

COUNTY OF MENDOCINO

REQUEST FOR APPROPRIATION, CANCELLATION OR REVISION OF FUNDS

Dept./Office: Cultural Services Agency - Library

Date 05/16/2019

To County Auditor-Controller:

The Following request is deemed necessary. Please report the available balances to the County Executive Officer.

Fund	Org/BU	Object (+Project)	Object Description	AMOUNT	I/D	AUDITOR BALANCE
1205	LB/6110	864370	EQUIPMENT	\$ 34,734.40	D	34,734
1205	LB/6110	862239	SPECIAL DEPT	\$ 34,734.40	I	88,005

The \$34,734.40 is the amount left over from the Library grant for a Library outreach van. The approved request from the California State Library is attached to move that money into 862239 to purchase additional outreach supplies and services such as the vehicle vinyl wrap, heavy duty book trucks for book transportation, books and items for checking out, craft and literacy kits and other outreach supplies.

JUSTIFICATION: As stated above or attached memo. DEPARTMENT HEAD By *Barbra Chapman*

Prepared by: Barbra Chapman

Ph: 707-234-2871

Email: chapmanb@mendocinocounty.org

TO COUNTY EXECUTIVE OFFICER:

- ☒ Sufficient balances remain in the accounts indicated to effect transfer as requested.
☐ Insufficient balances are available to meet the above request within departmental budget.
 Requires transfer of \$ _____

REMARKS:

*Decrease 1205 LB 6110 864370 Equipment
 Increase 1205 LB 6110 862239 Special Dept Expense*

No. 05T016 Date 5/24/19 AUDITOR-CONTROLLER BY *Chamusi Cubbin*

COUNTY EXECUTIVE OFFICER:

☒ RECOMMENDATION

☐ APPROVAL

☐ DENIED

COMMENTS:

Date 5/24/19

Sam W. Davis
 COUNTY EXECUTIVE OFFICER

ACTION OF BOARD OF SUPERVISORS: ☐ APPROVED AS REQUESTED

☐ APPROVED AS REVISED

☐ OTHER

REMARKS:

Date _____

DEPUTY CLERK OF THE BOARD OF SUPERVISORS

JE NO. _____

Date _____

By: _____

California State Library – Library Services and Technology Act (LSTA) – Grant Award Budget Modification Form

- ☐ Budget Modification 15% or more of total LSTA budget (not to exceed \$10,000)
☒ Budget Modification in excess of \$10,000
☐ Augmentation

2. Library Jurisdiction: Mendocino County

Project Title: Library With No Walls

Grant Number: 40-8857 Fiscal Year: 18-19

3. Budget Category	Current Budget	Proposed Modifications	Revised Budget
(a) Salaries/Wages/Benefits	\$0	\$0	\$0
(b) Consultant Fees	\$0	\$0	\$0
(c) Travel	\$0	\$0	\$0
(d) Supplies/Materials	\$0	\$31,734	\$31,734
(e) Equipment (\$5,000 or more per unit)	\$100,000	(\$34,734)	\$65,266
(f) Services	\$0	\$3,000	\$3,000
Project Total	\$100,000	\$0	\$100,000
(g) Indirect Cost	\$0	\$0	\$0
Total	\$100,000	\$0	\$100,000

4. Justification for modification/augmentation:

The Sprinter Outreach Vehicle cost less than anticipated. We would like the remaining funds for the following:

- 1) Vehicle "Mendocino County Library Outreach" wrap
- 2) Heavy duty book trucks for working with materials as well as transporting items on and off van and using for displaying items
- 3) Totes for storing additional books and other items
- 4) E-Track clamps and straps, blankets for cushioning book trucks, totes, etc. while transporting
- 5) Books for checking out
- 6) Craft activities
- 7) Storytime books and supplies
- 8) Literacy backpacks to check out
- 9) Games
- 10) Folding tables and chairs
- 11) Library Outreach book stamps

For items above - exact item count to be purchased is yet to be determined, but will be reported in final LSTA reporting.

5. Project Coordinator: Karen Horner

Phone: 707-671-6014

E-mail: hormerk@mendocinocounty.org

6. Library Director Signature: [Signature]

Date: 5/10/19

E-mail: hormerk@mendocinocounty.org

Phone: 707-671-6014

7. Grant Monitor Signature: [Signature]

Date: 5/15/19

Approved or Not Approved [Signature]

Upon approval, the above requested Grant Award Budget Modification constitutes an official amendment to the Consolidated Application Notification of Grant Award. All amendments must remain a part of all existing copies of the Consolidated Application Notification of Grant Award document.

NOTE: Grant Award Budget Modification Form MUST be submitted for approval at least 30 days prior to the project end date.

