

**SCHOOL DISTRICT OF MANAWA
BUILDINGS & GROUNDS COMMITTEE MEETING
AGENDA**

[Join with Google Meet](#)

meet.google.com/udo-rtaj-acb

[Join by phone](#)

(US) +1 513-839-2217 PIN: 838 040 506#

Date: January 20, 2021

Time: 5:30 p.m.

Virtual Meeting

Board Committee Members: R. Johnson (C), Scheller, Forbes

In Attendance:

Timer: _____ **Recorder:** _____

1. Endorse ADA Fitness Center Accessibility Option - Add-on to MS/HS Paving Project (Information / Action)
2. Consider Endorsement of Pfefferle Proposal to Provide: (Information / Action)
 - a. Asset Information and Maintenance Handbook
 - b. Asset Management and Capital Expense Projection
 - c. Maintenance Program Training
3. Review Future Outdoor Bleacher Replacement (Information / Action)
4. Review Referendum Project Completion (Information)
 - a. Covers on radiant heater in MS/HS Commons
 - b. Polished concrete floor in MS Art Room
 - c. Vinyl tile replacement in MES corridor
 - d. Roof leak in MS (possible roofing nail puncture)
 - e. Martin Systems equipment analysis
 - f. Trane controls training
 - g. Other
5. Review Buildings and Grounds Budget Summary (Information)
6. Buildings & Grounds Committee Planning Guide (Information)
7. Set Next Meeting Date:
8. Next Meeting Items:
 - a. Pricing on Future Budget Items
 - i. New MS/HS Lift
 - ii. Pallet jack
 - iii. Burnisher
 - iv. Other
9. Adjourn

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FULL CURB HEAD

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EXISTING

10'

BOC - 862.58
NO CURB HEAD

5'

BOC - 862.65
NO CURB HEAD

10'

BOC - 863.35
EXISTING
FULL CURB HEAD

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EXISTING

5'

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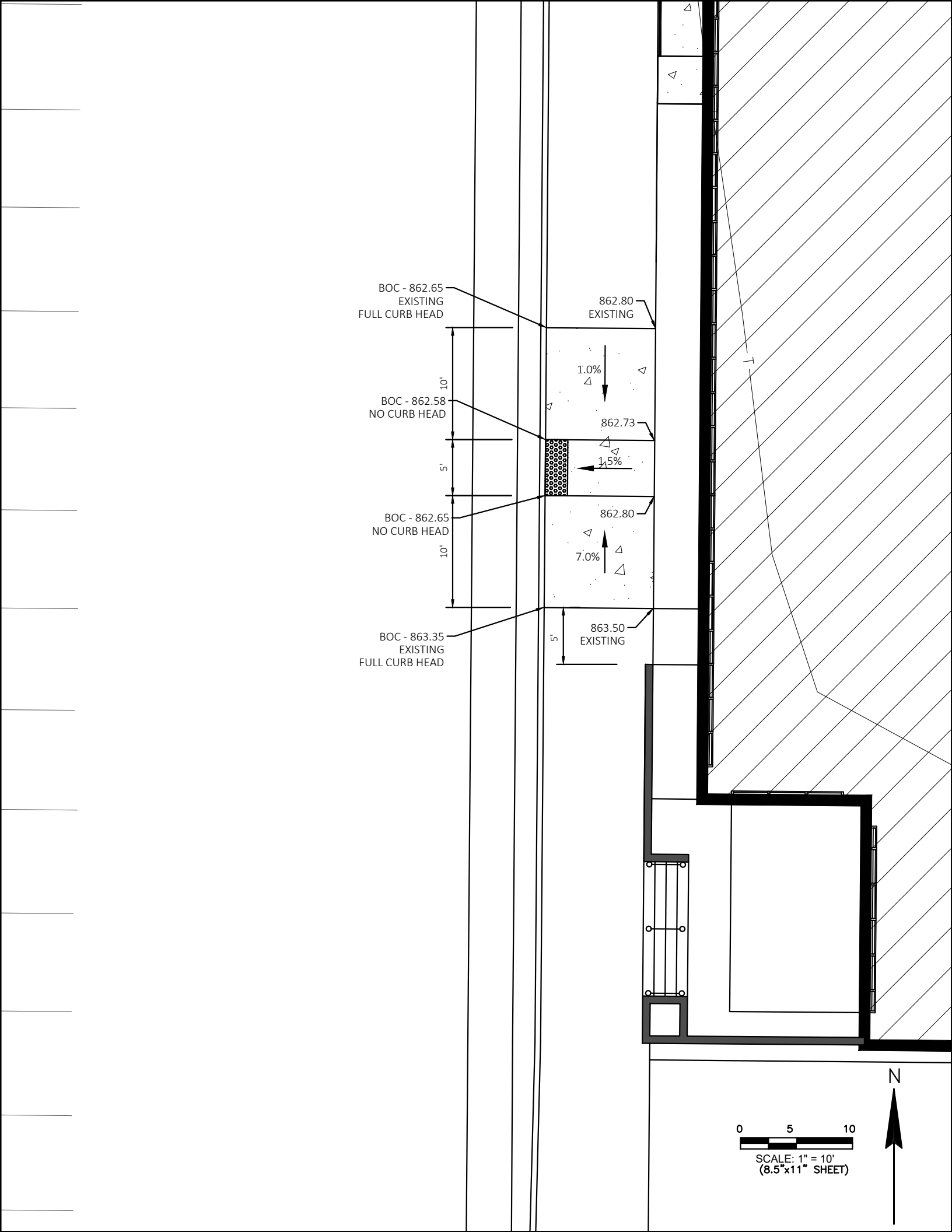
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SCALE: 1" = 10'
(8.5"x11" SHEET)

