

BOARD OF SUPERVISORSDistrict 1 | **Kirsten Running-Marquardt**District 2 | **Ben Rogers**District 3 | **Louis J. Zumbach****JEAN OXLEY LINN COUNTY PUBLIC SERVICE CENTER**

935 2ND ST. SW

CEDAR RAPIDS, IA 52404

PH: 319-892-5000

LinnCountyIowa.gov

**LINN COUNTY BOARD OF SUPERVISORS
MEETING AGENDA**

Monday, March 27, 2023

10 a.m.

Formal Board Room—Jean Oxley Public Service Center
935 2nd St. SW, Cedar Rapids, IA**Call to Order****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.

Proclamation: Child Abuse Prevention Month – April 2023

Proclamation: Sexual Assault Awareness Month – April 2023

Proclamation: Week of the Young Child – April 1-7, 2023

Discuss a Vacancy Form requesting 10 part-time Courthouse/Transport Security Officers for the Sheriff's office

Discuss a Vacancy Form requesting 3 temporary part-time Direct Support Staff for Community Services-Options department

Discuss a Vacancy Form requesting an Accounting Analyst for the Treasurer's office

Discuss a Vacancy Form requesting an Elections Systems Administrator for the Auditor's office.

Discuss a Vacancy Form requesting a Harm Reduction Coordinator for Public Health

Discuss an update on the Renewable Energy Review Committees

Discuss and decide on a Resolution Extending the Renewable Energy Overlay Rezoning Moratorium from 3/31/22 until 6/30/23.

Discuss and decide on a Resolution Awarding Contract for the Linn County Secondary Roads District 1 Shop Building – Phase 2 Project.

Discuss Linn County's use of Post-Bid General Contractor Quality Assurance Questionnaire.

Discuss Linn County elected officials and elected officials' deputies' salary increases for Fiscal Year 2024

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.

Payroll Authorizations

Discuss and decide on Employment Change Roster (payroll authorizations).

Claims

Discuss and decide on claims.

Legislative Update

Discuss and decide on action related to proposed legislation

Correspondence**Appointments****Closed Session**

The Board will enter into a closed session to discuss pending litigation, pursuant to Code of Iowa 21.5(1)(c).

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



PROCLAMATION

CHILD ABUSE PREVENTION MONTH—APRIL 2023

WHEREAS, child abuse and neglect are serious problems that can be prevented; and

WHEREAS, our children are our most valuable resources and will shape the future of Iowa; and

WHEREAS, child abuse can have long-term psychological, emotional, and physical effects that have lasting consequences for victims of abuse; and

WHEREAS, protective factors are conditions that reduce or eliminate risk and promote the social, emotional, and developmental well-being of children; and **WHEREAS**, effective child abuse prevention activities succeed because of the partnerships created between child welfare professionals, education, health, community- and faith-based organizations, businesses, law enforcement agencies, and families; and

WHEREAS, all members of a community benefit from creating conditions that support strong and healthy families; and

WHEREAS, communities must make every effort to promote programs and activities that create strong and thriving children and families; and

WHEREAS, we acknowledge that we must work together as a community to increase awareness about child abuse and contribute to promote the social and emotional well-being of children and families in a safe, stable, and nurturing environment; and

WHEREAS, prevention remains the best defense for our children and families.

NOW, THEREFORE, BE IT PROCLAIMED, that we, the Linn County Board of Supervisors, do hereby proclaim April, 2023 as: "**Child Abuse Prevention Month**" And call upon all citizens to increase their participation in building caring connections with families, thereby preventing child abuse and strengthening the community in which we live.

