

## REQUEST FOR BOARD ACTION

### HENDERSON COUNTY BOARD OF COMMISSIONERS

**MEETING DATE:** June 16, 2021

**SUBJECT:** Budget Amendment and Bid Award-Mobile Library Vehicle

**PRESENTER:** Trina Rushing, Library Director

**ATTACHMENTS:**

- I. Grant Award
- II. Bid Tabulation
- III. Publishers Affidavit
- IV. Matthews Specialty Vehicles Proposal Page
- V. Budget Amendment

#### **SUMMARY OF REQUEST:**

The Board is requested to approve the low bid amount and authorize the Library staff to proceed with the purchase of a mobile library vehicle from Matthews Specialty Vehicles in the amount of \$237,228. Bidding was conducted between May 5, 2021 and May 17, 2021.

Revenue sources for this project include grant funding and a County match. Per the grant awarded by the State Library of North Carolina, \$100,000 will be awarded. The County will be responsible for the matching portion of \$102,127 as stated in the grant award, as well as additional funds of \$42,223.84 as contract amount of the vehicle exceeds the grant award. Costs for tag, tax and title are also included.

Total cost to the County is \$144,351, to be funded by restricted library donations.

The Board is requested to approve a Budget Amendment, transferring \$144,351 of restricted library donation funds from the General Fund to the Capital Project Fund for the County funded portion of the contract and other associated costs.

#### **BOARD ACTION REQUESTED:**

The Board is requested to accept the grant from the State Library of North Carolina and accept the low bid from Matthews Specialty Vehicles in the amount of \$237,228 for a mobile library vehicle as specified and to authorize the Library staff to proceed with the purchase.

The Board is also requested to approve a Budget Amendment, transferring \$144,351 from restricted library donation funds to the Capital Projects Fund.

#### ***Suggested Motion:***

*I move the Board approve the grant award, accept the low bid and approve the budget amendment as presented.*

June 3, 2021

Trina Rushing  
Henderson County Public Library  
301 N Washington Street  
Hendersonville, NC 28739

Re: LSTA Project Grant Application – Mobile Resource Center

Dear Trina,

Congratulations! The State Library is pleased to inform you that this application has been approved for funding in the amount of **\$100,000**, with a \$102,127 match.

A public announcement of all 2021-2022 LSTA grant awards will be made today and grant awards will be listed online at <https://statelibrary.ncdcr.gov/services-libraries/grants-libraries/lsta-grant-information>.

To make it easier for signatures to be gathered in a timely fashion, agreements are sent via DocuSign. How DocuSign works: the Library Director receives the documentation first, then after checking the cover page for accuracy and filling in any missing information, attach any other necessary documents, and then sign the agreement. The agreement is then automatically sent to the 2nd signer, which is the Local Government or Institutional Representative for the awarded library.

Once that person signs, the agreement package is then sent automatically to the State Librarian for execution. Once the State Librarian has signed, all parties receive a completed copy from DocuSign. Please keep this for your records, you will not receive a copy in the mail. LSTA Staff will then email the Project Manager a notification that spending may begin, which includes important information about administering the grant, and any necessary attachments.

Keep in mind that:

- The library's authorized representatives AND the State Librarian must sign the Grant Agreement for the grant to be considered fully executed; thereby completing the awarding of funds. Funds cannot be encumbered or spent until you have been notified that spending may begin.

---

Roy Cooper, Governor  
D. Reid Wilson, Secretary  
Timothy G. Owens, State Librarian  
Susan Forbes, Asst. State Librarian

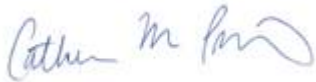
**Physical Address**  
109 East Jones Street  
Raleigh, NC 27601  
(919)-814-6780

**Mailing Address**  
4640 Mail Service Center  
Raleigh, NC 27699-4600

- The Project Manager is the primary contact between your library and the State Library for the life of the project. It is expected that when questions arise about expenditures, reimbursements, reporting, and anything else related to the grant, the Project Manager will be the State Library's primary point of contact. It is the library's responsibility to notify the State Library of changes in Project Manager information.
- You are required to [credit IMLS](#) and the State Library (see statement below) in all related purchases, publications, and activities in conjunction with the use of the grant funds. "This grant is made possible by funding from the federal Institute of Museum and Library Services (IMLS) under the provisions of the Library Services and Technology Act (LSTA) as administered by the State Library of North Carolina, a division of the Department of Natural and Cultural Resources (IMLS grant number LS-249980-OLS-21)."

