



SCOTT EMERGENCY COMMUNICATIONS CENTER (SECC) BOARD
EOC Scott Emergency Communications Center
1100 E 46th St., Davenport, Iowa
June 16, 2016 at 3:30 p.m.

MEETING AGENDA

1. Roll Call: Frieden, Gallagher, Hancock, Klipsch, and O'Boyle.
Ex officio members: Frederiksen, Ploehn, and Spiegel
2. Pledge of Allegiance
3. Approval of Minutes
4. Director's Report
5. Discussion regarding Insurance Audit
6. Discussion regarding Tyler Technologies ECAD Update
7. Approval of Elert & Associates Radio Consultant Proposal
8. Approval of Purchase of Maintenance and Inspection Contracts
9. Approval of Purchase of HVAC Automation Software Interface
10. Approval of Merit Increase for Director
11. Next meeting date – July 21, 2016 at 3:30 p.m.
12. Adjourn

For previous meeting Minutes, please visit our website at www.secc911.com.



MINUTES
SCOTT EMERGENCY COMMUNICATIONS CENTER (SECC) BOARD
THURSDAY, APRIL 21, 2016, 3:30 P.M.

Board Members present: Rob Frieden, Jim Hancock, Frank Klipsch, and Marty O'Boyle.

Ex Officio members present: Linda Fredriksen and Corri Spiegel.

Staff present: Mike Becker, Amanda Gries, Peggy Hale, Todd Malone, Annie Nugent, Pam Paulsen, Denise Pavlik, Laura Salzillo, and Tracey Sanders.

Moved by Klipsch seconded by O'Boyle approval of the Minutes of the March 31, 2016 SECC meeting. All ayes.

After dissecting each option of the ECAD implementation, Klipsch moved, seconded by Frieden to go with Option 3. All ayes.

The next meeting is scheduled for Thursday, May 19, 2016, at 3:30 p.m.

Moved by Klipsch seconded by Frieden adjournment of the meeting at 4:00 p.m. All ayes.

These minutes are subject to approval at the next regularly scheduled meeting.

Respectfully submitted by,

Annie Nugent
Administrative Assistant

Attested by,

A handwritten signature in black ink, appearing to read "Rob Frieden".

Rob Frieden
Secretary/Treasurer

R E S O L U T I O N

SCOTT EMERGENCY COMMUNICATION CENTER BOARD

June 16, 2016

APPROVING THE PROPOSAL FOR RADIO SYSTEM CONSULTANT FROM ELERT &
ASSOCIATES IN THE AMOUNT OF \$39,750.00

BE IT RESOLVED BY the Scott Emergency Communication Center Board as follows:

- Section 1. That the proposal for a Radio System Consultant from Elert & Associates in the amount of \$39,750.00 is hereby approved and awarded.
- Section 2. That the above listed Radio Consultant agreement shall be billed and paid for monthly with the final amount not to exceed \$39,750.00.
- Section 3. This resolution shall take effect immediately.

**RADIO CONSULTANT RFP
PROPOSAL RATING SHEET**

CRITERIA AND POINTVALUES

Proposal must address each of the following criteria. Each proposal may be awarded points up to the amount listed.

| RATING SHEET FOR: Elert & Associates | | |
|---|------------------------|--------------|
| ITEM | POSSIBLE POINTS | SCORE |
| 1. Specialized planning, design and technical competence. The consultant shall include a list of at least three of the last projects similar in nature with contact telephone information. The examples should describe the difficulty of the project completed. | 30 | 27 |
| 2. Capacity and capability of the consultant to perform the work within the specified timeframe. The consultant shall provide a summary of the project approach and schedule for the work. The consultant shall include a timeline of activities and how they shall be accomplished. | 30 | 28 |
| 3. Past record of performance. Of the similar projects itemized in item number 1 above, the consultant included any performance deficiencies with the project, project changes, and the outcome of the final project. | 20 | 15 |
| 4. Familiarity with the County's needs. The consultant should include a summary of their understanding of the problems and alternatives for this project as they relate to the needs of the County. | 10 | 8 |
| 5. Current volume of work with the Community that is less than 75% complete. The consultant must provide a list of all work in progress that is not at least 75% completed at of the RFP. | 5 | 3 |
| 6. Capacity and Capability of the Consultant to perform the work within the specified timeframe. The consultant shall include resumes of the project personnel that will be assigned to this work and actually be working on the project for the duration. The consultant shall provide a summary of their approach to addressing progress of the project. | 15 | 15 |
| 7. Familiarity with the County. The consultant shall provide a list of any work previously completed for the County and/or any of the agencies associated within the County's jurisdiction. | 10 | 6 |
| 8. Willingness and Capacity to perform all work through the end of the full project. The consultant included a plan and or costing options for assisting with completion of the entire project through to final implementation. | 10 | 10 |
| 9. Cost. The consultant provided a list of total cost, or a list of different cost options for the initial project and costs of any potential additional work that may be encountered. The cost(s) is/are fair and reasonable. | 20 | 18 |
| TOTAL SCORE | 150 | 130 |

