



City of Jonesboro

900 West Monroe
Jonesboro, AR 72401

Meeting Agenda Finance & Administration Council Committee

Tuesday, September 25, 2012

4:00 PM

Huntington Building

1. Call To Order

2. Approval of minutes

[MIN-12:069](#) Minutes for the Finance Committee meeting on August 28, 2012

Attachments: [Minutes](#)

3. New Business

Ordinances To Be Introduced

[ORD-12:052](#) AN ORDINANCE TO AMEND THE 2012 ANNUAL BUDGET KNOWN AS ORDINANCE NUMBER O-EN-072-2012 FOR THE PURPOSE OF CREATING A POLICE LIEUTENANT POSITION IN THE JONESBORO POLICE DEPARTMENT; FOR THE APPROPRIATION OF FUNDS; AND DECLARING AN EMERGENCY FOR THE CONTINUITY OF SERVICES IN THE POLICE DEPARTMENT AND CODE ENFORCEMENT.

Sponsors: Police Department and Human Resources

Resolutions To Be Introduced

[RES-12:163](#) RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS CERTIFYING LOCAL GOVERNMENT ENDORSEMENT OF BUSINESS TO PARTICIPATE IN THE TAX BACK PROGRAM (AS AUTHORIZED BY SECTION 15-4-2706(d) OF THE CONSOLIDATED INCENTIVE ACT OF 2003).

Sponsors: Mayor's Office

[RES-12:168](#) RESOLUTION APPROVING A CONTRACT FOR THE INSTALLATION OF EMERGENCY GENERATORS AT THE HARLAN HENRY SENIOR CITIZENS' CENTER.

Sponsors: Grants and Building Maintenance

Attachments: [All bids](#)
[Bid Sheet](#)
[Dept Justification for bid](#)
[Accepted Bid](#)

4. Pending Items

5. Other Business

6. Public Comments

7. Adjournment



City of Jonesboro

515 West Washington
Jonesboro, AR 72401

Legislation Details (With Text)

File #: MIN-12:069 **Version:** 1 **Name:**
Type: Minutes **Status:** To Be Introduced
File created: 8/29/2012 **In control:** Finance & Administration Council Committee
On agenda: **Final action:**
Title: Minutes for the Finance Committee meeting on August 28, 2012
Sponsors:
Indexes:
Code sections:
Attachments: [Minutes](#)

Date	Ver.	Action By	Action	Result
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title
Minutes for the Finance Committee meeting on August 28, 2012



City of Jonesboro

900 West Monroe
Jonesboro, AR 72401

Meeting Minutes Finance & Administration Council Committee

Tuesday, August 28, 2012

4:00 PM

Huntington Building

1. Call To Order

Present 4 - Ann Williams; John Street; Darrel Dover and Charles Coleman

Absent 1 - Mikel Fears

2. Approval of minutes

MIN-12:065 Minutes for the Finance Committee meeting on August 14, 2012

Attachments: [Minutes](#)

A motion was made by Councilman John Street, seconded by Councilman Darrel Dover, that this matter be Passed . The motion PASSED by a unanimous vote

Aye: 3 - John Street; Darrel Dover and Charles Coleman

Absent: 1 - Mikel Fears

3. New Business

Resolutions To Be Introduced

RES-12:147 RESOLUTION AUTHORIZING THE CITY OF JONESBORO GRANTS DEPARTMENT TO ENTER INTO AGREEMENT WITH THE DEPARTMENT OF JUSTICE TO ACCEPT THE FY 2012 JUSTICE ASSISTANCE GRANT

Sponsors: Grants

Attachments: [AWARD REPORT\[1\]](#)

Grants Administrator Heather Clements stated the grant will be for \$27,400. The funding will be used for cameras and toughbooks for police vehicles. Councilman Street expressed concern over the lighting and ease of use of the laptops that are currently in the vehicles. He explained the officers have to pull over to be able to use the laptops because they are not easy to use. Also, the lighting is so bright the officers having trouble using them at night since the lighting allows them to be seen. He noted half of the officers don't use them. Chief Financial Officer Ben Barylske stated the officers want the toughbooks. Councilman Dover then questioned whether the grant is fully funded. Ms. Clements answered yes.

A motion was made by Councilman Darrel Dover, seconded by Councilman John Street, that this matter be Recommended to Council . The motion PASSED by a unanimous vote

Aye: 3 - John Street;Darrel Dover and Charles Coleman

Absent: 1 - Mikel Fears

RES-12:148

RESOLUTION AUTHORIZING THE CITY OF JONESBORO GRANTS DEPARTMENT TO ENTER INTO AGREEMENT WITH THE ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT TO ACCEPT THE FY 2013 FTA SECTION 5316 JOB ACCESS REVERSE COMMUTE (JARC) PROGRAM GRANT

Sponsors: Grants

Attachments: [JARC 2013 Award and Agreement](#)

Ms. Clements explained these funds are in the JETS budget as operational costs and JETS receives some of those funds back. She added this is an agreement that will allow the receipt of those funds. She further explained the money has not been spent yet, but since the money is already in the budget the funds will be spent regardless. They anticipate getting about 60% back. Mayor Perrin noted this is for the 2013 budget.

