



# Manistee County Board of Commissioners

Manistee County Courthouse • 415 Third Street • Manistee, Michigan 49660

CLERK

Marilyn Kliber  
(231) 723-3331

CONTROLLER/ADMINISTRATOR

Thomas Kaminski  
(231) 398-3500

## PHYSICAL RESOURCES COMMITTEE

Friday, January 16, 2009  
3:00 P.M.

Manistee County Courthouse & Government Center  
Board of Commissioners Meeting Room

### AGENDA

- 1) Review and consideration of bids received from licensed contractors to replace the 25 KW generator with a 150 KW generator at the Manistee County Sheriff's Office/Jail. Bids for this project were due in the Manistee County Controller/Administrator's Office at 3:00 P.M. on Friday, January 16, 2009. (APPENDIX A)
- 2) Review and consideration of bids received from interested individuals to purchase a used 2001 Ford Expedition County Vehicle. Bids for the sale of this vehicle were due in the County Controller/Administrator's Office at 2:00 P.M. on Friday, January 16, 2009. (APPENDIX B)
- 3) Consideration of a request from Open Door Assessments LLC, which is operated by Dawn Stefanski, to use Commissioners Room meeting space for the provision of the Alcohol Highway Safety Education and Victim Impact Panel Program that is offered in Manistee County. The Alcohol Safety Education program is operated by Ms. Stefanski and the Victim Impact Panel is operated by Wanda Joseph, Restorative Justice Specialist. This course is an educationally based prevention program, and is usually attended by first offense drinking/drug impaired drivers. These drivers are most often sentenced to attend this program by the 85<sup>th</sup> District Court or another District Court, but the group is not limited to only County of Manistee residents. A room use agreement has been prepared for both programs. Both the Victim Impact Panel and the Alcohol Highway Safety Education Program are offered on Saturdays on the following dates in 2009: April 4, June 6, August 1, October 3, and December 5. Both organizations have professional liability coverage and premise liability. (APPENDIX C)
- 4) Schedule 2009 Committee Meeting Dates.
- 5) Other items from Committee Members.
- 6) Adjournment.

**REQUEST BIDS FOR NEW 150 KW GENERATOR**

Manistee County is requesting sealed, competitive bids for the purpose of furnishing and installing (1) one new 150 KW NG Generator, (1) one new 150 KW Exterior wall mounted transfer switch, and all new required electrical wiring and piping at the Manistee County Sheriff Facility. Also, the scope of work shall include removal of (1) one existing 25 KW NG Generator, (1) one existing interior transfer switch and associated wiring.

All bid proposals shall be submitted to the Manistee County Controller/Administrator's Office, 415 Third Street, Manistee, MI 49660. The bids are due no later than 3:00 P.M. on Friday, January 16, 2009.

There will be a mandatory on-site pre-bid inspection/job walkthrough on January 5, 2009 at 10:00 A.M. Please contact Bruce A. Schimke, Maintenance Supervisor, at 231-398-3552 to have your company name added to the pre-bid contractors list.

The bid quotation shall include all materials, labor and all necessary equipment to perform the job requested in a professional and timely manner. Also, each contractor shall include any permits that may be required.

The contractor and any and all of their subcontractors shall procure and maintain the insurance required below for the life of this contract, and shall not commence work under this contract until such insurance is procured. All coverage shall be with insurance companies licensed and/or admitted to do business in the State of Michigan. All coverage shall be with insurance carriers acceptable to Manistee County.

**1. Workers' Compensation Insurance:** including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

**2. Commercial General Liability Insurance:** on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included.

**3. Motor Vehicle Liability:** including Michigan No-Fault Coverage, with limits of liability not less than \$1,000,000 per occurrence combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, non-owned vehicles, and all hired vehicles.

**4. Additional Insured:** Commercial General Liability and Motor Vehicle Liability, as described above, shall include an endorsement stating that the following shall be ***Additional Insured's:*** Manistee County, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof.

(A-2)

**5. Cancellation Notice:** All policies described above shall include an endorsement stating the following: "It is understood and agreed that Thirty (30) Days Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to:

(Tom Kaminski, Manistee County, 415 Third Street, Manistee, MI 49660.)"

