



**GENERAL SERVICES COMMITTEE
TUESDAY, MARCH 2, 2010 – 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 – February 16, 2010
4. Transfers and Appropriations
5. Bills/Encumbrances/Pre-Approved Encumbrance Amendments
 - A. General Services
6. Purchasing Procedural Endorsements
 - A. Authorizing Purchase of ARCGIS Server Standard Enterprise in 2010 Budget
 - B. Authorizing Purchase of Two ARCGIS Servers for 2010
 - C. Authorizing Purchase of Tablet Notebooks for 2010
 - D. Authorizing Purchasing of Mobile Data Computer Equipment for 2010
7. Purchasing Procedural Endorsement and Contract Award
 - A. Awarding Contract for Quality Assurance Testing and Inspection Services
8. Status of Control Board at Juvenile Detention Center
9. Status of Parking Ramp Inspection
10. Courthouse Front Parking Lot Snow Removal
11. Updates
 - A. Jail Project
 1. Update Report
 - a) Discussion of Removal of Sheriff's Office Boat Storage Building
 2. Change Orders
 - B. UW-Rock County Project
 1. Update Report
 2. Change Orders
12. Communications, Announcements and Information
13. Adjournment

ROCK COUNTY

SUPPLEMENTAL APPROPRIATIONS - TRANSFERS

10-04

Transfer No.

Requested by General Services

Robert Leu

Department

Department Head

2/15/10

Date

FROM

ACCOUNT #	DESCRIPTION	AMOUNT
18-1810-0000	63500 R&M Supplies	4,500

TO

ACCOUNT #	DESCRIPTION	AMOUNT
18-1810-0000	67200 Capital Improvements	4,500

FISCAL NOTE:

Sufficient funds are available in the above object code for the requested transfer.

ADMINISTRATIVE NOTE:

Recommended. *ER*

REQUIRED APPROVAL:

DATE COMMITTEE CHAIR

Governing Committee

Finance Committee

File

ROCK COUNTY TRANSFER REQUESTS

FINANCE DIRECTOR
RECEIVED

FEB 16 2010

#16-04

TO: FINANCE DIRECTOR

REQUESTED BY: General Services
Department


Department Head Signature

DATE: 2/15/10

FROM:	AMOUNT
ACCOUNT #: 18-1810-0000/63500 DESCRIPTION: R&M Supplies CURRENT BALANCE: \$ 138869 PROVIDED BY THE FINANCE DIRECTOR	\$4,500.00
ACCOUNT #: DESCRIPTION:	
CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	
ACCOUNT #: DESCRIPTION:	
CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	
ACCOUNT #: DESCRIPTION:	
CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	

TO:	AMOUNT
ACCOUNT #: 18-1810-0000/67200 DESCRIPTION: Capital Improvements	\$4,500.00
ACCOUNT #: DESCRIPTION:	
ACCOUNT #: DESCRIPTION:	
ACCOUNT #: DESCRIPTION:	

REASON FOR TRANSFER - BE SPECIFIC:

The three Sallyport doors into the Judges parking lot into the inmate section are controlled by a door control system. That system is experiencing problems that cannot be repaired. The system needs to be replaced.

PURCHASE ORDER NUMBER P0903498 PEID 048848

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 send 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).

DEPARTMENT General Services

COMMITTEE General Services

VENDOR NAME Earth Construction LLC

ACCOUNT NUMBER 18-1841-0000-67200

FUNDS DESCRIPTION Additional work for a parking area at the Jail Complex, plus a contingency if additional organic material needs to be removed.

AMOUNT OF INCREASE \$5,400 plus \$1,000 contingency

INCREASE FROM \$ 192,910.00 TO \$ 199,310.00

ACCOUNT BALANCE AVAILABLE \$ 74,157 2-17-10 JS

REASON FOR AMENDMENT Additional work for parking area at the Jail Complex.

