

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, JULY 26, 2011 – 8:00 A.M.
CONFERENCE ROOM N-1 – FIFTH FLOOR
ROCK COUNTY COURTHOUSE-EAST**

Agenda

1. Call to Order and Approve Agenda
2. Citizen Participation
3. Approval of Minutes – July 5, 2011
4. Transfers and Appropriations
5. Bills/Encumbrances/Pre-Approved Encumbrance Amendments
6. Updates
 - A. Jail Project
 1. Update Report
 2. Change Orders
 3. Contingency Budget Update
7. General Services Director's Report
 - A. Update on Courthouse Signage
 - B. Update on Meetings Held in the Courthouse on Weekends
8. Semi-Annual Training/Conventions Report
9. Communications, Announcements and Information
10. Adjournment

ROCK COUNTY

SUPPLEMENTAL APPROPRIATIONS - TRANSFERS

11-26

Transfer No.

Requested by HCC Maintenance

Robert Leu

Department

Department Head

Date

7/12/11

FROM

TO

ACCOUNT #	DESCRIPTION	AMOUNT
18-1815-9200-61109	Regular Wages	10,000

ACCOUNT #	DESCRIPTION	AMOUNT
18-1815-9200-61108	Seasonal Wages	10,000

FISCAL NOTE:

Sufficient funds are available in the above object code for the requested transfer.

ADMINISTRATIVE NOTE:

Recommended.

RL

REQUIRED APPROVAL:

Governing Committee

Finance Committee

DATE

COMMITTEE CHAIR

File

ROCK COUNTY TRANSFER REQUESTS

FINANCE DIRECTOR
RECEIVED

1126
JUL 18 2011

TO: FINANCE DIRECTOR

REQUESTED BY: HCC Maintenance

Department

Bray

[Signature]
Department Head/Signature

DATE: 7/12/11

FROM:	AMOUNT
1) ACCOUNT #: 18 1815 9200 61109 DESCRIPTION: Other - Regular Wages CURRENT BALANCE: \$182,195.58 PROVIDED BY THE FINANCE DIRECTOR <i>[Signature]</i> 7/18/11	\$10,000.00
2) ACCOUNT #: DESCRIPTION: CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	
3) ACCOUNT #: DESCRIPTION: CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	
4) ACCOUNT #: DESCRIPTION: CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	

TO:	AMOUNT
ACCOUNT #: 18 1815 9200 61108 DESCRIPTION: Seasonal Wages	\$10,000.00
ACCOUNT #: DESCRIPTION:	
ACCOUNT #: DESCRIPTION:	
ACCOUNT #: DESCRIPTION:	

REASON FOR TRANSFER - BE SPECIFIC:

I am requesting a fund transfer in the amount of \$10,000 from the "Other - Regular Wages" account to the "Seasonal Wages" account to cover the wages of a seasonal worker that will be hired to do lawn care.

The HCC Maintenance Department has a vacant Mechanical Maintenance Worker III position as of May 13, 2011. This position needs to be filled; however, a decision was made to delay filling the position until the 2012 budget process.

Account Number	Name	Yearly Prct Appropriation	Yearly Prct Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818159200-62460	BLDG SERV R&M	45,000.00	61.3%	27,726.37	-135.00	17,408.63		
	P1100493-PO# 07/13/11 -VN#017559						56.91	
	P1100500-PO# 06/30/11 -VN#013597						485.00	
	P1102344-PO# 06/30/11 -VN#024002						147.84	
						CLOSING BALANCE	16,718.88	689.75
1818159200-62470	BLDG R & M	50,000.00	34.1%	17,057.91	0.00	32,942.09		
	P1100493-PO# 07/13/11 -VN#017559						363.70	
	P1100508-PO# 06/30/11 -VN#049330						649.86	
	P1100513-PO# 06/30/11 -VN#016376						82.42	
						CLOSING BALANCE	31,846.11	1,095.98
1818159200-63109	OTHER SUPP/EXP	56,750.00	42.9%	24,362.42	28.22	32,359.36		
	P1100483-PO# 06/30/11 -VN#046075						100.99	
	P1100488-PO# 06/30/11 -VN#011824						25.00	
	P1100492-PO# 06/30/11 -VN#019048						13.36	
	P1100495-PO# 06/30/11 -VN#047242						1,039.50	
	P1100505-PO# 06/30/11 -VN#014423						171.12	
	P1100572-PO# 06/30/11 -VN#015764						16.00	
	P1102564-PO# 07/13/11 -VN#040757						255.00	
						CLOSING BALANCE	30,738.39	1,620.97
	HCC BLDG.COMPLEX							3,406.70
	PROG-TOTAL-PO							

