



Public Services & Facilities Committee

9:00 a.m., Tuesday, April 1, 2025

1207 Palm Boulevard

City Hall Council Chambers

Public Comment:

All citizens who wish to speak during the meeting must email their first and last name, address and topic to Nicole DeNeane, City Clerk, at nicoled@iop.net no later than **3:00 p.m. the day before the meeting**. Citizens may also provide written public comment here:

<https://www.iop.net/public-comment-form>

Agenda

1. **Call to order** and acknowledgment that the press and the public have been duly notified of the meeting in accordance with the Freedom of Information Act.
2. **Citizens' Comments** – All comments have a time limit of three (3) minutes.
3. **Approval of previous meeting's minutes** – March 4, 2025 [p2-5]
4. **Marina Tenants' Comments**
5. **Old Business**
 - a. Discuss public dock policies [p6-8]
 - b. Consider purchase of Office 365 Migration, \$35,435.85 one-time service and \$29,100 annually recurring- VC3 [FY25 Budget, General Fund, \$30k] [p9-23]
6. **New Business**
 - a. Discussion of pickleball court lights, \$65,650- Musco Sports Lighting [FY25 Budget, Hospitality Fund, \$25k] [p24-30]
 - b. Update on Waterway Boulevard flood barrier project

7. Miscellaneous Business

Next meeting date: Tuesday, May 6, 2025 at 9:00am

8. Adjournment



**Public Services & Facilities Committee Meeting
9:00am, Tuesday, March 4, 2025
1207 Palm Boulevard, Isle of Palms, SC and
broadcasted live on YouTube: <https://www.youtube.com/user/cityofisleofpalms>**

MINUTES

1. Call to Order

Present: Council members Pierce and Miars

Absent: Council Member Hahn

Staff Present: Director Kerr, Director Pitts, Asst. Director Asero, Director Ferrell,
Director Hamilton

2. Citizen's Comments -- none

3. Approval of Previous Meeting's Minutes – February 11, 2025

MOTION: Council Member Pierce made a motion to approve the minutes of the February 11, 2025 meeting. Council Member Pierce seconded the motion. The motion passed unanimously.

4. Old Business -- none

5. New Business

A. Review of FY26 operational budget for Public Works Department, Recreation Department, Drainage, Front Beach, Beach, and Marina

Director Hamilton said the operational budget of all departments assumes a 2.5% COLA increase and a 3% merit increase. The Public Works budget includes an increase in vehicle maintenance and repairs since the vehicles are older. Most expenses assume a 2.5% increase over last year.

She said the big drainage projects for FY25 include 38th and 41st avenues and Waterway Boulevard, most of which is paid for through grants. Council Member Pierce asked for a schedule of what monies are being spent in which fiscal year for the Waterway Boulevard project.

Director Kerr said there are no current plans for an undergrounding project, so the City will likely be unable to use the portion of the NSSF fund set to expire this year. Council Member Miars said it is critical to find out how to prevent losing out on these funds in the future.

Director Hamilton said there are minimal changes in the Recreation budget, with the biggest expenses next year coming from the capital budget. Director Ferrell reported that the playground is to be delivered soon, and installation will be completed in 4-5 weeks.

Director Hamilton noted the biggest change in the Front Beach operational budget is from changing the off-duty sheriff's deputy helping direct traffic in the summer to two BSOs, resulting in significant savings. Staff is still trying to determine if PCI needs another vehicle and whether or not kiosk-related expenses belong to the City or PCI.

Director Hamilton said the \$20 million budgeted in FY27 for a beach renourishment project. She shared, "We took everything out of the Beach Preservation Fund that we could possibly use to fund the project, as well as move some money from other funds to pay for it. So right now, the money to pay for it is coming from three different funds: one is Capital, State A [ATAX] and Municipal [ATAX] to cover the shortfall that the Beach Preservation will have once that \$20 million project happens."

She said the \$27 million price tag assumes an increase from \$10/cubic yard to \$12.50/cubic yard and 55% of the funds coming from Wild Dunes. There was some discussion about what percentage of the project Wild Dunes will be paying.

Council Member Pierce requested a schedule for the March 12 budget workshop that "shows where how much sand is going at each end, what the allocation assumptions are, and who is paying for what."

Director Hamilton the marina dredging project is planned for next year, some of which will be paid for with a grant. She also noted that the public dock now goes to the capital fund and does not appear in this budget.

Discussion ensued regarding incomes to the City from the marina tenants.

