GENERAL SERVICES COMMITTEE
TUESDAY, MARCH 2, 2010 – 8:00 A.M.
CONFERENCE ROOM N-1 – FIFTH FLOOR
ROCK COUNTY COURTHOUSE-EAST

Agenda

1. Call to Order and Approve Agenda

2. Citizen Participation

3. Approval of Minutes – February 16, 2010

4. Transfers and Appropriations

5. Bills/Encumbrances/Pre-Approved Encumbrance Amendments
   A. General Services

6. Purchasing Procedural Endorsements
   A. Authorizing Purchase of ARCGIS Server Standard Enterprise in 2010 Budget
   B. Authorizing Purchase of Two ARCGIS Servers for 2010
   C. Authorizing Purchase of Tablet Notebooks for 2010
   D. Authorizing Purchasing of Mobile Data Computer Equipment for 2010

7. Purchasing Procedural Endorsement and Contract Award
   A. Awarding Contract for Quality Assurance Testing and Inspection Services

8. Status of Control Board at Juvenile Detention Center

9. Status of Parking Ramp Inspection

10. Courthouse Front Parking Lot Snow Removal

11. Updates
    A. Jail Project
       1. Update Report
          a) Discussion of Removal of Sheriff’s Office Boat Storage Building
       2. Change Orders
    B. UW-Rock County Project
       1. Update Report
       2. Change Orders

12. Communications, Announcements and Information

13. Adjournment
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<td>Capital Improvements</td>
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<td>18-1810-0200</td>
<td>63500 K&amp;M Supplies</td>
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FROM: | ACCOUNT #: 18-1810-0000/63500 | DESCRIPTION: R&M Supplies | AMOUNT: $4,500.00
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2) ACCOUNT #: | DESCRIPTION: | CURRENT BALANCE: $38869 | PROVIDED BY THE FINANCE DIRECTOR

TO: | ACCOUNT #: 18-1810-0000/67200 | DESCRIPTION: Capital Improvements | AMOUNT: $4,500.00
---|---|---|---
3) ACCOUNT #: | DESCRIPTION: | CURRENT BALANCE: | PROVIDED BY THE FINANCE DIRECTOR

REASON FOR TRANSFER - BE SPECIFIC:
The three sallyport doors into the Judge's parking & into the inmate section are controlled by a door control system. That system is experiencing problems that cannot be repaired. The system needs to be replaced.
PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and send to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over $10,000).

DEPARTMENT  General Services

COMMITTEE  General Services

VENDOR NAME  Earth Construction LLC

ACCOUNT NUMBER  18-1841-0000-67200

Funds Description  Additional work for a parking area at the Jail Complex, plus a contingency if additional organic material needs to be removed.

AMOUNT OF INCREASE  $5,400 plus $1,000 contingency

INCREASE FROM $ 192,910.00  TO $ 199,310.00

ACCOUNT BALANCE AVAILABLE $ 74,157

REASON FOR AMENDMENT  Additional work for parking area at the Jail Complex.

APPROVALS

GOVERNING COMMITTEE  
Chair  
Date

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

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

WHITE - COMMITTEE
YELLOW- PURCHASING
PINK - DEPARTMENT

AMENDFORM 2/98
PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and send to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over $10,000).

DEPARTMENT  General Services

COMMITTEE  General Services Committee

VENDOR NAME  Service Master Commercial Cleaning

ACCOUNT NUMBER  18-1816-0000-62160

Funds Description  Cleaning

Amount of Increase  $12,492.00

Increase from $0.00 to $12,492.00

Account Balance Available

Reason for Amendment  Error in setting up encumbrance

APPROVALS

GOVERNING COMMITTEE

Chair  Date

FINANCE COMMITTEE (if over $10,000)

Chair  Date

COUNTY BOARD (if over $10,000)

Resolution #  Adoption Date

WHITE - COMMITTEE
YELLOW - PURCHASING
PINK - DEPARTMENT

AMENDFORM 2/98
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Closing Balance: 37,160.38 1,014.50
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I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF $6,812.06 INCURRED BY NCC BUILDING COMPLEX CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS:

A. BILLS AND ENCUMBRANCES OVER $10,000 REFERRED TO THE COUNTY BOARD.
B. BILLS UNDER $10,000 TO BE PAID
C. ENCUMBRANCES UNDER $10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

GENERAL SERVICES COMMITTEE APPROVES THE ABOVE. COM-APPROVAL ___________________________ DEPT-HEAD ___________________________

MAR 02 2010 DATE ___________________________ CHAIR ___________________________
Account Number  Name       Yearly Prnt  YTD  Encumb  Unencumb  Inv/End  Amount  Balance  Amount  Total

0000000001-16010  PURCHASING DIV   0.00  100.0%  41,303.47  0.03  -41,303.50
P1000291-P01  05/01/10 -UN#024432  IKON OFFICE SOLUTIONS  224.24
P1000292-P01  05/01/10 -UN#029070  OFFICE DEPOT  65.50
P1000294-P01  05/01/10 -UN#037652  OFFICE PRO  2,714.84
P1000299-P01  05/01/10 -UN#048967  STAPLES ADVANTAGE  4,222.15
P1000301-P01  05/01/10 -UN#048866  CARTRIDGE CONNECTION, THE  299.70

CLOSING BALANCE  -48,829.93  7,526.45

0000000001-17100  POSTAGE METER CH   0.00  100.0%  21,496.16  160,000.00  -181,496.17
P1000537-P01  05/01/10 -UN#049977  UNITED MAILING SERVICES INC  474.28

CLOSING BALANCE  -181,970.44  474.28

BAL SHEET A/C  PROG-TOTAL-P0  8,000.71

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF $8,000.71
INCURRED BY BALANCE SHEET ACCOUNT. CLAIMS COVERING THE ITEMS ARE PROPER
AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS
A. BILLS AND ENCUMBRANCES OVER $10,000 REFERRED TO THE COUNTY BOARD
B. BILLS UNDER $10,000 TO BE PAID
C. ENCUMBRANCES UNDER $10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

GENERAL SERVICES  COMMITTEE APPROVES THE ABOVE. COM-APPROVAL________________________________________ DEPT-HEAD

MAR 02 2010  DATE.________________________________________ CHAIR
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CLOSING BALANCE 132,506.39
G.S.-GENERAL SERVICES DEPT. PAGE 1

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<th>Spent Expenditure</th>
<th>Encumb Amount</th>
<th>Unencumb Balance</th>
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**GENERAL SERVICES**  **PROG-TOTAL-PD**

23,241.21

I have examined the preceding bills and encumbrances in the total amount of $23,241.21 incurred by General Services. Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

A. Bills and Encumbrances over $10,000 referred to the County Board.
B. Bills under $10,000 to be paid.
C. Encumbrances under $10,000 to be paid upon acceptance by the Department Head.

General Services Committee approves the above. Com-Approval: ________________________________  Dept-Head: ________________________________

MAR 02 2010  DATE: ________________________________  CHAIR: ________________________________
<table>
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<tr>
<th>Account Number</th>
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<th>YTD</th>
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<th>Unencumb Balance</th>
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<td>460.00</td>
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I have examined the preceding bills and encumbrances in the total amount of $460.00 incurred by Glen Oaks Facility Operation. Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

A. Bills and encumbrances over $10,000 referred to the county board.

B. Bills under $10,000 to be paid.

C. Encumbrances under $10,000 to be paid upon acceptance by the Department Head.

General Services Committee Approves the Above. Con - Approval _______________________________ DEPT-HEAD

MAR 02 2010 DATE _______________________________ CHAIR
<table>
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<tr>
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**Closing Balance:**
- 1818120600-62400: 57,940.12
- 1818120600-63500: 24,290.26

**JUV. DET OPER. PROC-TOTAL-PD:** 217.50

---

I have examined the preceding bills and encumbrances in the total amount of $217.50 incurred by Juvenile Detention Facility. Claims covering these items are proper and have been previously funded. These items are to be treated as follows:

A. Bills and Encumbrances over $10,000 referred to the County Board
B. Bills under $10,000 to be paid
C. Encumbrances under $10,000 to be paid upon acceptance by the Department Head.

General Services Committee approves the above. Com-approval: 3/2/2010.

---

**DEPT-HEAD**

**MAR 02 2010 DATE**

**CHAIR**
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<th>Account Number</th>
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**CLOSING BALANCE**

| 205.20 | 94.80 |

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<td>1.F TREE SERVICE</td>
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</table>

**CLOSING BALANCE**

| 25,557.31 | 448.63 |

**COMM CTR OPER**

**PROG-TOTAL-PD**

| 543.43 | 543.43 |

I have examined the preceding bills and encumbrances in the total amount of $543.43 incurred by Communications CTR. Operation. Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

A. Bills and Encumbrances over $10,000 referred to the County Board.
B. Bills under $10,000 to be paid.
C. Encumbrances under $10,000 to be paid upon acceptance by the Department Head.