Linn County Board of Supervisors

Chairperson



LINN COUNTY



PROCLAMATION

SEXUAL ASSAULT AWARENESS MONTH—APRIL 2023

WHEREAS, sexual assault affects women, children, and men of all racial, cultural, and economic backgrounds; and

WHEREAS, in addition to the immediate physical and emotional costs, sexual assault may also have associated consequences of post-traumatic stress disorder, substance abuse, depression, homelessness, eating disorders and suicide; and

WHEREAS, sexual assault can be devastating not only to the survivor, but also for the family and friends, and community of the survivor; and

WHEREAS, we must work together to educate our community about sexual violence prevention, supporting survivors, and speaking out against harmful attitudes and actions; and

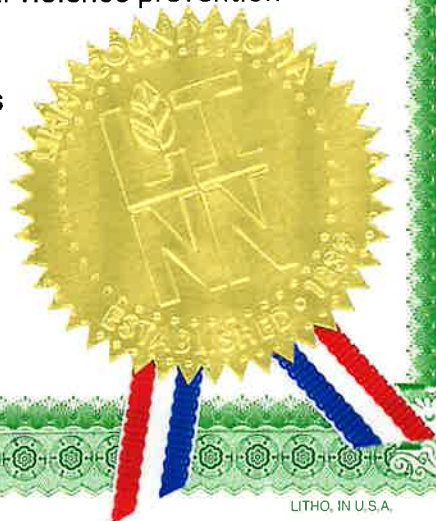
WHEREAS, with leadership, dedication, and encouragement, there is evidence that we can be successful in preventing sexual violence in Linn County, Iowa through increased education, awareness, and community involvement; and

WHEREAS, Linn County strongly supports the efforts of national, state, and local partners, and of every citizen, to actively engage in public and private efforts to prevent sexual violence. It's time for all of us to start conversations, take appropriate action and support one another to create a safer environment for all.

NOW, THEREFORE, BE IT PROCLAIMED, that we, the Linn County Board of Supervisors, join advocates and communities across the country in playing an active role to prevent sexual violence. Along with the United States Government and State of Iowa, we do hereby proclaim April as "**Sexual Assault Awareness Month!**" in Linn County, Iowa and encourage all citizens of the county to learn more about sexual violence prevention

Linn County Board of Supervisors

Chairperson



LINN COUNTY



PROCLAMATION

WEEK OF THE YOUNG CHILD

WHEREAS, the Linn County Early Childhood Iowa Board, East Central Chapter of the Iowa Association for the Education of Young Children, and other local organizations are celebrating the Week of the Young Child on April 1-7, 2023; and

WHEREAS, by highlighting the need for high quality early childhood services for all children and families within our communities and the state, these groups are committed to the early care and education system in Iowa that will ensure every child, beginning at birth, is healthy and successful; and

WHEREAS, considering the latest research on brain development and how children learn, as well as what we know about the financial and economic returns on investments in early childhood, we fully support the need for access to high quality, early childhood services; and

WHEREAS, we must recognize the vital work performed by early childhood educators, express our gratitude for their important services and support efforts to see that they are properly compensated:

NOW, THEREFORE, BE IT PROCLAIMED, the Linn County Board of Supervisors, do hereby proclaim April 1-7, 2023, as the

"WEEK OF THE YOUNG CHILD"

Linn County Board of Supervisors

Chairperson





VACANCY FORM

SELECT ONE:

☒ NEW POSITION

☐ REPLACEMENT

REPLACES: _____

SELECT ONE:

☐ NEW JOB CLASSIFICATION

☒ EXISTING JOB CLASSIFICATION

JOB TITLE: Courthouse/Transport Security Officer - Part-Time

DEPARTMENT: Sheriff's Office

SHIFT/HOURS: Monday-Friday 0730-1630

NUMBER OF POSITIONS: 10

VACANCY DATE: 3/23/23

NEW POSITION FUNDING SOURCE(S):

REASON TO ADD NEW POSITION (if

applicable): ☐ BUDGET OFFER

☐ GRANT FUNDING

☒ OTHER: _____

DURATION OF POSTING (must remain open a minimum of 10 days): _____

POSITION TYPE:

☐ FULL-TIME ☒ PART-TIME ^{up to} 32 # of hours/week ☐ TEMPORARY/SEASONAL

☐ ON-CALL/SUBSTITUTE ☐ GRANT-FUNDED

BARGAINING UNIT: ☐ Clerical ☐ Maintenance ☐ Para Professional ☐ Professional

☐ Attorneys ☒ Conservation ☐ Sergeants ☒ PPME

☐ NON-BARGAINING UNIT (Management and Confidential Employees)

APPROVED BY: _____

DEPARTMENT HEAD (original signature required)

DATE

By signing above, I acknowledge my understanding of the following about external job postings: Failure to make a good faith effort to begin the interview process within one month of receiving candidates' applications will result in HR charging the cost of advertising back to the department.

