

**Facilities
Management
Committee Meeting**

2/5/18

4:00 PM

*****111 W. Fox Street**

***** Room 209 & 210**

- - - -Agenda Topics - - - -

Call to Order

- 1) Roll call
- 2) Approval of the January 2018 meeting minutes.
- 3) Public Comment

Old Business/Projects

- 1) Healy Bender 111 W. Fox St. Part 1 Analysis
 - a. Department meetings
- 2) Establish a Policy for Requests to Film on County Properties
- 3) PSC H.V.A.C. & Controls Improvements RFP Bids
 - a. State's Attorney review of U.S. Communities Statute
 - b. Review Trane's quote based on U.S. Communities Pricing
- 4) Approve 48-month contract extension with CenterPoint Energy for Natural Gas for Kendall County facilities in an amount to not exceed 33.5 cents per therm.
- 5) Phone Circuit Invitation to Bid
 - a. Review bid results

New Business/Projects

- 1) Chairman's Report
- 2) Review Dr. Tokars request for lobby improvements at the Health & Human Services facility.
- 3) Approve sending 1-year contract with Call One for the Centrex Phone Circuits in the amount of \$9.00 per month base price plus usage to the County Board for approval.
- 4) Solar RFQ
 - a. Discuss qualification submittals
 - b. Select area for Solar Field
 - c. Recommend vendor for Solar Field
 - d. Authorize State's Attorney's office review of Solar Field vendor's contract.
- 5) Public Safety Center & Crime Stopper phone line conversion
- 6) Approve State's Attorney's Office review of Landscaping Invitation to Bid.
- 7) Bailiff Office Construction
- 8) Phone addition in Probation

Staffing/Training/Safety

- 1) Reportable labor hours

Other Items

- 1) CMMS Charts
 - a. Reported vs. Completed.
 - b. Work orders reported by building current month.
 - c. Work orders by work type current month.

Executive Session

Questions from the Press

Adjournment

Facilities Committee Agenda
February 5, 2018

CALL TO ORDER

- 1) Roll Call
- 2) Approval of the January 2018 meeting minutes.
- 3) Public Comment

