

**MEETING AGENDA
MOUNTAIN BROOK CITY COUNCIL**

**CITY COUNCIL CHAMBER (A108)
56 CHURCH STREET
MOUNTAIN BROOK, AL 35213**

MAY 9, 2022, 7 P.M.

As a matter of convenience, members of the public are invited to listen, observe and participate in public meetings by Internet video conference. Presenters and others interested in a particular matter for discussion are encouraged to attend the meeting in-person. The City is not responsible for technical issues that may occur that interfere with the virtual meeting. The City Council, at its sole discretion, may proceed with its in-person business meeting regardless of whether virtual attendees can hear and/or observe the proceedings. The City intends to make the meeting available by way of the Zoom app (re: Meeting ID 801-559-1126, password 05092022). Unvaccinated in-person attendees are asked to mask.

1. Expression of gratitude to Turner Williams for his service as the Presiding Judge for the Mountain Brook Municipal Court.
2. National Police Officer Appreciation Week Proclamation.
3. Chamber of Commerce Semi-Annual Report.
4. Presentations (3) by Leadership Mountain Brook students.
5. Approval of the minutes of the April 26, 2022, regular meeting of the City Council.
6. Consideration: Resolution declaring a 2012 Ford DRW Transport Vehicle, used by the Fire Department, as surplus and ratifying the sale to Homewood Fire Department.
7. Consideration: Resolution authorizing the installation of two (2) street lights in the vicinity of 2117 Cahaba Road near Little Hardware.
8. Consideration: Resolution awarding the bid to the Northcote Drive Culvert Replacement project to JD Morris Construction Company Inc..
9. Consideration: Resolution awarding the bid for the janitorial services for the municipal complex and police department and authorizing a 3-year contract for same.
10. Comments from residents and attendees.
11. Announcement: The next regular meeting of the City Council is May 23, 2022 at 7:00 p.m.
12. Adjourn.

PROCLAMATION
NATIONAL POLICE WEEK AND
PEACE OFFICERS MEMORIAL DAY

WHEREAS, in 1963 the Congress of the United States and President John F. Kennedy proclaimed May 15 as Peace Officers Memorial Day, and the week in which it falls as National Police Week; and

WHEREAS, National Police Week is a collaborative effort of many organizations dedicated to honoring America's law enforcement community; and

WHEREAS, there are approximately 900,000 law enforcement officers serving in communities across the United States, including the dedicated members of the Mountain Brook Police Department; and

WHEREAS, since the first recorded death in 1791, more than 20,000 law enforcement officers in the United States have made the ultimate sacrifice and died or been killed in the line of duty, including Sergeant Freddie Jackson Harp, Officer George Todd Herring, and Officer Theron Houlditch of the Mountain Brook Police Department; and

WHEREAS, the members of the Mountain Brook Police Department play an essential role in safeguarding the rights and freedoms of the citizens of Mountain Brook; and

WHEREAS, it is important that all citizens know and understand the problems, duties and responsibilities of their law enforcement agencies, and that members of the Mountain Brook Police Department recognize their duty to serve the people by safeguarding life and property, by protecting them against violence or disorder, and by protecting the innocent against deception and the weak against oppression or intimidation; and

WHEREAS, the men and women of the Mountain Brook Police Department unceasingly provide a public service in a professional and courteous manner;

NOW, THEREFORE BE IT RESOLVED, I Mayor Stewart H. Welch III of the City of Mountain Brook, Alabama, do hereby proclaim the week of May 15th through 21st, 2022, as Police Week and call upon all citizens of Mountain Brook to observe the 15th day of May 2022, as Peace Officer's Memorial Day in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to the City of Mountain Brook and also, honor those survivors of our fallen heroes.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Mountain Brook to be affixed the 9th day of May of the year of our Lord 2022 and of the Independence of the United States of America, the 246th.

Stewart H. Welch III, Mayor

**MOUNTAIN BROOK CITY COUNCIL
PRE-MEETING DISCUSSION
APRIL 26, 2022**

[As a convenience, members of the public were invited to listen, observe and participate in the public meeting by Internet video conference.]

The City Council of the City of Mountain Brook, Alabama met informally in-person at 6:15 p.m. on the 26TH day of April, 2022 (others were allowed to listen to the meeting by way of Internet video conference). The Council President called the pre-meeting to order and the roll was called with the following results:

Present: Virginia C. Smith, Council President
William S. Pritchard III, Council President Pro Tempore
Lloyd C. Shelton
Gerald A. Garner
Alice B. Womack
Stewart Welch III, Mayor

Absent: None

Also present were City Attorney Whit Colvin, City Manager Sam Gaston, and City Clerk Heather Richards.

