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, AUGUST 17, 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 August 3, 2010
- 4. Transfers and Appropriations
- 5. Bills/Encumbrances/Pre-Approved Encumbrance Amendments
- 6. Updates
 - A. Jail Project
 - 1. Update Report
 - 2. Change Orders
- 7. Purchasing Procedural Endorsement and Contract Award
 - A. Awarding Contract for Dietitian/Nutritionist Services for Rock County Council on Aging
- 8. Set Time and Date for Joint Meeting with the Health Services Committee
- 9. Communications, Announcements and Information
- 10. Adjournment

Rock County - Production	08/11/10 CC	OMMITTEE APPRO	VAL REPORT			Page 1
Account Number Name	Yearly Prcr	nt YTD	Encumb	Unencumb	Inv/Enc	
					Amount	Total
1818159200-62460 BLDG SERV R	&M 45,000.00 65.	.5% 29,370.	15 136.25	15,493.60		
	P1000405-PO# 07/31/10 -V	/N#012507	ENERGETICS INC		179.20	
	P1000415-P0# 08/11/10 -V			NC	48 10	
	P1000417-PO# 08/11/10 -V				145 . 46	
	P1000419-P0# 08/11/10 -V				159.96	
	P1000429-P0# 08/11/10 -V	/N#017562	WISCONSIN TURF EQU	IIPMENT CORP		
	P1002873-P0# 07/31/10 -V	/N#010719	A AND A SHEET META	L WORKS INC	5500	
		CLOSI	NG BALANCE	14,848.86		644.74
1818159200-62463 FIRE ALARM	16,500.00 148.	0% 24,436	38 0.01	-7,936.39		
	P1002364-P0# 07/31/10 -V	N#037169	ABC FIRE AND SAFET	Y INC	169.00	
*** OVERDRAFT *** TRANSFER	REQUIRED	CLOSI	NG BALANCE	-8,105.39		16900
1818159200-62470 BLDG R & M	65,620.00 50.	4% 22,230.	01 10,888.71	32,501.28		
	P1000426-PO# 08/11/10 -V				28770	
	P1002843-PO# 08/11/10 -V	N#017463	WISCONSIN AUTOMATI	C DOOR INC	990.70	
		CLOSI	NG BALANCE	31,222.88		1,278.40
1818159200-63109 OTHER SUPP/	EXP 45.700.00 45.	6% 17.473	73 3.400.92	24.825.35		
	P1000402-P0# 07/31/10 -V				114.87	
	P1000406-PO# 08/11/10 -V				251	
	P1000409-PO# 07/31/10 -V	N#047242	H O H WATER TECHNOL	LOGY INC	2,009.70	
	P1000410-PO# 08/11/10 -V			E	9 98	
	P1000411-PO# 08/11/10 -V				116.16	
	P1000412-P0# 07/31/10 -V		HD SUPPLY		5161	
	P1000418-P0# 08/11/10 -V		MC MASTER-CARR SUPP			
	P1002104-P0# 08/11/10 -V		OIL EQUIPMENT CO IN	NC	38800	
	P1002728-P0# 07/31/10 -V		JOHNSON PLASTICS	CKING INC	110.78	
	P1002853-P0# 07/31/10 -V	N#U4/154	LOWELL C HAGEN TRUG	CKING INC	175.00	
		CLOSIN	NG BALANCE	21,658.30		3,167.05
	HCC BLDG.CO	MPLEX PROG-1	TOTAL-PO		5,259 19	
I HAVE EXAMINED THE PRECEDING						
INCURRED BY HCC BUILDING COMPL AND HAVE BEEN PREVIOUSLY FUNDS						
. A. BILLS AND ENCUMBRANCES OV	ER \$10,000 REFERRED TO THE					
B BILLS UNDER \$10,000 TO BE		NCC DV TIT 277	AADTMENT USAD			
C. ENCUMBRANCES UNDER \$10,00					Dr	בטב וובעט
GENERAL SERVICES	COMMITTEE APPROVES THE	E ADUVE, CUMPA	MERNUVAL		Ut	EPT-HEAD

