

Business Committee - Regular School Board Meeting

Duluth Public Schools, ISD 709

Agenda

Tuesday, April 23, 2019

UnitedHealth Group Building

4316 Rice Lake Road

Suite 108

Duluth, MN 55811

6:30 PM

1. Financial Report

A. Financial Report

B. Approval of Payment of Claims - Attached as an "extra"

C. Budget Revisions

D. Wire Transfers

E. Investment Transactions

F. APU Projections

G. Fundraisers

2. Bids, R.F.P.s and Quotes Reports

A. Bids

1) Bid #1269 - Vending Services

Bids for vending services (vending machines and maintenance of those machines) at Lincoln Park and Ordean East Middle Schools, Denfeld and Duluth East High Schools and the Area Learning Center were advertised in the Duluth News Tribune and mailed to five (5) area vendors. See the attached sheet for more information.

Recommendation: It is recommended that the Duluth School Board accept the bid submitted for the period of May 1, 2019 through June 30, 2023 from On-Site Enterprises, Inc. Annual renewals starting July 1, 2020 by mutual agreement of both parties are required in strict accordance with bid specifications. Contract extension signatures will be based on signing authority.

2) Bid #1272 - District-Wide Snow Plowing Services

Bids were solicited from seven contractors for District-Wide Snow Plowing Services. It is recommended the Duluth School Board approve entering into a contract with the following contractors based on their low quote with a total estimated value of \$142,751.00 with the option to renew for two (2) additional one-year periods if acceptable to each party:

Billington Contracting: Denfeld HS, Homecroft ES, Lakewood ES, Rockridge Academy - \$32,497.00

Blotti Contracting: Central HS, Congdon Park ES, East HS, HOCHS, Laura MacArthur ES, Lincoln Park ES, Myers-Wilkins ES, Ordean East MS, Piedmont ES, Stowe ES, Transportation - \$96,124.00

Viele Contracting: Lester Park ES, Lowell ES - \$14,130.00

Recommendation: It is recommended the Duluth School Board approve entering into a contract with Billington Contracting – estimated value of \$32,497.00, Blotti Contracting - estimated value of \$96,124.00 & Viele Contracting - estimated value of \$14,130.00 for a total estimated value of \$142,751.00 for the period of July 1, 2019 through June 30, 2020. It is also recommended to approve the option to renew and sign this contract for two (2) additional one-year periods if the amount is determined to be acceptable by the CFO and Facilities Manager. Contract extension signatures will be based on signing authority. Quote tabulation is attached for your reference.

3) Bid #1273 - Public School Stadium Track Reconstruction

This bid was advertised according to statute and School Board Policy. Three bids were received in response to the notice for bids.

Recommendation: It is recommended that the Duluth School Board approve entering into an agreement with Northland Constructors of Duluth, Inc., as listed on the recommendation letter based on their low responsible base bid of \$868,600.00 plus if deemed necessary unit pricing for Common Excavation at \$15.00 per cubic yard, and Class 5 Aggregate at \$41.00 per cubic yard, as provided in Bid 1273.

B. RFPs

1) Boundary Studies

Please see attached proposals were solicited from two contractors for the purpose of doing boundary studies.

Recommendation: It is recommended that the Duluth School Board enter into a contract with Cooperative Strategies, a company who specializes in school district boundary studies.

C. Quotes

The following Quotes are annual reoccurring solicitations for Time and Material (T&M) contracts. This T&M process was established by the District in 2000.

1) Quote #4309 - District-Wide Carpentry Labor

Quotes were solicited from six contractors for District-Wide Carpentry Labor. It is recommended the Duluth School Board approve entering into a contract with Donald Holm Construction Co., Inc. based on their low quote with an estimated value of \$32,974.40, with the option to renew for two (2) additional one-year periods if acceptable to both parties.

Recommendation: It is recommended that the Duluth School Board approve entering into a contract with Donald Holm Construction Co., Inc. for a total estimated value of \$32,974.40 for the period of July 1, 2019 through June 30, 2020. It is also recommended to approve the option to renew and sign this contract for two (2) additional one-year periods if the amount is determined to be acceptable by both the CFO and Facilities Manager. Contract extension signatures will be based on signing authority. Quote tabulation is attached for your reference.

2) Quote #4311 - District-Wide Annual Fire Extinguisher Service

Quotes were solicited from four contractors for District-Wide Annual Fire

Extinguisher Service. It is recommended the Duluth School Board approve entering into a contract with Northland Fire and Safety, Inc. based on their low quote with an estimated value of \$2,223.30, with the option to renew for two (2) additional one-year periods if acceptable to both parties.

Recommendation: It is recommended that the Duluth School Board approve entering into a contract with Northland Fire and Safety, Inc. for a total estimated value of \$2,223.30 for the period of July 1, 2019 through June 30, 2020. It is also recommended to approve the option to renew and sign this contract for two (2) additional one-year periods if the amount is determined to be acceptable by both the CFO and Facilities Manager. Contract extension signatures will be based on signing authority. Quote tabulation is attached for your reference.

3) Quote #4312 - District-Wide Lawn Care Services

Quotes were solicited from five contractors for District-Wide Lawn Care Services. It is recommended the Duluth School Board approve entering into a contract with Blotti Contracting based on their low quote with an estimated value of \$50,768.00, with the option to renew for two (2) additional one-year periods if acceptable to both parties.

