

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 2, 2014 – 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 18, 2014
4. Transfers and Appropriations
5. Bills/Encumbrances/Pre-Approved Encumbrance Amendments
6. Resolution
 - A. Authorizing Purchase of Floor Coverings for the Courthouse
7. Updates
 - A. Rock Haven
 - 1) Update Report
 - B. Courthouse Windows Project
 - 1) Update
 - C. Courthouse Planters
 - 1) Update
8. Communications, Announcements and Information
9. Adjournment

Please contact Marilyn at (608)757-5510 if you are going to be late or if you will not be able to attend the meeting.

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
00-0000-0001-16010	PURCHASING INVEN	P1403291	10/17/2014	OFFICE PRO	7,824.94
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	0.00	20,269.90	255,935.98	7,824.94	(284,030.82)
GENERAL FUND PROG TOTAL				7,824.94	

I have examined the preceding bills and encumbrances in the total amount of **\$7,824.94**
 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 Finance Committee and County Board.
 B. Bills under \$10,000 to be paid.
 C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **DEC 02 2014**

Dept Head _____

Committee Chair _____

2014

Rock County

COMMITTEE APPROVAL REPORT

11/24/2014

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
00-0000-0001-17100	POSTAGE METER CH	P1400541	11/06/2014	UNITED MAILING SERVICES INC	558.63
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	0.00	37,221.74	40,000.00	558.63	(77,780.37)
GENERAL FUND PROG TOTAL				558.63	

I have examined the preceding bills and encumbrances in the total amount of **\$558.63**

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Date: **DEC 02 2014**

Dept Head _____

Committee Chair _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt		
18-1810-0000-62400	R & M SERV	P1400397	11/11/2014	ARAMARK UNIFORM SERVICES INC	180.18		
		P1403665	11/17/2014	DEPARTMENT OF HEALTH SERVICES	150.00		
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance		
	143,619.00	103,640.41	12,317.55	330.18	27,330.86		
18-1810-0000-63104	PRNT & DUPLICATI	P1403226	11/14/2014	JAX CUSTOM PRINTING INC	362.99		
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance		
	29,000.00	10,403.02	4,003.25	362.99	14,230.74		
18-1810-0000-63500	R&M SUPPLIES	P1400398	11/10/2014	BADGER STATE INDUSTRIES	3,008.11		
		P1400401	11/12/2014	BELOIT FIRE PROTECTION COMPANY	43.50		
		P1400402	11/06/2014	BJ ELECTRIC SUPPLY INC	1,135.26		
		P1400408	11/12/2014	DE VERE COMPANY INC	109.44		
		P1400412	11/14/2014	ENERGETICS INC	63.40		
		P1400415	11/06/2014	FIRST SUPPLY LLC	453.23		
		P1400428	11/11/2014	JF AHERN COMPANY	3,310.00		
		P1400468	11/11/2014	JOHNSON TRACTOR INC	26.28		
		P1400469	11/12/2014	JOHNSTONE SUPPLY	58.44		
		P1400478	11/13/2014	MENARDS	4.34		
		P1400531	11/14/2014	PORTERS LAWN AND POWER EQUIPM	290.06		
		P1400538	10/31/2014	STAPLES ADVANTAGE	432.97		
		P1400543	11/03/2014	WERNER ELECTRIC SUPPLY COMPAN	28.82		
		P1401855	11/06/2014	GRAYBAR INC	336.36		
		P1403573	11/07/2014	NORTH WOODS SUPERIOR CHEMICAL	57.71		
		P1403574	11/06/2014	MAN D TEC	144.76		
		P1403589	11/05/2014	AMERICAN TIME AND SIGNAL COMPA	715.36		
			Budget	YTD Exp	YTD Enc	Pending	Closing Balance
			230,000.00	255,648.49	12,514.26	10,218.04	(48,380.79)
		GENERAL SERVICES PROG TOTAL				10,911.21	
18-1811-0000-63500	R&M SUPPLIES	P1400398	11/10/2014	BADGER STATE INDUSTRIES	334.67		
		P1400476	11/05/2014	JANESVILLE WINSUPPLY COMPANY	320.25		
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance		
	20,000.00	28,356.13	833.04	654.92	(9,844.09)		
GLEN OAKS FACILITY OPERATION PROG TOTAL				654.92			
18-1812-0000-63500	R&M SUPPLIES	P1400394	11/14/2014	AARONS LOCK AND SAFE INC	13.40		
		P1400417	11/12/2014	GRAINGER PARTS	33.24		
		P1400428	11/11/2014	JF AHERN COMPANY	1,710.00		
		P1402152	11/12/2014	ARCHAMBAULT ASPHALT SEALING AN	1,140.00		

