

**WESTCHESTER LIBRARY BOARD OF TRUSTEES
SPECIAL MEETING MINUTES
August 8, 2016**

**LIBRARY BUILDING
10700 CANTERBURY ST.
Westchester, IL 60154**

1. President Cathy Kuratko called the meeting to order at 7:04 PM. Present: Treasurer Jerry Chenski, Trustee Sandy Laskiewicz, President Cathy Kuratko, Vice President John Lamberti, Trustee Jenice Hampton, Secretary Demitrus Evans, Also Present: Director Fidencio Marbella, Assistant Director Bonnie Schwanz, and Business Manager Allison Muzal . Guests present were Jack Eallonardo and Neil Larson of Frederick Quinn Corp. Absent: Trustee Heather Susnik
2. Winning Bids and Proposals For The Adult & Youth Department Restroom & Staff Workroom Remodeling Projects w/ Fredrick Quinn Corporation
 - a) FQC presented the bids and their recommendations for the remodeling:
 - i) 1-06: RB Construction - base bid 50k; alternate to include demolition + 8k
 - ii) 1-09 Regency Tile of Bartlett - \$33,074 - Award Base bid amount
 - (a) Alternate \$5,790- not accepted (responsible for removing the tile - will be left to general tradesman
 - iii) 1-22 Jensen's Plumbing & Heating \$36,500 (base bid) & bid on smaller trade \$5,950 for HVAC
 - (a) 3 Bids were received for Plumbing
 - (b) Worked with them before
 - iv) 1-26 Electrical - 4 Bids - Arc 1 Electric - \$33,500 (base bid)
 - (a) Everything included
 - (b) Worked with them
 - (c) References check out
 - v) 4 Smaller proposals
 - (a) Demolition - 5 Bids - Recommend alternate from RB Construction (Carpentry & Furnishing & Installing doors & hardware, ceiling tile work, carpentry, rug, dry wall, floor patching in office areas & work room, study room patching, furnishing & installing casework (new sink in workroom & countertops in the bathrooms), partitions, toilet accessories, etc.)
 - (b) Painting - 5 Proposals - Nedro Decorating - \$3,750
 1. Worked with them recently
 - (c) Fire Protection - 5 proposals - Automatic Fire System - \$1,165
 1. 2 sprinkler heads need to be repositioned
 - (d) HVAC & Plumbing work combined
 - vi) \$172 - 18k under budget
 - (a) Foreseen complications - will allow to resolve conflict without having to exceed budget
 - (b) Extra 18k allows for contingency in older building
 - vii) General Requirements
 - (a) Protection of the building
 - (b) Removal of one of the two individual study rooms
 - (c) Temporary partition to protect public and keep the noise and dirt down
 - (d) Expanding bathroom upstairs to make them ADA compliant
 - (e) Dumpsters provided
 - (f) General Conditions of theirs - part-time supervision
 - viii) General Construction - RB responsibility

- ix) Final cleaning - turning back over to the library - Money is included - The Library can hire cleaning crew
- x) Breakdown of 12k
 - (a) 2,500 - Final cleaning
 - (b) 2,200 - Construction & dumpster
 - (c) 2,240 - Installation & Removal of temp. barricades
 - (d) 2,500 - Layout for Walls
 - (e) \$1,500 - Misc. caulking (outside caulkers if needed)
 - (f) \$1,300 - Floor & Tile Patching
 - (g) \$10,000 - Time to be on site - Supervising construction Part-Time
- xi) Hourly rate - Est. # of Hours - 6-8 weeks (average of 12 hours per week)
 - (a) Pre-construction - bidding - construction fee = that 10k
 - (b) \$10,401 Contingency -
 - (c) Anything that comes up will be returned to savings unless we need that whole 28k - unless there's a decision to upgrade something
 - (d) Guaranteed maximum price - retaining savings as line items
- xii) Change order contract
 - (a) They will approve change order
 - (b) No change orders for more than \$2,500 - if exceeds, special meeting required
 - (c) 48 hour advanced notice for any meetings for a situation that's major Emergency - can be approved
- xiii) Send letters of intent to let them know action was taken - will prepare contracts
- xiv) Total construction cost = \$216,883 Inclusive of
 - (a) 10,104 contingency
 - (b) 22,500 - General Conditions Insurance & Construction Management Fee
 - (c) 12,240 - General Requirements

Motion to Proceed with package recommendations presented by Fredrick Quinn Corporation by President Cathy Kuratko, 2nd by Secretary Demitrus Evans - Unanimous – Motion Approved

- 4. Board Questions: Projected start - week after Labor Day Weekend
 - Start with upstairs bathrooms & workrooms first
 - Second - Children's bathrooms
- 5. Motion to Adjourn at 7:33PM – President Cathy Kuratko – 2nd by Vice President John Lamberti

Submitted by Secretary Demitrus Evans