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, JANUARY 3, 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 December 20, 2011
- 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. Discussion on Signage for the Courthouse
- 8. Communications, Announcements and Information
- 9. Adjournment

Rock County - Pro	oduction	12/28/11	COM	1ITTEE APPRO	VAL REPORT				Page 1
Account Number	Name	Appropri	early Prcnt ation Spent	YTD Expenditu	re	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818159200-62460	BLDG SERV R&	M 45.0 P1100505-PO# 1						66.13	
				CLOSI	NG BALANCE		5,078,99		66.13
1818159200-62470	BLDG R & M	50.0 P1100486-PO# 1 P1100511-PO# 1 P1100513-PO# 1	000.00 74.4 12/27/11 -VN 1 12/27/11 -VN 1 12/27/11 -VN 1	% 37,245 #050099 #016104 #016376	.28 BUDGET DI SHERWIN I STATE ELI	0.01 RAIN AND SEWI WILLIAMS ECTRICAL SUP	12,754.71 ER CO PLY INC	225.00 147.45 77.40	
				CLOSI	NG BALANCE		12,304.86		449.85
1818159200-63109	OTHER SUPP/E	P1100496-P0# 1 P1100497-P0# 1	.2/27/11 -VN ₇ .2/27/11 -VN ₇	#018251 #030781	HARRIS A	CE HARDWARE OT/GECF	14,039.15 Y COMPANY	33.23 371.06 27.65	
				CLOSI	NG BALANCE		13.607.21		431.94
1818159200-64200	TRAINING EXP						520.16 S LLC S A	300.00	
				CLOSI	NG BALANCE		220.16		300.00
		ŀ	ICC BLDG.COMI	PLEX PROG-	TOTAL-PO			1.247.92	
I HAVE EXAMINED T INCURRED BY HCC B AND HAVE BEEN PRE A. BILLS AND EN B. BILLS UNDER	BUILDING COMPLEVIOUSLY FUNDE CUMBRANCES OV \$10,000 TO BE	EX. CLAIMS COVE D. THESE ITEMS ER \$10,000 REFE PAID.	ERING THE ITE S ARE TO BE ERRED TO THE	EMS ARE PROP FREATED AS F COUNTY BOAR	ER OLLOWS D.				
C. ENCUMBRANCES GENERAL SERVICES			APPROVES THE						EPT-HEAD
			JAN	1 0 3 2012	DATE				CHAIR

Page 1

Account Number	Name	Yearly	Prent	YTĎ	Encumb	Unencumb	Inv/Enc	
		Appropriation	Spent Exp	enditure	Amount	Balance	Amount	Total
0000000001-16010	PURCHASING INVEN	0.00	100.0%	31.528.43	-177,986,98	146,458.55		
	P11	.00384-PO# 12/20/1			E PRO	,	3,076.31	
	P11	.00389-P0# 12/20/1	.1 -VN#04846	7 STAPL	ES ADVANTAGE		7,407.42	
	P11	.00391-PO# 12/20/1	.1 -VN#04886	6 CARTR	IDGE CONNECTION	N, THE	178.20	
	P11	.00394-P0# 12/20/1	.1 -VN#04048	1 RHYME	BUSINESS PRODU	JCTS	208.72	
	P13	.03883-PO# 12/20/1	.1 -VN#01114	1 BEAR	GRAPHICS INC		31.75	
				CLOSING BALA	NCE	135,556.15		10,902.40
0000000001-17100	POSTAGE MÉTER CH	0.00	100.0%	29.174.68	-5,708.66	-23,466.02		
	P11	.00454-PO# 12/20/1			D MAILING SERVI		397.87	
	P11	03982-PO# 12/20/1	.1 -VN#03940	5 PACKA	GE PRO EXPRESS	DELIVERY I	117.50	
				CLOSING BALA	NCE	-23,981.39		515.37
		BAL.SHE	ET A/C	PROG-TOTAL-P	0		11,417.77	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$11,417.77 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 HE	EAD.
GENERAL SERVICES COMMITTEE APPROVES THE ABOVE, COM-APPROVAL	DEPT-HEAD
JAN 03 2012 DATE	CHAIR

