

**Rock County, Wisconsin**  
51 South Main Street  
Janesville, WI 53545  
(608)757-5518



**General Services**

- Facilities Management
- Maintenance
- Duplicating
- Central Stores

**Amended**  
**5/2/11**

**GENERAL SERVICES COMMITTEE**  
**TUESDAY, MAY 3, 2011 – 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 –April 14, 2011, April 19, 2011 and Joint Meeting of April 15, 2011
4. Transfers and Appropriations
5. Bills/Encumbrances/Pre-Approved Encumbrance Amendments
6. Updates
  - A. Jail Project
    1. Update Report
    2. Change Orders
7. Discussion of 2011 Jail Capital Projects Spreadsheets
8. Update on Rock Haven Project – Eppstein Uhen and Samuels Group
9. Resolution
  - A. To Recognize Diane Pillard
  - B. Authorizing Contract for Architect Services – Construction Document Stage with Eppstein Uhen for the Rock Haven Facility Replacement Project
  - C. Authorizing Contract for Owner’s Representative services – Construction Document Stage with the Samuels Group for the Rock Haven Facility Replacement Project
10. Approval to Purchase the Guard 1 Plus System from TimeKeeping Systems Inc.
11. Discussion on Courthouse Fire Alarm Protocol
12. General Services Director’s Report
  - A. Status of Courthouse Boiler Project
  - B. Update of Courthouse Video Surveillance Upgrade
  - C. Update on Juvenile Detention Center Main Control Panel
13. Communications, Announcements and Information
14. Adjournment

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818159200-62460	BLDG SERV R&M	45,000.00 36.9%	17,926.78	-1,318.17	28,391.39		
	P1100491-PO# 04/27/11 -VN#012507			ENERGETICS INC		160.40	
	P1100494-PO# 04/27/11 -VN#026320			FOUR SEASONS SMALL ENGINE REPA		48.58	
	P1100503-PO# 04/27/11 -VN#014018			LAND AND WHEELS		538.62	
	P1100506-PO# 04/27/11 -VN#030347			NAPA AUTO PARTS		77.00	
	P1100510-PO# 04/27/11 -VN#015524			REINDERS INC		121.50	
	P1100512-PO# 04/27/11 -VN#037268			SIMPLEX GRINNELL LP		293.31	
	P1101446-PO# 04/27/11 -VN#012114			CUMMINS GREAT LAKES INC		935.02	
	P1101793-PO# 04/27/11 -VN#022249			AUTOMATIC TRANSMISSION SERVICE		65.63	
	P1101858-PO# 04/27/11 -VN#017463			WISCONSIN AUTOMATIC DOOR INC		1,133.09	
	P1101876-PO# 04/27/11 -VN#011970			CONNORS SUPPLY INC		20.12	
	P1101963-PO# 04/27/11 -VN#011970			CONNORS SUPPLY INC		40.24	
				CLOSING BALANCE		24,957.88	3,433.51
1818159200-62463	FIRE ALARM	18,500.00 80.8%	15,253.90	-299.98	3,546.08		
	P1101875-PO# 04/27/11 -VN#018372			BATTERIES PLUS INC		391.47	
				CLOSING BALANCE		3,154.61	391.47
1818159200-62470	BLDG R & M	50,000.00 21.9%	10,996.11	0.00	39,003.89		
	P1100493-PO# 04/27/11 -VN#017559			FIRST SUPPLY MADISON LLC		151.87	
	P1100497-PO# 04/27/11 -VN#030781			HOME DEPOT/GECF		8.79	
	P1100502-PO# 04/27/11 -VN#024806			LA FORCE HARDWARE AND MANUFACT		244.00	
	P1100504-PO# 04/27/11 -VN#050266			MARK'S PLUMBING PARTS		95.11	
	P1100513-PO# 04/27/11 -VN#016376			STATE ELECTRICAL SUPPLY INC		448.14	
	P1100514-PO# 04/27/11 -VN#011891			WERNER ELECTRIC SUPPLY COMPANY		406.00	
				CLOSING BALANCE		37,649.98	1,353.91
1818159200-63109	OTHER SUPP/EXP	56,750.00 32.1%	15,576.54	2,680.83	38,492.63		
	P1100492-PO# 04/27/11 -VN#019048			FASTENAL COMPANY		84.64	
	P1100496-PO# 04/27/11 -VN#018251			HARRIS ACE HARDWARE		30.54	
	P1100505-PO# 04/27/11 -VN#014423			MC MASTER-CARR SUPPLY COMPANY		15.29	
	P1101855-PO# 04/27/11 -VN#010159			DEPARTMENT OF ADMINISTRATION		133.00	
				CLOSING BALANCE		38,229.16	263.47
	HCC BLDG.COMPLEX		PROG-TOTAL-PO			5,442.36	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$5,442.36 INCURRED BY HCC 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

