

Facility and Support Services

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January 12, 2011

To: Dee F. Bruemmer
County Administrator

From: Dave Donovan, Director
Facility and Support Services

Subj: Approval of award of bid for renovation work in the Auditor's Office

As you may recall, I have been working with Roxanna Moritz to reorganize and renovate some portions of her fifth floor office. These changes relate primarily to physical security in her office as it relates to:

- Access to the Plat Book Area: Currently, persons entering the office to access plat books and computer records, enter the office freely, working in and around the plat book area along the north and northeast part of the office area. From there, persons could easily have access to freely walk to any other part of the office.
- The processing of election materials: Currently, the election process (mainly, the processing of absentee requests) occurs in several cubicle areas, with little or no separation or segregation from other office functions. This presents challenges for the security of sensitive election materials (ballots, etc) and is very staff inefficient.

The solution to these two issues seems to be: a) to relocate the plat books at the front of the office and provide a physical barrier to prevent persons working in the plat area from access to the rest of the office, and b) to segregate the elections function within the office and create an area to allow for more efficient processing of absentee ballots. My department has worked with Auditor Moritz and her staff over the past several months to design these solutions.

We have solicited bids for this work and developed the following budget:

Description	Amount
General Construction	\$ 15,570.00
System Furniture Parts/Reconfig	\$ 6,601.00
Electrical Work	\$ 2,500.00
HVAC Work	\$ 575.00
Access Control Work	\$ 1,500.00
Contingency	\$ 754.00
Project Total	\$ 27,500.00

As you can see, one item (general construction) requires Board approval. We solicited competitive bids for that work and those bids are summarized below:

Contractor	Amount
Truss Plus	\$ 16,950.00
Precision Builders	\$ 15,570.00

I recommend that the Board approve the project as presented and award the construction bid to the low bidder indicated above. This project is funded from personnel savings within the Auditor's Office. I will be at the next Committee of the Whole meeting to answer any questions you or the Board may have.

Cc: Roxanna Moritz
 Roland Caldwell
 FSS Management Team

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES
THAT THIS RESOLUTION HAS BEEN FORMALLY
APPROVED BY THE BOARD OF SUPERVISORS ON

DATE

SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

January 20, 2011

A RESOLUTION APPROVING AWARD OF BID FOR RENOVATION WORK IN THE
AUDITOR'S OFFICE TO PRECISION BUILDERS, INC.

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1. That the bids for the renovation work in the Auditor's Office are
hereby approved and the bid awarded to Precision Builders in the
amount of \$15,570.00.

Section 2. This resolution shall take effect immediately.