

Project Management - Pre-project checklist

Project Name: Incinerator ProjectSubmitted by: Lt Shawn MillerProjected Requested by (Mayor, Councilmember, Citizens, etc): Lt Shawn Miller - Police DepartmentProject Owner After Completion: Police Department - City of FoleyExpected Project Start Date: April 2nd 2018

Expected Project Completion Date: _____

Is this project listed on the capital project planning document? YesWhat is the amount listed on the capital project plan? 20,000What year is it listed? 2018

If not, get approval from Mike Thompson to proceed with planning the project.

Mike (Must have Mike initial and date) _____

Brief Project Description

Incinerator to be used for destruction of evidence. Building and pad to be used for location of incinerator

Location (Description and tax parcel Identification number(s))

At Police Department

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: roads, drainage, right of ways, etc.)

✓ Other, Please explain Additional Equipment for dutiesWill this project include grant funds? No

If yes, please list Grantor: _____

Will this project have a third party manager? No

If yes, please list 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:
____ Joe Bouzan Initials & Date	Risk / Project Management	Project management review. Determination of insurance cost to include in budget.
<u>MB</u> 03/12/18 Initials & Date	Finance	Budget review and account number assignment.
____ Miriam Boutwell Initials & Date	Planning	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.
____ Miriam Boutwell Initials & Date	Zoning	Review of the desired location and desired use to ensure all requirements are met including but not limited to building codes, architect requirements, etc.
____ Chuck Lay Initials & Date	Building, Flood & Historical	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.
____ Nelson Bauer Initials & Date	Fire	Determination of potential need for input from the City engineers.
____ Chad Christian Initials & Date	Engineering	Determination of potential environmental issues or permits.
____ Leslie Gahagan Initials & Date	Environmental	Determination of IT needs with Jessica such as internet access, networking, phones, security cameras/door access control systems, computers, copiers, etc.
____ Gary Schrader Initials & Date	IT / GIS	The person who will own the project when its complete needs to be involved with the project from the beginning.
<u>SM</u> 3/12/2018 Initials & Date	Owner of Project when complete	



MMP, LLC.
 2068 290th Street
 Oskaloosa, IA 52577
 Bus: 641-673-8864
 Cell: 641-660-7693

Incinerator Invoice

Foley Police Department
 Attn. Tony Nelson
 200 East Section Ave.
 Foley, AL 36535
 Contact Phone # 251-923-9513

Date: 11/15/2017
 Invoice: # 8270

Model	Size	Description	Price	Qty	Total Price
36 / 400Lb cap	30" X 6'	Heat Block Lined Incinerator Natural Gas / Door size (18" x 42")	\$ 4,100.00	1	\$ 4,100.00
Natural Gas Burner		Up charge / Per Burner	\$ 1,100.00	1	\$ 1,100.00
Freight	Mld 36	To Zip: 36535	\$ 700.00		\$ 700.00
Total Delivered					\$ 5,900.00
20% Down		With Order			\$ 1,180.00
80% before Shipping					\$ 4,720.00
10 to 12 weeks lead time		20% down with order			

All Prices are Ex-Factory Decatur, Indiana and in U. S. Dollars

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

December 18, 2017

Foley Police Dept.

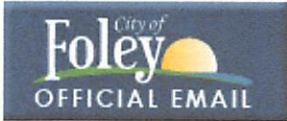
Burn Shed

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 !



Kelly O'Donnell <kodonnell@foleypolice.org>

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 capital 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]

Capital Purchase Worksheet	
Directions:	
Please complete all questions below and submit to Mike Thompson and Wayne Trawick for approval.	
Submitted by:	Lt. Shawn Miller
Date Submitted:	1/16/2018
Is this purchase listed as a capital purchase in the approved budget?	Yes
What amount is approved in the budget for this purchase?	\$20,000 ⁰⁰
Description of the item and why the item is needed at this time.	
Incinerator to be used for destruction of evidence.	
Building & Pad to be used for location of incinerator.	
Can your job be performed without the purchase of this item? Please explain below.	
No	
Have you obtained any quotes on the purchase to determine if it will come in, at, or below budget? If so, please attach.	
Yes, see attached.	
Is this to replace a current capital asset?	No
If so please list below the item being replaced and why it can not be used any longer.	
N/A	
How do you plan to dispose of the item that is being replaced?	
N/A	

