

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, MARCH 1, 2011 – 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 –February 15, 2011
4. Transfers and Appropriations
5. Bills/Encumbrances/Pre-Approved Encumbrance Amendments
6. Updates
 - A. Jail Project
 1. Update Report
 2. Change Orders
7. Discussion of District Attorney Security Camera Request
8. Request to Sell Outside the County Auction
9. Purchasing Procedural Endorsement and Contract Award
 - A. Authorizing Purchase of Floor Coverings for the Courthouse
 - B. Carpet for Sheriff's Department
 - C. Retaining Engineering Firm to Complete an Emergency Mass Notification and Security Feasibility Assessment at the UW-Rock County Campus
10. General Services Director's Report
 - A. Review and Report on Current Open Projects
 - B. Upcoming Projects
11. Communications, Announcements and Information
12. Adjournment

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818159200-62202	WATER	52,000.00 16.6%	8,644.86	0.00	43,355.14		
	P1100529-PO# 02/23/11 -VN#016382		WISCONSIN STATE LABORATORY OF			636.00	
			CLOSING BALANCE		42,719.14		636.00
1818159200-62460	BLDG SERV R&M	45,000.00 32.5%	14,682.32	-25.52	30,343.20		
	P1100506-PO# 02/23/11 -VN#030347		NAPA AUTO PARTS			121.84	
	P1101193-PO# 02/23/11 -VN#014938		NORTHLAND EQUIPMENT CO INC			13.50	
	P1101336-PO# 02/23/11 -VN#018372		BATTERIES PLUS INC			23.96	
			CLOSING BALANCE		30,183.90		159.30
1818159200-62463	FIRE ALARM	18,500.00 74.8%	1,568.18	12,275.84	4,655.98		
	P1100484-PO# 02/23/11 -VN#022229		JF AHERN COMPANY			230.00	
			CLOSING BALANCE		4,425.98		230.00
1818159200-62470	BLDG R & M	50,000.00 0.0%	1,825.43	-1,825.31	49,999.88		
	P1100493-PO# 02/23/11 -VN#017559		FIRST SUPPLY MADISON LLC			81.96	
	P1100497-PO# 02/23/11 -VN#030781		HOME DEPOT/GEFC			65.77	
	P1100513-PO# 02/23/11 -VN#016376		STATE ELECTRICAL SUPPLY INC			231.32	
	P1100514-PO# 02/23/11 -VN#011891		WERNER ELECTRIC SUPPLY COMPANY			20.19	
			CLOSING BALANCE		49,600.64		399.24
1818159200-63109	OTHER SUPP/EXP	56,750.00 10.2%	2,286.99	3,528.07	50,934.94		
	P1003920-PO# 02/23/11 -VN#017231		WESTPHAL AND COMPANY INC			10,125.00	
	P1100492-PO# 02/23/11 -VN#019048		FASTENAL COMPANY			137.15	
	P1100496-PO# 02/23/11 -VN#018251		HARRIS ACE HARDWARE			30.55	
	P1100498-PO# 02/23/11 -VN#040769		HD SUPPLY			119.48	
	P1100572-PO# 02/23/11 -VN#015764		ROCK COUNTY HEALTH CARE CENTER			16.00	
			CLOSING BALANCE		40,506.76		10,428.18
	HCC BLDG.COMPLEX		PROG-TOTAL-PO			11,852.72	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$11,852.72 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.

