

CHIEF CLERK AGENDA

January 18, 2023

SPECIAL ORDER OF BUSINESS:

Certificate of Recognition

Austin Murphy
House of Representatives (Retired)

Proclamation – Human Trafficking Awareness Month

Leslie Ridge, Assistant D.A

NEW BUSINESS:

Chief Clerk respectfully requests the Commissioners approve the appointments of Jamie Colecchi to the SPC Public Participation Panel, and Bill Iams as the Chair of the Farmland Preservation Board.

Chief Clerk, on behalf of the Recorder of Deeds, respectfully requests the Commissioners approve an agreement with David Hvizdos, Esq. to provide solicitor services for the Recorder of Deeds office. The agreement is in the amount of \$200/month, is effective January 1, 2023, and shall be continuous until terminated by either party.

MEMORANDUM

January 18, 2023

TO: Commissioner Irey Vaughn
Commissioner Maggi
Commissioner Sherman

FROM: Lisa L. Cessna, Planning Director

SUBJECT: Agenda Meeting – January 18, 2023

1. Parks and Recreation – Animal Control Services

Planning recommends approval of a contract with Kymberly A. Secreet in the amount of \$400 per month during the term of January 1, 2023 through December 31, 2023 for animal control services in Mingo Park, Cross Creek Park, Ten Mile Park and the Panhandle Trail.

2. Planning – Courthouse Tours

Planning recommends approval of a contract with the PA Trolley Museum, Inc. to provide group tours of the Washington County Courthouse from January 1, 2023 to December 31, 2023 at a cost of \$4,000.

3. Planning – Certification of County Funds for Farmland Preservation

Planning recommends certification of the funds collected in 2022 from Clean and Green roll back taxes and reserved in a restricted account for Farmland Preservation easement purchases in the amount of \$34,865.35.

4. Parks and Recreation – Authorization to Bid

Planning respectfully requests authorization to bid for paving services in various areas in the County Parks. Costs to be paid with gas lease funds.

5. Parks and Recreation – Authorization to Bid

Planning respectfully requests authorization to bid for Phase I Discovery Cove (docks, boardwalk and fishing pier) in Cross Creek County Park. Costs will be paid with gas lease funds.

BOARD OF COMMISSIONERS

DIANA IREY VAUGHAN
CHAIR

LARRY MAGGI
VICE CHAIR

NICK SHERMAN

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FINANCE DEPARTMENT
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JOSHUA J. HATFIELD
DIRECTOR

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ASSISTANT DIRECTOR

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COUNTY OF WASHINGTON

COMMONWEALTH OF PENNSYLVANIA

AGENDA MEETING – JANUARY 18, 2023

1. Finance, on behalf of the Redevelopment Authority of the County of Washington as agent for Washington County Airport, respectfully requests the Board of Commissioners approve a revised grant agreement with the Commonwealth of Pennsylvania, Bureau of Aviation for the block grant funding related to the Airport Master Plan update. The revised grant agreement is in the amount of \$401,400 with no local match required and will be electronically signed by the Chair per the previously approved resolution.
2. Finance, on behalf of the Redevelopment Authority of the County of Washington as agent for Washington County Airport, respectfully requests the Board of Commissioners approve a letter of exclusivity with Skyward Aviation for land leases for sites 3 and 4 on the Northside Hangar Development site plan. The letter of exclusivity grants Skyward Aviation the first right of refusal on these two sites when they are fully ready to be developed or leased.
3. Finance, on behalf of Tax Revenue, respectfully requests the Board of Commissioners approve the annual renewal for iasWorld maintenance and support with Tyler Technologies. The renewal is in the amount of \$162,450 and will be for the period of March 1, 2023 through February 28, 2024.
4. Finance, on behalf of Adult Probation, respectfully requests the Board of Commissioners approve a personal service agreement with Nicole Wenzel for Court Reporting Network evaluation services. The agreement is in the amount of \$30 per completed evaluation and will commence on January 19, 2023 and continue until terminated by either party.
5. Finance respectfully requests the Board of Commissioners approve a resolution designating the Redevelopment Authority of the County of Washington as the eligible applicant for the Pennsylvania Whole-Home Repairs Program in the allocated amount of \$1,728,746.

