

**Rock County, Wisconsin**  
51 South Main Street  
Janesville, WI 53545  
(608)757-5518



**General Services**

- Facilities Management
- Maintenance
- Duplicating
- Central Stores

**GENERAL SERVICES COMMITTEE  
MONDAY, FEBRUARY 2, 2015 – 8:00 A.M.  
CONFERENCE ROOM N-2 – FIFTH FLOOR  
ROCK COUNTY COURTHOUSE-EAST**

**Agenda**

1. Call to Order and Approve Agenda
2. Citizen Participation
3. Approval of Minutes – January 14, 2015 and January 20, 2015
4. Transfers and Appropriations
5. Bills/Encumbrances/Pre-Approved Encumbrance Amendments
6. Resolution
  - A. Retaining Architectural Firm to Prepare Plans and Specifications for a Maintenance Storage Building at the Complex
7. Communications, Announcements and Information
8. Adjournment

**Note: Day and Location**

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
18-1810-0000-62400 ENC	R & M SERV	R1501062	01/01/2015	SAFEWAY PEST CONTROL	960.00
		P1500462	01/13/2015	ARAMARK UNIFORM SERVICES INC	180.18
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	133,000.00	11,261.49	86,710.88	1,140.18	33,887.45
18-1810-0000-62461	ELEVATOR	P1500507	01/15/2015	OTIS ELEVATOR COMPANY	237.00
		P1500915	01/01/2015	NATIONAL ELEVATOR INSPECTION S	356.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	55,000.00	0.00	36,660.00	593.00	17,747.00
18-1810-0000-63500	R&M SUPPLIES	P1500466	01/05/2015	BJ ELECTRIC SUPPLY INC	3,681.28
		P1500470	01/15/2015	DEGARMO PLUMBING INC	130.00
		P1500494	01/07/2015	JACK AND DICKS FEED AND GARDEN	1,086.65
		P1500495	01/09/2015	JANESVILLE ELECTRIC MOTOR CORP	201.50
		P1500501	01/13/2015	K AND W GREENERY INC	1,504.36
		P1500908	01/06/2015	AIRGAS NORTH CENTRAL	16.69
		P1500922	01/01/2015	SIMPLEX GRINNELL LP	10,320.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	235,000.00	73.80	6,309.24	16,940.48	211,676.48
18-1810-0000-64911 ENC ENC	CLEARING ACCT	R1501059	01/01/2015	ROCK DISPOSAL INC	2,330.40
		R1501063	01/01/2015	SAFEWAY PEST CONTROL	912.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	0.00	11,276.33	136,998.63	3,242.40	(151,517.36)
18-1810-0000-67130	TERMINALS/PC'S	P1500523	01/01/2015	CDW GOVERNMENT INC	620.79
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	2,200.00	0.00	0.00	620.79	1,579.21
<b>GENERAL SERVICES PROG TOTAL</b>				<b>22,536.85</b>	
18-1811-0000-62400 ENC	R & M SERV	R1501062	01/01/2015	SAFEWAY PEST CONTROL	300.00
		P1500462	01/20/2015	ARAMARK UNIFORM SERVICES INC	31.56
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	39,500.00	99.78	1,398.00	331.56	37,670.66
18-1811-0000-63500	R&M SUPPLIES	P1500470	01/15/2015	DEGARMO PLUMBING INC	130.00
		P1500498	01/12/2015	JOHNSON CONTROLS INC	778.70

