

Rock County, Wisconsin  
51 South Main Street  
Janesville, WI 53545  
(608)757-5518



**General Services**  
-Facilities Management  
-Maintenance  
-Duplicating  
-Central Stores

***NOTE: Time and  
Location Change***

**GENERAL SERVICES COMMITTEE  
TUESDAY, NOVEMBER 2, 2010 – 2:00 P.M.  
THIRD FLOOR, WEST DAY ROOM  
ROCK HAVEN**

**Agenda**

1. Call to Order and Approve Agenda
2. Citizen Participation
3. Approval of Minutes – October 19, 2010
4. Transfers and Appropriations
5. Bills/Encumbrances/Pre-Approved Encumbrance Amendments
6. Updates
  - A. Jail Project
    1. Update Report
    2. Change Orders
  - B. Courthouse Parking Ramps
    1. Update Report
7. Resolution
  - A. Amending Contract for Courthouse Parking Structure Caulking and Repair
8. Purchasing Procedural Endorsement and Contract Award
  - A. Awarding Contract for Arc Flash Assessment and Program at Various Rock County Buildings
9. Authorizing Amendment to Contract with Potter Lawson for Jail Expansion Documents
10. Communications, Announcements and Information
11. Adjournment

**ROCK COUNTY**

**SUPPLEMENTAL APPROPRIATIONS - TRANSFERS**

10-46

Transfer No.

Requested by General Services

Robert Lenu

Department

Department Head

Date

10/23/10

**FROM**

**TO**

ACCOUNT #	DESCRIPTION	AMOUNT
18-1837-0000	67200 Capital Repairs	30,000
18-1810-0000	62119 Other Contracted Svc	24,000
18-1810-0000	63300 Travel	500

ACCOUNT #	DESCRIPTION	AMOUNT
18-1837-0000	63500 R&M - Supplies	30,000
18-1810-0000	63500 R&M - Supplies	24,000
18-1810-0000	63100 Office Exp & Supplies	500

**FISCAL NOTE:**

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

**ADMINISTRATIVE NOTE:**

Recommended.

*ESR*

**REQUIRED APPROVAL:**

- Governing Committee
- Finance Committee

DATE

COMMITTEE CHAIR

\_\_\_\_\_ File \_\_\_\_\_

ROCK COUNTY  
TRANSFER REQUESTS

OCT 21 2010

10-46

TO: FINANCE DIRECTOR

REQUESTED BY: General Services

Department

*Robert J. [Signature]*  
Department Head Signature

DATE: 10/23/10

FROM:	AMOUNT	TO:	AMOUNT
1) ACCOUNT #: 18-1837-0000/67200 DESCRIPTION: Capital Repairs CURRENT BALANCE: \$ 30,000.00 PROVIDED BY THE FINANCE DIRECTOR	\$ 30,000.00	ACCOUNT #: 18-1837-0000/63500 DESCRIPTION: Repair & Maint. Supplies	\$ 30,000.00
2) ACCOUNT #: 18-1810-0000/62119 DESCRIPTION: Other Contracted Services CURRENT BALANCE: \$ 47,000.00 PROVIDED BY THE FINANCE DIRECTOR	\$ 24,000.00	ACCOUNT #: 18-1810-0000/63500 DESCRIPTION: Repair & Maint. Supplies	\$ 24,000.00
3) ACCOUNT #: 18-1810-0000/63300 DESCRIPTION: Travel CURRENT BALANCE: \$ 2,466.88 PROVIDED BY THE FINANCE DIRECTOR	\$ 500.00	ACCOUNT #: 18-1810-0000/63100 DESCRIPTION: Office Expenses & Supplies	\$ 500.00
4) ACCOUNT #: DESCRIPTION: CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR		ACCOUNT #: DESCRIPTION:	

REASON FOR TRANSFER - BE SPECIFIC:

- 1) The 1837 account is funded with Jail Assessment Fees for repairs at the Jail. The 63500 account was set up for general repairs and the 67200 sub account was set up to cover repairs of a capital nature. This year very few repairs were of a capital nature and therefore this transfer is moving the money into the sub-account that covers general repairs.
- 2) The second transfer moves money from the account that will be funding the Arc Flash Analysis at the Courthouse and Jail, to the Repair and Maintenance supply account which is in overdraft. The funds are available due to the fact the bids came in under budget for the Arc Flash Analysis.
- 3) The third transfer simply moves funds from the travel account to cover the overdraft in Office Supplies and Expenses.