FOR HUMAN RESOURCES DEPARTMENT USE ONLY:

PAY GRADE: _____ STARTING SALARY: _____

HR DIRECTOR COMMENTS: _____

FINANCE/BUDGET DIRECTOR COMMENTS: _____

APPROVED BY: Lisa D. Powell

HUMAN RESOURCES DIRECTOR

DATE 3-23-23

APPROVED BY: Bearrows

FINANCE/BUDGET DIRECTOR

DATE 3/24/23

APPROVED BY: _____

CHAIRPERSON/BOARD OF SUPERVISORS

DATE _____



LINN COUNTY, IOWA -- Class Specification – PPME

**COURTHOUSE/TRANSPORT SECURITY OFFICE
Class No. 70-13**

**WAGE: \$25.14
Revised March 2023**

- Knowledge of and ability to follow standard operating procedures and policies manuals.
- Ability to analyze data and reach logical conclusions.
- Ability to successfully complete training requirements as defined by the Linn County Sheriff's Office and the Iowa Administrative Code.
- Ability to participate in physical restraint of hostile, aggressive, or combative inmates.
- Ability to work a variety of hours on short notice.
- Ability to deal effectively with co-workers and inmates under stressful and/or difficult conditions.
- Ability to operate standard and specialized equipment.

Minimum Training and Experience

- High school diploma or equivalent required.
- Must be at least 18 years of age.
- Iowa Law Enforcement Academy certification preferred, but not required.

Special Requirements

Must pass a County physical examination which includes a drug test and psychological testing (MMPI) after offer of employment. Must pass a criminal background check after offer of employment. Polygraph exam will be administered after offer of employment. Valid State of Iowa Driver's License required. Ability to obtain and/or maintain certification in the following areas: CPR, Weapons, Jail Procedures, and Medication Dispensing. Ability to successfully complete Linn County Sheriff's Office firearms qualification course. Regular work attendance required. Must remain awake and aware of surroundings at all times. Voluntary overtime may be offered; but there will be times staff will be required to work until their assigned duties are complete.



VACANCY FORM

SELECT ONE:

☐ NEW POSITION

☒ REPLACEMENT

REPLACES: Part Time Temp position - Summer

SELECT ONE:

☐ NEW JOB CLASSIFICATION

☒ EXISTING JOB CLASSIFICATION

JOB TITLE: Direct Support Staff

DEPARTMENT: LCCS - Options 3230

SHIFT/HOURS: 8:30-3:30 pm M-F

NUMBER OF POSITIONS: 3

VACANCY DATE: May 1st, 2023

NEW POSITION FUNDING SOURCE(S):

Costs are reimbursed by Medicaid reimbursements

REASON TO ADD NEW POSITION (if applicable): ☐ BUDGET OFFER

☐ GRANT FUNDING

☐ OTHER: _____

DURATION OF POSTING (must remain open a minimum of 10 days): 10 days

POSITION TYPE:

☐ FULL-TIME ☒ PART-TIME 35 # of hours/week ☒ TEMPORARY/SEASONAL

☐ ON-CALL/SUBSTITUTE ☐ GRANT-FUNDED

BARGAINING UNIT: ☐ Clerical ☐ Maintenance ☒ Para Professional ☐ Professional

☐ Attorneys ☐ Conservation ☐ Sergeants ☐ PPME

☐ NON-BARGAINING UNIT (Management and Confidential Employees)

APPROVED BY: 

3/22/23

DEPARTMENT HEAD

DATE

By signing above, I acknowledge my understanding of the following about external job postings: Failure to make a good faith effort to begin the interview process within one month of receiving candidates' applications will result in HR charging the cost of advertising back to the department.