MEMORANDUM

TO: Commissioner Irey Vaughan, Chair
Commissioner Maggi, Vice Chair
Commissioner Sherman

FROM: Department of Human Services

SUBJECT: Agenda Meeting January 18, 2023

1. Children and Youth Services – Purchase of Service Agreement

Children and Youth Services is requesting approval of a purchase of service agreement with Joseph Askar, Esq. and Ronald Rojas, Esq to represent Children and Youth Services in Juvenile Court for specialized cases for the period of January 1, 2023 through December 31, 2024. Services will be billed at \$125.00 per hour and no additional county funds are required.

2. Behavioral Health and Developmental Services – Grant Application

Behavioral Health and Developmental Services is requesting approval to submit a grant application to the Office of Mental Health and Substance Abuse to ensure critical partners are involved in the cross agency multidisciplinary planning and implementation of crisis services. The term of the grant will run until June 30, 2025 with awards up to \$250,000. There is no match requirement so no additional county funds are required.

BOARD OF COUNTY COMMISSIONERS:
DIANA IREY VAUGHAN, CHAIR,
LARRY MAGGI, VICE CHAIR,
NICK SHERMAN

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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: JANUARY 13, 2023

SUBJECT: AGENDA ITEMS FOR JANUARY 18, 2023 - MIN#1165

Rev#1

I. BIDS/CONTRACT EXTENSIONS/PROPOSALS

A. Bid/RFP Awards/Contract Extensions

1. Flags– Contract #121322-FM

Purchasing, respectfully requests the Board of County Commissioners **award the bid for Flags to Metro Flag Co., Wharton NJ** at their submitted unit price of \$0.83/flag.

If approved, this contract will be effective DOA through December 31, 2023, with the option to extend for two additional one year periods. This bid is being awarded to the lowest most responsive and responsible bidder meeting specifications.

2. Drug Test Kits – Contract#121322-DTK

Purchasing respectfully requests the Board of County Commissioners **award the bid for Drug Test Kits to Redwood Toxicology Laboratory, Inc., Santa Rosa, CA.** based upon their per unit costs.

If approved, this award will be effective January 1, 2023 through December 31, 2023, with the option to extend for 2 additional one year periods paid from their operating budgets. Responses have been reviewed by Jon Ridge, Adult Probation, CYS and the Purchasing Department.

This bid is being awarded to the lowest most responsive and responsible bidder meeting specifications.

3. Fairgrounds Draft Horse Barn Roof- Contract #011023-FG DH Barn Roof

The Purchasing Department, on behalf of **Lisa Cessna, Planning**, respectfully requests the Board of County Commissioners **award the bid for the Fairgrounds Draft Horse Barn Roof design build/rehabilitation**, to **Blair Construction LLC, Emlenton PA** at a total cost of \$186,000.00. Total cost will be funded from **Fair Local Share Grant and Gas Lease Funds**.

This bid is being awarded to the lowest most responsive and responsible bidder meeting specifications.

4. Cross Creek Trail- Contract #011023-CCT

The Purchasing Department, on behalf of **Lisa Cessna, Planning**, respectfully requests the Board of County Commissioners **award the bid for the Cross Creek Trail construction, to Raffle Construction, Ruffs Dale, PA** at a total cost of \$1,170,370.00. Total cost will be will be funded from the DCNR Gant & Gas Lease Funds.

This bid is being awarded to the lowest most responsive and responsible bidder meeting specifications.

5. HVAC Maintenance – Contract #011023-HVAC

Purchasing, on behalf of **Building and Grounds**, respectfully requests the Board of County Commissioners **award the bid contract** for the provision of **HVAC/ Boiler Equipment & Preventative Maintenance** to **Scalise Industries Corporation dba EMCOR Services Scalise Industries, Lawrence, PA**, who was the lowest most responsive and responsible bidder meeting requirements.

All time & material repairs are to be done on an **“as needed”** basis at the rates of between \$117/hr. & \$172.50/hr. emergency rate, and for projects over \$25,000 at the rate of \$115 & \$166/hr. emergency rate – Material is vendor’s cost plus a 20% markup. The total bid for the Correctional Facility is \$15,885.00 annually for boiler, HVAC, and software maintenance. This award will include the additional maintenance for the Caldwell Building.

The proposals have been reviewed and recommended for award by Justin Welsh, Building & Grounds, Paul Krajacic, Correctional Facility, and the Purchasing Department. If approved, this contract will be effective January 01, 2023, through December 31, 2024, with the option to extend for two additional two-year periods.

NOTE: THIS AWARD FOR THE CORRECTIONAL FACILITY IS CONTINGENT UPON PRISION BOARD APPROVAL.

