

Rock County, Wisconsin
51 South Main Street
Janesville, WI 53545
(608)757-5518



General Services
-Facilities Management
-Maintenance
-Duplicating
-Central Stores

**Amended
9/14/12**

**GENERAL SERVICES COMMITTEE
TUESDAY, SEPTEMBER 18, 2012 – 8:00 A.M.
CONFERENCE ROOM N-1 – FIFTH FLOOR
ROCK COUNTY COURTHOUSE-EAST**

Agenda

1. Call to Order and Approve Agenda
2. Citizen Participation
3. Approval of Minutes – September 4, 2012
4. Transfers and Appropriations
5. Bills/Encumbrances/Pre-Approved Encumbrance Amendments
6. Updates
 - A. Jail Project
 - 1) Update Report
 - 2) Change Orders
 - B. Rock Haven
 - 1) Update Report
 - 2) Change Orders
 - C. Parking Lot Project
 - 1) Update Report
 - 2) Change Orders
7. **Resolution**
 - A. **Approval of Contract with Angus Young and Associates for ADRC
Architectural Design Service (Resolution will be provided at the meeting)**
8. Communications, Announcements and Information
9. Adjournment

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818510000-67200	CAPITAL IMPROV	30,840,000.00	92.1% 20,515,900.12	7,898,735.16	2,425,364.72		
	P1202613-PO# 08/31/12 -VN#015393			GULF SOUTH MEDICAL SUPPLY		949.36	
	P1202905-PO# 09/11/12 -VN#010464			PORTERS LAWN AND POWER EQUIPME		1,437.90	
				CLOSING BALANCE	2,422,977.46		2,387.26
	ROCK HAVEN PROJ		PROG-TOTAL-PO			2,387.26	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$2,387.26 INCURRED BY ROCK HAVEN BUILDING PROJECT. 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.

GENERAL SERVICES COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD
SEP 18 2012 DATE _____ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818159200-62202	WATER	49,700.00 64.4%	32,989.98	-953.99	17,664.01		
	P1200240-PO# 08/31/12 -VN#016382			WISCONSIN STATE LABORATORY OF		318.00	
			CLOSING BALANCE		17,346.01		318.00
1818159200-62460	BLDG SERV R&M	56,000.00 59.6%	40,983.42	-7,572.47	22,589.05		
	P1202281-PO# 08/31/12 -VN#034860			OTIS ELEVATOR COMPANY		1,691.32	
	P1202548-PO# 09/11/12 -VN#011970			CONNORS SUPPLY INC		717.00	
			CLOSING BALANCE		20,180.73		2,408.32
1818159200-62463	FIRE ALARM	19,000.00 73.3%	16,181.32	-2,253.56	5,072.24		
	P1200206-PO# 08/31/12 -VN#037169			ABC FIRE AND SAFETY INC		635.00	
			CLOSING BALANCE		4,437.24		635.00
1818159200-62470	BLDG R & M	44,215.00 24.9%	11,232.51	-184.00	33,166.49		
	P1200238-PO# 08/31/12 -VN#016376			STATE ELECTRICAL SUPPLY INC		499.88	
	P1202417-PO# 08/31/12 -VN#012114			CUMMINS GREAT LAKES INC		1,244.00	
	P1202459-PO# 09/11/12 -VN#024806			LA FORCE HARDWARE AND MANUFACT		775.00	
	P1202915-PO# 09/11/12 -VN#048549			AMERICAN STEEL		572.95	
			CLOSING BALANCE		30,074.66		3,091.83
1818159200-63109	OTHER SUPP/EXP	46,000.00 42.5%	19,549.30	12.88	26,437.82		
	P1200219-PO# 09/11/12 -VN#019048			FASTENAL COMPANY		70.33	
	P1200222-PO# 08/31/12 -VN#047242			HQH WATER TECHNOLOGY INC		780.50	
	P1200223-PO# 08/31/12 -VN#018251			HARRIS ACE HARDWARE		64.94	
	P1200225-PO# 08/31/12 -VN#040769			HD SUPPLY		85.70	
			CLOSING BALANCE		25,436.35		1,001.47
	HCC BLDG.COMPLEX		PROG-TOTAL-PO			7,454.62	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$7,454.62 INCURRED BY HCC BUILDING COMPLEX. 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.

GENERAL SERVICES

COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____

DEPT-HEAD

SEP 18 2012

DATE _____

CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0000000001-16010	PURCHASING INVEN	0.00 100.0%	16,917.84	107,218.10	-124,135.94		
	P1202014-PO# 09/10/12 -VN#051998		CHEESEHEAD TONER			126.00	
			CLOSING BALANCE		-124,261.94		126.00
	BAL.SHEET A/C		PROG-TOTAL-PO			126.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$126.00 INCURRED BY BALANCE SHEET ACCOUNT. 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.

GENERAL SERVICES

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DEPT-HEAD

SEP 18 2012

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CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818100000-62400	R & M SERV	133,000.00 92.2%	96,898.03	25,772.24	10,329.73		
	P1200293-PO# 09/10/12 -VN#010938			ARAMARK UNIFORM SERVICES INC		148.22	
				CLOSING BALANCE	10,181.51		148.22
1818100000-63100	OFC SUPP & EXP	2,500.00 47.3%	1,184.41	0.00	1,315.59		
	P1200336-PO# 09/10/12 -VN#015241			PITNEY BOWES INC		718.18	
				CLOSING BALANCE	597.41		718.18
1818100000-63104	PRNT & DUPLICATI	32,000.00 74.5%	9,709.93	14,139.35	8,150.72		
	P1202687-PO# 09/10/12 -VN#051909			PRESSTEK INC		1,481.25	
				CLOSING BALANCE	6,669.47		1,481.25
1818100000-63500	R&M SUPPLIES	210,000.00 63.0%	128,960.78	3,524.21	77,515.01		
	P1200305-PO# 09/10/12 -VN#012202			DE VERE COMPANY INC		171.39	
	P1200313-PO# 09/10/12 -VN#036010			GRAINGER PARTS		138.98	
	P1200317-PO# 09/10/12 -VN#047242			HQH WATER TECHNOLOGY INC		949.40	
	P1200318-PO# 09/10/12 -VN#029890			JACK AND DICKS FEED AND GARDEN		504.70	
	P1200344-PO# 09/10/12 -VN#016376			STATE ELECTRICAL SUPPLY INC		78.60	
				CLOSING BALANCE	75,671.94		1,843.07
1818100000-64200	TRAINING EXP	2,000.00 21.3%	426.07	0.00	1,573.93		
	P1202577-PO# 09/10/12 -VN#048611			GREATER MADISON POSTAL CUSTOME		98.00	
				CLOSING BALANCE	1,475.93		98.00
	GENERAL SERVICES		PROG-TOTAL-PO			4,288.72	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$4,288.72 INCURRED BY GENERAL SERVICES. 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.

GENERAL SERVICES COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD _____

SEP 18 2012

DATE _____ CHAIR _____

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount.	Unencumb Balance	Inv/Enc Amount	Total
1818110000-63500	R&M SUPPLIES	22,000.00	43.5%	9,579.16	0.00	12,420.84	
	P1200295-PO# 09/10/12 -VN#018372			BATTERIES PLUS INC		25.90	
				CLOSING BALANCE	12,394.94		25.90
	GLEN OAKS OPER.			PROG-TOTAL-PO		25.90	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$25.90 INCURRED BY GLEN OAKS FACILITY OPERATION. 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.

GENERAL SERVICES COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

SEP 18 2012

DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818120000-63500	R&M SUPPLIES	28,000.00 14.6%	18,099.54	-13,989.93	23,890.39		
	P1200297-PO# 09/10/12 -VN#030879			BJ ELECTRIC SUPPLY INC		293.26	
			CLOSING BALANCE		23,597.13		293.26
	JUV.DET.OPER.		PROG-TOTAL-PO			293.26	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$293.26 INCURRED BY JUV,DETENTION FACILITY OPERATN. 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.

GENERAL SERVICES COMMITTEE APPROVES THE ABOVE, COM-APPROVAL _____ DEPT-HEAD

SEP 18 2012

DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818160000-62400	R & M SERV	24,000.00 31.0%	7,217.27	242.81	16,539.92		
	P1200293-PO# 09/10/12 -VN#010938			ARAMARK UNIFORM SERVICES INC		13.56	
				CLOSING BALANCE	16,526.36		13.56
1818160000-63500	R&M SUPPLIES	23,660.00 43.4%	10,278.99	0.00	13,381.01		
	P1200307-PO# 09/10/12 -VN#012507			ENERGETICS INC		133.38	
				CLOSING BALANCE	13,247.63		133.38
	COMM.CTR.OPER.		PROG-TOTAL-PO.			146.94	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$146.94 INCURRED BY COMMUNICATIONS CTR.OPERATION. 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.

GENERAL SERVICES COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

SEP 18 2012

DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818170000-62400	R & M SERV	36,700.00	5.5%	2,018.22	36.79	34,644.99	
	P1200293-PO# 09/10/12 -VN#010938			ARAMARK UNIFORM SERVICES INC		37.41	
				CLOSING BALANCE	34,607.58		37.41
1818170000-63500	R&M SUPPLIES	17,000.00	16.1%	10,630.36	-7,884.84	14,254.48	
	P1200303-PO# 09/10/12 -VN#011970			CONNORS SUPPLY INC		154.84	
	P1200310-PO# 09/10/12 -VN#044398			FIRST SUPPLY LLC		9.54	
				CLOSING BALANCE	14,090.10		164.38
	ADOL.SER/GUIDANC			PROG-TOTAL-PO		201.79	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$201.79 INCURRED BY ADOLESCENT SERV/GUIDANCE CTR.. 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.

GENERAL SERVICES COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD _____
 SEP 18 2012 DATE _____ CHAIR _____

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818370000-63500	R&M SUPPLIES	100,000.00	65.7%	65,537.06	194.50	34,268.44	
	P1200296-PO# 09/10/12 -VN#011198					BELOIT FIRE PROTECTION COMPANY	44.50
	P1200313-PO# 09/10/12 -VN#036010					GRAINGER PARTS	98.68
	P1200321-PO# 09/10/12 -VN#013693					JOHNSON CONTROLS INC	2,770.00
	P1201949-PO# 09/10/12 -VN#038974					BADGERLAND REFRIGERATION INC	406.25
						CLOSING BALANCE	30,949.01
							3,319.43
						JAIL.CAP.IMPROV. PROG-TOTAL-PO	3,319.43

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$3,319.43 INCURRED BY JAIL CAPITAL IMPROVEMENTS. 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.

GENERAL SERVICES

COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____

DEPT-HEAD

SEP 18 2012

DATE _____

CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818430000-67200	CAPITAL IMPROV	10,957,630.00	95.7% 10,468,043.42	23,260.95	466,325.63		
	P1202079-PO# 09/10/12 -VN#052028					3,000.00	
	P1202080-PO# 09/10/12 -VN#052028					4,700.00	
					CLOSING BALANCE	458,625.63	7,700.00
	U-ROCK EXPANSION		PROG-TOTAL-PO			7,700.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$7,700.00 INCURRED BY U-ROCK EXPANSION PROJECT. 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.

GENERAL SERVICES COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

SEP 18 2012

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Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818490000-67200	CAPITAL IMPROV	9,388,289.78	95.8% 8,968,310.27	36,393.04	393,586.47		
	P1202335-PO# 09/10/12 -VN#040773			FOLEY ELECTRIC INC		11,375.00	
	P1202575-PO# 09/10/12 -VN#043786			PROFESSIONAL SERVICE INDUSTRIE		1,672.50	
				CLOSING BALANCE	380,538.97		13,047.50
	JAIL/HCC COMPLEX		PROG-TOTAL-PO			13,047.50	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$13,047.50 INCURRED BY JAIL/HCC COMPLEX PROJECT. 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, GENERAL SERVICES

COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

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Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818510000-67200	CAPITAL IMPROV	30,840,000.00	91.9% 20,444,111.20	7,898,735.16	2,497,153.64		
	P1202629-PO# 09/10/12 -VN#049019			CORE BTS INC		31,865.90	
	P1202638-PO# 09/10/12 -VN#047818			ENTERPRISE SYSTEMS GROUP		37,271.78	
	P1202678-PO# 09/10/12 -VN#051754			QUALITY POWER SOLUTIONS LLC		5,038.50	
				CLOSING BALANCE	2,422,977.46		74,176.18
	ROCK HAVEN PROJ		PROG-TOTAL-PO			74,176.18	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$74,176.18 INCURRED BY ROCK HAVEN BUILDING PROJECT. 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.

GENERAL SERVICES COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

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