Rock County, Wisconsin 51 South Main Street

Janesville, WI 53545 (608)757-5518



General Services

- -Facilities Management
- -Maintenance
- -Duplicating
- -Central Stores

AMENDED 02/13/2015

GENERAL SERVICES COMMITTEE TUESDAY, FEBRUARY 17, 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 February 2, 2015
- 4. Transfers and Appropriations
- 5. Bills/Encumbrances/Pre-Approved Encumbrance Amendments
- 6. Resolutions
 - A. Awarding Contract to Renovate Two E-Unit Shower Rooms at the Jail
 - B. Awarding Contract to Replace the Cooling Tower at the Jail
 - C. Awarding Contract to Replace the Cooling Tower at the Courthouse
- 7. Discussion and Possible Action of Maintenance Storage Building Design
- 8. Update
 - A. Courthouse Security Assessment Update Only
- 9. Communications, Announcements and Information
- 10. Adjournment

Rock County

COMMITTEE APPROVAL REPORT

2014...

Account Number	Account Name	PO#	Inv Date	Vendor Name		Inv/Enc Amt
18-1810-0000-63500	R&M SUPPLIES	D. / 40.07.07	10/04/00/	0070 1010		
		P1400535	12/31/2014	SGTS INC		377.50
	Budget	YTD E	Ехр	YTD Enc	Pending	Closing Balance
	230,000.00	295,968	.74	16,146.52	377.50	(82,492.76)
		GENE	RAL SERVIC	ES PROG TOTAL	377.50	
18-1837-0000-67200	CAPITAL IMPROV					
		P1402876	12/30/2014	NIEMAN CENTRAL WIS	SCONSIN ROOFI	6,256.75
	Budget	YTD E	Exp	YTD Enc	Pending	Closing Balance
	419,321.00	324,834	.25	19,150.00	6,256.75	69,080.00
	JAIL	CAPITAL IN	IPROVEMEN	TS PROG TOTAL	6,256.75	
18-1842-0000-67200	CAPITAL IMPROV					
		P1402800	12/31/2014	LAUERSDORF,LYNN R		4,350.00
· · · · · · · · · · · · · · · · · · ·	Budget	YTD E	-xn	YTD Enc	Pending	Closing Balance
	719,521.00	249,923		5,010.00	4,350.00	460,238.00
	COURTH	IOUSE FAC	ILITY PROJE	CT PROG TOTAL	4,350.00	

I have examined the preceding bills and encumbrances in the total amount of

\$10,984.25

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:	FEB 1 7 2015	Dept Head		
		•		
		Committee Chair	Name of the state	

COMMITTEE APPROVAL REPORT

2015...

