1. April 27, 2020 Public Works Committee Meeting Agenda
   Documents:
   
   APRIL 27, 2020 PW AGENDA.PDF

2. April 27, 2020 Public Works Committee - AMENDED Agenda
   Documents:
   
   APRIL 27, 2020 PW AGENDA - AMENDED.PDF

3. April 27, 2020 Public Works Committee Packet
   Documents:
   
   APRIL 27, 2020 PW PACKET.PDF

4. April 27, 2020 Public Works Committee Meeting - Distributed At Meeting
   Documents:
   
   APRIL 27, 2020 PW DISTRIBUTED AT MEETING.PDF
Walworth County Public Works Committee
MEETING NOTICE
Monday, April 27, 2020
3:30 PM
County Board Room 114
Walworth County Government Center
100 W. Walworth St., Elkhorn, Wisconsin

NOTICE: DUE TO THE CONTINUING PUBLIC HEALTH EMERGENCY, THIS MEETING IS PLANNED TO PROVIDE FOR REMOTE OR OFF-SITE ATTENDANCE BY COMMITTEE MEMBERS.

The Walworth County Government Center remains open, but in-person attendance will be severely limited due to State imposed restrictions on group meeting sizes. ALL INDIVIDUALS ARE STRONGLY ENCOURAGED TO WATCH THE MEETING STREAMING LIVE AT https://mediasite.co.walworth.wi.us/Mediasite/Play/a9db69a3f3994ed0b9c6c8b0388c47211d.

Individuals wanting to provide a Public Comment can do so remotely by telephone, but must contact Nicole Hill at NHill@co.walworth.wi.us or at 262-741-4357 on the day of the meeting and at least 15 minutes prior to the start of the meeting to obtain instructions.

(Posted in compliance with Sec. 19.84 Wis. Stats.)

A quorum of the finance committee will be in attendance. It is possible that a quorum of the county board or any of its other committees could be in attendance at this meeting.

Agenda enclosures are available upon request from the County Administrator’s Office or on the County’s web page (www.co.walworth.wi.us). The agenda packet, including supporting documents, may be large, depending upon the number of enclosures. Downloading it will require ample computer memory and may take significant time.

A G E N D A

Note: all agenda items are subject to action.

1. Call to order
2. Roll call of committee members
3. Agenda withdrawals, if any
4. Agenda approval
5. Approval of Minutes
   a) March 16, 2020 Public Works Committee Meeting (encl. pp. 4-5)

6. Public Comment Period

7. Special Order of Business
   a) Nominations/Election of Chair of Public Works Committee
   b) Nominations/Election of Vice Chair of Public Works Committee
c) Role of the Public Works Committee (encl. p. 6)

8. Consent Items
   a) Bid Awards / Contracts / Specifications
      1) Summary Specifications for Auditorium Audio Visual Equipment for the new Health & Human Services Building, Project #18-014-3-1 (encl. p. 7)
      2) Summary Specifications for the Government Center Basement Water Remediation Project, #W1923 (encl. p. 8)
      3) Bid Award for HFRS-2 Emulsion Oil Transport & Application for County Chip Seal Pavement Preservation Program (encl. p. 9)
      4) Bid Award for Roadway Materials for Aggregate used from County-wide Businesses (encl. pp. 10-11)
      5) Bid Award for Lakeland School Pool Improvements, Project #W1803 (encl. p. 12)
      6) Bid Award for Lakeland School Sensory Lab Reconfiguration, Project #W1810 (encl. p. 13)
   
   b) Reports
      3) Report on the Rebid of Project #20-002-1; Reconditioning of CTH-B from Gregory Drive to Walworth Street in the Village of Genoa City

9. New business
   a) Create new 2020 CIP for Sheriff’s Office to purchase Replacement Squad Vehicle, Project #W2051, subject to Finance Committee approval (encl. pp. 19-20)
   b) Approval of Health & Human Services Change Order #18-014-CO12 (encl. p. 21)
   c) Approval of a One-Time Cooperative Purchase of Acrylic Waterborne Highway Paint (encl. pp. 22-25)
   d) Approval of a One-Time Cooperative Purchase of Winter Equipment from Henderson that was not included in the packet for the March 16, 2020 Public Works Committee Meeting (encl. pp. 26-27)
   e) Change in Scope to purchase One Henderson First Responder Truck with Tow Capacity, Project #W2028 (encl. p. 28)

10. Reports/announcements by Chairperson

11. Set/confirm next meeting date and time — Monday, May 18, 2020 at 3:30 p.m., County Board Room 114 at the Govt. Center

12. Adjournment

Submitted by: Richard Hough, Director of Public Works

Posted: April 23, 2020
Walworth County Public Works Committee
MEETING NOTICE
Monday, April 27, 2020
3:30 PM
County Board Room 114
Walworth County Government Center
100 W. Walworth St., Elkhorn, Wisconsin

NOTICE: DUE TO THE CONTINUING PUBLIC HEALTH EMERGENCY,
THIS MEETING IS PLANNED TO PROVIDE FOR REMOTE OR OFF-SITE ATTENDANCE
BY COMMITTEE MEMBERS.

The Walworth County Government Center remains open, but in-person attendance will be severely
limited due to State imposed restrictions on group meeting sizes. ALL INDIVIDUALS ARE
STRONGLY ENCOURAGED TO WATCH THE MEETING STREAMING LIVE AT
https://mediasite.co.walworth.wi.us/Mediasite/Play/a9db69a3f3994ed0b9c6c8b0388c47211d.

Individuals wanting to provide a Public Comment can do so remotely by telephone, but must contact
Nicole Hill at NHill@co.walworth.wi.us or at 262-741-4357 on the day of the meeting and at least 15
minutes prior to the start of the meeting to obtain instructions.

(Posted in compliance with Sec. 19.84 Wis. Stats.)

A quorum of the finance committee will be in attendance. It is possible that a quorum of the county board or any of its other
committees could be in attendance at this meeting.

Agenda enclosures are available upon request from the County Administrator’s Office or on the County’s web page
(www.co.walworth.wi.us). The agenda packet, including supporting documents, may be large, depending upon the number of
enclosures. Downloading it will require ample computer memory and may take significant time.

Amended
AGENDA
Amended on April 24, 2020
Additions are shown in underlined text; deletions are shown as strike-through text.

Note: all agenda items are subject to action.

1. Call to order
2. Roll call of committee members
3. Agenda withdrawals, if any
4. Agenda approval
5. Approval of Minutes
   a) March 16, 2020 Public Works Committee Meeting (encl. pp. 4-5)

6. Public Comment Period
7. Special Order of Business
   a) Nominations/Election of Chair of Public Works Committee
   b) Nominations/Election of Vice Chair of Public Works Committee
   c) Role of the Public Works Committee (encl. p. 6)

8. Consent Items
   a) Bid Awards / Contracts / Specifications
      1) Summary Specifications for Auditorium Audio Visual Equipment for the new Health & Human Services Building, Project #18-014-3-1 (encl. p. 7)
      2) Summary Specifications for the Government Center Basement Water Remediation Project, #W1923 (encl. p. 8)
      3) Bid Award for HFRS-2 Emulsion Oil Transport & Application for County Chip Seal Pavement Preservation Program (encl. p. 9)
      4) Bid Award for Roadway Materials for Aggregate used from County-wide Businesses (encl. pp. 10-11)
      5) Bid Award for Lakeland School Pool Improvements, Project #W1803 (encl. p. 12)
      6) Bid Award for Lakeland School Sensory Lab Reconfiguration, Project #W1810 (encl. p. 13)

   b) Reports
      3) Report on the Rebid of Project #20-002-1; Reconditioning of CTH-B from Gregory Drive to Walworth Street in the Village of Genoa City

