

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, MARCH 6, 2012 – 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 21, 2012
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. Communications, Announcements and Information
8. Adjournment

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818159200-62202	WATER	49,700.00 19.2%	9,547.42	0.00	40,152.58		
	P1200240-PO# 02/29/12 -VN#016382					WISCONSIN STATE LABORATORY OF	318.00
					CLOSING BALANCE		318.00
1818159200-62460	BLDG SERV R&M	56,000.00 30.3%	4,780.37	12,210.12	39,009.51		
	P1200218-PO# 02/29/12 -VN#012507					ENERGETICS INC	20.40
	P1200220-PO# 02/29/12 -VN#017559					FIRST SUPPLY MADISON LLC	25.00
	P1200228-PO# 02/29/12 -VN#013693					JOHNSON CONTROLS INC	140.80
	P1200229-PO# 02/29/12 -VN#014018					LAND AND WHEELS	210.70
	P1201130-PO# 02/29/12 -VN#016758					TRANE COMPANY	299.43
	P1201239-PO# 02/29/12 -VN#049704					ENVIRONMENTAL SYSTEMS INC	585.00
					CLOSING BALANCE		1,281.33
1818159200-62470	BLDG R. & M	44,215.00 5.9%	1,445.99	1,182.36	41,586.65		
	P1200213-PO# 02/29/12 -VN#050099					BUDGET DRAIN AND SEWER CO	85.00
	P1200224-PO# 02/29/12 -VN#030781					HOME DEPOT/GEFC	19.94
	P1200238-PO# 02/29/12 -VN#016376					STATE ELECTRICAL SUPPLY INC	201.21
					CLOSING BALANCE		306.15
1818159200-63109	OTHER SUPP/EXP	46,000.00 15.4%	2,388.36	4,723.89	38,887.75		
	P1200219-PO# 02/29/12 -VN#019048					FASTENAL COMPANY	14.20
	P1200223-PO# 02/29/12 -VN#018251					HARRIS ACE HARDWARE	4.29
	P1200225-PO# 02/29/12 -VN#040769					HD SUPPLY	71.88
	P1200230-PO# 02/29/12 -VN#014423					MC MASTER-CARR SUPPLY COMPANY	270.73
	P1200231-PO# 02/29/12 -VN#030347					NAPA AUTO PARTS	36.15
					CLOSING BALANCE		397.25
	HCC BLDG.COMPLEX		PROG-TOTAL-PO				2,302.73

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$2,302.73 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

MAR 06 2012

DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0000000001-16010	PURCHASING INVEN	0.00 100.0%	29,247.03	226,546.95	-255,793.98		
	PI200814-PO# 03/01/12 -VN#011141			BEAR GRAPHICS INC		79.04	
			CLOSING BALANCE		-255,873.02		79.04
	BAL.SHEET A/C		PROG-TOTAL-PO			79.04	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$79.04 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 _____

