

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, SEPTEMBER 6, 2011 – 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 11, 2011 and August 16, 2011
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
 - C. UW-Rock County
 - 1) Skylight / Wall Project
 - a) Update Report
 - b) Change Orders
 - 2) Landscaping
 - 3) Parking Lot Expansion and Repair
 - 4) Master Plan Update
 - D. Courthouse
 - 1) Lobby / Flooring
 - 2) Signage
 - 3) County Clerks Office
 - 4) Front Entrance
7. Resolution
 - A. Awarding Contract for Sidewalk Replacement at Sheriff's Office
8. Update Report – UW-Rock County Parking Lot Project and Parking Permit – Jeff Kuglitsch
9. Communications, Announcements and Information
10. Adjournment

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818159200-62202	WATER	52,000.00 54.6%	29,674.48	-1,271.99	23,597.51		
	P1100529-PO# 07/31/11 -VN#016382		WISCONSIN STATE LABORATORY OF			318.00	
			CLOSING BALANCE		23,279.51		318.00
1818159200-62450	GROUNDS IMPR R&M	15,000.00 19.8%	6,506.98	-3,528.06	12,021.08		
	P1102499-PO# 08/31/11 -VN#021331		LP TREE SERVICE			1,720.00	
			CLOSING BALANCE		10,301.08		1,720.00
1818159200-62460	BLDG SERV R&M	45,000.00 59.6%	29,322.76	-2,492.59	18,169.83		
	P1100498-PO# 08/31/11 -VN#040769		HD SUPPLY			336.93	
	P1100500-PO# 08/31/11 -VN#013597		JANESVILLE ELECTRIC MOTOR CORP			247.00	
	P1100506-PO# 08/31/11 -VN#030347		NAPA AUTO PARTS			22.24	
	P1102886-PO# 08/31/11 -VN#024901		FURLONG INDUSTRIAL SYSTEMS INC			2,046.64	
	P1102892-PO# 08/31/11 -VN#041320		M K BATTERY			445.95	
			CLOSING BALANCE		15,071.07		3,098.76
1818159200-62463	FIRE ALARM	18,500.00 78.2%	16,629.77	-2,157.86	4,028.09		
	P1100484-PO# 08/31/11 -VN#022229		JF AHERN COMPANY			250.00	
			CLOSING BALANCE		3,778.09		250.00
1818159200-62470	BLDG R & M	50,000.00 15.4%	20,118.29	-12,385.24	42,266.95		
	P1100498-PO# 08/31/11 -VN#040769		HD SUPPLY			153.84	
	P1100508-PO# 07/31/11 -VN#049330		PIEPER ELECTRIC INC			2,920.72	
	P1100511-PO# 08/31/11 -VN#016104		SHERWIN WILLIAMS			186.99	
	P1100513-PO# 08/31/11 -VN#016376		STATE ELECTRICAL SUPPLY INC			283.80	
	P1102854-PO# 08/31/11 -VN#012114		CUMMINS GREAT LAKES INC			1,532.50	
			CLOSING BALANCE		37,189.10		5,077.85
1818159200-63109	OTHER SUPP/EXP	56,750.00 55.5%	31,540.81	-35.00	25,244.19		
	P1100492-PO# 08/31/11 -VN#019048		FASTENAL COMPANY			27.59	
	P1100495-PO# 08/31/11 -VN#047242		H O H WATER TECHNOLOGY INC			2,949.16	
	P1100497-PO# 08/31/11 -VN#030781		HOME DEPOT/GEFC			131.71	
	P1103091-PO# 08/31/11 -VN#043589		WHEA II			35.00	
			CLOSING BALANCE		22,100.73		3,143.46

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
		HCC BLDG.COMPLEX	PROG-TOTAL-PO			13,608.07	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$13,608.07 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

SEP 06 2011

DATE _____ CHAIR

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%	26,003.79	-108,588.55	82,584.76		
	P1100382-PO# 09/01/11 -VN#028070			OFFICE DEPOT		254.25	
	P1100384-PO# 09/01/11 -VN#039632			OFFICE PRO		3,810.57	
	P1100385-PO# 09/01/11 -VN#030630			J AND G OFFICE PRODUCTS		394.69	
	P1100389-PO# 09/01/11 -VN#048467			STAPLES ADVANTAGE		5,828.25	
	P1100391-PO# 09/01/11 -VN#048866			CARTRIDGE CONNECTION,THE		43.00	
				CLOSING BALANCE	72,254.00		10,330.76
	BAL.SHEET A/C		PROG-TOTAL-PO			10,330.76	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$10,330.76 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 _____
SEP 06 2011 DATE _____ CHAIR _____

