

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, MAY 17, 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 -- April 28, 2011 and May 3, 2011
4. Transfers and Appropriations
5. Bills/Encumbrances/Pre-Approved Encumbrance Amendments
6. Updates
 - A. Jail Project
 1. Update Report
 2. Change Orders
7. Resolution
 - A. Awarding Contract to Complete Phase 3 of the UW-Rock Master Plan
8. General Services Director's Report
 - A. Update of UW-Rock County Landscaping Project
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%	14,084.08	-56,056.35	41,972.27		
	P1100382-PO# 05/09/11 -VN#028070			OFFICE DEPOT		10.59	
	P1100384-PO# 05/09/11 -VN#039632			OFFICE PRO		171.88	
	P1100389-PO# 05/09/11 -VN#048467			STAPLES ADVANTAGE		8,459.88	
	P1100394-PO# 05/09/11 -VN#040481			RHYME BUSINESS PRODUCTS		538.08	
				CLOSING BALANCE	32,791.84		9,180.43
	BAL.SHEET A/C		PROG-TOTAL-PO			9,180.43	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$9,180.43 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

MAY 17 2011

DATE _____ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818100000-62400	R & M SERV	132,537.00	72.4%	52,914.59	43,168.74	36,453.67	
	P1100400-PO# 05/09/11 -VN#010938					ARAMARK UNIFORM SERVICES INC	335.05
					CLOSING BALANCE		36,118.62
							335.05
1818100000-63500	R&M SUPPLIES	215,000.00	18.4%	41,504.09	-1,830.50	175,326.41	
	P1100403-PO# 05/09/11 -VN#011198					BELOIT FIRE PROTECTION COMPANY	168.00
	P1100418-PO# 05/09/11 -VN#012507					ENERGETICS INC	27.42
	P1100426-PO# 05/09/11 -VN#018251					HARRIS ACE HARDWARE	243.83
	P1100429-PO# 05/09/11 -VN#047242					H O H WATER TECHNOLOGY INC	174.00
	P1100430-PO# 05/09/11 -VN#029890					JACK AND DICKS FEED AND GARDEN	232.75
	P1100441-PO# 05/09/11 -VN#014534					MENARDS	15.26
	P1100456-PO# 05/09/11 -VN#016104					SHERWIN WILLIAMS	346.82
	P1100458-PO# 05/09/11 -VN#016376					STATE ELECTRICAL SUPPLY INC	214.20
	P1100460-PO# 05/09/11 -VN#048467					STAPLES ADVANTAGE	639.25
	P1100463-PO# 05/09/11 -VN#018296					AARONS LOCK AND SAFE INC	135.00
	P1101880-PO# 05/09/11 -VN#011416					BRADLEY SHEET METAL WORKS INC	525.00
	P1101881-PO# 05/09/11 -VN#050816					NEW TECH OF WISCONSIN INC	418.00
	P1101962-PO# 05/09/11 -VN#036569					SCHUH PLUMBING CONTRACTORS INC	142.50
	P1102039-PO# 05/09/11 -VN#026360					NIEMAN CENTRAL WISCONSIN ROOFI	745.00
						CLOSING BALANCE	171,299.38
							4,027.03
1818100000-68000	COST ALLOCATIONS	-159,795.00	0.4%	-594.92	-73.39	-159,126.69	
	P1100423-PO# 05/09/11 -VN#012879					GENERAL SERVICES PETTY CASH	20.15
						CLOSING BALANCE	-159,146.84
							20.15
						GENERAL SERVICES	PROG-TOTAL-PO
							4,382.23

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$4,382.23 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

MAY 17 2011

DATE _____ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818110000-62400	R & M SERV	39,500.00	3.6%	899.26	540.75	38,059.99	
	P1100400-PO# 05/09/11 -VN#010938			ARAMARK UNIFORM SERVICES INC		29.79	
				CLOSING BALANCE		38,030.20	29.79
1818110000-63500	R&M SUPPLIES	20,000.00	34.5%	6,902.35	0.00	13,097.65	
	P1100441-PO# 05/09/11 -VN#014534			MENARDS		79.94	
	P1100463-PO# 05/09/11 -VN#018296			AARONS LOCK AND SAFE INC		39.00	
				CLOSING BALANCE		12,978.71	118.94
	GLEN OAKS OPER.			PROG-TOTAL-PO		148.73	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$148.73 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

MAY 17 2011

DATE _____

CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818120000-62400	R & M SERV	73,500.00 14.2%	5,134.02	5,349.99	63,015.99		
	P1100400-PO# 05/09/11 -VN#010938			ARAMARK UNIFORM SERVICES INC		20.34	
				CLOSING BALANCE	62,995.65		20.34
1818120000-63500	R&M SUPPLIES	20,000.00 26.1%	6,983.34	-1,759.28	14,775.94		
	P1100430-PO# 05/09/11 -VN#029890			JACK AND DICKS FEED AND GARDEN		47.50	
	P1100434-PO# 05/09/11 -VN#013741			JOHNSTONE SUPPLY		322.95	
	P1100437-PO# 05/09/11 -VN#029662			L D DANIELS & ASSOCIATES INC		616.70	
	P1100458-PO# 05/09/11 -VN#016376			STATE ELECTRICAL SUPPLY INC		78.00	
	P1101015-PO# 05/09/11 -VN#017231			WESTPHAL AND COMPANY INC		825.00	
				CLOSING BALANCE	12,885.79		1,890.15
	JUV.DET.OPER.		PROG-TOTAL -PO			1,910.49	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,910.49 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

