

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, DECEMBER 4, 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 – November 15, 2012 and November 20, 2012
4. A. **EXECUTIVE SESSION:** Per Section 19.85(1)(g) Wis. Stats to Confer with Legal Counsel Regarding Potential Litigation
- B. The Committee will Reconvene in Open Session at 8:30 A.M.
5. Transfers and Appropriations
6. Bills/Encumbrances
7. Pre-Approved Encumbrance Amendments
8. Resolution
 - A. Retaining Engineering Firm to Complete a Courthouse Security System Upgrade Assessment
 - B. Authorizing Additional Contingency Funding and Amending the Rock Haven Project Budget (Resolution will be provided at the meeting)
 - C. Awarding Contract for Construction of Renovated Space in the Job Center for the ADRC
9. Updates
 - A. Jail Project
 - 1) Update Report
 - 2) Change Orders
 - B. Rock Haven
 - 1) Update Report
 - 2) Change Orders
 - C. Parking Lot Project
 - 1) Update Report
 - 2) Change Orders
10. Communications, Announcements and Information
11. Adjournment

Rock County - Production 11/28/12 COMMITTEE APPROVAL REPORT

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	95.2% 23,838,940.84	5,522,753.41	1,478,305.75		
	P1203442-PO#	11/28/12 -VN#019677		PHOENIX TEXTILE CORP		4,992.39	
	P1203443-PO#	11/28/12 -VN#019677		PHOENIX TEXTILE CORP		4,992.39	
				CLOSING BALANCE	1,468,320.97		9,984.78
	ROCK HAVEN PROJ		PROG-TOTAL-PO			9,984.78	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$9,984.78 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

DEC 04, 2012

DATE _____ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818159200-62460	BLDG SERV R&M	56,000.00 70.9%	52,500.35	-12,747.51	16,247.16		
	P1200211-PO# 11/28/12 -VN#038974			BADGERLAND REFRIGERATION INC		306.38	
	P1200234-PO# 11/28/12 -VN#015284			POMP'S TIRE SERVICE INC		61.32	
	P1203342-PO# 11/28/12 -VN#016758			TRANE COMPANY		4,812.73	
	P1203344-PO# 11/28/12 -VN#045846			CLASS 1 AIR		218.07	
				CLOSING BALANCE	10,848.66		5,398.50
1818159200-62461	ELEVATOR	58,000.00 95.5%	55,399.44	0.00	2,600.56		
	P1202636-PO# 11/28/12 -VN#034356			NATIONAL ELEVATOR INSPECTION S		450.00	
	P1203667-PO# 11/28/12 -VN#034042			STATE OF WISCONSIN		300.00	
	P1203583-PO# 11/28/12 -VN#034850			OTIS ELEVATOR COMPANY		1,174.82	
				CLOSING BALANCE	675.74		1,924.82
1818159200-62463	FIRE ALARM	19,000.00 73.3%	17,078.32	-3,150.55	5,072.24		
	P1200212-PO# 11/28/12 -VN#018588			BANDT COMMUNICATIONS INC		64.00	
	P1203501-PO# 11/28/12 -VN#049580			AUDIO ENGINEERING INC		215.00	
				CLOSING BALANCE	4,793.24		279.00
1818159200-62470	BLDG R & M	44,215.00 51.5%	24,961.50	-2,183.00	21,436.50		
	P1200225-PO# 11/28/12 -VN#040769			HD SUPPLY		50.99	
	P1203555-PO# 11/28/12 -VN#010328			LAUERSDORF,LYNN R		2,183.00	
				CLOSING BALANCE	19,202.51		2,233.99
1818159200-63109	OTHER SUPP/EXP	46,000.00 25.0%	26,249.88	-14,708.51	34,458.63		
	P1200209-PO# 11/28/12 -VN#046075			AIRGAS NORTH CENTRAL		104.74	
	P1200225-PO# 11/28/12 -VN#040769			HD SUPPLY		108.11	
	P1203441-PO# 11/28/12 -VN#019677			PHOENIX TEXTILE CORP		4,992.39	
				CLOSING BALANCE	29,253.39		5,205.24
1818159200-63111	PAPER PRODUCTS	3,500.00 0.0%	1,305.90	-1,305.89	3,499.99		
	P1203001-PO# 11/28/12 -VN#048467			STAPLES ADVANTAGE		163.84	
				CLOSING BALANCE	3,336.15		163.84
	HCC BLDG.COMPLEX		PROG-TOTAL-PO			15,205.39	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$15,205.39 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