A motion was made by Councilman John Street, seconded by Councilman Darrel Dover, that this matter be Recommended to Council . The motion PASSED by a unanimous vote

Aye: 3 - John Street;Darrel Dover and Charles Coleman

Absent: 1 - Mikel Fears

4. Pending Items

5. Other Business

Legislative Audit update

Mr. Barylske discussed the legislative audit. They anticipate the report will be sent to Little Rock for review in two weeks. If so, the report should be available in November. He noted the report has no findings. Mayor Perrin added this is the cleanest audit that he's aware of since he started on the Council. He also stated Legislative Audit brought in auditors from the northwest part of the state due to Mr. Barylske's past employment with the department. Councilman Dover questioned whether the City was written up for segregation of duties. Mr. Barylske answered yes, but every city is written up for that. He explained until the City has a receiving department then it will continue to be written up for segregation of duties.

6. Public Comments

7. Adjournment

A motion was made by Councilman Darrel Dover, seconded by Councilman

John Street, that this meeting be Adjourned . The motion PASSED by a unanimous vote

Aye: 3 - John Street;Darrel Dover and Charles Coleman

Absent: 1 - Mikel Fears



Legislation Details (With Text)

File #: ORD-12:052 **Version:** 1 **Name:**
Type: Ordinance **Status:** To Be Introduced
File created: 9/18/2012 **In control:** Finance & Administration Council Committee
On agenda: **Final action:**
Title: AN ORDINANCE TO AMEND THE 2012 ANNUAL BUDGET KNOWN AS ORDINANCE NUMBER O-EN-072-2012 FOR THE PURPOSE OF CREATING A POLICE LIEUTENANT POSITION IN THE JONESBORO POLICE DEPARTMENT; FOR THE APPROPRIATION OF FUNDS; AND DECLARING AN EMERGENCY FOR THE CONTINUITY OF SERVICES IN THE POLICE DEPARTMENT AND CODE ENFORCEMENT.
Sponsors: Police Department, Human Resources
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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Title
AN ORDINANCE TO AMEND THE 2012 ANNUAL BUDGET KNOWN AS ORDINANCE NUMBER O-EN-072-2012 FOR THE PURPOSE OF CREATING A POLICE LIEUTENANT POSITION IN THE JONESBORO POLICE DEPARTMENT; FOR THE APPROPRIATION OF FUNDS; AND DECLARING AN EMERGENCY FOR THE CONTINUITY OF SERVICES IN THE POLICE DEPARTMENT AND CODE ENFORCEMENT.

Body
WHEREAS, the Jonesboro City Council adopted the 2012 annual budget, Ordinance Number O-EN-072-2012 on December 20, 2012; And

WHEREAS, there is a need to create a Lieutenant's position in the Jonesboro Police Department who will manage Code Enforcement as part of the "Quality of Life" program.

NOW THEREFORE, BE IT ORDAINED, by the City Council of the City of Jonesboro, Arkansas that:

Section 1. The position of Lieutenant shall be added to the 2012 Annual Budget at a Grade of 120 with a salary of \$52, 159.00

Section 2. It is further found and declared that an emergency is declared to exist and this ordinance being necessary for the preservation of the public peace, health and safety and the continuity of services provided to the citizens by the Code Enforcement and Police Departments and shall take effect from and after its approval.



Legislation Details (With Text)

File #: RES-12:163 **Version:** 1 **Name:** Tax Back Program for Hytrol
Type: Resolution **Status:** To Be Introduced
File created: 9/11/2012 **In control:** Finance & Administration Council Committee
On agenda: **Final action:**
Title: RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS CERTIFYING LOCAL GOVERNMENT ENDORSEMENT OF BUSINESS TO PARTICIPATE IN THE TAX BACK PROGRAM (AS AUTHORIZED BY SECTION 15-4-2706(d) OF THE CONSOLIDATED INCENTIVE ACT OF 2003).
Sponsors: Mayor's Office
Indexes: Tax Back Program
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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Title
RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS CERTIFYING LOCAL GOVERNMENT ENDORSEMENT OF BUSINESS TO PARTICIPATE IN THE TAX BACK PROGRAM (AS AUTHORIZED BY SECTION 15-4-2706(d) OF THE CONSOLIDATED INCENTIVE ACT OF 2003).

Body
WHEREAS, in order to be considered for participation in the Tax Back Program, the local government must endorse a business to participate in the Tax Back Program; and

WHEREAS, the local government must authorize the refund of local sales and use tax as provided in the Consolidated Incentive Act of 2003; and

WHEREAS, said endorsement must be made on specific form available from the Arkansas Economic Development Commission; and

WHEREAS, Hytrol Conveyor Company located at 2020 Hytrol Drive, Jonesboro, Arkansas, has sought to participate in the program and more specifically has requested benefits accruing from adding equipment to the specific facility; and

WHEREAS, Hytrol Conveyor Company, has agreed to furnish the local government all necessary information for compliance.

NO THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF JONESBORO, ARKANSAS, THAT:

1. Hytrol Conveyor Company, be endorsed by the City Council of Jonesboro, Arkansas for benefits from the sales & use tax refunds as provided by Section 15-4-2706(d) of the Consolidated Incentive Act of 2003.
2. The Department of Finance and Administration is authorized to refund local sales and use taxes to Hytrol

Conveyor Company.

3. This resolution shall take effect immediately.



Legislation Details (With Text)

File #:	RES-12:168	Version:	1	Name:	Contract with Powerhouse Electric for generators for Senior Citizens Center
Type:	Resolution	Status:		Status:	To Be Introduced
File created:	9/13/2012	In control:		In control:	Finance & Administration Council Committee
On agenda:		Final action:		Final action:	
Title:	RESOLUTION APPROVING A CONTRACT FOR THE INSTALLATION OF EMERGENCY GENERATORS AT THE HARLAN HENRY SENIOR CITIZENS' CENTER.				
Sponsors:	Grants, Building Maintenance				
Indexes:	Contract				
Code sections:					
Attachments:	All bids Bid Sheet Dept Justification for bid Accepted Bid				

Date	Ver.	Action By	Action	Result
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Title

RESOLUTION APPROVING A CONTRACT FOR THE INSTALLATION OF EMERGENCY GENERATORS AT THE HARLAN HENRY SENIOR CITIZENS' CENTER.

