

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 21, 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 – August 7, 2012 and Joint Meeting with Finance Committee on August 9, 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. Agreement Between Land Conservation and General Services for Re-enrollment of the Continuous Conservation Program
8. Authorize Asphalt Drive at 911 Communications Center
9. Communications, Announcements and Information
10. Adjournment

| Account Number | Name | Yearly Prcnt Appropriation Spent | YTD Expenditure | Encumb Amount | Unencumb Balance | Inv/Enc Amount | Total |
|-----------------|---|-------------------------------------|--------------------|-----------------------------|---------------------|-------------------|--------|
| 000000001-16010 | PURCHASING INVEN | 0.00 100.0% | 22,510.82 | 115,548.78 | -138,059.60 | | |
| | P1202014-PO# 08/13/12 -VN#051998 | | | GHEESEHEAD TONER | | 221.00 | |
| | P1202329-PO# 08/13/12 -VN#052090 | | | RICOH USA | | 159.50 | |
| | | | | CLOSING BALANCE | -138,440.10 | | 380.50 |
| 000000001-17100 | POSTAGE METER CH | 0.00 100.0% | 26,155.32 | 76,251.12 | -102,406.44 | | |
| | P1200347-PO# 08/13/12 -VN#044977 | | | UNITED MAILING SERVICES INC | | 694.93 | |
| | | | | CLOSING BALANCE | -103,101.37 | | 694.93 |
| | BAL.SHEET A/C | | PROG-TOTAL-PO | | | 1,075.43 | |

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,075.43 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 COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

AUG 21 2012

DATE _____ 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% | 92,228.83 | 30,441.44 | 10,329.73 | | |
| | | P1200293-PO# 08/13/12 -VN#010938 | | ARAMARK UNIFORM SERVICES INC | | 163.97 | |
| | | | | CLOSING BALANCE | 10,165.76 | | 163.97 |
| 1818100000-63104 | PRNT & DUPLICATI | 32,000.00 73.6% | 8,450.54 | 15,120.53 | 8,428.93 | | |
| | | P1202458-PO# 08/13/12 -VN#051909 | | PRESSTEK INC | | 641.58 | |
| | | | | CLOSING BALANCE | 7,787.35 | | 641.58 |
| 1818100000-63500 | R&M SUPPLIES | 210,000.00 55.5% | 116,695.60 | -26.27 | 93,330.67 | | |
| | | P1200290-PO# 08/13/12 -VN#018296 | | AARONS LOCK AND SAFE INC | | 51.73 | |
| | | P1200295-PO# 08/13/12 -VN#018372 | | BATTERIES PLUS INC | | 3.98 | |
| | | P1200303-PO# 08/13/12 -VN#011970 | | CONNORS SUPPLY INC | | 363.30 | |
| | | P1200308-PO# 08/13/12 -VN#019048 | | FASTENAL COMPANY | | 204.19 | |
| | | P1200310-PO# 08/13/12 -VN#044398 | | FIRST SUPPLY LLC | | 169.20 | |
| | | P1200313-PO# 08/13/12 -VN#036010 | | GRAINGER PARTS | | 146.02 | |
| | | P1200317-PO# 08/13/12 -VN#047242 | | HOH WATER TECHNOLOGY INC | | 4,900.88 | |
| | | P1200318-PO# 08/13/12 -VN#029890 | | JACK AND DICKS FEED AND GARDEN | | 504.70 | |
| | | P1200328-PO# 08/13/12 -VN#014423 | | MC MASTER-CARR SUPPLY COMPANY | | 233.68 | |
| | | P1200341-PO# 08/13/12 -VN#025791 | | SGTS INC | | 1,623.12 | |
| | | P1200342-PO# 08/13/12 -VN#016104 | | SHERWIN WILLIAMS | | 141.70 | |
| | | P1200344-PO# 08/13/12 -VN#016376 | | STATE ELECTRICAL SUPPLY INC | | 89.76 | |
| | | P1201347-PO# 08/13/12 -VN#051583 | | SAFETY MANAGEMENT AND TRAINING | | 450.00 | |
| | | P1202272-PO# 08/13/12 -VN#037268 | | SIMPLEX GRINNELL LP | | 192.00 | |
| | | P1202529-PO# 08/13/12 -VN#021331 | | LP TREE SERVICE | | 1,200.00 | |
| | | P1202550-PO# 08/13/12 -VN#051511 | | HENDRICKS COMMERCIAL PROPERTIE | | 641.05 | |
| | | P1202551-PO# 08/13/12 -VN#011673 | | CARROT TOP INDUSTRIES INC | | 472.56 | |
| | | | | CLOSING BALANCE | 81,942.80 | | 11,387.87 |
| | | GENERAL SERVICES | PROG-TOTAL-PO | | | 12,193.42 | |

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$12,193.42 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 _____

AUG 21 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 | 23.5% | 6,401.05 | -1,229.15 | 16,828.10 | |
| | P1200295-PO# 08/13/12 -VN#018372 | | | BATTERIES PLUS INC | | 74.85 | |
| | P1200303-PO# 08/13/12 -VN#011970 | | | CONNORS SUPPLY INC | | 467.87 | |
| | P1200344-PO# 08/13/12 -VN#016376 | | | STATE ELECTRICAL SUPPLY INC | | 166.94 | |
| | P1202271-PO# 08/13/12 -VN#038974 | | | BADGERLAND REFRIGERATION INC | | 1,229.15 | |
| | | | | CLOSING BALANCE | | 14,889.29 | 1,938.81 |
| | | | | GLEN OAKS OPER. PROG-TOTAL-PO | | | 1,938.81 |

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,938.81 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
AUG 21 2012 _____ DATE _____ CHAIR

| Account Number | Name | Yearly Prct Appropriation Spent | YTD Expenditure | Encumb Amount | Unencumb Balance | Inv/Enc Amount | Total |
|------------------|----------------------------------|------------------------------------|--------------------|------------------------------|---------------------|-------------------|----------|
| 1818120000-62400 | R & M SERV | 76,500.00 14.0% | 8,758.14 | 2,007.75 | 65,734.11 | | |
| | P1200293-PO# 08/13/12 -VN#010938 | | | ARAMARK UNIFORM SERVICES INC | | 6.78 | |
| | | | | CLOSING BALANCE | 65,727.33 | | 6.78 |
| 1818120000-63500 | R&M SUPPLIES | 28,000.00 55.7% | 15,608.75 | 0.00 | 12,391.25 | | |
| | P1200297-PO# 08/13/12 -VN#030879 | | | BJ ELECTRIC SUPPLY INC | | 1,327.28 | |
| | P1200344-PO# 08/13/12 -VN#016376 | | | STATE ELECTRICAL SUPPLY INC | | 125.36 | |
| | | | | CLOSING BALANCE | 10,938.61 | | 1,452.64 |
| | JUV.DET.OPER. | | PROG-TOTAL-PO | | | 1,459.42 | |

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,459.42 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

AUG 21 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% | 7,196.93 | 263.15 | 16,539.92 | | |
| | P1200293-PO# 08/13/12 -VN#010938 | | | ARAMARK UNIFORM SERVICES INC | | 6.78 | |
| | | | | CLOSING BALANCE | 16,533.14 | | 6.78 |
| 1818160000-63500 | R&M SUPPLIES | 23,660.00 19.0% | 9,198.22 | -4,681.14 | 19,142.92 | | |
| | P1200341-PO# 08/13/12 -VN#025791 | | | SGTS INC | | 500.35 | |
| | P1200344-PO# 08/13/12 -VN#016376 | | | STATE ELECTRICAL SUPPLY INC | | 151.74 | |
| | | | | CLOSING BALANCE | 18,490.83 | | 652.09 |
| | COMM.CTR.OPER. | | PROG-TOTAL-PO | | | 658.87 | |

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$658.87 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

AUG 21 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% | 1,961.91 | 93.10 | 34,644.99 | | |
| | P1200293-PO# 08/13/12 -VN#010938 | | | ARAMARK UNIFORM SERVICES INC | | 37.41 | |
| | | | | CLOSING BALANCE | 34,607.58 | | 37.41 |
| 1818170000-63600 | R&M SUPPLIES | 11,000.00 24.9% | 9,939.24 | -7,193.72 | 8,254.48 | | |
| | P1200307-PO# 08/13/12 -VN#012507 | | | ENERGETICS INC | | 503.86 | |
| | | | | CLOSING BALANCE | 7,750.62 | | 503.86 |
| | ADOL.SER/GUIDANC | | PROG-TOTAL-PO | | | 541.27 | |

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$641.27 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

AUG 21 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 | 14.9% | 61,085.34 | -46,085.64 | 85,000.30 | |
| | P1200290-PO# 08/13/12 -VN#018296 | | | AARONS LOCK AND SAFE INC | | 616.95 | |
| | P1200296-PO# 08/13/12 -VN#011198 | | | BELOIT FIRE PROTECTION COMPANY | | 447.10 | |
| | P1200297-PO# 08/13/12 -VN#030879 | | | BJ ELECTRIC SUPPLY INC | | 34.20 | |
| | P1200310-PO# 08/13/12 -VN#044398 | | | FIRST SUPPLY LLC | | 120.00 | |
| | P1202510-PO# 08/13/12 -VN#011529 | | | BUDGET TRUCK AND AUTO BODY INC | | 2,000.00 | |
| | P1202558-PO# 08/13/12 -VN#051975 | | | BUILDING SERVICE INC | | 179.73 | |
| | | | | CLOSING BALANCE | | 81,602.32 | 3,397.98 |
| | JAIL.CAP.IMPROV. | | PROG-TOTAL-PO | | | | 3,397.98 |

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$3,397.98 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

AUG 21 2012

DATE _____ CHAIR

| Account Number | Name | Yearly Prcnt Appropriation Spent | YTD Expenditure | Encumb Amount | Unencumb Balance | Inv/Enc Amount | Total |
|------------------|-----------------|-------------------------------------|--------------------|---------------------------|---------------------|-------------------|----------|
| 1818510000-67200 | CAPITAL IMPROV | 30,840,000.00 | 92.0% | 17,856,660.36 | 10,519,197.84 | 2,464,141.80 | |
| | P1201472-PO# | 08/13/12 | -VN#036838 | ARNOLD AND O SHERIDAN INC | | 3,780.00 | |
| | P1201473-PO# | 08/13/12 | -VN#036838 | ARNOLD AND O SHERIDAN INC | | 2,550.00 | |
| | | | | CLOSING BALANCE | 2,457,811.80 | | 6,330.00 |
| | ROCK HAVEN PROJ | | | PROG-TOTAL-PO | | 6,330.00 | |

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$6,330.00 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

AUG 21 2012

DATE _____ CHAIR

| 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 | 92.0% 17,857,620.18 | 10,519,197.84 | 2,463,181.98 | | |
| | P1202142-PO# 07/31/12 -VN#022885 | | | GARDENERS SUPPLY COMPANY | | 2,014.99 | |
| | P1202490-PO# 08/15/12 -VN#015393 | | | GULF SOUTH MEDICAL SUPPLY | | 3,355.19 | |
| | | | | CLOSING BALANCE | 2,457,811.80 | | 5,370.18 |
| | ROCK HAVEN PROJ | | PROG-TOTAL-PO | | | 5,370.18 | |

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$5,370.18 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 **AUG 21 2012** 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 | 56,000.00 58.1% | 32,589.68 | 0.00 | 23,410.32 | | |
| | P1202435-PO# 08/15/12 -VN#034850 | | | OTIS ELEVATOR COMPANY | | 2,774.24 | |
| | P1202488-PO# 07/31/12 -VN#024815 | | | RF TECHNOLOGIES INC | | 1,508.16 | |
| | | | | CLOSING BALANCE | 19,127.92 | | 4,282.40 |
| 1818159200-62463 | FIRE ALARM | 19,000.00 73.3% | 15,931.32 | -2,003.56 | 5,072.24 | | |
| | P1200210-PO# 08/15/12 -VN#022229 | | | JF AHERN COMPANY | | 250.00 | |
| | | | | CLOSING BALANCE | 4,822.24 | | 250.00 |
| 1818159200-62470 | BLDG R & M | 44,215.00 20.3% | 9,383.26 | -406.02 | 35,237.76 | | |
| | P1200216-PO# 08/15/12 -VN#010156 | | | DEGARMO PLUMBING INC | | 981.67 | |
| | P1200238-PO# 08/15/12 -VN#016376 | | | STATE ELECTRICAL SUPPLY INC | | 141.46 | |
| | P1202395-PO# 07/31/12 -VN#022402 | | | CONGRESS GLASS INC | | 406.02 | |
| | | | | CLOSING BALANCE | 33,708.61 | | 1,529.15 |
| 1818159200-63109 | OTHER SUPP/EXP | 46,000.00 39.2% | 18,028.28 | 17.16 | 27,954.56 | | |
| | P1200209-PO# 07/31/12 -VN#046075 | | | AIRGAS NORTH CENTRAL | | 88.16 | |
| | P1200215-PO# 07/31/12 -VN#011824 | | | CITY OF JANESVILLE | | 25.00 | |
| | P1200223-PO# 08/15/12 -VN#018251 | | | HARRIS ACE HARDWARE | | 21.48 | |
| | P1200224-PO# 08/15/12 -VN#030781 | | | HOME DEPOT/GECF | | 122.33 | |
| | | | | CLOSING BALANCE | 27,697.59 | | 256.97 |
| | HCC BLDG.COMPLEX | | PROG-TOTAL-PO | | | 6,318.52 | |

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$6,318.52 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

AUG 21 2012

DATE _____ CHAIR

NEW

AMENDMENT TO: _____

ADDENDUM TO: _____

ADMINISTRATION CONTRACT REVIEW

NO. AE - 1630

Land Conservation and RC General Services Committee for Re-enrollment of the
Continuous Conservation Reserve Program. for 2012 Contract Amount: \$2,441,60

Corporation Counsel has reviewed this Document and finds it to be proper, as to form.

Total Fiscal Impact & Source of Funds:

Substant finding is available
on the land conservation budget

[Signature] 7/12/12
Signature Date

[Signature] 7-18-12
Finance Director Date

Reviewed by Purchasing for compliance:

Jodi Miller

White - General Services
Yellow - Originating Department
Pink - County Clerk

Land Conservation
Originating Department

Tom Sweeney
Contact Person

754-6617 ext 115
Phone

Contract with: Rock County General Services Committee
(Name of entity)

Contract Period: 2012 Start Date: _____ Expiration Date: _____

Contract Amount: \$2,441.60

Expenditure/ Revenue Account Numbers: 62-6280-0000-64928
(provide 5-digit object codes)

Executive Summary: The USDA-NRCS requests the assistance of the Land Conservation Department to help with the workload associated with the re-enrollments of the Continuous Conservation Reserve Program. The LCD has entered into contracts in the past to provide this assistance.

Were Bids or Quotations Solicited? Yes No

Covered by State Contract? Yes No

State Contract # _____

Contract will be signed by: County Board Chair

Other? Who? Richard Bostwick, LCC Chair
Phillip Ownes, GS Chair

COST-SHARE CONTRACT NO.:
LR-005.12

**SOIL AND WATER RESOURCE MANAGEMENT
GRANT PROGRAM** **Sec. 92.14, Wis. Stats.**

COST-SHARE CONTRACT
(DATCP approval required for
cost-share amounts over \$50,000)

This contract is made and entered into by and between
ROCK County Land Conservation Committee, and landowners(s)
Rock County General Services Committee, and grant recipient -. This
contract is complete and valid as of the date signed by the county
representative.

In consideration of the terms and conditions herein, the parties agree to
this contract as set forth in the following Sections 1, 2, and 3, and any
addenda that are annexed and made a part hereof.

NOTE 1: It is not necessary to notarize the spouse's signature unless
this contract will be recorded. However, the spouse must sign his or her
own name. All other signatures must be notarized. If there are additional
landowners or any grant recipients, check here and attach Exhibit A1.
Insert "not applicable" for each line not completed.

NOTE 2: Only properly authorized person(s) can sign in a representative
capacity and must sign in such capacity if the landowner is a corporation,
trust, estate, partnership, limited partnership, or limited liability company.

Recording Area

Agency Name & Return Address

Parcel Identification Number

LANDOWNER/REPRESENTATIVE
PRINT OR TYPE NAME: PHILLIP OWENS

DATE

LANDOWNER/REPRESENTATIVE
PRINT OR TYPE NAME:

DATE

| | |
|---|---|
| State of Wisconsin Rock County This instrument was acknowledged before me on _____ (date) by <u>Phillip Owens</u> (Name of landowner or representative) as <u>Chair</u> (Representative position or type of authority) for <u>Rock County General Services Committee</u> (Name of entity on behalf of whom instrument was executed) | State of Wisconsin Rock County This instrument was acknowledged before me on _____ (date) by _____ (Name of landowner or representative) as _____ (Representative position or type of authority) for _____ (Name of entity on behalf of whom instrument was executed) |
| SIGNATURE _____ Notary Public, State of Wisconsin My commission expires _____ (month/year) | SIGNATURE _____ Notary Public, State of Wisconsin My commission expires _____ (month/year) |

SIGNATURE OF COUNTY REPRESENTATIVE

DATE

PRINT OR TYPE NAME: Richard Bostwick

6/6/2012

| |
|--|
| State of Wisconsin Rock County This instrument was acknowledged before me on <u>6/6/2012</u> by <u>RICHARD BOSTWICK</u> (Name of person or persons) (Name of County, City, and Conservation Committee) as <u>Chair</u> (Representative position or type of authority) for <u>Rock County General Services Committee</u> (Name of entity on behalf of whom instrument was executed) |
| SIGNATURE _____ Notary Public, State of Wisconsin My commission expires <u>3/10/13</u> (month/year) |

This document was drafted by the Wisconsin Department of Agriculture, Trade and Consumer Protection.

Personal information you provide may be used for purposes other than that for which it was originally collected **Sec. 15.99(4)(b), Wis. Stats.**

COST-SHARE CONTRACT NO.:

LR-005.12

SECTION IA. COUNTY INFORMATION

PAGE 2 of 5

NAME OF COUNTY AGENCY

ROCK COUNTY LCD

TELEPHONE NUMBER

608-754-6617 EXT 3

ADDRESS

440 N US HWY 14

CITY, STATE, ZIP CODE

JANESVILLE WI 53546

NAME OF AUTHORIZED REPRESENTATIVE

Rich Bostwick

SECTION IB. LANDOWNER and GRANT RECIPIENT INFORMATION

TOTAL DATCP COST-SHARE AMOUNT (from page 5)

\$2,441.60

NAME OF LANDOWNER (Individual, Corporation, Trust, Estate, Partnership) NOTE: SPOUSE MUST BE INCLUDED

Rock County General Services Committee/CO Phillip Owens, Chair

ADDRESS

51 S Main Street

CITY, STATE, ZIP CODE

Janesville WI 53545

TELEPHONE NUMBER

608 - 757 - 5518

LEGAL DESCRIPTION OF SUBJECT PROPERTY (COMPLETE BELOW OR ATTACH AS EXHIBIT B)

NW ¼ NW ¼ Sec 13 T-3-N R-12-E Town of Janesville

NAME OF GRANT RECIPIENT, if different than above. NOTE: SPOUSE MUST BE INCLUDED

ADDRESS

CITY, STATE, ZIP CODE

TELEPHONE NUMBER

INSTALLATION PERIOD

Each practice must be installed in the year of the cost-share contract, unless the project is extended. This contract may provide cost-sharing for more than one year for the following items as long as the parties record the number of years of cost-sharing in the appropriate column in Section 3:

- a. to install and maintain contour farming, cover and green manure crop, nutrient management, pest management, residue management, and strip-cropping (up to 4 years).
- b. for land taken out of production for 10 years or other period specified in Section 3.
- c. for riparian land taken out of production for 15 years or in perpetuity as specified in Section 3.

Appeal Rights

The landowner or grant recipient may appeal to the county, in writing, any decision of the county land conservation department regarding this grant. The county corporation counsel will determine if the grantee is eligible for a hearing under Chapter 68, Wis. Stats.

| | | | | | | | | | |
|-----------------------|------|--------------------|------|--------------------------------|------|--------------------|------|-----------------------------|------|
| | | | | | | | | | |
| Landowner Initials | Date | Spouse Initials | Date | Grant Recipient Initials | Date | Spouse Initials | Date | County Reps. Initials | Date |

ADDENDA MAY BE ATTACHED TO THIS DOCUMENT TO RECORD SPECIAL CONDITIONS

A. The landowner/grant recipient agrees:

1. To install and maintain cost-shared practice(s) listed in Section 3, consistent with the plans and specifications referenced in Section 3, during periods identified in Section 3.
 2. To make all payments for which the landowner/grant recipient (hereinafter referred to as "landowner") is obligated under this contract, as specified in Section 3.
 3. To provide the county with evidence of payment, as applicable, for services, supplies, and practices performed or installed pursuant to this contract. Proof of payment may be in the form of a statement or invoice, or receipts or cancelled checks with the related vendor contract. For services provided by the landowner, the landowner shall submit a detailed invoice or cost-estimate for those services.
 4. To maintain the cost-shared practice for at least 10 years from the date of installation, except for these "soft" practices: contour farming, cover and green manure crop, nutrient management, pest management, residue management, and strip-cropping. Soft practices must be maintained for each year cost-share funds are provided, as specified in Section 3. Extended maintenance periods apply if land is taken out of production for more than 10 years, as specified in Section 3.
 5. To operate and maintain each cost-shared practice for the required maintenance period following the certification of installation or replace it with an equally effective practice. To refrain, during the maintenance period, from actions that may reduce a practice's effectiveness, or result in water quality problems. Where appropriate, the landowner agrees to follow an operation and maintenance plan. All nutrient management plans must comply with s. ATCP 50.04(3), Wis. Admin. Code.
 6. To repay cost-share funds immediately, upon demand by the county, if the landowner fails to operate and maintain the cost-shared practice according to the contract. Repayment of grant funds shall not be required if a practice(s) is rendered ineffective during the required maintenance period due to circumstances beyond the control of the landowner.
 7. To the recording of this contract, including the legal description of the subject property, with the deed to the subject property, if the cost-share contract amount is greater than \$12,000. This contract shall be recorded before the county makes any cost-share payment to the landowner. Upon recording, this contract constitutes a covenant running with the land described in Section 1B, and is binding on subsequent owners, heirs, executors, administrators, successors, trustees, and assigns, and users of the land for the period set forth in Section 3.
 8. To comply with (i) the performance standards, prohibitions, conservation practices and technical standards under s. 281.16, Stats., (ii) plans approved under ss. 92.14, 92.15 (1985 Stats.), 92.10 and 281.65, Stats., and (iii) the practices necessary to meet the requirements of this contract, and to continue such compliance after the term of this contract, without further cost-sharing, if the landowner has received cost-sharing for compliance at least equal to the cost-sharing required under s. ATCP 50.08, Wis. Admin. Code. There is no requirement for continuing compliance for land that is taken out of production unless cost-sharing is provided.
- To acknowledge receipt, where applicable, of a notice provided by the county explaining continuing compliance requirements arising out of the installation of specific cost-shared practices. (Initial here _____, _____, _____.)
10. Not to discriminate against contractors because of age, race, religion, color, handicap, gender, physical condition, developmental disability, or national origin, in the performance of responsibilities under this contract.
 11. To make any changes to this contract, including changes in project components and costs, according to the procedures set forth in Section 2.C.3.
 12. To the county's right to stop work, or withhold cost-share grant funds, if it is found that the landowner, grant recipient, or construction contractor in their employ has violated ch. 92, Wis. Stats., ch. ATCP 50, Wis. Admin. Code, or has breached this contract.

| | | | | | | | | | |
|-----------------------|------|--------------------|------|--------------------------------|------|--------------------|------|-----------------------------|------|
| | | | | | | | | <i>RS</i> | |
| Landowner Initials | Date | Spouse Initials | Date | Grant Recipient Initials | Date | Spouse Initials | Date | County Reps. Initials | Date |

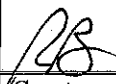
COST-SHARE CONTRACT NO.:
LR-005.12

B. The county agency agrees:

1. To provide technical assistance for the design, construction, and installation of cost-shared practice(s) according to applicable standards in ch. ATCP 50, Wis. Admin. Code. The county agrees to provide written notice, when applicable, to inform each landowner and grant recipient of the full ramifications of a cost-share contract, including future compliance obligations.
2. To use the most cost-effective methods to address the water quality concerns of this project, and apply cost containment procedures, consistent with ch. ATCP 50, Wis. Admin. Code, when estimating and paying for cost-shared practice(s).
3. To provide cost-share funds to the landowner, in the amounts specified in Section 3 and any amendments, upon proof that (i) the landowner has made all payments for which the landowner is responsible under the contract, (ii) the practice(s) are designed and installed according to standards in ch. ATCP 50, Wis. Admin. Code and this contract, including compliance with applicable construction site erosion control standards, and (iii) nutrient management plans comply with s. ATCP 50.04(3) Wis. Admin. Code. The county may make payments to third parties as provided in s. ATCP 50.40(13), Wis. Admin. Code.
4. To collect and retain all contract-related documents regarding operation and maintenance, proof of certification of design and installation, change orders, receipts and payments, and other referenced materials for a minimum of three years after making the last cost-share payment to the landowner, or for the duration of the maintenance period of this contract, whichever is longer. Records may be retained longer to demonstrate that a landowner meets the cost-sharing exemption under s. ATCP 50.08(5), Wis. Admin. Code. Payment records from the landowner and county must provide proof of payment in full for all cost-shared practices installed. Copies of records shall be made available to DATCP upon request.
5. To record this contract, including the legal description of the subject property, with the deed to the subject property, as required under Section 2.A.7.
6. To coordinate eligibility for DATCP cost-share funding, and to follow required reimbursement procedures to facilitate timely cost-share payment(s) to the landowner, including the submission of certification forms to DATCP documenting that cost-shared practice(s) have been properly installed in accordance with this contract and paid for.

C. General conditions of the contract

1. State cost-share reimbursement amounts in Section 3 are contingent on receiving DATCP funding. The county may cancel this contract, in whole or in part, due to non-availability of DATCP funds. A county is responsible for contract grant amounts when the county makes cost-share commitments beyond the amount of its DATCP annual allocation or the county fails to obtain DATCP approval required under 2.C.2.
2. Written approval from DATCP shall be obtained before this contract is executed or amended if the DATCP cost-share amount exceeds \$50,000, and such approval shall be attached to, and made part of, this contract.
3. This contract may be amended, by mutual written agreement of the parties, during the installation or maintenance periods, if the proposed changes will provide equal or greater control of water pollution. For any changes in practice components or costs, the county will determine eligibility and whether to approve such changes. Counties must use a "Cost-Share Contract Change Order" form (ARM-LR-166) for changes prior to or during the installation and maintenance periods. Except as otherwise provided in the "Change Order" form, any completed "Change Order" form must be attached to, and made part of, this contract. Changes to this contract that increase the DATCP cost-share amount over \$12,000 or \$50,000 are subject to requirements in Sections 2.A.7. regarding recording and 2.C.2. regarding DATCP approval, respectively.
4. This contract is void if, prior to installation, the county determines that due to a material change in circumstances the proposed practices will not provide cost-effective water quality benefits.

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|-----------------------|------|--------------------|------|--------------------------------|------|--------------------|------|---|------|
| | | | | | | | |  | |
| Landowner Initials | Date | Spouse Initials | Date | Grant Recipient Initials | Date | Spouse Initials | Date | County Reps. Initials | Date |

COST-SHARE CONTRACT NO:

LR-005.12

SECTION 3. PRACTICES, COST, COST-SHARE AMOUNTS, AND INSTALLATION SCHEDULE

The parties agree to the practices, specifications, eligible costs, cost-share amounts, and installation schedule set forth below. The plans and specifications for installation of the following practices were developed for the subject property of landowner(s):

| Name of Person Preparing Technical Design: Norman Tadit | | Representing: (COUNTY OR PRIVATE ENGINEERING FIRM) ROCK COUNTY | | USE OF THE 3 BOXES BELOW IS OPTIONAL | | | | | | | |
|--|---|---|-------------------------------|--------------------------------------|-------------------------|-----------------|-----------|----------------|------------------------------|-------------|-----------------|
| | | REPRESENTING: | | DATE OF APPROVAL: | | | | | | | |
| | | AMOUNT OF COST-SHARE CONTRACT APPROVED: \$ | | ESTIMATED COST-SHARE AMOUNTS | | | | | | | |
| * | Cost-Shared Item Description ss. ATCP 50.62 to 50.98, 50.40 (15) & (18), & 50.08 (3) and (4) | Yrs of CS** | Quantity (Use Standard Units) | Unit Cost or Flat Rate \$ | Estimated Total Cost \$ | COST-SHARE RATE | | | ESTIMATED COST-SHARE AMOUNTS | | |
| | | | | | | State % | Grantee % | County/other % | DATCP \$ | Grantee \$ | County/other \$ |
| Y | Waterway System ATCP 50.96 | 1 | 0.07 acres | \$49,257/ac | \$3,448.00 | 70 % | 30 % | | \$ 2,441.00 | \$ 1,046.00 | |
| | | | | | | TOTALS | | | \$ 2,441.00 | \$ 1,046.00 | |

* For administrative purposes, please indicate Y or N if the practice can be paid with Bond Revenue.

** Enter the number of years the practice is cost-shared only if the contract provides for (a) more than one year of cost-sharing for soft practices (contour farming, cover and green manure crop, nutrient management, pest management, residue management, and strip-cropping), (b) land taken out of production for more than one year, or (c) CREP equivalent payments for riparian land taken out of production. For "soft practice" payments, the landowner receives the full contract amount after the practice is certified, and has a contractual obligation to maintain the practice for the number of years cost-shared. (Note: Landowners may have compliance obligations under state law that are beyond the terms of this contract.) For "land out of production" payments under ATCP 50.08(3)(d), the landowner receives the sum of the landowner's annual cost for the period specified in the contract. A landowner's annual cost equals the number of affected acres multiplied by the per-acre weighted average soil rental rate in the county on the date of the cost-share contract. For CREP equivalent payments authorized under ATCP 50.08(4), the landowner receives an amount equal to the amount that would be offered under the CREP program if the affected lands were enrolled in that program. To receive a CREP-equivalent payment, a landowner must keep riparian land out of production for 15 years, or in perpetuity, and must agree to contract terms similar to those imposed by the CREP program. Insert "P" if the land is taken out of production in perpetuity.

| | | | |
|--|------|-----------------|------|
| ENTER DATCP COST-SHARE TOTAL AMOUNT ON PAGE 2 | | | |
| Landowner Initials | Date | Spouse Initials | Date |
| | | | |
| Grant Recipient Initials | Date | Spouse Initials | Date |
| | | | |
| County Rep. Initials | Date | | |
| | | | |

ROCK COUNTY, WISCONSIN
FINANCE DIRECTOR

PURCHASING DIVISION
FAX (608) 757-5539
PHONE (608) 757-5515



PROJECT: ASPHALT DRIVE
PROJECT #: 2012-56
DUE DATE: JUNE 25, 2012 - 1:30 P.M. (LOCAL TIME)
DEPARTMENT: GENERAL SERVICES - 911 COMMUNICATIONS CENTER

| | W.N. YOSS CONSTRUCTION JANESVILLE, WI | FRANK BROS JANESVILLE, WI | POBLOCKI PAVING WAUWATOSA, WI | ROCK ROAD COMPANIES JANESVILLE, WI | BJOIN LIMESTONE JANESVILLE, WI | GRADE TECH PAVERS IXONIA, WI |
|------------|--|------------------------------|----------------------------------|---------------------------------------|-----------------------------------|---------------------------------|
| BASE BID | \$ 6,384.00 | \$ 7,630.00 | \$ 8,388.00 | \$ 10,280.00 | \$ 10,286.75 | \$ 10,360.00 |
| START DATE | NO DATES | JUNE 25, 2012 | WEEK OF JULY 16 | JULY 16 | NO DATES | JULY 16 |
| END DATE | NO DATES | JUNE 28, 2012 | 2 DAYS | JULY 23 | NO DATES | AUGUST 3 |

This project was advertised in the Janesville Gazette and on the Internet. Six additional vendors were solicited that did not respond.

Prepared By: Alan Drane
(Senior Buyer)

Governing Committee Approval: _____

Department Head Recommendation: Yoss - Low Bid
Robert Jen 7/31/12
(Signature) (Date)

(Chair) (Vote) (Date)

Purchasing Procedural Endorsement: _____
(Chair) (Vote) (Date)