B. Review draft MOU with Charleston County PRC for future maintenance of the emergency beach access path

Director Kerr said the basis for this MOU "would be that the City would handle kind of long range, if something was destroyed by natural disaster or something happened catastrophic to our access path specifically, we would pay for that. Day-to-day maintenance, cleaning, edging" would be paid for by the County.

He added, "There is a component of this that has the City maintaining what they are calling the clatter bridge, which is kind of a dune drive over facility that is already there." He believes the County should continue to maintain that as they have in the past. The matter is under discussion with legal counsel. He anticipates a revised MOU will be presented to City Council for approval at the March 25 meeting.

The path should be fully operational before the season gets too busy.

C. Consider purchase of Office 365 migration, \$35,435.85 – VC3

Director Kerr said this is in the budget for \$30,000. He said Microsoft Exchange is “reaching the end of its life” and a transition to Office 365 is in order.

Council Member Pierce asked for clarification of monthly vs. recurring expenses related to this change and where it is budgeted. Director Kerr said he will speak with VC3 to gain clarity and report back to the Committee in April.

D. Consider purchase of Public Works Director truck, \$43,444 – Ford of Spartanburg

Director Kerr said the budget anticipated this truck to cost \$37,500 and it is coming in over budget even on the state contract.

MOTION: Council Member Pierce made a motion to recommend the purchase to City Council for approval. Council Member Miars seconded the motion. The motion passed unanimously.

E. Consider purchase of 1100 roll out carts, \$74,809.09 – Amick Equipment

F. Consider purchase of 1100 roll out cart assembly and delivery, \$14,025 – Container Pros

Director Asero said that while the City will always have rear-loading trucks, “this is to transition into the side-loading automated trucks. So you have to have the cans before you can actually transition to that truck. So this would be the first phase of what is remaining in the budget of 1100 cans. We spent about \$16,000 of that \$100,000 already putting cans out just as they are breaking.”

He continued, “Within the phases that we are going to do, it’s over three years, this budget, and then two more, we can go through every can. The amount that you see, that is through Amick Equipment. That is our sole source supplier for the toter can. The Container Pros is who would assemble, deliver, and then write down the serial numbers and all that, and deploy the cans.”

He said the original price from Container Pros was to assemble 1500 cans, and “we’ve spent some of that money. So we are down to 1100 cans. So the revised number would be roughly, I think I worked it out, it’s probably down a couple thousand, \$4,000.”

He added that there is an additional cost of disposing of the old cans, which came in higher than anticipated. He and Director Pitts have reached out to someone at Charleston County Recycling to see what can be done with the old cans, if anything.

MOTION: Council Member Pierce made a motion recommend to Council the approval of these purchases. Council Member Miars seconded the motion. The motion passed unanimously.

6. Miscellaneous Business

Director Kerr and Asst. Director Asero shared the new signage placed at the public dock. Council Member Pierce would like a review of public dock activities on future agendas. Council

Member Miars also suggested adding space for the marina tenants to speak with the Committee as needed on future agendas.

The next regular meeting of the Public Services & Facilities Committee will be Tuesday, April 1, 2025 at 9am.

7. Adjournment

Council Member Pierce made a motion to adjourn and Council Member Miars seconded the motion. The meeting was adjourned at 9:57am.

Respectfully submitted,
Nicole DeNeane
City Clerk

Welcome to the IOP Public Dock!

For your enjoyment, the public dock is open every day from sunrise to sunset.

You CAN:

- Launch a kayak, canoe or paddle board
- Fish
- Read a book
- Watch the sunset
- Spot dolphins
- Enjoy time with your family and friends

For your safety and to ensure everyone enjoys this space, **please DON'T:**

- Moore a boat
- Load or unload a boat
- Swim
- Litter
- Leave your pet waste
- Smoke
- Consume alcoholic beverages

NO DOCKING
MOORING
LOADING
UNLOADING
\$1,087 FINE
IOP ORDER 9-1-7

NO DOCKING
MOORING
LOADING
UNLOADING
\$1,087 FINE
IOP ORDER 9-1-7



NO DOCKING / MOORING

NO DOCKING / MOORING

CITY OF ISLE OF PALMS

South Carolina



MEMORANDUM

TO: Public Services & Facilities Committee

FROM: Douglas Kerr, City Administrator 

RE: Microsoft Office migration

DATE: March 28, 2025

The City is working to migrate to Office 365 due to Microsoft ending support for Exchange Server 2016 and 2019 on October 14, 2025.

Attached is the prior quote from VC3 to provide this migration service, which includes \$35,435.85 for one-time services. This quote is expected to be updated prior to the meeting to reflect an adjustment of the monthly recurring services of \$4,780 down to \$2,425 monthly or \$29,100 annually. This reduction will be achieved by refining the number of machines to be served and shifting to a less expensive tier of software.

