

PROPERTY COMMITTEE MINUTES

DATE OF MEETING: January 9, 2019 at 7:00 a.m.

MEMBERS PRESENT: Scott Nimmo – Chair, Christy Pruser, and Dan Matthews. Lance Reece arrived at 7:02 a.m. Also, Kevin Kemp, Maintenance Supervisor. Pruser left at 7:35 a.m.

MEMBERS ABSENT: Nate Ennis

SUMMARY OF DISCUSSION:

- Sheriff Walker was present to discuss two items on the agenda.
 - Upgrading the camera system in the county building. This item is included in the depreciation budget. Cost for the upgrade to include more cameras is \$22,500. Motion by Reece, 2nd by Pruser to recommend to the full board to upgrade the camera system at a cost of \$22,500. Voice vote, motion carried.
 - Converting the electronic filing system to a manual filing system at a cost of \$9,560.00. This item has been included in the depreciation budget. Motion by Pruser, 2nd by Matthews to recommend to the full board to convert the electronic filing system to a manual filing system at a cost of \$9560.00. Voice vote, motion carried.
 - Discussed with the committee the current set up with the janitors; one full time janitor that cleans the county building and contract for cleaning the sheriff/probation areas 3 days a week. Doesn't feel that the contractual cleaning is working out for the amount of money and would like to eliminate it and hire another full-time janitor. This would have two janitors cleaning 5 days a week and be able to assist when one is gone. Sheriff Walker indicated that he would delegate the janitors to the maintenance supervisor with the maintenance supervisor keeping in contact with him. Motion by Reece, 2nd by Pruser to recommend to the finance committee to recreate a full-time janitorial position. Voice vote, motion carried.
- Motion by Pruser, 2nd by Nimmo to approve the last months' minutes. Voice vote, motion carried.
- Kemp indicated that the bricks at the penthouse need to be sealed again. Cost is approximately \$2000. Motion by Pruser, 2nd by Matthews to seal the bricks in the penthouse at a cost of \$2000.00. Voice vote, motion carried.
- Reece asked if the claim to Johnson Controls was a duplicate – Kemp indicated that it was not. Motion by Reece, 2nd by Pruser to approve the claims. Voice vote, motion carried.
- Project updates given by Kemp
 - Showed committee a picture of dead trees located on George Street in Clinton that the county owns. Trees need to be removed. Nimmo will see if the highway department can remove the dead trees.
 - Changing out the compressor is almost complete. Approximate cost was \$300.
 - Should receive approximately \$7000 in rebates from Ameren when the water boilers are installed.
 - Continue to work on changing out the lights in the jail.
 - Remodel of the breakroom in the jail is almost complete.
- Discussion on the completing the concrete work on parking lots at the shelter and East Annex. Kemp will get bids for the completion of the animal shelter parking lot.
- Motion by Matthews, 2nd by Reece to adjourn at 7:51 a.m. Voice vote, motion carried.

COMMITTEE ACTION:

Recommend to the full board to upgrade the camera system at a cost of \$22,500.

Recommend to the full board to convert the electronic filing system to a manual filing system at a cost of \$9560.00.

Recommend to the finance committee to recreate a full-time janitorial position,
seal the bricks in the penthouse at a cost of \$2000.00.
Approve last months' minutes.
Approve the claims.

RECOMMENDATIONS TO THE FULL BOARD:

Recommend to the full board to upgrade the camera system at a cost of \$22,500.
Recommend to the full board to convert the electronic filing system to a manual filing system at a cost
of \$9560.00.

DATE OF NEXT MEETING: February 6, 2019 at 7:00 a.m.

**AGENDA FOR THE
PROPERTY COMMITTEE**

Date and Time of Meeting: January 9, 2019 at 7:00 a.m. Location: County Building

1. Call Meeting to Order
2. Persons Wishing to Address the Committee (If requesting action, also list below in section three).
3. Items for Discussion and Possible Action
 - a. Approve last month's minutes.
 - b. Approve bills.
 - c. Sealing penthouse walls
 - d. Purchase filing system conversation -- Sheriff's dept
 - e. Upgrade camera system in county building
 - f. Supervising janitors
 - g.
4. Closed Session
5. Items for Discussion Only (No Action Requested)
 - a. Project updates
 - b.
 - c.
6. Motion to adjourn.