1. AGENDA

1. Set date for FY2023 Budget Planning work session

Sam Gaston-City Manager

- Will send out doodle poll late May

2. Uncontrolled intersections in the City

Jaye Loggins-Police Chief

- Compiled list of uncontrolled intersections
- Will refer to traffic engineers to determine priority
- There have been no requests to control these intersections
- A handful of intersections (intersection with major thoroughfares) he would recommend controlling (ex: Montclair Road and around High School)

Sam Gaston-City Manager

- At next meeting will have a list of intersections recommended to proceed

3. Fill-in project for Field #1 at the Athletic Complex

Sam Gaston-City Manager

- Morris-Shea has fill dirt from their Grants Mill Road project that they wish to fill-in behind Field #1
- Working with ALDOT, Spire, Alabama Power and City of Birmingham regarding project
- Estimate from Spire around \$250,000

Walter Schoel-Schoel Engineering

- 25,000 cubic yards of dirt would cost around \$300,000 to \$400,000

- If the project gets approved and completed it may yield 44 parking spaces (If able to park on ALDOT property it may yield more parking spaces)

4. Street Light Request (Add-On item)

Sam Gaston-City Manager

- Little Hardware had a break-in recently
- Little Hardware does have flood lights
- Requesting 2 street lights
- Alabama Power quoted \$63 a month for 2 lights

Virginia Smith-Council President

- Wants to consider splitting the cost with Little Hardware
- Letters will need to be sent to neighbors before installing the street lights

Gerald Garner-Council Member

- In favor of splitting the cost
- Look at installing the street light that would cover the parking lot the City leases to give added safety

5. Review of the other matters to be considered at the formal (7:00p.m.) meeting

2. ADJOURNMENT

There being no further matters for discussion Council President Smith adjourned the pre-meeting at approximately 6:47p.m.

3. CERTIFICATION

I, Heather Richards, City Clerk of the City of Mountain Brook, Alabama, certify the above is a true and correct synopsis of the discussion from the work session of the City Council of the City of Mountain Brook, Alabama held at City Hall, Pre-Council Room (A 106) on April 26, 2022, and that the meeting was duly called and held in all respects in accordance with the laws of the State of Alabama and bylaws of the City and that no formal action or votes were conducted at said work session.

City Clerk, Approved by
City Council May 9, 2022

**MINUTES OF THE REGULAR MEETING OF THE
CITY COUNCIL OF THE CITY OF MOUNTAIN BROOK
APRIL 26, 2022**

[As a convenience, members of the public were invited to listen, observe and participate in the public meeting by Internet video conference.]

The City Council of the City of Mountain Brook, Alabama met in person at 7:00 p.m. on the 26th day of April, 2022 (others were allowed to listen to the meeting by way of Internet video conference). The Council President called the meeting to order and the roll was called with the following results:

Present: Virginia C. Smith Chairman, Council President
William S. Pritchard III Council President Pro Tempore
Gerald A. Garner
Lloyd C. Shelton
Alice B. Womack
Stewart Welch III, Mayor

Absent: None

Also present were City Attorney Whit Colvin, City Manager Sam Gaston, and City Clerk Heather Richards.

The Council President stated that a quorum was present and that the meeting was open for the transaction of business

1. APPROVAL OF THE MINUTES OF THE APRIL 11, 2022 REGULAR MEETING OF THE CITY COUNCIL

Council President Pro Tempore made a motion to approve the minutes of the April 11, 2022 regular meeting of the City Council.

Thereupon, the minutes was then considered by the City Council. Council member Womack seconded the motion to approve the foregoing minutes. Then, upon the question being put and the roll called, the vote was recorded as follows:

Ayes: Virginia C. Smith, Council President
William S. Pritchard III, Council President Pro Tempore
Lloyd C. Shelton
Gerald A. Garner
Alice B. Womack

Nays: None

Council President Smith thereupon declared that said minutes are approved by a vote of 5–0.

2. RESOLUTION NO. 2022-060 APPOINTING A MEMBER TO THE BOARD OF EDUCATION OF THE CITY OF MOUNTAIN BROOK (EXHIBIT 1)

Virginia Smith-Council President

- The Council double interviewed each candidate

- Council members to give generic remarks regarding what they were looking for in a board member

Billy Pritchard-Council President Pro Tempore

- Expressed deep appreciation to Brad Sklar for his service on the Board of Education
- Thanked all of the applicants for volunteering themselves to be of possible service
- When considering a candidate, looking for:
 1. No preconceived agenda
 2. Someone who brings a clear sense of objectivity and thorough deliberation in dealing with complicated issues
 3. Someone who works together as a team member with the other members of the board

Gerald Garner-Council Member

- All 8 candidates care about school but that is not enough
- When considering a candidate, looking for:
 1. Someone who is dedicated
 2. Someone who is focused (almost obsessive about education)
 3. Strive to encourage schools to take kids to greater heights
 4. Address every child's needs
 5. Someone who works with the school and the community
 6. Focus on education first and foremost

