

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, JANUARY 20, 2015 – 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 6, 2015
4. Transfers and Appropriations
5. Bills/Encumbrances/Pre-Approved Encumbrance Amendments
6. Courthouse Security Assessment Report Follow-up and Direction for Moving Forward
7. Renaming the Health Care Center Building - Discussion
8. UW-Rock Fume Hood Purchase Amendment
9. Semi-annual Report – Attendance at Conventions / Conferences
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
00-0000-0001-17100	POSTAGE METER CH	P1400541	12/31/2014	UNITED MAILING SERVICES INC	375.15
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	0.00	47,944.62	0.00	375.15	(48,319.77)
GENERAL FUND PROG TOTAL				375.15	

I have examined the preceding bills and encumbrances in the total amount of **\$375.15**

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: **JAN 20 2015**

Dept Head _____

Committee Chair _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
18-1810-0000-62160	CLEANING CONTRAC	P1401478	12/25/2014	DIVERSIFIED BUILDING MAINTENAN	1,215.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	193,525.00	191,835.92	0.00	1,215.00	474.08
18-1810-0000-62400	R & M SERV	P1400397	12/30/2014	ARAMARK UNIFORM SERVICES INC	90.09
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	143,619.00	112,059.58	2,853.49	90.09	28,615.84
18-1810-0000-62461	ELEVATOR	P1400537	12/23/2014	STATE OF WISCONSIN	200.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	46,000.00	40,661.93	33.48	200.00	5,104.59
18-1810-0000-63500	R&M SUPPLIES	P1400401	12/19/2014	BELOIT FIRE PROTECTION COMPANY	596.00
		P1400402	12/30/2014	BJ ELECTRIC SUPPLY INC	641.82
		P1400406	12/29/2014	CONGRESS GLASS INC.	586.70
		P1400407	12/31/2014	DEGARMO PLUMBING INC	770.00
		P1400417	12/29/2014	GRAINGER PARTS	31.14
		P1400419	12/03/2014	HARRIS ACE HARDWARE	77.29
		P1400425	12/26/2014	JACK AND DICKS FEED AND GARDEN	504.70
		P1400426	12/30/2014	JANESVILLE ELECTRIC MOTOR CORP	434.50
		P1400470	12/19/2014	K AND W GREENERY INC	86.25
		P1400532	12/22/2014	QUALITY DOOR LLC	2,295.00
		P1400536	12/17/2014	SHERWIN WILLIAMS	111.98
		P1400538	12/11/2014	STAPLES ADVANTAGE	983.10
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	230,000.00	284,957.07	14,704.35	7,118.48	(76,779.90)
18-1810-0000-64911	CLEARING ACCT	P1403941	12/19/2014	SAFEWAY PEST CONTROL	76.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	0.00	12,188.58	(0.01)	76.00	(12,264.57)
18-1810-0000-67200	CAPITAL IMPROV	P1403031	12/23/2014	GUENTHER ELECTRIC	7,451.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	0.00	0.00	0.00	7,451.00	(7,451.00)
GENERAL SERVICES PROG TOTAL				16,150.57	
18-1811-0000-63500	R&M SUPPLIES	P1400419	12/11/2014	HARRIS ACE HARDWARE	11.47
		P1400427	12/17/2014	JOHNSON CONTROLS INC	3,371.18

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	20,000.00		29,593.41	2,416.64	3,382.65	(15,392.70)
GLEN OAKS FACILITY OPERATION PROG TOTAL					3,382.65	
18-1812-0000-63500	R&M SUPPLIES					
		P1400401	12/08/2014	BELOIT FIRE PROTECTION COMPANY		115.30
		P1403937	12/30/2014	FAITH TECHNOLOGIES		1,895.00
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	22,000.00		15,584.76	4,168.64	2,010.30	236.30
YOUTH SERVICES CENTER PROG TOTAL					2,010.30	
18-1816-0000-62400	R & M SERV					
		P1400397	12/30/2014	ARAMARK UNIFORM SERVICES INC		16.59
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	26,000.00		23,552.12	0.00	16.59	2,431.29
18-1816-0000-63500	R&M SUPPLIES					
		P1400400	12/23/2014	BATTERIES PLUS INC		25.90
		P1400419	12/05/2014	HARRIS ACE HARDWARE		6.37
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	20,000.00		14,671.34	4,234.49	32.27	1,061.90
COMMUNICATIONS CTR.OPERATION PROG TOTAL					48.86	
18-1817-0000-62400	R & M SERV					
		P1400397	12/30/2014	ARAMARK UNIFORM SERVICES INC		15.78
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	39,117.00		38,124.68	41.00	15.78	935.54
18-1817-0000-63500	R&M SUPPLIES					
		P1400419	12/01/2014	HARRIS ACE HARDWARE		34.49
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	17,000.00		17,365.17	3,169.98	34.49	(3,569.64)
DIVERSION PROG/ASC PROG TOTAL					50.27	
18-1837-0000-63500	R&M SUPPLIES					
		P1400402	12/23/2014	BJ ELECTRIC SUPPLY INC		388.68
		P1400419	12/19/2014	HARRIS ACE HARDWARE		10.33
		P1403990	12/23/2014	COLLINS SANITARY		475.00
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	108,499.00		91,584.05	12,551.46	874.01	3,489.48

2014

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
JAIL CAPITAL IMPROVEMENTS PROG TOTAL					874.01

I have examined the preceding bills and encumbrances in the total amount of **\$22,516.66**
 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: **JAN 20 2015**