AUG 1 7 2010 DATE_

_CHAIR

Rock County - Pro	duction	08/11/10	COL M	ITTEE APPROV	AL REPORT				Page 1
Account Number	Name		Yearly Pront	YTD		Encumb	Unencumb	Inv/Enc	
		Appropr	iation Spent	Expenditur	e A	Amount	Balance	Amount	Tota1
0000000001-16010	PURCHASING IN	NVEN	0.00 100.0%	9,757.2	7	0.02	-9.757.29		
		P1000292-P0# (08/09/10 -VN#	028070	OFFICE DEPO	TC		166.70	
		P1000294-P0# (08/09/10 -VN#	039632	OFFICE PRO			2,248.66	
		P1000298-P0# (08/09/10 -VN#	048194	UNISOURCE			222.00	
		P1000299-P0# (08/09/10 -VN#	048467	STAPLES ADV	/ANTAGE		13,325.72	
		P1000300-P0# (08/09/10 -VN#	048587	REPORTERS F	PAPER AND	MANUFACTUR	336.02	
				CLOSIN	G BALANCE		-26,056.39		16,299.10
		E	BAL SHEET A/C	PROG-T	OTAL-PO			16,299.10	
I HAVE EXAMINED TH INCURRED BY BALANO AND HAVE BEEN PREV A. BILLS AND ENO B. BILLS UNDER S	CE SHEET ACCOL VIOUSLY FUNDED CUMBRANCES OVE \$10,000 TO BE	UNT. CLAIMS COV). THESE ITEMS ER \$10,000 REFE PAID.	VERING THE IT S ARE TO BE TI ERRED TO THE (EMS ARE PROP REATED AS FO COUNTY BOARD	ER LLOWS				
INCURRED BY BALANC AND HAVE BEEN PREV A. BILLS AND ENC	CE SHEET ACCOL VIOUSLY FUNDED CUMBRANCES OVE \$10,000 TO BE	BILLS AND ENCUN JNT. CLAIMS COV). THESE ITEMS ER \$10,000 REFE PAID.	MBRANCES IN THE VERING THE ITHES ARE TO BE THE CERRED TO T	HE TOTAL AMO EMS ARE PROP REATED AS FO COUNTY BOARD	UNT OF \$16,2 ER LLOWS			16,299.10	

COMMITTEE APPROVES THE ABOVE. COM-APPROVAL

AUG 1 7 2010 DATE_______CHAIR

GENERAL SERVICES

DEPT-HEAD

ccount Number	Name	Yearly Pront			Encumb	Unencumb	Inv/Enc	 .
		Appropriation Spent	Expenditu	ıre	Amount	Balance	Amount	Tota
818100000-62400	R & M SERV	98,752.00 96.5	75,246	.21 2	0,089.49	3,416.30		
		P1000483-PO# 08/09/10 -VN	#010938	ARAMARK	UNIFORM SERV	VICES INC	129 04	
		P1000773-PO# 08/09/10 -VN	#043710	ROCK DIS	POSAL INC		156 . 99	
			CLOSI	ING BALANCE		3,130.27		286.0
318100000-62461	ELEVATOR	53,000.00 89.4	31.004	.92 1	6.405.60	5,589.48		
		P1000530-P0# 08/09/10 -VN					1,064.42	
			CLOSI	NG BALANCE		4,525.06		1,064.4
318100000-63104	PRNT & DUPL	ICATI 48,800.00 57.8	3% 19,435.	.42	8,788.12	20,576.46		
		P1000294-PO# 08/09/10 -VN	#039632	OFFICE P	RO .		3,266.30	
		P1000298-PO# 08/09/10 -VN					37000	
		P1002020-PO# 08/09/10 -VN	#021556	MIDLAND	PAPER		1,435.70	
			CLOSI	NG BALANCE		15,504.46		5,072.0
318100000-63500	R&M SUPPLIES	S 170,500.00 86.09	% 121,541.	46 2	5,244.08	23,714.46		
		P1000487-PO# 08/09/10 -VN				INC	391.01	
		P1000506-P0# 08/09/10 -VN					47.70	
		P1000509-P0# 08/09/10 -VN					61.88	
		P1000511-PO# 08/09/10 -VN			CE HARDWARE		3688	
		P1000514-P0# 08/09/10 -VN				OGY INC		
		P1000515-P0# 08/09/10 -VN7			DICKS FEED		450.80	
		P1000520-P0# 08/09/10 -VN#	••		GREENERY INC	•	131.95	
		P1000525-P0# 08/09/10 -VN# P1000539-P0# 08/09/10 -VN#		MENARDS	ITLI TAMC		29.45	
		P1000539-P0# 08/09/10 -VN#		SHERWIN W	ECTRICAL SUP	IDI V TNC	466 . 63 691 . 60	
		P1000544-PO# 08/09/10 -VN#			ADVANTAGE	PLI INC	218,65	
		P1000314-10# 08/09/10 -VN#		TRUGREEN	AUVANTAGE		5000	
		P1002596-P0# 08/09/10 -VN#			N BARNEY'S		3195	
		P1002766-P0# 08/09/10 -VN#	•	JMB & ASS			68500	
			CLOSIN	NG BALANCE		17,573.63		6,140.8
						0.000 F1		
18100000-64200	TRAINING EXF	3,500.00 14.4%	لا	49	0 - 00	2,993.5I		
18100000-64200	TRAINING EXF	3,500.00 14.4% P1002797-PO# 08/09/10 -VN#		49 GREEN BAY		2,993.51	5000	

