

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 21, 2012 – 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 7, 2012
4. Transfers and Appropriations
5. Bills/Encumbrances/Pre-Approved Encumbrance Amendments
6. Updates
 - A. Jail Project
 - 1) Update Report
 - 2) Change Orders
 - B. Rock Haven
 - 1) Update Report
 - 2) Change Orders
7. Resolution
 - A. Authorizing Purchase of Riding Lawn Mower for Health Care Center Grounds
8. Communications, Announcements and Information
9. Adjournment

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818100000-63500	R&M SUPPLIES	215,000.00	73.0%	197,345.95	-40,274.88	67,928.93	
	P1103836-PO# 12/31/11 -VN#022864			W W GRAINGER INC		67.01	
				CLOSING BALANCE	57,861.92		67.01
	GENERAL SERVICES			PROG-TOTAL-PO		67.01	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$67.01 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

FEB 21 2012

DATE _____ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818159200-62450	GROUNDS IMPR R&M P1200217-PO# 01/31/12 -VN#018346	15,000.00 20.0%	3,000.00	0.02	11,999.98	2,081.00	
					CLOSING BALANCE	9,918.98	2,081.00
1818159200-62460	BLDG SERV R&M P1200218-PO# 02/13/12 -VN#012507 P1200231-PO# 02/13/12 -VN#030347 P1200896-PO# 02/13/12 -VN#013741	56,000.00 29.8%	4,519.19	12,210.15	39,270.66	75.21 2.07 183.90	
					CLOSING BALANCE	39,009.48	261.18
1818159200-62463	FIRE ALARM P1200914-PO# 02/13/12 -VN#049580	19,000.00 67.7%	0.00	12,864.04	6,135.96	215.00	
					CLOSING BALANCE	5,920.96	215.00
1818159200-62470	BLDG R & M P1200238-PO# 02/13/12 -VN#016376 P1200239-PO# 01/31/12 -VN#011891	44,215.00 5.5%	1,254.31	1,182.37	41,778.32	161.40 30.28	
					CLOSING BALANCE	41,586.64	191.68
1818159200-63109	OTHER SUPP/EXP P1200209-PO# 01/31/12 -VN#046075 P1200223-PO# 02/13/12 -VN#018261 P1200230-PO# 01/31/12 -VN#014423	46,000.00 14.4%	1,944.63	4,723.89	39,331.48	88.16 8.48 347.09	
					CLOSING BALANCE	38,887.75	443.73
	HCC BLDG.COMPLEX		PROG-TOTAL-PO			3,192.59	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$3,192.59 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

FEB 21 2012

DATE _____

CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818100000-62112	SECURITY	75,000.00 90.3%	5,536.92	62,203.24	7,259.84		
	P1200877-PO# 02/14/12 -VN#048790			MIRION TECHNOLOGIES GDS INC		196.72	
			CLOSING BALANCE		7,063.12		196.72
1818100000-62113	SNOW REMOVAL	6,000.00 0.0%	0.00	0.01	5,999.99		
	P1200306-PO# 02/14/12 -VN#018346			E AND S SNOWPLOWING		1,184.00	
			CLOSING BALANCE		4,815.99		1,184.00
1818100000-62400	R & M SERV	133,000.00 92.4%	45,173.97	77,848.17	9,977.86		
	P1200293-PO# 02/14/12 -VN#010938			ARAMARK UNIFORM SERVICES INC		141.43	
			CLOSING BALANCE		9,836.43		141.43
1818100000-63500	R&M SUPPLIES	210,000.00 11.3%	10,707.72	13,033.37	186,258.91		
	P1200301-PO# 02/14/12 -VN#011824			CITY OF JANESVILLE		25.00	
	P1200303-PO# 02/14/12 -VN#011970			CONNORS SUPPLY INC		317.00	
	P1200318-PO# 02/14/12 -VN#029890			JACK AND DICKS FEED AND GARDEN		465.50	
	P1200319-PO# 02/14/12 -VN#013597			JANESVILLE ELECTRIC MOTOR CORP		62.00	
	P1200987-PO# 02/14/12 -VN#016559			TAPCO		933.50	
			CLOSING BALANCE		184,456.91		1,803.00
	GENERAL SERVICES		PROG-TOTAL-PO			3,325.15	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$3,325.15 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 _____
FEB 21 2012 DATE _____ CHAIR _____

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Rock County - Production

02/15/12

COMMITTEE APPROVAL REPORT

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Account Number	Name	Yearly Prct Appropriation	Prct Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818110000-62400	R & M SERV	38,000.00	4.1%	254.30	1,314.70	36,431.00		
	P1200293-PO# 02/14/12 -VN#010938				ARAMARK UNIFORM SERVICES INC		18.90	
					CLOSING BALANCE	36,412.10		18.90
1818110000-63500	R&M SUPPLIES	22,000.00	4.5%	559.76	447.47	20,992.77		
	P1200334-PO# 02/14/12 -VN#015055				PBBS EQUIPMENT CORPORATION		507.00	
	P1200743-PO# 02/14/12 -VN#033354				SELECT SOUND SERVICE INC		200.00	
					CLOSING BALANCE	20,285.77		707.00
	GLEN OAKS OPER.				PROG-TOTAL-PO		725.90	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$725.90 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

FEB 21 2012

DATE _____

CHAIR

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Account Number	Name	Yearly Prort Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818120000-62113	SNOW REMOVAL	1,000.00	0.00	0.00	1,000.00		
	P1200306-PO# 02/14/12 -VN#018346			E AND S SNOWPLOWING		293.00	
				CLOSING BALANCE	707.00		293.00
1818120000-62400	R & M SERV	76,500.00	3,399.62	7,393.38	65,707.00		
	P1200293-PO# 02/14/12 -VN#010938			ARAMARK UNIFORM SERVICES INC		13.56	
				CLOSING BALANCE	65,693.44		13.56
1818120000-63500	R&M SUPPLIES	28,000.00	506.25	1,498.49	25,995.26		
	P1200318-PO# 02/14/12 -VN#029890			JACK AND DICKS FEED AND GARDEN		142.50	
	P1200341-PO# 02/14/12 -VN#025791			SGTS INC		474.36	
				CLOSING BALANCE	25,378.40		616.86
	JUV.DET.OPER.		PROG-TOTAL-PO			923.42	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$923.42 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

FEB 21 2012

DATE _____

CHAIR

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Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818170000-63500	R&M SUPPLIES	11,000.00	9.6%	527.52	530.43	9,942.05	
	P1200310-PO# 02/14/12 -VN#044398						FIRST SUPPLY LLC 2.25
	P1200311-PO# 02/14/12 -VN#026320						FOUR SEASONS SMALL ENGINE REPA 98.50
	P1200328-PO# 02/14/12 -VN#014423						MC MASTER-CARR SUPPLY COMPANY 45.14
	P1200329-PO# 02/14/12 -VN#014534						MENARDS 15.78
	P1200344-PO# 02/14/12 -VN#016376						STATE ELECTRICAL SUPPLY INC 211.80
						CLOSING BALANCE 9,568.58	373.47
	ADOL.SER/GUIDANC		PROG-TOTAL-PO				373.47

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$373.47 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

FEB 21 2012 DATE _____ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818370000-63500	R&M SUPPLIES	100,000.00	11.7%	6,725.78	5,025.38	88,248.84	
	P1200290-PO# 02/14/12 -VN#018296			AARONS LOCK AND SAFE INC		15.00	
	P1200309-PO# 02/14/12 -VN#019954			FERGUSON ENTERPRISES INC		70.83	
	P1200310-PO# 02/14/12 -VN#044398			FIRST SUPPLY LLC		75.00	
	P1200328-PO# 02/14/12 -VN#014423			MC MASTER-GARR SUPPLY COMPANY		454.51	
	P1200662-PO# 02/14/12 -VN#010752			ADDIE WATER SYSTEMS INC		270.76	
				CLOSING BALANCE		87,362.74	886.10
	JAIL.CAP.IMPROV.		PROG-TOTAL-PO				886.10

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$886.10 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

FEB 21 2012

DATE _____ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818490000-67200	CAPITAL IMPROV	0.00 100.0%	25,293.38	21,815.21	-47,108.59		
	P1200691-PO# 02/14/12 -VN#032520			QUALITY DOOR LLC		782.00	
				CLOSING BALANCE	-47,890.59		782.00
	JAIL/HCC COMPLEX			PROG-TOTAL-PO		782.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$782.00 INCURRED BY JAIL/HCC COMPLEX 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

FEB 21 2012

DATE _____

CHAIR

PURCHASE ORDER NUMBER P1001806 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 TRI-NORTH BUILDERS

ACCOUNT NUMBER 18-1849-0000-67200

FUNDS DESCRIPTION JAIL PROJECT ACCOUNT

AMOUNT OF INCREASE \$4,907.65

INCREASE FROM \$ 4,743,737.73 TO \$ 4,748,645.38

ACCOUNT BALANCE AVAILABLE \$ 407,090 ²⁻⁸⁻¹² ₈₅

REASON FOR AMENDMENT CHANGE ORDER #38 - SEE ATTACHED

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

Rock County

CHANGE ORDER

No. 00038

TITLE: Program Request # 034

DATE: 1/30/2012

PROJECT: Rock County Phase # 1

JOB: 6440

TO: Attn: Holly Hawkins
Tri North Builders
2625 Research Park Drive
Fitchburg, WI 53711
Phone: 608.204.7209

CONTRACT NO: 6

DESCRIPTION OF CHANGE

Acceptance of this Change order will alter the contract value, and scope of work between Rock County and Tri North Builders as outlined in the line item descriptions noted below. (Reference Rock County PO #P1001806 and associated contract for Rock County Project # 2010-13).

Item	Description	Stock#	Quantity	Units	Unit Price	Tax Rate	Tax Amount	Net Amount
00001	TNB COR #136- For cost associated with insulation to existing equipment required as a result of installation of new duct detectors. The existing duct detectors were installed directly "over" the existing insulation.		1.000		\$1,326.24	0.00%	\$0.00	\$1,326.24
00002	TNB COR # 139 - For cost associated with the direction provided in RFI # 267, changing existing surface mounted speakers to recessed speakers. This change was required due to low clearance with the new security ceiling.		1.000		\$382.04	0.00%	\$0.00	\$382.04

The Original Contract Sum was	\$5,796,500.00
Net Change by Previously Authorized Requests and Changes	(\$1,052,762.27)
The Contract Sum Prior to This Change Order was	\$4,743,737.73
The Contract Sum Will be Increased	\$4,907.65
The New Contract Sum Including This Change Order	\$4,748,645.38
The Contract Time Will Not Be Changed	
The Date of Substantial Completion as of this Change Order Therefore Is	...

ACCEPTED:

Tri North Builders

Rock County

The Samuels Group, Inc.

By: Holly Hawkins

By: Randolph Terronez

By: Kevin Higgs

Date: 1/30/2012

Date: 1/31/2012

Date: 1/30/2012

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 15, 2012
DATE DRAFTED

Authorizing Purchase of Riding Lawnmower for Health Care Center Grounds

- 1 **WHEREAS**, funds for replacement of a riding lawnmower at the Health Care Center complex were
- 2 approved in the 2012 budget; and,
- 3
- 4 **WHEREAS**, this mower will replace a 1996 model that was purchased used from the City of Janesville
- 5 back in 2005; and,
- 6
- 7 **WHEREAS**, specifications were prepared and bids solicited for the mower.
- 8
- 9 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 10 this _____ day of _____, 2012, that a Purchase Order be issued to Gielow's
- 11 Lawn and Garden of Milwaukee, for a Toro74269 riding lawn mower, for the low bid amount of
- 12 \$13,474.65.

