

**Facilities
Management
Committee Meeting**

12/4/17

4:00 PM

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

***** Room 209 & 210**

- - - -Agenda Topics - - - -

Call to Order

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

Old Business/Projects

- 1) Healy Bender 111 W. Fox St. Part 1 Analysis
- 2) Establish a Policy for Requests to Film on County Properties
- 3) Enernoc – Program on using Backup Generators in Critical demand Situations
 - a. Presentation by Progressive Energy
- 4) Public Safety Center TTY/TTD Phone for Booking
- 5) PSC H.V.A.C. & Controls Improvements RFP Bids
 - a. HVAC bid results & approval or rejection thereof
 - b. Presentation by Trane on U.S. Communities Purchasing
 - c. Committee approval to rebid project
- 6) Public Safety Center Parking Lot Paving
- 7) LED lighting for Courthouse
- 8) County Office Building Window Replacement Project
- 9) Notification of new Project Policies for Capital Projects

New Business/Projects

- 1) Chairman's Report
- 2) Boiler Inspections at the Courthouse and Health & Human Services
- 3) Courthouse Sally Port Elevator Issue

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
December 4, 2017

CALL TO ORDER

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

OLD BUSINESS/PROJECTS

- 1) **Healy Bender 111 W. Fox St. Part 1 Analysis**
 - The initial walkthrough with Director Smiley happened last week on November 27, 2107.
 - Healy Bender is going to review their notes from the walk through and then call Mr. Smiley to setup individual meeting with each department head or elected official.
 - Director Smiley anticipates the department meetings to be setup in the next couple of weeks.
 - Then Healy Bender will put their report together to present to the Facilities Committee and County Board.

- 2) **Establish a Policy for Requests to Film on County Properties**
 - Andrez made changes based on the comments from the last FM Committee meeting.
 - According to Andrez, the biggest change was for the education/non-profit section.
 - Member Gilmour also reviewed the Ordinance and revised according to what concerns she had. See attached document for review

- 3) **Enernoc – Program on using Backup Generators in Critical demand Situations**
 - a. **Presentation by Progressive Energy**
 - Progressive Energy has looked at a few companies that provide the same services. Chris Childress is here to present his findings.

- 4) **Public Safety Center TTY/TTD Phone for Booking**
 - Director Smiley the Deputy in charge of ADA for the Sheriff's office and he has been on the road and unable to come off patrol to look at the phone Director Smiley has.
 - Hopefully, this will happen before the next FM Committee meeting in January.

- 5) **PSC H.V.A.C. & Controls Improvements RFP Bids**
 - Only one bid was received from Amber Mechanical.
 - Director Smiley contacted all of the potential vendors to find out why they did not bid the project.
 - The findings of those calls are provided in the attached document for the committee to review.
 - a. HVAC bid results & approval or rejection thereof
 - i. Amber Mechanical base bid totaled \$798,000.00
 - ii. Amber also offered a value-engineered price after talking to them about their bid, but it is still around the \$800,000.00 base bid provided.
 - iii. We anticipated the cost to be \$600,000.00 or less.
 - iv. We have language in the contract to reject bids.
 - b. Presentation by Trane on U.S. Communities Purchasing
 - i. This a possible way to lower costs on the project and still get everything we were hoping to do in the RFB bid out previously.
 - ii. Dan Brandolino of Trane is presenting key points of the program.
 - c. Committee approval to rebid project
 - i. Director Smiley is looking for direction on the next step the committee would like to go in rebidding this project.

6) Public Safety Center Parking Lot Paving

- The project is complete with no extra costs.

7) LED lighting for the Courthouse

- The bulbs were ordered from the two vendors selected.
- One order is due in this week.
- The four & two foot bulb vendor contacted us to see if we wanted a substitute and the original bulbs were on back order. Director Smiley told them we could wait.
- Both vendors required a 50% down payment, so KCFM has two checks cut and only provided the 50% down payment checks to the vendors.

