

Facilities Management Committee Meeting

3/7/2022 at 4:00 PM

***** 111 W. Fox St. *****

***** County Board Room 210 *****

- - - -Agenda Topics - - - -

Call to Order

- 1) Roll call
- 2) Determination of a Quorum
- 3) Approval of the Feb. 2022 meeting minutes.
- 4) Approval of Agenda
- 5) Public Comment

Old Business/Projects – Updates

- 1) County Seal on 111 W. Fox St. Facades
- 2) Public Safety Center MZU-5 VAV Conversion
- 3) KCFM Truck/Kubota Tractor Purchase
- 4) Jury Deliberation Furniture
- 5) Jury Deliberation Carpeting Change
- 6) CDC Trailer Setup by Courthouse
- 7) Courthouse drain pan replacements
- 8) Courthouse Master Control Outer Office Flooring Replacement
- 9) Circuit Clerk Counter Changes
- 10) UPS Battery Replacements
- 11) Voter's Office Reconfiguration Project

New Business/Projects

- 1) Chair Report
 - Grant from IDOT for KAT Multi-use Facility – Next Steps
 - Public Safety Center Attorney/Client Room Project
 - AE Needs Assessment Project
- 2) Review Bids for the Historic Courthouse Window Replacement Project
- 3) Review Bids for Janitorial Services
- 4) Review Bids for Landscaping Services
- 5) Review Bids for Courthouse Roof Replacement with Garland/DBS Inc. Utilizing Omnia Proposal #25-IL220196
- 6) Approve 2nd one year option to renew the existing 2 year lease dated July 16, 2019 between Kendall County, IL and the Kendall Housing Authority at the Health & Human Services facility office #130
- 7) Probation Office Dressing Rooms Project
- 8) Animal Control Kennel Sound Baffles
- 9) Remodel for IG Office at the Public Safety Center

Staffing/Training/Safety

- 1) Reportable labor hours

Other Items

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

Executive Session

Other Business

Public Comment

Questions from the Press

Adjournment

Facilities Committee Agenda ***March 7, 2022***

Call to Order

- 1) **Roll Call**
- 2) **Determination of a Quorum**
- 3) **Approval of the February 2022 meeting minutes.**
- 4) **Approval of Agenda**
- 5) **Public Comment**

Old Business/Projects – Updates

- 1) **County Seal on 111 W. Fox St. Facades**
 - AD/PM Polvere has proofs & Sizes for both ends of the County Office Building.
 - Pricing again is as follows:
 - a) Direct Sign Company - \$10,400.00 each or \$20,800.00 for two signs.
 - b) Captivating Signs - \$8,156.36 each or \$16,312.72 for two signs.
 - c) Aurora Sign - \$7,756.00 each or \$15,512.00 for two signs.
 - AD/PM Polvere will explain further.
- 2) **Public Safety Center MZU#5 VAV Conversion**
 - Trane met onsite with KCFM staff and their sub-contractor to measure the existing ductwork for drawings to document what is being done.
 - Tentative schedule is to install the changes by sometime in May.
- 3) **KCFM Truck/Kubota Tractor Purchase**
 - AD/PM will explain progress on the availability and costs questions, from the February Committee meeting.
- 4) **Jury Deliberation Furniture**
 - Tables are being delivered tomorrow March 8, 2022.
 - Chairs for CR#113 Jury Deliberation are due in April 14th.
- 5) **Jury Deliberation Carpeting Change**
 - CR#113 Jury Deliberation room carpet was replaced the week of Feb.28, 2022.
 - Carpeting for CR#112 Jury Deliberation is due in March 15th. So the install will be scheduled after that week, as it is a Jury week.
- 6) **CDC Trailer Setup by Courthouse**
 - Westat the CDC contractor sent Director Smiley as sample agreement they typically use. The agreement was reviewed by the State's Attorney's office and some changes were made for items we typically include in agreements like this.
 - Mr. Smiley sent the agreement back to Westat to review and approve the week of Feb. 21, 2022. Westat staff has been traveling and plans to review the agreement this week.
 - Assuming Westat agrees with the SAO's changes, they will sign it and send it back to Director Smiley for County Board approval.
- 7) **Courthouse drain pan replacements**
 - The pan for AHU – 2 was replaced and the coil and old pans were removed from AHU – 1 two weeks ago.
 - The vendor is having the new pans for AHU – 1 fabricated and we plan to install it before the next FM Committee meeting in April.
- 8) **Courthouse Master Control Outer Office Flooring Replacement**
 - The floor was replaced the week of Feb. 28, 2022.
 - **Project complete.**