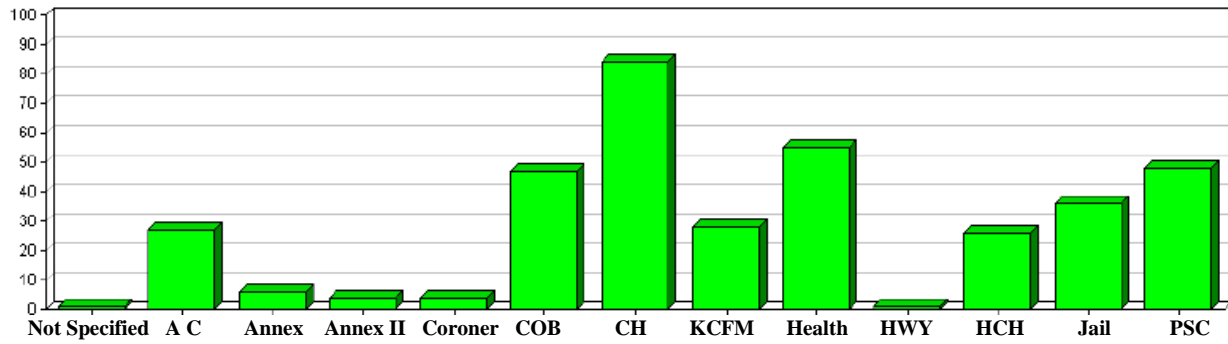
OLD BUSINESS/PROJECTS

- 1) **Healy Bender 111 W. Fox St. Part 1 Analysis**
 - Director Smiley & Healy Bender representatives met with the departments on Wed., Jan. 10th & Fri., Jan. 12th. Healy Bender went over floor plans of the facility and the area surrounding the facility. Department heads and elected officials went over how their spaces work and interact with other departments. Everyone was also questioned on security concerns they had with the facility and surrounding areas.
 - Healy Bender is analyzing the results of the meetings. After this analysis is completed Healy Bender plans to come back the week of Feb. 12, 2018 to review their findings with Chairman Davidson, County Administrator Koepfel & Director Smiley..
 - Once this meeting is completed, Healy Bender and their Security consultant will plan to meet with the elected officials & department heads, to go over their security concerns.
- 2) **Establish a Policy for Requests to Film on County Properties**
 - At the last FM Committee, meeting Mr. Beltran was directed to adjust the Certificate of Insurance amounts and requirements, clarify verbiage on various parts of the document, along with the requested modifications.
 - Copies were provided to committee members to review for this meeting.
- 3) **PSC H.V.A.C. & Controls Improvements RFP Bids**
 - a. State's Attorney review of U.S. Communities Statute
 - i. ASA Webb's review included looking into another Illinois statute for Joint Purchasing as former ASA Berault had done in 2016 when Director Smiley first considered trying to use this program.
 - ii. The U.S. Communities website shows several Illinois State Agencies utilizing the services of this program.
 - iii. According to the statute as long as the lead agency utilized competitive bidding and followed their own laws, purchasing under section 3 of the joint purchasing act would be allowed under section 3.
 - iv. ASA Webb also said there is not much guidance on using programs like this, but several Illinois units of government, including state agencies, which participate. Ultimately, it is up to the County Board to decide whether they wish to participate utilizing the program.
 - b. Review Trane's quote based on U.S. Communities Pricing
 - i. Trane offered to replace the three units we have been considering to replace with a Chilled Water system that would serve all three areas.
 - ii. Director Smiley reviewed the initial quote and found some items included in the original Request for Purchase Kendall County solicited for bid earlier. So, Trane updated their quote with options for the missing items.
 - iii. Kendall County budgeted for the project as costing \$600,000.00.
 1. Trane's initial quote was \$612,146.00.
 2. Trane's optional items total \$130,062.00
 - Director Smiley is looking for further direction from the committee on this project.

