



MINUTES

Building and Property

June 10, 2014
Jury Assembly Room
Lower Level, Courthouse Annex

MEMBERS PRESENT: Supervisors Mike Behnke, Russ Bousley, Mike Cassidy, Ken Mattison, and Vilas Schroeder

MEMBERS EXCUSED:

OTHERS PRESENT: Deputy County Clerk BobbieJean Borkowski, Highway Commissioner Ray Palonen, Corporation Counsel Gale Mattison, U.P. Engineering and Architects, LLC, and Peshtigo Times

1. Call to order

Chair Behnke called the meeting to order at 10:00 a.m.

2. Agenda

Motion (Cassidy/Bousley) to approve agenda. Motion carried.

3. Public Comment

None

4. Minutes

Motion (Schroeder/Cassidy) to approve minutes of May 6, 2014. Motion carried.

5. RFP for Electrical and Interior Lighting at Stephenson Public Library

Motion (Schroeder/Behnke) to postpone RFP for electrical and interior lighting at the Stephenson Public Library until July meeting. Motion carried.

6. Proposal for Smoke Damper Actuator Replacement at LEC

Motion (Mattison/Schroeder) to approve agreement with Johnson Controls Inc. for smoke damper actuator replacement at LEC, subject to Corporation Counsel's review. Motion carried.

Motion (Cassidy/Behnke) to recommend Finance Committee appropriate up to \$8,600 from the Jail Assessment Fund for smoke damper actuator replacement at LEC. Motion carried. Exhibit A

7. Courthouse Signing Anchored to Marble Walls

Discussion only.

8. Delay RFPs for Following Projects: Roof Maintenance, Jail Maintenance and Handicapped Accessible Door in the Ramp at the Courthouse

Committee agreed to delay the projects until such time a new director is hired.

9. Lawn and Landscaping Services for County Properties

Committee discussed the possibility of outsourcing lawn and landscaping services for county properties to allow maintenance staff to focus on building maintenance needs. Discussion only.

10. Memorial Fountain Repairs

Department will contact Precision Ice Blasting to provide quote for blasting existing paint from fountain surface.

11. Air-conditioning Unit at HHSD

Committee discussed adding new air conditioning unit at HHSD building to the 2015 5-year Capital Improvement Plan. Department will secure estimate for review.

12. Update on Projects

- LEC heated storage building - final plans and project specs completed, request for proposals will be issued
- LEC Chiller - waiting for compressors to be delivered
- UW Lift Pump – completed last week, except for installation of one electrical outlet

13. Facilities Director's Report

Review of final plans for Highway Office remodel, leaking Courthouse windows, glycol in Courthouse boilers causing valves to leak, sally port ventilation, roof leak over boiler room, and WPS gas entrance to Courthouse

14. Future Agenda Items

- Memorial Fountain Repairs
- Air Conditioning Unit at HHSD
- Electrical and Interior Lighting – Stephenson Public Library
- Leaking Courthouse Windows
- Glycol leaking through boiler valves

15. Adjournment

Motion (Cassidy/Bousley) to adjourn at 11:03 a.m. Motion carried.

Next meeting date: June 24, 2014 – 8:30 a.m. and July 8, 2014 – 10:00 a.m.

BobbieJean Borkowski, Deputy County Clerk

Date approved/corrected:

ATTACHMENT A

Actuator Maintenance Response Summary Sheet

Cost

Purchase & Installation of 16 Smoke Damper Actuators \$ 6,400.00

Removal and replacement of smoke damper above ceiling in Huber Cell A \$ 2,200.00

Length of time from executing contract to completion of work Within 35 number of days

Warranties provided

Warranty Type

Manufacturer JCI

Terms

Materials only 1 year Labor and materials 90 days

Comments

Price based on work being done during standard working hours (7:00 am - 3:30 pm) with an employee from the law enforcement center assisting in accessing secured areas of the building.

Johnson Controls Inc

Business Name

866-854-4713 866-348-3796 leif.p.nygaard@jci.com Phone Fax Email

Leif Nygaard / Service Branch Manager

Name of Proposer/Title

Signature Leif Nygaard Date 05/29/2014

ATTACHMENT B
Actuator Maintenance

Statement of Understanding of Proposal

Johnson Controls Inc

Vendor name

N961 Tower View Drive

Vendor's address

Greenville WI 54942

City

State

Zip code

Leif Nygaard / Service Branch Manager

Contact person's name / Position

866-854-4713

866-348-3796

leif.p.nygaard@jci.com

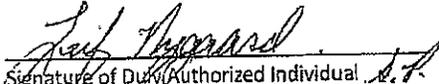
Vendor's Phone number

Vendor's Fax Number

Vendor's Email

We have read the County's Request for Proposals (RFP) to maintenance smoke damper actuators located at the Marinette County Law Enforcement Center and fully understand its intent. We certify that we have adequate personnel, equipment, and license to perform said services. We understand our ability and fitness to perform shall be judged solely by Marinette County. In addition, we certify that:

- (a) Our proposal is not made in the interest or on behalf of any person not named therein;
- (b) We have not directly or indirectly induced or solicited any person to submit a false or misleading proposal or to refrain from proposing;
- (c) We have not in any manner sought by collusion to secure an advantage over any other vendor;
- (d) We have thoroughly examined the RFP requirements, and our proposed fees cover all costs for service/equipment we have proposed;
- (e) We acknowledge and accept all the terms and conditions included in the RFP; and
- (f) I have full authority to make such statements and to submit this proposal as the duly recognized representative of the Proposer.


