

**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, MAY 15, 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 – May 1, 2012
4. Transfers and Appropriations
5. Bills/Encumbrances/Pre-Approved Encumbrance Amendments
6. Updates
  - A. Jail Project
    - 1) Update Report
    - 2) Change Orders
  - B. Rock Haven
    - 1) Update Report
    - 2) Change Orders
7. Discussion on Rock Haven Project Architect's Response to Change Order Reimbursement Issue
8. Authorizing Purchase of Dinnerware for Rock Haven
9. Lease of Copier for Central Duplicating
10. Communications, Announcements and Information
11. Adjournment

Account Number	Name	Yearly Prent Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818420000-67200	CAPITAL IMPROV P1201343-PO# 05/04/12 -VN#036838	1,030,994.00	48.9% 495,995.01	8,811.00	526,187.99	1,089.00	
					CLOSING BALANCE	525,098.99	1,089.00
	CTHS FACILITY		PROG-TOTAL-PO			1,089.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,089.00 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

**MAY 15 2012**

DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818370000-63500	R&M SUPPLIES	100,000.00	31.8%	32,967.37	-1,073.00	68,105.63	
	P1200308-PO# 05/04/12 -VN#019048			FASTENAL COMPANY		6.87	
	P1200313-PO# 05/04/12 -VN#036010			GRAINGER PARTS		420.83	
	P1200316-PO# 05/04/12 -VN#030781			HOME DEPOT/GECF		25.16	
	P1200328-PO# 05/04/12 -VN#014423			MC MASTER-CARR SUPPLY COMPANY		11.11	
	P1200332-PO# 05/04/12 -VN#014938			NORTHLAND EQUIPMENT CO INC		18.00	
	P1200335-PO# 05/04/12 -VN#049330			PIEPER ELECTRIC INC		219.00	
	P1200339-PO# 05/04/12 -VN#032520			QUALITY DOOR LLC		98.95	
	P1200344-PO# 05/04/12 -VN#016376			STATE ELECTRICAL SUPPLY INC		30.16	
	P1201257-PO# 05/04/12 -VN#041746			GLOBAL INDUSTRIAL EQUIPMENT		57.49	
	P1201399-PO# 05/04/12 -VN#013416			HONEYWELL INC		785.50	
	P1201726-PO# 05/04/12 -VN#021331			LP TREE SERVICE		250.00	
				CLOSING BALANCE		66,182.56	1,923.07
	JAIL,CAP.IMPROV. PROG-TOTAL-PO						1,923.07

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,923.07 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.

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MAY 15 2012 DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Pront Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818170000-62400	R & M SERV	36,700.00	5.5%	1,695.00	360.00	34,645.00	
	P1200293-PO# 05/04/12 -VN#010938			ARAMARK UNIFORM SERVICES INC		18.90	
				CLOSING BALANCE		34,626.10	18.90
1818170000-63500	R&M SUPPLIES	11,000.00	24.9%	1,525.18	1,220.29	8,254.53	
	P1200303-PO# 05/04/12 -VN#011970			CONNORS SUPPLY INC		34.52	
	P1200311-PO# 05/04/12 -VN#026320			FOUR SEASONS SMALL ENGINE REPA		8.70	
	P1200316-PO# 05/04/12 -VN#030781			HOME DEPOT/GECF		53.25	
	P1200319-PO# 05/04/12 -VN#013597			JANESVILLE ELECTRIC MOTOR CORP		1,570.00	
	P1200331-PO# 05/04/12 -VN#030347			NAPA AUTO PARTS		39.50	
	P1200337-PO# 05/04/12 -VN#015284			POMP'S TIRE SERVICE INC		94.68	
				CLOSING BALANCE		6,453.88	1,800.65
	ADOL.SER/GUIDANC			PROG-TOTAL-PO			1,819.55

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,819.55 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

