

ROCK COUNTY, WISCONSIN

AMENDED
11/16/18



PUBLIC SAFETY & JUSTICE COMMITTEE
MONDAY – NOVEMBER 19, 2018 - 4:00 P.M.
CONFERENCE ROOM N-1 - FIFTH FLOOR
ROCK COUNTY COURTHOUSE-EAST

Agenda

1. Call to Order
2. Adoption of Agenda
3. Citizen Participation, Communications, Announcements, Information
4. Consent Calendar
 - A. Transfers
5. Approval of Minutes – November 5, 2018
6. Resolutions
 - A. Recognizing Detective Brian L. Meister
 - B. Recognizing Correctional Officer Barbara A. Meister
 - C. Recognizing Sergeant Karl R. Weberg
 - D. Recognizing Sergeant Brian D. Aubrey
 - E. Recognizing Sergeant Wayne K. Hansen
 - F. ~~Awarding Bid to Aramark Correctional Services for Food Services at the Rock County Jail~~
7. Updates and Committee Action
 - A. Approval of Prime Vendor for Disposable Exam Gloves at the Rock County Sheriff's Office and Jail
 - B. Review and Approval of the Bid for Commissary Services for the Sheriff's Office and Jail to Aramark of Downers Grove, IL**
 - C. Update on the Contracted Food Services Bid Proposal for the Rock County Jail
8. Committee Requests and Motions
9. Adjournment

The County of Rock will provide reasonable accommodations to people with disabilities. Please contact us at 608-757-5510 or e-mail countyadmin@co.rock.wi.us at least 48 hours prior to a public meeting to discuss any accommodations that may be necessary.

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Sheriff Robert D. Spoden
INITIATED BY



Chief Deputy Barbara J. Tillman
DRAFTED BY

Public Safety & Justice Committee
SUBMITTED BY

November 2, 2018
DATE DRAFTED

RECOGNIZING DETECTIVE BRIAN L. MEISTER

1 **WHEREAS**, Brian L. Meister began his employment with Rock County on January 2, 1992, as a
2 Correctional Officer in the Rock County Sheriff's Office; and,
3
4 **WHEREAS**, Brian L. Meister was promoted to the rank of Deputy on January 9, 1995, working in the
5 Patrol Division and promoted to the rank of Detective on July 30, 2007; and,
6
7 **WHEREAS**, throughout his tenure with the Sheriff's Office, Detective Meister has served in many
8 capacities including: SWAT, Field Training Officer, and the ICAC (Internet Crimes Against Children)
9 Task Force; and,
10
11 **WHEREAS**, Detective Meister has received numerous commendations and letters of appreciation; and,
12
13 **WHEREAS**, Detective Meister will retire from public service on December 28, 2018;
14
15 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
16 assembled this _____ day of _____, 2018, does hereby recognize Detective Brian L.
17 Meister for his over 26 years of faithful service and recommends that a sincere expression of
18 appreciation be given to Detective Brian L. Meister along with best wishes for the future.

Respectfully submitted,

PUBLIC SAFETY & JUSTICE COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Mary Beaver, Chair

J. Russell Podzilni, Chair

Phil Owens, Vice Chair

Mary Mawhinney, Vice Chair

Terry Fell

Richard Bostwick

Kara Hawes

Henry Brill

Brian Knudson

Betty Jo Bussie

Louis Peer

Alan Sweeney

Terry Thomas

Bob Yeomans

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Sheriff Robert D. Spoden
INITIATED BY



