

**PIERCE COUNTY**  
**BUILDING COMMITTEE MEETING AGENDA**  
**Tuesday, September 12, 2017 – 4:00 p.m.**  
**Courthouse - County Board Room; 414 W. Main St. – Ellsworth, WI**

#	Action	Presenter
1.	Call to order 1a) Establish quorum 1b) Committee will receive public comment not related to agenda items	Chair
2.	Establish and adopt agenda	Members
3.	Approve minutes of the Aug. 29, 2017 meeting	Members
4.	Discuss and take action on Rug and Mop service for the new Facility	Forss
5.	Fair Groundskeeper report	Kelly
6.	Maintenance Supervisor report	Forss
7.	Tour the Courthouse and Annex	Members
8.	Future Agenda Items	Members
9.	Next Meeting Date – Another meeting scheduled this day (12 <sup>th</sup> ) at 5 p.m. at New Law Enforcement Center; Emergency Operations Center (EOC Room)	Members
10.	Adjourn	Members

Questions regarding this agenda may be made to Jerry Forss at 715-273-3531, Ext. 6434.

Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities requiring special accommodations for attendance at the meeting. For additional information or to make a request, contact the Administrative Coordinator at 715-273-3531, Ext. 6429.

A quorum of county board supervisors may be present.

09/07/17 jrf

**UNAPPROVED MINUTES OF THE  
BUILDING COMMITTEE MEETING HELD  
August 29, 2017 – 4:00 p.m.**

**STATE OF WISCONSIN  
COUNTY OF PIERCE**



**County Board Room; Courthouse  
414 W. Main St., ELLSWORTH, WI**

**2017 - 12**

**1) Meeting Convened**

The Pierce County Building Committee met in the County Board Room of the Pierce County Courthouse, Ellsworth, WI. Chairman Dan Reis called the meeting to order at 4:03 p.m.

**2) Those Present**

A quorum was established acknowledging 4 members present; 1 excused.

Members present:

Absent/Excused:

Mike Kahlow District #6

Scott Bjork District #7

Ken Snow District #9 (arrived 4:14)

Dan Reis District #13

Jerry Kosin District #15

Also present: Jerry Forss-Maintenance Supervisor, JoAnn Miller-Administrative Coordinator, & Jamie Feuerhelm-County Clerk

**3) Agenda Adopted**

Motion by M. Kahlow/J. Kosin to adopt agenda as presented; motion carried unanimously.

**4) Public Comment**

Maintenance Supervisor J. Forss stated that the budget proposal previously submitted included the cost for new personnel which were outside of the parameters of the directive to keep budgets at a 0% increase. He indicated that he would be requesting an additional \$55,599 at a Finance & Personnel Committee meeting in the event the new hire is not approved. AC J. Miller clarified the situation & concurred the personnel request should not have been included in determining percentage of increase.

**5) Minutes Approved**

Motion by J. Kosin/S. Bjork to approve minutes of the Aug. 8<sup>th</sup>, 2017; motion carried unanimously.

**6) Discuss/Take action on bids for the Grove St Parking lot**

Maintenance Supervisor J. Forss informed Committee that he hand delivered three bid packets to vendors, mailed six others, & advertised the project in papers. He added that only one bid was received through this process. That bid was from Aslakson's Blacktopping Service of Red Wing, MN. He further explained that his recommendation was to approve this bid & to add \$10,000 as an Owners' Contingency to cover unforeseen costs that may likely arise. Motion by M. Kahlow/J. Kosin to approve bid from Aslakson's Blacktopping Service in the amount of \$265,354.50, plus \$10,000 Owners' Contingency with funds from Building Outlay-Parking Lots; motion carried unanimously.

Supervisor K. Snow arrived at meeting at 4:14 p.m.

**7) Discuss/Take action on bids cleaning supplies**

J. Forss explained that the department was currently using 3-4 different vendors for cleaning supplies. In an

attempt to consolidate & acquire better pricing he requested quotes from several vendors. He indicated that Oak Ridge Chemical from Eau Claire, WI had the most competitive quote & offered all products needed. Motion by M. Kahlow/J. Kosin to approve Oak Ridge Chemical as cleaning supplies vendor; motion carried unanimously.