**MAY 15 2012**

DATE \_\_\_\_\_ CHAIR

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 31.0%	5,618.67	1,841.40	16,539.93		
	P1200293-PO# 05/04/12 -VN#010938			ARAMARK UNIFORM SERVICES INC		27.12	
			CLOSING BALANCE		16,512.81		27.12
1818160000-63500	R&M SUPPLIES	23,660.00 19.9%	4,770.09	-50.00	18,939.91		
	P1200313-PO# 05/04/12 -VN#036010			GRAINGER PARTS		100.98	
	P1200314-PO# 05/04/12 -VN#018251			HARRIS ACE HARDWARE		132.96	
	P1200331-PO# 05/04/12 -VN#030347			NAPA AUTO PARTS		47.46	
	P1200343-PO# 05/04/12 -VN#018266			SULLIVAN SIGNS INC		40.00	
	P1201728-PO# 05/04/12 -VN#043737			STATE OF WISCONSIN		50.00	
			CLOSING BALANCE		18,568.51		371.40
	COMM. CTR. OPER.		PROG-TOTAL-PO			398.52	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$398.52 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

**MAY 15 2012** DATE \_\_\_\_\_ CHAIR

4

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818120000-63500	R&M SUPPLIES	28,000.00 24.6%	6,890.01	0.00	21,109.99		
	P1200307-PO# 05/04/12 -VN#012507			ENERGETICS INC		31.12	
	P1200314-PO# 05/04/12 -VN#018251			HARRIS ACE HARDWARE		11.92	
	P1200344-PO# 05/04/12 -VN#016376			STATE ELECTRICAL SUPPLY INC		74.20	
				CLOSING BALANCE	20,992.75		117.24
	JUV.DET.OPER.		PROG-TOTAL-PO			117.24	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$117.24 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

**MAY 15 2012** DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818110000-62400	R & M SERV	38,000.00 4.0%	730.86	800.35	36,468.79		
	P1200293-PO# 05/04/12 -VN#010938			ARAMARK UNIFORM SERVICES INC		18.90	
			CLOSING BALANCE		36,449.89		18.90
1818110000-63500	R&M SUPPLIES	22,000.00 16.1%	3,548.17	0.00	18,451.83		
	P1200303-PO# 05/04/12 -VN#011970			CONNORS SUPPLY INC		299.54	
	P1200316-PO# 05/04/12 -VN#030781			HOME DEPOT/GECF		117.80	
	P1200340-PO# 05/04/12 -VN#015524			REINDERS INC		64.42	
	P1201725-PO# 05/04/12 -VN#014350			MARLING LUMBER COMPANY		60.78	
			CLOSING BALANCE		17,909.29		542.54
	GLEN OAKS OPER.		PROG-TOTAL-PO			561.44	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$561.44 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

**MAY 15 2012**

DATE

CHAIR

6

Account Number	Name	Yearly Prct Appropriation	Prct Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818100000-62112	SECURITY	75,000.00	90.3%	21,945.22	45,794.94	7,259.84		
	P1200877-PO# 05/04/12 -VN#048790				MIRION TECHNOLOGIES GDS INC		196.72	
					CLOSING BALANCE	7,063.12		196.72
1818100000-62400	R & M SERV	133,000.00	92.2%	66,720.69	55,949.58	10,329.73		
	P1200293-PO# 05/04/12 -VN#010938				ARAMARK UNIFORM SERVICES INC		356.95	
					CLOSING BALANCE	9,972.78		356.95
1818100000-63500	R&M SUPPLIES	210,000.00	29.8%	63,038.22	-374.03	147,335.81		
	P1200291-PO# 05/04/12 -VN#046075				AIRGAS NORTH CENTRAL		49.34	
	P1200300-PO# 05/04/12 -VN#011824				CITY OF JANESVILLE		150.00	
	P1200303-PO# 05/04/12 -VN#011970				CONNORS SUPPLY INC		337.83	
	P1200313-PO# 05/04/12 -VN#036010				GRAINGER PARTS		398.93	
	P1200314-PO# 05/04/12 -VN#018251				HARRIS ACE HARDWARE		93.32	
	P1200316-PO# 05/04/12 -VN#030781				HOME DEPOT/GEFC		280.73	
	P1200318-PO# 05/04/12 -VN#029890				JACK AND DICKS FEED AND GARDEN		577.22	
	P1200327-PO# 05/04/12 -VN#045443				MC COTTER ENERGY SYSTEMS INC		645.84	
	P1200344-PO# 05/04/12 -VN#016376				STATE ELECTRICAL SUPPLY INC		99.19	
	P1200345-PO# 05/04/12 -VN#048467				STAPLES ADVANTAGE		330.42	
	P1200729-PO# 05/04/12 -VN#037258				SIMPLEX GRINNELL LP		539.23	
	P1201727-PO# 05/04/12 -VN#011416				BRADLEY SHEET METAL WORKS INC		440.00	
					CLOSING BALANCE	143,393.76		3,942.05
1818100000-67171	C.A.-\$1000/MORE	22,275.00	72.4%	16,142.49	0.00	6,132.51		
	P1201554-PO# 05/04/12 -VN#051909				PRESSTEK INC		1,100.00	
					CLOSING BALANCE	5,032.51		1,100.00
	GENERAL SERVICES			PROG-TOTAL-PO			5,595.72	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$5,595.72 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 \_\_\_\_\_