It was not discussed at our last meeting, but when the City makes this transition there will be an offsetting savings on the monthly expense, because we will no longer require Intermedia's services, which comes to \$2,934.27 per month or 35,211.24 annually.

The recurring amounts described here are detailed in the sheet following the quote.

- Executive Summary

Description

Scope of Work

IN-SCOPE SERVICES

Project Management

VC3 will assign a project manager for the duration of the project to work closely with an assigned Client representative to ensure proper project coordination and planning.

These activities will include:

- Project kickoff meeting to define project resources and timeline
- Documentation of scheduled project activities
- Weekly Project Status meetings and documented updates as needed
- Coordination of VC3 and City of Isle of Palms, SC schedules to ensure successful implementation
- Project closure documentation to formalize end of project

Initiation & Planning Phase

Implementation: Planning, Communication & Coordination

Planning, Communication & Coordination

- Decide on a cutover date when users will switch to Microsoft 365.

- Plan migrations during off-peak times to minimize disruption.

- Confirm all Accounts and User Lists.

Planning, Communication & Coordination (after hours)

Vendor Coordination & Consulting

- Create a migration account in Intermedia with full access to all mailboxes or request Intermedia to assign Application Impersonation rights to the admin account.

Vendor Coordination & Consulting (after hours)

Project Kickoff Meeting with Client

User Training and Support Documentation Guides

- Create end user communication plan and client access instructions

- Create/Send Guide for MFA Enrolment

Execution, Monitoring & Controlling Phase

Microsoft 365: GOV - Tenant Creation

Ensure Microsoft 365 GOV tenant is properly set up.

Verify domain ownership in the Microsoft 365 Control Panel

- Create Client in Microsoft Partner Center

- Create Subscription

- Confirm the appropriate Microsoft 365 Government licenses

- Disable Non-Admin Access

- Create Break Glass Admin Account

- Executive Summary

Description

- Add Company Branding
- Disable User App Registration
- Register Tenant
- Create Admin Account
- Enable MFA on Admin Account
- Disable Group Creation by Users

Microsoft 365: Email Migration Full Service

- Configure Migration Project in BitTitan
 - Source: 'Exchange Server 2003+'
 - Destination: 'Microsoft 365'
- Confirm Application ID and Tenant ID
- Verify Credentials
- Conduct a Trial Migration
- Pre-stage Migration for All Accounts
- Clean-up Active users and prepare on-premises AD (After Hours)
- Setup Single Sign-on (After Hours)
- Validate Directory synchronization tool and synchronize AD (After Hours)
- Setup Global Admin accounts
- Send communication email with migration plan
- Sync and migrate mailboxes (per mailbox)
 - Test mail flow and access post-migration to avoid disruptions.
- Install and Configure O365 profiles on client machines (per workstation)
 - Install and setup M365 email profiles on machines
- Configure SPAM protection services
- Configure SMTP Relay for Scan to Email Service
- Perform final cut over to 365 Email and Update DNS MX Records (After Hours)
- Review/Configure Scan to Email
 - IOP-CH-1stFL-Xerox - QPA094104
 - IOP-CH-2ndFL-Xerox - QPH232901
 - IOP-FD-Reception-Xerox - QPH233013
 - IOP-FD-Station2-Xerox - QPH233029
 - IOP-PD-Mailroom-Xerox - QPH233055
 - IOP-PD-Reception-Xerox - QPH233058
 - IOP-REC-Mailroom-Xerox - QPH232993

Microsoft 365: Configure MFA

- Create Conditional Access Policy to Enforce MFA on All Users
- Create Conditional Access Policy to Block Legacy Authentication
- Create?Azure?Conditional?Access?Policy?to?Enforce?MFA?on?Administrators
- Create?Azure?Conditional?Access?Policy?to?Enforce?MFA?on?Azure?Management
- Enable but do not enforce MFA
- Create/Send Guide for MFA Enrolment
- Run Script/Report to confirm all users have enrolled
- Enforce MFA

- Executive Summary

Description
<p>Closure Phase</p> <p>Post-Migration & Support</p> <p>T&M time can be extended if needed and approved by stakeholders.</p> <p>End User Support - Remote Decommission Intermedia Start the process of decommissioning or closing the Intermedia account.</p>

- Hardware/Software

Thumbnail	Product Description	Comment	Price	Qty	Extended Price
	BitTitan User Migration Bundle - License - 1 User		\$17.75	105	\$1,863.75
	BitTitan MigrationWiz, Mailbox only Migration		\$14.20	100	\$1,420.00
Subtotal:					\$3,283.75