Deputy Chief Barbara J. Tillman
DRAFTED BY

Public Safety & Justice Committee
SUBMITTED BY

November 2, 2018
DATE DRAFTED

RECOGNIZING CORRECTIONAL OFFICER BARBARA A. MEISTER

- 1 **WHEREAS**, Barbara A. Meister began her employment with Rock County on July 12, 1996, as a
- 2 Correctional Officer in the Rock County Sheriff's Office working in both the Jail and Classification
- 3 Unit; and,
- 4
- 5 **WHEREAS**, throughout her tenure with the Sheriff's Office, Correctional Officer Meister has served in
- 6 many capacities including: Jail Transition Team, Implementing the Transition from Offendertrak to
- 7 Spillman and becoming one of the first Classification Officers; and,
- 8
- 9 **WHEREAS**, Correctional Officer Meister has received numerous commendations and letters of
- 10 appreciation; and,
- 11
- 12 **WHEREAS**, Correctional Officer Meister will retire from public service on December 28, 2018;
- 13
- 14 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
- 15 assembled this _____ day of _____, 2018, does hereby recognize Correctional Officer
- 16 Barbara A. Meister for her over 22 years of faithful service and recommends that a sincere expression of
- 17 appreciation be given to Correctional Officer Barbara A. Meister along with best wishes for the future.

Respectfully submitted,

PUBLIC SAFETY & JUSTICE COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Mary Beaver, Chair

J. Russell Podzilni, Chair

Phil Owens, Vice Chair

Mary Mawhinney, Vice Chair

Terry Fell

Richard Bostwick

Kara Hawes

Henry Brill

Brian Knudson

Betty Jo Bussie

Louis Peer

Alan Sweeney

Terry Thomas

Bob Yeomans

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Sheriff Robert D. Spoden
INITIATED BY



Chief Deputy Barbara J. Tillman
DRAFTED BY

Public Safety & Justice Committee
SUBMITTED BY

November 14, 2018
DATE DRAFTED

RECOGNIZING SERGEANT KARL R. WEBERG

- 1 **WHEREAS**, Karl R. Weberg began his employment with Rock County on March 27, 1996, as a Deputy
- 2 Sheriff in the Rock County Sheriff's Office working in both the Patrol Division and Court Services
- 3 Bureau; and,
- 4
- 5 **WHEREAS**, Karl R. Weberg was promoted to the rank of Sergeant on January 24, 2011; and,
- 6
- 7 **WHEREAS**, throughout his tenure with the Sheriff's Office, Sergeant Weberg has served in many
- 8 capacities including: Hostage Negotiation Team and Field Training Officer; and,
- 9
- 10 **WHEREAS**, Sergeant Weberg has received numerous commendations and letters of appreciation
- 11 including the WPPA 2008 Meritorious Award for actions taken apprehending the bank robbers of the
- 12 Footville bank and was the 2008 Deputy of the Year, also receiving the 2008 Rock County Sheriff's
- 13 Office Medal of Valor for the Footville bank robbery; and,
- 14
- 15 **WHEREAS**, Sergeant Weberg will retire from public service on December 31, 2018.
- 16
- 17 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
- 18 assembled this _____ day of _____, 2019, does hereby recognize Sergeant Karl R. Weberg
- 19 for his over 22 years of faithful service and recommends that a sincere expression of appreciation be
- 20 given to Sergeant Karl R. Weberg along with best wishes for the future.

Respectfully submitted,

PUBLIC SAFETY & JUSTICE COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Mary Beaver, Chair

J. Russell Podzilni, Chair

Phil Owens, Vice Chair

Mary Mawhinney, Vice Chair

Terry Fell

Richard Bostwick

Kara Hawes

Henry Brill

Brian Knudson

Betty Jo Bussie

Louis Peer

Alan Sweeney

Terry Thomas

Bob Yeomans

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Sheriff Robert D. Spoden
INITIATED BY



Chief Deputy Barbara J. Tillman
DRAFTED BY

Public Safety & Justice Committee
SUBMITTED BY

November 15, 2018
DATE DRAFTED

RECOGNIZING SERGEANT BRIAN D. AUBREY

1 WHEREAS, Brian D. Aubrey began his employment with Rock County on June 13, 1990, as a Correctional
2 Officer at the Rock County Sheriff's Office; and,
3

