



**Facilities
Management
Committee Meeting**

3/6/17

4:00 PM

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

***** Room 209 & 210**

- - - -Agenda Topics - - - -

Call to Order

- 1) Roll call
- 2) Approval of the February 2017 meeting minutes.
- 3) Public Comment

Old Business/Projects

- 1) Historic Courthouse (HCH) Window Replacement Project
- 2) Microphone Addition Request for the County Board Room
- 3) Courthouse Heat Transfer Wheel Repair
- 4) SEDAC Energy Assistance Review – Public Safety Center
- 5) KenCom Glass Window Replacement
- 6) Veteran’s Assistance Commission Space Changes Request
- 7) Circuit Clerk Counter and Room Pass Through Project
- 8) Coroner’s Autopsy Table Replacement
- 9) State’s Attorney Cubicle Project

New Business/Projects

- 1) Chairman’s Report
 - a. Facilities Study
- 2) Public Safety Center (PSC) 2nd Floor U.P.S. failure
- 3) PSC Kitchen Hood Inspection/Repair
- 4) County Office Building Elevator Inspection
- 5) Janitorial Contract RFP Recommendation
- 6) H.V.A.C. Replacement RFP
- 7) Bathroom Consumables Fixture Changes
- 8) Masonry Repairs
- 9) Health Department Dental Clinic Setup

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
March 6, 2017

CALL TO ORDER

- 1) **Roll Call**
- 2) **Approval of the February 2017 meeting minutes.**
- 3) **Public Comment**

OLD BUSINESS/PROJECTS

- 1) **Historic Courthouse (HCH) Window Replacement Project**
 - The vender is saying the current expected ship date for the windows is April 17, 2017.
 - Once we have a confirmed ship date a full installation schedule will be put together.
- 2) **Microphone Addition Request for the County Board Room**
 - An additional microphone was purchased similar to the units on the boardroom desks.
 - Director Smiley found that settings on the back of the equipment rack had to be changed in order to get the new microphones to work.
 - However, using the original style microphone with the new style microphone with these settings caused a lot of feedback.
 - So, Jim purchased two additional newer style microphones to make them all the same.
 - This allowed the microphones to work properly independently or with all three on at the same time. However, they are all on the same volume control. We did find the volume control could be lowered down from the settings on the older style microphone. Therefore, there is more range now. Plus the microphones are much louder and clearer sounding than the old microphones.
 - **Project Complete.**
- 3) **Courthouse Heat Transfer Wheel Repair**
 - Once the wheel assembly was broken down the bearing carriage was found to be worn into. So, the manufacturer was contacted and they recommended using a special metal epoxy to build the carriage back up.
 - The unit had to sit for 48 hours before the bearing and shift could be re-assembled. That work was completed and the wheel was re-started.
 - **Project Complete.**
- 4) **SEDAC Energy Assistance Review – Public Safety Center**
 - Our application was approved after the Courthouse square footage was added with the Public Safety Center.
 - A field engineer from 360 Degree Energy was out on March 2, 2017. The field engineer went over the systems configurations, facilities square footage and other particulars of each facility with Director Smiley. He performed a site tour of both facilities including the mechanical rooms and departments with KCFM tech's.
 - Mr. Smiley provided electronic copies of the mechanical systems & lighting drawings for each facility.
 - Christina provided copies of the past two years of electric & natural gas bills to the field engineer.
 - A KCFM tech went over the automated control systems and was instructed on what Trend data the field engineer wanted setup.
 - The 360 field engineer plans to be back out within a couple weeks to gather the Trend data and to explore the systems in more detail.
 - 360 Degree Energy plans to have the report completed by May 31, 2017 as that is the current end of this plans year.
 - Once we have the report we are expected to do \$10,000.00 worth of work within 18 months, between the sites based on their recommendations. Our labor can factor into the total we spend.

OLD BUSINESS/PROJECTS CONTINUED

- 5) **KenCom Glass Window Replacement**
 - The new glass was ordered the week of March 27th.
 - Once we have a ship date an installation schedule will be put together.
- 6) **Veteran's Assistance Commission Space Changes Request**
 - The doorframe was ordered the week of February 27, 2017.
 - Once we have a ship date an installation schedule will be put together.
- 7) **Circuit Clerk Counter and Room Pass Through Project**
 - Director Smiley received a bid of \$5,760.00 for the millwork workstations that are needed.
 - Jim provided the quote to Circuit Clerk Ingemunson to approve.
 - Mr. Smiley went over the need to make an opening through the wall with KCFM tech's.
 - KCFM is planning to make a preliminary exploration of the wall construction above the ceiling before cutting into the wall where we plan to make the opening.
- 8) **Coroner's Autopsy Table Replacement**
 - The table was ordered a couple of weeks ago.
 - Drawing proofs of the design were forwarded to Director Smiley to sign off on last week.
 - The drawings were approved and the delivery is slated for the week of May 1, 2017.
 - KCFM staff will remove the old table and install the new table once it arrives.
- 9) **State's Attorney Cubicle Project**
 - The replacement panels were installed the week of February 27, 2017.
 - This required KCFM & Technology Services to move employees again and setup the phones and computers in temporary space. Then move the employees back into the cubicles after they were completed.
 - **Project Complete.**

