

ROCK COUNTY, WISCONSIN



**GENERAL SERVICES COMMITTEE
TUESDAY, AUGUST 6, 2019 – 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 –July 2, 2019
5. Transfers
6. Review of Payments
7. Updates and Possible Action
 - A. Update on Chemical Incident at the Courthouse
 - B. Courthouse Security
 - 1) Phase 2 & 3 Construction Schedule Update
 - 2) Courthouse Security Phase 2 & 3 Change Orders
 - C. Use of Local Vendors
 - D. Update on Master Electrician Position
 - E. Update on 1717 Center Avenue Building Project
9. Communications, Announcements and Information
10. Adjournment

The County of Rock will provide reasonable accommodations to people with disabilities. Please contact us at 608-757-5510 or e-mail countyadmin@co.rock.wi.us at least 48 hours prior to a public meeting to discuss any accommodations that may be necessary.

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.



GENERAL SERVICES COMMITTEE
Minutes – July 2, 2019

Call to Order. Chair Brill called the meeting of the General Services Committee to order at 8:00 A.M., Tuesday, July 2, 2019 at 1717 Center Avenue.

Committee Members Present: Supervisors Brill, Zajac, Brien, Potter and Rashkin (at 8:06 A.M.).

Committee Members Absent: None.

Staff Members Present: Josh Smith, County Administrator; Brent Sutherland, Facilities Management Director; Randy Terronez, Assistant to the County Administrator; Terri Carlson, Risk Manager, Corporation Counsel.

Others Present: Brian Zobel, UW Colleges – Southwest; Supervisors Podzilni, Mawhinney and Peer.

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

Citizen Participation. None.

Approval of Minutes – June 18, 2019. Supervisor Zajac moved approval of the minutes of June 18, 2019 as presented, second by Supervisor Potter. ADOPTED.

Transfers. None.

Review of Payments. The Committee accepted the reports.

Resolutions and Committee Action.

Contracting for the Renovation of the Department of Public Works Interior Office

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ____ day of _____ 2019, that a purchase order be issued to Klobucar Construction Inc., of Beloit, Wisconsin, in the amount of \$274,900 for the DPW interior office renovation.

BE IT FURTHER RESOLVED, that a \$25,000 contingency also be approved to cover any unforeseen items.”

Supervisor Potter moved approval of the above resolution, second by Supervisor Zajac. ADOPTED.

Approval to Relocate Council on Aging Offices to 1717 Center Avenue Mr.

Sutherland explained, per County Ordinance, departments must obtain prior approval from the General Services Committee to move the locations of their office.

Mr. Smith handed out copies of the memo given to the Education, Veterans and Aging Services Committee (dated June 19, 2019) explaining the analysis by Venture Architects and the option of co-locating the Council on Aging and Human Services Departments to the 1717 Center Avenue building. He added that the Aging Services Integration Review Advisory Committee is looking into the possible integration of Council on Aging and the ADRC.

Supervisor Potter moved approval of moving the Council on Aging to 1717 Center Avenue, second by Supervisor Brien. ADOPTED.

Supervisor Rashkin arrived at 8:06 A.M.

Approval to Hire IBC Engineering for Engineering Services for 911 HVAC

Supervisor Zajac moved approval to hire IBC Engineering to prepare plans and specifications for the replacement of the 911 Communications Center fan coil unit system for a lump sum fee of \$10,850, second by Supervisor Potter. ADOPTED.

Updates and Possible Action.

Courthouse Security

Phase 2 & 3 Construction Schedule Update Mr. Sutherland said the back parking lot is done except for the striping, and we are waiting for the elevator equipment.

Courthouse Security Phase 2 & 3 Change Orders Mr. Sutherland said there are no change orders at this time.

New Human Services Building Update Mr. Sutherland said we will be keeping this item on upcoming agendas to keep the Committee updated. He added that the Human Services employees are giving feedback on what they feel will work best for their office setup. The ten division leaders, two from each division, will work with the architects. Mr. Sutherland said that Mark Stevens, Human Services Controller, is the project manager and is doing a good job on pulling the group together. Mr. Sutherland said some of the items discussed have been: need for meeting space; positioning of the departments; a centralized pharmacy, maybe bring someone in; color coding the different services; and any issues that may be created or avoided with the placement of divisions. He said all the engineers have been onsite.

Communications, Announcements and Information. Chair Brill mentioned seeing Blackhawk Technical College trucks from their driving school using the loading docks and parking lot at the 1717 Center Avenue site. Mr. Sutherland said he would check on this.

Supervisor Podzilni asked about the Master Electrician. Mr. Sutherland said they are doing a background check. He said they interviewed three candidates, feels they have a very strong candidate, and hopefully will have more information at the next meeting.

Tour of 1717 Center Avenue Building and Site. The Committee, along with Mr. Smith, Mr. Terronez, Mr. Sutherland, Ms. Carlson, Supervisor Peer, and Mr. Zobel toured the building and site from 8:24 A.M. to 8:54 A.M.

Adjournment. Supervisor Potter moved adjournment at 8:54 A.M., second by Supervisor Rashkin. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Office Coordinator

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.

COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF JULY 2019

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
18-1810-0000-62119	OTHER SERVICES					
		P1900058	07/25/2019	ADVANCED DISPOSAL SERVICES	TRASH FOR COURTHOUSE	144.00
		P1900077	07/18/2019	ALSCO INC	UNIFORMS FOR COURTHOUSE	92.56
18-1810-0000-62160	CLEANING CONTRAC					
		P1900076	07/03/2019	DIVERSIFIED BUILDING MAINTENAN	CLEANING FOR COURTHOUSE	10,737.08
18-1810-0000-62400	R & M SERV					
		P1900400	07/03/2019	NIEMAN CENTRAL WISCONSIN ROOFI	FURNISH AND REPAIR SEAM COURT	1,305.00
		P1900951	07/18/2019	JOHNSON CONTROLS INC	ROCK COUNTY COURTHOUSE	5,492.50
		P1901855	07/25/2019	SGTS INC	REPLACE ELECTRIC STRIKE	651.70
18-1810-0000-62461	ELEVATOR					
		P1900070	07/11/2019	OTIS ELEVATOR COMPANY	CONTRACT FOR COURTHOUSE ELEVAT	1,918.14
18-1810-0000-63500	R&M SUPPLIES					
		P1900018	07/25/2019	BATTERIES PLUS LLC	SUPPLIES FOR COURTHOUSE	20.95
		P1900025	07/03/2019	HARRIS ACE HARDWARE LLP	SUPPLIES FOR COURTHOUSE	28.29
		P1900029	07/03/2019	JANESVILLE WINSUPPLY COMPANY	FILTERS FOR COURTHOUSE	374.52
		P1900031	07/18/2019	MENARDS	SUPPLIES FOR COURTHOUSE	5.37
		P1900075	07/18/2019	US BANK	SUPPLIES FOR COURTHOUSE	651.76
		P1901108	07/03/2019	JANESVILLE ELECTRIC MOTOR CORP	SUPPLIES FOR COURTHOUSE	128.00
		P1901484	07/03/2019	HOH WATER TECHNOLOGY INC	REBUILD KIT FOR COURTHOUSE	248.86
FACILITIES MGMNT PROG TOTAL						21,798.73
18-1811-0000-62119	OTHER SERVICES					
		P1900058	07/25/2019	ADVANCED DISPOSAL SERVICES	TRASH FOR HEALTH	107.00
18-1811-0000-62160	CLEANING CONTRAC					
		P1900076	07/03/2019	DIVERSIFIED BUILDING MAINTENAN	CLEANING FOR HEALTH	967.25
18-1811-0000-62400	R & M SERV					
		P1900951	07/18/2019	JOHNSON CONTROLS INC	ROCK COUNTY HEALTH DEPARTMENT	721.50
18-1811-0000-63500	R&M SUPPLIES					
		P1900031	07/11/2019	MENARDS	SUPPLIES FOR HEALTH	65.32
PUBLIC HEALTH/COA PROG TOTAL						1,861.07
18-1812-0000-62119	OTHER SERVICES					
		P1900058	07/25/2019	ADVANCED DISPOSAL SERVICES	TRASH FOR YSC	123.00
18-1812-0000-62160	CLEANING CONTRAC					

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Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
		P1900076	07/03/2019	DIVERSIFIED BUILDING MAINTENAN	CLEANING FOR YSC	1,052.50
18-1812-0000-62400	R & M SERV					
		P1900065	07/18/2019	ABC FIRE AND SAFETY INC	MAINTENANCE FOR YSC	172.00
		P1900951	07/18/2019	JOHNSON CONTROLS INC	ROCK COUNTY YOUTH SERVICES CEN	3,678.50
18-1812-0000-63500	R&M SUPPLIES					
		P1900030	07/25/2019	JACK AND DICKS FEED AND GARDEN	SALT FOR YSC	143.75
		P1900031	07/25/2019	MENARDS	SUPPLIES FOR YSC	177.93
YOUTH SERVICES CENTER PROG TOTAL						5,347.68
18-1815-0000-62119	OTHER SERVICES					
		P1900190	07/18/2019	ADVANCED DISPOSAL SERVICES	TRASH AND RECYCLING	110.00
		P1900193	07/25/2019	ALSCO INC	UNIFORMS	108.20
		P1900240	07/18/2019	US BANK	MAINT	58.13
18-1815-0000-62160	CLEANING CONTRAC					
		P1900254	07/03/2019	DIVERSIFIED BUILDING MAINTENAN	JANITORIAL	10,341.67
18-1815-0000-62400	R & M SERV					
		P1900195	07/25/2019	JF AHERN COMPANY	SPRINKLER INSPECTION	125.00
		P1900196	07/25/2019	BANDT COMMUNICATIONS INC	CHARGER	232.50
		P1900951	07/18/2019	JOHNSON CONTROLS INC	ROCK COUNTY HEALTH CARE CENTER	3,170.50
18-1815-0000-63500	R&M SUPPLIES					
		P1900191	07/25/2019	BATTERIES PLUS LLC	FLUORESCENT LIGHT	149.88
		P1900194	07/11/2019	AIRGAS NORTH CENTRAL	MAINT - RENT	132.67
		P1900203	07/25/2019	MENARDS	MAINT	453.68
		P1900229	07/11/2019	KWIK TRIP EXTENDED NETWORK	LOCKBOX	306.37
		P1900232	07/03/2019	JOHNSON PLASTICS	MAINT	401.57
		P1900235	07/11/2019	HOH WATER TECHNOLOGY INC	MAINT	118.65
		P1900240	07/18/2019	US BANK	MAINT	43.96
		P1901884	07/18/2019	OIL EQUIPMENT CO INC	PERFORMED ANNUAL FUNCTIONALITY	655.56
		P1901898	07/18/2019	POMPS TIRE SERVICE INC	TIRES FOR LAWN MOWERS.	207.10
		P1901944	07/25/2019	POMPS TIRE SERVICE INC	LAWN MOWER TIRE AND TUBE REPAI	60.34
18-1815-0000-64200	TRAINING EXP					
		P1900240	07/18/2019	US BANK	MAINT	210.47

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Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
HCC BUILDING COMPLEX PROG TOTAL						16,886.25
18-1816-0000-62119	OTHER SERVICES					
		P1900058	07/25/2019	ADVANCED DISPOSAL SERVICES	TRASH FOR 911	79.00
18-1816-0000-62160	CLEANING CONTRAC					
		P1900076	07/03/2019	DIVERSIFIED BUILDING MAINTENAN	CLEANING FOR 911	608.33
18-1816-0000-62400	R & M SERV					
		P1900951	07/18/2019	JOHNSON CONTROLS INC	ROCK COUNTY 911 CENTER	752.00
COMMUNICATIONS CTR.OPERATION PROG TOTAL						1,439.33
18-1817-0000-62119	OTHER SERVICES					
		P1900077	07/18/2019	ALSCO INC	UNIFORMS HEALTH	16.28
18-1817-0000-62160	CLEANING CONTRAC					
		P1900076	07/03/2019	DIVERSIFIED BUILDING MAINTENAN	CLEANING FOR DIVERSION	243.33
18-1817-0000-62400	R & M SERV					
		P1901430	07/25/2019	INDUSTRIAL ROOFING SERVICES IN	PHASE 1 ROOF ANALYSIS AND	2,400.00
18-1817-0000-63500	R&M SUPPLIES					
		P1900031	07/11/2019	MENARDS	SUPPLIES FOR DIVERSION	118.20
		P1900042	07/18/2019	KWIK TRIP EXTENDED NETWORK	GAS FOR UW EXT	41.53
		P1901441	07/18/2019	MARLING LUMBER COMPANY	DOOR FOR UW EXTENSION	615.00
DIVERSION PROG/ASC PROG TOTAL						3,434.34
18-1818-0000-62119	OTHER SERVICES					
		P1900058	07/25/2019	ADVANCED DISPOSAL SERVICES	TRASH FOR SHERIFFS	403.00
		P1900077	07/18/2019	ALSCO INC	UNIFORMS JAIL	80.80
18-1818-0000-62160	CLEANING CONTRAC					
		P1900076	07/03/2019	DIVERSIFIED BUILDING MAINTENAN	CLEANING FOR JAIL	2,798.21
18-1818-0000-62400	R & M SERV					
		P1900046	07/03/2019	COLLINS SANITARY	PUMP GREASE TRAP	205.00
		P1900048	07/03/2019	CONGRESS GLASS INC	MIRROR GLASS FOR JAIL	37.00
		P1900065	07/18/2019	ABC FIRE AND SAFETY INC	MAINTENANCE FOR JAIL	343.50
		P1900955	07/11/2019	JOHNSON CONTROLS INC	CHANGE CONDENSATE AT JAIL	362.60
		P1901886	07/18/2019	OIL EQUIPMENT CO INC	PERFORMED ANNUAL FUNCTIONALITY	377.78