9) **Circuit Clerk Counter Changes**

- Work was scheduled to begin Monday, March 7, 2022. However, upon examining the existing wall structure it was determined that power and data wiring needed to be rerouted. So, Director Smiley rescheduled the start for Monday, March 14, 2022.
- KCFM staff will have to work on the Saturday before the 14th to shutdown & reroute power and data wiring.

10) **UPS Battery Replacements**

- Director Smiley ended up getting five quotes. All quotes were within a couple thousand dollars of each other.
- Jim is reviewing the quotes and plans to get the batteries ordered this week.

11) **Voter's Office Reconfiguration Project**

- Demolition of the old walls was completed a couple of weeks ago. The new wall was also constructed at that time.
- Carpeting was filled in for the areas where the old walls were located.
- Existing cubicles were reconfigured and moved as the Voter's staff wanted. Power & data wiring changes were made by KCFM staff as needed to support the new configuration.
- Excess old racking was removed from the new area for mail in voting to be located. Racks and shelving & furniture was re-arranged as directed by Voter's staff.
- Doors to the mail in voting area were installed yesterday.
- The camera was relocated to the 3rd floor to observe the main entrance area as it was when the Recorder's office was located on the 1st floor.
- Card access devices have been ordered and will be scheduled to be installed as soon the materials are received by the vendor.
- Both the Recorder's office on the 3rd floor and the Voter's office on the 1st floor are substantially complete other than a few "punch list" items.

New Business/Projects

1) **Chair Report**

- a) **\$4 Million Grant from IDOT for KAT Multi-use Facility – Next Steps**
 - Administrator Koepfel will provide additional detail.
- b) **Public Safety Center Attorney/Client Room Project**
- c) **AE Needs Assessment Project**

2) **Review Bids for the Historic Courthouse Window Replacement Project**

- Two bids were received. However, one bid was received after the deadline. So, they were informed we could not accept their bid.
- Four windows were advertised to be replaced. Unit pricing was also requested in the bid.
- The four windows pricing came in at \$126,000.00 or \$31,500.00 each.
- Director Smiley budgeted \$ 96,475.00 for 2022. So, the budgeted amount would cover replacing only three of these windows in 2022.
- If all four windows were replaced in 2022 we will still have three additional double hung windows to be replaced on the ground floor level. The cost to replace those windows is \$6,300.00.
- Mr. Smiley is looking for direction on this item.

