

**Caroline County
Board of Supervisors Agenda
Executive Summary**

Meeting Date: May 24, 2022

Title: Consent Agenda – Authorization for County Administrator to Execute Contract for Supply and Installation of Replacement Generator for Emergency Shelter at Caroline High School

(Check Mark)

- | | |
|---|--|
| <input checked="" type="checkbox"/> Consent | <input type="checkbox"/> Closed Meeting |
| <input checked="" type="checkbox"/> Action | <input type="checkbox"/> Public Hearing |
| <input type="checkbox"/> No Action (Information Only) | <input type="checkbox"/> Ordinance |
| <input type="checkbox"/> Resolution | <input type="checkbox"/> PowerPoint Presentation |

Summary: At its May 10, 2022 meeting, the Board of Supervisors authorized the acceptance of a grant from the Virginia Department of Emergency Management (VDEM) to purchase and install a 350KW generator at Caroline High School. The purpose of the generator is to provide emergency power to the new gymnasium and other critical systems for school and shelter operations. Installation of the generator will provide additional shelter space for the public during emergencies such as the 2022 ice storm.

The ideal time to install the generator is during the summer months when school is not in session. To facilitate the completion of the project without waiting in between Board of Supervisors meetings, Director of Public Works/Utilities Joseph Schiebel is requesting that the Board authorize County Administrator Charles Culley to sign an all-inclusive contract with the vendor to supply and install the generator at a not to exceed price of \$425,000.

The generator, engineering services and installation will be procured through a cooperative purchasing program utilized by the Department of Public Works/Utilities. Additional information is included in Mr. Schiebel’s memorandum.

Budget Impact: The total cost of the generator is \$425,000. The VDEM grant will cover \$289,000 of the cost, leaving a required local match of \$136,000.

Caroline County Public Schools (CCPS) has agreed to cover 60% of the required local match, or \$81,600. To provide these funds, CCPS would like to utilize \$12,081.65 in unspent funds from the Caroline Middle School generator project in the FY 2021/2022 budget with the remaining balance of \$69,518.35 coming from the FY 2022/2023 School Operations Budget.

The proposed source for the County's 40% share of the local match – or \$54,400 – is the FY 2021/2022 Undesignated General Fund Balance.

Requested Action from Board of Supervisors: Staff requests approval of the following action from the Board:

- 1) Authorize the County Administrator to execute an all-inclusive contract for the supply and installation of a replacement generator at Caroline High School at a not to exceed cost of \$425,000

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MEMORANDUM

TO: Charles M. Culley, Jr.
County Administrator

FROM: Joseph C. Schiebel
Director of Public Works/Utilities

DATE: May 18, 2022

REGARDING: **Replacement Generator- Caroline County High School**

At the May 10, 2022 meeting, the Board of Supervisors (BOS) voted to accept a grant from the Virginia Department of Emergency Management (VDEM) to purchase and install a 350KW generator at Caroline High School. The purpose of the generator is to provide emergency power to the new gymnasium and other critical systems for school and shelter operations.

The VDEM grant will cover \$289,000 of the approximately \$425,000 cost. This leaves a required local match of \$136,000, which will be shared between Caroline County Public Schools (\$81,600) and the BOS (\$54,400). The BOS made the Department of Public Works responsible for overseeing the project's procurement, scheduling, and completion.

Staff is working within a cooperative purchasing program to create a contract for all engineering, materials, and installation. Ideally, both the Public Works staff and CCPS staff would like to complete this project during the summer months before the new school year begins. This will significantly reduce the impact of any power interruptions that installation may cause.

Due to a limited number of BOS meetings in the next two months, constrained supply chains, and a limited workforce, we must move as quickly as possible if we are to meet our installation goals. Therefore staff is requesting that the BOS grant the County Administrator the authority to execute an all-inclusive contract for the supply and installation of the generator at a price not to exceed \$425,000.