



**Facilities Management
Committee Meeting
2/29/16
3:30 PM**

Packet

*****111 W. Fox Street ***
*** Room 209 & 210 *****

-----Agenda Topics-----

Call to Order

- 1) Roll call
- 2) Approval of the February 2016 meeting minutes.
- 3) Public Comment

Old Business/Projects

- 1) Courthouse & Public Safety Center Security Improvement Project
 - a. Dewberry 30% Design meeting
- 2) Courthouse Mural Project
- 3) Public Safety Center Garage Bathroom and Wall Project

New Business/Projects

- 1) Chairman's Report
 - a. Resolution to Approve Facilities and Property Management Policy.
- 2) Approve One year Extension of Refuse and Recycling with Groot Industries per current contract terms of \$903.87 per month.
- 3) Approve a contract to be negotiated and to be forwarded to the County Board for approval with the low bidder and our current voice line carrier Call One for the County Analog Phone Circuits in the amount of \$4,153.41 per month.
- 4) Water Softener Issues at the Public Safety Center
- 5) Network Module Addition to County Office Building Emergency System
- 6) Pavement Core Samples on Ridge St. South of Main St to 200 feet East.
- 7) Public Safety Center H.V.A.C & Controls Replacement Plan
- 8) Public Safety Center Parking Lot Lighting Issue
- 9) Kendall County Phone System Master Planning
- 10) Civil Process Build out Planning Meeting
- 11) Courthouse Return Fan Drive Replacement
- 12) Kendall Area Transit Operations Office Construction

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

Adjournment

Facilities Committee Agenda **February 29, 2016**

CALL TO ORDER

- 1) Roll Call
- 2) Approval of the February 2016 meeting minutes.
- 3) Public Comment

OLD BUSINESS/PROJECTS

- 1) **Courthouse & Public Safety Center Security Improvement Project**
 - a. **Dewberry 30% Design meeting**
 - “Stakeholders” met with Dewberry on February 18, 2016.
 - Dewberry staff, Director Smiley, Technology Director Koeppel, Network Administrator Kollins & D.C. Gillespie met first and went through the equipment rooms to determine the way new wiring could be routed.
 - Director Koeppel & N. A. Kollins also reviewed the county existing fiber optic cabling to determine if any fiber could be made available for the project. This was done in an effort to reduce the project cost if possible.
 - The group also went over possible locations for fixed indoor cameras and the overall layout of the exterior cameras using fixed cameras instead of the current design of Power, Tilt and Zoom cameras.
 - Director Smiley provided his copy of his and D.C. Gillespie’s review of the proposed specifications for the project. Dewberry is reviewing the questions and suggestions and will be incorporating them into the next 60% review of the design.
 - The group met with Sheriff Baird and Command staff as well as County Board members Prochaska & Davidson to go over the overall plan and to discuss what was discovered during the morning visit.
 - The Sheriff’s office said there is a possibility of the current jail phone system provider installing a system for visitation and Bond Call. The Sheriff’s office will do more research on this and bring back their findings at the 60% design review meeting which is tentatively scheduled for March 2017.
 - Technology Director Koeppel also provided his desires for the type of operating system, servers and equipment racks and fiber optic connections to be incorporated into the specifications.
- 2) **Courthouse Mural Project**
 - KCFM staff explored the way the wall is constructed.
 - We found it is just drywall on studs with acoustic panels adhered to the drywall with construction adhesive.
 - We will need to build a platform to stand on for part of the project. Then we can use the scissors lift to do the rest of the work.
 - Director Smiley will work with Court Security to coordinate the work to have the least impact on court operations.
- 3) **Public Safety Center Garage Bathroom and Wall Project**
 - All of the metal studs were installed for the bathroom and perimeter walls.
 - The water heater was reinstalled above the bathroom and the rough plumbing was installed and tested.
 - Electrical was roughed in and pre-wired in all walls. This included a spot for a large screen display on both large walls of the workout room walls.
 - Drywall was installed on the plumbing wall so the sink & toilet could be hooked up.
 - KCFM plans to continue installing the rest of the drywall and plywood on the workout room perimeter walls.
 - Director Smiley hopes to have substantial completion on the project by the next FM Committee meeting.

NEW BUSINESS/PROJECTS

1) Chairman's Report

a. Resolution to Approve Facilities and Property Management Policy.

- The State's Attorney's Office has drafted a document to address questions of department heads and elected officials requests for information in various departments including county and other elected officials departments.

2) Approve One year Extension of Refuse and Recycling with Groot Industries per current contract terms of \$903.87 per month.

- The current contract was for an initial three year term 2012 -2015. The contract also included two options years with pre-determined pricing.
- Last year Complete Sanitation was purchased by Groot Industries, Inc. The County Board approved to have Groot take over the contract as specified by the State's Attorney's office.
- The County Board also approved extending the first one year option which expires in 2016.
- Groot has expressed a desire to extend the contract for the remaining one year option which expires in 2017 if accepted.
- Director Smiley says we have experienced good service and would like to have the County Board approve the final one year extension at \$903.87 per month.

3) Approve a contract to be negotiated and to be forwarded to the County Board for approval with the low bidder and our current voice line carrier Call One for the County Analog Phone Circuits in the amount of \$4,153.41 per month.

- Director Smiley conducted a public bid for these services. The RFP was advertised locally and was put on the County website.
- Three (3) bids were received and the low bid came from our current provider Call One.
- Director Smiley would like to have the County Board accept the low bid from Call One in the projected amount of \$4,153.41 per month and allow a new contract to be negotiated and sent to the next County Board meeting to be considered for approval.

