



GENERAL SERVICES COMMITTEE
Minutes – September 4, 2018

Call to Order. Chair Brill called the meeting of the General Services Committee to order at 8:00 A.M., Tuesday, September 4, 2018 in the Room HS27 – Allen Hall, UW Whitewater at Rock County Campus.

Committee Members Present: Supervisors Brill, Zajac, Brien, Potter and Rashkin (at 8:04 A.M.).

Committee Members Absent: None.

Staff Members Present: Brent Sutherland, Facilities Management Director; Jon Furseth, Facilities Superintendent; Jodi Millis, Purchasing Manager.

Others Present: Supervisor Russ Podzilni; Brian Zobel, UW Colleges – Southwest.

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

Citizen Participation. None.

Approval of Minutes – August 7, 2018. Supervisor Zajac moved approval of the minutes of August 7, 2018 as presented, second by Supervisor Brien. ADOPTED.

Transfers. None.

Resolution.

Awarding Contracts for Exterior Electrical and Siding Upgrades on the Department of Public Works Garage Exterior Walls

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this ____ day of _____ 2018 does hereby approve and authorize awarding contracts as follows:

- \$63,900 to Gilbank Construction of Clinton WI, for the siding upgrades.
- \$50,000 to Pieper Power of Janesville, WI, for the electrical upgrades.

BE IT FURTHER RESOLVED, that a 5% contingency also be approved to cover any possible unforeseen items as follows:

- \$3,000 – Gilbank Construction

- \$2,500 – Pieper Power”

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

Mr. Sutherland went over the project, explained the removal of the berm, and the advantages of going out for bid at the same time for both projects.

Mr. Sutherland said the next meeting will be at the Courthouse instead of the Public Works garage.

Supervisor Rashkin arrived at 8:04 A.M.

ADOPTED.

Updates.

Update on 5-Year Cleaning Contract Mr. Sutherland went over and explained the 5-year cleaning contract. He informed the Committee he has been working with Peterson on quality of the job done and have decided to pull the contract. He said ServiceMaster was not able to contract with the same bid they submitted in 2016, but Diversified would be able to honor the 2016 bid price. Mr. Sutherland said Diversified will be starting January 1, 2019, or earlier if need be.

Ms. Millis said there is a performance clause in the contract, plus this also gives a four-month notice to Peterson.

Update on Courthouse Security Mr. Sutherland gave a short update on the Phase 1 of the Security Upgrade. He said the card access is up and running but there are a few glitches with a couple of the card readers, and they will be doing a punch through after these few bugs are taken care of. Mr. Sutherland said the card access is also up and running on the outside doors at the Health Care Center. With this card access program we are able to remove anyone's access, usually within 24 hours, or sooner if there are issues.

Mr. Sutherland handed out a projected timetable for the upcoming bid process of Phase 2 and Phase 3 of the Security Project and went over it (attached). He said he has brought Samuels Group in for a smooth transition going from Phase 1 to Phases 2 and 3, and to make sure the work flow is able to function. Phase 2 and 3 should take about a year to complete and, even though parts of the project will not be able to be started until spring 2019, this will lock the prices.

Discussion on the bus stop and the various issues for each location.

Ms. Millis invited the Committee to the pre-bid walk-through on September 11, 2018 at 9 A.M.

Communications, Announcements and Information. None.

Tour of the UW Whitewater at Rock County Campus. Mr. Zobel briefly went over the merger of UW Rock County becoming part of UW Whitewater, which became effective July 1, 2018, though some of the offices, such as the accreditation, are still separate until June 30, 2019. He thanked the Committee and Rock County for all the support and generosity they have shown over the years and continue to give. He mentioned there had been many projects in limbo for a number of years, but in the past 2 ½ years they have been completed.

Discussed some of the students using extra housing at UW Whitewater and taking a shuttle to Rock County campus, 19 students are staying there to date; there also is a bus between Whitewater, Blackhawk Technical College, and the Rock County campus; working for Forward Janesville on possible housing in the downtown Janesville area; and the discussions with Rock County on using some of the land at the campus to build housing.

Adjournment. Supervisor Zajac moved adjournment at 8:35 A.M., second by Supervisor Potter. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

*** Supervisors Brien and Zajac toured the UW Whitewater at Rock County Campus. ***

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.

PROJECTED TIMETABLE

Issue Invitation to Bid	08/29/18
Pre-Bid Conference	09/11/18 – 9:00 a.m.
Questions Due	09/18/18 – 12:00 noon
Amendments Issued by	09/25/18 – 5:00 p.m.
Bids Due	10/04/18 – 1:30 p.m.
Evaluation of Bids	10/04/18 – 10/16/18
Governing Committee Approval	10/16/18
County Board Approval	10/25/18
Contract Execution	10/26/18

Vendors not involved in the final selection process will be notified in writing. The above schedule is for informational purposes only and is in no way binding upon Rock County.

BID SECURITY – REQUIRED

Make Bid Security payable to Rock County, Wisconsin, in the amount of five (5) percent of the Bid Sum. Security shall either be certified check or bid bond issued by surety licensed to conduct business in the State of Wisconsin. The successful Bidder's security will be retained until he/she has signed a Contract and furnished the required payment and performance bonds. Rock County will retain the security of all Bidders until the successful bidder enters into Contract or until 45 days after bid opening, whichever is shorter. If any Bidder refuses to enter into a Contract, Rock County will retain Bid Security as liquidated damages, but not as a penalty. **Submit Bid Security with Bid.**

PERFORMANCE BOND AND LABOR AND MATERIALS PAYMENT BOND -REQUIRED

The successful Contractor shall furnish a Performance Bond and Labor and Materials Payment Bond each in the amount of 100% of the Contract Sum. All such bonds shall be issued by a surety company licensed to do business in the State of Wisconsin. Contractor shall pay all premiums. Deliver said bonds to Rock County no later than the date of execution of the contract. Failure or neglecting to deliver said bonds as specified, shall be considered as having abandoned the Contract, and the Bid Security will be retained as liquidated damages.

VENDOR SUPPLIED DOCUMENTATION AND MATERIALS

All vendor-supplied materials, including the vendor's bid, become the property of Rock County. We will work with vendors to meet their confidentiality requirements, provided that they are within reason. All vendor confidential material must have each page clearly marked as confidential. Rock County's determination to treat matters as public or confidential under the Wisconsin Open Records Law shall be final.

BID AND PRESENTATION COSTS

Rock County will not be liable in any way for any costs incurred by the offerors in the presentation of their bid in response to this Invitation to Bid nor for the presentation of their bid and/or participation in any discussions or negotiations.