DEC 04 2012 DATE _____ CHAIR

Rock County - Production

11/27/12

COMMITTEE APPROVAL REPORT

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818100000-62400	R & M SERV	133,000.00 90.7%	118,767.91	1,981.75	12,260.34		
	P1200293-PO# 12/01/12 -VN#010988		ARAMARK UNIFORM SERVICES INC			206.87	
			CLOSING BALANCE		12,043.47		206.87
1818100000-62461	ELEVATOR	41,000.00 101.3%	42,805.47	-1,250.00	-565.47		
	P1202693-PO# 12/01/12 -VN#034850		OTIS ELEVATOR COMPANY			347.50	
	P1203480-PO# 12/01/12 -VN#034356		NATIONAL ELEVATOR INSPECTION S			750.00	
	P1203496-PO# 12/01/12 -VN#043737		STATE OF WISCONSIN			500.00	
*** OVERDRAFT ***			CLOSING BALANCE		-2,152.97		1,597.50
1818100000-63500	R&M SUPPLIES	210,000.00 80.2%	168,594.79	-109.95	41,515.16		
	P1200290-PO# 12/01/12 -VN#018296		AARONS LOCK AND SAFE INC			789.84	
	P1200300-PO# 12/01/12 -VN#011824		CITY OF JANESVILLE			437.38	
	P1200305-PO# 12/01/12 -VN#012202		DE VERE COMPANY INC			156.28	
	P1200308-PO# 12/01/12 -VN#019048		FASTENAL COMPANY			29.10	
	P1200310-PO# 12/01/12 -VN#044398		FIRST SUPPLY LLC			520.00	
	P1200316-PO# 12/01/12 -VN#030781		HOME DEPOT/GEFC			120.20	
	P1200318-PO# 12/01/12 -VN#029890		JACK AND DICKS FEED AND GARDEN			1,009.40	
	P1200322-PO# 12/01/12 -VN#013729		JOHNSON TRACTOR INC			1,418.00	
	P1200341-PO# 12/01/12 -VN#025791		SGTS INC			1,108.82	
	P1200342-PO# 12/01/12 -VN#016104		SHERWIN WILLIAMS			95.76	
	P1200344-PO# 12/01/12 -VN#016376		STATE ELECTRICAL SUPPLY INC			97.60	
	P1201712-PO# 12/01/12 -VN#010328		LAUERSDORF,LYNN R			466.00	
	P1203417-PO# 12/01/12 -VN#019785		AMERICAN TIME AND SIGNAL COMPA			697.49	
			CLOSING BALANCE		34,569.29		6,945.87
	GENERAL SERVICES		PROG-TOTAL-PO			8,750.24	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$8,750.24 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 _____

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Rock County - Production

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COMMITTEE APPROVAL REPORT

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Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818120000-63500	R&M SUPPLIES	28,000.00	84.0%	23,524.18	0.00	4,475.82	
	P1200308-PO# 12/01/12 -VN#019048			FASTENAL COMPANY		26.66	
	P1200313-PO# 12/01/12 -VN#036010			GRAINGER PARTS		56.48	
	P1200330-PO# 12/01/12 -VN#033302			MID STATE EQUIPMENT JANESVILLE		12.37	
				CLOSING BALANCE		4,380.31	95.51
	JUV.DET.OPER.			PROG-TOTAL-PO			95.51

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$95.51 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

DEC 04 2012

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Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818160000-62400	R & M SERV	24,000.00 96.2%	23,069.63	-203.55	1,133.92		
		P1200293-PO# 12/01/12 -VN#010938		ARAMARK UNIFORM SERVICES INC		6.78	
				CLOSING BALANCE	1,127.14		6.78
		COMM.CTR.OPER.	PROG-TOTAL-PO			6.78	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$6.78 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

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Rock County - Production 11/27/12 COMMITTEE APPROVAL REPORT

