

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Human Services Board
INITIATED BY



Sara Mooren
DRAFTED BY

Human Services Board
SUBMITTED BY

September 7, 2011
DATE DRAFTED

Awarding the Contract for Wisconsin Home Energy Assistance Program (WHEAP) Services and Amending the 2011 Rock County Human Services Department Budget

1 **WHEREAS**, the Rock County Human Services Department annually receives funding from the State of
2 Wisconsin Department of Administration Wisconsin Home Energy Assistance Program (WHEAP); and
3
4 **WHEREAS**, funding is used to assist low-income Rock County residents with their utility costs; and,
5
6 **WHEREAS**, the Rock County Purchasing Division issued a request for proposals to administer WHEAP
7 services in Rock County; and,
8
9 **WHEREAS**, one proposal was received from Energy Services, Inc.; and,
10
11 **WHEREAS**, Rock County Purchasing and Human Services Department staff did review the proposal,
12 which met all requirements of the specifications set forth in the request for proposals.
13
14 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
15 this 22nd day of September, 2011, does hereby award the contract for WHEAP services
16 to Energy Services, Inc per the terms and conditions set forth in the request for proposals; and,
17
18 **BE IT FURTHER RESOLVED**, that the 2011 Human Services Department Budget is amended as
19 follows:

Account/Description	Budget <u>9/1/11</u>	Increase (Decrease)	Amended <u>Budget</u>
<u>Source of Funds</u>			
36-3614-0000-42100 Federal Aid	\$405,404	\$30,000	\$435,404
<u>Use of Funds</u>			
36-3614-0000-62119 Other Contracted Services	\$405,404	\$30,000	\$435,404

Respectfully submitted,

HUMAN SERVICES BOARD

Brian Knudson
Brian Knudson, Chair

Sally Jean Weaver-Landers
Sally Jean Weaver-Landers, Vice Chair

Terry Fell
Terry Fell

Robert Fizzell
Robert Fizzell

Marvin Wopat
Marvin Wopat

ABSENT

Kathy Kelm

ABSENT

Tammy King

Phillip Owens

Terry Thomas
Terry Thomas

11-9B-465

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PURCHASING PROCEDURAL ENDORSEMENT

FINANCE COMMITTEE ENDORSEMENT

/s/ Mary Mawhinney
Mary Mawhinney, Chair


Reviewed and approved on a vote of
5-0.

5-0 9/15/11
Vote Date

/s/ Mary Mawhinney
Mary Mawhinney, Chair

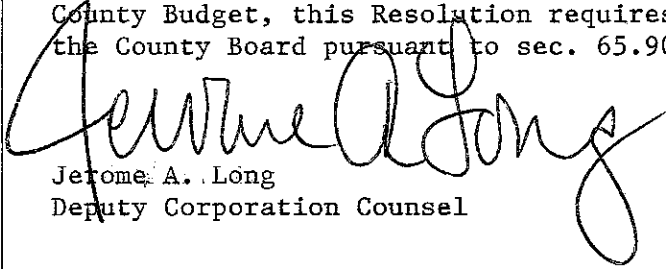
FISCAL NOTE:

This resolution authorizes the acceptance and expenditure of an additional \$30,000 in Federal Aid for WHEAP. No County matching funds are required to accept this grant.


Jeffrey A. Smith
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder. As an amendment to the adopted 2011 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.


Jerome A. Long
Deputy Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.


Craig Knutson
County Administrator

Executive Summary

Awarding the Contract for Wisconsin Home Energy Assistance Program (WHEAP) Services and Amending the 2011 Rock County Human Services Department Budget

The Rock County Human Services Department annually receives funding from the State of Wisconsin Department of Administration Wisconsin Home Energy Assistance Program (WHEAP) to assist eligible low-income Rock County residents with their utility costs.

A request for proposals (#2011-68) was issued to administer this program in Rock County. Energy Services, Inc. was previously awarded these funds and was the only entity to submit a proposal for this award. Rock County Purchasing and Human Services Department staff reviewed the proposal, which met all requirements of the specifications set forth in the request for proposals.

This resolution awards the contract to Energy Services, Inc. and also amends the 2011 Human Services Department budget to accept \$30,000 in additional funds through the WHEAP. Funding is allocated on a federal fiscal year and a contract will be developed to begin on October 1, 2011 and end September 30, 2012.

No additional county funds are required.

Thank you for your consideration.

**ROCK COUNTY, WISCONSIN
FINANCIAL SERVICES**

**PURCHASING DIVISION
FAX (608) 757-5539
PHONE (608) 757-5517**



PROJECT NUMBER #2011-68
PROJECT NAME WHEAP SERVICES
 WISCONSIN HOME ENERGY ASSISTANCE PROGRAM
PROPOSAL DUE DATE AUGUST 15, 2011 – 12 NOON
DEPARTMENT HUMAN SERVICES

ENERGY SERVICES FOR ROCK COUNTY BELOIT WI	
2012 BUDGET	\$285,555.00
RATER 1	100
RATER 2	97
RATER 3	98
COMBINE SCORE	295
AVERAGE SCORE	98

Proposal was advertised in the Beloit Daily News and on the Internet. Two additional vendors were solicited that did not respond.

Proposals were evaluated based on the following criteria:

1. General quality and adequacy of response 25 Points Maximum
 - Completeness and thoroughness
 - Understanding of the project
 - Responsiveness to terms and conditions
 - The listing of any exceptions or conditions detailed by the Proposer to the specifications as written
2. Technical approach – quality of package provided 25 Points Maximum
 - Approach to problem analysis
 - Clarity and organization in concept development
 - Quality and quantity of services to be rendered
3. Organization, personnel and experience 35 Points Maximum
 - Qualification of personnel
 - Experience of personnel
 - Experience of firm
4. Reasonableness of cost estimates 15 Points Maximum
 - Evidence of efficient use of resources
 - Total costs

PREPARED BY: Jodi Millis
 Purchasing Manager

DEPARTMENT HEAD RECOMMENDATION: Energy Services for Rock County

Chermaine J. Klyne 9/7/11
Signature Date

GOVERNING COMMITTEE APPROVAL:

Bruce Knudson 7-0-2 9-14-11
Chair Vote Date

PURCHASING PROCEDURAL ENDORSEMENT:

/s/ Mary Mawhinney 5-0 9/15/11
Chair Vote Date