



Richland County Council  
Administration and Finance Committee Meeting  
**MINUTES**  
February 25, 2025 – 6:00 PM  
Council Chambers  
2020 Hampton Street, Columbia, SC 29204

COUNCIL MEMBERS PRESENT: Paul Livingston, Chair, Derrek Pugh, Tyra K. Little, Don Weaver, and Tish Dozier Alleyne.

OTHERS PRESENT: Councilwoman Jesica Mackey, Councilwoman Allison Terracio, Councilwoman Cheryl English, Anette Kirylo, Patrick Wright, Ashiya Myers, Angela Weathersby, Lori Thomas, Michelle Onley, Kenny Bowen, Leonardo Brown, Aric Jensen, Jackie Hancock, Jennifer Wladischkin, Kyle Holsclaw, Jeff Ruble, Bill Davis, Eric Williams, Stacey Hamm, Michael Byrd, and Tamar Black.

1. **CALL TO ORDER** – Chairman Paul Livingston called the meeting to order at approximately 6:00 PM.
2. **ELECTION OF CHAIR** – Ms. Alleyne moved to nominate Mr. Pugh for the position of Chair, seconded by Ms. Little.

In Favor: Pugh, Little, Livingston, Weaver, and Alleyne

The vote in favor was unanimous.

3. **APPROVAL OF MINUTES**
  - a. **December 17, 2024** – Mr. Livingston moved to approve the minutes as distributed, seconded by Mr. Weaver.

In Favor: Pugh, Little, Livingston, Weaver, and Alleyne

The vote in favor was unanimous.

4. **ADOPTION OF AGENDA** – Ms. Alleyne moved to adopt the agenda as published, seconded by Mr. Livingston.

In Favor: Pugh, Little, Livingston, Weaver, and Alleyne

The vote in favor was unanimous.

5. **ITEMS FOR ACTION**

- a. **Economic Development – Community Road Phase 2 Widening** – Mr. Jeff Ruble, Economic Development Director stated the Scout Motors project incorporates incentives from the State of South Carolina. The incentives are administered through the County. The funding from the State comes to the County, which executes contracts to make improvements. He indicated Community Road is a 3 ½ mile, two-lane State road adjacent to the Scout Motors site. The first portion has begun, and the second phase will run from the new interchange (mile marker 26) to Highway 21. Phase II was bid competitively through Procurement. The total contract is in the amount of \$12.4M.

Mr. Weaver made a motion to forward this item to Council with a recommendation to award a contract to Palmetto Corp of Conway for the Community Road Phase 2 Widening project. The contract would be executed upon successful negotiation of terms and legal approval. The bid total is

\$11,273,339.46, with a 10% contingency, which brings the total approved amount to \$12,400,673.41.  
Ms. Little seconded the motion.

In Favor: Pugh, Little, Livingston, Weaver, and Alleyne

The vote in favor was unanimous.

- b. Operational Services – Brightly Software – County Facility Master Plan – Mr. Eric Williams, Operational Services Deputy Director, stated at the Strategic Planning Forum they introduced the acquisition of the Brightly Software package and a facility assessment of all County facilities. He expressed the software would also allow the County to perform predictive maintenance and space management. He noted this was procured through a Sourcewell contract, which is cooperative.

Mr. Pugh stated, for clarification, that the software would assist us with maintaining our facilities.

Mr. Williams responded the origin portion is the predictive maintenance part. Once they have done a facility assessment, the system will keep track of all equipment, doors, etc.

Ms. Mackey inquired if the suggestions from the forum would fit into this plan or if they need to be addressed in the future.

Mr. Williams responded the suggestions were able to fit into the plan.

Mr. Weaver asked if we spoke with other counties or municipalities that have used this software.

Mr. Williams replied when Brightly did its presentation, some of their current customers were included and spoke highly of the program.

Ms. Alleyne made a motion to forward this item to Council with a recommendation to execute the contract with Brightly Solution for the development of the County Facility Master Plan in the amount of \$459,797.30, seconded by Mr. Weaver.

In Favor: Pugh, Little, Livingston, Weaver, and Alleyne

The vote in favor was unanimous.

- c. Sheriff's Department – DOJ COPS Office Grant and SCDPS Local Law Appropriation Acceptance (Mobile Command Posts) – Deputy Chief Harry Polis stated in 2002, the Sheriff's Department obtained a mobile command post. Over the last 20+ years, it has served them well but has reached the end of its useful life. In alignment with Council's goal to commit to fiscal responsibility, the Sheriff's Department sought alternative funding sources to procure two newer command posts. The request is to allow the Sheriff's Department to accept these one-time funding sources from the State and Federal government for approximately \$1.9M and proceed with procuring two mobile command posts under the GOVMVMT cooperative contract.

Mr. Livingston stated, for clarification, that there is no match requirement.

Deputy Chief Polis responded in the affirmative.

Mr. Weaver made a motion to forward this request to Council with a recommendation to accept the Department of Justice COPS Office FY24 Technology and Equipment grant (\$1,000,000) and the South Carolina Department of Public Safety FY25 Local Law Appropriation funds (\$900,000) and to approve the procurement of two mobile command post from Farber Specialty Vehicles under the GOVMVMT cooperative contract, seconded by Ms. Little.

In Favor: Pugh, Little, Livingston, Weaver, and Alleyne

The vote in favor was unanimous.

- d. Utilities – Data Flow System Purchase Order Increase – Mr. Bill Davis, Utilities Director, indicated the Data Flow System is their eyes and ears in the field. When equipment fails, or pump stations are not working, this equipment sends a message alerting that we have a problem. Before 2019, we did not have an adequate system to let us know what was happening in the field. The last phase requires additional funding due to an increase in electrical costs.

Mr. Livingston inquired if the funds had already been appropriated.

Mr. Davis responded the funds have been appropriated internally, but they need Council's approval to proceed with an amendment.

Mr. Weaver made a motion to forward this request to Council with a recommendation to approve the funding increase for the Data Flow System (DFS), Supervisory Control and Data Acquisition (SCADA) installation project RC-086-P-2018, seconded by Mr. Livingston.

In Favor: Pugh, Little, Livingston, Weaver, and Alleyne

The vote in favor was unanimous.

#### 6. **ITEMS PENDING ANALYSIS**

- a. I move to direct the County Administrator to research and present options for Richland County to enact a Hate Crimes Ordinance [LITTLE and TERRACIO – February 4, 2025] – No action was taken.

#### 7. **ADJOURNMENT** – Ms. Alleyne moved to adjourn the meeting, seconded by Ms. Little.

In Favor: Pugh, Little, Livingston, Weaver, and Alleyne

The vote in favor was unanimous.

The meeting adjourned at approximately 6:18 PM.

**RICHLAND COUNTY  
ADMINISTRATION**

2020 Hampton Street, Suite 4069  
Columbia, SC 29204  
803-576-2050



**Agenda Briefing**

<b>Prepared by:</b>	Jeff Ruble	<b>Title:</b>	Director
<b>Department:</b>	Economic Development	<b>Division:</b>	
<b>Date Prepared:</b>	January 31, 2025	<b>Meeting Date:</b>	February 25, 2025
<b>Legal Review</b>	Patrick Wright via email	<b>Date:</b>	February 19, 2025
<b>Budget Review</b>	Maddison Wilkerson via email	<b>Date:</b>	February 12, 2025
<b>Finance Review</b>	Stacey Hamm via email	<b>Date:</b>	February 12, 2025
<b>Approved for consideration:</b>	County Administrator	Leonardo Brown, MBA, CPM	
<b>Meeting/Committee</b>	Administration & Finance		
<b>Subject</b>	Community Road Phase 2 Widening		

**RECOMMENDED/REQUESTED ACTION:**

Staff recommends the award of a contract to Palmetto Corp of Conway for the Community Road Phase 2 Widening project with a contract to be executed upon successful negotiation of terms and legal approval. The bid total is \$11,273,339.46, and staff recommends a 10% contingency, bringing the total approved amount to \$12,400,673.41.

Request for Council Reconsideration:  Yes

**FIDUCIARY:**

Are funds allocated in the department’s current fiscal year budget?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
If not, is a budget amendment necessary?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No

**ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:**

The project is being funded by the State of South Carolina - Department of Commerce as part of the Scout Motors grant.

*Applicable fund, cost center, and spend category:* **Fund:** 1200 Federal & State Grants  
**Cost Center:** 9925 Economic Development  
**Spend Category:** GR-00000074

**OFFICE OF PROCUREMENT & CONTRACTING FEEDBACK:**

Request for bids for solicitation RC-697-B-25 was issued on December 20th, 2024. The solicitation closed on January 21st, 2025, and three (3) submissions were received. The lowest, responsive, responsible bidder was Palmetto Corp of Conway with a bid of \$11,273,339.46.

**COUNTY ATTORNEY’S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:**

The County Attorney’s Office will review the associated contract.

**REGULATORY COMPLIANCE:**

DES CONTRACT DOCUMENTS AND TECHNICAL SPECIFICATIONS FOR COUNTY ROAD PHASE 2, DECEMBER 2024 - J-27015.0014 SWPPP -12-9-2024

#### **MOTION OF ORIGIN:**

There is no associated Council motion of origin.

#### **STRATEGIC & GENERATIVE DISCUSSION:**

The Community Rd Phase 2 Widening project is one of several transportation projects occurring in Blythewood to accommodate the projected truck, supplier, and employee traffic related to the Scout Motors Manufacturing Plant currently under construction. These projects also take into consideration the projected increase in traffic from the anticipated commercial and residential growth in the area. This will ensure that the Scout-adjacent road network has an adequate capacity to handle the associated increases in traffic.

#### **ASSOCIATED STRATEGIC GOAL, OBJECTIVE, AND INITIATIVE:**

**Goal:** Plan for Growth through Inclusive and Equitable Infrastructure

**Goal:** Invest in Economic Development.

#### **ATTACHMENTS:**

1. Bid Tabulation

RC-697-B-25 Community Rd Phase 2 Due Date: 1/21/2025 @ 2:00PM	<b>McClam and Associates Inc</b> \$ 14,037,783.11	<b>Palmetto Corp of Conway</b> \$ 11,273,339.46	<b>Universal Civil Construction</b> \$11,389,072.59
<b>Total Cost</b>			

**RICHLAND COUNTY  
ADMINISTRATION**

2020 Hampton Street, Suite 4069  
Columbia, SC 29204  
803-576-2050



**Agenda Briefing**

<b>Prepared by:</b>	Eric Williams	<b>Title:</b>	Deputy Director
<b>Department:</b>	Operational Services	<b>Division:</b>	Operational Services
<b>Date Prepared:</b>	January 24, 2025	<b>Meeting Date:</b>	February 25, 2025
<b>Legal Review</b>	Tish Gonzales via email	<b>Date:</b>	February 7, 2025
<b>Budget Review</b>	Maddison Wilkerson via email	<b>Date:</b>	February 3, 2025
<b>Finance Review</b>	Stacey Hamm via email	<b>Date:</b>	February 12, 2025
<b>Approved for consideration:</b>	Assistant County Administrator	Lori J. Thomas, MBA, CGFO	
<b>Meeting/Committee</b>	Administration & Finance		
<b>Subject</b>	Contract for County Facility Master Plan		

**RECOMMENDED/REQUESTED ACTION:**

Staff recommends Council approval of the execution of the contract in the amount of \$459,797.30 with Brightly Solutions for the development of County Facility Master Plan.

Request for Council Reconsideration:  Yes

**FIDUCIARY:**

Are funds allocated in the department’s current fiscal year budget?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
If not, is a budget amendment necessary?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No

**ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:**

Funds were allocated and approved by County Council through the FY25 budget process. The anticipated cost is \$459,797.30 for the acquisition and implementation of Asset Essential, Origin, and Enterprise Project Management software modules. The annual licensing fee for the software and cloud services is \$112,412.26. Those funds have been included in the FY26 budget requests.

*Applicable fund, cost center, and spend category:* **Fund:** 1100  
**Cost Center:** 3170  
**Spend Category:** Professional Services- Capital Expense

**OFFICE OF PROCUREMENT & CONTRACTING FEEDBACK:**

Sourcewell is a cooperative purchasing organization that competitively solicits for goods and services on behalf of government entities to leverage buying and achieve greater cost savings. The Procurement office has reviewed the related RFP and contract documents and finds them to be in accordance with Richland County Procurement processes.

**COUNTY ATTORNEY’S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:**

The County Attorney's Office has not identified any legal issues at this time which would cause this Office to recommend disapproval.

**REGULATORY COMPLIANCE:**

None applicable.

**MOTION OF ORIGIN:**

There is no associated Council motion of origin.

**STRATEGIC & GENERATIVE DISCUSSION:**

Staff requests Council's approval to execute a contract with Brightly Solutions in the amount of \$459,797.30 for the acquisition and implementation of Asset Essential, Origin, and Enterprise Project Management software modules.

Brightly Solutions will also assess Richland County facilities and develop a Facilities Master Plan. Development of a Facilities Master Plan will provide staff with tools to manage capital improvements strategically and in a fiscally responsible way.

**ASSOCIATED STRATEGIC GOAL, OBJECTIVE, AND INITIATIVE:**

**Goal:** Plan for Growth

*Objective:* Create excellent facilities

*Initiative:* Develop a list of all County facilities. Evaluate each facility for esthetics, accessibility, maintenance needs, and long-term goals

**ATTACHMENTS:**

1. Brightly proposal for software, facility assessment and Facilities Master Plan.





**PREPARED FOR**

Richland County SC ("Customer")  
400 Powell Rd  
Columbia, SC 29203

**PREPARED BY**

Brightly Software Inc  
11000 Regency Parkway, Suite 300  
Cary, NC 27518

**PUBLISHED ON**

December 03, 2024



Q-419881

Zach Kay  
Assistant Director of Operational Services  
Richland County SC  
2 Lost Creek Pl  
Columbia, SC  
29212

Dear Zach,

As a follow-up to our discussions, I am pleased to present the following proposal for Real Time Infrastructure Asset Condition & Renewal Capital Management Software. Our software platform, Origin, along with our facility condition assessment delivery process will support your infrastructure capital & operational budget preparations for this year and forecasting for years beyond.

Sourcewell/NJPA purchasing contract

- <https://www.sourcewell-mn.gov/cooperative-purchasing/090320-sdi#tab-contract-documents> (<https://www.sourcewell-mn.gov/cooperative-purchasing/090320-sdi#tab-contract-documents>).
- Contract #090320-SDI

**Subscription Term: 9 months (04/01/2025 - 12/31/2025)**

<b>Cloud Services</b>				
<b>Item</b>	<b>Start Date</b>	<b>End Date</b>	<b>Pricing Based On</b>	<b>Investment</b>
Asset Essentials Enterprise	4/1/2025	12/31/2025	2,000,000.00 Sq. Ft.	63,936.08 USD
- Facilities/Physical Plant Module	4/1/2025	12/31/2025		Included
- Dude Analytics	4/1/2025	12/31/2025		Included
- AE Safety	4/1/2025	12/31/2025		Included
- Asset Essentials Inventory	4/1/2025	12/31/2025		Included



Cloud Services				
Item	Start Date	End Date	Pricing Based On	Investment
- GIS Asset Management	4/1/2025	12/31/2025		Included
Origin	4/1/2025	12/31/2025	2,000,000.00 Sq. Ft.	20,373.11 USD
2.0 Month(s) included at no additional cost on the first term 04/01/2025 - 06/01/2025				-19,007.89 USD
				<b>Subtotal: 65,301.30 USD</b>
Managed Services				
Item	Start Date	End Date	Pricing Based On	Investment
Origin Complete Service	4/1/2025	12/31/2025	2,000,000.00 Sq. Ft.	16,900.00 USD
				<b>Subtotal: 16,900.00 USD</b>
Professional Services				
Item	Pricing Based On		Investment	
Asset Essentials Enterprise Implementation with Consulting	2,000,000.00 Sq. Ft.		29,560.00 USD	
Origin Implementation - Deploy	2,000,000.00 Sq. Ft.		29,460.00 USD	
Enterprise Project Management	One-Time		37,696.00 USD	
Custom FCA	One-Time		280,880.00 USD	
			<b>Subtotal: 377,596.00 USD</b>	



<b>Total Initial Investment</b>	<b>459,797.30 USD</b>
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# Asset Essentials Implementation with Consulting

## GIS Rider Statement of Work

### Summary:

Company will provide specified professional consulting services to Subscriber to implement Asset Essentials, an on-line Computerized Maintenance Management System – Geographic Information System (GIS) functionality. These professional services include meeting with key stakeholders to ensure the set-up and configuration of the system will meet the client's operational needs; location and category hierarchies are configured appropriately; workflows meet the needs of the business; available data is cleaned, aligned and imported; and end users are trained and ready for go-live.

**In Scope:** The Deliverables below will be considered in scope of this SOW

1. Asset Essentials GIS Implementation
2. Asset Essentials GIS Training

### Deliverables:

- Project initiation and discovery
- Available GIS data loaded
- GIS configuration
- User acceptance testing (UAT)
- End User training for Administrator and Full User roles

### Acceptance Process:

As each deliverable is completed, the Project Coordinator will confirm with the Subscriber and document acceptance in the Project Community Portal.

- Project initiation and discovery
  - Kickoff call complete.
  - Discovery call complete
  - Data, configuration, and training requirements documented.
- Available Data Loaded
  - Available GIS data is loaded in AE to meet documented data requirements.
- Account Configuration
  - GIS features have been setup and configured to meet documented configuration requirements.
- User Acceptance Testing
  - Consultant-led end-to-end walkthrough and client UAT has demonstrated functionality satisfying configuration requirements.



- End User Training
  - Administrator and Full User roles have been received training on their role.

### **Assumptions:**

#### Subscriber Assumptions:

- There will be a single point of contact/project manager for the duration of the project.
- IT department is responsible for ensuring access to mobile devices, internet connections, email access, and web link access to the software such as white listing IP addresses.
- The appropriate resources will be available for all scheduled activities. Canceling or rescheduling consulting activities within 2 weeks of the scheduled activity may result in a rescheduling fee being assessed.
- For on-site activities, Subscriber will provide a dedicated space with adequate technology, including but not limited to monitor/projector, computers, mobile devices, quality phone and internet connections.
- Will provide relevant data to be loaded in a timely manner and in Excel or CSV format. Each record type will be provided in one file with one sheet with column headings and one record with corresponding attributes per row.
- If unable to provide data in an acceptable format for import, Consultant will guide Subscriber on how to manually create records.
- Subscriber has up to five business days to confirm deliverable acceptance. No response will be interpreted as acceptance.

#### Company Assumptions:

- Consultant will not access any 3rd party systems for the purpose of exporting data.
- For on-site activities, Company will bill Subscriber for actual travel and associated expenses incurred.
- Any services not explicitly included in this SOW are assumed to be out of scope.

### **Project Schedule:**

- Kick-off Call with Project Coordinator
  - Confirm software and services purchased
  - Identify key stakeholders
  - Assign resources
  - Schedule key milestone dates, including anticipated projected completion date
  - Access to Company's on-line Learning Management System
  - Access to an interactive project plan
- Discovery with Consultant
  - Interview key stakeholders to understand specific maintenance & operations objectives
  - Overview of AE with key stakeholders, including data import requirements
  - Determine optimal GIS configuration to meet objectives and drive KPIs
  - Document data, configuration, and training requirements
  - Schedule required consulting activities and confirm projected completion date
- Data loaded by Consultant



- Review, cleanse, and load available GIS data
- Account configuration by Consultant
  - Work Order creation from Map
  - Citizen Portal
  - Mobile Profiles
  - Configure GIS Map settings
  - Configure GIS Layer configuration
  - Asset syncing
- User Acceptance Testing
  - Configuration demo to walk through the end-to-end workflow from request to completion
  - Demonstrate key functionality meets configuration requirements
- Consultant conducts End User Training for Administrator and Full User roles
  - End-to-end walkthrough for their role
  - Desktop and mobile training
- Project Close

#### **Change Management:**

Subscriber may request that the Company add services not in the specifications by submitting a written proposed change order to the Company. Submitted change requests will be reviewed for approval. Approved change orders will become part of the applicable SOW when executed by both Parties, and the services described therein will become part of the services.

#### **Invoicing:**

At the conclusion of Go Live Support, the main consulting milestone will be completed to trigger billing for the full consulting service.

## **Asset Essentials Implementation with Consulting Statement of Work**

#### **Summary:**

Company will provide specified professional consulting services to Subscriber to implement Asset Essentials (AE), an on-line Computerized Maintenance Management System. These professional services include meeting with key stakeholders to ensure the set-up and configuration of the system will meet the client's operational needs; location and category hierarchies are configured appropriately; workflows meet the needs of the business; available data is cleaned, aligned and imported; and end users are trained and ready for go-live.



**In Scope:** The Deliverables below will be considered in scope of this SOW:

1. Asset Essentials Implementation with Consulting
2. Asset Essentials Training
3. Post Consulting Go-Live Support

**Deliverables:**

- Project initiation and discovery
- Available location, asset, user, PM schedule Data Loaded
- Account configuration
- User acceptance testing (UAT)
- End User training for Administrator and Full User roles
- Go-Live support

**Acceptance Process:**

As each deliverable is completed, the Project Coordinator will confirm with the Subscriber and document acceptance in the Project Community Portal.

- Project initiation and discovery
  - Kickoff call complete
  - Discovery call complete
  - Data, configuration, and training requirements documented
- Available data loaded
  - Available location, asset, user, PM schedule data is loaded in AE to meet documented data requirements.
- Account Configuration
  - Account has been setup and configured to meet documented configuration requirements.
- User Acceptance Testing
  - Consultant-led end-to-end walkthrough and client UAT has demonstrated to Subscriber functionality meets configuration requirements.
- End User Training
  - Administrator and Full User roles have received training on their role.
- Go-Live Support
  - 30-day Go-Live Support period has been concluded.

**Assumptions:**

Subscriber Assumptions:

- There will be a single point of contact/project manager for the duration of the project.
- IT department is responsible for ensuring access to mobile devices, internet connections, email access,





and web link access to the software such as white listing IP addresses.