Rock County - Production	12/28/11 COMMITTEE APPROVAL REPORT			Page 2			
Account Number Name	Yearly Pront YTD Encumb Appropriation Spent Expenditure Amount	Unencumb Balance	Inv/Enc Amount	Total			
1818100000-62400 R & M SERV	132,537.00 87.3% 118,285.85 -2,546.81 P1100400-PO# 12/20/11 -VN#010938 ARAMARK UNIFORM SERVI		135.62				
	CLOSING BALANCE	16,662.34		135.62			
1818100000-63104 PRNT & DUP	ICATI 30,000.00 53.6% 16,131.20 -32,240.94 P1100386-PO# 12/20/11 -VN#010723 PRINTING AND BUSINESS P1100393-PO# 12/20/11 -VN#021556 MIDLAND PAPER		34.76 2,484.90				
	CLOSING BALANCE	43,590.08		2,519.66			
1818100000-63500 R&M SUPPLI	215,000.00 35.4% 187,319.74 -111,162.45 P1100411-PO# 12/20/11 -VN#022402 CONGRESS GLASS INC P1100418-PO# 12/20/11 -VN#012507 ENERGETICS INC P1100430-PO# 12/20/11 -VN#029890 JACK AND DICKS FEED AND P1100456-PO# 12/20/11 -VN#016104 SHERWIN WILLIAMS P1100460-PO# 12/20/11 -VN#048467 STAPLES ADVANTAGE P1100463-PO# 12/20/11 -VN#018296 AARONS LOCK AND SAFE P1103789-PO# 12/20/11 -VN#038030 BADGER STATE INDUSTRIES P1104026-PO# 12/20/11 -VN#043737 STATE OF WISCONSIN	ND GARDEN	380.60 9.27 465.50 216.15 317.43 16.99 89.86 100.00				
	CLOSING BALANCE	137,246.91		1.595.80			
	GENERAL SERVICES PROG-TOTAL-PO		4,251.08				
I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$4,251.08 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.							

COMMITTEE APPROVES THE ABOVE. COM-APPROVAL DEPT-HEAD

JAN 03 2012 DATE_____

B. BILLS UNDER \$10,000 TO BE PAID.

GENERAL SERVICES

C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

GS-GENERAL SERVICES DEPT, PAGE 1

CHAIR

Page 3

Total

266.43

Rock County - Product	ion 12/28/11	COMMI	TTEE APPROVAL REF	PORT		
Account Number Name		Yearly Pront oriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount
1818110000-63500 R&M	P1100412-P0# P1100418-P0#	0,000.00 60.8% 4 12/20/11 -VN#0 4 12/20/11 -VN#0 4 12/20/11 -VN#0	11970 CONNO 12507 ENERG	-4,324.56 DRS SUPPLY INC GETICS INC AUTO PARTS	7,820.13	238.38 20.64 7.41
			CLOSING BALA	ANCE	7,553.70	
		GLEN OAKS OPER	PROG-TOTAL-F	90		266.43
I HAVE EXAMINED THE PR	RECEDING BILLS AND ENG	CUMBRANCES IN TH	E TOTAL AMOUNT OF	\$266.43		

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. COMMITTEE APPROVES THE ABOVE. COM-APPROVAL_____ GENERAL SERVICES

DEPT-HEAD

JAN 03 2012

DATE CHAIR

Rock County - Production	12/28/11	COMMITTEE APPROVAL REP	ORT			Page 4
Account Number Name	Yearl Appropriation	y Prcnt YTD n Spent Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818120000-62400 R & M SERV		0 98.0% 69,490.54 /11 -VN#010938 ARAMA	-332.09 RK UNIFORM SERVI	1,341.55 ICES INC	13.56	
		CLOSING BALA	NCE	1,327.99		13.56
	JUV.DI	ET.OPER. PROG-TOTAL-PI	0		13.56	
I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$13.56 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 APPRO	VES THE ABOVE. COM-APPROVAL	<u> </u>		DE	PT-HEAD
		JAN 0 3 2012 DATE	Ε		CH	AIR

