



Rock County Human Services Department  
P. O. Box 1649, 3530 N. County Trunk F  
Janesville, Wisconsin 53547-1649  
Phone: 608/757-5271  
Fax: 608/757-5374

**ROCK COUNTY HUMAN SERVICES BOARD**  
**Wednesday, November 12, 2014 – 4:30 p.m.**

**64 Eclipse Center, Conference Room, Janesville**

**AGENDA**

1. Call Meeting to Order
2. Approval of Agenda
3. Approval of Minutes of Human Services Board Meeting of October 22, 2014 \*
4. Citizen Participation
5. Submission of Committee Requests
6. Approval of Contracts, Transfers, and/or Encumbrances \* – Ms. Mooren
7. Approval of Bills \* – Mr. Zuehlke
8. Report on Rock County Purchasing Ordinance \* – Ms. Millis
9. Director's Report\*
  - Job Center lobby furniture
  - ~~Joint meeting with Health Department re: Dental Services early in 2015 with HealthNet and Community Health~~
10. Next Meeting: **Wednesday, November 26, 2014 at 4:30 p.m. at Rock County Health Care Center, 3<sup>rd</sup> Floor Conference Room, in Janesville, Wisconsin.**
11. Tour of Facility
12. Adjourn

**Location Change**

NOTE TO COMMITTEE MEMBERS: To ensure a quorum, please call the Administrative Secretary at 757-5271 if you are unable to attend the meeting.

\* Attachment    \*\* These items may be handed out at the meeting if not available for the mailing.

03 10/24/14

# Rock County Human Services Contract Review Cover Sheet

Date: 10/20/14

Contract with: Janesville Mobilizing 4 Change

Contract Start Date: 01/01/2014 Expiration Date: 12/31/2014

Executive Summary: This contract with Janesville Mobilizing 4 Change is for the provision of the Substance Abuse Prevention and Treatment Block Grant. The SAPT Block Grant provides funding to be expended to prevention programs which discourage substance abuse. This contract is funded 100% with State SAPT Block Grant dollars. This amendment is being done to provide more funding to expand the services.

Contract Amount: \$53,510

<u>Service</u>	<u>Rate</u>	<u>Unit</u>	<u>Change From Prior Year</u>
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Contract # HSD\_2014\_0007\_A1 New Contract: No Amendment/Addendum: Yes

E-Contract Location: Year: 2014 Program: CPS Folder Name: BFI  
(If different from above)

Expenditure/ Revenue Account Numbers:

36-3641-2570-64604 Brighter Futures AODA Prevention Program

Contact Person: Sara Mooren Phone: x 8431

Were Bids or Quotations Solicited? No RFP # \_\_\_\_\_

Covered by State Contract? No State Contract # \_\_\_\_\_

Was a Resolution Required \_\_\_\_\_ Resolution # \_\_\_\_\_

Contract will be signed by: Other

If "Other" ~ Who? Human Services Board

PURCHASE ORDER NUMBER P1400617

PEID 043089

## PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and e-mail to Susan Balog in Accounting ([balog@co.rock.wi.us](mailto:balog@co.rock.wi.us)), Cheryl Mikrut in Accounting ([mikrut@co.rock.wi.us](mailto:mikrut@co.rock.wi.us)) **and** Jodi Millis in Purchasing ([jodi@co.rock.wi.us](mailto:jodi@co.rock.wi.us)). Susan or Cheryl will forward on to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over \$10,000).

DATE 10/22/2014

DEPARTMENT HUMAN SERVICES

COMMITTEE HUMAN SERVICES

VENDOR NAME EMDEON

ACCOUNT NUMBER 36-3602-0000-62119

FUNDS DESCRIPTION OVERHEAD OTHER SERVICES

AMOUNT OF INCREASE \$ 225.00

INCREASE FROM \$ 2,800.00 TO \$ 3,025.00

ACCOUNT BALANCE AVAILABLE \$ 6,859.75 SB 10/22/14

REASON FOR AMENDMENT ADDITIONAL FUNDING NEEDED FOR

MEDICAL ASSISTANCE INQUIRIES

### APPROVALS

GOVERNING COMMITTEE \_\_\_\_\_  
Chair \_\_\_\_\_ Date \_\_\_\_\_

FINANCE COMMITTEE \_\_\_\_\_  
(If over \$10,000) Chair \_\_\_\_\_ Date \_\_\_\_\_

COUNTY BOARD \_\_\_\_\_  
(If over \$10,000) Resolution # \_\_\_\_\_ Adoption Date \_\_\_\_\_

PURCHASE ORDER NUMBER P1400874

PEID 050321

## PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and e-mail to Susan Balog in Accounting ([balog@co.rock.wi.us](mailto:balog@co.rock.wi.us)), Cheryl Mikrut in Accounting ([mikrut@co.rock.wi.us](mailto:mikrut@co.rock.wi.us)) **and** Jodi Millis in Purchasing ([jodi@co.rock.wi.us](mailto:jodi@co.rock.wi.us)). Susan or Cheryl will forward on to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over \$10,000).

DATE 10/23/2014

DEPARTMENT HUMAN SERVICES

COMMITTEE HUMAN SERVICES

VENDOR NAME SARA INVESTMENTS

ACCOUNT NUMBER 36-3706-0000-65321

FUNDS DESCRIPTION CSP BUILDING/OFFICE LEASE

AMOUNT OF INCREASE \$ 1,500.00

INCREASE FROM \$ 65,250.00 TO \$ 66,750.00

ACCOUNT BALANCE AVAILABLE \$ 7,810.67 SB 10/23/14

REASON FOR AMENDMENT ADDITIONAL FUNDING NEEDED FOR FRANKLIN

STREET LEASE

### APPROVALS

GOVERNING COMMITTEE \_\_\_\_\_  
Chair \_\_\_\_\_ Date \_\_\_\_\_

FINANCE COMMITTEE \_\_\_\_\_  
(If over \$10,000) Chair \_\_\_\_\_ Date \_\_\_\_\_

COUNTY BOARD \_\_\_\_\_  
(If over \$10,000) Resolution # \_\_\_\_\_ Adoption Date \_\_\_\_\_

05541105

Rock County HSD

## COMMITTEE APPROVAL REPORT

11/04/2014

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
36-3603-0000-64605 36-3603-0000	NON-REIMB EXP		11/04/2014	ROCK COUNTY HUMAN SERVICES DEP	150.00	
<b>SPECIAL HSD</b>	Budget 6,993.00		YTD Exp 1,579.51	YTD Enc 0.00	Pending 150.00	Closing Balance 5,263.49
36-3603-0000-64908 36-3603-3015	CONTRIBUTIONS		11/04/2014	ROCK COUNTY HUMAN SERVICES DEP	137.15	
<b>SPECIAL HSD</b>	Budget 8,000.00		YTD Exp 5,934.35	YTD Enc 178.12	Pending 137.15	Closing Balance 1,750.38
36-3634-0000-64604 36-3634-1803	PROGRAM EXPENSE		11/04/2014	ROCK COUNTY HUMAN SERVICES DEP	136.00	
<b>CPS</b>	Budget 105,922.00		YTD Exp 63,472.44	YTD Enc 10,856.47	Pending 136.00	Closing Balance 31,457.09
36-3666-0000-64604 36-3666-1606	PROGRAM EXPENSE		11/04/2014	ROCK COUNTY HUMAN SERVICES DEP	584.91	
<b>LTS - ACS</b>	Budget 141,850.00		YTD Exp 73,803.22	YTD Enc 0.00	Pending 584.91	Closing Balance 67,461.87
36-3671-0000-64604 36-3671-1606	PROGRAM EXPENSE		11/04/2014	ROCK COUNTY HUMAN SERVICES DEP	222.00	
<b>ELDER ABUSE/NEG</b>	Budget 40,400.00		YTD Exp 30,380.00	YTD Enc 930.93	Pending 222.00	Closing Balance 8,867.07
36-3689-0000-64604 36-3689-0000	PROGRAM EXPENSE		11/04/2014	ROCK COUNTY HUMAN SERVICES DEP	500.00	
<b>CRISIS</b>	Budget 306,325.00		YTD Exp 240,086.76	YTD Enc 3,699.19	Pending 500.00	Closing Balance 62,039.05
36-3713-0000-64604 36-3713-2015	PROGRAM EXPENSE		11/04/2014	ROCK COUNTY HUMAN SERVICES DEP	695.00	
<b>SHELTER PLUS</b>	Budget 8,100.00		YTD Exp 7,985.50	YTD Enc 302.00	Pending 695.00	Closing Balance (882.50)

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
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I have examined the preceding bills and encumbrances in the total amount of **\$2,425.06**  
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: \_\_\_\_\_ Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

OSS41102

Rock County HSD

COMMITTEE APPROVAL REPORT

11/04/2014

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
36-3600-0000-64200 36-3600-0000	TRAINING EXP	P1403403	10/13/2014	UNIVERSITY OF WISCONSIN STEVEN	125.00	
<b>AGENCY MGT &amp; SUP</b>	Budget 16,220.00		YTD Exp 3,290.35	YTD Enc 3,909.02	Pending 125.00	Closing Balance 8,895.63
36-3602-0000-62119 36-3602-0000	OTHER SERVICES	P1400648	10/10/2014	OFFICE PRO	53.80	
<b>OVERHEAD</b>	Budget 31,249.00		YTD Exp 20,324.60	YTD Enc 4,118.45	Pending 53.80	Closing Balance 6,752.15
36-3602-0000-62400 36-3602-0000	R & M SERV	P1400707	10/24/2014	PITNEY BOWES INC	706.79	
<b>OVERHEAD</b>	Budget 20,415.00		YTD Exp 11,810.83	YTD Enc 706.79	Pending 706.79	Closing Balance 7,190.59
36-3602-0000-63100 36-3602-0000 36-3602-0000	OFC SUPP & EXP	P1400629 P1400666	10/13/2014 10/08/2014	E AND D WATER WORKS INC MENARDS	23.00 18.96	
<b>OVERHEAD</b>	Budget 101,080.00		YTD Exp 64,139.90	YTD Enc 16,094.36	Pending 41.96	Closing Balance 20,803.78
36-3603-0000-64605 36-3603-0000 36-3603-0000 36-3603-0000	NON-REIMB EXP		10/22/2014 11/03/2014 10/08/2014	COTTINGTON, AMY ZUEHLKE, TIMOTHY SENTRY FOOD STORE	111.09 138.29 118.61	
<b>SPECIAL HSD</b>	Budget 6,993.00		YTD Exp 1,729.51	YTD Enc 118.61	Pending 367.99	Closing Balance 4,776.89
36-3603-0000-64908 36-3603-3015	CONTRIBUTIONS	P1403431	10/17/2014	BAUMANN, SARA OR DENNIS	178.12	
<b>SPECIAL HSD</b>	Budget 8,000.00		YTD Exp 6,071.50	YTD Enc 0.00	Pending 178.12	Closing Balance 1,750.38
36-3604-0000-64604 36-3604-0000 36-3604-0000	PROGRAM EXPENSE	P1403239 P1403240	09/26/2014 09/26/2014	WISCONSIN ASSOCIATION ON PUBLI KALAHARI RESORT CONVENTION CEN	100.00 129.00	
<b>ECONOMIC SUPPORT</b>	Budget 9,651.00		YTD Exp 3,163.62	YTD Enc 0.00	Pending 229.00	Closing Balance 6,258.38
36-3634-0000-62119 36-3634-0000 36-3634-5014 36-3634-5014 36-3634-5015 36-3634-5015 36-3634-5015	OTHER SERVICES	P1400636 P1400636 P1400643 P1400637 P1400641 P1403515	10/14/2014 10/14/2014 10/06/2014 09/30/2014 08/31/2014 10/16/2014	COMMUNITY CARE PROGRAMS INC COMMUNITY CARE PROGRAMS INC OREGON MENTAL HEALTH SERVICES FOUNDATIONS COUNSELING CENTER ORION FAMILY SERVICES ABA OF WISCONSIN ILLINOIS LLC	575.00 287.49 1,345.50 3,898.38 7,210.00 1,575.00	
<b>CPS</b>	Budget 102,400.00		YTD Exp 50,464.97	YTD Enc 30,931.60	Pending 14,891.37	Closing Balance 6,112.06

