



**FINANCE COMMITTEE  
THURSDAY, APRIL 19, 2012 - 7:30 A.M.  
CONFERENCE ROOM N-1 – FIFTH FLOOR  
ROCK COUNTY COURTHOUSE-EAST**

**Agenda**

1. Call to Order and Approval of Agenda
2. Citizen Participation, Communications and Announcements
3. Transfers and Appropriations
4.
  - A. Bills
  - B. Bills Over \$10,000
  - C. Encumbrances Over \$10,000
  - D. Pre-Approved Encumbrance Amendments
    - 1) Developmental Disabilities
    - 2) Child Support
  - E. Approval of Bills for Other Departments
5. Resolution
  - A. Authorizing Award of Contract for Scanning & Imaging Conversion Project
  - B. 2011 Supplemental Appropriations and Budgetary Transfers  
(Resolution will be provided at the meeting)
6. Review of Resolution
  - A. Authorizing Submission of 2012 Edward Byrne Memorial Justice Assistance Grant Application and Authorizing Interagency Agreement with Beloit and Janesville  
(Resolution will be provided at the meeting)
  - B. Accept Authorizing Acceptance of JAG Crisis Intervention Team (CIT) Training (2009) Grant and Amending the 2012 Budget  
(Resolution will be provided at the meeting)
7. Purchasing Procedural Endorsement
  - A. Authorizing Purchase of Six Mechanical Lifts and Six Stands for Rock Haven
  - B. Authorizing Award of Contract for Lee Park Toilet Project
  - C. Authorizing Purchase of Motor Pool Vehicles for the Rock County Department of Public Works
  - D. Awarding Contract for Commissary Services at Sheriff's Office and Jail
8. Discussion and Possible Action on Changes in Investment Policy
9. Report on Cash Balances and Investments
10. Adjournment

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0515000000-68010	EXP.ALLOCATIONS	0.00 100.0%	395.96	-31.07	-364.89		
	P1201587-PO# 04/10/12 -VN#045400			STATELINE COPY PRODUCTS INC		186.14	
ENC	R1201704-PO# 04/02/12 -VN#036201			AMAZON.COM		192.10	
ENC	R1201763-PO# 04/09/12 -VN#046302			COMMERCE BANK COMMERCIAL ACCOU		250.00	
			CLOSING BALANCE		-993.13		628.24
	FINANCE DIRECTOR		PROG-TOTAL-PO			628.24	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$628.24 INCURRED BY FINANCE DIRECTOR. 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.

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

**APR 19 2012**

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

Account Number	Name	Yearly Prnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1414110000-63100	OFC SUPP & EXP	4,877.00	35.5% 1,751.20	-15.39	3,141.19	31.49	
		04/10/12 -VN#046469	STOTTLER, LORI				
			CLOSING BALANCE		3,109.70		31.49
		ELECTIONS	PROG-TOTAL-PO			31.49	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$31.49 INCURRED BY ELECTIONS. 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.

FINANCE COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_

DEPT-HEAD

APR 1 9 2012

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

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1717100000-63105	RECORD BOOKS	955.00	0.0%	0.00	0.00	955.00	
	P1201201-PO# 04/10/12 -VN#011141			BEAR GRAPHICS INC		824.64	
				CLOSING BALANCE	130.36		824.64
	REGISTER OF DEED			PROG-TOTAL-PO		824.64	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$824.64 INCURRED BY REGISTER OF DEEDS. 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.

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

**APR 19 2012** DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prcent Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1919330000-64904	SUNDRY EXPENSE	5,000.00 29.4%	132.68	1,341.50	3,525.82		
	P1201524-PO# 04/10/12 -VN#044396			IHRKE, CONNIE		14.21	
	P1201604-PO# 04/10/12 -VN#051921			ALL SEASON RUNNER		200.00	
ENC	R1201719-PO# 04/02/12 -VN#036201			AMAZON.COM		33.98	
ENC	R1201730-PO# 04/03/12 -VN#036201			AMAZON.COM		51.90	
				CLOSING BALANCE	3,225.73		300.09
		EMPL.RELATED	PROG-TOTAL-PO			300.09	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$300.09 INCURRED BY EMPLOYEE RELATED. 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.