4) Water Softener Issues at the Public Safety Center

- The unit heads are made out of plastic. We experienced a failure of internal parts of the unit. KCFM staff looked into the issue and we ended up needing to call a company out that specializes in water softeners to repair the heads.
- Director Smiley contracted with the company to repair both water softeners. We expect this work to be completed in the next couple of weeks.

5) Network Module Addition to County Office Building Emergency System

- Director Smiley has been working to get the final items completed on the emergency system for this facility.
- Working with Technology Director Koepfel and County Administrator Wilkins Director Smiley had the vendor propose a way to alarm staff without setting off an audible alarm. The vendor suggested a network module which can dial telephones both in the office and cell phones as well as send emails and interface to the Alertus system that we use for weather emergencies.
- The unit ended up only costing \$100.00 to install and raised the current systems monitoring fee by \$15 per quarter.
- Jim is in the process of getting the unit installed.
- Once that is complete Jim will work with Administration to adapt written procedures to reflect how the system is setup.
- Then we would plan to go over the written plan with department heads, Elected Official and County Board members.

NEW BUSINESS/PROJECTS CONTINUED

6) Pavement Core Samples on Ridge St. South of Main St to 200 feet East.

- Director Smiley is starting to plan for the upcoming paving season.
- One of the worst roadways targeted for this year is Ridge St. between the County Office Building and Historic Courthouse.
- Since we do not know what is under the road Fran Klaas recommended to Jim that we do core samples so the specifications can accurately reflect what needs to be done to redo the roadway.
- Fran suggested Jim use McCleary Engineering for this work.
- Jim has received a proposal to do the work for \$1,600.00. This would be paid for from project funds.

7) Public Safety Center H.V.A.C & Controls Replacement Plan

- Director Smiley is also starting to work on a plan for replacing existing equipment and controls at the Public Safety Center.
- Jim and KCFM tech's met with Trane to go over the present situation and to get guidance on developing specifications for the eventual replacement of the systems and controls.
- Trane said there is also a possibility of some project funding from energy efficiency improvement programs.
- So, Jim will be continuing to review and develop the plan for the eventual replacement of these systems.
- This should also help more accurately develop a long term budget for upcoming years.

8) Public Safety Center Parking Lot Lighting Issue

- Further issues have developed on the underground wiring to these lights. This has caused all of the parking lot lighting around the PSC to not work.
- Last week Director Smiley was called in after hours for a power failure at this site.
- Jim found the remaining working wiring apparently shorted out and caused the ground fault unit on the main facility switchgear to trip open.
- The ground fault was reset and the power was restored.
- KCFM staff spent several days this past week troubleshooting the wiring to get as many lights back on as possible and to try and determine what areas might need directional boring to repair bad wiring.
- KCFM technicians were able to get a few lights back on as well as the building wall pack units.
- KCFM technicians believe they have determined an area that needs to have the wire replaced.
- Jim is planning to call an electrician to get their opinion and to get prices to get this repaired as soon as possible.

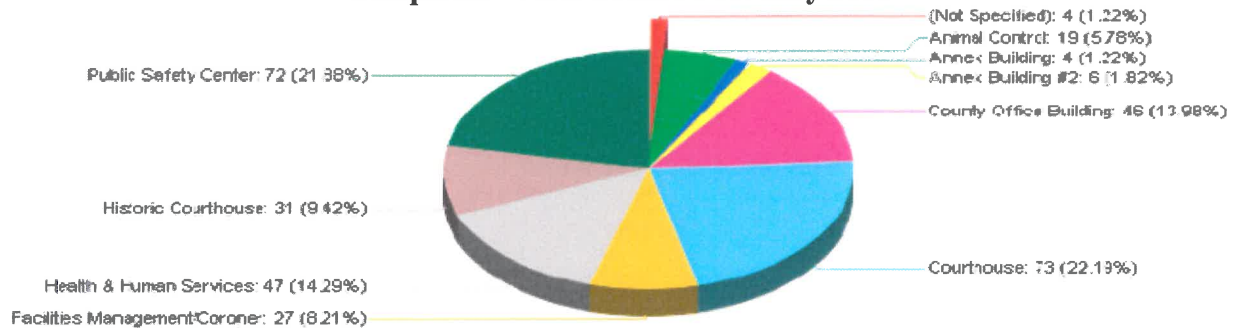
9) Kendall County Phone System Master Planning

- Director Smiley & Director Koepfel met with our current vendor to develop a long range plan for our telephone systems.
- We found out at this meeting that the next system upgrade will require telephone sets to also need to be replaced.
- So, we will be reviewing the best route to go and decide if we want to stay with the current manufacturer or go to a different manufacturer for the long range plan.
- From this we will be able to forecast a realistic budget for keeping our telephone network in working order.

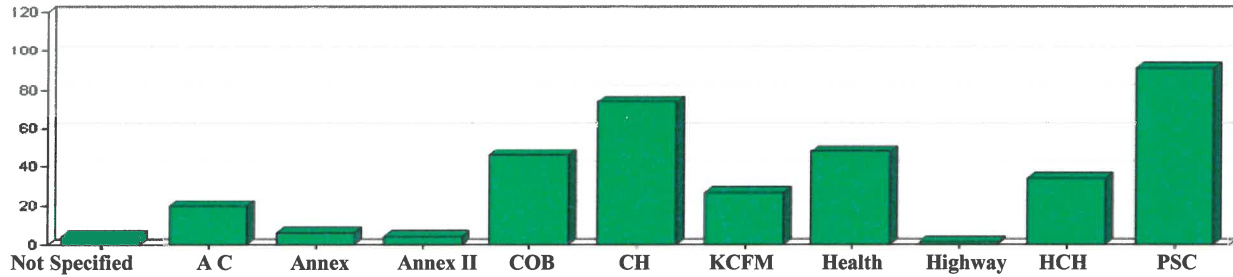
10) Civil Process Build Out Planning Meeting

- The Sheriff's office asked to have a meeting with Judge McCann & Director Smiley to review a possible permanent or semi-permanent location for Civil Process as the temporary space in the Circuit Clerk's office is too small, although the space worked out well to get the unit into the Courthouse where they were needed.
- Originally the thought was to possibly develop a budget to build out some of the "future" Probation space.