- The appropriate resources will be available for all scheduled activities. Canceling or rescheduling consulting activities within 2 weeks of the scheduled activity may result in a rescheduling fee being assessed.
- For onsite activities, Subscriber will provide a dedicated space with adequate technology, including but not limited to monitor/projector, computers, mobile devices, quality phone and internet connections.
- Will provide relevant data to be loaded in a timely manner and in Excel or CSV format. Each record type will be provided in one file with one sheet with column headings and one record with corresponding attributes per row.
- If Subscriber is unable to provide data in an acceptable format for import, Consultant will guide Subscriber on how to manually create records.
- Subscriber has up to (5) business days to confirm deliverable acceptance. No response will be interpreted as acceptance.

#### Company Assumptions:

- Consultant will not access any 3rd party systems for the purpose of exporting data.
- Once End User Training has been completed, 30-day Go-Live Support period begins, consisting of up to 4 weekly 30-minute check-ins with the Implementation Specialist. If client does not attend a scheduled check-in, it will be assumed no assistance was needed.
- For on-site activities, Company will bill Subscriber for actual travel and associated expenses incurred.
- Any services not explicitly included in this SOW are assumed to be out of scope.

#### Project schedule and approach:

- Kick-off Call with Project Coordinator
  - Confirm software and services purchased
  - Identify key stakeholders
  - Assign resources
  - Schedule key milestone dates, including anticipated project completion date
  - Access to Company's on-line Learning Management System
  - Access to an interactive project plan
- Discovery with Consultant
  - Interview key stakeholders to understand specific maintenance & operations objectives
  - Overview of AE with key stakeholders, including data import requirements
  - Determine optimal AE configuration to meet objectives and drive KPIs
  - Document data and configuration requirements
  - Schedule required consulting activities and confirm projected completion date
- Data loaded by Consultant
  - Review, cleanse, and load available user, location, asset, and scheduled PM data
- Account configuration by Consultant
  - Populate key drop-down menus
  - Review/modify request and work order templates



- Configure workflow for request/approval/assignment of work orders
- User Acceptance Testing
  - Configuration demo to walk through the end-to-end workflow from request to completion
  - Demonstrate key functionality meets configuration requirements
- Consultant conducts End User Training for Administrator and Full User roles
  - End-to-end walkthrough for their role
  - Desktop and mobile training
- Go-Live Support
  - Company provides (4) weekly check-in calls with Implementation Specialist and Subscriber
  - Company Implementation specialist addresses any issues identified. Where issues require product support, Implementation Specialist will submit to Company Support
  - Implementation Specialist adjusts configurations as needed prior to project close
- Project Close

**Sample Project Timeline (project timelines may vary):**

Timeline Events	Day 1	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13
Project Kick Off Call	█													
LMS (Learning Management System) Review and Q&A		█	█	█	█									
Discovery Call			█											
Data Review					█									
Data Loading						█								
Account Configuration						█	█							
UAT (User Acceptance Testing)								█						
User Training								█						
Post-Consulting Call									█					
GLS (Go Live Support)										█	█	█	█	
Project Close														█

**Change Management:**

Subscriber may request that the Company add services not in the specifications by submitting a written proposed change order to the Company. Submitted change requests will be reviewed for approval. Approved change orders will become part of the applicable SOW when executed by both Parties, and the services described therein will become part of the services.

**Invoicing:**

At the conclusion of Go Live Support, the main consulting milestone will be completed to trigger billing for the full consulting service.

**Special Terms for Asset Essentials:**

Asset Essentials pricing is based on a maximum storage limit of 200GB of data. Data storage that exceeds 200GB may subject to an additional fee.



# Enterprise Project Management

## Summary:

Company will provide professional services to Subscriber. These professional services include:

Project Management services. Our Project Manager will act as an extension of the Subscriber's team and ensure seamless implementation from start to finish. The Subscriber will have access to a personalized timeline which will be reviewed on a regular cadence. The Project Manager will partner with the Subscriber to coordinate all services, ensure the project stays on track, and help identify risks and/or issues.

**In Scope:** The items below will be considered in scope of this SOW:

- **Initiating**
  - Project set-up
  - Draft timeline
  - Resource planning
  - Identify project dependencies
- **Planning**
  - Kick-off call with Company Project Manager
  - Discussion of risks, barriers, or roadblocks that your organization experienced with previous software implementations
  - Timeline planning incorporating Business deadlines
- **Executing**
  - Coordinating necessary project meetings
  - Regular (up to weekly) project status meetings to review tasks, timelines, issues and preview any upcoming action items or next steps.
  - Up to monthly project oversight meetings of reactive workflow with buyer-level decision makers to ensure the project progress is communicated if requested by Subscriber point of contact.
  - Reply to Subscriber communications within two (2) business days.
- **Controlling**
  - Access to view Risk & Issue Log
  - Risk Management and mitigation assistance
- **Closing**
  - Define Post Launch Support points of contact
  - Facilitate product enablement support

## Deliverables:

1. Company Project Manager lead kick-off call
2. Custom timeline with critical path development and management
3. Project goal setting



4. Regular (up to weekly) Subscriber / Project Manager status calls
5. Risk and issue tracking with mitigation assistance
6. Change Management
  - A recommended structured approach for transitioning Subscriber's individuals, groups, and organizations from a current state to a future state with intended business benefits.
  - Change management process as it applies to the SOW, will be discussed on Company kick-off call.
7. Subscriber sponsor status meetings (up to monthly) if requested by Subscriber point of contact
8. Unlimited access to Help Site and Company Academy during and after implementation
9. Define Post Launch Support points of contact

#### **Acceptance Process:**

- Project will be assumed completed once all deliverables in the contract have been met.
- Sign-off will be required for the project plan and each milestone. The Subscriber has five (5) business days to approve the project plan and a completed milestone. No response will be interpreted as acceptance.

#### **Assumptions:**

- Configuration and data options may vary based on the services and products that were purchased.
- The Subscriber will schedule time for the appropriate resources to be available for all scheduled activities.
  - The success of this process is dependent on the attendance and full engagement of the key stakeholders.
- The Subscriber will ensure adequate technology for a successful implementation, including but not limited to ability to run and attend virtual meetings, monitor/projector, computers/tablets, quality phone connection, and wireless internet access when and where applicable.
- Failure to sign off on project milestones will result in delays and/or additional costs may be incurred.
- Incidental travel-related expenses will be invoiced to Subscriber at cost for on-site services.
- Once the timeline is approved by the Subscriber, any changes will be documented and if the level of effort changes, it may be subject to a change order.
- Project team members will reply to written communication within two (2) business days.
- This SOW is the primary SOW to deliver any subsequent services with related SOWs. Where subsequent services have similar or conflicting deliverables, this SOW will take precedence.
- Additional data provided after agreed upon due dates in the project timeline may result in a change order.
- Rescheduling or cancellation of the service within two (2) weeks of the scheduled delivery date will result in a rescheduling fee.
- Deviations from these assumptions may impact Company's ability to successfully complete the project. Any changes in scope, schedule, or costs will be documented by the Project Manager, whether there is a cost impact or not.



**Project Schedule:**

The schedule will be defined by the other professional services provided in this contract.

**Rates / Price:**

The price for this service has been determined in accordance with the other SOWs included in this contract. If additional services are required that are not included in the scope, pricing will be determined via a change order.

**Invoicing:**

Invoicing will occur per the agreed upon terms in this contract.



# Origin Deploy Implementation Statement of Work

## Summary:

Company will provide specified professional services to implement Origin, Strategic Asset Management (SAM) software. These professional services include providing the Subscriber with up to a 30-year Strategic Asset Management Capital Plan for their upcoming fiscal years. Implementation also includes access to our online Learning Management System (LMS), online Help content, an interactive project plan, and a dedicated Company SAM Consultant to provide guidance and insight along the way.

## In Scope:

The following deliverables is our understanding of the scope of work and timeline:

- Implement Origin
- Provide training
- Develop capital plan
- Establish a connection to Subscriber computerized maintenance management system (CMMS)

## Deliverables:

- Implementation
  - Project Initiation
  - Discovery call with Consultant
  - Review, validate, and establish data best practices.
    - Company will set up locations and buildings within Origin.
    - Company will validate Subscriber's asset and location naming standards.
    - Company will validate Subscriber asset inventory and condition assessment and apply bar codes (if desired).
    - Company will establish asset risk ranking criteria that will be used to prioritize asset investments in the Capital Forecast
  - Software deployment
- Infrastructure Asset Capital Forecast
  - Subscriber will receive 10-year Capital Plan by site.
  - Subscriber will receive 0-2 Star Report to triage underperforming assets.
- Training
  - Subscriber completes Company provided training via LMS.
  - Train-the-trainer best practices and content.
- Data Exchange



- CMMS connection.

### **Acceptance Process:**

As each deliverable is completed, Project Coordinator will confirm with Subscriber and document acceptance in the Project Community Portal.

- Implementation
  - Project Initiation
    - Kickoff call complete
  - Discovery
    - Discovery call complete
    - Configuration and data requirements documented.
  - Software Deployment
    - Company deploys Origin.
    - Organizational hierarchy has been built within Origin by Company.
  - Review, validate, and establish data best practices/Data Audit and Assessment
    - Building and location hierarchy completed
    - Asset naming and labeling conventions standardized.
    - Risk scoring and management completed.
    - Available CMMS data has been review, if applicable
    - Company provides user credentials.
- Training
  - User Acceptance Training
    - End-to-end walkthrough has demonstrated functionality satisfying configuration requirements.
  - Train-the-trainer
    - Administrators have received training.
- Infrastructure Asset Capital Forecast
  - Subscriber has received and has validated the asset data within 0-2 Star Report to triage underperforming assets.
  - Subscriber has received and has validated the asset data within 10-year Capital Plan by site – optimally funded.
- Data Exchange
  - CMMS start date has been verified by Subscriber.
  - Data connection method has been verified by Subscriber.
  - Report frequency has been established.
  - Test data connection has been properly ingested.

### **Assumptions:**

The success of this project is dependent on the attendance and full engagement of the key stakeholders.



## Implementation

- Company is not responsible for delays caused by missing data or other configuration information that is required to be available prior to the Standard Implementation service. Having the requested data and configuration information available prior to implementation may minimize delays so progress can be made quickly.
- Evaluation of Subscriber's current practices, policies, and procedures for the purposes of performance improvements is considered out of scope for this project.
- Company will create up to ten Origin users within Subscriber's account.
- Company recommends 3rd party Facility Conditions Assessment be completed.
- Subscriber can choose to complete a Facility Conditions Assessment (self-performed), by utilizing the Company Origin App.
- If Subscriber does not have a Facility Conditions Assessment completed or Subscriber does self-asses, Company will utilize Subscriber's existing data and any data gaps found will be addressed by the Subscriber within 90 days from the commencement of the project. If data gaps are not addressed by Subscriber within 90 days Company will complete the Origin implementation to the best of their ability with the data provided and will consider this project complete.
- If Subscriber requires industry/Subscriber specific asset types (non-MEP (Mechanical Electrical Plumbing) or non-facility assets) as part of the implementation, Company will build out industry/Subscriber specific asset types in the Client Asset Repository (CAR).
- Subscriber is responsible for providing required information (see Appendix) for each industry/Subscriber specific asset type.
- Industry/Subscriber specific asset types must be built out in the CAR prior to a Facility Condition Assessment (FCA) deployment, if applicable. This can cause a delay in the project schedule.

## Training

- Company SAM consultant will provide up to eight hours of training virtually on the Subscriber or Company platform.
- Subscriber shall be primarily responsible for providing access and training on Origin to end-users.
- Unlimited access to LMS training and LMS training is to be completed before implementation begins.

## Data Exchange

- Company is not responsible for migration of data from systems other than Subscriber's CMMS or locations not identified in the project scope.
- Company will not export data to any other systems of third parties
- Origin supports the following data exchange methods: Application Programming Interface (API) and Secure File Transfer Protocol (SFTP)
- Company will provide an open API, but Subscriber is responsible for any integration or development work needed.

## Infrastructure Asset Capital Forecast:

- Company will develop one 10-year capital plan by site.
- Company will establish 0-2 star report.
- Capital Plan will include capital assets worth more than \$5,000 or that have strategic importance to Subscriber.





## General Project Assumptions

- There will be a single point of contact/project manager for the duration of the project.
- IT department is responsible for ensuring access to mobile devices, internet connections, email access, and web link access to the software such as white listing IP addresses. Company is not responsible for troubleshooting IT issues.
- The appropriate resources will be available for all scheduled activities. Canceling or rescheduling consulting activities within 2 weeks of the scheduled activity may result in a rescheduling fee being assessed.
- For onsite activities, the Subscriber will provide a dedicated space with adequate technology, including but not limited to monitor/projector, computers, mobile devices, quality phone and internet connections.
- Subscriber will provide relevant data to be loaded in a timely manner and in Excel or CSV format. Each record type will be provided in one file with one sheet with column headings and one record with corresponding attributes per row, in Company provided template.
- Origin Implementation is designed and resourced to be completed within 90 days of the project kickoff call. In the event additional time is required, there is a mechanism to purchase a project extension. Company Consultant will need to be notified that an extension is needed at least 10 days in advance.
- Project extensions will be considered for extenuating circumstances and will follow the change control process, which requires management approval.
- Any services not explicitly included in this SOW are assumed to be out of scope.

The following Matrix outlines the project responsibilities:

Task	Company	Partner*	Subscriber
Organizational set-up	Responsible	Informed	Provides approval
Locations set-up	Responsible	Informed	Provides approval
Building set-up	Responsible	Informed	Provides approval
FCA Results	Audit, approve, and import data.	Responsible	Provides approval
Baseline Capital Plan	Responsible	N/A	Provides approval



Task	Company	Partner*	Subscriber
0-2 Star Discussion	Responsible	N/A	Provides approval
Capital Plan Development	Responsible	N/A	Provides approval
Training	Responsible for Administrator training	N/A	Provides end user trainings as needed
CMMS Connection	Responsible	N/A	Provides approval

\*If Subscriber or Company does not utilize a Partner (a contracted engineering services company) Subscriber is responsible for the Partners responsibilities outlined in the matrix above.

#### Project Schedule:

- Training:
  - Learn the Fundamentals of Origin. Begin train-the-trainer on Origin so they can begin accessing Origin to review Building and Asset information and reporting tools.
    - User Setup
    - Assets
    - Validate or Edit asset Risk Classifications
    - Leverage Reports & Building Real Estate Portfolio
    - Analysis of Preventive Maintenance Schedules and Asset Performance.
- Implementation
  - Project Initiation:
    - Kick-off call with Project Coordinator
    - Confirm software and services purchased.
    - Identify key stakeholders.
    - Assign resources.
    - Schedule key milestone dates, including anticipated Projected Completion Date
    - Access to Learning Management System.
  - Discovery with Consultant:
    - Interview key stakeholders to understand specific Maintenance & Operations objectives.
    - Overview of Origin with key stakeholders, including data import requirements
    - Determine optimal Origin configuration to meet objectives and drive KPIs
    - Document data and configuration requirements



- Software Deployment:
  - Company deploys Origin
  - Organizational hierarchy has been built within Origin by Company.
  - FCA data is imported into Origin utilizing the Origin import template, or Subscriber uses the Origin app.
  - Company utilizes the Universal Asset Repository (UAR) to populate assets with information (such as useful life, replacements costs, risk scores, preventative maintenance schedules) to inform the capital investment modeling and operational expense budgeting.
- Review, validate, and establish data best practices:
  - Building & Space Location Hierarchy
    - Apply/Validate enterprise data standards to construct a meaningful data structure that allows for easy comparison of assets across multiple buildings.
  - Asset Naming and Labeling Conventions Standard
    - Confirm your Asset Naming, Labeling and Barcoding Conventions as the current standard that will be applied to your existing and new assets.
  - Risk Standard
    - Introduce asset risk ranking criteria to establish investment priorities and align assets with your existing standards as appropriate.
  - Provide Subscriber with Origin user credentials.
- Infrastructure Asset Capital Forecast:
  - Company will provide 0-2 Star Report to triage underperforming assets.
  - Company will provide 10-Year Capital Plan by site – optimally funded.
- Data Exchange/CMMS Connection:
  - Establish data connection method with the Subscriber.
  - Determine report frequency.
  - Test data connection
- Implementation Complete.

**Sample project timeline:**



Task	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13
Client Discovery & Set-Up	█												
Organization Set-Up		█											
Locations Set-Up		█											
Building Set-Up		█											
FCA Coordination			█										
FCA Onsite			█	█									
FCA Data Review & Export					█	█							
Addressing 0-2 Star Assets							█						
Baseline Capital Plan								█					
FCA Results									█				
Training									█	█			
Capital Plan Development										█	█		
CMMS Connection											█	█	
Project Complete													█

**Change Controls:**

Subscriber may request that the Company add services not outlined in this SOW by submitting a written proposed change order to the Company. Submitted change requests will be reviewed for approval. Approved change orders will become part of the applicable SOW when executed by both Parties, and the services described therein will become part of the services.

**Invoicing:**

Invoicing for the Origin Implementation service will be provided as delivery milestones are completed. Below is the schedule for the billing milestones and the related percentage:

Origin Implementation Milestones	Description	Percentage
Implementation	Origin software has been deployed, implementation deliverables have been completed and Subscriber has access to Origin.	15%
Training	Train-the-trainer and role specific training has been delivered.	35%
Capital Plan	10-year capital plan has been completed and delivered.	35%
Data Exchange	Data connection has been established with Subscribers CMMS.	15%

# Origin Managed Service Statement of Work

Summary:



Company Origin managed service is designed to continue guiding the Subscriber on the capital investment and operational planning journey post-implementation as an ongoing service.

Managed Services provides ongoing professional assistance that help the Subscriber develop and maintain workflows and processes for the best possible outcomes in Origin. These regular touchpoints with the Company strategic asset management consultant will make the Subscriber an Origin expert so that the best possible strategic asset management planning decisions can be made.

### **In Scope:**

The items below will be considered in scope of this Origin Managed Service SOW:

- Computerized Maintenance Management System (CMMS) Data Exchange Validation
- CMMS Optimization Report
- Asset Renewal Audit
- Project Builder Updates
- Key Performance Indicator (KPI) Trending
- Reporting
- Annual Capital Review

### **Deliverables**

- CMMS Data Exchange Validation:
  - Work order import validation: Confirm Work Order Records (Maintenance and Repair Records) Import is working and records are being received.
  - Asset status import validation: Confirm asset status (new, retired, archived, etc.) import is working.
- CMMS Optimization Report:
  - Facility Health Index Repair (FHIR) module / report: Reporting on repair history on specific assets to measure and improve your maintenance strategy.
  - Facility Health Index Maintenance (FHIM) module / report: Preventive work order completion reporting helps to fine-tune your PM strategy.
- Asset Renewal Audit:
  - New and retired assets: Origin must be kept current with asset status. When a new asset is added or retired, workflows and processes within the CMMS and the organization are needed to keep your data current.
- Project Builder Updates:
  - Project status: Directing and tracking capital via projects.
  - Project costs: Validating the cost of projects.
  - Project risks: Risk ranking and prioritization of projects.
  - New projects: Maintain data integrity and product viability.
- KPI Trending:
  - Facility Health Index (FHI): Measure the health of your portfolio and learn how to improve it.
  - Deferred Backlog: Understand your deferred backlog and cost implications (percentage and



- dollar).
- Average age of assets beyond useful life: Assisting in decreasing the Average Age of Assets Beyond Useful Life
- Reporting:
  - Quarterly funding report: Allocate funding to projects to improve planning.
  - Forecast updates: Allocate funding to projects to improve planning.
- Annual Capital Review:
  - Next full year capital request scenarios: Creating funding scenarios to meet your organizational goals.
  - Updated 10-year capital forecast: Keep your current 10-year capital forecast accurate and up to date.

#### **Acceptance Process:**

- Conducted meetings and annual capital review and checklist has been complete.

#### **Assumptions:**

We are covering the following items in the deliverables based on the cadence provided in the project schedule.

- Computerized Maintenance Management System (CMMS) Data Exchange Validation
- CMMS Optimization Report
- Asset Renewal Audit
- Project Builder Updates
- Key Performance Indicator (KPI) Trending
- Reporting
- Annual Capital Review

For the avoidance of doubt, the following services are excluded from the service:

- Continuous Improvement:
  - CMMS Assessment/Scorecard
  - Workflow Management
  - Asset Risk Review/Analysis
  - Location Hierarchy rework
  - Asset renaming
  - Origin Refresher Training
  - Maintenance Strategies - define, Assess, implement.
- Best Practices:
  - Origin Admin
  - Capital Planning Workshop
  - Reliability Best Practices
  - Asset Management Best Practices
  - Strategic Asset Management



- Evaluation of your current practices, policies and procedures for the purposes of performance improvements.
- Troubleshooting any issues related to your IT infrastructure or mobile devices
- Migration of data from systems other than your CMMS or locations not identified in our scope
- Export of data to any other systems or third parties
- Role-based end-user trainings

### Subscriber Assumptions

- The success of Managed Services is dependent on the attendance and full engagement of the key stakeholders.
- The Subscriber will schedule time for the appropriate resources to be available for monthly and/or quarterly Origin governance meetings
- The Subscriber shall be primarily responsible for providing access and training on Origin to end-users.
- The Subscriber and/or Subscriber service providers will provide data to be imported in a timely manner ensure Origin is updated with CMMS data on a regular basis (daily is preferred).
- Services delivered remotely
- Any services not explicitly included in this SOW are assumed to be out of scope

### Project Schedule:

Quarterly cadence:

Task	Annual Frequency
<b>CMMS Data Exchange</b>	
Work order records import validation	4
Asset status import validation	4
<b>CMMS Optimization</b>	
FHIR module / report	4
FHIM module / report	4
<b>Asset Renewal Audit</b>	
New assets	4
Retired assets	4
<b>Project Builder Updates</b>	
Project status	4
Project costs	4



Task	Annual Frequency
Project risks	4
New projects	4
<b>KPI Trending</b>	
FHI - Asset health index	4
Deferred Backlog percentage & dollar	4
Average age of assets beyond useful life	4
<b>Reports</b>	
Quarterly funding report	4
Forecast updates	4
<b>Annual Capital Review</b>	
Next full year capital request scenarios	1
Updated 10-year capital forecast	1

#### **Change Management:**

Subscriber may request that the Company add services not in the specifications by submitting a written proposed change order to the Company. Submitted change requests will be reviewed for approval. Approved change orders will become part of the applicable SOW when executed by both Parties, and the services described therein will become part of the services.

