

Rock County, Wisconsin

51 South Main Street
Janesville, WI 53545
(608)757-5518



General Services

- Facilities Management
- Maintenance
- Duplicating
- Central Stores

**GENERAL SERVICES COMMITTEE
TUESDAY, APRIL 5, 2016 – 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 – March 15, 2016
4. Transfers and Appropriations
5. Bills/Encumbrances/Pre-Approved Encumbrance Amendments
6. Resolution
 - A. Retaining the Samuels Group as Owner’s Representative for the Courthouse Security Project
7. Update & Change Orders
 - A. Courthouse Security Project
 - B. UW Rock County Security Project
8. Communications, Announcements and Information
9. 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.

COMMITTEE APPROVAL REPORT

| Account Number | Account Name | PO# | Inv Date | Vendor Name | Inv/Enc Amt |
|--------------------------------|------------------|-----------|------------|-----------------------------|-----------------|
| 00-0000-0001-17100 | POSTAGE METER CH | P1600370 | 03/03/2016 | UNITED MAILING SERVICES INC | 586.43 |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 0.00 | 18,616.52 | 160,000.00 | 586.43 | (179,202.95) |
| GENERAL FUND PROG TOTAL | | | | | 586.43 |

I have examined the preceding bills and encumbrances in the total amount of **\$586.43**
 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 Finance Committee and County Board.
 B. Bills under \$10,000 to be paid.
 C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **APR 05 2016**

Dept Head _____

Committee Chair _____

| Account Number | Account Name | PO# | Inv Date | Vendor Name | Inv/Enc Amt |
|------------------------------------|----------------|-----------|------------|--------------------------------|-----------------|
| 18-1810-0000-62400 | R & M SERV | P1600322 | 03/08/2016 | ARAMARK UNIFORM SERVICES INC | 84.26 |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 88,892.00 | 26,291.14 | 47,050.41 | 84.26 | 15,466.19 |
| 18-1810-0000-63100 | OFC SUPP & EXP | P1601437 | 03/11/2016 | PITNEY BOWES INC | 3,399.80 |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 3,000.00 | 636.44 | 2,116.46 | 3,399.80 | (3,152.70) |
| 18-1810-0000-63500 | R&M SUPPLIES | P1600323 | 01/01/2016 | BADGER STATE INDUSTRIES | 1,673.35 |
| | | P1600326 | 03/10/2016 | BJ ELECTRIC SUPPLY INC | 40.77 |
| | | P1600340 | 03/15/2016 | GRAINGER | 18.34 |
| | | P1600345 | 03/18/2016 | JANESVILLE ELECTRIC MOTOR CORP | 252.00 |
| | | P1600346 | 03/11/2016 | JANESVILLE WINSUPPLY COMPANY | 960.60 |
| | | P1600350 | 03/07/2016 | JOHNSTONE SUPPLY | 4,351.33 |
| | | P1600360 | 03/16/2016 | PUR CHEM LLC | 1,570.00 |
| | | P1600361 | 03/10/2016 | QUALITY DOOR LLC | 626.00 |
| | | P1600369 | 03/08/2016 | TRANE COMPANY | 7,779.03 |
| | | P1600380 | 03/02/2016 | K AND W GREENERY INC | 170.91 |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 123,500.00 | 30,898.20 | 26,626.26 | 17,442.33 | 48,533.21 |
| GENERAL SERVICES PROG TOTAL | | | | 20,926.39 | |
| 18-1811-0000-62400 | R & M SERV | P1600322 | 03/08/2016 | ARAMARK UNIFORM SERVICES INC | 23.60 |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 38,938.00 | 460.24 | 1,416.16 | 23.60 | 37,038.00 |
| 18-1811-0000-63500 | R&M SUPPLIES | P1600333 | 03/09/2016 | DE VERE COMPANY INC | 333.44 |
| | | P1600339 | 03/08/2016 | FIRST SUPPLY LLC | 62.03 |
| | | P1600346 | 02/18/2016 | JANESVILLE WINSUPPLY COMPANY | 625.01 |
| | | P1600354 | 03/08/2016 | MENARDS | 133.13 |
| | | P1600364 | 03/15/2016 | SHERWIN WILLIAMS | 86.57 |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 20,000.00 | 1,353.66 | 100.00 | 1,240.18 | 17,306.16 |
| 18-1811-0000-67200 | CAPITAL IMPROV | P1503507 | 02/29/2016 | WYNN O JONES AND ASSOCIATES | 8,947.00 |
| | | P1601200 | 03/15/2016 | QUALITY DOOR & HARDWARE | 4,564.00 |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 83,819.00 | 0.00 | 2,360.00 | 13,511.00 | 67,948.00 |

| Account Number | Account Name | PO# | Inv Date | Vendor Name | Inv/Enc Amt |
|---|--------------|----------|------------|------------------------------|------------------|
| GLEN OAKS FACILITY OPERATION PROG TOTAL | | | | | 14,774.78 |
| 18-1812-0000-62113 | SNOW REMOVAL | P1600335 | 03/01/2016 | E AND S SNOWPLOWING | 65.00 |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 1,000.00 | 92.00 | 0.00 | 65.00 | 843.00 |
| 18-1812-0000-63500 | R&M SUPPLIES | P1600321 | 03/11/2016 | AARONS LOCK AND SAFE INC | 20.12 |
| | | P1600339 | 03/09/2016 | FIRST SUPPLY LLC | 46.63 |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 20,000.00 | 7,423.77 | 172.01 | 66.75 | 12,337.47 |
| YOUTH SERVICES CENTER PROG TOTAL | | | | | 131.75 |
| 18-1816-0000-62113 | SNOW REMOVAL | P1600335 | 03/01/2016 | E AND S SNOWPLOWING | 163.00 |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 1,000.00 | 96.00 | 0.00 | 163.00 | 741.00 |
| 18-1816-0000-62400 | R & M SERV | P1600322 | 03/08/2016 | ARAMARK UNIFORM SERVICES INC | 23.58 |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 24,500.00 | 4,586.98 | 3,062.14 | 23.58 | 16,827.30 |
| 18-1816-0000-63500 | R&M SUPPLIES | P1600381 | 03/09/2016 | NAPA AUTO PARTS | 136.24 |
| | | P1601289 | 03/07/2016 | CUMMINS NPOWER LLC | 739.96 |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 21,000.00 | 3,124.38 | 1,994.81 | 876.20 | 15,004.61 |
| COMMUNICATIONS CTR. OPERATION PROG TOTAL | | | | | 1,062.78 |
| 18-1817-0000-63500 | R&M SUPPLIES | P1600354 | 03/09/2016 | MENARDS | 33.59 |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 18,000.00 | 245.94 | 250.00 | 33.59 | 17,470.47 |
| DIVERSION PROG/ASC PROG TOTAL | | | | | 33.59 |
| 18-1818-0000-62113 | SNOW REMOVAL | P1600335 | 03/01/2016 | E AND S SNOWPLOWING | 98.00 |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 3,000.00 | 358.00 | 0.00 | 98.00 | 2,544.00 |
| 18-1818-0000-62400 | R & M SERV | | | | |

| Account Number | Account Name | PO# | Inv Date | Vendor Name | Inv/Enc Amt |
|--|----------------|------------|------------|--------------------------------|-----------------|
| | | P1600322 | 03/08/2016 | ARAMARK UNIFORM SERVICES INC | 102.66 |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 305,414.00 | 7,886.54 | 7,910.94 | 102.66 | 289,513.86 |
| 18-1818-0000-63500 | R&M SUPPLIES | | | | |
| | | P1600326 | 03/04/2016 | BJ ELECTRIC SUPPLY INC | 562.50 |
| | | P1600330 | 03/10/2016 | COLLINS SANITARY | 230.00 |
| | | P1600339 | 03/09/2016 | FIRST SUPPLY LLC | 70.54 |
| | | P1600340 | 02/29/2016 | GRAINGER | 260.00 |
| | | P1600344 | 03/03/2016 | JACK AND DICKS FEED AND GARDEN | 1,176.00 |
| | | P1600351 | 03/10/2016 | PROCESS AND MECHANICAL SYSTEM | 136.20 |
| | | P1601304 | 03/07/2016 | SENTRY SECURITY FASTENERS INC | 393.50 |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 181,500.00 | 19,575.08 | 4,890.24 | 2,828.74 | 154,205.94 |
| JAIL PROG TOTAL | | | | 3,029.40 | |
| 18-1821-0000-62400 | R & M SERV | | | | |
| | | P1600322 | 03/04/2016 | ARAMARK UNIFORM SERVICES INC | 68.12 |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 71,875.00 | 704.20 | 456.00 | 68.12 | 70,646.88 |
| 18-1821-0000-63500 | R&M SUPPLIES | | | | |
| | | P1600343 | 02/29/2016 | ILLINGWORTH KILGUST MECHANICAL | 416.00 |
| | | P1600368 | 02/29/2016 | TEUBERT ENTERPRISES LLC | 3,075.00 |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 33,000.00 | 9,142.80 | 3,480.00 | 3,491.00 | 16,886.20 |
| JOB CENTER PROG TOTAL | | | | 3,559.12 | |
| 18-1849-0000-67200 | CAPITAL IMPROV | | | | |
| | | P1503090 | 02/22/2016 | GILBANK CONSTRUCTION INC | 47,627.30 |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 527,617.00 | 107,593.30 | 72,247.45 | 47,627.30 | 300,148.95 |
| HCC COMPLEX PROJECT PROG TOTAL | | | | 47,627.30 | |
| 18-1855-0000-67200 | CAPITAL IMPROV | | | | |
| | | P1503213 | 03/11/2016 | MEAD AND HUNT INC | 3,336.00 |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 500,000.00 | 3,108.00 | 90,890.00 | 3,336.00 | 402,666.00 |
| COURTHOUSE SECURITY SYSTEM PROG TOTAL | | | | 3,336.00 | |

| Account Number | Account Name | PO# | Inv Date | Vendor Name | Inv/Enc Amt |
|----------------|--------------|-----|----------|-------------|-------------|
|----------------|--------------|-----|----------|-------------|-------------|

I have examined the preceding bills and encumbrances in the total amount of **\$94,481.11**

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 Finance Committee and County Board.
- B. Bills under \$10,000 to be paid.
- C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **APR 05 2016**

Dept Head _____

Committee Chair _____

| Account Number | Account Name | PO# | Inv Date | Vendor Name | Inv/Enc Amt |
|---|----------------|-----------|------------|----------------------|-----------------|
| 18-1815-0000-62400 | R & M SERV | P1601392 | 03/15/2016 | TRANE COMPANY | 253.32 |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 200,690.00 | 89,901.52 | 75,018.06 | 253.32 | 35,517.10 |
| 18-1815-0000-63500 | R&M SUPPLIES | | | | |
| | | P1600310 | 03/03/2016 | AIRGAS NORTH CENTRAL | 101.14 |
| | | P1600315 | 03/01/2016 | JOHNSON PLASTICS | 267.78 |
| | | P1600468 | 03/14/2016 | MENARDS | 39.98 |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 45,000.00 | 3,370.55 | 3,431.76 | 408.90 | 37,788.79 |
| HCC BUILDING COMPLEX PROG TOTAL | | | | 662.22 | |
| 18-1851-0000-67200 | CAPITAL IMPROV | | | | |
| | | P1601483 | 03/21/2016 | SAMUELS GROUP,THE | 1,900.00 |
| | Budget | YTD Exp | YTD Enc | Pending | Closing Balance |
| | 0.00 | 0.00 | 0.00 | 1,900.00 | (1,900.00) |
| ROCK HAVEN BUILDING PROJECT PROG TOTAL | | | | 1,900.00 | |

I have examined the preceding bills and encumbrances in the total amount of **\$2,562.22**

