

# Issue Analysis Form



**Date:** February 25, 2020  
**Item:** SNAP Interest Appropriation & Award of Contract  
**Lead Department(s):** County Finance  
**Contact Person(s):** Betsy Drewry

## Description and Current Status

The board received information related to interest earnings in multiple State Nonarbitrage Program (SNAP) accounts from various bond issuances at its board retreat on September 28, 2019. The board provided positive feedback and consensus to appropriate some amounts to cover smaller capital improvements throughout the year.

The Director of General Services has been working with judges and courthouse staff to identify and prioritize additional improvements in the Courthouse. The Board appropriated \$16,630.47 for furniture in the common area on November 26, 2019 (R-19-144) from accumulated interest from Series 2015.

The Director of General Services recommends appropriation of \$105,076 for the following initiatives in the courtroom and hallway areas:

Description	Amount	Vendor
Carpet	35,209.42	WB Mason
Painting Courtroom	8,246.23	Top Gun Painting and Powerwashing
Painting Hallway	4,133.60	Top Gun Painting and Powerwashing
Furniture - Courtroom	57,485.96	WB Mason [requires award of contract]
<b>TOTAL</b>	<b>105,075.21</b>	<b>Series 2018 Interest</b>

This funding can be appropriated from accumulated interest for **Series 2018** bonds. Available interest as of January 31, 2020 was \$112,666.65. Approval of an award of contract to W. B. Mason for furniture is also needed since that purchase exceeds \$50,000. The quote provided is from cooperative contract pricing.

A copy of quotes and pricing is provided as **Attachment A**.

If approved, the requested appropriation increases are amounts above those included in the adopted FY2020 budget.

### Appropriation Entry is:

Revenues  
 0311-40-900-8208-399999 CIP Fund, Fund Balance \$105,076

Expenditures

0311-02-010-3198-48130

Courthouse Lower Level Renovation

\$105,076

**Board Action Requested:**

Approve increase in revenues and expenditures for FY2020 within CIP Fund (0311) using accumulated SNAP interest within the CIP Fund, Fund Balance. Approve award of contract to W. B. Mason for courtroom furnishing as the amount is over \$50,000. A draft resolution of changes is provided for consideration and approval.

**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**

Appropriation will allow for appropriation of amounts for costs and fees not budgeted, or costs that exceeded allotted budget.

**County Impact**

Approval will allow staff to move forward with much needed courthouse updates and improvements.

**Notes**

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 25<sup>th</sup> day of February, 2020:

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Present:

Vote:

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

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A-1

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

**RESOLUTION; AWARD OF CONTRACT AND APPROPRIATION FROM CIP FUND, FUND BALANCE (\$105,076 COURTHOUSE IMPROVEMENTS)**

WHEREAS, The Director of General Services has been working with sitting judges and courthouse staff to identify and prioritize improvements in the courthouse and has obtained pricing through available cooperative contracts; and

WHEREAS total pricing of \$105,075.21 was received through cooperative contracts with details as follows:

- W. B. Mason courtroom furniture at \$57,485.96
- W. B. Mason carpeting at \$35,209.42
- Top Gun Painting and Powerwashing courtroom painting at \$8,246.23
- Top Gun Painting and Powerwashing hallway painting at \$4,133.60; and

WHEREAS, \$105,076 is available from CIP Fund, Fund Balance from accumulated State Nonarbitrage Program (SNAP) interest from Series 2018 bonds; and

WHEREAS, Staff is requesting authorization for the County Administrator to approve a purchase order to W. B. Mason for courtroom furniture for \$57,485.96 and to W. B. Mason and Top Gun Painting and Powerwashing for the amounts totaling \$47,590 as listed above (under \$50,000 each) to move forward with much needed updates and improvements in the Prince George County courthouse.

NOW, THEREFORE, BE IT RESOLVED That the Board of the Supervisors of the County of Prince George this 25<sup>th</sup> day of February, 2020, hereby authorizes preparation of a purchase order for a courtroom furniture totaling \$57,485.96 and expenditure of an additional \$47,590 for carpeting and painting.

NOW, THEREFORE BE IT FURTHER RESOLVED That the Board of Supervisors of the County of Prince George this 25<sup>th</sup> day of February, 2020, 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:

<u>FUND/ORGANIZATION</u>		<u>AMOUNT</u>
<b>Tourism Fund</b>		
<b>Expenditures:</b>		
0311-05-113-3198-48120	CIP – Courthouse Improvements	\$105,076
<b>Revenues:</b>		
0311-40-900-8208-399999	CIP Fund, Fund Balance	\$105,076

A Copy Teste:

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Percy C. Ashcraft  
County Administrator

WB MASON INTERIORS  
 6 West Cary Street  
 Richmond VA 23230



ATTACHMENT A  
**Quote Number:** 10002  
**Date:** 1/6/2020  
**Valid Until:** 9/4/2019

