

**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, JULY 2, 2013 – 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 –June 18, 2013
4. Transfers and Appropriations
5. Bills/Encumbrances/Pre-Approved Encumbrance Amendments
6. Resolution
  - A. Retaining Engineering Firm to Prepare Plans and Specifications for Mass Notification and Security Upgrades at the UW-Rock Campus
  - B. Authorizing Additional Contingency Funding and Amending the 2013 Budget for Rock Haven Project (Will be provided at the meeting.)
7. Updates
  - A. Jail Project
    - 1) Update Report
    - 2) Change Orders
  - B. Rock Haven
    - 1) Update Report
    - 2) Change Orders
8. Communications, Announcements and Information
9. Adjournment

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
00-0000-0001-17100	POSTAGE METER CH	P1300778	06/05/2013	UNITED MAILING SERVICES INC	554.88
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	0.00	21,991.66	120,554.88	554.88	(143,101.42)
<b>GENERAL FUND PROG TOTAL</b>				<b>554.88</b>	

I have examined the preceding bills and encumbrances in the total amount of **\$554.88**  
 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: JUL 02 2013

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

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

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
18-1810-0000-62200	UTILITIES				
		P1302211	05/28/2013	WISCONSIN DEPARTMENT OF NATUR.	500.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	445,000.00	191,027.41	0.00	500.00	253,472.59
18-1810-0000-62400	R & M SERV				
		P1300640	06/04/2013	ARAMARK UNIFORM SERVICES INC	227.46
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	119,800.00	59,931.49	38,373.08	227.46	21,267.97
18-1810-0000-62461	ELEVATOR				
		P1300781	06/04/2013	OTIS ELEVATOR COMPANY	1,864.12
		P1301293	06/13/2013	STATE OF WISCONSIN	650.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	42,500.00	18,877.28	21,687.52	2,514.12	(578.92)
18-1810-0000-63500	R&M SUPPLIES				
		P1300379	06/06/2013	MENARDS	8.67
		P1300666	06/14/2013	BJ ELECTRIC SUPPLY INC	8.76
		P1300670	06/04/2013	CITY OF JANESVILLE	50.00
		P1300673	06/06/2013	DVORAK LANDSCAPE SUPPLY LLC	245.91
		P1300674	06/06/2013	ENERGETICS INC	468.78
		P1300676	06/12/2013	FERGUSON ENTERPRISES INC	10,005.10
		P1300679	05/31/2013	GRAINGER PARTS	843.87
		P1300683	05/30/2013	HOH WATER TECHNOLOGY INC	1,905.40
		P1300684	05/31/2013	HOME DEPOT/GECF	27.33
		P1300740	06/07/2013	JACK AND DICKS FEED AND GARDEN	1,009.40
		P1300744	06/07/2013	K AND W GREENERY INC	208.86
		P1300745	05/29/2013	MC MASTER-CARR SUPPLY COMPANY	53.68
		P1300750	06/06/2013	SULLIVAN SIGNS INC	920.00
		P1300751	06/12/2013	STAPLES ADVANTAGE	507.00
		P1300763	05/30/2013	QUALITY DOOR LLC	3,890.00
		P1300773	05/31/2013	STATE ELECTRICAL SUPPLY INC	2,484.38
		P1301804	06/17/2013	DIRTY DUCTS CLEANING ENVIRONME	451.42
		P1302135	05/28/2013	CHURCHILL,RANDALL	325.00
		P1302166	06/06/2013	JACKNOB CORP	166.34
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	210,000.00	114,321.15	109,680.83	23,579.90	(37,581.88)
<b>GENERAL SERVICES PROG TOTAL</b>				<b>26,821.48</b>	
18-1811-0000-62400	R & M SERV				
		P1300640	06/04/2013	ARAMARK UNIFORM SERVICES INC	40.95
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	50,737.00	395.33	215.95	40.95	50,084.77
18-1811-0000-63500	R&M SUPPLIES				