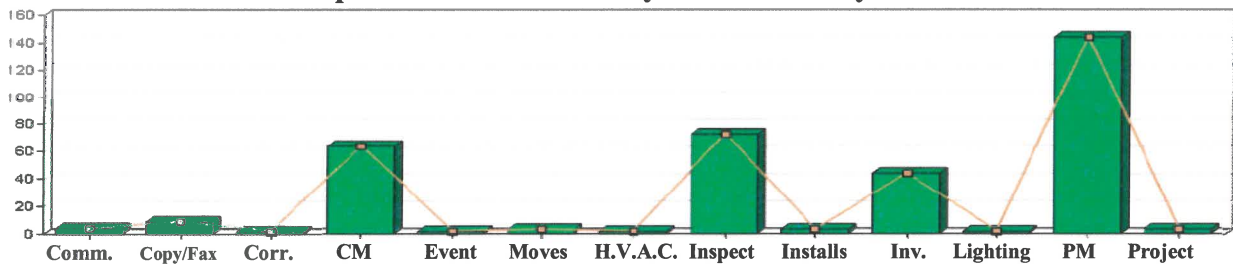
Completed Work Orders February 2016



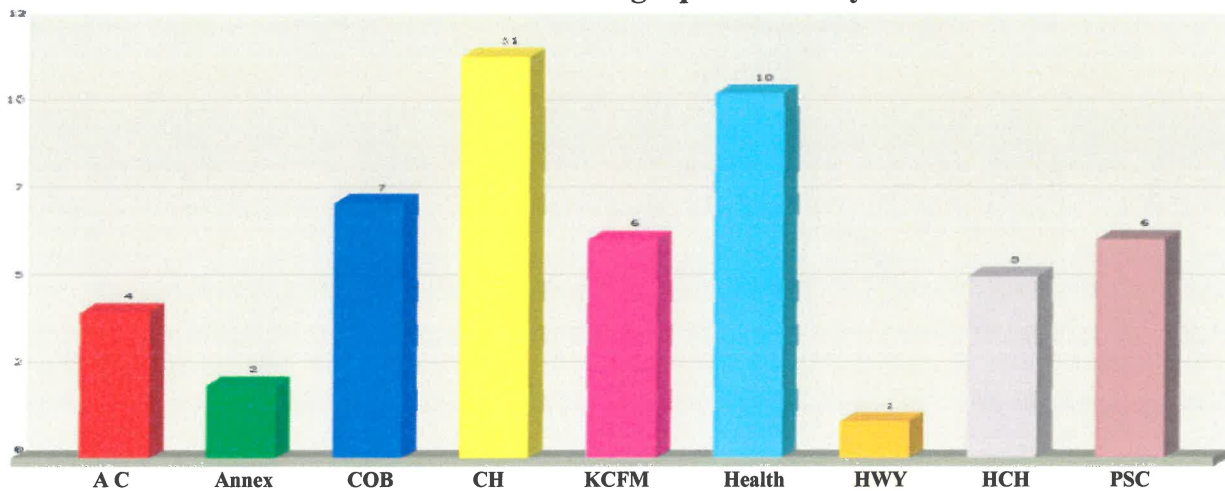
Reported Work Orders by Location February 2016



Reported Work Orders by Task February 2016



Work Orders Remaining Open February 2016



EXECUTIVE SESSION

Not Needed.

ADJOURNMENT

The next regular Facilities Management committee meeting is scheduled to be held on Monday, April 4, 2016. The meeting will be held at 111 W. Fox Street, Yorkville in the County Board room.

Facilities Committee Minutes **February 1, 2016**

CALL TO ORDER

Chairman Davidson called the Facilities Management Committee meeting to be in session; located in the County Office Building County Board Conference Room to order at 3:34 p.m.

- 1) **Roll Call** – Suzette Sanford called roll call for attendance. Present were Chairman Davidson, Vice-Chair Koukol, Member Prochaska, Member Wehrli & Member Gilmour. All committee members were present to form a quorum of the committee. Facilities Management Director Smiley & Technology Director Koeppeel were also present.
- 2) **Approval of the November & December meeting minutes** - Member Gilmour made a motion to approve the November & December meeting minutes. Member Prochaska 2nd the motion. All members voted aye via voice vote. Motion approved.
- 3) **Public Comment** - No members of the public were present at the meeting.