P1000508-P0# 08/09/10 -VN#012879 GENERAL SERVICES PETTY CASH

CLOSING BALANCE -156,701.12

GS-GENERAL SERVICES DEPT. PAGE 1

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9.39

Rock County - Production 08/11/10 COMMITTEE APPROVAL REPORT Account Number Name Yearly Prcnt Inv/Enc YTD Encumb Unencumb Appropriation Spent Expenditure Amount Balance Amount GENERAL SERVICES PROG-TOTAL-PO 12.622.67 I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$12.622.67 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

CHAIR

DATE

Page 3

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AUG 1 7 2010

GS-GENERAL SERVICES DEPT PAGE 2

Rock County - Production	08/11/10 COMMITTE	E APPROVAL REPORT			Page 4	
Account Number Name	Yearly Prcnt Appropriation Spent Ex	YTD Encumb penditure Amount	Unencumb Balance	Inv/Enc Amount	Total	
	·	4,511.76 230.41 93 JOHNSON CONTROLS INC	15,257.83	1,059.53		
		CLOSING BALANCE	14,198.30		1,059.53	
	GLEN OAKS OPER.	PROG-TOTAL-PO		1,059.53		
I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,059.53 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 T GENERAL SERVICES	O BE PAID UPON ACCEPTANCE BY COMMITTEE APPROVES THE ABOV				_DEPT-HEAD	
	AUG 1	7 2010 DATE			_CHAIR	

Rock County - Production	08/11/10 COMMITTEE APPROVAL REPOR	RT		Page 5
Account Number Name	Yearly Prcnt YTD Appropriation Spent Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount Total
1818120000-62400 R & M SERV	68.300.00 20.1% 13.146.67 P1000483-P0# 08/09/10 -VN#010938 ARAMARK			12.00
	CLOSING BALANC	CE	54,511.37	12.00
1818120000-63500 R&M SUPPLIES	27,000.00 84.0% 21,873.40 P1000521-P0# 08/09/10 -VN#029662 L D DAN			324.87
	CLOSING BALANC	DE	3,971.40	324.87
	JUV.DET.OPER. PROG-TOTAL-PO			336 . 87
INCURRED BY JUV DETENTION FACI AND HAVE BEEN PREVIOUSLY FUNDE A. BILLS AND ENCUMBRANCES OV B. BILLS UNDER \$10,000 TO BE C. ENCUMBRANCES UNDER \$10,00	BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$ LITY OPERATN. CLAIMS COVERING THE ITEMS ARE PRO D. THESE ITEMS ARE TO BE TREATED AS FOLLOWS ER \$10,000 REFERRED TO THE COUNTY BOARD. PAID. D TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT COMMITTEE APPROVES THE ABOVE. COM-APPROVAL_	PPER HEAD .		DEPT-HEAD
	AUG 1 7 2010 DATE_			CHAIR