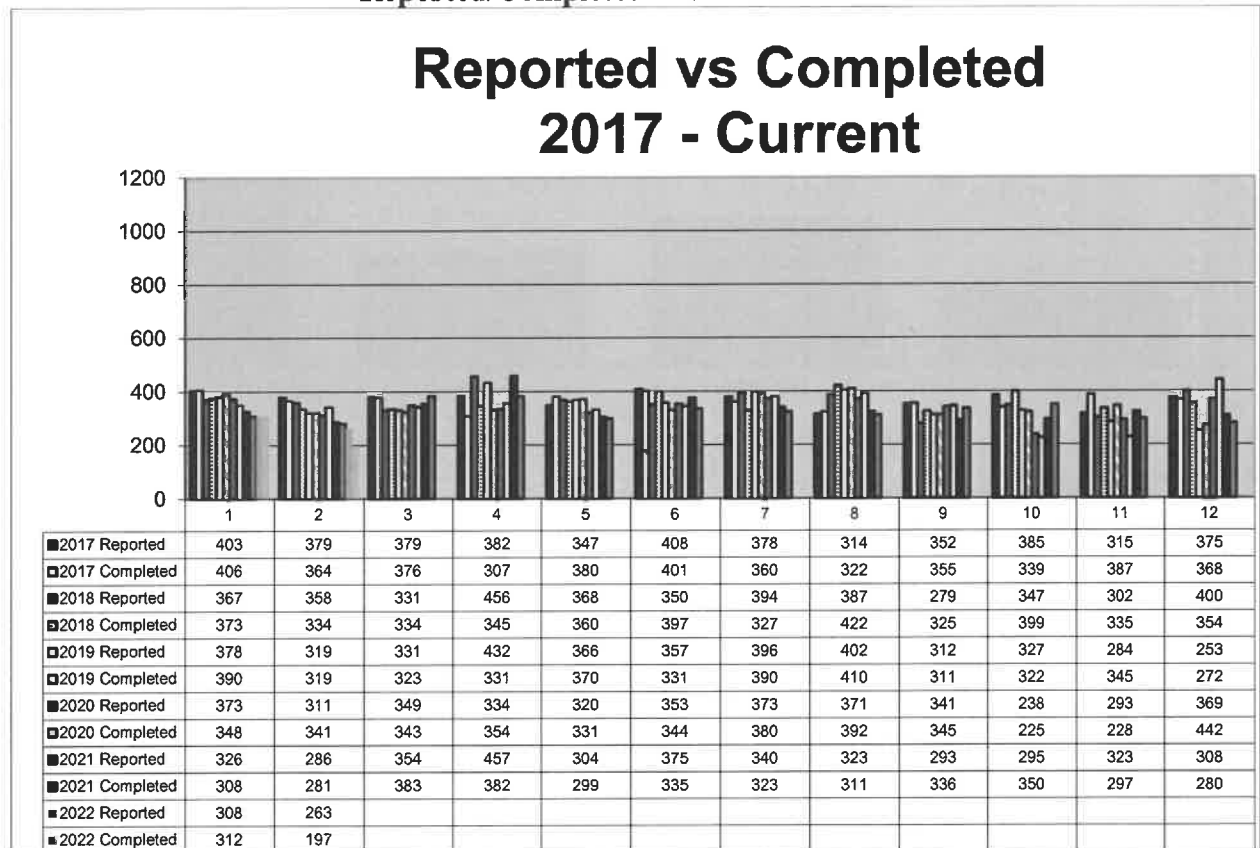
- 3) **Review Bids for Janitorial Services**
 - Four bids were received.
 - Our incumbent vendor Cleaner Living Services was determined to be the lowest responsible bidder. See bid tabulation sheet.
 - Director Smiley is asking for this contract to be forwarded to the County Board review & approval at the March 15, 2022 meeting.
- 4) **Review Bids for Landscaping Services**
 - Four bids were received.
 - See attached summary sheet on pricing given in the bids.
 - Director Smiley checked references on the low bidder Cox Landscaping and all gave high marks to their work.
 - Mr. Smiley is asking for this contract to be forwarded to the County Board for review & approval at the March 15, 2022 meeting.
- 5) **Jury Deliberation Furniture**
 - Furniture was ordered Jan. 13, 2022.
 - Director Smiley is expecting a delivery date soon.
- 6) **Review Bids for Courthouse Roof Replacement with Garland/DBS Inc. Utilizing Omnia Proposal #25-IL220196**
 - Plans and specifications were assembled by the Garland/DBC Inc. company. Contractors were invited to the mandatory bid walk thru and the project was also advertised locally in the Beacon News Newspaper.
 - Director Smiley budgeted \$98,750.00, which was approved to be in the 2022 Capital expenditures.
 - Garland/DBS's bid using DCG Roofing Solutions as the installing contractor came in at \$94,521.00.
 - Mr. Smiley is asking for this contract to be forwarded to the County Board for review & approval at the March 15, 2022 meeting at the budgeted price in case there are unknown conditions such as wet insulation found during installation.
- 7) **Probation Office Dressing Rooms Project**
 - The project was approved dot go forward by Judge Pilmer.
 - Construction started Friday, May 4, 2022.
- 8) **Animal Control Kennel Sound Baffles**
 - AD/PM Polvere was asked to research baffles to help reduce the sound of the barking dogs in the kennels as the noise is quote loud since the ceilings were removed.
 - Mr. Polvere will explain his findings.
- 9) **Remodel for the Inspector General Office at the Public Safety Center**
 - Two former interviews have been combined by removing the wall between the rooms and closing in one of the doors.
 - KCFM staff has done all the work on this project including demo, reconstruction, wiring etc. A vendor KCFM has used on many projects did the flooring.

