

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, FEBRUARY 16, 2016 – 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 – February 2, 2016
4. Transfers and Appropriations
5. Bills/Encumbrances/Pre-Approved Encumbrance Amendments
6. Resolution
 - A. Authorizing Purchase of Kubota Loader
7. Discussion on Courthouse Security Project
8. Discussion on Options for Courthouse Windows
9. Communications, Announcements and Information
10. 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.

Rock County Transfer Request - Over \$1,000

TO: FINANCE DIRECTOR Date 2/8/16 Transfer No. 15-151
 Requested By General Services Department Rob Leu Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 18-1810-0000-46205 Description: Insurance Proceeds Current Balance: \$1,929.87	\$1,929.87	Account #: 18-1810-0000-63500 Description: Repair and Maintenance	\$1,929.87
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC

Insurance proceeds for window damage at UW-Rock.

REASON TRANSFER IS NECESSARY - BE SPECIFIC

Reimbursement of insurance claim for window damage at UW-Rock.

FISCAL NOTE:

Insurance proceeds have been received *2-8-16*

ADMINISTRATIVE NOTE:

Recommended *[Signature]* *2-8-16*

REQUIRED APPROVAL

DATE

COMMITTEE CHAIR

- Governing Committee _____
 Finance Committee _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
18-1810-0000-63500	R&M SUPPLIES	P1500492	12/15/2015	HOME DEPOT/GECF	22.71
		P1500517	12/01/2015	SGTS INC	4,043.64
		P1503718	11/30/2015	GOODWAY TECHNOLOGIES CORP	258.67
		P1503988	12/31/2015	DIRTY DUCTS CLEANING ENVIRONME	650.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	265,759.00	253,374.50	18,133.09	4,975.02	(10,723.61)
GENERAL SERVICES PROG TOTAL				4,975.02	

18-1812-0000-63500	R&M SUPPLIES	P1500492	12/31/2015	HOME DEPOT/GECF	12.25
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	22,000.00	21,714.31	11.59	12.25	261.85
YOUTH SERVICES CENTER PROG TOTAL				12.25	

18-1837-0000-63500	R&M SUPPLIES	P1503987	12/31/2015	SGTS INC	183.35
		P1503989	12/31/2015	NEXGEN BUILDING SUPPLY	221.42
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	112,181.00	61,104.05	5,189.22	404.77	45,482.96
JAIL CAPITAL IMPROVEMENTS PROG TOTAL				404.77	

I have examined the preceding bills and encumbrances in the total amount of **\$5,392.04**

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: FEB 16 2016

Dept Head _____

Committee Chair _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
18-1815-0000-62400	R & M SERV	P1600311	01/18/2016	BANDT COMMUNICATIONS INC	16.70
		P1600379	01/25/2016	DIVERSIFIED BUILDING MAINTENAN	1,111.00
		P1600451	01/12/2016	E AND S SNOWPLOWING	443.00
		P1600770	01/22/2016	TRANE COMPANY	4,108.40
		P1600799	01/13/2016	SIEMENS INDUSTRY INC	9,795.00
		P1600994	01/29/2016	WISCONSIN EMERGENCY MANAGEME	485.00
			Budget	YTD Exp	YTD Enc
	200,690.00	57,797.81	84,802.97	15,959.10	42,130.12
18-1815-0000-63500	R&M SUPPLIES	P1600310	02/03/2016	AIRGAS NORTH CENTRAL	106.78
		P1600312	02/01/2016	BATTERIES PLUS LLC	77.94
		P1600316	01/28/2016	NAPA AUTO PARTS	17.68
		P1600458	01/22/2016	HARRIS ACE HARDWARE LLP	12.97
		P1600468	01/26/2016	MENARDS	135.55
		P1600475	01/19/2016	WERNER ELECTRIC SUPPLY COMPAN	40.31
			Budget	YTD Exp	YTD Enc
	45,000.00	229.35	3,500.00	391.23	40,879.42
HCC BUILDING COMPLEX PROG TOTAL				16,350.33	

I have examined the preceding bills and encumbrances in the total amount of **\$16,350.33**

