



**MONROE COUNTY BOARD OF COMMISSIONERS'  
WORK SESSION AGENDA**

**November 1, 2023**

**Nat U. Hill Meeting Room - 3<sup>rd</sup> Floor, Courthouse and Zoom Connection**

- 1. Clerk, Nicole Browne** **2**
  - a. Pitney Bowes agreement for postage machine for Election Central
  - b. Pitney Bowes agreement for postage machine for Clerk's office
  - c. Comcast agreement for early voting commercial
  
- 2. Fleet and Building, Richard Crider** **11**

Riverway Plumbing proposal for plumbing repairs in the jail



## Monroe County Board of Commissioners Agenda Request Form

Date to be heard  Formal ☐ Work session ☒ Department

Title to appear on Agenda:

Vendor #

### Executive Summary:

We are seeking Commissioners' approval and signature for the lease to maintain the postage machine at the Election Central/Voter Registration Office.

Fund Name(s):

Fund Number(s):

Amount(s)

Presenter:

Speaker(s) for Zoom purposes:

Name(s)

Phone Number(s)

*(the speaker phone numbers will be removed from the document prior to posting)*

Attorney who reviewed:



Agreement Number

## Your Business Information

Full Legal Name of Lessee / DBA Name of Lessee

Tax ID # (FEIN/TIN)

MONROE COUNTY CLERKS OFFICE

351732462

**Sold-To: Address**

401 W 7TH ST STE 1, BLOOMINGTON, IN, 47404-3936, US

**Sold-To: Contact Name**

**Sold-To: Contact Phone #**

**Sold-To: Account #**

Nicole Browne

812 349 5003

0017311262

**Bill-To: Address**

301 N COLLEGE AVE STE 201, BLOOMINGTON, IN, 47404-3865, US

**Bill-To: Contact Name**

**Bill-To: Contact Phone #**

**Bill-To: Account #**

Bill-To: Email

Terri Bowman

(812) 349-5003

0011401777

tbowman@co.monroe.in.us

**Ship-To: Address**

401 W 7TH STSTE 1, BLOOMINGTON, IN, 47404-3936, US

**Ship-To: Contact Name**

**Ship-To: Contact Phone #**

Ship-To: Account #

KAT REYNOLDS

(812) 349-5005

0017311262

PO #

## Your Business Needs

Qty	Item	Business Solution Description
1	SENDPROMAILCENTER	MailCenter
1	1FWV	5lb Interfaced Weighing Feature
1	7W00	MailCenter Meter
1	APKG	SendPro P SendPro 360 Ship Access
1	APSA	Connect+ 145 LPM Speed
1	F9PG	PowerGuard Service Package
1	HV1P	MailCenter Printer
1	HV96000	MailCenter Weighing Platform
1	HVBA	MailCenter 1000
1	M9SS	Mailstream IntelliLink Services 2
1	ME1C	Meter Equipment - P Series, LV
1	MW90007	SendPro P Series Drop Stacker
1	MW92705	MailCenter 15in Display
1	SJM1	SoftGuard for SendPro P1000







## Monroe County Board of Commissioners Agenda Request Form

Date to be heard 11/01/23

Formal ☐

Work session ☒

Department Clerk

Title to appear on Agenda: Pitney-Bowes Lease Agreement for Postage Machine at the Monroe County Clerk's Office.

Vendor #

### Executive Summary:

We are seeking Commissioners' approval and signature for the lease to maintain the postage machine at the Monroe County Clerk's Office.

Fund Name(s):

Clerk

Fund Number(s):

1000-30006-0001

Amount(s)

\$1,114.38/quarter

Presenter: Nicole Browne

Speaker(s) for Zoom purposes:

Name(s)

Nicole Browne

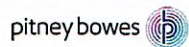
Phone Number(s)

(812) 349-2614

*(the speaker phone numbers will be removed from the document prior to posting)*

Attorney who reviewed: Turner-King, Molly





## Pitney Bowes Lease Agreement State and Local Fair Market Value Lease

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Agreement Number

### Your Business Information

Full Legal Name of Lessee / DBA Name of Lessee

MONROE COUNTY CLERK

Tax ID # (FEIN/TIN)

