



**General Services**

- Facilities Management
- Maintenance
- Duplicating
- Central Stores

**NOTE: Location  
Change**

**GENERAL SERVICES COMMITTEE  
TUESDAY, MARCH 16, 2010 – 8:00 A.M.  
FIRST FLOOR CLASSROOM – SOUTH WING  
ROCK COUNTY HEALTH CARE CENTER**

**Agenda**

1. Call to Order and Approve Agenda
2. Citizen Participation
3. Approval of Minutes – March 2, 2010
4. Transfers and Appropriations
5. Bills/Encumbrances/Pre-Approved Encumbrance Amendments
6. Resolution
  - A. Retaining Engineering Firm to Prepare Specifications for Camera and Security Control Upgrades at the Juvenile Detention Center
7. Purchasing Procedural Endorsements and Contract Awards
  - A. Hiring Firm to Refurbish the Courthouse Sidewalk Elevator
  - B. Authorizing Purchase of Tile off of State Contract
  - C. Awarding Contract for Construction of Phase One – Jail Renovation Project
8. Purchasing Procedural Endorsement
  - A. Authorizing Purchase and Contract Award for Residential Support Services – Developmental Disabilities Board
9. Retaining Engineering Firm to Assist in Preparing Parking Ramp Maintenance Specifications
10. Authorization to Proceed with Acceptance of Energy Efficiency and Conservation Block Grant Funds
11. Updates
  - A. Jail Project
    1. Update Report
    2. Change Orders
  - B. UW-Rock County Project
    1. Update Report
12. Communications, Announcements and Information
13. Tour of Juvenile Detention Center
14. Adjournment

Account Number	Name	Yearly Prort	YTD	Encumb	Unencumb	Inv/Enc	Total
		Appropriation	Spent	Expenditure	Amount	Balance	Amount
1818159200-62450	GROUNDS INPR R&M	15,000.00	32.9%	4,942.00	0.01	10,057.99	
	P1000404-PO# 02/28/10 -UN#018346			E AND S SNOWPLOWING			2,056.00
	P1000411-PO# 02/28/10 -UN#030781			HOME DEPOT/CECF			93.61
				CLOSING BALANCE		7,908.38	2,149.61
1818159200-62470	BLDG R & M	85,620.00	9.2%	6,086.95	0.03	59,533.02	
	P1000399-PO# 02/28/10 -UN#011596			CR AND K SUPPLY INC			70.13
	P1000421-PO# 02/28/10 -UN#036012			PHILS SEWER CLEANING			45.00
	P1000424-PO# 03/10/10 -UN#016104			SHERWIN WILLIAMS			259.06
	P1000426-PO# 02/28/10 -UN#016376			STATE ELECTRICAL SUPPLY INC			57.00
	P1001310-PO# 02/28/10 -UN#045471			AMERICAN INDUSTRIAL STEEL AND			239.00
				CLOSING BALANCE		58,862.33	670.19
1818159200-63109	UTHER SUPP/EXP	45,700.00	18.6%	3,012.04	5,527.58	37,160.38	
	P1000394-PO# 02/28/10 -UN#046075			AIRGAS NORTH CENTRAL			168.81
	P1000406-PO# 03/10/10 -UN#019048			FASTENAL COMPANY			29.89
	P1000410-PO# 03/10/10 -UN#018251			HARRIS ACE HARDWARE			17.99
	P1000411-PO# 03/10/10 -UN#030781			HOME DEPOT/CECF			34.53
	P1001442-PO# 02/28/10 -UN#035806			QUALITY FAB INC			35.00
				CLOSING BALANCE		36,874.16	286.22
	HCC BLDG COMPLEX PROJ-TOTAL PO						3,106.02

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$3,106.02 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. CON-APPROVAL \_\_\_\_\_ DEPT-HEAD  
 MAR 16 2010 DATE \_\_\_\_\_ CHAIR



