

BUILDING & GROUNDS COMMITTEE MEETING

Meeting Date: Thursday, November 6, 2012 4:00 p.m.

MEMBERS:

ATTENDANCE

Mr. Ray Hull	Yes
Mr. Richard Leonard	Yes
Mr. David Finlay	Yes
Ms. Anita Lewis	Yes
Dr. Jerome Roberts	Yes
Ms. Annette Johnson	Yes
Dr. Jerome Roberts	Yes

AGENDA:

1. Architect/Construction Manger Report
2. D131 Construction Manger Report
3. Resolution for Sale of Personal Property

Informational Items:

1. **Architect/Construction Manager Report** – Mr. Chuck Clark (Cordogan Clark & Associates) reported at the Magnet Academy there are still presently tenants on the second floor until approximately December 15th. The first and third floors are nearing completion. He also informed the Committee that a walk through will be taking place with the ROE, AFD and Cordogan Clark personnel.

Mr. Craig Welter (Cordogan Clark & Associates) reported that the 10 year safety survey had been completed. Mr. Welter distributed a packet representing the report. He informed Committee that there is approximately \$47,000.00 in violations that will be presented to the State. These items will require the service of outside vendors. Violations have a 5 year completion deadline.

2. **D131 Construction Manager Report** – Mr. David Finlay reported on the following:
 - a. **Preferred Vendors** – bids are in and clarification will take place with vendors regarding pricing. Mr. Finlay will bring to January B&G meeting for approval. Dr. Roberts informed Mr. Finlay that he would like to view prior to B&G presentation.
 - b. **Warehousing** – Mr. Finlay distributed a diagram of the Hill Avenue Warehouse. He stated that the District will be storing the VNA mobile in the garage. He also indicated that the District will now be storing more maintenance parts, which will reduce the amount of trips to obtain parts. Committee Members inquired as to why the District is storing the VNA bus. Mr. Sweigart (supervisor) indicated that he had worked with Mr. Augustine on this project and that was agreed upon. Dr. Roberts wanted to know why we are responsible for storing and why for free.
 - c. **Preventative Maintenance** – Mr. Finlay distributed a sample of a preventative maintenance listing for a location. He indicated that this format will take place for all locations and that 95% are completed. Dr. Roberts questioned if the air quality in schools would improve with preventative maintenance and the changing of filters. Mr.

Finlay indicated that filters are changed three times yearly. Air quality issues may be related to old carpeting and building structure issues. Ms. Lewis questioned if the materials for preventative maintenance will be kept in stock. Mr. Finlay indicated that there will be some stock for emergencies, however the bulk will be ordered at the time the preventative work will take place. Mr. Scott Osman, warehouse, will be in charge of this ordering.

- d. **Xerox** – Mr. Finlay indicated that the current 5 year contract will expire in April, 2013. He informed Committee that Xerox has been awarded the State Contract. He shared with the Committee Members the proposal from Xerox that will expire at the end of December 2012. The District can take advantage of signing a new 5 year contract at the current rate and will receive new machines at the old rate. If the District does not take advantage of this proposal, the cost will increase \$12,000 to \$15,000 per month. Ms. Lewis indicated that the Union has indicated that the copy center is not keeping up with the work requests in a timely manner. She indicated that it may be better to go to a private sector. The Committee would like Mr. Finlay to inquire if Xerox will extend the current contract for an additional 6 months. This will give the District the opportunity to look into other options. Mr. Finlay indicated that if this took place, the current pricing will most likely not be available. The Committee voted to look into bidding out and outsourcing printing versus signing a contract at the end of December.
 - e. **Waldo Front Entrance** – Mr. Finlay reported that the front entrance cost came in approximately 30% under budget.
 - f. **Electric Savings** – Mr. Finlay reported over the past few years the District has changed fixtures with DECO grants saving the District energy costs of approximately \$400,000 per year. He reported that he is working on selling energy credits with potential sales of several hundred thousand dollars. Mr. Finlay will present to Committee once information is received and recorded. He also informed Committee that he is currently looking into a DECO grant for motion detectors and will present when information is acquired.
 - g. **Timeline for Janitorial Bid** – Mr. Finlay presented Committee with a timeline for installation and delivery of dispensers and new paper products for the District. Ms. Johnson indicated that samples should have been received at the time of the bid opening and were not asked for until after the awarding of the bid. The hand soap dispensers that were installed did not lock and students were opening them and dispersing soap onto the floor. The company that has been awarded these dispensers will replace them with a locking dispenser.
 - h. **Emergency Repairs** – Mr. Finlay presented the Committee with an updated print out of emergency repairs.
3. **Resolution for Sale of Personal Property** - Mr. Finlay presented committee members a resolution for the sale of various items that are no longer usable in the District. Committee Members approved and will move to Board for approval.

The next Buildings and Grounds meeting will be held on Thursday, January 3, 2013 at 4:00 p.m. at the McKnight Service Center, 417 Fifth Street, Aurora, IL 60505.