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$3,406.70 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

JUL 19 2011 DATE _____

CHAIR

Account Number	Name	Yearly Prcent Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	
0000000001-16010	PURCHASING INVEN	0.00 100.0%	21,252.23	-81,366.97	60,114.74		
	P1100384-PO# 07/13/11 -VN#039632			OFFICE PRO		2,070.73	
	P1100389-PO# 07/13/11 -VN#048467			STAPLES ADVANTAGE		3,788.93	
			CLOSING BALANCE		54,255.08		5,859.66
0000000001-17100	POSTAGE METER CH	0.00 100.0%	19,943.90	97,648.04	-117,591.94		
	P1100454-PO# 07/13/11 -VN#044977			UNITED MAILING SERVICES INC		1,077.86	
			CLOSING BALANCE		-118,669.80		1,077.86
	BAL.SHEET A/C		PROG-TOTAL-PO			6,937.52	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$6,937.52 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

JUL 19 2011

DATE _____ CHAIR

Account Number	Name	Yearly Prct Appropriation	YTD Prct Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818100000-62400	R & M SERV	132,537.00	72.3%	62,014.40	33,902.71	36,619.89		
	P1100400-PO# 07/13/11 -VN#010938				ARAMARK UNIFORM SERVICES INC		212.15	
				CLOSING BALANCE		36,407.74		212.15
1818100000-63104	PRNT & DUPLICATI	30,000.00	73.4%	22,021.16	0.00	7,978.84		
	P1100393-PO# 07/13/11 -VN#021556				MIDLAND PAPER		1,550.83	
				CLOSING BALANCE		6,428.01		1,550.83
1818100000-63500	R&M SUPPLIES	215,000.00	35.2%	72,864.61	2,909.20	139,226.19		
	P1100397-PO# 07/13/11 -VN#046075				AIRGAS NORTH CENTRAL		70.27	
	P1100402-PO# 07/13/11 -VN#018372				BATTERIES PLUS INC		29.90	
	P1100403-PO# 07/13/11 -VN#011198				BELOIT FIRE PROTECTION COMPANY		1,750.98	
	P1100410-PO# 07/13/11 -VN#011824				CITY OF JANESVILLE		25.00	
	P1100413-PO# 07/13/11 -VN#012202				DE VERE COMPANY INC		161.13	
	P1100420-PO# 07/13/11 -VN#019954				FERGUSON ENTERPRISES INC		331.20	
	P1100426-PO# 07/13/11 -VN#018251				HARRIS ACE HARDWARE		83.44	
	P1100429-PO# 07/13/11 -VN#047242				H O H WATER TECHNOLOGY INC		1,063.14	
	P1100436-PO# 07/13/11 -VN#024806				LA FORCE HARDWARE AND MANUFACT		5,907.00	
	P1100455-PO# 07/13/11 -VN#025791				SGTS INC		1,781.00	
	P1100456-PO# 07/13/11 -VN#016104				SHERWIN WILLIAMS		361.05	
	P1100458-PO# 07/13/11 -VN#016376				STATE ELECTRICAL SUPPLY INC		73.80	
	P1100463-PO# 07/13/11 -VN#018296				AARONS LOCK AND SAFE INC		255.95	
	P1102343-PO# 07/13/11 -VN#013741				JOHNSTONE SUPPLY		1,991.00	
	P1102498-PO# 07/13/11 -VN#021331				LP TREE SERVICE		1,080.00	
				CLOSING BALANCE		124,261.33		14,964.86
1818100000-68000	COST ALLOCATIONS	-159,795.00	1.4%	-2,236.53	-100.41	-157,458.06		
	P1100423-PO# 07/13/11 -VN#012879				GENERAL SERVICES PETTY CASH		6.98	
				CLOSING BALANCE		-157,465.04		6.98
	GENERAL SERVICES			PROG-TOTAL-PO			16,734.82	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$16,734.82 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