Respectfully submitted,

Purchasing Procedural Endorsement

General Services Committee:

Mary Mawhinney, Chair

Phillip Owens, Chair

Vote Date

Henry Brill, Vice Chair

Ronald Combs

Jason Heidenreich

Mary Mawhinney

Authorizing Purchase of Riding Lawnmower for Health Care Center Grounds

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FISCAL NOTE:

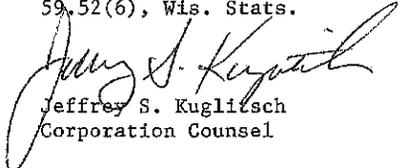
Sufficient funding is included in the HCC Complex Capital Asset account, A/C 18-1815-9200-67171, for this purchase. This purchase is funded by Sales Tax proceeds.



Sherry Oja
Finance Director

LEGAL NOTE:

The County board is authorized to take this action pursuant to secs. 59.01 and 59.52(6), Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson
County Administrator

Executive Summary

Resolution Authorizing Purchase of a Riding Lawn Mower for the Health Care Center Grounds.

Funds were included in the 2012 budget to replace the riding lawn mower at the Health Care Center complex. The new mower will replace a 1996 Toro, that was purchased used from the City of Janesville in 2005 for \$3,500.00. This mower has reached the point where repairs are no longer cost effective. Unfortunately the City doesn't have a good used mower for sale this time around.

The riding mower is a Toro Model 74269, and will be purchased from Gielow's Lawn and Garden of Milwaukee. The mower will be under warranty for four years or 1,200 hours, whichever comes first.

**COUNTY OF ROCK
PURCHASING DIVISION**

PROJECT: HCC LAWN MOWER
 PROJECT #: 2012-20
 BID DUE DATE: JANUARY 26, 2012 - 1:30 P.M.
 DEPARTMENT: GENERAL SERVICES - HEALTH CARE CENTER

MAKE & MODEL BID	GIELOW'S LAWN & GARDEN MILWAUKEE, WI	PORTERS LAWN & POWER JANESVILLE, WI	PRAIRIE POWER CENTER SUN PRAIRIE, WI	REINDERS INC SUSSEX, WI
	TORO #74269	TORO #74269	SCAG MOWER #STT-72V-28CATSS	TORO #74269
FIRM BID PRICE	\$ 13,474.65	\$ 13,639.00	\$ 13,800.00	\$ 14,489.00
DELIVERY CHARGE	INCLUDED	INCLUDED	INCLUDED	\$ 100.00
TOTAL PROJECT COST	\$ 13,474.65	\$ 13,639.00	\$ 13,800.00	\$ 14,589.00
ADDENDUM RECEIVED	YES	NOT INDICATED	YES	NOT INDICATED
WARRANTY	4 YEARS OR 1200 HOURS	4 YEARS OR 1200 HOURS	2 YEARS MOWER - 3 YEARS DECK	4 YEARS OR 1200 HOURS
DELIVERY AFTER RECEIPT OF ORDER	15 DAYS	ASAP	1 WEEK	BEFORE APRIL 1, 2012

This bid was advertised in the Janesville Gazette and on the Internet.

Two Bids received were Non-Compliant: One bid because it was received by fax and not in a sealed envelope. Second bid because prior approval wasn't given on the manufacturer and model that was submitted.

Addendum #1 consisted of: Approval of Scag Mower as an Alternate Bid Mower.

Prepared By: [Signature]
 Senior Buyer

Governing Committee Approval:

Department Head Recommendation: Low Bid - Giebow
[Signature] 2/15/12
 Signature Date

Chair Vote Date

Purchasing Procedural Endorsement: Chair Vote Date