

**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, APRIL 19, 2011 – 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 –April 5, 2011
4. Transfers and Appropriations
5. Bills/Encumbrances/Pre-Approved Encumbrance Amendments
6. Updates
  - A. Jail Project
    1. Update Report
    2. Change Orders
7. Discussion of 2011 Jail/Health Care Center Complex Capital Projects Account
8. Purchasing Procedural Endorsement and Contract Award
  - A. Authorizing the Purchase and Installation of Janitor Closet at the Jail
9. Purchasing Procedural Endorsement
  - A. Authorizing Contract for Actuarial Valuation Services for Other Post Employment Benefits (OPEB) Calculation as Required Under Governmental Accounting Standards Board (GASB) Statement 45
  - B. Awarding Contract for Rock County Preventative Maintenance Program Weather Alert Siren System
10. Discussion of County Board Using Paperless Documents
11. Communications, Announcements and Information
12. Adjournment

Account Number	Name	Yearly Prevnt Appropriation	YTD Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818159200-62460	BLDG SERV R&M	45,000.00	38.1%	17,172.03	0.00	27,827.97		
	P1100491-PO# 04/13/11 -UN#012507						ENERGETICS INC	119.19
	P1100493-PO# 03/31/11 -UN#017559						FIRST SUPPLY MADISON LLC	420.37
	P1100504-PO# 03/31/11 -UN#050266						MARK'S PLUMBING PARTS	105.12
	P1100506-PO# 04/13/11 -UN#030347						NAPA AUTO PARTS	110.07
							CLOSING BALANCE	27,073.22
								754.75
1818159200-62463	FIRE ALARM	18,500.00	7.3%	1,957.18	-593.15	17,135.97		
	P1100073-PO# 04/13/11 -UN#049197						SIEMENS INDUSTRY INC	12,480.00
	P1100507-PO# 04/13/11 -UN#028010						PER MAR SECURITY SERVICES	816.72
							CLOSING BALANCE	3,839.25
								13,296.72
1818159200-62470	BLDG R & M	50,000.00	0.0%	5,259.48	-5,259.36	49,999.88		
	P1100493-PO# 04/13/11 -UN#017559						FIRST SUPPLY MADISON LLC	17.19
	P1100504-PO# 04/13/11 -UN#050266						MARK'S PLUMBING PARTS	560.40
	P1100508-PO# 03/31/11 -UN#049330						PIEPER ELECTRIC INC	3,821.14
	P1100511-PO# 04/13/11 -UN#016104						SHERWIN WILLIAMS	425.00
	P1100513-PO# 04/13/11 -UN#016376						STATE ELECTRICAL SUPPLY INC	882.90
							CLOSING BALANCE	44,263.25
								5,736.63
1818159200-63109	OTHER SUPP/EXP	54,750.00	31.9%	15,095.28	3,037.28	38,617.49		
	P1100483-PO# 03/31/11 -UN#046075						AIRGAS NORTH CENTRAL	79.61
	P1100488-PO# 03/31/11 -UN#011824						CITY OF JAMESVILLE	25.00
	P1100497-PO# 04/13/11 -UN#030781						HOME DEPOT/GEFC	79.37
	P1100498-PO# 03/31/11 -UN#040769						HD SUPPLY	73.88
							CLOSING BALANCE	38,359.63
								257.86
	HCC BLDG.COMPLEX						PRG-TOTAL-PO	20,045.96

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF 520,045.96 INCURRED BY HCC BUILDING COMPLEX. 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 COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