February 2022

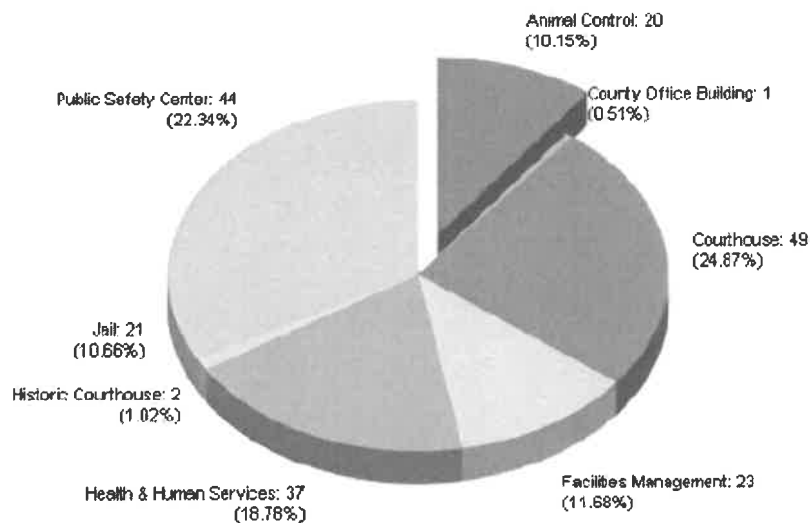
Staffing/Training/Safety:

DESCRIPTION	Feb-22	Jan-22	Dec-21
Possible Work Hours (6 employees @ 8 hrs)	864.00	960.00	1,008.00
Paid/Unpaid Leave	40.50	64.00	96.00
Holiday	96.00	48.00	96.00
Bereavement			
* FMLA/WC			112.00
<i>Regular Productive Hours</i>	<i>727.50</i>	<i>848.00</i>	<i>704.00</i>
Overtime Worked	45.25	56.50	3.00
<i>Total Productive Hours</i>	<i>772.75</i>	<i>904.50</i>	<i>707.00</i>

