Project Management - Pre-project checklist					
Project Name: Incine rator Project					
	Shawn Miller	, 0			
	l by(Mayor, Councilmemb		Shown Miller - Police Department		
Project Owner Afte		Department	City of Foley		
Expected Project St Expected Project Co		Ten 3018			
Expected Project Co	ompletion Date:		. /		
Is this project listed	on the capital project plan	ning document?	Yes		
	listed on the capital project	et plan?	90,000		
What year is it listed	1?		2018		
If not, get approval Mike (Must have M	from Mike Thompson to p ike initial and date)	roceed with planning t	he project.		
Brief Project Descri	ption				
Incinerator	to be used for	- destruction	of exidence. Building and pad to		
be used to		ncinerator			
Location (Description	on and tax parcel Identific	ation number(s))			
At Police D					
Project type (select	•				
	Building construction or in				
			ols, playgrounds, ball fields, streetscape, signage, etc.)		
1	_Intrastructure repair or impostructure of or impostructure repair or impostructure or impostructure repair repair or impostructure repair		ads, drainage, right of ways, etc.)		
	_Other, Please explain	Haditanyai Ed	upment for auties		
Will this project inc If yes, please list Gran		No			
Will this project has	ve a third narty manager?	No			
If yes, please list third	Will this project have a third party manager?		•		
	i narty manager				
•					
Discuss your project	t in detail in a meeting witl				
Discuss your project	t in detail in a meeting with liscussion, this form will be	sent to each person list	ted below for signature.		
Discuss your project	t in detail in a meeting witl	sent to each person list Department	ted below for signature. Documentation Required:		
Discuss your project	t in detail in a meeting with iscussion, this form will beIndividual	Department Risk / Project	ted below for signature. Documentation Required: Project management review. Determination of insurance cost to		
Discuss your project After meeting and d	t in detail in a meeting with liscussion, this form will be	sent to each person list Department	ted below for signature. Documentation Required:		
Discuss your project After meeting and d	t in detail in a meeting with liscussion, this form will beIndividualJoe Bouzan	Risk / Project Management	ted below for signature. Documentation Required: Project management review. Determination of insurance cost to include in budget.		
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Discuss your project After meeting and d	t in detail in a meeting with liscussion, this form will beIndividualJoe Bouzan	Risk / Project Management	Project management review. Determination of insurance cost to include in budget. Budget review and account number assignment. Review of the desired location & use to determine if the property is		
Discuss your project After meeting and d Initials & Date MB 03/12/18 Initials & Date	t in detail in a meeting with liscussion, this form will be Individual Joe Bouzan Miranda Bell	Risk / Project Management Finance	Project management review. Determination of insurance cost to include in budget. Budget review and account number assignment. Review of the desired location & use to determine if the property is correctly zoned; a site plan to check setbacks, etc.; and a record of		
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Initials & Date MB 03/12/18 Initials & Date	t in detail in a meeting with liscussion, this form will be Individual Joe Bouzan Miranda Bell Miriam Boutwell Chuck Lay Nelson Bauer Chad Christian Leslie Gahagan	Risk / Project Management Finance Planning Zoning Building, Flood & Historical Fire Engineering Environmental	Project management review. Determination of insurance cost to include in budget. Budget review and account number assignment. Review of the desired location & use to determine if the property is correctly zoned; a site plan to check setbacks, etc.; and a record of the Planning Commission recommending approval of the project. Review of the desired location and desired use to ensure all requirements are met including but not limited to building codes, architect requirements, etc. Determination of potential needs related to active/ passive fire protection, fire department access roads, egress, and all other requirements as determined by the International Codes. Determination of potential need for input from the City engineers. Determination of potential environmental issues or permits. Determination of IT needs with Jessica such as internet access, networking, phones, security cameras/door access control systems,		
Initials & Date MB 03/12/18 Initials & Date	t in detail in a meeting with liscussion, this form will be Individual Joe Bouzan Miranda Bell Miriam Boutwell Chuck Lay Nelson Bauer Chad Christian	Building, Flood & Historical Fire Engineering Environmental	Documentation Required: Project management review. Determination of insurance cost to include in budget. Budget review and account number assignment. Review of the desired location & use to determine if the property is correctly zoned; a site plan to check setbacks, etc.; and a record of the Planning Commission recommending approval of the project. Review of the desired location and desired use to ensure all requirements are met including but not limited to building codes, architect requirements, etc. Determination of potential needs related to active/ passive fire protection, fire department access roads, egress, and all other requirements as determined by the International Codes. Determination of potential need for input from the City engineers. Determination of potential environmental issues or permits. Determination of IT needs with Jessica such as internet access, networking, phones, security cameras/door access control systems, computers, copiers, etc.		
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Initials & Date MB 03/12/18 Initials & Date	t in detail in a meeting with liscussion, this form will be Individual Joe Bouzan Miranda Bell Miriam Boutwell Chuck Lay Nelson Bauer Chad Christian Leslie Gahagan	Building, Flood & Historical Fire Engineering Environmental	Documentation Required: Project management review. Determination of insurance cost to include in budget. Budget review and account number assignment. Review of the desired location & use to determine if the property is correctly zoned; a site plan to check setbacks, etc.; and a record of the Planning Commission recommending approval of the project. Review of the desired location and desired use to ensure all requirements are met including but not limited to building codes, architect requirements, etc. Determination of potential needs related to active/ passive fire protection, fire department access roads, egress, and all other requirements as determined by the International Codes. Determination of potential need for input from the City engineers. Determination of potential environmental issues or permits. Determination of IT needs with Jessica such as internet access, networking, phones, security cameras/door access control systems, computers, copiers, etc.		