JUL 19 2011

DATE _____ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	To
1818110000-62400	R & M SERV	39,500.00 3.2%	1,255.69	29.18	38,215.13		
	P1100400-PO# 07/13/11 -VN#010938			ARAMARK UNIFORM SERVICES INC		9.93	
			CLOSING BALANCE		38,205.20		9.93
1818110000-63500	R&M SUPPLIES	20,000.00 46.4%	9,284.50	0.00	10,715.50		
	P1102498-PO# 07/13/11 -VN#021331			LP TREE SERVICE		275.00	
			CLOSING BALANCE		10,440.50		275.00
	GLEN OAKS OPER.		PROG-TOTAL-PO			284.93	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$284.93 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

JUL 19 2011

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818120000-62400	R & M SERV	73,500.00 13.9%	5,487.71	4,799.86	63,212.43		
	PI100400-PO# 07/13/11 -VN#010938			ARAMARK UNIFORM SERVICES INC		13.56	
				CLOSING BALANCE	63,198.87		13.56
1818120000-63500	R&M SUPPLIES	20,000.00 72.4%	14,492.48	0.01	5,507.51		
	PI100455-PO# 07/13/11 -VN#025791			SGTS INC		328.92	
	PI100458-PO# 07/13/11 -VN#016376			STATE ELECTRICAL SUPPLY INC		58.67	
				CLOSING BALANCE	5,119.92		387.59
	JUV.DET.OPER.		PROG-TOTAL-PO			401.15	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$401.15 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

JUL 19 2011

DATE _____ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818170000-62400	R & M SERV	37,600.00	4.4%	1,682.00	0.00	35,918.00	
	P1100400-PO# 07/13/11 -VN#010938					ARAMARK UNIFORM SERVICES INC	50.88
						CLOSING BALANCE	35,867.12
						ADOL.SER/GUIDANC	50.88
						PROG-TOTAL-PO	50.88

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$50.88 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

DATE _____ CHAIR

JUL 19 2011

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	17.4%	17,182.86	287.40	82,529.74	
	P1100418-PO# 07/13/11 -VN#012507					ENERGETICS INC	302.88
	P1100426-PO# 07/13/11 -VN#018251					HARRIS ACE HARDWARE	10.99
					CLOSING BALANCE		82,215.87
						JAIL,CAP.IMPROV, PROG-TOTAL-PO	313.87

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$313.87 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

JUL 19 2011 DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	To
1818490000-67200	CAPITAL IMPROV	9,329,350.00	91.4% 7,606,817.56	923,867.81	798,664.63		
	P1003418-PO# 07/13/11 -VN#025487			ANGUS YOUNG ASSOCIATES		53.66	
	P1102520-PO# 07/13/11 -VN#018266			SULLIVAN SIGNS INC		4,326.00	
	P1102521-PO# 07/13/11 -VN#018266			SULLIVAN SIGNS INC		2,758.60	
	P1102522-PO# 07/13/11 -VN#018266			SULLIVAN SIGNS INC		27.00	
				CLOSING BALANCE	791,499.37		7,165.26
	JAIL/HCC COMPLEX		PROG-TOTAL-PO			7,165.26	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$7,165.26 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
JUL 19 2011 DATE _____ CHAIR

PURCHASE ORDER NUMBER 01100128 PEID 010723

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 send 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).

DEPARTMENT General Services

COMMITTEE General Services

VENDOR NAME Printing & Business Solutions

ACCOUNT NUMBER 18-1810-0000-62400

FUNDS DESCRIPTION Service Agreement Platemaker & Press

AMOUNT OF INCREASE \$ 4654.15

INCREASE FROM \$ 0 TO \$ 4654.15

ACCOUNT BALANCE AVAILABLE \$ 34321 SB

REASON FOR AMENDMENT Account number change

APPROVALS

GOVERNING COMMITTEE _____
Chair _____ Date _____

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

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

WHITE - COMMITTEE
YELLOW- PURCHASING
PINK - DEPARTMENT

PURCHASE ORDER NUMBER P1100131 PEID 041496

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 send 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).