Alice Womack-Council Member

- Grateful for process of interviewing candidates
- All of the council members come with different viewpoints and mindsets
- Collectively, the council is looking for similar attributes in the BOE applicant
- When considering a candidate, looking for:
 1. Someone who is open-minded
 2. Works well with others

Virginia Smith-Council President

- When considering a candidate, looking for
 1. Someone who works as team member (each member contributes his/her opinions and talents so together their decisions help make Mountain Brook the best school system)
 2. Someone who acts with integrity
 3. Willingness to learn
 4. Ability to listen
 5. Desire to make right decision for schools and community

Lloyd Shelton-Council Member

- When considering a candidate, looking for
 1. Someone who represents everyone in Mountain Brook
 2. Someone who will listen to all concerned parents and ensure that message is communicated to administration
 3. Maintain excellence

Council Member Womack made a motion to appoint Daniel Odrezin to the vacated spot on the Board of Education.

Thereupon, the motion was then considered by the City Council. Council President Smith seconded the motion to appoint Daniel Odrezin to the vacated spot on the Board of Education. Then, upon the question being put and the roll called, the vote was recorded as follows:

Ayes: Virginia C. Smith, Council President
William S. Pritchard III, Council President Pro Tempore
Lloyd C. Shelton
Alice B. Womack

Nays: Gerald A. Garner

Council President Smith thereupon declared that Daniel Odrezin appointed to the Board of Education by a vote of 4—1.

4. PRESENTATION OF THE ANNUAL FINANCIAL AUDIT OF THE CITY AS OF AND FOR THE YEAR ENDED SEPTEMBER 30, 2021 (MOTION NO. 2022-061)

Jason Harpe-Carr-Riggs & Ingram LLC

- Cities should have 90 days in fund balance. Mountain Brook surpasses this with 191 days (this grew by 4 days from the previous year)
- Unfunded pension liability-35 million (this hinges on performance of RSA)
- City has good internal controls in place to detect errors quickly
- No issues related to internal controls

Catherine Cannon-Carr, Riggs & Ingram LLC

- City implemented a new fiduciary accounting standard which did slightly change the way the City presents the funds
- Conducted single audit. This is when the City spends more than \$750,000 in federal award money
- Two tested as major: American Rescue Fund and programs through ALDOT
- Single Audit is a federal guideline. Auditors are looking at compliance issues.
- There were no findings to report
- Thanked the Finance Department and city employees for being professional and prepared for audit

Lloyd Shelton-Council Member

- No material issues
- No past adjustments

Stewart Welch-Mayor

- Thanked Steve Boone and Lloyd Shelton for their work on the audit.

Council Member Shelton made a motion to accept the audit draft.

Thereupon, the motion was then considered by the City Council. Council Member Garner seconded the motion to accept the foregoing motion. Then, upon the question being put and the roll called, the vote was recorded as follows:

Ayes: Virginia C. Smith, Council President
William S. Pritchard III, Council President Pro Tempore
Lloyd C. Shelton
Gerald A. Garner
Alice B. Womack

Nays: None

Council President Smith thereupon declared that said Motion is approved by a vote of 5—0.

5. CONSIDERATION OF A RESOLUTION NO. 2022-059 AUTHORIZING THE AGREEMENT FOR CONSULTING SERVICES BETWEEN THE CITY AND SCHOEL ENGINEERING COMPANY, INC. FOR SERVICES ALREADY RENDERED REGARDING THE CONSULTING SERVICES ASSOCIATED WITH THE DRAINAGE IMPROVEMENTS IN THE VICINITY OF CANTERBURY ROAD (EXHIBIT 2, APPENDIX 1)

Council President Pro Tempore Pritchard made a motion to authorize the agreement for consulting services between the city and Schoel Engineering Company, Inc. for services already rendered regarding the consulting services associated with the drainage improvements in the vicinity of Canterbury Road.

Thereupon, the resolution was then considered by the City Council. Council Member Shelton seconded the motion to approve the foregoing resolution. Then, upon the question being put and the roll called, the vote was recorded as follows:

Ayes: Virginia C. Smith, Council President
William S. Pritchard III, Council President Pro Tempore
Lloyd C. Shelton
Gerald A. Garner
Alice B. Womack

Nays: None

Council President Smith thereupon declared that said Resolution is approved by a vote of 5—0.