4 WHEREAS, Brian D. Aubrey was promoted to a Deputy Sheriff in the Rock County Sheriff's Office on
5 November 21, 1993, working in both the Jail and Patrol Division and the Court Services Bureau then was
6 promoted to the rank of Sergeant on October 13, 2005; and,
7

8 WHEREAS, throughout his tenure with the Sheriff's Office, Sergeant Aubrey has served in many capacities
9 including: DARE Officer, Firearms Instructor, Stateline Area Narcotics Enforcement Team (SLANT), and
10 SWAT Team; and,
11

12 WHEREAS, Sergeant Aubrey has received numerous commendations and letters of appreciation including
13 the WPPA 2001 Meritorious Award for actions taken during a 2001 SWAT call and was the F. Joseph Black
14 Award recipient in 2017; and,
15

16 WHEREAS, Sergeant Aubrey will retire from public service on December 26, 2018.
17

18 NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled
19 this _____ day of _____, 2019, does hereby recognize Sergeant Brian D. Aubrey for his over
20 28 years of faithful service and recommends that a sincere expression of appreciation be given to Sergeant
21 Brian D. Aubrey along with best wishes for the future.

Respectfully submitted,

PUBLIC SAFETY & JUSTICE COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Mary Beaver, Chair

J. Russell Podzilni, Chair

Phillip Owens, Vice Chair

Mary Mawhinney, Vice Chair

Terry Fell

Richard Bostwick

Kara Hawes

Henry Brill

Brian Knudson

Betty Jo Bussie

Louis Peer

Alan Sweeney

Terry Thomas

Bob Yeomans

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Sheriff Robert D. Spoden
INITIATED BY



Chief Deputy Barbara J. Tillman
DRAFTED BY

Public Safety & Justice Committee
SUBMITTED BY

November 15, 2018
DATE DRAFTED

RECOGNIZING SERGEANT WAYNE K. HANSEN

- 1 **WHEREAS**, Wayne K. Hansen began his employment with Rock County on February 16, 1987, as a
- 2 Correctional Officer in the Rock County Sheriff's Office; and,
- 3
- 4 **WHEREAS**, Wayne K. Hansen was promoted to the rank of Deputy on January 24, 1989, working in
- 5 the Patrol Division and promoted to the rank of Sergeant on June 2, 2001; and,
- 6
- 7 **WHEREAS**, throughout his tenure with the Sheriff's Office, Sergeant Hansen has served in many
- 8 capacities including: K9 Officer and K9 Supervisor, Jail Training Officer, and SWAT; and,
- 9
- 10 **WHEREAS**, Sergeant Hansen has received numerous commendations and letters of appreciation; and,
- 11
- 12 **WHEREAS**, Sergeant Hansen will retire from public service on December 28, 2018.
- 13
- 14 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
- 15 assembled this _____ day of _____, 2019, does hereby recognize Sergeant Wayne K.
- 16 Hansen for his over 31 years of faithful service and recommends that a sincere expression of
- 17 appreciation be given to Sergeant Wayne K. Hansen along with best wishes for the future.

Respectfully submitted,

PUBLIC SAFETY & JUSTICE COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Mary Beaver, Chair

J. Russell Podzilni, Chair

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Mary Mawhinney, Vice Chair

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Louis Peer

Alan Sweeney

Terry Thomas

Bob Yeomans



BID SUMMARY FORM

PROJECT NUMBER #2019-08
 PROJECT NAME PRIME VENDOR FOR DISPOSABLE EXAM GLOVES
 PROJECT DUE DATE NOVEMBER 8, 2018 – 1:30 P.M.
 DEPARTMENT SHERIFF'S OFFICE & JAIL

