

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, AUGUST 6, 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 –July 16, 2013
4. Transfers and Appropriations
5. Bills/Encumbrances/Pre-Approved Encumbrance Amendments
6. Resolution
 - A. Approving Purchase of Health Care Center Boiler Replacement Equipment
 - 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
 - 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. Semi-Annual Report
9. Communications, Announcements and Information
10. Adjournment

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
00-0000-0001-17100	POSTAGE METER CH	P1300778	07/02/2013	UNITED MAILING SERVICES INC	956.46
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	0.00	23,032.47	100,956.46	956.46	(124,945.39)
GENERAL FUND PROG TOTAL				956.46	

I have examined the preceding bills and encumbrances in the total amount of **\$956.46**
 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 Finance Committee and County Board.
 B. Bills under \$10,000 to be paid.
 C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **AUG 06 2013**

Dept Head _____

Committee Chair _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
18-1810-0000-62112	SECURITY	P1300947	06/30/2013	MIRION TECHNOLOGIES GDS INC	216.40
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	69,000.00	33,148.23	34,484.57	216.40	1,150.80
18-1810-0000-62400	R & M SERV	P1300640	07/16/2013	ARAMARK UNIFORM SERVICES INC	227.46
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	119,800.00	74,350.96	24,420.04	227.46	20,801.54
18-1810-0000-62461	ELEVATOR	P1300781	07/19/2013	OTIS ELEVATOR COMPANY	892.46
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	42,500.00	27,009.96	13,554.84	892.46	1,042.74
18-1810-0000-63104	PRNT & DUPLICATI	R1302731	07/19/2013	MARK ANDY PRINT PRODUCTS	7,500.00
ENC		R1302731	07/19/2013	MARK ANDY PRINT PRODUCTS	0.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	32,000.00	11,095.57	6,885.54	7,500.00	6,518.89
18-1810-0000-63500	R&M SUPPLIES	R1302729	07/19/2013	AMAZON.COM	42.74
ENC		P1300664	07/02/2013	BATTERIES PLUS INC	34.95
		P1300677	07/02/2013	FIRST SUPPLY LLC	12.95
		P1300679	07/12/2013	GRAINGER PARTS	210.02
		P1300680	07/02/2013	HARRIS ACE HARDWARE	291.86
		P1300683	07/02/2013	HOH WATER TECHNOLOGY INC	6,363.33
		P1300740	07/02/2013	JACK AND DICKS FEED AND GARDEN	1,009.40
		P1300741	07/08/2013	JOHNSON CONTROLS INC	87.39
		P1300746	07/24/2013	NAPA AUTO PARTS	4.86
		P1300748	06/30/2013	SGTS INC	4,270.72
		P1300749	04/10/2013	SHERWIN WILLIAMS	461.87
		P1300764	07/11/2013	REINDERS INC	196.46
		P1300773	07/01/2013	STATE ELECTRICAL SUPPLY INC	234.60
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	210,000.00	152,122.83	136,804.63	13,221.15	(92,148.61)
				GENERAL SERVICES PROG TOTAL	22,057.47
18-1811-0000-63500	R&M SUPPLIES	P1300379	07/08/2013	MENARDS	39.97
		P1300747	07/09/2013	PBBS EQUIPMENT CORPORATION	244.85
		P1300773	07/03/2013	STATE ELECTRICAL SUPPLY INC	177.84