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
36-3634-0000-62176 36-3634-0000	LABORATORY	P1400626	09/30/2014	REDWOOD TOXICOLOGY LABORATORY	6.00	
<b>CPS</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	9,300.00		5,320.21	6.00	6.00	3,967.79
36-3634-0000-62503 36-3634-0000	INTERPRETER FEES	P1400645	10/07/2014	SWITS LTD	28.00	
<b>CPS</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	3,000.00		2,052.00	28.00	28.00	892.00
36-3634-0000-63300 36-3634-0000 36-3634-0000 36-3634-0000	TRAVEL		10/10/2014 10/24/2014 10/24/2014	WIZA,AMANDA SPATARO-HAYNES,CIERRENA LEZAMA,GABRIELA	42.56 22.40 6.38	
<b>CPS</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	168,000.00		145,271.89	0.00	71.34	22,656.77
36-3634-0000-64200 36-3634-0000	TRAINING EXP	P1401882	10/01/2014	INTERTRIBAL CHILD WELFARE TRAI	240.00	
<b>CPS</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	17,736.00		10,336.59	3,840.00	240.00	3,319.41
36-3634-0000-64604 36-3634-0000 36-3634-1731 36-3634-1731 36-3634-1803 36-3634-1803 36-3634-1803 36-3634-1803 36-3634-1803 36-3634-1814 36-3634-1814 36-3634-1814 36-3634-1814 36-3634-1814 36-3634-1822 36-3634-5000	PROGRAM EXPENSE	P1403201 P1400664 P1400666 P1400669 P1403432 P1403533 P1400658 <del>P1400659</del> P1400674 P1403499 P1403532 P1400646	09/22/2014 10/14/2014 10/29/2014 10/08/2014 10/20/2014 10/10/2014 06/09/2014 09/24/2014 <del>09/17/2014</del> 10/08/2014 10/13/2014 10/31/2014 10/01/2014	CDW GOVERNMENT INC MATY,EDWARD BELOIT TRANSIT SYSTEM MENARDS SENTRY FOOD STORE VERLO MATTRESS FACTORY VERLO MATTRESS FACTORY JANESVILLE GAZETTE INC <del>HARRIS REPORTING LLC</del> GREGG INVESTIGATIONS INC BOUZIANE,VICKI N RILEY,ANGELA OR ROBERT WISCONSIN DEPARTMENT OF JUSTIC	659.40 22.73 430.00 211.00 16.42 606.00 801.00 68.96 <del>461.75</del> 95.00 14.00 225.00 133.00	
<b>CPS</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	105,922.00		64,283.44	11,457.44	3,744.26	26,436.86
36-3636-0000-64604 36-3636-0000	PROGRAM EXPENSE	P1400669	10/09/2014	SENTRY FOOD STORE	32.89	
<b>INDEPEND LIVING</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	7,969.00		2,521.26	32.89	32.89	5,381.96
36-3637-0000-64200 36-3637-0000 36-3637-0000 36-3637-0000	TRAINING EXP	P1403464 P1403534 P1403535	10/22/2014 10/31/2014 10/31/2014	HENDERSON,LORENZO KALAHARI RESORT CONVENTION CEN UNIVERSITY OF WISCONSIN	150.00 189.00 375.00	



Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
HOME VISITATION	1,000.00		780.00	110.00	714.00	(604.00)
36-3637-0000-64604	PROGRAM EXPENSE					
36-3637-0000		P1403528	10/31/2014	PREVENT CHILD ABUSE AMERICA		250.00
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
HOME VISITATION	4,850.00		7,107.50	0.00	250.00	(2,707.50)
36-3638-0000-64604	PROGRAM EXPENSE					
36-3638-2900		P1403511	09/17/2014	EAU CLAIRE ACADEMY		894.60
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
CPS SUB CARE	3,716,746.00		2,981,272.90	0.00	894.60	734,578.50
36-3641-0000-64604	PROGRAM EXPENSE					
36-3641-5014		P1400636	10/14/2014	COMMUNITY CARE PROGRAMS INC		1,630.00
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
BRIGHTER FUTURES	297,969.00		238,286.06	57,512.63	1,630.00	540.31
36-3646-0000-62119	OTHER SERVICES					
36-3646-3041		P1400636	10/14/2014	COMMUNITY CARE PROGRAMS INC		3,850.00
36-3646-5009			10/21/2014	BROWN, JEREMY		119.00
36-3646-5009		P1403516	09/29/2014	FFT LLC		7,000.00
36-3646-5015		P1400636	10/14/2014	COMMUNITY CARE PROGRAMS INC		400.00
36-3646-5019		P1400636	10/14/2014	COMMUNITY CARE PROGRAMS INC		2,125.00
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
JUVENILE JUSTICE	176,741.00		169,333.31	27,649.07	13,494.00	(33,735.38)
36-3646-0000-62176	LABORATORY					
36-3646-0000		P1400626	09/30/2014	REDWOOD TOXICOLOGY LABORATORY		1,532.95
36-3646-0000		P1400627	10/22/2014	REDWOOD BIOTECH		264.93
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
JUVENILE JUSTICE	7,000.00		13,543.20	1,797.88	1,797.88	(10,138.96)
36-3646-0000-64604	PROGRAM EXPENSE					
36-3646-5016		P1400669	10/10/2014	SENTRY FOOD STORE		43.89
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
JUVENILE JUSTICE	8,450.00		5,879.88	43.89	43.89	2,482.34
36-3655-0000-64604	PROGRAM EXPENSE					
36-3655-0000		P1400646	10/01/2014	WISCONSIN DEPARTMENT OF JUSTIC		216.00
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
KINSHIP CARE	2,000.00		1,467.00	216.00	216.00	101.00
36-3656-0000-64604	PROGRAM EXPENSE					
36-3656-0000		P1403215	09/29/2014	FAMILY DEVELOPMENT RESOURCES		615.60
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
COMM INTERV PRGM	12,415.00		8,073.64	1,213.20	615.60	2,512.56

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
36-3664-0000-61915 36-3664-0000	CERT/LIC/OTHER	P1400723	10/02/2014	DEAN HEALTH SYSTEMS	334.00
<b>YOUTH SERVICES</b>	Budget 2,850.00		YTD Exp 1,355.50	YTD Enc 334.00	Pending 334.00 Closing Balance 826.50
36-3664-0000-62119 36-3664-0000	OTHER SERVICES	P1402637	09/19/2014	INTERIM HEALTHCARE OF WISCONSI	6,917.25
<b>YOUTH SERVICES</b>	Budget 35,000.00		YTD Exp 29,833.75	YTD Enc 6,917.25	Pending 6,917.25 Closing Balance <i>transfer coming</i> (8,668.25)
36-3664-0000-63400 36-3664-0000 36-3664-0000 36-3664-0000	OPERATING SUPPLI	P1400631 P1400666 P1401417	10/22/2014 10/16/2014 07/08/2014	DE VERE COMPANY INC MENARDS MOORE MEDICAL CORP	485.92 33.52 467.79
<b>YOUTH SERVICES</b>	Budget 42,080.00		YTD Exp 24,733.14	YTD Enc 2,718.44	Pending 987.23 Closing Balance 13,641.19
36-3671-0000-64604 36-3671-0000	PROGRAM EXPENSE		10/16/2014	KOOIMAN,MELISSA	32.19
<b>ELDER ABUSE/NEG</b>	Budget 40,400.00		YTD Exp 30,602.00	YTD Enc 930.93	Pending 32.19 Closing Balance 8,834.88
36-3683-0000-62503 36-3683-0000	INTERPRETER FEES	P1403430	10/10/2014	BUE,RENE	109.00
<b>ADRC</b>	Budget 500.00		YTD Exp 0.00	YTD Enc 0.00	Pending 109.00 Closing Balance 391.00
36-3683-0000-63200 36-3683-0000	PUBL/SUBCR/DUES	P1403467	10/07/2014	ENHANCED MOMENTS	261.25
<b>ADRC</b>	Budget 1,875.00		YTD Exp 440.69	YTD Enc 0.00	Pending 261.25 Closing Balance 1,173.06
36-3683-0000-64604 36-3683-0000 36-3683-0000	PROGRAM EXPENSE		10/23/2014 10/17/2014	SCHMIDT,AMBER E AND D WATER WORKS INC	79.46 17.25
<b>ADRC</b>	Budget 14,980.00		YTD Exp 19,206.23	YTD Enc 17.25	Pending 96.71 Closing Balance <i>transfer coming</i> (4,340.19)
36-3686-0000-62119 36-3686-0000	OTHER SERVICES	P1400649	09/30/2014	GENESIS BEHAVIORAL SERVICES IN	1,595.00
<b>DETOX SERVICES</b>	Budget 237,108.00		YTD Exp 173,833.00	YTD Enc 53,372.00	Pending 1,595.00 Closing Balance 8,308.00
36-3689-0000-62119 36-3689-0000	OTHER SERVICES	P1403512	10/01/2014	WOODLAND ENHANCED HEALTH SERVI	1,202.50
<b>CRISIS</b>	Budget 1,522,214.00		YTD Exp 958,109.39	YTD Enc 518,791.62	Pending 1,202.50 Closing Balance 44,110.49

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
36-3689-0000-64200	TRAINING EXP				
36-3689-0000		P1403403	10/13/2014	UNIVERSITY OF WISCONSIN STEVEN	180.00
36-3689-0000		P1403404	10/13/2014	KALAHARI RESORT CONVENTION CEN	70.00
<b>CRISIS</b>	<b>Budget</b>		<b>YTD Exp</b>	<b>YTD Enc</b>	<b>Pending</b>
	3,525.00		1,309.97	0.00	250.00
					<b>Closing Balance</b>
					1,965.03
36-3689-0000-64604	PROGRAM EXPENSE				
36-3689-0000		P1403513	10/01/2014	ROCK MED LTC PHARMACY	74.82
36-3689-0002			10/13/2014	MOTEL 6	122.97
36-3689-0002		P1400968	09/17/2014	NORTHERN TOWN MOTEL	540.00
36-3689-0002		P1400971	09/30/2014	SRB PROPERTY MANAGEMENT LLC	275.00
36-3689-0004		P1400965	10/15/2014	HOMECARE PHARMACY LLC	317.09
36-3689-1226		P1403514	10/01/2014	HEARTWARMING HOUSE	3,624.37
<b>CRISIS</b>	<b>Budget</b>		<b>YTD Exp</b>	<b>YTD Enc</b>	<b>Pending</b>
	306,325.00		240,586.76	1,132.09	4,954.25
					<b>Closing Balance</b>
					59,651.90
36-3690-0000-62119	OTHER SERVICES				
36-3690-0000		P1400652	10/24/2014	SAFEWAY PEST CONTROL	11.55
36-3690-0000		P1401416	10/17/2014	NEEDY MEDS INC	50.00
<b>OUTPATIENT SER</b>	<b>Budget</b>		<b>YTD Exp</b>	<b>YTD Enc</b>	<b>Pending</b>
	65,966.00		54,293.46	10,930.55	61.55
					<b>Closing Balance</b>
					680.44
36-3690-0000-62170	PHYSICIAN/OTHER				
36-3690-0000		P1400655	09/27/2014	MARCUS,JEFFREY A	3,360.00
<b>OUTPATIENT SER</b>	<b>Budget</b>		<b>YTD Exp</b>	<b>YTD Enc</b>	<b>Pending</b>
	145,620.00		134,989.41	28,360.00	3,360.00
					<b>Closing Balance</b>
					(21,089.41)
36-3690-0000-62503	INTERPRETER FEES				
36-3690-0000		P1400634	09/26/2014	GONZALEZ,BELEM	1,425.00
<b>OUTPATIENT SER</b>	<b>Budget</b>		<b>YTD Exp</b>	<b>YTD Enc</b>	<b>Pending</b>
	12,000.00		12,242.72	1,425.00	1,425.00
					<b>Closing Balance</b>
					(3,092.72)
36-3697-0000-64604	PROGRAM EXPENSE				
36-3697-0000			10/13/2014	HOWARD,CARRIE	45.29
36-3697-0000			10/24/2014	FUELLEMAN,JULIE	38.29
36-3697-0000		P1400669	10/28/2014	SENTRY FOOD STORE	25.84
<b>CFIS</b>	<b>Budget</b>		<b>YTD Exp</b>	<b>YTD Enc</b>	<b>Pending</b>
	3,750.00		3,040.08	25.83	109.42
					<b>Closing Balance</b>
					574.67
36-3703-0000-64604	PROGRAM EXPENSE				
36-3703-2014		P1403346	10/02/2014	CORRECTIONAL COUNSELING INC	1,152.07
<b>IDP ENHAN GRANT</b>	<b>Budget</b>		<b>YTD Exp</b>	<b>YTD Enc</b>	<b>Pending</b>
	5,205.00		7,941.02	0.00	1,152.07
					<b>Closing Balance</b>
					(3,888.09)
36-3704-0000-62176	LABORATORY				
36-3704-0000		P1400626	09/30/2014	REDWOOD TOXICOLOGY LABORATORY	2,168.36
<b>IDP</b>	<b>Budget</b>		<b>YTD Exp</b>	<b>YTD Enc</b>	<b>Pending</b>
	21,000.00		9,149.94	2,168.36	2,168.36
					<b>Closing Balance</b>
					7,513.34