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
		P1403573	11/07/2014	NORTH WOODS SUPERIOR CHEMICAL	28.86
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	22,000.00	12,444.11	63.40	2,925.50	6,566.99
YOUTH SERVICES CENTER PROG TOTAL				2,925.50	
18-1816-0000-62400	R & M SERV				
		P1400397	11/11/2014	ARAMARK UNIFORM SERVICES INC	33.18
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	26,000.00	23,321.99	114.00	33.18	2,530.83
18-1816-0000-63500	R&M SUPPLIES				
		P1400415	11/04/2014	FIRST SUPPLY LLC	28.26
		P1400476	11/06/2014	JANESVILLE WINSUPPLY COMPANY	152.80
		P1402155	11/12/2014	ARCHAMBAULT ASPHALT SEALING AN	540.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	20,000.00	11,569.88	17.68	721.06	7,691.38
COMMUNICATIONS CTR.OPERATION PROG TOTAL				754.24	
18-1817-0000-62400	R & M SERV				
		P1400397	11/11/2014	ARAMARK UNIFORM SERVICES INC	31.56
		P1403418	11/07/2014	SAFeway PEST CONTROL	23.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	39,117.00	37,946.22	86.00	54.56	1,030.22
18-1817-0000-63500	R&M SUPPLIES				
		P1400402	11/04/2014	BJ ELECTRIC SUPPLY INC	425.67
		P1400426	11/13/2014	JANESVILLE ELECTRIC MOTOR CORP	285.00
		P1402157	11/12/2014	ARCHAMBAULT ASPHALT SEALING AN	1,195.00
		P1403573	11/07/2014	NORTH WOODS SUPERIOR CHEMICAL	28.86
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	17,000.00	15,346.37	57.11	1,934.53	(338.01)
DIVERSION PROG/ASC PROG TOTAL				1,989.09	
18-1837-0000-63500	R&M SUPPLIES				
		P1400406	11/06/2014	CONGRESS GLASS INC	412.62
		P1400413	11/06/2014	FASTENAL COMPANY	75.32
		P1400416	11/12/2014	FOUR SEASONS REPAIR INC	21.13
		P1400417	11/13/2014	GRAINGER PARTS	144.56
		P1400424	10/31/2014	ILLINGWORTH KILGUST MECHANICAL	227.50
		P1400426	11/14/2014	JANESVILLE ELECTRIC MOTOR CORP	73.50
		P1400477	11/11/2014	MC MASTER-CARR SUPPLY COMPANY	11.88
		P1402154	11/12/2014	ARCHAMBAULT ASPHALT SEALING AN	2,560.00

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	108,499.00		81,008.60	1,549.99	3,526.51	22,413.90
JAIL CAPITAL IMPROVEMENTS PROG TOTAL					3,526.51	

I have examined the preceding bills and encumbrances in the total amount of **\$20,761.47**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

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Date: **DEC 02 2014**

Dept Head _____

Committee Chair _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
18-1815-0000-62400	R & M SERV	P1400244	11/17/2014	R E MICHEL COMPANY	26.40
		P1403623	11/05/2014	NATIONAL ELEVATOR INSPECTION S	498.00
		P1403694	11/11/2014	STATE OF WISCONSIN	300.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	112,500.00	111,539.10	12,867.89	824.40	(12,731.39)
18-1815-0000-63500	R&M SUPPLIES	P1400220	11/05/2014	AIRGAS NORTH CENTRAL	128.02
		P1400226	11/21/2014	FASTENAL COMPANY	4.18
		P1400233	11/10/2014	HD SUPPLY	136.95
		P1400239	11/19/2014	MENARDS	118.86
		P1400251	11/10/2014	WERNER ELECTRIC SUPPLY COMPAN	230.06
		P1403605	11/17/2014	UNIVERSAL RECYCLING TECHNOLOG	42.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	46,850.00	41,561.39	2,884.78	660.07	1,743.76
HCC BUILDING COMPLEX PROG TOTAL				1,484.47	

I have examined the preceding bills and encumbrances in the total amount of **\$1,484.47**
 Claims covering the items are proper and have been previously funded. These items are to be treated as follows:
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Date: **DEC 02 2014**

Dept Head _____

Committee Chair _____

COMMITTEE APPROVAL REPORT

2015 . . .

Pre-Approved Encumbrances

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
00-0000-0001-16010	PURCHASING INVEN				
ENC		R1500174	01/01/2015	REPORTERS PAPER AND MANUFACTI	800.00
ENC		R1500175	01/01/2015	OFFICE MAX CONTRACT INC	800.00
ENC		R1500176	01/01/2015	NAVIANT INC	500.00
ENC		R1500177	01/01/2015	OFFICE DEPOT	3,000.00
ENC		R1500178	01/01/2015	J AND G OFFICE PRODUCTS	750.00
ENC		R1500180	01/01/2015	CHEESEHEAD TONER	4,000.00
ENC		R1500185	01/01/2015	MIDLAND PAPER	20,500.00
ENC		R1500186	01/01/2015	OFFICE PRO	75,000.00
ENC		R1500188	01/01/2015	KONICA MINOLTA BUSINESS SOLUTI	150,000.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	0.00	0.00	0.00	255,350.00	(255,350.00)
GENERAL FUND PROG TOTAL				255,350.00	

I have examined the preceding bills and encumbrances in the total amount of **\$255,350.00**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

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Date: **DEC 02 2014**

Dept Head _____

Committee Chair _____

2015...

Rock County

COMMITTEE APPROVAL REPORT

11/24/2014

Pre-Approved Encumbrances

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
18-1810-0000-62400	R & M SERV				
ENC		R1500184	01/01/2015	KONICA MINOLTA BUSINESS SOLUTI	11,800.00
ENC		R1500187	01/01/2015	KONICA MINOLTA BUSINESS SOLUTI	11,276.64
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	133,000.00	0.00	0.00	23,076.64	109,923.36
18-1810-0000-63104	PRNT & DUPLICATI				
ENC		R1500181	01/01/2015	PRESSTEK INC	4,008.32
ENC		R1500182	01/01/2015	PRESSTEK INC	1,500.00
ENC		R1500183	01/01/2015	MARK ANDY PRINT PRODUCTS	5,000.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	29,000.00	0.00	0.00	10,508.32	18,491.68
18-1810-0000-68000	COST ALLOCATIONS				
ENC		R1500179	01/01/2015	GENERAL SERVICES PETTY CASH	1,000.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	(161,520.00)	0.00	0.00	1,000.00	(162,520.00)
GENERAL SERVICES PROG TOTAL				34,584.96	
18-1849-0000-67200	CAPITAL IMPROV				
ENC		R1500172	01/01/2015	MOBILE MINI INC	3,080.00
ENC		R1500173	01/01/2015	LYNN T MACDONALD INC	3,600.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	0.00	0.00	0.00	6,680.00	(6,680.00)
JAIL/HCC COMPLEX PROJECT PROG TOTAL				6,680.00	

I have examined the preceding bills and encumbrances in the total amount of **\$41,264.96**
 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 Finance Committee and County Board.
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Date: **DEC 02 2014**

Dept Head _____

Committee Chair _____

COMMITTEE APPROVAL REPORT

2015 . . .

Pre-Approved Encumbrances

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
18-1815-0000-62160 ENC	CLEANING CONTRAC	R1500011	01/01/2015	DIVERSIFIED BUILDING MAINTENAN	94,350.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	94,038.00	0.00	0.00	94,350.00	(312.00)
18-1815-0000-62203 ENC	NATURAL GAS	R1500009	01/01/2015	ALLIANT ENERGY/WP&L	112,276.08
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	198,500.00	0.00	0.00	112,276.08	86,223.92
18-1815-0000-62400 ENC	R & M SERV	R1500012	01/01/2015	SAFEWAY PEST CONTROL	650.00
ENC		R1500013	01/01/2015	ADVANCED DISPOSAL SERVICES	1,550.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	96,500.00	0.00	0.00	2,200.00	94,300.00
18-1815-0000-63500 ENC	R&M SUPPLIES	R1500010	01/01/2015	WRIGHT EXPRESS FSC	4,000.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	50,000.00	0.00	0.00	4,000.00	46,000.00
HCC BUILDING COMPLEX PROG TOTAL					212,826.08

I have examined the preceding bills and encumbrances in the total amount of **\$212,826.08**

Claims covering the items are proper and have been previously funded. These items are to be treated as follows:

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Date: **DEC 02 2014**

Dept Head _____

Committee Chair _____

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, 2014
DATE DRAFTED

Authorizing Purchase of Floor Coverings for the Courthouse

- 1 **WHEREAS**, funds were placed in the 2015 Budget to continue replacing worn carpet installed in the
- 2 Courthouse 15 years ago; and,
- 3
- 4 **WHEREAS**, the floor coverings will be purchased using pricing and terms of the State of Wisconsin
- 5 Contract #11-36020-900.
- 6
- 7 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 8 this _____ day of _____, 2014 that a Purchase Order for flooring replacement in
- 9 selective areas of the Courthouse be issued to Halverson Carpet Center, LTD of Janesville in the amount
- 10 of \$30,000.00.

Respectfully submitted,

GENERAL SERVICES COMMITTEE:

Henry Brill, Chair

Jason Heidenreich, Vice Chair

Tom Brien

Edwin Nash

Jeremy Zajac

ADMINISTRATIVE NOTE:

Recommended.

Josh Smith
Josh Smith
County Administrator

FISCAL NOTE:

Sufficient funding was included in the Courthouse Facility capital improvement account, A/C 18-1842-0000-67200, for the cost of the carpet replacement. This account is funded by sales tax revenue.

Sherry Oja
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. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder.

Jeffrey S. Kuglitsch
Jeffrey S. Kuglitsch
Corporation Counsel

Executive Summary

Courthouse Carpet Replacement in 2015

The Resolution before you authorizes the purchase of floor coverings in 2015 from Halverson Carpet of Janesville. \$30,000.00 was approved in the 2015 budget for this purpose.

The process of replacing worn out carpet began in 2013. The amount of carpet replaced each year is dependent on funds appropriated in the budget. The process of doing the worst areas first will continue.

Carpet tiles are being installed rather than broadloom carpet. The carpet tiles can be easily replaced if they become soiled or worn, without having to re-carpet an entire area.