



TUPELO CITY COUNCIL SPECIAL CALLED MEETING

DECEMBER 26, 2024 AT 1:00 PM
COUNCIL CHAMBERS | CITY HALL

AGENDA

ROUTINE AGENDA

1. IN THE MATTER OF BILL PAY
2. IN THE MATTER OF CONTRACT APPROVAL OF ARTIC WOLFE FOR MANAGED DETECTION AND RESPONSE SERVICES UNDER RFP 2024-067BA **KH**
3. IN THE MATTER OF APPROVAL OF THE PURCHASE OF THE OPENGOV SOFTWARE AND RELATED SERVICES FROM SHI INTERNATIONAL CORP. AND TO AUTHORIZE THE MAYOR TO EXECUTE A CONTRACT IN ACCORDANCE THEREWITH **TN**
4. IN THE MATTER OF APPROVAL OF THE END USER LICENSE AGREEMENT BETWEEN THE CITY OF TUPELO AND OPENGOV, INC. **TN**
5. IN THE MATTER OF FINAL CLOSEOUT CHANGE ORDER F1 APPROVAL HOLLY HILL DRAINAGE IMPROVEMENTS ARPA BID 2024-022PW **KWK**
6. IN THE MATTER OF CHANGE ORDER 01 FOR DOT COOPER KELLY BUILDING RENOVATION FOR BID#2024-053PR **AF**
7. IN THE MATTER OF AN ORDER APPROVING CERTAIN CONTRACTS FOR THE OBLIGATION OF GRANT FUNDS AWARDED TO THE TUPELO CONVENTION AND VISITORS BUREAU AS A PART OF THE DESTINATION MARKETING ORGANIZATION GRANT PROGRAM ADMINISTERED BY THE MISSISSIPPI DEPARTMENT OF FINANCE AND ADMINISTRATION, AND FOR RELATED PURPOSES **SR SC**
8. IN THE MATTER OF REJECTION OF ALL RESPONSES TO THE REQUEST FOR QUOTES FOR OUT-OF-HOME ADVERTISING MEDIA SPECIALIST, TOURISM INDUSTRY RECOVERY II, DUE TO THE NATURE OF THE SERVICES REQUESTED NO LONGER BEING REQUIRED **SC**

ADJOURNMENT



AGENDA REQUEST

TO: Mayor and City Council

FROM: Kim Hanna, CFO

DATE: December 26, 2024

SUBJECT: IN THE MATTER OF CONTRACT APPROVAL OF ARTIC WOLFE FOR
MANAGED DETECTION AND RESPONSE SERVICES UNDER RFP 2024-
067BA **KH**

Request:

Approval of the Contract with Artic Wolfe for services to monitor, detect and respond to computer threats. The City Council awarded the RFP to Artic Wolf at the December 17th meeting which will allow us to continue with our relationship with Artic Wolfe.

ATTACHED:
CONTRACT ARTIC WOLFE.



AGENDA REQUEST

TO: Mayor and City Council

FROM: Tanner Newman

DATE December 26, 2024

SUBJECT: IN THE MATTER OF APPROVAL OF THE PURCHASE OF THE OPENGOV SOFTWARE AND RELATED SERVICES FROM SHI INTERNATIONAL CORP. AND TO AUTHORIZE THE MAYOR TO EXECUTE A CONTRACT IN ACCORDANCE THEREWITH TN

Request:

Approve the purchase of OpenGov code enforcement software from SHI and authorize the Mayor to execute the contract.



AGENDA REQUEST

TO: Mayor and City Council

FROM: Tanner Newman, Director of Development Services

DATE December 26, 2024

SUBJECT: IN THE MATTER OF APPROVAL OF THE END USER LICENSE AGREEMENT BETWEEN THE CITY OF TUPELO AND OPENGOV, INC.
TN

Request:

Review and approve the proposed End User License Agreement between the City of Tupelo and OpenGov, Inc.