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
		GENERAL SERVICES	PROG-TOTAL-PO			21,922.74	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$21,922.74 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

SEP 06 2011 DATE _____ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818110000-63500	R&M SUPPLIES	20,000.00	48.2%	9,644.60	0.00	10,355.40	
	P1100412-PO# 09/01/11 -VN#011970			CONNORS SUPPLY INC		282.96	
	P1100426-PO# 09/01/11 -VN#018251			HARRIS ACE HARDWARE		4.58	
	P1100452-PO# 09/01/11 -VN#016524			REINDERS INC.		74.19	
				CLOSING BALANCE		9,993.67	361.73
	GLEN OAKS OPER.			PROG-TOTAL-PO			361.73

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$361.73 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 _____
SEP 06 2011
DATE _____ CHAIR _____

6

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818120000-62400	R & M SERV	73,500.00 94.1%	68,823.39	348.62	4,327.99		
	P1100400-PO# 09/01/11 -VN#010938		ARAMARK UNIFORM SERVICES INC			20.34	
			CLOSING BALANCE		4,307.65		20.34
1818120000-63500	R&M SUPPLIES	20,000.00 108.5%	22,138.84	-430.00	-1,708.84		
	P1100433-PO# 09/01/11 -VN#013693		JOHNSON CONTROLS INC			294.96	
	P1100456-PO# 09/01/11 -VN#016104		SHERWIN WILLIAMS			41.89	
	P1102810-PO# 09/01/11 -VN#045051		LCN CLOSERS			445.48	
*** OVERDRAFT ***	TRANSFER REQUIRED		CLOSING BALANCE		-2,491.17		782.33
	JUV.DET.OPER.		PROG-TOTAL-PO			802.67	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$802.67 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

SEP 06 2011

DATE _____ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818160000-63500	R&M SUPPLIES	21,000.00	50.9%	10,708.87	0.00	10,291.13	
	P1100434-PO# 09/01/11 -VN#013741			JOHNSTONE SUPPLY		369.76	
	P1100460-PO# 09/01/11 -VN#048467			STAPLES ADVANTAGE		106.86	
	P1100463-PO# 09/01/11 -VN#018296			AARONS LOCK AND SAFE INC		52.12	
				CLOSING BALANCE		9,762.39	528.74
	COMM.CTR.OPER.			PROG-TOTAL-PO		528.74	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$528.74 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
SEP 06 2011
DATE _____ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818370000-63500	R&M SUPPLIES	100,000.00	23.3%	24,063.14	-716.90	76,653.76	
	P1100420-PO# 09/01/11 -VN#019954					FERGUSON ENTERPRISES INC	311.34
	P1100426-PO# 09/01/11 -VN#018251					HARRIS ACE HARDWARE	18.00
	P1100428-PO# 09/01/11 -VN#030781					HOME DEPOT/GECF	887.63
	P1100455-PO# 09/01/11 -VN#025791					SGTS INC	399.16
	P1100461-PO# 09/01/11 -VN#034850					OTIS ELEVATOR COMPANY	1,426.60
	P1102913-PO# 09/01/11 -VN#036830					CORNER STONE CONSTRUCTION INC	231.00
	P1102928-PO# 09/01/11 -VN#013729					JOHNSON TRACTOR INC	485.90
						CLOSING BALANCE	72,894.13
							3,759.63
	JAIL.CAP.IMPROV.					PROG-TOTAL-PO	3,759.63

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$3,759.63 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 _____
SEP 06 2011 DATE _____ CHAIR _____

9

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818420000-67200	CAPITAL IMPROV	816,994.00	57.5%	439,370.05	31,145.00	346,478.95	
	P1003340-PO# 09/01/11 -VN#050152			ZANDER SOLUTIONS LLC		21,352.96	
				CLOSING BALANCE	325,125.99		21,352.96
	CTHS FACILITY			PROG-TOTAL-PO		21,352.96	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$21,352.96 INCURRED BY COURTHOUSE FACILITY IMPROVEMEN. 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

SEP 06 2011

DATE _____ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818430000-67200	CAPITAL IMPROV	10,957,630.00	94.5% 10,005,154.39	352,296.77	600,178.84		
	P1003417-PO# 09/01/11 -VN#035081			GILBANK CONSTRUCTION INC		88,825.00	
				CLOSING BALANCE	511,353.84		88,825.00
	U-ROCK EXPANSION		PROG-TOTAL-PO			88,825.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$88,825.00 INCURRED BY U-ROCK EXPANSION 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 _____

