

ROCK COUNTY, WISCONSIN



**GENERAL SERVICES COMMITTEE
TUESDAY, JANUARY 21, 2020 – 8:00 A.M.
CONFERENCE ROOM N-1 – FIFTH FLOOR
ROCK COUNTY COURTHOUSE-EAST**

Agenda

1. Call to Order
2. Approve Agenda
3. Citizen Participation
4. Transfers
5. Approval of Minutes – January 7, 2020
6. Resolutions and Committee Action
 - A. Authorizing Contracting for the Replacement of the Condensate Drain Lines at the Courthouse
7. Updates, Discussion and Possible Action
 - A. Update on 1717 Center Avenue Building Project
 - 1) Design Update
 - 2) Job Center Agencies Space Update
 - B. Semi-annual Report
 - C. Lighting of the Civil War Monument
8. Communications, Announcements and Information
9. Adjournment

The County of Rock will provide reasonable accommodations to people with disabilities. Please contact us at 608-757-5510 or e-mail countyadmin@co.rock.wi.us at least 48 hours prior to a public meeting to discuss any accommodations that may be necessary.

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.



GENERAL SERVICES COMMITTEE
Minutes – January 7, 2020

Call to Order. Chair Brill called the meeting of the General Services Committee to order at 8:00 A.M., Tuesday, January 7, 2020 in Conference Room N-1, Rock County Courthouse.

Committee Members Present: Supervisors Brill, Zajac, Potter, Rashkin and Brien.

Committee Members Absent: None.

Staff Members Present: Josh Smith, County Administrator; Brent Sutherland, Facilities Management Director; Dave Froeber, Facilities Superintendent; Terri Carlson, Risk Manager.

Others Present: Brian Zobel, UW Whitewater at Rock County; Supervisors Podzilni and Homan; Rhonda Suda, Southwest Wisconsin Workforce Development Board.

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

Citizen Participation. None.

Transfers. None.

Approval of Minutes – December 17, 2019. Supervisor Potter moved approval of the minutes of December 17, 2019 as presented, second by Supervisor Zajac. ADOPTED.

Review of Payments. The Committee accepted the reports.

Resolutions and Committee Action.

Awarding Contract for Carpet Replacement at Rock County Courthouse

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this ____ day of _____ 2020, and awards a contract to replace carpet at the Rock County Courthouse in the amount of \$30,000 to Halverson Flooring of Janesville, WI.”

Supervisor Zajac moved approval of the above resolution, second by Supervisor Potter. ADOPTED.

Approval to Purchase Five ABB Frequency Drives at the Courthouse

Supervisor Potter moved approval to purchase five ABB Frequency Drives for the Courthouse at a cost of \$20,389, second by Supervisor Rashkin.

Mr. Sutherland said they used to do two-to-three each year but, with the in-house electrician, we are able to complete this year.

ADOPTED.

Approval to Purchase Three Automatic Door Openers for Rock Haven Laundry Rooms from La Force

Supervisor Zajac moved approval to purchase three automatic door openers for the laundry rooms at Rock Haven at a cost of \$13,500, second by Supervisor Brien. ADOPTED.

Approval to Purchase LED Light Bulbs from Batteries and Bulbs, Plus Replace the Compact Fluorescent Bulbs at Rock Haven

Supervisor Brien moved approval to purchase LED Light Bulbs to replace CFL and fluorescent bulbs at Rock Haven at a cost of \$12,120, second by Supervisor Potter. ADOPTED.

Approval to Purchase Carpet for UW Whitewater at Rock County Campus

Supervisor Zajac moved approval to purchase carpet at UW Whitewater of Rock County Campus from state contract at a cost of \$20,000, second by Supervisor Potter.

Mr. Zobel said the carpet replacement would be going into rooms W-130 and A-232.

ADOPTED.

Approval to Purchase and Upgrade the Honeywell Controller at the Jail

Supervisor Brien moved approval to purchase controllers for two air handling units, second by Supervisor Zajac. ADOPTED.

Approval to Purchase and Upgrade One Honeywell Controller at Rock Haven

Supervisor Rashkin moved approval to purchase a controller for Rock Haven at a cost of \$7,000, second by Supervisor Brien. ADOPTED.

Approval to Purchase Camera System Equipment and Installation at Rock Haven

Supervisor Brien moved approval to purchase and install seven cameras at Rock Haven to improve resident safety at a cost of \$11,500, second by Supervisor Potter. ADOPTED.

Updates, Discussion and Possible Action.

Courthouse Security

Phase 2 & 3 Construction Completion Update Mr. Sutherland said they are doing the punch list walk through on Friday; the elevator equipment will be coming in May; and the tailgating equipment has not been installed yet.

Update on 1717 Center Avenue Building Project

Site Design Layout Mr. Sutherland said Human Services looked at the workstations and some were removed. He said we will not be able to go out for bid until after February. Mr. Sutherland added that he will be meeting later that day to finalize the Human Services portion of the layout.

Job Center Agencies Space Update Mr. Sutherland said he has been working with the agencies and have come up with additional space for the workstations. He will continue to work with the agencies to come to an agreement on their space needs.

