

# Issue Analysis Form

**Date:** 11/26/2019  
**Item:** Appropriation –  
Courthouse Furniture  
**Lead Department(s):** General Services, Finance  
**Contact Person(s):** Mike Purvis; Betsy Drewry



## Description and Current Status

With the recent Courthouse lower level renovation, there has been interest expressed in replacing some of the existing lobby and common area furnishings. Much of the current furniture is original to the Courthouse when built in 1990. General Services worked with the Procurement Officer to obtain pricing to replace furniture in the General District Court lobby/waiting area.

Pricing was obtained from W. B. Mason Interiors (formerly R&R Office Solutions) under a cooperative contract with the City of Petersburg. The quote is for **\$16,630.47** and is shown as **Attachment A**.

Because the price is below \$50,000, the Board is not required to formally authorize the award of contract and the County Administrator can authorize the purchase. However, this purchase is not currently budgeted in the County's adopted budget and an appropriation is needed. The recommended funding source is an appropriation from the Capital Improvement Fund, Fund Balance from accumulated SNAP interest revenues (bond issuance Series 2015).

A future request will be made for Courthouse carpet and painting.

**An appropriation of \$16,630.47 from the Capital Improvement Fund, Fund Balance is being recommended for approval.**

### Board Action Requested:

Authorize appropriation of \$16,630.47 funds from the CIP Fund, Fund Balance (SNAP Interest Series 2015).

### **Appropriation Entry**

Revenues

0311-40-900-8208-399999 CIP Fund, Fund Balance - \$16,630.47

Expenditures

0311-02-010-3198-48130 Courthouse Furniture & Improvements - \$16,630.47

## Government Path

Does this require IDA action?

Yes  No

Does this require BZA action?  Yes  No

Does This require Planning Commission Action?  Yes  No

Does this require Board of Supervisors action?  Yes  No

Does this require a public hearing?  Yes  No

If so, before what date?  Yes  No

### **Fiscal Impact Statement**

CIP Fund, Fund Balance from SNAP accumulated interest from Series 2015 bonds will be used for this furniture purchase.

### **County Impact**

Purchasing furniture will improve the appearance of the common areas of the Courthouse and will provide similar furnishings as those purchased in the newly renovated lower level area. The furniture will replace items that are original to the building when constructed in 1990.

### **Notes**

WB MASON INTERIORS  
 9420 GERWIG LANE  
 COLUMBIA, MD 21046



Quote Number: 10002  
 Date: 11/6/2019  
 Valid Until: 12/6/2019

**BILL TO:**  
 Accounts Payable  
 County Of Prince George  
 PO Box 68  
 Prince George , VA 23875

**SHIP TO:**  
 Dawn Parent  
 County Of Prince George  
 6601 Courts Drive  
 Prince George, VA  
 804-722-8715  
 dparent@princegeorgecountyva.gov

**Account Manager**  
 Trent Foster

Qty	Part Number		Sell	Ext Sell
6	7402	Loveseat- Fully Uph Seat & Back.	\$941.40	\$5,648.40
		,~ "SPECIAL"		
		,~S Custom Laminate-# 17005K		
		,2 COM- Designtex, Dart Heather		
		,~ Lam Grain:Horizontal On All Sides		
		Lam Base W/Black Recessed Plinth		
		"NO RAW EDGES"		
3	7424	Connector Table 18"x25"x11.5"	\$475.35	\$1,426.05
		"SPECIAL"		
		,~S Custom Laminate-# 17005K		
		Laminate Top & Sides		
		Black Recessed Plinth		
		Lam Grain: Horizontal On All Sides		
		"NO RAW EDGES"		
5	74A	Ganging Kit- Joins 7301, 7302, 7303, 7401, 7402, 7403, 7424	\$15.81	\$79.05

Qty	Part Number		Sell	Ext Sell
1	7423	End Table 25"x25"x14"	\$515.35	\$515.35
		"SPECIAL"		
		Custom Laminate- # 17005K		
		Laminate Top & Sides		
		Black Recessed Plinth		
		Lam Grain: Horizontal On All Sides		
		Black Recessed Plinth		
		... "NO RAW EDGES"		
6	7402	Loveseat- Fully Uph Seat & Back.	\$941.40	\$5,648.40
		,~ "SPECIAL"		
		,~S Custom Laminate-# 17005K		
		,2 COM- Designtex, Dart Heather		
		,~ Lam Grain:Horizontal On All Sides		
		Lam Base W/Black Recessed Plinth		
		"NO RAW EDGES"		
4	7424	Connector Table 18"x25"x11.5"	\$475.35	\$1,901.40
		"SPECIAL"		
		,~S Custom Laminate-# 17005K		
		Laminate Top & Sides		
		Black Recessed Plinth		
		Lam Grain: Horizontal On All Sides		
		"NO RAW EDGES"		
6	74A		\$15.81	\$94.86

Qty	Part Number	Sell	Ext Sell
	Ganging Kit- Joins 7301, 7302, 7303, 7401, 7402, 7403, 7424		
1	<b>DELV/INSTALL</b> Receiving, Staging, Loading, Transportation, Unloading, Installation, Debris Removal, and Return Transportation	\$1,316.96	\$1,316.96
<b>Sub-total:</b>			\$16,630.47
			<b>Total: \$16,630.47</b>

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Name \_\_\_\_\_  
 Title \_\_\_\_\_ PO: \_\_\_\_\_

**TERMS:** It is understood that this order is subject to credit approval by W. B. Mason. Payment Terms: 50% deposit with the Balance Due - Net 10 days from receipt of invoice. All applicable taxes will be added at the time of invoicing. CONTRACT FURNITURE IS NOT RETURNABLE OR CANCELABLE

Board of Supervisors  
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 26<sup>th</sup> day of November, 2019:

Present:

Vote:

Donald R. Hunter, Chairman  
Floyd M. Brown, Jr., Vice-Chairman  
Alan R. Carmichael, Jr.  
Marlene J. Waymack  
T. J. Webb

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On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, which carried unanimously, the following Resolution was adopted:

**RESOLUTION; APPROPRIATION FROM CIP FUND, FUND BALANCE (\$16,630.47 COURTHOUSE FURNITURE)**

WHEREAS, \$16,630.47 is available from CIP Fund, Fund Balance from accumulated State Nonarbitrage Program (SNAP) interest from Series 2015 bonds.

NOW, THEREFORE BE IT RESOLVED That the Board of Supervisors of the County of Prince George this 26<sup>th</sup> day of November, 2019, does hereby authorize and appropriate the following increase of funds within the 2019-2020 Budget, such line items increased as follows, which monies shall be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

FUND/ORGANIZATION

AMOUNT

**Tourism Fund**

**Expenditures:**

0311-02-010-3198-48130                      CIP – Courthouse Furniture & Improvements                      \$16,630.47

**Revenues:**

0311-40-900-8208-399999                      CIP Fund, Fund Balance                      \$16,630.47

A Copy Teste:

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Percy C. Ashcraft  
County Administrator