

**CHAMPAIGN COUNTY BOARD  
COMMITTEE AGENDA**

**COUNTY FACILITIES**

**Tuesday, March 11, 2008 – 6:00 p.m.**

**Lyle Shields Meeting Room, Brookens Administrative Center  
1776 East Washington, Urbana, IL**

**CHAIR: Steve Beckett**

**MEMBERS: Bensyl, Betz, Cowart, James, Jay, Richards, Sapp, Weibel**

<b>AGENDA ITEM</b>	<b>Page Number</b>
<b>I CALL TO ORDER</b>	
<b>II APPROVAL OF AGENDA</b>	
<b>III APPROVAL OF MINUTES:</b>	
<b>A. January 8, 2008</b>	<b>1-7</b>
<b>B. February 5, 2008</b>	<b>8-14</b>
<b>IV PUBLIC PARTICIPATION</b>	
<b>V CHAMPAIGN COUNTY NURSING HOME:</b>	
<b>A. Duane Morris Invoice #1368256 for Professional Services Ending     1/15/2008 in the Amount of \$6,465.50.</b>	<b>15-19</b>
<b>VI ILEAS:</b>	
<b>A. IGW Invoice No. 6 for Professional A/E Services rendered     thru 2/1/08 in the amount of \$8,726.27. (Invoice is for ILEAS Training     Center-old CCNH)</b>	<b>20-21</b>
<b>B. IGW Invoice No. 1 for Professional A/E Services rendered     thru 2/1/08 in the amount of \$3,850.00 (Invoice is for ILEAS Training Center     Observation –Old CCNH)</b>	<b>22</b>
<b>C. IGW Invoice No. 1 for Professional A/E Services rendered     thru 2/1/08 in the amount of \$15,973.00 (Invoice is for ILEAS-Additional     Services)</b>	<b>23</b>
<b>VII COURTHOUSE MASONRY/BELL TOWER PROJECT:</b>	
<b>A. Award of Contract to General Contractor for the performance of     Masonry Stabilization</b>	
1. Bid Analysis	<b>24-27</b>
2. Project Budget	<b>28-29</b>
3. Architects Recommendation	<b>30-32</b>

**VIII FLEET MAINTENANCE/HIGHWAY FACILITY:**

- A. BLDD Architects Invoice No. 130253 for Professional A/E Services rendered thru 2/1/08 in the amount of \$3,331.59 Invoice is for Fleet Maintenance Facility Site Observation. 33-34
- B. BLDD Architects Invoice No. 130254 for Professional A/E Services rendered thru 2/1/08 in the amount of \$900.00. 35

**IX PHYSICAL PLANT:**

- A. Monthly Reports 36-39
- B. Electric Invoice – (Information only from February meeting) 40
- C. Brookens Remodel Update
- D. Hot Water Issue – Information Only 41
- E. Brookens Roof Repair

**X CHAIR’S REPORT/ISSUES:**

**XI COUNTY ADMINISTRATOR:**

**XII OTHER BUSINESS:**

- A. County Courthouse Pay Station: Discussion of Alternatives to a shelter 42

**XIII CONSENT AGENDA ITEMS:**

**XIV ADJOURNMENT**

## CHAMPAIGN COUNTY BOARD COMMITTEE MINUTES

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### County Facilities

January 8, 2008 – 7:00 p.m.

Lyle Shields Meeting Room, Brookens Administrative Center

**MEMBERS PRESENT:** Beckett, Cowart, James, Jay, Richards,  
Sapp, Weibel

**MEMBERS ABSENT:** Bensyl, Betz

**OTHERS PRESENT:** Deb Busey, Alan Reinhart, Media

### Agenda Item

#### Call to Order

Chair Beckett called the meeting to order at 7:00 p.m.

#### Approval of Agenda

**MOTION** by James to approve the agenda; seconded by Sapp.  
There was no addendum. **Motion carried.**

#### Approval of Minutes – November 6, 2007

**MOTION** by Jay to approve the minutes of November 6, 2007 as  
presented; seconded by James. **Motion carried.**

#### Public Participation

There was no public participation.

#### Champaign County Nursing Home Raterman Group, Ltd. Invoice #12253

**MOTION** by Jay to recommend County Board approval of Invoice  
#12253 from Raterman Group, Ltd. in the amount of \$8,307.14 for  
Professional Industrial Hygiene Services from October 1, 2007 thru  
November 30, 2007 for 2<sup>nd</sup> Quarter Monitoring Report and the November  
12-15 air monitoring at the Nursing Home; seconded by James. **Motion**  
**carried.**

#### Duane Morris Invoice #1333113

**MOTION** by Weibel to recommend County Board approval of  
Invoice #1333113 from Duane Morris in the amount of \$3,931.50 for  
professional services recorded through 8/31/2007 in connection to the  
Certificate of Need; seconded by Sapp. **Motion carried** with Jay opposed.

**Duane Morris Invoice #1350488**

**MOTION** by Weibel to recommend County Board approval of Invoice #1350488 from Duane Morris in the amount of \$20,083.10 for professional services recorded through 10/31/2007 in connection to the Certificate of Need; seconded by James. **Motion carried** with Jay opposed.

Mr. Sapp asked if there will be more bills. Mr. Beckett explained this is the final audit report information but he believes there will be more from November and December. He stated there is no way we could get through this maze without someone to lead us and there are a hand full of law firms who have the expertise with the Health Facilities Planning Board and they charge a lot for their services.

**Champaign County Nursing Home: Reuse**  
**Isaksen Glerum Wachter Invoice #4**

**MOTION** by Jay to recommend County Board approval of Invoice #4 from Isaksen Glerum Wachter in the amount of \$54,481.84 for professional services rendered for the period October 27, 2007 thru November 23, 2007; seconded by Weibel. **Motion carried.**

**Fleet Maintenance/Highway Facility**  
**Construction Project Budget Spreadsheet**

Mr. Beckett explained this is for information only. Mr. Jay stated he understood this committee discussed not putting a sign in front of this building and there is one up and he feels it is a waste of money.

When asked about the numbers on the spreadsheet, Ms. Busey stated we are expecting to be at budget on this project.

**BLDD Architects Invoice #130051**

**MOTION** by Cowart to recommend County Board approval of Invoice #130051 from BLDD Architects in the amount of \$6,945.66 for professional services rendered for the period November 2, 2007 to December 1, 2007, invoice is for Fleet Maintenance Highway Facility Site Observation; seconded by Weibel. **Motion carried.**

### **New Fleet Maintenance/Highway Facility Opening**

Mr. Beckett informed the committee he, and Mr. Blue, feel it would be better to wait until spring, when the exterior work is done, to have a ceremony at the building. Committee members agreed waiting until spring, on a Saturday, would be best. This item will be on the February Highway & Transportation Committee agenda.

### **Physical Plant Monthly & Year End Department Reports**

#### **Selling Surplus Equipment on Ebay**

Mr. Reinhart explained this is an update from Ranae Wolken who has been selling vehicles and surplus equipment on Ebay. This is for information only.

#### **Physical Plant Employee Hours worked on capital projects**

Mr. Reinhart explained this report shows improvement projects that were done in house for the last fiscal year and the hours worked in labor.

#### **Electric Cost Comparison**

Mr. Reinhart explained that Ms. Wolken put together a comparison for our costs per kilo, showing what we would have been paying. One month estimated savings is almost \$4,000 so in another month we will have made up for what it cost us.

Mr. James asked about the total amount excluding taxes and other charges. Mr. Reinhart stated he is not sure what that statement means and the figures presented are accurate figures.

#### **County Clerk Space Update**

Mr. Reinhart explained that construction has been finished in the County Clerks new office area as well as the new storage room. He reported that the County Clerk says he is happy about the way it has turned out and it should be what he needs now.

He explained that meeting room two construction is now finished and the room is ready for use. He stated in the spring they may have to do some adjustments to the cooling for that room, they are looking at new doors and signage as well as cable hookup. He explained they haven't yet moved the speakers from the old room into the new room; Mr. Beckett stated that looks to be a needless expense.

Ms. Cowart asked what the County Clerk is going to use as handicap space for early voting. Mr. Reinhart explained that he is using a cloth partition because they haven't come to an agreement about what he wants for permanent space, he is waiting to hear back from him.

### **Brookens Improvement Update**

Mr. Reinhart explained they are still working on hot water for the restrooms. They have determined there is a hot water mixing valve and the manufacturer is recommending they modify some piping. There is a cross connection in this building but they haven't been able to locate it yet.

Regarding the RPC space, the large meeting room is almost completely framed in. They had to contract for the sheet metal work and are waiting on that.

Mr. Jay stated the work he has seen, done by Alan's people, has been good.

### **Courthouse Exterior Masonry & Stabilization Project**

Probable Construction Costs – Main Building

Probable Construction Costs – Tower Restoration

Project Design & Construction Budget

**OMNIBOUS MOTION** by James to approve the probable construction costs for the main building, the probable construction costs for the tower restoration and the project design and construction budget; seconded by Cowart.

Mr. Inman explained that the overall project budget is 7.2 million and the source of funds that make that up are as follows; from the original Courthouse project they have around \$700,000, they issued bonds for 6 million last fall and the Clock & Bell Tower Committee has raised about \$350,000 and have commitments for 850,000 which brings the funds to about 7.4 million.

Mr. Beckett stated the bottom line number is under that budget but there are some items they made commitments about that are not included. The Citizens Committee would like to have gargoyles and it is his belief that they need to find the money to pay for them; there are other items similar to that. Another way they are thinking about saving money is offering an alternate bid date for completion of the tower. They would like to see it completed February 12, 2009, if we do that then we ask a contractor to accelerate and whenever you do that it creates higher costs, we could offer an alternate bid that would have a completion date of July 2009 so we could see what savings we could realize from that date difference. We are also determined to hold out of these bid documents the renovation of the 2<sup>nd</sup> and 3<sup>rd</sup> floors of the Courthouse which will have to happen but we felt we should hold back to give us opportunity for small contracts with MBE/FBE firms.

The major cost is the reconstruction of the tower which will be built from the ground up. The Citizens Committee part of the project is the 1 million dollars. Mr. Page is now on that committee and he has identified grants that could help. The funding is in place, we would like to get the schedule going and approval of this would allow bidding documents to be done and later this spring work would begin.

When asked about the construction consideration being difficult Mr. Beckett explained any time you have anything historic you are replicating that adds a difficulty factor. That is different than a contingency, we are asking them to match something that looked a certain way before and we are building up. There is the potential that those funds may be expended, Architects say from their experience in projects like this it could happen.

Mr. Sapp asked if the A & E fees are included in the 7 million dollar number because there is some confusion when looking at the documents White & Borgognoni submitted. Mr. Beckett called Gail White of White & Borgognoni Architects for clarification.

Mr. Beckett asked Mr. White why the number included with their documents, on page 1, does not include architect engineering fees, construction materials testing or design contingencies except as noted, but in another location there is an allocation of fees with the total being \$469,000. He asked what the language on page 1 means and how we would incur more fees on the project other than what is set forth in the documents.

Mr. White stated it is not likely to happen and would only if there was a redesign or a major difference in the project than what is contemplated, but he doesn't see that happening and it is common to have language like that in construction documents. Mr. Beckett stated the first two documents are construction costs not meant to describe fees at all; the last page is to identify fees and reimbursables in detail.

Mr. Beckett stated as we are paying bills, they will be tracked as to whether they are Clock & Bell Tower expenses or main tower expenses. Mr. Jay pointed out that approving this is hard not knowing the exact costs.

Mr. Beckett stated in his opinion the question is how we can achieve what we feel is a worthy social goal having the entire community participate in this project when he doesn't know what it will cost and what the renovation will entail. How can he throw a number out there except to ask the architects if they can meet our budget because this project has to go on the available funds we have and the architects say we will be all right. We are going with a firm that has a track record with these types of projects.

Mr. Weibel stated we are not building a new building, we are dealing with an old building and could find some unknown things but we just don't know until we start taking out walls. Mr. Jay stated when this project started we were at 4 million dollars and now we are at 7 million.

Mr. Beckett stated at 4 million dollars we didn't have to rebuild the tower but the standards have changed and we have to start from the ground up so we either let the building fall down or address the problem.

Mr. Jay stated as a board they decided to do the clock & bell tower but when the project started we were looking at 4 million dollars now it is 7 million and he doesn't have a firm number.



**Motion carried** with a 7/1 roll call vote. Voting yes was Beckett, Cowart, James, Richards, Sapp and Weibel. Voting no was Jay.

**Chair's Report/Issues**

Mr. Beckett stated he has abandoned going from building to building for meetings. Mr. James stated when the weather is better he would like to have a meeting in the animal services facility.

**Other Business**

Mr. Beckett explained he had some board members approach him because the County Clerk has been saying bad things about him on his web post. He stated no one has ever come to him saying they think he misled anyone about the nursing home problems. He tried to give the committee information as it happened and he believes it is a disservice to the public to say that he lied and he doesn't appreciate it.

He also pointed out that the February meeting falls on primary night so the committee will not be able to meet in Lyle Shields Meeting Room. Ms. Busey stated the committee will meet in the RPC meeting room at Brookens.

**Consent Agenda Items**

Items VA, AI A and VII B will be included on the County Board Consent Agenda.

**Adjournment**

Chair Beckett declared the meeting adjourned at 7:56 p.m.

Respectfully Submitted,

Tiffany Talbott  
Administrative Secretary

## CHAMPAIGN COUNTY BOARD COMMITTEE MINUTES

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### **County Facilities**

**February 5, 2008 – 7:00 p.m.**

**RPC Meeting Room C, Brookens Administrative Center**

**MEMBERS PRESENT:** Beckett, Betz, James, Jay, Weibel

**MEMBERS ABSENT:** Bensyl, Cowart, Richards, Sapp

**OTHERS PRESENT:** Denny Inman, Deb Busey, Susan McGrath,  
Alan Reinhart

### **Agenda Item**

#### **Call to Order**

Chair Beckett called the meeting to order at 7:00 p.m.

#### **Approval of Agenda**

**MOTION** by Betz to approve the agenda as presented; seconded by Jay. **Motion carried.**

#### **Public Participation**

There was no public participation.

#### **Champaign County Nursing Home**

##### **Raterman Group Report dated January 17, 2008**

Mr. Beckett stated that he and Chair Weibel discussed this report and noticed that it states there is an area of interest in the attic; they felt that area had been taken care of some time ago. Mr. Reinhart stated he did fix an area but apparently he found the wrong one.

Mr. Inman pointed out that the report states there are acceptable air levels in the attic. Mr. Beckett asked Mr. Inman if he and Mr. Reinhart could look at the report and make sure that area in question has been taken care of. When asked if the sources of water identified in the kitchen were coming from leaks in the roof Mr. Inman stated it is all internal and there seems to be grates upstairs that are not getting cleaned.

**Duane Morris Invoice #1354259**

**MOTION** by Betz to recommend County Board approval of Invoice #1354259 from Duane Morris in the amount of \$2,440.92 for professional services rendered through 11/30/2007 in connection with the Certificate of Need; seconded by Weibel. **Motion carried** with Jay and James opposed.

**Duane Morris Invoice #1361830**

**MOTION** by Betz to recommend County Board approval of Invoice #1361830 from Duane Morris in the amount of \$10,583.50 for professional services rendered through 12/31/2007 in connection with the Certificate of Need; seconded by Weibel. **Motion carried** with Jay and James opposed.

