## **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, DECEMBER 15, 2015 – 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 8, 2015
- 4. Transfers and Appropriations
- 5. Bills/Encumbrances/Pre-Approved Encumbrance Amendments
- 6. Courthouse Tower Contractor Withdrawal and Project Update
- 7. Communications, Announcements and Information
- 8. Adjournment

2015 . . .

### **Rock County**

### **COMMITTEE APPROVAL REPORT**

12/11/2015

Account Number	Account Name	PO#	Inv Date	Vendor Name		Inv/Enc Amt
18-1815-0000-62160	CLEANING CONT	RAC				
		P1500605	11/30/2015	DIVERSIFIED BUILD	DING MAINTENAN	526.00
	Budget	YTD I	Ехр	YTD Enc	Pending	Closing Balance
	94,038.00	90,117	7.50	7,862.50	526,00	(4,468.00)
18-1815-0000-62400	R & M SERV					
		P1500238	11/21/2015	E AND S SNOWPLC	WING	657.00
•	D. J. J.	\/ <b>**</b>	<b>-</b>	\/TD	<b>.</b>	
	Budget	YTD E	•	YTD Enc	Pending	Closing Balance
E-MANAGEMENT - P. P. S.	96,500.00	87,864	.05	666.80	657.00	7,312.15
18-1815-0000-63500	R&M SUPPLIES					
		P1500253	12/03/2015	MENARDS		43.89
	Budget	YTD E	Exp	YTD Enc	Pending	Closing Balance
	50,000.00	29,256	5.46	4,273.70	43.89	16,425.95
		HCC BUILI	OING COMPLI	EX PROG TOTAL	1,226.89	The state of the s

I have examined the preceding bills and encumbrances in the total amount of

\$1,226.89

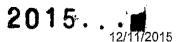
Claims covering the items are proper and have been previously funded. These items are to be treated as follows: A. Bills and encumbrances over \$10,000 referred to the Finance Committee and County Board.

Date:	DEC 1 5 2015	Dept Head	
		Committee Chair	

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

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

### **COMMITTEE APPROVAL REPORT**



Account Number	Account Name	PO#	Inv Date	Vendor Name		Inv/Enc Amt
18-1815-0000-63500	R&M SUPPLIES					
		P1500245	11/25/2015	HOME DEPOT/GECF		79.02
	Budget	YTD E	Ехр	YTD Enc	Pending	Closing Balance
	50,000.00	29,221	.33	.33 4,273.70		16,425.95
		HCC BUILI	DING COMPL	EX PROG TOTAL	79.02	,

I have examined the preceding bills and encumbrances in the total amount of

\$79.02

- 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:	DEC 1 5 2015	Dept Head	
		Committee Chair	

COMMITTEE APPROVAL REPORT 2015...

Account Number	Account Name	PO#	Inv Date	Vendor Name		Inv/Enc Amt
00-0000-0001-16010	PURCHASING INV	'EN				
		P1503655	11/03/2015	OFFICE PRO INC		124.93
	Budget	YTD E	Exp	YTD Enc	Pending	Closing Balance
	0.00	16,073	3.76	92,799.35	124.93	(108,998,04)
		G	ENERAL FUI	ND PROG TOTAL	124.93	

I have examined the preceding bills and encumbrances in the total amount of

\$124.93

- 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:	DEC 1 5 2015	Dept Head	
		Committee Chair	

### COMMITTEE APPROVAL REPORT



**Account Number Account Name** PO# Inv Date Vendor Name Inv/Enc Amt 18-1810-0000-63500 **R&M SUPPLIES** P1500492 10/19/2015 HOME DEPOT/GECF 16.93 Budget YTD Exp YTD Enc Pendina Closing Balance 234,759.00 211,234.99 165.672.83 16.93 (142, 165, 75)**GENERAL SERVICES PROG TOTAL** 16,93 18-1842-0000-67200 CAPITAL IMPROV P1502564 11/23/2015 SHOWERS BUILDING RESTORATION ( 14,650.00 Budget YTD Exp YTD Enc Pending Closing Balance 779,936.00 189,556.35 469,364.00 14,650.00 106,365.65 COURTHOUSE FACILITY PROJECT PROG TOTAL 14.650.00 18-1849-0000-67200 CAPITAL IMPROV P1503395 11/18/2015 PRIVATE LINES INC 185.80 Budget YTD Exp YTD Enc. Pendina Closing Balance 542,814.00 256,425.45 254,729.00 185.80 31,473.75 HCC COMPLEX PROJECT PROG TOTAL 185.80

