

# BOARD OF COUNTY COMMISSIONERS OF DOUGLAS COUNTY, KANSAS

## MONDAY, APRIL 13, 2009

8:30 a.m. (Commission Chamber)

- Convene old Commission
- Swearing in of new County Commissioner (Judge Robert Fairchild)
- Convene (with new Commissioner)
- Election of County Commission officers
- Presentation to outgoing County Commissioner
  
- Consider approval of the minutes of April 6, 2009

## CONSENT AGENDA

- (1) (a) Consider approval of Commission Orders; and  
(b) Consider approval to accept the low bid for supply of Highway De-icing Salt (Keith Browning)

## REGULAR AGENDA

- (2) Receive and discuss 2008 County Engineers Annual Report (Keith Browning)
  
- (3) Other Business
  - (a) Consider approval of Accounts Payable (if necessary)
  - (b) Appointments
  - (c) Miscellaneous
  - (d) Public Comment

- (4) Adjourn

\*\* Reception\*\*

*Note: The Douglas County Commission meets regularly on Mondays at 8:30 A.M. and Wednesdays at 6:35 P.M. at the Douglas County Courthouse. Specific regular meeting dates that are not listed above have not been cancelled unless specifically noted on this schedule.*



## DOUGLAS COUNTY PUBLIC WORKS

1242 Massachusetts Street  
Lawrence, KS 66044-3350  
(785) 832-5293 Fax (785) 841-0943  
dgcopubw@douglas-county.com  
www.douglas-county.com

**Keith A. Browning, P.E.**  
Director of Public Works/County Engineer

---

### MEMORANDUM

To : Board of County Commissioners

From : Keith A. Browning, P.E., Director of Public Works/County Engineer *KAB*

Date : April 6, 2009

Re : Consent Agenda Acceptance of Low Bid for Supply of Highway De-icing Salt

Bids were opened April 6, 2009 for the supply of highway de-icing salt for the 2009-2010 snow and ice season. The City of Lawrence and the City of Eudora participated with the County in the request for bids. Lawrence requested bids for 3,000 tons of salt, Eudora requested bids for 300 tons of salt, and the County requested bids for 1,750 tons. Bids for Douglas County salt are as follows. Lawrence and Eudora received identical unit costs in their bids.

<u>Vendor</u>	<u>Quantity (tons)</u>	<u>Unit Cost</u>	<u>Total Cost</u>
Central Salt	1,750	\$41.64	\$ 72,870.00
Independent Salt	1,750	\$52.45	\$ 91,787.50
Cargill Salt	1,750	\$55.49	\$ 97,107.50
Hutchinson Salt	1,750	\$58.95	\$103,162.50

Under terms of the contract, 750 tons would be delivered prior to October 2009 and remaining 1,000 tons would be delivered after January 1, 2010. The Road & Bridge Fund has \$105,600 remaining in the Salt line item for FY 2009.

The relatively mild winter of 2008 – 2009 allows us to order less salt than last year to restock our salt inventory. Last year, we contracted for 3,500 tons of salt.

Action Required: Consent Agenda approval of the low bid from Central Salt for the supply of 1,750 tons of highway de-icing salt at a total cost of \$72,870.00.

Bid No. 09009 - Bid Opening Date April 06, 2009

**BID TAB FOR HIGHWAY SALT**

VENDOR	BID FOR DOUGLAS COUNTY			BID FOR CITY OF LAWRENCE			BID FOR CITY OF EUDORA		
	Qty	\$/Ton	TOTAL BID	Qty	\$/Ton	TOTAL BID	Qty	\$/Ton	TOTAL BID
Hutchinson Salt Co.	1,750	\$ 58.95	\$ 103,162.50	3,000	\$ 58.95	\$ 176,850.00	300	\$ 58.95	\$ 17,685.00
Independent Salt Co.	1,750	\$ 52.45	\$ 91,787.50	3,000	\$ 52.45	\$ 157,350.00	300	\$ 54.45	\$ 16,335.00
Central Salt Co.	1,750	\$ 41.64	\$ 72,870.00	3,000	\$ 41.64	\$ 124,920.00	300	\$ 41.64	\$ 12,492.00
Cargill	1,750	\$ 55.49	\$ 97,107.50	3,000	\$ 55.49	\$ 166,470.00	300	\$ 55.49	\$ 16,647.00

Keith A. Browning, P.E.,  
Director of Public Works

Jamie Shew  
County Clerk

Date: 04/06/09

**CENTRAL SALT, L.L.C.  
ENVIROTECH CENTRAL, L.L.C.**

385 AIRPORT ROAD, SUITE 108 • ELGIN, ILLINOIS 60123  
(888) HWY-SALT • (847) 608-8130 • FAX (847) 608-8135



March 31, 2009

Mr. Keith A. Browning  
Douglas County Clerk's Office  
Douglas County Courthouse  
1100 Massachusetts  
Lawrence, KS 66044

RE: Highway De-icing Salt Bid # 09009

Dear Mr. Browning:

Thank you for the opportunity to provide a bid for the 2009 – 2010 road salt needs for Douglas County, the City of Lawrence, and the City of Eudora.