Account Number	Name	Yearly	Percent	YTD	Encumb	Unencumb	Inw/Enc	Total
		Appropriation	Spent	Expenditure	Amount	Balance	Amount	
1818100000-62113	SNOW REMOVAL	4,000.00	35.0%	1,401.00	0.00	2,599.00		
	P1000502-PO# 03/09/10 -UN#018346						618.00	
								E AND S SNOWPLOWING
								CLOSING BALANCE
						1,981.00		618.00
1818100000-62400	R & M SERV	93,752.00	96.7%	23,345.79	67,359.78	3,046.43		
	P1000483-PO# 03/09/10 -UN#010938						129.04	
	P1000773-PO# 03/09/10 -UN#043710						156.99	
								ARAMARK UNIFORM SERVICES INC
								ROCK DISPOSAL INC
								CLOSING BALANCE
						2,760.40		286.03
1818100000-63100	OFF SUPP & EXP	2,000.00	2.7%	55.38	0.00	1,944.62		
	P1000532-PO# 03/09/10 -UN#015241						489.16	
								PINEY BOWES INC
								CLOSING BALANCE
						1,455.46		489.16
1818100000-63104	PRINT & DUPLICATI	53,000.00	48.1%	11,329.35	14,576.22	27,894.43		
	P1000298-PO# 03/09/10 -UN#048194						222.00	
								UNTSOURCE
								CLOSING BALANCE
						27,672.43		222.00
1818100000-63500	R&M SUPPLIES	170,500.00	27.7%	22,549.96	24,845.76	123,104.28		
	P1000492-PO# 03/09/10 -UN#011824						50.00	
	P1000494-PO# 03/09/10 -UN#022482						50.00	
	P1000497-PO# 03/09/10 -UN#011596						526.45	
	P1000511-PO# 03/09/10 -UN#018251						82.81	
	P1000513-PO# 03/09/10 -UN#030781						117.46	
	P1000514-PO# 03/09/10 -UN#047242						3,055.28	
	P1000515-PO# 03/09/10 -UN#029890						450.80	
	P1000519-PO# 03/09/10 -UN#013741						46.00	
	P1000524-PO# 03/09/10 -UN#014423						102.41	
	P1000525-PO# 03/09/10 -UN#014534						8.72	
	P1000539-PO# 03/09/10 -UN#016104						215.12	
	P1000542-PO# 03/09/10 -UN#016376						1,854.22	
	P1001277-PO# 03/09/10 -UN#010464						88.81	
	P1001360-PO# 03/09/10 -UN#025202						990.00	
								CITY OF JANESVILLE
								CONGRESS GLASS INC
								CB AND K SUPPLY INC
								HARRIS ACE HARDWARE
								HOME DEPOT/GEFC
								H O H WATER TECHNOLOGY INC
								JACK AND DICKS FEED AND GARDEN
								JOHNSTONE SUPPLY
								MC MASTER-CARR SUPPLY COMPANY
								REWARDS
								SHERWIN WILLIAMS
								STATE ELECTRICAL SUPPLY INC
								PORTERS LAMN AND POWER EQUIPME
								MULLIGAN'S CELLULAR AND PAGING
								CLOSING BALANCE
						115,466.20		7,638.08
1818100000-67171	C.A. - \$1000/MORE	1,800.00	0.0%	0.00	0.00	1,800.00		
	P1001144-PO# 03/09/10 -UN#024432						1,731.00	
								IRON OFFICE SOLUTIONS
								CLOSING BALANCE
						69.00		1,731.00
1818100000-68000	COST ALLOCATIONS	-163,218.00	0.0%	-134.64	0.00	-163,083.36		
	P1000508-PO# 03/09/10 -UN#012879						29.43	
								GENERAL SERVICES PETTY CASH
								CLOSING BALANCE
						-163,112.79		29.43

Account Number	Name	Yearly Front Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
		GENERAL SERVICES		PRG-TOTAL-PO		11,013.70	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$11,013.70 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

MAR 16 2010 DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prort Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1812110000-62400	R & H SERV	39,775.00	3.9%	421.00	1,154.00	38,280.00	
		P1000453-PO# 03/09/10 -UN#010938		ARABARK UNIFORM SERVICES INC		18.00	
				CLOSING BALANCE		38,182.00	18.00
		GLEN OAKS OPER.		PROC-TOTAL-PO		18.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$18.00 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 COM-APPROVAL

DEPT-HEAD

MAR 16 2010 DATE

CHAIR

Account Number	Name	Yearly Prorat Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/E nc Amount	Total
1818120000-62113	SNOW REMOVAL	1,500.00	7.4%	111.00	0.01	1,389.99	
	P1000502-PO# 03/09/10 -UN#018346					E AND S SNOWPLOWING	270.00
						CLOSING BALANCE	1,118.99
1818120000-62400	R & M SERV	68,300.00	19.9%	1,799.47	11,806.41	54,694.12	
	P1000483-PO# 03/09/10 -UN#010938					ARAMARK UNIFORM SERVICES INC	12.00
						CLOSING BALANCE	54,682.12
1818120000-63500	R&M SUPPLIES	27,000.00	13.6%	1,700.31	1,982.78	23,308.91	
	P1000494-PO# 03/09/10 -UN#022402					CONGRESS GLASS INC	366.00
	P1000497-PO# 03/09/10 -UN#011596					CB AND K SUPPLY INC	769.14
	P1000509-PO# 03/09/10 -UN#036010					CRAINGER PARTS	101.70
	P1000524-PO# 03/09/10 -UN#014423					MC MASTER-CARR SUPPLY COMPANY	57.79
	P1000525-PO# 03/09/10 -UN#014534					HEWARDS	48.27
	P1000538-PO# 03/09/10 -UN#025791					SETS INC	957.34
	P1000542-PO# 03/09/10 -UN#016376					STATE ELECTRICAL SUPPLY INC	662.40
	P1001201-PO# 03/09/10 -UN#024806					LA FORCE HARDWARE AND MANUFACT	400.00
	P1001483-PO# 03/09/10 -UN#049330					PIEPER ELECTRIC INC	1,087.61
						CLOSING BALANCE	18,778.66
						JUV DET OPER.	4,812.25
						PRG-TOTAL-PO	4,812.25