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	20,000.00		7,951.87	751.10	462.66	10,834.37
GLEN OAKS FACILITY OPERATION PROG TOTAL					462.66	
18-1812-0000-62400	R & M SERV					
		P1300640	07/16/2013	ARAMARK UNIFORM SERVICES INC		13.65
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	78,150.00		71,331.93	1,503.00	13.65	5,301.42
18-1812-0000-63500	R&M SUPPLIES					
		P1300379	07/18/2013	MENARDS		54.34
		P1300675	07/01/2013	FASTENAL COMPANY		12.57
		P1300682	07/12/2013	HOBART SALES AND SERVICE		387.40
		P1300773	07/01/2013	STATE ELECTRICAL SUPPLY INC		136.20
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	24,000.00		5,148.62	3,632.39	590.51	14,628.48
YOUTH SERVICES CENTER PROG TOTAL					604.16	
18-1815-9200-62460	BLDG SERV R&M					
		P1300206	07/10/2013	AMERICAN STEEL		109.20
		P1300226	07/18/2013	LAND AND WHEELS		116.95
		P1300235	07/08/2013	SIMPLEX GRINNELL LP		75.40
		P1301192	05/31/2013	H AND H INDUSTRIES INC		5,899.65
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	36,500.00		16,315.29	1,100.35	6,201.20	12,883.16
18-1815-9200-63109	OTHER SUPP/EXP					
		P1300204	07/03/2013	AIRGAS NORTH CENTRAL		236.45
		P1300219	07/11/2013	HOH WATER TECHNOLOGY INC		1,230.95
		P1300220	07/12/2013	HARRIS ACE HARDWARE		186.26
		P1300221	07/12/2013	HOME DEPOT/GECF		95.28
		P1302401	07/10/2013	JOHNSON PLASTICS		173.84
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	31,750.00		10,804.91	4,735.58	1,922.78	14,286.73
HCC COMPLEX-MAINTENANCE PROG TOTAL					8,123.98	
18-1816-0000-62205	FUEL OIL					
		P1300668	07/03/2013	BROWN OIL CO INC		81.00
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	300.00		406.41	0.00	81.00	(187.41)
18-1816-0000-62400	R & M SERV					
		P1300640	07/09/2013	ARAMARK UNIFORM SERVICES INC		21.54

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	25,000.00	22,429.67	104.00	21.54	2,444.79
18-1816-0000-63500	R&M SUPPLIES				
		P1300741	07/03/2013	JOHNSON CONTROLS INC	778.81
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	21,000.00	5,971.78	982.42	778.81	13,266.89
COMMUNICATIONS CTR.OPERATION PROG TOTAL				881.35	
18-1817-0000-62400	R & M SERV				
		P1300640	07/09/2013	ARAMARK UNIFORM SERVICES INC	27.30
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	29,260.00	36,374.00	180.00	27.30	(7,321.30)
18-1817-0000-63500	R&M SUPPLIES				
		P1300379	07/08/2013	MENARDS	15.95
		P1300683	07/02/2013	HOH WATER TECHNOLOGY INC	164.16
		P1300684	07/09/2013	HOME DEPOT/GECF	16.10
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	15,500.00	11,429.34	308.19	196.21	3,566.26
18-1817-0000-67200	CAPITAL IMPROV				
		P1301011	04/12/2013	SHERWIN WILLIAMS	(90.00)
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	61,000.00	50,054.20	1,061.89	(90.00)	9,973.91
ADOLESCENT SERV/GUIDANCE CTR. PROG TOTAL				133.51	
18-1837-0000-63500	R&M SUPPLIES				
		P1300659	07/09/2013	CONNORS SUPPLY INC	1,401.98
		P1300677	06/28/2013	FIRST SUPPLY LLC	43.42
		P1300678	07/09/2013	FOUR SEASONS SMALL ENGINE REPA	9.90
		P1300684	07/11/2013	HOME DEPOT/GECF	16.70
		P1300753	07/01/2013	LD DANIELS AND ASSOCIATES INC	552.00
		P1302407	07/18/2013	MIDWEST ALARM SERVICES INC	99.00
		P1302427	07/03/2013	BECKER BOILER COMPANY INC	1,202.47
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	100,000.00	34,208.47	9,734.03	3,325.47	52,732.03
JAIL CAPITAL IMPROVEMENTS PROG TOTAL				3,325.47	
18-1843-0000-67200	CAPITAL IMPROV				
ENC		R1302684	07/15/2013	ARNOLD AND O SHERIDAN INC	79,000.00

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	11,257,630.00		10,873,745.42	0.00	79,000.00	304,884.58
U-ROCK EXPANSION PROJECT PROG TOTAL					79,000.00	
18-1851-0000-67200	CAPITAL IMPROV					
		P1301343	04/22/2013	POBLOCKI SIGN CO LLC		5,011.25
		P1301344	04/22/2013	POBLOCKI SIGN CO LLC		354.75
		P1302104	07/16/2013	LA FORCE HARDWARE AND MANUFAC		936.00
		P1302517	07/10/2013	ROTO ROOTER SEWER DRAIN SERVIC		5,777.50
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	31,552,012.00		30,237,758.79	360,787.03	12,079.50	941,386.68
ROCK HAVEN BUILDING PROJECT PROG TOTAL					12,079.50	

I have examined the preceding bills and encumbrances in the total amount of **\$126,668.10**
 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 Finance Committee and County Board.
 B. Bills under \$10,000 to be paid.
 C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **AUG 06 2013**

Dept Head _____

Committee 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), Cheryl Mikrut in Accounting (mikrut@co.rock.wi.us) **and** Jodi Millis in Purchasing (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 7-16-13

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 \$ 734.00

INCREASE FROM \$ 18,072,071.69 TO \$ 18,072,805.69

ACCOUNT BALANCE AVAILABLE \$ 80,956.65 SB 07/18/13

REASON FOR AMENDMENT CHANGE ORDER #41

APPROVALS

GOVERNING COMMITTEE _____
Chair _____ Date _____

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

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

PURCHASE ORDER NUMBER P1103172 PEID 051278

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DATE 7-16-13

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 \$ 4,293.00

INCREASE FROM \$ 18,072,805.69 TO \$ 18,077,098.69

ACCOUNT BALANCE AVAILABLE \$ 80,222.65 SB 07/18/13

REASON FOR AMENDMENT CHANGE ORDER #42

APPROVALS

GOVERNING COMMITTEE _____
Chair Date

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

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

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), Cheryl Mikrut in Accounting (mikrut@co.rock.wi.us) **and** Jodi Millis in Purchasing (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 7-16-13

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 \$ 414.00

INCREASE FROM \$ 18,077,098.69 TO \$ 18,077,512.69

ACCOUNT BALANCE AVAILABLE \$ 75,929.65 SB 07/18/13

REASON FOR AMENDMENT CHANGE ORDER #43

APPROVALS

GOVERNING COMMITTEE _____
Chair Date

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

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

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), Cheryl Mikrut in Accounting (mikrut@co.rock.wi.us) **and** Jodi Millis in Purchasing (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 7-16-13

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 \$ 429.00

INCREASE FROM \$ 18,077,512.69 TO \$ 18,077,941.69

ACCOUNT BALANCE AVAILABLE \$ 75,515.65 SB 07/18/13

REASON FOR AMENDMENT CHANGE ORDER #44

APPROVALS

GOVERNING COMMITTEE _____
Chair Date

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

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

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), Cheryl Mikrut in Accounting (mikrut@co.rock.wi.us) and Jodi Millis in Purchasing (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 7-16-13

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 \$ 43,710.00

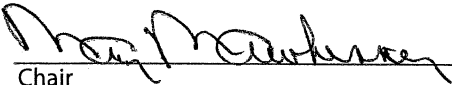
INCREASE FROM \$ 18,077,941.69 TO \$ 18,121,651.69

ACCOUNT BALANCE AVAILABLE \$ 75,086.65 SB 07/18/13

REASON FOR AMENDMENT CHANGE ORDER #45

APPROVALS

GOVERNING COMMITTEE _____
Chair Date

FINANCE COMMITTEE _____
(If over \$10,000) Chair  Date 8-1-13

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

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

General Services Committee
INITIATED BY

Randy Ferronez
DRAFTED BY

General Services Committee
SUBMITTED BY



July 31, 2013
DATE DRAFTED

**APPROVING PURCHASE OF HEALTH CARE CENTER BOILER REPLACEMENT
EQUIPMENT**

1 **WHEREAS**, the County replaced the Health Care Center boiler system in 2011 in order to increase
2 energy efficiency by installing four packaged boiler units; and,
3
4 **WHEREAS**, from December, 2012 to present, all four of the boiler's heat exchangers have failed with
5 the cause yet to be determined; and,
6
7 **WHEREAS**, replacement heat exchanger units are recommended to be ordered at this time in order to
8 have the building ready for the fall heating season; and,
9
10 **WHEREAS**, it has been determined that the heat exchangers sole source provider is Patterson-Kelly
11 Company; and,
12
13 **WHEREAS**, funding is available for the purchase of the equipment from the Jail/HCC Complex Capital
14 Project account, pending determination of fault.
15
16 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
17 this _____ day of _____, 2013, that a purchase order be authorized for four (4) heat
18 exchanger units in the amount of \$10,617 per unit plus freight charges as a sole source purchase from
19 Patterson-Kelly Company of Stroudsburg, PA.; and,
20
21 **BE IT FURTHER RESOLVED**, that the payment be made to the vendor upon approval and acceptance of
22 the General Services Committee.

Respectfully Submitted,

GENERAL SERVICES COMMITTEE

PURCHASING PROCEDURAL ENDORSEMENT

Phillip Owens, Chair

Reviewed and approved on a vote of

Henry Brill, Vice Chair

Ivan Collins

Mary Mawhinney, Chair

Jason Heidenreich

Edwin Nash

**APPROVING PURCHASE OF HEALTH CARE CENTER BOILER REPLACEMENT
EQUIPMENT**

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FISCAL NOTE:

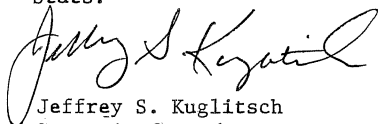
This resolution authorizes the use of \$43,000 for the purchase of HCC Boiler heat exchangers. The Jail/HCC Complex Capital account had \$302,143.63 of unencumbered funds estimated at 6/30/13.



Sherry Oja
Finance Director

LEGAL NOTE:

County Board is authorized to take this action pursuant to secs. 59.01 and 59.52(6), Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

Executive Summary

Approving Purchase of Health Care Center Boiler Replacement Equipment

In January 2011, the County approved a bid award to H&H Industries of Madison in the amount of \$768,860 which replaced the aging Health Care Center boiler system with four (4) energy efficient, packaged boiler units and associated equipment. The total project including engineering was \$817,910 with grant and utility loan funds covering 93% of the project costs and County debt service covering the remaining 7%. IBC Engineers designed the project.

In December of 2012, leaking water was detected from the boilers. Approximately 100 gallons/day was coming out of the closed loop boiler system. Shortly thereafter, it was discovered that one of the four-boiler unit's heat exchanger component contained a split seam. A replacement heat exchanger was ordered, delivered and installed with the County's understanding that this would be within the five-year warranty period. (Note that the unit has not been placed on-line pending identification of the cause.)

In January, 2013, a 2nd boiler heat exchanger failed. Throughout the winter of 2012/13, the HCC operated with 2 boiler units. Subsequently, the remaining two boiler heat exchanger units began leaking.

The manufacturer (Patterson-Kelly Company) recently notified the County it would provide warranty coverage but has offered to supply the replacement units at ½ price. The company feels that the failure is due to other than equipment defect.

Efforts are underway to determine the cause (s) of the equipment failure (e.g., a design issue, manufacturer issue or other).

In order to get the HCC boilers back up and running by the fall heating season, staff recommends the purchase of four (4) Harsco heat exchangers (3 million BTU/unit) at \$10,617 each from Patterson-Kelly Company of East Stroudsburg, Pennsylvania as a sole source purchase. Costs to replace the four heat exchangers plus shipping costs total \$43,000.

The County is going out for bid for the installation of the units. The bid award would be scheduled to come to the September round of meetings.

Funds are available in the Jail/HCC Complex Project account, pending determination of fault.

Rock County, Wisconsin

51 South Main Street
Janesville, WI 53545



General Services

-Facilities Management
-Maintenance
-Duplicating
-Central Stores
(608)757-5518

To: Members of the General Services Committee

Fr: Rob Leu, General Services Director

Date: 07/16/13

Re: Semi-Annual Report – Attendance at Conventions/Conferences

As required by Resolution #6-9A-087, I hereby report the following:

No conventions or conferences were attended by General Services employees during the first six months of 2013.

Thank You

cc: Craig Knutson