

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, FEBRUARY 4, 2014 – 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 – December 10, 2013
4. Transfers and Appropriations
5. Bills/Encumbrances/Pre-Approved Encumbrance Amendments
6. Updates
 - A. Jail Project
 - 1) Update Report
 - B. Rock Haven
 - 1) Update Report
7. Semi-Annual Report
8. Communications, Announcements and Information
9. Adjournment

Rock County Transfer Request - Over \$500

TO: FINANCE DIRECTOR Date 1/15/14 Transfer No. 13-95
 Requested By General Services Department Rob Leu Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 18-1811-0000/62400 Description: Repair and Maint. Services Current Balance: \$17,000	\$3,000.00	Account #: 18-1811-0000/63500 Description: Repair and Maint. Supplies	\$3,000.00
Account #: 18-1837-0000/67200 Description: Capital Improvements Current Balance: \$339,848	\$41,000.00	Account #: 18-1837-0000/63500 Description: Repair and Maint. Supplies	\$41,000.00
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC

The \$3,000.00 for the first transfer is simply funds that were not spent due to better pricing on certain service contracts. Regarding the \$41,000 transfer : When the budget is prepared for the 1837, Jail Capital Improvement Account, funds are split between a supply account and a capital improvement account. The appropriation in each account is somewhat arbitrary, as there is no way to predict the type of purchases that will be made during a given year to maintain the Jail.

REASON TRANSFER IS NECESSARY - BE SPECIFIC

The \$3,000 transfer is needed to cover a shortfall in the Glen Oaks maintenance supply account. Repairs simply exceeded estimates. Repair and maintenance supplies for the Jail are charged to either the main General Services account (1810) or the Jail Assessment Fee account (1837). The expenses are further broken down as a supply or a capital item. More charges were made to the 1837 supply account in 2013 versus the capital account. Therefore, \$41,000 needs to be moved from one expenditure account to another.

FISCAL NOTE:

Sufficient funds are available for transfer. *SL 1/16/14*

ADMINISTRATIVE NOTE:

Recommended *RL 1-16-14*

REQUIRED APPROVAL

DATE

COMMITTEE CHAIR

Governing Committee _____

Finance Committee _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
00-0000-0001-17100	POSTAGE METER CH	P1300778	12/31/2013	UNITED MAILING SERVICES INC	350.07
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	0.00	33,690.44	0.00	350.07	(34,040.51)
GENERAL FUND PROG TOTAL				350.07	

I have examined the preceding bills and encumbrances in the total amount of **\$350.07**
 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 Finance Committee and County Board.
 B. Bills under \$10,000 to be paid.
 C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: FEB 04 2014

Dept Head _____

Committee Chair _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
18-1810-0000-62113	SNOW REMOVAL	P1300661	12/31/2013	E AND S SNOWPLOWING	1,307.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	6,000.00	2,559.00	3,265.99	1,307.00	(1,131.99)
18-1810-0000-63500	R&M SUPPLIES	P1300762	12/31/2013	PORTERS LAWN AND POWER EQUIPM	28.76
		P1303053	12/31/2013	FOLEY ELECTRIC INC	1,435.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	210,000.00	308,000.26	36,795.44	1,463.76	(136,259.46)
GENERAL SERVICES PROG TOTAL				2,770.76	
18-1812-0000-62113	SNOW REMOVAL	P1300661	12/31/2013	E AND S SNOWPLOWING	313.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,000.00	644.00	0.00	313.00	43.00
YOUTH SERVICES CENTER PROG TOTAL				313.00	
18-1816-0000-62113	SNOW REMOVAL	P1300661	12/31/2013	E AND S SNOWPLOWING	222.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,000.00	514.00	735.99	222.00	(471.99)
18-1816-0000-63500	R&M SUPPLIES	P1300751	12/24/2013	STAPLES ADVANTAGE	185.86
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	21,000.00	12,930.91	2,158.17	185.86	5,725.06
COMMUNICATIONS CTR.OPERATION PROG TOTAL				407.86	
18-1837-0000-67200	CAPITAL IMPROV	P1303681	12/31/2013	HALVERSON CARPET CENTER LTD	19,248.80
		P1303697	12/31/2013	DEGARMO PLUMBING INC	10,629.46
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	473,580.00	34,075.00	69,778.00	29,878.26	339,848.74
JAIL CAPITAL IMPROVEMENTS PROG TOTAL				29,878.26	
18-1853-0000-67200	CAPITAL IMPROV	P1303984	07/30/2013	RH BATTERMAN AND COMPANY INC	1,100.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	906,350.00	904,503.28	0.00	1,100.00	746.72

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
HCC/GLEN OAKS PARKING LOTS PROG TOTAL					1,100.00

I have examined the preceding bills and encumbrances in the total amount of **\$34,469.88**

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 Finance Committee and County Board.