9. New business
   a) Create new 2020 CIP for Sheriff’s Office to purchase Replacement Squad Vehicle, Project #W2051, subject to Finance Committee approval (encl. pp. 19-20)
   b) Approval of Health & Human Services Change Order #18-014-CO12 (encl. p. 21)
   c) Approval of a One-Time Cooperative Purchase of Acrylic Waterborne Highway Paint (encl. pp. 22-25)
   d) Approval of a One-Time Cooperative Purchase of Winter Equipment from Henderson that was not included in the packet for the March 16, 2020 Public Works Committee Meeting (encl. pp. 26-27)
   e) Change in Scope to purchase One Henderson First Responder Truck with Tow Capacity, Project #W2028 (encl. p. 28)
   f) Approval of One-Time Cooperative Purchase of the Lakeland School Steam Stem Sensory Lab program

10. Reports/announcements by Chairperson

11. Set/confirm next meeting date and time — Monday, May 18, 2020 at 3:30 p.m., County Board Room 114 at the Govt. Center

12. Adjournment
Submitted by: Richard Hough, Director of Public Works

Posted: April 23, 2020
Re-posted as amended: April 24, 2020
MEMORANDUM

Date: April 22, 2020

To: Public Works Committee

Cc: Mark Luberda, County Administrator

From: Richard A. Hough, Public Works Director

Re: April 27, 2020 Public Works Committee Meeting

The following is an overview from our Public Works management team concerning items that are scheduled for the above captioned Public Works Committee meeting. Should you have any questions prior to this meeting, please feel free to contact either me or the appropriate manager.

Consent Items – Specifications / Contracts / Bid Awards

Included are a number of items on the consent agenda. If you wish to discuss any of these items in more detail, they can be pulled off of the consent agenda and addressed accordingly.

Summary Specifications. We are asking for your approval of summary specifications for the following projects:

1) Auditorium Audio Visual Equipment for the new Health & Human Services building, Project #18-014-3-1 (Joe Kroll)
2) Government Center Basement Water Remediation project #W1923 (John Miller)

These are all previously budgeted projects. Your approval of the summary specifications (attached) will permit us to go out to bid for these projects.

Bid Award Recommendations. We are asking for your approval of our bid award recommendations for the following projects:

1) HFRS-2 Emulsion Oil Transport & Application for County Chip Seal Pavement Preservation Program (Barry Pierce)
2) Roadway Materials for Aggregate used from County-wide businesses (Barry Pierce)
3) Lakeland School Pool Improvements, Project #W1803 (John Miller)
4) Lakeland School Sensory Lab Reconfiguration, Project #W1810 (John Miller)

These are all previously budgeted projects. Your approval will allow us to proceed with these projects.
Consent Items – Reports

The following reports are included on the Agenda. No action is required unless you have questions that may be placed on file:

1) Director’s Bi-Monthly Report (Richard Hough)
2) Construction & Project Management Report – April 2020 (Richard Hough)
3) Rebid of Project #20-002-1; Reconditioning of CTH-B from Gregory Drive to Walworth Street in the Village of Genoa City (Joe Kroll)

This item is being presented to the Committee as “informational only” and no action is being requested.

The referenced highway project was put out for bid earlier this year as a joint effort with the Village of Genoa City. However, the bids were rejected due to the cost and limited response. With the cancellation of many projected due to COVID-19, we are considering that there may be additional interest in this work. Therefore, we are reporting to the Committee that we will be re-advertising this project for bid. The Village of Genoa City is currently in a favorable position to borrow funds for their portion of the work, and is in favor or rebidding the project.

We will report back with results of this effort at the Committee meeting in May.

New Business

Create new 2020 CIP for Sheriff’s Office to purchase replacement squad vehicle, Project #W2051 – Scott McClory
The Sheriff’s Office has submitted this request to purchase a replacement squad vehicle per the attached memo, subject to Finance Committee Budget Amendment approval.

Approval of Health & Human Services Change Order #18-014-CO12 – Joe Kroll
This Change Order is the summation of several items added by the County after occupancy. They include changes to door hardware and locksets to better suit operations; additional ceiling outlets for the critical incident response system (WAVE) requested by the Sheriff’s Office; off-site disposal of unsuitable soil materials; and reclaiming glycol from the chiller system and refilling for summer service. To date, the contractor has completed approximately $15.0 million dollars of work. This Change Order will bring the total project additions to +1.35%. There are sufficient funds in the project for this work and we are requesting this Change Order be approved.

Approval of a One-Time Cooperative Purchase of acrylic waterborne highway paint – Barry Pierce
Public Works requests approval to purchase approximately 68 totes of acrylic waterborne highway paint needed to complete painting of the center lines and fog lines during 2020.
Approval of a One-Time Cooperative Purchase of winter equipment from Henderson that was not included in the packet for the March 16, 2020 Public Works Committee Meeting – Barry Pierce

Although this Committee approved the purchase of winter equipment as requested at the March 16, 2020 Public Works Committee meeting, the actual attached Form 6-220-A: One Time Cooperative Purchase, was inadvertently not included in the packet. We hereby request your formal approval.

Change in Scope to purchase One Henderson First Responder Truck with tow capacity, Project #W2028 – Barry Pierce

Please refer to the attached memo requesting your approval to change the scope of CIP Project #W2028.

/ll
Chair Rick Stacey called the meeting to order at 3:30 p.m.

Roll call was conducted and a quorum was declared: Chair Rick Stacey, Vice Chair Ken Monroe, and Supervisors Jerry Grant, William Norem and Nancy Russell.

Others in Attendance
County staff: Director-Public Works Richard Hough; Corporation Counsel/Director of Land Use Resource Management (LURM) Michael Cotter; County Engineer Joe Kroll; Senior Project Managers John Miller and Joe Latocha; Deputy County Highway Commissioner Barry Pierce; Deputy Director-Asset Matt Mortwedt

On motion by Supervisor Jerry Grant, second by Supervisor Nancy Russell, the agenda was approved with no withdrawals.

On motion by Supervisor William Norem, second by Supervisor Grant, the February 17, 2020 Public Works Committee meeting minutes were approved.

Public comment – There was none.

Consent Items
a) Bid Awards/Contracts/Specifications
   1) Bid Award for replacement of CTH-B Bridge over Ladd Creek, Project #20-001
   Supervisor Grant made a motion, second by Supervisor Norem, to approve the bid award for replacement of CTH-B Bridge over Ladd Creek, Project #20-001. Motion carried 5-0.

   2) Bid Award for rehabilitation of CTH-B Bridge from Gregory Drive to Walworth Street, Project #20-002
   Supervisor Grant made a motion, second by Supervisor Norem, to approve the bid award for rehabilitation of CTH-B Bridge from Gregory Drive to Walworth Street, Project #20-002. Motion carried 5-0.

b) Reports
   1) Construction and Project Management Report – March 2020
   The report was included in the agenda packet.

