

Rock County, Wisconsin

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



General Services

-Facilities Management
-Maintenance
-Duplicating
-Central Stores

**GENERAL SERVICES COMMITTEE
TUESDAY, JULY 7, 2015 – 8:00 A.M.
CONFERENCE ROOM N-1 – FIFTH FLOOR
ROCK COUNTY COURTHOUSE-EAST**

Agenda

1. Call to Order and Approve Agenda
2. Citizen Participation
3. Approval of Minutes – May 19, 2015
4. Transfers and Appropriations
5. Bills/Encumbrances/Pre-Approved Encumbrance Amendments
6. Resolutions
 - A. Recognizing Mary Puckett
 - B. Awarding Bid for Aerial Work Platform at the Jail
 - C. Awarding Bid for Courthouse Masonry Repairs
7. Communications, Announcements and Information
8. Adjournment

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

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
18-1815-0000-62160	CLEANING CONTRAC	P1500605	05/25/2015	DIVERSIFIED BUILDING MAINTENAN	296.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	94,038.00	40,496.50	55,037.50	296.00	(1,792.00)
18-1815-0000-62400	R & M SERV				
	P1500219	05/27/2015	JOHNSON CONTROLS INC	269.02	
	P1500222	05/29/2015	PORTERS LAWN AND POWER EQUIPM	182.60	
	P1500223	06/29/2015	R E MICHEL COMPANY	163.63	
	P1502104	06/17/2015	JOHNSON CONTROLS INC	3,491.60	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	96,500.00	73,865.14	1,216.80	4,106.85	17,311.21
18-1815-0000-63500	R&M SUPPLIES				
	P1500215	05/31/2015	AIRGAS NORTH CENTRAL	105.02	
	P1500221	06/26/2015	NAPA AUTO PARTS	15.92	
	P1500225	06/16/2015	STAPLES ADVANTAGE	2,346.38	
	P1500242	05/22/2015	HOH WATER TECHNOLOGY INC	1,315.97	
	P1500243	06/15/2015	HARRIS ACE HARDWARE	6.49	
	P1500245	06/09/2015	HOME DEPOT/GECF	106.79	
	P1500252	06/12/2015	MC MASTER-CARR SUPPLY COMPANY	175.33	
	P1500253	05/29/2015	MENARDS	169.60	
	P1502136	06/08/2015	NIEMAN CENTRAL WISCONSIN ROOFI	590.00	
	P1502333	06/12/2015	MERCY HEALTH SYSTEM	1,489.85	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	50,000.00	8,348.80	3,771.60	6,321.35	31,558.25
18-1815-0000-64200	TRAINING EXP				
	P1502093	06/22/2015	WESTPHAL AND COMPANY INC	750.00	
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	5,150.00	1,582.00	110.00	750.00	2,708.00
HCC BUILDING COMPLEX PROG TOTAL				11,474.20	

I have examined the preceding bills and encumbrances in the total amount of **\$11,474.20**

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: **JUL 07 2015**

Dept Head _____

Committee Chair _____

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
00-0000-0001-17100	POSTAGE METER CH	P1500521	06/03/2015	UNITED MAILING SERVICES INC	438.83
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	0.00	55,026.31	100,000.00	438.83	(155,465.14)
GENERAL FUND PROG TOTAL				438.83	

I have examined the preceding bills and encumbrances in the total amount of **\$438.83**