MMP, LLC. 2068 290th Street Oskaloosa, IA 52577 Bus: 641-673-8864

Cell: 641-660-7693

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	Incinerator Invoice				ļ	
				Dato	1.	1/15/2017
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<u> </u>				<u> </u>	. ļ	
9513 				<u> </u>	ļ	
Size	Description		Price	Qty	T	otal Price
	Heat Block Lined	_			\vdash	
30" X 6'	Gas / Door size (18" x 42")	\$	4,100.00	1	\$	4,100.0
	Up charge / Per Burner	\$	1,100.00	1	\$	1,100.0
Mld 36	To Zip: 36535	\$	700.00		\$	700.0
					\$	5,900.0
	With Order	_			\$	1,180.0
					\$	4,720.0
e	20% down with order					
Prices are Fx	-Factory Decatur, Indian	a ar	nd in U. S. D	ollars		
	9513 Size 30" X 6' Mld 36	9513 Size Description Heat Block Lined Incinerator Natural Gas / Door size (18" x 42") Up charge / Per Burner Mld 36 To Zip: 36535 With Order e 20% down with order	9513 Size Description	9513 Size Description Price	Date:	Date: 11 Invoice:

MCS Contracting, Inc. PO Box 636 Summerdale, AL 36580 251-747-3011

December 18, 2017

Foley Police Dept.

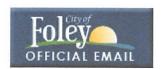
Burn Shed

MCS to furnish and install:

Form and pour 10x10 concrete slab.
(4) 6x6 mounted in concrete.
Bands for trusses .
Trusses with metal roof.
2' over hang .
Electrical: receptacle, light and light switch.

\$9,010.00

Thank You!



Incinerator Project

Michael Thompson <mthompson@cityoffoley.org>

Mon, Feb 12, 2018 at 4:15 PM

To: Kelly O'Donnell < kodonnell@foleypolice.org >

Cc: Wayne Trawick wtrawick@cityoffoley.org, Shawn Miller <smiller@foleypolice.org>

Hi Kelly,

Yes I understand that this is in the captial plan and that the cost of the project is projected to be at or below that capital budget, therefore I am in agreement with moving forward.

regards, Mike [Quoted text hidden]

Directions:			
Please complete al	ll questions below and s	submit to Mike Thompson and Wa	yne Trawick for approval.
1	•	:	
Submitted by:	Lt. Shawn M	11197	
Date Submitted:	1/16/2018		
Is this purchase lis	isted as a capital purchas	e in the approved budget?	Yes
What amount is ap	proved in the budget for	or this purchase?	5 20,000°-
Description of the	item and why the item	is needed at this time	
Incenera	ter to be us	ed for destruction c	of evidence.
		•	
Building "	Pad to be	used for location	of incinerator.
ļ <u>'</u>			
Can your job be no	ierformed without the nu	rchase of this item? Please explain	i
	:	i	<u> </u>
			