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

**APR 19 2012**

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

Account Number	Name	Yearly Prnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1017210000-63407	COMPUTER SUPPL	6,000.00	29.3%	1,759.38	0.00	4,240.62	
	P1201429-PO# 04/10/12 -VN#014386			MASTERGRAPHICS		474.90	
				CLOSING BALANCE	3,765.72		474.90
	LAND RECORDS			PROG-TOTAL-PO		474.90	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$474.90 INCURRED BY LAND RECORDS. 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.

FINANCE COMMITTEE APPROVES THE ABOVE COM-APPROVAL \_\_\_\_\_ DEPT-HEAD  
**APR 19 2012**  
 DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prent Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0714300000-62119	OTHER SERVICES	69,134.00	19.2%	4,487.58	8,820.42	55,826.00	
	P1200995-PO# 04/10/12 -VN#048561						CITIES DIGITAL 9,248.13
	P1201533-PO# 04/10/12 -VN#033653						PRIVATE LINES INC 258.90
					CLOSING BALANCE	46,318.97	9,507.03
0714300000-62400	R & M SERV	210,888.00	40.3%	66,697.58	18,494.05	125,696.37	
	P1200141-PO# 04/10/12 -VN#019713						GENERAL HEATING AND AIR CONDIT 775.00
	P1201331-PO# 04/10/12 -VN#049219						ANSAY CONSULTING LLC - 3,380.00
					CLOSING BALANCE	121,541.37	4,155.00
0714300000-62421	COMPUTER EQUIP	9,000.00	47.4%	3,897.13	371.08	4,731.79	
	P1200144-PO# 04/10/12 -VN#036454						PARTS NOW 340.00
	P1201387-PO# 04/10/12 -VN#033353						CDW GOVERNMENT INC 116.15
ENC	R1201783-PO# 04/10/12 -VN#036201						AMAZON.COM 107.00
					CLOSING BALANCE	4,168.64	663.15
0714300000-62491	SOFTWARE MAINT	607,189.00	41.5%	241,894.41	10,602.88	354,691.71	
	P1201493-PO# 04/05/12 -VN#028783						ELECTION SYSTEMS AND SOFTWARE 11,319.00
					CLOSING BALANCE	343,372.71	11,319.00
0714300000-63100	OFC SUPP & EXP	4,774.00	34.6%	1,654.78	0.00	3,119.22	
	P1201227-PO# 04/10/12 -VN#028264						HENRICKSEN 172.90
	P1201373-PO# 04/10/12 -VN#049990						LIGAS ENTERPRISES INC 338.00
	P1201492-PO# 04/10/12 -VN#028264						HENRICKSEN 17.89
					CLOSING BALANCE	2,590.43	528.79
0714300000-63407	COMPUTER SUPPL	16,103.00	10.7%	1,130.28	603.96	14,368.76	
	P1200143-PO# 04/10/12 -VN#018251						HARRIS ACE HARDWARE 99.02
	P1201396-PO# 04/10/12 -VN#033353						CDW GOVERNMENT INC 11.07
					CLOSING BALANCE	14,258.67	110.09
0714300000-64200	TRAINING EXP	47,500.00	58.1%	9,104.36	18,520.64	19,875.00	
	P1200999-PO# 04/10/12 -VN#049019						CORE BTS INC 1,500.00
	P1201548-PO# 04/10/12 -VN#051905						INFRAGARD WISCONSIN 75.00
					CLOSING BALANCE	18,300.00	1,575.00
0714300000-64701	SOFTWARE PURCH	103,186.00	19.8%	4,402.50	16,121.01	82,662.49	
	P1201225-PO# 04/10/12 -VN#033353						CDW GOVERNMENT INC 267.68
	P1201336-PO# 04/10/12 -VN#050382						DELL 1,338.00
	P1201388-PO# 04/10/12 -VN#033353						CDW GOVERNMENT INC 578.27
					CLOSING BALANCE	80,478.54	2,183.95
0714300000-67130	TERMINALS/PC'S	127,049.00	8.7%	8,121.74	2,996.30	115,930.96	