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PROPOSAL TO PROVIDE FACILITIES MANAGEMENT

Prepared for:

**SCHOOL DISTRICT OF
MANAWA**



Prepared by:

Pfefferle
COMPANIES, INC.

“Single Source”
For all your Real Estate Needs

At Pfefferle Companies, we are committed to providing our clients best-in-class, results-driven, commercial real estate services; building long standing relationships; and adding value to the organizations that we work with and the communities we serve.



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 - Turf and Landscaping

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Dr. Melanie J. Oppor
District Administrator
School District of Manawa
800 Beech Street
Manawa, WI 54949

November 3, 2020

Dr. Oppor,

Thank you for the opportunity to provide a proposal to the Manawa School District for a comprehensive facilities asset maintenance and management plan. Pfefferle Management is dedicated to community involvement, and our team is excited at the prospect of partnering with Manawa Schools. We feel the thoughtful and efficient approach we take managing our vast portfolio of different types of facilities will translate well into helping you and your staff create and execute a beneficial maintenance program.

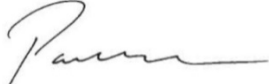
Our proposal focuses on three key items:

1. Create an Asset Information and Maintenance Handbook – This handbook will catalog all pieces of maintainable equipment in an easy to follow - room by room layout. It will include important information on each asset and also provide step by step preventive maintenance procedures and templates to assist with record keeping and planning.
2. Develop a long term capital expense projection for facility assets – We will identify and document all key equipment and assets and provide expected key maintenance milestones, life cycle information, and help budget for future capital expenditures.
3. Provide training to your staff for implementation of the developed maintenance program – This training will be available to help implement and continue proper maintenance procedures based on the handbook and the maintenance programs prescribed within.

We believe these three components will provide a complete package approach to help Manawa schools operate and maintain its facilities effectively and efficiently for years to come.

Please take the time to read through the attached proposal. We sincerely appreciate the chance to team up with you and the Manawa School District.

Sincerely,



Paul Werch
Vice President



Brandon Selissen
Project Manager

YOUR PFEFFERLE TEAM



John Pfefferle
CEO



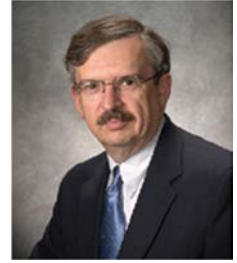
Mike Pfefferle
President



Paul Werch
Vice President



Brad Schweps
COO



Rick Knight
VP, Corporate Counsel



Ryan Polcyn Senior
Property Manager



Leah Bagnet
Property Manager



Corleen O'Malley Senior
Property Manager



Jill Van Asten
Property Manager



Scott Isensee
Dir. of Safety &
Security



Brandon Selissen
Project Manager



Mark Crowe
Service Manager



Kurt Davidson
HVAC Manager



Jeff Kluever
Turf & Landscape
Manager



Joan Kluever
Interior Curb Appeal
Manager



Gram Eubank
Janitorial Operations
Manager



Amanda Pynenberg
Janitorial Accounts
Manager



Carla Sewell, Commercial
Management
Assistant

PROPOSED MAINTENANCE PROGRAM & COST

Asset Information and Maintenance Handbook

- Catalog equipment room by room
 - Model numbers
 - Serial numbers
 - Capacity
 - Maintenance history
 - Warranty
 - Preferred service vendors
- Create maintenance program forms with checklists and procedures for each piece of equipment/asset
 - Monthly
 - Quarterly
 - Semi-annual
 - Annual

