

**Facilities Management
Committee Meeting
10/9/19 at 4:00 PM
***111 W. Fox Street ***
*** Room 209 & 210 *****

- - - -Agenda Topics - - - -

Call to Order

- 1) Roll call
- 2) Determination of a Quorum
- 3) Approval of the September 2019 meeting minutes.
- 4) Approval of Agenda
- 5) Public Comment

Old Business/Projects - Updates

- 1) Vending Machine Changes at County Office Building & Courthouse
 - a. Update - Proposed Contract for Vending Services-Illinois Department of Human Services
- 2) Public Safety Center - H.V.A.C. Replacement Project –Discuss change order for Cabinet Unit Heater Valve replacements & Electronic connections.
- 3) Courthouse Roof Replacement Project
- 4) Animal Control Projects
- 5) Historic Courthouse Window Replacement – 2019
- 6) Sally Port Elevator Controls Project
- 7) 2019 Parking Lot Projects
- 8) Health Department Carpet Replacement
- 9) Courthouse Atrium UV Protection Project
- 10) KenCom Phone System Rack Power Needs
- 11) Public Safety Center - Jail Duct Cleaning

New Business/Projects

- 1) Chair Report
 - a. Solar Project Update
 - b. County Office Building Projects
- 2) Mutual Ground Move at the Courthouse
- 3) ComEd Public Sector Energy Efficiency Grant Workshop
- 4) Annual Systems Chemical Testing – Boilers & Chillers
- 5) KCFM Truck Disposals
- 6) MSDS Software – County Purchase in 2019 as additional Capital item.

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

Executive Session for the purpose of the review of discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semiannual review of the minutes as mandated by Section 2.06, 5ILCS 120/2(c)(21)

Other Business

Public Comment

Questions from the Press

Adjournment

Facilities Committee Agenda
October 9, 2019

CALL TO ORDER

- 1) Roll Call
- 2) Determination of a Quorum
- 3) Approval of the September 2019 meeting minutes.
- 4) Approval of Agenda
- 5) Public Comment

OLD BUSINESS/PROJECTS

- 1) **Vending Machine Changes at County Office Building & Courthouse**
 - i. Director Smiley talked to the program Director Raven Pulliam at IDHS. He said the attorney's with the State of Illinois will not review the proposed agreement unless much of the State's Attorney's Office (SAO) suggested changes were removed first. Mr. Pulliam suggested to have a conf. call with Anne to discuss the possibility of doing this.
 - ii. Anne said the SAO gives us their best suggestions for contracts and suggested to talk this over with County Administrator (CA) Koepfel.
 - iii. Mr. Smiley talked Scott and we both felt some things could be removed considering this is an agreement between Kendall County & a State Agency. But ultimately felt it is up the FM Committee to decide.
- 2) **Public Safety Center - H.V.A.C. Replacement Project – Discuss change order for Cabinet Unit Heater Valve replacements & Electronic connections.**
 - Trane has completed the initial project and the upgraded controls on MZU #3.
 - Remaining are several cabinet unit heaters at entrances to the facility, both the office areas and the jail.
 - These systems were not initially known to be controlled differently than the rest of the VAV boxes and controls that were part of the initial project.
 - In order to get these onto the electronic software program and to replace the valves additional work would need to be done.
 - Trane has offered a change order in the amount of \$15,240.00.
 - We can leave these off the system as they are today or finish getting all ancillary units onto the new electronic system all other devices are now connected to.
 - Mr. Smiley would like the committee to consider this to finish the project.
 - Project summary:
 - a. County Board approved project not to exceed \$769,019.00
 - b. Initial contract cost - \$699,108.00
 - c. MZU # 3 Controls Upgrade Change Order - \$20,786.00
 - d. ComEd Efficiency Grants Chiller and MZU#3 upgrade - \$28,786.00
 - e. Current project total cost - \$691,090.00
 - f. Cabinet Unit Heater (CUH) Pending Change Order - \$15,240.00
 - g. Total project cost with CUH Change Order - \$706,330.00
 - h. Project under not to exceed - \$62,689.00
 - See included summary sheet.
 - Director Smiley is looking for approval to send this to the County Board for approval.
- 3) **Courthouse Roof Replacement Project**
 - Background screens were completed.
 - Existing stone has been removed from the roof.
 - Director Smiley is waiting for a schedule for the existing roof to be removed and replaced.
 - The contract calls for the project to be completed no later than October 31, 2019.