OLD BUSINESS/PROJECTS

- 1) **Public Safety Center Elevator Repair Project**
 - Project complete December 23, 2015.
- 2) **Public Safety Center (PSC) NEC 2000 replacement Project**
 - Project complete January 18, 2016.
- 3) **Courthouse (CH) & Public Safety Center Security Improvement Project**
 - The first meeting with “Stakeholders” was held on January 7, 2016.
 - Stakeholders included Sheriff’s office Command staff, Court house Security staff, Presiding Judge McCann, Board member Prochaska, Director Smiley, Director Koeppeel and Network Administrator Kollins.
 - Main items covered for both sites were:
 - a) What works well with the current systems?
 - b) What is wrong with the current systems?
 - c) What additional systems improvements are needed?
 - d) How the systems should be managed individually and in a takeover by either site scenario.
 - e) What components might be able to be reused from the old systems?
 - f) What Dewberry’s plan was for the types of systems they will plan to specify for the project.
 - g) A drawing was provided for current installed equipment to review before the next meeting.
 - h) Dewberry is asking for us to go over the drawings and make sure we agree with what they found to be installed currently.
 - i) They are also asking for us to mark up the drawings to reflect and known issues, deficiencies and/or work around that have been on any of the systems.
 - j) The next meeting is scheduled for February 9, 2016.
 - k) Dewberry said they would have their initial 30% design done for that meeting with an initial cost estimate for the project.

Report from Meeting

Chairman Davidson said that he thinks this committee should possibly have Dewberry in to explain the project and the costs before it goes to the whole County Board at COW or a regular County Board meeting. Vice-Chair Koukol asked what kinds of things would be reused. Director Smiley said the following were mentioned: Jail door locks, relay cabinets with new relays, card readers and possibly some of the intercoms. Member Wehrli asked if we were planning to assign prioritization to what gets designed in case we need to look at the costs of the project. Jim said that had not been discussed as of his date, but we he will make sure it is discussed at the next meeting. Member Wehrli said he also thinks it is important that some of the FM committee members understand the “nuts & bolts” of the project to be able to explain it to the full board. Member Prochaska suggested if we have Dewberry in at any meeting, to have it done under executive session.

OLD BUSINESS/PROJECTS CONTINUED

4) Courthouse Mural Project

- The artist asked for complete dimensions of the wall for the proposed mural.
- KCFM measured the wall and took a picture of the area.
- Director Smiley provided copy of the picture with dimensions to Presiding Judge McCann.

Report from Meeting

Chairman Davidson suggested we have the Art League pay to reconfigure the wall instead of FM staff doing the work. Member Wehrli said he would prefer FM staff do the work as it is not that much to do and it will require coordination with the Courthouse Security staff to insure people can access the facility while the work is going on. After much discussion the committee members came to a consensus to have KCFM staff work with Court Security to get the work done by out staff.

NEW BUSINESS/PROJECTS

1) Chairman's Report

- a. Projects Policy
- b. Projects Budget for 2016
 - i. See attached budget detail sheet

Report from meeting

Chairman Davidson would like to create a process for approving projects. Director Smiley is always being asked to do projects and is running into issues in some areas where projects were listed in the 5 year plan that was put together in 2013, but were not technically ever funded. Bob feels even if a project has been listed for 7 or more years, the project needs to be looked at and approved in relation to other projects that may need to be done or are already scheduled. Vice-Chair Koukol feels the department Heads or Elected officials should get funding approved by the Finance Committee and/or County Board, then we should schedule if we have time for it to be done. Director Smiley said he would put together a list of projects that he feels need to be done for the next FM Committee meeting to discuss in March.

2) Olson Property

- Director Smiley was asked to go through a tour of the property by County Administrator Wilkins in late December. Jim toured the building with Mr. Olson and KCFM staff to view the layout and condition of the property. Jim also took note of the door lock types in order to possibly replace the lock sets once Mr. Olson is completely out of the property. Mr. Olson is closing out his business. The company taking over Mr. Olson's business is still removing some property of the former business and is retaining one set of keys per County Administrator Wilkins. Utility accounts for the property have been switched over to Kendall County. Existing keys have been turned over to Facilities as of January 26, 2016.

Report from meeting

Committee members discussed the need to keep this building heated and whether all of the utilities should be shut off. Director Smiley said he thought we should keep the electric on in order to keep some lighting on the exterior of the building at night. Jim thinks this would deter damage being done to the building. Committee members agreed that we shut down everything except for the electric and notify Mr. Olson that he needs to be done removing his belongings by the end of the week.

3) Approve Lightning Protection Contract with Continental Electric in the amount of \$23,790.00 to be forwarded to the County Board & PBC.

- The contract was reviewed by the State's Attorney's office (SAO), then sent to Continental Electric to review proposed SAO changes. Continental approved the changes and signed the contract. The project was approved to be paid for by the Public Building Commission (PBC). However the money for the project has been put in a County line item for 2016 as discussed above. The SAO still recommended that both the PBC and County sign the contract since the PBC has not been closed out as of this date.

Report from meeting

Director Smiley explained this project was originally to be funded by the PBC. This year the funds were budgeted in a line to be done on the County budget. Member Wehrli said the PBC had already approved to go forward with this project and they would pay for it. The expectation was to pay for the project with County funds, then get reimbursed by the PBC to that line number when the PBC is dissolved later this year. Chairman Davidson asked if there was a motion to move this to the County Board for approval. Vice-Chair Koukol motioned to send the contract with Continental Electric in the amount of \$23,790.00 to the next County Board meeting for approval. Member Prochaska 2nd the motion. All members voted aye via a voice a voice vote. Motion approved.

NEW BUSINESS/PROJECTS CONTINUED

4) Generator Load Testing

- Testing was completed the week of December 15, 2016. The load testing was completed successfully with no issues noted for the actual load testing. Several items were noted as being recommended for the generators. Some of the noted repairs can be performed by KCFM staff. Director Smiley will be getting these “recommended” repairs assigned soon.

Report from meeting

Chairman Davidson directed Jim to get a price to replace the generator at the Highway department.