Posted: January 3, 2019 at 10:20 a.m.

By: Dee Dee Rentmeister

QUOTE

Dewitt County Correctional Center
101 W Washington St.
CLINTON IL 61727

Account Number:
Quote Number: QU-0975



Date: Jan 02 2019

Expiration Date: Feb 01 2019

Reference:

Description	Discount%	Quantity
<p>Court Side Scope of Work: *Complete removal and replacement of cameras and recorders/distribution of analog camera system. *New cameras (no audio) to courtroom, outdoor, hallways, entry doors with night vision and network tech. *Utilize usable wiring infrastructure reworked with new connections and equipment. *Install New 1080p HD Camera *All cameras Zoom and record onsite viewable also from a Network Based Platform. *Install Power supply, UPS, and Recording systems *Integrate to Video Distribution to Computers and mobile devices *Install Uninterruptible UPS battery back up system for no Loss power conditioning. *Encrypt custom security user and password login. *Clean up and rework of equipment area. *Full Training and support *1 year Product Warranty</p>		
<p>32 Channel AHD DVR Supports up to 1080n recording resolution Mixed input mode allows for ONVIF compliant IP camera connections 16 Channels of audio input VGA and HDMI video output</p>		1.00

ports
 4 SATA ports for internal
 storage

1080p 3.6mm Fixed Lens 4-
 in-1 Mini Dome Camera 18.00

Professional installation /
 Per Tech/ Per Hour
 Professional Installation and
 Setup:
 *Software and Programming
 *Network Setup and
 integration 70.00
 *Systems Training
 *Log in/Password Setup
 *1 Year Product Warranty
 *Clean up AV rack

ZP-18X - DC12V, 20AMP,
 18CH Power Supply, Dual-
 Voltage, PTC Resettable
 Fuse, UL listed 2.00

3" Hemisphere Wall Mount
 Bracket/or Ceiling 18.00

CONVERSION MODULE
 24VAC/VDC TO 12VDC @ 1
 AMP 18.00

Binary (16.4 ft) B4 Series
 High Speed HDMI® Cable 1.00

WD PURPLE 6TB HDD
 *18 Terabyte Storage 2.00

Surveillance wiring, sealants,
 fittings and misc. parts 32.00

Software and Training
 support 1.00

Software Integration to
 Corrections 1.00
 system/Network.

Discount 20.00% 1.00

Discount	
Invoice Total (Tax Included)	\$22,500.00
Total Net Payments	\$0.00
Amount Due	\$22,500.00

Visit our website at Rockstaravs.com to view our services and products.

Terms

Thank you for the opportunity. If you have questions, please let us know. All purchases require a 75% down payment and are subject to our standard Terms and Conditions.

RockStar Audio Video & Security, LLC • (309) 268-0640



Dewitt County Sheriff System Conversion

Prepared for:
Pam Schwartz

Dewitt County Sheriff
101 West Washington Street
Clinton, IL 61727

Submitted by:
Gary Lowery
309.437.5512
glowery@bradfordsystems.com

December 18, 2018
BSC Project #30033

Bradford Systems Corporation is a qualified National IPA Contract provider and is proposing the following Spacesaver equipment and related services benchmarked against:
Contract # P15-150-DT

Corporate

430 Country Club Drive
Bensenville, IL 60106

630-350-3453 office
630-350-3454 facsimile
800-696-3453 toll-free

Merchandise Mart

222 Merchandise Mart Plaza
Suite 11-117
Chicago, Illinois 60654

312-467-1727 office
312-467-1447 facsimile

Missouri & So. Illinois

1735 Larkin Williams Rd.
Fenton, Missouri 63026

636-343-1515 office
636-343-3588 facsimile
800-696-3453 toll-free

Central Illinois

125 Thunderbird Lane
Suite 211
East Peoria, Illinois 61611

309-698-0490 office
309-698-0491 facsimile

Indiana

3815 River Crossing Parkway
Suite 100
Indianapolis, Indiana 46240

317-895-0670 office
317-895-0672 facsimile
800-862-5036 toll-free

December 18, 2018

Pam Schwartz
Dewitt County Sheriff
101 West Washington Street
Clinton, IL 61727

Dear Pam:

On behalf of Bradford Systems Corporation, I would like to thank you for the opportunity to present this proposal. The following solution has been designed and tailored to meet your storage needs.