FOR HUMAN RESOURCES DEPARTMENT USE ONLY:

PAY GRADE: _____ STARTING SALARY: _____

HR DIRECTOR COMMENTS: _____

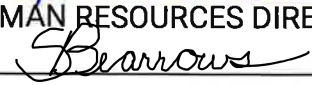
FINANCE/BUDGET DIRECTOR COMMENTS: _____

APPROVED BY: 

HUMAN RESOURCES DIRECTOR

3-23-23

DATE

APPROVED BY: 

FINANCE/BUDGET DIRECTOR

3/24/23

DATE

APPROVED BY: _____

CHAIRPERSON/BOARD OF SUPERVISORS

DATE

DATE



VACANCY FORM

SELECT ONE:

☒ NEW POSITION

☐ REPLACEMENT

REPLACES: _____

SELECT ONE:

☐ NEW JOB CLASSIFICATION

☒ EXISTING JOB CLASSIFICATION

JOB TITLE: Accounting Analyst

DEPARTMENT: Treasurer

SHIFT/HOURS: 7:30 a.m. - 4:30 p.m.

NUMBER OF POSITIONS: 1

VACANCY DATE: 01/03/23

NEW POSITION FUNDING SOURCE(S):

Elimination of Universal Account Clerk;

differential paid from unfilled FTE timeframe

REASON TO ADD NEW POSITION (if applicable): ☐ BUDGET OFFER

☐ GRANT FUNDING

☒ OTHER: Budget & Finance recommendation

DURATION OF POSTING (must remain open a minimum of 10 days): 20

POSITION TYPE:

☒ FULL-TIME ☐ PART-TIME _____ # of hours/week ☐ TEMPORARY/SEASONAL

☐ ON-CALL/SUBSTITUTE ☐ GRANT-FUNDED

BARGAINING UNIT: ☐ Clerical ☐ Maintenance ☐ Para Professional ☒ Professional

☐ Attorneys ☐ Conservation ☐ Sergeants ☐ PPME

☐ NON-BARGAINING UNIT (Management and Confidential Employees)

APPROVED BY: [Signature]

03/20/23

DEPARTMENT HEAD

DATE

By signing above, I acknowledge my understanding of the following about external job postings: Failure to make a good faith effort to begin the interview process within one month of receiving candidates' applications will result in HR charging the cost of advertising back to the department.

FOR HUMAN RESOURCES DEPARTMENT USE ONLY:

PAY GRADE: _____ STARTING SALARY: _____

HR DIRECTOR COMMENTS: _____

FINANCE/BUDGET DIRECTOR COMMENTS: _____

APPROVED BY: [Signature]

3-20-23

HUMAN RESOURCES DIRECTOR

DATE

APPROVED BY: [Signature]

3/21/23

FINANCE/BUDGET DIRECTOR

DATE

APPROVED BY: _____

CHAIRPERSON/BOARD OF SUPERVISORS

DATE



VACANCY FORM

SELECT ONE:

☒ NEW POSITION

☐ REPLACEMENT

REPLACES: Mark Wilson (Elections Technician)

SELECT ONE:

☐ NEW JOB CLASSIFICATION

☒ EXISTING JOB CLASSIFICATION

JOB TITLE: Election Systems Administrator

DEPARTMENT: Auditor - Elections

SHIFT/HOURS: 40

NUMBER OF POSITIONS: One

VACANCY DATE: 3/22/2023

NEW POSITION FUNDING SOURCE(S):

Elections Technician plus \$31,000 from contract labor.

REASON TO ADD NEW POSITION (if applicable): ☐ BUDGET OFFER

☐ GRANT FUNDING

☐ OTHER: _____

DURATION OF POSTING (must remain open a minimum of 10 days): 10 days minimum - until filled

POSITION TYPE:

☒ FULL-TIME ☐ PART-TIME ____ # of hours/week ☐ TEMPORARY/SEASONAL

☐ ON-CALL/SUBSTITUTE ☐ GRANT-FUNDED

BARGAINING UNIT: ☐ Clerical ☐ Maintenance ☐ Para Professional ☒ Professional

☐ Attorneys ☐ Conservation ☐ Sergeants ☐ PPME

☐ NON-BARGAINING UNIT (Management and Confidential Employees)

APPROVED BY: _____

DEPARTMENT HEAD

21 MARCH 2023

DATE

By signing above, I acknowledge my understanding of the following about external job postings: Failure to make a good faith effort to begin the interview process within one month of receiving candidates' applications will result in HR charging the cost of advertising back to the department.