6. If any of the above coverages expire during the term of this contract, the Contractor shall deliver renewal certificates and/or policies to Manistee County at least ten (10) days prior to the expiration date.

Each contractor must be willing to work in the time constraints that are required because of the County Jail being a 24/7 operation at the facility.

**SPECIFICATIONS FOR MANISTEE COUNTY SHERIFF DEPT:**

**1525 E. PARKDALE / U.S. 31**

- Demo of existing 25 KW generator, interior transfer switch and wiring.

**Note: Existing generator, transfer switch and all wiring are to remain the property of Manistee County.**

- Furnish and install (1) one 150 KW Generac SG150 NG Generator or equal.
- Furnish and install (1) one 600 amp/3 pole Generac GTS060N automatic transfer switch or equal.
- Furnish and install (1) one 150 KW temporary generator, complete with all material and labor to switch over from existing main power and existing emergency generator power as needed to keep the jail and 911 running during all phases of work to the new generator system.
- There will need to be an upgrade to the natural gas piping system, as the existing system is low pressure 1/4 pound at 7 inches W.C. This will not meet the gas requirements of the new generator as specified above. Each contractor is responsible for including the pricing and the changes to the natural gas piping system with the bid packet for the generator specified or the contractor furnished generator equal. There are (2) two proposed solutions: (1) increase the gas system pressure from 1/4 pound to 1/2 pound of pressure at 14 inches of W.C. This will require that new gas pressure regulators be installed in each of the service lines to the existing equipment. Each bidding contractor is responsible for the proper sizing and operation of each new pressure regulator installed and the proper operation of all existing natural gas fired equipment affected by said changes to the natural gas system. (2) Install a new high pressure tap/pressure regulator/meter furnished and installed by DTE Energy and a contractor furnished and installed new underground line and final connection to the new generator. Each bidding contractor is responsible for all phases of work and coordination of the new natural gas system whether solution (1) or solution (2) is finalized based upon DTE Energy's recommendations.

**Note: Along with main bid add line item pricing. Alternate 1 - pricing add for solution (1). Alternate 2 - pricing add for solution (2).**

(A-3)

- Each contractor is responsible for an inspection of the site prior to submitting their proposal.
- No allowances will be made for any contractor not making a thorough examination of the work site.
- Barricades must be provided by the contractor for the duration of the project.
- The jail facility work must be completed in phases so that the jail and 911 operations will not be interrupted or power lost during the entire project.
- Phase One (1): Install (1) one new exterior transfer switch, all required conduit and wiring to main panel in mechanical room. Saw cut existing asphalt driveway for new trench line to existing generator location. Install new underground conduit and repair area A.S.A.P. so traffic and deliveries to this area of the jail are not impeded. Complete installation of new underground piping and wiring from new transfer switch to existing generator concrete slab location.
- Phase Two (2): Furnish and connect (1) one temporary 150 KW generator into main electrical panel. **As stated above, this generator must provide uninterrupted power to the jail and 911 for the entire demo phase of existing equipment, all phases of main power switch over, the new generator install and the testing of the generator and new transfer switch system.**
- Phase Three (3): Disconnect and remove existing generator, transfer switch, existing conduit and wiring.
- Phase Four (4): Install new generator, final NG connections and all final electrical connections.
- Phase Five (5): Complete all generator testing before removal of temporary generator and wiring from site.
- The selected contractor is responsible for coordination of all phases of work between the contractor, the county and Consumers Power Company.
- Each area must be barricaded off to stop vehicle and pedestrian traffic from entering the work areas.
- The bid shall include the contractor's name, address, telephone number and a list of previous completed projects with references, contact names and phone numbers.
- The selected contractor shall guarantee the materials and labor costs for a minimum of one (1) year after final acceptance of the project and is responsible for any and all costs to make said repairs. Also, the contractor shall include the manufacturer's equipment and material warranty, and if product failure occurs, shall provide the materials to the county at no cost for the duration of the warranty.
- Manistee County reserves the right to reject all or any part of the bid. Bids which do not comply with all the criteria set forth in the invitation to bid will be subject to disqualification. Manistee County reserves the right to select a contractor other than the low bidder without cause.