Account Number	Name	Yearly Prent Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
	P1201233-PO# 04/10/12 -VN#039136			HEWLETT PACKARD COMPANY		1,860.03	
	P1201354-PO# 04/10/12 -VN#033353			CDW GOVERNMENT INC		316.26	
	P1201395-PO# 04/10/12 -VN#038028			BAYCOM INC		3,148.00	
	P1201481-PO# 04/10/12 -VN#033353			CDW GOVERNMENT INC		1,476.50	
	P1201484-PO# 04/10/12 -VN#033353			CDW GOVERNMENT INC		1,827.12	
				CLOSING BALANCE	107,303.05		8,627.91
071430000-67143	IT DEPT.CR-CHGS.	50,000.00	41.4%	9,758.59	10,974.27	29,267.14	
	P1201131-PO# 04/10/12 -VN#033353			CDW GOVERNMENT INC		42.32	
	P1201196-PO# 04/10/12 -VN#040527			SEILER INSTRUMENTS AND MFG CO		155.41	
	P1201226-PO# 04/10/12 -VN#050378			INTERACT PUBLIC SAFETY SYSTEMS		820.10	
	P1201251-PO# 04/10/12 -VN#044020			BEST BUY		719.99	
	P1201271-PO# 04/10/12 -VN#033353			CDW GOVERNMENT INC		11.60	
	P1201287-PO# 04/10/12 -VN#033353			CDW GOVERNMENT INC		132.98	
	P1201288-PO# 04/10/12 -VN#033353			CDW GOVERNMENT INC		298.95	
	P1201320-PO# 04/10/12 -VN#033353			CDW GOVERNMENT INC		29.02	
	P1201332-PO# 04/10/12 -VN#050382			DELL		283.52	
	P1201337-PO# 04/10/12 -VN#033353			CDW GOVERNMENT INC		545.41	
	P1201358-PO# 04/10/12 -VN#033353			CDW GOVERNMENT INC		23.16	
	P1201477-PO# 04/10/12 -VN#033353			CDW GOVERNMENT INC		3,052.14	
	P1201483-PO# 04/10/12 -VN#033353			CDW GOVERNMENT INC		99.65	
ENC	R1201684-PO# 03/30/12 -VN#036201			AMAZON.COM		25.95	
				CLOSING BALANCE	23,026.94		6,240.20
				INFORMATION TECH		44,810.12	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$44,810.12 INCURRED BY INFORMATION TECHNOLOGY. 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.

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

**APR 19 2012**

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



PURCHASE ORDER NUMBER P1200428 PEID 021141

## 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 DD Board

COMMITTEE Rock Co. DD Board

VENDOR NAME REM Wisconsin II Inc

ACCOUNT NUMBER 33-3310-0000-62633

FUNDS DESCRIPTION Children's Long-Term Waiver

AMOUNT OF INCREASE \$ 72,828

INCREASE FROM \$ 0 TO \$ 72,828

ACCOUNT BALANCE AVAILABLE \$ 703,810.56 SB 4/9/12

REASON FOR AMENDMENT one current children's Long-Term Waiver client moving into Residential Services.

### APPROVALS

GOVERNING COMMITTEE Marilynn Jensen 4-11-2012  
Chair Date

FINANCE COMMITTEE \_\_\_\_\_  
(if over \$10,000) Chair Date

COUNTY BOARD \_\_\_\_\_  
(if over \$10,000) Resolution # Adoption Date

WHITE - COMMITTEE  
YELLOW - PURCHASING  
PINK - DEPARTMENT

PURCHASE ORDER NUMBER P1201340 PEID 051819

## 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 CHILD SUPPORT

COMMITTEE PUBLIC SAFETY & JUSTICE

VENDOR NAME DNA DIAGNOSTICS

ACCOUNT NUMBER 34-3850-0000-62119

FUNDS DESCRIPTION GENETIC TESTING FEES

AMOUNT OF INCREASE \$ 24,288

INCREASE FROM \$ 9,000 TO \$ 33,288

ACCOUNT BALANCE AVAILABLE \$ 626,603.92 SB 4/12/12

REASON FOR AMENDMENT MOVING ENCUMBERED FUNDS FROM FORMER VENDOR

ORCHID CELLMARK TO DNA DIAGNOSTICS (CURRENT VENDOR).