8) County Office Building Window Replacement Project

- The windows were ordered with a 50% down payment also.
- KCFM is waiting for notification that the vendor is ready to install the windows.

9) Notification of new Project Policies for Capital Projects

- Director Smiley emailed out the procedures today to all department heads & elected officials.
- So far, no one has called or emailed any questions or comments on the new policies.
- **Project complete.**

NEW BUSINESS/PROJECTS

1) Chairman's Report

- Report of ongoing projects, budgets etc...

2) Boiler Inspections at the Courthouse and Health & Human Services

- Inspections are done normally every other year and are staggered out and not done for all sites at the same time.
- The Health department boiler was okay.
- We had a faulty pressure relief valve found on one of the Courthouse boilers.
- Parts have been ordered and FM tech's will do the repairs on the boiler.

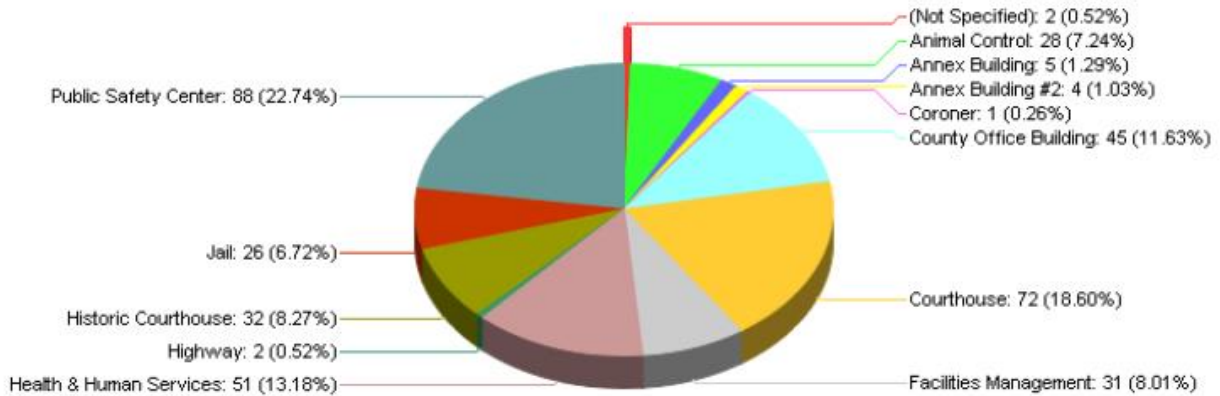
3) Courthouse Sally Port Elevator Issue

- During the switch from computer controlled operation to manual operation on the security project, Director Smiley was made aware of the fact that this particular elevator was only made for a couple of years.
- Because of the low number of these types of elevators made, parts have always been hard to come by. Note: We have never had an issue with this elevator requiring parts.
- The elevator company is recommending we budget to replace the electronic controls on the elevator because the company that was providing parts for this system and rebuilding mechanisms is no longer providing that service.
- If we have a failure on this system and new controls are needed it could take weeks to get them engineered and replaced.
- So, Director Smiley asked the elevator company to provide a ballpark price for the replacement of the electronic components on the system.
- Mr. Smiley plans to ask for this to be budgeted in the 2019 Capital budget.