**GENERAL SERVICES**

**COMMITTEE APPROVES THE ABOVE. COM. APPROVAL**

**DEPT-HEAD**

**MAR 02 2013 DATE**

**CHAIR**

**ES-COMM CTR OPER. DEPT. PAGE 1**
<table>
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<tr>
<th>Amount Number</th>
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I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF $1,665.00
INCURRED BY ADOLESCENT SERV/GUIDANCE CTR. . CLAIMS COVERING THE ITEMS ARE PROPER
AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS
A. BILLS AND ENCUMBRANCES OVER $10,000 REFERRED TO THE COUNTY BOARD.
B. BILLS UNDER $10,000 TO BE PAID.
C. ENCUMBRANCES UNDER $10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

GENERAL SERVICES  COMMITTEE APPROVES THE ABOVE.  COM-APPROVAL: ________________________________ DEPT-HEAD: ________________________________

MAR 02 2010  DATE: ________________________________  CHAIR: ________________________________
<table>
<thead>
<tr>
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I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF $123.69, INCURRED BY JAIL CAPITAL IMPROVEMENTS. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS:

A. BILLS AND ENCUMBRANCES OVER $10,000 REFERRED TO THE COUNTY BOARD.
B. BILLS UNDER $10,000 TO BE PAID.
C. ENCUMBRANCES UNDER $10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

GENERAL SERVICES COMMITTEE APPROVES THE ABOVE.

MAR 02 2010 DATE

DEPT-HEAD

CHAIR
Account Number  Name  Yearly Appropriation  Spent  Expenditure  Encumb  Unencumb  Inv/Enc  Amount  Balance  Amount  Total
1010490000  67200  CAPITAL IMPROV  3,102,436.00  10  4%  555,456.43  810,926.87  1,788,052.70
P1001266-P00  03/01/10  W-10444556  DPT BLUEPRINTS INC

Closing Balance  1,785,317.07  1,735.63
JAIL/HCC COMPLEX  PROG TOTAL PO  1,735.63

I have examined the preceding bills and encumbrances in the total amount of $1,735.63 incurred by JAIL/HCC COMPLEX project. Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

A. Bills and Encumbrances over $10,000 referred to the County Board.
B. Bills under $10,000 to be paid.
C. Encumbrances under $10,000 to be paid upon acceptance by the Department Head.

General Services Committee approves the above. Comm: Approval ____________________________

Dept: Head

MAR 02 2010  Date ____________________________  Chair
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Finance Committee
INITIATED BY
Finance Committee
SUBMITTED BY

Diana Arnason
Assistant to Director of IT

February 24, 2010
DATE DRAFTED

T I T L E

AUTHORIZING PURCHASE OF ARCGIS SERVER STANDARD ENTERPRISE IN 2010 BUDGET

1 WHEREAS, the costs of ESRI licensing have continued to increase as more
2 departments seek to utilize the technology; and,
3
4 WHEREAS, the current ArcIMS technology has become limited in its application
5 and is headed toward obsolescence; and,
6
7 WHEREAS, the 2010 Budget did designate funds for the purchase of the ArcGIS
8 Server Upgrade.
9
10 NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly
11 assembled this ______ day of _______, 2009 that a Purchase Order be
12 issued as follows:
13
14 $10,000.00 to ESRI, Inc. in Redlands, CA for 1 ArcGIS Server
15 Standard Enterprise for Windows up to Four Cores Upgrade from
16 Basic Enterprise.

Respectfully submitted,

FINANCE COMMITTEE

PURCHASING PROCEDURAL ENDORSEMENT

Mary Mawhinney, Chair
Chair
Vote
Date

Sandra Kraft, Vice Chair

Mary Beaver

David Diestler

J. Russell Podzilni

ADMINISTRATIVE NOTE:
Recommended.

Craig Huston
County Administrator

FISCAL NOTE:
Sufficient funding is available in the
Information Technology and Land
Records Internet Access Program
10-1724 budgets for this purchase

Jeffrey A. Smith
Finance Director

LEGAL NOTE:
The County Board is authorized to take this
action pursuant to secs. 59.01 and 59.52(6),
Wis. Stats.

