

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 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 – November 15, 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
 - 2) Change Orders
7. Requesting Transfer of Trailer to City of Janesville Fire Department Hazmat Team
8. Designating Vendor for Pre-Sort Mailing Services
9. Discussion on Signage for the Courthouse – Mickey Crittenden and Rob Leu
10. Discussion on Planters by the Front Entrance to the Courthouse
11. General Services Director Update
12. Communications, Announcements and Information
13. Adjournment

ROCK COUNTY

SUPPLEMENTAL APPROPRIATIONS - TRANSFERS

11-80

Transfer No.

Requested by General Services / JDC

Rob Leu

Department

Department Head

11/23/11

Date

FROM

ACCOUNT #	DESCRIPTION	AMOUNT
18-1812-0000-62160	Cleaning Contracts	3,160
18-1812-0000-62400	R&M Services	3,000
18-1812-0000-67200	Capital Improvements	2,000

TO

ACCOUNT #	DESCRIPTION	AMOUNT
18-1812-0000-62205	Fuel Oil	160
18-1812-0000-63500	R&M Supplies	8,000

FISCAL NOTE:

Sufficient funds are available in the above object code for the requested transfer.

ADMINISTRATIVE NOTE:

Recommended. *CK*

REQUIRED APPROVAL:

Governing Committee

Finance Committee

DATE

COMMITTEE CHAIR

File

#11-80
NOV 28 2011

ROCK COUNTY TRANSFER REQUESTS

TO: FINANCE DIRECTOR

REQUESTED BY: General Services/JDC

Department

Bob Fern
Department Head Signature

DATE: 11/23/11

FROM:	AMOUNT
ACCOUNT #: 18-1812-0000/62160 DESCRIPTION: Cleaning Contracts	\$160.00
CURRENT BALANCE: \$ 6604.00 PROVIDED BY THE FINANCE DIRECTOR <i>[Signature]</i> 11/28/11	
ACCOUNT #: 18-1812-0000/62160 DESCRIPTION: Cleaning Contracts	\$3,000.00
CURRENT BALANCE: \$6100.00 PROVIDED BY THE FINANCE DIRECTOR <i>[Signature]</i> 11/28/11	
ACCOUNT #: 18-1812-0000/62400 DESCRIPTION: Repair and Maintenance Services	\$3,000.00
CURRENT BALANCE: \$4053.59 PROVIDED BY THE FINANCE DIRECTOR <i>[Signature]</i> 11/28/11	
ACCOUNT #: 18-1812-0000/67200 DESCRIPTION: Capital Improvements	\$2,000.00
CURRENT BALANCE: \$2000.00 PROVIDED BY THE FINANCE DIRECTOR <i>[Signature]</i> 11/28/11	

TO:	AMOUNT
ACCOUNT #: 18-1812-0000/62205 DESCRIPTION: Fuel Oil	\$160.00
ACCOUNT #: 18-1812-0000/63500 DESCRIPTION: Repair and Maintenance Supplies	\$3,000.00
ACCOUNT #: 18-1812-0000/63500 DESCRIPTION: Repair and Maintenance Supplies	\$3,000.00
ACCOUNT #: 18-1812-0000/63500 DESCRIPTION: Repair and Maintenance Supplies	\$2,000.00

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC:

- 1) & 2) Funds are available in the Cleaning Contract Account because the bids for cleaning at JDC came in lower than anticipated.
- 3) The Repair and Maintenance Services Account covers service agreements on heating, cooling, and security systems at JDC. There is money available in the account because the need to purchase parts not covered under the service agreement was minimal.
- 4) Funds are available in the Capital Improvement account because we knew we would need this money to help cover repairs not of a capital nature.

REASON TRANSFER IS NECESSARY - BE SPECIFIC:

- 1) Fuel Oil is used in the emergency generator. It took more oil to fill it than usual.
- 2, 3, & 4) These three transfers are needed to cover unanticipated repairs to cooling systems. There was a freon leak in the condenser coil that cost \$2,044.00 to repair. The most expensive repairs totaling \$9,100.00, involved repairing and replacing the 14 ton compressor on the air conditioning system. Initially we were anticipating having to buy a new unit costing \$90,000.00. Our vendor located an identical compressor that was being taken from a building being remodeled in Madison. What a find!

