

1 **RADIO COMMUNICATIONS SYSTEMS COMMITTEE**

2
3 Sheriff's Office
4 West Bend, Wisconsin

January 25, 2013
9:00 a.m.

5
6 Present: Daniel Goetz, Rick Gundrum, Brian Krebs, Dennis Myers, Herbert Tennes

7
8 Also present: Sheriff Schmidt, Captain Gonwa, County Attorney, County Purchasing Agent, John
9 Schrader, Chief Dean Schmidt, Chief Groves

10
11 Absent: Thomas Niebler

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13 County Board Chair Tennes called the meeting to order at 9:07 a.m. and read the affidavit of posting

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15 **MINUTES**

16 No prior meeting minutes were approved.

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18 **REVIEW AND APPROVE REQUEST FOR PROPOSALS - CONSULTANT**

19 Purchasing Agent Bill Kurer presented the draft RFP for the committee's review. Copies were available to
20 all who were present. Kurer explained the first five pages which included criteria for a firm to be
21 considered for the project. He also explained the expectations of any proposal and the question and answer
22 process. He then explained the RFP schedule and due date.

23
24 Sheriff Schmidt explained the Scope of Services portion which includes System Review, Operational
25 Review and Other Tasks to be performed.

26
27 There was discussion on required meetings, recommendations and report out.

28
29 The committee decided if there were three or less bids, the whole committee would participate in scoring
30 the bids. If four or more were received, a subcommittee consisting of Supervisors Myers, Tennes,
31 Gundrum, Sheriff Schmidt, Attorney Nass, Radio Administrator Schrader, Agent Kurer and Lt. McFarlan
32 would do the preliminary scoring resulting in a short list of proposals. Those firms would then be invited
33 to make in person presentation to the committee.

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35 Motion made by Supervisor Gundrum, second by Supervisor Myers to approve and issue the RFP as
36 revised by the committee. Motion passed.

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38 **NEXT MEETING DATE**

39 The next meeting date will be determined by the time it takes to complete the bidding process.

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41 **ADJOURNMENT**

42 Moved by Supervisor Krebs, second by Supervisor Goetz to adjourn at 11:00 a.m. Motion carried.

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46 Dale K. Schmidt
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