



LINN COUNTY BOARD OF SUPERVISORS

District 1 | Kirsten Running-Marquardt

District 2 | Ben Rogers

District 3 | Louis J. Zumbach

REGULAR MEETING AGENDA

Wednesday, October 11, 2023 | 10:00 AM

Formal Board Room | Jean Oxley Public Service Center

935 2nd St. SW, Cedar Rapids, Iowa

Call to Order

Pledge of Allegiance

Public Comment: Five Minute Limit per Speaker

This comment period is for the public to address topics on today's agenda.

Minutes

Discuss and decide on meeting minutes.

Claims

Discuss and decide on claims.

Consent Agenda

Items listed on the consent agenda are routine and will be considered by one motion without individual discussion unless the Board removes an item for separate consideration.

Reports

Resolutions

A Resolution to approve Final Plat for Z.S.A.S. Addition, Case PFP23-0008.

Resolution refunding Gary Knight \$37.50 for the surrender of Cigarette Permit for the Whittier Market located at 1002 County Home Rd., Springville.

Contract and Agreements

Award bid and authorize Chair to sign the contract for lp tanks for the new District 1 Shop to Linn Co-operative Oil Company, in the amount of \$29,845.00, for the Secondary Road Department.

Approve and authorize Chair to sign an amendment to the American Rescue Plan Subaward Agreement between Linn County and the City of Coggon for the Coggon Watermain Infrastructure Project to extend the Subaward Budget Period and Period of Performance to March 31, 2024.

Approve and authorize Chair to sign an Acceptance of Proposal for \$319,146 from Communications Engineering Company (CEC) for audio/video, and related technology upgrades in the Linn County Public Service Center and Harris Building

Approve and authorize Chair to sign an Acceptance of a Proposal from Hearing Access Solutions for an amount not to exceed \$36,500 for hearing loop systems in the Linn County Public Service Center and Harris Building

Licenses & Permits

Personnel

Other

Authorize the Board of Supervisors to sign a letter of appreciation to Ms. Rae Jean Kilberger for the donation of land and funding support to the Linn County Conservation Department.

Approve a purchase order PO#515 for \$75,000.00 to Karl Ford for a fifteen passenger Ford Transit Van for the Linn County Options Department.

Approve Consent Agenda

Regular Agenda

Discuss and decide on updates to the Linn County Workplace Violence Policy - RM-008

Public Comment: Five Minute Limit per Speaker

This is an opportunity for the public to address the board on any subject pertaining to board business.

Appointments

Correspondence

Adjournment

For questions about meeting accessibility or to request accommodations to attend or to participate in a meeting due to a disability, please contact the Board of Supervisors office at 319-892-5000 or at bd-supervisors@LinnCountyIowa.gov.

LINN COUNTY BOARD OF SUPERVISORS

RESOLUTION # _____

APPROVING FINAL PLAT

WHEREAS, a Final Plat of Z.S.A.S. ADDITION (Case # PFP23-0008) to Linn County, Iowa, containing five (5) lots, numbered lot 1, lot 2, lot 3, Outlot A and lettered lot A has been filed for approval, a subdivision of real estate located in the NESW 19-83-06 of Section 19, Township 83 North, Range 6 West of the 5th P.M., Linn County, Iowa, described as follows:

Z. S. A. S. ADDITION TO LINN COUNTY, IOWA is Lot 7, except the Northwesterly 109 feet, and Lots 8 and 9 of Auditor's Plat No. 120 as recorded in Book 452, Page 169 of the Records of the Linn County, Iowa Recorder on September 13, 1921, containing 3.62 acres, subject to easements, covenants and restrictions of record.

WHEREAS, said plat is accompanied by a certificate acknowledging that said subdivision is by, and with the free consent of the proprietors, and is accompanied by a certificate dedicating certain property to the public, as shown on the plat; and

WHEREAS, said plat and its attachments thereto have been found to conform to the requirements of the comprehensive plan and the subdivision ordinance; and the requirements of other ordinances and state laws governing such plats; and

WHEREAS, the following conditions as listed on the Planning and Development Staff Report of as last amended on September 18, 2023 have been addressed:

LINN COUNTY SECONDARY ROAD DEPARTMENT

1. Entrance permit required for new entrances and existing unpermitted entrances, sec.11 and the unified development code, article 4, sec. 8b § 9(e). Lots 1 and lot 2 shall use a shared access from Broadway Drive with an access easement. Lot 3 is allowed a single access from Wilder Drive. Any existing access must have a permit on file and conform to current county standards.
2. Dedication of road rights-of-way, county standard specifications, section 5. 33 feet from the center of the existing right-of-way of Broadway Drive and 40 feet from the center of the existing right-of-way of Wilder Drive.
3. Road agreement for trees and fence within county right-of-way and for conditions applicable to final plat. County standard specifications, section 1.

IOWA DEPARTMENT OF TRANSPORTATION

1. Not within the jurisdiction of the Iowa Department of Transportation.

LINN COUNTY PUBLIC HEALTH DEPARTMENT

1. Existing sewage disposal system must have one of the following completed: If the property ownership is being transferred and does not qualify for one of the DNR exemptions, a Time of Transfer inspection must be performed by a certified septic contractor. The report must be submitted to this department. If the property is not transferring ownership, the septic must be reviewed by certified septic contractor for compliance with Linn County Code of Ordinances Chapter 10, Article VI Private Sewage Disposal Systems.
2. A recorded septic easement agreement for maintenance and access will be required with the City of Cedar Rapids if any part of the septic is found to be on city property.
3. A shared well agreement recorded with the Linn County Recorder's office will be required for lots 1, 2 and 3 with an agreement to access each property for maintenance or modifications to existing system.

NATURAL RESOURCES CONSERVATION SERVICE

1. Land disturbance greater than 1 acre in size, not associated with agricultural crop production, will require a NPDES permit granted by the Iowa Department of Natural Resources.
2. Submit erosion and sediment control plan for review and acceptance.
3. A site plan showing the footprint of proposed structures and septic systems and wells shall be submitted and accepted by the NRCS office prior to plat approval.
4. Applicant shall complete and submit a Land Disturbing Affidavit to the Linn County Soil and Water Conservation District as required by Iowa Code.

LINN COUNTY CONSERVATION DEPARTMENT

1. No conditions to be met.

LINN COUNTY EMERGENCY MANAGEMENT

1. No conditions to be met.

LINN COUNTY PLANNING AND DEVELOPMENT - ZONING DIVISION

1. Various revisions to the site plan and final plat.
2. Prior to approval of the final plat, the owner must sign an "Acceptance of Conditions" form. The "Acceptance of Conditions" form states that the owner understands and agrees to comply with the agreed upon conditions as stated in the staff report.
3. This plat lies within the 2-mile jurisdiction of the City of Cedar Rapids and as per the 28E Agreement between the City and the County, will require City approval or a waiver of the right to review.
4. Approval of utility and drainage easements by the appropriate companies with all easements marked on the final plat bound copies.
5. The proposed subdivision name and proposed names of all roads, streets and lanes shall be submitted for review and approval by the Linn County Auditor's office prior to approval of the final plat.
6. The final plat bound documents must be approved by the Linn County Board of Supervisors on or before **September 18, 2024**, as per Article IV, Section 107-72, § (1)(g), and shall be recorded within 1 year of that approval, as per Article IV, Section 107-72, § (2)(f) of the UDC.
7. One original and one complete copy of the final plat bound documents that must include the following:
 - i. Owner's certificate and dedication certificate executed in the form provided by the laws of Iowa, dedicating to Linn County title to all property intended for public use, including public roads
 - ii. Title opinion and a consent to plat signed by the mortgage holder if there is a mortgage or encumbrance on the property as well as a release of all streets, easements, or other areas to be conveyed or dedicated to local government units within which the land is located
 - iii. Surveyor's certificate
 - iv. Auditor's certificate
 - v. Resolution of the Planning and Zoning Commission
 - vi. Resolution of the Board of Supervisors
 - vii. Resolution of approval or waiver of review by applicable municipalities
 - viii. Treasurer's certificate
 - ix. Agricultural Land Use Notification. The landowner shall ensure that such notification shall be attached to the deed and shall become a separate entry on the abstract of title for all the property that is subject of the permit or development as per Article V, Section 107-91, § (h) of the UDC.
 - x. Restrictive covenants or deed restrictions, as separate instruments, not combined with any other instrument
 - xi. Ten original signed plat drawings
 - xii. A covenant for a secondary road assessment

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors, of Linn County, Iowa, that said plat is hereby approved. The Board of Supervisors and County Engineer are hereby authorized to enter approval upon the final plat resolution. The Board of Supervisors' Chairperson is also hereby authorized to sign said plat which executes an acceptance of dedication of property to the public, as shown on said plat.