2011

Rock County - Pro	duction	12/28/11		COMMIT	TEE APPROV	AL REPORT	Г			Page 5
Account Number	Name		Yearly iation :		YTD Expenditur	e	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818170000-62400	R & M SERV	37, P1100400-PO#			37,382. 10938			321.93 ICES INC	98.94	
					CLOSIN	G BALANCE	<u> </u>	222.99		98.94
1818170000-63500	R&M SUPPLIES	10, P1100412-PO# P1100418-PO# P1100422-PO# P1100444-PO# P1100458-PO#	12/20/13 12/20/13 12/20/13 12/20/13	1 -VN#01 1 -VN#01 1 -VN#02 1 -VN#03	.1970 .2507 26320 30347	CONNORS ENERGETI FOUR SEA NAPA AUT	SONS SMALL E	NGINE REPA	167.30 85.00 389.63 18.01 190.08	
					CLOSIN	G BALANCE	<u>:</u>	1,232.20		850.02
			ADOL.SE	R/GUIDAN	IC PROG-T	OTAL-PO			948.96	
I HAVE EXAMINED T INCURRED BY ADOLE AND HAVE BEEN PRE A. BILLS AND EN B. BILLS UNDER C. ENCUMBRANCES	SCENT SERV/GU VIOUSLY FUNDE CUMBRANCES OV \$10,000 TO BE	IDANCE CTR C D. THESE ITEM ER \$10,000 REF PAID.	CLAIMS CO MS ARE TO FERRED TO	OVERING O BE TRE O THE CO	THE ITEMS CATED AS FO DUNTY BOARD	ARE PROPE LLOWS	ER			

COMMITTEE APPROVES THE ABOVE. COM-APPROVAL

JAN 03 2012

DATE

GENERAL SERVICES

DEPT-HEAD

____CHAIR

2011

Rock	County	-	Production

12/28/11

COMMITTEE APPROVAL REPORT

Page 6

Account Number	Name	Yearly Appropriation		YTD penditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818370000-63500	R&M SUPPLIES	100,000.00 P1100399-PO# 12/20/1 P1100404-PO# 12/20/1 P1100421-PO# 12/20/1 P1100424-PO# 12/20/1 P1100461-PO# 12/20/1 P1103837-PO# 12/20/1	.1 -VN#0454 .1 -VN#0308 .1 -VN#0443 .1 -VN#0360 .1 -VN#0348	71 AM 79 BJ 98 FI 10 GR 50 OT	-6,064.45 ERICAN INDUSTRIAL ELECTRIC SUPPLY ! RST SUPPLY LLC AINGER PARTS IS ELEVATOR COMPANC ENVIRONMENTAL LU	nc Tuc	59.50 23.50 32.34 991.71 2,000.00 9,619.29	
				CLOSING B	ALANCE	42,550.71		12,726.34
		JAIL.CA	AP.IMPROV.	PROG-TOTA	L-PO		12,726.34	
I HAVE EXAMINED 1	THE PRECEDING	BILLS AND ENCUMBRANCE	S IN THE T	OTAL AMOUNT	OF \$12,726.34			

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$12,726.34 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
JAN 03 2012 DATE	CHAIR

Rock County - Production	12/28/11 COMMIT	TEE APPROVAL REPORT			Page 7	
Account Number Name	Yearly Prcnt Appropriation Spent	YTD Encum Expenditure Amour		Inv/Enc Amount	Total	
	30,840,000.00 90.6% 1103431-PO# 12/20/11 -VN#03 1104004-PO# 12/20/11 -VN#03	3653 PRIVATE LINES I		453.70 2,123.00		
		CLOSING BALANCE	2,878,143.86		2,576.70	
	ROCK HAVEN PROJ	PROG-TOTAL-PO		2,576.70		
I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$2,576.70 INCURRED BY ROCK HAVEN BUILDING 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-HE						
	JAN (0 3 2012 DATE			_CHAIR	