I have examined the preceding bills and encumbrances in the total amount of \$14,852.73

- 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:	DEC 1 5 2015	Dept Head	
		Committee Chair	

## **COMMITTEE APPROVAL REPORT**

2016...

Pre-Approved Encumbrances

Account Number	Account Name	PO#	Inv Date	Vendor Name		Inv/Enc Amt
00-0000-0001-17100 ENC	POSTAGE METER	CH R1600336 01/01/2016	UNITED STATES PO	OSTAL SERVICE	180,000.00	
	Budget Y		Exp 0.00	YTD Enc 0.00	Pending 180,000.00	Closing Balance (180,000,00)
	***************************************	O	SENERAL FUI	ND PROG TOTAL	180,000.00	

I have examined the preceding bills and encumbrances in the total amount of

\$180,000.00

- 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:	DEC 1 5 2015	Dept Head	
		Committee Chair	

COMMITTEE: GS - GENERAL SERVICES

# **COMMITTEE APPROVAL REPORT**

2016 . . 12/11/2015

Account Number	Account Name	PO#	Inv Date	Vendor Name		Inv/Enc Amt
18-1810-0000-62400 ENC ENC ENC ENC	R & M SERV	R1600333 R1600338 R1600339 R1600340	01/01/2016 01/01/2016 01/01/2016 01/01/2016	PITNEY BOWES INC ADVANCED DISPOS SAFEWAY PEST CO PER MAR SECURITY	AL SERVICES NTROL	8,348.64 1,632.00 540.00 615.12
	Budget 88,892.00	YTD I	Exp 0.00	YTD Enc 29,716.64	Pending 11,135.76	Closing Balance 48,039,60
18-1810-0000-63500 ENC ENC	R&M SUPPLIES	R1600334 R1600335	01/01/2016 01/01/2016	SYNCHRONY BANK WRIGHT EXPRESS		2,000.00 3,000.00
	Budget 120,000.00	YTD I	Exp 0.00	YTD Enc 10,320.00	Pending 5,000.00	Closing Balance 104,680.00
		GENE	RAL SERVICI	ES PROG TOTAL	16,135.76	
18-1811-0000-62400 ENC ENC	R & M SERV	R1600338 R1600339	01/01/2016 01/01/2016	ADVANCED DISPOS SAFEWAY PEST CO		1,200.00 300.00
•	Budget 38,938.00	YTD E	Exp 0.00	YTD Enc 1,482.00	Pending 1,500.00	Closing Balance 35,956.00
18-1811-0000-63500 ENC	R&M SUPPLIES	R1600334	01/01/2016	SYNCHRONY BANK		100.00
	Budget 20,000.00	YTD I	Exp 0.00	YTD Enc 0.00	Pending 100.00	Closing Balance 19,900.00
	GLEN C	AKS FACILI	TY OPERATION	ON PROG TOTAL	1,600.00	
18-1812-0000-62400 ENC ENC ENC	R & M SERV	R1600337 R1600338 R1600339	01/01/2016 01/01/2016 01/01/2016	SIEMENS INDUSTRY INC ADVANCED DISPOSAL SERVICES SAFEWAY PEST CONTROL		2,977.00 1,572.00 360.00
	Budget 81,000.00	YTD I	Exp ).00	YTD Enc Pending 2,769.00 4,909.00		Closing Balance 73,322.00
18-1812-0000-63500 ENC	R&M SUPPLIES	R1600334	01/01/2016	SYNCHRONY BANK		200.00
	Budget 20,000.00	YTD I	Exp 0.00	YTD Enc. 0.00	Pending 200.00	Closing Balance 19,800.00
		YOUTH SER	RVICES CENT	ER PROG TOTAL	5,109.00	
18-1816-0000-62400 ENC ENC	R & M SERV	R1600338 R1600339	01/01/2016 01/01/2016	ADVANCED DISPOS SAFEWAY PEST CO		1,008.00 312.00

# COMMITTEE APPROVAL REPORT

2016...

