

**Board of Commissioners**

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Charlotte J. Nash, Chairman  
Jace W. Brooks, District 1  
Lynette Howard, District 2  
Tommy Hunter, District 3  
John Heard, District 4



**Business Session Minutes**  
**Tuesday, December 17, 2013 - 2:00 PM**

**Present:** Charlotte J. Nash, Jace Brooks, Lynette Howard, Tommy Hunter & John Heard

**I. Call To Order, Invocation, Pledge to Flag**

**II. Opening Remarks by Chairman**

**III. Approval of Agenda**

{Action: Approved Motion: Hunter Second: Heard Vote: 5-0; Nash-Yes; Brooks-Yes; Howard-Yes; Hunter-Yes; Heard-Yes}

**IV. Approval of Minutes:** **Executive Session:** December 3, 2013  
**Work Session:** December 3, 2013  
**Business Session:** December 3, 2013  
**Special Called Meeting:** December 9, 2013  
**Special Called Meeting:** December 10, 2013  
{Action: Approved Motion: Hunter Second: Heard Vote: 5-0; Nash-Yes; Brooks-Yes; Howard-Yes; Hunter-Yes; Heard-Yes}

**V. Announcements**

- **Award Presentation:** Georgia Clean Air Campaign PACE Awards
- **Award Presentation:** Solid Waste Association of North America Education Excellence Award
- **Resolution of Recognition:** Gwinnett County Police Department's CALEA Accreditation  
{Action: Approved Motion: Hunter Second: Howard Vote: 5-0; Nash-Yes; Brooks-Yes; Howard-Yes; Hunter-Yes; Heard-Yes}

**VI. Set-Aside**

2013-1015 {Action: Approved Motion: Hunter Second: Heard Vote: 5-0; Nash-Yes; Brooks-Yes; Howard-Yes; Hunter-Yes; Heard-Yes}

## **VII. Consent Agenda**

### **A. New Business**

#### **I. Multiple Departments**

**2013-1025 Award BL109-13**, purchase of meat, cheese, fish, and poultry on an annual contract (December 17, 2013 through December 16, 2014), Department of Community Services, Department of Corrections and Sheriff's Department, to low bidders and low responsive bidders as follows: Performance Foodservice, S&S Institutional Foods, dba Samples Institutional Foods, and Sutherlands Foodservice, Inc., base bid \$542,561.00. This contract is funded 87% by the General Fund and 13% by the Atlanta Regional Commission. (Staff Recommendation: Award) {Action: Approved Motion: Hunter Second: Brooks Vote: 5-0; Nash-Yes; Brooks-Yes; Howard-Yes; Hunter-Yes; Heard-Yes}

#### **2. Community Services/Phil Hoskins**

**2013-1010 Approval/authorization** for the Chairman or designee to execute all necessary documents to apply for and accept, if awarded, a Georgia Department of Natural Resources Land and Water Conservation Fund grant. Grant requested is equal to \$100,000.00. The County's match will be \$323,000.00 with funds available in the project. The grant funds, if awarded, will be used to renovate and improve the dog and skate park areas within Ronald Reagan Park at Five Forks. District 2/Howard (Staff Recommendation: Approval) {Action: Approved Motion: Hunter Second: Brooks Vote: 5-0; Nash-Yes; Brooks-Yes; Howard-Yes; Hunter-Yes; Heard-Yes}

**2013-1011 Approval/authorization** for the Chairman to execute a license agreement between Gwinnett County and the Dacula Athletic Association, Inc. for the purpose of the installation and maintenance of new scoreboards at the Dacula Park baseball and softball fields at no cost to the County. District 3/Hunter (Staff Recommendation: Approval) {Action: Approved Motion: Hunter Second: Brooks Vote: 5-0; Nash-Yes; Brooks-Yes; Howard-Yes; Hunter-Yes; Heard-Yes}

## **VII. Consent Agenda**

### **A. New Business**

#### **3. County Administration**

**2013-1019 Award RP019-13**, on-demand printing services on an annual contract (January 06, 2014 through January 05, 2015), to the highest scoring firms, Design Type, Inc., Digital Xpress Printing, Inc., More Business Solutions, and Printing Trade Company, Inc., base amount \$275,000.00. (Staff Recommendation: Award) {Action: Approved Motion: Hunter Second: Brooks Vote: 5-0; Nash-Yes; Brooks-Yes; Howard-Yes; Hunter-Yes; Heard-Yes}