2015 . . . ■

Rock County

COMMITTEE APPROVAL REPORT

01/28/2015

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	20,000.00		0.00	100.00	908.70	18,991.30
<b>GLEN OAKS FACILITY OPERATION PROG TOTAL</b>					<b>1,240.26</b>	
18-1812-0000-62400	R & M SERV					
<b>ENC</b>		R1501062	01/01/2015	SAFEWAY PEST CONTROL		360.00
		P1500462	01/13/2015	ARAMARK UNIFORM SERVICES INC		33.18
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	81,422.00		15,235.59	5,950.00	393.18	59,843.23
18-1812-0000-63500	R&M SUPPLIES					
		P1500466	01/08/2015	BJ ELECTRIC SUPPLY INC		246.60
		P1500470	01/15/2015	DEGARMO PLUMBING INC		130.00
		P1500488	01/08/2015	FIRST SUPPLY LLC		233.00
		P1500503	01/07/2015	MC MASTER-CARR SUPPLY COMPANY		126.24
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	22,000.00		0.00	200.00	735.84	21,064.16
<b>YOUTH SERVICES CENTER PROG TOTAL</b>					<b>1,129.02</b>	
18-1816-0000-62400	R & M SERV					
<b>ENC</b>		R1501062	01/01/2015	SAFEWAY PEST CONTROL		312.00
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	24,000.00		1,301.00	5,793.00	312.00	16,594.00
18-1816-0000-63500	R&M SUPPLIES					
		P1500470	01/15/2015	DEGARMO PLUMBING INC		130.00
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	20,000.00		0.00	1,875.67	130.00	17,994.33
<b>COMMUNICATIONS CTR.OPERATION PROG TOTAL</b>					<b>442.00</b>	
18-1817-0000-62400	R & M SERV					
<b>ENC</b>		R1501062	01/01/2015	SAFEWAY PEST CONTROL		540.00
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	40,900.00		0.00	2,309.55	540.00	38,050.45
18-1817-0000-63500	R&M SUPPLIES					
		P1500470	01/15/2015	DEGARMO PLUMBING INC		130.00
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	19,500.00		0.00	250.00	130.00	19,120.00
<b>DIVERSION PROG/ASC PROG TOTAL</b>					<b>670.00</b>	

18-1837-0000-63500 R&M SUPPLIES

COMMITTEE: GS - GENERAL SERVICES

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
		P1500470	01/15/2015	DEGARMO PLUMBING INC	260.00
		P1500489	01/05/2015	GRAINGER PARTS	136.59
		P1500495	01/09/2015	JANESVILLE ELECTRIC MOTOR CORP	398.67
		P1500496	01/05/2015	JANESVILLE WINSUPPLY COMPANY	1,155.91
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	100,000.00	485.88	5,486.00	1,951.17	92,076.95
				<b>JAIL CAPITAL IMPROVEMENTS PROG TOTAL</b>	<b>1,951.17</b>

I have examined the preceding bills and encumbrances in the total amount of **\$27,969.30**

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 03 2015**

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
18-1810-0000-62112	SECURITY	P1400480	12/31/2014	MIRION TECHNOLOGIES GDS INC	261.84
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	69,000.00	68,136.29	0.00	261.84	601.87
18-1810-0000-63500	R&M SUPPLIES	P1400407	12/31/2014	DEGARMO PLUMBING INC	1,726.82
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	230,000.00	287,092.28	12,335.42	1,726.82	(71,154.52)
<b>GENERAL SERVICES PROG TOTAL</b>				<b>1,988.66</b>	
18-1811-0000-63500	R&M SUPPLIES	P1403419	12/31/2014	SELECT SOUND SERVICE INC	805.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	20,000.00	32,984.77	1,583.59	805.00	(15,373.36)
<b>GLEN OAKS FACILITY OPERATION PROG TOTAL</b>				<b>805.00</b>	

I have examined the preceding bills and encumbrances in the total amount of **\$2,793.66**

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 03 2015**

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
18-1815-0000-63500	R&M SUPPLIES	P1400251	12/23/2014	WERNER ELECTRIC SUPPLY COMPAN	192.60
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	46,850.00	45,442.01	31.62	192.60	1,183.77
<b>HCC BUILDING COMPLEX PROG TOTAL</b>					<b>192.60</b>

I have examined the preceding bills and encumbrances in the total amount of **\$192.60**

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 03 2015**

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
18-1815-0000-62400	R & M SERV	P1500224	01/09/2015	SIMPLEX GRINNELL LP	84.40
		P1500227	01/02/2015	TRANE COMPANY	3,796.00
		P1500247	01/14/2015	JF AHERN COMPANY	125.00
		P1500598	01/01/2015	OTIS ELEVATOR COMPANY	559.34
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	96,500.00	48,136.92	14,983.34	4,564.74	28,815.00
18-1815-0000-63500	R&M SUPPLIES	P1500220	01/15/2015	JOHNSON PLASTICS	74.53
		P1500245	01/13/2015	HOME DEPOT/GECF	19.87
		P1500253	01/20/2015	MENARDS	36.74
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	50,000.00	49.94	4,131.11	131.14	45,687.81
<b>HCC BUILDING COMPLEX PROG TOTAL</b>				<b>4,695.88</b>	

I have examined the preceding bills and encumbrances in the total amount of **\$4,695.88**  
 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 03 2015**