MEMORANDUM

TO: Manistee News Advocate  
FROM: Thomas D. Kaminski, County Controller/Administrator  
DATE: January 6, 2009  
RE: Bid Notice Advertisement

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Please publish the following bid notice in the classified section of the Manistee News Advocate on the following dates: Thursday, January 8, 2009; Friday, January 9, 2009; Saturday, January 10, 2009. Please publish this advertisement in the Shoppers Guide on Saturday, January 10, 2009. Please place a black border around the advertisement.

CC: Bruce Schimke, Maintenance Supervisor

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**BID SALE NOTICE**

Sealed bids will be accepted in the Manistee County Controller/Administrator's Office, Courthouse, 415 Third Street, Manistee, Michigan 49660, until 2:00 P.M. on Friday, January 16, 2009 for the sale of the following County surplus vehicle:

2001 FORD EXPEDITION, approx. 105,098 miles, VIN #B72614  
(Former Police/County employee vehicle. Vehicle has a cracked windshield and experiences sporadic problems in the all wheel drive portion of the transfer case.)

The vehicle will be sold "AS IS". The vehicle may be inspected at the Manistee County Courthouse. Appointments to view the vehicle may be scheduled by contacting Bruce Schimke, Maintenance Supervisor, at 231-398-3552. All bids must include a check totaling 20% of the total bid amount. This deposit is refundable to all unsuccessful bidders. If the transaction is not finalized with the successful bidder, the 20% deposit will be forfeited by the bidding party. All bid envelopes should be plainly marked "Vehicle Bid". All bids will be considered by the Board of Commissioners on Tuesday, January 20, 2009. Manistee County reserves the right to reject any or all bids without cause. Bids which do not comply with all criteria set forth in the invitation to bid will be subject to disqualification.

(APPENDIX C-1)

Open Door Assessments LLC  
Dawn Stefanski LBSW, CAC R  
PO Box 914  
Manistee, MI 49660  
231-723-1132  
[opendoorllc@charter.net](mailto:opendoorllc@charter.net)

December 19, 2008

Manistee County Administrator's Office  
Mr. Thomas Kaminski  
415 Third St.  
Manistee, MI 49660

Re: use of commissioner's meeting space

Dear Mr. Kaminski,

I am writing this letter following our telephone conversation in regards to use of the commissioner's room/meeting space for the provision of the Alcohol Highway Safety Education (AHSE)/Victims Impact Panel (VIP) program that is offered in Manistee County.

I teach the AHSE portion of the program through my business, and the second portion of VIP is offered through Wanda Joseph who will be providing you with her own request/documentation. As we discussed, I carry my own professional liability, as well as general liability and would have the courthouse address added to my CPH Top coverage and a copy provided for your records. I am due to renew my insurance in February and would make all additions for this renewal and prior to any room use.

The AHSE course is an educationally based prevention program. This group is usually attended by first offense, drinking/drug impaired drivers. These drivers are most often sentenced to attend AHSE by 85<sup>th</sup> District Court (or another district court), but the group is not limited to only our county members. This program is focused on having offenders take responsibility for their behaviors by increasing their knowledge base about effects of alcohol/drugs, the laws, family impact, health impact and societal impact. The main goal is the hope of decreasing recidivism. The VIP portion was originally a MADD program and is often conducted in a court setting. This panel allows offenders to hear impact statements from persons affected by drinking and driving. We combined the 2 classes approximately 4 years ago for continuity of care and have met with good success. I have been teaching the AHSE class, either in my own business, or for another provider for close to 17 years, and have had no problems with any of the persons in attendance during that time.

(C-2)

Class sizes do vary, but an average is 12 persons per class (fewest has been 3, largest has been 24). We will be offering the group in Manistee on Saturdays with AHSE running from 9-1, and VIP from 1:30 until approximately 3:00 (we break a ½ hour for lunch in case of anyone in attendance having health issues). The Saturdays we currently have scheduled for 2009 are: April 4, June 6, August 1, October 3 and December 5, 2009. We try to hold the class bimonthly, the first or second Saturday of the month.