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
36-3704-0000-62503 36-3704-0000	INTERPRETER FEES	P1400834	10/03/2014	GONZALEZ,BELEM	472.50	
<b>IDP</b>	Budget 1,000.00		YTD Exp 855.00	YTD Enc 472.50	Pending 472.50	Closing Balance (800.00)
36-3706-0000-62119 36-3706-0000	OTHER SERVICES	P1400652	10/24/2014	SAFEWAY PEST CONTROL	23.45	
<b>CSP</b>	Budget 13,121.00		YTD Exp 8,478.64	YTD Enc 2,231.90	Pending 23.45	Closing Balance 2,387.01
36-3713-0000-64604 36-3713-2015	PROGRAM EXPENSE	P1403440	10/20/2014	JANESVILLE TRANSIT SYSTEM	302.00	
<b>SHELTER PLUS</b>	Budget 8,100.00		YTD Exp 8,880.50	YTD Enc 0.00	Pending 302.00	Closing Balance (882.50)
36-3730-0000-62119 36-3730-0000	OTHER SERVICES	P1400652	10/24/2014	SAFEWAY PEST CONTROL	38.00	
<b>JOB CENTER</b>	Budget 100,738.00		YTD Exp 68,881.62	YTD Enc 31,804.38	Pending 38.00	Closing Balance 14.00
36-3730-0000-62400 36-3730-0000	R & M SERV	P1400666	10/30/2014	MENARDS	31.24	
<b>JOB CENTER</b>	Budget 73,422.00		YTD Exp 46,513.06	YTD Enc 43.04	Pending 31.24	Closing Balance 26,834.66
36-3730-0000-67200 36-3730-0000	CAPITAL IMPROV	P1403518	10/28/2014	HALVERSON CARPET CENTER LTD	4,832.00	
<b>JOB CENTER</b>	Budget 10,000.00		YTD Exp 6,000.00	YTD Enc 3,450.00	Pending 4,832.00	Closing Balance (4,282.00)

I have examined the preceding bills and encumbrances in the total amount of **\$71,087.46**  
 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: \_\_\_\_\_ Dept Head \_\_\_\_\_  
 \_\_\_\_\_  
 Committee Chair \_\_\_\_\_

OSS41103 (over \$10,000)

Rock County HSD

COMMITTEE APPROVAL REPORT

11/04/2014

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
36-3694-0000-62119 36-3694-0000	OTHER SERVICES	P1403439	09/30/2014	COMMUNITY ACTION INC OF ROCK A	18,963.66	
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
AODA INNER CITY	46,500.00		0.00	0.00	18,963.66	27,536.34

I have examined the preceding bills and encumbrances in the total amount of **\$18,963.66**

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: \_\_\_\_\_ Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

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OSS41104 (over \$10,000)

Rock County HSD

COMMITTEE APPROVAL REPORT

11/04/2014

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
36-3730-0000-65321 36-3730-0000	BLDG/OFC LEASE	P1403555	11/30/2014	BACKYARD PROPERTIES OF ROCK CO	18,906.65
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
JOB CENTER	285,720.00	231,526.98	0.00	18,906.65	35,286.37

I have examined the preceding bills and encumbrances in the total amount of **\$18,906.65**

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: \_\_\_\_\_ Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

OSS41101 (over \$10,000)

Rock County HSD

COMMITTEE APPROVAL REPORT

11/03/2014

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
36-3698-0000-62119 36-3698-2015	OTHER SERVICES	P1403510	09/30/2014	COMMUNITY ACTION INC OF ROCK &	11,546.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
EXPANDED AODA	472,360.00	5,062.04	0.00	11,546.00	455,751.96

I have examined the preceding bills and encumbrances in the total amount of **\$11,546.00**

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: \_\_\_\_\_ Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

05541109

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
36-3634-0000-64604	PROGRAM EXPENSE					
36-3634-1724			11/01/2014	CADD,PEG	250.00	
36-3634-1724			11/01/2014	VETTER,JOAN	250.00	
36-3634-1822			11/01/2014	CURRAN,COURTNEY	175.00	
<b>CPS</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	105,922.00		67,352.70	8,551.07	675.00	29,343.23
36-3642-0000-64604	PROGRAM EXPENSE					
36-3642-0000			11/01/2014	FRANKLIN COURT APARTMENTS	1,150.00	
<b>REUN SUPPORT</b>	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	74,200.00		11,636.33	0.00	1,150.00	61,413.67

I have examined the preceding bills and encumbrances in the total amount of **\$1,825.00**  
 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: \_\_\_\_\_ Dept Head \_\_\_\_\_  
 \_\_\_\_\_ Committee Chair \_\_\_\_\_

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## **Subpart 2. Purchasing**

### **2.211 Purpose**

(1) This ordinance is intended to achieve greater efficiency and economy in the operation of Rock County government and to encourage competition and business in Rock County by centralizing all County purchasing within the Finance Department, except insofar as otherwise specifically authorized by provisions of this ordinance.

(2) This ordinance shall not be construed to grant any rights to any vendor or any person applying to be a vendor of goods or services to Rock County.

(3) This ordinance shall be administered and construed in a manner consistent with all applicable State and Federal laws and, insofar as any State or Federal law is intended to preempt local authority, any provision of this ordinance which is inconsistent with such State or Federal law, that provision of this ordinance shall be null and void to the extent of the inconsistency.

### **2.212 Authority**

This ordinance is created pursuant to the authority granted by, without limitation by reason of enumeration, Sections 59.03(1), 59.51(2), 59.52(6), 59.52(8), 59.52(9) and 59.52(29) of the Wisconsin Statutes.

### **2.213 Administration**

The provisions of this ordinance and any regulations adopted hereunder shall be administered, supervised and enforced by the Finance Director, subject to the authority of the County Administrator and policy review by the Finance Committee. Administrative rules shall be developed which are appropriate to ensure compliance with the terms of this ordinance and on-going administrative, financial and legal review of all contract documents entered into on behalf of Rock County. The Finance Committee may by rule require additional procedures or impose limitations beyond those expressly set forth in this ordinance insofar as the Committee determines that such action will further the intent and purpose of this ordinance.

### **2.214 Appropriations**

All procurement transactions shall be in accordance with the appropriations made by the County Board for the operation of the respective County departments and agencies. No transaction shall be substantially completed unless adequate funds have been appropriated for the purpose. Items not separately enumerated in the annual County budget, including furniture and equipment, must be approved for purchase, in advance, by the County Administrator or designee upon written justification.

## 2.215 Definitions

- (1) Bidder - shall mean all natural persons, corporations, partnerships, associations, joint ventures, trusts, or any other form of business affiliation whatever, submitting an offer for the provision of goods or services to the County in accord with specifications supplied by the County, or making an offer to purchase an item in accord with a call for bids issued by the County.
- (2) Decentralized purchasing authority - shall mean the authority to determine the need for and procure goods and services in accordance with the delegation of such authority by the Finance Committee to a department other than the Purchasing Division of the Finance Department. Such authority may only be exercised in the requisitioning of specified purchases in a designated period of time as described in a written purchase order issued by the Purchasing Division.
- (3) Most responsible and responsive bidder - shall mean that Bidder who offers, as appropriate, either lowest cost or highest payment, the best quality to the County, and who possesses the necessary financial responsibility, skill, ability and integrity to perform the obligations required by the transaction. However, in no instance may a bidder who has been convicted of bid rigging or price fixing within three years of submission of the bid involved and which involved a contract with the County, be considered the most responsible and responsive bidder.
- (4) Professional Services - shall mean unique or technical functions performed by independent contractors whose primary occupation is the rendering of these services. Such services are characterized by extended analysis, the exercise of discretion and independent judgment in their performance, and an advanced, specialized type of knowledge, expertise, or training customarily acquired either by a prolonged course of study or equivalent experience in the field. Examples of professional services include, without limitation by reason of enumeration, medicine and the medical arts, management and systems consultation, research, the performing arts, surveyor and surveyor services, engineering and architectural design services.
- (5) Purchase of Goods - shall mean any transaction between the County and any party or parties by which the County is to receive a tangible commodity or property, excepting real property, in exchange for money or other valuable consideration.
- (6) Purchase of Services - shall mean any transaction between the County and any party by which the County is to receive useful labor or activity in return for money or other valuable consideration, but does not include labor performed as an employee of Rock County.
- (7) County Auction - shall mean an auction conducted on behalf of Rock County which is advertised in advance and open to the general public.
- (8) Regulations - shall mean those rules or guidelines issued by the Finance Committee to implement the provisions or administration of this ordinance.

(9) Transactions - shall mean any act or agreement between the County and any other party or parties which alters the legal relationship between them, such as, but not limited to, contracts or agreements for services or goods or any real or personal property, concessions, leases and rentals.

## **2.216 Finance Director and Finance Committee**

The Finance Director, acting under the administrative authority of the County Administrator and the policy oversight of the Finance Committee, shall exercise the following duties and functions relating to this ordinance:

- (1) Implement the provisions of this ordinance through the activities of the Purchasing Division of the Finance Department, and by providing administrative assistance, training and support to all County officials and employees in activities governed by this ordinance.
- (2) Ensure that sufficient appropriate written regulations are in place to provide guidance to those engaged in activities within the scope of this ordinance, and monitor the administration of prescribed policies and procedures.
- (3) Enforce the provisions of the ordinance by suitable measures.
- (4) Advise and consult with all concerned departments and committees concerning the conduct of transactions in accordance with this ordinance, upon request, or as deemed necessary by the Finance Director, the County Administrator, or the Finance Committee.
- (5) Promote standardization of equipment and supplies within Rock County government.
- (6) In conjunction with the Finance Committee, provide suitable safeguards and procedures so that relatively small or routine matters need not be automatically referred to the Board or its committees.
- ~~(7) Refer to the County Administrator or County Board any transactions which the Finance Director or Finance Committee views as affecting general County policy.~~
- (8) In conjunction with the Finance Committee, designate decentralized buying authorities, as provided for under sec. 2.218(3)(a) of this ordinance.

## **2.217 Disposal of Unsuitable or Unusable Goods**

All equipment or supplies which have become unsuitable or unnecessary to their needs shall be disposed of through a County auction, except for items which are to be traded in or applied on any purchases or are determined to be worthless. Exceptions may be made by the Finance Committee for the sale of certain items on the open market at a minimum predetermined price to be approved by the Committee, and for items needed by any county department or municipality. Sales of items to another municipality shall be at a price approved by the Committee. Surplus County property shall not be sold to any County employee, officer or agent, except through a County auction.

In addition, the Finance Committee may authorize the Purchasing Division to dispose of items by alternative means including but not limited to: outside auctions, listings on the Internet, either government or private, by donation to not-for-profit organizations or other means that may become available in the future.

## **2.218 Procedure (Purchase of Goods and Certain Contracts for Professional Services)**

### **(1) Procedure and Bids - General**

(a) Compliance with sec. 59.52 (29). All public work, as defined under state statutes and including any contract for the construction, repair, remodeling or improvement of any public work, building, or furnishing of supplies or material of any kind where the estimated cost of such work exceeds \$25,000, shall be let by contract to the lowest responsible bidder in accordance with sec. 66.0901(2), Wis. Stats, except that the County Board may by a three-fourths vote provide that any class of public work or any part thereof may be done directly by the County without submitting the same for bids. If the estimated cost of any public work is between \$5,000 and \$25,000, the board shall give a class I notice under ch. 985 before it contracts for the work or shall contract with a person qualified as a bidder under s. 66.0901(2). ~~The requirements under this subsection shall be interpreted and applied as being in addition to any requirements created or arising under this ordinance. This subsection does not apply to highway contracts which the county highway committee or the county highway commissioner is authorized by law to let or make, or to the emergency repair or reconstruction of public facilities when the County Board by resolution determines that the public health or welfare of the County is endangered by damage or threatened damage to such facilities.~~

(b) All invitations for furnishing goods, and non-professional services, where the estimated cost exceeds \$10,000 shall be bid only after notice by publication, once (class I notice) in the official newspaper of Rock County. Additional newspapers or trade magazines may be used to obtain the best advertising and widest notice at the most reasonable cost. The advertisement shall call for sealed bids to furnish the desired items, or supplies or services, in accordance with specifications prepared or approved by the Purchasing Division, which specifications shall describe completely the items, supplies or services to be furnished, the department for which the same are required, and the quantities desired.