**ROCK COUNTY**

**SUPPLEMENTAL APPROPRIATIONS - TRANSFERS**

10-56  
Transfer No.

Requested by General Services

Robert Ieu

Department

Department Head

Date 10-26-10

**FROM**

ACCOUNT #	DESCRIPTION	AMOUNT
18-1812-0000	62203 Natural Gas	9,000
18-1815-9200	62203 Natural Gas	9,300
18-1817-0000	62203 Natural Gas	5,000

**TO**

ACCOUNT #	DESCRIPTION	AMOUNT
18-1812-0000	63500 R&M Supplies	9,000
18-1815-0000	63109 Other Supplies	9,300
18-1817-0000	63500 R&M Supplies	5,000

**FISCAL NOTE:**

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

**ADMINISTRATIVE NOTE:**

Recommended.



**REQUIRED APPROVAL:**

- Governing Committee
- Finance Committee

**DATE**

**COMMITTEE CHAIR**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
File

# ROCK COUNTY TRANSFER REQUESTS

FINANCE DIRECTOR  
RECEIVED  
#10-56  
OCT 26 2010

TO: FINANCE DIRECTOR

REQUESTED BY: General Services  
Department

*Robert J. Ben*  
Department Head Signature

DATE: 10/26/10

FROM:	AMOUNT
1) ACCOUNT #: 18-1812-0000/62203 DESCRIPTION: Natural Gas CURRENT BALANCE: \$ / 5,306.54 @ 9/30/10 PROVIDED BY THE FINANCE DIRECTOR	\$9,000.00
2) ACCOUNT #: 18-1815-0000/62203 DESCRIPTION: Natural Gas CURRENT BALANCE: \$ / 49,750.31 @ 9/30/10 PROVIDED BY THE FINANCE DIRECTOR	\$9,300.00
3) ACCOUNT #: 18-1817-0000/62203 DESCRIPTION: Natural Gas CURRENT BALANCE: \$ 7,225.00 @ 9/30/10 PROVIDED BY THE FINANCE DIRECTOR	\$5,000.00
4) ACCOUNT #: DESCRIPTION: CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	

TO:	AMOUNT
ACCOUNT #: 18-1812-0000/63500 DESCRIPTION: Repair & Maintenance Suppl.	\$9,000.00
ACCOUNT #: 18-1815-0000/63109 DESCRIPTION: Other supplies & Expenses	\$9,300.00
ACCOUNT #: 18-1817-0000/63500 DESCRIPTION: Repair & Maint. Supplies	\$5,000.00
ACCOUNT #: DESCRIPTION:	

**REASON FOR TRANSFER - BE SPECIFIC:**

1) This transfer between these Juvenile Detention Center accounts is needed to cover the overdraft of over \$6,000.00 and provide funds to finish out the year.. So far this year repairs to cameras, and the control board that operates the cameras, lighting and door locks, has totaled over \$13,000.00. The R&M Supply Account only had \$27,000.00 to begin with, thus the reason for the overdraft.

2) This transfer between these Health Care Center Accounts is needed to cover the cost of the Arc Flash Assessment and Program at the Health Care Center and Records Storage Building.

3) This transfer between these ASC/JCC Accounts is needed to cover the overdraft in the R&M Supply Account. Over \$7,000.00 in repairs to the boiler caused the overdraft. The account only had an appropriation of \$13,000.00 to begin with.  
 (Note: The balance in the natural gas accounts is resulting from higher than expected Market Adjustment Credits from Alliant, and less consumption because of the warm weather in the spring and so far this fall.)

