



**PUBLIC SAFETY & JUSTICE COMMITTEE  
MONDAY – NOVEMBER 3, 2014 - 4:00 P.M.  
CONFERENCE ROOM  
911 COMMUNICATIONS CENTER**

**Agenda**

1. Call to Order
2. Adoption of Agenda
3. Adoption of Minutes – October 20, 2014
4. Citizen Participation, Communications, Announcements, Information
5. Consent Calendar
  - A. Transfers and Appropriations
    - 1) Sheriff's Office (2)
  - B. Bills
  - C. Encumbrances
  - D. Pre-Approved Encumbrance Amendment
6. Approve Contract with O'Brien & Associates for Process Services for Child Support Enforcement
7. **Approval of Cost Adjustment to Edgerton Communications Tower Environmental Assessment Report**
8. Committee Requests and Motions
9. Tour of 911 Communications Center
10. Adjournment

**Amended  
10/31/2014**

## Rock County Transfer Request - Over \$1,000

TO: FINANCE DIRECTOR      Date October 27, 2014      Transfer No. 14-92  
 Requested By Sheriff's Office      Department Sheriff Spoden      Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 21-2100-0000-62109 Description: Personnel Services - LES Current Balance: \$86,515	\$10,000	Account #: 21-2100-0000-62210 Description: Telephone - LES	\$10,000
Account #: 21-2100-0000-62400 Description: Repair & Maintenance Srv Current Balance: \$7,317	\$2,000	Account #: 21-2100-0000-64205 Description: Staff Education - LES	\$6,000
Account #: 21-2100-0000-62420 Description: Machinery & Equip R&M Current Balance: \$2,237	\$2,000	Account #: Description:	
Account #: 21-2100-0000-63407 Description: Computer Supplies Current Balance: \$7,697	\$2,000	Account #: Description:	

**REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC**

1. Personnel Services - IT Support Specialist did not start until April, but the position was budgeted for a full year.
2. Repair & Maintenance Srv., Machinery & Equip R&M, and Computer Supplies - Spending was less than anticipated.

**REASON TRANSFER IS NECESSARY - BE SPECIFIC**

1. Telephone - Funds will be used to pay for air cards, Blackberry usage, an increase in the main phone bill, South Station phone service, Diversion building phone service, and replacement desk phones.
2. Staff Education is contractual. The Officers have taken more classes than originally anticipated.

**FISCAL NOTE:**

Sufficient funds are available for transfer, *10/27/14*

**ADMINISTRATIVE NOTE:**

Recommended *[Signature]* 10-27-14

**REQUIRED APPROVAL**

**DATE**

**COMMITTEE CHAIR**

- Governing Committee \_\_\_\_\_
- Finance Committee \_\_\_\_\_

Distribution: **EMAIL** Sherry Oja and Susan Balog

## Rock County Transfer Request - Over \$1,000

TO: FINANCE DIRECTOR      Date October 27, 2014      Transfer No. 14-91  
 Requested By Sheriff's Office      Department Sheriff Spoden      Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 21-2200-0000-64125 Description: Board of Prisoners Current Balance: \$149,351	\$36,000	Account #: 21-2200-0000-62170 Description: Physicians & Other Services	\$36,000
Account #: 21-2200-0000-62119 Description: Other Contracted Svcs Current Balance: \$8,240	\$1,500	Account #: 21-2200-0000-62420 Description: Machinery & Equip R&M	\$1,500
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	

**REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC**

1. Board of Prisoners - More prisoners are on diversion programs. This resulted in fewer prisoner being fed in the jail.
2. Other Contracted Services - Electronic monitoring costs were less than anticipated.

**REASON TRANSFER IS NECESSARY - BE SPECIFIC**

1. Physicians & Other Services - We have spent more than the \$50,000 "pool" amount which is part of the inmate medical contract. The "pool" money is used to pay for medical expenses above the norm. This includes hospital stays, ER visits, and certain medications.
2. Machinery & Equipment R&M - The funds will be used for radio repairs, kitchen equipment repairs, and interview room equipment repairs.

