DEPARTMENT: Public Works By: James Petropulos Phone: 966-5356

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes _ No X )

Public Works is requesting that the Board of Supervisors appropriate $9,310 for the repair, cleaning and upgrade of the Hall of Records air duct system and waive any competitive bidding requirements.

There have been complaints that the present handling system is creating health problems. Facilities Maintenance requested that the Joseph Company, specializing in air duct evaluations and repairs, inspect the Hall of Records system.

Two options have been provided. Option #1 ($9,225.71) is to clean the system. Option #2 ($9,307.61) is to remove and replace the system with new components. Since the price difference of $81.90 is minimal, Option #2 is recommended.

Approve Budget Action increasing Facilities Building Maintenance Line in the amount of $9,310.00 from General Fund Contingency.

Due to the possible health concerns, staff recommends that the work be done as soon as possible. Staff is recommending that any competitive bidding requirements be waived in order to expedite this project. The Joseph Company specializes in this type of work and there are very few other companies within a reasonable distance available for such work. Public Contract Code, Article 25, Paragraph 20394 allows noncompetitive bidding for projects less than $25,000.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

N/A

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Negative action will result in the repair not being completed with subsequent possible health impacts.

| COSTS: | (X) Not Applicable | \( \text{A. Budgeted current FY} \) | \$0.00 | \( \text{B. Total anticipated Costs} \) | \$9,310.00 | \( \text{C. Required additional funding} \) | \$9,310.00 | \( \text{D. Internal transfers} \) | \$ | 
| SOURCE: | ( ) 4/5th Vote Required | \( \text{A. Unanticipated revenues} \) | \$ | \( \text{B. Reserve for contingencies} \) | \$9,130.00 | \( \text{C. Source description: General Fund Contingency} \) | Balance in Reserve Contingencies, If Approved: | 

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

1. Proposal submitted by the Joseph Company (2 pgs)
2. Green/Petropulos memo dated Sept. 17, 2001
3. Conway/Mosher memo dated Sept. 12, 2001
5. Budget Action (1 page)
TO: JIM PETROPULOS, Public Works Director

FROM: MARGIE WILLIAMS, Clerk of the Board

SUBJECT: Hall of Records Re-Roofing Project
Resolution No. 01-281

THE BOARD OF SUPERVISORS OF MARIPosa COUNTY, CALIFORNIA,

ADOPTED THIS Order on October 9, 2001

ACTION AND VOTE:

Jim Petropulos, Public Works Director;
   A) Information Regarding Alternatives and Recommendation from Staff Regarding the Hall of Records
      Re-Roofing Project; and
   B) Approve Appropriation for the Repair, Cleaning and Upgrade of the Hall of Records Air Ducts and
      Waive Competitive Bidding Requirements: Approve Budget Action Increasing Facilities Building
      Maintenance Line in the Amount of 9,310 from General Fund Contingency (4/5th's Vote Required)

BOARD ACTION: (M)Pickard, (S)Stewart, Board approved staff’s recommendation (alternative #1) to
remove the existing roof tiles on the Hall of Records and replace them with roof tiles similar in appearance
 to those used for the new Library; and Res. 01-281 adopted approving staff’s recommendation (option #2)
 to remove and replace the air duct system in the Hall of Records and approving budget action/Ayes:
 Unanimous.

cc: Ken Hawkins, Auditor
    Mary Hodson, Staff Analyst
    File
### BUDGET ACTION FORM

<table>
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<tr>
<th>FUND</th>
<th>DEPT/DIV</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>PROJECT</th>
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<td>473-0413</td>
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<td>GENERAL CONTINGENCY</td>
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<td>9,310</td>
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**TRANSFER BETWEEN FUNDS**

|         |         |         |                      |         |          |          |

**TOTAL**

|         |         |         |                      |         | 9,310    | 9,310    |

**ACTION REQUESTED:** (Check all that apply)

(X) Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget, or appropriating Reserve for Contingencies;

( ) Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget/unit;

**JUSTIFICATION:** See attached Board item.

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**DEPT HEAD SIGNATURE**

[Signature]

**DATE** 9/28/01

**APPROVED BY RES NO. 281 CLERK**

**DATE** 10-9-01

**0128-FACILITIES MAINTENANCE**

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Budget Revision Form Revised 11/95
The Joseph Company
PO Box 8487
Fresno, CA 93747
phone (559)294-0182
fax (559) 294-0310

HEATING/AIR CONDITIONING
AIR DUCT CLEANING
Lic. # 726014

Mariposa County
Mr. Ken Hawkins
County Auditor
P.O. Bx. 729
Mariposa, CA 95338

9-20-2001

Dear Ken, following is two options for your consideration. If you select option 2 we can begin work on Monday 9-24-2001. It will take us 3 to 4 days.