We value the opportunity to present our unique capabilities, and look forward to showing you why thousands of clients over the last 50 years have chosen Bradford Systems Corporation to help them solve their most challenging storage dilemmas.

If you have any questions regarding this proposal or if we can make any changes to better accommodate your needs or requirements, please call me at 309.437.5512.

Again, thank you for your consideration.

Sincerely,



Gary Lowery
Storage Planner

Bradford Systems Corporation
430 Country Club Drive
Bensenville, IL 60106
(m) 309.437.5512
glowery@bradfordsystems.com

**Dewitt County Sheriff
System Conversion
Project #30033**

Covert Spacesaver High Density System from Powered to Mechanical Assist

Materials Required for Conversion of 6 Carriages:

- (7)- Low Pressure Laminate Face Panels with Cardholders
- (6)- Upper Mechanical Assist Assemblies
- (6)- Drive Shafts with Lower Sprocket Assemblies
- (6)-Carriage Front Support Brackets
- (6)-Hub Locks Keyed Differently

Project Investment:

Total—Material, Delivered & Installed \$9,560.00

Notes:

1. *The above quote is based on the drawing Dewitt County Sheriff Conversion 30033 3-23-18 DRW.pdf*
2. *This agreement is based on a normal eight hour working day Monday through Friday and no provisions have been made for overtime or shift premium pay. If overtime is required, additional costs will be incurred.*
3. *Pricing is valid for 60 days.*

Dewitt County Sheriff
System Conversion
Project #30033

1. Purchase orders should be made out to the following:
Bradford Systems Corporation
430 Country Club Drive
Bensenville, IL 60106
2. Purchase orders may be sent via:
 - Email: purchaseorders@bradfordsystems.com
 - USPS: 430 Country Club Drive, Bensenville, IL 60106
 - Facsimile: (630) 350-3454
3. Please send the following in conjunction with your purchase order:
 - Reference BSC project # 30033 on your purchase order
 - Project Information Sheet
 - Signed copy of the proposal and project drawings

Dewitt County Sheriff
System Conversion
Project Implementation Information
Project #30033

Purchase Order Information:

P.O. #: _____
Approved by: _____

Project Selections:

Laminate End Panels: _____ (See Standard LPL Colors)

Delivery Information:

Delivery Address: _____

Delivery Contact Name: _____
Contact Phone Number: _____
Truck or Delivery Time Restrictions: _____
Delivery Dock: Yes No _____
Freight Elevator: Yes No _____

Order Acknowledgement/Billing Information:

Order Acknowledgement Required? Yes No _____
Billing Address: _____

Billing Contact Name: _____
Contact Phone Number: _____
Contact Email Address: _____

Installation Information:

Installation Address: _____

Floor/Room: _____
Requested Installation Date: _____
Move Date: _____
Construction Schedule Available: Yes No _____
Client Provided Dumpster Available: Yes No _____
Are There Security Requirements: Yes No _____
Parking: Permission/Permits: Yes No _____
Certificate of Insurance Required: Yes No _____
General Contractor Name/Phone: Yes No _____