- 4) **Animal Control Projects**
 - Bids came in extremely higher than expected.
 - Director Smiley presented the bid summary at the last Animal Control (ACC) committee meeting.
 - Direction from ACC was to review the bids with the Architect and to determine what might be able to still be done by having Mr. Smiley bid some of the work individually with vendors he has used in the past.
- 5) **Historic Courthouse Window Replacement 2019**
 - The windows are scheduled for installation the week of October 14, 2019.
- 6) **Sally Port Elevator Controls Project**
 - Advanced Elevator (AEC) staff came out and reviewed the installation control room and the existing buttons and other controls in order to match existing openings etc...
 - Since these controls are being updated everything needs to be brought up to existing codes.
 - This required us to also install a new relay on the fire alarm system that will activate a "Red Hat" indicator on the floor call stations. This is intended to alert the fire department that the fire is in the elevator shaft.
 - The relay work was completed on Oct. 8, 2019.
 - AEC expects the conversion to take up to one month to
 - AEC is still estimating the project will be completed by our year end in November.
- 7) **2019 Parking Lot Projects**
 - Paving projects were completed the week of September 9, 2019.
 - Parking lot striping and lettering of stalls at the Sheriff's office was completed on Sunday, September 15, 2019.
 - **Project complete.**
- 8) **Health Department Carpet Replacement**
 - The remaining area to be carpeted in the conference room was installed September 16, 2019.
 - **Project complete.**
- 9) **Courthouse Atrium UV Protection Project**
 - The UV film is being installed this week.
 - The light conversion to LED bulbs was also completed this week.
 - Overall project is expected to be completed by Friday, October 11, 2019.
- 10) **KenCom Phone System Rack Power Needs**
 - Three outlets were installed above the new rack.
 - KenCom is paying for the materials used on the project.
 - **Project complete.**
- 11) **Public Safety Center - Jail Duct Cleaning**
 - Duct cleaning started today and is expected to be completed by tomorrow October 10, 2019.

NEW BUSINESS/PROJECTS

- 1) **Chair Report**
 - a. Solar Project Update
 - b. County Office Building Projects

2) Mutual Ground Move at the Courthouse

- Presiding Judge Pilmer approved the idea of Mutual Ground moving to the space formally occupied by the Sheriff's office Civil Process Department.
- Director Smiley provided a space drawing to State's Attorney Weis to use for a new lease for this space.
- Once the lease is completed this item will be brought forward to approve to go to the County Board for approval.
- **Project complete at this time.**

3) ComEd Public Sector Energy Efficiency Grant Workshop

- Director Smiley attended this workshop at the Morris City Hall complex.
- The seminar went over new programs ComEd has for energy efficiency grants they now manage instead of DECCA
- Mr. Smiley will review areas that might apply and see if we can get any grant money for upcoming projects.
- **Item complete.**

4) Annual Systems Chemical Testing – Boilers & Chillers

- Kendall County's chemical provider HOH's technician tested all the boiler & chiller systems.
- The chillers were found to be ok. Additional chemicals are required for some of the boiler systems.
- Product has been ordered and will be installed once received.
- **Project complete.**

5) KCFM Truck Disposals

- Now that we have the new truck setup and running the way we want Director Smiley needs direction on how to dispose of the truck that was replaced and for a truck we accepted from the Planning, Building and Zoning office that is no longer needed.
- Options are to use the Kendall County disposal policy or to see if they can be included in the vehicles disposal/auctions the Sheriff's office does from time to time.
- Director Smiley is looking for committee guidance on this project.

6) MSDS Software – County Purchase in 2019 as additional Capital item.

- Chair Kellogg asked Director Smiley if there were any additional items needed that were not part of the approved 2019 Capital projects. Mr. Smiley suggested the software we reviewed for County departments for tracking Material Data Sheets for all the products used in Kendall County departments. Chair Kellogg said this might be possible but to discuss with CA Koepfel.
- CA Koepfel also thought this was a good idea but suggested we expense on the KCFM operating budget instead, even if this puts a line over the budgeted amount.
- Director Smiley is looking for direction from the committee.

