



**Council budget amendment #1 for copier/printer purchase (FY14-15)**

*Attachment(s): yes*

MEETING DATE: OCTOBER 14, 2014

**STAFF COMMENTS / RECOMMENDATION:**

At a recent Council meeting, the town's primary printer/copier was discussed concerning it occasionally delaying needed materials and its sometimes poor/inconsistent performance. Council directed the manager to purchase a new copier/printer; however, it was not budgeted. Proposals have been received and a new copier/printer is being evaluated. The expected cost is just under \$10,000, and the request is for a budget amendment (attached) that will effectively provide the mechanism to purchase.

**NOTES:**

**TOWN COUNCIL COMMENTS / ACTION:**

## Facilities lawncare and landscape maintenance service agreement

*Attachment(s): yes*

MEETING DATE: OCTOBER 14, 2014

### STAFF COMMENTS / RECOMMENDATION:

Multiple vendors have been utilized for lawncare and landscape maintenance in the past, which was less than ideal. While the town now mows the athletic fields internally, the preference is to consolidate vendors used for mowing, seeding, pruning, mulching, etc. in favor of one vendor responsible for these related functions. The re-bid effort is being made to increase efficiency and improve accountability. Summerfield is seeking a solid vendor that can improve town facilities in regard to lawncare and landscape maintenance. The awarded vendor would have a two-year service agreement containing renewal options and performance measures. Facilities include:

- 1) Summerfield Athletic Park (SAP), excluding athletic fields;
- 2) Summerfield Community Park (SCP);
- 3) Summerfield Town Hall, including adjacent parking lot area;
- 4) former Gordon property south tract containing a two-story, brick building;
- 5) former Gordon property north tract containing a one-and-a-half-story, frame house and two-story barn; and,
- 6) vacant lot on Summerfield Road.

Pursuant to applicable state and town bidding and procurement policies and procedures, the town issued a Request for Proposal (RFP) (attached). A mandatory pre-bid meeting was held and eleven firms were present initially. The meeting included a project overview by the town manager, Q&A opportunity, and the P&R manager did a thorough property walk-through with all who remained at its conclusion.

Seven proposals were received and publicly opened and recorded (bid opening sheet attached). Bids ranged from \$53,288 to \$138,126. The FY2014-15 budget includes \$58,000 total to cover the scope of work. The manager and P&R manager are currently evaluating and qualifying bidders and expect to have a recommendation at the Council meeting. The three lowest-bid firms' proposals are attached for review.

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### NOTES:

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### TOWN COUNCIL COMMENTS / ACTION:

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**Unsealing of closed session minutes**

*Attachment(s): yes*

MEETING DATE: OCTOBER 14, 2014

**STAFF COMMENTS / RECOMMENDATION:**

Per NCGS, public bodies must keep full and accurate minutes of all official meetings, including closed sessions. Statutes allow minutes to be withheld from public inspection when disclosure would frustrate the purpose of the closed session. Per Council resolution (attached), the town attorney reviews closed session minutes periodically to determine what can be opened/unsealed.

Mr. Hill's office is reviewing such minutes (listing attached) as resolved and will provide those that should be released prior to the meeting and in time for Council review.

**NOTES:**

**TOWN COUNCIL COMMENTS / ACTION:**