#### **Invoicing:**

The cadence of billing will coincide with the Origin subscription.

## **Appendix:** **Origin New Asset Request Form**





As you begin using Brightly Origin for your asset management, you might find that there is no existing asset type that sufficiently describes a given asset. This is where this form comes in. These are the distinct aspects of an asset which Brightly Origin uses to track facility health. Fields denoted by an asterisk (\*) are necessary for the function of Brightly Origin. Please connect with your engineers and facilities managers to retrieve this information so we can bring it into the program.

- Asset Type\* \_\_\_\_\_
- Asset Class\* \_\_\_\_\_
- Units\* \_\_\_\_\_
- Estimated Useful Life\* \_\_\_\_\_ yrs.
- Estimated Asset Cost\*

Asset Size (Units)	Est. Cost (USD)
i.e., 60A	i.e., 40

- PM Schedule\*
  - Daily PM Hours: \_\_\_
  - Weekly PM Hours: \_\_\_
  - Monthly PM Hours: \_\_\_
  - Quarterly PM Hours: \_\_\_
  - Semi-Annual PM Hours: \_\_\_
  - Annual PM Hours: \_\_\_
- Asset Energy Source:
  - If electric:
    - Wattage: \_\_\_W
    - Estimated Annual Run time: \_\_\_ hrs.
  - If gas:
    - Cubic Feet per Hour/BTU: \_\_\_
    - Estimated Annual Run Time: \_\_\_ hrs.
- Project Expenses:
  - Building Automation
  - Controls: \_\_\_%
  - Construction Labor: \_\_\_%
  - Construction Materials: \_\_\_%



- Demolition: \_\_%
- Electrical Labor: \_\_%
- Electrical Materials: \_\_%
- Mechanical Labor: \_\_%



# Facility Condition Assessment Scope of Work

## Summary:

Company wishes to engage Partner to provide certain professional services to its Subscriber. These professional services include:

Company's facility condition assessment (FCA) is a visual assessment evaluating the facility systems and system components based on the following Standard Scope of Work (SOW). This FCA service will collect data on major facility systems, system components and individual assets, as well as provide narratives that summarize assessment observations and comments. Major systems and system component data will flow into Company's Capital Predictor solution to create and inform predictive funding scenarios and reports. An inventory of individual assets will be gathered to track preventive and reactive work orders against.

By partnering with Company you not only gain the engineering expertise of Company's Service Providers; you also are provided with assurance that the data collected as a result of the facility condition assessment is properly integrated into your Company software applications. Company has successfully completed more than 800 projects ranging from Facility Condition Assessments, Asset Inventory Collection (including barcoding) and Preventive Maintenance Schedule Creation. Our methodology provides you with confidence to make better data-driven decisions on both short-term and long-term capital investment needs of your organization.

## In Scope:

The items below will be considered in scope of this SOW.

A Certified Company Service Provider will collect, document, and analyze the facilities assessment data to achieve the following:

- At the start of each building or facility assessment we will interview Subscriber's staff to understand what improvements have been made in the last three years, what improvements are planned in the next three years and known problems that may exist.
- Inventory all major building assets including quantity, size, asset tag number, manufacturer, model and serial number.
- Identify deficient conditions in terms of deferred maintenance and building condition.
- Provide a reasonable cost analysis for the above-mentioned efforts.
- For single building projects, provide a report for the property that details the assessment data.
- For multi-building projects, data will be collected from every building in the portfolio. The narrative report will include an executive role up for all sites included with the service.

The field data collection will be performed at an individual and system level as described below:

- Detailed data collection of individual assets will be captured to build an asset inventory which will be imported into Company's Asset Essentials CMMS as defined in the System/Asset/Component table below.
- A condition assessment of major building systems, including HVAC, Electrical, Plumbing, Roofing, Site



Paving, Vertical Transportation, Structural and Building Envelope to be imported into Company's Asset Essentials CMMS to inform the Capital Predictor solution as defined in the Asset Inventory and System table below.

- HVAC equipment items only will also be tracked in the capital forecast as specific Sub-Systems. For these items, Make/Model/Serial Number will be captured and tracked in the Equipment Inventory, and the item will also be included as a Sub-System in the capital forecast.
- All other major systems will be collected at the system component level.

### Asset Inventory and Systems Table

The following table defines the standard SOW that will be followed to capture the asset data used to build the Asset Inventory, which will be imported into the Asset Essentials Solution as well as the system component data that will be imported into Asset Essentials to inform the funding scenarios and reports in Capital Predictor.

#### Table Column Header Descriptions

Individual or System Level Capture

- Individual = Item will be collected as an individual asset, including attributes such as model/serial number when available and accessible. Individual assets cannot be included in Capital Predictor.
- System = Major top-level facility and/or mechanical systems, location will correspond to the associated building structure.
- System Component = Individual instances of a System, allowing multiple instances of a single system to be tracked with independent replacement cycles and cost. System Components cannot be used on work orders or PM schedules.

System	Individual or System Level Capture	Component Represented in Capital Predictor? (Y/N)	Asset Included in Asset Inventory? (Y/N)	Comments
<b>Exterior Systems</b>				
Exterior Doors	System Level	Yes	No	
Exterior Walls (Finish)	System Level	Yes	No	
Exterior Windows	System Level	Yes	No	
Roofing	System Level	Yes	No	
<b>Electrical</b>				
Automatic Transfer Switch	Individual	Yes	Yes	Make/Model/Serial number will be captured when available



Electric Door Systems	Individual	Yes	Yes	Exterior Doors Only
Emergency Generators	Individual	Yes	Yes	Must be Permanently Installed, does not include mobile units
Main Distribution Panels	Individual	Yes	Yes	Primary panel bringing utility into building only
Motor Control Centers	Individual	Yes	Yes	
Switchgear	Individual	Yes	Yes	
Transformers	Individual	Yes	Yes	Primary Service to Building (Must be Subscriber Owned)
Breakers, switches or starters	Not Included in Service			
Individual light fixtures (emergency, exterior, etc.)	Not Included in Service			
Motors	Not Included in Service			
Portable Generators	Not Included in Service			
Secondary Electrical Panels	Not Included in Service			
VFDs	Not Included in Service			
Emergency Back-Up Lights	System Level	Yes	Yes	Cost model based upon building SQ FT cost
Lighted Exit Signs	System Level	Yes	Yes	
<b>Equipment</b>				
Commercial Laundry (washers, dryers)	Individual	Yes	Yes	
Commercial Trash Compactors	Individual	Yes	Yes	Subscriber-Owned, Permanently installed facility infrastructure units only
Residential Type Appliances, Shop Tools and Equipment	Not Included in Service			Residential Washer/Dryers, Refrigerators, Microwaves and Ranges Not Included
<b>Exterior Enclosure</b>				



Garage Door & Garage Door Opener	Individual	Yes	Yes	Commercial Type Garage Openers Only (Excludes Residential single care garage doors)
<b>Fire Protection</b>				
Eyewash / Safety Showers	Individual	Yes	Yes	Permanently Installed Items
Fire Pump	Individual	Yes	Yes	Main Fire Pump and Jockey Pumps greater than 1 HP
Main Fire Panel	Individual	Yes	Yes	
Fire valves, hydrants	Not Included in Service			Included in Alarm System SF Cost
Smoke detectors, horn strobes	Not Included in Service			Included in Alarm System SF Cost
AEDs	System Level	Yes	Yes	
Fire Alarm System	System Level	Yes	Yes	Barcode applied to Main Fire Panel
Fire Extinguishers	System Level	No	Yes	
Specialty Fire Suppression System	System Level	Yes	Yes	Kitchen-Style Suppression System
Sprinkler System	System Level	Yes	Yes	
<b>HVAC</b>				
Air Handling Units	Individual	Yes	Yes	Includes Rooftop and Ground
Boilers	Individual	Yes	Yes	
Building Automation System	Individual	Yes	Yes	
Chilled Water pumps	Individual	Yes	Yes	
Chillers	Individual	Yes	Yes	
Cooling Tower pumps	Individual	Yes	Yes	
Cooling Towers	Individual	Yes	Yes	
Deaerators	Individual	Yes	Yes	
Energy Recovery Units	Individual	Yes	Yes	



Exhaust Fans	Individual	Yes	Yes	Rooftop Only
Exhaust hoods	Individual	Yes	Yes	
Furnaces	Individual	Yes	Yes	Non-Residential
Heat Pumps	Individual	Yes	Yes	Make/Model/Serial number will be captured for both interior and exterior when accessible; otherwise, it will be captured as one single cost and item
Hot Water pumps	Individual	Yes	Yes	
Make Up Air Units	Individual	Yes	Yes	
Package AC Units	Individual	Yes	Yes	Includes Rooftop and Ground
Split Systems	Individual	Yes	Yes	Ductless Split Systems will be captured as one single item. The barcode will be located on the exterior unit
Unit Heaters	Individual	Yes	Yes	
Fan Coil Units*	Individual	Yes	Yes	Included in the service and quantified based on Subscriber supplied data and/or drawings only. <b>*No visual capture.</b>
Unit Ventilators*	Individual	Yes	Yes	Included in the service and quantified based on Subscriber supplied data and/or drawings only. <b>*No visual capture.</b>
VAV Boxes*	Individual	Yes	Yes	Included in the service and quantified based on Subscriber supplied data and/or drawings only. <b>*No visual capture.</b>
Window Units	Not Included in Service			
Radiators	Not Included in Service			
Thermostatic Controls	Not Included in Service			
<b>Interior Systems</b>				
Interior Ceiling	System Level	Yes	No	



Interior Doors	System Level	Yes	No	
Interior Floor	System Level	Yes	No	
Interior Walls	System Level	Yes	No	
<b>Kitchen</b>				
Dishwashers	Individual	Yes	Yes	Commercial-Style, non-residential
Freezer (Walk In, Reach In)	Individual	Yes	Yes	
Grease Traps	Individual	Yes	Yes	Will not receive a barcode if barcoding services is included
Large Kitchen Equipment	Individual	Yes	Yes	Valued above \$2,000
Oven, Stoves	Individual	Yes	Yes	
Refrigerator (Walk In, Reach In)	Individual	Yes	Yes	Commercial-Style, non-residential
Broilers, Grills, Fryers	Individual	Yes	Yes	Valued above \$2,000
Countertop Appliances	Not Included in Service			
Cutlery	Not Included in Service			
Tables, Racks	Not Included in Service			
<b>Plumbing</b>				
Domestic Hot Water Heaters	Individual	Yes	Yes	80 Gallons and Above. Does not include Instant Hot Water Heaters
Domestic Water Booster Pumps	Individual	Yes	Yes	1 HP and above
Hot Water Storage Tank	Individual	Yes	Yes	
Main Backflow Preventer	Individual	Yes	Yes	Includes Domestic and Fire Suppression
Sump Pumps	Individual	Yes	Yes	
Fixtures	System Level	Yes	No	
Filters	Not Included in Service			





Strainers	Not Included in Service			
Valves	Not Included in Service			
<b>Site Improvements</b>				
Drainage Systems	System Level	Yes	No	
Parking, Paving, Sidewalks	System Level	Yes	No	
Utilities	System Level	Yes	No	Under the floor, behind the wall related items – electrical distribution, Domestic water/sewer & HVAC Ductwork. Cost per sq. ft. estimation for replacement/rehab.
<b>Vertical Transportation</b>				
Dumb Waiter	Individual	Yes	Yes	
Elevators	Individual	Yes	Yes	
Escalators	Individual	Yes	Yes	

For the Equipment Items and Systems/Sub-Systems listed in the Asset Inventory and Systems/Component Table above, the following attributes will be captured as follows depending on whether the item is included in the Equipment Inventory and/or as a General or Specific System Component of the Capital Forecast or Capital Prediction solution:

Field Name	Work & Asset Management Data Population (Y/N)	Capital Forecasting Data Population (Y/N)	
	Equipment Items	General Sub-System	Specific Sub-System
Equipment Item Number	Y	N	Y*



	Work & Asset Management Data Population (Y/N)	Capital Forecasting Data Population (Y/N)	
Field Name	Equipment Items	General Sub-System	Specific Sub-System
			Corresponding Equipment Item Number will replace Sub-System ID
			N*
System-Component ID	Y	Y	Corresponding Equipment Item Number will replace Sub-System ID
Site/Location/Building Name	Y	Y	Y
Description	Y	Y	Y
System/Sub-System	Y	Y	Y
Classification/Type	Y	N	N
Unit of Measure	Y	Y	Y
Quantity	Y	Y	Y
Unit Cost	Y	Y	Y
			N*
Manu/Model/Serial Numbers	Y	N	Will be included on Individual Equipment Record
Tag (if available)	Y	N	N
Date In Service (if available)	Y	Y	Y
Condition	Y	Y	Y



	<b>Work &amp; Asset Management Data Population (Y/N)</b>	<b>Capital Forecasting Data Population (Y/N)</b>	
<b>Field Name</b>	<b>Equipment Items</b>	<b>General Sub-System</b>	<b>Specific Sub-System</b>
Estimated Replacement Cost	Y	Y	Y
Estimated Next Replacement Date	Y	Y	Y
Life Cycle	Y	Y	Y
Included in 20-year Capital Forecast?	N	Y	Y

### **Evaluation**

At the conclusion of the assessment(s), the Company Service Provider will prepare reports as described above that include:

- A general description of the property and improvements and comment generally on observed conditions.
- Comments for components that are exhibiting deferred maintenance issues and provide estimates for "immediate" and "capital repair" costs based on observed conditions, available maintenance history and industry-standard useful life estimates. If applicable, this analysis will include the review of any available documents pertaining to capital improvements completed within the last three years, or currently under contract. The Company Service Provider shall also inquire about available maintenance records and procedures and interview current available on-site maintenance staff.
- A schedule for recommended replacement or repairs (schedule of priorities).
- Address critical repairs separately from repairs anticipated over the term of the analysis.
- A FCI index number for each building.
- A twenty-year capital plan with an Executive Summary with graphic presentation of results to provide a quick, "user-friendly" summary of the property's observed condition and estimated costs assigned by category.

### **Cost Estimating**

Each single building report will include an estimated cost for each System/Sub-System repair or replacement anticipated during the evaluation term. The capital needs analysis will be presented as an Excel-based cost table that includes a summary of the description of each component, the age and estimated remaining useful life, the anticipated year of repair or replacement, quantity, unit cost and total cost for the repair of each line item. A consolidated Capital Needs Analysis will be presented that includes all anticipated capital needs for all buildings.



In addition to the detailed description of the deficiencies, we will provide cost estimates for the deficiencies noted. The cost estimate for capital deficiencies will be based on the estimate for maintenance and repair. Project management costs, construction fees, and design fees will be derived using actual costs from previous projects, if available.

Company Service Providers use the ASTM Uniformat II system for categorization and a proprietary blend of national prevailing industry-standard cost models for cost estimating. Company also maintains and updates our cost estimating system with information received from the field. Through our construction monitoring work, we have current cost data from hundreds of in-progress construction and rehabilitation projects. This allows us to project costs based on local conditions and to maintain a cost database that in most cases is more current than published models.

#### **Deliverables:**

All FCA's will include a deliverable containing the following items:

- Narrative report with descriptions of major systems and corresponding conditions
- Primary digital photos of key components and deficiencies are included in the narrative
- 20-year capital Reserve table with System/System Component replacement costs and dates
- Import asset inventory into Company's Asset Essentials CMMS for preventive and reactive work tracking
- Import of System Component detail into Subscriber's Company Asset Essentials CMMS to inform funding scenarios and forecast reports in Company's Capital Predictor capital forecasting solution

#### **Acceptance Process:**

- Subscriber will review and provide any feedback related to data sent to them for review by Company Service Provider or Company within 15 business days or unless otherwise determined.
- If Data is not reviewed within the 15-business day period, Company will assume that the Data provided by the Company Service Provider is approved and will load into the Subscriber's software.

#### **Assumptions:**

- Average building square footage is greater than 10,000 sq. feet. If average square footage of all buildings to be included to receive the service is less than 10,000 sq. feet, custom pricing is needed.
- All buildings are located within one primary geographic zone/region (Example – School District, Higher Education, Main Campus, and Town). If multiple or scattered locations across the state are to receive the service a custom quote must be obtained. (Example – Multiple Higher Education Satellite Campuses locations, State Department Agencies)
- Residence Halls – A sampling would be based upon visits to approx. 20% of the rooms. When calculating the projected replacement cost of the in-residence items, these items will be treated as a system. A cost based upon the sampling will be generated for the system. Individual in-room collection of assets would not be provided, if desired a custom quote would be needed.
- Reconciliation of existing equipment in Company work & asset management solutions and updating of historical records will not be performed. If reconciliation is required, this is subject to additional costs depending upon the number of changes requested.
- Capture of Data plate information is subject to readily accessible, legible information plate.



- Company team members make final determination of whether areas housing assets are safely accessible for data collection.
- Company team members will not move assets or interfere with asset functionality to collect nameplate information.
- All Data on SOW is captured at the asset level – subcomponents of assets listed on the SOW will not be captured.
- Equipment not in service or identified as "Run-to-Fail" are excluded from data gathering service unless inventory is required for compliance purposes.

### **Subscriber Responsibility**

1. Subscriber will provide the needed input, resources, and documentation to support the tasks of the service and associated timelines for delivery of the service.
2. Any data to be migrated from Subscriber drawings or spreadsheets must be provided to the Company Service Provider within 10 business days of completion of onsite activity.
3. Subscriber will review and provide any feedback related to data sent to them for review by Company Service Provider or Company within 10 business days or unless otherwise determined.
4. If Data is not reviewed within the 10-business day period Company will assume that the Data provided by the Company Service Provider is approved and will load into the Subscriber's software.
5. Subscriber will be responsible for scheduling and coordinating all meetings and interviews involving other teams, departments, management teams or other necessary resources required for the success of this project.
6. Subscriber will provide adequate access to working facilities (i.e., access badge, parking pass), if specific authorization or clearance is required Subscriber will notify Company and/or Company Service Provider in advance of onsite.
7. Subscriber will ensure that the Company Service Provider is granted accessibility to the facilities and/or systems required to conduct the necessary work defined in this SOW. If Company Service Provider is not granted access to all areas, this could result in missed information gathering and/or delays in implementation timelines. For Flat Roofs, this means providing the Company Service Providers with access to a ladder so that they can conduct a visual assessment.
8. Subscriber will ensure that the Company Service Provider is granted accessibility to Company Software, for Subscribers with Connect Authenticate/Single Sign On this may require your Technology Team to setup the Company Service Provider in your organizations Identity Provider service.
9. Subscriber will provide a knowledgeable escort for work defined in this SOW and access to personnel as necessary.
10. Company is not responsible for reconciliation of portable or moveable assets after onsite collection is performed.

Addition of Equipment Barcode Tagging services must be purchased prior to onsite activity by the Company Service Provider and is not included in the Standard FCA SOW.

### **Project Schedule:**

- Project kick-off with project coordinator or project manager. Verification of location, contact(s) and square footage data and Subscriber is asked to verify and send back spreadsheet
- Subscriber sends back spreadsheet to Company
- Company initiates Partner project for on-site visit
- Partner co-ordinates with Subscriber for on-site visit



- Partner conducts on-site visit and gathers data and condition
- Draft of FCA asset list data is sent to Subscriber for review
- Acceptance process
- Company imports data into Company asset management system

On average the transpired time is 6-12 months. However, this is dependent on the complexity of a particular project.

**Rates:**

Vary based on industry along with type of facility being assessed. Pricing is based per square foot with the number of physical buildings and sites being a determining factor.

**Invoicing:**

Invoicing for the Facility Condition Assessment service will be provided as delivery milestones are completed for projects equal or greater than 154,000 square feet. Below is the schedule for the billing milestones and the related percentage.

Facility Condition Assessment Milestones	Description	Percentage
Mobilization	Project acquisition template set up, Vendor kickoff call with Subscriber, Travel arrangement costs; other miscellaneous pre-visit preparation	15%
On-Site Field Data Capture	Project launch meeting with Subscriber first day of onsite, acquisition of data to Scope of Work at all locations included in project and closing meeting at end of on-site activity to confirm completion and review next step actions.	35%
Data Management	Data activity, including quality assurance and control that occurs after field work is completed to produce the data file.	35%
Report	Creation and delivery of final narrative reports (FCA), and data files (FCA/Data Gathering) to Subscriber.	15%

\*If project is greater than 1.5M Square feet additional milestones will be leveraged.

## Equipment Inventory Barcoding Service



### **Purpose**

The Equipment Inventory Barcoding Service works with your Brightly Work & Asset Management solution in conjunction with an "Equipment Inventory" (Data Gathering) or a Facility Condition Assessment (FCA) service offering.

### **Value**

Barcoding identifies equipment by assigning a unique number to that equipment item which will then serve as an identifier in your Brightly Work & Asset Management system database allowing for easier identification and tracking of the item. The barcoding of equipment inventory occurs during the onsite equipment data gathering/ collection process.

Deliverables by Brightly to the Client include the following:

- Commercially produced weather resistant barcodes will be applied to the major pieces of equipment covered in the scope of work provided in the Data Gathering or Facility Condition Assessment services.
- Barcode numbers will be available for use at the time equipment inventory data is imported into your Brightly Work & Asset Management solution.

The Brightly Service Provider will make an effort to apply barcodes in a convenient location so the facility's maintenance staff can easily identify them. Based upon our professional expertise, we recommend the following –

- Application of the barcode shall be placed **next to the Data Plate of an Asset**. Placing barcodes in this location ensures that the barcode can be easily identified and associated to the asset in a CMMS software.
- If data plate is not present, or is inaccessible, the barcode will be placed in an accessible area that is easily seen by maintenance technicians, does not detract from the appearance of the equipment, isn't in danger of being tampered with, or will be otherwise destroyed through normal use and cleaning of the asset.