### APPROVALS

*Mrs Baker Ellis 4/12/12*

GOVERNING COMMITTEE \_\_\_\_\_

Chair

Date

FINANCE COMMITTEE \_\_\_\_\_

(if over \$10,000)

Chair

Date

COUNTY BOARD \_\_\_\_\_

(if over \$10,000)

Resolution #

Adoption Date

WHITE - COMMITTEE  
YELLOW - PURCHASING  
PINK - DEPARTMENT

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

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

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Randy Leyes  
INITIATED BY



Randy Leyes  
DRAFTED BY

Finance Committee  
SUBMITTED BY

April 11, 2012  
DATE DRAFTED

**AUTHORIZING AWARD OF CONTRACT FOR SCANNING & IMAGING  
CONVERSION PROJECT**

1 **WHEREAS**, Legislation was signed into law in 2010, which changed the recording fee structure for real  
2 estate documents filed with the County register of deeds and for the redaction of Social Security numbers  
3 from electronic documents that are viewable or accessible on the Internet; and,  
4  
5 **WHEREAS**, to assist register of deeds with costs associated with the redaction process, the legislation  
6 imposed a \$5 recording fee per document to cover these costs; and,  
7  
8 **WHEREAS**, the project will take several years to complete, with Phase 1 (scanning of documents)  
9 costing approximately \$263,729.52 and Phase 2 (indexing of documents) costing approximately  
10 \$329,654.25; and,  
11  
12 **WHEREAS**, the entire project will be paid with the \$600,000 anticipated revenue derived from the  
13 redaction fee; and,  
14  
15 **WHEREAS**, Request for Proposals were advertised in the Janesville Gazette and on the Internet with an  
16 additional ten vendors solicited, and having only one response, Fidlar Technologies, Inc.; and,  
17  
18 **WHEREAS**, their proposal met all requirements of the RFP and with having the qualifications and  
19 experience to successfully complete this project;  
20  
21 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled  
22 this \_\_\_\_\_ day of \_\_\_\_\_, 2012, does hereby authorize that a contract be awarded to Fidlar  
23 Technologies, Inc. of Rock Island, IL for the amount not to exceed \$600,000.00.  
24  
25 **BE IT FURTHER RESOLVED** that progress payments be made to the vendor upon approval of the  
26 Register of Deeds and the Finance Committee.

Respectfully submitted,

**Finance Committee**

**Purchasing Procedural Endorsement**

\_\_\_\_\_  
Mary Mawhinney, Chair

\_\_\_\_\_  
Chair

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

\_\_\_\_\_  
Sandra Kraft, Vice Chair

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

\_\_\_\_\_  
J. Russell Podzilini

**Authorizing Award of Contract for Scanning & Imaging Conversion Project**

Page 2

FISCAL NOTE:

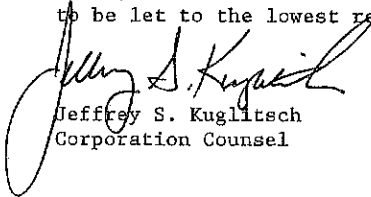
This resolution authorizes a contract in the amount of \$600,000 to Fidlar Technologies, Inc. for the Register of Deed's scanning and imaging conversion project. The contract is to be paid for using a special \$5 recording fee collected for each real estate document filed. The County began collecting this fee in 2010. As of 3/31/12, the County has collected \$244,055 in fees that will be applied to the cost of this contract. The County will seek extensions to the additional \$5 fee until January 1, 2015.



Sherry Oja  
Finance Director

LEGAL NOTE:

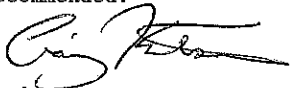
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder.



Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson  
County Administrator

# EXECUTIVE SUMMARY

## SCANNING AND INDEXING OF REAL ESTATE DOCUMENTS

Legislation was signed into law in 2010, which changed the recording fee structure for real estate documents filed with the County Register of Deeds and for the redaction of Social Security numbers from electronic documents that are viewable or accessible on the Internet. In order to assist Register of Deeds with costs associated with the redaction process, the legislation imposed a \$5 recording fee per document to cover these costs.

This additional fee will sunset in 2012 unless an annual extension is granted to the register of deeds by the Wisconsin Department of Administration until January 1, 2015. Rock County will seek extension of the additional \$5 fee until January 1, 2015. Anticipated revenue will be approximately \$600,000. The cost of the project will be paid for with revenue derived from the redaction fee. There are approximately 778,500 images to scan and approximately 440,000 documents to index for this project (1935-1984). The project will take several years to complete.

Upon contract signing, the first invoice will be \$65,932.38, which is based on 25% of PHASE 1 "Total Estimated" contract amount of \$263,729.52.

The second invoice will be submitted after Rock County receives "Stage 2" deliverables (approximately 5 months after the on-site scanning is complete). That invoice will be \$131,864.76 which is based on 50% of PHASE 1 "Total Estimated" contract amount.

