

Joint Administrative Services Board
October 28, 2019 Regular Meeting 10:00 am

At a regular meeting of the Joint Administrative Services Board held on Monday, October 28, 2019, at 10:00 am in the Meeting Room AB, Berryville Clarke County Government Center, 101 Chalmers Court, 2nd Floor, Berryville, Virginia.

Members Present: David Ash, Chuck Bishop, Chip Schutte, David Weiss

Members Absent: Sharon Keeler

Staff Present: Tom Judge, Mike Legge, Brianna Taylor

Others Present: None

1. Call to Order - Determination of Quorum

At 9:58 am, Chairman Chip Schutte called the meeting to order having determined that a quorum was present.

2. Approval of Minutes

David Ash, seconded by Chuck Bishop, moved to approve the September 23, 2019 minutes as presented. The motion carried by the following voice vote:

David Ash	- Aye
Chuck Bishop	- Aye
Sharon Keeler	- Absent
Chip Schutte	- Aye
David Weiss	- Aye

3. Health Insurance Statistics from 2019 Kaiser Family Foundation Survey (FYI Only)

Tom Judge highlights Included:

- Annual report done by Kaiser Family Foundation analyzes health insurance trends across the country.
- Considering National Average:
 - o Weighted average is the average between the three Clarke plans.
 - o Cost of the single plan; Clarke is higher.

- Deductible of the single plan; National is higher; with a higher deductible expect a lower cost of the plan.
- Cost of the family plan; Clarke is higher.
- Employer share of the family plan; National is 71%, which is close to the employer share of Frederick County Public Schools.
- Clarke employer share is 52%; this would compensate employees under the family plan not employees under the single or dual plan.
- Over the years to deal with rising premiums, deductibles have been rising; but Clarke has kept the deductible the same.
- Keeping the same deductible, does not increase or decrease the employee and employer share.
- Even with the option to choose the high-deductible plan, most of our employees choose the KA500 plan. The high-deductible plan may not be chosen because employees are nervous about the \$2,800 deductible.
- In regards to bus drivers most are in the KA250 plan, which is the highest cost plan. These are the employees who are effected by the net negative. The employees could lower their premiums by switching to the KA500 plan or the high-deductible plan.
 - Chuck Bishop added that the reason might be preexisting health conditions.
 - Tom Judge stated that it could also be the deductible.

Statistic	Kaiser National Avg	Clarke County Weighted Avg
Cost of single plan	\$7,188	\$8,828
Cost of family plan	\$20,576	\$23,447
Employer share of family plan	71%	52%
Deductible for single plan	\$1,655	\$597
Annual premium increase	8%	3.4%

4. Purchasing Presentation with Mike Legge

Mike Legge presented “A look into the Clarke County Procurement Office” the following presentation.

PROCUREMENT OFFICE RESPONSIBILITIES

1. Get products and/or services to end-users at the right time, price, and quality.
 - ▶ **MOST IMPORTANT: COMMUNICATION!** Communicate with Government/School Officials to get a thorough understanding of what is needed. Then, communicate clearly with vendors to ensure that the completed good or service is what the Government/School Official wanted.
 - ▶ **Researching what contracts are available to ride (US Communities, TIPS, Sourcewell, eVA (Commonwealth of Virginia), GSA (Federal), and other municipalities and public bodies).**
 - ▶ Managing Invitation for Bids, Request for Proposals, and Request for Quotes
 - ▶ Maintaining our own contracts so that a fixed price is already established, when needed. (HVAC, Plumbing, Electrical, Engineering, Waste Management, Heating Fuel, etc.)
 - ▶ Maintaining Vendor Lists
 - ▶ On-line Price comparisons (Small Dollar Purchases)



PROCUREMENT OFFICE RESPONSIBILITIES

2. Ensure all procurement transactions are conducted in a fair and impartial manner with avoidance of any impropriety or appearance of impropriety.
 - ▶ Adhere to the Virginia Public Procurement Act and the Joint Administrative Services Procurement Policies and Procedures.
 - ▶ Encourage competition amongst vendors. NOTE: We now advertise all formal solicitations on eVA (Virginia's e-procurement portal).
 - ▶ Write procurement solicitations (IFBs/RFPs) in a non-restrictive way.
 - ▶ Write procurement solicitations clearly so that a true apples to apples comparison can be done.
 - ▶ Manage bid and proposal openings.
 - ▶ Be transparent. For example, post addendums during formal solicitations so that every vendor has access to the same information. Respond to FOIA requests and other vendor requests in a timely manner.
 - ▶ Treat every vendor the same, with no favoritism. Note: Only one vendor protest in the last 15 ½ years.

PROCUREMENT OFFICE RESPONSIBILITIES

3. Manage the Central Store
 - ▶ Approximately 420 frequently used office supplies are maintained in the Purchasing Warehouse.
 - ▶ By purchasing in bulk and doing price comparisons, the Government/School saves money.
 - ▶ Employees can order from Central Store through Munis, by phone/email, or in person.