No			
_/Vo			
No			
	any quotes on the pure	hase to determine if it will come i	in at or below hydret? If so please attach
	l any quotes on the purc	chase to determine if it will come i	in, at, or below budget? If so, please attach
Have you obtained			in, at, or below budget? If so, please attach
Have you obtained	i any quotes on the purc		in, at, or below budget? If so, please attach
Have you obtained			in, at, or below budget? If so, please attach
Have you obtained	e attached		in, at, or below budget? If so, please attach
Have you obtained Ves, see	current capital asset?	No	
Have you obtained Ves, see Is this to replace a If so please list bel	current capital asset?		
Have you obtained Ves, see	current capital asset?	No	
Have you obtained Ves, see Is this to replace a If so please list bel	current capital asset?	No	
Have you obtained Ves, see Is this to replace a If so please list bel	current capital asset?	No	

:	
Approval by City Administrator	
Signature and Date	
Approval by Council President	
Signature and Date	

	t - Pre-project checklist				
Project Name: Incine rator Project Submitted by: Lt Shruan Miller					
Projected Requested by (Mayor, Councilmember, Citizens, etc): Lt Shawn Willer - Pulice Deportment					
Project Owner After Completion: 1-21/20 Department - City of Foley					
Expected Project Start Date: April 150 2018					
Expected Project Co	empletion Date:				
	on the capital project plan		Ves		
	listed on the capital proje	et plan?	90,000		
What year is it listed	iy		3018		
If not, get approval : Mike (Must bave Mi	from Mike Thompson to p ike initial and date)	proceed with planning (the project.		
Brief Project Descrip	ption		of exidence. Building and pad to		
he used to	c location of 1	JCIUDADELING	DI EXILLENCE, DO WITH GARA (SEA FO		
Location (Description	n and tax parcel Identific	ation number(s))			
At Police D					
Project type (select o	ne) Building construction or h	mprovement			
			ols, playgrounds, ball fields, streetseape, signage, etc.)		
			ads, drainage, right of ways, etc.)		
<u>v</u>	Other, Please explain	Additional to	quipment for duties		
Will this project incl If yes, please list Gran		<i>N</i> o	- -		
Will this project hav	e a third party manager?	No			
If yes, please list third					
	in detail in a meeting with scussion, this form will be Individual				
0B 3/5/18 Initial & Date	Joe Bouzan	Risk / Project Management	Project management review. Determination of insurance cost to include in budget.		
	Miranda Bell	Finance	Budget review and account number assignment.		
Initials & Date	Miriam Boutwell	Planning			
Initials & Date	Minan Dones	Limming	Review of the desired location & use to determine if the property is correctly zoned; a site plan to check setbacks, etc.; and a record of		
			the Planning Commission recommending approval of the project.		
Initials & Date	Miriam Boutwell	Zoning	and I tentime Commission (Acommending abbreaut or me begiese		
Initials & Date	Chuck Lay	Building, Flood & Historical	Review of the desired location and desired use to ensure all requirements are met including but not limited to building codes, architect requirements, etc.		
Initials & Date			Determination of potential needs related to active/ passive fire		
		_	protection, fire department access roads, egress, and all other		
Initials & Date	Nelson Bauer	Fire	requirements as determined by the International Codes,		
HIIHAN OL I JAKO		Postorot	Determination of naturally wood for launt from the City annineary		
Initials & Date	Chad Christian	Engineering	Determination of potential need for input from the City engineers.		
	Leslie Gahagan	Environmental	Determination of potential environmental issues or permits.		
Initials & Date	, —				
	Gary Schrader	IT/GIS	Determination of IT needs with Jessica such as internet access, networking, phones, security cameras/door access control systems, computers, copiers, etc.		
Initials & Date	Omy Schlader				
	· · · · · · · · · · · · · · · · · · ·		The person who will own the project when its complete needs to be		
Initials & Date		complete	involved with the project from the beginning.		

