

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, MARCH 19, 2013 – 8:00 A.M.
CONFERENCE ROOM N-1 – FIFTH FLOOR
ROCK COUNTY COURTHOUSE-EAST**

Agenda

1. Call to Order and Approve Agenda
2. **EXECUTIVE SESSION:** Per Section 19.85(1)(g), Wis. Stats. Conferring with Legal Counsel Regarding Potential Litigation
3. Citizen Participation
4. Approval of Minutes – March 5, 2013
5. Transfers and Appropriations
6. Bills/Encumbrances/Pre-Approved Encumbrance Amendments
7. Resolution
 - A. Authorizing Additional Contingency Funding and Amending the 2013 Budget for Rock Haven Project (Will be provided at the meeting.)
8. Updates
 - A. Jail Project
 - 1) Update Report
 - 2) Change Orders
 - B. Rock Haven
 - 1) Update Report
 - 2) Change Orders
9. Communications, Announcements and Information
 - A. Set Meeting Date for UW-Rock Mass Notification Report
 - B. Joint General Services/Health Services Meeting at the New Rock Haven Facility on April 30, 2013, Time is yet to be Determined
10. Adjournment

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818510000-67200	CAPITAL IMPROV	31,134,096.00	99.6% 29,741,857.71	1,267,764.49	124,473.80		
	P1301176-PO# 02/28/13 -VN#015393			GULF SOUTH MEDICAL SUPPLY		3,328.79	
	P1301191-PO# 02/28/13 -VN#052570			NEWBOLD CORP		2,748.77	
	P1301284-PO# 02/28/13 -VN#047818			ENTERPRISE SYSTEMS GROUP		329.75	
				CLOSING BALANCE	118,066.49		6,407.31
	ROCK HAVEN PROJ		PROG-TOTAL-PO			6,407.31	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$6,407.31 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 **MAR 19 2013** COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

DATE _____ CHAIR

Account Number	Name	Yearly Prct Appropriation	YTD Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818159200-62450	GROUNDS IMPR R&M	10,500.00	31.9%	3,799.21	-441.98	7,142.77		
	P1300214-PO# 02/28/13 -VN#018346			E AND S SNOWPLOWING			3,994.00	
				CLOSING BALANCE		3,148.77		3,994.00
1818159200-62460	BLDG SERV R&M	36,500.00	29.7%	4,789.13	6,075.57	25,635.30		
	P1300226-PO# 03/13/13 -VN#014018			LAND AND WHEELS			126.51	
	P1301314-PO# 02/28/13 -VN#044241			ROCK COUNTY MUFFLER AND BRAKE			1,016.72	
				CLOSING BALANCE		24,492.07		1,143.23
1818159200-62470	BLDG R & M	29,800.00	0.0%	1,947.62	-1,947.51	29,799.89		
	P1300209-PO# 03/13/13 -VN#050099			BUDGET DRAIN AND SEWER CLEANIN			125.00	
	P1300237-PO# 02/28/13 -VN#016376			STATE ELECTRICAL SUPPLY INC			94.20	
	P1301402-PO# 02/28/13 -VN#014534			MENARDS			637.87	
				CLOSING BALANCE		28,942.82		857.07
1818159200-63109	OTHER SUPP/EXP	31,750.00	17.9%	1,744.16	3,947.07	26,058.77		
	P1300216-PO# 03/13/13 -VN#019048			FASTENAL COMPANY			129.27	
	P1300220-PO# 03/13/13 -VN#018251			HARRIS ACE HARDWARE			27.98	
	P1300221-PO# 02/28/13 -VN#030781			HOME DEPOT/GECF			162.88	
	P1300222-PO# 03/13/13 -VN#040769			HD SUPPLY			111.16	
	P1300712-PO# 02/28/13 -VN#015764			ROCK COUNTY HEALTH CARE CENTER			13.00	
				CLOSING BALANCE		25,614.48		444.29
1818159200-63111	PAPER PRODUCTS	12,000.00	0.0%	1,071.81	-1,071.80	11,999.99		
	P1300236-PO# 02/28/13 -VN#048467			STAPLES ADVANTAGE			142.74	
				CLOSING BALANCE		11,857.25		142.74
	HCC BLDG.COMPLEX			PROG-TOTAL-PO			6,581.33	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$6,581.33 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 _____

MAR 19 2013

DATE _____ CHAIR _____

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0000000001-17100	POSTAGE METER CH	0.00 100.0%	28,697.47	159,560.69	-188,258.16		
	P1300778-PO# 03/13/13 -VN#044977			UNITED MAILING SERVICES INC		714.58	
				CLOSING BALANCE	-188,972.74		714.58
	BAL.SHEET A/C		PROG-TOTAL-PO			714.58	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$714.58 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

MAR 19 2013

DATE _____

CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818100000-62400	R & M SERV	119,800.00 68.2%	37,630.42	44,133.95	38,035.63		
	P1300640-PO# 03/13/13 -VN#010938			ARAMARK UNIFORM SERVICES INC		247.43	
				CLOSING BALANCE	37,788.20		247.43
1818100000-62461	ELEVATOR	42,500.00 85.0%	8,527.84	27,601.25	6,370.91		
	P1301293-PO# 03/13/13 -VN#043737			STATE OF WISCONSIN		100.00	
				CLOSING BALANCE	6,270.91		100.00
1818100000-63200	PUBL/SUBCR/DUES	350.00 28.5%	100.00	0.00	250.00		
	P1301295-PO# 03/13/13 -VN#013607			JANESVILLE GAZETTE INC		234.00	
				CLOSING BALANCE	16.00		234.00
1818100000-63500	R&M SUPPLIES	210,000.00 12.0%	20,631.85	4,739.53	184,628.62		
	P1300379-PO# 03/13/13 -VN#014534			MENARDS		11.50	
	P1300637-PO# 03/13/13 -VN#018296			AARONS LOCK AND SAFE INC		175.00	
	P1300641-PO# 03/13/13 -VN#038030			BADGER STATE INDUSTRIES		2,352.00	
	P1300659-PO# 03/13/13 -VN#011970			CONNORS SUPPLY INC		74.76	
	P1300669-PO# 03/13/13 -VN#011824			CITY OF JANESVILLE		231.07	
	P1300674-PO# 03/13/13 -VN#012507			ENERGETICS INC		16.06	
	P1300679-PO# 03/13/13 -VN#036010			GRAINGER PARTS		210.80	
	P1300680-PO# 03/13/13 -VN#018251			HARRIS ACE HARDWARE		201.08	
	P1300684-PO# 03/13/13 -VN#030781			HOME DEPOT/GECF		281.06	
	P1300740-PO# 03/13/13 -VN#029890			JACK AND DICKS FEED AND GARDEN		1,009.40	
	P1300743-PO# 03/13/13 -VN#013741			JOHNSTONE SUPPLY		500.56	
	P1300745-PO# 03/13/13 -VN#014423			MC MASTER-CARR SUPPLY COMPANY		9.65	
	P1300751-PO# 03/13/13 -VN#048467			STAPLES ADVANTAGE		243.36	
	P1300763-PO# 03/13/13 -VN#032520			QUALITY DOOR LLC		438.72	
	P1300765-PO# 03/13/13 -VN#016758			TRANE COMPANY		1,086.02	
	P1300876-PO# 03/13/13 -VN#014870			NEWARK ELECTRONICS		147.33	
	P1300954-PO# 03/13/13 -VN#023232			MAGNATAG		178.93	
	P1301106-PO# 03/13/13 -VN#019713			GENERAL HEATING AND AIR CONDIT		282.74	
	P1301252-PO# 03/13/13 -VN#027050			FULL COMPASS SYSTEMS LTD		72.12	
	P1301294-PO# 03/13/13 -VN#025202			MULLIGANS CELLULAR AND PAGING		1,122.00	
	P1301296-PO# 03/13/13 -VN#014870			NEWARK ELECTRONICS		149.72	
	P1301315-PO# 03/13/13 -VN#013729			JOHNSON TRACTOR INC		3,000.00	
				CLOSING BALANCE	172,834.74		11,793.88

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Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
	GENERAL SERVICES		PROG-TOTAL-PO			12,375.31	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$12,375.31 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

MAR 19-2013

DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818120000-62400	R & M SERV	78,150.00 12.2%	3,326.79	6,261.22	68,561.99		
	P1300640-PO# 03/13/13 -VN#010938			ARAMARK UNIFORM SERVICES INC		20.34	
				CLOSING BALANCE	68,541.65		20.34
1818120000-63500	R&M SUPPLIES	24,000.00 10.7%	437.61	2,140.32	21,422.07		
	P1300665-PO# 03/13/13 -VN#011198			BELOIT FIRE PROTECTION COMPANY		73.50	
	P1300680-PO# 03/13/13 -VN#018251			HARRIS ACE HARDWARE		22.56	
	P1300740-PO# 03/13/13 -VN#029890			JACK AND DICKS FEED AND GARDEN		154.50	
				CLOSING BALANCE	21,171.51		250.56
	JUV.DET.OPER.		PROG-TOTAL-PO			270.90	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$270.90 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

MAR 19 2013

DATE _____

CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818160000-63500	R&M SUPPLIES	21,000.00	15.1%	3,191.07	0.00	17,808.93	
	P1300679-PO# 03/13/13 -VN#036010			GRAINGER PARTS		9.02	
	P1300685-PO# 03/13/13 -VN#013597			JANESVILLE ELECTRIC MOTOR CORP		82.00	
	P1300741-PO# 03/13/13 -VN#013693			JOHNSON CONTROLS INC		395.85	
	P1300773-PO# 03/13/13 -VN#016376			STATE ELECTRICAL SUPPLY INC		92.74	
				CLOSING BALANCE	17,229.32		579.61
	COMM.CTR.OPER.		PROG-TOTAL-PO			579.61	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$579.61 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.
- 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 _____

MAR 1 9 2013

DATE _____ CHAIR _____

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818170000-63500	R&M SUPPLIES	15,500.00	3.4%	62.80	467.66	14,969.54	
	P1300379-PO# 03/13/13 -VN#014534			MENARDS		23.34	
	P1300659-PO# 03/13/13 -VN#011970			CONNORS SUPPLY INC		94.08	
	P1300674-PO# 03/13/13 -VN#012507			ENERGETICS INC		36.04	
	P1300675-PO# 03/13/13 -VN#019048			FASTENAL COMPANY		3.17	
	P1300678-PO# 03/13/13 -VN#026320			FOUR SEASONS SMALL ENGINE REPA		104.00	
	P1300679-PO# 03/13/13 -VN#036010			GRAINGER PARTS		4.51	
	P1300680-PO# 03/13/13 -VN#018251			HARRIS ACE HARDWARE		28.44	
	P1300741-PO# 03/13/13 -VN#013693			JOHNSON CONTROLS INC		3,314.77	
				CLOSING BALANCE		11,361.19	3,608.35
1818170000-67200	CAPITAL IMPROV	61,000.00	51.4%	454.31	30,906.28	29,639.41	
	P1301009-PO# 03/13/13 -VN#014423			MC MASTER-CARR SUPPLY COMPANY		41.81	
	P1301010-PO# 03/13/13 -VN#016376			STATE ELECTRICAL SUPPLY INC		801.33	
	P1301011-PO# 03/13/13 -VN#016104			SHERWIN WILLIAMS		1,919.85	
	P1301057-PO# 03/13/13 -VN#051955			GRAINGER		139.92	
				CLOSING BALANCE		26,736.50	2,902.91
	ADOL.SER/GUIDANC		PROG-TOTAL-PO			6,511.26	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$6,511.26 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

MAR 19 2013

DATE _____

CHAIR

Account Number	Name	Yearly Prct Appropriation	Prct Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818370000-63500	R&M SUPPLIES	100,000.00	2.3%	1,619.72	690.85	97,689.43		
	P1300379-PO# 03/13/13 -VN#014534			MENARDS			68.44	
	P1300659-PO# 03/13/13 -VN#011970			CONNORS SUPPLY INC			138.60	
	P1300676-PO# 03/13/13 -VN#019954			FERGUSON ENTERPRISES INC			598.45	
	P1300677-PO# 03/13/13 -VN#044398			FIRST SUPPLY LLC			15.00	
	P1300679-PO# 03/13/13 -VN#036010			GRAINGER PARTS			247.77	
	P1300684-PO# 03/13/13 -VN#030781			HOME DEPOT/GEFC			5.75	
				CLOSING BALANCE		96,615.42		1,074.01
	JAIL.CAP.IMPROV. PROG-TOTAL-PO						1,074.01	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,074.01 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

MAR 19 2013

DATE _____ CHAIR

PURCHASE ORDER NUMBER P1103172 PEID 051278

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 e-mail to Susan Balog in Accounting (balog@co.rock.wi.us), Cheryl Mikrut in Accounting (mikrut@co.rock.wi.us) **and** Jodi Millis in Purchasing (jodi@co.rock.wi.us). Susan or Cheryl will forward on 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).

DATE MARCH 13, 2013

DEPARTMENT GENERAL SERVICES

COMMITTEE GENERAL SERVICES

VENDOR NAME CG SCHMIDT

ACCOUNT NUMBER 18-1851-0000-67200

FUNDS DESCRIPTION ROCK HAVEN REPLACEMENT PROJECT

AMOUNT OF INCREASE \$ 25,393.00

INCREASE FROM \$ 17,845,780.69 TO \$ 17,871,173.69

ACCOUNT BALANCE AVAILABLE \$ 116,090.49 SB 03/14/13

REASON FOR AMENDMENT CHANGE ORDER #32

APPROVALS

GOVERNING COMMITTEE _____
Chair _____ Date _____

FINANCE COMMITTEE _____
Chair _____ Date _____
(If over \$10,000)

COUNTY BOARD _____
Resolution # _____ Adoption Date _____
(If over \$10,000)