Account Number	Account Name	PO#	Inv Date	Vendor Name		Inv/Enc Amt
18-1810-0000-62113	SNOW REMOVAL					
		P1500475	02/01/2015	E AND S SNOWPLO	WING	1,021.00
	Budget	YTD I	Ехр	YTD Enc	Pending	Closing Balance
	6,000.00	(1,021	-	0.01	1,021.00	5,999.99
18-1810-0000-62160	CLEANING CONTR	RAC				
		P1500473	01/25/2015	DIVERSIFIED BUILD	ING MAINTENAN	1,215.00
	Budget	YTD I	Ехр	YTD Enc	Pending	Closing Balance
,	184,000.00	13,647		163,487.51	1,215.00	5,649.99
18-1810-0000-62400	R & M SERV					
		P1500462	01/27/2015	ARAMARK UNIFORM	SERVICES INC	1 91.40
	Budget	YTD	≡хр	YTD Enc	Pending	Closing Balance
	133,000.00	12,269	•	86,380.90	191.40	34,157.71
18-1810-0000-63500	R&M SUPPLIES					
		P1500461	01/16/2015	AARONS LOCK AND	SAFE INC	77.32
		P1500468	01/28/2015	CITY OF JANESVILL	E	100,00
		P1500470	01/27/2015	DEGARMO PLUMBIN	IG INC	214.50
		P1500471	01/30/2015	DE VERE COMPANY	INC	171.39
		P1500476	01/29/2015	ENERGETICS INC		45.76
		P1500489	01/27/2015	GRAINGER PARTS		6.00
		P1500491	01/01/2015	HARRIS ACE HARD	VARE	125.77
		P1500496	01/16/2015	JANESVILLE WINSU		1,345.16
		P1500500	02/03/2015	JOHNSTONE SUPPL		276,28
		P1500511	01/28/2015	PUR CHEM LLC	· ·	174.00
		P1500512	01/22/2015	QUALITY DOOR LLC		685.00
		P1500515	01/26/2015	SHERWIN WILLIAMS		719.58
		P1500513	01/28/2015	SGTS INC	•	1,337.50
		P1500517	01/16/2015	STAPLES ADVANTA	CE .	1,160.54
		P1500836	01/19/2015	CUMMINS NPOWER		668.84
		P1500030	01/19/2015	LA FORCE HARDWA		42.00
	Budget 235,000.00	YTD E 9,864		YTD Enc 2,466.50	Pendinģ 7,149.64	Closing Balance 215,519.22
				ES PROG TOTAL	9,577.04	
				and the second s	Promise of the second s	
18-1811-0000-62400	R & M SERV	P1500462	01/27/2015	ARAMARK UNIFORM	SERVICES INC	31.56
	Budget	YTD E	Ехр	YTD Enc	Pending	Closing Balance
	39,500.00		1.78	1,625.67	31.56	37,717.99
18-1811-0000-63500	R&M SUPPLIES				The second secon	-
		P1500471	01/28/2015	DE VERE COMPANY	INC	333.44
		P1500491	01/01/2015	HARRIS ACE HARDV	VARE	9.24
		P1500500	01/26/2015	JOHNSTONE SUPPL	Υ	220.84

COMMITTEE APPROVAL REPORT

2015...

Account Number	Account Name	PO#	Inv Date	Vendor Name		Inv/Enc Amt
	Budget 20,000.00	YTD 1 348	Exp 5.18	YTD Enc (29.83)	Pending 563.52	Closing Balance 19,121.13
	GLEN O	AKS FACILI	ITY OPERATION	ON PROG TOTAL	595.08	
18-1812-0000-62113	SNOW REMOVAL	P1500475	02/01/2015	E AND S SNOWPLO	WING	142.00
	Budget 1,000.00	YTD I (142	•	YTD Enc 0.01	Pending 142.00	Closing Balance 999.99
18-1812-0000-62400	R & M SERV	P1500462	01/27/2015	ARAMARK UNIFOR	M SERVICES INC	33.18
	Budget 81,422.00	YTD I 15,265	•	YTD Enc 6,230.24	Pending 33.18	Closing Balance 59,892.99
18-1812-0000-63500	R&M SUPPLIES	P1500461 P1500466	01/26/2015 01/21/2015	AARONS LOCK AND BJ ELECTRIC SUPP		36.72 337.50
	Budget 22,000.00	YTD 1 361	Exp 1.62	YTD Enc (254.02)	Pending 374.22	Closing Balance 21,518.18
		YOUTH SER	RVICES CENTI	ER PROG TOTAL	549.40	A-8-3-3-1
18-1816-0000-62113	SNOW REMOVAL	P1500475	02/01/2015	E AND S SNOWPLO	WING	177.00
	Budget 1,000.00	YTD I (177		YTD Enc 0.01	Pending 177.00	Closing Balance 999.99
18-1816-0000-63500	R&M SUPPLIES	P1500470 P1500922	01/27/2015 01/01/2015	DEGARMO PLUMBII SIMPLEX GRINNELI		494.13 1,675.67
	Budget 20,000.00	YTD I (2,039	•	YTD Enc 70.17	Pending 2,169.80	Closing Balance 19,799.83
	COMMUN	ICATIONS C	TR.OPERATIO	ON PROG TOTAL	2,346.80	
18-1817-0000-63500	R&M SUPPLIES	P1500461 01/26/2015 P1500504 01/26/2015		AARONS LOCK AND	SAFE INC	22.50 61.84
	Budget 19,500.00	YTD E	Exp 5.66	YTD Enc 146.11	Pending 84.34	Closing Balance 19,223.89
		DIVERS	ION PROG/A	SC PROG TOTAL	84.34	
18-1837-0000-63500	R&M SUPPLIES	P1500466	01/22/2015	BJ ELECTRIC SUPP	LY INC	404.52
COMMITTEE: GS - GEN	ERAL SERVICES					Page: 2