### **Assumptions**

- Purchase of service is made prior to onsite activity. If onsite activity has been completed, custom pricing would be required as a revisit would be needed for the placement of the barcodes.
- For Asset Essentials Clients, determination of 1D (Standard) vs 2D (QR Codes) is required prior to onsite activity. URL creation along with QR code purchase and encoding is needed prior to onsite activity. If determination is not provided prior to onsite activity, 1D (Standard) barcodes will be used.

### **Invoice Schedule**

Invoicing for the Barcoding Service will be provided upon completion of onsite activity at 100%.

## **Preventive Maintenance Schedule Creation**

### **Purpose**



Preventive Maintenance (PM) Schedule creation is a service offering provided in conjunction with an "Equipment Inventory" (Data Gathering) service or Facility Condition Assessment (FCA). PM Schedules will be generated off the equipment inventory collected by the Company Service Provider during either the Data Gathering or FCA service. The intent of this service is to identify needed procedures and inspections required to maintain facilities systems in safe, reliable and efficient condition.

### **Value**

By leveraging Company's PM Schedule Creation service, Company clients are able to leverage and incorporate regular preventive maintenance best practices of their equipment. By performing regular or routine maintenance best practices, you ensure that your equipment is operating under safe and optimal conditions thus preventing the potential for downtime and shorter life expectancy.

### **Deliverables**

All Preventive Maintenance Schedule Creation services include the following deliverables:

- Creation of PM Schedules for populating your Brightly Work & Asset Management solution
- Data population within Company Software. No report will be provided.

### **Methodology and Approach**

Company Service Providers leverage multiple libraries of PM standards to create PM schedules. These standards are based upon prevailing national codes and standards such as ASTM, ASHRAE, NFPA and BOMA. Procedures related to performing the tasks within the schedule will include:

- Safety Points
- Tools Required
- Estimated Time to Complete Maintenance
- Step-by-step procedure to complete maintenance work order

Prior to the import or population within the Company Software, the Company Service Provider will:

- Review of PM Task Check-off Lists with Client
- Setup baseline PM schedules for the equipment inventory collected
- Work with the Client to determine PM Schedule assignment. Assignment includes setting up the appropriate Technician or contractor who will be performing the related PM tasks into the master import template to ensure that the routing of work flows accordingly in the Work & Asset Management Solution. Assignment will be made at the location or craft level. Anything above and beyond this level of assignment will be managed and maintained by the client within the software or require a custom scope of work for the Company Service Provider to deliver. For assignment to occur, the client must have the Technician or contractor created in the software prior to onsite activity.
- Work with the Client to determine the start date, frequency and load balancing based upon client staffing. If start dates cannot be determined or agreed upon within a timely manner, the PM Schedules will be loaded into the Client's Work & Asset Management solution as "Inactive".

### **Assumptions**

- Client will provide feedback/review of PM Schedules within 15 business days of delivery from the Company Service Provider. If feedback/review of PM Schedules exceeds 30 business days, Company will





provide a Deliverable Acceptance Form to the client to complete review within 30 days. If feedback is not provided during this time period, Company will assume delivery of the service and import the PM schedules as "inactive" in the system. Company will provide training on how updates can be made within the software or perform mass updates if needed for a fee.

- Once PM Schedules are imported into the Company Work and Asset Management applications, any updates and/or alterations of those schedules need to be communicated to Company within 30 days. Company will only make updates related to the below items:
  - Discontinuation of PM Schedules created with the service
  - Alteration of frequency on existing schedules created with the service
  - Alteration of start dates for the schedules created with the service

Otherwise, any revisions beyond this 30 day period will be the responsibility of the client to perform within the software or Company to perform at an additional fee.

- Reconciliation of existing PM Schedules in the client's account is subject to additional costs depending upon the number of active PM's and is not a part of the standard SOW.

#### **Invoice Schedule**

Invoicing for the PM Schedule Creation Service will be provided upon receipt of PM Schedule drafts at 100%

## **Custom Facility Condition Assessment and Asset Tagging Statement of Work**

This statement of work (SOW) is dated as of **November 27, 2024**, and is entered into and between **Brightly Software, Inc.** (Company) and **Richland County** (Subscriber) for professional services to be performed by the Company's service provider **Synergy Consulting Engineers, Inc.** (Partner).

### **Summary:**

#### **1. Professional Facility Condition Assessment (FCA)**

- Partner will be supporting this objective with a comprehensive Facility Condition Assessment of Company's Tier 1 assets (see list below). This involves evaluating the physical condition, operational efficiency, and expected useful life of each asset. This helps identify maintenance needs, potential risks, and opportunities for upgrades. Partner will be interviewing facilities personnel regarding building systems performance, observing the performance and condition of all building assets, creating a record of the assets condition utilizing Company Software application, Origin, and providing an Executive Report of the assets captured within the scope of work

#### **2. Asset Tagging**

- The asset or equipment tagging service (barcode or QR code) works with your Company's CMMS (Computer Maintenance Management Solution) in conjunction with the Facility Condition Assessment (FCA) service.

### **In Scope:**

The items below will be considered in scope of this SOW:

#### **1. Facility Condition Assessment for an estimated area of 2,000,000 sqft of Subscriber locations.**

Partner will collect, document, and analyze the facilities assessment data to achieve the following:

- At the start of each building or facility assessment we will interview Subscriber's staff to understand what improvements have been made in the last three years, what improvements are planned in the next three years and known problems that may exist.
- Inventory all major building equipment including quantity, size, asset tag number, manufacturer, model and serial number.
- Identify deficient conditions in terms of deferred maintenance and building condition.
- Provide a reasonable cost analysis for the above-mentioned efforts.

#### **Asset Inventory and Systems/Component Table**

The following table defines the standard SOW that will be followed to capture the equipment data used to build the Asset and Building System Inventory. System data used to build the Capital Reserve Table that will be included in the deliverable report.

#### **Individual vs. System Level Capture Table**

Individual = Item will be collected individually

System = Item will be grouped by system or sub-system, location will correspond to the associated building structure

Sub-System	Individual or System Level Capture	Comments
<b>Exterior Systems</b>		
Exterior Doors	System Level	
Exterior Walls (Finish)	System Level	
Exterior Windows	System Level	
Roofing	System Level	
<b>Electrical</b>		
Automatic Transfer Switch	Individual	Make/Model/Serial number will be captured when available
Electric Door Systems	Individual	Exterior Doors Only
Emergency Generators	Individual	Must be Permanently Installed, does not include mobile units
Main Distribution Panels	Individual	Primary panel bringing utility into building only
Motor Control Centers	Individual	
Switchgear	Individual	
Transformers	Individual	Primary Service to Building (Must be Subscriber Owned)
Breakers, switches or starters	Not Included in Service	
Individual light fixtures (emergency, exterior, etc.)	Not Included in Service	
Motors	Not Included in Service	
Portable Generators	Not Included in Service	
Secondary Electrical Panels	Not Included in Service	
VFDs	Not Included in Service	
Emergency Back-Up Lights	System Level	Cost model based upon building SQ FT cost
Lighted Exit Signs	Not Included in Service	
<b>Equipment</b>		
Commercial Laundry (washers, dryers)	Individual	
Commercial Trash Compactors	Individual	Subscriber-Owned, Permanently installed facility infrastructure units only

Residential Type Appliances, Shop Tools and Equipment	Not Included in Service	Residential Washer/Dryers, Refrigerators, Microwaves and Ranges Not Included
<b>Exterior Enclosure</b>		
Garage Door & Garage Door Opener	Individual	Commercial Type Garage Openers Only (Excludes Residential single care garage doors)
<b>Fire Protection</b>		
Eyewash / Safety Showers	Individual	Permanently Installed Items
<b>Sub-System</b>	<b>Individual or System Level Capture</b>	<b>Comments</b>
Fire Pump	Individual	Main Fire Pump and Jockey Pumps greater than 1 HP
Main Fire Panel	Individual	
Fire valves, hydrants	Not Included in Service	Included in Alarm System SF Cost
Smoke detectors, horn strobes	Not Included in Service	Included in Alarm System SF Cost
AEDs	System Level	
Fire Alarm System	System Level	Barcode applied to Main Fire Panel
Fire Extinguishers	Not Included in Service	
Specialty Fire Suppression System	System Level	Kitchen-Style Suppression System
Sprinkler System	System Level	
<b>HVAC</b>		
Air Handling Units	Individual	Includes Rooftop and Ground
Boilers	Individual	
Building Automation System	Individual	
Chilled Water pumps	Individual	
Chillers	Individual	
Cooling Tower pumps	Individual	
Cooling Towers	Individual	
Deaerators	Individual	
Energy Recovery Units	Individual	
Exhaust Fans	Individual	Rooftop Only
Exhaust hoods	Individual	
Furnaces	Individual	Non-Residential
Heat Pumps	Individual	Make/Model/Serial number will be captured for both interior and exterior when accessible; otherwise, it will be captured as one single cost and item
Hot Water pumps	Individual	
Make Up Air Units	Individual	
Package AC Units	Individual	Includes Rooftop and Ground

Split Systems	Individual	Ductless Split Systems will be captured as one single item. The barcode will be located on the exterior unit
<b>Sub-System</b>	<b>Individual or System Level Capture</b>	<b>Comments</b>
Unit Heaters	Not Included in Service	
Fan Coil Units*	Not Included in Service	
Unit Ventilators*	Individual	Included in the service and quantified based on Subscriber supplied data and/or drawings only. <b>*No visual capture.</b>
VAV Boxes*	Not Included in Service	
Window Units	Not Included in Service	
Radiators	Not Included in Service	
Thermostatic Controls	Not Included in Service	
<b>Interior Systems</b>		
Interior Ceiling	Not Included in Service	
Interior Doors	Not Included in Service	
Interior Floor	Not Included in Service	
Interior Walls	Not Included in Service	
<b>Kitchen</b>		
Dishwashers	Individual	Commercial-Style, non-residential
Freezer (Walk In, Reach In)	Individual	
Grease Traps	Individual	Will not receive a barcode if barcoding services is included
Large Kitchen Equipment	Individual	Valued above \$2,000
Oven, Stoves	Individual	
Refrigerator (Walk In, Reach In)	Individual	Commercial-Style, non-residential
Broilers, Grills, Fryers	Individual	Valued above \$2,000
Countertop Appliances	Not Included in Service	
Cutlery	Not Included in Service	
Tables, Racks	Not Included in Service	
<b>Plumbing</b>		
Domestic Hot Water Heaters	Individual	40 Gallons and Above. Does not include point of use water heaters.

Sub-System	Individual or System Level Capture	Comments
Domestic Water Booster Pumps	Individual	1 HP and above
Hot Water Storage Tank	Individual	
Main Backflow Preventer	Individual	Includes Domestic and Fire Suppression
Sump Pumps	Individual	
Fixtures	System Level	
Filters	Not Included in Service	
Strainers	Not Included in Service	
Valves	Not Included in Service	
<b>Site Improvements</b>		
Drainage Systems	System Level	
Parking, Paving, Sidewalks	System Level	
Utilities	System Level	Under the floor, behind the wall related items – electrical distribution, Domestic water/sewer & HVAC Ductwork. Cost per sq. ft. estimation for replacement/rehab.
<b>Vertical Transportation</b>		
Dumb Waiter	Individual	
Elevators	Individual	
Escalators	Individual	

For the Assets and Systems listed in the table above, the following attributes will be captured as follows depending on whether the item is captured as an individual Asset or a System:

Field Name	Individual Asset	System
Asset Name	Y	N
Site/Location/Sub Location Name	Y	Y
Description	Y	Y
Asset/System Category	Y	Y
Unit of Measure	N	Y

Quantity	N	Y
Unit Cost	N	Y
Manu/Model/Serial Numbers	Y	N
Tag (if available)	Y	N
Date In Service (if available)	Y	Y
Condition	Y	Y
Estimated Replacement Cost	Y	Y
Estimated Next Replacement Date	Y	Y
Life Cycle	Y	Y
Included in 20-year Capital Forecast?	N	Y

#### Evaluation

At the conclusion of the assessment(s), the Partner will prepare reports as described above that include:

- A general description of the property and improvements and comment generally on observed conditions.
- A schedule for recommended replacement or repairs (schedule of priorities).
- Address critical repairs separately from repairs anticipated over the term of the analysis.
- A FCI index number for each building.
- A 5 year forecast model with an Executive Summary with graphic presentation of results to provide a quick, “user-friendly” summary of the property’s observed condition and estimated costs assigned by category.

#### Cost Estimating

Each single building report will include an estimated cost for each System/Sub-System repair or replacement anticipated during the evaluation term. The capital needs analysis will be presented as an Excel-based cost table that includes a summary of the description of each component, the age and estimated remaining useful life, the anticipated year of repair or replacement, quantity, unit cost and total cost for the repair of each line item. A consolidated Capital Needs Analysis will be presented that includes all anticipated capital needs for all buildings.

#### 2. Asset Tagging

- Validate list of assets needing to be tagged
- Generate asset tags
- Physically affix unique asset tags to each asset during the on-site delivery of the FCA
- Unique asset tag identifier is imported into Company Software

#### Deliverables

#### Facility Condition Assessment:

- Narrative report with descriptions of major systems and corresponding conditions
- Primary digital photos of key components and deficiencies are included in the narrative report
- Capital Reserve table with System/Sub-System replacement costs and dates
- Subscriber Company software is populated with major equipment items and building systems

#### Asset Tagging:

- Commercially produced and weather resistant barcodes or QR codes will be applied to the major pieces of equipment covered in the FCA services.
- Barcode numbers or QR code URLs will be available for use at the time equipment inventory data is imported into your Company software.

#### Acceptance Process:

Once the data is captured, Partner will “scrub” the data for asset data validation to ensure that the data is presentable and most importantly, accurate. Once completed, the data will be turned over to Company and the Subscriber for use. Upon review by the Company and Subscriber, it is recognized by the Partner that the data is delivered and accepted.

- Subscriber will review and provide any feedback related to data sent to them for review by Company Service Provider or Company within 15 business days or unless otherwise determined.
- If Data is not reviewed within the 15-business day period, Company will assume that the Data provided by the Company Service Provider is approved and will load into the Subscriber’s software.

#### Assumptions:

##### Facility Condition Assessment:

- Reconciliation of existing equipment data and updating of historical records will not be performed. If reconciliation is required, this is subject to additional costs depending upon the number of changes requested.
- Capture of Data plate information is subject to readily accessible, legible information plate.
- Partner will make final determination of whether areas housing assets are safely accessible for data collection.
- Partner will not move assets or interfere with asset functionality to collect nameplate information.
- All Data on SOW is captured at the asset level – subcomponents of assets listed on the SOW will not be captured.
- Equipment not in service or identified as “Run-to-Fail” are excluded from data gathering service unless inventory is required for compliance purposes.

##### Asset Tagging:

- The material of the asset tags may vary but typically is made of vinyl or non-reactive aluminum. If a specific material is desired or pre-determined size of asset tag, this would need to be determined pre-sales, and a custom quote will be required.
- Subscriber will be asked to verify and return a location spreadsheet prior to any on-site activities.
- Subscriber will approve all Logos/artwork for asset tags prior to printing.



Partner will make an effort to apply asset tags in a convenient location so the Subscriber's facility maintenance staff can easily identify them. Based upon our professional expertise, we recommend the following:

- Application of the asset tag shall be placed next to the data plate of an asset. Placing asset tags in this location ensures that the barcode or QR code can be easily identified and associated to the asset in a Subscriber software.
- If data plate is not present, or is inaccessible, the asset tag will be placed in an accessible area that is easily seen by maintenance technicians, does not detract from the appearance of the equipment, isn't in danger of being tampered with, or will be otherwise destroyed through normal use and cleaning of the asset.

**Partner will be furnished with the following available information:**

- Access to all locations and buildings to conduct the Facility Condition Assessment
- Life Safety Floor plans in electronic format (AutoCAD, Revit, or PDF) of the building
- CMMS Asset Report (export to excel file)
- Facility Systems Schematics
- Archive Master-planning Reports, Building Systems Studies, AHJ Reports
- Archive Electrical Panel Infrared Scan Reports
- Archive TAB Reports
- Archive Architectural & MEP Construction Drawings of all buildings and additions
- As-Built Architectural & MEP Drawings of all buildings and additions
- BMS Trending Logs

**Subscriber Responsibility**

1. Subscriber will provide the needed input, resources, and documentation to support the tasks of the service and associated timelines for delivery of the service.
2. Any data to be migrated from Subscriber drawings or spreadsheets must be provided to Partner within 15 business days of completion of onsite activity.
3. Subscriber will review and provide any feedback related to data sent to them for review by Partner or Company within 15 business days or unless otherwise determined.
4. If Data is not reviewed within the 15-business day period company will assume that the Data provided by the Partner is approved and will load into the Subscriber's software.
5. Subscriber will be responsible for scheduling and coordinating all meetings and interviews involving other teams, departments, management teams or other necessary resources required for the success of this project.
6. Subscriber will provide adequate access to working facilities (i.e., access badge, parking pass), if specific authorization or clearance is required Subscriber will notify Company and/or Partner in advance of onsite.
7. Subscriber will ensure that the Partner is granted accessibility to the facilities and/or systems required to conduct the necessary work defined in this SOW. If Partner is not granted access to all areas, this could result in missed information gathering and/or delays in implementation timelines. For Flat Roofs, this means providing the Partner with access to a ladder so that they can conduct a visual assessment.
9. Subscriber will ensure that the Partner is granted accessibility to Company Software, for Subscribers with Connect Authenticate/Single Sign On this may require your Technology Team to setup the Partner in your organizations Identity Provider service.
10. Subscriber will provide a knowledgeable escort for work defined in this SOW and access to personnel as necessary.
11. Company is not responsible for reconciliation of portable or moveable assets after onsite collection is performed.

**Exclusions:**

Services **not** included in the base investment but could be added as requested.

- Energy Performance Audit
- Additional work on assets or the UAR if asset types are not prepopulated into Origin’s UAR.
- As Built Drawings.
- MEP Design Services
- Commissioning Services
- Arc Flash Analysis
- Asset Lock Out Tag Out Identification or Consulting
- Facility Intelligence Software
- Current Facility Requirements (CFR)
- Energy Modeling
  - Building Systems Testing

**Project Schedule:**

- Project kick-off with project coordinator or project manager. Verification of location, contact(s) and square footage data and Subscriber is asked to verify and send back spreadsheet
- Subscriber sends back spreadsheet to Company with locations
- Company initiates Partner project for on-site visit
- Partner co-ordinates with Subscriber for on-site visit
- Partner conducts on-site visit
- Draft of FCA asset list data is sent to Subscriber for review
- FCA and Asset tagging acceptance process

On average the transpired time is 6-12 months. However, this is dependent on the complexity of a particular project.

**Change Management:**

Subscriber may request that the Company or Partner add services not in the specifications by submitting a written proposed change order to the Company. Submitted change requests will be reviewed for approval. Approved change orders will become part of the applicable SOW when executed by both Parties, and the services described therein will become part of the services.

**Invoicing:**

- Invoicing for the asset tagging service will be provided upon completion of on-site activity at 100%.
- Facility Condition Assessment will follow the following milestone billing schedule.

Facility Condition Assessment Milestones	Description	Percentage
Mobilization	Project acquisition template set up, Vendor kickoff call with Subscriber, Travel arrangement costs; other miscellaneous pre-visit preparation	15%

On-Site Field Data Capture	Project launch meeting with Subscriber first day of onsite, acquisition of data to Scope of Work at all locations included in project and closing meeting at end of on-site activity to confirm completion and review next step actions.	35%
Data Management	Data activity, including quality assurance and control that occurs after field work is completed to produce the data file.	35%
Report	Creation and delivery of final narrative reports (FCA), and data files (FCA/Data Gathering) to Subscriber.	15%



## **Order terms**

BY SIGNING THIS ORDER FORM, WHETHER BY ELECTRONIC OR WRITTEN SIGNATURE, YOU ARE PLACING A BINDING ORDER FOR THE OFFERINGS SHOWN. IF THE INDIVIDUAL ENTERING INTO THIS AGREEMENT IS ACCEPTING ON BEHALF OF A COMPANY OR OTHER LEGAL ENTITY, THE INDIVIDUAL REPRESENTS THAT THEY HAVE THE AUTHORITY TO BIND SUCH ENTITY AND ITS AFFILIATES TO THE TERMS AND CONDITIONS OF THIS AGREEMENT, IN WHICH CASE THE TERM "CUSTOMER" SHALL REFER TO SUCH ENTITY AND ITS AFFILIATES. IF THE INDIVIDUAL ACCEPTING THIS AGREEMENT DOES NOT HAVE SUCH AUTHORITY OR DOES NOT AGREE WITH THE TERMS AND CONDITIONS SET FORTH HEREIN, THE INDIVIDUAL MUST NOT ACCEPT THIS AGREEMENT AND MAY NOT USE THE OFFERINGS.

- The "Effective Date" of the Agreement between Customer and Brightly Software, a Siemens Company ("Siemens") is the date Customer accepts this Order
- Proposal expires in sixty (60) days.
- The Siemens entity entering into this Agreement is Brightly Software, Inc., a Delaware corporation, and the notice address shall be Corporate Trust Center, 1209 Orange Street, Wilmington, DE 19801 USA, Attn: Brightly Software.
- By accepting this Order, and notwithstanding anything to the contrary in any other purchasing agreement, Customer agrees to pay all relevant Subscription Fees for the full Subscription Term defined above.
- Payment terms: Net 30
- This Order and its Offerings will be subject to the terms and conditions of the Terms of Service (the Base Terms together with any applicable Supplemental Terms) found at <http://brightlysoftware.com/terms> (<http://brightlysoftware.com/terms>) ("Agreement"), unless Customer has a separate written agreement executed by Brightly Software, Inc. for the Offerings, in which case the separate written agreement will govern its defined Term. Acceptance is expressly limited to the terms of the Agreement. No other terms and conditions will apply. The terms of any purchase order or other document from Customer are excluded and such terms will not apply to the Order and will not supplement or modify the Agreement irrespective of any language to the contrary in such document.
- Where the Customer is a state, local, or public education entity created by the laws of the applicable state, Siemens and Customer agree that the provisions of the State, Local Government, and Higher Education Addendum ("SLED Addendum") found at <http://brightlysoftware.com/terms> (<http://brightlysoftware.com/terms>) take precedence over any conflicting terms in the Agreement to the extent the deviations set forth therein are required by applicable law.
- Siemens shall invoice Customer and Customer agrees to pay Siemens the amount specified on this Order. Quantities purchased may not be decreased during the relevant Subscription Term. Customer is responsible for providing complete and accurate billing and contact information to Siemens and notifying Siemens promptly of any changes to such information.
- If Customer is paying by credit card or Automated Clearing House ("ACH"), Customer shall establish and maintain valid and updated credit card information or a valid ACH auto debit account (in each case, the "Automatic Payment Method"). Upon establishment of such Automatic Payment Method, Siemens is hereby authorized to charge any applicable Subscription Fee using such Automatic Payment Method.



