

# RESOLUTION

## ROCK COUNTY BOARD OF SUPERVISORS

General Services Committee

INITIATED BY

General Services Committee

SUBMITTED BY



Brent Sutherland –  
Director of Facilities Management  
DRAFTED BY

June 22, 2018  
DATE DRAFTED

### Awarding the Contract for Renovations of the Staff Bathrooms at the Job Center and Amending 2018 Facilities Management Capital Budget

1 **WHEREAS**, funds were budgeted in 2018 in the amount of \$45,000 for the renovations of the  
2 staff bathrooms at the Job Center; and  
3

4 **WHEREAS**, the staff bathrooms are in need of renovation due to the age and condition of the  
5 counters, floors, walls and partitions; and  
6

7 **WHEREAS**, specifications were drafted and bids solicited with the lowest most responsive and  
8 responsible bidder being Glen Fern Construction LLC in the amount of \$68,225.  
9

10 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly  
11 assembled this 12<sup>th</sup> day of July, 2018 does hereby approve and authorize  
12 awarding a contract in the amount of \$68,225 to Glen Fern Construction LLC of Lake Geneva,  
13 WI, for the renovations to the staff bathrooms at the Job Center.  
14

15 **BE IT FURTHER RESOLVED**, a contingency fund of \$6,800 be established to cover any  
16 unforeseeable issues that arise.  
17

18 **BE IT FURTHER RESOLVED**, the Facilities Management 2018 budget be amended as  
19 follows:

<u>ACCOUNT/DESCRIPTION</u>	<u>BUDGET</u> <u>6/01/18</u>	<u>INCREASE/</u> <u>(DECREASE)</u>	<u>AMENDED</u> <u>BUDGET</u>
<u>Source of Funds</u>			
18-1821-0000-68000	(\$245,155)	(\$30,025)	(\$275,180)
Facilities Management Cost Allocations			
<u>Use of Funds:</u>			
18-1821-0000-67200	\$370,640	\$30,025	\$400,665
Job Center Capital Improvements			

18-7A-042

**Awarding the Contract for renovations of the Staff Bathrooms at the Job Center and Amending 2018 Facilities Management Capital Budget**

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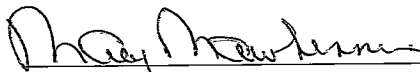
Respectfully submitted,

GENERAL SERVICES COMMITTEE

FINANCE COMMITTEE ENDORSEMENT

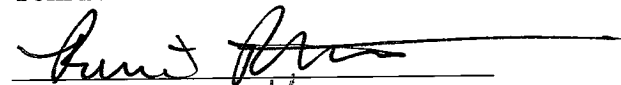
Reviewed and approved on a vote of 4-0

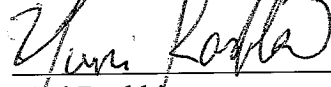
  
Henry Brill, Chair

  
Mary Mawhinney, Chair

  
Jeremy Zajac, Vice Chair

  
Tom Brien

  
Robert Potter

  
Yuri Rashkin

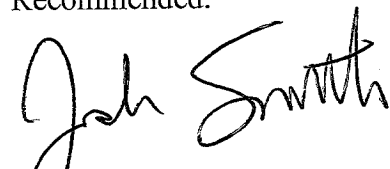
FISCAL NOTE:

This resolution authorizes the use of \$30,025 from the Job Center fund balance to help fund the Job Center staff bathrooms renovation.

  
Sherry Oja  
Finance Director

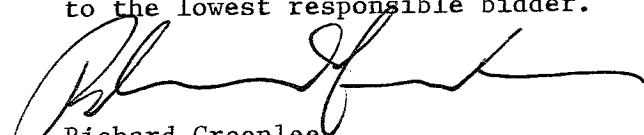
ADMINISTRATIVE NOTE:

Recommended.

  
Josh Smith  
County Administrator

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.

  
Richard Greenlee  
Corporation Counsel

## **Executive Summary**

### **Awarding the Contract for Renovations of the Staff Bathrooms at the Job Center and Amending 2018 Facilities Management Capital Budget**

The resolution before you is awarding the contract for renovations to the staff bathrooms at the Job Center. The bathrooms are in need of repair due to age and condition of the partitions, counters, flooring and walls.

Bids were solicited with three contractors responding. The lowest, most responsive and responsible bidder was Glen Fern Construction LLC of Lake Geneva, WI in the amount of \$68,225. \$45,000 was budgeted in 2018 for this renovation. This resolution is also amending the Facilities Management 2018 budget and approving a 10% contingency fund.

Director of Facilities Management and Purchasing Manager are recommending awarding the bid to the lowest, most responsive and responsible bidder, Glen Fern Construction LLC of Lake Geneva, WI in the amount of \$68,225.00

**ROCK COUNTY, WISCONSIN  
FINANCE DIRECTOR**

**PURCHASING DIVISION**

 **ORIGINAL**



**BID SUMMARY FORM**

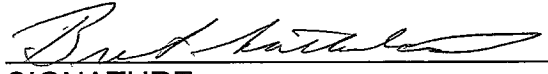
**BID NUMBER**             2018-27  
**BID NAME**                 JOB CENTER STAFF RESTROOM RENOVATIONS  
**BID DUE DATE**          JUNE 20, 2018 – 1:30 P.M.  
**DEPARTMENT**          FACILITIES MANAGEMENT

	<b>GLEN FERN LAKE GENEVA WI</b>	<b>KLOBUCAR BELOIT WI</b>	<b>FORWARD CONSTRUCTION BELOIT WI</b>
<b>BASE BID</b>	<b>\$ 68,225.00</b>	<b>\$ 69,900.00</b>	<b>\$ 70,759.00</b>
<b>BID BOND</b>	YES	YES	YES
<b>ADDENDA</b>	YES	YES	YES
<b>START DATE</b>	7/23/18	8/27/18	8/1/18
<b>COMPLETION</b>	8/10/18	9/28/18	9/1/18

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

PREPARED BY:     JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION:     Glen Fern Construction LLC

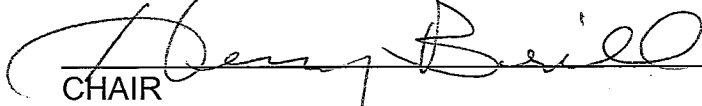


SIGNATURE

6-22-18

DATE

GOVERNING COMMITTEE APPROVAL:



CHAIR

5-0

VOTE

7/3/18

DATE