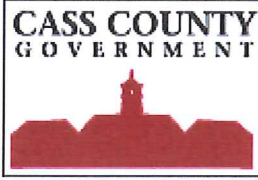


M E M O



TO: Cass County Commissioners
FROM: Robert W. Wilson
DATE: March 15, 2021
SUBJECT: COVID-19 Briefing Update

**County
Administrator**

Robert W. Wilson
701-241-5770
wilsonro@casscountynynd.gov

Jail Intake Expansion Project:

On Thursday, February 18th bids were opened for general contracting, mechanical and electrical work for the Jail Intake Expansion project. The Bid Tab sheets are attached. The County's architectural partner, Klein McCarthy, has reviewed the bids and proposed work schedules and makes the following bid award recommendations:

- General Contractor:
- Engineering:
- Electrical:

Bid Total:

Construction Timeframe:

The architect's estimates were general contracting \$3.8M, mechanical \$1M and electrical \$1M. The Administrator, State's Attorney, and architect continue to finalize contract details and may have agreements prepared for Commission consideration. There is a possibility these actions may need to be deferred to the meeting on April 5th.

County COVID-19 Procedures:

On March 1st I briefed the Board on a February 24th Department Head discussion about COVID-19 mitigation policies and practices. One topic of discussion at both meetings was the appropriate date to drop the current 'open by appointment only' status at County facilities.

Based on both discussions, this Board arrived at an informal consensus that assuming conditions remain largely the same, the County will drop the 'open by appointment only' status on Monday, April 5th. There was no formal action.

This Board, the Cass Human Service Zone Board, and I received a request to maintain the 'open by appointment only' status until July 5, 2021.

On March 15th I will review the input of Commissioners and Department Heads. One important reason Cass County has been successful in mitigating the impacts of COVID-19 on employees and the public is we have attempted to reach consensus on the difficult decisions about how to safely and efficiently continue to provide services during this pandemic.

Jail Intercom Project:

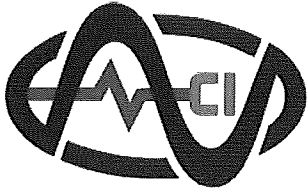
As we worked with architects and engineers to plan the jail intake expansion, it became clear the current intercom system is at its end-of-life. It's currently functioning but moving forward getting replacement parts will become difficult or impossible. Adding onto the current intercom system to connect the expanded intake areas is not possible. This project was originally considered within the scope of the overall project. However, by approving this as a stand-alone project we can save the architectural/engineering mark-up. Cost of the project is \$260,345.87.

PO Box 2806
211 Ninth Street South
Fargo, North Dakota 58108

www.casscountynynd.gov

Motion 1: Authorize the Chair to sign attached agreements with the following contractors for work on various portions of the Jail Intake Expansion Project: General Contractor - #####, in the amount of \$\$\$\$\$\$. Engineering Contractor - #####, in the amount of \$\$\$\$\$\$. Electrical Contractor - #####, in the amount of \$\$\$\$\$\$.

Motion 2: Authorize the Chair to sign a purchase order with Accurate Controls for Jail intercom system upgrade in the amount of \$260,345.87.



ACCURATE CONTROLS, INC.

- Quotation includes (2) technician on site for 3 weeks for installation
- Quotation includes (1) day of maintenance training
- Freight from our facility to the project site included in our quotation
- As-built drawings

Exceptions:

- It is assumed existing UPS units shall be reused
- Faulty intercoms can be repaired on T&M or quoted per item
- Spare equipment
- All work to be completed on 1st shift Monday thru Friday 7:00 am to 4:30 pm
- Some work will require the disruption of normal operations
- Sales tax on materials

Assumptions/Clarifications:

- Prevailing wages do apply.
- ACI does not include new cabling in this proposal. It is assumed facility or local electrical contractor shall install new cabling if any is required.

Quotation:

Total Quotation = \$260,345.87

Warranty:

Accurate Controls, Inc. shall guarantee our labor and materials to be free from defects for a period of one (1) year from final acceptance of installation. We shall replace defective materials in a timely fashion after diagnosis. Accurate Controls, Inc. will not replace or warrant hardware which is damaged due to negligence, acts of god or vandalism.