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$4,812.25 INCURRED BY JUV DETENTION FACILITY OPERATIN. 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

MAR 16 2010 DATE

CHAIR

Account Number	Name	Yearly Prent Appropriation	Prent Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818160000-62113	SNOW REMOVAL	1,000.00	7.2%	72.00	0.01	927.99		
	F1000502-PO# 03/09/10 -UN#018846				E AND S SNOWPLOWING		182.00	
				CLOSING BALANCE		745.99		182.00
1818160000-63500	R&M SUPPLIES	27,000.00	5.3%	782.23	660.46	25,557.31		
	F1000544-PO# 03/09/10 -UN#048467				STAPLES ADVANTAGE		103.39	
	F1001483-PO# 03/09/10 -UN#049330				PIEPER ELECTRIC INC		72.00	
				CLOSING BALANCE		25,391.92		175.39
				COMM.CTR.OPER	PR06-TOTAL-PO		357.39	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$357.39 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. COM-APPROVAL

DEPT-HEAD

MAR 16 2010 DATE

CHAIR



Account Number	Name	Yearly Prnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818170000-63500	R&M SUPPLIES	13,000.00	6.9%	655.93	250.43	12,093.64	
	P1000503-PO# 03/09/10 -UN#012507					ENERGETICS INC	33.64
	P1000525-PO# 03/09/10 -UN#014534					MENARDS	11.91
	P1000531-PO# 03/09/10 -UN#015055					FRBS EQUIPMENT CORPORATION	1,162.40
				CLOSING BALANCE		10,885.69	1,207.95
	ADOL.SER/GUIDANC		PRG-TOTAL-PO				1,207.95

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,207.95 INCURRED BY ADOLESCENT SERU/GUIDANCE CTR. 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

MAR 16 2010 DATE

CHAIR

Account Number	Name	Yearly Front Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818370000-63500	RAN SUPPLIES	75,000.00	19.3%	2,030.36	12,458.59	60,511.05	
	P1000497-PO# 03/09/10 -UN#011596					11.02	
	P1000531-PO# 03/09/10 -UN#015055					1,329.18	
					CLOSING BALANCE	59,170.85	1,340.20
	JAIL CAP. IMPROV. PROG-TOTAL-PO						1,340.20

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,340.20 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

MAR 16 2010 DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1810410000-67200	CAPITAL IMPROV	1,240,483.00	98.2% 1,118,366.20	100,317.50	21,799.30		
		P1001057-PO# 03/09/10 -UN#048787		LYNN T MACDONALD INC		900.00	
				CLOSING BALANCE		20,899.30	900.00
	JAIL EXPANSION		PROC-TOTAL-FO			900.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$900.00 INCURRED BY JAIL EXPANSION PROJECT. CLAIMS COVERING THE LIENS 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

MAR 16 2010 DATE

CHAIR

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

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

RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS

General Services  
INITIATED BY

General Services Committee  
SUBMITTED BY



Rob Leu, General Services Dir.  
DRAFTED BY

March 3, 2010  
DATE DRAFTED

TITLE

**RETAINING ENGINEERING FIRM TO PREPARE SPECIFICATIONS FOR CAMERA AND SECURITY CONTROL UPGRADES AT THE JUVENILE DETENTION CENTER**

1 WHEREAS, the Juvenile Detention Center opened in 1995; and,  
2

3 WHEREAS, the camera system and the controls for the doors, lighting and security in general, are  
4 original to the building; and,  
5

6 WHEREAS, repairs to the current systems are becoming increasingly difficult due to obsolescence; and,  
7

8 WHEREAS, the systems need to be replaced and upgraded; and,  
9

10 WHEREAS, in order to bid the project, engineered plans and specifications need to be prepared.  
11

12 NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors, duly  
13 assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2010 does hereby retain the firm of Arnold & O'Sheridan,  
14 Inc., in the amount of \$25,000 to prepare plans and specifications for the replacement and upgrade of the  
15 camera and security control systems at the Juvenile Detention Center.  
16