**ILEAS**

**IGW Invoice #5**

**MOTION** by James to recommend County Board approval of Invoice #5 from IGW in the amount of \$30,146.42 for professional A/E services provided thru 1/4/08 (\$28,069.20 – Basic Services; \$2,077.22 – Reimbursable); seconded by Betz. **Motion carried.**

**Amendment to IGW A/E Professional Services Agreement**

**MOTION** by Betz to recommend County Board approval of Amendment #1 to the IGW A/E Professional Services Agreement dated August 23, 2007 in the amount of \$15,973.00 with funding being provided by ILEAS; seconded by Weibel. **Motion carried.**

**Commercial Builders General Contractor Contract**

Provided for information only. **MOTION** by Betz to receive and place on the file the Commercial Builders General Contractor Contract; seconded by Weibel. **Motion carried.**

### **Commercial Builders Fee Determination**

Provided for Information only. **MOTION** by Betz to receive and place on file the Commercial Builders Fee Determination; seconded by Weibel. **Motion carried.**

### **Bid Tabulation Summary**

Provided for information only. **MOTION** by Betz to receive and place on file the Bid Tabulation Summary; seconded by Weibel. **Motion carried.**

### **Scope of Work by Bid Category**

Provided for information only. **MOTION** by Betz to receive and place on file the Bid Tabulation Summary; seconded by Weibel. **Motion carried.**

### **Courthouse Masonry/Bell Tower Project White & Borgognoni Architects P.C. Invoice #6**

**MOTION** by Betz to recommend County Board Approval of White & Borgognoni Architects P.C. Invoice #6 in the amount of \$115,279.07 for professional A/E services provided through 1/21/08 (\$81,361.87 – Basic Services; \$31,810.61 – Amendment #1-Tower option 4; \$2,106.59 – Reimbursable); seconded by Weibel.

Mr. Inman explained to the committee members they have an updated invoice at their desks tonight. The updates include the dates of service being added to the invoice and a number that had been put in an incorrect location has also been corrected. These changes do not change the total of the invoice or the motion.

**Motion carried**

### **Project Cost Reduction Initiatives**

Mr. Inman reviewed the document with the committee explaining that under item A are items they felt they could pull out and do with County labor or MBE/FBE forces and realize a reduction in cost, he is not sure how much that reduction will be but they are estimating around \$270,000. Under item B they are substituting materials which will be a savings of almost \$200,000 so in total they are looking at a cost reduction of around \$460,000 if everything comes to be.

### **Court Bidding Documents**

He explained that the pre-bid meeting that was scheduled for last Friday was cancelled due to the weather and it will now take place this Friday, February 8<sup>th</sup> at 1:00 p.m. at the Courthouse. They hope to be receiving bids on February 19<sup>th</sup> and with the concurrence of the Chair it will go directly to the County Board if they are all in order and under budget. The contractors have been notified, they are aware of the project and there are no other bids in competition with this one.

Mr. James asked if the contractors will list if they are going to do any of these substitutions. Mr. Inman stated they will. When asked about item B#5, using domestic stone in lieu of imported stone, Mr. Inman stated the contractor who is awarded the contract will have a mock set up sitting next to the Courthouse so County Board members can go by and see the stone colors and give approval.

### **Fleet Maintenance / Highway Facility BLDD Architects Invoice No. 1330129**

**MOTION** by Betz to recommend County Board approval of Invoice #1330129 from BLDD Architects in the amount of \$3,863.20 for professional A/E services provided through 1/1/2008 (\$3,600 – Basic Services, \$263.20 – Reimbursable); seconded by James. **Motion carried.**

### **BLDD Architects Invoice No. 1330119**

**MOTION** by James to recommend County Board approval of Invoice #1330119 from BLDD Architects in the amount of \$5,539.84 for professional A/E services provided through 1/1/2008 (\$5,190.64 – site observation services, \$349.20 – Reimbursable); seconded by Betz. **Motion carried.**

### **BLDD Architects Invoice No. 1330128**

**MOTION** by Betz to recommend County Board approval of Invoice #1330128 from BLDD Architects in the amount of \$320.00 for professional A/E services provided through 1/1/2008; seconded by Weibel. **Motion carried.**

### **Physical Plant Monthly Reports**

**MOTION** by Betz to receive and place on file the February 2008 Physical Plant monthly reports; seconded by Weibel. **Motion carried.**

### **Electric Invoice**

Mr. Reinhart stated this invoice, which was not included in the agenda, was to explain last months rate comparison showing a detailed breakdown of taxes. He will have a copy of that for the committee in March.

### **HWS Energy Partners Energy Usage Audit Update**

Mr. Reinhart stated this is a report that was done in 2003. HWS Energy Partners, the firm chosen as a result of an RFP, did a complete audit of all of the County buildings. He reviewed their report and what action has been taken since that time.

There were no changes recommended for the Courthouse which was brand new and energy efficient. At the Sheriffs Office, they recommended replacing the chiller, improving the lighting and installing a digital control system. Nothing has been done in that building yet but he is working on an Illinois Clean Energy Grant to use to upgrade the lighting.

There were no changes recommended at the JDC. For the jail, they recommended upgrading the controls to digital and upgrading the hot water systems. He explained they did improve the hot water system just last year. The nursing home was the old building. At Brookens, they recommended over \$300,000 worth of improvements and to date they haven't done anything except put in newer lighting in the remodeled areas. The Youth Detention center is now gone and at METCAD they recommended upgrading the lower unit HVAC system. They have replaced the lower level condenser but not the blower because of money.

This was provided to the committee for information only at this time.

### **County Clerk Space Update**

Mr. Reinhart explained the space is complete and has been since last month and he believes the County Clerk is happy with the results.

### **Brookens Remodel Update**

Mr. Reinhart stated the committee is meeting in part of the remodeled space, the new small meeting room. They are completing the large meeting room, ready for carpet then there will be some minor work to be done on the other side of this wall.

Regarding the hot water issue they are still looking for the cross connection. Mr. Jay stated they could upgrade with a small water heater for less than \$8,000. Mr. Inman explained they will look at all options.

### **Chair's Report/Issues Fleet/Highway Project Sign**

Mr. Beckett stated he asked for a search of past minutes to look for any discussion that was held regarding signage for the new fleet maintenance building after Mr. Jay mentioned the sign that is up at the site. Those minutes are at the members desks tonight. Mr. Jay stated the discussion could have taken place in a Highway committee meeting.

### **County Administrator Project Update**

Mr. Inman reviewed the memo before the committee. He explained, regarding the new Fleet Maintenance Facility, the CAC is down and they are removing the last piles of debris. Mr. Weibel stated he had a brief tour of the new facility and he was impressed.

Regarding the ILEAS project, the demo portion is done and work is continuing in what was the old A wing and kitchen dining area. When asked if there will be a kitchen in the facility, he stated there will not and any activity will be mobile or with caterers.

Regarding the final audit report, they have not heard any comments back from the state.

Mr. James asked if the work on the parking lot at the new fleet building will be done by the highway department. Mr. Inman stated it will.

Mr. Beckett stated he has been in contact with the attorney's regarding the settlement of the HFPB issue and he may have something to report by the board meeting.

**Other Business**

There was no other business

**Consent Agenda Items**

Committee consensus that all items except the Duane Morris invoices will be placed on the County Board consent agenda.

**Adjournment**

Chair Beckett declared the meeting adjourned at 7:33 p.m.

Respectfully Submitted,

Tiffany Talbott  
Administrative Secretary



# DuaneMorris

FIRM AND AFFILIATE OFFICES

**PLEASE REMIT PAYMENT TO:**  
DUANE MORRIS LLP  
ATTN: PAYMENT PROCESSING  
30 SOUTH 17TH STREET  
PHILADELPHIA, PA 19103-4196

NEW YORK  
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NEWARK  
WILMINGTON  
PRINCETON  
LAKE TAHOE  
HO CHI MINH CITY

February 7, 2008

CHAMPAIGN COUNTY  
ADMINISTRATIVE SERVICES  
ATTN: EVELYN BOATZ  
1776 E. WASHINGTON  
URBANA, IL 61802

HFPB 07-02

FILE # E1005-00004

INVOICE # 1368256

IRS # 23-1392502

CURRENT INVOICE \$6,465.50

PRIOR BALANCE DUE

BILL DATE	BILL/REF NO.	BILL AMOUNT	CREDITS	A/R BALANCE
1/15/08	1361830	\$10,583.50	\$0.00	\$10,583.50
				\$10,583.50
<b>TOTAL BALANCE DUE</b>				<b>\$17,049.00</b>

<b>Wire payments to:</b> Bank Name: Wachovia Bank, NA Swift Code: PNBUS33 Account No. 2100000513000 ABA Number 031201467	<b>Bank Address is:</b> Wachovia Bank, NA 123 South Broad St. Philadelphia, PA	<b>Please reference the File Number and Invoice Number in the REMARK section.</b>
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AMOUNTS INCLUDED FOR DISBURSEMENTS INCLUDE EXPENSES RECEIVED AND RECORDED THROUGH THE END OF THE INVOICE PERIOD. THERE MAY BE ADDITIONAL EXPENSES RECEIVED AND DISBURSEMENTS INVOICED IN THE FUTURE. AS PER THE TERMS OF OUR ENGAGEMENT, PAYMENT IS DUE IN U.S. DOLLARS WITHIN 30 DAYS OF THE DATE OF THIS INVOICE. AFTER 30 DAYS A LATE FEE OF 1% PER MONTH (OR SUCH LOWER RATE AS REQUIRED BY APPLICABLE LAW) MAY BE CHARGED

- NEW YORK
- LONDON
- SINGAPORE
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- BALTIMORE
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- WASHINGTON, DC
- LAS VEGAS
- ATLANTA
- MIAMI
- PITTSBURGH
- NEWARK
- WILMINGTON
- PRINCETON
- LAKE TAHOE
- HO CHI MINH CITY

February 7, 2008

CHAMPAIGN COUNTY  
 ADMINISTRATIVE SERVICES  
 ATTN: EVELYN BOATZ  
 1776 E. WASHINGTON  
 URBANA, IL 61802

HFPB 07-02

File# E1005-00004

Invoice# 1368256

IRS# 23-1392502

FOR PROFESSIONAL SERVICES RECORDED  
 THROUGH 01/31/2008 IN CONNECTION  
 WITH THE ABOVE-CAPTIONED MATTER.

\$6,465.50

PREVIOUS BALANCE

\$10,583.50

TOTAL BALANCE DUE

\$17,049.00

File # E1005-00004  
HFPB 07-02

INVOICE # 1368256

DATE	ID#	TIMEKEEPER		HOURS
1/3/2008	02160	NJ LYNN	REVIEW STATUS RE MEETING WITH MR. URSO RE POSSIBLE SETTLEMENT TERMS	0.20
1/3/2008	04363	M SILBERMAN	PHONE CONFERENCE WITH MR. KINGSLEY TO DISCUSS POSSIBLE APPEARANCE BEFORE PLANNING BOARD AND MEETING WITH COUNSEL TO DISCUSS POTENTIAL RESOLUTION; IDENTIFICATION OF BULLET POINTS TO BE ADDRESSED AT MEETING AND ISSUES SURROUNDING APPEARANCE BEFORE THE HEALTH FACILITIES PLANNING BOARD	0.40
1/7/2008	04363	M SILBERMAN	PHONE CALL TO KYLE KINGSLEY RE MEETING WITH COUNSEL FOR HFPB AND POSSIBLE APPEARANCE BEFORE STATE BOARD	0.10
1/8/2008	02190	NM BILIMORIA	REVIEW CORRESPONDENCE RE: STATUS AND STATUS CONFERENCE RE: NOTICE OF FINE ASSESSMENT	0.60
1/8/2008	04363	M SILBERMAN	TELEPHONE STATUS CONFERENCE WITH ADMINISTRATIVE LAW JUDGE CAROLYN SMARON AND MR. KINGSLEY RE: PRE-HEARING; SUBSEQUENT PHONE CONFERENCE WITH MR. KINGSLEY RE: SCHEDULING OF POSSIBLE APPEARANCE BEFORE THE HFPB AND NEED TO SUBMIT WRITTEN PROPOSAL; DRAFT OF RELATED CORRESPONDENCE	0.70
1/9/2008	02160	NJ LYNN	REVIEW NOTICE OF STATUS CONFERENCE AND 1/15-16/08 IHFPB MEETING AGENDA AND POSSIBLE APPEARANCE; REVIEW AND REDRAFT CORRESPONDENCE TO MR. MARK RE POSSIBLE APPEARANCE, STATUS RE SETTLEMENT CONFERENCE AND DEFERRAL	0.80
1/9/2008	04363	M SILBERMAN	REVIEW OF MATERIALS PROVIDED BY MS. PAPAVALIOU; DRAFT CORRESPONDENCE TO JEFFREY MARK; STRATEGIC CONFERENCE RE: HFPB POSITION AND IDENTIFICATION OF OPTIONS; ONGOING CORRESPONDENCE WITH MS. PAPAVALIOU; SUBMISSION OF MATERIALS TO EXECUTIVE SECRETARY AND COUNSEL FOR THE HFPB	2.40
1/10/2008	02160	NJ LYNN	REVIEW STATUS RE IHFPB AGENDA, POSSIBLE APPEARANCE AND POSSIBLE MEETING WITH MR. URSO AND/OR MR. KINGSLEY RE POSSIBLE SETTLEMENT TERMS	0.20
1/11/2008	02160	NJ LYNN	REVIEW STATUS RE NO IHFPB APPEARANCE	0.10
1/11/2008	04363	M SILBERMAN	FOLLOW UP WITH MR. KINGSLEY RE: SCHEDULING OF POSSIBLE APPEARANCE BEFORE THE BOARD	0.20
1/13/2008	02160	NJ LYNN	BRIEF REVIEW OF IHFPB AGENDA	0.20
1/14/2008	02160	NJ LYNN	REVIEW STATUS RE WRITTEN SETTLEMENT AGREEMENT AND POSSIBLE IN KIND SETTLEMENT TERMS	0.20