Bids shall be received and opened by the Finance Director's designee on the date and at the time and place specified in the Advertisement for Bid. The reading of all bids shall be open to the public. A Bid bond or certified check in the amount required by the bid specifications may be required to accompany the bid. A performance bond or material/payment bond may also be required of the bidder upon acceptance of the bid.

(c) All contracts for purchases not defined as public work in Section 2.218(1)(a), where the estimated costs exceeds \$5,000 but does not exceed \$10,000 shall be made only after attempting to obtain at least three sealed quotations, where possible, in lieu of advertised bids. Sealed quotations shall be received and opened by the Finance Director's designee on the date and at the time and place specified in the quote specifications. All quotations shall be available for viewing by the public.

(d) All contracts for purchases where the estimated cost is between \$1,000 and \$5,000 may be made on the open market and directly from a dealer or supplier without obtaining sealed quotations, but such contracts shall be made only after multiple quotations or proposals have been solicited, where practicable. Quotations obtained in this manner shall be confirmed by the successful quoter.

(e) Purchases under \$1,000 may be made directly by the Purchasing Division ~~from approved dealers or suppliers.~~

(f) The Finance Committee or Purchasing Division may reject any or all bids, proposals or quotations; waive any technicality or error in any bid, proposal or quotation, or part thereof, and to accept the same, or combinations thereof, in whole or in part, whenever such waiver and acceptance is deemed to be in the best interest of Rock County.

(g) Contracts for purchases shall be awarded to the lowest, most responsible and responsive bidder or quoter.

(2) Procedure and Bids -- Direct Purchases Allowed

(a) If bids, quotations or proposals are not obtainable, or in cases of immediate need for the items or supplies due to an emergency situation, purchases may be made directly from an approved supplier. The County Administrator or Finance Committee may also authorize direct purchases without bids or multiple quotations under circumstances deemed justified and advantageous to Rock County.

(b) The justification and reasons for awards of contracts for purchases made by the procedures authorized above, shall be recorded and kept on file in the Finance Director's office.

(3) Special Purchases

(a) Goods and Services. Consistent with all other provisions of this ordinance, departments requiring goods and services may be granted decentralized purchasing authority by the Finance Committee, in consultation with the Finance Director, in accordance with sec. 2.216(8) of this ordinance. Such authority shall be exercised by the requisitioning department only after the issuance of a purchase order by the Purchasing Division covering specified purchase(s) for a designated period of time.

(b) Highway Purchases. The Highway Commissioner is authorized to make purchases directly related to highway construction and maintenance in accordance with sec. 83.015(2)(b), Wis. Stats. Purchases not directly related to highway construction and maintenance shall be made through the Purchasing Division. The Highway Commissioner, at his/her discretion, may utilize the services of the Purchasing Division for any or all highway related purchases. All purchases related to County highway, parks and airport activities not specifically otherwise regulated by state statute or County Board Resolution shall be made through the Purchasing Division.

(c) Purchases from Governmental Units. Materials, supplies, machinery and equipment offered for sale by the federal government or by any municipality may be purchased without bids, at prices to be agreed upon between the Purchasing Division and the respective department or agency for whom the item is to be acquired.

(d) December Purchases. With the exception of repair parts, foods, stock office supplies, expendable maintenance/housekeeping supplies, fuel, gas and oil for automobiles, trucks and equipment, and necessary medical supplies, there shall be no purchases made during the month of December in any year, except as approved in advance by the County Administrator or designee.

(4) Intergovernmental Cooperative Purchases. The Finance Committee is herein authorized to enter into cooperative purchasing agreements with the State of Wisconsin and other Wisconsin municipalities consistent with sec. 16.73 and 66.0301 or 66.0303, Wis. Stats. for the purpose of administering, sponsoring or conducting purchasing transactions under a joint contract for the purchase of materials, supplies, equipment, permanent personal property, miscellaneous capital or contractual services.

### **2.219 Purchase of Services**

(1) Purchases of services shall be made by contract or purchase order through the Purchasing Division. The department or agency which requires the services shall prepare relevant specifications or standards and shall forward the same to the Purchasing Division for distribution to at least two prospective, qualified providers of the services desired.

(2) Purchases of professional services are exempt from bidding requirements, but are subject to all other purchasing policies and procedures.

(3) Services specifically required under State and/or Federal regulations may be purchased with the approval of the County Committee or Board administering such services, where the demand for services and market conditions do not allow for compliance with bidding and Request for Qualification procedures established under this ordinance.

### **2.220 Severability**

Should any section or provision of this ordinance be declared unconstitutional or invalid or be repealed, the constitutionality or validity of the remainder shall not be affected thereby.

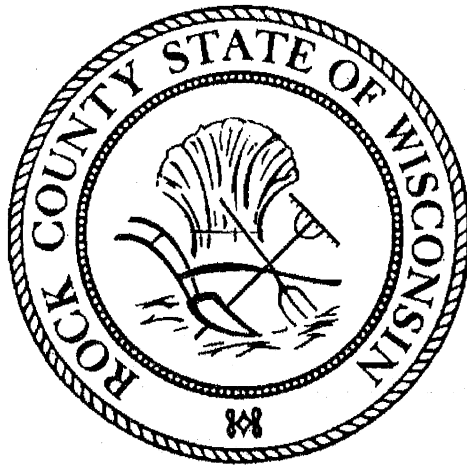
### **2.221 Effect on Other Ordinances**

Provisions of other ordinances of Rock County inconsistent herewith are hereby repealed.

### **2.222 Time of Effectiveness**

This ordinance shall take effect immediately upon passage and publication.

Purchasing Policies and Procedures Manual:  
A General Guide When Doing Business With  
Rock County



Rock County Department of Finance  
OCTOBER 2013

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**Disclaimer: *Nothing in this manual is intended to create any rights or remedies by third parties against the County of Rock.***

**Purpose:** This manual is designed to assist departments with the management of purchasing processes as County funds are expended for materials, supplies, equipment and contractual services. The manual is directly addressed to all County officers and employees. It is also intended to describe the County's procurement policy and procedures to county taxpayers and vendors. It should be considered a guide by persons acting for the County in obtaining all needed goods and services at the lowest possible cost, while being consistent with suitable quality and time of performance expectations. This is accomplished in part through the enhancement of competition on the basis of fair opportunity and equitable treatment.

**Application:** This manual outlines the purchasing policies and procedures to ensure compliance with the County Purchasing Ordinance and defines a department's responsibilities in the process of purchasing goods and services. The information presented should help you understand the purchasing role and its relationship to your job. It is important that you be familiar with the material in this manual so that you avoid any delays or other problems that may arise in the purchasing process.

Please note that certain departments of Rock County government are directly involved in procurement of specialized goods and services. As such, while they are required to follow the requirements of the County Purchasing Ordinance, their processes and procedures may vary from the standards. Therefore, if you anticipate doing business with Rock Haven, Department of Human Services, Developmental Disabilities Board, Information Technology or Department of Public Works it is critical that you review the specific chapter of this document detailing their processes and procedures.

## Section One Using Department Responsibilities

The successful operation of the purchasing system requires a commitment by all involved parties to work in partnership. That partnership is possible if responsibilities and expectations are clearly delineated. The purpose of this section of the manual is to provide you as using departments and staff with a helpful guide to your responsibilities in partnership with the Purchasing Division and the vendor community at-large.

1. **Communicate the Department's Needs:** The department's needs must be communicated to the Purchasing Division in order to begin the purchasing process. This communication is most often best accomplished by completing a purchase requisition.

2. **Understand the Purchasing Cycle:** A step by step explanation of the purchasing cycle along with Purchasing Division responsibilities is contained in the next section of this manual. Take the time to read that section so that you develop a complete understanding of how your role and responsibilities match with the Purchasing Division.

3. **Importance of Adequate Lead Time:** Plan your purchasing needs so that "rush" orders or emergency orders will be unnecessary. Anything can be purchased quickly, but in almost all situations, this practice is expensive. Adequate solicitation time is an essential element of good purchasing procedures.

The Requisition you prepare must be received by Purchasing far enough in advance of the date you need something so that vendors may be solicited and allowed sufficient time to contact their sources for prices. The Purchasing staff needs time to evaluate the responses received. Remember too, that your request is only one of many received each day in the Purchasing Office.

Remember, Purchasing staff will get the prices, proposals, etc. It is not your responsibility to obtain quotations, proposals or prices unless you are asked to do so by Purchasing staff. You should contact Purchasing for "Ball Park" prices for budgeting purposes. Purchasing may ask for your assistance in obtaining "Ball Park" pricing for proposals.

4. **Complete Information:** It is critical that you supply complete and accurate information on or with the Requisition so that you receive what is intended and receive it when and where it is intended.

5. **Vendor Contacts:** Vendor representatives should schedule an appointment with the Purchasing Office to review proper procedure. Vendor representatives are allowed to visit with user departments when appropriate. Be aware, though, that only the Purchasing Division is authorized to negotiate procurement contracts and finalize the purchase of goods and services. Copies of all correspondence between you as a user department, and vendors must be sent to the Purchasing Office. The key to remember is that the sooner Purchasing is informed of your needs, discussions, etc. the better the process will work for all partners to the process.

6. **End of the Year Purchases:** Rock County has a strong and positive reputation for prudently managing our finances and effectively planning our purchases of goods and services. In other words, we only buy what we truly need. It is important that you as a user department plan your needed purchases to insure receipt in hand of goods or services by no later than the last day of business in December. In this manner we can appropriately charge off the expense to your current year's budget.

7. **Requisition, Encumbrance, Delivery and Prompt Payment - Order, Receipt and Acceptance of Supplies, Services, or Construction:** At the time that you requisition goods or services and Purchasing has established a firm price for the order, funding you have identified from your budget is encumbered. Those dollars are no longer available for any other purpose unless the order is canceled and the monies are released by the Purchasing staff. At the time the goods or services purchased are actually received and the bill paid, the encumbrance becomes an actual charge against your budget. You must promptly notify the Accounts Payable staff of receipt and acceptance of an order by submitting the signed original invoice. Vendors are entitled to payment within sixty (60) days as stated on the Purchase Order or contract. It is important though, to process the invoices promptly in order to take advantage of early payment discounts and prompt payment to encourage vendor competition. If a vendor is not performing as agreed upon or if there is any question regarding invoicing, Purchasing staff must be contacted immediately.

8. **Inspection and Performance:** Users shall notify Purchasing staff of damages or other errors or defaults upon receipt and inspection of supplies or equipment. Users must immediately notify Purchasing staff of unsatisfactory performance of contracts.

9. **Ethics:** County staff involved in the purchasing process shall not be personally or financially interested, or in any manner connected either directly or indirectly with, any contract or bid for the furnishing of supplies or articles or equipment of any kind, to any of the departments of Rock County. Neither shall County staff accept or receive any compensation or gratuity, directly or indirectly, from any person, firm, or corporation to whom any contract may be awarded, or has been awarded, by rebate, gift, or otherwise.

10. **Purchase Order Numbers:** User agencies are advised that assigned Purchase Order number(s) should appear on all invoices for processing of payments.

11. **Other Delegated Duties:** Employees may be asked to perform other purchasing related duties from time to time in order to facilitate the purchasing process. Working together cooperatively and in partnership will facilitate a successful purchasing process.

**Section Two - The Purchasing Cycle Guide for User Departments**

Shown below is a series of tables, which depict the process of office supply requisitions, general purchases, emergency purchases, and the handling of partial orders and cancellations. Each table provides for a designation of the responsible party and action steps to be taken sequentially to effect a completed purchasing cycle.