B. Bid Contract Extensions

1. Elections- All ways Moving Pick up & Delivery, Contract #012220-Move

The Purchasing Department, on behalf of **Melanie Ostrander, Elections/Voter Registration**, respectfully requests the Board of County Commissioners **extend the bid** award for **Pick up & Delivery Services** to **All ways Moving, Washington, PA**, at a rate of \$165/hr. per truck/2 movers.

If approved, this contract will be effective February 1, 2023 through January 31, 2024, under the same contract terms and conditions with the option to extend for one additional year.

2. Outdoor Equipment, Maintenance & Supplies- Contract#021220-OER

The Purchasing Department respectfully requests the Board of County Commissioners extend the bid award for “Outdoor Equipment, Maintenance & Supplies to the listed vendors.

- **Contractors Connection, Washington, PA**
- **Middletown, Washington, PA**
- **Murphy Family Inc., Washington, PA**
- **Power Pro Equipment, New Holland, PA**

If approved, this contract will be effective March 1, 2023 through February 28, 2024 under the same contract terms and conditions.

3. Temporary Staffing Services, Contract #012220-TTSS

The Purchasing Department respectfully requests the Board of County Commissioners approve the extension of our contract with **Express Employment Professionals, Washington, PA, for Temporary Staffing Services** at a percentage mark up from the current Washington County Employee Rate.

If approved, this contract will be effective DOA through January 31, 2024. This extension will be under the same contract terms and conditions with the option to extend for one additional year.

4. Vehicle Repairs & Maintenance - 030922- R-M

Purchasing, on behalf of Justin Welsh, Director of **Building & Grounds**, respectfully requests the Board of County Commissioners approve the extension of our contract with **Fox Ford, Waynesburg, PA, for Vehicle Repairs & Maintenance** under the same contract terms and conditions.

C. Authorization to Bid/Request Proposals

1. Landscaping Supplies & Services

Purchasing, on behalf of **Building & Grounds**, respectfully requests the Board of County Commissioners authorize the advertising for **Landscaping Supplies & Services**.

2. JMPP – Joint Municipal Purchasing Program

Purchasing, respectfully requests the Board of County Commissioners authorize the advertising for the Summer “**Joint Municipal Purchasing Program**” for Washington County.

3. Concrete and Concrete Products

Purchasing, respectfully requests the Board of County Commissioners authorize the advertising for **Concrete and Concrete Products** for Washington County.

4. Radio Equipment

Purchasing respectfully requests the Board of County Commissioners authorize the advertising for the provision, installation and repair of **radio equipment** and other equipment for **law enforcement vehicles**.

D. Change Order to Bid Contract

Purchasing respectfully requests the Board of County Commissioners approve the following change order.

1. Change Orders - Courthouse Courtrooms 6 & 7 renovations - Contract #102222

Purchasing, on behalf of Justin Welsh, **Building & Grounds** respectfully requests the Board of County Commissioners **approve the following change orders with Stonemile Group, Inc., Canonsburg, PA**

Change Order #1, Deduct in the amount of (\$2,946.35) for a material change.

Change Order #2, Add in the amount of (\$868.00) for carpet tile.

This will **change the amount** of their current contract from \$2,616,834.00 to \$2,614,755.65. Both Change Order were reviewed and recommended by Justin Welsh, Building & Grounds, Pat Grimm, Courts & Buchart Horn, Inc.

II. AGREEMENTS & CONTRACTS/ADDENDUM

A. Professional Service Agreements/Contracts

1. Water Treatment Program –Chem Aqua

Purchasing, on behalf of Justin Welsh, Director of **Building and Grounds**, respectfully requests the Board of County Commissioners enter into a **Water Treatment Program Agreement** with **Chem-Aqua Inc., Irving, TX, with local offices**, for the Courthouse & Courthouse Square at an annual cost of \$7132.00 to be funded from their Operating budget.

If approved, this agreement will be effective March 1, 2023 through February 28, 2024.

Note: Supplies as needed.

2. Cummins Preventive Maintenance Agreement – Public Safety

Purchasing, on behalf of **Public Safety**, respectfully requests the Board of County Commissioners authorize a yearly “**Preventive Maintenance Service Agreement**” with **Cummins Inc., Pittsburgh, PA** for services related to our **Generator** at 150 Airport Road. Services would be performed on a semi-annual basis, commencing on April 1, 2023 and continuing for a period of four years. The yearly cost is \$1,139.58 to be funded from the 911 Operating Budget.

