

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 5, 2013 – 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 – February 14, 2013 and February 19, 2013
4. Transfers and Appropriations
5. Bills/Encumbrances/Pre-Approved Encumbrance Amendments
6. Resolutions
 - A. Authorizing Additional Contingency Funding and Amending the 2013 Budget for Rock Haven Project (Will be provided at the meeting.)
7. Updates
 - A ADRC Project
 - 1) Update Report
 - 2) Change Orders
 - B Jail Project
 - 1) Update Report
 - 2) Change Orders
 - C Rock Haven
 - 1) Update Report
 - 2) Change Orders
 - D Parking Lot Project
 - 1) Update Report
 - 2) Change Orders
8. Scheduling Special Joint General Services/Health Services Committee Meeting at New Rock Haven Facility
9. Communications, Announcements and Information
10. Adjournment

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818510000-67200	CAPITAL IMPROV	31,134,096.00	99.5% 29,282,483.66	1,709,889.84	141,722.50		
		P1301128-PO# 02/27/13 -VN#051754		QUALITY POWER SOLUTIONS LLC		2,000.00	
ENC		R1301320-PO# 02/15/13 -VN#042015		SHERMAN SANITATION SERVICES LL		10,300.00	
				CLOSING BALANCE	129,422.50		12,300.00
	ROCK HAVEN PROJ		PROG-TOTAL-PO			12,300.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$12,300.00 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

MAR 05 2013

DATE _____ CHAIR

2013

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818159200-62202	WATER	26,340.00 54.7%	14,419.87	0.00	11,920.13		
	P1300239-PO# 02/27/13 -VN#016382		WISCONSIN STATE LABORATORY OF			318.00	
			CLOSING BALANCE		11,602.13		318.00
1818159200-62450	GROUNDS IMPR R&M	10,500.00 0.0%	442.00	-441.98	10,499.98		
	P1300880-PO# 02/27/13 -VN#013729		JOHNSON TRACTOR INC			3,000.00	
	P1301276-PO# 02/27/13 -VN#029103		DVORAK LANDSCAPE SUPPLY LLC			357.21	
			CLOSING BALANCE		7,142.77		3,357.21
1818159200-62460	BLDG SERV R&M	36,500.00 29.6%	4,445.38	6,369.32	25,685.30		
	P1300226-PO# 02/27/13 -VN#014018		LAND AND WHEELS			343.75	
			CLOSING BALANCE		25,341.55		343.75
1818159200-62470	BLDG R & M	29,800.00 5.8%	1,744.27	0.00	28,055.73		
	P1300209-PO# 02/27/13 -VN#050099		BUDGET DRAIN AND SEWER CLEANIN			95.00	
	P1300237-PO# 02/27/13 -VN#016376		STATE ELECTRICAL SUPPLY INC			108.35	
			CLOSING BALANCE		27,852.38		203.35
1818159200-63109	OTHER SUPP/EXP	31,750.00 16.7%	859.71	4,443.56	26,446.73		
	P1300204-PO# 02/27/13 -VN#046075		AIRGAS NORTH CENTRAL			148.44	
	P1300216-PO# 02/27/13 -VN#019048		FASTENAL COMPANY			11.68	
	P1300220-PO# 02/27/13 -VN#018251		HARRIS ACE HARDWARE			39.31	
	P1300222-PO# 02/27/13 -VN#040769		HD SUPPLY			129.48	
	P1300228-PO# 02/27/13 -VN#030347		NAPA AUTO PARTS			13.98	
	P1301146-PO# 02/27/13 -VN#046347		ANDERSON PUMP AND PROCESS			198.60	
			CLOSING BALANCE		25,905.24		541.49
1818159200-63111	PAPER PRODUCTS	12,000.00 0.0%	622.97	-622.96	11,999.99		
	P1300236-PO# 02/27/13 -VN#048467		STAPLES ADVANTAGE			448.84	
			CLOSING BALANCE		11,551.15		448.84
1818159200-64200	TRAINING EXP	7,500.00 0.0%	0.00	0.00	7,500.00		
	P1301228-PO# 02/27/13 -VN#034322		UNIVERSITY OF WISCONSIN MADISO			1,795.00	
			CLOSING BALANCE		5,705.00		1,795.00

2013 . . .

