

**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, OCTOBER 1, 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 –September 17, 2013
4. Approval of Schematic Design for Youth Services Center Recreation Yard
5. Transfers and Appropriations
6. Bills/Encumbrances/Pre-Approved Encumbrance Amendments
7. Resolution
  - A. Authorizing Award of Rock Haven Porch Security Screens
8. Authorizing Purchase of 2014 Calendars
9. Updates
  - A. Jail Project
    - 1) Update Report
  - B. Rock Haven
    - 1) Update Report
  - C. Courthouse Parking Ramp Maintenance
    - 1) Update Report
10. Communications, Announcements and Information
  - A. October Committee Meeting Schedule
    - 1) October 15, 2013 – Regular Meeting
    - 2) October 22, 2013 – 2014 Budget Review
11. Adjournment

**COMMITTEE APPROVAL REPORT**

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
00-0000-0001-17100	POSTAGE METER CH	P1300778	09/04/2013	UNITED MAILING SERVICES INC	403.80

**TRANSFER REQUIRED**

Budget	YTD Exp	YTD Enc	Pending	Closing Balance
0.00	21,276.70	80,000.00	403.80	(101,680.50)
<b>GENERAL FUND PROG TOTAL</b>			<b>403.80</b>	

I have examined the preceding bills and encumbrances in the total amount of **\$403.80**

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: **OCT 01 2013**

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

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

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
18-1810-0000-62400	R & M SERV	P1300640	09/10/2013	ARAMARK UNIFORM SERVICES INC	151.64
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	119,800.00	83,442.05	16,352.83	151.64	19,853.48
18-1810-0000-63104	PRNT & DUPLICATI	P1302513	09/02/2013	PROFORMA PRINTWORKS	263.50
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	32,000.00	16,958.45	7,008.40	263.50	7,769.65
18-1810-0000-63500	R&M SUPPLIES	P1300664	08/30/2013	BATTERIES PLUS INC	6.58
		P1300669	09/04/2013	CITY OF JANESVILLE	25.00
		P1300674	09/16/2013	ENERGETICS INC	15.48
		P1300676	09/10/2013	FERGUSON ENTERPRISES INC	98.80
		P1300679	09/09/2013	GRAINGER PARTS	56.16
		P1300682	09/13/2013	HOBART SALES AND SERVICE	1,407.50
		P1300683	08/30/2013	HOH WATER TECHNOLOGY INC	2,780.00
		P1300740	09/06/2013	JACK AND DICKS FEED AND GARDEN	504.70
		P1300741	09/11/2013	JOHNSON CONTROLS INC	262.15
		P1300751	08/01/2013	STAPLES ADVANTAGE	412.08
		P1300759	08/31/2013	PIEPER ELECTRIC INC	73.00
		P1300773	09/05/2013	STATE ELECTRICAL SUPPLY INC	1,098.36
		P1302727	08/31/2013	PROFESSIONAL SERVICE INDUSTRIE	637.50
		P1302928	08/30/2013	JACKNOB CORP	59.53
		P1302956	09/03/2013	GORDIE BOUCHER FORD LINCOLN ME	854.83
<b>TRANSFER REQUIRED</b>	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	210,000.00	243,648.08	11,984.92	8,291.67	(53,924.67)
<b>GENERAL SERVICES PROG TOTAL</b>				<b>8,706.81</b>	
18-1811-0000-63500	R&M SUPPLIES	P1300751	09/11/2013	STAPLES ADVANTAGE	249.46
		P1300759	08/31/2013	PIEPER ELECTRIC INC	3,333.38
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	20,000.00	9,113.98	417.10	3,582.84	6,886.08
<b>GLEN OAKS FACILITY OPERATION PROG TOTAL</b>				<b>3,582.84</b>	
18-1812-0000-63500	R&M SUPPLIES	P1300685	09/12/2013	JANESVILLE ELECTRIC MOTOR CORP	495.00
		P1300743	09/11/2013	JOHNSTONE SUPPLY	344.08
		P1300753	09/06/2013	LD DANIELS AND ASSOCIATES INC	306.94
		P1300779	08/30/2013	UNIVERSAL RECYCLING TECHNOLOG	67.24