17 BE IT FURTHER RESOLVED that payments be made to the firm upon approval of the General  
18 Services Committee.

Respectfully submitted,

GENERAL SERVICES COMMITTEE

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

\_\_\_\_\_  
Hank Brill, Vice Chair

\_\_\_\_\_  
Ivan Collins

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

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

**RETAINING ENGINEERING FIRM TO PREPARE SPECIFICATIONS FOR CAMERA AND SECURITY CONTROL UPGRADES AT THE JUVENILE DETENTION CENTER**

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FISCAL NOTE:

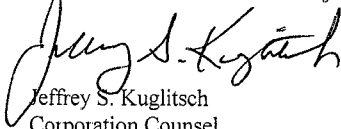
\$110,000 is included in the Juvenile Detention Center Capital Project, A/C 18-1850-0000-67200, for camera and security central upgrades. This project is funded by the 2008 debt issue.



Jeffrey A. Smith  
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to sec. 59.01 and 59.51, Wis. Stats. Professional services are not subject to the bidding requirements of sec. 59.52(29), Wis. Stats.



Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson  
County Administrator

## Rock County, Wisconsin

51 South Main Street  
Janesville, WI 53545



## General Services

- Facilities Management
- Maintenance
- Duplicating
- Central Stores  
(608)757-5518
- FAX 757-5516

# Executive Summary

## **Camera / Security Electronics Upgrade at the Juvenile Detention Center.**

The resolution before you hires the engineering firm to prepare the plans and specifications for camera and security control upgrades at the Juvenile Detention Center. Due to obsolescence, repairs to the 15 year old system are becoming difficult.

Once the specifications for the project are complete, bids will be solicited for the work.

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Specifically, the project will add cameras in the four dayrooms with video recording capability. Other cameras will be replaced, and an alternate bid for cameras in select cells will be obtained.

The security control system operates doors, locks, and lighting. The current system will be replaced with new touch screen technology, replacing the older, worn out membrane control panel. The new system will allow control from a single workstation during sleeping hours, making the facility more staff efficient. The new system will be non-proprietary, which means future upgrades, maintenance, and expansion can be competitively bid, versus being married to one system.

The estimated cost of the project will become clearer once the exact scope of the project is defined.

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

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

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

The General Services Committee  
INITIATED BY



Robert Leu, General Services  
Director  
DRAFTED BY

The General Services Committee  
SUBMITTED BY

March 4, 2010  
DATE DRAFTED

**Hiring Firm to Refurbish the Courthouse Sidewalk Elevator**

- 1 **WHEREAS**, the sidewalk elevator that transports trash to the dumpster is original to the Courthouse and
- 2 has deteriorated beyond repair; and,
- 3
- 4 **WHEREAS**, specifications for repair were prepared and bids solicited with the bid results attached.
- 5
- 6 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 7 this \_\_\_\_\_ day of \_\_\_\_\_, 2010, that a Purchase Order be issued to Advanced Elevator of
- 8 Big Bend, WI in the base bid amount of \$11,300.00, plus \$750.00 for replacement of the call station bell
- 9 for a total cost of \$12,050.00.
- 10
- 11 **BE IT FURTHER RESOLVED**, that payments be made to the vendor upon approval of the General
- 12 Services Committee.
- 13

Respectfully submitted,

**General Services Committee:**

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

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

\_\_\_\_\_  
Ivan Collins

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

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

**Purchasing Procedural Endorsement:**

\_\_\_\_\_  
Phillip Owens                      Date                      Vote

**Hiring Firm to Refurbish the Courthouse Sidewalk Elevator**

Page 2

FISCAL NOTE:

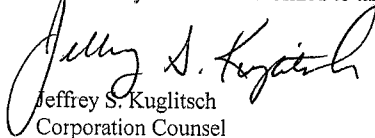
\$10,000 was included in the 2008 Courthouse Facility Project, A/C 18-1842-0000-67200, for the sidewalk elevator cage repair. This funding appropriation was funded by the 2008 debt issue and has been carried forward to 2010. Sufficient funding is available for this contract from this capital project account appropriated for other courthouse capital projects such as the parking ramp and carpet replacement.