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818170000-62400	R & M SERV	36,700.00 98.8%	36,673.48	-405.47	431.99		
	P1200293-PO# 12/01/12 -VN#010938			ARAMARK UNIFORM SERVICES INC		12.21	
				CLOSING BALANCE	419.78		12.21
1818170000-63500	R&M SUPPLIES	17,000.00 16.5%	13,443.33	-10,628.91	14,185.68		
	P1200307-PO# 12/01/12 -VN#012507			ENERGETICS INC		62.94	
	P1200313-PO# 12/01/12 -VN#036010			GRAINGER PARTS		269.80	
				CLOSING BALANCE	13,852.84		332.74
	ADOL.SER/GUIDANC		PROG-TOTAL-PO			344.95	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$344.95 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

DEC 04 2012 DATE _____ CHAIR

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 19.6%	80,605.14	-60,990.10	80,384.96		
	P1200321-PO# 12/01/12 -VN#013693			JOHNSON CONTROLS INC		1,850.00	
	P1200328-PO# 12/01/12 -VN#014423			MC MASTER-CARR SUPPLY COMPANY		20.47	
			CLOSING BALANCE		78,514.49		1,870.47
1818370000-67200	CAPITAL IMPROV	200,491.00 33.2%	39,691.50	27,000.00	133,799.50		
	P1201712-PO# 12/01/12 -VN#010328			LAUERSDORF, LYNN R		3,034.00	
	P1202705-PO# 12/01/12 -VN#052158			JRT TOP NOTCH ROOFS LLC		6,150.00	
			CLOSING BALANCE		124,615.50		9,184.00
	JAIL .CAP. IMPROV. PROG-TOTAL-PO					11,054.47	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$11,054.47 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

DEC 04 2012

DATE _____

CHAIR

Rock County - Production 11/27/12 COMMITTEE APPROVAL REPORT

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818420000-67200	CAPITAL IMPROV	1,030,994.00	52.0%	501,250.01	35,445.00	494,298.99	
	P1201712-PO# 12/01/12 -VN#010328			LAUERSDORF,LYNN R		1,235.50	
				CLOSING BALANCE		493,063.49	1,235.50
	CTHS FACILITY			PROG-TOTAL-PO		1,235.50	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,235.50 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

DEC 04 2012

DATE _____ CHAIR

Account Number	Name	Yearly Prort Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Iny/Enc Amount	Total
1818510000-67200 ENC	CAPITAL IMPROV R1203810-PC# 11/19/12 -VN#GENSERV-	30,840,000.00	95.1% 23,795,747.79	5,538,555.24	1,505,696.97	37,376.00	
					CLOSING BALANCE	1,468,320.97	37,376.00
	ROCK HAVEN PROJ		PROG-TOTAL-PO			37,376.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$37,376.00 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.
- 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

DEC 04 2012

DATE _____ CHAIR

2013...

Rock County - Production

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COMMITTEE APPROVAL REPORT

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Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818159200-62160 ENC	CLEANING CONTRAC R1300007-PO# 01/01/13 -VN#046225	88,704.00 0.0%	0.00	0.00	88,704.00	88,704.00	
							PETERSON CLEANING INC
							CLOSING BALANCE
					0.00		88,704.00
1818159200-62203 ENC	NATURAL GAS R1300005-PO# 01/01/13 -VN#017641	212,920.00 0.0%	0.00	0.00	212,920.00	112,276.08	
							ALLIANT ENERGY/WP&L
							CLOSING BALANCE
					100,643.92		112,276.08
1818159200-63109 ENC	OTHER SUPP/EXP R1300006-PO# 01/01/13 -VN#051628	31,750.00 0.0%	0.00	0.00	31,750.00	5,000.00	
							WRIGHT EXPRESS FSC
							CLOSING BALANCE
					26,750.00		5,000.00
							HCC BLDG.COMPLEX
							PROG-TOTAL-PO
						205,980.08	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$205,980.08 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 _____
 DATE _____ CHAIR _____

DEC 04 2012

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	0.0%	0.00	0.00	119,800.00	
ENC	R1300066-PO# 01/01/13 -VN#052337			KONICA MINOLTA		11,276.64	
ENC	R1300075-PO# 01/01/13 -VN#052337			KONICA MINOLTA		8,892.00	
ENC	R1300101-PO# 01/01/13 -VN#026293			PITNEY BOWES INC		8,317.80	
CLOSING BALANCE					91,313.56		28,486.44
1818100000-63104	PRNT & DUPLICATI	32,000.00	0.0%	0.00	0.00	32,000.00	
ENC	R1300079-PO# 01/01/13 -VN#051909			PRESSTEK INC		3,555.00	
ENC	R1300080-PO# 01/01/13 -VN#051909			PRESSTEK INC		7,750.00	
CLOSING BALANCE					20,695.00		11,305.00
1818100000-63500	R&M SUPPLIES	210,000.00	2.7%	0.00	5,740.80	204,259.20	
ENC	R1300100-PO# 01/01/13 -VN#051628			WRIGHT EXPRESS FSC		3,000.00	
CLOSING BALANCE					201,259.20		3,000.00
GENERAL SERVICES PROG-TOTAL-PO						42,791.44	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$42,791.44 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

DEC 04 2012

DATE _____

CHAIR

2013...

