

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, FEBRUARY 2, 2016 – 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 – January 5, 2016
4. Transfers and Appropriations
5. Bills/Encumbrances/Pre-Approved Encumbrance Amendments
6. Rob Leu's Retirement and General Services Director recruitment
7. Semi-Annual Report – Attendance at Conventions / Conferences
8. Resolutions
 - A. Retaining Engineering Firm to Prepare Plans and Specifications for Various Roof Replacement Projects
 - B. Awarding Design Services Contract for Parking Lot and Sidewalk Projects (Resolution to be handed out at meeting.)
9. Updates & Action
 - A. Courthouse Windows
 - B. Maintenance Garage/Change Orders
 - C. Courthouse Tower
10. Communications, Announcements and Information
11. 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		
18-1815-0000-62400	R & M SERV	P1600453	01/15/2016	ENERGETICS INC	92.97		
		P1600461	01/08/2016	JF AHERN COMPANY	125.00		
		P1600754	01/15/2016	OIL EQUIPMENT CO INC	245.00		
		Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	200,690.00	49,618.81	106,422.40	462.97	44,185.82		
18-1815-0000-63500	R&M SUPPLIES	P1600316	01/13/2016	NAPA AUTO PARTS	59.32		
		P1600458	01/15/2016	HARRIS ACE HARDWARE LLP	13.99		
		Budget		YTD Exp	YTD Enc	Pending	Closing Balance
			45,000.00	156.04	3,500.00	73.31	41,270.65
18-1815-0000-64200	TRAINING EXP	P1600892	01/15/2016	SKILLPATH SEMINARS INC	299.00		
		Budget		YTD Exp	YTD Enc	Pending	Closing Balance
			4,500.00	0.00	0.00	299.00	4,201.00
HCC BUILDING COMPLEX PROG TOTAL				835.28			

I have examined the preceding bills and encumbrances in the total amount of **\$835.28**
 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: **FEB 02 2016** Dept Head _____
 Committee Chair _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
18-1810-0000-62112	SECURITY	P1600355	01/01/2016	MIRION TECHNOLOGIES GDS INC	288.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	69,000.00	0.00	65,780.00	288.00	2,932.00
18-1810-0000-62400	R & M SERV	R1600936	01/01/2016	TRANE COMPANY	5,326.46
ENC		P1600322	01/12/2016	ARAMARK UNIFORM SERVICES INC	84.26
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	88,892.00	5,221.72	45,123.81	5,410.72	33,135.75
18-1810-0000-63500	R&M SUPPLIES	P1600321	01/19/2016	AARONS LOCK AND SAFE INC	3.98
		P1600326	01/07/2016	BJ ELECTRIC SUPPLY INC	269.59
		P1600332	01/12/2016	DEGARMO PLUMBING INC	4,329.00
		P1600336	01/07/2016	ENERGETICS INC	42.66
		P1600344	01/07/2016	JACK AND DICKS FEED AND GARDEN	90.00
		P1600345	01/15/2016	JANESVILLE ELECTRIC MOTOR CORP	590.00
		P1600350	01/13/2016	JOHNSTONE SUPPLY	49.64
		P1600352	01/06/2016	MC COTTER ENERGY SYSTEMS INC	2,582.21
		P1600353	01/08/2016	MC MASTER-CARR SUPPLY COMPANY	239.25
		P1600354	01/11/2016	MENARDS	49.25
		P1600381	01/18/2016	NAPA AUTO PARTS	18.99
		P1600683	01/06/2016	GOODWAY TECHNOLOGIES CORP	59.21
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	120,000.00	10,349.97	20,453.80	8,323.78	80,872.45
GENERAL SERVICES PROG TOTAL				14,022.50	
18-1811-0000-62400	R & M SERV	P1600322	01/12/2016	ARAMARK UNIFORM SERVICES INC	23.60
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	38,938.00	119.92	1,662.08	23.60	37,132.40
18-1811-0000-63500	R&M SUPPLIES	P1600364	01/12/2016	SHERWIN WILLIAMS	189.44
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	20,000.00	0.00	100.00	189.44	19,710.56
GLEN OAKS FACILITY OPERATION PROG TOTAL				213.04	
18-1812-0000-63500	R&M SUPPLIES	P1600344	01/08/2016	JACK AND DICKS FEED AND GARDEN	180.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	20,000.00	231.04	200.00	180.00	19,388.96