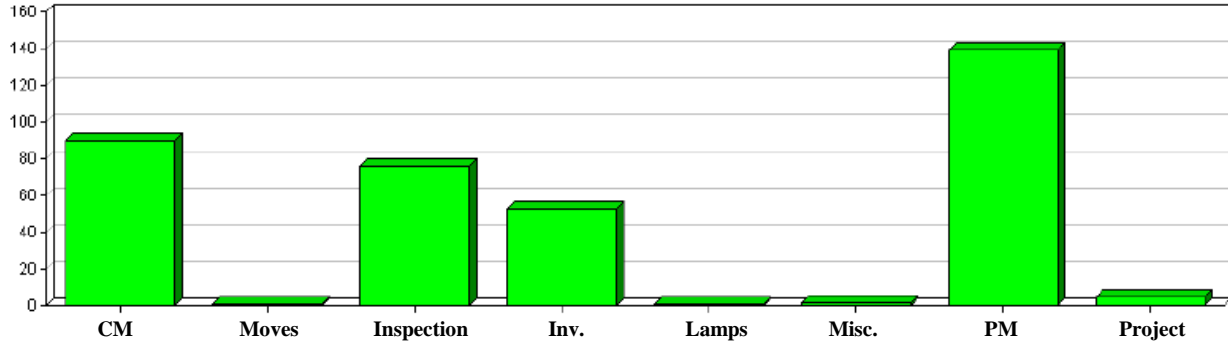
NEW BUSINESS/PROJECTS

- 4) **Approve 48-month contract extension with CenterPoint Energy for Natural Gas for Kendall County facilities in an amount to not exceed 33.5 cents per therm.**
 - This was approved at the last COW meeting to be on the County Board agenda, but was not included in the last County Board agenda.
 - It is on the agenda for the County Board meeting on Feb. 6, 2018.
- 5) **Phone Circuit Invitation to Bid**
 - Review bid results
- 1) **Chairman's Report**
 - Report of ongoing projects, budgets etc...
- 2) Review Dr. Tokars request for lobby improvements at the Health & Human Services facility.
 - Director Smiley met with Dr. Tokars, Sheriff's Office Chief Peters & Oswego Sgt. Biggs to discuss recommendations to change the main counter at the Health & Human Services facility.
 - From that meeting Director Smiley created two drawings of recommendations discussed.
 - Dr. Tokars is here to present the need and her feelings on getting this project completed.
- 3) Approve sending 1-year contract with Call One for the Centrex Phone Circuits in the amount of \$9.00 per month base price plus usage to the County Board for approval.
 - Contract terms have been worked out between Call One and the State's Attorney's office.
 - This has been placed on the County Board agenda for tomorrow night's meeting in order to get it completed as the contract renewal date is Feb. 20, 2018.
 - Director Smiley wanted to confirm it is ok to go forward with the vote tomorrow night.
 - See attached monthly billing summary of the bids.
- 4) Solar RFQ
 - a. Discuss qualification submittals
 - b. Select area for Solar Field
 - c. Recommend vendor for Solar Field
 - d. Authorize State's Attorney's office review of Solar Field vendor's contract.
 - Chris Childress of Progressive Energy is here to present information relating to this proposed addition of a Solar field to the Government Center campus.
- 5) Public Safety Center (PSC) & Crime Stopper phone line conversion
 - In order to complete the final phase of shutting down the old 2000 IPS PBX to use as spare parts for the rest of the PBX switches these two numbers had to be removed from the old equipment.
 - These lines were analog, were converted to digital Direct Inward Dial (DID) numbers, and put on the Prime T1 circuits feeding the Government Center campus.
 - Director Smiley also had to setup a failsafe for the Prime T1 circuits to insure these and all other Government Center numbers could be routed to the Sheriff's office newer system in the event of a down Prime T1 circuit at the PSC.
 - Programming was completed by both the Carrier and in our equipment to provide this diverse routing.
 - Cutover of the numbers was completed on January 17.
 - Project complete.
- 6) Approve State's Attorney's Office (SAO) review of Landscaping Invitation to Bid.
 - Director Smiley put together an Invitation to Bid (ITB) for our Landscaping maintenance needs at the Government Center Campus and for the Fox St. campus.
 - Mr. Smiley has inserted the most recent State's Attorney's office contract language in the ITB.
 - Jim is looking for approval to send this document to the SAO for legal review.