[illegible]

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 Expected Project Start Date: April 25th 2018
 Expected Project Completion Date: _____

Is this project listed on the capital project planning document? Yes
 What is the amount listed on the capital project plan? 20,000
 What year is it listed? 2018

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 Mike (Must have Mike initial and date) _____

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Project type (select one)

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☒ Other, Please explain Additional Equipment for duties

Will this project include grant funds? No
 If yes, please list Grantor: _____

Will this project have a third party manager? No
 If yes, please list 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:
<u>JB 3/5/18</u> Initials & Date Joe Bouzan	Risk / Project Management	Project management review. Determination of insurance cost to include in budget.
_____ Initials & Date 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 correctly zoned; a site plan to check setbacks, etc.; and a record of the Planning Commission recommending approval of the project.
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_____ Initials & Date Leslie Gahagan	Environmental	Determination of IT needs with Jessica such as internet access, networking, phones, security cameras/door access control systems, computers, copiers, etc.
_____ Initials & Date Gary Schrader	IT / GIS	The person who will own the project when its complete needs to be involved with the project from the beginning.
_____ Initials & Date	Owner of Project when complete	

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Is this project listed on the capital project planning document? Yes
 What is the amount listed on the capital project plan? \$0.000
 What year is it listed? 2018

If not, get approval from Mike Thompson to proceed with planning the project.
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_____ Initials & Date	Risk / Project Management	Project management review. Determination of insurance cost to include in budget.
<u>Joe Bouzan</u>		
_____ Initials & Date	Finance	Budget review and account number assignment.
<u>Miranda Bell</u>		
<u>MB 3/9/18</u> Initials & Date	Planning	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.
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<u>Gary Schrader</u>		

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Submitted by: Lt Shawn Miller

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Project Owner After Completion: Police Department - City of Foley

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Project Name: Incinerator Project

Submitted by: Lt Shawn Miller

Projected Requested by (Mayor, Councilmember, Citizens, etc): Lt Shawn Miller - Police Department

Project Owner After Completion: Police Department - City of Foley

Expected Project Start Date: April 25th 2018

Expected Project Completion Date: _____

Is this project listed on the capital project planning document? Yes

What is the amount listed on the capital project plan? 20,000

What year is it listed? 2018

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Submitted by: Lt Shawn Miller

Projected Requested by (Mayor, Councilmember, Citizens, etc): Lt Shawn Miller - Police Department

Project Owner After Completion: Police Department - City of Foley

Expected Project Start Date: April 1st 2018

Expected Project Completion Date: _____

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<u>GS</u> 3/6/18 _____ Initials & Date	IT / GIS	
_____ Initials & Date	Owner of Project when complete	The person who will own the project when its complete needs to be involved with the project from the beginning.

Site Plan

Write a description for your map.

Legend

-  200 E Section Ave
-  Baldwin County Driver License
-  Foley Police Dept
-  Incinerator will go here
-  Office
-  Optical World
-  Retina Specialty Institute

200 E Section Ave

Incinerator will go here

Google Earth

© 2018 Google

200 ft





Overview



Legend

- Centerlines
- Foley City Limits
- ▣ County Mask
- Parcels
- - Lot Lines
- Streams and Creel
- Lakes and Bays

The information contained in the digital data distributed by the Baldwin County Commission is derived from a variety of public and private sources considered to be dependable, but the accuracy, completeness, currency, thereof are not guaranteed. The Baldwin County Commission makes no warranties, expressed or implied, as to the accuracy, completeness, currency, reliability, or suitability for any particular purpose of information or data contained in or generated from the county geographic database. Additionally, the Baldwin County Commission or any agent, servant, or employee thereof assume no liability associated with the use of the data and assume no responsibility to maintain it in any matter or form.

Date created: 3/6/2018
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