FOR HUMAN RESOURCES DEPARTMENT USE ONLY:

PAY GRADE: _____ STARTING SALARY: _____

HR DIRECTOR COMMENTS: _____

FINANCE/BUDGET DIRECTOR COMMENTS: _____

APPROVED BY: _____

HUMAN RESOURCES DIRECTOR

3-22-23

DATE

APPROVED BY: _____

FINANCE/BUDGET DIRECTOR

3/22/23

DATE

APPROVED BY: _____

CHAIRPERSON/BOARD OF SUPERVISORS

DATE



VACANCY FORM

SELECT ONE:

☒ NEW POSITION

☐ REPLACEMENT

REPLACES: _____

SELECT ONE:

☒ NEW JOB CLASSIFICATION

☐ EXISTING JOB CLASSIFICATION

JOB TITLE: Harm Reduction Coordinator

DEPARTMENT: Public Health

SHIFT/HOURS: 8-4:30 Monday thru Friday

NUMBER OF POSITIONS: 1

VACANCY DATE: ASAP

NEW POSITION FUNDING SOURCE(S):

REASON TO ADD NEW POSITION (if applicable): ☐ BUDGET OFFER

This is an amendment to our Integrated Testing Services

☒ GRANT FUNDING

Grant. This is a federal pass-through from the CDC to the state to the county

☐ OTHER: _____

DURATION OF POSTING (must remain open a minimum of 10 days): minimum 10 days

POSITION TYPE:

☒ FULL-TIME ☐ PART-TIME _____ # of hours/week ☐ TEMPORARY/SEASONAL

☐ ON-CALL/SUBSTITUTE ☐ GRANT-FUNDED

BARGAINING UNIT: ☐ Clerical ☐ Maintenance ☐ Para Professional ☒ Professional

☐ Attorneys ☐ Conservation ☐ Sergeants ☐ PPME

☐ NON-BARGAINING UNIT (Management and Confidential Employees)

APPROVED BY: **Pramod Dwivedi**

Pramod Dwivedi
cn=Pramod Dwivedi, o=Linn County Public Health,
ou=Health Director, email=health@linncounty.org, c=US
2023.03.21 13:20:38 -05'00'

3/21/2023

DEPARTMENT HEAD

DATE

By signing above, I acknowledge my understanding of the following about external job postings: Failure to make a good faith effort to begin the interview process within one month of receiving candidates' applications will result in HR charging the cost of advertising back to the department.

FOR HUMAN RESOURCES DEPARTMENT USE ONLY:

PAY GRADE: _____ STARTING SALARY: _____

HR DIRECTOR COMMENTS: _____

FINANCE/BUDGET DIRECTOR COMMENTS: _____

APPROVED BY: *Lisa D. Powell*

HUMAN RESOURCES DIRECTOR

3-21-23

DATE

APPROVED BY: *Barbara*

FINANCE/BUDGET DIRECTOR

3/22/23

DATE

APPROVED BY: _____

CHAIRPERSON/BOARD OF SUPERVISORS

DATE

RESOLUTION 2023 – –

A RESOLUTION EXTENDING THE MORATORIUM ON ACCEPTING REZONING APPLICATIONS FOR THE RENEWABLE ENERGY OVERLAY DISTRICT IN ACCORDANCE WITH PROVISIONS IN LINN COUNTY CODE OF ORDINANCES CHAPTER 107, ARTICLE VII

WHEREAS, the Linn County Board of Supervisors ("Board") on October 12, 2022, duly adopted Ordinance No. 17-10-2022 entitled, "An Ordinance Amending the Code of Ordinances, Linn County, Iowa by Amending Provisions in Chapter 107, Article VII Relating to the Enactment of a Moratorium on Accepting Rezoning Applications for the Renewable Energy Overlay District" ("Moratorium Ordinance"); and

