

GENERAL SERVICES COMMITTEE

Minutes – May 6, 2014

Call to Order. Chair Brill called the meeting of the General Services Committee to order at 8:00 A.M., Tuesday, May 6, 2014 in Conference Room N-1, Fifth Floor, Courthouse-East.

Committee Members Present: Supervisors Brill, Brien, Heidenreich, Nash and Zajac.

Committee Members Absent: None.

Staff Members Present: Rob Leu, General Services Director; Randy Terronez and Nick Osborne, Assistants to the County Administrator; Phil Boutwell, Human Services Deputy Director; Jodi Millis, Purchasing Manager; Carla Quirk, Administrative Assistant, General Services.

Others Present: None.

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

Election of Vice Chair. Supervisor Brien nominated Supervisor Heidenreich as Vice Chair, second by Supervisor Zajac. ADOPTED.

Set Meeting Day and Time. Supervisor Heidenreich moved to keep the meetings on the first and third Tuesdays of the month at 8 A.M., second by Supervisor Zajac. ADOPTED.

Citizen Participation. None.

Approval of Minutes. Supervisor Heidenreich moved approval of the minutes of April 15, 2014 as presented, second by Supervisor Nash. ADOPTED.

Transfers and Appropriations. None.

Bills/Encumbrances

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|---|----|-----------|
| General Fund | \$ | 473.83 |
| General Services | | 8,778.42 |
| Glen Oaks Facility Operations | | 109.26 |
| Youth Services Center | | 1,146.34 |
| Diversion/ASC | | 1,408.09 |
| Jail Capital Improvements | | 1,344.87 |
| Youth Services Center Capital Improvement | | 5,695.22 |
| Courthouse Security | | 2,250.00 |
| HCC Building Complex | | 11,830.37 |
| HCC Building Complex | | 240.00 |

Pre-Approved Encumbrance Amendments None.

Supervisor Heidenreich moved approval of the above Bills/Encumbrances for the General Services Committee, second by Supervisor Brien. ADOPTED.

Resolution.

Awarding Contract for Construction of an Outdoor Recreational Yard at the Youth Services Center

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors, duly assembled this _____ day of _____, 2014 does hereby award a contract for construction of an Outdoor Recreational Yard at the Youth Services Center to the lowest qualified bidder, Corporate Contractors of Beloit, Wisconsin, in the amount of \$444,000; and,

BE IT FURTHER RESOLVED, that the Potter Law, Inc. contract be amended to include an Additional Service Authorization in the amount of \$7,400 to include the Architect’s services during the construction phase of the project; and,

BE IT FURTHER RESOLVED, that a purchase order be issued to CGC, Inc. for construction material testing in an amount not to exceed \$10,000; and,

BE IT FURTHER RESOLVED, that a construction project contingency fund be created in the amount of \$49,870; and,

BE IT FINALLY RESOLVED, that the General Services Committee be delegated authority to approve all change orders, and report change orders over \$10,000 to the Rock County Board of Supervisors at a regularly scheduled meeting.”

Supervisor Heidenreich moved approval of the above resolution, second by Supervisor Brien.

Mr. Boutwell said the Samuels Group estimated the project to be about \$500,000, and the bid came in under this amount. He added that there is a great deal of engineering that needs to go into this project. He added that the Department of Corrections feels this is something that is needed and has been involved with the development of the construction plans, which include cameras and lighting.

ADOPTED on the following vote: Yes – Supervisors Brill, Brien, Heidenreich and Zajac; No – Supervisor Nash.

Purchase Award – Health Care Center Water Softener. Supervisor Heidenreich moved approval of the purchase of the Water Softener System for the Health Care Center to Culligan Water Conditioning of Janesville, WI, second by Supervisor Brien. ADOPTED.

Report.

Introduction to General Services and Project Updates Mr. Leu went over how bids are solicited and accepted; loss of local vendors; the skeleton crew General Services has for the various County buildings; how technical things have become and the increasing need to use outside sources to fix or service them. Mr. Leu said General Services also includes printing and duplicating, and central office supplies. He said there are a great many projects on the books, with one of the first being the Courthouse tower, which will be on the agenda for the next meeting with project recommendations.

Supervisor Heidenreich said the carpet tiles on the second floor vestibule area of the Courthouse look good.

Updates.

Jail Project

Update Report Mr. Terronez said there is nothing to report at this time. He added that there is one outside claim we are still working on regarding a cut fiber optic line.

Supervisor Heidenreich asked about the water problem on the south side of the Jail. Mr. Leu said this will be coming on a future agenda.

Rock Haven

Update Report Mr. Terronez said there should be an update on the next agenda.

Communications, Announcements and Information.

Chair Brill suggested having a tour of the Youth Services Center at one of the June meetings.

Adjournment. Supervisor Brien moved adjournment at 8:30 A.M., second by Supervisor Zajac.
ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.