Body

WHEREAS, the City of Jonesboro advertised and received bids for the installation of one generator at the Harlan Henry Senior Citizen's Center; and

WHEREAS, Facilities Maintenance request that the City Reject the low bid by Powerhouse Electric for 67,839.79 for a Taylor Power Systems brand power generator and accept the bid from Powerhouse Electric for the amount of 71,297.56 for a Kohler brand generator.

WHEREAS, the Taylor brand is a new company based out of Richland MS and they have no local service facility. Kohler stocks filters and parts and has a service technician based in the Jonesboro area.

WHEREAS, the accepted bid of \$71,297.56 was submitted by Powerhouse Electric, Inc.; and

WHEREAS, the bid is within the 2012 IKE II Grant budgeted amount; and

WHEREAS, the Finance Committee recommended on September 25, 2012, the approval of awarding a contract to the accepted bidder for a contract of \$71,297.56.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS:

SECTION 1: That the City of Jonesboro accepts the bid of \$71,297.56 from Powerhouse Electric, Inc. for installing a generator at the Harlan Henry Senior Citizen's Center.

SECTION 2: That the Mayor, Harold Perrin and City Clerk, Donna Jackson are hereby authorized by the City Council for the City of Jonesboro to execute all documents necessary to effectuate this agreement.

Request to Accept Bid

From: Facilities Maintenance

To: Finance and Purchasing

9/10/12

Facilities Maintenance request that the City Reject the low bid by Powerhouse Electric for 67,839.79 for a Taylor Power Systems brand power generator and accept the bid from Powerhouse Electric for the amount of 71,297.56 for a Kohler brand generator difference of \$ 3,457.77. The reason Facilities Maintenance makes this request is the Taylor brand is a new company based out of Richland MS and its history is unknown to us and they have no local service facility in the Jonesboro Area. Kohler is an old brand with worldwide sale and service. We have several Kohler generators in service at our Fire Stations and they have proved to be reliable and this allows us to stock filters and parts. Kohler has a service technician based in the Jonesboro area.

Keith Sanders

Facility Maintenance Director

City Of Jonesboro

Attachment 1D
City of Jonesboro Bid 2012-35
Bid for Lump-Sum Contract

JONESBORO CRAIGHEAD, ARKANSAS (City/County), Arkansas

GENERATOR (Type of project)

HARLEN HENRY SENIOR CITIZEN (Location of project)

2012-35 (ACEDP project number)

As POWERHOUSE ELECTRIC, INC. Bid # 1 bidder

(Insert name of corporation, partnership or individual) in accordance with your invitation for bids for construction of the above-identified project, having examined all contract documents and the site of the proposed work, and being familiar with all of the conditions surrounding construction of the proposed project including 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 price(s) stated below. Such price(s) shall cover all expenses incurred in performing the work required by the contract documents, of which this proposal is part.

The bidder hereby agrees to commence work under this contract within 10 days after receiving a Notice to Proceed from the Owner and to fully complete the project within 16-12 WEEKS consecutive calendar days thereafter as stipulated in the specifications. The bidder further agrees to pay as liquidated damages, the sum of \$ 100⁰⁰ for each consecutive calendar day thereafter.

The bidder acknowledges receipt of the following addendum:

AUG 30TH #1 ADDEN.

Base Proposal

The Bidder agrees to perform all of the work contained in these contract documents for a Lump Sum Total Bid Base of Sixty Seven Thousand Eight Hundred Thirty One and 79/100 (\$ 67,831.79). (Amount shall be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.)

TOTAL BID \$ 67,831.79 *Taylor Bid*
Sixty Seven Thousand Eight Hundred Thirty One and 79/100

The above price(s) shall include all labor, materials, bailing, shoring, removal, overhead, profit, insurance, etc., to cover the finished work of the complete project.

DEDUCTIVE ALTERNATIVES

Deductive alternatives are **required for all projects.**

Deductive Alternate No 1:

_____ " _____ "

\$ _____

Total Base Bid minus Deductive Alternate No. 1

\$ _____

Deductive Alternate No. 2:

_____ " _____ "

\$ _____

Total Base Bid minus Deductive Alternatives No. 1 and No. 2

\$ _____

Deductive Alternate No. 3:

_____ " _____ "

\$ _____

Total Base Bid minus Deductive Alternates No. 1, No. 2, No. 3

\$ _____

NONE

Note: Continue the same process as above for all additional deductive alternatives.

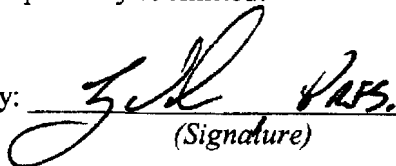
The bidder understands that the Owner reserves the right to reject any or all bids and to waive any informalities in the bidding.

The bidder agrees that this bid shall be good and may not be withdrawn for a period of 30 calendar days after the bid opening.


Upon receipt of written notice of acceptance of this bid, bidder will execute the formal contract attached within 10 days and deliver a Surety Bond or Bonds as required by the General Conditions.

The bid security attached in the sum of \$ \$ 339,59 FCB - CC
is to become the property of the Owner in the event the contract and bond are not executed within the time set forth above, as liquidated damages for the delay and additional expense to the Owner caused thereby.