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: **JUL 0 7 2015**

Dept Head _____

Committee Chair _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
18-1810-0000-62400	R & M SERV	P1500462	06/09/2015	ARAMARK UNIFORM SERVICES INC	184.44
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	133,000.00	67,015.83	47,428.25	184.44	18,371.48
18-1810-0000-62461	ELEVATOR	P1500518	06/11/2015	STATE OF WISCONSIN	150.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	55,000.00	22,828.51	18,330.00	150.00	13,691.49
18-1810-0000-63500	R&M SUPPLIES	P1500461	06/16/2015	AARONS LOCK AND SAFE INC	23.46
		P1500469	06/12/2015	CONGRESS GLASS INC	335.25
		P1500476	06/08/2015	ENERGETICS INC	15.95
		P1500489	06/16/2015	GRAINGER	162.80
		P1500494	06/02/2015	JACK AND DICKS FEED AND GARDEN	1,150.74
		P1500495	06/11/2015	JANESVILLE ELECTRIC MOTOR CORP	336.41
		P1500499	06/19/2015	JOHNSON TRACTOR INC	34.95
		P1500500	06/15/2015	JOHNSTONE SUPPLY	294.76
		P1500504	06/04/2015	MENARDS	11.94
		P1500509	05/31/2015	PIEPER ELECTRIC INC	183.90
		P1500511	06/12/2015	PUR CHEM LLC	5,016.00
		P1500512	06/08/2015	QUALITY DOOR LLC	304.00
		P1500517	06/10/2015	SGTS INC	1,315.52
		P1500853	06/05/2015	NEWARK ELECTRONICS	375.23
		P1501781	05/26/2015	COLLINS SANITARY	210.00
		P1502223	05/20/2015	SULLIVAN SIGNS INC	465.00
		P1502245	06/12/2015	CARROT TOP INDUSTRIES INC	391.73
		P1502315	06/08/2015	NIEMAN CENTRAL WISCONSIN ROOFI	475.00
		P1502339	06/18/2015	GRAINGER	1,096.90
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	234,759.00	84,632.14	20,419.45	12,199.54	117,507.87
GENERAL SERVICES PROG TOTAL					12,533.98
18-1811-0000-62400	R & M SERV	P1500462	06/09/2015	ARAMARK UNIFORM SERVICES INC	32.88
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	39,500.00	1,136.03	1,012.00	32.88	37,319.09
18-1811-0000-63500	R&M SUPPLIES	P1500461	06/03/2015	AARONS LOCK AND SAFE INC	16.50
		P1500477	06/02/2015	FASTENAL COMPANY	7.28
		P1500494	06/01/2015	JACK AND DICKS FEED AND GARDEN	0.00
		P1500515	06/04/2015	SHERWIN WILLIAMS	189.53
		P1502147	06/01/2015	MULROONEY MOVING AND STORAGE	575.00

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	20,000.00	3,862.72	2,235.33	788.31	13,113.64
18-1811-0000-67200	CAPITAL IMPROV				
		P1501757	06/03/2015	HALVERSON CARPET CENTER LTD	18,764.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	59,828.00	0.00	0.00	18,764.00	41,064.00
GLEN OAKS FACILITY OPERATION PROG TOTAL				19,585.19	
18-1812-0000-62400	R & M SERV				
		P1500462	06/09/2015	ARAMARK UNIFORM SERVICES INC	40.86
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	81,422.00	7,845.45	5,219.00	40.86	68,316.69
18-1812-0000-63500	R&M SUPPLIES				
		P1500489	06/12/2015	GRAINGER	73.05
		P1502170	06/10/2015	FAITH TECHNOLOGIES	217.50
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	22,000.00	6,154.42	3,770.66	290.55	11,784.37
YOUTH SERVICES CENTER PROG TOTAL				331.41	
18-1816-0000-63500	R&M SUPPLIES				
		P1500496	06/03/2015	JANESVILLE WINSUPPLY COMPANY	138.80
		P1500509	06/12/2015	PIEPER ELECTRIC INC	165.00
		P1500519	05/28/2015	STAPLES ADVANTAGE	192.37
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	20,000.00	10,071.33	1,209.62	496.17	8,222.88
COMMUNICATIONS CTR.OPERATION PROG TOTAL				496.17	
18-1837-0000-63500	R&M SUPPLIES				
		P1500466	06/11/2015	BJ ELECTRIC SUPPLY INC	61.67
		P1500470	06/15/2015	DEGARMO PLUMBING INC	164.16
		P1500487	06/04/2015	FERGUSON ENTERPRISES INC	30.00
		P1500489	06/10/2015	GRAINGER	219.78
		P1500495	06/05/2015	JANESVILLE ELECTRIC MOTOR CORP	160.40
		P1500496	06/05/2015	JANESVILLE WINSUPPLY COMPANY	1,337.23
		P1500514	06/02/2015	REINDERS INC	292.09
		P1502110	06/15/2015	SEVERIN PAINTING AND DRYWALL	3,485.00
		P1502233	06/02/2015	LP TREE SERVICE	350.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	112,181.00	19,685.34	17,112.11	6,100.33	69,283.22