NOW, THEREFORE BE IT FURTHER RESOLVED, by the Board of Supervisors, of Linn County, Iowa, that said plat and plat proceedings shall not be changed or altered in any way, without the approval of the Linn County Board of Supervisors. Said plat and plat proceedings shall be recorded by **October 11, 2024** to be valid.

Passed and approved this 11th day of OCTOBER, 2023.

Linn County Board of Supervisors

Chair

Vice Chair

Supervisor

Aye:

Nay:

Abstain:

Absent:

Attest:

Joel Miller, Linn County Auditor

Linn County Board of Supervisors

Resolution # _____

PFP23-0008

October 11, 2023

Page 4 of 4

Linn County Engineer

Brad Ketels, Engineer

State of Iowa)
) SS
County of Linn)

I, Joel Miller, County Auditor of Linn County, Iowa, hereby certify that at a regular meeting of the said Board of Supervisors, the foregoing resolution was duly adopted by a vote of:

___ Aye ___ Nay ___ Abstain ___ Absent

Joel Miller

Subscribed and sworn to before me by the aforesaid Joel Miller, _____,

on this _____ day of _____, 2023.

Notary Public State of Iowa

RESOLUTION

WHEREAS, Whittier Market, located at 1002 County Home Rd., Springville, was issued a Cigarette Permit effective July 1, 2023; and

WHEREAS, Gary Knight surrendered said Whittier Market Cigarette Permit noting that their last date of business was October 1, 2023.

NOW, THEREFORE, BE IT RESOLVED that the Linn County Auditor is directed to refund \$37.50 to Gary Knight due to the surrender of the Whittier Market Cigarette Permit.

Dated this 11th day of October, 2023.

LINN COUNTY BOARD OF SUPERVISORS

CHAIRPERSON

SUPERVISOR

SUPERVISOR

Aye:

Nay:

Abstain:

JOEL D. MILLER, LINN COUNTY AUDITOR
& CLERK TO THE BOARD OF SUPERVISORS

LINN COUNTY SECONDARY ROAD DEPARTMENT
1888 COUNTY HOME ROAD
MARION, IA 52302
PH: 319-892-6400 | FAX: 319-892-6419

LinnCounty.org



Date: 10/4/2023

To: Linn County Board of Supervisors

Re: LP Tank Purchase



This request is to purchase three LP Tanks from Linn COOP for \$29,845.00

The Secondary Road Department, along with the Purchasing Department, conducted an RFP for LP Tanks in accordance with the Linn County Procurement Policy.

These LP Tanks meet Linn County Secondary Road Department specifications and were low quote.

Estimated delivery/installation is October/November 2023.

These LP Tanks are for the new District 1 shop.



THAD ALEXANDER

Shop Manager

SECONDARY ROAD DEPARTMENT

1944 County Home Road | Marion, IA 52302

Ph: 319-892-6427 | Fax: 319-892-6449

LinnCounty.org

Thad Alexander
10/5/2023

2023 LP Tanks Results

Vendor	Price
Linn Co-operative Oil Company Attn: Kevin Willoughby PO Box 406 Marion, IA 52302 377-4881	\$ 29,845.00
Consolidated Energy Company Attn: Chad Bernard PO Box 317 Jesup, IA 50648 800-338-3021	No Quote
AgVantage FS Attn: Matt Kruse PO Box 828 Waverly, IA 50677 319-483-4934	No Quote
Kiracofe Oil Co Attn: Craig Kiracofe 1295 Hwy 965 NW Swisher, IA 52338	No Quote



LINN COUNTY PURCHASING DIVISION

ATTACHMENT A-1

QUOTATION FORM

Three (3) LP Tanks installed per specifications.

Total Price including installation \$ 29,845

Estimated Delivery/Install Date: October/November 2023

Dealer: Linn Coop Oil Company

Dealer Representative: Kevin Willoughby

Dealer Address: 3544 3rd Ave Marion Iowa, 52302

Dealer Telephone: 319-377-4881 Fax: 319-377-8953

Dealer Email: Kwilloughby@linncoop.com

Notes:

- Linn County Secondary Road Department - District 1 Shop @ 2400 Covington Road, Palo IA.
- Proposal to include installation and freight.
- All questions to Thad Alexander @ 319-892-6427 or thad.alexander@linncountyiowa.gov

**Linn County Secondary Road Department
LP Tank Specifications**

Linn County Secondary Road Department is considering quotes to install LP tanks at our new District 1 shop located at 2400 Covington Road, Palo IA.

Job Scope:

Provide and install three (3) new 1,000-gallon LP tanks.

The scope of work shall include labor and materials necessary to install the tanks, regulators, and lines.

Tanks shall be filled to 80% capacity.

Equipment: (See MSD2 for more information)

New 1,000-gallon LP tanks x 3

Concrete pads for tanks to sit on

First stage regulator x 3

Second stage regulator

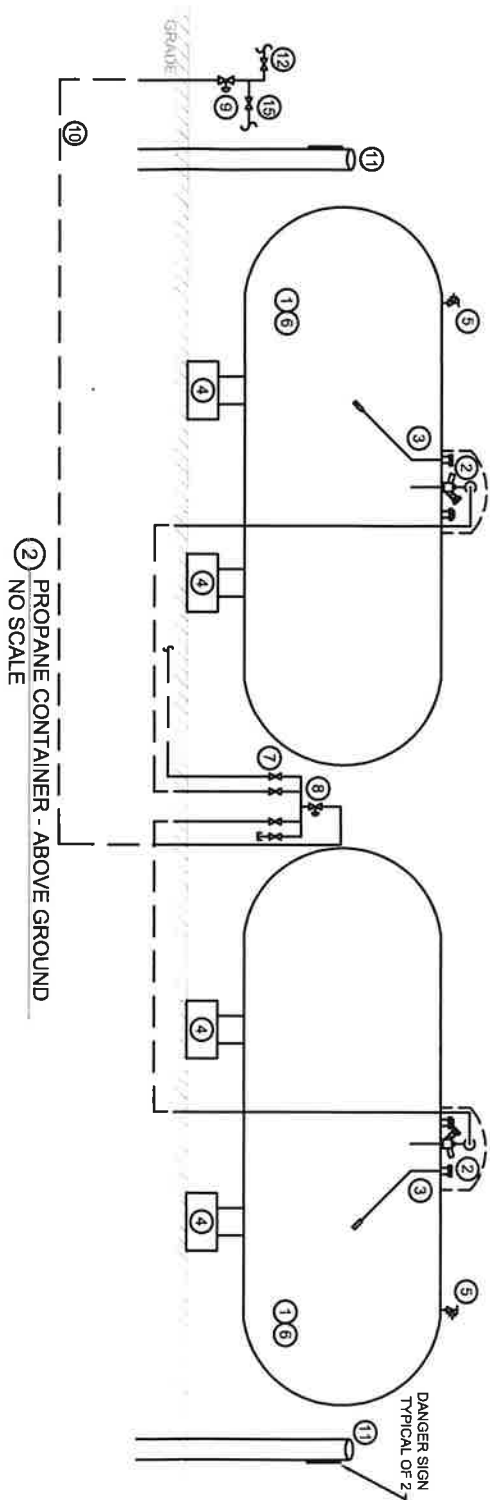
Provide connection to the building and to a Generac 20Kw generator.

Approximately 210' of $\frac{3}{4}$ " copper line – See MSD1 for site plan.