File # E1005-00004  
 HFPB 07-02

INVOICE # 1368256

DATE	ID#	TIMEKEEPER		HOURS
1/14/2008	04363	M SILBERMAN	REVIEW OF HFPB AGENDA. VERIFICATION WITH COUNSEL FOR THE STATE BOARD.	0.10
1/15/2008	02160	NJ LYNN	CORRESPONDENCE TO MS. PAPAVALIIOU	
			REVIEW STATUS RE POSSIBLE RESCHEDULED IHFPB APPEARANCE	0.10
1/15/2008	04363	M SILBERMAN	REVIEW OF CORRESPONDENCE; DRAFT CORRESPONDENCE TO MS. PAPAVALIIOU RE POSSIBLE IHFPB	0.20
1/17/2008	04363	M SILBERMAN	PHONE CONFERENCE WITH MR. KINGSLEY RE POSSIBLE IHFPB APPEARANCE	0.10
1/18/2008	04363	M SILBERMAN	DRAFT OF ISSUES TO BE ADDRESSED IN CORRESPONDENCE TO HFPB	0.20
1/24/2008	02190	NM BILIMORIA	TELEPHONE CONFERENCE WITH CLIENT RE: STATUS ON DRAFT SETTLEMENT PROPOSAL TO IHFPB; DISCUSSION OF IN KIND SERVICES AND ISSUES AND INFORMATION RE: SAME; DISCUSSION OF STRATEGY WITH CLIENT	1.00
1/24/2008	04363	M SILBERMAN	CORRESPONDENCE WITH MS. PAPAVALIIOU; PHONE CONFERENCE WITH MS. PAPAVALIIOU; PHONE CONFERENCE WITH MR. KINGSLEY; DRAFT PROPOSED SETTLEMENT	1.90
1/25/2008	04363	M SILBERMAN	DRAFT OF CORRESPONDENCE TO MR. URSO AT HEALTH FACILITIES PLANNING BOARD RE PROPOSED SETTLEMENT TERMS EXHIBITS	2.60
1/26/2008	02190	NM BILIMORIA	REVIEW DRAFT LETTER AND DRAFT EDITS TO SAME	0.90
1/26/2008	04363	M SILBERMAN	DRAFT CORRESPONDENCE TO MR. URSO RE: RESOLUTION OF COMPLIANCE ACTION	1.20
1/28/2008	02160	NJ LYNN	REVIEW AND EDIT CORRESPONDENCE TO MR. URSO RE POSSIBLE IN KIND SETTLEMENT; REVIEW POSSIBLE EXHIBITS RE SAME	0.70
1/28/2008	04363	M SILBERMAN	EDIT LETTER WITH RECOMMENDATIONS; ORGANIZATION OF EXHIBITS AND SUBMITTAL TO MS. PAPAVALIIOU	0.80
1/29/2008	02160	NJ LYNN	REVIEW REVISED CORRESPONDENCE TO MR. URSO RE POSSIBLE SETTLEMENT TERMS RE IN KIND SERVICES AND POSSIBLE MEETING	0.20
1/29/2008	04363	M SILBERMAN	REVIEW OF CORRESPONDENCE FROM MS. PAPAVALIIOU AND RELATED EDITS TO PROPOSAL; RESPONSIVE E-MAIL TO MS. PAPAVALIIOU; PHONE CALL TO MR. KINGSLEY	0.30
1/31/2008	04363	M SILBERMAN	PHONE CONFERENCE WITH MR. KINGSLEY RE: PROPOSAL AND SCHEDULING OF MEETING	0.20
TOTAL SERVICES				16.60

File # E1005-00004  
HFPB 07-02

INVOICE # 1368256

**TIMEKEEPER**

<b>NO.</b>	<b>NAME</b>	<b>CLASS</b>	<b>HOURS</b>	<b>RATE</b>	<b>VALUE</b>
02160	NJ LYNN	PARTNER	2.70	495.00	1,336.50
02190	NM BILIMORIA	PARTNER	2.50	410.00	1,025.00
04363	M SILBERMAN	ASSOCIATE	11.40	360.00	4,104.00
			16.60		\$6,465.50



114 WEST MAIN STREET  
URBANA, ILLINOIS 61801

T / 217 328 1391  
F / 217 328 1401

**Champaign County Administrative Services**  
1776 East Washington Street  
Urbana, IL 61802

**Invoice No: 6**  
February 15, 2008  
Project No: 0749

Attn: Mr. Denny Inman

RE: ILEAS - Training Center (Old CCNH)

For professional services rendered for the period January 5, 2008 thru February 1, 2008

Description	Contract Amount	% Work To Date	Amount Billed	Previous Billed	This Inv Billed
PA	18,193.00	100.00%	18,193.00	18,193.00	0.00
PD	72,772.00	100.00%	72,772.00	72,772.00	0.00
CD	98,762.00	100.00%	98,762.00	98,762.00	0.00
Bid	18,193.00	100.00%	18,193.00	18,193.00	0.00
CA	51,980.00	16.67%	8,665.07	0.00	8,665.07
<b>Total Fixed Fee</b>	<b>259,900.00</b>		<b>216,585.07</b>	<b>207,920.00</b>	<b>8,665.07</b>

**Additional Services:**

**Total Additional Services**

Dean's Superior Blueprint Inc. 61.20

**Total Reimbursables \$61.20**

**Invoice Total \$8,726.27**

**Dean's Superior Blueprint, Inc.**  
 404 E. University Avenue  
 Champaign, IL 61820  
 (217) 359-3261  
 (217) 359-1515 (FAX)

# Invoice

DATE	INVOICE #
1/28/2008	71404

BILL TO
ISAKSEN GLERUM WACHTER, LLC 114 W. MAIN ST. URBANA, IL 61801

Input by:	P.O. NO.	TERMS	PROJECT
MJS		NET 30	0749 ILEAS

QUANTITY	DESCRIPTION	RATE	AMOUNT
51	BOND PRINT - HALF SIZE SET	1.20	61.20
	IL Sales Tax	7.75%	0.00

Customer Signature: <i>John Pennington</i>	<b>Total</b>	\$61.20
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114 WEST MAIN STREET  
URBANA, ILLINOIS 61801

T / 217 328 1391  
F / 217 328 1401

**Champaign County Administrative Services**  
1776 East Washington Street  
Urbana, IL 61802

**Invoice No: 1**  
February 15, 2008  
Project No: 0749G

Attn: Mr. Denny Inman

Re: ILEAS Trng. Cntr. OB (Old CCNH)

For professional services rendered for the period January 5, 2008 thru February 1, 2008

**Contract Maximum**      \$38,600.00

<u>Dept./Staff</u>	<u>Hours</u>	<u>Rate</u>	
Principal	2.00	135.00	\$270.00
Proj. Arch. 2	2.00	90.00	\$180.00
Constr. Observ.	40.00	85.00	\$3,400.00

**Total Architectural Labor**      **\$3,850.00**

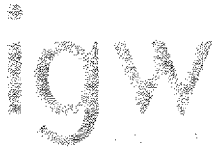
**Total Architectural/Consultant Labor**      **\$3,850.00**

Contract Balance      \$34,750.00

**Additional Services**

**INVOICE TOTAL**      **\$3,850.00**





114 WEST MAIN STREET  
URBANA, ILLINOIS 61801

T / 217 328 1391  
F / 217 328 1401

**Champaign County Administrative Services**  
1776 East Washington Street  
Urbana, IL 61802

**Invoice No: 1**  
February 15, 2008  
Project No: 0749H

Attn: Mr. Denny Inman

Re: ILEAS - Addn'l Services

For professional services rendered for the period January 5, 2008 thru February 1, 2008

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<u>Contract Amount</u>	<u>% Work To Date</u>	<u>Amount Billed</u>	<u>Previous Billed</u>	<u>This Inv Billed</u>
15,973.00	100.00%	15,973.00	0.00	<u>15,973.00</u>
Total Fixed Fee				<u>15,973.00</u>
<b>Total Fixed Fee</b>				<b>\$15,973.00</b>

**Additional Services:**

**Total Additional Services**

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**Invoice Total**

**\$15,973.00**



**Post-Bid Review  
Champaign County Courthouse Masonry Stabilization**

**February 25, 2008**

**Telephone Conference:**

Gail White and Brad Klein - White & Borgognoni Architects, P.C.  
Kenneth Roessler, Roessler - Construction Company

Note: Mr. Roessler's responses to the questions are indicated in underscored text.

1. Reminder to submit Bid Schedule prior to 3:00 p.m., Feb. 25. Submit to Champaign County. Submittal via fax is acceptable. Bid Schedule sent Monday, Feb 25.
2. Does the Bidder understand the Scope of the Work? Yes.
3. Are any aspects of the Scope of the Work or of the Construction Documents that are unclear? No.
4. Did any of the Sub-Contractor Bidders have questions or uncertainties regarding the Scope of the Project? No.
5. Does the Bidder have any cost-reduction measures to offer? Yes.
  - a. Use of a field-mixed mortar in lieu of the specified lime putty mortar.
  - b. Possible stone substitution to "Mesa Canyon" or Mountain Red". Samples have been requested.
  - c. Deleting the 12 arch head louvers entirely. Bird screening and frame would be needed.
6. How does the Bidder plan to maintain the building watertight during demolition/reconstruction of the tower? A temporary guttering system would be added at the roof level, the security walls would have rubber membrane waterproofing, chamfers at each floor level, dual sump pumps would be put in the crawlspace and would discharge into the existing storm drainage system.
7. What are the Bidder's plans regarding staging? Would staging space at the County's administrative center property be beneficial? The contractor has a secure location near the site for additional staging, and would not need any additional space from the County.
8. Would adjusted hours of operation - in by 7:00 a.m., out by 3:00 p.m. - be beneficial? Would this adjustment result in cost savings to the Owner? It would be beneficial, but not required. There would be no cost savings.
9. Does the Bidder's work load permit giving priority attention to this Project? Yes.
10. Is the Bidder prepared to staff the project in order to achieve project completion as stipulated in the Bidding Documents? Yes.

**Post-Bid Review**

**Champaign County Courthouse Masonry Stabilization**

February 25, 2008

Page 2

11. Does the Bidder understand and, is the Bidder willing to comply with the requirements of the Project concerning submittals, pay requests/lien waivers, etc.? Yes.
12. Is the Bidder prepared to accept a contract if offered by the Owner? Yes.
13. Who will be the Bidder's Superintendent assigned to the Project?  
Superintendent - Mark Frandle  
Project Manager - Kenny Roessler  
Additional assistance from Ray Uden
14. Do you see any problem completing construction of the tower by Feb. 6? The stone lead times are around six months, and the weather might be a concern.

**ALTERNATE BID/CONTINGENCY ANALYSIS**

**CHAMPAIGN COUNTY COURTHOUSE MASONRY STABILIZATION AND RESTORATION**

Feb. 26, 2008

Construction Budget (Construction Contract + Contingency)

**\$6,183,978.18** (From 12/14/07 Project Budget)

Bid from Roessler Construction, 2/22/08

Base Bid	\$6,545,000.00	
Alternate G-1a	-\$406,000.00	Provide cast stone in lieu of natural sandstone at various locations above elevation 120'-0"
Alternate G-1b	-\$10,000.00	Provide cast stone in lieu of natural sandstone at new balconies
Alternate G-1c	\$19,000.00	Provide cast stone in lieu of natural stone at third floor decorative band
Alternate G-1d	\$110,000.00	Provide new terra cotta in lieu of natural sandstone at new balconies
Alternate G-1e	\$159,300.00	Remove all existing third floor decorative band of natural sandstone and provide new terra cotta third floor decorative band
Alternate G-2	-\$42,000.00	Provide color coated metal roofing and louvers and EPDM roofing at tower seventh floor in lieu of copper roofing and louvers
Alternate G-3	-\$180,000.00	Modify completion date of the tower and north elevation to August 29, 2009 in lieu of February 6, 2009.
Alternate G-4a	-\$234,800.00	Provide Vineyard Red domestic sandstone in lieu of Darlington Red imported sandstone below elevation 120'-0"
Alternate G-4b	-\$255,000.00	Provide Vineyard Red domestic sandstone in lieu of Darlington Red imported sandstone above elevation 120'-0"
Alternate G-5	\$35,000.00	Provide all new brick veneer at tower in lieu of reinstalling salvaged existing brick veneer.

ALTERNATE BID OPTIONS

	Contract Amount		Contingency Amount	Contingency Percent
A1	\$6,055,200.00	Base Bid + Alt. Bids 4a and 4b	\$128,778.18	2.1%
A2	\$5,875,200.00 *	Base Bid + Alt. Bids 3, 4a and 4b	\$308,778.18	5.3%
B1	\$6,129,000.00	Base Bid + Alt. Bids 1a and 1b	\$54,978.18	0.9%
B2	\$5,949,000.00 *	Base Bid + Alt. Bids 1a, 1b and 3	\$234,978.18	3.9%
C1	\$5,894,200.00	Base Bid + Alt. Bids 1a, 1b, and 4a	\$289,778.18	4.9%
C2	\$5,714,200.00 *	Base Bid + Alt. Bids 1a, 1b, 3, and 4a	\$469,778.18	8.2%

\* Includes change to Aug. 29, 2009 Completion Date

**TABULATION OF BIDS FOR GENERAL CONTRACTORS**

**Project:** Champaign County Courthouse Masonry Stabilization **Location:** Urbana, Illinois Page 1 of 1  
**Project No.:** W&B 07-09-057/089 **Consultants:** GHR Engineers, Champaign, IL  
**Architect:** White & Borgognoni Architects  
**Date of Opening** Friday, February 22, 2008, 3:00 p.m. Fendrich Engineering, Springfield, IL

ITEMS	BIDDER	BIDDER	BIDDER	BIDDER	BIDDER
Bid Amounts	Core Construction	Roessler Construction	N/A	N/A	N/A
Base Bid	\$7,200,000.00	\$6,545,000.00			
Alternate G-1a	-\$536,000.00	-\$406,000.00			
Alternate G-1b	-\$11,000.00	-\$10,000.00			
Alternate G-1c	\$17,000.00	\$19,000.00			
Alternate G-1d	\$101,000.00	\$110,000.00			
Alternate G-1e	\$82,000.00	\$159,300.00			
Alternate G-2	-\$7,000.00	-\$42,000.00			
Alternate G-3	-\$250,000.00	-\$180,000.00			
Alternate G-4a	-\$251,000.00	-\$234,800.00			
Alternate G-4b	-\$286,000.00	-\$255,000.00			
Alternate G-5	-\$29,000.00	\$35,000.00			
<b>TOTAL (Net of Base Bid and accepted Alternate Bids)</b>	<b>(to be determined)</b>	<b>(to be determined)</b>			

Unit Prices (not included in calculation of Bid)				
Unit Price #1	\$75.00	\$55.00		
Unit Price #2	\$140.00	\$78.00		
Unit Price #3	\$310.00	\$720.00		
Unit Price #4	\$730.00	\$1,200.00		
Unit Price #5	\$910.00	\$1,200.00		
Unit Price #6	\$1,350.00	\$1,670.00		
Unit Price #7	\$1,100.00	\$1,670.00		
Unit Price #8	\$107.00	\$240.00		
Unit Price #9	\$4,500.00	\$16,000.00		

Other Bid Information				
Acknowledge Addenda	yes	yes		
Comments	No Substitutions	No Substitutions		
Bid Security (5%)	yes	yes		

**PROJECT DESIGN AND CONSTRUCTION BUDGET OPTION A2**  
 Champaign County Courthouse Masonry Stabilization & Restoration Project  
 February 28, 2008