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
JAIL CAPITAL IMPROVEMENTS PROG TOTAL					6,100.33
18-1842-0000-67200	CAPITAL IMPROV				
		P1402587	06/08/2015	KJWW ENGINEERING CONSULTANTS	810.00
		P1501756	04/15/2015	STRUCTURAL RESEARCH INC	2,325.65
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	779,936.00	30,941.00	163,634.70	3,135.65	582,224.65
COURTHOUSE FACILITY PROJECT PROG TOTAL					3,135.65
18-1849-0000-67200	CAPITAL IMPROV				
		P1501559	06/03/2015	ANGUS YOUNG ASSOCIATES	1,796.54
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	542,814.00	110,467.45	13,652.46	1,796.54	416,897.55
JAIL/HCC COMPLEX PROJECT PROG TOTAL					1,796.54

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 **\$43,979.27**.

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: **JUL 07 2015**

Dept Head _____

Committee Chair _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Robert Leu
INITIATED BY



Robert Leu
DRAFTED BY

The General Services Committee
SUBMITTED BY

June 17, 2015
DATE DRAFTED

Recognizing Mary Puckett

- 1 **WHEREAS**, Mary Puckett has served the citizens of Rock County for twenty years (20) years as a
- 2 dedicated and valued employee of Rock County; and,
- 3
- 4 **WHEREAS**, Mary Puckett began working for Rock County on April 10, 1995, as a part-time Clerk-
- 5 Typist II in Mediation and Family Court Services. On November 27, 1995, Mary began her printing
- 6 career working full time in the General Services Department as a Senior Duplicating Equipment Operator,
- 7 then on May 4, 1998, was promoted to Printing Services Coordinator; and,
- 8
- 9 **WHEREAS**, during her 20 years in Central Duplicating, amidst movements to go paperless and save a
- 10 tree, Mary has conservatively handled 32,820 cases of paper, and printed over 12 million envelopes; and,
- 11
- 12 **WHEREAS**, often under deadline, but always with a smile, from budget and agendas, to reports, and all
- 13 the printed materials departments rely on to operate, Mary always delivered.
- 14
- 15 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 16 this _____ day of _____, 2015, does hereby recognize Mary Puckett for her 20
- 17 years of faithful service, wishing her the best in all her future endeavors; and,
- 18
- 19 **BE IT FURTHER RESOLVED** that the County Clerk be authorized and directed to furnish a copy of
- 20 this resolution to Mary Puckett.

Respectfully Submitted:

GENERAL SERVICES COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Henry Brill, Chair

J.Russell Podzilni, Chair

Jason Heidenreich, Vice Chair

Sandra Kraft, Vice Chair

Thomas J. Brien

Eva Arnold

Edwin Nash

Henry Brill

Jeremy Zajac

Betty Jo Bussie

Mary Mawhinney

Alan Sweeney

Louis Peer

Terry Thomas

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

The General Services Committee
INITIATED BY



Carl R. Varga
DRAFTED BY

The General Services Committee
SUBMITTED BY

June 25, 2015
DATE DRAFTED

Awarding Bid for Aerial Work Platform at the Jail

- 1 **WHEREAS**, Maintenance at the Rock County Jail facility requires the use of an aerial work platform to
- 2 perform maintenance operations; and,
- 3
- 4 **WHEREAS**, the existing aerial work platform is a 1990 model unit; and,
- 5
- 6 **WHEREAS**, the existing aerial work platform is obsolete, repair parts are no longer available, and is no
- 7 longer safe to operate; and,
- 8
- 9 **WHEREAS**, funds were budgeted, specifications prepared, and bids solicited for purchase.
- 10
- 11 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 12 this _____ day of _____, 2015, that a Purchase Order for the purchase, delivery, and
- 13 disposal of the existing aerial work platform be awarded to Wisconsin Lift Truck Corp. of Janesville, WI,
- 14 for the low bid amount of \$8,183.00.