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



**Rock County, Wisconsin**

51 South Main Street  
Janesville, WI 53545



**General Services**

- Facilities Management
- Maintenance
- Duplicating
- Central Stores  
(608)757-5518
- FAX 757-5516

## Executive Summary

### Authorizing Repair to the Sidewalk Elevator at the Courthouse

The Resolution before you hires the low bidder, Advanced Elevator of Big Bend, WI, to refurbish the sidewalk elevator at the Courthouse. The elevator is located at the east end of the building and goes up one level and opens to the outside where the trash dumpsters are located. The sidewalk elevator is used to haul trash to the dumpster area. The total cost of the work will be \$12,050.00

**COUNTY OF ROCK  
FINANCE DIRECTOR**

**PROJECT:** Sidewalk Elevator Refurbishment  
**PROJECT #:** 2010-19  
**BID DUE DATE:** February 23, 2010 – 1:30 P.M. (CST)  
**DEPARTMENT:** General Services

	<b>ADVANCED ELEVATOR BIG BEND WI</b>	<b>OTIS ELEVATOR MADISON WI</b>	<b>KONE INC BROOKFIELD WI</b>	<b>BRAUN THYSSENKRUPP MADISON WI</b>
<b>BASE BID #1</b>	\$ 11,300.00	\$ 14,298.89	\$ 33,357.00	\$ 49,660.00
<b>ADDITIONAL WORK</b>	Existing bell and upper landing call station do not function. If you want these in working order add \$ 750.00			

This project was advertised in the Janesville Gazette and on the Internet at www.co.rock.wi.us. One additional vendor was solicited that did not respond.

**PREPARED BY:**   
Senior Buyer

**DEPARTMENT HEAD RECOMMENDATION:** Advanced Elevator  
 3-4-10  
 Signature Date

**GOVERNING COMMITTEE APPROVAL:**  
 Chair Vote Date

**PURCHASING PROCEDURAL ENDORSEMENT:**  
 Chair Vote Date

**Rock County, Wisconsin**

51 South Main Street  
Janesville, WI 53545



**General Services**

- Facilities Management
- Maintenance
- Duplicating
- Central Stores  
(608)757-5518  
FAX 757-5516

To: The General Services Committee

Fr: Rob Leu, General Services Director

A handwritten signature in black ink, appearing to be "Rob Leu", is written over the "Fr:" line.

Date: March 3, 2010

Re: Authorizing Purchase Off of State Contract

Three classrooms in Andrews Hall on the UW Rock Campus have the 9x9 floor tiles that contain asbestos. The tiles are deteriorating and new tile floors are needed. Halverson's of Janesville has the State Contract and will install the new tile floor for \$6,849.00. Because it's over \$5,000, and is a purchase off of State Contract, Purchasing requires Committee approval. State Contract #11-36020-900

Thank You

Purchasing Procedural Endorsement:

\_\_\_\_\_  
Phillip Owens

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vote



HALVERSON CARPET CENTER, LTD.

1000

**Estimate**

# 4141 KLEIN AVENUE  
 JANESVILLE, WISCONSIN 53546  
 (608) 757-2006  
 FAX (608) 757-2297

NAME / ADDRESS
UW-Rock County 2909 Kellogg Ave. Janesville, WI 53546 758.6565 Attn: Mike Connor

DATE	ESTIMATE NO.
2/17/2010	8293

PROJECT
Classrooms

DESCRIPTION	TOTAL
Rooms A232, 234 & 236 - Andrews Hall - UW-Rock County - Janesville, WI  We Propose To: (1) Provide All Floor Prep To Make Suitable For VCT (2) Furnish & Install: (a) Mannington, Brushworks VCT Or Equal, Color: TBD (b) New 4" Vinyl Base, Color: TBD For The Sum Of:  This Bid Does Not Include: Cleaning Or Waxing Of Floors 2nd Or 3rd Shift, Weekend Or Holiday Hours Removal Of Existing Flooring Or Base	6,849.00

Contact Name - Josh Mueller - <a href="mailto:josh@halversonflooring.com">josh@halversonflooring.com</a>	<b>TOTAL</b>	\$6,849.00
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RESOLUTION NO. \_\_\_\_\_

