

Building and Grounds Committee

MINUTES

Wednesday, September 4, 2019

1. **Call to Order**
Meeting was called to order by David at 9:00 a.m.
2. **Roll Call**
Greg David, Roger Lindl, Mary Roberts and Jim Schroeder.
Excused: Laura Payne
Others Present: Ben Wehmeier and County Administrator, Ryan Mundt, Human Services Supervisor, Brian Belford, Human Services Administrative Services Manager and Frankie Fuller.
3. **Certification of compliance with the Open Meetings Law**
Wehmeier reported that the meeting agenda was properly noticed in compliance with the law.
4. **Review of the Agenda**
No changes were made
5. **Public Comment**
None
6. **Communications**
 - Bid Handouts
 - Draft Resolution – Accepting bid for the repair and improvement of the Human Services parking lot at the Lueder Haus building
 - Bid Specifications for Lueder Haus Parking Lot project
 - Drawing of Lueder Haus Parking Lot project
7. **Approval of August 7, 2019 Building and Grounds Committee minutes**
Minutes were provided for review.
Motion by Schroeder/Lindl to approve the August 7, 2019 Building and Grounds Committee minutes as printed. Motion passed 4-0.
8. **Discussion and possible action on Approving bid for Lueder Haus parking lot project**
A draft resolution and bid information were provided for review. Two bids were received from PLM in the amount of \$40,695.00 and Wolf Paving in the amount of \$48,069.00. Mundt is recommending the bid from PLM in the amount of \$40,695.00.
Motion by Lindl/Roberts to forward the resolution accepting the bid from PLM in the amount of \$40,695.00 to the County Board for their consideration. Motion passed 4-0.
9. **Discussion on Jefferson County facilities and Implementation Process**
Wehmeier gave an update on projects that need to be taken care of in our county facilities. Wehmeier has been discussing this with Maas Brothers Construction to

RESOLUTION NO. 2019-_____

Accepting Bid from Jefferson Glass to Replace All Interior Glass in the County Jail

Executive Summary

In August of 2019, several maintenance issues were identified in the jail with one being the need to replace glass windows and partitions. The current glass windows and partitions were installed when the jail was constructed in 1991. The glass is a triple pane system with tinted panes to provide appropriate monitoring of inmates while maintaining their privacy. The glass has begun to deteriorate reducing the ability to properly monitor inmates and creating concerns about the structural integrity of the glass. On September 10, 2019 the Finance Committee authorized the use of contingency funds and jail assessment funds to pay for this project.

A Request for Proposals was published soliciting bids for the removal and replacement of approximately 100 glass windows and partitions at the County Jail. The County received one bid for the project. The Buildings and Grounds Committee considered the bid at its meeting on December 4, 2019 and recommended forwarding this resolution to the Jefferson County Board of Supervisors to accept the bid of Jefferson Glass as the lowest responsible bidder in the amount of \$63,700.

WHEREAS, bids were solicited to install new glass windows and partitions at the County Jail, and

WHEREAS, the following bids were received:

Jefferson Glass	\$63,700
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WHEREAS, the Buildings and Grounds Committee has reviewed the bid and determined that Jefferson Glass is the lowest responsible bidder for the project, and

WHEREAS, the Buildings and Grounds Committee recommends accepting the bid of Jefferson Glass in the amount of \$63,700.

NOW, THEREFORE, BE IT RESOLVED that the County Administrator is authorized to enter into a contract with Jefferson Glass in the amount of \$63,700 for the removal of existing glass windows and partitions and installation of new glass windows and partitions in the Jefferson County Jail.

Fiscal Note: Adequate funds for this project are in the 2019 Central Services Budget Account number 11201.594809.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by Buildings and Grounds Committee

12-10-19

REVIEWED: County Administrator: _____; Corporation. Counsel _____; Finance Director: _____

