

Rock County, Wisconsin
51 South Main Street
Janesville, WI 53545
(608)757-5518



General Services
-Facilities Management
-Maintenance
-Duplicating
-Central Stores

**GENERAL SERVICES COMMITTEE
TUESDAY, JUNE 18, 2013 – 8:00 A.M.
CONFERENCE ROOM N-1 – FIFTH FLOOR
ROCK COUNTY COURTHOUSE-EAST**

Agenda

1. Call to Order and Approve Agenda
2. Citizen Participation
3. Approval of Minutes –June 4, 2013
4. Transfers and Appropriations
5. Bills/Encumbrances/Pre-Approved Encumbrance Amendments
6. UW-Rock Mass Notification and Security Systems Report - Discussion and Recommendation Relative to the Project's Scope and Engineering Design Services Needed
7. Resolutions
 - A. Awarding Contract to Potter Lawson to Design an Outdoor Recreation Yard for the Youth Services Center and Amending the 2013 Human Services Department Budget
 - B. Authorizing Additional Contingency Funding and Amending the 2013 Budget for Rock Haven Project (Will be provided at the meeting.)
8. Updates
 - A. Jail Project
 - 1) Update Report
 - 2) Change Orders
 - B. Rock Haven
 - 1) Update Report
 - 2) Change Orders
 - C. Courthouse Windows
 - D. Courthouse Parking Lots – Leaks and Warranty Work
 - E. Courthouse Entrance – West Side – Concrete Planters
 - F. No Smoking Signs on County Property
9. Communications, Announcements and Information
10. Adjournment

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
18-1810-0000-62400	R & M SERV	P1300640	05/28/2013	ARAMARK UNIFORM SERVICES INC	75.82
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	119,800.00	57,731.22	40,345.89	75.82	21,647.07
18-1810-0000-63500	R&M SUPPLIES				
	P1300665	05/21/2013	BELOIT FIRE PROTECTION COMPANY	1,963.50	
	P1300674	05/30/2013	ENERGETICS INC	19.84	
	P1300676	05/23/2013	FERGUSON ENTERPRISES INC	567.36	
	P1300679	05/20/2013	GRAINGER PARTS	90.03	
	P1300680	04/29/2013	HARRIS ACE HARDWARE	79.40	
	P1300740	05/24/2013	JACK AND DICKS FEED AND GARDEN	504.70	
	P1300745	05/22/2013	MC MASTER-CARR SUPPLY COMPANY	289.63	
	P1300746	05/22/2013	NAPA AUTO PARTS	24.41	
	P1300751	05/11/2013	STAPLES ADVANTAGE	1,339.83	
	P1300764	05/21/2013	REINDERS INC	272.45	
	P1300773	05/23/2013	STATE ELECTRICAL SUPPLY INC	650.74	
	P1301804	05/20/2013	DIRTY DUCTS CLEANING ENVIRONME	2,048.00	
	P1301895	05/23/2013	ILLINGWORTH KILGUST MECHANICAL	776.50	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	210,000.00	105,369.00	86,853.07	8,626.39	9,151.54
GENERAL SERVICES PROG TOTAL				8,702.21	
18-1811-0000-62400	R & M SERV	P1300640	05/28/2013	ARAMARK UNIFORM SERVICES INC	13.65
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	50,737.00	381.68	188.65	13.65	50,153.02
18-1811-0000-63500	R&M SUPPLIES				
	P1300379	05/22/2013	MENARDS	16.61	
	P1300659	05/28/2013	CONNORS SUPPLY INC	597.78	
	P1300665	05/28/2013	BELOIT FIRE PROTECTION COMPANY	62.00	
	P1300674	05/24/2013	ENERGETICS INC	20.82	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	20,000.00	7,135.16	6,208.31	697.21	5,959.32
GLEN OAKS FACILITY OPERATION PROG TOTAL				710.86	
18-1812-0000-62400	R & M SERV	P1300640	05/28/2013	ARAMARK UNIFORM SERVICES INC	7.18
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	78,150.00	4,973.85	4,783.18	7.18	68,385.79
18-1812-0000-63500	R&M SUPPLIES	P1301903	05/20/2013	LCN CLOSERS	225.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	24,000.00	4,248.60	2,345.96	225.00	17,180.45