NEW BUSINESS/PROJECTS

- 1) **Chairman's Report**
 - a. **Facilities Study**
- 2) **Public Safety Center (PSC) 2nd Floor U.P.S. failure**
 - A couple of weeks ago the U.P.S. went into alarm.
 - Director Smiley attempted to reset the fault and was unable to do so. So, the company that does our PM's on the U.P.S. systems was called out.
 - They determined the rectifier section had failed and would require two boards and some fuses to be replaced at a cost of \$7,000.00 plus the labor for the initial troubleshooting.
 - This U.P.S. system had only 8 amps of load on it since KenCom moved into the basement of the PSC.
 - Jim evaluated the situation and decided since the load was so little to see about piping in this load to the main U.P.S. system in the basement of the PSC.
 - Mr. Smiley decided to go ahead do the wiring change.
 - This work was completed on Saturday, February 25, 2017.
 - **Project Complete.**
- 3) **PSC Kitchen Hood Inspection/Repair**
 - The last time the inspection was done we were advised the main tanks and ancillary components needed to be replaced due to not being able to be re-certified.
 - So, Director Smiley arranged to have the replacement tanks and components installed to bring us back into compliance with current codes.
 - Total cost to complete was \$1,476.00
 - **Project Complete.**

NEW BUSINESS/PROJECTS Continued

4) County Office Building Elevator Inspection

- Recently the elevator inspector called Director Smiley to tell him he had been writing up the elevator for not having a emergency dialer installed.
- Jim said he was unaware of it and the inspector said he had been leaving paperwork in the machine room. Jim went on to say that the elevator is PM'd monthly and he was not sure why the issue had not been brought up to him by the vendor.
- So, Jim contracted with the vendor to install a dialer. KCFM staff ran a cable for the telephone line.
- Jim is arranging with our telephone vendor to program a line for the dialer to use.
- The work is expected to be completed by the next FM Committee meeting in April.

5) Janitorial Contract RFP Recommendation

- Four bids were received.
- Our incumbent vendor Cleaner Living Services also included their floor and bathroom maintenance program in their monthly cost.
- Director Smiley put together a spreadsheet to show the other bids with the floor and bathroom program costs for each of the other companies.
- Mr. Smiley also compared the number of hours for the two lowest bidders after "normalizing" the monthly rates with the floor & bathroom maintenance included.
- Jim found that Cleaner Living Services (CLS) has 2,126 more hours in their pricing than Perfect Cleaning Service.
- Jim knows the hours CLS include in their bid are needed to keep the facilities looking as good as they do now.
- If the difference in hours are considered, Perfect Cleaning Services would be slightly higher in costs for the entire cleaning program the county needs to be done.
- Director Smiley would like a recommendation from the committee to go to the full County Board for approval.

6) H.V.A.C. Replacement RFP

- Director Smiley is continuing to put this together with County Administrator Wilkins.
- We hope to have this completed before the next Committee meeting.