5) Administration Budget Office

- Latreese moved into the new office on January 19, 2016.
- **Project complete.**

6) PSC Garage Bathroom and Wall Project

- Construction started the week of January 25, 2016. Director Smiley hopes to have substantial completion of the space by the next FM Committee meeting in March.

7) County Office Building (COB) Computer Room A/C Replacement

- The existing split system was put in place over ten years ago. The outdoor part of the system was replaced around six years ago and the compressor failed again for the third time on this unit. The existing system was not really rated for winter use and had additional controls installed on it to make it work in the winter. Director Smiley received two quotes to replace the entire system with a unit that is designed to run in winter conditions. The unit was replaced during the week of January 18, 2016. Total cost of the repair is \$6,488.00. This is being paid for from the equipment maintenance line item of the KCFM 2016 budget.
- **Project complete.**

8) COB North East Electronic Door Issues

- We have been experiencing issues with key fobs not being recognized at this door. Director Smiley was able to get this covered under warranty even though the one year warranty had recently expired in December.
- **Project complete.**

9) PSC Phone System Replacement

- Duplication from old business.

10) WSPY County Board Room Video Testing Request

- County Administrator Wilkins asked Director Smiley to contact Doug Nelson at WSPY to test a piece of audio visual recording equipment off the sound system at the County Office Building County Board room. Jim met with Doug & Reporter Jim from WSPY on January 12, 2016 to test.
- The WSPY equipment was not compatible with the audio jack in the room. Doug Nelson said he would get together with his engineer and schedule to come back at another time to test again.
- **Project complete for now.**

11) Health & Human Services Lobby Security Improvements Request

- Dr. Tokars requested a meeting with Director Smiley to go over previously “recommended” lobby security improvements of adding galls to the main counter to increase the height.
- This work was put into the original five year capital improvement program in 2013. But was not funded to be done as of this date.
- Jim explained that he has been given different budgets for projects this year but not for this specific project.
- Jim further explained to get this project funded this year most likely the following would need to happen:
 - a) Have FM Committee approval to forward to the Finance Committee for approval to be paid for from the \$50,000.000 project budget in 2016.
 - b) Possibly also be approved to be done by the KC Board and/or PBC.

ADJOURNMENT

- Chairman Davidson asked if there was a motion to adjourn the meeting. Member Prochaska made a motion to close the meeting at 4:47 p.m. Member Gilmour 2nd the motion. All members voted aye via voice vote. Motion approved. Meeting adjourned by Chairman Davidson at 4:47 p.m.

Submitted by,
Jim Smiley
Facilities Management Director

New Business A.I

KENDALL COUNTY, ILLINOIS

Resolution No. _____

**RESOLUTION APPROVING
FACILITIES AND PROPERTY MANAGEMENT POLICY**

WHEREAS, Kendall County, Illinois ("County") is a unit of local government within the meaning of Article VII, Section 1 of the Illinois Constitution of 1970, organized and operated under the laws of the State of Illinois; and

WHEREAS, the County Board of Kendall County ("County Board") recognizes that Kendall County employees, County Board members and Kendall County elected officials and their employees utilize various facilities and property that are serviced by the Kendall County Facilities Management Department;

WHEREAS, the County does not have currently have a formal policy or procedure in place regarding facilities and property management and, therefore, seeks to include one in the County's Employee Handbook; and

NOW, THEREFORE, BE IT RESOLVED, by the County Board of Kendall County, as follows:

Section 1. The recitals set forth above are hereby incorporated by reference.

Section 2. The County hereby adopts a Facilities and Property Management Policy to be included as Chapter IX of the County's Employee Handbook ("Facilities Policy"), effective immediately. The Facilities Policy is attached hereto as **Exhibit A**.

Section 3. The County Administrator or his designee shall provide a copy of the Facilities Policy to all County Department Heads and Elected Officials within seven (7) calendar days after approval of this Resolution.

Section 4. Within seven (7) calendar days after receipt of the Facilities Policy, the County Department Heads shall provide a copy of the Facilities Policy to each and every employee in their respective departments and shall obtain a signed acknowledgment of receipt of the Facilities Policy from each employee for placement in the employee's personnel file.

Section 5. Further amendments to the Facilities Policy may occur at anytime with a majority vote of the Kendall County Board.

Section 6. This Resolution shall be in full force and effect as of the _____ day of March, 2016.

Approved and adopted by the County Board of Kendall County, Illinois on this _____ day of
March, 2016.

John A. Shaw, Chairman
County Board

Attest:

Debbie Gillette
County Clerk

EXHIBIT A

CHAPTER IX

KENDALL COUNTY FACILITIES AND PROPERTY MANAGEMENT POLICY

The Kendall County Facilities Management Department (“KCFMD”) is responsible for the general maintenance, repair, operation, and preservation of facilities, grounds, furniture, and fixtures, which are used by Kendall County (“County”) departments and elected offices (hereinafter collectively referred to as “facilities”). During the course of providing these types of services, the KCFMD may create and/or obtain access to public records regarding, relating to and/or in the possession of other County departments and/or elected offices. The purpose of this policy is to identify KCFMD’s duties and responsibilities for the preservation, retention, dissemination, and disposal of public records regarding or relating to other County departments and/or elected offices (hereinafter referred to as “facilities-related public records”). For purposes of this policy, “public records” shall mean “public records” as that term is defined in the Illinois Local Records Act, 50 ILCS 205/3.

