A MEETING OF THE
INGHAM COUNTY BUILDING AUTHORITY
WILL BE HELD ON
Wednesday, June 26, 2019 at 3:00 p.m.

Hilliard Building
Conference Room A
121 E. Maple Rd.
Mason, Michigan

AGENDA

Call to Order
Approval of the June 11, 2019 Minutes
Additions to the Agenda
Limited Public Comment

1. Community Mental Health
   a. DBI Invoice
   b. Gypsum Supply Invoice
   c. Sherwin Williams Invoice
   d. FHC Invoice

2. Animal Control Shelter – PSI Invoice

Announcements
Public Comment
Adjournment

Next meeting Wednesday, July 10th
<table>
<thead>
<tr>
<th>June 26, 2019 Building Authority</th>
<th>Page Numbers</th>
</tr>
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<tbody>
<tr>
<td>June 11, 2019 Draft Minutes</td>
<td>i-v</td>
</tr>
<tr>
<td>DBI Invoice</td>
<td>1-2</td>
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<tr>
<td>Gypsum Supply Invoice</td>
<td>3</td>
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<tr>
<td>Sherwin Williams Invoice</td>
<td>4</td>
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<tr>
<td>FHC Invoice</td>
<td>5</td>
</tr>
<tr>
<td>PSI Invoice</td>
<td>6-7</td>
</tr>
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</table>
Members Present: Eric Schertzing, County Treasurer, Matt Nordfjord, County Corporation Counsel, Tim Dolehanthy, County Administrator

Members Absent: None.

Others Present: Facilities Director Rick Terrill, Purchasing Director Jim Hudgins, Deputy Controller Teri Morton, Animal Control Shelter Representative Jodi LeBombard, Granger Representative Ben LeBlanc, KMG Representative Tom Shanley

Call to Order: The Ingham County Building Authority meeting was called to order by Matt Nordfjord at 3:01 p.m., Thursday, May 30, 2019 in Conference Room A of the Hilliard Building, 121 E. Maple Rd., Mason, Michigan.

Approval of the May 30, 2019 Minutes: MR. SCHERTZING MOVED TO APPROVE THE MAY 30, 2019 MEETING MINUTES. MR. DOLEHANTY SUPPORTED THE MOTION.

THE MOTION PASSED UNANIMOUSLY.

Additions to the Agenda:

2d Animal Control Shelter Project Budget Update

Limited Public Comment: None.

1a. Metal Frames, Inc. Invoice 200896

Mr. Terrill stated that he recommended approval for payment for this invoice. It is for 6 door frames on the second floor of the renovation that Mr. Pfeiffer previously told the Building Authority about. Mr. Terrill also stated that it should be of note that the price was so cheap because they were repurposing existing doors.

MR. SCHERTZING MOVED TO APPROVE PAYMENT OF THE METAL FRAMES, INC. INVOICE 200896 IN THE AMOUNT OF $1,063.80. MR. DOLEHANTY SUPPORTED THE MOTION.

THE MOTION PASSED UNANIMOUSLY.

1b. Metal Frames, Inc. Invoice 200897

Mr. Terrill explained that this invoice is for a main suite entrance door with a sidelight and associated highlight. Approval for payment was recommended.

MR. SCHERTZING MOVED TO ACCEPT THE METAL FRAMES, INC. INVOICE 200897 IN THE AMOUNT OF $779.00. MR. DOLEHANTY SUPPORTED THE MOTION.
THE MOTION PASSED UNANIMOUSLY.

1c. **Bergmann Invoice**

Mr. Terrill stated that this invoice is consistent with the agreement and approval for payment is recommended.

MR. SCHERTZING MOVED TO APPROVE PAYMENT OF THE BERGMANN INVOICE IN THE AMOUNT OF $3,622.50. MR. DOLEHANTY SUPPORTED THE MOTION.

THE MOTION PASSED UNANIMOUSLY.

