

GENERAL SERVICES COMMITTEE
Minutes – February 2, 2016

Call to Order. Chair Brill called the meeting of the General Services Committee to order at 8:00 A.M., Tuesday, February 2, 2016 in Conference Room N-1, Rock County Courthouse East.

Committee Members Present: Supervisors Brill, Heidenreich, Nash, Zajac and Brien (at 8:06 A.M.).

Committee Members Absent: None.

Staff Members Present: Rob Leu, General Services Director; Jodi Millis, Purchasing Manager.

Others Present: Kristin Fillhouer, Associate Dean for Student Affairs and Mike Connor, Building and Maintenance Superintendent, UW Rock County.

Approval of Agenda: Chair Brill said item #6 will be tabled to the next meeting and adding a transfer. Supervisor Zajac moved approval of the agenda with these changes, second by Supervisor Heidenreich. ADOPTED.

Citizen Participation. Ms. Fillhouer introduced herself to the Committee.

Supervisor Nash asked about the status of the dorm. Ms. Fillhouer said the foundation board will be meeting in early March and should have more information after that meeting.

Approval of Minutes. Supervisor Brien moved approval of the minutes of January 5, 2016 as presented, second by Supervisor Heidenreich. ADOPTED.

Transfers and Appropriations - 2015.

<u>FROM</u>		<u>TO</u>	
<u>Account #</u>	<u>Amount</u>	<u>Account #</u>	<u>Amount</u>
18-1810-0000-62203	\$29,000	18-1810-0000-63500	\$31,000
Natural Gas		R&M Supplies	
18-1810-0000-62461	2,000	18-1810-0000-62160	11,600
Elevator Repairs		Cleaning	
18-1810-0000-62400	10,000		
Repair and Maintenance Services			
18-1810-0000-62112	1,600		
Security Services			

Supervisor Heidenreich moved approval of the above Transfers and Appropriations for the General Services Committee, second by Supervisor Zajac. ADOPTED.

Bills/Encumbrances - 2015

Purchasing Inventory and Postage Meter	\$	4,044.77
General Services		2,819.45
Youth Services Center		334.67
Jail Capital Improvements		3,538.00

Courthouse Facility	1,160.00
HCC Complex	42,365.25
Courthouse Security System	5,078.00

Bills/Encumbrances - 2016

General Services	\$ 14,022.50
Glen Oaks Facility Operation	213.04
Youth Services Center	180.00
Communications Center Operations	66.06
Diversion / ASC	2,119.49
Jail	12,523.86
UW Rock County	5,941.65
Job Center	24.64
HCC Building Complex	835.28

Pre-Approved Encumbrance Amendments None.

Supervisor Heidenreich moved approval of the above Bills/Encumbrances and Pre-Approved Encumbrances for the General Services Committee, second by Supervisor Zajac. ADOPTED.

Semi-Annual Report – Attendance at conventions / Conferences. The Committee accepted the report.

Resolutions.

Retaining Engineering Firm to Prepare Plans and Specifications for Various Roof Replacement Projects

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this ____ day of _____, 2016, that SRI Engineering be retained to prepare roof replacement plans/specifications, with construction phase services, in the amounts noted below, and design contingencies to cover additional project related expenses:

- 1955 Courthouse North/South Wing - \$8,225.00 Design Contingency \$1,000
- Health Care Center East Wing - \$3,750.00 Design Contingency \$500
- Records Building - \$2,150.00 Design Contingency \$500
- Youth Services Center - \$10,800.00 Design Contingency \$1,000

BE IT FURTHER RESOLVED that payments be made to the vendor upon approval of the General Services Committee.”

Supervisor Heidenreich moved approval of the above resolution, second by Chair Brill. ADOPTED.

Retaining Engineering Firm to Prepare Plans and Specifications for Parking Lot and Sidewalk Replacement Projects

“NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors duly assembled this _____ day of _____, 2016, that Batterman Engineering of Beloit, be retained to prepare plans/specifications, with construction phase services, in the amounts noted below, and design contingencies to cover additional project related expenses:

911 Parking Lot - \$7,620.00 Design Contingency \$750
UW Rock Student Parking Lot - \$30,710.00 Design Contingency \$2,000
Glen Oaks Building Sidewalk - \$1,860.00 Design Contingency \$500
Job Center Sidewalks - \$4,040.00 Design Contingency \$500

BE IT FURTHER RESOLVED that payments be made to the vendor upon approval of the General Services Committee.”

Supervisor Heidenreich moved approval of the above resolution, second by Supervisor Zajac.