Respectfully submitted:

By:  PARS.
(Signature)

(Seal - if bid is by a corporation)

 PRESIDENT
(Title)

PO Box 1052 Forest C. 1/2, NY 72336
(Business Address and Zip Code)

9-4-12
(Date)

Attachment 1E
City of Jonesboro Bid 2012-35
Certification of Bidder Regarding Equal Employment Opportunity

This certification is required pursuant to Executive Order 11246 (30 FR 12319-25) which provides that any bidder or prospective contractor or any of their proposed subcontractors, shall state as an initial part of the bid whether it has participated in any previous contract or subcontract subject to the equal opportunity clause; and if so, whether it has filed all compliance reports due under applicable instructions. Where the certification indicates that the bidder has not filed a compliance report due under applicable instructions, such bidder shall be required to submit a compliance report within seven (7) calendar days after bid opening. **No contract shall be awarded unless such report is submitted.**


Certification by Bidder
Name and Address of Bidder (Including Zip Code)
<u>POWERHOUSE ELECTRIC</u>
<u>PO Box 1052</u>
<u>FONNEST CITY, AR</u>
<u>CAROL JANDRIGER</u>
<i>Name and Title of Bidder's Agent</i>

1. Has the bidder participated in a previous contract or subcontract subject to the Equal Opportunity Clause?
 Yes No

2. Were compliance reports required to be filed in connection with such contract or subcontract?
 Yes No

3. Has the bidder filed all compliance reports due under applicable instructions?
 Yes No N/A

4. Has the bidder ever been or is being considered for sanction due to violation of Executive Order 11246, as amended?
Yes No


<i>Signature and Title of Bidder's Agent</i> <u>7-9-12</u> <i>Date</i>

**Attachment 1F
City of Jonesboro Bid 2012-35
Contractor Section 3 Certification**

POWERHOUSE ELECTRIC (Name of contractor) agrees to implement the following specific affirmative steps directed at increasing the utilization of lower income residents and businesses within the City or County of CRAIGHEAD.

- | | |
|----|---|
| A. | To implement Section 3 requirements by seeking the assistance of local officials in determining the exact boundaries of the applicable project area |
| B. | To attempt to recruit from within the City/County the necessary number of lower income residents through: local advertising media, signs placed at the proposed site for the project, and community organizations and public or private institutions operating within or serving the project area |
| C. | To maintain a list of all lower income residents who have applied either on their own or on referral from any source, and to employ such persons, if otherwise eligible and if a vacancy exists |
| D. | To insert this Section 3 plan in all bid documents, and to require all bidders to submit a Section 3 affirmative action plan (when contracts exceed \$10,000) including utilization goals and the specific steps planned to accomplish these goals |
| E. | To formally contact unions, subcontractors, and trade associations to secure their cooperation for this project |
| F. | To ensure that all appropriate project area business concerns are notified of pending subcontractual opportunities |
| G. | To maintain records, including copies of correspondence, memoranda, etc., which document that all of the above affirmative action steps have been taken |
| H. | To appoint or recruit an executive official of the company or agency as Equal Opportunity Officer to coordinate the implementation of this Section 3 plan |
| I. | To list on the Estimated Project Workforce Breakdown form, all projected workforce needs for this project by job classification |

As officers and representatives of POWERHOUSE ELECTRIC
(Name of contractor)

We, the undersigned, have read and fully agree to the above and become a party to the full implementation of this program.

PRESIDENT 9-4-12
Title Date
[Signature]
Signature

**Attachment 1G
City of Jonesboro
Estimated Project Workforce Breakdown**

Job Category	Total Estimated Positions	No. of Positions Currently Occupied by Permanent Employees	No. of Vacant Positions	No. of Positions to be Filled With LIPAR (Note 1)*
Officers/Supervisors	1	1	0	0
Professionals				
Technicians				
Office				
Clerical				
Trade				
Journeyman	1	1	0	0
Apprentices	1	1	0	0
Trainees				
Others				
Total				

* Note 1: Lower Income Project Area Residents. Individuals residing within the City/County of CRAWFORD whose family income does not exceed 80 percent of the median income in the area.

POWERHOUSE ELECTRIC
Company

August 30, 2012

Addendum Bid 2012:35

The following is an addendum to the Generator bid for the Senior Citizens Building. This addendum MUST be attached to your sealed bid to denote that you received this and changes are figured into your bid price. If this addendum is not attached, your bid will be rejected.

A service rated UL listed transfer switch to be installed at generator

Use a 600 amp NEMA 3R Main circuit breaker with feed thru lugs distribution panel w/ (2) 200 amp, (2) 40 amp and (2) 20 amp breakers.

Aluminum wire is acceptable when installed per NEC.

Use SCH 80 pvc above ground

G. J. H., Sept 4th, 2012

Form 123
Attachment V
DISCLOSURE REQUIRED BY EXECUTIVE ORDER 98-04

Contracts and Grants

Any contract or amendment to a contract or any grant executed by an agency which exceeds \$25,000 shall require the contractor to disclose information as required under the terms of Executive Order 98-04 and the Regulations pursuant thereto.

Any individual contracting with the State of Arkansas shall disclose if he or she is a current or former: member of the general assembly, constitutional officer, board or commission member, state employee, or the spouse or immediate family of any of the persons as described herein.

Any entity contracting with the State of Arkansas shall disclose

- (a) any position of control, or
- (b) any ownership interest of 10% or greater

that is held by a current or former: member of the general assembly, constitutional officer, board or commission member, state employee, or the spouse or immediate family of any of the persons as described herein.