APPROVALS

GOVERNING COMMITTEE _____
Chair Date

FINANCE COMMITTEE _____
(if over \$10,000) Chair Date

COUNTY BOARD _____
(if over \$10,000) Resolution # Adoption Date

WHITE - COMMITTEE
YELLOW - PURCHASING
PINK - DEPARTMENT

PURCHASE ORDER NUMBER P1000204 PEID 045356

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 send 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).

DEPARTMENT General Services

COMMITTEE General Services Committee

VENDOR NAME Service Master Commercial Cleaning

ACCOUNT NUMBER 18-1816-0000-62160

FUNDS DESCRIPTION Cleaning

AMOUNT OF INCREASE \$ 12,492.00

INCREASE FROM \$ 0.00 TO \$ 12,492.00

ACCOUNT BALANCE AVAILABLE \$ _____

REASON FOR AMENDMENT Error in setting up encumbrance

APPROVALS

GOVERNING COMMITTEE _____
Chair Date

FINANCE COMMITTEE _____
(if over \$10,000) Chair Date

COUNTY BOARD _____
(if over \$10,000) Resolution # Adoption Date

WHITE - COMMITTEE
YELLOW - PURCHASING
PINK - DEPARTMENT

Account Number	Name	Yearly Pront Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
			HCC BLDG.COMPLEX	PROG-TOTAL-PO		6,812.06	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$6,812.06
 INCURRED BY HCC BUILDING COMPLEX. CLAIMS COVERING THE ITEMS ARE PROPER
 AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

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

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

MAR 02 2010 DATE _____ CHAIR

Account Number	Name	Yearly Appropriation	Percent Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818100000-62203	NATURAL GAS	327,000.00	32.7%	107,023.66	0.00	219,976.34		
	P1000489-PO# 03/01/10 -UN#047361						372.25	
								372.25
						219,604.09		372.25
1818100000-62400	R & H SERV	93,752.00	85.6%	21,320.54	59,001.48	13,429.98		
	P1000483-PO# 03/01/10 -UN#010938						129.04	
ENC	R1001487-PO# 01/01/10 -UN#016758						10,411.50	
								10,540.54
						2,889.44		10,540.54
1818100000-63104	PRNT & DUPLICATI	53,800.00	38.9%	5,217.85	15,733.84	32,848.31		
	P1000294-PO# 03/01/10 -UN#039632						3,338.40	
	P1000298-PO# 03/01/10 -UN#048194						1,615.48	
								4,953.88
						27,894.43		4,953.88
1818100000-63200	PUBL/SUBCR/WRES	300.00	33.3%	100.00	0.00	200.00		
	P1001306-PO# 03/01/10 -UN#013607						208.00	
*** OVERDRAFT ***	TRANSFER REQUIRED							
						-8.00		208.00
1818100000-63500	R&M SUPPLIES	175,000.00	20.1%	15,153.42	20,173.65	139,672.93		
	P1000496-PO# 03/01/10 -UN#011970						714.25	
	P1000497-PO# 03/01/10 -UN#011596						376.35	
	P1000498-PO# 03/01/10 -UN#012262						153.60	
	P1000503-PO# 03/01/10 -UN#012507						195.92	
	P1000504-PO# 03/01/10 -UN#019048						6.44	
	P1000514-PO# 03/01/10 -UN#047242						18.00	
	P1000515-PO# 03/01/10 -UN#029898						901.60	
	P1000519-PO# 03/01/10 -UN#013741						1,717.36	
	P1000525-PO# 03/01/10 -UN#014534						19.74	
	P1000527-PO# 03/01/10 -UN#017468						207.84	
	P1000542-PO# 03/01/10 -UN#016376						259.28	
	P1000544-PO# 03/01/10 -UN#048467						420.60	
	P1001939-PO# 03/01/10 -UN#012114						543.56	
	P1001201-PO# 03/01/10 -UN#024806						382.00	
	P1001225-PO# 03/01/10 -UN#021331						1,250.00	
								7,166.54
						132,506.39		7,166.54

Account Number	Name	Yearly Pront Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
	GENERAL SERVICES		PROG-TOTAL-PO			23,241.21	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$23,241.21 INCURRED BY GENERAL SERVICES. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

