

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, APRIL 21, 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 – April 7, 2015
4. Transfers and Appropriations
5. Bills/Encumbrances/Pre-Approved Encumbrance Amendments
6. Resolutions
 - A. Awarding Bid for Courthouse PBX Room Air Conditioning
7. Update
 - A. Courthouse Windows Project
 - B. Courthouse Planters
 - C. Courthouse Security Project – Discussion of Options and Possible Recommendations
8. Communications, Announcements and Information
9. **EXECUTIVE SESSION:** Per Section 19.85(1)(g), Wis. Stats. – Conferring with Legal Counsel Regarding Potential Litigation
10. 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.

Rock County Transfer Request - Over \$1,000

TO: FINANCE DIRECTOR Date 4/15/15 Transfer No. 15-15
 Requested By General Services Department Robert Leu Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 18-1810-0000/63104 Description: Printing & Duplicating Current Balance: \$16,422	\$3,300.00	Account #: 18-1810-0000/64200 Description: Training	\$3,300.00
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC

We're in the early weeks of the second quarter, so all accounts have healthy balances. I chose this account, because expenditures are more predictable, and there is usually a year end balance, once the inventory is credited to the account.

REASON TRANSFER IS NECESSARY - BE SPECIFIC

A computerized DDC (Direct Digital Control) system regulates the HVAC (Heating, Ventilating, & Air Conditioning) systems at the Courthouse. Users must be trained and educated in order to use the system, and retraining is needed as software updates are made. This transfer will add enough money to send the three Courthouse maintenance staff to Johnson Controls School in Milwaukee. Tuition for the three day class, for three people, at separate times, will be \$4,185.00. Lodging will cost about \$1,100.00.

FISCAL NOTE:

Sufficient funds are available for transfer. *GS 4-15-15*

ADMINISTRATIVE NOTE:

Recommended *[Signature] 4-15-15*

REQUIRED APPROVAL

DATE

COMMITTEE CHAIR

- Governing Committee _____
- Finance Committee _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
18-1815-0000-62160	CLEANING CONTRAC	P1500605	03/31/2015	DIVERSIFIED BUILDING MAINTENAN	296.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	94,038.00	24,179.50	70,762.50	296.00	(1,200.00)
18-1815-0000-62400	R & M SERV	P1500224	03/26/2015	SIMPLEX GRINNELL LP	103.50
		P1500233	03/27/2015	BANDT COMMUNICATIONS INC	88.50
		P1500238	03/23/2015	E AND S SNOWPLOWING	365.00
		P1500239	03/27/2015	ENERGETICS INC	4.99
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	96,500.00	59,841.86	10,718.80	561.99	25,377.35
18-1815-0000-63500	R&M SUPPLIES	P1500218	04/02/2015	HD SUPPLY	190.49
		P1500252	04/02/2015	MC MASTER-CARR SUPPLY COMPANY	38.34
		P1500253	04/07/2015	MENARDS	28.47
		P1500258	03/27/2015	WERNER ELECTRIC SUPPLY COMPAN	48.18
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	50,000.00	4,190.48	3,735.22	305.48	41,768.82
HCC BUILDING COMPLEX PROG TOTAL				1,163.47	

I have examined the preceding bills and encumbrances in the total amount of **\$1,163.47**
 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: **APR 21 2015**

Dept Head _____

Committee Chair _____

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
00-0000-0001-17100	POSTAGE METER CH	P1500521	04/03/2015	UNITED MAILING SERVICES INC	495.95
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	0.00	52,032.58	140,000.00	495.95	(192,528.53)
GENERAL FUND PROG TOTAL				495.95	

I have examined the preceding bills and encumbrances in the total amount of **\$495.95**

