

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, AUGUST 17, 2010 – 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 3, 2010
4. Transfers and Appropriations
5. Bills/Encumbrances/Pre-Approved Encumbrance Amendments
6. Updates
 - A. Jail Project
 1. Update Report
 2. Change Orders
7. Purchasing Procedural Endorsement and Contract Award
 - A. Awarding Contract for Dietitian/Nutritionist Services for Rock County Council on Aging
8. Set Time and Date for Joint Meeting with the Health Services Committee
9. Communications, Announcements and Information
10. Adjournment

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%	9,757.27	0.02	-9,757.29		
	P1000292-PO# 08/09/10 -VN#028070			OFFICE DEPOT		166.70	
	P1000294-PO# 08/09/10 -VN#039632			OFFICE PRO		2,248.66	
	P1000298-PO# 08/09/10 -VN#048194			UNISOURCE		222.00	
	P1000299-PO# 08/09/10 -VN#048467			STAPLES ADVANTAGE		13,325.72	
	P1000300-PO# 08/09/10 -VN#048587			REPORTERS PAPER AND MANUFACTUR		336.02	
				CLOSING BALANCE	-26,056.39		16,299.10
	BAL SHEET A/C		PROG-TOTAL-PO			16,299.10	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$16,299.10 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

AUG 17 2010 DATE _____ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818100000-62400	R & M SERV	98,752.00 96.5%	75,246.21	20,089.49	3,416.30		
	P1000483-PO# 08/09/10 -VN#010938			ARAMARK UNIFORM SERVICES INC		129.04	
	P1000773-PO# 08/09/10 -VN#043710			ROCK DISPOSAL INC		156.99	
				CLOSING BALANCE	3,130.27		286.03
1818100000-62461	ELEVATOR	53,000.00 89.4%	31,004.92	16,405.60	5,589.48		
	P1000530-PO# 08/09/10 -VN#034850			OTIS ELEVATOR COMPANY		1,064.42	
				CLOSING BALANCE	4,525.06		1,064.42
1818100000-63104	PRNT & DUPLICATI	48,800.00 57.8%	19,435.42	8,788.12	20,576.46		
	P1000294-PO# 08/09/10 -VN#039632			OFFICE PRO		3,266.30	
	P1000298-PO# 08/09/10 -VN#048194			UNISOURCE		370.00	
	P1002020-PO# 08/09/10 -VN#021556			MIDLAND PAPER		1,435.70	
				CLOSING BALANCE	15,504.46		5,072.00
1818100000-63500	R&M SUPPLIES	170,500.00 86.0%	121,541.46	25,244.08	23,714.46		
	P1000487-PO# 08/09/10 -VN#030879			BJ ELECTRIC SUPPLY INC		391.01	
	P1000506-PO# 08/09/10 -VN#044398			FIRST SUPPLY LLC		47.70	
	P1000509-PO# 08/09/10 -VN#036010			GRAINGER PARTS		61.88	
	P1000511-PO# 08/09/10 -VN#018251			HARRIS ACE HARDWARE		36.88	
	P1000514-PO# 08/09/10 -VN#047242			H O H WATER TECHNOLOGY INC		2,847.33	
	P1000515-PO# 08/09/10 -VN#029890			JACK AND DICKS FEED AND GARDEN		450.80	
	P1000520-PO# 08/09/10 -VN#013775			K AND W GREENERY INC		131.95	
	P1000525-PO# 08/09/10 -VN#014534			MENARDS		29.45	
	P1000539-PO# 08/09/10 -VN#016104			SHERWIN WILLIAMS		466.63	
	P1000542-PO# 08/09/10 -VN#016376			STATE ELECTRICAL SUPPLY INC		691.60	
	P1000544-PO# 08/09/10 -VN#048467			STAPLES ADVANTAGE		218.65	
	P1002316-PO# 08/09/10 -VN#028846			TRUGREEN		50.00	
	P1002596-PO# 08/09/10 -VN#011726			CHAIN SAW BARNEY'S		31.95	
	P1002766-PO# 08/09/10 -VN#026046			JMB & ASSOCIATES		685.00	
				CLOSING BALANCE	17,573.63		6,140.83
1818100000-64200	TRAINING EXP	3,500.00 14.4%	506.49	0.00	2,993.51		
	P1002797-PO# 08/09/10 -VN#049905			GREEN BAY PCC		50.00	
				CLOSING BALANCE	2,943.51		50.00
1818100000-68000	COST ALLOCATIONS	-163,218.00 3.9%	-6,526.27	0.00	-156,691.73		
	P1000508-PO# 08/09/10 -VN#012879			GENERAL SERVICES PETTY CASH		9.39	
				CLOSING BALANCE	-156,701.12		9.39

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
	GENERAL SERVICES		PROG-TOTAL-PO			12,622.67	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$12,622.67 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