Research and data collection = \$5,760

Manual assembly = \$7,200

Total = \$12,960

Asset Management and Capital Expense Projection

- Roof
- Parking lot
- Building shell/masonry
- HVAC equipment
 - Boilers
 - Chillers
 - Air handlers
 - Exhaust fans
 - Makeup air units
 - Refrigeration equipment
- Generators

Research and document assembly = \$2,160

Maintenance Program Training

- Hourly rate and recommended number of training sessions

Estimate: 5 days training @ \$440/day = \$2,200

PROPERTY MANAGEMENT

Facility Management

Our experienced property manager and in-house maintenance technician provide you with exceptional quality control measures at all levels of facility management. Further, we strongly believe that a preventive approach to maintenance not only reduces costs long-term but also creates a more positive on-site environment. Our facility management support includes:

- **Pre-management phase** (initial set up):
 - Perform and document a thorough asset review of your property
 - Establish a customized preventative maintenance program that fits the needs of the owner, tenants and property.
 - Procure and review all warranties and operating manuals
 - Develop annual expense budget
 - Schedule site inspections and appropriate follow-up tasks
- Utilizing a trained Pfefferle maintenance technician who is familiar with your building is an opportunity to **achieve significant savings and efficiencies**. Unlike a third party contractor, our technician will keep a constant eye on the property and work hand in hand with the management team. These multiple touchpoints will ensure that Physicians Real Trust operates efficiently and your tenants are satisfied.
- Our **electronic work order system** manages the life cycle of all repairs and maintenance, including scheduling preventative maintenance tasks and unexpected repairs identified during site inspections; as well as service contracts for work performed on a regular basis.
- With the use of a **state-of-the-art web and mobile-friendly property management software** system, we will connect all of the processes and people involved in operating a property, as well as automate several functions, including: workflow, tenant requests and inquiries, asset and equipment maintenance, risk management and communications.
- If needed, we will prepare, communicate and manage the **vendor bidding process** to ensure best pricing and high-quality work from vetted companies in several service areas, including HVAC and janitorial services etc.
- Facilitate **energy management programs** and build system efficiencies
- Maintain up-to-date certificates of insurance for all contractors
- Prepare **annual facility expense budgets**, which are used as a planning tool to manage expenses
- Document and report the general performance of your facility
- Oversee and manage all services performed by contractors:

Elevator services	Roof maintenance	Signage contracting
Electrical services	Plumbing	Janitorial services
Exterior services	Storm water maintenance	HVAC preventative maintenance
Asphalt maintenance	Waste services	

- **Oversee and manage Fire & Life Safety Programs**
 - Fire extinguishers
 - Exit lights and egress lighting
 - Hot work permits
 - Fire suppression systems
 - UPS systems
 - Fire alarm system maintenance and testing
 - Generator fuel tests
 - Firewall penetration permit
 - Maintain life safety drawings

- Purchasing for general facility and custodial supplies is provided

- **Facilitate energy management programs and building system efficiencies:**
 - Analysis of controls
 - Tracking of utilities
 - Energy rebate programs
 - Fire alarm system maintenance and testing
 - Maintain life safety drawings
 - Remote monitoring
 - Building automation control
 - Generator fuel tests
 - Fire wall penetration permit

Value Added Services

Generally, value added services are selected by a client who has already partnered with Pfefferle Management to provide one of the “base” management services. If a new client is in need of a one-time or periodic need of a value added service, our Pfefferle Management team and client will discuss how to best provide the selected service for:

- Site inspections
- Property documentation
- Project management
- Physical security surveys
- In-house legal counsel
- General specialty maintenance services

COMMERCIAL

PROPERTY MANAGEMENT SERVICES

- Pfefferle Management ensures proper care of our clients’ assets while taking a hands-on approach to controlling common area maintenance costs.
- Pfefferle Management provides a variety of management services customized to fit our clients’ specific needs.