	OFFICE PRO JANESVILLE WI	PERFORMANCE SAFETY GROUP ST LOUIS MO	MEDLINE NORTHFIELD IL
MEDIUM - 1,000/CASE	31.80	33.00	35.00
LARGE - 1,000/CASE	31.80	38.00	35.00
X-LARGE – 1,000/CASE	35.33	38.00	42.00
ADDENDUM	YES	YES	YES
NOTES		DOES NOT INCLUDE INSIDE DELIVERY	COST DOES NOT INCLUDE FREIGHT CHARGES

Invitation to Bid was advertised in the Janesville Gazette. Three additional vendors were solicited that did not respond.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: Office Pro -

Sheriff Robert D. Spoden Signature 11-12-18 Date

GOVERNING COMMITTEE APPROVAL:

Chair _____ Vote _____ Date _____



PROPOSAL SUMMARY FORM

PROJECT NUMBER #2019-05
 PROJECT NAME COMMISSARY SERVICES
 PROPOSAL DUE DATE SEPTEMBER 17, 2018 – 12:00 NOON
 DEPARTMENT SHERIFF'S OFFICE & JAIL

	ARAMARK DOWNERS GROVE IL	STELLAR STOUGHTON WI	KEEFE BRIDGETON MO	SUMMIT ROSEVILLE MN
RATER 1	92	90	78	82
RATER 2	92	90	80	70
RATER 3	89	92	83	84
TOTAL SCORE	273	272	241	236
COMMISSION	45% BASE SALES 25% I-CARE NET SALES	43%	46%	45%

Request for Proposal was advertised in the Janesville Gazette and on the Internet. One vendor submitted an incomplete and unsigned bid and was not considered.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: ARAMARK

SIGNATURE _____

DATE _____

GOVERNING COMMITTEE APPROVAL:

SIGNATURE _____

VOTE _____

DATE _____

Proposals were evaluated based on the following criteria:

1. General quality and adequacy of response (10 points maximum)_

- Completeness and thoroughness
- Responsiveness to terms and conditions
- Complete balance sheet or annual report as of the company's last fiscal year operation

2. Technical approach (35 points maximum)

- Value added services
- Equipment
- Software
- Product variety
- Delivery
- Inventory control for central warehouse and on-location storage areas, and route inventory control
- Method of recording, checking and reporting sales
- Route and internal control of cash handling
- Internal audit system
- Regular accounting and inventory and cash collection control forms used with detailed explanation of each and their importance
- Identify proposed accounting periods, minimum twelve (12) annually
- A description in detail of your program of preventive maintenance and regular replacement of worn and/or malfunctioning equipment

3. Organization, personnel and experience (20 points maximum)

- Qualification of personnel
- Experience of personnel
- Experience of firm
- A table of company organization and a plan for the administrative management and supervision staffing proposed under the specification of this contract, including the number of staff to be assigned and resumes of individuals assigned as immediate supervisors of the contract.
- List of the names of all the owners of the company or principals of the corporation
- The duration and extent of experience in the operation of commissary services.
- A list of similar operations and locations where the company has operated such a service.

4. Reasonableness of cost estimates (35 points maximum)

- Commission rate based on net sales (gross sales less sales tax)
- Total annual guaranteed commission

SHERIFF'S CONTRACTED FOOD SERVICES PROPOSAL FROM JODI MILLIS, PURCHASING MANAGER

In answer to the PS & J Committee questions concerning the award of the Food Services for the Jail, award for Requests for Proposals are made based on the criteria outlined in the RFP, not solely on the lowest cost.

On the Proposal Summary Form (attached), there was eight (8) criteria is listed that each Proposal response was evaluated on. I've also attached the evaluation form that was used. This is actually a very detailed evaluation form. There were many factors that were considered when evaluating the responses. The low cost vendor probably was awarded more points on the cost part, but less points on other factors. In talking with Captain Strouse, the low cost vendor proposed to run the kitchen with only 1.6 staff. That is not enough staff. Additionally, in checking references, the low cost vendor did not keep enough food on hand to have for any anticipated emergencies. Their overall proposal was very poor compared to the other proposals received.

When does the County utilize a Request for Proposal (RFP) versus an Invitation to Bid?