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

RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS

SHERIFF ROBERT D. SPODEN  
INITIATED BY

PUBLIC SAFETY & JUSTICE &  
GENERAL SERVICES  
COMMITTEES  
SUBMITTED BY



Cmdr. Thomas W. Gehl  
DRAFTED BY

March 8, 2010  
DATE DRAFTED

AWARDING CONTRACT FOR CONSTRUCTION  
OF PHASE ONE - JAIL RENOVATION PROJECT

- 1 WHEREAS, the design team for Phase One of the Rock County Jail Renovation Project, composed of  
 2 the architectural firm of Potter Lawson and their consultants, owner's representatives from the Samuel's  
 3 Group, and staff from the Rock County Sheriff's Office, completed construction documents for the  
 4 project; and,  
 5  
 6 WHEREAS, bids were solicited for the base project and three alternates; and,  
 7  
 8 WHEREAS, seven general contractors submitted bids for the base project and alternates which were  
 9 reviewed by the Purchasing Division, Sheriff's Office staff and the Samuels Group; and,  
 10  
 11 WHEREAS, Tri-North Builders of Fitchburg, Wisconsin, was determined to be the lowest qualified  
 12 bidder; and,  
 13  
 14 WHEREAS, contingency funds are needed to cover unforeseen conditions and necessary changes that  
 15 may arise throughout the course of the project; and,  
 16  
 17 WHEREAS, current County Board Rules specifying that all change orders over \$10,000 must be  
 18 approved by the full County Board may cause additional project costs by delaying construction progress.  
 19  
 20 NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly  
 21 assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2010, does hereby award a contract for  
 22 construction of Phase One of the Jail Renovation Project to the lowest qualified bidder, Tri-North  
 23 Builders of Fitchburg, Wisconsin, in the amount of \$5,796,500; and,  
 24  
 25 BE IT FURTHER RESOLVED, that two separate contingency funds be established, one to address  
 26 unforeseen conditions in the amount of \$289,825, and the other to address owner-directed changes in the  
 27 amount of \$289,825; and,  
 28  
 29 BE IT FINALLY RESOLVED, that the General Services Committee be delegated authority to approve  
 30 all change orders for Phase One of the Jail Renovation Project and report any change orders over  
 31 \$10,000 to the Rock County Board of Supervisors at its regularly scheduled meetings.

Respectfully Submitted,

**PUBLIC SAFETY & JUSTICE COMMITTEE**

**GENERAL SERVICES COMMITTEE**

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

\_\_\_\_\_  
Philip Owens, Jr., Chair

\_\_\_\_\_  
Brian Knudson, Vice Chair

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

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

\_\_\_\_\_  
Ivan Collins

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

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

\_\_\_\_\_  
Larry Wiedenfeld

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

AWARDING CONTRACT FOR CONSTRUCTION OF PHASE ONE - JAIL RENOVATION  
PROJECT  
Page 2

PURCHASING PROCEDURAL ENDORSEMENT

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

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

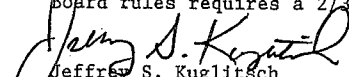
FISCAL NOTE:

Sufficient funds are available in the Jail/HCC Complex Capital Project, A/C 18-1849-0000-67200, for this contract and contingencies. This project is funded by County Sales and Use Tax collections. \$11,605,607 in Sales and Use Tax collections has been credited to this account.

  
Jeffrey A. Smith  
Finance Director

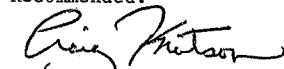
LEGAL NOTE:

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. In addition, suspension of the County Board rules requires a 2/3 vote of all members present.

  
Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

  
Craig Knutson  
County Administrator

ROCK COUNTY, WISCONSIN  
FINANCE DIRECTOR

PURCHASING DIVISION



PROJECT NUMBER: #2010-13  
PROJECT NAME: ROCK COUNTY JAIL EXPANSION & RENOVATION  
BID DUE DATE: FEBRUARY 22, 2010 - 1:30 P.M.

	TRI-NORTH BUILDERS	JP CULLEN	MIRON	VJS	KRAEMER	CREATIVE CONSTRUCTORS	KLOBUCAR
BID BOND	YES	YES	YES	YES	YES	YES	YES
ADDENDA 1 & 2	YES	YES	YES	YES	YES	YES	YES
BASE BID	5,708,000.00	5,730,648.00	5,842,000.00	5,889,646.00	5,964,000.00	6,049,800.00	6,260,000.00
PART 1	1,326,000.00	1,207,358.00	1,559,000.00	1,347,020.00	1,463,800.00	1,290,000.00	1,000,000.00
PART 2	4,382,000.00	4,523,290.00	4,283,000.00	4,542,626.00	4,500,200.00	4,759,800.00	5,260,000.00
ALTERNATE 1	13,500.00	13,276.00	16,600.00	19,294.00	21,500.00	14,500.00	15,470.00
ALTERNATE 2	60,000.00	47,596.00	48,400.00	46,521.00	47,500.00	50,000.00	69,000.00
ALTERNATE 3	15,000.00	19,018.00	14,500.00	11,370.00	15,500.00	27,000.00	10,470.00
<b>TOTAL BID WITH ALTERNATES</b>	<b>\$ 5,796,500.00</b>	<b>\$ 5,810,538.00</b>	<b>\$ 5,921,500.00</b>	<b>\$ 5,966,831.00</b>	<b>\$ 6,048,500.00</b>	<b>\$ 6,141,300.00</b>	<b>\$ 6,354,940.00</b>
ESTIMATED START DATE	3/15/10	3/15/10	3/15/10	3/15/10	3/15/10	3/15/10	4/1/10
ESTIMATED COMPLETION	10/31/11	10/14/11	10/3/11	6/30/11	6/1/10	8/30/10	10/31/11

Invitation to Bid was advertised in the Janesville Gazette and on the Internet.