KCFMD shall be responsible for the preservation, retention and disposal of public records prepared by the KCFMD Director and/or KCFMD employees in accordance with the requirements of all applicable state and federal laws and regulations. The County acknowledges there may be situations that arise that require the retention of certain facilities-related public records beyond the required retention periods set forth in the applicable record retention schedule. It is the applicable County department head and/or elected official’s responsibility to notify the KCFMD Director when such facilities-related public records must be preserved beyond the required retention periods. The County department head and/or elected official shall provide such notice in writing to the KCFMD Director or their designee on the Preservation Notice Form, which is attached as **Exhibit 1**. Upon receipt of the Preservation Notice Form, the KCFMD Director or their designee shall take all steps reasonably necessary to preserve and retain the applicable facilities-related public records pursuant to the Preservation Notice request. Such facilities-related public records shall be preserved until the requesting County department head and/or elected official confirms, in writing, to the KCFMD Director or their designee that the preservation hold is concluded and the facilities-related public records may be destroyed.

With respect to access to and/or dissemination of facilities-related public records, KCFMD may only provide access to the facilities-related public records as follows:

1. Access may be provided to the individual employee or elected official who actually prepared or received the facilities-related public record, provided the individual has submitted their request in writing to the KCFMD Director or their designee.
2. Access may be provided to a County department head or their designee for facilities-related public records regarding or relating to their own County department and/or employees working under the supervision of the requesting

County department head. The County department head requesting access to the facilities-related public records must make a written request to the KCFMD Director or their designee by completing the "Internal Request for Facilities-Related Public Records" form, which is attached as **Exhibit 2**. KCFMD shall not provide access to the requesting County department head until the KCFMD Director or their designee has received the completed Internal Request for Facilities-Related Public Records form.

3. Access may be provided to a County elected official or their designee for facilities-related public records regarding their own County office and/or employees working under the supervision of the requesting County elected official. The County elected official requesting access to the facilities-related public records must make a written request to the KCFMD Director or their designee by completing the "Internal Request for Facilities-Related Public Records" form, which is attached as **Exhibit 2**. KCFMD shall not provide access to the elected office's facilities-related public records until the KCFMD Director or their designee has received the completed Internal Request for Facilities-Related Public Records form from the elected official.
4. Access may be provided to the County Board Chairman or their designee for facilities-related public records regarding or relating to a County department head and/or employees supervised by a County department head. The County Board Chairman requesting access to a County department's facilities-related public records must make a written request to the KCFMD Director or their designee by completing the "Internal Request for Facilities-Related Public Records" form, which is attached as **Exhibit 2**. KCFMD shall not provide access to the requested County department's facilities-related public records until the KCFMD Director or their designee has received the completed Internal Request for Facilities-Related Public Records form from the County Board Chairman or their designee.
5. To the extent permitted by law, access may be provided to a third party upon receipt of a valid FOIA request. However, if KCFMD receives a FOIA request for facilities-related public records regarding or related to another County department and/or elected office, KCFMD shall first provide written notice to the applicable County department head and/or elected official before producing the requested facilities-related public records.
6. To the extent permitted by law, access may be provided to any third party pursuant to a validly issued subpoena and/or court order. However, if KCFMD receives a subpoena or court order compelling the release of facilities-related public records regarding or related to another County department and/or elected office, KCFMD shall first provide written notice to the applicable County department head and/or elected official before producing the requested facilities-related public records.

An individual's violation of this policy may result in disciplinary action up to and including termination of employment.

**Kendall County Facilities Management Department
Preservation Notice**

Effective immediately, the Kendall County Facilities Management Department must preserve the below public records regarding or relating to services provided by the Facilities Management Department until further written notice:

| |
|--|
| Requestor's Name and Contact Information: |
| Applicable County department or elected office: |
| A brief description of the public records to be preserved: |
| Date range of the public records to be preserved: |
| Reason for preservation: |
| Duration of preservation requirement (if known): |
| Other information: |

X _____ Date Requested
Elected Official or Appointed Department Head

X _____ Date Delivered
Facilities Management Department

Kendall County
Facilities Management Department
Internal Request for Facilities-Related Records

Please complete the below form to request public records related to the services provided by the Kendall County Facilities Management Department.¹

| |
|--|
| Requestor's Name and Contact Information: |
| Applicable County department or elected office: |
| A brief description of the public records requested: |
| Date range for requested public records: |
| Other Information: |

X _____ Date Requested
Elected Official or Appointed Department Head

X _____ Date Delivered
Facilities Management Department

¹ Requested records will only be produced in accordance with the Kendall County Facilities and Property Management Policy.



**Groot
Industries, Inc.**

2500 Landmeier Road
Elk Grove Village, IL 60007
Phone: 773/242-1977
Fax: 773/601-8639
www.groot.com

Since 1914

*New
Business
#2*

February 9, 2016

Jim Smiley
Kendall County
Facilities Management Director

Re: Kendall County Board approval to extend current contract one year with Groot Industries.

Jim,

This letter is to request a one (1) year contract extension to the contract between the County of Kendall and Complete Sanitation, now known as Groot Industries. Per the terms of the current contract the County has the option to extend the initial term for an additional one (1) year period. Groot Industries agrees to accept all of Complete Sanitation's obligations and responsibilities as set forth in the original Agreement.

We appreciate your continued business and hope to have a long, productive relationship moving forward.

Sincerely,

Nick Lewis
Sales Manager
Groot Industries

Service Locations
in Elk Grove Village, Chicago, McCook,
West Chicago, Round Lake Park

- Waste Collection
- Recycling Processor
- Dumpster Services
- Document Destruction
- Waste Audits
- Demolition Recycling





New Business
3

February 19, 2016

James K. Smiley
Kendall County Facilities Management Director
804 W. John St.
Suite B.
Yorkville, IL 60560

Subject: Kendall County 2016 Telephone Circuit RFP, Sound Incorporated Recommendation

Jim,

Per your request please see all of the options on one spreadsheet. It is the recommendation of myself and Sound Inc. to renew all of your analog services with Call One for the following reasons.