Notes:

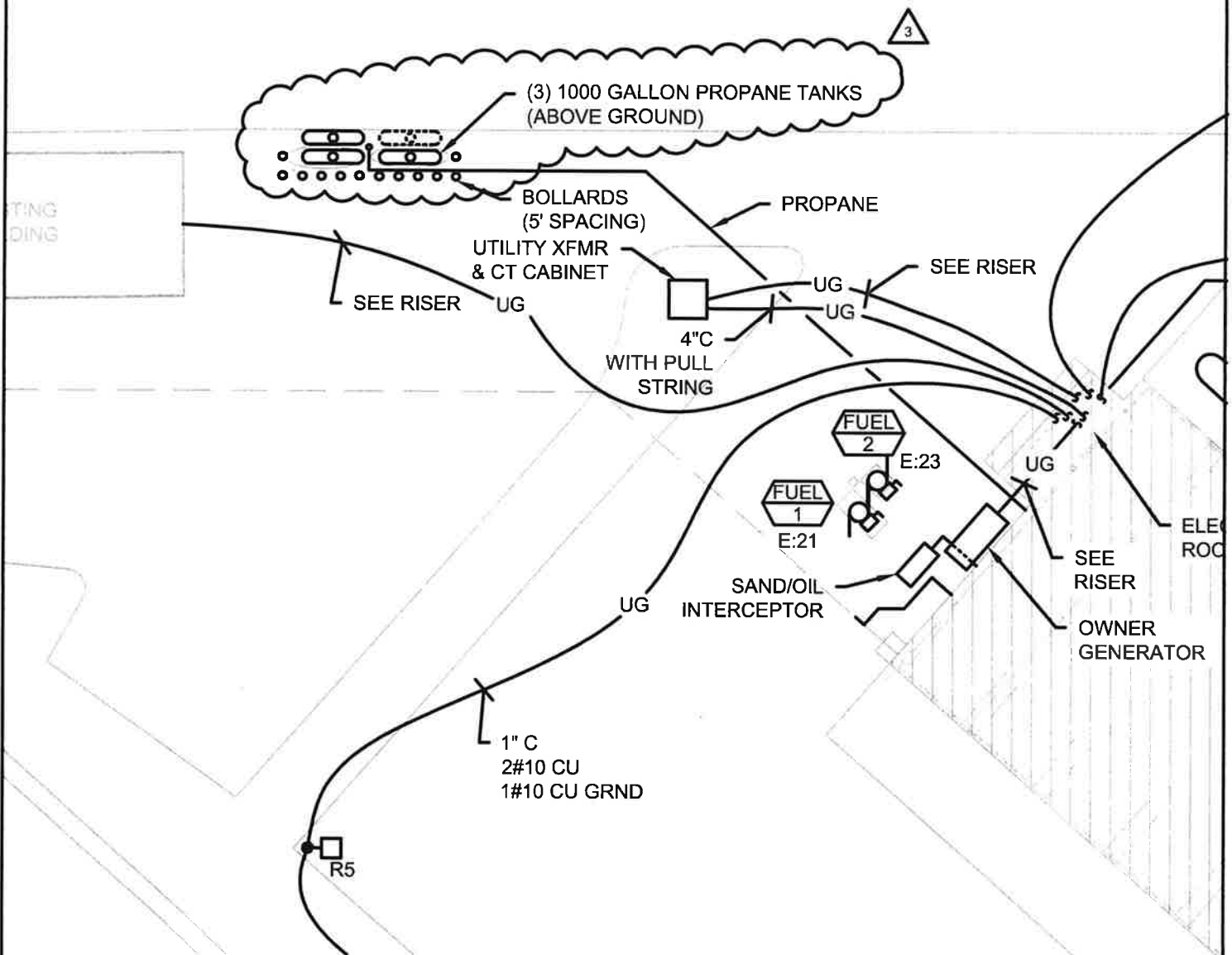
Bollards by others.

Approximate installation date is late October/November.



PROANE CONTAINER - ABOVE GROUND NOTES: (4)

1. ABOVE GROUND PROANE CONTAINER AT 1000 GALLON WATER CAPACITY. TOTAL OF THREE WITH SPACE FOR ONE FUTURE. PLACE CONTAINER ON CONCRETE PADS TO SUPPORT CONTAINER IN ACCORDANCE WITH NFPA 58. SECURE CONTAINER TO EACH FOUNDATION. ONE SUPPORT OF THE TANK SHALL BE SECURELY ANCHORED TO THE FOUNDATION, WHILE THE OTHER SUPPORT SHALL BE TIGHTENED THEN LOOSEMED ONE FULL TURN TO PERMIT THE CONTAINER TO EXPAND AND CONTRACT.
2. CONTAINER TO BE PROVIDED WITH VAPOR WITHDRAWAL SERVICE VALVE WITH EXCESS FLOW CONTROL, FIXED LIQUID LEVEL GAUGE, AND FILL VALVE UNDER HINGED DOME.
3. LIQUID LEVEL FLOAT DIAL GAUGE. MAY BE INSTALLED OUTSIDE OF TANK DOME IF SPACE DOES NOT ALLOW OR FOR VIEWING CONVENIENCE.
4. CONCRETE PAD SUPPORT IN ACCORDANCE WITH PROANE CONTAINER MANUFACTURER INSTALLATION INSTRUCTIONS (MINIMUM 36" X 18" W X 3" H WITH 2-WAY REBAR).
5. TANK RELIEF VALVE.
6. PROANE CONTAINER TO BE FILLED TO 80% CAPACITY AFTER FINAL TANK INSPECTION BASED ON LIQUID TEMPERATURE.
7. ISOLATION BALL VALVE.
8. PRESSURE REGULATOR, 2 PSI. OUTLET PRESSURE AT BUILDING.
9. PRESSURE REGULATOR, 175 PSIG INLET (MAX) TO 10 PSIG OUTLET PRESSURE, AT TANKS.
10. 3/4" TYPE K SOFT COPPER TUBE FROM CONTAINER, COPPER TUBE SHALL COMPLY WITH NFPA 58 FOR USE WITH LPG.
11. 6" DIAMETER GALVANIZED STEEL PIPE BOLLARDS 7'-0" LONG, SET 3' INTO CONCRETE-FILLED HOLES AND FILLED WITH CONCRETE TO TOP WITH CONVEY CONCRETE HUMP AT TOP. PROVIDE BOLLARDS AT EACH END OF CONTAINER, AND 4'-0" ON CENTER ALONG SIDE OF CONTAINER PARALLEL TO VEHICLE APPROACH, SEE P201.
12. 1,110 MBH CONNECTED LOAD TO BUILDING.
13. 400 MBH CONNECTED LOAD TO 20 KW GENERATOR.



1 MECHANICAL & ELECTRICAL SITE PLAN
1" = 40'-0"

WPE WEST PLAINS ENGINEERING, INC.

215 2ND AVENUE SE, SUITE 200 • CEDAR RAPIDS, IA 52401

PHONE: (319) 365-0030 • FAX: (319) 365-4122

WWW.WESTPLAINSENGINEERING.COM

RAPID CITY, SD • SIOUX FALLS, SD • CASPER, WY • CEDAR RAPIDS, IA

ME100 MECHANICAL & ELECTRICAL SITE PLAN
LINN COUNTY SECONDARY ROADS
NEW DISTRICT 1 SHOP BUILDING -
PHASE 2 REBID

DESIGNED:	MDD	DRAWN:	RJP
APPROVED:	MDD	ITC #:	3
PROJECT#:	BI22021		
DATE:	08/18/23		

SHEET:	MSD1
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LP DEALERS

Kiracofe Oil Co
Attn: Craig Kiracofe
1295 Hwy 965 NW
Swisher, IA 52338

Linn Co-operative Oil Company
Attn: Kevin Willoughby
PO Box 406
Marion, IA 52302
377-4881

Consolidated Energy Company
Attn: Chad Bernard
PO Box 317
Jesup, IA 50648
800-338-3021

AgVantage FS
Attn: Matt Kruse
PO Box 828
Waverly, IA 50677
319-483-4934



AMENDMENT #1

AMERICAN RESCUE PLAN ACT SUBAWARD AGREEMENT

Federal Awarding Agency: U.S. Department of the Treasury

Federal Award Number: SLFRP0336

Assistance Listing (CFDA): 21.027 Coronavirus State and Local Fiscal Recovery Fund