3. Internet Services- Addendum - Contract #062122-Internet - RFP

The Purchasing Department, on behalf of **Ryan Anderson, IT**, respectfully requests the Board of County Commissioners approve **an addendum with Lumos Networks (our internet provider) of West Virginia Inc. dba Segra, Atlanta, GA** to move all county servers (virtual) to Segar’s Datacenter. If approved, total cost will be \$9,890.00 paid from their Operating Budget.

4. AEC Group LLC (Firewall/IT) Exp. 1/31/23

Purchasing, on behalf of Ryan Anderson, **Information Technology**, respectfully requests the Board of Commissioners approve a one-year license **renewal** of the **Firewall Software** with **AEC Group LLC, Oakdale, PA**. Total cost proposed is **\$11,786.94** for the period of February 1, 2023, through January 31, 2024. This protects our key operating components and will be funded from their operating budget.

5. Microsoft Enterprise Agreement – Software Maintenance Renewal

The Purchasing Department, on behalf of Ryan Anderson, **Information Technology**, respectfully requests the Board of County Commissioners **approve a Microsoft Enterprise Agreement with CDW-G**. This is a thirty-six month agreement at the cost of \$202,672.69 each year. The total cost is shared by the General Fund, Courts, CYS, Domestic Relations, MH/MR, APO, Public Safety, Liquid Fuels, Drug Task Force, etc.

Note: Per IT, This covers Windows Desktops, Servers, and Office 365 for the entire county.

III. STATE CONTRACT/COSTARS PURCHASES

1. COSTARS – IT - Scantek Infomanagement Solutions – Contract #009-E22-090, Exp 12/14/2023

Purchasing, on behalf of Ryan Anderson, **Information Technology**, respectfully requests the Board of County Commissioners **approve an Agreement with Scantek Infomanagement Solutions, Willow Grove, PA, for the Laserfiche Document Management Licences including support & Maintenance** at a total cost of \$71,608.00, which includes both the County & Courts Systems and Project management. If approved, this will be a 12-Month Subscription and will be paid from their Operating budget.

The proposed agreement has been awarded via **CoStars**, and therefore does not require bidding.

Note: This is the County's Electronic records software with 72 Full Named User Licenses – Business Tier and 200 Participant User Licenses.

2. Elections-Voting Systems/Machines – CoStars 39

Purchasing, on behalf of Melanie Ostrander, **Director of Elections**, respectfully requests the Board of County Commissioners authorize the **purchase of Pollbook Hardware, Software & Election Services** (including tablets, stands, mobile device management, Express Poll software Application & 5 year extended hardware warreanty, software, services, and training) in the total amount of \$598,235.00 plus \$44,250.00 Annual Post-Warranty License, Maintenance & Support Fees.

The proposed purchase is in accordance with the pricing on PA State Contract/CoStars 39 and therefore does not require bidding. The proposed vendor is **Election Systems & Software LLC of Omaha, NE**. The total cost will be derived from Act-13 funding.

MIN #1165, Dated 01/19/2023



REDEVELOPMENT AUTHORITY OF THE COUNTY OF WASHINGTON

100 WEST BEAU STREET, SUITE 603, WASHINGTON, PENNSYLVANIA 15301



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EXECUTIVE DIRECTOR

COUNTY COMMISSIONERS
DIANA IREY VAUGHAN, CHAIR
LARRY MAGGI, VICE CHAIR
NICK SHERMAN

PROJECT ACTIVITY REPORT

DATE: January 18, 2023
TO: Washington County Commissioners
FROM: Redevelopment Authority of the County of Washington

West Pike Run Demolition Project No. LS 20-36

This project involves the environmental remediation, demolition and site clearance of a vacant industrial building located at 466 Pike Run Drive in West Pike Run Township. An asbestos and hazardous materials survey was performed and all materials will be disposed of properly. The structure has been condemned under the Township's Code Enforcement Program.

Contractor: Reclaim Company, LLC
Contract Award: \$67,980.00
Award Date: January 5, 2023

Canonsburg Sewer Improvements Project No. CD 21-03

This project involves reconstruction of the storm and sewer pipes on East College Street from Adams Avenue to Central Avenue, approximately 2,050 lf.

Contractor: Insight Pipe Contracting, LLC
Contract Award: \$360,053.00
Funding: Canonsburg Community Development Block Grant Funds
Award Date: January 18, 2023

Speers Bridge Improvements Project No. LS 21-11

This project will repair the Speers Bridge on Arentzen Boulevard, which provides access to the Speers Industrial Park.

Estimated Project Cost: \$88,000.00
Funding: Local Share Account Funds
Bid Opening: February 3, 2023

SIGNED: _____