AUG 17 2010 DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818120000-62400	R & M SERV	68,300.00	20.1%	13,146.67	629.96	54,523.37	
	P1000483-PO# 08/09/10 -VN#010938			ARAMARK UNIFORM SERVICES INC		12.00	
				CLOSING BALANCE		54,511.37	12.00
1818120000-63500	R&M SUPPLIES	27,000.00	84.0%	21,873.40	830.33	4,296.27	
	P1000521-PO# 08/09/10 -VN#029662			L D DANIELS & ASSOCIATES INC		324.87	
				CLOSING BALANCE		3,971.40	324.87
	JUV. DET. OPER.			PROG-TOTAL-PO		336.87	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$336.87 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

AUG 17 2010 DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818170000-62400	R & M SERV	38,015.00	8.1%	2,445.28	638.64	34,931.08	
	P1000483-PO# 08/09/10 -VN#010938					ARAMARK UNIFORM SERVICES INC	18.00
					CLOSING BALANCE		34,913.08
1818170000-63500	R&M SUPPLIES	13,000.00	111.1%	8,074.41	6,375.33	-1,449.74	
	P1000542-PO# 08/09/10 -VN#016376					STATE ELECTRICAL SUPPLY INC	151.65
	P1002313-PO# 08/09/10 -VN#049330					PIEPER ELECTRIC INC	405.55
					CLOSING BALANCE		-2,006.94
*** OVERDRAFT ***							557.20
	TRANSFER REQUIRED						
	ADOL.SER/GUIDANC					PROG-TOTAL-PO	575.20

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$575.20 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

AUG 17 2010 DATE _____ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818370000-63500	R&M SUPPLIES	75,000.00	67.8%	47,457.00	3,397.24	24,145.76	
	P1000481-PO# 08/09/10 -VN#048889			ALL CLIMATE MECHANICAL LLC		915.00	
	P1000494-PO# 08/09/10 -VN#022402			CONGRESS GLASS INC		644.13	
	P1000506-PO# 08/09/10 -VN#044398			FIRST SUPPLY LLC		713.90	
	P1000509-PO# 08/09/10 -VN#036010			GRAINGER PARTS		17.49	
	P1002786-PO# 08/09/10 -VN#013416			HONEYWELL INC		932.50	
	P1002842-PO# 08/09/10 -VN#014870			NEWARK ELECTRONICS		18.75	
				CLOSING BALANCE		20,903.99	3,241.77
	JAIL CAP.IMPROV.			PROG-TOTAL-PO			3,241.77

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$3,241.77 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

AUG 17 2010 DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818430000-67200	CAPITAL IMPROV	0,957,630.00	91.2% 9,906,934.27	91,981.68	958,714.05		
	P1002789-PO# 08/09/10 -VN#045983		ECS ILLINOIS LLC			950.25	
			CLOSING BALANCE		957,763.80		950.25
	U-ROCK EXPANSION		PROG-TOTAL-PO			950.25	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$950.25 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

AUG 17 2010

DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818490000-67200	CAPITAL IMPROV	1,605,267.00	69.5% 1,613,178.67	6,458,822.74	3,533,265.59		
	P0903389-PO# 08/09/10 -VN#034667			CORPORATE CONTRACTORS INC		11,598.03	
	P1001057-PO# 08/09/10 -VN#048787			LYNN T MACDONALD INC		300.00	
	P1001432-PO# 08/09/10 -VN#034667			CORPORATE CONTRACTORS INC		21,277.31	
	P1002839-PO# 08/09/10 -VN#033653			PRIVATE LINES INC		2,227.95	
				CLOSING BALANCE	3,497,862.30		35,403.29
	JAIL/HCC COMPLEX		PROG-TOTAL-PO			35,403.29	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$35,403.29 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

AUG 17 2010

DATE _____ CHAIR

PURCHASE ORDER NUMBER P0903498 PEID 048848

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 Earth Construction LLC

ACCOUNT NUMBER 18-1849-0000-67200

FUNDS DESCRIPTION Remove debris & concrete from farm, pump & fill septic, backfill, black dirt & seed.

AMOUNT OF INCREASE \$4,700.00

INCREASE FROM \$ 199,310.00 TO \$ 204,010.00

ACCOUNT BALANCE AVAILABLE \$ 3,508,405 *8-31-05*

REASON FOR AMENDMENT Remove debris & concrete from farm, pump & fill septic backfill, black dirt & seed.

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 P0903498 PEID 048848

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 Earth Construction LLC

ACCOUNT NUMBER 18-1849-0000-67200

FUNDS DESCRIPTION Additional work performed Rock County Farm demo.

AMOUNT OF INCREASE \$ 6,034.25

INCREASE FROM \$ 204,010.00 TO \$ 210,044.25

ACCOUNT BALANCE AVAILABLE \$ 3,508,405 *8-3-10 SW*

REASON FOR AMENDMENT Additional work performed Rock County Farm demo.