AGENDA REQUEST

TO: Mayor and City Council

FROM: Kelly Knight, City of Tupelo, Public Works

DATE: December 19, 2024

SUBJECT: IN THE MATTER OF FINAL CLOSEOUT CHANGE ORDER F1 APPROVAL
 HOLLY HILL DRAINAGE IMPROVEMENTS ARPA BID 2024-022PW -
KWK

Request:

We are requesting the approval of the Final CloseOut Change Order F1 Holly Hill Drainage Improvements ARPA Bid No. 2024-022PW.

Original Contract Price	\$284,457.50
Contract Decreased Amount	(\$46,792.00)
Total Final Contract Price	\$237,665.50

The contract period to complete the project increased by 30 days.

CONTRACT CHANGE ORDER

DATE: 12/19/24

CHANGE ORDER NO. 1 (Final)

CONTRACT FOR: HOLLY HILL AREA DRAINAGE IMPROVEMENTS

PROJECT NO.: _____ BID NO. 2024-022PW

OWNER: CITY OF TUPELO

CONTRACTOR: TOWNES CONSTRUCTION CO. INC.

You are hereby requested to comply with the following changes from the contract plans and specifications:

Description of Changes (Supplemental Plans and Specifications Attached)					DECREASE in Contract Price	INCREASE in Contract Price
ITEM	DESCRIPTION	UNIT	UNIT PRICE	C.O. QNTY.		
SEE ATTACHED BREAKDOWN OF COSTS / SUMMARY OF QUANTITIES						
TOTALS					\$ 46,792.00	\$ -
NET CHANGE IN CONTRACT PRICE					(\$46,792.00)	

JUSTIFICATION FOR CHANGES: This change order is necessary in order to provide the final adjustment to quantities that is required to complete the project in accordance with the project requirements set forth in the Contract Documents. Adjustments were necessary to various pay items based on field conditions and impacts of weather, etc.

Original Contract Price: \$ 284,457.50

Previous Change Order(s) Amount: \$ -

The amount of the Contract will be INCREASED by the Sum Of: Dollars \$ (46,792.00)

The Contract Total Including this and previous Change Orders Will Be: Dollars \$ 237,665.50

The Contract Period Provided for Completion Will Be 30 Days. (Increased) ~~(Decreased)~~ ~~(Unchanged)~~:

This document will become a supplement to the contract and all provisions will apply hereto.

Accepted _____ (Owner) _____ (Date)

Recommended D&D.D.M _____ (Owner's Architect/Engineer) 12/19/24 (Date)

Accepted [Signature] _____ (Contractor) 12-19-24 (Date)

CHANGE ORDER #F-1 (FINAL SUMMARY OF QUANTITIES)
HOLLY HILL AREA DRAINAGE IMPROVEMENTS - BID NO. 2024-022PW
CONTRACTOR: TOWNES CONSTRUCTION CO. INC.
CITY OF TUPELO, MISSISSIPPI