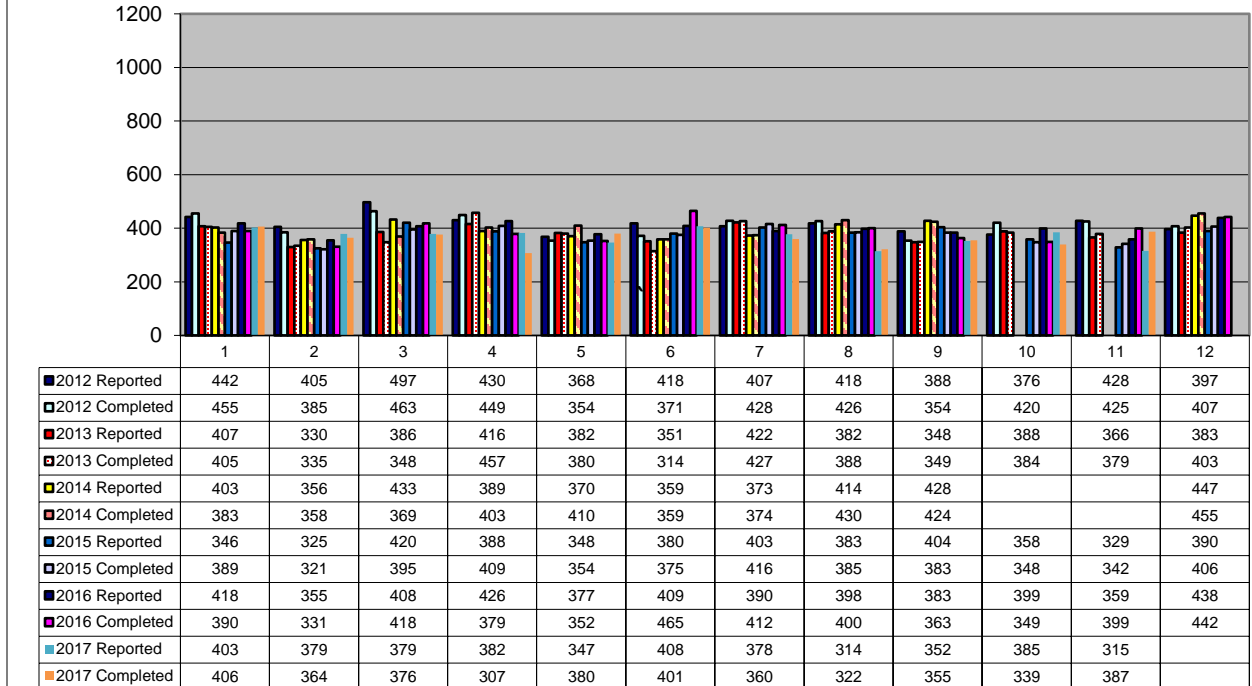
**November 2017
Staffing/Training/Safety:**

DESCRIPTION	Nov-17	Oct-17	Sep-17
Possible Work Hours (5 employees @ 8 hrs)	912.00		960.00
Paid/Unpaid Leave	88.00		140.00
Holiday	144.00		48.00
Bereavement			
* WC/TTD			
<i>Regular Productive Hours</i>	<i>680.00</i>	<i>0.00</i>	<i>772.00</i>
Overtime Worked	35.25		5.50
<i>Total Productive Hours</i>	<i>715.25</i>	<i>0.00</i>	<i>777.50</i>