Disclosure by Sub-contractor or Assignee

Any sub-contractor or assignee (hereinafter "Third Party") shall disclose whether such Third Party is a current or former: member of the general assembly, constitutional officer, board or commission member, state employee, or the spouse or immediate family member of any of the persons as described herein, or if any of the persons here described in this sentence hold any position of control or ownership interest of 10% or greater in the Third Party. This disclosure requirement shall apply during the entire term of the contract or grant, without regard to whether the subcontract or assignment is entered into prior or subsequent to the date of contract or grant.

Failure to Disclose and Violations

The failure of any person or entity to disclose as required under any term of Executive Order 98-04, or the violation of any rule, regulation or policy promulgated by the Department of Finance and Administration pursuant to this Order, shall be considered a material breach of the terms of the contract or grant and shall subject the party failing to disclose or in violation to all legal remedies available to the state agency under the provision of existing law.

Please check all that apply if you are a current or former:

_____ Member of the General Assembly of the State of Arkansas

_____ Constitutional Officer of the State of Arkansas

_____ Member of a Board or Commission of the State of Arkansas

_____ State Employee

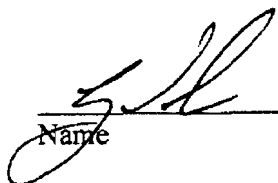
_____ Spouse of a current or former member of the general assembly, constitutional officer, board or commission member, or state employee.

_____ I am a current or former: member of the general assembly, constitutional officer, board or commission member, state employee, or spouse or immediate member of these persons as described, and I hold a position of control in the contracting entity or grantee of this application.

_____ I am a current or former: member of the general assembly, constitutional officer, board or commission member, state employee, or spouse or immediate member of these persons as described, and I hold a 10% or higher interest in the contracting entity or grantee of this application.

I hereby acknowledge that failure to disclose the information as required by Executive Order 98-04 shall constitute a material breach of any future agreement, resulting from this application, with the State of Arkansas or any state agency acting on its behalf.

I also acknowledge that any individual drawing a salary or performing personal services for an agency must disclose any direct or indirect benefit he or she may receive as a result of any State contract with an entity in which he or she has a financial interest. I understand that failure to report this information may subject me to criminal sanctions, as provided in Ark. Code Ann. §19-11-702.


Name CAREY VANDIVER

9-4-12
Date

Morning Steve I received the addendum that was sent on the senior citizen generator project and just wanted to make sure on some other things that were discussed in the meeting. The first thing was that there will be no permit Fee's being the job is for the City and also that the City will remove the old gas meter at the building and there will be Fee's from City Water & Light to the contractor. All this was discussed in the meeting but I did not see in the addendum

Thanks,

Scott Baskins
Powerhouse Electric
Forrest City AR
Cell-870-261-8601

From: Steve Kent [mailto:SKent@jonesboro.org]

Sent: Thursday, August 30, 2012 1:46 PM

To: Scott

Subject: Addendum on bid

Please see attached.

Steve A Kent, Purchasing Agent
City of Jonesboro
PO Box 1845
Jonesboro, AR 72403-1845
870 932 0740 Phone
870 933 4667 Fax

ADD to bid PACKAGE
cu

04-24-'12 09:18 FROM-ASCLB

501-372-2247

T-500 P001/001 F-880

License No. 0128731212

ID #15792

State of Arkansas

Contractors Licensing Board

POWERHOUSE ELECTRIC, INC.
PO BOX 1052
FORREST CITY, AR 72336

POWERHOUSE ELECTRIC, INC.

This is to Certify That

is duly licensed under the provisions of Act 150 of the 1965 Acts as amended and is entitled to practice Contracting in the State of Arkansas within the following classification:

- ELECTRICAL
- SPECIALTY
- Carpentry, Framing, Millwork, Cabinets
- Generators, Turbines
- Heating, Ventilation, Air Conditioning, Refrigeration
- Remodeling, Renovations, Restoration, Alterations

with the following suggested bid limit Unlimited

from January 13, 2012 until December 31, 2012

when this Certificate expires.

Witness our hands of the Board, dated at North Little Rock, Arkansas:



John D. Long

CHAIRMAN

Bevil L. Malone

SECRETARY

January 13, 2012

CV



ENARD

UTILITY PRODUCTS, INC.

**1920 S. Main St., Searcy, AR 72143
PO Box 9238, Searcy, AR 72145
501-268-1987 Fax 501-268-7437
www.henardutility.com**

8/23/2012

City of Jonesboro
Steve Kent, Purchasing Agent
515 West Washington Ave.
Jonesboro, AR 72401

RE: Bid Number 2012:35

Mr. Kent,

Henard Utility Products, Inc. will be a no bid for the emergency generator at the City of Jonesboro Senior Citizens Building in Jonesboro, Arkansas.

Sincerely,

Josh Bonee
Sales Representative





Budgeted Amount \$80,000.00

Opened by
Tabulated by

S A Kent
T B Cooper

DIVISIONS/DEPARTEMENT:
Grants

Heard Utility
Products

RLP Construction,
Inc.

Powerhouse
Electric, Inc. #

Powerhouse
Electric, Inc. #

NOTE: No award will be made at bid opening - all bids will be evaluated in the coming days.

Item	Quan	Description	Unit	Amount	Unit	Amount	Unit	Amount	Unit	Amount
1	1	Generator for Senior Citizens	No Bid			98,000.00		67,831.79		71,297.56



Budgeted Amount \$80,000.00

Opened by S A Kent
Tabulated by T B Cooper

DIVISIONS/DEPARTEMENT:
Grants

Henard Utility
Products

RLP Construction,
Inc.