Account Number	Account Name	PO#	Inv Date	Vendor Name		Inv/Enc Amt
	Budget 24,500.00	YTD (	Exp 0.00	YTD Enc 1,883,00	Pending 1,320.00	Closing Balance 21,297.00
18-1816-0000-63500 ENC	R&M SUPPLIES	R1600334	01/01/2016	SYNCHRONY BANK		200.00
	Budget 21,000.00	YTD (	Exp 0.00	YTD Enc 1,675.67	Pending 200.00	Closing Balance 19,124.33
	COMMUN	ICATIONS C	TR.OPERATION	ON PROG TOTAL	1,520.00	
18-1817-0000-62400 <b>ENC</b>	R & M SERV	R1600339	01/01/2016	SAFEWAY PEST CON	TROL	552.00
	Budget 40,000.00	YTD (	Exp 0.00	YTD Enc 280.00	Pending 552.00	Closing Balance 39,168.00
18-1817-0000-63500 ENC	R&M SUPPLIES	R1600334	01/01/2016	SYNCHRONY BANK		250.00
	Budget 18,000.00	YTD !	Exp 0.00	YTD Enc Pending 0.00 250.00		Closing Balance 17,750.00
		DIVERS	ION PROG/A	SC PROG TOTAL 802.00		
18-1818-0000-62400 ENC ENC	R & M SERV	R1600338 01/01/2016 R1600339 01/01/2016		ADVANCED DISPOSAL SERVICES SAFEWAY PEST CONTROL		6,696.00 420.00
	Budget 305,414.00	I OTY	Exp 0.00	YTD Enc 9,081.00	Pending 7,116.00	Closing Balance 289,217.00
18-1818-0000-63500 ENC	R&M SUPPLIES	R1600334	01/01/2016	SYNCHRONY BANK		2,000.00
	Budget 180,000.00	YTD E	Exp 0.00	YTD Enc 0.00	Pending 2,000.00	Closing Balance 178,000.00
			JA	AIL PROG TOTAL	9,116.00	
18-1819-0000-62400 ENC ENC	R & M SERV	R1600337 R1600556	01/01/2016 01/01/2016	SIEMENS INDUSTRY INC PER MAR SECURITY SERVICES		9,114.00 474.36
	Budget 26,276.00	YTD E	Exp 0.00	YTD Enc 2,705.00	Pending 9,588.36	Closing Balance 13,982.64
		UW-	ROCK COUN	TY PROG TOTAL	9,588.36	142/08
18-1820-0000-62400 ENC	R & M SERV	R1600339	01/01/2016	SAFEWAY PEST CON	TROL	480.00

