

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, JULY 19, 2011 – 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 – July 5, 2011
4. Transfers and Appropriations
5. Bills/Encumbrances/Pre-Approved Encumbrance Amendments
6. Updates
 - A. Jail Project
 1. Update Report
 2. Change Orders
 3. Contingency Budget Update
7. General Services Director's Report
 - A. Update on Courthouse Signage
 - B. Update on Meetings Held in the Courthouse on Weekends
8. Communications, Announcements and Information
9. Adjournment

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818159200-62460	BLDG SERV R&M	45,000.00	61.3%	27,726.37	-135.00	17,408.63	
	P1100493-PO# 07/13/11 -VN#017559			FIRST SUPPLY MADISON LLC		56.91	
	P1100500-PO# 06/30/11 -VN#013597			JANESVILLE ELECTRIC MOTOR CORP		485.00	
	P1102344-PO# 06/30/11 -VN#024002			MEDCO EQUIPMENT INC		147.84	
				CLOSING BALANCE		16,718.88	689.75
1818159200-62470	BLDG R & M	50,000.00	34.1%	17,057.91	0.00	32,942.09	
	P1100493-PO# 07/13/11 -VN#017559			FIRST SUPPLY MADISON LLC		363.70	
	P1100508-PO# 06/30/11 -VN#049330			PIEPER ELECTRIC INC		649.86	
	P1100513-PO# 06/30/11 -VN#016376			STATE ELECTRICAL SUPPLY INC		82.42	
				CLOSING BALANCE		31,846.11	1,095.98
1818159200-63109	OTHER SUPP/EXP	56,750.00	42.9%	24,362.42	28.22	32,359.36	
	P1100483-PO# 06/30/11 -VN#046075			AIRGAS NORTH CENTRAL		100.99	
	P1100488-PO# 06/30/11 -VN#011824			CITY OF JANESVILLE		25.00	
	P1100492-PO# 06/30/11 -VN#019048			FASTENAL COMPANY		13.36	
	P1100495-PO# 06/30/11 -VN#047242			H O H WATER TECHNOLOGY INC		1,039.50	
	P1100505-PO# 06/30/11 -VN#014423			MC MASTER-CARR SUPPLY COMPANY		171.12	
	P1100572-PO# 06/30/11 -VN#015764			ROCK COUNTY HEALTH CARE CENTER		16.00	
	P1102564-PO# 07/13/11 -VN#040757			ALL PEST CONTROL		255.00	
				CLOSING BALANCE		30,738.39	1,620.97
	HCC BLDG.COMPLEX			PROG-TOTAL-PO		3,406.70	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$3,406.70 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

JUL 19 2011 DATE _____ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
000000001-16010	PURCHASING INVEN	0.00 100.0%	21,252.23	-81,366.97	60,114.74		
	P1100384-PO# 07/13/11 -VN#039632			OFFICE PRO		2,070.73	
	P1100389-PO# 07/13/11 -VN#048467			STAPLES ADVANTAGE		3,788.93	
			CLOSING BALANCE		54,255.08		5,859.66
000000001-17100	POSTAGE METER CH	0.00 100.0%	19,943.90	97,648.04	-117,591.94		
	P1100454-PO# 07/13/11 -VN#044977			UNITED MAILING SERVICES INC		1,077.86	
			CLOSING BALANCE		-118,669.80		1,077.86
	BAL.SHEET A/C		PROG-TOTAL-PO			6,937.52	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$6,937.52 INCURRED BY BALANCE SHEET ACCOUNT. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

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- B. BILLS UNDER \$10,000 TO BE PAID.
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Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818110000-62400	R & M SERV	39,500.00	3.2%	1,255.69	29.18	38,215.13	
	P1100400-PO# 07/13/11 -VN#010938			ARAMARK UNIFORM SERVICES INC		9.93	
				CLOSING BALANCE	38,205.20		9.93
1818110000-63500	R&M SUPPLIES	20,000.00	46.4%	9,284.50	0.00	10,715.50	
	P1102498-PO# 07/13/11 -VN#021331			LP TREE SERVICE		275.00	
				CLOSING BALANCE	10,440.50		275.00
	GLEN OAKS OPER.			PROG-TOTAL-PO		284.93	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$284.93 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