Facilities Superintendent Position Mr. Sutherland said the position was posted internally and none of the applicants met the requirements of the position. He added that the position is posted externally and is open until Friday.

Fairgrounds Maintenance Position Mr. Sutherland said the position was posted internally and Bruce Stone has accepted the position. He said they will now be looking for someone to fill the position he vacated at the tri-buildings.

Job Center Building – Future Options Supervisor Rashkin thanked the Committee and staff but said it is no longer necessary as the party interested in the building will no longer be in business. He added that he hopes there will be something coming in to benefit the community.

Communications, Announcements and Information. Mr. Sutherland informed the Committee that an E&S snowplow driver hit two squad cars, E&S does have insurance, feels this is an isolated incident and should not stop us from using their services.

Supervisor Podzilni said there is a meeting at 1 p.m. with the Human Services Board regarding space needs. Mr. Sutherland said once they have things solid with Human Services, they will meet again with the partners.

Ms. Suda said the partners feel that, even though there is lower traffic now, it is a matter of time for work to pick up. She said they meet with individuals in work areas so they need room in their work areas to meet comfortably. They are aware the Resource Room at the Job Center is quite large and they only need about 1/3 of the space (about 1,000 square feet should be enough). She said they appreciate all the County is doing to try to accommodate them. Ms. Suda said they are also hoping to expand to help assist more with youth to become more self-sufficient.

Adjournment. Supervisor Rashkin moved adjournment at 8:34 A.M., second by Supervisor Zajac. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Office Coordinator

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

General Services Committee
INITIATED BY



Brent Sutherland
DRAFTED BY

General Services Committee
SUBMITTED BY

January 13, 2020
DATE DRAFTED

Authorizing Contracting for the Replacement of the Condensate Drain Lines at the Courthouse

- 1 **WHEREAS**, funds were included in the 2019 budget to replace the PVC condensate drain lines at the
- 2 Courthouse; and,
- 3
- 4 **WHEREAS**, the PVC drain lines that were installed in 1999 cannot withstand the high temperatures of
- 5 our steam humidification system; and,
- 6
- 7 **WHEREAS**, the drain lines will be replaced with copper that can withstand the higher temperatures; and,
- 8
- 9 **WHEREAS**, bids were solicited with four contractors responding and Sun Mechanical LLC was the
- 10 lowest most responsive and responsible bidder at \$24,539.
- 11
- 12 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors, duly
- 13 assembled this _____ day of _____, 2020, approves contracting with Sun Mechanical LLC
- 14 of Footville, WI in the amount of \$24,539 for the replacement of the Courthouse condensate drain lines.
- 15
- 16 **BE IT FURTHER RESOLVED**, that a \$2,500.00 contingency also be approved to cover any
- 17 unforeseen items.

Respectfully submitted,

GENERAL SERVICES COMMITTEE

Henry Brill, Chair

Jeremy Zajac, Vice Chair

Yuri Rashkin

Robert Potter

Tom Brien

FISCAL NOTE:

Funds were included in the 2019 budget for this project and will need to be carried over to 2020. The project is being funded by sales tax revenue.

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.

Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
County Administrator

Executive Summary

Replacement of the Courthouse Condensate Drain Lines

The Resolution before you authorizes contracting with Sun Mechanical LLC, of Footville, Wisconsin, to replace the Courthouse condensate drain lines for \$24,539 plus a \$2,500 contingency. The condensate drain lines that were installed in 1999 are made of PVC and cannot withstand the high temperatures of the steam humidification. We are replacing them with copper that can withstand the high temperatures. Bids were solicited with 4 contractors responding.

 ORIGINAL



BID SUMMARY FORM

BID NUMBER 2020-17
 BID NAME CONDENSATE DRAIN COOLING SYSTEM
 BID DUE DATE JANUARY 7, 2020 - 1:30 P.M.
 DEPARTMENT FACILITIES MANAGEMENT - COURTHOUSE

	SUN MECHANICAL FOOTVILLE WI	BUTTERS FETTING JANESVILLE WI	ILLINGWORTH KILGUST WEST ALLIS WI	JOHNSON CONTROLS MADISON WI
BASE BID	\$ 24,539.00	\$ 36,400.00	\$ 67,794.00	\$ 69,500.00
ADDENDA	YES	YES	YES	YES
START DATE	2/10/20	1 WEEK AFTER AWARD	2/15/20	2/1/20
COMPLETION	2/24/20	1 MONTH	3/30/20	5/1/20

Invitation to Bid was advertised in the Beloit Daily News and on the Internet. Two additional vendors were solicited that did not respond. One Vendor submitted a No Bid.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: *Sun Mechanical*

[Signature]
SIGNATURE

1-17-2020
DATE

GOVERNING COMMITTEE APPROVAL:

_____ VOTE DATE
CHAIR



MEMORANDUM

DATE: January 2, 2020

TO: General Services Committee

FROM: Brent Sutherland, Director of facilities Management

SUBJECT: Out-of-State Training and Conferences

As required by Resolution #06-9A-087, each department head shall report semi-annually, all instances of attendances at all training, conventions and conferences that exceed \$1,000 per event, per employee, to their respective governing committee for informational purposes.

Please be advised that during the last six months of 2019, Facilities Management attended no out of state training or conferences.