Central Store Orders by Year

2016- 277 orders filled
2017- 318 orders filled
2018- 349 orders filled
2019- 333 orders filled

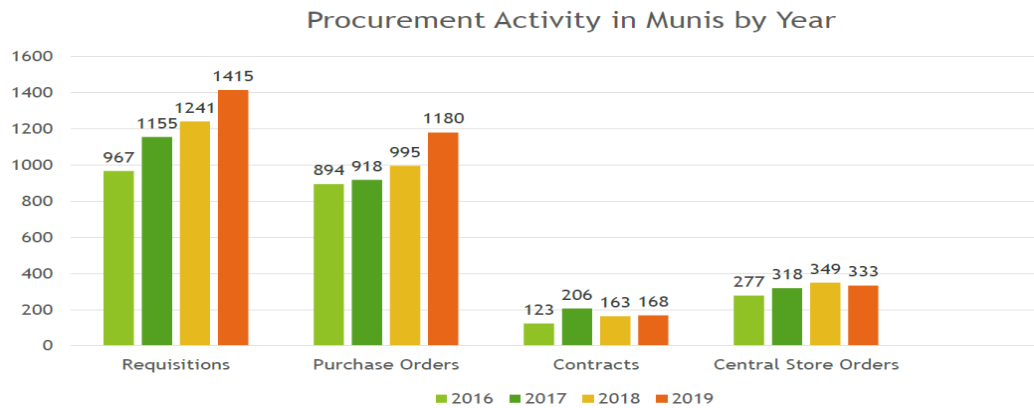
Top Items sold by quantity FY19/20

287 dozen pencils
248 small glue sticks
216 composition notebooks
204 dozen colored pencils
172 units of scotch tape

PROCUREMENT OFFICE RESPONSIBILITIES

4. Sell/Dispose of Government/School Surplus
 - ▶ Vehicles, Furniture, Equipment
 - ▶ Sell many surplus items on publicsurplus.com
 - ▶ All proceeds returned to the General Fund
5. File Government Insurance Claims
6. Manage copier and cell phone orders and contracts.
7. Enter invoices and assist other departments with invoice entry, contract management, and Munis operations/troubleshooting.
8. Provide Assistance and Backup for Clarke County Sanitary Authority Administrative duties, when needed.

TRENDS



A LOOK AT VENDORS CURRENTLY ON CONTRACT THROUGH BID/PROPOSAL

- ▶ Automobile Repair Services-Berryville Auto Parts
- ▶ Custodial Services-ABM Industry Groups
- ▶ Electrician Services-Consolidated Electric
- ▶ Elevator Repair Services-OTIS
- ▶ Engineering (Civil/Environmental)-Hurt & Proffitt
- ▶ Engineering (Mechanical/Electrical)-Lawrence Perry Associates
- ▶ Engineering (Geotechnical)-GeoConcepts Engineering
- ▶ Fuel/Heating Oil-Emmart Oil
- ▶ Generator Maintenance-PowerPro Tech

A LOOK AT VENDORS CURRENTLY ON CONTRACT THROUGH BID/PROPOSAL

- ▶ HVAC Repair Services-Riddleberger Brothers
- ▶ Pest Control Services-Home Paramount
- ▶ Plumbing Services-Broy & Son Pump Services
- ▶ Propane Delivery-Blossman Gas
- ▶ Snow Removal Assistance-Broy & Son Pump Services
- ▶ Turf Mowing-Landcare Property Maintenance
- ▶ Waste Management-Republic Solutions
- ▶ Water Treatment-CQJ Engineering
- ▶ Water/Sewer Operations-Inboden Environmental Services

EXAMPLES OF CLARKE COUNTY BUSINESSES WHO HAVE BEEN AWARDED CONTRACTS/PURCHASE ORDERS OVER THE PAST FOUR YEARS

- ▶ Andy Christian Roofing (Josephine Roofing Repairs)
 - ▶ Berryville Auto Parts (Automobile Repair Services Contract)
 - ▶ Blossman Gas (Propane Delivery Services Contract)
 - ▶ Broy & Son Pump Services (Plumbing Services and Snow Removal Assistance Contract)
 - ▶ C2 Management (IT Recycling Services-State Contract)
 - ▶ Cool Springs Physical Therapy (Physical Therapy Services Contract for CCPS)
 - ▶ Landcare Property Management (Turf Mowing Contract for Government & Schools)
 - ▶ Quad Contracting (Park Ballfield Lights Project)
 - ▶ Winchester Amish Connection (next to Anderson Nursery) (Building for Convenience Center)
- ▶ Best way to encourage more local participation is to encourage local vendors to register with eVA. This way they will be assured of being notified of every bid and proposal that the County advertises.