As for needs: I would likely need a key to the doors that come directly from Third St. into the Commissioners room. I would have client's enter/exit that way to keep it as contained as I can. They would however, need access to the rest rooms on the first floor given the length of the class. I am really only in need of the room, chairs, and tables. I would bring all of my own materials and will be purchasing a television combo that I can transport as well. If possible I would like to have access to the grease-board, but if that is not an option I can bring my own (I will use my own markers) I do understand that use of power-point equipment is on hand, and might pursue that use in the future if so trained and approved to do so. (I have no idea how to do this at present) The program is self sufficient outside of the space need. I would not move any tables, and would have the room returned to its original state before leaving. I am, of course, willing to pay a fee for the room use, that is agreed upon in advance, if so needed.

If there would be a conflict with days of use, I would be more than happy to move to another space within the building that day – even use of a waiting area, such as the 2<sup>nd</sup> floor district court waiting area would work fine as a back up plan. I would just gather all the clients at the entrance to the commissioner's room and then relocate them as a group to the new area. Of course, this would occur only with your advanced approval.

I appreciate your consideration for the use of this space. Although we do meet at a different location at the present time, I find the courthouse to be the perfect spot for these sessions. In part because it is a reminder of the "legal" consequences actions have created (and most people who attend this group are taking the situation seriously), but in addition, the room is professional, easily accessible, and well suited for this group as well as for the Victims Impact Panel providers.

I will share my liability coverage with you in person to make sure it is adequate and then provide a copy of the policy when the courthouse address gets added during my renewal period, and in advance of any room use. I do need some sort of use agreement that we both sign for my liability renewal – just so they know I have permission to be using the room/site and back-up site if so needed. I am more than willing to create this, and then provide it for your review and signature if that would work for you.

Please let me know if you have any concerns regarding any of the above information. If it meets with your approval, I will get to work on a simple (and short!!) agreement that can be attached to this with both of our signatures. Wanda Joseph will be providing you with her own info for permission to use the room for the VIP portion of the group since I usually leave following the conclusion of my part. Again, thank you for your time.

Kind regards,  
Dawn Stefanski

*Dawn Stefanski*

(e-3)



(C-4)

ROOM USE AGREEMENT  
Between  
Manistee County and Open Door Assessments LLC

This agreement made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2009 by and between Open Door Assessments LLC /Dawn Stefanski and Manistee County.

It is hereby agreed, as follows:

- A. That this agreement refers to the Manistee County Courthouse – located at 415 Third Street, Manistee, MI 49660.
- B. This agreement allows Open Door Assessments LLC/Dawn Stefanski, use of the County Commissioners Meeting Room (or otherwise designated meeting space approved by the County Controller/Administrator), for instruction of Alcohol Highway Safety Education/Victims Impact Panel. This program is for groups of OWI offenders ordered to attend by the court system.
- C. Open Door Assessments LLC/Dawn Stefanski agrees:
  - 1. To provide the Controller/Administrator advance notice of times/dates/sizes of all classes for approval.
  - 2. To carry and provide a copy to, the Controller/Administrator, of both professional liability and general liability insurance.
  - 3. To follow all building rules, and to leave meeting room in it's original order.
- D. Manistee County agrees:
  - 1. To allow use of county commissioner's meeting room, or other designated meeting area so approved by the Controller/Administrator, for instruction of the Alcohol Highway Safety Education/Victims Impact Program.
  - 2. To allow direct entrance into the commissioner's meeting room from Third Street for program instructor/participants.
  - 3. To allow access to first floor bathrooms for program participants.
- E. This agreement shall be effective for 1 year from the date of signing.