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Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
18-1818-0000-62461	ELEVATOR	P1900070	07/03/2019	OTIS ELEVATOR COMPANY	SERVICE CONTRACT JAIL	762.57
18-1818-0000-63500	R&M SUPPLIES	P1900017	07/25/2019	BJ ELECTRIC SUPPLY INC	SUPPLIES FOR JAIL	38.13
		P1900018	07/25/2019	BATTERIES PLUS LLC	SUPPLIES FOR JAIL	862.48
		P1900024	07/25/2019	ENERGETICS INC	SUPPLIES FOR JAIL	23.60
		P1900026	07/25/2019	GRAINGER	SUPPLIES FOR JAIL	112.32
		P1900030	07/18/2019	JACK AND DICKS FEED AND GARDEN	SALT FOR JAIL	1,127.00
		P1900031	07/18/2019	MENARDS	WINDOW AC FOR JAIL	299.98
		P1900075	07/18/2019	US BANK	SUPPLIES FOR HEALTH/COA	352.44
		P1901108	07/03/2019	JANESVILLE ELECTRIC MOTOR CORP	REPAIRS AT JAIL	1,750.00
		P1901810	07/03/2019	HALVERSON CARPET CENTER LTD	REPLACED CARPET AT JAIL	2,778.00
JAIL PROG TOTAL						12,714.41
18-1819-0000-62400	R & M SERV	P1900065	07/03/2019	ABC FIRE AND SAFETY INC	ANNUAL MAINTENANCE UW ROCK	361.75
		P1900951	07/18/2019	JOHNSON CONTROLS INC	UNIVERSITY OF WISCONSIN - ROCK	4,040.00
18-1819-0000-62461	ELEVATOR	P1900070	07/11/2019	OTIS ELEVATOR COMPANY	CONTRACT FOR UW ELEVATOR	894.62
18-1819-0000-63500	R&M SUPPLIES	P1900035	07/11/2019	JOHNSTONE SUPPLY	FILTERS FOR UROCK	1,364.04
UW-ROCK COUNTY PROG TOTAL						6,660.41
18-1820-0000-62119	OTHER SERVICES	P1900058	07/18/2019	ADVANCED DISPOSAL SERVICES	ECLIPSE CENTER TRASH	184.76
18-1820-0000-62160	CLEANING CONTRAC	P1900076	07/03/2019	DIVERSIFIED BUILDING MAINTENAN	CLEANING FOR ECLIPSE	1,017.43
18-1820-0000-63500	R&M SUPPLIES	P1900019	07/18/2019	CITY OF JANESVILLE	LANDFILL ITEMS	25.00
		P1900037	07/18/2019	SHERWIN WILLIAMS	PAINT FOR ECLIPSE CENTER	155.72
		P1900075	07/18/2019	US BANK	SUPPLIES FOR ECLIPSE	57.08
18-1820-0000-65321	BLDG/OFC LEASE	P1900068	07/03/2019	HENDRICKS COMMERCIAL PROPERTIE	RENT FOR ECLIPSE CENTER	11,709.44

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Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
ECLIPSE CENTER PROG TOTAL						13,149.43
18-1821-0000-62119	OTHER SERVICES					
		P1900058	07/25/2019	ADVANCED DISPOSAL SERVICES	TRASH FOR JOB CENTER	144.00
		P1900077	07/18/2019	ALSCO INC	UNIFORMS FOR JOB CENTER	16.28
18-1821-0000-62160	CLEANING CONTRAC					
		P1900076	07/03/2019	DIVERSIFIED BUILDING MAINTENAN	CLEANING FOR JOB CENTER	3,908.54
18-1821-0000-62400	R & M SERV					
		P1901298	07/18/2019	INDUSTRIAL ROOFING SERVICES IN	PROPOSAL FOR COMPREHENSIVE ROO	1,800.00
18-1821-0000-63500	R&M SUPPLIES					
		P1900015	07/18/2019	AARONS LOCK AND SAFE INC	KEYS FOR JOB CENTER	21.25
		P1900029	07/03/2019	JANESVILLE WINSUPPLY COMPANY	FAN FOR JOB CENTER	942.49
		P1900030	07/03/2019	JACK AND DICKS FEED AND GARDEN	SALT FOR JOB CENTER	115.00
		P1900075	07/18/2019	US BANK	SUPPLIES FOR JOB CENTER	108.82
18-1821-0000-67200	CAPITAL IMPROV					
		P1901716	07/03/2019	SANTECH POWER INC	UPS BATTERY REPLACEMENT AND	3,828.00
JOB CENTER PROG TOTAL						10,884.38
18-1822-0000-62119	OTHER SERVICES					
		P1900058	07/25/2019	ADVANCED DISPOSAL SERVICES	TRASH FRANKLIN ST	132.00
18-1822-0000-62160	CLEANING CONTRAC					
		P1900076	07/03/2019	DIVERSIFIED BUILDING MAINTENAN	CLEANING FOR FRANKLIN ST	775.02
18-1822-0000-63500	R&M SUPPLIES					
		P1900022	07/18/2019	FERGUSON ENTERPRISES INC	SUPPLIES FOR FRANKLIN ST	110.00
FRANKLIN ST PROG TOTAL						1,017.02
18-1823-0000-62160	CLEANING CONTRAC					
		P1900076	07/03/2019	DIVERSIFIED BUILDING MAINTENAN	CLEANING FOR COURT ST	301.13
18-1823-0000-63500	R&M SUPPLIES					
		P1900025	07/03/2019	HARRIS ACE HARDWARE LLP	SUPPLIES FOR COURT ST	5.53
		P1900075	07/18/2019	US BANK	SUPPLIES FOR COURT ST	86.57
COURT ST PROG TOTAL						393.23

**COMMITTEE REVIEW REPORT
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Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
18-1824-0000-62119	OTHER SERVICES					
		P1900058	07/25/2019	ADVANCED DISPOSAL SERVICES	TRASH FOR DPW	269.68
		P1900077	07/18/2019	ALSCO INC	UNIFORMS FOR DPW	17.76
18-1824-0000-62160	CLEANING CONTRAC					
		P1900076	07/03/2019	DIVERSIFIED BUILDING MAINTENAN	CLEANING FOR DPW	933.41
18-1824-0000-63500	R&M SUPPLIES					
		P1900026	07/25/2019	GRAINGER	SUPPLIES FOR DPW	57.56
		P1900038	07/18/2019	R E MICHEL COMPANY	SUPPLIES FOR HWY SHOP	1.66
18-1824-0000-67200	CAPITAL IMPROV					
		P1701616	07/03/2019	ANGUS YOUNG ASSOCIATES INC	ARCHITECT ENGINEERING	10,814.56
		P1900730	07/03/2019	ANGUS YOUNG ASSOCIATES INC	ARCHITECTURAL AND ENGINEERING	7,195.35
		P1901440	07/03/2019	ANGUS YOUNG ASSOCIATES INC	ENGINEERING SERVICES RELATED	1,302.23
HWY BUILDINGS/GROUNDS PROG TOTAL						20,592.21
18-1828-0000-62119	OTHER SERVICES					
		P1900073	07/25/2019	BUTTERFLY RIDGE LLC	2019 CONTRACTED SERVICES	7,300.00
18-1828-0000-62400	R & M SERV					
		P1900044	07/11/2019	DVORAK LANDSCAPE SUPPLY LLC	MULCH FOR FAIRGROUNDS	388.87
		P1900071	07/03/2019	CHARTER COMMUNICATIONS	SERVICES FOR JUNE	124.92
		P1900406	07/18/2019	WASTE MANAGEMENT WI-MN	FAIRGROUNDS TRASH	148.37
18-1828-0000-63500	R&M SUPPLIES					
		P1900015	07/25/2019	AARONS LOCK AND SAFE INC	LOCKS FOR FAIRGROUNDS	598.50
		P1900027	07/03/2019	HOME DEPOT/GECF	SUPPLIES FOR FAIRGROUNDS	94.64
		P1900031	07/25/2019	MENARDS	SUPPLIES FOR FAIRGROUNDS	1,330.67
		P1900037	07/25/2019	SHERWIN WILLIAMS	PAINT FOR FAIRGROUNDS	5,142.66
		P1900043	07/25/2019	WERNER ELECTRIC SUPPLY COMPANY	SUPPLIES FOR FAIRGROUNDS	2,441.23
		P1900075	07/18/2019	US BANK	SUPPLIES FOR FAIRGROUNDS	1,407.61
		P1901758	07/25/2019	SIGN A RAMA USA	18" X 62" SIGN "POULTRY"	285.00
FAIRGROUNDS PROG TOTAL						19,262.47
18-1842-0000-67200	CAPITAL IMPROV					
		P1901308	07/03/2019	VENTURE ARCHITECTS LLC	DISTRICT ATTORNEY SPACE PLANNI	3,022.50
		P1901509	07/03/2019	ANGUS YOUNG ASSOCIATES INC	ENGINEERING SERVICES RELATED T	697.50

ROCK COUNTY

**COMMITTEE REVIEW REPORT
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07/25/2019

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
COURTHOUSE FACILITY PROJECT PROG TOTAL						3,720.00
18-1851-0000-67200	CAPITAL IMPROV	P1900880	07/25/2019	RH BATTERMAN AND COMPANY INC	CITY REIMBURSABLE FEE	714.00
ROCK HAVEN PROG TOTAL						714.00
18-1855-0000-67200	CAPITAL IMPROV	P1802595	07/03/2019	JP CULLEN AND SONS INC	SECURITY UPGRADE COURTHOUSE	873,900.00
COURTHOUSE SECURITY SYSTEM PROG TOTAL						873,900.00
18-1857-0000-67200	CAPITAL IMPROV	P1901642	07/03/2019	VENTURE ARCHITECTS LLC	DESIGN SERVICES FOR RENOVATION	8,148.00
Human Services Building PROG TOTAL						8,148.00

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I have reviewed the preceding payments in the total amount of **\$1,021,922.96**

Date:

Dept Head _____

Committee Chair _____



COUNTY OF ROCK, WISCONSIN CHANGE ORDER FORM

PROJECT NUMBER	JPC-5695
PROJECT NAME	Rock County Courthouse Security Upgrades Phase 2&3
PURCHASE ORDER NUMBER	
ARCHITECT FIRM & CONTACT	Potter Lawson Inc Gary McLean
A/E JOB NUMBER	
DISTRIBUTION	OWNER _____ CONTRACTOR _____ FILE _____ OTHER _____
<i>We propose to provide the following change (s) to our contract for the above reference Project, with the contract amount being adjusted by Contract Change Order amount (s) stated below.</i>	
DESCRIPTION: Change Order #4 Misc Owner Requests April-June	
TOTAL CHANGE ORDER AMOUNT	\$46,978
ORIGINAL CONTRACT SUM	\$5,195,470
PREVIOUS CHANGE ORDERS	\$54,833
NEW CONTRACT SUM	\$5,297,281
CONTRACTOR SIGNATURE	<i>Garrett</i>
OWNER SIGNATURE	
ARCHITECT/ENGINEER SIGNATURE	



Date: 7/9/19

Rock County
Attn: Brent Sutherland
51 S. Main St.
Janesville, WI 53546

Re: #5677 Rock County Courthouse Security Upgrades Phase 2 & 3

We are pleased to submit our quotation for the above referenced proposal request. Attached is an itemed breakdown for your review.

Scope of Work:

- See attached breakdown

Sincerely,
J.P. Cullen & Sons, Inc.

A handwritten signature in black ink, appearing to read 'Ben Bobzien', with a long horizontal flourish extending to the right.

Ben Bobzien
Project Manager
Ben.Bobzien@JPCullen.com

J.P. Cullen & Sons, Inc.

