CASS COUNTY
BOARD OF COMMISSIONERS

MEETING OF THE
CAPITAL PROJECTS COMMITTEE

May 14, 2024

Kitchen/Conference Room

2:30 PM

1. CALL TO ORDER
2. ROLL CALL
3. PUBLIC COMMENT
4. ADDITIONS/DELETIONS TO AGENDA
5. APPROVAL OF AGENDA
6. UNFINISHED BUSINESS
7. NEW BUSINESS
   a. Law & Courts Building Camera Upgrades
8. COMMITTEE MEMBER COMMENT
9. ADJOURNMENT

120 N. Broadway, Suite 200 ◊ Cassopolis, MI 49031
Telephone (269) 445-4420 ◊ Fax (269) 445-8978

CAPITAL PROJECTS COMMITTEE

MEETING MINUTES

April 9, 2024

1. **CALL TO ORDER —** The meeting was called to order at 3:19 p.m. by Commissioner Jeremiah Jones.
2. **ROLL CALL —** Roll call was taken with Commissioner Jones, Administrator Matthew Newton and Finance Director Jennifer Rentfrow present. Marketing and Communications Manager Ambrosia Neldon was present to take minutes, and IT Office Manager James DeJong was present to manage technology. Two visitors were present.
3. **PUBLIC COMMENT —** No public comment was given.
4. **APPOVAL OF AGENDA** — Rentfrow moved, Newton seconded, to approve the agenda as presented.
5. **UNFINISHED BUSINESS** — There was no unfinished business.
6. **BROADBAND MAPPING PROJECT** — Chris Scharrer gave a presentation about broadband mapping efforts, which found that about 97% of parcels in Cass County have internet access. Newton will work with Comcast and MEC to develop a plan on the remaining 500 parcels which do not have access to internet, and with the County's GIS department on a plan to transfer the GIS data to the County.
7. **LAW AND COURTS BUILDING** — The committee reviewed quotes from Trane for a Chiller and front-end controller, both of which are reaching "mission critical" stage, according to Facilities Director David Rieff. The committee agreed to move the quotes forward to the board of commissioners for review.
8. **PUBLIC DEFENDERS' OFFICE RENOVATION** — This project will renovate a small space in the Law & Courts Building to accommodate the Public Defenders' Office using grant funds. Several construction companies were asked to submit bids, but because the project is so small only one company, Elite, submitted a bid. Elite is currently working on the Historic Courthouse Project, so working on another project in the same town (for the same customer) is more cost efficient than it would be for other companies. The committee agreed to move the bid from Elite on to the Board of Commissioners for a vote with the goal of completing the project before the next grant cycle.
9. **MISCELLANEOUS** —Newton will work to schedule a workshop with representatives from each building and the members of the Capital Projects Committee to develop a Capital Projects Plan.
10. **COMMITTEE MEMBER COMMENT** — None.
11. **ADJOURNMENT** — The meeting was adjourned at 4:15 p.m.

DRAFT

QUOTATION: 25223
Communication Company
5320 South Main Street
South Bend, IN 46614
Phone 574-299-0020

Job Name:	Cass County Law and Courts Building - CCTV Upgrade	Presented By:	Charles Sawyer
Job Street Address:	60296 M-62	Title:	Contractor Sales Consultant
City, State, Zip:	Cassopolis, MI 49031	Phone, ext:	(574)993-0046
Customer:	Cass County Law and Courts Building	E-Mail:	csawyer@communication-co.com
Name and Title:	Jodi Nestich	Date:	October 27, 2022
Ph. / Fax:	269-506-5836 cell		

Project Goal and Scope of Work

- CCTV System - Installed

This proposal is the camera system upgrade discussed during our site meeting of 10/18/2022. During this meeting we discussed the replacement of the exiting DVR, the replacement of the existing cameras and the addition of new cameras. A floor plan drawing showing camera locations was provided by the owner to Communication Company during this meeting.

The intent is the replace the DVR presently located in the basement inside room B07B, a new NVR will be installed in the existing rack calculated to provide 30 days of storage, recording on motion, and providing a recording rate of 15fps. A POE switch and patch panel is also included and shall also be installed within this same rack.