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
000000001-16010	PURCHASING INVEN	0.00 100.0%	0.00	7,500.00	-7,500.00		
ENC	R1300039-PO# 01/01/13 -VN#048866			CARTRIDGE CONNECTION,THE		700.00	
ENC	R1300040-PO# 01/01/13 -VN#048587			REPORTERS PAPER AND MANUFACTUR		1,500.00	
ENC	R1300041-PO# 01/01/13 -VN#042167			OFFICE MAX CONTRACT INC		500.00	
ENC	R1300042-PO# 01/01/13 -VN#048753			NAVIANT INC		500.00	
ENC	R1300043-PO# 01/01/13 -VN#028070			OFFICE DEPOT		2,500.00	
ENC	R1300044-PO# 01/01/13 -VN#030630			J AND G OFFICE PRODUCTS		1,500.00	
ENC	R1300046-PO# 01/01/13 -VN#021556			MIDLAND PAPER		20,000.00	
ENC	R1300047-PO# 01/01/13 -VN#039632			OFFICE PRO		75,000.00	
ENC	R1300048-PO# 01/01/13 -VN#040481			RHYME BUSINESS PRODUCTS		10,000.00	
ENC	R1300049-PO# 01/01/13 -VN#048467			STAPLES ADVANTAGE		130,000.00	
				CLOSING BALANCE		-249,700.00	242,200.00
	BAL.SHEET A/C		PROG-TOTAL-PO			242,200.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$242,200.00 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

DEC 04 2012 DATE _____ CHAIR

Rock County - Production 11/27/12 COMMITTEE APPROVAL REPORT

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
000000001-16010	PURCHASING INVEN	0.00	100.0%	0.00	242,200.00	-242,200.00	
ENC	R1300076-PO# 01/01/13 -VN#051998			CHEESEHEAD TONER		7,500.00	
				CLOSING BALANCE	-249,700.00		7,500.00
	BAL.SHEET A/C			PROG-TOTAL-PO		7,500.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$7,500.00 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

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Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
181810000-68000 ENC	COST ALLOCATIONS R1300045-PO# 01/01/13 -VN#012879	-164,000.00 0.0%	0.00	0.00	-164,000.00	1,000.00	
					CLOSING BALANCE	-165,000.00	1,000.00
	GENERAL SERVICES		PROG-TOTAL-PO			1,000.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,000.00 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.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

GENERAL SERVICES COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____

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Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818490000-67200	CAPITAL IMPROV	290,000.00	0.0%	0.00	0.00	290,000.00	
ENC	R1300037-PC# 01/01/13 -VN#047865					MOBILE MINI INC	2,640.00
ENC	R1300038-PC# 01/01/13 -VN#048787					LYNN T MACDONALD INC	3,600.00
					CLOSING BALANCE	283,760.00	6,240.00
	JAIL/HCC COMPLEX		PROG-TOTAL-PO			6,240.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$6,240.00 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

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Account Number	Name	Yearly Prcent Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
000000001-17100 ENC	POSTAGE METER CH RI300157-PO# 01/01/13 -VN#024549	0.00 100.0%	0.00	0.00	0.00	180,000.00	
							UNITED STATES POSTAL SERVICE
							CLOSING BALANCE
							-180,000.00
	BAL.SHEET A/C		PROG-TOTAL-PO				180,000.00

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$180,000.00 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

