

# **CHIEF CLERK AGENDA**

**February 16, 2022**

## **SPECIAL ORDER OF BUSINESS:**

No special order of business.

## **NEW BUSINESS:**

Chief Clerk respectfully requests the Commissioners adopt a resolution in support of maintaining the entirety of the County of Washington in a single congressional district.

# MEMORANDUM

February 16, 2022

**TO:** Commissioner Irey Vaughn  
Commissioner Maggi  
Commissioner Sherman

**FROM:** Lisa L. Cessna, Planning Director

**SUBJECT:** Agenda Meeting – February 16, 2022

**1. 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, 2022 to December 31, 2022 at a cost of \$4,000.



BOARD OF COMMISSIONERS  
**DIANA IREY VAUGHAN**  
 CHAIR  
**LARRY MAGGI**  
 VICE CHAIR  
**NICK SHERMAN**  
 PHONE: 724-228-6724

# County of Washington

## FINANCE DEPARTMENT

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



**JOSHUA J. HATFIELD**  
 FINANCE DIRECTOR

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

## AGENDA MEETING – February 16, 2022

1. Finance, on behalf of Public Safety, respectfully requests the Board of Commissioners approve a renewal agreement with the Commonwealth of Pennsylvania, Pennsylvania Emergency Management Agency, for the FFY 2021 emergency management performance grant program. The agreement is in the amount of \$155,761 and will be fore the period of October 1, 2020 through March 30, 2022.
2. Finance, on behalf of Tax Revenue, respectfully requests the Board of Commissioners approve the renewal of the annual maintenance and support for iasWorld with Tyler Technologies. The maintenance and support is in the amount of \$154,835 and will be for the period of March 1, 2022 through February 28, 2023.
3. Finance, on behalf of Tax Revenue, respectfully requests the Board of Commissioners approve an addendum to the agreement with Blane A. Black & Associates for legal services related to Tax Revenue, including Tax Claim Bureau. The addendum changes the definition of “Director” to be the currently appointed Director of Tax Revenue and any successor. All other terms and conditions of the agreement remain the same.
4. Finance respectfully requests the Board of Commissioners to approve a resolution appointing PNC Bank, National Association as the successor trustee of the Washington County OPEB Trust. This action reaffirms the previously approved action made on December 1, 2021 whereby PNC Bank was appointed custodian of the Washington County OPEB Trust.

**MEMORANDUM**  
*(Revised)*

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

**FROM:** Department of Human Services

**SUBJECT:** Agenda Meeting February 16, 2022

1. **Behavioral Health and Developmental Services – Provider Agreement Addendum**  
Behavioral Health and Developmental Services is requesting the approval of a provider agreement addendum with Pressley Ridge to extend the term six months through June 30, 2022. The contract authorization amount will remain the same and no additional county funds are required.

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

(724) 228-6724



Randy K. 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:** FEBRUARY 14, 2022  
**SUBJECT:** AGENDA ITEMS FOR FEBRUARY 16, 2022-MIN#1146

---

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

#### **A. Bid/RFP Award**

**1. Bid Award- Buffalo No. 29 Bridge Project- Contract #012622-Buffalo 29 Bridge**  
Purchasing, on behalf of Lisa Cessna, **Planning**, respectfully requests the Board of County Commissioners **award the bid** for the replacement of the **Buffalo No. 29 Bridge Project** to **"Hogan's Heroes, Inc. dba J5 Construction," Eighty Four, PA**, in the amount of \$826,995.00. Funding will be from Act 13.

This project has been awarded to the lowest most responsive and responsible bidder meeting the specifications.

#### **2. Election Supplies- Contract #020922-ES**

Purchasing, on behalf of **Melanie Ostrander, Elections**, respectfully requests the Board of County Commissioners **award the bid** for **Election Supplies** to the following vendors at their submitted "per unit" bid prices.

Category I, II, III & IV A - **William Penn Printing, Pittsburgh PA**

Category IV B - **Consolidated Graphic Communications, Bridgeville, PA**

If approved, this contract will be effective DOA, 2022 through December 31, 2022. This bid is being awarded to the lowest most responsive and responsible bidders meeting specifications. Bid responses were reviewed and recommended for award by Elections and the Purchasing Department.

#### **B. Bid Contract Extensions**

##### **1. Coffee & Equipment - Contract#062420-Coffee**

The Purchasing Department, respectfully requests the Board of County Commissioners **extend the bid award for Coffee & Equipment to J.D. Marra Hotel & Restaurant Service, Washington, PA**, at the following costs.

- a. Coffee Ground 24lbs/cs - \$102.48
- b. Columbian Coffee – Regular – 39/2oz/cs - \$36.18/cs
- c. Columbian Coffee – Regular – 42/.25oz/cs - \$41.06/cs
- d. Columbian Coffee – decaf- 42/2oz/cs - \$36.20/cs

If approved, this contract will be effective DOA through July 31<sup>st</sup>, 2023, under the same contract terms and conditions, with an option to extend for one additional year.