The completed bid documents are attached. Please feel free to call me at 847 608-8130 if you have any questions.

Sincerely,

Douglas Williams  
Central Salt LLC.

DOUGLAS COUNTY, KANSAS

\*\*\*\*\*

BID DOCUMENTS

FOR

HIGHWAY DE-ICING SALT

BID NO. 09009

\*\*\*\*\*

DOUGLAS COUNTY  
DEPARTMENT OF PUBLIC WORKS  
NOTICE TO BIDDERS  
BID # 09009

Notice is hereby given by the Douglas County Department of Public Works that sealed bids for the purchase of a total of 5,050 tons of **Highway De-icing Salt** to be used for the 2009-2010 winter season (1,750 tons to be purchased by Douglas County, 3,000 tons to be purchased by the City of Lawrence with an option to buy another 1,000 tons in the Spring of 2010, and 300 tons to be purchased by the City of Eudora) will be received in the Office of the Douglas County Clerk, Courthouse, Lawrence, Kansas, 66044 until 3:00 p m, Monday, April 6, 2009 and then publicly opened in the presence of the Douglas County Clerk.

Bids must be submitted on forms obtainable at either the Office of the Director of Public Works/County Engineer, 1242 Massachusetts Street, Lawrence, Kansas, or from Demand Star at: [www.demandstar.com](http://www.demandstar.com). The bids shall be submitted in sealed envelopes, addressed to the Office of the Douglas County Clerk, Courthouse, 1100 Massachusetts Street, Lawrence, Kansas 66044, upon which is clearly written or printed "**HIGHWAY DE-ICING SALT**", and the name and address of the bidder. Any bid received after the closing date and time will be returned unopened. Faxed bids will not be accepted.

The contractor shall purchase and maintain such insurance as will protect the contractor, the City of Lawrence, and Douglas County against any and all claims and demands arising from the execution of this contract. When stated in the Detail Specifications, the Contractor shall be required to procure and maintain the types and limits of insurance as specified.

The awarded bidder shall agree to offer the prices and the terms and conditions herein to other government agencies who wish to participate in a cooperative purchase program with Douglas County. Other agencies will be responsible for entering into separate agreements with the Dealer and for all payments thereunder.

The Douglas County Board of Commissioners and the Board of City Commissioners reserves the right to reject any or all bids, waive technicalities, and to purchase the product which in the opinion of each Board is best suited for the work which it is intended. Award will be contingent upon each entity's approval process.

DOUGLAS COUNTY PUBLIC WORKS  
Keith A. Browning, P.E., Director  
DATED: 03/17/2009

Published: Saturday, March 21, 2009  
Wednesday, March 25, 2009

cc: Lawrence Journal World  
Board of County Commissioners  
County Clerk

County Administrator  
County Operations Division  
County Purchasing Division

**STANDARD TERMS AND CONDITIONS  
DOUGLAS COUNTY, KANSAS**

1. SCOPE: The following terms and conditions shall prevail unless otherwise modified by Douglas County/City of Lawrence within this bid document. Douglas County/City of Lawrence reserves the right to accept or reject any or all bids received.
2. DEFINITIONS AS USED HEREIN:
  - a. The term "bid request" means a solicitation of a formal sealed bid.
  - b. The term "bid" means the price offered by the bidder.
  - c. The term "bidder" means the offer or vendor.
  - d. The term "County/City" means Douglas County, Kansas or City of Lawrence.
  - e. The term "Board of County Commissioners or "BoCC" means the governing body of Douglas County, Kansas, "Board of City Commissioners means the governing body of the City of Lawrence.
3. COMPLETING BID: Bids must be submitted only on the forms (or reproductions thereof) provided in this document. All information must be legible. Any and all corrections and/or erasures must be initialed. Each bid sheet must be signed by the authorized bidder and required information must be provided.
4. CONFIDENTIALITY OF BID INFORMATION: Each bid must be sealed and submitted in an envelope clearly marked "**HIGHWAY DE-ICING SALT**" to provide confidentiality of the bid information prior to the bid opening. Supporting documents and/or descriptive literature may be submitted with the bid. Do not indicate bid prices on literature.

All bids and supporting bid documents become public information after the bid opening and are available for public inspection by the general public in accordance with the Kansas Open Records Act.
5. ACCURACY OF BID: Each bid is publicly opened in the presence of the Douglas County Clerk. It is necessary that any and all information presented is accurate and/or will be that by which the bidder will complete the contract. If there is a discrepancy between the unit price and extended total, the unit price will prevail.

## STANDARD TERMS AND CONDITIONS (continued)

6. **SUBMISSION OF BID:** Bids are to be sealed and submitted to the Douglas County Clerk's Office, Douglas County Courthouse, 1100 Massachusetts, Lawrence, Kansas 66044, prior to 3:00 P.M., Monday, April 6, 2009.
7. **ADDENDA:** All changes in connection with this bid will be issued in the form of a written addendum. Signed acknowledgment of receipt of each addendum must be submitted with the bid.
8. **LATE BIDS, CHANGES OR WITHDRAWALS:** Bids received after the deadline designated in this bid document shall not be considered and shall be returned unopened.

