

ROCK COUNTY, WISCONSIN



**GENERAL SERVICES COMMITTEE
TUESDAY, MARCH 20, 2018 – 8:00 A.M.
CONFERENCE ROOM N-1 – FIFTH FLOOR
ROCK COUNTY COURTHOUSE-EAST**

Agenda

1. Call to Order
2. Approve Agenda
3. Citizen Participation
4. Approval of Minutes – March 6, 2018
5. Transfers
6. Resolutions
 - A. Contracting for Rock County Health Care Center Security System upgrade and Amend 2018 Facilities Management Capital Budget
 - B. Authorizing the Purchase of a New Air Compressor at the Public Works Garage
 - C. Authorizing the upgrade to the Honeywell Controller at the Rock County Jail
 - D. Authorizing the Upgrade to the Honeywell Controllers at the Rock County Jail
7. Updates
 - A. Monthly Update on Closed File Purging
8. Communications, Announcements and Information
9. Adjournment

Please contact Marilyn at (608)757-5510 if you are going to be late or if you will not be able to attend the meeting.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

General Services Committee
INITIATED BY



Brent Sutherland- Director of
Facilities Management
DRAFTED BY

General Services Committee
SUBMITTED BY

March 6, 2018
DATE DRAFTED

**Contracting for Rock County Health Care Center
Security System Upgrade and Amend 2018 Facilities Management Capital
Budget**

1 **WHEREAS**, funds were budgeted in 2018 for the upgrade and installation of the security system at the
2 Health Care Center; and,
3
4 **WHEREAS**, Mead Hunt, who specializes in security systems, was hired to design and develop
5 specifications; and,
6
7 **WHEREAS**, this project consists of installing card access to all exterior doors; and,
8
9 **WHEREAS**, bids were solicited with the lowest most qualified, responsive and responsible bidder being
10 Gilbank Construction Inc.
11
12 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
13 this _____ day of _____, 2018, that a contract for the security system upgrade at
14 the Rock Health Care Center be awarded to Gilbank Construction Inc, of Clinton, WI, in the amount of
15 \$105,000.00; and,
16
17 **BE IT FURTHER RESOLVED**, that a \$10,000.00 contingency also be approved to cover any
18 possible unforeseen items
19
20 **BE IT FURTHER RESOLVED**, that the Facilities Management 2018 budget be amended as follows:

<u>ACCOUNT/DESCRIPTION</u>	<u>BUDGET 3/6/18</u>	<u>INCREASE/ (DECREASE)</u>	<u>AMENDED BUDGET</u>
<u>Source of Funds</u>			
18-1855-0000-47500	\$1,588,748	\$62,000	\$1,650,748
Prior Years Sales Tax			
<u>Use of Funds:</u>			
18-1855-0000-67200	\$2,638,748	\$62,000	\$2,700,748
Capital Improvements			

Respectfully submitted,

GENERAL SERVICES COMMITTEE

Henry Brill, Chair

Dave Homan

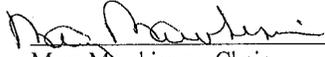
Jeremy Zajac, Vice Chair

J. Russell Podzilini

Bob Yeomans

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of 4-0.

 3-15-18
Mary Mawhinney, Chair Date

FISCAL NOTE:

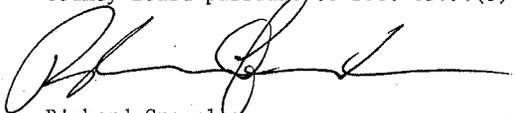
This resolution approves a \$62,000 additional transfer from sales tax for upgrading the security system at the Health Care Center.



Sherry Oja
Finance Director

LEGAL NOTE:

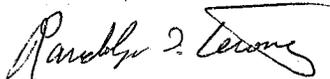
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder. As an amendment to the adopted 2018 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.



Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Randolph D. Terronez
Assistant to County Administrator

Executive Summary

Contracting for Rock County Health Care Center Security System Upgrade and Amend 2018 Facilities Management Capital Budget

The resolution before you awards a contract with Gilbank Construction Inc. for the upgrade of the Health Care Center Security System in the amount of \$105,000. This consists of security badge access on all exterior doors. Funds were budgeted and the bid came in over budget by \$62,000 which includes a \$10,000 contingency fund.

When we budgeted for this project, SGTS our security contractor provided a proposal and budget number for the project, with the intentions of doing the work under the courthouse security contract. They estimated \$44,000 to provide and install the system. I had an extra \$9,000 carry over funds from a 2016 project that came in under budget, I put towards it so my budget was \$53,000.

