifetouch National School Studios Inc)	Pictures taken at school locations	Common Business	APPLICATION-INITIAL	10/2/2023
Smith's Addressing Machine Services	Installation, onsite service, and preventive maintenance-	Georgetown County School Transparency List	APPLICATION-INITIAL	8/31/2023
SPATCO Energy Solutions	Equipment installation & repairs	Common Business	PAID-INITIAL	11/30/2022
Stryker Sales LLC (dba Stryker Medical)	Medical devices and equipment	Common Business	APPLICATION-INITIAL	10/3/2023
The Hertz Corporation	Passenger Rental Cars	Georgetown County Business Personal Property Tax	APPLICATION-1ST FOLLOW UP	9/7/2023
Therapy Travelers LLC	Staffing agency for school districts, clinicians, and educators	Business request	PAID-INITIAL	5/26/2023
Thunder Protective Services LLC	Security Guard Protection Services, Private Investigation, Training and CWP course	Common Business	APPLICATION-INITIAL	8/31/2023
TIAA Commercial Finance, Inc	Commercial equipment leasing	Common Business	PAID-INITIAL	11/30/2022
TIAA FSB	Commercial Equipment Leasing (Separate Entity from TIAA Commercial Finance)	discovery	PAID-INITIAL	11/30/2022
Tisdale Plumbing Company	Plumbing services	Georgetown County School Transparency List	APPLICATION-INITIAL	8/31/2023
Trane US Inc	Maintenance Repairs	Georgetown County School Transparency List	PAID-INITIAL	11/30/2022
US Foods, Inc.	Food supplier (retail)	Georgetown County School Transparency List & City Vendor	PAID-INITIAL	11/30/2022
ViaSat, Inc.	Lease and install internet equipment	Common Business	CALCULATION SENT	9/29/2023
W.W. Grainger, Inc	Cleaning and Sanitation	Common Business	PAID-INITIAL	12/30/2022
W.W. Williams Company, LLC	Vehicle Parts/Service/Repair	Common Business	PAID-INITIAL	11/30/2022
Wells Fargo Vendor Financial Services	Equipment leasing	Common Business	APPLICATION-INITIAL	10/2/2023
Williams Scotsman, Inc. (dba WillScot dba Mobile Mini)	Builds/leases modular buildings, portable classrooms, and mobile office space	Common Business	PAID-INITIAL	2/8/2023
WIN LLC	Recruitment, schedule management, cost management, risk management, quality management, process management, 3rd party consulting/support	Georgetown County School Transparency List	APPLICATION-INITIAL	10/2/2023
WM Building Envelope Consultants LLC	Exterior Walls, Roofing and Waterproofing consulting services	Georgetown County School Transparency List	AVENUE EXHAUSTED	12/15/2023
Wyeth Holdings, LLC (Pfizer Inc)	Medical Equipment sales and rental	Common Business	PAID-INITIAL	2/8/2023
Xerox Corporation	Lease Equipment		Biz bypassed	9/28/2023
Zimmer US, Inc.	Lease Equipment	Common Business	CALCULATION SENT	9/28/2023
zSpace	AR/VR learning system, planning/implementation/managing/set-up/configuration services, professional development, online learning	Georgetown County School Transparency List	APPLICATION-INITIAL	10/2/2023

Statistics:

New Business Licenses Issued:

License Activity Report

Activity Date Range 09/01/23 - 09/30/23

Detail Listing

License For	Activity Date
Lee's Trucking & Maintenance	09/26/2023
s 1	
Little Lamb Child Care, LLC	09/07/2023
s 1	
2	

Projects Progress:

Grants: Please see the attached schedule for the detail on each grant award.

American Rescue Plan Act – Proposed budget plan was presented to Council passing 2nd reading in January 2022. City staff has initiated the process of seeking bids for projects. **The City has received the 2nd and Final Payment for APRA proceeds.**

Our ARPA funds will be subject to Single Audit reporting back to the federal government.