EXAMPLES OF HOW PROCUREMENT SAVES MONEY

▶ **BID TABULATION FOR CONVENIENCE CENTER**

Pine Knoll	\$546,371
H&W Construction	\$574,083
Jefferson Asphalt	\$585,288
Lantz Construction	\$907,720
George & Sons	\$956,735
Kee Construction	\$1,018,702
NTVI Enterprises	\$2,263,733

- ▶ Savings: \$27,712 when compared to second highest bid
- ▶ Savings: \$348,963 when compared to average bid price

EXAMPLES OF HOW PROCUREMENT SAVES MONEY

▶ **BID TABULATION FOR ROTARY SHELTER IN CHET HOBERT PARK**

Virginia Playground Services	\$46,635
All-Recreation	\$77,162
W. Harley Miller	\$79,000
Aim's	\$89,240
Bliss Products	\$94,112
Lantz Construction	\$99,500
Minghini's	\$99,900
Vision Restoration	\$107,763

- ▶ Savings: \$30,527 when compared to second highest bid
- ▶ Savings: \$40,029 when compared to average bid price

EXAMPLES OF HOW PROCUREMENT SAVES MONEY

▶ **BID TABULATION FOR JOSEPHINE ROOF REPAIRS**

Andy Christian Roofing	\$16,255
Colbert Roofing Corporation	\$27,267
Fuog Interbuild	\$29,000
Ruff Roofers	\$42,844

- ▶ Savings: \$11,012 when compared to second highest bid
- ▶ Savings: \$12,587 when compared to average bid price

EXAMPLES OF HOW PROCUREMENT SAVES MONEY

▶ **BID TABULATION FOR NEW LOCKERS AT JOHNSON-WILLIAMS MIDDLE SCHOOL**

JH Pence	\$74,545
VA School Equipment Company	\$79,350
Steiner Moore	\$85,642
Juniper	\$108,000
Barranger	\$126,640

- ▶ SAVINGS: \$4,805 when compared to second highest bid
- ▶ SAVINGS: \$20,290 when compared to average bid price

EXAMPLES OF HOW PROCUREMENT SAVES MONEY

▶ **BID TABULATION FOR PRIMARY RENOVATION (NEW SCHOOL ADMIN. BUILDING)**

H&W Construction	\$3,135,382
Waynesboro Construction	\$3,180,000
Sorenson Gross	\$3,247,000
Lantz Construction	\$3,305,000
Howard Shockey & Sons	\$3,363,513
Dynamic Construction	\$3,399,000
Hammerhead Construction	\$3,474,000

- ▶ SAVINGS: \$44,618 when compared to second highest bid
- ▶ SAVINGS: \$165,174 when compared to average bid price

EXAMPLES OF HOW PROCUREMENT SAVES MONEY

- ▶ Selling classroom trailers instead of having them dismantled and removed (Savings of \$3,000-\$5,000 each)
- ▶ Price checking school furniture orders can often save hundreds, if not thousands of dollars.
- ▶ Often check for on-line coupon codes that can help save 10-20% orders or reduce/eliminate shipping costs.
- ▶ Often ask vendors if they provide school/government discounts which can often save anywhere from 5-50% on orders.

A video of the past four year projects was presented.

Discussion highlights included:

- Tom Judge stated that with utilities and technology procurement saves money because these items do not have to go out to bid often.
 - Mike Legge stated that it is a sole source once you have locked in with a vendor it is not logical to switch vendors for technology because it would cost more money and would have to implement and train everyone.
- Vice Chairman David Weiss asked the limits of purchasing for individual employees.
 - Mike Legge explained:
 - Small dollar purchases are \$800 or lower.

- \$800 to \$25,000 required to get three quotes.
- Over \$25,000 required to do a formal solicitation, a bid, proposal, or ride another contract that is already in existence.
- Vice Chairman David Weiss asked if there would be any savings from lowering the small dollar-purchasing threshold.
 - Mike Legge stated:
 - Can always save money but with him having overview in Munis when items are entered allows him to catch the items that employees can save on.
 - With the training over the years, it has allowed people to learn how to save.
 - Setting up eProcurement with Amazon and Office Depot because it is much faster for the employee; and, with Amazon, it has a different way of doing a quote comparison.
- Vice Chairman Davis Weiss asked if the employees are cost conscious.
 - Chuck Bishop stated that yes employees are cost conscious, sometime higher priced products are purchased because we need something right now or if shipping makes the higher priced product overall less expensive.
 - Chuck Bishop expressed that it is nice for our bookkeepers and administrative employees to have the option to reach out to Mike Legge because he helps tremendously.
 - Mike Legge expressed that employees are very cost conscious and will try to save every penny possible.
- Mike Legge explained eProcurement: in Munis employees can pull up Amazons' website and shop. At the end, with one click, it pulls all of the information from the shopping cart into Munis. Then, Amazon handles it like a normal order; and, Emily Johnson, Accounts Payable Specialist, is sent one statement.

Vice Chairman David Weiss expressed that there may be interest to bring this presentation to the Board of Supervisors Work Session.

The entire board thanked Mike Legge for the presentation and all of the work that he has done.

5. Next Meeting

November 25, 2019

6. Adjournment

At 10:39 am, Chairman Chip Schutte adjourned the meeting.

Minutes Recorded and Transcribed by Brianna R. Taylor