

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Agriculture & Extension Education
Committee
INITIATED BY



Nick Baker & Randy Terronez
DRAFTED BY

Agriculture & Extension Education
Committee
SUBMITTED BY

May 25, 2016
DATE DRAFTED

**Awarding Bid for the Fairgrounds Maintenance & Management-Administrative
Services and Amending the 2016 Budget**

1 **WHEREAS**, the County advertised for proposals for the provision of fairgrounds maintenance and
 2 management-administrative services at the Rock County Fairgrounds; and,
 3
 4 **WHEREAS**, Butterfly Ridge, LLC was the one qualified bidder to submit a bid and meets the
 5 requirements of the County's proposal; and,
 6
 7 **WHEREAS**, additional funding will be necessary to come from the County's General Fund balance to
 8 implement the contract.
 9
 10 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
 11 this 9th day of JUNE, 2016, award the provision of fairgrounds maintenance and
 12 management-administrative services to Butterfly Ridge, LLC in the annual amount of \$87,600.
 13

14 **BE IT FURTHER RESOLVED**, that the 2016 budget be amended as follows:

<u>Account/Description</u>	<u>Budget 06/01/16</u>	<u>Increase (Decrease)</u>	<u>Amended Budget</u>
<u>Source of Funds</u>			
19-1921-0000-47010 Supplemental Appropriation from General Fund	\$295,657	\$28,646	\$324,303
<u>Use of Funds</u>			
56-5610-0000-62400 Fairgrounds -Repair & Maint. Services	\$40,000	\$28,646	\$68,646

Respectfully submitted,

Agriculture & Extension Education Committee

Rich Bostwick
Rich Bostwick, Chair

Wes Davis
Wes Davis, Vice Chair

Alan Sweeney
Alan Sweeney

Kara Hawes
Kara Hawes

Brenton Driscoll
Brenton Driscoll

Finance Committee Endorsement

Reviewed and approved on a vote of 4-0

Mary Mawhinney
Mary Mawhinney, Chair Date

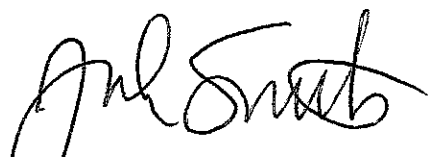
16-6A-043

Awarding Bid for the Fairgrounds Maintenance & Management-Administrative Services and Amending the 2016 Budget

Page 2

ADMINISTRATIVE NOTE:


Recommended.



Josh Smith
County Administrator

FISCAL NOTE:

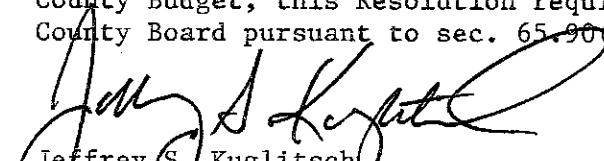
This resolution awards the Fairgrounds maintenance and management contract to Butterfly Ridge, LLC and authorizes a transfer from the General Fund to help cover the cost of the contract.



Sherry Oja
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 2016 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.



Jeffrey S. Kuglitsch
Corporation Counsel

Awarding Bid for the Fairgrounds Maintenance & Management-Administrative Services and Amending the 2016 Budget

Executive Summary

This resolution awards the work for fairgrounds maintenance and management – administrative services to Butterfly Ridge, LLC in the amount of \$87,600 per year (\$47,450 for the balance of 2016).

In early 2016, the County was notified that the two individuals under contract with Manpower would be terminating their services. The cost for performing the maintenance and administrative-management services at the Fairgrounds totaled \$40,000. After reviewing several options, the County subsequently bid out the services and one qualified bidder submitted a proposal in the amount of \$87,600. The contractor is a current employee of the Milton Schools and has been managing school grounds for several years.

Per the bid specification, the contract term is one year (i.e., thru mid-June 2017) with two additional one-year renewals or a maximum of three years.

Approximately \$18,804 remains available in the Fairground's Repair & Maintenance Services account but an additional \$28,646 is needed for the balance of 2016.

The proposed source of funds totaling \$28,646, is recommended to come from a supplemental appropriation from the General Fund. The use of the County's Contingency budget would not be allowable. The 2016 Fairgrounds budget is \$150,168. The maximum that can be transferred out of the Contingency budget is 10% of the total (receiving) budget or \$15,017.

(Note: another option would be to transfer available Capital Improvement account monies.)

ROCK COUNTY, WISCONSIN
FINANCE DIRECTOR

PURCHASING DIVISION



PROPOSAL SUMMARY FORM

PROPOSAL NUMBER #2016-27
 PROPOSAL NAME FAIRGROUNDS MAINTENANCE & MANAGEMENT SERVICES
 PROPOSAL DUE DATE MAY 18, 2016 - 12:00 NOON
 DEPARTMENT UW-EXTENSION - FAIRGROUNDS

	BUTTERFLY RIDGE LLC MILTON WI
ANNUAL COST	\$ 87,600.00

Request for Proposals was advertised in the Janesville Gazette and on the Internet. One additional vendor was solicited that did not respond.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: approved

Donna Dnerd
SIGNATURE

6-8-16
DATE

GOVERNING COMMITTEE APPROVAL:

[Signature]
CHAIR

5-0
VOTE

6/8/16
DATE