FY23, 24, and 25 Financial Statement Audit RFP. As required, procurement initiated a request for proposal for financial statement audit services for FY23, 24, and 25. Based on the information provided, Finance recommended that we go forward with Mauldin & Jenkins (<https://www.micpa.com>). Council approved on May 19, 2022.

Update:

Audit work has begun and the auditors will be on-site to complete fieldwork on October 9, 2023, through October 11, 2023.

Finance and City Administrator met with Mauldin & Jenkins for an introductory Audit Meeting on April 25, 2023, to discuss the FY23 audit requirements.

South Carolina Business License Tax Standardization Act 176: Our first season of issuing business Council approved the Business License Ordinance to include the new Standardization procedures and requirements on **September 15, 2022.**

Chapter 1, Article II, "Business Licenses" of the Code of Ordinances for the City of

Annual Business License Renewals were sent out on January 31, 2023. Businesses are accessing the online portal.

DataMax/HDL Companies: DataMax has been acquired by HDL Companies. Day-to-day business will continue as normal and our contacts will remain the same. HDL Companies can provide more diverse service offerings and additional resources for local governments.

The City received and approved the listing of potential businesses operating within the City without a business license for September 2023. (See Active Businesses Report)

The City received approved payments from One company totaling 1,156.53 before reimbursement to HDL Companies, per contract.

Lease Purchase Resolution: Council approved a Resolution on September 22, 2022 in the amount of \$600,000 to lease purchase four vehicles budgeted for FY23 to include: Ford F-250, Electric Line Truck, Garbage Truck, and a Chevy Tahoe. The City closed on October 4, 2022, and will move forward to procure these vehicles.

All vehicles except the Garbage Truck (estimated delivery is Fall 2023) have been purchased and delivered.

Santee Cooper Legal Settlement: All active utility accounts have received their credit. We are continuing to work through the remaining inactive utility accounts. A Santee Cooper Credit Voicemail line has been set up (843) 545-4050 for customers to call and leave a message concerning their credit or provide us with information needed on where to send their check if they are no longer a customer with the City of Georgetown.

The process of distributing approximately 11,000 checks for all amounts due no matter how small has required a high administrative burden on the Finance Department staff. Many checks will go uncashed due to mail problems, bad addresses, or small amounts the recipient fails to cash. An additional settlement distribution is expected in the coming months. Uncashed checks must be reconciled on monthly bank reconciliations and eventually reported to the SC State Treasurer as uncashed checks. We have to send out one follow-up letter for each uncashed check regardless of amount, and we have to submit funds related to all uncashed checks \$50 and above to the State Treasurer. In some instances, we have been asked to reissue checks that have been uncashed for 90 days. We are approaching the end of the project. The refunds are in the amount of \$3.00 or less at this current point. We are about to wrap up the first round of issued refunds. There will be additional work required related to bank reconciliation and uncashed checks reporting to the State Treasurer. An additional 2nd settlement check is expected from Santee Cooper in the coming months.

Update: Council approved Swiftwater Strategies proposed reimbursement methodology at the regular September 21st meeting. These reimbursements are expected to be completed on or before December 31, 2023.

The City received the 2nd settlement check from Santee Cooper on March 6th in the amount of \$519,385.81. Dr. Yudice has informed Council that the City will seek an outside 3rd party to handle these reimbursements.

IT

BS&A software contract has been executed and project work for implementation began in August 2023.

15.L.7

GO Bond Ordinance for this project was adopted by Council on September 21, 2023.

IT continues conversations with HTC and Engineering on connecting the two new locations to the City's fiber network and how to convey this to contractors.

IT will be providing TEAMS and OneDrive training for all staff on October 17, 2023, and October 19, 2023.

Other

Finance continues to operate with staff shortages and is currently interviewing for a Customer Service Representative position and a Utility Billing Technician.

Gillian Davis was promoted to Revenue Manager on September 25, 2023.

Attached are the Budget Performance Reports for August 2023. With the earlier Council Meeting Agenda deadline, monthly financial information will be for the previous month.

Attachment: Finance and IT Department September 2023 Report (3951 : Finance and IT Department Monthly Report)