

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 18, 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 – February 18, 2014
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
 - C. Courthouse Windows
 - D. Courthouse Parking Lots
 - E. Courthouse Tower
 - F. Other Projects
7. Communications, Announcements and Information
8. Adjournment

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
18-1815-0000-62400	R & M SERV	P1400228	03/04/2014	FOUR SEASONS REPAIR INC	26.78
		P1401247	02/27/2014	DECKER SUPPLY CO INC	32.45
		P1401293	02/21/2014	GOODWAY TECHNOLOGIES CORP	298.41
		P1401347	02/25/2014	TRANE COMPANY	253.32
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	112,500.00	77,973.99	9,262.22	610.96	24,652.83

18-1815-0000-63500	R&M SUPPLIES	P1400218	02/27/2014	AARONS LOCK AND SAFE INC	34.98
		P1400232	03/06/2014	HOME DEPOT/GEFC	115.80
		P1400238	02/25/2014	MC MASTER-CARR SUPPLY COMPANY	59.13
		P1400239	03/03/2014	MENARDS	208.93
		P1400240	02/28/2014	NAPA AUTO PARTS	59.64
		P1400251	03/03/2014	WERNER ELECTRIC SUPPLY COMPAN	158.82
		P1401211	02/14/2014	ASSURED LOCKSMITH TRAINING INC	256.50
		P1401363	02/26/2014	AMSAN LLC	27.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	46,850.00	3,664.43	6,612.75	920.80	35,652.02

HCC BUILDING COMPLEX PROG TOTAL 1,531.76

18-1815-9200-62400	R & M SERV	P1400252	02/17/2014	E AND S SNOWPLOWING	1,099.00	
			Budget	YTD Exp	YTD Enc	Pending
		0.00	0.00	1,099.00	1,099.00	(2,198.00)

HCC COMPLEX-MAINTENANCE PROG TOTAL 1,099.00

I have examined the preceding bills and encumbrances in the total amount of **\$2,630.76**
 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: **MAR 18 2014**

Dept Head _____

Committee Chair _____

COMMITTEE APPROVAL REPORT

03/12/2014

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
18-1810-0000-62113	SNOW REMOVAL	P1400411	03/01/2014	E AND S SNOWPLOWING	1,288.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	5,500.00	1,329.00	1,288.00	1,288.00	1,595.00
18-1810-0000-62205	FUEL OIL	P1400404	02/05/2014	BROWN OIL CO INC	6,840.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	2,000.00	4,935.00	6,840.00	6,840.00	(16,615.00)
18-1810-0000-62400	R & M SERV	P1400397	02/25/2014	ARAMARK UNIFORM SERVICES INC	178.08
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	143,619.00	31,409.02	69,176.19	178.08	42,855.71
18-1810-0000-63500	R&M SUPPLIES	P1400398	02/20/2014	BADGER STATE INDUSTRIES	1,250.48
		P1400401	02/26/2014	BELOIT FIRE PROTECTION COMPANY	93.90
		P1400414	02/27/2014	FERGUSON ENTERPRISES INC	35.40
		P1400417	02/18/2014	GRAINGER PARTS	898.58
		P1400419	02/24/2014	HARRIS ACE HARDWARE	375.10
		P1400422	02/18/2014	HOH WATER TECHNOLOGY INC	3,427.02
		P1400425	02/25/2014	JACK AND DICKS FEED AND GARDEN	504.70
		P1400428	02/27/2014	JF AHERN COMPANY	280.00
		P1400470	03/03/2014	K AND W GREENERY INC	162.86
		P1400472	02/18/2014	LD DANIELS AND ASSOCIATES INC	7,271.41
		P1400477	02/19/2014	MC MASTER-CARR SUPPLY COMPANY	837.00
		P1400532	02/25/2014	QUALITY DOOR LLC	1,001.00
		P1400538	02/20/2014	STAPLES ADVANTAGE	323.60
		P1400943	02/26/2014	BLUEPRINT SHOPPE,THE	558.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	230,000.00	44,213.35	43,217.59	17,019.05	125,550.01
GENERAL SERVICES PROG TOTAL				25,325.13	
18-1811-0000-62400	R & M SERV	P1400397	02/25/2014	ARAMARK UNIFORM SERVICES INC	27.30
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	38,167.00	254.55	1,458.30	27.30	36,426.85
18-1811-0000-63500	R&M SUPPLIES	P1400412	02/24/2014	ENERGETICS INC	111.34
		P1400417	02/21/2014	GRAINGER PARTS	26.57
		P1400534	02/20/2014	R E MICHEL COMPANY	339.25