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

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

MAR 02 2010 DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1918110000-62400	R & H SERV	39,775.00 3.9%	297.00	1,260.00	38,218.00		
	P1000483-PO# 03/01/10 -VN#010930			ARANARK UNIFORM SERVICES INC		18.00	
				CLOSING BALANCE	38,200.00		18.00
1918110000-63500	R&H SUPPLIES	20,000.00 2.5%	413.56	100.48	19,485.96		
	P1000995-PO# 03/01/10 -VN#021331			LP TREE SERVICE		450.00	
				CLOSING BALANCE	19,035.96		450.00
	GLEN OAKS OPER.			PROG-TOTAL-PO		468.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$468.00 INCURRED BY GLEN OAKS FACILITY OPERATION. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

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

GENERAL SERVICES

COMMITTEE APPROVES THE ABOVE. COM-APPROVAL

DEPT-HEAD

MAR 02 2010

DATE

CHALK

Account Number	Name	Yearly Appropriation	Frent Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818120000-62400	R & H SERV	68,300.00	15.1%	1,674.98	8,664.90	57,940.12		
		P1000483-PO# 03/01/10 -UN#010938			ARANARK UNIFORM SERVICES INC		12.00	
					CLOSING BALANCE		57,940.12	12.00
1818120000-63500	R&M SUPPLIES	27,000.00	9.2%	1,502.81	1,001.43	24,495.76		
		P1000486-PO# 03/01/10 -UN#011198			BELOIT FIRE PROTECTION COMPANY		67.50	
		P1000515-PO# 03/01/10 -UN#029890			JACK AND DICKS FEED AND GARDEN		138.00	
					CLOSING BALANCE		24,290.26	205.50
				JUV.DET OPER.		PRDG-TOTAL-PO		217.50

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$217.50 INCURRED BY JUV. DETENTION FACILITY OPERATN. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

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

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

MAR 02 2010 DATE _____ CHAIR

Account Number	Name	Yearly Percent Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inw/Enc Amount	Total
1818160000-62205	FUEL OIL	300.00	0.0%	0.00	0.00	300.00	
	P1000490-PO# 03/01/10 -UN#018619			BROWN OIL CO INC		94.80	
				CLOSING BALANCE	205.20		94.80
1818160000-63500	R&M SUPPLTES	27,000.00	3.6%	333.60	660.46	26,005.94	
	P1000544-PO# 03/01/10 -UN#048467			STAPLES ADVANTAGE		101.63	
	P1001225-PO# 03/01/10 -UN#021331			LP TREE SERVICE		347.00	
				CLOSING BALANCE	25,557.31		448.63
	COMM CTR. OPER			PROG-TOTAL-PO		543.43	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$543.43 INCURRED BY COMMUNICATIONS CTR. OPERATION. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

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

GENERAL SERVICES COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD _____
 MAR 02 2010 DATE _____ CHAIR _____

Account Number	Name	Yearly Preat Appropriation	Preat Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818170000-62400 ENC	R & H SERV	38,015.00	4.3%	278.32	1,391.61	36,345.07	1,387.00	
		R1001487-PO# 01/01/10		-UN#016758	TRANE COMPANY			
					CLOSING BALANCE	34,958.07		1,387.00
1818170000-63500	R&H SUPPLIES	13,000.00	4.8%	377.93	250.46	12,371.61	278.00	
		P1001225-PO# 03/01/10		-UN#021331	LP TREE SERVICE			
					CLOSING BALANCE	12,093.61		278.00
					ADOL.SER/GUIDANC			1,665.00
					PRG-TOTAL-PO			

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,665.00 INCURRED BY ADOLESCENT SERV/GUIDANCE CTR. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.