- Customer is responsible for paying all taxes associated with its purchases hereunder. Siemens shall invoice Customer and Customer shall pay that amount unless Customer provides Siemens with a valid tax exemption certificate, direct pay permit, or other government-approved documentation. Notwithstanding the foregoing, Customer is responsible for, and, to the extent permitted by law, will indemnify Siemens for: 1) any encumbrance, fine, penalty or other expense which Siemens may incur as a result of Customer's failure to pay any taxes required hereunder, and 2) any taxes, including withholding taxes, resulting from making an Offering available to Users in geographic locations outside the country in which Customer is located as per the Order. For clarity, Siemens is solely responsible for taxes assessable against Siemens based on its income, property and employees.
- Siemens maintains the right to increase fees within the Subscription Term for Recurring Fee Offerings by an amount not to exceed the greater of prices shown in the investment table or the applicable CPI and other applicable fees and charges every 12 months. Any additional or renewal Subscription Terms will be charged at the then-current rate.
- In the event Customer purchases the Cloud Services (including any renewals thereof) through an authorized reseller of Siemens, the terms and conditions of this Agreement shall apply and supersede any other agreement except for any terms and conditions related to fees, payment or taxes. Such terms and conditions shall be negotiated solely by and between Customer and such authorized reseller. In the event Customer ceases to pay the reseller, or terminates its agreement with the reseller, Siemens shall have the right to terminate Customer's access to the Cloud Services at any time upon thirty (30) days' notice to Customer unless Customer and Siemens have agreed otherwise in writing.

### **Cloud Services**

- Billing frequency: Annual
- Cloud Services Offerings will be subject to the terms and conditions of the General Software and Cloud Supplemental Terms found at <http://brightlysoftware.com/terms> (<http://brightlysoftware.com/terms>).
- Any Offerings identified as Cloud Services on this Order shall automatically renew for additional periods equal to the expiring Subscription Term or one year, whichever is longer, unless either party has provided written notice of its intent to terminate the Cloud Service subscription not less than forty-five (45) days prior to the expiration of the then-current Subscription Term.
- During the Term, Siemens shall, as part of Customer's Subscription Fees, provide telephone and email support ("Support Services") during the hours of 8:00 AM and 6:00 PM EST, Monday through Friday ("Business Hours"), excluding holidays.
- Siemens shall use commercially reasonable efforts to make its Software or Cloud Service available 99.9% of the time for each full calendar month during the Subscription Term, determined on twenty-four (24) hours a day, seven (7) days a week basis (the "Service Standard"). The Service Standard availability for access and use by Customer(s) excludes unavailability when due to: (a) any access to or use of the Cloud Service by Customer or any Account User that does not strictly comply with the terms of the Agreement or the Documentation; (b) any failure of performance caused in whole or in part by Customer's delay in performing, or failure to perform, any of its obligations under the Agreement; (c) Customer's or its Account User's Internet connectivity; (d) any Force Majeure Event; (e) any failure, interruption, outage, or other problem with internet service or non-Cloud Service; (f) Scheduled Downtime; or (g) any disabling, suspension, or termination of the Cloud Service by Siemens pursuant to the terms of the Agreement. "Scheduled Downtime" means, with respect to any applicable Cloud Service, the total amount of time



(measured in minutes) during an applicable calendar month when such Cloud Service is unavailable for the majority of Customer's Account Users due to planned Cloud Service maintenance. To the extent reasonably practicable, Siemens shall use reasonable efforts to provide eight (8) hours prior notice of Cloud Service maintenance events and schedule such Cloud Service maintenance events outside the applicable business hours.

- Siemens reserves the right to block IP addresses originating a Denial of Service (DoS) attack. Siemens shall notify Customer should this condition exist and inform Customer of its action. Once blocked, an IP address shall not be able to access the Cloud Service and the block may be removed once Customer is satisfied corrective action has taken place to resolve the issue. Siemens also reserves the right to suspend or terminate service if Customer: 1) performs load tests, network scans, penetration tests, ethical hacks or any other security auditing procedure on the Cloud Service, 2) interferes with or disrupts the integrity or performance of the Cloud Service or data contained therein, or 3) otherwise violates the use restrictions under this Agreement.

### **Managed Services**

- Billing frequency: Annual
- Managed Services Offerings will be subject to the terms and conditions of the Services Supplemental Terms found at <http://brightlysoftware.com/terms> (<http://brightlysoftware.com/terms>).
- Any Offerings identified as Managed Services on this Order shall automatically renew for additional periods equal to the expiring Subscription Term or one year, whichever is longer, unless either party has provided written notice of its intent to terminate the Managed Service subscription not less than forty-five (45) days prior to the expiration of the then-current Subscription Term.

### **Professional Services**

- Professional Services Offerings will be subject to the terms and conditions of the Services Supplemental Terms found at <http://brightlysoftware.com/terms> (<http://brightlysoftware.com/terms>).
- Unless otherwise specified in an applicable Order: (i) Siemens will perform the Professional Services during workdays, Monday through Friday, up to 8 hours a day; (ii) any estimate of hours or costs are reasonable, good faith estimates only; and (iii) each task is performed as firm fixed price work or time and materials as described in this Order. Siemens is only obliged to supply Professional Services and/or Deliverables as expressly stated in this Order. Siemens shall not be obliged to supply any Professional Services and/or Deliverables without a valid Order.
- **Scheduling.** Siemens requires at least 6 weeks advanced notice from the acceptance of an Order to schedule Professional Services delivery dates when travel is required. Onsite Professional Services shall be delivered consecutively in a single onsite visit unless the applicable Order includes the additional fees and incidental expenses associated with multiple visits.
- **Unused Professional Services.** Unless otherwise specified in the Order, Siemens reserves the right to expire any unused Professional Services 6 months from the Effective Date set forth on the Order, and Customer will not be entitled to receive a refund for any fees prepaid for such expired Professional Services.
- **Customer Cooperation.** Customer will cooperate reasonably and in good faith with Siemens in its performance of Professional Services by: (i) providing access to any necessary Customer Data, (ii) allocating sufficient resources and timely performing any tasks reasonably necessary to enable Siemens to perform its obligations under the Order, and (iii) actively participate in scheduled project meetings.



Any delays in the performance of Professional Services or delivery of Deliverables caused by Customer may result in additional applicable charges for resource time.

- **Incidental Expenses.** Customer will reimburse Siemens for travel and related business expenses incurred in connection with Professional Services. If an estimate of incidental expenses is included in the Order, Siemens will not exceed a 5% inflation of such estimate without the written consent of Customer.

#### **Additional information**

- Prices shown above do not include any taxes that may apply. Any such taxes are the responsibility of Customer. This is not an invoice. For customers based in the United States, any applicable taxes will be determined based on the laws and regulations of the taxing authority(ies) governing the "Ship To" location provided by Customer. Tax exemption certifications can be sent to [accountsreceivable@brightlysoftware.com](mailto:accountsreceivable@brightlysoftware.com) (<mailto:accountsreceivable@brightlysoftware.com>).
- Billing frequency other than annual is subject to additional processing fees.
- Provide Siemens with the purchase order number, if applicable. Acceptance of this Order without a purchase order number indicates that a purchase order is not necessary. Please reference Q-419881 on any applicable purchase order and email to [Purchaseorders@Brightlysoftware.com](mailto:Purchaseorders@Brightlysoftware.com) (<mailto:Purchaseorders@Brightlysoftware.com>)
- Brightly Software, Inc. can provide evidence of insurance upon request.



# Signature

Presented to:

Q-419881

October 01, 2024, 10:08:32 AM

Accepted by:

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**Printed Name**

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**Signed Name**

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**Title**

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**Date**



**RICHLAND COUNTY  
ADMINISTRATION**

2020 Hampton Street, Suite 4069  
Columbia, SC 29204  
803-576-2050



**Agenda Briefing**

<b>Prepared by:</b>	Harry J. Polis, Jr.	<b>Title:</b>	Deputy Chief
<b>Department:</b>	Sheriff's Department	<b>Division:</b>	Operations Division
<b>Date Prepared:</b>	January 23, 2025	<b>Meeting Date:</b>	February 25, 2025
<b>Legal Review</b>	Patrick Wright via email	<b>Date:</b>	January 29, 2025
<b>Budget Review</b>	Maddison Wilkerson via email	<b>Date:</b>	January 29, 2025
<b>Finance Review</b>	Stacey Hamm via email	<b>Date:</b>	January 29, 2025
<b>Approved for consideration:</b>	Assistant County Administrator	John M. Thompson, Ph.D., MBA, CPM, SCEM	
<b>Meeting/Committee</b>	Administration & Finance		
<b>Subject</b>	DOJ COPS Office Grant and SCDPS Local Law Appropriation Acceptance		

**RECOMMENDED/REQUESTED ACTION:**

The Sheriff's Department requests that County Council accept the Department of Justice COPS Office FY2024 Technology and Equipment grant (\$1,000,000) and the South Carolina Department of Public Safety FY25 Local Law Appropriation funds (\$900,000) and approve the procurement of two mobile command posts from Farber Specialty Vehicles under the GOVMVMT cooperative contract.

Request for Council Reconsideration:  Yes

**FIDUCIARY:**

Are funds allocated in the department's current fiscal year budget?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
If not, is a budget amendment necessary?	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No

**ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:**

The total estimated cost for Farber Specialty Vehicles to build two mobile command posts is \$1,899,752. There is no required match on either source of funding for this project. The total available funding is \$1,900,000.

*Applicable fund, cost center, and spend category:* **Fund:** 1200 Federal State and Local Grants  
**Cost Center:** 9922 Public Safety Grants  
**Spend Category:** Heavy Equipment

**OFFICE OF PROCUREMENT & CONTRACTING FEEDBACK:**

GOVMVMT is a cooperative purchasing group that provides public agencies a source for dependable, quality contract offerings with top-tier suppliers. Cooperative purchasing groups combine the purchasing power of public agencies from across the nation to competitively solicit, evaluate and award contracts, providing efficiencies and economies of scale that could not be achieved by single agencies on their own. The procurement processes are carried out in accordance with public procurement best practices. The RFP process was reviewed and found to be in accordance with Richland County procurement guidelines. The use of cooperative agreements is encouraged when practical, as it reduces administrative costs and streamlines the procurement process.

#### COUNTY ATTORNEY'S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:

There are no legal concerns regarding this matter.

#### REGULATORY COMPLIANCE:

The FEMA National Incident Management System recommends the use of mobile command posts to manage a diverse set of threats, hazards, and events that vary in size, frequency, and complexity. These incidents include planned events as well as emergencies or disasters (natural or human-made). Under a unified command structure, mobile command posts allow a range of personnel and organizations from multiple jurisdictions to coordinate efforts to save lives, stabilize the incident, and protect property and the environment.

#### MOTION OF ORIGIN:

There is no associated Council motion of origin.

#### STRATEGIC & GENERATIVE DISCUSSION:

The Sheriff's Department's existing mobile command post was manufactured in 2002 by Farber Specialty Vehicles. It has been used extensively over the last 22+ years at multiple critical incident scenes including, but not limited to, missing persons, hurricanes, floods, homicide investigations, tactical operations, and officer-involved shootings. The mobile command post has also been used at planned large-scale events such as outdoor festivals and ball games. The mobile command post serves as a central location from which to run unified command during incidents involving multiple agencies (Law Enforcement, Fire, EMS, etc.) from multiple jurisdictions. The use of mobile command posts at such incidents is a Federal Emergency Management Agency (FEMA) recommended best practice.

While the current mobile command post has served the Sheriff's Department well, the vehicle and equipment are severely outdated and no longer cost-efficient to maintain. The vehicle is no longer reliable and must be replaced. Additionally, being limited to one fully functional mobile command post hinders the Department's ability to efficiently manage multiple critical incidents unfolding simultaneously at different geographical locations within the county.

Farber Specialty Vehicles will build two mobile command posts to our specifications.

Unit #1 is a smaller (van-sized) mobile command post which will take 10-12 months to produce, and is estimated to cost \$420,455.

Unit #2 is a larger (32 foot) mobile command post which will take 14-16 months to produce, and is estimated to cost \$1,479,297.

#### ASSOCIATED STRATEGIC GOAL, OBJECTIVE, AND INTIATIVE:

**Goal:** Commit to Fiscal Responsibility

*Objective:* Seek alternative funding sources

**Goal:** Establish Operational Excellence

*Objective:* Address current and future resource needs

**ATTACHMENTS:**

1. DOJ Cops Office Award Notification
2. SCDPS Local Law Appropriation Award Notification
3. Farber Specialty Vehicle Quote 17818
4. Farber Specialty Vehicle Quote 17137



# Department of Justice (DOJ)

## Office of Community Oriented Policing Services (COPS Office)

Washington, D.C. 20531

<b>Name and Address of Recipient:</b>	COUNTY OF RICHLAND 5623 TWO NOTCH RD		
<b>City, State and Zip:</b>	COLUMBIA, SC 29223		
<b>Recipient UEI:</b>	N356KRRDBTM7		
<b>Project Title:</b> Unified Command Post	<b>Award Number:</b> 15JCOPS-24-GG-04171-TECP		
<b>Solicitation Title:</b> FY2024 COPS Technology and Equipment Program Invitational Solicitation II			
<b>Federal Award Amount:</b> \$1,000,000.00	<b>Federal Award Date:</b> 9/30/24		
<b>Awarding Agency:</b>	Office of Community Oriented Policing Services		
<b>Funding Instrument Type:</b>	Grant		
<b>Opportunity Category:</b> D			
<b>Assistance Listing:</b> 16.710 - Public Safety Partnership and Community Policing Grants			
<b>Project Period Start Date:</b> 3/9/24	<b>Project Period End Date:</b> 3/31/26		
<b>Budget Period Start Date:</b> 3/9/24	<b>Budget Period End Date:</b> 3/31/26		
<b>Project Description:</b>			
<p>The FY24 COPS Office Technology and Equipment Program (TEP) provides grants to state, local, Tribal, territorial, and other entities to develop and acquire effective equipment, technologies, and interoperable communications that assist in responding to and preventing crime.</p> <p>The goal of the program is to increase the community policing capacity and crime prevention efforts of law enforcement agencies. The objective is to provide funding for projects which improve police effectiveness and the flow of information among law enforcement agencies, local government service providers, and the communities they serve. Funding shall be used for the projects, and in the amounts, specified under the heading "Community Oriented Policing Services, Technology and Equipment Community Projects/COPS Law Enforcement Technology and Equipment" in Congressional Joint Explanatory Statement – Division C, which is incorporated by reference into Public Law 118-42.</p>			

## Award Letter

September 30, 2024

Dear Leon Lott,

On behalf of Attorney General Merrick B. Garland, it is my pleasure to inform you the Office of Community Oriented Policing Services (the COPS Office) has approved the application submitted by COUNTY OF RICHLAND for an award under the funding opportunity entitled 2024 FY2024 COPS Technology and Equipment Program Invitational Solicitation II. The approved award amount is \$1,000,000.

Review the Award Instrument below carefully and familiarize yourself with all conditions and requirements before accepting your award. The Award Instrument includes the Award Offer (Award Information, Project Information, Financial Information, and Award Conditions) and Award Acceptance. For COPS Office and OVW funding the Award Offer also includes any Other Award Documents.

Please note that award requirements include not only the conditions and limitations set forth in the Award Offer, but also compliance with assurances and certifications that relate to conduct during the period of performance for the award. These requirements encompass financial, administrative, and programmatic matters, as well as other important matters (e.g., specific restrictions on use of funds). Therefore, all key staff should receive the award conditions, the assurances and certifications, and the application as approved by the COPS Office, so that they understand the award requirements. Information on all pertinent award requirements also must be provided to any subrecipient of the award.

Should you accept the award and then fail to comply with an award requirement, DOJ will pursue appropriate remedies for non-compliance, which may include termination of the award and/or a requirement to repay award funds.

Prior to accepting the award, your Entity Administrator must assign a Financial Manager, Grant Award Administrator, and Authorized Representative(s) in the Justice Grants System (JustGrants). The Entity Administrator will need to ensure the assigned Authorized Representative(s) is current and has the legal authority to accept awards and bind the entity to the award terms and conditions. To accept the award, the Authorized Representative(s) must accept all parts of the Award Offer in the Justice Grants System (JustGrants), including by executing the required declaration and certification, within 45 days from the award date.

To access your funds, you will need to enroll in the Automated Standard Application for Payments (ASAP) system, if you haven't already completed the enrollment process in ASAP. The Entity Administrator should have already received an email from ASAP to initiate this process.

Congratulations, and we look forward to working with you.

Hugh T. Clements  
COPS Director

### **Office for Civil Rights Notice for All Recipients**

The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ) enforces federal civil rights laws and other provisions that prohibit discrimination by recipients of federal financial assistance from OJP, the Office of Community Oriented Policing Services (COPS), and the Office on Violence Against Women (OVW).

Several civil rights laws, including Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, require recipients of federal financial assistance (recipients) to give assurances that they will comply with those laws. Taken together, these and other civil rights laws prohibit recipients from discriminating in the provision of services and employment because of race, color, national origin, religion, disability, and sex or from discriminating in the provision of services on the bases of age.

Some recipients of DOJ financial assistance have additional obligations to comply with other applicable nondiscrimination provisions like the Omnibus Crime Control and Safe Streets Act of 1968, which prohibits discrimination on the basis of religion in addition to race, color, national origin, and sex. Recipients may also have related requirements regarding the development and implementation of equal employment opportunity programs.

OCR provides technical assistance, training, and other resources to help recipients comply with civil rights obligations. Further, OCR administratively enforces civil rights laws and nondiscrimination provisions by investigating DOJ recipients that are the subject of discrimination complaints. In addition, OCR conducts compliance reviews of DOJ recipients based on regulatory criteria. These investigations and compliance reviews permit OCR to evaluate whether DOJ recipients are providing services to the public and engaging in employment practices in a nondiscriminatory manner.

For more information about OCR, your civil rights and nondiscrimination responsibilities, how to notify your employees or beneficiaries of their civil rights protections and responsibilities and how to file a complaint, as well as technical assistance, training, and other resources, please visit [www.ojp.gov/program/civil-rights-office/outreach](http://www.ojp.gov/program/civil-rights-office/outreach). If you would like OCR to assist you in fulfilling your civil rights or nondiscrimination responsibilities, please contact us at [askOCR@oip.usdoj.gov](mailto:askOCR@oip.usdoj.gov) or [www.ojp.gov/program/civil-rights-office/about#ocr-contacts](http://www.ojp.gov/program/civil-rights-office/about#ocr-contacts).

## Award Information

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.

## Recipient Information

### Recipient Name

COUNTY OF RICHLAND

### UEI

N356KRRDBTM7

### ORI Number

no value

### Street 1

5623 TWO NOTCH RD

### Street 2

### City

COLUMBIA

### State/U.S. Territory

South Carolina

### Zip/Postal Code

29223

### Country

United States

### County/Parish

no value

### Province

no value

## Award Details

### Federal Award Date

9/30/24

### Award Type

Initial

### Award Number

15JCOPS-24-GG-04171-TECP

### Supplement Number

00

### Federal Award Amount

\$1,000,000.00

### Funding Instrument Type

Grant

### Assistance Listing Number

### Assistance Listings Program Title

16.710

Public Safety Partnership and Community Policing Grants

**Statutory Authority**

The Public Safety Partnership and Community Policing Act of 1994, 34 U.S.C. § 10381 et seq

[ ] *I have read and understand the information presented in this section of the Federal Award Instrument.*

**Project Information**

**This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.**

**Solicitation Title**

2024 FY2024 COPS Technology and Equipment  
Program Invitational Solicitation II

**Awarding Agency**

COPS

**Application Number**

GRANT14257908

**Grant Manager**

GERALD MOORE

**Phone Number**

202-598-6907

**E-mail Address**

GERALD.MOORE2@USDOJ.GOV

**Project Title**

Unified Command Post

**Performance Period Start****Date**

03/09/2024

**Performance Period End Date**

03/31/2026

**Budget Period Start Date**

03/09/2024

**Budget Period End Date**

03/31/2026

**Project Description**

The FY24 COPS Office Technology and Equipment Program (TEP) provides grants to state, local, Tribal, territorial, and other entities to develop and acquire effective equipment, technologies, and interoperable communications that assist in responding to and preventing crime.

The goal of the program is to increase the community policing capacity and crime prevention efforts of law enforcement agencies. The objective is to provide funding for projects which improve police effectiveness and the flow of information among law enforcement agencies, local government service providers, and the communities they serve. Funding shall be used for the projects, and in the amounts, specified under the heading "Community Oriented Policing Services, Technology and Equipment Community Projects/COPS Law Enforcement Technology and Equipment" in Congressional Joint Explanatory Statement – Division C, which is incorporated by reference into Public Law 118-42.

[ ] *I have read and understand the information presented in this section of the Federal Award Instrument.*

**Financial Information**

**This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.**

A financial analysis of budgeted costs has been completed. All costs listed in the approved budget below were programmatically approved based on the final proposed detailed budget and budget narratives submitted by your agency to the COPS Office. Any adjustments or edits to the proposed budget are explained below.