Federal Award Date: May 19, 2021

Subaward Number: WATER2022-004

Pass-Through Entity (PTE):	Subrecipient:
Linn County, Iowa	City of Coggon
935 2 nd Street SW	P.O. Box 79
Cedar Rapids, IA	Coggon, IA 52218
	UEI #: HACHZNG1QCX4
Subaward Budget Period Start date: 5/1/2022 End date: 3/31/2024	
Period of Performance Start date: 5/1/2022 End date: 3/31/2024	
Amount of federal funds obligated by this action: \$0.00	
Total amount of the federal funds obligated to the Subrecipient: \$478,800.00	
Total amount of the federal funds committed to the Subrecipient: \$478,800.00	
Project Title: Coggon Watermain Infrastructure Project	
Is Project for Research & Development? ☐ Yes ☒ No	

Amend as follows:

- Extension of Subaward Budget Period and Period of Performance

IN WITNESS WHEREOF, this Agreement is executed and shall become effective as of the last date signed below:

Dated this 20th day of September, ~~2022~~ 2023,

BOARD OF SUPERVISORS
LINN COUNTY, IOWA

SUBRECIPIENT:
City of Coggon

Board Chair

Brenda Quandt
Authorized Representative

Date

9/20/2023
Date



Proposal

Linn County - Harris Building & Public Service Center - AV Upgrades

Quote # 044936
Version 1

Prepared for:

Linn County Facilities

Prepared by:

Austin Witham

CEC Overview

Thank you for the opportunity to offer CEC services to Linn County Facilities. We understand the importance of having access to the best technologies available to solve your business challenges. CEC partners with leading industry manufacturers to give you choices on *the right technology* solutions for your business. The expertise of our people, the high-quality products and services we deliver, and the experience that our customers have with each interaction is what makes our partnerships great.

Our Company | Over the years, CEC has evolved and advanced with technology and industry changes, transforming from a local radio shop to a nationally recognized systems integrator. With offices in the Midwest, our teams work with local and national customers to custom design, implement and service technology solutions.

We differentiate ourselves from competitors in the importance given to understanding each customer's unique needs, the partnership created through discovery and our ability to deliver a complete technology solution. Staying ahead of emerging technologies isn't about simply knowing which systems are best. At the core, it's about having *the right people* with the expertise to implement and support them - CEC does that like no other organization.

Our Mission | To create world class technology experiences that improve the lives of our people and partners.

New! Managed Systems Program | Managing the complex technology systems throughout your organization can be a costly distraction from you running your core business. CEC's Managed Systems Program (MSP) packages the latest technology into an affordable monthly usage payment. With CEC's MSP, customers get installation of the system with end user training for the life of the system. You'll never worry about downtime because CEC maintains the system throughout the term including, software upgrades, programming changes, repairs, and an annual PM check to assure the system is performing optimally. At the end of the term, you will have the option to upgrade to the latest solution.

We stay ahead of technology so you don't have to.

At CEC, ***The Experience Matters***. The expertise of our people, and the experience that our customers have with each interaction, is what makes our client partnerships great.

Lead Times and Cost Increases

Dear Valued Customer,

Global supply chain disruptions persist. Shipment dates are unreliable and lead-times and costs are increasing.

As your partner, we want to provide transparency around the potential impact to project and service work which could include:

- Extended material lead times negatively impact our ability to meet desired schedules.
- Material availability extending project completion dates.
- Quote requiring review when pricing is over 30 days old to align with current material costs that could result in a project cost changes.
- Talent availability may push out schedules.

CEC is focused on mitigating these effects for you through these initiatives.

- Close engagement with suppliers on forecasts, lead-times, and costs impacts.
- Advanced equipment ordering within 30 days of proposal acceptance is available, when down payment requirements are met, to mitigate price increases if supplier prices at purchase order versus shipment date.
- Qualifying additional and new suppliers.
- Increased purchase commitments to suppliers to secure supply on critical components.
- Additional recruiting and subcontracting resources to manage labor constraints.

What is the impact to you?

- **If advanced equipment order is selected, the equipment will be invoiced as it is received by CEC, once down payment value is exceeded.**
- **Customer must take delivery of equipment within 30 days of receipt by CEC, or equipment storage fees will apply.**
- **CEC Project Management will proactively communicate timeline impacts of material availability.**
- **Inflationary pressures may require project repricing due to product availability and subsequent price impacts.**
- **If the fair market value of equipment increases between time of order and delivery, CEC reserves the right to review and update equipment pricing.**

Delivering a great customer experience is our priority. We will be honest and forthcoming if we find these short-term issues will impact your outcomes.

Thank you for your partnership,

Kim Lehrman
CEO

System Summary

Linn County Administration - Cedar Rapids
Audio / Video Upgrades

Project Locations: 935 Second Street SW (Public Service Center) / 1020 6th Street SW (Harris Building), Cedar Rapids IA

This proposal allows for CEC to provide equipment and installation labor for the audio/video upgrades project for the Public Service Center and the Harris building as configured per the provided project drawings, specifications, and sites walk through.

System Implementation

The following scope of work defines the specific tasks and responsibilities required of each party to successfully complete the above referenced project. It also identifies specific conditions and clarifications upon which this proposal is derived.

CEC Responsibilities

- Provide, install and configure all CEC provided equipment per the project specification.
- Test and commission system per the project specification.
- Provide training per the project specification.
- Provide equipment warranty per the project specification.
- Provide submittals per the project specification.
- Provide O&M manuals per the project specification.
- Provide as-built drawings per the project specification.

Others Responsibilities

- Provide and install all required facility LAN network connections (public and private) required for system programming and operation.
- Provide and install all cabling conduits/back boxes and supply with a pull string.
 - Includes pathways and single/double gang back boxes for system control panels and custom panels as indicated on technology drawings.
- Provide 120VAC as required.
- Provide access to IT personnel for the duration of this project.
- Provide ready access for CEC employees.

Conditions & Clarifications

- All work performed by CEC MUST be scheduled through our Project Management Office (PMO), allowing adequate lead time for equipment delivery and scheduling of workforce. Upon project award our PMO will contact you to confirm project timelines and availability of resources. Standard lead time for labor services is 4 to 6 weeks from confirmation.
- All CEC labor is to be performed during normal CEC business hours (7:30 to 4:30 M-F, excluding holidays) unless otherwise specified. Customer is to inform CEC prior project start up, of any times when work cannot be performed.
- CEC does not accept liquidated damages, if associated with lead times due to supply chain disruptions.
- Equipment items included in this proposal are based on the current model as detailed in the equipment list or in the project submittal. Changes due to discontinuation of product by the manufacturer may be subject to a change in project price.
- This proposal assumes that all existing equipment is in a good working condition and is currently functioning properly. Any existing equipment found to be faulty during this installation will be reported to the site contact. Any additional repairs or replacements beyond this scope of work will incur additional costs.
- Customer to provide for the secure temporary storage of equipment during the project installation. In the event that adequate storage space is not available for CEC provided equipment and/or cable, CEC will assess a storage fee of \$150.00 per month for the duration of the project.
- This proposal excludes all conduits, high voltage wiring, electrical panels, breakers, relays, boxes, receptacles, etc.
- This proposal excludes any drywall replacement and/or repair.
- This proposal excludes any patching and painting.