DEPARTMENT General Services
COMMITTEE General Services
VENDOR NAME Ikon Office Solutions
ACCOUNT NUMBER 18-1810-0000-62400
FUNDS DESCRIPTION Service Agreement Printcenter Pro 1050
AMOUNT OF INCREASE \$ 14,586.00
INCREASE FROM \$ 17,364.48 TO \$ 31,950.48
ACCOUNT BALANCE AVAILABLE \$ 34,321.58
REASON FOR AMENDMENT Account number change

APPROVALS

GOVERNING COMMITTEE _____
Chair Date

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

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

WHITE - COMMITTEE
YELLOW - PURCHASING
PINK - DEPARTMENT

PURCHASE ORDER NUMBER P1001806 PEID _____

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 send 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).

DEPARTMENT GENERAL SERVICES

COMMITTEE GENERAL SERVICES

VENDOR NAME TRI-NORTH BUILDERS

ACCOUNT NUMBER 18-1849-0000-67200

FUNDS DESCRIPTION JAIL PROJECT CAPITAL ACCOUNT

AMOUNT OF INCREASE \$ 25,618.31

INCREASE FROM \$ 4,514,802.41 TO \$ 4,540,420.72

ACCOUNT BALANCE AVAILABLE \$ 786,551 *720-11/85*

REASON FOR AMENDMENT CHANGE ORDER #30-PROGRAM REQUEST #027 ATTACHED

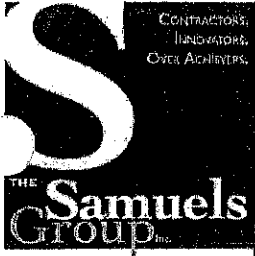
APPROVALS

GOVERNING COMMITTEE _____
Chair _____ Date _____

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

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

WHITE - COMMITTEE
YELLOW - PURCHASING
PINK - DEPARTMENT



To: General Services Committee
From: Kevin Higgs, Owners Representative
Date: July 14, 2011
RE: Program Request for Phase # 1 Jail Renovation Project

WISCONSIN

311 Financial Way
Suite 300
Wausau, WI 54401
phone 715.842.2222
fax 715.848.8088

IOWA

313 E 5th Street
Waterloo, IA 50703
phone 319.232.6443
fax 319.233.3191

Program Request # 026

Change Order Request #105 Total Cost; \$ 20,137.24 (T&M/NTX)

COR # 105 pertains to the cost to provide power to exterior light poles and signs at existing Sheriff's Department.

The power circuit feeding the existing site lighting and signs at the north side of the jail was removed as per the construction documents for the new jail addition. COR # 105 is for cost associated with providing a new feed for (5) light poles and (2) signs. The as built documents that were used by Potter Lawson / A&O for the jail addition did not include these fixtures.

Scope of work includes;

- Installing a lighting contactor in the electrical closet of the new addition to be controlled by the same photo cell controlling the new site lighting.
- Directional bore a 1 ¼" HDPE conduit from the north side of the building addition, under the sidewalk and under the existing service entrance road.
- Install a quartzite junction box on the north side of the service entrance road to intercept existing underground raceway.
- Remove all existing CU conductors per code to existing poles and signs. Signs will be on a dedicated circuit.
- Rake and grass seed fresh excavated areas caused by this repair.

Total cost for Program Request # 026 = \$ 20,137.24 (T&M/NTX)



environments



WISCONSIN

311 Financial Way
Suite 300
Wausau, WI 54401
phone 715.842.2222
fax 715.848.8088

IOWA

313 E 5th Street
Waterloo, IA 50703
phone 319.232.6443
fax 319.233.3191

To: General Services Committee
From: Kevin Higgs, Owners Representative
Date: July 14, 2011
RE: Program Request for Phase # 1 Jail Renovation Project

Program Request # 028

**Change Order Request #66R
Total Cost; \$ -7,830.25**

COR # 66R pertains to Proposal Request # 16 omitting the demolition of the existing Vehicle Sally Port.

PR # 16 Provides direction to omit the demolition of the Sally Port, sprinkler system upgrades associated with new classification of this area, and site elevation changes affecting the excavation and asphalt contractors.

