

**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, DECEMBER 7, 2010 – 1:30 P.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 – November 16, 2010
4. Rock Haven Building Update
  - A. Samuels Group
  - B. Eppstein Uhen Architects
5. Transfers and Appropriations
6. Bills/Encumbrances/Pre-Approved Encumbrance Amendments
7. Updates
  - A. Jail Project
    1. Update Report
    2. Change Orders
  - B. UW – Rock County
    1. Landscaping Update
8. Purchasing Procedural Endorsements and Contract Awards
  - A. Awarding Contract for Cleaning at Various County Buildings
9. Purchasing Procedural Endorsements
  - A. Authorizing Purchase of Vehicles Per State of Wisconsin Contract for the Rock County Sheriff's Office
  - B. Establishing Cleaning Vendor for Human Services at the Rock County Job Center and Franklin Street
  - C. Establishing Copier Vendor for 2011 -2015
  - D. Establishing Laundry Vendor for Human Services Department at Juvenile Detention Center
  - E. Establish Waste Collection Vendor for Human Services Department at the Job Center
  - F. Establishing Shredding Services Vendor for Various Countywide Locations
  - G. Establishing Waste Collection Vendor for the Rock County Health Care Center and Rock Haven

- H. Establishing Commissary Vendors for Sheriff's Office and Jail
  - I Establish Waste Collection Vendor for the Rock County Department of Public Works
  - J. Establish a Parks Plan Consultant – Public Works - Parks
10. Permission to Give Scrap Metal & Fencing to Citizen in Exchange for Clean-up & Labor at Gibbs Lake County Park
  11. Communications, Announcements and Information
  12. Adjournment

2010

Rock County - Production

11/30/10

COMMITTEE APPROVAL REPORT

Page 1

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0000000001-16010	PURCHASING INVEN	0.00 100.0%	24,889.08	0.02	-24,889.10		
	P1000292-PO# 12/01/10 -VN#028070			OFFICE DEPOT		91.44	
	P1000294-PO# 12/01/10 -VN#039632			OFFICE PRO		32.51	
	P1000299-PO# 12/01/10 -VN#048467			STAPLES ADVANTAGE		6,951.44	
	P1003593-PO# 12/01/10 -VN#011141			BEAR GRAPHICS INC		559.89	
				CLOSING BALANCE	-32,524.38		7,635.28
0000000001-17000	PREPAID BUDGET I	0.00 100.0%	39,955.78	60,203.38	-100,159.16		
	P1003771-PO# 12/01/10 -VN#012248			DEPARTMENT OF HEALTH AND FAMIL		150.00	
				CLOSING BALANCE	-100,309.16		150.00
0000000001-17100	POSTAGE METER CH	0.00 100.0%	20,987.67	40,000.00	-60,987.67		
	P1000537-PO# 12/01/10 -VN#044977			UNITED MAILING SERVICES INC		455.15	
				CLOSING BALANCE	-61,442.82		455.15
	BAL SHEET A/C		PROG-TOTAL-PO			8,240.43	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$8,240.43  
 INCURRED BY BALANCE SHEET ACCOUNT. 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

DEC 07 2010

DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818100000-62112	SECURITY	66,000.00 100.2%	55,095.11	11,075.81	-170.92		
	P1003770-PO# 12/01/10 -VN#048790			MIRION TECHNOLOGIES GDS INC		10.00	
*** OVERDRAFT ***	<b>TRANSFER REQUIRED</b>			CLOSING BALANCE	-180.92		10.00
1818100000-62400	R & M SERV	98,752.00 97.9%	89,541.67	7,218.13	1,992.20		
	P1000483-PO# 12/01/10 -VN#010938			ARAMARK UNIFORM SERVICES INC		138.54	
	P1002748-PO# 12/01/10 -VN#022229			JF AHERN COMPANY		195.00	
				CLOSING BALANCE	1,658.66		333.54
1818100000-63100	OFC SUPP & EXP	2,500.00 86.4%	2,160.04	0.00	339.96		
	P1000532-PO# 12/01/10 -VN#015241			PITNEY BOWES INC		150.42	
				CLOSING BALANCE	189.54		150.42
1818100000-63104	PRNT & DUPLICATI	48,800.00 84.6%	36,014.10	5,315.25	7,470.65		
	P1000296-PO# 12/01/10 -VN#010723			PRINTING AND BUSINESS SOLUTION		101.68	
	P1002020-PO# 12/01/10 -VN#021556			MIDLAND PAPER		1,338.19	
				CLOSING BALANCE	6,030.78		1,439.87
1818100000-63500	R&M SUPPLIES	194,500.00 96.7%	175,546.67	12,725.61	6,227.72		
	P1000479-PO# 12/01/10 -VN#018296			AARONS LOCK AND SAFE INC		595.33	
	P1000485-PO# 12/01/10 -VN#018372			BATTERIES PLUS INC		35.88	
	P1000486-PO# 12/01/10 -VN#011198			BELOIT FIRE PROTECTION COMPANY		80.00	
	P1000498-PO# 12/01/10 -VN#012202			DE VERE COMPANY INC		153.60	
	P1000509-PO# 12/01/10 -VN#036010			GRAINGER PARTS		350.78	
	P1000542-PO# 12/01/10 -VN#016376			STATE ELECTRICAL SUPPLY INC		118.56	
	P1001990-PO# 12/01/10 -VN#049513			CLARCOR AIRGUARD		449.48	
	P1003640-PO# 12/01/10 -VN#044442			FINCO CONCRETE		4,855.00	
	P1003663-PO# 12/01/10 -VN#048967			WHITE HOUSE EQUIPMENT SALES		140.75	
	P1003665-PO# 12/01/10 -VN#043737			STATE OF WISCONSIN		260.00	
*** OVERDRAFT ***	<b>TRANSFER REQUIRED</b>			CLOSING BALANCE	-811.66		7,039.38
	GENERAL SERVICES		PROG-TOTAL-PO			8,973.21	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$8,973.21 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.

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Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818110000-63500	R&M SUPPLIES	20,000.00	138.5%	23,803.55	3,898.78	-7,702.33	
	P1000509-PO# 12/01/10 -VN#036010			GRAINGER PARTS		90.59	
	P1000524-PO# 12/01/10 -VN#014423			MC MASTER-CARR SUPPLY COMPANY		168.17	
	P1000525-PO# 12/01/10 -VN#014534			MENARDS		118.95	
	P1000542-PO# 12/01/10 -VN#016376			STATE ELECTRICAL SUPPLY INC		16.88	
	P1003773-PO# 12/01/10 -VN#011416			BRADLEY SHEET METAL WORKS INC		75.00	
*** OVERDRAFT ***	<b>TRANSFER REQUIRED</b>			CLOSING BALANCE		-8,171.92	469.59
	GLEN OAKS OPER			PROG-TOTAL-PO			469.59

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$469.59 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

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DEC 07 2010

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2010

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818120000-62400	R & M SERV	68,300.00 104.5%	71,217.35	172.49	-3,089.84		
	P1000483-PO# 12/01/10 -VN#010938			ARAMARK UNIFORM SERVICES INC		13.56	
*** OVERDRAFT ***	<b>TRANSFER REQUIRED</b>		CLOSING BALANCE		-3,103.40		13.56
1818120000-63500	R&M SUPPLIES	36,000.00 106.9%	34,929.46	3,585.35	-2,514.81		
	P1000519-PO# 12/01/10 -VN#013741			JOHNSTONE SUPPLY		120.40	
	P1000538-PO# 12/01/10 -VN#025791			SGTS INC		4,995.00	
*** OVERDRAFT ***	<b>TRANSFER REQUIRED</b>		CLOSING BALANCE		-7,630.21		5,115.40
	JUV.DET.OPER.		PROG-TOTAL-PO			5,128.96	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$5,128 96 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.
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DATE \_\_\_\_\_ CHAIR

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Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818160000-63500	R&M SUPPLIES	27,000 00	92 8%	19,644.43	5,427.28	1,928.29	
	P1000496-PO# 12/01/10 -VN#011970			CONNORS SUPPLY INC		223.32	
	P1000509-PO# 12/01/10 -VN#036010			GRAINGER PARTS		28.52	
	P1000515-PO# 12/01/10 -VN#029890			JACK AND DICKS FEED AND GARDEN		450.80	
	P1003154-PO# 12/01/10 -VN#010943			ARCHAMBAULT ASPHALT SEALING &		785.00	
				CLOSING BALANCE		440.65	1,487.64
	COMM. CTR. OPER.			PROG-TOTAL-PO			1,487.64

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,487.64 INCURRED BY COMMUNICATIONS CTR. OPERATION. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

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1818170000-62400	R & M SERV P1000483-PO# 12/01/10 -VN#010938	38,015.00 100.6%	38,093.20	180.16	-258.36	19.86	
							ARAMARK UNIFORM SERVICES INC
*** OVERDRAFT ***	<b>TRANSFER REQUIRED</b>		CLOSING BALANCE		-278.22		19.86
1818170000-63500	R&M SUPPLIES P1000542-PO# 12/01/10 -VN#016376	18,000.00 120.0%	18,918.57	2,695.78	-3,614.35	59.58	
							STATE ELECTRICAL SUPPLY INC
*** OVERDRAFT ***	<b>TRANSFER REQUIRED</b>		CLOSING BALANCE		-3,673.93		59.58
			ADOL.SER/GUIDANC	PROG-TOTAL-PO		79.44	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$79.44 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.
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DEC 07 2010