Bids may be changed or withdrawn prior to the bid opening. All such transaction must be submitted in writing and received by the County Clerk's Office prior to the bid deadline. Changes or withdrawals may be made after the bid deadline only with the approval of the Board of County Commissioners or the Board of City Commissioners. After bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of the County or City of fair competition shall be permitted.

9. **BIDS BINDING:** All bids submitted shall be binding upon the bidder if accepted by the County within thirty (30) calendar days after the bid opening.
10. **EQUIVALENT BIDS:** When brand or trade names are used in the bid invitation, it is for the purpose of item identification and to establish standards for quality, style and features. Bids on equivalent items of substantially the same quality, style and features are invited unless items are marked "No Substitute." Equivalent bids must be accompanied by descriptive literature and/or specifications to receive consideration. Demonstrations and/or samples may be required and shall be supplied at no charge to the County/City.
11. **NEW MATERIALS, SUPPLIES OR EQUIPMENT:** Unless otherwise specified, all materials, supplies or equipment offered by a bidder shall be new, unused, of recent manufacture, first class in every respect and suitable for their intended purpose. All equipment shall be assembled, and ready for operation when delivered.
12. **WARRANTY:** Supplies or services furnished as a result of this bid shall be covered by the most favorable commercial warranties, expressed or implied, that the bidder and/or manufacturer gives to any customer. The rights and remedies provided herein are in addition to and do not limit any rights afforded to the County/City by any other clause of this bid. The County/City reserves the right to request from bidders a separate manufacturer certification of all statement made in the proposal.



## STANDARD TERMS AND CONDITIONS (continued)

13. METHOD OF AWARD AND NOTIFICATION: Each entity, (1,750 tons for Douglas County, 3,000 tons for City of Lawrence with an option for an additional 1,000 tons in the Spring of 2010, and 300 tons for the City of Eudora) will evaluate bids as a separate agency and award their bids independently of the other based solely on the lowest and best, responsive and responsible bidder(s) whose bid conforms to the specifications and whose bid is considered to be the best value in the opinion of the County/City.

The County/City reserves the right to accept or reject any or all bids and any part of a bid; to waive informalities, technical defects, and minor irregularities in bids received; and, to award the bid on a item by item basis, by specified groups of items or to consider bids submitted on an "all or nothing" basis if the bid is clearly designated as such or when it is determined to be in the best interest of the County/City.

The signed bid shall be considered an offer on the part of the bidder; such offer shall be deemed accepted upon issuance by the County/City of a Purchase Order or other contractual document.

14. DELIVERY TERMS: All deliveries shall be F.O.B. destination (as indicated on bid sheet for each entity) and all freight charges shall be included in the bid price. Delivery date shall be considered as a cost factor in the determination of award.
15. DAMAGED AND/OR LATE SHIPMENTS: The County/City has no obligation to accept damaged shipments and reserves the right to return at the vendor's expense damaged merchandise even though the damage was not apparent or discovered until after receipt of the items. The Vendor is responsible to notify the Douglas County Department of Public Works, the City of Lawrence Street Maintenance Division, or the City of Eudora of any late or delayed shipments. The County/City reserves the right to cancel all or any part of an order if the shipment is not made as promised.
16. CREDIT TERMS: Bidder shall indicate all discounts for full and/or prompt payment. Discounts offered shall be computed from date of receipt of correct invoice or receipt and acceptance of products, whichever is later.
17. SELLERS INVOICE: Invoices shall be prepared and submitted in at least two copies to the address shown on the Purchase Order or bid document. Separate invoices are required for each Purchase Order or bid document. Invoices shall contain the following information: Purchase Order Number, contract number, item number, description of supplies or services, sizes, unit of measure, quantity, unit price, extended totals and date of purchase/order.
18. TAX EXEMPT: The County and City and their agencies are exempt from State and local sales taxes by K.S.A. 1985 Supp. 79-3606 as amended. Situs of all transactions under the order(s) that shall be derived from this request shall be deemed to have been accomplished within the State of Kansas.

## STANDARD TERMS AND CONDITIONS (continued)

19. SAFETY: All practices, materials, supplies and equipment shall comply with the Federal Occupational Safety and Health Act, as well as any pertinent Federal, State and/or local safety or environmental codes.
20. DISCLAIMER OF LIABILITY: The County and City, or any of their agencies, will not hold harmless or indemnify any bidder for any liability whatsoever.
21. HOLD HARMLESS: The contractor agrees to protect, defend, indemnify and hold the Board of County Commissioners, and the Board of City Commissioners, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings or causes of action of every kind and character in connection with or arising directly or indirectly out of this agreement and/or the performance hereof. Without limiting the generality of the foregoing, and all such claims, etc., relating to personal injury, infringement of any patent, trademark, copyright (or application for any thereof) or of any other tangible or intangible personal or property right, or actual or alleged violation of any applicable statute, ordinance, administrative order, rule or regulation, or decree of any court, shall be included in the indemnity hereunder. The contractor further agrees to investigate, handle, respond to, provide defense for and defend any such claims, etc., at his/her sole expense and agrees to bear all other costs and expenses related thereto, even if such claim is groundless, false or fraudulent.
22. LAW GOVERNING: All contractual agreements shall be subject to, governed by, and construed according to the laws of the State of Kansas.
23. ANTI-DISCRIMINATION CLAUSE: No bidder on this request shall in any way, directly or indirectly, discriminate against any person because of age, race, color, handicap, sex, national origin, or religious creed.