Summary:

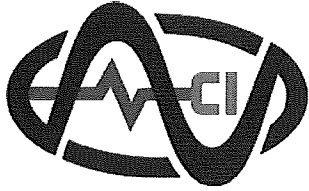
Quotation valid for 60 days and subject to change thereafter.

Accurate Controls, Inc. is a national UL508A integrator of the preceding equipment with all of our project coordinators, technicians, and engineers being factory authorized. For more information about Accurate Controls, Inc. please visit our website at www.accuratecontrols.com. If you have any questions, comments or suggestions, please feel free to call me at 920-748-6603 ext. 240.

Respectfully,

Jeremy Dahlke

Jeremy Dahlke
Director of Customer Service
jdahlke@accuratecontrols.com



ACCURATE CONTROLS, INC.

March 1st, 2021

**RE: Price Quotation for the Cass County Jail
Audio Systems upgrade
Fargo, ND**

Security Audio Systems Upgrade

Summary of Scope:

This Proposal is for an upgrade of the existing Harding DXI audio communication systems to the new Harding DXL audio communications system for Cass County Jail. Components included in this proposal will include new audio new IMS desktop master station, new 12" Gooseneck master stations, Audio system headend equipment (existing audio rack to remain). All existing UPS/ Battery back up to remain. Accurate Controls Technician(s) will be onsite to test the existing system and document any device failures. Once this is completed then the Technician(s) will verify all wire labels are correct and in place. Once this is complete, Accurate Controls will decommission the existing audio system. At that time the jail will need to run on radios as the intercom system will be offline. Installation of the new equipment will begin immediately to help limit downtime with the audio system. The facility will be responsible for any operational adjustments during this time. Also the facility or local electrical will be responsible for pulling new Cat6 cable to the control station locations from the equipment rooms for the new IP intercom masters. After wiring has completed the new system will be and tested for functionality.

This quotation includes adding the following new security electronics equipment.

- (1) Desktop Master Station with POE support (VoIP) IMS-641-1
- (9) Touchscreen Master Module with 12" Gooseneck Microphone (VoIP) TMM-641-111-1
- (1) Digital Communication Controller DCC-S1T4-4040-S100-MDIP
- (6) Digital Communication Controller DCC-S100-4040-S100-MDIP
- (12) Digital Communication Expander DCE-S100-4040-S1
- (12) Talkback Expander TBE-310-2
- (12) 10' TBE-310 interface Cable CBL-150-10
- (1) Station cable
- (38) DXI audio adaptor cables
- (4) QCA quick connect adaptor boards
- (2) QCB quick connect terminal boards
- (1) MTA-104-25 connectors 25pc.
- (1) ICB intercom board
- (1) DXL Administrator Software (includes site license)
- (2) Lowell 44 rack unit 27" deep rack
- (2) Lowell solid front door
- (2) Lowell fan kits
- (2) Equipment rack side panels , labels

Inclusions:

- All headend equipment for an Audio upgrade
- System engineering
- System programming
- Project management
- Head end equipment installation in existing racks and final terminations
- Onsite system startup, testing and certification



ACCURATE CONTROLS, INC.