DATE \_\_\_\_\_ CHAIR



2010

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818370000-63500	R&M SUPPLIES	105,000.00	86.6%	88,509.28	2,511.51	13,979.21	
	P1000480-PO# 12/01/10 -VN#046075			AIRGAS NORTH CENTRAL		43.35	
	P1000496-PO# 12/01/10 -VN#011970			CONNORS SUPPLY INC		118.01	
	P1000503-PO# 12/01/10 -VN#012507			ENERGETICS INC		395.78	
	P1000505-PO# 12/01/10 -VN#019954			FERGUSON ENTERPRISES INC		955.01	
	P1000506-PO# 12/01/10 -VN#044398			FIRST SUPPLY LLC		42.12	
	P1000530-PO# 12/01/10 -VN#034850			OTIS ELEVATOR COMPANY		690.27	
	P1000538-PO# 12/01/10 -VN#025791			SGTS INC		2,094.28	
	P1003600-PO# 12/01/10 -VN#013416			HONEYWELL INC		629.04	
				CLOSING BALANCE	9,011.35		4,967.86
	JAIL CAP IMPROV			PROG-TOTAL-PO		4,967.86	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$4,967.86 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.
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DEC 07 2010 DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818420000-67200	CAPITAL IMPROV	427,994.00	58.8%	149,291.72	102,609.82	176,092.46	
	P1001616-PO# 12/01/10 -VN#036838			ARNOLD AND O SHERIDAN INC		1,005.00	
	P1003340-PO# 12/01/10 -VN#050152			ZANDER SOLUTIONS LLC		25,722.18	
				CLOSING BALANCE	149,365.28		26,727.18
	CTHS FACILITY			PROG-TOTAL-PO		26,727.18	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$26,727.18 INCURRED BY COURTHOUSE FACILITY IMPROVEMEN. 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.
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DEC 07 2010 DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818490000-67200	CAPITAL IMPROV	1,605,267.00	77.3%	3,303,662.64	5,677,574.08	2,624,030.28	
	P1000029-PO# 12/01/10 -VN#047865			MOBILE MINI INC		220.00	
	P1003418-PO# 12/01/10 -VN#025487			ANGUS YOUNG ASSOCIATES		2,500.55	
				CLOSING BALANCE	2,621,309.73		2,720.55
	JAIL/HCC COMPLEX		PROG-TOTAL-PO			2,720.55	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$2,720.55 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.
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DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818500000-67200	CAPITAL IMPROV	110,000.00	25.9% 13,330.00	15,190.00	81,480.00		
	P1001743-PO# 12/01/10 -VN#036838			ARNOLD AND O SHERIDAN INC		2,480.00	
				CLOSING BALANCE	79,000.00		2,480.00
	JDC CAP IMPROV.		PROG-TOTAL-PO			2,480.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$2,480.00 INCURRED BY JDC CAPITAL IMPROVEMENT. 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.
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GENERAL SERVICES COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

DEC 07 2010 DATE \_\_\_\_\_ CHAIR

HCC

2011

2011

Rock County - Production

11/30/10

COMMITTEE APPROVAL REPORT

Page 1

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818159200-63109	OTHER SUPP/EXP	45,500.00	0.0%	0.00	0.00	45,500.00	
ENC	R1100021-PO# 01/01/11 -VN#046400			FLEET SERVICES		5,000.00	
				CLOSING BALANCE		40,500.00	5,000.00
	HCC BLDG. COMPLEX			PROG-TOTAL-PO		5,000.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$5,000.00 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
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GENERAL SERVICES

COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

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2011

2011

Rock County - Production

11/30/10

COMMITTEE APPROVAL REPORT

Page 1

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
000000001-17100	POSTAGE METER CH	0.00 100.0%	0.00	0.00	0.00		
ENC	R1100017-PO# 01/01/11 -VN#024549		UNITED STATES POSTAL SERVICE			180,000.00	
			CLOSING BALANCE		-180,000.00		180,000.00
	BAL SHEET A/C		PROG-TOTAL-PO			180,000.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$180,000.00  
 INCURRED BY BALANCE SHEET ACCOUNT. CLAIMS COVERING THE ITEMS ARE PROPER  
 AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

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DEC 07 2010 DATE \_\_\_\_\_ CHAIR

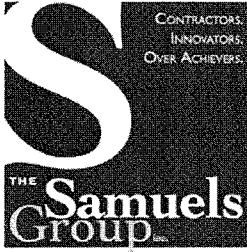
Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818100000-62400	R & M SERV	132,537.00	0.0%	0.00	0.00	132,537.00	
ENC	R1100006-PO# 01/01/11 -VN#041496			IKON OFFICE SOLUTIONS		17,364.48	
ENC	R1100018-PO# 01/01/11 -VN#026293			PITNEY BOWES INC		8,317.80	
				CLOSING BALANCE		106,854.72	25,682.28
1818100000-63104	PRNT & DUPLICATI	30,000.00	0.0%	0.00	0.00	30,000.00	
ENC	R1100002-PO# 01/01/11 -VN#010723			PRINTING AND BUSINESS SOLUTION		4,654.15	
ENC	R1100006-PO# 01/01/11 -VN#041496			IKON OFFICE SOLUTIONS		17,586.00	
				CLOSING BALANCE		7,759.85	22,240.15
1818100000-63500	R&M SUPPLIES	215,000.00	0.9%	0.00	2,000.00	213,000.00	
ENC	R1100167-PO# 01/01/11 -VN#046400			FLEET SERVICES		2,500.00	
				CLOSING BALANCE		210,500.00	2,500.00
	GENERAL SERVICES			PROG-TOTAL-PO		50,422.43	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$50,422.43 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

DEC 07 2010 DATE \_\_\_\_\_ CHAIR



To: General Services Committee  
From: Kevin Higgs, Owners Representative  
Date: November 29, 2010  
RE: Program Request for Phase # 1 Jail Renovation Project

### WISCONSIN

311 Financial Way  
Suite 300

Wausau, WI 54401

phone 715.842.2222

fax 715.848.8088

### IOWA

313 E 5<sup>th</sup> Street

Waterloo, IA 50703

phone 319.232.6443

fax 319.233.3191

### Program Request # 015

#### Change Order Request #053

**Total Cost; \$ 1,362.20**

COR #053 pertains to Proposal Request # 09R, adding access panels in masonry walls to areas above the precast plank of the addition. The access panels are being requested to provide access to mechanical components.

#### Change Order Request # 054

**Total Cost; \$ 248.71**

COR #054 pertains to cost associated with RFI # 053, and # 053R. The UPS system (*uninterruptible power supply*) was upgraded from a 20 KVA to a 30 KVA at no additional cost from the manufacturer. The cost associated with COR # 054, is for the increased cost of the breaker required for the larger UPS system.

#### Change Order Request #055

**Total Cost; \$ 6,129.95**

COR #055 pertains to the Architect's response to RFI # 046, & #056; Conduit routing for the security system within the existing facility. The response to RFI # 056, directed the installation of CMU chases to conceal the conduits, to be installed on level 2, 3, & 4. COR # 043 was issued, with a cost of \$20,494.86. COR # 055 is a cost saving alternative to use a durable detention grade product called Interlock to conceal the conduits.

#### Change Order Request # 056

**Total Cost; \$ 4,048.00 (Alternate Proposal)**

COR # 056 pertains to the Architect's response to RFI # 120, providing direction for control of light fixtures in corridors that were previously controlled by the existing system, not shown to be controlled by the new system.

Total cost for Program request # 015 = **\$ 11,788.86**







To: General Services Committee  
From: Kevin Higgs, Owners Representative  
Date: December 1, 2010  
RE: Program Request for Phase # 1 Jail Renovation Project

**WISCONSIN**

311 Financial Way

Suite 300

Wausau, WI 54401

phone 715.842.2222

fax 715.848.8088

**IOWA**

313 E 5<sup>th</sup> Street

Waterloo, IA 50703

phone 319.232.6443

fax 319.233.3191

**Program Request # 016**

**Change Order Request #057**

**Total Cost; \$ 17,835.80**

COR #057 pertains to Proposal Request # 10, for Corridor H102 Ceiling demolition. The ceiling demolition is required to provide access for the security system conduit installation from the existing Central Controls room, to the new Central Controls room in the addition. The Proposal Request includes provisions for temporary support of HVAC diffusers, removal of existing light fixtures, temporary lighting, ceiling removal, and disposal.

Once the ceiling has been removed, it will allow the construction team access to determine the best route for the electrical conduits, and determine the finish ceiling height. (There will be approximately 40 conduits installed in the space above the ceiling.) A Proposal Request will be issued in the near future to provide pricing for a replacement detention grade ceiling with detention grade light fixtures.

Program request # 016 is a request for authorization to proceed with the ceiling demolition as outlined in Proposal Request # 10 (attached) on a Time & Materials, Not to exceed basis.