P.O. Box 1957, Janesville, Wisconsin 53547

Job Number:	5677
Project:	Rock Cty Courthouse Security PH 2 & 3
RQ #:	12
CB #:	NA
Date:	7/9/2019

Description: Misc Added Scope Items April Thru June

DESCRIPTION	QTY	UNIT	U/P	Labor	U/P	Material	U/P	Equip	U/P	Subcontr
JPC COSTS:										
Delta btwn CO#2 & CO#3	1	lump sum		0		1,415		0	0	0
RFI# _ Added retaining wall	40	carpenter hours	\$89.00	3,560		750		0	0	5,000
Added Demo at District Attorney	24	carpenter hours	\$89.00	2,136		0		0	0	1,000
Unforeseen Deeper Concrete Column Remo	10	hours	\$150.00	1,500		0		0	0	4,000
Stairway beam support for roof deck	28	Iron Worker Foreman	\$100.71	2,820		100		0		
2nd & 3rd doors to remain	-16	Carpenter Foreman	\$96.00	-1,536						
replace 4th floor plaster ceiling w ACT	14	Carpenter Foreman	\$96.00	1,344	4	56		0	0	1,000
patching existling stair wall	40	Concrete Finisher	\$82.00	3,280						
fire-rated expansion joint at stairwell	4	Mason Foreman	\$100.00	400		980		0	0	0
2nd & 3rd floor wall furring	30	Carpenter Foreman	\$96.00	2,880		1,000				500
East Ramp Reduced TT Edge Repair	-444	Linear Feet				0		0	46	-20,424
added east ramp repairs (see CMR quote)										9,129
Revised Hand Rail per Brent Direction	10	Iron worker	\$100.71	1,007		1,000				
Revised Stair Support Thru Yellow Brick	6	hours	\$100.71	604		100		0	0	2,000
<u>Vinyl Floor Base at Cabinets</u>	16	carpenter	\$81.00	1,400		300				2,000
ExistingStair Infill Modification 44005	1	LS		2,653		500		0	0	0
Revised Glass Slider Trevor	4	carpenter foreman	\$96.00	384						
Victim Witness -2 replacement tops	12	hours	\$96.00	1,152		2,770		0	0	0
Cut hole in wood door	3	carpenter foreman	\$96.00	288		150				
Replace Sidewalk	23	4'x5'	\$242.00	5,566		0		0	0	0
child support revised top						0		0	0	0
chiled support added glass above counter						0		0	0	0
jury assembly glazing	1	LS		0		0		0	0	0
Subtotal				\$29,438		\$9,121		\$0		\$4,205
Builder's Risk (0.09%)				\$26		\$8		\$0		\$4
Small Tools 4%				\$1,178						
SUBTOTAL				\$30,642		\$9,129		\$0		\$4,209
Overhead & Profit (15%)				\$4,596		\$1,369		\$0		\$3,695

Total \$35,239 \$10,499 \$0 \$7,904

GRAND TOTAL: \$53,641

Project: Rock County Courthouse East & West Ramps



Cost Tracker

Date: 5.23.19

	Approved and Signed
	Approved not Signed
	Needs Pricing or Budget (not fully designed)
	Priced but not Approved

Cost Item	Approval Code	Description	Cost/ Budgets	Contract Change	C.O. Ref #	Reason for Change
001	East Ramp	Chip off loose concrete topside TT edge, blast and coat mesh w/ Armatec 110	\$467.68	\$0.00		Unforeseen Condition exposed after milling
002	East Ramp	Large existing patches removed by milling, remove mesh, blast and coat mesh w/ Armatec 110	\$682.95	\$0.00		Unforeseen Condition exposed after milling
003	East Ramp	TT Edge to End Corner full depth demo	\$1,131.59	\$0.00		New condition
004	East Ramp	Chip out existing epoxy patches, blast and coat mesh w/ Armatec 110	\$3,500.64	\$0.00		Unforeseen Condition exposed after milling
005	East Ramp	Blast and coat mesh Armatec 110 at TT edge	\$3,013.03	\$0.00		Unforeseen Condition exposed after milling
006	East Ramp	Overhead Inverted Spalls knock down loose concrete, blast and coat reinforcing w/ Armatec 110	\$333.54	\$0.00		New condition
007	East Ramp	Unit Price Quantity Adjustment East Ramp	-\$6,040.24	\$0.00		Quantity Projections Existing Unit Prices
008			\$0.00	\$0.00		
009			\$0.00	\$0.00		
010			\$0.00	\$0.00		

Total:	\$3,089.19	\$0.00
Cost Items priced/budgeted not approved:	\$3,089.19	
Original Contract:		\$377,340.00
Contract Total with Approved Changes:		\$377,340.00

Date: 5.23.19



Project: Rock County Courthouse East & West Ramps
Description: Chip off loose concrete topside TT edge, blast and coat mesh w/ Armatec 110
Cost Item #: 001

Detailed Description	QTY	Units	\$/Unit	Total
Chip loose concret topside TT edge, blast & coat	39.6	LF	\$11.81	\$467.68
This change is reflected in accelerated schedule per base bid quantities.				
This change proposal is valid for 10 Days.				
			Subotal:	\$467.68
			Sales Tax:	
			Total:	\$467.68

This proposal is based on information provided on project site. Please review description carefully to ensure scope and expectations are clear and understood. This proposal includes labor and materials for the above scope. The proposal does not include costs for changes to sequence of work, delays, rescheduling and other impact costs if this proposal is not accepted with in 5 days. CMR has the right to make claim to these costs if the final acceptance is after 5 days from proposed price.

Owner Approval

_____ signature

Date: _____

Date: 3.11.19



Project: Rock County Courthouse East & West Ramps

Description: Large existing patches removed by milling, remove mesh, blast and coat mesh w/ Armatec 110

Cost Item #: 002

Detailed Description	QTY	Units	\$/Unit	Total
Open large patches remove mesh blast & coat	81.4	SF	\$8.39	\$682.95
This change is reflected in accelerated schedule per base bid quantities.				
This change proposal is valid for 10 Days.				
			Subtotal:	\$682.95
			Sales Tax:	
			Total:	\$682.95

This proposal is based on information provided on project site. Please review description carefully to ensure scope and expectations are clear and understood. This proposal includes labor and materials for the above scope. The proposal does not include costs for changes to sequence of work, delays, rescheduling and other impact costs if this proposal is not accepted with in 5 days. CMR has the right to make claim to these costs if the final acceptance is after 5 days from proposed price.

Owner Approval

signature

Date:

Date: 5.23.19



Project: Rock County Courthouse East & West Ramps
Description: TT Edge to End Corner full depth demo
Cost Item #: 003

Detailed Description	QTY	Units	\$/Unit	Total
Full Depth TT edge/end Corner Demo (4 sf each)	4.4	EA	\$257.18	\$1,131.59
This change will add 0 days to the Contract Time				
This change proposal is valid for 10 Days.				
			Subtotal:	\$1,131.59
			Sales Tax:	
			Total:	\$1,131.59

This proposal is based on information provided on project site. Please review description carefully to ensure scope and expectations are clear and understood. This proposal includes labor and materials for the above scope. The proposal does not include costs for changes to sequence of work, delays, rescheduling and other impact costs if this proposal is not accepted within 5 days. CMR has the right to make claim to these costs if the final acceptance is after 5 days from proposed price.

Owner Approval

signature

Date: _____

Date: 5.23.19



Project: Rock County Courthouse East & West Ramps

Description: Chip out existing epoxy patches, blast and coat mesh w/ Armatec 110

Cost Item #: 004

Detailed Description	QTY	Units	\$/Unit	Total
Remove existing epoxy patches, blast & coat	257.4	LF	\$13.60	\$3,500.64
This change will add 0 days to the Contract Time				
This change proposal is valid for 10 Days.				
			Subtotal:	\$3,500.64
			Sales Tax:	
			Total:	\$3,500.64

This proposal is based on information provided on project site. Please review description carefully to ensure scope and expectations are clear and understood. This proposal includes labor and materials for the above scope. The proposal does not include costs for changes to sequence of work, delays, rescheduling and other impact costs if this proposal is not accepted with in 5 days. CMR has the right to make claim to these costs if the final acceptance is after 5 days from proposed price.

Owner Approval

signature

Date:

Date: 5.23.19



Project: Rock County Courthouse East & West Ramps
Description: Blast and coat mesh Armatec 110 at TT edge
Cost Item #: 005

Detailed Description	QTY	Units	\$/Unit	Total
Blast & coat exposed mesh at TT edge	444.4	LF	\$6.78	\$3,013.03
This change will add 0 days to the Contract Time				
This change proposal is valid for 10 Days.				
			Subtotal:	\$3,013.03
			Sales Tax:	
			Total:	\$3,013.03

This proposal is based on information provided on project site. Please review description carefully to ensure scope and expectations are clear and understood. This proposal includes labor and materials for the above scope. The proposal does not include costs for changes to sequence of work, delays, rescheduling and other impact costs if this proposal is not accepted within 10 days. CMR has the right to make claim to these costs if the final acceptance is after 10 days from proposed price.

Owner Approval

signature

Date: _____

Date: 5.23.19



Project: Rock County Courthouse East & West Ramps

Description: Overhead Inverted Spalls knock down loose concrete, blast and coat reinforcing w/ Armatex 110

Cost Item #: 006

Detailed Description	QTY	Units	\$/Unit	Total
Overhead Inverted T-pop outs knock down loose, blast & coat	18	SF	\$18.53	\$333.54
This change will add 1 day to the Contract Time				
This change proposal is valid for 10 Days.				
			Subtotal:	\$333.54
			Sales Tax:	
			Total:	\$333.54

This proposal is based on information provided on project site. Please review description carefully to ensure scope and expectations are clear and understood. This proposal includes labor and materials for the above scope. The proposal does not include costs for changes to sequence of work, delays, rescheduling and other impact costs if this proposal is not accepted within 10 days. CMR has the right to make claim to these costs if the final acceptance is after 10 days from proposed price.

Owner Approval

signature

Date: _____

Date: 5.23.19



Project: Rock County Courthouse East & West Ramps
 Description: Unit Price Quantity Adjustment East Ramp
 Cost Item #: 007

Detailed Description	QTY	Units	\$/Unit	Total
Concrete repair at bottom of stems and beams (26 sf in contract)	51	SF	\$121.48	\$6,195.48
Concrete repair at vertical surfaces of beams, columns, stems & haunches (160 sf in contract)				\$0.00
Epoxy inject TT stem cracks (46 lf in contract)	-46	LF	\$66.28	-\$3,048.88
TT flange to flange concrete reappear Note 4 (640 lf in contract)	-453	LF	\$20.28	-\$9,186.84
This change will add 0 days to the Contract Time.				
This change proposal is valid for 10 Days.				
			Subtotal:	-\$6,040.24
			Sales Tax:	
			Total:	-\$6,040.24

This proposal is based on information provided on project site. Please review description carefully to ensure scope and expectations are clear and understood. This proposal includes labor and materials for the above scope. The proposal does not include costs for changes to sequence of work, delays, rescheduling and other impact costs if this proposal is not accepted with in 10 days. CMR has the right to make claim to these costs if the final acceptance is after 10 days from proposed price.

Owner Approval

_____ Date: _____



Phone: (608)-849-4143
Fax: (608)-849-7903
www.endresmfg.com
802 S. Century Avenue, P.O. Box 217
Waunakee, WI 53597-0217

Date: 4/23/2019

Page 1 of 1

CO #: 5

Job #: 3A18161

Rock County Courthouse

Change Order Request

To: Ben Bobzien

J.P. CULLEN & SONS
330 E. DELAVAN (53546)
P.O. BOX 5957
JANESVILLE, WI 535475957
Phone: 608-754-6601
Fax: 608-754-9171

Subject: CB-32

Sent Via: E-mail

Description of Change:

Railing revisions per CB-32 documents:

Add:

(1) 2-line handrail x 6'-10 = \$220

(1) 2-line handrail x 9'-2 = \$295

Omit:

(1) 1-line handrail x 4'-4 = -\$65

(1) 1-line handrail x 6'-8 = -\$100

The change will cause an increase of \$350.00 to the contract amount.

A signature below indicates acceptance of all changes shown herein. Any work associated with this change will begin upon receipt of a signed copy of this C.O. in our office. Please respond by 4/23/2019. If the requested response time is not met, the project may be delayed.

Accepted By

Endres Mfg. Co



141 Main Street P.O. Box 8 Forestville, WI 54213

Residential & Commercial Builders • Remodeling •
Custom Cabinetry•

Phone (920) 856-6460
Fax (920) 856-6900

"Quality Builders For Over 50 Years."

July 1, 2019
Att. Nick Kerchner – JP Cullen
Re: Rock County Court House Upgrade – Phases 2 & 3

Replacement Millwork Child Care Area

Forestville Builders offers a quote of **\$2,970** for the additional material in the following section.