STANDARD TERMS AND CONDITIONS

1. **GENERAL:** These terms and conditions shall apply to sales from Bradford Systems Corporation to Buyer and to any quotation by Bradford Systems Corporation for sales. These terms and conditions shall not be superseded by any terms and conditions in Buyer's order except as otherwise specifically agreed in writing executed by all parties to this agreement. The paragraph headings contained herein are for purposes of reference only and are not to be considered in the interpretation of any clauses contained herein. This agreement may be executed in counterpart and a copy of this agreement shall be as binding as is the original.
2. **ENGINEERING:** The proposal drawings and/or specifications of any quotation are confidential engineering data, and represent Bradford Systems Corporation investment in engineering skill and development, and remain the property of Bradford Systems Corporation. Such are submitted with the understanding that the information will not be disclosed or used in any manner detrimental to Bradford Systems Corporation. All specifications and dimensions of proposal drawings are approximate, and are subject to changes during detailed engineering.
3. **SURVEYS, PERMITS AND REGULATIONS:** Buyer shall procure and pay for all permits and/or inspections required by any governmental authority for any part of the work performed by Bradford Systems Corporation, except as otherwise stated.
4. **PAYMENT:** This system has been specially designed and will be specially manufactured for the Buyers unique requirements. A non-refundable down payment of one-third (1/3) of the contract is due upon order. A payment of 1/3 is due upon shipment and 1/3 payment upon completion. One and one-half (1-1/2) percent interest per month will be charged on any unpaid balance after thirty (30) days. If the installation is not entirely complete upon final invoicing, a holdback of reasonable value is allowed without incurring interest charges. A 4% convenience fee will be applied to all orders paid with a credit card.
5. **TAXES:** All applicable sales taxes, as required by law, will be billed, unless Bradford Systems Corporation has a current Tax Exempt Letter or Resale Certificate on file.
6. **EXPIRATION DATE:** Pricing is valid for thirty (30) days. After thirty days, a new proposal and revised pricing may be required.
7. **CANCELLATION:** On all canceled orders, Buyer shall compensate Bradford Systems Corporation for its performance, commitments and damage as follows; Buyer shall pay Bradford Systems Corporation a cancellation fee not to exceed the original purchase price.
8. **CHANGE ORDERS:** Should the Buyer order changes or additions to the work, such orders and adjustments shall be made in writing to Bradford Systems Corporation utilizing Bradford's formal change order document. The contract price and installation/delivery fees shall be adjusted according to the changes in the work specified in the change order.
9. **INSURANCE:** Bradford Systems Corporation's employees who enter Buyer's premises will have Workmen's Compensation coverage in statutory limits and Bradford Systems Corporation's automobiles will be covered by Public Liability and Property Damage Insurance.
10. **DELIVERY:** Installation or delivery date is approximate. Bradford Systems Corporation shall not be liable for delays in or failures of delivery due to changes requested by Buyer, or causes beyond its control. If shipment is delayed at the request of Buyer, payment shall be made by Buyer as though shipment had been made as specified and for any expenses incurred by Bradford due to Buyer's request in delaying shipment.
11. **STORAGE:** If product is stored for more than thirty (30) days at Bradford Systems Corporation due to delays in delivery caused by buyer, Bradford will charge buyer at the rate of 1% of buyer's invoice per month pro-rated daily.
12. **DAMAGE:** After product arrival at site, any loss or damage by weather, other trades, fire or other elements, shall be the responsibility of the Buyer. The Buyer agrees to hold Bradford System Corporation harmless for loss for such reasons.
13. **BUYER RECEIVING:** If the Buyer receives product for any reason, the Buyer is responsible for checking the product during off-load and noting on the packing slip any damage or possible damage and notifying Bradford Systems Corporation immediately. If Bradford does not receive a written notice and copy of the packing slip within twenty-four (24) hours, the Buyer agrees to pay any additional replacement product and delivery costs if a freight claim cannot be awarded.
14. **SITE CONDITIONS:** Buyer shall provide Bradford Systems Corporation with a free and clear construction site. Buyer shall remove all material and/or construction from the area. Buyer will furnish Bradford with adequate electrical power to operate tools required for the installation.
15. **UNLOADING, SPOTTING AND STORAGE:** Buyer shall provide Bradford Systems Corporation with adequate unloading facilities and sufficient access to same to insure Bradford's efficient unloading procedure. Adequate aisles shall be provided by the Buyer to provide efficient handling of the materials from the unloading of storage area to construction site.
16. **COMMENCEMENT OF INSTALLATION:** Bradford Systems Corporation will not be obligated to commence work at job site until receipt of written notice from Buyer that Buyer's building is ready for use and necessary utilities and equipment are supplied thereto.