Rock County - Production	08/11/10 COM	MITTEE APPROVA	AL REPORT			Page 6
Account Number Name	Yearly Prcnt Appropriation Spent		Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818160000-63500 R&M SUPPLIES	27,000.00 50.2 P1000481-PO# 08/09/10 -VN P1000539-PO# 08/09/10 -VN P1000542-PO# 08/09/10 -VN	#048889 #016104	ALL CLIMATE MECHANIC SHERWIN WILLIAMS	CAL LLC	955.00 29.59 92.52	
		CLOSING	BALANCE	12,362.16		1,077.11
	COMM.CTR.OPE	R . PROG-TO	DTAL-PO		1,077.11	
I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,077.11 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-AF	PPROVAL			_DEPT-HEAD
	AUG 1	7 2010	DATE			_CHAIR

Rock County - Production	08/11/10 COMMI	TTEE APPROVAL REPORT			Page 7
Account Number Name	Yearly Prcnt Appropriation Spent	YTD Expenditure			Total
1818170000-62400 R & M SERV	38,015.00 8.1% P1000483-PO# 08/09/10 -VN#0				
		CLOSING BALANCE	34,913	08	18.00
1818170000-63500 R&M SUPPLIES	13,000.00 111.1% P1000542-PO# 08/09/10 -VN#00 P1002313-PO# 08/09/10 -VN#00	16376 STATE ELEC	CTRICAL SUPPLY INC	74 151.65 405.55	
*** OVERDRAFT ***		CLOSING BALANCE	-2,006	94	557.20
Transfe r required		NC PROG-TOTAL-PO		57520	
B. BILLS UNDER \$10,000 TO BE	DIDANCE CTR CLAIMS COVERING D. THESE ITEMS ARE TO BE TRI PER \$10,000 REFERRED TO THE CO PAID. TO BE PAID UPON ACCEPTANCE	THE ITEMS ARE PROPER EATED AS FOLLOWS OUNTY BOARD. BY THE DEPARTMENT HEA	AD .		_DEPT-HEAD
	AUG	1 7 2010 DATE			_CHAIR

Rock County - Production	08/11/10 COMM	IITTEE APPROVAL REPORT			Page 8
Account Number Name	Yearly Prcnt Appropriation Spent		Unencumb Balance	Inv/Enc Amount	Total
1818370000-63500 R&M SUPPLIES	75.000.00 67 8% P1000481-PO# 08/09/10 -VN# P1000494-PO# 08/09/10 -VN# P1000506-PO# 08/09/10 -VN# P1000509-PO# 08/09/10 -VN# P1002786-PO# 08/09/10 -VN# P1002842-PO# 08/09/10 -VN#	CO24402 CONGRESS GLASS INC CO44398 FIRST SUPPLY LLC CO36010 GRAINGER PARTS CO13416 HONEYWELL INC	ICAL LLC	915.00 644.13 713.90 17.49 932.50 18.75	
		CLOSING BALANCE	20,903.99		3,241.77
	JAIL .CAP.IMPR	OV. PROG-TOTAL-PO		3,241.77	
I HAVE EXAMINED THE PRECEDING EINCURRED BY JAIL CAPITAL IMPROVAND HAVE BEEN PREVIOUSLY FUNDED A. BILLS AND ENCUMBRANCES OVER B. BILLS UNDER \$10,000 TO BE C. ENCUMBRANCES UNDER \$10,000 GENERAL SERVICES	VEMENTS. CLAIMS COVERING TH D. THESE ITEMS ARE TO BE T ER \$10,000 REFERRED TO THE PAID.	E ITEMS ARE PROPER REATED AS FOLLOWS COUNTY BOARD. E BY THE DEPARTMENT HEAD.			EPT-HEAD

AUG 1 7 2010 DATE______CHAIR

Rock County - Prod	duction	08/11/10	COMMITTEE	APPROVAL	. REPORT				Page 9
Account Number	Name	Yearly Appropriation		YTD enditure		Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818430000-67200		0,957,630.00 02789-PO# 08/09/			91 CS ILLIN	,981.68 OIS LLC	958,714.05	950.25	
				CLOSING	BALANCE		957,763.80		950 . 25
		U-ROCK	EXPANSION	PROG-TOT	AL-PO			950.25	
INCURRED BY U-ROCK AND HAVE BEEN PREV A. BILLS AND ENG	I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$950.25 INCURRED BY U-ROCK EXPANSION PROJECT. 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 GENERAL SERVICES	UNDER \$10,000 TO	BE PAID UPON AC COMMITTEE APPROV				AD			_DEPT-HEAD
			AUG 1 7	2010	DATE				_CHAIR