PART 1 - OWNER DIRECT PURCHASES MADE THROUGH CONTRACTOR EXEMPT FROM TAX  
PART 2 - COSTS EXCLUDED FROM PART 1 TO PERFORM ALL WORK  
TOTAL OF PART 1 AND 2 EQUALS THE BASE BID

ALTERNATE 1 - SHERIFF'S ACCESS ROAD SHALL REMAIN IN LIEU OF REMOVAL AND RESTORATION OF LAWN AREA.  
ALTERNATE 2 - PROVIDE ALL WORK REQUIRED TO FURNISH AND INSTALL SECURITY CAMERAS IN EXISTING DAY ROOMS.  
ALTERNATE 3 - PROVIDE ALL WORK REQUIRED TO MOVE EXISTING BOAT STORAGE BUILDING.

PREPARED BY: \_\_\_\_\_ JODI L. MILLIS, PURCHASING MANAGER  
DEPARTMENT HEAD RECOMMENDATION: \_\_\_\_\_ TRI-NORTH BUILDERS, MADISON WI

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

GOVERNING COMMITTEE APPROVAL: \_\_\_\_\_ CHAIR \_\_\_\_\_ VOTE \_\_\_\_\_ DATE \_\_\_\_\_

PURCHASING PROCEDURAL ENDORSEMENT: \_\_\_\_\_ CHAIR \_\_\_\_\_ VOTE \_\_\_\_\_ DATE \_\_\_\_\_



## EXECUTIVE SUMMARY

On October 22, 2009, the Rock County Board of Supervisors approved moving into the construction documents and bidding phase of the Rock County Jail Renovation Project. As a result of that action, construction documents were completed and bids solicited for the project. When bids were received, Tri-North Builders of Fitchburg, Wisconsin was determined to be the lowest qualified bidder. Their base bid for Phase One of the project was \$5,708,000, which includes construction of a booking addition and sally port, renovation of the medical area, updating security electronics, a new fire alarm system, and replacement of kitchen equipment.

Along with the base bid for the project, three alternate bids were also solicited. These alternates, along with Tri-North's bids, were as follows: paving of a temporary access road to the area of the emergency vehicle storage garage, impound lot and Sheriff's vehicle parking area (\$13,500); addition of surveillance cameras in existing pod dayrooms to satisfy anticipated federal Prison Rape Elimination Act (PREA) requirements (\$60,000); and moving the current boat storage garage off site, for future reuse at the community garden (\$15,000). These alternate bids are recommended, bringing the cost of the bid award to \$5,796,500. Sufficient sales tax proceeds that have been collected for this purpose are available to cover these costs, and no borrowing will be necessary.

In addition to approving Phase One renovations and all three alternates, this resolution creates two contingency funds. One contingency fund is designed to provide supplementary resources to address any unforeseen conditions or necessary changes that are discovered throughout the course of the project and would be established in the amount of \$289,825 or 5 % of the total construction costs. An example of this type of need involves soil conditions at the construction site. It is known that there probably will be some unsuitable soils found during the initial stages of construction. Instead of bidding for the replacement of all soil at the site with engineered soils, it was determined that it would be less expensive for the County to have an engineer on-site to test soil as it is excavated. If some soil is found that needs replacement, it will be cheaper to only replace that soil than it would have been to bid for replacing it all. However, the replacement of only the unsuitable soil will be a change order, to be paid from the contingency.

The second contingency fund would be used for owner-directed changes. These types of changes, which would also be approved through the change order process, are those that are not necessary for structural or construction purposes, but rather are improvements recommended by the project team—including staff from the Sheriff's Office—that in their opinion are necessary to improve the functioning of the facility. An example could be if review of workflow determined that an additional computer workstation would be desirable and an additional data port, not included in the design, needed to be installed. This contingency fund would be established in the amount of \$289,825, or 5% of total construction costs. The Samuels Group has suggested having two separate contingency funds to allow for better tracking of change orders, even though both will be funded from the same project account.

Finally, this resolution delegates authority to approve all change orders on this project to the General Services Committee of the Rock County Board of Supervisors. Current County Board Rules specify that change orders over \$10,000 are to be approved by the full County Board. However, in certain circumstances, such as those involving unsuitable soils as described above, a delay in approving change orders may have the effect of shutting the project down for a period. Delays of this type could have large cost implications for the overall cost of the project. The flexibility of convening a smaller committee to address change orders would allow the County to respond more quickly to unforeseen conditions and save overall construction costs.