Executive Session

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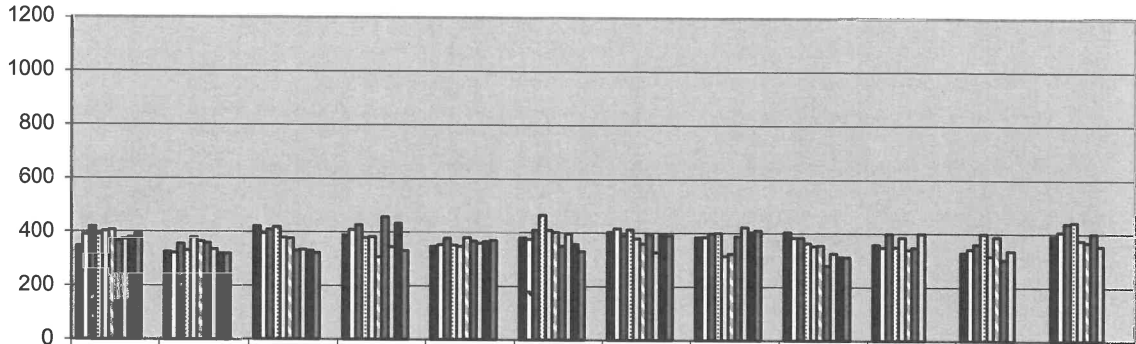
September 2019

Staffing/Training/Safety:

DESCRIPTION	Sep-19	Aug-19	Jul-19
Possible Work Hours (6 employees @ 8 hrs)	960.00	1,056.00	1,056.00
Paid/Unpaid Leave	116.00	80.00	116.00
Holiday	48.00	0.00	48.00
Bereavement	0.00	0.00	0.00
* FMLA	0.00	0.00	0.00
<i>Regular Productive Hours</i>	<i>796.00</i>	<i>976.00</i>	<i>892.00</i>
Overtime Worked	14.75	12.00	8.00
Total Productive Hours	810.75	988.00	900.00

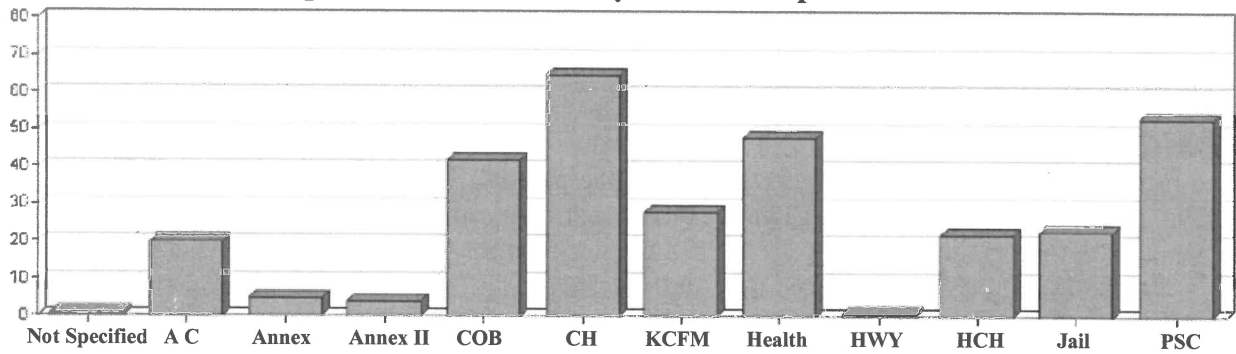
Reported/Completed Work Orders August 2019