Dept Head \_\_\_\_\_

Committee Chair \_\_\_\_\_

PURCHASE ORDER NUMBER P1302265 PEID 047607

### 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](mailto:balog@co.rock.wi.us)), Cheryl Mikrut in Accounting ([mikrut@co.rock.wi.us](mailto:mikrut@co.rock.wi.us)) **and** Jodi Millis in Purchasing ([jodi@co.rock.wi.us](mailto: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 1-27-15

DEPARTMENT GENERAL SERVICES

COMMITTEE GENERAL SERVICES

VENDOR NAME SAMUELS GROUP

ACCOUNT NUMBER 18-1851-0000-67200

FUNDS DESCRIPTION ROCK HAVEN PROJECT

AMOUNT OF INCREASE \$ 11,820.42 SO 1/27/15

INCREASE FROM \$ 5,000.00 TO \$ 16,820.42

ACCOUNT BALANCE AVAILABLE \$ 797,087

REASON FOR AMENDMENT ADDITIONAL OWNERS REP SERVICES

### APPROVALS

GOVERNING COMMITTEE \_\_\_\_\_  
Chair \_\_\_\_\_ Date \_\_\_\_\_

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

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



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 23, 2015  
DATE DRAFTED

**Retaining Architectural Firm to Prepare Plans and Specifications  
For a Maintenance Storage Building at the Complex**

- 1 **WHEREAS**, following reconstruction of the parking lot behind the Health Care Center in 2012, plans
- 2 were drafted for construction of maintenance storage garage, to replace the storage space lost when the
- 3 old buildings were demolished at the Complex in 2010; and
- 4
- 5 **WHEREAS**, bids received in August 2013 were significantly higher than expected, and therefore
- 6 additional funds appropriated in the 2014 budget so the building could be re-bid and constructed; and
- 7
- 8 **WHEREAS**, the concept plan for the building has been scaled back in size and scope; and
- 9
- 10 **WHEREAS**, in order to obtain bids for the building, architectural/engineering services are needed to
- 11 prepare the required plans and specifications.
- 12
- 13 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 14 this \_\_\_\_\_ day of \_\_\_\_\_, 2015, that Angus Young Architects of Janesville be retained to
- 15 prepare plans and specifications for a maintenance storage building at the Rock County Complex for
- 16 General Services in the amount of \$9,999.00; and
- 17
- 18 **BE IT FURTHER RESOLVED** that a reimbursable expense and design contingency be established in
- 19 an amount not to exceed of \$1,300.00.

Respectfully submitted,

GENERAL SERVICES COMMITTEE:

\_\_\_\_\_  
Henry Brill, Chair

\_\_\_\_\_  
Jason Heidenreich, Vice Chair

\_\_\_\_\_  
Thomas J. Brien

\_\_\_\_\_  
Edwin Nash

\_\_\_\_\_  
Jeremy Zajac

RETAINING ARCHITECTURAL FIRM TO PREPARE PLANS AND SPECIFICATIONS FOR A  
MAINTENANCE STORAGE BUILDING AT THE COMPLEX

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FISCAL NOTE:

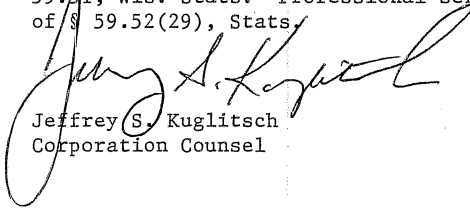
Budget appropriation remains in the 2014 budget for this project. Funding will need to be carried over to 2015. This project is being funded by sales tax revenue.



Sherry Oja  
Finance Director

LEGAL NOTE:

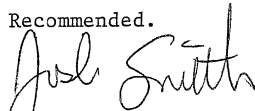
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.01, Wis. Stats. Professional services are not subject to bidding requirements of § 59.52(29), Stats.



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
- Central Stores  
(608)757-5518

# Executive Summary

## Retaining Firm to Prepare Plans and Specifications for a Maintenance Storage Building at the Complex

When the buildings were demolished behind the Health Care Center, storage space for maintenance vehicles, mowers, equipment, parts, and supplies was eliminated. Anticipating the construction of a storage garage, vehicles and equipment have been stored outside, and the remaining items stored in two rented trailers and one offsite storage unit.

With an initial budget of \$290,000.00 and a low bid of \$568,000.00, it was back to the drawing board. The original 7,200 square foot design will be scaled back to 4,800 square feet. Additional funds have been appropriated, increasing the budget to \$440,000.00.

The resolution before you hires Angus Young Architects of Janesville, to prepare the required plans and bid specifications, for \$9,999.00, plus a reimbursable expense allowance, not-to-exceed \$1,300.00.