New Business
• Change Order #2 for Sheriff’s Office HVAC Replacement with Chiller, Project #W1902
  Supervisor Grant made a motion, second by Supervisor Norem, to approve Change Order #2 for Sheriff’s Office HVAC Replacement with Chiller. Motion carried 5-0.
• Waiver of Competition and Purchasing Report to Committee on the refurbishment of the County’s paint truck
  
• Waiver of Competition and Purchasing Report to Committee on the purchase of a Mack Tandem Axle Chassis and Hendersen First Responder winter equipment

Director-Public Works Richard Hough said the materials have already been delivered but these items still require approval by the Committee. **Vice Chair Ken Monroe made a motion, second by Supervisor Grant, to approve both items. Motion carried 5-0.**

• Update on the Walworth County Alliance for Children (WCAC) Tree House
  
Corporation Counsel/Director of LURM Michael Cotter spoke regarding the items included in the meeting packet related to the Tree House. He explained that in 2016, the agreement was that the County would take a portion of the storm water from the Tree House when they expanded, although this was never put into writing. The proposed expansion did not occur and this would use the numbers from the previously approved proposal. Cotter said the Quit Claim Deed gives the County 27 feet and the proposed resolution allows the appropriate people to sign it if it is approved. He added leadership at the Tree House has already signed the agreements and has been very helpful with the process. **Supervisor Norem made a motion, second by Supervisor Grant, to approve the update. Motion carried 5-0.**

• Update on 10-year Equipment Plan
  
Hough presented the chart included in the meeting packet and noted nearly 6 million dollars of procurement has been cut, but said a lot of risk has also been mitigated by looking at the fleet with scrutiny. He noted the County is now able to fund the 10 year equipment plan. He said some lower cost items have not been included, but when a piece of equipment starts to fault, it will be placed on the 10 year plan. He emphasized some lower cost items will not be automatically replaced, as some equipment could last 30 years. **Supervisor Grant made a motion, second by Supervisor Norem, to approve the update. Motion carried 5-0.**

• Briefing on mowing and private use of County rights-of-way
  
Chair Stacey said he heard complaints about this policy not being carried out fairly. Hough said it is possible and pointed to the rules that he included in the report. He added they are currently looking to improve Chapter 16 of the ordinances. In the absence of departmental rules, the Highway Maintenance Manual is used, and the State of Wisconsin does require a permit. If a farmer wanted said permit, they would possibly be able to do that. Chair Stacey said the property in question is located on Highway 20 and Hough advised the owner would need to contact the State, and offered Public Works Department’s assistance with the process. Chair Stacey said he will advise the citizen to contact the Public Works department for clarification, and restated his desire to ensure the policy is being carried out fairly.

**Reports/Announcements by Chair** – There were none.

**Confirmation of next meeting:** The next meeting was confirmed for Monday April 27, 2020, at 3:30 p.m.

**Adjournment**

On motion and second by Vice Chair Monroe and Supervisor Russell, Chair Stacey adjourned the meeting at 3:52 p.m.

Submitted by Betsy Stanek, Administrative Assistant. Meeting minutes are not considered final until approved by the Committee at the next regular business meeting.
MEMORANDUM

Date: April 22, 2020

From: Richard Hough, Director Public Works

To: Walworth County Board of Supervisors
   Public Works Committee

CC: Mark Luberda, County Administrator

Re: Role of the Public Works Committee

The following is an excerpt from the Walworth County Code of Ordinances; Division 9 – Membership, Rules and Duties of Committees:

Sec. 2-140. - Public Works Committee.

(a) Purpose. In addition to any other duty presented by this Code, the Public Works Committee shall have the following duties:

1. Advise the County Board with respect to all resolutions and ordinances concerning the use, construction and maintenance of County-owned facilities and public works projects, including County highways.

2. Exercise authority over all highway and non-highway construction projects and the purchase of certain road equipment as set forth in chapter 17.

3. Serve as the County Highway Committee pursuant to Wis. Stats. § 83.015 and in such capacity:
   a. Serve as a policy-making body relative to County highways and transportation issues; and
   b. Determine broad outlines and principles governing administration of County highways.

4. Serve as a policy-making body relative to solid waste management activities.

(b) Membership. The Public Works Committee shall consist of five members of the County Board.

(Ord. No. 222-02/02, pt. 1, 2-12-02; Ord. No. 244-09/03, pt. IV, 9-9-03; Ord. No. 261-03/04, pt. XI, 3-9-04; Ord. No. 291-02/05, pt. 1, 2-8-05; Ord. No. 366-06/06, pt. I, 6-13-06; Ord. No. 512-10/08, pt. I, 10-14-08)
SUMMARY SPECIFICATION  
- Authorization to Bid -

PROJECT:  #18-014-3-1  
Audio Visual Equipment for Auditorium  
Health and Human Services Building  

SCOPE:  
The scope of this project includes the installation of a complete Audio Visual system in the Auditorium of the Walworth County Health and Human Services Building recently constructed at 1910 County Road-NN. The Audio Visual technology will play a vital role in using the room for presentations, trainings and various public meetings.

The work includes, but is not limited to, furnishing and installing ceiling mounted laser projectors, wall mounted motorized screens, LED displays, audio system, ceiling mounted hearing loop for the hearing impaired, camera and recording system, a mobile AV lectern, centralized control system, and all incidentals necessary for a complete and fully operational system.

PROJECT COST:  
The estimated project cost is $175,000.00  
Funds for this work are included in the overall budget for the new Health and Human Services Building.

PROJECT SCHEDULE:  
Project Out for Bid:  April – 2020  
Bids Due:  May – 2020  
PW Committee Award:  June – 2019  
Latest Project Completion:  August - 2020  

ATTACHMENTS:  
None  

* * *  

APPROVED BY THE:  
Public Works Committee  
Vote:  
Date:  

Initials:
SUMMARY SPECIFICATION
- Authorization to Bid -

PROJECT: 181010-52805-W1923
Government Center Basement Water Remediation

SCOPE (SUMMARY):
Corrective action to mitigate water infiltration. Work includes excavation, water proofing, drain tile, and other water sealing measures. Work area is primarily on the North elevation.

PROJECT COST:
The estimated construction cost is $150,000

PROJECT SCHEDULE:
Project Out for Bid: May – 2020
Bids Due: June-2020
PW Committee Award: June - 2020
Latest Project Completion: Sept - 2020

ATTACHMENTS:
None.

* * *

APPROVED BY THE:
Public Works Committee
Vote: _____________
Date: _____________
Form 6-210-A: Bid Award Recommendation

Bid award recommended by:

Department name: Public Works
Department head name: Richard Hough Initials:  
Date: 9/1/20

Project name: HFRS-2 Emulsion Oil Transport & Application  Bid number: 20-020

Project description:
 Vendor to provide transport and application of roadway emulsion oil for County use during annual roadway chip seal pavement preservation program. The Highway Division currently rents a chip spreader, roller, and corresponding operators from neighboring counties requiring considerable amounts of intra-organization coordination.

Contract term:
Initial term: 1 year
Number of potential renewals: 0

Award amount:
Initial term award amount: 236,240.84
Total potential award amount, including all future renewals*: 236,240.84

Budget information:
Enter current and/or next year information if applicable. Enter N/A if not applicable.

Is there grant funding associated with this project: ☐ Yes ☒ No

Account number: 5710-53840

<table>
<thead>
<tr>
<th>Current year commitment</th>
<th>$236,240.84</th>
<th>Next year commitment*</th>
<th>$ N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current budget available</td>
<td>$387,300.00</td>
<td>Next year budget available*</td>
<td>$ N/A</td>
</tr>
</tbody>
</table>

*The County may terminate any contract with no penalty if the County Board fails to appropriate funds for the continuation of the contract for any ensuing fiscal year.

Bidder recommended for award: Henry G. Meigs, LLC

Additional bids received:

<table>
<thead>
<tr>
<th>Bidder Name</th>
<th>Bid Amount</th>
<th>Acceptable</th>
<th>Rejected</th>
<th>Not Reviewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fahner Asphalt/Flint Hills Resources</td>
<td>$260,209.24</td>
<td>☒</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Number of firms who downloaded Request for Bid document: 6

Additional information (optional): This Bid will be conducted annually to ensure the best pricing for Walworth County.