Project Management - Pre-project checklist						
Project Name: Incine rator Project						
Submitted by: Lt Shawn Miller						
Projected Requested by (Mayor, Councilmenter, Citizens, etc): Lt Shown Miller - Rilice Dan ort ment						
	Project Owner After Completion: 13/1/2 Deportment - City of Folson Expected Project Start Date: April 2018					
Expected Project Co		10018				
			\/			
	on the capital project plan		Yes			
	listed on the capital projec	et plan?	90,000			
What year is it listed	17		-8018			
If not, get approval i Mike (Must bave Mi	from Mike Thompson to p ke initial and date)	roceed with planning t	he project,			
Brief Project Descrip	otlon					
Incinerator	to be used for	destruction	of exidence. Building and and to			
he used to	c location of 1	ucinerator				
Location (Descriptio	n and tax parcel Identifica	ation number(s))				
At Police D.						
Project type (select o	nal					
rioface the (sesser o	Building construction or in	unnovement				
	Property improvement (exa	amples: parking lots, poo	ols, playgrounds, ball fields, streetscape, signage, etc.)			
	Infrastructure repair or imp	provements (example: ro	ads, drainage, right of ways, etc.)			
V	Other, Please explain	Additional Ed	aupment for duties			
Will this project incl	nda anant Amda9	16				
If yes, please list Gran			•			
- ••		Ma	•			
Will this project have a third party manager?		No				
-4			•			
If yes, please list third			•			
· · ·	party manager	Joe Bouzan & Mirane	ia Bell FIRST.			
Discuss your project	party manager in detail in a meeting with	Joe Bouzan & Mirant sent to each person lis	la Bell FIRST. led below for signature.			
Discuss your project	party manager	a Joe Bouzan & Mirand sent to each person list Department	led below for signature. Documentation Required:			
Discuss your project	party manager in detail in a meeting with scussion, this form will be	sent to each person lis	led below for signature.			
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Project Name: Cine vatar Project Submitted by: Lt Shawn Miller Project Requested by Mayor, Councilmember, Citizens, etc): Lt Shawn Miller Police Department Project Owner After Completion: 12 12 20 13 Expected Project Start Date: April 12 20 13 Expected Project Completion Date: Is this project listed on the capital project planning document? What is the amount listed on the capital project plan? What year is it listed? Brief Project Description Inc. Nevrolocy to be used for destruction of enidence. Building and date Brief Project Description Inc. Nevrolocy to be used for destruction of enidence. Building and tax parcel Identification number(s)) At Police Department Project type (select one) Building construction or improvement Project type (select one) Infrastructure repair or improvements (examples: parking lots, pools, playgrounds, ball fields, streetscape, signage, etc.) Infrastructure repair or improvements (example: roads, drainage, right of ways, etc.) Will this project include grant funds? If yes, please list Grantor: Will this project have a third party manager? Discuss your project in detail in a meeting with Joe Bouzan & Miranda Bell FIRST. After meeting and discussion, this form will be sent to each person listed below for signature. Individual Department Documentation Required:
Projected Requested by (Mayor, Councilmember, Citizens, etc): Lt Sham Maller - Ralice Day or ment Project Owner After Completion: Palice Day or ment Expected Project Start Date: April 282 2018 Expected Project Completion Date: Is this project listed on the capital project planning document? What is the amount listed on the capital project planning document? What year is it listed? If not, get approval from Mike Thompson to proceed with planning the project. Mike (Must have Mike Initial and date) Brief Project Description Inc. New Act to be used for destruction of exidence. Rulding and pod to be used for destruction of exidence. Rulding and pod to be used for destruction of project. All folice Dayor's mart Project type (select one) Building construction or improvement Property improvement (examples: parking lots, pools, playgrounds, ball fields, streetscape, signage, etc.) Infrastructure repair or improvements (example: reads, drainage, right of ways, etc.) Will this project include grant funds? If yes, please list Grantor: Will this project have a third party manager? Discuss your project in detail in a meeting with Joe Bouxan & Miranda Bell FIRST. After meeting and discussion, this form will be sent to each person listed below for signature. Individual Department Documentation Required:
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Expected Project Completion Date: Is this project listed on the capital project planning document? What is the amount listed on the capital project planning document? What is the amount listed on the capital project planning document? What is the amount listed on the capital project plann? What is the amount listed on the capital project plan? What is the amount listed on the capital project plan? What is the amount listed on the capital project plan? What is the amount listed on the capital project plan? What is the amount listed on the capital project planning the project. Mike (Must have Mike initial and date) Brief Project Description MIKE (Must have Mike initial and date) Brief Project Description MIKE (Must have Mike initial and date) Brief Project Description and tax parcel Identification number(s)) At Folice Department Project type (select one) Building construction or improvement Project type (select one) Building construction or improvement Project type (select one) Infrastructure repair or improvements (examples: parking lots, pools, playgrounds, ball fields, streetscape, signage, etc.) Infrastructure repair or improvements (examples: rands, drainage, right of ways, etc.) Other, Please explain Additional Equipment For during Will this project include grant funds? If yes, please list third party manager? Discuss your project in detail in a meeting with Joe Bouzan & Mirauda Bell FIRST. After meeting and discussion, this form will be sent to each person listed below for signature. Individual Department Documentation Required:
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Initials & Date
Chad Christian Engineering Determination of potential need for input from the City engineers.
Initials & Date
Leslie Gahagan Environmental Determination of potential environmental issues or permits.
Initials & Date Determination of IT needs with Jessica such as internet access,
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Gary Schrader IT / GIS computers, copiers, etc.
Gary Schrader IT / GIS computers, copiers, etc. Owner of Project when The person who will own the project when its complete needs to be
Gary Schrader IT / GIS computers, copiers, etc.