B. Bills under \$10,000 to be paid.

C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **FEB 04 2014**

Dept Head _____

Committee Chair _____

2013 . . . 1/29/2014

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
18-1815-9200-62463	FIRE ALARM	P1304007	12/19/2013	SIEMENS INDUSTRY INC	349.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	15,250.00	10,669.48	0.00	349.00	4,231.52
HCC COMPLEX-MAINTENANCE PROG TOTAL				349.00	

I have examined the preceding bills and encumbrances in the total amount of **\$349.00**
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Date: FEB 04 2014

Dept Head _____

Committee Chair _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
18-1810-0000-62112	SECURITY	P1400480	01/01/2014	MIRION TECHNOLOGIES GDS INC	238.04
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	69,000.00	0.00	66,132.00	238.04	2,629.96
18-1810-0000-62400	R & M SERV				
ENC		R1401123	01/01/2014	JOHNSON CONTROLS INC	18,825.00
		P1400397	01/07/2014	ARAMARK UNIFORM SERVICES INC	229.97
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	143,619.00	2,168.88	67,712.24	19,054.97	54,682.91
18-1810-0000-62461	ELEVATOR				
ENC		R1401153	01/01/2014	OTIS ELEVATOR COMPANY	35,436.00
		P1400537	01/09/2014	STATE OF WISCONSIN	50.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	46,000.00	0.00	0.00	35,486.00	10,514.00
18-1810-0000-63500	R&M SUPPLIES				
		P1400394	01/14/2014	AARONS LOCK AND SAFE INC	622.26
		P1400398	01/13/2014	BADGER STATE INDUSTRIES	625.24
		P1400402	01/07/2014	BJ ELECTRIC SUPPLY INC	2,489.67
		P1400407	01/13/2014	DEGARMO PLUMBING INC	4,184.28
		P1400412	01/16/2014	ENERGETICS INC	8.25
		P1400417	01/09/2014	GRAINGER PARTS	8.18
		P1400423	01/01/2014	HOME DEPOT/GECF	52.69
		P1400425	01/16/2014	JACK AND DICKS FEED AND GARDEN	1,009.40
		P1400426	01/08/2014	JANESVILLE ELECTRIC MOTOR CORP	55.20
		P1400476	01/16/2014	JANESVILLE WINSUPPLY COMPANY	266.20
		P1400478	01/16/2014	MENARDS	52.11
		P1400536	01/03/2014	SHERWIN WILLIAMS	977.23
		P1400538	01/08/2014	STAPLES ADVANTAGE	1,085.14
		P1400792	01/01/2014	MULLIGANS CELLULAR AND PAGING	1,188.00
		P1400904	01/01/2014	PER MAR SECURITY SERVICES	1,432.08
		P1400979	01/01/2014	SIMPLEX GRINNELL LP	10,020.66
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	230,000.00	519.75	20,477.73	24,076.59	184,925.93
GENERAL SERVICES PROG TOTAL				78,855.60	
18-1811-0000-62400	R & M SERV				
		P1400397	01/07/2014	ARAMARK UNIFORM SERVICES INC	40.95
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	38,167.00	25.00	557.00	40.95	37,544.05
18-1811-0000-63500	R&M SUPPLIES				
		P1400394	01/14/2014	AARONS LOCK AND SAFE INC	11.94
		P1400398	01/13/2014	BADGER STATE INDUSTRIES	312.62