Commercial



Retail



- Vacant Land
- Foreclosed Property
- Receivership
- Industrial

Lease and Revenue Management

- Full service lease administration.
- In-house legal counsel to assist with lease administration.
- Monitor and implement lease terms for all tenants.
- Management of all common area maintenance expenses.
- Year-end common area maintenance reconciliations.
- Full-service financial reporting including billing and collecting of all sources of revenue.

Facilities Management

- One number to call for all your facility’s needs.
- Access to trained facility technicians 24/7.
- Provide tenant service directly through Pfefferle Management.
- Implement a proactive tenant relations program.
- Scheduled on-site property inspections
- Oversee and manage any facilities subcontracted services. (Waste removal, landscaping, snow

Pfefferle Management utilizes a state of the art web based and mobile property management software that connects all of the processes and people involved in operating a building or portfolio and automates the workflow and information capture for all activities related to tenant service, asset and equipment maintenance, operational risk management and communications.

MEDICAL



Recognizing medical facilities require a specialized approach to maintenance, Pfefferle Management works closely with the Wisconsin Healthcare Engineering Association (WHEA) and other medical organizations. Pfefferle Management customizes its programs to meet the standards required of various types of medical facilities.

Medical Areas of Specialty

- Technicians are WHEA members and specialty include:
 - Life safety equipment testing (non-medical)
 - Vacuum pumps
 - Generators
 - HVAC
 - Remodeling/Project Management/Risk Management
 - Special Equipment (i.e. hospital beds)
 - Medical Gas & Oxygen System Monitoring
 - Air/Water Quality
- Pfefferle Management team members work with inspectors and respected consultants, such as Lauzon Life Safety Consulting, to develop an approved inspection program as required by the following:
 - CMS (Center for Medical Services)
 - The Joint Commission
 - AAAHC (Accreditation Association for Ambulatory Health Care)
 - NFPA (National Fire Protection Agency)
 - Other jurisdictions with relevant authority

Additional Medical Qualifications and Training

- In-house legal counsel to assist with Stark Law compliance in managed leases
- HIPAA (Health Insurance Portability & Accountability Act)
- On-site staff undergo testing for Tuberculosis and Hepatitis C
- Trained in the use of PPE (Personal Protection Equipment)
- WHEA Healthcare Construction Certification Program (HCC)
- In-house safety programs
- The management of the electronic SDS (safety data sheet programs)

SAFETY AND TRAINING

Pfefferle Companies' policy is to provide a safe place for its employees, customers and visitors. Safety programs are developed consistent with OSHA standards.

Safety Objectives

- To implement procedures designed to provide a safe working environment for all employees, customers, vendors, subcontractors and members of the general public.
- To reduce the potential of accidental injuries to persons and to protect the property of Pfefferle Companies, employees, customers and general public.
- To cooperate with subcontractors and clients in their efforts to contribute to safe and efficient operations, and to comply with applicable federal, state and local statutes, standards and regulations.
- To exercise good judgment in the application of our safety policy and custom training

It is our philosophy that our efforts toward production, quality and safety must be inseparable. Through the implementation of this program, every attempt is made to reduce the possibility of an occupational accident or illness. Incident reporting and accident investigations are used to promote continuous improvement in the safety program.

Ongoing Training

Along with comprehensive in-house training programs and other resources, Pfefferle is able to keep technicians and employees engaged and up to date through ongoing training including the following programs:

- Associated Builders and Contractors (ABC) HVAC-apprenticeship program
- Focus on Energy - Building Operator Certification
- Fox Valley Technical College - Leadership/customer service
- Fox Valley Technical College - Lean Training/Task Management
- Wisconsin Healthcare Engineering Association (WHEA) - Monthly/quarterly meetings along with ongoing training in specialized areas.
- In-house training by our journeyman HVAC, plumbing and electrical technicians
- Lauzon Life Safety Consulting - Life safety/documentation training



HVAC SERVICES

If a client is in need of HVAC services, the Pfefferle Management HVAC team will work with the client to determine how best to provide the selected service.