Total cost for Program request # 016 = **\$ 17,835.80 (T&M, not to exceed)**



# Change Order Request

TRI-NORTH BUILDERS INC  
 2625 RESEARCH PARK DR  
 FITCHBURG, WI 53711  
 Phone: 608-271-8717

**Owner :** ROCK COUNTY GENERAL SERVICES  
 51 SOUTH MAIN ST  
 JANESVILLE, WI 53545

**Project:** 10052- / ROCK COUNTY JAIL JANESVILLE WI  
 JANESVILLE, WI

**PCOType:** OWN

**Change Order Request # :** 57      **PR#10 DEMO CORRIDOR CEILING**

**Item :** 1      **PR#10 DEMO CORRIDOR CEILING**

*PROPOSAL REQUEST #10 REMOVE CEILING IN CORRIDOR H102*

*THIS NUMBER DOES NOT INLCUDE ANY ASBESTOS TESTING OR REMOVAL. THIS IS NOT ANTICIPATING ANY MAJOR DELAYS RESULTING FROM PRISON STAFF.*

Phase	Description	Cost Type	Amount
01040-200-	PROJECT SUPERINTENDENT	1 LABOR	808.00
02060-240-	DEMOLITION (FROM GE)	1 LABOR	11,200.00
01711-110-	DUMPSTER	2 MAT'L	600.00
15500- -	H.V.A.C.	3 SUBS	824.00
16100- -	ELECTRICAL DIVISION	3 SUBS	2,405.00
<b>Subtotal Item      1</b>			<b>15,837.00</b>

<b>Cost Type Recap:</b>	<b>Amount</b>
1 LABOR	12,008.00
2 MATERIAL	600.00
3 SUBCONTRACTS	3,229.00
<b>Subtotal Item      1</b>	<b>15,837.00</b>

<b>GL INSURANCE</b>	0.85%	134.61
<b>OH&amp;P/FEE</b>	10.00%	1,596.65
<b>BOND</b>	1.50%	267.54
<b>SALES/USE TAX</b>	0.00%	0.00
<b>Requested Total For Item      1</b>		<b>17,835.80</b>
<b>Total For Change Order</b>		<b>17,835.80</b>

**Approved By:** ROCK COUNTY GENERAL SERVICES

**Submitted By:** TRI-NORTH BUILDERS INC

**Signed:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **Potter Lawson**

15 Ellis Potter Court  
P.O. Box 44964  
Madison, WI 53744-4964  
608/274-2741  
Fax/274-3674

## **Proposal Request PR# 10**

---

<b>To:</b>	Tri-North Builders, Attn: Holly Hawkins	<b>Date of Issuance:</b>	November 19, 2010
<b>Contract for:</b>	All the Work	<b>Contract Date:</b>	May 5, 2010
		<b>Project Name:</b>	Rock County Jail Renovation
		<b>Project No.:</b>	2007.23.01

---

Please submit an itemized quotation for changes in the Contract Sum and/or Time incidental to proposed modifications to the Contract Documents described herein.

**This is neither a Change Order nor a direction to proceed with the work described herein.**

---

**Description:** Corridor H102 Ceiling Demolition

### **AFFECTING THE DRAWINGS**

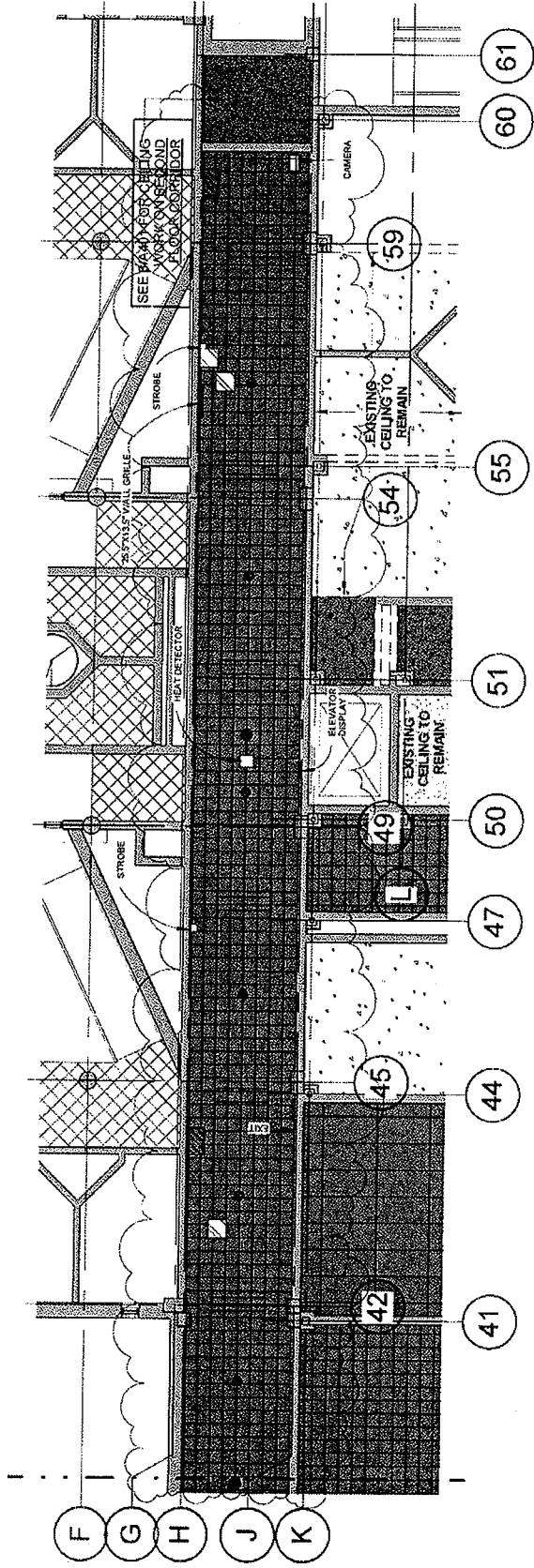
#### **DRAWING D102**

- PR10-01: Revise Detail 1/D102 per Supplemental Drawing SD-A016, attached.
- PR10-02: Add Detail 4/D102 per Supplemental Drawing SD-A017, attached.
- PR10-03: Add Ceiling Demolition Note 1:
  - 1. Maintain all lighting, security and fire detection, warning and suppression in place during ceiling demolition of areas to remain in use. Maintain these systems throughout the course of construction.

**Attachments:** Supplemental Drawings SD-A016 and SD-A017.

End of Proposal Request #10

Architect: Potter Lawson, Inc.  
By: Chad Oistad



1 CEILING DEMOLITION PLAN - AREA 2

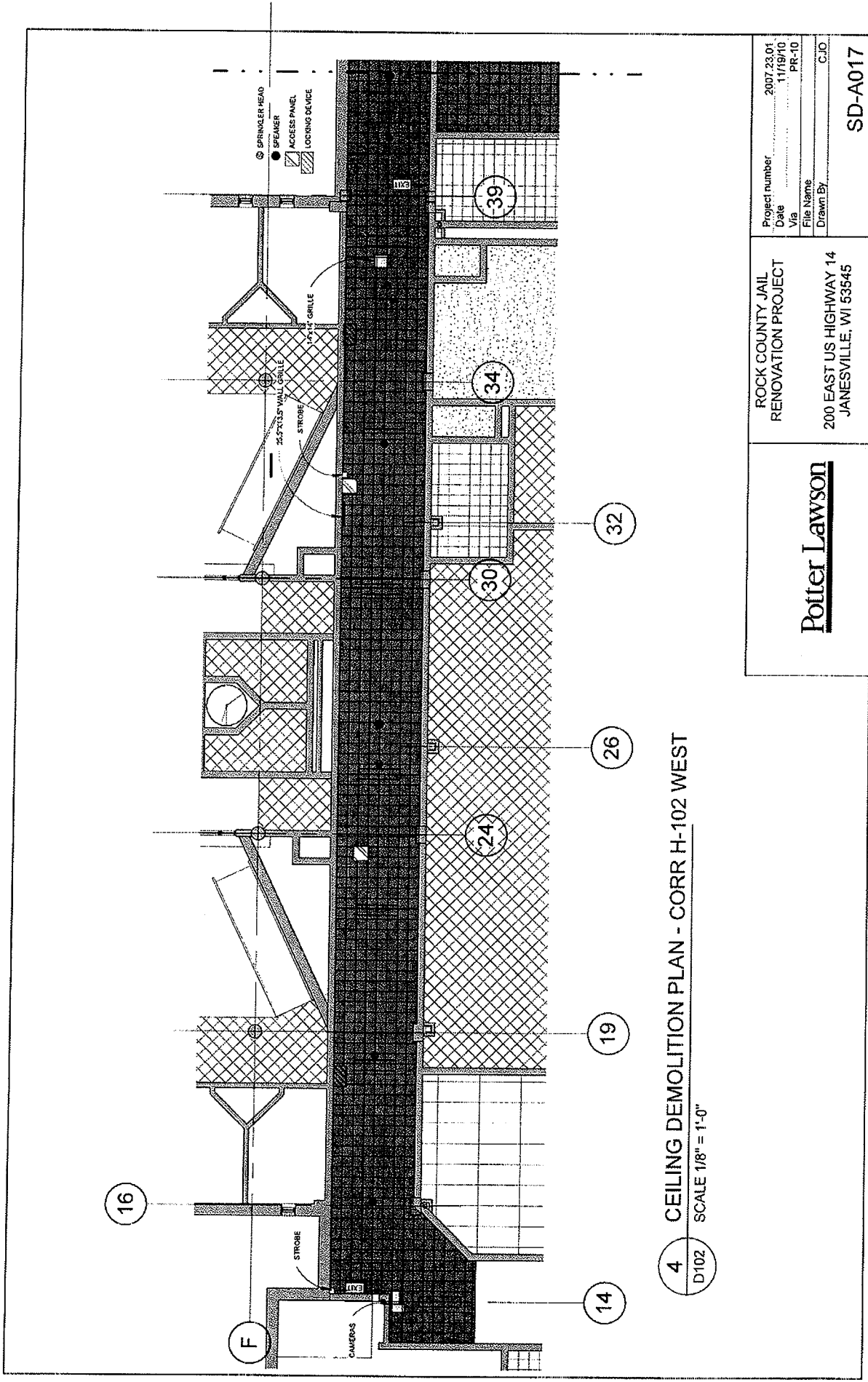
D102 SCALE 1/8" = 1'-0"

ROCK COUNTY JAIL  
RENOVATION PROJECT  
200 EAST US HIGHWAY 14  
JANESVILLE, WI 53545

**Potter Lawson**

Project number 2007.23.01  
Date 11/19/10  
Via PR-10  
File Name  
Drawn By C.J.O.