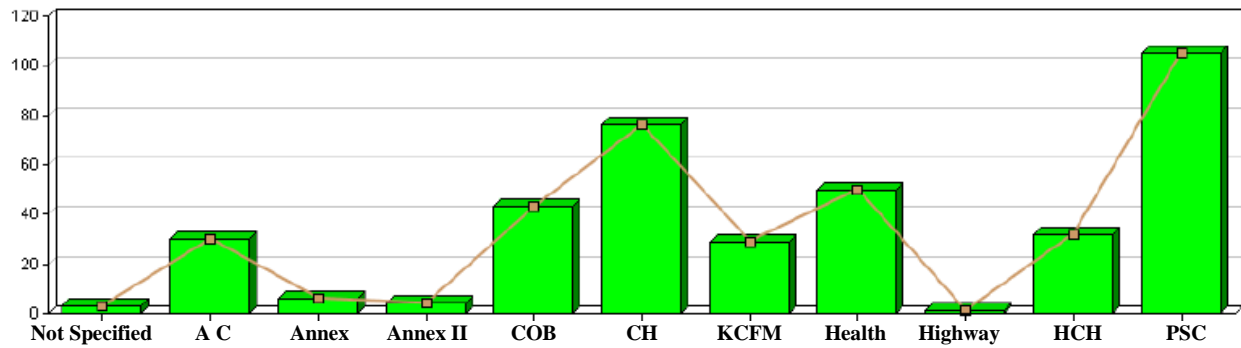
7) Bathroom Consumables Fixture Changes

- The paper towels and toilet paper we have been using in many of our facilities is no longer available.
- Since the dispensers were somewhat a custom setup, we now have to replace all of the dispensers.
- The Janitorial supply company is providing the new dispensers at no cost to Kendall County.
- They are also giving us a nominal credit on our account for installing each dispenser ourselves. Some of these require us to modify the walls.

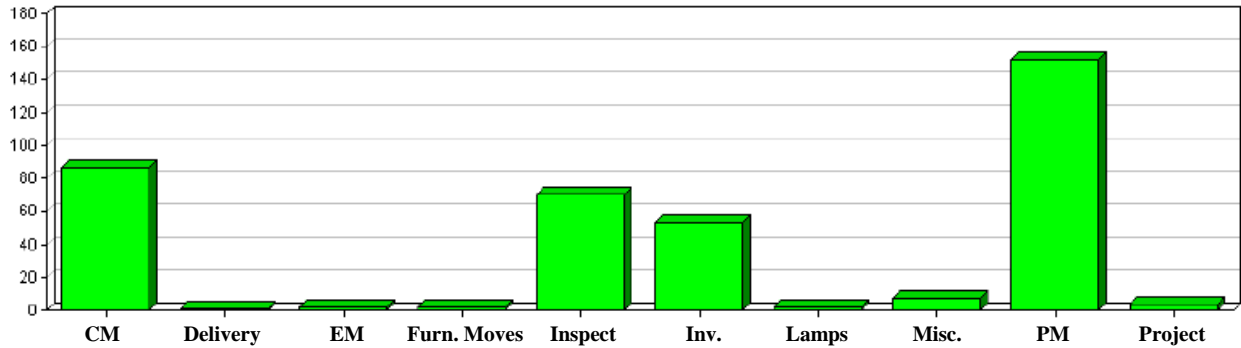
8) Masonry Repairs

- Director Smiley started seeking bids to fix bad caulking & mortar joints as well as replace some broken bricks and waterproofing one wall.
- This was funded from the 5-year Capital request turned in during the 2013 budget year.

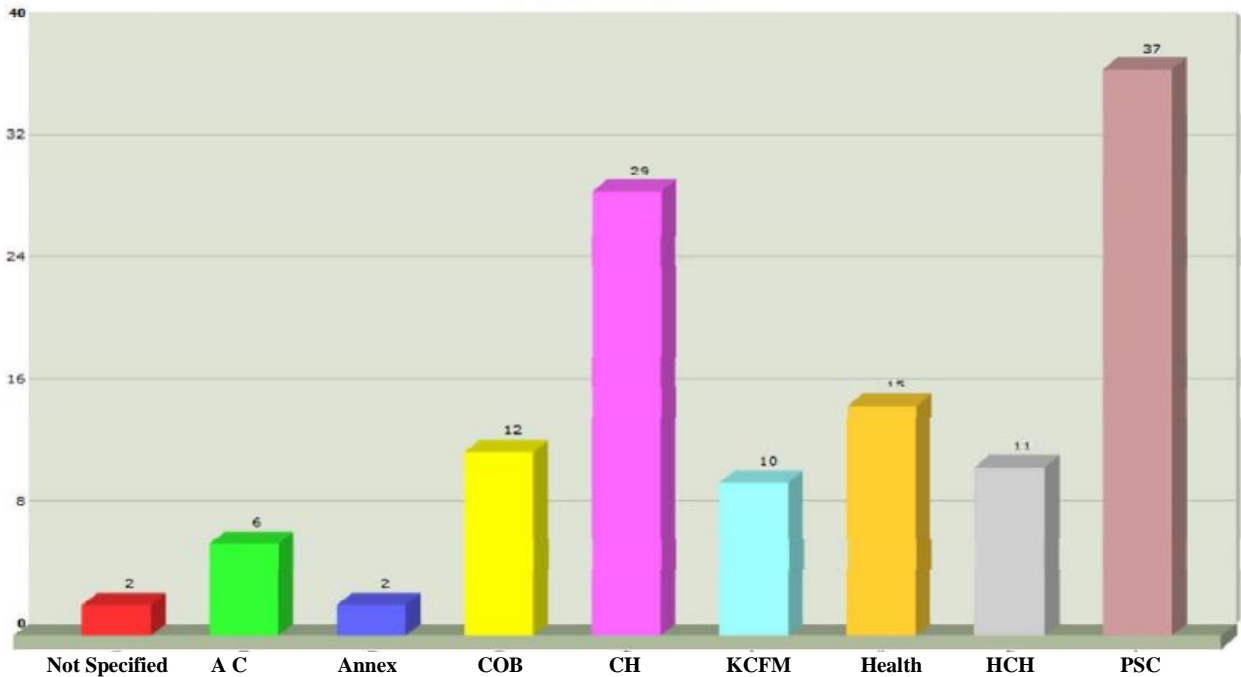
Reported Work Orders by Location February 2017