Hardware - Formal Board Room		Qty
System Equipment/Software		
Custom	AJA U-TAP - USB 3.0 (3.2 Gen 1) Powered SDI Capture Device	1
ADP-USB-AU-2X2	Dante AVIO USB Adapter	1
SW-610-24P-R	24-Port PoE+ GbE Managed Switch	1
60-1421-13	DTP T HWP 4K 231 D	3
60-1491-12	DTP T HD2 4K 230	1
60-1271-13	DTP HDMI 4K 230 Rx	5
60-1271-12	DTP HDMI 4K 230 Tx	2
60-1943-01	ShareLink Pro 1100	1
60-1238-81	IN1608 xi	1
101-001-01	Mounting Kit for 1/8 and 1/4 Rack Width Products	1
60-604-02	1U 9.5" Deep Basic Rack Shelf	4
CN2400S	Contractor Series Smart Sequencing Power Conditioner, 20A, 9 Outlets	2
IP2CC-P	Contact Closure Module with PoE	3
Custom	VC-A51PW - PTZ Video Conferencing Camera with 20x Optical Zoom (White)	3
Custom	VS-KB30 - Compact IP PTZ Video Camera Joystick Controller	1
CORE 110f-v2	Unified Core with 24 local audio I/O channels, 128x128 total network I/O channels with 8x8 Software-based Dante license included, USB AV bridging, dual LAN ports, POTS and VoIP telephony, no GPIO, 16 next-generation AEC processors, 1RU.	1
SLQSE-110-P	Q-SYS Core 110 Scripting Engine Software License, Perpetual.	1
SLQUD-110-P	Q-SYS Core 110 UCI Deployment Software License, Perpetual.	1
MP-A40V	800W FlexAmp technology Hi-Z / Lo-Z amplifier, 4 x 200W into 4Ω, 8Ω, 70V and 100V, Highpass filter per channel, GPIO for Remote Standby and Amp Status.	1
QIO-S4	Q-SYS peripheral providing control expansion with 4 serial communication I/O. Up to 4 devices daisy-chainable. 1U-1/4W, powered over Ethernet or +24 VDC. Surface mountable, rack kit sold separately.	1
QIO-RMK	Rack mount tray and blanking panels to mount up to four QIO units in a 1U 19" standard rack format.	1
TSC-70-G3	Q-SYS 7" PoE Touch Screen Controller for In-Wall Mounting. Color - Black only	1
TSC-710t-G3	Table top mounting accessory for TSC-70-G3	1
Custom	XS-62S - Professional A/V 6-Channel HD Video Switcher with Audio Mixer	1
R189B	Black MINI SHOTGUN cartridge - Compatible with MX family goosenecks	7
A189BWS	Windscreen for MINI SHOTGUN R189B (Black)	7
Custom	DU4771Z - DLP projector - 3D - LAN	3
RLNK-215	15A,2 OUT,IP CTRL POWER	1
DFINBDISTRO4	DISTRO4 + DFINB + 2 x RG8X25 (10 x BNC Jumpers, 4 x DC Jumpers, 1 x AC Power Cord)	1

Hardware - Formal Board Room		Qty
DFIN-INSTALL-KITB	Wall-mounting kit for a Diversity Fin Antenna, Black	1
System Cabling and Miscellaneous		
22-235-03	Shielded Digital Twisted Pair Cable for DTP - Plenum, 1000' spool	1
RVAFPSME-B24	REVConnect 10GX Shielded Plug - 24 Pack	1
CAT6P-GRY	23 AWG 4 Pair Non-Shielded Plenum Category 6 Gray	1000
RVAFPUBK-B24	RevConnect 10GX UTP Plug - 24pcs	1
RG59HDP-BLK	RG59U HDSDI CMP Blk Jkt	500
Custom	MALE COMPRESSION BNC CONNECTOR	8
22-02SP-BLK	22-02 OAS STR CMP Blk Jkt BR	500
PBL-1	1SP FLANGED ALUM BLANK PA	26
HP500	500PC 10-32 SCREW W/CAPT.	1
CD-MX9F	DSUB JACK DB9F-PHX IN-LINE	2
CD-MX9M	DSUB PLUG DB9M-PHX IN-LINE	1
CD-MX915H	HOOD PLASTIC FOR MAXBLOX DSUB	3
RKXM-10	PATCH XM/BLUNT 10FT	1
RKXF-10	PATCH XF/BLUNT 10FT	2
RKBQ-10	PATCH BQ/BLUNT 10FT	1
AC6BLK-10	10' C6 Patch Cable - Black	10
26-663-06	4K Premium High Speed HDMI Ultra-Flexible Cable - 6' (1.8 m)	15
26-712-01	DisplayPort Male to HDMI Female Active Adapter	1
101-021-10	Security Tether Kit for Cable Adapters, Package of 10	1
26-751-06	SuperSpeed 5Gbps USB-A to USB-B Cables - 6' (1.8 m)	1
MISC	Miscellaneous Hardware and Consumables	1
O&M	O&M Manuals	1
Submittal Set-Basic	Submittal Set-Basic	1
As-Built Docs	Project As-Built Documentation	1
Subtotal:		\$57,875.68

Hardware - Informal/Secondary Board Room

Qty

System Equipment/Software

Custom	AJA U-TAP - USB 3.0 (3.2 Gen 1) Powered SDI Capture Device	1
ADP-USB-AU-2X2	Dante AVIO USB Adapter	1
SW-610-24P-R	24-Port PoE+ GbE Managed Switch	1
121222	LVC-IV (Low-Voltage Control Module), 110 V	2
60-1271-13	DTP HDMI 4K 230 Rx	4
60-1271-12	DTP HDMI 4K 230 Tx	2
60-1421-13	DTP T HWP 4K 231 D	3
60-1238-81	IN1608 xi	1
60-1943-01	ShareLink Pro 1100	1
101-001-01	Mounting Kit for 1/8 and 1/4 Rack Width Products	1
60-604-02	RSB 129 - 1U 9.5" Deep Basic Rack Shelf	3
CN2400S	Contractor Series Smart Sequencing Power Conditioner, 20A, 9 Outlets	2
IP2CC-P	Contact Closure Module with PoE	2
Custom	VC-A51PW - PTZ Video Conferencing Camera with 20x Optical Zoom (White)	3
Custom	VS-KB30 - Compact IP PTZ Video Camera Joystick Controller	1
DWR-21-22	21SP/22D WALLRACK BLACK	1
VFD-21	21SP VENT.FR.DOOR,UNIV.BL	1
CORE 110f-v2	Unified Core with 24 local audio I/O channels, 128x128 total network I/O channels with 8x8 Software-based Dante license included, USB AV bridging, dual LAN ports, POTS and VoIP telephony, no GPIO, 16 next-generation AEC processors, 1RU.	1
SLQSE-110-P	Q-SYS Core 110 Scripting Engine Software License, Perpetual.	1
SLQUD-110-P	Q-SYS Core 110 UCI Deployment Software License, Perpetual.	1
QIO-S4	Q-SYS peripheral providing control expansion with 4 serial communication I/O. Up to 4 devices daisy-chainable. 1U-1/4W, powered over Ethernet or +24 VDC. Surface mountable, rack kit sold separately.	1
QIO-RMK	Rack mount tray and blanking panels to mount up to four QIO units in a 1U 19" standard rack format.	1
SPA2-60	1/2 RU 2 Channel amplifier	1
TSC-70-G3	Q-SYS 7" PoE Touch Screen Controller for In-Wall Mounting. Color - Black only	1
TSC-710t-G3	Table top mounting accessory for TSC-70-G3	1
Custom	XS-62S - Professional A/V 6-Channel HD Video Switcher with Audio Mixer	1
R189B	Black MINI SHOTGUN cartridge - Compatible with MX family goosenecks	6
A189BWS	Windscreen for MINI SHOTGUN R189B (Black)	6
Custom	DU4771Z - DLP projector - 3D - LAN	2
RLNK-215	15A,2 OUT,IP CTRL POWER	1
DFINBDISTRO4	DISTRO4 + DFINB + 2 x RG8X25 (10 x BNC Jumpers, 4 x DC Jumpers, 1 x AC Power Cord)	1

Hardware - Informal/Secondary Board Room		Qty
DFIN-INSTALL-KITB	Wall-mounting kit for a Diversity Fin Antenna, Black	1
System Cabling and Miscellaneous		
CAT6P-GRY	23 AWG 4 Pair Non-Shielded Plenum Category 6 Gray	1000
RVAFPUBK-B24	RevConnect 10GX UTP Plug - 24pcs	1
RVAFPSME-B24	REVConnect 10GX Shielded Plug - 24 Pack	1
CAT5P-BLK	24-4P UNS SOL CMP C5E Blk Jkt	500
Custom	Modular Plug: Clear, 6 Contacts, 50 PK	1
RG59HDP-BLK	RG59U HDSOI CMP Blk Jkt	500
Custom	MALE COMPRESSION BNC CONNECTOR	8
16-02P-BLK	16-02 UNS STR CMP Blk Jkt	500
22-02SP-BLK	22-02 OAS STR CMP Blk Jkt BR	500
PBL-1	1SP FLANGED ALUM BLANK PA	6
CD-MX9F	DSUB JACK DB9F-PHX IN-LINE	2
CD-MX9M	DSUB PLUG DB9M-PHX IN-LINE	1
CD-MX915H	HOOD PLASTIC FOR MAXBLOX DSUB	3
RKXM-10	PATCH XM/BLUNT 10FT	1
RKXF-10	PATCH XF/BLUNT 10FT	2
RKBQ-10	PATCH BQ/BLUNT 10FT	1
AC6BLK-10	10' C6 Patch Cable - Black	6
26-663-06	4K Premium High Speed HDMI Ultra-Flexible Cable - 6' (1.8 m)	12
26-712-01	DisplayPort Male to HDMI Female Active Adapter	1
26-751-06	SuperSpeed 5Gbps USB-A to USB-B Cables - 6' (1.8 m)	1
MISC	Miscellaneous Hardware and Consumables	1
O&M	O&M Manuals	1
Submittal Set-Basic	Submittal Set-Basic	1
As-Built Docs	Project As-Built Documentation	1
Subtotal:		\$49,042.26

