

BUILDING & GROUNDS COMMITTEE MEETING
MINUTES
January 28, 2019

Members Present: Pam Deppe, Brad Miller, Jason Ratts

Members Absent: Vera Small, Jeff Thomas

Others Present: Byron Deaner, Tracy Garrison, Josh Langfelder, Wayne Rovey

Chair Ratts called the meeting to order at 5:00 p.m.

Ratts requested a motion to approve the December 26, 2018 minutes. A motion to approve the minutes was made by Miller and seconded by Deppe. Motion carried (3-0).

Brian McFadden, County Administration, was unable to attend the meeting. The agenda item was tabled.

Josh Langfelder, Recorder, addressed the Committee requesting approval to hire two part-time Seasonal employees at a rate of \$10 an hour effective February 6, 2019. Both positions will be paid from the Automation Fund. A motion to approve the request was made by Deppe and seconded by Miller. Motion carried (3-0).

Tracy Garrison, GIS, addressed the Committee requesting approval of Purchase Order 2019-GIS-1, Vendor Seiler in the amount of \$9,500 to be used to replace the GPS receiver and antenna. A motion to approve the request was made by Deppe and seconded by Miller.

Wayne Rovey, Information Systems, addressed the Committee requesting approval to send Pam Rodgers to the Tyler New World Public Safety Conference held in Dallas, TX an April 7-10, approval of a Resolution and Purchase Order ISD-015 for Multiple Vendors in the amount of \$125,000 for numerous components needed to maintain and improve the County's computer network, and approval of Purchase Order 2019-016 for CDW-G in the amount of \$5,800 for Xerox printing supplies, toner, drums and maintenance kits. Rovey presented to the Committee the IT Merger Savings Report. A motion to consolidate and approve all requests was made by Miller and seconded by Deppe. Motion carried (3-0).

Byron Deaner, Interim Facilities Manager, addressed the Committee requesting approval of Purchase Order BG201901, multiple Utility Vendors in the amount of \$1,000,000, Purchase Order BG201902, multiple Communication Vendors in the amount of \$250,000, Purchase Order BG201903, multiple Fire Safety Vendors in the amount of \$4,000, Purchase Order BG201904, Kone, Inc. in the amount of \$75,000, Purchase Order BG201905, Altorfer, Inc. in the amount of \$25,000, Purchase Order BG201906, Environmental Control Solutions in the amount of \$130,000, Purchase Order BG201907, Garrrrett-Calahan in the amount of \$9,500, Purchase Order BG201908 Pleasant Nursery in the amount of \$5,000, Purchase Order BG201909, F.J. Murphy & Son in the amount of \$5,000, Purchase Order BG201910, Springfield Downtown Parking in the amount of \$50,000, Purchase Order BG201911, multiple Janitorial Supply vendors in the amount of \$42,000, Purchase Order BG201901 for multiple Utility Vendors in the amount of \$1,000,000, Purchase Order BG201912, Shred-It in the amount of \$7,000, Purchase Order BG201913, Tyco Fire & Security in the amount of \$65,000, Purchase Order BG201914, Daikin Applied in the amount of \$15,000, Purchase Order BG201915, multiple Trash Removal Vendors in the amount of \$5,000, Purchase Order BG201916, Pak-Rite Rentals in the amount of \$2,800, Purchase Order BG201917, multiple Pest Control Vendors in the amount of \$5,000, Purchase Order BG201918, George Alarm Company in the amount of \$750, and Purchase Order BG201920, Young's Security Systems in the amount of \$750. Resolutions will be prepared and presented to the County Board for all

purchase orders in the amount of \$30,000 or more. A motion to consolidate and approve all requests was made by Deppe and seconded by Miller. Motion carried (3-0).

Deaner reported to the Committee on an Emergency Procurement that was presented and approved by Brian McFadden, County Administrator. Deaner acquired three quotes for a replacement heating coil and install, with Prairie State Plumbing (Purchase Order BG201921) being awarded the contract with a quote of \$8,589.

Ratts requested a motion to approve the requisitions. A motion to approve the requisitions was made by Miller and seconded by Deppe. Motion carried (3-0).

There was no old business or public comment.

A motion to adjourn was made by Deppe and seconded by Miller. Motion carried (3-0). Meeting adjourned.

APPROVED