PURCHASING DEPARTMENT
CHIEF EXECUTIVE OFFICE
CENTRAL SVCS/PURCHASING DIV.
841 LOW GAP ROAD
UKIAH, CA 95482
Phone (707) 234-6050



**COUNTY OF MENDOCINO
ORIGINAL**

Revisions 000
Expiration Date 06/30/2019

Purchase Order

Fiscal Year 2019 Page 1 of 1

THIS NUMBER MUST APPEAR ON ALL INVOICES,
PACKAGES AND SHIPPING PAPERS.

Purchase Order # **00059010-00**

Delivery must be made within
doors of specified destination.

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VON HOUSEN'S SACRAMENTO
1810 HOWE AVE
SACRAMENTO, CA 95825

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LIBRARY
GARAGE
841 LOW GAP ROAD
UKIAH, CA 95482

Vendor Phone Number		Vendor Fax Number	Requisition Number	Delivery Reference		
03/15/2019		44816	05/01/2019	03/15/2019		
Date Ordered	Vendor Number	Date Required	Freight Method/Terms		Department/Location	
03/15/2019	44816	05/01/2019				
Item#	Description/Part No.	Qty	UOM	Unit Price	Extended Price	
	PER BID RESULTS OF RFQ 14-19					
	RECEIPT OF VEHICLE W/INSTALLATION COMPLETE MUST BE NO LATER THAN 5/1/19					
1	NEW 2019 MERCEDES BENZ 3500 CARGO VAN IN ARCTIC WHITE	1.0	EA	\$47,677.00000	\$47,677.00	
2	DOC FEE	1.0	EA	\$85.00000	\$85.00	
3	VANCO CUSTOMIZATION (LIFTGATE 1100, ETRACK, AWNING, INSTALL)	1.0	EA	\$12,080.00000	\$12,080.00	
4	DMV	1.0	EA	\$998.00000	\$998.00	
5	TIRE FEE	1.0	EA	\$12.25000	\$12.25	
6	SALES TAX	1.0	EA	\$4,413.35000	\$4,413.35	

IMPORTANT: Read Terms and Conditions provided as part of this purchase order.

By Carmel G. Ayler
Chief Executive Officer / Purchasing Agent

Vendor Copy

Purchase Order Total

\$65,265.60

MENDOCINO COUNTY
GENERAL CONDITIONS FOR PURCHASE ORDERS

The following provisions are hereby made a part of the Purchase Order contract and Vendor, by the acceptance of this order, the signer agrees thereto:

1. All products delivered must conform to the current specifications of Title 8, California Safety Code (CAL-OSHA).
2. No alteration in any of the terms, delivery, price, quality, quantities, or specifications of this order will be effective without prior consent of the Purchasing Agent of the County of Mendocino.
3. No charges will be allowed for packing, wrapping bags, containers, reels, etc., unless otherwise specified.
4. Time of delivery is part of the essence of this contract and the order is subject to cancellation for failure to deliver on time.
5. Materials purchased are subject to the approval of the County of Mendocino and, if rejected, are held subject to Vendor's risk and expenses incurred for their return.
6. PURCHASE ORDER NUMBER MUST appear on all invoices, packing lists, packages, shipping notices, instructions manuals, and any correspondence.
7. ITEMIZED PACKING LIST shall be enclosed in each box of package.
8. All specifications and plans referred to in this order shall form a part of the contract.
9. Vendor warrants articles supplied under this contract to conform to specifications herein, to be fit and sufficient for the purpose manufactured, merchantable, of good material and workmanship, and free from defect.
10. Purchase Orders will be paid only after all items on the order have been shipped and received and all invoices have been received by the Purchasing Agent.
11. Cash discount period on all invoices shall commence on the date correctly completed invoice(s) or shipment is received by the County of Mendocino, whichever is later. If an adjustment or damage occurs on a shipment subject to cash discount, discount will be taken effective on the date final approval is authorized. For the purpose of earning the discount, payment is deemed to be made on the date of mailing of the County warrant or check.
12. The County of Mendocino must pay California state and local tax, unless Purchase Order specifically indicates exemption.
13. The County of Mendocino is exempt from Federal Excise and Transportation taxes. Exemption certificate will be furnished upon request.
14. Liens: Vendors, by accepting this Purchase Order, warrants and represents that the goods, wares, or merchandise ordered herein are free and clear from all claims and liens of any nature.
15. Vendor shall hold the County of Mendocino, its officers, agents, servants, and employees harmless from liability of any nature of kind because of use of any copyrighted or un-copyrighted composition, secret process, patented or un-patented invention, articles or appliances furnished or used under this order, and agrees to defend, at its own expense, any and all action brought against the County of Mendocino of Vendor because of the unauthorized use of such articles.
16. By Board Resolution, any claim over six months old must be presented to the Board of Supervisors for payment approval.
17. Upon Vendor request, the County of Mendocino will pay up to 50% down prior to receiving the items and the remaining 50% will be paid after the items are delivered to the destination. In no instance shall the County of Mendocino pay more than 50% prior to receiving the items.