**THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS**
**BOARD ACTION SUMMARY**

DEPT: General Services Agency

BOARD AGENDA:5.B.4
AGENDA DATE: December 17, 2019

**SUBJECT:**
Approval to Authorize the Auditor-Controller to Pay a Prior Year Invoice Related to the 2017 Electrical Work Performed at the Downtown Men's Jail Located at 1115 H Street, Modesto, California

**BOARD ACTION AS FOLLOWS:** **RESOLUTION NO. 2019-0762**

**On motion of Supervisor** Olsen, **Seconded by Supervisor** Chiesa
**and approved by the following vote,**
**Ayes: Supervisors:** Olsen, Chiesa, DeMartini, and Chairman Withrow
**Noes: Supervisors:** None
**Excused or Absent: Supervisors:** Berryhill
**Abstaining: Supervisor:** None

1) X **Approved as recommended**
2) _____ **Denied**
3) _____ **Approved as amended**
4) _____ **Other:**

**MOTION:**

ATTEST: ELIZABETH A. KING, Clerk of the Board of Supervisors

File No.

**THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS**
**AGENDA ITEM**

DEPT: General Services Agency

BOARD AGENDA:5.B.4
AGENDA DATE: December 17, 2019

CONSENT: ☑

CEO CONCURRENCE: YES

4/5 Vote Required: No

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**SUBJECT:**

Approval to Authorize the Auditor-Controller to Pay a Prior Year Invoice Related to the 2017 Electrical Work Performed at the Downtown Men's Jail Located at 1115 H Street, Modesto, California

**STAFF RECOMMENDATION:**

1. Authorize the Auditor-Controller, on behalf of the General Services Agency to pay one invoice totaling $13,800 for services provided by Access Electric related to the 2017 electrical work performed at the Downtown Men's Jail located at 1115 H Street in Modesto, California.

**DISCUSSION:**

The General Services Agency – Facilities Maintenance Division (GSA) provides maintenance services to County-owned buildings located throughout Stanislaus County. Depending on the type of work necessary, such services may either be performed internally by a County Maintenance Engineer or may be contracted out. Annually, GSA processes approximately 1,800 invoices from such contractors, related to work orders, utilities, and other facility work.

In August of 2017, GSA identified the need to replace a 1600-amp main circuit breaker located at the Downtown Men's Jail at 1115 "H" Street in Modesto, California. This breaker is vital to the Jail's operations as most electrical current for the facility is routed through it. GSA conducted a Request for Quote (RFQ) from three licensed electrical contractors to perform the work and Access Electric (Contractor) provided the lowest-priced proposal. The County issued Purchase Order (PO) number 139271 to Access Electric on August 17, 2017, and the project was completed on September 17, 2017.

The PO identified GSA's bill-to address for payment; however, the Contractor instead sent their invoice to the Sheriff's Office. The accounting staff at the Sheriff's Office was unable to process the invoice as there was no internal departmental purchase order to match it against. The Contractor had recourse through the County department who issued the PO, the General Services Agency, but by submitting their paperwork to the wrong department, the invoice went unpaid.

Government Code Section 911.2 states that all claims presented after one year require approval by the Board of Supervisors: "…A claim relating to any other cause of action shall be presented as provided in Article 2 (commencing with Section 915) not later than one year after the accrual of the cause of action." GSA became aware of the unpaid invoice in late July 2019, but because the Contractor completed the work more than one

year earlier, Board approval is needed to process it for payment. GSA is working with the Contractor and County departments to improve communications and processes to ensure invoices are sent to GSA and to avoid a repeat of this situation in the future.

GSA recommends that the Board authorize the Auditor-Controller to submit payment for the Access Electric invoice in the amount of $13,800, for electrical repairs at the Downtown Men's Jail completed on September 17, 2017.

**POLICY ISSUE:**

California Government Code, Title 1, Division 3.6, Part 3, Section 911.2 (a) requires Board of Supervisors approval to pay claims presented later than one year after completion of services.

**FISCAL IMPACT:**

The total cost of the electrical repairs was $13,800. If approved, the invoice will be paid using existing appropriations in the GSA Facilities Maintenance 2019-2020 Adopted Final Budget.

**BOARD OF SUPERVISORS' PRIORITY:**

The recommended action is consistent with the Board's priority of *Delivering Efficient Public Services and Infrastructure* by clearing an invoice that is more than one year old.

**STAFFING IMPACT:**

Existing General Services Agency and Auditor-Controller staff will process and pay the invoice.

**CONTACT PERSON:**

| | |
|---|---|
| Keith D. Boggs, GSA Director/County Purchasing Agent | (209) 652-1514 |
| Cathy Blair, GSA Purchasing Manager | (209) 525-6319 |

**ATTACHMENT(S):**

1. Access Electric Invoice

ACCESS ELECTRIC, INC
P.O. Box 3447
Modesto CA 95353

# Invoice

| Date | Invoice # |
|---|---|
| 9/23/2017 | 3568 |

PAST DUE

| Bill To |
|---|
| Stanislaus County<br>P.O. Box 3229<br>1010 Tenth St, Ste 5400<br>Modesto CA 95353 |

| Project | 9741 Men's Jail-Install new main breaker | |
|---|---|---|
| P.O. No. | Terms | Due Date |
| 139271 | Net 30 | 10/23/2017 |

| Item | Description | Qty | Prior % | Curr % | Total % | Est Amt | Amount |
|---|---|---|---|---|---|---|---|
| Labor | Men's Jail - Install New Main Breaker<br><br>DESCRIPTION UNIT PRICE EXTENDED TOTAL<br><br>1 -(1)Breaker1600 Amp replacement main breaker7564.007564.00<br><br>2 -(1)MID FeesMID Fees to de-energize and re-energize service. MID Fees are an estimate only. This total may increase based on Utility expenses. 3300.003300.00<br><br>3 - (1)County PermitPermit Fee for the county200.00200.00<br><br>4 - (16) LaborLabor for install of new main breaker and (2) customer supplied 350-amp breakers171.002736.00 | 1 | | 100.00% | 100.00% | 13,800.00 | 13,800.00 |

Thank you for your business.

| | |
|---|---|
| **Total** | |
| **Payments/Credits** | |
| **Balance Due** | |

| Phone # | Fax # | E-mail | Web Site |
|---|---|---|---|
| 2095771491116 | 209-343-3981 | MPIRES@ACCESSTOPOWER.COM | www.accesstopower.com |

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P.O. Box 3447
Modesto CA 95353

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| P.O. No. | Terms | Due Date |
| 139271 | Net 30 | 10/23/2017 |

| Item | Description | Qty | Prior % | Curr % | Total % | Est Amt | Amount |
|---|---|---|---|---|---|---|---|
| | TOTAL<br>TAXincluded<br>GRAND TOTAL13800.00 | | | | | | |

Thank you for your business.

| | |
|---|---|
| **Total** | |
| **Payments/Credits** | |
| **Balance Due** | |

| Phone # | Fax # | E-mail | Web Site |
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|---|---|---|---|---|---|---|---|
| | | | | | | | |

Thank you for your business.

| | |
|---|---|
| **Total** | $13,800.00 |
| **Payments/Credits** | $0.00 |
| **Balance Due** | $13,800.00 |

| Phone # | Fax # | E-mail | Web Site |
|---|---|---|---|
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