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GENERAL SERVICES

COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

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JUL 19 2011

Account Number	Name	Yearly Prcent Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818120000-62400	R & M SERV	73,500.00 13.9%	5,487.71	4,799.86	63,212.43		
	P1100400-PO# 07/13/11 -VN#010938			ARAMARK UNIFORM SERVICES INC		13.56	
			CLOSING BALANCE		63,198.87		13.56
1818120000-63500	R&M SUPPLIES	20,000.00 72.4%	14,492.48	0.01	5,507.51		
	P1100455-PO# 07/13/11 -VN#025791			SGTS INC		328.92	
	P1100458-PO# 07/13/11 -VN#016376			STATE ELECTRICAL SUPPLY INC		58.67	
			CLOSING BALANCE		5,119.92		387.59
	JUV. DET. OPER.		PROG-TOTAL-PO			401.15	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$401.15 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

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Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818170000-62400	R & M SERV	37,600.00	4.4%	1,682.00	0.00	35,918.00	
	P1100400-PO# 07/13/11 -VN#010938					ARAMARK UNIFORM SERVICES INC	50.88
				CLOSING BALANCE		35,867.12	50.88
	ADOL.SER/GUIDANC		PROG-TOTAL-PO				50.88

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$50.88 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

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Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818490000-67200	CAPITAL IMPROV	9,329,350.00	91.4%	7,606,817.56	923,867.81	798,664.63	
	P1003418-PO# 07/13/11 -VN#025487			ANGUS YOUNG ASSOCIATES		53.66	
	P1102520-PO# 07/13/11 -VN#018266			SULLIVAN SIGNS INC		4,326.00	
	P1102521-PO# 07/13/11 -VN#018266			SULLIVAN SIGNS INC		2,758.60	
	P1102522-PO# 07/13/11 -VN#018266			SULLIVAN SIGNS INC		27.00	
				CLOSING BALANCE		791,499.37	7,165.26
	JAIL/HCC COMPLEX		PROG-TOTAL-PO				7,165.26

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$7,165.26 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

JUL 19 2011 DATE _____ CHAIR



WISCONSIN

311 Financial Way
Suite 300
Wausau, WI 54401
phone 715.842.2222
fax 715.848.8088

IOWA

313 E 5th Street
Waterloo, IA 50703
phone 319.232.6443
fax 319.233.3191



To: General Services Committee
From: Kevin Higgs, Owners Representative
Date: July 14, 2011
RE: Program Request for Phase # 1 Jail Renovation Project

Program Request # 026

**Change Order Request #105
Total Cost; \$ 20,137.24 (T&M/NTX)**

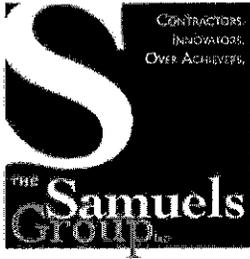
COR # 105 pertains to the cost to provide power to exterior light poles and signs at existing Sheriff's Department.

The power circuit feeding the existing site lighting and signs at the north side of the jail was removed as per the construction documents for the new jail addition. COR # 105 is for cost associated with providing a new feed for (5) light poles and (2) signs. The as built documents that were used by Potter Lawson / A&O for the jail addition did not include these fixtures.

Scope of work includes;

- Installing a lighting contactor in the electrical closet of the new addition to be controlled by the same photo cell controlling the new site lighting.
- Directional bore a 1 ¼" HDPE conduit from the north side of the building addition, under the sidewalk and under the existing service entrance road.
- Install a quazite junction box on the north side of the service entrance road to intercept existing underground raceway.
- Remove all existing CU conductors per code to existing poles and signs. Signs will be on a dedicated circuit.
- Rake and grass seed fresh excavated areas caused by this repair.

