

**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, AUGUST 2, 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 26, 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. Timeline
7. Discussion - Jail Pod Painting Project
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 63.0%	28,416.12	-29.60	16,613.48		
	P1100505-PO# 07/27/11 -VN#014423					MC MASTER-CARR SUPPLY COMPANY	22.34
	P1102656-PO# 07/27/11 -VN#045471					AMERICAN INDUSTRIAL STEEL AND	69.20
	P1102701-PO# 06/30/11 -VN#034042					STATE OF WISCONSIN	440.00
					CLOSING BALANCE	16,081.94	531.54
1818159200-62463	FIRE ALARM	18,500.00 77.4%	16,485.37	-2,157.86	4,172.49		
	P1102548-PO# 07/27/11 -VN#033354					SELECT SOUND SERVICE INC	144.40
					CLOSING BALANCE	4,028.09	144.40
1818159200-62470	BLDG R & M	50,000.00 46.3%	18,153.89	4,999.99	26,846.12		
	P1100486-PO# 07/27/11 -VN#050099					BUDGET DRAIN AND SEWER CO	179.00
	P1100493-PO# 07/27/11 -VN#017559					FIRST SUPPLY MADISON LLC	246.47
	P1100498-PO# 07/27/11 -VN#040769					HD SUPPLY	57.87
	P1100505-PO# 07/27/11 -VN#014423					MC MASTER-CARR SUPPLY COMPANY	73.25
	P1100514-PO# 07/27/11 -VN#011891					WERNER ELECTRIC SUPPLY COMPANY	165.80
					CLOSING BALANCE	26,123.73	722.39
1818159200-63109	OTHER SUPP/EXP	56,750.00 34.4%	25,983.39	-6,406.59	37,173.20		
	P1100492-PO# 07/27/11 -VN#019048					FASTENAL COMPANY	62.40
	P1100495-PO# 07/27/11 -VN#047242					H O H WATER TECHNOLOGY INC	1,644.71
	P1100496-PO# 07/27/11 -VN#018251					HARRIS ACE HARDWARE	50.44
	P1100497-PO# 07/27/11 -VN#030781					HOME DEPOT/GEFC	337.94
	P1100505-PO# 07/27/11 -VN#014423					MC MASTER-CARR SUPPLY COMPANY	185.96
					CLOSING BALANCE	34,891.75	2,281.45
	HCC BLDG.COMPLEX		PROG-TOTAL-PO				3,679.78

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$3,679.78 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

**AUG 08 2011**

DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0000000001-16010	PURCHASING INVEN	0.00 100.0%	27,111.89	-92,838.68	65,726.79		
	P1100384-PO# 08/01/11 -VN#039632			OFFICE PRO		4,504.83	
	P1100385-PO# 08/01/11 -VN#030630			J AND G OFFICE PRODUCTS		81.25	
	P1100389-PO# 08/01/11 -VN#048467			STAPLES ADVANTAGE		1,781.37	
	P1100391-PO# 08/01/11 -VN#048866			CARTRIDGE CONNECTION,THE		54.00	
				CLOSING BALANCE	59,305.34		6,421.45
	BAL.SHEET A/C		PROG-TOTAL-PO			6,421.45	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$6,421.45 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

**AUG 02 2011** DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb. Balance	Inv/Enc Amount	Total
1818100000-62112	SECURITY	68,650.00 99.7%	33,222.00	35,248.36	179.64		
	P1100344-PO# 08/01/11 -VN#048790			MIRION TECHNOLOGIES GDS INC		282.49	
*** OVERDRAFT ***	<b>TRANSFER REQUIRED</b>			CLOSING BALANCE	-102.85		282.49
1818100000-62400	R & M SERV	132,537.00 72.6%	75,131.55	21,094.56	36,310.89		
	P1100400-PO# 08/01/11 -VN#010938			ARAMARK UNIFORM SERVICES INC		148.22	
				CLOSING BALANCE	36,162.67		148.22
1818100000-63104	PRNT & DUPLICATI	30,000.00 21.0%	23,571.99	-17,242.19	23,670.20		
	P1100384-PO# 08/01/11 -VN#039632			OFFICE PRO		3,429.90	
	P1100386-PO# 08/01/11 -VN#010723			PRINTING AND BUSINESS SOLUTION		852.63	
				CLOSING BALANCE	19,387.67		4,282.53
1818100000-63500	R&M SUPPLIES	215,000.00 41.3%	88,251.13	723.17	126,025.70		
	P1100412-PO# 08/01/11 -VN#011970			CONNORS SUPPLY INC		20.12	
	P1100418-PO# 08/01/11 -VN#012507			ENERGETICS INC		12.48	
	P1100420-PO# 08/01/11 -VN#019954			FERGUSON ENTERPRISES INC		439.68	
	P1100421-PO# 08/01/11 -VN#044398			FIRST SUPPLY LLC		100.40	
	P1100429-PO# 08/01/11 -VN#047242			H O H WATER TECHNOLOGY INC		164.16	
	P1100430-PO# 08/01/11 -VN#029890			JACK AND DICKS FEED AND GARDEN		931.00	
	P1100432-PO# 08/01/11 -VN#022229			JF AHERN COMPANY		265.00	
	P1100440-PO# 08/01/11 -VN#014423			MC MASTER-CARR SUPPLY COMPANY		92.55	
	P1100441-PO# 08/01/11 -VN#014534			MENARDS		6.08	
	P1100458-PO# 08/01/11 -VN#016376			STATE ELECTRICAL SUPPLY INC		929.36	
	P1100460-PO# 08/01/11 -VN#048467			STAPLES ADVANTAGE		428.95	
	P1100463-PO# 08/01/11 -VN#018296			AARONS LOCK AND SAFE INC		770.00	
	P1100923-PO# 08/01/11 -VN#028846			TRUGREEN		50.00	
	P1101874-PO# 08/01/11 -VN#040773			FOLEY ELECTRIC INC		545.00	
	P1102625-PO# 08/01/11 -VN#016559			TAPCO		347.00	
	P1102657-PO# 08/01/11 -VN#011824			CITY OF JANESVILLE		518.76	
				CLOSING BALANCE	120,405.16		5,620.54
	GENERAL SERVICES		PROG-TOTAL-PO			10,333.78	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$10,333.78 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 \_\_\_\_\_

**AUG 02 2011**

DATE \_\_\_\_\_ CHAIR \_\_\_\_\_

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818110000-63500	R&M SUPPLIES	20,000.00	47.7%	9,559.50	0.00	10,440.50	
	P1100418-PO# 08/01/11 -VN#012507					ENERGETICS INC	9.78
	P1100458-PO# 08/01/11 -VN#016376					STATE ELECTRICAL SUPPLY INC	5.00
					CLOSING BALANCE		10,425.72
							14.78
	GLEN OAKS OPER.				PROG-TOTAL-PO		14.78

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$14.78 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.

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**AUG 02 2011** DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818120000-62400	R & M SERV	73,500.00 14.2%	9,975.27	508.74	63,015.99		
	P1100400-PO# 08/01/11 -VN#010938			ARAMARK UNIFORM SERVICES INC		13.56	
			CLOSING BALANCE		63,002.43		13.56
1818120000-63500	R&M SUPPLIES	20,000.00 74.5%	14,906.73	0.00	5,093.27		
	P1100398-PO# 08/01/11 -VN#048889			ALL CLIMATE MECHANICAL LLC		1,420.00	
	P1100455-PO# 08/01/11 -VN#025791			SGTS INC		309.15	
	P1100458-PO# 08/01/11 -VN#016376			STATE ELECTRICAL SUPPLY INC		-34.40	
	P1100463-PO# 08/01/11 -VN#018296			AARONS LOCK AND SAFE INC		23.99	
			CLOSING BALANCE		3,374.53		1,718.74
	JUV.DET.OPER.		PROG-TOTAL-PO			1,732.30	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,732.30 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.
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**AUG 02 2011** DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818160000-63500	R&M SUPPLIES	21,000.00	43.3%	9,107.89	0.00	11,892.11	
	P1100420-PO# 08/01/11 -VN#019954					395.49	
	P1100460-PO# 08/01/11 -VN#048467					84.12	
					CLOSING BALANCE	11,412.50	479.61
1818160000-67200	CAPITAL IMPROV	9,000.00	0.0%	0.00	0.00	9,000.00	
	P1101872-PO# 08/01/11 -VN#024806					4,882.00	
					CLOSING BALANCE	4,118.00	4,882.00
	COMM.CTR.OPER.				PROG-TOTAL-PO		5,361.61

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$5,361.61 INCURRED 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.
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**AUG 02 2011**

DATE \_\_\_\_\_ CHAIR

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Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818370000-63500	R&M SUPPLIES	100,000.00	5.3%	17,496.73	-12,175.38	94,678.65	
	P1100412-PO# 08/01/11 -VN#011970			CONNORS SUPPLY INC		1,080.37	
	P1100414-PO# 08/01/11 -VN#010156			DEGARMO PLUMBING INC		120.00	
	P1100421-PO# 08/01/11 -VN#044398			FIRST SUPPLY LLC		228.00	
	P1100424-PO# 08/01/11 -VN#036010			GRAINGER PARTS		606.75	
	P1100441-PO# 08/01/11 -VN#014534			MENARDS		93.93	
	P1100452-PO# 08/01/11 -VN#015524			REINDERS INC		138.94	
	P1102437-PO# 08/01/11 -VN#039816			HALVERSON CARPET CENTER LTD		2,226.00	
	P1102511-PO# 08/01/11 -VN#047409			SENTRY SECURITY FASTENERS INC		548.80	
				CLOSING BALANCE		89,635.86	5,042.79
	JAIL.CAP.IMPROV.		PROG-TOTAL-PO				5,042.79

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$5,042.79 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.
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**AUG 02 2011** DATE \_\_\_\_\_ CHAIR \_\_\_\_\_



Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818490000-67200	CAPITAL IMPROV	9,329,350.00	91.5%	7,614,202.82	929,786.28	785,360.90	
	P1101940-PO# 08/01/11 -VN#033653						PRIVATE LINES INC
						253.55	
							CLOSING BALANCE
						785,107.35	253.55
	JAIL/HCC COMPLEX						PROG-TOTAL-PO
						253.55	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$253.55 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.
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**AUG 02 2011**

DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818510000-67200	CAPITAL IMPROV	1,540,000.00	94.4%	862,160.00	591,995.80	85,844.20	
	P1102389-PO# 08/01/11 -VN#035338			ECS MIDWEST LLC			1,000.00
				CLOSING BALANCE	84,844.20		1,000.00
	ROCK HAVEN PROJ			PROG-TOTAL-PO			1,000.00

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,000.00 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.
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**AUG 02 2011**

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Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818430000-67200 ENC	CAPITAL IMPROV R1103021-PO# 07/27/11 -VN#015785	10,957,630.00 94.2%	9,904,089.39	424,914.15	628,626.46		
						ROCK ROAD COMPANIES INC	169,772.62
				CLOSING BALANCE	458,853.84		169,772.62
	U-ROCK EXPANSION		PROG-TOTAL-PO				169,772.62

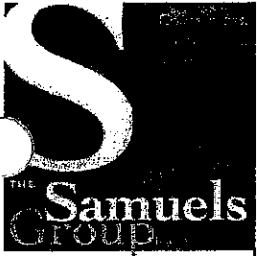
I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$169,772.62 INCURRED BY U-ROCK EXPANSION PROJECT. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
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**AUG 02 2011** DATE \_\_\_\_\_ CHAIR

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**WISCONSIN**

311 Financial Way

Suite 300

Wausau, WI 54401

phone 715.842.2222

fax 715.848.8088

**IOWA**

313 E 5<sup>th</sup> 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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