WHEREAS, the passage and publication of the Moratorium Ordinance as prescribed by Iowa Code enacted a new subsection 107-149(h)(1) in the Linn County Code of Ordinances that states, "The County shall not approve any request to rezone property to the Renewable Energy Overlay District for a period or periods as described in Sections 107-149(h)(2) while the Board of Supervisors reviews and possibly revises language in this chapter related to utility-scale solar and wind installations;" and

WHEREAS, the passage and publication of the Moratorium Ordinance as prescribed by Iowa Code further enacted a new subsection 107-149(h)(2)(a) that stipulates that Subsection 107-149(h) shall be repealed automatically on December 31, 2022, unless extended before that date by Resolution of the Board of Supervisors until no later than March 31, 2023; and

WHEREAS, upon the request and recommendation of the Linn County Planning and Development Director, the Board finds and determines that it is necessary, desirable, and in the best interests of Linn County to extend the moratorium deadline of March 31, 2023, as established by Linn County Code of Ordinances Section 107-149(h)(2)(a), to provide for additional time for the review and possible revisions of language in Linn County Code of Ordinances Chapter 107 related to utility-scale solar and wind installations.

NOW, THEREFORE, THE LINN COUNTY BOARD OF SUPERVISORS HEREBY RESOLVES that the moratorium on requests to rezone property to the Renewable Energy Overlay District, as established by Linn County Code of Ordinances Section 107-174(h)(2)(a), is extended from March 31, 2023, until June 30, 2023, unless extended before that date by Resolution of the Board of Supervisors.

PASSED AND APPROVED this day of , 2023.

LINN COUNTY BOARD OF SUPERVISORS

Louis J. Zumbach, Chair

Ben Rogers, Supervisor

Kirsten Running-Marquardt, Supervisor

ATTEST:

Joel D. Miller, Linn County Auditor

I, Joel D. Miller, Linn County Auditor, hereby certify that the Linn County Board of Supervisors duly adopted the foregoing resolution at a regular meeting by a vote of: ____ aye, ____ nay, and ____ abstained from voting.

Joel D. Miller, Linn County Auditor

State of Iowa
County of Linn

This instrument was acknowledged before me on the _____ day of _____, 2023, by Joel D. Miller as Linn County Auditor.

Notary Public, State of Iowa

RESOLUTION NO. 2023 – 3 –

A RESOLUTION AWARDDING CONTRACT FOR
THE Linn County Secondary Roads District 1 Shop Building – Phase 2 Project.

WHEREAS, pursuant to notice duly posted as prescribed by resolution 2023-2-21 of the Linn County, Iowa Board of Supervisors (the “Board”), and as required by state law, the Board received bid proposals for the “Linn County Secondary Roads District 1 Shop Building – Phase 2 Project” (the “Project”); and,

WHEREAS, each bid submitted for the Project received careful consideration, and it is necessary and advisable to award the contract for the Project.

BE IT THEREFORE RESOLVED by the Board as follows:

1. The bid for the Project submitted by the contractor, and in the amount set out below, is lowest responsible bid received for the Project, and is fully responsive to the plans and specifications for the Project.

Contractor

GARLING CONSTRUCTION INC.

1120 11TH STREET

BELLE PLAINE, IA 52208

Bid Amount

\$3,287,000.00

2. The Board hereby awards the contract for the Project to such contractor, and for the total estimated cost set out above, with final settlement to be made on the basis of the unit prices set out in said contract, and on the actual final quantity of each class of material(s) furnished, and said contract is subject to the Notice to Bidders, the plans and specifications for the Project, and the terms of the bidder’s written proposal.
3. The Board hereby fixes the amount of the contractor’s performance and/or payment bonds at 100 percent of the amount of the contract.

PASSED AND APPROVED this 27th day of March 2023.

LINN COUNTY BOARD OF SUPERVISORS

ATTEST:

Louis J. Zumbach, Chair

Joel Miller, Linn County Auditor

Ben Rogers, Vice Chair

Kirsten Running-Marquardt, Supervisor

Aye: _____ Nay: _____ Abstain: _____

Linn County
Post-Bid General Contractor Quality Assurance Questionnaire

Project Name: _____

Project Location: _____

In accordance with Iowa Code Section 26.9.1, which states in part, "The contract for the public improvement must be awarded to the lowest responsive, responsible bidder" and Iowa court decisions that allow governmental entities to consider factors other than price in determining the lowest responsible bidder, the Linn County Board of Supervisors provides this Questionnaire to the general contractor designated as the apparent low bidder ("Bidder") for the above-captioned project ("Project").