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
YOUTH SERVICES CENTER PROG TOTAL					232.18
18-1815-9200-62463	FIRE ALARM				
		P1300208	06/03/2013	BANDT COMMUNICATIONS INC	32.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	15,250.00	9,046.09	(198.00)	32.00	6,369.91
18-1815-9200-62470	BLDG R & M				
		P1300237	06/06/2013	STATE ELECTRICAL SUPPLY INC	266.76
		P1300238	05/30/2013	WERNER ELECTRIC SUPPLY COMPANY	157.90
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	29,800.00	4,854.97	424.66	424.66	24,095.71
18-1815-9200-63109	OTHER SUPP/EXP				
		P1300216	05/29/2013	FASTENAL COMPANY	114.75
		P1300219	05/31/2013	HOH WATER TECHNOLOGY INC	183.00
		P1300220	06/05/2013	HARRIS ACE HARDWARE	33.55
		P1300227	04/17/2013	MC MASTER-CARR SUPPLY COMPANY	268.03
		P1300228	06/05/2013	NAPA AUTO PARTS	56.31
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	31,750.00	6,946.50	4,768.62	655.64	19,379.24
18-1815-9200-63111	PAPER PRODUCTS				
		P1300236	05/30/2013	STAPLES ADVANTAGE	2,738.56
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	12,000.00	2,678.23	2,738.56	2,738.56	3,844.65
HCC COMPLEX-MAINTENANCE PROG TOTAL					3,850.86
18-1816-0000-63500	R&M SUPPLIES				
		P1300743	05/02/2013	JOHNSTONE SUPPLY	71.96
		P1300751	05/15/2013	STAPLES ADVANTAGE	177.82
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	21,000.00	5,459.85	3,917.68	249.78	11,372.69
COMMUNICATIONS CTR. OPERATION PROG TOTAL					249.78
18-1817-0000-63500	R&M SUPPLIES				
		P1300379	05/28/2013	MENARDS	28.35
		P1300665	05/28/2013	BELOIT FIRE PROTECTION COMPANY	77.75
		P1300677	05/23/2013	FIRST SUPPLY LLC	285.76
		P1300680	04/29/2013	HARRIS ACE HARDWARE	33.68
		P1300780	05/17/2013	WERNER ELECTRIC SUPPLY COMPANY	15.29
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	15,500.00	9,583.31	9,823.34	440.83	(4,347.48)
ADOLESCENT SERV/GUIDANCE CTR. PROG TOTAL					440.83

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
18-1837-0000-63500	R&M SUPPLIES				
		P1300666	05/22/2013	BJ ELECTRIC SUPPLY INC	292.92
		P1300676	05/20/2013	FERGUSON ENTERPRISES INC	2,822.19
		P1300746	05/29/2013	NAPA AUTO PARTS	9.99
		P1302004	05/23/2013	ERICSON MANUFACTURING COMPANY	1,713.60
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	100,000.00	21,063.05	20,415.89	4,838.70	53,682.36

JAIL CAPITAL IMPROVEMENTS PROG TOTAL 4,838.70

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
18-1851-0000-67200	CAPITAL IMPROV				
		P1301368	05/29/2013	POBLOCKI SIGN CO LLC	1,920.00
		P1301460	06/06/2013	LA FORCE HARDWARE AND MANUFACT	1,976.00
		P1301461	06/01/2013	PHOENIX TEXTILE CORP	20.43
		P1301812	05/29/2013	POBLOCKI SIGN CO LLC	1,681.00
		P1301977	05/31/2013	SELECT SOUND SERVICE INC	2,410.09
		P1302019	05/21/2013	GRAINGER	285.60
		P1302101	05/23/2013	SAMUELS GROUP,THE	31,587.00
		P1302102	06/07/2013	ENTERPRISE SYSTEMS GROUP	2,672.01
		P1302182	05/24/2013	MC MASTER-CARR SUPPLY COMPANY	497.44
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	31,481,473.00	30,113,148.62	436,926.59	43,049.57	888,348.22