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: **FEB 16 2016**

Dept Head _____

Committee Chair _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
18-1810-0000-62210	TELEPHONE	P1600917	01/19/2016	MULLIGANS CELLULAR AND PAGING	1,176.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	5,000.00	0.00	0.00	1,176.00	3,824.00
18-1810-0000-62400	R & M SERV				
ENC		R1601176	01/01/2016	SGTS INC	17,294.00
		P1600322	01/26/2016	ARAMARK UNIFORM SERVICES INC	101.66
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	88,892.00	10,847.48	44,908.77	17,395.66	15,740.09
18-1810-0000-63500	R&M SUPPLIES				
ENC		R1601111	01/01/2016	JOHNSON TRACTOR INC	3,000.00
		P1600326	02/01/2016	BJ ELECTRIC SUPPLY INC	45.25
		P1600340	01/25/2016	GRAINGER	36.32
		P1600341	01/21/2016	HARRIS ACE HARDWARE LLP	27.83
		P1600346	01/21/2016	JANESVILLE WINSUPPLY COMPANY	142.90
		P1600352	01/19/2016	MC COTTER ENERGY SYSTEMS INC	1,067.20
		P1600354	01/28/2016	MENARDS	16.89
		P1600358	01/27/2016	PIEPER ELECTRIC INC	150.00
		P1600367	01/28/2016	SULLIVAN SIGNS INC	84.00
		P1600774	01/23/2016	STAPLES ADVANTAGE	671.67
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	120,000.00	18,673.75	20,460.92	5,242.06	75,623.27
GENERAL SERVICES PROG TOTAL				23,813.72	
18-1811-0000-62400	R & M SERV				
		P1600322	02/02/2016	ARAMARK UNIFORM SERVICES INC	23.60
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	38,938.00	143.52	1,662.08	23.60	37,108.80
18-1811-0000-63500	R&M SUPPLIES				
		P1600350	02/01/2016	JOHNSTONE SUPPLY	81.72
		P1600364	02/02/2016	SHERWIN WILLIAMS	67.18
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	20,000.00	189.44	100.00	148.90	19,561.66
GLEN OAKS FACILITY OPERATION PROG TOTAL				172.50	
18-1812-0000-62113	SNOW REMOVAL				
		P1600335	02/01/2016	E AND S SNOWPLOWING	92.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,000.00	0.00	0.00	92.00	908.00

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
YOUTH SERVICES CENTER PROG TOTAL					92.00
18-1816-0000-62113	SNOW REMOVAL	P1600335	02/01/2016	E AND S SNOWPLOWING	96.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,000.00	0.00	0.00	96.00	904.00
18-1816-0000-62400	R & M SERV	R1601176	01/01/2016	SGTS INC	2,783.00
ENC		P1600322	02/02/2016	ARAMARK UNIFORM SERVICES INC	23.58
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	24,500.00	1,424.85	3,382.32	2,806.58	16,886.25
18-1816-0000-63500	R&M SUPPLIES	P1600774	01/13/2016	STAPLES ADVANTAGE	213.90
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	21,000.00	1,718.15	2,134.77	213.90	16,933.18
COMMUNICATIONS CTR.OPERATION PROG TOTAL					3,116.48
18-1817-0000-63500	R&M SUPPLIES	P1600341	01/04/2016	HARRIS ACE HARDWARE LLP	6.28
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	18,000.00	0.00	250.00	6.28	17,743.72
DIVERSION PROG/ASC PROG TOTAL					6.28
18-1818-0000-62113	SNOW REMOVAL	P1600335	02/01/2016	E AND S SNOWPLOWING	358.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	3,000.00	0.00	0.00	358.00	2,642.00
18-1818-0000-62160	CLEANING CONTRAC	P1600334	01/25/2016	DIVERSIFIED BUILDING MAINTENAN	1,221.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	59,150.00	3,679.17	40,470.83	1,221.00	13,779.00
18-1818-0000-62400	R & M SERV	P1600322	01/26/2016	ARAMARK UNIFORM SERVICES INC	102.66
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	305,414.00	552.52	14,936.98	102.66	289,821.84
18-1818-0000-63500	R&M SUPPLIES	P1600326	01/25/2016	BJ ELECTRIC SUPPLY INC	873.29
		P1600336	01/26/2016	ENERGETICS INC	79.60
		P1600341	01/12/2016	HARRIS ACE HARDWARE LLP	3.49

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
		P1600342	01/08/2016	HOME DEPOT/GECF	51.42
		P1600344	01/19/2016	JACK AND DICKS FEED AND GARDEN	588.00
		P1600353	01/15/2016	MC MASTER-CARR SUPPLY COMPANY	49.02
		P1600354	02/02/2016	MENARDS	8.99
		P1600364	01/25/2016	SHERWIN WILLIAMS	713.00
		P1600884	01/14/2016	A AND A SHEET METAL WORKS INC	626.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	180,000.00	7,281.17	3,407.22	2,992.81	166,318.80
				JAIL PROG TOTAL	4,674.47
18-1819-0000-62461	ELEVATOR				
		P1600366	01/07/2016	STATE OF WISCONSIN	50.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	11,000.00	150.00	9,404.76	50.00	1,395.24
				UW-ROCK COUNTY PROG TOTAL	50.00
18-1821-0000-62400	R & M SERV				
		P1600322	01/22/2016	ARAMARK UNIFORM SERVICES INC	24.64
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	71,875.00	640.84	456.00	24.64	70,753.52
18-1821-0000-63500	R&M SUPPLIES				
		P1600331	01/15/2016	CONGRESS GLASS INC	90.00
		P1600339	01/20/2016	FIRST SUPPLY LLC	73.08
		P1600341	01/07/2016	HARRIS ACE HARDWARE LLP	29.67
		P1600342	01/05/2016	HOME DEPOT/GECF	13.05
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	30,000.00	0.00	0.00	205.80	29,794.20
				JOB CENTER PROG TOTAL	230.44
18-1837-0000-63500	R&M SUPPLIES				
		P1503911	01/19/2016	HONEYWELL INC	1,689.22
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	0.00	0.00	0.00	1,689.22	(1,689.22)
				JAIL CAPITAL IMPROVEMENTS PROG TOTAL	1,689.22
18-1843-0000-67200	CAPITAL IMPROV				
		P1502105	01/18/2016	KJWW ENGINEERING CONSULTANTS	8,925.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	590,050.00	0.00	18,999.24	8,925.00	562,125.76