Effective Date 5/21/15, last edited 6/8/17.

CAUserstkodonneii\Desktop\Work Sheets for Agenda items for Capital Purchase\Pro-Project Check list (1)

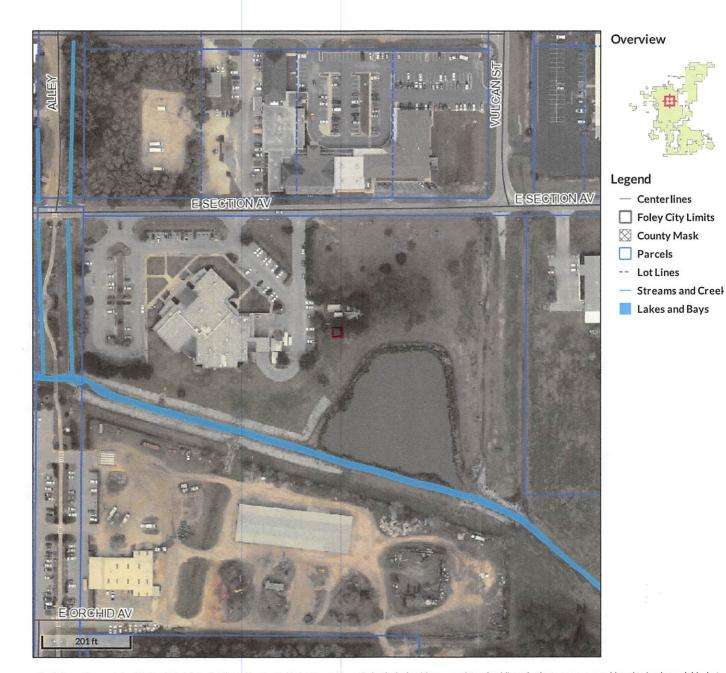
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Submitted by:	Shown Miller	Clect	
Projected Requeste	d by(Mayor, Councilmemb	er, Citizens, etc):	+ Shown Miller - Police Department
Project Owner Afte		e Depurtment	r - City of Foley
Expected Project St		Jun 3018	,
Expected Project Co	ompletion Date:		
	on the capital project plan		Yes
	listed on the capital projec	ct plan?	30,000
What year is it listed	ur from Mike Thompson to p	rocced with nionning t	DOJS
Mike (Must have M			project
Brief Project Descri	to be used for	destruction	of exidence. Building and pad to
At Police D	on and tax parcel Identifications	ation number(s))	
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	N	Ø t	the Planning Commission recommending approval of the project.
Initials & Date	_Miriam Boutwell	Zoning	-
	Chuck Lay	Building, Flood & Historical	Review of the desired location and desired use to ensure all requirements are met including but not limited to building codes, architect requirements, etc.
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Initials & Date	_Nelson Bauer	Fire	requirements as determined by the International Codes.
M 3/5/10 Initials & Date	Chad Christian	Engineering	Determination of potential need for input from the City engineers.
Initials & Date	Leslie Gahagan	Environmental	Determination of potential environmental issues or permits.
muud V e Daw	Gary Schrader	IT/GIS	Determination of IT needs with Jessica such as internet access, networking, phones, security cameras/door access control systems, computers, copiers, etc.
Initials & Date	m, -a		
Initials & Date		Owner of Project when complete	involved with the project from the beginning.