**RADIO CONSULTANT RFP
PROPOSAL RATING SHEET**

CRITERIA AND POINT VALUES

Proposal must address each of the following criteria. Each proposal may be awarded points up to the amount listed.

| RATING SHEET FOR: Federal Engineering | | |
|---|------------------------|--------------|
| ITEM | POSSIBLE POINTS | SCORE |
| 1. Specialized planning, design and technical competence. The consultant shall include a list of at least three of the last projects similar in nature with contact telephone information. The examples should describe the difficulty of the project completed. | 30 | 27 |
| 2. Capacity and capability of the consultant to perform the work within the specified timeframe. The consultant shall provide a summary of the project approach and schedule for the work. The consultant shall include a timeline of activities and how they shall be accomplished. | 30 | 27 |
| 3. Past record of performance. Of the similar projects itemized in item number 1 above, the consultant included any performance deficiencies with the project, project changes, and the outcome of the final project. | 20 | 15 |
| 4. Familiarity with the County's needs. The consultant should include a summary of their understanding of the problems and alternatives for this project as they relate to the needs of the County. | 10 | 10 |
| 5. Current volume of work with the Community that is less than 75% complete. The consultant must provide a list of all work in progress that is not at least 75% completed at of the RFP. | 5 | 2 |
| 6. Capacity and Capability of the Consultant to perform the work within the specified timeframe. The consultant shall include resumes of the project personnel that will be assigned to this work and actually be working on the project for the duration. The consultant shall provide a summary of their approach to addressing progress of the project. | 15 | 15 |
| 7. Familiarity with the County. The consultant shall provide a list of any work previously completed for the County and/or any of the agencies associated within the County's jurisdiction. | 10 | 9 |
| 8. Willingness and Capacity to perform all work through the end of the full project. The consultant included a plan and or costing options for assisting with completion of the entire project through to final implementation. | 10 | 9 |
| 9. Cost. The consultant provided a list of total cost, or a list of different cost options for the initial project and costs of any potential additional work that may be encountered. The cost(s) is/are fair and reasonable. | 20 | 15 |
| TOTAL SCORE | 150 | 129 |

**RADIO CONSULTANT RFP
PROPOSAL RATING SHEET**

CRITERIA AND POINT VALUES

Proposal must address each of the following criteria. Each proposal may be awarded points up to the amount listed.

| RATING SHEET FOR: Mazzitello Professional Services | | |
|---|------------------------|--------------|
| ITEM | POSSIBLE POINTS | SCORE |
| 1. Specialized planning, design and technical competence. The consultant shall include a list of at least three of the last projects similar in nature with contact telephone information. The examples should describe the difficulty of the project completed. | 30 | 18 |
| 2. Capacity and capability of the consultant to perform the work within the specified timeframe. The consultant shall provide a summary of the project approach and schedule for the work. The consultant shall include a timeline of activities and how they shall be accomplished. | 30 | 20 |
| 3. Past record of performance. Of the similar projects itemized in item number 1 above, the consultant included any performance deficiencies with the project, project changes, and the outcome of the final project. | 20 | 15 |
| 4. Familiarity with the County's needs. The consultant should include a summary of their understanding of the problems and alternatives for this project as they relate to the needs of the County. | 10 | 8 |
| 5. Current volume of work with the Community that is less than 75% complete. The consultant must provide a list of all work in progress that is not at least 75% completed at of the RFP. | 5 | 4 |
| 6. Capacity and Capability of the Consultant to perform the work within the specified timeframe. The consultant shall include resumes of the project personnel that will be assigned to this work and actually be working on the project for the duration. The consultant shall provide a summary of their approach to addressing progress of the project. | 15 | 12 |
| 7. Familiarity with the County. The consultant shall provide a list of any work previously completed for the County and/or any of the agencies associated within the County's jurisdiction. | 10 | 10 |
| 8. Willingness and Capacity to perform all work through the end of the full project. The consultant included a plan and or costing options for assisting with completion of the entire project through to final implementation. | 10 | 10 |
| 9. Cost. The consultant provided a list of total cost, or a list of different cost options for the initial project and costs of any potential additional work that may be encountered. The cost(s) is/are fair and reasonable. | 20 | 20 |
| TOTAL SCORE | 150 | 117 |

R E S O L U T I O N

SCOTT COUNTY EMERGENCY COMMUNICATIONS CENTER BOARD

June 16, 2016

A RESOLUTION APPROVING THE EQUIPMENT MAINTENANCE AND INSPECTION AGREEMENTS FOR THE GENERATORS WITH 3E IN THE AMOUNT OF \$16,830.00 AND THE UPS WITH EMERSON IN THE AMOUNT OF 30,714.00.