Section 06 40 00 – Architectural Woodwork

To include:

- Replacement solid surface countertop with substrate
- 2 metal countertop supports
- Delivery to jobsite

Exclusions

1. Installation
2. Tax

Prepared by:

Greg Panger gpanger@forestvillebuilders.com

Estimator/Project Manager

Forestville Builders & Supply

Office: (920) 856-6460 Mobile (920) 559-3007 Fax: (920) 856-6900

2015 PROJECTS AWARDED BY GEOGRAPHICAL LOCATION

2015 PROJECT LOCAL VENDORS – 49%		
DEPARTMENT	PROJECT DESCRIPTION	VENDOR SELECTED
AIRPORT	WHITE BOX RESTAURANT BUILDOUT	KLOBUCAR CONSTRUCTION – Beloit WI
COUNCIL ON AGING	CATERING SERVICES	BEST EVENTS – Janesville WI
FACILITIES MANAGEMENT	JAIL COOLING TOWER REPLACEMENT	TRI-COR MECHANICAL – Janesville WI
FACILITIES MANAGEMENT	COURTHOUSE PBX ROOM AIR CONDITIONING	JC HEATING – Janesville WI
FACILITIES MANAGEMENT	JAIL MINERAL TANK REPLACEMENT	ADDIE WATER – Janesville WI
FACILITIES MANAGEMENT	JAIL 3-UNIT SHOWER REMODEL	GILBANK – Clinton WI
FACILITIES MANAGEMENT	PAPER & ENVELOPES	OFFICE PRO – Janesville WI Midland Paper – Rockford IL
FACILITIES MANAGEMENT	TONER	OFFICE PRO & J&G OFFICE PRODUCTS – Janesville WI
FACILITIES MANAGEMENT	UW ROCK SECURITY & MASS NOTIFICATION	GILBANK CONSTRUCTION – Clinton WI
FACILITIES MANAGEMENT	METAL STORAGE GARAGE-HCC/RH	GILBANK CONSTRUCTION – Clinton WI
FACILITIES MANAGEMENT	2016 CALENDARS	OFFICE PRO – Janesville WI
HUMAN SERVICES	SHULTZ HOME MODS	ROCK RIVER CONSTRUCTION – Beloit WI
HUMAN SERVICES	HUDSON HOME MODS	ROCK RIVER CONSTRUCTION – Beloit WI
HUMAN SERVICES	BELISLE HOME MODS	ROCK RIVER CONSTRUCTION - Beloit WI
HUMAN SERVICES	CONNER HOME MODS	DBR BUILDERS – Janesville WI
HUMAN SERVICES	GREENWOOD HOME MODS	HOMECARE PHARMACY – Beloit WI
HUMAN SERVICES	HILL HOME MODIFICATIONS	ROCK RIVER CONSTRUCTION – Beloit WI
HUMAN SERVICES	SMITH HOME MODIFICATIONS	DBR BUILDERS – Janesville WI
HUMAN SERVICES	HATCHER RAMP	ROCK RIVER CONSTRUCTION – Beloit WI
HUMAN SERVICES	ODEGAARD LIFT INSTALLATION	DBR BUILDERS – Janesville WI
HUMAN SERVICES	MANNHEIMER HOME MODS	ROCK RIVER CONSTRUCTION – Beloit WI
HUMAN SERVICES	GREENWOOD RAMP INSTALLATION	ROCK RIVER CONSTRUCTION – Beloit WI
IT/HUMAN SERVICES	ELECTRICAL WORK COURT STREET	CARROLL ELECTRIC – Janesville WI
PARKS	TURTLE CREEK ROOF REPLACEMENT	DBR BUILDERS – Janesville WI
SHERIFF'S OFFICE	ALUMACRAFT BOAT	ROCK RIVER MARINA – Edgerton WI
UW-EXTENSION	CRAIG CENTER BOILER REPLACEMENT	TRI-COR MECHANICAL – Janesville WI

2015 PROJECT WISCONSIN VENDORS – 34%

DEPARTMENT	PROJECT DESCRIPTION	VENDOR SELECTED
AIRPORT	BLUE HANGER PAINTING	KRAHN PAINTING – Bristol WI
CHILD SUPPORT	PROCESS SERVICE	OBRIEN & ASSOCIATES – Holmen WI
COUNCIL ON AGING	WHEELCHAIR LIFTS & INSTALLATION	A & J MOBILITY – McFarland WI
FACILITIES MGMT	WEAPONS SCREENING	JBM PATROL – Madison WI
FACILITIES MGMT	COURTHOUSE MASONRY WORK	SHOWERS BUILDING RESTORATION – McFarland WI
FACILITIES MGMT	COURTHOUSE COOLING TOWER REPLACEMENT	GENERAL HEATING – Madison WI
FACILITIES MGMT	PINEHURST EXTERIOR WATERPROOFING	R.D. WOODS – Milwaukee WI
FACILITIES MGMT	CONCRETE WORK AT VARIOUS BUILDINGS	ANGLIN LLC – Monroe WI
FACILITIES MGMT	HCC MASONRY	B & B RESTORATION – Fitchburg WI
FACILITIES MGMT	AERIAL WORK PLATFORM	WISCONSIN LIFT TRUCK – Brookfield WI
FACILITIES MGMT	COURTHOUSE BOILER REPLACEMENT	BUTTERS FETTING – Milwaukee WI
FACILITIES MGMT	HEALTH DEPT CABINETS & COUNTERTOPS	WYNN O JONES – Schofield WI
HUMAN SERVICES	SUBSTANCE ABUSE CLINICAL CASE MANAGER	LUTHERAN SOCIAL SERVICES – Madison WI
IT	NEXGEN STORAGE SYSTEM	TRANSCENDENT- Hartland WI
IT / ROCK HAVEN	ELECTRONIC MEDICAL RECORDS SYSTEM	AMERICAN DATA – Sauk City WI
PARKS	SWEET ALLYN PARK VAULT TOILET	HUFFCUTT CONCRETE – Chippewa Falls WI
PARKS	SPORTSMAN'S PARK RECREATION EQUIP	LEE RECREATION – Cambridge WI
SHERIFFS OFFICE	B OF I VAN EQUIPMENT	MONROE TRUCK – Monroe WI

2015 PROJECT NEIGHBORING STATE VENDORS – 9%

DEPARTMENT	PROJECT DESCRIPTION	VENDOR SELECTED
ADMINISTRATION	ROCK HAVEN CONSULTANT	PATHWAY HEALTH – Saint Paul MN
FACILITIES MGMT	ENGINEERING SERVICES LIGHTNING PROTECTION	KJWW ENGINEERS – Rock Island IL
FACILITIES MGMT	PAPER & ENVELOPES	MIDLAND PAPER – Rockford IL
HUMAN SERVICES	ELECTRONIC MONITORING SERVICES	3M ELECTRONICS – Maplewood MN
911 CENTER	UPS BATTERY REPLACEMENT AT SHERIFF'S OFFICE	J & S POWER SOLUTIONS – Hinsdale IL

2015 PROJECT OTHER VENDORS – 8%

DEPARTMENT	PROJECT DESCRIPTION	VENDOR SELECTED
HUMAN SERVICES	SECURITY SERVICES	US SECURITIES – Washington D.C.
911 CENTER	EXALT MICROWAVE LINK	COMM CONNECT – Miamisburg OH
911 CENTER	NPSA SPEAKERS	TWA D/B/A NAVIDIA DIGITAL – Overland Park KS
PUBLIC WORKS	DPW OPERATIONAL AUDIT	MATRIX CONSULTING – Mountain View CA

2015	SPEND	PERCENTAGE
ROCK COUNTY	2,129,806.26	60
WISCONSIN	1,031,127.83	29
NEIGHBORING STATES	141,569.35	4
OTHER	264,918.78	7
TOTAL	\$3,567,422.22	100%

2016 PROJECTS AWARDED BY GEOGRAPHICAL LOCATION

2016 PROJECT LOCAL VENDORS – 37%		
DEPARTMENT	PROJECT DESCRIPTION	VENDOR SELECTED
ADMINISTRATION	FAIRGROUNDS MAINTENANCE & MANAGEMENT SERVICES	BUTTERFLY RIDGE LLC – Milton WI
FACILITIES MGMT	JAIL SHOWER & CART WASH REMODELING	BADGER SPECIALTY COATINGS – Janesville WI
FACILITIES MGMT	911 CENTER PARKING LOT LIGHTING UPGRADE	CARROLL ELECTRIC – Janesville WI
FACILITIES MGMT	PAPER & ENVELOPES	OFFICE PRO-Janesville WI
FACILITIES MGMT	UW-ROCK PARKING LOT RECONSTRUCTION	ROCK ROAD COMPANIES – Janesville WI
FACILITIES MGMT	COURTHOUSE WINDOW GLASS REPLACEMENT	COUNTRY GLASS – Beloit WI
FACILITIES MGMT	JOB CENTER ELECTRICAL SERVICES ENTRANCE	GILBANK CONSTRUCTION – Clinton WI
HUMAN SERVICES	BARNETT RAMP	ROCK RIVER CONSTRUCTION – Beloit WI
HUMAN SERVICES	BANNISTER RAMP	HOMECARE PHARMACY – Beloit WI
HUMAN SERVICES	WORTHAM STAIR LIFT	HOME CARE PHARMACY – Beloit WI
HUMAN SERVICES	WORTHAM HOME MODS	DBR BUILDERS – Janesville WI
HUMAN SERVICES	HEIMAN HOME MODIFICATIONS	TOP NOTCH CONSTRUCTION – Janesville WI
PUBLIC WORKS	SHOPIERE SHED ELECTRICAL UPGRADE	WESTPHAL ELECTRIC – Madison WI
PUBLIC WORKS	GENERATOR REPLACEMENT	FOLEY ELECTRIC – Beloit WI
SHERIFF	FLOOR MAT RENTAL	ARAMARK – Janesville WI
UW-EXTENSION	CROP LAND LEASE	BADGERLAND GRAIN FARMS – Edgerton WI

2016 PROJECT WISCONSIN VENDORS – 34%		
DEPARTMENT	PROJECT DESCRIPTION	VENDOR SELECTED
HUMAN RESOURCES	EMPLOYEE BENEFITS CONSULTING SERVICES	ASSOCIATED FINANCIAL – Eau Claire WI
FACILITIES MGMT	UW-ROCK BAND ROOM WALL RECONSTRUCTION	B & B QUALITY RESTORATION – Fitchburg WI
PARKS	SWEET ALLYN BALL FIELD FENCE	LEMKE FENCE – Jefferson WI
FACILITIES MGMT	COURTHOUSE SPRINKLER SYSTEM REPAIRS	MONONA PLUMBING & FIRE PROTECTION – Madison WI
FACILITIES MGMT	YOUTH SERVICES ROOF REPLACEMENT	MALY ROOFING – Madison WI
FACILITIES MGMT	FILES STORAGE ROOF REPLACEMENT	MALY ROOFING – Madison WI
FACILITIES MGMT	HCC ROOF REPLACEMENT	MALY ROOFING – Madison WI
FACILITIES MGMT	JAIL AIR CONDITIONING REPLACEMENT	GENERAL HEATING & AIR – Madison WI
PUBLIC WORKS	FIRE DOOR UPGRADES	OVERHEAD DOOR COMPANY OF MADISON – Madison WI
PUBLIC WORKS	SHOP HOIST REPLACEMENT	MIDWEST EQUIPMENT – McFarland WI
ROCK HAVEN	WANDER MANAGEMENT SYSTEM-REBID	RF TECHNOLOGIES – Milwaukee WI
FACILITIES MGMT	JAIL WATER HEATER REPLACEMENT	BUTTERS FETTING – Milwaukee WI
FACILITIES MGMT	COA/911/HCC/JOB CENTER PARKING LOT & SIDEWALK IMPROVEMENTS	MADDRELL EXCAVATING – Monroe WI
PUBLIC WORKS	SECURITY FENCING	CENTURY FENCE – Pewaukee WI
ROCK HAVEN	HAND SOAP & HAND SANITIZER	NORTH AMERICAN – Sturdevant WI

2016 PROJECT NEIGHBORING STATE VENDORS – 27%		
DEPARTMENT	PROJECT DESCRIPTION	VENDOR SELECTED
ROCK HAVEN	TRASH LINERS	PROFESSIONAL MEDICAL – Bedford IL
FACILITIES MGMT	COURTHOUSE TOWER DEMOLITION	AMERICAN DEMOLITION – Elgin IL
EMERGENCY MGMT	SIREN REPLACEMENT	FEDERAL SIGNAL – Chicago IL
HUMAN SERVICES	YOUTH SERVICES CONTRACTED LAUNDRY	MADISON UNITED HEALTHCARE LINEN – Chicago IL
FACILITIES MGMT	MASONRY REPAIRS COA BUILDING	DOLLINGER MASONRY – Lanark IL
SHERIFF	EXAM GLOVES	MEDLINE – Palatine IL
ROCK HAVEN	EXAM GLOVES	MEDLINE - Palatine IL
FACILITIES MGMT	COUNCIL ON AGING FASCIA REPLACEMENT	MC DERMAID ROOFING – Rockford IL
FACILITIES MGMT	COURTHOUSE ROOF REPLACEMENT	DISTINCTIVE ROOFING – Rockford IL
FACILITIES MGMT	PAPER & ENVELOPES	MIDLAND PAPER–Rockford IL
SHERIFF'S OFFICE	LIVESCAN EQUIPMENT	I-TOUCH BIOMETRICS – Schaumburg IL
FACILITIES MGMT	KUBOTA WHEELED LOADER	AC MCCARTNEY FARM EQUIPMENT – Wataga IL

2016 PROJECT OTHER VENDORS – 2%		
DEPARTMENT	PROJECT DESCRIPTION	VENDOR SELECTED
SHERIFF	BRACELET MONITORING SERVICES	BI INC – Boulder CO

2016	SPEND	PERCENTAGE
ROCK COUNTY	1,113,336.18	36
WISCONSIN	1,181,394.49	38
NEIGHBORING STATES	723,207.38	24
OTHER	52,859.82	2
TOTAL	\$ 3,070,797.87	100%