6. CONSIDERATION OF AN ORDINANCE (NO. 2122) AUTHORIZING THE ISSUANCE, EXECUTION, SALE AND DELIVERY OF \$6 MILLION GENERAL OBLIGATION WARRANTS (EXHIBIT 3)

Council President Smith introduced the ordinance in writing. It was then moved by council Member Garner that all rules and regulations which, unless suspended, would prevent the immediate consideration and adoption of said ordinance be suspended and that unanimous consent to the immediate consideration of said ordinance be given and that the reading of the ordinance at length be waived. The motion was seconded by Council President Pro Tempore Pritchard and was unanimously carried, as follows:

Ayes: Virginia C. Smith
William S. (“Billy”) Pritchard III
Lloyd C. Shelton
Alice B. Womack
Gerald A. Garner

Nays: None

Council President Smith declared the motion carried by a vote of 5-0.

After said ordinance had been considered in full by the Council President, Council President Pro Tempore Pritchard then moved for the adoption of said ordinance. The motion was seconded by Council Member Womack. Thereupon, Council President Smith called for vote with the following results:

Ayes: Virginia C. Smith
William S. ("Billy") Pritchard III
Alice B. Womack
Gerald A. Garner
Lloyd C. Shelton

Nays: None

Council President Smith declared that the ordinance (No. 2122) is hereby adopted by a vote of 5-0 and, as evidence thereof, she signed the same.

7. ANNOUNCEMENT

Council President Smith announced the next regular meeting of the City Council is May 9, 2022, 7:00p.m.

8. ADJOURNMENT

There being no further business to come before the City Council, President Smith adjourned the meeting at approximately 7:38p.m.

9. CERTIFICATION

I, Heather Richards, City Clerk of the City of Mountain Brook, Alabama, certify the above is a true and correct transcript of the regular meeting of the City Council of the City of Mountain Brook, Alabama held at City Hall, Council Chamber (Room A 108) on April 26, 2022, and that the meeting was duly called and held in all respects in accordance with the laws of the State of Alabama and bylaws of the City and that a quorum was present.

City Clerk Approved by
City Council May 9, 2022

RESOLUTION NO. 2022-063

**A RESOLUTION AUTHORIZING THE SALE OR DISPOSAL
OF CERTAIN SURPLUS PROPERTY**

WHEREAS, the City of Mountain Brook, Alabama, has certain items of personal property which are no longer needed for public or municipal purposes; and

WHEREAS, Section 11-43-56 of the Alabama Code of 1975 authorizes the municipal governing body to dispose of unneeded personal property.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Mountain Brook, as follows:

Section 1. It is hereby established and declared that the following property owned by the City of Mountain Brook, Alabama is not needed for public or municipal purposes and is hereby declared surplus property: One (1) 2012 Ford F-350 DRW Super Transport Vehicle (VIN #1FDUF4HT5CEC62511, FA 14107).

Section 2. That the City Manager, or his designated representative, is hereby authorized and directed to sell said property to the Homewood Fire District for thirty three thousand dollars (\$33,000.00).

ADOPTED: This 9th day of May, 2022.

Council President

APPROVED: This 9th day of May, 2022.

Mayor

CERTIFICATION

I, Heather Richards, City Clerk of the City of Mountain Brook, Alabama hereby certify the above to be a true and correct copy of a resolution adopted by the City Council of the City of Mountain Brook at its regular meeting held on May 9, 2022, as same appears in the minutes of record of said meeting.

City Clerk

Heather Richards <richardsh@mtnbrook.org>

Fwd: Sale of the Old Transport Three (2012 - Ford F450)

1 message

Steve Boone <boones@mtnbrook.org>
To: Heather Richards <richardsh@mtnbrook.org>

Mon, May 2, 2022 at 8:09 AM

----- Forwarded message -----

From: **Stacey Cole** <coles@mtnbrook.org>

Date: Fri, Apr 29, 2022 at 2:15 PM

Subject: Sale of the Old Transport Three (2012 - Ford F450)

To: Stewart Welch (Mayor) <stewart@welchgroup.com>, VIRGINIA C SMITH <wood967@icloud.com>, Lloyd Shelton <lcs@borlandcpa.com>, Billy Pritchard <billyp@pm-j.com>, Alice Womack <alicewomack14@gmail.com>, Gerald Garner <geraldgarner@gmail.com>Cc: Sam Gaston <gastons@mtnbrook.org>, Steve Boone <boones@mtnbrook.org>, Chris Mullins <mullinsc@mtnbrook.org>

Mayor and Council,

I was approached by Homewood Fire Department (Deputy Chief Brandon Broadhead) several weeks ago about leasing our old Transport Three (ambulance). The City of Homewood is desperate for an ambulance due to Regional Paramedic Services being unable to provide reliable service. Homewood has ordered a new ambulance, but it has a nine-month delivery date. After discussing possible lease options, Chief Broadhead asked if we would be interested in selling our old ambulance. I discussed the matter with Chief Mullins, who prefers selling over leasing. I have researched the make, model, year, ambulance type, and mileage of compatible units throughout the country and determined our ambulance is worth \$30,000 to \$36,000. Based on these numbers, I felt a fair price for our vehicle to be \$33,000. Homewood has agreed to the purchase price and is waiting for the City's approval for the sale. If most of you agree, I will ask Mr. Boone to add it to the formal agenda for ratification on May 9th. I appreciate everyone's consideration of this sale.

Stacey L. Cole**Deputy Chief / Emergency Operations****Mountain Brook Fire Department****Office: (205) 802-3831****Cell: (205) 438-2569****Email: Coles@mtnbrook.org**

Notice of Confidentiality: This transmission contains information that may be confidential and may also be privileged. Unless you are the intended recipient of the message (or authorized to receive it for the intended recipient), you may not copy, forward, or otherwise use it, or disclose its contents to anyone else. Please be aware that email communication can be intercepted in transmission or misdirected. If you have received this transmission in error, please notify me immediately at coles@mtnbrook.org and delete it from your system.

--

Steven Boone**City of Mountain Brook****P. O. Box 130009****Mountain Brook, AL 35213-0009****Direct: (205) 802-3825****Facsimile: (205) 874-0611**www.mtnbrook.org<http://mtnbrookcity.blogspot.com/>**Twitter®: @mountain_brook**

BILL OF SALE

I, Heather Richards, City Clerk of the City of Mountain Brook, Alabama, am hereby authorized for and on behalf of the City Council of the City of Mountain Brook to sell and convey title this _____ day of _____, 2022, one (1) 2012 Ford F-350 DRW Super Transport Vehicle (VIN 1FDUF4HT5CEC62511) to The Homewood Fire District (buyer), in consideration of thirty three thousand dollars (\$33,000.00). The vehicle is sold as is, with no warranties (expressed or implied).

City of Mountain Brook

Homewood Fire Department

Heather Richards
City Clerk

Name of buyer's authorized representative

Seller's authorized representative

Buyer's authorized representative

Date

Date

RESOLUTION NO. 2022-064

BE IT RESOLVED by the City Council of the City of Mountain Brook, Alabama, as follows:

1. Little Hardware has requested to install two (2) 150 watt LED street lights in the alley behind Little Hardware at 2117 Cahaba Road as more fully described in Exhibit A attached hereto (map of location).
2. That the City Manager is hereby authorized to execute and deliver, or cause to be executed and delivered, on behalf of the City such documents, instruments, and agreements that may be deemed necessary or appropriate with respect to said street lights installations.

ADOPTED: This 9th day of May, 2022.

Council President

APPROVED: This 9th day of May, 2022.

Mayor

CERTIFICATION

I, Heather Richards, City Clerk of the City of Mountain Brook, Alabama hereby certify the above to be a true and correct copy of a resolution adopted by the City Council of the City of Mountain Brook at its meeting held on May 9 2022, as same appears in the minutes or record of said meeting.

City Clerk



CITY OF MOUNTAIN BROOK

56 Church Street
P.O. Box 130009
Mountain Brook, Alabama 35213
Telephone: 205.802.3803
Fax: 205.870.3577
gastons@mtnbrook.org

SAM S. GASTON
CITY MANAGER

May 2, 2022

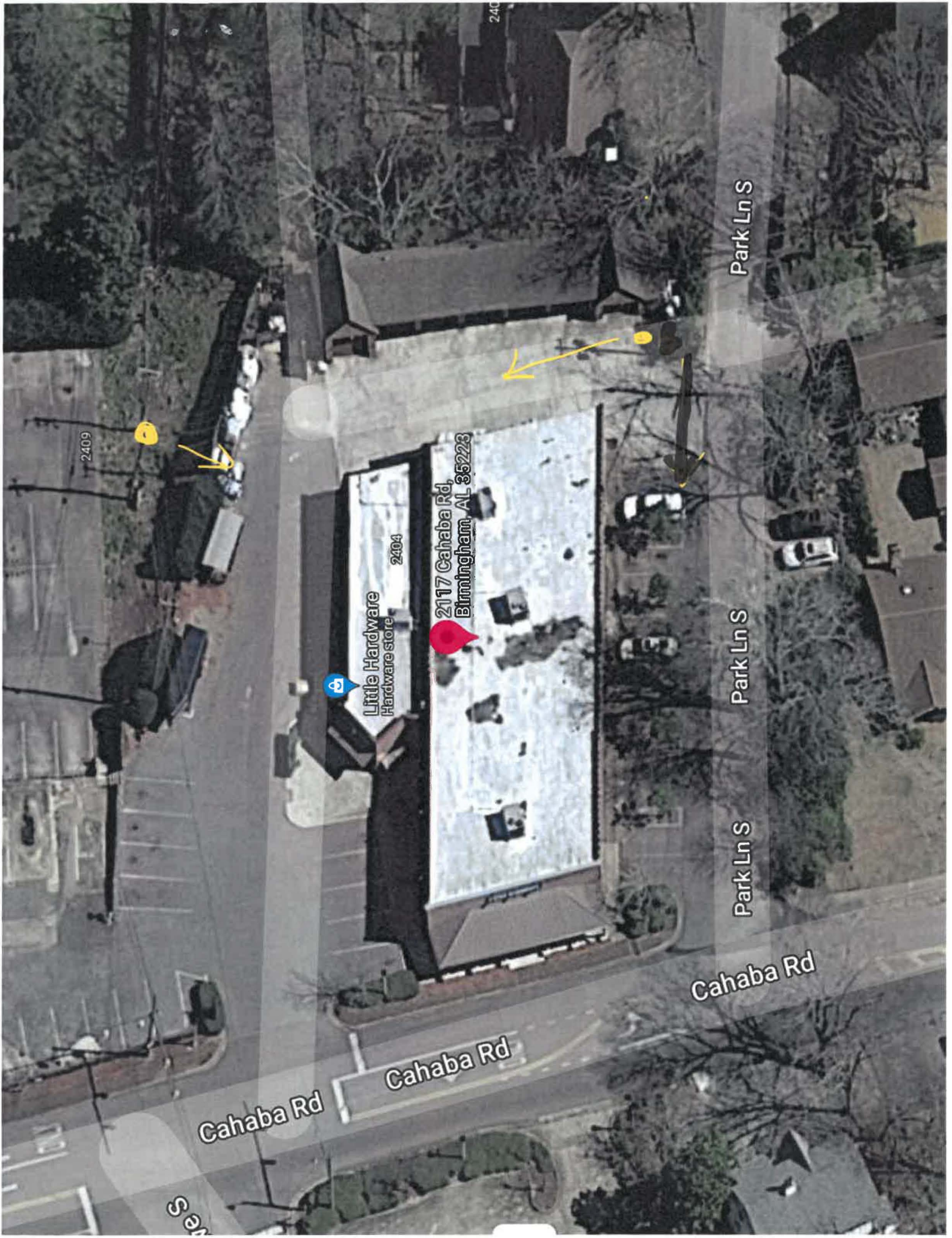
Dear Resident,

The City of Mountain Brook has received a request to place two street lights in the alleys behind Little Hardware. (See attached map.) Alabama Power Company recommends 150 watt LED street lights.

The Mountain Brook City Council will consider this request at its May 9th meeting which will begin at 7:00pm. You are invited to attend this meeting to comment on these street light requests. If you cannot attend on May 9th, but would like to offer your comments, please contact me at (205) 802-3800 or gastons@mtnbrook.org.

Sincerely,

Sam S. Gaston
City Manager



2409

240

Park Ln S

Park Ln S

Park Ln S

Cahaba Rd

Cahaba Rd

Cahaba Rd

Little Hardware
Hardware store

2404

2117 Cahaba Rd,
Birmingham, AL 35223

RESOLUTION NO. 2022-065

BE IT RESOLVED by the City Council of the City of Mountain Brook, Alabama, that the City Council hereby awards the bid for the Northcote Drive Culvert Replacement to JD Morris Construction Co. Inc., having submitted the bid in the amount of \$450,000 and

BE IT FURHTER RESOLVED by the City Council of the City of Mountain Brook, Alabama, that the City Council here by authorizes the execution of a construction contract, in the form as attached hereto as Exhibit A, with respect to said project.

ADOPTED: This 9th day of May, 2022.

Council President

APPROVED: This 9th day of May, 2022.

Mayor

CERTIFICATION

I, Heather Richards, City Clerk of the City of Mountain Brook, Alabama hereby certify the above to be a true and correct copy of a resolution adopted by the City Council of the City of Mountain Brook at its regular meeting held on May 9, 2022, as same appears in the minutes of record of said meeting.

City Clerk

April 28, 2022

City of Mountain Brook
56 Church Steet
Mountain Brook, AL 35213-3700

Attn: Mr. Sam Gaston

Project Reference: Northcote Drive Culvert Replacement
Bid No. 20550325-003
Bid Date: April 28, 2022
Recommendation to Award

Mr. Gaston:

We are in receipt of the bids for the Northcote Drive Culvert Replacement. The bids were prepared based on construction plans and technical specifications prepared by Schoel. In total, four responsive bids were received. The apparent low bidder is JD Morris Construction Co. Inc., as shown in the table below.