Budget Clearance Date: 9/26/24 10:31 AM

<b>Comments</b>				
No items				
<b>Budget Category</b>	<b>Proposed Budget</b>	<b>Change</b>	<b>Approved Budget</b>	<b>Percentages</b>
Sworn Officer Positions:	\$0	\$0	\$0	no value
Civilian or Non-Sworn Personnel:	\$0	\$0	\$0	no value
Travel:	\$0	\$0	\$0	no value
Equipment:	\$1,000,000	\$0	\$1,000,000	no value
Supplies:	\$0	\$0	\$0	no value
SubAwards:	\$0	\$0	\$0	no value
Procurement Contracts:	\$0	\$0	\$0	no value
Other Costs:	\$0	\$0	\$0	no value
Total Direct Costs:	\$1,000,000	\$0	\$1,000,000	no value
Indirect Costs:	\$0	\$0	\$0	no value
Total Project Costs:	\$1,000,000	\$0	\$1,000,000	no value
Federal Funds:	\$1,000,000	\$0	\$1,000,000	100.00%
Match Amount:	\$0	\$0	\$0	0.00%
Program Income:	\$0	\$0	\$0	0.00%
<b>Budget Category</b>				
Sworn Officer				
Civilian Personnel				



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Travel

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Equipment

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Supplies

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SubAwards

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Procurement Contracts

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Other Costs

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Indirect Costs

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] I have read and understand the information presented in this section of the Federal Award Instrument.

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### **Other Award Documents**

] I have read and understand the information presented in this section of the Federal Award Instrument.

No other award documents have been added.

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### **Award Conditions**

**This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.**

#### **Condition 1**

Restrictions on Internal Confidentiality Agreements: No recipient or subrecipient under this award, or entity that receives a contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts the lawful reporting of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information. Further Consolidated Appropriations Act, 2024, Public Law 118-47, Division B, Title VII, Section 742.

#### **Condition 2**

Federal Civil Rights: The recipient and any subrecipient must comply with applicable federal civil rights and nondiscrimination statutes and regulations including: Section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d), as implemented in Subparts C and D of 28 C.F.R. Part 42; section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), as implemented in Subpart G of 28 C.F.R. Part 42; section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681), as implemented in Subpart D of 28 C.F.R. Parts 42 and 54; section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102), as implemented in Subpart I of 28 C.F.R. Part 42; and section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)), as implemented in Subpart D of 28 C.F.R. Part 42. In addition to applicable federal statutes and regulations that pertain to civil rights and nondiscrimination, the recipient and any subrecipient must comply with the requirements in 28 C.F.R. Parts 22 (Confidentiality of Identifiable Research and Statistical Information); 28 C.F.R. Part 23 (Criminal Intelligence Systems Operating Policies); 28 C.F.R. Part 38 (Partnerships with Faith-Based and Other Neighborhood Organizations); and 28 C.F.R. Part 46 (Protection of Human Subjects). For an overview of the civil rights laws and nondiscrimination requirements in connection with your award, please see <https://www.ojp.gov/program/civil-rights/overview>.

**Condition 3**

Award Monitoring Activities: Federal law requires that recipients receiving federal funding from the COPS Office must be monitored to ensure compliance with their award conditions and other applicable statutes and regulations. The COPS Office is also interested in tracking the progress of our programs and the advancement of community policing. Both aspects of award implementation—compliance and programmatic benefits—are part of the monitoring process coordinated by the U.S. Department of Justice. Award monitoring activities conducted by the COPS Office include site visits, enhanced office-based grant reviews, alleged noncompliance reviews, financial and programmatic reporting, and audit resolution. As a COPS Office award recipient, you agree to cooperate with and respond to any requests for information pertaining to your award. This includes all financial records, such as general accounting ledgers and all supporting documents. All information pertinent to the implementation of the award is subject to agency review throughout the life of the award, during the close-out process and for three-years after the submission of the final expenditure report. 2 C.F.R. §§ 200.334 and 200.337, and, as applicable, 34 U.S.C. § 10385(a).

**Condition 4**

Authorized Representative Responsibility: The recipient understands that, in accepting this award, the Authorized Representatives declare and certify, among other things, that they possess the requisite legal authority to accept the award on behalf of the recipient entity and, in so doing, accept (or adopt) all material requirements throughout the period of performance under this award. The recipient further understands, and agrees, that it will not assign anyone to the role of Authorized Representative during the period of performance under the award without first ensuring that the individual has the requisite legal authority.

**Condition 5**

Contract Provision: All contracts made by the award recipients under the federal award must contain the provisions required under 2 C.F.R. Part 200, Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards. Please see appendices in the Award Owner's Manual for a full text of the contract provisions.

**Condition 6**

Award Owner's Manual: The recipient agrees to comply with the terms and conditions in the applicable award year COPS Office Program Award Owner's Manual; DOJ Grants Financial Guide; COPS Office statute (34 U.S.C. § 10381, et seq.) as applicable; Students, Teachers, and Officers Preventing (STOP) School Violence Act of 2018 (34 U.S.C. § 10551, et seq.) as applicable; the requirements of 2 C.F.R. Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards), including subsequent changes, as adopted by the U.S. Department of Justice in 2 C.F.R. § 2800.101; 48 C.F.R. Part 31 (FAR Part 31) as applicable (Contract Cost Principles and Procedures); the Cooperative Agreement as applicable; representations made in the application; and all other applicable program requirements, laws, orders, regulations, or circulars.

Failure to comply with one or more award requirements may result in remedial action including, but not limited to, withholding award funds, disallowing costs, suspending, or terminating the award, or other legal action as appropriate.

Should any provision of an award condition be deemed invalid or unenforceable by its terms, that provision will be applied to give it the maximum effect permitted by law. Should the provision be deemed invalid or unenforceable in its entirety, such provision will be severed from this award.

**Condition 7**

Duplicative Funding: The recipient understands and agrees to notify the COPS Office if it receives, from any other source, funding for the same item or service also funded under this award.

**Condition 8**

Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and COPS Office authority to terminate award): The recipient and subrecipient agree to comply with the following requirements of 2 C.F.R. Part 175, Appendix A to Part 175 – Award Term:

**I. Trafficking in Persons**

- (a) Provisions applicable to a recipient that is a private entity. (1) Under this award, the recipient, its employees, subrecipients under this award, and subrecipient's employees must not engage in:
- (i) Severe forms of trafficking in persons;
  - (ii) The procurement of a commercial sex act during the period of time that this award

or any subaward is in effect;

(iii) The use of forced labor in the performance of this award or any subaward; or

(iv) Acts that directly support or advance trafficking in persons, including the following acts:

(A) Destroying, concealing, removing, confiscating, or otherwise denying an employee access to that employee's identity or immigration documents;

(B) Failing to provide return transportation or pay for return transportation costs to an employee from a country outside the United States to the country from which the employee was recruited upon the end of employment if requested by the employee, unless:

(1) Exempted from the requirement to provide or pay for such return transportation by the Federal department or agency providing or entering into the grant or cooperative agreement; or

(2) The employee is a victim of human trafficking seeking victim services or legal redress in the country of employment or a witness in a human trafficking enforcement action;

(C) Soliciting a person for the purpose of employment, or offering employment, by means of materially false or fraudulent pretenses, representations, or promises regarding that employment;

(D) Charging recruited employees a placement or recruitment fee; or

(E) Providing or arranging housing that fails to meet the host country's housing and safety standards.

(2) The Federal agency may unilaterally terminate this award or take any remedial actions authorized by 22 U.S.C. 7104b(c), without penalty, if any private entity under this award:

(i) Is determined to have violated a prohibition in paragraph (a)(1) of this appendix; or

(ii) Has an employee that is determined to have violated a prohibition in paragraph

(a)(1) of this this appendix through conduct that is either:

(A) Associated with the performance under this award; or

(B) Imputed to the recipient or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB

Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement)," as implemented by DOJ at 2 C.F.R. Part 2867.

(b) Provision applicable to a recipient other than a private entity. (1) The Federal agency may unilaterally terminate this award or take any remedial actions authorized by 22 U.S.C.

7104b(c), without penalty, if a subrecipient that is a private entity under this award:

(i) Is determined to have violated a prohibition in paragraph (a)(1) of this appendix; or

(ii) Has an employee that is determined to have violated a prohibition in paragraph

(a)(1) of this appendix through conduct that is either:

(A) Associated with the performance under this award; or

(B) Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB

Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement)," as implemented by 2 C.F.R. Part 2867.

(c) Provisions applicable to any recipient.

(1) The recipient must inform the Federal agency and the Inspector General of the Federal agency immediately of any information you receive from any source alleging a violation of a prohibition in paragraph (a)(1) of this appendix.

(2) The Federal agency's right to unilaterally terminate this award as described in paragraphs (a)(2) or (b)(1) of this appendix:

(i) Implements the requirements of 22 U.S.C. 78, and

(ii) Is in addition to all other remedies for noncompliance that are available to the Federal agency under this award.

(3) The recipient must include the requirements of paragraph (a)(1) of this award term in any subaward it makes to a private entity.

(4) If applicable, the recipient must also comply with the compliance plan and certification requirements in 2 CFR 175.105(b).

(d) Definitions. For purposes of this award term:

Employee means either:

(1) An individual employed by the recipient or a subrecipient who is engaged in the performance of the project or program under this award; or

(2) Another person engaged in the performance of the project or program under this award and not compensated by the recipient including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing

requirements.

Private Entity means any entity, including for-profit organizations, nonprofit organizations, institutions of higher education, and hospitals. The term does not include foreign public entities, Indian Tribes, local governments, or states

as defined in 2 CFR 200.1.

The terms “severe forms of trafficking in persons,” “commercial sex act,” “sex trafficking,” “Abuse or threatened abuse of law or legal process,” “coercion,” “debt bondage,” and “involuntary servitude” have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

### **Condition 9**

Termination: Recipient understands and agrees that the COPS Office may terminate funding, in whole or in part, for the following reasons:

- (1) When the recipient fails to comply with the terms and conditions of a Federal award.
  - (2) When the recipient agrees to the termination and termination conditions.
  - (3) When the recipient provides the COPS Office written notification requesting termination including the reasons, effective date, and the portion of the award to be terminated. The COPS Office may terminate the entire award if the remaining portion will not accomplish the purposes of the award.
  - (4) Pursuant to any other award terms and conditions, including, when an award no longer effectuates the program goals or agency priorities to the extent such termination is authorized by law.
2. C.F.R. § 200.340.

### **Condition 10**

Recipient Integrity and Performance Matters: For awards over \$500,000, the recipient agrees to comply with the following requirements of 2 C.F.R. Part 200, Appendix XII to Part 200 – Award Term and Condition for Recipient Integrity and Performance Matters:

#### **I. Reporting of Matters Related to Recipient Integrity and Performance**

##### **(a) General Reporting Requirement.**

(1) If the total value of your active grants, cooperative agreements, and procurement contracts from all Federal agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then you as the recipient must ensure the information available in the responsibility/qualification records through the System for Award Management (SAM.gov), about civil, criminal, or administrative proceedings described in paragraph (b) of this award term is current and complete. This is a statutory requirement under section 872 of Public Law 110–417, as amended (41 U.S.C. 2313). As required by section 3010 of Public Law 111– 212, all information posted in responsibility/qualification records in SAM.gov on or after April 15, 2011 (except past performance reviews required for Federal procurement contracts) will be publicly available.

##### **(b) Proceedings About Which You Must Report.**

(1) You must submit the required information about each proceeding that—

(i) Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;

(ii) Reached its final disposition during the most recent five-year period; and

(iii) Is one of the following—

(A) A criminal proceeding that resulted in a conviction;

(B) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;

(C) An administrative proceeding that resulted in a finding of fault and liability and your payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damages in excess of \$100,000; or

(D) Any other criminal, civil, or administrative proceeding if—

(1) It could have led to an outcome described in paragraph (b)(1)(iii)(A) through (C);

(2) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and

(3) The requirement in this award term to disclose information about the proceeding does not conflict with applicable laws and regulations.

(c) Reporting Procedures. Enter the required information in SAM.gov for each proceeding described in paragraph (b) of this award term. You do not need to submit the information a second time under grants and cooperative agreements that you received if you already provided the information in SAM.gov because you were required to do so under Federal procurement contracts that you were awarded.

(d) Reporting Frequency. During any period of time when you are subject to the requirement in paragraph (a) of this award term, you must report proceedings information in SAM.gov for the most recent five-year period, either to report new information about a proceeding that you have not reported previously or affirm that there is no new information to report. If you have Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000, you must disclose semiannually any information about the criminal, civil, and administrative proceedings.

(e) Definitions. For purposes of this award term—

Administrative proceeding means a nonjudicial process that is adjudicatory in nature to make a determination of fault or liability (for example, Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level but only in connection with the performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.

Conviction means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere. Total value of currently active grants, cooperative agreements, and procurement contracts includes the value of the Federal share already received plus any anticipated Federal share under those awards (such as continuation funding).

### **Condition 11**

**Reporting Subawards and Executive Compensation:** The recipient agrees to comply with the following requirements of 2 C.F.R. Part 170, Appendix A to Part 170 – Award Term:

#### **I. Reporting Subawards and Executive Compensation**

(a) Reporting of first-tier subawards—(1) Applicability. Unless the recipient is exempt as provided in paragraph (d) of this award term, the recipient must report each subaward that equals or exceeds \$30,000 in Federal funds for a subaward to an entity or Federal agency. The recipient must also report a subaward if a modification increases the Federal funding to an amount that equals or exceeds \$30,000. All reported subawards should reflect the total amount of the subaward.

(2) Reporting Requirements. (i) The entity or Federal agency must report each subaward described in paragraph (a)(1) of this award term to the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS) at <http://www.fsr.gov>.

(ii) For subaward information, report no later than the end of the month following the month in which the subaward was issued. (For example, if the subaward was made on November 7, 2025, the subaward must be reported by no later than December 31, 2025).

(b) Reporting total compensation of recipient executives for entities—(1) Applicability. The recipient must report the total compensation for each of the recipient's five most highly compensated executives for the preceding completed fiscal year if:

(i) The total Federal funding authorized to date under this Federal award equals or exceeds \$30,000;

(ii) in the preceding fiscal year, the recipient received:

(A) 80 percent or more of the recipient's annual gross revenues from Federal procurement contracts (and subcontracts) and Federal awards (and subawards) subject to the Transparency Act; and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal awards (and subawards) subject to the Transparency Act; and,

(iii) The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986 after receiving this subaward. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

(2) Reporting Requirements. The recipient must report executive total compensation described in paragraph (b)(1) of this appendix:

(i) As part of the recipient's registration profile at <https://www.sam.gov>.

(ii) No later than the month following the month in which this Federal award is made, and annually after that. (For example, if this Federal award was made on November 7, 2025, the executive total compensation must be reported by no later than December 31, 2025.)

(c) Reporting of total compensation of subrecipient executives—(1) Applicability. Unless a first-tier subrecipient is exempt as provided in paragraph (d) of this appendix, the recipient must report the executive total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if:

(i) The total Federal funding authorized to date under the subaward equals or exceeds \$30,000;

(ii) In the subrecipient's preceding fiscal year, the subrecipient received:

(A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal awards (and subawards) subject to the Transparency Act; and,

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal awards (and subawards) subject to the Transparency Act; and

(iii) The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986 after receiving this subaward. (To determine if the public has access to the compensation information, see

the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/excomp.htm>.)

(2) Reporting Requirements. Subrecipients must report to the recipient their executive total compensation described in paragraph

(c)(1) of this appendix. The recipient is required to submit this information to the

Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS) at <http://www.frs.gov> no later than the end of the month following the month in which the subaward was made. (For example, if the subaward was made on November 7, 2025, the subaward must be reported by no later than December 31, 2025).

(d) Exemptions. (1) A recipient with gross income under \$300,000 in the previous tax year is exempt from the requirements to report:

(i) Subawards, and

(ii) The total compensation of the five most highly compensated executives of any subrecipient.

(e) Definitions. For purposes of this award term:

Entity includes:

(1) Whether for profit or nonprofit:

(i) A corporation;

(ii) An association;

(iii) A partnership;

(iv) A limited liability company;

(v) A limited liability partnership;

(vi) A sole proprietorship;

(vii) Any other legal business entity;

(viii) Another grantee or contractor that is not excluded by subparagraph (2); and

(ix) Any State or locality;

(2) Does not include:

(i) An individual recipient of Federal financial assistance; or

(ii) A Federal employee.

Executive means an officer, managing partner, or any other employee holding a management position.

Subaward has the meaning given in 2 CFR200.1.

Subrecipient has the meaning given in 2CFR 200.1.

Total Compensation means the cash and noncash dollar value an executive earns during an entity's preceding fiscal year. This includes all items of compensation as prescribed in 17 CFR 229.402(c)(2).

#### **Condition 12**

Assurances and Certifications: The recipient acknowledges its agreement to comply with the Assurances and Certifications forms that were signed as part of its application.

#### **Condition 13**

Conflict of Interest: Recipients and subrecipients must disclose in writing to the COPS Office or pass-through entity, as applicable, any potential conflict of interest affecting the awarded federal funding in 2 C.F.R. § 200.112.

#### **Condition 14**

Debarment and Suspension: The recipient agrees not to award federal funds under this program to any party which is debarred or suspended from participation in federal assistance programs. 2 C.F.R. Part 180 (Government-wide Nonprocurement Debarment and Suspension) and 2 C.F.R. Part 2867 (DOJ Nonprocurement Debarment and Suspension).

#### **Condition 15**

Equal Employment Opportunity Plan (EEOP): All recipients of funding from the COPS Office must comply with the federal regulations pertaining to the development and implementation of an Equal Employment Opportunity Plan. 28 C.F.R. Part 42 subpart E.

#### **Condition 16**

Employment Eligibility: The recipient agrees to complete and keep on file, as appropriate, the Department of Homeland

Security, U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form (I-9). This form is to be used by recipients of federal funds to verify that persons are eligible to work in the United States. Immigration Reform and Control Act of 1986 (IRCA), Public Law 99-603.

**Condition 17**

Enhancement of Contractor Protection from Reprisal for Disclosure of Certain Information: Recipients and subrecipients agree not to discharge, demote, or otherwise discriminate against an employee as reprisal for the employee disclosing information that he or she reasonably believes is evidence of gross mismanagement of a federal contract or award, a gross waste of federal funds, an abuse of authority relating to a federal contract or award, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract) or award. Recipients and subrecipients also agree to provide to their employees in writing (in the predominant native language of the workforce) of the rights and remedies provided in 41 U.S.C. § 4712. Please see appendices in the Award Owner’s Manual for a full text of the statute.

**Condition 18**

False Statements: False statements or claims made in connection with COPS Office awards may result in fines, imprisonment, debarment from participating in federal awards or contracts, and/or any other remedy available by law. 31 U.S.C. § 3729-3733.

**Condition 19**

Mandatory Disclosure: Recipients and subrecipients must timely disclose in writing to the Federal awarding agency or pass-through entity, as applicable, all federal criminal law violations involving fraud, bribery, or gratuity that may potentially affect the awarded federal funding. Recipients that receive an award over \$500,000 must also report certain civil, criminal, or administrative proceedings in SAM and are required to comply with the Term and Condition for Recipient Integrity and Performance Matters as set out in 2 C.F.R. Part 200, Appendix XII to Part 200. Failure to make required disclosures can result in any of the remedies, including suspension and debarment, described in 2 C.F.R. § 200.339. 2 C.F.R. § 200.113.

**Condition 20**

Reports/Performance Goals: To assist the COPS Office in monitoring and tracking the performance of your award, your agency will be responsible for submitting semi-annual programmatic performance reports that describe project activities during the reporting period and quarterly Federal Financial Reports using Standard Form 425 (SF-425). 2 C.F.R. §§ 200.328 - 200.329. The performance report is used to track your agency’s progress in implementing the award, and, as applicable, community policing strategies including gauging the effectiveness of your agency’s community policing capacity. The Federal Financial Report is used to track the expenditures of the recipient’s award funds on a cumulative basis throughout the life of the award.

**Condition 21**

System for Award Management (SAM.gov) and Universal Identifier Requirements: The recipient agrees to comply with the following requirements of 2 C.F.R. Part 25, Appendix A to Part 25 – Award Term:

I. System for Award Management (SAM.gov) and Universal Identifier Requirements

(a) Requirement for System for Award Management. (1) Unless exempt from this requirement under 2 CFR 25.110, the recipient must maintain a current and active registration in SAM.gov. The recipient’s registration must always be current and active until the recipient submits all final reports required under this Federal award or receives the final payment, whichever is later. The recipient must review and update its information in SAM.gov at least annually from the date of its initial registration or any subsequent updates to ensure it is current, accurate, and complete. If applicable, this includes identifying the recipient’s immediate and highest-level owner and subsidiaries and providing information about the recipient’s predecessors that have received a Federal award or contract within the last three years.

(b) Requirement for Unique Entity Identifier (UEI). (1) If the recipient is authorized to make subawards under this Federal award, the recipient:

(i) Must notify potential subrecipients that no entity may receive a subaward until the entity has provided its UEI to the recipient.

(ii) Must not make a subaward to an entity unless the entity has provided its UEI to the recipient. Subrecipients are not required to complete full registration in SAM.gov to obtain a UEI.

(c) Definitions. For the purposes of this award term:

System for Award Management (SAM.gov) means the Federal repository into which a

recipient must provide the information required for the conduct of business as a recipient. Additional information about registration procedures may be found in SAM.gov (currently at <https://www.sam.gov>).

Unique entity identifier means the universal identifier assigned by SAM.gov to uniquely identify an entity.

Entity is defined at 2 CFR 25.400 and includes all of the following types as defined in 2 CFR 200.1:

- (1) Non-Federal entity;
- (2) Foreign organization;
- (3) Foreign public entity;
- (4) Domestic for-profit organization; and
- (5) Federal agency.

Subaward has the meaning given in 2 CFR 200.1.

Subrecipient has the meaning given in 2 CFR 200.1.

#### **Condition 22**

**Additional High-Risk Recipient Requirements:** The recipient agrees to comply with any additional requirements that may be imposed during the award performance period if the awarding agency determines that the recipient is a high-risk recipient. 2 C.F.R. § 200.208.

#### **Condition 23**

**Criminal Intelligence Systems:** Recipients using award funds to operate an interjurisdictional criminal intelligence system must comply with the operating principles of 28 C.F.R. Part 23. At the time of application, the recipient assured the COPS Office that it will comply with the requirements of 28 C.F.R. Part 23.