	- Pre-project checklist		
	inerator Pr	oject	
	Shawn Miller		
Projected Requested Project Owner After	by(Mayor, Councilmemb		Shawn Miller - Pulice Department
Expected Project Sta		1 Department	- City of Polely
Expected Project Co	muletion Date:	2018	
			V
	on the capital project plan		Yes
	listed on the capital projec	et plan?	30,000
What year is it listed	?		2018
If not, get approval f Mike (Must have Mi	rom Mike Thompson to p ke initial and date)	roceed with planning th	e project.
Brief Project Descrip	otion		
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he used to		uciverater	
Location (Description	n and tax parcel Identifica	tion number(s))	
	epartment		
Project type (select o	Building construction or in Property improvement (exa	amples: parking lots, poo	ls, playgrounds, ball fields, streetscape, signage, etc.)
			ds, drainage, right of ways, etc.)
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	Miranda Bell	Finance	Budget review and account number assignment.
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Initials & Date	Miriam Boutwell	Planning	Review of the desired location & use to determine if the property is
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	Miriam Boutwell	Zoning	the Planning Commission recommending approval of the project.
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	01 11	Building, Flood &	requirements are met including but not limited to building codes,
Initials & Date	Chuck Lay	Historical	architect requirements, etc.
Ilitiais & Date			Determination of potential needs related to active/ passive fire
			protection, fire department access roads, egress, and all other
	Nelson Bauer	Fire	requirements as determined by the International Codes.
Initials & Date			
	Chad Christian	Engineering	Determination of potential need for input from the City engineers.
Initials & Date		0	
1 (2)5/40			D
LG 3/5/18	Leslie Gahagan	Environmental	Determination of potential environmental issues or permits.
Initials & Date			Determination of IT needs with Jessica such as internet access,
			networking, phones, security cameras/door access control systems,
	Gary Schrader	IT/GIS	computers, copiers, etc.
Initials & Date	•		
Initials & Date		Owner of Project when complete	involved with the project from the beginning.

Project Management	- Pre-project checklist		
Project Name: 100	inerator Pr	oject	
	Shawn Miller		
	by(Mayor, Councilmemb		Shown Miller - Police Department
Project Owner After Expected Project Sta		Depurtment	- City of Foley
Expected Project Co		2018	
			V
	on the capital project plan		Yes
	listed on the capital projec	t plan?	30,000
What year is it listed	?		2018
If not, get approval f Mike (Must have Mi	from Mike Thompson to pa ke initial and date)	roceed with planning th	ne project.
Brief Project Descrip	otion		
Incinerator	to be used for	destruction	of exidence. Building and pad to
he used to		ncinerator	
Location (Description	n and tax parcel Identifica	tion number(s))	
	epartment	idon number (5))	
HI TONCE IC			
Project type (select o	Building construction or in Property improvement (exa	amples: parking lots, poo	ls, playgrounds, ball fields, streetscape, signage, etc.)
			ads, drainage, right of ways, etc.)
<u> </u>	Other, Please explain	Additional to	juipment for duties
Will this project incl If yes, please list Gran		<u> </u>	
Will this project how	e a third party manager?	No	
If yes, please list third			
	in detail in a meeting with iscussion, this form will be Individual		
	Joe Bouzan	Management	include in budget.
Initials & Date	Joe Bouzan	Management	moude in oddge.
	Miranda Bell	Finance	Budget review and account number assignment.
Initials & Date			· ·
	Miriam Boutwell	Planning	Review of the desired location & use to determine if the property is
Initials & Date	-		correctly zoned; a site plan to check setbacks, etc.; and a record of
	1 (1-1 D	Ø lan	the Planning Commission recommending approval of the project.
Initials & Date	Miriam Boutwell	Zoning	
billias de Date			Review of the desired location and desired use to ensure all
		Building, Flood &	requirements are met including but not limited to building codes,
	_Chuck Lay	Historical	architect requirements, etc.
Initials & Date	-		Determination of neterated monds related to active/ magnism fire
			Determination of potential needs related to active/ passive fire protection, fire department access roads, egress, and all other
	Nelson Bauer	Fire	requirements as determined by the International Codes.
Initials & Date	Neison Dauer	riie	requirements as determined by the international codes.
	Chad Christian	Engineering	Determination of potential need for input from the City engineers.
Initials & Date			
	Leslie Gahagan	Environmental	Determination of potential environmental issues or permits.
Initials & Date		Litti ominemai	
			Determination of IT needs with Jessica such as internet access,
/>> 3/6/18			networking, phones, security cameras/door access control systems,
V. 7.	_Gary Schrader	IT/GIS	computers, copiers, etc.
Initials & Date		Owner of Project when	The person who will own the project when its complete needs to be
Initials & Date		complete	involved with the project from the beginning.







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