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818159200-62460	BLDG SERV R&M	45,000.00 81.7%	36,380.72	392.36	8,226.92		
	P1100491-PO# 11/30/11 -VN#012507			ENERGETICS INC		31.60	
	P1100493-PO# 11/30/11 -VN#017559			FIRST SUPPLY MADISON LLC		214.78	
	P1100503-PO# 11/30/11 -VN#014018			LAND AND WHEELS		200.14	
	P1103778-PO# 11/30/11 -VN#016758			TRANE COMPANY		345.76	
	P1103882-PO# 11/30/11 -VN#034078			NEWVILLE AUTO SALVAGE		50.00	
				CLOSING BALANCE	7,384.64		842.28
1818159200-62461	ELEVATOR	55,400.00 95.0%	52,672.90	0.00	2,727.10		
	P1100072-PO# 11/30/11 -VN#034356			NATIONAL ELEVATOR INSPECTION S		450.00	
	P1103763-PO# 11/30/11 -VN#034042			STATE OF WISCONSIN		300.00	
				CLOSING BALANCE	1,977.10		750.00
1818159200-62463	FIRE ALARM	18,500.00 89.1%	17,467.77	-982.00	2,014.23		
	P1103408-PO# 11/30/11 -VN#051387			AUTOMATIC FIRE SYSTEMS INC		982.00	
				CLOSING BALANCE	1,032.23		982.00
1818159200-62470	BLDG R & M	50,000.00 56.6%	32,135.41	-3,809.00	21,673.59		
	P1100498-PO# 11/30/11 -VN#040769			HD SUPPLY		285.01	
	P1100513-PO# 11/30/11 -VN#016376			STATE ELECTRICAL SUPPLY INC		127.65	
	P1100514-PO# 11/30/11 -VN#011891			WERNER ELECTRIC SUPPLY COMPANY		463.74	
	P1102741-PO# 11/30/11 -VN#036830			CORNER STONE CONSTRUCTION INC		3,809.00	
				CLOSING BALANCE	16,988.19		4,685.40
1818159200-63109	OTHER SUPP/EXP	56,750.00 71.4%	41,073.18	-518.69	16,195.51		
	P1100496-PO# 11/30/11 -VN#018251			HARRIS ACE HARDWARE		51.19	
	P1100497-PO# 11/30/11 -VN#030781			HOME DEPOT/GECF		59.97	
	P1100499-PO# 11/30/11 -VN#029890			JACK AND DICKS FEED AND GARDEN		253.25	
	P1100505-PO# 11/30/11 -VN#014423			MC MASTER-CARR SUPPLY COMPANY		133.62	
	P1103662-PO# 11/30/11 -VN#011529			BUDGET TRUCK AND AUTO BODY INC		4,703.78	
	P1103721-PO# 11/30/11 -VN#037078			AIRGAS SAFETY INC		55.87	
	P1103742-PO# 11/30/11 -VN#025055			JOHNSON PLASTICS		198.82	
	P1103779-PO# 11/30/11 -VN#029057			JJ KELLER AND ASSOCIATES INC		238.98	
	P1103878-PO# 11/30/11 -VN#022402			CONGRESS GLASS INC		128.00	
				CLOSING BALANCE	10,372.03		5,823.48
1818159200-64200	TRAINING EXP	1,500.00 82.5%	1,053.42	185.01	261.57		
	P1103245-PO# 11/30/11 -VN#049414			AMERICAN RADIO RELAY LEAGUE IN		41.41	
				CLOSING BALANCE	220.16		41.41

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
		HCC BLDG.COMPLEX		PROG-TOTAL-PO		13.124.57	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$13,124.57 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