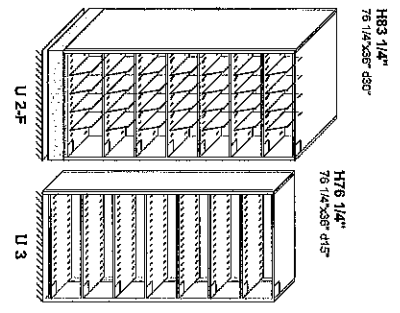
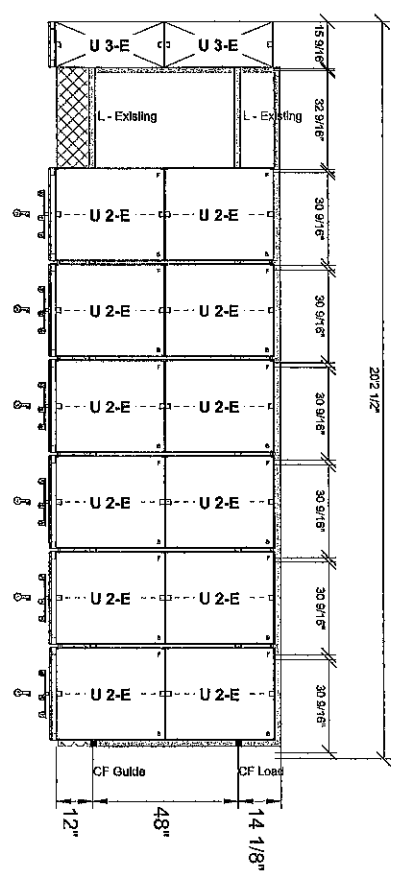
17. COMPLETION: Installation shall be deemed completed upon acceptance or use of any equipment by Buyer.
18. OVERTIME: This agreement is based on a normal eight hour working day Monday through Friday and no provisions have been made for overtime or shift premium pay. If overtime is required, additional costs will be incurred.
19. TESTING: All material and equipment for testing the installation shall be provided at Buyer's expense. At the time when Bradford Systems Corporation states to the Buyer that the work is complete, the Buyer will inspect the work and if the work is in conformity with the terms and provisions of the proposal, the Buyer shall accept the same and deliver to Bradford a signed statement of acceptance. If the Buyer declines to sign such a statement, then the Buyer shall immediately inform Bradford in writing of the reasons for such declination. If the Buyer fails to so notify Bradford of if the Buyer fails to make such inspection the work shall be conclusively deemed to have been accepted by the Buyer.

PROJECT TERMS AND CONDITIONS

1. FLOOR COVERING: If Bradford Systems Corporation is not the contractor for the installation of the floor covering, Buyer's floor covering contractor is responsible for coordinating floor covering installation after Bradford installs system rail and floor.
2. FLOOR LOADING: Buyer is responsible for the load bearing capacity of the floor upon which the proposed installation shall be constructed. Floor load data that applies to the project is subject to interpretation by a certified structural engineer. BSC is providing reference data for determining load and distribution conditions. Floor load and considerations are to be reviewed and evaluated by a qualified engineer. It is the responsibility of client to have this system approved for the floor loading if needed. If media weight is unknown; we recommend a sample weight be verified in the field.
3. FLOOR DRILLING: Buyer is responsible to notify Bradford Systems Corporation of any electrical or other obstructions located in the floor and Buyer is responsible for relocating said obstructions at Buyer's expense. Anchoring and/or hammer drilling may be required to which it is the Buyers responsibility to notify Bradford if there are any building restrictions on when this work may be performed.
4. SEISMIC: Buyer is responsible for determining if a seismic evaluation is necessary at which Bradford Systems Corporation will provide all equipment information for a seismic evaluation by an engineer if applicable.
5. FIRE CODE: Fire code typically requires an 18" minimum clearance between installed height of shelving system and any sprinkler system. It is the Buyer's responsibility to verify that the proposed shelving system height meets this requirement prior to the placement of purchase order.
6. SPACESAVER WARRANTY: A 5-year standard warranty and 1-year scheduled maintenance are included with your installation. Extended warranty and maintenance agreements are available upon request.
7. SPACESAVER SYSTEM TRAINING & ORIENTATION: Bradford Systems Corporation offers training to all potential users to insure safe and efficient system operation upon the Buyer's request.

Client Signature	Title	Date
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We need hub locks on every carriage, keyed differently with a master key.

Project Name:
Dewitt Cty Sheriff

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BRADFORD
SYSTEMS
Smart Storage Solutions.

Scale:	1:40	Printed Date:	03/23/2018	Saved Date:	03/23/2018	Project No.:	30033
Revised:		Revised:		Revised:		Revised:	
Drawn By:	MJF	Drawn By:		Drawn By:		Drawn By:	
Sheet No.:	1 of 1	Sheet No.:		Sheet No.:		Sheet No.:	