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
		P1300674	06/10/2013	ENERGETICS INC	(2.00)
		P1300684	05/30/2013	HOME DEPOT/GECF	25.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	20,000.00	7,832.37	6,231.30	23.00	5,913.33
<b>GLEN OAKS FACILITY OPERATION PROG TOTAL</b>				<b>63.95</b>	
18-1812-0000-62400	R & M SERV				
		P1300640	06/04/2013	ARAMARK UNIFORM SERVICES INC	21.54
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	78,150.00	4,981.03	4,797.54	21.54	68,349.89
18-1812-0000-63500	R&M SUPPLIES				
		P1300637	06/05/2013	AARONS LOCK AND SAFE INC	79.80
		P1300740	06/04/2013	JACK AND DICKS FEED AND GARDEN	180.25
		P1300743	06/11/2013	JOHNSTONE SUPPLY	165.70
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	24,000.00	4,473.60	2,996.49	425.55	16,104.36
<b>YOUTH SERVICES CENTER PROG TOTAL</b>				<b>447.09</b>	
18-1815-9200-63109	OTHER SUPP/EXP				
		P1300203	06/21/2013	AARONS LOCK AND SAFE INC	17.49
		P1300204	06/05/2013	AIRGAS NORTH CENTRAL	104.74
		P1300220	06/20/2013	HARRIS ACE HARDWARE	26.14
		P1300222	06/05/2013	HD SUPPLY	33.83
		P1300228	06/06/2013	NAPA AUTO PARTS	117.29
		P1302273	06/01/2013	NATIONAL FIRE PROTECTION ASSOC	165.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	31,750.00	7,602.14	5,297.83	464.49	18,385.54
<b>HCC COMPLEX-MAINTENANCE PROG TOTAL</b>				<b>464.49</b>	
18-1816-0000-63500	R&M SUPPLIES				
		P1300660	05/30/2013	DE VERE COMPANY INC	46.88
		P1300744	05/13/2013	K AND W GREENERY INC	149.97
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	21,000.00	5,709.63	4,114.32	196.65	10,979.40
<b>COMMUNICATIONS CTR.OPERATION PROG TOTAL</b>				<b>196.65</b>	
18-1817-0000-63500	R&M SUPPLIES				
		P1300379	06/13/2013	MENARDS	55.96
		P1300637	06/06/2013	AARONS LOCK AND SAFE INC	375.86
		P1300674	06/07/2013	ENERGETICS INC	82.14
		P1300679	06/07/2013	GRAINGER PARTS	344.20

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
		P1300685	05/31/2013	JANESVILLE ELECTRIC MOTOR CORP	198.00
		P1300743	05/31/2013	JOHNSTONE SUPPLY	161.80
		P1302134	06/04/2013	ADDIE WATER SYSTEMS INC	68.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	15,500.00	10,045.68	10,973.29	1,285.96	(6,804.93)
18-1817-0000-67200	CAPITAL IMPROV				
		P1300981	01/01/2013	HALVERSON CARPET CENTER LTD	9,493.00
		P1301709	06/06/2013	PIEPER ELECTRIC INC	3,785.00
		P1301717	04/18/2013	PEDOC POWER SOLUTIONS LLC	340.49
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	61,000.00	32,301.71	5,108.39	13,618.49	9,971.41
<b>ADOLESCENT SERV/GUIDANCE CTR. PROG TOTAL</b>					<b>14,904.45</b>
18-1837-0000-63500	R&M SUPPLIES				
		P1300638	06/18/2013	AIRGAS NORTH CENTRAL	113.65
		P1300659	06/19/2013	CONNORS SUPPLY INC	131.02
		P1300673	06/11/2013	DVORAK LANDSCAPE SUPPLY LLC	90.99
		P1300675	06/05/2013	FASTENAL COMPANY	13.07
		P1300677	05/28/2013	FIRST SUPPLY LLC	23.22
		P1300679	06/07/2013	GRAINGER PARTS	579.17
		P1300685	06/14/2013	JANESVILLE ELECTRIC MOTOR CORP	856.00
		P1300742	06/11/2013	JOHNSON TRACTOR INC	54.39
		P1300745	06/13/2013	MC MASTER-CARR SUPPLY COMPANY	220.63
		P1300753	06/04/2013	LD DANIELS AND ASSOCIATES INC	436.58
		P1301852	05/06/2013	ADDIE WATER SYSTEMS INC	3,360.00
		P1301980	05/16/2013	ASC1	141.95
		P1302137	06/05/2013	COLLINS SANITARY	662.15
		P1302261	06/14/2013	HALVERSON CARPET CENTER LTD	168.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	100,000.00	25,907.72	22,422.60	6,850.82	44,818.86
<b>JAIL CAPITAL IMPROVEMENTS PROG TOTAL</b>					<b>6,850.82</b>