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Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818100000-62112 ENC	SECURITY R1300158-PO# 01/01/13 -VN#017151	69,000.00 0.0%	0.00	0.00	69,000.00	67,000.00	
					2,000.00		67,000.00
1818100000-62160 ENC	CLEANING CONTRAC R1300153-PO# 01/01/13 -VN#046225	183,000.00 0.0%	0.00	0.00	183,000.00	139,837.75	
					43,162.25		139,837.75
1818100000-62400 ENC ENC ENC ENC	R & M SERV R1300150-PO# 01/01/13 -VN#013693 R1300152-PO# 01/01/13 -VN#036664 R1300155-PO# 01/01/13 -VN#025791 R1300156-PO# 01/01/13 -VN#049198	119,800.00 23.7%	0.00	28,486.44	91,313.56	912.00 960.00 15,687.00 8,550.00	
					65,204.56		26,109.00
1818100000-64911 ENC ENC	CLEARING ACCT R1300153-PO# 01/01/13 -VN#046225 R1300159-PO# 01/01/13 -VN#051511	0.00 100.0%	0.00	0.00	0.00	10,679.00 134,119.74	
					-144,798.74		144,798.74
	GENERAL SERVICES		PROG-TOTAL-PO			377,745.49	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$377,745.49 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

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Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818110000-62160	CLEANING CONTRAC	17,600.00	0.0%	0.00	0.00	17,600.00	
ENC	R1300153-PO# 01/01/13 -VN#046225			PETERSON CLEANING INC		17,578.60	
	CLOSING BALANCE				21.40		17,578.60
1818110000-62400	R & M-SERV	50,737.00	0.0%	0.00	0.00	50,737.00	
ENC	R1300152-PO# 01/01/13 -VN#036664			SAFEWAY PEST CONTROL		300.00	
	CLOSING BALANCE				50,437.00		300.00
	GLEN OAKS OPER.			PROG-TOTAL-PO		17,878.60	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$17,878.60
 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.
 GENERAL SERVICES COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

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Account Number	Name	Yearly Prct Appropriation	Prct Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818120000-62160	CLEANING CONTRAC	12,086.00	0.0%	0.00	0.00	12,086.00		
ENC	R1300153-PO# 01/01/13 -VN#046225				PETERSON CLEANING INC		12,085.29	
	CLOSING BALANCE					0.71		12,085.29
1818120000-62400	R & M-SERV	78,150.00	0.0%	0.00	0.00	78,150.00		
ENC	R1300152-PO# 01/01/13 -VN#036664				SAFEWAY PEST CONTROL		360.00	
ENC	R1300156-PO# 01/01/13 -VN#049198				SIEMENS INDUSTRY INC		2,802.00	
	CLOSING BALANCE					74,988.00		3,162.00
	JUV.DET.OPER.				PROG-TOTAL-PO			15,247.29

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$15,247.29 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

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CHAIR

Account Number	Name	Yearly Prent Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818160000-62160	CLEANING CONTRAC	17,891.00	0.0%	0.00	0.00	17,891.00	
ENC	R1300153-PO# 01/01/13 -VN#046225			PETERSON CLEANING INC		17,890.72	
				CLOSING BALANCE	0.28		17,890.72
1818160000-62400	R & M SERV	25,000.00	0.0%	0.00	0.00	25,000.00	
ENC	R1300152-PO# 01/01/13 -VN#036664			SAFEWAY PEST CONTROL		312.00	
ENC	R1300155-PO# 01/01/13 -VN#025791			SGTS INC		2,523.00	
				CLOSING BALANCE	22,165.00		2,835.00
	COMM.CTR.OPER.			PROG-TOTAL-PO		20,725.72	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$20,725.72 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 _____

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Account Number	Name	Yearly Prct Appropriation	Prct Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818100000-63500	R&M SUPPLIES	210,000.00	2.1%	0.00	4,438.00	205,562.00		
ENC	R1300105-PO# 01/01/13 -VN#042015						5,740.80	
ENC	R1300114-PO# 01/01/13 -VN#051434						4,000.00	
CLOSING BALANCE						195,821.20		9,740.80
GENERAL SERVICES PROG-TOTAL-PO							9,740.80	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$9,740.80 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

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Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818110000-63500	R&M SUPPLIES	20,000.00 1.4%	0.00	282.00	19,718.00		
ENC	R1300105-PO# 01/01/13 -VN#042015			SHERMAN SANITATION SERVICES LL		1,185.60	
ENC.	R1300114-PO# 01/01/13 -VN#051434			GE CAPITAL RETAIL BANK		100.00	
				CLOSING BALANCE	18,432.40		1,285.60
				GLEN OAKS OPER. PROG-TOTAL-PO		1,285.60	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,285.60 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.