**FISCAL NOTE:**

Sufficient funds are available for transfer. *ms 10-27-14*

**ADMINISTRATIVE NOTE:**

Recommended *ms 10-27-14*

**REQUIRED APPROVAL**

**DATE**

**COMMITTEE CHAIR**

Governing Committee \_\_\_\_\_

Finance Committee \_\_\_\_\_

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
07-1450-0000-67143	IT CROSS CHARGES	P1403256	09/29/2014	WATCHGUARD VIDEO	5,200.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	200,000.00	162,983.81	67,159.82	5,200.00	(35,343.63)
<b>IT-CROSS CHARGES PROG TOTAL</b>				<b>5,200.00</b>	

I have examined the preceding bills and encumbrances in the total amount of **\$5,200.00**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.

B. Bills under \$10,000 to be paid.

C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **NOV 03 2014**

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt		
21-2100-0000-62410	R & M-VEHICLES	P1400555	09/09/2014	BANDT COMMUNICATIONS INC	291.84		
		P1400559	09/23/2014	CARQUEST AUTO PARTS	544.10		
		P1400563	09/30/2014	FAGAN CHEVROLET AND CADILLAC I	467.28		
		P1400566	09/15/2014	FRANK BOUCHER CHRYSLER DODGE	3,384.82		
		P1400577	09/24/2014	JEFFERSON FIRE AND SAFETY INC	813.51		
		P1400597	10/01/2014	PIONEER RIM AND WHEEL CO	128.42		
		P1400604	04/16/2014	SIGN A RAMA USA	200.00		
		P1400616	08/31/2014	DAVIS CITGO SERVICE INC	699.00		
			Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	147,487.32	103,434.95	33,865.29	6,528.77	3,658.31		
21-2100-0000-63100	OFC SUPP & EXP	P1400556	10/14/2014	BATTERIES PLUS-INC	51.72		
			Budget	YTD Exp	YTD Enc	Pending	Closing Balance
		9,980.00	6,603.22	116.02	51.72	3,209.04	
21-2100-0000-63200	PUBL/SUBCR/DUES	P1403260	10/08/2014	JAX CUSTOM PRINTING INC	1,250.00		
			Budget	YTD Exp	YTD Enc	Pending	Closing Balance
		4,273.00	2,113.00	0.00	1,250.00	910.00	
21-2100-0000-63407	COMPUTER SUPPL	P1403331	10/07/2014	CDW GOVERNMENT INC	466.40		
			Budget	YTD Exp	YTD Enc	Pending	Closing Balance
		22,491.00	14,233.53	0.00	466.40	7,791.07	
21-2100-0000-63409	CRIME SCENE SUPP	P1400585	09/19/2014	MENARDS	234.54		
		P1400610	09/25/2014	ULINE	54.87		
			Budget	YTD Exp	YTD Enc	Pending	Closing Balance
			6,950.00	4,043.80	100.00	289.41	2,516.79
21-2100-0000-63900	AMMO/RANGE SUPPL	P1403263	10/06/2014	TASER INTERNATIONAL	124.46		
			Budget	YTD Exp	YTD Enc	Pending	Closing Balance
		35,627.00	28,926.29	6,342.00	124.46	234.25	
21-2100-0000-63904	POLICING/1ST AID	P1400556	10/09/2014	BATTERIES PLUS INC	21.35		
		P1400575	10/02/2014	JANESVILLE ANIMAL MEDICAL CENT	173.01		
		P1403172	10/01/2014	RAY ALLEN MFG CO INC	629.98		
			Budget	YTD Exp	YTD Enc	Pending	Closing Balance
		17,613.00	11,935.14	2,009.92	824.34	2,843.60	
21-2100-0000-63908	INVESTIG.EXPENSE						