MAR 06 2012

DEPT-HEAD _____
 DATE _____ CHAIR _____

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818100000-62400	R & M SERV	133,000.00 92.6%	45,315.40	77,848.17	9,836.43		
	P1200293-PO# 03/01/12 -VN#010938			ARAMARK UNIFORM SERVICES INC		135.62	
				CLOSING BALANCE	9,700.81		135.62
1818100000-63200	PUBL/SUBCR/DUES	350.00 0.0%	0.00	0.00	350.00		
	P1201127-PO# 03/01/12 -VN#013607			JANESVILLE GAZETTE INC		234.00	
				CLOSING BALANCE	116.00		234.00
1818100000-63500	R&M SUPPLIES	210,000.00 17.9%	12,510.72	25,268.42	172,220.86		
	P1103887-PO# 03/01/12 -VN#036838			ARNOLD AND O SHERIDAN INC		500.00	
	P1200297-PO# 03/01/12 -VN#030879			BJ ELECTRIC SUPPLY INC		511.69	
	P1200308-PO# 03/01/12 -VN#019048			FASTENAL COMPANY		25.60	
	P1200309-PO# 03/01/12 -VN#019954			FERGUSON ENTERPRISES INC		414.97	
	P1200313-PO# 03/01/12 -VN#036010			GRAINGER PARTS		606.82	
	P1200316-PO# 03/01/12 -VN#030781			HOME DEPOT/GEFC		59.93	
	P1200318-PO# 03/01/12 -VN#029890			JACK AND DICKS FEED AND GARDEN		465.50	
	P1200325-PO# 03/01/12 -VN#029662			LD DANIELS AND ASSOCIATES INC		624.47	
	P1200328-PO# 03/01/12 -VN#014423			MC MASTER-CARR SUPPLY COMPANY		32.47	
	P1200329-PO# 03/01/12 -VN#014534			MENARDS		15.79	
	P1200342-PO# 03/01/12 -VN#016104			SHERWIN WILLIAMS		103.73	
	P1200344-PO# 03/01/12 -VN#016376			STATE ELECTRICAL SUPPLY INC		42.24	
	P1200345-PO# 03/01/12 -VN#048467			STAPLES ADVANTAGE		432.06	
	P1200348-PO# 03/01/12 -VN#038030			BADGER STATE INDUSTRIES		627.20	
				CLOSING BALANCE	167,758.39		4,462.47
1818100000-67171	C.A. -\$1000/MORE	13,000.00 50.7%	6,598.00	0.00	6,402.00		
	P1103790-PO# 03/01/12 -VN#051837			YALE EQUIPMENT AND SERVICES IN		9,275.00	
*** OVERDRAFT ***	TRANSFER REQUIRED			CLOSING BALANCE	-2,873.00		9,275.00
	GENERAL SERVICES		PROG-TOTAL-PO			14,107.09	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$14,107.09 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

MAR 06 2012

DATE _____ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	Yearly Prct	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818110000-62400	R & M SERV	38,000.00	4.1%	273.20	1,314.70	36,412.10		
	P1200293-PO# 03/01/12 -VN#010938				ARAMARK UNIFORM SERVICES INC		18.90	
				CLOSING BALANCE		36,393.20		18.90
1818110000-63500	R&M SUPPLIES	22,000.00	7.7%	1,266.76	447.42	20,285.82		
	P1200310-PO# 03/01/12 -VN#044398				FIRST SUPPLY LLC		31.86	
	P1200313-PO# 03/01/12 -VN#036010				GRAINGER PARTS		256.28	
	P1200316-PO# 03/01/12 -VN#030781				HOME DEPOT/GECF		53.88	
	P1200342-PO# 03/01/12 -VN#016104				SHERWIN WILLIAMS		99.40	
	P1200346-PO# 03/01/12 -VN#016758				TRANE COMPANY		178.32	
				CLOSING BALANCE		19,666.08		619.74
	GLEN OAKS OPER.			PROG-TOTAL-PO			638.64	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$638.64 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

MAR 06 2012

DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818120000-62400	R & M SERV	76,500.00 14.1%	3,413.18	7,393.38	65,693.44		
	P1200293-PO# 03/01/12 -VN#010938			ARAMARK UNIFORM SERVICES INC		13.56	
				CLOSING BALANCE	65,679.88		13.56
1818120000-63500	R&M SUPPLIES	28,000.00 16.3%	1,123.11	3,448.52	23,428.37		
	P1200296-PO# 03/01/12 -VN#011198			BELOIT FIRE PROTECTION COMPANY		73.50	
	P1200302-PO# 03/01/12 -VN#022402			CONGRESS GLASS INC		264.39	
	P1200323-PO# 03/01/12 -VN#013741			JOHNSTONE SUPPLY		258.64	
	P1200342-PO# 03/01/12 -VN#016104			SHERWIN WILLIAMS		107.37	
	P1200949-PO# 03/01/12 -VN#020525			BOB BARKER COMPANY INC		215.93	
				CLOSING BALANCE	22,508.54		919.83
	JUV.DET.OPER.		PROG-TOTAL-PO			933.39	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$933.39 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