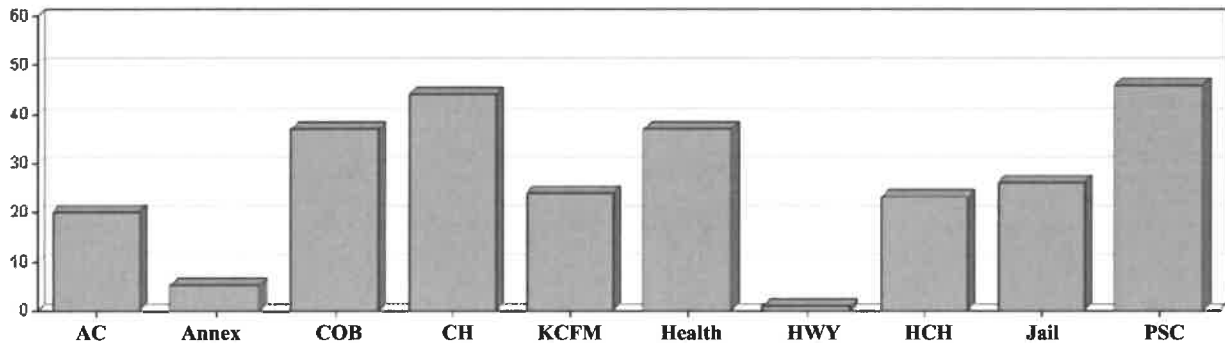
Reported/Completed Work Orders 2022



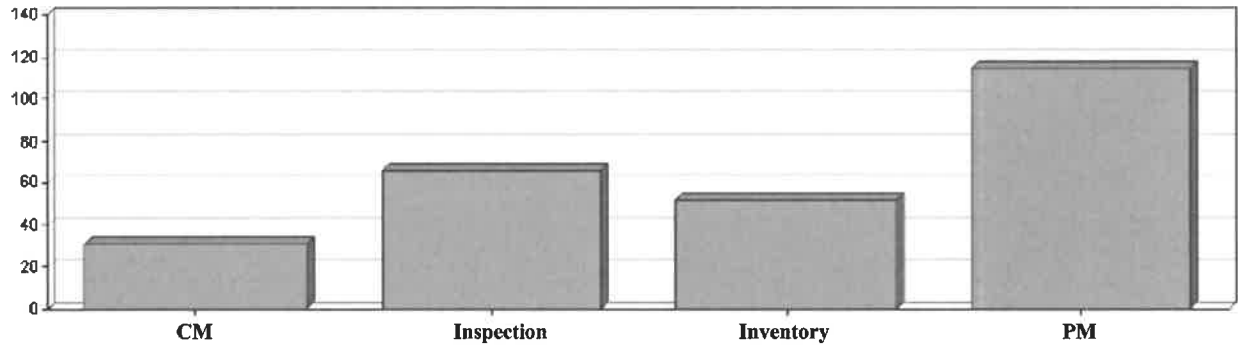
Completed Work Orders February 2022



Reported Work Orders by Location February 2022



Reported Work Orders by Task February 2022



OTHER BUSINESS

CITIZENS TO BE HEARD

QUESTIONS FROM THE PRESS

ADJOURNMENT

The next regular Facilities Management committee meeting is scheduled to be on April 4, 2022. The meeting will be held at the County Office Building 111 W. Fox Street, Yorkville in the County Board room.

**COUNTY OF KENDALL, ILLINOIS
FACILITIES MANAGEMENT COMMITTEE
MEETING MINUTES
MONDAY, FEBRUARY 7, 2022**

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

Roll Call: Members Present: Dan Koukol, Matt Kellogg, Judy Gilmour, Brian DeBolt.
Member Scott Gryder arrived at 4:15 pm.

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

Others Present: Facilities Director Jim Smiley, Facilities Management Assistant Director/PM Dan Polvere, County Administrator Scott Koepfel.

Approve the January 3, 2022 Facilities Committee Meeting Minutes – Member Kellogg made a motion to approve the January 3, 2022 meeting minutes, second by Member Gilmour. **With all present members voting aye, the minutes were approved.**

Approval of Agenda – Member Koukol made a motion to approve the agenda. Member Kellogg second the motion. **With all present members voting aye, the agenda was approved.**

Public Comment – None

Old Business/Projects

1. *County Seal on 111 W. Fox St. Facades* – Assistant Director Polvere updated the committee of the costs received from the three (3) companies. Members discussed size and placement of the signs on the building facades. Mr. Polvere will bring the visual rendering from the lowest priced company to the next Facilities meeting.
2. *Public Safety Center MZU-5 VAV Conversion* – Director Smiley informed the committee the paperwork has been completed and received. Mr. Smiley stated the “kick off” meeting with Trane has yet to be scheduled.
3. *Reconfiguration of the former GIS/Mapping office for use by Recorder office* – Assistant Director Polvere informed the committee the move upstairs will begin tomorrow. Once the move is complete the construction can begin in the Voter’s area. Director Smiley reported project costs to the committee. Mr. Smiley stated the card access system will increase the costs due to package price for the system. County Administrator Koepfel confirmed the cost overage due to the card access system will be brought to the Thursday, February 10, 2022 Finance meeting for approval or confirmation that the County Clerk will pay for this work.
4. *KCFM Truck/Kubota Tractor Purchase* – Assistant Director Polvere updated the committee on the issues related to purchasing a new vehicle. Discussion on the purchase and needs of the Kubota tractor in lieu of the purchase of a new vehicle this budget year. Chair DeBolt suggested looking at a different brand tractor for cost comparison.

