



**FINANCE COMMITTEE  
THURSDAY, SEPTEMBER 20, 2012 - 7:30 A.M.  
CONFERENCE ROOM N-1 – FIFTH FLOOR  
ROCK COUNTY COURTHOUSE-EAST**

**Agenda**

1. Call to Order and Approval of Agenda at 7:30 A.M.
2. Citizen Participation, Communications and Announcements
3. Approval of Minutes – September 6, 2012
4. Transfers and Appropriations
  - A. Finance
  - B. Clerk of Courts
  - C. Council on Aging (2)
5.
  - A. Bills
  - B. Bills Over \$10,000
  - C. Encumbrances Over \$10,000
  - D. Pre-Approved Encumbrance Amendments
    - 1) Council on Aging
  - E. Approval of Bills for Other Departments
6. Review of Resolution
  - A. Amending the Sheriff's 2012 Budget to Use Equitably Shared Funds – Mobile Field Force Team Equipment
7. Purchasing Procedural Endorsement
  - A. Authorizing Contract to Rent Floor Mats for Sheriff's Office
8. Report on Cash Balances and Investments
9. Adjournment

**ROCK COUNTY**

**SUPPLEMENTAL APPROPRIATIONS - TRANSFERS**

12-35

Transfer No.

Requested by Finance

Sherry Oja

Department

Department Head

9/12/12

Date

**FROM**

ACCOUNT #	DESCRIPTION	AMOUNT
05-1500-0000-61100	Regular Wages	7,441

**TO**

ACCOUNT #	DESCRIPTION	AMOUNT
05-1500-0000-61108	Seasonal Wages	2,591
05-1500-0000-61210	Overtime Wages	4,500
05-1500-0000-63107	Public & Legal Notices	350

**FISCAL NOTE:**

Sufficient funds are available in the above object code for the requested transfer.

**ADMINISTRATIVE NOTE:**

Recommended. *OK*

**REQUIRED APPROVAL:**

Governing Committee

Finance Committee

DATE

COMMITTEE CHAIR

File

# ROCK COUNTY TRANSFER REQUESTS

# 12-35

**TO: FINANCE DIRECTOR**

**REQUESTED BY: Finance**

Department



Department Head Signature

**DATE:**

9/12/2012

	AMOUNT
1) ACCOUNT #: 05-1500-0000-61100 DESCRIPTION: Regular Wages	\$ 7,441.00
CURRENT BALANCE: \$ 369,864 <sup>9/4/12-12</sup> PROVIDED BY THE FINANCE DIRECTOR	
2) ACCOUNT #: DESCRIPTION:	
CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	
3) ACCOUNT #: DESCRIPTION:	
CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	
4) ACCOUNT #: DESCRIPTION:	
CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	

	AMOUNT
ACCOUNT #: 05-1500-0000-61108 DESCRIPTION: Seasonal Wages	\$2,591.00
ACCOUNT #: 05-1500-0000-61210 DESCRIPTION: Overtime Wages	\$ 4,500.00
ACCOUNT #: 05-1500-0000-63107 DESCRIPTION: Public and Legal Notices	\$ 350.00
ACCOUNT #: DESCRIPTION:	

**REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC:**

Funds are available to do several staff vacancies earlier in the year.

**REASON TRANSFER IS NECESSARY - BE SPECIFIC:**

Due to staff vacancies, the Department utilized more seasonal and overtime wages than originally planned.

The budget in the legal notice account was increased in 2012 in anticipation of the Rock Haven project. However, the expenses for the Rock Haven notices as well for other projects will soon exceed what we had originally budgeted.

ROCK COUNTY

SUPPLEMENTAL APPROPRIATIONS - TRANSFERS

12-27

Transfer No.

Requested by Clerk of Courts

Eldred Mielke

Department

Department Head

8/14/12

Date

**FROM**

ACCOUNT #	DESCRIPTION	AMOUNT
22-1209-0000-63100	Office Supplies	1,860

**TO**

ACCOUNT #	DESCRIPTION	AMOUNT
22-1209-0000-67172	Capital	1,860

**FISCAL NOTE:**

Sufficient funds are available in the above object code for the requested transfer.