Respectfully submitted,

GENERAL SERVICES COMMITTEE

Henry Brill, Chair

Jason Heidenreich, Vice Chair

Thomas J. Brien

Edwin Nash

Jeremy Zajac

FISCAL NOTE:

Sufficient funds were included in the Jail Capital Improvement Account, A/C 18-1837-0000-67200, for the cost of this purchase. This account is funded by a combination of Sales Tax and Jail Assessment Fee revenues.

Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats.

Jodi Timmerman
Deputy Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
County Administrator

Executive Summary

Aerial Work Platform - Rock County Jail Facility

The resolution before you awards the purchase of an aerial work platform to Wisconsin Lift Truck Corporation of Janesville WI. The purchase of the aerial work platform is to replace the facilities existing aerial work platform which is believed to have been purchased in 1990.

The company who produced the existing aerial work platform is no longer in business. The lift had experienced loss of specific operational functions. An attempt was made to repair the lift, however parts for the unit are obsolete, and no longer available. For safety reasons the lift has been taken out of service.

The replacement lift will ensure the continued maintenance of systems within the jail facility that require the use of an aerial work platform.

Delivery of the new lift is anticipated to be two weeks after receipt of order. Purchase also includes the removal and destruction of the facilities existing aerial work platform.



BID SUMMARY FORM

BID NUMBER: #2015-43
 BID NAME: AERIAL WORK PLATFORM
 BID DUE DATE: JUNE 9, 2015 - 1:30 P.M.
 DEPARTMENT: GENERAL SERVICES

25 FOOT AERIAL LIFT	WISCONSIN LIFT TRUCK JANESVILLE, WI	HERTZ CORP OAK CREEK, WI	AERIAL WORK PLATFORM SUSSEX, WI	FITZGERALD EQUIPMENT ROCKFORD, IL	SUNBELT RENTALS SUN PRAIRIE, WI	EQUIPMENT DEPOT ROCKFORD, IL	FABCO EQUIPMENT MADISON, WI
GENIE AWP-25S DELIVERY	8,083.00	8,453.26	8,781.00	8,745.00	8,641.60	9,103.23	9,750.00
REMOVE OLD UNIT	100.00			270.00	375.00		
TOTAL BID PRICE	\$ 8,183.00	\$ 8,453.26	\$ 8,781.00	\$ 9,015.00	\$ 9,016.60	\$ 9,103.23	\$ 9,870.00
DELIVERY	2 WEEKS	8 WEEKS	4 - 5 WEEKS	7 WEEKS	7 WEEKS	7 - 8 WEEKS	6 - 8 WEEKS
WARRANTY	1 YEAR PARTS AND LABOR	1 YEAR PARTS AND LABOR	3 YEARS PARTS AND LABOR-1ST INSPECTION N/C	1 YEAR PARTS AND LABOR	1 YEAR PARTS AND LABOR	1 YEAR PARTS AND LABOR	1 YEAR PARTS AND LABOR

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

PREPARED BY: ALAN DRANSFIELD, SENIOR BUYER DEPARTMENT HEAD RECOMMENDATION: WISCONSIN LIFT TRUCK
 SIGNATURE: [Signature] DATE: 6-25-15

GOVERNING COMMITTEE APPROVAL: _____ VOTE _____ DATE _____
 SIGNATURE _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