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
		P1403264	09/16/2014	HARRELSON,PHILIP C	226.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	2,500.00	613.37	0.00	226.00	1,660.63
21-2100-0000-64205	STAFF EDUC		08/24/2014	COWAN,CHARLIE	950.01
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	38,000.00	42,424.44	0.00	950.01	(5,374.45)
21-2100-0000-64904	SUNDRY EXPENSE				
		P1402015	10/01/2014	COUNTRY VIEW HOSPITAL	81.72
		P1403075	09/26/2014	RAY ALLEN MFG CO INC	71.97
		P1403265	09/23/2014	GORMAN,RANDALL P	10.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	10,000.00	2,323.07	1,324.80	163.69	6,188.44
<b>SHERIFF PROG TOTAL</b>				<b>10,874.80</b>	
21-2119-2014-69501	AID TO LOCALITIE				
		P1403333	09/30/2014	ADVANCED CORRECTIONAL HEALTHC	1,102.96
		P1403334	09/30/2014	TOWN OF TURTLE	375.14
		P1403335	09/30/2014	TOWN OF MILTON POLICE DEPARTME	561.94
		P1403336	09/30/2014	TOWN OF BELOIT POLICE DEPARTME	2,363.08
		P1403337	09/30/2014	MILTON POLICE DEPARTMENT	194.55
		P1403338	09/30/2014	JANESVILLE POLICE DEPARTMENT	2,424.60
		P1403339	09/30/2014	EDGERTON POLICE DEPARTMENT	1,461.59
		P1403340	09/30/2014	EVANSVILLE POLICE DEPARTMENT,C	1,650.31
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	33,111.00	0.00	0.00	10,134.17	22,976.83
<b>OWI TASK FORCE GRANT PROG TOTAL</b>				<b>10,134.17</b>	
21-2167-0000-62119	OTHER SERVICES				
		P1400615	09/24/2014	BLACKHAWK TECHNICAL COLLEGE	3,872.39
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	212,145.00	100,832.79	35,036.02	3,872.39	72,403.80
<b>RECAP OPERATIONS PROG TOTAL</b>				<b>3,872.39</b>	
21-2200-0000-62161	HOUSEHOLD SERV				
		P1400561	10/13/2014	DE VERE COMPANY INC	412.50
		P1400576	09/23/2014	JAYS BIG ROLLS INC	1,090.00
		P1400583	09/15/2014	MEDICAL SHIPMENT LLC	443.88
		P1400594	09/24/2014	NASSCO INC	91.92
		P1400673	09/17/2014	UNISOURCE WORLDWIDE INC	632.19
		P1402921	09/25/2014	STAPLES ADVANTAGE	963.98

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	47,905.00	34,694.36	825.80	3,634.47	8,750.37
21-2200-0000-62170	PHYSICIAN/OTHER				
		P1400552	10/01/2014	ADVANCED CORRECTIONAL HEALTHC	2,835.32
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	802,214.00	738,017.12	67,114.27	2,835.32	(5,752.71)
21-2200-0000-62420	MACH & EQUIP RM				
		P1400555	09/30/2014	BANDT COMMUNICATIONS INC	151.68
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	4,000.00	4,620.89	0.00	151.68	(772.57)
21-2200-0000-63300	TRAVEL				
		P1400600	09/28/2014	PTS OF AMERICA LLC	885.40
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	15,000.00	9,610.49	2,909.00	885.40	1,595.11
21-2200-0000-64904	SUNDRY EXPENSE				
		P1400554	09/18/2014	ASSOCIATED BAG COMPANY	151.30
		P1400558	10/09/2014	BOB BARKER COMPANY INC	553.54
		P1403259	09/30/2014	PHAMATECH INC	1,115.00
		P1403305	10/01/2014	ROCK COUNTY CHAPLAINCY COMMIT	400.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	135,000.00	54,988.67	2,442.22	2,219.84	75,349.27
				<b>CORRECTIONAL FACILITY PROG TOTAL</b>	<b>9,726.71</b>
21-2534-2014-64200	TRAINING EXP				
		P1403343	09/30/2014	SAFE TRANSPORTATION TRAINING S	7,999.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	19,399.00	11,400.00	0.00	7,999.00	0.00
				<b>HMEP PLANNING GRANT PROG TOTAL</b>	<b>7,999.00</b>
21-2540-0000-62119	OTHER SERVICES				
		P1403364	07/16/2014	CITY OF JANESVILLE	227.57
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	47,421.00	0.00	0.00	227.57	47,193.43
				<b>LEVEL B HAZMAT TEAM PROG TOTAL</b>	<b>227.57</b>

