

**Special Jefferson Co. Commissioner Meeting Minutes
August 21, 2015**

Meeting called to order at 9:00. Those present are Chairman Raymond, Commissioner Hancock, Commissioner Farnsworth, Treasurer Kristine Lund, Maintenance Scott Herrick, Clerk Colleen Poole; Audrey Moon is clerk of the board. Pledge given by Commissioner Farnsworth. Prayer given by Chairman Raymond.

Commissioners

• **Bids for Maintenance/Janitorial/Outside Maintenance**

[9:02:40 AM](#) Are here to open the bids for maintenance/janitorial/outside maintenance this morning. Chairman Raymond asks Colleen to open the sealed bids received August 20. Commissioner Hancock states they will have to evaluate these will not just go with the lowest bid. The first bid is from Dina Angell and the second is from Bryan Briggs. Commissioners review the proposals.

[9:17:10 AM](#) Commissioner Hancock states that neither proposal is in compliance with the request for proposal. Dina Angell did not propose on the maintenance side. References were not given by Bryan Briggs. Dina did include resumes for her employees which is helpful. Commissioner Hancock feels it is difficult to evaluate. Bryan's amount is not broken out but is stated that he will comply with the RFP.

[9:22:28 AM](#) Dina Angell's proposal cost is \$132,925 for janitorial does not want to bid maintenance. Scott Herrick gets \$7,800 a month for janitorial and maintenance ends up being \$93,600 a year plus snow removal and lawn care. Bryan Briggs proposal is \$55,000 for janitorial and outside care and \$65,000 general maintenance for a total of \$120,000. Bryan states he will not sub out the maintenance portion. Chairman Raymond asks if Bryan's business would qualify through ICRMP since he has a contractor's license. Commissioner Hancock states a specific license was not required in the RFP. Colleen states if they do business for an individual then it's a contract. Bryan does have a tax ID and does work for other individuals. Commissioner Hancock is concerned that his experience did not include very much information in his proposal, no references, and no work history. Commissioner Hancock suggests having them each come in and go through the proposal with them so they can ask questions. Commissioner Farnsworth asks about what to do where Dina does not want to bid on the maintenance. Would still want to bring them both in and ask questions. Bryan's proposal does not state he will use his own equipment but the RFP did state that.

[9:32:12 AM](#) Commissioner Hancock has concerns about the time frames on what has to be done. If they have something go wrong they have to be called at all hours of the night. Is this going to be extra since it was not clarified? Chairman Raymond says they do not have enough information to make a decision. Wants to schedule a time with the individuals to ask specific questions. Ask about Monday's agenda to have them come in August 24 at 3:30 to provide more information.

• **Budget**

[9:38:24 AM](#) Colleen just wants to let them know the 1% COLA has been added. Is working on the benefit amounts. Discuss levies. Discuss where they are in the budget. Has resolved the special Road & Bridge issue. Have reduced the Fair and District Court levies. Need to start closing the gap of using the cash carryover to balance the budget. May want to foot note that and discuss this with Farrell. Colleen says while speaking with other counties they have a fund for PILT. Discuss ways to set up accounts for carryover purchases.

[9:48:11 AM](#) Commissioner Hancock mentions that the probation building owners had been in contact with him. Will go into this further on the August 24 meeting.

[9:50:19 AM](#) **Motion by Commissioner Hancock to adjourn at 9:50. Second by Commissioner Farnsworth. All in favor – aye. Motion passed.**

Chairman of the Board

Clerk of the Board

County Clerk