SD-A016



Project number: 2007.23.01  
 Date: 11/19/10  
 Via: PR-10  
 File Name:  
 Drawn By: C.J.D.  
 SD-A017

ROCK COUNTY JAIL  
 RENOVATION PROJECT  
 200 EAST US HIGHWAY 14  
 JANESVILLE, WI 53545

**Potter Lawson**

4 CEILING DEMOLITION PLAN - CORR H-102 WEST  
 D102 SCALE 1/8" = 1'-0"

# General Heating and Air Conditioning

PROPOSED CHANGE ORDER

No. 00003

2920 Perry Street  
Madison, WI 53713

Phone: 608-268-3112  
Fax: 608-268-9264

**TITLE:** Proposal 10

**DATE:** 11/23/2010

**PROJECT:** Rock County Jail

**JOB:** 54261

**TO:** Attn: Holly Hawkins  
Tri-North Builders  
2625 Research Park Dr  
Fitchburg, WI 53711

**CONTRACT NO:** 1

**RE: To: From: Number:**

## DESCRIPTION OF PROPOSAL

Temporarily support four (4) existing diffusers in Corridor H-102. Reinstall four (4) existing diffusers in corridor H-102. Existing diffusers to remain.

Item	Description	Stock#	Quantity	Units	Unit Price	Tax Rate	Tax Amount	Net Amount
00001	Sheet metal Labor and material.		1	000	\$824.00	0.00%	\$0.00	\$824.00

**Unit Cost:** \$824.00

**Unit Tax:** \$0.00

**Total:** \$824.00

## APPROVAL:

**By:** \_\_\_\_\_  
Holly Hawkins

**By:** \_\_\_\_\_  
Aaron King

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_



# CHANGE ORDER REQUEST

Change Order Request #: J10005-0023

Date: 11/22/2010

**Project: Rock Co. Jail Renovations**

**Project #: J10005**

**To: Tri North Builders**

**Attn: Holly Hawkins**

**717 Post Road  
P.O. Box 259568  
Madison, WI 53725-9568**

**Ph.: (608) 271-8717 Fax: (608) 271-3354**

**From: Westphal & Co., Inc.**

**Randy Wileman**

**14 Marsh Court  
Madison, WI 53718-8805**

**Ph.: (608) 222-0105 Fax: (608) 222-0230**

We hereby propose to make the following changes:

PR#10 Corridor H102 Ceiling Demolition

Remove 16 ceiling mounted light fixtures before ceiling demolition begins. And provide temp light stands to light corridor while ceiling is being removed by others.

Work with demolition crew to maintain 2-smoke detectors, 3-speakers, 3-cameras and 4-exit lights.

After ceiling is removed, provide and install temp light string with lamps 10' on center, mounted as high as possible amongst existing mechanical piping. Once temp light string is installed, light stands can be removed.

**Change Order Price \$2,405.00**

**Original Contract Amount \$1,710,650.00**

This price is good for 20 days. If conditions change, this price is void.

We are requesting a time extension of 5 days in conjunction with this change.

Randy Wileman \_\_\_\_\_

Author

11/22/2010 \_\_\_\_\_

Date

Accepted The above prices and specifications of this Change Order request are satisfactory and are hereby accepted. All work to be performed under same terms and conditions as specified in original contract unless otherwise specified.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date of Acceptance

# CHANGE ORDER REQUEST SUMMARY

Project: Rock Co. Jail Renovations

COR #: J10005-0023

## Labor

Labor Type	MHrs	\$/Hr	Burden	Fringe	Tax	Total
1600-Temporary	16	\$55.63	\$0.00	\$0.00	\$0.00	\$890.08
1800-Demolition	20	\$55.63	\$0.00	\$0.00	\$0.00	\$1,112.60
					Subtotal	\$2,002.68

## Material

Material	Quantity	Cost	Tax	Total
1600-Temporary	1	\$174.34	\$9.59	\$183.93
			Subtotal	\$183.93

Total Cost \$2,186.61

Overhead \$218.66

Total \$2,405.00



WESTPHAL & CO., INC  
 14 Marsh Court  
 Madison WI 53718  
 Phone: (608)222-0105  
 Fax: (608)222-0230

Tri-North Builders  
 2625 Research Park Drive  
 Fitchburg WI 53711  
 Phone: (608)271-8717  
 Fax: (608)271-3354  
 Loc: Rock County Jail



Estimator: Randall W. Wileman  
 rwileman@westphalec.com

Job #: 01-0000 Rock Co. Jail Renovations - PR#10 Ceiling Demolition 1st floor

ItemCode	Description	Quantity	M/H/Unit	Tot.Hours	Lab.Total	Mat.Unit	Mat.Total	Exp.Unit	Exp.Total	Sub.Unit	Sub.Total	TotalCost
16430.000	100' LIGHT STRING 120 V	2.00	4.00 E	8.00	448.16	75.900	151.80					589.96
16430.000	TEMP LIGHT STAND 120V	5.00	0.35 E	1.75	98.04							98.04
	*Total 16430.000 LIGHTING FIXTURES			9.75	546.20		151.80					688.00
16440.000	LAMPS FOR LIGHTING FIXTUR	20.00				112.700	C					22.54
	***INCANDESCENT LAMPS ***											22.54
16440.306	A-19 MED 100W -Rough Service						22.54					
	*Total 16440.000 LAMPS FOR LIGHTING FIXTUR						22.54					22.54
16790.000	***** DEMOLITION *****											
16790.401	Maintain Smoke Detector	2.00	0.50 E	1.00	56.02							56.02
16790.402	Maintain Speaker	3.00	0.50 E	1.50	84.03							84.03
16790.403	Maintain Camera	3.00	0.50 E	1.50	84.03							84.03
16790.404	Maintain Exit Light Fixt	4.00	0.50 E	2.00	112.04							112.04
16790.405	Demo Security Light Fixt	16.00	0.75 E	12.00	672.24							672.24
16790.406	Detach existing conduit from ceiling grid	1.00	8.00 E	8.00	448.16							448.16
	*Total 16790.000 MISC ELECTRICAL SYSTEMS			26.00	1,456.52							1,456.52
	Total Estimate			35.75	2,002.72		174.34					2,177.06

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

The General Services Committee  
INITIATED BY



Robert Leu  
DRAFTED BY

The General Services Committee  
SUBMITTED BY

November 29, 2010  
DATE DRAFTED

**Awarding Contract for Cleaning at Various County Buildings**

- 1 **WHEREAS**, General Services is responsible for coordinating contract cleaning services at the
- 2 Courthouse, 911 Communications Center, Health Department/Council on Aging, Juvenile Detention, and
- 3 Eclipse Center Offices in Beloit; and,
- 4
- 5 **WHEREAS**, specifications were prepared, and bids solicited for 2011, 2012, and 2013.
- 6
- 7 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 8 this \_\_\_\_\_ day of \_\_\_\_\_, 2010, that a contract for cleaning services at various General
- 9 Services locations be awarded to the low bidder, Peterson Cleaning of Rockford, IL in the amount of
- 10 \$190,380.00 for 2011; and,
- 11
- 12 **BE IT FURTHER RESOLVED**, that the General Services Committee be authorized to award contacts
- 13 for years 2012 and 2013 as bid.

Respectfully submitted,

**General Services Committee:**

\_\_\_\_\_  
Phillip Owens, Chair

\_\_\_\_\_  
Henry Brill, Vice Chair

\_\_\_\_\_  
Ronald Combs

\_\_\_\_\_  
Jason Heidenreich

\_\_\_\_\_  
Mary Mawhinney

**Purchasing Procedural Endorsement:**

\_\_\_\_\_  
Phillip Owens                      Date                      Vote

**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 E. Kuglitsch*  
Jeffrey E. Kuglitsch  
Corporation Counsel

**FISCAL NOTE:**

Sufficient funds are included in the 2011 budget for these cleaning contracts.

*Jeffrey A. Smith*  
Jeffrey A. Smith  
Finance Director

**ADMINISTRATIVE NOTE:**

Recommended.

*Craig Knutson*  
Craig Knutson  
County Administrator

## **Executive Summary**

### **Cleaning Services for General Services Locations**

The resolution before you awards the 2011 contract for cleaning services at the Courthouse, 911 Communications Center, Health Department/ Council on Aging, Juvenile Detention Center, and County offices at the Eclipse Center in Beloit. Bids were solicited for the years 2011, 2012, and 2013. The resolution gives the General Services Committee the authority to award contracts for 2012 and 2013.

Five bids were received, with the low bid coming from Peterson Cleaning of Rockford. Peterson Cleaning provided cleaning services at several County buildings in past years and met the requirements of the contract.

Historically, the County has hired private companies to clean the County's buildings. Performance issues do arise from time to time, but if the company's management remains responsive, the issues can be resolved. Contracting for this service is still the most cost effective way to handle this task.