DOUGLAS COUNTY  
BID #09009

HIGHWAY-ROAD SALT BID

ITEM	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
Bulk Highway De-icing Salt	1,750	Tons	\$ <u>41.64</u>	\$ <u>72,870.00</u>

Delivered to the Douglas  
County Shop, 711 E. 23rd St.,  
Lawrence, Kansas 66044 when  
requested by the County.

Mike Perkins, 785 330-1300, will notify supplier 48 hours in advance of salt delivery.

Delivery of salt to Douglas County shall be as follows:

**750 tons anytime prior to October 2009**  
**1,000 tons after January 1, 2010**


State Time Interval from Order to Delivery: 24 to 48 hours

Supplier: Central Salt LLC.

By: \_\_\_\_\_

Supplier Phone No.: 847 608-8030 Supplier Fax No.: 847 608-8135

Recommended:



Keith A. Browning, P.E.  
Director of Public Works

Approved:

\_\_\_\_\_  
Charles Jones, Chairman

\_\_\_\_\_  
Jim Flory, Member

\_\_\_\_\_  
Nancy Thellman, Member

\_\_\_\_\_  
Date

CITY OF LAWRENCE  
BID #09009

HIGHWAY-ROAD SALT BID

ITEM	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
Bulk Highway De-icing Salt	3,000	Tons	\$ <u>41.64</u>	\$ <u>124,920.00</u>

**The City of Lawrence reserves the option of ordering 1,000 tons of additional material in the spring of 2010 at the bid price indicated above.**

Delivered to the Street Maintenance  
Division storage area, 11<sup>th</sup> & Haskell,  
Lawrence, KS 66044

**The salt must be delivered in the designated location. Failure to deliver to the location designated will result in hourly actual charge back to company to move it.**

Deliver 1500 Tons between July 1, 2009 and September 30, 2009, and  
Deliver 1500 Tons between October 1, 2009 and November 30, 2009

Please notify Tom Orzulak, (785) 832-3031, 24 hours prior to material shipment.

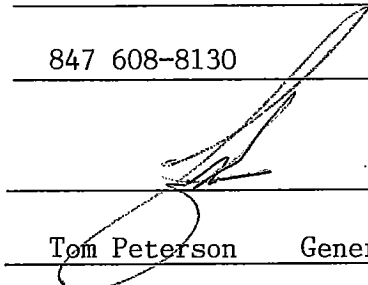
Estimated Date to Commence Delivery: July 1 and October 1 as needed

Bidder (Name of Firm) Central Salt LLC.

Address 385 Airport Road Suite 108

Elgin, IL 60123

Phone Number 847 608-8130

Authorized Signature 

Name / Title Tom Peterson General Manager

Date March 31, 2009

CITY OF EUDORA  
BID #09009

HIGHWAY-ROAD SALT BID

ITEM	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
Bulk Highway De-icing Salt	300	Tons	\$ 41.64	\$ 12,492.00

Delivered to the City of Eudora  
401 W 7th St.  
Eudora, Kansas 66025 when  
requested by the City of Eudora

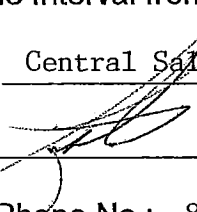
Stephen Reetz or Debbie Eaton, 785 542-3100, will notify supplier 48 hours in advance  
of salt delivery.

Delivery of salt to Douglas County shall be as follows:

**150 tons anytime during 2009**  
**150 tons after January 1, 2010**

State Time Interval from Order to Delivery: 24 to 48 hours

Supplier: Central Salt LLC.

By: 

Supplier Phone No.: 847 608-8130

Supplier Fax No.: 847 608-8135

Approved:

\_\_\_\_\_  
Tom Pyle, Mayor

\_\_\_\_\_  
Council Member

\_\_\_\_\_  
Council Member

\_\_\_\_\_  
Date



## DOUGLAS COUNTY PUBLIC WORKS

1242 Massachusetts Street  
Lawrence, KS 66044-3350  
(785) 832-5293 Fax (785) 841-0943  
dgcopubw@douglas-county.com  
www.douglas-county.com

**Keith A. Browning, P.E.**  
Director of Public Works/County Engineer

---

### MEMORANDUM

To : Board of County Commissioners

From : Keith A. Browning, P.E., Director of Public Works/County Engineer *KB*

Date : April 8, 2009

Re : Receive and discuss 2008 County Engineer's Annual Report

K.S.A. 68-540 requires the County Engineer to make a written report annually to the Board of County Commissioners of work accomplished and funds expended, and to submit the report to KDOT. K.S.A. 68-541 requires the report to be submitted on forms developed by KDOT.