ROCK HAVEN BUILDING PROJECT PROG TOTAL 43,049.57

I have examined the preceding bills and encumbrances in the total amount of **\$62,074.99**
 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: **JUN 18 2013**

Dept Head _____

Committee Chair _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Human Services Board
INITIATED BY

General Services Committee, Finance
Committee & Human Services Board
SUBMITTED BY



Phil Boutwell
HSD Deputy Director
DRAFTED BY

June 12, 2013
DATE DRAFTED

Awarding Contract to Potter Lawson to Design an Outdoor Recreation Yard for the Youth Services Center and Amending the 2013 Human Services Department Budget

- 1 **WHEREAS**, the Human Services Department requests that the County Board consider adding an
2 outdoor recreational yard to the Youth Services Center; and,
3
4 **WHEREAS**, the Youth Services Center was build in the early 1990's (then known as the Juvenile
5 Detention Center) as a state licensed, county operated detention center for adjudicated youth and an out-
6 of-home shelter for children; and,
7
8 **WHEREAS**, an outdoor recreational yard was not programmed in the original design for the facility
9 because of the short term nature of the stays; and,
10
11 **WHEREAS**, changes in state law in recent years allow placement of adjudicated youth in county
12 facilities up to 180 days, and that period may be extended to 365 days should provisions remain intact in
13 the new State Budget; and,
14
15 **WHEREAS**, the Rock County ACTIONS Program was recently put in place, which is a 6-month
16 alternative to the State Juvenile Correctional Institution; and,
17
18 **WHEREAS**, having an outdoor recreational option not only improves the quality of life for long-term
19 incarcerated youth, but also gives the Center programming options for those in the facility for 30 to 60
20 days as well as the children who are under shelter care; and,
21
22 **WHEREAS**, Rock County issued a Request for Qualifications for a cost proposal and qualifications to
23 design an outdoor recreational yard for the Youth Services Center; and,
24
25 **WHEREAS**, the proposals and qualifications have been evaluated and Potter Lawson of Madison, WI
26 was given the highest rating.
27
28 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors, duly
29 assembled this _____ day of _____, 2013 does hereby authorize a contract with Potter Lawson
30 of Madison, Wisconsin, in the amount of \$38,000 for design services for a two phase project; and,
31
32 **BE IT FURTHER RESOLVED** that Phase One cost shall not exceed \$15,700 for a schematic design
33 that must meet the approval the Human Services Board and General Services Committee prior to
34 proceeding with Phase Two, which shall not exceed \$22,300 to develop the bid specifications for
35 construction of an outdoor recreational yard; and,
36
37 **BE IT FURTHER RESOLVED** that the payments be made to the vendor upon approval of the Human
38 Services Board; and,
39
40 **BE IT FINALLY RESOLVED** that the 2013 budget be amended as follows to pay for design services:

Account/Description	Budget	Increase	Amended
Source of Funds	<u>6/12/13</u>	<u>(Decrease)</u>	<u>Budget</u>
36-3664-7000-47000			
45 Transfer In	-0-	\$38,000	\$38,000
46 <u>Use of Funds</u>			
47 36-3664-7000-67200			
48 Capital Improvements	-0-	\$38,000	\$38,000
49			

Awarding Contract to Potter Lawson to Design an Outdoor Recreation Yard for the Youth Services Center and Amending the 2013 Human Services Department Budget

Page 2

Respectfully submitted,

General Services Committee

Phillip Owens, Chair

Hank Brill, Vice Chair

Ivan Collins

Jason Heidenreich

Edwin Nash

**Finance Committee Approval and
Purchasing Procedural Endorsement**

Reviewed and approved on a vote of _____

Mary Mawhinney, Chair

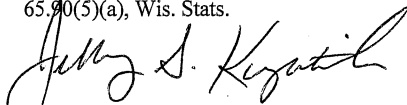
FISCAL NOTE:

This resolution amends the Humans Services Department's budget and authorizes a contract with Potter Lawson for design services. The funding for this contract will come from the \$1,003,000 in sales tax revenue that was over and above the amount budgeted for fiscal years 2011 and 2012.