PROJECT NUMBER 2011-20  
PROJECT NAME CLEANING SERVICES  
PROPOSAL DUE DATE OCTOBER 29, 2010 – 12:00 NOON  
DEPARTMENT GENERAL SERVICES

	PETERSON ROCKFORD IL	DIVERSIFIED JANESVILLE WI	SERVICEMASTER JANESVILLE WI	CLEAN POWER MADISON WI	KAS ELKHORN WI
2011 COURTHOUSE	132,000.00	138,437.00	129,550.00	135,533.76	134,500.00
2012 COURTHOUSE	134,640.00	138,937.00	133,437.00	135,533.76	137,350.00
2013 COURTHOUSE	137,332.80	139,537.00	137,439.00	135,533.76	141,225.00
<b>TOTAL-COURTHOUSE</b>	<b>\$ 403,972.80</b>	<b>\$ 416,911.00</b>	<b>\$ 400,426.00</b>	<b>\$ 406,601.28</b>	<b>\$ 413,075.00</b>
2011 911 CENTER	17,196.00	17,887.00	11,550.00	11,458.08	14,500.00
2012 911 CENTER	17,539.92	18,744.00	11,900.00	11,458.08	14,875.00
2013 911 CENTER	17,890.72	19,176.00	12,257.00	11,458.08	15,225.00
<b>TOTAL-911 CENTER</b>	<b>\$ 52,626.64</b>	<b>\$ 55,807.00</b>	<b>\$ 35,707.00</b>	<b>\$ 34,374.24</b>	<b>\$ 44,600.00</b>
2011 HEALTH/COA	16,896.00	17,729.00	17,800.00	19,386.48	18,000.00
2012 HEALTH/COA	17,233.92	17,960.00	18,350.00	19,386.48	18,450.00
2013 HEALTH/COA	17,578.60	18,097.00	18,900.00	19,386.48	18,900.00
<b>TOTAL-HEALTH/COA</b>	<b>\$ 51,708.52</b>	<b>\$ 53,786.00</b>	<b>\$ 55,050.00</b>	<b>\$ 58,159.44</b>	<b>\$ 55,350.00</b>
2011 JDC	11,616.00	17,238.00	16,510.00	16,135.56	18,500.00
2012 JDC	11,848.32	17,738.00	17,005.00	16,135.56	18,960.00
2013 JDC	12,085.29	18,238.00	17,515.00	16,135.56	19,425.00
<b>TOTAL-JDC</b>	<b>\$ 35,549.61</b>	<b>\$ 53,214.00</b>	<b>\$ 51,030.00</b>	<b>\$ 48,406.68</b>	<b>\$ 56,885.00</b>
2011 ECLIPSE CENTER	12,672.00	19,150.00	19,400.00	17,470.02	18,750.00
2012 ECLIPSE CENTER	12,925.44	20,150.00	19,982.00	17,470.02	19,220.00
2013 ECLIPSE CENTER	13,183.95	20,475.00	20,582.00	17,470.02	19,690.00
<b>TOTAL-ECLIPSE CENTER</b>	<b>38,781.39</b>	<b>59,775.00</b>	<b>\$ 59,964.00</b>	<b>\$ 52,410.06</b>	<b>\$ 57,660.00</b>
<b>TOTAL CONTRACT</b>	<b>\$ 582,638.96</b>	<b>\$ 639,493.00</b>	<b>\$ 602,177.00</b>	<b>\$ 599,951.70</b>	<b>\$ 627,570.00</b>

Request for Proposal was advertised in the Janesville Gazette and on the Internet. Three additional vendors were solicited that did not respond.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: Peterson Cleaning

SIGNATURE:

DATE: 11/29/10

GOVERNING COMMITTEE APPROVAL: \_\_\_\_\_  
CHAIR VOTE DATE

PURCHASING PROCEDURAL ENDORSEMENT: \_\_\_\_\_  
CHAIR VOTE DATE

RESOLUTION NO. \_\_\_\_\_

AGENDA NO.

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Sheriff Robert Spoden  
INITIATED BY

Diane Michaelis  
DRAFTED BY

Public Safety and Justice  
Committee  
SUBMITTED BY



November 29, 2010  
DATE DRAFTED

**AUTHORIZING PURCHASE OF VEHICLES PER STATE OF WISCONSIN CONTRACT  
FOR THE ROCK COUNTY SHERIFF'S OFFICE**

- 1 **WHEREAS**, funds are included in the 2011 budget for the purchase of vehicles to be used by the Rock County  
2 Sheriff's Office; and,  
3  
4 **WHEREAS**, Section 19.08(4) of the Purchasing Ordinance does allow Rock County to purchase these  
5 vehicles through a cooperative purchasing agreement with the State of Wisconsin under Contract #15-07006-  
6 901; and,  
7  
8 **WHEREAS**, Ewald Automotive of Oconomowoc, Wisconsin was awarded the State contract for Chevrolet  
9 Caprices, Chevrolet Impalas, Chevrolet Tahoes, Dodge Chargers, and Ford Crown Victorias; and,  
10  
11 **WHEREAS**, The Sheriff's Office and Purchasing staff have reviewed the State of Wisconsin bid  
12 specifications and recommend purchasing one Chevrolet Caprice, two Chevrolet Impalas, two Dodge  
13 Chargers, and six Ford Crown Victorias, two Chevrolet Express vans, and one Dodge Grand Caravan from  
14 Ewald Automotive; and  
15  
16 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board duly assembled this \_\_\_\_\_ day  
17 of \_\_\_\_\_, 2010, that a Purchase Order be issued as follows:  
18  
19         \$26,273.00 to Ewald Automotive for 1 Chevrolet Caprice  
20         \$39,013.00 to Ewald Automotive for 2 Chevrolet Impalas  
21         \$48,964.00 to Ewald Automotive for 2 Dodge Chargers  
22         \$134,505.00 to Ewald Automotive for 6 Ford Crown Victorias  
23         \$47,479.00 to Ewald Automotive for 2 Chevrolet Express vans  
24         \$21,380.00 to Ewald Automotive for 1 Dodge Grand Caravan  
25  
26 **BE IT FURTHER RESOLVED** that payment be made to the vendor upon receipt and acceptance by the  
27 Rock County Sheriff.

**RESPECTFULLY SUBMITTED**

**PUBLIC SAFETY & JUSTICE COMMITTEE**

**PURCHASING PROCEDURAL  
ENDORSEMENT**

\_\_\_\_\_  
Ivan Collins, Chair

\_\_\_\_\_  
Phillip Owens, Chair

\_\_\_\_\_  
Larry Wiedenfeld, Vice Chair

\_\_\_\_\_  
Vote \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Mary Beaver

\_\_\_\_\_  
Henry Brill

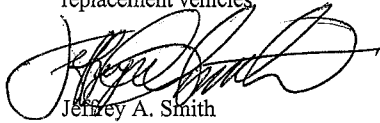
\_\_\_\_\_  
Brian Knudson

**AUTHORIZING PURCHASE OF VEHICLES PER STATE OF WISCONSIN CONTRACT FOR THE  
ROCK COUNTY SHERIFF'S OFFICE**

Page 2

FISCAL NOTE:

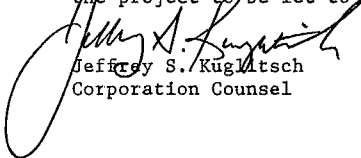
\$359,900 is included in the Sheriff's 2011 budget, A/C 21-2190-0000-67105, for the purchase of replacement vehicles.



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  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson  
County Administrator

### EXECUTIVE SUMMARY

Funds are included in the 2011 budget for the purchase of vehicles to be used by the Rock County Sheriff's Office. Under Section 19.08(4) of the Purchasing Ordinance, Rock County can utilize State of Wisconsin bids to purchase vehicles through cooperative purchasing agreement #15-07006-901.

The Sheriff's Office and the Purchasing Staff reviewed the State of Wisconsin bid specifications to verify that they meet the Sheriff's Office's needs. The total cost breakdown for the vehicles is as follows:

\$26,273.00	1 Chevrolet Caprice
\$39,013.00	2 Chevrolet Impalas
\$48,964.00	2 Dodge Chargers
\$134,505.00	6 Ford Crown Victorias
\$47,479.00	2 Chevrolet Express vans
<u>\$21,380.00</u>	1 Dodge Grand Caravan
\$317,614.00	Total

We are expecting trade in allowances in the range of \$40,000 - \$45,000.

ROCK COUNTY, WISCONSIN  
FINANCE DIRECTOR

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



PROJECT NUMBER 2011-19  
PROJECT NAME CLEANING SERVICES  
PROPOSAL DUE DATE OCTOBER 29, 2010 – 12:00 NOON  
DEPARTMENT HUMAN SERVICES – JOB CENTER & FRANKLIN STREET

MONDAY THROUGH FRIDAY

	SERVICEMASTER JANESVILLE WI	DIVERSIFIED JANESVILLE WI	CLEAN POWER MADISON WI	KAS ELKHORN WI	PETERSON ROCKFORD IL
2011 JOB CENTER	52,700.00	54,600.00	59,013.24	58,900.00	61,440.00
2012 JOB CENTER	54,281.00	54,900.00	59,013.24	60,370.00	62,668.80
2013 JOB CENTER	55,910.00	55,300.00	59,013.24	61,850.00	63,922.18
<b>TOTAL-JOB CENTER</b>	<b>\$ 162,891.00</b>	<b>\$ 164,800.00</b>	<b>\$ 177,039.72</b>	<b>\$ 181,120.00</b>	<b>\$ 188,030.98</b>
2011 FRANKLIN ST	8,705.00	13,650.00	8,303.76	25,740.00	11,100.00
2012 FRANKLIN ST	8,966.00	13,950.00	8,303.76	26,380.00	11,322.00
2013 FRANKLIN ST	9,235.00	14,250.00	8,303.76	27,030.00	11,548.44
<b>TOTAL-FRANKLIN</b>	<b>\$ 26,906.00</b>	<b>\$ 41,850.00</b>	<b>\$ 24,911.28</b>	<b>\$ 103,180.00</b>	<b>\$ 33,970.44</b>

Request for Proposal was advertised in the Janesville Gazette and on the Internet. Three additional vendors were solicited that did not respond.