The bidder must return the fully completed Questionnaire with all applicable attachments within 14 calendar days of receiving notice that it is the apparent low bidder. The Linn County Board of Supervisors may deem Bidders "non-responsive" that do not complete and return the Questionnaire on time.

1. Full Name of Bidder _____

Address _____

Telephone _____ Fax _____

Email _____

2. List all other names under which the Bidder operated in the past five (5) years.

3. Provide the Bidder's contractor registration number, the full names of registration holders, and the Contractor Registration expiration date.

Registration Number _____

Registration Holder _____

Registration Holder _____

Contractor Registration Expiration Date _____

4. Has any entity ever suspended or revoked the Bidder's contractor registration?

Yes ☐ No ☐

If yes, attach information about the suspension or revocation and all relevant documents.

5. Does Bidder attest it will comply with applicable minimum wage laws?

Yes ☐ No ☐

6. Does Bidder attest it will maintain workers' compensation insurance or that it is a qualified self-insurer that can provide proof of insurance or proof of ability to self-insure?

Yes ☐ No ☐

7. Will Bidder properly license Bidder's employees with the appropriate licensing authority?

Yes ☐ No ☐

8. On a separate sheet, list all projects over \$1 million in value that Bidder has in progress. Provide the name of the project, owner, architect, contract amount, officer in charge, project manager, project superintendent, and any other key personnel, percent complete, and scheduled completion date.

9. On a separate sheet, list the projects over \$1 million in value completed by Bidder in the past three (3) years. Provide the name of the project, owner, architect, contract amount, officer in charge, project manager, project superintendent, and any other key personnel, date of completion, and percentage of the total project performed by Bidder's employees.

10. On a separate sheet, identify the individuals Bidder intends to be the officer in charge, project manager, project superintendent and any other key personnel on this project. Include a resume and/or recent work history for everyone identified.

11. On a separate sheet, list the Bidder's last five (5) completed projects, the scheduled completion date for each, and the final completion date for each, noting any owner-approved extensions.

12. Within the past three (3) years has Bidder defaulted on a contract or been disqualified, removed, or otherwise prevented from bidding on or completing any project?

Yes ☐ No ☐

If yes, provide the year of the incident, the name, address, and telephone number of the owner of the project, and the project name and location on a separate sheet.

13. Has Bidder ever been unable to obtain a bond or been denied a bond?

Yes ☐ No ☐

If yes, please provide all relevant details on a separate sheet.

14. Within the past five (5) years has Bidder ever failed to complete any work awarded to it?

Yes ☐ No ☐

If yes, please provide all relevant details on a separate sheet.

15. Is Bidder currently under investigation for, or was the Bidder found in violation of any of the following state or federal laws in the past five (5) years: Iowa Minimum Wage Act; Iowa Non-English Speaking Employees Act; Iowa Child Labor Act; Iowa Labor Commissioner's Right to Inspect Premises; Iowa Compensation Insurance Act; Iowa Employment Security Act; Iowa Competition Act; Iowa Income, Corporate and Sales Tax Code; a "willful" violation of the Iowa or Federal Occupational Safety and Health Act; Iowa Employee Registration Requirements; Iowa Hazardous Chemical Risks Act; Iowa Wage Payment Collection Act; Federal Income and Corporate Tax Code; the National Insurance and Social Security Act; or the Fair Labor Standards Act?

Yes ☐ No ☐

If yes, please provide all relevant details on a separate sheet.

16. Has a court or agency of competent jurisdiction found the Bidder to be delinquent in meeting its obligations under local, state, or federal tax laws within the last five (5) years? (Delinquent includes, but is not limited to, failure to file, failure to pay, or imposition of tax liens)

Yes ☐ No ☐

If yes, please provide all relevant details on a separate sheet.