The third invoice will be submitted after Rock County receives "Stage3" deliverables (approximately 5 months after Stage 2 deliverables are sent). That invoice amount should be close to the final 25% (approximately \$65,932.38) but the actual invoice amount will be based upon the "Actual" quantities of images scanned and processed.

PHASE 2 – INDEXING" services will be invoiced on a monthly "Pay-As-You-Go" plan. The "Total Estimated" indexing contract amount will be \$329,654.25.

Request for Proposals were advertised in the Janesville Gazette and on the Internet. Ten additional vendors were solicited with only one response, Fidar Technologies, Inc. Fidar is the current software vendor for the Rock County Register of Deeds office and has extensive knowledge and understanding of all facets and operations of the office.

Their proposal met all requirements of the RFP. They have the qualifications and experience to successfully complete this project.

ROCK COUNTY, WISCONSIN  
FINANCE DIRECTOR

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



PROJECT NUMBER #2012-09  
PROJECT NAME SCANNING & INDEXING CONVERSION  
DEPARTMENT REGISTER OF DEEDS  
PROPOSAL DUE DATE MARCH 26, 2012 – 12:00 NOON

	FIDLAR TECHNOLOGIES ROCK ISLAND IL
PHASE 1-SCAN APERTURE CARDS 1979 – 1980	8,606.00
PHASE 2-SCAN GENERAL RECORDS 1961-1978	155,124.38
PHASE 3-SCAN DEEDS VOLUMES 1935-1960	64,792.65
PHASE 4-SCAN MISCELLANEOUS VOLUMES UNDER 12" WIDE	7,733.84
PHASE 5-SCAN REA EASEMENT VOLUMES UNDER 12" WIDE	401.55
PHASE 6-SCAN ABSTRACT INDEX BOOKS	6,192.20
PHASE 7-SCAN ABSTRACT LOT INDEX BOOKS	11,178.90
PROJECT MANAGEMENT	9,700.00
<b>TOTAL SCANNING COST</b>	<b>\$ 263,729.52</b>
<b>TOTAL INDEXING COST</b>	<b>\$ 329,654.25</b>
<b>TOTAL PROJECT COST</b>	<b>\$ 593,383.77</b>

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

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: Fidlar Technologies, Inc.

Randal L. Lejes 4-11-12  
SIGNATURE DATE

GOVERNING COMMITTEE APPROVAL:

CHAIR VOTE DATE

PURCHASING PROCEDURAL ENDORSEMENT:

CHAIR VOTE DATE

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Sherry Gunderson  
INITIATED BY



Sherry Gunderson  
DRAFTED BY

General Services Committee  
SUBMITTED BY

April 10, 2012  
DATE DRAFTED

**AUTHORIZING PURCHASE OF SIX MECHANICAL LIFTS AND SIX STANDS FOR ROCK HAVEN**

- 1 WHEREAS, construction is underway for Rock County's new 128-bed skilled nursing facility; and,
- 2
- 3 WHEREAS, the facility design creates eight distinctive household further divided into two groups of eight
- 4 private rooms; and,
- 5
- 6 WHEREAS, many residents at Rock Haven must be transferred using mechanical lifts or stands; and,
- 7
- 8 WHEREAS, in order to care for residents, it is essential that every group of eight private rooms be
- 9 equipped with one mechanical lift and one mechanical stand; and,
- 10
- 11 WHEREAS, it is necessary to purchase additional stands and lifts to meet this need; and,
- 12
- 13 WHEREAS, Rock Haven staff have been using EZ Way mechanical lifts and stands for years and are
- 14 pleased with this product; and,
- 15
- 16 WHEREAS, EZ Way is the sole provider of the EZ Lift and EZ Stand products.
- 17
- 18 NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled
- 19 this \_\_\_ day of \_\_\_\_\_, 2012 does hereby recommend that a Purchase Orders be issued to EZ Way Inc
- 20 of Clarinda, Iowa as follows:
- 21 Four (4) Smart Lifts with Scales and two (2) Smart Lifts without scales for a total of \$26,685.90
- 22 Two (2) Smart Stands with Scales and four (4) Smart Stands without scales for a total of \$29,008.80

Respectfully submitted,

**GENERAL SERVICES COMMITTEE:**

**PURCHASING PROCEDURAL ENDORSEMENT**

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

\_\_\_\_\_  
Mary Mawhinney, Chair

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

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

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

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

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

**AUTHORIZING PURCHASE OF SIX EZ LIFTS AND SIX STANDS FOR ROCK HAVEN**

Page 2

FISCAL NOTE:

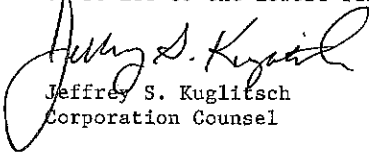
Sufficient funds are available in the Rock Haven Building Project Capital account, A/C 18-1851-0000-67200, for the cost of these purchases.