Recommendation: It is recommended that the Duluth School Board approve entering into a contract with Blotti Contracting for a total estimated value of \$50,768.00 for the period of May 5, 2019 through September 14, 2019. It is also recommended to approve the option to renew and sign this contract for two (2) additional one-year periods if the amount is determined to be acceptable by both the CFO and Facilities Manager. Contract extension signatures will be based on signing authority. Quote tabulation is attached for your reference.

4) Quote #4313 - District-wide Refrigeration Repair Services

Quotes were solicited from seven contractors for District-Wide Refrigeration Repair Services. It is recommended the Duluth School Board approve entering into a contract with Lakeshore Ice Co., Inc. dba Carlson Refrigeration based on their low quote with an estimated value of \$15,400.00, with the option to renew for two (2) additional one-year periods if acceptable to both parties.

Recommendation: It is recommended the Duluth School Board approve entering into a contract with Lakeshore Ice Co., Inc. dba Carlson Refrigeration for a total estimated value of \$15,400.00 for the period of July 1, 2019 through June 30, 2020. It is also recommended to approve the option to renew and sign this contract for two (2) additional one-year periods if the amount is determined to be acceptable by both the CFO and Facilities Manager. Contract extension signatures will be based on signing authority. Quote tabulation is attached for your reference.

5) Quote #4314 - District-Wide Refuse Removal and Recycling Services

Quotes were solicited from two contractors for District-Wide Refuse Removal and Recycling Services. It is recommended the Duluth School Board approve entering into a contract with Waste Management based on their low quote with an estimated value of \$94,715.05 with the option to renew for two (2) additional one-year periods if acceptable to both parties.

Recommendation: It is recommended the Duluth School Board approve entering into a contract with Waste Management for a total estimated value of \$94,715.05 for the period of July 1, 2019 through June 30, 2020. It is also recommended to approve the option to renew and sign this contract for two (2) additional one-year periods if the amount is determined to be acceptable by both the CFO and Facilities Manager. Contract extension signatures will be based on signing authority. Quote tabulation is attached for your reference.

3. **Policies and Regulations - None**

4. **Contracts, Change Orders, and Leases**

A. Contracts

1) Sourcewell ezIQC - Kraus-Anderson for the Denfeld Stairwell Repair

This agreement is to perform the work as defined in plans and specification to repair temporary shoring installed in 2016 for failing stairwell plaster finishes at Denfeld High School. The contract sum for this work as defined in the attached Sourcewell Gordian ezIQC agreement is \$534,794.00

Recommendation: It is recommended that the Duluth School Board approve this agreement with Kraus-Anderson.

B. Change Orders

1) **PLACEHOLDER - Other Change Orders**

C. Leases - None

5. **Resolutions**

A. B-4-19-3637 - Acceptance of Donations

Recommendation: It is recommended that the Duluth School Board approve Resolution 4-19-3637.

B. B4-19-3638 - Resolution Authorizing the Execution and Delivery of an Amendment to Lease Purchase Agreement and Supplement to Declaration of Trust and Approving the Issuance, Sale and Delivery Of \$23,675,000 Refunding Certificates of Participation, Series 2019A

Award Resolutions related to the District's issuance of Refunding Certificates of Participation, Series 2019A; Full Term Refunding Certificates of Participation, Series 2019B; and Full Term Refunding Certificates of Participation, Series 2019C.

Please Note: The final numbers will not be available until late on the day of the Board meeting as the bonds go to market on April 23, 2019; the finalized documents will handed out at the the Board meeting on April 23, 2019.

Recommendation: It is recommended that the Duluth School Board approve Resolution B-4-19-3638.

C. Resolution B-19-3639 - Resolution Authorizing the Execution and Delivery of an Amendment to Installment Purchase Contract and a Supplement to Declaration of Trust and Approving the Issuance, Sale and Delivery of \$41,985,000 Full Term Refunding Certificates of Participation, Series 2019B

Award Resolutions related to the District's issuance of Refunding Certificates of

Participation, Series 2019A; Full Term Refunding Certificates of Participation, Series 2019B; and Full Term Refunding Certificates of Participation, Series 2019C.

Please Note: The sale has occurred; attached are the final numbers and documents.

Recommendation: It is recommended that the Duluth School Board approve Resolution B-4-19-3639.

D. Resolution B-4-19-3640 - Resolution Authorizing the Execution and Delivery of an Amendment to Installment Purchase Contract and a Supplement to Declaration of Trust and Approving the Issuance, Sale and Delivery of \$2,730,000 Full Term Refunding Certificates of Participation, Series 2019C

Award Resolutions related to the District's issuance of Refunding Certificates of Participation, Series 2019A; Full Term Refunding Certificates of Participation, Series 2019B; and Full Term Refunding Certificates of Participation, Series 2019C.

Please Note: The sale has occurred; attached are the final numbers and documents.

Recommendation: It is recommended that the Duluth School Board approve Resolution B-4-19-3640.

E. **PLACEHOLDER** - Sale of Property

6. Informational - These items are provided for informational purposes only; no action is required.

A. Expenditure Contracts

The Superintendent or CFO/Executive Director of Business has signed these contracts during the month of March 2019.

B. Extension or Renewal Contracts - None

C. No Cost Contracts

The Superintendent or CFO/Executive Director of Business has signed these contracts during the month of March 2019.

D. Revenue Contracts - None

E. Change Orders Signed - None

F. Facilities Management & Capital Project Status Report

G. Property Sale Updates

H. Preliminary 2019-20 Budget Information

I. Committee Process Update

J. Even Year Elections

7. Future Items

A. Policy Updates

B. Ten-Year Capital Facilities Plan - 2019 (May 2019)