Purchasing reviewer: Jen White Initials:  
Date: 1/9/20

Awarded by: Committee or authority name. Signature:  
Date:  

Approved Enacted 12/06/2019

Request for Bid
Form 6-210-A: Bid Award Recommendation

Bid award recommended by:

Department name: Public Works
Department head name: Richard Hough Initials: Date: 20 Apr 20

Project name: 2020 Roadway Materials Bid number: 20-024

Project description:
Various roadway materials are required in the daily course of maintaining County and State roadway networks. This purchase will secure the necessary products via multiple vendors and locations to accommodate the varying locations of work performed throughout the County.

Contract term:
Initial term: 6/1/2020 – 5/31/2021
Number of potential renewals: N/A

Award amount:
Initial term award amount: The award amount is unknown. The amount ordered includes a portion of the approved amount budgeted for in 2020 and tentative amount budgeted and approved in 2021. Budgeted amounts are based on historical amounts spent and roadway projects expected to be completed. This is an indefinite quantity contract. Over the contract term, orders are placed based upon materials needed from each bidder to complete roadway projects.

Total potential award amount, including all future renewals*: N/A

Budget information:
Enter current and/or next year information if applicable. Enter N/A if not applicable.
Is there grant funding associated with this project: ☐ Yes ☑ No

Account number: Various account numbers depending on type of materials needed and the associated project(s).

| Current year budget available | $ 217,195.00 | Next year budget Commitment* | $ Not known at this time. |

*The County may terminate any contract with no penalty if the County Board fails to appropriate funds for the continuation of the contract for any ensuing fiscal year.

Bidder recommended for award: All Acceptable Bidders

Bids received:

<table>
<thead>
<tr>
<th>Bidder Name</th>
<th>Acceptable</th>
<th>Rejected</th>
<th>Not Reviewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Countryside Woods, LLC</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Johnson Sand &amp; Gravel, Inc.</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Little Limestone, Inc.</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Rock Road Companies, Inc.</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Sherwin Industries, Inc.</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Super Aggregates – Sugar Creek</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Super Aggregates – Burgett Lakes</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Whitewater Limestone, Inc.</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>
Number of firms who downloaded Request for Bid document: 15

Additional information (optional): This request for bid will be solicited annually until further information is gathered on the legitimacy of annual extensions and appropriate allowable annual increases. All of the bids received provided pricing of roadway materials commonly used. The County intends to award seven contracts, one with each bidder. Material orders will be placed with contracted bidders based upon cost, availability and geographical location to each roadway project.

Purchasing reviewer: Jen White  Initials: ___________ Date: 4/21/20

Awarded by: Committee or authority name. Signature: ___________________________ Date: ___________________________
MEMORANDUM

To: Public Works Committee, Walworth County Board of Supervisors

From: Jen White, Purchasing Manager

Date: April 16, 2020

Subject: Recommendation to award contract in response to Request for Bid #20-015, Lakeland School Pool Improvements

Bids are being solicited for the Lakeland School Pool Improvements project and are due Thursday, April 23, 2020. Bid evaluations will be completed after bid opening and a recommendation for awarding this contract will tentatively be presented to the Public Works Committee on April 27, 2020.

A final recommendation to award the above bid is not available for inclusion in this packet, but will be presented at the meeting contingent upon bid reviews. Thank you for your consideration.
MEMORANDUM

To: Public Works Committee, Walworth County Board of Supervisors

From: Jen White, Purchasing Manager

Date: April 16, 2020

Subject: Recommendation to award contract in response to Request for Bid #20-004, Lakeland School Sensory Lab Reconfiguration

Bids are being solicited for the Lakeland School Sensory Lab Reconfiguration project and are due Wednesday, April 22, 2020. Bid evaluations will be completed after bid opening and a recommendation for awarding this contract will tentatively be presented to the Public Works Committee on April 27, 2020.

A final recommendation to award the above bid is not available for inclusion in this packet, but will be presented at the meeting contingent upon bid reviews. Thank you for your consideration.
MEMORANDUM

Date: 13 APRIL 2020

To: Public Works Committee Members

Cc: Walworth County Administrator – Mark Luberda

From: Public Works Director – Richard Hough

Subject: Department of Public Works Bi-Monthly Report

The purpose of this correspondence is to provide a bi-monthly report on various topics concerning the Department of Public Works.

<table>
<thead>
<tr>
<th>Human Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Topic</strong></td>
</tr>
<tr>
<td>New Hires (FTE)</td>
</tr>
<tr>
<td>FTE Vacancies</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td># of LTEs (OH)</td>
</tr>
<tr>
<td>Accumulated Overtime</td>
</tr>
<tr>
<td>Accumulated Unscheduled Pay</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Material &amp; Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarterly Fuel Use Comparison</td>
</tr>
<tr>
<td>Pending Procurements (CIP)</td>
</tr>
<tr>
<td>Surplus / Disposed Equipment</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Winter Season Report Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salt (County) On Hand</td>
</tr>
<tr>
<td>Salt Used To Date – County Roads</td>
</tr>
<tr>
<td>Salt (State) On Hand</td>
</tr>
<tr>
<td>Salt Used To Date – State Roads</td>
</tr>
<tr>
<td>Brine Production (Tons of Salt)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Maintenance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recent PMCS Activities</td>
</tr>
<tr>
<td>Critical Equipment Deadlined</td>
</tr>
<tr>
<td>Refurbishment Status</td>
</tr>
</tbody>
</table>
### Policy & Doctrine (+/- Two Month Window)

<table>
<thead>
<tr>
<th>Section</th>
<th>Topic</th>
<th>Remark</th>
<th>Effect</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
<td>Licensing Policy</td>
<td>Supporting administrative procedure pending approval</td>
<td>March 20</td>
</tr>
<tr>
<td>AP / Ord.</td>
<td>2-111 Access Control</td>
<td>Ordinance update approved; Supporting administrative procedure pending approval.</td>
<td>20 Dec 19</td>
</tr>
<tr>
<td></td>
<td>2-119 Firewood</td>
<td>Ordinance update approved. Supporting administrative procedure pending approval.</td>
<td>20 Dec 19</td>
</tr>
<tr>
<td></td>
<td>2-601 Driveway/ Culvert</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Plans, Training & Leadership Development (+/- Two Month Window)

<table>
<thead>
<tr>
<th>Category</th>
<th>Title</th>
<th>Who</th>
<th>When</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>WG #19-9</td>
<td>PW Space Utilization</td>
<td>Joe Latocha</td>
<td>Oct – Apr 20</td>
<td>Complete; Implementing Findings</td>
</tr>
<tr>
<td>WG#20-1</td>
<td>10-YR Equip Plan</td>
<td>Rich Hough</td>
<td>Jan – Jun 20</td>
<td>Thorough analysis of fleet / equipment requirements</td>
</tr>
<tr>
<td>WG#20-2</td>
<td>Access Control</td>
<td>Matt Mortwedt</td>
<td>Apr – Mar 21</td>
<td>Countywide Access Control and Security Improvement</td>
</tr>
<tr>
<td>WG#20-3</td>
<td>Training #2</td>
<td>Barry Pierce</td>
<td>Apr – Nov 20</td>
<td>Refine budget and yearly training plans for individuals and department.</td>
</tr>
<tr>
<td>WG#20-4</td>
<td>Energy Efficiency WG</td>
<td>Matt Mortwedt</td>
<td>Jun – Jun 21</td>
<td>Energy Long-Range Plan; and, Bldg-to-Bldg Contest</td>
</tr>
</tbody>
</table>

