

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM

Date: 9/01/2021 Weekly Agenda Date: 9/07/2021

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Kenny Schmitz/ Dennis Butler

WORDING FOR AGENDA ITEM:

Civil Service Commission Office

ACTION REQUIRED:

- | | | |
|--|---|--|
| Approve Ordinance <input type="checkbox"/> | Approve Resolution <input type="checkbox"/> | Approve Motion <input checked="" type="checkbox"/> |
| Public Hearing <input type="checkbox"/> | Other: Informational <input type="checkbox"/> | Attachments <input checked="" type="checkbox"/> |

EXECUTIVE SUMMARY:

Woodbury County is responsible to provide the Civil Service Commission office space to conduct County business.

BACKGROUND:

The Commission has been waiting several months for the County to locate an office space to accommodate their needs. After review of space availability and the abilities of different spaces to meet requirements, it was determined the most cost effective solution was to build an office in the Building Services (Eagles) Building where amenities could be shared.

FINANCIAL IMPACT:

Civil Services previous years cash reserves= \$10,000.00
Civil Services 2022 Budget= \$4,000
Building Services 2022 Budget= \$4,538.63
Total = \$18,538.63 (pre-construction/ pre-computer purchase estimates)

IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?

Yes No

RECOMMENDATION:

Approve office space at the Building Services (Eagles) Building & related expenditures for the establishment of the Civil Service Commission office

ACTION REQUIRED / PROPOSED MOTION:

Motion to approve office space at the Building Services (Eagles) Building & related expenditures for the establishment of the Civil Service Commission office

WOODBURY COUNTY/ CIVIL SERVICES COMMISSION - BUILDING SERVICES FACILITY OFFICE COST ANALYSIS

12' X 14' OFFICE- BUILDING MATERIALS		CARD READER ACCESS SYSTEM		COMPUTER/ SCANNER		SOFTWARE/ FILE STORAGE	
Metal Studs/ Drywall	532.18	Millennium Site Control Unit	10,768.83	Desktop, Monitor, Keyboard, & Mouse	1,282.91	O365 Business	\$12.50/user/ mo
Door Single Solid Core Left Hand	300.06	Control Device Exterior Doors (2)		Docking Station, Monitor, Keyboard, & Mouse (this option uses current laptop)	383.02	4 Users Per Month	\$50.00/mo
Commercial Lockset	165.5	Control Device Interior "Main Office" Door (1)		Fujitsu ScanSnap IX1500 Scanner	413.93	4 Users Per year	\$600/yr
Ceiling Grid / Ceiling Tiles	389.58	Exit Motion Sensors (2)				Must be paid per year	
Electrical Wiring/ Switches/ Receptacles	350.045	Electric Strike (1)					
Data Wiring/ Aruba/ Cat-6 / Devices	1,166	HID Card Readers (3)					
Lighting Fixtures LED (4)	347.76	12/24V Power Supply/ 12V 7A Battery					
Carpeting Modular Floor Tile	667.39	Securitron Push Button					
Carpet Adhesive #D5000	94.74	Surface Box Enclosure					
Wall Cove Base / Adhesive	75.37	Shielded Plenum Wiring		* Option #1 -Desktop/ Monitor/ Scanner	\$ 1,696.84		
HVAC Materials	450			* Option #2 -Docking Station/ Monitor/ Scanner	\$ 796.95		
SUB-TOTAL SUPPLIES	\$ 4,538.63	SUB-TOTAL SUPPLIES (Includes Installation)	10,768.83	SUB-TOTAL SUPPLIES	\$ 1,696.84	SUB-TOTAL SUPPLIES	
SUB-TOTAL LABOR	\$ -	SUB-TOTAL LABOR	\$ -	SUB-TOTAL LABOR	\$ -	SUB-TOTAL LABOR	
TOTAL	\$ 4,538.63	SECURITY TOTAL	\$ 10,768.83	TOTAL	\$ 1,696.84	TOTAL	\$600.00/yr

