

Rock County, Wisconsin

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



General Services

-Facilities Management
-Maintenance

**GENERAL SERVICES COMMITTEE
TUESDAY, AUGUST 2, 2016 – 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 – July 19, 2016
4. Transfer
5. Review of Payments
6. Resolutions
 - A. Recognizing John Fucsalla
 - B. Award the Contract for Parking Lot and Sidewalk Replacement Project and Amend 2016 Facilities Management Capital Budget
 - C. Awarding Contract for Carpet Replacement at Rock County Courthouse
 - D. Hiring an Engineering Firm to Conduct a Vehicular and Pedestrian Study at the Rock County Courthouse
 - E. Authorizing Approval to Double Fill the Facilities Superintendent Position
7. Committee Approval to Award Contract for Annual Fire Alarm System and Inspection
8. Communications, Announcements and Information
9. Adjournment

Please contact Marilyn at (608)757-5510 if you are going to be late or if you will not be able to attend the meeting.

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

General Services Committee
INITIATED BY

General Services Committee
SUBMITTED BY



Brent Sutherland-Director
Facilities Management
DRAFTED BY

July 25, 2016
DATE DRAFTED

RECOGNIZING JOHN FUCSALLA

- 1 **WHEREAS**, Jon Fucsalla began his career at Rock County in June 1987 as a Maintenance Worker
- 2 for General Services and worked at the Jail location; and
- 3
- 4 **WHEREAS**, Mr. Fucsalla has served the citizens of Rock County for the past 29 years as a
- 5 dedicated and valued employee of Rock County, and has retired effective July 25, 2016; and
- 6
- 7 **WHEREAS**, the Rock County Board of Supervisors representing the citizens of Rock County,
- 8 wishes to recognize Mr. Fucsalla for his long, dedicated and faithful service.
- 9
- 10 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors at its
- 11 regular meeting this ____ day of _____, 2016, directs that a sincere expression of recognition
- 12 be given to John Fucsalla for his 29 years of service and expresses to him best wishes for the future.

Respectfully submitted,

GENERAL SERVICES COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Henry Brill, Chair

J. Russell Podzilni, Chair

Jason Heidenreich, Vice Chair

Sandra Kraft, Vice Chair

Jeremy Zajac

Eva M. Arnold

BobYeomans

Henry Brill

David Homan

Betty Jo Bussie

Mary Mawhinney

Louis Peer

Alan Sweeney

Terry Thomas

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

General Services Committee
INITIATED BY

General Services Committee
SUBMITTED BY



Brent Sutherland –
Director of Facilities Management
DRAFTED BY

July 25, 2016
DATE DRAFTED

Award the Contract for Parking Lot and Sidewalk Replacement Project and Amend 2016 Facilities Management Capital Budget

1 **WHEREAS**, funds were budgeted in 2016 for the replacement of parking lots and sidewalks at
2 911 Communications Center and the HCC building; and,
3

4 **WHEREAS**, funds were budgeted in 2016 for the replacement of sidewalks at the Council on
5 Aging and the Job Center buildings; and,
6

7 **WHEREAS**, specifications were drafted and went out for bid; and,
8

9 **WHEREAS** the bids came in higher than budgeted; and,
10

11 **WHEREAS**, the funds for RH. Batterman for construction management were not allocated for
12 the completion of the project.
13

14 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
15 assembled this _____ day of _____, 2016 hereby approves and authorizes awarding a
16 contract base bid and alternate bid in the amount of \$242,313.50 to Maddrell Excavating LLC of
17 Monroe, WI.
18

19 **BE IT FURTHER RESOLVED**, the Board approves a contract for \$7,700.00 for construction
20 management with RH Batterman.
21

22 **BE IT FURTHER RESOLVED**, that the Facilities Management 2016 budget be amended as
23 follows:

<u>ACCOUNT/DESCRIPTION</u>	<u>BUDGET</u> <u>7/25/16</u>	<u>INCREASE/</u> <u>(DECREASE)</u>	<u>AMENDED</u> <u>BUDGET</u>
<u>Source of Funds</u>			
18-1811-0000-47500 Prior Year Sales Tax	-0-	4,880	4,880
18-1816-0000-47500 Prior Year Sales Tax	-0-	11,828	11,828
18-1849-0000-47500 Prior Year Sales Tax	-0-	30,111	30,111
18-1821-0000-47500 Prior Year Sales Tax	-0-	13,159	13,159
<u>Use of Funds:</u>			
18-1811-0000-67200 Capital Improvements	80,510	4,880	85,390
18-1816-0000-67200 Capital Improvements	69,000	11,828	80,828
18-1849-0000-67200 Capital Improvements	686,627	30,111	716,738
18-1821-0000-67200 Capital Improvements	475,734	13,159	488,893

**Award the Contract for Parking Lot and Sidewalk Replacement Project and Amend 2016
Facilities Management Capital Budget**

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Respectfully submitted,

GENERAL SERVICES COMMITTEE

FINANCE COMMITTEE ENDORSEMENT

Hank Brill, Chair

Reviewed and approved on a vote of _____

Jason Heidenreich, Vice Chair

Mary Mawhinney, Chair

Robert Yeomans

David Homan

Jeremy Zajac

FISCAL NOTE:

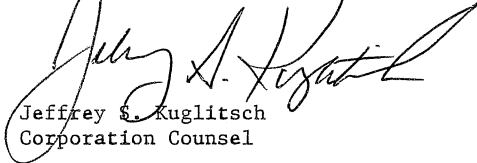
This resolution authorizes the awarding of contracts for the replacement of parking lots at 911 and the HCC building as well as the replacement of sidewalks at the 911, HCC, Council on Aging and Job Center buildings. Since the bids came in over what was budgeted for these projects, this resolution also authorizes a transfer in of \$59,978 in sales tax revenue to the various project accounts.



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

ADMINISTRATIVE NOTE:

Recommended.



Nick Osborne
Acting County Administrator

Rock County, Wisconsin

51 South Main Street
Janesville, WI 53545



General Services

Facilities Management
(608)757-5518

Executive Summary

Awarding Contract for Parking Lot and Sidewalk Replacement at 911, HCC, Council on Aging and Job Center and Budget Amendment

Rock County bid out parking lot replacement at the HCC and 911 buildings and sidewalk replacement at the Council on Aging and Job Center. There was an alternate bid to crack fill, seal and restripe the HCC back parking lot. The base bid was over budget by \$22,812.50. No funds were budgeted for the construction management by RH Batterman which is \$7,700.00. I am recommending the alternate bid also be added at \$29,465.00, this leaves this project over budgeted by \$59,977.50. I am requesting approval to complete this project and approve a budget amendment of \$59,977.50.



BID SUMMARY FORM

BID NUMBER 2016-30
BID NAME PARKING LOT RECONSTRUCTION & SIDEWALK REPLACEMENT
BID DUE DATE JULY 19, 2016 – 1:30 P.M.
DEPARTMENT FACILITIES MAINTENANCE

	MADRELL MONROE WI	ROCK ROAD JANESVILLE WI	BARTELT ALBANY WI
HEALTH CARE CENTER PARKING LOT	105,006.00	125,740.72	138,467.05
911 CENTER PARKING LOT	56,377.50	69,305.62	87,716.45
HEALTH DEPT/COA SIDEWALK	10,860.00	11,601.00	13,607.10
JOB CENTER SIDEWALK	40,605.00	41,865.12	46,330.65
TOTAL BASE BID	\$ 212,848.50	\$ 248,512.46	\$ 286,121.25
ALTERNATE BID	29,465.00	26,664.95	21,313.50
TOTAL BID WITH ALTERNATE	\$ 242,313.50	\$ 275,177.41	\$ 307,434.75
START DATE	8/1/16	10 DAYS AFTER AWARD	8/15/16
COMPLETION	10/14/16	10/14/16	9/30/16
ADDENDUM RECEIVED	YES	YES	YES
BID BOND	YES	YES	YES
QUALIFICATIONS FORM	YES	YES	YES

Alternate Bid: Crack filling, sealcoating, restriping rear Health Care Center parking lot.