PREPARED BY: JODI MILLIS  
PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE DATE

GOVERNING COMMITTEE APPROVAL:

\_\_\_\_\_  
CHAIR VOTE      DATE

PURCHASING PROCEDURAL ENDORSEMENT:

\_\_\_\_\_  
CHAIR VOTE      DATE



ROCK COUNTY, WISCONSIN  
FINANCE DIRECTOR

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



PROJECT NUMBER #2011-06  
PROJECT NAME COPIERS AND SERVICE AGREEMENT  
PROPOSAL DUE DATE OCTOBER 15, 2010 – 12:00 NOON  
DEPARTMENT PURCHASING

MFP - 28 COPIES PER MINUTE	RHYME	IKON	CORPORATE BUSINESS
COPIER	4,580.00	4,645.00	5,096.00
COST PER COPY	0.0049	0.005	0.006
<b>MFP - 33 COPIES PER MINUTE</b>			
COPIER	5,129.00	5,273.00	6,452.00
COST PER COPY	0.0049	0.005	0.006
<b>MFP - 40 COPIES PER MINUTE</b>			
COPIER	5,786.00	5,750.00	7,182.00
COST PER COPY	0.0049	0.005	0.006
<b>MFP - 50 COPIES PER MINUTE</b>			
COPIER	6,386.00	6,149.00	7,519.00
COST PER COPY	0.0049	0.005	0.006
<b>SERVICE AGREEMENT CURRENT FLEET</b>			
COST PER COPY	0.0069	0.079	0.006
COPIER DISPOSAL	N/C	350.00 PER MACHINE	N/C

Purchase orders will be issued for departments as copiers are approved in the budget over the next 5 years. Prices on copiers and maintenance are firm for the 5 year contract.

Service cost includes all supplies (toner, staples, developer, drums) and all parts and labor required for repairs.

## 5 YEAR COST BASED ON COPIERS SCHEDULED TO BE REPLACED

	RHYME JANESVILLE	IKON MADISON	CORPORATE BUSINESS MADISON
2011 REPLACEMENT MFPS & MAINTENANCE	163,330.50	165,215.00	200,804.00
2011 FLEET MAINTENANCE	20,575.22	23,557.14	17,891.50
2012 REPLACEMENT MFPS & MAINTENANCE	30,647.50	31,334.00	37,018.00
2012 FLEET MAINTENANCE	18,949.61	21,695.93	16,477.92
2013 REPLACEMENT MFPS & MAINTENANCE	87,091.50	88,394.00	102,230.00
2013 FLEET MAINTENANCE	14,737.24	16,873.07	12,814.99
2014 REPLACEMENT MFPS & MAINTENANCE	44,928.00	45,413.00	54,813.00
2014 FLEET MAINTENANCE	9,966.30	11,410.70	8,666.35
2015 REPLACEMENT MFPS & MAINTENANCE	119,837.50	120,958.00	144,312.00
2015 FLEET MAINTENANCE	9,966.30	11,410.70	8,666.35
<b>TOTAL 5 YEAR CONTRACT</b>	<b>\$520,029.67</b>	<b>\$536,261.54</b>	<b>\$603,694.11</b>
<b>EVALUATION SUMMARY</b>			
RATER 1	95	89	90
RATER 2	95	94	90
<b>TOTAL SCORE</b>	<b>190</b>	<b>183</b>	<b>180</b>
<b>RANKING</b>	<b>1</b>	<b>2</b>	<b>3</b>

Proposals were evaluated based on the following criteria:

### **MANDATORY REQUIREMENTS (PROVIDED WITH PROPOSAL)-MAXIMUM 5 POINTS**

1. Proof of insurance
2. Delivery, installation, implementation & training plan
3. Will supply loaner copier if required
4. Proof of Authorized Service Provider
5. Three local references
6. Descriptive literature

### **VENDOR REQUIRED INFORMATION – MAXIMUM 20 POINTS**

1. How many years has company been in business?
2. How many employees does company have in the local area (Rock County) that will be responding to service calls?
3. Does company have a 24-hour answering service with an 800 number where messages can be recorded?
4. Outline of training program for Rock County end users.
5. Does service provider use a real time device for accessing equipment history, usage, parts availability, automated parts ordering.

### **IT REQUIREMENTS – MAXIMUM 40 POINTS**

1. Copiers proposed must be compatible with Rock County's Novell GroupWise e-mail system and must be compatible with HP Webjet Admin for device administration.
2. The multi-function printers must be compatible with the following:  
Windows, HP-UX, Novell, Linux
3. Hardware
4. Printer
5. Software

### **COST – 30 POINTS MAXIMUM**

1. Equipment Cost
2. Service cost per copy for newly purchased equipment
3. Service cost per copy for current fleet

Request for Proposals was advertised in the Janesville Gazette. Thirteen additional vendors were solicited that did not respond.

PREPARED BY: JODI L MILLIS  
PURCHASING MANAGER

PURCHASING RECOMMENDATION: RHYME, JANESVILLE WI

GOVERNING COMMITTEE APPROVAL:

Paula Kraft, Vice Chair 4-0 12/2/10  
CHAIR VOTE DATE

PURCHASING PROCEDURAL ENDORSEMENT:

CHAIR VOTE DATE

 ORIGINAL

ROCK COUNTY, WISCONSIN  
FINANCE DIRECTOR

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



PROJECT NUMBER: 2011-17  
PROJECT NAME: LAUNDRY SERVICES  
PROPOSAL DUE DATE: NOVEMBER 2, 2010 - 12:00 NOON  
DEPARTMENT: JUVENILE DETENTION CENTER

	ARAMARK UNIFORM MADISON WI	MADISON UNITED HEALTHCARE LINEN MADISON WI
Price Per Pound-General/Laundry Bags	.338	.42
Price Per Pound-Scrubs	.338	.42
Percent Increase 2012	0%	2.5%
Percent Increase 2013	0%	2.5%

Proposal was advertised in the Janesville Gazette and on the Internet.

PREPARED BY: Jodi R. Mullis  
Purchasing Manager

DEPARTMENT HEAD RECOMMENDATION: Aramark Uniforms  
Charmion J. Payne  
Signature Date

GOVERNING COMMITTEE APPROVAL:  
[Signature] 5-0 11/22/10  
Chair Vote Date

PURCHASING PROCEDURAL ENDORSEMENT:  
\_\_\_\_\_  
Chair Vote Date

**ORIGINAL**

ROCK COUNTY, WISCONSIN  
FINANCE DIRECTOR

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



PROJECT NUMBER 2011-24  
PROJECT NAME WASTE COLLECTION SERVICES  
BID DUE DATE NOVEMBER 2, 2010 – 1:30 P.M.  
DEPARTMENT HUMAN SERVICES – JOB CENTER

	VEOLIA FT ATKINSON WI	SHERMAN JANESVILLE WI	WASTE MGMT BURNSVILLE MN	ROCK JANESVILLE WI
2011 COST	1,656.00	1,740.00	2,227.92	2,254.92
2012 COST	1,705.68	1,740.00	2,294.76	2,322.60
2013 COST	1,756.80	1,809.60	2,363.64	2,392.20
<b>TOTAL 3-YEAR COST</b>	<b>\$ 5,118.48</b>	<b>\$ 5,289.60</b>	<b>\$ 6,886.32</b>	<b>\$ 6,969.72</b>

Invitation to Bid was advertised in the Janesville Gazette and on the Internet. One additional vendor was solicited that did not respond.

PREPARED BY: Jodi L. Miller  
PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: Veolia  
Charmian J. Lyne 11/5/10  
SIGNATURE DATE

GOVERNING COMMITTEE APPROVAL:  
[Signature] 5-0 11/22/10  
CHAIR VOTE DATE

PURCHASING PROCEDURAL ENDORSEMENT:  
\_\_\_\_\_  
CHAIR VOTE DATE

**COUNTY OF ROCK  
FINANCE DIRECTOR**

PROJECT: COUNTY SHREDDING SERVICES  
 PROJECT #: 2011-26  
 QUOTE DUE DATE: NOVEMBER 4, 2010 - 12:00 NOON  
 DEPARTMENT: VARIOUS - COUNTYWIDE

**OFF-SITE SHREDDING SERVICES**

YEAR	PAPER RECOVERY LOVES PARK IL	SHRED-IT MADISON WI	OFFICE PRO JANESVILLE WI	PELLITTERI MADISON WI	SECURX WAUKESHA WI
2011	\$.05 POUND	NO BID	\$.045 POUND	NO BID	NO BID
2012	\$.05 POUND	NO BID	\$.055 POUND	NO BID	NO BID
2013	\$.05 POUND	NO BID	\$.065 POUND	NO BID	NO BID

**ON-SITE SHREDDING SERVICES**

YEAR	\$.05 POUND	\$.08 POUND	\$.09 POUND	\$25.00 PER CART	\$25.00 PER CART	\$25.00 PER CART
2011				\$.10 @250 lbsPound/CART		\$ .21 POUND
2012	\$.05 POUND	\$.08 POUND	\$.11 POUND	25.00 PER CART		\$ .215 POUND
2013	\$.05 POUND	\$.08 POUND	\$.13 POUND	25.00 PER CART		\$ .22 POUND
NAID CERTIFIED	YES	YES	YES	\$.10 @250 lbsPound/CART	YES	YES

This project was advertised in the Janesville gazette and on the Internet.  
 Two additional vendors were solicited that did not respond.

PREPARED BY: *[Signature]*  
 (SENIOR BUYER)

GOVERNING COMMITTEE APPROVAL: *[Signature]* 4.0 12/2/10  
 (CHAIR) (VOTE) (DATE)

PURCHASING PROCEDURAL ENDORSEMENT: \_\_\_\_\_ (CHAIR) (VOTE) (DATE)



**PROJECT NUMBER** 2011-23  
**PROJECT NAME** WASTE COLLECTION SERVICES  
**BID DUE DATE** NOVEMBER 2, 2010 - 1:30 P.M.  
**DEPARTMENT** ROCK HAVEN & ROCK COUNTY HEALTH CARE CENTER

	SHERMAN JANESVILLE WI	ROCK JANESVILLE WI	VEOLIA FT ATKINSON WI	WASTE MGMT BURNSVILLE MN
LEASED WASTE COMPACTOR-MONTHLY	275.00	275.00	324.63	479.20
HAULING CHARGE PER PULL	54.00	85.00	100.00	245.35
DISPOSAL COST PER TON	30.00	30.00	34.00	17.32
LEASED CARDBOARD COMPACTOR-MONTHLY	200.00	275.00	324.63	479.20
COUNTY REBATE PERCENTAGE	100%	VARIES	NO LISTED	NO REBATE
COMINGLE TOTERS-MONTHLY	85.00	50.00	170.00	NO BID
2012 INCREASE	0%	3%	3%	3%
2013 INCREASE	4%	3%	3%	3%

Invitation to Bid was advertised in the Janesville Gazette and on the Internet. One additional vendor was solicited that did not respond.