Total cost for Program Request # 026 = \$ 20,137.24 (T&M/NTX)



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To: General Services Committee
From: Kevin Higgs, Owners Representative
Date: July 14, 2011
RE: Program Request for Phase # 1 Jail Renovation Project

Program Request # 028

**Change Order Request #66R
Total Cost; \$ -7,830.25**

COR # 66R pertains to Proposal Request # 16 omitting the demolition of the existing Vehicle Sally Port.

PR # 16 Provides direction to omit the demolition of the Sally Port, sprinkler system upgrades associated with new classification of this area, and site elevation changes affecting the excavation and asphalt contractors.

**Change Order Request # 102R
Total Cost; \$ 1,071.00**

COR 102R pertains to Proposal Request # 22, Shower Controls.

PR # 22 provides direction to alter the inmate shower in room E-109, to provide access to the shower controls in the plumbing chase.

**Change Order Request # COR 110R (7/14/11)
Total Cost; \$ 10,709.72**

COR110R (7/14/11) pertains to cost associated with RFI # 170 B of I renovations.

This work was performed on a T&M basis, and included electrical modifications, wall patching and removal of existing wall mounted heating fin tubes.

**Change Order Request # 106 & 108
Total Cost; \$ 2,273.89**

COR's # 106 & 108, pertain to cost associated with RFI #'s 208 & 212.

RFI # 208 provides direction to provide security equipment for converting an owner provided analog camera in room I-116 (DUI) to digital. This will allow the camera to be monitored and recorded by Central Controls.

RFI # 212 provides direction to provide a 110 Duplex receptacle to power the owner provided camera.

Total cost for Program Request # 028 = \$ 6,224.36





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To: General Services Committee
From: Kevin Higgs, Owners Representative
Date: July 14, 2011
RE: Program Request for Phase # 1 Jail Renovation Project

Program Request # 029

Change Order Request #098R

Total Cost; \$ (Not finalized)

COR # 098R pertains to Proposal Request # 21R Fire Alarm Modifications.

COR 098R provides pricing for the following (3) categories of added scope.

1. Fire Alarm integration with HVAC system;

The construction documents per addendum # 1, directs the contractor to install (16) control module relays adjacent to the existing fire alarm panel. As a result of several months of investigation of interpreting how the Fire alarm system integrates with the HVAC system, PLI/A&O along with assistance from Honeywell, and RC maintenance staff, were able to determine the actual "Sequence of Operation". Further review of the system determined that the integration of existing HVAC system with the new Fire alarm system will require a total of (32) control module relays. These relays will need to be installed at the location of the HVAC control panels at each mechanical room.

2. Fire Alarm integration with existing Sprinkler Pre-action system;

The construction documents identified the pre-action system, and provided language directing the contractor to monitor this system with the new Fire alarm system. The existing Pre Action system is an analog system, that is monitored and controlled by an existing analog fire alarm system, with control of this system at each pod location (6) total. Proposal Request # 21R, directs the pre-action system to be monitored and controlled at the new central controls room with the new Digital Fire alarm system. A custom control panel with individual timers and abort switches will be utilized at (1) location, to monitor all (6) of the Pre-Action Sprinkler systems. Manual pull stations will be installed at each of the (6) locations allowing Correctional officers the ability to activate the sprinkler system if needed. Aborting will be performed at Central Controls area.

3. Department of commerce review changes;

The Construction documents require the contractor to submit the fire alarm drawings to the Department of Commerce for review and approval. The Department of Commerce approved the drawings with a request for several additional items ranging from added visual strobes to manual pull stations. Potter Lawson, along with A&O working with the Department of Commerce was recently able to reduce this added scope.

The total cost for Fire Alarm upgrades as noted above is \$177,370.99. The Project team has been working with the Contractors, and the Department of Commerce in an effort to clarify scope and reduce cost. Contractors will be submitting revised cost to Samuels Group for final review. Final cost will be presented for approval at General Services Meeting on 7/19/11.

