

Rock County, Wisconsin

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



General Services

-Facilities Management
-Maintenance

PLEASE

NOTE:

LOCATION

Amended

GENERAL SERVICES COMMITTEE

TUESDAY, JANUARY 3, 2017 – 8:00 A.M.

ROCK HAVEN ADMINISTRATIVE CONFERENCE ROOM

3400 COUNTY ROAD F JANESVILLE, WI 53545

Agenda

1. Call to Order and Approve Agenda
2. Citizen Participation
3. Approval of Minutes – December 15, 2016
4. Transfer
5. Review of Payments
6. Resolutions
 - A. Awarding the Contract for Replacing Air Handling Units #14 and #15 at the Job Center
 - B. Retaining an Architectural & Engineering Firm to Prepare Plans and Specifications for the Construction of a new Medical Examiner's Garage
 - C. Approval of a Change Order for the Council on Aging and the Health Department and Amending 2016 Facilities Management Capital Budget
7. Facilities Management Director Updates
 - A. Facilities Superintendent Position Update
 - B. Facilities Management Vacant Positions
8. Project Updates & Change Orders
 - A. Update on Fascia at COA/Health Department building-Change Order
9. Communications, Announcements and Information
10. Tour of Rock Haven Facility
11. 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.

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

General Services Committee
INITIATED BY

General Services Committee
SUBMITTED BY



Brent Sutherland -
Director of Facilities Management
DRAFTED BY

December 27, 2016
DATE DRAFTED

Awarding the Contract for Replacing Air Handling Units #14 and #15 at the Job Center

- 1 **WHEREAS**, funds were budgeted in 2016 for the replacement of air handling units #14 and #15
- 2 at the Rock County Job Center, and;
- 3
- 4 **WHEREAS**, the two units are beyond their useful life and no longer reliable, and;
- 5
- 6 **WHEREAS**, specifications were drafted and bids solicited with five qualified contractors
- 7 responding.
- 8
- 9 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 10 assembled this ____ day of _____, 2017 does hereby approve and authorize
- 11 awarding a contract in the amount of \$45,929.50 to JC Heating and Cooling Inc. of Janesville
- 12 WI, for the replacement of air handling units #14 and #15.
- 13
- 14 **BE IT FURTHER RESOLVED**, that a \$3,000.00 contingency also be approved to cover any
- 15 possible unforeseen items.
- 16
- 17 Respectfully submitted,

GENERAL SERVICES COMMITTEE

Hank Brill, Chair

Jason Heidenreich, Vice Chair

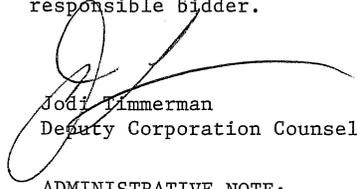
Robert Yeomans

David Homan

Jeremy Zajac

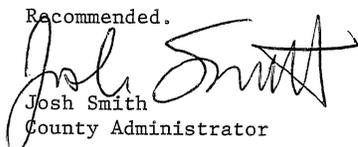
LEGAL NOTE:

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

ADMINISTRATIVE NOTE:

Recommended.


Josh Smith
County Administrator

FISCAL NOTE:

Funds were included in the 2016 budget for replacing two Air Handling Units at the Job Center. There are sufficient funds to cover a \$3,000 contingency.


Susan Balog
Assistant Finance Director

Rock County, Wisconsin

Facilities Management
51 South Main Street
Janesville, WI 53545
(608) 757-5527



Executive Summary

Awarding the Contract for Replacing Air Handling Unit's #14 and #15 at the Job Center

The Job Center Air Handling Units #14 and #15 are beyond their useful life and unreliable. Bids were solicited for the replacement of these units with five qualified contractors responding.

The resolution before you approves contracting the low bidder, JC Heating and Cooling Inc. of Janesville WI, in the amount of \$45,929.50.

This resolution also provides a contingency fund of \$3,000 for any possible unforeseen items.

Funds were budgeted in 2016 for this project.

ORIGINAL



BID SUMMARY FORM

BID NUMBER: 2017-24
 BID NAME: JOB CENTER AIR HANDLING UNIT REPLACEMENTS
 BID DUE DATE: DECEMBER 19, 2016 - 1:30 P.M.
 DEPARTMENT: FACILITIES MANAGEMENT

	JC HEATING JANESVILLE WI	TRI-COR MECHANICAL JANESVILLE WI	H&H INDUSTRIES MADISON WI	GENERAL HEATING MADISON WI	ILLINGWORTH KILGUST WEST ALLIS WI
BASE BID	\$ 45,929.50	\$ 46,490.00	\$ 51,346.00	\$ 52,000.00	\$ 53,602.00
ADDENDA	YES	YES	YES	NO	YES
BID BOND	YES	YES	YES	YES	YES
START DATE	2/13/17	5 WEEKS AFTER AWARD	4/1/17	8 WEEKS AFTER AWARD	2/14/17
COMPLETION	2/18/17	7 WEEKS	4/14/17	2 WEEKS	3/15/17

Invitation to Bid was advertised in the Janesville Gazette and on the Internet. Five additional vendors were solicited that did not respond. One vendor submitted a "No Bid". One bidder failed to supply the required Bid Bond and therefore cannot be considered.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: Recommend J C Heating + Cooling Inc

SIGNATURE: [Signature]

10-27-16

DATE

GOVERNING COMMITTEE APPROVAL: _____

CHAIR

VOTE

DATE

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

The General Services Committee
INITIATED BY



Brent Sutherland- Director-
Facilities Management
DRAFTED BY

The General Services Committee
SUBMITTED BY

December 21, 2016
DATE DRAFTED

1 **Retaining an Architectural & Engineering Firm to Prepare Plans and Specifications**
2 **for the Construction of a new Medical Examiners Garage**
3

4 **WHEREAS**, the 2017 budget included funds for the construction of a new medical examiners garage,
5 and;

6
7 **WHEREAS**, the Medical Examiners garage and holding area is located in the old Rock Haven building,
8 and;

9
10 **WHEREAS**, the new building will be built on the HCC complex near the Maintenance garage, and;

11
12 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
13 this _____ day of _____, 2016, that Angus Young Architects/Engineering firm
14 of Janesville, WI. Will be retained to prepare project plans and specifications, in the amount of
15 \$11,300.00.