PREPARED BY:

*Jodi R. Mullis*  
PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION:

*Continue service with Sherman*

*Cheryl Anderson*  
SIGNATURE

*11-4-10*  
DATE

GOVERNING COMMITTEE APPROVAL:

CHAIR

VOTE

DATE

PURCHASING PROCEDURAL ENDORSEMENT:

CHAIR

VOTE

DATE

**ROCK COUNTY, WISCONSIN  
FINANCE DIRECTOR**

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



**PROJECT NUMBER #2011-18  
PROJECT NAME COMMISSARY SERVICES  
PROPOSAL DUE DATE OCTOBER 27, 2010 – 12:00 NOON  
DEPARTMENT SHERIFF'S OFFICE & JAIL**

	TURNKEY CORRECTIONS HUDSON WI	ARAMARK DOWNERS GROVE IL	SWANSON MADISON WI	KEEFE BRIDGETON MO	STELLAR STOUGHTON WI
RATER 1	98	81	68	50	35
RATER 2	88	90	79	23	21
TOTAL SCORE	186	171	147	73	56
AVERAGE SCORE	93	85.5	73.5	36.5	28
RANKING	1	2	3	4	5
COMMISSION	38.1%	38%	38.25%	31.5%	32.5%
ANNUAL GUARANTEE	\$128,400.00	\$100,000.00	\$125,000.00	\$97,000.00	\$80,000.00

After the initial review of the proposals, the two highest ranked vendors, Turnkey and Aramark, were invited in for demonstrations. After the demonstrations, Turnkey Corrections ranked first and reference checks were conducted.



Proposals were evaluated based on the following criteria:

1. General quality and adequacy of response (10 points maximum).
  - Completeness and thoroughness
  - Responsiveness to terms and conditions
  - Complete balance sheet or annual report as of the company's last fiscal year operation
2. Technical approach (35 points maximum)
  - Value added services
  - Equipment
  - Software
  - Product variety
  - Delivery
  - Inventory control for central warehouse and on-location storage areas, and route inventory control
  - Method of recording, checking and reporting sales
  - Route and internal control of cash handling
  - Internal audit system
  - Regular accounting and inventory and cash collection control forms used with detailed explanation of each and their importance
  - Identify proposed accounting periods, minimum twelve (12) annually
  - A description in detail of your program of preventive maintenance and regular replacement of worn and/or malfunctioning equipment
3. Organization, personnel and experience (20 points maximum)
  - Qualification of personnel
  - Experience of personnel
  - Experience of firm
  - A table of company organization and a plan for the administrative management and supervision staffing proposed under the specification of this contract, including the number of staff to be assigned and resumes of individuals assigned as immediate supervisors of the contract.
  - List of the names of all the owners of the company or principals of the corporation
  - The duration and extent of experience in the operation of commissary services.
  - A list of similar operations and locations where the company has operated such a service.
4. Reasonableness of cost estimates (35 points maximum)
  - Commission rate based on net sales (Gross sales less sales tax)
  - Total annual guaranteed commission

Request for Proposal was advertised in the Janesville Gazette and on the Internet. Four additional vendors were solicited that did not respond. One vendor responded with a "No Bid".

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: TURKEY CORRECTIONS

SIGNATURE *J. Millis* *Robert Apple* 11-23-10  
DATE

GOVERNING COMMITTEE APPROVAL:

SIGNATURE \_\_\_\_\_ VOTE \_\_\_\_\_ DATE \_\_\_\_\_

PURCHASING PROCEDURAL ENDORSEMENT:

CHAIR \_\_\_\_\_ VOTE \_\_\_\_\_ DATE \_\_\_\_\_

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

# RESOLUTION

## ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee  
INITIATED BY



Ben Coopman, Public Works Director  
DRAFTED BY

Public Works Committee  
SUBMITTED BY

November 24, 2010  
DATE DRAFTED

### Awarding Contract for Waste Collection Services for the Rock County Department of Public Works

- 1 **WHEREAS**, funds are included in the budget each year to contract with a company for waste  
 2 collection services for the Rock County Public Works Department - Parks, Airport and Highway  
 3 Divisions; and,  
 4  
 5 **WHEREAS**, the current contract with Veolia, of Fort Atkinson, WI, will expire December 31,  
 6 2010; and,  
 7  
 8 **WHEREAS**, the Public Works Department prepared the specifications and Rock County  
 9 Purchasing Division did solicit proposals from various waste collection companies (results  
 10 attached); and,  
 11  
 12 **WHEREAS**, the Rock County Department of Public Works administrative staff did review the  
 13 proposals and are recommending the lowest qualified bidder.  
 14  
 15 **NOW, THEREFORE, BE IT RESOLVED**, by the Rock County Board of Supervisors duly  
 16 assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2010, that a three-year contract be  
 17 awarded to Veolia of Fort Atkinson, Wisconsin, in the total amount of \$34,270.66 based on the  
 18 terms and conditions set forth in the bid documents and contract; and,  
 19  
 20 **BE IT FURTHER RESOLVED**, that periodic payments may be made to the vendor upon  
 21 approval of the Public Works Committee.

Respectfully submitted,

PUBLIC WORKS COMMITTEE

Purchasing Procedural Endorsement

\_\_\_\_\_  
Kurtis L. Yankee, Chair

Reviewed and approved on a vote of

\_\_\_\_\_  
Betty Jo Bussie, Vice-Chair

\_\_\_\_\_  
Philip Owens, Jr., Chair


\_\_\_\_\_  
Eva M. Arnold

\_\_\_\_\_  
David Diestler

\_\_\_\_\_  
Brent Fox

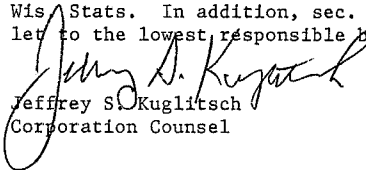
FISCAL NOTE:

Sufficient funds will be included in the Department of Public Works Budget for the cost of this contract.

  
George Baltes  
Internal Auditor

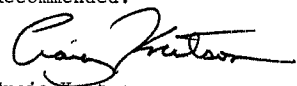
LEGAL NOTE:

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  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

  
Craig Knutson  
County Administrator

Executive Summary  
Awarding Contract for Waste Collection Services  
for the Rock County Department of Public Works

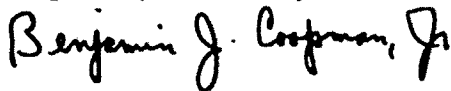
Due to competitive bidding, our costs have been going down. Our bid history is shown below:

Year	Parks	Highway	Airport
1995	12,133.00	3,686.80	1,326.52
1996	12,171.00	3,722.25	1,352.03
1997	8,783.85	3,686.80	663.26
1998	9,486.37	4,067.70	724.10
1999	9,486.37	4,067.70	724.10
2000	9,486.37	4,067.70	724.10
2001	9,143.00	2,444.00	513.50
2002	9,637.33	2,592.45	560.25
2003	10,217.30	2,697.76	566.80
2004	6,681.00	2,179.80	412.10
2005	6,833.90	2,159.04	424.32
2006	6,972.46	2,266.16	436.28
2007	6,972.46	2,266.16	436.28
2008	7,696.86	2,758.51	510.64
2009	7,915.02	2,790.32	525.98
2010	8,210.06	2,882.25	541.58
<b>New Bids</b>			
2011	7,392.36	3,016.00	613.60
2012	7,681.67	3,106.48	631.80
2013	<u>7,948.17</u>	<u>3,229.80</u>	<u>650.78</u>
	23,022.20	9,352.28	1,896.18

Three-year contract total \$34,270.66

These new bids are within the estimated requested amounts in the 2011 budget.

Respectfully submitted by,



Benjamin J. Coopman, Jr., P.E.  
Director of Public Works

 ORIGINAL

ROCK COUNTY, WISCONSIN  
FINANCE DIRECTOR

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



**RECEIVED**  
NOV 04 2010  
ROCK COUNTY  
PUBLIC WORKS

PROJECT NUMBER 2011-21  
PROJECT NAME WASTE COLLECTION SERVICES  
BID DUE DATE NOVEMBER 2, 2010 – 1:30 P.M.  
DEPARTMENT PUBLIC WORKS – AIRPORT - PARKS

**PARKS**

LOCATION	VEOLIA FT ATKINSON WI	WASTE MGMT BURNSVILLE MN	ROCK JANESVILLE WI
2011	7,392.36	8,673.11	11,615.56
2012	7,681.67	9,061.30	12,122.72
2013	7,948.17	9,304.42	12,535.14
<b>TOTAL PARKS</b>	<b>23,022.20</b>	<b>27,038.83</b>	<b>36,273.42</b>

**HIGHWAY**

LOCATION	VEOLIA FT ATKINSON WI	WASTE MGMT BURNSVILLE MN	ROCK JANESVILLE WI
2011	3,016.00	3,586.08	3,140.80
2012	3,106.48	3,687.16	3,235.44
2013	3,229.80	3,832.21	3,364.06
<b>TOTAL HIGHWAY</b>	<b>9,352.28</b>	<b>11,105.45</b>	<b>9,740.30</b>

**AIRPORT**

LOCATION	VEOLIA FT ATKINSON WI	WASTE MGMT BURNSVILLE MN	ROCK JANESVILLE WI
2011	613.60	968.86	1,060.80
2012	631.80	997.92	1,092.78
2013	650.78	1,027.62	1,125.28
<b>TOTAL AIRPORT</b>	<b>1,896.18</b>	<b>2,994.40</b>	<b>3,278.86</b>
<b>TOTAL 3 YEAR CONTRACT</b>	<b>\$ 34,270.66</b>	<b>\$ 41,138.68</b>	<b>\$ 49,292.58</b>

Invitation to Bid was advertised in the Janesville Gazette and on the Internet. One additional vendor was solicited that did not respond and one vendor submitted a "No Bid".

