GENERAL SERVICES COMMITTEE
TUESDAY, JULY 26, 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. Semi-Annual Training/Conventions Report
9. Communications, Announcements and Information
10. Adjournment
<table>
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<th>FROM</th>
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<tbody>
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<td>ACCOUNT #</td>
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<tr>
<td>Seasonal Wages</td>
<td>Regular Wages</td>
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State: ROCK COUNTY

APPROVAL:

Required Approval:

Recommended:

Administrative Note:

Sufficient funds are available in the above object code.

Escalation Note:

Date: 7/12/11

Department Head: Robert Leon

Requested by: HC Maintenance

Additional Notes:

Supplemental Appropriations - Transfers
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<th>ACCOUNT #</th>
<th>CURRENT BALANCE: $</th>
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**Transfer Request**

**From:**

**To:**

**Transfer Requested By:**

**To Finance Director**

**Received by:**

**Date:** 7/12/11
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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
INURRED 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 19 2016 DATE CHAIR
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| 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:

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

JUL 1 9 2011 DATE_________________________CHAIR
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**1818100000-68000**  COST ALLOCATIONS  -159,795.00  1.4%  -2,235.53  -100.41  -157,458.06

P1100423-PO#  07/13/11  -VNH012879  GENERAL SERVICES PETTY CASH  6.98

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I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF $16,734.82 INCUED 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 ______________________

JUL 19 2011 DATE ______________________ CHAIR ______________________

GS-GENERAL SERVICES DEPT. PAGE 1
Account Number    Name        Yearly Prnt  YTD      Encumb      Unencumb     Inv/Enc
                Appropriation Spent   Expenditure   Amount     Balance  Amount

1818110000-62400  R & M SERV  39,500.00  3.2%   1,255.89   29.18   38,215.13  9.93
P1100400-PO# 07/13/11 -VPA010938  ARAMARK UNIFORM SERVICES INC

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  275.00
P1102498-PO# 07/13/11 -VPA021331  LP TREE SERVICE

CLOSING BALANCE  10,440.50  275.00

GLEN OAKS OPER.    PROG-TOTAL-PO  294.93

I HAVE EXAMINED THE PRECEDING BILLS AND ENCOMBRANCES IN THE TOTAL AMOUNT OF $294.93
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
A. BILLS AND ENCOMBRANCES OVER $10,000 REFERRED TO THE COUNTY BOARD.
B. BILLS UNDER $10,000 TO BE PAID.
C. ENCOMBRANCES UNDER $10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

GENERAL SERVICES
COMMITTEE APPROVES THE ABOVE. COM-APPROVAL

DATE__________________________________________DEPT-HEAD

CHIEF________________________________________CHAIR

JUL 1 9 2011
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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:
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 ________________________________ CHAIR________________________
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<th>Name</th>
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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:

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 ____________________________________________________________________________

JUL 19 2011
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I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF $313.87 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

**JUL 19 2011** DATE__________________________ CHAIR
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 ____________________________

Date ____________________________

Chair ____________________________
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 send 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).

DEPARTMENT: General Services

COMMITTEE: General Services

VENDOR NAME: Printing & Business Solutions

ACCOUNT NUMBER: 18-1810.0000.62400

Funds Description: Service Agreement Plate, Maker & Press

AMOUNT OF INCREASE: $4654.15

INCREASE FROM $0 TO $4654.15

ACCOUNT BALANCE AVAILABLE: $54321

REASON FOR AMENDMENT: Account number change

APPROVALS

GOVERNING COMMITTEE

Chair:

Date:

FINANCE COMMITTEE

(if over $10,000)

Chair:

Date:

COUNTY BOARD

(if over $10,000)

Resolution #:

Adoption Date:

WHITE - COMMITTEE

YELLOW- PURCHASING

PINK - DEPARTMENT

AMENDFORM 2/98
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 send 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).

DEPARTMENT: General Services

COMMITTEE: General Services

VENDOR NAME: Ikon Office Solutions

ACCOUNT NUMBER: 18-1810-0000-62400

Funds Description: Service Agreement Printcenter Pro 1050

AMOUNT OF INCREASE: $14,586.00

INCREASE FROM $12,361.48 TO $37,950.48

ACCOUNT BALANCE AVAILABLE: $34,321.32

REASON FOR AMENDMENT: Account number change

APPROVALS

GOVERNING COMMITTEE
Chair Date

FINANCE COMMITTEE (if over $10,000)
Chair Date

COUNTY BOARD (if over $10,000)
Resolution # Adoption Date

WHITE - COMMITTEE
YELLOW - PURCHASING
PINK - DEPARTMENT

AMENDFORM 2/98
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 send 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).

DEPARTMENT

COMMITTEE

VENDOR NAME

ACCOUNT NUMBER

FUNDS DESCRIPTION

AMOUNT OF INCREASE

INCREASE FROM $4,514,802.41 TO $4,540,420.72

ACCOUNT BALANCE AVAILABLE $789,551

REASON FOR AMENDMENT CHANGE ORDER #30-PROGRAM REQUEST #027 ATTACHED

APPROVALS

GOVERNING COMMITTEE

Chair

Date

FINANCE COMMITTEE

(If over $10,000)

Chair

Date

COUNTY BOARD

(If over $10,000)

Resolution #

Adoption Date

WHITE - COMMITTEE

YELLOW - PURCHASING

PINK - DEPARTMENT

AMENDFORM 298
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)
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

COR 110R (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
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.
To: Members of The General Services Committee

Fr: Rob Leu, General Services Director

Date: July 19, 2011

Re: Semi-Annual Report – Attendance at Conventions/Conferences

As required by resolution 06-9A-087 I hereby report that no General Services employees attended conferences or training exceeding $1,000.00 per event/per employee.

Thank You

CC: Craig Knutson