Respectfully submitted,

General Services Committee:

Henry Brill, Chair

Jason Heidenreich, Vice Chair

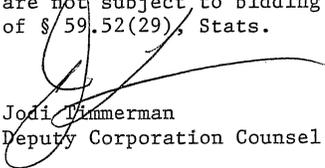
Bob Yeomans

David Homan

Jeremy Zajac

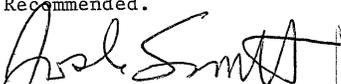
LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. Professional services are not subject to bidding requirements of § 59.52(29), Stats.


Jodi Zimmerman
Deputy Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.


Josh Smith
County Administrator

FISCAL NOTE:

Funds have been included in the 2017 budget for a new medical examiner's garage.


Susan Balog
Assistant Finance Director

Rock County, Wisconsin
51 South Main Street
Janesville WI 53545



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Executive Summary
Retaining an Architectural & Engineering Firm to Prepare Plans
and Specifications
for the Construction of a new Medical Examiners Garage

The resolution before you is retaining Angus Young Architects/Engineering Firm to prepare plans and specifications for the construction of a new Medical Examiners garage.

This garage space is currently located in the old Rock haven building which is costing approximately \$50,000 annually in just utilities. The new Medical Examiners garage will be built at the HCC complex near the new maintenance storage garage.

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

General Services Committee
INITIATED BY

General Services Committee
SUBMITTED BY



Brent Sutherland –
Director of Facilities Management
DRAFTED BY

December 28, 2016
DATE DRAFTED

Approval of a Change Order for the Council on Aging and the Health Department and Amending 2016 Facilities Management Capital Budget

1 **WHEREAS**, funds were budgeted in 2016 for the replacement of the fascia on the Council on
2 Aging and Health Department building, and;
3
4 **WHEREAS**, work was underway and after all the old fascia was removed, it was discovered the
5 wood backing as outlined in the specifications was only on the Health Department section, and;
6
7 **WHEREAS**, the added cost to add the required wood backer to the Council on Aging side of the
8 building is \$10,750.

9
10 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
11 assembled this ____ day of _____, 2016 does hereby approve and authorize a change
12 order in the amount of \$10,750.00 to Mc Dermaid Roofing and Insulation out of Rockford,
13 Illinois.

14
15 **BE IT FURTHER RESOLVED**, that the Facilities Management 2016 budget be amended as
16 follows:

<u>ACCOUNT/DESCRIPTION</u>	<u>BUDGET</u> <u>12/28/16</u>	<u>INCREASE/</u> <u>(DECREASE)</u>	<u>AMENDED</u> <u>BUDGET</u>
<u>Source of Funds</u>			
18-1811-0000-47400			
21 Transfer In-Fund Balance	0	\$10,750	\$10,750
<u>Use of Funds:</u>			
24 18-1811-0000-67200	\$43,340	\$10,750	\$54,090
25 Capital Improvements			

Respectfully submitted,

GENERAL SERVICES COMMITTEE

FINANCE COMMITTEE ENDORSEMENT

Hank Brill, Chair

Reviewed and approved on a vote of _____

Jason Heidenreich, Vice Chair

Mary Mawhinney, Chair

Robert Yeoman

David Homan

Jeremy Zajac

**Approval of a Change Order for the Council on Aging and the Health Department
and Amending 2016 Facilities Management Capital Budget**

FISCAL NOTE:

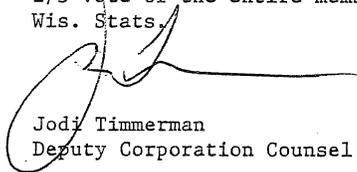
This resolution authorizes the use of a portion of prior year sales tax to fund the change order cost for the Council on Aging and Health Department fascia. There is approximately 1.4 million available in the sales tax fund.



Susan Balog
Assistant Finance Director

LEGAL NOTE:

As an amendment to the adopted 2016 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.



Jodi Timmerman
Deputy Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Randy Terronez
Assistant to the County Administrator

Rock County, Wisconsin

Facilities Management
51 South Main Street
Janesville, WI 53545
(608) 757-5527



Executive Summary

Authorizing a Change Order for Replacing Council on Aging & Health Department Fascia and Amending 2016 Facilities Management Capital Budget

The Council on Aging & Health Department fascia replacement project was underway. Once the fascia was removed it was discovered the required wood backer was only on the Health Department side and not around the entire building as indicated by the specifications.

The resolution before you approves a change order with McDermaid Roofing & Insulating Company of Rockford, Illinois, in the amount of \$10,750.00.

This Resolution also amends the 2016 Facilities Management Budget, by increasing the budget by \$10,750.00, using a portion of the sales tax to fund the change order cost to complete the replacement of the fascia.