ITEM NO.	DESCRIPTION	PLAN QNTY	UNIT	UNIT PRICE	CONTRACT TOTAL	FINAL QNTY	FINAL TOTAL	C.O. F-1 TOTAL	
1	MOBILIZATION		LS	1	\$20,000.00	\$ 20,000.00	1.00	\$ 20,000.00	\$0.00
2	CLEARING & GRUBBING		LS	1	\$9,845.00	\$ 9,845.00	1.00	\$ 9,845.00	\$0.00
3	REMOVAL OF EXISTING TREE		EA	2	\$2,000.00	\$ 4,000.00	2.00	\$ 4,000.00	\$0.00
4	REMOVAL & REPLACEMENT OF EXISTING WOOD FENCE		LF	190	\$12.00	\$ 2,280.00	190.00	\$ 2,280.00	\$0.00
5	REMOVAL OF EXISTING GRATE INLET		EA	5	\$500.00	\$ 2,500.00	5.00	\$ 2,500.00	\$0.00
6	REMOVAL OF EXISTING CURB INLET		EA	1	\$500.00	\$ 500.00	0.00	\$ -	(\$500.00)
7	REMOVAL OF EXISTING CONCRETE JUNCTION BOX		EA	1	\$750.00	\$ 750.00	1.00	\$ 750.00	\$0.00
8	REMOVAL OF BRICK HEADWALL		EA	1	\$750.00	\$ 750.00	0.00	\$ -	(\$750.00)
9	REMOVAL OF 15" RCP		LF	20	\$15.00	\$ 300.00	20.00	\$ 300.00	\$0.00
10	REMOVAL OF 18" RCP		LF	50	\$15.00	\$ 750.00	50.00	\$ 750.00	\$0.00
11	REMOVAL OF 24" CMP		LF	134	\$20.00	\$ 2,680.00	134.00	\$ 2,680.00	\$0.00
12	REMOVAL OF 24" RCP		LF	112	\$20.00	\$ 2,240.00	112.00	\$ 2,240.00	\$0.00
13	REMOVAL OF 36" CMP		LF	112	\$20.00	\$ 2,240.00	112.00	\$ 2,240.00	\$0.00
14	REMOVAL OF 42" CMP		LF	194	\$20.00	\$ 3,880.00	335.00	\$ 6,700.00	\$2,820.00
15	REMOVAL OF 48" RCP		LF	230	\$25.00	\$ 5,750.00	182.00	\$ 4,550.00	(\$1,200.00)
16	CRUSHED STONE BASE MATERIAL		TON	190	\$50.00	\$ 9,500.00	190.00	\$ 9,500.00	\$0.00
17	BORROW EXCAVATION		CY	115	\$30.00	\$ 3,450.00	15.00	\$ 450.00	(\$3,000.00)
18	EXCESS EXCAVATION		CY	10	\$100.00	\$ 1,000.00	195.00	\$ 19,500.00	\$18,500.00
19	18" HDPE DRAINAGE PIPE		LF	16	\$50.00	\$ 800.00	15.00	\$ 750.00	(\$50.00)
20	24" HDPE DRAINAGE PIPE		LF	290	\$44.00	\$ 12,760.00	290.00	\$ 12,760.00	\$0.00
21	36" HDPE DRAINAGE PIPE		LF	112	\$68.00	\$ 7,616.00	103.00	\$ 7,004.00	(\$612.00)
22	42" HDPE DRAINAGE PIPE		LF	348	\$80.00	\$ 27,840.00	372.00	\$ 29,760.00	\$1,920.00
23	48" HDPE DRAINAGE PIPE		LF	230	\$90.00	\$ 20,700.00	182.00	\$ 16,380.00	(\$4,320.00)
24	18" REINFORCED CONCRETE FLARED END SECTION		EA	1	\$800.00	\$ 800.00	1.00	\$ 800.00	\$0.00
25	48" REINFORCED CONCRETE FLARED END SECTION		EA	1	\$2,500.00	\$ 2,500.00	1.00	\$ 2,500.00	\$0.00
26	4' X 3' REINFORCED CONCRETE GRATE INLET		EA	3	\$4,500.00	\$ 13,500.00	3.00	\$ 13,500.00	\$0.00
27	6' X 3' REINFORCED CONCRETE GRATE INLET		EA	4	\$6,200.00	\$ 24,800.00	4.00	\$ 24,800.00	\$0.00
28	REINFORCED CONCRETE CURB INLET		EA	1	\$5,000.00	\$ 5,000.00	0.00	\$ -	(\$5,000.00)
29	CONCRETE, FLOWABLE FILL		CY	42	\$300.00	\$ 12,600.00	40.00	\$ 12,000.00	(\$600.00)
30	CONCRETE, CLASS B		CY	5	\$500.00	\$ 2,500.00	21.00	\$ 10,500.00	\$8,000.00
31	CONNECT TO EXISTING PIPES		EA	6	\$500.00	\$ 3,000.00	0.00	\$ -	(\$3,000.00)
32	SOLID SODDING		SY	2890	\$3.85	\$ 11,126.50	2,890.00	\$ 11,126.50	\$0.00
33	LANDSCAPING		LS	1	\$1,500.00	\$ 1,500.00	0.00	\$ -	(\$1,500.00)
34	TEMPORARY POWER POLE & ELECTRICAL SERVICE		EA	3	\$1,500.00	\$ 4,500.00	0.00	\$ -	(\$4,500.00)
35	TEMPORARY POWER POLE SUPPORT		EA	3	\$1,000.00	\$ 3,000.00	0.00	\$ -	(\$3,000.00)
36	TEMPORARY FENCING / BARRIER		LS	1	\$5,500.00	\$ 5,500.00	1.00	\$ 5,500.00	\$0.00
37	EROSION CONTROL		LS	1	\$2,000.00	\$ 2,000.00	1.00	\$ 2,000.00	\$0.00
38	CONTINGENCY (10%)		LS	1	\$50,000.00	\$ 50,000.00	0.00	\$ -	(\$50,000.00)
					TOTALS	\$284,457.50		\$237,665.50	(\$46,792.00)