PREPARED BY: Jodi R. Miller  
PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: Ventia - \$34,270.66

SIGNATURE Benjamin J. Cospman, Jr. DATE 11-24-10

GOVERNING COMMITTEE APPROVAL:

CHAIR \_\_\_\_\_ VOTE \_\_\_\_\_ DATE \_\_\_\_\_

PURCHASING PROCEDURAL ENDORSEMENT:

CHAIR \_\_\_\_\_ VOTE \_\_\_\_\_ DATE \_\_\_\_\_

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Public Works Committee  
**INITIATED BY**

Lori Williams, Parks Director  
**DRAFTED BY**



Public Works Committee  
**SUBMITTED BY**

November 18, 2010  
**DATE DRAFTED**

**AUTHORIZING CONTRACT FOR CARVER-ROEHL  
AND MAGNOLIA BLUFF PARK PLANS**

- 1 **WHEREAS**, it is good management practice for the Rock County Parks Division to have long-range
- 2 plans for its individual parks operations and assets; and,
- 3
- 4 **WHEREAS**, the current Parks Outdoor Recreation and Open Space (POROS) Plan contains
- 5 conceptual parks plans; and,
- 6
- 7 **WHEREAS**, the Parks Division requested and was allocated funds in the 2010 budget for individual
- 8 detailed park plans for Carver-Roehl and Magnolia Bluff Parks; and,
- 9
- 10 **WHEREAS**, the Parks Division of Public Works prepared the scope of services outline and the Rock
- 11 County Purchasing Division solicited qualification statements and proposals from various consultants;
- 12 and,
- 13
- 14 **WHEREAS**, the Parks Division Administrative Staff did review the submittals and is recommending a
- 15 contract with MSA Professional Services, Inc. , for \$30,798; and,
- 16
- 17 **WHEREAS**, sufficient funds are included in the budget to contract with a consultant for the Carver-
- 18 Roehl and Magnolia Bluff Park Plans.
- 19
- 20 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly
- 21 assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2010, that a contract be awarded to MSA Professional
- 22 Services Inc. of Madison WI, based on the terms and conditions set forth in the contract in the amount
- 23 of \$30,798, and that payment be made to the vendor upon approval of the Public Works Committee.
- 24
- 25 **BE IT FURTHER RESOLVED** that the Rock County Board of Supervisors hereby authorizes the
- 26 Parks Director, Lori Williams, via the Public Works Committee, to act on behalf of Rock County to
- 27 sign documents and take necessary action to undertake, direct and complete the approved project.

Respectfully submitted,

PUBLIC WORKS COMMITTEE

PURCHASING PROCEDURAL  
ENDORSEMENT

Reviewed and approved on a vote of

\_\_\_\_\_  
Kurtis L. Yankee, Chair

\_\_\_\_\_

\_\_\_\_\_  
Betty Jo Bussie, Vice-Chair

\_\_\_\_\_  
Phil Owens, Chair

\_\_\_\_\_  
Eva M. Arnold

\_\_\_\_\_  
David Diestler

\_\_\_\_\_  
Brent Fox



FISCAL NOTE:

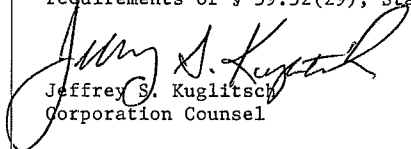
Sufficient funds are included in the Parks budget s/a 41-4551-4110 for the cost of this contract.



George Baltes  
Internal Auditor

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.



Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson  
County Administrator

*- EXECUTIVE SUMMARY -*

The current Park, Outdoor Recreation and Open Space (POROS) Plan encompasses the timeframe 2009-2013. The current POROS plan contains conceptual plans for all our parks. The Parks Division staff desires to ultimately have a detailed individual park plan for each park. This year funds were budgeted for Carver-Roehl and Magnolia Bluff Park Plans.

We have completed the Request for Proposals process to select a consultant for the project. We received eight responses. Following evaluation of the RFP's, which included qualifications, project proposals and cost, we narrowed the field to three firms to check references. MSA Professional Services Inc. from Madison, Wisconsin was selected. The selection team felt they were far and away the best choice to produce a cutting edge plan for Carver-Roehl and Magnolia Bluff Parks that we will be able to utilize as active planning documents to chart our path for each respective park over the next five years.

The proposed professional services contract scope of services includes: project startup & formulation, site inventory and recreation demand analysis, public and community visioning sessions, opinion surveys, staff and committee visioning session, recreation program review, park planning analysis, capital improvement plan development, financial and operations budget development, and final plan development with implementation strategy for both respective parks.

The amount budgeted was \$35,000. The source of funds is the American Transmission Company Funds.

Respectfully submitted by,

A handwritten signature in cursive script that reads "Lori Williams". The signature is written in black ink and is positioned above the typed name.

Lori Williams, Parks Director

ROCK COUNTY, WISCONSIN  
FINANCE DIRECTOR

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

 ORIGINAL



PROJECT NUMBER 2010-46  
PROJECT NAME PARKS PLAN CONSULTANT  
PROPOSAL DUE DATE OCTOBER 29, 2010 - 12:00 NOON  
DEPARTMENT PUBLIC WORKS - PARKS DIVISION

	MSA MADISON WI	JSD MADISON WI	SCHREIBER ANDERSON MADISON WI	DESIGN PERSPECTIVES NAPEVILLE IL	RH BATTERMAN BELOIT WI	YAGGY COLBY DELAFIELD WI	IRG LOMBARD IL	HITTCOCK NAPEVILLE IL
MAGNOLIA BLUFF	16,810.00	16,500.00	15,989.00	13,780.00	19,360.00	19,664.00	20,000.00	31,500.00
CARVER ROEHL	12,368.00	12,500.00	14,699.00	8,780.00	14,440.00	14,929.00	15,000.00	29,000.00
COUNTYWIDE ASSESSMENT								9,500.00
REIMBURSEABLES	1,620.00							
TOTAL COST	\$ 30,798.00	\$ 29,000.00	\$ 30,688.00	\$ 22,560.00	\$ 33,800.00	\$ 34,593.00	\$ 35,000.00	\$ 70,000.00
IF DONE CONCURRENTLY			\$ 27,969.00	\$ 20,304.00	\$ 32,000.00			\$ 68,500.00
EVALUATOR 1	90	87	85	84	83	59	56	60
EVALUATOR 2	94	93	92	88	86	85	87	68
TOTAL SCORE	184	180	177	172	169	144	143	128
AVERAGE SCORE	92	90	88.5	86	84.5	72	71.5	64
RANKING	1	2	3	4	5	6	7	8

Proposals were evaluated based on the following criteria:

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

Request for Proposal was advertised in the Janesville Gazette and on the Internet. One additional firm was solicited that did not respond.

PREPARED BY:

Jodi Miller  
PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION:

NSA Professional Services, Madison

SIGNATURE:

Brian J. Carpenter

11-23-18  
DATE

GOVERNING COMMITTEE APPROVAL:

CHAIR

VOTE

DATE

PURCHASING PROCEDURAL ENDORSEMENT:

CHAIR

VOTE

DATE

## **Permission to Give Scrap Metal & Fencing to Citizen in Exchange for Clean-up & Labor at Gibbs Lake County Park**

**ISSUE:** Clean up of Gibbs Lake Park old shed debris

**DISCUSSION:** Dan Pakes, Rock County Resident and equestrian user of Gibbs Lake Park Trails has approached me with a proposal to clean up the debris of an old garage/shed located southwest of the Gibbs Lake equestrian parking lot out about 200 feet southwest out on the trails. He indicated that he and a retired friend are willing to provide all of the labor and equipment to remove it. He also indicated a desire to take any and all scrap metal and fencing. The amount and value of the debris is estimated between 1 to 2 tons at an estimated price of \$150.00 per ton from Stateline Recycling. Pictures of the debris pile are included in this report.

In accordance with the Chapter 19 ordinance:

### **19.07 DISPOSAL OF UNSUITABLE OR UNUSABLE GOODS.**

All equipment or supplies which have become unsuitable or unnecessary to their needs shall be disposed of through a County auction, except for items which are to be traded in or applied on any purchases or are determined to be worthless. Exceptions may be made by the General Services Committee for the sale of certain items on the open market at a minimum predetermined price to be approved by the Committee, and for items needed by any county department or municipality. Sales of items to another municipality shall be at a price approved by the Committee. Surplus County property shall not be sold to any County employee, officer or agent, except through a County auction. In addition, the General Services Committee may authorize the Purchasing Division to dispose of items by alternative means including but not limited to: outside auctions, listings on the Internet, either government or private, by donation to not-for-profit organizations or other means that may become available in the future.

**RECOMMENDATION:** Approval.

Respectfully submitted by,

Lori Williams  
Parks Director

2010/11/29





2010/11/29