Hardware - Conference Rooms 1 & 3

Qty

System Equipment/Software

XMS-1208P	12-Port/8 PoE+ Gigabit Managed Switch	2
121222	LVC-IV (Low-Voltage Control Module), 110 V	2
60-1943-01	ShareLink Pro 1100	2
60-604-02	RSB 129 - 1U 9.5" Deep Basic Rack Shelf	2
IP2CC-P	Contact Closure Module with PoE	2
CV-2812-3MP	2.8~12mm F1.4 M12 3MP Varifocal	2
CV503-U3	Miniature HD Camera USB3.0 with 2.8mm Lens	2
Custom	BP-RA-MBH - Right Angle Baby Wall Plate with Mini Ball Head	2
Custom	CAU3ZAMICB-03M - USB Cable, 9.8 ft, USB 3.0, Black	2
DWR-10-17	10SP/17D WALLRACK BLACK	2
VFD-10	10SP VENT.FR.DOOR,UNIV.BL	2
NV-32-H (Core Capable)	4K60 4:4:4 Network Video Endpoint for the Q-SYS Ecosystem	2
SLQSE-8N-P	Q-SYS Core 8 Flex, Core Nano, NV-32-H (Core Capable). Scripting Engine Software License, Perpetual.	2
SLQUD-8N-P	Q-SYS Core 8 Flex, Core Nano, NV-32-H (Core Capable). UCI Deployment Software License, Perpetual.	2
SPA2-60	1/2 RU 2 Channel amplifier	2
AD-C6T-WH	6.5" Two-way ceiling speaker, 70/100V transformer with 16Î© bypass, 135Â° conical DMT coverage, includes C-ring and rails for blind mount installation, 245 mm cut-out. Color - White Priced individually, sold only in pairs.	8
TSC-50-G3	Q-SYS 5" PoE Touch Screen Controller for In-Wall Mounting. Black	2
A710-TB	TILE BRIDGE FOR 2 FT MXA710	4
MXA710W-4FT	LINEAR ARRAY MIC, WHITE, 4 FT	2
Custom	DU4771Z - DLP projector - 3D - LAN	2
RLNK-215	15A,2 OUT,IP CTRL POWER	2
M-8S	15A Standard Power Conditioner W/Power Sequencing,	2
RS-1	System Control Panel, Maintained Key Switch, Limit	2

System Cabling and Miscellaneous

CAT6P-GRY	23 AWG 4 Pair Non-Shielded Plenum Category 6 Gray	1000
RVAFPUBK-B24	RevConnect 10GX UTP Plug - 24pcs	1
16-02P-BLK	16-02 UNS STR CMP Blk Jkt	500
22-02SP-BLK	22-02 OAS STR CMP Blk Jkt BR	500
Custom	1 GANG PLATE LOADED/ENGRAVED (PANEL 001)	2
Custom	1 GANG PLATE LOADED/ENGRAVED (PANEL 002)	2
U2	2SP RACKSHELF 14.75DP	2

Hardware - Conference Rooms 1 & 3		Qty
PBL-1	1SP FLANGED ALUM BLANK PA	8
CG40413	6FT. 3.5MM STEREO AUDIO CBL M/M	2
S2M-C	Stereo unbalanced line level to mono balanced or u	2
Custom	24-Port Category 6A MD-seriesPanel T568A/B Wiring	2
AC6BLK-1	1' C6 Patch Cable - Black	10
AC6BLK-10	10' C6 Patch Cable - Black	6
26-712-01	DisplayPort Male to HDMI Female Active Adapter	2
26-663-06	4K Premium High Speed HDMI Ultra-Flexible Cable - 6' (1.8 m)	4
26-726-25	HDMI Premium High Speed Optical Cable 25' (7.6 m) - Plenum	2
26-726-35	HDMI Premium High Speed Optical Cable 35' (10.6 m) - Plenum	2
26-751-09	USB-A to USB-B Cables - 9' (2.7 m)	2
26-751-06	USB-A to USB-B Cables - 6' (1.8 m)	2
MISC	Miscellaneous Hardware and Consumables	1
O&M	O&M Manuals	1
Submittal Set-Basic	Submittal Set-Basic	1
As-Built Docs	Project As-Built Documentation	1
Subtotal:		\$41,755.47

Hardware - Community Meeting Room

Qty

System Equipment/Software		
Custom	Contemporary Research - 232-ATSC 4K HDTV Tuner	1
Custom	Rack Kit for 232-ATSC 4K HDTV Tuner	1
SW-610-24P-R	24-Port PoE+ GbE Managed Switch	1
60-1531-13	DTP R HWP 4K 231 D	2
60-1421-13	DTP T HWP 4K 231 D	2
60-1271-12	DTP HDMI 4K 230 Tx	1
60-1238-81	IN1608 xi	1
60-1943-01	ShareLink Pro 1100	1
60-604-02	1U 9.5" Deep Basic Rack Shelf	2
CN2400S	Contractor Series Smart Sequencing Power Conditioner, 20A, 9 Outlets	2
DWR-21-22	21SP/22D WALLRACK BLACK	1
VFD-21	21SP VENT.FR.DOOR,UNIV.BL	1
Custom	Q-Line 86BDL3550Q 86" 4K Digital Signage Display	2
ST670	SmartMount Universal Tilt Wall Mount for 46" to 90" Displays	2
AD-C6T-WH	6.5" Two-way ceiling speaker, 70/100V transformer with 16Î© bypass, 135Â° conical DMT coverage, includes C-ring and rails for blind mount installation, Å~245 mm cut-out. Color - White Priced individually, sold only in pairs.	8
CORE 110f-v2	Unified Core with 24 local audio I/O channels, 128x128 total network I/O channels with 8x8 Software-based Dante license included, USB AV bridging, dual LAN ports, POTS and VoIP telephony, no GPIO, 16 next-generation AEC processors, 1RU.	1
SLQSE-110-P	Q-SYS Core 110 Scripting Engine Software License, Perpetual.	1
SLQUD-110-P	Q-SYS Core 110 UCI Deployment Software License, Perpetual.	1
NC-12x80	PTZ Network Camera, PoE, with HDMI and SDI output. Includes PTZ-WMB1 wall mount bracket	2
QIO-S4	Q-SYS peripheral providing control expansion with 4 serial communication I/O. Up to 4 devices daisy-chainable. 1U-1/4W, powered over Ethernet or +24 VDC. Surface mountable, rack kit sold separately.	1
QIO-RMK	Rack mount tray and blanking panels to mount up to four QIO units in a 1U 19" standard rack format.	1
SPA4-60	1/2 RU 4 Channel amplifier	1
TSC-70-G3	Q-SYS 7" PoE Touch Screen Controller for In-Wall Mounting. Color - Black only	2
SLXD24D/SM58-G58	Dual Wireless Vocal System with SM58	1
UA8-470-530	1/2 Wave Omnidirectional Antenna for UR4S+, UR4D+, ULXS4, ULXP4 Receivers, P9T Transmitter, (470-530 MHz)	2
SB903	Lithium-Ion Battery for SLX-D	2
SBC203-US	Dual Docking Station for SLX-D transmitters and SB903 battery	1
A710-TB	TILE BRIDGE FOR 2 FT MXA710	4
MXA710W-4FT	LINEAR ARRAY MIC, WHITE, 4 FT	2