GENERAL SERVICES

COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_

DEPT-HEAD \_\_\_\_\_

APR 19 2011

DATE \_\_\_\_\_

CHAIR \_\_\_\_\_



Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Ino/Enc Amount	Total
1818100000-62400	R & N SERV	132,537.00 72.4%	48,950.59	47,061.35	36,525.06		
	P1100400-PO# 04/13/11 -UN#010938			ARANARK UNIFORM SERVICES INC		142.82	
				CLOSING BALANCE	36,382.24		142.82
1818100000-62461	ELEVATOR	57,000.00 55.2%	10,506.60	21,013.20	25,480.20		
	P1100461-PO# 04/13/11 -UN#034850			OTIS ELEVATOR COMPANY		777.56	
				CLOSING BALANCE	24,702.64		777.56
1818100000-63104	PRNT & DUPLICATI	30,000.00 48.4%	11,670.98	2,863.06	15,465.96		
	P1100386-PO# 04/13/11 -UN#010723			PRINTING AND BUSINESS SOLUTION		43.88	
				CLOSING BALANCE	15,422.08		43.88
1818100000-63500	R&N SUPPLIES	215,000.00 13.7%	30,330.69	-780.00	185,449.31		
	P1100404-PO# 04/13/11 -UN#030879			BJ ELECTRIC SUPPLY INC		291.60	
	P1100426-PO# 04/13/11 -UN#018251			HARRIS ACE HARDWARE		85.09	
	P1100429-PO# 04/13/11 -UN#047242			H O H WATER TECHNOLOGY INC		3,345.09	
	P1100430-PO# 04/13/11 -UN#029890			JACK AND DICKS FEED AND GARDEN		465.50	
	P1100456-PO# 04/13/11 -UN#016104			SHERWIN WILLIAMS		157.56	
	P1100458-PO# 04/13/11 -UN#016376			STATE ELECTRICAL SUPPLY INC		344.80	
	P1100460-PO# 04/13/11 -UN#048467			STAPLES ADVANTAGE		428.95	
	P1101680-PO# 04/13/11 -UN#047242			H O H WATER TECHNOLOGY INC		1,276.90	
	P1101859-PO# 04/13/11 -UN#010156			DEGARNO PLUMBING INC		19,449.43	
				CLOSING BALANCE	168,604.39		16,844.92
1818100000-68000	COST ALLOCATIONS	-159,795.00 0.3%	-568.04	-54.32	-159,172.64		
	P1100423-PO# 04/13/11 -UN#012879			GENERAL SERVICES PETTY CASH		19.07	
				CLOSING BALANCE	-159,191.71		19.07
	GENERAL SERVICES		PROG-TOTAL-PO			17,828.25	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$17,828.25 INCURRED BY GENERAL SERVICES. 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 COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.

C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

GENERAL SERVICES

COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_

DEPT-HEAD \_\_\_\_\_

APR 19 2011

DATE \_\_\_\_\_

CHAIR \_\_\_\_\_

Account Number	Name	Yearly Prnt Appropriation	YTD Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818110000-62400	R & N SERV	39,500.00	3.6%	749.47	690.54	38,059.99		
	P1100400-PO# 04/13/11 -UN#010938				ARAMARK UNIFORM SERVICES INC		19.86	
				CLOSING BALANCE		38,040.13		19.86
1818110000-63500	R&M SUPPLIES	20,000.00	30.5%	5,139.60	970.90	13,889.50		
	P1100434-PO# 04/13/11 -UN#013741				JOHNSTONE SUPPLY		32.98	
	P1100447-PO# 04/13/11 -UN#049330				PIEPER ELECTRIC INC		846.22	
	P1101515-PO# 04/13/11 -UN#039816				NALVERSON CARPET CENTER LTD		500.00	
				CLOSING BALANCE		12,510.30		1,379.20
	GLEN OAKS OPER.			PRG-TOTAL-PO			1,399.06	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,399.06 INCURRED BY GLEN OAKS FACILITY OPERATION. 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 COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

GENERAL SERVICES COMMITTEE APPROVES THE ABOVE. CON-APPROVAL \_\_\_\_\_ DEPT-HEAD

APR 19 2011

DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prev Appropriation	Percent Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818120000-62400	R & M SERV	73,500.00	14.2%	4,899.50	5,568.00	63,032.50		
		P1100400-PO# 04/13/11 -UN#010939			ARAMARK UNIFORM SERVICES INC		94.74	
				CLOSING BALANCE		62,937.76		94.74
1818120000-63500	R&M SUPPLIES	20,000.00	29.7%	5,999.74	-53.19	14,053.45		
		P1100426-PO# 04/13/11 -UN#018251			HARRIS ACE HARDWARE		100.75	
		P1100441-PO# 04/13/11 -UN#014534			MENARDS		28.77	
		P1101685-PO# 04/13/11 -UN#026360			NIEMAN CENTRAL WISCONSIN ROOFI		102.50	
				CLOSING BALANCE		13,921.43		232.02
		JUV.DET.OPER.		PRDG-TOTAL-PO				326.76

