

**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, JANUARY 22, 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 – January 8, 2013
4. Transfers and Appropriations
5. Bills/Encumbrances/Pre-Approved Encumbrance Amendments
6. Updates
  - A ADRC Project
    - 1) Update Report
    - 2) Change Orders
  - B Jail Project
    - 1) Update Report
    - 2) Change Orders
  - C Rock Haven
    - 1) Update Report
    - 2) Change Orders
  - D Parking Lot Project
    - 1) Update Report
    - 2) Change Orders
7. Resolution
  - A. Authorizing Additional Funding and Amending Budget for Jail Diversion ASC Building Project
  - B. Authorizing Purchase of Additional Technology Equipment and Amending Budget for Rock Haven Project (Resolution will be provided at the meeting)
8. Committee Approval of Jail Diversion Project Purchases of Carpet and Asbestos Survey
9. Communications, Announcements and Information
10. Adjournment

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818159200-62450	GROUNDS IMPR R&M P1200217-PO# 12/31/12 -VN#018346	15,000.00 45.3%	10,335.56	-3,532.34 E AND S SNOWPLOWING	8,196.78	1,619.00	
	CLOSING BALANCE				6,577.78		1,619.00
1818159200-62460	BLDG SERV R&M P1200218-PO# 12/31/12 -VN#012507 P1200231-PO# 12/31/12 -VN#030347 P1200237-PO# 12/31/12 -VN#037268 P1203775-PO# 12/31/12 -VN#052467 P1203801-PO# 12/31/12 -VN#014990	56,000.00 79.5%	59,122.44	-14,650.49 ENERGETICS INC NAPA AUTO PARTS SIMPLEX GRINNELL LP CHOICE PLUMBING SUPPLY OIL EQUIPMENT CO INC	11,428.05	72.82 169.00 86.93 34.00 220.00	
	CLOSING BALANCE				10,845.30		582.75
1818159200-62470	BLDG R & M P1200238-PO# 12/31/12 -VN#016376	44,215.00 33.9%	28,328.81	-13,335.73 STATE ELECTRICAL SUPPLY INC	29,221.92	8.40	
	CLOSING BALANCE				29,213.52		8.40
1818159200-63109	OTHER SUPP/EXP P1200209-PO# 12/31/12 -VN#046075 P1200224-PO# 12/31/12 -VN#030781 P1200230-PO# 12/31/12 -VN#014423	46,000.00 31.0%	33,096.14	-18,827.68 AIRGAS NORTH CENTRAL HOME DEPOT/GECF MC MASTER-CARR SUPPLY COMPANY	31,731.54	104.74 420.69 922.35	
	CLOSING BALANCE				30,283.76		1,447.78
1818159200-63111	PAPER PRODUCTS P1203001-PO# 12/31/12 -VN#048467	3,500.00 0.0%	1,633.58	-1,633.57 STAPLES ADVANTAGE	3,499.99	220.74	
	CLOSING BALANCE				3,279.25		220.74
	HCC BLDG.COMPLEX PROG-TOTAL-PO					3,878.67	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$3,878.67 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 \_\_\_\_\_  
 DATE \_\_\_\_\_ CHAIR \_\_\_\_\_

JAN 22 2013

2013. . .

Account Number	Name	Yearly Pront Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818510000-67200	CAPITAL IMPROV	0.00 100.0%	0.00	170,033.04	-170,033.04		
	P1300615-PO#	01/16/13	-VN#019677	PHOENIX TEXTILE CORP		3,169.87	
			CLOSING BALANCE		-173,202.91		3,169.87
	ROCK HAVEN PROJ		PROG-TOTAL-PO			3,169.87	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$3,169.87 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

JAN 22 2013

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	36,500.00	0.0%	0.00	0.18	36,499.82	
	P1300655-PO# 01/16/13 -VN#016758			TRANE COMPANY			3,635.41
				CLOSING BALANCE	32,864.41		3,635.41
1818159200-62470	BLDG R & M	29,800.00	0.0%	0.00	0.09	29,799.91	
	P1300217-PO# 01/16/13 -VN#017559			FIRST SUPPLY MADISON LLC		95.06	
	P1300237-PO# 01/16/13 -VN#016376			STATE ELECTRICAL SUPPLY INC		231.84	
				CLOSING BALANCE	29,473.01		326.90
	HCC BLDG.COMPLEX			PROG-TOTAL-PO		3,962.31	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$3,962.31 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

**JAN 22 2013**

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%	22,567.40	1,233.98	-23,801.38		
	P1202014-PO# 12/31/12 -VN#051998			CHEESEHEAD TONER		203.00	
	P1203127-PO# 12/31/12 -VN#039632			OFFICE PRO		175.50	
				CLOSING BALANCE	-24,179.88		378.50
0000000001-17100	POSTAGE METER CH	0.00 100.0%	21,433.27	-6,170.18	-15,263.09		
	P1200347-PO# 12/31/12 -VN#044977			UNITED MAILING SERVICES INC		304.89	
				CLOSING BALANCE	-15,567.98		304.89
	BAL.SHEET A/C		PROG-TOTAL-PO			683.39	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$683.39 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 **JAN 22 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
1818100000-62205	FUEL OIL	1,000.00 0.0%	175.94	-175.93	999.99		
	P1200299-PO# 12/31/12 -VN#018618			BROWN OIL CO INC		142.33	
			CLOSING BALANCE		857.66		142.33
1818100000-62400	R & M SERV	133,000.00 89.7%	123,400.58	-3,977.36	13,576.78		
	P1200293-PO# 12/31/12 -VN#010938			ARAMARK UNIFORM SERVICES INC		110.57	
	P1203347-PO# 12/31/12 -VN#052337			KONICA MINOLTA		939.72	
			CLOSING BALANCE		12,526.49		1,050.29
1818100000-63104	PRNT & DUPLICATI	32,000.00 54.4%	17,688.09	-277.98	14,589.89		
	P1202458-PO# 12/31/12 -VN#051909			PRESSTEK INC		780.48	
			CLOSING BALANCE		13,809.41		780.48
1818100000-63500	R&M SUPPLIES	210,000.00 90.0%	194,303.81	-5,103.84	20,800.03		
	P1202959-PO# 12/31/12 -VN#026429			INLAND POWER GROUP INC		2,975.00	
	P1203713-PO# 12/31/12 -VN#022277			CHARNSTROM COMPANY INC		199.18	
	P1203795-PO# 12/31/12 -VN#034356			NATIONAL ELEVATOR INSPECTION S		150.00	
			CLOSING BALANCE		17,475.85		3,324.18
	GENERAL SERVICES		PROG-TOTAL-PO			5,297.28	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$5,297.28 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 \_\_\_\_\_  
**JAN 22 2013** DATE \_\_\_\_\_ CHAIR \_\_\_\_\_

2012- . . .

Rock County - Production

01/17/13

COMMITTEE APPROVAL REPORT

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Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818120000-62400	R & M SERV	76,600.00 94.4%	72,365.37	-104.36	4,238.99		
	P1200293-PO# 12/31/12 -VN#010938			ARAMARK UNIFORM SERVICES INC		33.45	
				GLOSING BALANCE	4,205.54		33.45
	JUV.DET.OPER.		PROG-TOTAL-PO			33.45	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$33.45 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

JAN 22 2013

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

2012. . .

Rock County - Production

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COMMITTEE APPROVAL REPORT

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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	98.8%	36,740.14	-472.13	431.99	
	P1200293-PO# 12/31/12 -VN#010938					ARAMARK UNIFORM SERVICES INC	18.90
					CLOSING BALANCE	413.09	18.90
					ADOL.SER/GUIDANC	PROG-TOTAL-PO	18.90

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$18.90 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 \_\_\_\_\_

JAN 22 2013

DEPT-HEAD \_\_\_\_\_  
 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 21.7%	90,872.37	-69,147.69	78,275.32		
	PI203776-PO# 12/31/12 -VN#010752			ADDIE WATER SYSTEMS INC		274.81	
			CLOSING BALANCE		78,000.51		274.81
	JAIL.CAP.IMPROV.		PROG-TOTAL-PO			274.81	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$274.81 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

**JAN 22 2013**

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 74.4%	343.01	88,847.47	30,609.52		
	P1300602-PO# 01/15/13 -VN#037268			SIMPLEX GRINNELL LP		10,020.67	
	P1300640-PO# 01/01/13 -VN#010938			ARAMARK UNIFORM SERVICES INC		149.48	
			CLOSING BALANCE		20,439.37		10,170.15
1818100000-63200	PUBL/SUBCR/DUES	350.00 0.0%	0.00	0.00	350.00		
	P1300646-PO# 01/16/13 -VN#044413			WISCONSIN ASSOCIATION OF PUBLI		100.00	
			CLOSING BALANCE		250.00		100.00
1818100000-63500	R&M SUPPLIES	210,000.00 9.5%	468.00	19,503.85	190,028.15		
	P1300637-PO# 01/01/13 -VN#018296			AARONS LOCK AND SAFE INC		21.00	
			CLOSING BALANCE		190,007.15		21.00
	GENERAL SERVICES		PROG-TOTAL-PO			10,291.15	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$10,291.15 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

JAN 22 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%	25.00	275.00	50,437.00	
	P1300640-PO# 01/01/13 -VN#010938					ARAMARK UNIFORM SERVICES INC	18.90
				CLOSING BALANCE		50,418.10	18.90
	GLEN OAKS OPER.			PROG-TOTAL-PO			18.90

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$18.90 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

JAN 22 2013

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

2013 . . .

Rock County - Production

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COMMITTEE APPROVAL REPORT

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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%	30.00	9,558.00	68,562.00		
	P1300640-PO# 01/01/13 -VN#010938			ARAMARK UNIFORM SERVICES INC		13.56	
				CLOSING BALANCE	68,548.44		13.56
	JUV.DET.OPER.		PROG-TOTAL-PO			13.56	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$13.56 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

JAN 22 2013

DATE \_\_\_\_\_

CHAIR

Account Number	Name	Yearly Prort Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818160000-62400	R & M SERV	25,000.00	20.7%	26.00	5,165.01	19,808.99	
	P1300602-PO# 01/01/13 -VN#037268			SIMPLEX GRINNELL LP			1,581.67
				CLOSING BALANCE	18,227.32		1,581.67
	COMM.CTR.OPER.			PROG-TOTAL-PO		1,581.67	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,581.67 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

**JAN 22 2013**

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

2013 . . .

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	2.0%	0.00	2,000.48	97,999.52	
	P1300790-PO# 01/01/13 -VN#047409					SENTRY SECURITY FASTENERS INC	50.12
				CLOSING BALANCE		97,949.40	50.12
	JAIL.CAP.IMPROV.		PROG-TOTAL-PO				50.12

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$50.12 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

**JAN 22 2013**

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

**ROCK COUNTY, WISCONSIN**



**HSD Management & Support**  
**3530 N. County Hwy. F**  
**Janesville, Wisconsin 53545**  
**Phone: 608/757-5271**  
**Web Site: [www.co.rock.wi.us](http://www.co.rock.wi.us)**

**MEMORANDUM**

**To:** Phil Owens, General Services Committee Chair  
**From:** Phil Boutwell, Deputy Director  
**Date:** January 15, 2013  
**Re:** Request Approval of ADRC Change Order Request/PR #1

Proposal Request #1 will provide rough-ins for two future electrical receptacles on the Meeting Room "K" side of the ARDC wall.

In addition, the request includes new white receptacles, switch and face plates in nine locations. The locations have devices and face plates that are original to building.

The total cost of PR#1 is \$583.00, which includes the contractor's overhead and profit.

The HSD staff recommend the changes. Thank you for your consideration of our request.

Matt Honold, AYA

# Request for Proposal



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<b>To:</b> Mr. John Fleischman, Project Manager Scherrer Construction PO Box 740 Burlington, WI 53105	<b>Request No.:</b> 1
<b>Project:</b> Aging & Disability Resource Center	<b>Contract for:</b>
<b>Owner:</b> Rock County Human Service Dept. 1900 Center Avenue Janesville, WI 53546	<b>Initiation Date:</b> 1/9/2013
	<b>Response Date:</b>
	<b>Architect's Project No.:</b> 50950

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Please submit an itemized quotation for changes in the Contract Sum and/or Time incidental to proposed modifications to the Contract Documents described herein. THIS IS NOT A CHANGE ORDER NOR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED HEREIN.

**Request:**

1. Provide rough-in only (box and conduit) for receptacle on west side of west wall near Office 112 and west side of west wall near Office 111. Install conduit up to deck and terminate in 4" square junction box for future use. Provide blank faceplate to match other devices in Classroom K. Coordinate exact location of rough-in with owner.
2. Replace all existing receptacles with new white receptacles with white faceplates. Replace all existing data faceplates with white faceplates. All devices within the area of work to be white.

**Attachment:**

**Action:**

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ARCHITECT:

Angus Young Associates, Inc.  
555 South River Street  
Janesville, WI 53545-4783

Ms. Denise Osborne, Electrical Designer, LC

Date \_\_\_\_\_

Copy to: File





P.O Box 740  
Burlington, WI 53105  
Ph : (262) 539-3100

**Change Request**

To: MATT HONOLD  
ANGUS-YOUNG ASSOCIATES, INC.  
555 South River St  
Janesville, WI 53645  
Ph: (608)756-2326 Fax: (608) 756-0464

Number: 01  
Date: 1/14/13  
Job: 50-400 Aging & Disability Resource Ct  
Phone:

Description: Electrical Modifications RFP #1

This change request is for providing the electrical changes in accordance with RFP #1 issued by AYA. The cost breakdown is as follows:

\$530.00 - Van Brocklin  
\$ 53.00 - Scherrer O&P

The total amount to provide this work is ..... \$583.00

If you have any questions, please contact me at (262)539-3100.

Submitted by: JOHN FLEISCHMAN  
SCHERRER CONSTRUCTION CO INC

Approved by: \_\_\_\_\_  
Date: \_\_\_\_\_

Cc:



January 11, 2013

John Fleischman  
Scherrer Construction Co., Inc.  
601 Blackhawk Drive  
P.O. Box 740  
Burlington, WI 53105

RE: ADRC Office Renovation  
Rock County General Services  
Angus Young and Associates #50950  
RFP #1

Van Brocklin Electric, LLC, will provide the following electrical work, for the above project and Proposal Request #01 dated January 9, 2013 as follows:

**Proposal Request #01 – Add \$530.00**

Includes the following additional work:

- Provide (2) future rough-in's.
- Replace (7) existing duplex receptacles with new white devices and plates.
- Replace (7) existing blank plates with new white plates.
- Replace (1) existing GFI with new white device and plate.
- Replace (1) existing wall mounted PIR switch with new white device and plate.
- After site review, existing data locations are either existing blanks, or to be replaced with new cabling and jacks per previous Addendum #1.

This can be broken down as follows:

- Labor - \$342.00
- Materials - \$132.00
- Materials Tax - \$7.00
- Overhead (5%) - \$24.00
- Profit (5%) \$25.00

We thank you for the opportunity to quote this work for you. If you have any questions, please feel free to contact us at any time.

Jeremiah Johnson  
Office: 608.752.8869  
Cell: 608.206.1059  
Fax: 608.305.0333  
Email: [jeremiah@vanbrocklinelectric.com](mailto:jeremiah@vanbrocklinelectric.com)

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

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

RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS

Randy Terronez  
INITIATED BY

Randy Terronez  
DRAFTED BY

GENERAL SERVICES  
COMMITTEE  
SUBMITTED BY



January 10, 2013  
DATE DRAFTED

**AUTHORIZING ADDITIONAL FUNDING AND AMENDING BUDGET FOR JAIL  
DIVERSION ASC BUILDING PROJECT**

1 **WHEREAS**, the 2013 Budget included funds to renovate the ASC building in order to house the Rock  
2 County Sheriff's Community Corrections Bureau (Jail Diversion) currently located in the Health Care  
3 Center; and,  
4

5 **WHEREAS**, the project is anticipated to be completed by April 1, 2013; and,  
6

7 **WHEREAS**, additional funds in the amount of \$24,000 are necessary to complete the project with said  
8 funds available from excess Sales Tax monies.  
9

10 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly  
11 assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2013, does hereby increase the Jail Diversion  
12 ASC Building project budget in the amount of \$24,000 with funds to come from excess Sales Tax  
13 monies and that the 2013 budget be amended as follows:  
14

<u>Account/Description</u>	<u>Budget 1/01/13</u>	<u>Increase (Decrease)</u>	<u>Amended Budget</u>
<u>Source of Funds</u>			
18-1817-0000-47000			
19 Transfer In	- 0 -	\$ 24,000	\$ 24,000
<u>Use of Funds</u>			
18-1817-0000-67200			
23 Capital Improvements	\$ 37,000	\$ 24,000	\$ 61,000

Respectfully Submitted,

FINANCE COMMITTEE ENDORSEMENT

General Services Committee:

Reviewed and approved on a vote of  
3-0

\_\_\_\_\_  
Phillip Owens, Chair

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

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

\_\_\_\_\_  
Ivan Collins

\_\_\_\_\_  
Jason Heidenreich

\_\_\_\_\_  
Edwin Nash

**AUTHORIZING ADDITIONAL FUNDING AND AMENDING BUDGET FOR JAIL  
DIVERSION ASC BUILDING PROJECT**

Page 2

FISCAL NOTE:

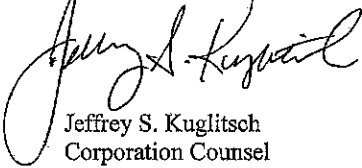
This resolution amends the Adolescent Services Center capital improvement budget and authorizes a transfer in from excess Sales Tax Proceeds to fund the improvements. The balance of excess sales tax revenue the County collected over and above the amount budgeted in 2011 is estimated to be \$218,589 at 12/31/12.



Sherry Oja  
Finance Director

LEGAL NOTE:

County Board is authorized to take this action pursuant to sec. 59.01 & sec. 59.51 WI Stats. As an amendment to the adopted 2013 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

ADMINISTRATOR'S NOTE:

Recommended.



Craig Knutson  
County Administrator

## EXECUTIVE SUMMARY

Included in the 2013 budget are funds to relocate the Community Corrections Bureau (Jail Diversion Program) from the Health Care Center to the vacant ASC building.

Funding in the amount of \$32,000 was established with very little in the way of renovations contemplated. (i.e., replacement carpet @ \$10,250; paint supplies @ \$3,000; door hardware re-keying @ \$4,000; exterior and egress sidewalk repairs @ \$5,300). However, additional project costs have now been identified and include:

1. Upgrading the ASC building to accommodate current IT standards and phones (@ \$8,700)
2. Interior doorway for increased security (@ \$3,000)
3. Charger for Bus (@ \$4,200)
4. Asbestos Survey (@ \$5,500)
5. Contingency (@ \$2,600)

In order to comply with State Public Employee Safety and Health code as promulgated by the Wisconsin Department of Safety and Professional Services; an asbestos survey, sampling and inventory report will be conducted in order to develop a facility Asbestos Operations and Maintenance Plan. The facility Asbestos Operations and Maintenance plan will include notification and labeling, safe work practices, cleaning procedures, maintenance and renovation procedures, emergency response actions, and inspection and documentation procedures. The Asbestos Operations and Maintenance Plan will serve as a basis, and will aid in the development for any encapsulation or abatement procedures.

The project envisions utilizing RECAP labor to paint the facility's interior. The cost of a painting contractor would have amounted to an additional \$13,000. The Program staff and RECAP clients performing the painting will be given asbestos training.

Funding is available from excess Sales Tax Proceeds as a result of actual revenue collected in 2011 being in excess of the budgeted amount.

**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, GS Director  
Date: 1/14/12  
Re: Committee approval of Jail Diversion Project purchases.

**Item #1 – Carpet**

Committee approval is needed to purchase carpet from Halverson Carpet, State Contract # 11-36020-900  
As a purchase over \$5,000.00, Committee approval is needed. The cost will be \$9,493.00.

**Item #2 – Asbestos Survey**

As a purchase over \$5,000.00, Committee approval is needed. The cost of the survey will be \$5,470.00, and will be completed by PSI Engineering as a professional service. The survey will include the basement mechanical spaces of the JCC and ASC buildings, plus the main floor of the JCC building.

Thank You

cc: Jodi Millis  
Carl Varga