Invitation to Bid was advertised in the Janesville Gazette and on the Internet. Eleven additional vendors were solicited that did not respond. One bidder submitted a non-responsive bid because they did not include the Bidder's Qualifications Statement with their bid as required.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: _____

SIGNATURE DATE

GOVERNING COMMITTEE APPROVAL:

CHAIR VOTE DATE

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

The General Services Committee
INITIATED BY

The General Services Committee
SUBMITTED BY



Brent Sutherland- Director-
Facilities Management
DRAFTED BY

July 25, 2016
DATE DRAFTED

Awarding Contract for Carpet Replacement at Rock County Courthouse

- 1 **WHEREAS**, the 2016 budget included funds to replace carpet at Rock County Courthouse; and
- 2
- 3 **WHEREAS**, funds are budgeted over several years for carpet replacement at the Courthouse; and
- 4
- 5 **WHEREAS**, an inspection was completed and a list drafted of the areas to be replaced this year; and
- 6
- 7 **WHEREAS**, Halverson flooring has the State bid for carpet, 505ENT-015-FLOORING-00.
- 8
- 9 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 10 this _____ day of _____, 2016, and awards a contract to replace carpet at the
- 11 Rock County Courthouse in the amount of \$30,000.00, to Halverson Flooring of Janesville, WI.

Respectfully submitted,

GENERAL SERVICES COMMITTEE

Henry Brill, Chair

Jason Heidenreich, Vice Chair

Bob Yeomans

David Homan

Jeremy Zajac

FISCAL NOTE:

The Courthouse Capital Account has \$30,000 budgeted for carpet replacement. This account is funded by sales tax revenue.

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.

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Nick Osborne
Acting County Administrator

Rock County, Wisconsin

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Janesville, WI 53545



General Services

Facilities Management
(608)757-5518

Executive Summary

Awarding Contract for Carpet Replacement at the Courthouse

Many areas throughout the Courthouse is in need of having the carpet replaced. There is a need to replace a certain amount of carpet each year. Halverson Flooring will replace carpet areas throughout the courthouse. A Purchase order was issued in 2015 for \$30,000.00 Halverson flooring holds the current state contract for flooring. State contract number is **505ENT-015-FLOORING-00**

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

The General Services Committee
INITIATED BY



Brent Sutherland
DRAFTED BY

The General Services Committee
SUBMITTED BY

July 26, 2016
DATE DRAFTED

**Hiring an Engineering Firm to Conduct a Vehicular and Pedestrian Study at the
Rock County Courthouse**

- 1 **WHEREAS**, as commissioned by the County Board in September 2015, Mead and Hunt Engineering
- 2 continues to work on the plans and specifications for Phase 1 security upgrades at the Courthouse to
- 3 include: duress alarms, card access, door control and video surveillance; and,
- 4
- 5 **WHEREAS**, Phase II of security improvements will include building access with weapons screening;
- 6 and,
- 7
- 8 **WHEREAS**, before any Phase II recommendations can be made relative to the number and location of
- 9 building entrances, and thus screening stations, the General Services Committee needs more information
- 10 on the number of people and vehicles that access the courthouse on a normal day; and,
- 11
- 12 **WHEREAS**, because of their experience in conducting pedestrian and vehicular studies in public
- 13 buildings, Mead & Hunt submitted a proposal for these services.
- 14
- 15 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors, duly
- 16 assembled this _____ day of _____, 2016, hereby retains Mead and Hunt of Wauwatosa, WI
- 17 to conduct the pedestrian (\$19,565) and vehicular study (\$21,028) at the Courthouse in an amount not to
- 18 exceed \$40,593.