GENERAL SERVICES COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD _____
MAR 01 2011 DATE _____ CHAIR _____

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
000000001-16010	PURCHASING INVEN	0.00 100.0%	15,867.26	-8,114.21	-7,753.05		
	P1100382-PO# 03/01/11 -VN#028070			OFFICE DEPOT		370.10	
	P1100384-PO# 03/01/11 -VN#039632			OFFICE PRO		3,033.14	
	P1100389-PO# 03/01/11 -VN#048467			STAPLES ADVANTAGE		5,995.45	
	P1100394-PO# 03/01/11 -VN#040481			RHYME BUSINESS PRODUCTS		1,714.70	
				CLOSING BALANCE	-18,866.44		11,113.39
000000001-17100	POSTAGE METER CH	0.00 100.0%	24,364.26	160,000.00	-184,364.26		
	P1100454-PO# 03/01/11 -VN#044977			UNITED MAILING SERVICES INC		572.73	
				CLOSING BALANCE	-184,936.99		572.73
	BAL.SHEET A/C		PROG-TOTAL-PO			11,686.12	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$11,686.12 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

MAR 01 2011

DATE _____ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818100000-62113	SNOW REMOVAL	4,000.00	7.6%	306.00	0.00	3,694.00	
	P1100405-PO# 03/01/11 -VN#021860			BJOIN INC		950.00	
				CLOSING BALANCE	2,744.00		950.00
1818100000-62400	R & M SERV	132,537.00	72.1%	40,783.51	54,890.65	36,862.84	
	P1100400-PO# 03/01/11 -VN#010938			ARAMARK UNIFORM SERVICES INC		165.20	
	P1101079-PO# 03/01/11 -VN#022229			JF AHERN COMPANY		195.00	
				CLOSING BALANCE	36,502.64		360.20
1818100000-63100	OFC SUPP & EXP	2,500.00	2.7%	67.61	0.00	2,432.39	
	P1100449-PO# 03/01/11 -VN#015241			PITNEY BOWES INC		155.52	
				CLOSING BALANCE	2,276.87		155.52
1818100000-63104	PRNT & DUPLICATI	30,000.00	58.9%	7,580.48	10,111.59	12,307.93	
	P1100393-PO# 03/01/11 -VN#021556			MIDLAND PAPER		677.16	
				CLOSING BALANCE	11,630.77		677.16
1818100000-63200	PUBL/SUBCR/DUES	350.00	0.0%	0.00	0.00	350.00	
	P1101272-PO# 03/01/11 -VN#013607			JANESVILLE GAZETTE INC		234.00	
				CLOSING BALANCE	116.00		234.00
1818100000-63500	R&M SUPPLIES	215,000.00	5.2%	10,073.59	1,169.33	203,757.08	
	P1100397-PO# 03/01/11 -VN#046075			AIRGAS NORTH CENTRAL		24.46	
	P1100412-PO# 03/01/11 -VN#011970			CONNORS SUPPLY INC		837.03	
	P1100418-PO# 03/01/11 -VN#012507			ENERGETICS INC		16.79	
	P1100424-PO# 03/01/11 -VN#036010			GRAINGER PARTS		11.21	
	P1100430-PO# 03/01/11 -VN#029890			JACK AND DICKS FEED AND GARDEN		465.50	
	P1100434-PO# 03/01/11 -VN#013741			JOHNSTONE SUPPLY		633.02	
	P1100456-PO# 03/01/11 -VN#016104			SHERWIN WILLIAMS		44.18	
	P1100460-PO# 03/01/11 -VN#048467			STAPLES ADVANTAGE		639.25	
	P1101162-PO# 03/01/11 -VN#010464			PORTERS LAWN AND POWER EQUIPME		127.56	
	P1101170-PO# 03/01/11 -VN#013729			JOHNSON TRACTOR INC		3,000.00	
	P1101194-PO# 03/01/11 -VN#012412			E AND D WATER WORKS INC		580.86	
				CLOSING BALANCE	197,377.22		6,379.86
1818100000-68000	COST ALLOCATIONS	-159,795.00	0.0%	-99.60	0.00	-159,695.40	
	P1100423-PO# 03/01/11 -VN#012879			GENERAL SERVICES PETTY CASH		45.59	
				CLOSING BALANCE	-159,740.99		45.59

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
	GENERAL SERVICES		PROG-TOTAL-PO			8,802.33	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$8,802.33
 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