Sherry Oja  
Finance Director

FISCAL 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**  
**AUTHORIZING PURCHASE OF SIX EZ LIFTS AND SIX EZ STANDS FOR ROCK HAVEN**

Many of the residents that we care for at Rock Haven have difficulty standing making it necessary to use a mechanical lift or stand for transfers. For years, we have been purchasing our mechanical lifts and stands from EZ Way, Inc. We have been pleased with the equipment and will be able to take all of our current lifts and stands to our new building.

Note: Mechanical lifts are equipped with a hammock type sling to support the resident who cannot bear weight. Mechanical stands are equipped with a belt device that supports the resident who can bear some weight but is at risk to lose his/her balance during transfers.

In order to best meet the needs of Rock Haven residents and staff in our new facility, we have planned for a mechanical stand and a mechanical lift for every group of eight residents. In order to meet that need, we will be purchasing six lifts and six stands.

This purchase includes two stands with scales and four lifts with scales so that every household has one lift scale and one stand scale for residents who are difficult to weigh on traditional scales.

EZ Way, Inc is a sole source provider of the EZ Smart Stand and the EZ Smart Lift.



EZ Way, Inc.  
701 E. Washington St.  
P.O. Box 89 • Clarinda, IA 51632  
800-827-8940 • Fax 712-542-1899  
[www.ezlifts.com](http://www.ezlifts.com)

Monday, January 09, 2012

Rock Haven Nursing Home  
Rock County Health Care Center  
PO Box 920  
Janesville WI 53547

Dear Colleen Marelle,

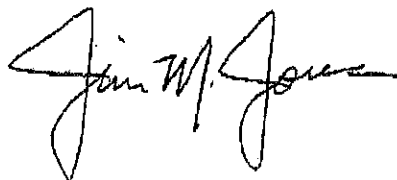
Thank you for your support in American manufacturing.

When purchasing new EZ Way equipment and accessories, you will find they are only available from our company directly and through your EZ Way representatives, Leisha Stilwell (Territory Sales Manager) and Kathy Larson (Territory Sales Associate) who are both employees of EZ Way, Inc. This is to maintain the most reliability and consistency in quality and safety.

Our soft good products are manufactured and tested to surpass the weight capacities of our lifting equipment, unfortunately other providers may not therefore:

This letter is to confirm that EZ Way Inc is the sole manufacturer of the EZ Way Lifts, Stands, and Accessories. EZ Way accessories are designed for use with EZ Way units and we strongly recommend not using accessories from other vendors with our equipment.

Sincerely,



Jim M. Jones  
National Sales Manager

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

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

# RESOLUTION

## ROCK COUNTY BOARD OF SUPERVISORS

Lori Williams, Parks Director  
INITIATED BY

Lori Williams, Parks Director  
DRAFTED BY

Public Works Committee  
SUBMITTED BY



March 21, 2012  
DATE DRAFTED

### AUTHORIZING AWARD OF CONTRACT FOR LEE PARK TOILET PROJECT

1 **WHEREAS**, the Rock County Board of Supervisors approved the purchase of one single  
 2 vault toilet building in the 2012 County Budget to be constructed at Lee Park; and,  
 3  
 4 **WHEREAS**, Rock County Purchasing requested bids for this toilet building; and,  
 5  
 6 **WHEREAS**, Purchasing and Parks staff reviewed all bids received and are recommending the lowest  
 7 bid from Huffcut Concrete of Chippewa Falls, Wisconsin.  
 8  
 9 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly  
 10 assembled on this \_\_\_\_\_ day of \_\_\_\_\_, 2012, does hereby authorize that a contract be  
 11 awarded to Huffcut Concrete of Chippewa Falls, Wisconsin in the amount of \$19,180.00 for the  
 12 construction of this toilet building.