Hardware - Community Meeting Room		Qty
RLNK-215	15A,2 OUT,IP CTRL POWER	1
System Cabling and Miscellaneous		
CAT6P-GRY	23 AWG 4 Pair Non-Shielded Plenum Category 6 Gray	1000
RVAFPUBK-B24	RevConnect 10GX UTP Plug - 24pcs	1
16-02P-BLK	16-02 UNS STR CMP Blk Jkt	1000
22-02SP-BLK	22-02 OAS STR CMP Blk Jkt BR	1000
PBL-1	1SP FLANGED ALUM BLANK PA	7
U2	2SP RACKSHELF 14.75DP	1
CD-MX9F	DSUB JACK DB9F-PHX IN-LINE	3
CD-MX9M	DSUB PLUG DB9M-PHX IN-LINE	1
CD-MX915H	HOOD PLASTIC FOR MAXBLOX DSUB	4
Custom	2 GANG PLATE LOADED/ENGRAVED (PANEL 003)	2
Custom	1 GANG PLATE LOADED/ENGRAVED (PANEL 004)	2
Custom	Cable Stereo (4 Conductor, TRRS) Phone Plug, 2.5mm To Cable	2
RKXF-10	PATCH XF/BLUNT 10FT	2
AC6BLK-10	10' C6 Patch Cable - Black	8
26-663-06	4K Premium High Speed HDMI Ultra-Flexible Cable - 6' (1.8 m)	6
26-663-15	4K Premium High Speed HDMI Ultra-Flexible Cable - 15' (4.5 m)	2
26-751-06	SuperSpeed 5Gbps USB-A to USB-B Cables - 6' (1.8 m)	1
531	Beam Clamp (box of 100)	1
BCH12	3/4 in J Hook (box of 100)	1
RMC1438	1/4-20 x 3/8" Machine Screw - 100pcs	1
MISC	Miscellaneous Hardware and Consumables	1
O&M	O&M Manuals	1
Submittal Set-Basic	Submittal Set-Basic	1
As-Built Docs	Project As-Built Documentation	1
Subtotal:		\$48,759.09

Linn County - Harris Building & Public Service Center - AV Upgrades

Prepared by:

Communications Engineering Company

Austin Witham
(319) 294-9000
Fax (319) 364-6970
awitham@cecinfo.com

Prepared for:

Linn County Facilities

930 1st St. SW
Cedar Rapids, IA 52404
Britt Hutchins
(319) 892-5020
britt.hutchins@linncountyiowa.gov

Quote Information:

Quote #: 044936

Version: 1

Proposal Delivery Date: 09/27/2023

Proposal Expiration Date: 10/13/2023

Quote Summary		Amount
Hardware - Formal Board Room		\$57,875.68
Hardware - Informal/Secondary Board Room		\$49,042.26
Hardware - Conference Rooms 1 & 3		\$41,755.47
Hardware - Community Meeting Room		\$48,759.09
Installation Services - Formal Board Room		\$34,437.82
Installation Services - Informal/Secondary Board Room		\$30,823.67
Installation Services - Conference Rooms 1 & 3		\$25,670.40
Installation Services - Community Meeting Room		\$30,781.61
Proposal Subtotal:		\$319,146.00
Shipping:		\$9,572.00
Estimated Tax:		\$0.00
Total:		\$328,718.00

A deposit of 40% is required at the time of purchase for all orders over \$10,000. Progress payments for material delivered and labor expended will be invoiced monthly. Invoice terms are NET 30 with approved credit.

This Proposal for sale of equipment or performance of services by CEC is subject to, and expressly conditioned upon CEC Standard Terms and Conditions. (<http://www.cecinfo.com/terms>) CEC Standard Terms and Conditions cannot be waived or altered without the express written consent of CEC Corporate Officer. By signing this Proposal, Customer expressly agrees to be bound by the terms of this Proposal and the CEC Standard Terms and Conditions. If the parties have entered into a valid Master Service Agreement, for the services provided, that agreement supersedes the acceptance of the currently listed CEC ST&Cs.

Information contained in this proposal, including part numbers, installation details, pricing information, and engineering drawings shall be considered Proprietary and Confidential, and shall not be duplicated or shared with persons other than the intended recipient(s) referenced above.

Communications Engineering Company

Linn County Facilities

Signature: _____

Name: Austin Witham

Title: Sales Executive

Date: 09/27/2023

Signature: _____

Name: Britt Hutchins

Date: _____

PO Number: _____

To accept please sign and return all pages of this document, or e-sign via the Order Porter web link.



QUOTE

Linn County
935 2nd St SW
CEDAR RAPIDS IA 52404
USA

Date
28 Sep 2023

Expiry
25 Dec 2023

Quote Number
HAS-00583

Hearing Access Solutions
21998 Kane Ave
GLENWOOD IA 51534
USA

Hearing Loop Systems

This quote assumes that the customer will provide:

1. Balanced XLR line level output for loop drivers.
2. Rack space or other appropriate space for loop drivers.
3. Carpet work
4. Network connection with internet access for remote monitoring.

Description	Quantity	Unit Price	Tax	Amount USD
HLS, Hearing Loop Systems - NOT TO EXCEED	1.00	36500.00	Tax Exempt	36500.00
Included in cost:				
Site visit				
PSC - Forma Boardroom				
PSC - Informal/Secondary Boardroom				
Harris Building - Community Room				
Each system will include:				
Hearing Loop System for phased array design:				
Includes Engineering, Contacta loop driver, loop				
wire, feeder cable, installation, 2 loop receivers,				
signage, staff training and certification to IEC				
60118-4:2006, as built drawings.				
Subtotal				36500.00
Total No Tax 0%				0.00
TOTAL USD				36500.00

Terms

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Work to be completed in one week. If all systems cannot be scheduled for the same week, additional travel expense will be incurred above the not to exceed cost. Cut wires after installation certified will incur additional cost to repair of \$100 per cut plus expense.

The above prices, specifications and conditions are satisfactory and are hereby accepted. HAS is authorized to do the work as specified. Payment will be made as outlined above.

Date: _____ Signature: _____



October 11, 2023

Ms. Rae Jeanne Kilberger
6304 Ellis Rd
Palo, Iowa 52324

Re: Bird Preserve Donation

Dear Ms. Kilberger:

On behalf of the Linn County Board of Supervisors, I would like to extend our heartfelt appreciation for your generous land donation and funding support to develop the Bird Preserve for the preservation and enhancement of wildlife habitat and enjoyment by the residents of Linn County.

We understand the creation of this public natural area has been a life-long goal and are thrilled to partner with you to help make this dream a reality. The initial donation of the 83 acre Bird Preserve and funding assistance to expand the property to include an additional 57 acres of woodland, along with shelters, trails and restrooms, will have a significant impact on the preservation of natural ecosystems and outdoor recreational opportunities.

The Bird Preserve is a strategic addition to the Linn County Conservation system within a rapidly growing urban area, making the Preserve an oasis for wildlife and nature-based recreation. These important wildlife areas are critical for community health through promoting biodiversity, ecological balance, and excellent opportunities for people to enjoy nature.

Your generosity is a shining example of how people like you can make a meaningful difference in our community.

Once again, thank you for your generous gift. Your kindness and foresight will leave a legacy for generations to come through the establishment of the Bird Preserve and the Rae Jeanne Kilberger Foundation.

Sincerely,

Louis Zumbach, Chair

Ben Rogers, Vice Chair

Kirsten Running-Marquardt, Supervisor

Purchase Order
#: PO515
10/6/2023

935 2ND ST. SW
CEDAR RAPIDS, IA 52404
PH: 319-892-5000
LinnCountyIowa.Gov



Vendor

KARL FORD
510 FACTORY OUTLET DR
STORY CITY IA 50248
United States

TOTAL

\$75,000.00

Receive By:

Note: Sales Tax Exempt ID Number 42-6004338

Order Instructions: Please enter our order for the following, subject to the instructions, terms and conditions named herein. **Important** This order expressly limits acceptance to the terms stated herein, and any additional or different terms proposed by the seller are rejected unless assented to in writing. No chemicals accepted without material safety data sheet (MSDS). All orders are FOB Destination unless specifically stated otherwise.

