**BUILDINGS AND GROUNDS SPECIAL COMMITTEE MEETING**

Meeting Date: March 15, 2018

Meeting Called to Order: 5:00pm

**Members: Attendance:**

Mr. Ken Darby, Co-Chair Yes

Ms. Annette Johnson Yes

Mr. Bruce Schubert, Co-Chair Yes

Ms. Beatrice Reyes-Childress Yes

Mr. Alberto Tijerina Yes

Dr. McDonald No

1. Roll Call
2. Public comments/questions
3. Custodial Supply Update and Adjustments
4. Discussion of Recent Bids for Summer Projects
5. AV Technology Bid Results
6. New High School Parking Area
7. Radon Testing Update
8. Water Testing Update
9. Resolution for Sale of Personal Property
10. Work Ticket Report
11. Draft of April Agenda
12. Lawn Weed Maintenance
13. New Business
14. Closed session, if needed
15. Adjournment

Public Comment

NONE

Custodial Supply Update and Adjustments

Ms. Shields presented the proposed custodial supply bid with timeline. Bid will be published in the newspaper and on D131 website with bid opening on April 13, 2018. Samples will be required at bid opening on specified items. Green seal chemicals have been specified as outlined in the District Board Policy 4:150 and the Green Cleaning Schools Act 105 ILCS 140.

Ms. Reyes Childress informed the Committee that an order has been placed with the previous vendor Mayfair, for toilet paper to get us through until the bid is in effect. The cost was increased from $18.37 per case to $19.25 per case since the bid had expired.

There is also a new addition stating the successful bidder will provide on demand training to district staff in proper use of custodial chemicals, equipment and cleaning techniques.

Discussion of Recent Bids for Summer Projects

Mr. Tijerina presented the bid summary for Summer 2018 – Facility Improvement Projects with the below recommendations that were approved by the Committee:

Motion to Approve - Beaupre Masonry Repair bid package including alternate #B1 to BETON Construction in the amount of $257,675.00

Motion to Approve – Dieterich Masonry Repair bid package including alternate #D1 and #D2 to Mertes Contracting Corp. in the amount of $248,389.00

Motion to Approve – Hermes Masonry Repair bid package to Mertes Contracting Corp. in the amount of $86,915.00

Craig Welter of CCA recommended against approval of alternate #H1 as bid came in substantially higher than expected and item can be addressed in stages over the next two or three years.

Motion to Approve – Johnson Masonry Repair bid package to Mertes Contracting Corp. in the amount of $87,105.00

Motion to Approve – Window Replacement bid package including alternates G2 and J2 to CMM Group in the amount of $978,141.00

Blind/Roller Shade work was supported for locations presented but it was recommended to be completed internally. CCA to seek discounts for not reinstalling existing roller shades for applicable window replacement locations. It was brought to the committee that the EAHS Freshman Center also has roller shade needs that administration will cost out.

Ms. Johnson requested status of grant opportunities for window replacements. A grant status update will be brought back to the committee.

Motion to Approve – Pavement Repair bid package to Schroeder Asphalt Services, Inc. in the amount of $365,000.00

Pavement/Asphalt projects will now be managed in district. The 3% management fee will be removed from the overall project cost.

Motion to Approve – Mechanical Improvements bid package including alternate #1 to Artlip and Sons, Inc. in the amount of $127,300.00

Motion to Approve – Dieterich Roofing Replacement bid package to R.B. Crowther Co. in the amount of $204,204.00

Motion to Approve – Gates Roofing Replacement bid package to R.B. Crowther Co. in the amount of $232,700.00

Motion to Approve – Hermes Roofing Replacement bid package to Adler Roofing in the amount of $344,800.00

Motion to Approve – O’Donnell Roofing Replacement bid package to Adler Roofing in the amount of $333,400.00

Motion to Approve – Oak Park Roofing Replacement bid package to Malcor Roofing in the amount of $95,400.00

Motion to Approve – Cowherd Roofing Replacement bid package to R.B. Crowther Co. in the amount of $215,700.00

Motion to Reject bids for High School Roofing Replacement bid package

Freshman Center/89’ Wing and Field House roofing will go out separately for rebid.

Committee requested that contact be made with NJROTC to discuss maintenance and repair cost allocations for Field House.

