

BUILDING & GROUNDS COMMITTEE MEETING

Meeting Date: Wednesday, July 5, 2012 4:00 p.m.

MEMBERS:

ATTENDANCE

Mr. Ray Hull	Yes
Mr. Richard Leonard	Yes
Mr. Nestor Garcia	Yes
Mr. David Finlay	Yes

AGENDA:

1. Architect/Construction Manger Report
2. D131 Construction Manger Report
3. Building acquisition update
4. Rental procedures revision
5. Paper Bid and recommendation
6. Rollins Mechanical Room Repairs Bid
7. Fire Alarm System Testing 3 year contract bid and recommendation
8. Define project accounting and contingency
9. Approval of change order process
10. Review new projects
11. Land donation by Habitat for Humanity for property adjacent to Cowherd School
12. Action item for extending lease for the ASC

Informational Items:

1. **Construction Manager Report (CCA)** – Mr. Finlay reported that the Summer Improvement Projects are underway and are nearing completion. The tuckpointing at Brady and Allen have been completed and Oak Park and Beaupre are 85% complete. Roof replacements at Dieterich, O’Donnell and Simmons are nearing completion as well as the window replacements at Allen and Gates. The exit stair at Rollins is expected to be completed mid August. The mechanical work at EHS and Rollins are underway and ongoing. Plans for the Magnet Academy have been drawn. Committee Members indicated that they would like to review plans prior to bidding process. The VNA Grant project will take place in the summer of 2013. Currently, there are plans to add onto the garage at Hill Avenue to accommodate the VNA Mobile Unit.
2. **D131 Construction Manager Report** – Mr. Finlay presented the Committee with a handout of current projects with timelines for status update and completion.
3. **Building Acquisition Update** – Mr. Garcia informed Committee Members that Frank’s Nursery will be going for auction in September. He indicated that the District may be able to work with the Bank to determine if the property can be purchased without going to auction. He informed Committee that the second option would be Long Island Sound property.
4. **Rental Procedures Revision** - Mr. Garcia presented to Committee Members the current Rental Procedures in regards to rentals of District parking lots to outside organizations. Mr. Garcia pointed

out that policy 6.20 sets the guidelines for this type of rental. The Committee agreed that the No Charge fee for outside use of parking lots is ok. Mr. Hull suggested that there should be better communication between the District and neighbors when renting to large groups. He also suggested that large group rentals should be presented before the Board for approval. Mr. Hull also commented that the fees collected for rentals should be returned to Buildings and Grounds Budget. Mr. Leonard seconded the motion.

5. **Paper Bid Recommendation** - Mr. Finlay presented the Paper Bid results indicating that there were three (3) bidders with Midland Paper low bidder in the amount of \$176,893.20. Committee Members agreed to move to Finance for approval.
6. **Rollins Mechanical Room Repair Bid** – Mr. Finlay presented the Rollins Mechanical Room Bid results indicating that there were four (4) bidders with Youngren’s low bidder in the amount of \$152,000.00. Committee Members agreed to move to Finance for approval. Committee Members had concerns regarding the moisture inside the lower level classrooms at Rollins. Mr. Garcia informed Committee Members that the water situation had been taken care of as well as the cleaning of the classrooms and mold testing had taken place with negative results. Mr. Garcia informed Committee Members that he will revisit the location to be sure there are no new developments.
7. **Fire Alarm/Sprinkler Testing and Recertification 3 year contract** – Mr. Finlay presented the bid results for the Fire Alarm/Sprinkler Testing and Recertification 3 year contract indicating that Fox Valley Fire and Safety was low bidder in the amount of \$62,100.00. He also indicated that the next low bidder was Alarm Detection in the amount of \$62,326.00. Mr. Finlay reported that we currently have been doing business with Alarm Detection. He reported that he had checked with the Better Business Bureau and Fox Valley Fire and Safety had 3 complaints with a rating of 89% and Alarm Detection had no complaints with a rating of 98%. The Committee Members indicated that they would like to move the bid from Alarm Detection in the amount of \$62,326.00 to Finance.
8. **Define project accounting and contingency** – Mr. Finlay reported to Committee Members that once the scope of work is defined and the go ahead is given, contingency funds are typically included and returned to District if not used in regular scope of work. The contingency is to be used for any unforeseen conditions that occur while completing the scope of work. If an emergency repair takes place during scope of work, contingency funds should not be used.
9. **Approval of Change Order Process** – Mr. Finlay reported to Committee regarding the change order process. Work that is beyond the scope of work requires a change order to be approved. Mr. Finlay will send Committee Members emails with quotes for change order approvals.
10. **Review new projects** – Mr. Finlay reported to Committee Members that the asphalt repairs will take place in the spring. He reported that Allen Elementary will be a complete tear out. He indicated that he had core borings performed and it showed 3” – 6” of stone instead of the 8” that is required for the laying of 4” of asphalt. Waldo main entry Terre cotta is a safety issue. Mr. Finlay reported that he currently had a price of \$15,000.00 for repairs and is waiting on a second (2nd) quote. In addition, the knee wall is deteriorating and needs repairs. Mr. Finlay reported a pricing of \$35,000.00 and is also waiting for a fourth (4th) quote for this project. The Committee Members agreed to move forward with the repairs due to safety concerns.
11. **Land Donation by Habitat for Humanity for property adjacent to Cowherd School** – Mr. Rob Costello was present to present drawing on donation property adjacent to Cowherd School. This property is being donated by Habitat for Humanity. Mr. Hull suggested the property be cleared so it can be mowed and maintained. Mr. Augustine will be presenting this property donation to the Finance Committee on July 10, 2012 for approval.

12. **Action Item for extending lease for the ASC** – Committee member agreed to extend lease for the Administrative Service Center for one (1) year – Contract thru September, 2013. Will move to Finance.