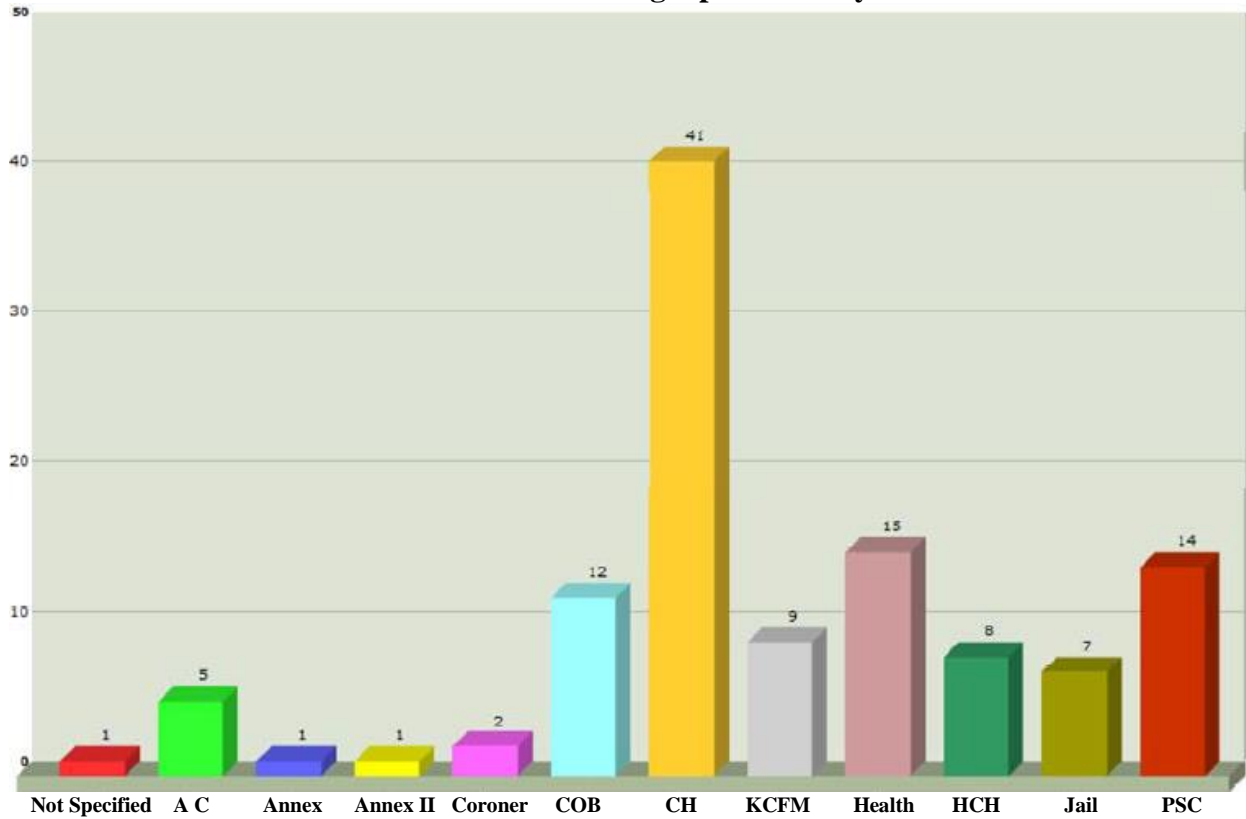
Reported Work Orders by Location January 2018



Reported Work Orders by Task January 2018



Work Orders Remaining Open January 2018



EXECUTIVE SESSION

QUESTIONS FROM THE PRESS

ADJOURNMENT

The next regular Facilities Management committee meeting is scheduled to be on March 5, 2018. The meeting will be held at 111 W. Fox Street, Yorkville in the County Board room.

**COUNTY OF KENDALL, ILLINOIS
FACILITIES MANAGEMENT COMMITTEE
MEETING MINUTES
THURSDAY January 4, 2018**

Committee Chair Bob Davidson called the meeting to order at 4:00 p.m.

Roll Call: Members Present: Bob Davidson, Matt Kellogg, Tony Giles, Judy Gilmour
Members Absent: Audra Hendrix

With enough members present, a quorum was formed to conduct business.

Others Present: Facilities Management Director Jim Smiley, County Administrator Scott Koppel, Andrez Beltran, Economic Development Coordinator.

Approve any changes to the County Board Approved December 4, 2017 Facilities Committee Meeting Minutes – there were no changes to the December 4, 2017 minutes; Member Gilmour made a motion to approve the minutes, second by Member Giles. **With all present members voting aye, the minutes were approved.**