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

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

EDUCATION, VETERANS,
AND AGING SERVICES
COMMITTEE
INITIATED BY



JODI MILLIS, PURCHASING
DRAFTED BY

AUGUST 4, 2010
DATE DRAFTED

EDUCATION, VETERANS,
AND AGING SERVICES
COMMITTEE
SUBMITTED BY

AWARDING CONTRACT FOR DIETITIAN/NUTRITIONIST SERVICES FOR
ROCK COUNTY COUNCIL ON AGING

- 1 WHEREAS, Rock County Council on Aging receives federal Title III-C-1 and
- 2 Title II-C-2 funds authorized through the Older Americans Act to provide
- 3 congregate and home-delivered meals to older persons; and,
- 4
- 5 WHEREAS, a registered dietitian/nutritionist is needed to approve all
- 6 menus served through the Rock County Nutrition Program and provide a
- 7 written nutritional analysis of each meal that is made available to
- 8 participants; and,
- 9
- 10 WHEREAS, Rock County Purchasing Division did solicit Proposals from
- 11 qualified vendors for dietitian/nutritionist services; and,
- 12
- 13 WHEREAS, the Council on Aging Director and Purchasing staff did review
- 14 the Proposal received for compliance with the specifications.
- 15
- 16 NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors
- 17 duly assembled this _____ day of _____, 2010, that a
- 18 contract be awarded to Nutrition and Health Associates Inc of Janesville
- 19 Wisconsin in the amount of \$13,590.00 for dietitian/nutritionist services
- 20 for 2011.
- 21
- 22 BE IT FURTHER RESOLVED that the Council on Aging Director and the
- 23 Education, Veterans & Aging Services Committee be authorized to enter
- 24 into a contract for 2012 and 2013 as proposed.

RESPECTFULLY SUBMITTED

EDUCATION, VETERANS & AGING SERVICES COMMITTEE

TERRY THOMAS, CHAIR

MARV WOPAT, VICE CHAIR

WAYNE GUSTINA

DAVID INNIS

KATIE KUZNACIC

PURCHASING PROCEDURAL ENDORSEMENT


CHAIR

VOTE

DATE

FISCAL NOTE:

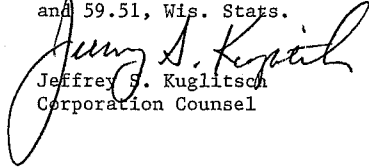
Sufficient funds will be included in the Council on Aging's 2011, 2012 and 2013 budgets for this contract.



Jeffrey A. Smith
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended,



Craig Knutson
County Administrator

AWARDING CONTRACT FOR
DIETITIAN/NUTRITIONIST SERVICES
FOR
ROCK COUNTY COUNCIL ON AGING

EXECUTIVE SUMMARY

Rock County Council on Aging receives federal Title III-C-1 and Title III-C-2 funds authorized through the Older Americans Act to provide congregate and home-delivered meals to older persons. The Elderly Nutrition Program contributes significantly in assisting older persons to remain healthy, active, and independent in their own homes and communities.

As part of this program, a dietitian or nutritionist must approve all menus served through the Rock County Nutrition Program and provide a written nutritional analysis of each meal that is made available to participants. The dietitian/nutritionist also conducts regular semi-monthly on-site visits to the congregate sites. The purpose of these visits is to provide nutrition and health information, provide individual nutrition consultation to participants and interact with participants regarding meal issues.

The dietitian/nutritionist also accompanies the Nutrition Program Supervisor on in-home visits to participants receiving home delivered meals to develop a nutrition care plan for at-risk participants.

The dietitian/nutritionist will also assist the Nutrition Program Supervisor in the development and provision of training in proper sanitation; the development of sanitation policies and procedures; and the development and implementation of a nutrition education plan.

ROCK COUNTY, WISCONSIN
FINANCE DIRECTOR

PURCHASING DIVISION
FAX (608) 757-5539
PHONE (608) 757-5517



PROJECT NUMBER: #2011-01
PROJECT NAME: DIETITIAN/NUTRITIONIST SERVICES
PROPOSAL DUE DATE: JULY 2, 2010 - 12:00 NOON
DEPARTMENT: COUNCIL ON AGING-NUTRITION

TOTAL COST BASED ON 360 HOURS OF SERVICE PER YEAR (30 HOURS PER MONTH)	NUTRITION & HEALTH ASSOCIATES JANESVILLE WI	A'VIANDS ROSEVILLE MN
TOTAL COSTS – 2011	\$13,590.00	\$24,000.00
TOTAL COSTS – 2012	\$14,040.00	\$24,648.00
TOTAL COSTS – 2013	\$14,400.00	\$25,314.00
TOTAL 3 YEAR CONTRACT	\$42,030.00	\$73,962.00

Request for Proposal was advertised in the Janesville Gazette and on the Internet.

PREPARED BY: JODI MILLIS
Purchasing Manager

DEPARTMENT HEAD RECOMMENDATION: NUTRITION & HEALTH ASSOCIATES

Jodi Millis Signature 7/30/10 Date

GOVERNING COMMITTEE RECOMMENDATION: _____

Chair _____ Vote _____ Date _____

PURCHASING PROCEDURAL ENDORSEMENT:

Chair _____ Vote _____ Date _____