Rock County

COMMITTEE APPROVAL REPORT

2	0	1	5	•			02/11/2015
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Account Number	Account Name	PO#	Inv Date	Vendor Name		Inv/Enc Amt
		P1500477	01/22/2015	FASTENAL COMPAN	1 Y	8.46
		P1500488	01/22/2015	FIRST SUPPLY LLC		394.26
		P1500491	01/10/2015	HARRIS ACE HARDV	VARE	1.53
		P1500496	01/12/2015	JANESVILLE WINSU	PPLY COMPANY	1,088.19
		P1500504	01/22/2015	MENARDS		14.97
	Budget	YTD E	•	YTD Enc	Pending	Closing Balance
	100,000.00	525	5.12	4,187.66	1,911.93	93,375.29
	JAIL	. CAPITAL IN	/IPROVEMEN	TS PROG TOTAL	1,911.93	

I have examined the preceding bills and encumbrances in the total amount of \$15,064.59

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:	FEB 1 7 2015	Dept Head			
	• """•		,		
		Committee Chair		ı	

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name		Inv/Enc Amt
18-1815-0000-62160	CLEANING CONT	RAC				
		P1500605	01/25/2015	DIVERSIFIED BUIL	DING MAINTENAN	296.00
	Budget	YTD I	∃xp	YTD Enc	Pending	Closing Balance
	94,038.00	7,862	2.50	86,487.50	296.00	(608.00)
18-1815-0000-62400	R & M SERV					
		P1500233	01/29/2015	BANDT COMMUNIC	CATIONS INC	100.00
		P1500238	01/08/2015	E AND S SNOWPLO	DWING	1,294.00
		P1500938	01/26/2015	TRANE COMPANY		250.16
		P1500989	01/26/2015	WISCONSIN EMER	GENCY MANAGEME	485.00
	Budget	YTD I	Exp	YTD Enc	Pending	Closing Balance
	96,500,00	52,701	•	14,048,80	2,129.16	27,620.38
18-1815-0000-63500	R&M SUPPLIES					
		P1500215	01/31/2015	AIRGAS NORTH CE	ENTRAL	128.02
		P1500218	01/30/2015	HD SUPPLY		65.51
		P1500241	01/28/2015	FIRST SUPPLY MA	DISON LLC	149.66
		P1500253	02/09/2015	MENARDS		139.99
	Budget	YTD E	Ехр	YTD Enc	Pending	Closing Balance
	50,000.00	274	.99	3,906.09	483.18	45,335.74
		HCC BUILI	DING COMPLI	EX PROG TOTAL	2,908.34	

I have examined the preceding bills and encumbrances in the total amount of \$2,908.34

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:	FEB 1 7 2015	Dept Head	The state of the s
		Committee Chair	

DECOLUE	7037370	
+SOLL	TON NO.	

AGENDA	NO.	

