

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



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

**GENERAL SERVICES COMMITTEE  
TUESDAY, MAY 21, 2013 – 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 – May 7, 2013
4. Transfers and Appropriations
5. Bills/Encumbrances/Pre-Approved Encumbrance Amendments
6. Resolution
  - A. Authorizing DPW to Install Rock Haven Facility Safety Embankment Work, Approving Additional Contingency Funding and Amending the 2013 Budget for the Rock Haven Facility Replacement Project (Will be provided at the meeting.)
  - B. Authorizing Additional Contingency Funding and Amending the 2013 Budget for Rock Haven Project (Will be provided at the meeting.)
7. Updates
  - A. Jail Project
    - 1) Update Report
    - 2) Change Orders
  - B. Rock Haven
    - 1) Update Report
    - 2) Change Orders
    - 3) The Samuels Group Contract
  - C. Courthouse Windows
  - D. Courthouse Parking Lots – Leaks and Warranty Work
  - E. Courthouse Entrance – West Side – Concrete Planters
  - F. No Smoking Signs on County Property
8. Communications, Announcements and Information
9. Adjournment

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0000000001-17100	POSTAGE METER CH P1300778-PO# 05/14/13 -VN#044977	0.00 100.0%	14,813.97	137,544.84	-152,358.81	449.57	
				CLOSING BALANCE	-152,808.38		449.57
	BAL.SHEET A/C		PROG-TOTAL -PO			449.57	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$449.57 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 **MAY 21 2013** COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

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

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818100000-62400	R & M SERV	119,800.00 68.1%	49,155.77	32,531.41	38,112.82		
	P1300640-PO# 05/14/13 -VN#010938			ARAMARK UNIFORM SERVICES INC		226.15	
				CLOSING BALANCE	37,886.67		226.15
1818100000-63500	R&M SUPPLIES	210,000.00 10.7%	72,243.03	-49,716.11	187,473.08		
	P1300379-PO# 05/14/13 -VN#014534			MENARDS		21.16	
	P1300659-PO# 05/14/13 -VN#011970			CONNORS SUPPLY INC		327.96	
	P1300665-PO# 05/14/13 -VN#011198			BELOIT FIRE PROTECTION COMPANY		34.70	
	P1300674-PO# 05/14/13 -VN#012507			ENERGETICS INC		23.72	
	P1300675-PO# 05/14/13 -VN#019048			FASTENAL COMPANY		34.42	
	P1300676-PO# 05/14/13 -VN#019954			FERGUSON ENTERPRISES INC		159.45	
	P1300677-PO# 05/14/13 -VN#044398			FIRST SUPPLY LLC		282.00	
	P1300679-PO# 05/14/13 -VN#036010			GRAINGER PARTS		4.96	
	P1300680-PO# 05/14/13 -VN#018251			HARRIS ACE HARDWARE		367.13	
	P1300683-PO# 05/14/13 -VN#047242			H0H WATER TECHNOLOGY INC		134.00	
	P1300684-PO# 05/14/13 -VN#030781			HOME DEPOT/GEFC		99.69	
	P1300686-PO# 05/14/13 -VN#022229			JF AHERN COMPANY		490.00	
	P1300740-PO# 05/14/13 -VN#029890			JACK AND DICKS FEED AND GARDEN		1,009.40	
	P1300743-PO# 05/14/13 -VN#013741			JOHNSTONE SUPPLY		243.76	
	P1300745-PO# 05/14/13 -VN#014423			MC MASTER-CARR SUPPLY COMPANY		1,212.71	
	P1300748-PO# 05/14/13 -VN#025791			SGTS INC		3,067.91	
	P1300751-PO# 05/14/13 -VN#048467			STAPLES ADVANTAGE		596.65	
	P1300773-PO# 05/14/13 -VN#016376			STATE ELECTRICAL SUPPLY INC		1,248.39	
	P1301786-PO# 05/14/13 -VN#052673			GLENROCK COMPANY		201.51	
	P1301804-PO# 05/14/13 -VN#046618			DIRTY DUCTS CLEANING ENVIRONME		3,478.00	
				CLOSING BALANCE	174,435.56		13,037.52
	GENERAL SERVICES		PROG-TOTAL-PO				13,263.67

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$13,263.67 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  
**MAY 21 2013**  
DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818110000-62400	R & M SERV	50,737.00 0.5%	289.09	-29.37	50,477.28		
	P1300640-PO# 05/14/13 -VN#010938			ARAMARK UNIFORM SERVICES INC		40.29	
			CLOSING BALANCE		50,436.99		40.29
1818110000-63500	R&M SUPPLIES	20,000.00 11.0%	6,452.60	-4,241.30	17,788.70		
	P1300379-PO# 05/14/13 -VN#014534			MENARDS		48.37	
	P1300660-PO# 05/14/13 -VN#012202			DE VERE COMPANY INC		83.14	
	P1300679-PO# 05/14/13 -VN#036010			GRAINGER PARTS		111.58	
	P1300745-PO# 05/14/13 -VN#014423			MC MASTER-CARR SUPPLY COMPANY		17.27	
			CLOSING BALANCE		17,528.34		260.36
	GLEN OAKS OPER.		PROG-TOTAL-PO			300.65	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$300.65 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

**MAY 21 2013**

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

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818120000-62400	R & M SERV	78,150.00 12.2%	4,878.17	4,688.52	68,583.31		
	P1300640-PO# 05/14/13 -VN#010938			ARAMARK UNIFORM SERVICES INC		21.32	
			CLOSING BALANCE		68,561.99		21.32
1818120000-63500	R&M SUPPLIES	24,000.00 10.0%	2,323.02	88.07	21,588.91		
	P1300741-PO# 05/14/13 -VN#013693			JOHNSON CONTROLS INC		715.50	
	P1300748-PO# 05/14/13 -VN#025791			SGTS INC		267.50	
			CLOSING BALANCE		20,605.91		983.00
	JUV.DET.OPER.		PROG-TOTAL-PO			1,004.32	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,004.32 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, MAY 21 2013 COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

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



Account Number	Name	Yearly Prct Appropriation	Prct Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818170000-63500	R&M SUPPLIES	15,500.00	3.5%	5,368.22	-5,913.87	16,045.65		
	P1300379-PO# 05/14/13 -VN#014534				MENARDS		41.55	
	P1300637-PO# 05/14/13 -VN#018296				AARONS LOCK AND SAFE INC		13.75	
	P1300675-PO# 05/14/13 -VN#019048				FASTENAL COMPANY		8.62	
	P1300677-PO# 05/14/13 -VN#044398				FIRST SUPPLY LLC		763.85	
	P1300679-PO# 05/14/13 -VN#036010				GRAINGER PARTS		126.36	
	P1300680-PO# 05/14/13 -VN#018251				HARRIS ACE HARDWARE		30.25	
	P1300764-PO# 05/14/13 -VN#015524				REINDERS INC		91.80	
					CLOSING BALANCE		14,969.47	1,076.18
1818170000-67200	CAPITAL IMPROV	61,000.00	83.4%	32,201.74	18,710.38	10,087.88		
	P1301514-PO# 05/14/13 -VN#030781				HOME DEPOT/GECF		99.97	
					CLOSING BALANCE		9,987.91	99.97
					ADOL.SER/GUIDANC			1,176.15
					PROG-TOTAL-PO			

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,176.15 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.
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GENERAL SERVICES **MAY 21 2013** COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD  
 DATE \_\_\_\_\_ CHAIR





Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818550000-67200	CAPITAL IMPROV	550,000.00	2.5%	1,200.00	13,050.00	535,750.00	
	P1300885-PO# 05/14/13 -VN#036838					ARNOLD AND O SHERIDAN INC	750.00
				CLOSING BALANCE	535,000.00		750.00
	COURTHOUSE SCRTY			PROG-TOTAL-PO			750.00

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$750.00 INCURRED BY COURTHOUSE SECURITY. 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

**MAY 21 2013**

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

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818510000-67200	CAPITAL IMPROV	31,405,859.00	97.1% 29,246,730.45	1,274,193.85	884,934.70		
		P1301833-PO# 04/30/13	-VN#048467	STAPLES ADVANTAGE		833.29	
ENC		R1302101-PO# 05/07/13	-VN#036201	AMAZON.COM		194.20	
				CLOSING BALANCE	883,907.21		1,027.49
	ROCK HAVEN PROJ		PROG-TOTAL-PO			1,027.49	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,027.49 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.
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GENERAL SERVICES **MAY 21 2013** COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD \_\_\_\_\_

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

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818159200-62460	BLDG SERV R&M P1300235-PO# 04/30/13 -VN#037268	36,500.00 56.3%	15,688.88	4,891.74	15,919.38	85.57	
					CLOSING BALANCE 15,833.81		85.57
1818159200-62463	FIRE ALARM P1300205-PO# 05/15/13 -VN#022229 P1300229-PO# 04/30/13 -VN#028010	15,250.00 51.2%	8,898.85	-1,079.81	7,430.96	230.00 147.24	
					CLOSING BALANCE 7,053.72		377.24
1818159200-63109	OTHER SUPP/EXP P1300204-PO# 05/15/13 -VN#046075 P1300219-PO# 05/15/13 -VN#047242	31,750.00 23.0%	5,200.23	2,107.89	24,441.88	101.88 568.46	
					CLOSING BALANCE 23,771.54		670.34
1818159200-63111	PAPER PRODUCTS P1300236-PO# 04/30/13 -VN#048467	12,000.00 0.0%	1,851.67	-1,851.66	11,999.99	249.68	
					CLOSING BALANCE 11,750.31		249.68
	HCC BLDG.COMPLEX		PROG-TOTAL-PO			1,382.83	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,382.83 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.
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- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

GENERAL SERVICES MAY 21 2013 COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

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

PURCHASE ORDER NUMBER P1103172 PEID 051278

### 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 e-mail to Susan Balog in Accounting ([balog@co.rock.wi.us](mailto:balog@co.rock.wi.us)), Cheryl Mikrut in Accounting ([mikrut@co.rock.wi.us](mailto:mikrut@co.rock.wi.us)) **and** Jodi Millis in Purchasing ([jodi@co.rock.wi.us](mailto:jodi@co.rock.wi.us)). Susan or Cheryl will forward on 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).

DATE 5/14/13

DEPARTMENT GENERAL SERVICES

COMMITTEE GENERAL SERVICES

VENDOR NAME CG SCHMIDT

ACCOUNT NUMBER 18-1851-0000-67200

FUNDS DESCRIPTION ROCK HAVEN REPLACEMENT PROJECT

AMOUNT OF INCREASE \$ 44,027.00

INCREASE FROM \$ 18,026,215.69 TO \$ 18,070,242.69

ACCOUNT BALANCE AVAILABLE \$ 75,614.00 SB 05/16/13

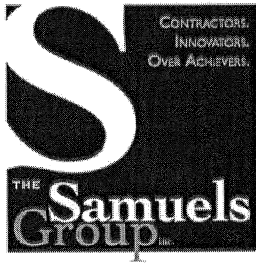
REASON FOR AMENDMENT CHANGE ORDER #39

### APPROVALS

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

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

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



## Program Request #30

To: General Services Committee  
From: Kevin Higgs, Owners Representative  
Date: May 7, 2013

RE: Rock County Project # 2011-63 -Rock Haven Skilled Nursing Facility

### WISCONSIN

311 Financial Way  
Suite 300  
Wausau, WI 54401  
phone 715.842.2222  
fax 715.848.8088

### IOWA

317 6<sup>th</sup> Avenue  
Suite 720  
Des Moines, IA 50309  
phone 515.232.6443  
fax 515.288.0471  
  
313 E 5<sup>th</sup> Street  
Waterloo, IA 50703  
phone 319.232.6443  
fax 319.233.3191

#### **Change Order Request #199** **Total Cost; \$ 180.00**

PCO #199 pertains to RFI #485 Commons Basement Chemical Feed Pump.  
RFI #485 directs the installation of an additional electrical receptacle for a chemical feed pump that was not shown on the electrical plans.

#### **Change Order Request #200** **Total Cost; \$ 6,949.00**

PCO #200 pertains to a building inspection request for 60 minute door and frame ratings at mezzanine stair exits. The Construction Documents called for 45 minute ratings.

#### **Change Order Request #202** **Total Cost; \$ 867.00**

PCO #202 pertains to RFI #484.1 Power for Commons TCP's.  
RFI #384.1 directs installation of 120 v power to (3) TCP's in the commons basement.

#### **Change Order Request # 203** **Total Cost; \$ 168.00**

PCO #203 pertains to RFI #487 Inspection Report for Lighting.  
RFI #487 directs the removal of (2) three way switches and switch leg "C" on emergency egress lights at the loading dock receiving room #151.

#### **Change Order Request #204** **Total Cost; \$ 28,674.00**

PCO #204 pertains to Construction Bulletin #33 Gravel Exits and Hardware Changes.  
Construction Bulletin #33 directs the installation of gravel exit paths and emergency exit modifications as required by the building inspector. (CB #33 is a partial modification required for the porch areas).



environments

www.samuelsgroup.net

**Change Order Request #205**

**Total Cost; \$ 3,563.00**

PCO #205 pertains to Construction Bulletin #37 Add Exit lights in Neighborhoods.  
Construction Bulletin #37 directs the installation of (2) Cooper exit signs in each neighborhood.

**Change Order Request #207**

**Total Cost; \$ 1,141.00**

PCO #207 pertains to Construction Bulletin #34 Add (3) Duplex Receptacles in Room #133.  
Construction Bulletin #34 provides direction for additional outlets as requested by the facility.

**Change Order Request #209**

**Total Cost; \$ 2,485.00**

PCO #209 pertains to Construction Bulletin #39 Food Processor Outlets.  
Construction Bulletin #39 provides direction for additional outlets as requested by the facility.

**Total cost for Program Request #30 = \$ 44,027.00**

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Wisconsin - 311 Financial Way, Suite 300 - Wausau, WI 54401 ~ p. 715.842.2222 ~ f. 715.848.8088  
Iowa - 317 6<sup>th</sup> Avenue Suite 720 ~ Des Moines, IA 50309 ~ p. 515.288.0467 ~ f. 515.288.0471  
313 E 5<sup>th</sup> Street - Waterloo, IA 50703 ~ p. 319.232.6443 ~ f. 319.233.3191