B. BILLS UNDER \$10,000 TO BE PAID.

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

GENERAL SERVICES

COMMITTEE APPROVES THE ABOVE. CON-APPROVAL

DEPT-HEAD

MAR 02 2010

DATE

CHAIR

Account Number	Name	Yearly Frnt Appropriation	Frnt Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/E no Amount	Total
1818370000-63500	R&M SUPPLIES	75,000.00	9.2%	1,906.67	5,049.88	68,043.45		
	P1000497-FO# 03/01/10 -UN#011596				CB AND K SUPPLY INC		35.10	
	P1000506-FO# 03/01/10 -UN#044398				FIRST SUPPLY LLC		88.59	
					CLOSING BALANCE		67,919.76	123.69
	JAIL CAP IMPROV.			PRG-TOTAL-FO				123.69

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$123.69 INCURRED BY JAIL CAPITAL IMPROVEMENTS. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

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

GENERAL SERVICES COMMITTEE APPROVES THE ABOVE COM-APPROVAL _____ DEPT-HEAD

MAR 02 2010 DATE _____ CHAIR

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Finance Committee
INITIATED BY

Diana Arneson
Assistant to Director of IT
DRAFTED BY



Finance Committee
SUBMITTED BY

February 24, 2010
DATE DRAFTED

T I T L E

AUTHORIZING PURCHASE OF ARCGIS SERVER STANDARD ENTERPRISE IN 2010 BUDGET

1 WHEREAS, the costs of ESRI licensing have continued to increase as more
 2 departments seek to utilize the technology; and,
 3
 4 WHEREAS, the current ArcIMS technology has become limited in its application
 5 and is headed toward obsolescence; and,
 6
 7 WHEREAS, the 2010 Budget did designate funds for the purchase of the ArcGIS
 8 Server Upgrade.
 9
 10 NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly
 11 assembled this _____ day of _____, 2009 that a Purchase Order be
 12 issued as follows:
 13
 14 \$10,000.00 to ESRI, Inc. in Redlands, CA for 1 ArcGIS Server
 15 Standard Enterprise for Windows up to Four Cores Upgrade from
 16 Basic Enterprise.

Respectfully submitted,

FINANCE COMMITTEE

PURCHASING PROCEDURAL ENDORSEMENT

Mary Mawhinney, Chair

Chair

Vote

Date

Sandra Kraft, Vice Chair

Mary Beaver

ADMINISTRATIVE NOTE:

Recommended.

David Diestler

Craig Knutson
County Administrator

J. Russell Podzilni

FISCAL NOTE:

Sufficient funding is available in the Information Technology and Land Records Internet Access Program 10-1724 budgets for this purchase.

Jeffrey A. Smith
Finance Director

LEGAL NOTE:

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

Jeffrey S. Kuglitsch
Corporation Counsel

EXECUTIVE SUMMARY

As part of Rock County's Geographical Information System Strategy, the 2010 budgeted purchase of ArcGIS Server Enterprise from Environmental System Research Institute, Inc. (ESRI), will upgrade the County from the current ArcIMS application, which is headed toward obsolescence, to the newer ArcGIS Server technology. This upgrade will give the County more web mapping capabilities not only for the public website but also the ability to create in-house web mapping applications which can be accessed and utilized by all county departments without the need for individual ESRI ArcDesktop licenses on each user's PC. By creating this in-house web mapping site, we will be able to scale down our need for many of the licenses we currently have, ultimately saving the County license costs and maintenance fees.

The cost of the ArcGIS Server Standard Enterprise for Windows Upgrade is \$10,000.00.

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Finance Committee
INITIATED BY

Diana Arneson
Assistant to Director of IT
DRAFTED BY



Finance Committee
SUBMITTED BY

February 24, 2010
DATE DRAFTED

T I T L E

AUTHORIZING PURCHASE OF TWO ARCGIS SERVERS FOR 2010

1 WHEREAS, the Rock County Information Technology Department is authorized to
 2 Purchase computer equipment on behalf of the County; and,
 3
 4 WHEREAS, the Information Technology Director and staff did review equipment
 5 available on the State of Wisconsin WSCA Computer Contract number 15-20400-905
 6 code number WN33ACA and chose and configured equipment from this contract;
 7 and,
 8
 9 WHEREAS, the 2010 Budget did designate funds for the purchase of these two
 10 servers for the ArcGIS Server Upgrade.
 11
 12 NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly
 13 assembled this _____ day of _____, 2010 that a Purchase Order be
 14 issued as follows:
 15
 16 \$17,894.04 to Dell Marketing L.P. of Round Rock, TX for two Dell
 17 PowerEdge R610 Servers at \$8,947.02 each.
 18
 19 BE IT FURTHER RESOLVED that payment be made to the vendor upon approval of
 20 the Finance Committee.

