GENERAL SERVICES COMMITTEE
TUESDAY, JANUARY 22, 2013 – 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 – January 8, 2013

4. Transfers and Appropriations

5. Bills/Encumbrances/Pre-Approved Encumbrance Amendments

6. Updates
   A. ADRC Project
      1) Update Report
      2) Change Orders
   B. Jail Project
      1) Update Report
      2) Change Orders
   C. Rock Haven
      1) Update Report
      2) Change Orders
   D. Parking Lot Project
      1) Update Report
      2) Change Orders

7. Resolution
   A. Authorizing Additional Funding and Amending Budget for Jail Diversion ASC Building Project
   B. Authorizing Purchase of Additional Technology Equipment and Amending Budget for Rock Haven Project (Resolution will be provided at the meeting)

8. Committee Approval of Jail Diversion Project Purchases of Carpet and Asbestos Survey

9. Communications, Announcements and Information

10. Adjournment
<table>
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<tr>
<th>Account Number</th>
<th>Name</th>
<th>Yearly Prnt</th>
<th>YTD Expenditure</th>
<th>Encumb Amount</th>
<th>Uncncumb Balance</th>
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I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF $3,878.67
INCURED 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

JAN 2 2013 DATE CHAIR

GS-HCC BLDG.COMPLEX DEPT. PAGE 1
<table>
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I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF $3,169.87 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-HEAD: ____________________________

JAN 2 2 2013

DATE: ____________________________ CHAIR: ____________________________
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I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF $3,962.31 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

DATE___________________________ CHAIR

JAN 22 2013

65-HCC BLDG.COMPLEX DEPT. PAGE 1
I have examined the preceding bills and encumbrances in the total amount of $683.39 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 head.

GENERAL SERVICES
JAN 22 2013

COMMITTEE APPROVES THE ABOVE. COM-APPROVAL_________________________ DEPT-HEAD

DATE______________________CHAIR
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**Closing Balance: 12,626.49**

**Total: 1,050.29**

**Closing Balance: 13,809.41**

**Total: 780.48**

**Closing Balance: 17,475.85**

**Total: 3,324.28**

**General Services Prog-Totl-PO: 5,297.28**

I have examined the preceding bills and encumbrances in the total amount of $5,297.28 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. C&M-Approval

**Date: Jan 22 2013**

**Chair**

GS-General Services Dept. Page 1
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<th>Account Number</th>
<th>Name</th>
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<th>YTD Appropriation</th>
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**Closing Balance**

|                     | 4,206.54          | 33.45          |

I have examined the preceding bills and encumbrances in the total amount of $33,45 incurred by JUV. DETENTION FACILITY OPERAON. 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: ____________________________

Date: ____________________________

Chair: ____________________________
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<th>Account Number</th>
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I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF $18.90 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:

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, CON-APPROVAL DEPT-HEAD

JAN 22 2013

DATE__________________________ CHAIR

GS-ADOL.SER/GUIDANC DEPT. PAGE 1
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<th>Unencumb</th>
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<td>ADDIE WATER SYSTEMS INC</td>
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Closing Balance: 78,000.51

I have examined the preceding bills and encumbrances in the total amount of $274.81 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

Jan 22 2013

Date

Chair
<table>
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<th>Account Number</th>
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I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF $10,291.15 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. CON-APPROVAL DEPT-HEAD

JAN 22 2013

DATE__________________________ CHAIR
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I have examined the preceding bills and encumbrances in the total amount of $18.90 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.

General Services Committee approves the above.

Committee Approve: ___________________________ DEPT-HEAD
Date: ___________________________ CHAIR
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I have examined the preceding bills and encumbrances in the total amount of $13,566 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 approves the above.  

COM-APPROVAL: Deft-Head

Jan 22, 2013

Date

Chair
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I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF $1,581.67
INCIURED BY COMMUNICATIONS CTR. 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.

GENERAL SERVICES COMMITTEE APPROVES THE ABOVE. CON-APPROVAL.

DEPT-HEAD

JAN 22 2013

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CHAIR
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I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF $50.12 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

DATE

CHAIR

JAN 2 2 2013
MEMORANDUM

To: Phil Owens, General Services Committee Chair
From: Phil Boutwell, Deputy Director
Date: January 15, 2013
Re: Request Approval of ADRC Change Order Request/PR #1

Proposal Request #1 will provide rough-ins for two future electrical receptacles on the Meeting Room “K” side of the ARDC wall.