#### **4. Financial Services/Maria Woods**

**2013-1007 Award RP006-13**, provide property and casualty insurance coverage/services on an annual contract (January 01, 2014 through December 31, 2014), to the highest scoring firms, Arthur J. Gallagher Risk Management Services, Inc., \$75,500.86, Marsh USA, Inc., \$227,726.09, and Willis Insurance Services of Georgia, Inc., \$2,375,731.05, total base amount \$2,678,958.00 (this represents a 9.5% decrease from the previous contract). Authorization for Chairman to execute contracts subject to approval by the Law Department. Contracts to follow award. This contract is funded 91% by the Risk Management Fund and 9% by the Workers Compensation Fund. (Staff Recommendation: Award) {Action: Approved Motion: Hunter Second: Brooks Vote: 5-0; Nash-Yes; Brooks-Yes; Howard-Yes; Hunter-Yes; Heard-Yes}

**2013-1004 Approval** to renew RP031-10, housing rehabilitation & environmental inspection services for the Gwinnett County Community Development Program on an annual contract (January 04, 2014 through January 03, 2015), with the highest scoring firms, Stephen L. Chalfant and Amerispec, base amount \$50,000.00. This contract is funded by the Housing and Urban Development Grant Funds. (Staff Recommendation: Approval) {Action: Approved Motion: Hunter Second: Brooks Vote: 5-0; Nash-Yes; Brooks-Yes; Howard-Yes; Hunter-Yes; Heard-Yes}

## **VII. Consent Agenda**

### **A. New Business**

#### **4. Financial Services/Maria Woods**

**2013-1009 Approval** of change order no. 3 to extend RP029-08, credit card processing services on a multi-year contract (January 01, 2014 through November 30, 2014), with Elavon, Inc., base amount \$1,343,366.27. Authorization for Chairman to execute change order subject to approval by the Law Department. Change order to follow award. (Staff Recommendation: Approval) {Action: Approved Motion: Hunter Second: Brooks Vote: 5-0; Nash-Yes; Brooks-Yes; Howard-Yes; Hunter-Yes; Heard-Yes}

**2013-1034 Approval** to rescind award to Toshiba Business Solutions (USA), Inc. and re-award RP013-13, provision of county-wide digital multi-functional imaging devices and management services on a cost-per-copy basis on a multi-year contract, to the second highest scoring firm, Milner, Inc. The initial term of this contract shall be January 01, 2014 through December 31, 2014, base amount \$385,000.00. This contract shall terminate absolutely and without further obligation on the part of the County on December 31, 2014 and at the close of each succeeding calendar year for which it may be renewed. This contract may be automatically renewed on an annual basis for four additional twelve-month terms, for a total lifetime contract term of five years, total base amount of \$1,925,000.00 upon the same terms and conditions as provided for in this agreement, unless previously terminated. Authorization for Chairman to execute contracts subject to approval by the Law Department. Contracts to follow award. (Staff Recommendation: Approval) {Action: Approved Motion: Hunter Second: Brooks Vote: 5-0; Nash-Yes; Brooks-Yes; Howard-Yes; Hunter-Yes; Heard-Yes}

#### **5. Fire Services/Casey Snyder**

**2013-0965 Approval** to accept and appropriate year-to-date donations of \$2,295.00 made to Gwinnett County Department of Fire and Emergency Services for community education efforts. (Staff Recommendation: Approval) {Action: Approved Motion: Hunter Second: Brooks Vote: 5-0; Nash-Yes; Brooks-Yes; Howard-Yes; Hunter-Yes; Heard-Yes}

## **VII. Consent Agenda**

### **A. New Business**

#### **6. Law Department/Van Stephens**

**2013-1054 Approval/authorization** for the Chairman to execute an Intergovernmental Agreement with the City of Peachtree Corners for the provision of Police Services within the City of Peachtree Corners. The anticipated agreement is attached, and the final agreement will be subject to review and approval by the Law Department. {Action: Approved Motion: Hunter Second: Brooks Vote: 5-0; Nash-Yes; Brooks-Yes; Howard-Yes; Hunter-Yes; Heard-Yes}

**2013-1055 Approval/authorization** for the Chairman to execute an Intergovernmental Agreement with the City of Peachtree Corners for the provision of Fire & Emergency Medical Services within the City of Peachtree Corners. The anticipated agreement is attached, and the final agreement will be subject to review and approval by the Law Department. {Action: Approved Motion: Hunter Second: Brooks Vote: 5-0; Nash-Yes; Brooks-Yes; Howard-Yes; Hunter-Yes; Heard-Yes}

