

**SPECIAL JEFFERSON COUNTY COMMISSIONER MEETING MINUTES
SEPTEMBER 28, 2018**

Meeting called to order at 9:00. Those present are Commissioner Hancock, Chairman Farnsworth, Sheriff Steve Anderson, Clerk Colleen Poole, Bryan Briggs, Corey Smith; Audrey Moon is clerk of the board. Commissioner Martinez is present on the phone.

COMMISSIONERS

• **AWARD MAINTENANCE/JANITORIAL CONTRACT – (ACTION ITEM)**

[9:01:33 AM](#) Commissioner Hancock said they would like them to come up and explain their bids. Want to verify the prices. Chairman Farnsworth said the RFP was somewhat hard to understand. Commissioner Hancock said this is due to the things they have happening. Chairman Farnsworth has Bryan come up. Commissioner Hancock said they did not provide any documents on finances. All you would have needed was a letter from a banker that they have adequate finances to run this contract. Do not need balance sheets or financial sheets. Knows that he has currently been doing this and he understands what needs to be done. Commissioner Hancock said the janitorial for the Sheriff's Office is \$13,000 per year, have \$24,000 for the courthouse janitorial. Bryan said yes that sounds right. Commissioner Hancock said this is what he needs to understand once the annex is occupied it is an additional \$675 a month. Bryan said yes. Commissioner Hancock said this goes up to \$2,675 for the monthly rate. Bryan said he was unsure what to put there. Commissioner Hancock said courthouse maintenance is \$68,000. Monthly amount of \$5,666. After the annex is occupied it increases \$1,600. Bryan believes that is what they have. Commissioner Hancock said it got confusing here because the annex janitorial service put a \$1,000 here monthly. Bryan said they did not know what to put here. Does not believe the \$1,000 is added in anywhere. Commissioner Hancock said on the maintenance cost after annex is occupied above on this have \$1,600 but put then put \$2,500 down here. Which one do they want to use will it be \$1,600 or \$2,500. Bryan believes it was the \$1,600. Wanted to have this all add up to the bottom dollar.

[9:07:24 AM](#) **Chairman Farnsworth calls Commissioner Martinez**

[9:07:34 AM](#) Bryan said they wanted to add this up to have everything equal to the bottom dollar. Commissioner Hancock said he sees the hourly rates there are no questions on these. Once the courthouse annex is occupied will add \$675 to the \$2,000 monthly amount to make \$2,675. On courthouse maintenance have this at \$5,666. Once annex is occupied they add in the \$1,600 for monthly courthouse maintenance for \$7,266.

[9:09:34 AM](#) Chairman Farnsworth said Sheriff's office janitorial is \$13,000. Courthouse janitorial is \$24,000 with a monthly rate of \$2,000. Commissioner Hancock said the \$675 would be multiplied by nine months for \$6,075. Chairman Farnsworth does not see where they are getting the amounts. Commissioner Hancock goes over the changes he has they have an addition of \$675 a month for the janitorial for the annex. Have used nine months to base this off of. Chairman Farnsworth said they have \$1,600 for the maintenance times nine for \$14,400 add this to the \$68,000. Commissioners add the bid prices up. Commissioner Hancock said he got \$125,475. This is sixty percent of the overall evaluation in the RFP. What they will need to do is go back over the proposals to get the other forty percent. At least now they have the costs narrowed down.

[9:15:13 AM](#) Commissioner Hancock goes over Corey Smith bid from High Mountain Carpet Cleaning. Have \$35,000 to do janitorial in the Sheriff's Office. Corey thinks so his sister-in-law helped him on the numbers. Commissioner Hancock said the courthouse janitorial for \$35,000. Have courthouse maintenance and grounds have \$40,000 for that. Corey said yes. Commissioner Hancock goes to the adjusted after this is occupied have a monthly rate of \$2,500. Do this amount times nine for a total of \$22,500. Then the same with the janitorial rate is an additional \$2,500 rate. Corey said he was confused on this. Commissioner Hancock said that is why they are discussing this now. Corey said he would need to see the bottom line numbers. Chairman Farnsworth said this is a total of \$155,000. Corey said on the annex building there is a lot of unknowns. Could renegotiate this after a few months of cleaning this once it is occupied. Commissioner Hancock said the High Mountain bid is \$155,000 and Bryan is \$125,475.