#### **Condition 24**

**Allowable Costs:** The funding under this award is for the payment of approved costs for program-specific purposes. The allowable costs approved for your agency's award are limited to those listed in your agency's award package. In accordance with 2 C.F.R. § 200.400(g), the recipient or subrecipient must not earn or keep any profit resulting from the award. Your agency may not use award funds for any costs not identified as allowable in the award package.

#### **Condition 25**

**Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment:** Recipient agrees that it, and its subrecipients, will not use award funds to extend, renew, or enter into any contract to procure or obtain any covered telecommunication and video surveillance services or equipment as described in 2 CFR §200.216. Covered services and equipment include telecommunications or video surveillance services or equipment produced or provided by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities); Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities); or an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of China. The use of award funds on covered telecommunications or video surveillance services or equipment are unallowable.

2. C.F.R. §§ 200.216 & 471. See also Section 889 of the John S. McCain National Defense Authorization Act of Fiscal Year 2019, Public Law 115-232.

#### **Condition 26**

**Sole Source Justification:** Recipients who have been awarded funding for the procurement of an item (or group of items) or service in excess of \$250,000 and who plan to seek approval for use of a noncompetitive procurement process must provide a written sole source justification to the COPS Office for approval prior to obligating, expending, or drawing down award funds for that item or service. 2 C.F.R. § 200.325(b)(2).

#### **Condition 27**

**Buy America Preference**

Recipients of an award of Federal financial assistance for the construction, alteration, maintenance, or repair of infrastructure are hereby notified that none of the funds provided under this award may be used for an infrastructure project unless:

- (1) All iron and steel used in the project are produced in the United States—this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;



(2) All manufactured products used in the project are produced in the United States— this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard that meets or exceeds this standard has been established under applicable law or regulation for determining the minimum amount of domestic content of the manufactured product; and (3) All construction materials are manufactured in the United States—this means that all manufacturing processes for the construction material occurred in the United States. The construction material standards are listed below.

Incorporation into an infrastructure project. The Buy America Preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America Preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

Categorization of articles, materials, and supplies. An article, material, or supply should only be classified into one of the following categories: (i) Iron or steel products; (ii) Manufactured products; (iii) Construction materials; or (iv) Section 70917(c) materials. An article, material, or supply should not be considered to fall into multiple categories. In some cases, an article, material, or supply may not fall under any of the categories listed in this paragraph. The classification of an article, material, or supply as falling into one of the categories listed in this paragraph must be made based on its status at the time it is brought to the work site for incorporation into an infrastructure project. In general, the work site is the location of the infrastructure project at which the iron, steel, manufactured products, and construction materials will be incorporated.

Application of the Buy America Preference by category. An article, material, or supply incorporated into an infrastructure project must meet the Buy America Preference for only the single category in which it is classified.

Determining the cost of components for manufactured products. In determining whether the cost of components for manufactured products is greater than 55 percent of the total cost of all components, use the following instructions:

(a) For components purchased by the manufacturer, the acquisition cost, including transportation costs to the place of incorporation into the manufactured product (whether or not such costs are paid to a domestic firm), and any applicable duty (whether or not a duty-free entry certificate is issued); or

(b) For components manufactured by the manufacturer, all costs associated with the manufacture of the component, including transportation costs as described in paragraph (a), plus allocable overhead costs, but excluding profit. Cost of components does not include any costs associated with the manufacture of the manufactured product.

Construction material standards. The Buy America Preference applies to the following construction materials incorporated into infrastructure projects. Each construction material is followed by a standard for the material to be considered “produced in the United States.” Except as specifically provided, only a single standard should be applied to a single construction material.

(1) Non-ferrous metals. All manufacturing processes, from initial smelting or melting through final shaping, coating, and assembly, occurred in the United States.

(2) Plastic and polymer-based products. All manufacturing processes, from initial combination of constituent plastic or polymer-based inputs, or, where applicable, constituent composite materials, until the item is in its final form, occurred in the United States.

(3) Glass. All manufacturing processes, from initial batching and melting of raw materials through annealing, cooling, and cutting, occurred in the United States.

(4) Fiber optic cable (including drop cable). All manufacturing processes, from the initial ribboning (if applicable), through buffering, fiber stranding and jacketing, occurred in the United States. All manufacturing processes also include the standards for glass and optical fiber, but not for non-ferrous metals, plastic and polymer-based products, or any others.

(5) Optical fiber. All manufacturing processes, from the initial preform fabrication stage through the completion of the draw, occurred in the United States.

(6) Lumber. All manufacturing processes, from initial debarking through treatment and planing, occurred in the United States.

(7) Drywall. All manufacturing processes, from initial blending of mined or synthetic gypsum plaster and additives through cutting and drying of sandwiched panels, occurred in the United States.

(8) Engineered wood. All manufacturing processes from the initial combination of constituent materials until the wood product is in its final form, occurred in the United States.

#### Waivers.

When necessary, recipients may apply for, and the Office of Community Oriented Policing Services (COPS Office) may grant, a waiver from these requirements.

The COPS Office may waive the application of the Buy America Preference when it has determined that one of the following exceptions applies:

- (1) applying the Buy America Preference would be inconsistent with the public interest;
- (2) the types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality; or
- (3) the inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25 percent.

A request to waive the application of the Buy America Preference must be in writing. If requested, the COPS Office will provide instructions on the format, contents, and supporting materials required for any waiver request. Waiver requests are subject to public comment periods of no less than 15 days and must be reviewed by the Made in America Office.

Recipients do not need to obtain a waiver of the Buy America Preference requirements from the COPS Office if they will use only iron, steel, manufactured products, and construction materials that meet the criteria as specified above for the project.

If a recipient determines a waiver is necessary, an application for a waiver should be submitted as soon as possible and provide detailed information to expedite the COPS Office's review. Recipients agree not to obligate, expend or draw down funds for infrastructure projects or activities unless they comply with the Buy America Preference requirements or request and obtain a waiver of the requirements from the COPS Office.

If you have any questions about this requirement or requesting a waiver of the requirement, please contact your COPS Office Program Manager at 800-421-6770.

#### **Condition 28**

Domestic preferences for procurements: Recipient agrees that it, and its subrecipients, to the greatest extent practicable, will provide a preference for the purchase, acquisition, or use of goods, products, and materials produced in, and services offered in, the United States. 2. C.F.R. § 200.322 and Executive Order 14005, Ensuring the Future is Made in All of America by All of America's Workers, January 25, 2021.

#### **Condition 29**

Requirement to report actual or imminent breach of personally identifiable information (PII).

The recipient (and any subrecipient at any tier) must have written procedures in place to respond in the event of an actual or imminent breach (as defined in OMB M-17-12) if it (or a subrecipient)-- 1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of personally identifiable information (PII) (as defined in 2 C.F.R. 200.1) within the scope of a COPS Office grant-funded program or activity, or 2) uses or operates a Federal information system (as defined in OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to the recipient's COPS Office Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

**Condition 30**

Community Policing: Community policing activities to be initiated or enhanced by your agency were identified and described in your award application. All equipment, technology, training, and civilian positions awarded under your agency's COPS Office award must be linked to the implementation or enhancement of community policing. 34 U.S.C. § 10382 (c)(10).

**Condition 31**

Compliance with National Environmental Policy Act and related statutes: Upon request, the recipient must assist the COPS Office in complying with the National Environmental Policy Act (NEPA), the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of these award funds. Accordingly, the recipient agrees to determine if new construction or renovation or remodeling of a property will be funded by the grant, and if so, agrees to comply with all NEPA requirements prior to obligating, expending, or drawing down award funds for any award purposes. The recipient understands and agrees that complying with NEPA may require the preparation of an environmental study, including an Environmental Assessment (EA) and/or an Environmental Impact Statement (EIS), as directed by the COPS Office. The NEPA compliance process may take several months to complete. 42 U.S.C. §§ 4321 et seq.

**Condition 32**

Travel Costs: Travel costs for transportation, lodging and subsistence, and related items are allowable with prior approval from the COPS Office. Payment for allowable travel costs will be in accordance with 2 C.F.R. § 200.475.

**Condition 33**

The Paperwork Reduction Act Clearance and Privacy Act Review: Recipient agrees, if required, to submit all surveys, interview protocols, and other information collections to the COPS Office for submission to the Office of Management and Budget (OMB) for clearance under the Paperwork Reduction Act (PRA). Before submission to OMB, all information collections that request personally identifiable information must be reviewed by the COPS Office to ensure compliance with the Privacy Act. The Privacy Act compliance review and the PRA clearance process may take several months to complete. 44 U.S.C. §§ 3501-3520 and 5 U.S.C. § 552a.

**Condition 34**

Evaluations: The COPS Office may conduct monitoring or sponsor national evaluations of its award programs. The recipient agrees to cooperate with the monitors and evaluators. 34 U.S.C. § 10385(b).

**Condition 35**

Extensions: Recipients may request an extension of the award period to receive additional time to implement their award program. Such extensions do not provide additional funding. Only those recipients that can provide a reasonable justification for delays will be granted no-cost extensions. Extension requests must be received prior to the end date of the award. 2 C.F.R. §§ 200.308(f)(10) and 200.309.

**Condition 36**

Supplementing, not Supplanting: State, local, and tribal government recipients must use award funds to supplement, and not supplant, state, local, or Bureau of Indian Affairs (BIA) funds that are already committed or otherwise would have been committed for award purposes (hiring, training, purchases, and/or activities) during the award period. In other words, state, local, and tribal government recipients may not use COPS Office funds to supplant (replace) state, local, or BIA funds that would have been dedicated to the COPS Office-funded item(s) in the absence of the COPS Office award. 34 U.S.C. § 10384(a).

**Condition 37**

Modifications: Award modifications are evaluated on a case-by-case basis in accordance with 2 C.F.R. § 200.308(i). For federal awards in excess of \$250,000, any modification request involving the reallocation of funding between budget categories that exceed or are expected to exceed 10 percent (10%) of the total approved budget requires prior written approval by the COPS Office. Regardless of the federal award amount or budget modification percentage, any reallocation of funding is limited to approved budget categories. In addition, any budget modification that changes the scope of the project requires prior written approval by the COPS Office.

**Condition 38**

State Information Technology Point of Contact: The recipient agrees to ensure that the appropriate State Information Technology Point of Contact receives written notification regarding any technology or information-sharing project funded by this award during the obligation and expenditure period. This is to facilitate communication among local and state governmental entities regarding various information technology projects being conducted with these award funds. In addition, the recipient agrees to maintain an administrative file documenting the meeting of this requirement. For a list of State Information Technology Points of Contact, go to <https://it.ojp.gov/technology-contacts>.

**Condition 39**

Computer Network Requirement: The recipient understands and agrees that no award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography. Nothing in this requirement limits the use of funds necessary for any federal, state, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities. Consolidated Appropriations Act, 2024, Public Law 118-42, Division C, Title V, Section 527.

**Condition 40**

Contracts and/or MOUs with Other Jurisdictions: Items funded under this award must only be used for law enforcement activities or services that benefit your agency and the population that it serves and cannot be utilized by other agencies unless the items benefit the population that your agency serves.

[ ] *I have read and understand the information presented in this section of the Federal Award Instrument.*

---

**Award Acceptance**

**Declaration and Certification to the U.S. Department of Justice as to Acceptance**

By checking the declaration and certification box below, I--

- A. Declare to the U.S. Department of Justice (DOJ), under penalty of perjury, that I have authority to make this declaration and certification on behalf of the applicant.
- B. Certify to DOJ, under penalty of perjury, on behalf of myself and the applicant, to the best of my knowledge and belief, that the following are true as of the date of this award acceptance: (1) I have conducted or there was conducted (including by applicant's legal counsel as appropriate and made available to me) a diligent review of all terms and conditions of, and all supporting materials submitted in connection with, this award, including any assurances and certifications (including anything submitted in connection therewith by a person on behalf of the applicant before, after, or at the time of the application submission and any materials that accompany this acceptance and certification); and (2) I have the legal authority to accept this award on behalf of the applicant.
- C. Accept this award on behalf of the applicant.
- D. Declare the following to DOJ, under penalty of perjury, on behalf of myself and the applicant: (1) I understand that, in taking (or not taking) any action pursuant to this declaration and certification, DOJ will rely upon this declaration and certification as a material representation; and (2) I understand that any materially false, fictitious, or fraudulent information or statement in this declaration and certification (or concealment or omission of a material fact as to either) may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the applicant to civil penalties and administrative remedies under the federal False Claims Act (including under 31 U.S.C. §§ 3729-3730 and/or §§ 3801-3812) or otherwise.

**Agency Approval**

**Title of Approving Official**  
COPS Director

**Name of Approving Official**  
Hugh T. Clements

**Signed Date And Time**  
9/27/24 6:32 PM

**Authorized Representative**

Declaration and Certification (Law Enforcement Executive/Program Official)

**Entity Acceptance**

**Title of Authorized Entity Official**

County Administrator

**Name of Authorized Entity Official**

Leonardo Brown

**Signed Date And Time**

9/30/2024 3:25 PM

Declaration and Certification (Government Executive/Financial Official) no value



**south carolina**  
**DEPARTMENT of PUBLIC SAFETY**  
PROTECT. EDUCATE. SERVE.

Office of the Director

10311 WILSON BLVD.  
BLYTHEWOOD, SC 29016

October 11, 2024

Sheriff Leon Lott  
Richland County Sheriff's Department  
PO Box 8028  
Columbia, SC 29202

RE: FY 24-25 One-Time Appropriations - Reporting Requirements

Dear Sheriff Lott:

On July 1, 2024, the General Appropriations Act became effective, providing the revenue for State government to meet its budgetary expenses for fiscal year 2024-2025. This year's budget included allocations to the South Carolina Department of Public Safety (SCDPS) for one-time appropriations to outside organizations. The table below indicates the funds which have been allotted in our agency's budget for your organization.

Project	Amount
Mobile Command Post	\$900,000.00

The Act also includes Proviso 117.21, which outlines reporting requirements for organizations receiving state appropriations. These requirements mandate that, prior to the release of funds, a recipient organization must (1) provide a plan of how the state funds will be spent and (2) describe how the expenditures will provide a public benefit. After receiving the funds, the organization shall provide quarterly spending updates to the respective state agency. After all state funds have been expended, the organization shall further provide an accounting of how the funds were spent. Additionally, the proviso forbids the disbursal of funds to organizations or purposes which practice discrimination against persons by virtue of race, creed, color or national origin.

Executive Order 2022-19 requires all information submitted by your organization be published on the SCDPS website. This information will also be shared with the Executive Budget Office (EBO), the Chairman of the Senate Finance Committee, and the Chairman of the House Ways and Means Committee. Please note that SCDPS will email the appropriate EBO forms to you in order for your agency to compile and submit the expenditure information.

Should you have any questions or concerns, please do not hesitate to contact Kristi Hill of the SCDPS Office of Highway Safety and Justice Programs at (803) 896-0413 or by e-mail at [kristinahill@scdps.gov](mailto:kristinahill@scdps.gov). We look forward to working with you.

Sincerely,

Robert G. Woods, IV  
Director

Attachments

Robert G. Woods, IV, SCDPS Director

# FARBER

## SPECIALTY VEHICLES

7052 Americana Parkway  
Columbus Ohio, 43068  
Toll Free (800) 331-3188  
Fax (614)759-2098



### CUSTOMER

**Agency:** RICHLAND COUNTY SHERIFF'S OFFICE (SC)  
**Contact Name:** Deputy Chief Harry J. Polis  
**Address:** 5623 Two Notch Road  
Columbia, SC 29223  
**Phone:** (803) 576-3095  
**Email:** [Hpolis@RCSD.Net](mailto:Hpolis@RCSD.Net)

### QUOTE/PROJECT DESCRIPTION V-1

**Ref: 17818**  
**Re: Sprinter - MCC Unit (4x4)** TOTAL UNIT PRICE \$ **420,455.00**

Quote Valid for 45 Days

CONTACT	TERMS	CONTRACT NUMBER	DELIVERY	SHIPPED VIA	DATE
David Chapman Direct Nbr. (614) 578 - 7950 <a href="mailto:dchapman@farberspecialty.com">Email: dchapman@farberspecialty.com</a>	50% Deposit w/ Purchase Order Balance On Delivery	2578-A	GOVMMT TIER 2	12 to 14 months	DESTINATION

PART ID	QUANTITY	UNIT PRICE	TOTAL PRICE
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VEHICLES - FOB Continental US			
VAN	1	Farber Van Style (4x4)	\$ 173,085.00
<b>Vehicle Upfit Options</b>			
CMD-IN	21	Command Communications Interior (per foot)	\$ 1,375.00
<b>Chassis Options</b>			
CHS-UPG-012	1	Upgrade CC to 4X4	\$ 5,789.00
<b>Interior Finish Options</b>			
INT-UPG-004	33	Aluminum overhead cabinets in lieu of laminated, 063 aluminum (per foot)	\$ 386.00
INT-UPG-007	18	Sound deadening, color coordinated wall carpet (per foot)	\$ 120.00
INT-UPG-010	1	Upgrade raceway to aluminum	\$ 5,580.00
<b>Exterior Options</b>			
EXT-OPT-001	1	Roof rail for mounting radio antennas w/ weatherproof access hatch to interior	\$ 1,541.00
EXT-OPT-002	1	Roof rail, additional, for mounting antennas, eight foot section	\$ 589.00
EXT-OPT-007	1	Trailer hitch and wiring, class III	\$ 1,926.00
EXT-OPT-022	1	Kussmaul Exterior Display	\$ 1,139.00
EXT-OPT-025	1	Rechargeable Box Light Flashlights - Color Orange	\$ 84.00
EXT-OPT-027	1	Wheel Chalks w/ Reflective Pull Ropes	\$ 424.00
	1	Shore power, 36' shoreline with waterproof inlet	\$ 1,780.00
<b>Exterior Entry Options</b>			
EXT-ENTRY-010	1	Braun electric power step (Side Deployment Entry Step)	\$ 6,347.00
<b>Exterior Finish Options</b>			
EXT-UPG-001	24	Exterior paint - full body single color (per linear foot)	\$ 1,008.00
<b>Awning Options</b>			
EXT-AWN-003	1	Lateral arm box awning, Sunbrella color selection up to 22'	\$ 7,821.00
<b>Power Supply Options</b>			
PWR-OPT-005	1	7KW Quiet diesel generator (8KW - ONAN)	\$ 14,674.00
<b>Audio Video Options</b>			
ELEC-AV-002	2	Samsung commercial 32" LED monitor (includes wiring and mount)	\$ 1,090.00
ELEC-AV-004	1	Samsung commercial 43" monitor (includes wiring and mount)	\$ 2,133.00
ELEC-AV-017	1	Back-up camera system, LCD color monitor	\$ 1,605.00
ELEC-AV-022	1	Matrix Switching System 8 x 8 (Silver)	\$ 18,912.00
ELEC-COMP-005	1	Printer - Laser Jet, Color	\$ 886.00
<b>Electronics options</b>			
ELEC-OPT-003	1	16 port network switch (includes wiring)	\$ 3,286.00
ELEC-OPT-006	1	CAT 6 network	\$ 8,353.00
ELEC-OPT-008	1	Equipment rack w/ casters, Lexan door, power fan, approx. 19 x 64	\$ 474.00
ELEC-OPT-013	1	Marinco - Cable Pass-Thru	\$ 1,215.00
<b>HVAC Options</b>			
HVAC-OPT-003	1	Powered reversible roof vent w/ max air cover	\$ 576.00
HVAC-OPT-004	1	Roof mounted air conditioner	\$ 1,250.00
<b>Interior Lighting Options</b>			
LTNG-INT-003	1	LED ceiling light package (per vehicle)	\$ 3,803.00
<b>Exterior Lighting Options</b>			
LTNG-EXT-005	6	LED scene light (each)	\$ 492.00
LTNG-EXT-011	1	Siren, Whelen model 295HF w/ amplifier control center	\$ 1,909.00
LTNG-EXT-012	2	Tripod scene light - flood light	\$ 1,916.00
LTNG-EXT-014	1	Emergency Lighting Package (Basic)	\$ 10,254.00
<b>Retrofit Options</b>			
RETRO-OPT-007	110	Hourly rate for custom modifications	\$ 165.00

OTHER			
MISC-OPT-001		CAD Design Engineering & electrical schematics 3%	\$ 11,130.42
	16	Customer Supplied Equipment & Radio Installation (CSE)	\$ 2,640.00
	1	Delivery & Training	\$ 4,600.00
	1	Sales Tax (8%) for South Carolina	\$ 31,575.00
	1	Registration Tag Fee	\$ 17.00
	1	SC IMF	\$ 500.00
		<b>Project Sub-Total:</b>	<b>\$ 388,363.00</b>
			<b>\$ 388,363.00</b>
		<b>TOTAL PROJECT PRICE</b>	<b>\$ 420,455.00</b>

**SPECIAL NOTES AND INSTRUCTIONS**

Farber Specialty Vehicles will make every effort to provide the necessary components as quoted but models, model numbers and names change often and FSV ( Farber ) reserves the right to replace a component with equal or better features if the quoted product is unavailable.

Please confirm your acceptance of this quote by signing this document.