MAR 06 2012

DATE _____ CHAIR

Account Number	Name	Yearly Prcent Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818160000-63500	R&M SUPPLIES	23,660.00 11.5%	0.00	2,740.45	20,919.55		
	P1200313-PO# 03/01/12 -VN#036010			GRAINGER PARTS		34.27	
	P1200320-PO# 03/01/12 -VN#022229			JF AHERN COMPANY		115.00	
	P1200328-PO# 03/01/12 -VN#014423			MC MASTER-CARR SUPPLY COMPANY		59.83	
	P1200345-PO# 03/01/12 -VN#048467			STAPLES ADVANTAGE		137.26	
	P1200913-PO# 03/01/12 -VN#019713			GENERAL HEATING AND AIR CONDIT		987.00	
				CLOSING BALANCE	19,586.19		1,333.36
	COMM.CTR.OPER.		PROG-TOTAL-PO			1,333.36	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,333.36 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

MAR 06 2012

DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818170000-63500	R&M SUPPLIES	11,000.00 33.1%	900.99	2,745.41	7,353.60		
	P1200307-PO# 03/01/12 -VN#012507			ENERGETICS INC		18.98	
	P1200313-PO# 03/01/12 -VN#036010			GRAINGER PARTS		54.19	
			CLOSING BALANCE		7,280.43		73.17
	ADOL.SER/GUIDANC		PROG-TOTAL-PO			73.17	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$73.17 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

MAR 06 2012

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	17.5%	7,611.88	9,963.21	82,424.91	
	P1200302-PO# 03/01/12 -VN#022402					CONGRESS GLASS INC	1,229.26
	P1200310-PO# 03/01/12 -VN#044398					FIRST SUPPLY LLC	12.55
	P1200313-PO# 03/01/12 -VN#036010					GRAINGER PARTS	145.03
	P1200320-PO# 03/01/12 -VN#022229					JF AHERN COMPANY	510.00
	P1200325-PO# 03/01/12 -VN#029662					LD DANIELS AND ASSOCIATES INC	987.10
	P1200339-PO# 03/01/12 -VN#032520					QUALITY DOOR LLC	178.00
	P1200342-PO# 03/01/12 -VN#016104					SHERWIN WILLIAMS	309.76
	P1200343-PO# 03/01/12 -VN#018266					SULLIVAN SIGNS INC	140.00
	P1200344-PO# 03/01/12 -VN#016376					STATE ELECTRICAL SUPPLY INC	171.82
	P1200961-PO# 03/01/12 -VN#014990					OIL EQUIPMENT CO INC	309.00
	P1200982-PO# 03/01/12 -VN#011416					BRADLEY SHEET METAL WORKS INC	140.00
	P1201126-PO# 03/01/12 -VN#029334					UNISOURCE WORLDWIDE INC	356.67
						CLOSING BALANCE	77,935.72
							4,489.19
	JAIL.CAP.IMPROV. PROG-TOTAL-PO						4,489.19

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$4,489.19 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 _____
MAR 06 2012 DATE _____ CHAIR _____

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818430000-67200	CAPITAL IMPROV	0.00 100.0%	0.00	70,672.70	-70,672.70		
	P1101511-PO# 03/01/12 -VN#036838			ARNOLD AND O SHERIDAN INC		300.00	
			CLOSING BALANCE		-70,972.70		300.00
	U-ROCK EXPANSION		PROG-TOTAL-PO			300.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$300.00 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

MAR 06 2012

DATE _____

CHAIR

Account Number	Name	Yearly Prcent Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818500000-67200	CAPITAL IMPROV	0.00 100.0%	0.00	290,462.45	-290,462.45		
	P1001743-PO# 03/01/12 -VN#036838			ARNOLD AND O SHERIDAN INC		2,170.00	
				CLOSING BALANCE	-292,632.45		2,170.00
	JDC CAP.IMPROV.		PROG-TOTAL-PO			2,170.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$2,170.00 INCURRED BY JDC CAPITAL IMPROVEMENT. 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

MAR 06 2012

DATE _____

CHAIR

PURCHASE ORDER NUMBER P1109532 PEID 043786

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 Professional Service Industries

ACCOUNT NUMBER 18-1851-0000-67200

FUNDS DESCRIPTION Rock Haven Project

AMOUNT OF INCREASE \$30,000.00

INCREASE FROM \$31,936.00 TO \$61,936.00

ACCOUNT BALANCE AVAILABLE \$2,565,914 3-1-12

REASON FOR AMENDMENT Additional Material Testing Services

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