*Amended*
GENERAL SERVICES COMMITTEE
TUESDAY, JANUARY 3, 2017 – 8:00 A.M.
ROCK HAVEN ADMINISTRATIVE CONFERENCE ROOM
3400 COUNTY ROAD F JANESVILLE, WI 53545

**Agenda**

1. Call to Order and Approve Agenda
2. Citizen Participation
3. Approval of Minutes – December 15, 2016
4. Transfer
5. Review of Payments
6. Resolutions
   A. Awarding the Contract for Replacing Air Handling Units #14 and #15 at the Job Center
   B. Retaining an Architectural & Engineering Firm to Prepare Plans and Specifications for the Construction of a new Medical Examiner’s Garage
   C. Approval of a Change Order for the Council on Aging and the Health Department and Amending 2016 Facilities Management Capital Budget
7. Facilities Management Director Updates
   A. Facilities Superintendent Position Update
   B. Facilities Management Vacant Positions
8. Project Updates & Change Orders
   A. Update on Fascia at COA/Health Department building-Change Order
9. Communications, Announcements and Information
10. Tour of Rock Haven Facility
11. Adjournment

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

ROCK COUNTY BOARD OF SUPERVISORS

General Services Committee
INITIATED BY
General Services Committee
SUBMITTED BY

RESOLUTION NO. __________________ AGENDA NO. ____________

RESOLUTION

AWARDING THE CONTRACT FOR REPLACING AIR HANDLING UNITS #14 AND #15
AT THE JOB CENTER

WHEREAS, funds were budgeted in 2016 for the replacement of air handling units #14 and #15
at the Rock County Job Center, and;

WHEREAS, the two units are beyond their useful life and no longer reliable, and;

WHEREAS, specifications were drafted and bids solicited with five qualified contractors
responding.

NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly
assembled this _____ day of __________, 2017 does hereby approve and authorize
awarding a contract in the amount of $45,929.50 to JC Heating and Cooling Inc. of Janesville
WI, for the replacement of air handling units #14 and #15.

BE IT FURTHER RESOLVED, that a $3,000.00 contingency also be approved to cover any
possible unforeseen items.

Respectfully submitted,

GENERAL SERVICES COMMITTEE

______________________________
Hank Brill, Chair

______________________________
Jason Heidenreich, Vice Chair

______________________________
Robert Yeomans

______________________________
David Homan

______________________________
Jeremy Zajac

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

______________________________
Josh Zimmerman
Deputy Corporation Counsel

ADMINISTRATIVE NOTE:
Recommended.

______________________________
Josh Smith
County Administrator

FISCAL NOTE:

Funds were included in the 2016 budget for replacing two Air Handling Units at the Job Center.
There are sufficient funds to cover a $3,000 contingency.

______________________________
Susan Balog
Assistant Finance Director
Executive Summary

Awarding the Contract for Replacing Air Handling Unit’s #14 and #15 at the Job Center

The Job Center Air Handling Units #14 and #15 are beyond their useful life and unreliable. Bids were solicited for the replacement of these units with five qualified contractors responding.

The resolution before you approves contracting the low bidder, JC Heating and Cooling Inc. of Janesville WI, in the amount of $45,929.50.

This resolution also provides a contingency fund of $3,000 for any possible unforeseen items.

Funds were budgeted in 2016 for this project.
**BID SUMMARY FORM**

**BID NUMBER**: 2017-24  
**BID NAME**: JOB CENTER AIR HANDLING UNIT REPLACEMENTS  
**BID DUE DATE**: DECEMBER 19, 2016 – 1:30 P.M.  
**DEPARTMENT**: FACILITIES MANAGEMENT

<table>
<thead>
<tr>
<th></th>
<th>JC HEATING JANESVILLE WI</th>
<th>TRI-COR MECHANICAL JANESVILLE WI</th>
<th>H&amp;H INDUSTRIES MADISON WI</th>
<th>GENERAL HEATING MADISON WI</th>
<th>ILLINGWORTH KILGUST WEST ALLIS WI</th>
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<tr>
<td><strong>BASE BID</strong></td>
<td>$ 45,929.50</td>
<td>$ 46,490.00</td>
<td>$ 51,346.00</td>
<td>$ 52,000.00</td>
<td>$ 53,602.00</td>
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<td><strong>ADDENDA</strong></td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
<td>YES</td>
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<tr>
<td><strong>BID BOND</strong></td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
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<tr>
<td><strong>START DATE</strong></td>
<td>2/13/17</td>
<td>5 WEEKS AFTER AWARD</td>
<td>4/1/17</td>
<td>8 WEEKS AFTER AWARD</td>
<td>2/14/17</td>
</tr>
<tr>
<td><strong>COMPLETION</strong></td>
<td>2/18/17</td>
<td>7 WEEKS</td>
<td>4/14/17</td>
<td>2 WEEKS</td>
<td>3/15/17</td>
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</table>

Invitation to Bid was advertised in the Janesville Gazette and on the Internet. Five additional vendors were solicited that did not respond. One vendor submitted a “No Bid”. One bidder failed to supply the required Bid Bond and therefore cannot be considered.