GENERAL SERVICES COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD
DATE _____ CHAIR

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Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818120000-63500	R&M SUPPLIES	24,000.00	1.0%	0.00	252.00	23,748.00	
ENC	R1300105-PO# 01/01/13 -VN#042015			SHERMAN SANITATION SERVICES LL		1,285.44	
ENC	R1300114-PO# 01/01/13 -VN#051434			GE CAPITAL RETAIL BANK		200.00	
				CLOSING BALANCE	22,262.56		1,485.44
	JUV.DET.OPER.			PRG-TOTAL-PO		1,485.44	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,485.44 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

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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	1.1%	0.00	250.00	20,750.00	
ENC	R1300105-PO# 01/01/13 -VN#042015					SHERMAN SANITATION SERVICES LL	811.20
ENC	R1300114-PO# 01/01/13 -VN#051434					GE CAPITAL RETAIL BANK	200.00
					CLOSING BALANCE	19,738.80	1,011.20
	COMM. CTR. OPER.		PROG-TOTAL-PO			1,011.20	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,011.20 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

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Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818170000-63500 ENC	R&M SUPPLIES	15,500.00	1.8%	0.00	280.00	15,220.00	
	R1300114-PO# 01/01/13 -VN#051434			GE CAPITAL RETAIL BANK		250.00	
				CLOSING BALANCE	14,970.00		250.00
	ADOL.SER/GUIDANC		PROG-TOTAL-PO			250.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$250.00 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

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Account Number	Name	Yearly Prct Appropriation Spent	Prct 6.0%	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818100000-63500 ENC	R&M SUPPLIES	210,000.00		0.00	12,740.80	197,259.20	1,438.00	
	R1300160-PO# 01/01/13 -VN#028846			TRUGREEN				
				CLOSING BALANCE		195,821.20		1,438.00
	GENERAL SERVICES			PROG-TOTAL-PO			1,438.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,438.00 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.
 C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.
 GENERAL SERVICES COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

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Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818110000-63500 ENC	R&M SUPPLIES	20,000.00	6.4%	0.00	1,285.60	18,714.40	
	R1300160-PC# 01/01/13 -VN#028846			TRUGREEN		282.00	
				CLOSING BALANCE	18,432.40		282.00
				GLEN OAKS OPER: - PROG-TOTAL-PO		282.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$282.00 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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Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818120000-63500 ENC	R&M SUPPLIES	24,000.00	6.1%	0.00	1,485.44	22,514.56	
	R1300160-PO# 01/01/13 -VN#028846			TRUGREEN		252.00	
				CLOSING BALANCE	22,262.56		252.00
	JUV.DET.OPER.			PROG-TOTAL-PO		252.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$252.00 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 _____

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Account Number	Name	Yearly Prct Appropriation	Prct Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818160000-63500 ENC	R&M SUPPLIES	21,000.00	4.8%	0.00	1,011.20	19,988.80	250.00	
	R1300160-PO# 01/01/13 -VN#028846			TRUGREEN				
				CLOSING BALANCE		19,738.80		250.00
	COMM,CTR.OPER.			PROG-TOTAL-PO			250.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$250.00 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

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Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818170000-63500	R&M SUPPLIES	15,500.00	1.6%	0.00	250.00	15,250.00	
ENC	R1300160-PC# 01/01/13 -VN#028846			TRUGREEN		280.00	
	CLOSING BALANCE				14,970.00		280.00
	ADOL.SER/GUIDANC		PROG-TOTAL-PO			280.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$280.00 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 _____

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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 11-27-12