RESOLUTION ROCK COUNTY BOARD OF SUPERVISORS

The General Services Committee INITIATED BY

The General Services Committee SUBMITTED BY



Robert Leu DRAFTED BY

January 28, 2015 DATE DRAFTED

Awarding Contract to Renovate Two E-Unit Shower Rooms at the Jail

	on the second and third floors of the Pinehurst Building at the Ro
County Jail; and	
WHEREAS, the shower rooms on	n the 3rd floor in F-Unit were remodeled in 2007 as part of a lar
	ct, but the shower rooms on the 2 nd floor in E-Unit date back to 19
and need to be renovated; and	
WHEREAS, funds have been budge	geted for this shower renovation project, and bids were solicited for
work.	
	SOLVED by the Rock County Board of Supervisors duly assemb
this day of	, 2015, that a contract for the renovation of the t led to the low bidder, Gilbank Construction of Clinton, WI, in
	ed to the low bidder, Gilbank Construction of Clinton, WI, in
amount of \$29,700.00; and	
BE IT FURTHER RESOLVED th	hat a project contingency in the amount of \$5,000.00 be established
cover any change orders authorized b	
•	
Respectfully submitted,	
General Services Committee:	
Henry Brill, Chair	
•	
Jason Heidenreich, Vice Chair	
Thomas J. Brien	
inomas s. Bilon	
Edwin Nash	
The AAUTT TACKSTI	
T	
Jeremy Zajac	

Awarding Contract to Renovate Two E-Unit Shower Rooms at the Jail Page 2 $\,$

FISCAL NOTE:

Sufficient funds are available in the Jail Capital Improvement account, A/C 18-1837-0000-67200, for the cost of this project. This project is being 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, Wisa Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder.

Jeffrey 8. Kuglitsch Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith County Administrator

Rock County, Wisconsin

51 South Main Street Janesville, WI 53545



General Services

- -FacilitiesManagement
- -Maintenance
- -Duplicating
- -Central Stores (608)757-5518

Executive Summary

Resolution Awarding Contract for Shower Renovations in E-Unit at the Jail

The resolution before you awards a contract to Gilbank Construction for the renovation of the two E-Unit shower rooms located on the second floor of the Pinehurst Building at the Jail. After nearly 30 years of use, the walls, floors and ceilings have deteriorated beyond repair. The work will include demolition of existing surfaces, repair of the substrate, and the application of a fiberglass reinforced coating. The same coating system was used when the shower rooms were renovated in F-Unit in 2007.

In addition to the contract price of \$29,700.00, a \$5,000.00 contingency will be established to cover change orders authorized by the General Services Committee. With a renovation of this type, additional work may be needed to correct unforeseen conditions as the work progresses.



ROCK COUNTY, WISCONSIN FINANCE DIRECTOR

PURCHASING DIVISION FAX (608) 757-5539 PHONE (608) 757-5515



BID SUMMARY

PROJECT NUMBER

PROJECT NAME

BID DUE DATE DEPARTMENT

2015-11

E-UNIT SHOWER REMODELING

JANUARY 19, 2015 - 1:30 (LOCAL TIME)

GENERAL SERVICES - JAIL

	GILBANK CONSTRUCTION CLINTON, WI
ADDENDA RECEIVED	YES
START DATE	FEBRUARY 22, 2015
END DATE	MARCH 24, 2015
TOTAL PROJECT COST	\$ 29,700.00

Seven additional vendors were solicited that did not respond.	me miemei.	
PREPARED BY: Ala Dranfield SENIOR BUYER		and the second s
DEPARTMENT HEAD RECOMMENDATION: Silbank Con	refraction	
SIGNATURE	1/8	DATE
GOVERNING COMMITTEE APPROVAL:	nutra a makama makapaka eritanyi pemina timba daka daka pakabu yangka melakunan	
CHAIR	VOTE	DATE