### Organization / Department Key Activities (+/- Two Month Window)

<table>
<thead>
<tr>
<th>Division</th>
<th>Activity</th>
<th>When</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fleet</td>
<td>Spring Services</td>
<td>Feb – Apr</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Highway</td>
<td>Winter Maintenance</td>
<td>Feb – Apr</td>
<td>Mild March / April</td>
</tr>
<tr>
<td>Facilities &amp; Parks</td>
<td>COVID-19 Support</td>
<td>Mar – Apr</td>
<td></td>
</tr>
<tr>
<td></td>
<td>/ Parks Initiative</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Winter Maintenance Season

**Highway**

- **Department Storm / Incident Responses**: 22 Remarks: Based on Pre-Storm Reports
- **Average # of Employees Per Event**: 26.1 Remarks: On 3 Storms Reports in March
- **50% or More Liquid Routes**: 0 Remarks: Brining on I43 & HWY 12

**Fleet/Facilities/Parks (Winter Events)**

- **Department Responses**: 21 Remarks: Based on Pre-Storm Reports
- **Average # of Employees Per Event**: 7.9 Remarks: Does not include non-call in response personnel
MEMORANDUM

Date: April 17, 2020
To: Walworth County Public Works Committee
CC: Walworth County Administrator - Mark Luberda
From: Richard Hough - Public Works Director

Subject: Construction and Project Management Summary Report - April 2020

Director's Top Five Projects: (including $1M+ Projects)

<table>
<thead>
<tr>
<th>Rank</th>
<th>Project</th>
<th>Status</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Lakeland School</td>
<td>In progress</td>
<td>Site survey of pool</td>
</tr>
<tr>
<td>2</td>
<td>Public Works Master Plan</td>
<td>In progress</td>
<td>Awaiting new bid</td>
</tr>
<tr>
<td>3</td>
<td>LHCC Quad C</td>
<td>In progress</td>
<td>Awaiting LHCC design</td>
</tr>
<tr>
<td>4</td>
<td>HHS Storage Renovation</td>
<td>In progress</td>
<td>Awaiting pricing</td>
</tr>
<tr>
<td>5</td>
<td>HHS Closeout Projects</td>
<td>In progress</td>
<td>Contract ends 31 May 2020</td>
</tr>
</tbody>
</table>

Change Orders (see attached Form 2-101 for additional details)

<table>
<thead>
<tr>
<th>Project # Title</th>
<th>CO #</th>
<th>Value $</th>
<th>% Change To Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sheriff Office HVAC Project #W1902</td>
<td>3</td>
<td>$7,310.00</td>
<td></td>
</tr>
<tr>
<td>HHS New Facility Project #18-014</td>
<td>12</td>
<td>$13,218.92</td>
<td>1.35%</td>
</tr>
<tr>
<td>HHS AV Project #18-014-3</td>
<td>2</td>
<td>($3,491.92)</td>
<td>-2.80%</td>
</tr>
</tbody>
</table>

County Engineer Project Summary

<table>
<thead>
<tr>
<th>Category</th>
<th>Summary</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Unique Projects</td>
<td>16</td>
<td>2018 3 2019 2 2020 11</td>
</tr>
<tr>
<td>Project Status</td>
<td>## Pending 8</td>
<td>Pre-Design 2 In Design 2 Post-Design 4 Final Pay 0</td>
</tr>
<tr>
<td>Budget Totals</td>
<td>$20M</td>
<td>Comment: $15M - HHS Construction</td>
</tr>
</tbody>
</table>

Senior Project Manager Summary

<table>
<thead>
<tr>
<th>Carry Forward in Progress</th>
<th>Total #</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projects Scheduled / Planned for Current Year - CIP</td>
<td>81</td>
<td>Forward (1)-'13,(2)-'17, (10)-'18, (25)-'19</td>
</tr>
<tr>
<td>Current Year Budget</td>
<td>43</td>
<td></td>
</tr>
<tr>
<td>Plus Carry Forward</td>
<td>38</td>
<td></td>
</tr>
<tr>
<td>Currently Progressing (Beyond Milestone A)</td>
<td>46</td>
<td>(46) in progress, (12) scheduled, (6) in design, (5) study only</td>
</tr>
<tr>
<td>Milestone A (A/E Planning)</td>
<td>51</td>
<td></td>
</tr>
</tbody>
</table>
### Milestones

| Milestone J (On-Hold) | 4 | CDEB Additional Storage SO RTU Replacement SO Heating Coil Upgrade Dispatch Com Study LHCC Security Cameras |

### Projects Completed

| Projects Completed | 12 | TBD Budget Admin Review |

### Proposed Projects (Next Year); on Five-Year Plan

### Proposed New Projects (Next Year)

### Sole Source Requests (To Date)

| Sole Source Requests (To Date) | 4 | W1923- DPW Brine System upgrade W1917- JC A/C Unit Replacement in Data Center W1911- CDEB Gym Divider Door Replacement W1734- JC Building Automation Upgrade to ALC |

### Recent or Ongoing Projects (Report any recent activity)

<table>
<thead>
<tr>
<th>Milestones</th>
<th>Dept.</th>
<th>Code</th>
<th>Title</th>
<th>Budget</th>
<th>Balance</th>
<th>ECD</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>CDEB</td>
<td>W1810</td>
<td>Classroom reconfiguration A/E</td>
<td>$30,000.00</td>
<td>$2,608.00</td>
<td>Nov</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>CDEB</td>
<td>W1811</td>
<td>Additional Storage A/E</td>
<td>$5,500.00</td>
<td>$1,000.00</td>
<td>Indef</td>
<td>W1810 Design needs to be done first</td>
</tr>
<tr>
<td>B</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>JC</td>
<td>W1733</td>
<td>External Entrance Upgrades</td>
<td>$420,000.00</td>
<td>$415,930.00</td>
<td>June 2020</td>
<td>Construction Complete, spring restoration</td>
</tr>
<tr>
<td>E</td>
<td>LHCC</td>
<td>C1802</td>
<td>Parking Lot reconstruction</td>
<td>$908,391.00</td>
<td>$896,160.00</td>
<td>June 2020</td>
<td>Construction Complete, spring restoration</td>
</tr>
<tr>
<td>E</td>
<td>CDEB</td>
<td>W1803</td>
<td>Aquatic Center Upgrades (pool filters)</td>
<td>$425,000.00</td>
<td>$17,865.00</td>
<td>Dec</td>
<td>Time Critical-after Christmas completion</td>
</tr>
<tr>
<td>E</td>
<td>LHCC</td>
<td>C1903</td>
<td>Out Door Egress Lighting</td>
<td>$110,000.00</td>
<td>$1,000.00</td>
<td>June 2020</td>
<td>Construction Complete, spring restoration</td>
</tr>
<tr>
<td>E</td>
<td>SO</td>
<td>153530 52805</td>
<td>Skylight Replacement</td>
<td></td>
<td></td>
<td>Dec</td>
<td>Complete</td>
</tr>
<tr>
<td>Milestone Code</td>
<td>Agency</td>
<td>Project Code</td>
<td>Description</td>
<td>Status</td>
<td>Milestone</td>
<td>Notes</td>
<td></td>
</tr>
<tr>
<td>---------------</td>
<td>--------</td>
<td>--------------</td>
<td>-------------</td>
<td>--------</td>
<td>-----------</td>
<td>-------</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>SO</td>
<td>W1853</td>
<td>RTU Replacement</td>
<td>$84,764.00</td>
<td>Dec 2020</td>
<td>HVAC Replacement</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>SO</td>
<td>W1944</td>
<td>Finance Office Renovation</td>
<td>$15,000.00</td>
<td>Dec</td>
<td>Planning Stage</td>
<td></td>
</tr>
<tr>
<td>G</td>
<td>JC</td>
<td>W1735</td>
<td>JC Lobby Elevator Cameras/Storage</td>
<td>$35,000.00</td>
<td>May</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>G</td>
<td>LHCC</td>
<td>C1913</td>
<td>Water heater Replacement</td>
<td>$9,500.00</td>
<td>Jun</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>G</td>
<td>LHCC</td>
<td>C1909</td>
<td>Concrete Floor for Pole Barn</td>
<td>$18,500.00</td>
<td>May</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>G</td>
<td>SO</td>
<td>W1861</td>
<td>Generator Replacement</td>
<td>$135,300.00</td>
<td>Apr</td>
<td>Complete</td>
<td></td>
</tr>
<tr>
<td>H</td>
<td>CDEB</td>
<td>W1803</td>
<td>Aquatic Center Upgrades (pool filters)</td>
<td>$17,865.00</td>
<td>TBD</td>
<td>Sep 2020 Additional funding in CIP for 2020 to complete project</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>DPW,LS,HHS,GC,JC,LHCC</td>
<td>W1912</td>
<td>Key Management System</td>
<td>$72,000.00</td>
<td>June 2020</td>
<td>Awaiting implementation of AssetWorks Key Valet/Motor Pool</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>CDEB</td>
<td>W1804</td>
<td>CDEB Boiler Replacement</td>
<td>$45,000.00</td>
<td>Indef</td>
<td>Repairs made, monitoring</td>
<td></td>
</tr>
<tr>
<td>J</td>
<td>SO</td>
<td>W1904</td>
<td>Dispatch / Com Center Study</td>
<td>$50,000.00</td>
<td>Indef</td>
<td>SO Taking Lead</td>
<td></td>
</tr>
<tr>
<td>J</td>
<td>LHCC</td>
<td>C1922</td>
<td>Security Cameras</td>
<td>$4,750.00</td>
<td>Indef</td>
<td>Per Director</td>
<td></td>
</tr>
</tbody>
</table>