Signature of Duly Authorized Individual

05/29/2014

Date

ATTACHMENT C
Actuator Maintenance

Addendum Sheet

(If Addendums exist for this project, please sign, date, and submit with Proposal.)

Vendor Name: Johnson Controls Inc

The undersigned acknowledges receipt of the following addenda:

Addendum #1	<u>None</u>	Initials	<u>LN</u>
Addendum #2	<u></u>	Initials	<u></u>
Addendum #3	<u></u>	Initials	<u></u>
Addendum #4	<u></u>	Initials	<u></u>
Addendum #5	<u></u>	Initials	<u></u>

The undersigned agrees with the following statement:

I have examined and carefully prepared the response to proposal from the plans and specifications and have checked the same in detail before submitting to Marinette County.

Name *Leif Mygaard (ed. R)*
Signature

Date 05/30/2014

All vendors are responsible to check for addenda, posted on the county website at www.marinettecounty.com, for this project prior to the due date. No notification will be sent if addenda are posted unless there is an addendum within three (3) business days of RFP due date.

All vendors receiving initial notification of project will be notified by Marinette County of all addenda issued within three (3) business days prior to due date. If a RFP has already been submitted, vendor is required to acknowledge receipt of addendum via fax or e-mail prior to due date. A new RFP response must be submitted by vendor if addendum affects costs.

Vendors that do not have internet access are responsible to contact Marinette County at 715-732-7419 to ensure receipt of addenda issued. RFPs that do not acknowledge addendums may be rejected.

All RFPs submitted shall be sealed. Envelopes are to be clearly marked with required information. Sealed RFPs that are opened by mistake due to inadequate markings on the outside may be rejected and returned to the vendor.

6. Discuss/consider proposals for smoke damper actuator replacement at LEC and recommend to the Finance Committee for funding, action if any (attachment)

If there ever were a fire in the jail these close off the air so the smoke will stay in that certain area (see Wikipedia definition below). This is very important to the safety and security of the facility as officers would not have to evacuate the entire jail or pod but just the cell where the fire originated. We have tested this and trained with the Marinette Fire Department with what we all need to do if there was a fire in the jail and if these don't get repaired/replaced not only would we have to train differently but the safety and security of the staff, inmates and community may be at greater risk if there was a fire.

Smoke dampers are passive fire protection products used in air conditioning and ventilation ductwork or installed in physical smoke barriers (e.g., walls). This may be done to prevent the spread of smoke from the space of fire origin to other spaces in the same building. A combination of fans and dampers can exhaust smoke from an area while pressurizing the smoke-free areas around the affected area (inhibiting smoke infiltration into additional areas).^[1] may also be used to maintain the required concentration of a fire suppression clean agent in a space, as installed in supply air ducts to restrict the introduction of air into the space, and as installed in return or exhaust air ducts to restrict the depletion of the clean agent from the space. Smoke dampers are usually installed by sheet metal contractors.

Smoke dampers can be activated by the fire alarm system, usually initiated by smoke detectors, or interlocked with a fire suppression system. Smoke dampers close by an electric or pneumatic actuator, or a spring actuator, and can be either manually reset or driven open on a reset signal to the electric or pneumatic actuator.

Combination fire/smoke dampers are also available if a smoke barrier is desired at the same location as a fire barrier.

According to Underwriter's Laboratory, "smoke dampers certified by UL carry a leakage class rating that indicates the level of air leakage measured through the damper under test conditions." ^[2]

Fire dampers and smoke dampers are an integral and essential part of a building's passive fire protection system.^[3]

Contents

[hide]

- [1 Inspection and maintenance](#)
- [2 Repair](#)
- [3 References](#)
- [4 External links](#)

Inspection and maintenance[edit]

As with any other element of a building's passive fire protection system, smoke dampers need to be maintained, inspected and repaired to ensure they are in working order. The National Fire Protection Association (NFPA) requires the testing, maintenance and repair of smoke dampers as mandated in the Life Safety Code. NFPA 105 states [that] each damper shall be tested and inspected one year after installation. The test and inspection frequency shall then be every 4 years, except in hospitals, where the frequency shall be every 6 years. The code also states that the damper shall be actuated and cycled. The inspections must be document indicating the location of the damper, date of inspection, name of inspector, and deficiencies discovered.^[4]

As with fire damper inspections, smoke damper inspections are required by Authorities Having Jurisdiction (AHJ's). The International Code Council, the Joint Commission, NFPA and State Fire Marshals require these inspections as part of a Building's Life Safety Plan.

Repair[edit]

NFPA 105 requires that "if a damper is not operable, repairs shall begin as soon as possible".^[5]

The repair of smoke dampers is more complicated as compared to fire dampers due to actuator replacement.