Corporation Counsel felt it would not be following the State Statutes doing this work under the Courthouse Security contract and should be bid out. It cost \$8,000 for engineering services to write the specifications. I applied \$8,000 carry over funds from 2017 to cover this engineering cost. We had one bid that came in from Gilbank Construction for \$105,000. I added \$10,000 for a contingency.

This is a good example of how design build option could have been in the County's best interest. The State Statute requirements do not allow me to use design build for building projects, leaving no other option but to bid it out. This project cost the County an additional 2-months for the bidding process and \$70,000 more.

We are therefore amending the 2018 Facilities Management budget by applying prior year's sales tax.

ORIGINAL



BID SUMMARY FORM

BID NUMBER #2018-13
BID NAME HEALTH CARE CENTER CARD ACCESS SYSTEM
BID DUE DATE MARCH 1, 2018 – 1:30 P.M.
DEPARTMENT FACILITIES MANAGEMENT

GILBANK CONSTRUCTION CLINTON WI	
BASE BID	\$ 103,800.00
ALTERNATE 1	1,200.00
ALTERNATE 2	2,700.00
TOTAL BID	\$ 107,700.00
ADDENDA	YES
START DATE	3/27/18
COMPLETION	5/31/18

Alternate 1 -- Two dedicated, hardwired 110v 20 amp circuits to data room
 Alternate 2 – Spare hardware

Invitation to Bid was advertised in the Janesville Gazette and on the Internet. Eighteen additional vendors were solicited that did not respond.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: Gilbank Base Bid plus alt #1

Jodi Millis 3-6-18
 SIGNATURE DATE

GOVERNING COMMITTEE APPROVAL:

CHAIR VOTE DATE

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

General Services Committee
INITIATED BY



Brent Sutherland
DRAFTED BY

General Services Committee
SUBMITTED BY

March 6, 2018
DATE DRAFTED

Authorizing the Purchase of a New Air Compressor at the Public Works Garage

- 1 **WHEREAS**, funds were budgeted for this replacement of the 30 HP air compressor; and,
- 2
- 3 **WHEREAS**, the current air compressor at the public works garage is 30 years old and has a life
- 4 expectancy of 10-15 years; and,
- 5
- 6 **WHEREAS**, this compressor is vital tool for maintaining the Public Works fleet of trucks.
- 7
- 8 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
- 9 assembled this _____ day of _____, 2018, that a purchase order be issued to Energetics,
- 10 of Janesville WI in the amount of \$24,000 for the new air compressor and installation.

Respectfully submitted,

GENERAL SERVICES COMMITTEE

Henry Brill, Chair

Jeremy Zajac, Vice Chair

Dave Homan

Bob Yeomans

J. Russell Podzilni

FISCAL NOTE:

The purchase of the air compressor is being funded by cash and the cost will be expensed by future depreciation charges.

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.

Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
County Administrator

Executive Summary

**PURCHASE OF A NEW AIR COMPRESSOR AT THE PUBLIC
WORKS GARAGE**

The resolution before you authorizes the purchase and installation of a new air compressor at the Public Works garage. The compressor will be purchased from and installed by Energetics, of Janesville WI in the amount of \$24,000.00. This compressor is 30 years old with a life expectancy of 10-15 years.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

General Services Committee
INITIATED BY



Brent Sutherland
DRAFTED BY

General Services Committee
SUBMITTED BY

March 9, 2018
DATE DRAFTED

Authorizing the Upgrade to the Honeywell Controller at the Rock County Jail

- 1 **WHEREAS**, the 1986 Honeywell Building Automation System controllers are in need of upgrading; and,
2
3 **WHEREAS**, the funds are available in 2018 budget to upgrade Air Handling Unit 19B; and,
4
5 **WHEREAS**, the system components are proprietary, obsolete, and no longer available; and,
6
7 **WHEREAS**, a failure of this controller, will affect the building HVAC systems and smoke dampers
8 controls during a fire situation.
9
10 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
11 this _____ day of _____, 2018, that a purchase order be issued to Honeywell Building
12 Solutions in the amount of \$8,019, for the required engineering, equipment, installation, setup,
13 programming for the Honeywell Controller.
14
15 **BE IT FURTHER RESOLVED**, that a \$3,000 contingency also be approved to cover any possible
16 unforeseen items.