Jeffrey S. Kuglitsch
Corporation Counsel
EXECUTIVE SUMMARY

As part of Rock County’s Geographical Information System Strategy, the 2010 budgeted purchase of ArcGIS Server Enterprise from Environmental System Research Institute, Inc. (ESRI), will upgrade the County from the current ArcIMS application, which is headed toward obsolescence, to the newer ArcGIS Server technology. This upgrade will give the County more web mapping capabilities not only for the public website but also the ability to create in-house web mapping applications which can be accessed and utilized by all county departments without the need for individual ESRI ArcDesktop licenses on each user's PC. By creating this in-house web mapping site, we will be able to scale down our need for many of the licenses we currently have, ultimately saving the County license costs and maintenance fees.

The cost of the ArcGIS Server Standard Enterprise for Windows Upgrade is $10,000.00.
RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Finance Committee INITIATED BY

Diana Arneson Assistant to Director of IT
DRAFTED BY

February 24, 2010 DATE DRAFTED

TITLE
AUTHORIZING PURCHASE OF TWO ARCGIS SERVERS FOR 2010

WHEREAS, the Rock County Information Technology Department is authorized to purchase computer equipment on behalf of the County; and,

WHEREAS, the Information Technology Director and staff did review equipment available on the State of Wisconsin WSCA Computer Contract number 15-20400-905 code number WM33ACA and chose and configured equipment from this contract; and,

WHEREAS, the 2010 Budget did designate funds for the purchase of these two servers for the ArcGIS Server Upgrade.

NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this ______ day of ________ 2010 that a Purchase Order be issued as follows:

$17,894.04 to Dell Marketing L.P of Round Rock, TX for two Dell PowerEdge R610 Servers at $8,947.02 each.

BE IT FURTHER RESOLVED that payment be made to the vendor upon approval of the Finance Committee.

Respectfully submitted,

FINANCE COMMITTEE PURCHASING PROCEDURAL ENDORSEMENT

Mary Mawhinney, Chair Chair Vote Date

Sandra Kraft, Vice Chair

Mary Beaver

David Diestler

J. Russell Podzilni

ADMINISTRATIVE NOTE:
Recommended.

Craig Emison
County Administrator

FISCAL NOTE:
Sufficient funding is available in the Information Technology and Land Records Internet Access Program 10-1724 budgets for this purchase.

LEGAL NOTE:
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.52(6), Wis. Stat.

Jeffrey S. Kuglitsch
Corporation Counsel
EXECUTIVE SUMMARY

As part of Rock County’s Geographical Information System Strategy, the 2010 budgeted purchase of ArcGIS Server Enterprise from Environmental System Research Institute, Inc. (ESRI), will upgrade the County from the current ArcIMS application, which is headed toward obsolescence, to the newer ArcGIS Server technology. In order to accomplish this upgrade, two new servers with the technology to support ArcGIS Server are required. Not only will the servers run ArcGIS Server in the environment it requires, they will also be better equipped to accommodate the increasing number of users throughout the County who wish to utilize the web mapping capabilities of this system.

The items to be purchased are:

| Qty | Description                        | Price  
|-----|------------------------------------|--------
| 2   | Dell PowerEdge R610 Servers        | $17,894.04 
|     | ($7,947.02 ea.)                    |        

Total Authorized Purchase: $17,894.04

Pricing for these items is based on terms specified by the Western States Contracting Alliance (WSCA).
RESOLUTION NO. ____________________________

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Finance Committee
INITIATED BY

Diana Arnson
Assistant to Director of IT

Finance Committee
SUBMITTED BY

February 24, 2010
DATE DRAFTED

TITLE

AUTHORIZING PURCHASE OF TABLET NOTEBOOKS FOR 2010

1 WHEREAS, the Rock County Information Technology Department is authorized to
2 purchase computer equipment on behalf of the County; and,
3
4 WHEREAS, the Information Technology Director and staff did review equipment
5 available on the Wisconsin Counties Association Contract number WCASI-100103D
6 and chose equipment from this contract; and,
7
8 WHEREAS, the 2010 Budget did designate funds for the purchase of these Tablet
9 Notebooks.
10
11 NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly
12 assembled this _____ day of __________, 2010 that a Purchase Order be
13 issued as follows:
14
15 $19,543.37 to CDW-G of Vernon Hills, IL for 11 Hewlett Packard
16 2730P Tablet Notebooks at $1,776.67 each.
17
18 BE IT FURTHER RESOLVED that payment be made to the vendor upon approval of
19 the Finance Committee

RESPECTFULLY SUBMITTED,

FINANCE COMMITTEE

Mary Mawhinney, Chair

Sandra Kraft, Vice Chair

Mary Beaver

David Diestler

J. Russell Podzilni

PURCHASING PROCEDURAL ENDORSEMENT

Chair

Vote

Date

ADMINISTRATIVE NOTE:

Recommended.