Commercial HVAC team enhances real estate by:

- **Preventative maintenance on HVAC equipment**
 - Increases life expectancy of equipment
 - Identifies and corrects problems before they become catastrophic failures.
 - Increases efficiency and decreases operating expenses.
- **HVAC service**
 - Respond to service calls with Pfefferle HVAC Technicians who are familiar with your property. (Reduces billable time)
 - Solve issues with the correct solution, extends equipment life and reduces further call backs.
- **Troubleshoot Building Automation Systems (BAS)**
 - Carrier CCN
 - Carrier IVIEW
 - KMC
 - Johnson Medasys
 - Insight (Siemens)
 - Delta
 - Reliable
 - CSI - TAC
- **Building HVAC surveys**
 - Provide comprehensive assessment of the HVAC system as a whole.
 - Identify areas for immediate improvements, future budgeting and capital planning.
 - Recommissioning of HVAC equipment to improve tenant satisfaction and provide utility savings.
- **HVAC equipment replacement**
 - When equipment is beyond its useful life we facilitate replacement utilizing best practices.
 - Identify areas where Focus On Energy can help with the cost.
 - Identify potential improvements of HVAC system with value-added engineering.



Pfefferle Management HVAC team is only utilized when it's the appropriate choice for a particular property. If a sub-contractor is hired, the skill set of the Pfefferle Management HVAC team can enhance the sub-contractor's performance.

SECURITY

Security Services

Pfefferle Management has trained security professionals on staff to help evaluate the security needs of your property, identify vulnerabilities, and put together a plan to address those vulnerabilities.

Objective Based Solutions

There are two methodologies to security design: Feature Based and Objective Based. Feature based design means starting with a check list of desired systems (access control, cameras, intrusion detection, etc.) and then implementing them. Objective based design starts with identifying the goal of what security needs to do.

Pfefferle Management prefers the objective based design approach. Using this approach, Pfefferle Management first defines the goals of any security project by looking at the specific needs and concerns of the property owner. We then put together a security plan that achieves those goals, recommending the security systems and practices that contribute to those goals and eliminating the ones that don't. The result is a security system that both meets the owner's needs and is cost effective. Pfefferle Management can assist in the entire process from planning to installation. Whether it's a new installation or an existing system, Pfefferle Management can take care of the maintenance and managing of security systems to help maximize their benefit to the property.

Security Services



- Perform physical security surveys and vulnerability assessments of operations and facilities based on the client's requirements and best practices.
- Assist clients in the development of security programs.
- Develop and manage hard key programs
- Provide management services for security installation projects.
- Manage security guard vendors, including development of post orders (duties and actions), and monitoring incident response by guard vendor, ensuring compliance with post orders.
- Conduct security training and education for client personnel on security tools and processes (e.g. suspicious packages, work place violence, etc.)
- Provide liaison function and support for local and federal law enforcement.
- Maintain and manage all security systems:
 - Cameras
 - Access control
 - Security guard contracts
 - Key programs

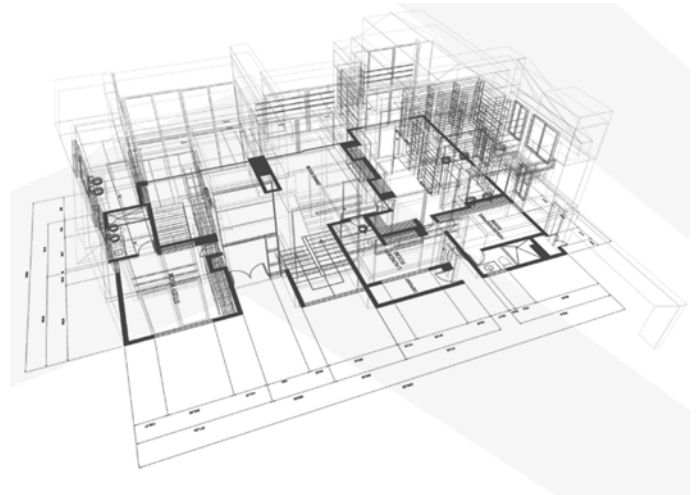
PROJECT MANAGEMENT



From planning and design to procurement, construction and commissioning, Pfefferle Management, as a client's representative, manages each construction project with a view to achieving the best value and quality within the appropriate budget and time frame. Our first class technical professionals in each discipline apply their experience and knowledge to successfully complete the project and meet the client's needs.