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
		P1400402	01/10/2014	BJ ELECTRIC SUPPLY INC	144.72
		P1400406	01/14/2014	CONGRESS GLASS INC	120.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	20,000.00	84.00	1,023.99	589.28	18,302.73
GLEN OAKS FACILITY OPERATION PROG TOTAL					630.23
18-1812-0000-62400	R & M SERV				
ENC		R1401123	01/01/2014	JOHNSON CONTROLS INC	6,569.00
		P1400397	01/14/2014	ARAMARK UNIFORM SERVICES INC	21.54
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	86,400.00	30.00	3,384.00	6,590.54	76,395.46
YOUTH SERVICES CENTER PROG TOTAL					6,590.54
18-1816-0000-62400	R & M SERV				
ENC		R1401123	01/01/2014	JOHNSON CONTROLS INC	2,406.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	26,000.00	2,676.00	536.00	2,406.00	20,382.00
18-1816-0000-63500	R&M SUPPLIES				
		P1400897	01/16/2014	CUMMINS NPOWER LLC	3,426.61
		P1400979	01/01/2014	SIMPLEX GRINNELL LP	1,581.66
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	20,000.00	62.00	1,456.99	5,008.27	13,472.74
COMMUNICATIONS CTR. OPERATION PROG TOTAL					7,414.27
18-1817-0000-63500	R&M SUPPLIES				
		P1400413	01/10/2014	FASTENAL COMPANY	0.70
		P1400417	01/14/2014	GRAINGER PARTS	117.82
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	17,000.00	0.00	249.99	118.52	16,631.49
DIVERSION PROG/ASC PROG TOTAL					118.52
18-1837-0000-63500	R&M SUPPLIES				
		P1400780	01/01/2014	HONEYWELL INC	1,629.99
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	100,000.00	0.00	(0.01)	1,629.99	98,370.02
JAIL CAPITAL IMPROVEMENTS PROG TOTAL					1,629.99

2014

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
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I have examined the preceding bills and encumbrances in the total amount of **\$95,239.15**

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 Finance Committee and County Board.
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Date: FEB 04 2014

Dept Head _____

Committee Chair _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt		
18-1815-0000-62400	R & M SERV	P1400225	01/21/2014	ENERGETICS INC	124.96		
		P1400239	01/28/2014	MENARDS	57.35		
		P1400248	01/01/2014	SIMPLEX GRINNELL LP	236.75		
		P1400258	01/01/2014	TRANE COMPANY	3,650.00		
		P1400717	01/09/2014	CUMMINS GREAT LAKES INC	676.06		
		P1401056	01/22/2014	NORTHLAND EQUIPMENT CO INC	19.28		
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance		
	112,500.00	62,140.80	18,591.84	4,764.40	27,002.96		
18-1815-0000-63500	R&M SUPPLIES	P1400230	01/23/2014	HARRIS ACE HARDWARE	11.48		
		P1400240	01/21/2014	NAPA AUTO PARTS	441.78		
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance		
	46,850.00	393.58	7,127.50	453.26	38,875.66		
HCC BUILDING COMPLEX PROG TOTAL				5,217.66			

I have examined the preceding bills and encumbrances in the total amount of **\$5,217.66**
 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 Finance Committee and County Board.
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Date: FEB 04 2014

Dept Head _____

Committee Chair _____

PURCHASE ORDER NUMBER P1400863

PEID 022229

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 e-mail to Susan Balog in Accounting (balog@co.rock.wi.us), Cheryl Mikrut in Accounting (mikrut@co.rock.wi.us) and Jodi Millis in Purchasing (jodi@co.rock.wi.us). Susan or Cheryl will forward on 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).

DATE JANUARY 27, 2014

DEPARTMENT GENERAL SERVICES

COMMITTEE GENERAL SERVICES

VENDOR NAME J F AHERN COMPANY

ACCOUNT NUMBER 18-1810-0000-63500

FUNDS DESCRIPTION SPRINKLER SYSTEM INSPECTIONS

AMOUNT OF INCREASE \$ 70.00

INCREASE FROM \$ 835.00 TO \$ 905.00

ACCOUNT BALANCE AVAILABLE \$ 106,361.17 SB 01/27/14

REASON FOR AMENDMENT PRICE INCREASE FOR 2014

APPROVALS

GOVERNING COMMITTEE _____
Chair _____ Date _____

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

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

Rock County, Wisconsin

51 South Main Street
Janesville, WI 53545



General Services

-Facilities Management
-Maintenance
-Duplicating
-Central Stores
(608)757-5518

To: Members of the General Services Committee

Fr: Rob Leu, General Services Director

Date: 01/10/14

Re: Semi-Annual Report – Attendance at Conventions/Conferences

As required by Resolution #6-9A-087, I hereby report the following:

No conventions or conferences were attended by General Services employees during the second half of 2013.

Thank You

cc: Craig Knutson