**PREPARED BY**: JODI MILLIS, PURCHASING MANAGER

**DEPARTMENT HEAD RECOMMENDATION**: recommend JC heating + cooling Face

**SIGNATURE**

**DATE**: 10-31-16

**GOVERNING COMMITTEE APPROVAL**

<table>
<thead>
<tr>
<th>CHAIR</th>
<th>VOTE</th>
<th>DATE</th>
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</tbody>
</table>
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

The General Services Committee
INITIATED BY

The General Services Committee
SUBMITTED BY

Brent Sutherland- Director-
Facilities Management
DRAFTED BY

December 21, 2016
DATE DRAFTED

Retaining an Architectural & Engineering Firm to Prepare Plans and Specifications
for the Construction of a new Medical Examiners Garage

WHEREAS, the 2017 budget included funds for the construction of a new medical examiners garage,
and;

WHEREAS, the Medical Examiners garage and holding area is located in the old Rock Haven building,
and;

WHEREAS, the new building will be built on the HCC complex near the Maintenance garage, and;

NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled
this day of , 2016, that Angus Young Architects/Engineering firm
of Janesville, WI. Will be retained to prepare project plans and specifications, in the amount of
$11,300.00.

Respectfully submitted,

General Services Committee:

Henry Brill, Chair

Jason Heidenreich, Vice Chair

Bob Yeomans

David Homan

Jeremy Zajac

LEGAL NOTE:
The County Board is authorized to take this action pursuant to secs. 59.01 and
59.51, Wis. Stats. Professional services are not subject to bidding requirements
of § 59.52(29) Stats.

Jodi Zimmerman
Deputy Corporation Counsel

ADMINISTRATIVE NOTE:
Recommended.

Josh Smith
County Administrator

FISCAL NOTE:
Funds have been included in the 2017 budget for a new medical examiner’s garage.

Susan Balog
Assistant Finance Director
Executive Summary
Retaining an Architectural & Engineering Firm to Prepare Plans and Specifications for the Construction of a new Medical Examiners Garage

The resolution before you is retaining Angus Young Architects/Engineering Firm to prepare plans and specifications for the construction of a new Medical Examiners garage.

This garage space is currently located in the old Rock haven building which is costing approximately $50,000 annually in just utilities. The new Medical Examiners garage will be built at the HCC complex near the new maintenance storage garage.
RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

General Services Committee
INITIATED BY
General Services Committee
SUBMITTED BY

Brent Sutherland –
Director of Facilities Management
DRAFTED BY
December 28, 2016
DATE DRAFTED

Approval of a Change Order for the Council on Aging and the Health Department and Amending 2016 Facilities Management Capital Budget

1. WHEREAS, funds were budgeted in 2016 for the replacement of the fascia on the Council on Aging and Health Department building, and;

2. WHEREAS, work was underway and after all the old fascia was removed, it was discovered the wood backing as outlined in the specifications was only on the Health Department section, and;

3. WHEREAS, the added cost to add the required wood backer to the Council on Aging side of the building is $10,750.

4. NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this ___ day of __________, 2016 does hereby approve and authorize a change order in the amount of $10,750.00 to McDermaid Roofing and Insulation out of Rockford, Illinois.

5. BE IT FURTHER RESOLVED, that the Facilities Management 2016 budget be amended as follows:

<table>
<thead>
<tr>
<th>ACCOUNT/DESCRIPTION</th>
<th>BUDGET 12/28/16</th>
<th>INCREASE/DECREASE</th>
<th>AMENDED BUDGET</th>
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<tr>
<td>Source of Funds</td>
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<tr>
<td>18-1811-0000-47400</td>
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<td>$10,750</td>
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<td>Transfer In-Fund Balance</td>
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<td>Use of Funds</td>
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<td>$10,750</td>
<td>$54,090</td>
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<td>18-1811-0000-67200</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Capital Improvements</td>
<td></td>
<td></td>
<td></td>
</tr>
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</table>

Respectfully submitted,

GENERAL SERVICES COMMITTEE

FINANCE COMMITTEE ENDORSEMENT

Hank Brill, Chair

Reviewed and approved on a vote of ______

Mary Mawhinney, Chair

Jason Heidenreich, Vice Chair

Robert Yeoman

David Homan

Jeremy Zajac
Approval of a Change Order for the Council on Aging and the Health Department and Amending 2016 Facilities Management Capital Budget

FISCAL NOTE:

This resolution authorizes the use of a portion of prior year sales tax to fund the change order cost for the Council on Aging and Health Department fascia. There is approximately 1.4 million available in the sales tax fund.

Susan Balog
Assistant Finance Director

LEGAL NOTE:

As an amendment to the adopted 2016 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.

Jodi Timmerman
Deputy Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Randy Terronez
Assistant to the County Administrator
Executive Summary

Authorizing a Change Order for Replacing Council on Aging & Health Department Fascia and Amending 2016 Facilities Management Capital Budget

The Council on Aging & Health Department fascia replacement project was underway. Once the fascia was removed it was discovered the required wood backer was only on the Health Department side and not around the entire building as indicated by the specifications.

The resolution before you approves a change order with McDermid Roofing & Insulating Company of Rockford, Illinois, in the amount of $10,750.00.

This Resolution also amends the 2016 Facilities Management Budget, by increasing the budget by $10,750.00, using a portion of the sales tax to fund the change order cost to complete the replacement of the fascia.