- Recurring Services

Thumbnail	Product Description	Comment	Recurring Option	Recurring	Qty	Ext. Recurring
	Microsoft 365 G3 GCC		Monthly	\$36.00	105	\$3,780.00
	Microsoft Entra ID P1 for government		Monthly	\$6.00	100	\$600.00
	Office 365 Exchange Online (Plan 1)		Monthly	\$4.00	100	\$400.00
Subtotal:					\$4,780.00	
Subtotal:					\$0.00	

Professional Services

Description	Price	Qty	Ext. Price
Labor - Fixed Fee Professional Services - Configuration and Installation - Project One- Time - Proactive	\$32,152.10	1	\$32,152.10
Subtotal:			\$32,152.10

Ticket #3498929 - 2025.01 - PFF - email migration into o365 Gov

<p>Prepared by: VC3 Josh Conway quotes.josh.conway@vc3.com</p>	<p>Prepared for: City of Isle of Palms, SC 1207 Palm Blvd Isle of Palms, SC 29451 Douglas Kerr +18438866428 dkerr@iop.net</p>	<p>Quote Information: Quote #: JC007123 Version: 1 Delivery Date: 02/19/2025 Expiration Date: 03/10/2025</p>
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Quote Summary

Description	Amount
- Hardware/Software	\$3,283.75
- Recurring Services	\$0.00
Professional Services	\$32,152.10
Total:	\$35,435.85

Recurring Summary

Description	Amount
- Recurring Services	\$4,780.00
Total:	\$4,780.00

- Applicable taxes & Environmental Surcharges will be added.
- All product transfer of ownership and invoicing occurs upon VC3's receipt of the product.
- Pricing & Availability is subject to change without notice.
- Shipping and handling costs may not be included in this quote, as these costs are variable. Adjusted shipping and handling costs may be applied to the final invoice.
- VC3 makes NO WARRANTY either expressed or implied, regarding performance or suitability for any purpose of the above products. The customer assumes responsibility for understanding the warranty, if any, of the manufacturer or VC3.
- If not included in agreement, travel will be billed separately.
- In the case hardware/software total exceed \$100k, VC3 will require a 50% deposit of the hardware/software total to secure the order. Deposit is payable immediately to VC3.
- Returns:
 - No returns will be accepted unless first approved by VC3 Inc.
 - Approved returns are subject to a 20% restocking fee.
 - Approved return of in-stock items will be accepted within 10 business days of purchase, if merchandise is unopened and packaging is undamaged.
 - Open box items are not returnable
 - Approved defective returns must be shipped to VC3 within 10 business days of said approval

VC3

City of Isle of Palms, SC

Name: Josh Conway

Title: Client Solutions Specialist

Date: 02/19/2025

Name: Douglas Kerr

Date: _____



Statement of Work

Service Ticket #3498929 - 2025.01 - PFF - email migration into o365 Gov

Prepared for City of Isle of Palms, SC

VC3

Strategic Advisor: Clark Cooper

Design Architect: Max Alam

SOW Generated on February 14, 2025, Version 2

Project Summary

CLIENT CONTACT INFORMATION

Client Name	City of Isle of Palms, SC
Project Name	Service Ticket #3498929 - 2025.01 - PFF - email migration into o365 Gov
Client Contact	Douglas Kerr
Client Contact Email	dkerr@iop.net

LOCATIONS IN SCOPE

Main (City Hall): 1207 Palm Blvd, Isle of Palms SC 29451 US

EXECUTIVE SUMMARY

The City of Isle of Palms, SC, requires migration from their current email hosting environment, managed by Intermedia, to an Office 365 Government (o365 Gov) tenant to enhance email service reliability.

SOLUTION DESCRIPTION

Vc3 will migrate the City of Isle of Palms, SC, email system from Intermedia to an Office 365 Government (o365 Gov) tenant. This includes exporting existing email data for 105 G3 seats and 100 Exchange Online Plan 1 seats, followed by a seamless migration to the new platform.

Additionally, Multi-Factor Authentication will be configured and the Microsoft G3 licenses are required to provide functionality for conditional access.

VC3 RESPONSIBILITIES

- Plan and coordinate VC3 resources for the execution of project activities.
- Purchase and configure all required hardware/licensing.
- Provide post-deployment support to the client users as required.
- Work with the primary contact to identify test users and, if applicable, test cases prior/post deployment.
- Develop communication and/or guide and documentation material for end users as required.

CLIENT RESPONSIBILITIES

- Designate a business leader who will act as the primary contact for this project.
- Assist with scheduling and communicating project activities to staff.
- Coordinate with third party vendors.