DEC 06 2011 DATE _____ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
000000001-16010	PURCHASING INVEN	0.00 100.0%	29,306.26	5.00	-29,311.26		
	P1100382-PO# 12/01/11 -VN#028070			OFFICE DEPOT		21.27	
	P1100384-PO# 12/01/11 -VN#039632			OFFICE PRO		3,199.66	
	P1100389-PO# 12/01/11 -VN#048467			STAPLES ADVANTAGE		7,213.17	
	P1100390-PO# 12/01/11 -VN#048587			REPORTERS PAPER AND MANUFACTUR		383.50	
	P1100394-PO# 12/01/11 -VN#040481			RHYME BUSINESS PRODUCTS		55.98	
	P1103442-PO# 12/01/11 -VN#039632			OFFICE PRO		6,663.12	
				CLOSING BALANCE		-46,847.96	17,536.70
000000001-17000	PREPAID BUDGET I	0.00 100.0%	40,029.97	70,915.48	-110,945.45		
	P1103776-PO# 12/01/11 -VN#012248			DEPARTMENT OF HEALTH AND FAMIL		150.00	
				CLOSING BALANCE		-111,095.45	150.00
000000001-17100	POSTAGE METER CH	0.00 100.0%	20,641.32	45,097.40	-65,738.72		
	P1100454-PO# 12/01/11 -VN#044977			UNITED MAILING SERVICES INC		408.19	
				CLOSING BALANCE		-66,146.91	408.19
	BAL.SHEET A/C		PROG-TOTAL-PO			18,094.89	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$18,094.89 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

DEC 06 2011 DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818100000-62400	R & M SERV	132,537.00	87.4%	112,382.63	3,513.96	16,640.41	
	P1100400-PO# 12/01/11 -VN#010938					ARAMARK UNIFORM SERVICES INC	135.62
	P1101079-PO# 12/01/11 -VN#022229					JF AHERN COMPANY	195.00
						CLOSING BALANCE	16,309.79
							330.62
1818100000-62461	ELEVATOR	57,000.00	60.2%	31,951.68	2,403.13	22,645.19	
	P1100461-PO# 12/01/11 -VN#034850					OTIS ELEVATOR COMPANY	695.00
						CLOSING BALANCE	21,950.19
							695.00
1818100000-63100	OFC SUPP & EXP	2,500.00	23.3%	1,307.08	-723.27	1,916.19	
	P1100449-PO# 12/01/11 -VN#015241					PITNEY BOWES INC	718.18
						CLOSING BALANCE	1,198.01
							718.18
1818100000-63104	PRNT & DUPLICATI	30,000.00	96.0%	12,169.61	-40,995.61	58,826.00	
	P1100386-PO# 12/01/11 -VN#010723					PRINTING AND BUSINESS SOLUTION	166.50
	P1100393-PO# 12/01/11 -VN#021556					MIDLAND PAPER	838.41
						CLOSING BALANCE	57,821.09
							1,004.91
1818100000-63500	R&M SUPPLIES	215,000.00	71.3%	153,497.11	0.00	61,502.89	
	P1100387-PO# 12/01/11 -VN#046616					WAUPUN CENTRAL WAREHOUSE	1,881.60
	P1100409-PO# 12/01/11 -VN#011824					CITY OF JANESVILLE	50.00
	P1100413-PO# 12/01/11 -VN#012202					DE VERE COMPANY INC	79.18
	P1100414-PO# 12/01/11 -VN#010156					DEGARMO PLUMBING INC	260.00
	P1100418-PO# 12/01/11 -VN#012507					ENERGETICS INC	16.32
	P1100419-PO# 12/01/11 -VN#019048					FASTENAL COMPANY	21.46
	P1100421-PO# 12/01/11 -VN#044398					FIRST SUPPLY LLC	21.62
	P1100429-PO# 12/01/11 -VN#047242					H O H WATER TECHNOLOGY INC	4,276.92
	P1100434-PO# 12/01/11 -VN#013741					JOHNSTONE SUPPLY	439.57
	P1100439-PO# 12/01/11 -VN#045443					MC COTTER ENERGY SYSTEMS INC	244.96
	P1100441-PO# 12/01/11 -VN#014534					MENARDS	27.36
	P1100452-PO# 12/01/11 -VN#015524					REINDERS INC	20.29
	P1100456-PO# 12/01/11 -VN#016104					SHERWIN WILLIAMS	180.84
	P1100458-PO# 12/01/11 -VN#016376					STATE ELECTRICAL SUPPLY INC	894.60
	P1102627-PO# 12/01/11 -VN#044442					FINCO CONCRETE	1,610.00
	P1103360-PO# 12/01/11 -VN#026429					INLAND POWER GROUP INC	1,546.35
	P1103477-PO# 12/01/11 -VN#038030					BADGER STATE INDUSTRIES	3,479.38
	P1103607-PO# 12/01/11 -VN#026046					JMB & ASSOCIATES	760.00
	P1103624-PO# 12/01/11 -VN#011891					WERNER ELECTRIC SUPPLY COMPANY	4,812.80
	P1103629-PO# 12/01/11 -VN#040414					GRAINGER INDUSTRIAL SUPPLY INC	103.60
	P1103723-PO# 12/01/11 -VN#042446					MAN D TEC	120.57
	P1103746-PO# 12/01/11 -VN#020584					PEACHTREE BUSINESS PRODUCTS	596.00
	P1103764-PO# 12/01/11 -VN#011824					CITY OF JANESVILLE	345.84
						CLOSING BALANCE	39,713.63
							21,789.26