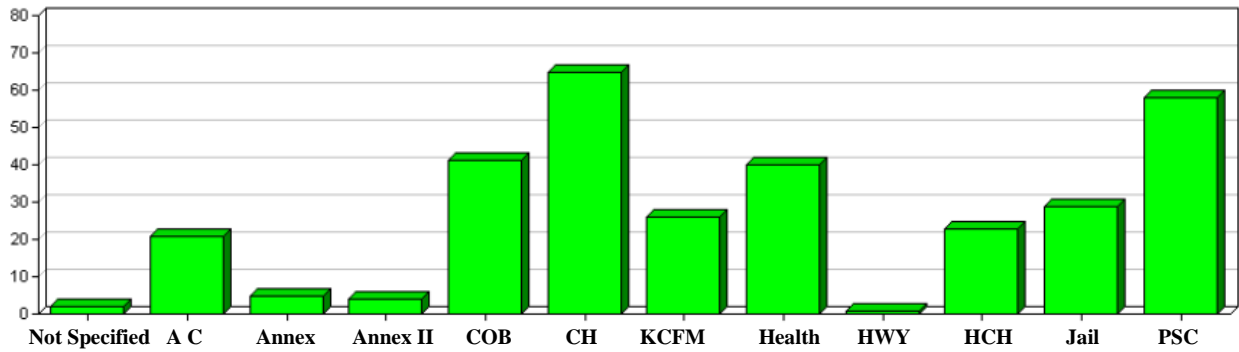
Completed Work Orders November 2017



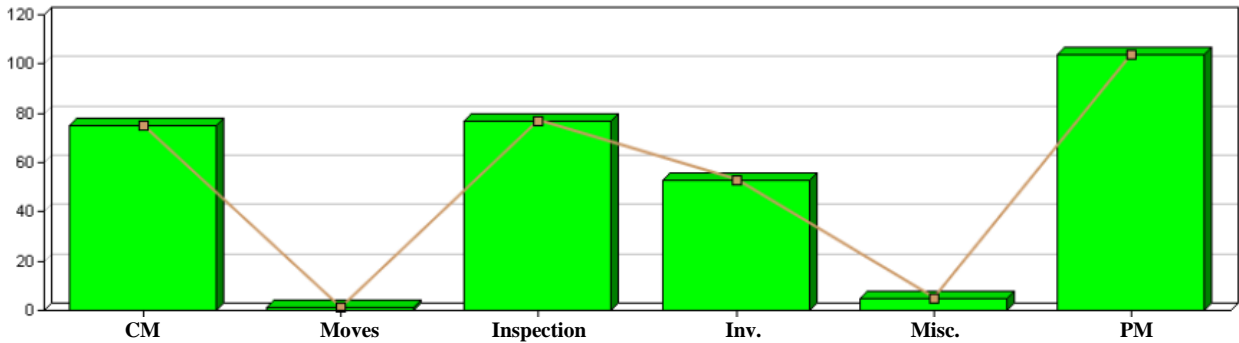
**Reported vs Completed
2012 - Current**



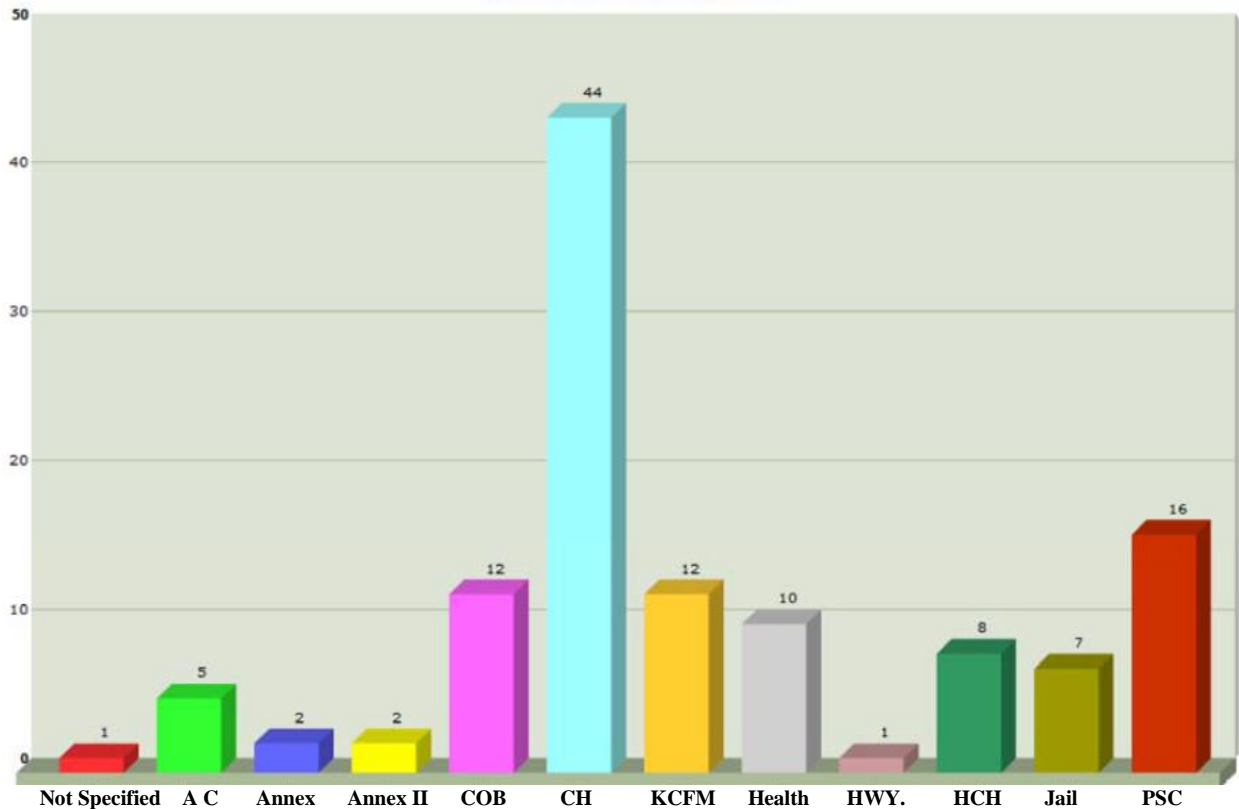
Reported Work Orders by Location November 2017