Reported Work Orders by Task February 2017



Work Orders Remaining Open February 2017



EXECUTIVE SESSION

Not needed

QUESTIONS FROM THE PRESS

ADJOURNMENT

The next regular Facilities Management committee meeting is scheduled to be on April 3, 2017. 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
MONDAY March 6, 2017

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

Roll Call: Bob Davidson – yes, Tony Giles – here, Judy Gilmour here, – Audra Hendrix – not present, Matt Kellogg – yes. **With enough members present, a quorum was formed to conduct business.**

Others Present: Facilities Management Director Jim Smiley, Technology Director Scott Koepfel, County Administrator Wilkins

Approval of February 6, 2017 Meeting Minutes – Member Gilmour made a motion to approve the February 6, 2017 meeting minutes, second by Member Kellogg. All members voted aye via voice vote. **Motion approved.**

Public Comment – None

Old Business/Projects

1. *Historic Courthouse (HCH) Window Replacement Project* – Director Smiley stated the expected ship date is April 17, 2017. Jim stated that once the ship date has been confirmed an installation date will be set.
2. *Microphone Addition Request for the County Board Room* – Jim stated that the microphones have all been installed and are working. Mr. Smiley decided to order two more to replace the one on the podium and the table so they are all the same style. Jim stated that all the microphones have the ability to be turned on and off. **Project Complete.**
3. *Courthouse Heat Transfer Wheel Repair* – Director Smiley stated that once the assembly was taken apart the bearing carriage was found to be worn. The manufacturer recommended using a metal epoxy to build the carriage back up. The unit has been re-assembled and is in working order. **Project Complete.**
4. *SEDAC Energy Assistance Review* – Public Safety Center – Director Smiley stated that our application from SEDAC was approved. Jim had a meeting with a field engineer from 360 Degree Energy on March 2, 2017 where we provided drawings and two (2) years of energy bills. Mr. Smiley explained that the field engineer and a KCFM tech went through the automated control systems. 360 Degree will have a recommendation report completed by May 31, 2017. Jim also stated that in order to receive the grant we will have 18 months to do at minimum \$10,000.00 worth of work.
5. *KenCom Glass Window Replacement* – Director Smiley stated that the glass was ordered on February 27th; once a ship date is received the installation will be scheduled.
6. *Veteran's Assistance Commission Space Changes Request* – Jim stated that the doorframe was ordered on February 27th, once a ship date is received the installation will be scheduled.
7. *Circuit Clerk Counter and Room Pass Through Project* – Director Smiley stated the quote for the millwork came in at \$5,760.00. Jim provided the quote to Circuit Clerk Ingemunson. Robyn needs to approve the quote, as this is a long lead item. Mr. Smiley also stated that he has been working with our KCFM techs to explore the best construction option.
8. *Coroner's Autopsy Table Replacement* – Jim stated that delivery for the Autopsy Table is slated for May 1, 2017. The Coroner provided a P.O. and Facilities placed the order. The cost for the table and garbage disposal is \$16,930.73. KCFM techs will have to modify the existing plumbing before they install the new table.
9. *State's Attorney Cubicle Project* - Mr. Smiley stated that the replacement panels were received and installed on February 27th. KCFM techs and Tech Services techs were required to move employees; phones and computers to a temporary space and back to the permanent space.
Project Complete