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

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Date: **APR 21 2015**

Dept Head _____

Committee Chair _____

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
18-1810-0000-62113	SNOW REMOVAL	P1500475	04/01/2015	E AND S SNOWFLOWING	371.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	6,000.00	3,506.00	0.00	371.00	2,123.00
18-1810-0000-62160	CLEANING CONTRAC	P1500473	03/25/2015	DIVERSIFIED BUILDING MAINTENAN	1,416.25
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	184,000.00	47,419.30	133,762.50	1,416.25	1,401.95
18-1810-0000-62400	R & M SERV	P1500482	03/31/2015	ARAMARK UNIFORM SERVICES INC	185.92
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	133,000.00	26,196.00	74,230.98	185.92	32,387.10
18-1810-0000-62461	ELEVATOR	P1500507	03/27/2015	OTIS ELEVATOR COMPANY	1,893.09
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	55,000.00	14,137.92	24,440.00	1,893.09	14,528.99
18-1810-0000-63500	R&M SUPPLIES	P1500465	03/30/2015	BELOIT FIRE PROTECTION COMPANY	54.00
		P1500466	03/25/2015	BJ ELECTRIC SUPPLY INC	2,052.49
		P1500470	03/20/2015	DEGARMO PLUMBING INC	6,406.54
		P1500489	03/24/2015	GRAINGER	185.64
		P1500494	03/25/2015	JACK AND DICKS FEED AND GARDEN	1,009.40
		P1500495	03/31/2015	JANESVILLE ELECTRIC MOTOR CORP	112.00
		P1500515	01/01/2015	SHERWIN WILLIAMS	(68.52)
		P1501631	03/26/2015	NIEMAN CENTRAL WISCONSIN ROOFI	195.00
		P1501744	02/20/2015	JOHNSON TRACTOR INC	3,000.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	234,759.00	44,176.31	18,814.83	12,946.55	158,821.31
18-1810-0000-64200	TRAINING EXP	R1501997	04/14/2015	JP MORGAN CHASE BANK NA	2,075.04
ENC	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	2,000.00	0.00	0.00	2,075.04	(75.04)
GENERAL SERVICES PROG TOTAL					18,887.85
18-1811-0000-62400	R & M SERV	P1500462	03/31/2015	ARAMARK UNIFORM SERVICES INC	32.88
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	39,500.00	604.32	1,371.00	32.88	37,491.80
18-1811-0000-63500	R&M SUPPLIES				

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
		P1500504	04/01/2015	MENARDS	11.36
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	20,000.00	2,498.70	100.00	11.36	17,389.94
GLEN OAKS FACILITY OPERATION PROG TOTAL					44.24
18-1812-0000-62113	SNOW REMOVAL				
		P1500475	04/01/2015	E AND S SNOWPLOWING	46.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,000.00	351.00	0.00	46.00	603.00
18-1812-0000-62400	R & M SERV				
		P1500462	03/31/2015	ARAMARK UNIFORM SERVICES INC	34.14
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	81,422.00	15,878.24	5,861.00	34.14	59,648.62
18-1812-0000-63500	R&M SUPPLIES				
		P1500466	03/19/2015	BJ ELECTRIC SUPPLY INC	314.75
		P1500503	03/25/2015	MC MASTER-CARR SUPPLY COMPANY	98.91
		P1500517	03/27/2015	SGTS INC	752.50
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	22,000.00	2,780.45	3,168.00	1,166.16	14,885.39
YOUTH SERVICES CENTER PROG TOTAL					1,246.30
18-1816-0000-62113	SNOW REMOVAL				
		P1500475	04/01/2015	E AND S SNOWPLOWING	46.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	1,000.00	327.00	0.00	46.00	627.00
18-1816-0000-63500	R&M SUPPLIES				
		P1500466	03/16/2015	BJ ELECTRIC SUPPLY INC	659.60
		P1500506	04/06/2015	NAPA AUTO PARTS	7.71
		P1500519	01/06/2015	STAPLES ADVANTAGE	192.37
		P1501632	03/26/2015	NIEMAN CENTRAL WISCONSIN ROOFI	250.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	20,000.00	5,265.45	995.64	1,109.68	12,629.23
COMMUNICATIONS CTR.OPERATION PROG TOTAL					1,155.68
18-1837-0000-63500	R&M SUPPLIES				
		P1500487	03/25/2015	FERGUSON ENTERPRISES INC	287.81
		P1500496	03/18/2015	JANESVILLE WINSUPPLY COMPANY	93.12
		P1500515	03/27/2015	SHERWIN WILLIAMS	527.26

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	112,181.00		13,161.08	4,714.30	908.19	93,397.43
18-1837-0000-67200	CAPITAL IMPROV					
		P1501066	03/30/2015	KOMFORT HEATING AND COOLING IN		1,800.00
		P1501484	04/02/2015	GILBANK CONSTRUCTION INC		31,200.00
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	594,790.00		0.00	28,050.00	33,000.00	533,740.00
JAIL CAPITAL IMPROVEMENTS PROG TOTAL					33,908.19	