2017 PROJECTS AWARDED BY GEOGRAPHICAL LOCATION

2017 - CONTRACTS AWARDED TO CONTRACTORS IN ROCK COUNTY – 46%			
DEPARTMENT	PROJECT DESCRIPTION	VENDOR SELECTED	LOCATION
COUNCIL ON AGING	TRANSIT DRIVERS	MANPOWER	JANESVILLE
EMERGENCY MANAGEMENT	SIREN MAINTENANCE	BANDT	JANESVILLE
FACILITIES MANAGEMENT	JOB CENTER AIR HANDLING UNIT REPLACEMENT	JC HEATING	JANESVILLE
FACILITIES MANAGEMENT	YOUTH SERVICES CENTER ROOFTOP AIR CONDITIONER REPLACEMENT	TRI-COR MECHANICAL	JANESVILLE
FACILITIES MANAGEMENT	MEDICAL EXAMINER'S GARAGE	PAULSON KIMBALL CONTRACTORS	JANESVILLE
FACILITIES MANAGEMENT	UW-ROCK COUNTY AHU REPLACEMENT REBID	TRI-COR MECHANICAL	JANESVILLE
FACILITIES MANAGEMENT	SNOW PLOWING SERVICES	E & S SNOWPLOWING	JANESVILLE
FACILITIES MANAGEMENT	JAIL PIPING	TRI-COR MECHANICAL	JANESVILLE
FACILITIES MANAGEMENT	COURTHOUSE SECURITY – PHASE 1	GILBANK CONSTRUCTION	CLINTON WI
FACILITIES MANAGEMENT	LANDSCAPE WORK AT COURTHOUSE	RITTER LAWN & LANDSCAPE	JANESVILLE
FACILITIES MANAGEMENT	DPW GATES & GATE OPENERS	VAN BROCKLIN ELECTRIC	JANESVILLE
FACILITIES MANAGEMENT	DPW EXTERIOR LIGHTING UPGRADES	VAN BROCKLIN ELECTRIC	JANESVILLE
FACILITIES MANAGEMENT	JOB CENTER PARKING LOT LIGHT REPLACEMENT	GUENTHER ELECTRIC	BELOIT
HUMAN SERVICES	CRISIS STABILIZATION FACILITY	ROCK VALLEY COMMUNITY	JANESVILLE
PURCHASING	PRESORT MAILING SERVICES	UNITED MAILING	BELOIT
PURCHASING	PAPER & ENVELOPES	OFFICE PRO	JANESVILLE
PURCHASING	SHREDDING SERVICES	OFFICE PRO	JANESVILLE
SHERIFF	SANITATION PRODUCTS	DEVERE	JANESVILLE
SHERIFF	VEHICLE SERVICE	POMP'S TIRE	JANESVILLE
SHERIFF	VEHICLE ALIGNMENT	BEE LINE ALIGNMENT	JANESVILLE
SHERIFF	VEHICLE TOWING	DAVIS CITGO	JANESVILLE
TREASURER	TAX LIEN SEARCHES	BRABAZON TITLE	BELOIT
2017 CONTRACTS AWARDED TO CONTRACTORS IN WISCONSIN – 29%			
DEPARTMENT	PROJECT DESCRIPTION	VENDOR SELECTED	LOCATION
FACILITIES MANAGEMENT	ASBESTOS ABATEMENT OLD ROCK HAVEN	JD ENVIRONMENTAL	DELAVAN WI
FACILITIES MANAGEMENT	WASTE COLLECTION	ADVANCED DISPOSAL	FORT ATKINSON WI
IT	NEXGEN HYBRID FLASH ARRAY	TRANSCENDENT	HARTLAND WI
HUMAN SERVICES	CPS PARAPROFESSIONAL SERVICES	PROFESSIONAL SERVICES GROUP	KENOSHA WI
HUMAN SERVICES	FRAUD PREVENTION INVESTIGATION SERVICES	CENTRAL STATES INVESTIGATIONS	LACROSSE WI
FACILITIES MANAGEMENT	JOB CENTER CCS OFFICE RENOVATION	GLEN FERN CONSTRUCTION	LAKE GENEVA WI
SHERIFF	NEW VEHICLE EQUIPMENT INSTALLATION	GENERAL COMMUNICATIONS	MADISON WI
FACILITIES MANAGEMENT	VENDING SERVICES	CANTEEN	MADISON WI
HUMAN SERVICES	WHEAP SERVICES	ENERGY SERVICES	MADISON WI
IT	LIEBERT DATA CENTER AIR CONDITIONER REPLACEMENT	GENERAL HEATING & COOLING	MADISON WI
FACILITIES MANAGEMENT	DPW SIDEWALK REPLACEMENT	PROPERTY SERVICE MAINTENANCE	MADISON WI
PUBLIC WORKS	RADIO INSTALLATION	GENERAL COMMUNICATIONS	MADISON WI
SHERIFF	SANITATION PRODUCTS	STAPLES NASSCO	MADISON WI NEW BERLIN WI
PLANNING	ADDRESS SIGNS	LANGE ENTERPRISES	OCONOMOWOC WI

2017 CONTRACTS AWARDED TO CONTRACTORS IN NEIGHBORING STATES – 15%

DEPARTMENT	PROJECT DESCRIPTION	VENDOR SELECTED	LOCATION
FACILITIES MANAGEMENT	JAIL A-UNIT SHOWER REMODELING	TMI COATINGS	EAGAN MN
ROCK HAVEN MATERIALS	INCONTINENCE PRODUCTS	PROFESSIONAL MEDICAL	LENOX IL
SHERIFF	CORRECTIONAL HEALTHCARE SERVICES	ADVANCED CORRECTIONAL	PEORIA IL
FACILITIES MANAGEMENT	CLEANING SERVICES	PETERSON CLEANING	ROCKFORD IL
PURCHASING	PAPER & ENVELOPES	MID-CITY OFFICE SUPPLIES	ROCKFORD IL
FACILITIES MANAGEMENT	ORFORDVILLE GARAGE ROOF	DISTINCTIVE ROOFING	ROCKFORD IL
EMERGENCY MANAGEMENT	SIREN	FEDERAL SIGNAL	UNIVERSITY PARK IL

2017 CONTRACTS AWARDED TO CONTRACTORS IN OTHER STATES – 10%

DEPARTMENT	PROJECT DESCRIPTION	VENDOR SELECTED	LOCATION
IT	AGENDA MANAGEMENT SOFTWARE	ACCELA	SAN RAMON CA
SHERIFFS OFFICE	SWAT TRAILER	VERDE INC	LAKE WALES FL
COUNCIL ON AGING	TRANSIT VEHICLE	SHEPARD BROTHERS	CINCINNATI OH
FINANCE DIRECTOR	INVESTMENT ADVISORY SERVICES	PFM ASSET MANAGEMENT	BALTIMORE MD
HUMAN SERVICES	DRUG TESTING SERVICES	AVERHEALTH	RICHMOND VA

2017	SPEND	PERCENTAGE
ROCK COUNTY	5,060,267.99	58
WISCONSIN	1,983,594.69	23
NEIGHBORING STATES	1,553,604.79	18
OTHER	179,957.59	1
TOTAL	\$ 8,777,425.06	100%

2018 PROJECTS AWARDED BY GEOGRAPHICAL LOCATION

2018 - CONTRACTS AWARDED TO CONTRACTORS IN ROCK COUNTY - 44%			
DEPARTMENT	PROJECT DESCRIPTION	VENDOR SELECTED	LOCATION
CHILD SUPPORT	PROCESS SERVICE	GREGG INVESTIGATIONS	JANESVILLE
COUNCIL ON AGING	VEHICLE SERVICE	GORDIE BOUCHER	JANESVILLE
FACILITIES MANAGEMENT	OLD ROCK HAVEN & TUNNEL DEMOLITION	CORPORATE CONTRACTORS	BELOIT
FACILITIES MANAGEMENT	JAIL B, C, D UNIT SHOWER REFURBISHMENT	BADGER SPECIALTY COATINGS	JANESVILLE
FACILITIES MANAGEMENT	JAIL GRINDER PIPING	DEGARMO PLUMBING	JANESVILLE
FACILITIES MANAGEMENT	STORM DAMAGE AT JOB CENTER & UW-ROCK	JC HEATING	JANESVILLE
		TRICOR MECHANICAL	JANESVILLE
FACILITIES MANAGEMENT	DPW EXTERIOR ELECTRICAL UPGRADES	PIEPER POWER	JANESVILLE
FACILITIES MANAGEMENT	COURTHOUSE SECURITY - PHASES 2 & 3	JP CULLEN & SONS	JANESVILLE
FACILITIES MANAGEMENT	DPW EXTERIOR SIDING UPGRADES	GILBANK CONSTRUCTION	CLINTON
FACILITIES MANAGEMENT	HCC CARD ACCESS SYSTEM	GILBANK CONSTRUCTION	CLINTON
FARM	CONCRETE WORK	ALLEN CUSTOM FLATWORK	EVANSVILLE
PURCHASING	PAPER & ENVELOPES	OFFICE PRO	JANESVILLE
PURCHASING	COURIER SERVICES	PACKAGE PRO	JANESVILLE
SHERIFFS OFFICE	VEHICLE AUTO BODY REPAIRS	GORDIE BOUCHER	JANESVILLE

2018 - CONTRACTS AWARDED TO CONTRACTORS IN WISCONSIN – 41%

DEPARTMENT	PROJECT DESCRIPTION	VENDOR SELECTED	LOCATION
DPW-PARKS	HAPPY HOLLOW TOILET BUILDING	HUFFCUTT CONCRETE	CHIPPEWA FALLS WI
FARM / UW EXTENSION	AGRICULTURAL EQUIPMENT STORAGE BUILDING	WALTERS BUILDINGS	ELKHORN WI
FACILITIES MANAGEMENT	COURTHOUSE EXTERIOR WALL RESTORATION	B & B RESTORATION	FITCHBURG WI
FACILITIES MANAGEMENT	CONCRETE WORK AT VARIOUS LOCATIONS	VALIA EXCAVATING	FORT ATKINSON WI
ALL DEPARTMENTS	GAS CARDS	KWIK TRIP	LACROSSE WI
FACILITIES MANAGEMENT	JOB CENTER STAFF BATHROOM REMODEL	GLEN FERN	LAKE GENEVA WI
IT	VIDEO TELECONFERENCING UPGRADES & INSTALLATION	ENTERPRISE SYSTEMS GROUP	LITTLE CHUTE WI
FACILITIES MANAGEMENT	DPW OVERHEAD DOOR MOTORS	OVERHEAD DOOR COMPANY	MADISON WI
HEALTH DEPT	UNDERGROUND MONITORING WELLS	SOILS & ENGINEERING	MADISON WI
LAND CONSERVATION			
ADMINISTRATION	PRETRIAL & ASSESSMENT SERVICES	JUSTICE POINT	MILWAUKEE WI
ROCK HAVEN	PHARMACY SERVICES	THRIFTY WHITE	NEW BERLIN WI
FACILITIES MANAGEMENT	JOB CENTER MASONRY	CUSTOM RESTORATION	SUSSEX WI
FACILITIES MANAGEMENT	JAIL EXTERIOR WALL RESTORATION	CUSTOM RESTORATION	SUSSEX WI
DPW / FACILITIES	UNIFORMS, TOWELS, RUGS	ASLCO	WAUWATOSA WI

2018 - CONTRACTS AWARDED TO CONTRACTORS IN NEIGHBORING STATES – 9%

DEPARTMENT	PROJECT DESCRIPTION	VENDOR SELECTED	LOCATION
PURCHASING	PAPER & ENVELOPES	MID CITY OFFICE PRODUCTS	ROCKFORD IL
FACILITIES MANAGEMENT	UPS MAINTENANCE	SANTECH POWER	STREAMWOOD IL
FACILITIES MANAGEMENT	UW-ROCK CELL PHONE ANTENNA SYSTEM	TELAMON CORP	CARMEL IN

2018 - CONTRACTS AWARDED TO CONTRACTORS IN OTHER STATES – 6%

DEPARTMENT	PROJECT DESCRIPTION	VENDOR SELECTED	LOCATION
HUMAN SERVICES	MONITORING SERVICES	3M NOW ATTENTI	ODESSA FL
SHERIFFS OFFICE	JAIL INMATE PRODUCTS	BOB BARKER	FUQUAY VARINA NC

2018	SPEND	PERCENTAGE
ROCK COUNTY	6,219,167.04	95
WISCONSIN	120,548.34	2
NEIGHBORING STATES	175,947.80	3
OTHER	15,773.51	LESS THAN 1
TOTAL	\$ 6,531,436.69	100%