Contractor	Total Bid
JD Morris Construction Co Inc.	\$ 450,000
Southeastern Sealcoating	\$ 611,387
Gillespie Construction, LLC	\$ 642,500
Russo Corporation	\$ 1,015,000

The low bidder has submitted a conditional bid. The plans and specifications call for the installation of a precast concrete box culvert. The low bidder has submitted an alternative which includes a cast-in-place concrete box culvert. The low bidder submitted a detailed sketch of the proposed cast-in-place culvert and four written clarifications with the bid. The four clarifications, as submitted in the proposal, are listed below:

- 1. Price is based on Layout and information included on attached JDM SK100 Sketch*
- 2. We are quoting a cast in place system to improve schedule and minimize disturbing area*
- 3. Phase 1 Culvert will be moved to easement area. The existing 24" x 54" storm line will be left in place and filled with concrete*
- 4. No rock excavation or removal included.*

Items 1–3 are acceptable, provided the low bidder provides a stamped engineering structural drawing of the culvert. Currently, precast concrete pipe products are experiencing long lead times, 7-10 months. This would likely force the project into 2023. According to the schedule submitted by the low bidder in the proposal, using a cast-in-place method, the project will be complete by the end of July 2022. This is within the original contract time of 90 days.

However, Item 4 should not be accepted. The primary reason is the contractor has proposed a slight shift in the alignment of the new culvert away from the existing culvert which will result in excavation of natural soil. It is unknown, although unlikely, whether any subsurface rock is present. As such, the contractor should be responsible for the subsurface conditions outside of the originally proposed culvert alignment.

The low bidder has been advised of these conditions to the bid proposal and has verbally accepted them.

The other submitted information appears to be in accordance with the bid requirements and the contractor has the required experience and qualifications, as stipulated in the bid documents.

Based on this, and in consideration of the conditions submitted and discussed herein, Schoel recommends award to JD Morris Construction Co. Inc.

SCHOEL ENGINEERING CO., INC.



Mark Simpson, P.E., CFM
Project Manager

Cc: Mr. Ronald Vaughn, Public Works Director

Attachment: Bid Opening Sign-in Sheet
Bid Tabulation
Bid Proposal Forms:
JD Morris Construction Co. Inc. (including Clarifications, Sketch, Schedule)
Southeast Seal Coating
Gillespie Construction, LLC
Russo Corporation

RESOLUTION NO. 2022-066

BE IT RESOLVED by the City Council of the City of Mountain Brook that the bid for janitorial services for the City Hall/Fire (building) submitted by Protek Cleaning Services, Inc. and the bid for janitorial services for the Police (building) submitted by Pritchard Industries are hereby accepted in the form as attached hereto as Exhibit A; and

BE IT FURTHER RESOLVED by the City Council of the City of Mountain Brook that the contract incorporated into the "Invitation to Bid for Janitorial Services Contract (B-20220225-002)" dated May 30, 2022 is incorporated herein by reference.

ADOPTED: This 9th day of May, 2022.

Council President

APPROVED: This 9th day of May, 2022.

Mayor

CERTIFICATION

I, Heather Richards, City Clerk of the City of the City of Mountain Brook, Alabama, hereby certify the above to be a true and correct copy of a resolution adopted by the City Council of the City of Mountain Brook at its regular meeting held on May 9, 2022, as same appears in the minutes of record of said meeting.

City Clerk



CITY OF MOUNTAIN BROOK

P. O. Box 130009
Mountain Brook, Alabama 35213-0009
Telephone: 205.802.2400
www.mtnbrook.org

To: Sam Gaston, City Manager
From: Steven Boone
Date: May 4, 2022
Subject: Janitorial bids B-20220225-002

Bids for the 3-year janitorial service contract were opened May 4 at 10 a.m. The City received five bids. Unlike previous bids, this contract includes the Police building. See bid tabulation attached.

It appears all bidders have satisfied the specifications expressed in the invitation to bid. After careful review, it is my recommendation that the City award two contracts:

1. City Hall/Fire (building 1) to Protek – annualized cost of \$37,424
2. Police (building 2) to Pritchard Industries. – annualized cost of \$27,968

Janitorial Services Bid (B-20220225-002) Tabulation
 City of Mountain Brook
 May 4, 2022, 10 a.m.