Rock County - Product	ion 08/11/10	COMMITTEE APPROV	AL REPORT			Page 10
Account Number Nam		Pront YTD Spent Expenditur	Encumb e Amount	Unencumb Balance	Inv/Enc Amount	Total
1818490000-67200 CAP	ITAL IMPROV 1,605,267.00 P0903389-PO# 08/09/10 P1001057-PO# 08/09/10 P1001432-PO# 08/09/10 P1002839-PO# 08/09/10	-VN#034667 -VN#048787 -VN#034667	LYNN T MACDONALD IN CORPORATE CONTRACTO	ORS INC IC	11,598.03 300.00 21,277.31 2,227.95	
		CLOSIN	G BALANCE	3,497,862.30		35,403.29
	JAIL/HCC	COMPLEX PROG-T	OTAL-PO		35,403.29	
I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$35,403.29 INCURRED BY JAIL/HCC COMPLEX PROJECT. 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.						
	ER \$10,000 TO BE PAID UPON ACCE COMMITTEE APPROVES					_DEPT-HEAD
	AL	JG 1 7 2010	DATE			_CHAIR

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	18-1849-0000-67200	ı
FUNDS DESCRIPTION	Remove debris & concrete from farm, pump & fill septic, backfill, black dirt & seed.	*
AMOUNT OF INCREASE	§4,700.00	
INCREASE FROM \$ 199,310.00	TO \$ 204, 010.00	
ACCOUNT BALANCE AVAILABI	LE \$ 3,508,405 8-318	
REASON FOR AMENDMENT Rem	ove debris & concrete from farm, pump & fill sep	tic
backfill, black dirt &	seed.	
A	APPROVALS	
GOVERNING COMMITTEEChair	Date	
FINANCE COMMITTEE Chair	Date	
COUNTY BOARD (if over \$10,000) Resolution #	Adoption Date	

WHITE - COMMITTEE YELLOW- PURCHASING PINK - DEPARTMENT

AMENDFORM 2/98

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	18-1849-0000-67200	
FUNDS DESCRIPTION	Additional work performed Rock County Farm	demo.
AMOUNT OF INCREASE	\$ 6,034.25	
INCREASE FROM \$_204,010.00	TO \$ 210,044.25	
INCREASE FROM \$\(\frac{204,010.00}{\}\) ACCOUNT BALANCE AVAILABL REASON FOR AMENDMENT \(\frac{Addi}{2}\)	E \$ 3,508, YOS 8-3-55 tional work performed Rock County Farm demo.	
· A	APPROVALS	
GOVERNING COMMITTEEChair	Date	
FINANCE COMMITTEE		
(if over \$10,000) Chair	Date	
COUNTY BOARD		
(if over \$10,000) Resolution #	Adoption Date	