In addition, the request includes new white receptacles, switch and face plates in nine locations. The locations have devices and face plates that are original to building.

The total cost of PR#1 is $583.00, which includes the contractor’s overhead and profit.

The HSD staff recommend the changes. Thank you for your consideration of our request.

Matt Honold, AYA
# Request for Proposal

**To:** Mr. John Fleischman, Project Manager  
Scherrer Construction  
PO Box 740  
Burlington, WI 53105  

**Project:** Aging & Disability Resource Center  

**Owner:** Rock County Human Service Dept.  
1900 Center Avenue  
Janesville, WI 53546  

**Request No.:** 1  
**Contract for:**  
**Initiation Date:** 1/9/2013  
**Response Date:**  
**Architect’s Project No.:** 50950  

Please submit an itemized quotation for changes in the Contract Sum and/or Time incidental to proposed modifications to the Contract Documents described herein. THIS IS NOT A CHANGE ORDER NOR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED HEREIN.

**Request:**  
1. Provide rough-in only (box and conduit) for receptacle on west side of west wall near Office 112 and west side of west wall near Office 111. Install conduit up to deck and terminate in 4” square junction box for future use. Provide blank faceplate to match other devices in Classroom K. Coordinate exact location of rough-in with owner.  
2. Replace all existing receptacles with new white receptacles with white faceplates. Replace all existing data faceplates with white faceplates. All devices within the area of work to be white.

**Attachment:**

**Action:**

**ARCHITECT:**  
Angus Young Associates, Inc.  
555 South River Street  
Janesville, WI 53545-4783  

Ms. Denise Osborne, Electrical Designer, LC  
Date  

Copy to: File
Change Request

To: MATT HONOLD  
ANGUS-YOUNG ASSOCIATES, INC.  
555 South River St  
Janosville, WI 53545  
Ph: (608) 758-2326  Fax: (608) 758-0464

Number: 01  
Date: 1/14/13  
Job: 50-400 Aging & Disability Resource Ct  
Phone:

Description: Electrical Modifications RFP #1

This change request is for providing the electrical changes in accordance with RFP #1 issued by AYA. The cost breakdown is as follows:

$530.00 - Van Brocklin  
$  53.00 - Scherrer O&P

The total amount to provide this work is .......................................................... $583.00

If you have any questions, please contact me at (262) 539-3100.

Submitted by: JOHN FLEISCHMAN  
SCHERRER CONSTRUCTION CO INC

Approved by:  
Date:  

Cc:
January 11, 2013

John Fleischman
Scherrer Construction Co., Inc.
601 Blackhawk Drive
P.O. Box 740
Burlington, WI 53105

RE: AORC Office Renovation
Rock County General Services
Angus Young and Associates #50950
RFP #1

Van Brocklin Electric, LLC, will provide the following electrical work, for the above project and Proposal Request #01 dated January 9, 2013 as follows:

Proposal Request #01 – Add $530.00

Includes the following additional work:

- Provide (2) future rough-in's.
- Replace (7) existing duplex receptacles with new white devices and plates.
- Replace (7) existing blank plates with new white plates.
- Replace (1) existing GFI with new white device and plate.
- Replace (1) existing wall mounted PIR switch with new white device and plate.
- After site review, existing data locations are either existing blanks, or to be replaced with new cabling and jacks per previous Addendum #1.

This can be broken down as follows:

- Labor - $342.00
- Materials - $132.00
- Materials Tax - $7.00
- Overhead (5%) - $24.00
- Profit (5%) - $25.00

We thank you for the opportunity to quote this work for you. If you have any questions, please feel free to contact us at any time.