1 Milestones: (A) A/E Planning; (B) Pricing; (C) Purchase Order Issued; (D) Contract routing; (E) Work in Progress; (F) Substantial Completion; (G) Completed; (H) Contingency; (I) Carry-Forward; and (J) On-Hold - Must Report
MEMO

To: Walworth County Public Works Committee & Walworth County Finance Committee

From: Captain Scott McClory, Fleet Manager
       Sarah Richards, Business Office Supervisor

Date: April 14, 2020

Re: Squad Car Vehicle Replacement

CC: Kurt Picknell, Sheriff

The Sheriff’s Office is requesting approval to purchase a new 2020 Ford Explorer Utility vehicle. This new car will be replacing marked car 31, which was involved in a crash with a stolen car on March 20, 2020. It has been deemed a total loss by our insurance company and will be ready to go to the salvage company on/about Friday April 17, 2020.

The insurance company is providing us with a check for the actual cash value of the totaled car minus our deductible ($10,438.00). We have replacement cost coverage so they will be providing us with a check for the balance of the new squad once the Purchase Order has been processed. I will be available by phone if there are any questions from either committee.

Thank you for consideration on this matter.

SRM
Finance Committee Budget Amendment

Reference Number: SH001

Department: Sheriff's Office
Date: 4/15/2020
Preparer: S. Richards

Reason for request:
This amendment will allow for the replacement of totaled squad, fleet #31.

<table>
<thead>
<tr>
<th>Revenue Accounts</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Description</td>
<td>Org - Object - Project</td>
<td>Increase</td>
</tr>
<tr>
<td>Insurance Recovery</td>
<td>1530-44540</td>
<td>33,920</td>
</tr>
</tbody>
</table>

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total: $33,920

<table>
<thead>
<tr>
<th>Expenditure Accounts</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Description</td>
<td>Org - Object - Project</td>
<td>Increase</td>
</tr>
<tr>
<td>Marked Squad Rplcmnt #31</td>
<td>1530-58150-W2051</td>
<td>33,920</td>
</tr>
</tbody>
</table>

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total: $33,920

Finance Review: 
Finance Post into MUNIS
Walworth County Change Order Request

Walworth County HHS Facility  
Project ☑ 18-014 (CIP-W1702)  
Walworth County  
Change Order Number ☑ 18-014-CO12

Description of Change Order, Impact & Alternatives  
This change order is the summation of several items added by the County after occupancy. They include changes to door hardware and locksets to better suit operations; additional ceiling outlets for the critical incident response system (WAVE) requested by the Sheriff’s Office; off-site disposal of unsuitable soil materials, and reclaiming glycol from the chiller system and refilling for summer service.

Amount of Change Order  ☑ $13,218.92

Change Order Origination  
Public Works Director  
Date ☑ 5/4/2003

Change Order Types:

* Type A  
The work outlined in this request has already been performed. Failure to proceed with the change order would have resulted in cessation of work and financial loss.

* Type B  
Proposed work is beyond the original scope of work.

* Type C  
Proposed work could not have been reasonably foreseen by architect, contractor or owner.

Proposed work due to error or omission by:

☑ Architect  ☑ Contractor  ☑ Owner

* Type E  
Savings as a result of Value Engineering.

Comments regarding Type D Change Orders caused by contractor or architect error or omission

Review Process checklist:

☑ Written quotations were received  ☑ Proposed change is reasonable  ☑ Alternative methods were discussed and proposed  ☑ Change order is the most reasonable alternative

A/E Mat. Team  
Public Works Director

☑  ☑

☑  ☑

☑  ☑

County Administrator’s Comments, Recommendations, and Approval (if any)

Signature: ☑ 4-20-2003

Internal Routing Checklist:

☑ Finance Dept. verification of adequate budget balance:  
☐ 4/20/20

☑ Administrator’s approval to proceed to Committee:  
☐ 4/29/20

☑ Public Works Committee approval:  
☐ 4/29/20

☑ Public Works Director initiation of Contract Change Order:  
☐ 5/4/2003

Project Status:

Project Status as of 4/15/2020

Project Budget ☑ $20,100,000

Original Contingency ☑ $1,669,000

Contingency Available ☑ $1,483,864

Pending Commitments ☑ $13,218.92

Contingency Remaining ☑ $1,470,645

Est % of Project Complete ☑ 99%

Approved: ☑ 5/4/2003

Rvd 7-22-2004  
Form 2-101
Form 6-220-A: One Time Cooperative Purchase ≥ $100,000

County Ordinance Requirement: Ord 17-20(e)(1)

Purchase requested by:

<table>
<thead>
<tr>
<th>Requesting department: Public Works</th>
<th>Department contact: Barry Pierce</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department head name: Richard Hough</td>
<td>Initials: [Signature] Date: 01/01/2020</td>
</tr>
</tbody>
</table>

Purchase description:

Highway will be purchasing approximately 68 totes of Acrylic waterborne highway paint, which we will apply using our newly refurbished Paint Truck. This paint will be used to paint both centerline (yellow) and fog line (white) pavement markings in 2020. This purchase also includes materials for reliant municipalities to fulfill their painting requests this year. During March, it was agreed upon by Highway and Purchasing to complete a partial order in order to be ready to take advantage of possible favorable weather in April. By focusing on completing municipality pavement marking requests first, Highway will be able to begin painting County Roadways ahead of schedule. In May, the Highway will order the remaining material necessary to finish both County and State Roadway pavement markings.

Vendor information:

Vendor purchasing from: Ennis – Flint, Inc.