MAY 03 2011

DATE

CHAIR



Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
.100000-62112	SECURITY	68,650.00	99.7%	16,687.83	51,803.93	158.24	
	P1100344-PO# 05/01/11 -VN#048790					MIRION TECHNOLOGIES GDS INC	213.92
*** OVERDRAFT ***		<b>TRANSFER REQUIRED</b>		CLOSING BALANCE	-55.68		213.92
1818100000-62400	R & M SERV	132,537.00	72.5%	49,249.41	46,905.35	36,382.24	
	P1100400-PO# 05/01/11 -VN#010938					ARAMARK UNIFORM SERVICES INC	314.74
				CLOSING BALANCE	36,067.50		314.74
1818100000-63104	PRNT & DUPLICATI	30,000.00	48.5%	11,714.86	2,863.06	15,422.08	
	P1100384-PO# 05/01/11 -VN#039632					OFFICE PRO	3,058.36
	P1100386-PO# 05/01/11 -VN#010723					PRINTING AND BUSINESS SOLUTION	791.77
	P1100393-PO# 05/01/11 -VN#021556					MIDLAND PAPER	745.47
				CLOSING BALANCE	10,826.48		4,595.60
1818100000-63500	R&M SUPPLIES	215,000.00	22.3%	47,175.61	805.48	167,018.91	
	P1100413-PO# 05/01/11 -VN#012202					DE VERE COMPANY INC	153.60
	P1100414-PO# 05/01/11 -VN#010156					DEGARMO PLUMBING INC	15.59
	P1100420-PO# 05/01/11 -VN#019954					FERGUSON ENTERPRISES INC	15.58
	P1100430-PO# 05/01/11 -VN#029890					JACK AND DICKS FEED AND GARDEN	931.00
	P1100431-PO# 05/01/11 -VN#013597					JANESVILLE ELECTRIC MOTOR CORP	895.00
	P1100440-PO# 05/01/11 -VN#014423					MC MASTER-CARR SUPPLY COMPANY	226.66
	P1100458-PO# 05/01/11 -VN#016376					STATE ELECTRICAL SUPPLY INC	2,355.48
	P1101912-PO# 05/01/11 -VN#021331					LP TREE SERVICE	185.00
				CLOSING BALANCE	162,241.00		4,777.91
	GENERAL SERVICES			PROG-TOTAL-PO			9,902.17

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$9,902.17 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

MAY 03 2011 DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818110000-62400	R & M SERV	39,500.00	3.6%	794.33	665.54	38,040.13	
	PI100400-PO# 05/01/11 -VN#010938				ARAMARK UNIFORM SERVICES INC	9.93	
					CLOSING BALANCE	38,030.20	9.93
1818110000-63500	R&M SUPPLIES	20,000.00	37.4%	6,518.80	970.90	12,510.30	
	P1100460-PO# 05/01/11 -VN#048467				STAPLES ADVANTAGE	383.55	
					CLOSING BALANCE	12,126.75	383.55
	GLEN OAKS OPER.				PROG-TOTAL-PO		393.48

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$393.48 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. COM-APPROVAL \_\_\_\_\_

DEPT-HEAD

MAY 03 2011

DATE \_\_\_\_\_

CHAIR

Account Number	Name	Yearly Prcent Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
120000-62400	R & M SERV	73,500.00	14.3%	5,024.24	5,538.00	62,937.76	
	P1100400-PO# 05/01/11 -VN#010938			ARAMARK UNIFORM SERVICES INC		6.78	
				CLOSING BALANCE	62,930.98		6.78
1818120000-63500	R&M SUPPLIES	20,000.00	31.1%	6,231.76	0.00	13,768.24	
	P1100412-PO# 05/01/11 -VN#011970			CONNORS SUPPLY INC		299.81	
	P1100430-PO# 05/01/11 -VN#029890			JACK AND DICKS FEED AND GARDEN		142.50	
	P1100434-PO# 05/01/11 -VN#013741			JOHNSTONE SUPPLY		159.08	
	P1100458-PO# 05/01/11 -VN#016376			STATE ELECTRICAL SUPPLY INC		140.19	
				CLOSING BALANCE	13,016.66		751.58
	JUV.DET.OPER.			PROG-TOTAL-PO		758.36	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$758.36 INCURRED BY JUV.DETENTION FACILITY OPERATN. 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