Powerhouse
Electric, Inc. #

Powerhouse
Electric, Inc. #

NOTE: No award will be made at bid opening - all bids will be evaluated in the coming days.

Item	Quan	Description	Unit	Amount	Unit	Amount	Unit	Amount	Unit	Amount	Unit	Amount
1	1	Generator for Senior Citizens	No Bid		98,000.00		67,831.79			71,297.56		

Request to Accept Bid

From: Facilities Maintenance

To: Finance and Purchasing

9/10/12

Facilities Maintenance request that the City Reject the low bid by Powerhouse Electric for 67,839.79 for a Taylor Power Systems brand power generator and accept the bid from Powerhouse Electric for the amount of 71,297.56 for a Kohler brand generator difference of \$ 3,457.77. The reason Facilities Maintenance makes this request is the Taylor brand is a new company based out of Richland MS and its history is unknown to us and they have no local service facility in the Jonesboro Area. Kohler is an old brand with worldwide sale and service. We have several Kohler generators in service at our Fire Stations and they have proved to be reliable and this allows us to stock filters and parts. Kohler has a service technician based in the Jonesboro area.

Keith Sanders



Facility Maintenance Director

City Of Jonesboro

Attachment 1D
City of Jonesboro Bid 2012-35
Bid for Lump-Sum Contract

JONESBORO, CRAIGHEAD, ARKANSAS (City/County), Arkansas

GENERATION (Type of project)

HARLEN HENRY SENIOR CITIZEN (Location of project)

2012-35 (ACEDP project number)

As

POWER LOUSE ELECTRIC, INC Bid #2 bidder

(Insert name of corporation, partnership or individual) in accordance with your invitation for bids for construction of the above-identified project, having examined all contract documents and the site of the proposed work, and being familiar with all of the conditions surrounding construction of the proposed project including 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 price(s) stated below. Such price(s) shall cover all expenses incurred in performing the work required by the contract documents, of which this proposal is part.

The bidder hereby agrees to commence work under this contract within 10 days after receiving a Notice to Proceed from the Owner and to fully complete the project within 16-17 WEEKS consecutive calendar days thereafter as stipulated in the specifications. The bidder further agrees to pay as liquidated damages, the sum of \$ 100.00 for each consecutive calendar day thereafter.

The bidder acknowledges receipt of the following addendum:

AUG 30 12 #1 ADDEN.

Attachment 1E
City of Jonesboro Bid 2012-35
Certification of Bidder Regarding Equal Employment Opportunity

This certification is required pursuant to Executive Order 11246 (30 FR 12319-25) which provides that any bidder or prospective contractor or any of their proposed subcontractors, shall state as an initial part of the bid whether it has participated in any previous contract or subcontract subject to the equal opportunity clause; and if so, whether it has filed all compliance reports due under applicable instructions. Where the certification indicates that the bidder has not filed a compliance report due under applicable instructions, such bidder shall be required to submit a compliance report within seven (7) calendar days after bid opening. **No contract shall be awarded unless such report is submitted.**


Certification by Bidder
Name and Address of Bidder (Including Zip Code)
<u>POWEN LOUSE ELECTRIC</u>
<u>PO Box 1092</u>
<u>FOREST CITY, AR</u>
<u>CAREY UANDIVER</u>
<i>Name and Title of Bidder's Agent</i>

1. Has the bidder participated in a previous contract or subcontract subject to the Equal Opportunity Clause?
 Yes No

2. Were compliance reports required to be filed in connection with such contract or subcontract?
 Yes No

3. Has the bidder filed all compliance reports due under applicable instructions?
 Yes No N/A

4. Has the bidder ever been or is being considered for sanction due to violation of Executive Order 11246, as amended?
Yes No

 <i>Signature and Title of Bidder's Agent</i>	<u>9-4-12</u> <i>Date</i>
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**Attachment 1F
City of Jonesboro Bid 2012-35
Contractor Section 3 Certification**

POWERHOUSE ELECTRIC (Name of contractor) agrees to implement the following specific affirmative steps directed at increasing the utilization of lower income residents and businesses within the City or County of Craighead.

- | | |
|----|---|
| A. | To implement Section 3 requirements by seeking the assistance of local officials in determining the exact boundaries of the applicable project area |
| B. | To attempt to recruit from within the City/County the necessary number of lower income residents through: local advertising media, signs placed at the proposed site for the project, and community organizations and public or private institutions operating within or serving the project area |
| C. | To maintain a list of all lower income residents who have applied either on their own or on referral from any source, and to employ such persons, if otherwise eligible and if a vacancy exists |
| D. | To insert this Section 3 plan in all bid documents, and to require all bidders to submit a Section 3 affirmative action plan (when contracts exceed \$10,000) including utilization goals and the specific steps planned to accomplish these goals |
| E. | To formally contact unions, subcontractors, and trade associations to secure their cooperation for this project |
| F. | To ensure that all appropriate project area business concerns are notified of pending subcontractual opportunities |
| G. | To maintain records, including copies of correspondence, memoranda, etc., which document that all of the above affirmative action steps have been taken |
| H. | To appoint or recruit an executive official of the company or agency as Equal Opportunity Officer to coordinate the implementation of this Section 3 plan |
| I. | To list on the Estimated Project Workforce Breakdown form, all projected workforce needs for this project by job classification |

As officers and representatives of POWERHOUSE ELECTRIC
(Name of contractor)

We, the undersigned, have read and fully agree to the above and become a party to the full implementation of this program.