**OFFICE SUPPLY REQUISITIONS - UNDER \$500**

**Forms Needed:** E-mail Supply Requisition or E-mail Special Order Requisition

<b><u>RESPONSIBILITY</u></b>	<b><u>ACTION</u></b>
Requesting Department	1. Complete Requisition/Special Order form using Rock County GroupWise e-mail system.
General Services	2. Print off stock requisition/special order requisition.
	3. Determine if item(s) are in stock or must be obtained from an outside vendor. a. If item(s) are in stock in central storeroom, fill order, fill in unit and total prices on order form, make a copy of the requisition form and send with the completed order to department. b. If special order, place order with contracted vendor. Once item is received, process paperwork and forward to department with item.
	4. At the end of each month, send Accounting a list of office supply expenses to be charged back to each department.
Requesting Department	5. Receive and verify order.
Accounting/Finance	6. Enter charges for office supplies into accounting system at month end.

Please note that any decentralized purchases of office supplies must be approved in advance by the Purchasing Manager and General Services.

Office furniture and equipment is not considered office supplies and therefore those purchases shall be made through the Purchasing Division of Finance as outlined on the following page.

**REQUISITION OF ITEMS VALUED AT \$500.00 OR GREATER**

**Forms Needed:** None

Access to Bi-Tech/IFAS Automated Purchasing System

Description: This procedure is used for any purchase in this category, which requires approval of a governing committee of the County Board. These purchases require the use of a Purchase Order, with the limited exception of those items where reimbursement is being requested by a user department using an expense reimbursement form.

**RESPONSIBILITY**

**ACTION**

**A. Regular Purchase Request:**

Requesting Department	1. Requesting Department enters requisition using procedures outlined in the Bi-Tech Purchasing Manual.
Finance Department/Division	2. Electronically receives Requisition for approval or denial based on budgetary considerations.
Purchasing Division	3. Electronically receives Requisition from Finance, reviews, approves or denies, and issues Purchase Order.

**B. Pre-Approved Encumbrance:**

A pre-approved encumbrance is a lump sum of funds approved by the Department's governing committees and/or County Board that represent a pre-purchase approval to acquire defined goods and services from a particular vendor prior to the actual issuance of a Purchase Order. This allows payments to be made without later having to obtain additional approvals by the governing committees and/or the County Board.

**Responsibility**

**Action**

Requesting Department	1. Requisition is entered into purchasing system using the protocol outlined in the Bi-Tech Purchasing Manual.
Finance	2. Electronically the Requisition is sent to Finance to approve/deny.
Governing Committee	3. Pre-approved encumbrance is reviewed and approved/denied.
Finance/County Board	4. If over \$10,000, the pre-approved encumbrance is reviewed then approved or denied.
Purchasing	5. If approved, Purchase Order is released to vendor for purchases within the limits of the pre-encumbrance approvals.

**Section Three: Purchasing Non-Budgeted Capital Items**

It is recognized that on rare occasions, purchases of goods will be needed that were not specifically budgeted. The following procedure outlines the steps required to accomplish the purchase of non-budgeted capital purchases.

**RESPONSIBILITY**

**ACTION**

Requesting Department

1. Contact the County Administrator or designee and provide a written explanation of the need and request authorization to purchase required goods. Identify the source of funding or the account to be used to make the purchase.

Finance or Governing Committee

2. If a transfer of funds is required to accomplish the purchase, it is the user department's responsibility to complete the standard "Transfer Request" form and receive all approvals before any purchasing transaction can be undertaken.

County Administrator or Designee

3. Approves/disapproves of the purchase of goods. A copy of the written approval or denial is to be filed with the Purchasing Manager and the Finance Director.

Requesting Department

4. If approval is received, requesting department is authorized to proceed with purchase request within the limits of the approval.

#### Section Four: Emergency Purchases

For purposes of this section, an emergency is an unforeseen occurrence or combination of circumstances, which calls for immediate action that is primarily the responsibility of Rock County or is necessary to protect the County's interests. In order to qualify as an emergency, the response to the situation cannot await completion of normal procurement methods or the convening of a special meeting of the County Board, or other board with authority, to approve deviation from normal procurement methods.

In the event of an emergency, the County Administrator or designee may authorize such departure from normal procurement methods as is necessary to fulfill the County's responsibilities or to protect the County's interests under the circumstances, pending the approval of the County Board.

A written statement of the nature of the emergency and of the County responsibilities and/or County interests involved shall be presented for the consideration of the County Administrator or designee at the time authorization to depart from normal procurement methods is requested. A written record shall be made of the grounds for authorizing any departure from normal procurement methods, and the extent of the departure that is authorized.



**Section Five: Purchasing-Partial Orders & Cancellations**

Screen Needed:  
On-Line Receiving Screen

**RESPONSIBILITY**

**ACTION**

Receiving Department

1. Access the On-Line Receiving Screen of the Automated Purchasing System.

User Department

2. Monitor the status of the open Purchase Order. Note that this Purchase Order will remain open until such time as items ordered are received by the requesting department. A partial payment for goods or services received can be authorized through the user department and/or Accounting.
3. Notifies Purchasing and Accounting if they wish to cancel an order, which has the effect of voiding a Purchase Order or Requisition. ONLY Purchasing can void an outstanding Requisition or Purchase Order.

Accounting Division

4. Upon receipt of an invoice and payment voucher, processes payment using established accounting practices and approvals.

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**Section Seven: Procedure for Competitive Bids  
General Purpose of the Bidding Process**

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The largest percentage of County dollars used for purchasing goods and services are spent on contracts, which have been competitively bid.

In some instances if determined to be in the best interest of the County, the Purchasing Division may take advantage of existing contracts bid by the State of Wisconsin or other governmental entities and bypass the competitive bidding process outlined in this section of the manual. Recommendations of awards over \$10,000 require approval by the appropriate Governing Committee and the County Board.

Through the bidding process, the County accomplishes economy in our purchasing because the County awards to the lowest, most **qualified** bidder. The fulfillment of our needs is assured because we award to the responsive bidder who makes the lowest, most **qualified** bid.

Quality is controlled mostly through specifications. The concept of "**lowest, most responsible and responsive bidder**" includes an understanding of two terms: responsible and responsive.

When the term "**responsible**" is used, it refers to having the capability in all respects to perform fully the contract requirements, and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment and credit which will assure good faith performance. Bidders, who have the structure and the ability to perform as promised, and to stand behind what they deliver to the County, are responsible bidders.

When the County uses the term "**responsive**", it means a bid which conforms in all material respects to the requirements set forth in the invitation for bids is a responsive bid and the party submitting such a bid is the responsive bidder.

The following outlines five criteria for determining when a bidder is the lowest, most responsible, and responsive bidder:

- The **financial ability** to provide the services required to complete the contract.
- The **skill, judgment, experience and resources** to capably provide the services or complete the contract.
- The **necessary facilities, staff, personnel, and equipment** to complete the contract.
- The **demonstrated ability to satisfactorily perform work** in a prompt and conscientious manner.
- The **demonstrated ability to comply** in situations where the award is contingent on special considerations subject to the nature of the services or contract required.

**Section Six: Role and Responsibility of the Finance Committee  
and Purchasing Division**

The Finance Committee is a standing committee of the County Board, which, in conjunction with the County Administrator, has policy oversight responsibilities of the Purchasing Ordinance.

**Duties and Functions of the Finance Committee**

1. Review and recommend changes and amendments to the Rock County Purchasing Ordinance.
2. Establish appropriate purchasing policies, review and approve written regulations, practices and procedures to implement the provisions of the Purchasing Ordinance.
3. Periodically declare, upon the recommendation of the Finance Director or designee, that certain Rock County assets, other than real property, are declared surplus and direct their method of disposal.
4. Promote as a policy, the standardization of equipment and supplies within Rock County government.
5. Review and refer to the County Administrator or County Board any transactions which the Committee views as affecting general County policy.
6. In consultation with the Finance Director, designate decentralized buying authorities as authorized by the Purchasing Ordinance.

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**Duties and Functions of the Finance Director and Purchasing Staff**

1. Is responsible to the County Administrator for the implementation of the Purchasing Ordinance and this manual.
2. Prepare all bid specifications based on information furnished by the user department for which the purchase is to be made, insuring that the bid specifications fully describe the item or supplies to be purchased, and clearly differentiate it from similar articles or supplies.
3. Insure that written policies, administrative practices, and procedures, as may be adopted by the Finance Committee are complied with by all concerned with the regulations.
4. Maintain the fixed asset inventory as directed by the Finance Director.
5. Authorize the transfer of supplies and equipment between departments.
6. ~~Sell, trade, exchange or otherwise dispose of surplus or excess supplies, materials, and equipment as directed by the Finance Committee.~~
7. Secure and maintain dependable sources of goods and services.
8. Consolidate purchases of like or common items to obtain maximum economic benefit.
9. Know and become informed of the needs of all County departments.
10. Work with County departments to establish standardization of materials, supplies, and equipment, where practical.
11. Work with County departments to promote good will between the County and its suppliers.
12. Periodically review and recommend modifications and changes to purchasing policies, administrative procedures and practices where deemed necessary to achieve the mission of the Purchasing Division.
13. Maintain oversight over department purchase requests as they relate to need, quality, price, and conformity with County standardization practices.

**Competitive Bidding - Public Works Projects and other Purchases of Goods  
Exceeding \$10,000 in estimated value**

State Statute requires that all Public Works including any contract for construction, repair, remodeling, or improvement of any public work, building, or furnishing of supplies or materials of any kind where the estimated cost exceeds \$25,000, must be let by contract to the lowest, most responsible bidder. The only exception to this statute is if the County Board votes by a three-fourths majority to have the work done directly by the County. In that case, the work does not have to be bid. State Statute also dictates the type of public notice that shall be published to announce the solicitation of bids. Notice type is determined by estimated dollar value of the work to be performed. Rock County has established by County Ordinance a more stringent requirement that all purchases of goods, including Public Works projects, which exceed a value of \$10,000, will be competitively bid. Please note that the process for procurement of services is detailed later in this manual.

Special attention should be given to the fact that Rock County may reject any or all bids, proposals, or quotations, waive any technicality or error in the bid, proposal, or quotation or any part therein, and to accept the same or combinations, in whole or in part, whenever such waiver or acceptance is deemed to be in the best interest of Rock County.

Contracts are awarded to the lowest, most qualified, responsible and responsive bidder on the basis of the Base Bid, and full consideration of all alternatives, as may be in the best interest of Rock County. In determining the award of contract, Rock County will consider the scope of the work involved, time of delivery, competency of the Bidder, their ability to render satisfactory service, and past performance. If two or more Bidders submit identical Bids, Rock County will make award to the Bidder of its choice and such decisions will be final.

It should also be noted that this section concerning Public Work bidding procedures does not apply to highway contracts which the County Public Works Committee or County Highway Commissioner is authorized by law to let or make. Neither does it apply to the emergency repair or reconstruction of public facilities when the County Board, by resolution, determines that the public health or welfare of the County is endangered by the damage or threatened damage to such facilities.

There are a number of guidelines followed by the Purchasing Division in the competitive bidding process. These guidelines appear below.

1. To the extent practical and within the limitations of Wisconsin Statute and Rock County Ordinance, competitive sealed bidding is the primary method employed when awarding contracts.
2. Proof of Responsibility may be required of all bidders consistent with Wisconsin Statutes 66.29 (2) (3) and (4).
3. All Invitations for Bids that are issued will include specifications, and all contractual terms and conditions applicable to the procurement.
4. Adequate public notice of the Invitation for Bids in the form of a Class I notice will be given within a reasonable time prior to the date set forth for the opening of bids and in no case less than seven (7) days prior to the event.
5. Bids will be opened publicly in the presence of one or more witnesses at the time and place designated in the Invitation for Bids. The amount of each bid, and other relevant information deemed appropriate, as well as the name of each bidder shall be recorded and be open to public inspection.

6. Bids will be unconditionally accepted without alteration or correction. Bids will be evaluated based upon the requirements set forth in the Invitation for Bids. Those criteria that will affect the bid price and be considered in evaluation for award will be objectively measurable, such as discounts, transportation costs and total or life cycle costs. The Invitation for Bids will set forth the evaluation criteria to be used, such as inspection, testing, quality, workmanship, delivery and suitability for a particular purpose.
7. Correction or withdrawal of inadvertently erroneous bids before or after bids are due, bid opening, or cancellation of awards or contracts based on such mistakes may be permitted where appropriate. A bid may be withdrawn prior to opening if the bidder makes known in writing their error and the bid shall be returned to the bidder unopened. However, that same bidder may not submit a different bid on the contract unless the bid letting is re-advertised and re-let. If a mistake is discovered after the bid opening, the County, at its option may:
  - (a.) grant relief to the apparent low bidder if an individual satisfies the requirements of s. 66.29(5), Wisconsin Statutes, by allowing the party to correct the bid;
  - (b.) declare a bid bond forfeiture and sue for damages, if the apparent low bidder refuses to perform at the corrected figure or fails to meet the requirements of s. 66.29 (5), Wisconsin Statutes, which allows a correction; or
  - (c.) reject all bids and re-advertise for bids. In all cases a bidder alleging a material mistake may be permitted to withdraw a bid within twenty-four (24) hours of the bid opening if the mistake is clearly evident.
8. Contracts will be awarded with reasonable promptness by appropriate written notice to the lowest, most responsible and responsive bidder who meets the requirements and criteria set forth in the Invitation for Bids.