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
	GENERAL SERVICES		PROG-TOTAL-PO			24,537.97	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$24,537.97 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

DEC 06 2011

DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818110000-63500	R&M SUPPLIES	20,000.00	59.2%	11,347.45	505.27	8,147.28	
	P1100414-PO# 12/01/11 -VN#010156			DEGARMO PLUMBING INC		130.00	
				CLOSING BALANCE	8,017.28		130.00
	GLEN OAKS OPER.			PROG-TOTAL-PO		130.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$130.00 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

DEC 06 2011

DATE

CHAIR

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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 94.3%	69,330.42	0.00	4,169.58		
	P1100400-PO# 12/01/11 -VN#010938		ARAMARK UNIFORM SERVICES INC			13.56	
			CLOSING BALANCE		4,156.02		13.56
1818120000-63500	R&M SUPPLIES	20,000.00 131.1%	26,223.50	9.10	-6,232.60		
	P1100398-PO# 12/01/11 -VN#048889		ALL CLIMATE MECHANICAL LLC			5,060.00	
	P1100414-PO# 12/01/11 -VN#010156		DEGARMO PLUMBING INC			130.00	
	P1100424-PO# 12/01/11 -VN#036010		GRAINGER PARTS			158.44	
*** OVERDRAFT ***	TRANSFER PENDING		CLOSING BALANCE		-11,581.04		5,348.44
	JUV.DET.OPER.		PROG-TOTAL-PO			5,362.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$5,362.00 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

DEC 06 2011 DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818160000-63500	R&M SUPPLIES	21,000.00	71.0%	14,917.42	0.00	6,082.58	
	P1100413-PO# 12/01/11 -VN#012202			DE VERE COMPANY INC		116.79	
	P1100414-PO# 12/01/11 -VN#010156			DEGARMO PLUMBING INC		130.00	
	P1100460-PO# 12/01/11 -VN#048467			STAPLES ADVANTAGE		106.86	
				CLOSING BALANCE		5,728.93	353.65
		COMM.CTR.OPER.	PROG-TOTAL-PO				353.65

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$353.65 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

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Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818170000-63500	R&M SUPPLIES	10,000.00	76.8%	5,989.00	1,696.48	2,314.52	
	PI100414-PO# 12/01/11 -VN#010156			DEGARMO PLUMBING INC		130.00	
				CLOSING BALANCE	2,184.52		130.00
	ADOL.SER/GUIDANC		PROG-TOTAL-PO			130.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$130.00 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