BE IT RESOLVED BY the Scott Emergency Communications Center Board as follows:

- Section 1. That the equipment maintenance and inspection contracts for the generators shall hereby be awarded to 3E.
- Section 2. That the above listed generator service agreement shall be billed and paid for annually in payment of \$16,830.00.
- Section 3. That the equipment maintenance and inspection contracts for the UPS shall hereby be awarded to Emerson Company.
- Section 4. That the above UPS service agreement shall be billed and paid for annually in payment of \$30,714.
- Section 5. This resolution shall take effect immediately.

Facility & Support Services

428 Western Ave
Davenport, Iowa 52801



(563) 326-8738 Voice (563) 328-3245 Fax

June 2, 2016

To: Denise Pavlik
SECC Director

From: Tammy Speidel
Director, Facility & Support Services

Subj: Maintenance and Inspection Contracts- Various Equipment and Systems

Denise,

The purchasing specialist solicited bids for all of the FSS managed SECC maintenance contracts on various equipment and systems that are expiring June 30, 2016. We distributed requests for proposals via Public Purchase.com, the site that we use for vendor registration and placed an ad in the Quad City Times.

The following is a list of multi- year contracts that require board approval based the total contract cost:

| CONTRACT | VENDOR | TOTAL COST |
|------------|---------|--------------|
| UPS | Emerson | \$ 30,714.00 |
| Generators | 3E | \$ 16,830.00 |

The proposals have been reviewed by FSS staff to ensure that they met the terms of our bid specifications and have found to be in compliance with those documents.

I recommend awarding each of the above to the low bidder as listed.

Chris Still and I will be in attendance at your June board meeting to answer any questions you or your Board may have.

CC: FSS Management Team

R E S O L U T I O N

SCOTT COUNTY EMERGENCY COMMUNICATIONS CENTER BOARD

June 16, 2016

A RESOLUTION APPROVING THE BUILDING AUTOMATION CONTROL UNITS CONTRACT FOR THE HVAC SYSTEM FROM TRANE COMPANY IN THE TOTAL AMOUNT OF \$11,450.00.

BE IT RESOLVED BY the Scott Emergency Communications Center Board as follows:

- Section 1. That the contract to install the HVAC Building Automation Control Units from Trane Company in the amount of \$11,450.00 is hereby approved and awarded.
- Section 2. That the above listed HVAC Building Automation Control Units shall be billed and paid for in one payment of \$11,450.00.
- Section 3. This resolution shall take effect immediately.

Facility and Support Services

600 West 4th Street

Davenport, Iowa 52801-1003

fss @ scottcountyiowa.com

(563) 326-8738 Voice (563) 328-3245 Fax



June 2, 2016

To: Denise Pavlik
Executive Director, SECC

From: Chris Still, Maintenance Coordinator
Facility and Support Services

Subj: HVAC Building Automation/Trane Building Control Units

The Scott Emergency Communications Center utilizes a software based Building Automated System for HVAC equipment. The current system at SECC provides Facility Maintenance Personnel a tool to troubleshoot HVAC systems, provide energy management for all associated HVAC, and to help ensure that HVAC equipment runs efficiently.

During the construction of SECC Trane Co out of Davenport, IA provided an automation system called Tracer Summit for the facility. This system can be accessed by logging onto a facility provided PC with a standard log on procedure. Once logged on, the entire HVAC system's building control units, Air Handlers, Geo Thermal Pumps, set points, schedules, temperatures, and alarm logs can be viewed for proper monitoring of the building's HVAC system. This is achieved by providing a network connection to building control units, and then interfacing that information to a graphical screen for PC use.

Trane Co. approached Facility & Support Services about changes to their current building automated product, and one of the changes brought to our attention was that Trane Co would be discontinuing the production of their current building control units associated with automation systems. These building control units are currently still supported, but in an effort to be proactive rather than reactive Facility & Support Services have used downtown construction projects to implement Trane Co.'s web based Enterprise Building Management System called Tracer ES. This system will be utilized to phase out these older building control units no longer produced including the control units located at SECC.

Facility & Support Services worked closely with Trane Co. and the Scott County Information Technology Dept. during construction and design to put this system in place.

Trane Co has provided a quote in the amount of \$11,450.00 for the SECC facility floorplans and graphical interface to be added to this newly implemented automation system.

We recommend the approval of this quote and award of the bid to Trane Company to transition the SECC building automation system.

I will be available at your next board meeting to answer any questions you or your board may have about this issue.

Cc: Tammy Speidel
Pam Paulsen

R E S O L U T I O N

SCOTT EMERGENCY COMMUNICATION CENTER BOARD

June 16, 2016

APPROVING THE MERIT INCREASE FOR DENISE PAVLIK, SCOTT EMERGENCY
COMMUNICATION CENTER DIRECTOR

BE IT RESOLVED BY the Scott Emergency Communication Center Board as follows:

- Section 1. That following the annual performance review of Denise Pavlik, Director for the Scott Emergency Communication Center a two percent (2%) general wage increase is hereby approved.
- Section 2. This resolution shall take effect May 5, 2016.