Reported vs Completed 2015 - Current

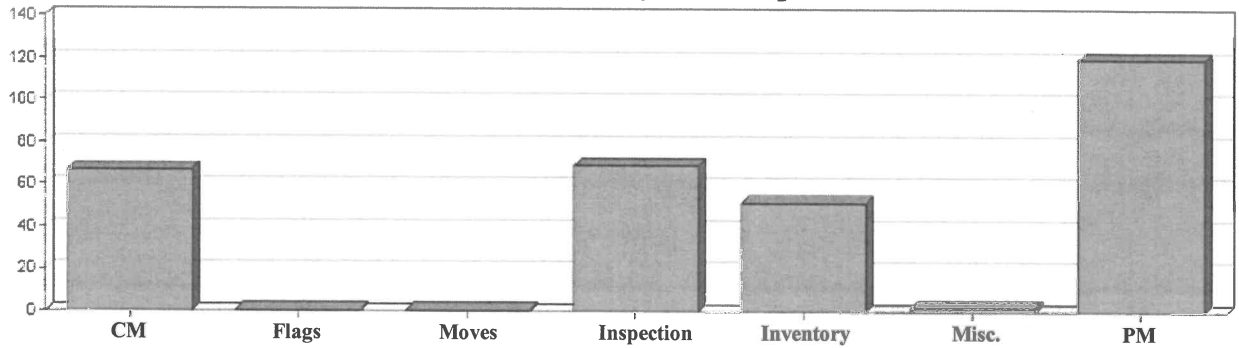


	1	2	3	4	5	6	7	8	9	10	11	12
2015 Reported	346	325	420	388	348	380	403	383	404	358	329	390
2015 Completed	389	321	395	409	354	375	416	385	383	348	342	406
2016 Reported	418	355	408	426	377	409	390	398	383	399	359	438
2016 Completed	390	331	418	379	352	465	412	400	363	349	399	442
2017 Reported	403	379	379	382	347	408	378	314	352	385	315	375
2017 Completed	406	364	376	307	380	401	360	322	355	339	387	368
2018 Reported	367	358	331	456	368	350	394	387	279	347	302	400
2018 Completed	373	334	334	345	360	397	327	422	325	399	335	354
2019 Reported	378	319	331	432	366	357	396	402	312			
2019 Completed	390	319	323	331	370	331	390	410	311			
2020 Reported												
2020 Completed												

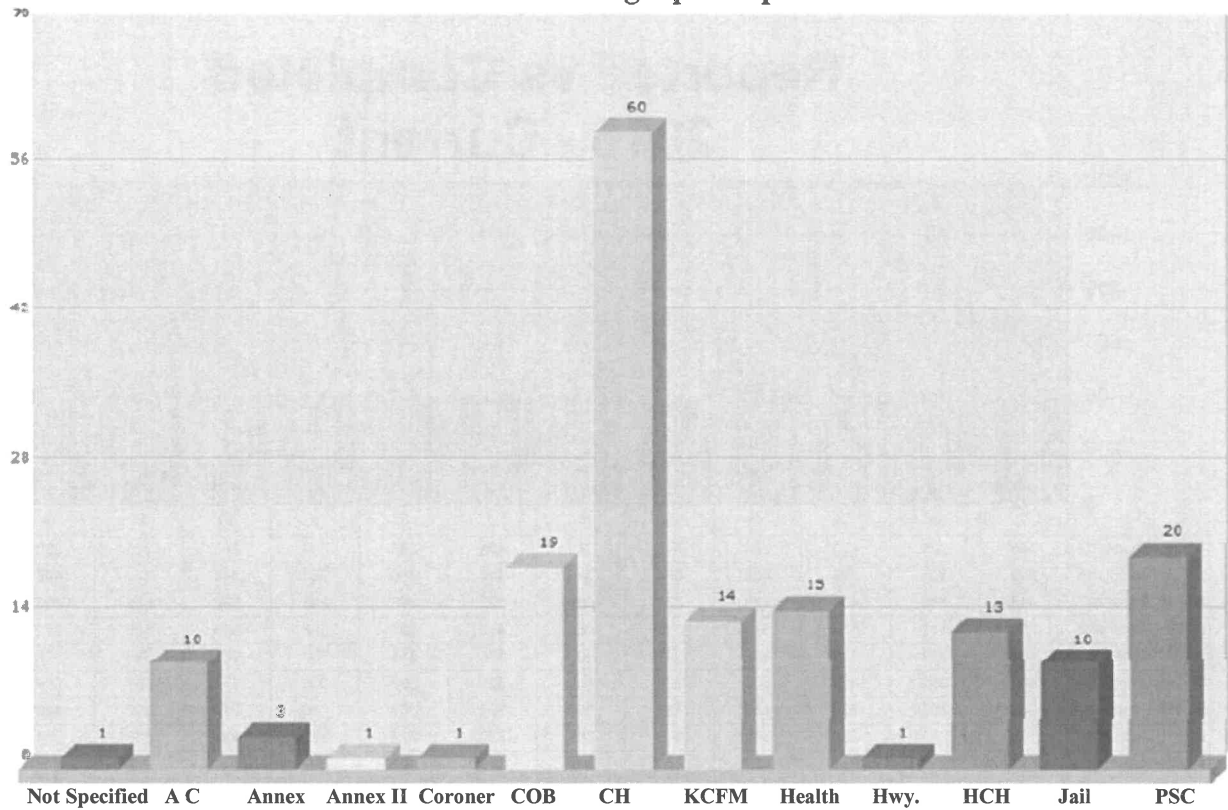
Reported Work Orders by Location September 2019



