



GENERAL SERVICES COMMITTEE
Minutes – July 5, 2016

Call to Order. Chair Brill called the meeting of the General Services Committee to order at 8:00 A.M., Tuesday, July 5, 2016 in Conference Room N-1, Rock County Courthouse East.

Committee Members Present: Supervisors Brill, Heidenreich, Homan, Yeomans and Zajac.

Committee Members Absent: None.

Staff Members Present: Brent Sutherland, Facilities Management Director; Josh Smith, County Administrator; Randy Terronez and Nick Osborne, Assistants to the County Administrator; Jodi Millis, Purchasing Manager.

Others Present: Supervisor Russ Podzilni; Mike Connor, UW Rock County Building and Grounds Superintendent.

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

Citizen Participation. None.

Approval of Minutes. Supervisor Yeomans moved approval of the minutes of June 21, 2016 as presented, second by Supervisor Homan. ADOPTED.

Transfer.

<u>FROM</u>		<u>TO</u>	
<u>Account #</u>	<u>Amount</u>	<u>Account #</u>	<u>Amount</u>
18-1815-0000-67200	\$159,010	18-1849-0000-67200	\$159,010
HCC Building Complex Operational		HCC Complex - Capital Projects	

Supervisor Heidenreich moved approval of the above Transfer and Appropriation for the General Services Committee, second by Supervisor Yeomans. ADOPTED.

Discussion and Possible Action on Pre-Qualification Statement Policy Review. Mr. Sutherland said the approval of this would give authorization to keep a project moving forward.

Ms. Millis said this could be put in with the project bidding process as needed.

Mr. Smith added that it seems a reasonable step.

Supervisor Yeomans said it sounds like this would just provide more information for the Committee to look at to make their decision.

Ms. Millis said they never had the pre-qualification before, just the specifications, and sometimes the contractor can meet the specifications but not have the qualifications.

Supervisor Zajac said he felt this would help on the bid process.

Ms. Millis said the bid is based on the lowest responsible bidder and with this added to the process it would help bring in the response and responsive factor (responsive if the form is complete or not; and responsible to make sure they have the equipment figured into the process, if they have any lawsuits against them, etc.). She said if they fail to meet the qualifications it would be noted for the Committee.

Supervisor Heidenreich said he has no problem doing this for all projects. He asked what would be done if a contractor worked for us before and did a poor job. Ms. Millis said they would have the documentation and she would then go to Corporation Counsel for their opinion.

Supervisor Yeomans moved to give approval for Purchasing and Facilities Management to utilize the Pre-qualification Bidders Statement, second by Supervisor Homan. ADOPTED.

Discussion and Possible Action on Courthouse Window Specifications. Mr. Sutherland handed out copies of Courthouse Window Specifications and the Invitation to Bid the Window Glass Replacement of the Rock County Courthouse – 1955 Building. He asked the Committee to take these home to review. He said this project encompasses 929 glass units, and that this has not yet gone out for bid, but would be going out in a couple weeks.

Supervisor Heidenreich said he would like to see something on the forms to show if the contractor has a certified apprenticeship program. Ms. Millis said she would check with Corporation Counsel.

Facilities Management Update.

Process Change Request for Change Orders / Contingency Funds Mr. Sutherland said as part of the approval of a resolution a change order is included and that he is not a fan of change orders. He said he feels sometimes a bid comes in low because the contractor knows they can receive the change order amount, but, there are also times though that a change order is needed and, usually, it needs to be acted on fairly quickly to keep the project moving. He said he would like to have the authority to approve the use of the change order funds prior to Committee approval.

Mr. Smith said this is similar to the pre-qualification statement discussed earlier. He added that he feels there are good reasons to allow flexibility and it seems reasonable to try this on a temporary basis.

Supervisor Zajac said it seems this would give Mr. Sutherland the tools to keep the project moving.

Supervisor Heidenreich said he knows some of the contractors have said it is difficult to work with the County and this would help bring more interest to County projects.

Project Updates & Change Orders.

Courthouse Brick Repairs Mr. Sutherland said Richard Showers is doing the brickwork repairs on the Courthouse. He said some of the work has not been done yet and some cleanup is needed so he is holding \$1,800 until this is done. He informed the Committee that Mr. Showers submitted a change order request but, he would not approve the change order after the fact. He said he reminded Mr. Showers that a job needs to be stopped and approval given in order for a change order to be issued.

Capital Projects Update Mr. Sutherland handed out a list of 29 projects and where in the process each project was. He asked the Committee how often they would like an updated list.

Supervisor Heidenreich said this is the first time he has seen a list of the projects in the six years he has been on the Committee and thanked him for the update.

Supervisor Zajac suggested every other month.

Supervisor Yeomans suggested organizing the list by where in the process each project is.

Building Automation System Efficiencies Mr. Sutherland informed the Committee that he is able to monitor all the buildings on his computer and see the performance they are putting out.

Supervisor Heidenreich suggested, on the form handed out at the last meeting, to add fire alarms and security to it.

Courthouse Security Mr. Osborne informed the Committee that he, Mr. Sutherland and Captain DeRemer met with Mead and Hunt the prior week and they gave a preliminary on the traffic studies.

There was discussion on the traffic study done by cameras attached to power poles; stationing people at entrances and using clickers; infrared sensors; and special mats. They would need to make sure whichever is used not to do during particularly busy times such as tax time.

Mr. Sutherland said he has discussed locking some of the doors to cut down on the number of mats, and this will be communicated to employees in advance. He told the Committee that he feels the study will be close to \$17,000.

Mr. Osborne said at the meeting with Mead and Hunt on July 26 we should have some cost figures for Phase I.

Discussion on types of badges, and tracking employees at the entrances and exits.

Mr. Sutherland handed out a report from Walker Restoration Consultants on the two parking structures at the Courthouse. He also handed out a list of objectives and opportunities identified at his meeting with Thomas Hannula, Walker Restoration Consultants, on June 24, 2016. He said the back parking lot is not in very good shape, but the front lot is not too bad. He said he will have more information and keep the Committee apprised after a more thorough study of the lots is done.

Communications, Announcements and Information. Mr. Connor said the work on the parking lot at UW-Rock County has begun.

Adjournment. Supervisor Zajac moved adjournment at 9:28 A.M., second by Supervisor Heidenreich. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.