Services we provide:

- Planning / Scope Development
- Budgeting
- Tenant Improvements / Build-Out
- Capital Improvements
- Construction / Remodeling Services
- Development of Maintenance Programs and Cost Structure



Pfefferle's project management team utilizes in depth knowledge of your property along with on-staff craftsmen and an extensive network of trade partners to ensure major investments into your facility are of premium quality and in its long-term, best interest.

JANITORIAL

Pfefferle Management is committed to meeting the individual needs of each client and/or tenant. We will create a customized cleaning schedule that is specifically tailored to each individual commercial need. Pfefferle Management specializes in cleaning commercial office spaces. Our janitorial team has the knowledge, experience, and track record to not only maintain your facility but to go above and beyond and exceed your expectations. We are really your partner in maintaining your property.



Additional Services Provided

- **Carpet Cleaning** - Hot water extraction
- **Hard Floor Maintenance** - Scrubbing, stripping, and sealing of ceramic, terrazzo, quarry tile or VCT.
- **Upholstery and Partition Cleaning** - Cleaning of fabric, leather, vinyl and wood furniture and partition walls.
- **Post Construction Cleaning** - Preparing a newly constructed or renovated facility for occupancy.
- **Window Cleaning** - Cleaning partition glass, screens and interior windows, plus ground level exterior windows.
- **Tenant Turn-around Cleaning** - Cleaning a tenant space post move-out and preparing it for showing or occupancy by a new tenant.
- **Janitorial Cleaning Services** - Available daily, every other day, weekly or bi-weekly.

Additional Assistance

- Purchasing or providing consumable products at discounted rates.
- Maintaining all types of dispensers
- Obtaining bids and outsourcing to provide the most cost-effective solutions.

All personnel must pass a background check before being hired.

In-depth training includes:

- Security, facility procedures, confidentiality, HIPPA, alarm, access restrictions
- Specialized training, as needed, for tasks unique to an account
- Safety: chemicals, safe lifting, economy of motion

Janitorial personnel are monitored nightly by account supervisors to assure the owner's needs are met consistently.

TURF AND LANDSCAPING

Pfefferle Management Turf and Landscaping team provides quality lawn and landscaping services. We can coordinate a number of services to keep the exterior of your businesses in the best shape. A well-maintained outside appearance will help your location attract more customers and clients.

First impressions matter. Make them count!

Services provided

- Lawn mowing and trimming
- Tree and shrub pruning
- Landscape bed maintenance, renovation and construction.
- Fertilizing lawn, beds and plants
- Shrub planting
- Integrated pest management for interior and exterior.
- Holiday décor - Installation, removal and storage after the season is over.



Assistance with unoccupied buildings include:

- Snow plowing to fire safety standards
- Shoveling building entrances for accessibility and fire safety.
- Snow removal on public sidewalks to local snow ordinance standards.
- Removal of unwanted materials from buildings, garages, storage areas, etc.
- Rough cutting and mowing of vacant lots



All personnel must pass a background check before being hired and attend a monthly safety meeting. Our employees understand the importance of providing quality landscaping services with safety in mind.

LOCAL PRESENCE

The following are several commercial properties that we are currently involved with in the region:

Property Management/Facilities Management

St. Francis Xavier Catholic School System (101 E. Northland Avenue, Appleton)

Catalpa Health (540 N Koeller Street, Oshkosh)

Vizance (2935 Universal Court, Oshkosh)

Brownie's LLC (1020 S Main Street, Fond Du Lac)

Accurate Imaging (2895 Algoma Blvd., Oshkosh)

Neuroscience (1305 W American Drive, Neenah)

Center for APS (425 S Commercial Street, Neenah)

North East Wisconsin **Hand to Shoulder Center of WI** (2325 N Casaloma Drive, Appleton)

Lombardi Center (1400 Lombardi Avenue – Green Bay)

Nicolet Center (111 N. Washington Street – Green Bay)

Theda Care IT Center - 222 Building (222 W. College Avenue – Appleton)

Appleton Center (100 W. Lawrence Street – Appleton)

CDW Building (4321 W. College Avenue – Appleton)