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
		HCC BLDG.COMPLEX		PROG-TOTAL-PO		7,007.64	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$7,007.64 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 05 2013

DATE _____ CHAIR

Account Number	Name	Yearly Prcent Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818100000-62113	SNOW REMOVAL	6,000.00 4.3%	0.00	-259.98	6,259.98		
	P1300661-PO# 03/01/13 -VN#018346			E AND S SNOWPLOWING		260.00	
			CLOSING BALANCE		5,999.98		260.00
1818100000-62400	R & M SERV	119,800.00 70.6%	23,258.49	61,415.00	35,126.51		
	P1300640-PO# 03/01/13 -VN#010938			ARAMARK UNIFORM SERVICES INC		157.92	
			CLOSING BALANCE		34,968.59		157.92
1818100000-63500	R&M SUPPLIES	210,000.00 6.8%	10,546.43	3,888.49	195,565.08		
	P1300637-PO# 03/01/13 -VN#018296			AARONS LOCK AND SAFE INC		39.80	
	P1300674-PO# 03/01/13 -VN#012507			ENERGETICS INC		16.06	
	P1300677-PO# 03/01/13 -VN#044398			FIRST SUPPLY LLC		850.66	
	P1300740-PO# 03/01/13 -VN#029890			JACK AND DICKS FEED AND GARDEN		1,009.40	
	P1300763-PO# 03/01/13 -VN#032520			QUALITY DOOR LLC		3,985.00	
	P1300765-PO# 03/01/13 -VN#016758			TRANE COMPANY		3,768.06	
	P1300773-PO# 03/01/13 -VN#016376			STATE ELECTRICAL SUPPLY INC		71.44	
			CLOSING BALANCE		185,824.66		9,740.42
	GENERAL SERVICES		PROG-TOTAL-PO			10,158.34	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$10,158.34 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 _____
 DATE _____ CHAIR _____

MAR 05 2013

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818110000-62400	R & M SERV	50,737.00	0.5%	87.80	193.31	50,455.89	
	P1300640-PO# 03/01/13 -VN#010938			ARAMARK UNIFORM SERVICES INC		18.90	
				CLOSING BALANCE	50,436.99		18.90
1818110000-63500	R&M SUPPLIES	20,000.00	11.9%	3,506.23	-1,109.85	17,603.62	
	P1300637-PO# 03/01/13 -VN#018296			AARONS LOCK AND SAFE INC		52.22	
	P1300674-PO# 03/01/13 -VN#012507			ENERGETICS INC		15.72	
	P1300745-PO# 03/01/13 -VN#014423			MC MASTER-CARR SUPPLY COMPANY		105.74	
				CLOSING BALANCE	17,429.94		173.68
	GLEN OAKS OPER.		PROG-TOTAL-PO			192.58	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$192.58 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

