

Building, Security, & Technology Committee Meeting Minutes
November 6, 2013
Main Office Conference Room
4:30PM

Present: Mr. Joseph Jagelka, Mr. Charles Kleinschmidt, Mr. Richard Hansen, Mr. Vincent Loiacono Mrs. Kathryn Strouse and Mr. Robert Vining

1. Transformer Replacement Project Update: The Facilities Manager reported that a meeting was held with representatives from Reuter Hanney to discuss the specifications for the bid document for design, delivery, installation, and testing of the nine transformers that need to be replaced. The option of using aluminum windings rather than copper will be explored and considered as part of the bid document. Reuter Hanney will conduct an electrical load test for 7 of the 9 transformers as a means of considering the possible downsizing of an individual unit based on actual load. The goal is to replace the first transformer in summer 2014.
2. HVAC Support Contractor for the Environmental Systems: The Facility Manager explained that our current environmental systems contractor, Diversified Refrigeration, elected not to submit a proposal so we need to identify a new contractor. We are requesting approval of one year comprehensive maintenance agreement between MBIT & Burns Mechanical for \$44,750 payable in quarterly payments with a start date of November 1, 2013. The contract can be renewed annually. We have used Burns Mechanical during the past 4 months and we have been impressed with the quality of work and professionalism. We have secured 2 additional bids from Tustin Mechanical Corporation and Hutchinson Mechanical Services, they both were quality companies and the dollar costs were comparative, with Hutchinson providing only a Preventative maintenance package with discounted hourly labor costs for a comprehensive package. The committee supported moving this agreement forward to the Executive Council for approval at the November meeting.
3. Replacement copier/printer: The Director of Facility Operations discussed replacing the main office color copier with a new 60-month lease and acquiring a new wide-format printer to be used in the Commercial Art program. The addition of the wide-format printer in Commercial Art provides the students with exposure to printing on various media and textures. The Commercial Art OAC committee recommended adding a wide-format printer at the October 2013 meeting and this printer will satisfy that recommendation. Leasing both printers results in a monthly cost savings of approximately \$180; compared to the current costs. The committee support moving the Canon lease forward to the Executive Council for approval at the November meeting.

The meeting adjourned at 5:10 PM.