MAY 17 2011

DATE _____ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818170000-63500	R&M SUPPLIES	10,000.00	29.7%	2,968.61	1.89	7,029.50	
	P1100418-PO# 05/09/11 -VN#012507			ENERGETICS INC		14.74	
	P1100441-PO# 05/09/11 -VN#014534			MENARDS		23.36	
	P1100450-PO# 05/09/11 -VN#015284			POMP'S TIRE SERVICE INC		20.19	
				CLOSING BALANCE		6,971.21	58.29
	ADOL.SER/GUIDANC		PROG-TOTAL-PO			58.29	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$58.29 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

MAY 17 2011 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	7.1%	9,262.03	-2,120.60	92,858.57	
	P1100398-PO# 05/09/11 -VN#048889					ALL CLIMATE MECHANICAL LLC	750.00
	P1100411-PO# 05/09/11 -VN#022402					CONGRESS GLASS INC	137.80
	P1100418-PO# 05/09/11 -VN#012507					ENERGETICS INC	46.37
	P1100420-PO# 05/09/11 -VN#019954					FERGUSON ENTERPRISES INC	141.74
	P1101335-PO# 05/09/11 -VN#043328					SENTINEL FLUID CONTROLS LLC	434.88
	P1101516-PO# 05/09/11 -VN#047409					SENTRY SECURITY FASTENERS INC	1,716.97
						CLOSING BALANCE	89,630.81
							3,227.76
	JAIL .CAP .IMPROV .					PROG-TOTAL-PO	3,227.76

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$3,227.76 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

MAY 17 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	88.9%	6,999,430.25	1,303,602.02	1,026,317.73	
	P1101373-PO#	05/09/11	-VN#043786	PROFESSIONAL SERVICE INDUSTRIE		540.00	
	P1101625-PO#	05/09/11	-VN#028264	HENRICKSEN		7,580.30	
	P1101626-PO#	05/09/11	-VN#028264	HENRICKSEN		6,183.30	
	P1101627-PO#	05/09/11	-VN#028264	HENRICKSEN		3,617.25	
	P1101628-PO#	05/09/11	-VN#028264	HENRICKSEN		721.15	
	P1101629-PO#	05/09/11	-VN#028264	HENRICKSEN		1,301.30	
	P1101630-PO#	05/09/11	-VN#028264	HENRICKSEN		2,721.81	
	P1101631-PO#	05/09/11	-VN#028264	HENRICKSEN		1,250.34	
	P1101632-PO#	05/09/11	-VN#028264	HENRICKSEN		4,832.10	
	P1101633-PO#	05/09/11	-VN#028264	HENRICKSEN		5,621.49	
	P1101634-PO#	05/09/11	-VN#028264	HENRICKSEN		2,907.42	
	P1101635-PO#	05/09/11	-VN#028264	HENRICKSEN		9,951.05	
	P1101636-PO#	05/09/11	-VN#028264	HENRICKSEN		538.72	
	P1101637-PO#	05/09/11	-VN#028264	HENRICKSEN		4,520.80	
	P1101638-PO#	05/09/11	-VN#028264	HENRICKSEN		248.40	
	P1101639-PO#	05/09/11	-VN#028264	HENRICKSEN		488.67	
	P1101644-PO#	05/09/11	-VN#028264	HENRICKSEN		1,122.02	
	P1101645-PO#	05/09/11	-VN#028264	HENRICKSEN		2,244.04	
	P1101646-PO#	05/09/11	-VN#028264	HENRICKSEN		852.21	
	P1101728-PO#	05/09/11	-VN#043712	BENDLIN FIRE EQUIPMENT CO		4,002.00	
	P1101732-PO#	05/09/11	-VN#028264	HENRICKSEN		156.97	
	P1101766-PO#	05/09/11	-VN#048467	STAPLES ADVANTAGE		224.88	
	P1101767-PO#	05/09/11	-VN#048467	STAPLES ADVANTAGE		995.87	
	P1101769-PO#	05/09/11	-VN#048467	STAPLES ADVANTAGE		71.98	
	P1101779-PO#	05/09/11	-VN#049990	LIGAS ENTERPRISES INC		1,016.00	
	P1101810-PO#	05/09/11	-VN#043712	BENDLIN FIRE EQUIPMENT CO		159.24	
	P1101883-PO#	05/09/11	-VN#033353	CDW GOVERNMENT INC		13,094.34	
	P1101940-PO#	05/09/11	-VN#033653	PRIVATE LINES INC		179.40	
				CLOSING BALANCE		949,174.68	77,143.05
				JAIL/HCC COMPLEX	PROG-TOTAL-PO		77,143.05