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$326.76 INCURRED BY JUV.DETENTION FACILITY OPERATH. 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 COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

GENERAL SERVICES COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD \_\_\_\_\_

APR 19 2011

DATE \_\_\_\_\_ CHAIR \_\_\_\_\_

Account Number	Name	Yearly Percent Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inw/Enc Amount	Total
1818160000-62400	R & H SERV	22,000.00	32.3%	5,216.50	1,895.51	14,887.99	
	P1100462-PO# 04/13/11 -UN#042916			STARFIRE SYSTEMS INC		610.00	
				CLOSING BALANCE	14,277.99		610.00
1818160000-63500	R&H SUPPLIES	21,000.00	29.3%	4,048.81	2,116.70	14,834.49	
	P1100426-PO# 04/13/11 -UN#018251			HARKIS ACE HARDWARE		16.98	
	P1100460-PO# 04/13/11 -UN#048467			STAPLES ADVANTAGE		150.55	
				CLOSING BALANCE	14,666.96		167.53
	COMM.CTR.OPER.			PROG-TOTAL-PO		777.53	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$777.53 INCURRED BY COMMUNICATIONS CTR OPERATION. 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 COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

GENERAL SERVICES COMMITTEE APPROVES THE ABOVE. CON-APPROVAL \_\_\_\_\_ DEPT-HEAD

APR 19 2011

DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prcat Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818370000-63500	R&M SUPPLIES	100,000.00	4.1%	6,241.07	-2,059.98	95,818.91	
	P1100412-PO# 04/13/11 -UN#011970			CONNORS SUPPLY INC		132.85	
	P1100420-PO# 04/13/11 -UN#019954			FERGUSON ENTERPRISES INC		91.60	
	P1101464-PO# 04/13/11 -UN#033354			SELECT SOUND SERVICE INC		1,109.00	
				CLOSING BALANCE		94,485.46	1,333.45
1818370000-67200	CAPITAL IMPROV	142,000.00	7.6%	0.00	10,822.00	131,178.00	
	P1002560-PO# 04/13/11 -UN#015308			PUTTER LAWSON ARCHITECTS INC		1,200.00	
				CLOSING BALANCE		129,978.00	1,200.00
	JAIL.CAP.IMPROV.			PROG-TOTAL-PO			2,533.45

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$2,533.45 INCURRED BY JAIL CAPITAL IMPROVEMENTS. 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 COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

GENERAL SERVICES COMMITTEE APPROVES THE ABOVE. CON-APPROVAL \_\_\_\_\_ DEPT-HEAD

APR 19 2011 DATE \_\_\_\_\_ CHAIR

7



Account Number	Name	Yearly Front Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inw/Enc Amount	Total
1818490000-67200	CAPITAL IMPROV	11,605,067.00	71.9% 6,670,657.10	1,682,320.81	3,252,089.09		
	P1003418-PO# 04/13/11 -UN#025487			ANGUS YOUNG ASSOCIATES		460.25	
	P1101293-PO# 04/13/11 -UN#047596			NATIONAL LAW ENFORCEMENT SUPPL		4,413.80	
	P1101307-PO# 04/13/11 -UN#047596			NATIONAL LAW ENFORCEMENT SUPPL		650.90	
				CLOSING BALANCE	3,246,564.14		5,524.95
	JAIL/HCC COMPLEX		PR06-TOTAL-PO			5,524.95	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF 95,524.95 INCURRED BY JAIL/HCC COMPLEX PROJECT. 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 COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

GENERAL SERVICES COMMITTEE APPROVES THE ABOVE. CON-APPROVAL \_\_\_\_\_ DEPT-HEAD

APR 19 2011 DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prev Appropriation	Percent Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818500000-67200	CAPITAL IMPROV	356,000.00	8.1%	21,305.05	7,750.00	326,944.95		
		P1001743-FO# 04/13/11 -UN#036838			ARNOLD AND O SHERIDAN INC		2,480.00	
					CLOSING BALANCE		324,464.95	2,480.00
	JDC CAP IMPROV.			PROG-TOTAL-FO			2,480.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$2,480.00 INCURRED BY JDC CAPITAL IMPROVEMENT. 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 COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