Vendor address: 4161 Piedmont Parkway – Suite 370, Greensboro, NC 27410

Pricing information:

Is there grant funding associated with this project: ☐ Yes ☒ No

Purchase amount: $140,000 – in two orders

Is the pricing favorable to Walworth County? ☒ Yes ☐ No

Explain: Ennis-Flint Inc. is the lowest cost, awarded vendor for acrylic waterborne highway marking paint as bid by the State of Wisconsin. The State received three (3) bid responses to their competitive bid. Piggybacking off the state contract allows the County to take advantage of the discounted pricing offered.

Cooperative contract information:

Cooperative agency: State of Wisconsin

Lead government agency: Wisconsin Department of Transportation - Purchasing

Contract title and number: Acrylic Waterborne Highway Paint

Contract term: 11/1/2019 – 10/31/2020

Solicitation method used for selection: Request for Bid (RFB)

Number of respondents to solicitation: Three (3)

Were multiple awards made as a result of this solicitation? ☐ Yes ☒ No

If so, was pricing compared between multiple awarded vendors? ☐ Yes ☐ No ☒ N/A

Are terms and conditions acceptable to Walworth County? ☒ Yes ☐ No

Approved [Signature] Enacted 12/06/2019

Cooperative Procurement
Form 6-220-A: One Time Cooperative Purchase ≥ $100,000

Additional information (optional): State awarded contract terms and pricing that are advantageous to Walworth County.

Awarding Committee: Public Works  Signature: _______________________  Date: _______________________
Form 6-104-A: Request to Initiate Purchase

Department Section
(To be completed by requesting department.)

General Information:

Department Information:

<table>
<thead>
<tr>
<th>Requesting dept:</th>
<th>Public Works</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept purchasing contact:</td>
<td>Barry Pierce</td>
</tr>
</tbody>
</table>

Budget Information:

<table>
<thead>
<tr>
<th>Est. total purchase cost:</th>
<th>$140,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget available:</td>
<td>$236,975</td>
</tr>
<tr>
<td>Account Number:</td>
<td>Org: 5640 &amp; 5730 &amp; 5920</td>
</tr>
<tr>
<td></td>
<td>Object: 53810</td>
</tr>
<tr>
<td></td>
<td>Project: N/A</td>
</tr>
</tbody>
</table>

Additional Information:

- Was market research/department needs assessment performed by the department for this purchase? □ Yes ☒ No
- Are grant funds being used? □ Yes ☒ No
- If yes, list any requirements: N/A
- Was a previous County solicitation performed for this good/service? □ Yes ☒ No
- Previous/Existing Contract # (if applicable): 1875
- Is this a public work? As defined in administrative procedure 6-135. □ Yes ☒ No

Purchase/Project Details:

General scope of product/services required and desired outcome (summary of project goals and work that must be performed):
Purchase of highway marking paint required to address County, State, and local municipality roadway pavement marking needs. The materials will be purchased from Ennis-Flint, Vendor #107761 selected through a competitively bid state cooperative agreement. The State received three bids, Ennis Flint is the lowest cost bidder for paint gallon totes. This vendor has been previously utilized by the County for highway paint.

Minimum product/service specifications: (specific requirements - project goals, deliverables, features, functions, tasks, quantities, warranty etc. - what needs to be achieved and the work that must be performed):
Approximately 68 totes of Acrylic waterborne highway paint that will be used in our newly refurbished Paint Truck in order to paint both centerline (yellow) and fog line (white) pavement markings in 2020. This purchase also includes materials for reliant municipalities to fulfill their painting requests this year.

Are County provided documents required for vendor to properly bid/proposal (site plans, drawings, photos, etc.):
□ Yes ☒ No
- If yes, are documents currently available? □ Yes ☒ No
  - If no, date items will be: N/A

Mandatory minimum vendor qualifications (licenses, certifications, experience, etc.):
Appropriate level of experience and qualifications necessary to be listed on the competitively bid, state cooperative contract.

Detail any regulations/laws particular to this purchase that affect this solicitation:
N/A

Approved
Enacted 12/06/2019

General Purchasing Processes and Requirements
Detail any sense of urgency or deadlines associated with the schedule of purchase:
The annual painting program begins as soon as weather permits. Local municipalities are reliant on us for this program, as such, it benefits Walworth County to begin this as soon as possible.

Department proposed solicitation method:
- [ ] Request for Quotation (RFQ)
- [ ] Request for Bid (RFB)
- [ ] Request for Proposal (RFP)
- [x] Cooperative Procurement (Co-op)

Additional comments: We would like to purchase a portion of the paint as soon as possible in order to facilitate some training we scheduled later this month.

Purchasing Section
(To be completed by Purchasing.)

Purchasing contact: Jen White

Date form received from department: Monday, March 16, 2020

Purchasing comments (if applicable): Competition was sought and received by the State for these materials. The vendor identified about is the lowest priced bidder.

Purchasing suggested solicitation method:
- [ ] Request for Quotation (RFQ)
  - [ ] To be performed by Purchasing
  - [ ] To be performed by Department
- [ ] Request for Bid (RFB)
- [ ] Request for Proposal (RFP)
- [x] Cooperative Procurement (Co-op)
- [ ] Waiver of Competition (WOC)
  - [ ] Sole Source
  - [ ] Non-Competitive
- [ ] Ordinance Exempt Procurement Choose an Ordinance Exempt Procurement Type.

Suggested solicitation type reasoning: Cooperate off of State of Wisconsin bid agreement identified above. Because full amount is over $99,999 Form 6-220-A is required to purchase the full amount.

Purchasing Manager or Purchasing Supervisor review:

[Signature]
Purchasing Manager/Supervisor

[Date]
3/10/20

Approved
Enacted 12/06/2019

General Purchasing Processes and Requirements
Form 6-220-A: One Time Cooperative Purchase ≥ $100,000

County Ordinance Requirement: Ord 17-20(e)(1)

Purchase requested by:

Requesting department: Public Works    Department contact: Barry Pierce
Department head name: Richard Hough    Initials:   Date: 12/06/2019

Purchase description:

The Mack Tandem axle chassis shall be built according to defined Walworth County equipment specifications. The First Responder Unit shall be a self-contained, slide-in winter maintenance tool with 1300 gallon liquid capacity able to direct apply brine over 3 lanes at once, and 8 ton granular capacity which fits with Highway’s current hybrid stance on winter maintenance. Also, these units will come equipped with proprietary direct-cast spinners allowing for select distribution of granular material. The unit is removable during non-winter months allowing for year round use of the tandem dump body.

Vendor information:

Vendor purchasing from: Henderson Products
Vendor address: 11921 Smith Drive, Huntley, IL 60142

Pricing information:

Is there grant funding associated with this project: ☐ Yes ☒ No
Purchase amount: $685,000
Is the pricing favorable to Walworth County? ☒ Yes ☐ No

Explain: First, the Mack Tandem Axle Chassis for each truck is consistent with purchases made by the County since 2004. This move toward composing the fleet solely of Mack Chassis’ allowed for the necessary repair parts inventory to be streamlined, presented the opportunity to have more capable mechanics familiar with chassis pain points, and increased the operator experience with system controls. Second, the Henderson First Responder was selected as the primary piece of winter maintenance purchase through 2022. This unit is proprietary technology singular to Henderson Products and composed of a self-contained, slide out unit with a liquid capacity of 1300 gallons while also allowing for application of 8 ton of granular material as well.