Craig Knutson
County Administrator

LEGAL NOTE:
The County Board is authorized to take this
action pursuant to secs. 59.01 and 59.52(b), Wis. Stats.

Jeffrey S. Kuglitsch
Corporation Counsel

FISCAL NOTE:
Sufficient funding is available in the
Information Technology and Human
Services’ budgets for these Notebooks.

Jeffrey A. Smith
Finance Director
EXECUTIVE SUMMARY

As part of the 2010 budget, the Human Services Department is scheduled to purchase 11 tablet PCs to improve efficiency for workers out in the field. These tablets PCs will be used with the State of Wisconsin’s eWisacwis software system to record home visits and other case information. These tablet PCs will increase efficiency for Human Services workers by eliminating the need for the transcription of workers’ notes recorded by hand. Special handwriting recognition software resident on each tablet allows notes to be written directly onto the tablet screen and fed directly into the eWisacwis software.

The cost of the 11 Tablet PCs that are part of this purchase request:

   HP 2730P Tablet PC  $1,776.67 each for a total of $19,543.37

The pricing is based on the Wisconsin Counties Association (WCA Services) contract terms (contract # WCASI-100103D) and the purchase will be made through CDW-G.
RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

Finance Committee
INITIATED BY

Finance Committee
SUBMITTED BY

Diana Arneson
Assistant to Director of IT
DRAFTED BY

February 12, 2010
DATE DRAFTED

T I T L E

AUTHORIZING PURCHASE OF MOBILE DATA COMPUTER EQUIPMENT FOR 2010

1 WHEREAS, the Rock County Information Technology Department is authorized to
2 Purchase computer equipment on behalf of the County; and,
3
4 WHEREAS, the Information Technology Director and staff did review equipment
5 available on the State of Wisconsin WSCA Computer Contract number 11-20454-601
6 and chose and configured equipment from this contract; and,
7
8 WHEREAS, the 2010 Budget did designate funds for the purchase of these Mobile
9 Data Computers for the Sheriff's Department.
10
11 NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly
12 assembled this _______ day of __________, 2010 that a Purchase Order be
13 issued as follows:
14
15 $15,300.00 to Baycom Inc., of Green Bay, WI for 5 CF-30K3PAX2M
16 Panasonic Toughbook Mobile Data Computers at $3,060.00 each.
17
18 BE IT FURTHER RESOLVED that payment be made to the vendor upon approval of
19 the Finance Committee.

Respectfully submitted,

FINANCE COMMITTEE

Mary Mawhinney, Chair

Sandra Kraft, Vice Chair

Mary Beaver

David Diestler

J. Russell Podzilni

PURCHASING PROCEDURAL ENDORSEMENT

Chair

Vote

Date

ADMINISTRATIVE NOTE:

Recommended.

Craig Kuglitsch
County Administrator

FISCAL NOTE:

Sufficient funding is available in the Information Technology and Sheriff's budgets for these mobile data computers.

Jeffrey A. Smith
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.52(6), Wis. Stats.

Jeffrey S. Kuglitsch
Corporation Counsel
EXECUTIVE SUMMARY

This resolution is to authorize the purchase of planned and budgeted Panasonic Toughbook Mobile Data Computers to replace obsolete equipment for the Sheriff’s Department. The IT Department utilized the State of Wisconsin Ruggedized Laptop Computer Contract, number 11-20454-601, to insure best pricing and specification conformity to meet the application and operational needs of the Sheriff’s Department. The items to be purchased are:

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<tr>
<th>Qty</th>
<th>Description</th>
<th>Price</th>
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<tr>
<td>5</td>
<td>CD-30K3PAX2M Panasonic Toughbooks ($3060.00 each)</td>
<td>$15,300.00</td>
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Total Authorized Purchase: $15,300.00
RESOLUTION NO. ______________   AGENDA NO. ______________

