



Midpeninsula Regional
Open Space District

R-13-74
Meeting 13-19
August 14, 2013

AGENDA ITEM 4

Authorization of an Amendment to the Contract with Art Hall, Bee Consultant, for Completion of Beehive Removal at the Hawthorn Mansion

GENERAL MANAGER'S RECOMMENDATION

Authorize the General Manager to execute a \$5,000 amendment to the contract with Art Hall, Bee Consultant, for removal of beehives at the Hawthorn Mansion on Windy Hill Open Space Preserve.

SUMMARY

The original contract with Art Hall for removal of beehives was executed on March 25, 2012 for \$24,500, subsequent to a Request for Qualifications and Proposals process. Due to an accounting input error during the transition period for the new Integrated Accounting and Finance System, the beehive removal work that was completed exceeds the original contract amount by \$5,000, for a total of \$29,500. As a result, Board approval of a contract amendment for an additional \$5,000 is required.

DISCUSSION

The original contract's scope of work included removal of approximately seven hives. In order to access the hives, scaffolding was installed and portions of exterior siding removed. Removal of the bees and each comb was followed by a thorough cleaning and removal of any hive material and sealing of openings to ensure bees would not return to the hive's location.

Due to the number of hives and the inability to determine their size due to their location behind the siding, it was impossible to precisely determine how long it would take to remove each hive; therefore the original contract was for time and materials in an amount not to exceed \$24,500. This agreement was approved and executed by the General Manager under his purchasing authority to enter into contracts not exceeding \$25,000.

A \$5,000 deposit was required for new equipment, and scaffold rental and erection. The deposit check was issued when the District was still utilizing the Fundware accounting system and transitioning to the new Integrated Accounting and Finance System (IAFS). A purchase order for the remaining contract balance of \$19,500 was created in IAFS.

In March 2013, Art Hall issued an invoice for \$5,782.50, which exceeded the contract's balance as recorded in IAFS by \$3,292.51. Staff checked Fundware for the \$5,000 deposit check, but no

record could be found. It appears the expense was moved to IAFS, and thus, staff increased the IAFS purchase order to reflect the total contract amount of \$24,500. However, in April as staff reconciled FY 2012-13 accounts, it was discovered that while the \$5,000 deposit had been transferred to IAFS, it had not been linked to Art Hall's contract or the GL codes associated with the Historic Complex. Thus, the balance in IAFS did not reflect the \$5,000 already spent and the expenditure was inadvertently overlooked.

Staff notified Art Hall to immediately complete all work in progress and then stop work. Work was completed on July 29, scaffolding removed on July 31, and a final billing issued. The resulting total amount billed is \$29,500. Through this contract with Art Hall, the District was able to save thirteen hives, almost double the original estimate of seven, and approximately 440,000 bees were removed and relocated.

FISCAL IMPACT

The FY2013-14 budget for the Hawthorn Historic Complex Interim Capital Improvement Plan includes the \$5,000 amendment amount for bee removal.

Note that with the recent centralization of accounting functions and new staff having accounting expertise, this type of input error with IAFS is expected to be greatly reduced.

BOARD COMMITTEE REVIEW

No committee review is required.

PUBLIC NOTICE

Public notice of this Agenda Item was provided per the Brown Act. No additional notice is required.

CEQA COMPLIANCE

At the May 23, 2012 Board meeting (R-12-46) for approval of the Preliminary Use and Management Plan and the Interim Capital Improvement Plan, the Board determined that the recommended actions are categorically exempt from the California Environmental Quality Act (CEQA).

NEXT STEPS

Upon approval by the Board of Directors, the General Manager would be authorized to execute a \$5,000 amendment to the contract with Art Hall, beekeeper, for completion of beehive removal at the Hawthorn Mansion.

Responsible Department Manager:
Tina Hugg, Acting Planning Co-Manager

Prepared by:
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Contact person:
Same as above