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MINUTES

Standing Committee on Facilities • Board of Trustees • Batavia Public Library District

Special Meeting

Tuesday • 4 October 2011

1. **Call to Order**

Trustee Gibson called the meeting to order at 6:54 p.m. in the Elizabeth L. Hall Conference Room of the Batavia Public Library.

2. **Call the Roll**

Committee Members Present: Randall E. Gibson, James F. Trefil, and J. Thomas Von Lunen

Committee Members Absent:

Other Trustees Present: None

Staff Members Present: Director George H. Scheetz, Jeffery D. Chaney (arrived at 7:32 p.m.), James J. Klyczek, and Joanne C. Zillman

Visitors Present: None

3. **Approve the Agenda**

Trustee Gibson asked whether there were any changes to the agenda.

Motion by Trustee Von Lunen to approve the agenda, as presented. Seconded by Trustee Trefil. All: Aye. The motion carried.

4. **Approve the Minutes:** Special Meeting, Tuesday, 2 August 2011

Trustee Gibson asked whether there were any changes to the minutes, which were distributed at the meeting.

Motion by Trustee Von Lunen to approve the minutes of the special meetings, as presented. Seconded by Trustee Trefil. All: Aye. The motion carried.

5. **HVAC Control System**

Director Scheetz reported that the Library's control system for its heating, ventilating, and air conditioning (HVAC) system—Alerton IBEX—is in the process of being phased out in favor of an open standard (BACnet). The last IBEX upgrade was released on 14 July 2007 and global controller (APEX LT) for the Library's control system was discontinued in December 2010.

Service is still available on the IBEX system. The Library's current service provider is Convergent Technologies LLC of Schaumburg, Illinois, which is an authorized Alerton dealer.

Director Scheetz reported that the cost to migrate from the IBEX system to Envision for BACnet, including 44 room sensors, was **\$25,468.00** (based on a written proposal from Convergent Technologies LLC), for which documentation was included in the Committee packet.

According to Attorney Roger A. Ritzman, the Library must follow a sealed-bid process for projects over \$20,000 unless there is only one authorized dealer (sole provider) serving the Library's territory, or there are unique attributes to the Library's control system that precludes a sealed-bid process.

Director Scheetz stated that there were three Alerton dealers located in the Chicagoland area, so a query was submitted to Alerton in order to determine whether its dealers have exclusive territory rights. A reply was not received from Alerton in time for the Committee meeting.

In response to a question from Trustee Gibson, discussion followed on whether the project was time-sensitive.

In response to a question from Trustee Von Lunen, discussion followed on the control system.

A general discussion ensued on the sealed-bid process.

In response to a comment by Trustee Gibson, discussion followed on the consequences of implementing the project in phases.

In response to a comment by Trustee Gibson and a question from Trustee Trefil, discussion followed on the requirements and implications of a sealed-bid process.

Further discussion was deferred to the next meeting.

6. **HVAC Preventive Maintenance Agreement**

Director Scheetz reported that the Library issued a request for proposals ("RFP") for a preventive maintenance agreement for its heating, ventilating, and air conditioning ("HVAC") system and received seven proposals.

He, James K. Klyczek, the Library's information technology / digital services coordinator, and Jeffrey E. Chaney, the Library's head of Facilities Services, conducted a review of the proposals and followed up with each contractor for additional clarification, as needed.

Director Scheetz stated that the proposals were evaluated in respect to compliance with submittal requirements (Section 2.3 of the RFP) and additional information, including in particular experience with the Library's HVAC equipment and systems. (A chart that illustrated the results of this evaluation was included in the Committee packet.)

Director Scheetz explained that certain issues caused automatic disqualification of respondents' proposals, as follows:

- No "Warranty and Guarantee" (Section 2.3 B)
- No "Acceptance of Conditions" (Section 2.3 F)

- No “Execution” (Section 1.1 C 3 and Section 2.3 G); that is, the proposal was not signed in ink by an officer authorized to make a commitment for the firm
- No experience with significant portions of the Library’s HVAC equipment, which in some respects was the most important consideration of all

Based on this review, the respondent with the lowest and best proposal was David Thomas Mechanical Inc., of St. Charles, Illinois.

Trustee Von Lunen announced that he would recuse himself from the discussion due to a personal relationship with the respondent in question.

For reasons of compliance with the RFP, experience with the Library’s HVAC equipment, and excellent recommendations from the firm’s clients, Director Scheetz recommend the proposal from David Thomas Mechanical Inc., of St. Charles, Illinois, in the amount of \$3,600.00, for approval by the Board of Library Trustees. Discussion followed.