Option one.

1.) Remove, clean and re-install supply and return registers.
2.) Replace register seals where needed.
3.) Sweep complete air conveyance system (ducts) to remove dust and other material.
4.) Open 4 roof top units and clean return and supply plenums.
5.) Clean coils and drip pans.
6.) Sanitize all four (4) systems.

$2,880.00

Mileage 135.88
Total $3,015.88

Test ducts for leakage. Pre-repair. 800.00
Seal ducts. Estimate 28 runs @ 115.00 ea. 3,220.00
Test duct after sealing. Verify repair. 800.00

Mileage 271.76
Total $5,091.76

Total to clean and repair. $8,107.64

Ken you told me you have had a roof leak for a number of years. If you have mould growing in the attic and your ducts are leaking this can be causing some problems with your office staff. I am estimating your duct system to be approximately 12 years old. I feel the following option is a much better use of your money and will ensure a good ventilation system for the next 15 to 20 years.
MEMORANDUM

DATE:    September 17, 2001
TO:      Jim Petropulos, Public Works Director
FROM:    Jeffrey G. Green, County Counsel
RE:      Indoor Air Problems at Hall of Records
CC:      Board of Supervisors
         Greg Iturria, County Administrative Officer
         Ken Hawkins, Auditor
         Dr. Mosher, Health Officer
         Dave Conway, REHS

I am in receipt of a copy of the above memo from Dr. Mosher to Ken Hawkins recommending that the entire air conditioning/heating system be thoroughly cleaned. In that regard, I believe that it is imperative that this be done immediately.

Please keep me informed relative to the progress of this matter. Should you need anything from my office, please feel free to contact me.

rs
September 12, 2001

TO: Charles B. Mosher, MD, MPH, Health Officer
FROM: David L. Conway, REHS
SUBJECT: Air Pollution Inspection of Auditor/Recorder's Office

Per your request, I conducted an inspection of the Auditor/Recorder's Office on 8/24/01. During the course of the investigation all of the following areas were looked at: the outflow vents in each of the office areas, the return air vents in each of the office areas, the ducting system in the attic, the air conditioning units on the roof. Additionally, several employees were queried as to symptoms and concerns.

The outflow vents, which allow conditioned air to come into the office areas, were inspected and found to be dirty with dust and what appeared to be soot-like material. The return air vents had new, fairly clean filters in each of the areas inspected.

The query of employees in each of the areas had one common thread, in that each person exhibiting symptoms said their symptoms were either drastically reduced or not present on days that the heating and air conditioning unit was not used. At least one employee had sought medical treatment, where her doctor diagnosed that she was having an allergic reaction to something in the air, and recommended changing the air filters in the building more often. She reports that after the air filters were changed, her symptoms became milder, and after turning off the air conditioning and heating unit and opening a nearby window, her symptoms disappeared. Upon closing the window and re-using the air conditioning unit, her symptoms returned.

There appears to be a strong connection between employee symptoms and use of the heating and air conditioning unit in the building. Based on the observations of the heating and air conditioning unit that included dust and soot-like material at the entry points into the office, it is my recommendation that a heating and air conditioning company be contacted to thoroughly clean or replace as necessary the internal ducting. If this action does not remedy the problem, then a further investigation by an industrial hygienist or indoor air pollution specialist should be sought.

If you have any questions, please feel free to contact me.
September 14, 2001

TO : Ken Hawkins, Auditor
FROM : Charles B. Mosher, MD, MPH, Health Officer
SUBJECT: Indoor Air Problems, Hall of Records

As we may have discussed briefly when I was in the office after Dave’s inspection, our recommendation is that you obtain the services of a professional firm to thoroughly clean the entire air conditioning/heating system in the building. If you will notify us after that’s done, we will reassess the situation and move on as necessary.

Encl

cc: Members, Board of Supervisors
Greg Iturria, CAO
Jeff Green, County Counsel
Jim Petropulas, Director, Public Works
Dave Conway, REHS