- 1.) Call One is the lowest cost provider of the 3 received, by far.
- 2.) By renewing with Call One it does not require that any changes be made to the service or phone system.
- 3.) By renewing with Call One it will allow the County the flexibility to look at migrating some of these services over to a PRI or other more cost effective technology, even if you are midway through the contract.
- 4.) Because Call One is the current provider there will be no billing change therefore the person/department that processes the invoices will not need to learn how to read a new carriers bills.

Thank you,
Chris Larsen, Carrier Consultant
P 630-718-3155 | F 630-753-8255

New Business #3

Carrier Services RFP response by Call One, AT&T, and Access One

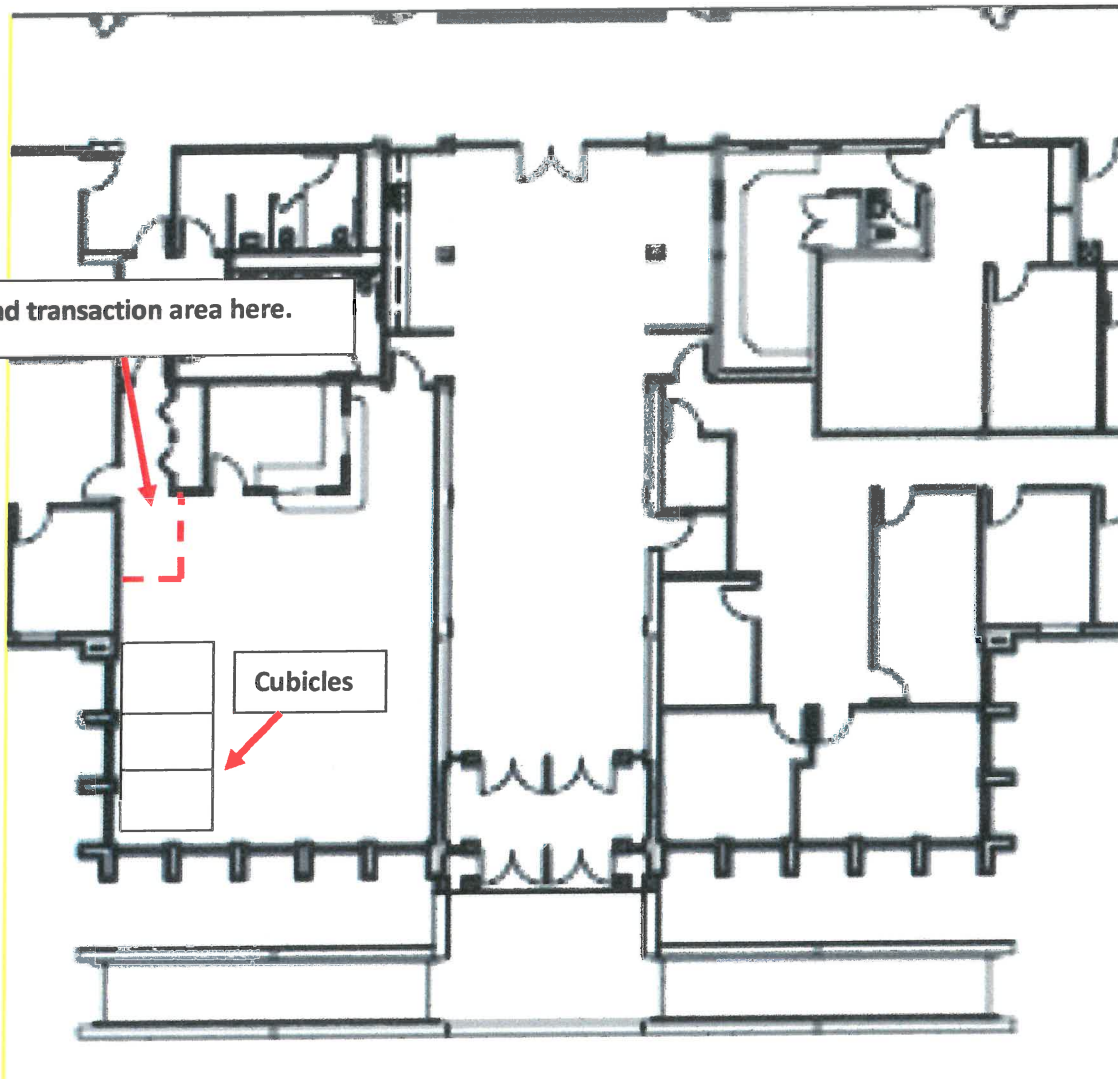
SAVINGS ANALYSIS

| | Current Rates | | | Analog - Term in Months: 12 | | | Analog - Term in Months: 12 | | | Analog - Term in Months: 12 | | |
|--|---------------|-------|-------------------|-----------------------------|-------|-----------------|-----------------------------|-------|---------------------|-----------------------------|-------|---------------------|
| | Rate | Qty | Charge | Rate | Qty | Charge | Rate | Qty | Charge | Rate | Qty | Charge |
| Monthly Service Charges - Analog Services | | | | | | | | | | | | |
| Business Line - Access Area C | \$14.64 | 79.0 | \$1,156.56 | \$14.64 | 79.0 | \$1,156.56 | \$28.00 | 79.0 | \$2,212.00 | \$27.00 | 79.0 | \$2,133.00 |
| Remote Call Forwarding (R C F) | \$5.50 | 1.0 | \$5.50 | \$5.50 | 1.0 | \$5.50 | \$19.50 | 1.0 | \$19.50 | \$19.50 | 1.0 | \$19.50 |
| Centrex Lines - Area C | \$14.64 | 57.0 | \$834.48 | \$14.64 | 57.0 | \$834.48 | \$28.00 | 57.0 | \$1,596.00 | \$125.00 | 57.0 | \$7,125.00 |
| Centrex Charge | \$9.00 | 57.0 | \$513.00 | \$9.00 | 57.0 | \$513.00 | \$14.00 | 57.0 | \$798.00 | Incl | 57.0 | \$0.00 |
| Centrex System Charge | \$5.00 | 1.0 | \$5.00 | \$5.00 | 1.0 | \$5.00 | \$5.00 | 1.0 | \$5.00 | Incl | 1.0 | \$0.00 |
| Centrex Telephone Charge | \$1.50 | 6.0 | \$9.00 | \$1.50 | 6.0 | \$9.00 | \$1.50 | 6.0 | \$9.00 | Incl | 6.0 | \$0.00 |
| EUCL | \$6.95 | 136.0 | \$945.20 | \$6.95 | 136.0 | \$945.20 | \$4.55 | 136.0 | \$618.80 | \$6.84 | 136.0 | \$930.24 |
| Different Premises Address | \$49.22 | 3.0 | \$147.66 | \$49.22 | 3.0 | \$147.66 | \$49.22 | 3.0 | \$147.66 | Incl | 3.0 | \$0.00 |