Respectfully submitted,

#### **PUBLIC WORKS COMMITTEE**

#### **Purchasing Procedural Endorsement**

Kurtis L. Yankee  
Kurtis L. Yankee, Chair

\_\_\_\_\_  
(Chair) (Vote) (Date)

Betty Jo Bussie  
Betty Jo Bussie, Vice-Chair

#### **LEGAL NOTE:**

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

Eva M. Arnold  
Eva M. Arnold

Jeffrey S. Kuglitzch  
Jeffrey S. Kuglitzch  
Corporation Counsel

Dave Diestler  
Dave Diestler

Brent Fox  
Brent Fox

#### **ADMINISTRATIVE NOTE:**

Recommended.

Craig Knutson  
Craig Knutson  
County Administrator

#### **FISCAL NOTE:**

Sufficient funding is included in the Parks Capital Projects account, A/C 41-4592-4800-67200, for this contract.

Sherry Oja  
Sherry Oja  
Finance Director

**EXECUTIVE SUMMARY**  
**AUTHORIZING AWARD OF CONTRACT FOR**  
**LEE PARK TOILET PROJECT**

This resolution provides final authorization to award the contract for construction of one single vault toilet building at Lee County Park in the amount of \$19,180. This resolution awards the contract to low bidder, Huffcut Concrete of Chippewa Falls, Wisconsin.

Project will be funded through the Parks Capital Improvement Account (Account 41-4592-4800-67200). This project was originally planned and budgeted at \$60,000.00 for two toilets and reduced to one, thus resulting in a favorable balance to cover any demolition of current units and site preparation costs for the new toilet building.

Respectfully submitted,

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

Lori Williams  
Parks Director

**COUNTY OF ROCK  
FINANCE DIRECTOR**

PROJECT: LEE PARK VAULT TOILET BUILDING  
 PROJECT #: #2012-25  
 PROPOSAL DUE DATE: MARCH 15, 2012 - 1:30 PM (CDT)  
 DEPARTMENT: PUBLIC WORKS - PARKS DEPARTMENT

HUFFCUT CONCRETE CHIPPEWA FALLS, WI	GILBANK CONSTRUCTION CLINTON, WI	BUILDERS LAND INC ARLINGTON HEIGHTS, IL	CARR CONCRETE WILLIAMSTOWN, WV
\$ 14,875.00	\$ 14,875.00	\$22,000.00	\$ 18,891.00
\$ 4,305.00	\$ 6,625.00	\$ 4,650.00	\$ 9,109.00
\$ 19,180.00	\$ 21,500.00	\$ 26,650.00	\$ 28,000.00
YES	YES	YES	YES
5 WEEKS AFTER AWARD	APRIL 1 - JUNE 1, 2012	60 DAYS AFTER AWARD	APRIL 2 - JUNE 6, 2012
HUFFCUTT PT175	CXT GUNNISON	CXT GUNNISON	CARR - KENNESAW

This project was advertised in the Janesville Gazette and on the Internet at www.co.rock.wi.us. Seven additional vendors were solicited that did not respond. One vendor submitted a no bid response.

Prepared By: A. D. [Signature]  
 Senior Buyer

Department/Head Recommendation: Augfest Concrete, Chippewa Falls, WI  
cost of \$19,180.00  
 Signature: [Signature] Date: 3/21/2012

Governing Committee Approval: [Signature] Chair: [Signature] Vote: 5-0 Date: 4-10-12

Purchasing Procedural Endorsement: \_\_\_\_\_ Chair: \_\_\_\_\_ Vote: \_\_\_\_\_ Date: \_\_\_\_\_

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

RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS

Public Works Committee  
INITIATED BY



Ben Coopman, DPW Director  
DRAFTED BY

Public Works Committee  
SUBMITTED BY

March 2, 2012  
DATE DRAFTED

AUTHORIZING PURCHASE OF MOTOR POOL VEHICLES  
FOR THE ROCK COUNTY DEPARTMENT OF PUBLIC WORKS

1 WHEREAS, the Department of Public Works maintains a pool of vehicles used by various Rock  
2 County departments; and,  
3  
4 WHEREAS, several motor pool vehicles are slated for replacement in 2012; and,  
5  
6 WHEREAS, Ewald Ford of Hartford, Wisconsin is authorized to sell Ford, Chevrolet and Dodge  
7 vehicles under State of Wisconsin Contract 07006-175-05 for passenger vehicles; and,  
8  
9 WHEREAS Purchasing and Public Works did review the State of Wisconsin bid specifications for  
10 compliance and recommend purchasing all four 2012 motor pool vehicles from Ewald Automotive  
11 Group.  
12  
13 NOW, THEREFORE, BE IT RESOLVED by the Rock County Board duly assembled this  
14 \_\_\_\_\_ day of \_\_\_\_\_, 2012, that a Purchase Order be issued to Ewald Automotive  
15 Group of Oconomowoc, Wisconsin as follows: \$76,608 for four Chevrolet Impala LT Automobiles.