Motion by Trustee Trefil to recommend that the Board of Library Trustees approve a proposal from David Thomas Mechanical Inc., of St. Charles, Illinois, for a one-year HVAC preventive maintenance agreement, in the amount of \$3,600.00, as presented. Seconded by Trustee Gibson. Roll Call: Gibson, aye; Trefil; aye; Von Lunen, abstain. The motion carried, 2–0, with one abstention.

The Committee requested that Director Scheetz place this item on the Consent Agenda.

7. **Snow Removal Services**

Director Scheetz reported that the Library solicited several quotations for snow removal services for the 2011–2012 season, and received proposals from three area contractors, including the current provider (2008–2009 and 2010–2011), Safeguard Sealcoating, of Batavia, Illinois; a former provider (2009–2010), Thornapple Landscape Maintenance, Inc., of Geneva, Illinois; and Tovar Snow Professionals (TSP), of Elgin, Illinois.

Director Scheetz stated that, in 2010, a methodology was developed by the Library Director, Jeffrey E. Chaney, head, Facilities Services, and Joy K. Ganster, business manager, to review the proposals based on several snowfall scenarios (events of 1.5; 2.5; 3.5; 4.5; and 6.5 inches). As in 2010, in each instance, the rates from Safeguard Sealcoating Inc. resulted in a lower overall cost per occurrence.

For reasons of price and past service record, Director Scheetz recommended the proposal from Safeguard Sealcoating Inc., of Batavia, Illinois. Discussion followed.

Director Scheetz noted that the Library has solicited quotations for four consecutive years, and suggested that a multi-year contract might be in order. Discussion followed.

The consensus of the Committee was to recommend a three-year contract, but only if Safeguard Sealcoating Inc. guarantees its 2011 price structure for the full term of the agreement.

Motion by Trustee Von Lunen to recommend that the Board of Library Trustees approve (a) a proposal from Safeguard Sealcoating Inc., of Batavia, Illinois, for snow removal services for the 2011–2012 season, as presented, and (b) a three-year contract with Safeguard Sealcoating Inc. if the contractor guarantees its 2011 price structure for the full term of the agreement. Seconded by Trefil. All: Aye. The motion carried.

The Committee requested that Director Scheetz place this item on the Consent Agenda.

Chaney arrived at 7:32 p.m.

8. **Future Agenda Items**

- Exterior Masonry: Master Plan: Phase 1–A (in part) and Phase 3–A

Director Scheetz provided a brief status report on the exterior masonry project. Discussion followed.

The Committee requested that Director Scheetz invite Krista Gnatt, the preconstruction and business development manager for Bulley & Andrews Masonry Restoration LLC, to the November meeting.

- Security System: Master Plan: Phase 3–B–7

Director Scheetz and James J. Klyczek, the Library’s digital services / information technology coordinator, provided a brief status report on the security system project.

- Landscape Issues

Director Scheetz reported that the Library commissioned Mike Spravka, an integrated landscape designer, total plant health care specialist, and certified arborist, to review key areas of the Library’s grounds, and present evaluations, solutions, and renovation strategies.

A copy of his report was included in the Committee packet for information purposes only; specific action items will be scheduled on the November agenda. Discussion followed.

9. **Comments from the Committee**

There were no additional comments from the Committee.

10. **Next Meetings or Events**

- Columbus Day (Observed) (2nd Monday in October), Monday, 10 October 2011, Library Open*
- Teen Read Week™ (3rd week in October), Sunday–Saturday, 16–22 October 2011 — launched in 1998 to encourage young adults to read for sheer pleasure as well as learning — 2011 Theme: Picture It @ your library®*
- ILA Annual Conference (Rosemont — Donald E. Stephens Convention Center), Tuesday–Friday, 18–21 October 2011*
- Board of Library Trustees (Regular Meeting), Tuesday, 18 October 2011, 7:00 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library*
- Standing Committee on Facilities, Tuesday, 1 November 2011, 7:30 p.m., Elizabeth L. Hall Conference Room, Batavia Public Library***
- Daylight Saving Time Ends (Standard Time Resumes) at 2:00 a.m. (1st Sunday in November), Sunday, 6 November 2011*
- Veterans Day, Friday, 11 November 2011, Library Open*
- National Gaming Day, Saturday, 12 November 2011 — launched in 2008 to focus on the social and recreational side of gaming*

- i. *Thanksgiving Eve, Wednesday, 23 November 2011, Library Closed at 5:00 p.m.*
- j. *Thanksgiving (4th Thursday in November), Thursday, 24 November 2011, Library Closed*
- k. *Day after Thanksgiving, Friday, 25 November 2011, Library Open*

11. **Adjournment**

Motion by Trustee Trefil to adjourn the meeting. Seconded by Trustee Von Lunen. All: Aye. The motion carried.

Trustee Gibson declared the meeting adjourned at 7:45 p.m.

Respectfully submitted,

George H. Scheetz
Director