The following budget includes only those items specifically enumerated

Description	Amount
<b>BUILDING CONSTRUCTION</b>	
Masonry Restoration - Existing Building	\$3,365,000.00
Tower Reconstruction	\$3,180,000.00
Base Bid Total	\$6,545,000.00
<b>Deductive Alternates (Alt. Bids 3, 4a, and 4b)</b>	<b>-\$669,800.00</b>
Deduct from Masonry Restoration - Existing Building	-\$435,500.00
Deduct from Tower Reconstruction	-\$264,300.00
Construction Contract Amount (Base Bid minus Deductive Alternates)	\$5,875,200.00
<b>Contingency (5.3%)</b>	<b>\$308,778.18</b>
 <i>TOTAL BUILDING CONSTRUCTION</i>	 <i>\$6,183,978.18</i>
<b>FEES</b>	
Architectural / Engineering fees for Basic Services	\$469,066.74
<i>TOTAL FEES</i>	<i>\$469,066.74</i>
<b>REIMBURSABLE EXPENSES (Architectural/Engineering only)</b>	
Masonry Conservation Analysis/Testing	\$9,000.00
Acoustical Assessment of Bell Tower Reconstruction	\$7,040.00
On-Site Observation Service (Based on const. time)	\$89,546.90
Miscellaneous Reimbursable Expenses	
Printing Bidding Documents/Fee	\$8,000.00
Printing Review Sets	\$3,500.00
Misc. Plots/Blueprints	\$2,000.00
Photocopies	\$1,750.00
Advertising for Bids	\$500.00
Mileage	\$10,782.50
Per Diem Meals	\$2,835.00
Per Diem Lodging	\$2,472.00
Equipment Rental	\$3,500.00
Equipment Rental (Additional Service)	\$193.82
Masonry Exploratory Contractor	\$2,000.00
Masonry Exploratory Contractor	\$400.00
Postage	\$1,000.00
Shipping	\$750.00
Long Distance	\$500.00
Photographs	\$250.00
Construction Phase Concrete, Steel and Mortar Testing	\$20,000.00
 <i>TOTAL REIMBURSABLE EXPENSES</i>	 <i>\$166,020.22</i>
<b>PROJECT TOTAL:</b>	
	<b>\$6,819,065.14</b>

**PROJECT DESIGN AND CONSTRUCTION BUDGET - OPTION C2**  
 Champaign County Courthouse Masonry Stabilization & Restoration Project  
 February 28, 2008

The following budget includes only those items specifically enumerated

Description	Amount
<b>BUILDING CONSTRUCTION</b>	
Masonry Restoration - Existing Building	\$3,365,000.00
Tower Reconstruction	\$3,180,000.00
Base Bid Total	\$6,545,000.00
<b>Deductive Alternates (Alt. Bids 1a, 1b, 3, and 4a)</b>	<b>\$830,800.00</b>
Deduct from Masonry Restoration - Existing Building	\$481,000.00
Deduct from Tower Reconstruction	\$349,800.00
Construction Contract Amount (Base Bid minus Deductive Alternates)	\$5,714,200.00
<b>Contingency (8.2%)</b>	<b>\$469,778.18</b>
<b>TOTAL BUILDING CONSTRUCTION</b>	<b>\$6,183,978.18</b>
<b>FEES</b>	
Architectural / Engineering fees for Basic Services	\$469,066.74
<b>TOTAL FEES</b>	<b>\$469,066.74</b>
<b>REIMBURSABLE EXPENSES (Architectural/Engineering only)</b>	
Masonry Conservation Analysis/Testing	\$9,000.00
Acoustical Assessment of Bell Tower Reconstruction	\$7,040.00
On-Site Observation Service (Based on const. time)	\$89,546.90
Miscellaneous Reimbursable Expenses	
Printing Bidding Documents Fee	\$8,000.00
Printing Review Sets	\$3,500.00
Misc. Plots/Blueprints	\$2,000.00
Photocopies	\$1,750.00
Advertising for Bids	\$500.00
Mileage	\$10,782.50
Per Diem Meals	\$2,835.00
Per Diem Lodging	\$2,472.00
Equipment Rental	\$3,500.00
Equipment Rental (Additional Service)	\$193.82
Masonry Exploratory Contractor	\$2,000.00
Masonry Exploratory Contractor	\$400.00
Postage	\$1,000.00
Shipping	\$750.00
Long Distance	\$500.00
Photographs	\$250.00
Construction Phase Concrete, Steel and Mortar Testing	\$20,000.00
<b>TOTAL REIMBURSABLE EXPENSES</b>	<b>\$166,020.22</b>
<b>PROJECT TOTAL:</b>	
	<b>\$6,819,065.14</b>



February 28, 2008

**Mr. Denny Inman, County Administrator**  
**Champaign County Administrative Services**  
1776 E. Washington  
Urbana, IL 61802

**Re: Champaign County Courthouse Masonry Stabilization & Restoration Project  
Recommendation Regarding Contract Award**

Dear Mr. Inman,

This is in response to your request for a recommendation regarding the award of a contract for the above referenced project. Our findings and our recommendation regarding award of the contract are summarized below.

Two bids for the project were received on February 22, 2008. Please see the attached Tabulation of Bids for details of each bid. Roessler Construction Company, Rantoul, Illinois, was the apparent low bidder.

We reviewed with Mr. Kenny Roessler the bid as submitted by Roessler Construction Company (see attached Post-Bid Review). We also requested that resumés of Roessler's key staff proposed for the project, and a contractor's qualification statement be submitted for review. In summary, Mr. Roessler indicated that he is comfortable with the bid submitted by his company, and that they are prepared to accept a contract if one is offered to them by the County.

Regarding the acceptance of alternate bids, we have reviewed several combinations of alternates as proposed by Roessler Construction Company. Please see the attached Alternate Bid/Contingency Analysis for discussion of alternate bid combinations. The option we recommend is Option A2, which includes Alternate Bids G-3, G-4a, and G-4b.

- Alternate Bid G-3 is to extend the completion date on the tower and north elevation from February 6, 2009 to August 29, 2009.
- Alternate Bid G-4a substitutes a domestic sandstone for an imported sandstone approximately from the ground level to 20' up the sides of the courthouse.
- Alternate Bid G-4b substitutes a domestic sandstone for an imported sandstone from approximately 20' above ground up to the top of the new tower.



**Mr. Denny Inman, County Administrator**  
**Champaign County Administrative Services**

February 28, 2008

Page 2

**Re: Champaign County Courthouse Masonry Stabilization & Restoration Project  
Recommendation Regarding Contract Award**

We feel that the color match of the domestic stone is close enough that the end result will be satisfactory, and will blend well with the existing sandstone.

Following is a summary of the recommended bid based on Option A2 presented in the attached Alternate Bid/Contingency Analysis, as submitted by Roessler Construction.

**General Contract:**

Roessler Construction Company  
318 ½ S. Tanner, P.O. Box 590  
Rantoul, IL 61866

**Bid Summary:**

Base Bid:		\$6,545,000.00
Alternate Bid G-3:	(Deduct):	- 180,000.00
Alternate Bid G-4a:	(Deduct):	- 234,800.00
Alternate Bid G-4b:	(Deduct):	- <u>255,000.00</u>

**Total Base and Accepted Alternate Bids: \$5,875,200.00**

**Unit Price Schedule:**

Unit Price #1:	\$55.00
Unit Price #2:	\$78.00
Unit Price #3:	\$720.00
Unit Price #4:	\$1,200.00
Unit Price #5:	\$1,200.00
Unit Price #6:	\$1,670.00
Unit Price #7:	\$1,670.00
Unit Price #8:	\$240.00
Unit Price #9:	\$16,000.00

Please note that final costs for work to be performed on the basis of the unit prices will be determined during the construction phase if additional work should become necessary because of unknown conditions.

**Mr. Denny Inman, County Administrator**  
**Champaign County Administrative Services**  
February 28, 2008  
Page 3

**Re: Champaign County Courthouse Masonry Stabilization & Restoration Project  
Recommendation Regarding Contract Award**

Please note that Option C2 as summarized in the attached Alternate Bid/Contingency Analysis might also be an option. Option C2 is identical to Option A2, except it replaces the imported natural stone with cast stone from approximately 20' above ground up to the top of the tower, including the balconies. We have requested samples from the cast stone fabricator that was part of the low bid in order to evaluate it more closely for color and appearance match against the existing stone, and for other performance criteria. Concerns with the cast stone include that the color will fade over time and that it will not be as long-lived as natural stone. However, until we receive the requested information, we are not able to recommend this option.

If you have any questions or need additional information, please do not hesitate to contact me. Thank you for your assistance.

Sincerely,

**White & Borgognoni Architects, P.C.**



Gail White, AIA, Principal Architect

Enclosures: Tabulation of Bids  
Post-Bid Review  
Alternate Bid/Contingency Analysis

FEB 22 2008

Champaign County  
Brookens Administration Center  
1776 E. Washington Street  
Urbana, IL 61802  
Attn: Mr. Denny Inman

February 18, 2008  
Invoice No: 130253  
Project No: 053015.900



Principals  
Steven T. Oliver, AIA  
Randall L. West, AIA  
John R. Drayton, AIA  
Samuel J. Johnson, AIA  
Scott M. Likins, AIA  
Bruce L. Maxey, AIA  
Timothy J. McGrath, AIA  
Barbara Meek, AIA  
Mark A. Ritz, AIA

Senior Associates  
R. Carson Durham, AIA  
John S. Whitlock, AIA

Associates  
Duane L. Allen  
Todd D. Cyrulik, AIA

Re: Champaign Cty Fleet Maintenance Highway Facility Site Observation

For professional services rendered for the period January 2, 2008 to February 1, 2008

Hourly Not to Exceed Amount:	<b>\$54,420.00</b>
Previous Billed:	<u>\$44,648.41</u>
Balance in Contract:	<b>\$9,771.59</b>

**Fee Charges**

<u>Description</u>	<u>Title</u>	<u>Rate</u>	<u>Hours</u>	<u>Amount</u>
Wakefield, Dan Y.	Architect II	80.00	21.00	\$1,680.00
Harrington, Michael	Site Representative	80.00	12.50	\$1,000.00
Current Fee Charges				<b>\$2,680.00</b>

**Consultant Expenses**

<u>Consultant</u>	<u>Invoice #</u>	<u>Inv. Amt.</u>
GHR Engineers & Assoc.	0016908	651.59

100 merchant street  
decatour, illinois 62523  
phone 217 429-5105  
fax 217 429-5167

2104 w. springfield ave.  
champaign, illinois 61821  
phone 217 356-9606  
fax 217 356-8861

201 e. grove, suite 300  
bloomington, illinois 61701  
phone 309 828-5025  
tax 309 828-5127

833 w. jackson , suite 100  
chicago, illinois 60607  
phone 312 829-1987  
fax 312 666-8967

**TOTAL NOW DUE** **\$3,331.59**

Due and payable upon receipt. Subject to finance charge of 1% per month after 30 days



ENGINEERS AND ASSOCIATES, INC.  
Mechanical & Electrical Consulting Engineers

1615 South Neil St. • Champaign, IL 61820  
Tel: (217) 356-0536 • Fax: (217) 356-1092  
ksiuts@ghrinc.com • FEIN: 37-0860182

January 15, 2008  
Project No: 6059.0000  
Invoice No: 0016908

Mr. Mark Ritz  
BLDD Architects, Inc.  
2104 West Springfield  
Champaign IL 61821

Project: 6059.0000 Champaign County Fleet Maint Facility

**Professional Services: December 2, 2007 through December 29, 2007**

Task: 003 Observation

37139

**Professional Personnel**

Employee		Hours	Rate	Amount
Overman, Bryan D.	12/05/07	3.00	79.28	237.84
Overman, Bryan D.	12/12/07	3.00	79.28	237.84
Overman, Bryan D.	12/19/07	3.00	79.28	237.84
Overman, Bryan D.	12/26/07	3.00	79.28	237.84
Totals		12.00		951.36
<b>Total Labor</b>				<b>951.36</b>

Billing Limits	Current	Prior	To-date
Labor	951.36	10,598.41	11,549.77
Limit			11,250.00
<b>Adjustment</b>			<b>-299.77</b>

**Total this task** **\$651.59**

**Total this invoice** **\$651.59**

**Outstanding Invoices**

Number	Date	Balance
0015115	03/15/06	1,099.00
0015961	02/06/07	430.00
0015962	02/06/07	7,697.50
0016660	10/16/07	1,347.76
0016661	10/16/07	205.00
0016762	11/26/07	1,538.26
0016794	12/10/07	1,030.64
<b>Total</b>		<b>13,348.16</b>



Champaign County Highway Dept.  
 Brookens Administration Center  
 1776 E. Washington Street  
 Urbana, IL 61802  
 Attn: Denny Inman

February 18, 2008  
 Invoice No: 130254  
 Project No: 053015.400

Principals  
 Steven T. Oliver, AIA  
 Randall L. West, AIA  
 John R. Drayton, AIA  
 Samuel J. Johnson, AIA  
 Scott M. Likins, AIA  
 Bruce L. Maxey, AIA  
 Timothy J. McGrath, AIA  
 Barbara Meek, AIA  
 Mark A. Ritz, AIA

Senior Associates  
 R. Carson Durham, AIA  
 John S. Whitlock, AIA

Associates  
 Duane L. Allen  
 Todd D. Cyrulik, AIA

Re: Champaign Cty Fleet Maintenance Highway Facility

For professional services rendered for the period January 2, 2008 to February 1, 2008  
 for the referenced project.

Description	Contract Amount	% Work To Date	Amount Billed	Previous Billed	This Inv Billed
PROGRAMMING	75,000.00	100.00%	75,000.00	75,000.00	0.00
SCHEMATIC DESIG	67,500.00	100.00%	67,500.00	67,500.00	0.00
DESGN DEVELPMNT	90,000.00	100.00%	90,000.00	90,000.00	0.00
CONST DOCUMENTS	180,000.00	100.00%	180,000.00	180,000.00	0.00
BID/NEGOTIATION	22,500.00	100.00%	22,500.00	22,500.00	0.00
CONST ADMIN	90,000.00	96.00%	86,400.00	85,500.00	900.00
Simplified Ener	1,396.00	100.00%	1,396.00	1,396.00	0.00
<b>Total Fix Fee</b>	<b>526,396.00</b>		<b>522,796.00</b>	<b>521,896.00</b>	<b>900.00</b>

Invoice Total \$900.00

Due and payable upon receipt. Subject to finance charge of 1% per month after 30 days.