GENERAL SERVICES COMMITTEE APPROVES THE ABOVE. CON-APPROVAL \_\_\_\_\_ DEPT-HEAD

APR 19 2011

DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818510000-67200	CAPITAL IMPROV	1,540,000.00	54.2%	386,039.08	449,216.72	704,744.20	
	PL101510-PO# 04/13/11 -UN#032453					CONKS AND ASSOCIATES INC	1,200.00
					CLOSING BALANCE	703,544.20	1,200.00
	ROCK HAVEN PROJ				PROC-TOTAL-PO		1,200.00

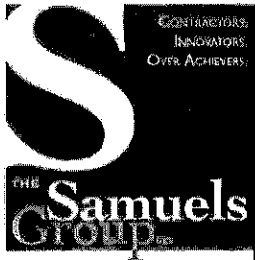
I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,200.00 INCURRED BY ROCK HAVEN BUILDING PROJECT. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

GENERAL SERVICES COMMITTEE APPROVES THE ABOVE. CON-APPROVAL \_\_\_\_\_ DEPT-HEAD

APR 1 9 2011

DATE \_\_\_\_\_ CHAIR



**WISCONSIN**

311 Financial Way  
Suite 300  
Wausau, WI 54401  
phone 715.842.2222  
fax 715.848.8088

**IOWA**

313 E 5<sup>th</sup> Street  
Waterloo, IA 50703  
phone 319.232.6443  
fax 319.233.3191

To: General Services Committee  
From: Kevin Higgs, Owners Representative  
Date: April 13, 2011  
RE: Program Request for Phase # 1 Jail Renovation Project

**Program Request # 022**

**Change Order Request #072  
Total Cost; \$ 675.74**

COR # 072 pertains to the response to RFI #031, Overhead Door Keyed Switch.

RFI # 31 responds to coordination of relocating a Keyed controller for the Overhead doors from the existing Vehicle Sally Port, to the new Vehicle Sally Port. Due to the pending decision to omit demolition of the existing Vehicle Sally port, the contractor was directed to order a new key controller for the new Vehicle Sally port.

**Change Order Request #074  
Total Cost; \$ 329.99**

COR # 074 pertains to RFI # 141, add interlock chase in sally port.

RFI # 141 directs the installation of Interlock, a detention grade material that is used to conceal exposed piping. Due to conflicts with mechanical systems and ceiling heights, the interlock material was required to conceal plumbing piping.

**Change Order Request #081  
Total Cost; \$ 937.03**

COR # 081 pertains to RFI # 168, Unit Heater.

RFI # 168 directs the contractor to provide a dedicated circuit, starter and disconnect for a unit heater in room H-200.

**Change Order Request #083  
Total Cost; \$ 846.93**

COR # 083 pertains to RFI # 191, Fire Alarm monitoring.

Response to RFI # 191 directs the contractor to provide Cat6 cable and programming so that the fire alarm system can be set up to accommodate outside monitoring. This is an owner directed request.

**Change Order Request #084  
Total Cost; \$ -412.00**

COR # 084 pertains to RFI # 185, Fire Alarm control doors.

RFI # 185 provides direction to omit fire alarm control modules at door openings I-134a, I-136a, I-137a, I-139a and I-142. The type of hardware specified for these openings do not require integration with the fire alarm system.

Total cost for Program request # 022 = \$ 2, 377.69

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RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

The General Services Committee  
INITIATED BY



Robert Leu  
DRAFTED BY

The General Services Committee  
SUBMITTED BY

April 12, 2011  
DATE DRAFTED

**Authorizing the Purchase and Installation of Janitor Closet at the Jail**

- 1 **WHEREAS**, the eight (8) metal janitor closet doors and frames in the pods at the Jail have been
- 2 subjected to water and cleaning chemicals over the last 25 years, and have corroded beyond repair; and,
- 3
- 4 **WHEREAS**, funds were requested in the 2011 Budget to replace the eight (8) doors and frames; and,
- 5
- 6 **WHEREAS**, specifications were prepared, and bids solicited, with the bid results attached.
- 7
- 8 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 9 this \_\_\_\_\_ day of \_\_\_\_\_, 2011, a Purchase Order be issued to Gilbank Construction in the low
- 10 bid amount of \$13,800.00 for the replacement of eight (8) janitor closet doors and frames at the Rock
- 11 County Jail.