OUT OF SCOPE

The Company is responsible to perform only the Services described in this Statement of Work Agreement. Any additional services discussed or implied that are not defined explicitly by this SOW will be considered out of scope. All services requested outside of this SOW as detailed above will require a "Change Order" before any services are performed. "Change Order" must be agreed upon by all parties and signed.

CHANGE REQUESTS

When a potential change of scope is identified, the VC3 project manager will review the potential scope change and determine if the request represents a change to the agreed-upon project scope. The Project Manager will review with the project team to estimate the cost of the change and its impact on the project schedule. If the request is identified as a change, VC3 will need to submit an official Change Request document.

CHANGE APPROVALS

The project manager will present an official Change Request document to the client project stakeholders. This official Change Request will outline the expanded scope, budget, and any anticipated impacts to scheduling. Once the official Change Request has been reviewed and approved by the client project stakeholders, the project manager will revise the Project Plan and work on the expanded project scope.

COMMUNICATION MANAGEMENT

Information concerning the project will be communicated to the various stakeholders and project participants in a variety of ways. To ensure the project proceeds on schedule, frequent communication will be necessary to understand the status of the tasks to be completed. The project manager will coordinate weekly status meetings with the client team if required for reviewing the project progress and keeping all activities on track.

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Initiation & Planning Phase

Implementation: Planning, Communication & Coordination

- Planning, Communication & Coordination
 - Decide on a cutover date when users will switch to Microsoft 365.
 - Plan migrations during off-peak times to minimize disruption.
 - Confirm all Accounts and User Lists.
- Planning, Communication & Coordination (after hours)
- Vendor Coordination & Consulting
 - Create a migration account in Intermedia with full access to all mailboxes or request Intermedia to assign Application Impersonation rights to the admin account.
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- Create Azure Conditional Access Policy to Enforce MFA on Administrators
- Create Azure Conditional Access Policy to Enforce MFA on Azure Management

-
- Enable but do not enforce MFA
 - Create/Send Guide for MFA Enrolment
 - Run Script/Report to confirm all users have enrolled
 - Enforce MFA

Closure Phase

Post-Migration & Support

T&M time can be extended if needed and approved by stakeholders.

- End User Support - Remote
- Decommission Intermedia
 - Start the process of decommissioning or closing the Intermedia account.

Out of Scope

Specific examples from this project may be listed below.

- There are no specific Out of Scope for this project.

Key Assumptions

The key assumptions for this project are:

Key Risks

Key risks for this project are:

- There are no specific Key Risks for this project.

Deliverables

The Company will have completed its responsibilities to this Statement of Work when the following deliverables are complete:

- There are no specific Deliverables for this project.

TASK DURATION ESTIMATES

Task Descriptions	Duration
Project Charter Approved (example)	1 Week
Hardware Procurement (example)	3 Weeks
Planning and Data Review (example)	1 Week
Server Build and Data Migration (example)	3 Weeks
User Testing (example)	1 Week
Cutover and Post Support (example)	1 Week
Total Estimated Duration	4-6 Weeks

Target Cutover Timeline: March 2024 (example)

*Actual project execution dates will be confirmed during the project kick off and subsequent meetings

*There could be multiple outages. Outage schedule and impact will be determined during project planning.

Item	Qty	Cost	Total	Note
Teams Essentials	15	\$4.50	\$67.50	
Email Archiving	26	\$3.75	\$97.50	
Microsoft Pro Plus	2	\$13.75	\$27.50	N/A
Active Sync	22	\$1.88	\$41.36	
Microsoft Project Pro Plus	1	\$37.41	\$37.41	N/A
Email Filter	231	\$3.13	\$723.03	
Exchange Online	127	\$3.76	\$477.52	
Office Business	49	\$9.00	\$441.00	
Exchange Plan no outlook	104	\$9.44	\$981.76	
Resource Mailbox	1	\$9.00	\$9.00	
Project Plan 1	1	\$11.25	\$11.25	N/A
Visio Plan 2	1	\$19.44	\$19.44	N/A
			\$2,934.27	Total
Microsoft M365 G3 GCC	0	\$36.00	\$0.00	
Microsoft o365 G3 GCC	49	\$23.00	\$1,127.00	
Microsoft Defender P1	149	\$2.00	\$298.00	
Microsoft Entra ID P1	100	\$6.00	\$600.00	
Office 365 Exchange Online Plan 1	100	\$4.00	\$400.00	
			\$2,425.00	

CITY OF ISLE OF PALMS

South Carolina



MEMORANDUM

TO: Public Services & Facilities Committee

FROM: Douglas Kerr, City Administrator 

RE: pickleball court lighting

DATE: March 28, 2025

Attached is a quote to provide lights for the pickleball courts from MUSCO lighting in the amount of \$65,650. This expenditure is being requested to be made without competitive procurement based on there only being one qualified source which is compatible with existing equipment as described in Section 1-10-4(b)(4) of the City's code.