FACILITIES MANAGEMENT BLANKET PO VENDORS

LOCAL VENDOR - 58%	CITY	STATE	2018
AARONS LOCK AND SAFE INC	BELOIT	WI	\$ 2,624.52
ABC FIRE AND SAFETY INC	BELOIT	WI	\$ 4,031.76
FOLEY ELECTRIC INC PP	BELOIT	WI	\$ 6,518.27
HENDRICKS COMMERCIAL PROPERTIES LLC	BELOIT	WI	\$ 137,348.04
ADDIE WATER SYSTEMS INC	JANESVILLE	WI	\$ 688.88
BATTERIES PLUS LLC	JANESVILLE	WI	\$ 6,292.20
BJ ELECTRIC SUPPLY INC	JANESVILLE	WI	\$ 8,640.24
BOWERS SEWER AND DRAIN CLEANING	JANESVILLE	WI	\$ 490.00
BROWN OIL CO INC	JANESVILLE	WI	\$ 1,550.43
CITY OF JANESVILLE	JANESVILLE	WI	\$ 489.02
COLLINS SANITARY	JANESVILLE	WI	\$ 9,588.18
CONGRESS GLASS INC	JANESVILLE	WI	\$ 19,635.85
DEGARMO PLUMBING INC	JANESVILLE	WI	\$ 9,667.47
DVORAK LANDSCAPE SUPPLY LLC	JANESVILLE	WI	\$ 5,566.66
E AND S SNOWPLOWING	JANESVILLE	WI	\$ 9,830.00
ENERGETICS INC	JANESVILLE	WI	\$ 3,544.57
FASTENAL COMPANY	JANESVILLE	WI	\$ 300.99
FIRST SUPPLY LLC-JANESVILLE	JANESVILLE	WI	\$ 2,618.40
GRAINGER	JANESVILLE	WI	\$ 22,881.85
HARRIS ACE HARDWARE LLP	JANESVILLE	WI	\$ 1,541.22
HOME DEPOT/GEFC	JANESVILLE	WI	\$ 1,411.35
JACK AND DICKS FEED AND GARDEN INC	JANESVILLE	WI	\$ 1,132.16
JANESVILLE DOOR CO LTD	JANESVILLE	WI	\$ 6,525.58
JANESVILLE ELECTRIC MOTOR CORP PO	JANESVILLE	WI	\$ 2,715.75
JANESVILLE WINSUPPLY COMPANY	JANESVILLE	WI	\$ 23,277.79
JC HEATING AND COOLING INC	JANESVILLE	WI	\$ 1,630.00
JOHNSON TRACTOR INC	JANESVILLE	WI	\$ 84.79
MENARDS	JANESVILLE	WI	\$ 8,960.04
MOTION INDUSTRIES INC	JANESVILLE	WI	\$ 51.45
NAPA AUTO PARTS	JANESVILLE	WI	\$ 1,239.81
PIEPER ELECTRIC INC	JANESVILLE	WI	\$ 3,556.94
POMPS TIRE SERVICE INC	JANESVILLE	WI	\$ 651.68
PORTERS LAWN AND POWER EQUIPMENT	JANESVILLE	WI	\$ 32.09
QUALITY DOOR LLC PP	JANESVILLE	WI	\$ 9,183.43
QUALITY FAB INC PP	JANESVILLE	WI	\$ 1,025.00
R E MICHEL COMPANY	JANESVILLE	WI	\$ 1,772.50
SHERWIN WILLIAMS	JANESVILLE	WI	\$ 8,668.45
SULLIVAN SIGNS INC	JANESVILLE	WI	\$ 1,415.50
WASTE MANAGEMENT WI-MN PP	JANESVILLE	WI	\$ 1,488.51
WERNER ELECTRIC SUPPLY COMPANY	JANESVILLE	WI	\$ 641.78
WOODWARD PETROLEUM SERVICES LLC	JANESVILLE	WI	\$ 5,344.00
		TOTAL	\$ 334,657.15

FACILITIES MANAGEMENT BLANKET PO VENDORS

WISCONSIN VENDOR - 34%	CITY	STATE	2018
ADVANCED DISPOSAL SERVICES	FORT ATKINSON	WI	\$ 23,109.88
LA FORCE HARDWARE	GREEN BAY	WI	\$ 115.00
PROCESS AND MECHANICAL SYSTEMS INC	KENOSHA	WI	\$ 6,066.48
KWIK TRIP EXTENDED NETWORK	LACROSSE	WI	\$ 1,019.35
NIEMAN CENTRAL WISCONSIN ROOFING COMPANYPO	LYNDON STATION	WI	\$ 4,300.00
HOBART SALES AND SERVICE	MADISON	WI	\$ 4,444.35
JF AHERN COMPANY	MADISON	WI	\$ 13,796.00
JOHNSON CONTROLS INC	MADISON	WI	\$ 6,392.54
JOHNSTONE SUPPLY	MADISON	WI	\$ 383.04
MADISON SIGN LETTERING	MADISON	WI	\$ 202.00
OTIS ELEVATOR COMPANY	MADISON	WI	\$ 43,481.85
OVERHEAD DOOR COMPANY OF MADISON INC	MADISON	WI	\$ 440.00
PBBS EQUIPMENT CORPORATION	MADISON	WI	\$ 2,007.32
PUR CHEM LLC	MADISON	WI	\$ 47,238.83
STATE OF WISCONSIN	MADISON	WI	\$ 1,450.00
TRUGREEN	MADISON	WI	\$ 4,213.61
FERGUSON ENTERPRISES INC	MCFARLAND	WI	\$ 1,636.76
TEUBERT ENTERPRISES LLC	MILTON	WI	\$ 6,950.00
MEYERS PRESSURE CLEANERS	MILWAUKEE	WI	\$ 2,678.74
SIEMENS INDUSTRY INC	MILWAUKEE	WI	\$ 12,827.00
SAFEWAY PEST CONTROL	MUSKEGO	WI	\$ 5,135.35
COMPLETE FEED SERVICES LLC	SHARON	WI	\$ 1,553.30
ALSCO INC	WAUWATOSA	WI	\$ 2,991.13
ILLINGWORTH KILGUST MECHANICAL INC	WEST ALLIS	WI	\$ 10,219.41
		TOTAL	\$ 202,651.94
NEIGHBORING STATE VENDOR - 3%	CITY	STATE	2018
FIRST AYD CORPORATION	ELGIN	IL	\$ 999.80
MC MASTER-CARR SUPPLY COMPANY	ELMHURST	IL	\$ 788.75
		TOTAL	\$ 1,788.55
OTHER STATES - 5%	CITY	STATE	2018
MIDWEST ALARM SERVICES INC	DAVENPORT	IA	\$ 8,444.50
PER MAR SECURITY SERVICES	DAVENPORT	IA	\$ 3,072.78
MIRION TECHNOLOGIES GDS INC	SAN RAMON	CA	\$ 1,709.52
ATIS ELEVATOR INSPECTIONS LLC	ST LOUIS	MO	\$ 1,187.00
		TOTAL	\$ 14,413.80

2018 TOTAL	\$ 553,511.44
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2018	SPEND	PERCENT
ROCK COUNTY	334,657.15	60
WISCONSIN	202,651.94	37
NEIGHBORING STATES	1,788.55	LESS THAN 1%
OTHER	14,413.80	3
TOTAL	\$ 553,511.44	100%

PROJECT 1717 BUILDING COMMITTEE MEETINGS

August 13 – Schematic design delivery

Time: 1-3 Location: Health Care Center classroom room 136

August 27 – Design development, mechanical / electrical / plumbing

Time: 1-5 Location: Health Care Center classroom room 136

September 9 – Design development, Interiors

Time: 1-3 Location: Health Care Center classroom room 136

September 24 – Design development progress update

Time: 1-3 Location: Health Care Center 3rd floor conference room

October 8 – Design development delivery

Time: 1-3 Location: Health Care Center classroom room 136

October 22 – Construction documents, Door hardware

Time: 1-3 Location: Health Care Center classroom room 136

November 4 – Construction documents, design participation, mill work interior design

Time: 1-3 Location: Health Care Center classroom room 136

November 19 – Construction, security, mechanical / electrical / plumbing

Time: 1-5 Location: Health Care Center 3rd floor conference room

December 3 – Construction documents, miscellaneous items as needed

Time: 1-3 Location: Health Care Center classroom room 136

December 17 – Construction documents due

Time: 1-3 Location: Health Care Center classroom room 136

Human Services Building Project

Questions to Ask Others

Columbia County (Dawn Woodard, Corey [B&G], Dave [IT])

M Stevens visited Columbia (Portage) on 7/1. The staff is thrilled with a one-stop shop that makes it easier to collaborate. They haven't sensed problems or issues with clients, even though there is only one primary entrance (ADRC has its own door).

Shared Experiences

- Did you make any changes in the programmatic structure of your department because of the new building?
- Space design:
 - ✓ Determination of sq footage per type of individual
 - The architect did a space needs study. Looked at space in current building. Asked us to project 5 year growth. Designed HHS building so it could be "added on to" if needed in future. In general, staff offices are 120 sq. feet. Supervisors offices and ADRC offices are 150 sq. feet
 - ✓ Placement in private office, cubicle, or shared spaces
 - We chose private offices for all employees except Accounting and Support Services. The nature of their work requires more open office/shared space.
 - We looked at which divisions have the most visitors and which divisions worked most closely with each other
 - ✓ Phone calling center space
 - Phone and computer in ES waiting area – should be more private
 - ✓ Temporary use space for remote workers – We don't have remote workers
- What environmentally-friendly ideas have been incorporated into your facility?
- Meeting locations: size, shape, technology
 - ✓ Meeting rooms have large monitors and conference phones
- Shared spaces: types (break rooms, restrooms), quantities, size
 - ✓ 1 break room with outdoor space. People tend not to use the break room.
 - ✓ Allow a coffee pot, microwave and mini fridge in each suite. That's what staff tend to use for lunches.
 - ✓ 3 sets of public bathrooms. 1 set of private. 2 family bathrooms (DCF and PH). There seems to be enough bathrooms. Private bathrooms are unnecessary. Should have family bathrooms outside of suites so they are accessible to public. Also should have a family bathroom by the ADRC for individuals who have caregivers. Think about gender neutral bathrooms
- How & where does in-person interaction between clients and staff take place? 2 small meeting rooms off reception areas, conference rooms, offices
- Address the accommodation of clients in entrance, lobby, waiting rooms –
 - ✓ tried to make the space welcoming by having couch-like seating, café tables, a reading nook, magazines, toys, use of carpeted space
 - ✓ Would do away with glass at reception desk
 - ✓ Wheelchair accessible station at all waiting room counters
 - ✓ Monitors project information, videos, mindfulness tips, etc.

- ✓ Asked for a kiosk for self-check in but cut in budget
 - ✓ Asked for bench outside of doors for clients waiting for taxi
- How is your layout conducive to serving clients while providing employee safety?
 - ✓ Small window in office doors
 - ✓ Silent alarm buttons in meeting rooms and on office phones
 - ✓ Several waiting areas (main, ES, ADRC, 2nd floor, DCF)
 - ✓ ID cards needed to get into each suite
 - ✓ Visitor only parking
 - ✓ Loading/drop off zone outside doors
 - ✓ Some employee only entrances
- What was your approach for outfitting offices with furnishings?
 - ✓ Standing desks for staff who spend most of their time in the office – accounting, support staff, Access office worker. In hindsight, would equip all staff with standing desks
 - ✓ Mindful of computer screens not being viewable to others
 - ✓ Window shades for south side of building
 - ✓ Temperature control zones
 - ✓ Light to internal offices
 - ✓ Each office got 2 visitor chairs
 - ✓ Most got a book case, bulletin board
- Technology: comment on infrastructure, WiFi access, phone system, PA system, door access, video surveillance
 - ✓ External and internal video cameras – each receptionist can view live feed, dispatch, facilities, county board chair
 - ✓ Can set up door access for different groups
 - ✓ Employees have 24/7 access to all key card doors – exception is the room where vaccines are stored
 - ✓ Office doors are keyed per suite
 - ✓ PA system for HHS, Admin and Court house tied together for emergencies. Lack PA system for paging/locating staff. End up using phones as PA but coverage isn't good because not all rooms have phones (bathrooms, hallways, conference rooms)
- Creature-comfort amenities included (e.g. water bottle refill stations, ice dispenser, walking paths, workout equipment, locker rooms)?
 - ✓ Water bottle refill stations
 - ✓ Portage levee trail right outside our building
 - ✓ Showers in Admin building
- Do you share space with any contracted providers or other tenants?
 - ✓ No. Think about Energy Services, Community Action Coalition, CASA, other agencies that share HHS clients.
- What did you include in your design that you're glad you did?
 - ✓ Lots of light, warm colors
 - ✓ Child visitation room
 - ✓ Meal site
 - ✓ Large meeting room
 - ✓ Water bottle refill stations

- ✓ Location of building – increased walk in traffic, ease of access to Admin building/courthouse
- ✓ Space for growth
- ✓ Staff love having private offices
- Is there anything that you wished you had done differently?
 - ✓ Planned for more growth in the behavioral health area
 - ✓ Thought more about how youth in custody would be brought into and out of the building
 - ✓ Eliminate the secure hallway on 2nd floor
 - ✓ Put a copy machine in each suite
 - ✓ Make sure each suite had storage
 - ✓ Put main department storage closer to support staff
 - ✓ Bigger break room and not allow staff eating in their offices
 - ✓ Signs outside conference room doors showing schedule or Vacant/In Use
 - ✓ ADRC sliding door not bariatric wheelchair accessible
 - ✓ File room configuration
- What other lessons did you learn traveling through this process?
 - ✓ Get consumer input

Mark's additional notes from visit...

Program

- Include space for shred bins...forgotten in their plan
- Breakroom isn't utilized much (most eat within suites), which is surprising. Full kitchen, three microwaves, dishwasher, etc. Nice setting off of a conference room.
- Sherriff and Portage PD have key access into building and divisions, but HHS isn't sure they like the idea of division access (liberties have been taken)
- Public bathrooms include family bathrooms near ADRC and near child-related divisions
- They worked to create a warm and welcoming environment that was inviting (living room furnishings, reading nook, toys, magazines, charging stations)
- Sit-stand desks in a number of locations, and already changing out desks to go this route. They recommended going this route to start with...not much difference in price and cuts down on retrofitting later.
- Include storage within divisions

Facilities

- Parking was striped white for all visitor parking and yellow to indicate staff parking limitations (away from building)
- Have separate A/C for all IT closets
- Light controls: motion detectors are OK, but if using auto-off switches, make sure override buttons are installed for after-hours needs
- Toilets: all battery-operated, so no problem if electricity out (like Sloan or Zuern makes)
- Auto-on faucets: haven't met one we like yet! Suggest we not use them.