Bid Form Row	Daily/weekly Services as Specified in 2.1-2.19:	Pritchard Industries		Office Pride	American Facility Services	Hill's Janitorial Services	Expiring Contract (Protek)	Building 2 (Police)		Building 1 (City Hall/Fire)	
		Protek						Pritchard Industries	Protek	Pritchard Industries	Protek
1	City Hall	\$ 1,700.00	\$ 1,165.00	\$ 2,750.00	\$ 1,750.00	\$ 904.50	\$ 1,130.00			\$ 1,700.00	\$ 1,165.00
2	Fire adm	200.00	585.00	600.00	250.00	385.10	565.00			200.00	585.00
3	Fire ground floor	100.00	195.00	89.00	150.00	285.10	188.00			100.00	195.00
4	Fire stairwell	100.00	195.00	50.00	50.00	220.15	188.00			100.00	195.00
5	Fire training room	100.00	195.00	121.00	50.00	175.35	188.00			100.00	195.00
6	Police Department	1,484.00	1,650.00	2,485.00	1,800.00	2,100.00	N/A	1,484.00	1,650.00		
7	Fixed monthly subtotal	3,684.00	3,985.00	6,101.00	4,050.00	4,070.20	2,259.00	1,484.00	1,650.00	2,200.00	2,335.00
	Multiplied by 12	12	12	12	12	12	12	12	12	12	12
	Annualized Daily/Weekly Services	44,208.00	47,820.00	73,212.00	48,600.00	48,842.40	27,108.00	17,808.00	19,800.00	26,400.00	28,020.00
	Semi-annual Services as Specified in 2.20-2.24:										
7	City Hall first floor	911.00	602.00	350.00	1,200.00	550.00	584.00			911.00	602.00
8	City Hall first floor	1,402.00	1,042.00	1,680.00	1,400.00	845.00	1,012.00			1,402.00	1,042.00
9	City Hall second floor/Fire Adm	1,132.00	103.00	350.00	600.00	625.00	100.00			1,132.00	103.00
10	City Hall second floor/Fire Adm	1,743.00	179.00	1,120.00	800.00	1,010.00	174.00			1,743.00	179.00
11	Police Interim maintenance carpet	676.00	617.00	350.00	1,100.00	1,710.50	N/A	676.00	617.00		
12	Police restorative carpet	1,040.00	1,068.00	1,750.00	1,300.00	635.15	N/A	1,040.00	1,068.00		
13	Windows/blinds, City hall/Fire Building 1	Included	283.00	350.00	225.00	8,530.00	275			Included	283.00
14	Windows/blinds, Police Building 2	Included	375.00	350.00	225.00	2,000.00	1050	Included	375.00		
15	City Hall/Fire Building 1 VCT tile floors	778.00	1,082.00	1,350.00	1,800.00	475.00	1370			778.00	1,082.00
16	Police Building 2 VCT tile floors	2,464.00	1,500.00	1,575.00	2,500.00	850.00	N/A	2,464.00	1,500.00		
17	Interior & Exterior windows-Building 1	1,800.00	1,411.00	1,887.00	2,300.00	6,450.00	750			1,800.00	1,411.00
18	Interior & Exterior windows-Building 2	900.00	2,000.00	1,049.00	1,900.00	6,000.00	N/A	900.00	2,000.00		
	Semi-annual Subtotal	12,846.00	10,262.00	12,161.00	15,350.00	29,680.65	5,315.00	5,080.00	5,560.00	7,766.00	4,702.00
	Multiplied by 2	2	2	2	2	2	2	2	2	2	2
	Annualized Semi-annual Services	25,692.00	20,524.00	24,322.00	30,700.00	59,361.30	10,630.00	10,160.00	11,120.00	15,532.00	9,404.00
	Annualized Total	\$ 69,900.00	\$ 68,344.00	\$ 97,534.00	\$ 79,300.00	\$ 108,203.70	\$ 37,738.00	\$ 27,968.00	\$ 30,920.00	\$ 41,932.00	\$ 37,424.00

NR No response

Bid form notarized	Yes	Yes	Yes	Yes	Yes
Bidder Affidavit and Warranty notarized	Yes	Yes	Yes	Yes	Yes
Bidder Qualification Form:					
1 Name, address	Included	Included	Included	Included	Included
2 Contact	Included	Included	Included	Included	Included
3 History	31 years	65 years	30 years	30 years	34 years
4 Experience	References	References	References	References	References
5 Prior contracts	Included	Included	Included	Included	Included
6 Staff	Included	Included	Included	Included	Included
7 Key personnel	Included	Included	Included	Included	Included
8 Subcontractors	Yes	Yes	Yes	No	Yes
9 Resources	Included	NR	Included	Included	Included
10 Licensing	Included	NR	Included	Included	Included
11 Insurance certificate	Included	Included	Included	Included	Included
12a Claims history (within past 5 years)	No	NR	No	No	No
12b Performance bond/surety claims	No	No	No	No	No
12c Customers declared provider in default	No	No	No	No	No
12d Ever failed to complete an awarded work	No	No	No	No	No
12e Judgments or arbitration	No	No	No	No	No
12f Failed to complete a service contract	No	No	No	No	No
Notarized	Yes	Yes	Yes	Yes	Yes
Federal W-9	Included	Included	Included	Included	Included
e-Verify	NR	Included	Included	Included	Included
Copies of bid response provided	2	2	2	2	2

NOTE: This bid tabulation is intended to summarize the primary elements of the bid responses for initial evaluation purposes. The