DEC 06 2011

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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	65.5%	45,239.84	20,309.21	34,450.95	
	P1100403-PO# 12/01/11 -VN#011198					BELOIT FIRE PROTECTION COMPANY	163.00
	P1100414-PO# 12/01/11 -VN#010156					DEGARMO PLUMBING INC	779.88
	P1100420-PO# 12/01/11 -VN#019954					FERGUSON ENTERPRISES INC	89.81
	P1100440-PO# 12/01/11 -VN#014423					MC MASTER-CARR SUPPLY COMPANY	31.17
	P1100441-PO# 12/01/11 -VN#014534					MENARDS	17.94
	P1100452-PO# 12/01/11 -VN#015524					REINDERS INC	130.41
	P1100463-PO# 12/01/11 -VN#018296					AARONS LOCK AND SAFE INC	418.00
	P1103391-PO# 12/01/11 -VN#051386					INSULATION INDUSTRIES INC	2,305.00
	P1103717-PO# 12/01/11 -VN#033653					PRIVATE LINES INC	178.55
						CLOSING BALANCE	30,337.19
						JAIL.CAP.IMPROV. PROG-TOTAL-PO	4,113.76
							4,113.76

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$4,113.76 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

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Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818490000-67200	CAPITAL IMPROV	9,388,289.78	95.4% 8,400,190.63	562,359.09	425,740.06		
	P1103737-PO# 12/01/11 -VN#043786			PROFESSIONAL SERVICE	INDUSTRIE	1,472.00	
	P1103757-PO# 12/01/11 -VN#031267			NU LINE STRIPING		330.80	
	P1103758-PO# 12/01/11 -VN#013416			HONEYWELL INC		930.00	
				CLOSING BALANCE		423,007.26	2,732.80
	JAIL/HCC COMPLEX		PROG-TOTAL-PO			2,732.80	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$2,732.80 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

DEC 06 2011

DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818159200-62203 ENC	NATURAL GAS R1200003-PO# 01/01/12 -VN#017541	280,350.00 0.0%	0.00	0.00	280,350.00	112,276.08	
					CLOSING BALANCE	168,073.92	112,276.08
1818159200-63109 ENC	OTHER SUPP/EXP R1200004-PO# 01/01/12 -VN#046400	46,000.00 0.0%	0.00	0.00	46,000.00	5,000.00	
					CLOSING BALANCE	41,000.00	5,000.00
	HCC BLDG.COMPLEX		PROG-TOTAL-PO			117,276.08	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$117,276.08 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

DEC 06 2011 DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0000000001-17100 ENC	POSTAGE METER CH R1200084-PO# 01/01/12 -VN#024549	0.00 100.0%	0.00	0.00	0.00	180,000.00	
				CLOSING BALANCE		-180,000.00	180,000.00
	BAL.SHEET A/C		PROG-TOTAL-PO			180,000.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$180,000.00
 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

DEC 06 2011

DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818100000-62400 ENC	R & M SERV R1200121-PO# 01/01/12 -VN#026293	133,000.00 4.4%	0.00	5,961.60 PITNEY BOWES INC	127,038.40	8,317.80	
				CLOSING BALANCE	118,720.60		8,317.80
1818100000-63500 ENC	R&M SUPPLIES R1200119-PO# 01/01/12 -VN#046400	210,000.00 1.7%	0.00	3,570.00 FLEET SERVICES	206,430.00	3,000.00	
				CLOSING BALANCE	203,430.00		3,000.00
	GENERAL SERVICES		PROG-TOTAL-PO			11,317.80	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$11,317.80 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

DEC 06 2011

DATE

CHAIR

Rock County - Production

11/30/11

COMMITTEE APPROVAL REPORT

Account Number	Name	Yearly Pront Appropriation Spent	YTD Pront Expenditure	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818100000-62160 ENC	CLEANING CONTRAC R1200151-PO# 01/01/12 -VN#046225	150,000.00	0.0%	0.00	0.00	150,000.00	137,095.83	
						CLOSING BALANCE 12,904.17		137,095.83
1818100000-62400 ENC ENC ENC	R & M SERV R1200146-PO# 01/01/12 -VN#042015 R1200155-PO# 01/01/12 -VN#036664 R1200156-PO# 01/01/12 -VN#036664	133,000.00	7.9%	0.00	10,621.80	122,378.20	5,961.60 960.00 912.00	
						CLOSING BALANCE 114,544.60		7,833.60
1818100000-63500 ENC ENC ENC	R&M SUPPLIES R1200149-PO# 01/01/12 -VN#022229 R1200153-PO# 01/01/12 -VN#028846 R1200154-PO# 01/01/12 -VN#051434	210,000.00	1.4%	0.00	3,000.00	207,000.00	3,570.00 1,438.00 2,000.00	
						CLOSING BALANCE 199,992.00		7,008.00
1818100000-64911 ENC	CLEARING ACCT R1200151-PO# 01/01/12 -VN#046225	0.00	100.0%	0.00	134,119.74	-134,119.74	10,469.61	
						CLOSING BALANCE -144,589.35		10,469.61
	GENERAL SERVICES					PROG-TOTAL-PO	162,407.04	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$162,407.04 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

DEC 06 2011

DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818110000-62160 ENC	CLEANING CONTRAC R1200151-PO# 01/01/12 -VN#046225	18,500.00 0.0%	0.00	0.00	18,500.00	17,233.92	
					CLOSING BALANCE	1,266.08	17,233.92
1818110000-62400 ENC	R & M SERV R1200146-PO# 01/01/12 -VN#042015	38,000.00 0.0%	0.00	0.00	38,000.00	1,231.20	
ENC	R1200155-PO# 01/01/12 -VN#036664					300.00	
					CLOSING BALANCE	36,468.80	1,531.20
1818110000-63500 ENC	R&M SUPPLIES R1200153-PO# 01/01/12 -VN#028846	22,000.00 0.0%	0.00	0.00	22,000.00	282.00	
ENC	R1200154-PO# 01/01/12 -VN#051434					100.00	
					CLOSING BALANCE	21,618.00	382.00
	GLEN OAKS OPER. PROG-TOTAL-PO					19,147.12	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$19,147.12 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

DEC 06 2011

DATE _____ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818120000-62160 ENC	CLEANING CONTRAC R1200151-PO# 01/01/12 -VN#046225	11,850.00 0.0%	0.00	0.00	11,850.00	11,848.32	
							CLOSING BALANCE 1.68 11,848.32
1818120000-62400 ENC	R & M SERV R1200146-PO# 01/01/12 -VN#042015	76,500.00 0.0%	0.00	0.00	76,500.00	1,334.88	
ENC	R1200155-PO# 01/01/12 -VN#036664					360.00	
							CLOSING BALANCE 74,805.12 1,694.88
1818120000-63500 ENC	R&M SUPPLIES R1200149-PO# 01/01/12 -VN#022229	28,000.00 0.0%	0.00	0.00	28,000.00	840.00	
ENC	R1200153-PO# 01/01/12 -VN#028846					252.00	
ENC	R1200154-PO# 01/01/12 -VN#051434					200.00	
							CLOSING BALANCE 26,708.00 1,292.00
	JUV. DET. OPER.						PROG-TOTAL-PO 14,835.20

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$14,835.20 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

DEC 06 2011

DATE _____ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818160000-62160 ENC	CLEANING CONTRAC R1200151-PO# 01/01/12 -VN#046225	17,540.00 0.0%	0.00	0.00	17,540.00	17,539.92	
					CLOSING BALANCE	0.08	17,539.92
1818160000-62400 ENC	R & M SERV R1200146-PO# 01/01/12 -VN#042015	24,000.00 0.0%	0.00	0.00	24,000.00	842.40	
ENC	R1200155-PO# 01/01/12 -VN#036664					312.00	
					CLOSING BALANCE	22,845.60	1,154.40
1818160000-63500 ENC	R&M SUPPLIES R1200149-PO# 01/01/12 -VN#022229	23,660.00 0.0%	0.00	0.00	23,660.00	690.00	
ENC	R1200153-PO# 01/01/12 -VN#028846					250.00	
ENC	R1200154-PO# 01/01/12 -VN#051434					200.00	
					CLOSING BALANCE	22,520.00	1,140.00
	COMM. CTR. OPER.		PROG-TOTAL-PO				19,834.32

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$19,834.32 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

DEC 06 2011 DATE _____ CHAIR

PURCHASE ORDER NUMBER P1100282 PEID 046400

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 send 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).