**Change Order Request # 102R
Total Cost; \$ 1,071.00**

COR 102R pertains to Proposal Request # 22, Shower Controls.

PR # 22 provides direction to alter the inmate shower in room E-109, to provide access to the shower controls in the plumbing chase.

**Change Order Request # COR 110R (7/14/11)
Total Cost; \$ 10,709.72**

COR110R (7/14/11) pertains to cost associated with RFI # 170 B of I renovations.

This work was performed on a T&M basis, and included electrical modifications, wall patching and removal of existing wall mounted heating fin tubes.

**Change Order Request # 106 & 108
Total Cost; \$ 2,273.89**

COR's # 106 & 108, pertain to cost associated with RFI #'s 208 & 212.

RFI # 208 provides direction to provide security equipment for converting an owner provided analog camera in room I-116 (DUI) to digital. This will allow the camera to be monitored and recorded by Central Controls.

RFI # 212 provides direction to provide a 110 Duplex receptacle to power the owner provided camera.

Total cost for Program Request # 028 = \$ 6,224.36





To: General Services Committee
From: Kevin Higgs, Owners Representative
Date: July 14, 2011
RE: Program Request for Phase # 1 Jail Renovation Project

WISCONSIN

311 Financial Way
Suite 300
Wausau, WI 54401
phone 715.842.2222
fax 715.848.8088

IOWA

313 E 5th Street
Waterloo, IA 50703
phone 319.232.6443
fax 319.233.3191

Program Request # 029

Change Order Request #098R

Total Cost; \$ (Not finalized)

COR # 098R pertains to Proposal Request # 21R Fire Alarm Modifications.

COR 098R provides pricing for the following (3) categories of added scope.

1. Fire Alarm integration with HVAC system;

The construction documents per addendum # 1, directs the contractor to install (16) control module relays adjacent to the existing fire alarm panel. As a result of several months of investigation of interpreting how the Fire alarm system integrates with the HVAC system, PLI/A&O along with assistance from Honeywell, and RC maintenance staff, were able to determine the actual "Sequence of Operation". Further review of the system determined that the integration of existing HVAC system with the new Fire alarm system will require a total of (32) control module relays. These relays will need to be installed at the location of the HVAC control panels at each mechanical room.

2. Fire Alarm integration with existing Sprinkler Pre-action system;

The construction documents identified the pre-action system, and provided language directing the contractor to monitor this system with the new Fire alarm system. The existing Pre Action system is an analog system, that is monitored and controlled by an existing analog fire alarm system, with control of this system at each pod location (6) total. Proposal Request # 21R, directs the pre-action system to be monitored and controlled at the new central controls room with the new Digital Fire alarm system. A custom control panel with individual timers and abort switches will be utilized at (1) location, to monitor all (6) of the Pre-Action Sprinkler systems. Manual pull stations will be installed at each of the (6) locations allowing Correctional officers the ability to activate the sprinkler system if needed. Aborting will be performed at Central Controls area.

3. Department of commerce review changes;

The Construction documents require the contractor to submit the fire alarm drawings to the Department of Commerce for review and approval. The Department of Commerce approved the drawings with a request for several additional items ranging from added visual strobes to manual pull stations. Potter Lawson, along with A&O working with the Department of Commerce was recently able to reduce this added scope.

The total cost for Fire Alarm upgrades as noted above is \$177,370.99. The Project team has been working with the Contractors, and the Department of Commerce in an effort to clarify scope and reduce cost. Contractors will be submitting revised cost to Samuels Group for final review. Final cost will be presented for approval at General Services Meeting on 7/19/11.



environments

Rock County, Wisconsin

51 South Main Street
Janesville, WI 53545



General Services

- Facilities Management
- Maintenance
- Duplicating
- Central Stores
(608)757-5518

To: Members of The General Services Committee

Fr: Rob Leu, General Services Director

Date: July 19, 2011

Re: Semi-Annual Report – Attendance at Conventions/Conferences

As required by resolution 06-9A-087 I hereby report that no General Services employees attended conferences or training exceeding \$1,000.00 per event/per employee.

Thank You

CC: Craig Knutson