PO 146676 COVID
VENDOR #5973
961-029
216-1001-463.74-01

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Respectfully,

Jeromy Dahlke

Jeromy Dahlke
Director of Customer Service
jdahlke@accuratecontrols.com



PURCHASE ORDER

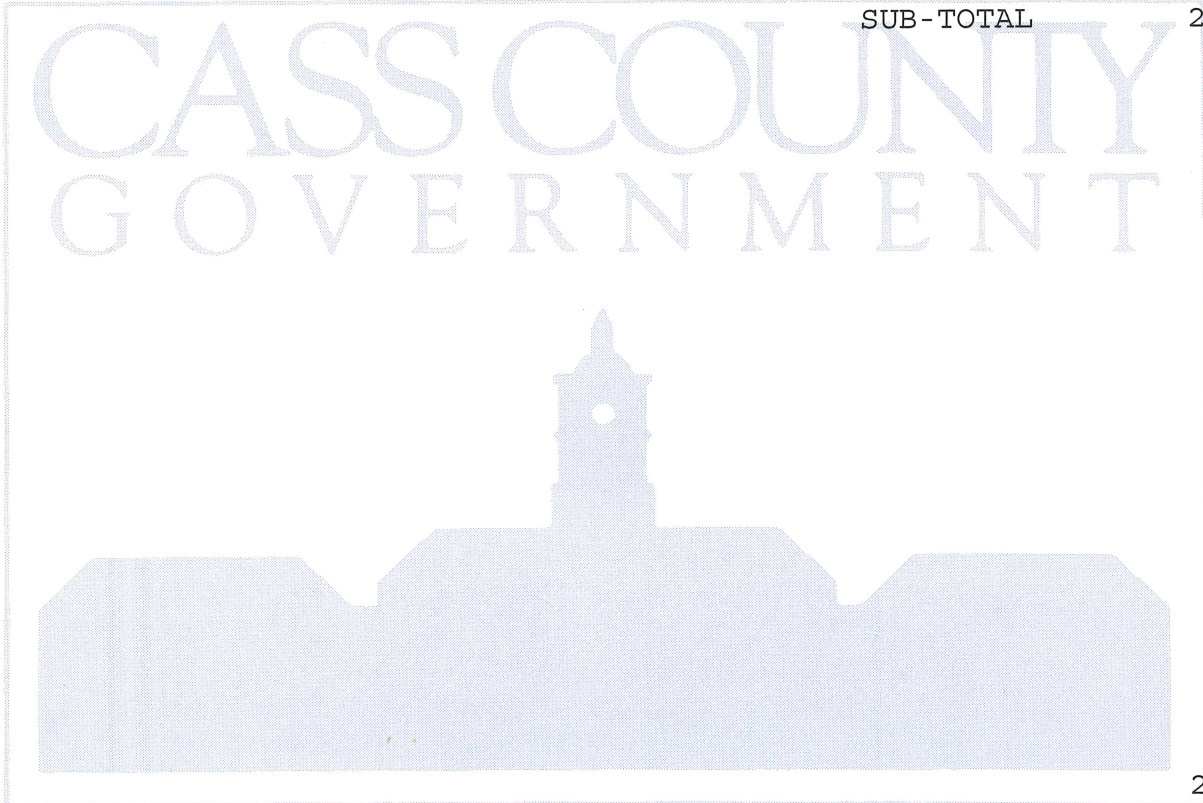
PAGE: 1
 P.O. NO.: 146676
 DATE: 03/11/21

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

ACCURATE CONTROLS
 PO BOX 568
 420 E OSHKOSH ST
 RIPON, WI 54971

SHIP TO: CASS COUNTY GOVERNMENT
 COUNTY JAIL
 213 9TH ST S
 P. O. BOX 488
 FARGO, ND 58107-0488

VENDOR NO.		5973		DELIVER BY		SHIP VIA		F.O.B.		TERMS	
				03/11/21						NET	
CONFIRM BY				CONFIRM TO				REQUISITIONED BY			
WILSON, ROBERT				PAPENFUSS, WYATT				WILSON, ROBERT			
FREIGHT		CONTRACT NO.		ACCOUNT NO.		PROJECT		REQ. NO.		REQ. DATE	
				216-1001-463.74-01		COVID		ACCURATE		03/11/21	
LINE NO.	QUANTITY	UOM	ITEM NO. AND DESCRIPTION				UNIT COST	EXTENDED COST			
1	260345.87	EA	SECURITY AUDIO SYSTEM UPGRADE				1.0000	260345.87			
							SUB-TOTAL	260345.87			



260345.87

AUTHORIZED BY _____
 COUNTY OFFICIAL

Worden, Heather

From: Wilson, Robert
Sent: Monday, March 8, 2021 10:20 PM
To: Worden, Heather; Albrecht, Taylor
Subject: FW: Appointment Only Status

Please attach this as a supplement to the COVID briefing memo.

-Robert

From: Ferguson, Pearl <FergusonP@casscountynynd.gov>
Sent: Monday, March 8, 2021 5:41 PM
To: Wilson, Robert <WilsonRo@casscountynynd.gov>; Breitling, Duane <BreitlingD@casscountynynd.gov>; Kapitan, Jim <KapitanJ@casscountynynd.gov>; Peterson, Chad <PetersonC@casscountynynd.gov>; Scherling, Mary <ScherlingM@casscountynynd.gov>; Steen, Rick <SteenR@casscountynynd.gov>; Brian Hagen <BHagen@fibt.com>
Subject: Appointment Only Status

Dear Robert, Commissioners, and Human Service Zone Board Members –

I am writing this letter in support of Cass County Human Service Zone and subsequently the Cass County Annex maintaining an Appointment Only Status until July 5, 2021; unless public health conditions at that time necessitate continued use of appointments for client and staff safety. Please consider the following.