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
----------------	--------------	-----	----------	-------------	-------------

I have examined the preceding bills and encumbrances in the total amount of **\$42,834.64**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

- A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.
- B. Bills under \$10,000 to be paid.
- C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **NOV 03 2014**

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_



COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
22-1200-0000-63202	LAW BOOKS	P1403407	09/16/2014	LEGAL DIRECTORIES PUBLISHING C	8.75
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	35,000.00	29,476.73	5,676.48	8.75	(161.96)
<b>CIRCUIT COURTS PROG TOTAL</b>				<b>8.75</b>	

I have examined the preceding bills and encumbrances in the total amount of **\$8.75**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

- A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.
- B. Bills under \$10,000 to be paid.
- C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **NOV 03 2014**

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
22-1201-0000-64200	TRAINING EXP	P1403292	10/16/2014	UNIVERSITY OF WISCONSIN EXTENS	150.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,375.00	1,483.35	0.00	150.00	(258.35)
<b>MEDIATION/FAMILY COURT SERVICE PROG TOTAL</b>				<b>150.00</b>	

I have examined the preceding bills and encumbrances in the total amount of **\$158.75**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.

B. Bills under \$10,000 to be paid.

C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **NOV 03 2014**

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
23-2400-0000-62119	OTHER SERVICES				
		P1403444	10/09/2014	MICRONET COMMUNICATIONS INC	288.00
		P1403445	10/08/2014	BELOIT HEALTH SYSTEM INC	1,043.13
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	13,662.00	9,380.72	1,302.50	1,331.13	1,647.65
23-2400-0000-62420	MACH & EQUIP RM				
		P1400512	10/17/2014	GENERAL COMMUNICATIONS INC	475.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	41,872.00	23,278.88	14,280.00	475.00	3,838.12
<b>911 PROJECT OPERATIONS PROG TOTAL</b>				<b>1,806.13</b>	

I have examined the preceding bills and encumbrances in the total amount of **\$1,806.13**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

- A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.
- B. Bills under \$10,000 to be paid.
- C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **NOV 03 2014**

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
24-1610-0000-62124	CRIMINAL INVEST	P1400452	10/01/2014	WISCONSIN STATE LABORATORY OF	49.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	8,713.00	201.01	0.00	49.00	8,462.99
24-1610-0000-62126	OFFICER FEES	P1400454	10/16/2014	SOUTHEAST WISCONSIN PROCESS LI	90.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	8,000.00	3,470.00	0.00	90.00	4,440.00
24-1610-0000-62501	REPORTER FEES	P1400458	10/10/2014	KANE,KRISTINE	30.00
		P1400460	10/17/2014	MUELLER CPR-CM,TAMMIE D	30.00
		P1400463	10/08/2014	SELF RPR CSR,MALISSA J	16.00
		P1400465	10/20/2014	HARRELSON,PHILIP C	37.50
		P1403475	10/09/2014	HANSON,CARLA	12.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	8,000.00	2,225.50	0.00	125.50	5,649.00
24-1610-0000-63100	OFC SUPP & EXP	R1403817	10/23/2014	AMAZON.COM	257.95
<b>ENC</b>	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	8,000.00	2,655.32	92.50	257.95	4,994.23
24-1610-0000-63200	PUBL/SUBCR/DUES	P1403476	10/10/2014	ROCK COUNTY BAR ASSOCIATION	280.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	8,000.00	7,261.50	0.00	280.00	458.50
24-1610-0000-67161	CA \$5,000/MORE	P1403351	10/20/2014	RHYME BUSINESS PRODUCTS	7,269.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	7,269.00	0.00	0.00	7,269.00	0.00
				<b>DISTRICT ATTORNEY PROG TOTAL</b>	<b>8,071.45</b>

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
----------------	--------------	-----	----------	-------------	-------------

I have examined the preceding bills and encumbrances in the total amount of **\$8,071.45**  
Claims covering the items are proper and have been previously funded. These items are to be treated as follows:  
A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.  
B. Bills under \$10,000 to be paid.  
C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: ~~NOV~~ 03 2014