Respectfully submitted,

FINANCE COMMITTEE

PURCHASING PROCEDURAL ENDORSEMENT

Mary Mawhinney, Chair

Chair

Vote

Date

Sandra Kraft, Vice Chair

Mary Beaver

David Diestler

J. Russell Podzilni

ADMINISTRATIVE NOTE:

Recommended.

Craig Knutson
County Administrator

FISCAL NOTE:

Sufficient funding is available in the Information Technology and Land Records Internet Access Program 10-1724 budgets for this purchase.

Jeffrey A. Smith
Finance Director

LEGAL NOTE:

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

Jeffrey S. Kuglitsch
Corporation Counsel

EXECUTIVE SUMMARY

As part of Rock County's Geographical Information System Strategy, the 2010 budgeted purchase of ArcGIS Server Enterprise from Environmental System Research Institute, Inc. (ESRI), will upgrade the County from the current ArcIMS application, which is headed toward obsolescence, to the newer ArcGIS Server technology. In order to accomplish this upgrade, two new servers with the technology to support ArcGIS Server are required. Not only will the servers run ArcGIS Server in the environment it requires, they will also be better equipped to accommodate the increasing number of users throughout the County who wish to utilize the web mapping capabilities of this system.

The items to be purchased are:

<u>Qty</u>	<u>Description</u>	
2	Dell PowerEdge R610 Servers (\$7,947.02 ea.)	<u>\$17,894.04</u>

Total Authorized Purchase: \$17,894.04

Pricing for these items is based on terms specified by the Western States Contracting Alliance (WSCA).

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Finance Committee
INITIATED BY

Diana Arneson
Assistant to Director of IT
DRAFTED BY



Finance Committee
SUBMITTED BY

February 24, 2010
DATE DRAFTED

T I T L E

AUTHORIZING PURCHASE OF TABLET NOTEBOOKS FOR 2010

1 WHEREAS, the Rock County Information Technology Department is authorized to
 2 purchase computer equipment on behalf of the County; and,
 3
 4 WHEREAS, the Information Technology Director and staff did review equipment
 5 available on the Wisconsin Counties Association Contract number WCASI-100103D
 6 and chose equipment from this contract; and,
 7
 8 WHEREAS, the 2010 Budget did designate funds for the purchase of these Tablet
 9 Notebooks.
 10
 11 NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly
 12 assembled this _____ day of _____, 2010 that a Purchase Order be
 13 issued as follows:
 14
 15 \$19,543.37 to CDW-G of Vernon Hills, IL for 11 Hewlett Packard
 16 2730P Tablet Notebooks at \$1,776.67 each.
 17
 18 BE IT FURTHER RESOLVED that payment be made to the vendor upon approval of
 19 the Finance Committee

Respectfully submitted,

FINANCE COMMITTEE

PURCHASING PROCEDURAL ENDORSEMENT

Mary Mawhinney, Chair

Chair

Vote

Date

Sandra Kraft, Vice Chair

Mary Beaver

David Diestler

J. Russell Podzilni

ADMINISTRATIVE NOTE:

Recommended.

Craig Knutson
County Administrator

FISCAL NOTE:

Sufficient funding is available in the Information Technology and Human Services' budgets for these Notebooks.

Jeffrey A. Smith
Finance Director

LEGAL NOTE:

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

Jeffrey S. Kuglitsch
Corporation Counsel

EXECUTIVE SUMMARY

As part of the 2010 budget, the Human Services Department is scheduled to purchase 11 tablet PCs to improve efficiency for workers out in the field. These tablets PCs will be used with the State of Wisconsin's eWisacwis software system to record home visits and other case information. These tablet PCs will increase efficiency for Human Services workers by eliminating the need for the transcription of workers' notes recorded by hand. Special handwriting recognition software resident on each tablet allows notes to be written directly onto the tablet screen and fed directly into the eWisacwis software.