RESOLUTION ROCK COUNTY BOARD OF SUPERVISORS

The General Services Committee INITIATED BY



Robert Leu DRAFTED BY

SUBMITTED BY	DATE DRAFTED
Awarding Contract to	Replace the Cooling Tower at the Jail
WHEREAS, the cooling tower on the roof useful life; and,	at the Jail dates back to 1986, and has reached the end of it
WHEREAS, funds were budgeted to replace	e the cooling tower, and bids were solicited for the work.
this day of, 2015	ED by the Rock County Board of Supervisors duly assemble, that a contract to replace the cooling tower at the Jail b ical of Janesville, WI, in the amount of \$83,900.00.
BE IT FURTHER RESOLVED that a procover any change orders authorized by the Cover any change or	eject contingency in the amount of \$5,000.00 be established to deneral Services Committee.
Respectfully submitted,	
GENERAL SERVICES COMMITTEE	FISCAL NOTE:
Henry Brill, Chair	Funding for this project has been requested to be carried over from 2014 to 2015 in the Jail/HCC Complex capital improvement account. This
Jason Heidenreich, Vice Chair	account is funded by sales tax revenues.
Thomas J. Brien	Sherry Oja Finance Director
	Sherry Oja Finance Director
Thomas J. Brien Edwin Nash	· •
	Finance Director LEGAL NOTE: The County Board is authorized to take the action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29),
Edwin Nash	Finance Director LEGAL NOTE: The County Board is authorized to take the action pursuant to secs. 59.01 and 59.51. Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be le

Josh Smith County Administrator

PURCHASING DIVISION FAX (608) 757-5539 PHONE (608) 757-5515



BID SUMMARY

PROJECT NUMBER PROJECT NAME BID DUE DATE DEPARTMENT

2015-10
JAIL COOLING TOWER
FEBRUARY 5, 2015-1:30 PM (LOCAL TIME)
GENERAL SERVICES - JAIL

	TRI-COR MECHANICAL	ILLINGWORTH KILGUST	BUTTERS-FETTING	GENERAL HEATING H&H INDUSTRIES	H & H INDUSTRIES
	JANESVILLE, WI	MADISON, WI	JANESVILLE, WI	MADISON, WI	MADISON, WI
COOLING TOWER	\$ 83,900.00	\$ 84,265.00	\$ 86,000.00	\$ 94,000.00	\$ 109,960.00
ADDENDA RECEIVED	YES	YES	YES	YES	YES
BID BOND RECEIVED	YES	YES	YES	YES	YES
START DATE	MAY 18, 2015	APRIL 6, 2015	6 WEEKS - APPROVAL	MAY, 2015	MARCH 9, 2015
COMPLETION DATE	JUNE 1, 2015	APRIL 24, 2015	30 DAYS AFTER START JUNE, 2015	JUNE, 2015	MAY 20, 2015

Invitation to bid was advertised in the Beloit Daily News and on the Internet. Fourteen additional vendors were solicited that did not respond. DEPARTMENT HEAD RECOMMENDATION: TN-Cor Mechanica

PREPARED BY: ALAN DRANSFIELD, SENIOR BUYER

35 Director

SIGNATURE GOVERNING COMMITTEE APPROVAL:

DATE VOTE

CHAIR

Executive Summary

Cooling Tower Replacement at the Jail

The resolution before you contracts with Tri-Cor Mechanical of Janesville, to replace the 30 year old cooling tower located on the roof at the Jail.

What is a cooling tower?

The Jail is air-conditioned with a fluid refrigerated by a chiller. The chilled fluid is pumped through forced air devices and heat exchangers in the building. As the building cools, the circulating fluid warms and returns to the chiller to be cooled again. To help cool the warm fluid, a cooling tower is used. Water flows over a packing like fill material. A large fan blows over the fill material, evaporation takes place, and the cooler water is pumped to the chiller, to help cool the air-conditioning fluid.

In short, a cooling tower is similar in purpose to a radiator.

Once the contract is awarded, six to eight weeks will pass before the chiller is delivered. Installation should be complete around May $\mathbf{1}^{\text{st}}$. In addition to the contract amount of \$88,900.00, a \$5,000 contingency will be created to cover unanticipated change orders approved by the General Services Committee.