2a. **Granger Pay Application #16**

Mr. Terrill stated the Pay Application is consistent with the contract and recommended approval for payment.

MR. SCHERTZING MOVED TO APPROVE PAYMENT OF THE GRANGER PAY APPLICATION #16 IN THE AMOUNT OF $179,291.89. MR. DOLEHANTY SUPPORTED THE MOTION.

THE MOTION PASSED UNANIMOUSLY.

2b. **DBI Chair Proposal**

Mr. Terrill stated that is a proposal for additional chairs needed for the Shelter that were not included in the original furniture purchase from DBI. The proposal was reviewed with Operations and approval for payment is recommended.

MR. SCHERTZING MOVED TO APPROVE THE DBI CHAIR PROPOSAL IN THE AMOUNT OF $1,934.88. MR. DOLEHANTY SUPPORTED THE MOTION.

THE MOTION PASSED UNANIMOUSLY.

2c. **DBI Lateral File Proposal**

Mr. Terrill explained that this had come up right away when the Shelter was moving from the existing building to the new building. The existing lateral files were very rugged and beat up and 2 five drawer lateral file were not in the original order from DBI, however, this was needed immediately and Mr. Terrill explained that he made a decision to obtain the lateral files right away so the Shelter could continue to operate and later apologized to Mr. Dolehanty, seeking his approval after the fact. The lateral files were transferred the very next day to the new facility.

MR. SCHERTZING MOVED TO APPROVE PAYMENT FOR THE DBI LATERAL FILE PROPOSAL IN THE AMOUNT OF $1,770.54. MR. DOLEHANTY SUPPORTED THE MOTION.

THE MOTION PASSED UNANIMOUSLY.

2d. **Animal Control Shelter Project Budget Update**
Mr. Terrill went over the Animal Control Shelter Project Update explaining that it included the cost of a couple of generators for the Shelter which he had been unable to provide previously. There is currently a balance of over $80,000 to date.

Mr. Nordfjord asked if there are any other large purchases in the works for the Shelter.

Mr. Terrill stated that there is not, however, this cost analysis update does not include some smaller recent costs, such as the Fibertec additional sampling testing at the site and the DBI proposals approved earlier this meeting. Mr. Terrill also thanked Ms. Morton for putting the Project Budget Update in a simple, reader-friendly format.

Ms. Morton stated that this was just the project budget and the millage still has a balance in addition to the handout.

3. **A&E Firm Recommendation**

Mr. Dolehanty handed out a summary of vendor costs, Attachment A, for reference to this recommendation.

Mr. Shanley stated that KMG’s letter of recommendation is included in the packet and explained that that for the selection, proposal analysis, etc. they included a summary sheet. He further stated the Building Authority could see that the Proposal Evaluation is a 2-part process. KMG determined the proposal based on 6 criteria. They then assigned weighted ranking to each proposal based on group consensus and from that selected 4 firms to interview. All 4 firms were interviewed in 1 day from highest cost to lowest. The outcome after ranking and outlining the interviews resulted in KMG’s recommendation on BKV Group. He further explained that the Building Authority would notice a slight variance from the form in the cost analysis. This was due to parts of the proposal being extracted that were not included in other proposals so that there was an apples to apples comparison.

Mr. Nordfjord asked whether Tower Pinkster had included a similar component for the demolition.

Mr. Shanley stated that they had not.

Mr. Dolehanty asked whether or not Mr. Terrill and Mr. Hudgins were aware of the Purchasing Policy and that one component of it is local preference; that if the local preference was not the lowest bid, they were to go back to the firm for re-evaluation and ask if they could propose a lower cost, within 10% of the lowest bid.

Mr. Hudgins stated that that was correct.

Mr. Dolehanty asked is they had selected the lowest qualified proposal.

Mr. Hudgins confirmed that they had.

Discussion.