# **COMMITTEE APPROVAL REPORT**

Account Name	PO#	Inv Date	Vendor Name		Inv/Enc Amt
Budget 933.00		•	YTD Enc 0.00	Pending 480.00	Closing Balance 453.00
CLEARING ACCT			the Mild to the Control of the Contr		
	R1600332	01/01/2016	HENDRICKS COMM	MERCIAL PROPERTI	109,605.96
	R1600338	01/01/2016	ADVANCED DISPO	SAL SERVICES	1,598.04
	R1600339	01/01/2016	SAFEWAY PEST CO	ONTROL	480.00
Budget 0.00		•	YTD Enc 10,335.12	Pending 111,684.00	Closing Balance (122,019.12)
BLDG/OFC LEASE	Company of the Compan			**************************************	
	R1600332	01/01/2016	HENDRICKS COMM	MERCIAL PROPERTI	25,710.00
Budget	YTD E	Exp	YTD Enc	Pending	Closing Balance
26,500.00		•	0.00	25,710.00	790.00
	EC	LIPSE CENTE	ER PROG TOTAL	137,874.00	
R&MSERV					
	R1600339	01/01/2016	SAFEWAY PEST CO	ONTROL	456.00
Budget	YTD E	exp	YTD Enc	Pendina	Closing Balance
71,875.00		-	0.00	456.00	71,419.00
		JOB CENT	R PROG TOTAL	456.00	
R&M SUPPLIES				de de la companya de	
	R1600556	01/01/2016	PER MAR SECURIT	Y SERVICES	500.52
Budget	YTD E	хр	YTD Enc	Pending	Closing Balance
0.00	0	.00	0.00	500,52	(500.52)
JAIL	CAPITAL IN	PROVEMEN	TS PROG TOTAL	500.52	
	933.00 CLEARING ACCT  Budget 0.00 BLDG/OFC LEASE Budget 26,500.00  R & M SERV  Budget 71,875.00  R&M SUPPLIES  Budget 0.00	933.00 CLEARING ACCT R1600332 R1600338 R1600339  Budget YTD E 0.00 CO BLDG/OFC LEASE R1600332  Budget YTD E 26,500.00 CO  ECC  R & M SERV R1600339  Budget YTD E 71,875.00 CO  R&M SUPPLIES R1600556  Budget YTD E 0.00 CO	933.00 0.00  CLEARING ACCT  R1600332 01/01/2016 R1600339 01/01/2016 R1600339 01/01/2016  Budget YTD Exp 0.00 0.00  BLDG/OFC LEASE R1600332 01/01/2016  Budget YTD Exp 0.00 0.00  ECLIPSE CENTE  R & M SERV  R1600339 01/01/2016  Budget YTD Exp 0.00  JOB CENTE  R&M SUPPLIES R1600556 01/01/2016  Budget YTD Exp 0.00 0.00	933.00 0.00 0.00  CLEARING ACCT R1600332 01/01/2016 HENDRICKS COMM R1600338 01/01/2016 ADVANCED DISPO R1600339 01/01/2016 SAFEWAY PEST CO  Budget YTD Exp YTD Enc 0.00 10,335.12  BLDG/OFC LEASE R1600332 01/01/2016 HENDRICKS COMM Budget YTD Exp YTD Enc 26,500.00 0.00 0.00  ECLIPSE CENTER PROG TOTAL  R & M SERV R1600339 01/01/2016 SAFEWAY PEST CO  Budget YTD Exp YTD Enc 0.00 0.00  TOTAL  R & M SERV R1600339 01/01/2016 SAFEWAY PEST CO  Budget YTD Exp YTD Enc 71,875.00 0.00 0.00  JOB CENTER PROG TOTAL  R&M SUPPLIES R1600556 01/01/2016 PER MAR SECURIT  Budget YTD Exp YTD Enc	933.00         0.00         480.00           CLEARING ACCT         R1600332         01/01/2016         HENDRICKS COMMERCIAL PROPERTI ADVANCED DISPOSAL SERVICES R1600338         01/01/2016         ADVANCED DISPOSAL SERVICES SAFEWAY PEST CONTROL           Budget 0.00         YTD Exp         YTD Enc         Pending 111,684.00           BLDG/OFC LEASE 26,500.00         R1600332         01/01/2016         HENDRICKS COMMERCIAL PROPERTI           Budget 26,500.00         YTD Exp         YTD Enc         Pending 25,710.00           R & M SERV         R1600339         01/01/2016         SAFEWAY PEST CONTROL           Budget 7T,875.00         YTD Exp         YTD Enc         Pending 71,875.00           R M SUPPLIES         R1600556         01/01/2016         PER MAR SECURITY SERVICES           Budget YTD Exp         YTD Enc         Pending 70,000           R M SUPPLIES         PER MAR SECURITY SERVICES           Budget YTD Exp         YTD Enc         Pending 70,000           R M SUPPLIES         PER MAR SECURITY SERVICES

# **COMMITTEE APPROVAL REPORT**

2016...

Accoun	t Number	Account Name	PO#	inv Date	vendor Name	INVIENC AINT
Ihave	examined tl	ne preceding bills and	encumbranc	es in the total	amount of \$182,701.64	•
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:	DEC 15	2015	De	ept Head		A A A A A A A A A A A A A A A A A A A
	4	•	Committ	ee Chair		