WHITE - COMMITTEE YELLOW- PURCHASING PINK - DEPARTMENT

AMENDFORM 2/98

RESOLUTION NO.	AGENDA NO	•

RESOLUTION ROCK COUNTY BOARD OF SUPERVISORS

EDUCATION, VETERANS, AND AGING SERVICES COMMITTEE INITIATED BY



JODI MILLIS, PURCHASING DRAFTED BY

AUGUST 4, 2010 DATE DRAFTED

EDUCATION, VETERANS, AND AGING SERVICES COMMITTEE SUBMITTED BY

VOTE

AWARDING CONTRACT FOR DIETTTIAN/NUTRITIONIST SERVICES FOR

	ROCK COUNTY COUNCIL ON AGING			
1 2 3 4	WHEREAS, Rock County Council on Aging receives federal Title III-C-1 and Title II-C-2 funds authorized through the Older Americans Act to provide congregate and home-delivered meals to older persons; and,			
5 6 7 8 9	WHEREAS, a registered dietitian/nutritionist is needed to approve all menus served through the Rock County Nutrition Program and provide a written nutritional analysis of each meal that is made available to participants; and,			
10 11 12	WHEREAS, Rock County Purchasing Division did solicit Proposals from qualified vendors for dietitian/nutritionist services; and,			
13 14 15	WHEREAS, the Council on Aging Director and Purchasing staff did review the Proposal received for compliance with the specifications.			
16 17 18 19 20	NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this day of, 2010, that a contract be awarded to Nutrition and Health Associates Inc of Janesville Wisconsin in the amount of \$13,590.00 for dietitian/nutritionist services for 2011.			
21 22 23 24	BE IT FURTHER RESOLVED that the Council on Aging Director and the Education, Veterans & Aging Services Committee be authorized to enterinto a contract for 2012 and 2013 as proposed.			
	RESPECTFULLY SUBMITTED EDUCATION, VETERANS & AGING SERVICES COMMITTEE TERRY THOMAS, CHAIR			
	MARV WOPAT, VICE CHAIR			
	WAYNE GUSTINA			
	DAVID INNIS			
	KATIE KUZNACIC PURCHASING PROCEDURAL ENDORSEMENT			
	CHATR			

DATE

AWARDING CONTRACT FOR DIETITIAN/NUTRITIONIST SERVICES FOR ROCK COUNTY COUNCIL ON AGING Page 2

FISCAL NOTE:

Sufficient funds will be included in the Council on Aging's 2011, 2012 and 2013 budgets for this contract.

Finance Director

LEGAL NOTE:

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

Jeffrey J. Kuglitsch Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended,

Craig Knutson County Administator

AWARDING CONTRACT FOR DIETITIAN/NUTRITIONIST SERVICES FOR ROCK COUNTY COUNCIL ON AGING

EXECUTIVE SUMMARY

Rock County Council on Aging receives federal Title III-C-1 and Title III-C-2 funds authorized through the Older Americans Act to provide congregate and homedelivered meals to older persons. The Elderly Nutrition Program contributes significantly in assisting older persons to remain healthy, active, and independent in their own homes and communities.

As part of this program, a dietitian or nutritionist must approve all menus served through the Rock County Nutrition Program and provide a written nutritional analysis of each meal that is made available to participants. The dietitian/nutritionist also conducts regular semi-monthly on-site visits to the congregate sites. The purpose of these visits is to provide nutrition and health information, provide individual nutrition consultation to participants and interact with participants regarding meal issues.

The dietitian/nutritionist also accompanies the Nutrition Program Supervisor on in-home visits to participants receiving home delivered meals to develop a nutrition care plan for at-risk participants.

The dietitian/nutritionist will also assist the Nutrition Program Supervisor in the development and provision of training in proper sanitation; the development of sanitation policies and procedures; and the development and implementation of a nutrition education plan.

ROCK COUNTY, WISCONSIN FINANCE DIRECTOR

PURCHASING DIVISION FAX (608) 757-5539 PHONE (608) 757-5517



PROJECT NUMBER:

#2011-01

PROJECT NAME:

DIETITIAN/NUTRITIONIST SERVICES

PROPOSAL DUE DATE: JULY 2, 2010 - 12:00 NOON

DEPARTMENT:

COUNCIL ON AGING-NUTRITION

TOTAL COST BASED ON 360 HOURS OF SERVICE PER YEAR (30 HOURS PER MONTH)	NUTRITION & HEALTH ASSOCIATES JANESVILLE WI	A'VIANDS ROSEVILLE MN
TOTAL COSTS - 2011	\$13,590.00	\$24,000.00
TOTAL COSTS - 2012	\$14,040.00	\$24,648.00
TOTAL COSTS – 2013	\$14,400.00	\$25,314.00
TOTAL 3 YEAR CONTRACT	\$42,030.00	\$73,962.00

Request for Proposal was advertised in the Janesville Gazette and on the Internet. PREPARED BY: JODI MILLIS Purchasing Manager DEPARTMENT HEAD RECOMMENDATION: NUTRITION & HEALTH ASSOCIATES GOVERNING COMMITTEE RECOMMENDATION: Vote Chair Date PURCHASING PROCEDURAL ENDORSEMENT: Vote Chair Date