Reported Work Orders by Task September 2019



Work Orders Remaining Open September 2019



Executive Session

OTHER BUSINESS

CITIZENS TO BE HEARD

QUESTIONS FROM THE PRESS

ADJOURNMENT

The next regular Facilities Management committee meeting is scheduled to be on November 4, 2019. 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, September 5, 2019**

Committee Chair Matt Kellogg called the meeting to order at 3:00 p.m.

Roll Call: Members Present: Amy Cesich, Judy Gilmour, Matt Kellogg, Audra Hendrix, Tony Giles
4:07 pm Tony Giles left the meeting.

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

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

Approve the August 5, 2019 Facilities Committee Meeting Minutes – There were no changes to the August 5, 2019 minutes; Member Hendrix made a motion to approve the minutes, second by Member Cesich. **With enough present members voting aye, the minutes were approved.**

Approval of Agenda – Member Hendrix made a motion to approve the agenda. Member Cesich second the motion. **All Aye. Motion approved.**

Public Comment – None

Old Business/Projects

1. *Vending Machine Changes at County Office Building & Courthouse* – Director Smiley sent an email requesting status from IDHS along with leaving a phone message and is still waiting to hear back. Mr. Smiley is hoping to have answers by the next Facilities Committee Meeting.
2. *Public Safety Center – H.V.A.C. Replacement Project* – Director Smiley informed the Committee the project is substantially complete. Trane is working on the software this week. Director Smiley stated the project should be completed by the next Facilities Committee meeting.
3. *Courthouse Roof Replacement Project* – Director Smiley stated the signed contract approved at the last County Board Meeting has been forwarded to the vendor. Mr. Smiley also requested the COI and bonding information as required in the contract. Jim stated a timeline will be submitted once all of the above has been received. Director Smiley stated per the contract the work is to be completed no later than October 31st.
4. *Animal Control Projects Update* – Director Smiley stated that he presented the latest drawings and Invitation to Bid (ITB) to the Animal Control Committee in August. Director Smiley also sent the ITB to the State's Attorney's Office for review and received it back. Mr. Smiley's proposed timeline is to have the advertisement posted by next Thursday with a mandatory walk through on September 16th. Jim stated project questions will be available until September 20th with bids due on September 24th, bids are planned to be presented to the Animal Control Committee on September 25th and if approved than forwarded to the County Board on October 5th for approval.
5. *Historic Courthouse Window Replacement - 2019* – Director Smiley stated there has been no change in the status. The preliminary delivery is still expected sometime in October.
6. *Sally Port Elevator Controls Project* – Director Smiley stated the required down payment and the 20% material checks were sent to Advanced Elevator. Advanced Elevator will be ordering materials and is currently working on submittals for the new button styles. Mr. Smiley said the vendor stated the project is planned to be completed by the end of November.