1. For any public work contract (construction, remodeling, repairs) the County is required by State statute to do a bid. The bid then must be awarded to the lowest, most responsive and responsible bidder. Things we typically use the Invitation to Bid for are equipment, paper, envelopes, exam gloves, inmate clothing. Pretty much anything where we are very specific in what we want and every vendor is bidding on the same product.
2. For most **services** we do RFP's because typically, the cost is not the only important factor. Examples of services we do RFP's for (versus bids) are: laundry service, food services, commissary services, pre-employment physicals, courier services, bracelet monitoring services, process servers, gasoline programs, pharmacy services, software, para-professional services and fraud prevention investigation services.

Please let me know if you need anything further. I can be at the next PS & J Committee meeting if you need me to.



PROPOSAL SUMMARY FORM

PROJECT: CONTRACTED FOOD SERVICES
PROJECT #: 2019-03
PROPOSAL DUE DATE: SEPTEMBER 26, 2018 – NOON
DEPARTMENT: SHERIFF'S OFFICE

	ARAMARK DOWNERS GROVE IL	SUMMIT SIOUX FALLS SD	TRINITY SERVICES OLDSMAR FL
COST PER MEAL BASED ON AVERAGE NUMBER OF INMATES (400-449))	1.174	1.389	1.112
RATER #1	285	255	240
RATER #2	301	272	247
RATER #3	293	273	265
TOTAL SCORE	879	800	752

Proposals were evaluated on the following criteria (maximum score 325 points):

- PROPOSED APPROACH - Statement of qualifications explaining firm believes it is especially qualified to undertake this project.
- NOT TO EXCEED COST - Incremental cost-per-meal format for inmates and staff meals as outlined on cost worksheets.
- STAFFING EXPERIENCE
- ON-SITE MANAGEMENT EXPERIENCE & SCHEDULE
- EXPERIENCE & RELIABILITY OF CONTRACTOR
- REFERENCES
- QUALITY ASSURANCE PROGRAM
- CORPORATE FINANCIAL STRENGTH & PROCEDURES

Request for Proposals was advertised in the Janesville Gazette and on the Internet. Two additional vendors were solicited that did not respond.

PREPARED BY: JODI MILLIS
PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: ARAMARK CORRECTIONAL SERVICES

SIGNATURE

DATE

GOVERNING COMMITTEE APPROVAL:

CHAIR

VOTE

DATE

EVALUATOR _____

**#2019-03
REQUEST FOR PROPOSAL
CONTRACTED FOOD SERVICES
ROCK COUNTY JAIL & SHERIFF'S OFFICE
EVALUATION FORM**

COMPANY: _____

POINTS GIVEN

1. MINIMUM STANDARDS REQUIRED – PASS/FAIL _____

- Table of Contents: Include a clear identification of the material by section and by page number.
- Cover Letter addressed to Jodi Millis, Purchasing Manager.
- Firm, agency or entity Name, Address, Telephone Number, Fax Number and Primary Contact Person.
- Firm must be in business for a minimum of three (3) years.
- Contractor must have experience in providing food service management including previous experience with the installation and maintenance of high quality services similar to those required in this RFQ. Contractor must have performed similar type of service with at least three (3) different correctional facility customers in the past three (3) years. Contractor must have experience working with corrections facilities using inmate labor.
- Contractor must evidence its ability to provide the insurance requirements specified in RFQ.
- Contractor must have a central office that is capable of providing satisfactory provision of service to the on-site operation.