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
YOUTH SERVICES CENTER PROG TOTAL					180.00
18-1816-0000-62400	R & M SERV	P1600322	01/12/2016	ARAMARK UNIFORM SERVICES INC	23.58
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	24,500.00	118.77	4,664.82	23.58	19,692.83
18-1816-0000-63500	R&M SUPPLIES	P1600324	01/19/2016	BATTERIES PLUS LLC	12.95
		P1600354	01/19/2016	MENARDS	29.53
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	21,000.00	1,675.67	2,134.77	42.48	17,147.08
COMMUNICATIONS CTR.OPERATION PROG TOTAL					66.06
18-1817-0000-62400	R & M SERV	R1600936	01/01/2016	TRANE COMPANY	2,119.49
ENC	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	40,000.00	22.00	810.00	2,119.49	37,048.51
DIVERSION PROG/ASC PROG TOTAL					2,119.49
18-1818-0000-62400	R & M SERV	R1600936	01/01/2016	TRANE COMPANY	5,834.51
ENC		P1600322	01/12/2016	ARAMARK UNIFORM SERVICES INC	102.66
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	305,414.00	449.86	9,102.47	5,937.17	289,924.50
18-1818-0000-63500	R&M SUPPLIES	P1600331	01/13/2016	CONGRESS GLASS INC	2,131.37
		P1600336	01/12/2016	ENERGETICS INC	43.88
		P1600340	01/08/2016	GRAINGER	74.88
		P1600344	01/06/2016	JACK AND DICKS FEED AND GARDEN	588.00
		P1600346	01/19/2016	JANESVILLE WINSUPPLY COMPANY	1,174.05
		P1600350	01/18/2016	JOHNSTONE SUPPLY	2,571.52
		P1600354	01/19/2016	MENARDS	2.99
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	180,000.00	694.48	2,432.04	6,586.69	170,286.79
JAIL PROG TOTAL					12,523.86
18-1819-0000-62400	R & M SERV	R1600936	01/01/2016	TRANE COMPANY	5,791.65
ENC	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	26,276.00	474.36	20,917.00	5,791.65	(907.01)

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
18-1819-0000-62461	ELEVATOR	P1600366	01/05/2016	STATE OF WISCONSIN	150.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	12,000.00	0.00	5,556.36	150.00	6,293.64
UW-ROCK COUNTY PROG TOTAL				5,941.65	
18-1821-0000-62400	R & M SERV	P1600322	01/08/2016	ARAMARK UNIFORM SERVICES INC	24.64
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	71,875.00	616.20	456.00	24.64	70,778.16
JOB CENTER PROG TOTAL				24.64	

I have examined the preceding bills and encumbrances in the total amount of **\$35,091.24**

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

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- C. Encumbrances under \$10,000 to be paid upon acceptance by the Department Head.

Date: **FEB 02 2016**

Dept Head _____

Committee Chair _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
00-0000-0001-16010	PURCHASING INVEN	P1503655	12/17/2015	OFFICE PRO INC	3,502.06
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	0.00	29,658.23	52,852.70	3,502.06	(86,012.99)
00-0000-0001-17100	POSTAGE METER CH	P1500521	12/31/2015	UNITED MAILING SERVICES INC	542.71
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	0.00	21,309.31	40,000.00	542.71	(61,852.02)
GENERAL FUND PROG TOTAL				4,044.77	

I have examined the preceding bills and encumbrances in the total amount of **\$4,044.77**

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

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Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
18-1810-0000-62112	SECURITY	P1503963	12/31/2015	JBM PATROL AND PROTECTION CORP	751.33
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	75,000.00	65,289.52	0.00	751.33	8,959.15
18-1810-0000-62113	SNOW REMOVAL	P1503259	12/31/2015	TEUBERT ENTERPRISES LLC	700.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	6,000.00	5,374.00	0.00	700.00	(74.00)
18-1810-0000-62400	R & M SERV	P1503956	12/31/2015	ADVANCED DISPOSAL SERVICES	83.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	133,000.00	116,201.98	5,250.86	83.00	11,464.16
18-1810-0000-62461	ELEVATOR	P1503947	12/21/2015	NATIONAL ELEVATOR INSPECTION S	356.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	55,000.00	48,128.51	0.00	356.00	6,515.49
18-1810-0000-63500	R&M SUPPLIES	P1500468	12/31/2015	CITY OF JANESVILLE	25.35
		P1503948	12/23/2015	HOBART SALES AND SERVICE	862.03
		P1503960	12/31/2015	AIRGAS NORTH CENTRAL	41.74
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	234,759.00	252,445.38	19,033.09	929.12	(37,648.59)
GENERAL SERVICES PROG TOTAL					2,819.45
18-1812-0000-63500	R&M SUPPLIES	P1500463	12/31/2015	BADGER STATE INDUSTRIES	334.67
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	22,000.00	21,379.64	11.59	334.67	274.10
YOUTH SERVICES CENTER PROG TOTAL					334.67
18-1837-0000-67200	CAPITAL IMPROV	P1503102	11/06/2015	LAUERSDORF,LYNN R	3,538.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	594,790.00	163,807.71	1,299.89	3,538.00	426,144.40
JAIL CAPITAL IMPROVEMENTS PROG TOTAL					3,538.00
18-1842-0000-67200	CAPITAL IMPROV	P1503101	12/31/2015	LAUERSDORF,LYNN R	1,160.00