Rock County - Production	12/28/11 COMMITTE	E APPROVAL REPORT			Page 1
Account Number Name	Yearly Pront Appropriation Spent Ex		Unencumb Balance	Inv/Enc Amount	Total
1818159200-62461 ELEVATOR	58.000.00 0.0% P1200243-P0# 01/01/12 -VN#0348	0.00 0.00 50 OTIS ELEVATOR COMPANY	58,000.00	54,984.50	
		CLOSING BALANCE	3,015.50	54	.984.50
1818159200-64200 TRAINING EXP	1.500.00 0.0% P1200242-PO# 01/01/12 -VN#0127		1,500.00	199.00	
		CLOSING BALANCE	1,301.00		199.00
	HCC BLDG, COMPLEX	PROG-TOTAL-PO		55,183.50	
INCURRED BY HCC BUILDING COMPL AND HAVE BEEN PREVIOUSLY FUNDE A. BILLS AND ENCUMBRANCES OV B. BILLS UNDER \$10,000 TO BE C. ENCUMBRANCES UNDER \$10,00	BILLS AND ENCUMBRANCES IN THE TEX. CLAIMS COVERING THE ITEMS AD. THESE ITEMS ARE TO BE TREATER \$10,000 REFERRED TO THE COUN. PAID. O TO BE PAID UPON ACCEPTANCE BY COMMITTEE APPROVES THE ABOV	RE PROPER ED AS FOLLOWS TY BOARD. THE DEPARTMENT HEAD.		DEPT-	HEAD
	18 6 A 1881	DATE		CHAIF	2

JAN 03 2012

GS-HCC BLDG.COMPLEX DEPT. PAGE 1

Page 1

Total

1,000.00

Rock County - Production 12/28/11 COMMITTEE APPROVAL REPORT Account Number Name Yearly Pront YTD Encumb Unencumb Inv/Enc Balance Appropriation Spent Expenditure Amount Amount 1818100000-68000 COST ALLOCATIONS -163,700.00 0.0% 0.00 0.00 -163.700.00 R1200690-PO# 01/01/12 -VN#012879 GENERAL SERVICES PETTY CASH ENC 1,000.00 CLOSING BALANCE -164,700.00 GENERAL SERVICES PROG-TOTAL-PO 1,000.00 I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,000.00 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.

8. 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

JAN 03 2012

DATE CHAIR

Rock County - Production 12/29/11 COMMITTEE APPROVAL REPORT

Account Number Nam	me Yearly Appropriation	Pront YTE Spent Expendi		Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total		
1818100000-62400 R 8 ENC	& M SERV 133,000.00 R1200717-PO# 01/01/			94,731.60 CONTROLS INC	38,268.40	17,918.00			
		CLC	SING BALANCE	=	20,350.40		17,918.00		
	GENERA	L SERVICES PRO	OG-TOTAL-PO			17.918.00			
I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$17,918.00 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		
JAN 0 3 2012 DATE									

Rock County - Production 12/29/11 COMMITTEE APPROVAL REPORT

Account Number	Name	Yearly Prcnt Appropriation Spent E	YTD xpenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total	
1818120000-62400 ENC	R & M SERV	76,500.00 5.8% R1200717-PO# 01/01/12 -VN#013	0.00 693 JOHNSON	4,496.89 I CONTROLS INC	72,003.11	6,269.00		
			CLOSING BALANC	E	65,734.11		6,269.00	
		JUV.DET.OPER.	PROG-TOTAL-PO			6,269.00		
I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$6,269.00 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.								
							EPT-HEAD	

JAN 03 2012

DATE_____CHAIR

Rock County - Production 12/29/11 COMMITTEE APPROVAL REPORT

GENERAL SERVICES

Page 3

Account Number	Name	Yearly Appropriation	Pront Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818160000-62400 ENC	R & M SERV	24,000.00 R1200717-PO# 01/01/		0.00 0.3693 JOHNSON	3,580.41 CONTROLS INC	20,419.59	2,298.00	
				CLOSING BALANC	E	18,121.59		2,298.00
		COMM.C	TR.OPER.	. PROG-TOTAL-PO			2,298.00	
INCURRED BY COMMU AND HAVE BEEN PRE A. BILLS AND EN B. BILLS UNDER	NICATIONS CTR VIOUSLY FUNDE CUMBRANCES OV \$10,000 TO BE	BILLS AND ENCUMBRANC COPERATION. CLAIMS C CD. THESE ITEMS ARE FER \$10,000 REFERRED PAID. TO BE PAID UPON AC	OVERING TO BE TR TO THE C	THE ITEMS ARE PROPE REATED AS FOLLOWS COUNTY BOARD.	R			

JAN 0 3 2012 DATE_____CHAIR

COMMITTEE APPROVES THE ABOVE. COM-APPROVAL____

DEPT-HEAD

GS-COMM.CTR.OPER. DEPT. PAGE 1