SEP 06 2011

DATE _____ CHAIR _____

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818490000-67200	CAPITAL IMPROV	9,329,350.00	91.9%	7,915,282.62	658,444.81	755,622.57	
	P1101940-PO# 09/01/11 -VN#033653			PRIVATE LINES INC		254.40	
	P1102019-PO# 09/01/11 -VN#048603			PENN CAMERA PROFESSIONAL		4,635.00	
	P1102748-PO# 09/01/11 -VN#028264			HENRICKSEN		225.20	
	P1103005-PO# 09/01/11 -VN#048565			LEGACY COMMUNICATIONS LLC		4,395.00	
				CLOSING BALANCE		746,112.97	9,509.60
	JAIL/HCC COMPLEX		PROG-TOTAL-PO				9,509.60

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$9,509.60 INCURRED BY JAIL/HCC COMPLEX 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

SEP 06 2011

DATE _____ CHAIR

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

August 29, 2011
DATE DRAFTED

Awarding Contract for Sidewalk Replacement at Sheriff's Office

- 1 **WHEREAS**, funds for replacement of the concrete sidewalks in front of the Sheriff's Office is included
- 2 in the General Services 2011 Budget; and,
- 3
- 4 **WHEREAS**, the sidewalks along the front parking lot and those leading up to the front entrance were
- 5 installed in 1985 and need to be replaced; and,
- 6
- 7 **WHEREAS**, specifications were prepared and bids solicited for the work.
- 8
- 9 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 10 this _____ day of _____, 2011, that a contract for sidewalk replacement at the Sheriff's Office
- 11 be awarded to Valia Excavating of Fort Atkinson in the bid amount of \$29,949.00.

Respectfully submitted,

Purchasing Procedural Endorsement

General Services Committee:

Mary Mawhinney, Chair

Phillip Owens, Chair

Vote Date

Henry Brill, Vice Chair

FISCAL NOTE:

Ronald Combs

\$142,000 is included in the 2011 Jail Capital Improvement, A/C 18-1837-0000-67200, including sidewalk replacement for the Sheriff's Office. This project is funded by Jail Assessment Fees.

Jason Heidenreich

Jeffrey A. Smith
Finance Director

Mary Mawhinney

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,

Craig Knutson
County Administrator

Executive Summary

Sidewalk Replacement at Sheriff's Office

The resolution before you authorizes the replacement of the concrete sidewalks in front of the Sheriff's Office. Over the past 26 years, the cement sections have cracked and spalled in places. The freeze/thaw cycles, and heavy use of salt, have created an uneven walking surface, and thus a safety concern. Because repairs are no longer feasible, replacement is recommended.

Three qualified bids were received, with the low bid coming from Valia Excavating of Fort Atkinson. The Purchasing Division indicated that Valia Excavating did work for Public Works at Royce-Dallman Park a few years back. The vendor estimates that the work will begin September 22nd, and will be complete by the end of September.

ROCK COUNTY, WISCONSIN
FINANCE DIRECTOR

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



PROJECT: SHERIFF'S OFFICE SIDEWALK REPLACEMENT
 PROJECT #: 2011-62
 DUE DATE: AUGUST 15, 2011 – 1:30 P.M. (CDT)
 DEPARTMENT: GENERAL SERVICES

	VALIA EXCAVATING FT ATKINSON WI	GILBANK CONSTRUCTION CLINTON WI	HEITSMAN CONCRETE JANESVILLE WI
ADDENDA RECEIVED	YES	YES	YES
BID BOND RECEIVED	YES	YES	YES
PRICE	\$ 29,949.00	\$31,800.00	\$33,935.00

This project was advertised in the Beloit Daily News and on the Internet.
 Three bids received were considered Non-Responsive because the appropriate Bid Bond was not included with the bid.
 Fifteen additional vendors were solicited that did not respond.

PREPARED BY: *Alan Dransfield*
 SENIOR BUYER

DEPARTMENT HEAD RECOMMENDATION: *Valia Excavating, Low Bidder*
Robert Lee *8/29/11*
 SIGNATURE DATE

GOVERNING COMMITTEE APPROVAL:

CHAIR VOTE DATE

PURCHASING PROCEDURAL ENDORSEMENT:

CHAIR VOTE DATE