PRESTON

9.4.12

Title

Date

[Signature]
Signature

**Attachment 1G
City of Jonesboro
Estimated Project Workforce Breakdown**

Job Category	Total Estimated Positions	No. of Positions Currently Occupied by Permanent Employees	No. of Vacant Positions	No. of Positions to be Filled With LIPAR (Note 1)*
Officers/Supervisors	1	1	0	0
Professionals				
Technicians				
Office				
Clerical				
Trade				
Journeyman	1	1	0	0
Apprentices	1	1	0	0
Trainees				
Others				
Total				

* Note 1: Lower Income Project Area Residents. Individuals residing within the City/County of CRAIGHEAD whose family income does not exceed 80 percent of the median income in the area.

POWERHOUSE ELECTRIC
Company

**Attacahment 1H
City of Jonesboro Bid 2012-35
Contract and General Conditions**

THIS AGREEMENT, made and entered into this day of Sept 20 12, by and between Powerhouse Electric, INC., hereinafter called the "Contractor" and City of Jonesboro, hereinafter called the "Owner".

In consideration of the mutual premises and agreements contained herein, the undersigned Contractor and Owner agree as follows:

A. The Contractor shall

1. Furnish all labor, materials, tools, machinery, supervision and services necessary to perform all of the work in accordance with the description of work consisting of all plans, specifications, and supplemental contract documentation, dated 9-4-12 for work defined in Bid # 2012-35, Arkansas, for the sum of \$71,297.56
2. Perform all work timely and diligently in a good and workmanlike manner using approved or equal materials as specified by the Grantee.
3. Begin work within 10 calendar days of receipt of the written Notice to Proceed and shall complete the work within 112 calendar days thereafter.
4. Carry Worker's Compensation and Employer's Liability Insurance in accordance with the laws of the State of Arkansas for all persons engaged in work at the site; and carry Contractor's Public Liability and Property Damage Insurance and Comprehensive Automobile Liability Insurance.
5. Furnish, before beginning the work, a Certificate of Insurance showing compliance with the provisions of Section A, Paragraph 4 above.
6. Keep the premises clean and orderly during the work and upon substantial completion of the contract, remove all rubbish, tools, scaffolding, and surplus materials from and about the site(s) and leave the work and premises consistent with prior appearance or equivalent. Material and equipment that have been removed and replaced as part of the work shall belong to the contractor.

Not assign the contract without written consent from the Owner.

8. Guarantee the work performed for a period of twelve months from the date of final acceptance of all work required by this contract. Furthermore, furnish the Owner and the Grantee with all manufacturer's and supplier's written guarantees and warranties covering materials and equipment furnished under this contract.
9. Furnish the Owner, upon completion of the work and upon final payment by the Owner, a Release of Lien Form certifying that all charges for materials, labor, and/or any other expenses incurred by the Contractor pertaining to the execution of this contract have been paid in full.
10. Defend, indemnify and hold harmless the Owner, the Arkansas Economic Development Commission, their agents or employees from and against any and all claims for injuries or damages to persons or property of any kind or character, whatsoever, whether real or asserted, arising out of the performance of this contract. Furthermore, shall assume all liability and responsibility for injuries, claims or suits for damages, to persons or property of any kind or character, whatsoever, whether real or asserted, arising out of the performance of this contract.

B. The Owner shall

1. Not make, or permit to be made, any changes to the description of work, without written approval from the Economic Development Commission.
2. Permit the contractor to use existing utilities such as lights, heat, power and water necessary to carry out and complete the work as specified.
3. Cooperate with the contractor to facilitate the performance of the work.
4. Issue a written Notice to Proceed to the contractor within ten (10) days from the date of this agreement.

C. Method of Compensation:

1. Payment for work shall be on percentage complete, plus on-site stored materials minus retainage. Final payment shall be made after: a Certificate of Substantial Completion has been executed; Economic Development Commission has received the contractor's Final Invoice and a satisfactory release of liens, or claims for liens, by subcontractors, laborers and material supplies for completed work or installed materials; and, after a final inspection has been conducted.
2. The contractor shall be liable for and shall pay to the Owner the sum of \$100.00 as fixed, agreed and liquidated damages for each calendar day of

delay from the above stipulated completion date (Section A, Paragraph 3) or as modified by a properly executed Change Order until such work is satisfactorily completed and accepted by the Owner and Grantee.

D. General Provisions:

1. The contractor agrees to perform all contract work as specified, and the Owner agrees that neither he nor the members of his family, his tenants, agents, or employees will hinder the contractor or his work.
2. The contractor shall take affirmative steps to ensure that applicants for employment are not discriminated against in any manner prescribed by the Regulatory Requirements of this contract during employment. Employment activities shall include, but not be limited to employment, upgrading, demotion, or transfer; termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship.
3. The contractor shall post in conspicuous places, for employees and applicants for employment, notices setting forth the provisions, as stated, of the non-discrimination clause contained within the contract's Regulatory Requirements.
4. The contractor shall incorporate the foregoing requirements in all subcontracts.
5. In the event of any breach of this contract by the contractor, the Owner and the Grantee may, at their option, engage the services of another contractor to complete the work and deduct the cost of such completion from any amount due the contractor.
6. This contract embodies all of the representations, rights, duties, and obligations of the parties hereto, and any prior oral or written agreement not embodied herein shall not be binding upon or endure to the benefit of any of the parties

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date of the Mayor's signature:

City of Jonesboro

Harold Perrin, Mayor

Date: _____

Attest: _____
Donna Jackson, City Clerk

Date: _____

Approved as to form and legal sufficiency:

Phillip Crego, City Attorney

Date: _____

Subrecipient

Executive Director

Date: _____

August 30, 2012

Addendum Bid 2012:35

The following is an addendum to the Generator bid for the Senior Citizens Building. This addendum MUST be attached to your sealed bid to denote that you received this and changes are figured into your bid price. If this addendum is not attached, your bid will be rejected.