7. *2019 Parking Lots Projects* – Director Smiley informed the Committee work is tentatively scheduled for the week of September 9th. D Construction will be calling next Monday to let us know if we are on the schedule for next week. Mr. Smiley stated the contract calls for the work to be done by October 15th.
8. *KenCom IGA for County Phone Lines Supporting KenCom Operations* – Director Smiley stated the State’s Attorney (SAO) has many questions due to Sheriff’s lines being involved. A full list of the numbers and description of each was submitted. Mr. Smiley assumes this process will take time considering it needs to go between the SAO, KenCom’s Committee and finally the County Board. So Jim advised KenCom Director Bergeron to find out if there will be issues getting these lines added after the cutover.
9. *Review Forest Preserve Lease Document* – Director Smiley forwarded the answered questions from the last meeting to the SAO. Chair Kellogg will discuss with County Administrator (CA) Koeppel and Assistant CA Caldwell along with follow up with the SAO.
10. *Health Department Carpet Replacement* – Director Smiley stated the carpet was installed last week in the main hallways, however the conference room ran short and the vendor estimated it will take two (2) weeks for the reorder to come in. Director Smiley had the vendor install half of the new carpet and re-lay part of the old carpet back in the other half of the room so the room to allow the room to be used in the interim.
11. *Courthouse Atrium UV Protection Project* – Director Smiley informed the Committee that the artist suggested putting the UV protection on the windows and not on the mural. Director Smiley stated the quote to apply the coating on the windows came in at \$6,000.00. Director Smiley stated when the film is applied a lift will be rented so, KCFM staff will also replamp existing lightbulbs to be LED energy efficient bulbs.
12. *Tree & Stump Removals at the Rt. 34 Campus* - Director Smiley stated 2 trees were removed at the Public Safety Center. Tree stumps from these trees as well as stumps from previously cut down trees at the Health and Human Services facility were also removed. **Project Complete.**

New Business/Projects

1. *Chair’s Report*
 - a. *Solar Project Update* – Chair Kellogg stated Director Smiley talked to Chris Childress from Progressive Energy for an update. Mr. Childress stated they are still working with the mayor of Yorkville to figure out the fence issue. Mr. Childress is confident on an April 1, 2020 project completion.
 - b. *County Office Building Projects* – Review Architect & Engineering Meetings – Director Smiley submitted the scope of the project to multiple Architect/Engineers. Chair Kellogg suggested we use Healy Bender Architects for this project since they completed the security review of this site last year. Consensus of the Committee is to negotiate a contract with Healy Bender for this project.
 - c. *County Office Building Parking Along Main St.* – Chair Kellogg stated CA Koeppel spoke to the City of Yorkville about this repair since it is city property. Chair Kellogg said he thought we might be able to help the city with the paving this year from funds on this years parking lot program. However, Yorkville’s City Administrator Bart Olsen stated they can’t get it done this year and will put it on their agenda for next year. County Administrator Koeppel suggested another possibility could be to ask the City turn the property over to the County so we could maintain and repair the parking area ourselves. Committee members liked that idea but decided to wait until next year to see if the City puts this area in their 2020 program. **Project Complete.**
2. *KenCom Phone System Rack Power Needs* – Director Smiley stated Kencom put in a new rack for the new phone system that will require additional electrical outlets be installed. KenCom said they will pay for the materials. KCFM staff will need to run power. This will be a 2 - 3 day project.

3. *Public Safety Center*

- a. *Fire System Device Replacements* – Director Smiley stated defective power supply and smoke detectors were found during a recent fire inspection. Mr. Smiley had a vendor come out and replace them. **Project Complete.**
- b. *Jail Duct Cleaning* - Director Smiley received a request from Commander Richardson requesting service be set up to clean the air ducts in the jail. Director Smiley is in process of coordinating the service to be done between the company and the jail schedules. This project was budgeted to be done in 2019 by the Sheriff's office.
4. *Historic Jail Records Search* – Director Smiley informed the Committee that State's Attorney Eric Weiss was contacted by the City of Yorkville to look at some old records that were found in the old jail. Mr. Weiss asked that Director Smiley assist Assistant State's Attorney Leslie Johnston in the old jail. No court records found. **Project Complete.**
5. *New Accounting System Training* – Director Smiley informed the Committee this was an informational meeting to show how the system will work and to get input on what else was needed to be added or removed before going live. Director Smiley stated more formal training will be done later. **Project Complete.**
6. *Review Facilities Budgets for 2020* – Director Smiley submitted to the Committee a copy of the budget next year. Director Smiley informed the Committee that he is below the 2% allowed increase. Mr. Smiley stated that electrical budget does not reflect the solar field savings, this portion could be much less costly when the field begins generating savings. Member Hendrix wants to make sure the savings generated by Facilities are going back to Facilities to fund future projects. Chair Kellogg stated this will be looked into through the Finance Committee.
7. *H & E Committee – Green Initiative Questions* – Director Smiley informed the Committee that he was requested to come to the Health and Environment Committee meeting to discuss the green initiatives that Facilities is doing around the campus. **Project Complete.**
8. *Review Space Needs in Old Civil Process at the Courthouse* – Director Smiley met with Judge Pilmer and Mutual Ground staff to discuss the old Civil Process space. The needed space is for a new project which they will need a few private offices and a meeting space. Mr. Smiley suggested that can move the mailroom and use that space which already has an office. Mutual Ground will further discuss the needs with the State's Attorney's Office. **Project Complete.**