The cost of the 11 Tablet PCs that are part of this purchase request:

HP 2730P Tablet PC \$1,776.67 each for a total of \$19,543.37

The pricing is based on the Wisconsin Counties Association (WCA Services) contract terms (contract # WCASI-100103D) and the purchase will be made through CDW-G.

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Finance Committee
INITIATED BY

Diana Arneson
Assistant to Director of IT
DRAFTED BY



Finance Committee
SUBMITTED BY

February 12, 2010
DATE DRAFTED

T I T L E

AUTHORIZING PURCHASE OF MOBILE DATA COMPUTER EQUIPMENT FOR 2010

1 WHEREAS, the Rock County Information Technology Department is authorized to
 2 Purchase computer equipment on behalf of the County; and,
 3
 4 WHEREAS, the Information Technology Director and staff did review equipment
 5 available on the State of Wisconsin WSCA Computer Contract number 11-20454-601
 6 and chose and configured equipment from this contract; and,
 7
 8 WHEREAS, the 2010 Budget did designate funds for the purchase of these Mobile
 9 Data Computers for the Sheriff's Department.
 10
 11 NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly
 12 assembled this _____ day of _____, 2010 that a Purchase Order be
 13 issued as follows:
 14
 15 \$15,300.00 to Baycom Inc., of Green Bay, WI for 5 CF-30K3PAX2M
 16 Panasonic Toughbook Mobile Data Computers at \$3,060.00 each.
 17
 18 BE IT FURTHER RESOLVED that payment be made to the vendor upon approval of
 19 the Finance Committee.

Respectfully submitted,

FINANCE COMMITTEE

PURCHASING PROCEDURAL ENDORSEMENT

Mary Mawhinney, Chair

Chair

Vote

Date

Sandra Kraft, Vice Chair

Mary Beaver

ADMINISTRATIVE NOTE:

Recommended.

David Diestler

Craig Knutson
County Administrator

J. Russell Podzilni

FISCAL NOTE:

Sufficient funding is available in the Information Technology and Sheriff's budgets for these mobile data computers.

Jeffrey A. Smith
Finance Director

LEGAL NOTE:

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

Jeffrey S. Kuglitsch
Corporation Counsel

EXECUTIVE SUMMARY

This resolution is to authorize the purchase of planned and budgeted Panasonic Toughbook Mobile Data Computers to replace obsolete equipment for the Sheriff's Department. The IT Department utilized the State of Wisconsin Ruggedized Laptop Computer Contract, number 11-20454-601, to insure best pricing and specification conformity to meet the application and operational needs of the Sheriff's Department. The items to be purchased are:

<u>Qty</u>	<u>Description</u>	
5	CD-30K3PAX2M Panasonic Toughbooks (\$3060.00 each)	\$15,300.00

Total Authorized Purchase: \$15,300.00

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

General Services Committee
INITIATED BY

General Services Committee
SUBMITTED BY



Joshua Smith
DRAFTED BY

February 16, 2010
DATE DRAFTED

**AWARDING CONTRACT
FOR QUALITY ASSURANCE TESTING AND INSPECTION SERVICES**

1 **WHEREAS**, the construction of the new vehicle storage building at the Rock County Sheriff's Office
2 will require that the County contract directly with an independent testing agency to ensure that the
3 construction materials and methods used are of high quality; and,
4

5 **WHEREAS**, this same contract would be used for quality assurance and testing on Phase I of the Jail
6 Renovation/Expansion Project; and,
7

8 **WHEREAS**, services required include the testing of soil suitability, concrete, rebar and mesh
9 reinforcement, masonry, mortar and grout, structural steel, and asphalt, among others that may be
10 necessary; and,
11

12 **WHEREAS**, these services are necessary to hold the general contractor accountable for the construction
13 services being provided; and,
14

15 **WHEREAS**, a request for proposals was issued by the County's Purchasing Division, resulting in three
16 responses, with Professional Services, Inc. (PSI), of Waukesha, Wisconsin, being judged by County staff
17 and The Samuels Group as being the most qualified; and,
18

19 **WHEREAS**, PSI will be paid on a time and material/unit price basis only for the work they are required
20 to do.
21

22 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
23 this _____ day of _____, 2010 does hereby award a contract for quality assurance and testing
24 services to Professional Services, Inc., of Waukesha, Wisconsin, in an amount not to exceed \$30,000.