351732462

#### Sold-To: Address

301 N COLLEGE AVESTE 201, BLOOMINGTON, IN, 47404-3865, US

Sold-To: Contact Name

Nicole Browne

Sold-To: Contact Phone #

812 349 5003

Sold-To: Account #

0010626479

#### Bill-To: Address

301 N COLLEGE AVESTE 201, BLOOMINGTON, IN, 47404-3865, US

Bill-To: Contact Name

Terri Bowman

Bill-To: Contact Phone #

(812) 349-5003

Bill-To: Account #

0010626479

Bill-To: Email

tbowman@co.monroe.in.us

#### Ship-To: Address

301 N COLLEGE AVESTE 201, BLOOMINGTON, IN, 47404-3865, US

Ship-To: Contact Name

KAT REYNOLDS

Ship-To: Contact Phone #

(812) 349-5005

Ship-To: Account #

0010626479

PO #

### Your Business Needs

Qty	Item	Business Solution Description
1	SENDPROMAILCENTER	MailCenter
1	1FS1	USPS Special Services Software
1	1FWW	10lb Interfaced Weighing Feature
1	7W00	MailCenter Meter
1	APKG	SendPro P SendPro 360 Ship Access
1	APSD	Connect+ 145/70 LPM Speed
1	ERB1	eReturn Receipt Subscription - P Series
1	ERCL	eRR Reference Number Feature Only
1	ERR1	E-Return Receipt Feature
1	F9DD	USPS Special Services Welcome Kit
1	F9PG	PowerGuard Service Package
1	HV1P	MailCenter Printer
1	HV96000	MailCenter Weighing Platform
1	HVBB	MailCenter 2000







## Monroe County Board of Commissioners Agenda Request Form

Date to be heard  Formal ☐ Work session ☒ Department

Title to appear on Agenda:  Vendor #

### Executive Summary:

We are seeking Commissioners' approval and signature for the Early Voting commercial.

Fund Name(s):	Fund Number(s):	Amount(s)
<input type="text" value="Clerk-Election"/>	<input type="text" value="1215-30006-0062"/>	<input type="text" value="\$2,500.00"/>

Presenter:

### Speaker(s) for Zoom purposes:

Name(s)	Phone Number(s)
<input type="text" value="Nicole Browne"/>	<input type="text" value="(812) 349-2614"/>

*(the speaker phone numbers will be removed from the document prior to posting)*

Attorney who reviewed:



Monroe Country Clerk Gen Elec Early Voting 2023

Indianapolis Apr22 DMA Nielsen Live+7

Client:

Buyer:















Advertiser:

Product:

Sched Dates: 10/11/2023 - 11/6/2023

Lengths: 30

Dayparts: PS

Network	Daypart	Program	Start Date	End Date	Unit Dur	Avg Units/Wk	Active Weeks	Rate	Total Units	Cost
<b>2780, Bloomington IN</b>										
<b>APL</b>										
	M-Su 9a-4p	Various	10/11/23	11/6/23	30	2	4	\$2.00	12	\$24.00
	M-Su 4p-7p	Various	10/11/23	11/6/23	30	1	4	\$3.00	4	\$12.00
	M-Su 7p-12m	Various	10/11/23	11/6/23	30	2	4	\$4.00	8	\$32.00
<b>CMDY</b>										
	M-Su 9a-4p	Various	10/11/23	11/6/23	30	2	4	\$2.00	8	\$16.00
	M-Su 7p-12m	Various	10/11/23	11/6/23	30	1	4	\$7.00	4	\$28.00
<b>CNN</b>										
	M-Tu 5a-9a	Various	10/11/23	11/6/23	30	0	1	\$5.00	2	\$10.00
	M-Su 9a-4p	Various	10/11/23	11/6/23	30	2	4	\$4.00	12	\$48.00
	M-Su 4p-7p	Various	10/11/23	11/6/23	30	1	4	\$8.00	4	\$32.00
	M-Su 7p-12m	Various	10/11/23	11/6/23	30	2	4	\$10.00	8	\$80.00
	M 5a-9a	Various	10/11/23	11/6/23	30	0	1	\$5.00	2	\$10.00
	M-Su 5a-9a	Various	10/11/23	11/6/23	30	2	4	\$5.00	8	\$40.00
<b>DISC</b>										
	M-Su 9a-4p	Various	10/11/23	11/6/23	30	2	4	\$3.00	12	\$36.00
	M-Su 7p-12m	Various	10/11/23	11/6/23	30	2	4	\$11.00	8	\$88.00
<b>FOOD</b>										
	M-Su 9a-4p	Various	10/11/23	11/6/23	30	3	4	\$5.00	15	\$75.00
	M-Su 7p-12m	Various	10/11/23	11/6/23	30	1	4	\$14.00	5	\$70.00
<b>FX</b>										
	M-Su 9a-4p	Various	10/11/23	11/6/23	30	2	3	\$2.00	12	\$24.00
	M-Su 7p-12m	Various	10/11/23	11/6/23	30	2	4	\$11.00	8	\$88.00
<b>FXNC</b>										
	M-Tu 5a-9a	Various	10/11/23	11/6/23	30	0	1	\$19.00	2	\$38.00
	M-Su 9a-4p	Various	10/11/23	11/6/23	30	2	4	\$15.00	12	\$180.00
	M-Su 4p-7p	Various	10/11/23	11/6/23	30	1	4	\$30.00	4	\$120.00
	M-Su 7p-12m	Various	10/11/23	11/6/23	30	1	4	\$33.00	7	\$231.00
	M 5a-9a	Various	10/11/23	11/6/23	30	0	1	\$19.00	2	\$38.00
	M-Su 5a-9a	Various	10/11/23	11/6/23	30	2	4	\$19.00	8	\$152.00
<b>HALL</b>										
	M-Su 9a-4p	Various	10/11/23	11/6/23	30	4	4	\$2.00	20	\$40.00
	M-Su 4p-7p	Various	10/11/23	11/6/23	30	1	4	\$4.00	4	\$16.00
	M-Su 7p-12m	Various	10/11/23	11/6/23	30	2	4	\$8.00	8	\$64.00
<b>HGTV</b>										
	M-Su 9a-4p	Various	10/11/23	11/6/23	30	3	4	\$6.00	14	\$84.00
	M-Su 4p-7p	Various	10/11/23	11/6/23	30	1	3	\$15.00	3	\$45.00
	M-Su 7p-12m	Various	10/11/23	11/6/23	30	1	4	\$19.00	7	\$133.00
<b>ID</b>										
	M-Su 9a-4p	Various	10/11/23	11/6/23	30	2	4	\$3.00	8	\$24.00
	M-Su 4p-7p	Various	10/11/23	11/6/23	30	1	4	\$10.00	4	\$40.00
	M-Su 7p-12m	Various	10/11/23	11/6/23	30	2	4	\$12.00	8	\$96.00
<b>LIF</b>										
	M-Su 9a-4p	Various	10/11/23	11/6/23	30	2	3	\$2.00	12	\$24.00
	M-Su 4p-7p	Various	10/11/23	11/6/23	30	1	4	\$6.00	4	\$24.00
	M-Su 7p-12m	Various	10/11/23	11/6/23	30	2	4	\$7.00	8	\$56.00
<b>MNBC</b>										
	M-Tu 5a-9a	Various	10/11/23	11/6/23	30	0	1	\$3.00	2	\$6.00
	M-Su 9a-4p	Various	10/11/23	11/6/23	30	2	4	\$3.00	12	\$36.00
	M-Su 4p-7p	Various	10/11/23	11/6/23	30	1	4	\$6.00	4	\$24.00
	M-Su 7p-12m	Various	10/11/23	11/6/23	30	2	4	\$8.00	8	\$64.00
	M 5a-9a	Various	10/11/23	11/6/23	30	0	1	\$3.00	2	\$6.00
	M-Su 5a-9a	Various	10/11/23	11/6/23	30	2	4	\$3.00	9	\$27.00
<b>MTV</b>										
	M-Su 9a-4p	Various	10/11/23	11/6/23	30	2	4	\$2.00	12	\$24.00
	M-Su 4p-7p	Various	10/11/23	11/6/23	30	1	4	\$4.00	4	\$16.00
	M-Su 7p-12m	Various	10/11/23	11/6/23	30	2	4	\$5.00	8	\$40.00
<b>TLC</b>										
	M-Su 9a-4p	Various	10/11/23	11/6/23	30	2	4	\$2.00	12	\$24.00
	M-Su 7p-12m	Various	10/11/23	11/6/23	30	2	4	\$7.00	9	\$63.00
<b>TRAV</b>										

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Adjustments: Network Insertability and Network Carriage have been factored into calculations.  
 Indianapolis Apr22 DMA Nielsen Live+7  
 Cable Zones: COMCAST, Bloomington IN

Source Field Codes  
 TP - Time Period

Monroe County Clerk Gen Elec Early Voting 2023

Indianapolis Apr22 DMA Nielsen Live+7

Client:

Buyer:


Advertiser:

Product:

Sched Dates: 10/11/2023 - 11/6/2023

Lengths: 30

Dayparts: PS

Network	Daypart	Program	Start Date	End Date	Unit Dur	Avg Units/Wk	Active Weeks	Rate	Total Units	Cost
	M-Su 9a-4p	Various	10/11/23	11/6/23	30	3	4	\$2.00	16	\$32.00
	M-Su 7p-12m	Various	10/11/23	11/6/23	30	1	2	\$4.00	5	\$20.00

Totals 370 \$2,500.00

Grand Totals 370 \$2,500.00

This report has been prepared using NuMath® research.