The following procedure details responsible parties and step-by-step detail of the bidding process:

**RESPONSIBILITY**

**ACTION**

- |                       |  |
|-----------------------|--|
| Requesting Department | 1. Preliminary scope of work or itemized listing of goods and services prepared and delivered to the Purchasing Division.  |
| Purchasing Division   | 2. Final specification of scope of work to be performed or goods and services to be provided is prepared and delivered after concurrence and approval of specification is obtained from Requesting Department. |
|                       | 3. Bidding documents prepared incorporating the scope of work to be performed or itemized listing of goods and services required.  |
|                       | 4. Invitation to Bid is placed for publication in the official newspaper of Rock County. The County will use a Class I Notice if the project estimate exceeds \$10,000.  |
|                       | 5. Bids are received by the Purchasing Division and opened at the time, date and place specified in the Invitation.  |
|                       | 6. Analysis of bids received is made and recommendation of award prepared for presentation to the appropriate governing committee.   |
| Governing Committee   | 7. Review of bids and recommendation of award is acted upon.   |
| County Board          | 8. Recommendation of award is received from the Governing Committee and either approved, modified or rejected.   |
| Purchasing Division   | 9. The successful bidder will be notified within (10) days after approval of the award. Unsuccessful bidders are also notified of their status.  |

## **Section Eight: Competitive Sealed Quotations and Proposals - In General**

Procedures vary somewhat on purchasing for goods and services contracts where the estimated costs exceed \$5,000 but are less than \$10,000. In this instance, the Purchasing Division is required to obtain at least three (3) sealed written quotations or proposals. In those instances where it may be in the best interest and substantially benefit the County, the Purchasing Division may use the bidding process if it does not create a disadvantage to the County.

In some instances, if determined to be in the best interest of the County, the Purchasing Division may take advantage of existing contracts bid by the State of Wisconsin or other governmental entities and bypass the competitive sealed quotations and proposals as outlined in this section of the manual. Recommendation of awards between \$5,000 and \$10,000 require approval of the appropriate Governing Committee.

Generally, quotations are requested when market prices of specific goods or commodities are being requested. Proposals are typically used when services, as opposed to specific goods or commodities, are being requested. The quotations or proposals are received and opened by the Purchasing Division. Contract award procedures then follow procedural steps listed above.

There are several guidelines that are applicable to the use of competitive sealed quotations or proposals that should be noted. They appear below:

1. Proposals will be solicited through a Request for Quotations or Proposals process.
2. Adequate public notice, including at least one class-one notice under Chapter 985 of the statutes, of Requests for Quotations or Proposals will be given no less than seven (7) days prior to date and time when proposals will be received.
3. No proposals or quotations will be handled in such a manner that allows for the disclosure of contents of that quotation or proposal to competing offerors during the process of evaluation.
4. Receipt of quotations or proposals will be acknowledged and a summary of Quotations or Proposals will be prepared containing the name of each offeror, the number of modifications received, if any, and a description sufficient to identify the item or service offered.
5. The Request for Quotations or Proposals will reflect any evaluation factors or criteria that have been established for use in determining the contract award.

All contracts for purchases where the estimated cost is between \$1,000 and \$5,000 require the Purchasing Division to attempt to obtain written quotations from a minimum of three (3) qualified vendors. The award of the purchase contract will be made to the lowest, most qualified responsive and responsible vendor.

Purchases with a value of \$1,000 or less may be made directly by the Purchasing Division from approved dealers or suppliers.

**Section Nine: Professional Services and Related Requests for Proposals**

Periodically, Rock County requires the assistance of outside professional individuals, groups, or organizations to complete a specific task or assignment or provide a specific product or service. Examples of such purchases include the selection of professional architects or engineers for the purpose of designing public improvements. Another example where this process is used is in the acquisition of major custom software packages and related assistance.

Rock County uses two different processes to select professional services organizations for these purposes. The particular method of selection used is determined based upon the individual circumstances associated with a given task or assignment. The first process is referred to as a **“Request for Letters of Qualification.”** This process is used in those circumstances where timing, relatively low cost of the project, other unique or special circumstances, or past involvement of professional services firms in similar projects are demonstrated to be critical to the immediate needs of Rock County. Using this process, professional services firms who have previously demonstrated a level of expertise and experience with similar projects for the County are invited to submit a Letter of Qualification stating their approach to the Scope of Work and a fee proposal. The firm selected as the service provider will be afforded the opportunity to negotiate a service contract with Rock County.

The second process for obtaining required professional services is through the use of a Qualifications Based Selection Process (QBS) which is detailed below. The (QBS) process is derived in part from the American Bar Association’s Model Procurement Code for State and Local Government. The actual purchase of services is made by contract or purchase order through the Purchasing Division. These contracts are exempt from the bidding requirements but are subject to the policies and procedures detailed below:

<u>Responsible Party</u>	<u>Action</u>
Requesting Department	1. Prepare relevant specifications, standards, and/or preliminary scope of work that describes the project and/or professional services to be provided and submit to the Purchasing Division.
Purchasing Division	2. In conjunction with the requesting department, the Purchasing Division will develop a “Schedule of Activities” which establishes the calendar or time frame for each step of the selection process, and develops evaluation criteria that will be used to evaluate respondent’s written materials as well as interview evaluation criteria. 3. A list of potential professional services providers is compiled from which “Statements of Qualifications” are requested. It should be noted that as a part of the information provided to the professional services providers is a brief statement of the basis on which their responses will be evaluated. Minimum information to be requested from potential professional services providers includes: a. Firm name, address, telephone number and contact person. b. Brief history of the firm. c. Resumes of key personnel to be assigned to the project, including any sub-consultants.



**Responsible Party**

**Action**

- |  |   |
|--|---|
| Purchasing Division                                | d. Firm's specific abilities to provide required professional services and qualifications related to project requirements.  |
|  | e. Specific knowledge and expertise related to this particular project, product or service.   |
|  | f. References, including name, contact person, address and which firm and assigned key personnel have provided similar professional services or products.   |
|  | g. A one-page statement of the firm or individuals interest in and unique qualifications for the project in question.   |
| Requesting Department                              | 4. Responses to the Request for Statement of Qualifications are evaluated and results reported to the Purchasing Division. Based upon this evaluation, a short list of providers deemed qualified is developed.   |
| Purchasing Division                                | 5. Purchasing Division contacts all respondents and advises each of their status at the conclusion of the evaluation round. A group of from three to five respondents is invited to on-site tours and interviews.   |
| Requesting Department with the Purchasing Division | 6. Interviews are conducted with the short list of respondents. It is recommended that all interviewers use a formal interview, evaluation criteria and rating system. Respondents are ranked in order and results reported to the Purchasing Division.   |
| Purchasing Division                                | 7. Top ranked respondent is notified of status invited to participate in contract negotiations and to submit a formal fee for services proposal. If a proposed contract for services is successfully negotiated, that agreement will move to step 8 below. If contract negotiations prove unsuccessful, the County will begin negotiations with the second ranked respondent. |
| Requesting Department and Corporation Counsel      | 8. Professional services agreement is negotiated with the top ranked respondent including detailed scope of services to be provided and fee for services arrangements. Note that agreement may be subject to final review by County staff before approval.  |
| Finance Director and Corporation Counsel           | 9. Review proposed agreement as to legal form and budgetary authority.  |
| Governing Committee and/or And/or County Board     | 10. Review proposed agreement and approve or deny by Resolution (if applicable).  |
| Purchasing Division or Department Director         | 11. Provide "Notice to Proceed" within ten (10) days of County Board final approval to successful respondent.   |

## Section Ten: Special Purchases and Exemptions

By Ordinance, the Finance Committee may delegate purchasing authority to entities other than the Purchasing Division. This is accomplished through the pre-approved use of "Blanket Purchase Orders." Examples of such commodities or services include authority to purchase consumable goods such as food or certain medical supplies. Purchasing authority for certain goods or services may also be specifically granted by state statute to a particular operating unit of county government. An example of this statutory authority is the County Highway Commissioner's responsibilities for highway construction contract letting.

1. Departments requiring food, medical and expendable supplies may be granted decentralized purchasing authority by the Finance Committee, in consultation with the Purchasing Division.
2. The Highway Commissioner is authorized to make purchases directly related to highway construction and maintenance in accordance with authority granted in Wisconsin statutes 83.015 (2) (b). Purchases that are not directly related to highway construction and maintenance will be made through the Purchasing Division. The Highway Commissioner may at his/her discretion, utilize the services of the Purchasing Division for any and all highway construction related purchases.
3. Purchases of materials, supplies, machinery, and equipment offered for sale by the federal government, or by any municipality may be acquired without bids with the approval of the Purchasing Division, at prices to be agreed upon between the Purchasing Division and the respective department or agency that will acquire the item in question.
4. Purchases of used vehicles and equipment, regardless of the cost, shall be made only after attempting to obtain at least three written quotes from qualified vendors. Purchases over \$5,000 require governing committee approval. Additionally, purchases over \$10,000 require the approval of the County Board.
5. The Developmental Disabilities Board as well as the departments of Human Services, Rock Haven, and Information Technology currently operates with limited exemption for selected purchases of goods and services. Please refer to Appendix A, B, and D of this manual for a discussion of the exemptions.

## Section Eleven: Disposal of Surplus Items

The Purchasing Division under the direction of the Finance Committee is responsible for the disposal of surplus items. The Purchasing Division is authorized to sell, trade, exchange or otherwise dispose of surplus or excess supplies, materials, and equipment as directed by the Finance Committee. All equipment or supplies which have become unsuitable or unnecessary to their needs, and which are not to be traded in or applied on any purchases, shall be disposed of by public auction whether on-line, at a County facility or by other means that may become available in the future.

Exceptions may be made by the Finance Committee for the sale of certain items on the open market at a minimum predetermined price to be approved by the Committee, and for items needed by any county department or municipality. Sales of items to another municipality shall be at a price approved by the Committee.

The Finance Committee may authorize the Purchasing Division to dispose of items by alternative means including but not limited to: public auctions, outside auctions, listings on the Internet, either government or private, donation to not-for-profit organizations or by other means that may become available in the future.

Surplus County property shall not be sold to any County employee, officer or agent, except through an auction, either public or on-line.

Items that are non-functioning, dangerous or damaged beyond their usefulness may be disposed of with approval of the Purchasing Manager. All such items shall be disposed of in the trash or taken to the landfill. In no event shall County employees, officers or agents be allowed to keep such items for personal use. Items that have "scrap" value may be taken to the appropriate recycling center. All funds received for scrap items shall be deposited in the appropriate general ledger account.