2016.7.1

Rock County

COMMITTEE APPROVAL REPORT

02/10/2016

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
U-ROCK EXPANSION PROJECT PROG TOTAL					8,925.00
18-1849-0000-67200	CAPITAL IMPROV	P1503090	01/22/2016	GILBANK CONSTRUCTION INC	81,339.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	284,000.00	300.00	138,929.05	81,339.00	63,431.95
HCC COMPLEX PROJECT PROG TOTAL					81,339.00

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
----------------	--------------	-----	----------	-------------	-------------

I have examined the preceding bills and encumbrances in the total amount of **\$124,109.11**
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: **FEB 16 2016**

Dept Head _____

Committee Chair _____

PURCHASE ORDER NUMBER 1600992 PEID 034850

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 02/08/2016

DEPARTMENT GENERAL SERVICES

COMMITTEE GENERAL SERVICES

VENDOR NAME OTIS ELVEATORS COMPANY

ACCOUNT NUMBER 18-1810-0000-62461, 18-1819-0000-62400

FUNDS DESCRIPTION FULL MAINTENANCE SERVICE CONTRACTS

AMOUNT OF INCREASE \$ 3.24 LINE ITEM 1 .12 LINE ITEM 3

INCREASE FROM \$ 37,572.00 TO \$ 37,575.36

ACCOUNT BALANCE AVAILABLE \$ 3,846 and \$92

REASON FOR AMENDMENT RE-ADJUSTMENT TO PO AMOUNTS

APPROVALS

GOVERNING COMMITTEE _____
Chair _____ Date _____

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

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

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

The General Services Committee
INITIATED BY



Robert Leu
DRAFTED BY

The General Services Committee
SUBMITTED BY

February 9, 2016
DATE DRAFTED

Authorizing Purchase of Kubota Loader

- 1 **WHEREAS**, snow removal at the Jail has always been difficult, given the number of vehicles and shift
- 2 changes that occur 24/7; and,
- 3
- 4 **WHEREAS**, once the 2012 addition and impound yard were complete the paved areas in back became
- 5 landlocked resulting in the need to haul the snow to open areas with an undersized 1986 Ford tractor,
- 6 which is in poor condition; and,
- 7
- 8 **WHEREAS**, funding for a wheeled loader was included in the 2016 Budget and bids were solicited.
- 9
- 10 **NOW, THEREFORE, BE IT RESOLVED**, by the Rock County Board of Supervisors duly assembled
- 11 this _____ day of _____, 2016, authorizes the purchase of a Kubota Wheeled Loader from
- 12 A.C. McCartney Equipment Inc. of Durand, IL in the amount of \$68,949.00; and,
- 13
- 14 **BE IT FURTHER RESOLVED**, that payment be made to the vendor upon approval of the General
- 15 Services Committee.

Respectfully Submitted,

GENERAL SERVICES COMMITTEE

Henry Brill, Chair

Jason Heidenreich, Vice Chair

Thomas J. Brien

Edwin Nash

Jeremy Zajac

FISCAL NOTE:

Sufficient funds were budgeted in the Jail Capital Account, a/c 18-1837-0000-67200, for this purchase. This account is funded by sales tax revenues.

Sherry Oja
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder.

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
County Administrator

Rock County, Wisconsin

51 South Main Street
Janesville, WI 53545



General Services

- Facilities Management
- Maintenance
- Duplicating

(608)757-5518

Executive Summary

Authorizing Purchase of Kubota Loader

This resolution authorizes the purchase of a wheeled bucket loader to haul snow at the Jail. The 2012 jail expansion created land locked paved areas with no places to pile snow. Currently, the snow is temporarily piled, and hauled with an old Ford tractor which is too small for the task, or hauled out by a private contractor.

By purchasing this bucket loader, snow can be hauled to open areas relatively fast, thus keeping the parking areas open for use.



BID SUMMARY FORM

BID NUMBER #2016-17
BID NAME KUBOTA WHEELED LOADER
BID DUE DATE FEBRUARY 4, 2016 – 1:30 P.M.
DEPARTMENT GENERAL SERVICES

AC MCCARTNEY EQUIPMENT DURAND IL	
KUBOTA WHEELED LOADER	63,330.00
HYRAULIC COUPLER	2,350.00
74" BUCKET	1,782.00
BOLT ON BUCKET	192.00
PALLET FORK	1,295.00
TOTAL COST	\$68,949.00
DELIVERY	30 DAYS

Invitation to Bid was advertised in the Janesville Gazette and on the Internet. Two vendors were solicited that did not respond. One vendor submitted a bid for an alternate brand but was not accepted per the bid specifications.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: A.C. McCartney Equip

SIGNATURE *Balu A. L...* 2/8/16
 DATE

GOVERNING COMMITTEE APPROVAL:

CHAIR _____ VOTE _____ DATE _____