The existing cameras located in the basement areas remain on the existing coax cables with final terminations within in basement room B07B. These camera will be replaced with new dome type camera and will be terminated using converters. All new basement cameras will include a new dome type camera and the installation of new Cat 6e network cables, all with a final terminations within the same basement rack located in Rom B07B.

The existing cameras located on the first floor are also to remain on the existing coax cable with final terminations within the basement room B07B. These cameras will be replaced with new dome cameras and will terminate using converters. All new first floor cameras will include dome type cameras and the installation of new Cat 6e network cables, all with a final termination within the first floor IT data room 1142. Two POE switches along with a patch panel will be installed in the existing rack inside room 1142.

The four existing cameras located on the front of the building viewing the parking area will be replaced with new cameras, the existing cable shall be replaced with new Cat 6e cable with final terminations being the first floor IT room 1142.

The two cameras inside elevator 1E1 and 1E2 are to remain in place and are not replaced under this scope of work, existing cables shall also remain, converters are provided and will be installed under this scope of work.

A new camera at the basement location outside the garage is included within this scope of work, the customer stated during the site visit, this camera view is to include the man door to the south, the three man doors to the east and the garbage dumper located in the parking area to the southeast. To assist in saving cost we have included only one camera for this location, the camera view will need to be confirmed with the customer at the time of installation, any additional camera needed will be considered a change to the scope of work.

All camera locations provided by customer, any additional camera or system hardware required to enhance system coverage shall be considered a change to the scope of work.

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As noted, the existing coax cables are to remain, all other camera locations mentioned above are to be new Cat 6e network cabling. Per the customer the installation of that cabling, we are allowed to use existing cable trays and other existing penetrations that are used for low voltage. Any new penetrations crossing fire or smoke partitions will be installed using a conduit sleeve and fire caulk,

Engineering Clarification Notes:

Basement Cameras

1. The Indoor Camera outside of Room B02 **Shall** be replaced with a new **4MP Camera** and existing Coax to remain with Converters added.
2. The Outdoor Camera outside of Room B03 **Shall** be replaced with a new **8MP Camera** and existing Coax to remain with Converters added.
3. The Outdoor Camera in Sally Port **Shall** be replaced with a new **4MP Camera** and existing Coax to remain with Converters added.
4. The Outdoor Camera between Sally Port and corridor B02 **Shall** be replaced with a new **4MP Camera** and existing Coax to remain with Converters added.
5. The Two Indoor Cameras in BC1 Corridor **Shall** be replaced with a new **4MP Camera** and existing Coax to remain with Converters added.
6. The Indoor Camera outside of Stairwell BS3 **Shall** be replaced with a new **4MP Camera** and existing Coax to remain with Converters added.
7. The Outdoor Camera outside of the Sally Port **Shall** be added, a New **8MP Camera** and Cat6 shall be ran to IT closet B07B.
8. The Inoor Camera in Corridor B02 **Shall** be added with a new **4MP Camera** and NEW Cat6 shall be ran to IT closet B07B.
9. The NVR SHALL be installed in the existing Rack.
10. One New Indoor **4MP** Camera shall be added outside of room 1C5A and New Cat6 ran to IT closet 1142.
11. The NVR shall be installed in the existing Rack.
12. A Sixteen port POE switch shall be installed in the existing Rack.
13. A Patch Panel shall be installed in the existing Rack.