**2013-1056 Approval/authorization** for the Chairman to execute an Intergovernmental Agreement with the City of Peachtree Corners for the provision of Stormwater Services within the City of Peachtree Corners. The anticipated agreement is attached, and the final agreement will be subject to review and approval by the Law Department. {Action: Approved Motion: Hunter Second: Brooks Vote: 5-0; Nash-Yes; Brooks-Yes; Howard-Yes; Hunter-Yes; Heard-Yes}

**2013-1057 Approval/authorization** for the Chairman to execute an Intergovernmental Agreement with the City of Peachtree Corners for the provision of Road Resurfacing Services within the City of Peachtree Corners. The anticipated agreement is attached, and the final agreement will be subject to review and approval by the Law Department. {Action: Approved Motion: Hunter Second: Brooks Vote: 5-0; Nash-Yes; Brooks-Yes; Howard-Yes; Hunter-Yes; Heard-Yes}

## **VII. Consent Agenda**

### **A. New Business**

#### **6. Law Department/Van Stephens**

**2013-1058 Approval/authorization** for the Chairman to execute an Intergovernmental Agreement with the City of Peachtree Corners for the provision of Road Maintenance Services within the City of Peachtree Corners. The anticipated agreement is attached, and the final agreement will be subject to review and approval by the Law Department. {Action: Approved Motion: Hunter Second: Brooks Vote: 5-0; Nash-Yes; Brooks-Yes; Howard-Yes; Hunter-Yes; Heard-Yes}

#### **7. Police Services/Charlie Walters**

**2013-1000 Approval/authorization** of a resolution enabling the Gwinnett County Police Department to maintain compliance with all state requirements regarding its speed detection permit with the Georgia Department of Public Safety. (Staff Recommendation: Approve) {Action: Approved Motion: Hunter Second: Brooks Vote: 5-0; Nash-Yes; Brooks-Yes; Howard-Yes; Hunter-Yes; Heard-Yes}

#### **8. Support Services/Angelia Parham**

**2013-1020 Award RP020-13**, lease of a mail management system on a multi-year contract, to the highest scoring firm, Neopost USA. The initial term of this contract shall be January 01, 2014 through December 31, 2014, base amount \$35,460.00. This contract shall terminate absolutely and without further obligation on the part of the County on December 31, 2014 and at the close of each succeeding calendar year for which it may be renewed. This contract may be automatically renewed on an annual basis for two additional twelve-month terms, for a total lifetime contract term of three years, total base amount \$106,380.00, upon the same terms and conditions as provided for in this agreement, unless previously terminated. Authorization for Chairman to execute contracts subject to approval by the Law Department. Contracts to follow award. This contract is funded by the Administrative Support Fund. (Staff Recommendation: Award) {Action: Approved Motion: Hunter Second: Brooks Vote: 5-0; Nash-Yes; Brooks-Yes; Howard-Yes; Hunter-Yes; Heard-Yes}

## **VII. Consent Agenda**

### **A. New Business**

#### **9. Transportation/Kim Conroy**

**2013-1022 Award BL097-13**, Lilburn Main Street realignment & improvements project, project number F-0861, to low bidder, E.R. Snell Contractor, Inc., amount not to exceed \$3,507,275.66. Authorization for Chairman to execute contracts subject to approval by the Law Department and proof of authenticity of bonds. Contracts to follow award. This contract is funded 68% by the City of Lilburn, 20% by the 2009 SPLOST Transportation Program and 12% by the 2005 SPLOST Library Program. Percentage of funding is based on the 2011 Agreement with the City of Lilburn and the 2013 Supplemental Agreement No. 1. District 2/Howard (Staff Recommendation: Award) **{Action: Approved Motion: Hunter Second: Brooks Vote: 5-0; Nash-Yes; Brooks-Yes; Howard-Yes; Hunter-Yes; Heard-Yes}**

#### **10. Water Resources/Ron Seibenhener**

**2013-1021 Award BL105-13**, Grandeus Creek restoration project, to low bidder, Astra Grading & Pipe, LLC, amount not to exceed \$388,888.00. Authorization for Chairman to execute contracts subject to approval by the Law Department and proof of authenticity of bonds. Contracts to follow award. This contract is funded by the Water & Sewer Renewal & Extension Fund. **{Action: Approved Motion: Hunter Second: Brooks Vote: 5-0; Nash-Yes; Brooks-Yes; Howard-Yes; Hunter-Yes; Heard-Yes}**