All of the Recreation Center's outdoor lighting is MUSCO branded, including the existing control panels and a 24/7 monitoring system. The existing lights were installed in 2012 and 2016 and both times they were considered sole source expenditures based on the monitoring capability and the warranty duration, which is still applicable to this purchase (see attached memo and agenda).

Date: 8/13/2024

Project: Isle of Palms Pickleball
Isle of Palms, SC
Musco Project Number: 232779

Quotation Price – Materials Delivered to Job Site and Installation

Lighting

(2) Pickleball Courts -..... \$ 60,650.00

Sales tax included

Bonding is not included.

Quote is confidential. Pricing and lead times are effective for 30 days only.

Light-Structure System™ with Total Light Control – TLC for LED™ technology

Guaranteed Lighting Performance

- Guaranteed light levels of 30 footcandles and uniformity of 2.5:1.0

System Description

- Factory aimed and assembled luminaries
- Galvanized steel poles
- Pre-cast concrete bases with integrated lightning grounding
- Pole length factory assembled wire harnesses
- Factory wired and tested remote electrical component enclosures
- UL listed assemblies
- Enhanced corrosion protection

Control Systems and Services

- Lighting contactor cabinet to provide onsite on/off control
- Player-activated pushbutton control system with strobe to provide timed on/off control
- Control-Link® control and monitoring system to provide remote on/off and dimming (high/medium/low) control and performance monitoring with 24/7 customer support

Operation and Warranty Services

- Product assurance and warranty program that covers materials and onsite labor, eliminating 100% of your maintenance costs for 25 years
- Support from Musco’s Lighting Services Team – over 170 Team members dedicated to operating and maintaining your lighting system – plus a network of 1800+ contractors

Musco Scope

- Provide design and layout for lighting system
- Test and final aim equipment

Installation Services Provided

[See attached scope of work]

Customer Responsibilities:

1. Complete access to the site for construction utilizing standard 2-wheel drive rubber tire equipment.
2. Locate existing underground utilities not covered by your local utilities. (i.e. water lines, electrical lines, irrigation systems, and sprinkler heads). Musco or Subcontractor will not be responsible for repairs to unmarked utilities.
3. Locate and mark field reference points per Musco supplied layout. (i.e. home plate, center of FB field)
4. Pay for extra costs associated with foundation excavation in non-standard soils (rock, caliche, high water table, collapsing holes, etc.) or soils not defined in geo-technical report. Standard soils are defined as soils that can be excavated using standard earth auguring equipment.
5. Pay any power company fees and requirements.



6. Pay all permitting fees and obtain the required electrical permitting.
7. Provide area on site for disposal of spoils from foundation excavation.
8. Provide area on site for dumpsters.
9. Provide sealed Electrical Plans. (If required)

Musco Responsibilities:

1. Provide required foundations, poles, electrical enclosures, luminaires, wire harnesses, and control cabinets.
2. Provide layout of pole locations and aiming diagram.
3. Provide Contract Management as required.
4. Provide stamped foundation designs based on soils that meet or exceed those of a Class 5 material as defined by 2018 IBC Table 1806.2.
5. Assist our installing subcontractor and ensure our responsibilities are satisfied.

Subcontractor Responsibilities

General:

1. Obtain any required permitting.
2. Contact 811 for locating underground public utilities and then confirm they have been clearly marked.
3. Contact the facility owner/manager to confirm the existing private underground utilities and irrigation systems have been located and are clearly marked to avoid damage from construction equipment. Notify owner and repair damage to marked utilities. Notify owner and Musco regarding damage which occurred to unmarked utilities.
4. Provide labor, equipment, and materials to off load equipment at jobsite per scheduled delivery.
5. Provide storage containers for material, (including electrical components enclosures), as needed.
6. Provide necessary waste disposal and daily cleanup.
7. Provide adequate security to protect Musco delivered products from theft, vandalism or damage during the installation.
8. Keep all heavy equipment off playing fields when possible. Repair damage to grounds which exceeds that which would be expected. Indentations caused by heavy equipment traveling over dry ground would be an example of expected damage. Ruts and sod damage caused by equipment traveling over wet grounds would be an example of damage requiring repair.
9. Provide startup and aiming as required to provide complete and operating sports lighting system.
10. Installation to commence upon delivery and proceed without interruption until complete. Notify Musco immediately of any breaks in schedule or delays.