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Adjustments: Network Insertability and Network Carriage have been factored into calculations.

Indianapolis Apr22 DMA Nielsen Live+7

Cable Zones: COMCAST, Bloomington IN

Source Field Codes:

TP - Time Period

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<https://www.effectv.com/legal/advertiser-terms-and-conditions>

Accepted and Agreed

Advertiser: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Authorized Acceptance: \_\_\_\_\_

Date: \_\_\_\_\_





## Monroe County Board of Commissioners Agenda Request Form

Date to be heard  Formal ☐ Work session ☒ Department

Title to appear on Agenda:

Vendor #

### Executive Summary:

This request is to approve multiple plumbing repair projects in the combined amount of \$8,285.00 at the Monroe County Jail.

The scope of work includes replacement of three shower systems in the trustees area in the amount of \$6,400, with additional work in the kitchen including replacing the dishwasher floor drain and surrounding cement for improved flow in the amount of \$500, replacing the drains lines and basket strainers under three sinks in the amount of \$785, and replacing the cement around the perimeter of the steel floor sink in the amount of \$600.

### Fund Name(s):

### Fund Number(s):

### Amount(s)

Presenter:

### Speaker(s) for Zoom purposes:

#### Name(s)

#### Phone Number(s)

*(the speaker phone numbers will be removed from the document prior to posting)*

Attorney who reviewed:



# ESTIMATE

Riverway Plumbing & Mechanical  
5450 S Old State Road 37  
Bloomington, IN 47401, USA  
info@riverwaypm.com  
(812) 327-8080

**Estimate #** 588-1  
**Date** Wed Oct 25 2023  
**Total** 0.00

**Prepared For:**

Monroe County  
301 N College Ave  
Bloomington, Indiana 47401  
(812) 322-2754  
777davidg@gmail.com

**Service Location:**

Monroe County Jail Monroe County Commissioners  
301 N College Ave  
Bloomington, Indiana 47401  
(812) 322-2754  
777davidg@gmail.com

Description	QTY	Price	Amount
<b>14 Plumbing</b> Cut three stainless steel sheets to cover hole Install three shower systems Install connections in wall Install stainless steel sheets	1.00	6400.00	6400.00 OPTIONAL
<b>14 Plumbing</b> Clean up around floor drain install hydraulic cement to get a better drain flow Install dome infloor sink	1.00	500.00	500.00 OPTIONAL
<b>14 Plumbing</b> Remove all copper drains Install PVC lines Install three new basket strainers with levers	1.00	785.00	785.00 OPTIONAL
Sub total			0.00
Tax			0.00
Tax Rate			7.000%
Total			0.00

**Terms & Conditions:**

This estimate is not guaranteed and is approximating charges to you. It is based on the anticipated details of the work to be done. It is possible for unexpected complications to cause some deviation from the costs



stated in the estimate. If additional parts or labor are required, you will be contacted immediately. Prior to scheduling, a 50% deposit will be required for any estimate detailing excavation work or estimates greater than \$5,000. Estimates are valid for 30 days from the date provided. Riverway Plumbing & Mechanical warrants all products purchased within this estimate for a period of One (1) year from the date of the completed installation.

**Thank You For Your Business!**

# Riverway Plumbing & Mechanical



Riverway Plumbing & Mechanical  
5450 S Old State Road 37  
Bloomington, IN 47401, USA  
info@riverwaypm.com  
(812) 327-8080

## ESTIMATE

Estimate #	2357-1
Date	Mon Oct 30 2023
Total	600.00

**Prepared For:**  
Monroe County Commissioners  
301 N College Ave  
Bloomington, Indiana 47404  
(812) 322-2754

**Service Location:**  
Monroe County Jail  
301 N College Ave  
Bloomington, Indiana 47404  
(812) 322-2754

Rcriders@co.monroe.in.us

Description	QTY	Price	Amount
<b>Floor sink re seal</b> Proposal to clean and prep concrete area around parameter of existing stainless steel floor sink. We will clean and reseal with new hydrolic cement seal. Once seal is cured we advised that epoxy coating should be applied following. Estimate 2-3 hr job at \$200-hr plus material	1	600	600.00
Sub total			600.00
Tax			0.00
Tax Rate			7.00%
Total			600.00

### Terms & Conditions:

This estimate is not guaranteed and is approximating charges to you. It is based on the anticipated details of the work to be done. It is possible for unexpected complications to cause some deviation from the costs stated in the estimate. If additional parts or labor are required, you will be contacted immediately. Prior to scheduling, a 50% deposit will be required for any estimate detailing excavation work or estimates greater than \$5,000. Estimates are valid for 30 days from the date provided. Riverway Plumbing & Mechanical warrants all products purchased within this estimate for a period of One (1) year from the date of the completed installation.