First Floor Cameras

1. The Two Elevator Cameras shall remain and the existing cable to remain with a converter added.
2. The Camera outside of room 1163 shall be replaced with a new **4MP** Camera and the existing coax shall be reused with a converter added.
3. The Camera in corridor 1162 shall be replaced with a new **4MP** Camera and the existing coax shall be reused with a converter added.
4. The Camera in Elevstor Lobby 1180A shall be replaced with a new **4MP** Camera and the existing coax shall be reused with a converter added.
5. The Two Outdoor Cameras outside of room 1118 **Shall** be replaced with a new **8MP Camera** and New Cat6 ran to IT closet 1142.
6. The Two Outdoor Cameras outside of room 1148A **Shall** be replaced with a new **8MP Camera** and New Cat6 ran to IT closet 1142.
7. One New Outdoor **8MP** Camera shall be added outside of room 1128 and New Cat6 ran to IT closet 1142.
8. One New Outdoor **4MP** Camera shall be added outside of corridor 1C1A and New Cat6 ran to IT closet 1142.
9. One New Outdoor **8MP** Camera shall be added outside of room 1145 and New Cat6 ran to IT closet 1142.
10. One New Indoor **4MP** Camera shall be added outside of room 1C4A and New Cat6 ran to IT closet 1142.
11. One New Indoor **4MP** Camera shall be added in corridor 1160A and New Cat6 ran to IT closet 1142.
12. One New Indoor **4MP** Camera shall be added in room 1161 and New Cat6 ran to IT closet 1142.
13. One New Indoor **4MP** Camera shall be added in room 1167 and New Cat6 ran to IT closet 1142.
14. One New Indoor **4MP** Camera shall be added outside of room 1138 and New Cat6 ran to IT closet 1142.
15. One New Indoor **4MP** Camera shall be added in room 1168B and New Cat6 ran to IT closet 1142.

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16. One New Indoor **4MP** Camera shall be added outside of room 1174A and New Cat6 ran to IT closet 1142.
17. One New Indoor **4MP** Camera shall be added in corridor 1177A and New Cat6 ran to IT closet 1142.
18. One New Indoor **4MP** Camera shall be added outside of room 1C5A and New Cat6 ran to IT closet 1142.
19. One New Indoor **4MP** Camera shall be added in room 1178 and New Cat6 ran to IT closet 1142.
20. One New Indoor **4MP** Camera shall be added outside of room 1190 and New Cat6 ran to IT closet 1142.
21. One New Indoor **4MP** Camera shall be added outside of room 1231 and New Cat6 ran to IT closet 1142.
22. One New Indoor **4MP** Camera shall be added outside of room 1219 and New Cat6 ran to IT closet 1142.
23. One New Indoor **4MP** Camera shall be added outside of room 1215 and New Cat6 ran to IT closet 1142.
24. One New Indoor **4MP** Camera shall be added outside of room 1195 and New Cat6 ran to IT closet 1142.
25. Two Sixteen port POE switches shall be installed in the IT closet 1142.
26. A Patch Panel shall be installed in the IT closet 1142.

Communication Company to Provide:

- Submittals
- Installation/Record drawings
- System engineering
- Project management
- Panel terminations
- System programming
- System testing
- User training
- Wire
- Wire installation
- Installation of all cabinets
- Installation of all devices
- Wire all power supplies
- Test all Circuits for faults
- As-Built drawings

Provided by Owner:

1. Racks
2. Data drops to equipment
3. Remote PC and Monitor for viewing
4. Camera Labels Info Prior to Installation
5. Access Level Info Prior to Installation
6. All AC Power

System Components

QTY	Manufacturer	DESCRIPTION
1.00	OVS	OVS NVR 4U Rack 4Bay: 250GB Solid State drive,32TB aluminum front, 4 Hot Swap hard drive bays included.
36.00	OVS	One Video IP license for OVS enterprise NVR software
2.00	OVS	H.264/MPEG4/MPEG2/MJPEG encoding standards supported Support encoding video at up to 4CIF resolution
1.00	OVS	LED Backlight 22inch Wide HDMI DVI VGA1920x1080 50000000:1 5ms