17. Are there any judgements, arbitration proceedings, or suits pending or outstanding against Bidder or its officers that relate to, arise out of, or are in the course of the Bidder's business?

Yes ☐ No ☐

If yes, please provide all relevant details on a separate sheet.

18. Does Bidder affirm that it will retain only subcontractors that can comply fully with the bid specifications, including those listed in the Subcontractor Quality Assurance Bid Requirements?

Yes ☐ No ☐

19. Does Bidder affirm that it will be responsible for ensuring that each subcontractor meets the Subcontractor Quality Assurance Bid Requirements?

Yes ☐ No ☐

20. On a separate sheet, please provide a list of all subcontractors the Bidder intends to assign, sublet, or subcontract to for any work over \$25,000. If the Bidder wishes to replace any originally designated Subcontractor or to add a Subcontractor, Bidder may do so only with the approval of the Linn County Board of Supervisors, which it will not withhold unreasonably.

21. Will Bidder, upon request, make available to Linn County, or its representative(s), documentation to satisfy the County, in the County's sole discretion, that the Bidder's workers used on this project are actual employees, with unemployment and workers' compensation coverage, and not "leased employees" or independent contractors?

Yes ☐ No ☐

22. List the name, address, phone number, and contact person for three (3) entities that will provide a professional reference for the Bidder.

Name	Address	Phone Number	Contact Person
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

23. Will Bidder only use on-site employees who have completed the OSHA 10-hour Construction Industry Training Program?

Yes ☐ No ☐

If yes, provide Contractor's Federal ID Number _____

Name and Address of Contractor's Registered Agent

I hereby certify on behalf of the Bidder that (1) all of the information provided by me in this Questionnaire is true and correct to the best of my knowledge; (2) I am authorized to sign this Questionnaire on behalf of the Bidder whose name appears in response to Question #1; (3) if any of the information I have provided herein becomes inaccurate, prior to the execution of any project contract, I will immediately provide the Linn County Board of Supervisors Office with updated accurate information in writing; and (4) I hereby authorize any person or entity named herein to provide Linn County with any information needed to verify this Questionnaire.

Name of Bidder _____

By: _____
Signature Title

Type/Print Name Date

State of Iowa
County of Linn

Signed before me on _____, 20_____

by _____

Notary Public in and for the State of Iowa

Linn County
Post-Bid Subcontractor Quality Assurance Bid Requirements

Project Name: _____

Project Location: _____

The following requirements are intended for inclusion in the Quality Assurance sections of the Bid Specifications, which the General Contractor is required to manage along with all other quality assurance requirements.

1. Subcontractors must not be under current investigation for, or within the last five (5) years found to be in violation of any of the following state or federal laws: Iowa Minimum Wage Act; Iowa Non-English Speaking Employees Act; Iowa Child Labor Act; Iowa Labor Commissioner's Right to Inspect Premises; Iowa Compensation Insurance Act; Iowa Employment Security Act; Iowa Competition Act; Iowa Income, Corporate and Sales Tax Code; a "willful" violation of the Iowa or Federal Occupational Safety and Health Act; Iowa Employee Registration Requirements; Iowa Hazardous Chemical Risks Act; Iowa Wage Payment Collection Act; Federal Income and Corporate Tax Code; The National Insurance and Social Security Act; or The Fair Labor Standards Act.
2. Subcontractors will only use Subcontractor on-site employees who have completed the Occupational Safety and Health Act (OSHA) 10-hour Construction Industry Training Program.
3. Subcontractors must properly license employees with the appropriate licensing authority.
4. All Subcontractors, including a Subcontractor of a Subcontractor, will use only workers on this project who have unemployment and workers' compensation coverage provided by the Subcontractor by which the worker is employed. Subcontractors will provide the General Contractor with such documentation that is necessary to satisfy the General Contractor that the Subcontractor is in compliance with this provision.
5. Subcontractors are not required to use apprentices on this project. If Subcontractor chooses to employ apprentices on this project, Subcontractor must provide, upon request of the General Contractor, evidence that each of the apprentices on this project is participating in and registered with a DOL-approved apprentice or training program or substantially equivalent apprenticeship or training program.