New Business/Projects

1. *Chair's Report*

- a. *AE RFQ Responses Update* – Director Smiley informed the committee that ten (10) companies responses have been received. This number will be reduced to four (4) for phone interviews which will then be reduced to three (3) for board presentations.
 - b. *2022 Projects Started* – Director Smiley updated the committee on the 2022 projects that have been started.
2. *Discussion of \$4 Million Grant from IDOT for KAT Multi-Use Facility* – County Administrator Koeppel explained to the committee IDOT awarded a grant of \$4 million dollars plus AE money for a KAT transit building. This would be a county owned building possibly located on the corner of Galena and Route 47. This project was previously discussed to be partnered with the City of Yorkville. Mr. Koeppel asked the committee if they wanted to move forward as a stand-alone project or continue partnership with the City of Yorkville. Consensus of the committee is to proceed as a stand-alone project. Mr. Koeppel stated this project will be under the rules of IDOT procedures for finding an AE Firm, bidding and construction. The committee inquired about possible purchase and renovation of an existing building in the county. Mr. Koeppel will look into this option to see if it is a possibility.
 3. *Historic Courthouse Window Replacement ITB* – Assistant Director Polvere informed the committee the Invitation to Bid for replacement of four (4) windows at the Historic Courthouse was published as a public bid. Mr. Polvere stated the bids are due to be received by February 17, 2022 at 10 am.
 4. *Janitorial ITB* – Assistant Director Polvere informed the committee the Invitation to Bid for the Janitorial cleaning was published as a public bid. Mr. Polvere stated a mandatory walk-through of all the buildings is scheduled for Wednesday, February 9, 2022 at 2:00 pm. The bids are to be received by February 17, 2022 at 10:00 am.
 5. *Landscaping ITB* – Assistant Director Polvere informed the committee the Invitation to Bid for the Landscaping services was published as a public bid. Director Smiley informed the committee the bids will be broken out per buildings including the solar field. Mr. Polvere stated the bids are to be received by February 17, 2022 at 10:00 am.
 6. *Jury Deliberation Furniture* – Director Smiley informed the committee the furniture was ordered January 13, 2022 with an estimated delivery date of early March.
 7. *Jury Deliberation Carpeting Change* – Director Smiley stated one (1) set of carpet is in and the other set is due on Friday. Mr. Smiley will have this scheduled to be installed, on a non-jury week.
 8. *CDC Trailer Setup by Courthouse* – Director Smiley informed the committee the CDC wants to set up trailers on the Route 34 campus for three (3) months; June until August 2022 for scheduled health testing of Kendall County residents. Director Smiley stated the requirements for the trailers to operate would be power, data and sewer hook-ups. All costs incurred will be paid by the CDC. Mr. Smiley has an onsite meeting scheduled for February 9, 2022 at 9:00 am.
 9. *Public Safety Center Attorney/Client Room Project* – Director Smiley informed the committee the original quote for this space came in approximately \$400,000.00. This amount was included in this year's capital budget. Another firm was brought in to look and estimate the space and this quotes came in around \$600,000.00, not including security items which can add

approximately \$100,000.00 more. This project is on hold until Kendall County reviews AE firms for the needs assessment projects at both campuses.

10. *Courthouse drain pan replacements* – Director Smiley reported to the committee these drain pans are part of the original construction in the mid 1990’s. The pans have been leaking for some time and KCFM staff has performed temporary repairs on them the past couple of years. Mr. Smiley stated the replacement project “kick off” meeting is tomorrow morning at 8:00 am to talk about the logistics and take the necessary measurements.
11. *Courthouse Master Control Outer Office Flooring Replacement* – Director Smiley informed the committee the meeting/breakroom carpet needs replacement. This will be replaced with vinyl plank. Mr. Smiley stated the flooring was ordered February 4th and will be installed as soon as it is received.
12. *Circuit Clerk Counter Changes* – Director Smiley stated this project has been approved in this year’s budget. This will entail cutting apart the main counter and adding a “kiosk” for clerks to help the public filing and obtaining electronic documents for court proceedings.
13. *Morgue Body Cooler A/C Replacement* – Director Smiley stated this was originally scheduled for replacement on Wednesday, February 3, 2022, however the coroner requested it be on hold if the prospect of a new building is in the near future. Director Smiley stated the following Friday the cooler had gone done and needed repairs. The next day it was discovered the replacement was needed so the upgrade and replacement of the old system started today.
Project Complete.
14. *UPS Battery Replacements* – Director Smiley budgets every four (4) years for batteries to be replaced. Mr. Smiley received three (3) prices and will review the quotes and submit for purchase.
15. *Courthouse Phone Adds & Furniture setup for New Positions* – Director Smiley stated these phones are installed even though the positions have not been hired as of yet. **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

