

# Memo

**To:** Board of Supervisors  
**From:** Kesha Buckner  
Purchasing Clerk  
**CC:**  
**Date:** March 18, 2019  
**Re:** Term-Bid Purchase Orders

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October 1, 2018 meeting minutes reflect that the Board established a lowest and best bid rate for the purchase of the following commodities from the noted vendors:

1. SC -1 Type II Asphalt (Surface Asphalt) – APAC’s Canton Plant at \$60.35 per ton
2. Washed Road Gravel – Hammet Gravel’s Kuhn/Coxburg location at \$12.50 per ton
3. Clay Gravel – Hammet Gravel’s Redwood location at \$5.50 per ton

At this time, only a rate for the purchase of these commodities has been authorized.

Please authorize the issuance, upon request from the Road Manager, of Purchase Orders for the purchase of the indicated commodities, based on the established term-bid pricing, for the following projects, limited to the projects and maximum amounts specified:

Project /Commodity	Maximum Amount of Purchase
Cherry Cove	\$15,691.00
Kehle Road	\$39,228.00
Lambert Cove	\$7,242.00
Old Orchard Road	\$27,158.00
Plantation Drive	\$36,210.00
Serotina Road	\$39,228.00
Shaffer Court	\$7,242.00

The sources of funding are those identified on the adopted 2019 Road Plan.

Upon confirmation (either in writing or by e-mail) that the vendor is unable to deliver the ordered commodities, the Purchase Clerk is hereby authorized to cancel such Purchase Order and issue a Purchase Order to the alternate term-bid winner for the requested commodities.

This authority expires May 31, 2019.