



Minutes - May 24, 2022

Call to Order: Chair Brien called the General Services Committee meeting to order at 8:45 A.M. in the Large Conference Room at the Rock County Sheriff's Office.

Committee Members Present: Supervisors Brien, Fox, Cullen, Wilson, and Zoril.

Committee Members Absent: None.

Staff Members Present: Brent Sutherland, Facilities Director; Randy Terronez, Assistant to the Administrator; Mike Parille and Dave Froeber, Facilities Superintendents, Chief Deputy Craig Strouse, Captain Curt Fell, Corporation Counsel Rich Greenlee, Risk Manager Terri Carlson

Others Present: Jamin Arn, Office Pro.

Approve Agenda: Supervisor Fox moved approval of the agenda as presented, second by Supervisor Cullen. ADOPTED.

Citizen Participation, Communications and Announcements: Jamin Arn, Office Pro, Owner, asked questions regarding the bidding process, specifically for furniture, within the county. Brent Sutherland explained that he can go into further detail and answer further questions later in the meeting agenda, Item 7a. Awarding Contract for Furniture Installation for the New Information Technology Department Building Addition.

Introduction of Facilities Management New Office Coordinator: Brent Sutherland introduced Tammy Kettleson, the new Office Coordinator for Facilities Management. Brent explained that Tammy transitioned into this position after working four years as an Administrative Assistant within the Sheriff's Office Emergency Management Bureau.

Approval of Minutes:

May 3, 2022 Minutes: Supervisor Fox moved approval of the May 3, 2022 minutes, second by Supervisor Wilson. ADOPTED.

Approval of Transfers: None.

Review of Payments: None.

Review and Approval of Resolutions:

Awarding Contract for the Furniture Installation for the New Information Technology

Department Building Addition: "NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2022 does hereby approve and authorize awarding a

contract in the amount of \$339,281.69 to Hendricksen of Brookfield WI, for the furniture and installation at the new Information Technology Department building."

Supervisor Fox moved to open discussion, second by Supervisor Wilson.

Brent Sutherland explained the current RFP and the OMNIA National Contract. Jamin Arn raised concerns over the RFP asking strictly for prices for Hon furniture. Brent responded saying the contract has been in place since 2015. He also discussed the possibility of the county looking into putting out a new RFP prior to the upcoming jail project, but doing so at this time is not feasible as it would delay the 911/IT building project. Supervisor Zoril raised a concern regarding the RFP score card in regards to points for "Discount Off List Price". He recommends taking this metric off in the future. Supervisor Zoril also asked about the listed \$29,750.00 installation charge on this contract. Brent responded saying that there are parameters for a set price in regards to installation as the supplier needs to cover their costs for delivery. Jamin Arn raised concerns over the RFP that the county put out in 2015, that has since been renewed, stated to give discount off of list price including shipping and install. He asked how is it now the case that the county is using the OMNIA contract and the supplier, Hendricksen, can now charge that amount for installation. Brent stated he would need to look further into this. Jamin Arn discussed the county is getting a great deal on this contract and is not contesting that, but he is concerned with the process it took to get here. Supervisor Zoril also asked a question regarding the AllSteel surcharge. Brent responding saying he will look into this.

ADOPTED.

Awarding Contract for the Courthouse Roof Replacement and Amending the Facilities

Management 2022 Budget: "NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2022 does hereby approve and authorize awarding a

contract in the amount of \$430,720.00 to Mc Dermaid Roofing and Insulation Company of Rockford , Il, for the courthouse roof replacement.

BE IT FURTHER RESOLVED, that a \$20,000.00 contingency will also be approved to cover any unforeseen items.

BE IT FURTHER RESOLVED, that the Facilities Management 2022 budget be amended as follows:

..."

Brent explained the increase in cost is due to the crane not being able to use the parking deck due to weight restrictions and having to utilize a longer crane from the road. He explained that if the crane is already being utilized, it is more cost effective to finish the 10 roof sections needing replacement. Supervisor Zoril questioned the lack of bidders. Brent responded saying that Purchasing had reached out to two vendors and the companies explained that it was due to lack of supply and a high work load. Supervisor Fox confirmed the supply chain issues.

Supervisor Fox moved approval of the above resolution, second by Supervisor Wilson. ADOPTED

Review, Discussion and Possible Action:

Committee Approval to Hire Angus Young for Orfordville Salt Storage Building : Supervisor Wilson moved approval, second by Supervisor Wilson.

Brent explained the roof is in need of repair and the State will reimburse the county for the cost of the roof replacement. Brent discussed the ordinance does not require bidding for professional services and it is based off of experience and expertise. Brent recommends Angus Young based on their work at the Shopiere location and that they know what to watch for. Brent discussed this was tabled from the last meeting to try to receive another competitive quote. In an effort to please the board, Brent said he reached out to RH Batterman to submit a quote. Their bid was \$56,810 while Angus Young was \$38,700. He also reached out to Beckman to submit a quote who declined. He added he also reached out to two other companies who did not respond.

ADOPTED.

Update on the Law Enforcement/Jail Renovation project:

Process for Bidding: Brent explained companies will be submitting bids directly to the county as the county is the general contractor for this project due to the magnitude of the project. Ben Bobzien, from JP Cullen, has been hired as the project manager. He also explained this project will contain three bid packages. The bid packet #1 for footings and foundations is due to the purchasing department on May 25th, 2022. Bid packet #2 will be for door frames and door hardware going out in June. Bid package #3 will contain all other portions of the project due at the end of July. Supervisor Zoril raised a question regarding price thresholds to have to take approval to the County Board. Corporation Counsel Rich Greenlee explained anything over \$100,000 does need to go to the Board for approval.

Schedule: Brent discussed project completion is scheduled in late 2024.

Update on Information Technology/ 911 Communication Center Renovation project:

Overview: The IT portion will be completed first allowing 911 to move over to that side during the 911 renovation portion.

Project items underway: Brent discussed the project is still on track. Footing and foundations work is complete and the brick is being put up. He also discussed fiber lines have been re-routed. He explained with IT infrastructure moving from the Health Care Center, they have worked with IT, and as part of this project, will create a new fiber loop around the campus including Rock Haven and DPW, which will come in a separate bid package. Brent also discussed the move of the communications tower. He discussed analysis has shown it will be more cost effective to erect a new tower than to move and update the current tower.

Schedule: Brent reported the project is still on schedule to be completed April 2023.

Next meeting date and time: June 7, 2022 at 8:45 A.M.

EXECUTIVE SESSION: Pursuant to Wis. Stat. § 19.85(1)(e) in order to deliberate or negotiate

the purchase of public properties. The committee will reconvene in open session immediately after the closed session: The committee will reconvene in open session immediately after the closed session: Supervisor Fox moved to move into executive session, seconded by Supervisor Zoril. AYES – 5. NOES- 0. ABSENT 0.

Reconvene to open session: Supervisor Wilson moved to moved to reconvene to open session, seconded by Supervisor Fox. ADOPTED.

Tour of Sheriff's Office: Committee members were given a tour of the facility by Sheriff's Office staff.

Adjournment: Supervisor Wilson moved to adjourn at 10:08 A.M., second by Supervisor Fox. ADOPTED.

Respectfully submitted,

Tammy Kettleson
Office Coordinator

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.