**ADMINISTRATIVE NOTE:**

Recommended. *EX*

**REQUIRED APPROVAL:**

Governing Committee

Finance Committee

DATE

COMMITTEE CHAIR

*9/10/12* *Hank Bred*

File

# ROCK COUNTY TRANSFER REQUESTS

# 12-27

**TO: FINANCE DIRECTOR**

**REQUESTED BY: Clerk of Circuit Court**

**Eldred Mielke**

**DATE: 8/14/2012**

Department

Department Head Signature

FROM:	AMOUNT
ACCOUNT #: 22-1209-0000-63100 DESCRIPTION: Office Supplies	\$ 1,860.00
CURRENT BALANCE: \$ 35,223 PROVIDED BY THE FINANCE DIRECTOR <i>8-14-12</i>	
ACCOUNT #: DESCRIPTION:	
CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	
ACCOUNT #: DESCRIPTION:	
CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	
ACCOUNT #: DESCRIPTION:	
CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	

TO:	AMOUNT
ACCOUNT #: 22-1209-0000-67172 DESCRIPTION: Capital	\$ 1,860.00
ACCOUNT #: DESCRIPTION:	
ACCOUNT #: DESCRIPTION:	
ACCOUNT #: DESCRIPTION:	

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC: I have been able to recycle traffic file folders this year, leaving funds available for purchase request.

REASON TRANSFER IS NECESSARY - BE SPECIFIC: The time/date stamp machines in my office are no longer being manufactured; expenses for service/repair are increasing rapidly.

ROCK COUNTY

SUPPLEMENTAL APPROPRIATIONS - TRANSFERS

12-33

Transfer No.

Requested by Council on Aging

Joyce Lubben

Department

Department Head

9/6/12

Date

**FROM**

ACCOUNT #	DESCRIPTION	AMOUNT
303903-0000-62105	Contracted Food Svc	5,050
30-3904-0000-63308	Volunteer Mileage	1,200

**TO**

ACCOUNT #	DESCRIPTION	AMOUNT
30-3903-0000-62119	Other Contracted Svc	4,050
30-3903-0000-64124	Consumable Supplies	1,000
30-3904-0000-64124	Consumable Supplies	1,200

FISCAL NOTE:

Sufficient funds are available in the above object code for the requested transfer.

ADMINISTRATIVE NOTE:

Recommended. *ERL*

REQUIRED APPROVAL:

Governing Committee

Finance Committee

DATE

COMMITTEE CHAIR

File

# ROCK COUNTY TRANSFER REQUESTS

# 12-33

**TO: FINANCE DIRECTOR**

**REQUESTED BY: Council on Aging**  
Department

  
Department Head Signature

**DATE:**

6-Sep-12

FROM:	AMOUNT
ACCOUNT #: 30-3903-0000-62105 DESCRIPTION: Contracted Food Services	\$ 5,050.00
CURRENT BALANCE: \$ 5,050.00 PROVIDED BY THE FINANCE DIRECTOR	
ACCOUNT #: 30-3904-0000-63308 DESCRIPTION: Volunteer Mileage	\$ 1,200.00
CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	
ACCOUNT #: DESCRIPTION:	
CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	
ACCOUNT #: DESCRIPTION:	
CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	

TO:	AMOUNT
ACCOUNT #: 30-3903-0000-62119 DESCRIPTION: Other Contracted Services	\$ 4,050.00
ACCOUNT #: 30-3903-0000-64124 DESCRIPTION: Consumable Supplies	\$ 1,000.00
ACCOUNT #: 30-3904-0000-64124 DESCRIPTION: Consumable Supplies	\$ 1,200.00
ACCOUNT #: DESCRIPTION:	

1)

2)

3)

4)

**REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC:**  
who deliver home delivered meals is not as high as expected.

Meal costs for congregate dining centers are not as high as budgeted. Mileage for volunteers

**REASON TRANSFER IS NECESSARY - BE SPECIFIC:**  
and the home delivered meal program. Costs for dishwasher maintenance at congregate sites are higher than expected.

Costs for consumable supplies (paper products, sanitary gloves, hairnets) have gone up for both the congregate sites

ROCK COUNTY

SUPPLEMENTAL APPROPRIATIONS - TRANSFERS

12-34

Transfer No.

Requested by Council on Aging

Joyce Lubben

Department

Department Head

9/6/12

Date

FROM

ACCOUNT #	DESCRIPTION	AMOUNT
30-3905-0000-62410	Repair & Maintenance	12,000

TO

ACCOUNT #	DESCRIPTION	AMOUNT
30-3905-0000-63501	Gas & Other Fuel	12,000

FISCAL NOTE:

Sufficient funds are available in the above object code for the requested transfer.

ADMINISTRATIVE NOTE:

Recommended. *SL*

REQUIRED APPROVAL:

Governing Committee

Finance Committee

DATE

COMMITTEE CHAIR

File



# ROCK COUNTY TRANSFER REQUESTS

#12-34

**TO: FINANCE DIRECTOR**

**REQUESTED BY: Council on Aging**  
Department

  
Department Head Signature

**DATE: 6-Sep-12**

	<b>FROM:</b>	<b>AMOUNT</b>
1)	ACCOUNT #: 30-3905-0000-62410 DESCRIPTION: Repair & Maintenance  CURRENT BALANCE: \$12,000.00 PROVIDED BY THE FINANCE DIRECTOR	\$ 12,000.00
2)	ACCOUNT #: DESCRIPTION:  CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	
3)	ACCOUNT #: DESCRIPTION:  CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	
4)	ACCOUNT #: DESCRIPTION:  CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	

	<b>TO:</b>	<b>AMOUNT</b>
	ACCOUNT #: 30-3905-0000-63501 DESCRIPTION: Gasoline & Other Fuel	\$ 12,000.00
	ACCOUNT #: DESCRIPTION:	
	ACCOUNT #: DESCRIPTION:	
	ACCOUNT #: DESCRIPTION:	

**REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC:**  
anticipated to be under budget.

Repair and Maintenance funds for Specialized Transit are available due to costs being

**REASON TRANSFER IS NECESSARY - BE SPECIFIC:**

Due to rising gasoline costs and Specialized Transit vehicles traveling greater distances, additional funds are needed.

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1414110000-63100	OFC SUPP & EXP	4,877.00 60.5%	3,120.46	-166.86	1,923.40	58.00	
		09/10/12 -VN#046469	STOTTLER, LORI				
			CLOSING BALANCE		1,865.40		58.00
		ELECTIONS	PROG-TOTAL-PO			58.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$58.00 INCURRED BY ELECTIONS. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED, THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

FINANCE COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

SEP 20 2012

DATE \_\_\_\_\_ CHAIR



Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1017210000-64200	TRAINING EXP	13,000.00	42.6%	5,538.20	0.00	7,461.80	
	P1202639-PO# 09/10/12 -VN#036075			ESRI INC			224.00
				CLOSING BALANCE	7,237.80		224.00
	LAND RECORDS			PROG-TOTAL-PO		224.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$224.00 INCURRED BY LAND RECORDS. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.

C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

FINANCE COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

**SEP 20 2012**

DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0714300000-62400	R & M SERV	210,888.00 50.3%	98,982.03	7,175.28	104,730.69		
	P1200140-PO# 09/10/12 -VN#044668			CINTAS FIRE PROTECTION		1,166.00	
				CLOSING BALANCE	103,564.69		1,166.00
0714300000-62421	COMPUTER EQUIP	9,000.00 62.4%	7,759.10	-2,142.08	3,382.98		
	P1200144-PO# 09/10/12 -VN#036454			PARTS NOW		9.00	
	P1202793-PO# 09/10/12 -VN#039299			CARROLL ELECTRIC INC		975.00	
				CLOSING BALANCE	2,398.98		984.00
0714300000-62491	SOFTWARE MAINT	607,189.00 73.7%	407,203.68	40,787.58	159,197.74		
	P1202744-PO# 09/10/12 -VN#012026			CORPORATE COMPUTER SYSTEMS INC		460.00	
	P1202745-PO# 09/10/12 -VN#050057			FASTER ASSET SOLUTIONS INC		7,501.00	
	P1202794-PO# 09/10/12 -VN#048561			CITIES DIGITAL		12,436.50	
				CLOSING BALANCE	138,800.24		20,397.50
0714300000-63407	COMPUTER SUPPL	16,103.00 60.3%	6,571.44	3,145.08	6,386.48		
	P1202619-PO# 09/10/12 -VN#033353			CDW GOVERNMENT INC		67.08	
	P1202643-PO# 09/10/12 -VN#033353			CDW GOVERNMENT INC		3.68	
	P1202734-PO# 09/10/12 -VN#052084			CABLES PLUS LLC		20.51	
				CLOSING BALANCE	6,295.21		91.27
0714300000-64701	SOFTWARE PURCH	103,186.00 33.0%	17,009.24	17,055.29	69,121.47		
	P1202729-PO# 09/10/12 -VN#048561			CITIES DIGITAL		1,888.75	
				CLOSING BALANCE	67,232.72		1,888.75
0714300000-67130	TERMINALS/PC'S	125,524.00 43.3%	29,720.53	24,735.35	71,068.12		
	P1202671-PO# 09/10/12 -VN#033353			CDW GOVERNMENT INC		902.71	
				CLOSING BALANCE	70,166.41		902.71
0714300000-67143	IT DEPT.CR-CHGS.	50,000.00 129.2%	43,730.15	20,870.44	-14,600.59		
	P1202555-PO# 09/10/12 -VN#033353			CDW GOVERNMENT INC		93.38	
	P1202655-PO# 09/10/12 -VN#033353			CDW GOVERNMENT INC		27.96	
	P1202674-PO# 09/10/12 -VN#040733			B AND H PHOTO VIDEO INC		567.89	
ENC	R1203195-PO# 09/12/12 -VN#036201			AMAZON.COM		207.60	
*** OVERDRAFT ***	<b>TRANSFER REQUIRED</b>			CLOSING BALANCE	-15,497.42		896.83

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
	INFORMATION TECH		PROG-TOTAL-PO			26,327.06	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$26,327.06 INCURRED BY INFORMATION TECHNOLOGY. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

FINANCE COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

**SEP 20 2012**

DATE \_\_\_\_\_ CHAIR



PURCHASE ORDER NUMBER P1200437 PEID 051628

## PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and send to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over \$10,000).

DEPARTMENT Council on Aging

COMMITTEE FUAS

VENDOR NAME Wright Express

ACCOUNT NUMBER 30-3905-0000-63501

FUNDS DESCRIPTION Gasoline & Other Fuel

AMOUNT OF INCREASE \$ 12,000

INCREASE FROM \$ 78,284 TO \$ 90,284

ACCOUNT BALANCE AVAILABLE \$ 12,000 pending transfer approval <sup>9-7-12</sup>

REASON FOR AMENDMENT To encumber available funds once transfer request is approved.

### APPROVALS

GOVERNING COMMITTEE \_\_\_\_\_  
Chair \_\_\_\_\_ Date \_\_\_\_\_

FINANCE COMMITTEE \_\_\_\_\_  
(if over \$10,000) Chair \_\_\_\_\_ Date \_\_\_\_\_

COUNTY BOARD \_\_\_\_\_  
(if over \$10,000) Resolution # \_\_\_\_\_ Adoption Date \_\_\_\_\_

WHITE - COMMITTEE  
YELLOW - PURCHASING  
PINK - DEPARTMENT



RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Robert D. Spoden, Sheriff  
INITIATED BY



Diane Michaelis  
DRAFTED BY

Public Safety and Justice Committee  
SUBMITTED BY

September 12, 2012  
DATE DRAFTED

**Amending the Sheriff's 2012 Budget to Use Equitably Shared Funds –  
Mobile Field Force Team Equipment**

1 **WHEREAS**, federal law authorizes the Attorney General to share federally forfeited property with  
2 participating state and local law enforcement agencies through the Department of Justice Asset Forfeiture  
3 Program; and,  
4

5 **WHEREAS**, equitably shared funds are required to be used by law enforcement agencies for law  
6 enforcement purposes only; and,  
7

8 **WHEREAS**, the intent of the transfer is to enhance law enforcement, and it must increase, not supplant  
9 the recipient's appropriated operating budget; and,  
10

11 **WHEREAS**, the Sheriff's Office plans to use the funds to purchase soft body armor for the Mobile Field  
12 Force Team.  
13

14 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled  
15 this \_\_\_\_\_ day of \_\_\_\_\_, 2012 that the 2012 budget be amended as follows:  
16

17	<b>Budget</b>	<b>Increase</b>	<b>Amended</b>
18	<b>09/01/12</b>	<b>(Decrease)</b>	<b>Budget</b>
19			
20	<b>Source of Funds</b>		
21	21-2195-0000-46000		
22	Contributions	\$119,809.00	\$121,040.00
23			
24	<b>Use of Funds</b>		
25	21-2195-0000-63904		
26	Policing & First Aid Supplies	\$1,968.00	\$3,199.00

Respectfully submitted,

**Public Safety and Justice Committee**

**Finance Committee Endorsement**  
Reviewed and approved on a vote of

\_\_\_\_\_  
Ivan Collins, Chair

\_\_\_\_\_  
Henry Brill, Vice Chair

\_\_\_\_\_  
Mary Beaver

\_\_\_\_\_  
Brian Knudson

\_\_\_\_\_  
Larry Wiedenfeld,

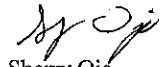
\_\_\_\_\_  
Mary Mawhinney, Chair

**Amending the Sheriff's 2012 Budget to Use Equitably Shared Funds – Mobile Field Force Team  
Equipment**

Page 2

FISCAL NOTE:

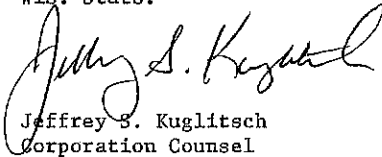
This resolution authorizes a transfer in from the Sheriff's Trust Account, FBI Forfeitures, A/C 00-0000-0070-29637, which has a current balance of \$130,825.



Sherry Oja  
Finance Director

LEGAL NOTE:

As an amendment to the adopted 2012 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.



Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson  
County Administrator

Executive Summary

**Amending the Sheriff's 2012 Budget to  
Use Equitably Shared Funds –  
Mobile Field Force Team Equipment**

The Department of Justice Asset Forfeiture Program is a nationwide law enforcement initiative that removes the tools of crime from criminal organizations and deprives wrongdoers of the proceeds of their crimes. Federal law authorizes the Attorney General to share federally forfeited property with participating state and local law enforcement agencies.

Equitably shared funds are required to be used by law enforcement agencies for law enforcement purposes only. The intent of the transfer is to enhance law enforcement. It must increase, not supplant the recipient's appropriated operating budget.

For their participation in the program, the Sheriff's Office received funds in the amount of \$1,231. The Sheriff's Office plans to use the funds to purchase 11 sets of soft body armor for the Mobile Field Force Team.

The Rock County Sheriff's Office Mobile Field Force Team was established to maintain peace and order during varying levels of civil unrest. The mission of the Rock County Sheriff's Office Mobile Field Force Team is to ensure the protection of the First Amendment rights and to ensure that other civil rights are upheld for all individuals and groups. The Rock County Sheriff's Office Mobile Field Force Team will fairly and impartially enforce laws, protect individuals' life and property, and protect vital facilities.

ROCK COUNTY, WISCONSIN  
FINANCE DIRECTOR

PURCHASING DIVISION  
FAX (608) 757-5539  
PHONE (608) 757-5517



PROJECT NUMBER: 2013-02  
 PROJECT NAME: FLOOR MAT RENTAL  
 QUOTE DUE DATE: AUGUST 27, 2012 - 12:00 NOON  
 DEPARTMENT: SHERIFF'S OFFICE

	ARAMARK JANESVILLE WI	PACKERLAND RENT-A-MAT BUTLER WI	ROBINSON'S JANESVILLE WI
2013	1,996.80	3,619.20	5,990.40
2014	1,996.80	3,744.00	5,990.40
2015	1,996.80	3,836.56	5,990.40
<b>TOTAL 3-YEAR CONTRACT</b>	<b>\$ 5,990.40</b>	<b>\$ 11,199.76</b>	<b>\$ 17,971.20</b>

Request for Quotes was advertised in the Janesville Gazette and on the Internet. One additional vendor was solicited that did not respond.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: Aramark -

SIGNATURE: Sheriff Robert Speder

09-05-12  
DATE

GOVERNING COMMITTEE APPROVAL:

CHAIR

[Signature]

VOTE

4-0

DATE

9/10/12

PURCHASING PROCEDURAL ENDORSEMENT:

CHAIR

VOTE

DATE

## EXECUTIVE SUMMARY

The Rock County Sheriff's Office rents floor mats to be used in the shower areas in the Jail. Dirty mats are picked up weekly and clean mats dropped off. The Request for Quote asked for pricing on the following sizes and quantities:

Eight (8)	3 x 10 mats
Ten (10)	4 x 6 mats

Quotes were received from three vendors with Aramark being the lowest cost. The contract will be for three years beginning January 1, 2013 and terminating December 31, 2015.