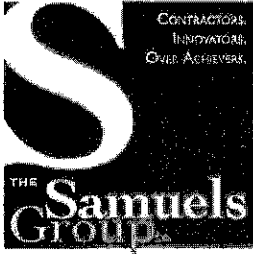
I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$77,143.05 INCURRED BY JAIL/HCC COMPLEX PROJECT. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- 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

MAY 17 2011

DATE _____ CHAIR



To: General Services Committee
From: Kevin Higgs, Owners Representative
Date: May 7, 2011
RE: Program Request for Phase # 1 Jail Renovation Project

Program Request # 023

WISCONSIN

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

**Change Order Request #073
Total Cost; \$ 8,066.17**

COR # 073 pertains to the response to RFI #126, Fire Smoke Dampers.

RFI # 126 directs the installation of Fire/Smoke detectors, Fire/Smoke dampers and programming that involves the HVAC controls, Fire Alarm and Smoke control system for two Air Handling Units.

**Change Order Request #075
Total Cost; \$ 8,668.45**

COR # 075 pertains to RFI # 151, Sprinkler and Water Main routes.

RFI # 161 provides direction for installing the water main and sprinkler mains from the existing building to the new addition. Both of the main feeds were re routed from the first floor corridor to the second floor as a result of conflicts with the security conduits in corridor H-102. Work also includes installation of an Interlock enclosure, Fire alarm strobe and exit lighting modifications.

**Change Order Request #082
Total Cost; \$ 466.22**

COR # 082 pertains to RFI # 181, Electrical for HVAC controls at room G-111.

RFI # 181 directs the contractor to provide an electrical circuit to feed the smoke control panel. The location of the smoke control panel was altered at the direction of the Fire Inspector after the construction documents were issued.

**Change Order Request #087
Total Cost; \$ 2,336.96**

COR # 087 pertains to RFI # 189, HVAC control data lines.

RFI # 189 provides direction to provide a data outlet in the existing maintenance office south of room K101.

Total cost for Program request # 023 = **\$ 19,537.80**



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

May 10, 2011
DATE DRAFTED

Awarding Contract to Complete Phase 3 of the UW-Rock Master Plan

- 1 **WHEREAS**, in November of 2000, Potter Lawson Architects completed the Master Plan for the UW-
- 2 Rock Campus; and,
- 3
- 4 **WHEREAS**, in June of 2003, Potter Lawson Architects completed the Phase 2 Update to the Master Plan
- 5 which resulted in the construction of Allen Hall and renovation of Hyatt Smith Hall; and,
- 6
- 7 **WHEREAS**, Dean Pillard approached the County to discuss space for an expanded Nursing Degree
- 8 Program, and other elements of the Master Plan that have not been addressed; and,
- 9
- 10 **WHEREAS**, before solutions can be discussed, a Phase 3 Update of the Master Plan is needed to re-
- 11 assess the programmatic vision of the Campus, and re-prioritize future capital projects.
- 12
- 13 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 14 this _____ day of _____, 2011, that a contract for completion of a Phase 3
- 15 Update to the UW-Rock Master Plan be awarded to Angus Young Architects of Janesville, for the fixed
- 16 fee of \$22,800.00, plus reimbursable expenses not to exceed \$1,000.00.

Respectfully submitted,

FISCAL NOTE:

General Services Committee:

Sufficient funds are available in General Services UW-Rock County Expansion Project, A/C 18-1843-0000-67200, for this contract. This capital project account was largely funded with County Sales Tax proceeds.

Phillip Owens, Chair

Jeffrey A. Smith
Finance Director

Henry Brill, Vice Chair

Ronald Combs

LEGAL NOTE:

Jason Heidenreich

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. Professional services are not subject to bidding requirements of § 59.52(29), Stats.

Mary Mawhinney

Jeffrey B. Kuglitsck
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended

Craig Knutson
County Administrator

Executive Summary

Awarding Contract for the Phase 3 Update of UW-Rock Master Plan

The resolution before you hires Angus Young Architects to complete the Phase 3 Update of the UW-Rock Master Plan. The initial Master Plan was completed by Potter Lawson Architects in 2000, and updated in 2003. That Update paved the way for construction of Allen Hall and renovation of Hyatt Smith Hall in 2008.

The economy, job losses, and increasing enrollment, have put pressure on the Campus to respond to the educational needs of traditional and returning adult students. As programs and degree offerings change, so must the physical facilities. In addition to keeping up with programmatic changes, Andrews and the Wells Cultural Center have not been updated since they were constructed.

In order to plan for the future, the Master Plan needs to be updated. Current needs, and the vision for the near future, need to be added to those needs identified in the Master Plan and the Phase 2 Update that have yet to be implemented. Priorities must again be assigned, and a range of solutions identified. Despite the fact that Dean Pillard is retiring, with an interim dean taking her place, the Phase 3 update can still go forward as a tool for planning future projects.