MAY 15 2012

DATE \_\_\_\_\_ CHAIR \_\_\_\_\_



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%	29,621.23	173,454.42	-203,075.65		
	P1201731-PO# 05/04/12 -VN#051947			AT A GLANCE		66.49	
				CLOSING BALANCE	-203,142.14		66.49
	BAL.SHEET A/C			PROG-TOTAL-PO		66.49	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$66.49 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

**MAY 15 2012**

DATE \_\_\_\_\_ CHAIR

8

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818159200-62460	BLDG SERV R&M	56,000.00 44.0%	24,645.12	0.00	31,354.88		
	P1200218-PO# 05/09/12 -VN#012507			ENERGETICS INC		58.42	
	P1200229-PO# 05/09/12 -VN#014018			LAND AND WHEELS		96.39	
	P1200237-PO# 04/30/12 -VN#037268			SIMPLEX GRINNELL LP		77.42	
				CLOSING BALANCE	31,122.65		232.23
1818159200-62470	BLDG R & M	44,215.00 0.0%	4,765.70	-4,765.59	44,214.89		
	P1200238-PO# 04/30/12 -VN#016376			STATE ELECTRICAL SUPPLY INC		280.56	
	P1200956-PO# 04/30/12 -VN#014350			MARLING LUMBER COMPANY		1,201.50	
				CLOSING BALANCE	42,732.83		1,482.06
1818159200-63109	OTHER SUPP/EXP	46,000.00 14.6%	6,716.63	0.00	39,283.37		
	P1200209-PO# 04/30/12 -VN#046075			AIRGAS NORTH CENTRAL		206.82	
	P1200219-PO# 04/30/12 -VN#019048			FASTENAL COMPANY		113.10	
	P1200223-PO# 05/09/12 -VN#018251			HARRIS ACE HARDWARE		98.94	
	P1200226-PO# 05/09/12 -VN#029890			JACK AND DICKS FEED AND GARDEN		270.25	
				CLOSING BALANCE	38,594.26		689.11
1818159200-64200	TRAINING EXP	1,500.00 59.8%	397.00	500.00	603.00		
	P1201815-PO# 05/09/12 -VN#019994			WHEA-WISCONSIN HEALTHCARE ENGI		175.00	
				CLOSING BALANCE	428.00		175.00
	HCC BLDG.COMPLEX		PRG-TOTAL-PO			2,578.40	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$2,578.40 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.