Motion to Approve – High School Phase 6 bid package including alternate #2, 6 and 8 to Lite Construction Inc. in the amount of $2,650,000.00

Alternate #1 will be rebid to include VCT, LVT and Epoxy alternates

Alternate #5 Install by in-house staff

Alternate #7 Install by in-house staff

Motion to Approve – Waldo Improvements bid package including alternate #1 and 2A to CMM Group in the amount of $2,641,670.00

Minor Projects List- Currently revaluating needs, the ability to do in-house and overall prioritization.

Discussion took place regarding lighting and plans to reduce electrical costs. Mr. Tijerina will make contact with the company who performed work at Waldo and Gates to get an estimate on the number of fixtures that still need to be replaced. Mr. Tijerina informed the Committee during Spring Break a demo will take place in Cowherd gym with the maintenance staff installing new lighting. The districts Asbestos Management Plan was discussed as an integral part of the LED lighting initiative. Committee will further discuss Plan at its April meeting.

A/V Technology Bid Results

Ms. Shields presented the bid results. There were 2 bidders who responded with Troxell Communications being low bidder in the amount of $28,077.90. She added the equipment is Audio/Visual equipment for the Fine Arts wing. Committee agreed to move recommendation of award forward to the March 19th Board meeting.

New High School Parking Area

Mr. Tijerina presented a drawing of the proposed temporary parking area at EHS with 5 parking stalls. He informed the Committee he has obtained quotes and the cost would be approximately $13, 500.00. He has met with the City regarding set-back drainage and will need to submit final drawings. The Committee agreed to move forward with the project. The AFD and KROE were consulted and neither had issue with proposed parking area.

Radon Testing Update

Mr. Tijerina informed Committee there were proposals from Weaver Consultants and Carnow Conibear for Radon Testing to take place at 24 locations. The proposal from Weaver Consultants was low in the amount of $39,900.00 and Carnow Conibear at $51,025.00. Ms. Shields will contact the attorney to determine if the District is bound by contract with Carnow Conibear for radon testing. She also stated there is money in the budget for testing to take place this school year.

The Committee agreed to move forward and present for Board approval once clarification is received from attorney on the contractual scope of services with Carnow.

Water Testing Update

Mr. Tijerina informed the Committee retesting took place on March 10th at 17 locations with 54 samples taken and are now waiting for results. He presented a summary report with the information for all locations tested and the locations needing retesting. He stated that the water at the retested locations continues to be shut off and temporary potable water is being supplied. Water supplies at these locations will be permanently reactivated once results are obtained that show no detectable levels of lead at those sources. There have been work orders for all replacements for documentation and tracking purposes. Mr. Schubert suggested checking with the IDPH and their Lead division on what requirements are for reporting of follow up sampling. Results are expected to be reported at the April 2 meeting.

The approximate cost for drinking fountain, faucet and filter replacements have been in the range of $15,000-$19,000. At Mr. Darby’s request, Mr. Tijerina will validate cost and bring to April 2 meeting.

Resolution for Sale of Personal Property

Mr. Tijerina presented a resolution for sale of personal property that included classroom furniture from the Middle Schools, unusable pre-school furniture, broken student desks and rusted choir risers.

Committee agreed to move forward to the March 19th Board meeting from approval.

Work Ticket Report

Ms. Reyes Childress presented a report on work tickets. She informed the Committee on September 29th there were a total of 626 work tickets and the amount had reduced to 496 in February and to 374 on March 5th due to working on closing completed tickets and the assignment of maintenance staff to locations. The reduction of tickets from September to March totaled 252.

Mr. Villagomez reported on the assignment of maintenance to specific locations. It reduces the driving to several locations, better connection with principals, management of work tickets and knowledge of the building. To be proactive, a preventative maintenance schedule is in the works.

Ms. Reyes Childress asked a process be put in place to reduce the number of tickets by looking at the quantity, the length in que and establishing an acceptable target of tickets in the que.

Draft of April Agenda

Ms. Reyes Childress presented Draft of April agenda to inform the Committee for informational and additions. Added will be Cost of Water Testing, District Asbestos Management Plan and LED lighting plan. Future items were added as informational for future agendas.

Lawn Weed Maintenance

Mr. Tijerina informed the Committee he would like to obtain quotes for weed control in the mulch beds around buildings and tree rings. This will assist grounds crew and firepersons and enhance the fronts of our locations. An evaluation will be made for the need of additional mulch at locations. Committee agreed to move forward with obtaining proposals.

New Business

Mr. Schubert inquired regarding the air quality report that was conducted at the Service Center. Mr. Tijerina reported all findings were normal. Mr. Schubert requested that anytime there is an issue of this nature that it be reported along with any findings to the committee.

Meeting adjourned 7:15 pm