*Thank you for your business!*

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_



# FARBER

## SPECIALTY VEHICLES

7052 Americana Parkway  
Columbus Ohio, 43068  
Toll Free (800) 331-3188  
Fax (614)759-2098



### CUSTOMER

**Agency:** RICHLAND COUNTY SHERIFF'S OFFICE (SC)  
**Contact Name:** Deputy Chief Harry J. Polis  
**Address:** 5623 Two Notch Road  
Columbia, SC 29223  
**Phone:** (803) 576-3095  
**Email:** [Hpolis@RCSD.Net](mailto:Hpolis@RCSD.Net)

### QUOTE/PROJECT DESCRIPTION V-1

**Ref: 17137**  
**Re: 32ft Int. FCB MCC Unit** TOTAL UNIT PRICE \$ **1,479,297.00**

Quote Valid for 45 Days

CONTACT	TERMS	CONTRACT NUMBER	DELIVERY	SHIPPED VIA	DATE
David Chapman Direct Nbr. (614) 578 - 7950 <a href="mailto:dchapman@farberspecialty.com">Email: dchapman@farberspecialty.com</a>	50% Deposit w/ Purchase Order Balance On Delivery	2578-A	GOVMMVT TIER 2	DESTINATION	28-Oct-24

PART ID	QUANTITY	UNIT PRICE	TOTAL PRICE
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#### VEHICLES - FOB Continental US

CC35	1	Cab Chassis - Heavy Duty 35	CC35	\$ 501,566.00	\$ 501,566.00
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#### Vehicle Upfit Options

CMD-IN	32	Command Communications Interior (per foot)	CMD-IN	\$ 1,375.00	\$ 44,000.00
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#### Chassis Options

CHS-UPG-009	32	Upgrade CC to Farber Custom Body (per foot)		\$ 4,406.00	\$ 140,992.00
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#### Interior Options

INT-OPT-002	1	Emergency exit window		\$ 646.00	\$ 646.00
INT-OPT-005	6	Upgrade high-back office chair, management line, each		\$ 1,599.00	\$ 9,594.00
INT-OPT-006	4	High Back office chair slide out floor integration with inlay slide mechanism		\$ 1,765.00	\$ 7,060.00
INT-OPT-018	2	Slimline jump seat		\$ 1,640.00	\$ 3,280.00

#### Interior Finish Options

INT-UPG-002	1	CSI package level II (includes flooring, solid surface counters & upgraded laminate)		\$ 12,671.00	\$ 12,671.00
INT-UPG-004	54	Aluminum overhead cabinets in lieu of laminated, 063 aluminum (per foot)		\$ 386.00	\$ 20,844.00
INT-UPG-007	26	Sound deadening, color coordinated wall carpet (per foot)		\$ 120.00	\$ 3,120.00
INT-UPG-009	1	Custom inlay flooring		\$ 6,276.00	\$ 6,276.00
INT-UPG-010	1	Upgrade raceway to aluminum		\$ 5,580.00	\$ 5,580.00

#### Exterior Options

EXT-OPT-001	1	Roof rail for mounting radio antennas w/ weatherproof access hatch to interior		\$ 1,541.00	\$ 1,541.00
EXT-OPT-002	1	Roof rail, additional, for mounting antennas, eight foot section		\$ 589.00	\$ 589.00
EXT-OPT-008	1	Shoreline reel, 50 amp service (No Reel, Shoreline w/ Kussmaul Exterior Display)		\$ 4,603.00	\$ 4,603.00
EXT-OPT-015	1	Stabilizing jack system - heavy duty > 26,000 lbs.		\$ 8,062.00	\$ 8,062.00
EXT-OPT-020	2	Exterior storage compartment up to 6 ft.		\$ 3,363.00	\$ 6,726.00
EXT-OPT-022	1	Kussmaul Exterior Display		\$ 1,139.00	\$ 1,139.00
EXT-OPT-024	1	50 Amp Command Series Spyder Box Combo Series		\$ 2,790.00	\$ 2,790.00
EXT-OPT-025	1	Rechargeable Box Light Flashlights - Color Orange		\$ 84.00	\$ 84.00
EXT-OPT-026	1	Roof Access - Zico Ladder		\$ 2,742.00	\$ 2,742.00
EXT-OPT-027	1	Wheel Chalks w/ Reflective Pull Ropes		\$ 424.00	\$ 424.00

#### Exterior Entry Options

EXT-ENTRY-001	1	Second right side entrance door		\$ 5,775.00	\$ 5,775.00
EXT-ENTRY-011	1	Fold down compartment steps with handrail		\$ 8,277.00	\$ 8,277.00

#### Exterior Finish Options

EXT-UPG-003	32	Exterior paint - full body dual color (per linear foot)		\$ 1,424.00	\$ 45,568.00
EXT-UPG-004	1	Exterior graphics package (One to four units required)		\$ 6,425.00	\$ 6,425.00

#### Awning Options

EXT-AWN-003	2	Lateral arm box awning, Sunbrella color selection up to 22' (Curb Side)		\$ 7,821.00	\$ 15,642.00
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#### Mast Options

EXT-MST-002	1	Will-Burt 7-42 pneumatic telescoping mast		\$ 24,607.00	\$ 24,607.00
EXT-MST-004	1	Mast antenna plate		\$ 1,514.00	\$ 1,514.00
EXT-MST-006	1	Mast - Nycoil		\$ 6,114.00	\$ 6,114.00

#### Slide Out Room Options

EXT-SO-002	4	Custom slide out room, up to 12' in length 24", hydraulic		\$ 36,250.00	\$ 145,000.00
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#### Power Supply Options

PWR-OPT-010	1	30KW generator (EPS)		\$ 41,212.00	\$ 41,212.00
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#### Audio Video Options

ELEC-AV-001	1	Exterior monitor setup, weatherproof door, wiring and workstation (monitor not included)		\$ 3,735.00	\$ 3,735.00
ELEC-AV-002	6	Samsung commercial 32" LED monitor (includes wiring and mount)		\$ 1,090.00	\$ 6,540.00
ELEC-AV-004	4	Samsung commercial 43" monitor (includes wiring and mount)		\$ 2,133.00	\$ 8,532.00
ELEC-AV-006	1	Samsung commercial 55" monitor (includes wiring and mount)		\$ 6,614.00	\$ 6,614.00
ELEC-AV-010	1	TV antenna, roof mounted w/ booster		\$ 191.00	\$ 191.00
ELEC-AV-014	1	NVR, multi-channel (includes custom programming)		\$ 3,620.00	\$ 3,620.00
ELEC-AV-017	1	Back-up camera system, LCD color monitor		\$ 1,605.00	\$ 1,605.00
ELEC-AV-023	1	Matrix Switching System 16 x 16 (Gold)		\$ 35,322.00	\$ 35,322.00
ELEC-AV-025	1	Touchscreen keypads TLP725C (includes installation)		\$ 5,102.00	\$ 5,102.00
ELEC-AV-028	1	Backlite Dry-Erase Board - Large		\$ 2,022.00	\$ 2,022.00
ELEC-AV-029	1	Backlite Dry-Erase Board - Small		\$ 709.00	\$ 709.00
ELEC-AV-030	1	Extron Touchscreen TLP725M (includes installation)		\$ 3,338.00	\$ 3,338.00

#### Camera Options

ELEC-CAM-004	1	Mast Mounter Camera (PTZ)		\$ 14,715.00	\$ 14,715.00
ELEC-COMP-001	2	Computer Small Form Factor 7090		\$ 1,153.00	\$ 2,306.00
ELEC-COMP-001	1	Printer - Laser Jet, Color		\$ 886.00	\$ 886.00

<b>Radio/Phone Options</b>				
RAD-OPT-011	3	Custom radio stacks and laser cut panels (per work station)	\$ 1,197.00	\$ 3,591.00
<b>Electronics options</b>				
ELEC-OPT-001	1	Neat Patch, patch panel (includes wiring)	\$ 833.00	\$ 833.00
ELEC-OPT-005	1	48 port network switch (includes wiring)	\$ 6,284.00	\$ 6,284.00
ELEC-OPT-006	1	CAT 6 network	\$ 8,353.00	\$ 8,353.00
ELEC-OPT-008	1	Equipment rack w/ casters, Lexan door, power fan, approx. 19 x 64	\$ 474.00	\$ 474.00
ELEC-OPT-010	1	Multiplex system w/ one button start, front and rear screens	\$ 27,606.00	\$ 27,606.00
ELEC-OPT-011	1	Multiplex upgrade, additional screens (each)	\$ 4,875.00	\$ 4,875.00
ELEC-OPT-013	1	Marinco - Cable Pass-Thru	\$ 1,215.00	\$ 1,215.00
<b>Appliance Options</b>				
APL-OPT-001	1	Microwave oven, cabinet mounted	\$ 512.00	\$ 512.00
APL-OPT-002	1	Norcold under counter refrigerator w/ freezer, AC/DC, compressor operated, DE0061	\$ 1,541.00	\$ 1,541.00
APL-OPT-004	1	Coffee maker	\$ 134.00	\$ 134.00
<b>HVAC Options</b>				
HVAC-OPT-003	1	Powered reversible roof vent w/ max air cover	\$ 576.00	\$ 576.00
HVAC-OPT-004	4	Roof mounted air conditioner	\$ 1,250.00	\$ 5,000.00
<b>Interior Lighting Options</b>				
LTNG-INT-003	1	LED ceiling light package (per vehicle)	\$ 3,803.00	\$ 3,803.00
<b>Exterior Lighting Options</b>				
LTNG-EXT-005	8	LED scene light (each)	\$ 492.00	\$ 3,936.00
LTNG-EXT-009	4	LED low profile , green	\$ 313.00	\$ 1,252.00
LTNG-EXT-011	1	Siren, Whelen model 295HF w/ amplifier control center (Whelen CORE)	\$ 1,909.00	\$ 1,909.00
LTNG-EXT-015	1	Emergency Lighting Package (Medium)	\$ 18,437.00	\$ 18,437.00
<b>Retrofit Options</b>				
RETRO-OPT-001	277	Hourly rate for custom modifications	\$ 165.00	\$ 45,705.00
<b>OTHER</b>				
MISC-OPT-001		CAD Design Engineering & electrical schematics 3%		\$ 41,975.00
	42	Customer Supplied Equipment & Radio Installation (CSE)	\$ 165.00	\$ 6,930.00
	1	Delivery & Training	\$ 4,600.00	\$ 4,600.00
	1	Sales Tax (8%) for South Carolina		\$ 109,539.00
	1	Registration Tag Fee	\$ 17.00	\$ 17.00
	1	SC IMF	\$ 500.00	\$ 500.00
<b>Project Sub-Total:</b>			\$ -	\$ 1,369,241.00
			\$ 109,539.00	\$ 109,539.00
			\$ 17.00	\$ 17.00
			\$ 500.00	\$ 500.00
<b>TOTAL PRICE</b>			<b>\$</b>	<b>\$ 1,479,297.00</b>

**SPECIAL NOTES AND INSTRUCTIONS**

Farber Specialty Vehicles will make every effort to provide the necessary components as quoted but models, model numbers and names change often and FSV ( Farber ) reserves the right to replace a component with equal or better features if the quoted product is unavailable.

Please confirm your acceptance of this quote by signing this document.

*Thank you for your business!*

Signature

Print Name

Date

**RICHLAND COUNTY  
ADMINISTRATION**

2020 Hampton Street, Suite 4069  
Columbia, SC 29204  
803-576-2050



**Agenda Briefing**

<b>Prepared by:</b>	Bill Davis	<b>Title:</b>	Director
<b>Department:</b>	Utilities	<b>Division:</b>	Administration
<b>Date Prepared:</b>	January 27, 2025	<b>Meeting Date:</b>	February 25, 2025
<b>Legal Review</b>	Patrick Wright via email	<b>Date:</b>	February 7, 2025
<b>Budget Review</b>	Maddison Wilkerson via email	<b>Date:</b>	February 12, 2025
<b>Finance Review</b>	Stacey Hamm via email	<b>Date:</b>	February 12, 2025
<b>Approved for consideration:</b>	Assistant County Administrator	John M. Thompson, Ph.D., MBA, CPM, SCEM	
<b>Meeting/Committee</b>	Administration & Finance		
<b>Subject</b>	RC-086-P-2018 Data Flow System (DFS) Purchase order (PO) increase		

**RECOMMENDED/REQUESTED ACTION:**

Staff recommends approval of the funding increase for the Data Flow System (DFS), Supervisory Control and Data Acquisition (SCADA) installation project RC-086-P-2018.

Request for Council Reconsideration:  Yes

**FIDUCIARY:**

Are funds allocated in the department’s current fiscal year budget?	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
If not, is a budget amendment necessary?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

**ADDITIONAL FISCAL/BUDGETARY MATTERS TO CONSIDER:**

Cost increases associated with the COVID-19 pandemic and additional monitoring points led to the existing purchase order (PO) needing to be increased by \$48,415.50 to cover equipment and installation. An additional \$50,000 as contingency is requested to cover any additional unforeseen costs during the installation. This amount is needed to finish the final phase of project RC-086-P-2018.

*Applicable fund, cost center, and spend category:* **Fund: 2110**  
**Cost Center: 3670**  
**Spend Category: Construction**

**OFFICE OF PROCUREMENT & CONTRACTING FEEDBACK:**

Not applicable.

**COUNTY ATTORNEY’S OFFICE FEEDBACK/POSSIBLE AREA(S) OF LEGAL EXPOSURE:**

There are no legal concerns regarding this matter.

**REGULATORY COMPLIANCE:**

Not applicable.

**MOTION OF ORIGIN:**

Approval of Consent Items; item 14 g. Utilities: Award of contract for SCADA System Upgrade

Council Member	The Honorable Jim Manning, formerly of District 6
Meeting	Regular Session
Date	March 5, 2019

**STRATEGIC & GENERATIVE DISCUSSION:**

The SCADA system upgrade was approved by County Council in March 5, 2019. The Data Flow System SCADA project RC-086-P-2018 was awarded to upgrade the critical monitoring points at Broad River Waste Water Treatment Plant (WWTP), Eastover Waste Water Treatment Plant (WWTP), pump stations, and water well system in three phases. The project is 85% complete and in its third and final phase during which the equipment is being assembled in cabinets to be shipped for installation.

Due to cost increases associated with the COVID-19 pandemic and additional monitoring points, the existing purchase order (PO) needs to be increased by \$48,415.50 to cover the equipment and installation, and an additional \$50,000 in contingency is requested to cover any unforeseen installation costs.

**ASSOCIATED STRATEGIC GOAL, OBJECTIVE, AND INITIATIVE:**

**Goal:** Establish operational excellence

*Objective:* Modernize employee technology

*Initiative:* Address current and future resource needs

**ATTACHMENTS:**

1. County Council March 5, 2019 agenda briefing and meeting minutes

## Richland County Council Request for Action

**Subject:**

Utilities: Award of contract for SCADA System Upgrade

**Notes:**

February 26, 2019 – The committee recommended Council approve the upgrade of Process Control system to SCADA system.



## Briefing Document

### Agenda Item

Requesting approval from County Council to upgrade the process control systems of the wastewater systems to Supervisory Control and Data Acquisition (SCADA) Systems.

### Background

Richland County Utilities operates and maintains 48 lift/pump stations and two waste water treatment plants within the County. The lift/pump stations move wastewater from lower areas to higher areas then to a gravity line. Six (6) of these lift/pump stations are major stations which contain multiple pumps and motors. These major lift/pump stations contain Programmable Logic Controllers (PLC) to assist with the automation of the stations, while other lift/pump stations contain a simple logic controller.

The current system's automated process works in isolation and is disconnected from the other processes in the system due to custom designed algorithms to a control a self-contained process. A Supervisory Control and Data Acquisition (SCADA) system enables the system to run remotely, locate processes, access equipment to make adjustments, and quickly respond to situations and take corrective actions. SCADA is a mandatory aspect of a system and provides resilience, efficiency of controls and greatly reducing the potential sewer overflows violation to the DHEC regulation.

A Request for Proposal was issued and there were three responses. A team was appointed based on their experience and qualifications to conduct evaluations on the submittals. Based on their consolidated scoring, Data Flow Systems is the highest ranked Offeror.

### Issues

The existing systems are almost obsolete, and parts are not available from the distributors, resulting in delays and costly repairs. Also, the Allen-Bradley manufacturer is no longer supporting the system and is requiring users to upgrade.

Below are some of the main issues with current system:

- Failing components are causing the motors and pumps to run longer, resulting in over- heating and malfunction,
- No communication between equipment causing to be manual mode,
- No remote reset capability and limited visibility to alarms and issues,
- Faulty alarms causing unnecessary trips to the PS tying up manpower and vehicles

### Fiscal Impact

The Utilities Department has planned the upgrades in three (3) phases. Funds have been budgeted for Phase 1 of the project in the amount of \$95,000. Phases 2 and 3 will be depended upon the approval of the Capital Improvement Plan and approval of the Council.

There may be an indirect fiscal impact associated with SCDHEC penalties if violations were to result from failed lift/pump stations.

### Past Legislative Actions

None

### Alternatives/Solutions

1. Approve the upgrade of Process Control system to SCADA system, or
2. Do not approve the upgrade and increase of the budget for increase expense on repairs and replacements of equipment in addition to the higher possibility of Sanitary Sewer Overflows (SSOs) and related violations/penalties.

### Staff Recommendation

Staff recommends that Council approve the request to upgrade the process control system with newer technology.

## Attachments

- 1) Consolidated evaluation score sheet

<u>Site Location</u>	<u>City</u>	<u>Zip Code</u>	<u>Phase</u>
Ballentine Shopping Center	Irmo	29063	1
Chestnut Hills (has generator on site)	Columbia	29223	1
Fox Port Off Site (has generator on site)	Chapin	29036	1
Hollingshead Creek (has generator on site)	Irmo	29063	1
Irmo Business Park (has generator on site)	Irmo	29063	1
Shady Grove (has generator on site)	Irmo	29063	1
New- Salem Church Road	Chapin	29063	1
Ascot Estates (has generator on site)	Irmo	29063	2
Broad River WWTP (has generator on site)	Irmo	29063	2
Bearing Dist. (has generator on site)	Irmo	29063	2
Cedar Plaza	Ballentine	29002	2
Chestnut Woods	Columbia	29223	2
Deli	Irmo	29063	2
Eagles Rest (has generator on site)	Chapin	29036	2
Heatherstone	Irmo	29063	2
Hidden Cove	Irmo	29063	2
Hwy 76	Chapin	29036	2
Johnson Marina Road	White Rock	29036	2
Marina Bay Apts. (has generator on site)	Irmo	29063	2
Lakeside at Ballentine (has generator on site)	Ballentine	29002	2
Light House Marina	Chapin	29036	2
Marina Road	Ballentine	29063	2
Milford Park (has generator on site)	Ballentine	29063	2
Murray Point	White Rock	29177	2



<u>Osprey (has generator on site) Site Location</u>	<u>Chapin City</u>	<u>29036 Zip Code</u>	<u>2 Phase</u>
Overing Point	White Rock	29117	2
Shell Station (Pantry)	Irmo	29063	2
Spring Hill (has generator on site)	Chapin	29036	2
St. Johns	Irmo	29063	2
Sunset Point	Ballentine	29002	2
Tapp Point	White Rock	29036	2
320 P.S. Eagles Rest (has generator on site)	Chapin	29036	2
The Bluff	Columbia	29223	2
Villages at Hilton (has generator on site)	Chapin	29036	2
Whales Tail	Irmo	29063	2
Eastover WWTP (has generator on site)	Eastover	29201	2
Portrait Hill (has generator on site)	Chapin	29036	2
PDQ	Chapin	29036	2
Huron (has generator on site)	Eastover	29201	3
Eastover Town PS (has generator on site)	Eastover	29201	3
Hopkins WT	Hopkins	29061	3
Pond Drive Water	Eastover	29044	3

Consolidated Evaluations				
Evaluation Criteria RC-086-P-2018 SCADA System Upgrade	Maximum Percentage	Company C	Company B	Company A
<b>Technical Performance</b>	50			
Evaluator 1		25	38	44
Evaluator 2		35	39	44
Evaluator 3		20	45	50
Evaluator 4		35	33	45
	<b>200</b>	<b>115</b>	<b>155</b>	<b>183</b>
<b>Experience and Qualifications</b>	25			
Evaluator 1		22	20	25
Evaluator 2		22	20	24
Evaluator 3		20	18	22
Evaluator 4		20	21	23
	<b>100</b>	<b>84</b>	<b>79</b>	<b>94</b>
<b>References</b>	15			
Evaluator 1		15	15	15
Evaluator 2		15	15	15
Evaluator 3		15	15	15
Evaluator 4		15	15	15
	<b>60</b>	<b>60</b>	<b>60</b>	<b>60</b>
<b>Cost Proposal</b>	10			
Evaluator 1		7	8	10
Evaluator 2		7	8	10
Evaluator 3		7	8	10
Evaluator 4		7	8	10
	<b>40</b>	<b>28</b>	<b>32</b>	<b>40</b>
<b>GRANDTOTAL</b>	<b>400</b>	<b>287</b>	<b>326</b>	<b>377</b>

- d. 18-048MA, James A. Kassler, RU to NC (1 Acre), 3970 Leesburg Road, TMS # R25000-01-40 [SECOND READING]
- e. Public Works: Medium Bulldozer procurement
- f. Public Works: Asphalt Patch Truck procurement
- g. Utilities: Award of contract for SCADA System Upgrade
- h. Alvin S. Glenn Detention Center: Award of Contract or Inmate Healthcare

Mr. Manning moved, seconded by Ms. Dickerson, to approve the consent items.

In Favor: Terracio, Malinowski, Jackson, Newton, Myers, Kennedy, Manning, Walker, Dickerson, Livingston and McBride

The vote in favor was unanimous.

15. **THIRD READING ITEMS**

- a. An Ordinance Amending the Richland County Code of Ordinances; Chapter 17, Motor Vehicles and Traffic; Article II, General Traffic and Parking Regulations; Section 17-10, Parking in Residential and Commercial Zones of the County; so as to define vehicles subject thereto – Ms. Dickerson moved, seconded by Mr. Malinowski, to defer this item for additional information.

Mr. Manning requested a friendly amendment to re-open the public hearing on this item.

In Favor: Terracio, Malinowski, Newton, Myers, Kennedy, Manning, Walker, Dickerson, and Livingston

Opposed: McBride

Present but Not Voting: Jackson

The vote was in favor.

16. **SECOND READING ITEMS**

- a. An Ordinance Amending the Fiscal Year 2019 Broad River Utility System Fund Annual Budget to fund the upgrade of the Cedar Cove and Stoney Point communities low energy treatment (LET) Sanitary Sewer System in the amount of \$2,500,000 with funds from the fund balance of the Broad River Utility System Proprietary Fund – Mr. Malinowski moved, seconded by Ms. Terracio, to approve this item.

In Favor: Terracio, Malinowski, Jackson, Walker, Livingston and McBride

Abstain: Dickerson

Present but Not Voting: Newton, Myers, Kennedy, Manning