Foundations, Poles, and Luminaires:

1. Mark and confirm pole locations per the aiming diagram provided. If there are any issues, immediately notify your Musco Project Manager.
2. Provide labor, materials, and equipment to install 2 LSS foundations as specified on Layout and per the stamped foundation drawings, if applicable.
3. Remove spoils and dispose of off site.
4. Provide labor, materials, and equipment to assemble Musco TLC-LED luminaires, electrical component enclosures, poles, and pole harnesses.
5. Provide labor, equipment, and materials to erect 2 dressed LSS Poles and aim utilizing the pole alignment beam.

Electrical:

1. Provide labor, materials, and equipment to install new electrical service panels as required.
2. Provide labor, materials, and equipment to install all underground conduit, wiring, pull boxes etc. and terminate wiring as required.
3. Provide as-built drawings on completion of installation, **(if required)**.

Quote

Control-Link Control and Monitoring:

1. Provide labor, equipment, and materials to install 1 Musco control and monitoring cabinet and terminate all necessary wiring.
2. Provide a dedicated 120 V 20 A controls circuit or a step-down transformer for 120 V control circuit if not available.
3. Check all zones to make sure they work in both auto and manual mode.
4. Commission Control-Link® by contacting Control-Link Central™ at 877-347-3319.

Responsibilities of Buyer

- Confirm pole or luminaire locations, supply voltage and phase required for lighting system prior to production
- Provide electrical design and materials for electrical distribution system
- Provide labor and equipment for installation of electrical distribution system
- Buyer is responsible for getting electrical power to the site, coordination with the utility, and any power company fees

Payment Terms

Final payment terms are subject to approval by Musco credit department. Final payment shall not be withheld by Buyer on account of delays beyond the control of Musco.

Delivery Timing

8 - 12 weeks for delivery of materials to the job site from the time of order, submittal approval, and confirmation of order details including voltage, phase, and pole/luminaire locations.

Notes

Quote is based on following conditions:

- Shipment of entire project together to one location.
- Voltage and phase system requirements to be confirmed.
- Structural code and wind speed = 2018 IBC, 150 mi/h, Exposure C, Importance Factor 1.0.
- Due to the built-in custom light control per luminaire, pole or luminaire locations need to be confirmed prior to production. Changes to pole or luminaire locations after the product is sent to production could result in additional charges.
- Standard soil conditions – rock, bottomless, wet, or unsuitable soil may require additional engineering, special installation methods and additional cost.

Thank you for considering Musco for your lighting needs. Please contact me with any questions or if you need additional details.

Brian Hartman
Sales Representative
Musco Sports Lighting, LLC
Phone: 803.904.0302
E-mail: brian.hartman@musco.com

MEMORANDUM

TO Mayor and City Council
FROM Linda Tucker, City Administrator
SUBJECT One Qualified Source
DATE October 31, 2016

City Council is requested to authorize a contract with Musco Lighting for \$125,000 to replace the lighting system in the Recreation Center's Soccer Field. This expenditure is included in the FY16 budget. In accordance with the FY 16 budget, I recommend that the Ways and Means Committee approve the award of this purchase in the amount of \$125,000 in compliance with Section 1-10-3 of the City's Purchasing Procedures which allows for a contract to be awarded without competitive bidding when the Purchasing Agent (i.e., the City Administrator) reasonable determines that there is only one qualified source for the required good or services.

On September 2012, Musco Lighting replaced the outdoor lights on the Recreation Center's Tennis and Basketball Courts, as well as the lights on both the Softball and Baseball Fields. Therefore, this vendor is already familiar with the Recreation Center's outdoor lighting system. Musco Lighting monitors the lighting system to include on/off status, hours of usage and lamp outages. If a fixture burns out or if there is any indication that there is a problem that may affect playability, Musco Lighting will contact the Recreation Director and immediately dispatch a technician to make repairs. Musco Lighting provides all materials and labor to maintain operations of the lighting system to meet the original design criteria for twenty-five (25) years.

To the best of knowledge, Musco Lighting is the only vendor capable of providing a twenty-five (25) year warranty and monitors the athletic field lighting system twenty-four (24) hours a day and seven (7) days a week. By using Musco Lighting, the monitoring of the Soccer field will be consistent with the entire Athletic field lighting on the Recreation grounds. According to the provisions of the Code, this statement must be submitted to City Council and entered in the minutes of the council.