New Business/Projects

1. *Chairman's Report* ;
 - a. *Facilities Study* – Chairman Davidson informed the Committee he recommends having a facilities study completed to determine if we should move the County Office Building departments to the 2nd floor of the courthouse or retrofit the existing facility to address security concerns. Bob also mentioned we have the old funeral home that could be torn down for additional parking. Mr. Davidson also stated that another option could be to build a new Office building on the west side of the courthouse, then sell the existing County Office Building. Chairman Davidson continued to state that whatever option is chosen money would need to be set aside for this future project. Vice Chairman Giles questioned if the severity of the 2 phone call threats made in the past out way the cost of retrofitting the building and adding security staff. Mr. Giles suggested the issues might be solved with extra officers on patrol during heightened times like when property tax payments are due. Member Kellogg asked if the existing facility would be sellable in 10 years if a retrofit is made and a move is needed. Vice Chairman Giles suggested a parking study be done as well to verify what exactly is needed for the Office building. Director Smiley stated that in 2006 a Capital Improvement Plan (CIP) was put together for both campuses and the Highway department. This CIP was based on the predicted growth of the county and at that time the included an expansion of the Fox Street Campus. Jim offered to provide this study for committee members to review also.
 - b. Chairman Davidson stated that a procedure needs to be put in place for submitting projects. Jim stated that since budgets are submitted in June/July that by April meetings should be scheduled with Department Heads and Elected Officials for projects in the next fiscal year. Chairman Davidson stated that next month a policy or recommendation should be created and be ready to take to the county board.
2. *Public Safety Center (PSC) 2nd Floor U.P.S. failure* – Director Smiley informed the Committee that a smaller U.P.S. system failed. The cost to repair the system was estimated to cost between \$7-8,000.00. Since this system had a small load on it and the large main UPS was only at 46% capacity, Jim decided the best option was to wire this U.P.S. load to the main system. Jim believes the cost for this work will be between \$4 - \$5,000.00. The electrician completed the work on Saturday February 25, 2017. This work will be paid from the Equipment maintenance line. **Project Complete.**
3. *PSC Kitchen Hood Inspection/Repair* – Director Smiley explained the main tanks required replacement during a bi-annual inspection of the kitchen hood in the Jail. The tanks for this system act like fire extinguishers if a grease fire were to occur. Total cost for the repair was \$1,476.00. This will be paid from the Equipment maintenance line. **Project Complete.**
4. *County Office Building Elevator Inspection* – Mr. Smiley received a call from the inspector stating that an emergency dialer needs to be installed in the elevator. KCFM staff ran the cable for the telephone line; the vendor will install the dialer and program the line. Jim stated this was an unplanned expense of approximately \$2 - \$3,000.00 that will be paid from the Equipment maintenance line.
5. *Janitorial Contract RFP Recommendation* – Director Smiley included a spreadsheet of the breakdown of the four (4) bids received for the Janitorial RFP. Jim explained that the spreadsheet shows all the bids with the floor and bathroom maintenance cost for each company. Jim stated that he tried to “normalize” the monthly cost since our incumbent vendor Cleaner Living Services included floor and bathroom maintenance in their monthly cost. The committee stated that they need clarification on floor and bathroom maintenance monthly cost and labor hours. They asked Jim to talk with the

State's Attorney to review if they can clarify the bid or if it needs to be re-bid. Director Smiley to bring the information back to the next Committee meeting in April.

6. *H.V.A.C. Replacement RFP* – Jim is continuing to work on creating this RFP and getting change suggestions from County Administrator Jeff Wilkins, Jim hopes to have this RFP completed before the next FM committee meeting in April.
7. *Bathroom Consumables Fixtures Changes* – Mr. Smiley informed the Committee that the paper towel and toilet tissue our facilities use will no longer be available. Jim stated that the supply company has provided new dispensers at no cost along with a nominal credit of about \$700.00 for installation of the new dispensers. The credit will be applied to future purchases.
8. *Masonry Repairs* – Director Smiley stated that this repair was in the capital 5-year plan so he started to seek pricing to fix bad caulking and mortar joints along with replacement of broken bricks and waterproofing one of the walls.
9. *Health Department Dental Clinic Setup* – Director Smiley was invited by Dr. Tokars to meet with her, her staff and the vendor who removed the equipment from the doctor's office in Chicago. Jim stated extensive construction would be needed to allow installation of this equipment. Mr. Smiley informed Dr. Tokars that if KCFM did the work there would be at least \$1,000.00 worth of materials needed for electrical and plumbing hookups. Chairman Davidson stated that he does not want KCFM to take on the project as he feels the liability is too excessive, he is fine with Director Smiley overseeing the project. Chairman Davidson requested that Vice Chairman Giles inform Dr. Tokars present this plan to the Finance Committee to determine where the money is going to come from for this project.

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 – Not needed

Adjournment – Chairman Davidson asked if there was a motion to adjourn. Member Gilmour made a motion to adjourn the meeting, second by Vice-Chairman Giles. **With all members present voting aye, the meeting adjourned at 5:38 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant