

Rock County, Wisconsin
51 South Main Street
Janesville, WI 53545
(608)757-5518



General Services
-Facilities Management
-Maintenance
-Duplicating
-Central Stores

Note: Time Change

**GENERAL SERVICES COMMITTEE
TUESDAY, OCTOBER 4, 2011 – 8:30 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 – September 2, 2011 Joint Meeting and September 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
7. Resolution
 - A. Amending Architect Reimbursable Expenses – Construction Document Stage with Eppstein Uhen for the Rock Haven Facility Replacement Project
 - B. Awarding Contract for Construction Quality Assurance Testing and Inspection Services for the Rock Haven Replacement Project
 - C. Awarding Sheriff's Office / Jail Duct Work Cleaning Project Bid
8. General Services Director Update
 - A. Carpet and Tile Installation – Front Foyer Courthouse
 - B. Signage for Courthouse
 - C. Personnel Status of General Services
 - D. Clocks in Courthouse – Slower than National Bureau of Standards Time
9. Communications, Announcements and Information
 - A. Discussion and Possible Action on Credit Union ATM Machine in Courthouse
 - B. Setting Meeting Dates and Locations for October, November and December 2011
10. 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 70.3% | 32,499.40 | -844.50 | 13,345.10 | | |
| | P1100501-PO# 09/28/11 -VN#013693 | | | JOHNSON CONTROLS INC | | 151.78 | |
| | P1100509-PO# 09/28/11 -VN#015284 | | | POMP'S TIRE SERVICE INC | | 61.00 | |
| | P1103074-PO# 09/28/11 -VN#044447 | | | SILVER LINING HOOD SERVICE LLC | | 550.00 | |
| | P1103207-PO# 09/28/11 -VN#014990 | | | OIL EQUIPMENT CO INC | | 294.50 | |
| | | | | CLOSING BALANCE | | 12,287.82 | 1,057.28 |
| 1818159200-62470 | BLDG R & M | 50,000.00 18.5% | 26,520.42 | -17,254.87 | 40,734.45 | | |
| | P1100486-PO# 09/28/11 -VN#050099 | | | BUDGET DRAIN AND SEWER CO | | 100.00 | |
| | P1100493-PO# 09/28/11 -VN#017559 | | | FIRST SUPPLY MADISON LLC | | 112.78 | |
| | P1100497-PO# 09/28/11 -VN#030781 | | | HOME DEPOT/GECF | | 48.47 | |
| | P1100514-PO# 09/28/11 -VN#011891 | | | WERNER ELECTRIC SUPPLY COMPANY | | 120.94 | |
| | | | | CLOSING BALANCE | | 40,352.26 | 382.19 |
| 1818159200-63109 | OTHER SUPP/EXP | 56,750.00 62.6% | 35,418.64 | 150.00 | 21,181.36 | | |
| | P1100482-PO# 09/28/11 -VN#018296 | | | AARONS LOCK AND SAFE INC | | 40.00 | |
| | P1100499-PO# 09/28/11 -VN#029890 | | | JACK AND DICKS FEED AND GARDEN | | 253.25 | |
| | P1100505-PO# 09/28/11 -VN#014423 | | | MC MASTER-CARR SUPPLY COMPANY | | 149.33 | |
| | P1100506-PO# 09/28/11 -VN#030347 | | | NAPA AUTO PARTS | | 94.92 | |
| | | | | CLOSING BALANCE | | 20,643.86 | 537.50 |
| 1818159200-64200 | TRAINING EXP | 1,500.00 50.4% | 698.42 | 58.40 | 743.18 | | |
| | P1100751-PO# 09/28/11 -VN#015763 | | | ROCK COUNTY HEALTH CARE CENTER | | 115.00 | |
| | | | | CLOSING BALANCE | | 628.18 | 115.00 |
| | HCC BLDG.COMPLEX | | PROG-TOTAL-PO | | | 2,091.97 | |

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$2,091.97 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

OCT 04 2011 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% | 26,977.08 | 6,663.12 | -33,640.20 | | |
| | P1100384-PO# 10/01/11 -VN#039632 | | | OFFICE PRO | | 6,246.33 | |
| | P1100389-PO# 10/01/11 -VN#048467 | | | STAPLES ADVANTAGE | | 1,918.71 | |
| | P1100390-PO# 10/01/11 -VN#048587 | | | REPORTERS PAPER AND MANUFACTUR | | 455.78 | |
| | | | CLOSING BALANCE | | -42,261.02 | | 8,620.82 |
| 0000000001-17100 | POSTAGE METER CH | 0.00 100.0% | 17,731.04 | 76,570.18 | -94,301.22 | | |
| | P1100454-PO# 10/01/11 -VN#044977 | | | UNITED MAILING SERVICES INC | | 927.52 | |
| | | | CLOSING BALANCE | | -95,228.74 | | 927.52 |
| | BAL.SHEET A/C | | PROG-TOTAL-PO | | | 9,548.34 | |

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$9,548.34 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

OCT 04 2011 DATE _____ CHAIR

| Account Number | Name | Yearly Prcnt Appropriation Spent | YTD Expenditure | Encumb Amount | Unencumb Balance | Inv/Enc Amount | Total |
|------------------|----------------------------------|-------------------------------------|--------------------|--------------------------------|---------------------|-------------------|----------|
| 1818100000-62160 | CLEANING CONTRAC | 147,050.00 96.2% | 106,314.96 | 35,154.92 | 5,580.12 | | |
| | P1101670-PO# 10/01/11 -VN#046225 | | | PETERSON CLEANING INC | | 1,553.00 | |
| | | | | CLOSING BALANCE | 4,027.12 | | 1,553.00 |
| 1818100000-62400 | R & M SERV | 132,537.00 87.2% | 103,570.48 | 12,038.56 | 16,927.96 | | |
| | P1100400-PO# 10/01/11 -VN#010938 | | | ARAMARK UNIFORM SERVICES INC | | 135.62 | |
| | | | | CLOSING BALANCE | 16,792.34 | | 135.62 |
| 1818100000-63104 | PRNT & DUPLICATI | 30,000.00 78.5% | 9,531.81 | -33,107.50 | 53,575.69 | | |
| | P1100384-PO# 10/01/11 -VN#039632 | | | OFFICE PRO | | 3,026.00 | |
| | | | | CLOSING BALANCE | 50,549.69 | | 3,026.00 |
| 1818100000-63500 | R&M SUPPLIES | 215,000.00 60.8% | 129,289.46 | 1,550.00 | 84,160.54 | | |
| | P1100411-PO# 10/01/11 -VN#022402 | | | CONGRESS GLASS INC | | 80.00 | |
| | P1100421-PO# 10/01/11 -VN#044398 | | | FIRST SUPPLY LLC | | 36.34 | |
| | P1100424-PO# 10/01/11 -VN#036010 | | | GRAINGER PARTS | | 25.04 | |
| | P1100428-PO# 10/01/11 -VN#030781 | | | HOME DEPOT/GEFC | | 30.54 | |
| | P1100429-PO# 10/01/11 -VN#047242 | | | H O H WATER TECHNOLOGY INC | | 2,623.79 | |
| | P1100430-PO# 10/01/11 -VN#029890 | | | JACK AND DICKS FEED AND GARDEN | | 465.50 | |
| | P1100440-PO# 10/01/11 -VN#014423 | | | MC MASTER-CARR SUPPLY COMPANY | | 310.06 | |
| | P1100441-PO# 10/01/11 -VN#014534 | | | MENARDS | | 39.96 | |
| | P1100456-PO# 10/01/11 -VN#016104 | | | SHERWIN WILLIAMS | | 95.88 | |
| | P1100458-PO# 10/01/11 -VN#016376 | | | STATE ELECTRICAL SUPPLY INC | | 281.53 | |
| | P1100463-PO# 10/01/11 -VN#018296 | | | AARONS LOCK AND SAFE INC | | 9.95 | |
| | P1103098-PO# 10/01/11 -VN#037169 | | | ABC FIRE AND SAFETY INC | | 1,307.10 | |
| | P1103099-PO# 10/01/11 -VN#025477 | | | GOODWAY TECHNOLOGIES CORP | | 126.91 | |
| | P1103167-PO# 10/01/11 -VN#047242 | | | H O H WATER TECHNOLOGY INC | | 710.50 | |
| | P1103168-PO# 10/01/11 -VN#013729 | | | JOHNSON TRACTOR INC | | 72.43 | |
| | P1103181-PO# 10/01/11 -VN#032638 | | | C AND C JOHNSON SWEEPING AND M | | 630.00 | |
| | P1103182-PO# 10/01/11 -VN#047242 | | | H O H WATER TECHNOLOGY INC | | 710.50 | |
| | P1103186-PO# 10/01/11 -VN#028010 | | | PER MAR SECURITY SERVICES | | 212.40 | |
| | P1103308-PO# 10/01/11 -VN#047421 | | | HORIZON EXCAVATING LLC | | 1,009.80 | |
| | | | | CLOSING BALANCE | 75,382.31 | | 8,778.23 |
| 1818100000-68000 | COST ALLOCATIONS | -159,795.00 91.9% | -146,810.41 | -114.28 | -12,870.31 | | |
| | P1100423-PO# 10/01/11 -VN#012879 | | | GENERAL SERVICES PETTY CASH | | 36.13 | |
| | | | | CLOSING BALANCE | -12,906.44 | | 36.13 |

| Account Number | Name | Yearly Prcnt Appropriation Spent | YTD Expenditure | Encumb Amount | Unencumb Balance | Inv/Enc Amount | Total |
|----------------|------------------|-------------------------------------|--------------------|------------------|---------------------|-------------------|-------|
| | GENERAL SERVICES | | PROG-TOTAL-PO | | | 13,528.98 | |

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$13,528.98 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

OCT 04 2011

DATE _____ CHAIR

| Account Number | Name | Yearly Prcnt Appropriation Spent | YTD Expenditure | Encumb Amount | Unencumb Balance | Inv/Enc Amount | Total |
|-------------------|---------------|-------------------------------------|--------------------|------------------------------|---------------------|-------------------|--------|
| 1818120000-62205 | FUEL OIL | 200.00 0.0% | 0.00 | 0.00 | 200.00 | | |
| | | P1100408-PO# 10/01/11 -VN#018618 | | BROWN OIL CO INC | | 359.84 | |
| *** OVERDRAFT *** | | TRANSFER REQUIRED | | CLOSING BALANCE | -159.84 | | 359.84 |
| 1818120000-62400 | R & M SERV | 73,500.00 94.1% | 68,990.29 | 181.72 | 4,327.99 | | |
| | | P1100400-PO# 10/01/11 -VN#010938 | | ARAMARK UNIFORM SERVICES INC | | 13.56 | |
| | | | | CLOSING BALANCE | 4,314.43 | | 13.56 |
| 1818120000-63500 | R&M SUPPLIES | 20,000.00 32.9% | 23,581.82 | -16,987.51 | 13,405.69 | | |
| | | P1100441-PO# 10/01/11 -VN#014534 | | MENARDS | | 128.77 | |
| | | P1100456-PO# 10/01/11 -VN#016104 | | SHERWIN WILLIAMS | | 36.78 | |
| | | P1100458-PO# 10/01/11 -VN#016376 | | STATE ELECTRICAL SUPPLY INC | | 8.36 | |
| | | | | CLOSING BALANCE | 13,231.78 | | 173.91 |
| | JUV.DET.OPER. | | PROG-TOTAL-PO | | | 547.31 | |

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$547.31 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

OCT 04 2011 DATE _____ CHAIR

| Account Number | Name | Yearly Prcnt Appropriation Spent | YTD Expenditure | Encumb Amount | Unencumb Balance | Inv/Enc Amount | Total |
|------------------|----------------------------------|-------------------------------------|--------------------|-------------------|---------------------|-------------------|----------|
| 1818160000-62205 | FUEL OIL | 300.00 | 0.0% | 249.24 | -249.23 | 299.99 | |
| | P1100408-PO# 10/01/11 -VN#018618 | | | BROWN OIL CO INC | | 131.48 | |
| | | | | CLOSING BALANCE | 168.51 | | 131.48 |
| 1818160000-63500 | R&M SUPPLIES | 21,000.00 | 54.9% | 11,537.64 | 0.00 | 9,462.36 | |
| | P1100455-PO# 10/01/11 -VN#025791 | | | SGTS INC | | 1,688.00 | |
| | P1100460-PO# 10/01/11 -VN#048467 | | | STAPLES ADVANTAGE | | 84.12 | |
| | | | | CLOSING BALANCE | 7,690.24 | | 1,772.12 |
| | COMM.CTR.OPER. | | | PROG-TOTAL-PO | | 1,903.60 | |

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,903.60 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.
- 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

OCT 04 2011

DATE

CHAIR

| Account Number | Name | Yearly Prcnt Appropriation Spent | YTD Expenditure | Encumb Amount | Unencumb Balance | Inv/Enc Amount | Total |
|------------------|----------------------------------|-------------------------------------|--------------------|------------------|---------------------|-------------------|-------|
| 1818170000-63500 | R&M SUPPLIES | 10,000.00 | 32.5% | 5,601.49 | -2,346.00 | 6,744.51 | |
| | P1100428-PO# 10/01/11 -VN#030781 | | | HOME DEPOT/GECF | | 29.97 | |
| | | | | CLOSING BALANCE | 6,714.54 | | 29.97 |
| | ADOL.SER/GUIDANC | | | PROG-TOTAL -PO | | 29.97 | |

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$29.97 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

OCT 04 2011 DATE _____ CHAIR

| 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 | 30.5% | 30,513.65 | 0.00 | 69,486.35 | |
| | P1100428-PO# 10/01/11 -VN#030781 | | | HOME DEPOT/GECF | | 150.41 | |
| | P1102914-PO# 10/01/11 -VN#040733 | | | B AND H PHOTO VIDEO INC | | 261.40 | |
| | | | | CLOSING BALANCE | 69,074.54 | | 411.81 |
| | JAIL.CAP.IMPROV. | | PROG-TOTAL-PO | | | 411.81 | |

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$411.81 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 _____ DEPT-HEAD

OCT 04 2011 DATE _____ CHAIR

| Account Number | Name | Yearly Prort Appropriation Spent | 60.2% | YTD Expenditure | Encumb Amount | Unencumb Balance | Inv/Enc Amount | Total |
|------------------|----------------------------------|-------------------------------------|-------|--------------------|------------------|---------------------|-------------------|--------|
| 1818420000-67200 | CAPITAL IMPROV | 816,994.00 | | 460,723.01 | 31,145.00 | 325,125.99 | | |
| | P1001616-PO# 10/01/11 -VN#036838 | | | | | | 134.00 | |
| | | | | | | | | |
| | | | | CLOSING BALANCE | | 324,991.99 | | 134.00 |
| | | | | CTHS FACILITY | | | 134.00 | |
| | | | | PROG-TOTAL -PO | | | | |

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$134.00 INCURRED BY COURTHOUSE FACILITY IMPROVEMEN. 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

OCT 04 2011

DATE _____ CHAIR

| Account Number | Name | Yearly Prcnt Appropriation Spent | YTD Expenditure | Encumb Amount | Unencumb Balance | Inv/Enc Amount | Total |
|------------------|----------------------------------|-------------------------------------|--------------------------|------------------|---------------------|-------------------|-----------|
| 1818430000-67200 | CAPITAL IMPROV | 10,957,630.00 | 94.5% 10,096,478.39 | 267,289.98 | 593,861.63 | | |
| | P0701672-PO# 10/01/11 -VN#045381 | | JH FINDORFF AND SONS INC | | | 87,000.00 | |
| | | | CLOSING BALANCE | | 506,861.63 | | 87,000.00 |
| | U-ROCK EXPANSION | | PROG-TOTAL-PO | | | 87,000.00 | |

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$87,000.00

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.

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

OCT 04 2011

DATE _____

CHAIR

10

| 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 | 93.0% 7,964,070.17 | 719,341.63 | 645,938.20 | | |
| | P1103135-PO# 10/01/11 -VN#013416 | | HONEYWELL INC | | | 271.75 | |
| | | | CLOSING BALANCE | | 645,666.45 | | 271.75 |
| | JAIL/HCC COMPLEX | | PROG-TOTAL-PO | | | 271.75 | |

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$271.75 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

OCT 04 2011 DATE _____ CHAIR

11

| Account Number | Name | Yearly Prcnt Appropriation Spent | YTD Expenditure | Encumb Amount | Unencumb Balance | Inv/Enc Amount | Total |
|------------------|-----------------|-------------------------------------|--------------------|--------------------------------|---------------------|-------------------|-----------|
| 1818510000-67200 | CAPITAL IMPROV | 30,840,000.00 | 90.0% | 1,255,398.47 | 26,505,659.09 | 3,078,942.44 | |
| | | P1103198-PO# 10/01/11 | -VN#013607 | JANESVILLE GAZETTE INC | | 97.99 | |
| ENC | | R1103611-PO# 09/26/11 | -VN#043786 | PROFESSIONAL SERVICE INDUSTRIE | | 31,936.00 | |
| | | | | CLOSING BALANCE | 3,046,908.45 | | 32,033.99 |
| | ROCK HAVEN PROJ | | PROG-TOTAL -PO | | | 32,033.99 | |

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$32,033.99 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

OCT 04 2011 DATE _____ CHAIR

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

General Services Committee
INITIATED BY

General Services Committee
SUBMITTED BY



Randy Terronez
Assistant to County Administrator
DRAFTED BY

August 25, 2011
DATE DRAFTED

**AMENDING ARCHITECT REIMBURSABLE EXPENSES – CONSTRUCTION
DOCUMENT STAGE WITH EPPSTEIN UHEN FOR THE ROCK HAVEN FACILITY
REPLACEMENT PROJECT**

- 1 **WHEREAS**, the County wishes to build a new nursing home to continue caring for Rock County
2 citizens with chronic mental illness, developmental disabilities and health concerns; and,
3
4 **WHEREAS**, the County has contracted with Eppstein Uhen Architects/Engineers for the replacement
5 of the Rock Haven Nursing Home from the initial study phase to Construction Document; and,
6
7 **WHEREAS**, the County placed a maximum \$17,000 for reimbursable expenses under the
8 Construction Document stage per Resolution #11-5A-365; and,
9
10 **WHEREAS**, the Architect incurred additional expenses for additional printing, meetings, etc. totaling
11 \$2,806.
12
13 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
14 assembled this _____ day of _____, 2011 does hereby authorize payment of additional
15 reimbursable expenses as allowed under the contract with Eppstein Uhen of Milwaukee, Wisconsin in
16 the amount of \$2,806 relating to the Construction Document stage of the construction of a replacement
17 Rock Haven Nursing Home facility.

Respectfully Submitted,

General Services Committee

Phillip Owens, Chair

Henry Brill, Vice Chair

Ronald Combs

Jason Heidenreich

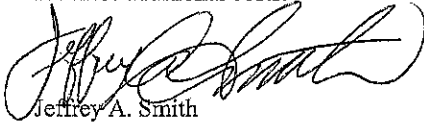
Mary Mawhinney

**AMENDING ARCHITECT REIMBURSABLE EXPENSES – CONSTRUCTION
DOCUMENT STAGE WITH EPPSTEIN UHEN FOR THE ROCK HAVEN FACILITY
REPLACEMENT PROJECT**

Page 2

FISCAL NOTE:

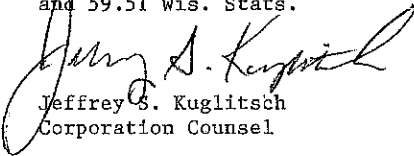
Sufficient funds are available in the Rock Haven Building Project Capital A/C 18-1851-0000-67200 for these additional costs.



Jeffrey A. Smith
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to Secs. 59.01, 59.03 and 59.51 Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

- EXECUTIVE SUMMARY -

**AMENDING ARCHITECT SERVICES – REIMBURSEABLE EXPENSES –
CONSTRUCTION DOCUMENT STAGE WITH EPPSTEIN UHEN FOR THE ROCK
HAVEN FACILITY REPLACEMENT PROJECT**

The County has contracted with Eppstein Uhen, Architects/Engineers as the Architect/Engineer for the Rock Haven Facility replacement project. The firm has completed the Construction Document stage and is now contracted to undertake the Construction phase.

Resolution #11-5A-365 covered the Construction Document stage and contained a maximum for reimbursable expenses of \$17,000. The Architect has incurred additional expenses for additional permit fees, printing costs and mileage with a broken down as follows:

| | |
|--------------------------|-----------------|
| Permits and Fees: | \$12,236.00 |
| Reproductions: | \$5,365.68 |
| Mileage/Travel: | \$2,098.63 |
| <u>Postage/Shipping:</u> | <u>\$105.11</u> |
| Total | \$19,805.42 |

The contract with Eppstein Uhen allows the architect to be reimbursed for such expenses.

(Note – The Architect exceeded the Schematic Design stage original budget of \$5,000 for reimbursable expenses by \$1,400. Refer to 1-27-11 County Board minutes.)

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

General Services Committee
INITIATED BY



Jodi Millis
DRAFTED BY

General Services Committee
SUBMITTED BY

September 6, 2011
DATE DRAFTED

**AWARDING CONTRACT FOR CONSTRUCTION QUALITY ASSURANCE TESTING AND
INSPECTION SERVICES FOR THE ROCK HAVEN REPLACEMENT PROJECT**

- 1 **WHEREAS**, the construction of the new Rock Haven facility will require that the County contract
- 2 directly with an independent testing agency to ensure that the construction materials and methods are of
- 3 high quality; and,
- 4
- 5 **WHEREAS**, services required include the testing of soil suitability, concrete, rebar and mesh
- 6 reinforcement, masonry, mortar and grout, structural steel, and asphalt among other materials that may
- 7 be necessary; and,
- 8
- 9 **WHEREAS**, these services are necessary to hold the general contractor accountable for the
- 10 construction services being provided; and,
- 11
- 12 **WHEREAS**, a Request for Proposals was issued by the Purchasing Division with six firms responding
- 13 (results attached); and,
- 14
- 15 **WHEREAS**, Purchasing, Samuels Group, Eppstein Uhen Architects and CG Schmidt did review all
- 16 responses received and determined that the highest ranked, most responsive and responsible Proposal
- 17 was submitted by Professional Services Inc (PSI) of Pewaukee, Wisconsin; and,
- 18
- 19 **WHEREAS**, PSI will be paid on a time and materials basis only for the work they are required to do.
- 20
- 21 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly
- 22 assembled this _____ day of _____, 2011, does hereby award a contract for construction
- 23 quality assurance testing and inspection services to Professional Services Inc of Pewaukee, Wisconsin
- 24 in an amount not to exceed \$60,000.

Respectfully Submitted,

GENERAL SERVICES COMMITTEE

PURCHASING PROCEDURAL ENDORSEMENT

Phillip Owens, Chair

Mary Mawhinney, Chair

Henry Brill, Vice Chair

Vote

Date

Ronald Combs

Jason Heidenreich

Mary Mawhinney

AWARDING CONTRACT FOR CONSTRUCTION QUALITY ASSURANCE TESTING AND
INSPECTION SERVICES FOR THE ROCK HAVEN REPLACEMENT PROJECT

Page 2

FISCAL NOTE:

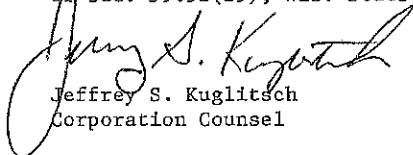
Sufficient funds are available in the Rock Haven Building Project Capital A/C 18-1851-0000-67200
for the costs of this contract.



Jeffrey A. Smith
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to Secs. 59.01 and
59.51, Wis. Stats. Professional services are not subject to the bidding requirements
of Sec. 59.52(29), Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

EXECUTIVE SUMMARY

On September 8, 2011, the Rock County Board of Supervisors awarded the contract for construction of the Rock Haven replacement facility to CG Schmidt of Milwaukee, Wisconsin. Rock County will need to contract with an independent construction material testing firm to ensure that the work being done by the general contractor is of high quality. Services to be provided would include such things as testing of soil suitability, concrete, rebar and mesh reinforcements, masonry, mortar and grout, structural steel and asphalt.

Purchasing did solicit proposals from qualified testing firms with six firms responding. One response was considered non-responsive because it did not meet the qualifications of the RFP. A detailed schedule of services and a cost estimate based on the scope of the project was included in each firm's response. All proposals received were reviewed and evaluated based on criteria set forth in the RFP. Professional Services Inc (PSI) of Pewaukee, Wisconsin, did score the highest on the evaluations and is also the lowest proposed cost.

PSI estimated that the total cost for the services would be \$31,936 but this cost could vary depending upon the conditions found and the needs of the project. Therefore, this resolution authorizes a contract in the amount of \$60,000 to cover any unforeseen conditions. If additional testing services are needed beyond that amount, the County Board would need to authorize additional funds and amend the contract.

The Samuels Group will be responsible for requesting testing services when necessary and will report to the General Services Committee as to the testing services provided and the costs incurred under the contract.



PROJECT NUMBER 2011-71
 PROJECT NAME CONSTRUCTION MATERIAL TESTING SERVICES
 DEPARTMENT ROCK HAVEN REPLACEMENT FACILITY PROJECT
 PROPOSAL DUE DATE SEPTEMBER 13, 2011 – 12:00 NOON

| | PROFESSIONAL SERVICES PEWAUKEE WI | GILES ENGINEERING WAUKESHA WI | MIDWEST ENGINEERING WAUKESHA WI | BRAUN INTERTEC WAUKESHA WI | RIVER VALLEY TESTING MADISON WI |
|----------------------|--------------------------------------|----------------------------------|------------------------------------|-------------------------------|------------------------------------|
| RATER 1 | 100 | 85 | 65 | 58 | 46 |
| RATER 2 | 100 | 90 | 90 | 65 | 80 |
| RATER 3 | 83 | 100 | 80 | 64 | 37 |
| TOTAL SCORE | 283 | 275 | 235 | 187 | 163 |
| AVERAGE SCORE | 94.33 | 91.67 | 78.33 | 62.33 | 54.33 |
| RANKING | 1 | 2 | 3 | 4 | 5 |
| COST | \$31,936.00 | \$40,346.00 | \$55,000.00 | \$152,975.00 | \$62,300.00 |

Proposals were evaluated based on the following criteria:

- General quality and adequacy of response – maximum 15 points
- Technical approach – quality of package provided – maximum 15 points
- Organization, personnel and experience – maximum 30 points
- Reasonableness of cost estimates – maximum 25 points
- Ability to complete work within a reasonable period of time – maximum 15 points

Request for Proposals was advertised in the Beloit Daily News and on the Internet. One vendor submitted a non-responsive Proposal.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: _____

SIGNATURE _____ DATE

GOVERNING COMMITTEE APPROVAL: _____ CHAIR _____ VOTE _____ DATE

PURCHASING PROCEDURAL ENDORSEMENT: _____

CHAIR _____ VOTE _____ DATE

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Randy Terronez
INITIATED BY

Randy Terronez
DRAFTED BY

General Services Committee
SUBMITTED BY



September 27, 2011
DATE DRAFTED

AWARDING SHERIFF'S OFFICE/JAIL DUCT WORK CLEANING PROJECT BID

1 WHEREAS, the County Jail Expansion Project scope included a replacement fire alarm system; and,
 2
 3 WHEREAS, the new fire alarm system requires sensors to be placed in ventilation ducts replacing
 4 existing fire alarm sensors that are not as sensitive as the newer fire alarm systems; and,
 5
 6 WHEREAS, the ventilation ducts have accumulated a heavy amount of residue that will inhibit the new
 7 fire alarm system from operating effectively; and,
 8
 9 WHEREAS, bids were obtained to undertake a thorough cleaning of the ventilation ducts.
 10
 11 NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly
 12 assembled this _____ day of _____, 2011, does hereby award the Sheriff's
 13 Office/Jail Duct Work Cleaning Project to Dirty Ducts Cleaning in the amount of \$107,785.00 and
 14 includes the base bids (#1 and #2) and Alternates #1 and #2 with funds to come from available
 15 Jail/Health Care Center Complex Capital Projects Account resources.

Respectfully Submitted,

General Services Committee:

Phillip Owens, Chair

Henry Brill, Vice Chair

Ronald Combs

Jason Heidenreich

Mary Mawhinney

PURCHASING PROCEDURAL ENDORSEMENT

Mary Mawhinney, Chair

Vote Date

AWARDING SHERIFF'S OFFICE/JAIL DUCT WORK CLEANING PROJECT

Page 2

FISCAL NOTE:

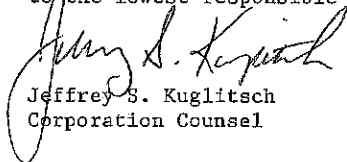
As of August 31, 2011 the unencumbered, unexpended balance in the Jail/HCC Complex Capital Project, A/C 18-1849-0000-67200, was \$646,112.97.



Jeffrey A. Smith
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to Secs. 59.01 and 59.51, Wis. Stats. In addition, Sec. 59.52(29) Wis. Stats., requires the project to be let to the lowest responsible bidder.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

EXECUTIVE SUMMARY

A replacement fire alarm system for the existing Sheriff's Office/Jail/Pinehurst areas was included in the Jail Expansion Project scope of work. The system includes placing sensors in the duct system. The facility's existing ducts have accumulated residue over the years (dust, lint and other residue associated with a correctional-office setting). The newer, more sensitive fire alarm sensors will not function properly in such an environment. The current fire alarm system has sensors in the duct system but the equipment was based upon older technology.

On-going maintenance of the duct system includes replacement of the air handling filters on a quarterly basis and cleaning the grill covers annually. The duct system itself has not been cleaned with the exception of a small portion of the Jail Tower - A.

Approximately eight years ago, a contractor was performing annual maintenance of the grills. The contractor was removing paint that had built up on the grill cover screws, which caused the paint to heat up to the point of smoking. The heat caused residue in the ducts to smoke. Subsequently a portion of the Jail Tower A duct area was cleaned.

The Owners Representative recommended bidding this separate from the TriNorth contract. The General Services Department developed the bid specification with the following breakdown:

Base bid # 1 covers the Jail area exhaust and return fan system.

Base bid #2 covers Pinehurst area exhaust and return fan system.

Alternate #1 covers the Jail supply air system (includes fresh outside air as well as reused mixed air).

Alternate #2 covers Pinehurst supply air system (includes fresh outside air as well as reused mixed air).

The recommendation is to select Base Bids #1 and #2 and Alternates #1 and #2 so that all the ducts are thoroughly cleaned.

(Note – the Juvenile Detention Center duct system was recently cleaned as a result of consultant report on staff concerns.)

Funding is available for this request in the Jail /HCC Complex Capital Projects account.



PROJECT: SHERIFF'S OFFICE/JAIL DUCT WORK CLEANING PROJECT
 PROJECT #: 2011-72
 DUE DATE: SEPTEMBER 20, 2011 – 1:30 P.M. (CDT)
 DEPARTMENT: GENERAL SERVICES

| | DIRTY DUCTS CLEANING MADISON WI | INDOOR AIR TECHNOLOGIES VICTOR NY | LEGACY SERVICES CORPORATION ROTHSCHILD WI |
|----------------|---------------------------------------|---|---|
| ADDENDA RCV'D | YES | YES | YES |
| BID BOND RCV'D | YES | YES | YES |
| BASE BID #1 | \$ 45,500.00 | \$ 42,130.00 | \$ 60,464.00 |
| ALTERNATE #1 | \$ 17,785.00 | \$ 35,320.00 | \$ 51,047.00 |
| BASE BID #2 | \$ 32,500.00 | \$ 16,400.00 | \$ 14,994.00 |
| ALTERNATE #2 | \$ 12,000.00 | \$ 24,550.00 | \$ 16,006.00 |
| PROJECT TOTAL | \$ 107,785.00 | \$ 118,400.00 | \$ 142,511.00 |

Base Bids 1 & 2 consist of Exhaust Side and Return Fan Air Systems.
 Alternates 1 & 2 consist of Air Supply Side of system.
 This project was advertised in the Beloit Daily News and on the Internet.
 Ten additional vendors were solicited that did not respond.

PREPARED BY: Alan Dranfild
 SENIOR BUYER

DEPARTMENT HEAD RECOMMENDATION: _____

 SIGNATURE DATE

GOVERNING COMMITTEE APPROVAL:

 CHAIR VOTE DATE

PURCHASING PROCEDURAL ENDORSEMENT:

 CHAIR VOTE DATE