The 2008 County Engineer's Annual Report is attached. A copy of KDOT's instructions for completing the report is also provided as an aid in understanding what is included in the report.

Information on county costs for labor, equipment, and materials was obtained from employee timesheets as well as from contracted work. Information on township costs was taken from township road budgets.

Action Required: Receive and discuss the 2008 County Engineer's Annual Report to be submitted to KDOT.

State of Kansas

COVER SHEET  
FOR COUNTY ENGINEER'S / ROAD SUPERVISOR'S  
ANNUAL REPORT

2008

Douglas County

This is a: [Check one]      County-Unit System      { }  
   County-Township System      { }  
   County-Rural System      { }

Submitted by *Keith A. Reinninger* Douglas County Engineer / ~~Road Supervisor~~

Authorization

Volume 5, Section 68-540 and 68-541 of the Kansas Statutes Annotated reads as follows:

68-540. Reports by county engineers or road supervisors. It shall be the duty of the County Engineer or Road Supervisor to make a written report to the Board of County Commissioners of the work accomplished and funds expended upon all the roads and bridges for the current year, which shall close on the thirty-first day of December of each year. This report shall show which roads of the county and township system have been completed or partially completed, and credit to such roads shall be shown by him upon the county road plan not later than April 15, and a copy of the said report shall be immediately forwarded to the State Transportation Engineer upon standard forms.

68-541. Forms for accounts and reports. All forms and blanks necessary to secure uniformity of records and reports in the system herein provided shall be prescribed by the Secretary of Transportation.

# County Engineer's / Road Supervisor's Annual Report

County DOUGLAS

Year 2008

## General Information

- 1) Type of Road System (CU, CT, or CR) CT
- 2) Annual Road and Bridge Operating Budget \$ 5,918,940.00
- 3) Number of Road and Bridge Employees 49

- 4) Miles of County Maintained Roads

Concrete	Asphalt	Gravel	Earth	Total
0.5	173.11	34.35	0.0	207.96

- 5) Maintenance (Reporting Year) - Miles

Chip Seals	Overlays	Recycle
46.5	3.9	0

- 6) Construction (Reporting Year)

Paved Road Miles	Gravel Road Miles	Bridges No.	Culverts No.
2.70	0	1	6

## Annual County Maintenance Costs

- 7) Asphalt / Concrete Road Maintenance \$ 3,445,213.32
- 8) Gravel / Earth Road Maintenance \$ 438,941.95
- 9) Bridge Maintenance \$ 1,154,643.10
- 10) Total Maintenance Costs (total of lines 7,8 & 9) \$ 5,038,798.37



**Annual County Construction Costs**

11) Road Construction	\$ <u>922,756.81</u>
12) Bridge Construction/Rehabilitated	\$ <u>122,081.40</u>
13) Culvert Construction (larger than 25 s.f. opening)	\$ <u>304,205.31</u>
<b>14) Total Construction Costs (Total of lines 11,12 &amp; 13)</b>	<b>\$ <u>1,349,043.52</u></b>

**Total Annual County Costs**

15) Total Maintenance Costs (from line 10)	\$ <u>5,038,798.37</u>
16) Total Construction Costs (from line 14)	\$ <u>1,349,043.52</u>
17) Overhead and Administration (if not included above)	\$ <u>2,389,115.34</u>
<b>18) Total County Costs (Total of lines 15,16 &amp; 17)</b>	<b>\$ <u>8,776,957.23</u></b>

**Annual Township Maintenance and Construction Costs**

(For County-Township Road System Only)

19) Total Miles of Township Maintained Roads	<u>578</u> mi.
Concrete Roads	<u>0</u> mi.
Asphalt Roads	<u>51</u> mi.
Gravel Roads	<u>504</u> mi.
Earth Roads	<u>22</u> mi.
20) Cost for Township Road Maintenance	\$ <u>3,746,938.58</u>
21) Cost for Township Road Construction	\$ <u>489,720.00</u>
Miles of Township Road Construction	<u>5</u> mi.
<b>22) Total Township Costs (Total of lines 20&amp;21)</b>	<b>\$ <u>4,236,658.58</u></b>