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818159200-62460	BLDG SERV R&M	45,000.00 80.0%	33,461.23	2,580.05	8,958.72		
	P1003440-PO# 10/27/10 -VN#012114			CUMMINS GREAT LAKES INC		241.32	
				CLOSING BALANCE	8,717.40		241.32
1818159200-62463	FIRE ALARM	25,871.32 100.2%	25,933.38	0.00	-62.06		
	P1003480-PO# 10/27/10 -VN#033354			SELECT SOUND SERVICE INC		125.00	
	P1003497-PO# 10/27/10 -VN#018588			BANDT COMMUNICATIONS INC		32.00	
	P1003529-PO# 10/27/10 -VN#033354			SELECT SOUND SERVICE INC		144.40	
*** OVERDRAFT ***	<b>TRANSFER REQUIRED</b>			CLOSING BALANCE	-363.46		301.40
1818159200-62470	BLDG R & M	65,620.00 73.8%	43,583.35	4,870.02	17,166.63		
	P1000411-PO# 10/27/10 -VN#030781			HOME DEPOT/GEFC		188.10	
	P1000426-PO# 10/27/10 -VN#016376			STATE ELECTRICAL SUPPLY INC		382.25	
	P1000427-PO# 10/27/10 -VN#011891			WERNER ELECTRIC SUPPLY COMPANY		22.26	
	P1002283-PO# 10/27/10 -VN#049330			PIEPER ELECTRIC INC		1,512.93	
	P1003467-PO# 10/27/10 -VN#014350			MARLING LUMBER COMPANY		5.88	
	P1003477-PO# 10/27/10 -VN#036830			CORNER STONE CONSTRUCTION INC		931.00	
				CLOSING BALANCE	14,124.21		3,042.42
1818159200-63109	OTHER SUPP/EXP	45,700.00 70.2%	29,743.65	2,374.03	13,582.32		
	P1000406-PO# 10/27/10 -VN#019048			FASTENAL COMPANY		59.98	
	P1000409-PO# 10/27/10 -VN#047242			H O H WATER TECHNOLOGY INC		355.25	
	P1000412-PO# 10/27/10 -VN#040769			HD SUPPLY		85.33	
	P1000413-PO# 10/27/10 -VN#029890			JACK AND DICKS FEED AND GARDEN		101.00	
	P1000416-PO# 10/27/10 -VN#024806			LA FORCE HARDWARE AND MANUFACT		924.00	
	P1000712-PO# 10/27/10 -VN#015764			ROCK COUNTY HEALTH CARE CENTER		8.00	
	P1000713-PO# 10/27/10 -VN#015763			ROCK COUNTY HEALTH CARE CENTER		15.00	
	P1003482-PO# 10/27/10 -VN#017812			WOODWARD PETROLEUM SERVICE		50.00	
				CLOSING BALANCE	11,983.76		1,598.56
	HCC BLDG COMPLEX		PROG-TOTAL-PO			5,183.70	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$5,183.70 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 \_\_\_\_\_

**NOV 02 2010** 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%	25,895.78	550.02	-26,445.80	
	P1000292-PO#	11/01/10	-VN#028070	OFFICE DEPOT		44.60	
	P1000294-PO#	11/01/10	-VN#039632	OFFICE PRO		3,881.03	
	P1000299-PO#	11/01/10	-VN#048467	STAPLES ADVANTAGE		2,896.14	
	P1003206-PO#	11/01/10	-VN#039632	OFFICE PRO		6,744.20	
				CLOSING BALANCE		-40,011.77	13,565.97
	BAL SHEET A/C			PROG-TOTAL-PO		13,565.97	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$13,565.97 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

**NOV 02 2010**

DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818100000-62400	R & M SERV	98,752.00 97.5%	87,134.23	9,241.71	2,376.06		
	P1000483-PO# 11/01/10 -VN#010938			ARAMARK UNIFORM SERVICES INC		158.99	
				CLOSING BALANCE	2,217.07		158.99
1818100000-63104	PRNT & DUPLICATI	48,800.00 74.1%	30,890.98	5,315.25	12,593.77		
	P1000294-PO# 11/01/10 -VN#039632			OFFICE PRO		2,517.30	
	P1000298-PO# 11/01/10 -VN#048194			UNISOURCE		504.00	
				CLOSING BALANCE	9,572.47		3,021.30
1818100000-63500	R&M SUPPLIES	170,500.00 108.8%	172,798.20	12,857.91	-15,156.11		
	P1000479-PO# 11/01/10 -VN#018296			AARONS LOCK AND SAFE INC		76.50	
	P1000486-PO# 11/01/10 -VN#011198			BELOIT FIRE PROTECTION COMPANY		48.00	
	P1000494-PO# 11/01/10 -VN#022402			CONGRESS GLASS INC		251.10	
	P1000509-PO# 11/01/10 -VN#036010			GRAINGER PARTS		133.56	
	P1000515-PO# 11/01/10 -VN#029890			JACK AND DICKS FEED AND GARDEN		450.80	
	P1000524-PO# 11/01/10 -VN#014423			MC MASTER-CARR SUPPLY COMPANY		12.80	
	P1000542-PO# 11/01/10 -VN#016376			STATE ELECTRICAL SUPPLY INC		2,290.72	
	P1000544-PO# 11/01/10 -VN#048467			STAPLES ADVANTAGE		639.25	
	P1003011-PO# 11/01/10 -VN#049996			FCX PERFORMANCE INC		1,178.25	
	P1003446-PO# 11/01/10 -VN#043737			STATE OF WISCONSIN		500.00	
*** OVERDRAFT ***	<b>TRANSFER PENDING</b>			CLOSING BALANCE	-20,737.09		5,580.98
1818100000-67200	CAPITAL IMPROV	4,500.00 17.2%	0.00	775.00	3,725.00		
	P1001028-PO# 11/01/10 -VN#016559			TAPCO		3,683.00	
				CLOSING BALANCE	42.00		3,683.00
	GENERAL SERVICES		PROG-TOTAL-PO			12,444.27	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$12,444.27 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