100 merchant street  
 decatur, illinois 62523  
 phone 217 429-5105  
 fax 217 429-5167

2104 w. springfield ave.  
 champaign, illinois 61821  
 phone 217 356-9606  
 fax 217 356-8861

201 e. grove, suite 300  
 bloomington, illinois 61701  
 phone 309 828-5025  
 fax 309 828-5127

833 w. jackson, suite 100  
 chicago, illinois 60607  
 phone 312 829-1987  
 fax 312 666-8967

Champaign County Physical Plant  
 Monthly Report -  
 February, 2008

	Original Budget Amount	Current Budget Amount	Year to Date Expenditures	Balance	% of Current Budget Spent	Last Month	Last Year This Time
Commodities	\$78,668.00	\$78,620.00	\$25,835.19	\$52,784.81	32.86%	23.97%	28.66%
Cths R & M	\$22,716.00	\$22,716.00	\$3,652.86	\$19,063.14	16.08%	15.82%	23.41%
Downtown Jail R & M	\$28,189.00	\$28,189.00	\$6,767.78	\$21,421.22	24.01%	21.51%	21.20%
Satellite Jail R & M	\$29,087.00	\$29,087.00	\$4,893.14	\$24,193.86	16.82%	6.00%	7.86%
1905 R & M	\$10,718.00	\$10,718.00	\$1,677.92	\$9,040.08	15.66%	13.23%	5.24%
JDC R & M	\$13,503.00	\$13,503.00	\$7,711.74	\$5,791.26	57.11%	25.49%	23.42%
Brookens R & M	\$26,760.00	\$23,917.00	\$7,844.48	\$16,072.52	32.80%	23.72%	17.48%
1701 E Main R& M	\$2,500.00	\$19,682.00	\$4,308.85	\$15,373.15	21.89%	99.98%	n/a
Other Bldgs R & M	\$8,000.00	\$8,000.00	\$606.23	\$7,393.77	7.58%	7.58%	11.41%
Gas Service	\$328,666.00	\$319,916.00	\$132,907.55	\$187,008.45	41.54%	17.23%	9.64%
Electric Service	\$730,000.00	\$714,480.00	\$112,276.34	\$602,203.66	15.71%	6.25%	7.70%
Water Service	\$32,520.00	\$32,520.00	\$5,665.70	\$26,854.30	17.42%	13.67%	9.85%
Sewer Service	\$34,471.00	\$34,471.00	\$6,875.41	\$27,595.59	19.95%	8.41%	5.54%
All other services	\$256,257.00	\$264,384.00	\$67,339.54	\$197,044.46	25.47%	19.04%	19.57%
Brookens Remodel	\$0.00	\$16,316.00	\$13,039.70	\$3,276.30	79.92%	79.44%	n/a

Prepared by: Ranae Wolken  
 2/28/2009

Electric Utilities - FY2008

Period	Courthouse	204 E Main	502 S Lierman	JDC	1905 E Main	1701 Garage	Nite Lite	Brookens	ITC	Monthly Totals
December	\$14,317.15	\$7,424.63	\$8,628.57	\$3,947.38	\$5,267.86	\$192.74	\$216.72	\$17,745.87	\$4,637.74	\$62,378.66
January	\$17,180.61	\$8,301.05	\$9,150.90	\$4,741.29	\$4,442.05	\$221.71	\$223.86		\$5,637.58	\$49,899.05
February										\$0.00
March										\$0.00
April										\$0.00
May										\$0.00
June										\$0.00
July										\$0.00
August										\$0.00
September										\$0.00
October										\$0.00
November										\$0.00
Total to Date	\$31,497.76	\$15,725.68	\$17,779.47	\$8,688.67	\$9,709.91	\$414.45	\$440.58	\$17,745.87	\$5,637.58	\$112,277.71

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Prepared by Ranae Wolken  
2/28/2008

Gas Utilities - FY2008

Period	Courthouse	204 E Main	502 S Lierman	JDC	1905 E Main	1701 Garage	Brookens	ITC	Monthly Totals
December	\$13,846.81	\$5,486.19	\$12,355.28	\$2,757.32	\$2,409.58	\$506.62	\$5,555.18	\$10,988.51	\$53,905.49
January	\$19,434.98	\$6,019.47	\$12,539.29	\$3,017.11	\$2,145.40	\$593.59	\$6,257.54	\$28,994.68	\$50,007.38
February									\$0.00
March									\$0.00
April									\$0.00
May									\$0.00
June									\$0.00
July									\$0.00
August									\$0.00
September									\$0.00
October									
November									
Total to date	\$33,281.79	\$11,505.66	\$24,894.57	\$5,774.43	\$4,554.98	\$1,100.21	\$11,812.72	\$39,983.19	\$132,907.55

Prepared by Ranae Wolken  
2/28/2008



Building/Grounds Maintenance work hour comparison

FY2008

Weekly Period	Repair & Maintenance	Scheduled Maintenance	Nursing Home	Special Project	TOTAL
12/2/07 - 12/8/07	347.3	0.0	10.8	172.0	530.0
12/9/07 - 12/15/07	324.0	0.0	0.0	170.5	494.5
12/16/07 - 12/22/07	253.5	24.0	16.5	166.0	460.0
12/23/07 - 12/29/07 **	140.5	13.0	0.0	48.0	201.5
12/30/07-1/5/08*	259.8	0.0	6.0	135.0	400.8
1/6/08-1/12/08	290.3	0.0	5.5	171.8	467.5
1/13/08-1/19/08	276.50	0.00	2.00	143.75	422.25
1/20/08-1/26/08*	251.50	3.00	4.25	101.00	359.75
1/27/08-2/2/08	324.00	31.00	4.25	137.50	496.75
2/3/08-2/9/08	337.75	8.00	1.75	112.75	460.25
2/10/08-2/16/08	309.25	32.50	2.25	104.00	448.00
2/17/08-2/23/08*	210.75	16.00	0.00	92.00	318.75

39

\*week includes a holiday  
 One work week: 475.00 hours if fully staffed

There are currently 498.19 comp time hours available to the maintenance staff

Total comp time hours earned in FY08 to date- 360.31

Total spent to date on overtime in FY08 - \$1,794.50

Prepared by: Ranae Wolken  
 2/28/2008



Account No: 987241  
 Invoice Number: 80340004686591  
 Billing Date: February 3, 2008  
 Page 3

**YOUR SERVICE CHARGES**

101 E MAIN ST, URBANA IL

EDC.# 3357471216

Store Number :

**Strategic Energy**

**Electric Service**

Meter# 93126631

Service Period December 22, 2007 to January 25, 2008 Actual-Total 530.28 kW  
 Meter Multiplier of

Service Period December 22, 2007 to January 25, 2008 Actual-Total 189,357.84 kWh  
 Meter Multiplier of

December 22, 2007 to January 25, 2008

Fixed Price - 189,357.84 kWh Total @ \$0.0689/kWh \$13,046.76

Revenue Sufficiency Guarantee - 189,357.84 kWh Total @ \$0.000256 /kWh-December-2007 \$48.47

Current Actual Charges \$13,095.23

**Average Usage:**

Average use per day for December 22, 2007 to January 25, 2008 15.596 kWh

**Average Temperature:**

Average temperature for December 22, 2007 to January 25, 2008 36.9 degrees

**Ameren IP**

**Electric Service**

Meter# 93126631

Service Period December 22, 2007 to January 25, 2008 Actual-Total 530.28 kW  
 Meter Multiplier of

Service Period December 22, 2007 to January 25, 2008 Actual-Total 189,357.84 kWh  
 Meter Multiplier of

December 21, 2007 to January 25, 2008

METER CHARGE \$22.13

CUSTOMER CHARGE \$145.99

DISTRIBUTION DELIVERY KW CHG \$2,214.53

TRANSFORMATION CHARGE \$400.85

INSTRUMENT FUNDING CREDIT -\$908.92

INSTRUMENT FUNDING CHARGE \$908.92

ELECTRIC ENVIRONMENTAL ADJ \$83.49

State Excise Tax \$576.61

Municipal Charge \$641.78

Current Actual Charges \$4,085.38

Example of  
 misc. charges  
 on electric  
 invoices.

# Invoice



**PLUMBING SERVICE**  
**PHONE 217-202-2421**  
**FAX 217-684-9277**  
 510 S. Adams St. Philo, Illinois 61864  
 Email: VIPPlumbing@insightbb.com

DATE  
 2/26/2008  
 INVOICE #  
 475

**BILL TO**

Champaign County  
 1776 E Washington St  
 Urbana, Illinois 61802

**ADDRESS OF WORK**

Brookens Admin Bldg  
 Hot Water Issue

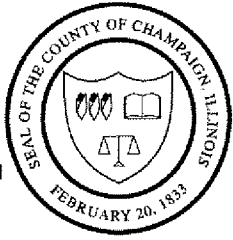
ITEM	DESCRIPTION	QTY	RATE	AMOUNT
Labor	2/19/07 Labor	6	75.00	450.00
Labor	3/9/07 Labor	5	75.00	375.00
Labor	3/13/07 Labor	4	75.00	300.00
Labor	3/15/07 Labor	3	75.00	225.00
Labor	3/20/07 Labor	4	75.00	300.00
Labor	3/22/07 Labor	2	75.00	150.00
Labor	3/27/07 Labor	6	75.00	450.00
Labor	4/2/07 Labor	2	75.00	150.00
Labor	1/25/08 Labor	4	75.00	300.00
Labor	2/8/08 Labor	5	75.00	375.00
Labor	2/14/08 Labor	3.5	75.00	262.50
Labor	2/20/08 Labor	4	75.00	300.00
Labor	2/21/08 Labor	4	75.00	300.00
Labor	2/22/08 Labor	5	75.00	375.00
Labor	2/25/08 Labor	1.5	75.00	112.50

Thank you for your prompt payment. Please remit within 30 days. After 30 days a 2% per month finance charge will be assessed.

Subtotal	4,425.00
6.5% Tax	
<b>Total</b>	<b>4,425.00</b>

**Courthouse Parking Pay Station  
Time out Log**

Date Reported	Time Reported	Reported By	Description	Back in Order Date	Back in Order Time	Technician	
12/02/05	9:00am	City of Urbana	Not taking quarters	12/2/2005	11:00 AM	Bob W.	
12/05/05	8:00am	County Personal	Key pad not working correctly	12/14/2005	6:30 AM	Kevin S.	Replaced Key Pad & tested machine
12/15/05	8:00am	Jenna Brown, Maurine Thompson	Not accepting coins	12/15/2005	12:00 AM	Kevin S.	Found lose grounding wire
12/15/05	2:55 PM	Court House Employee	Not accepting coins	12/16/-5	8:00 AM	Mike B.	Found lose connecter and resecured
12/16/05	805 am	City of Urbana	Not accepting coins				
01/03/06	9:37am	Urbana Parking Enforcement	Not accepting coins	1/3/2005	11:34am	Kevin S.	coin box was full
01/05/06	11:25am	Urbana Parking Enforcement	Not accepting coins	1/5/2006	11:38am	Kevin S.	went & checked - taking multiple coins
01/19/06	11:15am	Kevin	doing maintenance	should have been done by 1pm - Ranae was at appt - Kevin was to call city when done			
01/20/06	8:20am	Linda Osborne	did not say- was in email	?			
01/25/06	9:37am	parking enforcement	not acctg coins/gvng recpts	1/25/2006	9:47am	Kevin S.	was working/enforement also worked
02/01/06	1:15 PM	Sheriffs Office	Not printing receipts	2/1/2006	2:04 PM	Bob W.	replaced roll paper
02/02/06	?	County Personal	Not printing receipts	2/2/2006	3:05PM	Bob W.	reset paper and checked
02/15/06	8:50am	Ranae	Not accepting coins	2-1506	9:18am	Bob W.	coin jam
03/06/06	1:45pm	public	just says out of order			Kevin S.	
03/07/06	10:30am	Jo Kelly	not doing anything	3/7/2006	11:25am	Bob W.	
04/04/06	1:47pm	Urbana Parking Enforcement	not doing anything	4/4/2006	2:15pm	Bob W.	coins stuck in slot
04/19/06	1:35pm	court employees	not accepting coins	4/19/2006	2:20pm	Kevin S.	user error
04/21/06	9:50am	Shauna - Urbana Parking	not acceptin money	4/21/2006		Bob W.	user error
05/03/06	10:10am	Shauna - Urbana Parking	says "out of order"	5/3/2006	11:25am	Kevin S.	
06/06/06	11:55am	County Personal	says "out of order"	6/3/2006	1:05 AM	Bob W.	Out of paper
07/03/06	9:20am	Ofc. McCarrell - court security	not accepting coins				
07/13/06	9:51am	Becky - Urbana parking	not accepting coins				
08/02/06	2:58pm	County Personal	says "out of order"	8/3/2006	8:00 AM	Kevin S.	
08/03/06	1:50pm	circuit clerk employee	not working	8/4/2006	8:00 AM	Mike B.	coin slot out of position
08/04/06	8:40am	Urbana Parking Enforcement	not accepting coins	8/4/2006	9:20am	Mike B.	needs to be cleaned
08/07/06	8:00 AM	County Personal	Not accepting coins	8/8/2006	7:30am	Mike B.	finished cleaning
08/14/06	9:04am	County Personnel	not working	8/14/2006	10:25am	Kevin S.	
10/17/06	10:40am	public	says "out of order"				
10/30/06	9:20am	County Personnel	didn't say - just not working	10/30/2006	9:52am	Kevin S.	
11/17/06	11:12am	Urbana Parking Enforcement	numbers not working				nothing wrong
11/22/06	330pm	Urbana Parking Enforcement	jammed with quarters				
12/04/06	9:55am	Urbana Parking Enforcement	Not printing receipts				
02/16/07	10:28am	county personnel	seems jammed				
02/23/07	1:35pm	Urbana Parking Enforcement	spitting out dimes				
02/26/07	9:10am	customer	Not accepting coins				
3/17/2007	2pm	County Personnel	coins jammed				
4/18/2007	9:55am	Urbana Parking Enforcement	no specifics given				
11/13/2007	8:30am	Urbana Parking Enforcement	out of pape	11/13/2007	8:45am	Kevin	
11/19/2007	12:25pm	Urbana Parking Enforcement	not working		1:00pm?	Kevin	
12/3/2007	11:17am	Urbana Parking Enforcement	not allowing them to enter code	12/3/2007	11:20a	Kevin	user error
12/12/2007	10:45am	Urbana Parking Enforcement	not accepting coins	12/12/2007	11:28am	Bob	
12/21/2007	10:30am	Urbana Parking Enforcement	not accepting coins				
12/27/2007	8am	Urbana Parking Enforcement	not working	1/3/2008	11:30am	Kevin	
1/10/2008	9am	court security	not working	1/10/2008	9:58a	Kevin	
1/11/2008	10:30am	Urbana Parking Enforcement	not working				



CHAMPAIGN COUNTY BOARD  
COMMITTEE ADDENDUM

---

COUNTY FACILITIES

Tuesday, March 11, 2008 – 6:00 p.m.

Lyle Shields Meeting Room, Brookens Administrative Center  
1776 East Washington, Urbana, IL

CHAIR: Steve Beckett

MEMBERS: Bensyl, Betz, Cowart, James, Jay, Richards, Sapp, Weibel

ADDENDUM

XI COUNTY ADMINISTRATOR

A. Substance Abuse Prevention on Public Works Projects Act 1-22

XII OTHER BUSINESS

B. Self-Representation Help Desk Proposal 23-28

C. Circuit Clerk Request for Storage Space for Evidence 29-30

D. Semi-Annual Review of Closed Session Minutes 31-32

*Champaign County  
Administrative Services  
1776 East Washington  
Urbana, IL 61802  
(217) 384-3776*

*Pius Weibel  
County Board Chair  
Denny Inman, Deb Busey  
County Administrators*

**Substance Abuse Prevention  
On  
Public Works Projects Act**

**Guidelines for Compliance  
2008**

**Prepared for the Illinois Counties Risk Management Trust  
by**

**The Law Office of W. J. Judge  
Oak Park, Illinois**



**Sponsored by  
Method Management**

## **WARNING**

This material is presented as guidelines for compliance **only** and is not intended as legal advice for the resolution of any specific matter. Prior to making any decision legal and other appropriate professionals should be consulted.

**Guidelines for Compliance  
Substance Abuse Prevention on Public Works Projects Act**

**Background:**

On October 5, 2007 Illinois Governor Rod Blagojevich signed into law the Substance Abuse Prevention on Public Works Projects Act.<sup>1</sup> (Act) The law applies to any contract to perform work on a public works project for which bids are opened on or after January 1, 2008, or, if bids are not solicited for the contract, to a contract to perform such work entered into on or after January 1, 2008.