MAR 01 2011 DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818110000-62400	R & M SERV	39,500.00	3.6%	264.65	1,175.36	38,059.99	
	P1100400-PO# 03/01/11 -VN#010938			ARAMARK UNIFORM SERVICES INC		19.86	
				CLOSING BALANCE	38,040.13		19.86
1818110000-63500	R&M SUPPLIES	20,000.00	1.8%	607.22	-246.71	19,639.49	
	P1100456-PO# 03/01/11 -VN#016104			SHERWIN WILLIAMS		59.78	
	P1101041-PO# 03/01/11 -VN#037131			SEVERIN PAINTING AND DRYWALL		3,250.00	
				CLOSING BALANCE	16,329.71		3,309.78
	GLEN OAKS OPER.			PROG-TOTAL-PO		3,329.64	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$3,329.64 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

MAR 01 2011 DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818120000-62400	R & M SERV	73,500.00 14.2%	4,733.79	5,750.22	63,015.99		
	P1100400-PO# 03/01/11 -VN#010938			ARAMARK UNIFORM SERVICES INC		59.10	
				CLOSING BALANCE	62,956.89		59.10
	JUV.DET.OPER.		PROG-TOTAL-PO			59.10	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$59.10 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

MAR 01 2011 DATE _____ CHAIR

Account Number	Name	Yearly Prcent Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818170000-63500	R&M SUPPLIES	10,000.00	5.2%	204.76	315.76	9,479.48	
	P1100424-PO# 03/01/11 -VN#036010						GRAINGER PARTS 45.24
	P1100456-PO# 03/01/11 -VN#016104						SHERWIN WILLIAMS 90.76
							CLOSING BALANCE 9,343.48 136.00
							ADOL.SER/GUIDANC PROG-TOTAL-PO 136.00

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$136.00 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

MAR 01 2011 DATE _____ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818370000-63500	R&M SUPPLIES	100,000.00	3.3%	3,400.81	-60.00	96,659.19	
	P1100412-PO# 03/01/11 -VN#011970			CONNORS SUPPLY INC		219.49	
	P1100421-PO# 03/01/11 -VN#044398			FIRST SUPPLY LLC		35.60	
	P1100431-PO# 03/01/11 -VN#013597			JANESVILLE ELECTRIC MOTOR CORP		173.00	
	P1100437-PO# 03/01/11 -VN#029662			L D DANIELS & ASSOCIATES INC		246.73	
	P1100440-PO# 03/01/11 -VN#014423			MC MASTER-CARR SUPPLY COMPANY		33.81	
	P1100451-PO# 03/01/11 -VN#032520			QUALITY DOOR LLC		619.50	
	P1101181-PO# 03/01/11 -VN#010719			A AND A SHEET METAL WORKS INC		60.00	
				CLOSING BALANCE		95,271.06	1,388.13
	JAIL.CAP.IMPROV.		PROG-TOTAL-PO				1,388.13

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,388.13 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.

GENERAL SERVICES COMMITTEE APPROVES THE ABOVE. COM-APPROVAL _____ DEPT-HEAD

MAR 01 2011

DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818420000-67200	CAPITAL IMPROV	816,994.00	52.2% 425,629.05	964.00	390,400.95		
		03/01/11 -VN#036838		ARNOLD AND O SHERIDAN INC		1,500.00	
	P1001616-PO#	03/01/11 -VN#036838		ARNOLD AND O SHERIDAN INC		536.00	
	P1101089-PO#	03/01/11 -VN#050575		FISH AND ASSOCIATES INC		1,000.00	
				CLOSING BALANCE	387,364.95		3,036.00
				CTHS FACILITY			3,036.00
				PROG-TOTAL-PO			

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$3,036.00 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

MAR 01 2011

DATE _____ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818430000-67200	CAPITAL IMPROV	0,957,630.00	90.2% 9,891,810.52	0.00	1,065,819.48		
	P1101161-PO# 03/01/11 -VN#022402		CONGRESS GLASS INC			1,480.23	
			CLOSING BALANCE		1,064,339.25		1,480.23
	U-ROCK EXPANSION		PROG-TOTAL-PO			1,480.23	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,480.23 INCURRED BY U-ROCK EXPANSION 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