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 Finance Committee and County Board.
- B. Bills under \$10,000 to be paid.
- C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **APR 05 2016**

Dept Head _____

Committee Chair _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

The General Services Committee
INITIATED BY



Randy Terronez
DRAFTED BY

The General Services Committee
SUBMITTED BY

March 29, 2016
DATE DRAFTED

**Retaining The Samuels Group as Owner's Representative for the
Courthouse Security Project**

- 1 **WHEREAS**, the County has begun work on various Courthouse Security initiatives including:
- 2 a. Contracting with Mead and Hunt Engineering to develop plans and specifications for Phase 1
- 3 security upgrades at the Courthouse (duress alarms, card access, door control and video
- 4 surveillance), known as Phase I of the Courthouse Security Project;
- 5 b. Contracting with Potter Lawson Architects for undertaking Phase II of the Courthouse Security
- 6 Project aimed at building access with weapons screening. This activity involves the Architect
- 7 developing options to the number and location of building entrances, and thus screening stations;
- 8 and,
- 9
- 10 **WHEREAS**, due to the complexity, numerous options that will be identified and evaluated, and the
- 11 short term/long term cost implications, the Samuels Group's services as owner's representative would
- 12 be beneficial; and,
- 13
- 14 **WHEREAS**, the Samuels Group's past experience on the Jail Expansion/Renovation project and the
- 15 Rock Haven Facility Replacement project, were beneficial in managing major capital projects; and,
- 16
- 17 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors, duly
- 18 assembled this _____ day of _____, 2016, hereby retains the Samuels Group of
- 19 Oconomowoc, WI. as owners representative for the various phases of the Courthouse Security Project in
- 20 an amount not to exceed \$120,000, and;
- 21
- 22 **BE IT FURTHER RESOLVED** that payments be made to the vendor upon approval of the Facilities
- 23 Management Director.

Respectfully Submitted,

GENERAL SERVICES COMMITTEE

Henry Brill, Chair

Jason Heidenreich, Vice Chair

Thomas J. Brien

Edwin Nash

Jeremy Zajac

FISCAL NOTE:

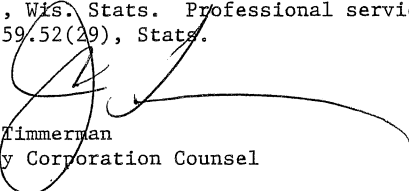
Sufficient funds are available in the Courthouse Security capital account for this contract. This project is funded by sales tax revenues.



Sherry Oja
Finance Director

LEGAL NOTE:

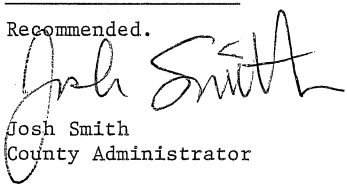
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. Professional services are not subject to bidding requirements of § 59.52(29), Stats.



Jodi Timmerman
Deputy Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

Executive Summary

Retaining The Samuels Group as Owner's Representative for the Courthouse Security Project

The County has begun work on various Courthouse Security initiatives including:

- a. Contracting with Mead and Hunt Engineering to develop plans and specifications for Phase 1 security upgrades at the Courthouse (duress alarms, card access, door control and video surveillance), known as Phase I of the Courthouse Security Project;
- b. Contracting with Potter Lawson Architects for undertaking Phase II of the Courthouse Security Project aimed at building access with weapons screening. This activity involves the Architect developing options to the number and location of building entrances, and thus screening stations.

Due to the complexity, numerous options that will be identified and evaluated, and the short term/long term cost implications, the Samuels Group's services as owner's representative would be beneficial. The Samuels Group past experience on the Jail Expansion/Renovation project and the Rock Haven Facility Replacement project, has been beneficial in managing major capital projects. The services would cover the various Courthouse Security project activities totaling \$120,000:

| | |
|---|----------|
| Pre-construction/Design Review/Estimating/Bidding | \$29,000 |
| Construction Phase Services | \$82,000 |
| Project Close Out/Warranty Phase | \$9,000 |