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 \$ 96,416.44

INCREASE FROM \$ 17,470,305.96 TO \$ 17,566,722.40

ACCOUNT BALANCE AVAILABLE \$ 235,571.34 SB 11/28/12

REASON FOR AMENDMENT CHANGE ORDER #27

APPROVALS

GOVERNING COMMITTEE _____
Chair _____ Date _____

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

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

PURCHASE ORDER NUMBER P1103532 PEID 043786

PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

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DATE 11-28-12

DEPARTMENT GENERAL SERVICES

COMMITTEE GENERAL SERVICES

VENDOR NAME PSI

ACCOUNT NUMBER 18-1851-0000-67200

FUNDS DESCRIPTION ROCK HAVEN REPLACEMENT PROJECT

AMOUNT OF INCREASE \$ 5,000.00

INCREASE FROM \$ 61,936.00 TO \$ 66,936.00

ACCOUNT BALANCE AVAILABLE \$ 139,154.90 SB 11/28/12

REASON FOR AMENDMENT ADDITIONAL SOIL TESTING

APPROVALS

GOVERNING COMMITTEE _____
Chair _____ Date _____

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

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

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

The General Services Committee
INITIATED BY



Robert Leu
DRAFTED BY

The General Services Committee
SUBMITTED BY

November 21, 2012
DATE DRAFTED

**Retaining Engineering Firm to Complete a
Courthouse Security System Upgrade Assessment**

- 1 **WHEREAS**, the Courthouse addition was completed 14 years ago; and,
- 2
- 3 **WHEREAS**, security cameras, recording, door controls and duress alarms were installed into the
- 4 building, and were considered state of the art for that time; and,
- 5
- 6 **WHEREAS**, the security systems in place are becoming difficult to repair, and should be replaced with
- 7 new technology; and,
- 8
- 9 **WHEREAS**, the first step towards upgrading the security systems is the completion of an engineering
- 10 assessment with option development.
- 11
- 12 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 13 this _____ day of _____, 2012, that Arnold & O'Sheridan of Madison be retained to
- 14 complete a Security System Upgrade Assessment for the Courthouse in the amount of \$15,000.00.

Respectfully submitted,

General Services Committee:

Phillip Owens, Chair

Henry Brill, Vice Chair

Ivan Collins

Jason Heidenreich

Edwin Nash

FISCAL NOTE:

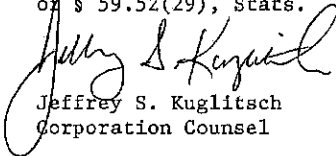
The 2013 budget includes \$550,000 in account 18-1855-0000-67200 for Courthouse security system assessment and improvements.



Sherry Oja
Finance Director

LEGAL NOTE:

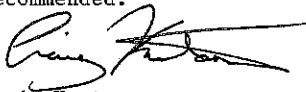
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. Professional services are not subject to bidding requirements of § 59.52(29), Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

RESOLUTION NO. _____

AGENDA NO. _____

RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS

Charmian Kljve
INITIATED BY

Human Services Board,
General Services Committee,
Finance Committee
SUBMITTED BY



Phil Boutwell
& Jennifer Thompson
DRAFTED BY

December 5, 2012
DATE DRAFTED

Awarding Contract for Construction of Renovated Space in the Job Center for the ADRC

- 1 **WHEREAS**, the State of Wisconsin has asked that all counties have an Aging and Disabilities Resource
2 Center (ADRC) and is willing to reimburse counties for the actual cost of construction of their ADRC;
3 and,
4
5 **WHEREAS**, in September 2012, the Rock County Board of Supervisors authorized an Application to the
6 State to operate an ADRC; and,
7
8 **WHEREAS**, the design team for renovating space in the Job Center for the ADRC, composed of the
9 architectural firm of Angus Young and Associates, the owner's representatives from the Samuel's Group,
10 and staff from the Rock County Human Services Department completed construction documents for the
11 projects; and,
12
13 **WHEREAS**, bids were solicited for the project; and,
14
15 **WHEREAS**, seven general contractors submitted bids for the project that were reviewed by the
16 Purchasing Division and Human Services; and,
17
18 **WHEREAS**, Scherrer of Burlington, Wisconsin, was determined to be the lowest qualified bidder; and,
19
20 **WHEREAS**, contingency funds are included in the project budget to cover unforeseen conditions and
21 necessary changes that may arise throughout the course of the project; and,
22
23 **NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors, duly
24 assembled this _____ day of _____, 2012 does hereby award a contract for renovation of space
25 in the Job Center for the ADRC to the lowest qualified bidder, Scherrer of Burlington, Wisconsin, in the
26 amount of \$181,688; and,
27
28 **BE IT FURTHER RESOLVED**, that progress payments be made to the vendor upon approval of the
29 Human Services Board; and,
30
31 **BE IT FINALLY RESOLVED**, that the General Services Committee be delegated authority to approve
32 all change orders for the renovation of space in the Job Center.