Supervisor Heidenreich asked if this project would interfere with the security project at UW Rock County. Mr. Leu said it would not.

ADOPTED.

Updates and Action.

Courthouse Windows Mr. Leu handed out an update report (attached) on the project and went over it. Supervisor Heidenreich asked what the amount was to bid out the project from scratch. Mr. Leu said the current estimate is \$411,960.

The Committee said they would like to have the questions answered and options for the second meeting in February and make a decision on the project the first meeting in March. They said they would like to have this project taken care of before the committee reorganization in April so a new committee would not have to start over with the project.

Maintenance Garage - Change Orders Mr. Leu went over the change orders: 1) Change Proposal #3 – a credit of \$475 for various small changes the electrical contractor proposed to correct some switching deficiencies; 2) Change Proposal #4 - \$1,435 to accommodate the tracks for four low headroom doors.

Supervisor Zajac move approval of the two change orders totaling \$960, second by Supervisor Brien. ADOPTED.

Courthouse Tower Mr. Leu handed out an update report (attached) on the list of six items to improve the bid package for demolition of the tower at a cost of \$8,250.

Supervisor Zajac asked if this was in addition to the original information. Mr. Leu replied that this is an expansion to the original.

Supervisor Heidenreich moved to act on SRI’s proposal at a cost of \$8,250, second by Supervisor Zajac. ADOPTED.

Communications, Announcements and Information. Ms. Fillhouer told the Committee, that with the regionalization, Mr. Connor's position will be restructured, renamed and that Mr. Connor will not be moving ahead. She thanked Mr. Connor for all he has done for UW Rock County.

Mr. Leu said that he had attended a meeting at UW Rock County the prior day regarding the upcoming projects, that Mr. Connor has been very helpful in the security and air handler projects, and that the UW is considering keeping Mr. Connor on for these projects.

Chair Brill told Mr. Leu there seems to be some problems with the lobby elevator on the second floor that it is not working properly.

Adjournment. Supervisor Heidenreich moved adjournment at 8:45 A.M., second by Supervisor Nash. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.

Rock County, Wisconsin

51 South Main Street
Janesville, WI 53545



General Services

- Facilities Management
- Maintenance
- Duplicating

(608)757-5518

To: The General Services Committee
Fr: Rob, GS Director
Date: 2/2/16
Re: Agendized Project Updates.

Item 9 A – Courthouse Windows

I'm waiting for a response from Luick's (the original installer of our windows) on a number of questions. I asked:

- What would be the value of 629 panes of glass, to compare with Alcoa's cash offer of \$40,792.94? (At some point Kawneer will need to confirm the number of windows they would be reimbursing us for.)
- What are the pros and cons of accepting the glass versus the cash?
- If we bid out all new windows and frames, how would different manufacturers react to having to use 629 panes of glass from Kawneer?
- How would bidders deal with the need for 300 additional panes?
- How would warranties work?

I also asked Angus Young for a proposal for design services needed to bid out new windows. Some of the original specifications could be reused. I've been answering their questions and they indicated they will get back to me.

Item 9 B – Maintenance Garage/Change Orders

Info is attached to the agenda.

Item 9 C – Courthouse Tower

I sent a letter to SRI Engineering outlining the changes that need to be made to improve the bid package for demolition of the tower. Tony Whittington responded that they are on the same page regarding making these changes. Specifically:

- 1 - Consult with Corporation Council whether our insurance limits are sufficient.
- 2 - Have bidders complete the expanded pre-qualification form we used on the Jail roofing project. Using this qualification process requires Committee approval on a case by case basis.
- 3 - In addition to their lump sum bid, we will ask for a detailed cost breakdown.
- 4 - Require that bidders submit their *Means and Methods* in detail to deconstruct the tower.
- 5 - Have contractors provide a written safety and execution plan for review, discussion and approval. Qualified contractors will already have this in place.
- 6 - Hold an onsite visit to discuss their timing, *Means and Methods*.

SRI submitted a cost of \$8,250 for this additional work.
(Their cost to prepare the plans and specs for the first go-around was \$18,200.00)

Up for discussion is what must be submitted on bid day, versus items that the apparent low bidder could submit after bid opening.

One option may be to require that contractors submit the pre-qualification form with their lump sum bid. Then have the apparent lowest, pre-qualified bidder submit the information under items 3, 4, 5, & 6. If they pass muster, then we award the contract. We don't want to scare bidders away with all the info we're requiring.

Committee can choose to act on SRI's proposal for \$8,250.00 today, or it can be discussed and acted on at the February 16th Committee meeting.