2. PROPOSED APPROACH- 100 POINTS MAXIMUM

- Include a narrative statement of qualifications of not more than two pages explaining why your firm believes it is especially qualified to undertake this project. Include, for example, specialized resources available for this work, demonstrated ability to adhere to project timelines, any awards or recognition received by firm or individuals for similar work, special approaches or concepts developed by the firm relevant to this project.
- Provide a detailed work plan to provide for the services. State what services will be provided and describe how.
 - Inmate and staff meal services, including special diets
 - Meal count and charging system
 - Menu planning system (attach samples) and registered dietary consultation
 - Provision of food, supplies, and small wares (attach specifications)
 - Purchasing and procurement systems
 - Maintenance and repair services
 - Safety and sanitation procedures
 - Inventory control systems
 - Food and supply storage procedures
 - Security procedures
 - Energy conservation procedures
 - Inspection procedures and schedule
 - Inmate kitchen work program
 - Written policies, procedures, and plans (attach samples)
 - Emergency and contingency plans
 - Complaint handling procedures
 - Waste management
 - Catering of special events
 - Staff coffee and beverage services
 - Powdered drink packets used for inmate beverages
- Describe information management systems for management and performance reporting, and for documentation as required by the RFQ. Provide sample formats.

3. NOT TO EXCEED COST – 50 POINTS MAXIMUM _____

- Costs should be presented in an incremental cost-per-meal format for inmates and staff meals as outlined on cost worksheets.
- Cost for services relating to catering special events, staff coffee/beverage service, and temporary manpower services.
- Price increases in subsequent years of the contract.

4. STAFFING EXPERIENCE – 25 POINTS MAXIMUM _____

- Staff Experience - Include for each individual the estimated number of hours that will be contributed to this project and in what capacity they would serve on this project. Include information on supervisory personnel.

5. ON-SITE MANAGEMENT EXPERIENCE AND SCHEDULE – 25 POINTS MAX _____

- Submit a proposed staffing plan for the food services staff and fifteen (15) inmate food service workers.
- Discuss/describe Contractors commitments regarding the following:
 - On-site and corporate management and administrative support services.
 - Qualifications, requirements and selection for on-site manager(s).
 - Policies, procedures, practices, philosophies, plans, and programs for supervising, directing and training contractors, employees, and inmate food service workers.
 - Establishing, maintaining, and revising written policies, procedures and plans.
 - Communication, collaboration and working relationship with detention facility representatives.
 - Provisions for temporary manpower in the event of vacancy of contractor's personnel or inmate labor.
 - Standards, sanitation, safety practices.

6. EXPERIENCE AND RELIABILITY OF THE CONTRACTOR – 50 POINTS MAXIMUM _____

- Date organized to provide institutional food services
- Corporate experience:
 - Annualized dollars of payroll
 - Number of years doing business
 - Number of operations/contract services
 - Legal Status (corporation, partnership, etc.)
- Organizational structure (enclose organizational chart)
 - Control span, levels of management
 - Structure of national supervision (if applicable)
 - Number of employees
 - Location of corporate support
- Describe operational procedures and policies, including written procedures and purchasing policies:
 - By headquarters
 - At local level
 - Accounting practices, along with any audit and cost analysis support for local level.
 - Invoicing and payment from headquarters or local level.
 - Communication, frequency and nature of visits to local units.

7. REFERENCES – 25 POINTS MAXIMUM _____

- List of all current contracts including:
 - Client name
 - Date of original contract
 - Type/Size of Facility
 - Name of Facility
 - Contact information (contact person, phone number, facility address)

8. QUALITY ASSURANCE PROGRAM – 25 POINTS MAXIMUM _____

Describe methods used for implementation and operation of quality assurance programs, including performance criteria, information gathering, monitoring, evaluation, and development and implementation of corrective action.

9. CORPORATE FINANCIAL STRENGTH & PROCEDURES – 25 POINTS MAXIMUM _____

- Financial / Legal
 - Latest annual report
 - Latest audited financial report, if available. Rock County reserves the right to require vendors selected for the short list to provide proof of financial capacity to provide the required professional services.
 - Disclosure of all lawsuits, claims, and regulatory citations filed against the Firm in the past 24 calendar months, and any cited violations of any licensure or certification.

TOTAL POINTS GIVEN _____ **(325 MAXIMUM)**