Awarding Contract for Construction of Renovated Space in the Job Center for the ADRC
Page 2

Respectfully submitted,

General Services Committee

Phillip Owens, Chair

Henry Brill, Vice Chair

Ivan Collins

Jason Heidenreich

Edwin Nash

Purchasing Procedural Endorsement

Reviewed and approved on a vote of

Mary Mawhinney, Chair

Human Services Board

Brian Knutson, Chair

Sally Jean Weaver-Landers, Vice-Chair

Terry Fell

William Grahn

Ashley Kleven

Phillip Owens

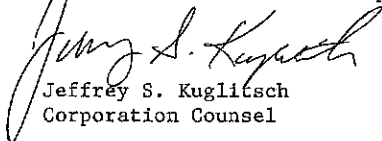
Terry Thomas

Shirley Williams

Marvin Wopat

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

This resolution awards a construction contract to the lowest qualified bidder to renovate space within the Rock County Job Center. Bids were due November 29th and seven (7) contractors submitted bids. Scherrer from Burlington, Wisconsin submitted the low bid. The total amount of the bid award is \$181,688. That figure includes the base bid of \$178,600 and the alternate of \$3,088. The alternate replaces the florescent light fixtures called for in the base bid with L.E.D. light fixtures. The L.E.D. fixtures provide better light, lower energy costs, and longer life (less maintenance).

The finished ADRC will encompass approximately 3,600 square feet of renovated space. Included in the renovation are offices or cubicles for 15 staff, 2 vacant cubicles for future expansion, a storage room, a reception area, 2 rooms to meet with customers, a unisex bathroom, and a canopy over the front entrance. Funding to pay for the construction is included in the 2013 County Budget.

The project will start early in January 2013 and should be completed by early March. It is an aggressive project schedule. County staff will work closely with the Architect, the Contractor and the Committees of the County Board to stay on track.

ROCK COUNTY, WISCONSIN
FINANCE DIRECTOR

PURCHASING DIVISION

BID SUMMARY FORM

BID NUMBER 2012-72
 BID NAME AGING & DISABILITY RESOURCE CENTER
 BID DUE DATE NOVEMBER 29, 2012 - 1:30 P.M.
 DEPARTMENT HUMAN SERVICES -- JOB CENTER

	SCHERRER BURLINGTON WI	DRAEVING BELOIT WI	BAUER & RAETHER MADISON WI	CREATIVE CONSTRUCTORS MENOMONEE FALLS WI	CORPORATE CONTRACTORS BELOIT WI	GILBANK BELOIT WI	MAGILL ELKHORN WI
BASE BID	178,600.00	182,900.00	188,000.00	193,500.00	196,500.00	207,400.00	207,900.00
ALTERNATE E-1	3,088.00	2,900.00	3,200.00	3,200.00	2,900.00	3,100.00	3,231.00
TOTAL BID	\$ 181,688.00	\$ 185,800.00	\$ 191,200.00	\$ 196,700.00	\$ 199,400.00	\$ 210,500.00	\$ 211,131.00
BID BOND	YES	YES	YES	YES	YES	YES	YES
ADDENDA	YES	YES	YES	YES	YES	YES	YES
START DATE	1/2/13	1/2/13	1/2/13	1/2/13	1/2/13	1/1/13	1/2/13
COMPLETION DATE	3/7/13	3/1/13	3/1/13	3/1/13	3/1/13	3/1/13	3/1/13

Invitation to Bid was advertised in the Janesville Gazette and on the Internet. Alternate E-1: Provide LED light fixtures in lieu of Type A fluorescent light fixtures.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: _____

SIGNATURE _____ DATE _____

GOVERNING COMMITTEE APPROVAL: _____ DATE _____

CHAIR _____ VOTE _____ DATE _____

PURCHASING PROCEDURAL ENDORSEMENT: _____ VOTE _____ DATE _____

CHAIR _____ VOTE _____ DATE _____

Executive Summary

Completing a Courthouse Security System Upgrade Assessment

As stated in the resolution, the security systems in the Courthouse are becoming obsolete due to their age and advances in technology. Before upgrading and expanding the systems in place, an engineering assessment is needed. The goals include replacing outdated equipment, increasing life safety, and increasing security.

Video surveillance, security door control, mass notification, and digital intercom, are among the systems that will be studied. The engineering firm will provide upgrade options and cost estimates. The County can then decide what options will be implemented, as one project, or in phases. At that point, the engineering firm will be re-hired to write the technical specifications needed for bidding and implementation. The timeframe leading up to implementation will depend upon a number of factors that include: assessing the needs of the user groups, and the time needed to decide what options will be implemented. Funding is in place for system implementation to begin in 2013.