Respectfully submitted,

**General Services Committee:**

\_\_\_\_\_  
Phillip Owens, Chair

\_\_\_\_\_  
Henry Brill, Vice Chair

\_\_\_\_\_  
Ronald Combs

\_\_\_\_\_  
Jason Heidenreich

\_\_\_\_\_  
Mary Mawhinney

**Purchasing Procedural Endorsement:**

\_\_\_\_\_  
Phillip Owens, Chair      Date      Vote

**FISCAL NOTE:**

\$142,000 is included in the 2011 Jail Capital Improvements budget, A/C 18-1837-0000-67200, including the replacement of janitor closet doors and frames. This budget appropriation is funded by Jail Assessment Fees.

Jeffrey A. Smith  
Finance Director

**LEGAL NOTE:**

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.52(6), Wis. Stats.

Jeffrey S. Kuglitsch  
Corporation Counsel

**ADMINISTRATIVE NOTE:**

Recommended

Craig Knutson  
County Administrator

## **Executive Summary**

### **Purchase and Installation of 8 Janitor Closet Doors and Frames**

The resolution before you authorizes the replacement of 8 janitor closet doors and frames in the housing pods at the Jail. These doors are 25 years old, dating back to 1986 when the Jail was built. The doors and frames are rusted and corroded. They have been straightened and repainted numerous times. Because repairs are no longer feasible, replacement is recommended.

Seven bids were received, with the low bid coming from Gilbank Construction of Clinton. The frames will be 14 gauge, galvanized, and filled with mortar. The doors will be 14 gauge, steel stiffened, with deadbolts, flush pulls, and stainless steel hinges.

**COUNTY OF ROCK  
FINANCE DIRECTOR**

PROJECT #: 2011-53  
 PROJECT: DOOR REPLACEMENT – SHERIFF'S OFFICE  
 BID DUE DATE: MARCH 25, 2011 – 1:30 PM (CDT)  
 DEPARTMENT: GENERAL SERVICES DEPARTMENT

	GILBANK CONST CLINTON WI	QUALITY DOOR WISC RAPIDS WI	KLOBUCAR CONST BELOIT WI	WDSI INC GRAFTON WI	PA McQUIRE HIGHLAND WI	LA FORCE MADISON WI	TRI-NORTH BLDRS FITCHBURG WI
ADDENDA RCV'D	YES	YES	YES	YES	YES	YES	YES
START DATE	5/1/2011	NO LISTING	5/1/2011	6/20/2011	5/26/2011	5/4/2011	6/15/2011
FINISH DATE	5/13/2011	NO LISTING	8/1/2011	6/27/2011	6/26/2011	5/11/2011	7/15/2011
PROJECT COST	\$ 13,800.00	\$ 15,526.00	\$ 16,500.00	\$ 16,800.00	\$ 18,700.00	\$ 19,414.00	\$ 19,500.00

This project was advertised in the Beloit Daily News and on the Internet at [www.co.rock.wi.us](http://www.co.rock.wi.us). Three additional vendors were solicited that did not respond.

Prepared By: *Alan Dransfield*  
Senior Buyer

Department Head Recommendation: *Gilbank Construction*  
*Robert J. ...* 4/13/11  
 Signature Date

Governing Committee Approval: \_\_\_\_\_  
Chair Vote Date

Purchasing Procedural Endorsement: \_\_\_\_\_  
Chair Vote Date

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Jeffrey A. Smith  
INITIATED BY



Jeffrey A. Smith, Finance Director  
DRAFTED BY

Finance Committee  
SUBMITTED BY

April 12, 2011  
DATE DRAFTED

**Authorizing Contract for Actuarial Valuation Services for Other Post  
Employment Benefits (OPEB) Calculation as Required Under Governmental  
Accounting Standards Board (GASB) Statement 45**

- 1 **WHEREAS**, GASB, under its Statement 45, requires state and local government employers to  
2 measure, recognize and display OPEB expense / expenditures, related liabilities and note  
3 disclosures in its financial reports; and,  
4  
5 **WHEREAS**, Rock County has reported its OPEB liability in its annual Audited Financial  
6 Statements since 2007; and,  
7  
8 **WHEREAS**, the Finance Director / Purchasing Division did solicit proposals for actuarial  
9 services for OPEB calculations as detailed in the attached Bid Summary.  
10  
11 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly  
12 assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2011, does hereby authorize and direct that a  
13 contract be entered into with Gabriel, Roeder, Smith & Company of Chicago, IL to perform  
14 actuarial services for OPEB calculations for the period January 1, 2011 through December 31,  
15 2012, with an option to renew for the two (2) year period January 1, 2013 through December 31,  
16 2014.