PROJECT NUMBER #2010-18  
 PROJECT NAME RESIDENTIAL SUPPORT SERVICES  
 PROPOSAL DUE DATE FEBRUARY 15, 2010 – 12 NOON  
 DEPARTMENT DEVELOPMENTAL DISABILITIES BOARD

	CREATIVE COMMUNITY LIVING SERVICES WATERTOWN WI	REM MADISON WI	DUNGARVIN JANESVILLE WI	RIVERFRONT JANESVILLE WI	POSITIVE LIVING JANESVILLE WI
RATER 1	83	71.5	67	66	43
RATER 2	91	85	60	60	36
RATER 3	95	84	76	59	11
RATER 4	90	81	55	58	3
RATER 5	89	84	75	81	14
<b>TOTAL SCORE</b>	<b>448</b>	<b>405.5</b>	<b>333</b>	<b>324</b>	<b>107</b>
<b>AVERAGE SCORE</b>	<b>89.6</b>	<b>81.1</b>	<b>66.6</b>	<b>64.8</b>	<b>21.4</b>
<b>RANKING</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>


Request for Proposal was advertised in the Janesville Gazette. Six additional agencies were solicited that did not respond. One Proposal was rejected because it was received after the due date and time.

Proposals were evaluated based on the following criteria:

- Completeness of Response – 25 points maximum
- Technical Approach – 25 points maximum
- Organization, Personnel & Experience – 25 points maximum
- Cost Estimates – 25 points maximum

PREPARED BY: JODI L. MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: CREATIVE COMMUNITY LIVING SERVICES

  
SIGNATURE March 02, 2010 DATE

COMMITTEE APPROVAL: Marilynn Jensen 7-0 VOTE 3-10-2010 DATE

PURCHASING PROCEDURAL ENDORSEMENT: \_\_\_\_\_ SIGNATURE \_\_\_\_\_ VOTE \_\_\_\_\_ DATE

## EXECUTIVE SUMMARY

This Request for Proposals (RFP) for Residential Support Services was sent to twelve qualified agencies that are licensed to provide such services in the State of Wisconsin.

The purpose of this RFP was to provide all qualified and interested agencies with the necessary information to submit a proposal to provide comprehensive and appropriate residential services for up to six (6) consumers. The designated consumers are a diverse group of individuals who possess unique abilities as well as significant and challenging residential support needs.

Minimum service expectations include providing a safe, person centered, residential setting where each consumer's unique strengths and weaknesses, as well as their needs and preferences, are addressed to the fullest extent possible.

Each responding agency was asked to submit a proposal to serve a portion or all of the six (6) designated consumers.

The selected agency will be responsible to design, implement, manage and meet specified quality assurance criteria in the ongoing provision of services to the designated consumers. Quality assurance criteria will be developed and monitored by the Rock County Developmental Disabilities Board. The individual consumer's Case Manager or Service Manager will also be responsible to monitor all aspects of quality as is reflected in the Individual Support Plan.

Five Proposals were received by the due date and time. These Proposals were reviewed and evaluated based on the criteria set forth in the RFP. All five raters ranked Creative Community Living Services of Watertown, Wisconsin highest. Creative Community Living Services is the current provider of these services for the six (6) consumers involved.

The intent of this Request for Proposals is to enter into a partial year contract through the end of 2010 with the option to re-new for two additional one-year periods. The contract period will run from approximately March 15, 2010 through December 31, 2010.

**Rock County, Wisconsin**

51 South Main Street  
Janesville, WI 53545



**General Services**

-Facilities Management  
-Maintenance  
-Duplicating  
-Central Stores  
(608)757-5518  
FAX 757-5516

To: The General Services Committee

Fr: Rob Leu, GS Director

Date: March 11, 2010

Re: Parking Ramp Maintenance and Repair

Kevin Graham from Arnold & O'Sheridan, and I, have come to a consensus on what engineering services are needed relative to the specifications for maintenance and repairs to the two parking structures. I discussed various scenarios with him ranging from seeking bids for all the work outlined in his September reports, down to prioritizing the work and seeking bids for individual pieces, thus awarding the work based on funds available. His recommendation is to bid the work on a unit price basis, which gives us control over pricing and work to be done. Because the reports offer known quantities, such as length of sealant needed, we could seek lump sum bids with unit pricing for additional work.

The cost of the engineering services is \$6,700.00. This will cover defining the exact scope, preparing the technical information for the specifications, attendance at the pre-bid meeting, site visits during construction, and at closeout.

If the Committee agrees to move forward, the engineer can begin work within a week, with bid documents ready by the end of April. Bids would be due by the end of May, with County Board action on June 10<sup>th</sup>. Because of the need to phase the work around the need to keep the ramps partially open, the work could take up to 75 days, depending on what work is awarded.

I therefore need your approval to proceed with hiring the engineering firm.

Thank You