Executive Session – None

Public Comment – None

Questions from the Media – None

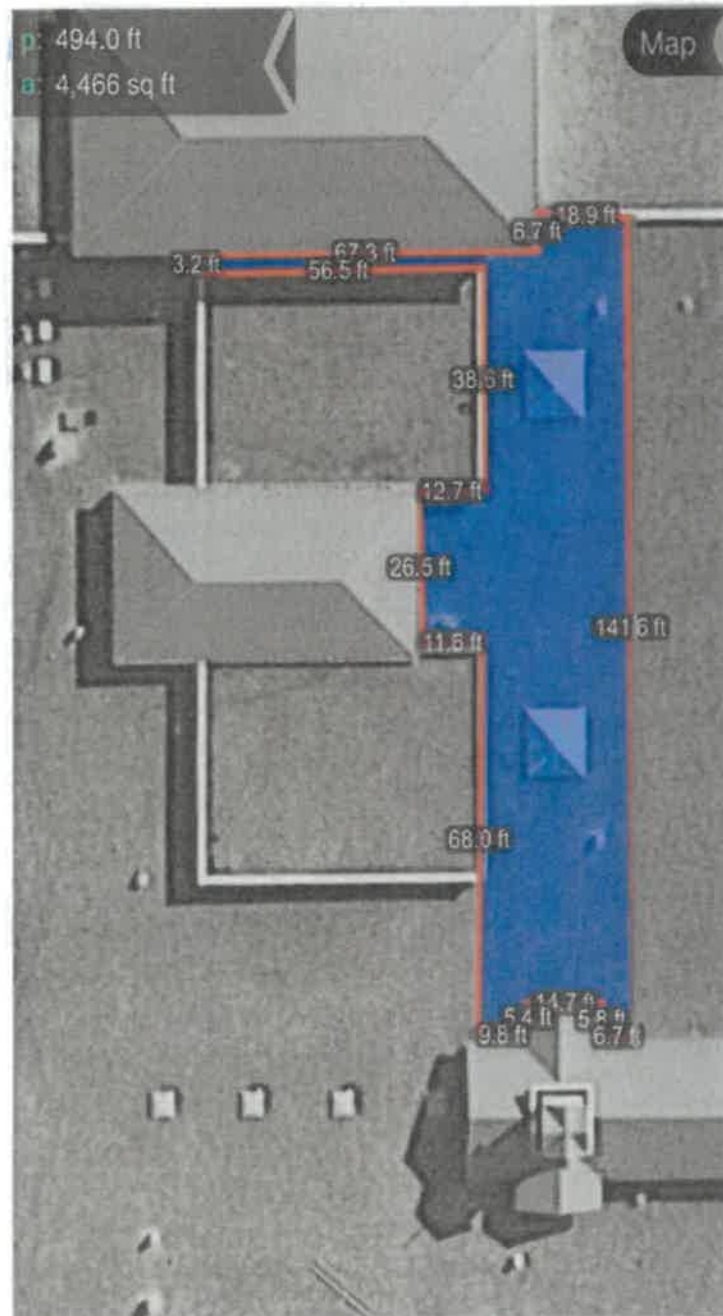
Adjournment – Chair DeBolt asked if there was a motion to adjourn. Member Koukol made a motion to adjourn the meeting. Second by Member Gryder. **With all members present voting aye, the meeting adjourned at 5:19 p.m.**

Respectfully submitted,

Christina Wald
Administrative Assistant



6. Scope of Work, Details, & Drawings



Kendal County
 Janitorial Services Bid's
 3/4/2022

	Initial Period	Year 2	Year 3	Year 4	Year 5
Janitorial Monthly	(FY 2022)	(FY 2023)	(FY 2024)	(FY 2025)	(FY 2026)
Cleaner Living Services	\$ 16,100.00	\$ 16,422.00	\$ 16,750.44	\$ 17,252.95	\$ 17,770.54
Tidy Queens	\$ 44,207.94	\$ 44,207.94	\$ 44,915.36	\$ 44,915.36	\$ 45,622.78
Maintenance Stain	\$ 27,300.00	\$ 28,500.00	\$ 30,500.00	\$ 31,750.00	\$ 32,950.00
Alpha Building Maint.	\$ 17,073.00	\$ 17,415.00	\$ 17,763.00	\$ 18,118.00	\$ 18,480.00

Kendall County
 Facilities Management
 COB
 Voter's & Recorder's Office Remodeling
 4-Mar-22