Public Comment – None

Old Business/Projects

1. *Healy Bender, 111 W. Fox St. Part I Analysis* – Director Smiley informed the Committee that two (2) half day meetings have been set up with the department heads for next Wednesday and Friday.
2. *Establish a policy for Requests to Film on County Properties* – Mr. Beltran, Economic Development Coordinator made the requested changes to separate the Educational and Non-Profit Entities to the policy and presented it to the Committee. Mr. Beltran also stated that definitions were added to clarify what is considered Educational and Non-Profit Entities. The Committee directed Mr. Beltran to adjust the Certificate of Insurance amounts and requirements, clarify verbiage on various parts of the document, along with the requested modifications. This will be brought back before the Committee at the next meeting.
3. *Enernoc – Program on using Backup Generators in Critical demand Situations* – Mr. Smiley stated that the contract was forwarded to the SAO for review. Jim received back the verbiage changes and further discussed them with Chris Childress from Progressive Energy and Jim Watt from the SAO. Mr. Childress informed the Committee that NRG Curtailment Solutions agreed to the verbiage changes. Jim resent the final copy to SAO for final approval. Jim stated as of now he hasn't received the response but anticipates it to be finalized from the SAO shortly.
 - a. *Approve contract with NRG Curtailment Solutions to serve as the Kendall County Demand Response provider to go forward to the County Board for approval* – Motion by Member Kellogg to send the contract with NRG Curtailment Solutions to serve as the Kendall County Demand Response provider to the County Board for approval. Second by Member Gilmour. **All members present voting aye. Motion Carried.**
4. *Public Safety Center TTY/TTD Phone for Booking* – Jim stated that the phone that Facilities had will not work; booking needs a phone that the person can type into. Mr. Smiley stated that the cost of the phone and installation is approximately \$750.00. The Committee stated that the funds need to come from the Public Safety Center if the project is to move forward.
5. *PSC H.V.A.C. & Controls Improvements RFB Bids* –
 - a. *State's Attorney review of U.S. Communities Statue* – Director Smiley stated that he reviewed his files on this issue from 2016 and found that ASA David Berault recommended a different state statue but also stated that as long as the state statue for the U.S. Communities complied, Kendall County would be able use it. Mr. Smiley stated that the current review has been assigned to ASA Watt and that Jim forwarded all the documents from the original review from 2016 as well. Jim believes the review will be complete to bring before the Committee at the February meeting.

6. *LED lighting for Courthouse* – Director Smiley informed the Committee that all the bulbs have been received from all suppliers. Jim stated that the process has begun to install the bulbs. **Project Complete.**
7. *County Office Building Window Replacement Project* – Mr. Smiley stated the windows are ordered and planned to be installed in the spring as weather permits.

New Business/Projects

1. *Chairman's Report* – Chairman Davidson stated in a meeting with Jim and Dr. Tokars at the Heath Department she inquired about future projects and sidewalk repairs. Chairman Davidson is also requesting that Jim look into motion detection light switches in the County Office Building. Mr. Davidson also stated that the money from demand response and if the solar panel project move forward; he would like to see some of the money be set aside for buildings maintenance and grounds and not used in the general fund.
2. *County Office Building Memorial Garden* – Jim stated that he was asked to add this project from 2015 on the agenda. The Committee reviewed the plan and directed Mr. Smiley to display the plaque along with the existing plaque on the grounds instead of installing the proposed design.
3. *Courthouse Generator Circuit Breaker Issue* – Director Smiley stated during a weekly generator test by KCFM staff; the main 1000 amp circuit breaker would trip when attempted to transfer the load. An adjustment was made on the settings, the system was tested and it appears to be working. **Project Complete.**
4. *Approve 48-month contract extension with CenterPoint Energy for Natural Gas for Kendall County facilities in an amount to not exceed 33.5 cents per therm.* – Chris Childress from Progressive Energy informed the board the results of the utilities RFB. Motion by Member Gilmour to approve 48-month contract extension with CenterPoint Energy for Natural Gas for Kendall County facilities in an amount to not exceed 33.5 cents per therm. to COW second by Member Kellogg. **All members present voting aye. Motion Carried.**
5. *Phone Circuit RFB* – Jim informed the Committee that the Invitation to Bid for the phone line and circuits will publish next Thursday with bids due on Friday January 19, 2018. Mr. Smiley is anticipating to have results by next meeting and add to the County Board meeting on February 6, 2018

Staffing/Training/Safety

- *Reportable Labor Hours* – Reports were included in the packet.

Other Items of Business

- *CMMS Charts* – Reports were included in the packet for:
 - Reported versus Completed Work Orders Reported by Building Current Month
 - Work Orders by Work Type Current

Questions from the Media – None

Executive Session – None

Adjournment – Chairman Davidson asked if there was a motion to adjourn. Member Gilmour made a motion to adjourn the meeting, second by Member Giles. **With all members present voting aye, the meeting adjourned at 5:11 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant