

# CHIEF CLERK'S AGENDA

April 30, 2024

## **SPECIAL ORDER OF BUSINESS:**

Proclamation – Older Americans Month

Mary Lynn Spilak, Director  
Washington County  
Aging Services

Proclamation – National Corrections Officers Week

Jeff Fewell, Warden  
Washington County  
Correctional Facility

## **NEW BUSINESS:**

Chief Clerk, on behalf of the Coroner, respectfully requests the Commissioners approve the cost of training and all travel related fees, within the rules of the County's travel policy, for six deputy coroners (S. Timothy Warco II, Rodney Bush, Aubrey Onorato, Luke Webeck, James Hughes, Jr., and Becca Mlinek) to attend the Cambria County Coroner's continuing education seminar on May 3, 2024, in Johnstown, Pennsylvania. The registration fee is \$80/person, and costs will be paid from the Coroner's operating budget.

Chief Clerk, on behalf of the Redevelopment Authority of the County of Washington, respectfully requests the Commissioners approve a Cooperation Agreement between the County and the Redevelopment Authority for the Washington County Mitigation Project at 15 North Main Street, Washington, Pennsylvania.

Chief Clerk respectfully requests the Commissioners adopt a resolution certifying the provision of a local match for state operation financial assistance for the Washington County Transportation Authority. The resolution obligates \$190,000 in County match for FY 2024-2025.

Chief Clerk respectfully requests the Commissioners adopt a resolution waiving additional charges to the tax collector in possession of the claim within 12 months of a qualifying event pursuant to Act 57 of 2022.

# MEMORANDUM

April 30, 2024

TO: Commissioner Sherman  
Commissioner Janis  
Commissioner Maggi

FROM: Jason E. Theakston, Planning Director

SUBJECT: Agenda Meeting – April 30, 2024

**1. Planning – Change Order**

The Planning Commission recommends ratification of a Change Order in the amount of \$67,081.77 for additional work on the Chartiers #58 Bridge on Wheeling Street in the City of Washington. The project is 100% Federally Funded. The new contract total will be \$1,191,494.21.

**2. Planning – PA Trolley Museum Land Dedication**

Planning Commission recommends sale of a strip of land to the Pennsylvania Trolley Museum. The property is adjacent to the Trolley Museum's Records Building, at 320 Reliance Drive, Washington, PA, 15301. The purpose of the acquisition is to connect the Trolley Museum's properties, which are separated by said strip of land. The existing utility rights-of-way that use that strip of land would retain access to service their facilities, as needed.



BOARD OF COMMISSIONERS  
**NICK SHERMAN**  
CHAIR  
**ELECTRA JANIS**  
VICE CHAIR  
**LARRY MAGGI**  
PHONE: 724-228-6724

# County of Washington

## FINANCE DEPARTMENT

COMMONWEALTH OF PENNSYLVANIA  
95 WEST BEAU STREET – SUITE 430  
WASHINGTON, PENNSYLVANIA 15301



**Adam G. Petris**  
Assistant Finance Director

PHONE: 724-228-6894  
FAX: 724-228-6941

## FINANCE AGENDA


**April 30, 2024**

1. Finance, on behalf of Public Safety, respectfully requests the Board of Commissioners approve and ratify the application for an Emergency Management Performance Grant (EMPG) through Pennsylvania Emergency Management Agency (PEMA). This grant will pay the partial salaries for four (4) positions in the department.

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**HUMAN RESOURCES**  
INTEROFFICE MEMORANDUM

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**TO:** CINDY GRIFFIN  
**FROM:** ANDREA JOHNSTON   
ASSISTANT DIRECTOR OF HUMAN RESOURCES  
**SUBJECT:** AGENDA ITEMS FOR 4/30/24 MEETING  
**DATE:** APRIL 25, 2024

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Human Resources respectfully requests the Board of Commissioners approve a revision to the Dress Code Policy. The policy has been updated to allow employees of the Information Technology Department to wear clothing with the Washington County logo. All other provisions of the policy will remain the same.

# MEMORANDUM

**TO:** Commissioner Nick Sherman, Chairman  
Commissioner Electra S. Janis, Vice Chair  
Commissioner Larry Maggi

**FROM:** Department of Human Services

**SUBJECT:** Agenda Meeting April 30, 2024

- 1. Children and Youth Services – Provider Agreement**  
Children and Youth Services is requesting the approval of a provider agreement with George Junior Republic Preventative Aftercare, Inc. for the Parenting Inside Out (PIO) program that focuses on building parenting skills for inmates for the period of April 1, 2024, through June 30, 2025. The contract authorization amount is \$144,922.75 and no additional county funds are required. Indemnification included on page 14.
- 2. Children and Youth Services – Memorandum of Understanding**  
Children and Youth Services is requesting the approval of a Memorandum of Understanding with the Washington County Court of Common Pleas for the provision of the Leaders Program for the period of July 1, 2024, through June 30, 2025, in the amount of \$907,960.00 and no additional county funds are required.
- 3. Children and Youth Services – Memorandum of Understanding**  
Children and Youth Services is requesting the approval of a Memorandum of Understanding with the Washington County Court of Common Pleas for the provision of the Jobs Program for the period of July 1, 2024, through June 30, 2025, in the amount of \$340,400.00 and no additional county funds are required.
- 4. Children and Youth Services – Provider Agreement Addendum**  
Children and Youth Services is requesting the approval of a provider agreement addendum with UPMC Western Psychiatric Hospital for the period of October 1, 2022, through June 30, 2024. The contract authorization amount will be increased by \$40,495.60 to \$234,605.60 and no county funds are required.
- 5. Human Services – Provider Agreement Addendum**  
Human Services is requesting the approval of a provider agreement addendum with Blueprints for the post – ERAP Transition Grant to extend the term from the original period of July 1, 2023, through June 30, 2024, to July 1, 2023, through June 30, 2025. The contract authorization amount is \$195,000.00 and no additional county funds are required.

**WASHINGTON COUNTY COMMISSIONERS:**

NICK SHERMAN, CHAIRMAN  
ELECTRA JANIS, VICE CHAIR  
LARRY MAGGI  
(724) 228-6724



Randy Vankirk  
Director of Purchasing  
Phone: 724-228-6729

**COUNTY OF WASHINGTON**

PURCHASING DEPARTMENT  
COMMONWEALTH OF PENNSYLVANIA  
95 WEST BEAU STREET, SUITE 430  
WASHINGTON, PA 15301

**TO:** BOARD OF COUNTY COMMISSIONERS

**FROM:** RANDY VANKIRK, DIRECTOR OF PURCHASING

**DATE:** APRIL 25, 2024

**SUBJECT:** AGENDA ITEMS FOR APRIL 30, 2024 - MIN#1185

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**I. BIDS/CONTRACT EXTENSIONS/PROPOSALS**

**A. Bid/RFP Awards**

**1. RFP Award – Washington County Fairgrounds Environmental Permit – Contract #032624-WCFGP RFP**

Purchasing, on behalf of **Planning**, respectfully requests the Board of County Commissioners award the RFP for the Washington County Fairgrounds Environmental Permit under Contract #032624-WCFGP to Skelly and Loy, Inc., Pittsburgh PA.

If approved, this permitting agreement will start on the Date of final execution upon negotiations and final scope of work definition, through the date of completion. RFP responses were reviewed and recommended for award by Planning and Purchasing.

**2. Bid Award – Dam Diagnostics and Repairs – Contract #041624-Dam Repairs**

Purchasing, on behalf of **Planning**, respectfully requests the Board of County Commissioners award the bid for the Washington County Dam Diagnostics and Repairs Bid under Contract #041624-Dam Repairs to ENVIROSCIENCE Inc. of Stow, Ohio.

If approved, this agreement will be effective May 1, 2024, through April 30, 2025 with options to extend for an additional (4) four (1) one year periods unless otherwise terminated pursuant to the agreement. Hourly time and material rate for repairs will be \$426.00.

**B. Bid Contract Extensions**

**1. Bid Extension – Office Supplies – Contract #032421-OS**

Purchasing, respectfully requests the Board of County Commissioners **extend** our current bid contract for **Office Supplies** according to their catalog rates and submitted discounts to the following vendors:

- **WB Mason Co, Inc., North Versailles PA**
- **HiTouch Business Services LLC, LaVergne TN**

If approved, this contract will be effective **May 1, 2024, through April, 2025**, with one remaining one year extension. This extension is in accordance with the terms and conditions of the original contract.

**2. Bid Extension – General Construction – Contract #042121-GC**

Purchasing, on behalf of Building and Grounds, respectfully requests the Board of County Commissioners **extend** our current bid contract for **General Construction Services to Waller Corporation, Washington PA**. All work is to be done based on a “Time & Material” rate on an “as needed-as requested” basis.

If approved, this contract will be effective **May 1, 2024, through April 30, 2025**, with one remaining automatic (1) one year extension. This extension is in accordance with the terms and conditions of the original contract.

**3. Bid Extension – Kitchen Equipment Repairs WCCF – Contract#042121-KER**

Purchasing, on behalf of the Correctional Facility, respectfully requests the Board of County Commissioners **extend** our current bid contract for **Kitchen and Laundry Equipment Repairs to the following vendors on a time and material basis:**

- **AIS Commercial Parts & Service, Pittsburgh PA**
- **Hobart Service, Troy OH**

If approved, this contract will be effective **May 1, 2024, through April 30, 2025**, with **no remaining options** to extend further. This extension is in accordance with the terms and conditions of the original contract.