**BILL TO:**

**SHIP TO:**

**Account Manager**

Mr Mike Purvis  
 Facilities Manager  
 County of Prince George  
 Prince George County Courthouse  
 6601 Courts Drive  
 Prince George, VA 23875  
 MPurvis@princegeorgecountyva.gov>

Frank Gerloff  
 804-944-3876  
 frank.gerloff@wbmason.com

Qty	Part Number	Sell	Ext Sell
1	<b>WB Carpet</b> Remove existing carpet and dispose of in the Courtroom-4 small rooms in	\$35,209.42	\$35,209.42
1	The back of the Courtroom, one vestibule, one hallway and large	\$0.00	\$0.00
1	Waiting area outside the Courtroom. Install new carpet to match existing	\$0.00	\$0.00
1	Courtroom on the lower level in all areas metnioned above based on	\$0.00	\$0.00
1	J & J Craftwork In Tiles and broadloom color 2201. Special order	\$0.00	\$0.00
1	Tile and has a 6-8 week delivery after receipt of PO. NOTES: all furniture	\$0.00	\$0.00
1	Removed and reinstalled by others including courtroom floor mounted	\$0.00	\$0.00
1	Installation to occur from Friday to Monday during the hours from 7:00	\$0.00	\$0.00

ATTACHMENT A

Qty	Part Number	Sell	Ext Sell
1	AM to 4PM. Quote is based on all computers & printers removed	\$0.00	\$0.00

**Sub-total:** **\$35,209.42**

**Total:** **\$35,209.42**

Approved By: \_\_\_\_\_  
Name  
\_\_\_\_\_  
Title

Date: \_\_\_\_\_  
PO: \_\_\_\_\_

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**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

January 6, 2020

Additional Notes:

1. Unless outlined specifically, only minor floor prep is included with this quote which is limited to patching saw joints. Any other floor prep, or clean up from other trades will be tracked daily and billed at the rates below. An appropriate budget to cover full skim coats is \$1.14/sf per coat required. One coat is typically enough but rough slabs could require two or more coats. IF demo is handled by others, it should include removing all flooring and adhesive.
2. Unless WB Mason was contracted to install epoxy based moisture mitigation system, there is no warranty against a moisture related failure. Moisture testing should be done by others to insight to relative risk of moisture related failure. Unless we specifically noted, our quote does not include moisture testing.
3. Slab movement can cause cracking and heaving of patch, mitigation primers and floorcovering. You can reduce the chances of this by providing permanent controlled air conditions per manufacturer's requirements for as long as possible prior to scheduling our flooring installation. Failures of slab movement are not warranted by WB Mason Interiors.
4. Unless County of Prince George tells us otherwise, WB Mason will assume there is a properly installed and vapor retarder under the slab. If any trenching is done, the vapor retarder must be patched by others.
5. WB Mason can not provide a warranty for any floor installation on a slab that has had asbestos abatement.
6. WB Mason reserves the right to bill for stored materials once received.

Unless specifically included above, the following Standard Exclusions apply:

- **Overtime work hours or additional costs for multiphased job.**
- **Floor prep/sub-floor repairs or moisture/alkalinity testing.**
- **Demolitions of existing finishes or Asbestos Abatement.**
- **Sealing/cleaning/waxing/vacuuming floors.**
- **Temporary heat or protection.**
- **Caulking & grout sealing.**
- **Moving & replacing furniture.**
- **Full time superintendent not included.**

**Additional T&M work will be billed at rates of \$105.00 per man hour, \$30.00 standard patching material 10 lb      \$58.25 heavy patch 50 lb, \$61.00 pourable leveler patch 55 lb.**

# Estimate

Top Gun Painting and Powerwashing

PO Box 1182

Chesterfield, VA 23832

Scott Billings 804 921 5117

Will Williamson 804 306 4928

Date	Estimate #
1/16/2020	103093

Name / Address
Prince George County Maintenance Attn. Michael Purvis

Project

Description	Qty	Rate	Total
Courthouse Court Room and meeting rooms inside that area			
Walls painted with 1 coat of primer and 1 coat of finish paint. Contractor supplied paints and materials.	4,528	1.16	5,252.48
Interior ceiling painted 2 coats with contractor supplied paints.	1,455	0.90	1,309.50
Interior single door both sides including trim 2 coats	12	14.00	168.00
Interior double doors painted 2 coats of paint, both sides. Contractor supplies paints and materials.	2	18.00	36.00
1 Coat of primer coating and 1 coat of finish coating for door trim only. Contractor supplied paints and materials.	7	20.00	140.00
Painter first class including overhead any item not included in work defined in the painting contract. Sand and refinish the stained wood areas at the judges desk area, witness box and in front of the sitting area	24	35.00	840.00
Install a chair rail in the side hall by the courthouse 34.5 linear feet to match the chair rail in the hallway	34.5	14.50	500.25
		<b>Total</b>	<b>\$8,246.23</b>