Reported Work Orders by Task November 2017



Work Orders Remaining Open November 2017



EXECUTIVE SESSION

QUESTIONS FROM THE PRESS

ADJOURNMENT

The next regular Facilities Management committee meeting normally would be scheduled for January 1, 2018. Since this is a holiday the committee needs to determine when the next meeting is to be held. 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 December 4, 2017**

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

Roll Call: Members Present: Bob Davidson, Audra Hendrix, Tony Giles, Judy Gilmour
Members Absent: Matt Kellogg
Tony Giles left at 4:33 pm.

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

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

Approve the November 6, 2017 Facilities Committee Meeting Minutes – Approve the November 6, 2017 minutes; Member Hendrix made a motion to approve the minutes, second by Member Giles. **With all present members voting aye, the minutes were approved.**

Motion by Member Hendrix to move agenda item number 2 to between agenda item 5 and 6 second by Member Giles. **With all present members voting aye, the agenda changes were approved.**

Public Comment – None

Old Business/Projects

1. *Healy Bender, 111 W. Fox St. Part I Analysis* – Director Smiley informed the Committee that he met Healy Bender for a preliminary survey last week. This included a walk-through of each department; notating structural changes that have been done to the building along with infrastructure locations. Jim stated that Healy Bender will review this data and once that is complete they will begin department meetings to discuss how each department operates and if/how departments interact with each other along with specific concerns in each department. Mr. Smiley believes these meetings will be done by Christmas with results hopefully by the January Facilities Committee meeting.
2. *Establish a policy for Requests to Film on County Properties* – Jim stated that Mr. Beltran, Economic Development Coordinator made changes to the policy. Judy Gilmour took interest in the policy and made changes of her own, which was then sent to Mr. Beltran. Chairman Davidson requested that Educational and Non-Profit Entities be handled separately in the policy. Mr. Davidson also asked the Committee members to review the document and make suggestions to Mr. Beltran during this month and bring the updated policy back at next meeting.
3. *Enernoc – Program on using Backup Generators in Critical demand Situations* – Mr. Smiley introduced Chris Childress from Progressive Energy to present information on the Demand Response Program and the benefits the program could provide to the County.
 - a. *Presentation by Progressive Energy* – The Committee recommended Progressive Energy to present this information along with information on installing Solar Fields to provide power for County Properties to the next COW meeting.
4. *Public Safety Center TTY/TTD Phone for Booking* – Jim stated that Deputy in charge of the ADA for the Sheriff's office hasn't had time to meet. Jim is hopeful that this will be done by next meeting.
5. *PSC H.V.A.C. & Controls Improvements RFB Bids* – Director Smiley stated that he has called the vendors that did not bid on the project as directed by the committee from the November meeting. Jim included a memo of the responses received. Mr. Smiley stated the one base bid received was for \$800,000 which was \$200,000.00 higher than the \$600,000 amount the County projected for the project. Jim checked with the State's Attorney's Office in anticipation of the Committee rejecting the received bid. The State's Attorney's Office stated that the language in the RFB covers the non-acceptance of the bid, but the Committee could also present a motion to reject the bid.
 - a. *HVAC bid results & approval or rejection thereof* – **A motion by Member Hendrix to reject the bid received due to the amount being \$200,000 higher than the County's estimate second by Member Gilmour. Voice Roll Call Vote: Audra Hendrix - yes, Judy Gilmour - yes, Bob Davidson - yes. Motion Carried.**
 - b. *Presentation by Trane on U.S. Communities Purchasing* – Director Smiley introduced Dan Brandolino of Trane to present to the Committee the option of purchasing the equipment on U.S. Communities as a possible way to lower costs. The Committee directed Mr. Smiley to

