

AMENDED ITEMS—MAY 19, 2014

CONSENT AGENDA:

**f. Purchase Orders**

SUGGESTED MOTION:

Move to authorize the chairman to sign the following purchase orders submitted by the County Administrator

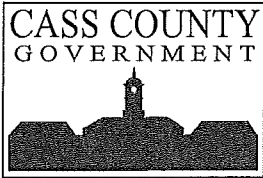
- Foss Architecture in the amount of \$47,610 to complete County Space Analysis and Feasibility Study.
- Brekke Sales in the amount of \$21,506 to replace commercial water heater at the Cass County Jail.

REGULAR AGENDA

**4. a) Purchase Order**

SUGGESTED MOTION:

Moved to authorize the chairman to sign the purchase order for park mower.



County  
Administrator

Keith Berndt

MEMORANDUM

TO: Cass County Commission

FROM: Keith Berndt, County Administrator 

DATE: May 19, 2014

SUBJECT: Consent Agenda Item for May 19, 2014 Commission Meeting: Approval of purchase order with Foss Architecture and Interiors for the County Space Analysis and Feasibility Study

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On May 5 the Commission approved the selection of Foss Architecture to complete the County Space Analysis and Feasibility Study. Subsequently I received a proposal to complete the study in accordance with the attached letter and scope in the amount of \$47,610. I recommend approval of the proposal.

**SUGGESTED MOTION:** Authorize Chair to sign a purchase order for Cass County Space Analysis and Feasibility Study with Foss Architecture and Interiors in the amount of \$47,610.

Box 2806  
211 Ninth Street South  
Fargo, North Dakota 58108

701-241-5720  
Fax 701-297-6020  
www.casscountynd.gov  
berndtk@casscountynd.gov



# PURCHASE ORDER

PAGE: 1  
 P.O. NO.: 115788  
 DATE: 05/19/14

N.D. Sales Tax Exempt No. E-3009

FOSS ARCHITECTURE & INTERIORS  
 810 FIRST AVE N  
 FARGO, ND 58102

SHIP TO: CASS COUNTY GOVERNMENT  
 COUNTY AUDITOR  
 211 9TH ST S  
 FARGO, ND 58103

VENDOR NO.		3234			
DELIVER BY	SHIP VIA	F.O.B.	TERMS		
05/19/14			NET		
CONFIRM BY		CONFIRM TO		REQUISITIONED BY	
KEITH BERNDT		HEINLE, SARAH J		KEITH BERNDT	
FREIGHT	CONTRACT NO.	ACCOUNT NO.	PROJECT	REQ. NO.	REQ. DATE
		101-1503-411.47-01		FOSS	05/19/14
LINE NO.	QUANTITY	UOM	ITEM NO. AND DESCRIPTION	UNIT COST	EXTENDED COST
1	1.00	EA	SPACE ANALYSIS AND FEASIBILITY STUDY	47610.0000	47610.00
				SUB-TOTAL	47610.00
					47610.00

AUTHORIZED BY \_\_\_\_\_ COUNTY OFFICIAL



May 14, 2014

Mr. Keith Berndt,  
Cass County Administrator  
211 Ninth Street South  
P.O. Box 2806  
Fargo, ND 58108

Re: Cass County Space Analysis and Feasibility Study

Dear Mr. Berndt;

The following is our fee proposal for completing the Cass County Space Analysis and Feasibility Study in association with Kimme & Associates:

Foss Architecture & Interiors	\$3,900
- Project Management and Contract Administration	
- Participation in kick-off and project presentation meetings	
- Evaluate existing mechanical, electrical, structural and architectural conditions to advise on renovation/addition prospects and estimated construction/project costs.	
- Contribute relevant documentation to the Final report and presentation materials.	
Kimme & Associates (see attached proposal)	\$37,800
<u>Estimated Kimme Travel Expenses</u>	<u>\$5,910</u>
Total proposed fee with estimated travel expenses:	\$47,610

Please review and contact me with questions. Feel free to contact Dennis Kimme directly if you have specific questions about his scope of work.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert A. Ames", is written over a horizontal dotted line.

Robert A. Ames, AIA, LEED AP  
Principal-in-Charge

810 1<sup>st</sup> Avenue North  
Fargo, North Dakota 58102  
Phone: 701.282.5505  
Fax: 701.232.5338  
Info@fossarch.com

# CASS COUNTY, ND CRIMINAL JUSTICE SPACE PLANNING

Juvenile Detention, Juvenile Courts, Work Release-24/7, Sheriff

KIMME & Associates, Inc. (K&A) Tasks & Budget Proposal

5/9/14

## PROPOSAL for SUB-CONTRACT to FOSS ASSOCIATES

### **A** OPTION POSSIBILITIES TO BE CONSIDERED (to be refined with Client)

- 1 Work Release-24/7 expanded at the Jail.
- 2 Juvenile Detention expanded at the Jail.
- 3 Juvenile Courts expanded at the current location into vacated juvenile detention space.
- 4 Sheriff's Offices consolidated at the Courthouse, at the jail site, or at a new location.