- Make sure room for pallet of salt next to water conditioner...overlooked in their plan
- Thermostats are located in each conference room, and for every 3-4 offices. A temperature spread is programmed to limit extreme settings.
- Employees have 24/7 access to exterior doors. The county Emergency Management is in charge of programming card access.
- Make sure water refill stations have filtration system incorporated
- Include storage for snow removal and lawn care equipment
- Sprinklers for lawn care would be helpful
- Place any RTU over hallways spaces for easy access
- Make sure generator is rated to handle full building during power outages

IT

- They do not outfit conference rooms with PCs. All are expected to carry in laptop from office. IT has one that can be borrowed.
- Paging- verify what phone vendor says can be done in phone system before accepting word
- Panic buttons (wireless system, easy to place) are located in all conference rooms and linked directly to 911 dispatch.
- The phones have a panic button that, when initiated, sends outbound ability to others in local pick-up groups to hear conversation (allowing alert to authorities if needed)
- They had wanted a check-in kiosk, but budget constraint disallowed full implementation (wiring is in place)
- Cameras: all exterior doors and interior hallways have cameras. Accessible monitoring at front desk, maintenance, 911 dispatch, and county administrator (former police detective!) with 180 days of video storage

Human Services Building Project

Questions to Ask Others

Shared Experiences

- Did you make any changes in the programmatic structure of your department because of the new building?
 - ✓ Need more information
- Space design: (See Waukesha County Guidelines for Space Planning & Design)
 - ✓ Determination of square footage per type of individual
 - ✓ Placement in private office, cubicle, or shared spaces
 - ✓ Phone calling center space
 - ~~▪ Smaller cubicle spaces have created noise issues~~
 - ✓ Temporary use space for remote workers
 - Need more information
- What environmentally-friendly ideas have been incorporated into your facility? (See Waukesha County Guidelines for Space Planning & Design – Site Planning Guidelines)
- Meeting locations: size, shape, technology
 - ✓ Different shapes and sizes throughout building
 - ✓ Technology has been added to most conference rooms (i.e. TV, projector/screens)
 - ✓ One dedicated conference room in each division business suite
 - ✓ Not enough conference rooms
- Shared spaces: types (break rooms, restrooms), quantities, size
 - ✓ Employee break room off lower level cafeteria
 - ✓ Public restrooms on each floor (at least one set)
 - ✓ Employee restrooms on each floor (at least one set on each floor)
 - ✓ Library on 2nd floor
- How & where does in-person interaction between clients and staff take place?
 - ✓ Clients
 - Public conference rooms
 - Intake rooms
 - Clinical Services – private offices (2nd floor and lower level)
 - Lobbies
 - ✓ Staff
 - Public and divisional conference rooms
 - Huddle rooms
 - Staff offices and cubicles
 - Cafeteria
 - Patio spaces – upper and lower levels
 - Library
- Address the accommodation of clients in entrance, lobby, waiting rooms
 - ✓ Front desk reception – sign in required
 - ✓ Additional check in required at separate reception areas in Clinical Services, ADRC, and ESS areas

- ✓ Waiting rooms located in Clinical Services, ADRC, and ESS
- ✓ Cafeteria serves as waiting area for Child Welfare areas
- ✓ Public lobbies located on all floors
- How is your layout conducive to serving clients while providing employee safety?
 - ✓ HSC main entrance/reception area is secured by locked door that requires front desk to allow access to building
 - ✓ Front desk and internal reception areas outfitted with bullet-resistant glass
 - ✓ Ability to utilize additional screening measures (i.e. metal detector) if needed
 - ✓ Duress alarms located at all front desk areas and in offices/meeting rooms where staff meet with clients
 - ✓ Lock down buttons located strategically throughout building – primarily reception areas
- What was your approach for outfitting offices with furnishings? (See Waukesha County Guidelines for Space Planning & Design – Space Programming Guidelines)
- Technology: comment on infrastructure, WI-Fi access, phone system, PA system, door access, video surveillance
 - ✓ WI-Fi Access - County-wide public access is allowed through Guest account
 - ✓ Phones – Current vendor is Marco / Phones are Mitel and utilize VOIP technology.
 - ✓ PA System – runs through fire alarm system. Allows for zone paging.
 - ✓ Door Access – All exterior, business suite entrances, and staff-only access doors are on swipe card system. All exterior and business suite entrances are programmed to unlock/lock on a pre-determined schedule.
 - ✓ Video Surveillance – Cameras are located strategically on the interior and exterior of the building. They are monitored daily by the main receptionist on the 1st floor and as needed by the Sheriff's Department.
- Creature-comfort amenities included (e.g. water bottle refill stations, ice dispenser, walking paths, workout equipment, locker rooms)?
 - ✓ Two water bottle refill stations on 1st floor, but looking to install more on each floor
 - ✓ Kitchenettes are located in each business suite with a refrigerator and microwave. In some areas, the refrigerator was not large enough to accommodate the number of staff and there were not enough microwaves.
 - ✓ There are sidewalks/walking paths on the County campus to allow for easier access to buildings.
 - ✓ Wellness room located on lower level with restroom/shower facilities located in adjacent room
 - ✓ Upper and lower level patios
 - ✓ Two smoking areas (employee and public)
 - ✓ Mother's room on first floor
- Do you share space with any contracted providers or other tenants?
 - ✓ Currently provide space for Christmas Clearing Council and Backpack Coalition
 - ✓ Currently provide space for LSS Birth-to-Three programming
 - ✓ Rent space to Genoa Pharmacy
 - This was added post-plan and created additional construction in addition to devising a way for them to have a secure (not accessible by HHS staff) work and

storage area. There were also a number of electrical/plumbing/security issues that had to be considered.

- What did you include in your design that you're glad you did?
 - ✓ Technology in meeting room spaces
 - ✓ The secure entrances to building and staff-only areas
 - ✓ Large meeting room with full kitchen facilities for staff use (i.e. meetings, special events, client training activities, etc.)
 - ✓ From Facilities Management
 - The utilization of a construction management firm to manage all phases of the project
 - Communication amongst the owner, contractor (Gilbane), architect (Zimmerman), and users (HHS staff)
 - Excellent move coordination through the use of Gilbane move coordinator, HHS move coordinator, communication, and problem solving
 - Excellent budget control
- Is there anything that you wished you had done differently?
 - ✓ We would not have two separate entrances for clients to enter our building (HSC main entrance and PH entrance). It has created significant traffic flow issues for our clients.
 - ✓ We would not have placed benches, bike racks, smoking areas, etc. near any office windows. We have had significant noise issues as staff in offices adjacent to these areas can hear everything that is being said outside the windows.
 - ✓ The asymmetrical design (angled walls) has created navigational concerns for our clients, particularly in the stairwells.
 - ✓ Would have liked food service in cafeteria
 - ✓ Large enough meeting room to allow for an all-staff meeting
 - ✓ We need more collaborative workspace areas for our staff; particularly our millennials. We have looked into modifying some areas of the building to allow for this, but it is currently too cost-prohibitive, where it probably would not have been if planned for initially.
 - ✓ Not enough parking for Home Delivered Meals (HDM) drivers in pick-up/drop-off area
 - ✓ From Facilities Management
 - No third-party building commission resulting in in-house commissioning discovering issues after occupation
 - Communication with law enforcement, facilities, HHS staff, and architect for a more seamless security and access card plan
 - Carpet and paint standards – the facility has several carpet styles and paint colors resulting in a need for a larger attic stock and product tracking for maintenance
 - ✓ From Clinical Services
 - In the layout of the clinical offices, they failed to consider the need for concurrent documentation on a computer. They changed a couple of office layouts after the fact so therapists could see the computer and see their patient at the same time. Also, they did not anticipate the need for two (2) wide monitors on small desktop spaces. They thought that they would be needing

less desk space due to less paper records, but actually needed more desk space for devices.

- What other lessons did you learn traveling through this process?
 - ✓ Consider push button locks on inside of doors (came out of a lockdown scenario)
 - ✓ Lack of insulation creates noise issues
 - ✓ Consider white noise needs throughout building
 - ✓ Bathrooms
 - Lack of unisex
 - Doorless concept creates safety issues
 - One hall for men's and women's problematic
 - Electric flushing toilets did not work during power outage
 - ✓ Separate entrance for HSC and Public Health is problematic
 - ✓ Clear glass throughout building created a safety hazard
 - ✓ Consider collaborative workspaces
 - ✓ Lack of meeting space
 - ✓ Need to add more technology to rooms after the fact
 - ✓ Lack of room to expand based on increased staff needs
 - ✓ Carefully consider location of smoking areas
 - ✓ Handicap accessibility issues throughout building
 - Interiors not equipped with button
 - Floor molding
 - Some restrooms still difficult for accessibility
 - ✓ Parking Lot
 - Not enough parking for staff, visitors, and handicapped spots
 - Not enough lighting
 - Needed short-term parking spaces for staff who are coming and going frequently throughout the day
 - ✓ Not enough storage in building
 - ✓ Ensure proper egress throughout building exists
 - ✓ Key tree structure – ensure it aligns with Facilities core lock structure
 - ✓ Access card groupings – consider staff and client traffic patterns in the planning process
 - ✓ Cell phone connection – Boosters were installed after the fact
 - ✓ Security cameras – consider # and location
 - ✓ Reception Areas
 - Bullet resistant glass in reception areas
 - Pass-through not large enough
 - Hearing/communication challenges through thick glass create confidentiality concerns
 - Counter space on client side to write checks, fill out paperwork, etc.
 - ✓ Number the rooms after the walls and doors are in place, so that they office and rooms numbers have some logical order.

Working with the Architects

- Were there any aspects of human services work that were hard for the design professionals to understand?
- Was there something that you would encourage us to emphasize with them?

ADDITIONAL INFORMATION THAT MAY BE HELPFUL

PRE-MOVE PLANNING / MOVE DAY GUIDELINES

- **HIRE A REPUTABLE MOVING CONSULTANT AND MOVING COMPANY!**
- Develop a master furniture inventory spreadsheet (*electronic version available upon request*)
 - Detail all current locations and new locations
- Develop office equipment move spreadsheet (*electronic version available upon request*)
 - Detail all current locations and new locations
- Coordinate vending machine moves
- Coordinate conference room moves (*electronic version available upon request*)
 - Detail all current locations and new locations
- IT move plan for PC's and phones
- Develop interim operating plan when moving
 - Consider moving divisional staff in stages
 - Use an interim operating plan template (*electronic version available upon request*)
- Staff move From/To List (*electronic version available upon request*)
 - No personal items were allowed to be moved
 - Totes provided w/color-coded labels for each division
 - Department move plan template (*electronic version available upon request*)
 - Assign move coordinator for each division who reports to a department-appointment move coordinator
 - Packing presentations – required
 - Move Instructions Guide (*electronic version available upon request*)
- Establish Occupancy Calendar (*electronic version available upon request*)
 - Consider who moves when (i.e. our Records area moved first)
- Miscellaneous
 - Tote bags with welcome letter
 - Occupancy Manual (*electronic version available upon request*)

Workflow Committee Meetings for HHS New Building--2013

Meeting One

1. Discuss committee charter which includes the following:
 - a. Develop a comprehensive plan of customer walk-in flow
 - b. Review visitor's entrance and staff assisted sign-in tools
 - c. Assess visitor's waiting experience
 - d. Staff interactions and customer communication
 - e. Determine if staff are equipped with necessary features for optimal handling of high-volume customer traffic
2. Review ground rules and meeting agenda/timelines
 - a. Four or five two-hour meetings with goals listed on this sheet
3. Develop list of customer types that are currently served at HHS. For example – 0-3; clinical services; ADRC; Veteran's Services; Public Health; Children and Family; etc...
4. Ask each representative to come to 2nd meeting with draft of consumer flow for groups identified in #3 above.
5. Develop list of questions/challenges

Meeting Two

1. Map out current flow of HHS consumer traffic and document every step
2. Compile current flow processes to be used as baseline/staring point at 3rd meeting
3. Develop list of questions/challenges

Meeting Three

1. Review floor plan of new building
 - a. Develop understanding of where divisions are located in new building
 - b. Develop understanding of security and access points
 - c. Develop understanding of reception and waiting areas
2. Use current flow documents to navigate through floor plans. Note necessary changes/additions for customer flow in new building. Use of floor plans and monopoly pieces if necessary ☺
3. Document revisions to customer flow processes as necessary for new building
4. Identify and document training needs during this process
5. Identify barriers that may need to be addressed at larger move committee meetings

Meeting Four

1. Review completed work
2. Schedule building walk-through for mid-September to complete actual walk-through of customer flow processes

