

GENERAL SERVICES COMMITTEE
April 19, 2011

Call to Order. Chair Owens called the meeting of the General Services Committee to order at 8:00 A.M., Tuesday, April 19, 2011 in Conference Room N-1 on the fifth floor of the Rock County Courthouse-East.

Committee Members Present: Supervisors Owens, Brill, Combs and Mawhinney.

Committee Members Absent: Supervisor Heidenreich.

Staff Members Present: Jodi Millis, Purchasing Manager; Commander Erik Chellevoid; Randy Terronez and Nick Osborne, Assistants to County Administrator; Captain Craig Strouse.

Others Present: Kevin Higgs, The Samuels Group.

Approval of Agenda: Supervisor Combs moved approval of the agenda as presented, second by Supervisor Brill. ADOPTED.

Citizen Participation. None.

Approval of Minutes. Supervisor Mawhinney moved approval of the minutes of April 5, 2011, second by Supervisor Brill. ADOPTED.

Transfers and Appropriations. None.

Bills/Encumbrances

HCC Building Complex	\$	20,045.96
Purchasing Inventory		6,040.46
General Services		17,828.25
Glen Oaks Operations		1,399.06
Juvenile Detention Center Operations		326.76
Communications Center Operations		777.53
Jail Capital Improvement		2,533.45
Jail/HCC Complex		5,524.95
Juvenile Detention Center Capital Improvement		2,480.00

Supervisor Mawhinney moved approval of the above Bills, Encumbrances for the General Services Committee, second by Supervisor Combs. ADOPTED.

Bills/Encumbrances

Rock Haven Project	\$	1,200.00
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Pre-Approved Encumbrance Amendments. None

Supervisor Mawhinney moved approval of the above Bills, Encumbrances for the General Services Committee, second by Supervisor Brill. ADOPTED on a 3-0 vote with Supervisor Combs abstaining.

Updates.

Jail Project

Update Report Mr. Higgs reported on the following:

Safety/Use of Site: No incidents or injuries. Workers and visitors are required to wear reflective vest while on site due to the increased activity with heavy equipment and deliveries.

Progress/Planned Activities: They are doing touch up painting on walls and the final coat will go on the doors and frames next week. They are installing the door hardware throughout the addition; the HVAC controls will be complete for the data and security rooms; the installation of the exterior lighting will be this week or next depending on the weather; the cabinet installation is in process; carpet installation is scheduled to start April 21st; glass installation is continuing with completion by the end of the week; final inspections are scheduled for late next week, to be completed by May 4th; final cleaning is scheduled for late next week; the punch list is scheduled for May 2nd; the site asphalt is scheduled for the first week of May, dependent on the weather; the furniture and equipment are scheduled to be delivered beginning May 5th.

Administrative: Change orders: CO#22-Program Request #19; Ceiling in H102; CO#23-Program Request #20, Fiber repair; CO#24, Program Request #21, Chiller pile modifications.

Request for Information: 203 RFI's Issued to date.

Pending COR's: COR#73-Fire smoke damper. (In review); COR#75-Sprinklers and plumbing pipe routing. (In review); COR#82-Circuit for smoke control. (In review); COR#85-Add 50 pail copper for phone lines. (On hold for clarification because the phone lines are close to being maxed out.)

Change Orders Mr. Higgs went over the Program Requests for the Change Orders:

PR#022 (COR#072) pertains to the overhead door keyed switch, for a total of \$675.74.

PR#022 (COR#074) pertains to adding interlock chase in the sally port, for a total cost of \$329.99.

PR#022 (COR#081) pertains to the unit heater, for a total of \$937.03.

PR#022 (COR#083) pertains to the fire alarm monitoring, for a total of \$846.93.

PR#022 (COR#084) pertains to the fire alarm control doors, for a total credit of \$412.00.

Supervisor Combs moved approval of the above program request and change order requests totaling \$2,377.69, second by Supervisor Brill. ADOPTED.

Discussion of 2011 Jail/Health Care Center Complex Capital Projects Account. Mr. Terronez handed out a breakdown of the Jail/Health Care Center Complex Capital Projects account and went over it. He said we still have funds in the contingency and furniture, fixtures and equipment accounts, but we still need to proceed with caution until we know the final cost for the expansion.

Supervisor Combs said he would like to see the spreadsheet. Ms. Millis explained the spreadsheets for the Jail expansion show how the money was used. Chair Owens asked Ms. Millis to provide the spreadsheets showing the complete breakout and analysis of the spending.

Purchasing Procedural Endorsement and Contract Award

Authorizing the Purchase and Installation of Janitor Closet at the Jail

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this ____ day of _____, 2011, a Purchase Order be issued to Gilbank Construction in the low bid amount of \$13,800.00 for the replacement of eight (8) janitor closet doors and frames at the Rock County Jail.”

The Committee requested the title of the resolution be changed to “Authorizing the Purchase and Installation of Janitor Closet Doors and Frames”.

Supervisor Brill moved Purchasing Procedural Endorsement and Contract Award on the above resolution with this change, second by Supervisor Combs. ADOPTED.

Purchasing Procedural Endorsement

Authorizing Contract for Actuarial Valuation Services for Other Post Employment Benefits (OPEB) Calculation as Required Under Governmental Accounting Standards Board (GASB) Statement 45

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2011, does hereby authorize and direct that a contract be entered into with Gabriel, Roeder, Smith & Company of Chicago, IL to perform actuarial services for OPEB calculations for the period January 1, 2011 through December 31, 2012, with an option to renew for the two (2) year period January 1, 2013 through December 31, 2014.”

Supervisor Mawhinney moved Purchasing Procedural Endorsement on the above resolution contingent on Finance Committee approval, second by Supervisor Brill. ADOPTED.

Awarding Contract for Rock County Preventative Maintenance Program Weather Alert Siren System

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2011, that a contract be awarded to Bandt Communications of Janesville, Wisconsin for maintenance of the 40 sirens over the next three years at a cost of \$3,530.00 for 2011, \$3,660.00 for 2012, and \$3,740.00 for 2013.”

Supervisor Brill moved Purchasing Procedural Endorsement on the above resolution, second by Supervisor Mawhinney. ADOPTED.

Discussion of County Board Using Paperless Documents Mr. Osborne said he had been asked to look at the possibility of the County Board going paperless and he figured this on a 5-year useful life on iPads. The Committee felt many costs were being left out and that it was being looked at from the wrong angle. The Committee requested Mr. Osborne come back to let them know what Finance Committee has to say and to do some more checking into other possibilities.

Communications and Announcements. None.

Adjournment. Supervisor Combs moved adjournment at 9:13 A.M., second by Supervisor Brill. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.