MAY 09 2011

DATE \_\_\_\_\_

CHAIR

Account Number	Name	Yearly Prent Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818170000-63500	R&M SUPPLIES	10,000.00	29.7%	2,768.17	202.36	7,029.47	
	P1100412-PO# 05/01/11 -VN#011970			CONNORS SUPPLY INC		20.12	
	P1100424-PO# 05/01/11 -VN#036010			GRAINGER PARTS		115.40	
	P1100458-PO# 05/01/11 -VN#016376			STATE ELECTRICAL SUPPLY INC		64.92	
				CLOSING BALANCE	6,829.03		200.44
	ADOL.SER/GUIDANC		PROG-TOTAL-PO			200.44	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$200.44 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

MAY 03 2011 DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prct Appropriation	Prct Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
370000-63500	R&M SUPPLIES	100,000.00	5.5%	7,574.52	-2,059.98	94,485.46		
	P1100412-PO# 05/01/11 -VN#011970				CONNORS SUPPLY INC		78.85	
	P1100420-PO# 05/01/11 -VN#019954				FERGUSON ENTERPRISES INC		1,166.68	
	P1100440-PO# 05/01/11 -VN#014423				MC MASTER-CARR SUPPLY COMPANY		40.72	
	P1100455-PO# 05/01/11 -VN#025791				SGTS INC		401.26	
					CLOSING BALANCE	92,797.95		1,687.51
1818370000-67200	CAPITAL IMPROV	142,000.00	5.7%	1,200.00	6,970.00	133,830.00		
	P1101312-PO# 05/01/11 -VN#022402				CONGRESS GLASS INC		3,852.00	
					CLOSING BALANCE	129,978.00		3,852.00
	JAIL.CAP.IMPROV.			PROG-TOTAL-PO			5,539.51	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$5,539.51 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. COM-APPROVAL \_\_\_\_\_

DEPT-HEAD

MAY 03 2011

DATE \_\_\_\_\_

CHAIR



Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818490000-67200	CAPITAL IMPROV	9,329,350.00	89.6%	6,997,161.40	1,367,885.00	964,303.60	
	P1101716-PO# 05/01/11 -VN#040414					GRAINGER INDUSTRIAL SUPPLY INC	1,374.30
	P1101729-PO# 05/01/11 -VN#029443					BLOCK IRON SUPPLY COMPANY	355.01
	P1101913-PO# 05/01/11 -VN#014534					MENARDS	19.54
					CLOSING BALANCE	962,554.75	1,748.85
	JAIL/HCC COMPLEX				PROG-TOTAL-PO		1,748.85

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,748.85 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. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

**MAY 03 2011**

DATE \_\_\_\_\_ CHAIR

PURCHASE ORDER NUMBER P1001806 PEID 049438

## 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 TRI-NORTH BUILDERS

ACCOUNT NUMBER 18-1849-0000-67200

FUNDS DESCRIPTION JAIL PROJECT CAPITAL ACCOUNT

AMOUNT OF INCREASE \$ 2,377.69

INCREASE FROM \$ 4,488,471.16 TO \$ 4,490,848.85

ACCOUNT BALANCE AVAILABLE \$ 967,703 4211 85

REASON FOR AMENDMENT CHANGE ORDER #25 - PROGRAM REQUEST #22

COPY ATTACHED - APPROVED AT GENERAL SERVICES COMMITTEE ON 5/19/11

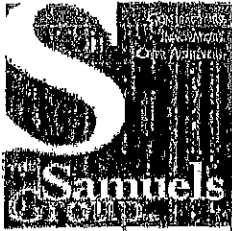
### APPROVALS

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



Approved 40  
1 absent 5/19/11

To: General Services Committee  
From: Kevin Higgs, Owners Representative

Date: April 13, 2011

RE: Program Request for Phase # 1 Jail Renovation Project

**Program Request # 022**

**Change Order Request #072  
Total Cost; \$ 675.74**

COR # 072 pertains to the response to RFI #031, Overhead Door Keyed Switch.

RFI # 31 responds to coordination of relocating a Keyed controller for the Overhead doors from the existing Vehicle Sally Port, to the new Vehicle Sally Port. Due to the pending decision to omit demolition of the existing Vehicle Sally port, the contractor was directed to order a new key controller for the new Vehicle Sally port.

**Change Order Request #074  
Total Cost; \$ 329.99**

COR # 074 pertains to RFI # 141, add Interlock chase in sally port.

RFI # 141 directs the installation of Interlock, a detention grade material that is used to conceal exposed piping. Due to conflicts with mechanical systems and ceiling heights, the Interlock material was required to conceal plumbing piping.

**Change Order Request #081  
Total Cost; \$ 937.03**

COR # 081 pertains to RFI # 168, Unit Heater.

RFI # 168 directs the contractor to provide a dedicated circuit, starter and disconnect for a unit heater in room H-200.

**Change Order Request #083  
Total Cost; \$ 846.93**

COR # 083 pertains to RFI # 191, Fire Alarm monitoring.

Response to RFI # 191 directs the contractor to provide Cat6 cable and programming so that the fire alarm system can be set up to accommodate outside monitoring. This is an owner directed request.

**Change Order Request #084  
Total Cost; \$ -412.00**

COR # 084 pertains to RFI # 185, Fire Alarm control doors.

RFI # 185 provides direction to omit fire alarm control modules at door openings I-134a, I-136a, I-137a, I-139a and I-142. The type of hardware specified for these openings do not require integration with the fire alarm system.

Total cost for Program request # 022 = \$ 2, 377.69

**WISCONSIN**  
311 Financial Way  
Suite 300  
Wausau, WI 54401  
phone 715.842.2222  
fax 715.848.8088

**IOWA**  
313 E 5<sup>th</sup> Street  
Waterloo, IA 50703  
phone 319.232.6443  
fax 319.233.3191



PURCHASE ORDER NUMBER F1001806 PEID 049438

## PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

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DEPARTMENT GENERAL SERVICES

COMMITTEE GENERAL SERVICES

VENDOR NAME TRI-NORTH BUILDERS

ACCOUNT NUMBER 18-1849-0000-67200

FUNDS DESCRIPTION JAIL PROJECT CAPITAL ACCOUNT

AMOUNT OF INCREASE \$ 2,136.48

INCREASE FROM \$ 4,486,334.68 TO \$ 4,488,471.16

ACCOUNT BALANCE AVAILABLE \$ 967,703 *4/14/11*

REASON FOR AMENDMENT CHANGE ORDER #24 - PROGRAM REQUEST #21

COPY ATTACHED - APPROVED AT GENERAL SERVICES COMMITTEE ON 4/14/11

### 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

Approved 4/14/11



To: General Services Committee  
From: Kevin Higgs, Owners Representative  
Date: April 12, 2011  
RE: Program Request for Phase # 1 Jail Renovation Project

**WISCONSIN**

311 Financial Way  
Suite 300  
Wausau, WI 54401  
phone 715.842.2222  
fax 715.848.8088

**IOWA**

313 E 5<sup>th</sup> Street  
Waterloo, IA 50703  
phone 319.232.6443  
fax 319.233.3191

**Program Request # 021**

**Change Order Request #079**  
**Total Cost: \$ 2,836.48**

COR # 079 pertains to Proposal Request # 17; Chiller piping modifications.

Proposal Request # 17 directs the installation of a new 6" bypass pipe from the small chiller into the cooling system piping further away from the larger chiller. The new addition will need the additional capacity provided by the smaller chiller during peak cooling periods. As currently installed, the smaller chiller causes the larger chiller to "short cycle" when it is operating, and therefore was not being used to provide cooling for the facility for several years.

In addition to the piping modifications, \$700.00 has been included to add (1) return sensor, (2) relays and required programming.

Wiring for these control points will be performed on a T&M basis.

The bypass piping and additional controls will allow both chillers to operate during peak cooling periods.

Total cost for Program request # 021 = \$2,836.48



environments

www.samuelsgroup.net

PURCHASE ORDER NUMBER P1001806

PEID 049438

## PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

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DEPARTMENT GENERAL SERVICES

COMMITTEE GENERAL SERVICES

VENDOR NAME TRI-NORTH BUILDERS

ACCOUNT NUMBER 18-1849-0000-67200

FUNDS DESCRIPTION JAIL PROJECT CAPITAL ACCOUNT

AMOUNT OF INCREASE \$55,597.02

INCREASE FROM \$ 4,378,692.82 TO \$ 4,434,289.84

ACCOUNT BALANCE AVAILABLE \$ 967,703 *4/21/11*

REASON FOR AMENDMENT CHANGE ORDER #22- PROGRAM REQUEST #019

COPY ATTACHED - APPROVED BY GENERAL SERVICES ON 3/15/11

### 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

Approved 5-0  
3/15/11



To: General Services Committee  
From: Kevin Higgs, Owners Representative  
Date: March 10, 2011  
RE: Program Request for Phase # 1 Jail Renovation Project

**WISCONSIN**

311 Financial Way  
Suite 300  
Wausau, WI 54401  
phone 715.842.2222  
fax 715.848.8088

**IOWA**

313 E 5<sup>th</sup> Street  
Waterloo, IA 50703  
phone 319.232.6443  
fax 319.233.3191

**Program Request # 019**

**Change Order Request # 067R3**  
**Total Cost: \$ 55,597.02**

COR # 067R3 pertains to a field conditions request for the installation of a new detention grade security ceiling for the H-101 corridor. This ceiling replacement was required to accommodate the installation of the security electronics conduits for the new central controls area of the building addition.

The scope of work includes;  
Ceiling replacement with a medium duty detention grade ceiling, new detention grade light fixtures that will be wall mounted along the corridor, temporary partitions, masonry demolition/repairs, painting, metal stud framing/drywall, Fire protection and HVAC modifications.

We are requesting that Tri north proceed with the following on a "Time and Materials not to Exceed Basis" for the following items;  
Temporary Partitions, Masonry, demolition and fire protection work.

An allowance for access panels has also been included in this proposal.

The ceiling type and grade was evaluated based on cost options, as well as available space to work with and maintain the required ceiling height.

Total cost for Program request # 019 = \$ 55,597.02



www.samuelsgroup.com

PURCHASE ORDER NUMBER P1001806 PEID 049438

## 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 TRI-NORTH BUILDERS

ACCOUNT NUMBER 18-1849-0000-67200

FUNDS DESCRIPTION JAIL PROJECT CAPITAL ACCOUNT

AMOUNT OF INCREASE \$ 52,044.84

INCREASE FROM \$ 4,434,289.84 TO \$ 4,486,334.68

ACCOUNT BALANCE AVAILABLE \$ 967,703 *4-21/11*

REASON FOR AMENDMENT CHANGE ORDER #23 - PROGRAM REQUEST #20

COPY ATTACHED - APPROVED BY GENERAL SERVICES COMMITTEE ON 4/14/11

### APPROVALS

GOVERNING COMMITTEE \_\_\_\_\_  
Chair \_\_\_\_\_ Date \_\_\_\_\_

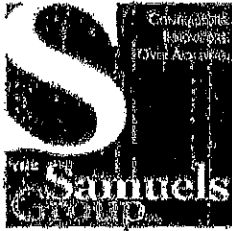
FINANCE COMMITTEE \_\_\_\_\_  
(if over \$10,000) Chair \_\_\_\_\_ Date \_\_\_\_\_

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

WHITE - COMMITTEE  
YELLOW - PURCHASING  
PINK - DEPARTMENT



Approved 4/14/11



To: General Services Committee  
From: Kevin Higgs, Owners Representative  
Date: April 12, 2011  
RE: Program Request for Phase # 1 Jail Renovation Project

**WISCONSIN**

311 Financial Way  
Suite 300  
Wausau, WI 54401  
phone 715.842.2222  
fax 715.848.8088

**IOWA**

313 E 5<sup>th</sup> Street  
Waterloo, IA 50703  
phone 319.232.6443  
fax 319.233.3191

**Program Request # 020**

**Change Order Request #086**  
**Total Cost; \$ 52,044.84**

COR # 086 pertains to cost for repairing the damaged fiber optic line between the Health Care Facility and the Sheriff's department.

On July 16, 2010, Silha Excavating, a contractor working for Tri North Builders, struck and damaged a buried fiber optic line that provides phone & Data service to the Rock County Sheriff's Department.

The Fiber Optic Line had been previously located and marked by Private Lines Inc., a utility locating company that was hired by Rock County to provide locating as needed for the duration of the project.

During the course of excavation, the operator working for Silha Excavating, lost track of the marked location and struck the fiber optic line. (Silha Excavating did not at any time prior to damaging the line request additional locating).

Westphal Electric, working with Rock County I.T. staff, performed an emergency temporary repair on this line.

After several months of discussions with Tri North Builders Insurance Company, Rock County initiated a claim with Rock County's Builder Risk Insurance provider, Local Government Property Insurance Fund.

At a meeting conducted with the insurance companies on 3/31/11, Rock County was directed to proceed with replacing the damaged fiber optic line, by the representative of Crawford Company (Van Brown), the claims administrator for Local government Property Insurance Fund.

Builders Risk Insurance will compensate Rock County, less the deductible of \$2,500.00, and pursue compensation with Tri North Builders and Silha Excavating's insurance companies. It is understood that if the Crawford Company is successful in resolving this claim, the deductible cost will be returned to Rock County. Additionally, Rock County has already incurred cost that will be charged towards the deductible, for I.T. labor hours spent resolving this issue.

As part of this agreement, Rock County is to provide to Crawford Company, an itemized breakdown of all cost associated, less any excavation cost. (Westphal Electric has confirmed that the existing conduit can be re used, therefore, no excavation is anticipated).

Total cost for Program request # 020 = \$52,044.84



www.samuelsgroup.com

### Rock Haven Replacement Facility Planning Schedule- April 2011

April 28, 2011	Final design development meeting at Rock Haven with Rock Haven, EUA, Samuels Group, Arnold and O'Sheridan and IT staff.
May 3, 2011	<b>General Services</b> meeting to review final plans with the EUA architects. Resolutions to contract with EUA and Samuels Group for construction documents.
May 12, 2011	<b>County Board</b> meeting- EUA architects will present final design plans. Approval of resolutions to contract with EUA and Samuels Group for construction documents.
August 2, 2011	Notice to vendors of the bidding process for construction of the new facility.
August 8, 2011	Pre-bid Conference & Tour.
August 10, 2011	Questions due from vendors.
August 15, 2011	Addendum Issued.
August 22, 2011	Bids due.
September 1, 2011	<b>Finance committee</b> meeting to approve a resolution to amend the Budget to finance the project (or prior to September 8 <sup>th</sup> Board meeting).
September 6, 2011	<b>General Services</b> meeting to approve a resolution to award the bid.
September 8, 2011	<b>County Board</b> meeting- approval of resolutions to award the bid and to amend the Budget to finance the project.
November 2012	Completion of construction

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS

Education, Veterans & Aging  
Services  
INITIATED BY



Nick Osborne  
DRAFTED BY

Education, Veterans & Aging  
Services  
SUBMITTED BY

April 27, 2011  
DATE DRAFTED

To Recognize Diane Pillard

- 1 WHEREAS, Diane Pillard has served as Campus Executive Officer and Dean of the University of  
2 Wisconsin-Rock County since 2006 and has served in various positions for the University of Wisconsin  
3 since 1984; and,  
4  
5 WHEREAS, Dean Pillard guided UW-Rock County through years of record breaking enrollment and  
6 encouraged innovation such as collaborative programs with UW- Platteville, UW-Oshkosh and  
7 Blackhawk Technical College; and,  
8  
9 WHEREAS, Dean Pillard worked with Rock County to change the face of the UW-Rock County  
10 campus—building the Engineering Center and Allen Hall, and renovating Hyatt Smith Hall; and,  
11  
12 WHEREAS, Dean Pillard is retiring on June 30, 2011, after twenty-seven (27) years of service, and will  
13 be missed by all who had the pleasure of working with her; and,  
14  
15 WHEREAS, the Rock County Board of Supervisors, representing the citizens of Rock County, wishes to  
16 recognize Diane Pillard for her achievements and significant contributions to the Rock County  
17 community;  
18  
19 NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled  
20 this \_\_\_\_\_ day of \_\_\_\_\_, 2011 does hereby recognize Diane Pillard for her twenty-seven  
21 (27) years of service and extend best wishes to her in her future endeavors.  
22  
23 BE IT FURTHER RESOLVED, that the Rock County Clerk will be authorized and directed to furnish  
24 a copy of this resolution to Diane Pillard.