## Section Twelve: Definitions of Terms

1. **Actual Costs.** All direct and indirect costs, which have been incurred for services rendered, supplies delivered, or construction built, as distinguished from allowable costs only.
2. **Architect-Engineer and Land Surveying Services.** Those professional services within the scope of the practice of architecture, professional engineering, or land surveying, as defined by the laws of the State of Wisconsin.
3. **Blanket Purchase Order.** A pre-approved authorization and delegation of authority to purchase from contracts or unit price agreements which are established by the Purchasing Division on behalf of departments of County government.
4. **Brand Name or Equal Specification.** A specification limited to one or more items by manufacturers' names or catalogue numbers to describe the standard of quality, performance, and other salient characteristics needed to meet Rock County requirements, and which provides for submission of equivalent products.
5. **Brand Name Specification.** A specification limited to one or more items by manufacturers' names or catalogue numbers.
6. **Capability.** Capability to perform at the time of award of the contract.
7. **Change Order.** A written order signed and issued by the County, directing the contractor to make changes, which the contract authorizes the County to order without the consent of the Contractor.
8. **Confidential Information.** Any information which is available to an employee only because of the employee's status, as an employee of Rock County, and is not a matter of public knowledge or available to the public on request.
9. **Contract Modification (bilateral change).** Any written alteration in specifications, delivery point, rate of delivery, period of performance, price, quantity, or other provisions of any contract accomplished in the same manner of execution as the original contract.
10. **Construction.** The process of building, altering, repairing, improving or demolishing any public structure or building, or other public improvement of any kind to any public real property. It does not include the routine operation, routine repair, or routine maintenance of existing structures, buildings, or real property.
11. **Contract.** All types of County agreements, regardless of what they may be called, for the procurement of goods, services, or construction.
12. ~~**Contractor.** Any person having a contract with the County or a using agency thereof.~~
13. **Cooperative Purchasing.** Procurement conducted by, or on behalf of, more than one Public Procurement Unit, or by a Public Procurement Unit with an External Procurement Activity.
14. **Cost Data.** Factual information concerning the cost of labor, material, overhead, and other cost elements, which are expected to be incurred, or which have been actually incurred by the contractor in performing the contract.
15. **Cost Reimbursement Contract.** A contract under which a contractor is reimbursed for costs which are allowable and allocable in accordance with the contract terms and provisions of this Ordinance, and a fee or profit, if any.
16. **County Administrator.** The Chief Administrative Officer of the County appointed by the County Board of Supervisors.
17. **County Board.** The Rock County Board of Supervisors.
18. **County Employee.** An individual drawing a salary or wages from the County for work performed.
19. **Data.** Recorded information, regardless of form or characteristic.

20. **Days.** Calendar days. In computing any period of time prescribed, the day of the event from which the designated period of time begins to run shall not be included, but the last day of the period shall be included unless it is a Saturday, Sunday, or a County designated holiday, in which event the period shall run to the end of the next business day.
21. **Decentralized Buying Authority.** The authority to determine the need for and to procure goods and services including such items as food, medical or expendable supplies, in accordance with the delegation of such authority by the Finance Committee to a department other than the Purchasing Division. Such authority may only be exercised pursuant to a written purchase order issued by the Purchasing Division, which specifies the type of purchases and a designated period of time covered, by the purchase order.
22. **Decentralized Buying Authority -- Highway Commissioner.** Authority of the Highway Commissioner to make purchases directly related to highway construction and maintenance in accordance with sec. 83.015(2) (b), Wisconsin Statutes.
23. **Established Catalogue Price.** The price included in a catalogue, price list, schedule or other form that is regularly maintained by a manufacturer or contractor, is either published or otherwise available for inspection by customers.
24. **Finance/Accounting.** Refers specifically to the division of the Finance Department responsible for maintaining the County's general financial ledger and accounts payable.
25. **Finance Director.** Department Head position established by the County Board responsible for supervising, directing, and managing the purchasing and procurement activities undertaken by the County in a manner consistent with County Ordinance.
26. **Financial Interest.** Ownership of any interest or involvement in any relationship from which, or as a result of which, a person within the past year has received, or is presently or in the future entitled to receive financial compensation in any form. Ownership in part or total of any property or business. Holding a position in a business such as officer, director, trustee, partner, employee, or the like, or holding any position of management.
27. **FOB Destination (Freight prepaid).** Seller pays the freight charge and owns the goods in transit. Title passes to the buyer upon delivery.
28. **FOB Origin (Freight collected).** Title passes to buyer at seller's plant or warehouse. Buyer owns goods in transit and pays freight charges.
29. **General or Prime Contractor.** A person who has a contract directly with Rock County to build, alter, repair, improve, or demolish any public structure or building, or other real public improvements of any kind to any public real property.
30. **Interested Party.** ~~An actual or prospective bidder, offeror, or contractor that may be aggrieved by the solicitation or award of a contract, or by a protest of the solicitation or award.~~
31. **Invitation for Bids or Quotations.** All documents, whether attached or incorporated by reference, utilized for soliciting sealed bids or quotations.
32. **Official Newspaper.** The newspaper authorized by the County Board for publication of all legal County notifications.
33. **Person.** Any business, individual, union, committee, club, other organization, or group of individuals.
34. **Practical.** Denotes what is capable of being accomplished or put into practical application. The terms "practical" and "practicable" are to be considered to have the same meaning.
35. **Procurement.** The buying, purchasing, renting, leasing, or otherwise acquiring of any goods, services or construction. It also includes all functions that pertain to the obtaining of any supply, service, or construction, including descriptions of requirements, selection, and solicitation or sources, preparation and award of contract, and all phases of contract administration.
36. **Procurement Officer.** Any person duly authorized to enter into and administer contracts and make written determinations with respect thereto.

37. **Purchase Description.** The words used in a solicitation to describe the supplies, services, or construction to be purchased, and includes specifications attached to, or made a part of, the solicitation.
38. **Purchase Order.** A legally binding agreement between a willing buyer and a willing seller containing negotiated terms and conditions by which goods and /or services are obtained.
39. **Purchase Request.** That document whereby a using agency requests that a contract be entered into for a specified need, and may include, but is not limited to, the technical description of the requested item, delivery schedule, transportation, criteria for evaluation, suggested sources of supply, and information supplied for the making of any written determination required by the Purchasing Ordinance.
40. **Purchasing Division.** An organizational division of the Finance Department, accountable to the Finance Director, responsible for the day to day procurement of goods and services consistent with County Ordinance, regulations, or directives.
41. **Purchasing Manager.** Senior position reporting to the Finance Director with responsibility to supervise and direct the staff and activities of the Purchasing Division.
42. **Qualified Bidder.** A bidder who has provided proof in a form specified by the County of that bidder's financial ability, equipment and experience in the work prescribed and other related factors and has been declared by Rock County as being qualified.
43. **Quotation.** A statement of the market price of one or more commodities; or the price specified to a representative of the County.
44. **Regulation.** A governmental body's statement, having general or particular applicability and future effect, designed to implement, interpret, or prescribe law or policy, or describing organization, procedure, or practice requirements, which has been promulgated in accordance with County Ordinance.
45. **Requisition.** A demand that particular goods or services be obtained by the Purchasing Division on behalf of the requesting department or agency.
46. **Requests for Proposals (RFP).** All documents, whether attached or incorporated by reference, utilized in soliciting proposals.
47. **Requests for Quotations (RFQ).** All documents, whether attached or incorporated by reference, utilized in soliciting quotations primarily for goods or commodities.
48. **Responsible Bidder or Offeror.** A person presently having the capability in all respects to perform fully the contract requirements, and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment, and credit which will assure good faith performance.
49. **Responsive Bidder.** A person who has submitted a bid which conforms in all material respects to the requirements set forth in the Invitation to Bids.
50. **Senior Buyer.** Representative of the Purchasing Division who functions as a Procurement Officer under the supervision of the Purchasing Manager.
51. **Services.** The furnishing of labor, time or effort pursuant to a contract. This term shall not include employment agreements or collective bargaining agreements.
52. **Shall.** Denotes mandatory or required.
53. **Specification.** Any description of the physical or functional characteristics or of the nature of a supply, service, or construction item. It may include a description of any requirements for inspecting, testing, or preparing of goods, service or construction item for delivery.
54. **Suppliers.** Prospective bidders or offerors.
55. **Surplus.** Any County asset no longer having any use to Rock County.

**Section Thirteen - General Conditions**

**Application**

The following statements reflect general County policies concerning the letting of County contracts. All notices of solicitations for bids or proposals shall contain a provision substantially addressing the subject matter of paragraphs 1 through 4 below. Unless a standard form issued by the Purchasing Division is used, or the Rock County Corporation Counsel approves alternative language, the language used in this section shall be employed.

Insofar as it is practical to do so, unless it is clear that the provision is not applicable, all County contracts shall contain provisions substantially identical to those contained in paragraph 5, and following below, to provide a definite statement of the general rights and responsibilities of parties to the contract which is consistent with general County policies. The Rock County Corporation Counsel may approve individual contracts which do not contain such provisions, or which contain additional or different language affecting such general conditions, as appears appropriate to the particular circumstances associated with the contract.

1. **Acceptance/Rejection.** Rock County reserves the right to accept or reject any or all quotations, proposals or bids, and to waive technicalities or errors in whole or in part thereof deemed to be in the best interest of Rock County.
2. **Deviation and Exceptions.** Deviations and exceptions from terms, conditions, or specifications will be described fully under the bidder's letterhead, signed, and attached to the Invitation to Bid. In the absence of such statements, the bid will be accepted as in strict compliance with all terms, conditions, and specifications and the bidder shall be held liable.
3. **Quantities.** Quantities shown within an Invitation to Bid are based upon estimated needs. The County reserves the right to increase or decrease quantities to meet actual needs or availability of funds.
4. **Substitutions.** When substitutions are bid, they must be identified by manufacturer, stock number, and other descriptive information to establish equivalencies. Rock County shall be the sole judge of equivalency.
5. **Non - Discrimination / Affirmative Action.** Rock County is committed to equal employment opportunity and is obligated not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age or physical or mental handicap or military service as defined in §111.355(1), Wis. Stats. in regard to any position for which qualified. Further, you are advised that as a contractor, sub-contractor, vendor or lessee of Rock County, you may be subject to Executive Order 11246, as amended, and Section 503 of the Rehabilitation Act, as amended. If covered, acceptance of any contract or purchase order will constitute your agreement that you will not discriminate against any employee or applicant for national origin, age or physical or mental handicap in regard to any position for which qualified; and that you will comply with other specific requirements of these laws. In the event of non-compliance with the non-discrimination clause, any purchase order or contract may be canceled, terminated, or suspended in part or in whole, and you may be declared ineligible for further contracts or purchase orders.
6. **Applicable Law:** All contracts are governed under the laws of the State of Wisconsin and are made at Rock County, Wisconsin, and venue for any legal action to enforce the terms of the agreement will be in Rock County Circuit Court.

7. **Assignment.** No right or duty in whole or in part by the contractor under any purchasing contract may be assigned or delegated without the written consent of Rock County.
8. **Cancellation.** Rock County reserves the right to cancel a purchasing contract in whole or in part without penalty due to the non-appropriation of funds or for failure of the contractor to comply with terms, conditions, and specifications of the contract. Any dispute arising as to quality and quantity is subject to arbitration as provided in Chapter 788, Wisconsin Statutes.
9. **Delivery.** Delivery shall be F.O.B. destination unless otherwise specified. Deliveries are accepted between 8:00 AM & 11:00 AM and 1:00 PM & 3:00 PM. No deliveries are accepted on off-hours or on Saturday, Sunday, or Holidays.
10. **Entire Agreement.** The terms and conditions contained in this contract, and such attachments and/or appendices as may be expressly incorporated, constitute the entire agreement between the parties.
11. **Guaranteed Delivery.** Failure of the contractor to adhere to the delivery schedule that is specified or to promptly replace rejected materials renders the contractor liable for all costs in excess of contract price if alternate procurement is necessary. Excess costs include administrative costs.
12. **Insurance Responsibility.** The contractor to perform services for the County of Rock shall indemnify, hold harmless, and defend Rock County, its officers, agents, and employees from any and all liability including claims, demands, losses, costs, damages and expenses of any kind and description or damage to persons or property arising out of or in connection with or occurring during the course of any agreement between the contractor and Rock County where such liability is founded upon or grows out of the acts or omissions of any agents or employees of the contractor. The contractor further agrees that in order to protect itself and Rock County, it will at all times during the term of any agreement with Rock County keep in force and effect worker's compensation, comprehensive general, and auto liability insurance policies issued by a company or companies authorized to do business in the State of Wisconsin with limits of not less than:

Personal and bodily injury:	Per Person:	\$ 1,000,000
	Per Accident:	\$ 2,000,000
Property damage:	Each Occurrence:	\$ 500,000
	Aggregate:	\$ 500,000

Coverage shall apply as primary with County named as an added insured. Contractor shall furnish satisfactory proof of insurance to County prior to the date of any Contract Execution, or commencing work for the County.

13. **Invoicing.** Purchase Orders will be individually invoiced in accordance with the instructions contained on the purchase order or contract. Purchase Order number must appear on all invoices. Invoices and proof of delivery or performance (Itemized signed packing slip, etc.) are to be mailed or delivered to the billing address denoted on the Purchase Order.
14. **Payment Terms and Instructions.** Payment terms and instructions are detailed on the Purchase Order. By supplying the item, material or services, the vendor agrees not to charge any interest assessment for bills paid by the County within 60 days of acceptance of the goods or services or receipt of a properly completed invoice, whichever date is later.
15. **Ordering.** Purchase orders will be placed directly to the contractor by authorized representatives of Rock County. Purchase Orders are not valid unless signed by the Senior Buyer or Purchasing Manager.