**Summary of the Act:<sup>2</sup>**

- Applies to any contractor or subcontractor performing a public works project.
- Public Works Project and public body are defined in the Prevailing Wage Act; public works includes "*any fixed works construction by any public body.*"
- A "**public body**" includes the **state** or any political subdivision or department of the state, any institution supported in whole or in part by public funds, "**any county, city, town, village, township, school district, irrigation, utility, reclamation improvement or other district** and every other political subdivision, district or municipality of the state whether such political subdivision, municipality or district operates under a special charter or not."
- "Employee" includes any laborer, mechanic, or other worker "employed in any public works by anyone under a contract for public works."
- The law prohibits any employee from using, possessing, distributing, delivering, or being under the influence of drugs or alcohol "while performing work on a public works project."
- Being "under the influence of alcohol" is considered any **blood or breath test** result at or above **0.02**.
- Before beginning work an employer must **file** their written program with the public body engaging it and make the program **available to the public**.
- Testing must be performed at a SAMHSA-certified lab.
- The employer must test for 9 drugs (unspecified) and alcohol. (Blood testing permitted only for post-accident, but urine is sufficient).

---

<sup>1</sup> Pub. L. 095-0635.

<sup>2</sup> A copy of Pub. L. 095-0635 attached as APPENDIX "A".



- Testing must include pre-employment (unless subject to random within past 90 days), random, reasonable suspicion, and post-accident.
- Training Supervisors regarding reasonable suspicion is “encouraged”.
- A positive test or refusal requires **immediate removal** subjects the employee to termination and could result in permanent ban from performing on public works. Return to work permitted only if conditions are met.
- If there is a Collective Bargaining Agreement “dealing with the subject matter” of the Act it shall govern.

The Illinois Department of Labor has determined that it will not issue regulations for the enforcement and interpretation of this Act. Unfortunately, this leaves enforcement and interpretation to the courts. Appropriate standards of **practice** should, therefore, be utilized.

### **Public Bodies: What must be done?**

Public Bodies governed by this new law must establish procedures for *their* compliance and for those contractors and subcontractors with which they contract for public works. Those procedures should include a means of determining if each contractor and subcontractor is in compliance with the new law. As noted above, the Act states a “public body” is as defined by the Illinois Prevailing Wage Act<sup>3</sup> to include the **state** or any political subdivision or department of the state, any institution supported in whole or in part by public funds, “any **county, city, town, village, township, school district, irrigation, utility, reclamation improvement or other district** and every other political subdivision, district or municipality of the state whether such political subdivision, municipality or district operates under a special charter or not.”

An initial question is: “*How shall each public body ensure compliance with this law?*” Some issues to consider include:

1. How will compliance with the law be demonstrated?
2. Will the contractor or subcontractor be required to sign a certificate of compliance?
3. Will the contractor or subcontractor be required to submit its written program?
4. What will be the penalty, if any, for non-compliance?
5. Is additional public body authority (e.g. adopting ordinance) needed?
6. How shall the contractor/subcontractor’s program be “made available to the general public”?

---

<sup>3</sup> 820 ILCS 130/2.

Each public body should consider these components and decide how or if they should address them.

### **How will compliance with the law be demonstrated? (Certification, Submit copy?)**

Some public bodies have decided to simply require contractors and subcontractors to execute a certification of compliance. However, the Act states at section 15 as follows: "Before an employer commences work on a public works project, the employer shall have in place a written program which meets or exceeds the program requirements in this Act, *to be filed with the public body* engaged in the construction of the public works and made available to the general public, for the prevention of substance abuse among its employees." (emphasis added).

This seems to require that the contractor/subcontractor's written program must be "filed" with the public body. How that written program will be filed (e.g. on-line) is not specified. Nor is it clear whether "filing" the program will constitute sufficient public notice.

Although not specified in the Act, each public body should consider some form of evidence for compliance with the Act and the required "filing". Some public bodies have already determined that each contractor/subcontractor will be required to execute a "certification". (See APPENDIX "B")

### **Non-Compliance: Penalty?**

The new law places specific penalties on an employee found to be in violation of the employer's program<sup>4</sup> but there is nothing specified if the employer is found non-compliant. Each jurisdiction will have to decide what the penalties should be in such a case. The Illinois DOT has notified its pre-qualified contractors that there will be severe penalties for non-compliance, ranging from forfeiture of the penal sum of the bidder's proposal guaranty, to barring the non-compliant bidder from subsequent lettings.

### **Is additional public body authority (e.g. adopting ordinance) needed?**

Each jurisdiction must determine whether additional action will be required by its governing body to adopt procedures for compliance and oversight of this new law. The requirements and subsequent actions under the Illinois Prevailing Wage Act may serve as a guide. (See Appendix "C" for sample language taken from the Illinois Department of Labor web site at <http://www.state.il.us/agency/idol/publicb/publicb.htm>.)

### **How shall the contractor/subcontractor's program be "made available to the general public"?**

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<sup>4</sup> Section 20 of the Act requires the immediate removal of any worker found to be in violation of the program and continued exclusion from public works projects until specified return-to-duty requirements are met.

The law states that the employer shall file its Substance Abuse Prevention of Public Works Program with the public body engaging it and must make the program “available to the general public.” Is more required other than filing the SAP program with the public body? When it’s filed has it been made available to the general public?

Each jurisdiction will have to consider this issue and determine how best to comply.

**Substance Abuse Prevention  
on  
Public Works Projects Act**

**Specifics of the Law:**

**What the Contractor/Subcontractor's SAP Program must include.**

Some Public Bodies may want to review the contractor/subcontractor's written program for compliance with the specifics of the Act. For those interested in the specifics of the Act they are discussed in more detail below.

Section 15 states that the employer's SAP Program must at a minimum include the following:

<b>Requirement</b>	<b>Note</b>
(A) A minimum requirement of a 9 panel urine drug test plus a test for alcohol. Testing an employee's blood may only be used for post-accident testing, however, blood testing is not mandatory for the employer where a urine test is sufficient.	The law requires testing at a SAMHSA-certified laboratory. Except in the return-to-duty section of the law the test procedures are specified. SAMHSA only authorizes testing for 5 drugs (marijuana, cocaine, amphetamines, opiates and PCP). What are the other 4 drugs to be tested? Standard of practice would suggest barbiturates, benzodiazepines, propoxyphene and methadone.
(B) A prohibition against the actions or conditions specified in Section 10.	Section 10 provides: "No employee may use, possess, distribute, deliver, or be under the influence of a drug, or use or be under the influence of alcohol, while performing work on a public works project." Alcohol positive = 0.02 or above.
(C) A requirement that employees performing the work on a public works project submit to pre-hire, random, reasonable suspicion, and post-accident drug and alcohol testing. Testing of an employee before commencing work on a public works project is not required if the employee has been participating in a random testing program during the 90 days preceding the date on which the employee commenced work on the public works project.	No random annual rate is stated. (Federal DOT ranges from 25% to 50%)  There are no stated procedures for determining the 90-day pre-employment exception.
(D) A procedure for notifying an employee who violates Section 10, who tests positive for the presence of a drug in his or her system, or who refuses to submit to drug or alcohol testing as required under the program that the employee may not perform work on a public works project until the employee meets the conditions specified in subdivisions (2)(A) and (2)(B) of Section 20.	There is no requirement that this provision be in writing.

## **More Details:**

### ***Who must comply?***

There are several parties involved in the compliance with this law, including the public body and employer/contractor-subcontractor involved in a public work project and the employees of those employers actually performing on the public works project. The law states at Section 15: "Before an employer commences work on a public works project, the employer shall have in place a written program which meets or exceeds the program requirements in this Act, to be filed with the public body engaged in the construction of the public works and made available to the general public, for the prevention of substance abuse among its employees.

But, this law only applies to the extent that there is no collective bargaining agreement in effect "*dealing with the subject matter*" of the Act. The law is directed at only those employees "*while performing work on a public works project.*"

### ***What is required of the Contractor and Subcontractor?***

Each contractor or subcontractor must have a **written program** which at a minimum provides:

(A) A minimum requirement of a 9 panel urine drug test plus a test for alcohol. Testing an employee's blood may only be used for post-accident testing, however, blood testing is not mandatory for the employer where a urine test is sufficient.

(B) A prohibition against the actions or conditions specified in Section 10.

(C) A requirement that employees performing the work on a public works project submit to pre-hire, random, reasonable suspicion, and post-accident drug and alcohol testing. Testing of an employee before commencing work on a public works project is not required if the employee has been participating in a random testing program during the 90 days preceding the date on which the employee commenced work on the public works project.

(D) A procedure for notifying an employee who violates Section 10, who tests positive for the presence of a drug in his or her system, or who refuses to submit to drug or alcohol testing as required under the program that the employee may not perform work on a public works project until the employee meets the conditions specified in subdivisions (2)(A) and (2)(B) of Section 20.

### ***What is prohibited?***

The focus of the law is to prevent the use of drugs or alcohol while performing on a public works project. Section 10 of the Act states as follows:

Section 10. Substance abuse prohibited. No employee may use, possess, distribute, deliver, or be under the influence of a drug, or use or be under the influence of alcohol, while performing work on a public works project. An employee is considered to be under the influence of alcohol for purposes of this Act if the alcohol concentration in his or her blood or breath at the time alleged as shown by analysis of the employee's blood or breath is at or above 0.02.

**NOTE:** A positive alcohol test is considered any test result at or above 0.02.

***Who must be tested?***

Any individual, laborer, mechanic, or other worker, performing work on a public works project must be subject to testing under the employer's written program.

***What must be tested for?***

The Act requires testing "a 9 panel urine test" but does not specify which drugs to test for. Moreover, SAMHSA only authorizes testing for 5. Standard of practice would suggest the additional 4 drugs would include barbiturates, benzodiazepines, propoxyphene and methadone.

***Where tests must be analyzed?***

All tests must be analyzed in a laboratory certified by the Substance Abuse and Mental Health Services Administration (SAMHSA, formerly known as NIDA)

***How***

The Act requires testing at a laboratory certified by SAMHSA but, except for RTD tests does not indicate what procedures must be used. The current list of SAMHSA-certified lab can be found at:

[http://workplace.samhsa.gov/DrugTesting/Level\\_1\\_Pages/CertifiedLabs.aspx](http://workplace.samhsa.gov/DrugTesting/Level_1_Pages/CertifiedLabs.aspx)

(See APPENDIX "D")

***When must tests occur?***

Section 15 (1) (c) requires contractors and subcontractors to establish testing programs to conduct tests

1. pre-employment
2. random
3. reasonable suspicion
4. post-accident

There is an exception to the pre-employment test requirement. If the individual to be hired has been subject to random testing for the past 90 days no pre-employment test is required. Unfortunately, the law does not indicate how an employer should determine if in fact the individual has been subject to such tests. Examples of other industry procedures can be found under federal DOT rules (49 CFR Part 382.301<sup>5</sup>) and in other construction consortium procedures.

***What are the consequences of a program violation?***

The Act specified consequences for an employee who violates the employers SAP program but does not establish consequences for a contractor/subcontractor that is found to be non-compliant. Each jurisdiction must establish such procedures. These procedures may require additional local authority be in place.

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<sup>5</sup> 49 CFR Part 382.301 provides in part,  
**§382.301 Pre-employment testing.**

\*\*\*

(b) An employer is not required to administer a controlled substances test required by paragraph (a) of this section if:

(1) The driver has participated in a controlled substances testing program that meets the requirements of this part within the previous 30 days; and

(2) While participating in that program, either:

(i) Was tested for controlled substances within the past 6 months (from the date of application with the employer), or

(ii) Participated in the random controlled substances testing program for the previous 12 months (from the date of application with the employer);

and . . .

## APPENDIX "A"

### Public Act 095-0635

HB1855 Enrolled LRB095 09720 WGH 31800 b

AN ACT concerning employment.

### **Be it enacted by the People of the State of Illinois, represented in the General Assembly:**

Section 1. Short title. This Act may be cited as the Substance Abuse Prevention on Public Works Projects Act.

Section 5. Definitions. As used in this Act:

"Accident" means an incident caused, contributed to, or otherwise involving an employee that resulted in death, personal injury, or property damage and that occurred while the employee was performing work on a public works project.

"Alcohol" means any substance containing any form of alcohol including, but not limited to, ethanol, methanol, propanol, and isopropanol.

"Alcohol concentration" means: (1) the number of grams of alcohol per 210 liters of breath; or (2) the number of grams of alcohol per 100 milliliters of blood.

"Drug" means a controlled substance as defined in the Illinois Controlled Substances Act or cannabis as defined in the Cannabis Control Act for which testing is required by an employer under its substance abuse prevention program under this Act. The term "drug" includes prescribed medications not used in accordance with a valid prescription.

"Employee" means a laborer, mechanic, or other worker employed in any public works by anyone under a contract for public works.

"Employer" means a contractor or subcontractor performing a public works project.

"Public works" and "public body" have the meanings ascribed to those terms in the Prevailing Wage Act.

Section 10. Substance abuse prohibited. No employee may use, possess, distribute, deliver, or be under the influence of a drug, or use or be under the influence of alcohol, while performing work on a public works project. An employee is considered to be under the influence of alcohol for purposes of this Act if the alcohol concentration in his or her blood or breath at the time alleged as shown by analysis of the employee's blood or breath is at or above 0.02.

Section 15. Substance abuse prevention programs required.

(1) Before an employer commences work on a public works project, the employer shall have in place a written program which meets or exceeds the program requirements in



this Act, to be filed with the public body engaged in the construction of the public works and made available to the general public, for the prevention of substance abuse among its employees. The testing must be performed by a laboratory that is certified for Federal Workplace Drug Testing Programs by the Substance Abuse and Mental Health Service Administration of the U.S. Department of Health and Human Services. At a minimum, the program shall include all of the following:

(A) A minimum requirement of a 9 panel urine drug test plus a test for alcohol. Testing an employee's blood may only be used for post-accident testing, however, blood testing is not mandatory for the employer where a urine test is sufficient.

(B) A prohibition against the actions or conditions specified in Section 10.

(C) A requirement that employees performing the work on a public works project submit to pre-hire, random, reasonable suspicion, and post-accident drug and alcohol testing. Testing of an employee before commencing work on a public works project is not required if the employee has been participating in a random testing program during the 90 days preceding the date on which the employee commenced work on the public works project.

(D) A procedure for notifying an employee who violates Section 10, who tests positive for the presence of a drug in his or her system, or who refuses to submit to drug or alcohol testing as required under the program that the employee may not perform work on a public works project until the employee meets the conditions specified in subdivisions (2)(A) and (2)(B) of Section 20.