Respectfully submitted,

**FINANCE COMMITTEE**

**PURCHASING PROCEDURAL ENDORSEMENT**

\_\_\_\_\_  
Mary Mawhinney, Chair

\_\_\_\_\_  
Phillip Owens, Chair

\_\_\_\_\_  
Sandra Kraft, Vice Chair

\_\_\_\_\_  
Vote \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Mary Beaver

\_\_\_\_\_  
David Diestler

\_\_\_\_\_  
J. Russell Podzilni



**Authorizing Contract for Actuarial Valuation Services for Other Post Employment Benefits (OPEB) Calculation as Required Under Governmental Accounting Standards Board (GASB) Statement 45**

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FISCAL NOTE:

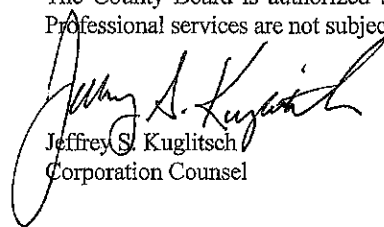
Sufficient funds are available in the Auditing and Special Accounting budget, A/C 05-1530-0000-62130 for this contract.



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. Professional services are not subject to bidding requirements of § 59.52(29), Stats.



Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson  
County Administrator



**PROJECT NUMBER** #2011-48  
**PROJECT NAME** ACTUARIAL VALUATION SERVICES  
**PROPOSAL DUE DATE** MARCH 25, 2011  
**DEPARTMENT** FINANCE DIRECTOR

	GRS CHICAGO IL	LURIE BESIKOF LAPIUS MINNEAPOLIS MN	WILLIS MILWAUKEE WI	MILLIMAN BROOKFIELD WI	LEWIS & ELLIS RICHARDSON TX	ACTUARIAL & HEALTH CARE SOLUTIONS WAUKESHA WI
2011 COST	8,000.00	5,000.00	4,000.00	8,000.00	8,500.00	6,850.00
2013 COST	8,000.00	5,000.00	4,000.00	8,000.00	8,500.00	6,850.00
<b>TOTAL COST</b>	<b>\$16,000.00</b>	<b>\$10,000.00</b>	<b>\$ 8,000.00</b>	<b>\$16,000.00</b>	<b>\$17,000.00</b>	<b>\$13,700.00</b>
RATER 1	70	57	65	65	44	48
RATER 2	75	72	60	50	59	63
RATER 3	74	78	72	59	62	53
<b>TOTAL SCORE</b>	<b>219</b>	<b>207</b>	<b>197</b>	<b>174</b>	<b>165</b>	<b>164</b>

Proposals were evaluated and points were awarded based on the following criteria:

- A. General Requirements - Maximum 30 points
  - Organization size and structure
  - Staff availability and qualifications
  - Past experience and performance
- B. Technical Requirements – Maximum 30 Points
  - Scope of Services
  - Project Approach
- C. Cost of Services – Maximum 40 points

Request for Proposals was advertised in the Beloit Daily News and on the Internet. Eight additional firms were solicited that did not respond. Two firms submitted "No Proposal" letters.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: GRS, CHICAGO, IL.

*[Handwritten Signature]*  
SIGNATURE

4-12-11  
DATE

GOVERNING COMMITTEE APPROVAL:

CHAIR \_\_\_\_\_ VOTE \_\_\_\_\_ DATE \_\_\_\_\_

PURCHASING PROCEDURAL ENDORSEMENT:

CHAIR \_\_\_\_\_ VOTE \_\_\_\_\_ DATE \_\_\_\_\_

## EXECUTIVE SUMMARY

The Governmental Accounting Standards Board (GASB) defines what is considered to be Generally Accepted Accounting Principles (GAAP) for governmental entities. GASB issued Statement No. 45, Accounting and Financial Reporting by Employers for Post-employment Benefits other than Pensions (OPEB) in June 2004. This standard requires governmental employers to account for post-employment healthcare benefits on an “actuarial basis” during the employee’s career instead of using the current practice reporting on a “pay-as-you go” basis.