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 **\$55,242.26**

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: **APR 21 2015**

Dept Head _____

Committee Chair _____

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

April 13, 2015
DATE DRAFTED

Awarding Bid for Courthouse PBX Room Air Conditioning

- 1 **WHEREAS**, buildings with computer and telephone systems typically have a room, generically called a
- 2 PBX Room, where servers, patch panels, and other head-end equipment are located; and,
- 3
- 4 **WHEREAS**, due to the sensitive nature of the equipment, climate control is needed year round; and,
- 5
- 6 **WHEREAS**, the unit that controls temperature and humidity in the Courthouse PBX Room is 19 years
- 7 old and needs to be replaced; and,
- 8
- 9 **WHEREAS**, funds were budgeted, specifications prepared, and bids solicited for the work.
- 10
- 11 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 12 this ____ day of _____, 2015, that a Purchase Order for to replace the air-conditioning system
- 13 in the Courthouse PBX Room be awarded to, JC Heating and Air Conditioning, of Janesville, WI., for the
- 14 low bid amount of \$11,617.70; and,
- 15
- 16 **BE IT FURTHER RESOLVED**, that a project contingency of \$1,500.00 be established to cover change
- 17 orders approved by the General Services Committee; and,
- 18
- 19 **BE IT FURTHER RESOLVED**, that payment be made to the Vendor upon approval of the General
- 20 Services Committee.

Respectfully submitted,

GENERAL SERVICES COMMITTEE

Henry Brill, Chair

Jason Heidenreich, Vice Chair

Thomas J. Brien

Edwin Nash

Jeremy Zajac

FISCAL NOTE:

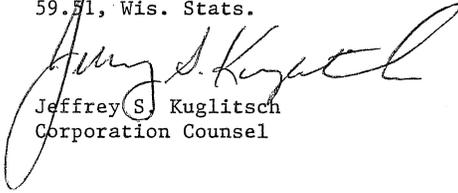
Sufficient funds are available in the Courthouse Facility Project's Capital Improvement account, A/C 18-1842-0000-67200, for the cost of this project. This project is being funded by Sales Tax revenue.



Sherry Oja
Finance Director

LEGAL NOTE:

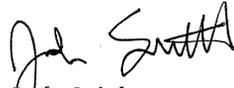
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

Executive Summary

PBX Room Air-Conditioning Replacement at the Courthouse

The resolution before you contracts with JC Heating and Air, of Janesville, to replace the unit that supplies and controls the heating, cooling, and humidity, in the Courthouse PBX Room. Climate control is specific to this room, and separate from the system that serves the rest of the building.

The main unit is 19 years old. In addition to problems with the outside condensing unit, the compressor failed in 2013. The system's technology is also dated.

The vendor expects to begin the work on May 18th and finish up on May 20th.

ROCK COUNTY, WISCONSIN
FINANCE DIRECTOR

PURCHASING DIVISION
FAX (608) 757-5539
PHONE (608) 757-5515



BID SUMMARY

PROJECT NUMBER 2015-27
PROJECT NAME COURTHOUSE PBX ROOM AIR CONDITIONING
BID DUE DATE APRIL 9, 2015 - 1:30 PM (LOCAL TIME)
DEPARTMENT GENERAL SERVICES

	JC HEATING & AIR CON JANESVILLE, WI	COMMERCIAL AIR INC MADISON, WI	GENERAL HEATING & AIR CON MADISON, WI
BASE BID	\$ 11,617.70	\$ 13,334.00	\$ 16,489.00
ADDENDA RECEIVED	YES	YES	YES
BID BOND RECEIVED	YES	YES	YES
START DATE	MAY 18, 2015	JUNE 1, 2015	MAY 29, 2015
COMPLETION DATE	MAY 20, 2015	JUNE 2, 2015	JUNE 15, 2015

Invitation to Bid was advertised in the Beloit Daily News and on the Internet. Eight additional vendors were solicited that did not respond.

PREPARED BY: ALAN DRANSFIELD, SENIOR BUYER

DEPARTMENT HEAD RECOMMENDATION: JC Heating

Robert Sen

SIGNATURE

4/13/15
DATE

GOVERNING COMMITTEE APPROVAL:

CHAIR

VOTE

DATE