MAR 05 2013

DATE _____ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818120000-62113	SNOW REMOVAL	1,000.00 7.7%	0.00	-77.99	1,077.99		
	P1300661-PO# 03/01/13 -VN#018346			E AND S SNOWPLOWING		78.00	
			CLOSING BALANCE		999.99		78.00
1818120000-62400	R & M SERV	78,150.00 12.2%	3,320.01	6,261.22	68,568.77		
	P1300640-PO# 03/01/13 -VN#010938			ARAMARK UNIFORM SERVICES INC		6.78	
			CLOSING BALANCE		68,561.99		6.78
1818120000-63500	R&M SUPPLIES	24,000.00 10.4%	375.00	2,140.35	21,484.65		
	P1300675-PO# 03/01/13 -VN#019048			FASTENAL COMPANY		62.61	
			CLOSING BALANCE		21,422.04		62.61
	JUV.DET.OPER.		PROG-TOTAL-PO			147.39	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$147.39 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 **MAR 05 2013** COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818160000-62113	SNOW REMOVAL	1,000.00	4.5%	0.00	-45.99	1,045.99	
	P1300661-PO# 03/01/13 -VN#018346			E AND S SNOWPLOWING		46.00	
				CLOSING BALANCE	999.99		46.00
1818160000-63500	R&M SUPPLIES	21,000.00	7.6%	2,346.77	-747.21	19,400.44	
	P1300659-PO# 03/01/13 -VN#011970			CONNORS SUPPLY INC		117.00	
	P1300685-PO# 03/01/13 -VN#013597			JANESVILLE ELECTRIC MOTOR CORP		342.00	
	P1300740-PO# 03/01/13 -VN#029890			JACK AND DICKS FEED AND GARDEN		103.00	
	P1300773-PO# 03/01/13 -VN#016376			STATE ELECTRICAL SUPPLY INC		282.30	
				CLOSING BALANCE	18,556.14		844.30
	COMM.CTR.OPER.			PROG-TOTAL-PO		890.30	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$890.30 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 05 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 3.3%	54.47	467.72	14,977.81		
	P1300675-PO# 03/01/13 -VN#019048			FASTENAL COMPANY		8.33	
			CLOSING BALANCE		14,969.48		8.33
1818170000-67200	CAPITAL IMPROV	61,000.00 55.7%	274.54	33,730.53	26,994.93		
	P1301088-PO# 03/01/13 -VN#051955			GRAINGER		74.03	
			CLOSING BALANCE		26,920.90		74.03
	ADOL.SER/GUIDANC		PROG-TOTAL-PO			82.36	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$82.36 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 05 2013

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	1.7%	1,011.73	690.88	98,297.39	
	P1300659-PO# 03/01/13 -VN#011970					CONNORS SUPPLY INC	416.66
	P1300676-PO# 03/01/13 -VN#019954					FERGUSON ENTERPRISES INC	191.33
					CLOSING BALANCE		97,689.40
						JAIL.CAP.IMPROV. PROG-TOTAL-PO	607.99

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$607.99 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 05 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 2-20-13

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 \$ 71,647.00

INCREASE FROM \$ 17,774,133.69 TO \$ 17,845,780.69

ACCOUNT BALANCE AVAILABLE \$ 91,348.29 SB 02/21/13

REASON FOR AMENDMENT CHANGE ORDER #31

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 P1103172 PEID 051278

PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

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DATE 2/20/13

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 \$ 37,873.46

INCREASE FROM \$ 17,736,260.23 TO \$ 17,774,133.69

ACCOUNT BALANCE AVAILABLE \$ 129,221.75 SB 02/21/13

REASON FOR AMENDMENT CHANGE ORDER #30

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 P1202635 PEID 015785

PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

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DATE 2/20/13

DEPARTMENT GENERAL SERVICES

COMMITTEE GENERAL SERVICES

VENDOR NAME ROCK ROAD COMPANIES

ACCOUNT NUMBER 18-1853-0000-67200

FUNDS DESCRIPTION ROCK COUNTY COMPLEX PARKING IMPROVEMENTS

AMOUNT OF INCREASE \$ 65,000

INCREASE FROM \$ 648,601.46 TO \$ 713,601.45

ACCOUNT BALANCE AVAILABLE \$ 99,439.51 SB 02/21/13

REASON FOR AMENDMENT \$65,000 CONTINGENCY IN RESOLUTION

#12-8A-094 FOR ADDITIONAL WORK ON PROJECT.

APPROVALS

GOVERNING COMMITTEE _____
Chair _____ Date _____

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

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