Jeremiah Johnson
Office: 608.752.8869
Cell: 608.206.1059
Fax: 608.305.0333
Email: jeremiah@vanbrocklinelectric.com
RESOLUTION NO. \\
AGENDA NO. \\

RESOLUTION\\nROCK COUNTY BOARD OF SUPERVISORS\\n
Randy Terronez \\
INITIATED BY \\

GENERAL SERVICES \\
COMMITTEE \\
SUBMITTED BY \\

Randy Terronez \\
DRAFTED BY \\

January 10, 2013 \\
DATE DRAFTED \\

AUTHORIZING ADDITIONAL FUNDING AND AMENDING BUDGET FOR JAIL DIVERSION ASC BUILDING PROJECT \\

WHEREAS, the 2013 Budget included funds to renovate the ASC building in order to house the Rock County Sheriff’s Community Corrections Bureau (Jail Diversion) currently located in the Health Care Center; and, \\

WHEREAS, the project is anticipated to be completed by April 1, 2013; and, \\

WHEREAS, additional funds in the amount of $24,000 are necessary to complete the project with said funds available from excess Sales Tax monies. \\

NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ______ day of ____________, 2013, does hereby increase the Jail Diversion ASC Building project budget in the amount of $24,000 with funds to come from excess Sales Tax monies and that the 2013 budget be amended as follows: \\

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Respectfully Submitted, \\

General Services Committee: \\

Phillip Owens, Chair \\

Henry Brill, Vice Chair \\

Ivan Collins \\

Jason Heidenreich \\

Edwin Nash \\

FINANCE COMMITTEE ENDORSEMENT \\
Reviewed and approved on a vote of 3:0 \\

Mary Mawhinney, Chair
FISCAL NOTE:
This resolution amends the Adolescent Services Center capital improvement budget and authorizes a transfer in from excess Sales Tax Proceeds to fund the improvements. The balance of excess sales tax revenue the County collected over and above the amount budgeted in 2011 is estimated to be $218,589 at 12/31/12.

Sherry Oja
Finance Director

LEGAL NOTE:
County Board is authorized to take this action pursuant to sec. 59.01 & sec. 59.51 WI Stats. As an amendment to the adopted 2013 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATOR'S NOTE:
Recommended.

Craig Knutson
County Administrator
EXECUTIVE SUMMARY

Included in the 2013 budget are funds to relocate the Community Corrections Bureau (Jail Diversion Program) from the Health Care Center to the vacant ASC building.

Funding in the amount of $32,000 was established with very little in the way of renovations contemplated (i.e., replacement carpet @ $10,250; paint supplies @ $3,000; door hardware re-keying @ $4,000; exterior and egress sidewalk repairs @ $5,300). However, additional project costs have now been identified and include:
1. Upgrading the ASC building to accommodate current IT standards and phones (@ $8,700)
2. Interior doorway for increased security (@ $3,000)
3. Charger for Bus (@ $4,200)
4. Asbestos Survey (@ $5,500)
5. Contingency (@ $2,600)

In order to comply with State Public Employee Safety and Health code as promulgated by the Wisconsin Department of Safety and Professional Services, an asbestos survey, sampling and inventory report will be conducted in order to develop a facility Asbestos Operations and Maintenance Plan. The facility Asbestos Operations and Maintenance plan will include notification and labeling, safe work practices, cleaning procedures, maintenance and renovation procedures, emergency response actions, and inspection and documentation procedures. The Asbestos Operations and Maintenance Plan will serve as a basis, and will aid in the development for any encapsulation or abatement procedures.

The project envisions utilizing RECAP labor to paint the facility’s interior. The cost of a painting contractor would have amounted to an additional $13,000. The Program staff and RECAP clients performing the painting will be given asbestos training.

Funding is available from excess Sales Tax Proceeds as a result of actual revenue collected in 2011 being in excess of the budgeted amount.
To: Members of the General Services Committee  
Fr: Rob Leu, GS Director  
Date: 1/14/12  
Re: Committee approval of Jail Diversion Project purchases.

Item #1 – Carpet

Committee approval is needed to purchase carpet from Halverson Carpet, State Contract # 11-36020-900  
As a purchase over $5,000.00, Committee approval is needed. The cost will be $9,493.00.

Item #2 – Asbestos Survey

As a purchase over $5,000.00, Committee approval is needed. The cost of the survey will be $5,470.00, and will be completed by PSI Engineering as a professional service. The survey will include the basement mechanical spaces of the JCC and ASC buildings, plus the main floor of the JCC building.

Thank You

cc: Jodi Millis  
    Carl Varga