DEPARTMENT General Services

COMMITTEE General Services Committee

VENDOR NAME Fleet Services

ACCOUNT NUMBER 18-1810-0000-63500

FUNDS DESCRIPTION gas for vehicles & equipment

AMOUNT OF INCREASE \$ 600.00

INCREASE FROM \$ 2,500.00 TO \$ 3,100.00

ACCOUNT BALANCE AVAILABLE \$ 57,237 *11/14/11*

REASON FOR AMENDMENT gas price increase since first of the year

APPROVALS

GOVERNING COMMITTEE _____
Chair Date

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

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

WHITE - COMMITTEE
YELLOW - PURCHASING
PINK - DEPARTMENT

PURCHASE ORDER NUMBER P1102679 PEID 047863

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 send 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).

DEPARTMENT General Services

COMMITTEE General Services

VENDOR NAME Eppstein Uhen Architects

ACCOUNT NUMBER 18-1851-0000-67200

FUNDS DESCRIPTION Reimbursable Expenses

AMOUNT OF INCREASE \$ 2,806

INCREASE FROM \$ 17,000 TO \$ 19,806

ACCOUNT BALANCE AVAILABLE \$ 2,883,068 *11/28/11*

REASON FOR AMENDMENT Architect incurred additional expenses under the Construction Document Stage.

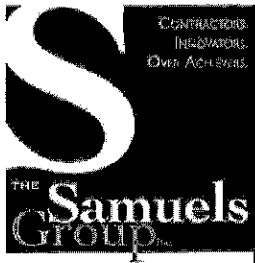
APPROVALS

GOVERNING COMMITTEE _____
Chair _____ Date _____

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

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

WHITE - COMMITTEE
YELLOW - PURCHASING
PINK - DEPARTMENT



Program Request # 02

To: General Services Committee
From: Kevin Higgs, Owners Representative
Date: December 1, 2011

RE: Rock County Project # 2010-63 -Rock Haven Skilled Nursing Facility

WISCONSIN

311 Financial Way
Suite 300
Wausau, WI 54401
phone 715.842.2222
fax 715.848.8088

IOWA

313 E 5th Street
Waterloo, IA 50703
phone 319.232.6443
fax 319.233.3191

Program request # 02 is for authorization to proceed with processing Change Orders for soil remediation. Approval amount of \$250,000.00 is being requested. Approval of this Program Request will allow work to proceed during the evaluation process.

Currently, C.G Schmitt has issued several PCO's pertaining to soils work performed during October and November. Due to ongoing evaluation and adjustments, additional time is required to finalize the actual Change order cost.

Total cost for Program Request # 02 = \$ 250,000.00



Rock Haven Skilled Nursing Facility
 Rock County Project # 2011-63
 PCO/Program Request Log