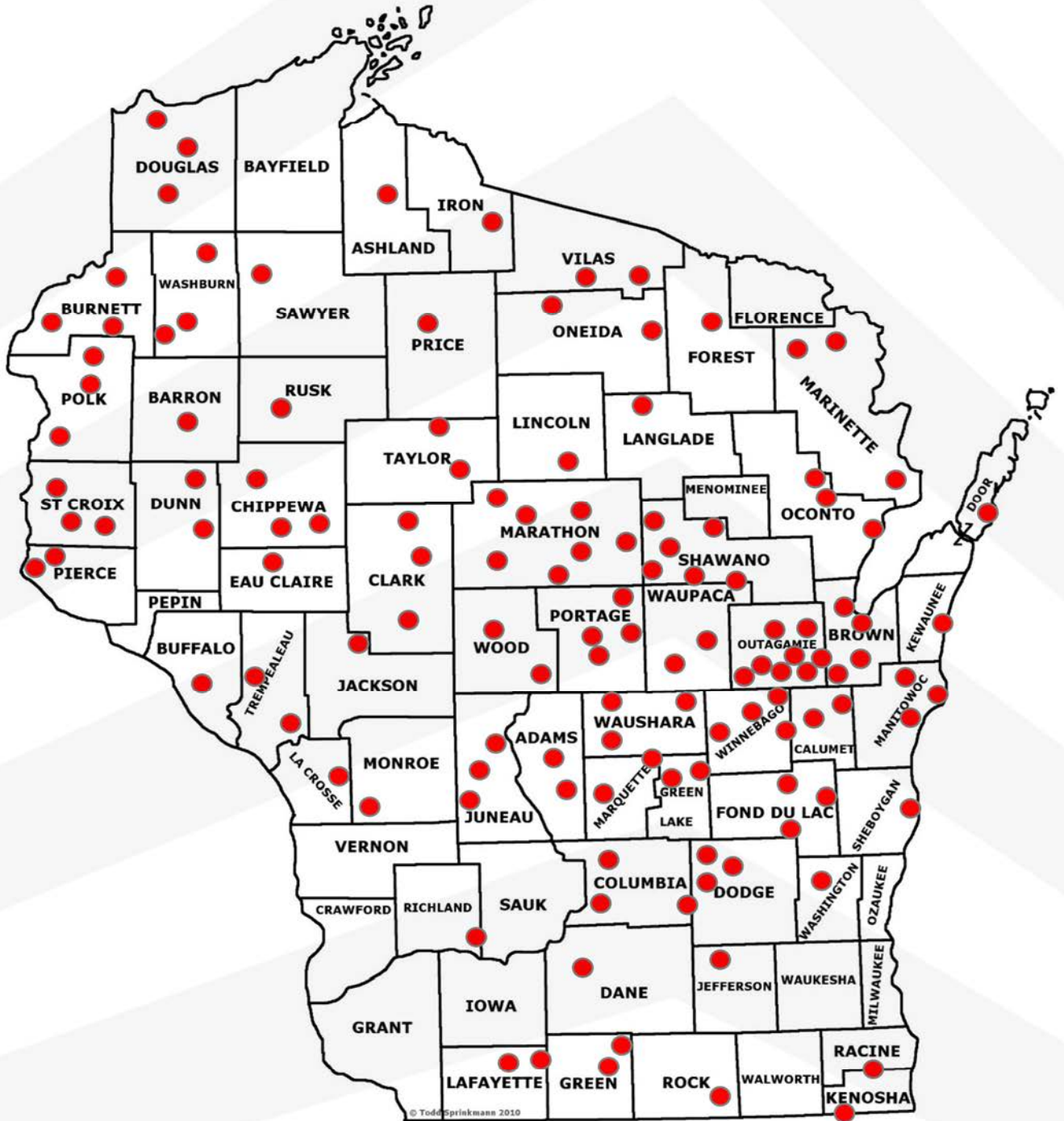
Festival Foods (Multiple Locations)

Thrivent Federal Credit Union (3600 Commerce Court – Appleton)

Best Western Premier Waterfront Hotel & Convention Center (1 N. Main Street Oshkosh)

Additional properties provided upon request.

STATEWIDE REACH



● Communities served by Pfefferle Management

PARTIAL CLIENT LIST



REGIONAL OFFICES

Appleton

200 E. Washington Street, Suite 2A, Appleton, WI 54911

920.730.4280

Green Bay

1192 Hansen Road, Suite 201, Green Bay, WI 5430

920.884.5000

Wausau

327 N. 17th Avenue, Suite 303, Wausau, WI 54401

715.261.2260

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INDEPENDENTLY OWNED AND OPERATED