Respectfully submitted,

Education, Veterans & Aging Services Committee

General Services Committee

\_\_\_\_\_  
Terry Thomas, Chair

\_\_\_\_\_  
Phillip Owens, Chair

\_\_\_\_\_  
Marvin Wopat, Vice Chair

\_\_\_\_\_  
Henry Brill, Vice Chair

\_\_\_\_\_  
Wayne Gustina

\_\_\_\_\_  
Ronald Combs

\_\_\_\_\_  
David Innis

\_\_\_\_\_  
Jason Heidenreich

\_\_\_\_\_  
Fred Yoss

\_\_\_\_\_  
Mary Mawhinney

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS

General Services Committee  
INITIATED BY

Randy Terronez  
Assistant to County Administrator  
DRAFTED BY

General Services Committee  
SUBMITTED BY



April 26, 2011  
DATE DRAFTED

AUTHORIZING CONTRACT FOR ARCHITECT SERVICES – CONSTRUCTION  
DOCUMENT STAGE WITH EPPSTEIN UHEN FOR THE ROCK HAVEN FACILITY  
REPLACEMENT PROJECT

- 1 WHEREAS, the County wishes to build a new nursing home to continue caring for Rock County
- 2 citizens with chronic mental illness, developmentally disabilities and health concerns; and
- 3
- 4 WHEREAS, the County has contracted with Eppstein Uhen Architects/Engineers for the replacement
- 5 of the Rock Haven Nursing Home from the initial study phase to Design Development; and
- 6
- 7 WHEREAS, the proposed contract for the Construction Document phase from Eppstein Uhen is
- 8 \$484,700 plus reimbursable expenses not to exceed \$17,000.
- 9
- 10 NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly
- 11 assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2011 does hereby authorize a contract with Eppstein
- 12 Uhen of Milwaukee, Wisconsin in the amount of \$484,700 plus reimbursable expenses not to exceed
- 13 \$17,000 for Architectural/Engineering Services for the Construction Document stage relating to the
- 14 construction of a replacement Rock Haven Nursing Home facility.

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:

As of April 21, 2011 the unexpended, unencumbered balance in the Rock Haven Building Project, A/C 18-1851-0000-67200, is \$703,544.

Jeffrey A. Smith  
Finance Director

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.

Jeffrey S. Kuglitsch  
Corporation Counsel

*- EXECUTIVE SUMMARY -*

**CONTRACT AUTHORIZATION FOR ARCHITECT/ENGINEERING  
SERVICES – CONSTRUCTION DOCUMENT STAGE WITH  
EPPSTEIN UHEN OF MILWAULKEE, WISCONSIN FOR THE ROCK  
HAVEN FACILITY REPLACEMENT PROJECT**

The County has contracted with Eppstein Uhen, Architects/Engineers as the Architect/Engineer for the Rock Haven Facility replacement project. The firm has completed the Design Development stage and is ready to proceed to the Construction Document stage

A proposal has been received from Eppstein Uhen to provide architect/engineering services in the amount of \$484,700 for the Construction Document stage of the project plus reimbursable costs not to exceed \$17,000.

The County also will be contracting with The Samuels Group for Owner's Representation services. The Eppstein Uhen proposal takes into account the County contracting with an Owner's Representative such that the Eppstein Uhen contract avoids duplication of effort that an architect/engineer firm would normally provide if the County did not contract with an Owners Representative.

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS

General Services Committee  
INITIATED BY

General Services Committee  
SUBMITTED BY



Randy Terronez  
Assistant to County Administrator  
DRAFTED BY

April 26, 2011  
DATE DRAFTED

AUTHORIZING CONTRACT FOR OWNER'S REPRESENTATIVE SERVICES -  
CONSTRUCTION DOCUMENT STAGE WITH THE SAMUELS GROUP FOR THE  
ROCK HAVEN FACILITY REPLACEMENT PROJECT

- 1 WHEREAS, the Rock Haven Facility replacement project is ready to proceed to the Design
- 2 Development stage and,
- 3
- 4 WHEREAS, The Samuels Group has been the Owner's Representative for the Jail Renovation project
- 5 and the County has been very satisfied with the firm's performance; and,
- 6
- 7 WHEREAS, the County contracted with The Samuels Group for the Design Development stage of the
- 8 Rock Haven Facility Replacement Project; and,
- 9
- 10 WHEREAS, the County wishes to utilize The Samuels Group as the Owner's Representative for the
- 11 Rock Haven Facility Replacement -- Construction Document stage; and,
- 12
- 13 WHEREAS, The Samuels Group, serving as the Owner's Representative, will guide, assist, and
- 14 represent the County during the Construction Document stage of the project.
- 15
- 16 NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly
- 17 assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2011 does hereby authorize a contract with The
- 18 Samuels Group for Owner's Representative services for the Construction Document stage in the
- 19 amount of \$115,000 for the Rock Haven Facility Replacement Project.
- 20

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:

As of April 21, 2011 the unexpended, unencumbered balance in the Rock Haven Building Project, A/C 18-1851-0000-67200, is \$703,544.