PR NO.	DESCRIPTION	AMOUNT	Status	Issue Date	Program Request Amount	Change Order Amount	Change Order #	Change Order Issue Date
	PCO # 001 Tree Removal	\$ 5,052.80	T&M/NTX	10/5/2011		\$ 5,052.80		
	PCO # 001R Tree Removal	\$ 5,052.80	T&M/NTX	11/8/2011		\$ 5,052.80		
	PCO # 002 Clear Trees at Farmers Entrance	\$ 1,919.53	T&M/NTX	10/11/2011		\$ 1,919.53		
	PCO # 002R Clear Trees at Farmers Entrance	\$ 1,919.53	T&M/NTX	11/8/2011		\$ 1,919.53		
	PCO # 003 Undercut South Entrance	\$ 23,162.00	Unit Pricing	11/18/2011		\$ 23,162.00		
	PCO # 003R Undercut South Entrance	\$ (16,000.00)	Approved	10/20/2011		\$ (16,000.00)		
	PCO # 004 PVC Credit	\$ (7,800.00)	Approved	10/20/2011		\$ (7,800.00)		
	PCO # 005 Damp Proofing Subs.		NA	10/20/2011				
	PCO # 005R Damp Proofing Subs.		Approved	10/20/2011	\$ 25,619.00	\$ (7,800.00)	2	
1	Program Request # 01			10/26/2011	\$ 25,619.00	\$ 6,334.33	2	
	PCO # 006-		Not Issued					
	PCO # 007- Stone Base Substitution	\$ -		10/20/2011				
	PCO # 008- ODP- Deduct	\$ (9,088,500.00)	CO Issued	10/20/2011		\$ (9,088,500.00)	1	11/7/2011
	PCO # 009-		Not Issued					
	PCO # 010-		Not Issued					
	PCO # 011	\$ 858,000.00	NA	10/21/2011				
	PCO # 011R2A	\$ 610,500.00	NA	11/14/2011				
	PCO # 011R2b	\$ 165,000.00	NA	11/14/2011				
	PCO # 012 Sanitary Credit	\$ (1,837.45)	LS	11/8/2011		\$ (1,837.45)		
	PCO # 013		Not Issued					
	PCO # 014		Not Issued					
	PCO # 015		Not Issued					
	PCO # 016- Undercut N1 & T1	\$ 11,803.00	NA	11/8/2011				
	PCO # 016R- Undercut N1 & T1	\$ 10,730.00	Unit Pricing	11/18/2011		\$ 10,730.00		
	PCO # 017	\$ 61,026.00	NA	11/8/2011				
	PCO # 017R	\$ 61,026.00	Unit Pricing	11/18/2011		\$ 61,026.00		
	PCO # 018	\$ 39,310.00	NA	11/8/2011				
	PCO # 018R	\$ 39,310.00	Unit Pricing	11/18/2011		\$ 39,310.00		
	PCO # 019	\$ 65,735.00	NA	11/8/2011				
	PCO # 019R	\$ 65,735.00	Unit Pricing	11/18/2011		\$ 65,735.00		
	PCO # 020	\$ 174,963.55	NA	11/14/2011				
2	Program Request # 02			12/1/2011	\$ 250,000.00	\$ 174,963.55		

**Rock County Emergency Management
Requesting Transfer of Trailer to City of Janesville
Fire Department Hazmat Team**

Rock County Emergency Management requests to transfer ownership of a 2004 Pace American 7' x 16' Tandem Axle Trailer to the Hazardous Materials Level-B Team (HazMat Team) – City of Janesville Fire Department. This trailer was purchased with Homeland Security Grant FY-2003 Part 1 Funds at no match to the county. The cost of the trailer was \$3,836.00.

The original plan for the trailer was to take supplies to large events, training exercises and/or emergencies. However, the Emergency Management Department has difficulty locating a place to park the trailer and/or hauling it to an event. It has been used only four times over the years.

The HazMat Team within the City of Janesville Fire Department needs an additional trailer to carry their supplies. Along with the donation of the trailer there are numerous supplies contained in the trailer that the HazMat Team can use (i.e. spill pads, backboard, portable stretchers, tarps, etc.). The only requirement of the Homeland Security grant is that the Emergency Management Department informs Office of Justice Assistance of the new location of the trailer and supplies.

County Emergency Management respectfully requests the General Service Committee to approve the transfer of ownership of the following equipment (and associated supplies) to the City of Janesville Fire Department Hazardous Materials Level-B Team:

Pace American Cargo Trailer (Red) - 2004
7' x 16' Tandem Axle
License plate 66489
VIN #40LF16294P100558
7,000 pounds
Model CS616TA2