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23.00	OV Solutions	SMOKE cover: Indoor: 4MP HD Light Hunter IR Fixed Dome Network Camera 4MP (2688*1520) @ 30/25fpsIK10 van
2.00	OVS	SMOKE 8MP Dome, 2.8mmDay/night functionality, * Smart IR, up to 30 m (98 ft) IR distance, * 2D/3D DNR
8.00	OVS	SMOKE 8MP Dome, 2.8mmMP HD Intelligent IR Fixed Dome Network Camera High quality image with 8MP, 1/2
8.00	OVS	Fixed Dome Outdoor Wall Mount With extra back outlet box for cable
3.00	OVS	SMOKE 5MP Dome 2.8-12mm VF, WDR, IR NetworkCameraSensor1 /2.7', 5.0-megapixel, progressive scan, CMO
3.00	OVS	wall installation for IPC363X and IPC36XXS/E series fixed dome (Extra back outlet) DimensionsF 125mm*12
3.00	OVS	Network TEF1218P-16-250W 16PT 10 100Mbps2xGigabit Web Smart PoE SWT RTL
10.00	OVS	Camera Side: Convert existing or new Coax to IP transmission. Long Distance: 1800 feet. Sold as a p
10.00	OVS	Network Side: Convert existing or new Coax to IP transmission. Long Distance: 1800 feet. Sold as a
1.00	OVS	Rack mount 1U to hold IPC-600P and IPC-600PF units
3.00	OVS	TRENDnet 24-Port Cat5-5e RJ-45 UTP Unshielded Patch Panel, Wall mount or Rackmount, 100Mhz, Color-Cod
1.00	CADDY	1-5/16 j-hook
1.00	Appleton	BH500 BEAM CLAMP
4.00	Windy City Wire	CAT 6E Cable (Purple)
45.00	Windy City Wire	3' Patch Cord (Purple)
2.00	Windy City Wire	RJ45 Connectors (50)
1.00		Submittal Closeout Documentation
1.00		CAD
1.00		Engineering Services
1.00		Head End Installation
1.00		Cable Pull
1.00		Field Device Installation
1.00		Training Services
1.00		Project Management Services
1.00		Programming Services Panel
1.00		Installation Services Testing
1.00		Warranty
1.00		Freight

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System Pricing

Sub Total:	$60,825.17
Tax:	$0.00
Total:	$60,825.17

Terms and Conditions:

- The signing of this proposal declares Communication Company may proceed with the stated project and that the owner or owner's representative agrees to the scope of work and terms and conditions of this proposal. If your company requires a valid purchase order number prior to commencing work, please submit with signed proposal.
- All equipment installation, terminations, and testing is scheduled during standard business hours, Monday through Friday from 7:00am until 3:30pm. Any worked performed beyond normal hours at the request of the owner or owner's representative will incur added expense which the owner will be responsible for.
- Customer will provide reasonable access to each location to allow an uninterrupted work schedule during the standard workday. If during a scheduled working day our technician is required to suspend work due to the owner or owner's representative's request, an additional charge will occur at the owner's expense.
- Pricing is based on all internal walls free and clear of any obstructions or support which may hinder fishing cable. We have performed a reasonable evaluation to determine costs associated with this project. If during the course of implementing the solution we come across a situation that could not have been foreseen prior to providing pricing, then a change order may be required to continue the install.
- Pricing is based on the quantities and product listed in this proposal if product, quantities or jobsite conditions vary pricing will change.
- Pricing does not include any costs associated with tenting, or asbestos removal for infection control unless explicitly stated in the CCSB Responsibilities above.
- Pricing does not reflect any phasing of the project. Our pricing is based on the information provided to us and does not include any interruptions to the schedule.
- All conduits, terminal cabinets, back box installation and any 110VAC are the responsibility of the owner's choice electrical contractor.
- All 110VAC should meet the NFPA 99 code for Life Safety, Critical, and General branch circuits
- All network electronics to be provided and installed by customer.
- This proposal does not include or warranty the condition of the customer's existing equipment or version of software.
- This proposal does not include any costs associated with permits which may be required. Any required permits are the responsibility of the owner.
- Price valid for sixty (60) days.
- Net 30 Days.
- F.O.B. Destination.
- Initial billing of 20% will be done upon contract acceptance.
- Progressive off site billings are done as debt is incurred by Communication Company.
- Communication Company guarantees all prices for 60 days.
- All change orders must be written and signed by the owner or owner's representative.
- Restocking received material within 30 days of receipt will reflect a minimum restocking charge of 30% if available from manufacturer for return.
- All programming requests must be in writing and approved by owner or owners representative and additional charges may apply.
- Prices shown do not include sales tax or any taxes imposed on the sale of goods. Buyer agrees to reimburse seller of any such tax or furnish tax Exempt number and or certificate.
- Auto Cad files furnished in electronic format to CCSB for modification at no additional cost.