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	779,936.00	223,791.35	306,054.00	1,160.00	248,930.65
COURTHOUSE FACILITY PROJECT PROG TOTAL				1,160.00	
18-1849-0000-67200	CAPITAL IMPROV				
		P1503090	12/22/2015	GILBANK CONSTRUCTION INC	42,365.25
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	542,814.00	256,831.25	212,143.75	42,365.25	31,473.75
HCC COMPLEX PROJECT PROG TOTAL				42,365.25	
18-1855-0000-67200	CAPITAL IMPROV				
		P1503213	12/31/2015	MEAD AND HUNT INC	5,078.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,050,000.00	17,588.00	97,334.00	5,078.00	930,000.00
COURTHOUSE SECURITY SYSTEM PROG TOTAL				5,078.00	

I have examined the preceding bills and encumbrances in the total amount of **\$55,295.37**

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

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Date: **FEB 02 2016**

Dept Head _____

Committee Chair _____

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General Services

-Facilities Management
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-Duplicating

(608)757-5518

To: Members of the General Services Committee

Fr: Rob Leu, General Services Director

Date: 01/08/2016

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

As required by Resolution #6-9A-087, I hereby report the following:

No conventions or conferences were attended by General Services employees during the last six months of 2016.

Thank You

cc: Josh Smith

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

January 25, 2016
DATE DRAFTED

**Retaining Engineering Firm to Prepare Plans and Specifications
For Various Roof Replacement Projects**

1 **WHEREAS**, funds have been appropriated to replace roofs on various County buildings, and;

2

3 **WHEREAS**, engineered plans and specification are necessary in order to bid the work.

4

5 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
6 this _____ day of _____, 2016, that SRI Engineering be retained to prepare roof replacement
7 plans/specifications, with construction phase services, in the amounts noted below, and design
8 contingencies to cover additional project related expenses:

9

10	1955 Courthouse North/South Wing	-	\$8,225.00	Design Contingency \$1,000
11	Health Care Center East Wing	-	\$3,750.00	Design Contingency \$500
12	Records Building	-	\$2,150.00	Design Contingency \$500
13	Youth Services Center	-	\$10,800.00	Design Contingency \$1,000

14

15 **BE IT FURTHER RESOLVED** that payments be made to the vendor upon approval of the General
16 Services Committee.

Respectfully Submitted,

GENERAL SERVICES COMMITTEE:

Henry Brill, Chair

Jason Heidenreich, Vice Chair

Tom Brien

Edwin Nash

Jeremy Zajac

Retaining Engineering Firm to Prepare Plans and Specifications For Various Roof Replacement Projects
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FISCAL NOTE:

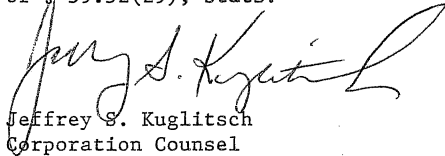
Funds have been included in various capital project accounts for these roof replacements. These projects are being funded by sales tax revenue.



Sherry Oja
Finance Director

LEGAL NOTE:

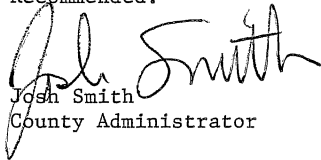
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. Professional services are not subject to bidding requirements of § 59.52(29), Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

Rock County, Wisconsin

51 South Main Street
Janesville, WI 53545



General Services

- Facilities Management
- Maintenance
- Duplicating

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Executive Summary

Retaining Engineering Firm to Prepare Plans and Specifications for Roof Replacement Projects

Funds have been budgeted for roof replacements at the Courthouse, Health Care Center, Records Building and the Youth Services Center. The roofs are 30, 25, 68 & 22 years old respectively. Repairs have become ineffective given the age of these roofs. SRI Engineering out of Middleton is the firm being hired to prepare the plans and specifications needed for bidding.

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To: The General Services Committee
Fr: Rob, GS Director
Date: 2/2/16
Re: Maintenance Garage Change Order

Change Proposal # 3 Credit of \$475.00

The electrical Contractor has proposed several small changes to correct some switching deficiencies. The result is a credit of \$475.00. The Architect reviewed the credit and felt it was fair given the scope of the work.

Change Proposal #4 Add of \$1,435.00

While the overhead door has enough headroom at the springs, the slope of the roof doesn't allow the full length of the track to fit. During design there appeared to be enough room, but when the Raynor door arrived the tracks didn't fit. Low headroom tracks are more expensive than regular headroom tracks. 4 doors are involved.