**NOTE: THIS AWARD IS CONTINGENT UPON PRISON BOARD APPROVAL.**

**4. Bid Extension – Flooring – Contract #051722-Flooring**

Purchasing, on behalf of Building and Grounds, respectfully requests the Board of County Commissioners **extend** our current bid contract for **Flooring** furnishing and installation to **Don Greer’s Fashion Floors, Washington PA**. All work is to be done based on a “Time & Material” rate on an “as needed as requested” basis.

If approved, this contract will be effective **June 1, 2024, through May 31, 2025**, with one remaining (1) one year extension. This extension is in accordance with the terms and conditions of the original contract.

**C. Authorization to Bid/Request Proposals**

**1. Firearms**

Purchasing, respectfully requests the Board of County Commissioners authorize the **advertising for Firearms bids as our current agreements will be out of term.**

**2. WCCF Bread**

Purchasing, respectfully requests the Board of County Commissioners authorize the **advertising for Bread furnishing and delivery as our current agreements will be out of term.**

**3. Industrial Commodities**

Purchasing, respectfully requests the Board of County Commissioners authorize the **advertising for Industrial Commodities as our current agreements will be out of term.**

**D. Reject All Bids/Proposals**

**1. 031224-CH Sq. Shoring Bid**

Purchasing, respectfully requests the Board of County Commissioners **reject** all bids for Courthouse Square Temporary Shoring.

**2. 032624-Broadband RFP IV**

Purchasing, respectfully requests the Board of County Commissioners **reject** all proposals for Broadband Services RFP Phase IV.

**3. 041624-ADD Locksmith Bid**

Purchasing, respectfully requests the Board of County Commissioners **reject** all bids for Additional Locksmith Services and approve rebidding as necessary.

**E. Bid Contract Purchases**

**1. HVAC Software Upgrades WCCF - #011023-HVAC – Scalise Industries Corp.**

Purchasing, on behalf of **the Correctional Facility**, respectfully requests the Board of County Commissioners approve the purchase of **HVAC Software Updates**, including programming, controls, connectivity, and software support for one year from our contracted HVAC vendor, **EMCOR Services dba Scalise Industries** of Lawrence PA. The total cost of associated upgrades will be a one-time price of \$23,950.00.

If approved, this purchase will be invoiced under contract #011023-HVAC and be subject to Prison Board Approval.

**II. AGREEMENTS & CONTRACTS**

**A. Professional Service Agreements**

**1. Pitney Bowes – Mail Machine Lease – MDJ Offices Cost Savings, Add Locations**

Purchasing, on behalf of Court Administration, respectfully requests the Board of County Commissioners **approve a Lease Addendum for two MDJ offices with Pitney Bowes Inc.**, for the purpose of providing **cost savings of \$40.00/month** on two MDJ Location mail machines.

If approved, this agreement will be effective DOA, for 60-months and will cost \$127.90/month per location.

**2. Remington & Vernick Engineers**



Purchasing, respectfully requests the Board of County Commissioners **approve a Professional Service Agreement** with **Remington & Vernick Engineers** for engineering services according to their **hourly rates** submitted with an initial agreement supplement for an environmental assessment.

If approved, this agreement will be effective May 1, 2024, through April 30, 2025 with the option to renew upon mutual approval year to year unless otherwise terminated pursuant to the agreement.

**3. A.C. Coy Company – Employment Consulting Professional Service**

Purchasing, respectfully requests the Board of County Commissioners approve a **Professional Service Agreement** for employment consulting with **A.C. Coy Company of Canonsburg PA**. This agreement will be held contingent upon contract negotiations and the submission of an agreeable 2024/2025 rate sheet.

If approved, this agreement will be effective DOA and continue year to year unless otherwise terminated pursuant to a 30-day written notice.

**4. Richardson Communications – Inventory Management and Communications**

Purchasing, respectfully requests the Board of County Commissioners **approve a Professional Service Agreement** for Inventory Management Consulting Services with **Richardson Communications of Bethel Park PA**. This agreement will be held contingent upon contract negotiations and the submission of an agreeable 2024/2025 rate sheet.

If approved, this agreement will be effective DOA and continue year to year unless otherwise terminated pursuant to a 30-day written notice.

**5. We Guide, You Grow LLC – Employment Consulting Professional Service**

Purchasing, respectfully requests the Board of County Commissioners approve a **Professional Service Agreement** for employment consulting with **We Guide, You Grow LLC of Canonsburg PA**. This agreement will be held contingent upon contract negotiations and the submission of an agreeable 2024/2025 rates.

If approved, this agreement will be effective DOA and continue year to year unless otherwise terminated pursuant to a 30-day written notice.