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. Professional services are not subject to bidding requirements of §59.52(29), Stats. As an amendment to the adopted 2013 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

ADMINISTRATIVE NOTE:

Recommended.


Craig Knutson
County Administrator

Human Services Board

Brian Knutson, Chair

Sally Jean Weaver-Landers, Vice-Chair

Terry Fell

William Grahn

Ashley Kleven

Phillip Owens

Terry Thomas

Shirley Williams

Marv Wopat

Executive Summary

The Human Services Department wishes to have an outdoor recreational yard built at its Youth Services Center (YSC) located at 210 East US Highway 14 in Janesville, Wisconsin. The recreational yard shall be developmentally appropriate for children ranging in age from 10 to 17, and shall accommodate youth housed in the secure units as well as the shelter facility.

The Youth Service Center (then known as the Juvenile Detention Center) was built in the early 1990's and approved for occupancy in November 1994. It is a state licensed, county operated detention center for adjudicated youth. The secure side of the facility has five housing units and a maximum rated capacity of 35 juveniles. The shelter side of the facility operates under a separate license and has a maximum rated capacity of 20.

An outdoor recreational yard was not programmed in the original design of the facility because of the short-term nature of the stays. In 2009, the Wisconsin Council on Children and Families conducted an independent evaluation of the facility. One of the outcomes was a recommendation to add an outdoor recreational yard to the facility.

The landscape has changed in recent years, which makes the project more imperative. Changes in state statutes now permit the secure detention placement of youth in county facilities up to 180 days. There is a provision in the current version of the state budget that would extend the placement up to 365 days. The YSC has implemented the ACTIONS Program, which is a 6-month sentencing alternative to the State Juvenile Correctional Institution. Thus, having the outdoor recreational option improves the quality of life for long-term incarcerated youth as well as those present for shorter stays.

The outdoor recreational yard will be placed within the confines of county owned driveways on the east and south side of the Youth Services Center. It will be utilized on a daily basis by approximately 10 to 15 youth at a given time. The shelter side population and the secure side population will never be permitted in the Outdoor Recreational Yard at the same time. The absolute maximum number of youth in the Yard at one time will not exceed the rated capacity of secure detention, which is 35 juveniles. Thus, the recreational yard will be fitted to the site constraints and facility population.



PROJECT NUMBER #2013-23
 DESIGN SERVICES YOUTH SERVICES CENTER OUTDOOR RECREATIONAL YARD
 PROJECT DUE DATE MAY 24, 2013 – 12:00 NOON
 DEPARTMENT HUMAN SERVICES

	POTTER LAWSON MADISON WI	ANGUS YOUNG JANESVILLE WI	JUSTICE SOLUTIONS CLOSTER NJ
RATER 1	90	93	83
RATER 2	91	86	75
RATER 3	91	87	82
TOTAL SCORE	272	266	240
PHASE 1	15,700.00	8,400.00	40,600.00
PHASE 2	22,300.00	15,300.00	69,200.00
REIMBURSEABLES		4,500.00	
TOTAL COST	\$ 38,000.00	\$ 28,200.00	\$ 109,800.00

PHASE 1 – Conceptual & Schematic Design
 PHASE 2 – Construction Bid Specification Development

Proposals were evaluated based on the following criteria:

- Letter of Qualifications – Narrative Statement (25 points)
- Organizational Experience and References (50 points)
- Reasonableness of Cost Proposal (15 points)
- Time line (5 points)
- Overall feel of proposal and fit with Rock County’s project. (5 points)

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

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: _____

SIGNATURE DATE

GOVERNING COMMITTEE APPROVAL:

CHAIR VOTE DATE

PURCHASING PROCEDURAL ENDORSEMENT:

CHAIR VOTE DATE