NOV 02 2010 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	103.0%	20,540.30	76.78	-617.08	
	P1000481-PO# 11/01/10 -VN#048889			ALL CLIMATE MECHANICAL LLC		348.00	
	P1000496-PO# 11/01/10 -VN#011970			CONNORS SUPPLY INC		446.64	
	P1000518-PO# 11/01/10 -VN#013693			JOHNSON CONTROLS INC		1,828.99	
	P1000531-PO# 11/01/10 -VN#015055			PBBS EQUIPMENT CORPORATION		495.75	
	P1000542-PO# 11/01/10 -VN#016376			STATE ELECTRICAL SUPPLY INC		135.88	
*** OVERDRAFT *** <b>TRANSFER REQUIRED</b>				CLOSING BALANCE		-3,872.34	3,255.26
	GLEN OAKS OPER.		PROG-TOTAL-PO			3,255.26	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$3,255.26 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

**NOV 02 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	20.3%	13,592.33	314.98	54,392.69	
	P1000483-PO# 11/01/10 -VN#010938					ARAMARK UNIFORM SERVICES INC	34.83
				CLOSING BALANCE		54,357.86	34.83
1818120000-63500	R&M SUPPLIES	27,000.00	123.0%	29,262.42	3,955.36	-6,217.78	
	P1000515-PO# 11/01/10 -VN#029890					JACK AND DICKS FEED AND GARDEN	92.00
	P1000542-PO# 11/01/10 -VN#016376					STATE ELECTRICAL SUPPLY INC	209.94
*** OVERDRAFT ***	<b>TRANSFER PENDING</b>			CLOSING BALANCE		-6,519.72	301.94
	JUV.DET.OPER.			PROG-TOTAL-PO			336.77

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$336.77 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

**NOV 02 2010** DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818160000-63500	R&M SUPPLIES	27,000.00	71.0%	17,715.38	1,468.20	7,816.42	
	P1000517-PO# 11/01/10 -VN#022229			JF AHERN COMPANY		1,240.00	
	P1000525-PO# 11/01/10 -VN#014534			MENARDS		35.95	
	P1000544-PO# 11/01/10 -VN#048467			STAPLES ADVANTAGE		106.82	
				CLOSING BALANCE	6,433.65		1,382.77
	COMM.CTR.OPER.			PROG-TOTAL-PO		1,382.77	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,382.77 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

**NOV 02 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	8.2%	2,832.25	319.32	34,863.43	
	P1000483-PO# 11/01/10 -VN#010938					ARAMARK UNIFORM SERVICES INC	19.86
				CLOSING BALANCE		34,843.57	19.86
1818170000-63500	R&M SUPPLIES	13,000.00	132.2%	16,943.53	245.79	-4,189.32	
	P1000485-PO# 11/01/10 -VN#018372					BATTERIES PLUS INC	157.94
	P1000519-PO# 11/01/10 -VN#013741					JOHNSTONE SUPPLY	63.95
	P1000542-PO# 11/01/10 -VN#016376					STATE ELECTRICAL SUPPLY INC	245.04
*** OVERDRAFT ***	<b>TRANSFER PENDING</b>			CLOSING BALANCE		-4,656.25	466.93
	ADOL.SER/GUIDANC			PROG-TOTAL-PO			486.79

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$486.79 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 \_\_\_\_\_

**NOV 02 2010**

DATE \_\_\_\_\_ CHAIR \_\_\_\_\_



Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818420000-67200	CAPITAL IMPROV	427,994.00	64.9%	148,621.72	129,337.00	150,035.28	
	P1001616-PO# 11/01/10 -VN#036838					ARNOLD AND O SHERIDAN INC	670.00
				CLOSING BALANCE		149,365.28	670.00
	CTHS FACILITY			PROG-TOTAL-PO			670.00

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$670.00 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

**NOV 02 2010** DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818490000-67200	CAPITAL IMPROV	1,605,267.00	77.3% 2,725,218.52	6,249,465.85	2,630,582.63		
	P1000029-PO# 11/01/10 -VN#047865			MOBILE MINI INC		220.00	
	P1003518-PO# 11/01/10 -VN#049330			PIEPER ELECTRIC INC		2,005.35	
			CLOSING BALANCE		2,628,357.28		2,225.35
	JAIL/HCC COMPLEX		PROG-TOTAL-PO			2,225.35	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$2,225.35 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

**NOV 02 2010**

DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818500000-67200	CAPITAL IMPROV	110,000.00	22.6%	7,250.00	17,670.00	85,080.00	
	P1001743-PO# 11/01/10 -VN#036838					ARNOLD AND O SHERIDAN INC	6,080.00
				CLOSING BALANCE	79,000.00		6,080.00
	JDC CAP.IMPROV.			PROG-TOTAL-PO			6,080.00

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$6,080.00 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

**NOV 02 2010** DATE \_\_\_\_\_ CHAIR



PURCHASE ORDER NUMBER P1000205 PEID 042015

## 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 Sherman Sanitation Services LLC

ACCOUNT NUMBER 18-1810-0000-62400 (Line Item #2)

FUNDS DESCRIPTION Waste Collection

AMOUNT OF INCREASE \$ 157.50

INCREASE FROM \$ 4,399.92 TO \$ 4,557.42

ACCOUNT BALANCE AVAILABLE \$ 2,376 <sup>10-22-10</sup> <sub>ST</sub>

REASON FOR AMENDMENT Additional pick-up in September, 2010

### 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**

The General Services Committee  
INITIATED BY



Robert Leu  
DRAFTED BY

The General Services Committee  
SUBMITTED BY

October 27, 2010  
DATE DRAFTED

**Amending Contract for Courthouse Parking Structure Caulking and Repair**

- 1 **WHEREAS**, work under the contract to repair and re-caulk the parking ramps began October 11<sup>th</sup>; and,
- 2
- 3 **WHEREAS**, removal of the old caulk on the west ramp revealed considerable corrosion to the metal
- 4 plates that connect the units together along the seams, stabilize the ramp, and keep the caulk adhered to
- 5 the edges; and,
- 6
- 7 **WHEREAS**, this unforeseen condition has increased the repair work needed, with the cost increase
- 8 calculated using the unit pricing submitted when the work was bid.
- 9
- 10 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 11 this \_\_\_\_\_ day of \_\_\_\_\_, 2010, that the Contract with Zanders Solutions be
- 12 increased by \$37,367.50 to cover the cost of the additional repair work on the west ramp to-date; and,
- 13
- 14 **BE IT FURTHER RESOLVED**, that a contingency of \$20,000.00 be established to cover any change
- 15 orders authorized by the General Services Committee on the remaining work.

Respectfully submitted,

**General Services Committee:**

\_\_\_\_\_  
Phillip Owens, Chair

\_\_\_\_\_  
Henry Brill, Vice Chair

\_\_\_\_\_  
Ronald Combs

\_\_\_\_\_  
Jason Heidenreich

\_\_\_\_\_  
Mary Mawhinney

**Amending Contract for Courthouse Parking Structure Caulking and Repair**  
Page 2

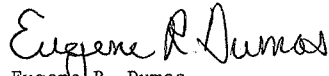
FISCAL NOTE:

Sufficient funds are available in the Courthouse Facility Capital Project, A/C 18-1849-0000-67200, for these additional contract costs

Jeffrey A. Smith  
Finance Director

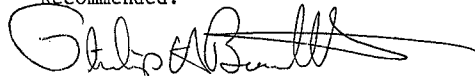
LEGAL NOTE:

The County Board is authorized to take this action by secs. 59.01 and 59.52(29), Wis. Stats. This action is in compliance with sec. 59.52(29), Wis. Stats. and the Rock County Purchasing Ordinance as a necessary, unanticipated adjustment to a previously bid contract.