MAR 01 2011

DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818500000-67200	CAPITAL IMPROV	356,000.00	4.5% 16,120.00	0.00	339,880.00		
	P1001743-PO# 03/01/11 -VN#036838					ARNOLD AND O SHERIDAN INC	4,030.00
						CLOSING BALANCE	4,030.00
						JDC CAP.IMPROV. PROG-TOTAL-PO	4,030.00

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$4,030.00 INCURRED BY JDC CAPITAL IMPROVEMENT. 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

MAR 01 2011

DATE _____ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818510000-67200	CAPITAL IMPROV	1,540,000.00	52.9%	240,575.80	575,600.00	723,824.20	
	P1003591-PO# 03/01/11 -VN#032453					COMBS AND ASSOCIATES INC	7,250.00
				CLOSING BALANCE		716,574.20	7,250.00
	ROCK HAVEN PROJ			PROG-TOTAL-PO			7,250.00

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$7,250.00 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

MAR 01 2011 DATE _____ CHAIR

PURCHASE ORDER NUMBER P1000896 PEID _____

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 send 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).

DEPARTMENT GENERAL SERVICES

COMMITTEE GENERAL SERVICES

VENDOR NAME POTTER LAWSON

ACCOUNT NUMBER 18-1849-0000-67200

FUNDS DESCRIPTION JAIL PROJECT CAPITAL IMPROVEMENT

AMOUNT OF INCREASE \$ 7,750.00

INCREASE FROM \$ 428,920.00 TO \$ 436,670.00

ACCOUNT BALANCE AVAILABLE \$ 6,285,990 ²²⁵ ₂₅

REASON FOR AMENDMENT ROCK COUNTY RESOLUTION #11-2B-295 ADDITIONAL SERVICES TO REVISE PLAN SPECIFICATIONS REGARDING THE EXISTING JAIL SALLY PORT

APPROVALS

GOVERNING COMMITTEE _____
Chair _____ Date _____

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

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

WHITE - COMMITTEE
YELLOW - PURCHASING
PINK - DEPARTMENT

PURCHASE ORDER NUMBER P1001807 PEID _____

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 send 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).

DEPARTMENT GENERAL SERVICES

COMMITTEE GENERAL SERVICES

VENDOR NAME TNB SUPPLY COMPANY LLC

ACCOUNT NUMBER 18-1849-0000-67200

FUNDS DESCRIPTION JAIL PROJECT CAPITAL IMPROVEMENT

AMOUNT OF INCREASE \$ 475,941.00

INCREASE FROM \$ 1,326,000.00 TO \$ 1,801,941.00

ACCOUNT BALANCE AVAILABLE \$ 6,266,658.07 *SR*

REASON FOR AMENDMENT TRANSFER OF FUNDS FROM TRI-NORTH TO TNB TO COVER ADDITIONAL OWNER DIRECT PURCHASES. TRI-NORTH PO TO BE DECREASED.

APPROVALS

GOVERNING COMMITTEE _____
Chair _____ Date _____

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

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

WHITE - COMMITTEE
YELLOW - PURCHASING
PINK - DEPARTMENT

PURCHASE ORDER NUMBER P1001806 PEID 049438

PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

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DEPARTMENT GENERAL SERVICES

COMMITTEE GENERAL SERVICES

VENDOR NAME TRI-NORTH BUILDERS

ACCOUNT NUMBER 18-1849-0000-67200

FUNDS DESCRIPTION JAIL PROJECT CAPITAL IMPROVEMENT

AMOUNT OF INCREASE \$8,681.32

INCREASE FROM \$ 4,843,907.24 TO \$ 4,852,588.56

ACCOUNT BALANCE AVAILABLE \$ 6,285,990 228⁰⁰ SW

REASON FOR AMENDMENT CHANGE ORDER #19

REMOVE CEILING IN CORRIDOR H102 PER PROGRAM REQUEST #016 APPROVED
ON DECEMBER 7, 2010 AT COMMITTEE

APPROVALS

GOVERNING COMMITTEE _____
Chair _____ Date _____

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

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

WHITE - COMMITTEE
YELLOW - PURCHASING
PINK - DEPARTMENT

PURCHASE ORDER NUMBER P1001806 PEID 049438

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 send 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).