### **B** ANTICIPATED FOSS ASSOCIATES tasks in support of K&A's effort:

- 1 Provide general project management (including coordinating contracts and billings) and participate in kick-off and project presentation meetings.
- 2 Provide CADD base site and floor plan documents of the jail (transferred to K&A in DWG format) for K&A to work from.
- 3 Generally evaluate the status of mechanical, electrical, structural, and architectural conditions at relevant existing facilities to advise on renovation/addition prospects and construction/project costs.
- 4 Review and comment upon proposed K&A work products.
- 5 Contribute relevant documentation to the Final report and presentation materials.

## PROPOSED K&A BUDGET

	HOURS
<b>C</b> PLANNING TASKS (including travel & on-site time)	186
1 Finalize project goals, objectives, timeline, site potentials and expected outcomes.	
2 Update available information on the existing facilities as needed and update existing information on building systems including architectural mechanical and electrical.	
3 Gather historical inmate population, staff and workload data and generate forecasts that help determine the scale of long-term needs.	
4 Develop space lists (work release and juvenile detention), and space needs estimates (sheriff & juvenile courts), as appropriate, in order to document and quantify building requirements.	
5 Develop multiple options for remodeling, reuse and/or new construction, as appropriate to the component.	
6 Develop cost estimates to encompass all construction and project costs.	
7 Prepare preliminary project products and proposed concept plans.	
8 Assemble final master plan report findings and recommendations.	
<b>D</b> ON-SITE TIME/TRAVEL:	84
<b>On-site 1;</b> To participate in a kickoff meeting with the client, conduct walk-throughs and photographic surveys of all relevant existing buildings and sites as needed, conduct work release-24/7 programming discussions. Begin juvenile detention programming/option discussions as time allows.	
<b>On-site 2;</b> To conduct juvenile detention programming/option discussions, and juvenile courts and sheriff's space needs/options discussions.	
<b>On-site 3;</b> To present/discuss preliminary findings.	
<b>On-site 4 (if needed);</b> Final presentations. (Skype or conference call may be an alternative).	
<b>TOTAL HOURS OF WORK =</b>	270
<b>HOURLY RATE =</b>	\$140
<b>PLANNING FEE =</b>	\$37,800

**E ESTIMATED TRAVEL EXPENSES BUDGET**

TRIPS:		
1	Dennis Kimme	\$1,595
2	Dennis Kimme	\$1,595
3	Dennis Kimme	\$1,360
4	Dennis Kimme	\$1,360
<b>TRAVEL EXPENSE BUDGET =</b>		<b>\$5,910</b>

**F TOTAL PROPOSED K&A BUDGET** **\$43,710**

Submitted by:

*Dennis A. Kimme*

Dennis A. Kimme, NCARB  
President, K&A  
704 E. South Mahomet Road  
Mahomet, IL 61853  
217-351-7036  
[dkimme@pdnt.com](mailto:dkimme@pdnt.com)



County  
Administrator

Keith Berndt

MEMORANDUM

TO: Cass County Commission  
FROM: Keith Berndt, County Administrator *KB*  
DATE: May 19, 2014  
SUBJECT: Consent Agenda Item for May 19, 2014 Commission Meeting: Replacement Water Heater for County Jail

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The large commercial water heater at the jail is failing and in need of replacement. The replacement cost is \$21,506. The proposed replacement unit is an improved version and carries a 25 year warranty.

**SUGGESTED MOTION:** Authorize Chair to sign a purchase order for a new water heater at the jail with Brekke Sales in the amount of \$21,506.

Box 2806  
211 Ninth Street South  
Fargo, North Dakota 58108

701-241-5720  
Fax 701-297-6020  
www.casscountynd.gov  
berndtk@casscountynd.gov



# PURCHASE ORDER

PAGE: 1  
 P.O. NO.: 115784  
 DATE: 05/16/14

N.D. Sales Tax Exempt No. E-3009

BREKKE SALES CORPORTATION  
 5909 BAKER ROAD SUITE 580  
 MINNETONKA, MN 55345

SHIP TO: CASS COUNTY GOVERNMENT  
 COUNTY AUDITOR  
 211 9TH ST S  
 FARGO, ND 58103

VENDOR NO.		8060			
DELIVER BY	SHIP VIA	F.O.B.	TERMS		
05/16/14			NET		
CONFIRM BY		CONFIRM TO			
KEITH BERNDT		HEINLE, SARAH J			
REQUISITIONED BY		KEITH BERNDT			
FREIGHT	CONTRACT NO.	ACCOUNT NO.	PROJECT		
		101-1504-411.47-01			
			BREKKE SALE		
			05/16/14		
LINE NO.	QUANTITY	UOM	ITEM NO. AND DESCRIPTION	UNIT COST	EXTENDED COST
1	1.00	EA	HOT WATER HEATER	21506.0000	21506.00
			SUB-TOTAL		21506.00
					21506.00