  
Eugene R. Dumas  
Deputy Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

  
Philip H. Boutwell  
Acting County Administrator

## **Executive Summary**

### **Amending Contract for Parking Structure Caulking and Repairs**

Work began on the west parking ramp October 11<sup>th</sup>. When the old caulk was removed, it revealed more corrosion to the connecting flange plates than anticipated. The imbedded flange plates exist along the seams of the pre-cast units and are welded to each other to stabilize the deck when cars drive across. They also keep the caulk from pulling away from the edges and letting water through. Without knowing the extent of the problem when the specifications were prepared for bidding, an assumption was made as to the number of flange plates and welds that would need repairing. Unit pricing was received to cover additional work using contingency funds if the assumptions fell short.

Unfortunately, the corrosion to the flange plates and the number of broken welds has exceeded expectations, increasing the scope of work for the Contractor. The condition of the east ramp won't be known until the caulk on that ramp is removed. An independent contractor is going to be hired to evaluate the welds in hopes of pin pointing the reason for this high number of weld breaks.

The resolution before you amends the contract with Zanders Solutions to cover the additional repair work on the west ramp as of 10/27/10. The resolution also places \$20,000 in a contingency for the General Services Committee to use to cover additional work as the project progresses to the east structure.

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

October 25, 2010  
DATE DRAFTED

**Awarding Contract for Arc Flash Assessment and Program at Various Rock County Buildings**

- 1 **WHEREAS**, in order to comply with OSHA and Department of Commerce requirements of NFPA
- 2 Standard 70, an Arc Flash Assessment and Program must be completed at Rock County Buildings; and,
- 3
- 4 **WHEREAS**, this assessment and program will help safeguard those working on or near electrical
- 5 systems from injury caused by an arc flash explosion; and,
- 6
- 7 **WHEREAS**, specifications were prepared, and bids solicited, with the bid results attached.
- 8
- 9 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 10 this \_\_\_\_\_ day of \_\_\_\_\_, 2010, that a Contract for Arc Flash Assessment and Program at various
- 11 County Buildings, as listed on the Bid Tally Sheet, be awarded to Westphal Electric of Madison in the
- 12 amount of \$47,100; and,
- 13
- 14 **BE IT FURTHER RESOLVED**, that payments be made to the vendor upon approval of the General
- 15 Services Committee.

**Respectfully submitted,  
General Services Committee:**

\_\_\_\_\_  
Phillip Owens, Chair

\_\_\_\_\_  
Henry Brill, Vice Chair

\_\_\_\_\_  
Ronald Combs

\_\_\_\_\_  
Jason Heidenreich

\_\_\_\_\_  
Mary Mawhinney

**Purchasing Procedural Endorsement:**

_____ Phillip Owens	_____	_____
	Date	Vote

**Awarding Contract for Arc Flash Assessment and Program at Various Rock  
County Buildings**

Page 2

FISCAL NOTE:

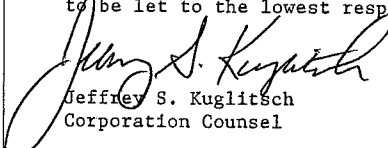
Sufficient funds are included in various building's 2010 operational expenditure budgets for this contract.



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. 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**

## **Resolution Awarding Contract for Arc-Flash Assessment**

As required by OSHA, and the Wisconsin Department of Commerce, building owners must comply with the National Fire Protection Association's (NFPA) Standard 70E to safeguard workers from injury while working on or near exposed electrical conductors or circuit parts that could become energized. The incident is referred to as an arc flash explosion.

An arc flash is a short circuit through the air that flashes over from one exposed live conductor to another conductor, or to the ground. The arc flash explosion can cause a fire and/or injury to anyone nearby. Roughly 50 % of those killed in the workplace by electricity are killed by arc flash incidents. Simply dropping a tool, holding an open wire, or creating a spark near an open electrical panel can cause an arc flash. Breaks, gaps in insulation, dust or corrosion, can cause an arc flash. Rock County's buildings however, contain electrical systems that are large enough, with sufficient capacity, to cause an arc flash hazard.