Respectfully submitted,

GENERAL SERVICES COMMITTEE

Henry Brill, Chair

Jeremy Zajac, Vice Chair

Dave Homan

Bob Yeomans

J. Russell Podzilini

FISCAL NOTE:

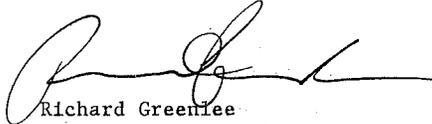
Sufficient funds were included in the budget for the upgrading of jail controllers. This project is being funded with sales tax revenue.



Sherry Oja
Finance Director

LEGAL NOTE:

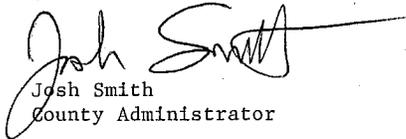
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats.



Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

EXECUTIVE SUMMARY

UPGRADE THE HONEYWELL CONTROLLER AT THE JAIL

The resolution before you authorizes the upgrade of the controller for Air Handling Unit 19B at the Jail. This controller controls the HVAC system as well as the smoke dampers in a fire situation to prevent the spread of smoke. This controller is part of the building automation system that receives the programming from the head end system. This is proprietary equipment.

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

General Services Committee
INITIATED BY



Brent Sutherland
DRAFTED BY

General Services Committee
SUBMITTED BY

March 9, 2018
DATE DRAFTED

Authorizing the Upgrade to the Honeywell Controllers at the Rock County Jail

1 **WHEREAS**, the 1986 Honeywell Building Automation System controllers are in need of upgrading; and,

2 **WHEREAS**, the funds are available in 2018 budget to upgrade Air Handling Units 3, 4, 6 & 8; and,

3 **WHEREAS**, the system components are proprietary, obsolete, and no longer available; and,

4 **WHEREAS**, a failure of these controllers, will affect the building HVAC systems and smoke dampers
5 controls during a fire situation.

6
7 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled
8 this _____ day of _____, 2018, that a purchase order be issued to Honeywell Building
9 Solutions in the amount of \$21,585, for the required engineering, equipment, installation, setup,
10 programming for the Honeywell Controller.

11 **BE IT FURTHER RESOLVED**, that a \$3,000 contingency also be approved to cover any possible
12 unforeseen items.

13
14 Respectfully submitted,

15
16 GENERAL SERVICES COMMITTEE

Henry Brill, Chair

Jeremy Zajac, Vice Chair

Dave Homan

Bob Yeomans

J. Russell Podzilini

FISCAL NOTE:

Sufficient funds were included in the budget for the upgrading of jail controllers. This project is being funded with sales tax revenue.



Sherry Oja
Finance Director

LEGAL NOTE:

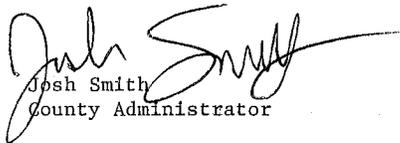
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats.



Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

EXECUTIVE SUMMARY

UPGRADE THE HONEYWELL CONTROLLER AT THE JAIL

The resolution before you authorizes the upgrade of the controller for Air Handling Units 3, 4, 6 & 8 at the Jail. These controllers control the HVAC system as well as the smoke dampers in a fire situation to prevent the spread of smoke. These controllers are part of the building automation system that receives the programming from the head end system. This is proprietary equipment.

MARILYN BONDEHAGEN

From: LISA MOORE-KELTY
Sent: Monday, March 05, 2018 7:53 AM
To: Brent Sutherland
Cc: PHIL BOUTWELL; SARA MOOREN; PATRICK SINGER
Subject: Tunnel Project - Monthly Progress Report (3/5/18)

We continue to purge and also scan records to the Wisconsin Statewide Automated Child Welfare System (WISACWIS) and we've cleared 24 shelving sides since we commenced the project.

We've completed 25% of the purging/scanning in the tunnel to date and here's the breakdown from each month:

11/29/17 Progress Report: 13% of records purged
01/05/18 Progress Report: 17% of records purged
02/06/18 Progress Report: 21% of records purged
03/05/18 Progress Report: 25% or records purged

Thanks,

Lisa A. Moore-Kelty, RHIT

Rock County HIPAA Privacy Officer
Human Services Medical Records Manager
P.O. Box 1649
Janesville, WI 53547-1649
608-757-5172 (phone)
608-757-5011 (fax)
lisa.moore-kelty@co.rock.wi.us