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	24,000.00	8,317.44	2,479.44	1,213.26	11,989.86
<b>YOUTH SERVICES CENTER PROG TOTAL</b>				<b>1,213.26</b>	
18-1816-0000-62400	R & M SERV				
		P1300640	09/10/2013	ARAMARK UNIFORM SERVICES INC	14.36
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	25,000.00	22,546.29	52.00	14.36	2,387.35
18-1816-0000-63500	R&M SUPPLIES				
		P1300674	09/09/2013	ENERGETICS INC	6.66
		P1300751	08/31/2013	STAPLES ADVANTAGE	185.86
		P1300780	09/04/2013	WERNER ELECTRIC SUPPLY COMPAN	184.35
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	21,000.00	7,345.51	726.42	376.87	12,551.20
<b>COMMUNICATIONS CTR.OPERATION PROG TOTAL</b>				<b>391.23</b>	
18-1817-0000-62400	R & M SERV				
		P1300640	09/10/2013	ARAMARK UNIFORM SERVICES INC	27.30
<b>TRANSFER REQUIRED</b>	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	29,260.00	36,573.20	90.00	27.30	(7,430.50)
<b>DIVERSION PROG/ASC PROG TOTAL</b>				<b>27.30</b>	
18-1837-0000-63500	R&M SUPPLIES				
		P1300676	09/10/2013	FERGUSON ENTERPRISES INC	422.66
		P1302741	09/04/2013	AIR SYSTEMS ENGINEERS LLC	428.32
		P1302819	08/27/2013	CUMMINS NPOWER LLC	630.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	100,000.00	44,108.93	7,475.13	1,480.98	46,934.96
<b>JAIL CAPITAL IMPROVEMENTS PROG TOTAL</b>				<b>1,480.98</b>	
18-1842-0000-67200	CAPITAL IMPROV				
		P1201343	08/07/2013	ARNOLD AND O SHERIDAN INC	1,725.90
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	468,643.00	792.00	298,437.10	1,725.90	167,688.00
<b>COURTHOUSE FACILITY PROJECT PROG TOTAL</b>				<b>1,725.90</b>	
18-1855-0000-67200	CAPITAL IMPROV				
		P1300885	08/30/2013	ARNOLD AND O SHERIDAN INC	3,750.00

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt	
	Budget		YTD Exp	YTD Enc	Pending	Closing Balance
	550,000.00		4,500.00	6,750.00	3,750.00	535,000.00
<b>COURTHOUSE SECURITY SYSTEM PROG TOTAL</b>					<b>3,750.00</b>	

I have examined the preceding bills and encumbrances in the total amount of **\$20,878.32**

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: **OCT 01 2013**

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

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

COMMITTEE APPROVAL REPORT

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
18-1815-9200-62460	BLDG SERV R&M				
		P1300232	09/24/2013	PORTERS LAWN AND POWER EQUIPM	62.34
		P1303088	09/11/2013	ENVIRONMENTAL SYSTEMS INC	1,312.50
		P1303089	09/18/2013	LAKESIDE INTERNATIONAL TRUCKS	14.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	36,500.00	24,517.38	1,413.83	1,388.84	9,179.95
18-1815-9200-63109	OTHER SUPP/EXP				
		P1300204	09/05/2013	AIRGAS NORTH CENTRAL	116.58
		P1300219	09/06/2013	HOH WATER TECHNOLOGY INC	710.50
		P1300220	09/11/2013	HARRIS ACE HARDWARE	202.51
		P1300227	09/19/2013	MC MASTER-CARR SUPPLY COMPAN	53.79
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	31,750.00	17,165.08	12,719.45	1,083.38	782.09
18-1815-9200-64200	TRAINING EXP				
		P1302125	09/16/2013	MULTISTACK LLC	1,800.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	7,500.00	2,085.00	3,600.00	1,800.00	15.00
18-1815-9200-67200	CAPITAL IMPROV				
		P1302673	09/05/2013	TRI COR MECHANICAL INC	4,598.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	28,000.00	0.00	6,638.00	4,598.00	16,764.00
<b>HCC COMPLEX-MAINTENANCE PROG TOTAL</b>				<b>8,870.22</b>	
18-1851-0000-67200	CAPITAL IMPROV				
<b>ENC</b>		R1303402	09/23/2013	ROCK RIVER CONSTRUCTION	39,906.00
		P1302569	09/16/2013	OVERHEAD DOOR COMPANY OF MAD	1,525.00
	Budget	YTD Exp	YTD Enc	Pending	Closing Balance
	31,594,539.00	30,286,926.45	380,548.83	41,431.00	885,632.72
<b>ROCK HAVEN BUILDING PROJECT PROG TOTAL</b>				<b>41,431.00</b>	

Account Number	Account Name	PO#	Inv Date	Vendor Name	Inv/Enc Amt
----------------	--------------	-----	----------	-------------	-------------

I have examined the preceding bills and encumbrances in the total amount of **\$50,301.22**