**2013-1008 Approval** to renew BL097-10, locating services on an annual contract (February 14, 2014 through February 13, 2015), to low bidder, High Tech Engineering, Inc., base bid \$693,761.61 (negotiated cost savings of approximately \$6,940.00). This contract is funded by the Water & Sewer Operating Fund. **{Action: Approved Motion: Hunter Second: Brooks Vote: 5-0; Nash-Yes; Brooks-Yes; Howard-Yes; Hunter-Yes; Heard-Yes}**

## **VII. Consent Agenda**

### **A. New Business**

#### **10. Water Resources/Ron Seibenhener**

**2013-1014 Approval** to renew BL098-12, purchase of manhole sections, rings, covers and precast drainage structures on an annual contract (January 01, 2014 through December 31, 2014), to low bidders per attached recommendation letter, base bid \$65,000.00. This contract is funded 50% by the Water & Sewer Operating Fund and 50% by the Stormwater Operating Fund. (Staff Recommendation: Approval) {Action: Approved Motion: Hunter Second: Brooks Vote: 5-0; Nash-Yes; Brooks-Yes; Howard-Yes; Hunter-Yes; Heard-Yes}

**2013-1018 Approval** to renew RP005-12, consultant demand professional services on an annual contract (January 01, 2014 through December 31, 2014), to the highest scoring firms per attached recommendation letter, base amount \$11,500,000.00 (negotiated cost savings of approximately \$200,290.00). This contract is funded by the Water & Sewer Renewal & Extension Fund. (Staff Recommendation: Approval) {Action: Approved Motion: Hunter Second: Brooks Vote: 5-0; Nash-Yes; Brooks-Yes; Howard-Yes; Hunter-Yes; Heard-Yes}

## **VII. Old Business**

### **I. Commissioners**

**2013-0665 Approval** of appointment to the Family & Children Services Board. Term Expires June 30, 2018. Incumbent - Katherine Knight. District I/Brooks (Tabled on 12/17/2013) (Tabled to 01/07/2014) {Action: Tabled Motion: Brooks Second: Heard Vote: 5-0; Nash-Yes; Brooks-Yes; Howard-Yes; Hunter-Yes; Heard-Yes}

**2013-0733 Approval** to accept the appointment of Bob Scott, Position 6-Municipality Appointment, to the Stormwater Authority. Term Expires December 31, 2016. Incumbent Bob Scott. {Action: Approved Motion: Hunter Second: Heard Vote: 5-0; Nash-Yes; Brooks-Yes; Howard-Yes; Hunter-Yes; Heard-Yes}



## **VIII. Old Business**

### **I. Commissioners**

**2013-1040 Approval** to readvertise for applications to serve as members of the Stormwater Authority, Gwinnett County Appointments, Positions 2 and 4. Terms expire December 31, 2016. Incumbents Jay Puckhaber and Chad Baker. {Action: Approved Motion: Hunter Second: Heard Vote: 5-0; Nash-Yes; Brooks-Yes; Howard-Yes; Hunter-Yes; Heard-Yes}

### **2. Recorders Court Judges/Jeff West**

**2013-0971 Award RP018-13**, probation services for the Recorder's Court of Gwinnett County on a multi-year contract, to the highest scoring firm, Sentinel Offender Services, LLC. The initial term of this contract shall be January 01, 2014 through December 31, 2014. This contract shall terminate absolutely and without further obligation on the part of the County on December 31, 2014 and at the close of each succeeding calendar year for which it may be renewed. This contract may be automatically renewed on an annual basis for four additional twelve-month terms, for a total lifetime contract of five years, upon the same terms and conditions as provided for in this agreement, unless previously terminated. Authorization for the Chief Judge to execute contracts subject to approval by the Law Department. Contract to follow award. Funded through probation supervision fees collected from defendants; no charge to Gwinnett County. (Staff Recommendation: Award) {Action: Approved Motion: Nash Second: Howard Vote: 5-0; Nash-Yes; Brooks-Yes; Howard-Yes; Hunter-Yes; Heard-Yes}

## **IX. New Business**

### **I. Multiple Departments**

**2013-1017 Award BL101-13**, provision of plumbing repair, maintenance, and installation services on an annual contract (January 01, 2014 through December 31, 2014), Department of Community Services, Department of Fire and Emergency Services, Department of Police Services, Sheriff's Department, Department of Support Services and Department of Water Resources to the overall low bidder, Talon Property Services, LLC, base bid \$194,500.00. This contract is funded 31% by the Fire/EMS Fund, 26% by the Recreation Fund, 20% by the Police Fund, 10% by the Water and Sewer Operating Fund, 6% by the Administrative Support Fund, 6% by the General Fund, and 1% by the Fleet Management Fund. (Staff Recommendation: Award) {Action: Approved Motion: Nash Second: Howard Vote: 5-0; Nash-Yes; Brooks-Yes; Howard-Yes; Hunter-Yes; Heard-Yes}