December 19, 2024

Mr. Kelly Knight
Director, Public Works Dept.
604 Crossover Road
Tupelo, Mississippi 38801

REFERENCE: RECOMMENDATION OF CHANGE ORDER NO. 1 (Final Closeout)
HOLLY HILL AREA DRAINAGE IMPROVEMENTS
BID NO. 2024-022PW

Dear Mr. Williams:

I am pleased to submit to you, along with the Mayor and City Council, the attached Change Order No. 1 for this project. The proposed change order is recommended to provide final reconciliation of actual contract quantities following the completed improvements of the project.

The attached change order is based on the final work that was provided / completed by Townes Construction Co. Inc. for the referenced project. The total change is price is a reduction of the contract price of -\$46,792.00 from \$284,457.50 to \$237,665.50. All work is complete and this represents the final contract total amount for this project. The final change order also allows for an increase to the contract time of 30 days. Thus, it is our recommendation that the City approve Change Order No. 1 for the referenced project and authorize the Mayor to execute the Change Order on behalf of the City of Tupelo.

A final pay application has been sent along with this change order showing the remaining balance, including retainage, to be paid to the contract for final completion of the work. We appreciate the opportunity to be of service to you and to be involved with this project. Please let us know should have any questions or require additional information.

Sincerely,
DABBS CORPORATION

Dustin D. Dabbs, PE
President

- C: Mr. Don Lewis, COO, City of Tupelo
- Ms. Kim Hanna, CFO, City of Tupelo
- Mr. Ben Logan, City Attorney, City of Tupelo
- Mr. Armstead Townes III, President, Townes Construction Co. Inc.
- Ms. Jayme Baker, ICM

@dabbscorp	OFFICE 662.840.4162	1005 N. Eason Boulevard
	MOBILE 601.927.4012	Tupelo, MS 38804



AGENDA REQUEST

TO: Mayor and City Council
FROM: Alex Farned, PR Director
DATE: December 20, 2024
SUBJECT: IN THE MATTER OF CHANGE ORDER 01 FOR DOT COOPER KELLY BUILDING RENOVATION FOR BID#2024-053PR AF

Request:

Please approve change order 01 for \$12,844.00 for Bid #2024-053PR Dot Cooper Kelly Building Renovation project for the following:

New Sewer Line

Total change order is \$12,844.00

This will increase the project to \$830,384.00

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Change Order

PROJECT: <i>(Name and address)</i> Dot Cooper Kelly Building Renovation (Lee Acres) City of Tupelo, MS A/E# 23013 Bid# 2024-053PR	CONTRACT INFORMATION: Contract For: General Construction Date: October 8, 2024	CHANGE ORDER INFORMATION: Change Order Number: 001 Date: December 19, 2024
OWNER: <i>(Name and address)</i> City of Tupelo 71 E. Troy Street Tupelo, MS 38801	ARCHITECT: <i>(Name and address)</i> ArchitectureSouth, P.A. 499 Gloster Creek Village, Suite D3 Tupelo, MS 38801	CONTRACTOR: <i>(Name and address)</i> Sanderson Construction Co., Inc. P.O. Box 393 Amory, MS 38821