Jeffrey A. Smith  
Finance Director

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.

Jeffrey S. Kuglitsch  
Corporation Counsel

*- EXECUTIVE SUMMARY -*

CONTRACT AUTHORIZATION FOR OWNERS REPRESENTATIVE SERVICE - CONSTRUCTION DOCUMENT  
STAGE WITH THE SAMUELS GROUP ON THE ROCK HAVEN FACILITY REPLACEMENT PROJECT

The County has contracted with The Samuels Group as the Owner's Representative for the Rock County Jail Renovation Project and the performance has been satisfactory.

Consequently, the County contracted with the firm for the Design Development stage of the Rock Haven Facility replacement project.

With the Design Development stage now complete, the firm proposes to provide Owner's Representative services in the amount of \$115,000 for the Construction Document stage of the project.

## **Executive Summary**

### **TimeKeeping's Guard Tour System**

The Rock County Sheriffs Office's Correctional Officers duties include security checks of the exterior doors as well as cell checks of all inmates. Today, officers use log sheets to record these checks.

The Guard 1 Plus system from TimeKeeping Systems records each of these checks with the use of magnetic buttons mounted to the doorways and button readers carried by the officer. The button readers can then download the data to present an exact record of when each of the security and bed checks occurred and who performed it. The reports within the software are searchable by location and officer. This function makes it much easier to comply with state mandated physical security checks.

This purchase is to be paid out of Jail Project FF&E funds. Committee approval authorizes the County to purchase the Guard 1 Plus System from TimeKeeping Systems Incorporated at a cost of \$8,088.36.



30700 Bainbridge Road  
Solon, Ohio 44139

Phone 216-595-0890  
Fax 216-595-0991

To Whom It May Concern:

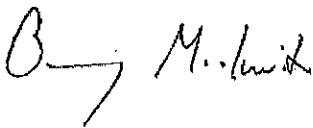
We are occasionally asked to confirm that TimeKeeping Systems is the sole manufacturer ("sole source") of GUARD1 PLUS and THE PIPE. The purpose of this letter is to confirm that:

- THE PIPE was designed by TimeKeeping Systems and we are the exclusive manufacturer of THE PIPE.
- The Direct Downloader, Mobile Downloader, Modem Downloader and IP Downloader were designed by TimeKeeping Systems and we are the exclusive manufacturer.
- GUARD1 PLUS was designed by TimeKeeping Systems and we are the exclusive manufacturer. This includes all four editions of GUARD1 PLUS: Basic Edition, Professional Edition, MSDE Edition, and Server Edition.
- The GUARD1 PLUS companion products – Rounds Tracker, Mini-Attendant and Data Maintenance Scheduler – were designed by TimeKeeping Systems and we are the exclusive manufacturer.
- All related software is copyrighted and licensed for use by TimeKeeping Systems and we are the owner and sole licensor of the software.
- There are no authorized distributors for THE PIPE or GUARD1 PLUS.
- All repairs and battery replacements must be performed by TimeKeeping Systems. No other party is authorized to perform repairs or battery replacement. Unauthorized repairs or battery replacement will void the product warranty.
- Guard1 Plus and the Attendant are protected by U.S. Patents 6,834,259, *Guard Tour System* and 7,363,196, *Guard Tour System*.
- Rounds Tracker is protected by U.S. Patent 7,345,577, *Displays for reporting guard tour data*.
- PrisonProof Buttons are protected by U.S. Patent 6,850,418, *Impact resistant electronic data module housing*.
- PrisonProof Button Holders are protected by U.S. Patent D615,541, *Memory Button Mount*.

For your information, our Federal Tax ID Number is 34-1530120.

If you have additional questions, please feel free to contact me or your sales representative.

Yours truly,



Barry Markwitz  
President