| Assume Dial 9 | \$3.25 | 57.0 | \$185.25 | \$3.25 | 57.0 | \$185.25 | \$3.25 | 57.0 | \$185.25 | Incl | 57.0 | \$0.00 |
| Call Waiting | \$13.86 | 2.0 | \$27.72 | \$13.86 | 2.0 | \$27.72 | \$15.55 | 2.0 | \$31.10 | \$5.00 | 2.0 | \$10.00 |
| Caller ID | \$4.00 | 5.0 | \$20.00 | \$4.00 | 5.0 | \$20.00 | \$21.20 | 5.0 | \$106.00 | \$5.00 | 5.0 | \$25.00 |
| Caller ID with Name Display | \$4.00 | 11.0 | \$44.00 | \$4.00 | 11.0 | \$44.00 | \$2.60 | 11.0 | \$28.60 | \$2.20 | 11.0 | \$24.20 |
| Non-Published Listings | \$2.98 | 7.0 | \$20.86 | \$2.98 | 7.0 | \$20.86 | \$2.45 | 7.0 | \$17.15 | \$2.00 | 7.0 | \$14.00 |
| Presubscription Line Charge /Net. Maint. Fee | \$1.50 | 136.0 | \$204.00 | \$1.50 | 136.0 | \$204.00 | NA | 0.0 | \$0.00 | \$14.75 | 3.0 | \$44.25 |
| Three-Way Calling | \$12.71 | 2.0 | \$25.42 | \$12.71 | 2.0 | \$25.42 | \$13.80 | 2.0 | \$27.60 | \$5.00 | 2.0 | \$10.00 |
| Total Local Service Charges - Analog | | | \$4,143.65 | | | | | | \$5,801.66 | | | \$10,335.19 |
| Local Usage - Analog | | | | | | | | | | | | |
| Band A (0-8 miles) | \$0.013 | 35.0 | \$0.47 | \$0.011 | 35.0 | \$0.39 | \$0.020 | 35.0 | \$0.70 | \$0.020 | 35.0 | \$0.70 |
| Band B (8-15 miles) | \$0.025 | 344.0 | \$8.47 | \$0.024 | 344.0 | \$8.26 | \$0.040 | 344.0 | \$13.76 | \$0.040 | 344.0 | \$13.76 |
| Band C/Local Toll (over 15 Miles) | \$0.018 | 33.1 | \$0.63 | \$0.018 | 33.1 | \$0.60 | \$0.080 | 33.1 | \$2.65 | \$0.029 | 33.1 | \$0.96 |
| Total Local Usage Charges - Analog | | | \$9.57 | | | \$9.24 | | | \$17.11 | | | \$15.42 |
| Long Distance - Analog | | | | | | | | | | | | |
| Intrastate | \$0.020 | 0.5 | \$0.01 | \$0.020 | 0.5 | \$0.01 | \$0.060 | 0.5 | \$0.03 | \$0.029 | 0.5 | \$0.01 |
| Interstate | \$0.021 | 8.4 | \$0.18 | \$0.020 | 8.4 | \$0.17 | \$0.060 | 8.4 | \$0.50 | \$0.027 | 8.4 | \$0.23 |
| Total Long Distance Charges | | | \$0.19 | | | \$0.18 | | | \$0.53 | | | \$0.24 |
| ESTIMATED MONTHLY CHARGES - ANALOG | | | 4,153.41 | | | 4,153.06 | | | 5,819.30 | | | 10,350.85 |
| ESTIMATED MONTHLY SAVINGS - ANALOG | | | | | | | | | | | | |
| ESTIMATED % OF SAVINGS - ANALOG | | | 0% | | | 0% | | | -40% | | | -1.49% |
| ESTIMATED ANNUAL SAVINGS - ANALOG | | | \$4.14 | | | \$4.14 | | | -\$19,990.70 | | | -\$74,369.29 |

Rates and discounts are valid for 30 days.

2/19/2016

Civil Process



Add a door and transaction area here.

Cubicles