General Services Committee
INITIATED BY



Carl Varga
DRAFTED BY

General Services Committee
SUBMITTED BY

June 30, 2015
DATE DRAFTED

Awarding Bid for Courthouse Masonry Repairs

- 1 **WHEREAS**, the masonry of the Courthouse North entrance planters and light base have deteriorated due
- 2 to water infiltration; and,
- 3
- 4 **WHEREAS**, the brick veneer of the East and West parking structures have deterioration due to water
- 5 infiltration; and,
- 6
- 7 **WHEREAS**, engineered plans and specifications were developed for reconstruction of the North
- 8 planters, and,
- 9
- 10 **WHEREAS**, corrective repairs were engineered and specified for the light base and parking ramp
- 11 masonry veneer; and
- 12
- 13 **WHEREAS**, specifications were prepared, and bids solicited for the work.
- 14
- 15 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
- 16 this _____ day of _____, 2015. That a Purchase Order be issued to the low bidder,
- 17 Showers Building Restoration of McFarland, Wisconsin, for the Courthouse Masonry repairs in the
- 18 amount of \$74,280.00; and
- 19
- 20 **BE IT FURTHER RESOLVED**, that a project contingency of \$5,000.00 be established to cover change
- 21 orders approved by the General Services Committee, utilizing the unit pricing submitted as part of the
- 22 bid; and
- 23
- 24 **BE IT FURTHER RESOLVED that payment** be made to the vendor upon approval of the General
- 25 Services Committee.

Respectfully submitted,

GENERAL SERVICES COMMITTEE

Henry Brill, Chair

Jason Heidenreich, Vice Chair

Thomas J. Brien

Edwin Nash

Jeremy Zajac

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
County Administrator

FISCAL NOTE:

Sufficient funds are available in the Courthouse Facility Project account, A/C 18-1842-0000-67200, for the cost of this project. This account is funded by Sales Tax revenue.

Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder.

Jodi Timmerman
Deputy Corporation Counsel

EXECUTIVE SUMMARY

Courthouse Masonry Repairs

The resolution before you contracts with Showers Building Restoration of McFarland, WI, in the amount of \$74,280.00 for the reconstruction of the Courthouse North Planters, repair of the North Entrance light base, and masonry repairs of the brick veneer on the East and West parking structures.

Work will include reconstruction, tuckpointing, control joints, sealant, drip edges, and brick replacement.

A contingency in the amount of \$5,000.00 is also being requested. If additional (less) tuckpointing, brick replacement, or other work is deemed necessary (unnecessary), the unit pricing provided with the bid will be used to calculate the cost (credit).

The contractor anticipates beginning the project in Mid-July, with and anticipated completion of Mid-September.



BID SUMMARY

PROJECT NUMBER: 2015-40
 PROJECT NAME: COURTHOUSE MASONRY PROJECT
 BID DUE DATE: JUNE 25, 2015 - 1:30 P.M. (CDT)
 DEPARTMENT: GENERAL SERVICES

	SHOWERS BUILDING RESTORATION MCFARLAND, WI	MIDWEST PRESSURE WASHING & RESTORATION GRIFFITH, IN	JP CULLEN & SONS JANESVILLE WI	B & B QUALITY RESTORATION SUN PRAIRIE WI
BASE BID	\$ 74,280.00	\$ 79,000.00	\$ 98,271.00	\$ 130,400.00
UNIT PRICING				
BRICK REPLACEMENT	\$ 62.00 SQUARE FOOT	\$ 85.00 SQUARE FOOT	\$ 71.25 SQUARE FT	\$ 80.00 SQUARE FOOT
TUCKPOINTING	\$ 10.00 LINEAL FOOT	\$ 3.25 LINEAL FOOT	\$ 13.96 LINEAL FT	\$ 9.50 LINEAL FOOT
START DATE	JULY 13 TH	WHEN AWARDED	JULY 20 TH	SEPTEMBER 15 TH
COMPLETION DATE	SEPTEMBER 13 TH	20 WORKING DAYS	SEPTEMBER 11 TH	NOVEMBER 30 TH
BID BOND RECEIVED	YES	YES	YES	YES
QUALIFICATIONS RECEIVED	YES	YES	YES	YES

Invitation to bid was advertised in the Beloit Daily News and on the Internet. Four additional vendors were solicited that did not respond.

PREPARED BY: ALAN DRANSFIELD, SENIOR BUYER

DEPARTMENT HEAD RECOMMENDATION:

SHOWERS BUILDING RESTORATION
SIGNATURE

6-30-15
DATE

GOVERNING COMMITTEE APPROVAL:

VOTE _____ DATE _____