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

General Services Committee
INITIATED BY

Joshua Smith
DRAFTED BY

General Services Committee
SUBMITTED BY

February 16, 2010
DATE DRAFTED

AWARDING CONTRACT
FOR QUALITY ASSURANCE TESTING AND INSPECTION SERVICES

1. WHEREAS, the construction of the new vehicle storage building at the Rock County Sheriff’s Office
will require that the County contract directly with an independent testing agency to ensure that the
construction materials and methods used are of high quality; and,

2. WHEREAS, this same contract would be used for quality assurance and testing on Phase I of the Jail
Renovation/Expansion Project; and,

3. WHEREAS, services required include the testing of soil suitability, concrete, rebar and mesh
reinforcement, masonry, mortar and grout, structural steel, and asphalt, among others that may be
necessary; and,

4. WHEREAS, these services are necessary to hold the general contractor accountable for the construction
services being provided; and,

5. WHEREAS, a request for proposals was issued by the County’s Purchasing Division, resulting in three
responses, with Professional Services, Inc. (PSI), of Waukesha, Wisconsin, being judged by County staff
and The Samuels Group as being the most qualified; and,

6. WHEREAS, PSI will be paid on a time and material/unit price basis only for the work they are required
to do.

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled
this _____ day of __________, 2010 does hereby award a contract for quality assurance and testing
services to Professional Services, Inc., of Waukesha, Wisconsin, in an amount not to exceed $30,000.

Respectfully submitted,

GENERAL SERVICES COMMITTEE

Phillip Owens, Chair

Henry Brill, Vice Chair

Ivan Collins

Ronald Combs

Mary Mawhinney

ADMINISTRATIVE NOTE:
Recommended.

Craig Knutson
County Administrator

FISCAL NOTE:

Sufficient funds are available in the Jail/HCC Complex Project Capital,
A/C 18-1849-0000-67200, for this contract. This budget appropriation
is funded by County Sales Tax receipts.

Jeffrey N. Smith
Finance Director

LEGAL NOTE

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

Jeffrey L. Englitsch
EXECUTIVE SUMMARY

The County Board recently awarded the contract for construction of the vehicle storage building at the Sheriff’s Office, and will be considering the award of the Phase I Jail Renovation/Expansion Project at an upcoming meeting. On both projects, the County would need to contract directly with an independent agency that conducts materials testing to ensure that the work being done by the contractors is of high quality. Services to be provided would include such things as testing of soil suitability, concrete, rebar and mesh reinforcement, masonry, mortar and grout, structural steel, and asphalt, among others.

The County’s Purchasing Division solicited proposals, with three firms responding. Professional Services, Inc. (PSI), of Waukesha, Wisconsin, was scored by County staff and The Samuels Group as being the most qualified. Services will be provided on a time and materials basis. A detailed schedule of services and costs was included in the response to the RFP. Also included in the response was an estimate, based on the scope of the projects and the firm’s prior experience, of the total cost for testing services for the vehicle storage building and Phase I combined. PSI estimated total costs at $18,656 for both projects, but this could vary depending on the conditions found and the needs of the project. Furthermore, The Samuels Group believes that additional testing services beyond that estimate will be required. Therefore, this resolution would authorize a contract in the amount of $30,000 to allow for some contingency funds. If additional testing services are needed beyond that amount, the County Board would need to authorize additional funds and amend the contract.

The Samuels Group will be responsible for requesting testing services when necessary and will report to the General Services Committee on at least a monthly basis as to the testing services provided and the costs incurred under the contract.
PROJECT NUMBER 2010-20
PROJECT NAME CONSTRUCTION MATERIAL TESTING SERVICES
DEPARTMENT GENERAL SERVICES – PHASE I JAIL PROJECT
PROPOSAL DUE DATE FEBRUARY 15, 2010 – 12:00 NOON

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<th>PROFESSIONAL SERVICES INC</th>
<th>ECS ILLINOIS JANESVILLE WI</th>
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Proposals were evaluated based on the following criteria:

- General quality and adequacy of response – maximum 15 points
- Technical approach – quality of package provided – maximum 15 points
- Organization, personnel and experience – maximum 30 points
- Reasonableness of cost estimates – maximum 25 points
- Ability to complete work within a reasonable period of time – maximum 15 points

Request for Proposals was advertised in the Janesville Gazette and on the Internet.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: ________________________________

SIGNATURE __________________________ DATE __________

GOVERNING COMMITTEE APPROVAL:

CHAIR __________ VOTE __________ DATE __________

PURCHASING PROCEDURAL ENDORSEMENT:

CHAIR __________ VOTE __________ DATE __________