Manistee County

Open Door Assessments LLC

\_\_\_\_\_  
Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dawn Stefanski

\_\_\_\_\_  
Date

(C-5)

Open Door Assessments LLC  
Dawn Stefanski LBSW, CAC R  
PO Box 914  
Manistee, MI 49660  
231-723-1132

ALCOHOL HIGHWAY SAFETY EDUCATION  
AND  
VICTIMS IMPACT PANEL

2009 SCHEDULE  
MANISTEE COUNTY

APRIL 4, 2009

JUNE 6, 2009

AUGUST 1, 2009

OCTOBER 3, 2009

DECEMBER 5, 2009

Please note: class size is approximately 12 persons  
Class times: 9-1:00 for AHSE, 1:30-approximately 3:00 for VIP

# BALANCED AND RESTORATIVE JUSTICE

## Victim Impact Panels Manistee and Benzie Counties

11171 Kerry Rd., Brethren, MI 49619 231-477-5381

(C-6)

December 19, 2008

RECEIVED  
DEC 22 2008

Manistee County Commission  
Tom Kaminski, Administrator  
415 Third Street  
Manistee, MI 49660

Dear Mr. Kaminski and Commissioners:

I organize and conduct a Victim Impact Panel as part of the larger program of Balanced and Restorative Justice for Manistee and Benzie Counties. I am writing to request the use of the commissioners' room.

The Victim Impact Panel is offered in coordination with the Alcohol Highway Safety Education program, taught by Dawn Stefanski. The Panel and the class are made available to the public and individuals who have been ordered to attend by the 85<sup>th</sup> District Court for driving/drug related offenses. The Alcohol Highway Safety Class and Victim Impact Panels are held on Saturdays, with the class starting at 9am and the Panel starting at 1:30. The Panel is completed by 3pm and we will be able to be out of the room at that time. I am requesting the use of the Commissioners' Room for the following dates in 2009: April 4; June 6, August 1, October 3 and December 5.

Speakers on the Victim Impact Panel have suffered a loss due to a drunk driving crash. They are willing to share their story of loss in the hope that it will challenge the participants to make the choice to not drink and drive.

Our use of the room requires simply the chairs for the participants and the chairs/desks for the panel speakers. We occasionally use a video but I will coordinate the use of the portable video equipment with Dawn Stefanski and the Highway Safety class. We will return the room to the original setting when we leave.

The participants will enter and exit from the Third Street entrance if that is the desired practice; unless a handicap accessible entrance is required. I appreciate your consideration of our use of the meeting room. It will provide a central location for our panelists and participants.

I have professional liability coverage that includes Premises Liability. I will provide a copy of the insurance document.

Please contact me if you need any more information about our program.

In gratitude,



Wanda Joseph  
Restorative Justice Specialist  
[wandajoseph@gmail.com](mailto:wandajoseph@gmail.com)

(C-7)

ROOM USE AGREEMENT  
Between  
Manistee County and Wanda Joseph and Victim Impact Panels

This agreement made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2009 between Wanda Joseph and Manistee County.

It is hereby agreed, as follows:

- A. That this agreement refers to the Manistee County Courthouse – located at 415 Third Street, Manistee, MI 49660.
- B. This agreement allows Wanda Joseph and Victim Impact Panels, the use of the County Commissioners Meeting Room (or otherwise designated meeting space approved by the County Controller/Administrator), for conducting Victim Impact Panels.
- C. Wanda Joseph agrees:
  - 1. To provide the Controller/Administrator advance notice of times/dates/sizes of all classes for approval.
  - 2. To carry and provide a copy to, the Controller/Administrator, of professional liability with coverage for Premises Liability.
  - 3. To follow all building rules, and to leave meeting room in it's original order.
- D. Manistee County agrees:
  - 1. To allow use of county commissioner's meeting room, or other designated meeting area so approved by the Controller/Administrator, for instruction of the Alcohol Highway Safety Education/Victims Impact Program.
  - 2. To allow direct entrance into the commissioner's meeting room from Third Street for program instructor/participants.
  - 3. To allow access to first floor bathrooms for program participants.
- E. This agreement shall be effective for 1 year from the date of signing.

Manistee County

Victim Impact Panels

\_\_\_\_\_  
Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Wanda Joseph

\_\_\_\_\_  
Date