Respectfully submitted,

GENERAL SERVICES COMMITTEE

Phillip Owens, Chair

Henry Brill, Vice Chair

Ivan Collins

Ronald Combs

Mary Mawhinney

ADMINISTRATIVE NOTE:

Recommended.

Craig Knutson
County Administrator

FISCAL NOTE:

Sufficient funds are available in the Jail/HCC Complex Project Capital, A/C 18-1849-0000-67200, for this contract. This budget appropriation is funded by County Sales Tax receipts.

Jeffrey A. Smith
Finance Director

LEGAL NOTE

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

Jeffrey S. Kuglitsch

EXECUTIVE SUMMARY

The County Board recently awarded the contract for construction of the vehicle storage building at the Sheriff's Office, and will be considering the award of the Phase I Jail Renovation/Expansion Project at an upcoming meeting. On both projects, the County would need to contract directly with an independent agency that conducts materials testing to ensure that the work being done by the contractors is of high quality. Services to be provided would include such things as testing of soil suitability, concrete, rebar and mesh reinforcement, masonry, mortar and grout, structural steel, and asphalt, among others.

The County's Purchasing Division solicited proposals, with three firms responding. Professional Services, Inc. (PSI), of Waukesha, Wisconsin, was scored by County staff and The Samuels Group as being the most qualified. Services will be provided on a time and materials basis. A detailed schedule of services and costs was included in the response to the RFP. Also included in the response was an estimate, based on the scope of the projects and the firm's prior experience, of the total cost for testing services for the vehicle storage building and Phase I combined. PSI estimated total costs at \$18,656 for both projects, but this could vary depending on the conditions found and the needs of the project. Furthermore, The Samuels Group believes that additional testing services beyond that estimate will be required. Therefore, this resolution would authorize a contract in the amount of \$30,000 to allow for some contingency funds. If additional testing services are needed beyond that amount, the County Board would need to authorize additional funds and amend the contract.

The Samuels Group will be responsible for requesting testing services when necessary and will report to the General Services Committee on at least a monthly basis as to the testing services provided and the costs incurred under the contract.



PROJECT NUMBER 2010-20
PROJECT NAME CONSTRUCTION MATERIAL TESTING SERVICES
DEPARTMENT GENERAL SERVICES – PHASE I JAIL PROJECT
PROPOSAL DUE DATE FEBRUARY 15, 2010 – 12:00 NOON

	PROFESSIONAL SERVICES INC WAUKESHA WI	ECS ILLINOIS JANESVILLE WI	RIVER VALLEY TESTING MADISON WI
RATER 1	100	83	65
RATER 2	89	74	76
RATER 3	89	87	77
RATER 4	86	93	76
RATER 5	84	80	71
TOTAL SCORE	448	417	365
AVERAGE SCORE	89.6	83.4	73
RANKING	1	2	3

Proposals were evaluated based on the following criteria:

- General quality and adequacy of response – maximum 15 points
- Technical approach – quality of package provided – maximum 15 points
- Organization, personnel and experience – maximum 30 points
- Reasonableness of cost estimates – maximum 25 points
- Ability to complete work within a reasonable period of time – maximum 15 points

Request for Proposals was advertised in the Janesville Gazette and on the Internet.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: _____

SIGNATURE DATE

GOVERNING COMMITTEE APPROVAL: _____
CHAIR VOTE DATE

PURCHASING PROCEDURAL ENDORSEMENT:

 CHAIR VOTE DATE