I recommend that the Committee approve now the use of Musco Lighting as one qualified source for the replacement of the lighting system of the City's Soccer Field.

City of Isle of Palms Supplemental Purchase Order Information for Purchases > \$10,000

Description of Requested Purchase: Replacement of Lights on Soccer Field

Cost of Purchase: 120,000.00

Date Needed: June 30, 2016

Vendor: MUSCO LIGHTING,

If vendor is providing a SERVICE, you must attach an IRS W-9 Form and a Certificate of Insurance showing liability and workers compensation coverage

Is this purchase budgeted?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Account(s) where budgeted	<u>204840.5085</u> <u>204820.5085</u>

If not budgeted, explain why the purchase is necessary

It is the responsibility of the Department Head to ensure compliance with the purchasing requirements identified in the Isle of Palms City Code Title 1, Chapter 10. Please indicate compliance with the appropriate requirements by initialing and dating below. If the purchase is covered by an allowable exception, please indicate such in the shaded area below.

Dept. Head must initial to indicate compliance. Attach copies of bids & agreements

IOP Procurement Code requirements for purchases from \$10,000 to \$25,000:

- 1 Written bids received
- 2 "Reasonable opportunity for competitive bidding"
- 3 Written contract

IOP Procurement Code requirements for purchases from greater than \$25,000:

- 1 Sealed bids received
- 2 Public invitation to bid
- 3 Written contract

N/A

N/A

Exceptions from bidding requirements:

- Is this purchase being made under a State Contract? (please attach) YES NO
- Is this purchase considered an emergency affecting the public welfare? YES NO
- Is this purchase for professional, legal, medical or accounting services? YES NO

Department Head Signature: [Signature]

City Administrator Signature: _____

Date: 10/31/16

Date: _____

All contracts for purchases greater than \$10,000 must be awarded by City Council.

Date Approved

Departmental Committee Approval: _____

Ways and Means Committee Approval: _____

Full Council Approval: _____



NJ

WAYS AND MEANS COMMITTEE
5:45 p.m., Tuesday, April 17, 2012

AGENDA

1. **Call to Order** and acknowledgement that the press and public had been duly notified of the meeting in accordance with the Freedom of Information Act.

2. **Executive Session** for receipt of legal advice and discussion of negotiations incident to proposed transfer of property interest in road right-of-way.

3. **Approval of Previous Meeting's Minutes** – March 20, 2012

4. **Citizens' Comments**

SCE&G Request for easement for underground power line and riser (pole) on 1303 Palm and #8 and #10 Thirteenth Avenue by Westy Westmoreland and Corey Touard

5. **Financial Statement** – Treasurer Debbie Suggs

A. March Financial Statement

B. Tourism Schedules

C. Projects Status

1. Beach Restoration

2. Dredging

Consideration of request from Marcol Dredging for \$61,000 for 122 hours of dredging work performed in excess of contract

6. **Old Business**

7. **New Business**

A. Consideration of Award of a Contract to CSDC Systems, Inc. in the amount of \$19,020.00 for budgeted Municipal Court Software Program

B. Recommendation from Public Works Committee

Award of a contract to Jones and Frank in the amount of \$35,678.39 for the budgeted purchase of a fuel management system from the Capital Projects Fund
Recommendations from the Real Property Committee

1. Award of a contract to R.L. Morrison & Sons, Inc. for repairs to the Tidal Wave stationary dock from the dredging budget in the amount of \$24,000 inclusive of \$19,749 quote for labor and materials plus additional expense of surveying, incidental costs and applicable taxes

2. Approval of amendments to the leases for Marina Joint Ventures and Marina Outpost

D. Recommendations from the Recreation Committee

1. Award of a sole source contract to Musco Lighting from the reserve for the ball-field in an amount not to exceed \$424,000 for lighting at the ball-fields, the tennis and the basketball courts

2. Award of a contract to Charleston Fitness Equipment in the amount of \$4,600 as an unbudgeted expense from the Capital Projects Fund to purchase a treadmill

E. Consideration of Boardwalk Donation on Ocean Boulevard

F. Status of Consultant for Way-finding Signs

G. Budget Workshop on FY2012-2013 Capital and Operating Budgets

8. **Miscellaneous Business**

Next Meeting Date: 5:45 p.m., Tuesday, May 15, 2012.

TELECOM TAX
Utilities funds
5 jobs in
Dues
Rural

Professional
Aids
Books
etc
Aids on CD
NY, Memphis
Other

Practicing

intending
recreation
Special
Events
to ordinance

to How
of A-100

319,500
3,885 Treadmill
4,995 Pre-Card
5,881 Total

108/110