Meeting Five

1. This meeting scheduled as an extra meeting if necessary

Master Furniture Inventory Spreadsheet Example

Item	Description	QTY	Dimensions	Color/Finish	Condition	Current Location	New Location
	Open Office Workstations, two # 7.5' x 8', two of 8' x 8'						Records Room
Panel	Refurbished Herman Miller Action Office II	2	24w x 40h	Dark Trim (MT) Light Neutral (Belgo) Fabric	Good	G117 ADRC	Records Room 176
Panel	Refurbished Herman Miller Action Office II	2	36w x 40h	Dark Trim (MT) Light Neutral (Belgo) Fabric	Good	G117 ADRC	Records Room 176
Panel	Refurbished Herman Miller Action Office II	4	36w x 40h	Dark Trim (MT) Light Neutral (Belgo) Fabric	Good	G117 ADRC	Records Room 176
Panel	Refurbished Herman Miller Action Office II	2	60w x 40h	Dark Trim (MT) Light Neutral (Belgo) Fabric	Good	G117 ADRC	Records Room 176
Panel	Refurbished Herman Miller Action Office II	12	24w x 67h	Dark Trim (MT) Light Neutral (Belgo) Fabric	Good	G117 ADRC	Records Room 176
Panel	Refurbished Herman Miller Action Office II	8	36w x 67h	Dark Trim (MT) Light Neutral (Belgo) Fabric	Good	G117 ADRC	Records Room 176
Panel	Refurbished Herman Miller Action Office II	4	40w x 67h	Dark Trim (MT) Light Neutral (Belgo) Fabric	Good	G117 ADRC	Records Room 176
Worksurface	Corner Top (May be locally made)	4	24 d x 36w x 36v	Light Neutral Laminate	Good	G117 ADRC	Records Room 176
Worksurface	Rectangular Top (May be locally made)	2	24d x 61w	Light Neutral Laminate	Good	G117 ADRC	Records Room 176
Worksurface	Rectangular Top (May be locally made)	2	24d x 60w	Light Neutral Laminate	Good	G117 ADRC	Records Room 176
Worksurface	Rectangular Top (May be locally made)	4	24d x 72w	Light Neutral Laminate	Good	G117 ADRC	Records Room 176
Flipper Door	Panel Mounted Closed Overhead Storage HM AD II	8	36w	Dark Trim (MT) with Fabric Front (Belgo)	Good	G117 ADRC	Records Room 176

Office Equipment Move Spreadsheet Example

Waukesha County
Department of Health and Human Services
New Building MFD placement

Existing Machines

Site	Bldg	Room	Mfg/Model	New Building
HSC-Mallroom	HSC	1002C	Ricoh MP8001	176
HSC-ISS	HSC	1006	Lanier LD040	076A
HSC-Clinical	HSC	2037	Ricoh MP6001SP	286
HSC-Clinical	HSC	Clinic Rcpt	Ricoh MP201SPF	226
HSC-Fiscal	HSC	Fiscal Hall	Lanier LD040SP	201
HSC-JC	HSC	1112	Ricoh MP5001SP	069A
HSC-Records	HSC	1027	Lanier LD050SP	176
HSC-3rd	HSC	3rd Rcpt	Ricoh MP5001SP	025J
HSC-ADRC	HSC	2114	Ricoh MP4001SP	1006AA
HSC-ADRC	HSC	G129	Lanier LD360	186
HSC-Veterans	HSC	G138	Ricoh MP3351	105A
PH	PH	Copy Room	Ricoh MPC5001 (color)	997
PH	PH	WJC	Ricoh MP2852SP	146
PH	PH	Lower Level	Ricoh MP2852SPF	167

Conference Room Move Spreadsheet

Item	Description	QTY	Division	Current Location	New Location	MOVE DATE
Table	Round Table	1	ADRC	G129A Meeting Room	Interview 252	10/21/2013
Chair	Conference Chair with Arms and Caster Base	4	ADRC	G129A Meeting Room	Interview 252	10/21/2013
Table	Racetack Table	1	ADRC	G129B Meeting Room	Assessment 179	10/21/2013
Chair	Conference Chair with Arms and Caster Base	6	ADRC	G129B Meeting Room	Assessment 179	10/21/2013
Table	Round Table	1	ADRC	G129C Meeting Room	Assessment 180	10/7/2013
Chair	Conference Chair with Arms and Caster Base	4	ADRC	G129C Meeting Room	Assessment 180	10/7/2013
Table	Rectangular Conference Table	1	ADRC	G130B Conference	Conference 196	10/7/2013
Chair	Herman Miller Equa Chair - Caster Base, T-Arms	7	ADRC	G130B Conference	Conference 196	10/7/2013
Table	Racetack Conference Table	1	ADRC	G130C Conference	Conference 198	10/21/2013
Chair	Herman Miller Equa Chair - Caster Base, T-Arms	8	ADRC	G130C Conference	Conference 198	10/21/2013
Table	Laminate Top, Vinyl Edge, Fixed Base	4	Administration	1043 Conference Room	Conf 276 Clin Svcs	10/7/2013
Chair	Four-leg Conference Chair with Arms (Vinyl)	12	Administration	1043 Conference Room	Conf 276 Clin Svcs	10/7/2013
Table	Laminate Top, Vinyl Edge, Folding Base	10	Administration	1059 Board Room	Group Treatment 273 (8) Conference 211 (8)	10/21/2013
Chair	Sled Base Conference Chair with Loop Arms	54	Administration	1059 Board Room	Group Treatment 273 (34) Library 270 (12)	10/21/2013

Interim Operating Plan Template

Interim Operating Plan			
Division:	HHS - Administrative Services		
Move Timeframe:	Click here to enter text. <i>Move dates here</i>		
Move Overview:	Click here to enter text. <i>Type an overview of your move here, for internal staff to understand how your services or area will be impacted with move activities.</i>		
Current Location	Closing Time	New Location	Opening Time
1 st Floor - Closed Records		1 st Floor	
1 st Floor - Floating Staff		1 st Floor	
1 st Floor - BAS Staff		1 st Floor	
1 st Floor - Front Desk & Mailroom Staff		1 st Floor and Ground Floor	
2 nd Floor - Fiscal		2 nd Floor	

Service Changes by Division or Type of Service:

	Division/Service	Before Div Move	During Div Move	After Div Move
1				
2				
3				
4				
5				

Department Move Plan Template

Division Move Plan					
Division:	HHS - Administrative Services	# of Occupants:	Enter #	Current Location:	1 st & 2 nd Floors
Contact:	Randy Setzer	Contact Information:	548-7663	New Location:	1 st & 2 nd Floors
Move Overview:					
Date	Time	Activity			
<i>Enter timeline in this section.</i>					
Requirements:					
<i>Identify Division requirements here. Division is responsible for validating that requirements will be met.</i>					
NOTES / OPEN ISSUES:					
<i>Enter notes and identify issues in this section.</i>					

Occupancy Calendar

September 20, 2013

Waukesha Department of Health and Human Services - OCCUPANCY CALENDAR

October 13						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
September 22	20	October 1	2	3	4	5
	<p>10:30 Packing Presentations: Conference Room 114 Mtg (1) = 9:00 - 9:30 am Mtg (2) = 9:30 - 10:00 am Mtg (3) = 10:00 - 10:30 am</p>	<p style="font-size: 2em; font-weight: bold;">◆</p> <p style="font-size: 1.5em; font-weight: bold;">Open House Event</p>	<p>Depository Hold Prep Move (10:00-11:00 am)</p> <p>Children & Family (part 1 of 2) (10:00-11:00 am)</p> <p>ADRC Move (part 1 of 2) (10:00-11:00 am)</p>	<p>Economic Support Promova (10:00-11:00 am)</p> <p>Pharmacy Promova (part 1 of 2) (10:00-11:00 am)</p> <p>Adult & Family Promova (part 1 of 2) (10:00-11:00 am)</p>	<p>Public Health Promova (10:00-11:00 am)</p> <p>Promova Sweeps 10 - 4p in Conf Room #</p>	
	<p>10:30 Packing Presentations: Conference Room 114 Mtg (1) = 9:00 - 9:30 am Mtg (2) = 9:30 - 10:00 am Mtg (3) = 10:00 - 10:30 am</p>					
	<p>Promova Sweeps 8a - 4p in Conference Room 114 Mtg (1) = 9:00 - 9:30 am Mtg (2) = 9:30 - 10:00 am Mtg (3) = 10:00 - 10:30 am</p>	<p>Coalition, Fiscal & Admin Services Move (10:00-11:00 am)</p> <p>Children's Clearing House Staff Move (10:00-11:00 am)</p> <p>BAE Staff Move (10:00-11:00 am)</p>	<p>Workforce Development in Conference Room 114 (10:00-11:00 am)</p> <p>Economic Support Staff Move (10:00-11:00 am)</p>	<p>Children & Family Move (part 2 of 2) (10:00-11:00 am)</p> <p>Reception Fixating Staff Moves (10:00-11:00 am)</p> <p>Records Staff Move (part 1 of 2) (10:00-11:00 am)</p>	<p>ADRC Move - Main Move (10:00-11:00 am)</p> <p>Public Health Move (10:00-11:00 am)</p>	
	<p>10:30 Packing Presentations: Conference Room 114 Mtg (1) = 9:00 - 9:30 am Mtg (2) = 9:30 - 10:00 am Mtg (3) = 10:00 - 10:30 am</p>					
	<p>10:30 Packing Presentations: Conference Room 114 Mtg (1) = 9:00 - 9:30 am Mtg (2) = 9:30 - 10:00 am Mtg (3) = 10:00 - 10:30 am</p>	<p>Adult & Family Move (part 2 of 2) (10:00-11:00 am)</p>	<p>Relate and Shared Services (10:00-11:00 am)</p> <p>Volunteer Services Move (10:00-11:00 am)</p>	<p>Public Health Final Move 8a - 1p (10:00-11:00 am)</p> <p>Relate - Public Health Vaccine Move (10:00-11:00 am)</p> <p>Promova Sweeps 10 - 4p in Conf Room 114 (10:00-11:00 am)</p>	<p>LAB Move (part 1 of 2) (10:00-11:00 am)</p> <p>Open Records Move (part 1 of 2) (10:00-11:00 am)</p> <p>Adult & Family Move (part 3 of 3) (10:00-11:00 am)</p> <p>Clinical Services Pharmacy (part 1 of 2) (10:00-11:00 am)</p> <p>Malcom Storage Room and Supplies (10:00-11:00 am)</p>	<p>Clinical Services & Mental Health Clinic Move (part 1 of 2) (10:00-11:00 am)</p> <p>Reception Clinic, Front Desk & Reception Staff (part 2 of 2) (10:00-11:00 am)</p> <p>Malcom Storage Room and Supplies (10:00-11:00 am)</p>
	<p>All services and clinics are set up for Day 1 (with the exception of Clinical Services)</p>	<p>Clinical Services Opens to Public</p> <p>Move Services Sweeps in 614 Bldg to collect move supplies and crates</p>	<p>ADRC Pool Prep Begins in Bldg</p>			
	<p>Training Room & Conference Room Moves</p> <p>Vendor to relocate (to Existing Display)</p>	<p>ADRC Supplies & Equip. Move (10:00-11:00 am)</p>				
					November 1	
						2

Project 1717 - Admin Services Subgroup

Key Messages and Action Steps

Updated: 6/26/2019

Agenda Item	Key Message/Action	Assigned To	Deadline	Status
6/25/2019	In Attendance: Sara Mooren, Brent Sutherland, Jennifer Thompson, Greg Winkler, Mary Dempsey, Lance Horozewski, April Heim, Brienna Freeman, Heather Helgestad, Katie Taber, Darcy Toberman, Mark Stevens, Shelley Schmidt, Tera O'Connor, Kurt Zimmerman, Jack Blume, Wendy Schultz			
Intro of Venture	Wendy (data collection) assisted with space planning last year and will work with Kurt with the design. Jack is the project manager.			
Purpose of the Workgroup	insert updated goal statement	Mark		
Objectives	Review of objectives: cull ideas, update space programming from 2018, gather input from staff, develop comprehensive plan of client flow of interactions, determine existing redundancies due to multiple locations, incorporate Job Center tenants needs, consider creature-comfort amenities, create guidelines for space planning and design,			
	Each division needs to write a narrative/story about their staff, clients, and visitors for consideration about how to proceed with the planning process.	each division	7/8/2019	
	Each division will need to update space program needs	each division	7/8/2019	
	Ideas presented by the group: technology in the conference rooms, white noise, training spaces, room for expansion within the divisions, storage, work out center, rest rooms, water refill stations, cube ice dispenser, space that can be used for collaboration (huddle room) both closed and open,			

Waukesha Visit Positive	employee only entrance, duress alarms, PA system that had different zones, white noise, patio spaces, mothers room, sit to stand desks, kitchenettes, pharmacy, meeting rooms right off the client entrance area, staff meet with client outside the staff workspace, TV's in waiting spaces, free Wi-Fi, waiting areas with different chair options (larger and higher), lock down buttons, collaborative workspace areas, push button locks on the inside of door nobs, proper insulation, storage, cell connection, room numbers that flow well, division managers/supervisors were incorporated into the divisions, decompress space for staff, locker space in the staff work space to put personal items (coats/purses),			
Waukesha Visit Negative	cubicles too small, space between cubicles too tight, glass doors needed frosted glass to be installed, shared cafeteria space (staff and clients), door less bathrooms, bathrooms across from kitchenettes, family visit rooms had no natural light, meeting rooms without space for kids, family visit rooms had very large lettering, visit rooms should have glass in door so other staff can "check in", door window panes on hinge side not door knob side, each suite should have staff bathroom			
Design Ideas	Center Av has concrete walls, how do you incorporate natural light? light tubes, court yard area with natural light, raise roof with areas of light, cut into concrete block,			