A service rated UL listed transfer switch to be installed at generator

Use a 600 amp NEMA 3R Main circuit breaker with feed thru lugs distribution panel w/ (2) 200 amp, (2) 40 amp and (2) 20 amp breakers.

Aluminum wire is acceptable when installed per NEC.

Use SCH 80 pvc above ground

CVH, PRESIDENT, PEI
CAREY VANDIVER, PRES 9-4-12

CV

Form 123
Attachment V
DISCLOSURE REQUIRED BY EXECUTIVE ORDER 98-04

Contracts and Grants

Any contract or amendment to a contract or any grant executed by an agency which exceeds \$25,000 shall require the contractor to disclose information as required under the terms of Executive Order 98-04 and the Regulations pursuant thereto.

Any individual contracting with the State of Arkansas shall disclose if he or she is a current or former: member of the general assembly, constitutional officer, board or commission member, state employee, or the spouse or immediate family of any of the persons as described herein.

Any entity contracting with the State of Arkansas shall disclose

- (a) any position of control, or
- (b) any ownership interest of 10% or greater

that is held by a current or former: member of the general assembly, constitutional officer, board or commission member, state employee, or the spouse or immediate family of any of the persons as described herein.

Disclosure by Sub-contractor or Assignee

Any sub-contractor or assignee (hereinafter "Third Party") shall disclose whether such Third Party is a current or former: member of the general assembly, constitutional officer, board or commission member, state employee, or the spouse or immediate family member of any of the persons as described herein, or if any of the persons here described in this sentence hold any position of control or ownership interest of 10% or greater in the Third Party. This disclosure requirement shall apply during the entire term of the contract or grant, without regard to whether the subcontract or assignment is entered into prior or subsequent to the date of contract or grant.

Failure to Disclose and Violations

The failure of any person or entity to disclose as required under any term of Executive Order 98-04, or the violation of any rule, regulation or policy promulgated by the Department of Finance and Administration pursuant to this Order, shall be considered a material breach of the terms of the contract or grant and shall subject the party failing to disclose or in violation to all legal remedies available to the state agency under the provision of existing law.

Please check all that apply if you are a current or former:

_____ Member of the General Assembly of the State of Arkansas

_____ Constitutional Officer of the State of Arkansas

CV

_____ Member of a Board or Commission of the State of Arkansas

_____ State Employee

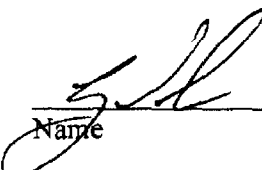
_____ Spouse of a current or former member of the general assembly, constitutional officer, board or commission member, or state employee.

_____ I am a current or former: member of the general assembly, constitutional officer, board or commission member, state employee, or spouse or immediate member of these persons as described, and I hold a position of control in the contracting entity or grantee of this application.

_____ I am a current or former: member of the general assembly, constitutional officer, board or commission member, state employee, or spouse or immediate member of these persons as described, and I hold a 10% or higher interest in the contracting entity or grantee of this application.

I hereby acknowledge that failure to disclose the information as required by Executive Order 98-04 shall constitute a material breach of any future agreement, resulting from this application, with the State of Arkansas or any state agency acting on its behalf.

I also acknowledge that any individual drawing a salary or performing personal services for an agency must disclose any direct or indirect benefit he or she may receive as a result of any State contract with an entity in which he or she has a financial interest. I understand that failure to report this information may subject me to criminal sanctions, as provided in Ark. Code Ann. §19-11-702.

 CAREY VANDIVER
Name

9-4-12
Date

Morning Steve I received the addendum that was sent on the senior citizen generator project and just wanted to make sure on some other things that were discussed in the meeting. The first thing was that there will be no permit Fee's being the job is for the City and also that the City will remove the old gas meter at the building and there will be Fee's from City Water & Light to the contractor. All this was discussed in the meeting but I did not see in the addendum

Thanks,
Scott Baskins
Powerhouse Electric
Forrest City AR
Cell-870-261-8601

From: Steve Kent [mailto:SKent@jonesboro.org]
Sent: Thursday, August 30, 2012 1:46 PM
To: Scott
Subject: Addendum on bid

Please see attached.

Steve A Kent, Purchasing Agent
City of Jonesboro
PO Box 1845
Jonesboro, AR 72403-1845
870 932 0740 Phone
870 933 4667 Fax

ADD to bid PACKAGE
CW

04-24-'12 09:18 FROM-ASCLB

501-372-2247

T-500 P001/001 F-880

License No. 0128731212

ID #15792

State of Arkansas

Contractors Licensing Board

POWERHOUSE ELECTRIC, INC.
PO BOX 1052
FORREST CITY, AR 72336

POWERHOUSE ELECTRIC, INC.

This is to Certify That

is duly licensed under the provisions of Act 150 of the 1965 Acts as amended and is entitled to practice Contracting in the State of Arkansas within the following classification:

- ELECTRICAL SPECIALTY**
- Carpentry, Framing, Millwork, Cabinets
- Generators, Turbines
- Heating, Ventilation, Air Conditioning, Refrigeration
- Remodeling, Renovations, Restoration, Alterations

with the following suggested bid limit Unlimited

from January 13, 2012 until December 31, 2012

when this Certificate expires.

Witness our hands of the Board, dated at North Little Rock, Arkansas:



John D. Gayson

CHAIRMAN

Bevil L. Malone

SECRETARY

January 13, 2012

ev