In order to comply with OPEB rules, valuations must be done at least every 2 years using one of six actuarial methods, which conform to Standards of Actuarial Practices. The actuarial valuations must determine the OPEB cost which is the annual required contribution (ARC) and the “net OPEB obligation” which is the difference between the employer’s OPEB cost and actual annual employer contributions to the OPEB plan.

As a larger employer, Rock County has reported its OPEB obligations in its annual financial statements since the year ended December 31, 2007. On March 25, 2011 the county issued a Request for Proposals for actuarial valuation services. As detailed in the attached proposal summary, 6 actuarial services companies responded. The responses were independently reviewed by, the Chair of the Finance Committee, Finance Director and Assistant to the Finance Director. Based upon the response to the county’s proposal, pricing and reference checks a contract with Gabriel, Roeder, Smith & Company of Chicago, IL is recommended for actuarial service valuations for the period January 1, 2011 through December 31, 2012 with an option to renew the contract for an additional two year period, January 1, 2013 through December 31, 2014.

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Shirley Connors  
INITIATED BY

Public Safety & Justice Committee  
SUBMITTED BY



Shirley Klipstein  
Administrative Assistant  
DRAFTED BY

April 12, 2011  
DATE DRAFTED

**AWARDING CONTRACT FOR ROCK COUNTY PREVENTATIVE MAINTENANCE PROGRAM  
WEATHER ALERT SIREN SYSTEM**

1 WHEREAS, Rock County Emergency Management recognizes the need for preventative maintenance  
2 of the outdoor warning system located in Rock County due to the age of the 40 sirens; and,  
3

4 WHEREAS, Rock County wants to establish a three-year preventative maintenance cycle for the siren  
5 system; and,  
6

7 WHEREAS, Rock County Purchasing Department did advertise and solicit bids for the preventative  
8 maintenance of the sirens (summary attached); and,  
9

10 WHEREAS, the bids received were reviewed by Rock County Emergency Management and the Rock  
11 County Purchasing Manager with the recommendation that a contract be awarded to the lowest, most  
12 responsive and responsible bidder, Bandt Communications.  
13

14 NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly  
15 assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2011, that a contract be awarded to Bandt  
16 Communications of Janesville, Wisconsin for maintenance of the 40 sirens over the next three years at a  
17 cost of \$3,530.00 for 2011, \$3,660.00 for 2012 and \$3,740.00 for 2013.

**PUBLIC SAFETY & JUSTICE COMMITTEE**

\_\_\_\_\_  
Ivan Collins, Chair

\_\_\_\_\_  
Larry Wiedenfeld, Vice Chair

\_\_\_\_\_  
Mary Beaver

\_\_\_\_\_  
Brian Knudson

\_\_\_\_\_  
Henry Brill

**PURCHASING PROCEDURAL ENDORSEMENT**

\_\_\_\_\_  
Phillip Owens, Chair                      Vote      Date

AWARDING CONTRACT FOR ROCK COUNTY PREVENTATIVE MAINTENANCE PROGRAM  
WEATHER ALERT SIREN SYSTEM

Page 2

FISCAL NOTE:

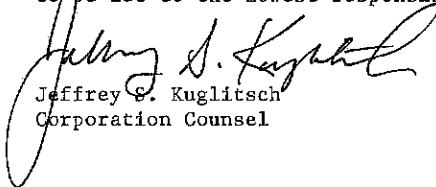
\$4,500 is included in Emergency Management's 2011 budget, A/C 26-2500-0000-63500, for the maintenance and repair of the County's siren system. Sufficient funds will be included in Emergency Management's 2012 and 2013 budgets for the cost of this contract.



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.



Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson  
County Administrator

## EXECUTIVE SUMMARY

Rock County Emergency Management has recognized the need for maintenance on the 40 outdoor warning system sirens located in Rock County. Currently, maintenance is completed on sirens on an as-needed basis. If a siren is not functioning correctly, a contractor is called to repair the siren and to do the preventative maintenance at that time.

Bids were requested from qualified contractors to establish a 3-year cycle of Preventative Maintenance for the county-wide 40-siren system. The 3-year cycle will split the 40 sirens between three years with 13 or 14 sirens being completed each calendar year.