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

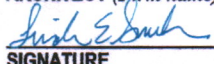
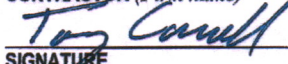
1. Replacement of deteriorated sewer line. ADD \$12,884.00 ADD Seven (7) Days

The original Contract Sum was	\$ 817,500.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 817,500.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 12,884.00
The new Contract Sum including this Change Order will be	\$ 830,384.00

The Contract Time will be increased by Seven (7) days.
The new date of Substantial Completion will be Wednesday, September 17, 2025

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

ArchitectureSouth, P.A. ARCHITECT <i>(Firm name)</i>  SIGNATURE Linda E. Smith, RA, Principal	Sanderson Construction Co., Inc. CONTRACTOR <i>(Firm name)</i>  SIGNATURE Tony Carroll, President	City of Tupelo OWNER <i>(Firm name)</i> SIGNATURE Alex Farned, Director of Tupelo Parks & Recreation
PRINTED NAME AND TITLE December 19, 2024 DATE	PRINTED NAME AND TITLE 12/20/24 DATE	PRINTED NAME AND TITLE DATE

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User Notes: (3B9ADA4C)



AGENDA REQUEST

TO: Mayor and City Council

FROM: Stephen N. Reed, Assistant City Attorney

DATE: December 20, 2024

SUBJECT: IN THE MATTER OF AN ORDER APPROVING CERTAIN CONTRACTS FOR THE OBLIGATION OF GRANT FUNDS AWARDED TO THE TUPELO CONVENTION AND VISITORS BUREAU AS A PART OF THE DESTINATION MARKETING ORGANIZATION GRANT PROGRAM ADMINISTERED BY THE MISSISSIPPI DEPARTMENT OF FINANCE AND ADMINISTRATION, AND FOR RELATED PURPOSES **SR SC**

Request:

Attached is an Order approving approximately 48 contracts entered between the City of Tupelo (CVB) and various vendors performing services to be funded by the Destination Marketing Organization Grant Program. This grant program is funded by State and Local Fiscal Recovery Funds (ARPA), and the deadline for having these funds obligated is December 31, 2024. While most of these contracts have already been approved by the Mississippi Department of Finance and Administration for compliance with the Grant Program requirements, we felt it necessary to take the additional step of having these contracts approved by the City Council to ensure that we satisfy the obligation deadline of December 31, 2024.

AN ORDER APPROVING CERTAIN CONTRACTS FOR THE OBLIGATION OF GRANT FUNDS AWARDED TO THE TUPELO CONVENTION AND VISITORS BUREAU AS A PART OF THE DESTINATION MARKETING ORGANIZATION GRANT PROGRAM ADMINISTERED BY THE MISSISSIPPI DEPARTMENT OF FINANCE AND ADMINISTRATION, AND FOR RELATED PURPOSES

WHEREAS, on or about November 14, 2022, the Tupelo Convention and Visitors Bureau (“CVB”) entered into a grant agreement with the Mississippi Department of Finance and Administration (“DFA”) for the receipt of funds provided by the State of Mississippi to local destination marketing organizations through the Destination Marketing Organization Grant Program; and

WHEREAS, the Destination Marketing Organization Grant Program (“Grant Program”) was authorized by the Mississippi Legislature through its creation of the Mississippi Tourism Recovery Fund (Miss. Code Ann. § 57-123-1 *et seq.* (1972, as amended)) for the purpose of providing reimbursable grants for necessary expenditures related to the COVID-19 pandemic, and to publicize the resumption of tourism activities and steps taken to ensure a safe tourism experience, and such funds were awarded to the State of Mississippi pursuant to the American Rescue Plan Act of 2021 (“ARPA”) by the United States Department of the Treasury (Coronavirus State and Local Fiscal Recovery Funds); and