16. **Patents.** By accepting a contract or purchase order from Rock County, the vendor or contractor guarantees that the sale or use of the items or goods being provided will not infringe any United States patent, and covenants that it will at its own expense defend every suit which may be brought against Rock County, (provided that such party is promptly notified of such suit, and all papers therein are delivered to it) for any alleged infringement of any patent by reason of the sale or use of such article or articles, and agrees that it will pay all costs, damages and profits recoverable in such suit. The party selling to Rock County guarantees that the items or goods being provided were manufactured in accordance with applicable federal labor laws.
17. **Quality Level.** Unless otherwise indicated in the Invitation to Bid, all materials shall be first quality. Items which are used, obsolete, or which have been discontinued are unacceptable without prior written approval by Rock County.
18. **Safety Requirements.** Materials, equipment and supplies provided to the County must comply fully with all safety requirements that are set forth by the Wisconsin Administrative Code, Rules of the Industrial Commission on Safety, and all applicable OSHA standards. When furnishing toxic or hazardous materials as defined in sub-part "Z" of the U. S. Occupational Safety and Health Standards, the contractor must furnish OSHA Form 20, "Material Safety and Data Sheet", for each item provided. Further, during the course of performing the service necessary to satisfy the requirements of any Invitation to Bid, the contractor is fully liable for public and private protection while work is in progress or at any site exposed as a potential hazard. Contractor must provide warning devices and/or signs, which must be prominently installed and displayed, and be fully in compliance with safety regulations.
19. **Taxes.** Rock County is exempt from the payment of all federal excise taxes, registration no. 41407 (For tax-free transactions under Chapter 32 of the Internal Revenue Code. The certificate of exemption is on file with the District Attorney, U. S. Treasury Department, Internal Revenue Service, Milwaukee, Wisconsin). Rock County is exempt from Wisconsin State and Local taxes on its purchases except Wisconsin excise tax as the Wisconsin Department of Revenue does not issue state exempt numbers to Counties per Wisconsin Statute 77.54 (9) (a). Contractors performing construction activities are required to pay state user tax on the cost of materials which they purchase. Rock County is required to pay an excise tax on Wisconsin beer, liquor, wine, cigarettes, tobacco products, motor vehicle fuel engine oil and aviation fuel.
20. **Warranty.** ~~Unless otherwise specifically stated by the bidder, equipment purchases as a result of a request for bid shall be warranted against defects by the bidder for 90 days from date of receipt.~~ The equipment manufacturer's standard warranty shall apply and the minimum must be honored by the contractor.

## **APPENDIX A: Rock Haven Purchasing Policies and Procedures**

Rock Haven  
3400 N. County Highway F  
Janesville, Wisconsin  
Attention: Materials Management Department  
608.757.5000

### **Scope**

The purpose of this section of the manual is to outline the purchasing policies, practices and procedures used by Rock Haven. This section is not intended to replace the detailed manual of purchasing practices and procedures maintained by Rock Haven Materials Management Department.

Be aware, that nothing contained in this section of the manual is intended to create any rights or remedies by third parties against the County of Rock. It is solely intended to be used as a general guide.

Should you have specific questions related to doing business with Rock Haven Materials Management Division, you should consult with the Materials Manager who can be reached at 608.757.5000. You may also wish to contact the Purchasing Division at 608.757.5517. Either entity will be able to address your specific questions.

### **Authority**

1. Rock Haven is subject to all provisions of the Rock County Purchasing Ordinance. For example, Rock Haven practices related to the use of verbal quotations, sealed quotations or proposals, and bidding must comply with the requirements of the ordinance and parallel the processes outlined in the first sections of this manual.
2. As provided for within the Ordinance, Rock Haven has received a decentralized purchasing authorization which allows the department to make certain purchases of goods and services using the services of its in-house Materials Management section. ~~Vendors please take special note. If you wish to do business with Rock Haven you need to be aware that there~~ are (2) two separate points of entry into Rock County government. One is through the Materials Management Department at Rock Haven. The second through the Purchasing Division. If as a vendor you supply office supplies, furniture, fixtures, and related materials, your point of entry is through the Purchasing Division. Purchasing staff should also be your first contact for capital assets. For Rock Haven, a capital asset is any item which has a life expectancy of two (2) years or more and a value exceeding \$1,000. Vendors providing any other commodities or services may contact the Materials Management staff at Rock Haven directly.
3. When Rock Haven issues Requests for Qualifications or Proposals for client specific professional services, they will inform the Purchasing Division. The process of soliciting Requests for Qualifications and Proposals as outlined in the Rock County Purchasing Policies and Procedures Manual will be used when applicable.

**APPENDIX B: Developmental Disabilities Board and Human Services Department  
Purchase of Services Contracting and Related Matters**

**Rock County Human Services Department  
2nd Floor - Health Care Center  
3530 North County Trunk F  
P. O. Box 1649  
Janesville, Wisconsin 53547**

**Rock Co. Developmental Disabilities  
Rock County Complex  
3530 North County Trunk F  
Janesville, Wisconsin 53547**

**Contracting Contact:**

**Human Services Department  
Administrative Services Manager - Prof. Service Contracts  
608.757.5204**

**Developmental Disabilities  
Director 608.757.5050**

**Scope**

The purpose of this section of the manual is to outline the purchasing policies, practices and procedures used by the Developmental Disabilities Board and the Human Services Department where they may differ from the Purchasing Division countywide standard.

**Authority**

1. The Developmental Disabilities Board and the Human Services Department are subject to the provisions of the Rock County Purchasing Ordinance. Additionally, the departments comply with the Wisconsin Department of Health and Family Services Allowable Cost Policy. A copy of the Allowable Cost Policy is available through the Office of the Director of the Developmental Disabilities Board and the Department of Human Services Administrative Services Manager.
2. As provided for within the Purchasing Ordinance, the Developmental Disabilities Board and the Human Services Department have received a decentralized purchasing authorization which allows the department to make certain purchases of services using their in-house staff capacity.
3. ~~In practice, this decentralized purchasing authority is limited to the practice of obtaining specialized Human Services professional services and related goods. On an annual basis, the departments manage approximately two hundred Purchase of Service contracts. Examples of the types of contracts for services include physician medical services, group homes for children and adults, respite care, psychological assessment services, training, medical laboratory services, in-home support services such as cleaning/chore services, meal preparation and visiting nursing services.~~
4. Where possible and practical, the departments will use the Wisconsin Department of Health and Social Services Purchase of Services Model Contract language and the standard form of agreement between the County and provider agencies or individuals. Copies of this standard form of agreement are available through the Director of the Developmental Disabilities Board or the Department of Human Services Administrative Services Manager.
5. Inquiries concerning a particular Purchase of Service contract currently in effect or for current solicitations should be directed to the Director of the Developmental Disabilities Board at 608.757.5050 or the Human Services Department Administrative Services Manager for Contracts at 608.757.5204.

## APPENDIX C: Rock County Department of Public Works

Airport Division 4004 S. Oakhill - Janesville 608.757.5768  
Highway Division 3715 Newville Road - Janesville 608.757.5450  
Parks Division 3715 Newville Road - Janesville 608.757.5451  
Purchasing/Contracting Contact: Public Works Director 608.757.5450

### Scope

The purpose of this section of the manual is to outline the purchasing policies, practices and procedures used by the Public Works Department where they may differ from the Purchasing Division's countywide standard.

### Authority

1. The Rock County Public Works Department is subject to the provisions of the Rock County Purchasing Ordinance.
2. As provided for within the Rock County Purchasing Ordinance and Wisconsin State Statute, the Public Works Department has received an authorization that allows the department to make certain purchases of goods and services using the services of its in-house staffing. With this status, they are the only department of county government except for the Purchasing Division to have the authority to issue Rock County Purchase Orders directly.
3. Wisconsin Statutes s. 83.015(2) (b) authorizes the Highway Commissioner to make purchases directly related to highway construction and maintenance without participating in the Purchasing Division's central purchasing system. In practice, the Public Works department exercises decentralized purchasing authority for all goods and services except for office supplies, furniture, office equipment and associated maintenance agreements, and related materials that are obtained through the General Services store or the Purchasing Division.
4. In normal practice, the Public Works Department will comply with Sections Seven and Eight of this manual. However, the department reserves the right to bypass these procedures under extreme situations such as weather related emergencies. Extreme situations include, but may not be limited to, the need for repairs to construction or maintenance vehicles. Reasons for purchases made in these situations will be documented and reviewed by the Public Works Committee.
5. Professional services selection for road and bridge improvement is accomplished in accordance with the Wisconsin Department of Transportation Facilities Development Manual. The standard form of contract used for these projects is the Wisconsin Department of Transportation Three Party Agreement for Construction and Maintenance Projects. These contracts are not subject to the standard Rock County contract review process. These contracts are reviewed and approved by the Public Works Committee.

6. All major construction and maintenance projects are subject to the Wisconsin Department of Transportation Standard Specifications for Road and Bridge Construction, and are publicly bid. Projects involving Federal Transportation Aid are administered by the Wisconsin Department of Transportation, and all contract documents, advertisement of bids, bid openings and letting are completed in accordance with the Wisconsin Department of Transportation Facilities Development Manual. Projects using local funds are administered by the Public Works Department. Bid announcements are advertised in major trade publications and the official newspapers of Rock County.
7. Annual bid lettings are scheduled for maintenance related commodities such as asphalt, asphaltic emulsions, and de-icing salt. Bid announcements are advertised in major trade publications and the official newspaper of Rock County.
8. Annual quotations are obtained for gravel, concrete, and sand. Vendors are required to guarantee prices for the calendar year. Maximum quantities are not specified, however vendors are required to maintain an available stockpile in their inventory for purchase in bulk throughout the year.
9. The department routinely solicits vendors for price quotations for gasoline, bulk oil, solvents, hand tools, batteries, windshields, miscellaneous oil and air filters and related vehicle parts and accessories. Vendors are invited to contact the Shop Superintendent at 757.5463 to request being added to the vendors list.

**APPENDIX D: Information Technology Purchasing Policies and Procedures**

Rock County Information Technology  
3530 N. County Highway F  
Janesville, Wisconsin

Attention: Director  
608.757.5040

**Scope**

The purpose of this section of the manual is to outline the purchasing policies, practices and procedures used by Information Technology where they may differ from the Purchasing Division's countywide standard.

**Authority**

1. Information Technology is subject to the provisions of the Rock County Purchasing Ordinance.
2. As provided for within the Purchasing Ordinance, Information Technology has received a decentralized purchasing authorization which allows the department to make certain purchases using their in-house staff capacity.
3. This decentralized purchasing authority is limited to purchases of an immediate need up to \$5,000 in unit cost value Information Technology is to follow the procedures set forth in the Purchasing Policies and Procedures manual for obtaining quotes and is to provide the Purchasing Division with copies of such quotes.
4. In all instances where Information Technology is preparing Requests for Proposals or Requests for Qualifications, the department will consult with the Purchasing Division to insure technical compliance with procurement requirements. The Purchasing Division will then issue the RFP/RFQ, when technical compliance with Section IX, Professional Services and related Requests for Proposals is assured. Information Technology may utilize the services of the Purchasing Division staff resources in all other instances where it is shown to be advantageous to the County

**ROCK COUNTY HUMAN SERVICES DEPARTMENT  
DIRECTOR'S REPORT  
Wednesday, November 12, 2014**

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**HSD MANAGEMENT TEAM MEETING – October 21, 2014**

CALL TO ORDER

AGENDA ADDITIONS

MINUTE MODIFICATIONS

DIVISION MANAGER CHECK-IN

ASSIGNMENTS

ISSUES FOR DISCUSSION AND RESOLUTION

- **Budget**
- **Workgroup Updates**
- **Praise and Recognition**
- **Gazette Online**
- **Mandatory Training List**
- **Work on Weekends**
- **Code of Conduct**
- **Payroll Forms**
- **Late Timesheets**
- **Bed Bugs**
- **MH Intake and Access Unit**
- **Employee Recognition**
- **Air Quality Issue**
- **November 12<sup>th</sup> Safety Training**

INFORMATION ITEMS

**HSD Board Agenda**

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**HSD MANAGEMENT TEAM MEETING – November 4, 2014**

Meeting Cancelled.

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