RESPECTFULLY SUBMITTED

PUBLIC WORKS COMMITTEE

PURCHASING PROCEDURAL  
ENDORSEMENT

Kurtis M. Yankee  
Kurtis M. Yankee, Chair

\_\_\_\_\_  
Chair

Betty Jo Bussie  
Betty Jo Bussie, Vice Chair

\_\_\_\_\_  
Vote

Absent  
Eva Arnold

\_\_\_\_\_  
Date

Absent  
Brent Fox

David Diestler  
David Diestler

**AUTHORIZING PURCHASE OF MOTOR POOL VEHICLES FOR THE ROCK COUNTY  
DEPARTMENT OF PUBLIC WORKS**

FISCAL NOTE:

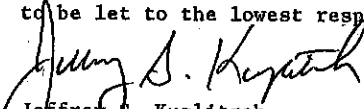
\$103,500 is included in the Motor Pool's 2012 budget, A.C 41-4290-4290-67105, for the purchase of vehicles.



Sherry Oja  
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

There are four Motor Pool vehicles slated for replacement in 2012.

Vehicles being replaced are:

YEAR & MODEL	CURRENT MILEAGE	DEPARTMENT USING
1996 Ford Arrow Van	72,023	IT
2001 Ford Taurus	93,239	Juv. Probation Beloit
2005 Ford Taurus	108,520	Health Dept.
2007 Ford Taurus	84,511	CPS

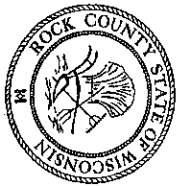
2012 Chevrolet Impalas are replacing all of the above vehicles. The IT Department was issued a new Dodge Caravan last year and it was decided that a full size car in lieu of a second Caravan would better fit their needs.

All vehicles are being purchased from the State of Wisconsin Bid # 07006-175-05.



**ROCK COUNTY, WISCONSIN  
FINANCE DIRECTOR**

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



**PROJECT NUMBER #2012-28  
PROJECT NAME COMMISSARY SERVICES  
PROPOSAL DUE DATE APRIL 9, 2012 - 12:00 NOON  
DEPARTMENT SHERIFF'S OFFICE & JAIL**

	ARAMARK DOWNERS GROVE IL	KEEFE BRIDGETON MO	SWANSON MADISON WI	STELLAR STOUGHTON WI
RATER 1	86	84	81	83
RATER 2	93	83	88	84
RATER 3	88	75	71	73
TOTAL SCORE	267	242	240	240
AVERAGE SCORE	89	80.67	80	80
RANKING	1	2	3	4
COMMISSION	38%	35%	38%	37.1%
ANNUAL GUARANTEE	\$100,000.00	\$112,500.00	\$120,000.00	\$100,000.00

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. One additional vendor was solicited that did not respond.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: ARAMARK CORRECTIONAL SERVICES

SIGNATURE *Jodi Millis* 09-12-12  
DATE

GOVERNING COMMITTEE APPROVAL:

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

PURCHASING PROCEDURAL ENDORSEMENT:

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

## EXECUTIVE SUMMARY

In late 2010, the Rock County Sheriff's Office solicited proposals for inmate commissary services. At that time, Turnkey Corrections was chosen as our provider and began commissary distribution in February 2011. Turnkey failed to fill the commissary orders, was unable to provide competent staff to conduct their business in our facility and was slow/unresponsive when directed to rectify their shortcomings. The contract with Turnkey was ultimately terminated.

A new Request for Proposal was drafted and distributed by the Purchasing Department of Rock County. A review of the submitted proposals by the Sheriff's Office Administration found that Aramark Corporation would best suit the needs of the Rock County Jail. Aramark is currently the food services provider for the jail and we have been satisfied with their performance. Aramark provided a guarantee of \$100,000 to the Sheriff's Office with an estimate of over \$130,000. They also provided a commission rate of 38%, which was the highest percentage offered.