## TOWNSHIP DATA

County DOUGLAS Year 2008

Township	Miles					Budget			Const. Miles
	Conc.	Asphalt	Gravel	Earth	Total	Maint.	Const.	Total	
CLINTON			26		26	107,406.92		107,406.92	
EUDORA			67	1	68	370,053.27		370,053.27	
GRANT		3	25	1	29	118,416.68		118,416.68	
KANWAKA			45	1	47	529,657.99		529,657.99	
LECOMPTON			47	1	48	252,010.03		252,010.03	
MARION			79	8	87	350,680.96		350,680.96	
PALMYRA		2	124	4	130	597,590.40		597,590.40	
WAKARUSA		47	19	4	70	1,126,648.09	489,720.00	1,616,368.09	5
WILLOW SPRINGS		0	72	2	74	294,474.24		294,474.24	
					0			0.00	
					0			0.00	
					0			0.00	
					0			0.00	
					0			0.00	
					0			0.00	
					0			0.00	
					0			0.00	
					0			0.00	
					0			0.00	
					0			0.00	
					0			0.00	
<b>Totals</b>	0	51	504	22	578	3,746,938.58	489,720.00	4,236,658.58	5

## County Engineer's/Road Supervisor's Annual Report Instructions

### General Instructions:

- This report is designed to solicit basic information that can be readily obtained in most counties. The data reported on this form is the only information that is required to be submitted to the Kansas Department of Transportation for compliance with K.S.A. 68-540. Counties are encouraged to maintain more detailed records for their own use as they deem appropriate.
- Costs reported on this form should reflect only funds expended for road and bridge maintenance and construction activities from January 1 to December 31 of the past year. Information provided should be only for roads and bridges that are under county and township jurisdiction.
- All costs/expenditures recorded should only be those costs actually paid by the county or township. Do not include any Federal/State matching funds applied toward the cost of projects.
- Bridge Definition: For the purpose of this report, a bridge is defined as any structure with an opening twenty (20) feet or longer (measured along centerline of the roadway and between the inside faces of outside walls or abutments), or a low water crossing forty (40) feet or more in length (measured along centerline of the roadway). Bridges should be listed on your bridge inspection report. Any structure with an opening less than twenty (20) feet or a low water crossing less than forty (40) feet in length is considered a culvert.
- Township Costs: It is recognized that counties with townships that maintain roads have difficulty obtaining complete reports from the townships. Since townships do little construction and have few paved roads it is acceptable for this report to assume that the township road budget all goes to road maintenance. If the county is aware of a township road construction project that construction cost can be estimated. An Excel spread sheet has been furnished to tabulate township mileage and budgets. This spreadsheet might make it easier to update township numbers in subsequent years.
- We are requesting your help in keeping the state county maps current. Please examine the county map furnished and mark the map as appropriate:
  - Make a red "X" through any bridge that is closed with no plans to replace. We can then show that road as not a through road on the state map.
  - Color in green any road that is shown as gravel and is now paved.
  - Color in red any road that is shown as open, and is not now open to public travel.
- Submit the following items to the Kansas Department of Transportation at the address indicated in the BLP Memo:

Transmittal Cover Letter on County Letterhead (optional)

Attached Cover Sheet

Completed Annual Report Form (pages 1 and 2) (please submit electronically also)

Map of your county marked as described above

## Annual Report Instructions

**General:** An Excel spreadsheet has been provided to speed up the reporting process. The spreadsheet will automatically add the correct lines to give the totals and transfer them forward. To speed tabulation of the data we ask that you submit the annual report Excel spread sheet electronically attached to an email.

### Line by Line Instructions:

Fill in the county and reporting year at the top of the form

1. Road System Type: Pick from County Unit (CU), County-Township (CT), County Rural (CR)
2. Road & Bridge Budget: Budget for reporting year, include Road & Bridge Fund, Special Bridge Fund, etc. Expenditures of Special Machinery Fund and bridge bonds should not be included on this line. If the department budget includes some non-road activities such as landfill, county building maintenance, noxious weeds, etc, these non road items should be deducted.
3. Number of road and bridge employees: This is normally the number in the road and bridge department, and includes office staff, supervisors and workers. This number should not include staff that work on non road and bridge items such as the landfill, parks, and noxious weeds.
4. Miles of County Maintained Road: Enter miles of various surfacing types as of the end of the year. Chip seal roads should be included in the Asphalt road mileage. The spreadsheet will compute the total and display it in the total column.
5. Maintenance: Enter the number of miles of asphalt maintenance work in the three categories performed during the year. Chip seal includes micro-surfacing, and recycle includes pavement reconstruction.
6. Construction: Enter the amount of construction work for the listed categories. Definition of construction, bridges and culverts is explained elsewhere in the instructions. Culverts for this item are those with a waterway opening of 25 s.f. or larger (larger than a 66" pipe).
7. Cost of Asphalt/Concrete Road Maintenance. This should include all maintenance costs except for bridge maintenance. Do not include construction.
8. Cost for Gravel/Earth Maintenance. This should include all maintenance costs except for bridge maintenance. Do not include construction.
9. Cost for Bridge Maintenance: This should include costs for maintenance performed on bridges listed on your bridge inspection report.
10. Total Maintenance Costs is the total of lines 7, 8 & 9. If using the Excel spread sheet it should automatically total.
11. Cost for Road Construction: This should include all project related costs, except overhead not charged to specific activities or projects. Generally construction is for projects that improve the profile, cross section or horizontal alignment of a road, or improve the surface type from gravel to paved. See examples in the next section on Page 3.
12. Cost for Bridge Construction/Rehabilitation: This should include all project related costs except overhead for bridge replacement and major rehabilitation projects. Rehabilitation projects are only those projects that are intended to raise the sufficiency rating above 80, and should be based on an engineered plan. Include just local costs, do not include federal aid funds.
13. Cost for Culvert Construction: This includes costs for new construction for boxes and culverts larger than 25 s.f. of waterway opening (greater than 66" dia. Pipe) and smaller than bridge size. For a culvert that is replaced by a bridge list that project cost under bridge construction.
14. Total Construction Cost is the total of lines 11, 12, & 13. If using the Excel spread sheet it should total automatically.
15. Total Maintenance Cost is carried forward from line 10. If using the Excel spread sheet it should carry forward automatically.