DEPARTMENT GENERAL SERVICES

COMMITTEE GENERAL SERVICES

VENDOR NAME TRI-NORTH BUILDERS

ACCOUNT NUMBER 18-1849-0000-67200

FUNDS DESCRIPTION JAIL PROJECT CAPITAL IMPROVEMENT

AMOUNT OF INCREASE \$ 2,045.26

INCREASE FROM \$ 4,852,588.56 TO \$ 4,854,633.82

ACCOUNT BALANCE AVAILABLE \$ 6,285,990 *2-23-11*

REASON FOR AMENDMENT CHANGE ORDER #20 PROVIDE A 230 KW EMERGENCY

BACKUP GENERATOR TO BE ON STANDBY DURING REWORK OF EXISTING GENERAL SET FEEDERS. COST IS FOR 1 DAY OF STANDBY.

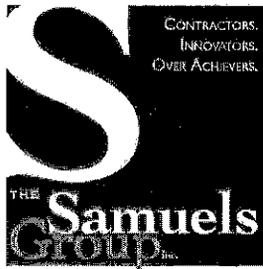
APPROVALS

GOVERNING COMMITTEE _____
Chair _____ Date _____

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

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

WHITE - COMMITTEE
YELLOW - PURCHASING
PINK - DEPARTMENT



To: General Services Committee
From: Kevin Higgs, Owners Representative
Date: February 24, 2010
RE: Program Request for Phase # 1 Jail Renovation Project

WISCONSIN

311 Financial Way
Suite 300
Wausau, WI 54401
phone 715.842.2222
fax 715.848.8088

IOWA

313 E 5th Street
Waterloo, IA 50703
phone 319.232.6443
fax 319.233.3191

Program Request # 018

Change Order Request #069
Total Cost; \$ 2,045.26

COR # 069 pertains to an owner directed request to provide a temporary backup emergency generator. The backup generator will be connected to the emergency power system in a standby mode, while the Electrical Contractor is working on the new transfer switch for the existing generator. The generator is being requested as a safety precaution to maintain life safety systems should the primary power be interrupted during the work being performed on the transfer switch.

Change Order Request #070
Total Cost; \$ 1,611.65

COR # 070 pertains to the direction provided in RFI # 158; Lighting Contactors. The Electrical Engineer provided the following direction for controlling the exterior lighting fixtures;

Provide a Square D LG1200 (30A, 12-pole, electrically-held contactor) or equal for the normal power lighting. Provide a Square D LG40 (30A, 4-pole, electrically held contactor) or equal for the emergency power lighting. Locate the contactors in Electrical Room H-105 near their respective panels. Provide control of the contactors similar to the attached site lighting control diagram.

Total cost for Program request # 018 = **\$ 3,656.91**



environments

www.samuelsgroup.net

David J. O'Leary
Rock County District Attorney

Perry L. Folts
Deputy District Attorney



Office of District Attorney
Rock County Courthouse
51 South Main Street
Janesville, Wisconsin 53545
Phone 608-757-5615
FAX 608-757-5725

MEMORANDUM

TO: Craig Knutson
FROM: David O'Leary 
RE: Courthouse Security
DATE: February 11, 2011

On Friday, February 11, 2011, I parked my car in the rear upper parking lot of the Rock County Courthouse. Around 9:00 a.m., I was advised that my car had been struck by another vehicle and severely damaged. A large piece of my bumper was lying on the ground and the rear passenger side quarter panel of my car was buckled by the impact. The offending vehicle fled the scene. The Rock County Sheriff's department responded to investigate the matter as a hit and run accident. My investigator also attempted to identify the suspect vehicle without success.