[9:20:04 AM](#) Commissioner Hancock said they can break these out and award these separately if they decide. Chairman Farnsworth said that Bryan Briggs came in at \$125,475 and High Mountain Carpet Cleaning came in at \$155,000.

[9:21:09 AM](#) Commissioner Hancock said the first question is if they want to break these out separately. Commissioner Martinez said his opinion is no. Concerns are for the safety for the jail and courthouse. Commissioner Hancock said that they have to follow the RFP and realize that sixty percent of the award is price. Would like to take a recess and go and do a look at their technical proposal. Colleen said that she likes breaking this out feels it is a lot for one person.

[9:22:48 AM](#) Chairman Farnsworth asked a total for the Sheriff's Office and maintenance. Commissioner Hancock said on the High Mountain Cleaning bid is \$75,000 and Bryan Briggs is at \$81,000. Have a \$6,000 difference between these. Courthouse and annex have High Mountain at \$80,000 and Bryan Briggs at \$44,475.

[9:25:53 AM](#) Chairman Farnsworth said splitting out Sheriff's Office janitorial and maintenance have \$75,000 from High Mountain and \$81,000 from Bryan Briggs. Courthouse janitorial would be \$80,000 with High Mountain and Bryan Briggs would be \$44,475.

[9:27:21 AM](#) Commissioner Hancock said they may need a discussion more on the technical evaluation. Chairman Farnsworth said on organizing and staffing this will be people that will perform the services. Corey said he is a third generation business owner they have been in the cleaning business a long time. Chairman Farnsworth believes they should discuss this in executive session due to this being confidential business information.

[9:29:56 AM](#) **Motion by Commissioner Hancock to go into executive session 74-206 (D) – Records exempt from disclosure since some of this is marked confidential. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

Open session 9:52

[9:52:35 AM](#) **Prosecutor Paul Butikofer is in room**

[9:52:57 AM](#) Chairman Farnsworth said they need to look at the pros and cons on this being split. Commissioner Hancock said it makes sense to give the maintenance and janitorial to High Mountain and janitorial to Bryan Briggs for the courthouse and annex. Commissioner Martinez disagrees on this and believes that the entire contract should go to High Mountain.

[9:55:16 AM](#) **Motion by Commissioner Hancock to award the all of the maintenance and Sheriff's Office janitorial to High Mountain Carpet Cleaning and to award to Bryan Briggs the courthouse and future annex janitorial. Second by Chairman Farnsworth. Commissioner Martinez is good with High Mountain but wants them to do the whole contract. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – nay, Chairman Farnsworth – aye. Motion passed.**

[9:57:11 AM](#) Corey asked the process of being fingerprinted. Sheriff Anderson tells Corey to come over for fingerprints on Monday at 10:30. They will both need to come and switch out keys. Commissioner Hancock asked if Bryan could help him out to learn the maintenance responsibilities. Corey mentions that they were discussing in the hall that Bryan has had the most complaints on the cleaning but could handle the maintenance better. Chairman Farnsworth said they can hire whoever that is up to them. Commissioner Hancock said they can hire whoever they want just have to be cleared. This all has to be done by the Sheriff. Sheriff Anderson said everyone that is allowed in the building will be on a list and will be vetted. No more security breaches or the doors will be locked.

[10:03:05 AM](#) **Motion by Chairman Farnsworth to adjourn at 10:03. Second by Commissioner Hancock. All in favor – aye. Motion passed.**

Chairman of the Board

Date

Clerk of the Board

Date

County Clerk

Date