(2) Reasonable suspicion testing. An employee whose supervisor has reasonable suspicion to believe the employee is under the influence of alcohol or a drug is subject to discipline up to and including suspension, and be required to undergo an alcohol or drug test. "Reasonable suspicion" means a belief, based on behavioral observations or other evidence, sufficient to lead a prudent or reasonable person to suspect an employee is under the influence and exhibits slurred speech, erratic behavior, decreased motor skills, or other such traits. Circumstances, both physical and psychological, shall be given consideration. Whenever possible before an employee is required to submit to testing based on reasonable suspicion, the employee shall be observed by more than one supervisory or managerial employee. It is encouraged that observation of an employee should be performed by a supervisory or managerial employee who has successfully completed a certified training program to recognize drug and alcohol abuse. The employer who is requiring an employee to be tested based upon reasonable suspicion shall provide transportation for the employee to the testing facility and may send a representative to accompany the employee to the testing facility. Under no circumstances may an employee thought to be under the influence of alcohol or a drug be allowed to operate a vehicle or other equipment for any purpose. The employee shall be removed from the job site and placed on inactive status pending the employer's receipt of notice of the test results. The employee shall have the right to request a representative or designee to be present at the time he or she is directed to provide a specimen for testing based upon reasonable suspicion. If the test result is positive for drugs or alcohol, the employee shall be subject to termination. The employer shall pay all costs related to this testing. If the test result is negative, the employee shall be placed on active status and shall be put back to work by the employer. The

employee shall be paid for all lost time to include all time needed to complete the drug or alcohol test and any and all overtime according to the employee's contract. (3) An employer is responsible for the cost of developing, implementing, and enforcing its substance abuse prevention program, including the cost of drug and alcohol testing of its employees under the program, except when these costs are covered under provisions in a collective bargaining agreement. The testing must be performed by a laboratory that is certified for Federal Workplace Drug Testing Programs by the Substance Abuse and Mental Health Service Administration of the U.S. Department of Health and Human Services. The contracting agency is not responsible for that cost, for the cost of any medical review of a test result, or for any rehabilitation provided to an employee.

#### Section 20. Employee access to project.

(1) An employer may not permit an employee who violates Section 10, who tests positive for the presence of a drug in his or her system, or who refuses to submit to drug or alcohol testing as required under the employer's substance abuse prevention program under Section 15 to perform work on a public works project until the employee meets the conditions specified in subdivisions (2)(A) and (2)(B). An employer shall immediately remove an employee from work on a public works project if any of the following occurs:

(A) The employee violates Section 10, tests positive for the presence of a drug in his or her system, or refuses to submit to drug or alcohol testing as required under the employer's substance abuse prevention program. (B) An officer or employee of the contracting agency, preferably one trained to recognize drug and alcohol abuse, has a reasonable suspicion that the employee is in violation of Section 10 and requests the employer to immediately remove the employee from work on the public works project for reasonable suspicion testing.

(2) An employee who is barred or removed from work on a public works project under subsection (1) may commence or return to work on the public works project upon his or her employer providing to the contracting agency documentation showing all of the following:

(A) That the employee has tested negative for the presence of drugs in his or her system and is not under the influence of alcohol as described in Section 10.

(B) That the employee has been approved to commence or return to work on the public works project in accordance with the employer's substance abuse prevention program.

(C) Testing for the presence of drugs or alcohol in an employee's system and the handling of test specimens was conducted in accordance with guidelines for laboratory testing procedures and chain-of-custody procedures established by the Substance Abuse and Mental Health Service Administration of the U.S. Department of Health and Human Services.

(3) Upon successfully completing a rehabilitation program, an employee shall be reinstated to his or her former employment status if work for which he or she is qualified exists.

Section 25. Applicability. This Act applies to a contract to perform work on a public works project for which bids are opened on or after January 1, 2008, or, if bids are not solicited for the contract, to a contract to perform such work entered into on or after January 1, 2008. The provisions of this Act apply only to the extent there is no collective bargaining agreement in effect dealing with the subject matter of this Act.

Section 99. Effective date. This Act takes effect January 1, 2008.

## APPENDIX "B"

### Sample Certification of Compliance Illinois DOT (Not an official copy)



### Substance Abuse Prevention Program Certification

Letting Date: \_\_\_\_\_ Item No.: \_\_\_\_\_  
Contract No. \_\_\_\_\_  
Route: \_\_\_\_\_  
Section: \_\_\_\_\_  
Job No. \_\_\_\_\_  
County: \_\_\_\_\_

The Substance Abuse Prevention on Public Works [Projects] Act, Public Act 95-0635, prohibits the use of drugs and alcohol, as defines in the Act by employees of the Contractor and by employees of all approved Subcontractors while performing work on a public works project. The Contractor/Subcontractor herewith certifies that it has a superseding collective bargaining agreement or makes the public filing of its written substance abuse prevention program for the prevention of substance abuse among its employees who are not covered by a collective bargaining agreement dealing with the subject as mandated by the Act.

A. The undersigned representative of the Contractor/Subcontractor certifies that the contracting entity has signed collective bargaining agreements that are in effect for all of its employees, and that deal with the subject matter of Public Act 95-0635

\_\_\_\_\_  
Contractor/Subcontractor

\_\_\_\_\_  
Name of Authorized Representative (type or print)

\_\_\_\_\_  
Title of Authorized Representative (type or print)

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

B. The undersigned representative of the Contractor/Subcontractor certifies that the contracting entity has in place for all of its employees not covered by a collective bargaining agreement that deals with the subject of the Act, the attached substance abuse prevention program that meets or exceeds the requirements of Public Act 95-0635.

\_\_\_\_\_  
Contractor/Subcontractor

\_\_\_\_\_  
Name of Authorized Representative (type or print)

\_\_\_\_\_  
Title of Authorized Representative (type or print)

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

BC 261 (1/11/08)

**APPENDIX "C"**

**(Sample Forms)**

**MODEL ORDINANCE**

Whereas, the State of Illinois has enacted "The Substance Abuse Prevention on Public Works Projects Act (Pub. L. 95-0635) requiring employers of any laborers, mechanics and other workers employed in any public works to refrain from certain drug/alcohol related activities while performing on any public works project under bid or under contract for public works", approved January 1, 2008, and

Whereas, the aforesaid Act requires that the (Public body name) investigate and ascertain employer compliance with said Act for employers of laborers, mechanics and other workers in the locality of said (public body) employed in performing construction of public works, for said (public body); and  
Now, therefore, be it ordained by the (Officer, public body name, county), Illinois, as follows:

**SECTION 1**

To the extent and as required by "The Substance Abuse Prevention on Public Works Projects Act (Pub. L. 95-0635) The definition of any terms appearing in this Ordinance which area also used in the aforesaid Act shall be the same as in said Act.

**SECTION 2**

The (public body) shall take all steps necessary to establish procedures to determine employer compliance with the Act.

**SECTION 3**

The (public body official) shall publicly post or keep available for inspection by any interested party in the main office of this (public body) information regarding this Act.

**SECTION 4**

The (public body official) shall make available for filing in the office of the (department/office) by all contractor/subcontractors their Substance Abuse Prevention on Public Works Program. (SAP Program).

**SECTION 5**

The (public body) shall promptly establish a certificate for execution by each contractor/subcontractors indicating their compliance with the Act.

**SECTION 6**

The (public body official) shall cause a notice to be published in a newspaper of general circulation within the area that the determination of compliance by each contractor/subcontractor has been made. Such publication shall constitute notice to the general public as required by the Act.

**SECTION 7**

Each contractor/subcontractor SAP Program shall be available for inspection by any member of the general public during regular business hours in the office of the (office).

PASSES this

Public Body Official Signatures

CERTIFICATION  
STATE OF ILLINOIS  
COUNTY OF

I, \_\_\_\_\_, do hereby certify that I am the (title )  
Of (county/city/school district, etc.), Illinois, and keeper of the records of said (name of)  
(county/city/school district, etc), Illinois, and that the foregoing is a true and correct copy  
of the Substance Abuse Prevention on Public Works Projects (legislation/Ordinance) as  
adopted by the Board of Trustees of (name of) (public body), Illinois, at  
their Regular Meeting held (time and date).

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2000.

By: \_\_\_\_\_  
(Title)

**APPENDIX "D"**

**CURRENT LIST OF SAMHSA-CERTIFIED LABS**

**Updated: JANUARY 03, 2008**

**Department of Health and Human Services (HHS)  
Substance Abuse and Mental Health Services Administration (SAMHSA)**

**Title: Current List of Laboratories Which Meet Minimum Standards To Engage in Urine Drug Testing for Federal Agencies**

HHS notifies Federal agencies of the laboratories that currently meet the standards in Subpart C of the Mandatory Guidelines for Federal Workplace Drug Testing Programs published in the **Federal Register** on April 13, 2004 (69 FR 19644). The notice listing all currently certified laboratories is published in the **Federal Register** during the first week of each month. If a laboratory's certification is suspended or revoked, the laboratory will be omitted from the list until it regains certification under the Guidelines.

**List of HHS Certified Laboratories (by State and in Canada):**

**Arkansas**

Little Rock  
Baptist Medical Center, Toxicology Lab  
501-202-2783

**Arizona**

Phoenix  
Southwest Labs  
602-438-8507  
800-279-0027

**California**

Bakersfield  
National Toxicology Labs, Inc.  
805-322-4250  
800-350-3515

Chatsworth  
Pacific Toxicology Laboratories  
800-328-6942

San Diego  
Laboratory Corporation of America Holdings  
800-882-7272 / 858-668-3710

Phamatech, Inc.  
10151 Barnes Canyon Road

San Diego, CA 92121  
858-643-5555

Van Nuys  
Quest Diagnostics Inc.  
866-370-6699  
818-989-2521

### **Florida**

Fort Myers  
Diagnostic Services, Inc.  
239-561-8200  
800-735-5416

Miami  
Toxicology Testing Service, Inc.  
305-593-2260

### **Georgia**

Atlanta  
Quest Diagnostics Inc.  
770-452-1590

Valdosta  
Doctors Laboratory  
229-671-2281

### **Indiana**

South Bend  
South Bend Medical Foundation, Inc.  
574-234-4176 x276

### **Kansas**

Lenexa  
Clinical Reference Lab  
800-445-6917

Lenexa  
LabOne, Inc. d/b/a Quest Diagnostics  
913-888-3927  
800-728-4064

### **Louisiana**

Gretna  
Kroll Laboratory Specialists, Inc.  
504-361-8989 / 800-433-3823

### **Maryland**



MILITARY USE ONLY  
Ft. Meade  
Army Forensic Drug Testing Lab  
301-677-7085

**Michigan**

Lansing  
Sparrow Health System, Toxicology Testing Center  
517-364-7400

**Minnesota**

Minneapolis  
Minneapolis Veterans Affairs Medical Center, Forensic Toxicology Lab  
612-725-2088

St. Paul  
MedTox Labs, Inc.  
800-832-3244  
651-636-7466

**Mississippi**

Oxford  
EISohly Labs, Inc.  
662-236-2609

Southaven  
Laboratory Corporation of America Holdings  
866-827-8042  
800-233-6339

**Missouri**

Columbia  
Toxicology & Drug Monitoring Lab, Univ. of Missouri Hosp. & Clinics  
573-882-1273

**New Jersey**

Raritan  
Laboratory Corporation of America Holdings  
908-526-2400  
800-437-4986

**New Mexico**

Albuquerque  
S.E.D. Medical Labs  
505-727-6300  
800-999-5227

**New York**

Rochester  
ACM Medical Lab  
585-429-2264

**North Carolina**

Research Triangle Park  
Laboratory Corp of America Holdings  
919-572-6900  
800-833-3984

**Oklahoma**

Oklahoma City  
St. Anthony Hospital Toxicology Lab  
405-272-7052

**Oregon**

Springfield  
Oregon Medical Labs  
541-341-8092

Portland  
MetroLab-Legacy Laboratory Services  
503-413-5295  
800-950-5295

**Pennsylvania**

Norristown  
Quest Diagnostics Inc.  
877-642-2216  
610-631-4600

Warminster  
DrugScan, Inc.  
215-674-9310

**Tennessee**

Memphis  
Advanced Toxicology Network  
901-794-5770  
888-290-1150

Nashville  
Aegis Sciences Corp.  
615-255-2400

**Texas**

Pasadena  
One Source Toxicology Lab Inc.  
888-747-3774

Houston  
Laboratory Corporation of America Holdings  
713-856-8288  
800-800-2387

### **Virginia**

Richmond  
Kroll Laboratory Specialists, Inc.  
804-378-9130

### **Washington**

Spokane  
Pathology Associates Medical Labs  
509-755-8991  
800-541-7891 ext 8991

Seattle  
Laboratory Corporation of America Holdings  
206-923-7020  
800-898-0180

### **Wisconsin**

West Allis  
ACL Laboratories  
414-328-7840

### **Canada**

Mississauga, Ontario  
MAXXAM Analytics  
905-817-5700

Edmonton, Alberta  
Dynacare Kasper Medical Laboratories  
800-661-9876  
780-451-3702

London, Ontario  
Gamma-Dynacare Medical Laboratories  
519-679-1630

**Law Library**

Champaign County Courthouse  
Room 243  
101 East Main Street  
Urbana, Illinois 61801

Sixth Judicial Circuit  
Champaign County

Telephone (217) 384-0154  
Fax (217) 384-8638

TO: Steve Beckett, Chair, and Members of the County Facilities Committee  
Brendan M. McGinty, Chair, and Members of the Finance Committee

Cc: Jan Anderson, Chair, and Members of the Justice & Social Services  
Committee  
Deb Busey

FROM: Roger Holland, Court Administrator  
*lkh* Lori Hansen, Law Library Clerk  
Valerie McWilliams, Land of Lincoln Legal Assistance Foundation *VM*

DATE: February 13, 2008

RE: Self-Representation Help Desk Proposal

Dear Board Members,

Please find attached a proposal for the Champaign County Law Library to assist with funding for the Self-Representation Help Desk, in collaboration with the Land of Lincoln Legal Assistance Foundation.

The Law Library Fund balance is sufficient to cover expenses for this collaboration for at least two years, after which time an evaluation of services will determine the future feasibility of the proposed collaboration.

lkh

## **Champaign County Law Library Funding for the Self-Representation Help Desk**

### **Summary**

The Champaign County Law Library (“Law Library”) proposes to assist the Land of Lincoln Legal Assistance Foundation (“Land of Lincoln”) with funding of the Self-Representation Help Desk (“Help Desk”). Land of Lincoln has received a grant of approximately \$15,000 for the purpose of increasing Help Desk hours and adding staff. The Law Library proposes to use its available fund balance to assume the one-time costs of purchasing equipment and materials, and to provide funding for a second year of staffing at the same level as the Land of Lincoln grant. The Law Library and Land of Lincoln request additional space through assumption of the space currently designated - and under-used - as the “Family Waiting Room.”

### **Background**

Legal aid organizations assist civil litigants with limited financial means similar to the way a public defender’s office assists criminal defendants. Unfortunately, these organizations cannot serve all those who qualify for legal assistance. As such, many litigants are forced to proceed *pro se* or forego their legal remedies altogether.

*Pro se* litigation produces inefficiencies in court operations and creates the potential for unfairness in the administration of justice.<sup>1</sup> As proposed, the expanded Help Desk would demonstrate the County’s recognition of every citizen’s right of access to the courts regardless of the ability to hire private counsel; it would also expedite court proceedings by assisting *pro se* litigants before they enter the courtroom, thus saving the Circuit Court time and money.<sup>2</sup>

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<sup>1</sup> See, e.g., *Oko v. Rogers*, 125 Ill.App.3d 720, 723, 466 N.E.2d 658 (3 Dist., 1984); and *The Legal Aid Safety Net: A Report on the Legal Needs of Low-Income Illinoisans*, available at [administerjustice.org/legal/documents/legal\\_needs.pdf](http://administerjustice.org/legal/documents/legal_needs.pdf).