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

**1. Industrial Commodities**

Purchasing, respectfully requests the Board of County Commissioners authorize the **advertising for Industrial Commodities** for Washington County.

**2. Kitchen & Housekeeping Supplies**

Purchasing, respectfully requests the Board of County Commissioners authorize the **advertising for Kitchen & Housekeeping Supplies** for Washington County.

**D. Change Order to Bid Contract**

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

**1. Change Order - WCCF Roof Replacement- Contract #122320 - WCCF Roof**

Purchasing, on behalf of Warden Fewell, WCCF, respectfully requests the Board of County Commissioners **approve the following change order with Ramp Construction Company, Inc., Eighty Four, PA.**

**Change Order #1, Add** in the amount of \$6,000.00 to provide 6 crickets (ridge structure) to divert water due to the unknown roof deck deflection..

This Change Order will **increase the amount** of their contract from \$511,000.00 to \$517,000.00 and was reviewed and recommended by Warden Fewell, Paul Krajacic, McMillen Engineering Inc., and Purchasing.

**II. AGREEMENTS & CONTRACTS/ADDENDUM**

**A. Professional Service Agreements**

**1. Status Solutions Agreement**

Purchasing, on behalf of Ryan Anderson, IT, respectfully requests the Board of County Commissioners **approve our annual Service Fee with Status Solutions** for seven (7) Wide Area Mobil Duress pendants with two way talk and GPS location technology for the Washington County Courthouse. Total cost is \$2,100, including set-up, installation, training & shipping. Funding will be from either the Court administration or the Judges' individual budgets.

**2. Digital Staff Training - NIJO National Institute for Jail Operations**

The Purchasing Department, on behalf of Warden Fewell, **Correctional Facility**, respectfully requests the Board of County Commissioners **approve an agreement with National Institute for Jail Operations (NIJO)** for the purpose of access to a variety of online jail

training resources for an annual cost of \$9,900 based upon 100 annual users at \$99 per person. Funding will be from their Operating Budget.

If approved, this agreement will be in effect for a one year period, beginning on June 1, 2022 through May 31, 2023 with options for renewal.

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

**NOTE:** The National Institute for Jail Operations (NIJO) developed the Detention & Corrections Online Training Academy (DACOTA) to provide detention and correctional administrators, supervisors and line level officers with easy access to interactive and engaging online jail training. DACOTA curriculum is based on applicable case law to ensure course content is defensible and current to what the courts will require of those who operate detention and correctional facilities.

**3. Magisterial District 27-3-1- (McMurray)**

Purchasing on behalf of **Courts**, respectfully requests the Board of County Commissioners authorize an **addendum** to our current lease agreement with **MTC Development Partners, McMurray PA**, for MDJ 27-3-1 (**McMurray**) to transfer the Lessor from **MTC Development Partners** to **Mountain Capital Partners LLC, Pittsburgh, PA**. If approved, this agreement will continue **through March 31, 2024**, under the current contract terms and conditions.

**4. Burgettstown Senior Center - Hickory Telephone Residential and Commercial Agreement**

The Purchasing Department, on behalf of Mary Lynn Spilak, **Aging Services**, respectfully requests the Board of County Commissioners **approve an agreement with Hickory Telephone Company, Hickory, PA** for internet service, 100 mbps Business at a total cost of \$71.99 per month and Wireless Network Maintenance: \$8.50/mo. Funding will be from their Operating Budget.

**Note:** This will replace our current Verizon Service Agreement.

**5. Professional Services – Courthouse Courtroom Construction Manager**

Purchasing, on behalf of Justin Welsh, Director of **Building & Grounds**, respectfully requests the Board of County Commissioners approve a **Professional Service Agreement** with **MacBracey Corporation, Washington, PA**, to provide **Construction Management Services for the Courthouse Courtroom Project** at a lump sum total cost of \$80,600.

If approved, this Agreement will be effective DOA, and continue until project completion. Funding will be from the **American Rescue Plan Act Fund**.

**6. 051221-SCAN-RFP Scanning & Indexing Services**

Purchasing, on behalf of Jamie Knizer, **Law Library/Records Center Director**, respectfully requests the Board of County Commissioners **approve a proposal for Scanning and Indexing with Scantek, Inc., Willow Grove, PA**, our contract of record, in the amount of **\$189,923.15 for the Prothonotary and Register of Wills**. Project expenses will be satisfied using **American Rescue Plan Act Funds**.

**7. Software Support & license agreement-Optical Storage Solutions, Inc.**

Purchasing, on behalf of the **Recorder of Deeds**, respectfully requests the Board of County Commissioners approve a **software support & license agreement with Optical Storage Solutions, Inc., of Lebanon PA**, for the Washington County Recorder of Deeds **LANDEX System** for a total cost of \$16,348.67 for 21 licenses. The Term of the agreement is for 12

months beginning March 1, 2022 and ending February 28, 2023. Software support shall be billed based upon the \$106.25 hourly rate. Cost will be paid from the Recorder of Deeds Operating budget.

**MIN #1146, Dated 02/17/2022**