Respectfully Submitted,

GENERAL SERVICES COMMITTEE

Henry Brill, Chair

Jason Heidenreich, Vice Chair

Bob Yeomans

Dave Homan

Jeremy Zajac

Hiring an Engineering Firm to Conduct a Vehicular and Pedestrian Study at the Rock
County Courthouse
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FISCAL NOTE:

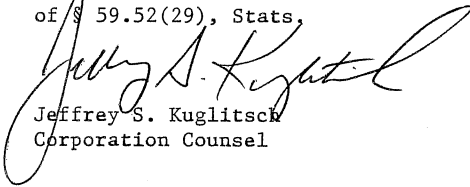
Sufficient funds are available in the Courthouse Security capital account for this contract. This project is funded by sales tax revenues.



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.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Nick Osborne
Acting County Administrator

Rock County, Wisconsin

51 South Main Street
Janesville, WI 53545



General Services

Facilities Management
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Executive Summary

Retaining Engineering Firm to Conduct a Vehicular and Pedestrian Study at Rock County Courthouse

The Executive Summary before you hires Mead Hunt to conduct a vehicular and pedestrian traffic study at Rock County Courthouse and submit a report of the findings to the General Services Committee. This information is needed for the Courthouse Security design Phase II.

- Pedestrian two week traffic count cost- \$19,565.00
- Vehicular one week traffic count cost - \$21,028.00
- Total cost - \$40,593.00

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

General Services Committee
INITIATED BY

General Services Committee
SUBMITTED BY



Brent Sutherland –
Director of Facilities Management
DRAFTED BY

July 25, 2016
DATE DRAFTED

Authorizing Approval to Double Fill the Facilities Superintendent Position

- 1 **WHEREAS**, Doug Keating Facilities Superintendent at Rock Haven/HCC announced his
- 2 intention to retire on June 14, 2016; and
- 3
- 4 **WHEREAS**, his last day of work was July 19, 2016; and
- 5
- 6 **WHEREAS**, he has benefit time that continues until Sept 7, 2016; and
- 7
- 8 **WHEREAS** there is a need to get this position filled prior to Sept 7, 2016.
- 9
- 10 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 11 assembled this _____ day of _____, 2016 does hereby approve and authorize double
- 12 filling the Facilities Superintendent position for Rock Haven/ HCC buildings.

Respectfully Submitted,

GENERAL SERVICES COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Henry Brill, Chair

J. Russell Podzilni, Chair

Jason Heidenreich, Vice Chair

Sandra Kraft, Vice Chair

Bob Yeomans

Eva Arnold

David Homan

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Betty Jo Bussie

Mary Mawhinney

Louis Peer

Alan Sweeney

Terry Thomas

Authorizing Approval to Double Fill the Facilities Superintendent Position
Page 2

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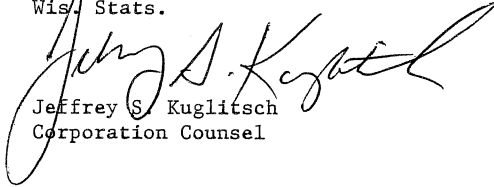
There are sufficient projected savings in the HCC Maintenance utilities accounts to transfer to wages and benefits to fund the double filling of the RH/HCC Facilities Superintendent position.



Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to § 59.22(2),
Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Nick Osborne
Acting County Administrator

Rock County, Wisconsin

51 South Main Street
Janesville, WI 53545



General Services

Facilities Management
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Executive Summary

Requesting to Double Fill The Facilities Superintendent Position at Rock Haven-HCC

Rock Haven – HCC Facilities Superintendent announced his retirement June 14, 2016. His last day of work was July 19, 2016. He is using benefit time until Sept 7, 2016. I am requesting approval to hire and fill his vacant position before Sept 7, 2016.

Rock County, Wisconsin

51 South Main Street
Janesville, WI 53545



General Services

Facilities Management
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Executive Summary

Awarding Contract **for Annual Fire Alarm System Testing and Inspection**

The Executive Summary before you hires Midwest Alarm Services Inc. to conduct the annual fire alarm system inspection and testing at the Rock County Jail. Rock County entered into a 5 year contract on July 7, 2015 with Midwest Alarm Services Inc. to perform this service at a cost of \$7,000 per year.