bring this option to the State's Attorney to review. Dan Brandolino of Trane is to bring a proposal at next Facilities Management meeting in January.

- c. Committee approval to rebid project – A Motion by Member Hendrix for Trane to do a Cost Analysis Estimate and for the State's Attorney's Office to review the statute presented by Trane. Second by Member Gilmour. Roll Call; Audra Hendrix - yes, Judy Gilmour - yes, Bob Davidson - yes. Motion Carried
6. *Public Safety Center Parking Lot Paving* – Jim informed the Committee that the project is complete and there were no extra costs. **Project Complete.**
7. *LED lighting for Courthouse* – Director Smiley informed the Committee that the bulbs were ordered as specified from the two (2) vendors. Sedona had a delay but stated they should be in this week. Boyd also had a delay and offered a different brand bulb, however Jim stated that the project doesn't have a hard deadline and we will wait for the brand name bulbs. Jim informed the Committee that since it was the end of the year both company's checks have been issued – the 50% deposit checks were mailed and the 50% balance are being kept until complete.
8. *County Office Building Window Replacement Project* – Mr. Smiley stated that the situation is the same for this project. The Company's checks have been issued – the 50% deposit checks were mailed and the 50% balance are being kept until complete.
9. *Notification of new Project Policies for Capital Projects* – Director Smiley informed all departments heads and elected officials via email on the new policy of new project submission for Facilities Management. **Project Complete.**

New Business/Projects

1. *Chairman's Report* – Chairman Davidson stated that the presentations brought forth earlier in the meeting coincides with his report.
2. *Boiler Inspections at the Courthouse and Health & Human Services* – Jim informed the Committee the State Fire Marshall inspected HHS and the Courthouse last week. A faulty pressure relief valve was discovered at the Courthouse. Jim stated this was resolved and he will be notifying the State Fire Marshall that it is ready for a re-inspection.
3. *Courthouse Sally Port Elevator Issue* – Director Smiley stated that during the switch over for the security project the elevators had to be placed in manual operation so Court Security could control the doors. The company working on the elevator recommended to replace electronics on this elevator due to an outdated system. Mr. Smiley will be putting in this replacement in the 2019 budget. Jim did state that as of yet no failures have ever been reported on this elevator.

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

Due to the next scheduled Facilities Meeting falling on the New Year Holiday, the Committee moved the meeting to Thursday, January 4, 2018 at 4:00 pm. KCFM will notify County Administration.

Adjournment – Chairman Davidson asked if there was a motion to adjourn. Member Hendrix made a motion to adjourn the meeting, second by Member Gilmour. **With all members present voting aye, the meeting adjourned at 5:39 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant