

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, DECEMBER 15, 2015 – 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 –December 8, 2015
4. Transfers and Appropriations
5. Bills/Encumbrances/Pre-Approved Encumbrance Amendments
6. Courthouse Tower Contractor Withdrawal and Project Update
7. Communications, Announcements and Information
8. Adjournment

Please contact Marilyn at (608)757-5510 if you are going to be late or if you will not be able to attend the meeting.

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
18-1815-0000-62160	CLEANING CONTRAC	P1500605	11/30/2015	DIVERSIFIED BUILDING MAINTENAN	526.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	94,038.00	90,117.50	7,862.50	526.00	(4,468.00)
18-1815-0000-62400	R & M SERV	P1500238	11/21/2015	E AND S SNOWPLOWING	657.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	96,500.00	87,864.05	666.80	657.00	7,312.15
18-1815-0000-63500	R&M SUPPLIES	P1500253	12/03/2015	MENARDS	43.89
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	50,000.00	29,256.46	4,273.70	43.89	16,425.95
HCC BUILDING COMPLEX PROG TOTAL				1,226.89	

I have examined the preceding bills and encumbrances in the total amount of **\$1,226.89**

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: **DEC 15 2015**

Dept Head _____

Committee Chair _____

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
18-1815-0000-63500	R&M SUPPLIES	P1500245	11/25/2015	HOME DEPOT/GEFCF	79.02
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	50,000.00	29,221.33	4,273.70	79.02	16,425.95
HCC BUILDING COMPLEX PROG TOTAL					79.02

I have examined the preceding bills and encumbrances in the total amount of **\$79.02**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

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Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
00-0000-0001-16010	PURCHASING INVEN	P1503655	11/03/2015	OFFICE PRO INC	124.93
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	0.00	16,073.76	92,799.35	124.93	(108,998.04)
GENERAL FUND PROG TOTAL				124.93	

I have examined the preceding bills and encumbrances in the total amount of **\$124.93**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

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Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
18-1810-0000-63500	R&M SUPPLIES	P1500492	10/19/2015	HOME DEPOT/GEFC	16.93
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	234,759.00	211,234.99	165,672.83	16.93	(142,165.75)
GENERAL SERVICES PROG TOTAL					16.93
18-1842-0000-67200	CAPITAL IMPROV	P1502564	11/23/2015	SHOWERS BUILDING RESTORATION C	14,650.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	779,936.00	189,556.35	469,364.00	14,650.00	106,365.65
COURTHOUSE FACILITY PROJECT PROG TOTAL					14,650.00
18-1849-0000-67200	CAPITAL IMPROV	P1503395	11/18/2015	PRIVATE LINES INC	185.80
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	542,814.00	256,425.45	254,729.00	185.80	31,473.75
HCC COMPLEX PROJECT PROG TOTAL					185.80

I have examined the preceding bills and encumbrances in the total amount of **\$14,852.73**
 Claims covering the items are proper and have been previously funded. These items are to be treated as follows:
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Committee Chair _____

COMMITTEE APPROVAL REPORT

2016 . . . 12/11/2015

Pre-Approved Encumbrances

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
00-0000-0001-17100 ENC	POSTAGE METER CH	R1600336	01/01/2016	UNITED STATES POSTAL SERVICE	180,000.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	0.00	0.00	0.00	180,000.00	(180,000.00)
GENERAL FUND PROG TOTAL				180,000.00	

I have examined the preceding bills and encumbrances in the total amount of **\$180,000.00**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

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Pre-Approved Encumbrances

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
18-1810-0000-62400	R & M SERV				
ENC		R1600333	01/01/2016	PITNEY BOWES INC	8,348.64
ENC		R1600338	01/01/2016	ADVANCED DISPOSAL SERVICES	1,632.00
ENC		R1600339	01/01/2016	SAFEWAY PEST CONTROL	540.00
ENC		R1600340	01/01/2016	PER MAR SECURITY SERVICES	615.12
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	88,892.00	0.00	29,716.64	11,135.76	48,039.60
18-1810-0000-63500	R&M SUPPLIES				
ENC		R1600334	01/01/2016	SYNCHRONY BANK	2,000.00
ENC		R1600335	01/01/2016	WRIGHT EXPRESS FSC	3,000.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	120,000.00	0.00	10,320.00	5,000.00	104,680.00
GENERAL SERVICES PROG TOTAL					16,135.76
18-1811-0000-62400	R & M SERV				
ENC		R1600338	01/01/2016	ADVANCED DISPOSAL SERVICES	1,200.00
ENC		R1600339	01/01/2016	SAFEWAY PEST CONTROL	300.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	38,938.00	0.00	1,482.00	1,500.00	35,956.00
18-1811-0000-63500	R&M SUPPLIES				
ENC		R1600334	01/01/2016	SYNCHRONY BANK	100.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	20,000.00	0.00	0.00	100.00	19,900.00
GLEN OAKS FACILITY OPERATION PROG TOTAL					1,600.00
18-1812-0000-62400	R & M SERV				
ENC		R1600337	01/01/2016	SIEMENS INDUSTRY INC	2,977.00
ENC		R1600338	01/01/2016	ADVANCED DISPOSAL SERVICES	1,572.00
ENC		R1600339	01/01/2016	SAFEWAY PEST CONTROL	360.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	81,000.00	0.00	2,769.00	4,909.00	73,322.00
18-1812-0000-63500	R&M SUPPLIES				
ENC		R1600334	01/01/2016	SYNCHRONY BANK	200.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	20,000.00	0.00	0.00	200.00	19,800.00
YOUTH SERVICES CENTER PROG TOTAL					5,109.00
18-1816-0000-62400	R & M SERV				
ENC		R1600338	01/01/2016	ADVANCED DISPOSAL SERVICES	1,008.00
ENC		R1600339	01/01/2016	SAFEWAY PEST CONTROL	312.00

Pre-Approved Encumbrances

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	24,500.00		0.00	1,883.00	1,320.00	21,297.00
18-1816-0000-63500	R&M SUPPLIES					
ENC		R1600334	01/01/2016	SYNCHRONY BANK		200.00
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	21,000.00		0.00	1,675.67	200.00	19,124.33
COMMUNICATIONS CTR.OPERATION PROG TOTAL					1,520.00	
18-1817-0000-62400	R & M SERV					
ENC		R1600339	01/01/2016	SAFEWAY PEST CONTROL		552.00
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	40,000.00		0.00	280.00	552.00	39,168.00
18-1817-0000-63500	R&M SUPPLIES					
ENC		R1600334	01/01/2016	SYNCHRONY BANK		250.00
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	18,000.00		0.00	0.00	250.00	17,750.00
DIVERSION PROG/ASC PROG TOTAL					802.00	
18-1818-0000-62400	R & M SERV					
ENC		R1600338	01/01/2016	ADVANCED DISPOSAL SERVICES		6,696.00
ENC		R1600339	01/01/2016	SAFEWAY PEST CONTROL		420.00
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	305,414.00		0.00	9,081.00	7,116.00	289,217.00
18-1818-0000-63500	R&M SUPPLIES					
ENC		R1600334	01/01/2016	SYNCHRONY BANK		2,000.00
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	180,000.00		0.00	0.00	2,000.00	178,000.00
JAIL PROG TOTAL					9,116.00	
18-1819-0000-62400	R & M SERV					
ENC		R1600337	01/01/2016	SIEMENS INDUSTRY INC		9,114.00
ENC		R1600556	01/01/2016	PER MAR SECURITY SERVICES		474.36
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	26,276.00		0.00	2,705.00	9,588.36	13,982.64
UW-ROCK COUNTY PROG TOTAL					9,588.36	
18-1820-0000-62400	R & M SERV					
ENC		R1600339	01/01/2016	SAFEWAY PEST CONTROL		480.00

Pre-Approved Encumbrances

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	933.00	0.00	0.00	480.00	453.00
18-1820-0000-64911	CLEARING ACCT				
ENC		R1600332	01/01/2016	HENDRICKS COMMERCIAL PROPERTI	109,605.96
ENC		R1600338	01/01/2016	ADVANCED DISPOSAL SERVICES	1,598.04
ENC		R1600339	01/01/2016	SAFEWAY PEST CONTROL	480.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	0.00	0.00	10,335.12	111,684.00	(122,019.12)
18-1820-0000-65321	BLDG/OFC LEASE				
ENC		R1600332	01/01/2016	HENDRICKS COMMERCIAL PROPERTI	25,710.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	26,500.00	0.00	0.00	25,710.00	790.00
ECLIPSE CENTER PROG TOTAL				137,874.00	
18-1821-0000-62400	R & M SERV				
ENC		R1600339	01/01/2016	SAFEWAY PEST CONTROL	456.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	71,875.00	0.00	0.00	456.00	71,419.00
JOB CENTER PROG TOTAL				456.00	
18-1837-0000-63500	R&M SUPPLIES				
ENC		R1600556	01/01/2016	PER MAR SECURITY SERVICES	500.52
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	0.00	0.00	0.00	500.52	(500.52)
JAIL CAPITAL IMPROVEMENTS PROG TOTAL				500.52	

COMMITTEE APPROVAL REPORT

Pre-Approved Encumbrances

2016...

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
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I have examined the preceding bills and encumbrances in the total amount of **\$182,701.64**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

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