Department	Department Contact	Contact Telephone	Terms
33-MHDS (MENTAL HLTH & DIS SVC)	BRITT HUTCHINS	(319) 542-5426	

Quantity	Units	Item	Description	Rate	Amount
1		563501 MOTOR VEHICLE EQUIPMENT	2023 Ford Transit 15 Passenger Van		\$75,000.00

Memo:

Total \$75,000.00

Bill To

Linn County
935 2nd St SW
Cedar Rapids, IA 52404

Ship To

LINN COUNTY PUBLIC SVC CTR
935 SECOND STREET SW
CEDAR RAPIDS IA 52404
United States



PO515

Linn County Workplace Violence Policy

RM-008

I. Purpose

It is the policy of Linn County that threats, threatening behavior, acts of violence, **intimidation, or verbal abuse** against employees or by employees or other individuals will not be tolerated. At Linn County, all threats **and disruptive behaviors** will be taken seriously. It is the goal of Linn County to rid all work sites of violent behavior, the threat of such behavior **and any type of verbal abuse or intimidation intended to create fear or an unsafe work environment**. The prevention of violence, and the reporting and management of critical incidents are shared goals of all employees.

II. Scope

This policy is applicable to all regularly scheduled full-time and part-time Linn County employees responsible to the Board of Supervisors; employees responsible to an elected official, including the elected official and their deputies.

In accordance with the Occupational Safety and Health Act of 1970, Linn County acknowledges that employees have the right to a safe work environment. As such, employers like Linn County have the responsibility to provide a safe and healthy workplace that is free from serious recognized hazards. While this policy outlines the responsibilities of Linn County and its employees, it should also be noted that Linn County and its employees interact with contractors, vendors, the public and other non-employees.

While Linn County may not discipline contractors, vendors, the public, or other non-employees, it does reserve the right to act on behalf of its employees to protect and provide a safe and healthy workplace. This protection includes not only physical injury or threats but also mental or psychological injuries that may be the result of verbal harassment as outlined in this policy; verbal threats toward persons or property, the use of vulgar or profane language directed towards others; disparaging or derogatory comments or slurs; offensive flirtations or propositions; verbal intimidation; exaggerated criticism or name-calling; or the spreading of untrue allegations or malicious gossip about others.

III. Policy

Violence, or the threat of violence, by or against any employee of Linn County or any other person while at a Linn County work site is strictly prohibited and will subject the perpetrator, if an employee, to serious disciplinary action up to and including termination of employment, and in all cases, possible prosecution. **This type of behavior will also subject a non-employee perpetrator to criminal charges if warranted, immediate removal from the property, and possible trespass violations that could keep the perpetrator off of the affected premises for a duration of time determined by law enforcement.**

No employee or non-employee shall be allowed to intimidate or abuse any other employee or non-employee by exhibiting behavior including but not limited to, the following:

1. **Verbal harassment** – Verbal threats toward persons or property, the use of vulgar or profane language directed towards others; disparaging or derogatory comments or slur; offensive flirtations or propositions; verbal intimidation; exaggerated criticism or name-calling; spreading untrue or malicious gossip about others.
2. **Physical harassment** – Any physical assault, such as hitting, pushing, kicking, holding, impeding or blocking the movement of another person or the throwing of items in the direction of an employee.
3. **Visual harassment** – Displaying derogatory or offensive posters, cartoons, publications, or drawings intended to intimidate or create a hostile work environment.

In circumstances deemed to be an emergency, call 911. It is understood that the actions of management or other employees will depend on the seriousness and nature of the incident. However, consistent with personal safety, management is to make a good faith effort to defuse violent or potentially violent situations as quickly as possible to prevent escalation and creating threats to others.

All Linn County employees are responsible for notifying management of any threats which they have witnessed, received, or have been told that another person has witnessed or received. If it is not practical to notify management, the employee should contact the Risk Management Director.

Possession, use, or threat of use of dangerous weapons, including firearms, by an employee, is not permitted at Linn County worksites, including a Linn County vehicle, or in Linn County parking areas. Possession of dangerous weapons, including firearms, by Linn County employees in the workplace or at worksites, including in a Linn County vehicle or in Linn County parking facilities is permitted only with written approval of the Linn County Board of Supervisors, upon recommendation of the Linn County Sheriff and when a necessary and approved requirement of the employee's duties.

Under no circumstances are the following items permitted on Linn County property, including parking areas, except when issued or sanctioned by Linn County for use in the performance of the employee's assigned duties:

1. Dangerous chemicals.
2. Explosives or blasting caps.
3. Other objects carried for the purposes of injury or intimidation.

IV. Guidelines for Workplace Violence Response

In an emergency involving the imminent threat of violence or actual violence, the priority is to protect the safety and well-being of the persons involved.

These guidelines are intended to aid department heads, managers and supervisors in responding to violent, potentially violent situations and other personal threats where leadership is in a position to intervene and mitigate the situation.

Because each situation involves unique factors, the following guidelines are intended to provide general guidance. The key elements are safety, reporting, coordination, and control. The following procedures should be followed when addressing a disruptive, dangerous, or violent threat:

1. Employees should use verbal and non-verbal skills to try and de-escalate the situation if appropriate.
2. If the situation does not de-escalate, then a department head, manager, supervisor, or team lead should assist the employee with the situation.
3. At any time when an emergency occurs such as a physical threat, immediately call 911 and report as many details as possible so that an appropriate response can be dispatched. Facilities and workstations equipped with panic or alarm buttons should be activated when a physical threat is imminent, perceived to occur or is active and occurring.
4. An employee who is involved in or who witnesses an incident that violates this policy shall immediately contact a department head, manager, or supervisor.
5. The department head or other department management representative shall immediately contact law enforcement if warranted if they have not already been notified. The Risk Management Director should be contacted in all occurrences during or following an incident who shall provide guidance in matters such as investigation, discipline, law enforcement involvement and other response factors including the engagement of the employee assistance program. The Risk Management Director may be reached at 319-892-5200 during county business hours. If he/she can not be reached at that number, they can be reached at 319-892-5911 and forwarded to their cell phone 24/7.
6. If a person enters a Linn County facility in the lobby, office, or other area using a weapon to carry out an physical attack all employees should follow the guidelines provide through ALICE training:

- **ALERT –**

- Communicate the situation by any means possible.
- Information should flow in all directions.
- Provide as much initial intel as possible to as many people as possible.
- Use any available means which may include; mass notification systems, texts, public address system, digital signage, website or social media platforms.

- **LOCKDOWN**

- Locked doors provide a time barrier.
- Lockdown occurs before, during and after the event.
- Barricade: create a safe zone that nobody can breach.
- Once lockdown is in place, nobody should be allowed into a secure room under any circumstances.
- Lockdown of an entire building may be achieved by contacting an Administrative Assistant I to the Board of Supervisors.

- **INFORM**

- Continuation of ALERT.
- Provide real time information and details if possible.
- Promote good decision making.

- **COUNTER**

- Subdue the attacker(s) if confident and able.
- Once committed to this action, there is no turning back.
- Recruit others that are confident and able to assist.
- There are no rules when you reach this decision to attack the attacker.

- **EVACUATE**

- Leave the facility where the event is occurring.
- Do not go to parking areas.
- Go to a designated rally point identified in training or as directed.
- Assist others if possible.

7. Following any event, once the situation is controlled, all employees involved are to be interviewed separately in order to obtain an accurate account for the incident. Those involved will be asked to provide a statement of the incident.

V. Discipline and consequences

Workplace altercations between employees, even verbal exchanges, justify appropriate action. The Risk Management Director and Human Resources Director should be contacted for guidance. Employees involved in physical altercations may be removed from the work environment until an investigation can be completed to determine whether threats have been resolved or mitigated.

Furthermore, if a contractor, vendor member of the public or other non-employee violates the provisions or this policy, that individual (and others encouraging or participating in such behavior) will be asked to leave Linn County property in order to protect our employee(s). If the individual does not vacate the property, law enforcement will be summoned to assist in the removal of the individual(s) from Linn County property. If warranted, Linn County may ask law enforcement to issue a no-trespass order in accordance with local and state law, barring the individual(s) from the property or from multiple properties owned and operated by Linn County. If the individual(s) has business interest in visiting Linn County property during this period of no-trespass, the individual(s) shall contact the Risk Management Director to schedule an appointment with the department with whom the individual has business and to arrange for access to the facility.

VI. Employee Assistance Program

The Employee Assistance Program (EAP) has the capability of providing post incident resources to employees and their families. The services are available to all employees involved or in proximity to critical incidents in the workplace.

If an employee displays behaviors that are in violation of this policy towards another employee or non-employee, they may be mandatorily referred to EAP for an evaluation as to whether they are safe to be in the work environment.