Dept Head _____

Committee Chair _____

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Rock County

COMMITTEE APPROVAL REPORT

01/14/2015

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
18-1815-0000-63500	R&M SUPPLIES				
		P1400220	12/31/2014	AIRGAS NORTH CENTRAL	128.02
		P1400223	12/31/2014	CITY OF JANESVILLE	25.00
		P1400251	12/16/2014	WERNER ELECTRIC SUPPLY COMPAN	37.52
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	46,850.00	45,048.86	(4,050.13)	190.54	5,660.73
18-1815-0000-67200	CAPITAL IMPROV				
		P1402445	10/31/2014	LAUERSDORF,LYNN R	4,000.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	141,810.00	0.00	2,000.00	4,000.00	135,810.00
HCC BUILDING COMPLEX PROG TOTAL				4,190.54	

I have examined the preceding bills and encumbrances in the total amount of **\$4,190.54**
 Claims covering the items are proper and have been previously funded. These items are to be treated as follows:
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Date: **JAN 20 2015**

Dept Head _____

Committee Chair _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
18-1810-0000-62400 ENC	R & M SERV	R1500855	01/01/2015	SGTS INC	17,294.04
		P1500462	01/06/2015	ARAMARK UNIFORM SERVICES INC	90.09
		P1500486	01/01/2015	PER MAR SECURITY SERVICES	460.56
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	133,000.00	10,280.84	69,846.84	17,844.69	35,027.63
18-1810-0000-63500	R&M SUPPLIES	P1500464	01/02/2015	BATTERIES PLUS INC	73.80
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	235,000.00	0.00	5,874.64	73.80	229,051.56
GENERAL SERVICES PROG TOTAL				17,918.49	
18-1811-0000-62400	R & M SERV	P1500462	01/06/2015	ARAMARK UNIFORM SERVICES INC	15.78
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	39,500.00	0.00	1,482.00	15.78	38,002.22
GLEN OAKS FACILITY OPERATION PROG TOTAL				15.78	
18-1812-0000-62400	R & M SERV	P1500462	01/06/2015	ARAMARK UNIFORM SERVICES INC	16.59
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	81,422.00	3,383.00	17,786.00	16.59	60,236.41
YOUTH SERVICES CENTER PROG TOTAL				16.59	
18-1816-0000-62400 ENC	R & M SERV	R1500855	01/01/2015	SGTS INC	2,783.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	24,000.00	1,239.00	3,072.00	2,783.00	16,906.00
COMMUNICATIONS CTR.OPERATION PROG TOTAL				2,783.00	
18-1837-0000-63500	R&M SUPPLIES	P1500486	01/01/2015	PER MAR SECURITY SERVICES	485.88
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	100,000.00	0.00	3,550.00	485.88	95,964.12
JAIL CAPITAL IMPROVEMENTS PROG TOTAL				485.88	

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Rock County

COMMITTEE APPROVAL REPORT

01/14/2015

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
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I have examined the preceding bills and encumbrances in the total amount of **\$21,219.74**

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

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Date: **JAN 20 2015**

Dept Head _____

Committee Chair _____

2015 . . . ■

Rock County

COMMITTEE APPROVAL REPORT

01/14/2015

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
18-1815-0000-62400	R & M SERV	P1500228	01/01/2015	JOHNSON CONTROLS INC	4,893.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	96,500.00	433.20	58,214.86	4,893.00	32,958.94
18-1815-0000-63500	R&M SUPPLIES	P1500243	01/14/2015	HARRIS ACE HARDWARE	14.94
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	50,000.00	35.00	4,014.93	14.94	45,935.13
HCC BUILDING COMPLEX PROG TOTAL				4,907.94	

I have examined the preceding bills and encumbrances in the total amount of **\$4,907.94**
 Claims covering the items are proper and have been previously funded. These items are to be treated as follows:
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Committee Chair _____

PURCHASE ORDER NUMBER P1400859 PEID 017151

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 01/06/15

DEPARTMENT GENERAL SERVICES

COMMITTEE GENERAL SERVICES

VENDOR NAME WATSON SECURITY SERVICES, INC

ACCOUNT NUMBER 18-1810-0000-62112

FUNDS DESCRIPTION WEAPONS SCREENERs

AMOUNT OF INCREASE \$ 1,052.13

INCREASE FROM \$ 66,132.00 TO \$ 67,184.13

ACCOUNT BALANCE AVAILABLE \$ 1,915.84 SB 01/06/15

REASON FOR AMENDMENT TO COVER ENTIRE DECEMBER PAYMENT

APPROVALS

GOVERNING COMMITTEE _____
Chair _____ Date _____

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

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

Rock County, Wisconsin

51 South Main Street
Janesville, WI 53545



General Services

-Facilities Management
-Maintenance
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To: Members of the General Services Committee
Fr: Rob , GS Director
Date: 1/20/15
Re: UW-Rock Fume Hood Purchase Amendment

Back in October, a Purchase Order was issued for a replacement fume hood for one where the fire occurred in the Chemistry Lab. The purchase price was \$17,870.00, with delivery estimated at 16 weeks. As you recall everything was a rush, so that it could be installed by the time classes resume January 20.

That date won't be met as the manufacturer needs to build it with exposed vacuum breakers on the sides, a flow monitor and additional electrical outlets on the front. The cost will add \$1,350.00 to the cost.

Normally, these devices are housed inside the unit, but in our case an inside installation would render them inaccessible. Fortunately, the Manufacturer caught this in time.

The Manufacturer has scheduled shipment for May 22nd, which fits into the Campus schedule.

Committee approval is needed to add the exterior mounted vacuum breakers, flow monitors, and outlets at a cost of \$1,350.00.

Thank You

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51 South Main Street
Janesville, WI 53545



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To: Members of the General Services Committee

Fr: Rob Leu, General Services Director

Date: 01/20/15

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 second half of 2014.

Thank You

cc: Josh Smith