DECOLUENCALATO		
	RESOLUTION NO	

AGENDA NO

RESOLUTION ROCK COUNTY BOARD OF SUPERVISORS

The General Services Committee INITIATED BY

The General Services Committee SUBMITTED BY



Robert Leu DRAFTED BY

February 9, 2015 DATE DRAFTED

Awarding Contract to Rep	lace the Cooling Tower at the Courthouse
WHEREAS, two cooling towers serve the	chillers at the Courthouse; and,
WHEREAS, one cooling tower was new as tower was brought over from the roof of the	s part of the 1999 construction project, and the second cool 1955 building and re-used; and,
WHEREAS, the re-used cooling tower is of	lder, and has reached the end of its useful life; and,
WHEREAS, funds were budgeted, and bids	s solicited to replace the cooling tower.
this day of, 2015, be awarded to the low bidder, General Heati	ED by the Rock County Board of Supervisors duly assembly that a contract to replace the cooling tower at the Courthoung of Madison, WI, in the amount of \$88,000.00. Diect contingency in the amount of \$5,000.00 be established as Services Committee.
·	
Respectfully submitted,	
GENERAL SERVICES COMMITTEE	FISCAL NOTE:
Henry Brill, Chair	Funding for this project has been requested to be carried over from 2014 to 2015 in the Courthouse Facilities capital improvement account. This account is funded by sales tax revenues.
Jason Heidenreich, Vice Chair	account is funded by sales tax revenues.
Thomas J. Brien	Sherry Oja
Edwin Nash	Finance Director
	LEGAL NOTE:
Jeremy Zajac	The County Board is authorized to take action pursuant to secs. 59.01 and 59.5 Wis. Stats. In addition, sec. 59.52(29 Wis. Stats. requires the porject to be
ADMINISTRATIVE NOTE:	to the lowest responsible bidder.
Recommended.	Jeffrey S. Kuglitsch

PURCHASING DIVISION PHONE (608) 757-5515 FAX (608) 757-5539



BID SUMMARY

PROJECT NUMBER PROJECT NAME BID DUE DATE DEPARTMENT

2015-12 COURTHOUSE COOLING TOWER FEBRUARY 5, 2015 – 1:30 PM (LOCAL TIME) GENERAL SERVICES - JAIL

	GENERAL HEATING IL	ILLINGWORTH KILGUST	BUTTERS-FETTING	TRI-COR MECHANICAL H & H INDUSTRIES	H & H INDUSTRIES
	MADISON, WI	MADISON, WI	JANESVILLE, WI	JANESVILLE, WI	MADISON, WI
COOLING TOWER	\$ 88,000.00	\$ 89,669.00	\$ 91,000.00	\$ 92,500.00	\$ 115,300.00
ADDENDA RECEIVED	YES	YES	YES	YES	YES
BID BOND RECEIVED	YES	YES	YES	YES	YES
START DATE	MAY, 2015	APRIL 6, 2015	6 WEEKS - APPROVAL	APRIL 6, 2015	MARCH 9, 2015
COMPLETION DATE	JUNE, 2015	APRIL 24, 2015	١.		MAY 20, 2015

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

PREPARED BY: ALAN DRANSFIELD, SENIOR BUYER

GOVERNING COMMITTEE APPROVAL:

DEPARTMENT HEAD RECOMMENDATION:

DATE

SIGNATUR

VOTE

CHAIR

Executive Summary

Cooling Tower Replacement at the Courthouse

The resolution before you contracts with General Heating of Madison, to replace one of the two cooling towers at the Courthouse. This cooling tower is older than the other, and has reached the end of its useful life. The Courthouse cooling towers are located in the concrete enclosure, between the two buildings, on the St. Lawrence Street side if the Courthouse.

What's a cooling tower?

The Courthouse is air-conditioned with a fluid refrigerated by a chiller. The chilled fluid is pumped through forced air devices and heat exchangers in the building. As the building cools, the circulating fluid warms and returns to the chiller to be cooled again. To help cool the warm fluid, a cooling tower is used. Water flows over a packing like fill material. A large fan blows over the fill material, evaporation takes place, and the cooler water is pumped to the chiller to help cool the air-conditioning fluid.

In short, a cooling tower is similar in purpose to a radiator.

Once the contract is awarded, six to eight weeks will pass before the chiller is delivered. Installation should be complete around May 1^{st} . In addition to the contract amount of \$88,000.00, a \$5,000 contingency will be created to cover unanticipated change orders approved by the General Services Committee.