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

**COMMITTEE APPROVAL REPORT**

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
28-2600-0000-62170	PHYSICIAN/OTHER				
		P1400700	09/25/2014	DANE COUNTY CORONERS OFFICE	7,325.00
		P1401428	09/10/2014	LB MEDWASTE SERVICES	175.00
	Budget	YTD Exp.	YTD Enc	Pending	Closing Balance
	134,500.00	93,091.79	0.00	7,500.00	33,908.21
				<b>CORONER PROG TOTAL</b>	<b>7,500.00</b>

I have examined the preceding bills and encumbrances in the total amount of **\$7,500.00**  
 Claims covering the items are proper and have been previously funded. These items are to be treated as follows:  
 A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.  
 B. Bills under \$10,000 to be paid.  
 C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **NOV 03 2014**

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
34-3850-0000-62128	OFFICER FEES				
		P1400774	10/08/2014	GREGG INVESTIGATIONS INC	40.00
		P1401000	10/16/2014	STATE PROCESS SERVICE INC	30.25
		P1403359	09/29/2014	ABSOLUTE SURVEILLANCE AND INVE	54.00
		P1403411	09/30/2014	CRAWFORD COUNTY SHERIFF	60.00
		P1403416	10/06/2014	RIVER CITY PROCESS SERVICE	42.00
		P1403425	10/03/2014	CIVIL PROCESS INVESTIGATION	55.00
		P1403437	10/10/2014	KENOSHA COUNTY SHERIFF	40.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	22,600.00	13,660.56	190.00	321.25	8,428.19
34-3850-0000-62210	TELEPHONE				
		P1400773	09/30/2014	LANGUAGE LINE SERVICES	108.23
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	13,450.00	7,072.41	0.00	108.23	6,269.36
<b>CHILD SUPPORT PROG TOTAL</b>				<b>429.48</b>	

I have examined the preceding bills and encumbrances in the total amount of **\$429.48**  
 Claims covering the items are proper and have been previously funded. These items are to be treated as follows:  
 A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.  
 B. Bills under \$10,000 to be paid.  
 C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **NOV 03 2014**

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

COUNTY OF ROCK  
FINANCE DIRECTOR

PURCHASING DIVISION

**PROJECT NUMBER** #2015-03  
**PROJECT NAME** PROCESS SERVICE  
**PROPOSAL DUE DATE** SEPTEMBER 3, 2014 – 12:00 NOON  
**DEPARTMENT** CHILD SUPPORT ENFORCEMENT

	O'BRIEN & ASSOCIATES HOLMEN WI	GREGG INVESTIGATIONS JANESVILLE WI	STATE PROCESS SERVICE MILWAUKEE WI	MARKLEY INVESTIGATIONS ROCKFORD IL
COST PER SERVICE-2015	\$ 25.00	\$ 28.00	\$ 24.00	\$ 60.00
2016 INCREASE	0	3.57%	0	3%
2017 INCREASE	0	3.45%	0	3%
RATER 1	91	83	64	44
RATER 2	92	92	67	58
RATER 3	76	84	86	48
<b>TOTAL SCORE</b>	<b>259</b>	<b>259</b>	<b>217</b>	<b>150</b>

Proposals were evaluated based on the following criteria:

**1. GENERAL QUALITY OF RESPONSE (25 POINTS MAXIMUM)**

- Insurance Information
- Understanding of the project
- Responsiveness to terms and conditions
- References

**3. FIRM INFORMATION (40 POINTS MAXIMUM)**

- Qualification of personnel
- Experience of personnel/firm
- Years in business
- Number of hours dedicated to serving documents for Rock County
- Hours of service
- Number of employees assigned to Rock County

**2. PRICING STRUCTURE (35 POINTS MAXIMUM)**

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

PREPARED BY: JODIL L. MILLIS

Purchasing Manager

DEPARTMENT HEAD RECOMMENDATION:

*O'Brien & Associates*

*Kristen A Baker*

Signature

*10/10/14*  
Date

GOVERNING COMMITTEE APPROVAL:

Chair

Vote

Date