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Warranty:

Communication Company of South Bend, Inc. warranties the quality of the workmanship for a period of one year after final installation. We honor the original manufacturer's equipment warranty for up to twelve months after installation. All services performed during the warranty period are during normal business hours of between 7:00am and 3:30pm EST. Equipment hardware or software modified, added to or serviced by a technician other than a Communication Company employee voids all warranties associated with system. Damage through misuse, abuse, or acts of God shall not be subject to this warranty. Communication Company is not responsible for loss of customer content. Extended warranties beyond our standard warranty are available upon request.

By the signing of this proposal or the issuance of a purchase order the above listed customer is in agreement with this proposal in its entirety.

Customer Representative (Print Name) _____.

By (Signature):_____Date :_____.

Title: _____.

MICHIGAN MUNICIPAL
RISK MANAGEMENT
AUTHORITY

March 11, 2024

Jodi Nestich
Cass County
60296 M-62
Cassopolis, MI 49031

RE: Grant Funding – Requirements for Reimbursement

Dear Ms. Nestich,

I am pleased to inform you that the Risk Avoidance Program (RAP)/Certification and Accreditation Program (CAP) application for your CCTV Upgrade project was approved. The Membership Committee authorized 50% funding up to a maximum of $30,413.08 for your project.

RAP/CAP funds are issued on a reimbursement basis. Payment will be based upon verification received from Cass County of their payment of the project in full. Please see the attached **RAP/CAP Grant Reimbursement Procedure** for guidelines on processing your grant payment.

Such documentation is needed in order to verify that the grant allotted is being used for the project described in your application. If your application submission contained the above referenced documentation, please contact MMRMA.

Payment of RAP/CAP funds is contingent upon Cass County remaining a member of MMRMA and in compliance with the Joint Powers Agreement. Your approved grant reimbursement is valid for six months from the date of this letter. **GRANT EXPIRATION: 09/30/2024.**