Please let me know if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "Catherine M. Prince". The signature is written in a cursive style with a large, sweeping flourish at the end.

Catherine Prince, Federal Programs Consultant

**Bid Tabulation**  
**Formal Bid for Mobile Library Vehicle**  
**Opened Monday May 17, 2021 at 3:00PM EST**

Vendor Name	Description of Product Bid	Bid Price Unit Cost	Quantity	Extended Cost	Difference From Low Bid	Notes
MATTHEWS SPECIALTY VEHICLES	2021,FORD, F59 MSV SERIES 2000	\$ 237,228.00	1	\$ 237,228.00		
FARBER SPECIALTY VEHICLES INC.	FARBER 30EF	\$ 289,160.00	1	\$ 289,160.00	\$ 51,932.00	
SUMMIT BODYWORKS SPECIALTY VEHICLES	2021 F59 STEPVAN	\$ 298,982.00	1	\$ 298,982.00	\$ 61,754.00	
LDV CUSTOM SPECIALTY VEHICLES	LDV MODEL NO S30BOK-34929-20	\$ 299,990.00	1	\$ 299,990.00	\$ 62,762.00	



P.O. Box 1276  
Hendersonville, NC 28793  
Phone: (828) 698-0407  
E-mail: legals@hendersonvillelightning.com  
Web: hendersonvillelightning.com

May 5, 2021

Doug Guffey  
Purchasing Agent  
Historic Courthouse Annex  
113 N. King Street  
Hendersonville, NC 28792

Advertisement for Sealed Bids: Mobile Library Vehicle

I, William L. Moss, affirming the following under the penalties of perjury state:

I am editor and publisher of the *Hendersonville Lightning*, a newspaper published, issued and entered as periodical mail in the City of Hendersonville, County of Henderson and State of North Carolina. I hereby certify that the advertisement annexed hereto was published in the editions of the *Hendersonville Lightning* on the following date or dates:

5/05

And that the said newspaper in which such notice, paper, document or legal advertisement was published was, at the time of each and every such publication, a newspaper meeting all of the requirements and qualifications of Section 1-597 of the General Statutes of North Carolina and is a qualified newspaper within the meaning of Section 1-597 of the General Statutes of North Carolina.

This 5th day of May, 2021.

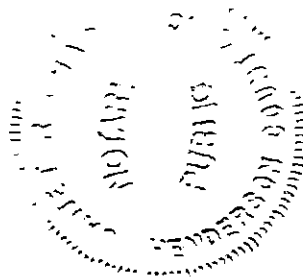
(Signed)

Sworn to and subscribed before me this 5th day of May, 2021.

Janet R. Chapin

Notary Public

My commission expires December 11, 2024.



**PUBLIC NOTICE-  
ADVERTISEMENT  
FOR SEALED BIDS**

**HENDERSON COUNTY**  
Henderson County will accept sealed bids for the furnishing of (1) Mobile Library Vehicle as specified until 3:00 PM EST, Monday, May 17, 2021 at the Henderson County Finance Department, 113 North Main Street, Hendersonville, NC 28792 where the bids will be publicly opened and

read aloud. Bids must be sealed and visibly labeled as "Henderson County Library: Mobile Library Vehicle". This project was supported by a grant containing federal funds from the State Library of North Carolina; Library Services and Technology Act. The vehicles must conform to the specifications provided and will be awarded based upon the lowest responsive bidder standard. A copy of the bid package may be obtained from the Henderson County Finance Department between the hours of 9:00 AM and 4:00 PM, Monday through Friday, excluding Holidays, or on Henderson County's website at <https://www.hendersoncountync.gov/rfps>. Bidders with questions regarding vehicle specifications and/or the bid process should contact Doug Guffey, Purchasing Agent, at 828-



right to reject any and/or all bids received, or to select the bid which, in our opinion, is in the best overall interest of the County.

