

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

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 88.5%	39,843.12	11.76	5,145.12		
	P1100505-PO# 12/27/11 -VN#014423			MC MASTER-CARR SUPPLY COMPANY		66.13	
				CLOSING BALANCE	5,078.99		66.13
1818159200-62470	BLDG R & M	50,000.00 74.4%	37,245.28	0.01	12,754.71		
	P1100486-PO# 12/27/11 -VN#050099			BUDGET DRAIN AND SEWER CO		225.00	
	P1100511-PO# 12/27/11 -VN#016104			SHERWIN WILLIAMS		147.45	
	P1100513-PO# 12/27/11 -VN#016376			STATE ELECTRICAL SUPPLY INC		77.40	
				CLOSING BALANCE	12,304.86		449.85
1818159200-63109	OTHER SUPP/EXP	58,453.78 75.9%	44,414.61	0.02	14,039.15		
	P1100496-PO# 12/27/11 -VN#018251			HARRIS ACE HARDWARE		33.23	
	P1100497-PO# 12/27/11 -VN#030781			HOME DEPOT/GECF		371.06	
	P1100505-PO# 12/27/11 -VN#014423			MC MASTER-CARR SUPPLY COMPANY		27.65	
				CLOSING BALANCE	13,607.21		431.94
1818159200-64200	TRAINING EXP	1,500.00 65.3%	1,094.83	-114.99	520.16		
	P1103418-PO# 12/27/11 -VN#036867			HERBST AND ASSOCIATES LLC S A		300.00	
				CLOSING BALANCE	220.16		300.00
	HCC BLDG.COMPLEX		PROG-TOTAL-PO			1,247.92	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,247.92 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

JAN 03 2012 DATE _____ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0000000001-16010	PURCHASING INVEN	0.00 100.0%	31,528.43	-177,986.98	146,458.55		
	P1100384-PO# 12/20/11 -VN#039632			OFFICE PRO		3,076.31	
	P1100389-PO# 12/20/11 -VN#048467			STAPLES ADVANTAGE		7,407.42	
	P1100391-PO# 12/20/11 -VN#048866			CARTRIDGE CONNECTION,THE		178.20	
	P1100394-PO# 12/20/11 -VN#040481			RHYME BUSINESS PRODUCTS		208.72	
	P1103883-PO# 12/20/11 -VN#011141			BEAR GRAPHICS INC		31.75	
				CLOSING BALANCE		135,556.15	10,902.40
0000000001-17100	POSTAGE METER CH	0.00 100.0%	29,174.68	-5,708.66	-23,466.02		
	P1100454-PO# 12/20/11 -VN#044977			UNITED MAILING SERVICES INC		397.87	
	P1103982-PO# 12/20/11 -VN#039405			PACKAGE PRO EXPRESS DELIVERY I		117.50	
				CLOSING BALANCE		-23,981.39	515.37
	BAL.SHEET A/C		PROG-TOTAL-PO				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 HEAD.

GENERAL SERVICES COMMITTEE APPROVES THE ABOVE, COM-APPROVAL _____ DEPT-HEAD

JAN 03 2012

DATE _____ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818100000-62400	R & M SERV	132,537.00	87.3%	118,285.85	-2,546.81	16,797.96	
	P1100400-PO# 12/20/11 -VN#010938			ARAMARK UNIFORM SERVICES INC		135.62	
				CLOSING BALANCE	16,662.34		135.62
1818100000-63104	PRNT & DUPLICATI	30,000.00	53.6%	16,131.20	-32,240.94	46,109.74	
	P1100386-PO# 12/20/11 -VN#010723			PRINTING AND BUSINESS SOLUTION		34.76	
	P1100393-PO# 12/20/11 -VN#021556			MIDLAND PAPER		2,484.90	
				CLOSING BALANCE	43,590.08		2,519.66
1818100000-63500	R&M SUPPLIES	215,000.00	35.4%	187,319.74	-111,162.45	138,842.71	
	P1100411-PO# 12/20/11 -VN#022402			CONGRESS GLASS INC		380.60	
	P1100418-PO# 12/20/11 -VN#012507			ENERGETICS INC		9.27	
	P1100430-PO# 12/20/11 -VN#029890			JACK AND DICKS FEED AND GARDEN		465.50	
	P1100456-PO# 12/20/11 -VN#016104			SHERWIN WILLIAMS		216.15	
	P1100460-PO# 12/20/11 -VN#048467			STAPLES ADVANTAGE		317.43	
	P1100463-PO# 12/20/11 -VN#018296			AARONS LOCK AND SAFE INC		16.99	
	P1103789-PO# 12/20/11 -VN#038030			BADGER STATE INDUSTRIES		89.86	
	P1104026-PO# 12/20/11 -VN#043737			STATE OF WISCONSIN		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.
- 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

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818120000-62400	R & M SERV	70,500.00	98.0%	69,490.54	-332.09	1,341.55	
	P1100400-PO# 12/20/11 -VN#010938					ARAMARK UNIFORM SERVICES INC	13.56
				CLOSING BALANCE		1,327.99	13.56
	JUV.DET.OPER.			PROG-TOTAL-PO			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 APPROVES THE ABOVE. COM-APPROVAL _____

DEPT-HEAD

JAN 03 2012

DATE _____ CHAIR

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 99.1%	37,382.88	-104.81	321.93		
	P1100400-PO# 12/20/11 -VN#010938			ARAMARK UNIFORM SERVICES INC		98.94	
			CLOSING BALANCE		222.99		98.94
1818170000-63500	R&M SUPPLIES	10,000.00 79.1%	6,191.99	1,725.79	2,082.22		
	P1100412-PO# 12/20/11 -VN#011970			CONNORS SUPPLY INC		167.30	
	P1100418-PO# 12/20/11 -VN#012507			ENERGETICS INC		85.00	
	P1100422-PO# 12/20/11 -VN#026320			FOUR SEASONS SMALL ENGINE REPA		389.63	
	P1100444-PO# 12/20/11 -VN#030347			NAPA AUTO PARTS		18.01	
	P1100458-PO# 12/20/11 -VN#016376			STATE ELECTRICAL SUPPLY INC		190.08	
			CLOSING BALANCE		1,232.20		850.02
	ADOL.SER/GUIDANC		PROG-TOTAL-PO			948.96	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$948.96 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

JAN 03 2012 DATE _____ CHAIR

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Rock County - Production

12/28/11

COMMITTEE APPROVAL REPORT

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818370000-63500	R&M SUPPLIES	100,000.00	44.7%	50,787.40	-6,064.45	55,277.05	
	P1100399-PO# 12/20/11 -VN#045471					AMERICAN INDUSTRIAL STEEL AND	59.50
	P1100404-PO# 12/20/11 -VN#030879					BJ ELECTRIC SUPPLY INC	23.50
	P1100421-PO# 12/20/11 -VN#044398					FIRST SUPPLY LLC	32.34
	P1100424-PO# 12/20/11 -VN#036010					GRAINGER PARTS	991.71
	P1100461-PO# 12/20/11 -VN#034850					OTIS ELEVATOR COMPANY	2,000.00
	P1103837-PO# 12/20/11 -VN#036603					JWC ENVIRONMENTAL LLC	9,619.29
						CLOSING BALANCE	42,550.71
							12,726.34
	JAIL.CAP.IMPROV.					PROG-TOTAL-PO	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

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Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818159200-62461	ELEVATOR	58,000.00	0.0%	0.00	0.00	58,000.00	
	P1200243-PO# 01/01/12 -VN#034850			OTIS ELEVATOR COMPANY		54,984.50	
				CLOSING BALANCE	3,015.50		54,984.50
1818159200-64200	TRAINING EXP	1,500.00	0.0%	0.00	0.00	1,500.00	
	P1200242-PO# 01/01/12 -VN#012780			FRED PRYOR SEMINARS		199.00	
				CLOSING BALANCE	1,301.00		199.00
	HCC BLDG.COMPLEX			PROG-TOTAL-PO		55,183.50	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$55,183.50 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.
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Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818100000-62400 ENC	R & M SERV	133,000.00	71.2%	0.00	94,731.60	38,268.40	
	R1200717-PO# 01/01/12 -VN#013693			JOHNSON CONTROLS INC			17,918.00
				CLOSING BALANCE	20,350.40		17,918.00
	GENERAL SERVICES		PROG-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.
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