16. Total Construction Cost is carried forward from line 14. If using the Excel spread sheet it should carry forward automatically.
17. Overhead and Administration costs are entered on this line. Overhead and administration are generally costs not directly charged out to maintenance or construction. See examples in the next section for typical overhead and administrative costs.
18. Total County Costs is the total of lines 15, 16 & 17. If using the Excel spread sheet this should be automatically totaled.

**This completes the report for County Unit and County Rural road system counties. The remainder of the form is for County-Township Road System Counties only.**

**Note: It is recommended to use the Township Form page of the Excel spreadsheet. As you list the information for the townships the figures will automatically be carried forward to the appropriate lines of the Annual Report Form.**

19. Total Miles of Township Maintained Road. Enter miles of various surfacing types as of the end of the year. Chip seal roads should be included in the Asphalt road mileage.
20. Cost of Township Road Maintenance: Unless you are aware of township road construction this number will be the total of the townships published budgets.
21. Cost of Township Road Construction: Townships do little road construction, and may not have adequate cost figures. An estimate of road construction cost is adequate for this report if better figures are not available. Also list the number of miles of township road constructed using the same definition as used for county road construction.
22. Total Township Costs is a total of lines 20 & 21. If using the Excel spread sheet this should be automatically totaled.

## **Examples of Maintenance, Construction and Overhead/Administrative Activities**

The following are representative examples of the types of work activities that may be defined as maintenance, construction and overhead as they relate to categories of costs itemized in the report. All categories should include costs for labor, equipment, materials, and contracted work utilized to complete these activities. Please note that the definition for construction has changed substantially from previous years, and will include fewer projects than in the past.

- **Definitions** In general terms, the definitions of maintenance and construction are as follows:

**Maintenance:** Activities or operations that are intended to maintain and preserve the condition of an existing facility, extend the useful life, and slow down future deterioration.

**Road Construction:** Road construction is construction of a new road at a new location, or a major upgrade of surfacing type, horizontal alignment, cross section, or vertical alignment of an existing road.

### **Maintenance Examples:**

#### **Road Maintenance:**

Maintenance chip seals, crack filling, asphalt overlays, milling asphalt surfaces, recycling, reconstruction of a deteriorated asphalt pavement, pothole patching, repair and maintenance of driveways, pavement marking, and road sweeping. Snow and ice removal, sign installation and maintenance, guard rail installation and repair. Repair and maintenance of shoulders and ditches to restore original grades and lines including reseeding and erosion control. Vegetation management; including tree and brush removal, trimming, chipping, spraying of weeds and mowing. On gravel and dirt roads blading, adding surface material, scarifying surfaces, milling rock ledges, and applying dust control. Repair and maintenance of all culverts, and replacement of culverts less than 25 s.f. (66" dia. pipe or smaller).

#### **Bridge Maintenance (Structures 20' in length or more) and shown on your bridge report:**

Repair of concrete, wood or steel decks, piers, abutments, stringers, caps, piles, beams, seats, trusses, girders, sills, wing walls, connectors, and hub guards. Excavation and backfilling required to repair approaches. Cleaning, clearing trees and brush, removing drift, realigning channels. Stabilizing banks, placing rip-rap, repairing scours. Cleaning decks. Handrail repair or replacement. Sandblasting and painting. Repair of low water crossings. Hauling, cutting, welding, fabricating, assembling, installing or placing materials. Replacing stone masonry, tuck pointing, repairing scours, grouting concrete surfaces, or replacing concrete slabs.

#### **Culvert Maintenance :**

Culvert maintenance includes the same items as bridge maintenance, but for the purposes of the annual report are included in the classification of road maintenance. Counties may want to capture the culvert maintenance costs for their own purposes.

## **Construction Examples:**

### **Paved Road Construction :**

Road construction is construction of a new road at a new location, or a major upgrade of surfacing type, horizontal alignment, cross section, or vertical alignment of an existing road. Examples of upgrades that are paved road construction: 1. Paving of a gravel road. 2. Adding shoulders to a paved road that did not have shoulders. 3. Complete reconstruction including modification of cross section, vertical alignments and perhaps horizontal alignment. In most cases road construction projects require engineered plans and additional right of way. Major projects that are **not** considered paved road construction include: overlays, surface recycling, reconstructing an existing asphalt surface. Road work for approach grading for a bridge or culvert project is included in the cost of the bridge or culvert project.