<sup>2</sup> 30 ILCS 765/5(d).

## **Implementation**

The current Help Desk was opened in May 2005 and serves an average of seven to twelve people a day. The majority of cases involve some type of family issue. Under this proposal, services would be expanded. An attorney from Land of Lincoln would train and supervise lay “navigators” to staff the Help Desk for three-hour blocks of time. One afternoon (1:00 – 4:00 p.m.) would be added to the current schedule of 9:00 a.m. to noon, Mondays, Wednesdays and Fridays. Navigators would be paid \$12 to \$15 per hour, depending on experience.

The small office in which the Help Desk currently operates is insufficient to house an expanded print library and increased usage. The Courthouse’s Family Waiting Room could be re-designated for such a purpose. As it is currently configured, the Family Waiting Room is rarely used and its location on the first floor makes it an excellent location for the Help Desk.

## **Funding**

Land of Lincoln has received a \$15,000 grant to cover personnel expenses for the current year. Under this proposal, the Law Library would furnish equipment and print materials during the first year and then assume administration of the navigators’ wages in the next fiscal year. Expenses to initiate the expansion are estimated at \$2,750, as illustrated on the attached table.

The budget for the Law Library is approximately \$66,000 per year, most of which is allocated for library books and legal database subscriptions for the Champaign County judges and public defender attorneys. Because of a reclassification of personnel, the Law Library has a fund balance of approximately \$139,965.96. A portion of this fund balance could be used to purchase furniture and books for the Help Desk. Additionally, the Law Library has a computer

and computer desk that could be furnished to the Help Desk for navigators to use in assisting clients.

### **Conclusion**

The county's collaboration with Land of Lincoln to operate the Self-Representation Help Desk would recognize the important service that is being provided to the public served by the Champaign County Law Library, Champaign County Circuit Court and Champaign County Circuit Clerk's Office. These offices deal with people representing themselves on a daily basis and are burdened with requests for legal advice they cannot give. The Help Desk provides a resource in the courthouse to which the Court, Law Library and Circuit Clerk staff can refer pro se litigants. The proposed collaboration would advance the Law Library's mission, which is "to provide access to legal research materials to members of the public, lawyers, judges and other county officials in order to facilitate the just and equitable disposition of cases heard in Champaign County."

Estimated Expenses  
 Self-Representation Help Desk  
 Law Library Collaboration  
 2008 - 09

Item			Cost
Navigator	12-15/hr	52 weeks	\$11,303.00
Computer (staff use only)	one time		\$ -
Computer Desk	one time		\$ -
Bookcases	one time		\$ 2,000.00
Table	one time		\$ -
Chairs	one time		\$ -
Pamphlet Display	one time		\$ -
Books	one time & ongoing		
			\$ 500.00
			\$150.00 per year after
office supplies	one time & ongoing		\$ 250.00
<b>Total estimated expenditures to initiate</b>			<b>\$ 2,750.00</b>
<b>Total estimated annual expenditures</b>			<b>\$11,703.00</b>



REQUEST FOR BUDGET AMENDMENT

BA NO. 08-00030

FUND 092 LAW LIBRARY

DEPARTMENT 074 LAW LIBRARY

**INCREASED APPROPRIATIONS:**

<u>ACCT. NUMBER &amp; TITLE</u>	<u>BEGINNING BUDGET AS OF 12/1</u>	<u>CURRENT BUDGET</u>	<u>BUDGET IF REQUEST IS APPROVED</u>	<u>INCREASE (DECREASE) REQUESTED</u>
092-074-522.03 BOOKS, PERIODICALS & MAN.	40,000	40,000	40,500	500
092-074-522.02 OFFICE SUPPLIES	250	250	500	250
092-074-522.44 EQUIPMENT LESS THAN \$1000	0	0	2,000	2,000
<b>TOTALS</b>	40,250	40,250	43,000	2,750

**INCREASED REVENUE BUDGET:**

<u>ACCT. NUMBER &amp; TITLE</u>	<u>BEGINNING BUDGET AS OF 12/1</u>	<u>CURRENT BUDGET</u>	<u>BUDGET IF REQUEST IS APPROVED</u>	<u>INCREASE (DECREASE) REQUESTED</u>
092-074-369.90 OTHER MISC. REVENUE	0	0	2,750	2,750
<b>TOTALS</b>	0	0	2,750	2,750

**EXPLANATION:** LAW LIBRARY FUND BALANCE IS SUFFICIENT TO COVER THESE BUDGET AMENDMENTS; INCREASED APPROPRIATIONS WILL BE USED AS PROPOSED TO HELP FUND THE SELF-REPRESENTATION HELP DESK.

DATE SUBMITTED:

2/11/08

AUTHORIZED SIGNATURE

*[Handwritten Signature]*

\*\* PLEASE SIGN IN BLUE INK \*\*

APPROVED BY PARENT COMMITTEE:

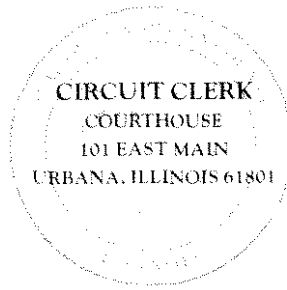
DATE:


APPROVED BY BUDGET & FINANCE COMMITTEE:

DATE:


C O U N T Y B O A R D C O P Y

*Linda S. Frank*



To: Steve Beckett, Chairman, Facilities Committee  
and Committee Members

From: Linda Frank, Circuit Clerk *Linda Frank*

Date: March 6, 2008

Re: Storage space for evidence

At County Co-Administrator Denny Inman's suggestion, I am directing this request to you. As you are aware, one of the responsibilities of the Circuit Clerk is to preserve the evidence and exhibits for all cases heard before the Circuit Court. How long these items must be preserved and the processes for the destruction or sale of these items vary depending on the type of court case and are determined by Supreme Court rules. For criminal cases, the first step in the process is to acquire approval from the Presiding Judge.

In the past, when the shortage of storage space became an issue, I would approach the Presiding Judge (during my terms Judge Jensen and Judge Townsend) and we would set up a project whereby evidence and exhibits would be reviewed on a case by case basis for their approval. This procedure changed when Judge Difanis became our presiding judge (see attached letter).

I am now approaching a shortage with the storage space allotted to me for this purpose in the basement of the courthouse. Therefore I am requesting if space could be made available for this purpose in the ILEAS Training Center. The space would have to be secure and climate controlled with access limited to my staff.

If you have any questions or concerns, please do not hesitate to contact me. Thank you for your time.

cc: Denny Inman, County Co-Administrator  
cc: Deb Busey, County Co-Administrator

**Thomas J. Difanis**  
CIRCUIT JUDGE  
COURTHOUSE  
101 East Main Street  
URBANA, ILLINOIS 61801-2772

SIXTH JUDICIAL CIRCUIT  
CHAMPAIGN COUNTY

TELEPHONE 384-3704

September 28, 2006

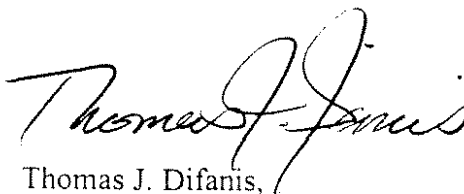
Ms. Linda Frank  
Clerk of the Circuit Court  
101 E. Main  
Urbana, Illinois 61801

RE: Destruction of Evidence

Ms. Frank:

I am in receipt of your letter dated September 26, 2006 requesting authority to destroy evidence pursuant to Circuit Administrative Order 96-1. As you know, a criminal defendant can raise issues in requests for post-conviction relief to the Illinois Appellate Courts years after his/her conviction. In addition, the U.S. District Court has the ability to grant *habeas corpus* and other forms of relief many years after the defendant's conviction. As such, evidence must be preserved should a reviewing court order a new trial. Although I understand your concerns regarding adequate storage, for the foregoing reasons, I cannot authorize the destruction of evidence that may hinder or bar a future retrial.

Very truly yours,



Thomas J. Difanis,  
Presiding Judge

**Closed Meeting Minutes Review - County Facilities Committee –  
March 11, 2008**

**Is it necessary to protect the public interest or privacy of an  
individual?**

<b>Date of Minutes</b>	<b>Yes, Keep Confidential</b>	<b>No, Place in Open Files</b>
April 26, 1990 <i>Performance Appraisal Subcommittee</i>		
November 21, 1991 <i>Performance Appraisal Subcommittee</i>		
November 12, 1992 <i>Performance Appraisal Subcommittee</i>		
June 30, 1993 <i>Search Subcommittee for Physical Plant Dir.</i>		
July 7, 1993 <i>Search Subcommittee for Physical Plant Dir.</i>		
November 6, 2001-#1		
November 6, 2001 - #2		
December 10, 2002		
January 6, 2004		
May 4, 2004		
June 8, 2004		
August 25, 2004 <i>Performance Appraisal Subcommittee</i>		
September 15, 2004 <i>Performance Appraisal Subcommittee</i>		
October 5, 2004		
May 10, 2005		
August 23, 2005 <i>Performance Appraisal Subcommittee</i>		
August 31, 2005 <i>Performance Appraisal Subcommittee</i>		

October 12, 2005		
February 7, 2006		
May 2, 2006		
August 22, 2006		
August 24, 2006 – Performance appraisal subcommittee		
September 14, 2006 #1 – Performance appraisal subcommittee		
September 14, 2006 #2 - Performance appraisal subcommittee		
October 3, 2006		
November 21, 2006		

**\*Minutes not previously approved in semi-annual review.**

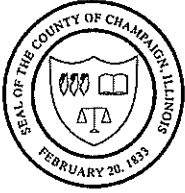
**ATTACHMENTS GIVEN TO COMMITTEE AT MEETING**

**COUNTY FACILITIES**

**March 11, 2008**

**CONTENTS:**

1. Courthouse Pay Station (Agenda item XII A)
2. White & Borgognoni Cost Breakdown



## CHAMPAIGN COUNTY ADMINISTRATIVE SERVICES

1776 EAST WASHINGTON  
URBANA, IL 61802  
(217) 384-3776  
(217) 384-3765 - PHYSICAL  
PLANT  
(217) 384-3896 - FAX  
(217) 384-3864 - TDD  
Website: [www.co.champaign.il.us](http://www.co.champaign.il.us)

ADMINISTRATIVE SUPPORT  
DATA PROCESSING  
MICROGRAPHICS  
PURCHASING  
PHYSICAL PLANT  
SALARY ADMINISTRATION

To: Steve Beckett, Chair  
County Facilities Committee Members

From: Denny Inman, County Administrator/Facilities & Procurement

Date: March 7, 2008

Re: March 11<sup>th</sup> Agenda Item - XII. A. County Courthouse Pay Station - Supplemental Information

### A. Parking Attendant :

1. Date Purchased - December 2003
2. Purchase Price - \$7,655.92
3. Manufacturer - Duncan Parking Technologies
4. Equipment Demonstration/Presentation - Fall 2003 Hosted by Champaign Public Works
5. Basis of Procurement Decision -
  - i. Technology
  - ii. Equipment Dimensions
  - iii. Compatibility with City of Urbana and U of I parking programs
6. Utility Usage - 1.7 Amps

### B. Parking Shelter:

1. Size: width: 7'6" length: 10'
2. Cost: \$5,558

3. Manufacturer: Duo-Guard Industries
4. Manufacturer Considered:
  - i. Allied Modular
  - ii. Brasco International Inc
  - iii. Porta King Shelters
5. Basis of Procurement Decision:
  - i. Best Manufacturer Response
  - ii. Technical Info Conducive to Site Requirements
  - iii. Adaptability to Add Heat Element
  - iv. Best Price
6. Auxiliary Heating: To be considered if shelter did not rectify environmental impacts. 120V, 511BTU Quartz Tube Heater

C. Alternative Site Consideration: The presented alternatives are not in order of preference. The presented alternatives correspond to attached diagram. Positive/negative comments are the result of an on-site review with Sheriff Walsh, Lt Doug Mills, Sgt John Carleton, Alan Reinhart, and me.

1. Courthouse East Exterior Wall:

i. Positive -

1. Limited improved protection from North & West winds
2. Of all alternatives, easiest to install power
3. Maintains easy access for City of Urbana Parking Enforcement reports

ii. Negative -

1. Limited visibility for security
2. Adjacent to emergency exit

2. Courthouse Main Entry Area:

i. Positive -

1. Inside protection
2. Electrical connection available

ii. Negative -

1. Confined space shared with public accessing the Courthouse. The situation is exacerbated during inclement weather.
2. Connection to facility electrical system via steam tunnel will require floor cuts and excavation for mounting base.
3. City of Urbana Parking Enforcement will have to access Courthouse approximately 3 times per day to obtain parking records.
4. Extra signage required

3. Circuit Clerk Filing Room/Exterior North Wall:

i. Positive -

1. Inside protection
2. Electrical connection available
3. Pay station can be secured to floor



4. More public space than alternative 2.
- ii. Negative -
    1. Potential bottleneck between Circuit Clerk public counter and parking pay public.
    2. Estimated ½ hour delay between departing vehicle in parking lot, accessing security, and paying for space. This scenario is particularly encountered at 8 am. The situation is exacerbated during inclement weather.
    3. Circuit Clerk will receive public request for change.
    4. City of Urbana Parking Enforcement will have to access Courthouse approximately 3 times per day to obtain parking records.

D. Parking Attendant/Time Out Log: Previously provided in agenda materials.

Alan and I will be in attendance at your meeting on the 11<sup>th</sup> to address any additional questions.

# County Facilities Committee - March 11, 2008

## Courthouse Parking Attendant

### *Supplies/Equipment/Maintenance Expenditures*

	<b>PAPER</b>	<b>PARTS</b>	<b>MAINTENANCE</b>	
<b>FY04</b>	\$398.52	\$7,655.92		
<b>FY05</b>	\$295.79			
<b>FY06</b>	\$590.73		\$207.00	
<b>FY07</b>	\$297.72	\$1,820.30	\$300.00	
<b>FY08</b>	\$259.35		\$160.00	
	<b><u>\$1,842.11</u></b>	<b><u>\$9,476.22</u></b>	<b><u>\$667.00</u></b>	<b><i>Expenditures</i></b> 12/04-3/11/08  <b><u>\$11,985.33</u></b>

\* Equipment Purchase



February 29, 2008

**Mr. Denny Inman, County Administrator**  
**Champaign County Administrative Services**  
1776 E. Washington  
Urbana, IL 61802

**Re: Champaign County Courthouse Masonry Stabilization & Restoration Project  
Cost Breakdown**

Dear Mr. Inman,

This is in response to your request for information regarding break-down of costs between the County and the Citizen's Committee for the clock-and-bell tower portion of the above referenced project.

Based on our conversations with the Kenny Roessler (Roessler Construction Company), and our preliminary review of the cost information received, the below figures summarize the respective allocations of costs.

County's Responsibility	\$2,035,824.00
Citizens' Committee's Responsibility	<u>\$1,144,176.00</u>
Total Clock Tower Reconstruction	\$3,180,000.00

If you have any questions or need additional information, please do not hesitate to contact me. Thank you for your assistance.

Sincerely,

**White & Borgognoni Architects, P.C.**

Gail White, AIA  
Principal Architect