Mr. Schertzing asked to what magnitude is the travel BKV Group was asking for.
Mr. Shanley explained that it was about $90,000 and nothing specific went toward it. He further explained that the number was highly inflated because the firm had included the cost of traveling to other facilities for tours, if necessary. KMG does not think that is necessary.

Mr. Nordfjord stated that there is a significant difference between BKV Group and the other 4 firms. There is a significant numerical difference and they are the lowest proposal.

Mr. Terrill stated that he recommended going forward with BKV Group as the Architectural & Engineering Firm for the Justice Complex Project.

MR. DOLEHANTY MOVED TO APPROVE THE RECOMMENDATION THE OF A&E FIRM IN AN AMOUNT NOT EXCEED $2,765,543.00 MR. SCHERTZING SUPPORTED THE MOTION.

Discussion.

THE MOTION PASSED UNANIMOUSLY.

4. Meetings to Be Scheduled

Wednesday, July 10th at 3:00 p.m.

Wednesday, July 31st at 3:00 p.m.

Announcements: Mr. Terrill announced that he had spoken with Fire Marshall Minshall and they would like to use the old Animal Shelter facility to come in and do a day of training where they would breach walls and doors. Mr. Terrill asked is a waiver was needed for them to come in and do this.

Mr. Nordfjord stated that it is.

Mr. LeBlanc announced that the official ribbon cutting for the Animal Control Shelter is Friday.

Public Comment: Ms. Morton commented that there is limited parking at the Animal Control Shelter, so attendees are advised to plan accordingly.

The June 11, 2019 Building Authority meeting adjourned at 3:37 p.m.
### SUMMARY OF VENDOR’S COSTS

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<th>Vendor Name</th>
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<td></td>
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<td>Percent</td>
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<td>Bye &amp; Associates</td>
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<td>121</td>
<td>Partners in Architecture</td>
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<td>112</td>
<td>Ghafari: FGM Architects</td>
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<td>WTA Architects</td>
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21. **Contract on which All Bids are in Order.** The Purchasing Director shall report in writing a summary of all bids received to the County Services Committee, or other appropriate committee, with his recommendation as to which, if any, of such bids shall be accepted. **The Committee shall approve awarding of the contract to the lowest qualified bidder provided funds are available.** In the event that only a single bid was received, or that the lowest bid was not recommended or the amount of said bid was in excess of the approved budgetary appropriation, a report shall be sent by the Purchasing Director to the appropriate committee notifying them of the same.

21.c A RLV who submits a responsive proposal which includes a cost proposal which is within 5% of the cost of the lowest responsive proposal shall be given the opportunity to reduce its proposed cost to meet the cost of lowest responsive proposal, and upon doing so, the proposal shall be evaluated as having a cost component which is the lowest; provided however, that the initial lowest responsive proposal is not from another RLV. Having the lowest cost proposal, however, does not necessarily result in the award of the proposal, because of other factors also being evaluated. In addition, a lowered cost proposal by an RLV which is premised upon, in whole or in part, changes to or variances to the published the specifications, contract requirements or scope of work shall be considered non-responsive and will not be considered.
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<th>ITEM NUMBER</th>
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<th>B/Q</th>
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Please Remit Payment to:
DBI
912 E MICHIGAN AVE
LANSDING, MI 48912
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Please Remit Payment to:
DBI
912 E MICHIGAN AVE
LANSING, MI 48912

SUB-TOTAL
3017.00

TAX
0.00

Less Deposit
0.00

TOTAL DUE
3017.00
Gypsum Supply Company  
P.O. Box 74006986  
Chicago, IL 60674-8895

Order Date: 06/10/19  
Ordered By: rmj

Customer P.O. Number: 812 job  
Customer Job No.: 812 job  
Entered By:  
Read Ship Date: 06/10/19  
Date Shipped: 06/10/19  
Sales Rep: HSE  
Page No.: 1 of 1