### **2. Clerk Of Court/Richard Alexander**

**2013-1032 Approval** of a resolution of the Gwinnett County Board of Commissioners formally requesting the Grand Jury appoint four (4) additional Boards of Equalization for 2014. Motion included a suggestion that the demographics of the County to be taken into consideration when making appoints. {Action: Approved Motion: Hunter Second: Howard Vote: 5-0; Nash-Yes; Brooks-Yes; Howard-Yes; Hunter-Yes; Heard-Yes}

### **3. Fire Services/Casey Snyder**

**2013-1016 Award BL098-13**, purchase of a power-load cot system on an annual contract (December 18, 2013 through December 17, 2014), to low bidder, Stryker Sales Corporation-Medical Division, base bid \$143,640.00. This contract is funded by the 2009 SPLOST Program. {Action: Approved Motion: Howard Second: Nash Vote: 3-2; Nash-Yes; Brooks-Yes; Howard-Yes; Hunter-No; Heard-No}

**2013-1015 Award BL096-13**, purchase of ambulance stretchers, to low bidder Stryker Sales Corporation-Medical Division, base bid \$285,671.28. This contract is funded by the 2009 SPLOST Program. (Staff Recommendation: Approval) {Action: Approved Motion: Howard Second: Hunter Vote: 4-1; Nash-Yes; Brooks-Yes; Howard-Yes; Hunter-Yes; Heard-No}

## **IX. New Business**

### **4. Support Services/Angelia Parham**

**2013-1023 Award RP022-13**, provision of standby architectural and engineering services on a multi-year contract, to the highest scoring firms, CAS Architecture, P.C., Clark Patterson Engineers, Survey, and Architects, P.C., Hellmuth, Obata & Kassabaum, Inc., Pond & Company, Inc., and Precision Planning, Inc., base amount of \$1,800,000.00. This contract shall terminate absolutely and without further obligation on the part of the County on December 31, 2014 and at the close of each succeeding calendar year for which it may be renewed. This contract may be automatically renewed on an annual basis for four additional twelve-month terms, for a total lifetime contract term of five years, total base amount of \$4,250,000.00, upon the same terms and conditions as provided for in this agreement, unless previously terminated.

Authorization for the Chairman to execute contracts subject to approval by the Law Department. Contracts to follow award. {Action: Approved Motion: Howard Second: Brooks Vote: 4-1; Nash-Yes; Brooks-Yes; Howard-Yes; Hunter-No; Heard-Yes}

**2013-0957 Approval/authorization** for the Chairman to sign one-year non-exclusive franchise agreements with Commercial and Construction or Demolition Waste Service Providers who have met the requirements of Gwinnett County Solid Waste Collection and Disposal Services Ordinance of 2012 for the period beginning January 1, 2014 and ending on December 31, 2014. Agreements subject to approval by the Law Department. Contracts to follow. (Staff Recommendation: Approval) {Action: Approved Motion: Howard Second: Brooks Vote: 5-0; Nash-Yes; Brooks-Yes; Howard-Yes; Hunter-Yes; Heard-Yes}

### **5. Water Resources/Ron Seibenhener**

**2013-1030 Approval** to extend BL020-09, cured in place pipe rehabilitation on a multi-year contract (January 01, 2014 through June 30, 2014) to low bidder, Inland Waters Pollution Control, Inc., base bid \$3,000,000.00. This contract is funded by the Stormwater Renewal & Extension Fund. (Staff Recommendation: Approval) {Action: Approved Motion: Hunter Second: Howard Vote: 5-0; Nash-Yes; Brooks-Yes; Howard-Yes; Hunter-Yes; Heard-Yes}

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**IX. New Business**

**5. Water Resources/Ron Seibenhener**

**2013-0983 Approval/authorization** for the Chairman to execute a Memorandum of Agreement in the amount of \$300,000.00 to participate in the Metropolitan North Georgia Water Planning District Toilet Retrofit Program, subject to approval by the Law Department. (Staff Recommendation: Approval) {Action: Approved Motion: Hunter Second: Howard Vote: 5-0; Nash-Yes; Brooks-Yes; Howard-Yes; Hunter-Yes; Heard-Yes}

**X. Comments from Audience**

**XI. Adjournment**

{Action: Adjourn Motion: Hunter Second: Howard Vote: 5-0; Nash-Yes; Brooks-Yes; Howard-Yes; Hunter-Yes; Heard-Yes}