**Thank You For Your Business!**



## **ADDENDUM TO Riverway Plumbing & Mechanical AGREEMENT**

1. **Worker's Compensation.** Riverway Plumbing & Mechanical ("Contractor") shall purchase and maintain a policy of Worker's Compensation Insurance as required by the laws of the State of Indiana and furnish a certificate of such insurance to the Board before commencement of work on the Project. Failure to provide this certificate may be regarded by the Board as material breach of this Agreement and may result in its cancellation without further cause.
2. **Liability Insurance.** Contractor shall purchase and maintain comprehensive general liability insurance in amounts of at least 1 million per occurrence, and 2 million dollars aggregate, and furnish proof of such insurance to the Board before commencement of work on the Project. Failure to provide this certificate may be regarded by the Board as a material breach of this Agreement and may result in its cancellation without further cause.
3. **Indemnity.** Contractor assumes all risks and responsibilities for accident, injuries or damages to person or property related to performance of the Project and agrees to indemnify and save harmless the Board from all claims, costs or suits of whatever nature, including attorneys' fees, related to performance of the Project, except such claims, costs or suits arising out of the fault of the Board or its employees.
4. **Non-discrimination.** In the performance of work under this contract, it is agreed that Contractor, any of its subcontractors, or any person acting on their behalf shall not, in any manner, discriminate against or intimidate any employee or job applicant with respect to his, hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of his race, religion, color, sex, disability, national origin or ancestry – or discriminate by reason of such factors, against any citizen of the State of Indiana who is qualified and available to perform the work.

It is further agreed that a penalty may be deducted from the contract in the sum of five dollars (\$5.00) for each person for each calendar day during which such person was discriminated against or intimidated in violation of this provision. If a second or subsequent violation occurs, this contract may be terminated, and all monies due or to become due hereunder may be forfeited. It is further agreed that a breach of this covenant may be considered a material breach of the contract.

5. **Compliance with Law.** Contractor shall, at its own expense, obtain all licenses and permits which may be necessary to complete the Project. Contractor shall comply with all applicable laws and regulations and indemnify and save harmless the Board for any fines or expenses of any nature which it might incur from Contractor's noncompliance, including laws and regulations enforced by the State Fire Marshal, State Building Commissioner, Department of Fire Prevention and Building Safety, State Department of Health, O.S.H.A., state and local building codes and the Americans with Disabilities Act. Contractor will comply with IC 22-5-1.7-3. Specifically including the following:
  - Contractor to enroll in and verify the work eligibility status of all newly hired employees of the contractor through the E-Verify program.
  - Contractor is not required to verify the work eligibility status of all newly hired employees of the contractor through the E-Verify program if the E-Verify program no longer exists.

- Contractor must sign an affidavit affirming that Contractor does not knowingly employ an unauthorized alien.

6. **Independent Contractor.** It is understood and agreed that Contractor executes this Agreement as an independent contractor and shall not be considered an employee or agent of the Board for any purpose. Contractor shall have exclusive control over the means, methods and details of fulfilling its obligations under this Agreement. Contractor shall pay all taxes, withholdings and contributions required by Social Security (FICA) laws, Indiana and federal income tax laws, and Indiana unemployment insurance laws.
7. **Captions.** The captions of the Agreement are for convenience only, and do not in any way limit or amplify its terms.
8. **Governing Law.** This agreement shall be governed in accordance with the laws of the State of Indiana.

**IN WITNESS WHEREOF,** Contractor and Board have executed this Addendum as dated below in two counterparts, each of which shall be deemed an original.

Riverway Plumbing & Mechanical  
"Contractor"

Board of Commissioners of Monroe County  
"Board"

\_\_\_\_\_  
by

Date \_\_\_\_\_

\_\_\_\_\_  
ATTEST: November 1, 2023

\_\_\_\_\_  
Catherine Smith, Auditor