SOLD  
COMMUNITY MENTAL HEALTH  
812 E JOLLY RD  

SHIPPED  
812 job  
812 E JOLLY RD

TO  
LANSING, MI 48910

TO  
LANSING, MI 48910

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| 362S125-30-08  | 30       | PCS   | 3-5/8"X8" STUD 20GA 30MIL 1-1/4" FLANGE  
Total Drywall Stud = 240 Lineal Ft | MLF  | 240       | 568.00     | 136.32  |

Net Due by 07/31/19

Tax Details  
Received By: LANSING YARD  
Delivered By: LANSING YARD  

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Thank You

1. TERMS: Interest at a rate of 18% per year computed monthly will be charged on the unpaid balance.
2. All Claims must be made within 24 hours of receipt of goods. We do not accept merchandise returns without written approval.
3. 20% Restocking charge will be made on all canceled merchandise returned.
4. We do not accept returns on special order products.
5. All transactions referenced herein are governed by the terms and conditions located at https://www.gms.com/terms-conditions
COMMUNITY MENTAL HEALTH BOARD
FINANCE DEPARTMENT
812 E JOLLY RD STE 610
LANSING MI 48910 6825

(517) 346-8200

---

Visit www.sherwin-williams.com
Store 1263
(517) 394-2272

JOB 01 COMMUNITY MENTAL HEALTH BOARD
PO# 812 PHASE 2

DATE: 04/15/2019
TIME: 07:43 AM
2-6774
E31/10718

TERMS: NET PAYMENT DUE ON MAY 20th

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SUBTOTAL BEFORE TAX 17.49
8.000% SALES TAX: 1.3491100 0.00
CHARGE $17.49

Thank You
receipt required for refund

MERCHANDISE RECEIVED IN GOOD ORDER BY:
PAUL EWING
**Ingham County Bldg Authority**  
**PO Box 319**  
**Mason MI 48854**

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**Work Description**  
CMHA CSI Phase II Renovation Project - Fire Suppression/Fire Protection

**Order Date:** 01/11/19  
**Ordered By:** John

**Completion Date:** 04/30/19

**Invoice Total:** $18,800.00

---

**TERMS: NET 10**

A Service Charge of 1.5% (18% A.P.R.) may be charged on all accounts 30 days past due from date of invoice.
### Project: ANIMAL CONTROL & SHELTER-MASON, MICHIGAN

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**Invoice Total:** 412.00

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**TERMS:** NET 30 DAYS. A SERVICE CHARGE OF 1.5% PER MONTH, WHICH IS AN ANNUAL PERCENTAGE RATE OF 18% WILL BE ADDED TO ALL PAST DUE ACCOUNTS. FOR QUESTIONS REGARDING THIS INVOICE, PLEASE CALL THE PHONE NUMBER ABOVE.

To assure proper credit to your account, please return with your check made payable to PSI.

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## Project: ANIMAL CONTROL & SHELTER-MASON, MICHIGAN

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<td>135.00</td>
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</tbody>
</table>

**Invoice Total:** $1,266.00  
**Balance Due:** $1,266.00

TERMS: NET 30 DAYS. A SERVICE CHARGE OF 1.5% PER MONTH, WHICH IS AN ANNUAL PERCENTAGE RATE OF 18% WILL BE ADDED TO ALL PAST DUE ACCOUNTS. FOR QUESTIONS REGARDING THIS INVOICE, PLEASE CALL THE PHONE NUMBER ABOVE.

To assure proper credit to your account, please return with your check made payable to PSI.

<table>
<thead>
<tr>
<th>Customer #</th>
<th>Invoice #</th>
<th>Project Number</th>
<th>Amount Enclosed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1189129</td>
<td>00639536</td>
<td>04081973</td>
<td></td>
</tr>
</tbody>
</table>

Professional Service Industries, Inc.  
PO Box 74008418  
Chicago, IL  60674-8418