Sincerely,

Cara L. Ceci

Cara Ceci, ARM, CPCU
Member Resources Manager

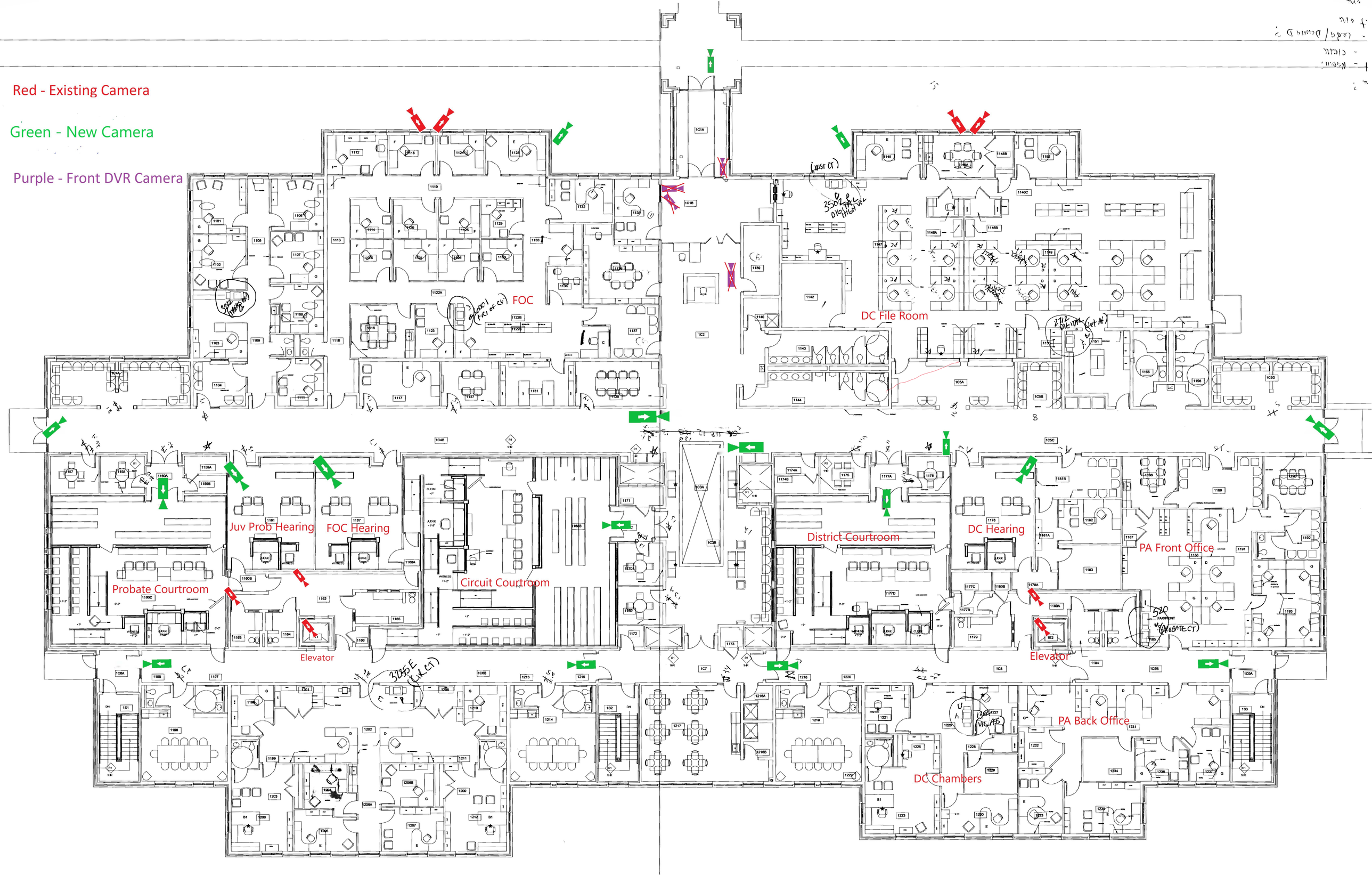
CC/sp

cc: Jennifer Rentfrow
MMRMA Risk Manager

Red - Existing Camera

Green - New Camera

Purple - Front DVR Camera



UNEXCAVATED
LLR1
LLR1 LLR2
LLR2 LLR1
Stairs
Sally Port
Stairs
Stairs
LLR1-3 & 7
(2) 120V, 1PH CIRCUITS
FOR CONTROLS & ELEV. CABIN LTG
SEE DWG. E1.1
LLR1-4 & 8
(2) 120V, 1PH CIRCUITS
FOR CONTROLS & ELEV. CABIN LTG
SEE DWG. E1.1
FAN VAR SPEED
MANUAL SWITCH
TO LLR1-16
FOR MOTORIZED
DAMPER
TO PNL. 'LLR1'
CKTS. #1,3,5,7,9,11
8#10+1#12(GND), 1"C
TO PNL. 'LLR1'
CKTS. #2,4,6,8,10,12
8#10+1#12(GND), 1"C
TO PNL. 'LLR1'
CKTS. #14,16
3#12+1#12(GND), 3/4"C
TO PNL. 'LLR1'
CKTS. #13,15,17,19,21,23
8#10+1#12(GND), 1"C
BOILER
POWER VENT
(TYP. FOR 3)
MOTORIZED SHUTTERS
FURNISHED WITH
FAN (INTERLOCKED
WITH FAN MOTORS)
EF-5 & EF-7 MANUAL
CONTROL SWITCHES
WITH PILOT LIGHT
SWITCHBOARD
SWBD-A
TO LLMCC-1
TO LLP1
TO LLR2
LLR1-5
LLR1-15
LLR1-21
LLR1-16
LLR2-22
LLP1-19
LLMCC-1
MOTORIZED
DAMPER
FAN VAR SPEED
MANUAL SWITCH
STORAGE
RECORDS
STORAGE
ELEV.
EQUIP
PRISONER
ELEVATOR
ELECTRICAL
ROOM
TELEPHONE
ROOM
GARAGE
STOOP
STAIRS
RECORDS
STORAGE