AUTHORIZED BY \_\_\_\_\_ COUNTY OFFICIAL



Whole new heater. \$21,506.00

New heater, less burner. \$20,033.00

Both prices include freight and a new start up. Same warranties. 25 year tank warranty. Call me if any questions. Gb

Sent from my iPhone

On 13 May 2014, at 06:40 pm, "Grant Brekke" <[grantb@brekkesales.com](mailto:grantb@brekkesales.com)> wrote:

Gene,

I have a price for the replacement of the 500N400A-TP. The old unit was a 400 gallon carbon steel tank with a Nickelshield lining. As we discussed, todays heaters are made out of Aquaplex (LDX2101). We can make you a heater with the exact dimensions as the original heater. The model number of the new heater is 500L400A-TP, and it will come with a standard 25 year tank warranty. The price will include freight and start-up done by Automatic Heating. I am giving you a 40% discount off the current price of the heater based on what is left on the warranty. I will get a price for you on a heater less the burner since it can be re-used. The new heater will come with a new Aquaplex heat exchanger. talk soon,,,gb

current price \$38,503.00

your net price is \$23,102.00 this price is for an entire new heater with new burner.



May 19, 2014

Chad Peterson, Chairman  
Cass County Park Board  
211 9<sup>th</sup> St. S  
Fargo ND 58103

## Auditor

Michael Montplaisir, CPA  
701-241-5601

## Treasurer

Charlotte Sandvik  
701-241-5611

## Director of Equalization

Frank Klein  
701-241-5616

Re: Bids on Mower replacement

Dear Chairman Peterson:

Our office was asked to consider replacing the current mower at Brewer Lake this year instead of budgeting for it next year. We did solicit bids from local equipment dealers located in Cass County and received two responses. What we were looking for was a commercial grade zero turn 25 horse power or better gas mower either with or without trade-in of the current mower. The results are as follows:

Valley Plains Equipment, Hunter - JD 930M 25.5 HP

Bid Price	\$7,984.00
Better seat suspension with arm rests	340.00
Subtotal	\$8,324.00
Trade in Allowance	<u>\$1,500.00</u>
Net Bid	<u>\$6,824.00</u>

S & S Landscaping, Fargo - Gravely Pro Turn 460 Model 992234

Bid Price	\$8,861.00
Trade in Allowance	<u>\$3,300.00</u>
Net Bid	<u>\$5,561.00</u>

As I have not heard of the Gravely brand before I did have Gene Gartner from our Buildings and Grounds department go over to S & S to look at the mower, it appears to be a more heavy duty mower than the John Deere. I also looked at reviews on the web and it appears to get excellent reviews.

We have prepared a Purchase Order for the acceptance of the S & S proposal – it is a very good proposal but the question becomes which board should approve the purchase? We don't have a Park Board meeting scheduled but a majority of the Park Board sits on the County Commission.

Sincerely,

  
Michael Montplaisir, CPA  
Cass County Auditor

Box 2806  
211 Ninth Street South  
Fargo, North Dakota 58103

Fax 701-241-5728

www.casscountynod.gov



# PURCHASE ORDER

PAGE: 1  
 P.O. NO.: 115790  
 DATE: 05/19/14

N.D. Sales Tax Exempt No. E-3009

S & S LANDSCAPING CO., INC.  
 PO BOX 1778  
 FARGO, ND 58107-1778

SHIP TO: CASS COUNTY GOVERNMENT  
 COUNTY AUDITOR  
 211 9TH ST S  
 FARGO, ND 58103

VENDOR NO.		1328		DELIVER BY		SHIP VIA		F.O.B.		TERMS	
				05/19/14						NET	
CONFIRM BY				CONFIRM TO				REQUISITIONED BY			
				HEINLE, SARAH J				MICHAEL MONTPLAISIR			
FREIGHT		CONTRACT NO.		ACCOUNT NO.		PROJECT		REQ. NO.		REQ. DATE	
				233-1001-451.74-15				S&S		05/19/14	
LINE NO.	QUANTITY	UOM	ITEM NO. AND DESCRIPTION				UNIT COST	EXTENDED COST			
1	1.00	EA	LAWN MOWER				8861.0000	8861.00			
2	1.00	EA	TRADE IN				3300.0000	3300.00			
							SUB-TOTAL	5561.00			
								5561.00			

AUTHORIZED BY \_\_\_\_\_ COUNTY OFFICIAL