The resolution before you awards a contract to Westphal Electric for an Arc Flash Analysis and Program. Electrical systems at the buildings listed will be inventoried and surveyed to determine if any repairs are needed. Systems will be labeled for arc flash potential, and a worker safety program will be developed, with training provided. The project will take about two months to complete.



PROJECT NUMBER #2010-34  
PROJECT NAME ARC FLASH PROGRAM COMPLIANCE  
BID DUE DATE SEPTEMBER 9, 2010 – 1:30 P.M.  
DEPARTMENT GENERAL SERVICES

	WESTPHAL ELECTRIC MADISON WI	ACADEMY SERVICE GROUP MADISON WI	PIEPER ELECTRIC MADISON WI
COURTHOUSE	11,950.00	14,593.00	19,623.00
SHERIFF/JAIL	10,500.00	27,300.00	22,072.00
JUVENILE DETENTION	3,300.00	5,286.00	8,770.00
911	5,150.00	5,083.00	8,075.00
JCC/ASC	2,450.00	2,168.00	5,667.00
HEALTH DEPT/COA	2,500.00	3,352.00	6,282.00
<b>TOTAL GENERAL SERVICES</b>	<b>\$ 35,850.00</b>	<b>\$ 57,782.00</b>	<b>\$ 70,489.00</b>
HEALTH CARE CENTER	7,500.00	11,593.00	20,439.00
LAUNDRY BUILDING	3,750.00	3,000.00	2,000.00
<b>TOTAL PROJECT</b>	<b>\$ 47,100.00</b>	<b>\$ 72,375.00</b>	<b>\$ 92,928.00</b>
START DATE	10/4/10	10/1/10	10/4/10
COMPLETION DATE	12/22/10	12/31/10	4/29/11
NOTES			ADDITIONAL COST FOR TRAINING

The Invitation to Bid was advertised in the Janesville Gazette and on the internet. Two vendors submitted "No Bids" and nineteen additional vendors were solicited that did not respond. One bid was non-responsive because it did not meet the staff certification qualification as required in the specifications.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: Westhal Electric

*[Signature]* 10/25/10  
SIGNATURE DATE

GOVERNING COMMITTEE APPROVAL: \_\_\_\_\_  
CHAIR VOTE DATE

PURCHASING PROCEDURAL ENDORSEMENT: \_\_\_\_\_  
CHAIR VOTE DATE



**Potter Lawson**

15 Ellis Potter Court  
P.O. Box 44964  
Madison, WI 53744-4964  
608/274-2741  
Fax/274-3674

**Number:** 01  
**Date:** October 14, 2010  
**Project Name:** Rock Co. Jail Expansion & Pinehurst Renovation  
**Project No:** 2007.23.01  
**Owner:** County of Rock

**Contract Amendment Description:**

**1) Document B102-2007 Article 7 Miscellaneous Provisions**

Insert the following into Article 7:

7.9 The Architect and Architect's consultants have made assumptions regarding existing conditions during the preparation of the Construction Documents so as not to remove or destroy serviceable or concealed portions of the facility prior to construction. The Architect and Owner have discussed that errors, inconsistencies, ambiguities and omissions in the Construction Documents will arise due to the Architect and Architect's consultant errors and omissions, unforeseen conditions and incorrect assumptions all of which may result in change orders by the Contractors and additional costs. The Owner has established a contingency fund to pay for any such increased costs and changes. The Architect and Architect's consultants hereby agree that as part of basic services to visit the site to meet with the Owner's Representative and Owner to review architectural and engineering errors and omissions in the Construction Documents, to review conditions uncovered during construction related to errors, inconsistencies, ambiguities and omissions in the Construction Documents and to provide revised Construction Documents to the Owner and Contractor to address any errors, ambiguities, inconsistencies and omissions without additional cost to the Owner. This paragraph does not preclude the Owner from making a claim on error and omissions or the right to seek other remedies as allowed by law.

**The Architect is hereby authorized to provide the Services as described herein. The Architect will be compensated for Services as provided for in the Owner/Architect Agreement. All other Terms and Conditions of the Owner/Architect Agreement dated October 22, 2009 are applicable to this Contract Amendment.**

**Note: Please sign and return one copy to Potter Lawson, Inc.**

<b>Architect Acceptance</b>	<b>Owner Authorization</b>
<b>Architect:</b> _____	<b>Owner:</b> _____
<b>Date:</b> _____	<b>Date:</b> _____