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: **OCT 01 2013**

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

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

PURCHASE ORDER NUMBER P1103172 PEID 051278

### 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 9-20-13

DEPARTMENT GENERAL SERVICES

COMMITTEE GENERAL SERVICES

VENDOR NAME CG SCHMIDT

ACCOUNT NUMBER 18-1851-0000-67200

FUNDS DESCRIPTION ROCK HAVEN REPLACEMENT PROJECT

AMOUNT OF INCREASE \$ 42,527.00

INCREASE FROM \$ 18,062,792.69 TO \$ 18,105,319.69

ACCOUNT BALANCE AVAILABLE \$ 930,538.72 9/20/13 CM

REASON FOR AMENDMENT CHANGE ORDER #47

### 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

Randy Terronez  
DRAFTED BY

General Services Committee  
SUBMITTED BY



September 24, 2013  
DATE DRAFTED

**AUTHORIZING AWARD OF ROCK HAVEN PORCH SECURITY SCREENS**

1 **WHEREAS**, residents moved into the new Rock Haven facility on May 13; and,  
 2  
 3 **WHEREAS**, installation of the porch security screens was removed from the main construction project  
 4 and bid out separately due to costs and timing considerations as recommended by the Samuels Group;  
 5 and,  
 6  
 7 **WHEREAS**, bids were received and the low bid from Rock River Construction of Beloit, WI. in the  
 8 amount of \$39,906.00 is recommended.  
 9  
 10 **NOW, THEREFORE, BE IT RESOLVED**, by the Rock County Board of Supervisors duly assembled  
 11 this \_\_\_\_ day of \_\_\_\_\_, 2013 that the County authorize the award of the Rock Haven Porch  
 12 Security Screens to Rock River Construction of Beloit, WI. in the amount of \$39,906.00.

Respectfully Submitted,

GENERAL SERVICES COMMITTEE

PURCHASING PROCEDURAL ENDORSEMENT

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

Reviewed and approved on a vote of \_\_\_\_\_.

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

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

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

FISCAL NOTE:

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

Sufficient funds are available in the Rock Haven Building Project capital account, A/C 18-1851-0000-67200, for the cost of this project.

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

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. 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**

### **Authorizing Award of Rock Haven Security Porch Screens**

Screened porches for the new Rock Haven facility was originally included in the bid to the general contractor. Two porches per neighborhood (a total of eight porches) allow residents to be outside in a secure setting while looking out to the exterior of the facility. As a result of the state inspector requiring a second mezzanine stairway and fire egress, the area containing the exterior porch was the least costly to modify allowing for fire egress. Subsequently, it was decided to remove this feature from the general contractor and bid out separately.

Bids were received and the low bid from Rock River Construction of Beloit, WI in the amount of \$39,906.00 is recommended.

Additionally, the project scope calls for sidewalks to connect the fire egress from the screened porches to the outside sidewalk area. The current walkways consist of crushed limestone that will need on-going maintenance and not suitable for wheelchair traffic. Quotes have been obtained and a purchase order in the amount of \$5,000 is being issued to Powell Construction of Milton, WI.

Funds are available from the Rock Haven project account including a credit the County will be receiving from the general contractor budget.



**BID SUMMARY FORM**

PROJECT NUMBER 2013-39  
 PROJECT NAME INSTALLATION OF PORCH SECURITY SCREENS  
 BID DUE DATE SEPTEMBER 23, 2013 - 10:30 A.M.  
 DEPARTMENT GENERAL SERVICES - ROCK HAVEN NURSING HOME

	ROCK RIVER CONSTRUCTION BELOIT WI	TOP NOTCH CONSTRUCTION JANESVILLE WI	CORPORATE CONSTRUCTORS BELOIT WI	GILBANK CONSTRUCTION CLINTON WI
<b>FIRM BID PRICE</b>	<b>\$ 39,906.00</b>	<b>\$ 43,520.00</b>	<b>\$ 56,304.00</b>	<b>\$ 61,900.00</b>
START DATE	10/14/13	11/15/13	9/28/13	11/12/13
COMPLETE DATE	12/30/13	12/15/13	11/6/13	12/30/13
ADDENDUM REC'D	YES	YES	YES	YES

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

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: ROCK RIVER CONSTRUCTION

*Jodi Millis*  
SIGNATURE

9-24-13  
DATE

GOVERNING COMMITTEE APPROVAL:

CHAIR

VOTE

DATE



PROJECT NUMBER #2013-43  
PROJECT NAME 2014 CALENDARS  
QUOTE DUE DATE SEPTEMBER 25, 2013 – 1:30 P.M.  
DEPARTMENT GENERAL SERVICES

	OFFICE PRO JANESVILLE	OFFICE PRO JANESVILLE
BRAND	ALTERNATE BRAND	AT-A-GLANCE
TOTAL BID 1,306 CALENDARS	\$ 8,371.14	\$ 14,735.75

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

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: OFFICE PRO – ALTERNATE BRAND

Robert Lew 9/25/13  
Signature Date

GOVERNING COMMITTEE APPROVAL:  
\_\_\_\_\_  
Chair Vote Date

PURCHASING PROCEDURAL ENDORSEMENT:  
\_\_\_\_\_  
Chair Vote Date