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	20,000.00	1,635.64	2,151.87	477.16	15,735.33
GLEN OAKS FACILITY OPERATION PROG TOTAL				504.46	
18-1812-0000-62113	SNOW REMOVAL	P1400411	03/01/2014	E AND S SNOWPLOWING	333.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,000.00	365.00	333.00	333.00	(31.00)
18-1812-0000-62400	R & M SERV	P1400397	02/25/2014	ARAMARK UNIFORM SERVICES INC	14.36
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	86,400.00	3,686.76	8,364.86	14.36	74,334.02
18-1812-0000-63500	R&M SUPPLIES	P1400417	02/26/2014	GRAINGER PARTS	(34.24)
		P1400478	02/28/2014	MENARDS	60.82
		P1400536	02/21/2014	SHERWIN WILLIAMS	79.84
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	22,000.00	1,205.20	525.27	106.42	20,163.11
YOUTH SERVICES CENTER PROG TOTAL				453.78	
18-1816-0000-62113	SNOW REMOVAL	P1400411	03/01/2014	E AND S SNOWPLOWING	352.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,000.00	306.00	352.00	352.00	(10.00)
18-1816-0000-63500	R&M SUPPLIES	P1400419	02/21/2014	HARRIS ACE HARDWARE	23.38
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	20,000.00	6,293.99	1,246.53	23.38	12,436.10
COMMUNICATIONS CTR. OPERATION PROG TOTAL				375.38	
18-1817-0000-63500	R&M SUPPLIES	P1400413	02/25/2014	FASTENAL COMPANY	9.97
		P1400419	02/11/2014	HARRIS ACE HARDWARE	19.81
		P1400478	02/25/2014	MENARDS	11.74
		P1400540	02/14/2014	TRANE COMPANY	384.34
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	17,000.00	1,239.04	1,540.69	425.86	13,794.41
DIVERSION PROG/ASC PROG TOTAL				425.86	

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
18-1837-0000-63500	R&M SUPPLIES				
		P1400414	02/13/2014	FERGUSON ENTERPRISES INC	752.33
		P1400526	02/21/2014	OTIS ELEVATOR COMPANY	4,570.60
		P1400961	02/20/2014	WOODWARD PETROLEUM SERVICE LI	200.25
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	108,499.00	2,757.89	12,081.91	5,523.18	88,136.02
JAIL CAPITAL IMPROVEMENTS PROG TOTAL				5,523.18	

I have examined the preceding bills and encumbrances in the total amount of **\$32,607.79**

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: **MAR 18 2014**

Dept Head _____

Committee Chair _____

Rock County Transfer Request - Over \$500

TO: FINANCE DIRECTOR Date 2/27/14 Transfer No. 14-08
 Requested By GENERAL SERVICES ROBERT LEU
 Department Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 18-1815-0000-62202 Description: WATER Current Balance: \$28,082	\$3,850	Account #: 18-1815-0000-62160 Description: CLEANING CONTRACTS	\$3,850
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC

BASED ON WATER UTILITY BILLS FOR THE PERIOD 5/2/13 THROUGH 1/30/14 FOR THE HCC AND OLD ROCK HAVEN BUILDING, IT APPEARS THAT THERE WILL BE A BALANCE GREATER THAN \$4,000 AT THE END OF 2014.