### **Gravel Road Construction :**

Road construction is construction of a new road at a new location, or a major upgrade of surfacing type, horizontal alignment, cross section, or vertical alignment of an existing road. Examples of upgrades that are gravel road construction: 1. Regrading and surfacing of a dirt road. 2. Complete reconstruction of an existing rock road including pulling ditches, installing new entrance and crossroad culverts and then re-rocking the road. Gravel road construction may not require engineered plans and additional right of way, but should result in basically a new road. Road work costs for approach grading for a bridge or culvert project should be included in the cost of the bridge or culvert project.

### **Bridge Construction/Rehabilitation (Structures 20' in length or more):**

Bridge construction is replacement of an existing bridge, constructing a new bridge on a new road, or replacing a culvert with a bridge size structure. Bridge rehabilitation is also included in this category. Rehabilitation projects are only those projects that are intended to raise the sufficiency rating above 80, and should be based on an engineered plan. Bridge repairs that do not raise the sufficiency rating above 80 are considered bridge maintenance. Normally approach grading and surfacing are included in the bridge construction cost unless the bridge project is part of a larger road construction project.

### **Culvert Construction :**

Culvert Construction includes costs for new construction and replacement of boxes and culverts larger than 25 s.f. of waterway opening (larger than 66" dia. pipe) and smaller than bridge size. For a culvert that is replaced by a bridge list that project cost under bridge construction. On major road construction projects culvert construction cost can be included in the cost of the road project.

### **Examples of Construction Items:**

Construction costs for roads, bridges and culverts should include all construction related costs that are not included in department overhead and administration. Following are examples of costs that are normally charged to a project and shown as construction costs.

- Right of way costs such as land cost, damages to remainder, temporary easements, appraisals, negotiation fees, and fence replacement.
- Pre construction items such as utility relocations and design engineering.
- Construction items such as mobilization, construction signing, site preparation, clearing, structure removal, approach grading and filling, structure construction, paving, surfacing, guardrail, and permanent signing, seeding and mulching.
- Construction engineering items such as inspection, and preparing as-built plans.
- Miscellaneous maintenance costs due to the project such as checking construction signing, and barricades, and detour maintenance.

### **Overhead and Administration**

Overhead and administrative costs are those miscellaneous costs not charged directly to construction projects or maintenance activities. When the cost for a work type shown below is significant and can be tied to a construction project, it should be included as part of that project's costs, rather than shown as overhead. Depending on the county's cost accounting setup some maintenance activities listed below will be charged directly to a specific maintenance activity and will not be overhead. For instance in the category-Snow & Ice Control, these activities could be charged directly to a work activity such as snow and ice control and rolled up to road maintenance, or charged to overhead and administration. The decision on how to handle miscellaneous activities will be based on the level of detail collected and reported in the cost accounting system, as well as the significance of the expense related to the cost of tracking small items.

### **Examples**

**Safety & Training:** Training meetings, orientations, schools or seminars. Safety clothing such as gloves, boots, safety glasses, rainwear, hard-hats and protective clothing.

**Administration, Supervision & Leave:** Wages for secretaries, clerical staff and certain supervisors. Temporary clerical services, data processing, legal counsel, purchasing, bid preparation. Administrative and supervisory vehicle use and personal vehicle reimbursement. All employee leave types such as vacation, sick, holiday, funeral, civil, and military leave. Call back pay and standby pay if not associated with a project or activity.

**Human Resources:** Employee meetings, retirement or farewell parties, conferences, interviews and job evaluations, approving time cards, leave slips and equipment tickets, timecard pickup, uniform pickup, drug testing, resolving employee problems, reviewing rules and regulations.

**Office Expense:** Desks, cabinets, calculators, computers, software, office equipment, maintenance contracts, office supplies, books, publications, postage, general supplies, dues, advertisements, and insurance.

**Facility maintenance:** Building maintenance, utilities, trash, sanitary facilities, internet access, satellite weather service and delivery service. Yard maintenance, such as cleanup, litter patrol, organizing equipment and supplies, disposal of scrap iron, inventory of equipment and supplies, lockup and opening of yard and shop. General maintenance and cleaning of hand tools and equipment.



**Miscellaneous Road Activities:** Inspection of roads and bridges; checking complaints, sign inspection, traffic counts; surveying, hauling oil for inventory, mail box repair, dead animal removal, trash pickup, spill cleanup, accidents, fabrication of supplies and equipment. Small tool and equipment purchases.

**Snow & Ice Control:** Hauling, mixing, and stockpiling salt sand, checking weather, dispatching, putting on salt sand spreaders or snow plows, snow and ice inspection.

**Fleet Maintenance:** Some fleet maintenance costs could be overhead and administration. Generally agencies charge projects and maintenance activities based on hourly rates for equipment. In that case only costs not charged out would be included in Overhead and Administration.