1. While we can physically distance the seating arrangements in the lobby of Economic Assistance floor, we cannot control the flow of human traffic to the second floor once appointments are lifted. Maintaining the flow of traffic into the second-floor lobby would require the allocation of a staff member to maintain a “headcount” and turn away clients to wait on other parts of the building or their vehicles when we are at capacity. This is a poor use of a staff member and the practice of turning away clients to wait in other locations is not one that I support.
2. The lobby monitoring practice may also apply to the Family Services, third-floor lobby depending on the flow of traffic on any given day.
3. The majority of personal offices in which employees conduct business with clients are not equipped for physical distancing if multiple individuals attend a meeting (due to office size) and conference rooms are very limited and must be reserved in advance, thus we cannot guarantee that physical distancing can occur per public health standards in all staff-client interactions since we do not know who/how many will be attending unscheduled visits.
4. The majority of Human Service Zone staff interact directly with the public, at the time of this email only 11.6% (<https://www.health.nd.gov/covid19vaccine/dashboard>) of North Dakotan’s have received two doses of the COVID-19 vaccine, which is well below the public health goal of 70% ([https://www.health.nd.gov/sites/www/files/documents/COVID%20Vaccine%20Page/Covid-19 Mass Vaccination Plan.pdf](https://www.health.nd.gov/sites/www/files/documents/COVID%20Vaccine%20Page/Covid-19%20Mass%20Vaccination%20Plan.pdf)).
5. Dropping the Appointment Only Status will ultimately necessitate the return of approximately 40% of the Human Service Zone Staff back to the office (individual’s should be available to meet with their clients rather than have staff in the office manage all unscheduled client visits, which would be an undue burden). A major influx of staff back into the workplace will increase the risk of exposure and spread of COVID-19.
6. While there was significant interest from Human Service Zone Staff about receiving the COVID-19 vaccine, not all staff chose to or can be vaccinated. According to the CDC even those individuals who have been fully vaccinated should still adhere to good public health measures such as wearing a mask, staying at least 6 feet apart from others, and avoiding crowds and poorly ventilated spaces when in public and when gathering with unvaccinated

people from more than one other household (<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>). An influx of clients into the Annex and staff back into the workplace will increase the risk of exposure and spread of COVID-19.

7. All other single-county zones (Burleigh, Grand Forks, and Ward) that see higher levels of client traffic continue to maintain an Appointment Only Status at this time. Maintaining the Appointment Only Status is in alignment with our Zone partners.
8. Per Karen Kringle, the Juvenile Justice Team that occupies the first floor of the Annex will not resume in-person hearings until July 5, 2021. Karen has stated at that time she would be in support of dropping the Appointment Only Status at that time.
9. Per Rita Ussatis, the NDSU Extension office would benefit from having the office open without the need for client appointments. I am willing to work with Rita and Security to develop a plan that supports appointments for Human Services while allowing more flexibility for Extension clients.

In closing, I feel that I must state that staff remain concerned about their health and safety in the workplace. We had significant numbers of exposures and illnesses within Human Services during the height of the pandemic, at times greater than 10% of staff were quarantined at any one time. Human Service Zone staff, like many others are emotionally and mentally taxed and experiencing high levels of COVID fatigue. For almost a year Human Service Zone staff have proven that they can serve the community and meet the increased demands that the pandemic has placed on them without the Annex being open to the public. Maintaining an Appointment Only Status until July 5, 2021 is a meaningful action that this group take that demonstrates that you care for the well-being of Human Service Zone Staff.

Sincerely,

Pearl



Pearl (Ferguson) Mell, MOL, MHA
Zone Director
1010 2nd Ave S
Fargo, ND 58108
Phone: 701.239.6700

fergusonp@casscountynd.gov

-----Confidentiality Statement-----

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