Budget: \$35,000.00

Contractor		Actual Cost	Paid to date	Over/Under
Lite Construction	Recorder Office	\$11,722.00		
	Voter Office	\$11,412.00		
CO# 1	Align Ceilings 3rd Floor	\$1,600.00		
CO# 2	Paint 3rd Floor	\$1,620.00		
	Paint N. 1/2 Voters	\$2,340.00		
Moving Company		\$2,131.25		
Douglas Carpeting	Carpet Repairs	\$2,000.00		
Sound Inc.	Card Access & Cameras	\$24,655.00		Clerk to Pay this.
Misc. items	KCFM Wiring etc...	\$500.00		
D.C. Home	Blinds	\$1,470.00		
Grand Total to Date		\$33,325.25		Projected
Grand Total w_CA & Cam. Work		\$57,980.25	\$0.00	(\$22,980.25) Currently

Summary of Costs				
Maintenance				
Yearly	Local Lawn Care	4 Seasons Landscaping	Cox Landscaping	TSI
2022	\$ 20,390.00	\$ 17,661.00	\$ 17,132.00	\$ 81,216.00
2023	\$ 20,797.80	\$ 17,913.00	\$ 17,007.00	\$ 81,216.00
2024	\$ 21,213.76	\$ 18,535.00	\$ 17,989.25	\$ 81,351.50
2025	\$ 21,638.03	\$ 18,535.00	\$ 17,989.25	\$ 82,858.00
2026	\$ 22,070.79	\$ 18,535.00	\$ 17,989.25	\$ 83,689.00
Totals	\$ 106,110.38	\$ 91,179.00	\$ 88,106.75	\$ 410,330.50

	Lawn Cutting Single Cut	Initial Period (FY 2022)	Year 2 (FY 2023)	Year 3 (FY 2024)	Year 4 (FY 2025)	Year 5 (FY 2026)	TOTAL
Local Lawn Care		\$ 2,019.00	\$ 2,079.57	\$ 2,141.96	\$ 2,184.80	\$ 1,874.19	\$ 8,425.32
4 Seasons Landscaping		\$ 1,780.00	\$ 1,780.00	\$ 1,868.00	\$ 1,868.00	\$ 1,868.00	\$ 7,296.00
Cox Landscaping		\$ 820.00	\$ 820.00	\$ 860.50	\$ 861.00	\$ 861.00	\$ 3,361.50
TSI		\$ 1,652.00	\$ 1,652.00	\$ 1,693.00	\$ 1,710.50	\$ 1,733.00	\$ 6,707.50

Combined Monthly	Local Lawn Care	4 Seasons Landscaping	Cox Landscaping	TSI
Year 1 - 2022	\$ 10,988.86	\$ 9,643.00	\$ 5,727.43	\$ 18,210.29
Year 2 - 2023	\$ 11,047.11	\$ 9,679.00	\$ 5,709.57	\$ 18,210.29
Year 3 - 2024	\$ 11,106.54	\$ 9,767.86	\$ 5,849.89	\$ 18,229.64
Year 4 - 2025	\$ 11,167.15	\$ 9,767.86	\$ 5,849.89	\$ 18,444.86
Year 5 - 2026	\$ 11,228.97	\$ 9,767.86	\$ 5,849.89	\$ 18,563.57
Totals 5 Years	\$ 55,538.63	\$ 48,625.57	\$ 28,986.68	\$ 91,658.64

Cutting Costs				
Year	Local Lawn Care	4 Seasons Landscaping	Cox Landscaping	TSI
Year 1 - 2022	\$ 50,475.00	\$ 44,500.00	\$ 20,500.00	\$ 41,300.00
Year 2 - 2023	\$ 51,989.25	\$ 44,500.00	\$ 20,500.00	\$ 41,300.00
Year 3 - 2024	\$ 53,548.93	\$ 46,700.00	\$ 21,512.50	\$ 42,325.00
Year 4 - 2025	\$ 54,619.91	\$ 46,700.00	\$ 21,525.00	\$ 42,762.50
Year 5 - 2026	\$ 46,854.63	\$ 46,700.00	\$ 21,525.00	\$ 43,325.00
5 Year Total	\$ 257,487.71	\$ 229,100.00	\$ 105,562.50	\$ 211,012.50