I have examined the preceding bills and encumbrances in the total amount of **\$49,748.93**  
 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: **JUL 02 2013**

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

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

PURCHASE ORDER NUMBER P1300024 PEID 026293

## 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 6-19-13

DEPARTMENT GENERAL SERVICES

COMMITTEE GENERAL SERVICES

VENDOR NAME PITNEY BOWES INC

ACCOUNT NUMBER 18-1810-0000-62400

FUNDS DESCRIPTION REPAIR & MAINTENANCE SERVICES

AMOUNT OF INCREASE \$ 12.85

INCREASE FROM \$ 8317.80 TO \$ 8330.65

ACCOUNT BALANCE AVAILABLE \$ 21,722.89 SB 06-19-13

REASON FOR AMENDMENT ADJUSTMENT TO LEASE FOR NEW MAIL

MACHINE

## 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**

General Services Committee  
INITIATED BY



Robert Leu  
DRAFTED BY

General Services Committee  
SUBMITTED BY

June 19, 2013  
DATE DRAFTED

**Retaining Engineering Firm to Prepare Plans and Specifications for Mass  
Notification and Security Upgrades at the UW-Rock Campus**

- 1 **WHEREAS**, Arnold and O'Sheridan Inc. completed an Emergency Communications/Security Systems
- 2 Feasibility Study for the UW-Rock Campus, and;
- 3
- 4 **WHEREAS**, the General Services Committee and the Campus feel installation of a mass notification
- 5 system and security system upgrades are needed, and;
- 6
- 7 **WHEREAS**, for bidding and implementation purposes, engineering design services are necessary.
- 8
- 9 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled
- 10 this \_\_\_\_\_ day of \_\_\_\_\_, 2013 that Arnold & O'Sheridan of Madison be retained to
- 11 complete the plans and specifications for a mass notification and security system upgrades at the UW-
- 12 Rock Campus in the amount of \$69,000, and;
- 13
- 14 **BE IT FURTHER RESOLVED** that a reimbursable expense and design contingency account be
- 15 established in an amount not to exceed of \$10,000.

Respectfully submitted,

General Services Committee:

**PURCHASING PROCEDURAL ENDORSEMENT**

\_\_\_\_\_  
Phillip Owens, Chair

Reviewed and approved on a vote of

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

\_\_\_\_\_

\_\_\_\_\_  
Ivan Collins

\_\_\_\_\_  
Mary Mawhinney, Chair

\_\_\_\_\_  
Jason Heidenreich

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

**Retaining Engineering Firm to Prepare Plans and Specifications for Mass Notification and Security Upgrades at the UW-Rock Campus**

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FISCAL NOTE:

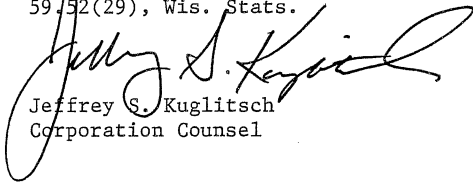
Sufficient funding is available in the U-Rock Expansion capital improvement account, A/C 18-1843-0000-67200, for the cost of this contract.



Sherry Oja  
Finance Director

LEGAL NOTE:

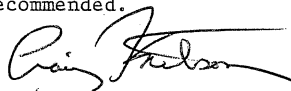
The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51, Wis. Stats. Professional services are not subject to the bidding requirements of sec. 59.52(29), Wis. Stats.



Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson  
County Administrator



# Executive Summary

## Retaining A&O Engineering for the Design Services

Earlier this year, the Emergency Mass Notification and Security System Feasibility Assessment, completed by A&O Inc., was presented to the General Services Committee, and Campus officials.

The assessment looked at the options for upgrading and expanding existing security systems at the Campus, along with a concept design for an emergency mass notification system, which currently does not exist.

The Committee, Campus officials, and the Engineer recently met to define the scope of the project, so that plans and specifications can be completed for bidding.

The systems being designed for implementation include:

- Emergency Mass Notification
- Distributed Antenna System (for cell phone coverage)
- Door Control and Monitoring
- Card Access
- Duress Alarm
- Video Surveillance

Design of the systems will take about six months. Bidding will occur in early 2014, with implementation occurring during the summer of 2014.

The cost of the project is estimated at approximately \$690,000.