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MAY 15 2012

DATE \_\_\_\_\_ CHAIR

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	88.9% 10,684,911.17	16,735,984.38	3,419,104.45		
	P1201496-PO#	04/30/12	-VN#047574	AMSAN LLC		3,722.58	
	P1201643-PO#	04/30/12	-VN#019677	PHOENIX TEXTILE CORP		4,868.94	
	P1201698-PO#	04/30/12	-VN#047574	AMSAN LLC		1,033.50	
	P1201699-PO#	04/30/12	-VN#047574	AMSAN LLC		1,540.00	
	P1201773-PO#	04/30/12	-VN#047818	ENTERPRISE SYSTEMS GROUP		1,372.14	
	P1201846-PO#	04/30/12	-VN#011592	G AND H DISTRIBUTORS INC		2,537.10	
				CLOSING BALANCE	3,404,030.19		15,074.26
	ROCK HAVEN PROJ		PROG-TOTAL-PO			15,074.26	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$15,074.26 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

MAY 15 2012 DATE \_\_\_\_\_ CHAIR

10

**ROCK COUNTY, WISCONSIN**



County Administrator's Office  
51 South Main Street  
Janesville, Wisconsin 53545  
Phone: 608/757-5510  
**Web Site:** [www.co.rock.wi.us](http://www.co.rock.wi.us)

April 23, 2012

Greg Zastrow  
Eppstein Uhen Architects  
333 East Chicago Street  
Milwaukee, WI. 53202

Re: Rock Haven - Change Order Reimbursement

Dear Mr. Zastrow,

As discussed at the April 3, 2012 Rock County General Services Committee Meeting, the Committee has evaluated the various change order requests and have determined that several of these items are the result of errors made by Eppstein Uhen and consultants.

The Committee is requesting either full or partial reimbursement of associated cost. The following are items that have been flagged as Design Errors:

1. COR # 044- \$1,601.60  
Gas Meter Location. (Full Reimbursement)
2. COR # 025R- \$4,875.64  
CB # 4- Plumbing Revisions. (Full Reimbursement)
3. COR # 036- \$7,874.90  
RFI's and cost pertaining to Steel Lintels. (Full Reimbursement)
4. COR # 013- \$18,877.17  
CB # 10- Revised wall Ratings. (Partial Reimbursement)
5. COR # 026- \$26,048.34  
RFI # 0053- Type C light Fixtures. (Partial Reimbursement)
6. COR # 064-\$25,536.72  
CGS PCO for omitting the Tyvek Barrier. (Full Reimbursement)
7. PCO- 048 - \$126,470.30  
CB # 12- Paint Azek trim. (Partial Reimbursement)

Total cost added to project: \$ 212,284.67

The Committee has further requested that any cost incurred moving forward resulting from design deficiencies will be evaluated with the intent of seeking reimbursement.

Your prompt response to the issues identified in this request for full / partial reimbursement will be greatly appreciated.

A handwritten signature in black ink, appearing to read "Randy Terronez". The signature is fluid and cursive, with a long horizontal stroke at the end.

Randy Terronez  
Assistant to the County Administrator

cc: Kevin Higgs  
The Samuels Group

## RANDOLPH TERRONEZ - Rock Haven - Reimbursement Request

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**From:** Greg Zastrow  
**To:** "terronez@co.rock.wi.us"  
**Date:** 5/1/2012 1:48 PM  
**Subject:** Rock Haven - Reimbursement Request  
**CC:** "Kevin C. Higgs (khiggs@samuelsgroup.net)", JohnMiceli  
**Attachments:** "Kevin C. Higgs (khiggs@samuelsgroup.net)", JohnMiceli

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Randy,

We received your letter requesting Change Order Reimbursement and felt it would be beneficial for everyone involved to have a common understanding of this issue. We should start with "changes", which are a very common occurrence during the construction of any building. We strive to provide a perfect set of construction documents, but we have yet to achieve this and we are not aware of any other building projects that have achieved this. There are numerous reasons for "changes, but they are commonly divided into the following groupings:

- Owner requested changes; these may be for aesthetic preference or to save money on a substitution.
- Designer errors, omissions, or coordination issues
- Unforeseen conditions; issues that would not typically be anticipated.
- Code interpretations; building codes and other regulations are extremely complex and occasionally contradictory and sometimes the building inspector or fire department interprets the code differently than the design team (or even the plan reviewer). If the design team used the worst case scenario and tried to cover every possible interpretation, the extra cost for this "belt and suspenders" approach would be significant.