Doug Guffey, Purchasing Agent  
Henderson County Finance Department

5/05

---

PROPOSAL

The undersigned, as bidder, hereby declares that this proposal is made without connection with any other person, company, or parties making a similar bid or proposal, and that the proposal is in all respects fair and in good faith, without collusion or fraud.

The bidder has carefully examined the annexed form of specifications and instructions to bidders and hereby declares that he will furnish the equipment called for in the manner prescribed in the specifications and instructions to bidders for the following price:

CHASIS YEAR, MAKE, MODEL	DELIVERY TIME	UNIT PRICE	Extended Price
2021, Ford, F59 MSV Series 2000	300-360 Days	\$237,228.00	\$237,228.00

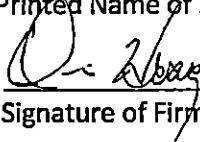
**PLEASE NOTE BID PRICES AND SPECIFICATIONS SHALL BE FULLY ENFORCEABLE FOR 120 DAYS AFTER THE BID DUE DATE UNLESS NOTED BELOW**

Warranty period: 1 Year Limited Conversion Warranty

Dennis Hoag

Printed Name of Firm Representative

Matthews Specialty Vehicles



Signature of Firm Authorized Representative

Name of Firm Submitting Proposal

211 American Avenue Greensboro, NC 27409

VP of Sales & Marketing

Firm Address

Title

336-297-9600 x 607

dhoag@msvehicles.com

Telephone Number

Email Address

**\*\*Please select whether you are defined as a Historically Underutilized Business (M/WBE). If yes, please provide the certificate to support this status designation\*\***

Yes

No

**LINE-ITEM TRANSFER REQUEST  
HENDERSON COUNTY**



Department: FINANCE/LIBRARY

Please make the following line-item transfers:

**What expense line-item is to be increased?**

Account	Line-Item Description	Amount	
<u>405400-553000-9022</u>	<u>CAPITAL OUTLWAY - VEHICLES</u>	<u>\$244,351</u>	
<u>115980-598040</u>	<u>TRANSFER TO CAPITAL PROJECT FUND</u>	<u>\$144,351</u>	
<u> </u>	<u> </u>	<u> </u>	
<u> </u>	<u> </u>	<u> </u>	
<u> </u>	<u> </u>	<u> </u>	
<u> </u>	<u> </u>	<u> </u>	\$388,702

**What expense line-item is to be decreased? Or what additional revenue is now expected?**

Account	Line-Item Description	Amount	
<u>404400-458003-9022</u>	<u>LSTA TECHNOLOGY GRANT</u>	<u>\$100,000</u>	
<u>404400-403500-9022</u>	<u>TRANSFER FROM GENERAL FUND</u>	<u>\$144,351</u>	
<u>114990-401005</u>	<u>FUND BALANCE APPROP - LIBRARY DONATIONS</u>	<u>\$144,351</u>	
<u> </u>	<u> </u>	<u> </u>	
<u> </u>	<u> </u>	<u> </u>	
<u> </u>	<u> </u>	<u> </u>	
<u> </u>	<u> </u>	<u> </u>	\$388,702

**Justification:** *Please provide a brief justification for this line-item transfer request.* \$0  
 TO BUDGET FOR GRANT FUNDING AND COUNTY MATCH PORTION FOR MOBLE LIBRARY VEHICLE. RESTRICTED LIBRARY DONATIONS TO BE USED AS THE COUNTY MATCHING PORTION. BOC APPROVED 6.16.2021.

\_\_\_\_\_  
Authorized by Department Head \_\_\_\_\_ Date

\_\_\_\_\_  
Authorized by Budget Office \_\_\_\_\_ Date

\_\_\_\_\_  
Authorized by County Manager \_\_\_\_\_ Date

*For Budget Use Only*

Batch # \_\_\_\_\_

BA # \_\_\_\_\_

Batch Date \_\_\_\_\_