**8) Discuss and take action on bids for block work in the new Communications Room**

J. Forss explained that he did not receive any bids for the concrete work. He indicated that he spoke with Chief Deputy Sheriff Jason Matthys & a representative from Motorola. They indicated that an alternative would be acceptable. J. Forss recommend constructing a wall with treated plywood & sheetrock. Motion by M. Kahlow/K. Snow to approve constructing wall for Communications Room of treated plywood & sheetrock at a cost not to exceed \$11,435; motion carried unanimously.

**9) Next Meeting Date**

Next regular meeting set for Sept. 12<sup>th</sup>, 2017 at 4 p.m.; County Board Room. J. Forss indicated that there would be a tour of the campus grounds & buildings at that time.

**10) Adjournment**

Meeting adjourned at 4:21 p.m. by motion of M. Kahlow/K. Snow; motion carried unanimously.

Respectfully submitted by: Jamie R. Feuerhelm, Pierce County Clerk



## 9-10-17 BCM Packet info

#6 – We are in need of a monthly rug service at the New Sheriff's and Jail Facility. I reached out to 5 different rug companies, Cintas, G K Services, Aramark, Huebsch and Ameripride. All 5 companies were provided with a list of rugs and wet mops that I was looking for. An Ameripride Representative emailed me with a couple of questions, and then never sent a quote. I talked to an Aramark Rep. on the phone, he told me that they did not have the styles and sizes that I was looking for and would not be sending a quote. I talked to a Cintas Rep on the phone and corresponded by email a few times. He told me that Cintas bought out G K Services and were all 1 company now and sent me a quote. I talked and emailed with a Huebsch Rep and he also sent me a quote.

Cintas total was \$1,392.24 for 1 year. However the quote did not include all the sizes and styles of rugs that I was looking for and after being asked twice, DID NOT include how long the prices were good for, how long of a service contract was needed or what if any increase in prices would be after the first year.

Huebsch total was \$5,724.20 for 1 year. They did list everything that Cintas was asked to include but didn't.

If the mop rental was removed from the Huebsch quote, the yearly total would be \$2,964.56.

I would make the recommendation to go with Huebsch Company for just the rug rental for \$2,964.56.

## **#6 – Rug Service Quotes**



# HUEBSCH

Pierce County Sheriff & Jail

Facility Service Proposal

8-31-17

Attn:

Jerry Forss

All mats will be only changed every four weeks. Mops will be serviced every other week.

All prices are good with a 5 year service agreement. No price increase first 2 years. 2.5% increase each year after.

	<b><u>Yearly Totals</u></b>
Summer Mat Program Cost Per Delivery	
\$ 225.27 6 deliveries	<u>\$ 1,351.62</u>
Winter Mat Program Cost Per Delivery	
\$ 230.42 7 deliveries	<u>\$ 1,612.94</u>
Mop Week Cost Per Delivery	
\$ 106.14 26 weeks	<u>\$ 2,759.64</u>
<b>Total Yearly Cost</b>	<b><u>\$ 5,724.20</u></b>

Logo Mat price per unit is \$400. These will be included in the price of service per delivery. Once value of mat has been paid customer will own mat. There would be a logo mat buyout if customer was to cancel service before mat has been depreciated.

Wet mops would be inventoried at 96. 48 mops would be in customer's location and 48 would be processed for cleaning at Huebsch facility. All mop handles are included in service and will be replaced at no charge if there is a defect. Ex. Broken handle, mop will not hold on head.



# Mop Proposal

Page 1 of 1

Proposal Number: 700  
 Invoice Date: 09/01/17  
 Account Type: ry Other Week

Deliver To:	Bill To:
Pierce County Jail Sheriff Department Facility Ellsworth , WI 54011	Winter Program Mop Week/ No Mats

Location	Item #	Description	Size	Type	Qty	Amount
Mop Service(48 per rotation)		Wet Mop 24		Rent	96	\$91.20
		Mop Handles/No Charge			24	\$0.00
		Huebsch Guard				\$3.65
		Water Energy Charge				\$11.30

Route Rep:		Sub Total	\$106.14
Route Number:	Contact Name: Jerry Forss	Tax	\$0.00
Stop Number:	Contact Number:	<b>Invoice Total</b>	<b>\$106.14</b>

Every 2 weeks

\*\* ITEMS BILLED HEREIN ARE SUPPLIED PURSUANT TO A SERVICE AGREEMENT.  
 HUEBSCH ACCEPTS VISA, MASTER CARD & AMERICAN EXPRESS FOR PAYMENT OF SERVICES. CONTACT OUR  
 CREDIT DEPARTMENT AT 715.855.6204 FOR INFORMATION. **TERMS: NET 10**





# Summer Mat Proposal

Page 1 of 1

Proposal Number: 700  
 Invoice Date: 09/01/17  
 Account Type: 4 Week

Deliver To:	Bill To:
Pierce County Jail Sheriff Department Facility Ellsworth, WI 54011	Summer Program

Location	Item #	Description	Size	Type	Qty	Amount
		Black Brushmat, E4W	6x10	Rent	1	\$22.00
		Black Brushmat, E4W	4X6	Rent	5	\$44.00
		Logo Mat	5x8	Rent	1	\$19.50
		<i>Logo Mat per unit \$400</i>				
		<i>No Charge with service</i>				
		Black Brushmat, E4W	4x18	Rent	1	\$20.40
		Black Brushmat, E4W	3x10	Rent	4	\$44.00
		Black Brushmat, E4W	5x8	Rent	1	\$14.66
		Micro Black Mat	2x3	Rent	11	\$33.00
		Huebsch Guard				\$7.90
		Water Energy Charge				\$19.80

Route Rep:		Sub Total	\$225.27
Route Number:	Contact Name: Jerry Forss	Tax	\$0.00
Stop Number:	Contact Number:	<b>Invoice Total</b>	<b>\$225.27</b>

Every 4 weeks

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# Winter Mat Proposal

Page 1 of 1

Proposal Number: 700  
 Invoice Date: 09/01/17  
 Account Type: 4 Week

Deliver To:	Bill To:
Pierce County Jail Sheriff Department Facility Ellsworth , WI 54011	Winter Program

Location	Item #	Description	Size	Type	Qty	Amount
		Black Brushmat, E4W	6x10	Rent	1	\$22.00
		Black Brushmat, E4W	4X6	Rent	3	\$26.40
		Logo Mat	5x8	Rent	1	\$19.50
		<b>Logo Mat per unit \$400</b>				
		<b>No Charge with service</b>				
		Water Hog Plus Black, E4W	3x10	Rent	3	\$36.00
		Water Hog Plus Black, E4W	4x6	Rent	2	\$19.20
		Black Brushmat, E4W	4x18	Rent	1	\$20.40
		Black Brushmat, E4W	3x10	Rent	1	\$11.00
		Black Brushmat, E4W	5x8	Rent	1	\$14.66
		Micro Black Mat	2x3	Rent	11	\$33.00
		Huebsch Guard				\$8.09
		Water Energy Charge				\$20.17

Route Rep:		Sub Total	\$230.42
Route Number:	Contact Name: Jerry Forss	Tax	\$0.00
Stop Number:	Contact Number:	<b>Invoice Total</b>	<b>\$230.42</b>

Every 4 weeks

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 HUEBSCH ACCEPTS VISA, MASTER CARD & AMERICAN EXPRESS FOR PAYMENT OF SERVICES. CONTACT OUR  
 CREDIT DEPARTMENT AT 715.855.6204 FOR INFORMATION. **TERMS: NET 10**



# Investment Summary

August 29, 2017

**Company Name** Pierce County Sheriiffs Dept  
**Address** 555 Overlook Dr.  
**City, State, Zip** Ellsworth, Wisconsin 54736

**Contact** Jerry Forss  
**Phone** (715)307-2587  
**Email**

## UNIFORM & FACILITIES SERVICES PROGRAM

Line Item (Product) Description	Wearers	Total Inventory	Delivery Quantity	Unit Price	Service Frequency	IG Price	PG Price	Repl. Price	Extended Price
2183-143 : 2X3 COMP COMFORT ANTIFAT MAT-NO HOLES (BLACK)	0	11	0	1.1400	Monthly (Every 4th Week)			69.00	12.54
2065-225 : 5 X 8 MAT-LOGO (BLACK)	0	2	1	7.6000	Monthly (Every 4th Week)			320.00	7.60
2080-649 : 3 X 10 MAT-BRUSH (GRAY)	0	8	4	5.7000	Monthly (Every 4th Week)			168.19	22.80
2065-649 : 5 X 8 MAT-BRUSH (GRAY)	0	2	1	7.6000	Monthly (Every 4th Week)			264.99	7.60
2066-649 : 5 X 10 MAT-BRUSH (GRAY)	0	2	1	9.5000	Monthly (Every 4th Week)			331.29	9.50
4104-446 : WET MOP ANTIMICROBIAL-LARGE (GREEN)	0	48	24	0.6900	Biweekly (Every Other Week)			14.50	33.12
2060-649 : 4 X 6 MAT-BRUSH (GRAY)	0	10	5	4.5600	Monthly (Every 4th Week)			132.09	22.80

Estimated Totals		Notes	
<b>Invoice Estimate</b> Rental Charge : \$ 115.96 Auto Replace : \$ 0.00 Rental Min Difference: \$ 0.00  Image Guard : \$ 0.00 Prep Guard : \$ 0.00 Linen Guard : \$ 0.00  Waste Water : \$ 1.50  Energy : \$ 1.50  Total : \$ 118.96  Direct Sales : \$ 0.00		<b>NPE Charges Per Garment</b> Nametag: \$ 3.00 Prep - Shirt: \$ 2.00 Prep - Pant: \$ 2.00 Prep - Other: \$ 2.00 Emblem : \$ 3.00 Direct Embroidery: \$ 0.00  <b>G&amp;K Services Contact Information</b> Presented by: Tim Hanson Contact Number: +1 7152108960 Email: hanson2@cintas.com  <u>Notes:</u>	

**THANKS FOR YOUR CONSIDERATION**



# Investment Summary

August 29, 2017

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**Contact** Jerry Forss  
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2065-649 : 5 X 8 MAT-BRUSH (GRAY)	0	2	1	7.6000	Monthly (Every 4th Week)			264.99	7.60
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4104-446 : WET MOP ANTIMICROBIAL-LARGE (GREEN)	0	48	24	0.6900	Biweekly (Every Other Week)			14.50	33.12

Estimated Totals		Notes	
	<b>Invoice Estimate</b>		<b>NPE Charges Per Garment</b>
Rental Charge :	\$ 104.56		Nametag: \$ 3.00
Auto Replace :	\$ 0.00		Prep - Shirt: \$ 2.00
Rental Min Difference:	\$ 0.00		Prep - Pant: \$ 2.00
Image Guard :	\$ 0.00		Prep - Other: \$ 2.00
Prep Guard :	\$ 0.00		Emblem : \$ 3.00
Linen Guard :	\$ 0.00		Direct Embroidery: \$ 0.00
Waste Water :	\$ 1.50		
Energy :	\$ 1.50		
Total :	\$ 107.56		
Direct Sales :	\$ 0.00		
		<b>G&amp;K Services Contact Information</b>	
		Presented by: Tim Hanson	
		Contact Number: +1 7152108960	
		Email: hansomt2@cintas.com	
		<u>Notes:</u>	

**THANKS FOR YOUR CONSIDERATION**





Jerry Forss &lt;jerry.forss@co.pierce.wi.us&gt;

**Cintas Mat - Mop Bid For County Facility**

1 message

**Hanson, Timothy** <HansonT2@cintas.com>

Thu, Aug 31, 2017 at 7:17 AM

To: "jerry.forss@co.pierce.wi.us" &lt;jerry.forss@co.pierce.wi.us&gt;

Jerry: Here is the quote for the new county facility. I have this broken down by the month. I have a couple of substitutions in products. We do not carry Water Hog mats, so I subbed Brush Mats. We do not carry 4x18 so I subbed 2-3x10 mats they are in the bid. Also we do not carry 6x10 mats we do carry 5x10 Brush mats. Your yearly cost for April-March is \$645.36 per that period. For the period of Oct-March \$713.76 This would be a grand total of \$1,359.12 total for the year. All our mats are brush for these prices.

This e-mail transmission contains information that is intended to be confidential and privileged. If you receive this e-mail and you are not a named addressee you are hereby notified that you are not authorized to read, print, retain, copy or disseminate this communication without the consent of the sender and that doing so is prohibited and may be unlawful. Please reply to the message immediately by informing the sender that the message was misdirected. After replying, please delete and otherwise erase it and any attachments from your computer system. Your assistance in correcting this error is appreciated.

**2 attachments** **Pierce County Apr-Sep.pdf**  
87K **Pierce County Oct-March.pdf**  
89K

$$\begin{array}{r} \$1,359.12 \\ 33.12 \\ \hline \$1,392.24 \\ - 66.24 \\ \hline 1326.00 \end{array}$$





Jerry Forss <jerry.forss@co.pierce.wi.us>

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## Price Quote for Mops Mats Cintas Revised

1 message

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**Hanson, Timothy** <HansonT2@cintas.com>

Tue, Sep 5, 2017 at 3:59 PM

To: "jerry.forss@co.pierce.wi.us" <jerry.forss@co.pierce.wi.us>

Jerry; I had originally quoted for 48 mops 24 in house 24 in delivery van. I spoke to you today and you stated you need 48 In house and 48 in delivery van Biweekly delivery so the new total for mops would be \$66.24 VS \$33.12 for inventory of 96.

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Jerry Forss &lt;jerry.forss@co.pierce.wi.us&gt;

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**Re: Cintas Mat - Mop Bid For County Facility**

1 message

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**Hanson, Timothy** <HansonT2@cintas.com>  
To: Jerry Forss <jerry.forss@co.pierce.wi.us>

Tue, Sep 5, 2017 at 2:03 PM

Jerry:. We do have fiberglass mop handles.

Get [Outlook for Android](#)

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**From:** Jerry Forss <jerry.forss@co.pierce.wi.us>  
**Sent:** Tuesday, September 5, 2017 1:41:53 PM  
**To:** Hanson, Timothy  
**Subject:** Re: Cintas Mat - Mop Bid For County Facility

Hi Tim,

Going over your quote and need some additional information please.

How long is your typical service agreement?

How long are your prices good?

What percentage will your prices increase?

At what point would we own the LOGO mat?

I was looking for 24 mop handles, do you supply them? If so is there a charge for them? Will you replace them free of charge if one brakes? Do you have non wood mop handles?

It could take between 1 or 2 hours to pick up rugs depending on how busy the jail and jail staff is. Jail staff will have to do an escort for 80% of the rugs.

Please refigure your quotes with 48 mop heads per every 2 weeks with a total of 96 per month.

Thank you,

Jerry

On Thu, Aug 31, 2017 at 7:17 AM, Hanson, Timothy <HansonT2@cintas.com> wrote:

Jerry: Here is the quote for the new county facility. I have this broken down by the month. I have a couple of substitutions in products. We do not carry Water Hog mats, so I subbed Brush Mats. We do not carry 4x18 so I subbed 2-3x10 mats they are in the bid. Also we do not carry 6x10 mats we do carry 5x10 Brush mats. Your yearly cost for April-March is \$645.36 per that period. For the period of Oct-March \$713.76 This would be a grand total of \$1,359.12 total for the year. All our mats are brush for these prices.

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Jerry Forss <jerry.forss@co.pierce.wi.us>

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## Re: Rug Quotes

1 message

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**Hanson, Timothy** <HansonT2@cintas.com>  
To: Jerry Forss <jerry.forss@co.pierce.wi.us>

Tue, Aug 29, 2017 at 3:54 PM

Thank Jerry: I will have that. Quote back or you soon.

Get [Outlook for iOS](#)

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**From:** Jerry Forss <jerry.forss@co.pierce.wi.us>  
**Sent:** Tuesday, August 29, 2017 3:13:39 PM  
**To:** Hanson, Timothy  
**Subject:** Rug Quotes

Hello Tim,

You may have heard, Pierce County has a new Sheriff's and Jail Facility opening at 555 Overlook Drive, Ellsworth, WI. I am looking for a quote on some rugs for that facility. We are currently using Black Brush mats through the summer and swapping some of the entryway rugs out in the winter months to a Water Hog mat. These mats work well for us and I would like to stay with those styles in the new facility. I have attached a list of the rugs that I am looking for a quote on. The list includes Summer rugs, Winter Rugs, Electric Hand Dryer Rugs, and a couple of pictures of a custom 5'x8' logo mat. The LOGO Mat will be the brown emblem on a black mat. Also listed are some wet mop heads and handles that I would like to include on the quote.

I am looking for the rugs to be changed out once a month on a schedule. The mop heads need to be changed out 2 times a month. There needs to be 2 logo mats so that it can be changed out once a month along with the black brush mats. About 80% of the rugs are in secure areas that will require the route driver to be escorted around the building so, rug change out may take longer than other facilities that you service. The quote should include the cost of the rug rental for a month and a full year, any cost related to the LOGO mats, the cost of the mop/handle rental, any other charges such as a delivery, fuel or fluctuating market charge and any anticipated yearly increase. Also how long of a contract is needed to be signed to maintain the quoted prices.

I apologize for the short notice but, I need the quotes back by 3pm on September 5th. I will be sending this same email and attachments out to a minimum of 3 different vendors including yours. I will review all quotes and present them to my Building Committee on the 12th of Sept. and notify of the results on the 13th. Please feel free to contact me with any questions.

Thank You,

Jerry

--

**Jerry Forss**  
**Pierce County Maintenance Supervisor**  
**Phone: 715-273-6875**  
**Cell: 715-307-2587**  
**Fax: 715-307-6861**  
[jerry.forss@co.pierce.wi.us](mailto:jerry.forss@co.pierce.wi.us)

**HAVE A WONDERFUL DAY!**

**#7**

**FAIRGROUNDS REPORT FOR AUGUST 2- SEPTEMBER 6**

- Weekly cleaning and daily vacuuming of Seyforth Bldg.
- Lawn mowing/ weed whipping
- Fair set up and fair and fair cleanup
- Hauling of manure and building raking
- Winterized our food stand building
- Get buildings ready for winter storage
- Watering of new trees several times
- Lineup grandstand barricades at the new 99' distance requested by the Funsters and Funsters did put them back after the derby
- Check all outbuildings daily
- Made out my monthly report

Matt Kelly 9-6-2017

## **#8**

### **Maintenance Supervisors Report for August 2 - September 6, 2017**

- Completed some cleaning and repairs for the Highway Dept.
- Completed some cleaning and repairs for the Courthouse and PCOB.
- Completed some maintenance and repair jobs at the Solid Waste Dept.
- Worked with the Fair on things.
- Blue Building cleaning and organizing.
- Big lawn mower repaired
- Worked on setting up the new Facility
- Carpet and painting jobs in the Courthouse
- Maintenance is fully staffed
- 46 work orders have been completed since last meeting.
- 928 days without time lost injuries has been accomplished.
- Prepared for this meeting

**Jerry Forss 09-06-17**



**PIERCE COUNTY  
BUILDING COMMITTEE MEETING AGENDA  
Tuesday, September 12, 2017 – 5:00 p.m.  
Law Enforcement Center – EOC Room; 555 W. Overlook Dr. – Ellsworth, WI**

#	Action	Presenter
1.	Call to order 1a) Establish quorum 1b) Committee will receive public comment not related to agenda items	Chair
2.	Establish and adopt agenda	Members
3.	Tour the New Facility – No action will be taken	Members
4.	Next Meeting Date (2 <sup>nd</sup> Tuesday: October 10 <sup>th</sup> )	Members
5.	Adjourn	Members

Questions regarding this agenda may be made to Jerry Forss at 715-273-3531, Ext. 6434.

Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities requiring special accommodations for attendance at the meeting. For additional information or to make a request, contact the Administrative Coordinator at 715-273-3531, Ext. 6429.

A quorum of county board supervisors may be present.

09/07/17 jrf