Since all large complex building projects will have changes, it is prudent to carry a contingency for the cost of these changes. The contingency can be segregated into smaller contingencies for each of the reasons above (Owner's contingency, construction contingency, etc.), or even broken down further as allowances for specific potential issues (poor soil allowance, additional strobes and horns allowance, etc.).

Some of this is addressed in our Standard Form of Agreement between Owner and Architect AIA B101-2007. Article 2.2 states that "The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar conditions." Article 3.1.4 states that "The Architect shall not be responsible for an Owner's directive or substitution made without the Architect's approval". And article 5.2 states "The Owner shall establish and periodically update the Owner's budget for the Project, including (1) the budget for the Cost of The Work as defined in Section 6.1; (2) the Owner's other costs; and (3) reasonable contingencies related to all these costs."

When changes do occur, it is reasonable to determine who should pay for them. The 1<sup>st</sup> consideration is who will benefit from the work? If the Owner benefits, this is considered "betterment". The basic premise is that the Owner is not entitled to receive construction of increased value without paying for it. The 2<sup>nd</sup> consideration is who is responsible for the change, which gets back to the 4 bullet points above. And the 3<sup>rd</sup> consideration is whether the cost of the change is fair. An industry standard is that if the cost is within 10% to 20% of what the cost would have been if it was included in the original construction documents, it is generally considered a fair

price. It is generally the responsibility of the Architect and the Construction Manager or General Contractor to determine if a change is justified and if the cost is fair. In this case, the Owner's Representative (with input from the Architect) is making final determinations.

We've reviewed the list of changes you sent, and we agree with most of them. We disagree that the Tyvek issue should have cost \$25,000. But the bigger issue is that all these except the Tyvek issue constitutes "betterment", so as long as the costs are fair, the Owner is responsible for them.

Randy, we pride ourselves on our willingness to "step up to the plate" when we've caused undue costs or unfair cost increases on a project. A very general rule of thumb is that changes caused by the Design team's lack of coordination, errors, or omissions should not exceed 2% of the construction cost. And if these caused rework of previously installed material (as is the case with the Tyvek), we may well have direct responsibility for those. But where the change occurred prior to any installation or ordering material, that added value is the responsibility of the Owner. At least one of the changes, painting the Azek trim has not yet been done and can still be deleted.

We realize this may not be the response you were looking for. And we also realize you may simply be voicing some frustration of the General Service Committee. We'd be happy to explain this in person if that is desired. Please feel free to call if you have any questions or simply to discuss further.

Thank you

**Greg Zastrow**

Senior Project Manager : Principal



eppstein uhen architects

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PROJECT NUMBER #2012-34  
 PROJECT NAME COMCOR BRISAS DINNERWARE  
 PROPOSAL DUE DATE APRIL 30, 2012 – 1:30 NOON  
 DEPARTMENT ROCK HAVEN

VENDOR	FIRM BID PRICE-DELIVERED
BOELTER - WAUKESHA WI	\$ 6,676.20
WASSERSTROM - COLUMBUS OH	\$ 6,922.24
REINHART FOODS - OAK CREEK WI	\$ 7,126.60
BULLER FIXTURE – OMAHA NE	\$ 7,476.60
DIRECT SUPPLY – MILWAUKEE WI	\$ 7,656.47

Dinnerware consists of:  
 240 – large plates  
 240 – small plates  
 180 - saucers  
 180 - coffee cups  
 200 - large bowls  
 200 – small bowls

Request for Quote was advertised in the Janesville Gazette and on the Internet. Two additional vendors were solicited that did not respond.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: Boelter, Waukesha, WI

Shirley Sunderson SIGNATURE 5/1/12 DATE

GOVERNING COMMITTEE APPROVAL:

\_\_\_\_\_  
SIGNATURE VOTE DATE

PURCHASING PROCEDURAL ENDORSEMENT:

\_\_\_\_\_  
CHAIR VOTE DATE