Preventative maintenance for each siren will consist of the following components:

1. Siren Site Observation and Inspection;
2. Siren Control;
3. Remote Terminal Unit Inspection, Testing and Parts Replacement;
4. Siren Head Inspection and Testing
5. Software Testing (where applicable)
6. System Testing and Calibration
7. Annual Report identifying areas of concern and recommendations.

The bids were reviewed by Rock County Emergency Management and Rock County Purchasing Manager for compliance with the specifications. The recommendation is to award the contract to Bandt Communications of Janesville, Wisconsin. The award will be made as follows:

2011 \$3,530.00 for maintenance of 13 sirens  
2012 \$3,660.00 for maintenance of 14 sirens  
2013 \$3,740.00 for maintenance of 14 sirens

Funds will come from the existing department budget for siren maintenance.

 ORIGINAL

ROCK COUNTY, WISCONSIN  
FINANCE DIRECTOR

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



PROJECT NUMBER #2011-55  
PROJECT NAME PREVENTATIVE MAINTENANCE PROGRAM  
WEATHER ALERT SIREN SYSTEM  
BID DUE DATE APRIL 7, 2011 – 1:30 P.M.  
DEPARTMENT EMERGENCY MANAGEMENT

	BANDT JANESVILLE WI	UNLIMITED ENTERPRIZES FREEDOM WI	ANS SWEDESBORO NJ
2011 COST-13 SIRENS	3,530.00	3,900.00	10,287.82
2012 COST-14 SIRENS	3,660.00	4,368.00	12,199.96
2013 COST-14 SIRENS	3,740.00	4,550.00	10,554.96
TOTAL 3 YEAR COST	\$10,930.00	\$ 12,818.00	\$ 33,042.74
ADD'L INFORMATION		PRICE DOES NOT INCLUDE THE COST OF REPLACEMENT BATTERIES AS REQUIRED IN BID	

Invitation to Bid was advertised in the Beloit Daily News and on the internet. Six additional vendors were solicited that did not respond.

PREPARED BY: JODI L MILLIS – PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: BANDT

*Shirley A. Connors*  
SIGNATURE

4/11/11  
DATE

GOVERNING COMMITTEE APPROVAL:

CHAIR

VOTE

DATE

PURCHASING PROCEDURAL ENDORSEMENT:

CHAIR

VOTE

DATE

## Paperless Board Documents

### Costs

#### Capital Purchases

29 iPads/Laptops/software \$700 each	\$20,300
5 wireless access points for Board Rm/Committee Rm	\$4,000
Installation	\$1,000

#### On-Going Cost- Internet Access

29 aircards- \$28/month	\$9,744
-------------------------	---------

### Savings

Eliminate Board Printing Expense	\$5,604
Eliminate Board Mailing Expense	\$2,364

### Assumptions

1. Staff considered lower priced mini-netbooks, but small size and limited battery would make use difficult
2. Analysis assumes 100% use of computers. Less than total buy-in would reduce efficiency savings
3. Mailing and printing savings are based on 2010 actuals-15 supervisors obtained Board items online
4. Mailing and printing estimates include labor and cost of running machines
5. The iPads/laptops are assumed to have a useful life of 5 years- replacement in Year 6
6. Aircards are necessary to ensure supervisors' access at home or location of choice
7. The Rock County network is operational 99.99% of the time. However, as a contingency, we would need IT support on site or have an IT person on-call at the overtime rate. Repair time may take 10 minutes or longer, depending on the problem. Printing extra copies would negate savings associated with this project
8. Computers would be replaced in Year 6. However, installation and wireless board improvements would still have remaining useful life

### Return on Investment (ROI)

	Capital Purchases	On Going Cost (Air Cards)	Savings	Net Cost	Cumulative Cost
Year 1	\$25,300	\$9,744	\$7,968	\$27,076	\$27,076
Year 2	\$0	\$9,744	\$7,968	\$1,776	\$28,852
Year 3	\$0	\$9,744	\$7,968	\$1,776	\$30,628
Year 4	\$0	\$9,744	\$7,968	\$1,776	\$32,404
Year 5	\$0	\$9,744	\$7,968	\$1,776	\$34,180
Year 6	\$20,300	\$9,744	\$7,968	\$22,076	\$56,256

ROI  
Not Realized  
Capital and on-going cost more than savings