# Estimate

Top Gun Painting and Powerwashing

PO Box 1182

Chesterfield, VA 23832

Scott Billings 804 921 5117

Will Williamson 804 306 4928

Date	Estimate #
1/16/2020	103113

Name / Address
Prince George County Maintenance Attn. Michael Purvis

Project

Description	Qty	Rate	Total
Courthouse Hallway painting			
Walls painted with 1 coat of primer and 1 coat of finish paint. Contractor supplied paints and materials.	2,550	1.16	2,958.00
Interior ceiling painted 2 coats with contractor supplied paints.	94	0.90	84.60
1 Coat of primer coating and 1 coat of finish coating for door trim only. Contractor supplied paints and materials.	4	20.00	80.00
Any piece of trim not more than 6" wide painted 2 coats. Contractor supplied paints and materials.	783	1.00	783.00
Interior single door unit painted 1 side only 2 coats of paint. Paints and materials supplied by contractor.	4	30.00	120.00
Interior medium window unit painted 2 coats with contractor supplied paints and materials.	6	18.00	108.00
		<b>Total</b>	\$4,133.60

WB MASON INTERIORS  
 6 West Cary Street  
 Richmond VA 23230



**ATTACHMENT A**  
**Quote Number:** 10002  
**Date:** 1/30/2020  
**Valid Until:** 2/28/2020

**BILL TO:**

**SHIP TO:**

**Account Manager**

Michael Purvis  
 Director General Services  
 County of Prince George  
 804-892-0971  
 MPurvis@princegeorgecountyva.gov

Trent Foster

Qty	Part Number		Sell	Ext Sell
7	453	Traditional Armless Side Chair. 22"Wx 28"D x 40"H- .	\$591.80	\$4,142.60
		Fabric- Momentum Synergy Denim		
		Wood Finish: HW Hampton Walnut		
11	532-4	Conrad Low Back Chair. 25" W x 28" D x 36"- 39".Momentum Canter	\$632.09	\$6,952.99
		Fabric: Momentum Canter Nimbus		
		Tight Back		
		Exposed Wood Arms Upholstered		
		Wood Finish : HW Hampton Walnut		
		Knee Tilt/Pneumatic Seat Height Adj		
		Black Resin Base Standard		
		Scuff Plates- Brass or Pewter		
1	503-2	Conrad High Back Chair. 24.5"W x 28"D x 45"-48"H. Sierra Leather.	\$1,220.00	\$1,220.00
		Exposed Wood Upholstered Arm-		
		Tufted Back. Wood Finish: TBD		
	CWB	Classic Wood Base- Finish TBD		
	SP	Scuff Plates - Brass or Pewter		

Qty	Part Number		Sell	Ext Sell
1	<b>540-2</b>		\$1,181.00	\$1,181.00
		Conrad Low Back Chair. 24.5"W x 28"D x 36"-39"H. Sierra Leather.		
		Exposed Wood Upholstered Arm-		
		Tufted Back. Wood Finish: TBD		
	CWB	Classic Wood Base- Finish TBD		
	SP	Scuff Plates - Brass or Pewter		
1	<b>FREIGHT</b>		\$1,478.48	\$1,478.48
		Shipping Charges from NC to Richmond		
14	<b>5233.UP.F.G2.F1.AC</b>		\$294.07	\$4,116.98
		Freelance Sled Armless. Fabric: Strive Pacific		
1	<b>INSTALL</b>		\$1,475.00	\$1,475.00
		Rec., staging, load, drive, unload, install &remove all debris.		
1	<b>Sauder Bench</b>		\$31,000.00	\$31,000.00
		14 Benches at 14' (196 total feet).Includes Delv & Installation		
		Each bench will hold 9 people. Total		
		capacity will go from 110 to 126		
3	<b>NAC0403WM</b>		\$21.20	\$63.60
		ACCESSORIES,4DX3W WIRE MANAGER,PACK OF 2		
3	<b>50NN3672RTW</b>		CAN1,808.14	\$5,424.42
		BARRINGTON,36DX72W,CONFERENCE TOP,RECTANGLE,WOOD		
	G10LR	GROMMET,ROUND,LEFT & RIGHT		
	66	66		
	TF	TRUFFLE		
3	<b>WW4821MPW</b>		\$143.63	\$430.89

Qty	Part Number	Sell	Ext Sell
WAVEWORKS,48WX21H,MODESTY PANEL,WOOD			
	F	FILLER	
	X	NO MODESTY GROMMET	
	X	NO MODIFIED WIDTH (STANDARD)	
	TF	TRUFFLE	
<b>Sub-total:</b>			<b>\$57,485.96</b>
			<b>Total: \$57,485.96</b>

Approved By: \_\_\_\_\_  
**Name**  
 \_\_\_\_\_  
**Title**

**Date:** \_\_\_\_\_  
**PO:** \_\_\_\_\_

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