I was asked if the video surveillance was examined and advised that the cameras do cover that parking lot. Unfortunately and for some unexplainable reason, the images captured by our security cameras are not recorded and saved. Had the images been recorded, the offending vehicle and perpetrator may have been identified and held accountable. Instead, I am forced to bear the cost of the damages to my car under my own insurance and forced to bear the cost of my deductible.

I would like you to look into and correct the security lapse of not recording the video images captured by the courthouse security cameras. Thankfully no one was injured in this incident, but what if this was a more serious matter? It seems inexcusable that the only way our security cameras are of any use is if the persons sitting at the security station happen to be looking at the monitors, at the correct camera, at the correct time. Even then, if they attempt to go back to capture a still photo, suspect likeness or vehicle description, they are unable to do so.

I look forward to hearing from you on this matter.

ROCK COUNTY HEALTH DEPARTMENT

North Office

P.O. Box 1143
Janesville, WI 53547-1143
608-757-5440
608-758-8423 (fax)
www.co.rock.wi.us



South Office

61 Eclipse Center
Beloit, WI 53511
608-364-2010
608-364-2011 (fax)

2/3/2011

To: Phillip Owens, Chair
General Services Committee

From: Karen Cain
Director/Health Officer
Rock County Health Department

Re: Request to sell autoclave

Approximately 4 years ago, the Health Department was awarded a federal Bioterrorism grant that was meant for planning and preparing for local emergency events. Some of the money was used for training staff and some for purchasing supplies and equipment. Dr. Schurhammer was the Health Officer at the time and, with a portion of the money, but against the advice of the staff, he purchased an autoclave for our laboratory.

An autoclave is a device used to sterilize equipment and supplies by subjecting them to high pressure steam. This autoclave cost \$5061.94.

The autoclave has never been used, is still in its original box and is currently stored in long term storage waiting to be taken to county auction. Because of the type of services we provide in our lab, we do not anticipate ever using this piece of equipment.

Several weeks ago, Outagamie County sent out a request for purchasing a used autoclave. Rather than selling our autoclave at the auction (it can only be used for specific purposes and I don't think it would bring much money at the auction), I would like to offer our autoclave to them for \$750.00 + shipping. I am asking your committee for approval to sell the autoclave to Outagamie County.

If you need additional information, please call me at 757-5443.

Thank you for your consideration.

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

February 22, 2011
DATE DRAFTED

Authorizing Purchase of Floor Coverings for the Courthouse

- 1 **WHEREAS**, after approximately 12 years of heavy use, the floor coverings in high traffic areas of the
- 2 Courthouse need to be replaced; and,
- 3
- 4 **WHEREAS**, the carpet and tile in the front lobby, and at the top of the staircase will be replaced with a
- 5 combination of non-slip tile and walk off mats; and,
- 6
- 7 **WHEREAS**, the General Services Budget contains funds for selective carpet and tile replacement; and,
- 8
- 9 **WHEREAS**, the floor coverings will be purchased using pricing and terms of the State of Wisconsin
- 10 Contract #11-36020-900.
- 11
- 12 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 13 this _____ day of _____, 2011, that a Purchase Order for flooring replacement
- 14 in selective areas of the Courthouse be issued to Halverson Carpet Center, LTD of Janesville in the
- 15 amount of \$36,000.00.

Respectfully submitted,

General Services Committee:

Phillip Owens, Chair

Henry Brill, Vice Chair

Ronald Combs

Jason Heidenreich

Mary Mawhinney

Purchasing Procedural Endorsement

Phillip Owens, Chair Vote Date

FISCAL NOTE:

\$40,000 is included in General Services' 2011 budget for Courthouse carpet and tile replacement in a/c 18-1842-0000-67200.

Jeffrey A. Smith
Finance Director

LEGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. In addition, sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder.

Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

Craig Knutson
County Administrator

Executive Summary

Resolution Authorizing Purchase of Floor Coverings for the Courthouse

This resolution authorizes carpet and tile replacement in selective areas of the Courthouse. The first areas to be attacked will be the front lobby and worn areas at the top of the staircase. The existing carpet and tile will be replaced with durable walk-off carpet tiles and non-slip tile. Carpet replacement will continue in selective high traffic areas on the second floor.

As stated in the resolution the cost will be based on the State of Wisconsin Contract #11-36020-900 through Halverson Carpet Center.

The Courthouse Addition is already 12 years old. Hundreds of people pass through the front lobby on any given day. The new flooring is designed to remove as much snow, salt, and grime, before it gets tracked through out the building. The new tile will be non-slip, reducing the risk of slips and falls. The work will be sequenced so that access through the area can be maintained.

Rock County, Wisconsin

51 South Main Street
Janesville, WI 53545



General Services

- FacilitiesManagement
- Maintenance
- Duplicating
- Central Stores
(608)757-5518

To: Members of the General Services Committee
Fr: Rob Leu, GS Director
Date: 2/23/11
Re: Authorization to Purchase

Purchasing Procedural Endorsement and Contract Award is being requested to allow for carpet replacement in the Chief Deputy's Office, the Blue Room, and F-Unit East in Pinehurst. The project cost is \$6,969.00. Pricing is based on State of Wisconsin Contract #11-36020-900 through Halverson Carpet Center, Janesville.

Thank You

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

February 22, 2011
DATE DRAFTED

Retaining Engineering Firm to Complete an Emergency Mass Notification and Security Feasibility Assessment at the UW-Rock County Campus

- 1 **WHEREAS**, security systems at the UW-Rock County Campus differ from building to building, are not
- 2 campus wide, and are not considered sufficient for a campus environment; and,
- 3
- 4 **WHEREAS**, access control, video surveillance, and mass notification, are common systems used do deal
- 5 with emergency and life safety issues on campus's today; and,
- 6
- 7 **WHEREAS**, an engineering assessment of systems in place and development of options is needed before
- 8 upgrades can be implemented.
- 9
- 10 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 11 this _____ day of _____, 2011, that Arnold & O'Sheridan, Inc. of Madison, be
- 12 retained to complete a feasibility assessment of security systems at the University of Wisconsin Rock
- 13 County, in the amount of \$15,000.00.

Respectfully submitted,

General Services Committee:

Phillip Owens, Chair

Henry Brill, Vice Chair

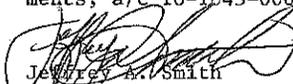
Ronald Combs

Jason Heidenreich

Mary Mawhinney

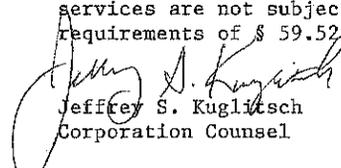
FISCAL NOTE:

\$100,000 is included in funds forwarded for the UW-Rock County Expansion Project Public Address System/Security Improvements, a/c 18-1843-0000-67200.


Jeffrey A. Smith
Finance Director

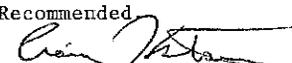
LEGAL NOTE:

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


Craig Knutson
County Administrator

Executive Summary

Resolution - Retaining Engineering Firm to Complete an Emergency Mass Notification and Security Feasibility Assessment at UW-Rock County.

The resolution before you hires Arnold & O'Sheridan Engineers of Madison to complete an assessment of security systems at UW-Rock County. The goal is to provide a plan by which life safety and security can be increased. Access control, video surveillance and mass notification are some basic tools that can be used to achieve this goal.

The first task of the engineers is to assess the systems that exist piecemeal on the campus. Options for upgrading or expanding the existing systems will be developed. New systems will be identified that can fill the gaps or support a campus wide plan.

Once a plan is in place, the decision can be made to proceed with design and implementation.

Security and mass notification are high priority items for the Campus. This project was also noted in the General Services section of the 2011 Budget, under Administrator's Comments.