REASON TRANSFER IS NECESSARY - BE SPECIFIC

HSD STAFF WILL OCCUPY EIGHT (8) VACANT OFFICES ON HCC-1 AND I.T. STAFF WILL OCCUPY ONE (1) VACANT OFFICE ON HCC-5. THE ADDITIONAL CLEANING COST IS \$5,850. THE 2014 BUDGET FOR CLEANING CONTRACTS IS \$88,704. THE TOTAL CLEANING COST FOR 2014, INCLUDING THE ADDITIONAL OFFICES, IS \$92,554.

FISCAL NOTE:

Sufficient funds are available for transfer. *Y 3511*

ADMINISTRATIVE NOTE:

Recommended. *RL 3-5-14*

REQUIRED APPROVAL

DATE

COMMITTEE CHAIR

- Governing Committee _____
- Finance Committee _____

PURCHASE ORDER NUMBER P1400293

PEID 051511

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 FEBRUARY 27, 2014

DEPARTMENT GENERAL SERVICES

COMMITTEE GENERAL SERVICES

VENDOR NAME HENDRICKS COMMERCIAL PROPERTIES

ACCOUNT NUMBER 18-1810-0000-64911

FUNDS DESCRIPTION CLEARING ACCOUNT

AMOUNT OF INCREASE \$ 1,196.22

INCREASE FROM \$ 134,119.74 TO \$ 135,315.96

ACCOUNT BALANCE AVAILABLE \$ (105,990.51) OK-Clearing acct SB 02/28/14

REASON FOR AMENDMENT LINE 1 - INCREASE BY \$765.57

LINE 2 - INCREASE BY \$203.40 LINE 3 - INCREASE BY \$227.25

FOR YEARLY RATE INCREASE

APPROVALS

GOVERNING COMMITTEE _____
Chair Date

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

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

PURCHASE ORDER NUMBER P1400867 PEID 028846

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DATE FEBRUARY 27, 2014

DEPARTMENT GENERAL SERVICES

COMMITTEE GENERAL SERVICES

VENDOR NAME TRU GREEN

ACCOUNT NUMBER 18-1810-0000-62400

FUNDS DESCRIPTION REPAIR & MAINTENANCE ACCOUNT

AMOUNT OF INCREASE \$ 525.00

INCREASE FROM \$ 470.00 TO \$ 995.00

ACCOUNT BALANCE AVAILABLE \$ 44,300.63 SB 02/28/14

REASON FOR AMENDMENT THIS INCREASE IS FOR LINE 7 ON THIS P.O.

ADDITIONAL SERVICES REQUESTED _____

APPROVALS

GOVERNING COMMITTEE _____
Chair _____ Date _____

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

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

PURCHASE ORDER NUMBER P1400291

PEID 012315

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DATE 2/27/14

DEPARTMENT GENERAL SERVICES - HCC/RH MAINTENANCE

COMMITTEE GENERAL SERVICES

VENDOR NAME DIVERSIFIED BUILDING MAINTENANCE

ACCOUNT NUMBER 18-1815-0000-62160

FUNDS DESCRIPTION CLEANING CONTRACTS

AMOUNT OF INCREASE \$ 5,850

INCREASE FROM \$ 86,704 TO \$ 92,554

ACCOUNT BALANCE AVAILABLE \$ 2,000 Transfer pending for \$3,850 SB 2/28/14

REASON FOR AMENDMENT HSD STAFF WILL OCCUPY 8 VACANT OFFICES ON HCC-1 AND I.T. STAFF WILL OCCUPY 1 VACANT OFFICE ON HCC-5. THE ADDITIONAL CLEANING COST IS \$5,850. (10 MONTHS @ \$585)

APPROVALS

GOVERNING COMMITTEE _____
Chair Date

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

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