Cooperative contract information:

Cooperative agency: Sourcewell
Lead government agency: Sourcewell
Contract title and number: Snow and Ice Handling Equipment, Supplies, and Accessories
Contract term: 10/29/2019-10/29/2022
Solicitation method used for selection: Request for Proposal
Number of respondents to solicitation: 21
Form 6-220-A: One Time Cooperative Purchase ≥ $100,000

Were multiple awards made as a result of this solicitation? ☑ Yes ☐ No

If so, was pricing compared between multiple awarded vendors? ☐ Yes ☑ No ☑ N/A

Are terms and conditions acceptable to Walworth County? ☑ Yes ☐ No

Additional information (optional): Henderson Products offers proprietary technology consistent with Walworth County’s goal to achieve a more hybrid granular/brine fleet based on Wisconsin DOT request to reduce road salt usage in winter maintenance operations.

Awarding Committee: __________________ Signature: __________________ Date: _________________
MEMORANDUM

Date: April 3, 2020

To: Richard Hough, Director Public Works
To: Walworth County Public Works Committee
Cc: Walworth County Administrator – Mark Luberda

From: Barry Pierce, Deputy County Highway Commissioner

Subject: Change of Scope - Henderson First Responder Project W2028

Summary: WisDOT has expressed interest in all counties reducing their environmental footprint while maintaining roadway safety during winter maintenance operations. During 2018 & 2019 an established working group spent time evaluating winter maintenance equipment capable of moving the County towards a more hybrid liquid/granular stance. The output of the working group resulted in the selection of Henderson First Responder Unit as the optimal piece of winter maintenance equipment to achieve the desired results. As such, the Director of Public Works opted to move forward with the purchase of these proprietary pieces of equipment and slotted them into subsequent CIP years for purchase according to the equipment replacement plan.

Argument: In order to reach our hybrid granular/liquid stance, Highway is purchasing Henderson First Responder units through CIP year 2022 and placing them on State sections close in proximity to refilling locations. This is to reduce travel time for refilling trucks empty of brine and/or salt. As such – one of the pieces of equipment originally slotted for purchase in 2020 was a Single-Wing Tandem Axle First Responder unit on a Mack Chassis – however equipment on State Sections in close proximity to refilling locations are all Double-Wing pieces of equipment.

Recommendation: Highway would like to instead purchase a Double-Wing Tandem Axle First Responder unit on a Mack Chassis – in order to more quickly meet our goal of hybrid technology in close proximity to refilling locations.

Doing Nothing: Will reduce our efficiency during winter maintenance operations – and be unable to place the appropriate 2020 equipment on State sections as desired by both WisDOT and DPW Director.

Budget Information:  
Original project $ = $685,000  
Requested increase = $22,000  
New Project $ = $707,000
Form 6-210-A: Bid Award Recommendation

Bid award recommended by:

Department name: Public Works
Department head name: Richard Hough  Initials:  

Date: 4/23/20

Project name: Lakeland School Sensory Classroom Reconfiguration  Bid number: 20-004

Project description:

Project is the construction work associated with the new STEAM lab, Brew and Market at Lakeland School. Project is to renovate two existing classrooms in one location and a classroom and computer lab in another location. Includes replacement of all finishes, installation of two doors and associated plumbing and electrical work.

Contract term:

Initial term: Contract execution through contract completion and acceptance. Final contract completion date is August 21, 2020

Number of potential renewals: N/A

Award amount:

Initial term award amount: $290,674.00

Total potential award amount, including all future renewals*: $290,674.00, same as above.

Budget information:

Is there grant funding associated with this project: ☐ Yes ☑ No  Account number: 232060-58130-W1810

Pending Purchase order approval for Palmer Hamilton FFE package via Sourcewell cooperative contract in the amount of $343,285 is associated with this project. This will be installed after the construction is complete.

<table>
<thead>
<tr>
<th>Current year commitment</th>
<th>This contract $290,674</th>
<th>Total project commitments $633,959</th>
<th>Next year commitment*</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current budget available</td>
<td>Total project budget $658,108</td>
<td>Next year budget available*</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

*The County may terminate any contract with no penalty if the County Board fails to appropriate funds for the continuation of the contract for any ensuing fiscal year.

Bidder recommended for award: Scherrer Construction Company, Inc.

Additional bids received:

<table>
<thead>
<tr>
<th>Bidder Name</th>
<th>Bid Amount</th>
<th>Acceptable</th>
<th>Rejected</th>
<th>Not Reviewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selzer-Ornšt Construction Company</td>
<td>$307,529.00</td>
<td>☑</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Glen Fern Construction, LLC</td>
<td>$334,775.00</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Gilbank Construction Inc.</td>
<td>$347,000.00</td>
<td>☐</td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>KPH Construction Corp.</td>
<td>$347,500.00</td>
<td>☐</td>
<td>☒</td>
<td>☒</td>
</tr>
</tbody>
</table>

Number of firms who downloaded Request for Bid document: 16

Additional information (optional): None.

Purchasing reviewer:  
Initials:  
Date: 4-23-2020

Awarded by: Public Works Committee  Signature:  
Date:  

Approved  
Enacted 17/6/2010  
Form 6-210-A
Form 6-220-A: One Time Cooperative Purchase ≥ $100,000

County Ordinance Requirement: Ord 17-20(e)(1)

Purchase requested by:
Requesting department: Public Works
Department contact: John Miller, Senior Project Manager
Department head name: Richard Hough
Initials: [Signature]
Date: 4/23/20

Purchase description:
The County would like to purchase the furniture, fixture and equipment and installation services for the Lakeland School STEAM Sensory Lab and Brew. Utilizing Palmer Hamilton’s fab lab turn-key solutions, this purchase includes design, furniture, graphics, equipment, staff training, curriculum, licensing and support, as shown on the attached Palmer Hamilton pricing proposals.

Vendor information:
Vendor purchasing from: Palmer Hamilton LLC
Vendor address: 143 S. Jackson Street, Elkhorn, Wisconsin 53121

Pricing information:
Is there grant funding associated with this project: ☑ Yes ☐ No
Purchase amount: $343,284.67
Budget Available: $375,000

Is the pricing favorable to Walworth County? ☑ Yes ☐ No

Explain: Utilizing the Sourcewell contract allows the County to utilize nationally leveraged contract pricing. Palmer Hamilton was ranked fourth (4th) out of the thirty-nine (39) proposals evaluated and also received the highest point allocation for pricing. Palmer Hamilton offers a 30% discount off unit list price, as well as an additional discount based upon the size of the project. The County will receive the 30% off unit list price as well as an additional discount of $86,300 off the total, resulting in the purchase amount above. Walworth County also benefits from no shipping cost as Palmer Hamilton is located in Elkhorn.

Cooperative contract information:
Cooperative agency: Sourcewell
Lead government agency: State of Minnesota local government agency and service cooperative
Contract title and number: #121919-PHL, Furniture Solutions with Related Accessories and Services,
Contract term: February 18, 2020 to February 18, 2024, with potential one-year extension
Solicitation method used for selection: Request for Proposals
Number of respondents to solicitation: Forty-five (45) responses were received to the Request for Proposals, Thirty-nine (39) were considered responsive and six (6) were rejected. As a result of the RFP evaluation process, contracts were issued to eight (8) vendors.

Were multiple awards made as a result of this solicitation? ☑ Yes ☐ No

If so, was pricing compared between multiple awarded vendors? ☑ Yes ☐ No ☐ N/A

Approved
Enacted 12/06/2019
Revised 04/03/2020
Cooperative Procurement
Form 6-220-A: One Time Cooperative Purchase ≥ $100,000

Are terms and conditions acceptable to Walworth County? ☒ Yes □ No

Additional information (optional): Of the eight (8) vendors awarded a contract through Sourcewell, Palmer Hamilton is the only firm who offers a complete turn-key phab/STEAM lab program to help educators and students implement a successful lab.

Awarding Committee: __________________ Signature: __________________ Date: __________________

Approved
Enacted
Cooperative Procurement