WHEREAS, in accordance with the rules promulgated by the Mississippi Department of Finance and Administration concerning the Grant Program, the Tupelo CVB was awarded approximately \$1,175,400 to be used for those purposes authorized under the Grant Program, including, but not limited to, tourism advertisement and messaging; and

WHEREAS, to expend these funds, and pursuant to the procurement provisions contained in 2 CFR 200.317 *et seq.* and Mississippi Code Ann. § 31-7-13 (1972, as amended), the Tupelo CVB entered 45 separate contracts with various vendors to perform services authorized under the Grant Program; and

WHEREAS, due to Tupelo CVB’s nature as an instrumentality of the City of Tupelo, Mississippi, as defined by Senate Bill No. 3088 of the 1990 Regular Session of the Mississippi Legislature (Approved March 29, 1990), it is necessary that the contracts entered by the Tupelo CVB receive final approval of the Governing Authorities of the City of Tupelo.

NOW, THEREFORE, BE IT ORDERED by the governing authorities of the City of Tupelo, Mississippi, the following, to wit:

1. This Order is adopted by the Governing Body pursuant to the applicable laws of the State of Mississippi and the United States of America, and all matters and things recited in the premises and preamble of this Order are found and determined to be true and accurate.
2. The grant agreement entered into between the Tupelo Convention and Visitors Bureau for purposes related to the Destination Marketing Organization Grant Program on or about November 14, 2022 is hereby adopted and ratified.

3. The Contracts attached hereto as Exhibits 1-45, respectively, are hereby approved and ratified and found to be in accordance with the provisions of this Order.

4. Stephanie Croomer, Director of the Tupelo Convention and Visitors Bureau is hereby authorized to execute the attached Contracts on behalf of the City.

5. It is hereby intended by this Order to approve all expenditures and associated obligations under the attached Contracts so to Obligate the Grant Program funds in accordance with the requirements of the American Rescue Plan Act of 2021 (“ARPA”) and the Coronavirus State and Local Fiscal Recovery Funds as such terms are defined by 31 CFR § 35.1 *et seq.*

After a full discussion of this matter, and there being no request that it be read aloud, Council Member _____ moved that the foregoing Order be adopted and said motion was seconded by Council Member _____, and upon the question being put to a vote, the results were as follows:

Councilmember Mims voted	_____
Councilmember Bryan voted	_____
Councilmember Beard voted	_____
Councilmember Davis voted	_____
Councilmember Palmer voted	_____
Councilmember Gaston voted	_____
Councilmember Jones voted	_____

The motion having received the affirmative vote of a majority of the members present; the President declared the motion carried and the Order adopted.

WHEREUPON, the foregoing Order was declared, passed and adopted at a regular meeting of the Council on this the _____ day of _____, 2024.

CITY OF TUPELO, MISSISSIPPI

By: _____
NETTIE DAVIS
City Council President

ATTEST:

MISSY SHELTON

Clerk of the Council

APPROVED:

TODD JORDAN, Mayor

DATE



AGENDA REQUEST

TO: Mayor and City Council

FROM: Stephanie Coomer, Director

DATE June 12, 2024

SUBJECT: IN THE MATTER OF REJECTION OF ALL RESPONSES TO THE REQUEST FOR QUOTES FOR OUT-OF-HOME ADVERTISING MEDIA SPECIALIST, TOURISM INDUSTRY RECOVERY II, DUE TO THE NATURE OF THE SERVICES REQUESTED NO LONGER BEING REQUIRED. SC

Request:

Asking for your approval to reject all responses to RFQ FOR Out of Home Advertising Media Specialist for Tourism Industry Recovery II.