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 month

Questions from the Media – None

Executive Session – None

Adjournment – Chair Kellogg asked if there was a motion to adjourn. Member Cesich made a motion to adjourn the meeting, second by Member Hendrix. **With all members present voting aye, the meeting adjourned at 4:20 p.m.**

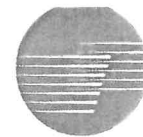
Respectfully submitted,

Christina Wald
Administrative Assistant

Trane Controls Change Order Proposal

7100 S. Madison, Willowbrook, IL 60527

Phone: (630) 734-3200



TRANE[®]

PROPOSAL INFORMATION

Prepared For:

James Smiley

Date:

9/30/10

Job Name:

Kendall County Public Safety

Proposal Expiration Date:

30 Days

Item: Change Order to Existing Trane Tracer Building Automation System (BAS)

TRANE CONTROLS CHANGE ORDER SCOPE OF WORK

“Scope of Work” and notations within are based on the following scope identified while performing the vav retrofit project.

- Retrofit qty (4) existing CUH; 1 in the ceiling of the main entrance vestibule, 2 wall mounted in the employee entrance vestibule on the East, and 1 in the North vestibule of the work release entrance.
- Install new Belimo control valve, UC400 controller, WCI, Discharge air sensor, fan status, start/ stop control, and wireless space sensor. Provide graphic representation of status and alarms in the newly installed Trane SC+ controller.

Total Net Price –\$15,240

CONTROLS SYSTEM SERVICES INCLUDED

- One (1) Year Parts and Labor Warranty on all Materials and Workmanship
- Applicable Use Tax on Installed Material is Included
- Electrical Installation per local code requirements
- Project Management

CONTROLS SYSTEM SERVICES NOT INCLUDED

- Any work not specifically included in above scope
- Testing and Balancing
- Documented Point to Point, LEED Commissioning and/or Commissioning Assistance
- Financial Responsibility for Liquidated Damages
- Permits, Fees, Payment or Performance Bonds
- Premium Time Labor
- Ceiling tile removal/replacement, painting, cutting/patching
- Temporary Heat / Temporary Facilities
- MBE/WBE requirements
- OCIP/Special insurance requirements

PROPOSAL NOTES AND CLARIFICATIONS

October 7, 2019

Public Safety Center
H.V.A.C. Project Update
County Board Meeting May 20, 2019
Project contracted cost:

\$699,108.00

Board Approved not to Exceed

\$769,019.00

ComEd Grants

- a) Applied for Energy Efficiency Grant in the amount of \$14,586.00 for the Chiller upgrade.
- b) Applied to change MZU#3 controls to Direct Digital Control (DDC) in the amount of \$20,768.00
 - i) Approval to apply for ComEd Energy Efficiency Grant for DDC upgrade on MZU#3 in the amount of \$13,750.00

ComEd Rebates Applied for Summary

\$14,586.00 – Chiller Upgrade

\$13,750.00 – MZU #3 Controls Upgrade

\$28,336.00

ComEd Rebate Amount Approved

\$28,368.00

Facilities Committee Approved Upgrade of controls on MZU#3:

\$20,786.00

Proposed Change Order for Cabinet Unit Heaters

\$15,240.00

Totals

\$699,108.00 – Main Project Cost

\$20,768.00 – MZU #3 Control Upgrade from Pneumatic to Direct Digital Control

\$719,876.00 – New Total

\$28,786.00 – ComEd Rebates

\$691,090.00

\$ 15,240.00

\$706,330.00

Project Projected over original cost

\$7,222.00

Project under Board Approved amount

\$62,689.00